



MAIL FACILITY—AQI Monitoring Data

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

Port: _____ Date: _____

Time (military): _____

1) Mail type: ☐ Parcel post ☐ Express ☐ Registered ☐ Priority mail

2) Mail package type: ☐ Envelope ☐ Padded envelope ☐ Box ☐ Bag ☐ Tube ☐ Other

3) Mail origin: _____ 4) Mail destination (City/State): _____ / _____
(no abbreviations)

5) APO: ☐ NO ☐ YES

6) FPO: ☐ NO ☐ YES

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

8) Has item(s) of agricultural interest: ☐ NO ☐ YES (if yes, list article(s) using appropriate action codes listed below)

9) Inspected by: _____

*Action: **S**-Seized/Intercepted **CT**-Clean/Treated **IR**-Inspect and Release

a) Article(s)	b) Article quantity/unit ¹	c) Declared NO YES	d) Contaminant NO YES	e) Action taken*	f) Pest found NO YES	g) Pest number	h) Pest identification or contaminant
		☐ ☐	☐ ☐		☐ ☐		
		☐ ☐	☐ ☐		☐ ☐		
		☐ ☐	☐ ☐		☐ ☐		
		☐ ☐	☐ ☐		☐ ☐		
		☐ ☐	☐ ☐		☐ ☐		

¹ Most articles recorded in kilograms, refer to instructions.



INSTRUCTIONS – MAIL FACILITY AQIM

IMPORTANT:

- Data fields must be filled in for a completed monitoring record even if no agriculture item(s) is found.
- All item(s) of agricultural interest must undergo 100% inspection for pests.
- All data entry is due by the tenth day of the following month, e.g., all January data needs to be entered by February 10.

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

- 1) Mail type: check the appropriate mail type for the mail that is being inspected.
- 2) Mail package type: record the category that the mail package falls in or is like.
- 3) Mail origin: record the country of origin of the mail. Spell out the country name.
- 4) Mail destination: record the mail's primary city and State of destination in the United States. Do not use letter codes for city name. Spell city and State names fully and consistently.
- 5) APO: record if package is Army Post Office (APO) mail.
- 6) FPO: record if package is Fleet Post Office (FPO) mail.
- 7) 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).
- 8) 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, complete remaining data fields.
 - a) Article(s): record the name of each item of agricultural interest found during the inspection. List one item per line, beginning with item seized/intercepted followed by items cleaned or treated and finally items inspected and released.
 - b) 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 (e.g., 1.5 kg). Obtain or accurately estimate weight of 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, i.e., flowers and greenery, must be recorded as bouquets or stems;

miscellaneous and animal products, as each or kilograms. For articles like shoes or trophies, etc., use **each**. For any other type of intercepted articles, use the appropriate units of measurement.

- c) Declared: check the appropriate response to indicate if item was officially declared to CBP, either written or verbally.
 - d) 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).
 - e) Action taken: record the appropriate response using the options provided on the worksheet.
 - f) Pest found: check if pest (quarantine or nonquarantine) was found **or not**.
 - g) 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. Make sure to update the record with the Diagnostic Request number(s).
 - h) Pest identification or contaminant: record the official identification for all quarantine or nonquarantine pests found or list the contaminant (biologicals, blood, dirt/soil, manure, non-noxious weed seed, noxious weed seed), if applicable. If determination is not yet known, make sure the record is updated later.
- 9) Inspected by: print the name of the person responsible for the inspection of the selected mail.