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| According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.  The valid OMB control number for this information collection is 0579-0349  The time required to complete this information collection is estimated to average 0.5 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. | **OMB APPROVED**0579-0349EXP.: XX/XXXX |
| **uNITED sTATES dEPARTMENT OF aGRICULTURE****aNIMAL AND PLANT HEALTH INSPECTION SERVICE****Plant protection and quarantine** | **Plant and Plant Product Declaration**  |
| **Section 1 – Shipment Information** |
| **1. estimated DATE of arrival *(MM/DD/YYYY)*** | **2. Entry Number** |
| **3. Container Number(S)** [ ]  **See Attachment** | **4. Bill of Lading** |
| **5. Manufacturer Identification Code (MID)** |
| **6. Importer’s Name** | **7. Consignee’s Name** |
| **8. importer’s Address** | **9. Consignee’s Address** |
| **10. Description of Merchandise** |
| **Section 2 – Compliance with Lacey Act Requirements (16 U.S.C. 3372(f))** |
| ***For each article or component of an article, provide the following:*** |
| **11. HTSUS Number*****(no dashes/symbols)*** | **12. entered Value** | **13. article/component of article** | **14. Plant Scientific Name** | **15. Country of Harvest** | **16. Quantity of Plant Material** | **17. Unit** | **18. Percent Recycled** |
| **Genus** | **Species** |
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| **I certify under perjury that, to the best of my knowledge and belief, the information furnished is true and correct.** |
| **Preparer’s Name *(printed*)** | **Preparer’s Signature** | **Email Address** | **Telephone Number**  | **Date *(MM/DD/YYYY*)** |

PPQ FORM 505 (**NOTE**: Knowingly making any false statement in this Declaration for importation may subject the declarant to criminal penalties in accordance with 16 U.S.C. 3373(d)).

JUN 2016

*(Previous editions are obsolete.)*

**INSTRUCTIONS FOR PPQ FORM 505 - Plant and Plant Product Declaration**

1. **Estimated Date of Arrival:** Enter the date *(MM/DD/YYYY)* that the product is expected to enter the United States of America.
2. **Entry Number:** Enter the U.S. Customs and Boarder Protection (CBP) entry number assigned to this shipment. *(Format: xxx-xxxxxxx-x)*
3. **Container Number:** Enter the number of the shipping container in which the product is being shipped - available from your shipping company. If you have more than one container number in your shipment, check the "See Attachment" box and list all of the containers on a separate sheet. Attach the container list to the PPQ 505. If there is no container number, please leave this section blank.
4. **Bill of Lading:** Enter the Bill of Lading (BOL) number assigned to this shipment - available from the shipping company. If there is no Bill of Lading number, please leave this section blank.
5. **Manufacturer Identification Code (MID):** Available from the manufacturer or customs broker *(19 CFR Appendix to Part 102*).
6. **Importer’s Name:** Enter the name of the Import Company or individual for the product.
7. **Consignee’s Name:** Name of the individual or company who ordered and will ultimately receive the shipment.
8. **Importer’s Address:** Enter the address of the Import Company or individual in block 6.
9. **Consignee’s Address:** Enter the address of the individual or company in block 7.
10. **Description of the Merchandise:** Enter the name of the plant or plant product, and its use *(example: wooden spoons for kitchenware)*. If the use is unknown, enter only the name of the product *(example: lumber*). If the product is protected under CITES, also input the CITES permit number here. If the product was manufactured prior to the Lacey Act Amendment also input "Manufactured prior to May 22, 2008".
11. **HTSUS Number:** Enter the Harmonized Tariff Code for the merchandise described in #10 - available at http://www.usitc.gov/tata/hts/.
12. **Entered Value:** In U.S. dollars, enter the value of the imported merchandise described in #10.
13. **Article/Component of Article:** Enter a brief description of each article, or component of an article, that is manufactured from plants or plant parts. *(Example: A decorative item including a wood frame and 100% recycled paperboard - enter the frame as a line item and record the percent of recycled material in the paperboard in block 18.)*
14. **Plant Scientific Name:** For each article/component in block 13, enter the scientific name *(see example below)*. If the species of plant used to produce the product varies, and the species used to produce the product is unknown, enter each species that may have been used to produce the product. If the product was manufactured prior to the Amendment and you cannot determine the species, enter "special" for Genus and "pre-amendment" for Species. **NOTE: The Scientific Name is NOT the trade/common name of the plant.**
15. **Country of Harvest:** Enter the country where the plant was harvested *(see example below)*. If the country of harvest varies, and/or is unknown, enter all countries from which the plant material in the product may have been harvested. **NOTE: This is NOT the country of manufacture/origin.**
16. **Quantity of Material:** How much plant material is in the shipment *(see example below)*.
17. **Unit:** This is the Unit of Measure of the Plant Material. Use one of the following *(see example below)*: Kilograms=KG, Grams=G, Centigrams=CG, Milligrams=MG,

Liters=LT, Milliliters=ML, Millimeters=MM, Square Millimeters=MM2, Cubic Millimeters=MM3, Centimeters=CM, Square Centimeters=CM2, Cubic Centimeters=CM3, Meters=M, Square Meters=M2, or Cubic Meters=M3.

1. **Percent Recycled:** If the product is paper or paperboard, enter the percentage of recycled material it contains *(0 - 100%).* If the percentage of recycled material varies, enter the average percentage of recycled material used in the product *(Example: If the percentage of recycled material used is between 25% and 45%, enter 35%).*

**EXAMPLE:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **11. HTSUS Number*****(no dashes/symbols)*** | **12. entered Value** | **13. article/component of article** | **14. Plant Scientific Name** | **15. Country of Harvest** | **16. Quantity of Plant Material** | **17. Unit** | **18. Percent Recycled** |
| **Genus** | **Species** |
| 9401692010 | 1354 | Bentwood Seats Made of Oak | Quercus | lineata | Indonesia | 500 | KG | 0 |
| 4407950000 | 8442 | European ash lumber (2" x 4") | Fraxinus | excelsior | Switzerland | 52 | M3 | 0 |

**SUBMISSION OF PAPER DECLARATION:** Importers should have a copy of the form available for CBP to review at the port of entry. After CBP clears the shipment, the importer must mail the original form to the U.S. Department of Agriculture at the following address: The Lacey Act, c/o USDA/APHIS/PPQ, Box 10, 4700 River Road, Riverdale, MD 20737

**NOTE: You may use a continuation sheet, PPQ FORM 505B, should more space be required. Make as many copies as necessary. Failure to include any and all of the required information will result in the rejection of your declaration.**

**SPECIAL NOTE: IF YOU HAVE FILED A LACEY ACT PLANT AND PLANT PRODUCT DECLARATION ELECTRONICALLY, THERE IS NO NEED TO FILE A PAPER DECLARATION.**