



User Guide: Updating and Cancelling Emergency Action Notification (EAN) Pages


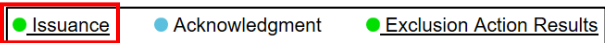


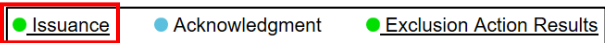


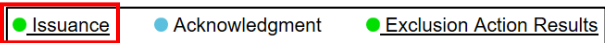

Purpose: This user guide describes how to update or cancel an Emergency Action Notification (EAN) after being issued, acknowledged, and revoked. The following areas are covered in this user guide:

1. Update or cancellation to an issued EAN
2. Update or cancellation to an acknowledged EAN
3. Recall a revoked EAN which needs updating or cancelling

1. Update or Cancellation to an issued EAN

ARM provides the capability to update or cancel EAN's after they have been submitted. For this, users can access any EAN using the status hyperlink on the Regulatory Action or Inspections Pane (Records Pane for SITC).

To update or cancel an Emergency Action Notification after issuance, refer to table below:

| Step | Action | | | | | | | | |
|----------------------------|---|--------|-------|--------------------------|--|----------------------------|--|-----------------------|---|
| 1 | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">IF ON:</th> <th style="width: 50%; text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 285 732 863"> <p>EAN Issuance Page</p> </td> <td data-bbox="732 285 1386 863"> <p>1. Change Active view field to Show Completed.</p> <div style="text-align: center;">  </div> <p>Note: EAN Issuance page will populate fields with all the information entered for that EAN.</p> <p>2. Go to Step 2.</p> </td> </tr> <tr> <td data-bbox="295 863 732 1671"> <p>Acknowledgment Page</p> </td> <td data-bbox="732 863 1386 1671"> <p>1. Click on Issuance Breadcrumb Hyper link on top of the page. ARM will redirect you to the EAN Issuance Page.</p> <div style="text-align: center;">  </div> <p>2. Change Active view field to Show Completed.</p> <div style="text-align: center;">  </div> <p>Note: EAN Issuance page will populate fields with all the information entered for that EAN.</p> <p>3. Go to Step 2.</p> </td> </tr> <tr> <td data-bbox="295 1671 732 1848"> <p>Main workspace</p> </td> <td data-bbox="732 1671 1386 1848"> <p>1. Click on Pending Acknowledgement Hyper link on Status Column in Regulatory Action Pane.</p> </td> </tr> </tbody> </table> | IF ON: | THEN: | <p>EAN Issuance Page</p> | <p>1. Change Active view field to Show Completed.</p> <div style="text-align: center;">  </div> <p>Note: EAN Issuance page will populate fields with all the information entered for that EAN.</p> <p>2. Go to Step 2.</p> | <p>Acknowledgment Page</p> | <p>1. Click on Issuance Breadcrumb Hyper link on top of the page. ARM will redirect you to the EAN Issuance Page.</p> <div style="text-align: center;">  </div> <p>2. Change Active view field to Show Completed.</p> <div style="text-align: center;">  </div> <p>Note: EAN Issuance page will populate fields with all the information entered for that EAN.</p> <p>3. Go to Step 2.</p> | <p>Main workspace</p> | <p>1. Click on Pending Acknowledgement Hyper link on Status Column in Regulatory Action Pane.</p> |
| IF ON: | THEN: | | | | | | | | |
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| <p>Main workspace</p> | <p>1. Click on Pending Acknowledgement Hyper link on Status Column in Regulatory Action Pane.</p> | | | | | | | | |

2. Click on Issuance Breadcrumb Hyper link on top of the page. ARM will redirect you to the EAN Issuance Page.

● Issuance
 ● Acknowledgment
 ● Exclusion Action Results

3. Change Active view field to Show Completed.

Show Active ▼

Show Active
Show Completed
Show All

Note: EAN Issuance page will populate fields with all the information entered for that EAN.

