



eFSAP System Update May 2018

Federal Select Agent
Program Training





Introduction

This release includes:

- System-wide data table enhancements.
- The ability to categorize files during the upload process.
- The ability to view the review status of documents uploaded into eFSAP.



Data Table Enhancements

Previous Amendment Table

Summary

University of Select Agents and Toxins	We would like to change our zip code	See Amendment General Discussion	Pending	Benjamin Hasselbring	Edit
University of Select Agents and Toxins	we would like to request a 3 year renewal	See Amendment General Discussion	Pending	Benjamin Hasselbring	Edit
University of Select Agents and Toxins	test 2 - we would like to submit an amendment to add a PI	See Amendment General Discussion	Pending	Benjamin Hasselbring	Edit
University of Select Agents and Toxins	We are testing a change to Q1.	02/22/2018 02/22/2018	Approved	Frederick Doddy	Edit
University of Select Agents and Toxins	Testing 5A Q1 and 9 change RFI	02/22/2018 02/22/2018	Approved	Frederick Doddy	Edit
University of Select Agents and Toxins	We are making some changes to our questions on 5B -Q1.	02/22/2018 02/22/2018	Approved	Frederick Doddy	Edit
University of Select Agents and Toxins	We have made some changes to our entry requirements.	02/22/2018 02/22/2018	Approved	Frederick Doddy	Edit

Updated Amendment Table

Summary

Cover Letter	Date Created	Date Approved...	Status	Last Modified By	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Update entity security information	02/08/2018	02/08/2018	Approved	Resp Official3	Edit
New section 5A test after bug fix of FTE view only	02/08/2018		Deactivated	Resp Official3	Edit
Updating Address	02/08/2018		Deactivated	Resp Official3	Edit
testing	02/08/2018	02/08/2018	Approved	Resp Official3	Edit
Test - Modifying Biosafety/Biocontainment	02/08/2018		Deactivated	Resp Official3	Edit
Test - Modify Entry Requirements for FSAP Ins.	02/09/2018		Rejected	Resp Official3	Edit
The entity is now in a flood zone due to zone changes. Security inform...	02/09/2018	02/09/2018	Approved	Resp Official3	Edit
Testing ver 2 Sectin 5B	02/09/2018		Rejected	Resp Official3	Edit
test in zipcode change	02/11/2018	03/09/2018	Approved	Resp Official3	Edit
testing all other amendments	02/12/2018	03/09/2018	Approved	Resp Official3	Edit
testing 5c 2/12	02/12/2018		Pending	Resp Official3	Edit

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 items per page

1 - 25 of 271 items

Data tables in eFSAP have been converted to this format.

Updated Amendment Table – Filter and Sort

Summary

Cover Letter	Date Created	Date Approved...	Status	Last Modified By	
Update entry security information	02/08/2018	02/08/2018	Approved	Resp Official3	Edit
New section 5A test after bug fix of FTE view only	02/08/2018		Deactivated	Resp Official3	Edit
Updating Address	02/08/2018		Deactivated	Resp Official3	Edit
testing	02/08/2018	02/08/2018	Approved	Resp Official3	Edit
Test - Modifying Biosafety/Biocontainment	02/08/2018		Deactivated	Resp Official3	Edit
Test - Modify Entry Requirements for FSAP Ins.	02/09/2018		Rejected	Resp Official3	Edit
The entity is now in a flood zone due to zone changes. Security inform...	02/09/2018	02/09/2018	Approved	Resp Official3	Edit
Testing ver 2 Sectin 5B	02/09/2018		Rejected	Resp Official3	Edit
test in zipcode change	02/11/2018	03/09/2018	Approved	Resp Official3	Edit
testing all other amendments	02/12/2018	03/09/2018	Approved	Resp Official3	Edit
testing 5c 2/12	02/12/2018		Pending	Resp Official3	Edit

1 - 25 of 271 items

Data tables and columns support the filter and sort function.



File Upload



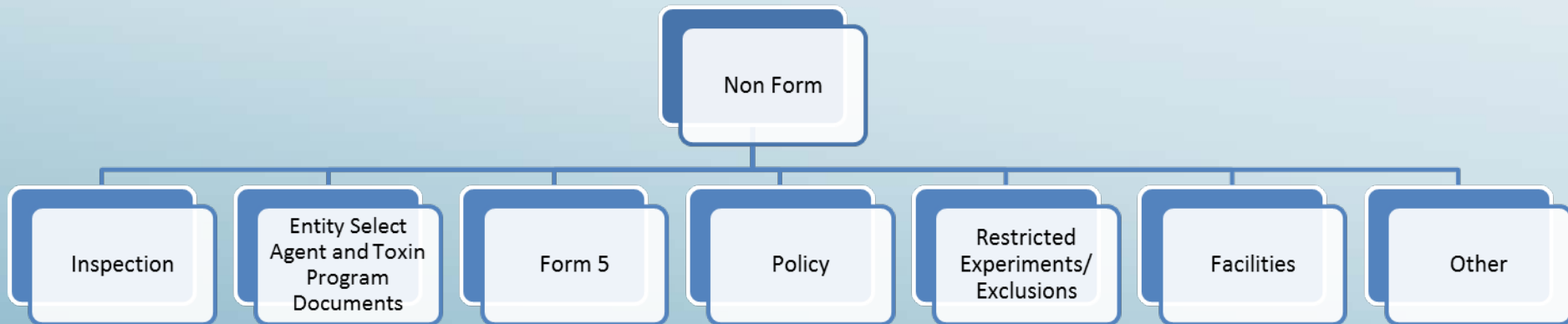
File Upload Details

Users are able to upload files to eFSAP from the entity's home page and from within Forms 1, 2, 3, and 4

- Non form-associated files (e.g., documents related to inspections) are uploaded from the home page.
- Files associated with Forms 1-4 are uploaded from within the specific sections of each form.
- The file upload feature supports close to 700 different file types (e.g., .pdf, .doc, .rtf) and automatically generates unique document versions to prevent overwrite.
- After file upload, users are able to see the review status of the document (e.g., under review by FSAP, review complete).

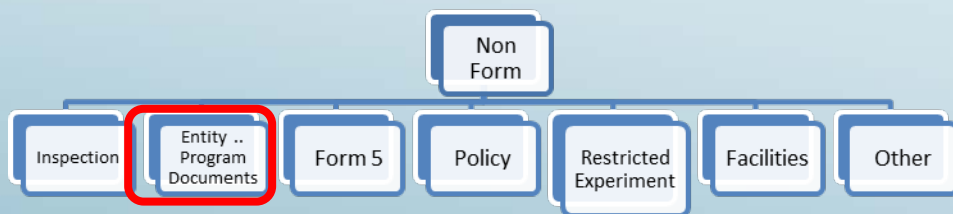
Non Form-associated Uploads

Files not related to Forms 1-4 are organized into seven categories: Inspection, Entity Select Agent and Toxin Program Documents, Form 5, Policy, Restricted Experiments/Exclusions, Facilities, and Other.



Entity Select Agent and Toxin Program Documents

The graphic on the left shows the hierarchy of non-form document options, and the image on the right shows how the information is displayed in eFSAP.



Step 1: Identify Document Data

* = Required

Non-Form *

Year *

Sub-Category *

Description

140 characters remaining.

Inspection

Entity Select Agent and Toxin Program Documents

Form 5

Policy

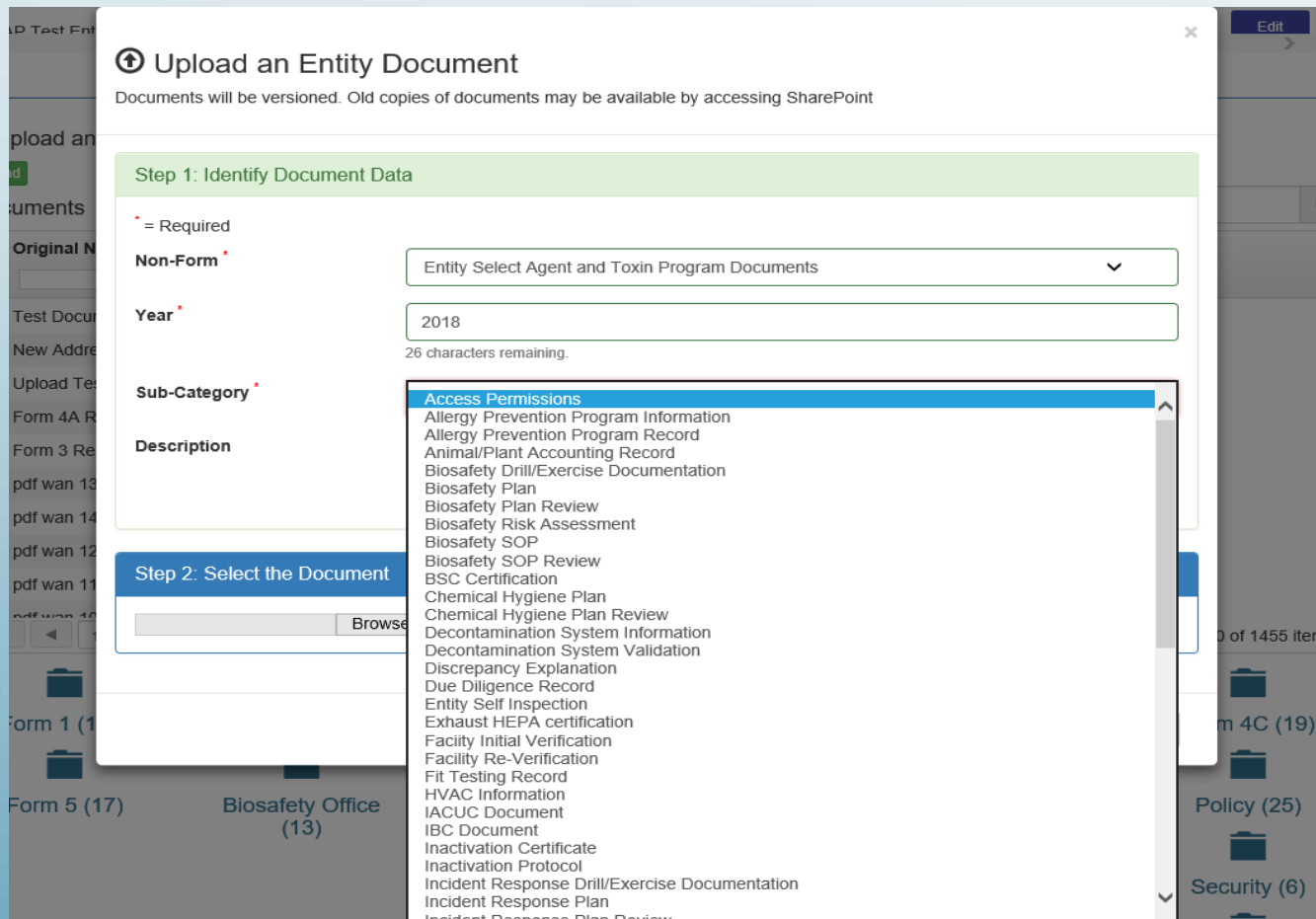
Restricted Experiments/Exclusions

Facilities

Other

Access Permissions

You will see hierarchy charts throughout the presentation – keep in mind that they are a representation of the options in eFSAP.



Non Form-associated Upload

Entity personnel, including those with read-only access, can upload non-form files from the home page.

