



User Guide: Entering Data for Predeparture Mail Inspection Results Page

Purpose: This user guide describes how to access and enter information in the Predeparture Mail Inspection Results page. The following areas are covered in this user guide:

1. Access Inspection Results page
2. Enter Inspection Results information
3. Select an Inspection outcome
4. Update Inspection Results page
5. Close a mail inspection record
6. Locate Letter of Information (LOI) and Mail Inventory documents

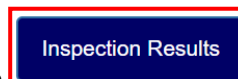
1. Access Inspection Results Page

On the Inspection Results page, users will enter the results information after doing an inspection on an article. This will allow users to submit a pest found on an article, a determination for an unknown article and/or a regulatory action.

- A. From the Article page, there are two ways to access the Inspection Results page after a record is created.



1. Click on the Breadcrumb link Inspection Results which is located on the top left side of the page.



2. Click on the Inspection Results Tab which is located on the bottom right side of the page.

- B. From the main Workspace, there are different ways to access the Inspection Results page.

1. Click on the article listed under the Inspection Target column.

Honolulu Predeparture: Predeparture
PHSS Workspace

Inspections Inspections
AQIM Inspections

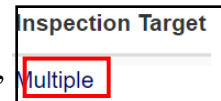
Inspections New

5 records per page Filter Show Active

Requested Date / Date Parcel Detained	Inspection Date	Pathway	Event ID	Inspection Target
+ 03/24/2020 22:00:00	03/30/2020	Predeparture Mail	HIHONPRE20030008	Carica papaya - PAPAYA (FV)
03/24/2020 20:00:00	Pending	Predeparture Mail	HIHONPRE20030007	

2. Click on “Multiple” to access the article Page.

When there are multiple articles on a record; users will see “Multiple” under the Inspection Target column instead of the name of the article. Once in the Article page, users can navigate to the Inspection Results page using the breadcrumb Inspection Results link located on the top of the page or the Inspection Results Tab located on the down right side end of the page.



3. Click on the link “Inspection in Progress” under the Status column.



2. Enter Inspection Results Information

All required fields will show a red asterisk . Users must enter information in these fields. The Inspection Results page begins with the field: “Overtime?” This field will default to “No” but there are other options in the dropdown list.



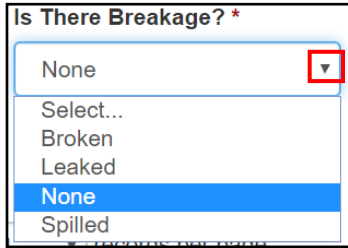
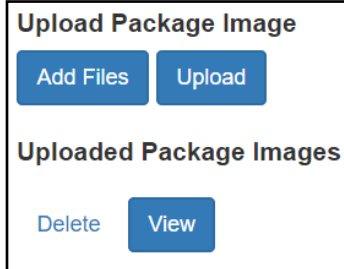
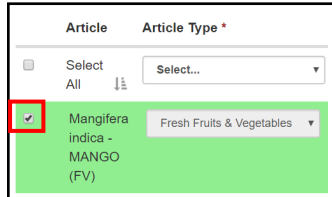
A. Refer to table below, to determine which option to select from the dropdown list.



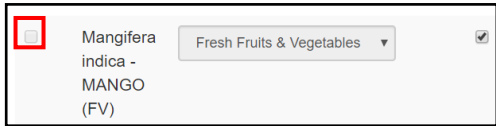
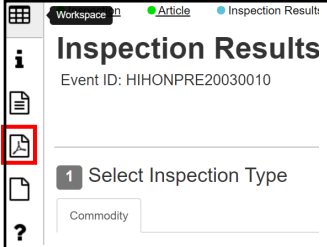
If you are working:	Then:
Government overtime	Select Government Overtime
Reimbursable overtime	Select Reimbursable Overtime
No overtime	Leave the field as-is

