Electronic Federal Select Agent Portal (eFSAP) January 2019 Updates
Amendment Types

The eFSAP January 2019 release includes additional Administrative and Technical Amendments.

- Administrative Amendments – Information is updated immediately in eFSAP without the Federal Select Agent Program review. These amendments do not require a cover letter.

- Technical Amendments - Require review by the Federal Select Agent Program. Entity information is automatically updated in eFSAP upon approval. These amendments require a cover letter.
Amendment Types

The eFSAP January 2019 release includes additional amendments:

- Request to Change Lead Agency
- **Section 3** – Add a Select Agent or Toxin*
- **Section 3** – Deactivate Select Agent or Toxin*
- **Section 3** – Reactivate Select Agent or Toxin*
- **Section 4** – Change Responsible Official
- **Section 6** – Add New Building*
- **Section 6** – Add New Room or Suite*
- **Section 6** – Modify Building
- **Section 6** – Modify Room or Suite
- **Section 6** – Remove Building*
- **Section 6** – Remove Room or Suite
- **Section 7AC** – Add New Work Objective
- **Section 7AC** – Modify Work Objective
- **Section 7AC** – Remove Approved Work Objective

*Administrative Amendments
To submit an amendment, begin by selecting **Form 1** on the home page.

Select **Amend**.
Amendment Types

Use the dropdown to view amendment types.

“All other amendments” is no longer an option as all amendments can be completed in eFSAP with the exception of a withdrawal request. To request withdrawal, send FSAP a message in the discussion section on the home page.
Request to Change Lead Agency (Technical Amendment)
Request to Change Lead Agency

Use the dropdown to select “Request Change of Lead Agency”. Enter cover letter text and click Ok.
Request to Change Lead Agency

Review and/or edit the amendment cover letter, and click **Submit**.

Once submitted a notification will display on the home page. The change will be reflected when the Federal Select Agent Program (FSAP) reviews and approves the amendment.
Section 3 – Add a Select Agent or Toxin (Administrative Amendment)
Section 3 – Add a Select Agent or Toxin

Use the dropdown to select “Section 3 – Add Select Agent or Toxin”, and click Ok.
Section 3 – Add a Select Agent or Toxin

Use the dropdown to select the Agent/Toxin.
Section 3 – Add a Select Agent or Toxin

Use the dropdown to select the Agent/Toxin, and click **Add**. The Agent/Toxin will display below.

Click **Save** at the top of the page.
Section 3 – Add a Select Agent or Toxin

A message will display, click **Proceed**.

After clicking proceed, the agent/toxin will display on Section 3 as “unassigned”. Submit a Section 7AC amendment to assign the agent/toxin to a work objective. The agent/toxin will be “approved” when the Section 7AC amendment is approved.
Section 3 – Deactivate Select Agent or Toxin (Administrative Amendment)
Section 3 – Deactivate Select Agent or Toxin

Use the dropdown to select “Section 3 – Deactivate Select Agent or Toxin”, and click Ok.

Deactivate – Removing an agent/toxin from the registration. Once deactivated, the agent/toxin will display on the “historical” tab in eFSAP.
Section 3 – Deactivate Select Agent or Toxin

Select **Deactivate** for the Agent/Toxin you would like to deactivate.

<table>
<thead>
<tr>
<th>Agent Toxin Name</th>
<th>Status</th>
<th>Agency</th>
<th>Tier 1</th>
<th>Possessed</th>
<th>Approved</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrin</td>
<td>Approved</td>
<td>HHS</td>
<td>No</td>
<td></td>
<td>01/09/2019</td>
<td>01/09/2019</td>
</tr>
<tr>
<td>Bacillus anthracis Pasteur strain</td>
<td>Unassigned</td>
<td>Overlap</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bacillus cereus Biovar anthracis</td>
<td>Unassigned</td>
<td>HHS</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brucella abortus</td>
<td>Approved</td>
<td>Overlap</td>
<td>No</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Brucella suis</td>
<td>Approved</td>
<td>Overlap</td>
<td>No</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Burkholderia mallei</td>
<td>Approved</td>
<td>Overlap</td>
<td>Yes</td>
<td>✓</td>
<td>01/08/2019</td>
<td></td>
</tr>
<tr>
<td>Burkholderia pseudomallei</td>
<td>Unassigned</td>
<td>Overlap</td>
<td>Yes</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An agent/toxin can only be deactivated if it is not possessed and not a part of an approved work objective.
The deactivated Agent/Toxin will no longer display. Click **Save** to save the change.

