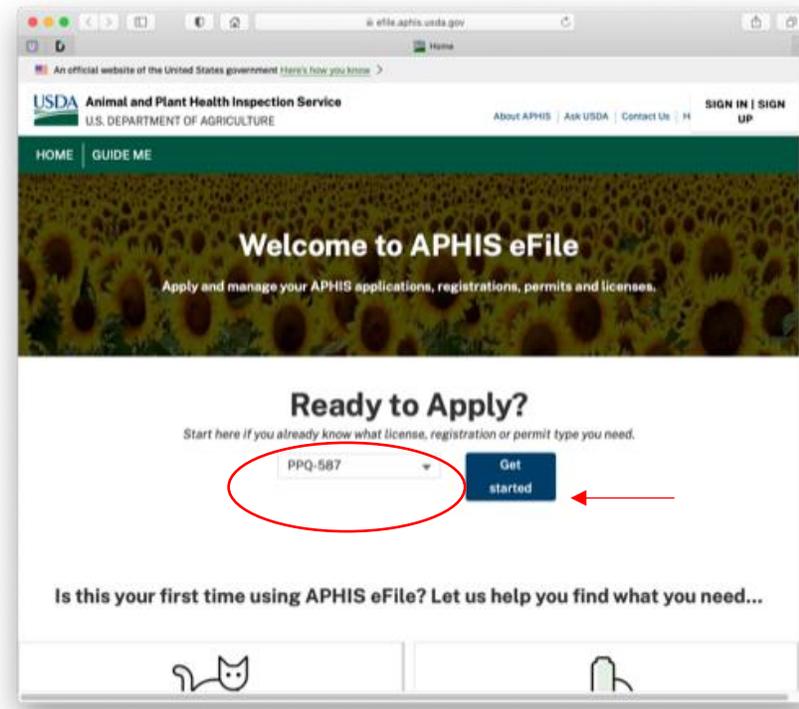


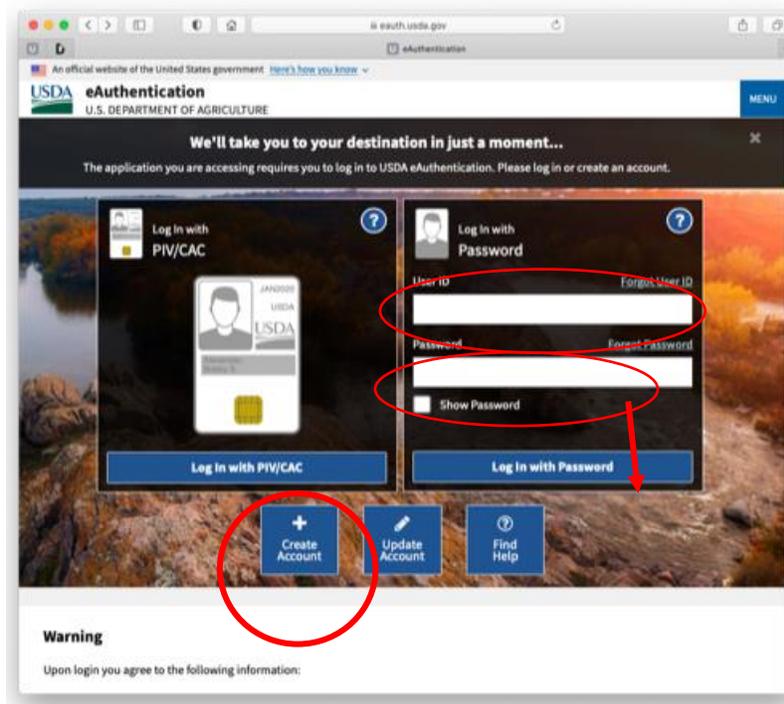
## OBTAINING THE SMALL LOTS OF SEEDS PERMIT

1) To begin your application for a Small Lots of Seed import permit, go to: <https://efile.aphis.usda.gov/s/>

Under Ready to Apply? 'Select an option' choose PPQ-587 (5th option down, after Live Dogs Permit):  
Click: Get Started.