4. **Go to** Step 2.

| <p>2</p> | <p>Click on the EAN ID. Scroll down the page.</p> <table border="1"> <thead> <tr> <th data-bbox="293 283 732 346">IF:</th> <th data-bbox="732 283 1386 346">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 346 732 1335"> <p>Updating EAN</p> </td> <td data-bbox="732 346 1386 1335"> <p>1. Click on Update EAN's Tab.</p> <div data-bbox="784 457 1010 543" style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Update EANs</p> </div> <p>Note: The following warning message will appear:</p> <div data-bbox="777 703 1284 953" style="border: 1px solid gray; padding: 10px;"> <p>This site says...</p> <p>Updating the EAN(s) will force the current EAN(s) to be reissued and the EAN(s) will need to be acknowledged and signed again. Are you sure you want to update the EAN(s)?</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="824 884 1019 926" style="border: 2px solid red; padding: 2px 10px;">OK</div> <div data-bbox="1036 884 1253 926">Cancel</div> </div> </div> <p>2. Click on Ok.</p> <p>Note: When update EAN is selected previously issued EAN PDF Link will not show on ARM's Generated form.</p> <p>3. Go to Step 3.</p> </td> </tr> <tr> <td data-bbox="293 1344 732 1881"> <p>Cancelling EAN</p> </td> <td data-bbox="732 1344 1386 1881"> <p>1. Click on Cancel EAN's Tab.</p> <div data-bbox="743 1419 930 1476" style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Cancel EANs</p> </div> <p>Note: The following warning message will appear:</p> <div data-bbox="737 1677 1203 1887" style="border: 1px solid gray; padding: 10px;"> <p>This site says...</p> <p>Performing this action will cancel and delete the current EAN(s). Are you sure you want to cancel the EAN(s)?</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="768 1818 971 1875" style="border: 2px solid red; padding: 2px 10px;">OK</div> <div data-bbox="987 1818 1177 1875">Cancel</div> </div> </div> </td> </tr> </tbody> </table> | IF: | THEN: | <p>Updating EAN</p> | <p>1. Click on Update EAN's Tab.</p> <div data-bbox="784 457 1010 543" style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Update EANs</p> </div> <p>Note: The following warning message will appear:</p> <div data-bbox="777 703 1284 953" style="border: 1px solid gray; padding: 10px;"> <p>This site says...</p> <p>Updating the EAN(s) will force the current EAN(s) to be reissued and the EAN(s) will need to be acknowledged and signed again. Are you sure you want to update the EAN(s)?</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="824 884 1019 926" style="border: 2px solid red; padding: 2px 10px;">OK</div> <div data-bbox="1036 884 1253 926">Cancel</div> </div> </div> <p>2. Click on Ok.</p> <p>Note: When update EAN is selected previously issued EAN PDF Link will not show on ARM's Generated form.</p> <p>3. Go to Step 3.</p> | <p>Cancelling EAN</p> | <p>1. Click on Cancel EAN's Tab.</p> <div data-bbox="743 1419 930 1476" style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Cancel EANs</p> </div> <p>Note: The following warning message will appear:</p> <div data-bbox="737 1677 1203 1887" style="border: 1px solid gray; padding: 10px;"> <p>This site says...</p> <p>Performing this action will cancel and delete the current EAN(s). Are you sure you want to cancel the EAN(s)?</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="768 1818 971 1875" style="border: 2px solid red; padding: 2px 10px;">OK</div> <div data-bbox="987 1818 1177 1875">Cancel</div> </div> </div> |
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2. Click on Ok.

Note: When cancel is selected, previous issued EAN PDF link will show on ARM Generated Forms with a cancel watermark.

