

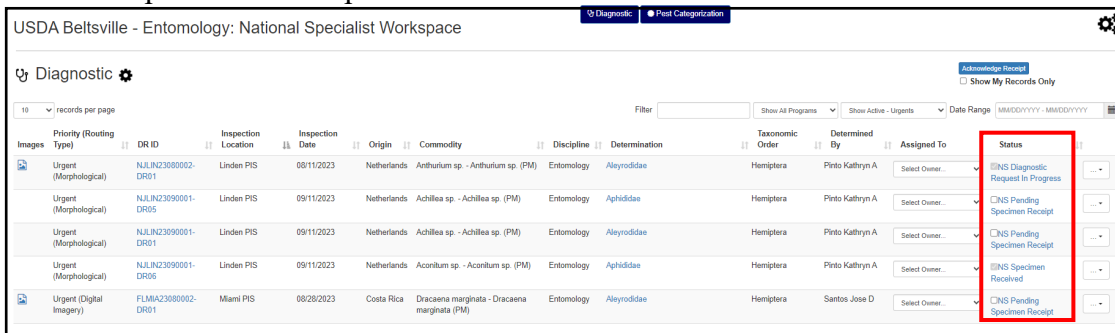


# 1. Access Determination Information Page

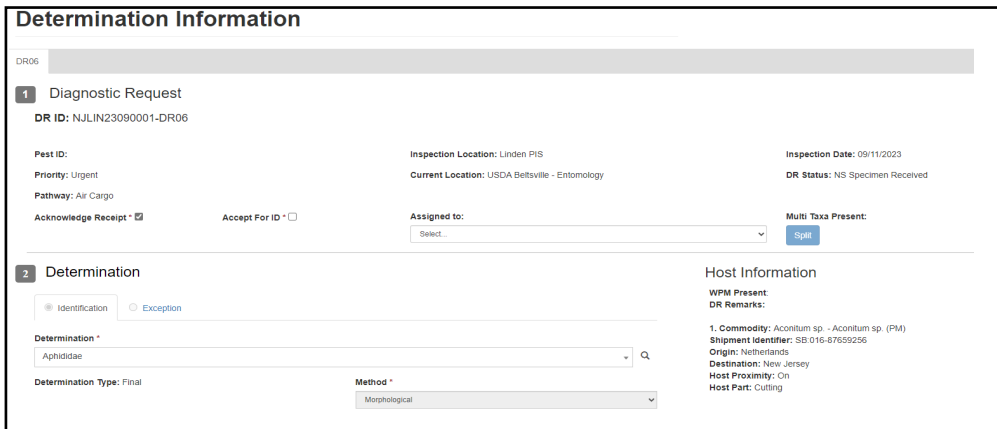
To access the determination page users must click on a Diagnostic Request (DR) or on a Commodity Determination (CD) Status hyperlink. Users will find different statuses on a DR or on a CD. Refer to table below for the different status hyperlinks on a DR or on a CD and their definition:

Status	Definition
<input type="checkbox"/> NS Pending Specimen Receipt	DR or CD still has not been received yet for identification.
<input checked="" type="checkbox"/> NS Specimen Received	DR or CD has been received by the Location/National Specialist (NS) (checked as Acknowledge Receipt in ARM) but the NS has not yet begun the identification process.
<input checked="" type="checkbox"/> NS Diagnostic Request In Progress	DR or CD has been received by the Location/NS (*checked as Acknowledge Receipt and Accepted for ID in ARM), and the NS is currently working on the DR or CD.

The status hyperlink is found on the Determination Pane under the Status column in ARM's National Specialist Workspace.



After clicking on the status hyperlink, users will be brought to the Determination Page. See screen shot below.



## 2. Add Determination Information

The Determination Information Page will have all the information submitted by a user through a Diagnostic Request or a Commodity Determination. This information will be prepopulated by ARM. The following information will be found on this page:

- Host Information
- Identification Information
- Inspection Location
- Inspection Date
- DR Priority
- DR ID
- DR Status

Also, Information of the host, identification, and pest are found on the right side of the page.

