![USDA Animal and Plant Health Inspection Service - U.S. DEPARTMENT OF AGRICULTURE]

APHIS eFile

Guidance for Submitting a PPQ 546 Application for Postentry Quarantine Agreement

Version 1.0
March 2022

WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 546 Applications for Postentry Quarantine Agreements. This user guide will take you through the process of applying and how to request and amendment or cancel an issued permit if needed.

If you have not logged into APHIS eFile yet, please refer to the APHIS eFile First Time User Guide. If you've already gone through the first-time user process and are an organization admin, refer to the APHIS eFile Organization Accounts User Guide.

For more APHIS eFile PPQ Form 546 support materials:

Check out our "How to" playlist on the APHIS YouTube Channel

Review this and other User Guides online on the APHIS eFile Training Page

Before you apply for your PPQ 546 permit application, there are several things to note when applying in eFile.

eFile PPQ 546 Application:

- Each application has a **unique application number**, labeled with **A - ########**

Post Application Submission:

- **You will receive email notifications** once a permit or letter has been issued. You will also be able to access your permit or letter directly in eFile.

- You will still be able to access your permits in the Automated Commercial Environment (ACE) system.

- In eFile there are two different permit numbers:

  1. **System Generated Permit Record Number Example: P-00001234**

     - This number is the Record ID number that is autogenerated when a permit has been created. This is not a smart number, and does not represent the year, permit type, or any additional information.

  2. **APHIS Permit Number Example: 546-20-201-00015**

     - This number will be on your permit and the number that CBP will reference when importing your articles into the U.S.

     - The format of this number is: Permit Prefix-Calendar Year-Ordinal Day-Sequential Number

       - The Permit Prefix indicates the type of permit.

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Step 1: Navigate to APHIS eFile and Sign In

● Navigate to https://efile.aphis.usda.gov/s/ in **Google Chrome, Firefox, Edge, or Safari** (eFile is not supported by Internet Explorer).