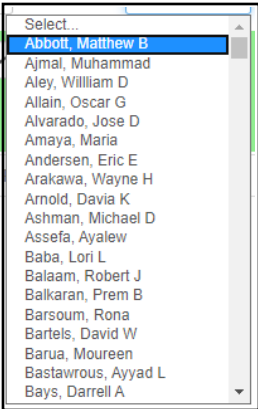
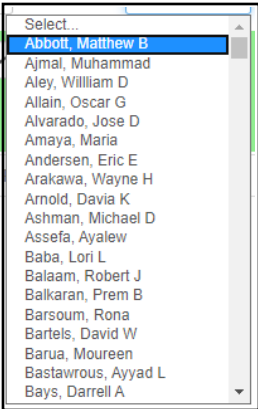
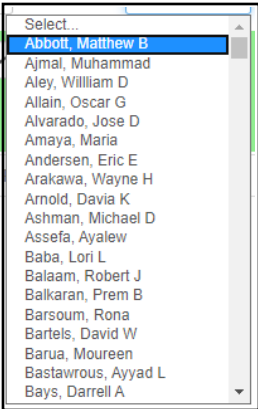



B. Click on the Calendar Icon  and select an Inspection date.

Note: The Inspection Date field is a required field. The Inspection Results workflow could not be completed if a date is not selected.

Refer to table below, to enter Inspection Results information.

Step	Action
1	<p>Select a type of breakage from the Is There Breakage field.</p> 
2	<p>Upload Package Image, if needed.</p>  <p>Note: To upload images refer to User Guide: Upload Digital Imagery in ARM. This is a non-required field. Skip this step if needed.</p>
3	<p>Click on the Article being inspected.</p> 

4	<p>If the article is plant material that:</p> <p>Requires an identification by a Botanist</p>	<p>Then:</p> <ol style="list-style-type: none"> 1. Click on the Article Determination checkbox.  <ol style="list-style-type: none"> 2. Add remarks, if needed. 3. Click Yes to proceed with submission for Article determination, window appears.  <ol style="list-style-type: none"> 4. Wait for Area Identifier Final Identification. <p>Note: When the article checkbox is disabled (see below), this means that the Article Determination has been sent to the location's assigned Botanist for a Final Determination.</p> 
	<p>Does not require an identification by a Botanist</p>	<p>Continue to Step 5</p>
4a	<p>If Article Determination:</p> <p>Requires a routing form</p>	<p>Then:</p> <ol style="list-style-type: none"> 1. Click on the ARM Generated Forms Icon.  <ol style="list-style-type: none"> 2. Click on the Event ID hyperlink.

		<div style="border: 1px solid black; padding: 5px;"> <p>ARM Generated Forms</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Event Id</th> <th style="text-align: left;">Commodity(ies)</th> <th style="text-align: left;">Origins</th> <th style="text-align: left;">User Role</th> </tr> </thead> <tbody> <tr> <td>HIHONPRE20035010-CD01</td> <td>Mangifera indica - MANGO (FV)</td> <td>United States of America</td> <td>Velazquez, Antonio</td> </tr> </tbody> </table> </div>	Event Id	Commodity(ies)	Origins	User Role	HIHONPRE20035010-CD01	Mangifera indica - MANGO (FV)	United States of America	Velazquez, Antonio
Event Id	Commodity(ies)	Origins	User Role							
HIHONPRE20035010-CD01	Mangifera indica - MANGO (FV)	United States of America	Velazquez, Antonio							
5	<p>Select an inspector from the Inspected By field, if needed;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">If the inspector is:</th> <th style="text-align: left;">Then:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Different from user logged in</td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> Select an inspector from the Inspected By Field.  <ol style="list-style-type: none"> Continue to Step number 6 </td> </tr> <tr> <td style="vertical-align: top;">Same as user logged in</td> <td style="vertical-align: top;">Skip this step and continue to Step number 6.</td> </tr> </tbody> </table> <p>Note: The name showing on this field is defaulted to the user logged in ARM at the moment. A user could enter this data for another coworker.</p>	If the inspector is:	Then:	Different from user logged in	<ol style="list-style-type: none"> Select an inspector from the Inspected By Field.  <ol style="list-style-type: none"> Continue to Step number 6 	Same as user logged in	Skip this step and continue to Step number 6.			
If the inspector is:	Then:									
Different from user logged in	<ol style="list-style-type: none"> Select an inspector from the Inspected By Field.  <ol style="list-style-type: none"> Continue to Step number 6 									
Same as user logged in	Skip this step and continue to Step number 6.									
6	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">If user will:</th> <th style="text-align: left;">Then:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Update the Article information</td> <td style="vertical-align: top;">Click Save</td> </tr> <tr> <td style="vertical-align: top;">Split the article</td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> Click on the Commodity Split Tab.  <ol style="list-style-type: none"> Refer to User Guide: Commodity Split. Continue to Step number 7. </td> </tr> <tr> <td style="vertical-align: top;">Enter the outcome of the inspection</td> <td style="vertical-align: top;">Skip this step and continue to Step number 7.</td> </tr> </tbody> </table>	If user will:	Then:	Update the Article information	Click Save	Split the article	<ol style="list-style-type: none"> Click on the Commodity Split Tab.  <ol style="list-style-type: none"> Refer to User Guide: Commodity Split. Continue to Step number 7. 	Enter the outcome of the inspection	Skip this step and continue to Step number 7.	
If user will:	Then:									
Update the Article information	Click Save									
Split the article	<ol style="list-style-type: none"> Click on the Commodity Split Tab.  <ol style="list-style-type: none"> Refer to User Guide: Commodity Split. Continue to Step number 7. 									
Enter the outcome of the inspection	Skip this step and continue to Step number 7.									