### Host Information

WPM Present: Y  
DR Remarks:

1. Commodity: Musa sp. - Plantain (FV)  
Shipment Identifier: CN:SEGU0020349  
Origin: Guatemala  
Destination: [Details](#)  
Host Proximity: With  
Host Part: Fruit

### Identification Information

Determination: [Opsiphanes cassina C. & R. Felder \(Nymphalidae\)](#)  
Determination Type: Tentative ID  
Determination Method: Morphological  
Discipline: Entomology  
Determined By: Leavengood, John M  
Date Determined: 12/13/2023  
Internal Remarks:  
External Remarks: highly mobile

Determination: [Lepidoptera](#)  
Determination Type: Initial ID  
Determination Method: Morphological  
Discipline: Entomology  
Determined By: YESARY ALVARADO  
Date Determined: 12/13/2023

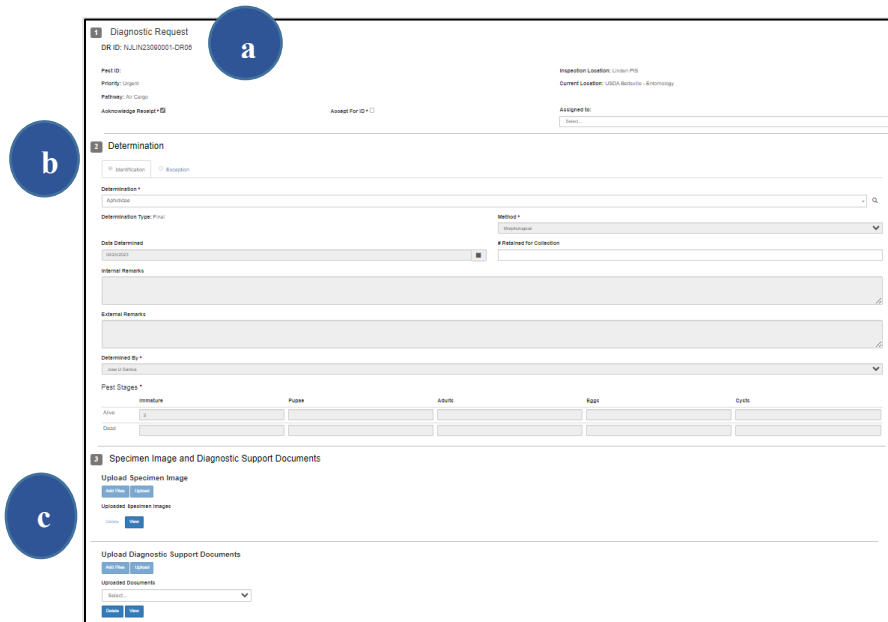
### Pest Information

Pest Discipline: Insect  
Mainland Quarantine Status: Quarantine  
Hawaii Quarantine Status: Uncategorized  
Puerto Rico Quarantine Status: Uncategorized

Pest Information:  
Pest Classification: [Animalia](#) > [Arthropoda](#) > [Insecta](#) > [Lepidoptera](#) > [Papilionoidea](#) > [Nymphalidae](#) > [Opsiphanes](#) > [cassina](#)  
[Taxonomy details](#)

This page is divided in three headings. They are shown below (with corresponding letter on the image):

- a- Diagnostic Request
- b- Determination
- c- Specimen Image and Diagnostic Support Documents



### a. Diagnostic Request

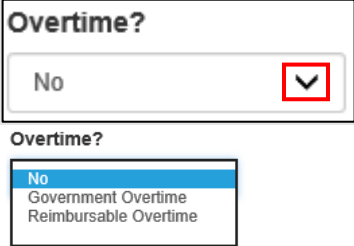
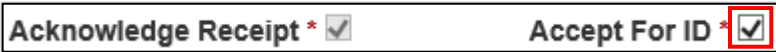



This heading is identified as heading number one 1 **Diagnostic Request** in the Determination page in ARM’s AI Workspace. This heading is populated with information from the Diagnostic Request or Commodity Determination submitted for identification by PPQ or CBP. The information populated is:

- Diagnostic Request ID (DR ID)
- Pest ID (CBP DRs)
- Priority
- Inspection Location
- Current Location
- Inspection Date
- DR Status
- Pathway

