

No permit can be issued to move soil until an application has been received (7 CFR 330).

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 0579-0054. The time required to complete this information collection is estimated to average .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  
0579-0054  
EXP XX/XXXX

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

APPLICATION FOR PERMIT TO RECEIVE SOIL

INSTRUCTIONS: SEE ATTACHED INSTRUCTION SHEET

NOTE: If you intend to isolate and/or culture live organisms (such as fungal plant pathogens or nematodes) from the soil, then you must hold a valid plant permit based on PPQ Form 526. PPQ Form 525A cannot be used for this purpose. To apply for a plant pest permit, see our website at [http://www.aphis.usda.gov/plant\\_health/permits/organism/index.shtml](http://www.aphis.usda.gov/plant_health/permits/organism/index.shtml)

1. Origin of shipment(s)  <input type="checkbox"/> Hawaii <input type="checkbox"/> Various Foreign Countries <input type="checkbox"/> One Country (Specify) _____	2. Method of Shipment		
	Air: (Specify) <input type="checkbox"/> Bond Courier <input type="checkbox"/> Hand-carry (Est. # Shipments _____)	Sea: (Specify) <input type="checkbox"/> Bond Courier <input type="checkbox"/> Hand-carry (Est. # Shipments _____)	Ground: (Specify) <input type="checkbox"/> Bond Courier <input type="checkbox"/> Hand-carry (Est. # Shipments _____)
Other (Specify) _____			

3. Method of packaging (Must be sturdy and leakproof; please describe.) \_\_\_\_\_

4. Port(s) of arrival desired (Specify) _____	5. Approximate date for arrival of first shipment _____
---	---

6. Quantity per shipment  3 lbs. or less (go to #6a)  over 3 lbs. (go to #7)

6a. Will heat sterilization at the port of arrival interfere with intended use?  Yes - Go to #7  No - Go to #6b

6b. If no, check preferred treatment and then go to #10.  Dry Heat  Steam Heat

NOTE: If you are importing over 3 lbs. of soil per shipment, or if you are importing 3 or less lbs. of soil per shipment and you answered "Yes" to question 6a, then your facility must be inspected and approved to receive, handle, store, and dispose of the soil under the conditions of a compliance agreement. Complete the rest of the form and submit it to the **USDA/APHIS/PPQ/Permit Services, 4700 River Road, Unit 133, Riverdale, MD 20737**. If you need further guidance in completing this form, please Contact Permit Services at (866) 524-5421 or access the website at <http://www.aphis.usda.gov/ppq/sphd/> for a list of State Plant Health Offices.

7. Intended use (Please provide specific information.)

Chemical or physical analysis \_\_\_\_\_

As a growing medium for plants \_\_\_\_\_

For the isolation and/or culture of Deoxyribonucleic Acid (DNA) or Ribonucleic Acid (RNA) \_\_\_\_\_

Other \_\_\_\_\_

8. Precautions to be used to safeguard soil samples (Please describe) \_\_\_\_\_

9. Method of Final Disposition

Autoclaving  Incineration  Hydroclave  EPA Approved Landfill

Other \_\_\_\_\_

NOTE: Please attach a detailed explanation if soil is to be moved or removed from the receiving facility without a sterilizing treatment.

10. Name and address of receiving facility  Applicant's Phone ( ) Applicant's Fax ( )  E-mail Address _____	11. Applicant's Name (type or print clearly) _____
	12. Signature and Date _____

## **Instructions for Completing Form 525A Application for Permit to Receive Soil**

**NOTE:** If you intend to isolate and/or culture live organisms (such as fungal plant pathogens or nematodes) from the soil, then you must hold a valid plant pest permit based on PPQ Form 526. PPQ Form 525A cannot be used for this purpose. To apply for a plant pest permit, see our website at [http://www.aphis.usda.gov/plant\\_health/permits/organism/index.shtml](http://www.aphis.usda.gov/plant_health/permits/organism/index.shtml)

**Please TYPE or PRINT legibly. Complete every block except for blocks 4 and 5 which may be left blank if the information is unknown.**

