eFSAP
Document Upload

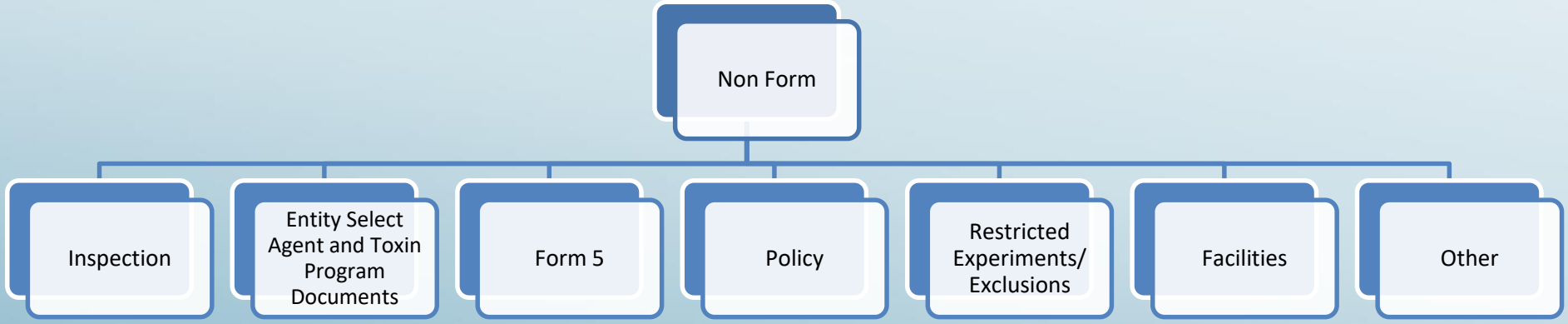
File Upload Details

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).

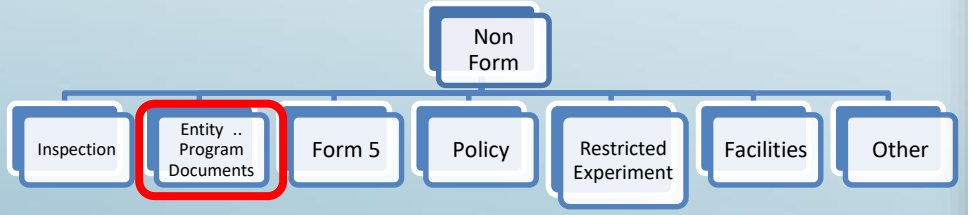
Non Form-associated Uploads

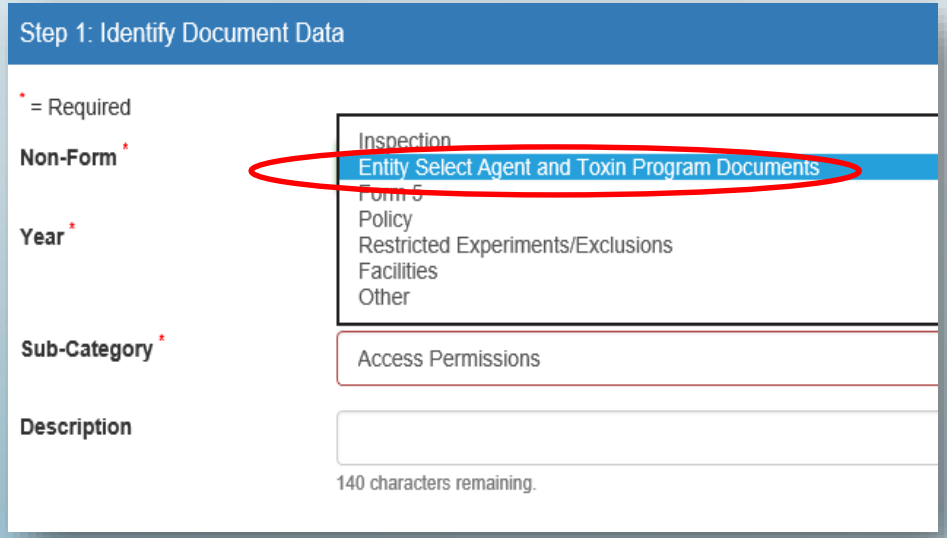
Files not related to Forms 1-4 are organized into seven categories: Inspection, Entity Select Agent and Toxin Program Documents, Form 5, Policy, Restricted Experiments/Exclusions, Facilities, and Other.



