ePermits Update for PPQ State Plant Health Directors and Field Staff

March 2006
Outline:

A. Current Capabilities of ePermits
B. Applicant’s Point of View
C. PPQ Permit Staff’s Point of View
D. Future capabilities of ePermits
A. Current Capabilities of ePermits

- ePermits
- APHIS Program participants
- Available applications forms

Slides 4-9
ePermits

- ePermits is a Web-based tool that allows applicants to:
  - fill out and submit permit application forms online
  - check application status online
  - receive APHIS permits online
Who is participating?

- The following APHIS Programs:
  - PPQ
  - BRS
  - VS
What applications are available?

- PPQ
  - PPQ 526 – for Permit to Move Live Plant Pests and Noxious weeds
  - PPQ 585 – for Permit to Import Timber and Timber Products
  - PPQ 587 – for Permit to Import Plants or Plant Products
  - PPQ 588 – for Permit to Import Plants or Plant Products for Experimental Purposes
What applications are available?

- PPQ continued
  - PPQ 621 – for Application for General Permit to Engage in the Business of Importing, Exporting, or Re-exporting Terrestrial Plants
What applications are available?

- **BRS**
  - BRS Notification to Move, Import or Field Test a Genetically Engineered Organism
What applications are available?

- **VS**
  - VS 16-3 – for Permit to Import Controlled Material/Import or Transport Organisms or Vectors
  - VS 16-7 – Additional Information for Cell Cultures and Their Products
B. Applicant’s Point of View

- ePermits Screen Details
- Home Page
- Create an Application
- PPQ 526 Example

*Slides 11-57*
What does ePermits look like?

- User-friendly screen
- Easy-to-follow prompts
- Features change slightly depending on user and his/her degree of access
  - Applicant
  - PPQ HQ Permit Staff
  - SPHD and PPQ field staff
  - SPRO
  - DHS, CBP, AI staff
Applicant Home Page

- First the applicant logs into the system through the eAuthentication process.
- The applicant home page is automatically displayed.
- The applicant starts the application process by accessing the Home Page and clicking on the “Create Application” line in the ePermits box.
Create Application

- The applicant will be prompted to choose the permit application type
- ePermits will then prompt the applicant for information about themselves
- This step in the process is called the Applicant Information page
Example: PPQ 526

- Follow the work flow of the PPQ 526 application
- See the point of view of the:
  - Applicant
  - PPQ Permit Staff
- Other PPQ applications look similar but the workflow will vary depending on the application
Applicant Information

PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds
Application No. 2005051321B2

<table>
<thead>
<tr>
<th>Applicant Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>-- Select --</td>
</tr>
<tr>
<td>First Name:*</td>
<td>William</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>O</td>
</tr>
<tr>
<td>Last Name:*</td>
<td>Nash</td>
</tr>
<tr>
<td>Organization:</td>
<td>Mason and Madison Plants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1:*</td>
<td>555 Smith Street</td>
</tr>
<tr>
<td></td>
<td>Primary Street</td>
</tr>
<tr>
<td>Address Line 2:</td>
<td>Bldg 152</td>
</tr>
<tr>
<td>City:*</td>
<td>Huckleberry</td>
</tr>
<tr>
<td>State:*</td>
<td>Virginia</td>
</tr>
<tr>
<td>ZIP Code:*</td>
<td>22655</td>
</tr>
</tbody>
</table>
Article Summary

- Next the applicant is prompted to enter information about the article he/she is proposing to import

- A pop-up box appears with lists of regulated articles by category
Article Summary Screen

PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds
Application No. 200505132482
PPQ 626 Permit to Move Live Plant Pests or Noxious Weeds
Application No. 2006069132162

Article
* Indicates a required field
** You must either select a Regulated Category/Article Name or enter an Unlisted Article.

Regulated Article Category:**
Invertebrate - Insects

Regulated Article Name:*
Vanessa annabella

OR
Please provide the name of the article if it is NOT found in the Regulated Article List above.

Unlisted Article:**

Subspecies:

Kingdom: Animalia
Class: Insecta
Order: Lepidoptera
Family: Nymphalidae
Genus: Vanessa

Life Stage(s):
Check all that apply
- Any
- Egg
- Juveniles
- Lyophilized plant or microbes
- Mares
- Pest infected plant material
- Plant Pests
- Pupae
- Spores
- Adult
- Fructifying Bodies
- Larvae
- Microbial solutions
- Nympha
- Pellet dishes/culture tubes
- Propagules
- Seeds
- Whole Plants

March 2006
Regulated Article Pop-up

PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds
Application No. 200505132402

Article

* Indicates a required field
** You must either select a Regulated Category/Article Name or enter an Unlisted Article.