ARM Generated Forms

Event Id

MDBALTC20020001-E001 - Canceled EAN Form

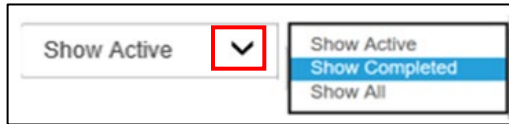
| ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE | | MDBALTC20020001-E001 | |
|---|--|---|------------------|
| EMERGENCY ACTION NOTIFICATION | | 1. PPO LOCATION Baltimore SITC | 2. DATE 02/05 |
| 3. NAME AND QUANTITY OF ARTICLES(S) Dianthus sp. - Dianthus sp. (PM), 456 Plant Units | | 4. LOCATION OF ARTICLES 2.45 testing , CT, 22603, USA | |
| 6. SHIPPER Legends ARG | | 7. NAME OF CARRIER N/A | |
| 9. OWNER/CONSIGNEE OF ARTICLES Name: Amherst Greenhouses Address: 644 County Road Harrod, OH, 45850, USA | | 8. SHIPMENT ID NO.(S) | |
| PHONE NO. _____ FAX NO. _____ | | 10. PORT OF LADING | |
| SS NO. _____ TAX ID NO. _____ | | 11. DATE | |
| 12a. PEST ID NO. | | 12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S) Prohibited Product | |
| 13. COUNTRY OF ORIGIN Aruba | | 12b. DATE | |
| 15. FOREIGN CERTIFICATE NO. | | 14. GRADE | |
| 15a. PLACE ISSUED | | 15b. DATE | |

Under Sections 411, 412, and 414 of the Plant Protection Act (7 USC 7711, 7712, and 7714) and Sections 10404 through 10407 of the Act (7 USC 5303 through 5306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply the pest(s), noxious weeds, and/or article(s) specified in Item 12, in a manner satisfactory to and under the supervision of an Agriculture measures shall be in accordance with the action specified in Item 16 and shall be completed within the time specified in Item 17.

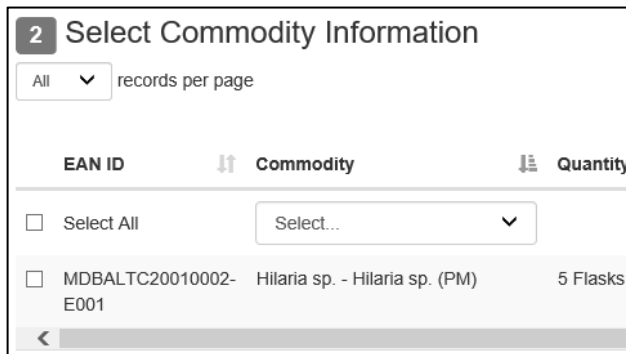
AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEPT AS DIRECTED.

3. Go to Step 5.

3 Select Show Active on the active view field.



Note: The updated or cancelled EAN will now show on the active view under Heading Number 2 Select Commodity Information.



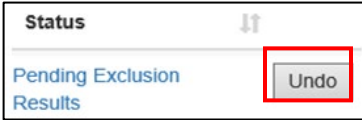

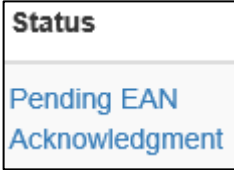
| | |
|----------|--|
| <p>4</p> | <p>Click on the EAN ID to be updated.</p> <div data-bbox="297 285 956 504" style="border: 1px solid black; padding: 5px;"> <p>EAN ID Commodity</p> <p><input type="checkbox"/> Select All <input type="text" value="Select..."/></p> <p><input checked="" type="checkbox"/> MDBALTC20010002- Hilaria sp. - Hilaria sp. (PM) E001</p> </div> <p>Note: Heading Number 3 Issuance Information will appear.</p> <div data-bbox="297 632 1123 1224" style="border: 1px solid black; padding: 5px;"> <p>3 Issuance Information</p> <p>Certified Facility Number Manufacturer ID (MID)</p> <p><input type="text"/> <input type="text"/></p> <p>Destination of Articles *</p> <p><input type="text" value="Select..."/> <input type="button" value="Q"/></p> <p>Name * POC</p> <p><input type="text" value="Same as Consignee"/> <input type="text"/></p> <p>Email Street Address 1 *</p> <p><input type="text"/> <input type="text"/></p> <p>Country *</p> <p><input type="text" value="Select..."/></p> <p>EAN Reason (select all that apply) *</p> <p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> Contaminant - Other <input checked="" type="checkbox"/> Contaminant - Seed</p> <p>CFR (select all that apply) *</p> </div> |
| <p>5</p> | <p>Update or edit fields as needed. All required fields will show a red asterisk . Users must enter information in these fields.</p> |
| <p>6</p> | <p>Click on Issue EANs tab.</p> |



