

User Guide: Entering Data for a Commodity Determination in the Inspection Results Page in PIS ARM Workspace

Purpose: This user guide describes accessing and entering information in a Commodity Determination on the Inspection Results page. The following areas are covered in this user guide:

- 1. Accessing the Inspection Results page.
- Submitting a Commodity Determination.
 a. Printing the Commodity Determination (CD) Routing Form.
- 3. Cancelling a Commodity Determination (CD).
- 4. Processing after the Commodity Determination has been made.

1. Accessing the Inspection Results Page

On the Inspection Results page, users will enter the results information after inspecting a conveyance, wood packing material (WPM), and/or a commodity. This will allow users to submit a pest found, a commodity determination, and/or a regulatory action.

- A. From the Document Review page, there are two ways to access the Inspection Results page after a record is created.
- B. Click on the Breadcrumb link Inspection Results, which is located on the top right side of the page.



- C. Click on the Inspection Results Tab which is located on the bottom right side of the page.
- D. From the Main Workspace, there are different ways to access the Inspection Results Page.





under the Status column.

2. Click on "View Details" to access the Inspection Results Page.

1. Click the link "Inspection In Progress"

When there are multiple commodities in a record with multiple statuses, users will see "View Details" under the Status column instead of "Inspection In Progress". Once you click on the plus icon on the left-hand side, users can click on "Inspection in Progress" to navigate to the Inspection Results page.

0	rlando P	IS: AQI	PIS PH	ISS Work	space		Inspections	2 Inspections Diagnosti	r _ Regus	atory Action	
*	Inspect	ions 🏟	New								
2	v records p	er page					Filter		Show Activ		✓ Date Range MM/DD
	Date Of Arrival	Date In Station	Pathway 1	Event ID 11	Shipment ID	Commodity	Quantity	Consignee II	Origin 11	RBS Status	Status
	Pending	Pending	Mail	FLORL24020005							Draft Inspection
+	12/13/2023	02/02/2024	Air Cargo	FLORL23120001	S8-001-78789654	Multiple	Multiple	Brad's Buds & Blooms	Multiple	Multiple	View Details
	01/31/2024	Pending	Air Cargo	FLORL24010001	S8-A8C-12345678						Draft Commodity
+	02/07/2024	02/09/2024	Air Cargo	FLORL24020001	SB.001-25897410	Lantana camara - Lantana camara (PM)	5000 Plant Units	Brad's Buds & Blooms	Guatemala	RBS Complete	Document Review In Progress
+	02/13/2024	02/13/2024	Mail	FLORL24020004	MBC:132435463545	Dracaena sanderiana - Dracaena sanderiana (PM)	10 Plant Units	Jim Malthern	China	Not RBS	287 In Progress
+	02/13/2024	02/13/2024	Sea Cargo	FLORL24020003	CN:CCNE1234564	Multiple	Multiple	Agri-Stats, Inc.	Costa Rica	Multiple	View Details
-	02/13/2024	02/13/2024	Air Cargo	FLORL24020002	SB.001-78963325	Multiple	Multiple	AquariumPlants.com	Guatemala	RBS Complete	Hide Details
					\$8:001-78953325	Abelia sp Abelia sp. (PM)	5000 Plant Units	AquariumPlants.com	Guatemala	RBS Complete	Destroyed
					\$8:001-78963325	Achillea sp Achillea sp. (PM)	3000 Plant Units	AquariumPlants.com	Guatemala	RBS Complete	Inspection In Progress



2. Submitting a Commodity Determination

All required fields will show a red asterisk 🖈 Users must enter information in these fields. The Inspections Results page begins with a new field: "Overtime?" This field will default to "No", but there are other options in the dropdown list: "Government Overtime" and Reimbursable Overtime".



A. Refer to the table below to determine which option to select from the dropdown list.

IF WORKING	THEN
Government Overtime	Select Government Overtime
Reimbursable Overtime	Select Reimbursable Overtime
No Overtime	Leave the field as-is

B. Click on the Calendar Icon and select the Ir

and select the Inspection Date.

