



Appendix I

Manual Maintenance

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Introduction

This appendix describes how APHIS-PPQ will support this manual. Directions for you to follow in maintaining the integrity of the National Detector Dog Manual are included in this appendix.

Issuing Revisions

APHIS-PPQ will revise the National Detector Dog Manual by distributing immediate updates received from the NDDPM. We will schedule new editions at fixed intervals—at least every 5 years. If more than 50 percent of a section changes, we will issue a new section. We will **not** issue an update solely to correct a minor typographical error. Errors will be corrected only when they would lead to an incorrect action.

Keeping Manuals Current

There are three ways to track revisions to this manual—the *Update Record*, transmittal memos, and control data.

The ***Update Record*** is on the back of the title page. Use it to record all the transmittals you receive. If you miss a transmittal, the *Update Record* alerts you.

APHIS-PPQ will mail all revisions with a transmittal memo. The memos are numbered consecutively—allowing you to know if you have missed a transmittal. Filing these memos to assure that you have received all the previous issuances is best. File transmittals immediately upon receipt.

Besides having numbered transmittals, each page in the manual has control data. This is positioned at the bottom of the page. The control data on revised pages alerts you to whether you have the most up-to-date version. Control data look like this:

02/2003-01
PPQ

02/2003 is the month and year the page was issued. -01 is the transmittal number. The first transmittal issued for the year is always (month and year)-01.

Knowing What's Revised

The transmittal will explain the revision's purpose and give you directions for making the revision.

Except changes to the index, APHIS-PPQ marks all revisions with change bars next to the altered text in the left margin. If no other changes occur, material moved from the bottom of one page to the top of the next page will **not** be marked.

Knowing Your Responsibility

To enhance professionalism, keep your National Detector Dog Manual current. Therefore, please do the following:

1. Read the revisions when you receive them.
2. Record your transmittal in the **Update Record**.
3. Add or replace the revised pages the day you receive them.
4. If a practice exercise is included, complete it.
5. File transmittal memos in your manual.
6. If you miss a transmittal, order another one.
7. Let your RCPC know when PPQ's Manuals Unit has made an error. The RCPC will notify the RPM, who will notify the NDDPM.
8. Give your RCPC your suggestions for improvements. The RCPC will notify the RPM, who will notify the NDDPM.

Ordering Manuals

The NDDPM, in partnership with PPQ's Manuals Unit, is responsible for maintaining and distributing the National Detector Dog Manual.

The address of the NDDPM is as follows:

USDA, APHIS, PPQ, Port Operations
4700 River Road Unit 60
Riverdale, MD 20737-1236
Ph: 301-734-8295
FAX: 301-734-5269

Contact PPQ's Manual Unit:

USDA, APHIS, PPQ
69 Thomas Johnson Drive, Suite 100
Frederick, MD 27102-4301
Ph: 240-629-1929
FAX: 301-663-3240

Use E-mail, FAX, telephone, or mail when requesting services, and always provide the following:

Organization
P.O. Box or Street Address, include Room or Suite Number
City, State, and nine-digit Zip Code
Contact Person
Telephone Number
FAX Number

When ordering the manual and related updates (transmittals), provide the following additional information:

- ◆ List the title: National Detector Dog Manual
- ◆ Indicate either the initial manual or a transmittal number
- ◆ List the number of copies you need

Adding and Changing Addresses and Copy Counts

When adding and changing addresses and copy counts for distribution, provide the following additional information:

- ◆ List the title: National Detector Dog Manual
- ◆ List the number of copies you need to get
- ◆ List the new, corrected, or deleted address

Correcting Errors and Suggesting Improvements

If you detect an error, report it by using a Comment Sheet that is included with this manual. Or, if it is easier, call, send an E-mail message, or FAX the PPQ's Manuals Unit with cc to the NDDPM.

Do the same if you want to suggest an improvement or question a procedural change. If your improvement is substantive, you might want to submit a formal suggestion to your RCPC, who will forward to the RPM and then to the NDDPM.