DR ID: NJLIN23090001-DR06		
Pest ID:	Inspection Location: Linden PIS	Inspection Date: 09/11/2023
Priority: Urgent	Current Location: USDA Beltsville - Entomology	DR Status: NS Specimen Received
Pathway: Air Cargo		

**Note: Users must fill all require fields before submitting a determination. Remember, all required fields are identified by a red asterisk. \***

If a user wants to go straight into the determination page to start working on a DR or CD, click on the DR or CD status on the Status column in the Main Workspace. There is no need to Acknowledge Receipt the DR or CD on the Main Workspace. To begin the determination process, refer to steps on table below:

Step	Action
1	<p>Click on the Overtime drop down arrow to select an overtime option.</p>  <p><b>Note:</b> The field will default to No. If the determination is not being worked on Overtime, <b>skip this step if needed.</b></p>
2	<p>Click on Accept for ID.</p>  <p><b>Note:</b> When a DR hasn't been acknowledged on the workspace, users can do so once they are in the Determination Page. When Accept for ID it's checked, the Acknowledge Receipt box will be auto checked.</p>
3	<p>Select an option from the Assigned to drop down list.</p>  <p><b>Note:</b> This step can also be done from the Main Workspace. The list showing on this drop down shows the specific users at that location. If a user decides to assign the DR or CD to another user, after selecting from the dropdown list: Click on Save at the right bottom side of the page.</p>  <p><b>Skip this step if needed.</b></p>
4	<p>Click on Split tab if there are multiple taxa present.</p>  <p><b>(To obtain more guidance on this function please refer to the User Guide: How to Split a Diagnostic Request).</b> <b>Skip this step if needed.</b></p>

### b. Determination

This heading is identified as heading number 2 2 Determination in the Determination page in ARM’s NS Workspace. On this heading, users will enter all information leading to a final determination or an exception for a DR or CD.

There are two tabs on this heading; Identification and Exception.  Identification  Exception It will be defaulted to Identification. Exception must be used when there is an issue with the specimen or specimens submitted in which users could not properly identify it. There are several options to be selected. This will be explained in detail in this section.

**Note: Users must fill all require fields before submitting a determination. Remember, all required fields are identified by a red asterisk. \***

To enter an **Identification**, refer to the table below: **To enter an Exception, Skip to next table.**

Step	Action						
1	<p>Select a determination.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Determination *</b></p> <p>Select... <span style="border: 1px solid red; padding: 2px;">▼</span> <span style="font-size: 1em;">Q</span></p> </div> <p>You must type at least three letters to search for a name already on the list and select it and continue to Step 3.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">IF DETERMINATION IS:</th> <th style="width: 50%;">THEN</th> </tr> </thead> <tbody> <tr> <td>On the dropdown list</td> <td> <ol style="list-style-type: none"> <li>1. Click on dropdown.</li> <li>2. Select the determination.</li> <li>3. Go to step 3.</li> </ol> </td> </tr> <tr> <td>Not on dropdown list</td> <td style="text-align: center;">Got to step 2a</td> </tr> </tbody> </table>	IF DETERMINATION IS:	THEN	On the dropdown list	<ol style="list-style-type: none"> <li>1. Click on dropdown.</li> <li>2. Select the determination.</li> <li>3. Go to step 3.</li> </ol>	Not on dropdown list	Got to step 2a
IF DETERMINATION IS:	THEN						
On the dropdown list	<ol style="list-style-type: none"> <li>1. Click on dropdown.</li> <li>2. Select the determination.</li> <li>3. Go to step 3.</li> </ol>						
Not on dropdown list	Got to step 2a						
2a	<p>Click on the Search Icon in the Determination field.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Determination *</b></p> <p>Select... <span style="font-size: 1em;">▼</span> <span style="border: 1px solid red; padding: 2px;">Q</span></p> </div>						

2b Type a Taxonomic name or at least the first three letters of it. Then, click Search.

Find Pest

Simple Search

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**Taxonomic Name**

×

Starts with     Contains

Advanced Search +

Search

2c Select an option from the list. Then click Select.

