



Electronic Federal Select Agent Program (eFSAP) Information System - Updates

APHIS/CDC Form 1
Section 4 – Add/Remove/Modify/Reapply Personnel






APHIS/CDC FORM 1

Section 4, Personnel Changes



Federal Select Agent Program Information System


responsible.official4@dev.cdcsas.com
(responsible official4)
[Sign Out](#)

Form 1

Form 2

Form 3

Form 4

eFSAP Test Entity

LEAD AGENCY: CDC

REGISTRATION STATUS: Approved

REGISTRATION EXPIRES: 03/23/2022 

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

Registration #: 20200401-103033

Select Form 1
from your entity
home screen.



APHIS/CDC FORM 1

Section 4, Personnel Changes



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](#)

[Close](#)

Select “Amend” to initiate a personnel change.



APHIS/CDC FORM 1

Section 4, Personnel Changes



Select the type of amendment you would like to perform.

Amendment Selection

Welcome to the Form 1 Amendment page. Before we get started we need a little information. Below are the types of Amendments available for this form and actions specific to the Amendment.

Select the type of Amendment you would like to perform

- Section 1 - Change Entity Name, Abstract, or Type
- Section 1 - Change Entity Physical or Additional Address
- Section 2 - Sign Section 2
- Section 3 - Add Select Agent or Toxin
- Section 3 - Reactivate Select Agent or Toxin
- Section 4 - Add/Remove/Modify/Reapply Personnel**
- Section 4 - Change Responsible Official
- Section 5A - Modify Entity-Wide Security Assessment and Incident Response
- Section 5B - Modify Entity-Wide Biosafety/Biocontainment
- Section 5C - Modify Entry Requirements for Federal Select Agent Programs Inspectors
- Section 6 - Add New Building
- Section 6 - Add New Room or Suite
- Section 6 - Modify Building
- Section 6 - Modify Room or Suite
- Section 6 - Reactivate Room or Suite
- Section 6 - Remove Building
- Section 7AC - Add New Work Objective
- Section 7AC - Modify Work Objective and/or Attachment(s)
- Section 7AC - Remove Approved Work Objective



APHIS/CDC FORM 1

Section 4, Personnel Changes



For personnel changes, select “Section 4 Amendment” and click “Ok”.

A screenshot of a web application window titled 'Amendment Selection'. The window has a close button (X) in the top right corner. The main text reads: 'Welcome to the Form 1 Amendment page. Before we get started we need a little information. Below are the types of Amendments available for this form and actions specific to the Amendment.' Below this is a heading 'Select the type of Amendment you would like to perform' followed by a dropdown menu. The dropdown menu is open, showing the selected option: 'Section 4 - Add/Remove/Modify/Reapply Personnel'. At the bottom right of the window, there is a blue button labeled 'Ok' which is highlighted with a red square and a red arrow pointing to it from the left. The background of the application shows a registration status of 'Approved' and an expiration date of '03/23/2022'.



APHIS/CDC FORM 1

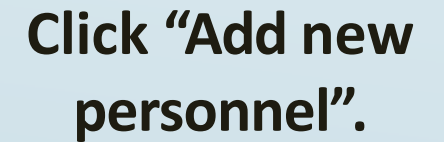
Section 4, Personnel Changes



APHIS/CDC Form 1

Section 4 – Add/Remove/Modify/Reapply Personnel

Add personnel

[illegible]



APHIS/CDC FORM 1

Section 4, Add Personnel



Enter:

1. Last name
2. First name
3. DOB
4. Click “generate new DOJ number”*
5. Indicate if Tier 1 access and/or responsibility for inventory

The screenshot shows the 'New Person' form with the following fields and annotations:

- Last Name:** 1. Smith (95 of 100 characters left)
- First Name:** 2. William (93 of 100 characters left)
- DOJ Number:** (Empty field)
- Date of Birth:** 3. 12/25/1980 (with a red arrow pointing to the 'Generate new DOJ number' button)
- Business E-mail Address:** e.g. user@website.com
- Title:** (Empty field)
- Business Telephone #:** () - - x
- Business Fax #:** () - - x
- Mailing Address (NOT a post office box):** (Empty field)
- City:** (Empty field)
- Emergency Telephone #:** () - - x
- State:** -- Select an op v
- Zip:** (Empty field)
- Tier 1 Access:** ☒ Tier 1 Access ☐ Inventory

*If the person being added already has a DOJ, the Responsible Official obtains the individual’s previously assigned DOJ number from FSAP and enters the information into eFSAP.




