



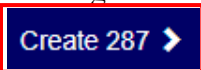
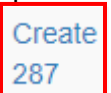
User Guide: Issuing and Cancelling a PPQ 287

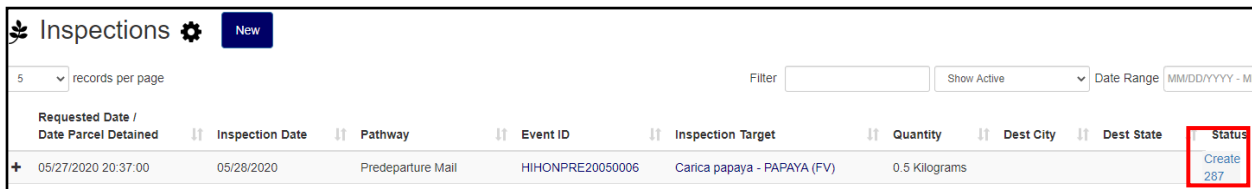
Purpose: This user guide describes how to issue and cancel a PPQ 287.

1. Access PPQ 287 Issuance Page
2. Enter PPQ 287 Issuance Information
3. Cancel a PPQ 287

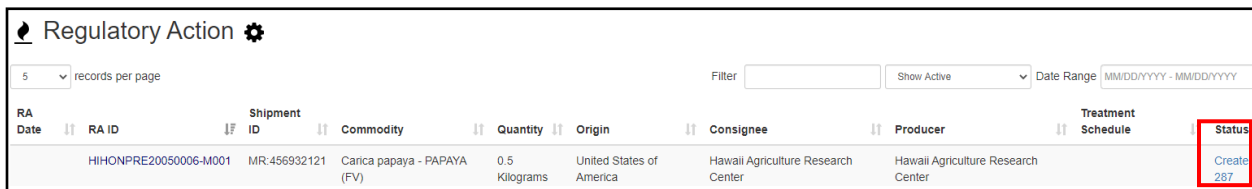
1. Access PPQ 287 Issuance Page

There are two ways to access the PPQ 287 Issuance Page:

- a. From the Inspection Results page after a finding with a regulatory action outcome is completed. Click on the Create 287 Tab  which is located on the down right side of the page.
- b. From the main workspace, on the Inspections or Regulatory Action Panes, click on the status column  Create 287 hyperlink.



Requested Date / Date Parcel Detained	Inspection Date	Pathway	Event ID	Inspection Target	Quantity	Dest City	Dest State	Status
05/27/2020 20:37:00	05/28/2020	Predeparture Mail	HIHONPRE20050006	Carica papaya - PAPAYA (FV)	0.5 Kilograms			Create 287



RA Date	RA ID	Shipment ID	Commodity	Quantity	Origin	Consignee	Producer	Treatment Schedule	Status
	HIHONPRE20050006-M001	MR.456932121	Carica papaya - PAPAYA (FV)	0.5 Kilograms	United States of America	Hawaii Agriculture Research Center	Hawaii Agriculture Research Center		Create 287

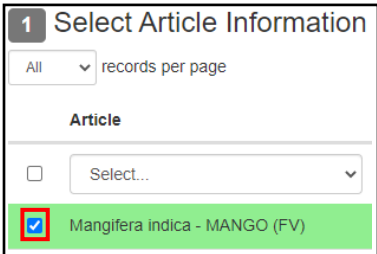
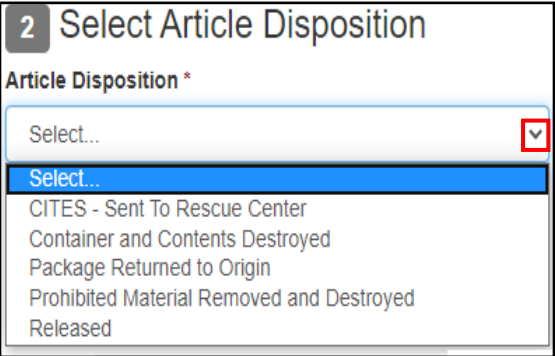
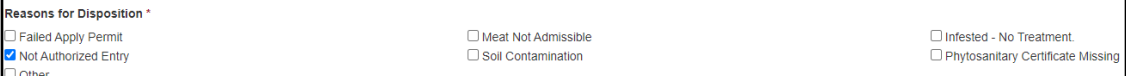
2. Enter PPQ 287 Issuance Information







The PPQ 287 Issuance page is divided by headings similar to other pages throughout ARM. These heading have different fields. Many of these fields are dropdown lists. Some of them will already be populated if the information was previously entered in another page throughout the ARM workflow.