### Section 3 - Select Agents and Toxins

<table>
<thead>
<tr>
<th>Agent Toxin Name</th>
<th>Status</th>
<th>Agency</th>
<th>Tier 1</th>
<th>Possessed</th>
<th>Approved</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrin</td>
<td>Approved</td>
<td>HHS</td>
<td>No</td>
<td></td>
<td>01/09/2019</td>
<td>01/09/2019</td>
</tr>
<tr>
<td>Bacillus cereus Biovar anthracis</td>
<td>Unassigned</td>
<td>HHS</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brucella abortus</td>
<td>Approved</td>
<td>Overlap</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brucella suis</td>
<td>Approved</td>
<td>Overlap</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burholderia mallei</td>
<td>Approved</td>
<td>Overlap</td>
<td>Yes</td>
<td></td>
<td>01/08/2019</td>
<td></td>
</tr>
<tr>
<td>Burholderia pseudomallei</td>
<td>Unassigned</td>
<td>Overlap</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 3 – Reactivate Select Agent or Toxin (Administrative Amendment)
Section 3 – Reactivate Select Agent or Toxin

Use the dropdown to select “Section 3 – Reactivate Select Agent or Toxin”, and click Ok.

Reactivate – Adding a previously approved agent/toxin back to the registration. Once added, the agent/toxin will display on the “current” tab in eFSAP.
### Section 3 – Reactivate Select Agent or Toxin

Historical agents/toxins will display. Click **Reactivate** next to the agent/toxin you wish to reactivate.

<table>
<thead>
<tr>
<th>Agent Toxin Name</th>
<th>Status</th>
<th>Agency</th>
<th>Tier 1</th>
<th>Possessed</th>
<th>Approved</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Francisella tularensis</td>
<td>Withdrawn</td>
<td>HHS</td>
<td>Yes</td>
<td></td>
<td></td>
<td>01/09/2019</td>
</tr>
<tr>
<td>Lujo virus</td>
<td>Withdrawn</td>
<td>HHS</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For *Francisella tularensis* and *Lujo virus*, click the **Reactivate** button.
Section 3 – Reactivate Select Agent or Toxin

The reactivated agent/toxin will display below. Click **Save** to save the changes.

<table>
<thead>
<tr>
<th>Agent/Toxin Name</th>
<th>Status</th>
<th>Agency</th>
<th>Tier 1</th>
<th>Possessed</th>
<th>Approved</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lujo virus</td>
<td>Withdrawn</td>
<td>HHS</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Agent/Toxin**

Francisella tularensis
A message will display, click **Proceed**.

After clicking proceed, the agent/toxin will display on Section 3 as “unassigned”. Submit a Section 7AC amendment to assign the agent/toxin to a work objective. The agent/toxin will be “approved” when the Section 7AC amendment is approved.
Section 3 – Reactivate Select Agent or Toxin

The reactivated Agent/Toxin will display on the current tab with an unassigned status.

### Section 3 - Select Agents and Toxins

<table>
<thead>
<tr>
<th>Agent Toxin Name</th>
<th>Status</th>
<th>Agency</th>
<th>Tier 1</th>
<th>Possessed</th>
<th>Approved</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrin</td>
<td>Approved</td>
<td>HHS</td>
<td>No</td>
<td></td>
<td>01/09/2019</td>
<td>01/09/2019</td>
</tr>
<tr>
<td>Bacillus anthracis Pasteur strain</td>
<td>Unassigned</td>
<td>Overlap</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bacillus cereus Biovar anthracis</td>
<td>Unassigned</td>
<td>HHS</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brucella abortus</td>
<td>Approved</td>
<td>Overlap</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brucella suis</td>
<td>Approved</td>
<td>Overlap</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burkholderia mallei</td>
<td>Approved</td>
<td>Overlap</td>
<td>Yes</td>
<td></td>
<td>01/08/19</td>
<td></td>
</tr>
<tr>
<td>Burkholderia pseudomallei</td>
<td>Unassigned</td>
<td>Overlap</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Francisella tularensis</td>
<td>Unassigned</td>
<td>HHS</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 4 – Change Responsible Official (Technical Amendment)
Section 4 – Change Responsible Official

Use the dropdown to select “Section 4 – Change Responsible Official”.

Use the dropdown to select the new Responsible Official (RO). The list shows all unrestricted personnel in Section 4.
Section 4 – Change Responsible Official

Enter cover letter text, and click Ok.