APHIS/CDC FORM 1


Section 4, Add Personnel





Assign Roles


Primary Roles


☐  RO *


☐  ARO

☐  Owner/Controller

☐  PI

☐  Laboratorian

☐  Animal Care Staff

☐  Unescorted visitors

Support Roles

☐ Maintenance

☐ Janitorial

☐ Administrative

☐ IT

☐ Other

☐ Safety

☐ Security

☐ Shipping/Receiving

Select a primary and/or support role. Multiple roles can be selected.

* The box for RO cannot be selected. Changes to the Responsible Official (RO) is a separate amendment.



APHIS/CDC FORM 1

Section 4, Add Personnel



Assign Roles

Primary Roles

☐ RO

☐ ARO

☐ Owner/Controller

☐ PI

☒ Laboratorian

☐ Animal Care Staff

☐ Unescorted visitors

Assigned PI:

Tier 1
Britney Beck
Killian Lopez
Sam Samuelson

Support Roles

☐ Maintenance

☐ Janitorial

☐ Administrative

☐ IT

☐ Other

☐ Safety

☐ Security

☐ Shipping/Receiving

A laboratorian requires an assigned PI who is responsible for supervising the laboratorian. A drop-down menu appears with the currently approved PIs. Multiple PIs can be selected.



APHIS/CDC FORM 1

Section 4, Add Personnel



SRA Information

Approval Status:Not Set

Initial Application Date

Not Set

Access Approval Date

Not Set

Access Withdrawal Date

Not Set

Close

Add personnel


Once all information is entered, the blue “Add personnel” button at the bottom of the page will become active. Select this button to add this person as pending to your registration.




APHIS/CDC FORM 1

Section 4, Add Personnel




 **Signature Required**

I certify that information and training on safety, security, and incident response for working with select agents and toxins has been or will be provided to the individuals listed above before they have access to select agents and toxins. Training will address the needs of the individual, the work being performed, and risks posed by the select agents and/or toxins. Annual refresher training will be provided for these individuals. Written records and the means used to verify that the individuals understood the training will be maintained for at least three years.

RO Signature:  **Date:**

responsible official4

Please type name as above. 

When adding a laboratorian, animal care staff, support staff, or an unescorted visitor, the RO or ARO will need to electronically sign the document to verify the person has been or will be trained.



APHIS/CDC FORM 1

Section 4, Add Personnel – ARO



Business E-mail Address: <input type="text" value="wsmith@efsap.com"/> 238 of 254 characters left	Title: <input type="text" value="Biosafety Officer"/> 83 of 100 characters left	<input checked="" type="checkbox"/> Tier 1 Access <input type="checkbox"/> Inventory
Business Telephone #: <input type="text" value="(404)555-5555 x_____"/>	Business Fax #: <input type="text" value="(404)555-5556 x_____"/>	Emergency Telephone #: <input type="text" value="(404)321-1234 x_____"/>
Mailing Address (NOT a post office box): <input type="text" value="1020 Valley Drive, Atlanta, GA"/> 170 of 200 characters left	City: <input type="text" value="Atlanta"/> 43 of 50 characters left	State: <input type="text" value="Georgia"/> Zip: <input type="text" value="30329-1234"/>
Assign Roles		
Primary Roles		
<input type="checkbox"/> RO	<input checked="" type="checkbox"/> ARO	<input type="checkbox"/> Owner/Controller
<input type="checkbox"/> Laboratorian	<input type="checkbox"/> Animal Care Staff	<input type="checkbox"/> Unescorted visitors
<input type="checkbox"/> PI		

If ARO is selected, you are required to enter contact information for the person.



APHIS/CDC FORM 1

Section 4, Add Personnel



The new person displays
in a “Pending” status until
the Access Status is
approved.

Last Name	First Name	DOJ#	Approval Stat.	Roles	Tier 1	Supervising Pls	Initial Applicat.	BRAG Received D.	Access Appro.	Access Expira.	Access Withd.		
k							Start Date End Date	Start Date End Date	Start Date End Date	Start Date End Date	Start Date End Date		
Kepler	Johannes	JK070812	Pending	Security	No		08/03/2020					Edit	History



APHIS/CDC FORM 1

Section 4, Add Personnel



The “Initial Application Date” will be the date that the person was added.