Regulated Article:

Acythosiphon pisum
Acythosiphon pisum

Select Cancel

<table>
<thead>
<tr>
<th>Family:</th>
<th>Nymphalidae</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genus:</td>
<td>Vanessa</td>
</tr>
</tbody>
</table>

Life Stages:
Check all that apply

- [ ] Any
- [ ] Egg
- [x] Adult
- [ ] Fruiting Bodies
<table>
<thead>
<tr>
<th>Quantity:</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units of Measure:</td>
<td>Specimens</td>
</tr>
<tr>
<td>(e.g., lbs, specimen, etc)</td>
<td></td>
</tr>
<tr>
<td>Culture Designation:</td>
<td></td>
</tr>
<tr>
<td>Where was the Article originally collected?*</td>
<td>Isolated Domestically</td>
</tr>
<tr>
<td>Origin Explanation:</td>
<td></td>
</tr>
<tr>
<td>Established in US?</td>
<td>Yes</td>
</tr>
<tr>
<td>Major Pest Host:</td>
<td></td>
</tr>
<tr>
<td>Additional Accompanying Material:</td>
<td></td>
</tr>
<tr>
<td>Material Explanation:</td>
<td></td>
</tr>
<tr>
<td>Intended Use:*</td>
<td>Release - Butterfly Release</td>
</tr>
<tr>
<td>If Other for Intended Use, describe with as much detail as possible: (Max: 1000 Characters)</td>
<td></td>
</tr>
</tbody>
</table>

* Required field
 Origination Point

- The applicant is first prompted to choose one of the following movement types:
  - Importation
  - Interstate movement
  - Intrastate movement
Movement Type

PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds
Application No. 200505132482

Origination Points - Movement Type

* Indicates a required field

Movement Type:*

Approximate Date(s) of Initial Import or Movement:

Continue

March 2006
Importation

- Articles can be from multiple countries or a single location
- A drop-down list of countries is provided
- Method of shipment is also requested
Importation Multiple Countries

PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds

Application No. 200505132482

**Origination Point** - Multiple Countries and/or Continents

- Indicates a required field

**Regulated Article(s) Included:**

- Check All
- Uncheck All
- Vanessa annaeella
- Glossiana bellona

**Countries:**

- Afghanistan
- Albania
- Algeria
- Andorra
- Angola
- Antigua and Barbuda
- Argentina
- Armenia
- Australia
- Austria

**Continents / Subcontinents:**

- Africa
- Central America
- Antarctica
- Asia
- Europe
- North America
- South America

Hold CTRL and click to select multiple options or deselect a selection. To remove country from the list below, first check one or more countries. Then click "Next" button.
Importation Multiple Countries Cont’d
Importation Single Location Cont’d

Contact Name: [First Name] [Last Name]
Contact Telephone:
Comments:

Method of Shipment:
- Air Freight
- Air Mail
- Express Delivery
- Land Freight
- Maritime Freight
- Personal Baggage

Number of Shipments:
Frequency of Shipments: -- Select --
Shipment Comments:
Interstate Movement

- Articles can be from multiple states or a single state with one address

- Note that U.S. Territories are included with the list of States
Interstate Movement

PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds
Interstate Movement
Application No. 200505132482

Interstate - Origination Points Summary

To start entering new origination point either select "Multiple States" or "Single State with Address".

No Records Found
Interstate Movement Multiple States

**PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds**

**Interstate Movement Application No. 200605132492**

**Orignation Point - Multiple States**

* Indicates a required field

**Regulated Article(s) Included:** *(check one or more)*

- [ ] Vanessa annabella
- [ ] Clossiana bettina

**Orignation States:** *(Choose one or more)*

- Alabama
- California
- Florida
- Illinois
- Louisiana
- Minnesota
- Nevada
- North Carolina
- Oregon
- South Dakota
- Virgin Islands, US
- Wyoming

- Alaska
- Colorado
- Georgia
- Indiana
- Maine
- Mississippi
- New Hampshire
- North Dakota
- Pennsylvania
- Tennessee
- Texas

- American Samoa
- Connecticut
- Guam
- Iowa
- Maryland
- Missouri
- New Jersey
- Northern Mariana Islands
- Puerto Rico
- Texas
- Washington

- Arizona
- Delaware
- Hawaii
- Idaho
- Indiana
- Kentucky
- Maryland
- Massachusetts
- Montana
- New Mexico
- New York
- North Carolina
- Ohio
- Rhode Island
- South Carolina
- Utah
- Vermont
- West Virginia
- Wisconsin
Interstate Movement Multiple States

Cont’d

Contact Name:
- First Name
- Last Name

Contact Telephone:
- - -

Comments:

Method of Shipment:
- Air Freight
- Air Mail
- Express Delivery
- Land Freight
- Maritime Freight
- Personal Baggage

Number of Shipments:

Frequency of Shipments:
- Select

Shipment Comments:

Continue
Intrastate Movement

- A single option is offered: Add Origination Point
- Method of Shipment is also requested
Intrastate Movement

PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds
Intrastate Movement
Application No. 200505132482

Intrastate - Origination Points Summary
No Records Found

Change Movement Type  Add Origination Point  Done Entering Origination Points

March 2006
Intrastate Movement Detail

---

**PPQ 626 Permit to Move Live Plant Pests or Noxious Weeds**

**Intrastate Movement**

Application No. 200505132462

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Articles</th>
<th>Origination Point</th>
<th>Inspection Stations</th>
<th>Destination</th>
<th>Proposed Measures</th>
<th>Attachment</th>
<th>Certify &amp; Submit</th>
</tr>
</thead>
</table>

**Intrastate Address**

* Indicates a required field

Regulated Article(s) Included: * (check one or more)

- [ ] Vanessa annabellae
- [ ] Clossiana bellona

**Origination Address:**

Address Line 1: [ ]
Address Line 2: [ ]
City: [ ]
State:* [ ] Select [*] [ ]
ZIP Code: [ ]