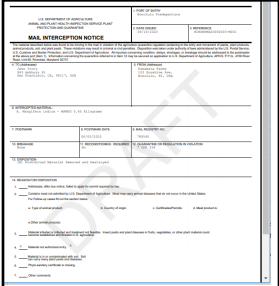
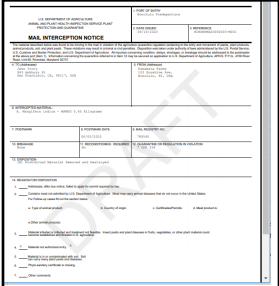
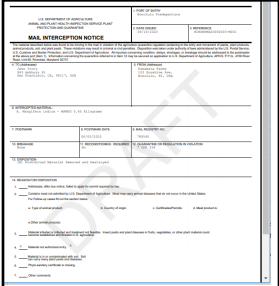
Note:

All required fields will show a red asterisk . Users must enter information in these fields.

To learn how to enter information on the PPQ 287 Issuance Page; refer to table below.

Step	Action
1	<p>Click on the article(s) under Heading number 1.</p> 
2	<p>Select an Article Disposition.</p> 
3	<p>Select a Reason for Disposition.</p> 
4	<p>Click on Save.</p>
5	<p>Select Mail Type.</p>

	<div data-bbox="289 191 721 436"> <p>Mail Type *</p> <p>Express </p> <p>Select...</p> <p>Express</p> <p>Parcel Post</p> <p>Priority Mail</p> <p>Registered</p> </div> <p>Note: This field must be prepopulated if a selection was done on a previous page. Skip this step if needed.</p>
6	<div data-bbox="289 558 1089 821"> <p>Addressee (To) *</p> <p>Jane Ivory, San Francisco, CA  </p> <p>Select...</p> <p>CORONET OF CALIFORNIA INC, INGLEWOOD, CA, CORONET OF CALIFORNIA INC</p> <p>Jane Ivory, San Francisco, CA</p> <p>John Doe, San Antonio, TX</p> <p>Kathy Musiel, San Marino, CA, Kathy Musial</p> <p>New Mexico State University, Las Cruces, NM, Jennifer Curtiss</p> <p>Paul & Karen Sternberg, Vista, CA</p> <p>Paul Bishop, Hillsborough, NJ</p> </div> <p>Note: This field must be prepopulated if information was entered on a previous page. Skip this step if needed.</p>
7	<div data-bbox="289 936 1089 1224"> <p>Addressor (From) *</p> <p>Kawamata Farms, Honolulu, HI  </p> <p>Select...</p> <p>Hawaii Agriculture Research Center, Aiea, HI, N. S. Dudley</p> <p>Hawaiian Island Orchids, Waimanalo, HI</p> <p>Hawaiian Sunshine Nursery, Waimanalo, HI, Sandy Kasman (co-owner)</p> <p>JOHN A STEER COMPANY, NEWARK, JOHN A STEER COMPANY</p> <p>Kawamata Farms, Honolulu, HI</p> <p>Rotary Club of Honolulu, Honolulu, HI</p> </div> <p>Note: This field must be prepopulated if information was entered on a previous page. Skip this step if needed.</p>
8	<div data-bbox="289 1339 706 1451"> <p>Date Issued *</p> <p>06/16/2020 </p> </div> <p>Note: This field will default to current date. Click on the calendar icon and select a date if needed.</p>
9	<div data-bbox="289 1566 745 1724"> <p>287 Reason (select all that apply) *</p> <p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> Prohibited Product</p> </div> <p>Note: If there is more than one option, select all that apply. If there is only one option showing, ARM will have it prechecked. Skip this step if needed.</p>

10	<p>Select CFR(s).</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Select All <input type="checkbox"/> 7 CFR 301: Domestic Quarantine Notices <input type="checkbox"/> 7 CFR 301.76: Quarantine Areas For Citrus Greening Disease (Cg) <input type="checkbox"/> 7 CFR 318.30: Sweet Potatoes From Hawaii, Puerto Rico And Virgin Islands <input type="checkbox"/> 7 CFR 301.32: Fruit Flies <input type="checkbox"/> 7 CFR 301.81: Imported Fire Ant <input type="checkbox"/> 7 CFR 318.47: Territorial Cotton, Cottonseed, And Cottonseed Products <input type="checkbox"/> 7 CFR 301.55: South American Cactus Moth <input checked="" type="checkbox"/> 7 CFR 318: State of Hawaii and Territories Quar. Notices </div> <p>Note: Select all CFR's that apply.</p>									
11	<p>The remarks field will populate after issuing the PPQ 287 with the following message..</p> <div style="border: 1px solid red; padding: 5px;"> <p>15. REMARKS (Include any pertinent information, i.e., condition of material, condition of cans which indicates not shelf stable, etc.) This parcel was opened under warrant 23659595 because it was suspected of containing agricultural material. All agricultural items must be inspected prior to shipment to the U.S. mainland. CALL (808) 838-2700 for further information.</p> </div> <p>Note: This message will auto-generate after issuing the PPQ 287. The warrant number information will also populate since that information was previously entered in ARM. If you enter data to this field, it will not show on the form. Skip this step</p>									
12	<p>Enter Internal Remarks.</p> <div style="border: 1px solid red; padding: 5px;"> <p>Internal Remarks (Internal Remarks are not displayed on the 287.)</p> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> </div> <p>Note: Information entered on this field will not show on the form. This is a non-required field. Skip this step if needed.</p>									
13	<table border="1"> <thead> <tr> <th style="background-color: #cccccc;">If you want to:</th> <th style="background-color: #cccccc;">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 1010 725 1503">Preview 287 form</td> <td data-bbox="732 1010 1385 1503"> <p>1. Click on Preview.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Preview Save Issue 287 and PDFs </div> <p>2. A preview of the draft form will appear.</p>  </td> </tr> <tr> <td data-bbox="289 1503 725 1650">Save 287 form</td> <td data-bbox="732 1503 1385 1650"> <p>Click on Save.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Preview Save Issue 287 and PDFs </div> </td> </tr> <tr> <td data-bbox="289 1650 725 1833">Issue 287 form</td> <td data-bbox="732 1650 1385 1833"> <p>1. Click on Issue 287.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Preview Save Issue 287 and PDFs </div> <p>2. A window with the 287 form will appear.</p> </td> </tr> </tbody> </table>	If you want to:	Then:	Preview 287 form	<p>1. Click on Preview.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Preview Save Issue 287 and PDFs </div> <p>2. A preview of the draft form will appear.</p> 	Save 287 form	<p>Click on Save.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Preview Save Issue 287 and PDFs </div>	Issue 287 form	<p>1. Click on Issue 287.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Preview Save Issue 287 and PDFs </div> <p>2. A window with the 287 form will appear.</p>	
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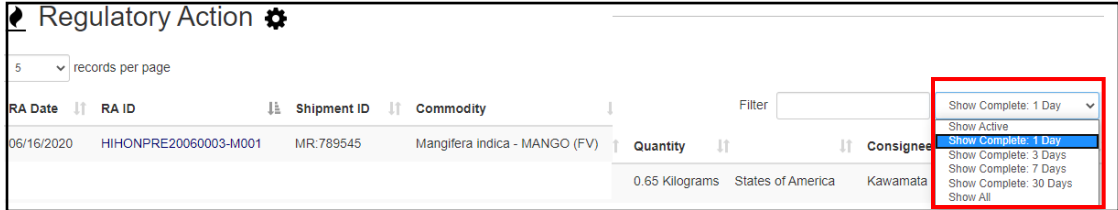