7	If user will:	Then:
	Upload an Article image	<ol style="list-style-type: none"> 1. Refer to User Guide: How to upload Digital Imagery. 2. Continue to Topic number 3.
	Not upload an Article image	Continue to Topic number 3.

3. Select an Inspection Outcome

Inspection outcomes is the result of the inspection on the article(s). Users can select multiple outcomes. The selected outcome(s) is either a no action required, pest identification needed, or regulatory action (PPQ 287) needed. These outcomes will show under Heading Number 3 of the Inspection Results page.

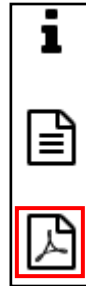
To select the most appropriate Inspection outcome, refer to table below:

Step	Action	
1	Select an Inspection Outcome under Heading Number 3 following this guidance.	
	If the inspection results in:	Then:
	No Action is required	Click on an appropriate box under the No Action Column, <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>No Action</p> <input type="checkbox"/> CBP <input type="checkbox"/> No Findings <input type="checkbox"/> Not Inspected </div>
	Pest Identification is needed	Click on an appropriate box under the Diagnostic Request Required Column. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Diagnostic Request Required</p> <input type="checkbox"/> Contaminant - Plant Product - Other <input type="checkbox"/> Contaminant - Plant Product - Seed <input type="checkbox"/> Pest </div>
	Regulatory Action is needed (PPQ 287)	Click on an appropriate box under the Regulatory Required Column.