2) Log in with your User ID and Password. **If you do not already have an account, you can easily register for a Customer eAuth Account by clicking on Create Account (lower left option with the + sign)** and entering the information needed. If you have questions check out the eAuth FAQ page <https://www.eauth.usda.gov/eauth/b/usda/fag>



3) Logging in takes you back to the original screen in Step 1, but now includes a 'Your Activity' section. You will use the 'Select an option' drop-down box again to select PPQ-587 and click on Get Started.

4) You will arrive at the Applicant/Permittee Contacts page:

Make sure your details are correct. If not, use the Edit button to make corrections.

The one question on this page is: Will you be the permittee? Choose whether the permit will be in your name, or another's. Click on Save and Next.

The screenshot shows the 'My Details' section of a permit application. At the top, it says 'PPQ-587 Permit Application' with 'Application Number: A-00082152' and 'Status: Draft'. A progress bar shows 'Applicant/Permittee C...' as the current step. Below, there are fields for 'Business Address' and 'Mailing Address', each with an 'Edit' button. A red circle highlights the 'Edit' button for the mailing address. To the right, a question asks '\* Will you be the permittee?' with radio buttons for 'Yes' and 'No, I am applying on behalf of the permittee'. A red circle highlights this question and its options. At the bottom right, there are 'Save' and 'Save and Next' buttons, with a red arrow pointing to 'Save and Next'.

5) You will be taken to the Intended Use page:

Complete the answers as follows:  
- Intended Use: **Plants for Planting**  
- Commodity Type: **Small Lots of Seed**  
- Application Reference Name: A short descriptive name for this application, that would help you search for it or distinguish it from other applications in the future (I used "SLS permit")

Click on Save and Next....

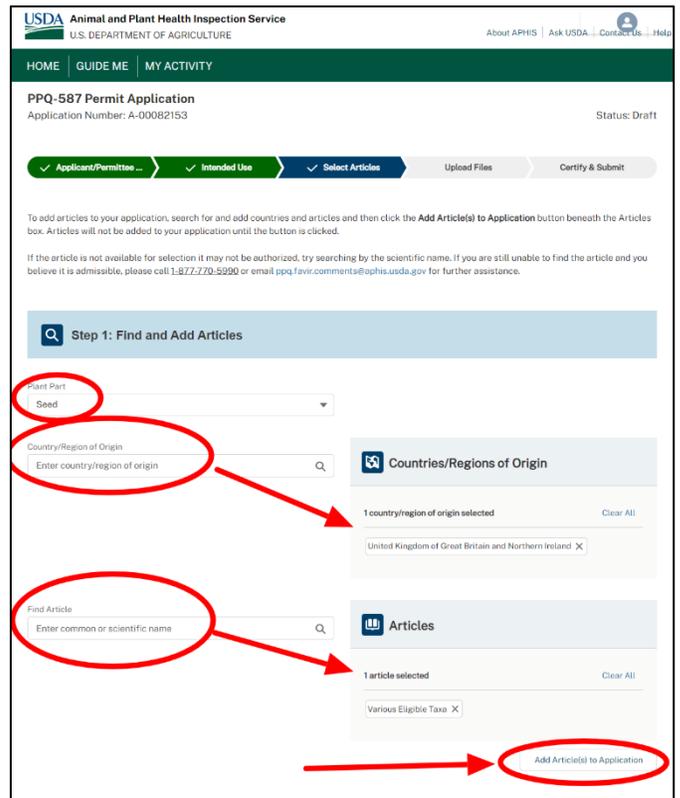
The screenshot shows the 'Intended Use' section of a permit application. At the top, it says 'PPQ-587 Permit Application' with 'Application Number: A-00082153' and 'Status: Draft'. A progress bar shows 'Intended Use' as the current step. Below, there are instructions: 'Select the Intended Use (purpose of importation) and Commodity Type for your application.' It defines 'Plants for Planting' and 'Not for Propagation and Planting'. There are two dropdown menus: '\* Intended Use' with 'Plants for Planting' selected, and '\* Commodity Type' with 'Small Lots of Seed' selected. Both dropdowns are circled in red. Below them is a text field for 'Application Reference Name' with 'SLS Permit' entered, also circled in red. At the bottom, there are 'Back', 'Save', and 'Save and Next' buttons, with a red arrow pointing to 'Save and Next'.

