



User Guide: How to Access and Use the Plant Inspection Stations (PIS) Standalone Risk-Based Sampling (RBS) Calculator in ARM

Purpose: This user guide describes how to access and use the PIS Standalone RBS calculator in ARM. The following content is covered in this user guide:

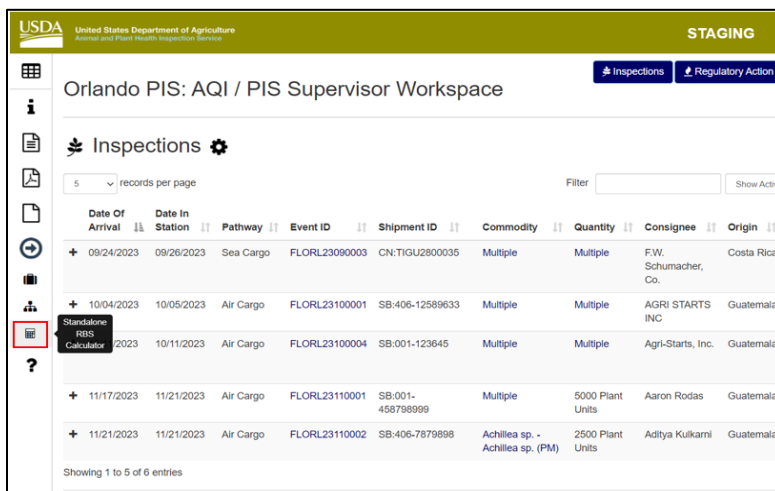
1. Accessing PIS Standalone RBS Calculator page.
2. Calculating RBS number of samples.
3. Printing or deleting an RBS calculation.

Note: For RBS programmatic training, please contact National Operations Managers via email: heather.moylett@usda.gov

1. Locate the PIS Standalone RBS Calculator Page

ARM has a standalone RBS calculator tool that can be used to identify the number of samples to be pulled for inspections of propagative material in which an entry has not yet been filed at plant inspection stations. PIS Supervisors may use this calculator to estimate and determine overtime needs outside of an inspection record.

To access the PIS Standalone RBS Calculator Page, locate the calculator icon  on the left-hand panel of the ARM workspace.





Below is how the PIS Standalone RBS page appears once you click on the calculator icon.

PIS Standalone RBS Calculator

1 RBS Commodities

Shipment Identifier:

Origin *:

PM Type * Comingled PM Type

Total Plant Quantity:

Sample Units *:

Remarks:

2 Calculated Rows

10 records per page

Filter:

| <input type="checkbox"/> | Shipment Identifier | Origin | PM Type | Total Plant Quantity | Sample Units | Req No. To Inspect | Remarks |
|----------------------------|---------------------|--------|---------|----------------------|--------------|--------------------|---------|
| No data available in table | | | | | | | |

Showing 0 to 0 of 0 entries

3 Saved RBS Calculations

10 records per page

Filter: Date Range: 09/16/2023 00:00 - 12/15/2023 23:59

| <input type="checkbox"/> | Saved Date/Time | Shipment Identifier | Origin | PM Type | Total Plant Quantity | Sample Units | Req No. To Inspect | Remarks |
|--------------------------|---------------------|---------------------|------------|----------------------------------|----------------------|--------------|--------------------|---------|
| <input type="checkbox"/> | 11/21/2023 16:05:23 | 001-75825922 | Costa Rica | Rooted Plant (including grafted) | 10000 | 10 | 7 | |

When the RBS page opens, you will be able to select and calculate the RBS samples for your shipment in which an entry has not yet been filed.

