

User Guide: Processing Transfer of Custody Shipments

Purpose: This user guide describes how to process Transfer of Custody (TOC) shipments in ARM.

- 1. Accepting TOC shipments for PIS inspection.
 - a. Transferring PIS shipments for Re-export
 - b. Editing PIS shipments for Re-export to CBP
- 2. Accepting TOC for shipments with Condition of Entry (COE) Treatment
- 3. Accepting TOC shipments (Pest Treatment)

1. Accepting TOC Shipments for PIS Inspection

With the Transfer of Custody (TOC) functionality, PIS users will be able to accept any propagative material shipments for inspection transferred by CBP to PPQ using ARM. You must have an ARM event ID number or the name of commodity to search for a shipment. Once you have identified the shipment on your workspace in ARM, to accept the shipment refer to table below:

A	.ct	tion								
Click on the Event Id number in the Inspections pane on your workspac								ace.		
✤ Inspections ✿ New										
	5	✓ records	; per	page					Filter	r [
	l	Date Of Arrival	ΨĒ	Date In Station	١t -	Pathway \downarrow î	Event ID 🕴	Shipment ID 🛛 🕸	Commodity	11
	(06/24/2020		Pending		Mail	FLMIA20060001	MR:7989809809809		
+	• (08/03/2020		08/03/2020		Air Cargo	FLMIA20080001	SB:NAH-1010	Dracaena deremensis (Asparagaceae (PM)	e)
+	- 1	09/03/2020		Pending		Sea Cargo	FLMIA20090012	Multiple	Multiple	



-		
	■ Miami PIS: AQI / PIS PHSS Workspace	j≇ Inspections Q
	■ Inspections ★ FLMIA20090012 Close Single Shipment View	New
	B 5 v records per page	Filter dra
	Date Of Arrival La bate in Station Pathway Event ID If Shipment ID If	Commodity II Quantity
		Dracaena sp 5595 Plant Units
		Dracaena sp. (PM)
2	Click on the Info Page Icon.	
	I I IIII IIII IIIII IIIII IIIIIIIIIII	
	i i	
	🗐 🏂 Inspections 🏟	
	5 v records per page	
	Date Of Arrival	
	Note: ARM will re-direct you to the Info Pan	el page of this record.
	Info Investigate	
	Inspection Information Inspection Date: Pending Date in PIS: 0903/20	Download Documents 20
	WPM: Not Present Outcome Commodity Commodity Producer Consignee Of Where Units Propagative Seed Outcome Commodity Determination Producer Consignee Of Where Units Material Type Used	X-ray Machine RBS Sampling Condition Growing Inspected Status
	Not Vessel AS inspected LAETITIA	Conveyance Completed
	Commodity commodity Qty Units CFN Producer Cons	ignee Destination Shipment ID Origin
	Dracaena sp Dracaena sp. (PM) 5595 Plant Units NA	Indonesia
	Conveyances Conveyance Type Conveyance Number	
	Vessel Container CN:SEGU9430038	
	Inspection Information Created: 09222020 18 50 37 Event ID: FLMA20090012	
	Pathway: Sea Cargo Commercial Shipmer Country of Origin: Costa Rica Expected Date of Arr	nt: Y Vival in U.S. 090/2020
	Shipper: HRODUCTOS AGROPECUARIOS MAMIRAII Port of Lading: BAHL Carrier SCAC: NAHO Ship Name: AS LAET	A DE MOIN ITTA
3	Note: Thoroughly review record information	on Info Page. You can verify information
U	like Shipment ID's (Bill numbers, Customs E	Entry number, Container number, etc.)
	Also commodity(ies), quantity, Importer, Shi	pper, etc.
4	If the record has:	Then:
	Effors No errors	Contact CBP to correct the information.
	Note: **DO NOT** click on the "Accept" ta	ab before reviewing and validating all
	information.	



5	Click on the Accept tab.							
	Origin ↓†	Status 🤳	Shipment	1†	J1			
		Draft Commodity						
	Bahamas	Pending Custody Transfer						
	Indonesia	Pending Acceptance			Accept			
	Indonesia	Pending Acceptance			Accept			

After you have accepted the record, continue with the inspection in ARM. Most required fields from the Inspection Information, Commodity and the Document Review pages will populate. You can review and edit any of those fields if needed. If a required field was not populated after acceptance, enter any missing information and continue with the inspection process in ARM.

