User Guide: How to Access and Use the Risk-Based Sampling (RBS) Calculator in ARM

Purpose: This user guide describes how to access and use the Risk-based Sampling (RBS) calculator in ARM. The following content is covered in this user guide:

1. Access RBS page
2. Calculate and print out RBS pull numbers
3. Update/recalculate the RBS for a commodity

Note: For RBS programmatic training, please contact National Operations Managers via email: marla.j.cazier-mosley@usda.gov and justin.b.wall@usda.gov

1. Access RBS Page

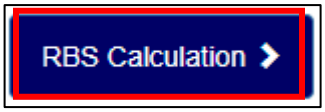
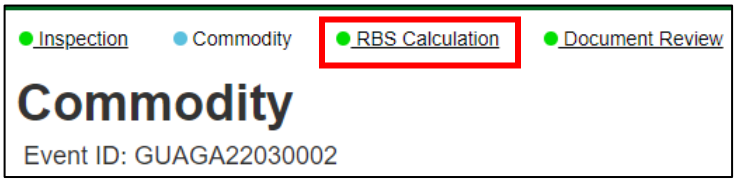
ARM has a calculator to identify samples to be pulled for inspections of propagative material at Plant Inspection Stations. This calculator in ARM replaces the use of the PPQ Plant Inspection Station Sample Size Calculator (V2).

The new RBS calculator is found on the RBS page, which follows the Commodity page in ARM. You can access the RBS page in two different ways:

1. From the Main Workspace:

Step	Action
1	Locate the event identification (ID) number in the main workspace.
2	Click on the RBS Status for the event ID. **Note:** The RBS status might differ depending on the progress of your work for the event. The various statuses are: Pending RBS Decision, Pending RBS Calculation, and RBS Completed.

2. From the Commodity page.

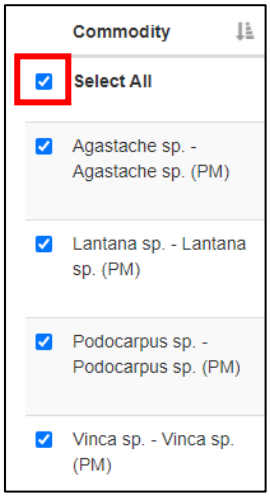
Step	Action
1	Enter or review commodities on the Commodity page.
2	Click on the RBS Calculation tab.  **OR** Click on the RBS Calculation Breadcrumb link. 

When the RBS page opens, you will be able to select and calculate the RBS samples for your event.

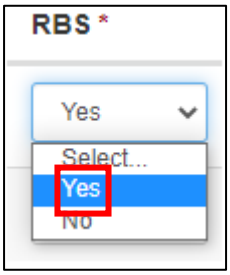
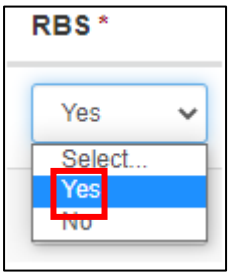
2. Calculate and Print Out RBS Pull Numbers

The ARM calculator will generate the required number of samples to pull for inspection. As a reminder, the RBS calculation process **does not** apply to shipments of seeds and shipments of plants collected from the wild and their seeds. Additional policy guidance on RBS can be found in the Plant Inspection Station Manual.

To calculate the sample units to pull and inspect, refer to table below:

STEP	ACTION
1	Click on Select All located under the Commodity column. 

2 Select Yes or No on RBS column depending on whether the RBS calculation is needed for all or some commodities.

IF RBS CALCULATION IS REQUIRED FOR:	THEN:
All commodities	1. Select Yes on RBS column.  2. **Go to** Step **3**.
Some commodities	1. Select **Yes** on RBS column.  2. Select **No** on each commodity that doesn't requires RBS Calculation. **Note:** Repeat this step on each commodity as needed. 3. **Go to** Step **3**.
No commodities	1. Select **No** on RBS column. 2. **Go to** Step **3**.

<table>
<tr><td></td><td>Note: This is a required field. You must select a value to complete the process</td></tr>
<tr><td>3</td><td>Select a Producer.

<table>
<tr><th>IF PRODUCER IS:</th><th>THEN:</th></tr>
<tr><td>Populated</td><td>Go to Step 4.

Note: Producer field is populated with the information selected on the previous Commodity Page. You may also update this information if needed.</td></tr>
<tr><td><u>Not</u> populated</td><td>1. Select a Producer from the dropdown list.

Note: If the Producer is not on the dropdown list, refer to User Guide: Find a Trade Party (Importer, Shipper, Broker) in ARM’s Help Desk.