⬆ Upload an Entity Document

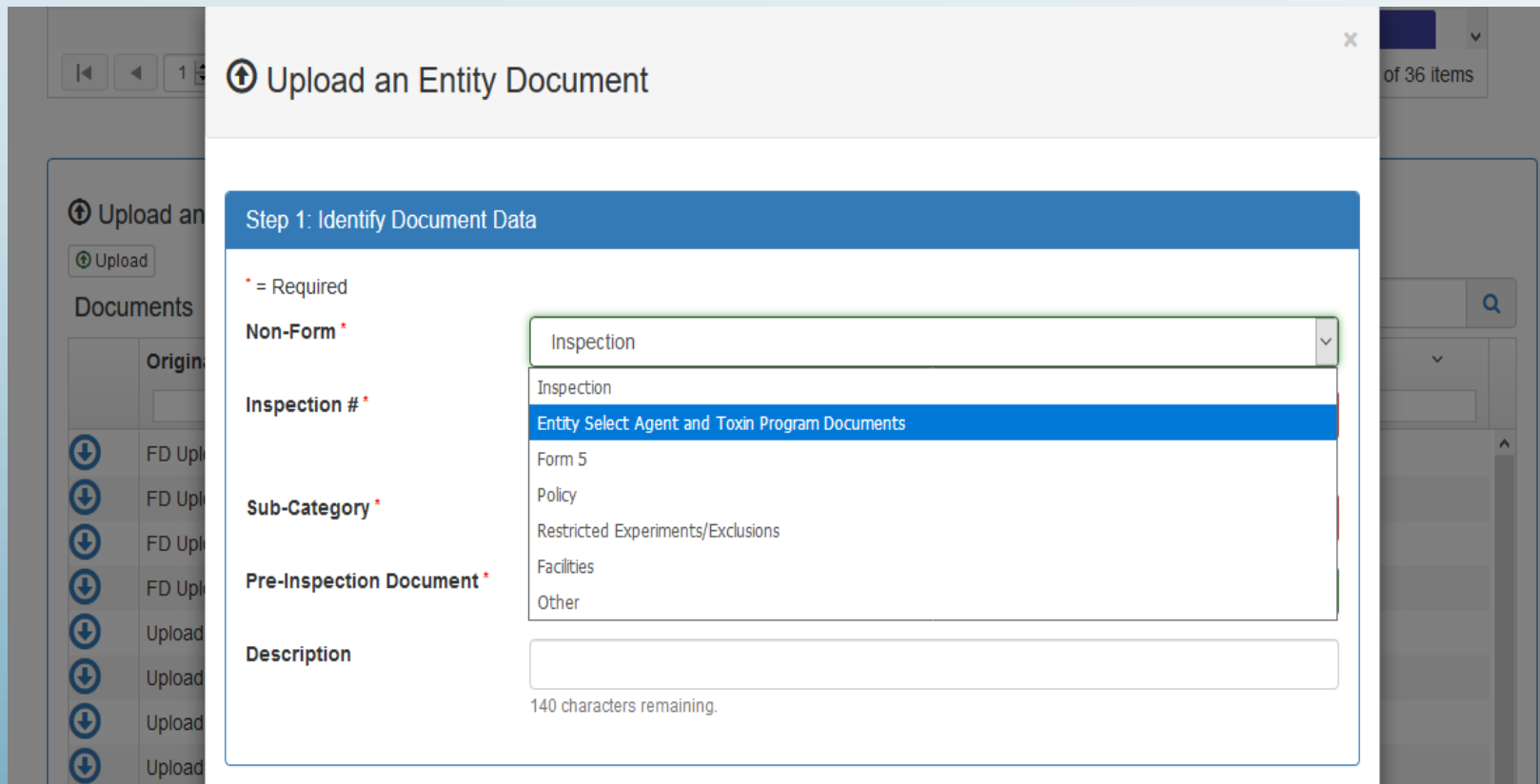
Upload

Documents 🔍

	Original Name ▾	Unique Document Id. ▾	Uploaded Date ▾	Uploaded By ▾	Document Category. ▾	Review Status ▾
⬇	Access Permission D...	Program-2018-4/18/2...	4/18/2018 3:02:33 PM	devcdcipsas\responsi...	Entity Select Agent and Toxin Program	Not Reviewed
⬇	Restricted - Upload E...	Science-4/18/2018 7:...	4/18/2018 7:57:58 AM	devcdcipsas\responsi...	Restricted Experiments/Exclusions	Review Complete
⬇	Lab Floor Plan - Uplo...	Facility-4/17/2018 5:2...	4/17/2018 5:23:04 PM	devcdcipsas\responsi...	Facilities	Under Review
⬇	Section 7 Upload Exa...	F1-4/17/2018 3:42:30...	4/17/2018 3:42:30 PM	devcdcipsas\responsi...	Form 1	Not Reviewed
⬇	Training Upload Exa...	F1-4/17/2018 3:34:43...	4/17/2018 3:34:43 PM	devcdcipsas\responsi...	Form 1	Review Complete
⬇	Training Upload Exa...	Program-2018-4/17/2...	4/17/2018 3:32:19 PM	devcdcipsas\responsi...	Entity Select Agent and Toxin Program	Under Review
⬇	Upload Test - (1).pdf	Policy-4/13/2018 10:2...	4/13/2018 10:27:36 AM	devcdcipsas\benjamin...	Policy	Review Complete
⬇	Response - Upload e...	F3-20171211-4/12/20...	4/12/2018 10:44:34 AM	devcdcipsas\responsi...	Form 3	Under Review
⬇	Upload Example SD.d...	F2-010058-4/12/2018...	4/12/2018 9:46:01 AM	devcdcipsas\responsi...	Form 2	Not Reviewed

File Classification

Use the dropdowns to identify file category.



Upload an Entity Document

Step 1: Identify Document Data

* = Required

Non-Form *

Inspection # *

Sub-Category *

Pre-Inspection Document *

Description

140 characters remaining.

File Classification Sub-Category

Further classify the file using the sub-category menus.

Step 1: Identify Document Data

* = Required

Non-Form *

Entity Select Agent and Toxin Program Documents



Year *

2018

26 characters remaining.

Sub-Category *

Description

Access Permissions

Allergy Prevention Program Information

Allergy Prevention Program Record

Animal/Plant Accounting Record

Biosafety Drill/Exercise Documentation

Biosafety Plan

Biosafety Plan Review

Biosafety Risk Assessment

Biosafety SOP

The year is only required for Entity Select Agent and Toxin Program Documents.

File Classification Description

Enter a description for the document.

Step 1: Identify Document Data

* = Required

Non-Form *

Entity Select Agent and Toxin Program Documents ▼

Year *

2018

26 characters remaining.

Sub-Category *

Access Permissions ▼

→ Description

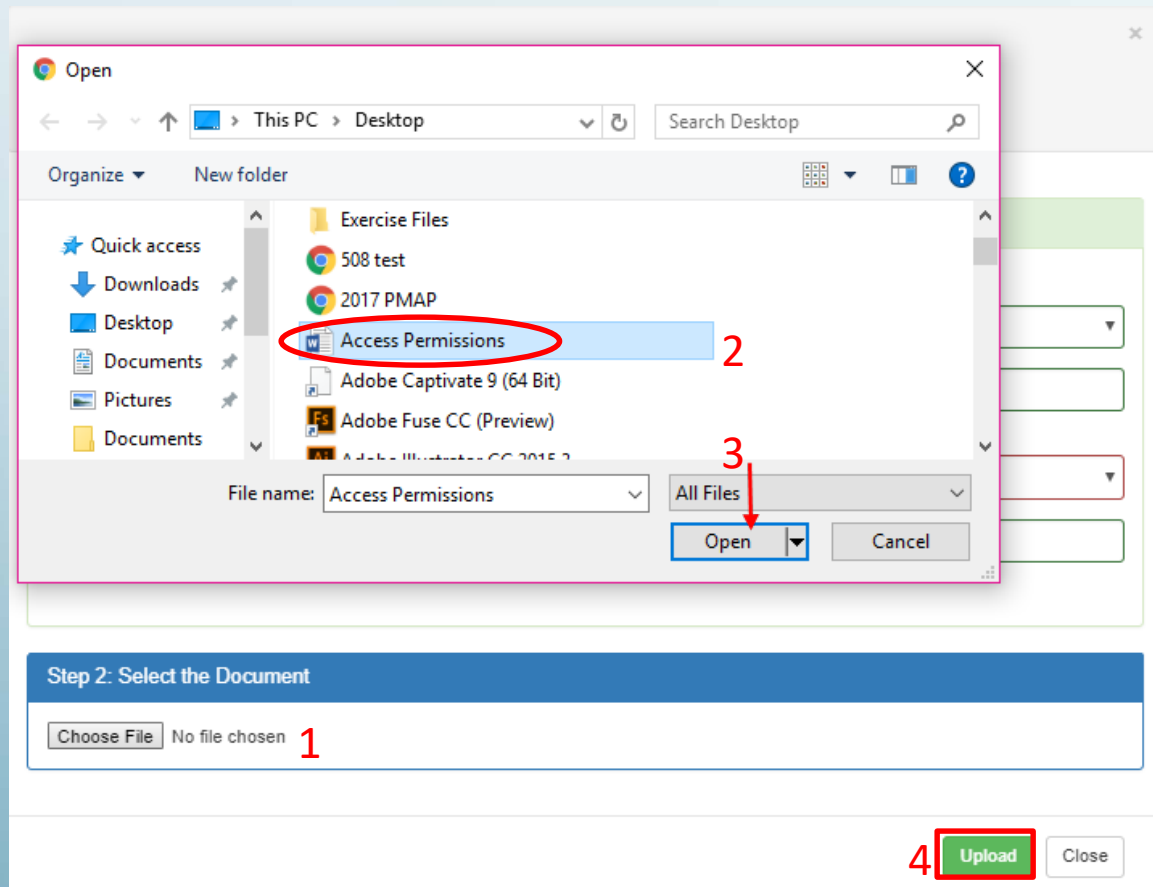
Access Permissions Details |

114 characters remaining.

The description here is optional. A description is only required when “other” is the selected category.

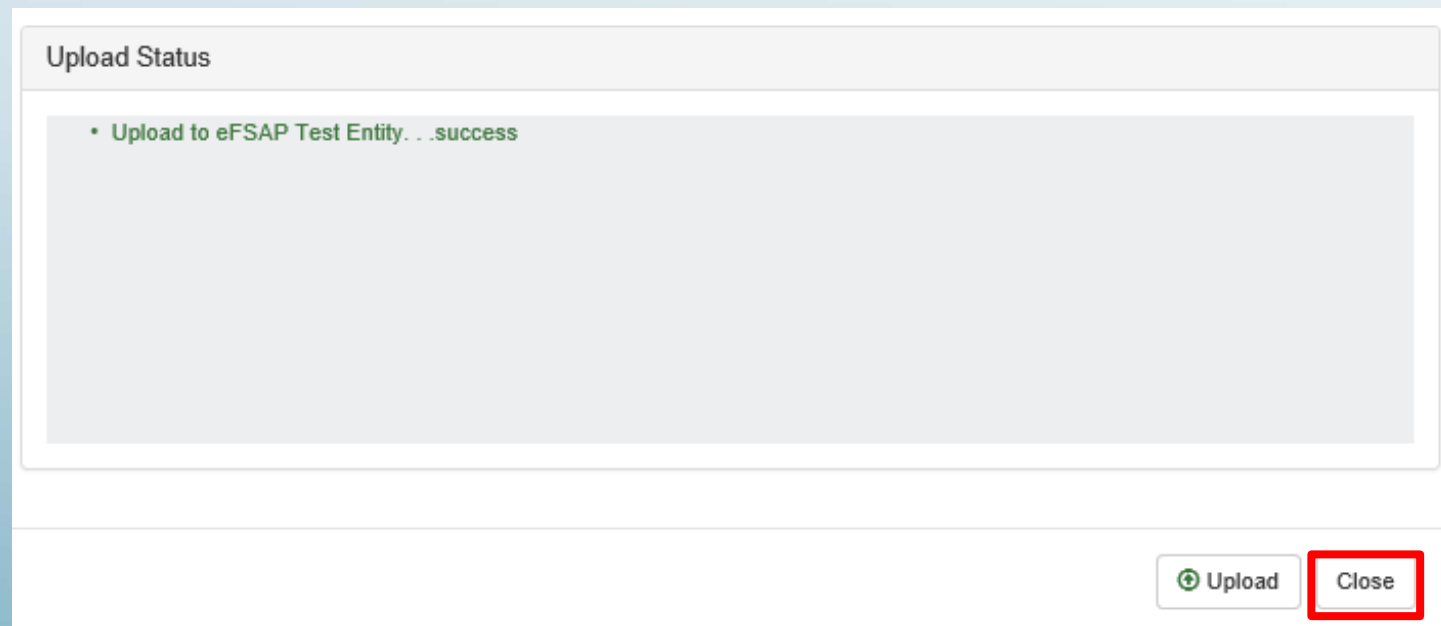
Uploading a File

1. Click **Choose file**
2. Select the file
3. Click **Open**
4. Click **Upload**



File Upload Status


A message will display confirming a successful upload.













