



User Guide: Entering Data for Predeparture Inspection Results Page

Purpose: This user guide describes accessing and entering information on the Predeparture Inspection Results page.

1. Access Inspection Results page.
2. Enter Inspection Results information.
3. Update the Inspection Results page.

1. Access Inspection Results Page

On the Inspection Results page, users will enter the results information after inspecting an article. This will allow users to submit a pest found on an article or a conveyance, 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 on the top left side of the page.



2. Click on the Inspection Results Tab which is 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.

| Requested Date / Date Parcel Detained | Inspection Date | Pathway | Event ID | Inspection Target |
|---------------------------------------|-----------------|-----------------------------|------------------|---------------------------------|
| 01/17/2023 20:11:00 | Pending | Predeparture Maritime Cargo | HIHONPRE23010003 | Conveyance |
| 01/26/2023 07:00:00 | Pending | Predeparture Air Cargo | HIHONPRE23010004 | Ananas comosus - PINEAPPLE (FV) |

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




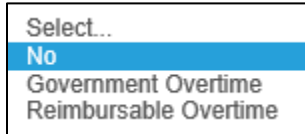
When there are multiple articles on a record; users will see “Multiple” under the Inspection Target column instead of the name of the article. Once on the Article page, users can navigate to the Inspection Results page using the breadcrumb Inspection Results link on the top of the page or the Inspection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



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

| IF WORKING OVERTIME: | 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 required. The Inspection Results workflow could not be completed if a date was not selected.

To enter Inspection Results information, refer to the table below.

| Step | Action | | | | | | |
|--|---|----------------|-------|--|-----------------------|---|-----------------------|
| 1 | Determine which pathway the Inspection Results are for. | | | | | | |
| | <table border="1"> <thead> <tr> <th>IF PATHWAY IS:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Predeparture Maritime Cargo/ Air Conveyance</td> <td>Go to Step 2.</td> </tr> <tr> <td>Predeparture Air Cargo</td> <td>Go to Step 9.</td> </tr> </tbody> </table> | IF PATHWAY IS: | THEN: | Predeparture Maritime Cargo/ Air Conveyance | Go to Step 2. | Predeparture Air Cargo | Go to Step 9. |
| | IF PATHWAY IS: | THEN: | | | | | |
| Predeparture Maritime Cargo/ Air Conveyance | Go to Step 2. | | | | | | |
| Predeparture Air Cargo | Go to Step 9. | | | | | | |
| | | | | | | | |
| 2 | Determine if Inspection Results are for Maritime Cargo or Air Conveance. | | | | | | |
| | <table border="1"> <thead> <tr> <th>IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Maritime Cargo</td> <td>GO TO Step 2A.</td> </tr> <tr> <td>Air Conveyance</td> <td>GO TO Step 2H.</td> </tr> </tbody> </table> | IF: | THEN: | Maritime Cargo | GO TO Step 2A. | Air Conveyance | GO TO Step 2H. |
| | IF: | THEN: | | | | | |
| Maritime Cargo | GO TO Step 2A. | | | | | | |
| Air Conveyance | GO TO Step 2H. | | | | | | |
| | | | | | | | |
| 2A | Determine if conveyance information was entered on the previous page. | | | | | | |
| | <table border="1"> <thead> <tr> <th>IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Entered on the previous page</td> <td>GO TO Step 2B.</td> </tr> <tr> <td>Not entered on the previous page</td> <td>GO TO Step 2H.</td> </tr> </tbody> </table> | IF: | THEN: | Entered on the previous page | GO TO Step 2B. | Not entered on the previous page | GO TO Step 2H. |
| | IF: | THEN: | | | | | |
| Entered on the previous page | GO TO Step 2B. | | | | | | |
| Not entered on the previous page | GO TO Step 2H. | | | | | | |
| | | | | | | | |
| 2B | Click on the pencil icon. | | | | | | |
| | <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Conveyance #</p> <div style="border: 1px solid gray; padding: 5px; display: flex; align-items: center;"> Select... ▼ ✎ </div> </div> <p>Note: A new window will appear.</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Shipment Identifiers ✕</p> <p>Shipment Identifiers Type * Number *</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Select... ▼</p> <p>Container Number</p> </div> <div style="width: 45%;"> <p>CCNU9873214 ⊙</p> <p>CCNU9873214 🗑</p> </div> </div> <p style="text-align: right;">Cancel Save</p> </div> | | | | | | |