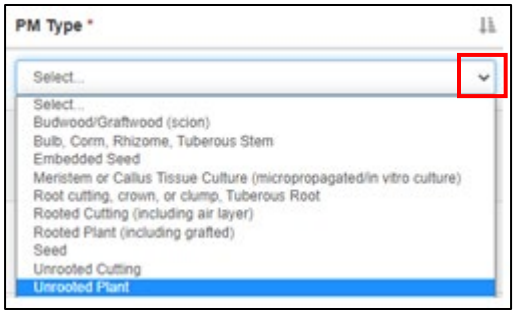
2. Go to Step 4.</td></tr>
</table>

Note: SKIP this step if needed. This is a non-required field.</td></tr>
</table>

<table>
<tr><td>4</td><td>Select a PM Type.

<table>
<tr><th>IF PM TYPE IS:</th><th>THEN:</th></tr>
<tr><td>Populated</td><td>Go to Step 4.

Note: PM Type field is populated with the information selected on Commodity page. You may also update this information if needed.</td></tr>
<tr><td><u>Not</u> populated</td><td>1. Select a PM Type.

Note: You can use the parent row if the PM Type is the same for all commodities. If not, you can select PM type individually for each commodity.</td></tr>
</table>

Note: This is a required field. You must select a value to complete the process.</td></tr>
<tr><td>5</td><td>Enter the quantity for commodities, IF needed.

Note: This data populates from the Commodity page. You may update if needed.</td></tr>
<tr><td>6</td><td>Select units for the commodities, IF needed.

Note: This data populates from the Commodity page. You may update if needed.</td></tr>
</table>

7

IF:	THEN:
Saving the information	Click on "Save". **Note:** All the information will save in case you are not finishing the process. You may continue to Step 8 when resuming the process.
Not saving the information	**Go to** Step **8**.

8

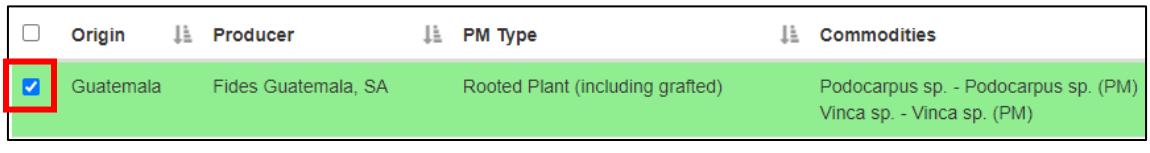
Click on "Add Selected to RBS".

Note: All selected commodities will populate under Heading Number 2 RBS Commodities.

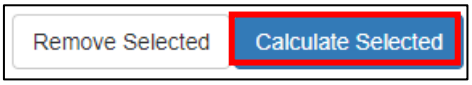
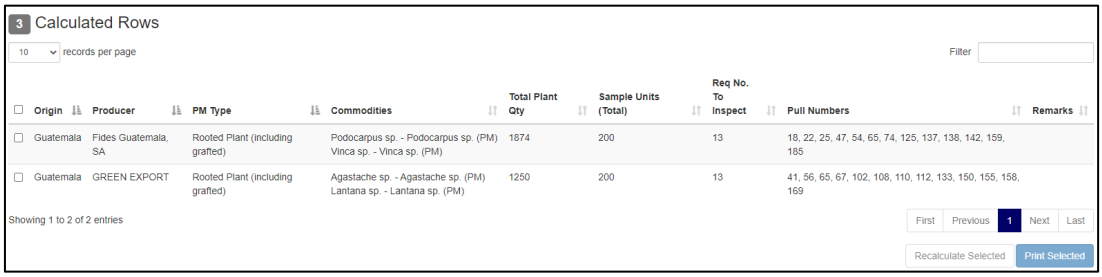
If there are multiple producers then commodities will split out per producer.

9

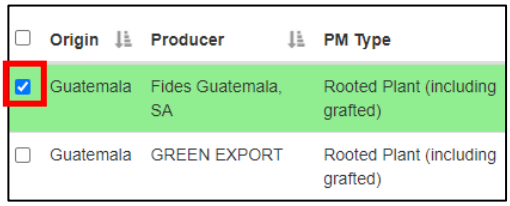
Select the commodity or commodities to be calculated.