Last Name	First Name	DOJ#	Approval Stat.	Roles	Tier 1	Supervising Pls	Initial Applicat.	BRAG Received D.	Access Appro.	Access Expira.	Access Withd.		
<input type="text" value="k"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Start Date</div> <div>End Date</div>	<div>Start Date</div> <div>End Date</div>	<div>Start Date</div> <div>End Date</div>	<div>Start Date</div> <div>End Date</div>	<div>Start Date</div> <div>End Date</div>		
Kepler	Johannes	JK070812	Pending	Security	No		08/03/2020					Edit	History



APHIS/CDC FORM 1

Section 4, Add Personnel



 **Notifications**

Filter: All ▼

Archive Selected

Current ☒ Archived ☐ Flagged ☐

Select All	From	Type	Date And Time	Notification	
<input type="checkbox"/>					
<input type="checkbox"/>	responsible o...	Form1 View	8/3/2020 2:23:56 PM	Section 4 - Johannes Kepler with DOJ number JK070812 was added (State: Pending) by responsible official4	Flag



The action will show in your notification center.



APHIS/CDC FORM 1

Section 4, Add Personnel



If the person is approved to access BSAT:

- FSAP will update the “Access Approved” and “Access Expiration” dates
- The person’s Approval Status will change to “unrestricted”

Last Name	First Name	DOJ#	Approval Stat.	Roles	Tier 1	Supervising PIs	Initial Applicat.	BRAG Received D.	Access Appro.	Access Expira.	Access Withd.		
k							Start Date End Date	Start Date End Date	Start Date End Date	Start Date End Date	Start Date End Date		
Kepler	Johannes	JK070812	Unrestricted	Security	No		08/03/2020	08/03/2020	08/03/2020	08/03/2023		Edit	History





APHIS/CDC FORM 1

Section 4, Remove Personnel



APHIS/CDC Form 1

Section 4 – Add/Remove/Modify/Reapply Personnel

Remove personnel



APHIS/CDC FORM 1

Section 4, Remove Personnel



For personnel changes, select “Section 4 Amendment” and click “Ok”.

A screenshot of a web-based application window titled "Amendment Selection". The window has a white background and a thin grey border. At the top right is a close button (an 'x' icon). The main content area contains the following text: "Welcome to the Form 1 Amendment page. Before we get started we need a little information. Below are the types of Amendments available for this form and actions specific to the Amendment." Below this is a heading "Select the type of Amendment you would like to perform". Under the heading is a dropdown menu with the text "Section 4 - Add/Remove/Modify/Reapply Personnel" and a downward-pointing arrow. At the bottom right of the window is a blue button with the text "Ok". A red arrow points from the right side of the window towards the "Ok" button. The background of the application window is dark grey and shows some blurred text, including "REGISTRATION STATUS: Approved" and "REGISTRATION EXPIRES: 03/23/2022".



APHIS/CDC FORM 1

Section 4, Remove Personnel



Last Name	First Name	DOJ#	Approval Stat.	Roles	Tier 1	Supervising PIs	Initial Applicat.	BRAG Received D.	Access Appro.	Access Expira.	Access Withd.		
<input type="text" value="k"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>		
Kepler	Johannes	JK070812	Unrestricted	Security	No		08/03/2020	08/03/2020	08/03/2020	08/03/2023		Edit	History



To remove a person, click the edit button to the right of the person's information.



APHIS/CDC FORM 1

Section 4, Remove Personnel



SRA Information

Approval Status: Unrestricted

Initial Application Date: 08/03/2020

Access Approval Date: 08/03/2020

Access Expiration Date: 08/03/2023

Reason for removal

No longer requires access due to a change in job duty

No longer part of select agent program

No longer employed at the entity

Deceased

Assumed a position at another entity

Entity registration is being withdrawn

Other

Buttons: Close, Remove, Update, Finalize

Reason for removal dropdown: No longer employed at the entity

Finalize button: Finalize

1. Select “Remove”

2. The “Reason for Removal” dropdown becomes active and contains drop-down selectors. Choose one or choose the other and type a reason in the text box.