B **Select Sign in | Sign Up** using your **eAuthentication username and password.** If you are not eAuthenticated, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to apply in APHIS eFile.**
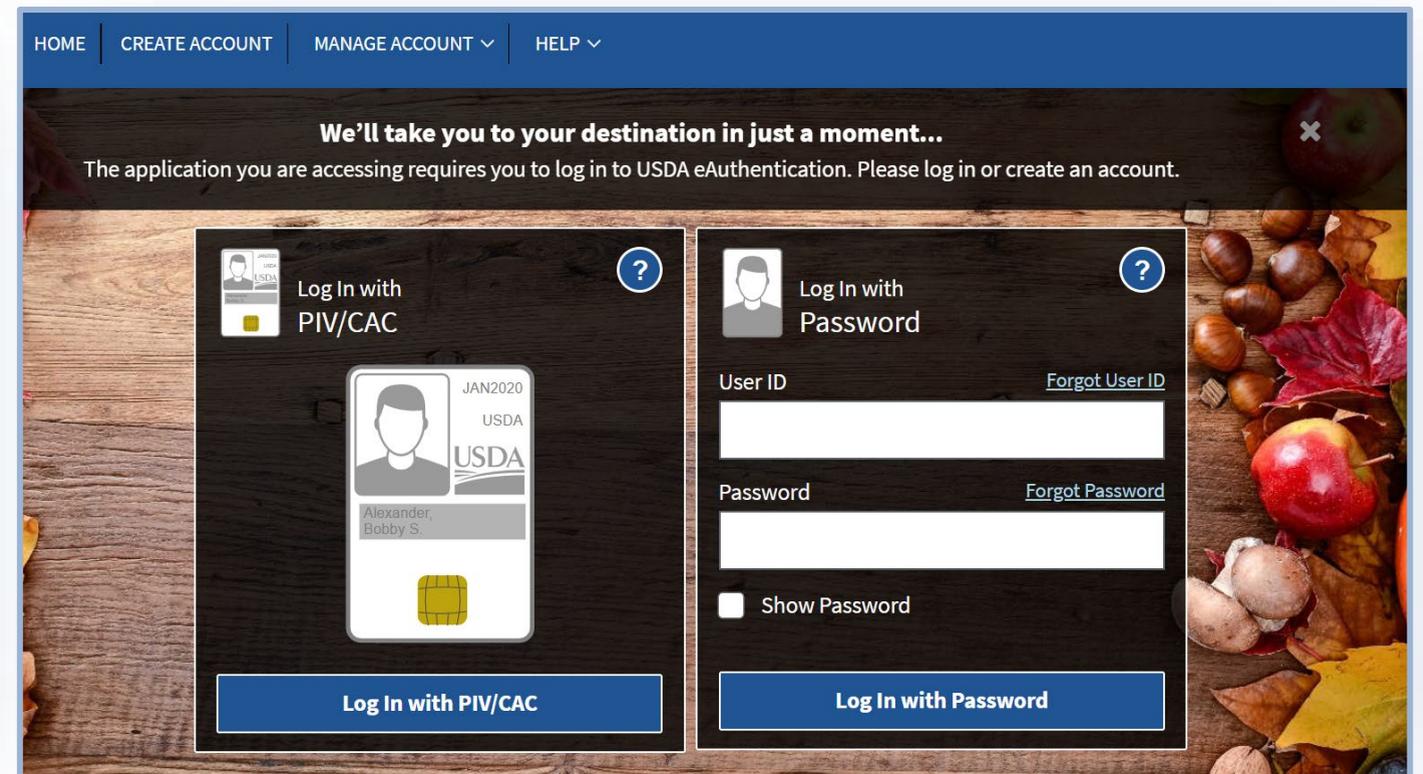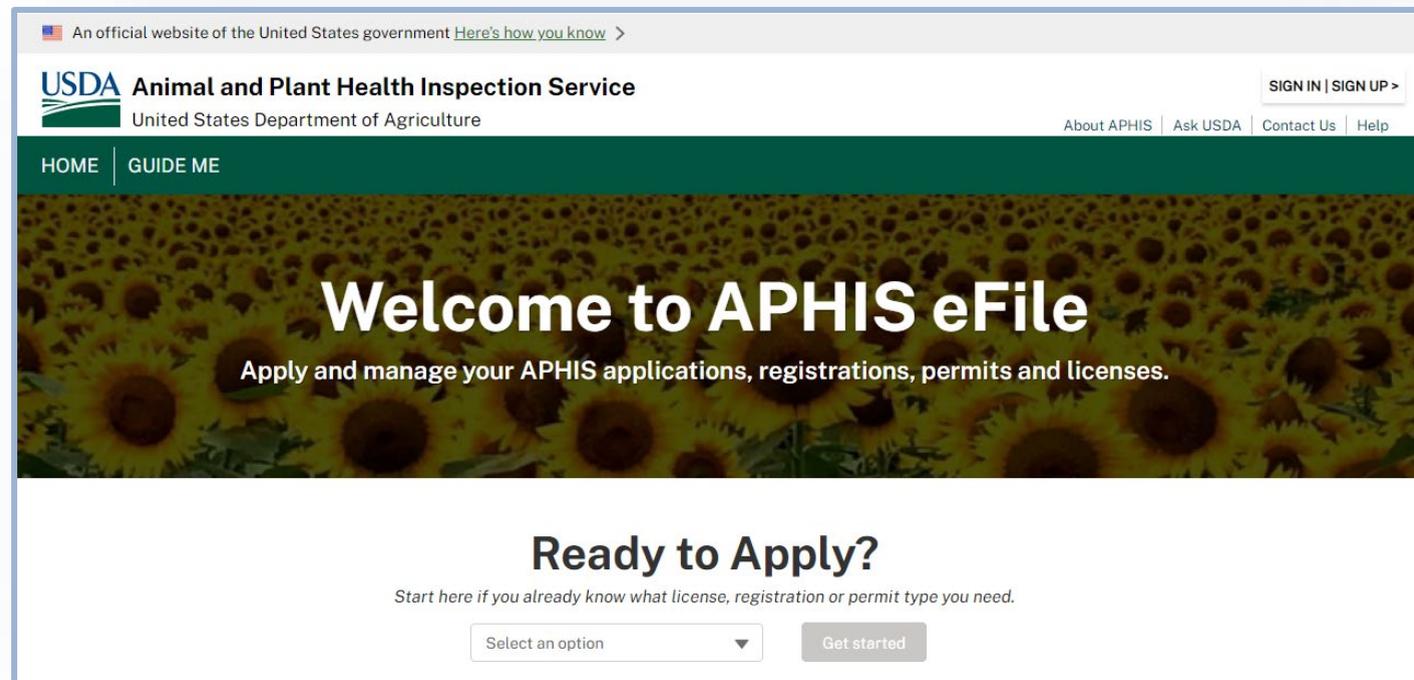
Step 2: Create a New Application

A Under the Ready to Apply section, select the **PPQ-546 Application.**

B **Select Get Started** to begin your application.

