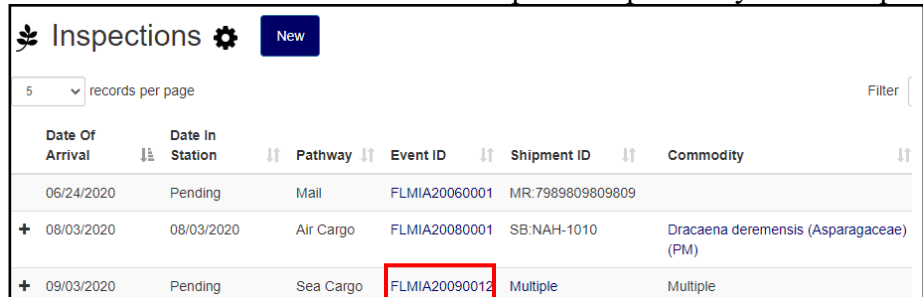# User Guide: Processing Transfer of Custody Shipments

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:

Step	Action
1	Click on the Event Id number in the Inspections pane on your workspace. **Note:** ARM will change to the Single Shipment view. Allowing you to see only the information on that specific shipment.

2	Click on the Info Page Icon.

Note: ARM will re-direct you to the Info Panel page of this record.

3	**Note:** Thoroughly review record information on Info Page. You can verify information like Shipment ID's (Bill numbers, Customs Entry number, Container number, etc.) Also commodity(ies), quantity, Importer, Shipper, etc.

4	**If the record has:**	**Then:**
	Errors	**Contact** CBP to correct the information.
	No errors	**Go to** Step 5.
	Note: **DO NOT** click on the "Accept" tab before reviewing and validating all information.	

5	Click on the Accept tab.

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.

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 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.

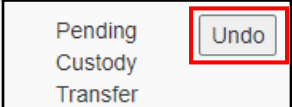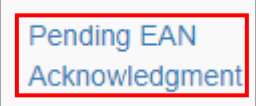When you return to ARM's main workspace, the status of the shipment will be "Pending Custody Transfer".

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 [Undo] **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.

Re-exported | Once CBP has accepted the transfer of custody, the status on the shipment will change to "Reexported".
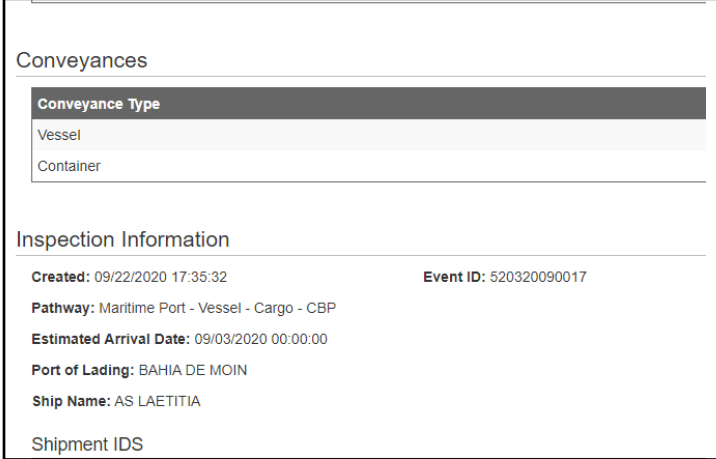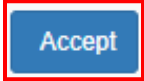
2. Accepting TOC for shipments with COE Treatment

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

Pending Acceptance [Accept]

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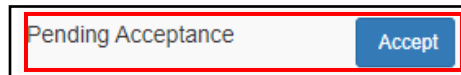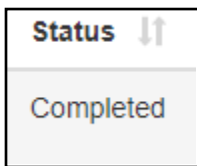
DO NOT click on the "Accept" tab until treatment has been completed. Currently, ARM is not capable of cancelling this transfer of custody. A future enhancement is being worked to allow for cancelling or rejecting.