Click **Close** to continue.


Document Library


The uploaded file will appear in the document table.





	Original Name ▾	Unique Document Id... ▾	Uploaded Date ▾	Uploaded By ▾	Document Category... ▾	Review Status ▾
	Access Permission D...	Program-2018-4/18/2...	4/18/2018 3:02:33 PM	devcdcipsas\responsi...	Entity Select Agent and Toxin Program	Not Reviewed
	Restricted - Upload E...	Science-4/18/2018 7:...	4/18/2018 7:57:58 AM	devcdcipsas\responsi...	Restricted Experiments/Exclusions	Review Complete
	Lab Floor Plan - Uplo...	Facility-4/17/2018 5:2...	4/17/2018 5:23:04 PM	devcdcipsas\responsi...	Facilities	Under Review
	Section 7 Upload Exa...	F1-4/17/2018 3:42:30...	4/17/2018 3:42:30 PM	devcdcipsas\responsi...	Form 1	Not Reviewed
	Training Upload Exa...	F1-4/17/2018 3:34:43...	4/17/2018 3:34:43 PM	devcdcipsas\responsi...	Form 1	Review Complete
	Training Upload Exa...	Program-2018-4/17/2...	4/17/2018 3:32:19 PM	devcdcipsas\responsi...	Entity Select Agent and Toxin Program	Under Review




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▾ items per page
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Form 1 (4)



Form 2 (1)



Form 3 (1)



Form 5 (1)



Compliance (1)



Facilities (1)



Inspection (3)



Policy (4)


Entity Select Agent and Toxin Program Documents (3)


Restricted Experiments/Exclusions (1)


Security (1)


Training (1)


View All (22)

The document will also automatically be placed in the appropriate folder.

Document Library

The document table shows the most recent documents uploaded.

Documents							Search	Q
	Original Name	Unique Document Id...	Uploaded Date	Uploaded By	Document Category...	Review Status		
↓	Access Permission D...	Program-2018-4/18/2...	4/18/2018 12:04:08 PM	devcdcipsas\responsi...	Entity Select Agent and Toxin Program	Not Reviewed		
↓	Restricted - Upload E...	Science-4/18/2018 7:...	4/18/2018 7:57:58 AM	devcdcipsas\responsi...	Restricted Experiments/Exclusions	Review Complete		
↓	Lab Floor Plan - Uplo...	Facility-4/17/2018 5:2...	4/17/2018 5:23:04 PM	devcdcipsas\responsi...	Facilities	Review Complete		
↓	Section 7 Upload Exa...	F1-4/17/2018 3:42:30...	4/17/2018 3:42:30 PM	devcdcipsas\responsi...	Form 1	Not Reviewed		

- Original Name – Title of the uploaded file
- Unique Document Identifier– An abbreviation of the metadata contained in the file
- Uploaded Date – Date the file was uploaded
- Uploaded By – The person who uploaded the file
- Document Category – The initial dropdown selection (for non-form documents), or Form 1, 2, 3 or 4
- Review Status – The review status of the document (not yet reviewed, under review, or review complete)



Unique Document Identifier

The Unique Document Identifier is automatically generated upon upload based on how the document is classified.

Unique Document Identifier ▼

Program-2018-4/18/2018 12:04:08 PM-Access Permissions-'ID Requirements'
Science-4/18/2018 7:57:58 AM-Request for Restricted Experiment-'Request Details'
Facility-4/17/2018 5:23:04 PM-Floorplans-'lab 462 Floor Plan'
F1-4/17/2018 3:42:30 PM-Section 7a/c-Attachment A-'Attachment A Supporting File'
F1-4/17/2018 3:34:43 PM-Section 1-'Form 1 Section 1 Upload Example'
Program-2018-4/17/2018 3:32:19 PM-Access Permissions-'ID Requirements'
Policy-4/13/2018 10:27:36 AM-SA Gram-'test SA Gram'
F3-20171211-4/12/2018 10:44:34 AM-Response to Request for Information-'Response Details'
F2-010058-4/12/2018 9:46:01 AM-Supporting Documentation-'Supporting Documents Example'

Unique Document Identifier (continued)

The selections made when uploading a file make up the Unique Document Identifier (entity name and application number is hidden metadata).

Step 1: Identify Document Data

* = Required

Non-Form *

Entity Select Agent and Toxin Program Documents

Year *

2018

26 characters remaining.

Sub-Category *

Access Permissions

Description

Access Permissions Details |

114 characters remaining

Unique Document Identifier

Program

2018-4/18/2018 3:02:33 PM

Access Permissions

Access Permissions Details'



Document Versioning

eFSAP has the ability to store multiple versions of a file.

For example, an RO uploads a document titled “Biosafety Plan” in May 2018. If, in July 2018, the RO uploads an updated copy of the same document, eFSAP will automatically label the second document as Version 2.0 and indicate the initial document is Version 1.0.


- For versioning to occur, files must have the same original name, category and sub-categories. The descriptions do not have to be the same.
- Files must also be the same type. For example, two word documents, not a word document and a pdf.








Document Versioning Download





To download or open a file, click the blue arrow.

⊕ Upload an Entity Document

[Upload](#)

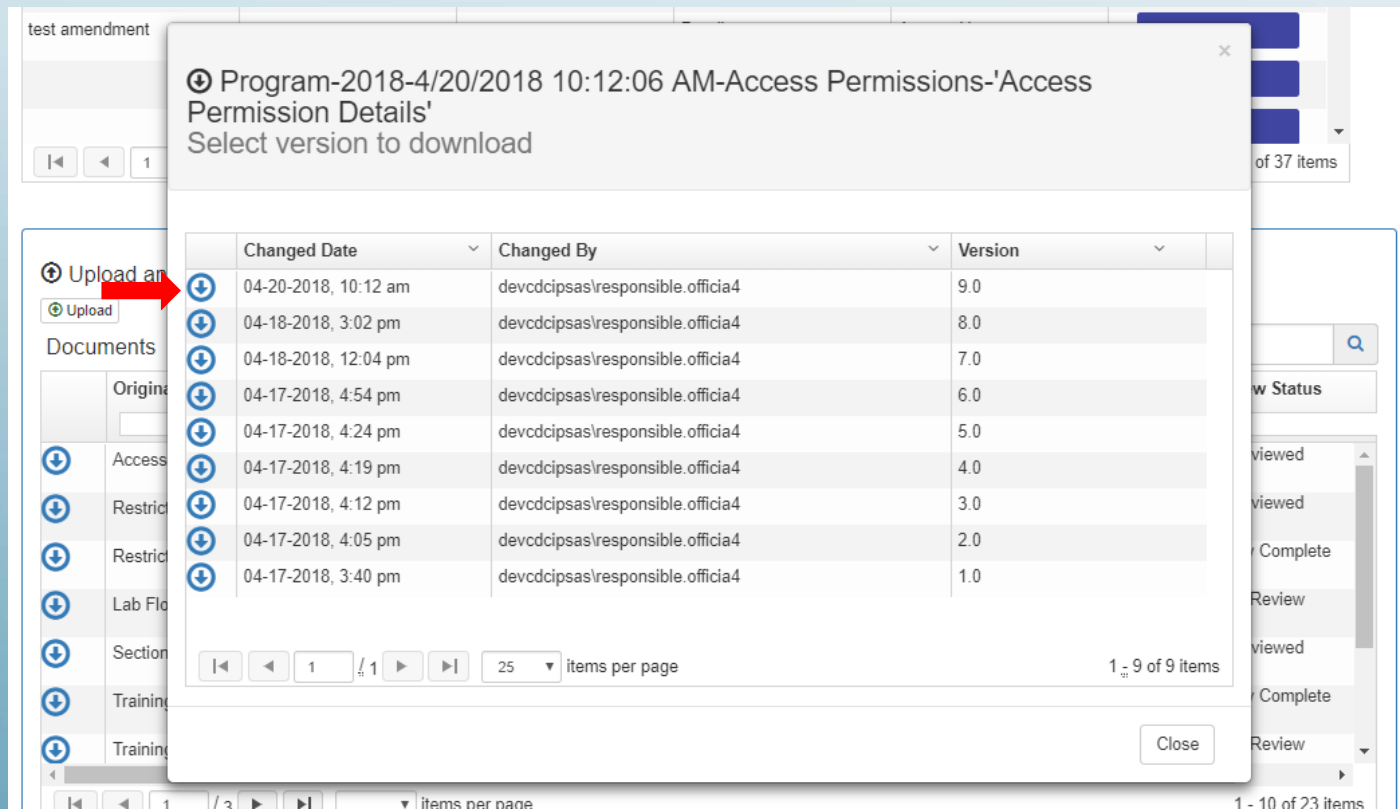
Documents Search 

	Original Name	Unique Document Id.	Uploaded Date	Uploaded By	Document Category	Review Status
	Access Permission Document.docx	Program-2018-4/20/2...	4/20/2018 10:12:06 AM	devcdcipsas/responsi...	Entity Select Agent and Toxin Program	Not Reviewed
	Restricted - Upload Example.docx	Science-4/19/2018 6:...	4/19/2018 6:58:42 AM	devcdcipsas/responsi...	Restricted Experiments/Exclusions	Not Reviewed
	Restricted - Upload Example.docx	Science-4/18/2018 7:...	4/18/2018 7:57:58 AM	devcdcipsas/responsi...	Restricted Experiments/Exclusions	Review Complete
	Lab Floor Plan - Upload Example.docx	Facility-4/17/2018 5:2...	4/17/2018 5:23:04 PM	devcdcipsas/responsi...	Facilities	Under Review
	Section 7 Upload Example.docx	F1-4/17/2018 3:42:30 ...	4/17/2018 3:42:30 PM	devcdcipsas/responsi...	Form 1	Not Reviewed
	Training Upload Example.docx	F1-4/17/2018 3:34:43 ...	4/17/2018 3:34:43 PM	devcdcipsas/responsi...	Form 1	Review Complete
	Training Upload Example.docx	Program-2018-4/17/2...	4/17/2018 3:32:19 PM	devcdcipsas/responsi...	Entity Select Agent and Toxin Program	Under Review



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items per page
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Document with Multiple Versions

To download or open a file, click the blue arrow. If the file has multiple versions, all will be shown. Select the blue arrow next to the version you would like to open or download.



test amendment

Program-2018-4/20/2018 10:12:06 AM-Access Permissions-'Access Permission Details'

Select version to download

	Changed Date	Changed By	Version
	04-20-2018, 10:12 am	devcdcipsas\responsible.officia4	9.0
	04-18-2018, 3:02 pm	devcdcipsas\responsible.officia4	8.0
	04-18-2018, 12:04 pm	devcdcipsas\responsible.officia4	7.0
	04-17-2018, 4:54 pm	devcdcipsas\responsible.officia4	6.0
	04-17-2018, 4:24 pm	devcdcipsas\responsible.officia4	5.0
	04-17-2018, 4:19 pm	devcdcipsas\responsible.officia4	4.0
	04-17-2018, 4:12 pm	devcdcipsas\responsible.officia4	3.0
	04-17-2018, 4:05 pm	devcdcipsas\responsible.officia4	2.0
	04-17-2018, 3:40 pm	devcdcipsas\responsible.officia4	1.0

1 - 9 of 9 items

Close

Document Review Status

The review status is automatically set to “not yet reviewed” when a file is uploaded. When appropriate, a FSAP representative will change the status to “under review” and “review complete”.

