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# 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



# Applicant Home Page



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



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## ePermits

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

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- Logoff

## Welcome to ePermits, your one stop Source for Agricultural Permitting

### Summary

Unsubmitted Applications: 28  
Pending Applications: 59  
**New Messages: 50**

### My Applications

[200505132477](#)  
[200505132466](#)  
[200505132464](#)  
...All saved applications

### My Permits/Responses

[Permit - P526P-05-00048](#)  
[Q.8 - P8-05-00005](#)  
[Q.56 - P56-05-00001](#)  
...All saved permits/responses

[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)





# 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

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

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

**Applicant** | Articles | Origination Point | Inspection Stations | Destination | Proposed Measures | Attachment | Certify & Submit

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**Applicant Information**

\* Indicates a required field

**Personal Information**

**Title:**

**First Name:**\* William

**Middle Name:** G

**Last Name:**\* Nash

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**Organization:**

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**Street Address**

**Address Line 1:**\*   
Primary Street

**Address Line 2:**   
Apartment, suite, unit, building, floor, etc.

**City:**\*

**State:**\*

**ZIP Code:**\*





# Applicant Information Cont'd

## Mailing Address

Check if Mailing Address is the same as the Street Address entered above.

**Address Line 1:\***

555 Smith Street

Primary Street or P.O. Box

**Address Line 2:**

Bldg 153

Apartment, suite, unit, building, floor, etc.

**City:\***

Huckleberry

**State:\***

Virginia

**ZIP Code:\***

22555

## Contact Information

**Day Telephone:\***

703 - 333 - 3333 Ext.:

**FAX Telephone:**

703 - 333 - 3234

**Alternate Telephone:**

703 - 333 - 4444 Ext.:

**Primary Email:\***

nashb@saic-solutions.com

**Secondary Email:**

Continue

PPQ526-001-001

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## 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

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**Animal and Plant Health Inspection Service**  
ePermits

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

Application No. 200505132482

Applicant   **Articles**   Origination Point   Inspection Stations   Destination   Proposed Measures   Attachment   Certify & Submit

### Article Summary

Name
Vanessa annabella

PPQ526-005-002

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# Article Detail

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



### Article

\* Indicates a required field

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

**Regulated Article Category:\*\***

**Regulated Article Name:\*\***

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

- |  |   |
|--|---|
| <input type="checkbox"/> Any                           | <input checked="" type="checkbox"/> Adult           |
| <input type="checkbox"/> Egg                           | <input type="checkbox"/> Fruiting Bodies            |
| <input type="checkbox"/> Juveniles                     | <input checked="" type="checkbox"/> Larvae          |
| <input type="checkbox"/> Lyophilized plant or microbes | <input type="checkbox"/> Microbial solutions        |
| <input type="checkbox"/> Mycelia                       | <input type="checkbox"/> Nymph                      |
| <input type="checkbox"/> Pest-infected plant material  | <input type="checkbox"/> Petri dishes/culture tubes |
| <input type="checkbox"/> Plant Parts                   | <input type="checkbox"/> Propagules                 |
| <input type="checkbox"/> Pupae                         | <input type="checkbox"/> Seeds                      |
| <input type="checkbox"/> Spores                        | <input type="checkbox"/> Whole Plants               |





# Regulated Article Pop-up

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

Applicant   **Articles**   Origination Point   Inspection Stations   Destination   Proposed Measures   Attachment   Certify & Submit

**Article**

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

**Regulated Article:**

Select   Cancel

**Family:** *Nymphalidae*  
**Genus:** *Vanessa*

**Life Stage(s):** Check all that apply

Any    Egg    Adult    Fruiting Bodies





# Article Detail Cont'd

<b>Quantity:</b>	<input type="text" value="100"/>
<b>Units of Measure:</b>	<input type="text" value="Specimens"/> <small>(e.g., lbs, specimen, etc)</small>
<b>Culture Designation:</b>	<input type="text"/>
<b>Where was the Article originally collected?*</b>	<input type="text" value="Isolated Domestically"/>
<b>Origin Explanation:</b>	<input type="text"/>
<b>Established in US?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
<b>Major Pest Host:</b>	<input type="text"/>
<b>Additional Accompanying Material:</b>	<input type="text" value="-- Select --"/>
<b>Material Explanation:</b>	<input type="text"/>
<b>Intended Use:*</b>	<input type="text" value="Release - Butterfly Release"/>
<b>If Other for Intended Use, describe with as much detail as possible:</b> <small>(Max. 1000 Characters)</small>	<input type="text"/>

PPQ526-005-004





# Origination Point

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



# Movement Type

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

Application No. 200505132482

Applicant    Articles    **Origination Point**    Inspection Stations    Destination    Proposed Measures    Attachment    Certify & Submit

### Origination Points - Movement Type

\* Indicates a required field

**Movement Type:** \*

**Approximate Date(s) of Initial Import or Movement:**

PPQ526-003-010

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# 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 Summary Screen



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**PPQ 526 Permit to Move Live Plant Pests or Noxious Weeds**  
Importation  
Application No. 200505132817

Applicant   Articles   **Origination Point**   Inspection Stations   Destination   Proposed Measures   Attachment   Certify & Submit

**Importation - Origination Points Summary**

Countries Or Continents / Subcontinents	Article(s)
Norway	Alternanthera sessilis (Amaranthaceae)
Sweden	Paspalum scrobiculatum (Poaceae)
Denmark	

Change Movement Type   Multiple Countries/Continents   Single Location   Done Entering Origination Points

PPQ526-003-006

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# Importation Multiple Countries

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

**Importation**  
Application No. 200505132482

Applicant    Articles    **Origination Point**    Inspection Stations    Destination    Proposed Measures    Attachment    Certify & Submit

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

\* Indicates a required field

**Regulated Article(s) Included:**\* (check one or more)  
[Check All](#) | [Uncheck All](#)

Vanessa annabella  
 Clossiana bellona

**Countries:**\* (Choose one or more)  
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 "<<" button.

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

**Continents / Subcontinents:**\* (Check one or more)

<input type="checkbox"/> Africa	<input type="checkbox"/> Antarctica	<input type="checkbox"/> Asia	<input type="checkbox"/> Australia
<input type="checkbox"/> Central America	<input type="checkbox"/> Europe	<input type="checkbox"/> North America	<input type="checkbox"/> South America





# Importation Multiple Countries Cont'd

<b>Contact Name:</b>	First Name	Last Name
	<input type="text"/>	<input type="text"/>
<b>Contact Telephone:</b>	<input type="text"/>	
<b>Comments:</b>	<input type="text"/>	
<b>Method of Shipment:</b>	<input type="checkbox"/> Air Freight <input type="checkbox"/> Air Mail <input type="checkbox"/> Express Delivery	
	<input type="checkbox"/> Land Freight <input type="checkbox"/> Maritime Freight <input type="checkbox"/> Personal Baggage	
<b>Number of Shipments:</b>	<input type="text"/>	
<b>Frequency of Shipments:</b>	-- Select -- <input type="button" value="v"/>	
<b>Shipment Comments:</b>	<input type="text"/>	
	<input type="button" value="Continue"/>	

PPQ526-003-012





# Importation Single Location

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

Importation  
Application No. 200505132482

Applicant    Articles    **Origination Point**    Inspection Stations    Destination    Proposed Measures    Attachment    Certify & Submit

---

#### Origination Point - Address

\* Indicates a required field

**Regulated Article(s) Included:**\* (check one or more)  
[Check All](#) | [Uncheck All](#)

Vanessa annabella  
 Clossiana bellona

**Origination Address:**

**Address Line 1:**

**Address Line 2:**

**City:**

**Province/State:**

**Postal Code:**

**Country:**\*

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

**Address Line 1:**

**Address Line 2:**

**City:**

**Province/State:**

**Country:**\*

**Postal Code:**





# 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:**

PPQ526-003-013





# 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

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

Applicant   Articles   **Origination Point**   Inspection Stations   Destination   Proposed Measures   Attachment   Certify & Submit