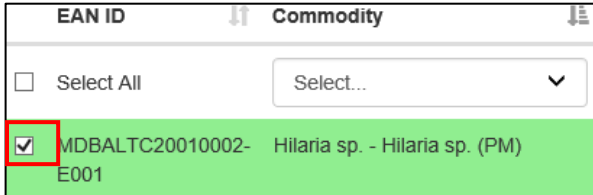
2. Update or Cancellation to an Acknowledged EAN


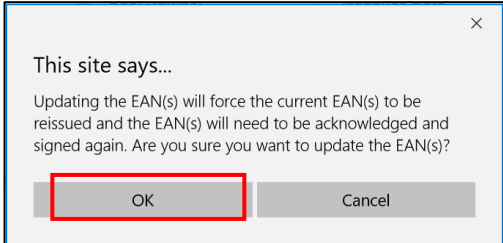
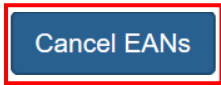
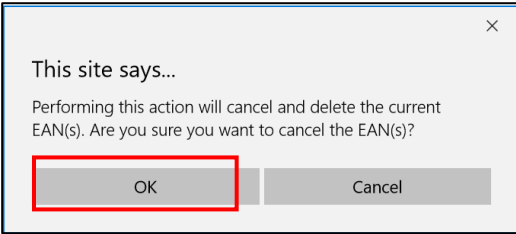

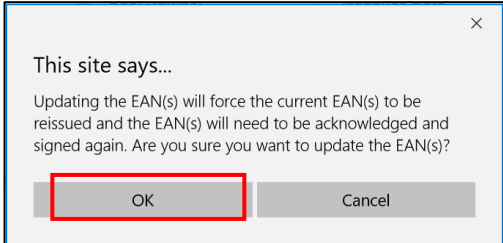
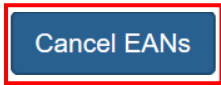
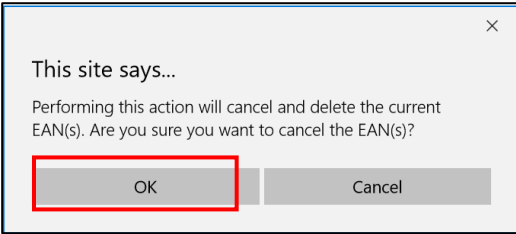

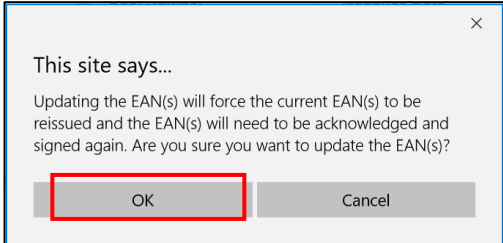
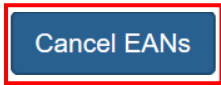
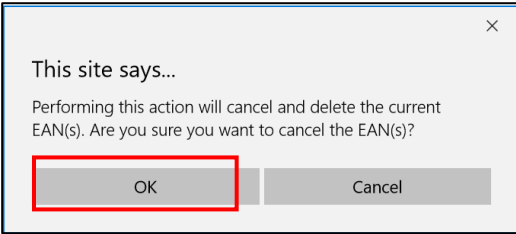
The process for updating or cancelling an EAN after acknowledgement begins on the main workspace. ARM will not allow users to do so from any of the other EAN's pages.


