



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

DATE: April 5, 2013
TO: All County Agricultural Commissioners
FROM: Plant Health and Pest Prevention Services
SUBJECT: **PEST EXCLUSION ADVISORY NO. 05-2013**
Updated Report 4 Instructions

This advisory is being issued by the California Department of Food and Agriculture (CDFA) to notify counties that the Report 4 instructions have been updated to include details on the information that should be entered for each required data field on the report.

The updated instructions are available on the Report 4 page of the [County Reporting System](#) and are also available in the County Pest Exclusion Procedural Training Manual, Section 3.9.4, on the Interior Exclusion page of the [Extranet](#).

The Report 4 instructions have been detailed to facilitate consistency in reporting which will enable CDFA and the California Agricultural Commissioners and Sealers Association (CACASA) to analyze Pest Exclusion activities in each county.

In addition to updating the instructions for the current Report 4, CDFA is in the process of revising the fields in the report to better reflect current Pest Exclusion activities. The updated format of Report 4 (with instructions) is expected to be released by July 1, 2013.

For questions regarding this advisory, please contact Wendi Wilkinson at (916) 654-0312 or by e-mail at wendi.wilkinson@cdfa.ca.gov.



REPORT 4 INSTRUCTIONS

Purpose

The purpose of Report 4 is to capture data for **all (funded and unfunded)** Pest Exclusion activities performed by each county. Report 4 will include activities funded through the County High Risk Pest Exclusion contracts, federally-funded Pest Exclusion cooperative agreements and all other unfunded Pest Exclusion activities. Pest Exclusion activities are defined and described in the County Pest Exclusion Procedural Training Manual and referenced in the [County Annual Financial Statement Manual](#).

As required in the County High Risk Pest Exclusion contracts, counties must also report High Risk activities funded via the County High Risk Pest Exclusion contract on Report 4a.

Reporting Method/Deadlines

Each County must submit Report 4 using the online [County Reporting System](#).

Report 4

Counties must input Report 4 information for each month and have the Reports completed on at least a **quarterly** basis:

- Quarter 1: January – March
- Quarter 2: April – June
- Quarter 3: July- September
- Quarter 4: October – December

REPORT 4 INSTRUCTIONS

SECTION A: TERMINAL INSPECTIONS

A. TERMINAL INSPECTIONS							
TYPE	Premise Visits	Shipments Profiled	Shipments Inspected	Shipments Forwarded	NORs	Pest Rejections	Hours
Post Office							
UPS							
FedEx							
Express Carriers							
Air Freight							
Sea Freight							
Railroad							
Gypsy Moth							
Truck							
Other							
TOTAL HOURS SECTION A							

TYPE- See description of each “type” below:

POST OFFICE

Inspections (human or canine) conducted at United States Postal Service sectional center facilities, satellite post offices, and other destinations. If no sectional center exists in a county, then inspect at the satellite post office.

UPS

Inspections (human or canine) conducted at United Parcel Service facilities and at other destinations.

FEDEx

Inspections (human or canine) conducted at FedEx Ground, Freight, LTL, Express and Home Delivery facilities and at other destinations.

EXPRESS CARRIERS

Inspections (human or canine) conducted at Airborne, California Overnight, DHL, Emery, OnTrac, Roadway, and at other destinations.

AIR FREIGHT

Inspections of plant material conducted at airports and other destinations when the means of conveyance into the state is by air.

SEA FREIGHT

Inspections of plant material conducted at coastal points of entry and other destinations when means of conveyance into the state is by sea.

RAILROAD

Inspections (including feed grain) when means of conveyance into the state is rail.

GYPSY MOTH

Inspections conducted at residential and storage locations or other locations (such as military facilities) on articles regulated by the Federal Domestic Gypsy Moth Quarantine.

TRUCK

Inspections of commodities such as nursery stock, hay, grain, beehives, seed and bulbs when means of conveyance into the state is by truck, and the shipment is carried to the place of inspection by truck.

OTHER

Any quarantine inspections that do not fit into the categories listed above. Describe under “Comments” in Section F.

REPORT 4 INSTRUCTIONS

BELOW IS A SUMMARY OF THE VALUE EACH COLUMN IN SECTION "A" SHOULD CONTAIN:

A. TERMINAL INSPECTIONS							
TYPE	Premise Visits	Shipments Profiled	Shipments Inspected	Shipments Forwarded	NORs	Pest Rejections	Hours

PREMISE VISITS

Enter number of visits to a facility (or destination location) to conduct an inspection. Record each visit separately. If multiple shipments are inspected during a single visit, record only one visit. For example, a visit to a storage facility may involve four different shipments but would only count as one premise visit.