C. Refer to the table below to submit a Commodity Determination.

Step	Action
1	Select the commodity under Heading Number 5 - Select Commodity.
	5 Select Commodity All ~ records per page
	Commodity Commodity Type *
	□ Select All ♦ Select
	Abelia sp Abelia Propagative Material sp. (PM)



2	Click on the Commodity Determination checkbox.
3	Add remarks, if needed. Commodity Determination Are you sure you want to submit the Commodity Determination? Inspector Remarks Inspector Remarks Note: CD remarks will show on the generated CD Routing Form. This is a non-required field. SKIP this step if needed.



Commodity Determination × Are you sure you want to submit the Commodity Determination?								
Are you sure you want to submit the Commodity Determination?								
			Ν	io Yes				
Notes	Vhan the commodit	r abaalthay is	diash	Ves	w) this masses	that the		
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a) Printing the Commodity Determination (CD) Routing Form

After a Commodity Determination has been submitted, ARM will generate a Commodity Determination (CD) Routing Form. This form will show as a PDF file and can be accessed in two ways when users are on the record's Inspection Results Page.

Refer to the table below to print the PDF Form while still in the record's Inspection Results Page:

IF PRINTING ROUTING FORM FROM:	THEN:
ARM Generated Forms Icon.	1. Click on the PDF Icon ARM will re-direct users to the
	 ARM Generated forms. Click on the Event ID hyperlink. ARM Generated Forms Event Id Commodities Origins FLORL24030002-CD01 Abelia spAbelia sp. (PM) Costa Rica
The Info panel.	 Click on the Info Icon. ARM will re-direct users to the Info panel. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane.



The other way to access the Commodity Determination routing form from the Main Workspace is by using the shipment's single view. For this, refer to the table below:

	🔌 Inspec	tions 🌣	New								
	5 v records	per page						Filte	r		SI
	Date Of Arrival	Date In Station	Pathway	Event ID	Shipment ID 11	Commodity	11	Quantity	Consignee	.⊥† Orig	gin 1
	+ 03/11/2024	03/11/2024	Air Cargo	FLORL24030002	SB:406- 08999666	Abelia sp Abelia sp. (PM)		5000 Plant Units	AGRI STARI	TS Cos	sta Rica
	+ 03/04/2024	03/04/2024	Air Cargo	FLORL24030001	SB 406-	Dracaena sanderiana - Dra	caena	2500 Plant	Brad's Buds	& Cos	sta Rica
N	ote: The	Single	Shipme	ent Single	e View wi	ill be enabled	•				
	l ote: The ≱ Inspectic	Single	Shipme	ent Single	e View wi	ill be enabled					
	Sote: The	e Single	Shipme	ent Single	e View wi	ill be enabled	•		Show Active	✓ Date	e Range
N	Sote: The	e Single	Shipme ORL24034 Pathway Even	ent Single 0002 Cluse S	e View wi	Ill be enabled	• r onsignee	lî Origin lî	Show Active RBS Status 11	→ Date Status	e Range
	Sote: The Solution of Arrival LF → 03/11/2024	Single ons & FL page Date In Station II 03/11/2024	Shipme ORL24034 Pathway II Even Air Cargo FLOF	ent Single 0002 Close St t ID 11 Shipmen RL24030002 SB 406- 0589966	e View wi ingle Shipment View at ID 11 Commodity 6 (PM)	New y II Quantity II C Abelia sp. 5000 Plant A Units II A	r onsignee GRI START NC	11 Origin 11 S Costa Rica	Show Active RBS Status 11 RBS Complete	✓ Date Status Pending Comm Determination	e Range nodity



р	Action						
	There are two ways to access the routing form from this Single view:						
	IF ACCESSING FROM	THEN					
	ARM Generated Form Icon.	 Click on the PDF Icon ARM will re-direct users to the ARM Generated forms. Click on the Event ID hyperlink. 					
		ARM Generated Forms Event Id Commodities Origins FLORL24030002-CD01 Abelia sp Abelia sp. (PM) Costa Rica					
	The Info panel.	 Click on the Info Icon. ARM will re-direct users to the Info panel. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane. 					
		Diagnostic Routing PDF: routing.pdf					



3. Cancelling a Commodity Determination (CD)

Before canceling a Commodity Determination (CD) while still on the Inspection Results page, users must be aware of the following:

- a) The CD hasn't been received nor accepted by an Area Identifier (AI).
- b) The status on Heading Number 3 in the record's Diagnostic Request (DR) Page must be "AI Pending Specimen Receipt".