---

**Interstate - Origination Points Summary**

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

**No Records Found**

PPQ526-003-007

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# Interstate Movement Multiple States

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



### Origination Point - Multiple States

\* Indicates a required field

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

[Check All](#) | [Uncheck All](#)

- Vanessa annabella
- Clossiana bellona

**Origination States:**\*  
(Choose one or more)

- |   |  |   |  |   |
|---|--|---|--|---|
| <input type="checkbox"/> Alabama            | <input type="checkbox"/> Alaska        | <input type="checkbox"/> American Samoa           | <input type="checkbox"/> Arizona       | <input type="checkbox"/> Arkansas             |
| <input type="checkbox"/> California         | <input type="checkbox"/> Colorado      | <input type="checkbox"/> Connecticut              | <input type="checkbox"/> Delaware      | <input type="checkbox"/> District of Columbia |
| <input type="checkbox"/> Florida            | <input type="checkbox"/> Georgia       | <input type="checkbox"/> Guam                     | <input type="checkbox"/> Hawaii        | <input type="checkbox"/> Idaho                |
| <input type="checkbox"/> Illinois           | <input type="checkbox"/> Indiana       | <input type="checkbox"/> Iowa                     | <input type="checkbox"/> Kansas        | <input type="checkbox"/> Kentucky             |
| <input type="checkbox"/> Louisiana          | <input type="checkbox"/> Maine         | <input type="checkbox"/> Maryland                 | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Michigan             |
| <input type="checkbox"/> Minnesota          | <input type="checkbox"/> Mississippi   | <input type="checkbox"/> Missouri                 | <input type="checkbox"/> Montana       | <input type="checkbox"/> Nebraska             |
| <input type="checkbox"/> Nevada             | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> New Jersey               | <input type="checkbox"/> New Mexico    | <input type="checkbox"/> New York             |
| <input type="checkbox"/> North Carolina     | <input type="checkbox"/> North Dakota  | <input type="checkbox"/> Northern Mariana Islands | <input type="checkbox"/> Ohio          | <input type="checkbox"/> Oklahoma             |
| <input type="checkbox"/> Oregon             | <input type="checkbox"/> Pennsylvania  | <input type="checkbox"/> Puerto Rico              | <input type="checkbox"/> Rhode Island  | <input type="checkbox"/> South Carolina       |
| <input type="checkbox"/> South Dakota       | <input type="checkbox"/> Tennessee     | <input type="checkbox"/> Texas                    | <input type="checkbox"/> Utah          | <input type="checkbox"/> Vermont              |
| <input type="checkbox"/> Virgin Islands, US | <input type="checkbox"/> Virginia      | <input type="checkbox"/> Washington               | <input type="checkbox"/> West Virginia | <input type="checkbox"/> Wisconsin            |
| <input type="checkbox"/> Wyoming            |  |   |  |   |





# 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:**

PPQ526-003-015





# Interstate Movement Single State

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

Applicant    Articles    **Origination Point**    Inspection Stations    Destination    Proposed Measures    Attachment    Certify & Submit

**Origination Point - Address**

\* Indicates a required field

**Regulated Article(s) Included:**\* (check one or more)  
[Check All](#) | [Uncheck All](#)

Vanessa annabella  
 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:**





# Interstate Movement Single State 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:**

PPQ526-003-016

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# Intrastate Movement

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



# Intrastate Movement

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

Applicant
Articles
**Origination Point**
Inspection Stations
Destination
Proposed Measures
Attachment
Certify & Submit

---

**Intrastate - Origination Points Summary**

**No Records Found**

PPQ526-003-008

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## Intrastate Movement Detail

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

Applicant    Articles    **Origination Point**    Inspection Stations    Destination    Proposed Measures    Attachment    Certify & Submit

---

**Intrastate - Address**

\* Indicates a required field

**Regulated Article(s) Included:\*** (check one or more)  
[Check All](#) | [Uncheck All](#)

Vanessa annabella  
 Clossiana bellona

**Origination Address:**

**Address Line 1:**

**Address Line 2:**

**City:**

**State:\***

**ZIP Code:**

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

**Address Line 1:**

**Address Line 2:**

**City:**

**State:\***

**ZIP Code:**





# Intrastate Movement Detail Cont'd

<b>Contact Name:</b>	First Name <input type="text"/>	Last Name <input type="text"/>
<b>Contact Telephone:</b>	<input type="text"/> - <input type="text"/> - <input type="text"/>	
<b>Comments:</b>	<input type="text"/>	
<b>Method of Shipment:</b>	<input type="checkbox"/> Air Freight <input type="checkbox"/> Air Mail <input type="checkbox"/> Express Delivery <input type="checkbox"/> Land Freight <input type="checkbox"/> Maritime Freight <input type="checkbox"/> Personal Baggage	
<b>Number of Shipments:</b>	<input type="text"/>	
<b>Frequency of Shipments:</b>	-- Select --	
<b>Shipment Comments:</b>	<input type="text"/>	

PPQ526-003-014





# 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



United States Department of Agriculture  
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ePermits

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

Applicant    Articles    Origination Point    **Inspection Stations**    Destination    Proposed Measures    Attachment    Certify & Submit

**Inspection Stations**

Choose one or more inspection stations.

<input type="checkbox"/> Atlanta, GA	<input type="checkbox"/> Beltsville, MD	<input type="checkbox"/> Carolina, PR	<input type="checkbox"/> Hawthorne, CA	<input type="checkbox"/> Honolulu, HI	<input type="checkbox"/> Houston, TX
<input type="checkbox"/> Jamaica, NY	<input type="checkbox"/> Linden, NJ	<input type="checkbox"/> Los Indios, TX	<input type="checkbox"/> Miami, FL	<input type="checkbox"/> New Orleans, LA	<input type="checkbox"/> Nogales, AZ
<input type="checkbox"/> Orlando, FL	<input type="checkbox"/> San Diego, CA	<input type="checkbox"/> San Francisco, CA	<input type="checkbox"/> Seattle, WA	<input type="checkbox"/> Tamuning, GU	

Continue

PPQ526-002-017

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# 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



# Importation Destination

**USDA APHIS** United States Department of Agriculture  
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ePermits

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

Importation  
Application No. 200505132482

Applicant   Articles   Origination Point   Inspection Stations   **Destination**   Proposed Measures   Attachment   Certify & Submit

#### Destination - Importation Movement

\* Indicates a required field

**Destination Address:**  Destination Address same as Applicant's Address

Address Line 1:   
Address Line 2:   
City:   
State:\*   
ZIP Code:

**Mailing Address:**  Mailing Address same as Destination Address

Address Line 1:   
Address Line 2:   
City:   
State:   
ZIP Code:

**Contact Name:** First Name  Last Name   
**Contact Telephone:**   
**Comments:**

PPQ526-004-029

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# Inter/Intrastate Movement Destination

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

Interstate Movement  
Application No. 200505132482

Applicant    Articles    Origination Point    Inspection Stations    **Destination**    Proposed Measures    Attachment    Certify & Submit

---

#### Destination - Interstate/Intrastate Movement

\* Indicates a required field

**Destination Address:**  Destination Address same as Applicant's Address

**Address Line 1:**

**Address Line 2:**

**City:**

**State:**\*

**ZIP Code:**

**Mailing Address:**  Mailing Address same as Destination Address

**Address Line 1:**

**Address Line 2:**

**City:**

**State:**

**ZIP Code:**





# Interstate/Intrastate Movement Destination Continued

Is this a release?  Yes  No

**Release Site Address:**  Release Site Address same as Destination Address

\*\* If release, address information is required.