1. Indicate the origin of the soil shipment. If you check "one country," enter the name of the country on the line provided.
2. Indicate the method of shipment. If you want to hand-carry soil, check "Other" and enter on the line 'hand carry.' Hand carried items must be approved with the port of entry before arrival.
3. Briefly describe the packaging being used (i.e., Tupperware, cooler, etc.).
4. Enter the city and State of the first port of arrival. If unknown leave blank.
5. Enter the approximate or estimated date of arrival. If unknown leave blank.
6. Indicate the weight of soil per shipment. If 3 or less lbs., continue to block 6a. If more than 3 lbs., continue to block 7.
- 6a. If you are importing 3 or less lbs. of soil per shipment, answer "Yes" or "No" if heat sterilization will interfere with the intended use. If you answered "No" to 6a, the soil must be treated at a USDA Plant Inspection Station. Continue to block 6b. If you answered "Yes" to question 6a, continue to block 7.
- 6b. Indicate the preferred method of sterilization, then skip to block 10.
7. Indicate all that apply. If you intend to isolate and/or culture live organisms (such as plant pathogens or nematodes) from the soil, then you are using the wrong form. See the note at the top of this form for instructions for the PPQ Form 526. Selection of 'Other' includes landfill.
8. Enter a brief description of the precautions to be used to prevent pest dissemination. If no pests exist, enter "N/A."
9. Indicate the method of final disposition. Selection of "Other" may include landfill. Please attach a detailed explanation if soil is to be moved or removed from the receiving facility without a sterilizing treatment. All attachments must have a company name, a contact name, and Form 525A typed or printed at the top of each page.
10. Enter the name, address, and phone number of the receiving facility. Enter the applicant's telephone and facsimile numbers, including the Area Code.
11. Enter the applicant's name; this should be the person directly responsible for the soil received by the facility.
12. Enter signature of applicant and the date.

### Forwarding Instructions:

- If you are importing over 3 lbs. of soil per shipment, or if you are importing 3 or less lbs. of soil per shipment and you answered "Yes" to question 6a, then your facility must be inspected and approved to receive, handle, store, and dispose of the soil under the conditions of a compliance agreement. Complete the rest of the form and submit it to the State Plant Health Director of the State of destination. Contact USDA/APHIS/PPQ/Permit Services at (301) 734-5519 or access the website at [http://www.aphis.usda.gov/services/report\\_pest\\_disease/report\\_pest\\_disease.shtml](http://www.aphis.usda.gov/services/report_pest_disease/report_pest_disease.shtml) for a list of State Plant Health Offices.

- If you are importing 3 or less lbs. of soil per shipment and you answered "No" in block 6a, then the soil must be treated at the port of arrival. Send the completed application by facsimile to Area Code (301) 734-5786 or by mail to:

USDA/APHIS/PPQ/Permit Unit, 4700 River Road, Unit 136, Riverdale, MD 20737.

Please call 1-877-770-5990 if you have any questions.

## PRIVACY ACT STATEMENT

**Authority:** The Honeybee Act, 7 U.S.C. 281-286; the Plant Protection Act, 7 U.S.C. 7701-7772 and 7781-7786; and the Animal Health Protection Act, 7 U.S.C. 8301-8321.

**Purpose:** This data will be used to enable persons wishing to move a regulated commodity into, from, or within the United States to apply for a permit, pay permit application fees, check the status of a permit application, and view issued permits and other information online in a secure manner.

### Routine Uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act, records maintained in the system may be disclosed outside USDA as follows:

1. To the Department of Homeland Security's Customs and Border Protection agency, which inspects shipments that arrive at United States ports for compliance with permit conditions;
2. To cooperative Federal, State, and local government officials, employees, or contractors, and other parties engaged to assist in administering the program. Such contractors and other parties will be bound by the nondisclosure provisions of the Privacy Act. This routine use assists the agency in carrying out the program, and thus is compatible with the purpose for which the records are created and maintained;
3. To State government regulatory officials in the State of destination for review and comment;
4. To the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility of investigating or prosecuting a violation of law or of enforcing, implementing, or complying with a statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and either arising by general statute or particular program statute, or by rule, regulation, or court order issued pursuant thereto;
5. To the Department of Justice when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee, or the United States, in litigation, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;
6. For use in a proceeding before a court or adjudicative body before which the agency is authorized to appear, when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee, or the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determines that use of such records is relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;
7. To appropriate agencies, entities, and persons when the agency suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; the agency has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, a risk of identity theft or fraud, or a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by the agency or another agency or entity) that rely upon the compromised information; and the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the agency's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
8. To USDA contractors, partner agency employees or contractors, or private industry employed to identify patterns, trends or anomalies indicative of fraud, waste, or abuse; and
9. To the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

**Disclosure:** Furnishing this information is voluntary; however, failure to furnish this information may impede the ability to apply for a permit.