



eFSAP APHIS/CDC Form 1 Amendments

Section 4 Amendment: Change Responsible Official



Section 1 Amendment: Section 4 – Change Responsible Official

Click Form 1 on your entity's landing page.

The screenshot shows a web interface for the University of Select Agents. At the top, there is a navigation bar with links for Home, Form 1 (highlighted with a red box), Form 2, Form 3, Form 4, Inspections, and Admin Center. Below the navigation bar, the page title is "University of Select Agents".

The registration details are displayed in a grid format:

- LEAD AGENCY: CDC
- REGISTRATION STATUS: Approved
- REGISTRATION EXPIRES: 01/30/2022 (with a download icon)
- Facility Address: [Redacted]
- Registration #: 20200130-091620
- Responsible Official Name: [Redacted]
- Responsible Official Business #:
- Responsible Official Emergency #:
- Primary FSAP POC: [Redacted]
- Primary POC Office #: 123-456-7890
- Primary POC Mobile #: 999-124-7891
- Secondary FSAP POC: [Redacted]
- Secondary POC Office #: [225-222-2222](tel:225-222-2222)
- Secondary POC Mobile #: 333-333-3333

Below the registration details is a "Notifications" section with a bell icon. It includes a button for "Archive Selected" and radio buttons for "Current" (selected), "Archived", and "Flagged".

Select All	From	Type	Date And Time	Notification
<input type="checkbox"/>				

Section 1 Amendment: Section 4 – Change Responsible Official

Select “Amend”.

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](#)

[Exit](#)

Section 1 Amendment: Section 4 – Change Responsible Official

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

Select the type of Amendment you would like to perform

Section 4 - Change Responsible Official

Current Responsible Official: Sam Edwin

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

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 4 - Change Responsible Official

Current Responsible Official: Sam Edwin

Please select the new Responsible Official:

Bill Buckley
Britney Beck
Chase Mason
David Alexander
David Howard
David Worth
Erica Erickson
FBI Test FBI Test
Henry Henderson
James Watson
Jane Doe
Jeff Jeffries
Jerry Jarvis
John Kline
Johnson James
Johnson Smith
Kilian Lopez
Luke Lancaster
Robinson Tim

Section 1 Amendment: Section 4– Change Responsible Official

Enter cover letter text, and click **OK**.

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 4 - Change Responsible Official

Current Responsible Official: Sam Edwin

Please select the new Responsible Official:

Britney Beck

Complete your cover letter for this amendment:

Change the RO from Sam Edwin to Britney Beck.

Ok

webapp.ipsastest.com says

Proceeding will create the amendment in a draft state. The draft may be withdrawn later from the Amendment Review and Discussion page.

Ok Cancel

A dialog box will appear. Click **OK**.

Section 1 Amendment: Section 4 – Change Responsible Official

Enter information for the new RO.

Last Name: <input type="text" value="Beck"/> 96 of 100 characters left	First Name: <input type="text" value="Britney"/> 93 of 100 characters left	
DOJ Number: <input type="text" value="BB070202"/>		
Date of Birth: <input type="text" value="02/28/1982"/>		
Business E-mail Address: <input type="text" value="e.g. user@website.com"/>	Title: <input type="text"/>	<input type="checkbox"/> Tier 1 Access <input checked="" type="checkbox"/> Inventory
Business Telephone #: <input type="text" value="() - - x"/>	Business Fax #: <input type="text" value="() - - x"/>	Emergency Telephone #: <input type="text" value="() - - x"/>
Mailing Address (NOT a post office box): <input type="text"/>	City: <input type="text"/>	State: <input type="text" value="-- Select an oj"/> Zip: <input type="text" value=" - -"/>

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 1 Amendment: Section 4 – Change Responsible Official

The RO role is automatically selected. Make additional selections if needed.