3. Select “Finalize”



APHIS/CDC FORM 1

Section 4, Remove Personnel



Section 4 - Entity Personnel

All ☐ Pending ☐ Unrestricted ☐ **Withdrawn ☒** Expired ☐ Restricted ☐ Denied ☐

All ☒ RO/ARO Personnel ☐ Principal Investigator ☐ Science Personnel ☐ Support Personnel ☐



Last Name	First Name	DOJ#	Approval Stat.▼	Roles	Tier 1	Supervising PIs	Initial Applicat.▼	BRAG Received D.▼	Access Appro.▼	Access Expira.▼	Access Withd.▼	▼	▼
<input type="text" value="ke"/>	<input type="text" value="j"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>		
Kepler	Johannes	JK070812	Withdrawn	Security	No		08/03/2020	08/03/2020	08/03/2020	08/03/2023	08/03/2020	Edit	History

The removed person will immediately show up on your entity's list of withdrawn personnel, the "Access Withdrawn Date" will be the same date the person was removed.



APHIS/CDC FORM 1

Section 4, Remove Personnel - PI



Assign Roles

Primary Roles

☐ RO

☐ ARO

☐ Owner/Controller

☒ PI

☐ Laboratorian

☐ Animal Care Staff

☐ Unescorted visitors

Support Roles

☐ Maintenance

☐ Janitorial

☐ Administrative

☐ IT

☐ Other

☐ Safety

☐ Security

☐ Shipping/Receiving

Approved Work Objectives

#WO001149.001.001 - Status: Approved

SRA Information

Approval Status: <u>Unrestricted</u>	Initial Application Date: 08/05/2020	Access Approval Date: 08/05/2020	Access Expiration Date: 08/05/2023
--------------------------------------	--------------------------------------	----------------------------------	------------------------------------

Assignment Status: Active

Information

You cannot remove this PI because they are associated with an Agent Strain in Section 7B.
You cannot remove this PI because they are the only PI on a Draft, Pending, Approved or Suspended Work Objective.

CloseRemoveUpdate

A PI cannot have any strains assigned in Section 7B and cannot be a solo PI on approved work objectives prior to the PI being removed from Section 4.

The warnings at the bottom will alert the user why the PI cannot be removed.



APHIS/CDC FORM 1

Section 4, Remove Personnel - PI



Assign Roles

Primary Roles

☐ RO ☐ ARO ☐ Owner/Controller ☒ PI

☐ Laboratorian ☐ Animal Care Staff ☐ Unescorted visitors

Support Roles

☐ Maintenance ☐ Janitorial ☐ Administrative ☐ IT ☐ Other

☐ Safety ☐ Security ☐ Shipping/Receiving

Approved Work Objectives

No approved work objectives

SRA Information

Approval Status: <u>Unrestricted</u>	Initial Application Date	02/25/2019	Access Approval Date	02/25/2019	Access Expiration Date	02/25/2022
Assignment Status: <u>Unassigned</u>						

Close Remove Update

When the PI has no strains and no solo Work Objectives, the warnings will not appear, and the Remove button will be available.

Upon clicking Remove, the PI will automatically be removed as a supervising PI and a popup will list all individuals who will need to be assigned a new one.

webapp.ipsastest.com says

Upon proceeding with this change, the following individuals will be left without a supervising PI. After proceeding, please update these personnel to assign them a new supervising PI.:

Gregor Mendel, DOJ: CM070521

OK Cancel



APHIS/CDC FORM 1

Section 4, Modify Personnel



APHIS/CDC Form 1

Section 4 – Add/Remove/Modify/Reapply Personnel

Modify personnel



APHIS/CDC FORM 1

Section 4, Modify Personnel



Select the type of amendment you would like to perform.

Amendment Selection

Welcome to the Form 1 Amendment page. Before we get started we need a little information. Below are the types of Amendments available for this form and actions specific to the Amendment.

Select the type of Amendment you would like to perform

- Section 1 - Change Entity Name, Abstract, or Type
- Section 1 - Change Entity Physical or Additional Address
- Section 2 - Sign Section 2
- Section 3 - Add Select Agent or Toxin
- Section 3 - Reactivate Select Agent or Toxin
- Section 4 - Add/Remove/Modify/Reapply Personnel**
- Section 4 - Change Responsible Official
- Section 5A - Modify Entity-Wide Security Assessment and Incident Response
- Section 5B - Modify Entity-Wide Biosafety/Biocontainment
- Section 5C - Modify Entry Requirements for Federal Select Agent Programs Inspectors
- Section 6 - Add New Building
- Section 6 - Add New Room or Suite
- Section 6 - Modify Building
- Section 6 - Modify Room or Suite
- Section 6 - Reactivate Room or Suite
- Section 6 - Remove Building
- Section 7AC - Add New Work Objective
- Section 7AC - Modify Work Objective and/or Attachment(s)
- Section 7AC - Remove Approved Work Objective



APHIS/CDC FORM 1

Section 4, Modify Personnel



Select the edit button
next to the person you
want to modify.

Section 4 - Entity Personnel

All ☐ Pending ☐ Unrestricted ☒ Withdrawn ☐ Expired ☐ Restricted ☐ Denied ☐

All ☒ RO/ARO Personnel ☐ Principal Investigator ☐ Science Personnel ☐ Support Personnel ☐

Last Name	First Name	DOJ#	Approval Status	Roles	Tier 1	Supervising PIs	Initial Applicatio...	BRAG Received D...	Access Approval...	Access Expiration...	Access Withdra...		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Start Date</div> <div>End Date</div>	<div>Start Date</div> <div>End Date</div>	<div>Start Date</div> <div>End Date</div>	<div>Start Date</div> <div>End Date</div>	<div>Start Date</div> <div>End Date</div>		
Lancaster II	Luke	LL070201	Unrestricted	Laboratorian	Yes	Alexander Fleming	10/25/2017	10/30/2017	11/01/2017	11/01/2020		Edit	History





APHIS/CDC FORM 1

Section 4, Modify Personnel



1. Modify the fields accordingly

2. A signature will be required for changes to all personnel other than RO/ARO/PIs

3. Select the blue update button on the bottom of the page

Edit - Luke Lancaster II

Last Name:

Lancaster II

88 of 100 characters left

First Name:

Luke

96 of 100 characters left

DOJ Number:

LL070201

Date of Birth:

05/05/1970

Business E-mail Address:

e.g. user@website.com

Title:

☒ Tier 1 Access

☐ Inventory

Business Telephone #:

() - - x

Business Fax #:

() - - x

Emergency Telephone #:

() - - x

Mailing Address (NOT a post office box):

City:

State:

-- Select an option --

Zip:

Assign Roles

Primary Roles

☐ RO

☐ ARO

☐ Owner/Controller

☐ PI

☒ Laboratorian

☐ Animal Care Staff

☐ Unescorted visitors

Assigned PI:

Tier 1

Alexander Bell

Daniel Bernoulli

George Carver

Alexander Fleming

Support Roles

☐ Maintenance

☐ Janitorial

☐ Administrative

☐ IT

☐ Other

☐ Safety

☐ Security

☐ Shipping/Receiving

Signature Required

I certify that information and training on safety, security, and incident response for working with select agents and toxins has been or will be provided to the individuals listed above before they have access to select agents and toxins. Training will address the needs of the individual, the work being performed, and risks posed by the select agents and/or toxins. Annual refresher training will be provided for these individuals. Written records and the means used to verify that the individuals understood the training will be maintained for at least three years.

RO Signature:

responsible official4

Date:

04/29/2019

Please type name as above.

Previous Signer responsible official4

SRA Information

Approval Status:Unrestricted

Initial Application Date

10/25/2017

Access Approval Date

11/01/2017

Access Expiration Date

11/01/2020

Close

Remove

Update



APHIS/CDC FORM 1

Section 4, Modify Personnel



Notifications

Filter: All ▼

Archive Selected Current ☒ Archived ☐ Flagged ☐

Select All	From	Type	Date And Time	Notification	
<input type="checkbox"/>					
<input type="checkbox"/>	responsible o...	Form1 View	9/9/2020 9:48:28 AM	Section 4 - Alexander Bell with DOJ number JS070245 was modified by responsible official4	Flag
<input type="checkbox"/>	responsible o...	Form1 View	9/9/2020 9:47:55 AM	Section 4 - Gregor Mendel with DOJ number JJ070277 was modified by responsible official4	Flag
<input type="checkbox"/>	responsible o...	Form1 View	9/9/2020 9:47:26 AM	Section 4 - Daniel Bernoulli with DOJ number KL070225 was modified by responsible official4	Flag
<input type="checkbox"/>	responsible o...	Form1 View	9/9/2020 9:46:52 AM	Section 4 - Luke Lancaster II with DOJ number LL070201 was modified by responsible official4	Flag

The notification center will update to reflect that the person was modified.