**Mailing Address:**[ ] Mailing Address is the same as Origination Address

Address Line 1: [ ]
Address Line 2: [ ]
City: [ ]
State:* [ ] Select [*] [ ]
ZIP Code: [ ]
Intrastate Movement Detail Cont’d

Contact Name:
First Name
Last Name

Contact Telephone:

Comments:

Method of Shipment:
☐ Air Freight  ☐ Air Mail  ☐ Express Delivery
☐ Land Freight  ☐ Maritime Freight  ☐ Personal Baggage

Number of Shipments:

Frequency of Shipments:
-- Select --

Shipment Comments:

Continue
Inspection Stations

- Imported articles are required to go through a Plant Inspection Station
- When an article is imported the Inspection Stations step is added to the work flow
- One or more inspection stations can be chosen
### Inspection Stations

**PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds**

**Application No. 200505132482**

Choose one or more inspection stations.

- Atlanta, GA
- Beltsville, MD
- Brooklyn, NY
- Carolina, PR
- Hawthorne, CA
- Honolulu, HI
- Houston, TX
- Jamaica, NY
- Linden, NJ
- Los Indios, TX
- Miami, FL
- New Orleans, LA
- Nogales, AZ
- Orlando, FL
- San Diego, CA
- San Francisco, CA
- Seattle, WA
- Tamuning, GU

Continue
Destination

- Destination and mailing addresses are requested for all articles

- For interstate and intrastate movement the applicant is prompted to enter the release site address if applicable
Interstate/Intrastate Movement
Destination Continued

Is this a release? *
Yes

Release Site Address: ✓ Release Site Address same as Destination Address
** If release, address information is required

Address Line 1: 555 Smith Street
Address Line 2: Bidg 163
City: Hubbleberry
State: Virginia
ZIP Code: 22565

Release Site Description:

Contact Name:
First Name
Last Name

Contact Telephone:

Comments:

Continue
Proposed Measures

- Proposed Measures fall into two categories:
  - Escape Prevention
  - Final Disposition Method

- The ePermits system allows the applicant to enter proposed measures for each article separately, or for all articles at once if the measures are identical.
Proposed Measures Summary

**PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds**

*Interstate Movement*

**Application No. 200505132482**

### Proposed Measures Summary

<table>
<thead>
<tr>
<th>Regulated Article</th>
<th>Measure Type</th>
<th>Measure(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Clossiana bellona</em></td>
<td>Escape Prevention</td>
<td>Mesh</td>
</tr>
<tr>
<td></td>
<td>Final Disposition Method</td>
<td>Autoclave Incineration</td>
</tr>
<tr>
<td><em>Vanessa annabella</em></td>
<td>Escape Prevention</td>
<td>Mesh</td>
</tr>
<tr>
<td></td>
<td>Final Disposition Method</td>
<td>Autoclave Incineration</td>
</tr>
</tbody>
</table>

**Enter New Proposed Measure** | **Done Entering Proposed Measure**
**Proposed Measures Detail**

### PPQ 626 Permit to Move Live Plant Pests or Noxious Weeds

**Interstate Movement**
- Application No. 200505132402

<table>
<thead>
<tr>
<th>Proposed Measures</th>
<th>Attachment</th>
<th>Quality &amp; Submit</th>
</tr>
</thead>
</table>

#### Escape Prevention
- **Mesh**
- **Other**, describe: Seal Containers
- **Comments:**

#### Final Disposition Method
- **Autoclave**
- **Freezing**
- **Incineration**
- **Landfill disposal, double bagged**
- **Microwave**
- **Release**
- **Other**, describe: Seal Containers
- **Comments:**
Attachments

- Supporting documentation can be attached to the application

- Currently all paper applications are scanned and made part of the appropriate application file folder in the Attachments section
Attachments

PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds
Interstate Movement
Application No. 200505132482

Choose a file to attach

Attachments

Current File Attachments

- agenda.pdf

Delete Check boxes to remove one or more Attachments.

Continue

March 2006

| Back | Back | Forward | Forward |
Certify and Submit

- By clicking on the “Certify and Submit” button the applicant electronically signs his/her application.
- An application number is generated at this point.
- The applicant can use the application number to check the status of the application online.
Certify and Submit

PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds
Interstate Movement
Application No. 200505132482

Certify & Submit

By Certifying and Submitting this application, you agree to the statements below and the application will be submitted to the PPQ APHIS staff.

I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.

WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to $250,000 (7 U.S.C 7734 (b)) or punishable by a fine of not more than $10,000, or imprisonment of not more than 5 years, or both (10 U.S.C 1001)

Certify & Submit

Home | Create Application | My Applications | My Permits/Responses | My Messages | My Profile | Change Password
Application Submitted

The Application Number for this application is P526-051202-003.

View/Print Application | Home

This application was received on 12/02/2005 and submitted on 12/02/2005.
Printable Application

- After the application is certified and submitted ePermits makes a printable application available to the applicant.
- See the next slide for an example.
C. PPQ Permit Staff’s Point of View

- Application Receipt and Processing
- PPQ 526 Application Processing Example
- State’s Response
- Decision to Issue or Deny
- Search for Application
- My Profile

*Slides 59-102*
What happens after the application is submitted?