📎 Upload an Entity Document

📎 Upload



Documents










	Original Name	Unique Document Id...	Uploaded Date	Uploaded By	Document Category...	Review Status
📎	Access Permission D...	Program-2018-4/18/2...	4/18/2018 3:02:33 PM	devcdcipsas\responsi...	Entity Select Agent and Toxin Program	Not Reviewed
📎	Restricted - Upload E...	Science-4/18/2018 7:...	4/18/2018 7:57:58 AM	devcdcipsas\responsi...	Restricted Experiments/Exclusions	Review Complete
📎	Lab Floor Plan - Uplo...	Facility-4/17/2018 5:2...	4/17/2018 5:23:04 PM	devcdcipsas\responsi...	Facilities	Under Review
📎	Section 7 Upload Exa...	F1-4/17/2018 3:42:30...	4/17/2018 3:42:30 PM	devcdcipsas\responsi...	Form 1	Not Reviewed
📎	Training Upload Exa...	F1-4/17/2018 3:34:43...	4/17/2018 3:34:43 PM	devcdcipsas\responsi...	Form 1	Review Complete
📎	Training Upload Exa...	Program-2018-4/17/2...	4/17/2018 3:32:19 PM	devcdcipsas\responsi...	Entity Select Agent and Toxin Program	Under Review
📎	Upload Test - (1).pdf	Policy-4/13/2018 10:2...	4/13/2018 10:27:36 AM	devcdcipsas\benjamin...	Policy	Review Complete
📎	Response - Upload e...	F3-20171211-4/12/20...	4/12/2018 10:44:34 AM	devcdcipsas\responsi...	Form 3	Under Review
📎	Upload Example SD.d...	F2-010058-4/12/2018...	4/12/2018 9:46:01 AM	devcdcipsas\responsi...	Form 2	Not Reviewed




Document Grid Table – Search and Sort

Users have the ability to search and sort information in the grid table.

Documents

Search the entire table  

	Original Name ▾	Unique Document Id. ▾	Uploaded Date ▾	Uploaded By ▾	Document Category ▾	Review Status ▾
	Access Permission D...	Program-2018-4/18/2...	4/18/2018 3:02:33 PM		Entity Select Agent and Toxin Program	Not Reviewed
	Restricted - Upload E...	Science-4/18/2018 7:...	4/18/2018 7:57:58 AM		Restricted Experiments/Exclusions	Review Complete
	Lab Floor Plan - Uplo...	Facility-4/17/2018 5:2...	4/17/2018 5:23:04 PM		Facilities	Under Review
	Section 7 Upload Exa...	F1-4/17/2018 3:42:30...	4/17/2018 3:42:30 PM		Form 1	Not Reviewed
	Training Upload Exa...	F1-4/17/2018 3:34:43...	4/17/2018 3:34:43 PM	devcdcipsas/responsi...	Form 1	Review Complete
	Training Upload Exa...	Program-2018-4/17/2...	4/17/2018 3:32:19 PM	devcdcipsas/responsi...	Entity Select Agent and Toxin Program	Under Review
	Upload Test - (1).pdf	Policy-4/13/2018 10:2...	4/13/2018 10:27:36 AM	devcdcipsas/benjamin...	Policy	Review Complete
	Response - Upload e...	F3-20171211-4/12/20...	4/12/2018 10:44:34 AM	devcdcipsas/responsi...	Form 3	Under Review
	Upload Example SD.d...	F2-010058-4/12/2018...	4/12/2018 9:46:01 AM	devcdcipsas/responsi...	Form 2	Not Reviewed

 Sort Ascending
  Sort Descending
  Hide Column

Use the spaces under the category to search.

Use the dropdown arrow to sort ascending, descending or hide the column.

Document Grid Table - Document Folders

Files are automatically placed in folders according to the Document Category.

	Original Name	Unique Document Id...	Uploaded Date	Uploaded By	Document Category...	Review Status
	Access Permission D...	Program-2018-4/18/2...	4/18/2018 3:02:33 PM	devcdcpas/responsi...	Entity Select Agent and Toxin Program	Not Reviewed
	Restricted - Upload E...	Science-4/18/2018 7...	4/18/2018 7:57:58 AM	devcdcpas/responsi...	Restricted Experiments/Exclusions	Review Complete
	Lab Floor Plan - Uplo...	Facility-4/17/2018 5:2...	4/17/2018 5:23:04 PM	devcdcpas/responsi...	Facilities	Under Review
	Section 7 Upload Exa...	F1-4/17/2018 3:42:30...	4/17/2018 3:42:30 PM	devcdcpas/responsi...	Form 1	Not Reviewed
	Training Upload Exa...	F1-4/17/2018 3:34:43...	4/17/2018 3:34:43 PM	devcdcpas/responsi...	Form 1	Review Complete
	Training Upload Exa...	Program-2018-4/17/2...	4/17/2018 3:32:19 PM	devcdcpas/responsi...	Entity Select Agent and Toxin Program	Under Review

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Form 1 (4)

Inspection (3)

Form 2 (1)

Policy (4)

Form 3 (1)

Entity Select Agent and Toxin Program Documents (3)

Form 5 (1)

Restricted Experiments/Exclusions (1)

Compliance (1)

Security (1)

View All (22)

Facilities (1)

Training (1)

As files are added, the number increases.



APHIS/CDC Form 1-4 Uploads

Form 1 Uploads

To begin uploading a Form 1 file, select **Form 1** from the home page.



Federal Select Agent Program Portal

Entity: eFSAP Test Entity

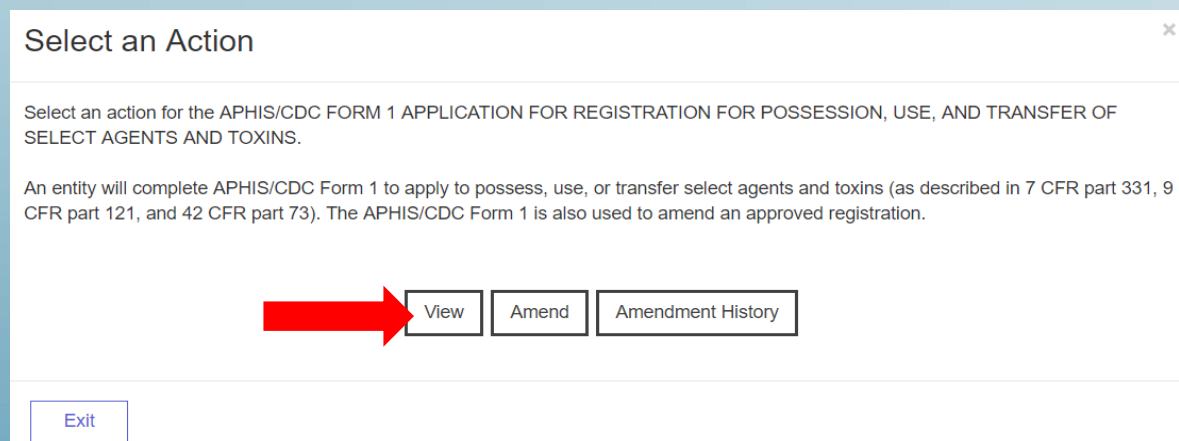
LEAD AGENCY: CDC REGISTRATION STATUS: Approved REGISTRATION EXPIRES: 10/10/2019

Facility Address: 1020 Valley Drive, Atlanta, GA 30329-1234

Responsible Official Name: Steve Stevenson Responsible Official Title: Director of Science Responsible Official Address: 1020 Valley Drive, Atlanta, GA 30329

Registration #: 20161010-1852 Application #: c0c7e336-f01e-e711-80cf-001dd8003fe2 Type Status: Commercial - Profit

Select View.



Select an Action

Select an action for the APHIS/CDC FORM 1 APPLICATION FOR REGISTRATION FOR POSSESSION, USE, AND TRANSFER OF SELECT AGENTS AND TOXINS.

An entity will complete APHIS/CDC Form 1 to apply to possess, use, or transfer select agents and toxins (as described in 7 CFR part 331, 9 CFR part 121, and 42 CFR part 73). The APHIS/CDC Form 1 is also used to amend an approved registration.

View Amend Amendment History

Exit

Form 1 Uploads – Section Selection

Click on the section the file is associated with.

SECTION 1

SECTION 2

SECTION 3

SECTION 4

SECTION 5A

SECTION 5B

SECTION 5C

SECTION 6

SECTION 7A & 7C

SECTION 7B

Section 1 - Form 1 Data Completion

Entity Information

Entity Application Number

c0c7e336-f01e-e711-80cf-001dd8003fe2

Current Registration Number

20161010-1852

Entity Name

eFSAP Test Entity

83 of 100 characters left

Physical Address

1020 Valley Drive

83 of 100 characters left

City

Atlanta

43 of 50 characters left

State

Georgia

Additional Physical Address(es)

1021 Valley Drive, Atlanta GA 30029

Form 1 Uploads-Section 6

SECTION 1

SECTION 2

SECTION 3

SECTION 4

SECTION 5A

SECTION 5B

SECTION 5C

SECTION 6

SECTION 7A & 7C

SECTION 7B

Section 6 A/B

Buildings, Suites/Rooms

Building	Room/Suite	Tier 1	Suite	Number of Rooms	Storage	Biosafety Levels
Building 1	Room 1 - Non Tier 1 lab	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	BSL3; NIHBL3
	Room 2 - Non Tier 1 Storage Area	<input type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	No BSLs Assigned
	Room 3 - Tier 1 Lab and Storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	BSL3; NIHBL3
	Room 4 - Tier 1 Lab and Storage Suite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13	<input checked="" type="checkbox"/>	ABSL3; BSL3; NIHBL3
	Room 5 - Tier 1 Storage Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	No BSLs Assigned
Building 2	Room 1 - Tier 1 Lab and Storage Suite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	BSL2
	Room 2 - Tier 1 Storage Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	No BSLs Assigned

Upload an Entity Document

Upload

Documents

Search


Q

Original Name	Unique Document Identifier	Uploaded Date	Uploaded By	Document Category
GS Test 2.pdf	F1-3/23/2018 12:38:35 PM-Section 6-Flo...	3/23/2018 12:38:...	agency.user@...	Form 1
GS Test 8.pdf	F1-3/23/2018 11:48:02 AM-Section 6-Oth...	3/23/2018 11:48:...	agency.user@...	Form 1
GS Test 6.pdf	F1-3/23/2018 11:46:59 AM-Section 6-Oth...	3/23/2018 11:46:...	agency.user@...	Form 1
Upload Test - (1).pdf	F1-3/22/2018 12:37:48 PM-Section 6-Oth...	3/22/2018 12:37:...	devdcipasa@r...	Form 1
Upload Test - (7).pdf	F1-3/22/2018 10:51:57 AM-Section 6-Oth...	3/22/2018 10:51:...	devdcipasa@r...	Form 1

Uploads are organized in chronical order with most the recent date listed first.

Form 1 – Section 6 File Classification

Sections 6, 7a/c, and 7b have sub-categories

 Upload an Entity Document

Documents will be versioned. Old copies of documents may be available by accessing SharePoint

Step 1: Identify Document Data

* = Required

Form 1 *	Section 6
Section 6 *	Floor Plan ▼
Description	Floor Plan
	Other

After making the appropriate selections, the file can be uploaded.

Form 1 - Section 7a/c and 7b Sub-Categories

Sections 6, 7a/c, and 7b have sub-categories.