Taxonomic Name	Kingdom	Phylum/Division	Class	Order	Taxonomic Unit
<input type="radio"/> Pselium sp. (Menispermaceae)	Plantae		Magnoliopsida	Ranunculales	Genus
<input checked="" type="radio"/> Pseudacoridium sp. (Orchidaceae)	Plantae		Liliopsida	Asparagales	Genus
<input type="radio"/> Pseudacysta perseae (Heidemann) (Tingidae)	Animalia	Arthropoda	Insecta	Hemiptera	Species
<input type="radio"/> Pseudacysta sp. (Tingidae)	Animalia	Arthropoda	Insecta	Hemiptera	Genus
<input type="radio"/> Pseudaletia impuncta (Guen_e) (Noctuidae)	Animalia	Arthropoda	Insecta	Lepidoptera	Species

Showing 1 to 5 of 227 entries

First Previous 1 2 3 4 5 ... 46 Next Last

Cancel
Select

**Note:** The selected option will show on Determination field.

**Note:** Determination Type will Final

Determination Type: Final

**Note:** [If you don't find a Taxonomic Name during the search you will be able to nominate a new Taxonomic name, please refer to User Guide: Nominating a Pest in ARM.](#)


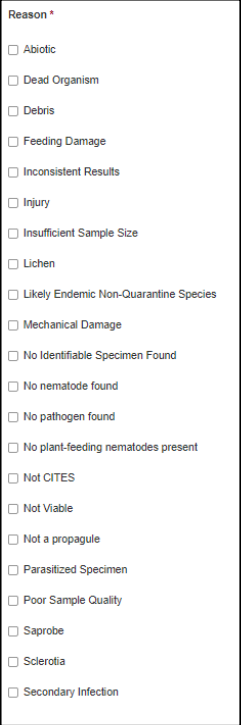
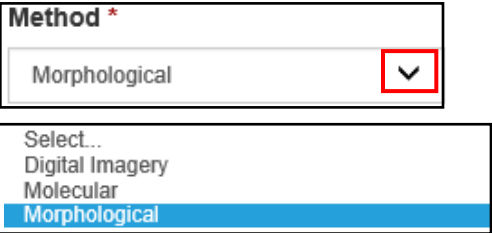
<p>3</p>	<p>Select a Method.</p> <div data-bbox="289 241 732 348"> <p><b>Method *</b></p> <p>Morphological <span style="float: right;">▼</span></p> </div> <div data-bbox="289 363 779 472"> <p>Select..</p> <p>Digital Imagery</p> <p>Molecular</p> <p><b>Morphological</b></p> </div> <p><b>Note:</b> This field is defaulted to Morphological, which is the most common Identification method used.</p>
<p>4</p>	<p>Type or select a date from the calendar icon.</p> <div data-bbox="289 600 781 701"> <p><b>Date Determined</b></p> <p>10/22/2019 <span style="float: right;">📅</span></p> </div> <p><b>Note:</b> The date will be defaulted to current date. Users may either type or click on the calendar icon and select a date.</p> <div data-bbox="289 779 529 1068"> </div> <p>Users may skip this step if no changes will be made.</p>
<p>5</p>	<p>Type # Retained for Collection. If needed.</p> <div data-bbox="289 1157 1313 1289"> <p><b># Retained for Collection</b></p> <p><input type="text"/></p> </div>
<p>6</p>	<p>For Domestic DRs, check on the one that apply. If needed.</p> <div data-bbox="289 1352 1117 1465"> <p>Is New To A State <input type="checkbox"/></p> <p>Is Significant New State Detection <input type="checkbox"/></p> <p>Is Environmental Detection <input type="checkbox"/></p> <p>Is New To United States <input type="checkbox"/></p> </div>
<p>7</p>	<p>Type any Internal Remarks. If needed.</p> <div data-bbox="289 1528 1408 1698"> <p><b>Internal Remarks</b></p> <p><input type="text"/></p> </div> <p><b>Note:</b> In this field any kind of remarks could be typed in. These remarks will be visible to ARM users only. Although, information typed into this field will not show on reports.</p>