Importer *]
Select V	
Select Importer	
Shipper	
Broker	
Select v Q	
Port of Arrival *	
Select 🗸	
Select Port of Arrival	

a. Transferring PIS shipments for Re-export to CBP

If a PIS shipment needs to be re-exported the record information can be transmitted to CBP using

2 Acknowledgment Information				
Recipient Name *				
3 D's Nurseries				
Action Required *				

ARM. Once the user selects the Re-export option in the EAN Acknowledgement page, ARM will send a message to CBP. This message will warn CBP that the shipment has been returned to their custody and they need to take action on it.

When you return to ARM's main workspace, the status of the shipment will be "Pending Custody Transfer".





b. Editing PIS shipments for Re-export to CBP

If you need to edit the EAN acknowledgement, ARM provides the capability to "Undo" the action taken. **Very important:** To undo your EAN Acknowledgement, the status must be "Pending Custody Transfer. If not, you must contact the ARM help desk to request assistance.

To undo an EAN Acknowledgment; refer to table below:

Step	Action
1	Click on the Undo tab on the status column of the Regulatory Action Pane.
	Pending Custody Transfer Note: The status will change to "Pending EAN Acknowledgment"
2	Click on the Pending EAN Acknowldegement link.
	Pending EAN Acknowledgment
3	Edit and submit the acknowledgment.



Once CBP has accepted the transfer of custody, the status on the shipment will change to "Reexported".

2. Accepting TOC for shipments with COE Treatment

In ARM, users will be able to process shipments that require a treatment as a condition of entry. These



shipments will be forwarded to ARM by CBP and will appear in ARM's Regulatory Action pane with an "Accept" tab and a "Pending Acceptance" status.

****DO NOT **** click on the "Accept" tab until treatment has been completed. Currently, ARM is not capable of cancelling this transfer of custody. A future enhancement is being worked to allow for cancelling or rejecting.

To process a transfer of custody <u>after</u> completing the condition of entry treatment, refer to table below:



Step	Action							
1	Click on the Regulatory Action ID (RA ID) number in the Regulatory Action Pane.							
	RA ID IL							
	520320090017-COE001							
	Note: APM will re-direct you to the Information page of the chinmont							
	Note. ARM will re-direct you to the intofaintion page of the sinplicate.							
	Conveyance Type							
	Container							
	Inspection Information							
	Created: 09/22/2020 17:35:32 Event ID: 520320090017							
	Pathway: Maritime Port - Vessel - Cargo - CBP							
	Estimated Arrival Date: 09/03/2020 00:00:00							
	Port of Lading: BAHIA DE MOIN							
	Ship Name: AS LAETITIA							
	Shipment IDS							
2	Review all bill and commodity information in the Info page for accuracy. Shipment							
	Identifiers(Bill numbers, Customs Entry number, Container number, etc).							
	Commodity(ies) and quantiy, Importer, Shipper, etc.							
	Note: You can only accept Transfer of Custody once.							
3	***IMPORTANT***							
	Complete treatment before proceeding to next step.							
	Note: Currently, ARM is not capable of cancelling this transfer of custody. A future							
4	enhancement is being worked to allow for cancelling or rejecting.							
4	Click on the Accept tab on the status column.							
	Accept							
	Note: The status will change to Pending COE Treatment.							
5	Click on Pending COE Treatment.							
	Pending COE Treatment							
	Note: APM will redirect you to the EAN's Evolution Action Deputts Dece							
	Note: ANNI will re-direct you to the EAIN'S Exclusion Action Results Page.							



	© Issuance © Acknowledgment © Exclusion Action Results						
	Select Article Information						
	Action Treatment Schedule RA ID 11 Article 12 Quantity 11 RA Reason 11 Required 11 Recommended						
	Select v Select v Select v Select v						
	FLMIA18120006-E005 Aechmea sp Aechm 985 Plant Pest Treat T201-a-1 Units						
	FLMIA18120006-E004 Alocasia sp Aloc 22235 Plant Pest Treat T201-c-1 Units Units						
	520320090011-COE001 Cucumis melo - MELO 1200 Kilograms 1200						
6	Search for the shipment using the filter field. You can filter by commodity, Regulatory						
	Action ID (RA ID), treatment etc.						
	Filter						
_	Or; Scroll down in the page until you identify the shipment.						
7	Click on the shipment's RA ID check box once located.						
	S20320090011-COE001 Cucumis meio - MELO						
8	Select the Action on Heading number 2.						
	2 Exclusion Action Results Information						
	Action: *						
0	Select a data on the Data Action Taken						
7	select a date on the Date Action Taken field by cliccking on the calendar icon, if needed.						
	Date Action Taken *						
	09/23/2020						
	Note: The date in this field defaults to current date.						
10	Select a treatment schedule from the dropdown list.						
	Treatment Schedule Taken						
	Select						
	Note: This field is not required, you may skip this step if needed.						
11	Select an option from the Overtime field dropdown list.						
	Overtime?						
	Select						
	Note: This field is not required, you may skip this step if needed.						