| 2D | <p>Select Container as a shipment identifier.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Shipment Identifiers</p> <p>Shipment Identifiers Type *</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select...</p> <p style="background-color: #e0e0e0;">Select...</p> <p>Container Number</p> <p>Voyage Number</p> </div> </div> | | | | | | | | | |
|---|---|---|-----------------|-----------------------------------|--|---|---|-------------------------------------|-----------|-------------------------|
| 2E | <p>Enter the container's number.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Number *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 100%; border: none;" type="text" value="CCNU9873214"/> + </div> </div> <p>Note: Follow this format-Container Number- XXXXnnnnnnnn, 4 upper case characters followed by exactly 7 digits. No hyphen (-) in between.</p> | | | | | | | | | |
| 2F | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Adding multiple containers</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on the plus sign.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Number *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 100%; border: none;" type="text" value="CCNU9873214"/> + </div> </div> <p>2. Repeat steps 2E and 2F as needed.</p> <p>3. GO TO Step 2G.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p><u>Not</u> adding multiple containers</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>GO TO Step 2G.</p> </td> </tr> </tbody> </table> | IF: | THEN: | <p>Adding multiple containers</p> | <p>1. Click on the plus sign.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Number *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 100%; border: none;" type="text" value="CCNU9873214"/> + </div> </div> <p>2. Repeat steps 2E and 2F as needed.</p> <p>3. GO TO Step 2G.</p> | <p><u>Not</u> adding multiple containers</p> | <p>GO TO Step 2G.</p> | | | |
| IF: | THEN: | | | | | | | | | |
| <p>Adding multiple containers</p> | <p>1. Click on the plus sign.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Number *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 100%; border: none;" type="text" value="CCNU9873214"/> + </div> </div> <p>2. Repeat steps 2E and 2F as needed.</p> <p>3. GO TO Step 2G.</p> | | | | | | | | | |
| <p><u>Not</u> adding multiple containers</p> | <p>GO TO Step 2G.</p> | | | | | | | | | |
| 2G | <p>Click on Save.</p> <p>Note: The new container will appear on the table.</p> | | | | | | | | | |
| 2H | <p>Select the Conveyance from the list.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: left;">Select</th> <th style="width: 40%; text-align: left;">Conveyance Type</th> <th style="width: 50%; text-align: left;">Conveyance #</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Select...</td> <td style="text-align: center;">Select...</td> <td style="text-align: center;">Select... ✕</td> </tr> <tr style="background-color: #e0ffe0;"> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Container</td> <td style="text-align: center;">Container : CCNU5236987</td> </tr> </tbody> </table> </div> <p>Note: If there are multiple conveyances and all have an outcome, you can select them all.</p> | Select | Conveyance Type | Conveyance # | Select... | Select... | Select... ✕ | <input checked="" type="checkbox"/> | Container | Container : CCNU5236987 |
| Select | Conveyance Type | Conveyance # | | | | | | | | |
| Select... | Select... | Select... ✕ | | | | | | | | |
| <input checked="" type="checkbox"/> | Container | Container : CCNU5236987 | | | | | | | | |

| <p>2I</p> | <p>Select the inspector that inspected the conveyance.</p> <div data-bbox="311 344 602 457" style="border: 1px solid black; padding: 5px;"> <p>Inspected By</p> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> </div> | | | | | | |
|-----------------------------|---|-----|-------|-----------------------------|-----------------------|-----------------------------|-----------------------|
| <p>3</p> | <p>Determine if the pathway is maritime cargo or air conveyance</p> <table border="1" data-bbox="293 571 1386 829"> <thead> <tr> <th style="background-color: #cccccc;">IF:</th> <th style="background-color: #cccccc;">THEN:</th> </tr> </thead> <tbody> <tr> <td>Predeparture Maritime Cargo</td> <td>Go to Step 4A.</td> </tr> <tr> <td>Predeparture Air Conveyance</td> <td>Go to Step 4B.</td> </tr> </tbody> </table> | IF: | THEN: | Predeparture Maritime Cargo | Go to Step 4A. | Predeparture Air Conveyance | Go to Step 4B. |
| IF: | THEN: | | | | | | |
| Predeparture Maritime Cargo | Go to Step 4A. | | | | | | |
| Predeparture Air Conveyance | Go to Step 4B. | | | | | | |

4A Select an Inspection Outcome for the Maritime conveyance(s).

Note: Inspection outcomes are divided into three columns under the Select Inspection Outcome Heading:




- a) **No Action:** All options in this column will allow you to continue the clearance of the record.
- b) **Diagnostic Request Required:** All options in this column will allow you to create and submit a Diagnostic Request (**DR**).
- c) **Regulatory Action Required:** All options in this column will allow you to create and issue an Emergency Action Notification (**EAN**).

| IF: | THEN: |
|-------------------------------|---|
| No Action is required | 1. Click on an appropriate box under the No Action Column, <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="margin: 0;">No Action</p> <p style="margin: 0;"><input type="checkbox"/> No Findings</p> <p style="margin: 0;"><input type="checkbox"/> Not Inspected</p> </div> 2. Go to Step 5. |
| Pest Identification is needed | 1. Click on an appropriate box under the Diagnostic Request Required Column. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="margin: 0;">Diagnostic Request Required</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Other</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Seed</p> <p style="margin: 0;"><input type="checkbox"/> Pest</p> </div> 2. Go to Step 5. |
| Regulatory Action is needed | 1. Click on an appropriate box under the Regulatory Action Required Column. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="margin: 0;">Regulatory Action Required</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Animal Product</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Other</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Seed</p> <p style="margin: 0;"><input type="checkbox"/> Prohibited Item</p> <p style="margin: 0;"><input type="checkbox"/> Soil Violation</p> </div> 2. Go to Step 5. |

