



User Guide: Entering Data for Diagnostic Request Page in ARM

Purpose: This user guide describes accessing and entering information on the Diagnostic Request (DR) page in ARM for the Plant Inspection Station (PIS), Predeparture, and Smuggling Interdiction and Trade Compliance (SITC). The following areas (with the corresponding number on the image) are covered in this user guide:

- 1) Access the diagnostic request page.
- 2) Add and submit diagnostic request information.
 - a) Print diagnostic request routing form.
- 3) Recall a diagnostic request to update or delete.

1. Access the Diagnostic Request Page

For ARM to enable the Diagnostic Request page, users must select a Findings or Inspection outcome from the Diagnostic Request Required Column. This column is located on the Select Findings Outcome and Select Inspection Outcome Headings in ARM's Inspection Results or Findings pages.

SITC Findings page

Select Findings Outcome		
No Action	Diagnostic Request Required	Regulatory Action Required
<input type="checkbox"/> No Action	<input type="checkbox"/> Contaminant - Plant Product - Other	<input type="checkbox"/> Contaminant - Other
	<input type="checkbox"/> Contaminant - Plant Product - Seed	<input type="checkbox"/> Contaminant - Seed
	<input type="checkbox"/> Pest	<input type="checkbox"/> Failed Condition of Entry Requirements - Documentation
		<input type="checkbox"/> Failed Condition of Entry Requirements - Treatment
		<input type="checkbox"/> Non-Compliant Interstate Movement
		<input type="checkbox"/> Prohibited Product (7CFR)
		<input type="checkbox"/> Prohibited Product (9CFR)
		<input type="checkbox"/> Seize Commodity in Lieu of Identification

PIS Inspection Results page

Select Inspection Outcome		
No Action	Diagnostic Request Required	Regulatory Action Required
<input type="checkbox"/> CBP	<input type="checkbox"/> Contaminant - Plant Product - Other	<input type="checkbox"/> CITES - Forfeiture Proceedings
<input type="checkbox"/> Did Not Present	<input type="checkbox"/> Contaminant - Plant Product - Seed	<input type="checkbox"/> Contaminant - Animal Product
<input type="checkbox"/> No Findings	<input type="checkbox"/> Pest	<input type="checkbox"/> Contaminant - Plant Product - Other
<input type="checkbox"/> Not Inspected		<input type="checkbox"/> Contaminant - Plant Product - Seed
		<input type="checkbox"/> Document Discrepancy
		<input type="checkbox"/> Permit Conditions Not Met
		<input type="checkbox"/> Prohibited Commodity
		<input type="checkbox"/> Soil Violation
		<input type="checkbox"/> Unapproved Growing Media
		<input type="checkbox"/> Unapproved Packing Material

Predeparture Inspection Results Page

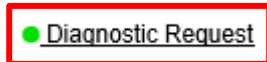
Select Inspection Outcome			
No Action	Diagnostic Request Required	Regulatory Action Required	
<input type="checkbox"/> No Consent/No Warrant	<input type="checkbox"/> Contaminant - Plant Product - Other	<input type="checkbox"/> Contaminant - Animal Product	<input type="checkbox"/> Remove Article In Lieu of Identification
<input type="checkbox"/> No Findings	<input type="checkbox"/> Contaminant - Plant Product - Seed	<input type="checkbox"/> Contaminant - Plant Product - Other	<input type="checkbox"/> Soil Violation
	<input type="checkbox"/> Pest	<input type="checkbox"/> Contaminant - Plant Product - Seed	<input type="checkbox"/> Unapproved Growing Media
		<input type="checkbox"/> Prohibited Commodity	<input type="checkbox"/> Unapproved Packing Material
		<input type="checkbox"/> Recondition Article in Lieu of Identification	

There are two ways to access the Diagnostic Request (DR) page:

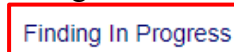
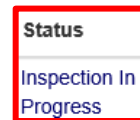
- a. From the Inspection Results page, users can use the Diagnostic Request tab located on the down-right side of the Findings page.



Also, users can click on the Diagnostic Request breadcrumb link. This link is located at the top right side of the page.



- b. From the Main Workspace, users can click on Inspection in Progress in the PIS and Predeparture Workspaces or Findings in Progress in the SITC Workspace links in the Status column. ARM will re-direct users to any of those pages. From there, they can access the Diagnostic Request page as mentioned above.