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** ↓≡ 520320090017-COE001 **Note:** ARM will re-direct you to the Inforamtion page of the shipment. Conveyances **Conveyance Type** Vessel 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 procceding 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.
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:** ARM will re-direct you to the EAN's Exclusion Action Results Page.

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. ☑ 520320090011-COE001 Cucumis melo - MELO…
8	Select the Action on Heading number 2. **2 Exclusion Action Results Information** **Action:** * ○ Success ○ Failure ○ Not Taken
9	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 required**, you may **skip** this step if needed.

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.
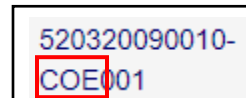
3. Accepting TOC Shipments (Pest Treatment)

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   Accept

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.

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-COE001

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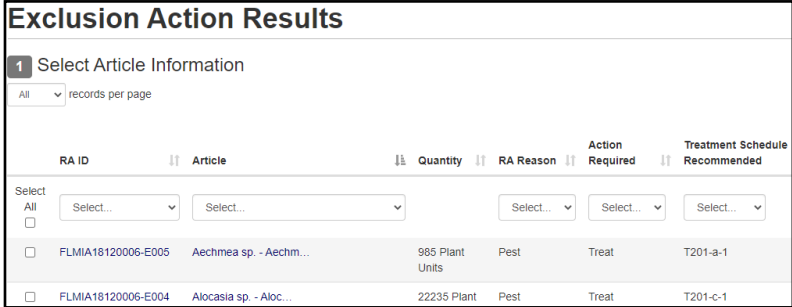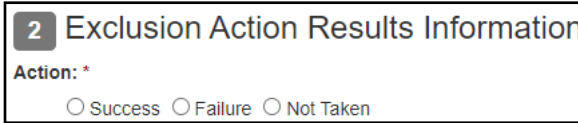
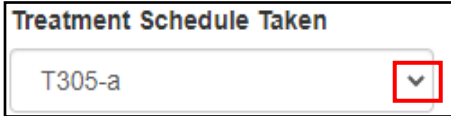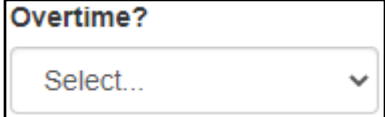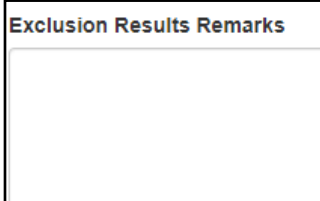On a shipment transferred for a Pest treatment a treatment schedule will appear on the Treatment schedule column.

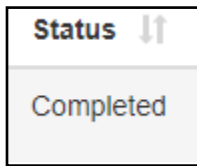| Treatment Schedule	Status
T305-a	Pending Acceptance
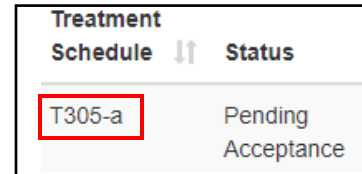
On both scenarios ARM will re-direct users to the Exclusion Action Results Page once accepted.

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** Pending Acceptance — 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 records per page RA ID | Article | Quantity | RA Reason | Action Required | Treatment Schedule Recommended FLMIA18120006-E005 | Aechmea sp. - Aechm... | 985 Plant Units | Pest | Treat | T201-a-1 FLMIA18120006-E004 | Alocasia sp. - Aloc... | 22235 Plant Units | Pest | Treat | T201-c-1 Or; Scroll down in the page until you identify the shipment.

4	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.
5	Click on the shipment's RA ID check box once located.
	☑ 86490069 Alstroemeria sp. - .
6	Select the Action on Heading number 2.
	2 Exclusion Action Results Information
	Action: *
	○ Success ○ Failure ○ Not 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.
8	Select a treatment schedule from the dropdown list.
	Treatment Schedule Taken
	T305-a ⌄
	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 dropdown list.
	Overtime?
	Select... ⌄
	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.