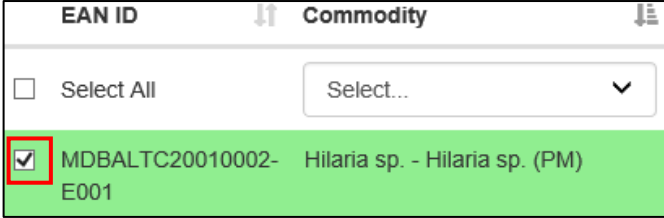

| Regulatory Action ⚙️ | | | | | | | | | |
|-----------------------------------|----------------------|-------------|--------------------------------|---------------|-----------|----------------------------------|----------------------------------|-------------------------|---|
| 5 records per page | | Filter | | Show Active | | Date Range | | MM/DD/YYYY - MM/DD/YYYY | |
| RA Date | RA ID | Shipment ID | Commodity | Quantity | Origin | Consignee | Importer | Treatment Schedule | Status |
| 01/07/2020 | MDBALTC20010001-E001 | | Hilaria sp. - Hilaria sp. (PM) | 5 Plant Units | Aruba | Amherst Greenhouses | Amherst Greenhouses | | Pending EAN Acknowledgment |
| 02/24/2020 | MDBALTC20010002-E001 | | Hilaria sp. - Hilaria sp. (PM) | 5 Flasks | Argentina | STRING 5 IMPORTER INTERNATIONAL, | STRING 5 IMPORTER INTERNATIONAL, | | Pending Exclusion Results Undo |

To update or cancel an EAN from the EAN Acknowledgement page, refer to table below:

| Step | Action |
|------|--|
| 1 | <p>Click on the Undo Tab in the Regulatory Action Pane's Status column.</p>  <p>Note: The status hyperlink in the column will change to Pending EAN Acknowledgement.</p>  |
| 2 | <p>Click on Pending EAN Acknowledgement hyper link.</p>  <p>Note: ARM will re-direct you to the EAN Acknowledgement Page.</p> |

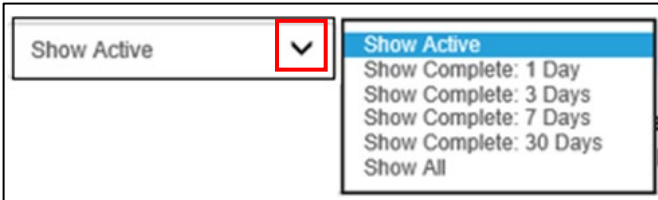

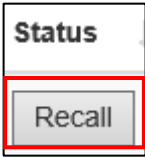

| 3 | <p>Click on the Issuance breadcrumb link on the EAN Acknowledgment page.</p>  <p>Note: ARM will re-direct you to the EAN Issuance Page.</p> | | | | | | | | |
|-------------------------------------|--|--------|-----------|--------------------------|------------|-----------|---|-------------------------------------|---|
| 4 | <p>Select Show Completed on Active view in the EAN Issuance Page.</p>  | | | | | | | | |
| 5 | <p>Click on the EAN ID to be updated or cancelled under Heading Number 2 Select Commodity information.</p>  <table border="1"><thead><tr><th data-bbox="363 856 435 877">EAN ID</th><th data-bbox="574 856 688 877">Commodity</th></tr></thead><tbody><tr><td data-bbox="321 919 347 940"><input type="checkbox"/></td><td data-bbox="363 919 893 940">Select All</td></tr><tr><td data-bbox="597 919 672 940">Select...</td><td data-bbox="850 919 873 940">▼</td></tr><tr><td data-bbox="321 982 347 1003"><input checked="" type="checkbox"/></td><td data-bbox="363 982 828 1037">MDBALTC20010002- Hilaria sp. - Hilaria sp. (PM) E001</td></tr></tbody></table> | EAN ID | Commodity | <input type="checkbox"/> | Select All | Select... | ▼ | <input checked="" type="checkbox"/> | MDBALTC20010002- Hilaria sp. - Hilaria sp. (PM) E001 |
| EAN ID | Commodity | | | | | | | | |
| <input type="checkbox"/> | Select All | | | | | | | | |
| Select... | ▼ | | | | | | | | |
| <input checked="" type="checkbox"/> | MDBALTC20010002- Hilaria sp. - Hilaria sp. (PM) E001 | | | | | | | | |