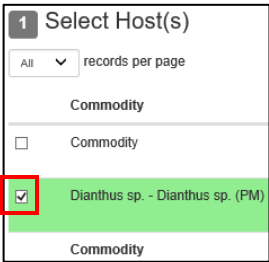
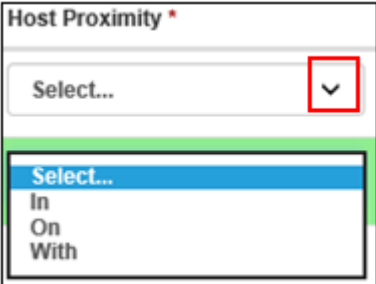
2. Add and Submit Diagnostic Request Information

For ARM to generate a Diagnostic Request Routing form, all three headings on the page must be completed. The three headings are:

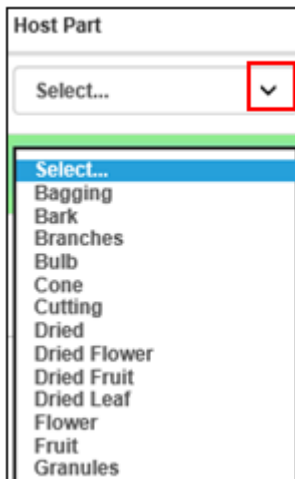
- a. Heading Number 1 Select Host(s)
- b. Heading Number 2 Select Pest/Pest Discipline
- c. Heading Number 3 Diagnostic Requests

All required fields will be identified with a red asterisk^{*}. It is recommended users complete as many fields as possible, even though some of those fields are not required.

To enter information on the DR page, refer to the table below:

Step	Action
1	<p>Click on the commodity under Heading Number 1- Select Host(s).</p>  <p>Note: The row will turn green after the commodity is checked. If there is only one commodity on the DR page, it will be automatically checked by ARM.</p>
2	<p>Select Host Proximity from the dropdown list.</p> 

3 Select a Host Part from the dropdown list.



Host Part

Select... ▼

- Select...
- Bagging
- Bark
- Branches
- Bulb
- Cone
- Cutting
- Dried
- Dried Flower
- Dried Fruit
- Dried Leaf
- Flower
- Fruit
- Granules

Note: This is a non-required field. **SKIP** this step if needed.

