



MAIL FACILITY - AQI Monitoring Data

(Used by U.S. Customs and Border Protection Agriculture Specialist)

Port: _____

Date: ____ / ____ / ____

Time (military): _____

a) Mail Type: Parcel Post Express Registered Priority Mail

b) Mail Package Type: Envelope Padded Envelope Box Bag Tube Other

c) Mail Origin: _____

d) Mail Destination (City/State): _____ / _____
(no abbreviations)

e) APO: No Yes

f) FPO: No Yes

g) Referred to: FWS VS FDA FSIS CDC SITC OTHER NONE

h) Has Item(s) of Agricultural Interest: No Yes (If Yes, list article(s) using appropriate action codes listed below)

i) Inspected by: _____

Article	Article Quantity/ Unit ¹ (see instructions)	Declared		Contaminant		*Action Taken	Pest Found		Pest Number	Pest Identification or Contaminant
		No	Yes	No	Yes		No	Yes		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

¹Most Articles recorded in Kilograms, see instructions.



INSTRUCTIONS – MAIL FACILITY AQIM

IMPORTANT

- Data fields must be filled in for a completed monitoring record even if no agriculture item(s) are found.
- All QMIs found need to undergo 100% inspection for pests.
- All data entry is due by the tenth day of the following month. For example: All January data needs to be entered by February 10.

1. Record the Port, Date and Time (military time) of the inspection.

a) Mail Type: Check the appropriate mail type for the mail that is being inspected.

b) Mail Package Type: Record the category that the mail package falls in or is like.

c) Mail Origin: Record the country of origin of the mail. Spell out the country name.

d) Mail Destination: Record the mail's primary city and state of destination in US. Do not use letter codes for city name. Spell city and state names fully and consistently.

e) APO: Record if package is Army Post Office (APO) mail

f) FPO: Record if package is Fleet Post Office (FPO) mail

g) Referred to: Select which agency the mail will be referred to following the inspection: Fish and Wildlife Service (FWS), Veterinary Services (VS), Food and Drug Administration (FDA), Food Safety and Inspection Service (FSIS), Centers for Disease Control and Prevention (CDC), Smuggling Interdiction and Trade Compliance (SITC))

h) Item of Agricultural Interest: Circle whether the mail has item(s) of agricultural interest. Agricultural interest is defined as items such as plants, plant products, meat or animal products, etc., that require CBP's attention for purposes of regulation, inspection for pests, seizure, cleaning, verifying paperwork, etc. If yes, then complete remaining data fields.

i) Inspected by: Print the name of the person responsible for the inspection of the mail selected.

Article: Record the name of each article of agricultural interest found during the inspection. List one article per line, beginning with articles seized then items cleaned or treated and finally items inspected and released.

Quantity/Unit: Weight data is important as a standard for risk analysis. Most article's quantity can be recorded as weight. Indicate the weight in kilograms, up to a tenth (.0) of a kilogram (example 1.5 kg). Obtain or accurately estimate weight of the fruits and vegetables intercepted. To estimate this weight, take 0.3 kg as the weight per article intercepted (i.e., apple, orange, pepper, etc.). The following are examples of other types of articles and the unit of measurement to be used: plant material, such as flowers and greenery, must be recorded as bouquet or stems; miscellaneous and animal products, as each or kilograms; for articles like in example shoes, trophies, etc., use each. For any other type of articles intercepted, use the appropriate units of measurement.

Declared: Check the appropriate response.

Contaminant: Check if contaminant was found or not. If yes, record each contaminant (biologicals, blood, dirt/soil, manure, non-noxious weed seed, noxious weed seed) and the item it's associated with (i.e., manure on truck, soil on yams etc.).

Action Taken: Record the appropriate response using the options provided on the worksheet.

Pest Found: Check correct response to indicate if a reportable or actionable pest(s) was found. If determination is not known yet, make sure the record is updated later.

Pest Number: If a pest is found, send all pests intercepted to identifier personnel for identification. Write "PROMPT: AQI MONITORING" in the remarks section of the diagnostic request. Record reportable or actionable pests only. Make sure to update the record with the Diagnostic Request number(s).

Pest Identification or Contaminant: Record the official ID for all reportable/actionable pests or list the contaminant, if applicable.