	<div style="border: 1px solid black; padding: 5px;"> <p>Regulatory Action Required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contaminant - Animal Product <input type="checkbox"/> Contaminant - Plant Product - Other <input type="checkbox"/> Contaminant - Plant Product - Seed <input type="checkbox"/> Permit Conditions Not Met <input type="checkbox"/> Prohibited Commodity <input type="checkbox"/> Recondition Article in Lieu of Identification <input type="checkbox"/> Remove Article In Lieu of Identification <input type="checkbox"/> Soil Violation <input type="checkbox"/> Unapproved Growing Media <input type="checkbox"/> Unapproved Packing Material </div>								
	<p>Note: Users could select more than one choice in any of the columns. For example; you can select Pest from the Diagnostic Request Required column and Remove article in Lieu of Identification from the Regulatory Action Required Column.</p>								
2	Click on Add/Update.								
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 5px;">If the inspection outcome is a:</th> <th style="text-align: left; padding: 5px;">Then:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">No Findings</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Complete inspection. 2. Go to Step 4. </td> </tr> <tr> <td style="padding: 5px;">Diagnostic Request</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Scroll to down and Click on Diagnostic Request Tab. <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px 0;"> Diagnostic Request > </div> <p>Refer to User Guide: Entering Data for Diagnostic Request Page.</p> <ol style="list-style-type: none"> 2. Go back to Inspection Results Page 3. Complete Inspection. 4. Go to Step 4. </td> </tr> <tr> <td style="padding: 5px;">Regulatory Action</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Complete Inspection. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Complete</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Select... ▼</p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Pending Inspection ▼</p> <p style="background-color: #000080; color: white; padding: 2px;">Pending Inspection</p> <p>Inspection Completed</p> </div> </div> <ol style="list-style-type: none"> 2. Go to Step 4. </td> </tr> </tbody> </table>	If the inspection outcome is a:	Then:	No Findings	<ol style="list-style-type: none"> 1. Complete inspection. 2. Go to Step 4. 	Diagnostic Request	<ol style="list-style-type: none"> 1. Scroll to down and Click on Diagnostic Request Tab. <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px 0;"> Diagnostic Request > </div> <p>Refer to User Guide: Entering Data for Diagnostic Request Page.</p> <ol style="list-style-type: none"> 2. Go back to Inspection Results Page 3. Complete Inspection. 4. Go to Step 4. 	Regulatory Action	<ol style="list-style-type: none"> 1. Complete Inspection. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Complete</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Select... ▼</p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Pending Inspection ▼</p> <p style="background-color: #000080; color: white; padding: 2px;">Pending Inspection</p> <p>Inspection Completed</p> </div> </div> <ol style="list-style-type: none"> 2. Go to Step 4.
If the inspection outcome is a:	Then:								
No Findings	<ol style="list-style-type: none"> 1. Complete inspection. 2. Go to Step 4. 								
Diagnostic Request	<ol style="list-style-type: none"> 1. Scroll to down and Click on Diagnostic Request Tab. <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px 0;"> Diagnostic Request > </div> <p>Refer to User Guide: Entering Data for Diagnostic Request Page.</p> <ol style="list-style-type: none"> 2. Go back to Inspection Results Page 3. Complete Inspection. 4. Go to Step 4. 								
Regulatory Action	<ol style="list-style-type: none"> 1. Complete Inspection. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Complete</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Select... ▼</p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Pending Inspection ▼</p> <p style="background-color: #000080; color: white; padding: 2px;">Pending Inspection</p> <p>Inspection Completed</p> </div> </div> <ol style="list-style-type: none"> 2. Go to Step 4. 								
4	<p>Enter Case Number/Warrant Number.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Case Number/Warrant Number *</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 2px 0;">567888</div> </div> <p>Note: This field will populate if the number was provided on the Inspection Information Page</p>								
5	Click on the Calendar Icon to select a date and time when Warrant was Executed.								

	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px;"> <p>Date and Time Warrant Executed *</p> <p>MM/DD/YYYY </p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>< Sep 2020 ></p> <table border="1" style="font-size: 8px; text-align: center;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td style="background-color: #0056b3; color: white;">25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> <p>0 : 00 </p> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10
Su	Mo	Tu	We	Th	Fr	Sa																																												
30	31	1	2	3	4	5																																												
6	7	8	9	10	11	12																																												
13	14	15	16	17	18	19																																												
20	21	22	23	24	25	26																																												
27	28	29	30	1	2	3																																												
4	5	6	7	8	9	10																																												
6	<p>Enter where a copy of the warrant and inventory will be left.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Copy of Warrant and Inventory Left With *</p> <p>Within Subject Parcel</p> </div> <p>Note: This field will always populate “Within Subject Parcel”. But you could edit this information as needed.</p>																																																	
7	<p>Enter the name of the USPS person present during the inventory.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Inventory Made in the Presence Of *</p> </div>																																																	
8	<p>Enter all Non Agricultural Inventory.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Non Agricultural Inventory *</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> </div>																																																	
9	<p>Click on Save.</p>																																																	
10	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%;">If a PPQ 287:</th> <th style="width: 50%;">Then:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Needs to be created it;</td> <td style="padding: 5px;"> Click on Create 287 tab. <div style="border: 1px solid red; padding: 5px; display: inline-block; background-color: #0056b3; color: white; margin: 5px 0;"> Create 287 > </div> <p>Note: Refer to User Guide: Creating and Submitting PPQ 287 in ARM.</p> </td> </tr> <tr> <td style="padding: 5px;">Does not needs to be created it;</td> <td style="padding: 5px;"> 1. Click on the Close Tab. <div style="border: 1px solid red; padding: 5px; display: inline-block; background-color: #0056b3; color: white; margin: 5px 0;"> Close </div> <p>2. Scroll up and Click on the ARM Generated</p> </td> </tr> </tbody> </table>	If a PPQ 287:	Then:	Needs to be created it;	Click on Create 287 tab. <div style="border: 1px solid red; padding: 5px; display: inline-block; background-color: #0056b3; color: white; margin: 5px 0;"> Create 287 > </div> <p>Note: Refer to User Guide: Creating and Submitting PPQ 287 in ARM.</p>	Does not needs to be created it;	1. Click on the Close Tab. <div style="border: 1px solid red; padding: 5px; display: inline-block; background-color: #0056b3; color: white; margin: 5px 0;"> Close </div> <p>2. Scroll up and Click on the ARM Generated</p>																																											
If a PPQ 287:	Then:																																																	
Needs to be created it;	Click on Create 287 tab. <div style="border: 1px solid red; padding: 5px; display: inline-block; background-color: #0056b3; color: white; margin: 5px 0;"> Create 287 > </div> <p>Note: Refer to User Guide: Creating and Submitting PPQ 287 in ARM.</p>																																																	
Does not needs to be created it;	1. Click on the Close Tab. <div style="border: 1px solid red; padding: 5px; display: inline-block; background-color: #0056b3; color: white; margin: 5px 0;"> Close </div> <p>2. Scroll up and Click on the ARM Generated</p>																																																	