4	<p>Select Pest/Pest Discipline under Heading Number 2.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 5px;">IF PEST TAXONOMY IS:</th> <th style="text-align: left; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Known</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Click on Pest. <input checked="" type="radio"/> Pest 2. Go to Step 5A. </td> </tr> <tr> <td style="padding: 5px;"><u>Not</u> known</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Click on Discipline. <input checked="" type="radio"/> Discipline 2. Select Discipline from the dropdown list. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;">Discipline *</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 2px;">Select...</div> <div style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-bottom: 1px solid #ccc; padding: 0 5px;">▼</div> </div> <ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px 5px;">Select... <li style="padding: 2px 5px;">Acarology <li style="padding: 2px 5px;">Botany <li style="padding: 2px 5px;">Entomology <li style="padding: 2px 5px;">Ixodology <li style="padding: 2px 5px;">Malacology <li style="padding: 2px 5px;">Nematology <li style="padding: 2px 5px;">Plant Pathology <li style="padding: 2px 5px;">Virus Seed Testing </div> 3. Go to Step 6. </td> </tr> </tbody> </table> <p>Note: This field will always default to Pest. Users can change it if needed; see the table above for guidance.</p>	IF PEST TAXONOMY IS:	THEN:	Known	<ol style="list-style-type: none"> 1. Click on Pest. <input checked="" type="radio"/> Pest 2. Go to Step 5A. 	<u>Not</u> known	<ol style="list-style-type: none"> 1. Click on Discipline. <input checked="" type="radio"/> Discipline 2. Select Discipline from the dropdown list. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;">Discipline *</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 2px;">Select...</div> <div style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-bottom: 1px solid #ccc; padding: 0 5px;">▼</div> </div> <ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px 5px;">Select... <li style="padding: 2px 5px;">Acarology <li style="padding: 2px 5px;">Botany <li style="padding: 2px 5px;">Entomology <li style="padding: 2px 5px;">Ixodology <li style="padding: 2px 5px;">Malacology <li style="padding: 2px 5px;">Nematology <li style="padding: 2px 5px;">Plant Pathology <li style="padding: 2px 5px;">Virus Seed Testing </div> 3. Go to Step 6.
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<p>5A</p>	<p>Enter a Pest Taxonomic Name.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF THE PEST IS:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p><u>Not</u> Listed</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on the Search function in the field.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Pest *</p> <div style="border: 1px solid black; padding: 2px;"> Select... ▼ 🔍 </div> </div> <p>2. Go to Step 5B.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Listed</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select a Pest from list.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #0070c0; color: white; padding: 2px;">Select...</p> <p style="padding: 2px;">Acari</p> <p style="padding: 2px;">Acrachne sp. (Poaceae)</p> <p style="padding: 2px;">Agallia sp. (Cicadellidae)</p> <p style="padding: 2px;">Agromyzidae</p> <p style="padding: 2px;">Aleyrodidae</p> <p style="padding: 2px;">Aphididae</p> <p style="padding: 2px;">Brevipalpus Tomczak III</p> <p style="padding: 2px;">Caesalpinia sp. (Fabaceae)</p> <p style="padding: 2px;">Candidatus Liberibacter africanus Garnier</p> <p style="padding: 2px;">Cerambycidae</p> </div> <p>Note: This list will populate from searched and previously added pests from the user's Work Unit.</p> <p>2. Go to Step 6.</p> </td> </tr> </tbody> </table>	IF THE PEST IS:	THEN:	<p><u>Not</u> Listed</p>	<p>1. Click on the Search function in the field.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Pest *</p> <div style="border: 1px solid black; padding: 2px;"> Select... ▼ 🔍 </div> </div> <p>2. Go to Step 5B.</p>	<p>Listed</p>	<p>1. Select a Pest from list.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #0070c0; color: white; padding: 2px;">Select...</p> <p style="padding: 2px;">Acari</p> <p style="padding: 2px;">Acrachne sp. (Poaceae)</p> <p style="padding: 2px;">Agallia sp. (Cicadellidae)</p> <p style="padding: 2px;">Agromyzidae</p> <p style="padding: 2px;">Aleyrodidae</p> <p style="padding: 2px;">Aphididae</p> <p style="padding: 2px;">Brevipalpus Tomczak III</p> <p style="padding: 2px;">Caesalpinia sp. (Fabaceae)</p> <p style="padding: 2px;">Candidatus Liberibacter africanus Garnier</p> <p style="padding: 2px;">Cerambycidae</p> </div> <p>Note: This list will populate from searched and previously added pests from the user's Work Unit.</p> <p>2. Go to Step 6.</p>
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<p>5B</p>	<p>Type at least 4 letters from the pest or full taxa. Click on Search or hit Enter.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #002060; color: white; padding: 5px; font-weight: bold;">Find Pest</div> <p style="margin-top: 5px;">Simple Search</p> <hr/> <p>Taxonomic Name</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%; border: none;" type="text" value="cocc"/> x </div> <p style="margin-top: 5px;"> <input checked="" type="radio"/> Starts with <input type="radio"/> Contains </p> <p style="margin-top: 5px;">Advanced Search +</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="border: 1px solid red; padding: 2px 5px; background-color: #0056b3; color: white; font-weight: bold;">Search</div> Pest Not Found </div> </div>						

