**Diagnostic Confirmation and Communication Protocol-CHECKLIST for SELECT AGENTS**

 Last updated: June 2025

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| Check when complete | **If you suspect a SELECT AGENT** |
| **Contact the following:**  |
|  | State Plant Regulatory Official (SPRO) of appropriate [state](https://www.nationalplantboard.org/members.html). |
|  | State Plant Health Director (SPHD) of appropriate [state](https://www.aphis.usda.gov/contact/plant-health). |
|  | Complete Form 4A and send to Department of Agricultural Select Agents and Toxins (DASAT, DASAT@usda.gov).[www.selectagents.gov/forms/form4.htm](http://www.selectagents.gov/forms/form4.htm) |
|  | Contact your organization's Safety Officer to determine their role and requirements in the specific detection. |
|  | Email the Plant Pathogen Confirmatory Diagnostics Laboratory informing them of an incoming sample (APHIS-PPQCPHSTBeltsvilleSampleDiagnostics@usda.gov), the PPCDL Responsible Official (RO) or Alternate Responsible Official (ARO) will assist you in completing a Form 2. The RO/ARO will initiate the transfer process via Form 2. |
|  | Complete Section B of Form 2. Once approved, DASAT will send approval of the Form 2. Do NOT send the sample until you have an approved Form 2 from DASAT. |
|  | Complete PPQ Form 391 and provide to SPHD to generate a Diagnostic Receipt (DR) in the Agriculture Risk Management (ARM) system(<https://www.aphis.usda.gov/library/forms/pdf/PPQ_Form_391.pdf>). |
|  | Courtesy contact other diagnosticians in your state (NPDN labs or SDA labs). |
|  | Contact the USDA, APHIS, PPQ Domestic Diagnostic Coordinator for instructions on how and where to ship a sample for confirmation (PPQ.Domestic.Diagnostic.Coordinator@usda.gov). |
| **Once the sample has a diagnostic receipt from ARM, SHIP THE SAMPLE:** |
|  | Prepare sample materials and ship via UPS/FedEx overnight delivery. Include a hardcopy of the PPQ Form 391 and the DR from ARM.([Guidance on the Transfer of Select Agents and Toxins: Packaging and Labeling | Compliance | Federal Select Agent Program](https://www.selectagents.gov/compliance/guidance/transfer/packaging.htm)) |
|  | Email tracking number, PPQ Form 391, and the DR from ARM to the PPCDL. Include SPHD, SPRO, and others as determined in your state in the Cc of the email. |