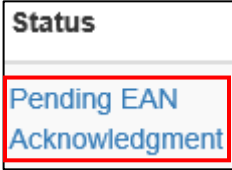
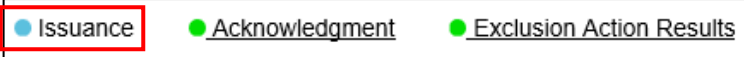

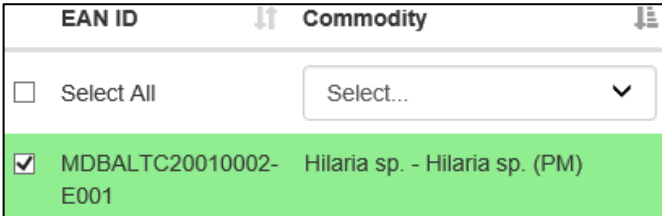
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|----------------|--|-----|-------|--------------|---|----------------|--|
| IF: | THEN: | | | | | | |
| Updating EAN | <ol style="list-style-type: none"> 1. Click on Update EAN's Tab <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> 2. Click on Ok. 3. Go to Step 7. | | | | | | |
| Cancelling EAN | <ol style="list-style-type: none"> 1. Click on Cancel EAN's Tab. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> 2. Click on Ok. 3. Go to Step 9. | | | | | | |


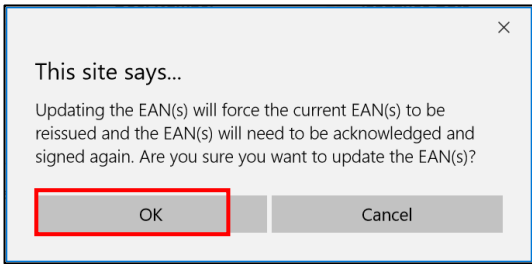
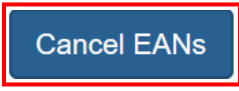
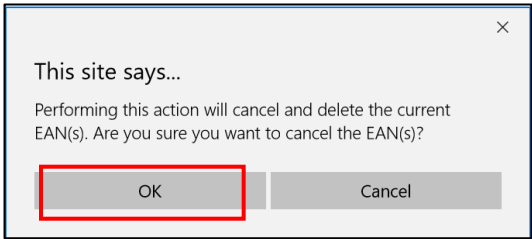

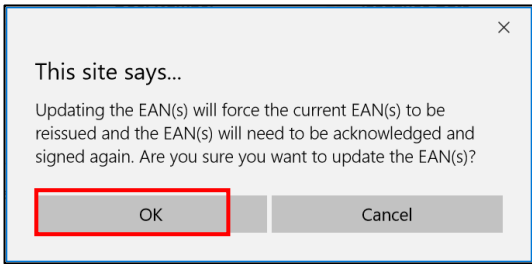
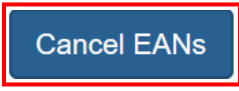
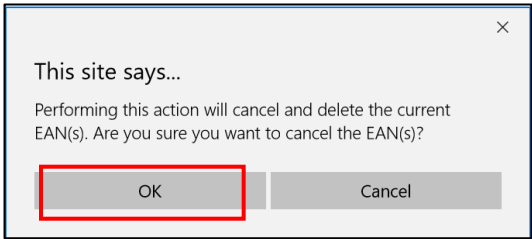

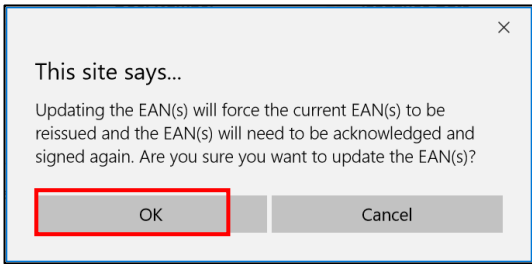
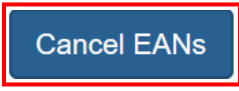
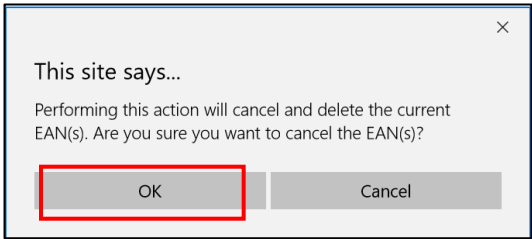
| | |
|----|---|
| 7 | <p>Select Show Active on the active view field.</p>  |
| 8 | <p>Click on the EAN ID to be updated.</p>  |
| 9 | <p>Update or edit fields as needed. All required fields will show a red asterisk . Users must enter information in these fields.</p> |
| 10 | <p>Click on Issue EANs tab.</p> |