Entity Select Agent and Toxin Program Documents

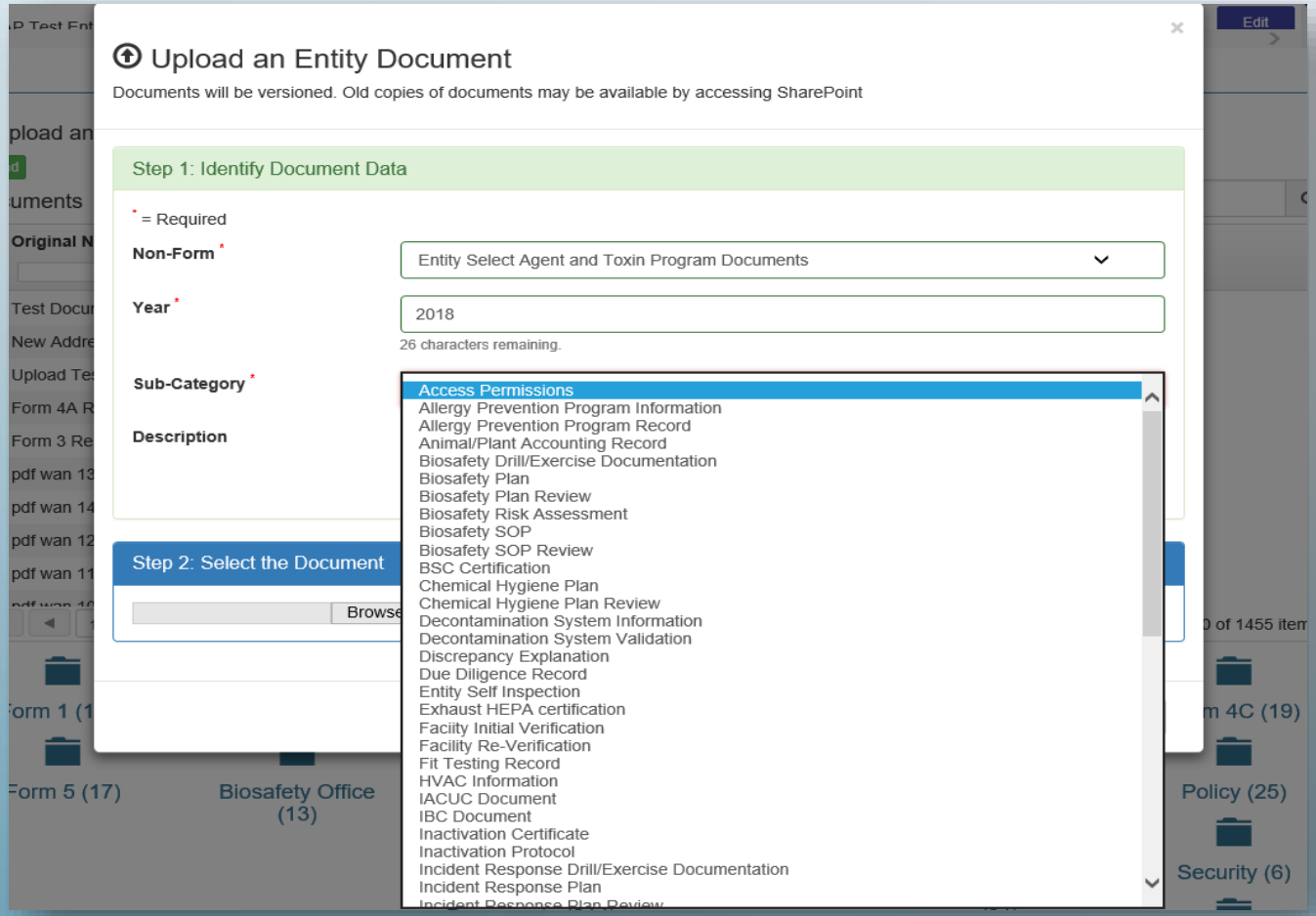
The graphic on the left shows the hierarchy of non-form document options, and the image on the right shows how the information is displayed in eFSAP.