**Address Line 1:**

**Address Line 2:**

**City:**

**State:\*\***

**ZIP Code:**

**Release Site Description:**

**Contact Name:** First Name  Last Name

**Contact Telephone:**  -  -

**Comments:**

PPQ526-004-018

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# 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

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

Applicant   Articles   Origination Point   Inspection Stations   Destination   **Proposed Measures**   Attachment   Certify & Submit

---

**Proposed Measures Summary**

Regulated Article	Measure Type	Measure(s)	
<a href="#">Clossiana bellona</a>	Escape Prevention	Mesh	
	Final Disposition Method	Autoclave Incineration	
<a href="#">Vanessa annabella</a>	Escape Prevention	Mesh	
	Final Disposition Method	Autoclave Incineration	

PPQ526-008-019

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# Proposed Measures Detail

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

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

Applicant   Articles   Origination Point   Inspection Stations   Destination   **Proposed Measures**   Attachment   Certify & Submit

**Proposed Measure**

\* Indicates a required field  
\*\* Enter a description if choosing 'Other' as a choice.

**Proposed Measures For:\***

**Escape Prevention**

Mesh

Other\*\*, describe

**Comments:**

**Final Disposition Method**

Autoclave

Freezing

Incineration

Landfill disposal, double bagged

Microwave

Release

Other\*\*, describe

**Comments:**

PPQ526-008-020

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# 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

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

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

Interstate Movement  
Application No. 200505132482

Applicant   Articles   Origination Point   Inspection Stations   Destination   Proposed Measures   **Attachment**   Certify & Submit

### Attachments

Choose a file to attach

### Current File Attachments

agenda.pdf

Check boxes to remove one or more Attachments.

PPQ526-007-021

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## 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

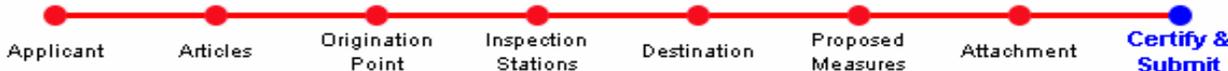


United States Department of Agriculture  
Animal and Plant Health Inspection Service  
ePermits

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

Interstate Movement  
Application No. 200505132482



Applicant   Articles   Origination Point   Inspection Stations   Destination   Proposed Measures   Attachment   **Certify & Submit**

### 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 (18 U.S.C 1001)

Certify & Submit

PPQ526-006-047

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# Application Submitted



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

[Help](#) | [Home](#)

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

**Interstate Movement**  
**Application No. P526-051202-003**

Applicant
Articles
Origination Point
Inspection Stations
Destination
Proposed Measures
Attachment
Certify & Submit

**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.

PPQ526-006-037

[Home](#) | [Create Application](#) | [My Applications](#) | [My Permits/Responses](#) | [My Messages](#) | [My Profile](#) | [Change Password](#)





# 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

# Printable Application

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

Application Number 200505132482

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0054. The time required to complete this information collection is estimated to average 05 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FORM APPROVED  
OMB NO. 0579-0054

No permit can be issued to move live plant or noxious weeds until an application is received (7 CFR 330 (live plant pests) or 7 CFR 360 (noxious weeds)).

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
PLANT PROTECTION AND QUARANTINE  
PERMITS AND RISK ASSESSMENT, UNIT 133  
RIVERDALE, MARYLAND 20737  
APPLICATION FOR PERMIT TO MOVE LIVE PLANT PESTS OR NOXIOUS WEEDS

NAME AND UNITED STATES ADDRESS OF APPLICANT:

Name: William G Nash  
Organization: Mason and Madison Plants  
Street Address: 555 Smith Street  
Bldg 153  
Huckleberry, VA 22855  
Mailing Address: 555 Smith Street  
Bldg 153  
Huckleberry, VA 22855  
Phone: 703-333-3333  
FAX: 703-333-3234  
Alternate Phone: 703-333-4444  
Email: nashhb@saic-solutions.com  
Alternate Email:

TYPE OF PEST TO BE MOVED

Invertebrate - Insects

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

PESTS TO BE MOVED

Scientific Names of Pests to be Moved	Classification (Kingdom, Class, Order, Family, Genus, Subspecies)	Life Stages	Quantity	Shipped From	Are Pests Established in U.S.?	Major Host(s) of the Pest
Vanessa annabella	Animalia Insecta Lepidoptera Nymphalidae Vanessa	Adult Larvae	100 Specimens	AL CA	Yes	
Clossiana bellona	Animalia Insecta Lepidoptera Nymphalidae Clossiana	Adult Larvae	100 Specimens	AL CA	Yes	





# Application

Application Number P526-051102-001

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0264. The time required to complete this information collection is estimated to average 25 hours per response, including the time for reviewing instructions; searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FORM APPROVED  
OMB NO. 0579-0264

No permit can be issued to move live plant or noxious weeds until an application is received (7 CFR 330 (live plant pests) or 7 CFR 360 (noxious weeds)).

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
PLANT PROTECTION AND QUARANTINE  
PERMITS AND RISK ASSESSMENT, UNIT 133  
RIVERDALE, MARYLAND 20737  
APPLICATION FOR PERMIT TO MOVE LIVE PLANT PESTS OR  
NOXIOUS WEEDS

**NAME AND UNITED STATES ADDRESS OF APPLICANT:**

Name: Dr. Gary L Peterson  
Organization: USDA-ARS  
Street Address: 1301 Ditto Ave.  
Port Detrick, MD 21702  
Mailing Address: 1301 Ditto Ave.  
Port Detrick, MD 21702  
Phone: 301-619-7313  
FAX: 301-619-2880  
Alternate Phone:  
Email: dcluster@fdwr.ars.usda.gov  
Alternate Email:

**TYPE OF PEST TO BE MOVED**

Plant Pathogen - Fungi

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

**PESTS TO BE MOVED**

Scientific Names of Pests to be Moved	Classification (Kingdom, Class, Order, Family, Genus, Subspecies)	Life Stages	Quantity	Shipped From	Are Pests Established in U.S.?	Major Host(s) of the Pest
Tilletia controversa	Plantae Teliomycetes Ustilaginales Tilletiaceae Tilletia	Spores	2 Specimens	MD	Yes	wheat

**WHAT HOST MATERIAL OR SUBSTITUTES WILL ACCOMPANY WHICH PESTS**

Article	Host Material
Tilletia controversa	Host Material

**CULTURE DESIGNATION**

**WHERE WAS THE ARTICLE ORIGINALLY COLLECTED?**

Article	Originally Collected	Origin Explanation
Tilletia controversa	Isolated Domestically	Originally isolated from Utah

**DESTINATION**

Contact:  
Phone:  
Street Address: 1301 Ditto Ave.  
Fort Detrick, KS 21702  
Mailing Address: 1301 Ditto Ave.  
Fort Detrick, KS 21702  
Release?  
Comments:

**INSPECTION STATIONS**

Not Applicable

**APPROXIMATE DATE OF ARRIVAL OR INTERSTATE MOVEMENT**

June 2006 and June 2007

**SHIPMENT DETAIL**

Article	Origin	No. of Shipments	Supplier	Method of Shipment
Tilletia controversa	MD	2 during permit life	Blair Goates	Air Mail Land Freight
<b>Comment</b> USDA, ARS - Aberdeen, ID			<b>Shipment Comment</b> Bunt balls (spores plus mycelium) are inside bags, then buried, then covered with plastic (isolation) and periodically sampled until the bunt balls are dead. Test will run until field is effectively bunt-free in lieu of MeBr of field (No \$ + MeBr)	

**FAQ FORM 526**

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 (18 U.S.C. 1001)





