



Animal and
Plant Health
Inspection
Service

Plant
Protection and
Quarantine

AQI Data
Management
& Analysis
(DMA)

July 2026

Agricultural Risk Management (ARM)

User Guide: Submitting or Declining Emergency Action Notification (EAN) and/or Regulatory Action (RA) Notification Digital Acknowledgement within ARM

FOR OFFICIAL USE ONLY

This material was designed specifically for training purposes only.
Under no circumstances should the contents be used or cited as
authority for setting or sustaining a technical position.

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This user guide details the procedure for submitting or declining an Emergency Action Notification (EAN) and/or Regulatory Action (RA) Notification digital acknowledgement. ARM has an optional EAN/RA Acknowledgment functionality which may be offered to the importer/consignee or their representative to facilitate secure digital signature of their EAN/RA. Subsequent to the EAN/RA issuance, the USDA issuing officer will offer digital signing of the EAN/RA. Activation of the digital EAN/RA delivery pathway will result in dissemination of an email to both the recipient/signer, and the reviewer/issuing user. The email will provide the stakeholder with the capability to access and endorse the EAN/RA Acknowledgement via a secure digital environment. The following sections are included in this user guide.

- Submitting EAN/RA digital acknowledgement
- Declining To Sign a digitally acknowledged EAN/RA

Note: Failure by the signer to apply a digital signature within a 7-day timeframe will result in the expiration of the digital transaction. As a result, ARM will revert the EAN/RA workflow back to manual issuance and acknowledgement of the EAN/RA on paper. Additionally, an email will be sent from ARM to the reviewer/issuer to disseminate the EAN/RA Digital Signature Expired notification. Please direct your inquiries to APHIS PPQ Issuance Office for assistance.

Digital Signature availability for FLMIA26030017-E003 has expired -- staging



ARMADMIN@usda.gov
To Santos, Jose - MRP-APHIS

Retention Policy USDA 7 Year Permanently Delete (7 years)

Expires 3/22/2033

The digital signature transaction for FLMIA26030017-E003 has expired without the PDF having been signed. The EAN is now in Pending EAN Acknowledgment status.
https://arm-staging.aphis.usda.gov/armWeb2/arm_web/ean/acknowledgment/view/full/1043749

Tue 3/24/2026 11:00 AM

Summarize

Reply Reply All Forward

1. Submitting EAN/RA digital acknowledgement	1
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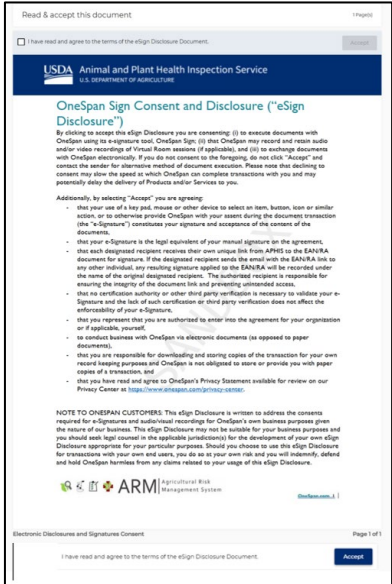


Additional assistance is available by:

- Please direct your inquiries to APHIS PPQ Issuance Office for assistance.

1. Submitting EAN/RA digital acknowledgement

If opt to sign digitally to acknowledge an EAN/RA after it has been issued, refer to the table below:

Step	Action
1	Click on GO TO DOCUMENTS in the EAN/RA email notification received from the U.S. Department of Agriculture (USDA).  Note: Upon clicking GO TO DOCUMENTS, it will direct the user to the OneSpan Sign Consent and Disclosure page. 

2

Read the document and click the checkbox to agree to the terms of the eSign Disclosure Document.

Read & accept this document

1 Page(s)

☒ I have read and agree to the terms of the eSign Disclosure Document.

Accept

3

Click Accept.

☒ I have read and agree to the terms of the eSign Disclosure Document.