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

Entity Select Agent and Toxin Program Documents Sub-Category



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

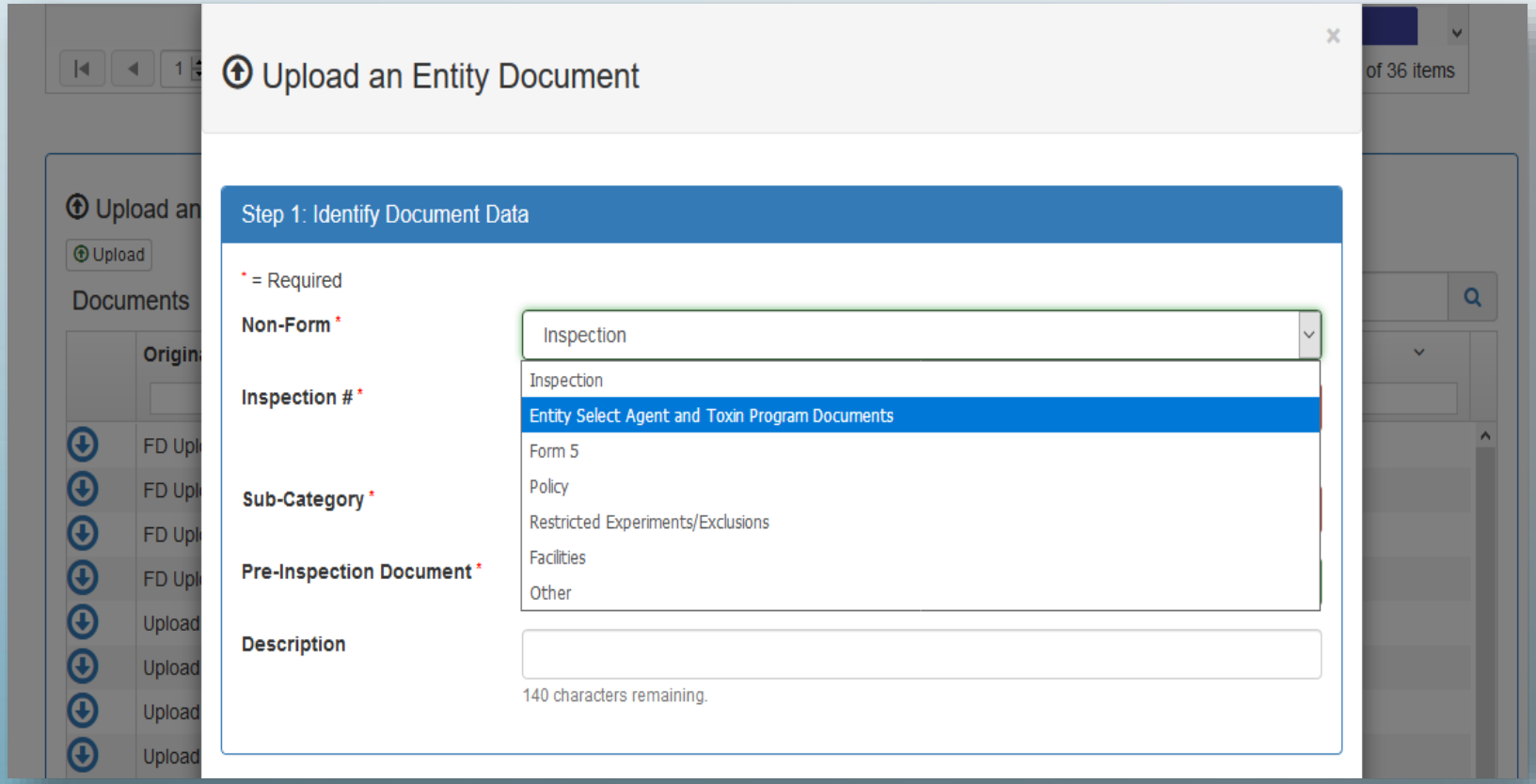
Documents

Search

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.