<p>5C</p>	<p>Select a Taxonomic Name from the list.</p> <table border="1" data-bbox="298 325 644 552"> <thead> <tr> <th>Taxonomic Name</th> <th>Kingdom</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Coccoepodes sp. (Eupodidae)</td> <td>Animalia</td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="radio"/> Coccidae</td> <td>Animalia</td> </tr> <tr> <td><input type="radio"/> Coccidohystrix Insolita Green (Pseudococcidae)</td> <td>Animalia</td> </tr> <tr> <td><input type="radio"/> Coccidohystrix sp. (Pseudococcidae)</td> <td>Animalia</td> </tr> <tr> <td><input type="radio"/> Coccidulinae</td> <td>Animalia</td> </tr> </tbody> </table>	Taxonomic Name	Kingdom	<input type="radio"/> Coccoepodes sp. (Eupodidae)	Animalia	<input checked="" type="radio"/> Coccidae	Animalia	<input type="radio"/> Coccidohystrix Insolita Green (Pseudococcidae)	Animalia	<input type="radio"/> Coccidohystrix sp. (Pseudococcidae)	Animalia	<input type="radio"/> Coccidulinae	Animalia																														
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<p>6</p>	<p>Select a Method and Diagnostic Routing Type.</p> <table border="1" data-bbox="316 1014 1164 1125" style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;"> <p>Method *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Morphological ▼ </div> </td> <td style="width: 50%; padding: 5px;"> <p>Diagnostic Routing Type *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Morphological ▼ </div> </td> </tr> </table> <p>Note: These fields will default to Morphological. SKIP this step if needed.</p>	<p>Method *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Morphological ▼ </div>	<p>Diagnostic Routing Type *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Morphological ▼ </div>																																								
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<p>7</p>	<p>Select Date Determined.</p> <div data-bbox="298 1365 870 1625" style="border: 1px solid #ccc; padding: 10px;"> <p>Date Determined</p> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <input style="width: 150px; border: 1px solid #ccc;" type="text" value="02/07/2020"/> <div style="border: 1px solid #ccc; width: 20px; height: 20px; margin-left: 5px; display: flex; align-items: center; justify-content: center;"> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> < Feb 2020 > </div> <table border="1" style="font-size: 10px; border-collapse: collapse; width: 100%;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td style="background-color: #007bff; color: white;">7</td><td>8</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> </tbody> </table> </div> <p>Note: This field will always default to the current date. Users can change dates if needed. Skip this step if needed.</p>	Su	Mo	Tu	We	Th	Fr	Sa	26	27	28	29	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
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23	24	25	26	27	28	29																																					


8	<p>Select Determined By.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Determined By *</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Velazquez, Antonio</div> <div style="border: 1px solid red; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">▼</div> <div style="font-size: 0.8em;"> <p>Katsar, Catherine</p> <p>Khandwala, Ubaid</p> <p>Khandwala, Ubaid</p> <p>Kowalski, David</p> <p>Langston, Lauren</p> <p>Marasas, Carissa</p> <p>Marchena, Alex</p> <p>Marquez, Patrick</p> <p>Mireles, Oscar</p> </div> </div> </div> <p>Note: This field will default to the user logged into ARM. The list will show all users from the location. Switch names if you are entering information for another coworker. SKIP this step if needed.</p>																		
9	<p>Enter the Pest stages.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF A PEST:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Has a Pest Stage</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Type the number of specimens in the correct stage.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em; padding: 2px;">Pest Stages</td> <td style="text-align: center; padding: 2px;">Immature</td> <td style="text-align: center; padding: 2px;">Pupae</td> <td style="text-align: center; padding: 2px;">Adults</td> </tr> <tr style="border-top: 2px solid green;"> <td style="font-size: 0.8em; padding: 2px;">Alive</td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> </tr> <tr> <td style="font-size: 0.8em; padding: 2px;">Dead</td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> </tr> </table> </div> <p>Note: This field will populate according to a Pest or Discipline chosen by users.</p> <p>2. Go to Step 10.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Does not have a Pest Stage</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>Go to Step 10.</p> </td> </tr> </tbody> </table>	IF A PEST:	THEN:	<p>Has a Pest Stage</p>	<p>1. Type the number of specimens in the correct stage.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em; padding: 2px;">Pest Stages</td> <td style="text-align: center; padding: 2px;">Immature</td> <td style="text-align: center; padding: 2px;">Pupae</td> <td style="text-align: center; padding: 2px;">Adults</td> </tr> <tr style="border-top: 2px solid green;"> <td style="font-size: 0.8em; padding: 2px;">Alive</td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> </tr> <tr> <td style="font-size: 0.8em; padding: 2px;">Dead</td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> <td style="border: 1px solid gray; width: 100px; height: 20px;"></td> </tr> </table> </div> <p>Note: This field will populate according to a Pest or Discipline chosen by users.</p> <p>2. Go to Step 10.</p>	Pest Stages	Immature	Pupae	Adults	Alive				Dead				<p>Does not have a Pest Stage</p>	<p>Go to Step 10.</p>
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<p>10</p>	<p>Type Inspector Remarks if needed.</p> <div data-bbox="297 323 643 483" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Inspector Remarks</p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div> </div> <p>Note: This a non-required field; SKIP this step if needed.</p>																					
<p>11</p>	<p>Click on Add.</p> <div data-bbox="297 714 404 804" style="border: 2px solid red; padding: 5px; margin: 10px 0; display: inline-block;"> <p>Add</p> </div> <p>Note: All the information entered in Heading Number 2 will show on Heading Number 3: Diagnostic Requests. The status will appear as Draft Diagnostic Request.</p> <div data-bbox="297 968 1421 1136" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>3 Diagnostic Requests</p> <p>All records per page Filter</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">DR #</th> <th style="width: 15%;">Status</th> <th style="width: 15%;">Determination</th> <th style="width: 15%;">Commodity</th> <th style="width: 10%;">Consignee</th> <th style="width: 10%;">Producer</th> <th style="width: 10%;">Host Proximity: Hos</th> </tr> </thead> <tbody> <tr> <td>FLORL24020017-DR01</td> <td style="border: 2px solid red;">Draft Diagnostic Request</td> <td>Agromyzidae</td> <td>Anthurium andraeanum - Anthurium andraeanum (PM)</td> <td>ARC Ferns, LLC</td> <td>Innovaplant de Costa Rica S. A.</td> <td>On : Leaf</td> </tr> <tr> <td colspan="7" style="text-align: center; font-size: small;">Alive Immature - 2</td> </tr> </tbody> </table> </div>	DR #	Status	Determination	Commodity	Consignee	Producer	Host Proximity: Hos	FLORL24020017-DR01	Draft Diagnostic Request	Agromyzidae	Anthurium andraeanum - Anthurium andraeanum (PM)	ARC Ferns, LLC	Innovaplant de Costa Rica S. A.	On : Leaf	Alive Immature - 2						
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<p>12</p>	<p>Indicate from which ARM workspace you are working from.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%;">IF WORKING ON:</th> <th style="width: 50%;">THEN:</th> </tr> </thead> <tbody> <tr> <td>PIS or Predeparture workspaces</td> <td>Go to Step 13.</td> </tr> <tr> <td>SITC workspace</td> <td>Go to Step 14.</td> </tr> </tbody> </table>	IF WORKING ON:	THEN:	PIS or Predeparture workspaces	Go to Step 13.	SITC workspace	Go to Step 14.															
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13