6) You will arrive at the Select Articles page:  
Under Step 1: Find and Add Articles:  
- Select a plant part: **Seed** is the only option (of course)

- Country/Region of Origin:  
Begin typing a country, then choose from the dropdown options. The name of the country will appear in the block in the right-hand column. You may include multiple countries on this permit. One by one, keep adding all the countries that you plan to import from. If, in the future, you wish to add another country (or more), you will be able to amend your permit and add that country.

Then go to:

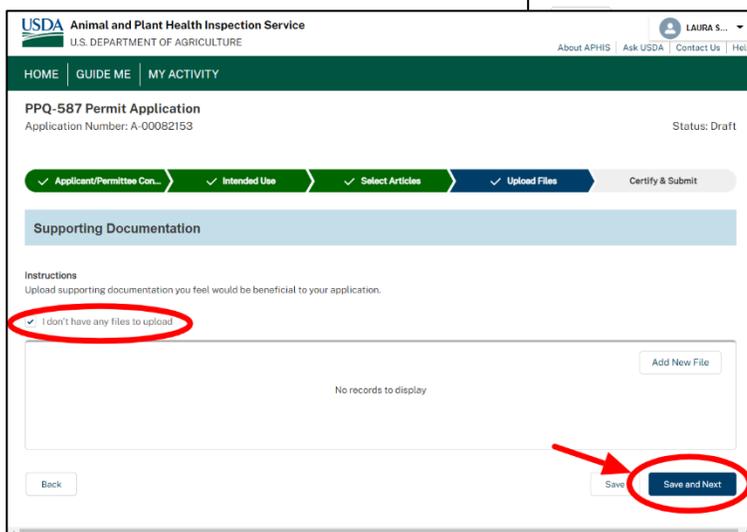
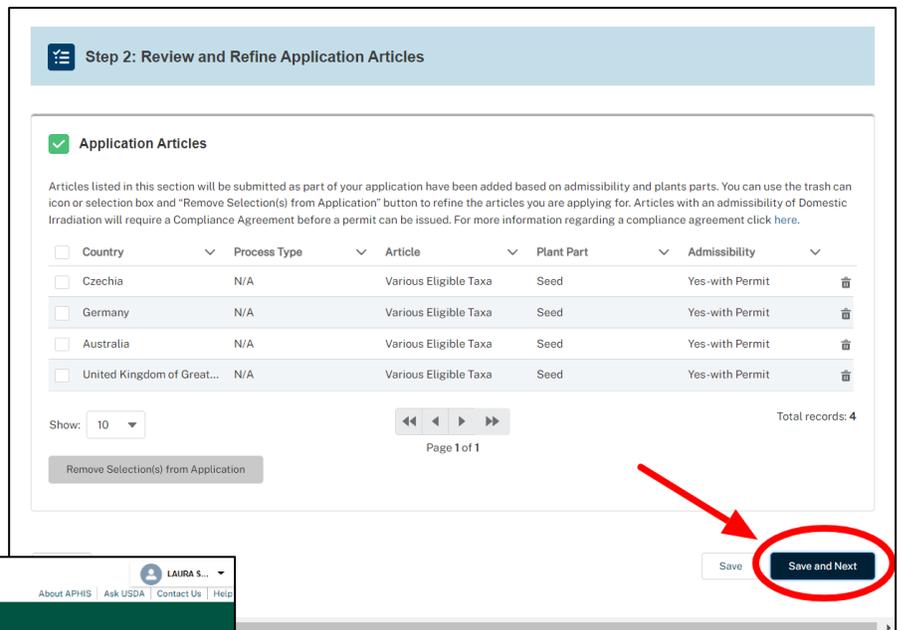
- Find Article: Type in **“Various eligible taxa”**  
Click on Add Article(s) to Application and the Countries and Articles from Step one will move to...