- Applications are received by PPQ Permit HQ staff
- Each step in the processing of the permit is assigned to a staff member
- The entire process is captured by the following flow diagrams
Application Processing

- The next group of slides will demonstrate how a PPQ 526 application is processed
- As each step in the process is completed the application is transferred to the Staff member assigned to the next step
- PPQ Staff will first access the ePermits Home Page
Welcome to ePermits, your one stop Source for Agricultural Permitting

Summary
Unsubmitted Applications: 1
Pending Applications: 11
Issued Responses/Permits: 0

Applications
200505132506

My Inbox
PS26-051130-003
PS26-051129-005
PS26-051128-006
...My Inbox

My Issued Permits and Responses
No Permits/Responses

March 2006
Folder

❖ Each application has a folder

❖ The Staff member will access the folder through the ePermits Home Page

❖ The folder can be accessed in many ways
Folder

❖ It is available from:
  - Inbox
  - Waiting Tasks
  - Completed Tasks
  - Tracking Sheet
  - Search
  - Every Workflow Task
  - Messages
Folder

- The Folder allows PPQ Staff to:
  - Edit Application
  - View the Tracking Sheet
  - View the Messages
**Folder**

**Application Summary**

<table>
<thead>
<tr>
<th>Application Documents</th>
<th>Task Documents</th>
<th>Task Notes</th>
<th>Open Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>agenda.pdf</td>
<td>No Task Attachments</td>
<td>Determine If Containment Facility is Necessary - 12/03/05 @ 01:51 PM</td>
<td>Joe Evalutaor1: Researching whether Article 1 needs a containment facility. Asked Weller about this as well. Verify Organizer - 12/03/05 @ 01:43 PM</td>
</tr>
</tbody>
</table>

**Assignments**

<table>
<thead>
<tr>
<th>Compliance Officer:</th>
<th>Containment Scientist:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakley, Vanessa</td>
<td>Henney, Mike</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permit Clerk:</th>
<th>Permit Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk, Joe</td>
<td>Manager, Joe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permit Specialist:</th>
<th>Scientist/Technologist:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pmentslip, Chris</td>
<td>Evalutaor1, Joe</td>
</tr>
</tbody>
</table>
Inside the Folder:

- The Folder contains a variety of ways to navigate through the system and complete tasks
- These navigational tools are called Workflow Tools
Workflow Tools

- Folder
- Edit Application
- Tracking Sheet
- Add Note
- Collaborate
- Reassign Task
- Attachment
Edit Application

- PPQ Permit Staff can alter the application without having the applicant resubmit
- The Edited Printable Version will be updated
Edit Application

**USDA APHIS**
United States Department of Agriculture
Animal and Plant Health Inspection Service
ePermits

**PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds**
Importation
Application No. PS26-051129-000

Applicant Information

* Indicates a required field

**Personal Information**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:*</td>
<td>William</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>John</td>
</tr>
<tr>
<td>Last Name:*</td>
<td>Nash</td>
</tr>
</tbody>
</table>

Organizations: Mason and Madison Plants

**Street Address**

<table>
<thead>
<tr>
<th>Address Line 1:*</th>
<th>655 Smith Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Street:</td>
<td></td>
</tr>
<tr>
<td>Address Line 2:</td>
<td>Floor 153</td>
</tr>
<tr>
<td>Apt., Unit, Building, Floor, etc.:</td>
<td></td>
</tr>
</tbody>
</table>

Continue
The Tracking Sheet lists all of the possible workflow tasks for an application. The tasks assigned to the Staff member will be in blue type. Completed tasks are check-marked. Open tasks are in bold face. The PPQ 526 has 44 tasks.
## Tracking Sheet

**USDA ePermits**

**Animal and Plant Health Inspection Service**

**ePermits**

**Tracking Sheet**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Started</th>
<th>Completed</th>
<th>Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assign RFS</td>
<td>120305 01:15 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>2.</td>
<td>Completeness Check</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>3.</td>
<td>Waiting for Applicant’s Response (Permit Specialist)</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>4.</td>
<td>Review Appeal Request</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>5.</td>
<td>Compare Applicant to Violations List</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>6.</td>
<td>Review by Permit Compliance Officer</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>7.</td>
<td>Prepare Letter of Denial</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>8.</td>
<td>Send Letter of Denial</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>9.</td>
<td>Send Letter of Denial</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>10.</td>
<td>Send Letters of Denial</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Jackie Pimba2</td>
</tr>
<tr>
<td>11.</td>
<td>Assign Evaluation Scientist</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>12.</td>
<td>Determine if Containment Facility is Necessary</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>13.</td>
<td>Complete the Environmental Impact Report</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>14.</td>
<td>Verify that the Environmental Impact Report is Complete</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>15.</td>
<td>Determine if Containment Facilities are Adequate</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>16.</td>
<td>Determine if Environmental Assessment is Necessary</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>17.</td>
<td>Verify that the Environmental Assessment is Complete</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>18.</td>
<td>Determine the Significance of the Environmental Impact</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>19.</td>
<td>Prepare Risk Analysis</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>20.</td>
<td>Assign Applicant Response for Evaluation</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>21.</td>
<td>Review Applicant Response for Evaluation</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>22.</td>
<td>Prepare Conditions for Permit</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>23.</td>
<td>Finalize Management Review of Draft Conditions</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>24.</td>
<td>Adjust Conditions for Permit</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>25.</td>
<td>Prepare State Review Package</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>26.</td>
<td>Send State Review Package</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>27.</td>
<td>Waiting for State’s Review</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>28.</td>
<td>Prepare Applicant Review Draft Permit</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>29.</td>
<td>Verify that the Applicant’s Response is Complete</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>30.</td>
<td>Send Applicant Review Draft Permit</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>31.</td>
<td>Review and Address Applicant Response</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
<tr>
<td>32.</td>
<td>Adjust Permit Conditions Based on</td>
<td>120305 01:17 PM</td>
<td>120305 01:17 PM</td>
<td>Joe Evaluator1</td>
</tr>
</tbody>
</table>
Add Note

- At any step in the process the PPQ Staff member can enter a note
- The Add Note feature provides a comment area to capture analysis or comments
- Task Notes appear on the Folder page
Add Note

Enter text in the box below. Click "OK" to save or "Cancel" to abort any changes.

Task Notes: (max of 4000 characters)
Researching the article to determine if Containment Facility is necessary.
Collaborate

- The collaboration feature allows PPQ Staff to request information from another Staff member before completing a task.
- The application number/folder appears in the ePermits Home Page Inbox.
- When the folder is accessed the collaboration message will appear under Collaboration Tasks.
Collaborate

If you like to collaborate with other users for the current task then select a collaborator from list below and click "Ok".

Collaboration Message:
Wait, can you take a look at article 1 to see if it needs a containment facility. Thanks.

Admin, System
Brady, Karen
Brady2, Karen
Burnett, Gwendolyn
Chawkat, Ahmad
Clerk, Joe
Coccagna, Adam
Coker, Carolyn
Compliance, Joe
Connors, John
Connors, Junior
Cousins, Joyce
Crayle, Donna
Davis, Bonita
Denmark, Alan

Gould, Walter

OK Cancel
Reassign Task

- Provides a way for the PPQ Staff to re-assign the application to another staff member

- This tool is available from every workflow task
## Reassign Task

<table>
<thead>
<tr>
<th>Folder</th>
<th>Edit Application</th>
<th>Tracking Sheet</th>
<th>Add Note</th>
<th>Collaborate</th>
<th>Reassign Task</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Received Date:** 12/16/2005  
**Application Form:** PPQ 585  
**Application Number:** PS85-051216-001  
**Applicant:** West, Simon  
**Organization:** Penny Trees and Lumber

**Task Open Date:** 12/16/2005  
**Task Close Date:**  

### Prepare and Send Applicant Review Draft Permit (Any Port)

- **Applicant Review is:** Necessary
- **How is the Applicant Review Draft Permit to be Delivered?** Electronically, via ePermits

### Collaboration

- **Collaboration Requestor Message:** strip of Acacia koa?  
- **Collaboration Requestee Message:**  
  - 12/16/05 @ 14:17  
  - Brady, Karen: Use Condition Group Annex A and Annex B.

### Task Notes

- 12/16/05 @ 02:03 PM  
  - Bill Trainspec11: The applicant does not need to review the standard conditions
Attachment

- The Attachment tool provides a way to attach supporting documents or graphics to the application record

- This tool is available from every workflow task
Attachment
My Messages

- Provides the applicant a message area used to correspond with PPQ.
  - Used when more information is requested from the applicant
  - Used when the applicant is requested to review and consent to the permit conditions
  - Used when the applicant is sent a message from the permit staff
<table>
<thead>
<tr>
<th>Appl. No.</th>
<th>Subject</th>
<th>Requires Response</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>P525-051206-001</td>
<td>Waiting for Applicant’s Response (Permit Specialist)</td>
<td>Yes</td>
<td>Tue 12/06/05 3:56 PM</td>
</tr>
<tr>
<td>P525-051129-006</td>
<td>Need Info on P525-051129-006</td>
<td>No</td>
<td>Sat 12/03/05 2:59 PM</td>
</tr>
<tr>
<td>P525-051129-004</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Tue 11/30/05 12:08 PM</td>
</tr>
<tr>
<td>P525-051123-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/21/05 3:48 PM</td>
</tr>
<tr>
<td>P525-051422-003</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Tue 12/22/05 2:30 PM</td>
</tr>
<tr>
<td>P525-051115-007</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/19/05 5:07 PM</td>
</tr>
<tr>
<td>P525-051118-009</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/16/05 5:03 PM</td>
</tr>
<tr>
<td>P525-051118-007</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/14/05 5:02 PM</td>
</tr>
<tr>
<td>P525-051145-006</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/14/05 5:01 PM</td>
</tr>
<tr>
<td>P525-051118-005</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/15/05 5:00 PM</td>
</tr>
<tr>
<td>P525-051119-002</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/15/05 4:32 PM</td>
</tr>
<tr>
<td>P525-051113-003</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/15/05 4:29 PM</td>
</tr>
<tr>
<td>P525-051115-004</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/14/05 4:17 PM</td>
</tr>
<tr>
<td>P525-051113-003</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/16/05 4:15 PM</td>
</tr>
<tr>
<td>P525-051118-008</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/15/05 4:13 PM</td>
</tr>
<tr>
<td>P525-051115-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/16/05 11:40 AM</td>
</tr>
<tr>
<td>P525-051115-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/14/05 11:05 AM</td>
</tr>
<tr>
<td>P525-051115-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/14/05 11:05 AM</td>
</tr>
<tr>
<td>P525-051115-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/14/05 11:04 AM</td>
</tr>
<tr>
<td>P525-051115-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/14/05 11:04 AM</td>
</tr>
<tr>
<td>P525-051115-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/14/05 11:03 AM</td>
</tr>
<tr>
<td>P525-051115-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/14/05 11:03 AM</td>
</tr>
<tr>
<td>P525-051115-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/15/05 6:12 PM</td>
</tr>
<tr>
<td>P525-051115-001</td>
<td>Applicant Review Draft Permit</td>
<td>No</td>
<td>Wed 11/15/05 6:06 PM</td>
</tr>
</tbody>
</table>

March 2006
Conditions

- One of the final permit processing tasks is to apply conditions to the application.