Note: If needed, you can select combined outcomes from the Diagnostic Request and Regulatory Action column.



| 4B | <p>Select an Inspection Outcome for the Air Conveyance(s).</p> <p>Note: Inspection outcomes are divided into three columns under the Select Inspection Outcome Heading:</p> <ul style="list-style-type: none"> d) No Action: All options in this column will allow you to continue the clearance of the record. e) Diagnostic Request Required: All options in this column will allow you to create and submit a Diagnostic Request (DR). f) Regulatory Action Required: All options in this column will allow you to create and issue an Emergency Action Notification (EAN). <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 45%; padding: 5px;">IF:</th> <th style="width: 55%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">No Action is required</td> <td style="padding: 5px;"> 1. Click on an appropriate box under the No Action Column, <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>No Action</p> <input type="checkbox"/> Canceled <input type="checkbox"/> No Findings <input type="checkbox"/> Partial Clearance </div> 2. Go to Step 5. </td> </tr> <tr> <td style="padding: 5px;">Pest Identification is needed</td> <td style="padding: 5px;"> 1. Click on an appropriate box under the Diagnostic Request Required Column. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Diagnostic Request Required</p> <input type="checkbox"/> Contaminant - Plant Product - Other <input type="checkbox"/> Contaminant - Plant Product - Seed <input type="checkbox"/> Pest </div> 2. Go to Step 5. </td> </tr> <tr> <td style="padding: 5px;">Regulatory Action is needed</td> <td style="padding: 5px;"> 1. Click on an appropriate box under the Regulatory Action Required Column. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Regulatory Action Required</p> <input type="checkbox"/> Contaminant - Plant Product - Other <input type="checkbox"/> Contaminant - Plant Product - Seed <input type="checkbox"/> Prohibited Item <input type="checkbox"/> Soil Violation </div> 2. Go to Step 5. </td> </tr> </tbody> </table> <p>Note: If needed, you can select combined outcomes from the Diagnostic Request and Regulatory Action column.</p> | IF: | THEN: | No Action is required | 1. Click on an appropriate box under the No Action Column, <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>No Action</p> <input type="checkbox"/> Canceled <input type="checkbox"/> No Findings <input type="checkbox"/> Partial Clearance </div> 2. Go to Step 5. | Pest Identification is needed | 1. Click on an appropriate box under the Diagnostic Request Required Column. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Diagnostic Request Required</p> <input type="checkbox"/> Contaminant - Plant Product - Other <input type="checkbox"/> Contaminant - Plant Product - Seed <input type="checkbox"/> Pest </div> 2. Go to Step 5. | Regulatory Action is needed | 1. Click on an appropriate box under the Regulatory Action Required Column. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Regulatory Action Required</p> <input type="checkbox"/> Contaminant - Plant Product - Other <input type="checkbox"/> Contaminant - Plant Product - Seed <input type="checkbox"/> Prohibited Item <input type="checkbox"/> Soil Violation </div> 2. Go to Step 5. |
|-------------------------------|---|-----|-------|-----------------------|--|-------------------------------|---|-----------------------------|---|
| IF: | THEN: | | | | | | | | |
| No Action is required | 1. Click on an appropriate box under the No Action Column, <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>No Action</p> <input type="checkbox"/> Canceled <input type="checkbox"/> No Findings <input type="checkbox"/> Partial Clearance </div> 2. Go to Step 5. | | | | | | | | |
| Pest Identification is needed | 1. Click on an appropriate box under the Diagnostic Request Required Column. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Diagnostic Request Required</p> <input type="checkbox"/> Contaminant - Plant Product - Other <input type="checkbox"/> Contaminant - Plant Product - Seed <input type="checkbox"/> Pest </div> 2. Go to Step 5. | | | | | | | | |
| Regulatory Action is needed | 1. Click on an appropriate box under the Regulatory Action Required Column. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Regulatory Action Required</p> <input type="checkbox"/> Contaminant - Plant Product - Other <input type="checkbox"/> Contaminant - Plant Product - Seed <input type="checkbox"/> Prohibited Item <input type="checkbox"/> Soil Violation </div> 2. Go to Step 5. | | | | | | | | |
| 5 | <p>Click on Add/Update.</p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0; display: inline-block;"> <div style="background-color: #4a86e8; color: white; padding: 5px 10px; border-radius: 3px; text-decoration: none;">Add/Update</div> </div> | | | | | | | | |