Users can access the Commodity Determination (CD) from the Main Workspace as well. One way is by clicking on the record's status column hyperlinks "Pending Commodity Determination" on the PIS Workspaces.

PIS Workspace

0	rlando PIS:	AQI / PIS	PHSS	Workspac	e		# Inspections	Inspections Diagnostic	▲ Regulatory	Action		
*	Inspection	ns 💠 New										
.5	v records per pa	929						Film	e		Shave Action v Date Ram	ge vers
	Date Of Arrival 11	Date In Station	Pathway 11	Event ID	Shipment ID	Commodity	Quantity	Consignee	Origin	RBS Status	Status	11
+	03/11/2024	03/11/2024	Air Cargo	FLORL24030002	SB-405-08999666	Abelia sp Abelia sp. (PM)	5000 Plant Units	AGRI STARTS INC	Costa Rice	RBS Complete	Panding Commodity Datermination	in .
+	03/04/2024	03/04/2024	Air Cargo	FLORL24030001	\$8:406-7879884	Dracaena sanderiana - Dracaena sanderiana (PM)	2500 Plant Units	Brad's Buds & Blooms	Costa Rica	RBS Complete	Inspection In Progress	
+	02/27/2024	02/27/2024	Air Cargo	FLORL24020017	SB-406-7878788	Anthurium andraeanum - Anthurium andraeanum (PM)	2500 Plant Units	ARC Ferns, LLC	Costa Rica	RBS Complete	Pending Quarantine Recommend	tation
+	02/21/2024	02/21/2028	Air Cargo	FLORL24020016	58:001-70770798	Abelia sp Abelia sp. (PM)	10500 Plant Units	Brad's Buds & Blooms	Costa Rica	RES Complete	Document Review in Progress	
	020000004	00000000	41.0	EL COL 1410054E		D.A.L.	PR Minte	Loromillora Florida	Contentals	OBS Correlate	Mary Datala	

This will redirect users to the Commodity page. Use the breadcrumbs on the top of the page to get to the Inspection Results Page.



Refer to the table below to cancel a Commodity Determination (CD) once in the Inspection Results Page:

Step	Action										
1	Uncheck the Commodity Determination check box on the Select Commodity Heading.										
	5 Select Commodity										
	All v records per page										
	Commodity Commodity Commodity Type * Determination Producer Consig										
	Select All										
	Achillea sp Achillea sp. (PM) Propagative Material V Innovaplant de Brad's E Uncheck to cancel Commodity Determination S										
	Note: A new window will appear. Commodity Determination Are you sure you want to cancel the Commodity Determination? No										



Co Are y	mmodity Determ	ination el the Commodity Determin	ation?	×	
Note able	: Once the use to continue wi Gelect Commodit	er cancels the o ith the clearand	CD, the com ce of the ship	modity wil	l be unlocked and they w
All	✓ records per page	Commodity Type *	Commodity Determination	Producer	
	Commodity				
	Commodity Select All	Select	~	↓†	
	Commodity Select All Achillea sp Achillea sp. (PM)	Select Propagative Material	 ▼ ■ 	Innovaplant de Costa Rica S. A.	

Note: After following the steps above, if you still having issues canceling a Commodity Determination, please contact the ARM Help Desk for guidance.



4. Processing after the Commodity Determination Has Been Finalized

After the Area Identifier or National Specialist has made their final identification, the commodity will reappear on your Workspace with a new status. For shipments with multiple commodities, click them to view the determination and status of each commodity.

Refer to the table to process a commodity after the determination has been made:

IF	THEN
Original identification is confirmed	The status will change to "Inspection In Progress". Inspection In Progress Refer to the User Guide: Entering Data for Inspection Results Page in PIS ARM Workspace to enter the Inspection Outcome and continue the clearance of the shipment.
New identification	Both the current species determined, and the former species declared will display for a commodity whose species has been changed, with the initial declaration for that commodity crossed out. The Status will change to "Document Review In Progress". FLORL24020016 SB:001- 78778798 Abelia corymbosa (Lunaeaceae) (PM) 10500 Plant Brad's Buds & Costa Rica RBS Complete Document Review In Progress Refer to the User Guide: Entering Data for Document Review Page in PIS ARM Workspace to enter the Documents for that commodity and continue the clearance of the chiamont