



4915 West Monte Cristo Road
Edinburg, Texas 78541
Telephone: 956-383-0739
Facsimile: 956-383-0730
TPSLab.com
AskThePlant.com

INTERNATIONAL SOIL SAMPLE SUBMITTAL & BASIC INSTRUCTIONS

SOIL PERMIT N^o: 525-23-69-74794R1 Expires: 03/10/2029

Valid for shipments of soil not heat-treated at the port of entry. A copy of this permit must accompany all shipments.

SAMPLING INSTRUCTIONS:

See detailed instructions for sampling and sample preparation on a link titled, [HOW TO TAKE A SOIL SAMPLE](#) under Soil Testing at www.TPSLab.com.

- Soil Samples must be **less than ½ Kilogram per sample**, *thoroughly dried* and shipped in sturdy, leak-proof containers and double-bagged.
- Damp samples may be placed on plates with a fan blowing on them to speed-up drying. *Do not apply heat* to samples as heat can alter soil chemistry. Ship sample bags in sturdy containers.
- If plastic bags are used, *thoroughly tape around them* to prevent opening or bursting while they are in transit.
- Please identify each sample and show the sample interval with a permanent marker on the outside of the bags. The *sample interval* for most crops is from the surface to 30 cm. If subsoils are required, sample in 30 cm increments (30 - 60, 60 - 90 and 90 - 120 cm). Note that required subsoil depth can vary with crop.
- Provide a history of crops, fertilizers, results and problems, Crops To Be Grown, yield goals desired, Fertilization Practice (Conventional, Sustainable, Organic), Irrigation Method (dryland, furrow, sprinkler, drip, center pivot, etc.) and type of tests desired (see our [Fee Schedule](#)) are required.

This information is critical for accurate analysis, interpretations and recommendations.

SHIPPING INSTRUCTIONS:

Place samples in a sturdy box and ship directly to us via a bonded carrier (DHL, UPS, Federal Express, etc.). **DHL is the preferred carrier.** When shipping, have a copy of the permit and completed [Notice of Arrival](#) attached to the outside of the box for review by USDA inspectors. **One of the [PPQ-550 labels](#) must be affixed to the outside of shipping container.**

Send samples to:

TPS Lab
Attn: Noel Garcia, CCA
4915 West Monte Cristo Road
Edinburg, Texas 78541
U.S.A.

Please Call (956) 383-0739, Fax (956) 383-0730 or E-mail ngarcia@tpslab.com and advise him of the manifest number and expected date of arrival.

SEE ADDITIONAL USDA INSTRUCTIONS ACCOMPANYING EITHER FORM.

SPECIALISTS IN SOIL FERTILITY, CROP NUTRITION and IRRIGATION WATER MANAGEMENT.
A Full-Service Soil ~ Plant ~ Water ~ Compost ~ Fertilizer and Heavy Metal Analytical and Consulting Agronomic Laboratory

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

NOTICE OF ARRIVAL

INSTRUCTIONS: Immediately upon arrival, the permittee or his agent should prepare original and one copy of this form. Submit copies to the Plant Protection and Quarantine office having jurisdiction over the port of arrival.	1. NAME OF CARRIER
3. NAME OF PERMITEE/CONSIGNEE	2. DATE OF ARRIVAL
	4. PORT OF ARRIVAL
	5. PERMIT NO.
6. PORT OF DEPARTURE	7. CUSTOMS ENTRY NO.
8. CONSIGNOR/SHIPPER (Name and Address)	9. PRESENT LOCATION
	10. COUNTRY AND LOCALITY WHERE GROWN
	11. NAME OF PREVIOUS U.S. PORT (In Transit Only)
	12. LT. NO.(In Transit Shipments Only)

13. DESCRIPTION OF PRODUCT

MARKS, BILL OF LADING, AND/OR CONTAINER NO.	QUANTITY AND NET WEIGHT	COMMODITY
14. SIGNATURE OF IMPORTER OR BROKER	15. FULL BUSINESS ADDRESS OF IMPORTER OR BROKER	
16. DATE SIGNED	TELEPHONE NUMBER (INCLUDE AREA CODE)	

TO BE COMPLETED BY PPQ OFFICAL

17. DISPOSITION OF PRODUCT	
18. SIGNATURE AND TITLE OF PPQ OFFICAL	19. DATE SIGNED

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 collection is 0579-0049. The time required to complete this information collection is estimated to average .08 hours 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.