## C. PPQ Permit Staff's Point of View

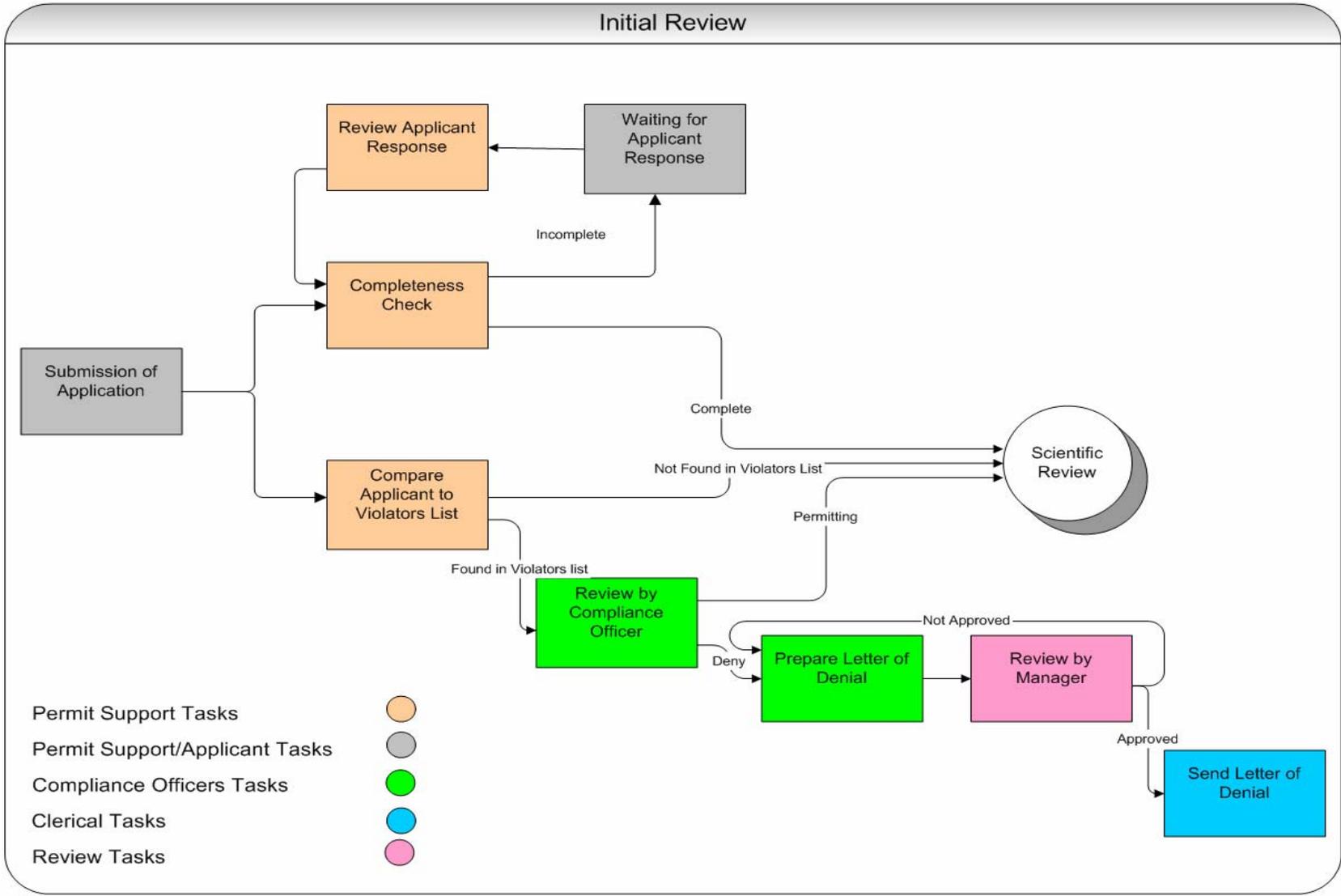
- ❖ Application Receipt and Processing
- ❖ PPQ 526 Application Processing Example
- ❖ State's Response
- ❖ Decision to Issue or Deny
- ❖ Search for Application
- ❖ My Profile