Step 3: Determine if Permit is Needed

A Determine if this is the correct application for you, and if so, **select Proceed to the PPQ 546 Application**.

➤ Please note if **you have more than one account** in APHIS eFile, use the drop-down to select your Sharing Organization.

Step 4: Select Applicant/Permittee

Once you have created your new application, you will land on the Responsible Party section of the application. In this section you will identify the responsible parties involved in your import.

Types of responsible parties include:

Applicant – The individual is who is applying for a PPQ permit.

Permittee – The individual who is the permit holder or responsible party and whose name will be on the permit.

Step 4: Select Applicant/Permittee

My Details

(A) **Confirm that your information on your Contact Card is up to date.** If you are a first-time user, you may need to provide additional contact information such as your business and/or mailing address and phone number.

➢ To update your contact information, select **Edit,** then update the information in the appropriate fields.

(B) **Answer the required question, "Will you be the Permittee?"** to indicate whether you will be the permit holder.

➢ **If you select No**, you will need to provide the Permittee's contact information in an additional section of the page.

My Details

Instructions

You're always the Applicant because you're applying for this permit. Check that your information is correct and answer the following questions.

Applicant

A

📇 **Thomas Crowne** [Edit]

Business Address
13 Washington Dr
Waterville, Alabama 55697
United States
(312) 456-7878
thomas.crowne@usda.prod.uat

Mailing Address
13 Washington Dr
Waterville, Alabama 55697
United States

B

* Will you be the permittee? ⓘ
○ Yes
○ No, I'm applying on behalf of the permittee

[Save] [Save and Next]

Growing Location Details

A Under the Articles section of the application, **select the Growing Locations' State** from the drop-down. You will only be able to select one growing location **state** per application.

B Then search and find your growing location and click **Select as Growing Location.**
  ➢ If you do not see your growing location listed select Create New Location.

C Use the Add Another Growing Location button to add all your Growing Locations.

A

* State

* Growing Locations' State

California ▼

* Growing Locations

B

Find a growing location

Search 🔍 Or Create New Location

1 of 1 Locations

Growing Location
Thomas Crowne Account   Edit

Address   **Type**
                               Greenhouse
San Diego,CA 92101
                               Description

Select as Growing Location

Save   Save and Next

C

+ Add Another Growing Location

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Step 6: Select Articles

Article Details

A **Select Add Article.**

B In the pop up, enter the article name, Country of Origin, Quantity, Growing Location, and Requested Quantity of Increases.

C Once you are done entering the commodity information, **select Add.** Continue to repeat the process until you have added all your commodities.

D **Select Save and Next** to continue.

Note: If you see an Error message, that means the country and commodity combination is not in our database. Please contact plantsforplantingpermits@usda.gov to see if it can be added.

Instructions
Add the articles you're importing to the following table.

*Importation

Articles in Imports

Add Article

A

Add Article

Instructions
Enter the following information about your article.

*Article

Search 🔍

B

*Country of Origin

Search 🔍

*Quantity of Article
Adding your shipments together, enter the total amount of this article you're importing.

*Going to Growing Location

Search 🔍

View All Growing Locations

*Quantity of Increases ⓘ
Enter the amount of increases you plan to create while the article is in quarantine.

Cancel   Add

C

Save   Save and Next

D

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Step 7: Review and Accept Conditions

Conditions Details

A **Read through each of the conditions and use the associated checkboxes to acknowledge your acceptance.** You must agree to all 13 conditions in order to continue with the application.

B Once you have finished reading through and agreeing to the conditions, **select Save and Next.**

Step 8: Upload Files

Document Details

A You may add supporting documentation by **selecting Add New File**. This step is optional.

B **Select Save and Next** to move onto the next part of the application.

Documents Details

Instructions

Add supporting documentation you feel would support this application. We accept Docs, PDFs, Excel Spreadsheets, JPEGs, and PNGs.

*☑ I don't have any files to upload

Supporting Documentation   Add New File   **A**

You have no supporting documentation.
Click on the *Add File*–button to attach Word Documents, PDFs, JPEGs, Excel Spreadsheets, and PNGs.

