



United States Department of Agriculture

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**ePermits**  
**System Documentation**  
**PPQ Form 587**  
Application for Permit to Import Plants or Plant Products  
Section 1 of 4

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Version 2.2

October 16, 2013

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

## APHIS Review History

In order to maintain schedules and project time lines, APHIS plans to complete the review of this document within 10 business days. The table below is used to track this review period.

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9/16/2011	09/30/2011	Ola Olagbegi, Karen Brady, Joe Corpuz	09/30/2011

## Document Revision History

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06/17/2013	2.1	Updated to comply with new APHIS Visual Standards and to include the following CQs: CQ7294 – Add / Modify Renewal and Amendment Options to PPQ Applications CQ10350 – Withdrawal of Amended or Renewed permits should make the previous permit available for Renewal / Amendment CQ10430 – Allow users to change PPQ renewal type from Renew WITHOUT changes to WITH changes	Beverly Rumpf
10/16/13	2.2	Document updated to reflect changes per CQ 10199	Dexter Phillips

**PPQ Form 587**  
**ePermits System Documentation**  
**Section 1 of 4**

For space and file size reasons, the PPQ 587 System Documentation is divided into four documents, called sections. Section 1 includes the application work flow, user roles and workflow assignments, and the initial application review. Section 2 includes the continued permitting workflow to include preparing permit conditions, sending them to the applicant, and addressing their response. Section 3 includes issuing the permit, sending it to the applicant and printing labels. Section 4 includes the remaining response documents, cancelling and voiding the and opportunities for improvement. This document is section 1 of 4.

Functionality which is common across all applications, including Search, Folder, and Task header is described in detail in the ePermits Common Module system documentation.

This document groups the PPQ 587 permitting workflow steps into logical business processes. The “Step” numbers which are referenced are the step numbers which label the screens on the ePermits Tracking Sheet page.

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# PPQ 587

## 1. Introduction

### 1.1 Summary

The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Services (APHIS) Plant Protection Quarantine (PPQ) mission is to safeguard the nation's agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds. PPQ responds to many new introductions of plant pests to eradicate, suppress, or contain them through various programs that may be emergency programs or longer term domestic programs that target a specific pest. To facilitate PPQ's response to safeguarding the nation's agriculture and natural resources, it implements Plant Health Programs to deal with Pest Detection, Pest Identification, Plant Import and Export, Permits, and Crop Biosecurity and Emergency Response.

This document describes how the ePermits system is used to facilitate this mission through the use of the PPQ 587 Application for Permit to Import Plants and Plant Products.

This document describes the PPQ 587 application process and permitting workflow process.

### 1.2 Background

Permits are required for the importation into the U.S. and transit through the U.S. of regulated plants and plant products for consumption or propagation. Plant and plant product permits include plants for planting such as nursery stock, small lots of seed, and postentry; plant products such as fruits and vegetable, timber, cotton and cut flowers; protected plants and plant products such as orchids, and threatened and endangered plant species; transit permits to ship regulated articles into, through, and out of the U.S.; and departmental permits to import prohibited plant materials for research.

An important piece in delivering on the PPQ mission of excluding foreign pests and processing the permits required to support this mission is an effective Plant Health IT infrastructure that is capable of providing the earliest detection, control, and eradication of plant pests and diseases. Early detection assures faster and cheaper control, the availability of greater control strategies, and the ensuing possibility of success.

In this respect, the APHIS ePermits system provides for the ability to apply for and process permits for the following items:

- Plants for planting (including seeds) (7 CFR part 319.37)
- Fruits and Vegetables
- Rice and Rice Related (7 CFR 319.55)
- Indian Corn or Maize, Broomcorn, and Related Plants (7 CFR 319.41)
- Miscellaneous Products Associated with Khapra Beetle (7 CFR 319.75-2(b))
- Sugarcane Products and By-Products (7 CFR 319.15)
- Foreign Cotton and Covers (7 CFR 319.8)



- Cut Flowers (7 CFR 319.74)

The permitting process is completed under the authority of the various regulatory codes listed above, including those which are endangered and protected by CITES ([Convention on International Trade in Endangered Species](#)), under the PPQ 587 application and permit workflow.

### 1.3 Acronyms and Abbreviations

The table below defines acronyms and abbreviations which may be used in this document.

Term	Definition
APHIS	Animal and Plant Health Inspection Service
CITES	<a href="#">Convention on International Trade in Endangered Species</a>
ESA	Endangered Species Act
IES	Investigative Enforcement Service
LOD	Letter of Denial
LNJ	Letter of No Jurisdiction
OMB	Office of Management and Budget
PPQ	Plant Protection Quarantine
RPS	Regulatory Permit Specialist
USDA	United States Department of Agriculture

### 1.4 References

The table below list related documents which may be useful for reference purposes

File Name	Description	Date
ePermits	<a href="http://www.aphis.usda.gov/permits">http://www.aphis.usda.gov/permits</a>	2/14/2011
PDF version of PPQ Form 587	<a href="http://www.aphis.usda.gov/permits/ppq_epermits.shtml">http://www.aphis.usda.gov/permits/ppq_epermits.shtml</a>	3/4/2011
Plant Import Export Information	<a href="http://www.aphis.usda.gov/import_export/index.shtml">http://www.aphis.usda.gov/import_export/index.shtml</a>	
Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Endangered Species Act (ESA) Information	<a href="http://www.aphis.usda.gov/import_export/plants/plant_imports/cites_endangered_plants.shtml">http://www.aphis.usda.gov/import_export/plants/plant_imports/cites_endangered_plants.shtml</a>	
Plant and Plant Product Permits	<a href="http://www.aphis.usda.gov/plant_health/permits/plantproducts.shtml">http://www.aphis.usda.gov/plant_health/permits/plantproducts.shtml</a>	

### 1.5 Application and Permit Numbers

Unsubmitted PPQ 587 applications are assigned a temporary six digit tracking number.

Once a PPQ 587 application is submitted it is assigned an application number in the following format:

P587-YYMMDD-999

Where the “999” is a sequence number within the day.

When a permit is issued in response to a PPQ 587 application, that permit is assigned a permit number in the following format:

XXX-PAA-YY-999

Where “XXX” is the type of Permit issued (i.e. Q.37, Q.41, Q.8, Q.56-1), “PAA” is the type of permit issues (i.e. P37, P56, P41), and “999” is a sequence number within the year.

The type of permit issued prefix corresponds to the CFR code in which the permit is issued under.

### **1.6 PPQ 587 Application Form**

Applicants are able to submit the PPQ Form 587 applications online in ePermits with a Level 2 eAuthentication. Applicants who are not eAuthenticated may fax or mail applications to APHIS where they are entered into ePermits by APHIS support personnel. Applications submitted via mail or fax must be signed by the applicant. The PPQ 587 Form is an OMB approved government form.



## 1.7 Permit Form



 <b>Animal and Plant Health Inspection Service</b>	 <b>Plant Protection &amp; Quarantine</b>												
<p>United States Department of Agriculture          Animal and Plant Health Inspection Service          4700 River Road          Riverdale, MD 20737</p> <p><b>Permit to Import Plants and Plant Products</b>  <b>Regulated by 7 CFR 319.56</b></p> <hr/> <p style="text-align: center;"><b>This permit was generated electronically via the ePermits system.</b></p>													
<b>PERMITTEE NAME:</b> Applicant, Tester <b>ORGANIZATION:</b> 12345 <b>ADDRESS:</b> 123 Main Street 12345 Reston, VA 20190 <b>MAILING ADDRESS:</b> 123 Main Street 12345 Reston, VA 20190 <b>PHONE:</b> (999) 999-9999 <b>FAX:</b> (123) 521-3555	<b>PERMIT NUMBER:</b> P56-11-00036 <b>APPLICATION NUMBER:</b> P587-110801-001 <b>DATE ISSUED:</b> 08/01/2011  <b>EXPIRES:</b> 08/01/2012												
<b>DESIGNATED PORTS:</b> FL, Orlando													
<p>Under the conditions specified, this permit authorizes the following:</p> <table border="1"> <thead> <tr> <th>Article(s)</th> <th>Countries of Origin</th> <th>Plant Parts</th> <th>Intended Use</th> </tr> </thead> <tbody> <tr> <td>Flacourtia indica (Frozen)</td> <td>Falkland Islands (Malvinas)</td> <td>Bulb, Root</td> <td>Fruits and Vegetables (Consumption)</td> </tr> <tr> <td>Indigofera spp. (Frozen)</td> <td>Iceland</td> <td>Seed, Vegetable</td> <td>Small Lots of Seed</td> </tr> </tbody> </table>		Article(s)	Countries of Origin	Plant Parts	Intended Use	Flacourtia indica (Frozen)	Falkland Islands (Malvinas)	Bulb, Root	Fruits and Vegetables (Consumption)	Indigofera spp. (Frozen)	Iceland	Seed, Vegetable	Small Lots of Seed
Article(s)	Countries of Origin	Plant Parts	Intended Use										
Flacourtia indica (Frozen)	Falkland Islands (Malvinas)	Bulb, Root	Fruits and Vegetables (Consumption)										
Indigofera spp. (Frozen)	Iceland	Seed, Vegetable	Small Lots of Seed										
<p><b>SPECIAL INSTRUCTIONS TO INSPECTORS</b>          See permit conditions below</p>													
Permit Number P56-11-00036													
THIS PERMIT HAS BEEN APPROVED ELECTRONICALLY BY THE FOLLOWING PPQ HEADQUARTER OFFICIAL VIA EPERIMITS.  ePermits - emp Test	DATE  08/01/2011												
<small>WARNING: Any violation, false or unauthorized use of this Federal Form is subject to civil penalties of up to \$250,000 (7 U.S.C. 7234(b)) or punishment by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. 1001)</small>													
Page 1 of 2													

Figure 2: PPQ (587) Permit Page 1 of 2

**PERMIT CONDITIONS**

This permit authorizes the importation of the listed articles, under the conditions specified below. A copy of this permit (including all conditions) must accompany all shipments authorized under this permit. Upon arrival in the United States, the articles and shipping container(s) are subject to inspection by officials of Customs and Border Protection, Agriculture Inspection (CBP-AI) and Plant Protection and Quarantine (PPQ).

**END OF PERMIT CONDITIONS**

Permit Number P56-1100005

THIS PERMIT HAS BEEN APPROVED ELECTRONICALLY BY THE FOLLOWING PPQ HEADQUARTER OFFICIAL VIA EPERIMITS.	DATE
ePermits-emp Test	08/01/2011

WARNING: Any alteration, forgery or unauthorized use of this Federal Form is subject to civil penalties of up to \$250,000 (7 U.S.C. § 7734(b)) or possible criminal penalties of up to \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. § 1001)

**Figure 3: PPQ (587) Permit Page 2 of 2**

## 2. Application Process

### 2.1 Application Flow Diagram

The diagram below shows the flow of ePermits screens for the PPQ Form 587 Application process. Each rectangle represents an ePermits screen in the applicant workflow process. The screen ID for each screen appears in brackets.

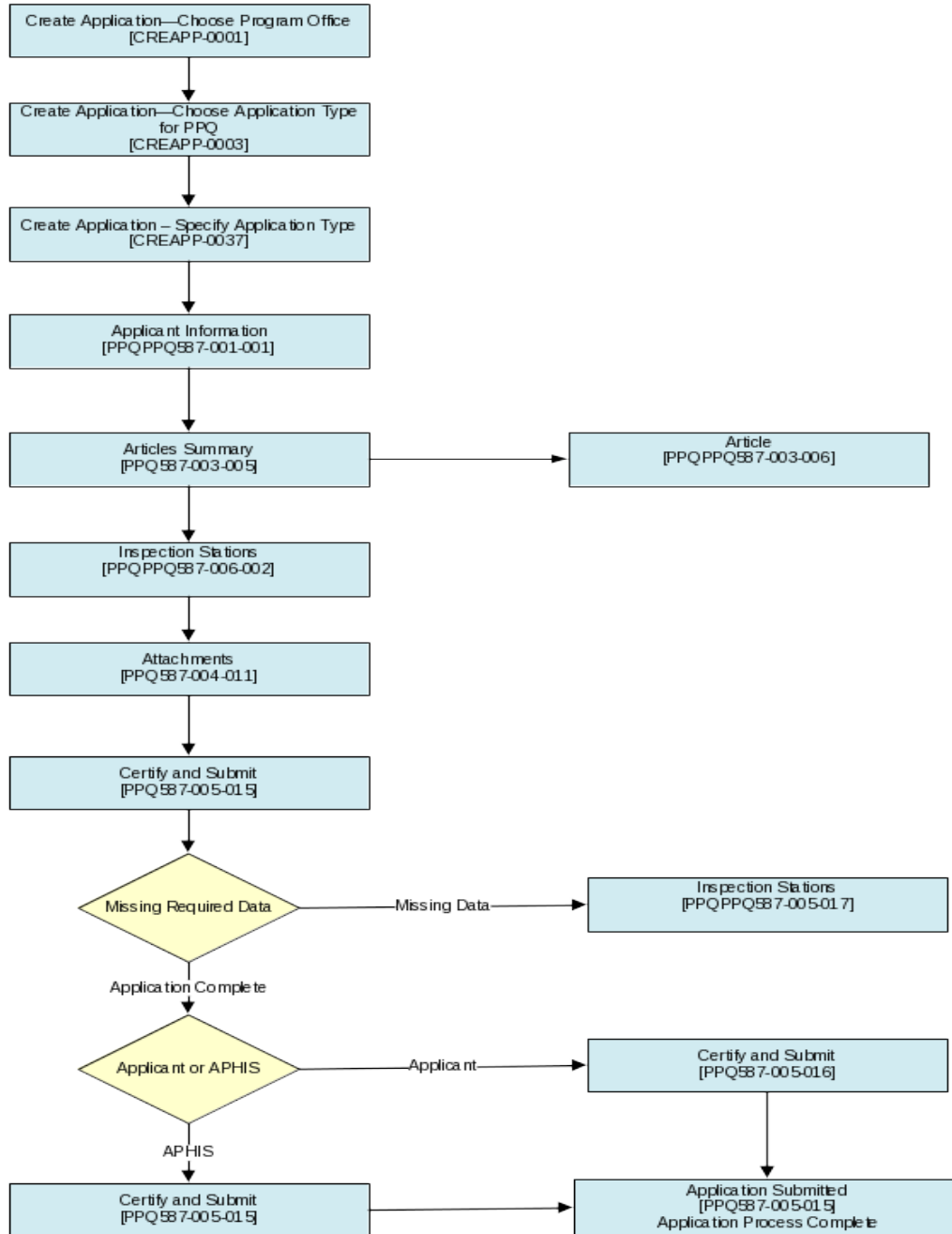


Figure 4: PPQ 587 Application Flow

## 2.2 Application Screen IDs and Screen Names

The table below displays the screen ID and the corresponding screen name for each screen in the application process.

Screen ID	Screen Name
CREAPP-0001	Create Application - Choose Program Office
CREAPP-0003	Create Application - Choose Application Type for PPQ
PPQ587-002-003	Create Application – Specify Application Type
PPQ587-001-001	Applicant Information
PPQ587-003-005	Articles Summary
PPQ587-003-006	Article
PPQ587-006-002	Inspection Stations
PPQ587-004-011	Attachments
PPQ587-005-016	Certify & Submit (Applicant)
PPQ587-005-015	Certify & Submit (APHIS)
PPQ587-005-017	Application Validation
PPQ587-005-014	Application Submitted

## 2.3 CREAPP-0001 Create Application – Choose Program Office

The first page in the application workflow for applicants is the *Create Application - Choose Program Office* screen. This screen is only displayed to applicants and not to APHIS PPQ staff. Once the user selects the “Plant Protection & Quarantine” radio button and clicks “Continue”, the user is navigated to the *Create Application - Choose Application Type for PPQ* page.

Figure 5: Create Application – Choose Program Office screen [CREAPP-0001]

## CREAPP-005 Create Application – Choose Application Type for PPQ

The *Create Application - Choose Application Type for PPQ* page lists each of the PPQ applications which may be submitted through ePermits. Once the user selects the “PPQ587 Application for Permit to Import Plants and Plant Products” radio button and clicks “Continue”, the user is navigated to the *Create Application – Specify Application Type* page.

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### Create Application - Choose Application Type for PPQ

You have selected **Plant Protection & Quarantine (PPQ)** as the program office. If this is correct, please select the correct application type for the permit you are applying for, then select **Continue**. If you have selected an incorrect program office you may go back by using the browser "Back" button.

- PPQ 525A Application for Permit to Receive Soil
- PPQ 526 Permit to Move Live Plant Pests, Biological Control Agents, Bees, Parasitic Plants, Federal Noxious Weeds, or Soil
- PPQ 546 Agreement for Postentry Quarantine State Screening Notice
- PPQ 585 Application for Permit to Import Timber or Timber Products
- PPQ 586 Application for Permit to Transit Plants and/or Plant Products, Plant Pests, and/or Associated Soil Through the United States
- PPQ 587 Application for Permit to Import Plants and Plant Products
- PPQ 588 Application for Permit to Import Prohibited Plant Material for Research Purposes
- PPQ 621 Application for Protected Plant Permit to Engage in the Business of Importing, Exporting, or Re-exporting Terrestrial Plants or Plant Products that are Protected

We need your valuable feedback to help us evaluate and improve our customer service. Please select the following link to take our brief customer service survey: <http://ppqcustserv.questionpro.com>

CREAPP-0003

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Figure 6: Application – Choose Application Type for PPQ [CREAPP-0003]

## 2.4 CREAPP-0037: Create Application – Specify Application Type

*Create Application - Specify Application Type* page allows the user to specify whether the application is for a New, Amendment, or Renewal Permit. After the user selects the appropriate radio button, along with the associated Permit number if an Amendment or Renewal application, and clicks “Continue” the user is navigated to the *Applicant Information* page.



**Figure 7: Create Application - Specify Application Type [CREAPP-0037]**

If an application is being amended or renewed, the applicant must select the associated permit from the drop-down list provided. This drop-down displays all of the applicant’s permits which are eligible for amendment or renewal.

Permits are eligible for amendment if there are no other unsubmitted or pending applications for the permit (i.e., the original application and all other amendments and renewals are processed) and the permit has not expired. Amendments can only be submitted for processing up to 3 months prior to expiration.

Permits are eligible for renewal if there are no other unsubmitted or pending applications for the permit (i.e., the original application and all other amendments and renewals are processed) and the renewal date is between 3 months before or 1 month after the expiration date.

If a permit is being amended or renewed, all user entered data from the previous application, including attachments, but excluding the certification checkbox and the payment information, is brought forward and defaulted into the amendment/renewal application.