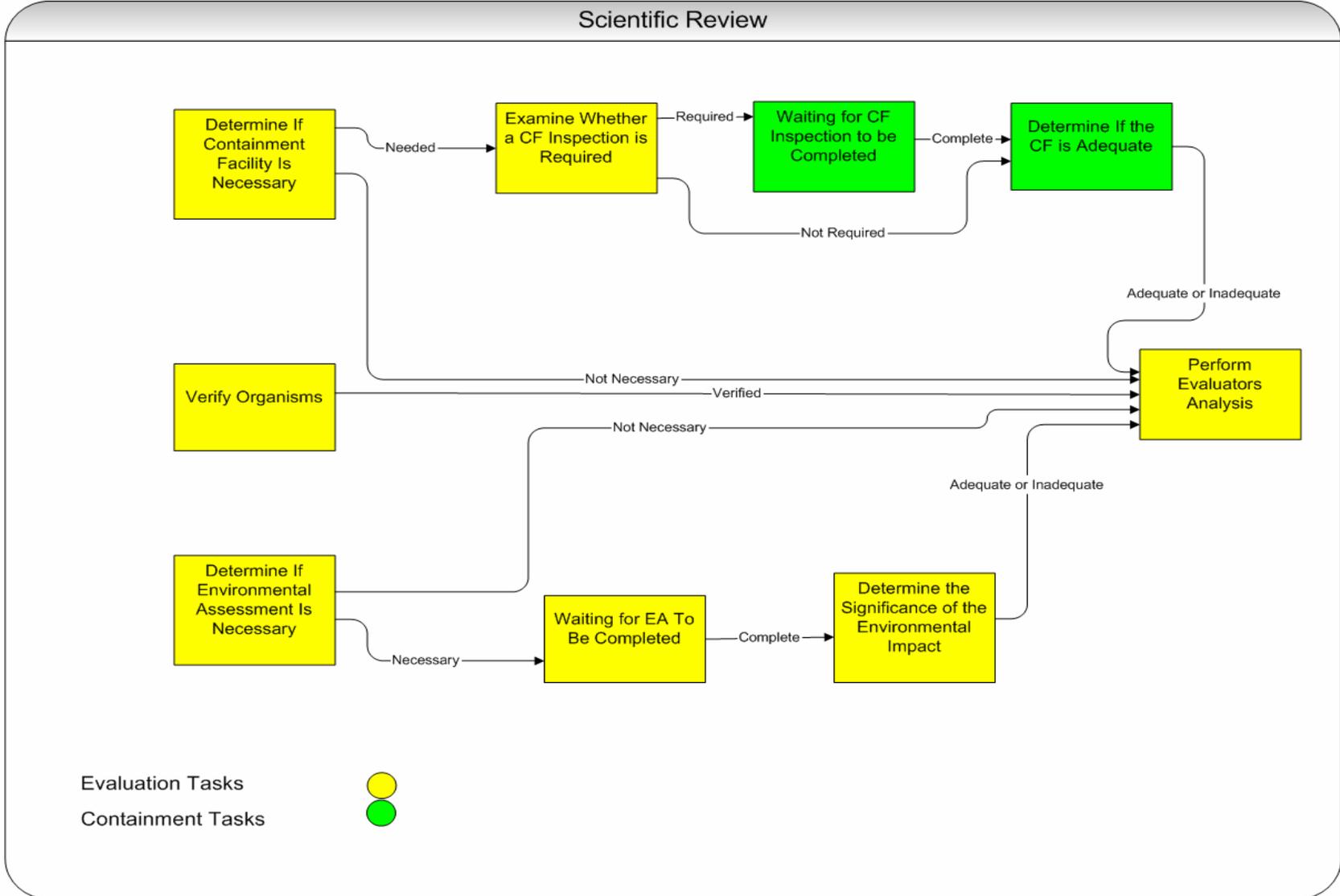
*Slides 59-102*

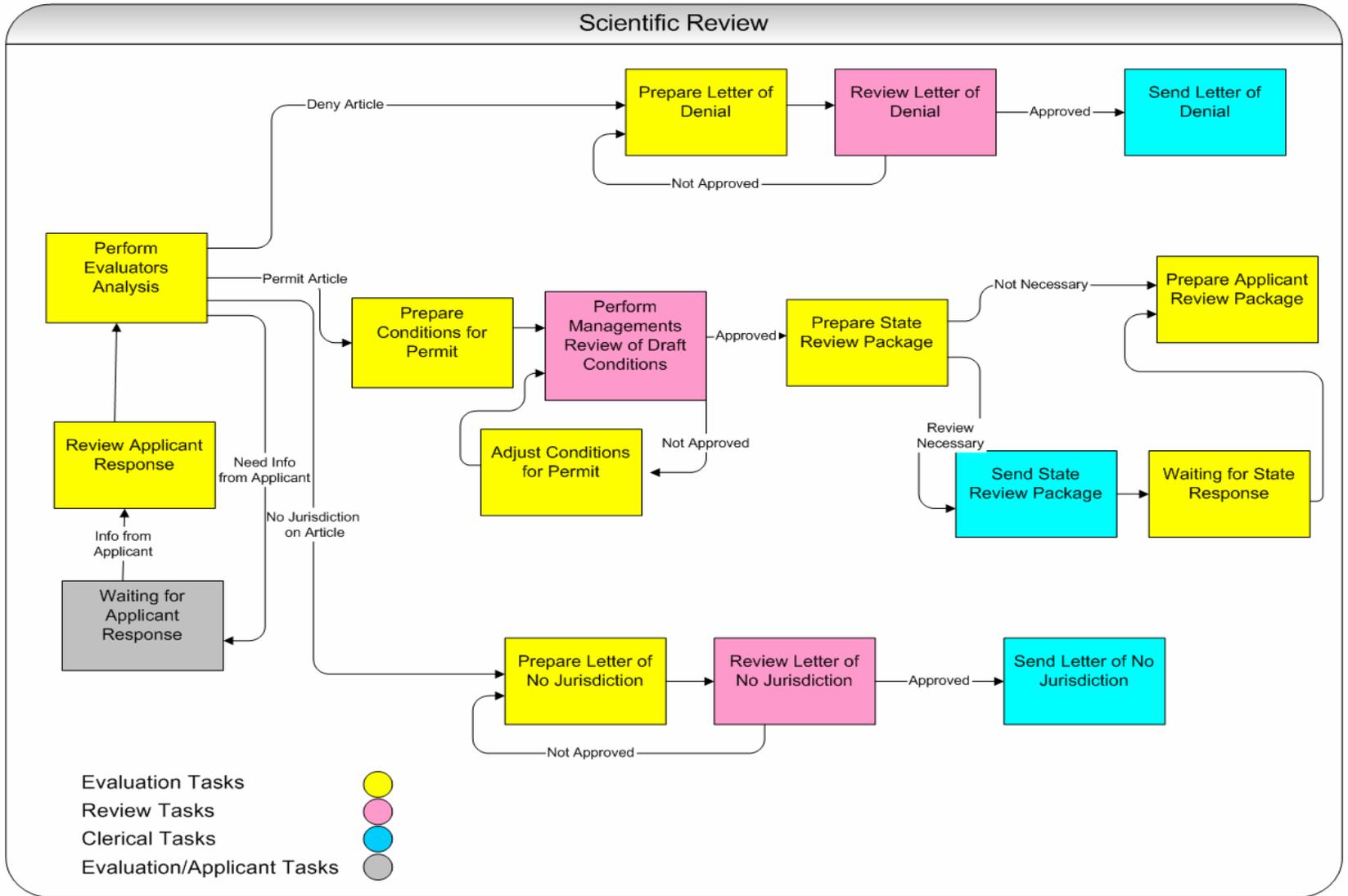


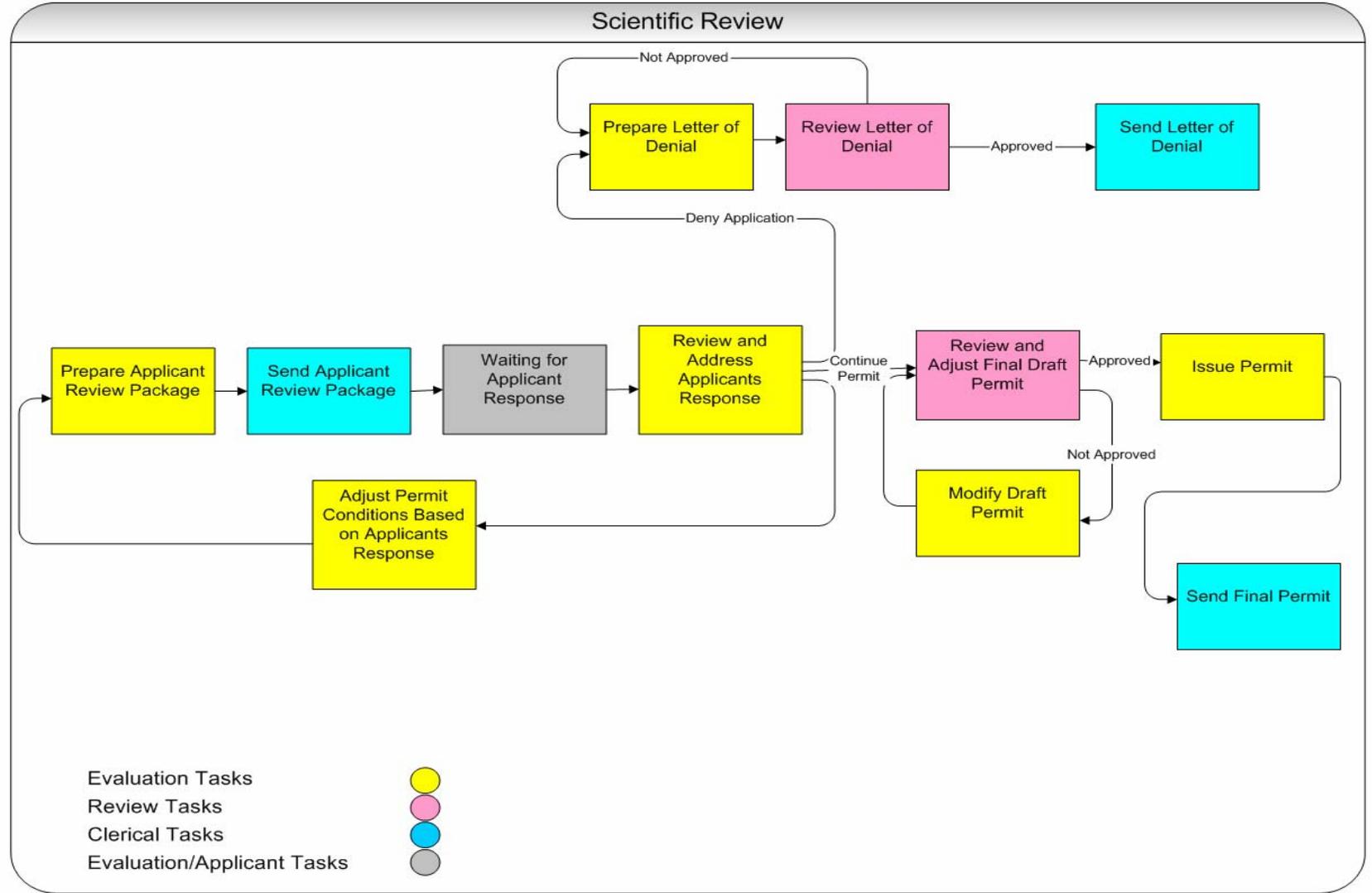
# What happens after the application is submitted?