- Select the type of Amendment you would like to perform:
  - Section 4 - Change Responsible Official

- Current Responsible Official: Steve Stevenson

- Please select the new Responsible Official:
  - Britney Beck

- Complete your cover letter for this amendment:
  - Change the RO from Steve Stevenson to Britney Beck.
Section 4 – Change Responsible Official

Enter information for the new RO.

The following information is required for an RO: business e-mail address, title, business telephone, business fax, emergency telephone, mailing address, city, state and zip code.
Section 4 – Change Responsible Official

The RO role is automatically selected. Make additional selections if needed.
Section 4 – Change Responsible Official

Click **Save and Return to Amendment**.
Section 4 – Change Responsible Official

Review and/or edit the amendment cover letter, and click submit.

A notification will display on the entity home page once the amendment is approved. After the new RO is approved update or remove the former RO.
Section 6 – Add New Building (Administrative Amendment)
Section 6 – Add New Building

Use the dropdown to select “Section 6 – Add New Building ”, and click Ok.
Section 6 – Add New Building

Enter the building number and complete questions 1-3.

Click **Add Building** at the bottom of the page.
The new building will display in Section 6 with an “unassigned” status.

A notification will display indicating a new building was added.
Section 6 – Add New Room or Suite (Administrative Amendment)
Section 6 – Add New Room or Suite

Use the dropdown to select “Section 6 – Add a New Room or Suite”, and click Ok.
Section 6 – Add New Room or Suite

Identify the space as a room or suite. If room is selected, select storage, laboratory or both.

Add Room

⚠️ Important Information

Is this a Room or a Suite?  Is this a storage area, laboratory, or both?

- Room  - Suite  - Storage  - Laboratory  - Both

If suite is selected, the additional question will not display.

Add Room

⚠️ Important Information

Is this a Room or a Suite?

- Room  - Suite
Section 6 – Add New Room or Suite

Use the dropdown to select the building. Enter the room number.

For each registered storage area, laboratory suite or room:
Include a floor plan for the suite or room where select agent and/or toxin is to be used or stored. Floor plan for each suite or room should include as applicable: points of entry and/or egress for personnel, locations of equipment [including but not limited to]: sink, eyewash, fume hood, freezer, refrigerator, floor drains, showers, incubator, centrifuge, animal caging, autoclave, Biological Safety Cabinet (BSC) including type (e.g., Class II, Type A2; Class III]), Heating Ventilation and Air Conditioning (HVAC) supply and exhaust vents, and cage washing area. A separate floor plan specifying airflow may also be requested.

Assigned Building

- Building 1

Room Number

- Non Tier 1 Lab Only Room, BSL3, NIHBSL3, ABSL3

204 of 250 characters left
Section 6 – Add New Room or Suite

Use the dropdown to select a biosafety level and click **Add biosafety level**.

The biosafety level will display on the right.
Section 6 – Add New Room or Suite

After completing questions 1-16, and selecting **Add Room/Suite** the new room or suite will display in Section 6 as “unassigned”.

Submit a Section 7AC amendment to assign the new room or suite to a work objective. The room/suite will become approved when the Section 7AC amendment is approved.
Section 6 – Modify Building (Technical Amendment)
Section 6 – Modify Building

Use the dropdown to select “Section 6 – Modify Building”, and click Ok.
Section 6 – Modify Building

Enter the changes you would like to make.

1. What security features are present outside of the building(s) where select agents and/or toxins are used or stored? (Check all that apply):
   - Security lighting
   - Bars/security film on windows
   - Exterior intrusion detection system
   - Perimeter fence
   - Roving guards
   - Video surveillance of all access points
   - Vehicle screening

Click Save and Return to Amendment.
Section 6 – Modify Building

Review and/or edit the amendment cover letter, and click **Submit**.

Once submitted a notification will display on the home page.
Section 6 – Modify Room or Suite (Technical Amendment)
Section 6 – Modify Room or Suite

Use the dropdown to select “Section 6 – Modify Room or Suite”.

Select the type of Amendment you would like to perform

Section 6 - Modify Room or Suite

Please select from the following:

Building 1 / Lab and Storage Suite / Long Term Storage Only

Complete your cover letter for this amendment:

Add a lab to the suite.

Use the dropdown to select the building.
Enter your cover letter and click ok.
Section 6 – Modify Room or Suite

The “Section 6 - Modify Room or Suite” amendment allows you to add or remove biosafety levels.