Instructions for completing PPQ Form 368
Notice of Arrival to import plants or plant products

Please TYPE or PRINT legibly.

1. Name of Carrier: List the name of carrier by identifying the airline with the flight number, ship name with the voyage number, truck and container number used to transport the agricultural product.
2. Date of Arrival: List the date on which the carrier arrives at the port on entry.
3. Name of Permittee/Consignee: List the name and street address of the person responsible for the importation. The applicant must be a United States resident. List the organization or company name, if applicable. A physical address of the facility or business is required. You may include a post office box address **in addition** to the street address for mailing purposes. List your daytime telephone number, including the Area Code. List your facsimile number, including the Area Code. List your email address if applicable.
4. Port of Arrival: List the port on which the carrier arrives.
5. Permit No.: List the USDA-APHIS-PPQ permit if the commodity requires a permit as a condition of entry.
6. Port of Departure: List the name of the port where the carrier originated in the country of origin.
7. Customs Entry No.: List the Customs and Border Protection entry number associated with this shipment.
8. Consignor/Shipper: List the name and street address of the person responsible for the shipping. List the organization or company name, if applicable. A physical address of the facility or business is required. You may include a post office box address **in addition** to the street address for mailing purposes. List your daytime telephone number, including the country code, facsimile number, including the Area Code. List the email address, if applicable.
9. Present Location: List the physical location where the commodity is to be inspected.
10. Country and Locality Where Grown: List Country, Province, State and Location where the commodities were grown.
11. Name of Previous U.S. Port: List If the commodity transited in any country prior to arrival to U.S. port.
12. I.T. No. (In transit shipment only): list the in-bond IT number this shipment is moving under.
13. Description of Product: List the following information in the space provided: Marks, Bill of Lading No., and/or Container No.; Quantity and Net Weight; and the Commodity arriving under this notice of arrival.
14. Signature of Importer or Broker: The person that is responsible for the accuracy of the responses submitted on this form.
15. Full Business Address of Importer or Broker: List the full business address and telephone number of the person whose signatory appears in Block 14.
16. Date Signed: List the date the form is completed and signed, using this format: dd/mm/yyyy.

If attachments are necessary, type or print "PPQ Form 368" along with the Company Name and address of the Importer or Broker, at the top of each page.

Send the completed original signed form to the [CBP Agriculture office](#) or [PPQ port office](#) where the shipment is arriving and making official entry. In the case of IT shipments, send the form to the port of arrival and port of entry.

For assistance with filling out this form, contact:
USDA-APHIS-PPQ-QPAS-Agriculture Quarantine Inspection
4700 River Road, Unit # 60
Riverdale, MD 20737
Phone number (301) 734-8295; ask for a staff officer.

Label Shipping Instructions for Soil

Black and White Labels PPQ 525A import permits

Unless otherwise instructed in the permit conditions, follow these directions when labeling your postal or express carrier shipments. Not following these directions could lead to civil penalties and in addition, shipments will be refused entry into the United States of America or destroyed.

Print the labels in COLOR and DO NOT write on, modify, or deface the label.

These labels can be reused for multiple shipments.

Inside of the Package

Place the following documentation **inside** each package:

1. A copy of the permit or the permit number.
2. Invoice, packing list, or statement of contents.
3. Phytosanitary Certificate (*if required*).
4. All underlying packaging/wrapping must have the following documentation to direct the shipment to its final destination after inspection:
 - a. Final destination's address (must match the permittee's address on the permit).
 - b. A prepaid delivery waybill, or carrier account number.
 - c. Any other needed information, such as delivery instructions or pickup instructions.