 Assign Roles

Primary Roles

<input checked="" type="checkbox"/>  RO	<input type="checkbox"/>  ARO	<input type="checkbox"/>  Owner/Controller	<input checked="" type="checkbox"/>  PI
<input type="checkbox"/>  Laboratorian	<input type="checkbox"/>  Animal Care Staff	<input type="checkbox"/>  Unescorted visitors	<a data-bbox="1709 735 2079 825" href="#">Remove As Supervisor from All Personnel

Support Roles

<input type="checkbox"/> Maintenance	<input type="checkbox"/> Janitorial	<input type="checkbox"/> Administrative	<input type="checkbox"/> IT	<input type="checkbox"/> Other
<input type="checkbox"/> Safety	<input type="checkbox"/> Security	<input type="checkbox"/> Shipping/Receiving		

Section 1 Amendment: Section 4 – Change Responsible Official

Click **Save and Proceed**. Save and Proceed button will become active when all required information is completed.

SRA Information

SRA Status: Unrestricted
Assignment Status: Active

SRA Initial Date **06/02/2016** SRA Approved Date **08/16/2016** SRA Expiration Date **11/18/2019**

Cancel **Save and Proceed**

A dialog box will appear. Click **OK**.

webapp.ipsastest.com says
Amendment data updated.

OK

Section 1 Amendment: Section 4 – Change Responsible Official

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

Amendment Review and Discussion

Amendment Cover Letter

General Discussion

Type your message here...

Send

Withdraw Amendment

Review or Make Changes

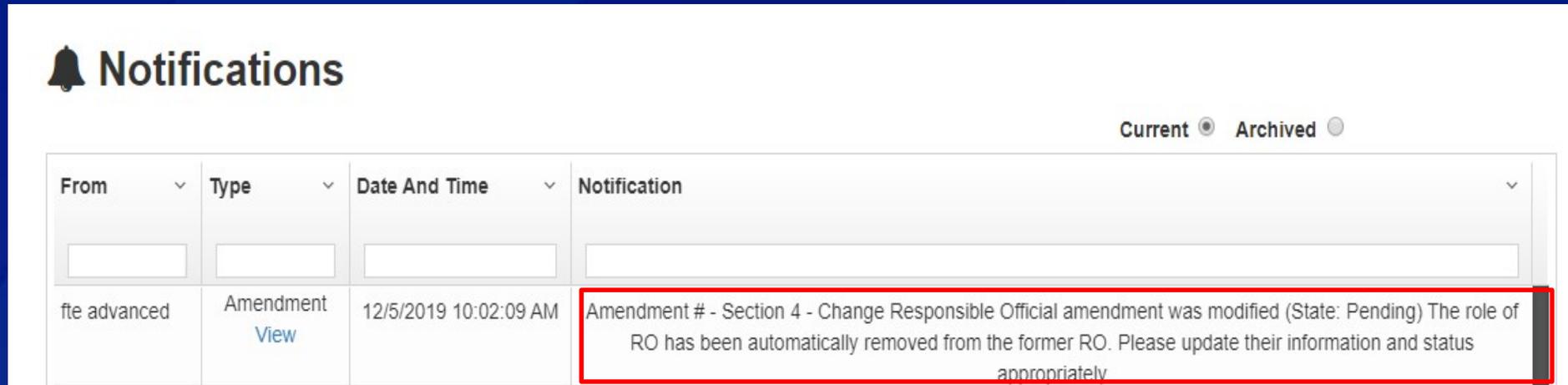
Save Draft

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 1 Amendment: Section 4 – Change Responsible Official

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.



The screenshot shows a 'Notifications' section with a bell icon and a toggle for 'Current' (selected) and 'Archived'. Below is a table with columns: From, Type, Date And Time, and Notification. A red box highlights the notification text.

From	Type	Date And Time	Notification
fte advanced	Amendment View	12/5/2019 10:02:09 AM	Amendment # - Section 4 - Change Responsible Official amendment was modified (State: Pending) The role of RO has been automatically removed from the former RO. Please update their information and status appropriately

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).

