

FOR INFORMATION
September 8, 2006
DA-2006-43

SUBJECT: Implementation of ePermits System

TO: STATE AND TERRITORY AGRICULTURAL REGULATORY
OFFICIALS

The purpose of this memorandum is to provide notification that APHIS/PPQ launched ePermits. The ePermits system is a web-based tool that allows applicants to fill out and submit permit applications, check application status, and receive PPQ permits online. Detailed information is provided in the attached fact sheet. The system is now operational for plant pest permits, log and lumber permits, plant and plant product permits, departmental permits, and protected plant permits. A sample plant pest permit is also attached.

We are now encouraging all applicants for these permits to apply through ePermits. The system may be accessed through the APHIS permitting website or at <https://epermits.aphis.usda.gov/epermits>. To use ePermits, an eAuthentication account with level 2 access must be created. Detailed information about eAuthentication can be found in the attached fact sheet. USDA employees can create a level 2 account on-line at <http://www.eauth.egov.usda.gov/>. Otherwise, level 2 access will require the assistance of a Local Registration Authority (LRA). Access to LRA services can be found at <http://offices.sc.egov.usda.gov/locator/app>.

System deployment will consist of phased releases with increased user access capabilities and additional permit types provided in subsequent versions. The current release, version 2.1, is accessible to applicants with level 2 accounts and the Permit Services staff in Riverdale, Maryland.

During the transition, the Permit Services staff will be issuing traditional permits and permits under the new system. Until ePermits is fully operational and accessible by State Plant Regulatory Officials (SPRO), we will continue to send State concurrence review packages by email to the SPRO or their designated points of contact and will copy the appropriate PPQ State Plant Health Director (SPHD). States have the option to respond by email or fax but email is preferred.

The next release, version 3.0, is scheduled for deployment in December 2006. It will provide user access to PPQ field staff, State and territory partners, and Customs and Border Protection. This will enable online processing of State concurrence requests and will include search capability. Version 3.0 will also process applications for soil, transit, and post-entry quarantine permits. In addition, permit import shipping labels will incorporate bar coding technology. Barcode scanning will automatically track shipments in ePermits and trigger an email notification to applicants and the SPHD of the destination State.

If you have any questions, please contact Robert S. Johnson, Permit Services Branch Chief, at 301-734-5519.

/s/ John H. Payne for

Richard L. Dunkle
Deputy Administrator
Plant Protection and Quarantine

3 Attachments