There are two types of renewal applications, “Renewal With Changes” and “Renewal Without Changes”. If a permit is being amended or renewed with changes, all data fields carried forward may be changed in the amended or renewal application except for the following field:

- Applicant
  - Name

If a permit is being renewed without changes, all user entered data from the previous application, including attachments, but excluding the certification checkbox and the payment information, is brought forward and defaulted into the renewal application. All data fields carried forward may be changed in the renewal application except for the following fields:

- Applicant
  - Name
  - Organization
- Articles
  - Destination
  - Commodity Type
  - Regulated Article Name
  - Country of Origin
  - Canadian Province
  - Mexican State

The validation rules and error messages on this page are described in the table below.

Condition	Validation Message
No new/renewal/revision radio button selected	Please select the type of application you wish to create
Radio button = Amendment, Renewal Without Changes, or Renewal With Changes and no Permit selected	Previous Permit Number is required for Amendment or Renewal. Please select a permit from the drop-down list.

## 2.5 Change Renewal Type

If an applicant or APHIS staff member is creating or editing a PPQ 587 application of type “Renewal Without Changes”, an additional tab “Change Renewal Type” is displayed in the top margin. Clicking this tab allows the user to change the renewal type to “Renew With Changes”. This tab is not displayed for application types “New”, “Amendment”, or “Renew With Changes”.

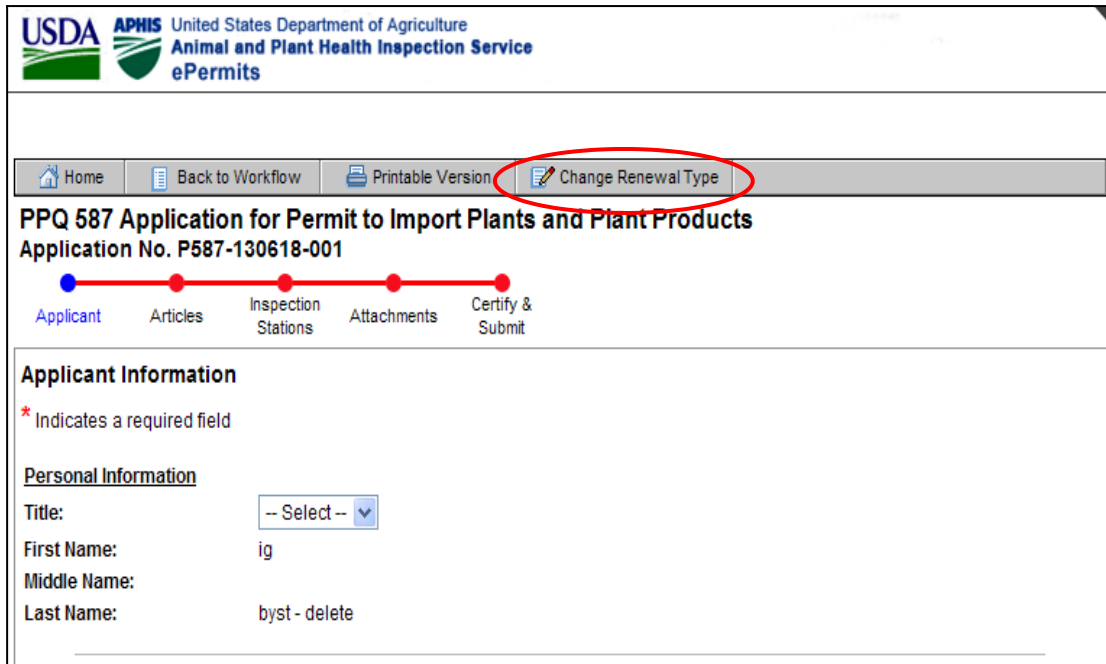


Figure 8: Change Renewal Type

After clicking the “Change Renewal Type” tab, the user is presented with a pop-up confirming the change. If the user clicks “Confirm”, the application type is changed to “Renew With Changes” and the user is returned to the application page. If the user clicks “Cancel”, no change is made and the user is returned to the application page. Once an application has been changed to “Renew With Changes” the application cannot be changed back to “Renew Without Changes”.

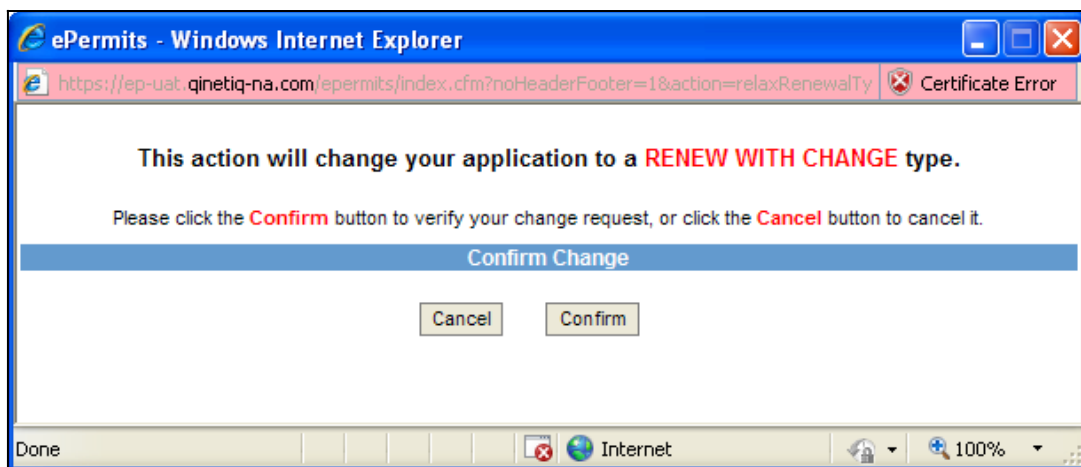



Figure 9: Confirm Application Type Change Pop-up

## 2.6 PPQ587-001-001 – Applicant Information

The *Applicant Information* page is used to enter contact information about the applicant. If the application is being entered into ePermits by the applicant themselves, their *My Profile* contact information will auto-populate on this page. Although the fields are auto populated, users may update these fields on this page if desired. When the user arrives on this page, the Metro Map will highlight the “Applicant” metro stop in blue.

Once the user enters all the required information and clicks “Continue”, ePermits saves all the information, and then navigates the user to the *Activity Description* page.


**United States Department of Agriculture**  
**Animal and Plant Health Inspection Service**  
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### PPQ 587 Application for Permit to Import Plants and Plant Products

Application No. 156240

[Applicant](#)   [Application Type](#)   [Articles](#)   [Inspection Stations](#)   [Attachments](#)   [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.

City\*:

State\*:

ZIP Code\*:

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

Address Line 1\*:   
Primary Street or P.O. Box

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

City\*:

State\*:

ZIP Code\*:

---

**Contact Information**

Day Telephone\*:  -  -  Ext.:

FAX Telephone:  -  -

Alternate Telephone:  -  -  Ext.:

Primary Email:

Secondary Email:

[Continue](#)

PPQ587-001-001

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Figure 4: Applicant Information [PPQ587-001-001]

The following table indicates the sections of this page that are not editable if the permit application is for an amendment, renewal with changes, or renewal without changes.

Field	Amendment	Renew With Changes	Renew Without Changes
Personal Information	X	X	X
Organization			X
Street Address			
Mailing Address			
Contact Information			

## 2.7 PPQ587-003-005 – Articles Summary

The *Articles Summary* page initially provides the options for choosing the Destination and Commodity Type for the application. It also provides a link for viewing details about: Kharpa Beetle Host Materials and Miscellaneous and Processed Products. When the user arrives on this page, the Metro Map will highlight the “Articles” metro stop in blue.

Both Destination and Commodity type are required fields. Once the user chooses these options, they may click “Enter New Article” to navigate to the Article Detail page. Once all articles have been entered for the application, the user may click on “Done Entering Articles” to advance to the *Inspection Stations* page.

For the PPQ 587 application, all articles entered must have the same Destination and the Commodity Type. After the user saves the details for particular article, they can change the Destination or Commodity type, but those changes will delete all existing articles entered and require the user to start over.

After a user adds the articles from the *Article* page, the *Articles Summary* page displays the summary of the articles entered.

Figure 10: Articles Summary [PPQ587-003-005]

The following table indicates the fields on this page that are not accessible if the permit application is for an amendment, renewal with changes, or renewal without changes.

Field	Amendment	Renew With Changes	Renew Without Changes
Destination			X
Commodity Type			X
Edit			
Copy			X
Delete			X
Enter New Article			X
Done Entering Articles			

## 2.8 PPQ587-003-006 – Article

The *Article* page allows the applicant to select the regulated article, country(ies) of origin, plant part, intended use and means of transportation information. When the user arrives on this page, the Metro Map will highlight the “Article” metro stop in blue. Once the user enters all the

required information and clicks continue, it saves the information and navigates the user back to the *Article Summary* Page.

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

Home Printable Version

**PPQ 587 Application for Permit to Import Plants and Plant Products**  
**Application No. 156274**

Applicant Application Type **Articles** Inspection Stations Attachments Certify & Submit

**Article**

\* Indicates a required field  
 \*\* An entry or selection is required for at least one of the fields marked with \*\*.

**Regulated Article Name:\*** -- Select --

Select the Regulated Article Name for which you are requesting permitting above. If the name of the Article you wish to import is not in the list, please select the last value in the Regulated Article Name list labeled "NONE OF THE ABOVE" and then enter the Regulated Article Name in the "Other Name" text box below.

**Other Name:**

Type in accepted common or scientific name.

**Country/Countries of Origin:\*\***  
 Hold CTRL and Click to select or deselect multiple countries.  
 If Canada is selected, other countries cannot be selected.

Check one or more countries then click "<<" button to remove from the list.

Afghanistan  
 Aland Islands  
 Albania  
 Algeria  
 Andorra  
 Angola  
 Anguilla (United Kingdom)  
 Antarctica  
 Antigua and Barbuda  
 Argentina

**Other Country/Countries Name(s):\*\***  
 Please separate each country name with a comma.

**Canadian Province:** -- Select --

**Mexican State:** -- Select --

**Plant Part:\***  
 Check all that apply

Flower  Fruit  Leaf  
 Plantlets invitro  Plantlets invivo  Root  
 Seed  Stem  Whole Plant  
 Other

**Plant Part Description:**

**Intended Use:\*** -- Select --

**Intended Use Description:**  
 (Max. 1000 Characters)

**Means of Importation:\***  Shipping  Personal Baggage  Air Mail/Parcel Post

Click on either of the two links below to determine the admissibility of a fresh fruit or vegetable from a particular country.  
<https://epermits.aphis.usda.gov/manual/index.cfm?action=pubHome>  
[http://www.aphis.usda.gov/import\\_export/plants/manuals/ports/downloads/fv.pdf](http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/fv.pdf)

Continue

PPQ587-003-006

[Home](#) | [Create Application](#) | [My Applications](#) | [My Permits/Responses](#) | [My Reports and Notices](#) | [My Messages](#) | [My Shipments/Labels](#) | [Advanced Search](#) | [My Profile](#) | [Change Password](#) | [Technical Support](#) | [Compliance Responses](#) | [Get Adobe Reader](#)  
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**Figure 11: Article Detail [PPQ587-003-006]**



The following table indicates the fields on this page that are not accessible if the permit application is for an amendment, renewal with changes, or renewal without changes.

Field	Amendment	Renew With Changes	Renew Without Changes
Regulated Article Name			X
Country/Countries of Origin			X
Plant Part			
Plant Part Description			
Intended Use			
Means of Importation			

## 2.9 PPQ587-006-002 – Inspection Stations

The *Inspection Stations* page provides a list of the Inspections Stations available for inspecting plants and plant products. When the user arrives on this page, the Metro Map will highlight the “Inspection Stations” metro stop in blue. The user can select single or multiple inspection stations, and when they click continue the information is saved and the system navigates the user to the *Attachments* page.

The screenshot displays the 'Inspection Stations' page within the USDA APHIS ePermits system. At the top, the USDA and APHIS logos are visible, along with the text 'United States Department of Agriculture Animal and Plant Health Inspection Service ePermits'. Below the logos is a navigation bar with 'Home' and 'Printable Version' links. The main heading reads 'PPQ 587 Application for Permit to Import Plants and Plant Products' with 'Application No. 156274'. A progress bar below the heading shows six steps: Applicant, Application Type, Articles, Inspection Stations (highlighted in blue), Attachments, and Certify & Submit. The 'Inspection Stations' section contains the instruction 'Choose one or more inspection stations.' and a detailed guide: 'Hold CTRL and Click to select or deselect multiple selections. Click the ">>" button to accept selection(s). Check one or more selections then click the "<<" button to remove from the list.' A list of inspection stations is provided in a scrollable box, including: AZ, Nogales; CA, Hawthorne; CA, Long Beach; CA, Los Angeles; CA, San Diego; CA, San Francisco; FL, Miami; FL, Orlando; GA, Atlanta; and GU, Tamuning. To the right of the list are '>>' and '<<' buttons. Below the list is an 'Other:' text input field. A 'Continue' button is located at the bottom right of the main content area. The footer contains a navigation menu with links for Home, Create Application, My Applications, My Permits/Responses, My Reports and Notices, My Messages, My Shipments/Labels, Advanced Search, My Profile, Change Password, Technical Support, Compliance Responses, Get Adobe Reader, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House. The page ID 'PPQ587-006-002' is also visible in the bottom right corner.

Figure 12: Activity Location Summary [PPQ587-004-010]

All fields on this page may be changed during application amendments and renewal applications.

## 2.10 PPQ587-004-011 – Attachments

The *Attachments* page provides a means for the applicant to add and delete files as attachments to the application. When the user arrives on this page, the Metro Map will highlight the “Attachments” metro stop in blue. The attachment types currently allowed in ePermits are: txt, html, htm, doc, wp, wpd, xls, pdf, gif, jpeg, jpg, bmp, vsd, docx, docm. The “Attach” button verifies that the file type is acceptable (i.e. it is not a potentially damaging type of file, such as an exe or vb). There is no file size limit imposed by ePermits; however the user may experience a system timeout depending on file size, network, or system usage.

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

Home Printable Version

PPQ 587 Application for Permit to Import Plants and Plant Products  
Application No. 156274

Applicant Application Type Articles Inspection Stations Attachments Certify & Submit

Attachments

Choose a file to attach

Browse... Attach

Continue

PPQ587-004-011

[Home](#) | [Create Application](#) | [My Applications](#) | [My Permits/Responses](#) | [My Reports and Notices](#) | [My Messages](#) | [My Shipments/Labels](#) | [Advanced Search](#) | [My Profile](#) | [Change Password](#) | [Technical Support](#) | [Compliance Responses](#) | [Get Adobe Reader](#)  
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Figure 13: Attachments Screen [PPQ587-004-011]

After the applicant attaches a file successfully, this screen provides the option to delete the file if desired. Once the user clicks on the “Continue” button, ePermits saves the updates and navigates the user to the *Certify and Submit* page.

Attachments may be added during application amendments and renewal applications.

## 2.11 PPQ587-007-017 – Application Validation

The *Application Validation* page is displayed if the user attempts to navigate to the *Certify & Submit* page without entering all required information. This situation can occur if the user uses the Metro Map to navigate between pages instead of using the “Continue” button at the bottom of each page. Four possible messages which may be displayed on this page are:

- Applicant must be entered for this Application.
- Application Category must be entered for this Application
- At least one Article must be entered for this Application.

When the user arrives on this page, the Metro Map will highlight the “Certify & Submit” metro stop. From this page, the user must use the Metro Map to navigate back to the page which is missing information. This validation page will continue to be displayed until all required information is entered.



Figure 14: Application Validation Screen [PPQ587-005-017]

## 2.12 PPQ587-005-015 /PPQ587-005-016 – Certify & Submit

The *Certify & Submit* page provides a means for the user to certify the application and submit the application to the APHIS PPQ Staff. When the user arrives on this page, the Metro Map will highlight the “Certify & Submit” metro stop in blue. Once the user clicks on the “Certify & Submit” button, it saves the information and submits the application. Once submitted the user cannot make changes to the application.

There are two different version of the Certify & Submit page. One version is for the applicant, the other version is for APHIS staff members.

The differences between these two pages are that:

- Applicants are required to agree to a certification statement that APHIS staff do not see.
- APHIS staff members are required to record the date the application was received.

The Application Received Date on this page defaults to the current date but can be changed to a prior date.

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

## PPQ 587 Application for Permit to Import Plants and Plant Products Application No. 157408



### Certify & Submit

Changes to the application cannot be made after Certifying and Submitting the application. To view the application, click on the Printable Version button. To edit the application, go to the data area where you want to make changes using the Navigation Bar above.

If you are finished entering data and would like to submit this Application, click the "Certify & Submit" button.

Application Received Date:

**Certify & Submit**

PPQ587-005-015

Figure 15: Certify & Submit Screen - APHIS View [PPQ587-005-015]

Home Printable Version

### PPQ 587 Application for Permit to Import Plants and Plant Products Application No. 156274

Applicant Application Type Articles Inspection Stations Attachments **Certify & Submit**

#### Certify & Submit

Changes to the application cannot be made after Certifying and Submitting the application. To view the application, click on the Printable Version button. To edit the application, go to the data area where you want to make changes using the Navigation Bar above.

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)

If you are importing plants intended for planting, including nursery stock, roots, bulbs, seeds and other plant parts, please click on the link provided below for additional guidance: [http://www.aphis.usda.gov/plant\\_health/permits/plants\\_for\\_planting.shtml](http://www.aphis.usda.gov/plant_health/permits/plants_for_planting.shtml)

**Certify & Submit**

PPQ587-005-016

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Figure 16: Certify & Submit Screen Applicant View [PPQ587-005-016]

For amendment applications or renewals with changes, the user is required to enter the changes from the previous version of the application in the text box provided.

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

Home Printable Version

**PPQ 587 Application for Permit to Import Plants and Plant Products**  
Application No. 158879

Applicant Articles Inspection Stations Attachments **Certify & Submit**

**Certify & Submit**

Changes to the application cannot be made after Certifying and Submitting the application. To view the application, click on the Printable Version button. To edit the application, go to the data area where you want to make changes using the Navigation Bar above.

If you are finished entering data and would like to submit this Application, please note the changes you made below, then click the "Certify & Submit" button.

**Amendment/Renewal**

**Description:**\*

If requesting an Amendment or Renewal, a brief description or a list of all changes from the previous version is required here.

This is where the changes from the original application are entered and viewed.

