

## Order form for new orders placed outside of the ordering open period

Please use the following form to request additional survey supplies outside of the Survey Supply Ordering System in IPHIS. Send an email to your National Operations Managers for Pest Detection Darrell Bays ([darrell.a.bays@usda.gov](mailto:darrell.a.bays@usda.gov)) cc. National Policy Manager Waleska Ramirez ([waleska.v.ramirez@usda.gov](mailto:waleska.v.ramirez@usda.gov)), SSPP inbox [SSPP@usda.gov](mailto:SSPP@usda.gov).

1. **Use the table below to provide information about needed product(s):**

Product Name	IPHIS Product ID No.	Quantity Needed each.	Program Name

**Notes for table above:**

- IPHIS ID number must be included, to ensure we order the correct product. If you need help finding the IPHIS ID number, please reach out to your local PPQ Pest Survey Coordinator.
- Program Name: Specify what program each item will be supporting, do not combine totals use a separate entry for each Program Name.
  - Pest Detection (this includes surveys under CAPS agreements)
  - PPA 7721 (include all items supporting your approved PPA 7721 suggestion)
  - Program specific (i.e. Spangy Moth, Fruit Fly, Spotted Lanternfly, European Grapevine Moth)
    - Surveys not included under CAPS/Pest Detection, nor PPA7721.

2. **Information for the person who will receive the order:**

**Name:**

**Phone:**

**Email:**

**Additional email addresses (others who need to be informed):**

**Address:**

**City:**

**State:**

**Zip code:**

**Needed by date:**

(Calendar date mm/dd/yyyy. Or if needed in next three business days, specify URGENT)

If urgent, please follow up with a phone call to Darrell Bays (919-500-9959) if you do not hear back from us in the same business day.

Can this location receive freight? (yes or no): See important details below.

No – you cannot receive freight.

Yes – you can receive freight.

If you checked “Yes” enter one of these specific comments **into the fields below describing your setup:**

- 1) You have a dock and forklift.
- 2) You do not have a dock nor a forklift.\*
- 3) Also let us know if you need UPS to send a smaller truck (narrow area).

\*If you are in a building without a dock/forklift:

- You must be willing to take whatever pallets that you requested. The UPS driver will not break the pallets for you.
- You can break the pallets and take the boxes off the pallet individually.
- If the Receiver orders a pallet of supplies, we can tell the UPS driver that it is an Inside Delivery. The UPS driver can take the whole pallet inside the building if the door is big enough to roll it in with a pallet jack. Otherwise, the driver will leave it outside.

### **Additional instructions/best practices**

1. In your email, please include this in the subject line:

ACTION: Survey supply order needed: **your state**

2. Please be sure to include the contact information of the person who will **receive** the order.

3. Once the order has been placed, the PSS and order receiver will both receive an email saying the order has been approved. The email will come from “PPQPIDSADMIN@aphis.usda.gov” and in the subject line it will say “Your order number XXXX has been approved.” **If you do not receive this email within three business days, please Darrell Bays.**

4. Please review the email and make sure the products and quantities requested are correct.

Additional comments: