

ARM Tips and Tricks- PHSS

Entry & Arrival Page

- Master Bill with house bills
 - Enter the master bill # (XXX-XXXX-XXXX) and hit the + button
 - Enter the house bill numbers on the additional line that pops up
- The Importer/Shipper/Broker is not a required field, but if you at least enter importer and/or broker is makes the commodity page a lot easier to enter commodities because you can select “same as importer” or “same as broker” for the consignee field and destination field will automatically populate

Commodity Page (Change the drop down menu to show “all”)

- Always check the commodities in the plants for planting manuals or corresponding manual when entering them into ARM
 - There have been recent updates to the manual and the “usual” commodities now have some restrictions for ESA and CITES
 - A lot of the commodities now require genus & species name
- If a commodity is coming from a country that has an approved growing facility (such as Costa Rica, Israel, Taiwan, etc.) then make sure to enter the Certified Facility Number and the shipper name
- When adding a commodity, if it is CITES then the CITES appendix will pull which annex corresponds to that plant
 - If the plant is CITES exempt, then change the drop down to CITES Exempt

Document Review Page (Change the drop down menu to show “all”)

- Don't forget to enter the date in station (will prompt you to enter it if you forget)
 1. **Generate Cargo Hold Form- Missing Phytosanitary Certificate (Waiting Documentation)**
 - Use Waiting for Documentation
 - Do not put missing- action required
 2. **Generate EAN for missing phytosanitary certificate (Importer will not get one)**
 - If the importer did not supply a phytosanitary certificate and DOES NOT plan on getting a new one or a replacement
 - Then select Phyto-Missing Action Required

Inspection Results Page

- Make sure to add the date inspected
- If you can't select the commodity check box make sure your document review is complete for that commodity

- Make sure that during your inspection you highlight which commodities are inspected vs. not inspected
 - If you don't inspect the commodity then select "not inspected" instead of "no findings"
- "Flask" Tissue Culture Commodities
 - Tissue culture commodities that are listed as plant units get entered as plant units
 - If phyto only says flasks as the total then enter flasks as the plant unit amount
- Growing Media Check Box
 - Check off box for plants in approved growing media (rooted plant usually)
 - Don't check off box for in-vitro culture
- RBS should always be YES if an RBS was run
 - If an RBS was not run (Seeds) then RBS is NO

Diagnostic Request Page

- When generating a DR request from an inspection of commodities
 - If you have the same pest on multiple commodities then submit 1 DR for the pest on the commodity and select "with" for the other commodities associated with that Pest
 - If you have different pests on multiple commodities then submit multiple DR's

Clearance confirmation page

- The 264 form "No. of containers" section is fillable when the 264 is generated in the ARM forms section
- If a commodity is not inspected, then select CCNA instead of IRMR since the commodity was not inspected
- If you are clearing the entire shipment for IRMR make sure to select all commodities for may proceed

Making Corrections to Records already completed

- You can always back out a shipment from end to beginning to fix something if the shipment has already been cleared
 - You have to undo from clearance, to inspection results, to doc review, to entry & arrival
- If you submit a DR and the AI's haven't started to ID the specimen, then you can delete the DR if it was a mistake
- If the AI has already begun to work on the specimen, you have to have the AI undo their actions to delete the DR