

# Filing a Declaration

Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form**

Welcome Gary Lougee of LAWGS Test Importers R Us (Org ID 251).  
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**OMB:** 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.

**Note:** The above OMB statement will not print on the electronically generated PPQ Form 505.

**Entry Number**

Items marked \* are required.

\* **Entry Number:**

**Important:** The Entry Number cannot be changed for this declaration form after clicking the 'Next' button. If the Entry Number needs to be corrected, the Declaration Form must be deleted and a new one created with the correct Entry Number.


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## Entry Number



# Filing a Declaration – Cont.

Welcome Gary Lougee of LAWGS Test Importers R Us (Org ID 251). [Manage Account](#) [Sign Out](#)



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### Creation of a Plant and Plant Product Declaration Form

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**General**

Items marked \* are required.

**Importer Name:** LAWGS Test Importers R Us

**Importer Address:** 1234 Hickory Lane  
Lumbermill AL 90210  
Phone: 3018512253

\* **Consignee:**  Update Create Consignee

- Select
- LAWGS Consignee (East Office)
- LAWGS Consignee (West Office)

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## Consignee Creation/Select



# Filing a Declaration – Cont.

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**Creation of a Plant and Plant Product Declaration Form**

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**Shipment Information**

Items marked \* are required.

\* Estimated Date of Arrival:    
mm/dd/yyyy

Entry Number: XXX12345678

Container Number:   
Note: Please use a comma to separate multiple container numbers.

Bill of Lading:

MID (Manufacturer Identification Code):

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## Other Shipment Information



# Product Information Page



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## USDA Lacey Act Web Governance System (LAWGS)

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#### Merchandise

Items marked \* are required.

\* Description of Merchandise:   
(200 character limit)

#### Compliance with Lacey Act Requirements (16 U.S.C. 3372(f))

To add rows for each article or component of an article, enter the HTSUS Number, Article/Component, and Value and click the 'Enter Row Details' button to select the scientific name and enter row specific data.

If you need to add more rows after returning from adding row details, enter the additional HTSUS Number, Article/Component and Value and click Enter Row Details. After saving the row details the new rows will appear at the end of the existing table. Previously entered data will not be lost.

\* HTSUS Number:     PLYWD,CLR,1PINE PLY,FULLY SAND  
(no dashes/symbols)

\* Article/Component of Article:

Line Number:

\* Value:

List of Articles/Components of Articles

Row #	Line Number	HTSUS Number	*Entered Value	*Article/Component of Article	Plant Scientific Name	*Country of Harvest	*Quantity of Plant Material	*Unit	Percent Recycled	<input type="button" value="Delete"/> <a href="#">Select All</a>
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No articles have been added.



# Species Selection Page



## Lacey Act Web Governance System (LAWGS)



Need Help ?

### Merchandise Details

Enter the scientific name for the article/component. 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.

Note: You must generate rows for Species and Special Use separately.

#### Select Species

Please enter a common name or a botanical name to search for a commodity. From the Commodity search results, enter the number of rows to be added to the form for each commodity and click Generate Rows. The corresponding Scientific name (botanical name) will be added to the List of Articles. Click here for [search tips](#). Any search will return a maximum of 1000 results.

Search By:  Common Name  Botanical Name

Search

#### Commodity Search Results

<a href="#">Common Name</a>	<a href="#">Botanical Name</a>	Number of Rows
No commodities found		

- OR -

#### Select Special Use

If the product was manufactured prior to the Amendment and you cannot determine species, you can select the applicable Special Use option.

Special Use:

- Select
- Special Composite
- Special None
- Special PreAmendment
- Special Reclaimed
- Special Recycled
- Special SPF

Generate Rows

Note: You may only add 100 rows at a time.

#### List of Articles/Components of Articles

Row #	<a href="#">Plant Scientific Name</a>	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	<a href="#">Delete</a> <a href="#">Select All</a>
No articles have been added.						

# Filing a Declaration – Cont.

List of Articles/Components of Articles						
Row #	<a href="#">Plant Scientific Name</a>	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	<a href="#">Delete</a> <a href="#">Select All</a>
1	Pinus radiata	Chile - CL	1343	m3	0	<input type="checkbox"/>
2	Pinus radiata	New Zealand - NZ	234	m3	0	<input type="checkbox"/>
3	Special Composite	United States - US	321	m3	0	<input type="checkbox"/>

Note: If no rows have been added and you click the 'Save' button, the Article/Component of Article will not be added to the form. If you are editing an existing Article/Component of Article and you delete all the rows, the Article/Component of Article will be removed from this form once you click the 'Save' button.