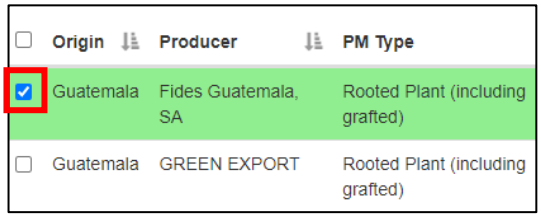
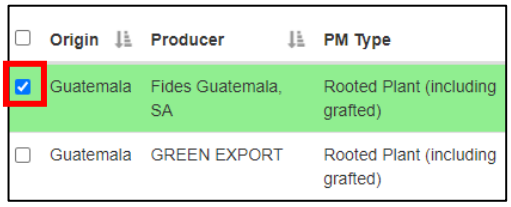


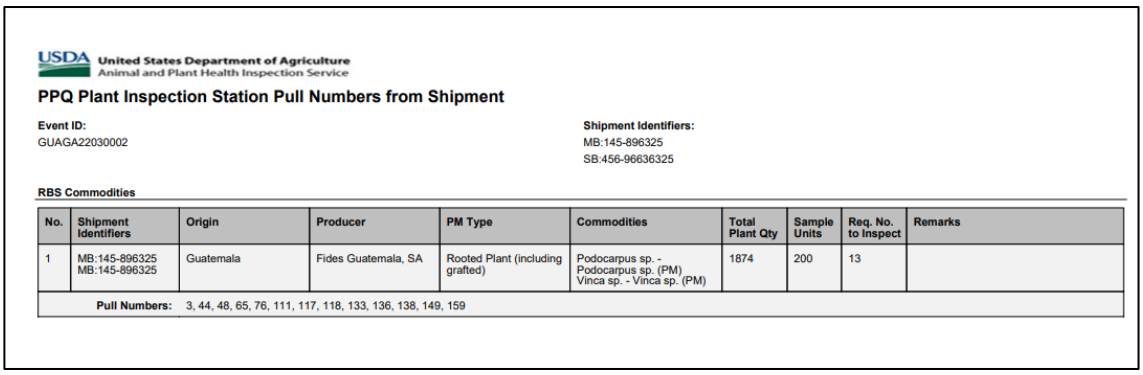
Note: You have the option with the check box for each row to calculate RBS for a single commodity or multiple commodities at the same time.

10	Enter total number of sample units (bags, boxes, bundles, shelves, etc.) for each commodity(ies). **Note:** When you hover the mouse pointer over this field a message box will appear with the definition of "Sample Units (Total).
11	Enter remarks, **IF** needed. **Note:** This is a non-required field, you may **SKIP** this step.
12	Click on "Calculate Selected" tab.  **Note:** All selected commodities will appear under Heading Number 3 Calculated Rows. 

13 Select the commodity(ies) to be printed.



IF COMMODITY(IES) ARE TO BE:	THEN:
Recalculated	1. Click on row(s) with commodity that needs to be recalculated.  2. Click on "Recalculated Selected" tab. **Note:** All selected commodities will no longer appear under Heading Number 3 Calculated Rows. **Note:** You will have to repeat steps **9-**
Printed	1. Click on row(s) with commodity that needs to be printed.  2. Click on "Print Selected" tab.

		Note: A new window with a PDF form will appear on screen. See picture below.
14	Click on “Print Selected” tab. **Note:** A new window with a PDF form will appear on screen. See picture below. 	

USDA United States Department of Agriculture
Animal and Plant Health Inspection Service

PPQ Plant Inspection Station Pull Numbers from Shipment

Event ID:
GUAGA22030002

Shipment Identifiers:
MB:145-896325
SB:456-96636325

RBS Commodities

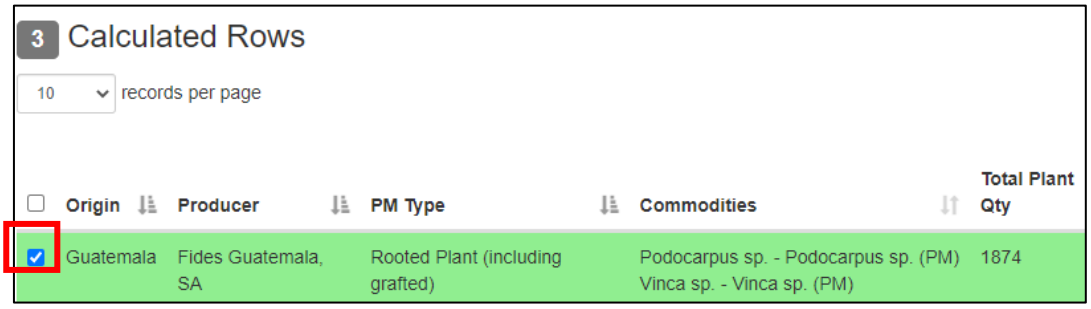
No.	Shipment Identifiers	Origin	Producer	PM Type	Commodities	Total Plant Qty	Sample Units	Req. No. to Inspect	Remarks
1	MB:145-896325 MB:145-896325	Guatemala	Fides Guatemala, SA	Rooted Plant (including grafted)	Podocarpus sp. - Podocarpus sp. (PM) Vinca sp. - Vinca sp. (PM)	1874	200	13	
	Pull Numbers:	3, 44, 48, 65, 76, 111, 117, 118, 133, 136, 138, 149, 159							

3. Update/Recalculate the RBS for a Commodity

The data entered and selected for RBS inspection in ARM can be updated if needed.