Note: USDA APHIS does not defray any additional shipping costs for transiting the shipment through a PPQ plant inspection station as the initial U.S. destination.

Hand Carry

EACH HAND CARRY or BORDER CROSSING/SELF TRANSPORT EVENT WILL HAVE AUTHORIZATION AND GUIDANCE IN AN OFFICIAL NOTIFICATION TO U.S. CUSTOMS AND BORDER PROTECTION WITH THE NAMED PERSON AUTHORIZED TO HAND-CARRY

Outside of the Package

Labeling

Attach the following information on the **outside** of each package:

1. The name and address of the shipper.
2. Required labels – PPQ Form 550
 - a. Securely attach the black/white label to the exterior of each your packages with clear/transparent tape. The PPQ label should direct the package to the final destination address printed on the Permit.
 - b. NO OTHER address information can be on the outside of the package.

Contact Us

Email: pest.permits@usda.gov

Phone: 1-866-524-5421 or 301-851-2357

Office Hours: Mon-Fri; 9 AM - 5 PM EST

United States Department of Agriculture
Animal and Plant Health Inspection Service
Plant Protection & Quarantine
4700 River Road
Riverdale, MD 20737

**Permit to Receive Soil
Regulated by 7 CFR 330**

APPLICATION NUMBER:	A-00850368	DATE ISSUED:	05/07/2026
PERMIT NUMBER:	525-23-69-74794R1	EFFECTIVE:	05/07/2026 – 03/10/2029

APPLICANT NAME:	Noel Garcia	PERMITTEE NAME:	Noel Garcia
ORGANIZATION:	TPS Lab	ORGANIZATION:	TPS Lab
ADDRESS:	4915 W. Monte Cristo Rd, Edinburg, Texas, 78541	ADDRESS:	4915 W. Monte Cristo Rd, Edinburg, Texas, 78541
MAILING ADDRESS:	4915 W. Monte Cristo Rd, Edinburg, Texas, 78541	MAILING ADDRESS:	4915 W. Monte Cristo Rd, Edinburg, Texas, 78541
PHONE:	956-279-6747	PHONE:	956-279-6747
ALTERNATE PHONE:		ALTERNATE PHONE:	
EMAIL:	ngarcia@tpslab.com	EMAIL:	ngarcia@tpslab.com
ALTERNATE EMAIL:		ALTERNATE EMAIL:	
APPROVED FOR HAND CARRY:	Not Authorized		
PORTS OF ARRIVAL/PLANT INSPECTION STATIONS:	Various Ports of Entry, ;		

Destination Location

Name: TPS Lab
Facility Number: PPQ-TX-272761
Type: Laboratory
Address: 4915 W MONTE CRISTO RD
City, State, ZIP Code: EDINBURG, TX 78541
County: TX
Latitude and Longitude: 26.34484, -98.20907

Primary Contact

Name: Noel Garcia
Email: ngarcia@tpslab.com
Alternate Email: ngarcia@tpslab.com
Phone: 9563830739
Alternate Phone:

Intended Use: Chemical or physical analysis

Are you importing 3 lbs (1.39 kg) or more of soil, excluding packaging? Yes

Can a Plant Inspection Station sterilize the soil in its packaging at 250°F (121°C) by dry or steam heat? No

Mode(s) of Transport Air mail

Permit Number: 525-23-69-74794R1

THIS PERMIT HAS BEEN APPROVED ELECTRONICALLY BY THE
FOLLOWING PPQ HEADQUARTER OFFICIAL VIA EFILE
APHIS eFile Automatic Issued Permit Regulated by 7 CFR 330

DATE
05/07/2026

Under the conditions specified, this permit authorizes the following:

Movement Type: Import

Shipments

1. Various Countries

SPECIAL INSTRUCTIONS TO INSPECTORS

INSTRUCTIONS TO DHS CBP INSPECTORS FOR IMPORTED SOIL SHIPMENTS ROUTED TO RECEIVING FACILITY:

- 1) Confirm that the shipment under this USDA PPQ P330 permit is under bond to the point of entry.
- 2) Validate the permit in CBP's ACE/DIS system.
- 3) Confirm that the imported shipment has a valid USDA PPQ Form 550 Black/White label.
- 4) For questions or concerns, contact the USDA-APHIS-PPQ Permit Unit in Riverdale, MD, at 866-524-5421 and ask to speak with a compliance officer.

See permit conditions below

PERMIT GUIDANCE

- 1) Receipt or use of foreign isolates or samples from countries under sanctions requires specific permission from the U.S. Department of Treasury; please refer to <https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
- 2) This permit does not authorize importation, interstate movement, possession, and/or use of strains of genetically engineered regulated materials/organisms (created by the use of recombinant DNA technology).
- 3) If an animal pathogen is identified in your shipment, to ensure appropriate safeguarding, please refer to http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports_anproducts.shtml
- 4) If a human pathogen is identified, please refer to the CDC Etiologic Agent Import Permit Program at <http://www.cdc.gov/od/eaipp/>
- 5) This permit does not fulfill the requirements of other federal or state regulatory authorities. Please contact the appropriate agencies, such as the U.S. Environmental Protection Agency, the U.S. Fish and Wildlife Service, the U.S. Food and Drug Administration, the Centers for Disease Control and Prevention, the APHIS Veterinary Services unit, the APHIS Biotechnology Regulatory Services, or your State's Department of Agriculture to ensure proper permitting.
- 6) If you are considering renewal of this permit, an application should be submitted at least 90 days prior to the

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WARNING: Any alteration, forgery or unauthorized use of this Federal Form is subject to civil penalties of up to \$250,000 (7 U.S.C.s 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.s 1001)

expiration date of this permit to ensure continued coverage. Permits requiring containment facilities may take a longer period of time to process.

PERMIT CONDITIONS

The permit authorizes the importation of soil from listed foreign sources (except countries with sanctions or embargoes by U.S. State Department) only for chemical or physical analysis in the APHIS-approved containment facility named on the permit.

1. This permit is issued by the United States Department of Agriculture’s Animal and Plant Health Inspection Service (APHIS). It conveys APHIS regulations and requirements for the material(s) listed on this permit. It does not reduce or eliminate your legal duty and responsibility to comply with all other applicable Federal and State regulatory requirements.
 - A copy of the permit or the permit number must accompany the shipment.
 - You must be an individual at least 18 years old, or legal entity such as partnership, corporation, association, or joint venture.
 - You are legally responsible for complying with all permit requirements and permit conditions.
 - The regulated material and shipping container(s) are subject to inspection by officials of U.S. Customs and Border Protection (CBP) and APHIS. CBP or APHIS officials may require the shipment to be treated, seized, re-exported, or destroyed (in part or whole). You will be responsible for any associated expenses.
 - If you violate any applicable laws associated with this permit, you may face substantial civil or criminal penalties. We may cancel all current permits and deny future permit applications.
 - Without prior notice and during reasonable hours, authorized Federal and State Regulators must be allowed to inspect the conditions associated with the regulated materials/organisms authorized under this permit.
2. The Permit holder must comply with all the items listed below. In cases where notification is required, the notification must be made to the PPQ Pest Permit Staff at 866-524-5421 or pest.permits@usda.gov within one business day of the event triggering a notification. You must also

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notify the PPQ State Plant Health Director (SPHD) in your State. Access the list of SPHDs at https://www.aphis.usda.gov/aphis/ourfocus/planthealth/ppq-program-overview/ct_sphd.