12	Enter Exclusion Results Remarks.			
	Exclusion Results Remarks			
	Note: This field is not re	e quired , you may s	kin this step if needed.	
		- q	Pepee	
13	If user will:		Then:	
	Not submit the exclusion		Click on Save	
	Submit the exclusion		Click on Submit	

Status 🕼	
Completed	

Once the exclusion is submitted, the status for the shipment will appear on the complete view with a "Completed" status.

3. Accepting TOC Shipments (Pest Treatment)

In ARM, users will be able to accept a transfer of custody when a shipment requires a pest treatment. The process is very similar to the previously discussed COE Treatment for topic number 2.

Pending Acceptance	Ac

These shipments will be forwarded to ARM by CBP and will appear in ARM's Regulatory Action pane with an

"Accept" tab and a "Pending Acceptance" status.

ept

To avoid confusion with COE Treatment shipments, you will notice that the Regulatory Action ID on a COE treatment shipment will have COE on its nomenclature. 520320090010-

Pending COE Treatment

Another way to differentiate a COE Treatment shipment from a shipment transferred for a Pest treatment is by noticing that the status on a COE treatment shipment will be "Pending COE

Treatment" after accepting it.



On a shipment transferred for a Pest treatment a treatment schedule will appear on the Treatment schedule column.

Treatme Schedul	nt e ↓↑	Status
T305-a		Pending
		Acceptance

On both scenarios ARM will re-direct users to the Exclusion Action Results Page once accepted.

To accept a shipment transferred for a Pest treatment; refer to table below:

Step	Action				
1	***IMPORTAN***				
	Complete treatment before proceeding to next step.				
	Note: Currently, ARM is not capable of cancelling this transfer of custody. A future				
	enhancement is being worked to allow for cancelling or rejecting.				
2	Click on the Accept tab near the status.				
	Status U				
	Pending Accept Accept				
	Note: **DO NOT** click on the "Accept" tab until treatment is finished. Currently,				
	ARM doesn't allow for cancelling a transfer of custody. A future enhancement is being				
	worked to allow for cancelling or rejecting.				
	The status on the shipment changed and now it will be Pending Exclusions results.				
3	Click on the Pending Exclusion Results link.				
	Pending				
	Exclusion				
	Results				
	Note: ARM will re-direct you to the Exclusion Action Results Page				
	Exclusion Action Results				
	1 Select Article Information				
	All v records per page				
	Action Treatment Schedule				
	U FLIMA TO LZ VUVO-EUVO ALECINIPA S.D ALECINITAL SODO FIANT MEST TRATT TRATT 1201-8-1 Units				
	Cr: Sorall down in the page until you identify the chimant				
	or, seron down in the page until you identify the simplicant.				



4	Search for the shipment using the filter field. You can filter by commodity, Regulatory				
	Action ID (RA ID), treatment etc.				
	Filter				
5	Or; Scroll down in the page until you identify the shipment.				
5		nce located.			
	86490069 Alstroemeria s	p			
6	C. L. other Antice on Handing combar 2				
0	Select the Action on Heading number 2.				
	2 Exclusion Action Results Information				
	Action: *				
7	Select a data on the Data Action Taken				
,	needed.				
	Date Action Taken *				
	09/23/2020				
	Note: The date in this field defaults to current date.				
8	Select a treatment schedule from the dropdown list.				
	Treatment Schedule Taken				
	Т305-а 🗸				
	Note: The treatment schedule recommended by the AI will appear on this field. But,				
	this treatment schedule can be edited if needed. This field is not required , you may				
	skip this step if needed.				
9	Select an option from the Overtime field dro	opdown list.			
	Overtime?				
	Select V				
10	Note: This field is not required, you may skip this step if needed.				
10	Enter Exclusion Results Remarks.				
	Exclusion Results Remarks				
	Note: This field is not required , you may skip this step if needed.				
11	If user will;	Then			
	Not submit the exclusion;	Click on Save			
	Submit the exclusion	Click on Submit			



Status 🕸	
Completed	

Once the exclusion is submitted, the status the shipment will appear on the complete view with a "Completed" status.