Step 2: Review and Refine Application Articles:

Scroll down to Review and Refine Application Articles. Remove any countries you do not want, or accidental redundancies (it happens).

If all the countries are as you wish,  
Click on Save and Next



7) You will arrive at Upload Files page: You do not have or need any supporting documentation to upload, so check box: I don't have any files to upload. Click on Save and Next.

8) This will take you to the Certify & Submit page:  
Review that all information is correct or Edit, if necessary.

Scroll down to Confirm Information accuracy & Accept Regulations.

Click on the 2 boxes: I hereby certify...

Save and Exit (for a future date) or Submit.  
You will be shown a page that says that your application has been submitted, and you will receive an immediate email to confirm it.

Within minutes, you will receive another email informing you that your permit has been issued, with the permit as an attachment and also a link to sign in and view and print your permit PDF and the green/yellow shipping labels that must accompany the permit.

USDA Animal and Plant Health Inspection Service  
U.S. DEPARTMENT OF AGRICULTURE

HOME | GUIDE ME | MY ACTIVITY

PPQ-587 Permit Application  
Application Number: [REDACTED] Status: Draft

✓ Applicant/Permittee Con... ✓ Intended Use ✓ Select Articles ✓ Upload Files **Certify & Submit**

Review your application for accuracy and then certify and submit. If updates are needed, please navigate back by clicking on the appropriate section at the top of the page or by using the back button on the bottom of the page. Once you have submitted your application, you will not be able to return to it.

### Applicant and Permittee Information

Instructions Edit  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

Applicant & Permittee

Business Address Mailing Address ✓

### Intended Use

Instructions Edit  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

Intended Use Commodity Type ✓  
Plants for Planting Small Lots of Seed

### Selected Articles

Instructions Edit  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

✓ Application Articles

Articles listed in this section will be submitted as part of your application have been added based on admissibility and plants parts. You can use the trash can icon or selection box and "Remove Selection(s) from Application" button to refine the articles you are applying for. Articles with an admissibility of Domestic Irradiation will require a Compliance Agreement before a permit can be issued. For more information regarding a compliance agreement click here.

Country	Process Type	Article	Plant Part	Admissibility
Czechia	N/A	Various Eligible Taxa	Seed	Yes-with Permit
Germany	N/A	Various Eligible Taxa	Seed	Yes-with Permit
Australia	N/A	Various Eligible Taxa	Seed	Yes-with Permit
United Kingdom of Great Br...	N/A	Various Eligible Taxa	Seed	Yes-with Permit

Show: 10 Page 1 of 1 Total records: 4

### Supporting Documentation

Instructions Edit  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

I don't have any files to upload ✓

No records to display

### Confirm Information Accuracy & Accept Regulations

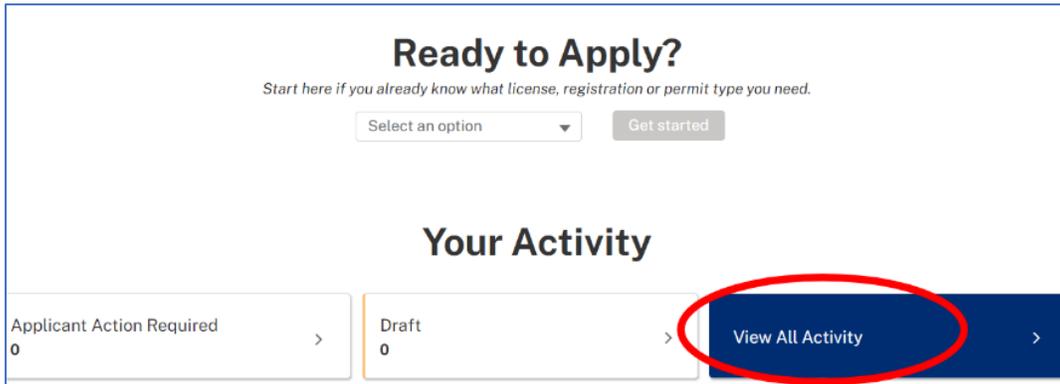
Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.  
 I hereby certify I have read, understood, and accept the requirements for the importation into the United States and its Territories of the regulated commodities listed on the application as given in the ACIR Database. Note: requirements are subject to change without notice.