Accept

Note: Upon accepting, the EAN/RA form page will be presented. Example of the EAN form generated below:

Next

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0570-0102. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

EMERGENCY ACTION NOTIFICATION

1. NAME AND QUANTITY OF ARTICLE(S):
Ruminant and porcine Hides /skins (excluding those from Mexico) - Deer/Elk/Moose/Cervid Ruminant and porcine Hides /skins (excluding those from Mexico) (AP), 250 Kilograms
Pork glands

2. SHIPPER
Name: China Eatery
Address: 123 Mott Street
Brooklyn, NY, 11201, USA
Phone No: _____ Fax No: _____
SS No: _____ Tax ID No: _____

3. OWNER/CONSIGNEE OF ARTICLES
Name: China Eatery
Address: 123 Mott Street
Brooklyn, NY, 11201, USA
Phone No: _____ Fax No: _____
SS No: _____ Tax ID No: _____

4. PORT OF LADING
China Eatery, 123 Mott Street, Brooklyn, NY, 11201, USA

5. DATE OF ARRIVAL
07/22/2026

6. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S):
Prohibited Animal Product

7. PEST ID NO.
China

8. DATE INTERCEPTED
07/20/2026

9. COUNTRY OF ORIGIN
China

10. FOREIGN CERTIFICATE NO.
N/A

11. PLACE ISSUED
N/A

12. DATE
07/20/2026

Under Sections 411, 412, and 414 of the Plant Protection Act (7 USC 7711, 7712, and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and/or article(s) specified in item 12, in a manner satisfactory to and under the supervision of an Agriculture Officer. Remedial measures shall be in accordance with the action specified in item 13 and shall be completed within the time specified in item 17.

AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEPT AS DIRECTED BY AN AGRICULTURE OFFICER. THE LOCAL OFFICER MAY BE CONTACTED AT: 347-672-3294

13. ACTION REQUIRED

TREATMENT: Prohibited Animal Product, 9 CFR 94.
This shipment contains a prohibited animal product. The shipment must be destroyed. Shipments that have not been presented for entry must be destroyed. Please discuss options with an Agriculture Officer. Note: No cost in the remedial measures for this shipment will be incurred by The United States Government.

RE-EXPORTATION: Exclusion: Destroy Only.

DESTRUCTION: Under the Organic Foods Production Act of 1990, as amended (7 U.S.C. 6501 et seq.), agricultural products treated with substances prohibited for use in organic production or handling or with ionizing radiation may not be sold, labeled or represented as having been organically produced or handled. Persons who sell, label or represent treated agricultural products as organic may be subject to civil penalties of up to \$11,000 per violation.

OTHER: _____

Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.

17. AFTER RECEIPT OF THIS NOTIFICATION COMPLETE SPECIFIED ACTION WITHIN (Specify No. Hours or No. Days):
Immediately-Upon Receipt

18. SIGNATURE OF OFFICER:
Joanne Alba Foster

ACKNOWLEDGMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION
I hereby acknowledge receipt of the foregoing notification.

SIGNATURE AND TITLE: _____ DATE AND TIME: _____

19. REVOCATION OF NOTIFICATION

ACTION TAKEN: _____

SIGNATURE OF OFFICER: _____ DATE: _____

PPO FORM 523 (JULY 2002) Previous editions are obsolete.

Clear Form

NYNEWTC26070005-E001 Page 1 of 1

Publication date: 07/2026

2

- 4 Select one of the available Action Required exclusion options under field number 16 – Action Required.

16. ACTION REQUIRED

☐ TREATMENT: Prohibited Product; 7 CFR 380.7 CFR 319.37:
This shipment contains a prohibited product. The shipment must be re-exported or destroyed. Please discuss options with an Agriculture Officer. Note: No cost in the remedial measures for this shipment will be incurred by The United States Government.

☐ RE-EXPORTATION: Exclusion: Re-export or Destroy:
Under the Organic Foods Production Act of 1990, as amended (7 U.S.C. 6501 et seq.), agricultural products treated with substances prohibited for use in organic production or handling or with ionizing radiation may not be sold, labeled or represented as having been organically produced or handled. Persons who sell, label or represent treated agricultural products as organic may be subject to civil penalties of up to \$11,000 per violation.