- ❖ 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



# PPQ Staff Home Page



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



[Home](#) | [About APHIS](#) | [Newsroom](#) | [Agencies & Offices](#) | [Help](#) | [Contact](#) | [Employment](#)

## ePermits

Search for Applications

- o [Home](#)
- o [Create Application](#)
- o [My Applications](#)
- o [My Inbox](#)
- o [My Conditions](#)
- o [My Profile](#)
- o [Change Password](#)

---

- o [Logoff](#)

## 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

---

[P526-051130-003](#)  
[P526-051129-005](#)  
[P526-051128-006](#)  
[...My Inbox](#)

### My Issued Permits and Responses

---

No Permits/Responses

[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)





# 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

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

[Inbox](#) | [Home](#) | [Copy Application](#)

---

**Folder**

[Edit Application](#)   [Tracking Sheet](#)   [Messages](#)

**Application Summary**

**Received Date:** 11/29/2005

**Application Form:** PPQ 526

**Application Number:** P526-0511 29-006

**Applicant:** Nash, William G

**Organization:** Mason and Madison Plants

**Telephone:** 703-333-3333

**Printable Version:** [Original](#)   [Edited](#)

**Open Tasks**

<a href="#">Verify Organism</a>	12/03/05 01:06PM	Joe Evaluator1
<a href="#">Determine If Containment Facility is Necessary</a>	12/03/05 01:06PM	Joe Evaluator1
<a href="#">Determine If Environmental Assessment is Necessary</a>	12/03/05 01:06PM	Joe Evaluator1

**Collaboration Tasks**

No Collaboration Tasks

**Waiting Responses**

No Waiting Response Tasks

**Assignments**

Compliance Officer:	Oakley, Vanessa
Containment Scientist:	Kenney, Mike
Permit Clerk:	Clerk, Joe
Permit Manager:	Manager, Joe
Permit Specialist:	Pmtsup1, Chris
Scientist/Technologist:	Evaluator1, Joe

**Application Documents**

[agenda.pdf](#)

---

**Task Documents**

No Task Attachments

---

**Task Notes**

Determine If Containment Facility is Necessary - 12/03/05 @ 01:51 PM  
 Joe Evaluator1: Researching whether Article 1 needs a containment facility. Asked Walter about this as well.

Verify Organism - 12/03/05 @ 01:49 PM  
 Joe Evaluator1: Asked Evaluator2 for assistance in verifying the articles.

Verify Organism - 12/03/05 @ 01:49 PM  
 Joe Evaluator1: There are two accepted names for one of the articles. Continuing research to see if one is more preferred than the other.

---

**Task Collaboration Messages**

No Task Collaboration Messages

[Home](#) | [Create Application](#) | [My Applications](#) | [My Inbox](#) | [My Conditions](#) | [My Profile](#) | [Change Password](#)





## 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

[Help](#) | [Printable Version](#) | [Back to Workflow](#) | [Home](#)

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

Importation  
Application No. P526-051129-006

● **Applicant** ● Articles ● Origination Point ● Inspection Stations ● Destination ● Proposed Measures ● Attachment ● Certify & Submit

---

### Applicant Information

\* Indicates a required field

**Personal Information**

Title:

First Name:\*

Middle Name:

Last Name:\*

---

Organization:

---

**Street Address**

Address Line 1:\*   
Primary Street

Address Line 2:   
Apartment, suite, unit, building, floor, etc.





# Tracking Sheet

- ❖ 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

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

[Inbox](#) | [Home](#)

**Tracking Sheet**

Folder	Edit Application			
<b>Application Form:</b> PPQ 526				
<b>Application Number:</b> P526-051 203-003				
<b>Applicant:</b> Radcliffe, Frank				
<b>Organization:</b> Sundance University				
<b>Duration:</b> 0 days				
<p><b>Bold</b> texts are open tasks and <i>Italic</i> texts are closed tasks.</p>				
	Step	Opened	Closed	Completed By
✓	1. <i>Assign RPS</i>	12/03/05 01:15 PM	12/03/05 01:17 PM	Jackie Pmtsup2
✓	2. <i>Completeness Check</i>	12/03/05 01:17 PM	12/03/05 01:17 PM	Jackie Pmtsup2
	3. Waiting for Applicant's Response (Permit Specialist)			
	4. Review Applicant Response			
✓	5. <i>Compare Applicant to Violators List</i>	12/03/05 01:17 PM	12/03/05 01:17 PM	Jackie Pmtsup2
	6. Review by Permit Compliance Officer			
	7. Prepare Letter of Denial			
	8. Review Letter of Denial			
	9. Send Letter of Denial			
	10. Verify Organism			
✓	11. <i>Assign Evaluation Scientist</i>	12/03/05 01:17 PM	12/03/05 01:17 PM	Joe Evaluator1
✓	12. <i>Determine if Containment Facility is Necessary</i>	12/03/05 01:17 PM	12/03/05 01:17 PM	Joe Evaluator1
	13. Examine Whether a Containment Facility Inspection is Required			
	14. Waiting for Containment Facility Inspection to be Completed			
	15. Determine if Containment Facility is Adequate			
✓	16. <i>Determine if Environmental Assessment is Necessary</i>	12/03/05 01:17 PM	12/03/05 01:17 PM	Joe Evaluator1
	17. Waiting for the Environmental Assessment to be Completed			
	18. Determine the Significance of the Environmental Impact			
✓	19. <i>Perform Evaluator's Analysis</i>	12/03/05 01:17 PM	12/03/05 01:18 PM	Joe Evaluator1
	20. Await Applicant Response for Evaluation			
	21. Review Applicant Response for Evaluation			
✓	22. <i>Prepare Conditions for Permit</i>	12/03/05 01:18 PM	12/03/05 01:19 PM	Joe Evaluator1
✓	23. <i>Perform Management Review of Draft Conditions</i>	12/03/05 01:19 PM	12/03/05 01:19 PM	Joe Manager
	24. Adjust Conditions for Permit			
✓	25. <i>Prepare State Review Package</i>	12/03/05 01:19 PM	12/03/05 01:19 PM	Joe Evaluator1
✓	26. <i>Send State Review Package</i>	12/03/05 01:19 PM	12/03/05 01:21 PM	Joe Clerk
	27. <b>Waiting for State's Review</b>	12/03/05 01:21 PM		
	28. Prepare Applicant Review Draft Permit			
	29. Waiting for Applicant's Response (Scientist)			
	30. Send Applicant Review Draft Permit			
	31. Review and Address Applicant Response			
	32. Adjust Permit Conditions Based on			





## 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

The screenshot shows a web browser window titled "ePermits - Pop-Up Window: Add Note - Microsoft Internet Explorer". The browser's address bar shows "http://www.aphis.usda.gov/ePermits/". The page content includes the USDA and APHIS logos and the text "United States Department of Agriculture". A sidebar on the left contains navigation links: "Folder", "Edit", "Received Date", "Application Fo", "Application Nu", "Applicant:", "Organization:", "Determine", "Containment f", "Collaboration", "Gould, Walter", and "Task Notes" (with a sub-entry "12/03/05 @ Joe Evaluat"). The main content area is a "Pop-Up Window" with the title "ePermits - Pop-Up Window: Add Note - Microsoft Internet Explorer". It contains a text input field with the text "Researching the article to determine if Containment Facility is necessary." and "OK" and "Cancel" buttons. The window title bar also includes the text "Enter text in the box below. Click 'OK' to save or 'Cancel' to abort any changes." and "Task Note: (Max of 4000 characters)".

PPQ526-0066





# 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

The screenshot shows a web browser window titled "ePermits - Pop-Up Window: Collaborate - Microsoft Internet Explorer". The page header includes the USDA and APHIS logos and the text "United States Department of Agriculture Animal and Plant Health Inspection Service ePermits".

On the left side, there is a sidebar with the following sections:

- Folder** | **Edit**
- Received Date:**
- Application Form**
- Application Num**
- Applicant:**
- Organization:**
- Determine If**
- Containment Fa
- Task Notes**
- 12/03/05 @ 01
- Joe Evaluator

The main content area of the pop-up window contains the following text:

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

**Collaboration Message:**

Walt, can you take a look at article 1 to see if it needs a containment facility. Thanks.

Below the message is a list of potential collaborators:

- 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

To the right of the list is a text box containing "Gould, Walter". Between the list and the text box are two sets of arrows: a vertical pair (up/down) and a horizontal pair (left/right).