Application Received Date: 06/17/2013

**Certify & Submit**

PPQ587-005-015

[Home](#) | [Create/Renew/Amend Application](#) | [My Applications](#) | [My Inbox \(Applications\)](#) | [My Inbox \(Compliance\)](#) | [My Conditions](#) | [My Profile](#) | [Change Password](#) | [Technical Support](#) | [Labels](#) | [Label Shipment Reports](#) | [Get Adobe Reader](#)  
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**Figure 17: Certify & Submit - Amendment or Renewal With Changes [PPQ587-005-015]**

The comments entered in this text box are displayed on the PDF of the amendment applications or the renewals with changes applications in the Amendment/Renewal section.

According to the Paperwork Reduction Act of 1996, 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 0679-0049. 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. 0579-0049

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
PLANT PROTECTION AND QUARANTINE

USDA-APHIS-PPQ  
Permit Services  
4700 River Road, Unit 136  
Riverdale, MD 20737-1236  
1-877-770-5990

APPLICATION FOR PERMIT TO IMPORT PLANTS AND PLANT PRODUCTS

1. NAME AND UNITED STATES ADDRESS OF U.S. RESIDENT/LEGAL ALIEN:

Name: ePermits-emp Test  
Organization: USDA  
Street Address: 0000 Main Street  
Fairfax, VA 00000  
Mailing Address: 0000 Main Street  
Fairfax, VA 00000  
Phone: 123-000-1111  
Alternate Phone:  
FAX: 111-111-1111  
Email: beverly.rumpf@qinetiq-na.com  
Alternate Email:

2. APPLICATION CATEGORY

REQUEST TYPE:

New Permit  Amendment  Renewal Without Changes  Renewal With Changes

Amendment/Renewal Description:

This is where the changes from the original application are entered and viewed.

Previous Permit Number: P55-13-00003

3. PLANT OR PLANT PRODUCTS TO BE IMPORTED

Country/Countries of Origin	Province/State	Scientific Names of Plants or Plant Products	Plant Parts
Anguilla (United Kingdom)		Agave atrovirens	Fruit

4. INTENDED USE

Plants or Products	Intended Use
Agave atrovirens	Consumption

5. MEANS OF IMPORTATION

Plants or Products	Means of Importation
Agave atrovirens	Shipping

6. INSPECTION STATIONS

7. ATTACHMENTS

SIGNATURE OF APPLICANT	DATE
ePermits-emp Test	Jun 17, 2013

PPQ FORM 587

WARNING: Any alteration, forgery or unauthorized use of this document is subject to civil penalties of up to \$250,000 (7 U.S.C.s 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.s 1001)

**Figure 18: PDF of Renewal With Changes Application**

Once the user clicks the “Certify & Submit” button, they are taken to the *Application Submitted* page.

### 2.13 PPQ587-005-014 - Application Submitted

The *Application Submitted* page displays text stating that the application was successfully submitted. This is the final step in the application submission process.

The “View/Print Application” link on the bottom of the screen can be used to view and/or print a copy of the submitted application.



Figure 19: Application Submitted Screen [PPQ587-005-014]

## 3. Workflow Assignment, User Roles and Common Functions

### 3.1 User Roles

The table below lists the user roles relevant for the PPQ Form 587 permitting process and provides a description of each along with the level of access and visibility into ePermits.

User Role	Description
PPQ: Compliance Officer	APHIS PPQ HQ staff that assist in the monitoring, evaluation and determination of compliance for containment facilities and import regulations.
PPQ: Permit Manager	APHIS PPQ HQ staff that are responsible for management oversight and direction in the permitting process.
PPQ: Permit Program Specialist	APHIS PPQ HQ staff that are responsible for the evaluation of the permit application from a scientific perspective.



### 3.2 587 Automated Assignment Process

587 permit applications that have been created by users with the user role of PPQ Permit Specialist or PPQ Permit Manager are assigned differently than those created by other users as described below:

- **PPQ Permit Specialist / PPQ Permit Manager:** If the creator of the 587 permit application is a PPQ Permit Specialist or PPQ Permit Manager then the 587 permit application is automatically assigned back to the permit application creator.
- **Non PPQ Permit Specialist / PPQ Permit Manager (i.e. applicant, permit clerk etc.):** If the creator of the 587 permit application is any role other than a PPQ Permit Specialist or PPQ Permit Manager the 587 permit application is assigned based on the Destination and Commodity Type.

The 587 auto assignment process is depicted in graphical form in the activity diagram below:

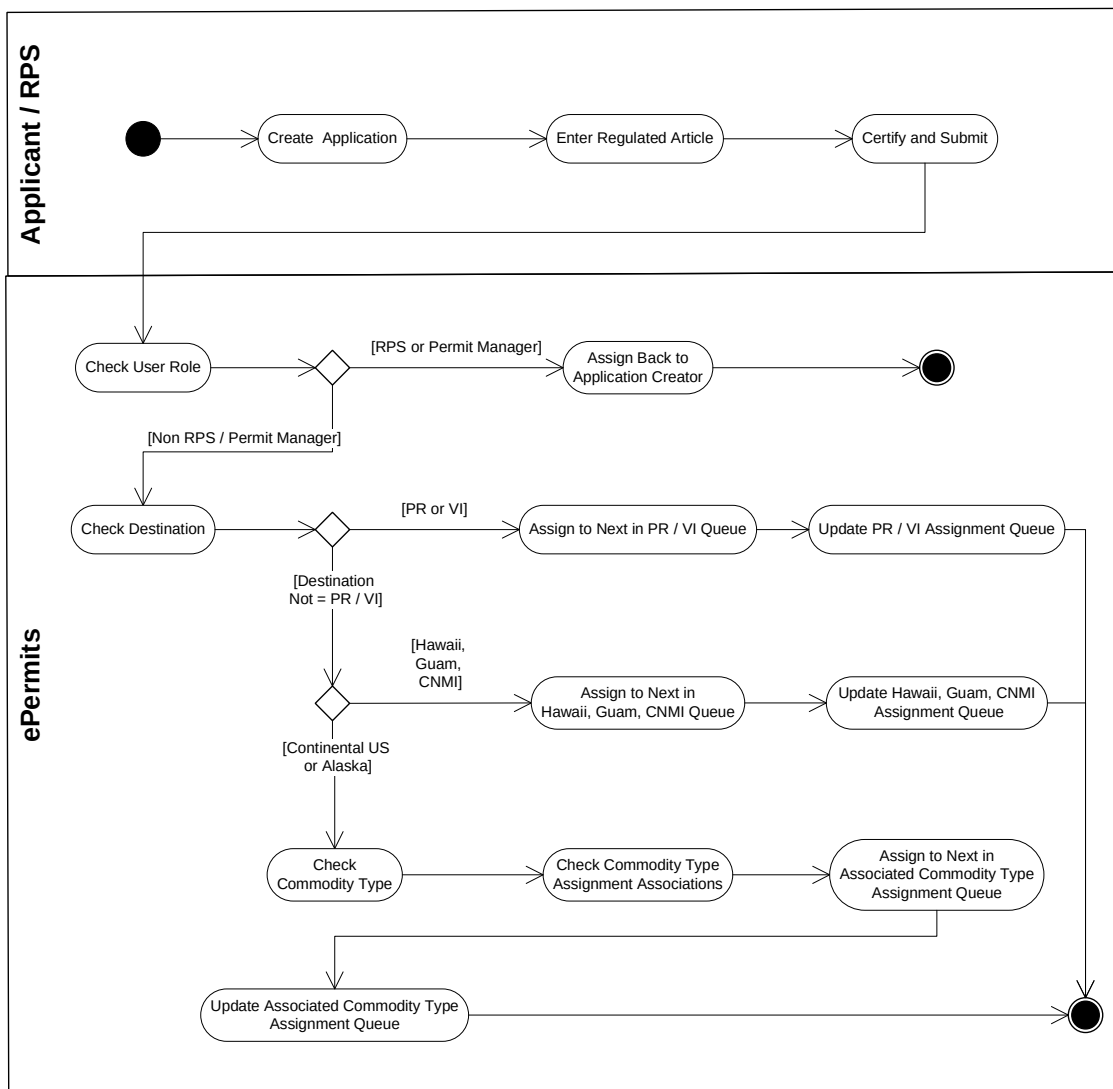


Figure 20: PPQ 587 Automated Assignment Activity Diagram

### 3.2.1 *Destination Driven Assignment*

For 587 permit applications that have been created by a non PPQ Permit Specialist / PPQ Permit Manager the Destination entered on the Article screen will be part of the assignment logic:

- **Puerto Rico / Virgin Islands:** 587 permit applications with a Destination of Puerto Rico / Virgin Islands will be assigned directly to the PPQ Permit Specialist(s) associated to Puerto Rico / Virgin Islands. Commodity Type does not factor into this assignment.
- **Hawaii, Guam, and Commonwealth of Northern Mariana Islands (CNMI):** 587 permit applications with a Destination of Hawaii, Guam, or CNMI will be assigned directly to the PPQ Permit Specialist(s) associated to Hawaii, Guam, or CNMI. Commodity Type does not factor into this assignment.
- **Continental US and Alaska:** 587 permit applications with a Destination of Continental US and Alaska will be assigned based off of Commodity Type. A detail on the assignment logic for Commodity Type is located in section 3.2.2 Commodity Type Driven Assignment.

#### 3.2.1.1 *Destination Assignment Queue*

If there are multiple permit specialists associated to a destination, ePermits will assign 587 permit applications to permit specialist according to an assignment queue. Once a permit specialist is assigned a 587 permit application they will be moved to the bottom of the queue and not be assigned another permit application until the permit specialist in front of them have had permit applications assigned to them.

### 3.2.2 *Commodity Type Driven Assignment*


587 permit applications created by a non PPQ Permit Specialist / PPQ Permit Manager that have a Destination of Continental United States or Alaska entered on the Article screen will use Commodity Type for its assignment logic. The user will have the ability to edit the PPQ Permit Specialist associated to a Commodity Type using the 587 Auto Assignment Admin screen.

#### 3.2.2.1 *Commodity Type Assignment Queue*

If there are multiple PPQ Permit Specialists associated to a Commodity Type ePermits will assign 587 permit applications to permit specialist according to an assignment queue. There will be a separate queue for each Commodity Type. Once a permit specialist is assigned a 587 permit application they will be moved to the bottom of the queue and not be assigned another permit application until the permit specialist in front of them have had permit applications assigned to them.

## 3.3 **PPQ 587 Permit Application Assignment Screen**

The *Current PPQ 587 Permit Application Assignment* screen allows users to view the PPQ Permit Specialists that get assigned by ePermits based on destination and commodity type. Only the user role of PPQ Admin will have access to this screen.


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

- Home
- My Profile
- Change Password
- Admin
- Technical Support

Role(s):  
 PPQ: Admin ▼

- Logoff

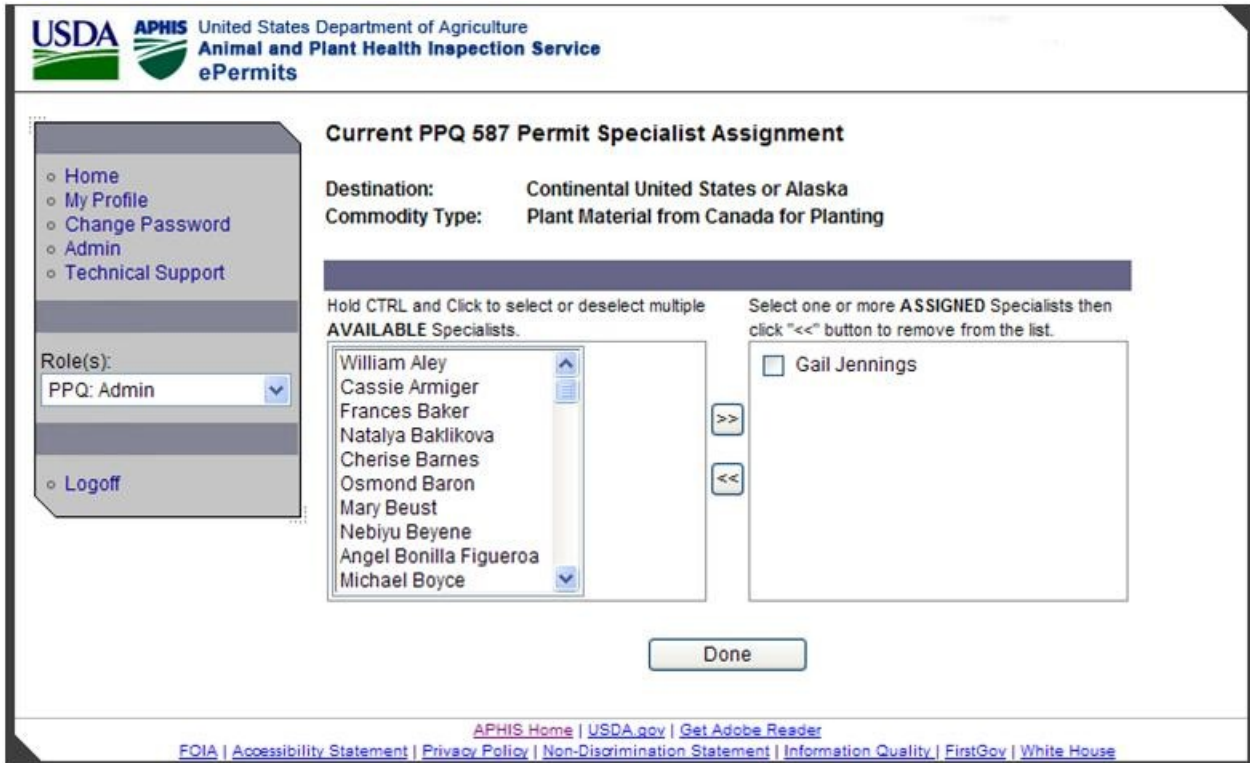
### Current PPQ 587 Permit Application Assignment

Destination	Commodity Type	Permit Specialist
Continental United States or Alaska	Foreign Cotton and By-Products Including Covers	Lillian Stewart
Continental United States or Alaska	Fresh Fruits and Vegetables(including Cut flowers with fruits or floral heads)	Bonita Davis Lillian Stewart
Continental United States or Alaska	Frozen Fruits and Vegetables	Lillian Stewart Bonita Davis
Continental United States or Alaska	Indian Corn or Maize, Broomcorn, and Related Plants	Karen Brady
Continental United States or Alaska	Miscellaneous and Processed Products	Bonita Davis
Continental United States or Alaska	Plant Material for Planting and Other Purposes	Carolyn Fitzgerald
Continental United States or Alaska	Plant Material from Canada for Planting	Gail Jennings
Continental United States or Alaska	Products Associated with Khapra Beetle	Gail Jennings
Continental United States or Alaska	Rice and Rice Related Products	Karen Brady
Continental United States or Alaska	Sugarcane Products and By-Products	Gail Jennings
Continental United States or Alaska	Indian Corn or Maize, Broomcorn, and Related Plants from Canada	Gail Jennings
Continental United States or Alaska	Fresh Fruits and Vegetables(including Cut flowers with fruits or floral heads) from Canada	Gail Jennings
Continental United States or Alaska	Frozen Fruits and Vegetables from Canada	Gail Jennings
Puerto Rico, Virgin Islands	--	Maria Leon Lopez Awilda Lopez Angel Bonilla Figueroa
Hawaii, Guam, Mariana Islands	--	Merren Hao

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**Figure 21: Current PPQ 587 Permit Application Assignment**

By clicking the edit icon in the *Current PPQ 587 Permit Application Assignment* screen the user is taken to the *Current PPQ 587 Permit Specialist Assignment* screen which allows a PPQ Admin to change which permit specialist gets automatically assigned by ePermits based on destination and commodity type.



**Figure 22: Current PPQ 587 Permit Specialist Assignment**

### 3.4 PPQ 587 Regulated Articles

The *PPQ 587 Regulated Articles* screen allows users to maintain the lists of regulated articles that appear in the Regulated Article Name field on the Article Entry screen. This screen is accessible by selecting the “PPQ 587 Regulated Articles” link on the current Admin Main page.

- Home
- My Profile
- Change Password
- Admin
- Technical Support

---

Role(s):  
PPQ: Admin

---

- Logoff

### Current PPQ 587 Regulated Articles

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) (Display All)

Scientific Name	Common Name	Archived?
<a href="#">✎ QUAQUA SP.</a>		
<a href="#">✎ QUAQUA SP.</a>		
<a href="#">✎ Quaqua spp.</a>		
<a href="#">✎ Quaqua spp.</a>		
<a href="#">✎ QUARARIBEA SP.</a>		
<a href="#">✎ QUARARIBEA SP.</a>		
<a href="#">✎ Quararibea spp.</a>		
<a href="#">✎ Quararibea spp.</a>		
<a href="#">✎ QUERCUS SP.</a>		
<a href="#">✎ QUERCUS SP.</a>		
<a href="#">✎ Quercus spp.</a>		
<a href="#">✎ Quercus spp.</a>		
<a href="#">✎ Quaranbea spp.</a>		
<a href="#">✎ QUERCUS SP.</a>		
<a href="#">✎ QUERCUS SP.</a>		
<a href="#">✎ Quercus spp.</a>		
<a href="#">✎ Quercus spp.</a>		
<a href="#">✎ Quesnelia spp.</a>		
<a href="#">✎ QUIABENTIA SP.</a>		
<a href="#">✎ Quiabentia spp.</a>		
<a href="#">✎ Quiabentia spp.</a>		
<a href="#">✎ QUINCHAMALIUM SP.</a>		
<a href="#">✎ QUINCHAMALIUM SP.</a>		
<a href="#">✎ Quinchamaliium spp.</a>		
<a href="#">✎ Quinchamaliium spp.</a>		
<a href="#">✎ QUISQUALIS SP.</a>		
<a href="#">✎ QUISQUALIS SP.</a>		
<a href="#">✎ Quisqualis spp.</a>		
<a href="#">✎ Quisqualis spp.</a>		

**Figure 23: Current PPQ 587 Regulated Articles**

The user may add or edit a new regulated article by clicking on the “Edit” or the “New Regulated Article” button which takes them to the *PPQ 587 Regulated Article* screen and provides PPQ Admin users the ability to add, update, and archive / un-archive regulated articles.

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

TRAINING ENVIRONMENT

### PPQ 587 Regulated Article

\* Indicates a required field  
 \*\* An entry or selection is required for at least one of the fields marked with \*\*.

Commodity Type:\*

Scientific Name:\*\*

Common Name:\*\*

Display:  Scientific Name  Common Name

Archive?  No  Yes

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Figure 24: PPQ 587 Regulated Article

### 3.5 PPQ 587 Commodity Types

The *Current PPQ 587 Commodity Types* screen provides PPQ: Admin users the ability to maintain the list of Commodity Types that appear in the Commodity Type field on the Article Entry screen. This screen is accessible by selecting the “PPQ 587 Commodity Types” link on the current Admin Main page.

