Section 4 Amendment: Change Responsible Official
Section 1 Amendment:  
Section 4 – Change Responsible Official  
Click Form 1 on your entity’s landing page.
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.

[Buttons: 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.
Section 1 Amendment:
Section 4– Change Responsible Official

Enter cover letter text, and click OK.

A dialog box will appear. Click OK.
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 1 Amendment:
Section 4 – Change Responsible Official

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

A dialog box will appear. Click **OK**.
Section 1 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 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.
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).