- Maintain a valid PPQ 525a permit as long as any portion of the regulated soil has not been treated or disposed of in accordance with these permit conditions
 - Maintain an official permanent work assignment or affiliation at the address on this permit
 - Notify PPQ of any change in the permit holder's work assignment, place of business, or affiliation
 - Not assign or transfer this permit to other persons without prior PPQ authorization
 - Notify PPQ of the receipt of an unauthorized and/or misdirected shipment of regulated soil and hold it until further instruction from PPQ
 - Notify PPQ if the shipment includes any unusual/unexpected contents (including live insects and snails) and take all prudent measures to contain them until further instruction from PPQ
 - Notify PPQ of any unauthorized or accidental release of the regulated soil and adequately mitigate the resulting environmental impacts
 - Notify PPQ if the facility or equipment is damaged, destroyed, or otherwise compromised
 - Notify PPQ if you intend to let your permit expire and you will no longer receive, handle, and/or dispose of regulated soil
3. **Prohibitions/Limitations: Regulated soil must not be used:**
- In field research or for other release into the environment before sterilization.
 - For isolating, culturing, extracting, or concentrating live organisms.
 - As a growing medium, unless specifically authorized in this permit.

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4. Shipping/Movement:

- 1) All packages for transport must minimally consist of inner/primary and outer/secondary package, both in a securely sealed tertiary container so that all are effective barriers to prevent escape or unauthorized dissemination of the listed regulated materials. The inner/primary package will contain all regulated materials and must be cushioned and sealed inside a secondary container in such a way that both remain sealed during shock, impact, and pressure changes that may occur. The outermost/tertiary shipping container must be rigid, strong enough, and sealed to withstand typical shipping conditions(dropping, stacking, impact from other freight, etc.) without opening.

- 2) For soil that originates in Hawaii and Puerto Rico, a copy of this permit or permit number and the shipment must be presented to APHIS-Plant Protection and Quarantine(PPQ) for inspection and clearance prior to departure. For soil that originates in the U.S. Virgin Islands, a copy of this permit or the permit number and the shipment must be presented to APHIS-PPQ in Puerto Rico for inspection and clearance prior to arrival in mainland U.S. For more information on how to ship your package to APHIS-PPQ in Puerto Rico, please visit our website at: https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/permits/plant-pests/sa_soil/soil-shipping-requirements. Following inspection, soil shipments from Hawaii, Puerto Rico, and the U.S. Virgin Islands are authorized to enter at any arrival point on the mainland U.S.

- 3) Unless the regulated soil is hand carried by an individual specifically authorized in this permit, it must be shipped by bonded carrier to the port of entry. Following release by CBP, further movement to the APHIS-PPQ approved facility must occur by means of a generally recognized commercial carrier.

- 4) The shipment must be free from foreign matter or debris, plants and plant parts, and other macro-organisms, such as insects, cyst nematodes, mollusks and acari. Regulated material commingled with unauthorized material will be treated, seized, re-exported, or destroyed (in part or whole).

- 5) All solid wood packing material (SWPM) accompanying the shipment must be in compliance with ISPM 15 treatment regulations and IPPC stamp requirements and enforcement. Noncompliant shipments will be treated, re-exported or destroyed at the consignee's expense.

- 6) Further distribution or movement of the regulated soil is not allowed unless the destination location is an APHIS-approved containment facility under a valid PPQ 525a permit. For such movements, you must follow the packaging standards described in these permit conditions, except that the use of black and white labels is not required.

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7) Certain domestic mainland soil is regulated separately under 7 CFR 301. This permit does NOT authorize the movement of such soil. For further information on the movement of domestic mainland soil visit: https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/permits/plant-pests/sa_soil/domestic-soil.