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

TRAINING ENVIRONMENT

### Current PPQ 587 Commodity Types

Commodity Type	Archived?
<a href="#">Foreign Cotton and By-Products Including Covers</a>	
<a href="#">Fresh Fruits and Vegetables</a>	
<a href="#">Frozen Fruits and Vegetables</a>	
<a href="#">Indian Corn or Maize, Broomcorn, and Related Plants</a>	
<a href="#">Miscellaneous and Processed Products</a>	
<a href="#">Plant Material for Planting</a>	
<a href="#">Plant Material from Canada for Planting</a>	
<a href="#">Products Associated with Khapra Beetle</a>	
<a href="#">Rice and Rice Related Products</a>	
<a href="#">Sugarcane Products and By-Products</a>	

- o Home
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- o Change Password
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- o Technical Support

---

Role(s):

---

- o Logoff

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Figure 25: Current PPQ 587 Commodity Types

The user may add or edit a new commodity types by clicking on the “Edit” or the “New Commodity Type” button which takes them to the *PPQ 587 Commodity Type* screen and provides PPQ Admin users the ability to add, update, and archive / un-archive commodity types.

Figure 26: PPQ 587 Commodity Type

### 3.6 PPQ 587 Intended Uses

The *Current PPQ 587 Intended Uses* screen provides PPQ: Admin users the ability to maintain the lists of Intended Uses that appear in the “Intended Use” field on the Article Entry screen. This screen is accessible by selecting the “PPQ 587 Intended Use” link on the current Admin Main page.

Intended Use	
<a href="#">Consumption</a>	<a href="#">Un-Archive</a>
<a href="#">Cut Flowers</a>	<a href="#">Archive</a>
<a href="#">Fruits and Vegetables (Consumption)</a>	<a href="#">Archive</a>
<a href="#">Lab Analysis</a>	<a href="#">Un-Archive</a>
<a href="#">Miscellaneous</a>	<a href="#">Archive</a>
<a href="#">Propagation</a>	<a href="#">Archive</a>
<a href="#">Small Lots of Seed</a>	<a href="#">Archive</a>

Figure 27: Current PPQ 587 Intended Uses

The user may add or edit a new intended use by clicking on the “Edit” or the “New Intended

Use” button which takes them to the *PPQ 587 Intended Use* screen and provides PPQ Admin users the ability to add, update, and archive / un-archive intended uses.

The screenshot shows the 'PPQ 587 Intended Use' form in a training environment. At the top left, there are logos for USDA and APHIS, along with the text 'United States Department of Agriculture Animal and Plant Health Inspection Service ePermits'. In the top right corner, it says 'TRAINING ENVIRONMENT'. The form title is 'PPQ 587 Intended Use'. Below the title, there is a note: '\* Indicates a required field'. The 'Intended Use Name:' field is marked with an asterisk and contains the text 'Consumption'. The 'Archive?' field has two radio buttons, 'Yes' (which is selected) and 'No'. At the bottom of the form, there are two buttons: 'Save Changes' and 'Cancel'. A footer contains several links: Home, My Profile, Change Password, Admin, Technical Support, Get Adobe Reader, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

Figure 28: PPQ 587 Intended Use New/Edit

### 3.7 PPQ 587 Application Folder - Summary

When a user clicks on an application folder icon from either the *My Inbox (Applications)* screen or the *Search Results* page the workflow *Folder* for that compliance request is displayed to the user.

Within the Folder view the user is provided standard ePermits workflow information on the Folder View such as the Application Summary, Open Tasks, Collaboration Tasks, Waiting Responses, Assignments, Payment Information, Permits/Responses, Application Documents, Task Documents, State/SPRO Documents, Task Notes, Task Collaboration Messages and Responses, and Application Lock/Unlock log.




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

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

<a href="#">Unlock Application</a>	<a href="#">Tracking Sheet</a>	<a href="#">Add Note</a>	<a href="#">Attachment</a>	<a href="#">Assignment Sheet</a>
------------------------------------	--------------------------------	--------------------------	----------------------------	----------------------------------

---

**Application Summary**

Received Date: 8/24/2011

Application Form: PPQ 587

Application Category: New Permit


Application Number: P587-110831-007

Applicant: Edwards, John

Organization: California Specialty Farms

Telephone: 310-587-2200

Printable Version: [Original](#) [Current](#)

Submission Date: 8/31/2011

Submission Level: 2

Prepared By: Lynch, Nora

Submitted By: Lynch, Nora

**Open Tasks**

No Open Tasks

**Collaboration Tasks**

No Collaboration Tasks

**Waiting Responses**

No Waiting Response Tasks

---

Permits/Responses	Permit Labels	Issuing Scientist	Exp. Date	Issuance Date
<a href="#">Q.56-1 - P56-11-02578</a>		Stewart, Lillian	9/13/2014	9/13/2011

[Cancel Permit](#) [Suspend Permit](#)

---

**Application Documents**

[P587-110831-007.pdf](#)

---

**Task Documents**

No Task Attachments

---

**State/SPRO Documents**

No State/SPRO Attachments

---

**Task Notes**

No Task Notes

---

**Task Collaboration Messages and Responses**

No Task Collaboration Messages

---

**Application Lock/Unlock Log**

No Application Lock/Unlock Logs

---

[Home](#) | [Create Application](#) | [My Applications](#) | [My Inbox \(Applications\)](#) | [My Inbox \(Compliance\)](#) | [My Conditions](#) | [My Profile](#) | [Change Password](#) | [Reports](#) | [Technical Support](#) | [Labels](#) | [Label Shipment Reports](#) | [Get Adobe Reader](#)  
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Figure 29: PPQ 587 Folder View

### 3.8 PPQ 587 Application Folder –Amendments or Renewals With Changes

For amendment applications or renewals with changes, the Application Category is either

“Amendment (P587-YYMMDD-NNN)” or “Renewal With Changes (P352-YY-NNNNN)”, where the original permit number is a link that opens a new window with the folder of the original application. The Permit Conditions, Guidance, and Special Instructions to Inspectors, and Inspection Stations are carried over to the Amendment / Renewal Application. The comments entered on the *Certify & Submit* page for amendment applications or renewals with changes are displayed in the Amend/Renew Comments section of the folder view.

The original permit can be viewed as a PDF by clicking the permit link in the Original Permit / Responses section of the folder. Once the Amended Permit has been issued, the original permit becomes “superseded” and does not contain a link to the amended application / permit. However, the amended permit does contain a link to the original permit PDF. The Withdrawal of Amended or Renewed permits allows the previous permit once again available for Amendment or Renewal.


 United States Department of Agriculture  
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 ePermits

**Folder** 
[Inbox](#) | [Home](#) | [Copy Application](#) | [Void Application](#)

<a href="#">Edit Application</a>	<a href="#">Tracking Sheet</a>	<a href="#">Add Note</a>	<a href="#">Attachment</a>	<a href="#">Assignment Sheet</a>
----------------------------------	--------------------------------	--------------------------	----------------------------	----------------------------------

---

**Application Summary**

**Received Date:** 6/17/2013  
**Application Form:** PPQ 587  
**Application Category:** Amendment ([P37-12-00017](#))  
**Application Number:** P587-130617-004  
**Applicant:** Jimenez, Angel  
**Organization:** Jardinez de Ensueno  
**Telephone:** 787-555-5555  
**Printable Version:** [Original](#) [Current](#)

**Submission Date:** 6/17/2013  
**Submission Level:** 2  
**Prepared By:** Tester, Epermits  
**Submitted By:** Tester, Epermits

**Open Tasks**

[Assign RPS](#) 6/17/2013 12:32 PM Epermits Tester

**Collaboration Tasks**

No Collaboration Tasks

**Waiting Responses**

No Waiting Response Tasks

**Assignments**

Compliance Officer:	Officer, Compliance
Containment Facility Inspector:	Tester, Epermits
Containment Scientist:	Scientist, Containment
FAVIR Transit User:	Tester, Epermits
National Post Entry Coordinator:	Coordinator, PostEntry
Permit Clerk:	Tester, Tstaff
Permit Manager:	Tester, Epermits
Permit Specialist:	Tester, Epermits
Quarantine Policy, Analysis & Support:	Tester, Tstaff
Scientist/Technologist:	Tester, Tstaff
State Plant Health Director:	SPHD, PPQ

---

Permits/Responses	Permit Labels	Issuing Scientist	Exp. Date	Issuance Date
No Permits/Responses				

---

**Original Permit/Responses**

[P37-12-00017](#)

**Amend/Renew Comments**

this is where changes from original application are entered and viewed

---

**Application Documents**

No Application Attachments

---

**Task Documents**

No Task Attachments

---

**State/SPRO Documents**

No State/SPRO Attachments

---

**Task Notes**

No Task Notes

---

**Task Collaboration Messages and Responses**

No Task Collaboration Messages

---

**Application Lock/Unlock Log**

No Application Lock/Unlock Logs

---

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**Figure 30: Application Folder (Amendment Application)**

### 3.9 PPQ587 Application Folder – Renewals Without Changes

For renewals without changes, the Application Category is “Renewal Without Changes (P587-YYMMDD-NNN)”, where the original permit number is a link that opens a new window with

the folder of the original application. The Permit Conditions, Guidance, and Special Instructions to Inspectors, and Inspection Stations are carried over to the Renewal Application.

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

**Folder** [Inbox](#) | [Home](#) | [Copy Application](#) | [Void Application](#)

[Edit Application](#) | [Tracking Sheet](#) | [Add Note](#) | [Attachment](#) | [Assignment Sheet](#)

<b>Application Summary</b>		<b>Open Tasks</b>	
Received Date:	6/17/2013	<a href="#">Assign RPS</a>	6/17/2013 11:40 AM ePermits-emp Test
Application Form:	PPQ 587	<b>Collaboration Tasks</b>	
Application Category:	Renewal Without Changes ( <a href="#">P41-13-00006</a> )	No Collaboration Tasks	
Application Number:	P587-130617-003	<b>Waiting Responses</b>	
Applicant:	Test, ePermits-emp	No Waiting Response Tasks	
Organization:	USDA	<b>Assignments</b>	
Telephone:	123-000-1111	Compliance Officer:	Test, ePermits-emp
Printable Version:	<a href="#">Original</a>   <a href="#">Current</a>	Permit Manager:	Test, ePermits-emp
		Permit Specialist:	Test, ePermits-emp
Submission Date:	6/17/2013		
Submission Level:	2		
Prepared By:	Test, ePermits-emp		
Submitted By:	Test, ePermits-emp		
<b>Permits/Responses</b>	<b>Permit Labels</b>	<b>Issuing Scientist</b>	<b>Exp. Date</b>   <b>Issuance Date</b>
No Permits/Responses			
Original Permit/Responses			
<b>Application Documents</b>			
No Application Attachments			
<b>Task Documents</b>			
No Task Attachments			
<b>State/SPRO Documents</b>			
No State/SPRO Attachments			
<b>Task Notes</b>			
No Task Notes			
<b>Task Collaboration Messages and Responses</b>			
No Task Collaboration Messages			
<b>Application Lock/Unlock Log</b>			
No Application Lock/Unlock Logs			

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**Figure 31: Application Folder (Renewal Without Changes Application)**

### 3.10 PPQ 587 Application Folder – Edit Application

From the application folder the user may click on the *Edit Application* tab and they will be

presented with the PPQ 587 application screens populated with the already submitted application data. APHIS users may modify this information as needed based upon outside correspondence from the applicant in order to clarify the application request.

Any changes to the application are not saved unless the user submits them by clicking on the “Continue” button at the bottom of each changed screen. It is also important to note that changes in one screen may require changes in additional areas of the application, so the user must be very careful to make all the correct changes to the application as required.

Once finished, the user may return to the application folder by clicking on the “Back to Workflow” link at the top of the screen.

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

TRAINING ENVIRONMENT

Home Back to Workflow Printable Version

**PPQ 587 Application for Permit to Import Plants and Plant Products**  
Application No. P587-110420-175

Applicant Application Type Articles Inspection Stations Attachments Certify & Submit

**Applicant Information**  
\* Indicates a required field

**Personal Information**  
Title: -- Select --  
First Name\*: Applicant  
Middle Name\*:  
Last Name\*: Tester  
Organization: 12345

**Street Address**  
Address Line 1\*: 123 Main Street  
Primary Street  
Address Line 2: 12345  
Apartment, suite, unit, building, floor, etc.  
City\*: Reston  
State\*: Virginia  
ZIP Code\*: 20190

**Mailing Address**  
 Check if Mailing Address is the same as the Street Address entered above.  
Address Line 1\*: 123 Main Street  
Primary Street or P.O. Box  
Address Line 2: 12345  
Apartment, suite, unit, building, floor, etc.  
City\*: Reston  
State\*: Virginia  
ZIP Code\*: 20190

**Contact Information**  
Day Telephone\*: 999 - 999 - 9999 Ext.:  
FAX Telephone: 123 - 521 - 3555  
Alternate Telephone: 999 - 999 - 9999 Ext.:  
Primary Email: applicant@3ht.com  
Secondary Email:

Continue

PPQ587-001-001

Home | Create Application | My Applications | My Inbox (Applications) | My Conditions | My Profile | Change Password | Technical Support | Get Adobe Reader  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Figure 32: Edit Application

### 3.11 PPQ 587 Application Folder – Tracking Sheet

From the application folder the user may click on the “Tracking Sheet” button and they will be presented with the workflow *Tracking Sheet* for that particular application. From here, the user is able to review the status of all tasks and review the tasks currently assigned to them by clicking the associated task link. As a special feature, PPQ: Permit Managers may access any open or previously completed tasks from the worksheet as well to assist users in processing permit requests as needed.





To further assist users in processing permit requests, managers can re-open or terminate previously opened steps. A confirmation page is displayed after the re-open or terminate buttons are clicked, which requires managers to confirm their decision. When a step is re-opened, all ensuing workflow must be completed until the application finishes being processed and is operationally locked. When a step is terminated, all ensuing workflow is stopped and all prior closed steps remain closed. At this point, the only way to access the application is by opening another “open” step or, if no other steps were open (prior to the termination action), then via the Search function.



Figure 33: Re-open task confirmation page

**Tracking Sheet**

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

Folder	Edit Application			
<b>Application Form:</b>		PPQ 587		
<b>Application Number:</b>		P587-130617-003		
<b>Applicant:</b>		r, b		
<b>Organization:</b>				
<b>Application Duration:</b>		1 days		
<p><b>Bold text denotes open tasks, and <i>italics</i> text denotes the closed tasks.</b></p>				
	Task	Opened	Closed	Completed By
1.	Prepare Void Application Request			
2.	Prepare Letter of Void Application			
3.	Review Void Application Request			
4.	Review Void Application Response			
5.	Confirm Void Application Request Denied			
6.	Confirm Void Application Request Approved			
7.	Send Letter of Void Application			
✓ 8.	<b><i>Assign RPS</i></b>	06/17/13 10:40 AM	06/17/13 01:27 PM	Epermits Tester 
✓ 9.	<b><i>Completeness Check</i></b>	06/17/13 01:27 PM	06/17/13 01:27 PM	Epermits Tester 
10.	Awaiting Applicant Response			
11.	Review Applicant Response			
✓ 12.	<b><i>Compare Applicant to Violators List</i></b>	06/17/13 01:27 PM	06/17/13 01:27 PM	Epermits Tester 
13.	Review by Permit Compliance Officer			
14.	Review Compliance Officer Response			
15.	Prepare and Send Letter of Denial			
✓ 16.	<b><i>Review Guides and Application</i></b>	06/17/13 01:27 PM	06/17/13 01:27 PM	Epermits Tester 
17.	Prepare and Send Letter of Denial			
18.	Prepare and Send Letter of No Jurisdiction			
19.	Issue Permit CAN			
20.	Permit Issued CAN			
21.	Permit Sent CAN			
22.	Prepare and Send Applicant Review Conditions for Permit CAN			
23.	Prepare and Send Letter of Denial (CAN)			
24.	Review and Address Applicant Response for Permit CAN			
25.	Send Final Permit CAN			
26.	Waiting for Applicant's Response for Permit CAN			
27.	Issue Permit Q.8			
28.	Permit Issued Q.8			
29.	Permit Sent Q.8			
30.	Prepare and Send Applicant Review Conditions for Permit Q.8			
31.	Prepare and Send Letter of Denial (Q.8)			
32.	Review and Address Applicant Response for Permit Q.8			
33.	Send Final Permit Q.8			
34.	Waiting for Applicant's Response for Permit Q.8			
35.	Issue Permit Q.15			
36.	Permit Issued Q.15			
37.	Permit Sent Q.15			
38.	Prepare and Send Applicant Review Conditions for Permit Q.15			
39.	Prepare and Send Letter of Denial (Q.15)			
40.	Review and Address Applicant Response for Permit Q.15			
41.	Send Final Permit Q.15			
42.	Waiting for Applicant's Response for Permit Q.15			
43.	Issue Permit Q.37			

**Figure 34: PPQ 587 Tracking Sheet (tasks 1 - 43)**


44.	Permit Issued Q.37					
45.	Permit Sent Q.37					
46.	Prepare and Send Applicant Review Conditions for Permit Q.37					
47.	Prepare and Send Letter of Denial (Q.37)					
48.	Review and Address Applicant Response for Permit Q.37					
49.	Send Final Permit Q.37					
50.	Waiting for Applicant's Response for Permit Q.37					
51.	Issue Permit Q.41					
52.	Permit Issued Q.41					
53.	Permit Sent Q.41					
54.	Prepare and Send Applicant Review Conditions for Permit Q.41					
55.	Prepare and Send Letter of Denial (Q.41)					
56.	Review and Address Applicant Response for Permit Q.41					
57.	Send Final Permit Q.41					
58.	Waiting for Applicant's Response for Permit Q.41					
59.	<a href="#">Issue Permit Q.55</a>	06/17/13 01:27 PM				
60.	Permit Issued Q.55					
61.	Permit Sent Q.55					
✓ 62.	<a href="#">Prepare and Send Applicant Review Conditions for Permit Q.55</a>	06/17/13 01:27 PM	06/17/13 01:27 PM	Epermits Tester		
63.	Prepare and Send Letter of Denial (Q.55)					
64.	Review and Address Applicant Response for Permit Q.55					
65.	Send Final Permit Q.55					
66.	Waiting for Applicant's Response for Permit Q.55					
67.	Issue Permit Q.56 - 1					
68.	Permit Issued Q.56 - 1					
69.	Permit Sent Q.56 - 1					
70.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 1					
71.	Prepare and Send Letter of Denial (Q.56 - 1)					
72.	Review and Address Applicant Response for Permit Q.56 - 1					
73.	Send Final Permit Q.56 - 1					
74.	Waiting for Applicant's Response for Permit Q.56 - 1					
75.	Issue Permit Q.56 - 2					
76.	Permit Issued Q.56 - 2					
77.	Permit Sent Q.56 - 2					
78.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 2					
79.	Prepare and Send Letter of Denial (Q.56 - 2)					
80.	Review and Address Applicant Response for Permit Q.56 - 2					
81.	Send Final Permit Q.56 - 2					
82.	Waiting for Applicant's Response for Permit Q.56 - 2					
83.	Issue Permit Q.56 - 3					
84.	Permit Issued Q.56 - 3					
85.	Permit Sent Q.56 - 3					
86.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 3					
87.	Prepare and Send Letter of Denial (Q.56 - 3)					
88.	Review and Address Applicant Response for Permit Q.56 - 3					
89.	Send Final Permit Q.56 - 3					
90.	Waiting for Applicant's Response for Permit Q.56 - 3					