| <p>6</p> | <p>Determine what type of outcome the conveyance requires.</p> <table border="1" data-bbox="293 283 1417 1039"> <thead> <tr> <th data-bbox="293 283 760 346">IF:</th> <th data-bbox="760 283 1417 346">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 346 760 730"> <p>Diagnostic Request</p> </td> <td data-bbox="760 346 1417 730"> <p>1. Move to the Diagnostic Request Page using the Diagnostic Request Tab or breadcrumb.</p> <div data-bbox="784 457 1076 548" style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Diagnostic Request ></p> </div> <p>2. Refer to User Guide: Entering Data for Diagnostic Request Page in ARM.</p> <p>3. Go back to the Inspection Results Page.</p> <p>4. GO TO Step 7.</p> </td> </tr> <tr> <td data-bbox="293 730 760 814"> <p>Regulatory Action Notification</p> </td> <td data-bbox="760 730 1417 814"> <p>GO TO Step 7.</p> </td> </tr> <tr> <td data-bbox="293 814 760 966"> <p>Diagnostic Request and Regulatory Action Notification.</p> </td> <td data-bbox="760 814 1417 966"> <p>1. Go to Steps on Diagnostic Request above.</p> <p>2. Go to Steps on Regulatory Action Notification above after submitting the Diagnostic Request.</p> </td> </tr> <tr> <td data-bbox="293 966 760 1039"> <p>No Action</p> </td> <td data-bbox="760 966 1417 1039"> <p>GO TO Step 7.</p> </td> </tr> </tbody> </table> | IF: | THEN: | <p>Diagnostic Request</p> | <p>1. Move to the Diagnostic Request Page using the Diagnostic Request Tab or breadcrumb.</p> <div data-bbox="784 457 1076 548" style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Diagnostic Request ></p> </div> <p>2. Refer to User Guide: Entering Data for Diagnostic Request Page in ARM.</p> <p>3. Go back to the Inspection Results Page.</p> <p>4. GO TO Step 7.</p> | <p>Regulatory Action Notification</p> | <p>GO TO Step 7.</p> | <p>Diagnostic Request and Regulatory Action Notification.</p> | <p>1. Go to Steps on Diagnostic Request above.</p> <p>2. Go to Steps on Regulatory Action Notification above after submitting the Diagnostic Request.</p> | <p>No Action</p> | <p>GO TO Step 7.</p> |
|---|---|------------|--------------|---------------------------|---|---------------------------------------|-----------------------------|---|---|------------------|-----------------------------|
| IF: | THEN: | | | | | | | | | | |
| <p>Diagnostic Request</p> | <p>1. Move to the Diagnostic Request Page using the Diagnostic Request Tab or breadcrumb.</p> <div data-bbox="784 457 1076 548" style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Diagnostic Request ></p> </div> <p>2. Refer to User Guide: Entering Data for Diagnostic Request Page in ARM.</p> <p>3. Go back to the Inspection Results Page.</p> <p>4. GO TO Step 7.</p> | | | | | | | | | | |
| <p>Regulatory Action Notification</p> | <p>GO TO Step 7.</p> | | | | | | | | | | |
| <p>Diagnostic Request and Regulatory Action Notification.</p> | <p>1. Go to Steps on Diagnostic Request above.</p> <p>2. Go to Steps on Regulatory Action Notification above after submitting the Diagnostic Request.</p> | | | | | | | | | | |
| <p>No Action</p> | <p>GO TO Step 7.</p> | | | | | | | | | | |
| <p>7</p> | <p>Select Inspection Completed from the Complete column.</p> <div data-bbox="321 1203 607 1476" style="border: 1px solid black; padding: 5px;"> <p>Complete</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p>Select... ▾</p> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p>Pending Inspection ▾</p> </div> <div style="border: 1px solid gray; padding: 2px;"> <p style="border: 2px solid red; padding: 2px;">Inspection Completed</p> </div> </div> | | | | | | | | | | |

