INSTRUCTIONS FOR PPQ FORM 505 - PLANT AND PLANT PRODUCT DECLARATION

1. **Estimated Date of Arrival:** Enter the date *(MM/DD/YYYY)* that the product is expected to enter the United States of America.
2. **Entry Number:** Enter the U.S. Customs and Boarder Protection (CBP) entry number assigned to this shipment. *(Format: xxx-xxxxxxx-x)*
3. **Container Number:** Enter the number of the shipping container in which the product is being shipped - available from your shipping company. If you have more than one container number in your shipment, check the "See Attachment" box and list all of the containers on a separate sheet. Attach the container list to the PPQ 505. If there is no container number, please leave this section blank.
4. **Bill of Lading:** Enter the Bill of Lading (BOL) number assigned to this shipment - available from the shipping company. If there is no Bill of Lading number, please leave this section blank.
5. **Manufacturer Identification Code (MID):** Available from the manufacturer or customs broker *(19 CFR Appendix to Part 102)*.
6. **Importer's Name:** Enter the name of the Import Company or individual for the product.
7. **Consignee's Name:** Name of the individual or company who ordered and will ultimately receive the shipment.
8. **Importer's Address:** Enter the address of the Import Company or individual in block 6.
9. **Consignee's Address:** Enter the address of the individual or company in block 7.
10. **Description of the Merchandise:** Enter the name of the plant or plant product, and its use *(example: wooden spoons for kitchenware)*. If the use is unknown, enter only the name of the product *(example: lumber)*.
11. **HTS Number:** Enter the Harmonized Tariff Code for the merchandise described in #10 - available at https://www.usitc.gov/
12. **Entered Value:** In U.S. dollars, enter the value of the imported merchandise described in #10.
13. **Article/Component of Article:** Enter a brief description of each article, or component of an article, that is manufactured from plants or plant parts. *(Example: A decorative item including a wood frame and 100% recycled paperboard - enter the frame as a line item and record the percent of recycled material in the paperboard in block 18.)*
14. **Plant Scientific Name:** For each article/component in block 13, enter the scientific name *(see example below)*. If the species of plant used to produce the product varies, and the species used to produce the product is unknown, enter each species that may have been used to produce the product. If the product was manufactured prior to the Amendment and you cannot determine the species, enter "special" for Genus and "pre-amendment" for Species. **NOTE: The Scientific Name is NOT the trade/common name of the plant.**
15. **Country of Harvest:** Enter the country where the plant was harvested *(see example below)*. If the country of harvest varies, and/or is unknown, enter all countries from which the plant material in the product may have been harvested. **NOTE: This is NOT the country of manufacture/origin.**
16. **Quantity of Plant Material:** Enter the quantity of plant material for every line that contains a different country of harvest and species pair. *(see example below)*.
17. **Unit:** This is the Unit of Measure of the Plant Material. Use one of the following *(see example below)*: Kilograms=kg, Grams=g, Centigrams=cg, Milligrams=mg, Kiloliter=kl, Liters=l, Milliliters=ml, Millimeters=mm, Square Millimeters=mm^2, Cubic Millimeters=mm^3, Centimeters=cm, Square Centimeters=cm^2, Cubic Centimeters=cm^3, Meters=m, Square Meters=m^2, Cubic Meters=m^3, or Kilometers=km.
18. **Percent Recycled:** If the product is paper or paperboard, enter the percentage of recycled material it contains *(0 - 100%)*. If the percentage of recycled material varies, enter the average percentage of recycled material used in the product *(Example: If the percentage of recycled material used is between 25% and 45%, enter 35%)*. **NOTE: Do not complete this field if your imported product is NOT paper or paperboard.**

EXAMPLE:

11. HTS NUMBER *(no dashes/symbols)*	12. ENTERED VALUE	13. ARTICLE/COMPONENT OF ARTICLE	14. PLANT SCIENTIFIC NAME Genus	Species	15. COUNTRY OF HARVEST	16. QUANTITY OF PLANT MATERIAL	17. UNIT	18. PERCENT RECYCLED
9401692010	1354	Bentwood Seats Made of Oak	Quercus	lineata	Indonesia	500	kg	0
4407950000	8442	European ash lumber (2" x 4")	Fraxinus	excelsior	Switzerland	52	m^3	0

SUBMISSION OF PAPER DECLARATION: Importers should have a copy of the form available for CBP to review at the port of entry. After CBP clears the shipment, the importer must mail the original form to the U.S. Department of Agriculture at the following address: The Lacey Act, c/o USDA/APHIS/PPQ, Box 10, 4700 River Road, Riverdale, MD 20737

NOTE: You may use a continuation sheet, PPQ FORM 505B, should more space be required. Make as many copies as necessary. Failure to include any and all of the required information will result in the rejection of your declaration.

SPECIAL NOTE: IF YOU HAVE FILED A LACEY ACT PLANT AND PLANT PRODUCT DECLARATION ELECTRONICALLY, THERE IS NO NEED TO FILE A PAPER DECLARATION.

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