To add a biosafety level (BSL), select the BSL using the dropdown and click **Add a biosafety level**. To remove a BSL, click the trash bin next to the BSL you would like to remove. Click **Save and Return to Amendment**.
Section 6 – Modify Room or Suite

Rooms can be deleted from a suite using the “Section 6 - Modify Room or Suite” amendment.

Click **Delete** next to the room you would like to remove. Click **Save and Return to Amendment**.
Section 6 – Modify Room or Suite

The “Section 6 - Modify Room or Suite” amendment allows you edit room/suite information.

Enter the changes you would like to make, and click Save and Return to Amendment.
Section 6 – Modify Room or Suite (Add a Room to a Suite)

The “Section 6 - Modify Room or Suite” amendment allows you to add a room to a suite.

1. To begin, use the dropdown to select a room type.

2. Enter a room name, use the dropdown to make selections and click “Add Suite Room”.

3. The added room will display.
Section 6 – Modify Room or Suite (Add a Room to a Suite)

Click **Save and Return to Amendment**.

Review and/or edit the amendment cover letter, and click **Submit**.

Once submitted a notification will display on the home page.
Section 6 – Remove Building (Administrative Amendment)
Section 6 – Remove Building

Use the dropdown to select “Section 6 – Remove Building” and click Ok.
### Section 6 – Remove Building

Select **Deactivate Building** next to the building you would like to remove.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room/Suite</th>
<th>Status</th>
<th>Tier 1</th>
<th>Suite</th>
<th>#Rooms</th>
<th>Storage</th>
<th>BSL</th>
<th>Approved</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 1</td>
<td>100</td>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lab and Storage Suite</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building 2</td>
<td>Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3</td>
<td>Unassigned</td>
<td>Tier 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/08/2019</td>
</tr>
<tr>
<td></td>
<td>Lab and Storage Room, BSL3, ABSL3</td>
<td></td>
<td>Tier 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building 3</td>
<td>Room 1 - Tier 1 Lab and Storage Suite</td>
<td>Unassigned</td>
<td>Tier 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 2 - Tier 1 Storage Area</td>
<td>Unassigned</td>
<td>Tier 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The deactivate button will only display for buildings that have no room/suites assigned.
## Section 6 – Remove Building