Forms Icon located at the upper left side of the screen.



Note: ARM will re-direct you to the ARM Generated Forms page.

ARM Generated Forms			
Event Id	Commodity(ies)	Origins	User Role
Mail Inventory			Velazquez, Antonio
Letter of Information			Velazquez, Antonio
Officer Statement			Velazquez, Antonio
Parcel Detention Form			Velazquez, Antonio

3. Click on the Mail Inventory and Letter of Information.

Event Id
Mail Inventory
Letter of Information



Note: You will be able to print out these documents if needed.

AO 93 (Rev 12/09) Search and Seizure Warrant (Page 2)

Return		
Case No: 567888	Date and time warrant executed: 09/24/2020 18:00:00	Copy of warrant and inventory left with: Within Subject Parcel
Inventory made in the presence of: Test		
Inventory of the property taken and name of any person(s) seized: None		
FORWARDED: 0.75 Kilograms Musa x paradisiaca - Apple Banana Test		
Certification		
I declare under penalty of perjury that this inventory is correct and was returned along with the original warrant to the designated judge.		
Date: 09/25/2020	_____ <i>Executing officer's signature</i> Antonio Velazquez, PPOInspector <small>Printed name and title</small>	

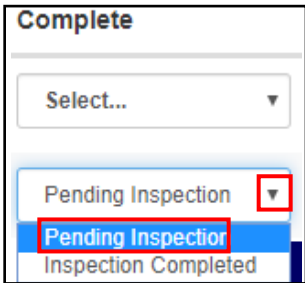
USDA		Reference Number : 7899696
Cung Tha Bik 4218 Bougainville Ave Apt. D Kapolei, HI, USA		Issuance Date : 09/25/2020 Via : Express
LETTER OF INFORMATION		
The mission of the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) is to safeguard agriculture and natural resources from the entry, establishment and spread of invasive plant pests; and to support trade and exports of U.S. agricultural products. To accomplish this mission, Congress granted APHIS the authority to administer regulations that establish detailed rules and procedures to be uniformly carried out by the Agency.		
On 09/24/2020, a USDA, APHIS, Plant Health Safeguarding Specialist (PHSS) was performing surveillance at the Post Office facility in Honolulu, HI. USDA detector dog, TestPIS3 inspector3, responded to a Test consigned by you for shipment to the U.S. mainland. The following articles in the package were inspected and found to be pest free prior to being mailed: 0.75 Kilograms Musa x paradisiaca - Apple Banana, Test.		
These requirements are in place to safeguard U.S. agriculture and natural resources. Non-native invasive species (including insects, plant and animal diseases, and some plant and animal species), cause billions of dollars in damage each year, necessitate burdensome Federal and State regulations, disrupt foreign and domestic commerce, impact our ability to enjoy our environment and natural resources, and increase the price we pay for our food as our ability to produce food diminishes.		
To comply with our regulations, you need to have all agricultural items being shipped or mailed to the U.S. mainland inspected and found to be pest free prior to being presented at airline cargo offices, the post office, or other courier services.		
If you need additional information on regulations regarding mailing or shipping food or agricultural items to the U.S. mainland, please refer to the following website, www.aphis.usda.gov/travel , and refer to the enclosed material. You may also contact me between the hours of 6:00am and 2:30pm, Monday to Friday. I am committed to helping you comply with our regulations and will be pleased to answer any questions you may have or provide any guidance you may need.		
Your compliance with APHIS regulations is important to safeguarding U.S. agriculture and natural resources. We will continue to monitor your activities to ensure there are no additional instances of noncompliant activity. We will maintain a copy of this letter on file should you be found in violation of APHIS regulations in the future. Be aware that we take violations of our statutes and regulations very seriously. The importance of these statutes and regulations was underscored by Congress when they granted the authority, under the Plant Protection Act to impose civil penalties of up to \$300,000 per violation. The statute also provides for criminal penalties in some circumstances. We are hopeful that the information provided will ensure your compliance with our regulations in the future.		
Sincerely,		