- Each PPQ Permit Staff Scientist is responsible for creating a list of conditions that pertains to his/her article group – this is called a Condition Group.
Condition Group Example

### Condition Group

**Condition Group Name:** Domestic Butterfly Release

**Conditions**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>This permit is issued to ___ for the interstate movement and environmental release of the identified butterfly species <em>Agraulis vanillae</em>, <em>Danaus plexippus</em>, <em>Heliconius charitonius</em>, <em>Heraclides caterpilas</em>, <em>Nymphalis antiopa</em>, <em>Papilio polyxenes</em>, <em>Vanessa atalanta</em>, <em>Vanessa cardui</em>, and <em>Vanessa virginiensis</em> from ___ to ___.</td>
</tr>
<tr>
<td>Under the Plant Protection Act, individuals or corporations who fail to comply with these conditions and authorizations, or who forge, counterfeit, or deface permits may receive civil or criminal penalties, and may have all current permits cancelled and future permit applications denied.</td>
</tr>
<tr>
<td>No field-collected individuals may be shipped - only laboratory produced individuals.</td>
</tr>
<tr>
<td>All livestock must come from genetic stock originating in the approved region of the United States or the address identified in condition #1, above.</td>
</tr>
</tbody>
</table>

**Sort | Delete**

### Save Changes | Cancel
State’s Response

- After the conditions are added, the application is forwarded to the State Plant Regulatory Official (SPRO) of the destination state for approval.

- Currently PPQ Permits HQ is planning to collaborate with the SPROs to discuss usage and access to the ePermits system.
# State’s Response

**Controller:** USDA APHIS Animal and Plant Health Inspection Service ePermits

**Task:** Waiting for State’s Review

**State Draft Permit Review Results:**
- [ ] State Concurs
- [ ] State Does Not Concur
- [ ] State Did Not Respond

**State’s Response:**
(Max. 4000 characters)

**Received Date:** 12/3/2005
**Application Form:** PPC 526
**Application Number:** P526-051203-003
**Applicant:** Radcliffe, Frank
**Organization:** Sundance University

**Task Open Date:** 12/3/2005
**Task Close Date:**

**State Review Sent Date:** 12/3/2005
**Response Received Date:** 12/3/2005
To Issue or Deny?

- After the SPRO responds, a pending epermit is issued to the applicant.
- The applicant must agree to all conditions on the permit.
- The applicant then sends the pending epermit back to PPQ Permits HQ.
To Issue or Deny?

- After the applicant responds, the final decision to issue or deny the permit is made.
- If the application is approved, the permit is issued electronically and a permit number is assigned to it.
- If the application is denied, ePermits generates a letter of denial.
Letter Generator

- The software provides a word processing feature to assist in the creation of Letters of Denial and Letters of No Jurisdiction
December 3, 2005
Mr. Tom Brady
888 Rod Rd
Cairo, New Mexico 87654
Dear Mr. Tom Brady:
Your Vanessa Annabella has been denied.
Sincerely,

Joe Evaluator
Regulatory Permit Specialist
APHIS Plant Health Programs
Issued Permit

- When the application is approved the permit is issued electronically to the applicant
- A printable version of the permit is also available through ePermits
- See the next slide for an example
**Issued Permit**

**Permit to Move Live Plant Pests and Noxious Weeds**

**Interstate Movement**

Regulated by 7 CFR 330

---

<table>
<thead>
<tr>
<th>PERMITTEE NAME:</th>
<th>PERMIT NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Robert Morris</td>
<td>P53609-98-200992</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>DATE ISSUED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA/APHIS-RCGL</td>
<td>01/27/2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>EXPIRES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3420 NW Orchard Avenue, Corvallis, OR 97330</td>
<td>01/27/2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE:</th>
<th>FAX:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(541) 736-4020</td>
<td>(541) 736-4125</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESTINATION:</th>
<th>RELEASE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3420 NW Orchard Avenue, Corvallis, OR 97330</td>
<td>N/A</td>
</tr>
</tbody>
</table>

---

Under the conditions specified, this permit authorizes the following:

<table>
<thead>
<tr>
<th>Article Type</th>
<th>Plant Pathogen</th>
<th>Strain(s)</th>
<th>Intended Use</th>
<th>Shipment Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Pathogen</td>
<td>Bean leaf roll</td>
<td></td>
<td>Research-Lab</td>
<td>CA, WA</td>
</tr>
<tr>
<td>Plant Pathogen</td>
<td>Ophiurosis leaf</td>
<td></td>
<td>Research-Lab</td>
<td>CA, WA</td>
</tr>
<tr>
<td>Plant Pathogen</td>
<td>Tomato leaf</td>
<td></td>
<td>Research-Lab</td>
<td>CA, WA</td>
</tr>
<tr>
<td>Plant Pathogen</td>
<td>Tomato leaf</td>
<td></td>
<td>Research-Lab</td>
<td>CA, WA</td>
</tr>
</tbody>
</table>

---

**This permit has been approved electronically by the following USDA/APHIS Office via FERMENTA.**

Inc. James Wilkinson

March 2006
PERMIT CONDITIONS

1. This authorization is strictly for research in a controlled environment and is not valid if the organism(s) will be used in field research or will be released into the environment.