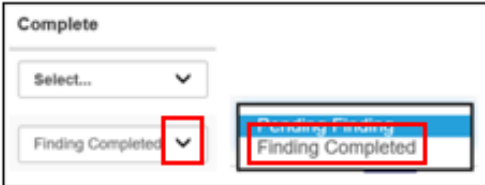

Determine if you are returning to the Inspection Results page or not.

IF:	THEN:
<p>Not returning to the Inspection Results page</p>	<ol style="list-style-type: none"> Click on Submit. <div data-bbox="764 485 1170 558" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>Note: Status will now appear as “AI Pending Specimens Receipt”.</p> <div data-bbox="740 663 1377 789" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> Click OK. <div data-bbox="740 863 1192 995" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> Scroll up to Heading Number 1. Go to the Inspection Complete Column and Select Inspection Completed. <div data-bbox="743 1220 1073 1440" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> Keep track of Area Identifier identification for further regulatory actions if needed.
<p>Returning to the Inspection Results page</p>	<ol style="list-style-type: none"> Click on Submit and Return to IR <div data-bbox="769 1661 1187 1734" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>Note: ARM will redirect the user to the Inspection Results Page.</p> Click OK.

		<div data-bbox="743 226 1182 361"><p>arm-staging.aphis.usda.gov says Remember to mark inspection complete.</p><p>OK</p></div> <p data-bbox="743 382 1364 487">3. Go to Complete Column and Select Inspection Completed on Outcomes Heading at the end of the page</p> <div data-bbox="743 508 1096 793"><p>Complete</p><p>Select... </p><p>Pending Inspection Inspection Completed</p></div> <p data-bbox="743 814 1339 886">4. Keep track of Area Identifier identification for further regulatory actions if needed.</p>
--	--	--

14






Determine if you are issuing an In Lieu of a pest determination EAN or submitting a diagnostic request.

IF:	THEN:
<p>Issuing EAN in Lieu of DR Determination</p>	<ol style="list-style-type: none"> 1. Scroll up to Heading Number 1. 2. Go to Complete Column and Select Findings Completed.  <ol style="list-style-type: none"> 3. Return to Findings Page. 4. Go to Step 6 on Topic 3 -Select Findings Outcome in User Guide: Entering Data for SITC Findings Page.
<p>Submitting a DR only</p>	<ol style="list-style-type: none"> 1. Click on Submit DR. <p>Note: Status will now appear as “AI Pending Specimens Receipt”.</p>  <p>Note: You will have to wait for the Area Identifier identification to determine further regulatory actions.</p> <p>This will only happen when you submit a Diagnostic Request (DR) and/or a Commodity Determination (CD), but No Regulatory Action was taken before submission.</p> <ol style="list-style-type: none"> 2. Go to Step 4 on Topic 3: Select the Findings outcome table from the User Guide: Entering Data for SITC Findings Page.

a) Print Diagnostic Request (DR) Routing Form

After a Diagnostic Request has been submitted, ARM will generate a Diagnostic Request (DR) routing form. This form will show as a PDF file and can be accessed in three ways when users are on the record's Diagnostic Request Page.