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 *

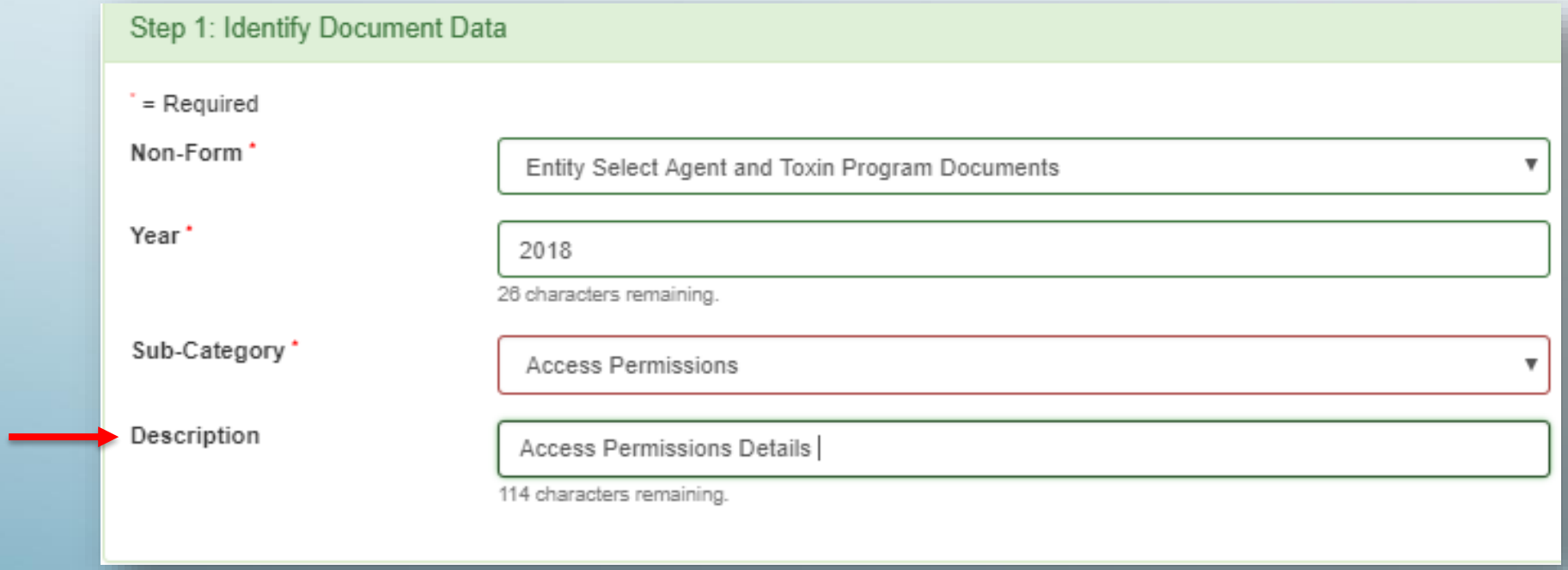
Description

- 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

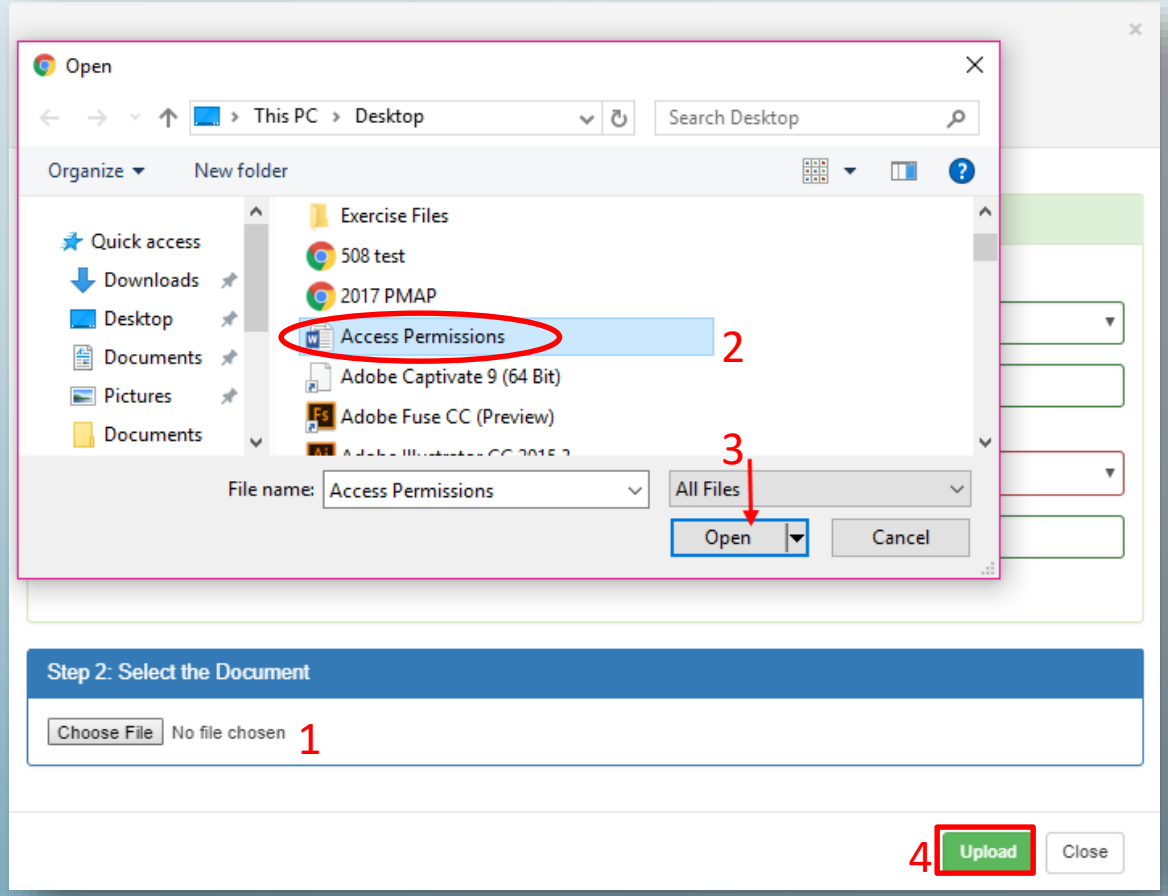
Enter a description for the document.



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

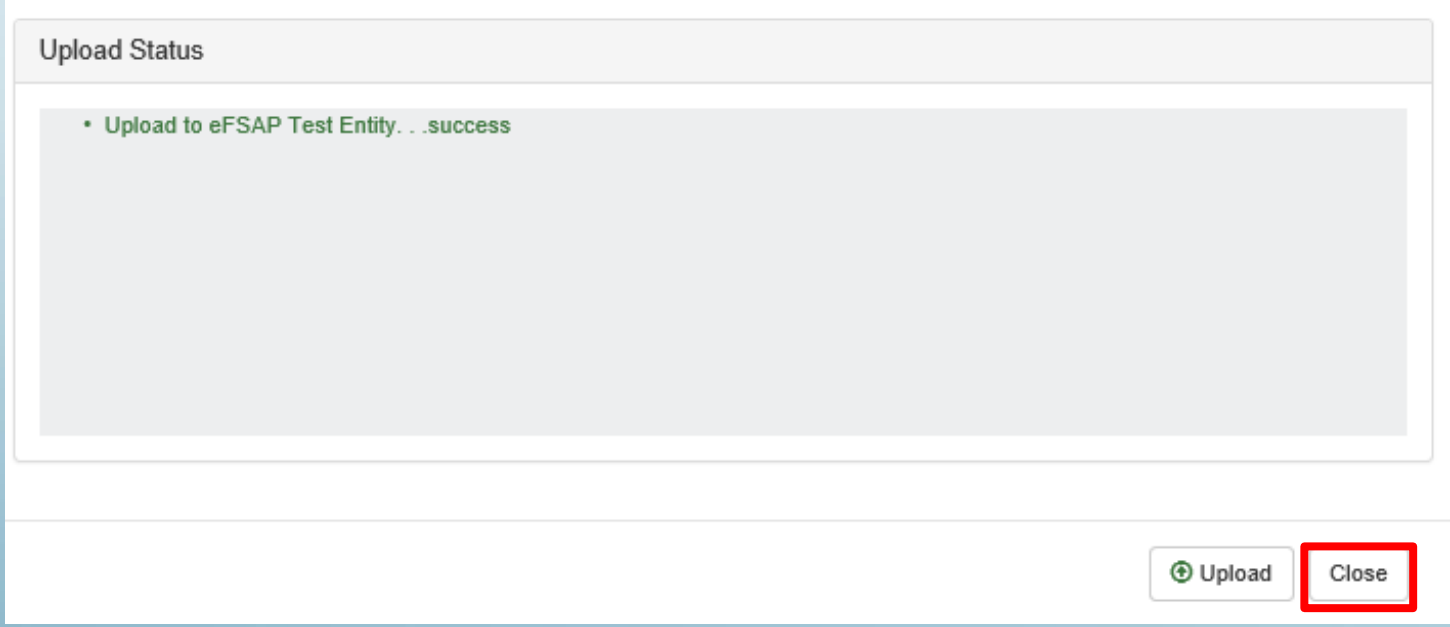
Uploading a File

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

1 / 3 items per page 1 - 10 of 22 items

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

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'