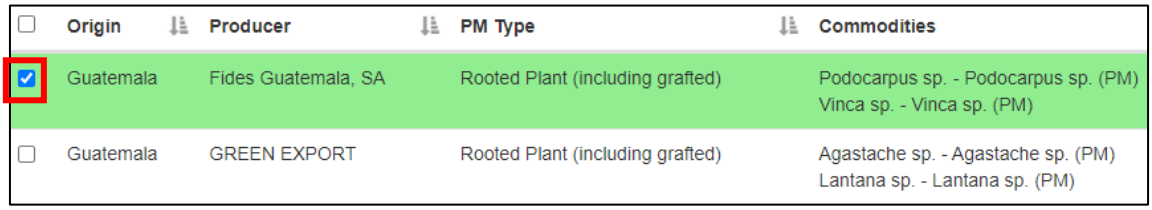
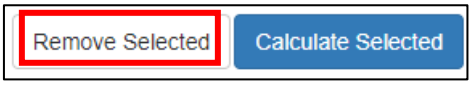
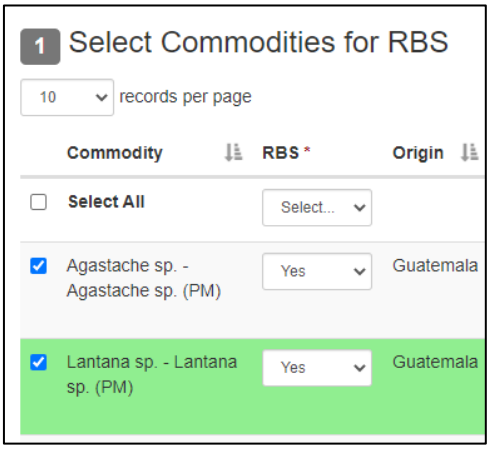
To update/recalculate the RBS for a commodity, refer to table below:

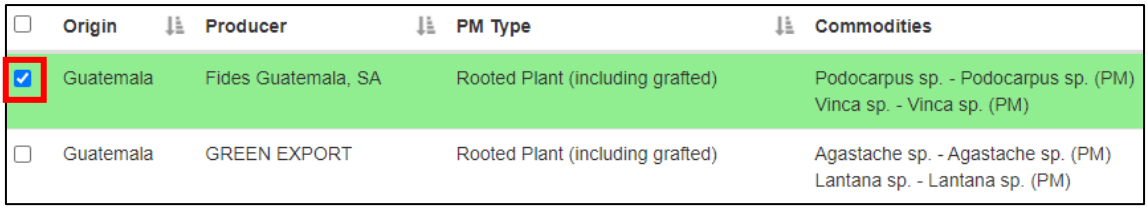
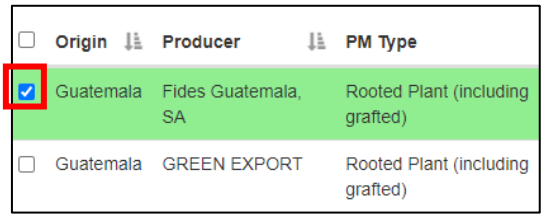
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1</td><td>Select calculated commodities that require an update from under Heading Number 3 Calculated Rows.