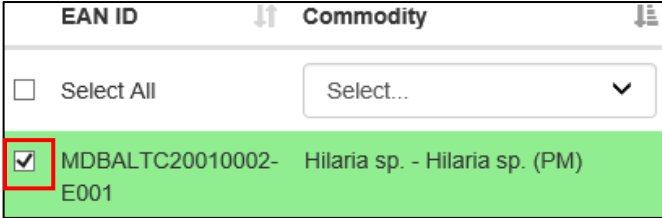

3. Recall a Revoked EAN which needs Updating or Cancelling

A revoked EAN can be recalled after an exclusion result has been submitted. The process starts from the main workspace. To recall a revoked EAN which needs updating or cancel an, refer to table below:

| Step | Action |
|------|---|
| 1 | <p>Select a Show completed option from the Active view field in the Regulatory Action pane.</p>  <p>All completed EAN's will appear on the Regulatory Action Pane.</p>  |
| 2 | <p>Click on the Recall tab in the Status column on the Regulatory Action Pane.</p>  <p>ARM will redirect users to the Active view. The status of the recalled EAN will now show as Pending Exclusion Results.</p>  |

| | |
|---|---|
| 3 | <p>Click on the Undo Tab in the Regulatory Action Pane's Status column.</p>  |
| 4 | <p>Click on Pending EAN Acknowledgement hyper link.</p>  |
| 5 | <p>Click on the Issuance breadcrumb link on the EAN Acknowledgment page.</p>  |
| 6 | <p>Select Show Completed on Active view in the EAN Issuance Page.</p>  |
| 7 | <p>Click on the EAN ID to be updated.</p>  |

| 8 | <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>Updating EAN</p> </td> <td style="padding: 5px; vertical-align: top;"> <ol style="list-style-type: none"> 1. Click on Update EAN's Tab. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> 2. Click on Ok. 3. Go to Step 9. </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Cancelling EAN</p> </td> <td style="padding: 5px; vertical-align: top;"> <ol style="list-style-type: none"> 1. Click on Cancel EAN's Tab. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> 2. Click on Ok. 3. Go to Step 11. </td> </tr> </tbody> </table> | IF: | Then: | <p>Updating EAN</p> | <ol style="list-style-type: none"> 1. Click on Update EAN's Tab. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> 2. Click on Ok. 3. Go to Step 9. | <p>Cancelling EAN</p> | <ol style="list-style-type: none"> 1. Click on Cancel EAN's Tab. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> 2. Click on Ok. 3. Go to Step 11. |
|-----------------------|--|-----|-------|---------------------|---|-----------------------|--|
| IF: | Then: | | | | | | |
| <p>Updating EAN</p> | <ol style="list-style-type: none"> 1. Click on Update EAN's Tab. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> 2. Click on Ok. 3. Go to Step 9. | | | | | | |
| <p>Cancelling EAN</p> | <ol style="list-style-type: none"> 1. Click on Cancel EAN's Tab. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> 2. Click on Ok. 3. Go to Step 11. | | | | | | |

| | |
|----|---|
| 9 | <p>Select Show Active on the active view field.</p>  |
| 10 | <p>Click on the commodity to be updated.</p>  |
| 11 | <p>Update or edit fields as needed. All required fields will show a red asterisk . Users must enter information in these fields.</p> |
| 12 | <p>Click on Issue EANs Tab.</p> |