Back   Save   Save and Next   **B**

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Step 9: Certify and Submit

Confirm Information and Accept Regulations

A Read through each section to make sure the information entered is correct and then **Confirm Information Accuracy & Accept Regulations by checking the two boxes.**

B **Select Submit Application.**

Confirmation

Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

A

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

☑ I hereby certify I have read, understood, and accept the requirements for the importation into the United States and its Territories of the regulated commodities listed on the application as given in the ACIR Database. Note: requirements are subject to change without notice.

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).

Back   Save and Exit   Submit Application   **B**

Submission Confirmation

Congratulations! You have submitted your application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

Note: Check your junk mailbox if you don't see an email from aphis.efile@usda.gov in your inbox.

Congratulations, your application has been submitted and it is being reviewed!

A confirmation email has been sent to the primary email address in your profile.

Once your application has been processed, you will receive a confirmation email. You can also log back in to review your application status at a later time.

To ensure our emails reach your inbox, we recommend you add aphis.efile@usda.gov and support@salesforce.com to your address book.

⤓ Download Application PDF

PPQ-546 Permit Application Summary

Application Number
A-00086033

Status
Submitted

Submission Date
12/6/2021

If you have any questions regarding admissibility, please visit https://acir.aphis.usda.gov/s/ or email acirdatabase.comments@usda.gov.

Select **Download Application PDF** to save a PDF copy of your application.

Add the APHIS eFile emails **aphis.efile@usda.gov** and **support@salesforce.com** to your address book to prevent any automatic emails are not sent to junk.

Access Labels
Page 19

Pending APHIS Review
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Permits
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View Outcomes

Your application has been processed and each application line item, or article-country combination, has been sorted to its appropriate outcome category.

The different outcome categories include:

- **Pending APHIS Review**
- **Permits**
- **Letter of Denial**

The next pages review what each Outcome section means and any actions you can or should take.

How to Access Your Labels

A On your home page, select the **My Activity** tab.

B Next, search for your APHIS eFile application number in the search bar.