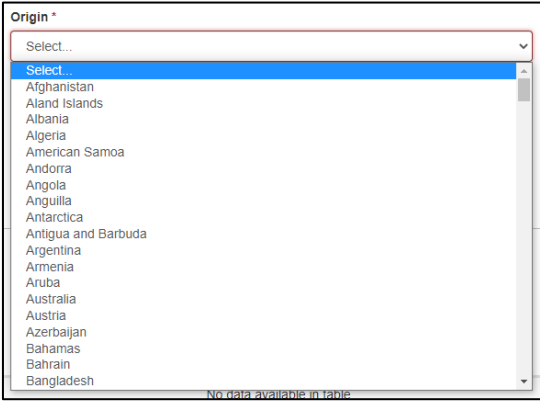
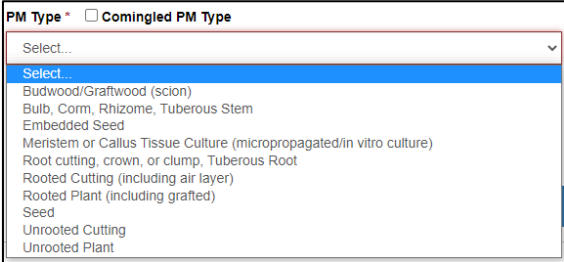
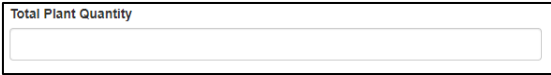
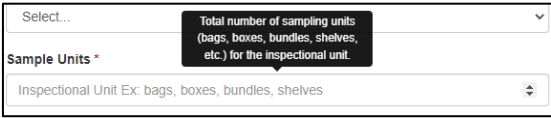
Note: This functionality is available only for AQI/PIS Supervisor role.

2. Calculate and Print Out RBS Pull Numbers

The ARM PIS Standalone RBS calculator will generate the required number of samples to pull for inspection for the shipments in which an entry has not yet been filed for regular or overtime needs. As a reminder, the RBS calculation process **does not** apply to shipments of seeds and shipments of plants collected from the wild and their seeds. Additional policy guidance on RBS can be found in the Plant Inspection Station Manual.

Refer to table below to calculate sample units for an overtime shipment:

| STEP | ACTION |
|------|---|
| 1 | Enter a Shipment Identifier, if needed. <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Shipment Identifier <input style="width: 100%;" type="text"/> </div> |

| | |
|----------|---|
| <p>2</p> | <p>Select a Country of Origin.</p>  |
| <p>3</p> | <p>Select a PM Type or Comingled PM Type.</p>  |
| <p>4</p> | <p>Enter the Total Plant Quantity, if needed</p>  |
| <p>5</p> | <p>Enter Sample Units.</p>  <p>Note: The sample units are the total number of sampling units (bags, boxes, bundles, shelves, etc.) for the inspectional unit.</p> |