At the bottom of the pop-up window are two buttons: **OK** and **Cancel**.





# Reassign Task

- ❖ Provides a way for the PPQ Staff to reassign the application to another staff member
- ❖ This tool is available from every workflow task

## Reassign Task

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

[Inbox](#) | [Home](#)

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

**Received Date:** 12/16/2005  
**Application Form:** PPQ 585  
**Application Number:** P585-051216-001  
**Applicant:** West, Simon  
**Organization:** Penny Trees and Lumber

**Original** **Edited**

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

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

Applicant Review is:  Necessary  Not Necessary

**ePermits - Pop-Up Window: Reassign Task - Mic...**  
To reassign the current task then select a user from the list below and click "OK".

**Users:** Brady, Karen

OK Cancel

**How is the Applicant Review Draft Permit to be Delivered?**  
 Electronically, via ePermits  Email (outside ePermits)  Fax  U.S. Mail

Save Changes Next Application Next Step Step Complete

**Collaboration**

Brady, Karen  
Collaboration Requestor Message:  
What conditions should be used for 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

PPQ585-0031





# 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

The screenshot shows the USDA ePermits web interface. At the top, the USDA and APHIS logos are displayed alongside the text "United States Department of Agriculture Animal and Plant Health Inspection Service ePermits". A navigation bar includes links for "Inbox | Home" and a menu with options: "Folder", "Edit Application", "Tracking Sheet", "Add Note", "Collaborate", "Reassign Task", and "Attachment".

A "Pop-Up Window: Attachment - Microsoft Internet Explorer" is open, showing an "Attachment:" field with a "Browse..." button and "OK" and "Cancel" buttons. Below this, a "Choose file" dialog box is open, showing the "Look in:" path as "526test". The file list includes:

- Form 526 Workflow shall descriptions PostPeer.doc
- Form 526 Workflow shall descriptions.doc
- Form 585 Workflow shall descriptions PostPeer.doc
- Form 587 Workflow shall descriptions PostPeer.doc
- Form 588 Workflow shall descriptions PostPeer.doc
- Form 621 Workflow shall descriptions PostPeer.doc

The "File name:" field is set to "Form 526 Workflow shall descriptions PostPeer." and the "Files of type:" is set to "All Files (\*.\*)". "Open" and "Cancel" buttons are visible at the bottom of the dialog box.





# My Messages

- ❖ Provides the applicant a message area used to correspond with PPO.
  - ❑ 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



# My Messages

[Home](#)

My Messages

Sent Messages

▼ Appl. No.	▼ Subject	Requires Response	▼ Date
P526-051206-001	<a href="#">Waiting for Applicant's Response (Permit Specialist)</a>	Yes	Tue 12/06/05 3:56 PM
P526-051129-006	<a href="#">Need Info on P526-051129-006</a>	No	Sat 12/03/05 2:59 PM
P526-051129-004	<a href="#">Applicant Review Draft Permit</a>	No	Tue 11/29/05 12:58 PM
P587-051123-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/23/05 4:04 PM
P587-051122-003	<a href="#">Applicant Review Draft Permit</a>	No	Tue 11/22/05 2:39 PM
P587-051116-007	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 5:07 PM
P587-051116-008	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 5:03 PM
P587-051116-007	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 5:02 PM
P587-051116-006	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 5:01 PM
P587-051116-005	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 5:00 PM
P587-051116-003	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 4:32 PM
P587-051115-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 4:29 PM
P587-051116-004	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 4:17 PM
P587-051116-004	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 4:15 PM
P587-051116-003	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 4:08 PM
P587-051116-002	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 2:35 PM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:42 AM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:42 AM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:41 AM
P587-051116-002	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:21 AM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:05 AM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:05 AM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:04 AM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:04 AM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:03 AM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:03 AM
P587-051116-001	<a href="#">Applicant Review Draft Permit</a>	No	Wed 11/16/05 11:02 AM
P587-051115-001	<a href="#">Applicant Review Draft Permit</a>	No	Tue 11/15/05 6:28 PM
P587-051115-001	<a href="#">Applicant Review Draft Permit</a>	No	Tue 11/15/05 6:15 PM
P587-051115-001	<a href="#">Applicant Review Draft Permit</a>	No	Tue 11/15/05 6:12 PM
P587-051115-001	<a href="#">Applicant Review Draft Permit</a>	No	Tue 11/15/05 6:06 PM





# 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

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

ePermits  
 Search for Applications

**Condition Group**

**Condition Group Name:**

Click "Add Condition" to add a condition. A pop-up window shall appear.

Conditions	Sort	Delete
 This permit is issued to ___ for the interstate movement and environmental release of the identified butterfly species <i>Agraulis vanillae</i> , <i>Danaus plexippus</i> , <i>Heliconius charitonius</i> , <i>Heraclides crespontes</i> , <i>Nymphalis antiopa</i> , <i>Papilio polyxenes</i> , <i>Vanessa atalanta</i> , <i>Vanessa cardui</i> , and <i>Vanessa virginiensis</i> from ___ to ___ .	▲ ▼	✕
 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.	▲ ▼	✕
 No field collected individuals may be shipped - only laboratory produced individuals.	▲ ▼	✕
 All livestock must come from genetic stock originating in the approved region of the United States or the address identified in condition #1, above.	▲ ▼	✕





## 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

<b>United States Department of Agriculture Animal and Plant Health Inspection Service ePermits</b>		<a href="#">Inbox</a>   <a href="#">Home</a>								
<table border="1"> <tr> <td>Folder</td> <td>Edit Application</td> <td>Tracking Sheet</td> <td>Add Note</td> <td>Collaborate</td> <td>Reassign Task</td> <td>Attachment</td> </tr> </table>			Folder	Edit Application	Tracking Sheet	Add Note	Collaborate	Reassign Task	Attachment	
Folder	Edit Application	Tracking Sheet	Add Note	Collaborate	Reassign Task	Attachment				
<b>Received Date:</b> <b>Application Form:</b> <b>Application Number:</b> <b>Applicant:</b> <b>Organization:</b>	12/3/2005 PPQ 526 P526-051203-003 Radcliffe, Frank Sundance University	<table border="1"> <tr> <td align="center">Original</td> <td align="center">Edited</td> </tr> <tr> <td align="center"></td> <td align="center"></td> </tr> </table> <table border="1"> <tr> <td align="center"><b>Task Open Date</b></td> <td align="center"><b>Task Close Date</b></td> </tr> <tr> <td align="center">12/03/2005</td> <td></td> </tr> </table>	Original	Edited			<b>Task Open Date</b>	<b>Task Close Date</b>	12/03/2005	
Original	Edited									
<b>Task Open Date</b>	<b>Task Close Date</b>									
12/03/2005										
<p><b>Waiting for State's Review</b></p> <p>State Draft Permit Review Results: <input type="radio"/> State Concur <input type="radio"/> State Does Not Concur <input type="radio"/> State Did Not Respond</p> <p><b>State's Response:</b> (Max. 4000 characters)</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p><b>State Review Sent Date:</b> 12/03/2005</p> <p><b>Response Received Date:</b> <input type="text" value="12/3/2005"/> </p>										
<table border="1"> <tr> <td>Save Changes</td> <td>Next Application</td> <td>Next Step</td> <td>Step Complete</td> </tr> </table>			Save Changes	Next Application	Next Step	Step Complete				
Save Changes	Next Application	Next Step	Step Complete							
PPQ526-0037										
<a href="#">Home</a>   <a href="#">Create Application</a>   <a href="#">My Applications</a>   <a href="#">My Inbox</a>   <a href="#">My Conditions</a>   <a href="#">My Profile</a>   <a href="#">Change Password</a>										





## 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





# Letter Generator

The screenshot shows a web browser window displaying the USDA ePermits Letter Generator. The browser's address bar shows the URL: <https://aphis.saic-solutions.com/epermits/index.cfm?noHeaderFooter=1&action=viewResponsePDF&AUT>. The page content includes the USDA and APHIS logos, the date December 3, 2005, and a letter addressed to Mr. Tom Brady at 888 Red Rd, Cairo, New Mexico 87654. The letter text reads: "Dear Mr. Tom Brady: Your Vanessa Annabella has been denied. Sincerely, Joe Evaluator1, Regulatory Permit Specialist, APHIS Plant Health Programs". The address of the Plant Protection & Quarantine office is listed as 4700 River Road, Riverdale, Maryland 20737-1236. At the bottom of the page, there is a "Generate & Preview Letter" button, a note about a new window, and a "How will letter be sent?" section with radio buttons for "Email (outside ePermits)", "Fax", and "U.S. Mail" (which is selected).