C Select the **View Details** button to access the application details page.
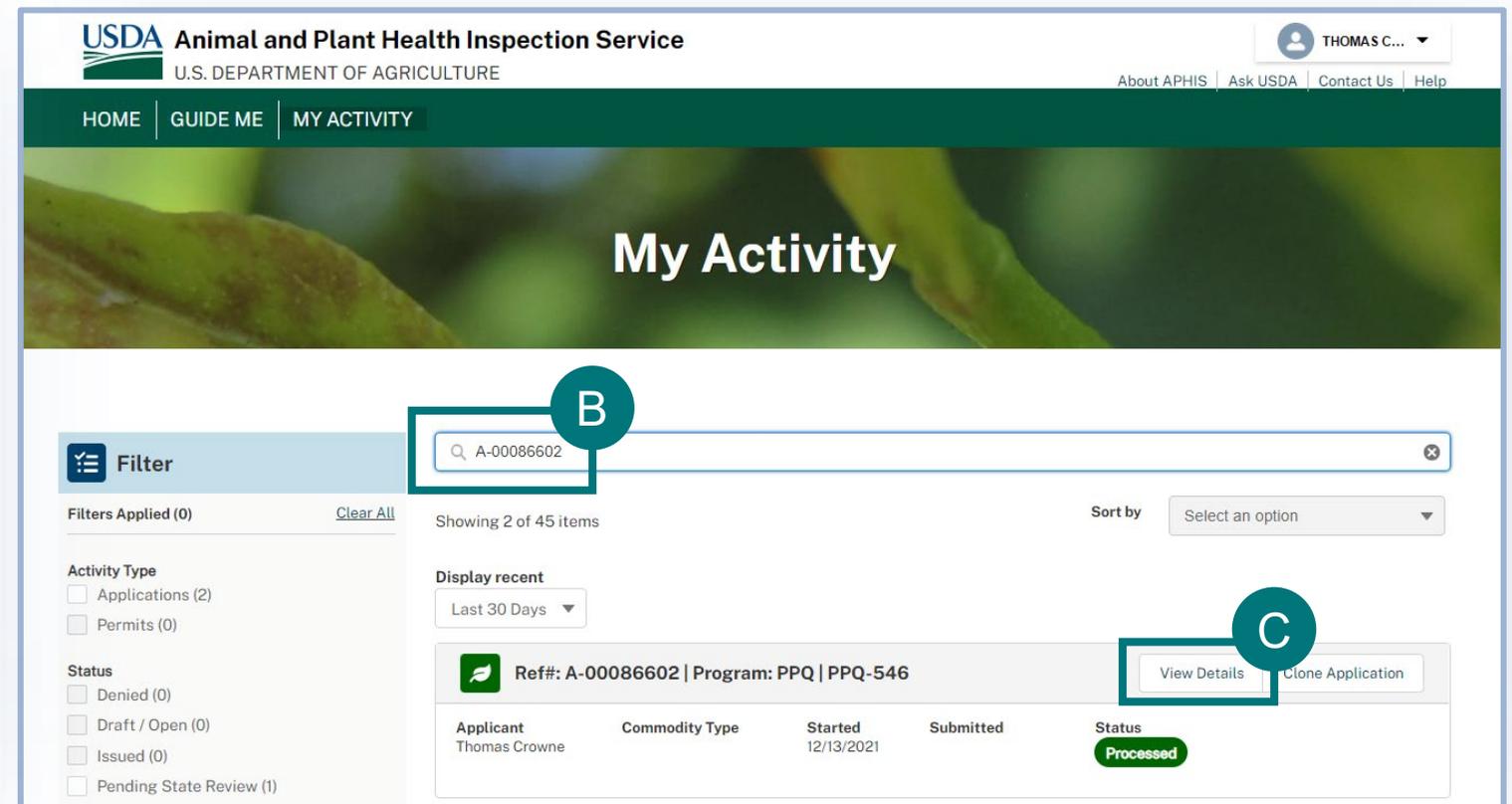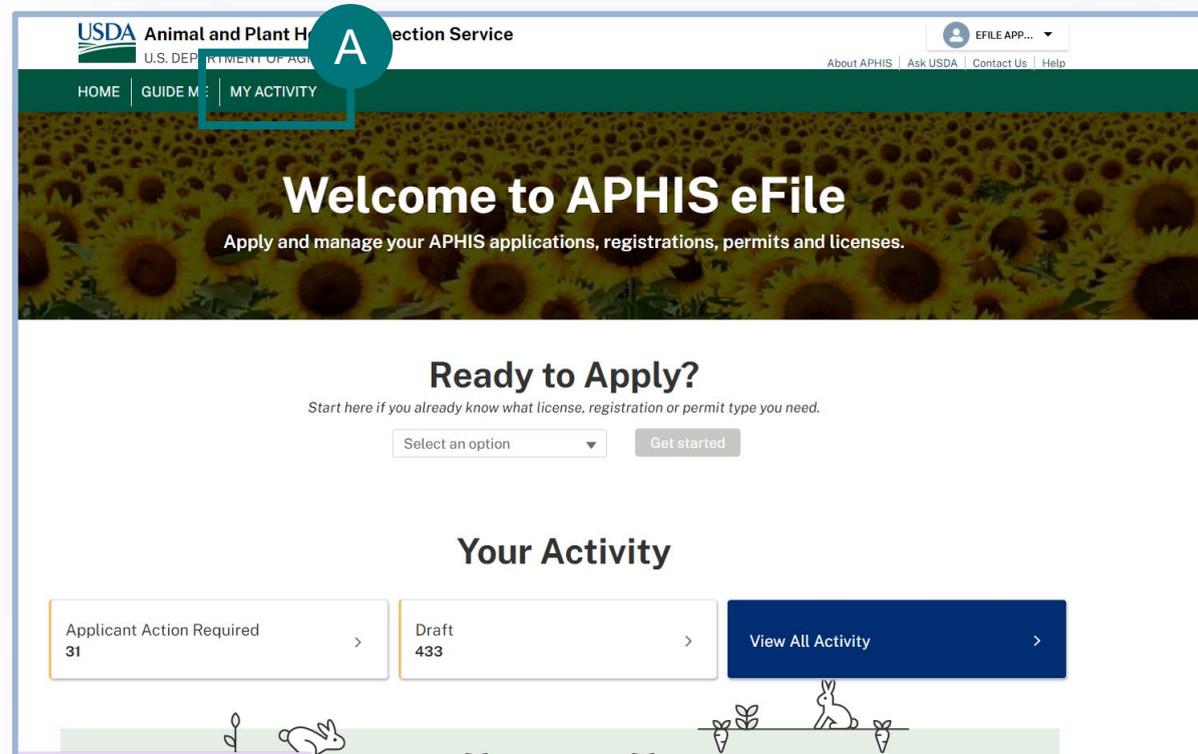
How to Access Your Labels

D To access the labels from this page you will select **View Permit Details**.