| <p>8</p> | <p>Determine if you need to create an RA or an inspection outcome for an article.</p> <table border="1" data-bbox="293 283 1417 806"> <thead> <tr> <th data-bbox="293 283 760 346">IF:</th> <th data-bbox="760 283 1417 346">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 346 760 678"> <p>Creating a Regulatory Action</p> </td> <td data-bbox="760 346 1417 678"> <p>1. Click on the Create RA Tab.</p>  <p>2. Refer to User Guide: Entering Data for Regulatory Action Pages in ARM Predeparture Workspace.</p> </td> </tr> <tr> <td data-bbox="293 678 760 806"> <p>Entering Inspection Outcome to an Article</p> </td> <td data-bbox="760 678 1417 806"> <p>GO TO Step 9.</p> </td> </tr> </tbody> </table> | IF: | THEN: | <p>Creating a Regulatory Action</p> | <p>1. Click on the Create RA Tab.</p>  <p>2. Refer to User Guide: Entering Data for Regulatory Action Pages in ARM Predeparture Workspace.</p> | <p>Entering Inspection Outcome to an Article</p> | <p>GO TO Step 9.</p> |
|--|---|-----|-------|-------------------------------------|---|--|-----------------------------|
| IF: | THEN: | | | | | | |
| <p>Creating a Regulatory Action</p> | <p>1. Click on the Create RA Tab.</p>  <p>2. Refer to User Guide: Entering Data for Regulatory Action Pages in ARM Predeparture Workspace.</p> | | | | | | |
| <p>Entering Inspection Outcome to an Article</p> | <p>GO TO Step 9.</p> | | | | | | |
| <p>9</p> | <p>Click on the article's check box.</p> <div data-bbox="311 972 626 1205" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Article</p> <hr style="border: 0; border-top: 1px solid gray; margin: 2px 0;"/> <p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> Carica papaya - PAPAYA (FV)</p> </div> | | | | | | |

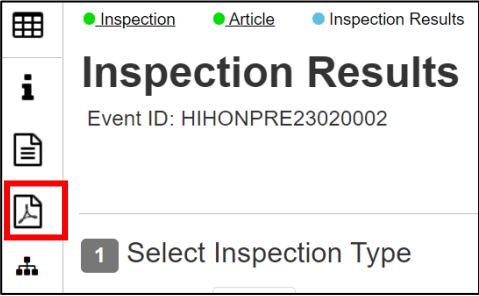

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Determine if the article requires determination from a botanist.

| IF AN ARTICLE: | THEN: |
|---|--|
| Requires determination from a Botanist | <p>1. Click on the Article Determination checkbox.</p>  <p>Note: A new window will appear.</p> <p>2. Add remarks if needed.</p> <p>3. Click Yes to proceed with submission for the article.</p>  <p>4. GO TO Step 11.</p> |
| Do not require determination from a Botanist | GO TO Step 12. |

Note: When the commodity checkbox is disabled (see below), this means that the Article Determination has been sent to the location’s assigned Botanist for a Final Determination.

| Article | Article Type * | Article Determination |
|--|---------------------------|-------------------------------------|
| <input type="checkbox"/> Select All | Select... | |
| <input type="checkbox"/> Carica papaya - PAPAYA (FV) | Fresh Fruits & Vegetables | <input checked="" type="checkbox"/> |

| | | |
|-------------------|--|--------------|
| 11 | Determine if an Article Determination routing form is needed. | |
| | IF: | THEN: |
| Needed | <p>1. Click on the ARM Generated Forms Icon.</p>  <p>2. Click on the Event ID hyperlink.</p>  <p>3. Print the form.</p> <p>Note: You need to wait for the Botanist’s determination to continue the Inspection Results process workflow on a record.</p> <p>4. GO TO Step 12 once you receive the botanist’s determination.</p> | |
| <u>Not</u> needed | Go to Step 12. | |

12 Complete the required fields.

Note: The fields are defaulted, but users can change or select other options from the dropdown lists if needed.

| Qty * | Units * | Condition * | Growing Media | Sampling * | Inspected By |
|-----------------------------------|--|--|--------------------------|---------------------------------|---|
| <input type="text"/> | <input type="text" value="Select..."/> | <input type="text" value="Select..."/> | <input type="checkbox"/> | <input type="text" value="2%"/> | <input type="text" value="Select..."/> |
| <input type="text" value="6536"/> | <input type="text" value="Kilograms"/> | <input type="text" value="Fair"/> | <input type="checkbox"/> | <input type="text" value="2%"/> | <input type="text" value="Emillo Vasquez"/> |

For “Qty” and “Units”, there is no need to go back to the article page to update. Just delete and enter the new amount for “Qty” and select another unit from the “Units” dropdown list.




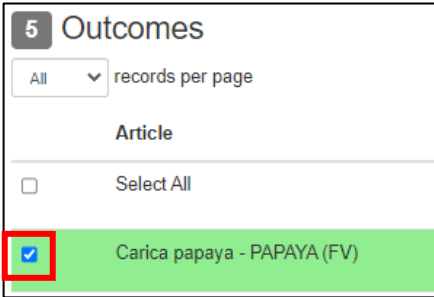
Click on the Growing Media checkbox if the article contains growing media.
Change the sampling value **IF** needed. This field defaults to 2% but it can be switched to 100%.

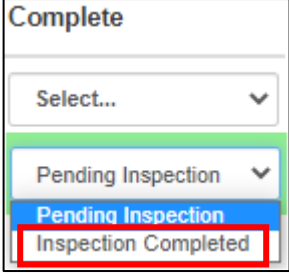



Inspected By field users can select any Predeparture Officer from their location. The field will default to the user logged into ARM.

