

LOI Example



February 1, 2013

Mr. James Wilson, Manager
Oak Wood Mill
1000 Lincoln Ave.
Someplace, IN 47167

United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Plant Protection and
Quarantine

1305 Cumberland Ave
Suite 102
West Lafayette, IN
47906

Ph (765) 497-2859
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Dear Mr. Wilson:

The mission of the U.S. Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS) is to safeguard agriculture and natural resources from the entry, establishment and spread of invasive plant pests; and to support trade and exports of U.S. agricultural products. To accomplish this mission, Congress granted APHIS the authority to administer regulations that establish detailed rules and procedures to be uniformly carried out by the Agency.

On January 25, 2013, PPQ Officer Clark Kent visited with you and learned that you recently purchased 50 white oak (*Quercus alba*) logs from Michigan, a state which is under Federal quarantine for Gypsy Moth (GM). The logs were delivered to Oak Wood Mill in Salem, Indiana, which is outside of the GM quarantine area. You confirmed that Oak Wood Mill does not have a Compliance Agreement with PPQ to receive logs from GM quarantine areas.

Title 7 Code of Federal Regulations (CFR) Part 301.45 regulates the movement of any forest products, including logs, from GM quarantine areas. Mills in non-infested areas are required to have a Compliance Agreement with PPQ to receive logs from GM quarantine areas. In addition, the receiving mills can accept logs only from loggers and shippers who have a Compliance Agreement with PPQ.

Compliance with these regulations is required to safeguard U.S. agriculture and natural resources. Non-native invasive species (including insects, plant and animal diseases, and some plant and animal species) cause billions of dollars in damage each year, necessitate burdensome Federal and State regulations, disrupt foreign and domestic commerce, impact our ability to enjoy our environment and natural resources, and increase the price we pay for our food as our ability to produce food diminishes.

For more information regarding the Gypsy Moth program (including maps of the Federal quarantined area) and efforts to prevent the spread beyond the infested areas, please visit: http://www.aphis.usda.gov/plant_health/plant_pest_info/gypsy_moth/index.shtml You may also contact me between the hours of 8 am to 4:30 pm at 999-555-1212 or by email: Bruce.Wayne@aphis.usda.gov. I am committed to helping you succeed in complying with our regulations and will be pleased to answer any questions you may have or provide any guidance you may need.

APHIS Protecting
American Agriculture

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Your compliance with APHIS regulations is important to safeguarding U.S. agriculture and natural resources. We will continue to monitor your activities to ensure there are no additional instances of noncompliant activity. No additional action will be taken to address this matter at this time. We will maintain a copy of this letter on file should you or your company be found in violation of APHIS regulations in the future. Be aware that we take violations of our statutes and regulations very seriously. The importance of these statutes and regulations was underscored by Congress when they granted the authority, under the Plant Protection Act to impose civil penalties of up to \$300,000 per violation. The statute also provides for criminal penalties in some circumstances. APHIS also has the authority to revoke or modify permits and compliance agreements to ensure adequate safeguards. We are hopeful that the information provided will ensure your compliance with our regulations in the future.

Sincerely,

Bruce Wayne
PPQ State Plant Health Director – Indiana

For Training Purposes Only