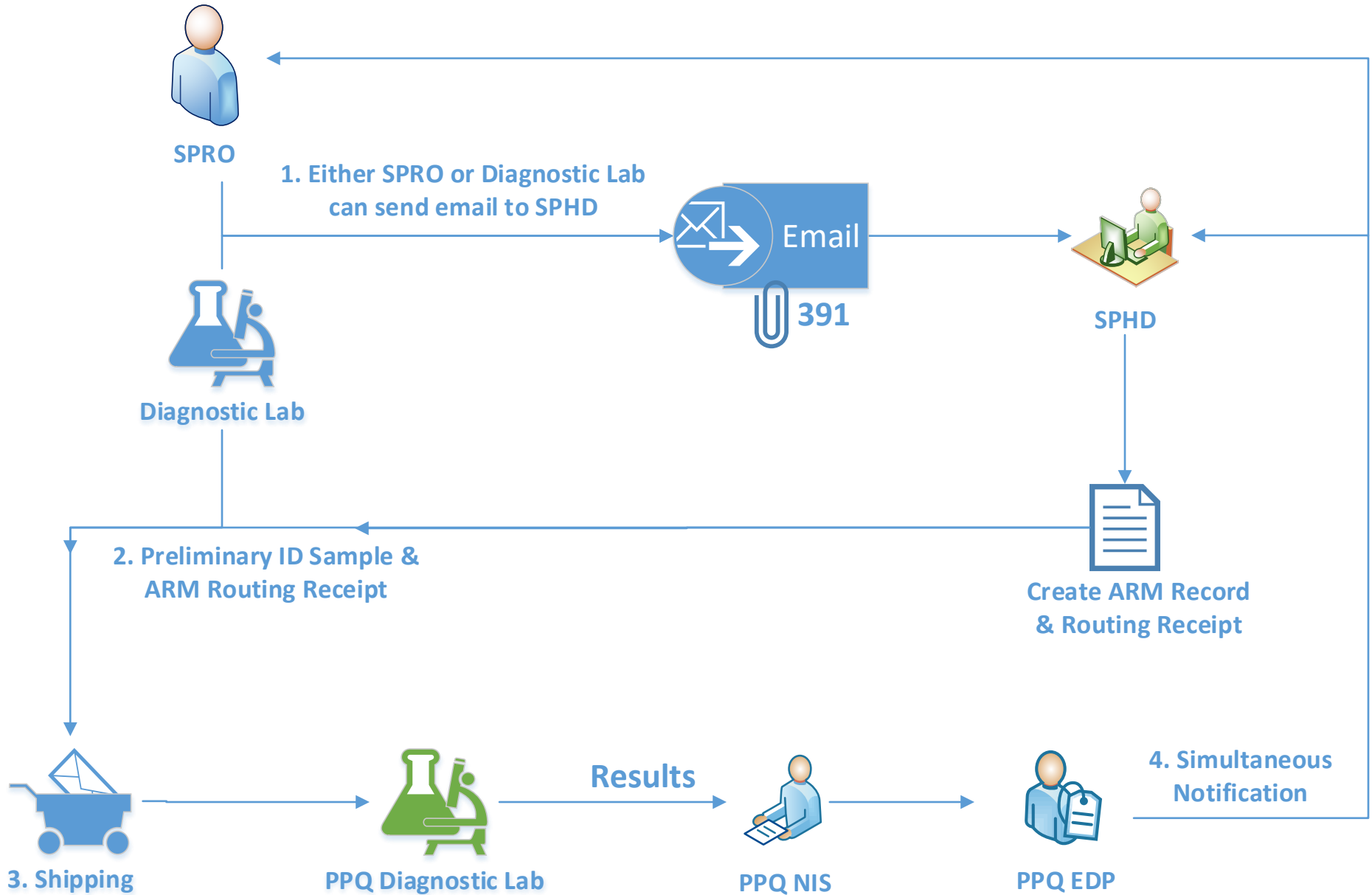


## PPQ Submission Process for Official Confirmation



## PROTOCOL

### Plant Pest Sample Submission for Confirmatory Identification from State Collaborators Issued: July 12, 2021

#### Background

In April 2021, PPQ established the Agricultural Risk Management (ARM) system as the official system of records for pest identification, replacing PPQ's Agriculture Quarantine Activity System (AQAS), also called Pest ID. Currently, only PPQ personnel have access to the ARM system, although PPQ is exploring the feasibility of allowing external submitters to access ARM in the future. Until then, external users wishing to submit a pest for confirmatory identification will need to work with the State Plant Health Director's office to create a diagnostic request.

#### Submission Considerations

Prior to submission of any suspect plant pest or disease, the State Plant Regulatory Official (SPRO) should ensure that a qualified identification expert or laboratory has provided a preliminary identification. This preliminary identification is necessary because PPQ does not have the resources to screen all samples.

#### Procedure

1. Contact State Plant Health Director to create Diagnostic Request in ARM. Once a preliminary identification is obtained, the SPRO or the diagnostic laboratory acting on their behalf, should contact the State Plant Health Director (SPHD) to request PPQ to create a Diagnostic Request in ARM. Contacting the SPHD may be done via email and should include a PPQ form 391 (PDFs are preferred) containing the pertinent information about the sample collection. PPQ will create all Diagnostic Requests in ARM for external submitters. Diagnostic Requests in ARM must be created before mailing specimens. This is essential 1) to ensure that the specimen is routed correctly, 2) to allow tracking of the sample once it has been mailed, and 3) to make it possible for the National Specialist or lab to enter an ID. ***NIS cannot guarantee tracking for samples that have not been submitted with an ARM Diagnostic Request.***
2. Obtain address for the confirmatory laboratory as indicated on the Diagnostic Request routing receipt. Once the SPHD's office has created a Diagnostic Request in ARM, the SPHD office representative will provide a Diagnostic Request "routing receipt" to the submitter indicating the address where the specimens should be shipped. ***Do NOT submit the specimens without including a copy of the Diagnostic Request routing receipt in the package.***
3. Ship the specimens to the confirmatory laboratory. The diagnostic lab or SPRO office must package the specimen for shipping, including the routing receipt, and submit to PPQ for identification. When mailing or shipping the physical specimens, notify the PPQ Domestic Diagnostic Coordinator (DDC) by email at [PPQ.Domestic.Diagnostic.Coordinator@usda.gov](mailto:PPQ.Domestic.Diagnostic.Coordinator@usda.gov). In the email, include an explanation of what is in the package, as well as PDFs of the PPQ form 391 and ARM Diagnostic

Request routing receipt, along with a tracking number, if available. Please include the SPHD's office on these communications, as a "back-up" in case of system errors.

4. Communication of results will follow the Simultaneous Notifications Protocol. After diagnostic results are finalized, the results will be communicated by diagnostic labs to National Identification Services (NIS) and shared with Emergency and Domestic Programs (EDP) to be communicated back to SPHDs and SPROs following the Simultaneous Notifications Protocol.

Additional information about sample submission for Confirmatory Identification can be found at the APHIS website: <https://www.aphis.usda.gov/aphis/ourfocus/planthealth/plant-pest-and-disease-programs/request-official-confirmation-preliminary-pest-id>