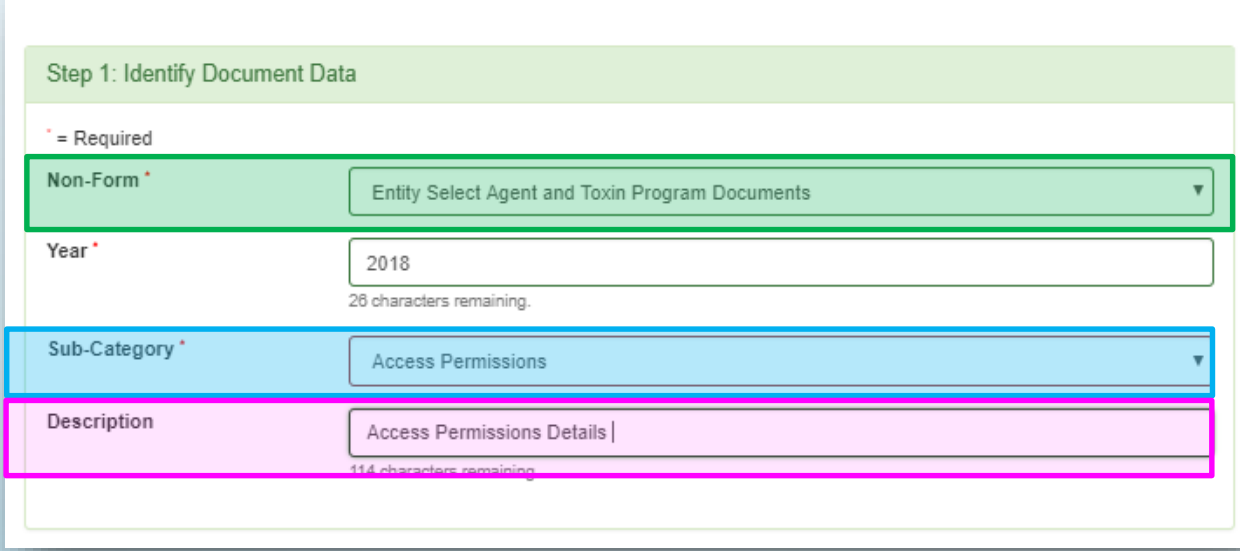
Policy-4/13/2018 10:27:36 AM-SA Gram-'test SA Gram'

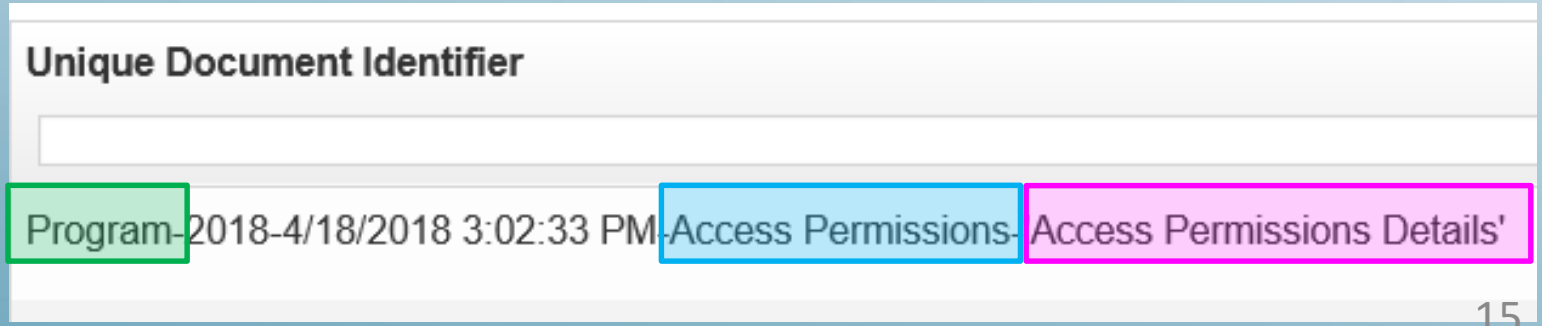
F3-20171211-4/12/2018 10:44:34 AM-Response to Request for Information-'Response Details'

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).