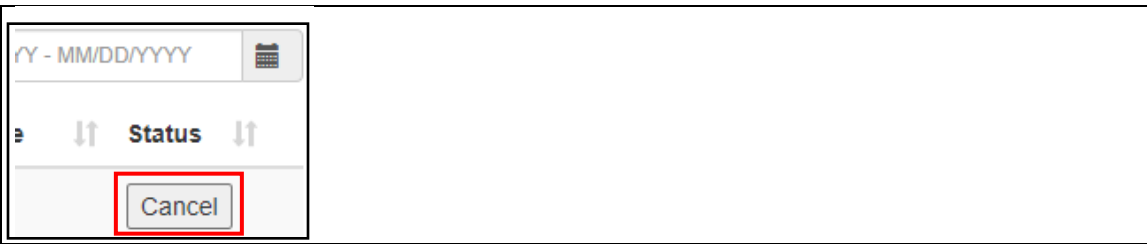
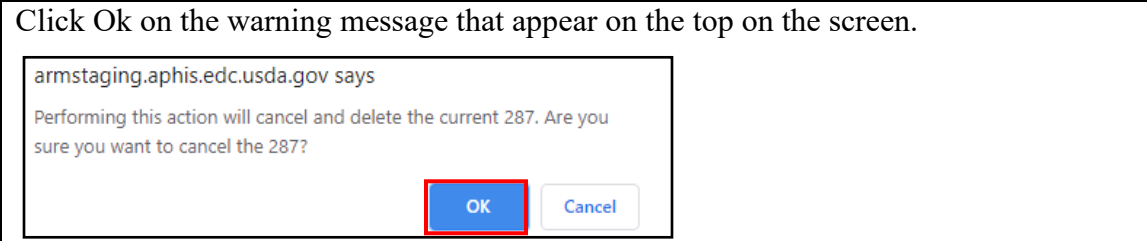
		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE</p> <p style="text-align: center;">MAIL INTERCEPTION NOTICE</p> <p><small>The material described below was found to be moving in the mail in violation of the agriculture quarantine regulation pertaining to the entry and movement of plants, plant products, animal products, soil, and plant pests. These violations may result in criminal or civil penalties. Disposition was taken under authority of laws administered by the U.S. Postal Service, U.S. Customs and Border Protection, and U.S. Department of Agriculture. All inquiries concerning condition, delays, shortages, or breakage should be addressed to the postmaster at the above post (Item 1). Information concerning the quarantine referred to in item 12 may be secured on application to U.S. Department of Agriculture, APHIS, P.P.Q., 4700 River Road, Unit 60, Riverdale, Maryland 20737.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">1. PORT OF ENTRY Honolulu Predeparture</td> <td style="padding: 2px;">3. REFERENCE HIHONPRE20060003-M001</td> </tr> <tr> <td colspan="3" style="padding: 2px;">2. DATE ISSUED 09/30/2020</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">4. TO (Address) Blaki Love 19 Cornell Ave. Statford, NJ, 08084, USA</td> <td style="width: 50%; padding: 2px;">5. FROM (Address) Camp The Silk 4218 Brougatville Ave Apt. D Kapolei, HI, USA</td> </tr> </table> <p style="padding: 2px;">6. INTERCEPTED MATERIAL: A. Mangifera indica - MANGO 0.5 Kilograms</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">7. POSTMARK Kapolei, HI, USA</td> <td style="width: 33%; padding: 2px;">8. POSTMARK DATE</td> <td style="width: 33%; padding: 2px;">9. MAIL REGISTRY NO. 23659555, 488899</td> </tr> <tr> <td style="padding: 2px;">10. BREAKAGE None</td> <td style="padding: 2px;">11. RECONDITIONING REQUIRED No</td> <td style="padding: 2px;">12. QUARANTINE OR REGULATION IN VIOLATION CFR 318.40, 7 CFR 319.37-6, 7 CFR 318</td> </tr> </table> <p style="padding: 2px;">13. DISPOSITION (A) Prohibited Material Removed and Destroyed</p> <p style="padding: 2px;">14. REASON FOR DISPOSITION</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Addressee, after due notice, failed to apply for permit required by law. 2. <input type="checkbox"/> Contains meat not admitted by U.S. Department of Agriculture. Meat may carry animal diseases that do not occur in the United States. For Follow-up cases fill out the section below: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">a. Type of animal product:</td> <td style="width: 25%;">b. Country of origin:</td> <td style="width: 25%;">c. Certificates/Permits:</td> <td style="width: 25%;">d. Meat product is:</td> </tr> <tr> <td colspan="4">e. Other animal products:</td> </tr> </table> 3. <input checked="" type="checkbox"/> Material infested or infected and treatment not feasible. Insect pests and plant diseases in fruits, vegetables, or other plant material could become established and threaten U.S. agriculture. <input type="checkbox"/> 4. <input checked="" type="checkbox"/> Material not authorized entry. <input type="checkbox"/> 5. <input checked="" type="checkbox"/> Material is in or contaminated with soil. Soil <input type="checkbox"/> can carry many plant pests and diseases. 6. <input type="checkbox"/> Phyto-sanitary certificate is missing. 7. <input type="checkbox"/> Other comments: <p style="padding: 2px;"><small>15. REMARKS (include any pertinent information, i.e., condition of material, condition of cars which indicates not shelf stable, etc.) This parcel was opened under warrant 23659555 because it was suspected of containing agricultural material. All agricultural items must be inspected prior to shipment to the U.S. mainland. CALL (808) 838-2700 for further information.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">16. INSPECTING OFFICER Antonio Velazquez</td> <td style="width: 40%; padding: 2px;">Badge Number 5557</td> </tr> </table> <p style="padding: 2px;"><small>PPQ Form 287</small></p> </div>	1. PORT OF ENTRY Honolulu Predeparture		3. REFERENCE HIHONPRE20060003-M001	2. DATE ISSUED 09/30/2020			4. 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14	<p>Refer to topic 5: Close a Mail Inspection Record on User Guide: Entering Data for Predeparture Mail Inspection Results Page to close the record.</p>																									

3. Cancel a PPQ 287

An issued PPQ 287 might have to be cancelled for different reasons. For instance, an update has to be made or the issuance was done by mistake among other reasons. ARM provides this capability.

To cancel a PPQ 287; refer to table below:

Step	Action
1	<p>Select Show Complete on the Active field in the Regulatory Action Pane.</p> 
2	Click on Cancel tab on the status column from the 287 to be cancelled.

	
<p>3</p>	<p>Click Ok on the warning message that appear on the top on the screen.</p> 

Note:

Once you click on Ok, ARM will redirect you back to the Active view on the Regulatory Action pane. The 287 record will now show with a Create 287 status. To submit the 287 once again, click on the Create 287 status link. To enter 287 information; refer to topic number 2 on this user guide.