13 Determine if saving data or splitting articles.

| IF: | THEN: |
|---------------------------------------|---|
| Saving data | 1. Click Save. 2. GO TO Step 14. |
| Splitting articles/ commodity(ies) | Refer to User Guide: Commodity Split . |

| <p>14</p> | <p>Select an Inspection Outcome for the article(s).</p> <p>Note: Inspection outcomes are divided into three columns under the Select Inspection Outcome Heading:</p> <ul style="list-style-type: none"> a) No Action: All options in this column will allow you to continue the clearance of the record. b) Diagnostic Request Required: All options in this column will allow you to create and submit a Diagnostic Request (DR). c) Regulatory Action Required: All options in this column will allow you to create and issue an Emergency Action Notification (EAN). <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">No Action is required</td> <td style="padding: 5px;"> Click on the No Findings box under the No Action Column. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">No Action</p> <p style="margin: 0;"><input type="checkbox"/> No Findings</p> </div> </td> </tr> <tr> <td style="padding: 5px;">Pest Identification is needed</td> <td style="padding: 5px;"> Click on an appropriate box under the Diagnostic Request Required Column. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Diagnostic Request Required</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Other</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Seed</p> <p style="margin: 0;"><input type="checkbox"/> Pest</p> </div> </td> </tr> <tr> <td style="padding: 5px;">Regulatory Action is needed</td> <td style="padding: 5px;"> Click on an appropriate box under the Regulatory Action Required Column. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Regulatory Action Required</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Other</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Seed</p> <p style="margin: 0;"><input type="checkbox"/> Prohibited Commodity</p> <p style="margin: 0;"><input type="checkbox"/> Recondition Article in Lieu of Identification</p> </div> <div style="width: 45%;"> <p style="margin: 0;"><input type="checkbox"/> Remove Article In Lieu of Identification</p> <p style="margin: 0;"><input type="checkbox"/> Soil Violation</p> <p style="margin: 0;"><input type="checkbox"/> Unapproved Growing Media</p> </div> </div> </div> </td> </tr> </tbody> </table> <p>Note: You can select combined outcomes from the Diagnostic Request and Regulatory Action column if needed.</p> | IF: | THEN: | No Action is required | Click on the No Findings box under the No Action Column. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">No Action</p> <p style="margin: 0;"><input type="checkbox"/> No Findings</p> </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: 10px 0;"> <p style="margin: 0;">Diagnostic Request Required</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Other</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Seed</p> <p style="margin: 0;"><input type="checkbox"/> Pest</p> </div> | Regulatory Action is needed | Click on an appropriate box under the Regulatory Action Required Column. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Regulatory Action Required</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Other</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Seed</p> <p style="margin: 0;"><input type="checkbox"/> Prohibited Commodity</p> <p style="margin: 0;"><input type="checkbox"/> Recondition Article in Lieu of Identification</p> </div> <div style="width: 45%;"> <p style="margin: 0;"><input type="checkbox"/> Remove Article In Lieu of Identification</p> <p style="margin: 0;"><input type="checkbox"/> Soil Violation</p> <p style="margin: 0;"><input type="checkbox"/> Unapproved Growing Media</p> </div> </div> </div> |
|-------------------------------|--|-----|-------|-----------------------|--|-------------------------------|---|-----------------------------|--|
| IF: | THEN: | | | | | | | | |
| No Action is required | Click on the No Findings box under the No Action Column. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">No Action</p> <p style="margin: 0;"><input type="checkbox"/> No Findings</p> </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: 10px 0;"> <p style="margin: 0;">Diagnostic Request Required</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Other</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Seed</p> <p style="margin: 0;"><input type="checkbox"/> Pest</p> </div> | | | | | | | | |
| Regulatory Action is needed | Click on an appropriate box under the Regulatory Action Required Column. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Regulatory Action Required</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Other</p> <p style="margin: 0;"><input type="checkbox"/> Contaminant - Plant Product - Seed</p> <p style="margin: 0;"><input type="checkbox"/> Prohibited Commodity</p> <p style="margin: 0;"><input type="checkbox"/> Recondition Article in Lieu of Identification</p> </div> <div style="width: 45%;"> <p style="margin: 0;"><input type="checkbox"/> Remove Article In Lieu of Identification</p> <p style="margin: 0;"><input type="checkbox"/> Soil Violation</p> <p style="margin: 0;"><input type="checkbox"/> Unapproved Growing Media</p> </div> </div> </div> | | | | | | | | |
| <p>15</p> | <p>Click on Add/Update</p> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> <p style="background-color: #4a86e8; color: white; padding: 2px 10px; border-radius: 3px;">Add/Update</p> </div> | | | | | | | | |

