

APHIS' Lacey Act Blanket Declaration Pilot Program

The pilot program for the Lacey Act blanket declaration is open only to those entities currently participating in one of Customs and Border Protection's expedited border release programs, Automated Line Release (ALR) or Border Release Advance Screening and Selectivity (BRASS). This pilot program will test the feasibility of collecting the information required through the use of a periodic "blanket" declaration, with subsequent reconciliation reports. Eligible importers who wish to participate in the pilot must send a letter to APHIS (to the address provided below) specifically requesting participation in the program. The letter must contain the importer's C4 code and the name and telephone number of an individual who will serve as a point of contact should APHIS require additional information.

Instructions for Participants in the Blanket Declaration Pilot Program:

Blanket Declaration

1. The blanket declaration will serve as an estimate of all the shipments to be made during the declared month.
2. A blanket declaration (also known as an estimated PPQ 505) must cover a one- (1-) month period of time, beginning on the first day of the month to be declared until the last day of the month.
3. The blanket declaration must be received by APHIS officials before the first day of the month to be declared.
4. The blanket declaration is to be submitted using the PPQ 505 form which can be found on the APHIS website. http://www.aphis.usda.gov/plant_health/lacey_act/index.shtml
5. In Box #2 "Entry Number," enter "Estimated 505" followed by the normal description data required by the form.
6. Complete all information in the PPQ 505 form, including article, scientific name, and country of harvest categories. Estimate the quantity and value of the products that will be imported.
7. To ensure compliance, the quantity and value declared should be an overestimate of the expected amount; however estimations should be reasonable and not gross exaggerations. Estimations will be analyzed and membership in this pilot program may be revoked for those who repeatedly submit grossly inaccurate estimates.
8. The blanket declaration must be submitted in paper form and mailed to:

**Lacey Act
c/o U.S. Department of Agriculture
Box 10
4700 River Road
Riverdale, MD 20737**

Declaration Reconciliation

1. Once the blanket declaration has been filed, importers have until the 15th day of the month following the declared month to submit a reconciliation. The reconciliation includes the actual data from the shipments during the time period covered by the estimated PPQ 505.
2. The reconciliation is in Excel format and is supplied on the APHIS website along with a sample form. http://www.aphis.usda.gov/plant_health/lacey_act/index.shtml
3. The importer is required to fill out each line of the declaration reconciliation. Specific field instructions can be found below.
4. Each line in the reconciliation Excel worksheet represents a maximum of one shipment. Leave no blank fields. If a field is not-applicable to the line being entered, enter "N/A".
5. A single shipment may require several lines to report if the shipment includes multiple products or plant types.
6. If multiple products are in one shipment, enter one product per line. All of the related shipment information must be entered in each line.
7. If a product contains multiple types of plant material, each type must be listed on a separate line. All of the related shipment and product information must be entered in each line.
8. Save the Excel file in the following format:
Date of Blanket Declaration (YYYY-MM-DD) dash e505 dash c4 code dot xls

(e.g., "2009-04-29-e505-0123.xls")

9. Email Blanket Declarations to the following address: declaration.reconciliation@aphis.usda.gov

Instructions for Completing Each Field

- Column A.** **C4:** Enter the Customs C4 Identification Number.
- Column B.** **Entry Number:** Enter the U. S. Customs entry number assigned to this shipment. (Format: xxx-xxxxxxx-x)
- Column C.** **Container Number:** Enter the number of the shipping container in which the product is being shipped (available from your shipping company). If there is no container number, enter "N/A".
- Column D.** **Bill of Lading:** Enter the Bill of Lading (BOL) number assigned to this shipment - available from the shipping company. If there is no Bill of Lading number, enter "N/A".
- Column E.** **MID:** Manufacturer Identification Code - available from the manufacturer or customs broker (19 CFR Appendix to Part 102).
- Column F.** **Estimated Date of Arrival:** Enter the date that the product is expected to enter the United States of America. Please use the format YYYY-MM-DD.
- Column G.** **Importer Name:** Enter the name of importer or individual for the product.
- Column H.** **Importer Address:** Enter the address of the importer or individual in 'G'.
- Column I.** **Importer City:** Enter the city of the importer or individual in 'G'.
- Column J.** **Importer State:** Enter the state of the importer or individual in 'G'.
- Column K.** **Importer Zip:** Enter the zip code of the importer or individual in 'G'.
- Column L.** **Importer Country:** Enter the country of the importer or individual in 'G'.
- Column M.** **Consignee Name:** Name of the individual or company who ordered and will ultimately receive the shipment.
- Column N.** **Consignee Address:** Enter the address of the Consignee or individual in 'M'.
- Column O.** **Consignee City:** Enter the city of the Consignee or individual in 'M'.
- Column P.** **Consignee State:** Enter the state of the Consignee or individual in 'M'.
- Column Q.** **Consignee Zip:** Enter the zip code of the Consignee or individual in 'M'.
- Column R.** **Consignee Country:** Enter the country of the Consignee or individual in 'M'.
- Column S.** **Description of the Merchandise:** Enter the name of the plant or plant product, and its use (example: wooden spoons for kitchenware). If the use is unknown, enter only the name of the product (example: lumber).
- Column T.** **HTSUS Number:** Enter the Harmonized Tariff Code for the merchandise described in #10 (available at <http://www.usitc.gov/tata/hts/>).
- Column U.** **Entered Value (in U.S. Dollars):** Write the entered value of the imported merchandise described in 'S' in U.S. Dollars.
- Column V.** **Article/Component of Article:** Enter a brief description of each article, or component of an article, that is manufactured from plants or plant parts. (Example: A decorative item including a wood frame and 100 % recycled paperboard - enter the frame as a line item, and record the percent recycled material in the paperboard in section 'AB'.)
- Column W.** **Genus:** For each article/component in 'V' enter the scientific name (genus).
- Column X.** **Species:** For each article/component in 'V' enter the scientific name (species). 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.
- Column Y.** **Country of Harvest:** Enter the country of origin (where the plant was harvested). If the country of harvest varies, and is unknown, enter all countries from which the plant material in the product may have been harvested.
- Column Z.** **Quantity of Material:** Enter the amount of product/merchandise is in the shipment.
- Column AA.** **Unit of Measure:** For each line, enter the units for 'Z'. Please use the following standard forms: doz – dozen, kg – kilograms, m – meter, m2 – square meters, m3 - cubic meters, No. – number, pcs – pieces, t - metric tons, bf - board feet
- Column AB.** **Percent Recycled Material:** If the product is paper or paperboard, enter the percentage of recycled material it contains (0 - 100%). If the percentage of recycled material varies, enter the average percentage of recycled material used in the product. (Example: If the percentage of recycled material used is between 25% and 45%, enter 35%.)
- Column AC.** **Applicant Name:** For each line, enter the name of the person declaring each entry.

Column AD. **Date Declared:** For each line, enter the date the entry was declared. Please use the format YYYY-MM-DD.