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

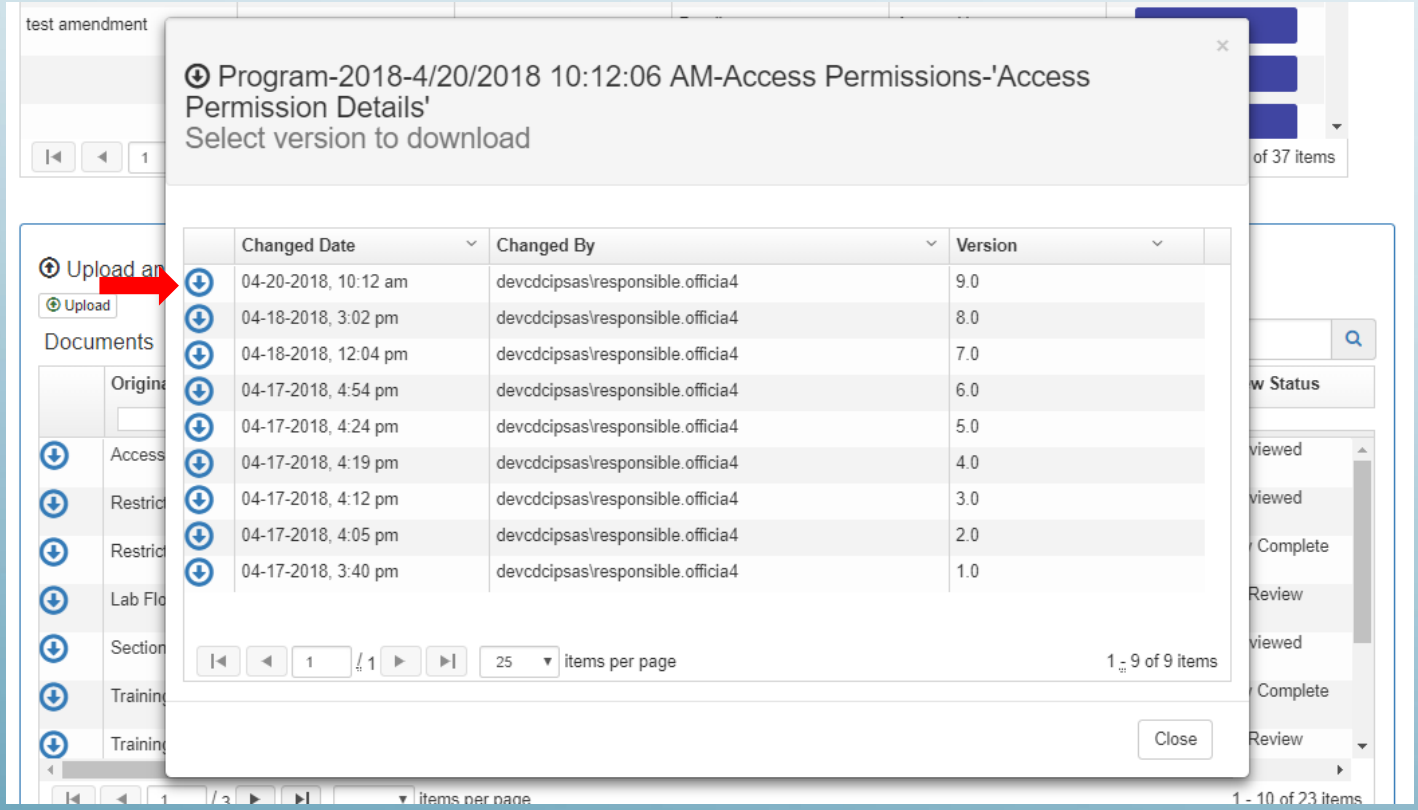
Search

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	Under Review

1 / 3 items per page 1 - 10 of 23 items

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.



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

Search

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

Search

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	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

1 / 3 items per page 1 - 10 of 22 items

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)

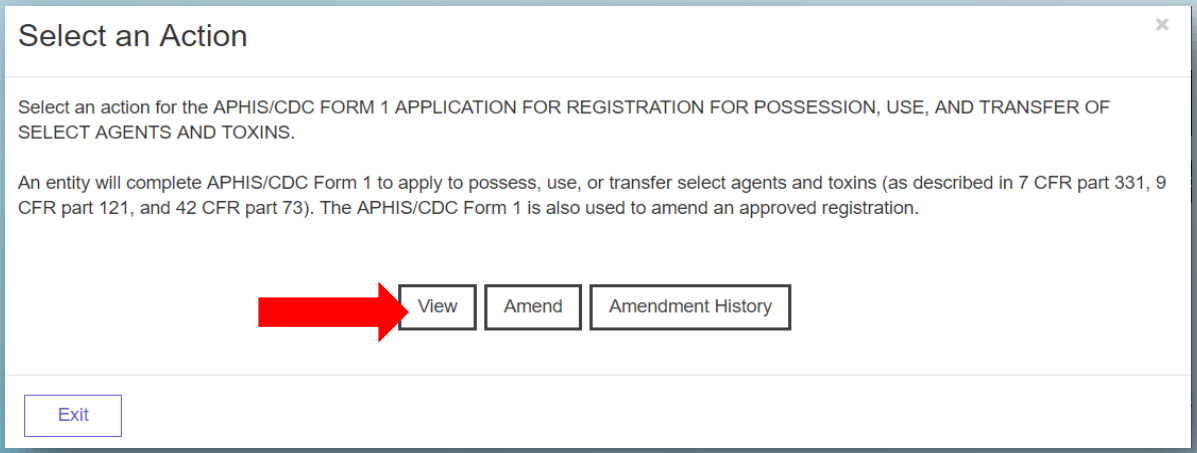
As files are added, the number increases.