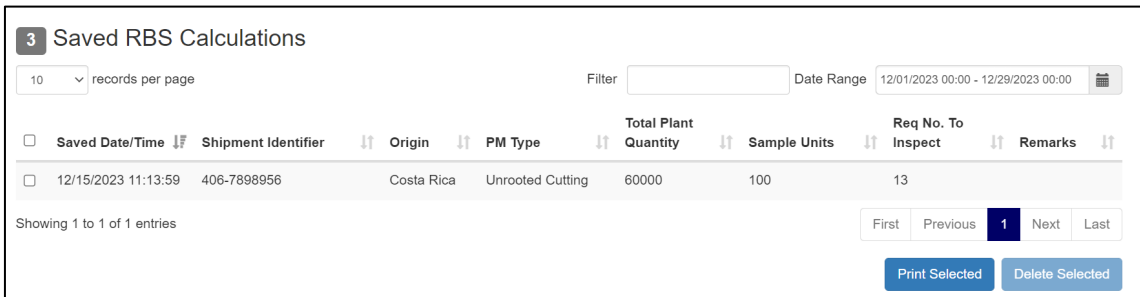
| <p>6</p> | <p>Enter Remarks, if needed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Remarks</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> </div> <p>Note: You may type remarks on this field, but these remarks will only be visible in the PIS Standalone RBS Calculator page. SKIP this step if needed.</p> | | | | | | | | | | | | | | | | |
|-------------------------------------|--|-------------------------------------|---------------------|----------------------|----------------------|-----------------------|-----------------------|--------------------|---------|-------------------------------------|-------------|------------|------------------|----------|-----|----|--|
| <p>7</p> | <p>Click Calculate RBS button.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0; text-align: center; background-color: #4a86e8; color: white;"> <p>Calculate RBS</p> </div> <p>Note: Once you click the Calculate RBS button, it will show in the Calculated Rows and the user will get the required number of samples to inspect.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>2 Calculated Rows</p> <p>10 records per page Filter <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>Shipment Identifier</th> <th>Origin</th> <th>PM Type</th> <th>Total Plant Quantity</th> <th>Sample Units</th> <th>Req No. To Inspect</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>001-3698521</td> <td>Costa Rica</td> <td>Unrooted Cutting</td> <td>10000000</td> <td>200</td> <td>13</td> <td></td> </tr> </tbody> </table> <p>Showing 1 to 1 of 1 entries First Previous 1 Next Last</p> </div> <p>Note: Repeat Steps 1-7 If you have more records.</p> | <input type="checkbox"/> | Shipment Identifier | Origin | PM Type | Total Plant Quantity | Sample Units | Req No. To Inspect | Remarks | <input type="checkbox"/> | 001-3698521 | Costa Rica | Unrooted Cutting | 10000000 | 200 | 13 | |
| <input type="checkbox"/> | Shipment Identifier | Origin | PM Type | Total Plant Quantity | Sample Units | Req No. To Inspect | Remarks | | | | | | | | | | |
| <input type="checkbox"/> | 001-3698521 | Costa Rica | Unrooted Cutting | 10000000 | 200 | 13 | | | | | | | | | | | |
| <p>8</p> | <p>Go to Heading Number 2 Calculated Rows.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">IF</th> <th style="width: 50%;">THEN</th> </tr> </thead> <tbody> <tr> <td>Saving calculations</td> <td>Go to Step 9.</td> </tr> <tr> <td>Deleting calculations</td> <td>Go to Step 11.</td> </tr> </tbody> </table> | IF | THEN | Saving calculations | Go to Step 9. | Deleting calculations | Go to Step 11. | | | | | | | | | | |
| IF | THEN | | | | | | | | | | | | | | | | |
| Saving calculations | Go to Step 9. | | | | | | | | | | | | | | | | |
| Deleting calculations | Go to Step 11. | | | | | | | | | | | | | | | | |
| <p>9</p> | <p>Select the Calculated Row.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>2 Calculated Rows</p> <p>10 records per page Filter <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Shipment Identifier</th> <th>Origin</th> <th>PM Type</th> <th>Total Plant Quantity</th> <th>Sample Units</th> <th>Req No. To Inspect</th> <th>Remarks</th> </tr> </thead> <tbody> <tr style="background-color: #d9ead3;"> <td><input checked="" type="checkbox"/></td> <td>406-7898956</td> <td>Costa Rica</td> <td>Unrooted Cutting</td> <td>60000</td> <td>100</td> <td>13</td> <td></td> </tr> </tbody> </table> <p>Showing 1 to 1 of 1 entries First Previous 1 Next Last</p> <p style="text-align: right;"> <input type="button" value="Save Selected"/> <input type="button" value="Delete Selected"/> </p> </div> | <input checked="" type="checkbox"/> | Shipment Identifier | Origin | PM Type | Total Plant Quantity | Sample Units | Req No. To Inspect | Remarks | <input checked="" type="checkbox"/> | 406-7898956 | Costa Rica | Unrooted Cutting | 60000 | 100 | 13 | |
| <input checked="" type="checkbox"/> | Shipment Identifier | Origin | PM Type | Total Plant Quantity | Sample Units | Req No. To Inspect | Remarks | | | | | | | | | | |
| <input checked="" type="checkbox"/> | 406-7898956 | Costa Rica | Unrooted Cutting | 60000 | 100 | 13 | | | | | | | | | | | |

10

Click Save Selected, if needed.

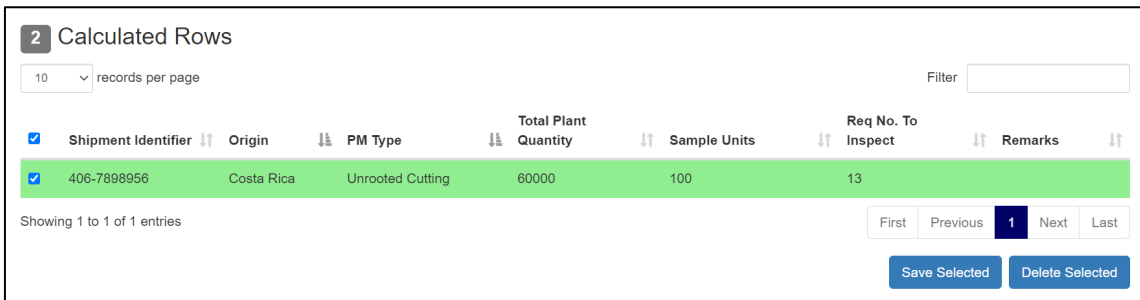


Note: Once you save it, will move to Heading number 3 Saved RBS Calculations. **To printout RBS calculations, you need to save them first.**



11

Select the Calculated Row.