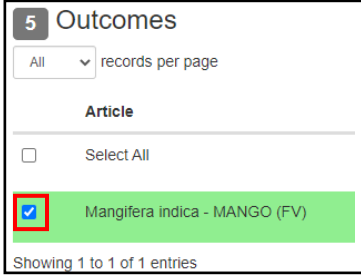
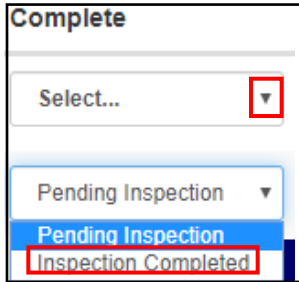
4. Update Mail Inspection Results Page

After a user completed an inspection, it's possible that the data entered might need to be updated. There is two ways of updating information.

A. From the Inspection Results Page:

If the record was completed and users are still on the Inspection Results page; refer to table below:


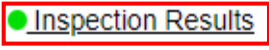
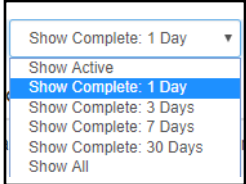
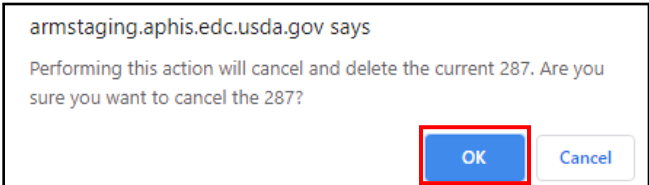
Step	Action
1	Select Pending Inspection under Complete Column, which is under Heading 5. 

2	<p>Click in the article checkbox on Heading number 5.</p> 								
3	<table border="1"> <thead> <tr> <th data-bbox="293 573 732 636">If users wants to:</th> <th data-bbox="732 573 1386 636">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 636 732 709">Delete outcome</td> <td data-bbox="732 636 1386 709">Click on Delete Outcome Tab.</td> </tr> <tr> <td data-bbox="293 709 732 808">Update outcome</td> <td data-bbox="732 709 1386 808">Go to Heading 3, Update outcome and Click on Add/Update Tab.</td> </tr> <tr> <td data-bbox="293 808 732 932">Update any other information in the page</td> <td data-bbox="732 808 1386 932">Update any information on Heading number 1 or Heading number 2 If applicable: Click on Save Tab under Heading 2.</td> </tr> </tbody> </table>	If users wants to:	Then:	Delete outcome	Click on Delete Outcome Tab.	Update outcome	Go to Heading 3 , Update outcome and Click on Add/Update Tab.	Update any other information in the page	Update any information on Heading number 1 or Heading number 2 If applicable: Click on Save Tab under Heading 2.
If users wants to:	Then:								
Delete outcome	Click on Delete Outcome Tab.								
Update outcome	Go to Heading 3 , Update outcome and Click on Add/Update Tab.								
Update any other information in the page	Update any information on Heading number 1 or Heading number 2 If applicable: Click on Save Tab under Heading 2.								
4	<p>Go to Heading 5; Select Inspection Completed under Complete Column.</p>  <p>Note: Once all updates are made, users must complete the inspection once again.</p>								

B. From the Main Workspace:

If a user is on the main workspace and needs to update information on the Inspection Results page please refer to table below:

If status of the record is:	Then:
Pending Quarantine Recommendation	<ol style="list-style-type: none"> 1. Click on the Status Hyperlink. 2. *Recall DR. *To recall a DR, refer to User Guide: Enter information on Diagnostic Page". 3. Go into Inspection Results Page: <ol style="list-style-type: none"> a- Click on Inspection Results Tab located on the down left