APHIS/CDC Form 1-4 Uploads

Form 1 Uploads

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

Select **View.**



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 Nur

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

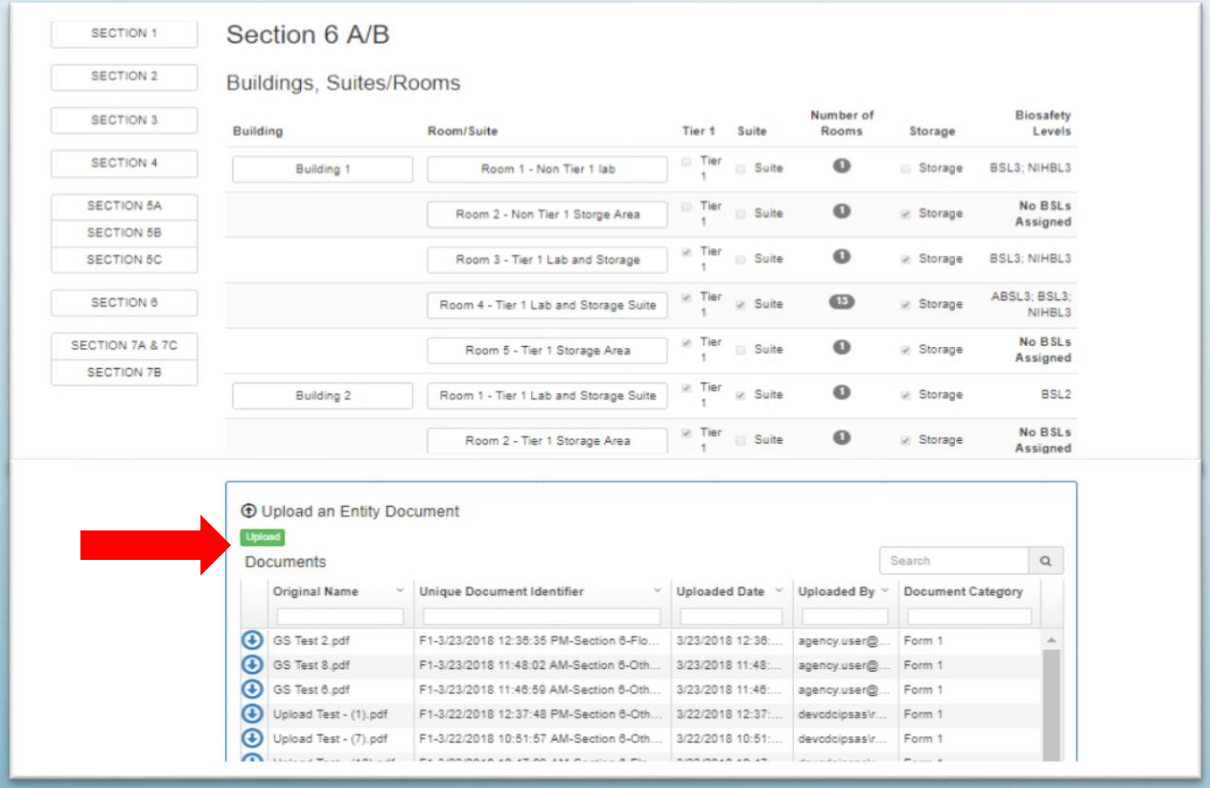
State

Georgia

Additional Physical Address(es)