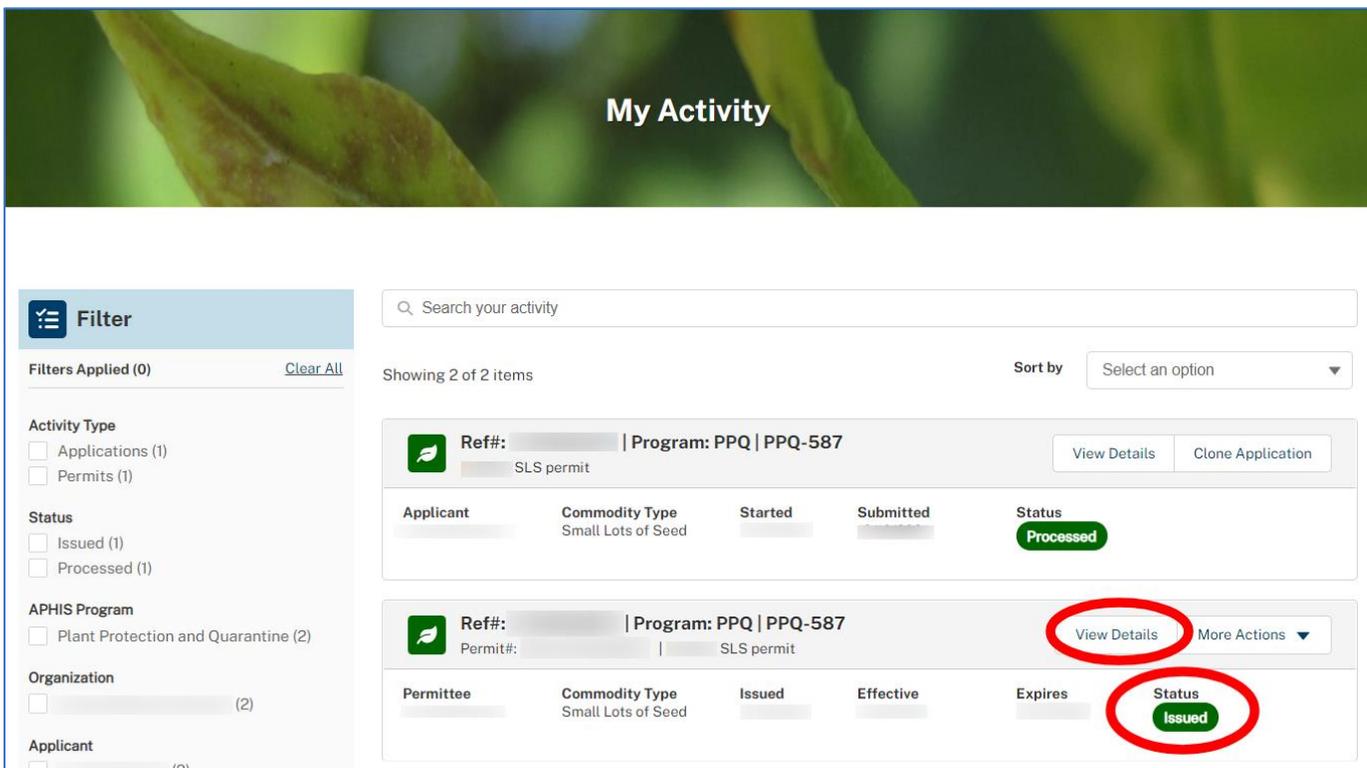
WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to \$250,000 (7 U.S.C 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C 1001).