2. This permit authorizes the shipment of strains isolated in the United States only; FOREIGN ISOLATES ARE PROHIBITED.

3. This permit does not authorize the introduction, importation, interstate movement or release into the environment of any genetically engineered organisms or products.

4. There is to be no further distribution of these organisms without prior approval from State and Federal regulatory officials.

5. While in storage, all cultures will be kept locked (e.g. in freezer, cabinet), with access limited to authorized personnel only, or will be a restricted access building that requires a key card entry and access is restricted to authorized personnel only, or it will be in locked room restricted to authorized personnel only.

6. Organisms approved under this permit must be destroyed (e.g., by autoclave, incineration) or preserved in dead specimens by the expiration date of this permit, or when no longer required for research studies, whichever comes first. APHIS does not currently issue extensions or renewals of existing permits; the permit holder must submit a new permit application at least three months prior to the expiration of this permit. (a) continue uninterrupted transmission to proper species approved under this permit; (b) obtain authorization for enjoyment release of species approved under this permit; (c) e. a permit for transfer is always required to authorize release of any species to the natural environment.

7. The permit holder is responsible for the disposition of the organisms throughout the duration of the permit. If the permit holder leaves the institution where the organism is kept, all organisms must be destroyed, unless a new individual who assumes responsibility for continued maintenance submits an PPQ form 526 application and obtains a permit prior to the permit's departure.

8. Failure to comply with these conditions may result in the immediate cancellation of this and all current permits and the denial of future permits under the federal Plant Protection Act, 2000. Monetary fines are possible up to $10,000.00 or 3 years in jail or both.

9. This permit does not authorize movement or use of plant pathogens listed in the Public Health Security and Bioterrorism Preparedness and Response Act of 2002.

10. If an accidental release into the environment occurs, immediate notification must be made to APHIS, PPQ 4700 Farver Rd., unit 146, Riverdale, MD 20737, 301-734-8532. A written report of the incident must be submitted immediately. (a) the name of the permit holder (responsible person), (b) the permit number, (c) all released organisms identified to at least the species level, (d) the country or state of origin of the organism, (e) the source of the release, and (f) a statement already taken to contain, reduce or limit the effects of the incidentally released organism. Any plans prepared to contain, reduce or limit the effects of the incidentally released organism may be submitted in lieu.

11. If you discover that the organism that you received is NOT what you requested, please notify us at Ames Code 301 734-8532 for further instructions and take all prudent measures to contain the organism (e.g. move infected plants from greenhouse to growth chamber).

12. All infected plant material shipped INTERSTATE will be packed in 5 mil double plastic bags or if viable plant material is required in cloth or paper bags (or equivalent materials). These bags will be transported in a sturdy, sealed, leak-proof cardboard, metal, tin, wood, or a material of equivalent strength.

PERMIT HAS BEEN APPROVED ELECTRONICALLY BY THE FOLLOWING PH 2 HEADQUARTER OFFICIAL VIA EPERMIT.

Date: 01/07/2006

March 2006
Search for Application/Permit

- PPQ Permits Staff and applicants can use ePermits to:
  - Check the status of an application
  - Locate an issued permit
Search for Application/Permit

- ePermits can be searched by:
  - Application Number
  - Permit Number
  - Applicant’s Last Name
  - Permit Issuer’s Last Name
  - Organization
Search Results

- Lists the application number, the applicant, the organization, status, responses, issuing staff member, expiration date, and the issuance date
- Results can be sorted by any of the columns
- Lists the PDF of the official responses
- Provides a Folder Icon to find the detailed status of the application
<table>
<thead>
<tr>
<th>ApplNo.</th>
<th>Applicant</th>
<th>Organization</th>
<th>Status</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>P585-051116-002</td>
<td>Taylor, Fred</td>
<td>Milton Bradley</td>
<td>Processed</td>
<td>Permit 1 - P40-05-00001</td>
</tr>
<tr>
<td>P526-051207-021</td>
<td>Taylor, Mason</td>
<td>Cantrel Research</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-003</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-004</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-005</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-006</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-007</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-008</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-009</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-010</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-011</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>P585-051229-012</td>
<td>Taylor, Sam</td>
<td>Taylor Lumber</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>
My Profile

- In addition to application/permit information, an applicant can use ePermits to update personal information.
- My Profile allows applicants/permittees to change phone number, email address, etc. easily.
# My Profile

**User Profile**

Your name, address, and contact information shown below are those we have on file. Your profile information provides a way to automatically populate certain sections of the permit application. Your eAuthentication profile information may not match the ePermits profile information shown below.