SHIPMENTS PROFILED

All Parcel Facilities, Air Freight, Sea Freight, Railroad, Truck and Other:

Enter total number of shipments* held for inspection. This includes all of the following shipments:

1. Evaluated for contents by visual examination and/or required certification.
2. Actually opened and examined.
3. Forwarded to another location for inspection by Blue Tag or compliance agreement.

It is important to note that the number entered in 'Shipments Profiled' is a total of 1-3 above. The 'Shipments Profiled' will include the subset of numbers entered in 'Shipments Inspected' and 'Shipments Forwarded' as described below.

* "Shipment" is defined as any quantity of plant products or other regulated items from a specific shipper to one receiver. Individual shipments are typically identified by having a bill of lading, air bill, invoice, 008, package labeling, etc.

Gypsy Moth:

The number of shipments subjected to inspection for Gypsy Moth.

SHIPMENTS INSPECTED

All Parcel Facilities, Air Freight, Sea Freight, Railroad, Truck and Other:

Number of shipments actually opened and examined.

Gypsy Moth:

Number of shipments physically examined.

SHIPMENTS FORWARDED

All Parcel Facilities, Air Freight, Sea Freight, Railroad, Truck and Other:

Number of shipments forwarded to another location for inspection under warning notice (blue tag) or by compliance agreement.

Gypsy Moth:

Number of shipments that were delivered to another county (forwarded 008a's).

NOTICE OF REJECTION

Total number of rejection notices written (do not specify # of citations on each NOR).

PEST REJECTIONS

Number of live pest interceptions for which a Notice of Rejection is generated. If more than one type of pest is found in a shipment, count each actionable species as an interception.

HOURS

Use actual hours for each category of inspection (include travel time).

TOTAL HOURS SECTION A

Sum of HOURS column

REPORT 4 INSTRUCTIONS

SECTION B: ORIGIN CERTIFICATION

B. ORIGIN CERTIFICATION			
TYPE	# Field Inspections	Certificates Issued	Hours
Federal Phytosanitary			
State Phytosanitary			
Cert of Quarantine Compliance			
Quick Decline Property			
Compliance Agreements			
OTHER			
TOTAL HOURS SECTION B			

TYPE – See description of each “type” below:

FEDERAL PHYTOSANITARY

Federal Phytosanitary Certificate issued for international export, including re-export and processed products.

STATE PHYTOSANITARY

State Phytosanitary Certificate issued for **interstate and international** (e.g. CITIES) movement. State phytosanitary certificates issued for **intrastate** movement should go under “Other”.

CERT OF QUARANTINE COMPLIANCE (CQC)

Certificate of Quarantine Compliance issued for **interstate and international** (e.g. apiary shipment of bees going to Canada) movement. CQCs issued for **intrastate** movement should go under “Other”.

QUICK DECLINE PROPERTY

Citrus Cutting/Movement Permit- Form 66-056 issued for intrastate nursery stock shipments to meet California State Interior Quarantine CCR 3407- Citrus Tristeza Virus and Citrus Cleanliness requirements.

COMPLIANCE AGREEMENTS

Compliance agreements (which may be issued under the authority of a Master Permit) to meet another States entry requirements (e.g. Brown Garden Snail-FL or TX, Apple Maggot-AZ, Citrus Fruit and Citrus Nursery Stock-AZ, Whitefly/Scale Insects-AZ, RIFA-AZ). Compliance agreements issued to meet Federal or California State Interior quarantines should go under “Other”. (excludes nursery stock certificates)

OTHER

Includes certificates issued for situations other than previously described above (e.g., certificate of cleanliness, celery, lettuce and state seed inspection certificates) and:

- State phytosanitary certificates issued for **intrastate** movement
- CQCs issued for **intrastate** movement
- Compliance agreements issued to meet Federal or California State Interior quarantines (e.g. Phytophthora ramorum, Light Brown Apple Moth, Asian Citrus Psyllid, European Grapevine Moth, etc.)

REPORT 4 INSTRUCTIONS

BELOW IS A SUMMARY OF THE VALUE EACH COLUMN IN SECTION “B” SHOULD CONTAIN:

B. ORIGIN CERTIFICATION			
TYPE	# Field Inspections	Certificates Issued	Hours
Federal Phytosanitary			
State Phytosanitary			
Cert of Quarantine Compliance			
Quick Decline Property			
Compliance Agreements			
OTHER			
TOTAL HOURS SECTION B			

FIELD INSPECTIONS

Federal and State Phytosanitary Certificates, CQCs and Quick Decline Property:

Number of inspections needed for the issuance of a certificate (may necessitate multiple inspections per certificate issued).

