

Form 3 – Submitting an Immediate Notification Quick Reference Guide

1. Log into eFSAP.
2. Click **Form 3**.
3. Click **Create Form 3**.
4. Fill in the following fields in **Section B** of the Form 3:

Section B - INCIDENT INFORMATION

1. Date and Time of Incident: Date: <input type="text"/> Time: <input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="PM"/>	2. Date of Immediate Notification: <input type="text"/>	
3. Type of Immediate Notification: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Telephone <input type="checkbox"/> eFSAP	4. Location of Incident: <input type="text"/> <input type="text"/> 235 of 255 characters left	
5. Name of Select Agent or Toxin: <input type="text"/>	6. Strain Designation: <input type="text"/>	7. Quantity: <input type="text"/>
+ Add Row		
Name of Select Agent or Toxin	Strain Designation	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>
Delete		
8. Type of Incident: <input type="checkbox"/> Theft <input type="checkbox"/> Loss <input type="checkbox"/> Release/ Potential Exposure		

- a. Record Date of Incident (Field 1).
- b. Record Date of Immediate Notification (Field 2).
- c. Select Location of Incident (Field 4).

- d. Select the appropriate Select Agent from the list provided (Field 5), Strain Designation (if known) (Field 6), and Quantity (Field 7).
 - i. For the quantity, ensure that you provide the unit of measure for the agent (vial/plate/ampoule/mouse, etc.).
- e. Select the Type of Incident (Theft, Loss, or Release) (Field 8).
- f. Provide a brief summary of the incident (to be written in further details within 5 days of immediate notification when Form 3 must be completed) ([Appendix A](#)). **Note:** This is not a required field for the Immediate Notification, but it is highly recommended. The section can be edited after the Immediate Notification has been submitted and before the final Form 3 is submitted.

Appendix A - EVENTS TIMELINE

Provide a detailed summary of events, including a timeline of what occurred.

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 Save Draft

 Immediate Notification

 Initiate Submit

5. Click [Immediate Notification](#).
6. **Note:** You have 7 calendar days to submit your completed Form 3 after you have submitted the Immediate Notification. If you are missing information in any of the required fields, a dialog box will pop up to tell you what further information is required.