**Figure 35: PPQ587 Tracking Sheet (tasks 44 - 90)**



91.	Issue Permit Q.56 - 4
92.	Permit Issued Q.56 - 4
93.	Permit Sent Q.56 - 4
94.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 4
95.	Prepare and Send Letter of Denial (Q.56 - 4)
96.	Review and Address Applicant Response for Permit Q.56 - 4
97.	Send Final Permit Q.56 - 4
98.	Waiting for Applicant's Response for Permit Q.56 - 4
99.	Issue Permit Q.56 - 5
100.	Permit Issued Q.56 - 5
101.	Permit Sent Q.56 - 5
102.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 5
103.	Prepare and Send Letter of Denial (Q.56 - 5)
104.	Review and Address Applicant Response for Permit Q.56 - 5
105.	Send Final Permit Q.56 - 5
106.	Waiting for Applicant's Response for Permit Q.56 - 5
107.	Issue Permit Q.56 - 6
108.	Permit Issued Q.56 - 6
109.	Permit Sent Q.56 - 6
110.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 6
111.	Prepare and Send Letter of Denial (Q.56 - 6)
112.	Review and Address Applicant Response for Permit Q.56 - 6
113.	Send Final Permit Q.56 - 6
114.	Waiting for Applicant's Response for Permit Q.56 - 6
115.	Issue Permit Q.56 - 7
116.	Permit Issued Q.56 - 7
117.	Permit Sent Q.56 - 7
118.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 7
119.	Prepare and Send Letter of Denial (Q.56 - 7)
120.	Review and Address Applicant Response for Permit Q.56 - 7
121.	Send Final Permit Q.56 - 7
122.	Waiting for Applicant's Response for Permit Q.56 - 7
123.	Issue Permit Q.56 - 8
124.	Permit Issued Q.56 - 8
125.	Permit Sent Q.56 - 8
126.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 8
127.	Prepare and Send Letter of Denial (Q.56 - 8)
128.	Review and Address Applicant Response for Permit Q.56 - 8
129.	Send Final Permit Q.56 - 8
130.	Waiting for Applicant's Response for Permit Q.56 - 8
131.	Issue Permit Q.56 - 9
132.	Permit Issued Q.56 - 9
133.	Permit Sent Q.56 - 9
134.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 9
135.	Prepare and Send Letter of Denial (Q.56 - 9)
136.	Review and Address Applicant Response for Permit Q.56 - 9
137.	Send Final Permit Q.56 - 9
138.	Waiting for Applicant's Response for Permit Q.56 - 9
139.	Issue Permit Q.56 - 10
140.	Permit Issued Q.56 - 10
141.	Permit Sent Q.56 - 10

**Figure 36: PPQ587 Tracking Sheet (tasks 91 - 141)**

142.	Prepare and Send Applicant Review Conditions for Permit Q.56 - 10					
143.	Prepare and Send Letter of Denial (Q.56 - 10)					
144.	Review and Address Applicant Response for Permit Q.56 - 10					
145.	Send Final Permit Q.56 - 10					
146.	Waiting for Applicant's Response for Permit Q.56 - 10					
147.	Issue Permit Q.75					
148.	Permit Issued Q.75					
149.	Permit Sent Q.75					
150.	Prepare and Send Applicant Review Conditions for Permit Q.75					
151.	Prepare and Send Letter of Denial (Q.75)					
152.	Review and Address Applicant Response for Permit Q.75					
153.	Send Final Permit Q.75					
154.	Waiting for Applicant's Response for Permit Q.75					
155.	Prepare Conditions for Permit CAN					
156.	Prepare Conditions for Permit Q.8					
157.	Prepare Conditions for Permit Q.15					
158.	Prepare Conditions for Permit Q.37					
159.	Prepare Conditions for Permit Q.41					
✓ 160.	<i>Prepare Conditions for Permit Q.55</i>	06/17/13 01:27 PM	06/17/13 01:27 PM	Epermits Tester		
161.	Prepare Conditions for Permit Q.56 - 1					
162.	Prepare Conditions for Permit Q.56 - 2					
163.	Prepare Conditions for Permit Q.56 - 3					
164.	Prepare Conditions for Permit Q.56 - 4					
165.	Prepare Conditions for Permit Q.56 - 5					
166.	Prepare Conditions for Permit Q.56 - 6					
167.	Prepare Conditions for Permit Q.56 - 7					
168.	Prepare Conditions for Permit Q.56 - 8					
169.	Prepare Conditions for Permit Q.56 - 9					
170.	Prepare Conditions for Permit Q.56 - 10					
171.	Prepare Conditions for Permit Q.75					
172.	Determine Whether to Print Shipment Labels for Permit CAN					
173.	Enter Number of Labels for Permit CAN					
174.	Print Labels for Permit CAN					
175.	Labels Status for Permit CAN					
176.	Determine Whether to Print Shipment Labels for Permit Q.37					
177.	Enter Number of Labels for Permit Q.37					
178.	Print Labels for Permit Q.37					
179.	Labels Status for Permit Q.37					
180.	Prepare Permit Q.56 - 1 Cancellation Letter					
181.	Review Permit Q.56 - 1 Cancellation Letter					
182.	Confirm Permit Q.56 - 1 Cancellation Denied					
183.	Confirm Permit Q.56 - 1 Cancelled					
184.	Send Permit Q.56 - 1 Cancellation Letter					
185.	Prepare Permit Q.56 - 2 Cancellation Letter					
186.	Review Permit Q.56 - 2 Cancellation Letter					
187.	Confirm Permit Q.56 - 2 Cancellation Denied					
188.	Confirm Permit Q.56 - 2 Cancelled					
189.	Send Permit Q.56 - 2 Cancellation Letter					
190.	Prepare Permit Q.56 - 3 Cancellation Letter					
191.	Review Permit Q.56 - 3 Cancellation Letter					
192.	Confirm Permit Q.56 - 3 Cancellation Denied					
193.	Confirm Permit Q.56 - 3 Cancelled					

**Figure 37:PPQ587 Tracking Sheet (tasks 142 - 193)**

194. Send Permit Q.56 - 3 Cancellation Letter
195. Prepare Permit Q.56 - 4 Cancellation Letter
196. Review Permit Q.56 - 4 Cancellation Letter
197. Confirm Permit Q.56 - 4 Cancellation Denied
198. Confirm Permit Q.56 - 4 Cancelled
199. Send Permit Q.56 - 4 Cancellation Letter
200. Prepare Permit Q.56 - 5 Cancellation Letter
201. Review Permit Q.56 - 5 Cancellation Letter
202. Confirm Permit Q.56 - 5 Cancellation Denied
203. Confirm Permit Q.56 - 5 Cancelled
204. Send Permit Q.56 - 5 Cancellation Letter
205. Prepare Permit Q.56 - 6 Cancellation Letter
206. Review Permit Q.56 - 6 Cancellation Letter
207. Confirm Permit Q.56 - 6 Cancellation Denied
208. Confirm Permit Q.56 - 6 Cancelled
209. Send Permit Q.56 - 6 Cancellation Letter
210. Prepare Permit Q.56 - 7 Cancellation Letter
211. Review Permit Q.56 - 7 Cancellation Letter
212. Confirm Permit Q.56 - 7 Cancellation Denied
213. Confirm Permit Q.56 - 7 Cancelled
214. Send Permit Q.56 - 7 Cancellation Letter
215. Prepare Permit Q.56 - 8 Cancellation Letter
216. Review Permit Q.56 - 8 Cancellation Letter
217. Confirm Permit Q.56 - 8 Cancellation Denied
218. Confirm Permit Q.56 - 8 Cancelled
219. Send Permit Q.56 - 8 Cancellation Letter
220. Prepare Permit Q.56 - 9 Cancellation Letter
221. Review Permit Q.56 - 9 Cancellation Letter
222. Confirm Permit Q.56 - 9 Cancellation Denied
223. Confirm Permit Q.56 - 9 Cancelled
224. Send Permit Q.56 - 9 Cancellation Letter
225. Prepare Permit Q.56 - 10 Cancellation Letter
226. Review Permit Q.56 - 10 Cancellation Letter
227. Confirm Permit Q.56 - 10 Cancellation Denied
228. Confirm Permit Q.56 - 10 Cancelled
229. Send Permit Q.56 - 10 Cancellation Letter
230. Prepare Permit CAN Cancellation Letter
231. Review Permit CAN Cancellation Letter
232. Confirm Permit CAN Cancellation Denied
233. Confirm Permit CAN Cancelled
234. Send Permit CAN Cancellation Letter
235. Prepare Permit Q.8 Cancellation Letter
236. Review Permit Q.8 Cancellation Letter
237. Confirm Permit Q.8 Cancellation Denied
238. Confirm Permit Q.8 Cancelled
239. Send Permit Q.8 Cancellation Letter
240. Prepare Permit Q.15 Cancellation Letter
241. Review Permit Q.15 Cancellation Letter
242. Confirm Permit Q.15 Cancellation Denied
243. Confirm Permit Q.15 Cancelled
244. Send Permit Q.15 Cancellation Letter

**Figure 38: PQ587 Tracking Sheet (tasks 194 - 244)**

245. Prepare Permit Q.37 Cancellation Letter
246. Review Permit Q.37 Cancellation Letter
247. Confirm Permit Q.37 Cancellation Denied
248. Confirm Permit Q.37 Cancelled
249. Send Permit Q.37 Cancellation Letter
250. Prepare Permit Q.41 Cancellation Letter
251. Review Permit Q.41 Cancellation Letter
252. Confirm Permit Q.41 Cancellation Denied
253. Confirm Permit Q.41 Cancelled
254. Send Permit Q.41 Cancellation Letter
255. Prepare Permit Q.55 Cancellation Letter
256. Review Permit Q.55 Cancellation Letter
257. Confirm Permit Q.55 Cancellation Denied
258. Confirm Permit Q.55 Cancelled
259. Send Permit Q.55 Cancellation Letter
260. Prepare Permit Q.75 Cancellation Letter
261. Review Permit Q.75 Cancellation Letter
262. Confirm Permit Q.75 Cancellation Denied
263. Confirm Permit Q.75 Cancelled
264. Send Permit Q.75 Cancellation Letter

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**Figure 39: PPQ587 Tracking Sheet (tasks 245 - 264)**

### 3.12 PPQ 587 Application Folder – Assignment Sheet

For PPQ: Permit Manager users only, the *Assignment Sheet* tab is displayed in the application folder and is used to reassign the roles associated with the various tasks within the permit workflow. If the user assigned to any role within the *Assignment Sheet* is changed, all tasks associated with that role for the particular application are reassigned to the new user.

**Assignment Sheet**

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

Folder

Application Form: PPQ 587  
 Application Number: P587-110831-007  
 Applicant: Edwards, John  
 Organization: California Specialty Farms

Role	Staff	Description
Compliance Officer:	Olagbegi, Olamiju <input type="button" value="v"/>	
Permit Manager:	Olagbegi, Olamiju <input type="button" value="v"/>	
Permit Program Specialist:	Stewart, Lillian <input type="button" value="v"/>	

**Figure 40: PPQ 587 Assignment Sheet (PPQ: Permit Manager)**

### **3.13 PPQ 587 Application Processing - Common Elements**

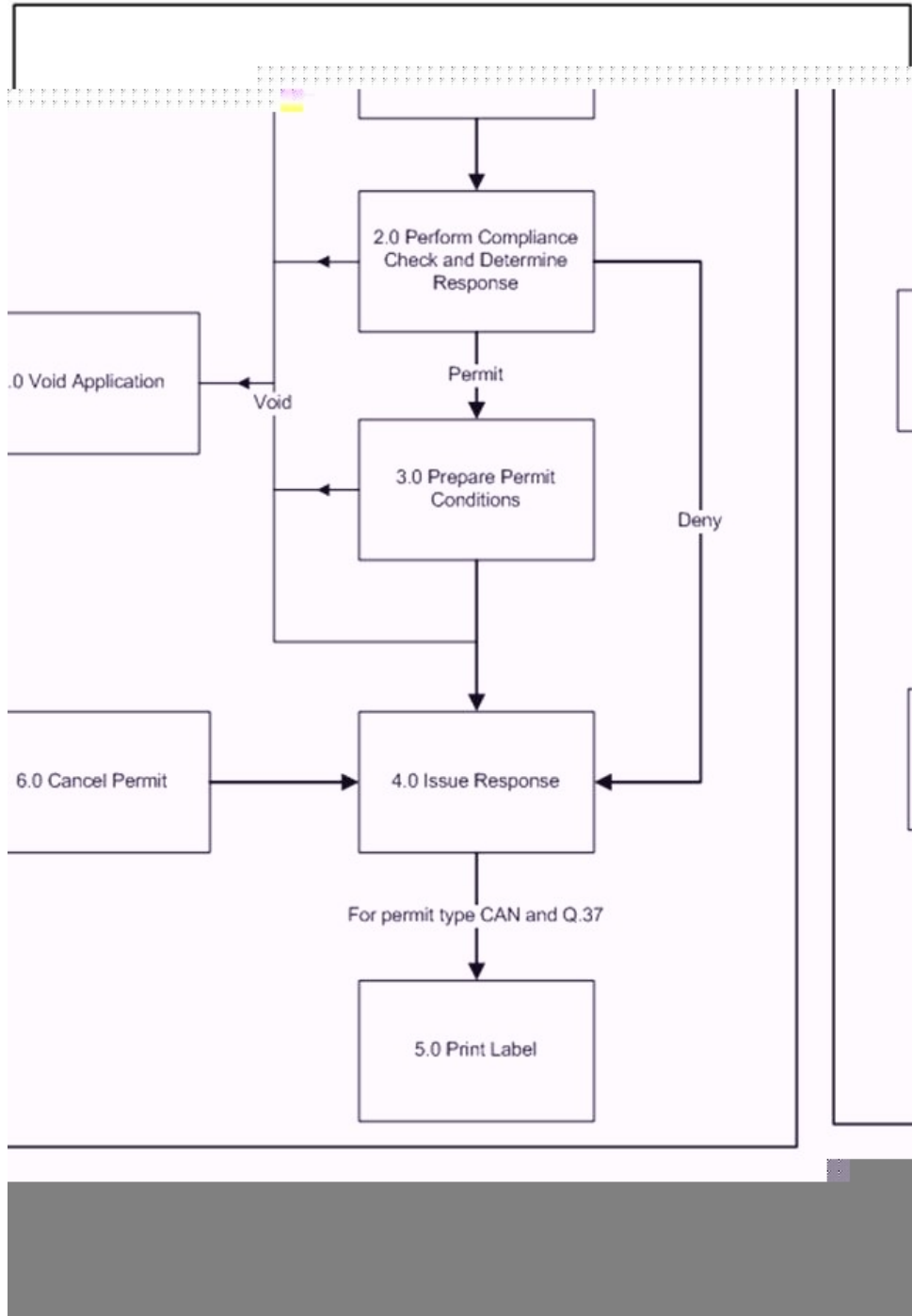
The table below describes the common elements found on many of the pages throughout the permitting process. These elements are discussed in greater detail in the common modules system document.

Element Name	Description
Save Changes	Saves the data entered on the current screen and returns the user to their Inbox without completing the task.
Next Application	Saves the data entered, sets the task to complete, activates the next tasks for this application based on the workflow, and opens the next application assigned to that user with a similar task. If no similar active tasks are assigned to the current user, they are returned to their Inbox.
Next Step	Saves the data entered, sets task to complete, activates the next tasks for this application based on the workflow, and opens the next active task that is assigned to the current user based on the workflow. If no active tasks are assigned to the current user, they are returned to their Inbox.
Step Complete	Saves the data entered, sets the task to complete, activates the next tasks for this application based on the workflow, and opens the Inbox.
Add Note	The Add Note button provides the PPQ staff member working on a particular task the ability to input any comments for that task. These notes show up on the folder view once submitted.
Collaborate	The Collaborate button provides a way for the PPQ Staff member assigned to the particular task to electronically ask for assistance from other ePermits users.
Reassign Task	The Reassign Task button provides a way for the staff member assigned to the task to reassign the application to another staff member.
Attachment	The Attachment button provides a way for the assigned staff member to attach any supporting documents to the specific task. These documents show up on the folder view once submitted.

## 4. Permitting Process Overview

### 4.1 PPQ 587 Permitting Process High Level Workflow

The chart below divides the PPQ587 permitting workflow into logical business processes.