	<p>side of the Diagnostic page.  or;</p> <p>b- Click on Inspection Results Breadcrumb link on top left side of the page. </p> <p>4. Refer to steps 1-4 from previous table.</p>
<p>Pending 287issuance</p>	<ol style="list-style-type: none"> 1. Click on the article on Inspection Target Column. 2. Go to Inspection Results page. Use tab or breadcrumb link. 3. Refer to steps 1-4 from previous table.
<p>Issued PPQ 287</p>	<ol style="list-style-type: none"> 1. Go to Regulatory Action Pane. 2. Select Show Complete 1, 3, 7 or 30 days accordingly.  <ol style="list-style-type: none"> 3. Look for the record and Click on Cancel. 4. Click Ok when a window appears on screen for user to confirm the action.  <ol style="list-style-type: none"> 5. Click on hyperlink and re-submit 287 when record returns to 287 in Progress Status.
<p>Closed</p>	<ol style="list-style-type: none"> 1. Contact Area Identifier (AI) to recall Final Determination. 2. Refer to Status Pending Quarantine Recommendation Status steps on this table.


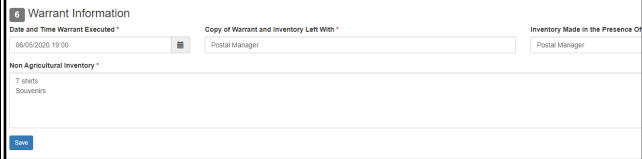

5. Close a Mail Inspection Record

The Mail Inspection record must be closed after the submission of the PPQ 287. The closing of the record is necessary in order for ARM to be able to generate the Letter of Information (LOI) and the Mail Inventory documents.

When a PPQ 287 is submitted, ARM will redirect users to the main workspace. From the main workspace users will access the Inspection Results page to close an inspection record.

Requested Date / Date Parcel Detained	Inspection Date	Pathway	Event ID	Inspection Target	Quantity	Dest City	Dest State	Status
06/04/2020 20:56:00	06/05/2020	Predeparture Mail	HIHONPRE20060002	Psidium guajava - GUAVA (FV)	0.35 Kilograms			287 Issued

To close a Predeparture Mail Inspection in order to create a Letter of Information (LOI) and Mail Inventory documents, refer to table below:

Step	Action	
1	Click on status 287 Issued hyperlink located on the Records Pane.  ARM will redirect users back to the Inspection Results page.	
2	If information for the warrant was: Entered previously <u>Not entered</u> previously	Then: Go to step 3. 1. Enter Warrant information under Heading 6.  2. Click on Save. 3. Go to step 3.
3	Click on Close. 	

6. Locate Letter of Information and Mail Inventory Documents

After a Mail Inspection record has been closed, ARM is able to generate the Letter of Information (LOI) and Mail inventory documents. To locate these documents in ARM, refer to table below.

1 Click on the ARM Generated Form Icon located on the left side of the page.

2 Click on the Mail Inventory and Letter of Information links.

ARM Generated Forms

Event Id	Commodity(ies)
HIHONPRE20050006-M001 - Issued 287 Form	Carica papaya - PAPAYA (FV)
Mail Inventory	
Letter of Information	