5. Shipping Labels/Labeling:

- To request Black/White (PPQ Form 550), log into APHIS eFile, navigate to My Activity and search for your permit. On the permit details page, view and download your labels in the Labels section.
- If you submitted a paper application, or need additional assistance for black and white labels, please email: BlackWhiteGreenYellowlabelrequest@aphis.usda.gov.
- If you are not using the self-serve feature in APHIS eFile to obtain your labels, your request may take up to a week to be processed.
- All email requests must come from the permit holder or applicant. Note: If requested by the designee, the permit holder must be copied on all requests. Specify the approved port as listed on the permit and the total number of labels needed. You may request additional labels the same way.
- A label must be attached with clear tape to the exterior of each package being imported under this permit. (It is NOT necessary to provide a shipping label for every sample contained within one package e. g. 5 bottles/bags/vials within one box needs only ONE label, not five).
- The labels have detailed instructions. You are responsible for instructing your shipper to carefully follow these instructions. Failure to do so may result in refused entry or destruction of your package.
- Enclose the following supplemental information in each shipment:
 - Permittee Name - Permit number
 - Underlying packaging/wrapping must carry the address, billing, and any other information required to direct the shipment to its final destination (i.e., the permit holder's address)

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- USDA APHIS does not defray any additional shipping costs incurred for transiting the shipment through an inspection station as the initial US destination.
- **NOTE:** the PPQ Form 550 Black/White label is NOT required on shipments of soil that originate in Hawaii and U.S. Territories.

6. Facility (Storage/Handling):

- All regulated soil must be safeguarded at all times during movement, handling, and storage, until sterilized by one of the treatment methods specified in this permit. Upon arrival at the APHIS-PPQ approved facility, the regulated soil must be stored in two levels of secured containment until transferred or sterilized. As long as regulated soil is present, the containment and all other affected areas of the facility must be restricted to access by authorized personnel only.
- All containers and storage areas will be labeled: “Regulated Soil – Sterilize before Disposal” (or an acceptable equivalent). The secured containment area must store only regulated material or, if the area also houses unregulated material, the regulated material must be clearly segregated from the unregulated material as well as being appropriately labeled.
- The permit holder is responsible for the activities of those individuals working with the regulated soil. Everyone handling the regulated soil must read and agree to the permit conditions, which must be documented and readily accessible in the event of an inspection and presented upon request.
- Modifications to the facility or any procedural changes that affect the handling of the regulated soil must be approved by APHIS-PPQ prior to making changes. Please contact the PPQ Pest Permit Staff (email: pest.permits@usda.gov; phone: 866-524-5421; address: 4700 River Road, Unit 133, Riverdale, MD 20737; fax: 301-734-8700).

7. Treatment/Disposal:

- All decontamination, sterilization, and disposal must comply with one of the methods authorized by the permit conditions. Prior to disposal, all regulated soil and effluent must be sterilized by one of the following methods: **No other sterilization methods are allowed without prior review and approval from PPQ Pest Permit Unit Staff.**
- Autoclave
 - Autoclave at 121 Celsius (250 Fahrenheit) for a minimum of 30 minutes at 15 psi.

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- Place autoclave tape or other indicators on each load prior to treatment. Check the autoclave tape or other indicator on each container to verify color change before disposal.
 - Calibrate annually according to the manufacturer’s instructions and maintain written records.
 - Use a commercially available biological indicator kit every 3 months, containing bacterial spores (e. g. *Geobacillus stearothermophilus* species) that are rendered unviable at 121 Celsius (250 Fahrenheit). Follow the manufacturer’s instructions. Service and retest the autoclave if any growth is observed.
- Dry Heat
 - Use one of the following minimum temperature ranges and minimum exposure time combinations:
 - 110 – 120.5 Celsius (230 – 249 Fahrenheit) for 16 hours
 - 121 – 154 Celsius (250 – 309 Fahrenheit) for 2 hours
 - 154.4 – 192.5 Celsius (310 – 379 Fahrenheit) for 30 minutes
 - 193 – 220 Celsius (380 – 429 Fahrenheit) for 4 minutes
 - 221 – 232 Celsius (430 – 450 Fahrenheit) for 2 minutes
 - NOTE: Time starts when the entire sample reaches the required temperature, and you must utilize a suitable temperature probe or currently calibrated thermometer for verification. The soil must be spread evenly throughout the chamber and not exceed 6 inches in depth.
 - Hydroclave
 - Hydroclave at a minimum of 121 Celsius (250 Fahrenheit) for a minimum of 30 minutes, or at a minimum of 132 Celsius (267 Fahrenheit) for a minimum of 15 minutes.
 - Observe the temperature sensor to ensure that the hydroclave maintains its required temperature.
 - Calibrate the hydroclave annually according to the manufacturer’s instructions and maintain written records.
 - Incineration
 - With exception of metal and glass containers, all regulated and associated material must be reduced completely to ash at the end of the incineration cycle.
 - Bulk Disposal
 - As an alternative to the sterilization requirements listed above, disposal of regulated soil and any material contaminated with regulated soil may be conducted off site by a