**Figure 41: PPQ 587 High Level Permitting Workflow**



#### 4.2 Workflow Screen IDs and Screen Names

Screen ID	Step Number and Screen Name	Process	Role Resp
PPQ587-0181	1. Prepare Void Application Request	7.0 Void	Permit Program Specialist
PPQ587-0182	2. Prepare Letter of Void Application	7.0 Void	Permit Program Specialist
PPQ587-0184	3. Review Void Application Request	7.0 Void	Permit Manager
PPQ587-0183	4. Review Void Application Response	7.0 Void	Permit Manager
PPQ587-0188	5. Confirm Void Application Request Denied	7.0 Void	Permit Manager
PPQ587-0189	6. Confirm Void Application Request Approved	7.0 Void	Permit Manager
PPQ587-0187	7. Send Letter of Void Application	7.0 Void	Permit Program Specialist
PPQ587-0001	8. Assign RPS	1.0 Assign	Permit Program Specialist
PPQ587-0003	9. Completeness Check	1.0 Assign	Permit Program Specialist
PPQ587-0008	10. Awaiting Applicant Response	1.0 Assign	Permit Program Specialist
PPQ587-0009	11. Review Applicant Response	1.0 Assign	Permit Program Specialist
PPQ587-0002	12. Compare Applicant to Violators List	2.0 Comply	Permit Program Specialist
PPQ587-0173	13. Review by Permit Compliance Officer	2.0 Comply	Compliance Officer
PPQ587-0172	14. Review Compliance Officer Response	2.0 Comply	Permit Manager
PPQ587-0075	15. Prepare and Send Letter of Denial	2.0 Comply	Permit Program Specialist
PPQ587-0010	16. Review Guides and Application	2.0 Comply	Permit Program Specialist

PPQ587-0012	17. Prepare and Send Letter of Denial	4.0 Issue	Permit Program Specialist
PPQ587-0013	18. Prepare and Send Letter of No Jurisdiction	4.0 Issue	Permit Program Specialist
PPQ587-0058	19. Issue Permit CAN	4.0 Issue	Permit Program Specialist
PPQ587-0601	20. Permit Issued CAN	4.0 Issue	Permit Program Specialist
PPQ587-0603	21. Permit Sent CAN	4.0 Issue	Permit Program Specialist
PPQ587-0017	22. Prepare and Send Applicant Review Conditions for Permit CAN	3.0 Prepare	Permit Program Specialist
PPQ587-0076	23. Prepare and Send Letter of Denial (CAN)	4.0 Issue	Permit Program Specialist
PPQ587-0042	24. Review and Address Applicant Response for Permit CAN	3.0 Prepare	Permit Program Specialist
PPQ587-0602	25. Send Final Permit CAN	4.0 Issue	Permit Program Specialist
PPQ587-0008	26. Waiting for Applicant's Response for Permit CAN	3.0 Prepare	Permit Program Specialist
PPQ587-0059	27. Issue Permit Q.8	4.0 Issue	Permit Program Specialist
PPQ587-0611	28. Permit Issued Q.8	4.0 Issue	Permit Program Specialist
PPQ587-0613	29. Permit Sent Q.8	4.0 Issue	Permit Program Specialist
PPQ587-0027	30. Prepare and Send Applicant Review Conditions for Permit Q.8	3.0 Prepare	Permit Program Specialist
PPQ587-0077	31. Prepare and Send Letter of Denial (Q.8)	4.0 Issue	Permit Program

			Specialist
PPQ587-0043	32. Review and Address Applicant Response for Permit Q.8	3.0 Prepare	Permit Program Specialist
PPQ587-0612	33. Send Final Permit Q.8	4.0 Issue	Permit Program Specialist
PPQ587-0035	34. Waiting for Applicant's Response for Permit Q.8	3.0 Prepare	Permit Program Specialist
PPQ587-0060	35. Issue Permit Q.15	4.0 Issue	Permit Program Specialist
PPQ587-0621	36. Permit Issued Q.15	4.0 Issue	Permit Program Specialist
PPQ587-0623	37. Permit Sent Q.15	4.0 Issue	Permit Program Specialist
PPQ587-0028	38. Prepare and Send Applicant Review Conditions for Permit Q.15	3.0 Prepare	Permit Program Specialist
PPQ587-0078	39. Prepare and Send Letter of Denial (Q.15)	4.0 Issue	Permit Program Specialist
PPQ587-0044	40. Review and Address Applicant Response for Permit Q.15	3.0 Prepare	Permit Program Specialist
PPQ587-0622	41. Send Final Permit Q.15	4.0 Issue	Permit Program Specialist
PPQ587-0036	42. Waiting for Applicant's Response for Permit Q.15	3.0 Prepare	Permit Program Specialist
PPQ587-0061	43. Issue Permit Q.37	4.0 Issue	Permit Program Specialist
PPQ587-0631	44. Permit Issued Q.37	4.0 Issue	Permit Program Specialist
PPQ587-0633	45. Permit Sent Q.37	4.0 Issue	Permit Program Specialist

PPQ587-0029	46. Prepare and Send Applicant Review Conditions for Permit Q.37	3.0 Prepare	Permit Program Specialist
PPQ587-0079	47. Prepare and Send Letter of Denial (Q.37)	4.0 Issue	Permit Program Specialist
PPQ587-0045	48. Review and Address Applicant Response for Permit Q.37	3.0 Prepare	Permit Program Specialist
PPQ587-0632	49. Send Final Permit Q.37	4.0 Issue	Permit Program Specialist
PPQ587-0037	50. Waiting for Applicant's Response for Permit Q.37	3.0 Prepare	Permit Program Specialist
PPQ587-0062	51. Issue Permit Q.41	4.0 Issue	Permit Program Specialist
PPQ587-0641	52. Permit Issued Q.41	4.0 Issue	Permit Program Specialist
PPQ587-0643	53. Permit Sent Q.41	4.0 Issue	Permit Program Specialist
PPQ587-0030	54. Prepare and Send Applicant Review Conditions for Permit Q.41	3.0 Prepare	Permit Program Specialist
PPQ587-0080	55. Prepare and Send Letter of Denial (Q.41)	4.0 Issue	Permit Program Specialist
PPQ587-0046	56. Review and Address Applicant Response for Permit Q.41	3.0 Prepare	Permit Program Specialist
PPQ587-0642	57. Send Final Permit Q.41	4.0 Issue	Permit Program Specialist
PPQ587-0038	58. Waiting for Applicant's Response for Permit Q.41	3.0 Prepare	Permit Program Specialist
PPQ587-0063	59. Issue Permit Q.55	4.0 Issue	Permit Program Specialist
PPQ587-0651	60. Permit Issued Q.55	4.0 Issue	Permit Program

			Specialist
PPQ587-0653	61. Permit Sent Q.55	4.0 Issue	Permit Program Specialist
PPQ587-0031	62. Prepare and Send Applicant Review Conditions for Permit Q.55	3.0 Prepare	Permit Program Specialist
PPQ587-0081	63. Prepare and Send Letter of Denial (Q.55)	4.0 Issue	Permit Program Specialist
PPQ587-0047	64. Review and Address Applicant Response for Permit Q.55	3.0 Prepare	Permit Program Specialist
PPQ587-0652	65. Send Final Permit Q.55	4.0 Issue	Permit Program Specialist
PPQ587-0039	66. Waiting for Applicant's Response for Permit Q.55	3.0 Prepare	Permit Program Specialist
PPQ587-0064	67. Issue Permit Q.56 - 1	4.0 Issue	Permit Program Specialist
PPQ587-0661	68. Permit Issued Q.56 - 1	4.0 Issue	Permit Program Specialist
PPQ587-0663	69. Permit Sent Q.56 - 1	4.0 Issue	Permit Program Specialist
PPQ587-0032	70. Prepare and Send Applicant Review Conditions for Permit Q.56 - 1	3.0 Prepare	Permit Program Specialist
PPQ587-0082	71. Prepare and Send Letter of Denial (Q.56 - 1)	4.0 Issue	Permit Program Specialist
PPQ587-0048	72. Review and Address Applicant Response for Permit Q.56 - 1	3.0 Prepare	Permit Program Specialist
PPQ587-0662	73. Send Final Permit Q.56 - 1	4.0 Issue	Permit Program Specialist
PPQ587-0040	74. Waiting for Applicant's Response for Permit Q.56 - 1	3.0 Prepare	Permit Program Specialist

PPQ587-0140	75. Issue Permit Q.56 - 2	4.0 Issue	Permit Program Specialist
PPQ587-0681	76. Permit Issued Q.56 - 2	4.0 Issue	Permit Program Specialist
PPQ587-0683	77. Permit Sent Q.56 - 2	4.0 Issue	Permit Program Specialist
PPQ587-0095	78. Prepare and Send Applicant Review Conditions for Permit Q.56 - 2	3.0 Prepare	Permit Program Specialist
PPQ587-0122	79. Prepare and Send Letter of Denial (Q.56 - 2)	4.0 Issue	Permit Program Specialist
PPQ587-0113	80. Review and Address Applicant Response for Permit Q.56 - 2	3.0 Prepare	Permit Program Specialist
PPQ587-0682	81. Send Final Permit Q.56 - 2	4.0 Issue	Permit Program Specialist
PPQ587-0104	82. Waiting for Applicant's Response for Permit Q.56 - 2	3.0 Prepare	Permit Program Specialist
PPQ587-0141	83. Issue Permit Q.56 - 3	4.0 Issue	Permit Program Specialist
PPQ587-0691	84. Permit Issued Q.56 - 3	4.0 Issue	Permit Program Specialist
PPQ587-0693	85. Permit Sent Q.56 - 3	4.0 Issue	Permit Program Specialist
PPQ587-0096	86. Prepare and Send Applicant Review Conditions for Permit Q.56 - 3	3.0 Prepare	Permit Program Specialist
PPQ587-0123	87. Prepare and Send Letter of Denial (Q.56 - 3)	4.0 Issue	Permit Program Specialist
PPQ587-0114	88. Review and Address Applicant Response for Permit Q.56 - 3	3.0 Prepare	Permit Program Specialist
PPQ587-0692	89. Send Final Permit Q.56 - 3	4.0 Issue	Permit Program

			Specialist
PPQ587-0105	90. Waiting for Applicant's Response for Permit Q.56 - 3	3.0 Prepare	Permit Program Specialist
PPQ587-0142	91. Issue Permit Q.56 - 4	4.0 Issue	Permit Program Specialist
PPQ587-0701	92. Permit Issued Q.56 - 4	4.0 Issue	Permit Program Specialist
PPQ587-0703	93. Permit Sent Q.56 - 4	4.0 Issue	Permit Program Specialist
PPQ587-0097	94. Prepare and Send Applicant Review Conditions for Permit Q.56 - 4	3.0 Prepare	Permit Program Specialist
PPQ587-0124	95. Prepare and Send Letter of Denial (Q.56 - 4)	4.0 Issue	Permit Program Specialist
PPQ587-0115	96. Review and Address Applicant Response for Permit Q.56 - 4	3.0 Prepare	Permit Program Specialist
PPQ587-0702	97. Send Final Permit Q.56 - 4	4.0 Issue	Permit Program Specialist
PPQ587-0106	98. Waiting for Applicant's Response for Permit Q.56 - 4	3.0 Prepare	Permit Program Specialist
PPQ587-0143	99. Issue Permit Q.56 - 5	4.0 Issue	Permit Program Specialist
PPQ587-0711	100. Permit Issued Q.56 - 5	4.0 Issue	Permit Program Specialist
PPQ587-0713	101. Permit Sent Q.56 - 5	4.0 Issue	Permit Program Specialist
PPQ587-0098	102. Prepare and Send Applicant Review Conditions for Permit Q.56 - 5	3.0 Prepare	Permit Program Specialist
PPQ587-0125	103. Prepare and Send Letter of Denial (Q.56 - 5)	4.0 Issue	Permit Program Specialist

PPQ587-0116	104. Review and Address Applicant Response for Permit Q.56 - 5	3.0 Prepare	Permit Program Specialist
PPQ587-0712	105. Send Final Permit Q.56 - 5	4.0 Issue	Permit Program Specialist
PPQ587-0107	106. Waiting for Applicant's Response for Permit Q.56 - 5	3.0 Prepare	Permit Program Specialist
PPQ587-0144	107. Issue Permit Q.56 - 6	4.0 Issue	Permit Program Specialist
PPQ587-0721	108. Permit Issued Q.56 - 6	4.0 Issue	Permit Program Specialist
PPQ587-0723	109. Permit Sent Q.56 - 6	4.0 Issue	Permit Program Specialist
PPQ587-0099	110. Prepare and Send Applicant Review Conditions for Permit Q.56 - 6	3.0 Prepare	Permit Program Specialist
PPQ587-0126	111. Prepare and Send Letter of Denial (Q.56 - 6)	4.0 Issue	Permit Program Specialist
PPQ587-0117	112. Review and Address Applicant Response for Permit Q.56 - 6	3.0 Prepare	Permit Program Specialist
PPQ587-0722	113. Send Final Permit Q.56 - 6	4.0 Issue	Permit Program Specialist
PPQ587-0108	114. Waiting for Applicant's Response for Permit Q.56 - 6	3.0 Prepare	Permit Program Specialist
PPQ587-0145	115. Issue Permit Q.56 - 7	4.0 Issue	Permit Program Specialist
PPQ587-0731	116. Permit Issued Q.56 - 7	4.0 Issue	Permit Program Specialist
PPQ587-0733	117. Permit Sent Q.56 - 7	4.0 Issue	Permit Program Specialist
PPQ587-0091	118. Prepare and Send Applicant Review	3.0 Prepare	Permit Program



	Conditions for Permit Q.56 - 7		Specialist
PPQ587-0127	119. Prepare and Send Letter of Denial (Q.56 - 7)	4.0 Issue	Permit Program Specialist
PPQ587-0118	120. Review and Address Applicant Response for Permit Q.56 - 7	3.0 Prepare	Permit Program Specialist
PPQ587-0732	121. Send Final Permit Q.56 - 7	4.0 Issue	Permit Program Specialist
PPQ587-0109	122. Waiting for Applicant's Response for Permit Q.56 - 7	3.0 Prepare	Permit Program Specialist
PPQ587-0146	123. Issue Permit Q.56 - 8	4.0 Issue	Permit Program Specialist
PPQ587-0741	124. Permit Issued Q.56 - 8	4.0 Issue	Permit Program Specialist
PPQ587-0743	125. Permit Sent Q.56 - 8	4.0 Issue	Permit Program Specialist
PPQ587-0101	126. Prepare and Send Applicant Review Conditions for Permit Q.56 - 8	3.0 Prepare	Permit Program Specialist
PPQ587-0128	127. Prepare and Send Letter of Denial (Q.56 - 8)	4.0 Issue	Permit Program Specialist
PPQ587-0119	128. Review and Address Applicant Response for Permit Q.56 - 8	3.0 Prepare	Permit Program Specialist
PPQ587-0742	129. Send Final Permit Q.56 - 8	4.0 Issue	Permit Program Specialist
PPQ587-0110	130. Waiting for Applicant's Response for Permit Q.56 - 8	3.0 Prepare	Permit Program Specialist
PPQ587-0147	131. Issue Permit Q.56 - 9	4.0 Issue	Permit Program Specialist
PPQ587-0751	132. Permit Issued Q.56 - 9	4.0 Issue	Permit Program Specialist

PPQ587-0753	133. Permit Sent Q.56 - 9	4.0 Issue	Permit Program Specialist
PPQ587-0102	134. Prepare and Send Applicant Review Conditions for Permit Q.56 - 9	3.0 Prepare	Permit Program Specialist
PPQ587-0129	135. Prepare and Send Letter of Denial (Q.56 - 9)	4.0 Issue	Permit Program Specialist
PPQ587-0120	136. Review and Address Applicant Response for Permit Q.56 - 9	3.0 Prepare	Permit Program Specialist
PPQ587-0752	137. Send Final Permit Q.56 - 9	4.0 Issue	Permit Program Specialist
PPQ587-0111	138. Waiting for Applicant's Response for Permit Q.56 - 9	3.0 Prepare	Permit Program Specialist
PPQ587-0148	139. Issue Permit Q.56 - 10	4.0 Issue	Permit Program Specialist
PPQ587-0761	140. Permit Issued Q.56 - 10	4.0 Issue	Permit Program Specialist
PPQ587-0763	141. Permit Sent Q.56 - 10	4.0 Issue	Permit Program Specialist
PPQ587-0103	142. Prepare and Send Applicant Review Conditions for Permit Q.56 - 10	3.0 Prepare	Permit Program Specialist
PPQ587-0130	143. Prepare and Send Letter of Denial (Q.56 - 10)	4.0 Issue	Permit Program Specialist
PPQ587-0121	144. Review and Address Applicant Response for Permit Q.56 - 10	3.0 Prepare	Permit Program Specialist
PPQ587-0762	145. Send Final Permit Q.56 - 10	4.0 Issue	Permit Program Specialist
PPQ587-0112	146. Waiting for Applicant's Response for Permit Q.56 - 10	3.0 Prepare	Permit Program Specialist
PPQ587-0065	147. Issue Permit Q.75	4.0 Issue	Permit Program

			Specialist
PPQ587-0671	148. Permit Issued Q.75	4.0 Issue	Permit Program Specialist
PPQ587-0673	149. Permit Sent Q.75	4.0 Issue	Permit Program Specialist
PPQ587-0033	150. Prepare and Send Applicant Review Conditions for Permit Q.75	3.0 Prepare	Permit Program Specialist
PPQ587-0083	151. Prepare and Send Letter of Denial (Q.75)	4.0 Issue	Permit Program Specialist
PPQ587-0049	152. Review and Address Applicant Response for Permit Q.75	3.0 Prepare	Permit Program Specialist
PPQ587-0672	153. Send Final Permit Q.75	4.0 Issue	Permit Program Specialist
PPQ587-0041	154. Waiting for Applicant's Response for Permit Q.75	3.0 Prepare	Permit Program Specialist
PPQ587-0017	155. Prepare Conditions for Permit CAN	3.0 Prepare	Permit Program Specialist
PPQ587-0018	156. Prepare Conditions for Permit Q.8	3.0 Prepare	Permit Program Specialist
PPQ587-0019	157. Prepare Conditions for Permit Q.15	3.0 Prepare	Permit Program Specialist
PPQ587-0020	158. Prepare Conditions for Permit Q.37	3.0 Prepare	Permit Program Specialist
PPQ587-0021	159. Prepare Conditions for Permit Q.41	3.0 Prepare	Permit Program Specialist
PPQ587-0022	160. Prepare Conditions for Permit Q.55	3.0 Prepare	Permit Program Specialist
PPQ587-0085	161. Prepare Conditions for Permit Q.56 - 1	3.0 Prepare	Permit Program Specialist

PPQ587-0086	162. Prepare Conditions for Permit Q.56 - 2	3.0 Prepare	Permit Program Specialist
PPQ587-0087	163. Prepare Conditions for Permit Q.56 - 3	3.0 Prepare	Permit Program Specialist
PPQ587-0088	164. Prepare Conditions for Permit Q.56 - 4	3.0 Prepare	Permit Program Specialist
PPQ587-0089	165. Prepare Conditions for Permit Q.56 - 5	3.0 Prepare	Permit Program Specialist
PPQ587-0090	166. Prepare Conditions for Permit Q.56 - 6	3.0 Prepare	Permit Program Specialist
PPQ587-0091	167. Prepare Conditions for Permit Q.56 - 7	3.0 Prepare	Permit Program Specialist
PPQ587-0092	168. Prepare Conditions for Permit Q.56 - 8	3.0 Prepare	Permit Program Specialist
PPQ587-0093	169. Prepare Conditions for Permit Q.56 - 9	3.0 Prepare	Permit Program Specialist
PPQ587-0094	170. Prepare Conditions for Permit Q.56 - 10	3.0 Prepare	Permit Program Specialist
PPQ587-0024	171. Prepare Conditions for Permit Q.75	3.0 Prepare	Permit Program Specialist
PPQ587-0158	172. Determine Whether to Print Shipment Labels for Permit CAN	5.0 Label	Permit Program Specialist
PPQ587-0159	173. Enter Number of Labels for Permit CAN	5.0 Label	Permit Program Specialist
PPQ587-0160	174. Print Labels for Permit CAN	5.0 Label	Permit Program Specialist
PPQ587-0162	175. Labels Status for Permit CAN	5.0 Label	Permit Program Specialist
PPQ587-0163	176. Determine Whether to Print Shipment	5.0 Label	Permit Program