Back **Save and Exit** **Submit Application**

9) To go back later to make changes to your permit or to download the permit or green & yellow Plant Inspection Station labels to print out, go to <https://efile.aphis.usda.gov/s/>. Sign in with your User ID and password and you will be taken to the same Welcome page as in step 1 above, but with Your Activity visible. Click on blue View All Activity.



10) This will take you to your My Activity page. Click on View Details for the permit (the status should show as "Issued").



11) This will take you to a page with all the activity for that Permit number.

Here you can **View Permit PDF** and download it to your computer to print out.

From the **More Actions** button, you can amend, transfer or cancel the permit.

Down on the lower left is the Plant Inspection Station(PIS) **Labels** section. From here click on the

download icon  for the inspection station you want labels for - note there are two pages of stations listed.

The labels will be formatted 4 to a page and will have the same label number (#1) and inspection station per page.

This setup makes it easier for you to manage your PIS labels.

> Labels are now automatically provided electronically for each permit; one for each inspection station.

> You can use the same label for each package sent to the same station by printing multiple copies of that label.

> A PIS label can be used multiple times over the permit's lifetime; it does not expire once used.

HOME | GUIDE ME | MY ACTIVITY

Ref#: [redacted] **Issued**

NARGS SLS permit | Applicant: [redacted] | Permittee: [redacted]

Effective: [redacted]

**Print and attach Plant Inspection Station Labels**

Before shipping, you are required to attach Plant Inspection Station labels to each package of articles. This routes your shipments to a Plant Inspection Station from the U.S. Port of Arrival. You can access these labels below the Articles section.

**Articles**

Country of O...	Process Type	Article Name	Plant Part	Port
[redacted]	N/A	Various Eligible T...	Seed	Ports with Plant I...
[redacted]	N/A	Various Eligible T...	Seed	Ports with Plant I...
[redacted]	N/A	Various Eligible T...	Seed	Ports with Plant I...
[redacted]	N/A	Various Eligible T...	Seed	Ports with Plant I...
[redacted]	N/A	Various Eligible T...	Seed	Ports with Plant I...
[redacted]	N/A	Various Eligible T...	Seed	Ports with Plant I...
[redacted]	N/A	Various Eligible Ta...	Seed	Ports with Plant In...
[redacted]	N/A	Various Eligible Ta...	Seed	Ports with Plant In...
[redacted]	N/A	Various Eligible Ta...	Seed	Ports with Plant In...
[redacted]	N/A	Various Eligible Ta...	Seed	Ports with Plant In...
[redacted]	N/A	Various Eligible Ta...	Seed	Ports with Plant In...
[redacted]	N/A	Various Eligible Ta...	Seed	Ports with Plant In...

Page 1 of 4 Total records: 36

**Plant Inspection Station Labels** Download All

The new Plant Inspection Station (PIS) Labels setup makes it easier for you to manage your PIS labels.

1. PIS labels are now automatically provided for each permit, one for each station.
2. You can use the same label for each package sent to the same station.
3. A PIS label can be used multiple times over the permit's lifetime; it does not expire once used.

**Plant Inspection Station**

Miami, FL	
Jamaica, NY	
South San Francisco, CA	
Orlando, FL	
SeaTac, WA	
El Segundo, CA	
Honolulu, HI	
Carolina, PR	
Los Indios, TX	
Tiyan, Barrigada, GU	

Show: 10 Page 1 of 2 Total records: 16

**Need Help?**

If you have any further questions, please call 1-877-770-5990 or 301-851-2046 or email [plantproducts.permits@usda.gov](mailto:plantproducts.permits@usda.gov).

If you have any questions regarding admissibility, please visit <https://acir.aphis.usda.gov/s/> or email [acirdatabase.comments@usda.gov](mailto:acirdatabase.comments@usda.gov).

As always, we are here to help. If you have questions, use the **Contact** button (at the top right of nargs.org pages) and select **Category: Seed Exchange** for any problems or issues.