| 16 | <p>Determine the outcome of the article.</p> <table border="1" data-bbox="293 285 1417 970"> <thead> <tr> <th data-bbox="293 285 760 346">IF:</th> <th data-bbox="760 285 1417 346">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 346 760 438">No Action</td> <td data-bbox="760 346 1417 438">1. GO TO Step 17.</td> </tr> <tr> <td data-bbox="293 438 760 842">Diagnostic Request</td> <td data-bbox="760 438 1417 842"> 1. Scroll down and click on the Diagnostic Request Tab.  2. Refer to User Guide: Entering Data for Diagnostic Request Page in ARM. 3. GO BACK to the Inspection Results Page. 4. GO TO Step 17. </td> </tr> <tr> <td data-bbox="293 842 760 970">Regulatory Action</td> <td data-bbox="760 842 1417 970">GO TO Step 17.</td> </tr> </tbody> </table> | IF: | THEN: | No Action | 1. GO TO Step 17. | Diagnostic Request | 1. Scroll down and click on the Diagnostic Request Tab.  2. Refer to User Guide: Entering Data for Diagnostic Request Page in ARM. 3. GO BACK to the Inspection Results Page. 4. GO TO Step 17. | Regulatory Action | GO TO Step 17. |
|--------------------|--|-----|-------|-----------|--------------------------|--------------------|--|-------------------|-----------------------|
| IF: | THEN: | | | | | | | | |
| No Action | 1. GO TO Step 17. | | | | | | | | |
| Diagnostic Request | 1. Scroll down and click on the Diagnostic Request Tab.  2. Refer to User Guide: Entering Data for Diagnostic Request Page in ARM. 3. GO BACK to the Inspection Results Page. 4. GO TO Step 17. | | | | | | | | |
| Regulatory Action | GO TO Step 17. | | | | | | | | |
| 17 | <p>Click on the article (s) which inspection is to be completed on Heading 5: Outcomes</p> <div data-bbox="321 1138 751 1432">  </div> <p>Note: If there are multiple articles and all have an outcome, you can select them all.</p> | | | | | | | | |

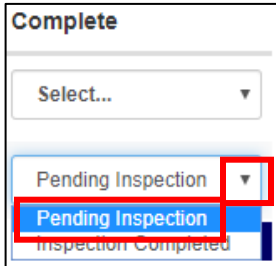
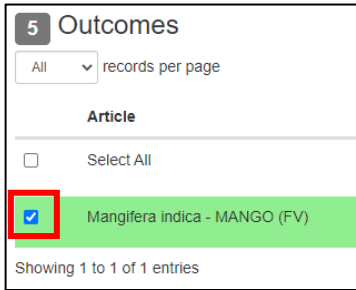
| 18 | <p>Select Inspection Completed from the Complete column.</p>  | | | | | | | | |
|---|--|-----|-------|------------------------------|---|---|-----------------------|---|-----------------------|
| 19 | <p>Determine if creating RA or pest identification was not actionable or no findings.</p> <table border="1" data-bbox="295 688 1416 1339"> <thead> <tr> <th data-bbox="295 688 760 751">IF:</th> <th data-bbox="760 688 1416 751">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 751 760 1087">Creating a Regulatory Action</td> <td data-bbox="760 751 1416 1087"> 1. Click on the Create RA Tab.  2. Refer to User Guide: Entering Data for Regulatory Action Pages in ARM Predeparture Workspace. </td> </tr> <tr> <td data-bbox="295 1087 760 1213">Pest Identification was not actionable.</td> <td data-bbox="760 1087 1416 1213">GO TO Step 20.</td> </tr> <tr> <td data-bbox="295 1213 760 1339">The Inspection Outcome was No Findings.</td> <td data-bbox="760 1213 1416 1339">GO TO Step 20.</td> </tr> </tbody> </table> | IF: | THEN: | Creating a Regulatory Action | 1. Click on the Create RA Tab.  2. Refer to User Guide: Entering Data for Regulatory Action Pages in ARM Predeparture Workspace. | Pest Identification was not actionable. | GO TO Step 20. | The Inspection Outcome was No Findings. | GO TO Step 20. |
| IF: | THEN: | | | | | | | | |
| Creating a Regulatory Action | 1. Click on the Create RA Tab.  2. Refer to User Guide: Entering Data for Regulatory Action Pages in ARM Predeparture Workspace. | | | | | | | | |
| Pest Identification was not actionable. | GO TO Step 20. | | | | | | | | |
| The Inspection Outcome was No Findings. | GO TO Step 20. | | | | | | | | |
| 20 | Click on Close. | | | | | | | | |

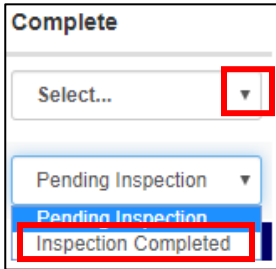
3. Update Inspection Results Information

After a user completes an inspection, the data entered might need to be updated. There are two ways of updating information.