	Labels for Permit Q.37		Specialist
PPQ587-0164	177. Enter Number of Labels for Permit Q.37	5.0 Label	Permit Program Specialist
PPQ587-0165	178. Print Labels for Permit Q.37	5.0 Label	Permit Program Specialist
PPQ587-0167	179. Labels Status for Permit Q.37	5.0 Label	Permit Program Specialist
PPQ587-0201	180. Prepare Permit Q.56 - 1 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0204	181. Review Permit Q.56 - 1 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0208	182. Confirm Permit Q.56 - 1 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0209	183. Confirm Permit Q.56 - 1 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0207	184. Send Permit Q.56 - 1 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0221	185. Prepare Permit Q.56 - 2 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0224	186. Review Permit Q.56 - 2 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0228	187. Confirm Permit Q.56 - 2 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0229	188. Confirm Permit Q.56 - 2 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0227	189. Send Permit Q.56 - 2 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0241	190. Prepare Permit Q.56 - 3 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0244	191. Review Permit Q.56 - 3 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0248	192. Confirm Permit Q.56 - 3 Cancellation	6.0 Cancel	Permit Manager

	Denied		
PPQ587-0249	193. Confirm Permit Q.56 - 3 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0247	194. Send Permit Q.56 - 3 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0261	195. Prepare Permit Q.56 - 4 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0264	196. Review Permit Q.56 - 4 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0268	197. Confirm Permit Q.56 - 4 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0269	198. Confirm Permit Q.56 - 4 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0267	199. Send Permit Q.56 - 4 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0281	200. Prepare Permit Q.56 - 5 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0284	201. Review Permit Q.56 - 5 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0288	202. Confirm Permit Q.56 - 5 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0289	203. Confirm Permit Q.56 - 5 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0287	204. Send Permit Q.56 - 5 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0301	205. Prepare Permit Q.56 - 6 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0304	206. Review Permit Q.56 - 6 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0308	207. Confirm Permit Q.56 - 6 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0309	208. Confirm Permit Q.56 - 6 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0307	209. Send Permit Q.56 - 6 Cancellation Letter	6.0 Cancel	Permit Manager

PPQ587-0321	210. Prepare Permit Q.56 - 7 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0324	211. Review Permit Q.56 - 7 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0328	212. Confirm Permit Q.56 - 7 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0329	213. Confirm Permit Q.56 - 7 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0327	214. Send Permit Q.56 - 7 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0341	215. Prepare Permit Q.56 - 8 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0344	216. Review Permit Q.56 - 8 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0348	217. Confirm Permit Q.56 - 8 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0349	218. Confirm Permit Q.56 - 8 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0347	219. Send Permit Q.56 - 8 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0361	220. Prepare Permit Q.56 - 9 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0364	221. Review Permit Q.56 - 9 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0368	222. Confirm Permit Q.56 - 9 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0369	223. Confirm Permit Q.56 - 9 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0367	224. Send Permit Q.56 - 9 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0381	225. Prepare Permit Q.56 - 10 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0384	226. Review Permit Q.56 - 10 Cancellation Letter	6.0 Cancel	Permit Manager

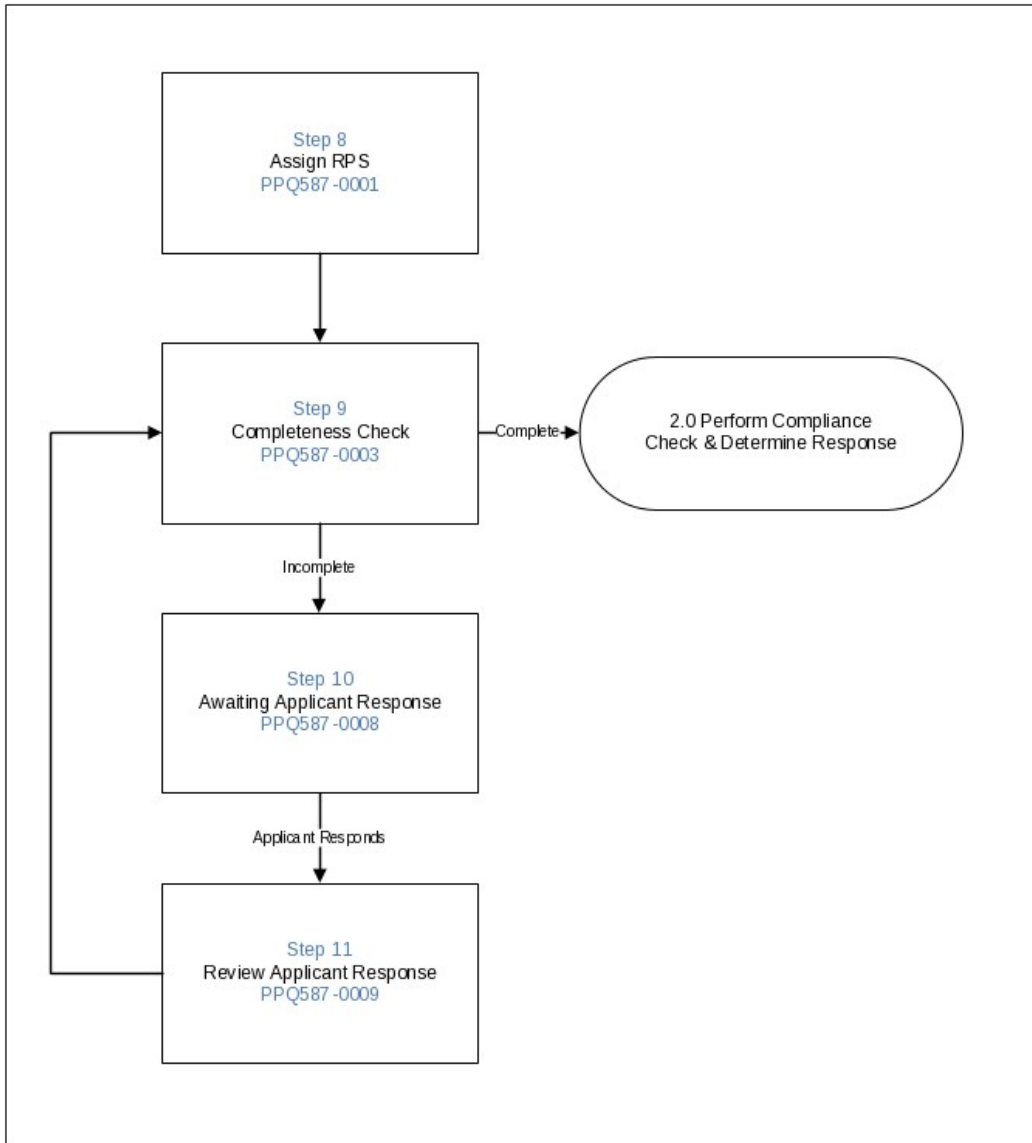
PPQ587-0388	227. Confirm Permit Q.56 - 10 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0389	228. Confirm Permit Q.56 - 10 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0387	229. Send Permit Q.56 - 10 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0401	230. Prepare Permit CAN Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0404	231. Review Permit CAN Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0408	232. Confirm Permit CAN Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0409	233. Confirm Permit CAN Cancelled	6.0 Cancel	Permit Manager
PPQ587-0407	234. Send Permit CAN Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0421	235. Prepare Permit Q.8 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0424	236. Review Permit Q.8 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0428	237. Confirm Permit Q.8 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0429	238. Confirm Permit Q.8 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0427	239. Send Permit Q.8 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0441	240. Prepare Permit Q.15 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0444	241. Review Permit Q.15 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0448	242. Confirm Permit Q.15 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0449	243. Confirm Permit Q.15 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0447	244. Send Permit Q.15 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0461	245. Prepare Permit Q.37 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0464	246. Review Permit Q.37 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0468	247. Confirm Permit Q.37 Cancellation	6.0 Cancel	Permit Manager



	Denied		
PPQ587-0469	248. Confirm Permit Q.37 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0467	249. Send Permit Q.37 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0481	250. Prepare Permit Q.41 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0484	251. Review Permit Q.41 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0488	252. Confirm Permit Q.41 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0489	253. Confirm Permit Q.41 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0487	254. Send Permit Q.41 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0501	255. Prepare Permit Q.55 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0504	256. Review Permit Q.55 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0508	257. Confirm Permit Q.55 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0509	258. Confirm Permit Q.55 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0507	259. Send Permit Q.55 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0521	260. Prepare Permit Q.75 Cancellation Letter	6.0 Cancel	Compliance Officer
PPQ587-0524	261. Review Permit Q.75 Cancellation Letter	6.0 Cancel	Permit Manager
PPQ587-0528	262. Confirm Permit Q.75 Cancellation Denied	6.0 Cancel	Permit Manager
PPQ587-0529	263. Confirm Permit Q.75 Cancelled	6.0 Cancel	Permit Manager
PPQ587-0527	264. Send Permit Q.75 Cancellation Letter	6.0 Cancel	Permit Manager

## 5. Process 1.0: Assign Team and Review Completeness

Once a PPQ 587 application is submitted the application then moves to APHIS for review and determination. The first step in this review is to determine the APHIS staff member who will be primarily reviewing the application, and then determining if the application is complete enough for evaluation.



**Figure 42: Process 1.0 Assign Team and Review Completeness**

### 5.1 Step 8: Assign RPS

The *Assign RPS* page is used to assign the Regulatory Permit Specialist (RPS) for the application and is initially assigned to the Permit Specialist for PPQ 587 applications per the logic described above (Sections 3.3 and 3.4). To complete this step, the assigned Permit Program Specialist must choose to either keep the application assigned to them, or assign it to another Permit Program Specialist within PPQ by changing the value in the dropdown.

Once this task has been completed, the system assigns the user chosen as the Permit Program Specialist for the entire application, and advances to *Step 9: Completeness Check*.

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Received Date: 4/20/2011  
 Application Form: PPQ 587  
 Application Category: New Permit  
 Application Number: P587-110420-175  
 Applicant: Tester, Applicant  
 Organization: 12345  
 Submission Level: 2

Collaborate button

Original Current

Task Open Date Task Close Date  
4/20/2011

Assign RPS

Regulatory Permit Specialist: PPQ4, TEST

Save Changes Next Application Next Step Step Complete

PPQ587-0001

Figure 43: Assign RPS Screen [PPQ587-001]

## 5.2 Step 9: Completeness Check

The *Completeness Check* task is completed by the Permit Program Specialist assigned to the application in the previous task. This task allows the Permit Program Specialist to determine if the application is complete enough to process or not.

To complete this task, the user must indicate whether the application is “Complete” or “Incomplete” by checking the appropriate radio button.



If the user indicates the application is “Complete” then the workflow is advanced to *Step 12: Compare Applicant to Violators List*.

If the user identifies the application as “Incomplete”, they must also indicate the areas to be addressed by selecting from the checkboxes provided on the screen. (The Incomplete Reason checkboxes displayed on this page can be maintained by the PPQ: Admin user through the Application Incomplete Reasons reference table maintenance capability.) When the user identifies the application as incomplete, ePermits:

- Sends a message to the applicant through ePermits (if the applicant submitted their application online through ePermits). This message includes the Incomplete Reasons checked off on this page. The message is delivered to the applicant’s ePermits messages box.
- Advances the work flow to *Step 10: Waiting for Applicant Response*.
- Opens *Step 12: Compare Applicant to Violators List*. Opening this task at this point allows processing of the permit to continue while waiting for the applicant to respond.

Folder	Edit Application	Tracking Sheet	Add Note	Collaborate	Reassign Task	Attachment
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Received Date: 4/20/2011  
 Application Form: PPQ 587  
 Application Category: New Permit  
 Application Number: P587-110420-175  
 Applicant: Tester, Applicant  
 Organization: 12345  
 Submission Level: 2

Original	Current
	

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**Completeness Check**

Application is:  Incomplete  
 Complete

If the application is incomplete, please indicate what areas need to be addressed by selecting one or more of the appropriate areas.

Please fill out form PPQ 588.  
 Scientific name of the commodity  
 Your complete street address (P.O. Box is not acceptable)  
 Your telephone number where you can be reached during business hours  
 Other: (Please specify below)

[Save Changes](#) | [Next Application](#) | [Next Step](#) | [Step Complete](#)

PPQ587-0003

**Figure 44: Completeness Check [PPQ587-003]**

### 5.3 Step 10: Waiting for Applicant Response

The *Waiting for Applicant Response* task is assigned to the Permit Program Specialist.

If the applicant submitted the application through ePermits they will receive a message in their “My Messages” section of ePermits indicating that additional information is necessary.

▼ Appl. No.	▼ Subject	Requires Response	▼ Date
<a href="#">P587-110420-175</a>	<a href="#">Awaiting Applicant Response</a>	Yes	Tue 04/26/11 10:49 AM
<a href="#">P621-110329-110</a>	<a href="#">Applicant Review Conditions</a>	No	Thu 03/31/11 4:46 PM
<a href="#">P621-110331-119</a>	<a href="#">Applicant Review Conditions</a>	No	Thu 03/31/11 4:12 PM

**Figure 45: My Messages (Inbox) - Waiting for Applicant Response**

By clicking on this message, the applicant is able to view what information is required by APHIS for processing their application and respond directly back to them from within the ePermits system.

**my message**

Inbox | Send

**PPQ 587 Application for Permit to Import Plants and Plant Products**  
**Application Number P587-110420-175**

**Subject:** Awaiting Applicant Response  
**Date:** 04/26/11 10:49 AM  
**Message:** The following areas needs to be addressed before processing your application:  


- Please fill out form PPQ 588.

**Comment to APHIS Staff:**  
 Test: Completed the assigned Form.

PPQ587-0008

**Figure 46: My Message - Waiting for Applicant Response [PPQ587-0008]**

If the application was sent via paper and entered by APHIS, the request for additional information must be sent in another way (USDA email, mail, fax, phone) and the Permit Program Specialist must access the *Awaiting Applicant Response* task through the folder view of the application and complete this task on behalf of the applicant.



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Folder	Edit Application	Tracking Sheet	Add Note	Collaborate	Reassign Task	Attachment
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**Received Date:** 4/20/2011

**Application Form:** PPQ 587



**Application Category:** New Permit

**Application Number:** P587-110420-175

**Applicant:** Tester, Applicant

**Organization:** 12345

**Submission Level:** 2

Original	Current
	

Task Open Date	Task Close Date
4/26/2011	4/26/2011
4/26/2011	

**Awaiting Applicant Response**

The "Save Changes" button will NOT save the text entered in the Applicant's Response textbox. If you want to save the applicant response you must use the "Next Application", "Next Step", or "Step Complete" buttons.

**Applicant's Response:**

Test for applicant's response.

**Date:** 04/26/11 10:59 AM  
**To:** Applicant Tester  
**Message:** The following areas needs to be addressed before processing your application:

- Your telephone number where you can be reached during business hours

**Date:** 04/26/11 10:49 AM  
**To:** Applicant Tester  
**Message:** The following areas needs to be addressed before processing your application:

- Please fill out form PPQ 588.

Save Changes
Next Application
Next Step
Step Complete

PPQ587-0008

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**Figure 47: Awaiting Applicant Response [PPQ587-0008]**

Once either the applicant responds directly through the message feature, or the Permit Program Specialist completes the *Awaiting Applicant Response* task on their behalf, the workflow advances to *Step 11: Review Applicant Response* task.

## 5.4 Step 11: Review Applicant Response

The *Review Applicant Response* task is assigned to the Permit Program Specialist and provides the ability to review the response provided by the applicant to the request for additional information. Once the user reviews the response and clicks next step, the workflow returns to *Step 9: Completeness Check*. The Permit Program Specialist must then repeat the application completeness review task.

It should be noted that the cycle of reviewing for completeness may be performed iteratively until the application is considered complete.

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**Received Date:** 4/20/2011  
**Application Form:** PPQ 587  
**Application Category:** New Permit  
**Application Number:** P587-110420-175  
**Applicant:** Tester, Applicant  
**Organization:** 12345  
**Submission Level:** 2

Original	Current

Task Open Date	Task Close Date
4/26/2011	4/26/2011
4/26/2011	

**Review Applicant Response**

**Applicant's Response:**  
 Request Date: Apr 26, 2011 @ 10:59 AM  
 Received Date: Apr 26, 2011 @ 11:01 AM  
 Test for applicant's response.

Request Date: Apr 26, 2011 @ 10:49 AM  
 Received Date: Apr 26, 2011 @ 10:56 AM  
 Test: Completed the assigned Form.