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Disposal Facility holding a current PPQ Permit for Soil Bulk Disposal or a PPQ issued Compliance Agreement for Disposal of Regulated Material. Vendor may or may not be in the same state.

- All regulated soil and any material contaminated with regulated soil must be double contained during transport to the Disposal Facility to prevent any unauthorized dissemination of the regulated soil.

8. Decontamination: surfaces, tools, equipment, supplies and related materials

- Unless other disposal arrangements have been approved in advance by PPQ Pest Permit Staff, all items coming in direct contact with, or exposed to, the regulated soil--including but not limited to glassware, countertops, equipment, and shipping materials -- must be decontaminated prior to re-use or removal from the APHIS-PPQ approved facility, and prior to the expiration of this permit.
- Use any of the following, either alone or in combination:
 - immerse in minimum of 0.525 percent sodium hypochlorite (household bleach from the bottle is a minimum of 5 percent) for at least 20 minutes,
 - immerse in 70 percent alcohol or ethanol for at least 30 minutes,
 - treat with quaternary ammonium compounds per manufacturer’s specifications,
 - one of the soil sterilization methods above.

9. SOPs/Training/Records:

- Standard Operating Procedures (SOPs)
 - SOPs must be filed with, and approved by, the PPQ Pest Permit Staff at: email: pest.permits@usda.gov; phone: 866-524-5421; fax: 301-734-8700; address: River Road, Unit 133, Riverdale, MD 20737.
 - All contact information must be kept current and the SOPs must be dated.
 - At a minimum, the SOP should describe how you will maintain compliance with APHIS-PPQ regulations. It must include how you plan to: transport, handle/process, store, safeguard, treat, and dispose of the regulated soil, effluent, and anything else contacting with the regulated soil.
 - The SOP must also contain instructions regarding the cleanup of potential spillage of regulated soil and must be posted in areas where soil is stored and processed.
 - APHIS-PPQ must approve any changes to the SOPs before implementation.
 - A current copy of the SOP must be available at the time of facility inspection.
 - If requirements in the permit conditions are more restrictive than the SOPs, the permit conditions take precedence.
- Training

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- All employees working with the regulated soil must complete annual training.
- The training must cover the requirements on this permit and the Standard Operating Procedures submitted to APHIS-PPQ.

- Record Keeping
 - Training records of each employee working with regulated soil in the APHIS-PPQ approved facility, records of all shipments received and samples processed under this must be maintained.
 - If soil is transferred between approved facilities, its identity must be maintained for traceability. The records must include:
 - a. Date of arrival of each shipment.
 - b. Origin of the regulated soil.
 - c. Total weight of regulated soil in each shipment.
 - d. Date and weight of disposed or transferred amounts of regulated soil.
 - e. Method of disposal or location where the regulated soil was transferred to.
 - All records must be retained for a period of three (3) years after disposal of the soil, or (3) years after its transfer to another APHIS-PPQ approved facility.
 - All records retained under this permit must be made available to Federal and State regulators upon request it.

END OF PERMIT CONDITIONS

Permit Number: 525-23-69-74794R1

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