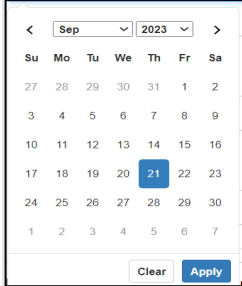


<p>8</p>	<p>Type any External Remarks. If needed.</p> <div data-bbox="293 243 1403 401" style="border: 1px solid black; padding: 5px;"> <p><b>External Remarks</b></p> <div style="border: 1px solid gray; height: 70px; width: 100%;"></div> </div> <p><b>Note:</b> In this field any kind of remarks could be typed in. These emarks will be visible to ARM and CBP users. Although, information typed into this field will not show on reports.</p>																		
<p>9</p>	<p>Click on Determined by dropdown arrow.</p> <div data-bbox="293 581 927 684" style="border: 1px solid black; padding: 5px;"> <p><b>Determined By *</b></p> <div style="border: 1px solid gray; padding: 2px;"> <span>Velazquez, Antonio</span> <span style="float: right; border: 2px solid red; padding: 2px;">▼</span> </div> </div> <p><b>Note:</b> This field will default to the name of the user logged in. The names showing in this field are those associated to the user location. If needed, select a name from the dropdown list.</p> <div data-bbox="293 764 558 1056" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>Petrillo, Michael D</li> <li>Pinto, Kathryn A</li> <li>PlantPathology, Miami</li> <li>PlantPathology, TestPIS2</li> <li>Purcell, Peter</li> <li>Quinn, Jeris</li> <li>Rountree, Leslie E</li> <li>Royal, David E</li> <li>Santos, Jose D</li> <li>Sathunuru, Prameela</li> <li>Shadman-Adolpho, Sylvia A</li> <li>Skarlinsky, Thomas L</li> <li>Supervisor, Miami</li> </ul> </div>																		
<p>10</p>	<p>Update the Pest Stage information. If needed.</p> <div data-bbox="293 1100 1369 1310" style="border: 1px solid black; padding: 5px;"> <p><b>Pest Stages *</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Immature</th> <th>Pupae</th> <th>Adults</th> <th>Eggs</th> <th>Cysts</th> </tr> </thead> <tbody> <tr> <td>Alive</td> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dead</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p><b>Note:</b> Pest Stage field will only show depending on the pest or discipline selected and submitted by a user. For disciplines like Botany and Plant Pathology this field will not show.</p>		Immature	Pupae	Adults	Eggs	Cysts	Alive	1					Dead					
	Immature	Pupae	Adults	Eggs	Cysts														
Alive	1																		
Dead																			

ARM provides a function for unidentifiable specimens received by NS's. This function is defined as an Exception. On this function NS's will be able to select a reason why a specimen couldn't be identified.


To enter an **Exception**, refer to the table below:

Step	Action
1	<p>On heading 2, Click on the Exception radio button.</p> 
2	<p>Select a reason from the list.</p> 
3	<p>Select a Method.</p>  <p><b>Note:</b> This field is defaulted to Morphological, which is the most common Identification method used.</p>

<p>4</p>	<p>Type or select a date from the calendar icon.</p> <div data-bbox="295 247 781 348"> <p><b>Date Determined</b></p> <p>10/22/2019 </p> </div> <p><b>Note:</b> The date will be defaulted to current date. Users may either type or click on the calendar icon and select a date.</p> <div data-bbox="295 432 534 716">  </div> <p>Users may skip this step if no changes will be made.</p>
<p>5</p>	<p>Type # Retained for Collection. If needed.</p> <div data-bbox="295 814 1313 942"> <p><b># Retained for Collection</b></p> <p><input type="text"/></p> </div>
<p>6</p>	<p>For Domestic DRs, check on the one that apply. If needed.</p> <div data-bbox="295 1005 1117 1119"> <p>Is New To A State <input type="checkbox"/>                      Is Significant New State Detection <input type="checkbox"/></p> <p>Is Environmental Detection <input type="checkbox"/>                      Is New To United States <input type="checkbox"/></p> </div>
<p>7</p>	<p>Type any Internal Remarks. If needed.</p> <div data-bbox="295 1205 1408 1375"> <p><b>Internal Remarks</b></p> <p><input type="text"/></p> </div> <p><b>Note:</b> In this field any kind of remarks could be typed in. These remarks will be visible to ARM users only. Although, information typed into this field will not show on reports.</p>
<p>8</p>	<p>Type any External Remarks. If needed.</p> <div data-bbox="295 1547 1401 1701"> <p><b>External Remarks</b></p> <p><input type="text"/></p> </div> <p><b>Note:</b> In this field any kind of remarks could be typed in. These emarks will be visible to ARM and CBP users. Although, information typed into this field will not show on reports.</p>