To print the PDF Form while still in the record's Diagnostic Request Page, refer to the table below:

IF PRINTING ROUTING FORM FROM:	THEN:
<p>ARM Generated Forms Icon</p> 	<ol style="list-style-type: none"> Click on the PDF Icon ARM will re-direct users to the ARM Generated forms. Click on the Event ID hyperlink. 
<p>AI Pending Specimen Receipt Hyperlink on Heading Number 3- Status Column on the Diagnostic Request Page.</p> 	<p>Click on the hyperlink.</p>
<p>The Info panel.</p> 	<ol style="list-style-type: none"> Click on the Info Icon. ARM will re-direct users to the Info panel. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane. 

Users can access the Diagnostic Request Routing form from the main workspace as well. One way is by clicking on the record’s status column hyperlinks “Pending Final Determination” on the SITC Workspace and “Pending Quarantine Recommendation” on the PIS and Predeparture Workspaces.

SITC Workspace

Records New							
Interception Date	Finding Date	Pathway	Event ID	Commodity	Quantity	Status	
01/28/2020	Pending	SITC Express Courier	MDBALTC20010006	Cucurbita sp. - Cucurbita sp. (PM)	2 Kilograms	Pending Seizure Determination	
01/24/2020	Pending	SITC Commerce Site	MDBALTC20010005	Dianthus sp. - Dianthus sp. (PM)	456 Plant Units	Pending Final Determination	

PIS Workspace

Inspections New											
Date Of Arrival	Date In Station	Pathway	Event ID	Shipment ID	Commodity	Quantity	Consignee	Origin	RBS Status	Status	
03/04/2024	03/04/2024	Air Cargo	FLORL24030001	SB:406-7879884	Dracaena sanderiana - Dracaena sanderiana (PM)	2500 Plant Units	Brad's Buds & Blooms	Costa Rica	RBS Complete	Inspection In Progress	
02/27/2024	02/27/2024	Air Cargo	FLORL24020017	SB:406-7878788	Anthurium andraeanum - Anthurium andraeanum (PM)	2500 Plant Units	ARC Ferns, LLC	Costa Rica	RBS Complete	Pending Quarantine Recommendation	




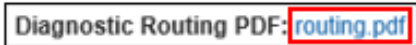



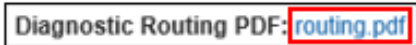



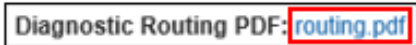
Predeparture Workspace

Inspections New										
Requested Date / Date Parcel Detained	Inspection Date	Pathway	Event ID	Inspection Target	Quantity	Dest City	Dest State	Status		
03/04/2024 09:00:00	03/04/2024	Predeparture Air Cargo	PRCARPRE24030001	Actinidia chinensis - KIWI (FV)	50 Kilograms			Pending Quarantine Recommendation		

This will redirect users to the Diagnostic Request page. Once on the Diagnostic Request page, refer to the previous table.

The other way to access the Diagnostic Request routing form from the Main Workspace is using the shipment’s single view. For this, refer to the table below:

Step	Action																						
1	<p data-bbox="293 287 1354 321">Click over the Event ID column Hyperlink on the Main Workspace's Record Pane.</p> <div data-bbox="293 365 1146 564"> <p>The screenshot shows a table with columns: Interception Date, Finding Date, Pathway, and Event ID. The Event ID column contains two entries: MDBALTC20010006 and MDBALTC20010005. The MDBALTC20010006 entry is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Interception Date</th> <th>Finding Date</th> <th>Pathway</th> <th>Event ID</th> </tr> </thead> <tbody> <tr> <td>01/28/2020</td> <td>Pending</td> <td>SITC Express Courier</td> <td>MDBALTC20010006</td> </tr> <tr> <td>01/24/2020</td> <td>Pending</td> <td>SITC Commerce Site</td> <td>MDBALTC20010005</td> </tr> </tbody> </table> </div> <p data-bbox="293 615 1023 648">Note: The Single Shipment Single View will be enabled.</p> <div data-bbox="293 693 1386 850"> <p>The screenshot shows a single record view for the Event ID MDBALTC20010006. The table includes columns for Interception Date, Finding Date, Pathway, Event ID, and Commodity. The Commodity is listed as Cucurbita sp. - Cucurbita sp. (PM).</p> <table border="1"> <thead> <tr> <th>Interception Date</th> <th>Finding Date</th> <th>Pathway</th> <th>Event ID</th> <th>Commodity</th> </tr> </thead> <tbody> <tr> <td>01/28/2020</td> <td>Pending</td> <td>SITC Express Courier</td> <td>MDBALTC20010006</td> <td>Cucurbita sp. - Cucurbita sp. (PM)</td> </tr> </tbody> </table> </div>	Interception Date	Finding Date	Pathway	Event ID	01/28/2020	Pending	SITC Express Courier	MDBALTC20010006	01/24/2020	Pending	SITC Commerce Site	MDBALTC20010005	Interception Date	Finding Date	Pathway	Event ID	Commodity	01/28/2020	Pending	SITC Express Courier	MDBALTC20010006	Cucurbita sp. - Cucurbita sp. (PM)
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Step	Action						
2	<p data-bbox="297 247 1177 283">There are two ways to access the routing form from this Single view:</p> <table border="1" data-bbox="302 331 1367 1339"> <thead> <tr> <th data-bbox="302 331 906 428">IF ACCESSING THE ROUTING FORM FROM:</th> <th data-bbox="906 331 1367 428">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="302 428 906 882"> <p data-bbox="305 449 665 483">ARM Generated Form Icon:</p>  </td> <td data-bbox="906 428 1367 882"> <ol data-bbox="958 449 1307 661" style="list-style-type: none"> 1. Click on the PDF Icon ARM will re-direct users to the ARM Generated forms. 2. Click on the Event ID hyperlink.  </td> </tr> <tr> <td data-bbox="302 882 906 1339"> <p data-bbox="305 903 503 936">The Info panel:</p>  </td> <td data-bbox="906 882 1367 1339"> <ol data-bbox="958 903 1339 1186" style="list-style-type: none"> 1. Click on the Info Icon. ARM will re-direct users to the Info panel. 2. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane.  </td> </tr> </tbody> </table>	IF ACCESSING THE ROUTING FORM FROM:	THEN:	<p data-bbox="305 449 665 483">ARM Generated Form Icon:</p> 	<ol data-bbox="958 449 1307 661" style="list-style-type: none"> 1. Click on the PDF Icon ARM will re-direct users to the ARM Generated forms. 2. Click on the Event ID hyperlink. 	<p data-bbox="305 903 503 936">The Info panel:</p> 	<ol data-bbox="958 903 1339 1186" style="list-style-type: none"> 1. Click on the Info Icon. ARM will re-direct users to the Info panel. 2. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane. 
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<p data-bbox="305 903 503 936">The Info panel:</p> 	<ol data-bbox="958 903 1339 1186" style="list-style-type: none"> 1. Click on the Info Icon. ARM will re-direct users to the Info panel. 2. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane. 						

3. Recalling a Diagnostic Request (DR) to Update or Delete

Before recalling a Diagnostic Request (DR) while still on the DR page, users must be aware of the following:

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

3 Diagnostic Requests	
All	records per page
DR #	Status
<input type="radio"/> NJLIN20020005-DR01	AI Pending Specimen Receipt

From the Main Workspace, click on one of the following hyperlinks in the status column to access the DR page:

- a) On the SITC Workspace - Pending Final Determination

Status
Pending Final Determination

Interception Date	Finding Date	Pathway	Event ID	Commodity	Quantity	Status
02/05/2020	Pending	SITC Express Courier	MDBALTC20020004	Cucurbita sp. - Cucurbita sp. (PM)	569 Plant Units	Pending Final Determination