The deactivated building will no longer display.

```plaintext
<table>
<thead>
<tr>
<th>Building</th>
<th>Room/Suite</th>
<th>Status</th>
<th>Tier 1</th>
<th>Suite</th>
<th>#Rooms</th>
<th>Storage</th>
<th>BSLLevels</th>
<th>Approved</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>1414</td>
<td>100</td>
<td>Approved</td>
<td>✔ Tier 1</td>
<td>✔ Suite</td>
<td>1</td>
<td>□ Storage</td>
<td>BSL3</td>
<td>01/09/2019</td>
<td></td>
</tr>
<tr>
<td>Building 1</td>
<td>Lab and Storage Suite</td>
<td>Approved</td>
<td>✔ Tier 1</td>
<td>✔ Suite</td>
<td>11</td>
<td>✔ Storage</td>
<td>BSL3, BSL3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Tier 1 Lab Only Room</td>
<td>BSL3, HBSL3, ABSL3</td>
<td>Unassigned</td>
<td>□ Tier 1</td>
<td>□ Suite</td>
<td>1</td>
<td>□ Storage</td>
<td>ABSL3, BSL3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Tier 1 Storage Only Room</td>
<td></td>
<td>Approved</td>
<td>✔ Tier 1</td>
<td>□ Suite</td>
<td>1</td>
<td>✔ Storage</td>
<td>BSL3</td>
<td>01/08/2019</td>
<td></td>
</tr>
<tr>
<td>Tier 1 Lab and Storage Room</td>
<td>ABSL3, BSL3</td>
<td>Approved</td>
<td>✔ Tier 1</td>
<td>□ Suite</td>
<td>1</td>
<td>✔ Storage</td>
<td>ABSL3, BSL3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1 Storage Only Room</td>
<td></td>
<td>Unassigned</td>
<td>□ Tier 1</td>
<td>□ Suite</td>
<td>1</td>
<td>□ Storage</td>
<td>No BSLs Assigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building 2</td>
<td>Room 1 - Tier 1 Lab and Storage Suite</td>
<td>Unassigned</td>
<td>□ Tier 1</td>
<td>✔ Suite</td>
<td>3</td>
<td>✔ Storage</td>
<td>BSL2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 2 - Tier 1 Storage Area</td>
<td></td>
<td>Unassigned</td>
<td>□ Tier 1</td>
<td>□ Suite</td>
<td>1</td>
<td>✔ Storage</td>
<td>No BSLs Assigned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
Section 6 – Remove Room or Suite (Technical Amendment)
Section 6 – Remove Room or Suite

Use the dropdown to select “Section 6 – Remove Room or Suite”.

Complete your cover letter for this amendment:

Remove the Non Tier 1 Lab from Building 1

Complete your cover letter and click Ok.
Section 6 – Remove Room or Suite

Click **Remove** next to the room or suite you would like to remove.

<table>
<thead>
<tr>
<th>Room</th>
<th>Tier 1</th>
<th>Suite</th>
<th>Storage</th>
<th>Assigned Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3</td>
<td></td>
<td></td>
<td></td>
<td>Unassigned, Tier1, No BSLs Assigned</td>
</tr>
<tr>
<td>Tier 1 Storage Only Room</td>
<td>✔</td>
<td></td>
<td></td>
<td>Unassigned, Tier1, No BSLs Assigned</td>
</tr>
<tr>
<td>Room 1 - Tier 1 Lab and Storage Suite</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td>Unassigned, Tier1, BSL2</td>
</tr>
<tr>
<td>Room 2 - Tier 1 Storage Area</td>
<td>✔</td>
<td></td>
<td></td>
<td>Unassigned, Tier1, No BSLs Assigned</td>
</tr>
</tbody>
</table>

The list only shows rooms/suites with no assigned work.
Section 6 – Remove Room or Suite

Select **Remove Selected Room**.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room/Suite</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 1</td>
<td>Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3</td>
<td>Unassigned</td>
<td>[Do Not Remove]</td>
</tr>
</tbody>
</table>

[Remove Selected Room]
Section 6 – Remove Room or Suite

Review and/or edit the amendment cover letter, and click **Submit**.

Once submitted a notification will display on the home page.
Section 7AC – Add New Work Objective (Technical Amendment)
Section 7AC – Add New Work Objective

Use the dropdown to select “Section 7AC – Add New Work Objective”.

Complete your cover letter and click **Ok**.
Section 7AC – Add New Work Objective

Select **Add Work**, **Add Work and Storage** or **Add Storage Only**.

Additional fields will become available based on your selection.
Section 7AC – Add New Work Objective

Select **Add Work and Storage**, use the dropdown to designate a biosafety Level, and additional biosafety levels if applicable. Designate the Select Agent and Toxin.
Section 7AC – Add New Work Objective

Enter an objective of work and respond to the questions. Click **Save and Return to Amendment**.
Section 7AC – Add New Work Objective

Review and/or edit the amendment cover letter, and click Submit.

Once submitted a notification will display on the home page.
Section 7AC – Modify Work Objective (Technical Amendment)
Section 7AC – Modify Work Objective

Use the dropdown to select “Section 7AC – Modify Work Objective”. Select the work objective, enter your cover letter and click Ok.

The work objective number can be found in Section 7AC.
Section 7AC – Modify Work Objective

You will be taken directly to the selected work to edit. In the example below, James Johnson was added as a PI.

The Section 7AC – Modify Work Objective allows you to modify the secondary biosafety level(s), agents/toxins, principal investigator and buildings/rooms.
Section 7AC – Modify Work Objective

You can also edit the objective and questions related to the work.

Enter edits in the text box to reflect desired change(s).

Click or type information directly to edit responses.
Section 7AC – Modify Work Objective

Enter changes, and click **Save and Return to Amendment**.

Review and/or edit the amendment cover letter, and click **Submit**.

Once submitted a notification will display on the home page.
Section 7AC - Remove Approved Work Objective
(Technical Amendment)
Section 7AC - Remove Approved Work Objective

Use the dropdown to select “Section 7AC – Remove Approved Work Objective”. Select the work objective, enter your cover letter and click Ok.
Section 7AC - Remove Approved Work Objective

Select **Remove** to remove the work.
Section 7AC - Remove Approved Work Objective

Click **Save and Return to Amendment**.
Section 7AC - Remove Approved Work Objective

Review and/or edit the amendment cover letter, and click **Submit**.

Once submitted a notification will display on the home page.
Additional Assistance

- The eFSAP Resource Center has resources to assist with the use of eFSAP.
- For technical assistance with eFSAP, or for assistance with the Secure Asset Management System (SAMS), please submit a help request ticket at eFSAP Customer Support Request Form, email eFSAPSupport@cdc.gov, or call 1 (877) 232-3322.
- For all other inquiries regarding your entity’s registration, please contact your designated FSAP point of contact (POC).