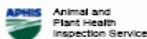




## Issued Permit

- ❖ 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



United States Department of Agriculture  
 Animal and Plant Health Inspection Service  
 4700 River Road  
 Riverdale, MD 20737

**Permit to Move Live Plant Pests and Noxious Weeds**  
 Interstate Movement  
 Regulated by 7 CFR 330

This permit was generated electronically via the ePermits system

<b>PERMITTEE NAME:</b>	Mr. Robert Martin	<b>PERMIT NUMBER:</b>	P526P-06-00032
<b>ORGANIZATION:</b>	USDA-ARS-HCRL	<b>DATE ISSUED:</b>	01/27/2006
<b>ADDRESS:</b>	3420 NW Orchard Avenue Corvallis, OR 97330	<b>EXPIRES:</b>	01/27/2009
<b>PHONE:</b>	(541) 738-4020		
<b>FAX:</b>	(541) 738-4025		
<b>DESTINATION:</b>	3420 NW Orchard Avenue, Corvallis, OR 97330		
<b>RELEASE:</b>	N/A		

Under the conditions specified, this permit authorizes the following:

Article Type: Plant Pathogen - Viruses

<u>Regulated Article</u>	<u>Life Stage(s)</u>	<u>Intended Use</u>	<u>Shipment Origin</u>
Bean leaf roll luteovirus		Research - Lab	CA, WA
Grapevine leafroll-associated (?) closteroviruses		Research - Lab	CA, WA
Grapevine leafroll-associated (?) closteroviruses		Research - Lab	CA, WA

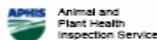
THIS PERMIT HAS BEEN APPROVED ELECTRONICALLY BY THE FOLLOWING PPQ HEADQUARTER OFFICIAL VIA EPERMITS. Dr. James White	DATE 01/27/2006
---	--------------------

WARNING: Any alteration, forgery or unauthorized use of this Federal Form is subject to civil penalties of up to \$10,000 (7 U.S.C. 7516(a)) or penalties by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. 1001)





## Permit Cond.



### PERMIT CONDITIONS

Subject to the attached safeguards.

#### REAUTHORIZATION OF PERMITS 54946 AND 62212 FOR CONTINUED USE OF MICROBE. CONDITIONS UPDATED.

1. This authorization is strictly for research in 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 or they will be in 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 as dead specimens by the expiration date of this permit, or when no longer required for research studies, whichever comes first. APHIS does not routinely 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 to: (a) continue uninterrupted authorization to possess species approved under this permit; (b) obtain authorization for environmental release of species approved under this permit (N.B., a separate permit is always required to authorize release of any species into 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 organisms are 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 permittees 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 5 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 River Rd., unit 133; Riverdale, MD 20737; 301-734-6343. A written report of the incident must be submitted identifying: (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 nature of the release, and (f) measures already taken to contain, reduce or limit the effects of the accidentally released organism. Any plans prepared to contain, reduce or limit the effects of the accidentally released organism may be submitted as developed.
11. If you discover that the organism that you received is NOT what you requested, please notify us at Area Code 301 734-6343 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 INSTERSTATE will be packed in 5 mil double plastic bags or if viable plant material is required in cloth or paper bags (or equivalent material). These bags will be transported in a sturdy, sealed, leak-proof cardboard, metal box, wood, or other material of equivalent strength.

THIS PERMIT HAS BEEN APPROVED ELECTRONICALLY BY THE FOLLOWING PPQ HEADQUARTER OFFICIAL VIA EPERMITS. Dr. James White	DATE 01/27/2006
---	--------------------

WARNING: Any alteration, forgery or unauthorized use of this Permit Form is subject to civil penalties of up to \$10,000 (7 U.S.C. § 7940) or penalties by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. 1001)

Page 3 of 4

.....





# 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



# Search for Application



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



[Home](#) | [About APHIS](#) | [Newsroom](#) | [Agencies & Offices](#) | [Help](#) | [Contact](#) | [Employment](#)

## Welcome to ePermits, your one stop Source for Agricultural Permitting

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- My Inbox
- My Conditions
- My Profile
- Change Password

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- Logoff

### Summary

---

Unsubmitted Applications: 0  
Pending Applications: 22  
Issued Responses/Permits: 0

### Applications

---

No Unsubmitted Applications

### My Inbox

---

[P526-051206-001](#)  
[P526-051202-002](#)  
[P526-051128-005](#)  
[...My Inbox](#)

### My Issued Permits and Responses

---

No Permits/Responses

[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)





# Search Results

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

**Application Status** [Home](#)

▼ Appl.No.	▼ Applicant	▼ Organization	▼ Status	▼ Responses	▼ Issuing Scientist	▼ Exp. Date	▼ Issuance Date
P585-051116-002	Taylor, Fred	Milton Bradley	Processed	<a href="#">Permit 1 - P40-05-00001</a>		11/16/08	11/16/05
P526-051207-021	Taylor, Mason	Cantrell Research	Pending				
P585-051229-003	Taylor, Sam	Taylor Lumber	Pending				
P585-051229-004	Taylor, Sam	Taylor Lumber	Pending				
P585-051229-005	Taylor, Sam	Taylor Lumber	Pending				
P585-051229-006	Taylor, Sam	Taylor Lumber	Pending				
P585-051229-007	Taylor, Sam	Taylor Lumber	Pending				
P585-051229-008	Taylor, Sam	Taylor Lumber	Pending				
P585-051229-009	Taylor, Sam	Taylor Lumber	Pending				
P585-051229-010	Taylor, Sam	Taylor Lumber	Pending				
P585-051229-011	Taylor, Sam	Taylor Lumber	Pending				
P585-051229-012	Taylor, Sam	Taylor Lumber	Pending				

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## 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

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

## 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

**User Information**

**First Name:** William  
**MI:** G  
**Last Name:** Nash

**Address Information**

**Address Line 1:\***   
**Address Line 2:**   
**City:\***   
**State:\***   
**ZIP Code:\***

**Contact Information**

**Work Phone:**  -  -   
**FAX:**  -  -   
**Home Phone:**  -  -   
**Email:\***

**Organization Information**

**Organization:**   
**Organization Unique ID:**

**View CBI?:\***  Yes  No

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## 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



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

[Printable Version](#) | [Home](#)

## PPQ 621 Protected Plant Permit to Engage in the Business of Importing, Exporting, or Re-exporting Terrestrial Plants

Application No. 200505133015



Applicant    Activity Description    Responsible Parties    Activity Locations    Records' Addresses    Person of Authority    **Certify & Submit**

### 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.

PPQ621-007-022

[Home](#) | [Create Application](#) | [My Applications](#) | [My Inbox](#) | [My Conditions](#) | [My Profile](#) | [Change Password](#)





# Permit Fees - Pay.Gov

Online Payment

[Return to your originating application](#)

## Step 1: Enter Payment Information

1 | 2 | 3

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$70.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \*     

Card Number:  \* (Card number value should not contain spaces or dashes)

Expiration Date:  \* /  \*

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

**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



# Facility Inspection Request

- ❖ 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 user 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 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!