* Indicates a required field

<table>
<thead>
<tr>
<th>User Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>William</td>
</tr>
<tr>
<td>MI:</td>
<td>0</td>
</tr>
<tr>
<td>Last Name:</td>
<td>Nashi</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1:</td>
<td>555 Smith Street</td>
</tr>
<tr>
<td>Address Line 2:</td>
<td>Bldg 143</td>
</tr>
<tr>
<td>City:</td>
<td>Huckleberry</td>
</tr>
<tr>
<td>State:*</td>
<td>Virginia</td>
</tr>
<tr>
<td>ZIP Code:*</td>
<td>22555</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Phone:</td>
<td>703 - 333 - 9223</td>
</tr>
<tr>
<td>FAX:</td>
<td>703 - 333 - 9224</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>703 - 333 - 4444</td>
</tr>
<tr>
<td>Email:*</td>
<td><a href="mailto:hashb@seac-solutions.com">hashb@seac-solutions.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>Mason and Madison Plants</td>
</tr>
<tr>
<td>Organization Unique ID:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View CBI?:*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Save Changes | Cancel
D. Future Capabilities of ePermits

- Additional Application Forms for PPQ, BRS, and VS
- Permit Fees
- Shipment Labels
- State’s Response
- Facility Inspection Request
- Additional ePermit Functions
- Phase 3

*Slides 104-117*
Additional APHIS Application Forms

- **PPQ**
  - PPQ 525 – for Permit to Receive Soil
  - PPQ 546 – for Agreement for Postentry Quarantine – State Screening Process
  - PPQ 586 – for Permit to Transit Plants and/or Plant Products into or through the United States
Additional APHIS Application Forms

- **BRS**
  - BRS 2000 – Notification to Move, Import or Field Test Genetically Engineered Organisms
Additional APHIS Application Forms

- **VS**
  - VS 2005 – for US Veterinary Biological Product Permit
  - VS 17 -129 – for Import or In-Transit Permit (Animals, Animal Semen, Poultry, and Hatching Eggs)
Permit Fees

- In the near future permit fees will be imposed, including:
  - A non-refundable application fee
  - An issuance fee
- The applicant will pay the application fee when they “Certify and Submit” their application
Permit Fees

PPQ 621 Protected Plant Permit to Engage in the Business of Importing, Exporting, or Re-exporting Terrestrial Plants
Application No. 200506133015

Credit Card Payment

You indicated that you would like to pay now using a credit card. If this is not correct, click on the Change Payment Type button to go back to the previous page and select a different payment type.

Otherwise, click on the Pay Now button.

Pay Now
Permit Fees - Pay.Gov

<table>
<thead>
<tr>
<th>Online Payment</th>
<th>Return to your originating application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1: Enter Payment Information</strong></td>
<td></td>
</tr>
<tr>
<td>Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)</td>
<td></td>
</tr>
<tr>
<td>Required fields are indicated with a red asterisk *</td>
<td></td>
</tr>
<tr>
<td>Account Holder Name:</td>
<td>Felix Burns</td>
</tr>
<tr>
<td>Payment Amount:</td>
<td>$70.00</td>
</tr>
<tr>
<td>Billing Address:</td>
<td>5543 West St.</td>
</tr>
<tr>
<td>Billing Address 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Springfield</td>
</tr>
<tr>
<td>State / Province:</td>
<td>Illinois - IL</td>
</tr>
<tr>
<td>Zip / Postal Code:</td>
<td>33445</td>
</tr>
<tr>
<td>Country:</td>
<td>United States</td>
</tr>
<tr>
<td>Card Type:</td>
<td></td>
</tr>
<tr>
<td>Card Number:</td>
<td>*</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>*</td>
</tr>
</tbody>
</table>

*Card number value should not contain spaces or dashes*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

| Continue with Plastic Card Payment | Cancel |

**Note:** Please avoid navigating the site using your browser’s Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.
Shipment Labels

- Many regulated articles are shipped with shipment labels
- Soon barcodes will be included on shipment labels that will:
  - Track entry of the article into the United States
  - Tie the shipment to a permit on file
  - Confirm the validity of the permit
Shipment Labels

- The barcodes will also trigger a notification email to SPHDs
- SPHDs will have the option to verify compliance with permit conditions when the shipment arrives at the approved facility
State’s Response

- Currently the State’s Response step in the process is not available through ePermits.
- PPQ Permits HQ is planning to collaborate with the SPROs to discuss usage and access to the ePermits system.
- The State’s Response step will be made available through ePermits after this collaborative effort is complete.
Occasionally a Plant Pest Containment Facility Inspection request is made to States to approve a destination facility for a regulated article. Currently the Facility Inspection Request step in the process is not available through ePermits.
Facility Inspection Request

- PPQ Permits HQ is planning to collaborate with the SPHDs to discuss usage and access to the ePermits system
- The Facility Inspection Request step will be made available through ePermits after this collaborative effort is complete
Additional ePermit Functions

- **Advanced Search Capabilities**
  - Will enable the use to search ePermits with multiple criteria

- **Interview Engine**
  - Will lead the applicant through the application process with simple “yes or no” questions
Additional ePermit Functions

- Permit Expiration Notification
  - Email notification to applicants and SPHDs will be sent out six months before the permit expires

- Other Reminder Emails
  - Email reminders will be sent to SPHDs about pending facility inspections, issued permits, permit expiration, and regulated article entry notification pertinent to their respective States
Phase 3

- Phase 3 (of 4) is scheduled for release in summer or fall of 2006
- Training will be provided to SPHDs about how to access and use the ePermits system
- The first step is eAuthentication – Get eAuthenticated today!