E You will have to scroll down on the page to see the Plant Inspection Station locations listed with the ability to download the labels for each location. From there you will be able to both view and print your labels.

Note: You can only put one label per package. Be mindful that all commodities may not be allowed to be imported to all PIS stations. You must check your permit conditions to verify that you are selecting an allowable PIS station to ship to.

Permits

P-00139081

Status:	Permit Type:	Date Issued:	Expiration Date:
Issued	New	8/2/2021	8/2/2024

View Permit Details | View Permit PDF

D

Plant Inspection Station Labels

⬇ Download All

The new Plant Inspection Station (PIS) Labels setup makes it easier for you to manage your PIS labels.

1. PIS labels are now automatically provided for each permit; one for each station.

2. You can use the same label for each package sent to the same station.

3. A PIS label can be used multiple times over the permit's lifetime; it does not expire once used.

Plant Inspection Station

Jamaica, NY	⬇
South San Francisco, CA	⬇
Orlando, FL	⬇
SeaTac, WA	⬇
El Segundo, CA	⬇
Honolulu, HI	⬇
Carolina, PR	⬇
Los Indios, TX	⬇
Tiyan, Barrigada, GU	⬇
Linden, NJ	⬇

Show: ▼   ◀◀ ◀ ▶ ▶▶   Total records: **16**

Page **1** of **2**

E

How to Access Your Labels

Below you will see an example of the instruction page and labels that are generated after downloading the labels for your specific Plant Inspection Station location. You must follow these instructions when applying the label to your shipment.

View Outcomes – Pending APHIS Review

Pending APHIS Review

Applications that require additional APHIS review will have a status of Pending APHIS Review. **You do not need to take any actions on these applications.**

Ref#: A-00086033 | Program: PPQ | PPQ-546

View Details | Clone Application

Applicant	Commodity Type	Started	Submitted	Status
Thomas Crowne		12/06/2021	12/06/2021	Pending APHIS Review

View Outcomes – Permits

A Search for your permit using you're P-##### on My Activity section and pull up your application details page. Once you are on the permit page, select **View Permit PDF** to view the permit and its conditions.

Ref#: P-00151201 **Issued**

546-22-11-02973 | | PPQ-546 | Applicant: USDAeFile Applicant 3 | Permittee: USDAeFile Applicant
3 | Effective: 1/11/2022 - 1/11/2025

A

View Permit PDF   More Actions ▼

View Outcomes – Letter of Denial

Letter of Denial

If your application is denied you will receive an email notification.

You may also view if your application has been approved or denied on the Application Details page under the files section.

Step 1: Navigate to My Activity Page and Search for your Permit
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Step 2: Select Cancel Permit, Add Cancellation Explanation, and Submit
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Step 1: Navigate to My Activity page and search for your Permit

A   Navigate to My Activity Page.

B   Search for your permit by using the **search bar** or the **filters** on the left.