A. From the Inspection Results Page:


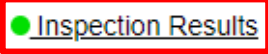
If the record was completed and users are still on the Inspection Results page; refer to the table below:

| Step | Action | | | | | | |
|-------------------|---|-----|-------|--------|---|-------------------|----------------------|
| 1 | <p>Determine if a record was closed.</p> <table border="1"> <thead> <tr> <th>IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Closed</td> <td> <ol style="list-style-type: none"> Click on Reopen on the bottom right of the page GO TO Step 2. </td> </tr> <tr> <td><u>Not</u> closed</td> <td>GO TO Step 2.</td> </tr> </tbody> </table> | IF: | THEN: | Closed | <ol style="list-style-type: none"> Click on Reopen on the bottom right of the page GO TO Step 2. | <u>Not</u> closed | GO TO Step 2. |
| IF: | THEN: | | | | | | |
| Closed | <ol style="list-style-type: none"> Click on Reopen on the bottom right of the page GO TO Step 2. | | | | | | |
| <u>Not</u> closed | GO TO Step 2. | | | | | | |
| 2 | <p>Select Pending Inspection under Complete Column, which is under Heading 5.</p>  | | | | | | |
| 3 | <p>Click on the article and/or conveyance checkbox on Heading number 5.</p>  | | | | | | |


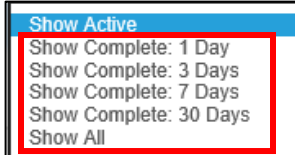


| <p>3</p> | <p>Determine if you want to delete or update an outcome or update Inspection Results information.</p> <table border="1" data-bbox="293 323 1386 741"> <thead> <tr> <th data-bbox="293 323 732 386">IF:</th> <th data-bbox="732 323 1386 386">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 386 732 457">Deleting outcome</td> <td data-bbox="732 386 1386 457">Click on the Delete Outcome Tab.</td> </tr> <tr> <td data-bbox="293 457 732 604">Updating outcome</td> <td data-bbox="732 457 1386 604"> <ol style="list-style-type: none"> GO TO Heading 3. Update outcome. Click on the Add/Update Tab. </td> </tr> <tr> <td data-bbox="293 604 732 741">Updating Inspection Results information</td> <td data-bbox="732 604 1386 741"> <ol style="list-style-type: none"> Update any information on Heading number 1 or Heading number 2, if applicable. Click on the Save Tab under Heading 2. </td> </tr> </tbody> </table> | IF: | THEN: | Deleting outcome | Click on the Delete Outcome Tab. | Updating outcome | <ol style="list-style-type: none"> GO TO Heading 3. Update outcome. Click on the Add/Update Tab. | Updating Inspection Results information | <ol style="list-style-type: none"> Update any information on Heading number 1 or Heading number 2, if applicable. Click on the Save Tab under Heading 2. |
|---|--|-----|-------|------------------|---|------------------|---|---|---|
| IF: | THEN: | | | | | | | | |
| Deleting outcome | Click on the Delete Outcome Tab. | | | | | | | | |
| Updating outcome | <ol style="list-style-type: none"> GO TO Heading 3. Update outcome. Click on the Add/Update Tab. | | | | | | | | |
| Updating Inspection Results information | <ol style="list-style-type: none"> Update any information on Heading number 1 or Heading number 2, if applicable. Click on the Save Tab under Heading 2. | | | | | | | | |
| <p>4</p> | <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> | | | | | | | | |
| <p>5</p> | <p>Click on Close.</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 the table below:

| IF THE 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 the Diagnostic Page. 3. Go to Inspection Results Page: <ol style="list-style-type: none"> a- Click on the Inspection Results Tab on the down-left side of the Diagnostic page.  or; b- Click on the Inspection Results Breadcrumb link on the top left side of the page.  4. Refer to steps 2-5 from the previous table. |
| Create Regulatory Action | <ol style="list-style-type: none"> 1. Click on the article in the Inspection Target Column. 2. Go to the Inspection Results page. Use the tab or breadcrumb link. 3. Refer to steps 1-5 from the previous table. |
| Regulatory Action completed. | <ol style="list-style-type: none"> 1. Refer to User Guide: Updating and Canceling a Regulatory Action in Predeparture’s Workspace. 2. GO TO THE Inspection Results Page. 3. Refer to steps 1-5 from the Update and Delete Findings Information and Outcomes table above. 4. Resubmit regulatory action. |

Note: If the record has been closed with a no-findings outcome, refer to the table below:

| Step | Action |
|------|---|
| 1 | <p>Change the Active view to Complete.</p>  <p>Select from 1 day to 30 days or All.</p>  |
| 2 | <p>Click on Closed Status.</p>  <p>ARM will re-direct users to the Findings Page.</p> |
| 3 | <p>Click on the Re-Open Tab on the down-right side of the page.</p>  |
| 4 | <p>Refer to steps 1-5 from the Update and Delete Findings Information and Outcomes table above.</p> |