## Species Information Page Species and SUD Selected



# Product Information Page



## Lacey Act Web Governance System (LAWGS)

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#### Merchandise

Items marked \* are required.

\* **Description of Merchandise:**  (200 character limit)

#### Compliance with Lacey Act Requirements (16 U.S.C. 3372(f))

To add rows for each article or component of an article, enter the HTSUS Number, Article/Component, and Value and click the 'Enter Row Details' button to select the scientific name and enter row specific data.

If you need to add more rows after returning from adding row details, enter the additional HTSUS Number, Article/Component and Value and click Enter Row Details. After saving the row details the new rows will appear at the end of the existing table. Previously entered data will not be lost.

\* **HTSUS Number:**     (no dashes/symbols)

\* **Article/Component of Article:**

**Line Number:**

\* **Value:**

List of Articles/Components of Articles

Row #	<a href="#">Line Number</a>	<a href="#">HTSUS Number</a>	<a href="#">*Entered Value</a>	<a href="#">*Article/Component of Article</a>	Plant Scientific Name	<a href="#">*Country of Harvest</a>	<a href="#">*Quantity of Plant Material</a>	<a href="#">*Unit</a>	Percent Recycled	<input type="button" value="Delete"/>	<input type="button" value="Select All"/>
1	<input type="text"/>	4412394032	<input type="text"/>	<input type="text" value="plywood"/>	Pinus radiata	<input type="text" value="Chile - CL"/>	<input type="text" value="1343"/>	<input type="text" value="m3"/>	<input type="text"/>	<input type="button" value="Edit"/>	<input type="checkbox"/>
2					Pinus radiata	<input type="text" value="New Zealand - NZ"/>	<input type="text" value="234"/>	<input type="text" value="m3"/>	<input type="text"/>		
3					Special Composite	<input type="text" value="United States - US"/>	<input type="text" value="321"/>	<input type="text" value="m3"/>	<input type="text"/>		

## Summary/Submit

Please review the information that you have provided for the form. Select 'Edit' to make changes to the associated part of the form. Carefully review your form and then click the 'Submit Form' button.

**Importer Name:** LAWGS Test Importers R Us

**Importer Address:** 1234 Hickory Lane  
Lumbermill, AL 90210  
Phone: 3018512253  
Fax:  
E-Mail: [glougee@gmail.com](mailto:glougee@gmail.com)

Edit

**Consignee Name:** LAWGS Test Consignee

**Consignee Address:** 1234 Street Lane  
Topeka, Kansas 90210

**Estimated Date of Arrival:** 08/14/2013

**Entry Number:** Q3612345678

**Container Number:**

Edit

**Bill of Lading:**

**MID (Manufacturer Identification Code):**

**Description of Merchandise:** Wood panels

### List of Articles/Components of Articles

<a href="#">Line Number</a>	<a href="#">HTSUS Number</a>	<a href="#">Entered Value</a>	<a href="#">Article/Component of Article</a>	<a href="#">Plant Scientific Name</a>	<a href="#">Country of Harvest</a>	<a href="#">Quantity of Plant Material</a>	<a href="#">Unit</a>	<a href="#">Percent Recycled</a>
	4412394032		plywood	Pinus radiata	Chile	1343.0	m3	
				Pinus radiata	New Zealand	234.0	m3	
				Special Composite	United States	321.0	m3	

Edit

By submitting this form, I certify under penalty of perjury that, to the best of my knowledge and belief, the information furnished is true and correct. Knowingly making a false statement in this Declaration for Importation may subject the declarant to criminal penalties in accordance with 16 U.S.C 3373(d).

By submitting this form, I am legally signing the Declaration.

## Summary/Submit Page

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Submit Form





# Filing a Declaration – Cont.

Your Plant and Plant Product Declaration Form has been submitted on Wednesday April 10, 2013 at 08:15

For any future communication about this form, please use the tracking number 252.

To speed up the creation of future forms, you can save this form as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using LAWGS.

Save as Template



Need Help ?

### Manage Form Templates

- LAWGS Home
- Create Form
  - With Template
  - Without Template
- Manage Template Data
  - Manage Form Templates**
  - Manage Consignees
- View Forms

A form template simplifies creating a new form by reusing existing information, such as consignees and merchandise. You may add, update, or delete form templates at any time. To start a new declaration form based on a template, find the template and select 'Start New Form'.

List of Templates				
Template Name	Consignee			<a href="#">Delete</a> <a href="#">Select All</a>
LAWGS Test Template 1	LAWGS Test Consignee	<a href="#">Start New Form</a>	<a href="#">Update</a>	<input type="checkbox"/>

Create Template

## Save as Template?