You can search for your permit number using P- or 5XX- numbers
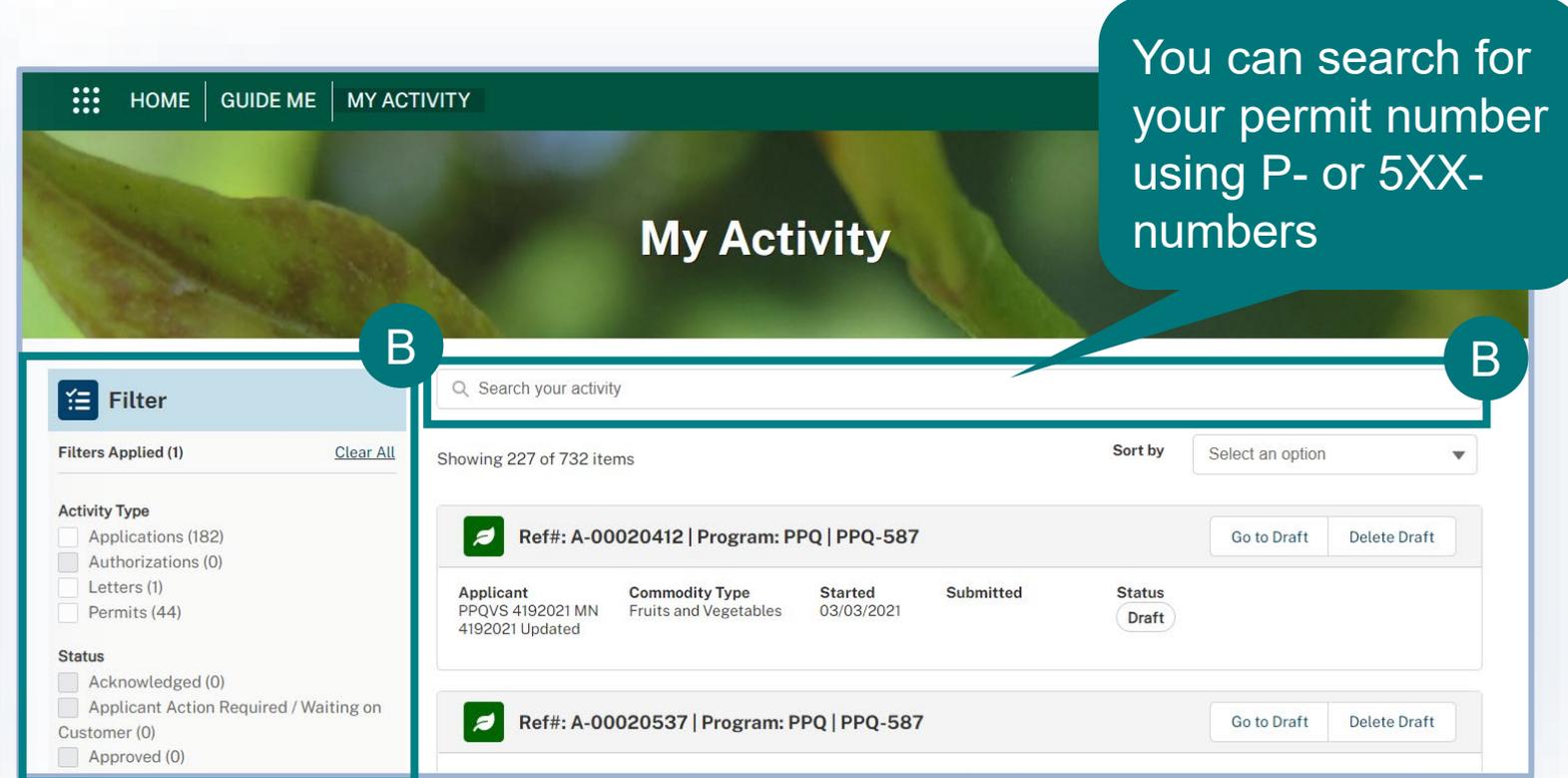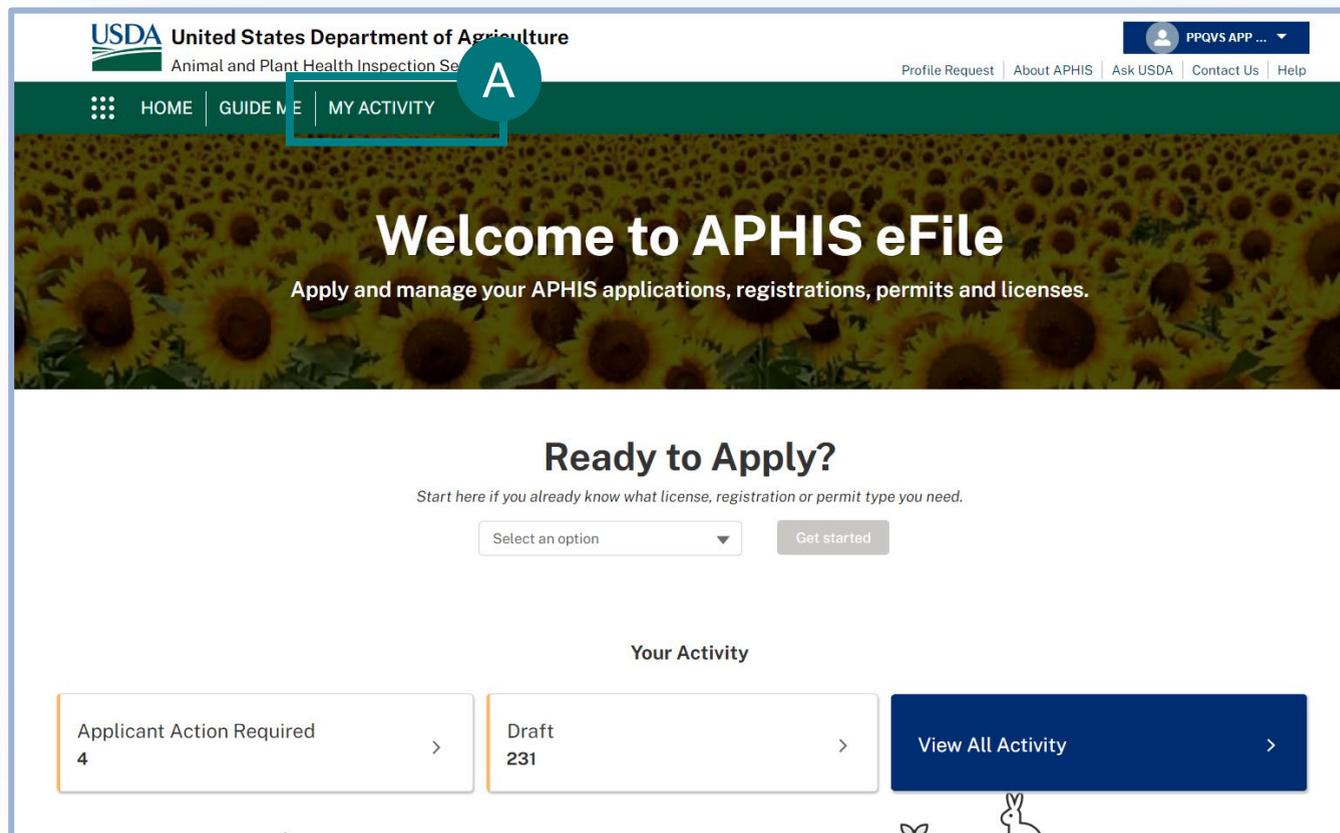
Step 2: Select Cancel Permit, Add Cancellation Explanation, and Submit