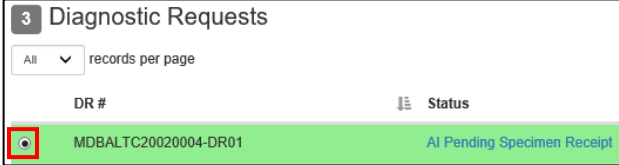


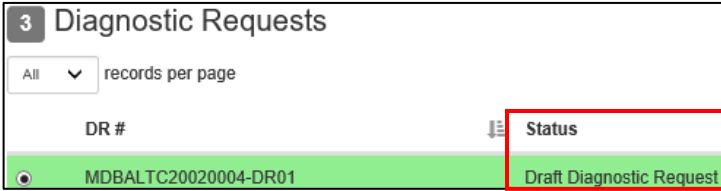
- b) On the PIS and Predeparture Workspaces - Pending Quarantine Recommendation








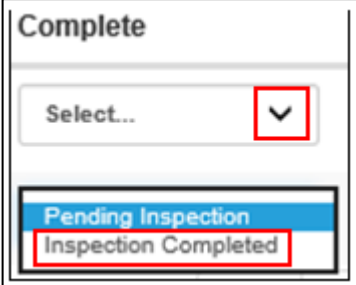
Status
Pending Quarantine Recommendation

Date Of Arrival	Date in Station	Pathway	Event ID	Shipment ID	Commodity	Quantity	Consignee	Origin	RBS Status	Status
03/04/2024	03/04/2024	Air Cargo	FLORL24030001	SB-406-7879884	Dracaena sanderiana - Dracaena sanderiana (PM)	2500 Plant Units	Brad's Buds & Blooms	Costa Rica	RBS Complete	Inspection In Progress
02/27/2024	02/27/2024	Air Cargo	FLORL24020017	SB-406-7878788	Anthurium andraeanum - Anthurium andraeanum (PM)	2500 Plant Units	ARC Ferns, LLC	Costa Rica	RBS Complete	Pending Quarantine Recommendation

Requested Date / Date Parcel Detained	Inspection Date	Pathway	Event ID	Inspection Target	Quantity	Dest City	Dest State	Status
03/04/2024 09:00:00	03/04/2024	Predeparture Air Cargo	PRCARPRE24030001	Actinidia chinensis - KMI (FV)	50 Kilograms			Pending Quarantine Recommendation

To recall a Diagnostic Request (DR) once in the Diagnostic Request Page, refer to the table below:

Step	Action
1	<p>Click on the Record DR radio button on Heading Number 3.</p>  <p>All the information for that DR will populate back on Heading Number 2.</p> 
2	<p>Click on the Recall Tab on Heading Number 2.</p>  <p>Note: The status on Heading Number 3 will change to Draft Diagnostic Request (DR).</p> 

<p>3</p>	<p>Determine if you are updating or deleting a DR.</p> <table border="1" data-bbox="305 296 1344 1083"> <thead> <tr> <th data-bbox="305 296 841 352">IF:</th> <th data-bbox="841 296 1344 352">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="305 352 841 680"> <p>Updating DR</p> </td> <td data-bbox="841 352 1344 680"> <p>1. Update field(s) as needed.</p> <p>2. Click on the Update tab.</p>  <p>3. Go to Step 4.</p> </td> </tr> <tr> <td data-bbox="305 680 841 1083"> <p>Deleting DR</p> </td> <td data-bbox="841 680 1344 1083"> <p>1. Click on the Delete tab.</p>  <p>2. Enter the required information.</p> <p>Note: Refer to the table in Topic 2: Add and submit the Diagnostic Request information above.</p> </td> </tr> </tbody> </table>	IF:	Then:	<p>Updating DR</p>	<p>1. Update field(s) as needed.</p> <p>2. Click on the Update tab.</p>  <p>3. Go to Step 4.</p>	<p>Deleting DR</p>	<p>1. Click on the Delete tab.</p>  <p>2. Enter the required information.</p> <p>Note: Refer to the table in Topic 2: Add and submit the Diagnostic Request information above.</p>
IF:	Then:						
<p>Updating DR</p>	<p>1. Update field(s) as needed.</p> <p>2. Click on the Update tab.</p>  <p>3. Go to Step 4.</p>						
<p>Deleting DR</p>	<p>1. Click on the Delete tab.</p>  <p>2. Enter the required information.</p> <p>Note: Refer to the table in Topic 2: Add and submit the Diagnostic Request information above.</p>						
<p>4</p>	<p>Submit DR again.</p> 						
<p>5</p>	<p>Complete Findings or Inspection.</p> 						

Note: After following the steps above, if you still having issues updating or deleting a diagnostic request, please contact the ARM Help Desk for guidance.