Step 1: Identify Document Data

* = Required

Form 1 *

Section 7a/c *

Description

- Attachment A
- Attachment B
- Attachment C
- Attachment D
- Attachment E
- Attachment F
- Attachment G
- Other

Step 2: Select the Document

No file chosen

Step 1: Identify Document Data

* = Required

Form 1 *

Section 7b *

Description

- Destruction Records
- Intra-entity Transfer Records
- Other

Form 2 Uploads

Select an Action

Select an action for the APHIS/CDC FORM 2 REQUEST TO TRANSFER SELECT AGENTS AND TOXINS.

The APHIS/CDC Form 2, Request to Transfer Select Agents and Toxins, is used by entities to request prior authorization of a transfer of select agent(s) or toxin(s) from the Federal Select Agent Program as required by regulations (7 CFR 331, 9 CFR 121, and 42 CFR 73). An importation or domestic movement permit (PPQ Form 526) for plant select agent pathogens is required under 7 CFR Part 330, in addition to an approved APHIS/CDC Form 2.

[Create Form 2](#)

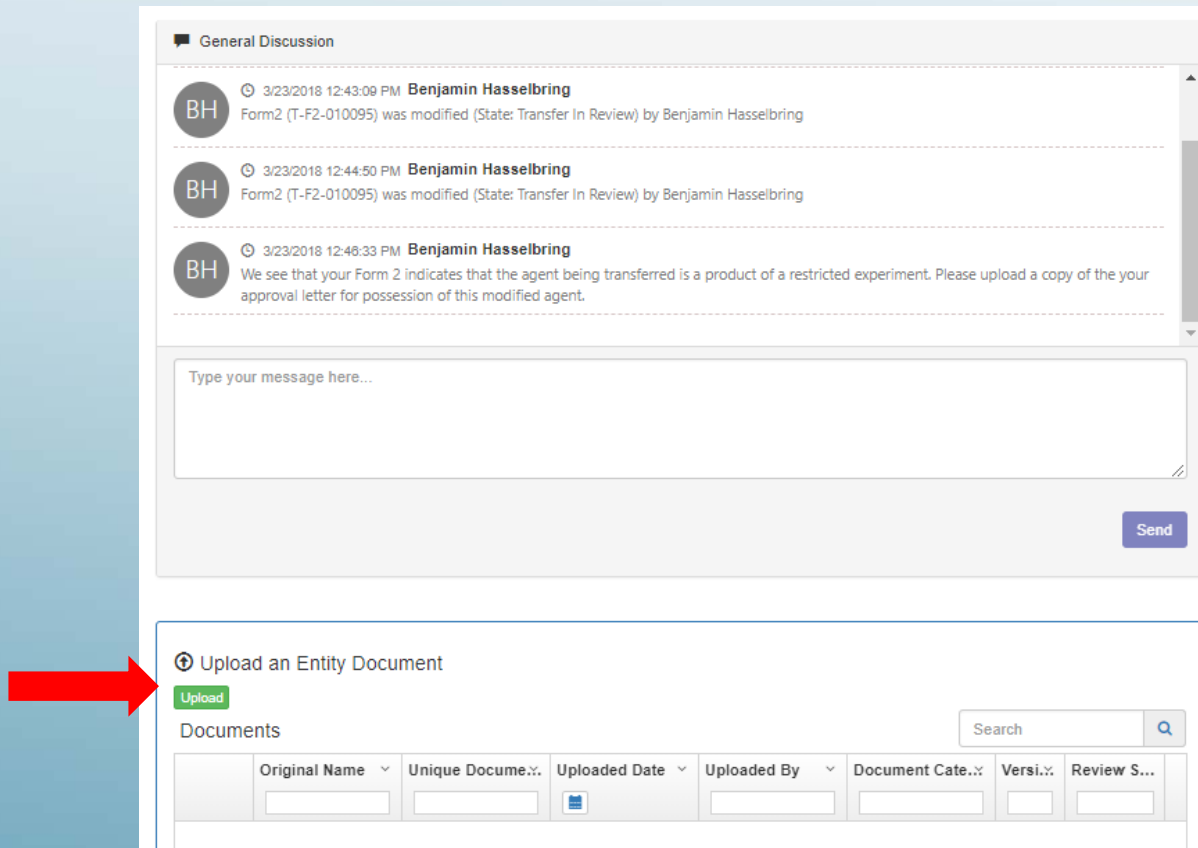
Id	Status	Date Created	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010001	Transfer Completed	9/25/17	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010052	Transfer Cancelled	11/28/17	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010053	Transfer Completed	11/28/17	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010058	Section3 Pending	12/13/17	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010090	Approved Section2 Pending	2/23/18	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010092	Transfer In Review	2/23/18	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010093	Transfer In Review	2/23/18	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010095	Transfer In Review	3/9/18	Edit Section 1	Edit Section 2	Edit Section 3

[Exit](#)

To begin, select the Form 2 and section with which the file is associated.

Form 2 Upload

Select the upload tab found at the bottom of the page.



General Discussion

BH 3/23/2018 12:43:09 PM **Benjamin Hasselbring**
Form2 (T-F2-010095) was modified (State: Transfer In Review) by Benjamin Hasselbring

BH 3/23/2018 12:44:50 PM **Benjamin Hasselbring**
Form2 (T-F2-010095) was modified (State: Transfer In Review) by Benjamin Hasselbring

BH 3/23/2018 12:48:33 PM **Benjamin Hasselbring**
We see that your Form 2 indicates that the agent being transferred is a product of a restricted experiment. Please upload a copy of the your approval letter for possession of this modified agent.

Type your message here...

Send

Upload an Entity Document

Upload

Documents

Search

	Original Name	Unique Docume...	Uploaded Date	Uploaded By	Document Cate...	Versi...	Review S...

Form 2 Upload the File

Step 1: Identify Document Data

* = Required

Transfer # (last 6 digits) *
24 characters remaining.

Document Type *

Description

Supporting Documentation

Response to Request for Information

Other

Step 2: Select the Document

Upload Example SD.docx

Form 3 Uploads

Select an Action

Select an action for the APHIS/CDC FORM 3 TO REPORT A THEFT, LOSS, OR RELEASE OF A SELECT AGENT OR TOXIN.

The discovery of a theft, loss, or a release of a select agent or toxin is required to be immediately reported (as described in 7 CFR 331, 9 CFR 121, and 42 CFR 73).

Create

View All

Location	Incident Date	Status	
Building 1 - Tier 1 Lab and Storage	12/11/2017	RequestForMoreInformation	<div>Edit</div> <div>Show History</div>

Exit

Select the Form 3 with which the file is associated.

The remainder of the upload process follows that of Forms 1 and 2.



Form 4 Uploads

Form 4 files are uploaded from within a specific Form 4.

Select the Form 4 with which the file is associated.

The remainder of the upload process follows that of Forms 1, 2, and 3.

APHIS/CDC FORM 4 TO REPORT THE IDENTIFICATION OF A SELECT AGENT OR TOXIN (as described in 7 CFR 331, 9 CFR 121, and 42 CFR 73).

Create Form 4A - Section A&B

Create Form 4B

Create Form 4C

View All

Form 4 Section ABs

Id	Select Agent	Status	Date Created	
CID-F4-010080	Francisella tularensis	Submitted	12/14/2017	View
CID-F4-010081	Francisella tularensis	Submitted	12/14/2017	View

Form 4A- Section CD's

Id	Select Agent	Status	Date Created	
CID-F4-010018	Francisella tularensis	Required	11/07/2017	View

Form 4B

Id	Select Agent	Status	Date Created
No 4B's have been created			

Form 4C

Id	Law Enforcement Agency	Status	Date Created
No 4C's have been created			

Exit



Live Demonstration of Uploading Documentation for Forms



Question and Answer



Additional Contact Information

- ❑ 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).

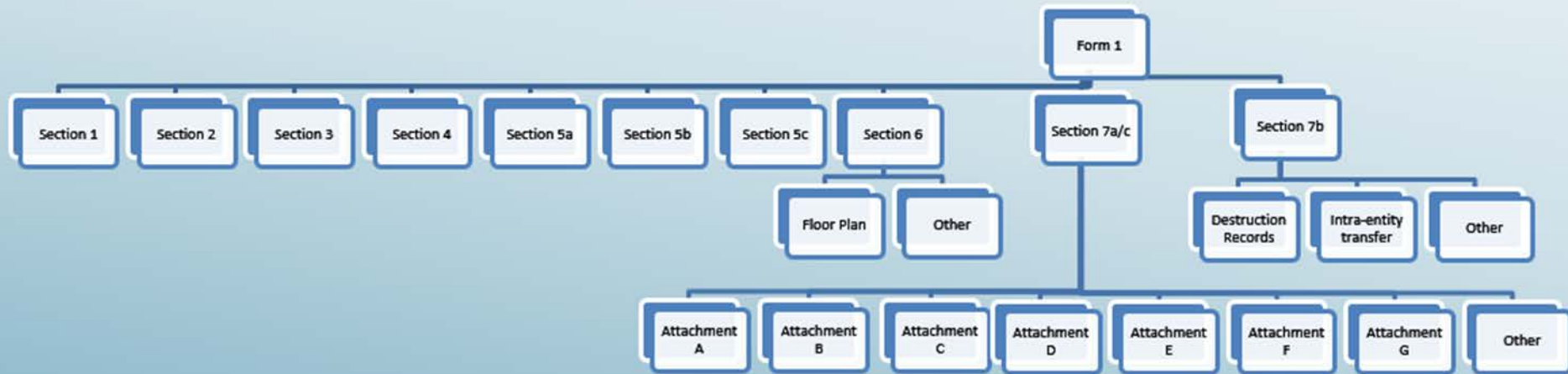


Reference Material:

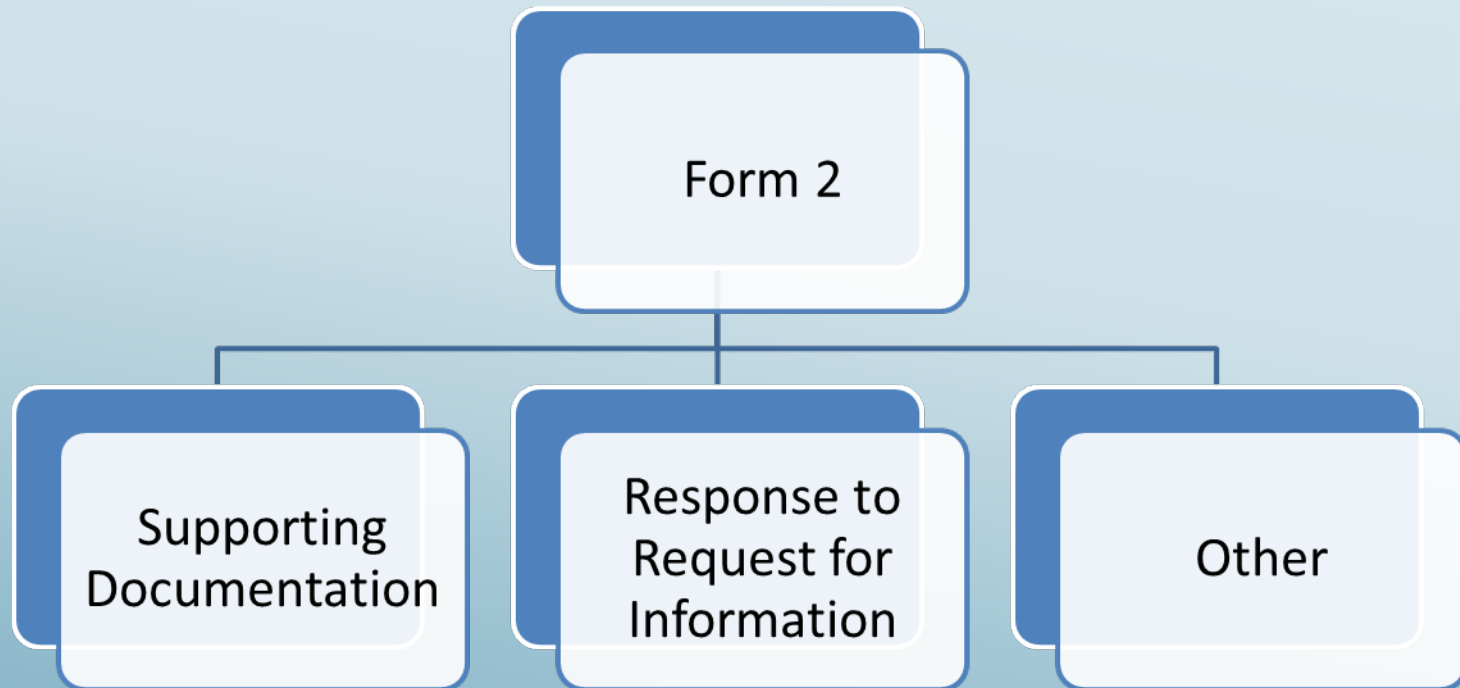
File upload options

Form 1

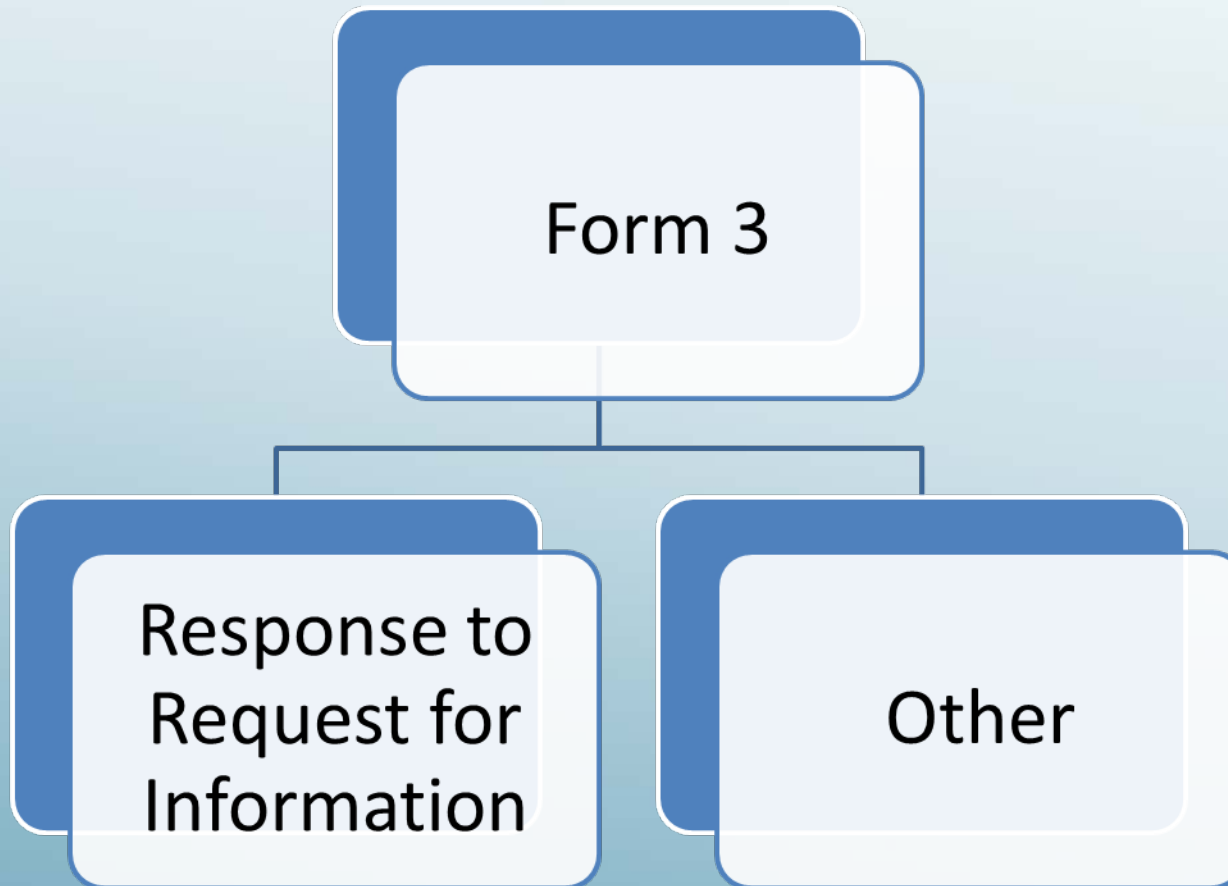
Files associated with Form 1 are uploaded at the bottom of each Form 1 section.



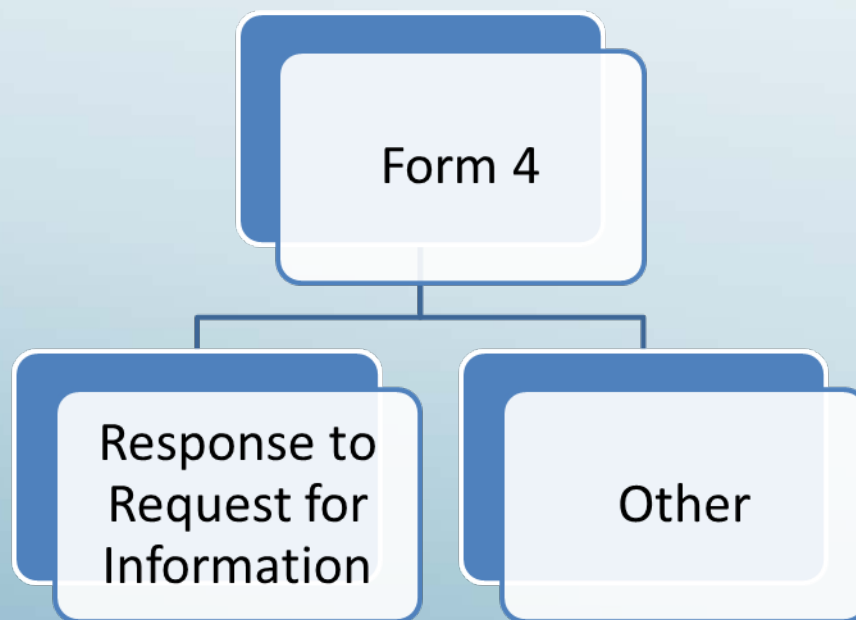
Form 2



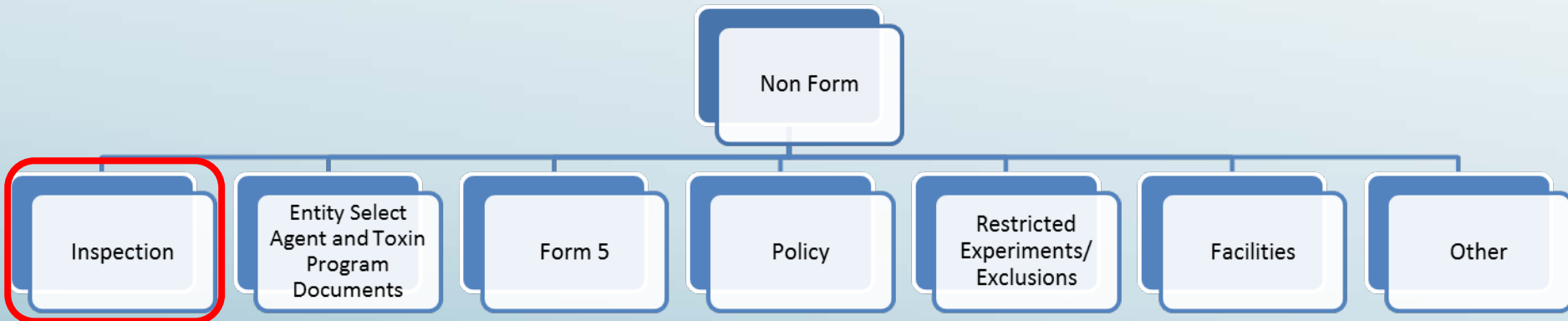
Form 3



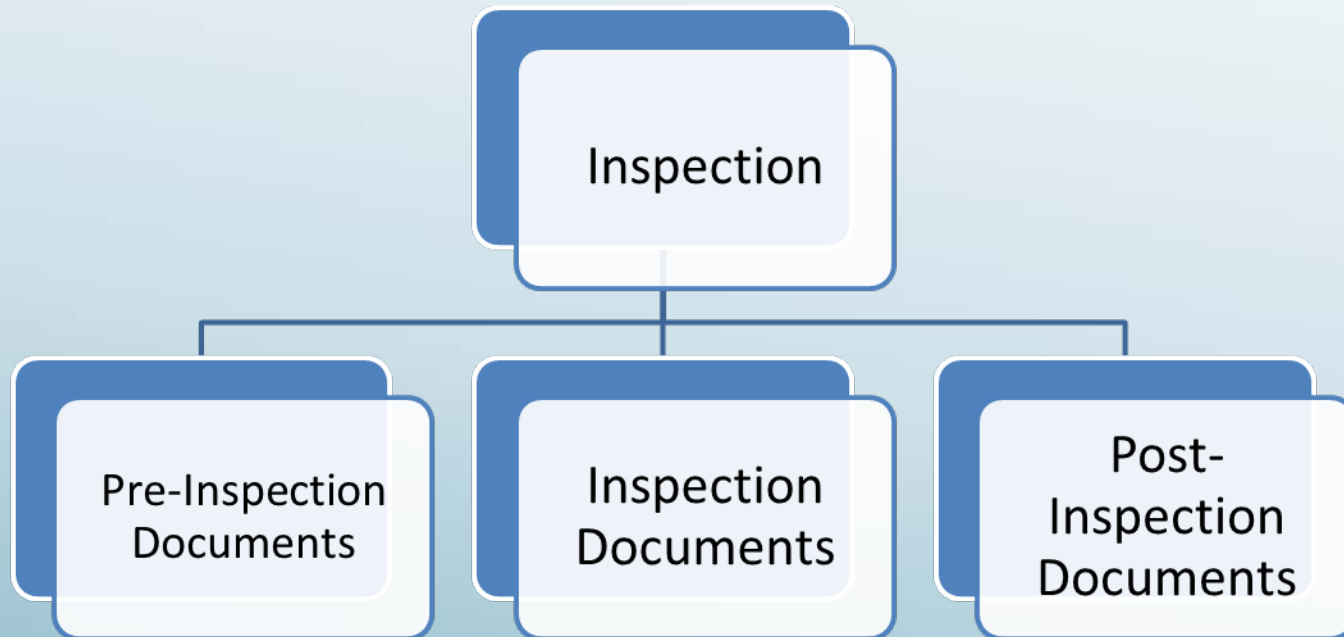
Form 4



Non-Form Uploads - Inspections



Inspection Sub-Categories





Inspection Sub-Categories List

Pre-Inspection

- Directions to Entity
- Entry Requirements
- Other

Inspection Documents (Collected on-site)