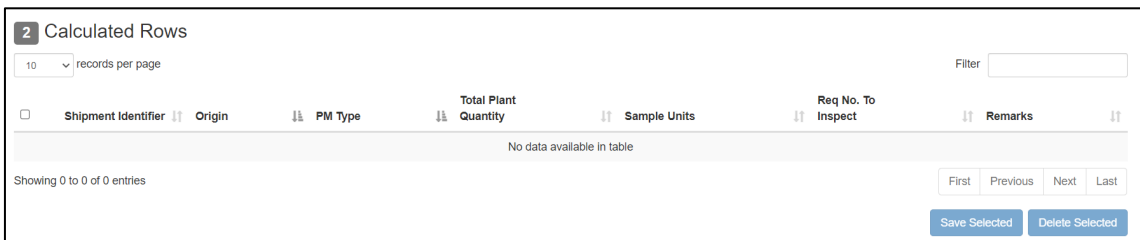


12

Click Delete Selected, if needed.



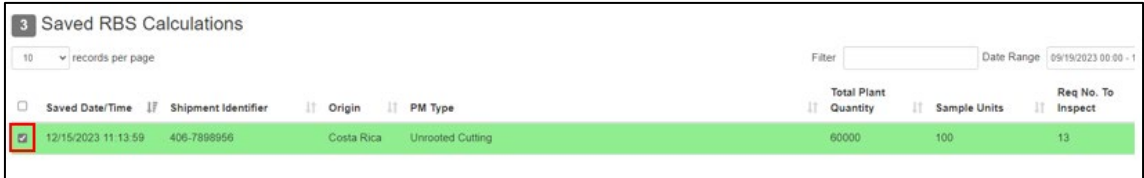

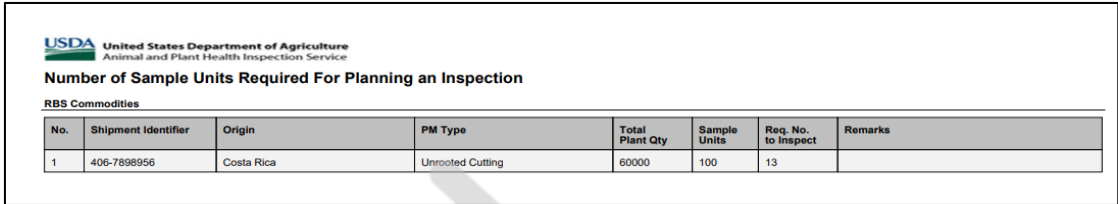

Note: The deleted RBS Calculation will no longer appear under Heading Number 2 Calculated Rows.




3. Print or Delete an RBS Calculation

The data entered for an RBS calculation in ARM can be printed or deleted, if needed.

Refer to table below to print or delete an RBS calculation in Heading number 3 Saved RBS Calculations:

| STEP | ACTION | | | | | | |
|----------------------|---|----|------|----------------------|---------------|----------------------|---------------|
| 1 | <p>Determine whether to print or delete the RBS calculation.</p> <table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Printing calculation</td> <td>Go to Step 2.</td> </tr> <tr> <td>Deleting calculation</td> <td>Go to Step 4.</td> </tr> </tbody> </table> | IF | THEN | Printing calculation | Go to Step 2. | Deleting calculation | Go to Step 4. |
| IF | THEN | | | | | | |
| Printing calculation | Go to Step 2. | | | | | | |
| Deleting calculation | Go to Step 4. | | | | | | |
| 2 | <p>Select row that requires to be print.</p>  | | | | | | |
| 3 | <p>Click on “Print Selected” tab.</p>  <p>Note: After clicking on Print Selected, ARM will generate the results on a PDF file.</p>  | | | | | | |
| 4 | <p>Select calculation row that requires to be deleted.</p>  | | | | | | |

| STEP | ACTION |
|------|--|
| 5 | <p>Click on “Delete Selected” tab.</p> <div data-bbox="347 321 846 428" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>Note: The deleted RBS Calculation will no longer appears under Heading Number 3 Saved RBS Calculations.</p> |
| 6 | <p>After deleting an RBS Calculation, to add another calculation follow the table from the Calculate and Print Out RBS Pull Numbers section, if needed.</p> |