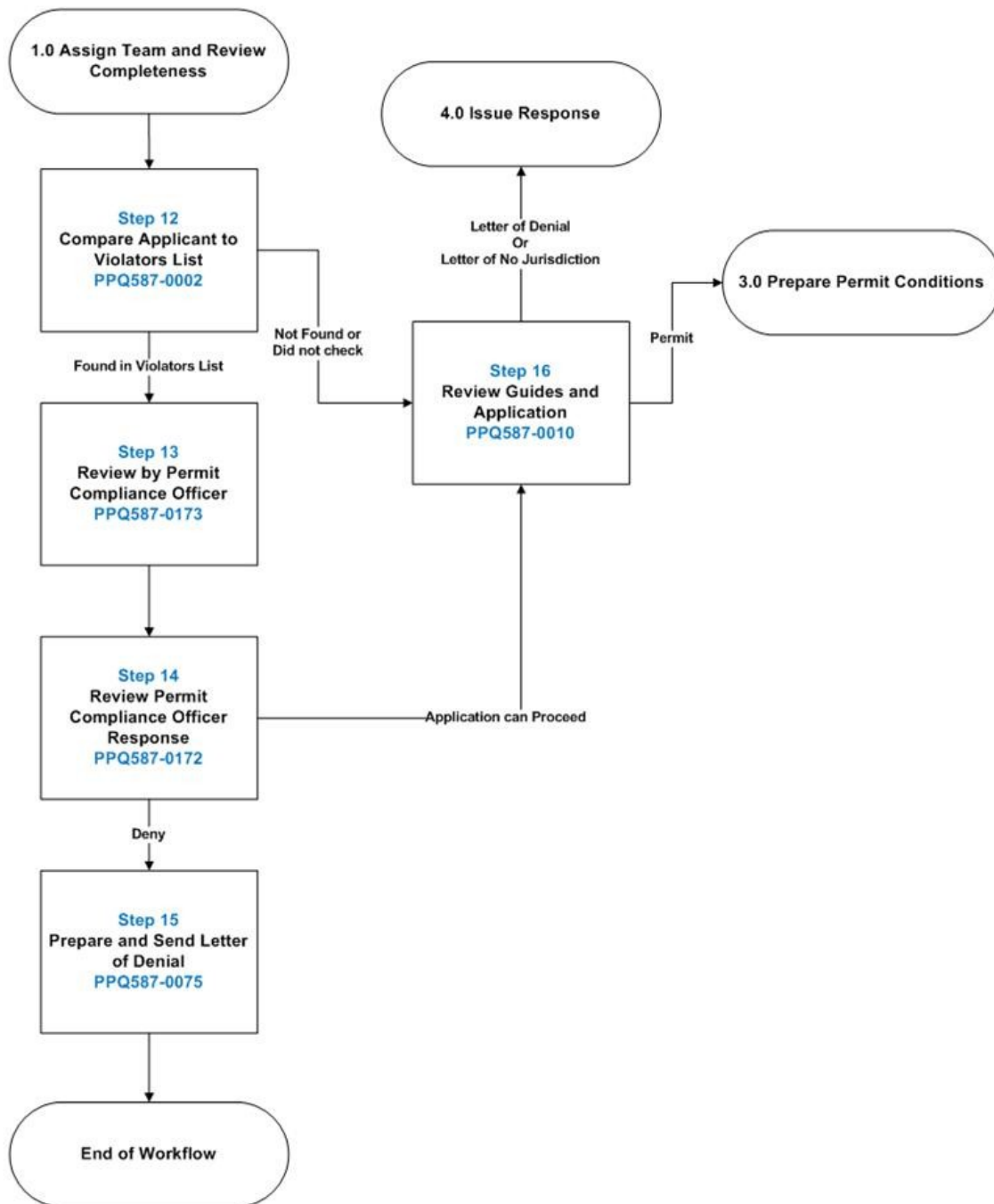
PPQ587-0009

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Figure 48: Review Applicant Response [PPQ587-0009]

## 6. Process 2.0: Perform Compliance Check & Determine Response

Once a PPQ 587 application is considered complete, it moves to the phase where the applicant is reviewed for any potential outstanding compliance issues and a response determination for the application is determined. These tasks are a combined effort between the Permit Program Specialist, the Compliance Officer, and the Permit Manager depending on the responses to the various tasks.



**Figure 49: Process 2.0 Perform Compliance Check & Determine Response**

### 6.1 Step 12: Step Compare Applicant to Violators List

The *Compare Applicant to Violators List* task is assigned to the Permit Program Specialist and allows them to record if the applicant is in the Investigative Enforcement Service (IES) violators list or not.



To complete this task, the user must indicate if the applicant was:

- “Found in Violators Databases”
- “Not Found in Violators Databases”
- “Did Not Check Violators Databases”

If the user indicates the applicant was “Found in Violators Databases” the workflow advances to *Step 13: Review by Permit Compliance Officer* and is assigned to the PPQ Compliance Officer assigned to the application.

If the user indicates the applicant was “Not Found in Violators Databases” the workflow advances to *Step 16: Review Guides and Applications* and remains assigned to the Permit Program Specialist.

If the user indicates “Did Not Check Violators Databases” they must add a Task Note by clicking the “Task Note” button at the top of the screen and document why they did not check the database. The workflow then advances to *Step 16: Review Guides and Applications* and remains assigned to the Permit Program Specialist.

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Received Date: 4/20/2011  
 Application Form: PPQ 587  
 Application Category: New Permit  
 Application Number: P587-110420-175  
 Applicant: Tester, Applicant  
 Organization: 12345  
 Submission Level: 2

Original	Current

<u>Task Open Date</u>	<u>Task Close Date</u>
4/25/2011	

**Compare Applicant to Violators List**

The Applicant was:  Not Found in Violators Databases  
 Found in Violators Databases

**Applicant Information**

Name: Applicant Tester  
 Organization: 12345  
 Address 1: 123 Main Street  
 Address 2: 12345  
 City: Reston  
 State: Virginia  
 ZIP Code: 20190  
 Day Phone: 999-999-9999  
 Extension:  
 Email: applicant@3ht.com

Save Changes	Next Application	Next Step	Step Complete
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PPQ587-0002

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**Figure 50: Compare Applicant to Violators List [PPQ587-0002]**

## 6.2 Step 13: Review by Permit Compliance Officer

The *Review by Permit Compliance Officer* task is completed by the PPQ Compliance Officer assigned to the application. It provides the ability to determine if the applicant’s violations were severe enough to prevent them from continuing with their PPQ 587 application. The task provides the Compliance Officer with the basic applicant information as well as copies of the application itself.

To complete this task, the Compliance Officer must select either “Application Can Proceed” or “Deny Application”. The Compliance Officer is also required to enter a reason for their recommendation in the text area provided.

For either response, the workflow advances to *Step 14: Review Compliance Officer Response* and is assigned to the PPQ Permit Manager assigned by default workflow assignment to PPQ 587 applications.

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**Received Date:** 4/20/2011  
**Application Form:** PPQ 587  
**Application Category:** New Permit  
**Application Number:** P587-110420-175  
**Applicant:** Tester, Applicant  
**Organization:** 12345  
**Submission Level:** 2

Original	Current
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<b>Task Open Date</b>	<b>Task Close Date</b>
4/26/2011	

**Review by Permit Compliance Officer**

Compliance Officer Decision:  Application Can Proceed  
 Deny Application

Reason for Recommendation/Denial:

Permit Specialist Comments: Found in Violators' Databases

**Applicant Information**

**Name:** Applicant Tester  
**Organization:** 12345  
**Address 1:** 123 Main Street  
**Address 2:** 12345  
**City:** Reston  
**State:** Virginia  
**ZIP Code:** 20190  
**Day Phone:** 999-999-9999  
**Extension:**  
**Email:** applicant@3ht.com

	Save Changes	Next Application	Next Step	Step Complete
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PPQ587-0173

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Figure 51: Review by Permit Compliance Officer [PPQ587-0173]


### **6.3 Step 14: Review Compliance Officer Response**

The *Review Compliance Officer Response* task is completed by the PPQ Permit Manager assigned to review PPQ 587 applications. It provides the ability to determine whether to deny or allow the application to continue based upon the PPQ Compliance Officer's recommendation.

To complete this task the user must choose either "Application Can Proceed" or "Deny Application".

If "Application Can Proceed" is chosen, the workflow advances to *Step 16: Review Guides and Application* and the application is assigned back to the Permit Program Specialist.

If "Deny Application" is chosen, the PPQ Permit Manager must provide a reason for their denial in the text area provided. The workflow then advances to *Step 17: Prepare and Send Letter of Denial* and is assigned back to the Permit Program Specialist.




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**Received Date:** 4/20/2011  
**Application Form:** PPQ 587  
**Application Category:** New Permit  
**Application Number:** P587-110420-175  
**Applicant:** Tester, Applicant  
**Organization:** 12345  
**Submission Level:** 2

Original	Current
	

<b>Task Open Date</b>	<b>Task Close Date</b>
4/26/2011	

**Review Compliance Officer Response**

**Manager Decision:**
 Application Can Proceed  
 Deny Application

**Reason for Denial:**

**Compliance Officer Recommendation:** Application Can Proceed

**Compliance Officer Reason for Recommendation/Denial:**  
Testing

**Permit Specialist Comments:** Found in Violators' Databases

**Applicant Information**

**Name:** Applicant Tester  
**Organization:** 12345  
**Address 1:** 123 Main Street  
**Address 2:** 12345  
**City:** Reston  
**State:** Virginia  
**Postal Code:** 20190  
**Country:**  
**Day Phone:** 999-999-9999  
**Extension:**  
**Email:** applicant@3ht.com

Save Changes	Next Application	Next Step	Step Complete
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PPQ587-0172

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**Figure 52: Review Compliance Officer Response [PPQ587-0172]**

## 6.4 Step 15: Prepare and Send Letter of Denial

The *Prepare and Send Letter of Denial* task is completed by the Permit Program Specialist when

the PPQ Permit Manager determines the application should be denied based upon the PPQ Compliance Officer’s recommendations.

In this task, the Permit Program Specialist can select the template for the Letter of Denial by selecting letter template from the drop-down menu and clicking the “Select Letter Template” button. This populates the text editor with the pre-existing template text and the user can then modify the letter as necessary.

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<b>Received Date:</b>	10/16/2013			Original		Current
<b>Application Form:</b>	PPQ 587					
<b>Application Category:</b>	New Permit					
<b>Application Number:</b>	P587-131016-001			<b>Task Open Date</b>		<b>Task Close Date</b>
<b>Applicant:</b>	newman2, adrienne			10/16/2013		
<b>Organization:</b>						
<b>Submission Level:</b>	2					

**Prepare and Send Letter of Denial**

\* Indicates a required field

Denied Articles:		
Article Name	Country/Countries of Origin	Intended Use
bags	Andorra	ddd

Template: -- Select -- **Select Letter Template**

October 16, 2013  
 Re: P587-131016-001  
 adrienne newman2  
 2  
 2, Mississippi 22222  
 Dear adrienne newman2:  
 Your application for the interstate movement of for research is DENIED. Regulations at 7 CFR 330.204(a) (1) state that applications for permits to move plant pests will be denied when such movement involves a danger of disseminating a plant pest and acceptable safeguards cannot be arranged.  
 Your facilities were inspected and found to lack a biosafety cabinet (Class II, Type A) for the opening and initial processing of packages. Your greenhouse lacks the air-flow handling systems needed to prevent the escape of isolates of foreign origin. Under these circumstances, it appears that the requested plant pests are highly likely to become established in an uncontrolled manner if introduced into your facilities.  
 Regulations at 7 CFR 330.204(c) provide that any person denied a permit may request the Deputy Administrator for a reconsideration by submitting additional information in support of the original application. If you decide to appeal this decision, you may send the appeal and supporting information to the Deputy Administrator at the following address:  
 USDA APHIS PPQ  
 Jamie Whitten Bldg, Rm 301E  
 14th and Independence AVE SW  
 Washington DC 20250

**Generate & Preview Letter**

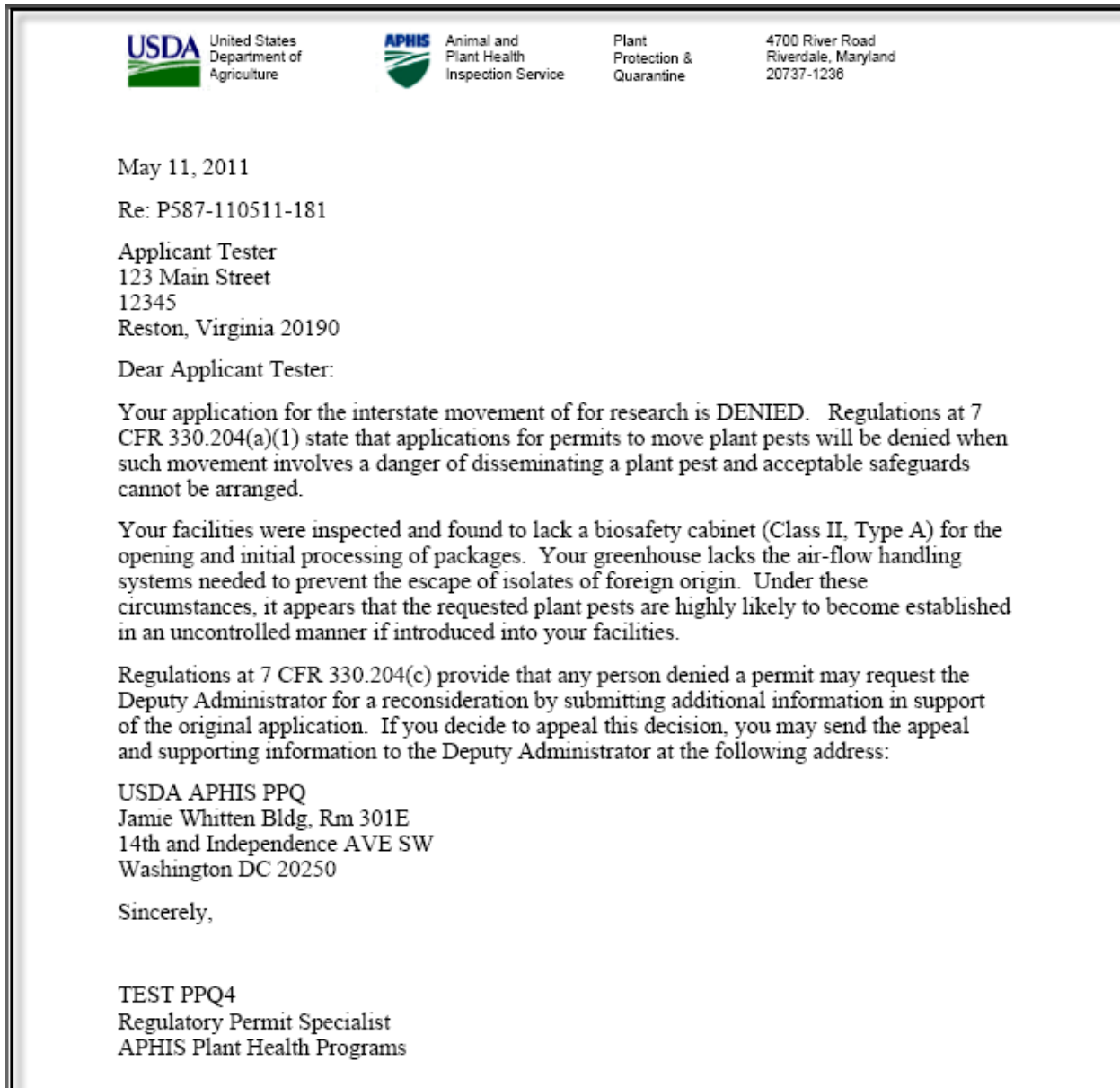
How will the letter be sent? \*  Email (outside ePermits)  Fax  U.S. Mail

Save Changes Next Application Next Step Step Complete

PPQ587-0012

**Figure 53: Prepare and Send Letter of Denial [PPQ587-0012]**

The user can preview the letter by clicking the “Generate & Preview Letter” button which generates a PDF copy of the letter for their review.



**Figure 54: Sample Letter of Denial**

If the application was submitted in ePermits by APHIS on behalf of the applicant, the options include the following:

- Email (outside ePermits)
- Fax
- U.S. Mail

If the applicant did submit their application through ePermits, the letter is automatically sent via the ePermits messaging system and the page displays the message, “The Letter will be sent electronically”. ePermits sends a notification email to the applicant with a link to their ePermits *My Permits/Responses Inbox*.

If the user chooses one of the other options, the letter must be sent outside of ePermits, and the workflow is terminated.

In either case, the response is recorded in the application folder as shown below.



**Folder**

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

Unlock Application	Tracking Sheet	Messages	Add Note	Attachment	Assignment Sheet
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**Application Summary**

Received Date: 4/19/2011  
 Application Form: PPQ 587  
 Application Category: New Permit  
 Application Number: P587-110419-135  
 Applicant: Test, ePermits  
 Organization: USDA  
 Telephone: 000-000-0000  
 Printable Version: [Original](#) [Current](#)  
 

**Open Tasks**

No Open Tasks

**Collaboration Tasks**

No Collaboration Tasks

**Waiting Responses**

No Waiting Response Tasks


Submission Date: 4/19/2011  
 Submission Level: 2  
 Prepared By:  
 Submitted By: Test, ePermits

Permits/Responses	Permit Labels	Issuing Scientist	Exp. Date	Issuance Date		
<a href="#">Q.15 - P15-11-00004</a>		Test, ePermits-emp	4/19/2012	4/19/2011	<a href="#">Cancel Permit</a>	<a href="#">Suspend Permit</a>
<a href="#">Q.41 - P41-11-00002</a>		Test, ePermits-emp	4/19/2012	4/19/2011	<a href="#">Cancel Permit</a>	<a href="#">Suspend Permit</a>
<b>LOD - P587-110419-135</b>		Test, ePermits-emp		4/19/2011		

**Application Documents**

No Application Attachments

**Task Documents**

[Letter of Denial 52113429.pdf \(4/19/2011 @ 11:30 AM\)](#) 

**State/SPRO Documents**

No State/SPRO Attachments

**Task Notes**

No Task Notes

**Task Collaboration Messages and Responses**

No Task Collaboration Messages

**Application Lock/Unlock Log**

No Application Lock/Unlock Logs

**Figure 55: Folder – Letter of Denial**

## 6.5 Step 16: Review Guides and Application

The *Review Guides and Application* task is completed by the Permit Program Specialist if it is determined the applicant was not found on the violators database, or if the Permit Manager indicated the application could continue.

On this task page the user must determine the appropriate response type for the application by choosing one of the following options from the drop-down menu:

- Letter of Denial
- Letter of No Jurisdiction
- Permit: C-(Canadian), Q.8, Q.15, Q.37, Q.41, Q.55, Q.56, Q.56-1, Q.56-2, Q.56-3, Q.56-4, Q.56-5, Q.56-6, Q.56-7, Q.56-8, Q.56-9, Q.56-10, Q.75

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

TRAINING ENVIRONMENT  
Inbox | Home

Folder Edit Application Tracking Sheet Add Note Collaborate Reassign Task Attachment

Received Date: 4/20/2011  
Application Form: PPQ 587  
Application Category: New Permit  
Application Number: P587-110420-175  
Applicant: Tester, Applicant  
Organization: 12345  
Submission Level: 2

Original Current  
Task Open Date Task Close Date  
4/26/2011

**Review Guides and Application**

Determine Official Response:

Article Name	Countries	Intended Use	Response
Sorghum spp.	Albania	Fruits and Vegetables (Consumption)	Permit C-(Canadian) ▼

Save Changes Next Application Next Step Step Complete

PPQ587-0010

Home | Create Application | My Applications | My Inbox (Applications) | My Conditions | My Profile | Change Password | Technical Support | Get Adobe Reader  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

**Figure 56: Review Guides and Application [PPQ587-0010]**

If the user chooses “Letter of Denial” the workflow proceeds to *Step 17: Prepare and Send Letter of Denial* and remains assigned to the Permit Program Specialist.

If the user chooses “Letter of No Jurisdiction” the workflow advances to *Step 18: Prepare and Send Letter of No Jurisdiction* and remains assigned to the Permit Program Specialist.

If the user chooses “Permit”, the workflow advances to *Prepare Conditions For Permit* based on the type of permit selected, and remains assigned to the Permit Program Specialist.