9 Click on Determined by dropdown arrow.

**Determined By \***

Velazquez, Antonio 

**Note:** This field will default to the name of the user logged in. The names showing in this field are those associated to the user location. If needed, select a name from the dropdown list.

- Petrillo, Michael D
- Pinto, Kathryn A
- PlantPathology, Miami
- PlantPathology, TestPIS2
- Purcell, Peter
- Quinn, Jeris
- Rountree, Leslie E
- Royal, David E
- Santos, Jose D
- Sathunuru, Prameela
- Shadman-Adolpho, Sylvia A
- Skarlinsky, Thomas L
- Supervisor, Miami

10 Update the Pest Stage information. If needed.

**Pest Stages \***

	Immature	Pupae	Adults	Eggs	Cysts
Alive	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dead	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note:** Pest Stage field will only show depending on the pest or discipline selected and submitted by a user. For disciplines like Botany and Plant Pathology this field will not show.

### c. Specimen Image and Diagnostic Support Documents

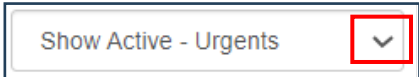
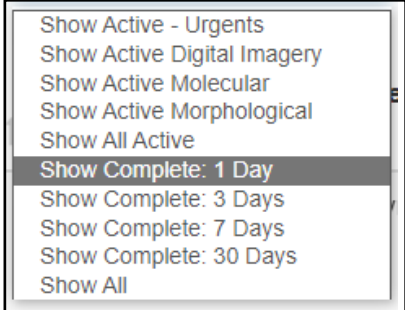
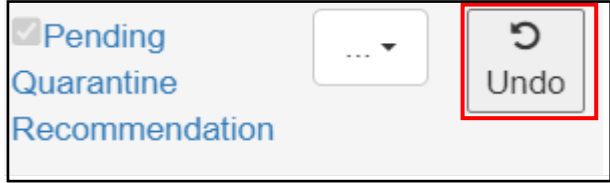
ARM provides the capability to upload pest images and submit them electronically for further identification if needed. For more information on how to submit a Specimen image; please refer to the **User Guide: How to Upload Digital Imagery on a Diagnostic Determination.**

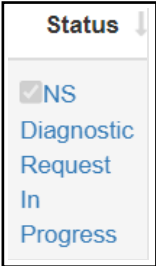
### 3. Undo a Submitted Determination

After a determination has been submitted and finalized by the National Specialist, that DR or CD will no longer show on the Active view in the workspace. Users must change the filter to Show Complete view and search for the completed DR or CD.

On the main workspace, the status will vary depending on the ID Type and the Quarantine Recommendation given to the DR or CD by the NS. For more information on this, refer to the **User Guide: ID Types and Determination Page Information Tables Descriptions and Definitions.**

To undo a submitted determination, please refer to the table below:

Step	Action
1	<p>In the NS Main Workspace, click on the dropdown arrow in the Diagnostic's pane view. This field is defaulted to Active - Urgents.</p>  <p>Select one option from the Show Complete options accordingly.</p> 
2	<p>Locate the DR or CD, click on the Undo icon in the Status column hyperlink.</p>  <p>After this, the DR or CD will be redirected back to the All Active view in the Main Workspace. Go to Step 3. <b>Note: If the Undo icon is not available, please contact the ARM Help Desk for assistance.</b></p>

3	<p>Locate the DR or CD, click on the Status hyperlink to access the Determination Page.</p>  <p>The status will show as NS Diagnostic Request in Progress.</p>
4	<p>Edit the information as needed. To resubmit the determination, refer back to the table above for entering an <b>Identification</b>.</p>