A Select the dropdown arrow next to the Permit card and select **Cancel Permit.**

B Enter the reasoning behind your permit cancellation request in the Explanation field and select **Submit.**

After Cancelling Your Permit

Your permit cancellation request will be reviewed by APHIS. Once it has been reviewed and approved by APHIS you will see a cancellation banner on the permit details page.

For guidance on how to transfer for your permit, reference the *How to Transfer Your PPQ Permit user guide*.

If you require an amendment, you can send an amendment request to plantproducts.permits@usda.gov. Please provide your permit number and the information you wish to amend.

APPENDIX

System Setup

- **Compatible browser** – For the best user experience, please use **Google Chrome**. Other available browsers include Firefox, Safari, and Edge. **eFile is NOT supported by Internet Explorer.**

- **Emails** – Add the APHIS eFile email at aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk

- **Zoom** –100%
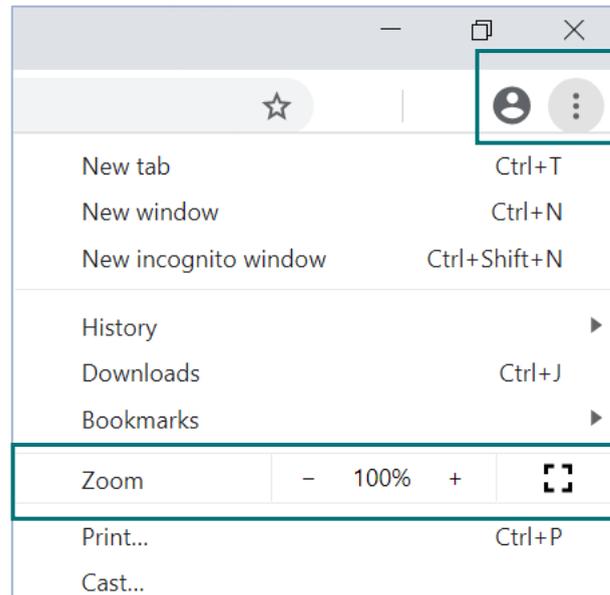
Contact

If you require assistance with your applications, please contact:
PPQ Permit Services
(301) 851 2046
plantsforplantingpermits@usda.gov

If you require technical assistance, please contact:
Help Desk
help@usda.gov