APHIS/CDC FORM 1

Section 4, Reapply Personnel



APHIS/CDC Form 1

Section 4 – Add/Remove/Modify/Reapply Personnel

Reapply personnel



APHIS/CDC FORM 1

Section 4, Reapply Personnel



Select the type of amendment you would like to perform.

Amendment Selection

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- Section 3 - Add Select Agent or Toxin
- Section 3 - Reactivate Select Agent or Toxin
- Section 4 - Add/Remove/Modify/Reapply Personnel**
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- Section 5C - Modify Entry Requirements for Federal Select Agent Programs Inspectors
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- Section 6 - Add New Room or Suite
- Section 6 - Modify Building
- Section 6 - Modify Room or Suite
- Section 6 - Reactivate Room or Suite
- Section 6 - Remove Building
- Section 7AC - Add New Work Objective
- Section 7AC - Modify Work Objective and/or Attachment(s)
- Section 7AC - Remove Approved Work Objective



APHIS/CDC FORM 1

Section 4, Reapply Personnel



Section 4 - Entity Personnel

☒ All ☐ Pending ☐ Unrestricted ☐ Withdrawn ☐ Expired ☐ Restricted ☐ Denied

☒ All ☐ RO/ARO Personnel ☐ Principal Investigator ☐ Science Personnel ☐ Support Personnel

Last Name	First Name	DOJ#	Approval Status	Roles	Tier 1	Supervising Pls	Initial Applicatio...	BRAG Received D...	Access Approval...	Access Expiratio...	Access Withdra...		
<input type="text" value="r"/>	<input type="text" value="S"/>	<input type="text"/>	<input type="text" value="with"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text"/>	<input type="text"/>
Ride	Sally	SR070819	Withdrawn	Principal Investig...	No		08/26/2020	08/01/2020	08/26/2020	08/26/2023	08/27/2020	<input checked="" type="button" value="Edit"/>	<input type="button" value="History"/>



Toggle to All Users and click “Edit” for the person you wish to reapply.



APHIS/CDC FORM 1

Section 4, Reapply Personnel



1. Select “Reapply”

2. You will receive a pop-up warning box stating: This person's approval status will be reset to 'Pending', and their existing access dates and role(s) will be cleared. Are you sure?

3. Select OK to continue

Assign Roles

Primary Roles

☐ RO

☐ ARO

☐ Owner/Controller

☐ PI

☐ Laboratorian

☐ Animal Care Staff

☐ Unescorted visitors

Support Roles

☐ Maintenance

☐ Janitorial

☐ Administrative

☐ IT

☐ Other

☐ Safety

☒ Security

☐ Shipping/Receiving

Reason Removed

No longer employed at the entity

SRA Information

Approval Status: Withdrawn

Initial Application Date08/03/2020

Access Approval Date08/03/2020

Access Withdrawal Date08/03/2020

Close

Reapply


Update





APHIS/CDC FORM 1

Section 4, Modify Personnel




 **Notifications**

Filter: All 

 Archive Selected

Current ☒ Archived ☐ Flagged ☐

Select All	From	Type	Date And Time	Notification	
<input type="checkbox"/>					
<input type="checkbox"/>	Branch Chief	Form1 View	9/9/2020 9:34:44 AM	Section 4 - Sally Ride with DOJ number SR070819 was reapplied by Branch Chief	 Flag

The notification center will update to reflect that the person was modified.



APHIS/CDC FORM 1

Section 4, Reapply Personnel



Last Name ▲ ▼	First Name ▼	DOJ# ▼	Approval Status ▼	Roles ▼	Tier 1 ▼	Supervising Pls ▼	Initial Applicatio... ▼	BRAG Received D... ▼	Access Approval... ▼	Access Expiratio... ▼	Access Withdra... ▼	▼	▼
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Ride	Sally	SR070819	Pending		No		09/09/2020					Edit	History



The person's role and additional statuses are reset (e.g., Tier 1 status is reset). The entity will receive a daily notification until the person is assigned a new role.

Their SRA initial date is reset to the date you click reapply and their status is set as pending.



APHIS/CDC FORM 1

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Additional Assistance

- The eFSAPResource 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 eFSAPCustomer 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).