3 New windows with PDF Mail Inventory and Letter of Information documents will show. Print if needed.

<p>AO 93 (Rev 12/09) Search and Seizure Warrant (Page 2)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Return</th> </tr> </thead> <tbody> <tr> <td style="width: 33%;">Case No:</td> <td style="width: 33%;">Date and time warrant executed: 05/28/2020 14:00:00</td> <td style="width: 33%;">Copy of warrant and inventory left with: Test</td> </tr> <tr> <td colspan="3">Inventory made in the presence of: Test</td> </tr> <tr> <td colspan="3">Inventory of the property taken and name of any person(s) seized: 0.5 Kilograms sliced fruits</td> </tr> <tr> <td colspan="3">FORWARDED: Test</td> </tr> <tr> <td colspan="3" style="text-align: center;">Certification</td> </tr> <tr> <td colspan="3">I declare under penalty of perjury that this inventory is correct and was returned along with the original warrant to the designated judge.</td> </tr> <tr> <td>Date: 06/10/2020</td> <td colspan="2" style="text-align: center;">_____ <i>Executing officer's signature</i></td> </tr> <tr> <td colspan="3" style="text-align: center;">Antonio Velazquez, PPQ Inspector <i>Printed name and title</i></td> </tr> </tbody> </table>	Return			Case No:	Date and time warrant executed: 05/28/2020 14:00:00	Copy of warrant and inventory left with: Test	Inventory made in the presence of: Test			Inventory of the property taken and name of any person(s) seized: 0.5 Kilograms sliced fruits			FORWARDED: Test			Certification			I declare under penalty of perjury that this inventory is correct and was returned along with the original warrant to the designated judge.			Date: 06/10/2020	_____ <i>Executing officer's signature</i>		Antonio Velazquez, PPQ Inspector <i>Printed name and title</i>			<p style="text-align: right;">Reference Number: Issuance Date : 06/10/2020 Via : Express</p> <p>Hawaii Agriculture Research Center 98-193 Alea Heights Drive Aiea, HI, 96701, USA</p> <p style="text-align: center;">LETTER OF INFORMATION</p> <p>The mission of the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) is to safeguard agriculture and natural resources from the entry, establishment and spread of invasive plant pests; and to support trade and exports of U.S. agricultural products. To accomplish this mission, Congress granted APHIS the authority to administer regulations that establish detailed rules and procedures to be uniformly carried out by the Agency.</p> <p>On 05/27/2020, a USDA, APHIS, Plant Health Safeguarding Specialist (PHSS) was performing surveillance at the Post Office facility in Honolulu, HI. USDA detector dog, Trapper 2, responded to a Cardboard box consigned by you for shipment to the U.S. mainland. The following articles in the package were inspected and found to be pest free prior to being mailed: Test. The following articles in the package are prohibited entry into the U.S. mainland and therefore were seized and destroyed: 0.5 Kilograms sliced fruits. These articles are regulated under the following authorities: The Plant Protection Act of 2000 and Title 7, Code of Federal Regulations 7 CFR 318.60.</p> <p>These requirements are in place to safeguard U.S. agriculture and natural resources. Non-native invasive species (including insects, plant and animal diseases, and some plant and animal species), cause billions of dollars in damage each year, necessitate burdensome Federal and State regulations, disrupt foreign and domestic commerce, impact our ability to enjoy our environment and natural resources, and increase the price we pay for our food as our ability to produce food diminishes.</p> <p>To comply with our regulations, you need to have all agricultural items being shipped or mailed to the U.S. mainland inspected and found to be pest free prior to being presented at airline cargo offices, the post office, or other courier services.</p> <p>If you need additional information on regulations regarding mailing or shipping food or agricultural items to the U.S. mainland, please refer to the following website, www.aphis.usda.gov/travel, and refer to the enclosed material. You may also contact me between the hours of 6:00am and 2:30pm, Monday to Friday. I am committed to helping you comply with our regulations and will be pleased to answer any questions you may have or provide any guidance you may need.</p> <p>Your compliance with APHIS regulations is important to safeguarding U.S. agriculture and natural resources. We will continue to monitor your activities to ensure there are no additional instances of noncompliant activity. We will maintain a copy of this letter on file should you be found in violation of APHIS regulations in the future. Be aware that we take violations of our statutes and regulations very seriously. The importance of these statutes and regulations was underscored by Congress when they granted the authority, under the Plant Protection Act to impose civil penalties of up to \$300,000 per violation. The statute also provides for criminal penalties in some circumstances. We are hopeful that the information provided will ensure your compliance with our regulations in the future.</p> <p>Sincerely,</p>
Return																												
Case No:	Date and time warrant executed: 05/28/2020 14:00:00	Copy of warrant and inventory left with: Test																										
Inventory made in the presence of: Test																												
Inventory of the property taken and name of any person(s) seized: 0.5 Kilograms sliced fruits																												
FORWARDED: Test																												
Certification																												
I declare under penalty of perjury that this inventory is correct and was returned along with the original warrant to the designated judge.																												
Date: 06/10/2020	_____ <i>Executing officer's signature</i>																											
Antonio Velazquez, PPQ Inspector <i>Printed name and title</i>																												