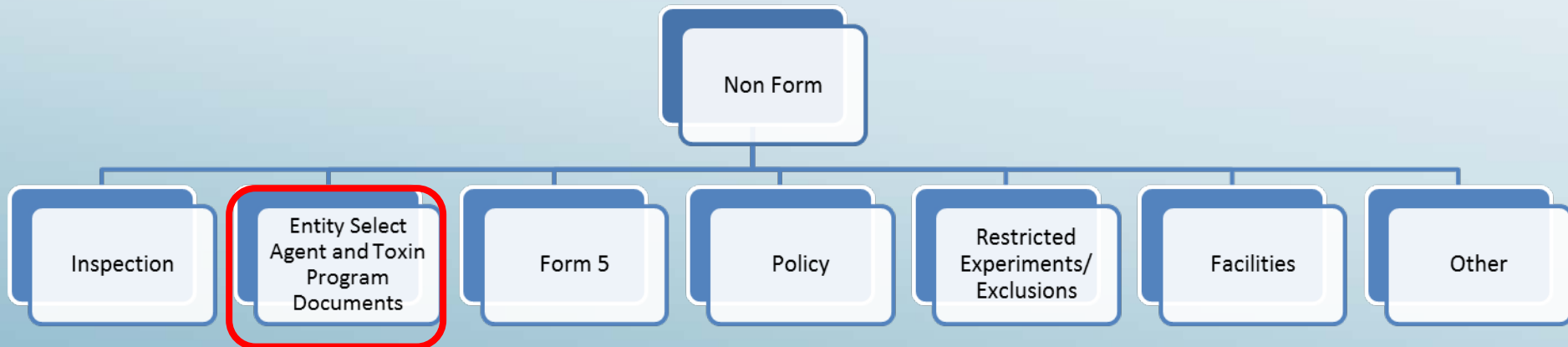
- | | | | |
|--|--|---|--|
| • Access Permissions | • Due Diligence Record | • Incident Response Risk Assessment | • Respiratory Protection Program Information |
| • Allergy Prevention Program Information | • Entity Self Inspection | • Incident Response SOP | • Security (Plan) Risk Assessment |
| • Allergy Prevention Program Record | • Exhaust HEPA Certification | • Incident Response SOP Review | • Security Drill/Exercise Documentation |
| • Animal/Plant Accounting Record | • Facility Initial Verification | • Insider Threat Awareness Information | • Security Plan |
| • Attendance list | • Facility Re-Verification | • Insider Threat Awareness Record | • Security Plan Review |
| • Biosafety Drill/Exercise Documentation | • Fit Testing Record | • Intra-entity Transfer Record | • Security Response Time Documentation |
| • Biosafety Plan | • Floor Plan | • Inventory Record | • Security SOP |
| • Biosafety Plan Review | • Form 2 | • Occupational Health Program Information | • Staff Access Records |
| • Biosafety Risk Assessment | • Form 3 | • Occupational Health Program Record | • Staff Laboratory Notebook |
| • Biosafety SOP | • Form 4 | • Other Standard Operating Procedure | • Staff Training Curriculum |
| • Biosafety SOP Review | • HVAC Information | • Other Standard Operating Procedure Review | • Staff Training Record |
| • BSC Certification | • IACUC Document | • Pest Management Information | • Tier 1 Suitability Information |
| • Chemical Hygiene Plan | • IBC Document | • Quarantine Information | • Tier 1 Suitability Record |
| • Chemical Hygiene Plan Review | • Inactivation Certificate | • Quarantine Record | • Visitor Access Record |
| • Decontamination System Information | • Inactivation Protocol | • Respiratory Protection Program Record | • Visitor Training Curriculum |
| • Decontamination System Validation | • Incident Report (non-Form 3) | | • Visitor Training Record |
| • Discrepancy Explanation | • Incident Response Drill/Exercise Documentation | | • Other |
| | • Incident Response Plan | | |
| | • Incident Response Plan Review | | |

Post -Inspection Documents

- | | | | |
|-------------------------|---|--|---------------------------------------|
| • Dispute of Inspection | • Response to Dispute of Inspection Finding | • Response to Inadequate Response Letter | • Response to Request for Information |
| • Finding | • Response to Immediate Action Report | • Response to -Inspection Report | • Other |

Non-Form Uploads

Files not related to Form 1-4 are organized into seven categories: Inspection, Entity Select Agent and Toxin Program Documents, Form 5, Policy, Restricted Experiments/Exclusions, Facilities, and Other.

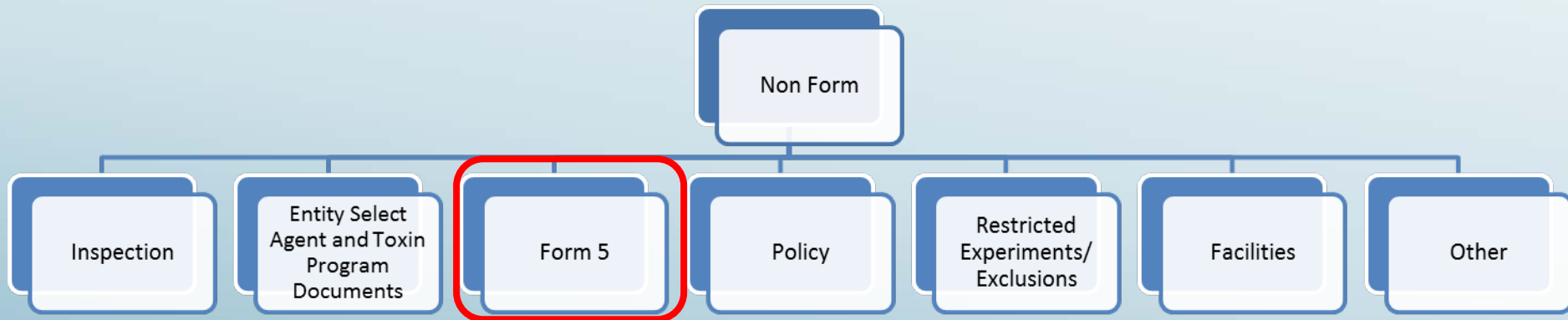


Entity Select Agent
and Toxin Program
Documents

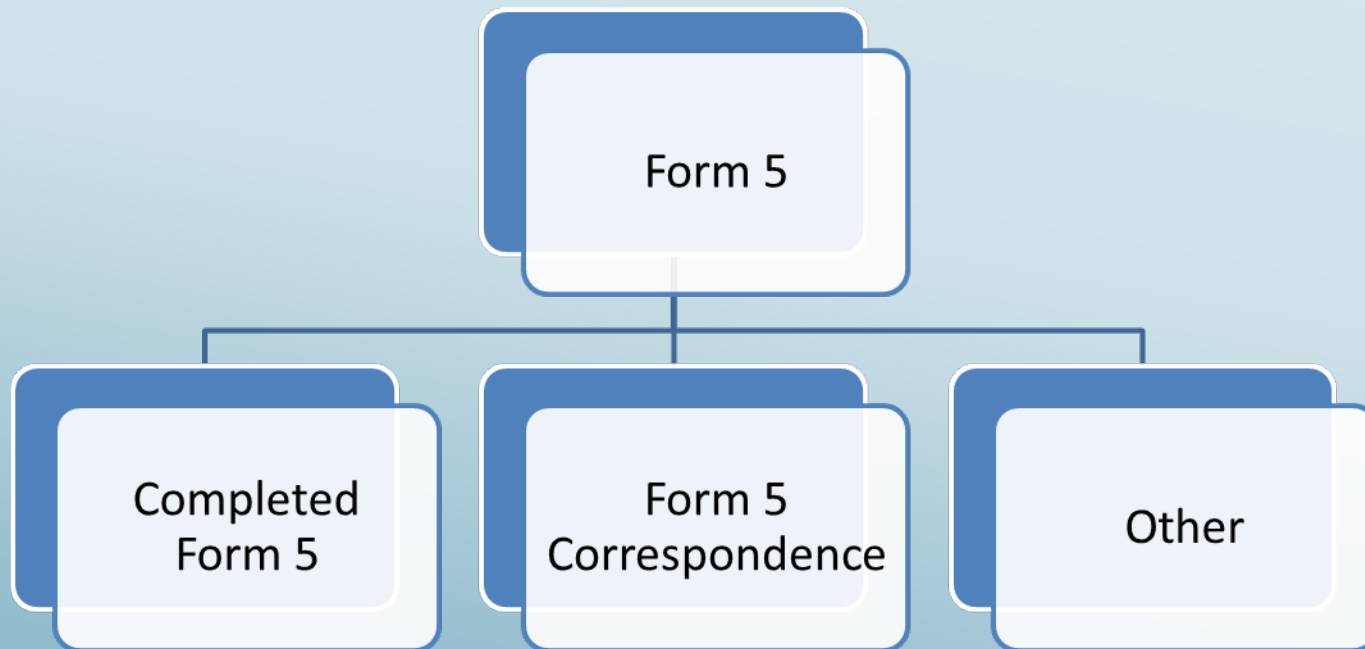
Entity Select Agent and Toxin Program Documents – Sub-Category List

<ul style="list-style-type: none"> • Access Permissions • Allergy Prevention Program Information • Allergy Prevention Program Record • Animal/Plant Accounting Record • Biosafety Drill/Exercise Documentation • Biosafety Plan • Biosafety Plan Review • Biosafety Risk Assessment • Biosafety SOP • Biosafety SOP Review • BSC Certification • Chemical Hygiene Plan • Chemical Hygiene Plan Review • Decontamination System Information • Decontamination System Validation 	<ul style="list-style-type: none"> • Discrepancy Explanation • Due Diligence Record • Entity Self Inspection • Exhaust HEPA certification • Facility Initial Verification • Facility Re-Verification • Fit Testing Record • HVAC Information • IACUC Document • IBC Document • Inactivation Certificate • Inactivation Protocol • Incident Response Drill/Exercise Documentation • Incident Response Plan • Incident Response Plan Review • Incident Response Risk Assessment 	<ul style="list-style-type: none"> • Incident Response SOP • Incident Response SOP Review • Insider Threat Awareness Information • Insider Threat Awareness Record • Intra-entity Transfer Record • Inventory Record • Occupational Health Program Information • Occupational Health Program Record • Other Standard Operating Procedure • Other Standard Operating Procedure Review • Quarantine Information • Quarantine Record • Respiratory Protection Program Record 	<ul style="list-style-type: none"> • Respiratory Protection Program Information • Security (Plan) Risk Assessment • Security Drill/Exercise Documentation • Security Plan • Security Plan Review • Security SOP • Staff Access Records • Staff Training Curriculum • Staff Training Record • Tier 1 Suitability Information • Tier 1 suitability Record • Visitor Access Record • Visitor Training Curriculum • Visitor Training Record • Other
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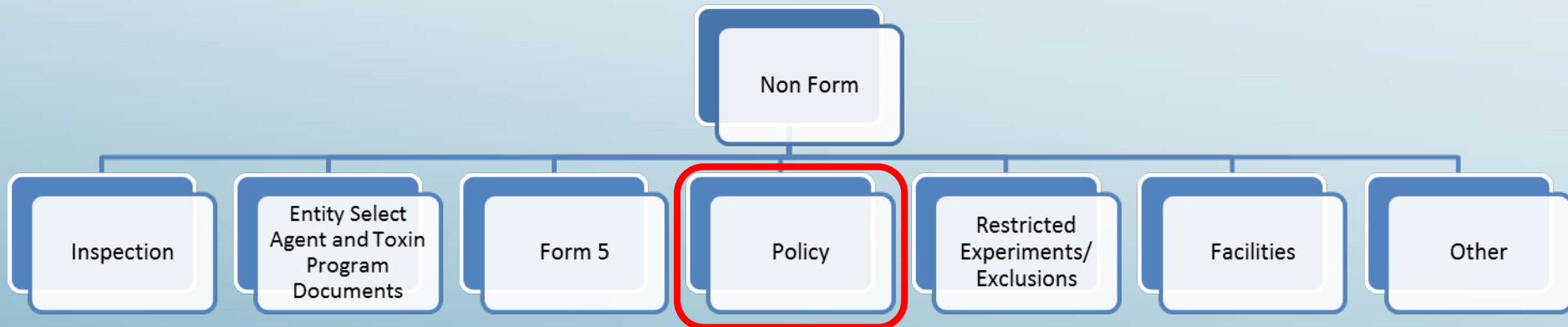
Form 5