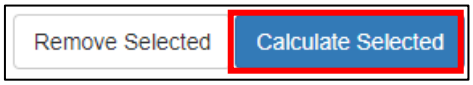
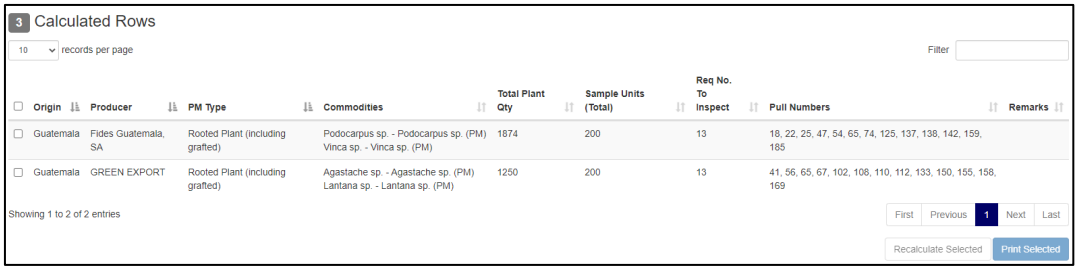
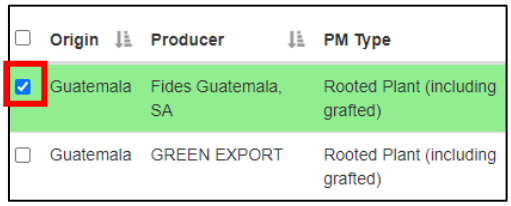
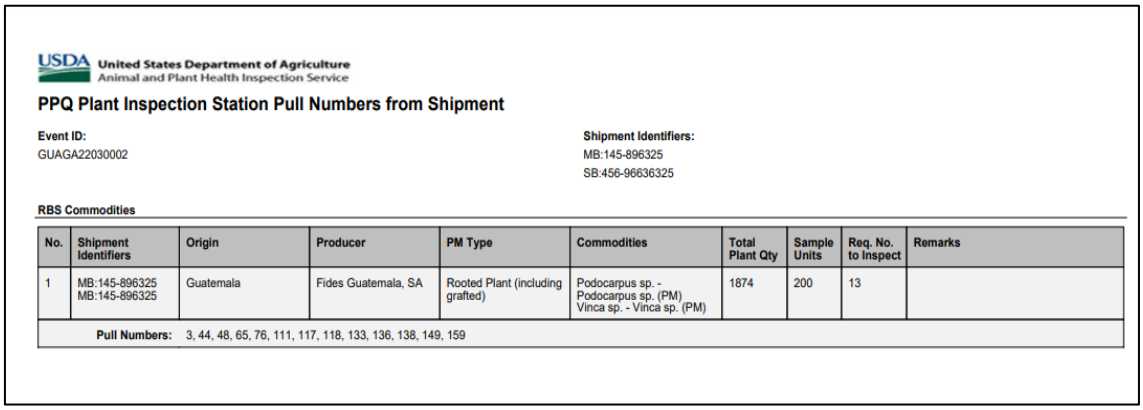
 
</td></tr>
<tr><td>2</td><td>Click on “Recalculate Selected” tab.

Note: All selected commodities will no longer appear under Heading Number 3 Calculated Rows.</td></tr>
<tr><td>3</td><td>Go to Heading Number 2 RBS Commodities.

<table>
<tr><th>IF RBS COMMODITY IS TO BE:</th><th>THEN:</th></tr>
<tr><td>Removed</td><td>Go to Step 4A.</td></tr>
<tr><td>Updated</td><td>Go to Step 5A.</td></tr>
</table>
</td></tr>
</table>

4A	Select commodity(ies) that need to be removed. 
4B	Click on “Remove Selected” tab.  **Note:** All selected commodities will no longer appear under Heading Number 2 RBS Commodities.
4C	Select the commodity(ies) to be calculated under Heading Number 1 Select Commodities for RBS. 
4D	Update information as needed.

4E	Click on "Add Selected to RBS". **Note:** All selected commodities will populate under Heading Numer 2 RBS Commodities.
4F	1. Select the commodity or commodities to be calculated under the RBS Commodities.  2. **Go to** Step **5C**.
5A	Click on commodity or commodities that need to be updated. 
5B	Update information as needed.

5C	Click on “Calculate Selected’ tab.  **Note:** All selected commodities will appear under Heading Number 3 Calculated Rows. 
5D	Select the commodity or commodities that need to be printed. 
5E	Click on “Print Selected” tab. **Note:** A new window with a PDF form will appear on screen. See picture below.  USDA United States Department of Agriculture Animal and Plant Health Inspection Service **PPQ Plant Inspection Station Pull Numbers from Shipment** **Event ID:** GUAGA22030002 **Shipment Identifiers:** MB:145-896325 SB:456-96636325 **RBS Commodities** No. 1 | Shipment Identifiers: MB:145-896325 MB:145-896325 | Origin: Guatemala | Producer: Fides Guatemala, SA | PM Type: Rooted Plant (including grafted) | Commodities: Podocarpus sp. - Podocarpus sp. (PM) Vinca sp. - Vinca sp. (PM) | Total Plant Qty: 1874 | Sample Units: 200 | Req. No. to Inspect: 13 | Remarks: **Pull Numbers:** 3, 44, 48, 65, 76, 111, 117, 118, 133, 136, 138, 149, 159