Compliance Agreements:

Number of inspections conducted under the requirements of a compliance agreement to meet another state’s incoming requirements (e.g. Brown Garden Snail-FL or TX, Apple Maggot-AZ, Citrus Fruit and Citrus Nursery Stock-AZ, Whitefly/Scale Insects-AZ, RIFA-AZ).

Other:

- Number of inspections needed for the issuance of a certificate (may necessitate multiple inspections per certificate issued) for types of certificates identified as ‘Other’ in Section “B”-Types above and
- Number of inspections for compliance agreement to meet a State Interior or Federal Quarantine (e.g. Phytophthora ramorum, Light Brown Apple Moth, Asian Citrus Psyllid, European Grapevine Moth, etc.).
- Number of inspections needed to issue certificate for other types of certificates.

CERTIFICATES ISSUED

Federal and State Phytosanitary Certificates, CQC and Quick Decline Property:

Number of certificates issued (may be multiple certificates issued per inspection).

Compliance Agreements:

Number of new agreements issued and number of compliance agreements reissued (do not list number of compliance agreements that were previously issued).

Other:

Number of documents issued for types of activities identified as ‘Other’ in Section “B” above.

HOURS

Use actual hours for each category of inspection (include travel time).

TOTAL HOURS SECTION B

Sum of HOURS column.

REPORT 4 INSTRUCTIONS

SECTION C: FACILITIES AND PROPERTIES

C. FACILITIES AND PROPERTIES		
TYPE	Inspections	Hours
Feed grain/screenings		
Post Entry Properties		
Testing and Research		
High Risk Markets		
QC211 Federal List		
TOTAL HOURS SECTION C		

TYPE/INSPECTION – See description of each “type/inspection” below:

FEED GRAIN AND SCREENINGS

Inspection of feed grain mills and storage facilities as described in CCR 3556, and inspections of mills/storage facilities to become approved to handle seed pests by cleaning, grinding, heat treatment, storing, etc.

POST ENTRY PROPERTIES

Inspection of facilities and growing grounds receiving post entry quarantine material to ensure compliance with importing requirements.

TESTING AND RESEARCH

Inspections and follow-up visits of facilities holding a specialized permit such as ‘Approved Lab,’ ‘State Plant Pest Movement Permits,’ etc.

HIGH RISK MARKETS

Inspections of ethnic markets, specialty markets, swap meets, farmers markets and pet stores to inspect for illegal material. List any rejections or pest interceptions under "Other" in Section A and describe under "Comments" in Section F. A "Notice Of Violation" should be issued and listed in Section D.

QC 211 FEDERAL LIST

Frequently Inspected Facilities - List the number of premises at locations, other than above, that are visited and not addressed elsewhere on Report 4. See County Pest Exclusion Procedural Training Manual Section 4.2.10. for guidelines on frequency of inspections at these locations.

HOURS

Use actual hours for each category of inspection (include travel time).

TOTALS

Sum of HOURS columns.

REPORT 4 INSTRUCTIONS

SECTION D: ENFORCEMENT ACTION

D. ENFORCEMENT ACTION		
TYPE	Number	Hours
Investigation		
Notice of violation		
Compliance hearings		
Admin and court action		
TOTAL HOURS SECTION D		

TYPE/NUMBER – See description of each “type/number” below:

INVESTIGATION

List the number of investigations conducted by the county only after investigation is completed to ensure each unique investigation is captured once.

NOTICE OF VIOLATION

Indicate the number of NOVs issued.

COMPLIANCE HEARINGS

Indicate the number of compliance hearings and compliance interviews conducted.

ADMIN AND COURT ACTION

Applies to administrative fines (civil action) and criminal court actions. Indicate the number issued and/or completed.

HOURS

Use actual hours for each category of enforcement action (include travel time).

TOTAL HOURS SECTION D

Sum of HOURS column.

REPORT 4 INSTRUCTIONS

SECTION E: PROGRAM SUPPORT ACTIVITIES (Completion of this section is optional)

Section E (Program Support Activities) may be used to describe supervisory/biologist activities and clerical support for all Exclusion support functions including: budgeting, planning, training, public relations, computerization, and other non-administrative overhead activities.

E. PROGRAM SUPPORT	
TYPE	Hours
Professional Hours	<input type="text"/>
Clerical Hours	<input type="text"/>
TOTAL HOURS SECTION E	<input type="text"/>

TYPE/HOURS – See description of each “type/hour” below:

PROFESSIONAL HOURS

Support activities performed by supervisors/biologists/inspectors.

CLERICAL HOURS

Support activities performed by clerical personnel.

TOTAL HOURS SECTION E

Sum of HOURS column.

SECTION F: COMMENTS

Enter workload trends and appropriate explanations.

F. COMMENTS