☒ DESTRUCTION: Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.

☐ OTHER:

Note: The options presented in this field are subject to the EAN/RA reason and the specific exclusion actions for the shipment.

- 5 Click Sign.

ACKNOWLEDGMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION

I hereby acknowledge receipt of the foregoing notification.

SIGNATURE AND TITLE: DATE AND TIME:

19. REVOCATION OF NOTIFICATION

ACTION TAKEN:

SIGNATURE OF OFFICER: DATE:

PPQ FORM 523 (JULY 2002) Previous editions are obsolete.

Note: If an update to the Action Required is necessary subsequent to signing and before confirming, click on the left curved arrow icon to undo the action.

16. ACTION REQUIRED

☐ TREATMENT: Prohibited Animal Product; 9 CFR 94:
This shipment contains a prohibited animal product. The shipment must be destroyed. Shipments that have not been presented for entry must be destroyed. Please discuss options with an Agriculture Official. Note: No cost in the remedial measures for this shipment will be incurred by The United States Government.

☐ RE-EXPORTATION: Exclusion: Destroy Only;
Under the Organic Foods Production Act of 1990, as amended (7 U.S.C. 6501 et seq.), agricultural products treated with substances prohibited for use in organic production or handling or with ionizing radiation may not be sold, labeled or represented as having been organically produced or handled. Persons who sell, label or represent treated agricultural products as organic may be subject to civil penalties of up to \$11,000 per violation.

☒ DESTRUCTION: Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.

☐ OTHER:

17. AFTER RECEIPT OF THIS NOTIFICATION COMPLETE SPECIFIED ACTION WITHIN (Specify No. Hours or No. Days):
Immediately-Upon Receipt

18. SIGNATURE OF OFFICER:
Joanne Alba Foster

ACKNOWLEDGMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION

I hereby acknowledge receipt of the foregoing notification.

SIGNATURE AND TITLE: DATE AND TIME:

6

Click Confirm to complete signing.

Please confirm to complete signing.

Confirm

Note: Upon confirmation of the digital signature, a new window will appear providing the signer of the EAN/RA the ability to access the signed documents via the Review Document and Download Documents buttons. Additionally, an email notification will be sent to the signer, any designated recipients, and the reviewer, enabling document retrieval via the Download Completed Documents button. [Please download and retain these documents for your records. They will not be available after 30 days. To obtain documents after 30 days, please contact the issuing office.](#)

EAN Example:



U.S. DEPARTMENT OF AGRICULTURE

Animal and Plant Health Inspection Service (APHIS)

Plant Protection and Quarantine (PPQ)

⋮

Thank you, EAN Signer

Signing complete! You may now view or download your signed documents.

We have everything we need at this stage and you may close this window.

Review Documents

Download Documents

Signing completed - the documents from the U.S. Department of Agriculture NYJFK26060008-E001 are available for download Summarize

 OneSpan Sign <signers@signer-gov.esignlive.com>

To:  Alba-Foster, Joanne - MRP-APHIS

Cc:  Noble Medina, Felix (CTR) - MRP-APHIS

Retention Policy: USDA 7 Year Permanently Delete (7 years)

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

  Reply  Reply All  Forward  

Expires: 6/16/2033

Thu 6/18/2026 3:09 PM

Dear Signer,

A recipient has signed - "NYJFK26060008-E001".

Documents can be securely downloaded here:

DOWNLOAD COMPLETED DOCUMENTS

Please download and retain these documents for your records. They will not be available after 30 days. To obtain documents after 30 days, please contact the issuing office.

Sincerely,



U.S. DEPARTMENT OF AGRICULTURE

Animal and Plant Health Inspection Service (APHIS)

Plant Protection and Quarantine (PPQ)



ARM | Agricultural Risk Management System

RA Example:


U.S. DEPARTMENT OF AGRICULTURE
Animal and Plant Health Inspection Service (APHIS)
Plant Protection and Quarantine (PPQ)

Thank you, **Regulatory Action Signer**

Signing complete! You may now view or download your signed documents.

We have everything we need at this stage and you may close this window.

[Review Documents](#)
[Download Documents](#)

Signing completed - the documents from the U.S. Department of Agriculture NYJFK26060008-E001 are available for download [Summarize](#)


OneSpan Sign <signers@signer-gov.esignlive.com>
 To:  Alba-Foster, Joanne - MRP-APHIS
 Cc:  Noble Medina, Felix (CTR) - MRP-APHIS
 Retention Policy: USDA 7 Year Permanently Delete (7 years) Expires: 6/16/2033
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.


 Reply
  Reply All
  Forward
 


Thu 6/18/2026 3:09 PM

Dear Signer,

A recipient has signed - "NYJFK26060008-E001".

Documents can be securely downloaded here:

DOWNLOAD COMPLETED
DOCUMENTS

Please download and retain these documents for your records. They will not be available after 30 days. To obtain documents after 30 days, please contact the issuing office.

Sincerely,


U.S. DEPARTMENT OF AGRICULTURE
Animal and Plant Health Inspection Service (APHIS)
Plant Protection and Quarantine (PPQ)

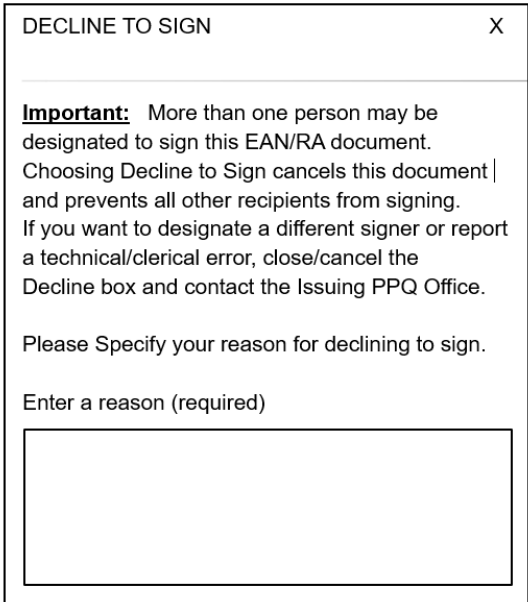

ARM | Agricultural Risk Management System

2. Declining To Sign a digitally Acknowledged EAN/RA

Upon receiving a digitally acknowledged EAN, users may opt out of signing the document through OneSpan.

If you choose to decline to digitally sign an EAN Acknowledgement, refer to the table below.

Step	Action
1	Click on GO TO DOCUMENTS on the EAN email notification received from the U.S. Department of Agriculture (USDA). Note: Upon clicking on Go to Documents, it will take you to OneSpan Sign Consent and Disclosure page.

2	Click on the down arrow next to More Actions on the top right-hand side of the screen. 
3	Click on Decline to Sign.  Note: After clicking Decline to Sign, a pop-up box will appear with an important message followed by a required reason field. 

4	Determine if you need to designate a different signer or report a technical/clerical error.	
	IF: Designating a different signer or report a technical/clerical error	THEN: 1. Close the Decline to Sign or click Cancel. DECLINE TO SIGN X Enter a reason (required) Cancel Decline 2. Contact the PPQ Issuance Office listed in the EAN/RA.
	Declining to sign	Go to Step 5.

5	Specify your reason for declining to sign in the box provided (required).	
	DECLINE TO SIGN X Important: More than one person may be designated to sign this EAN/RA document. Choosing Decline to Sign cancels this document and prevents all other recipients from signing. If you want to designate a different signer or report a technical/clerical error, close/cancel the Decline box and contact the Issuing PPQ Office. Please Specify your reason for declining to sign. Enter a reason (required) Cancel Decline	

5

Click Decline.



Note: Upon clicking Decline to Sign, ARM will automatically cancel the EAN/RA. Additionally, an email will be dispatched by ARM to the the USDA Issuing Office to communicate the EAN/RA Digital Signature Declined notification.