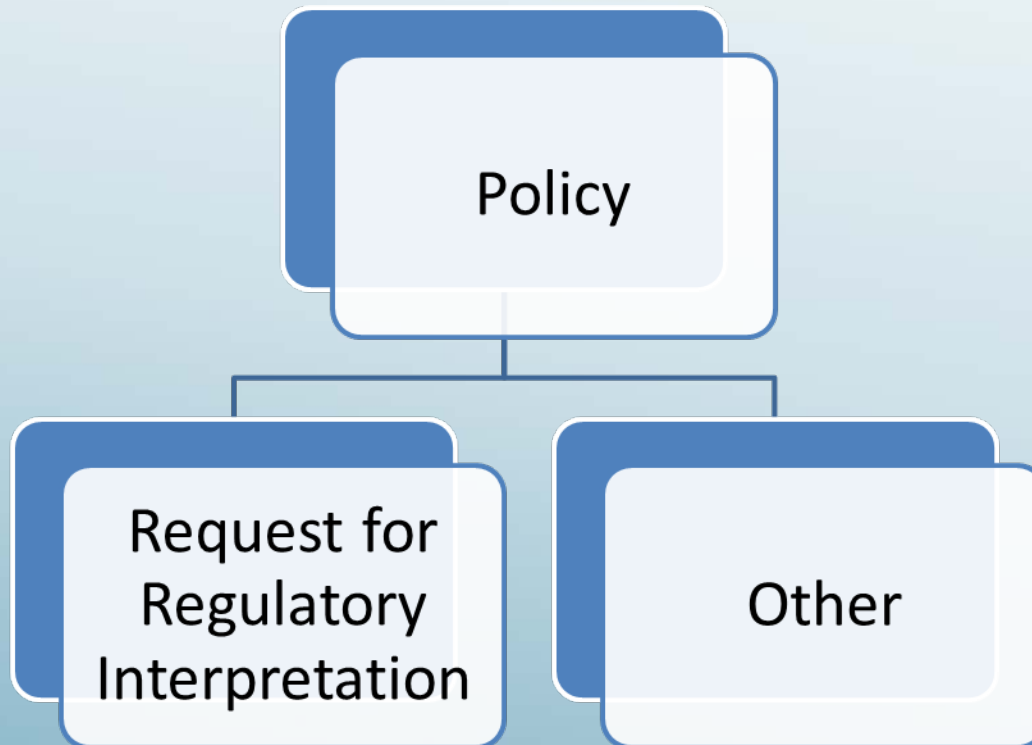
Form 5 Sub-Categories



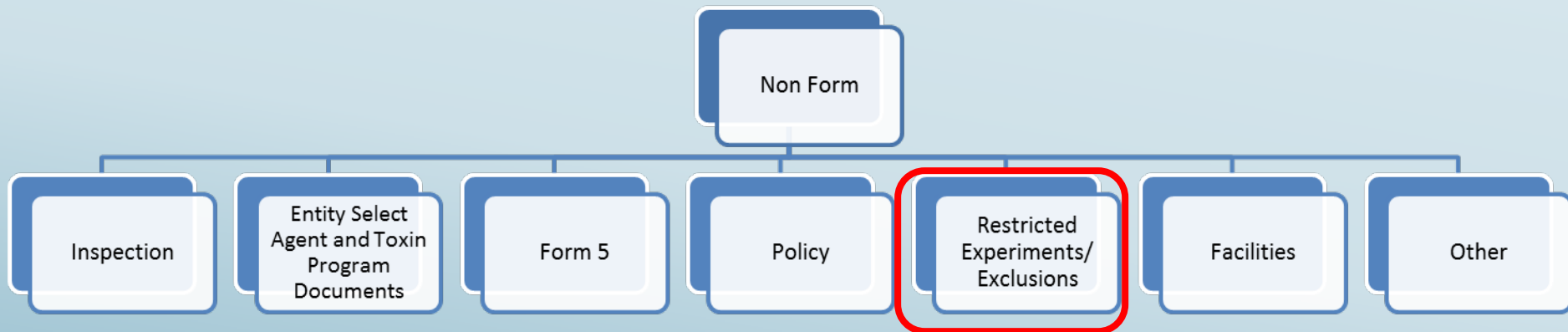
Policy



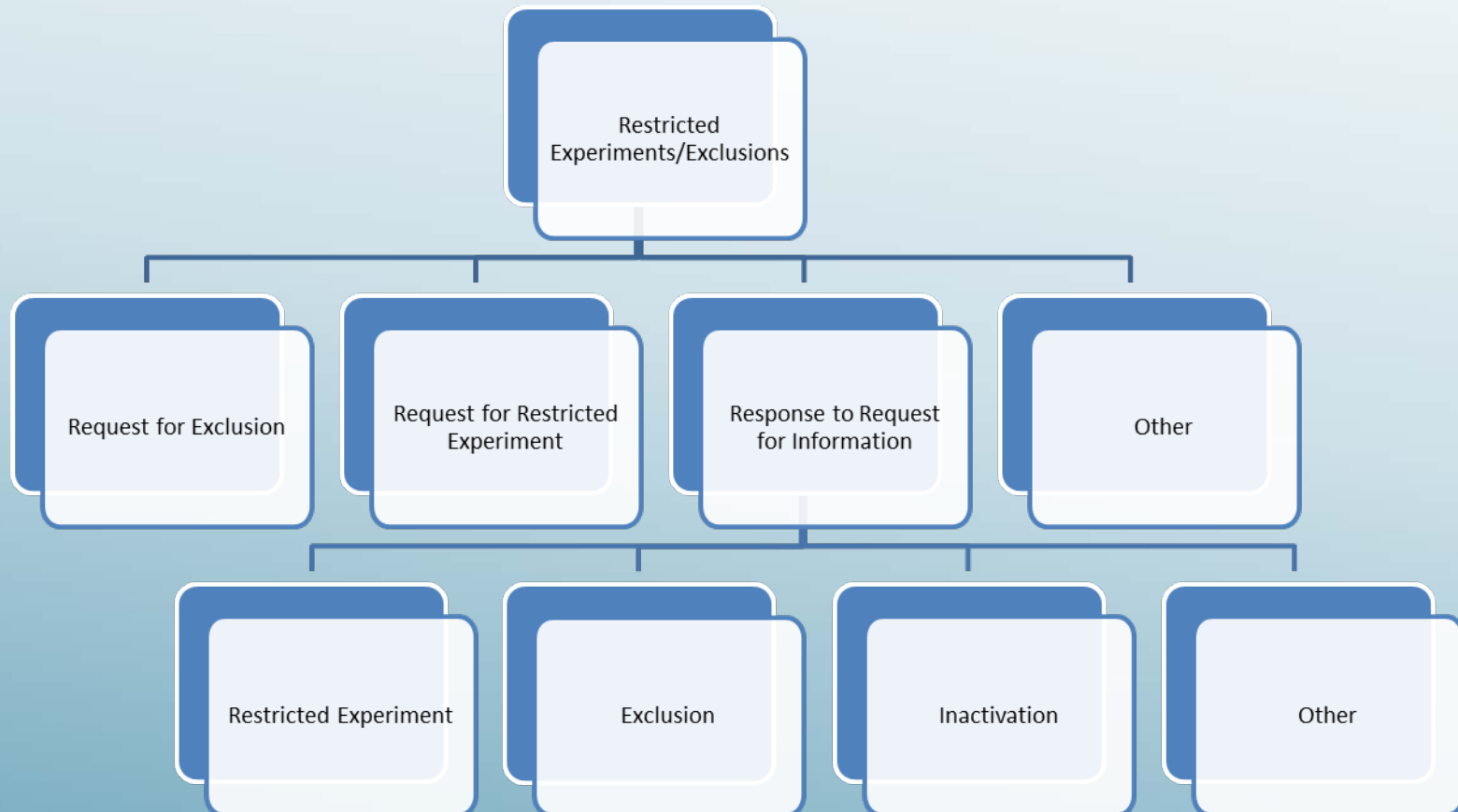
Policy Sub-Categories



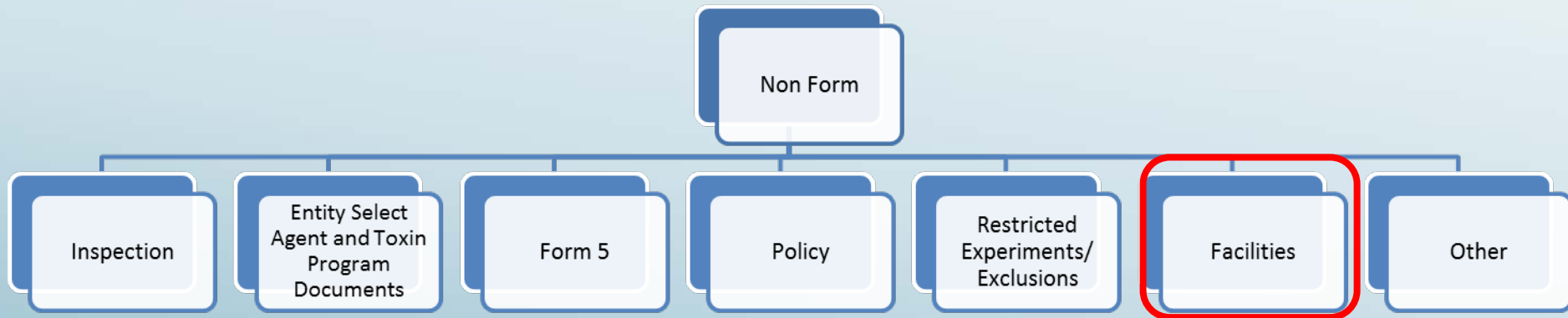
Restricted Experiments/ Exclusions



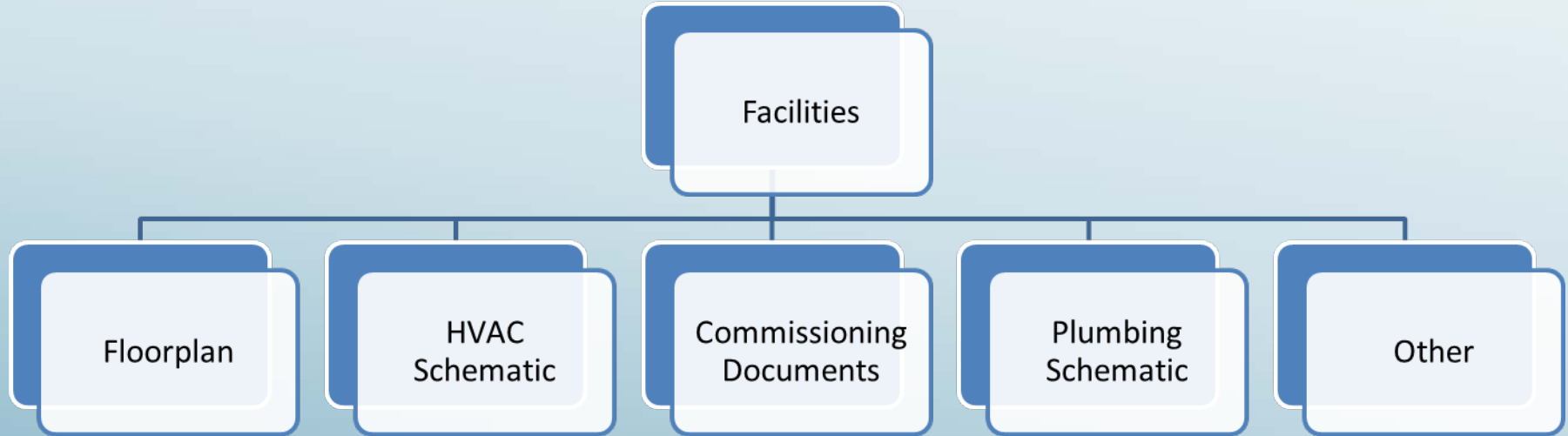
Response to Request for Information Sub-Categories



Facilities



Facilities Sub-Categories



Other

Documents can also be uploaded as “Other”.