1021 Valley Drive, Atlanta GA 30029

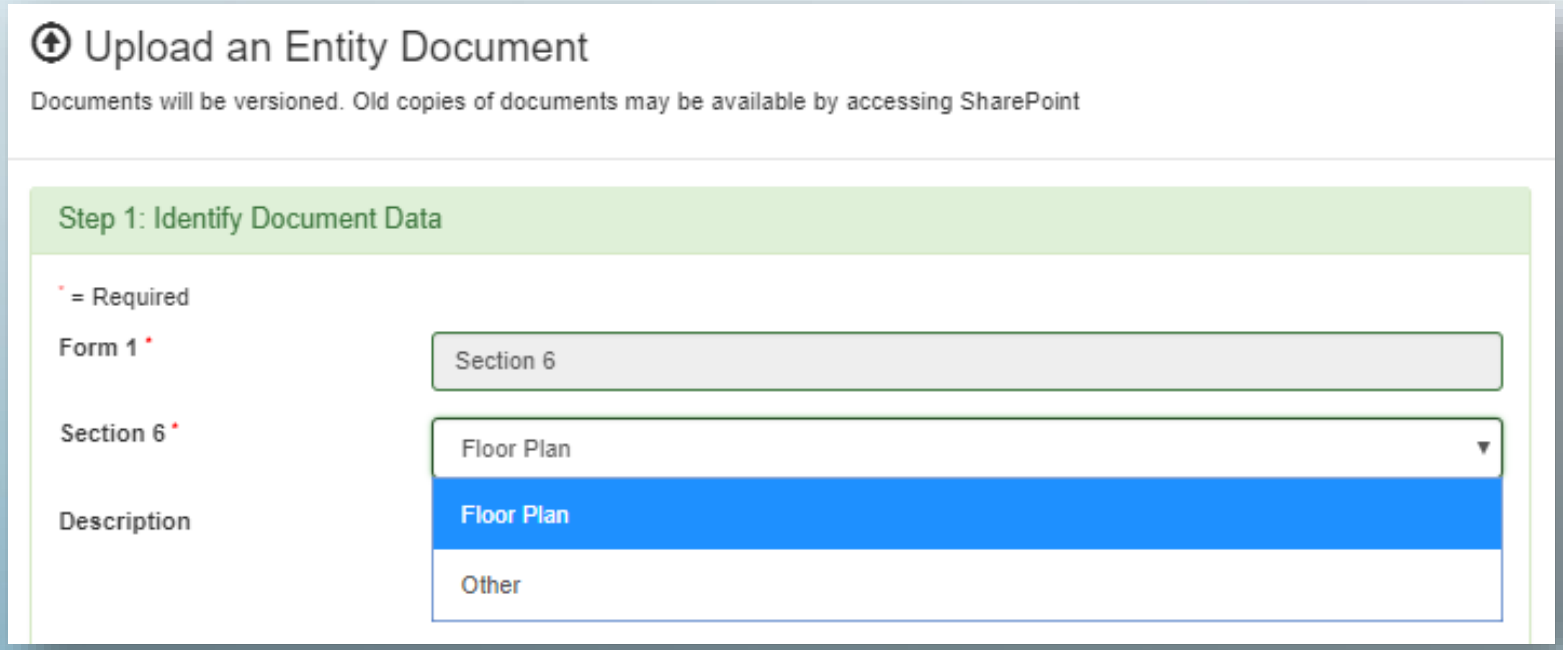
Form 1 Uploads-Section 6



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



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

Section 7a/c *: Attachment A

Description

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

Step 2: Select the Document

Choose File No file chosen

Step 1: Identify Document Data

* = Required

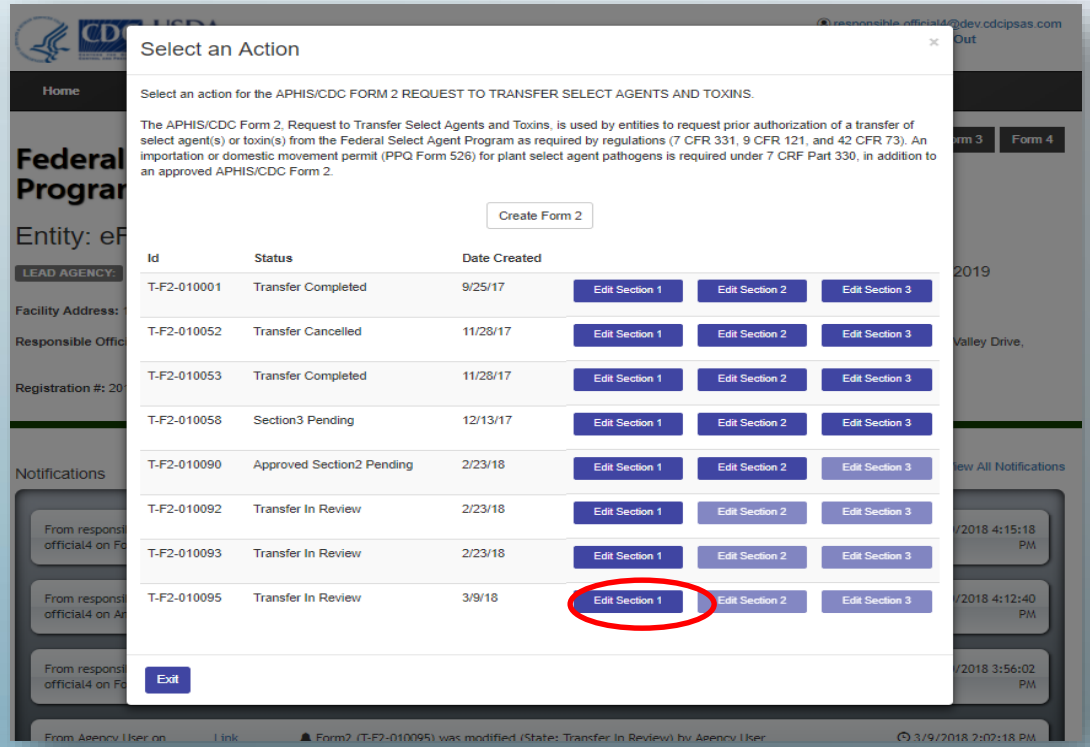
Form 1 *: Section 7b

Section 7b *: Destruction Records

Description

- Destruction Records
- Intra-entity Transfer Records
- Other

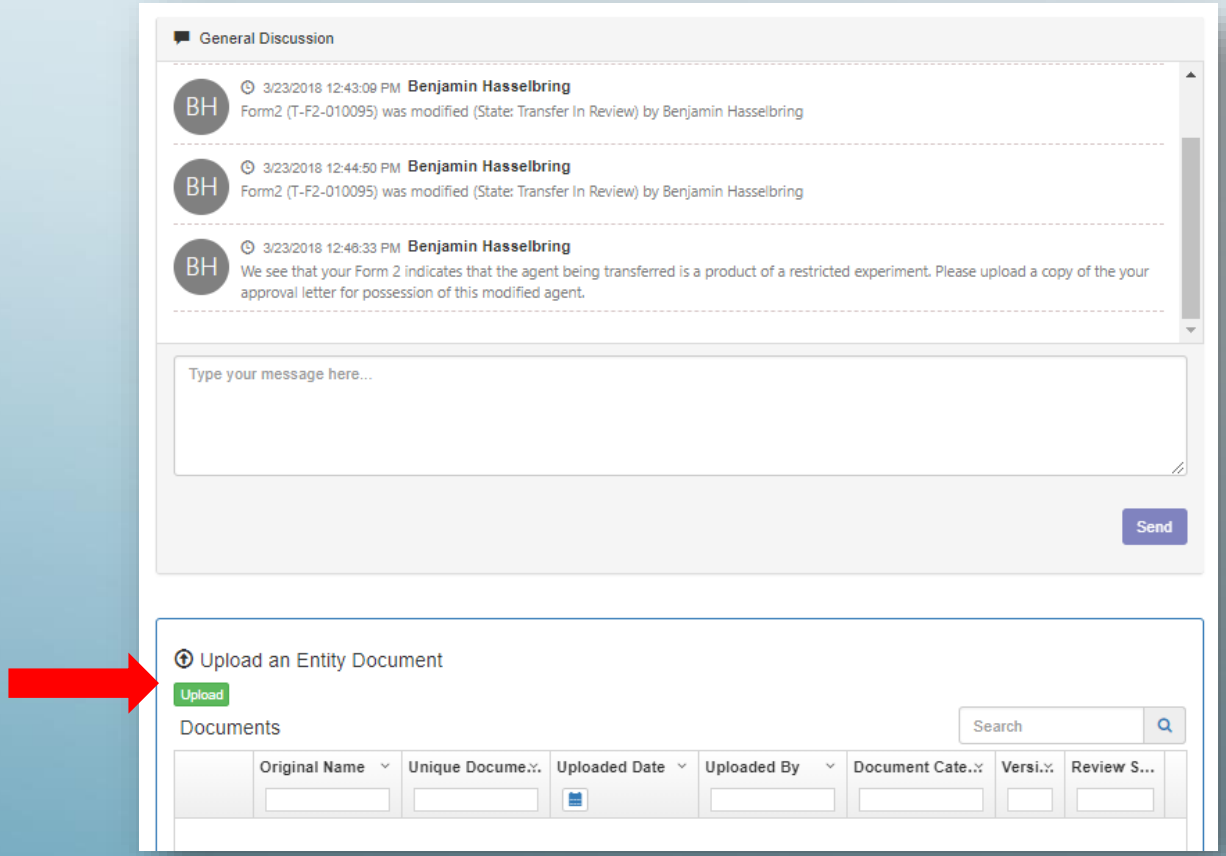
Form 2 Uploads



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.



Form 2 Upload the File

Step 1: Identify Document Data

* = Required

Transfer # (last 6 digits) *

010058

24 characters remaining.

Document Type *

Supporting Documentation

- Supporting Documentation
- Response to Request for Information
- Other

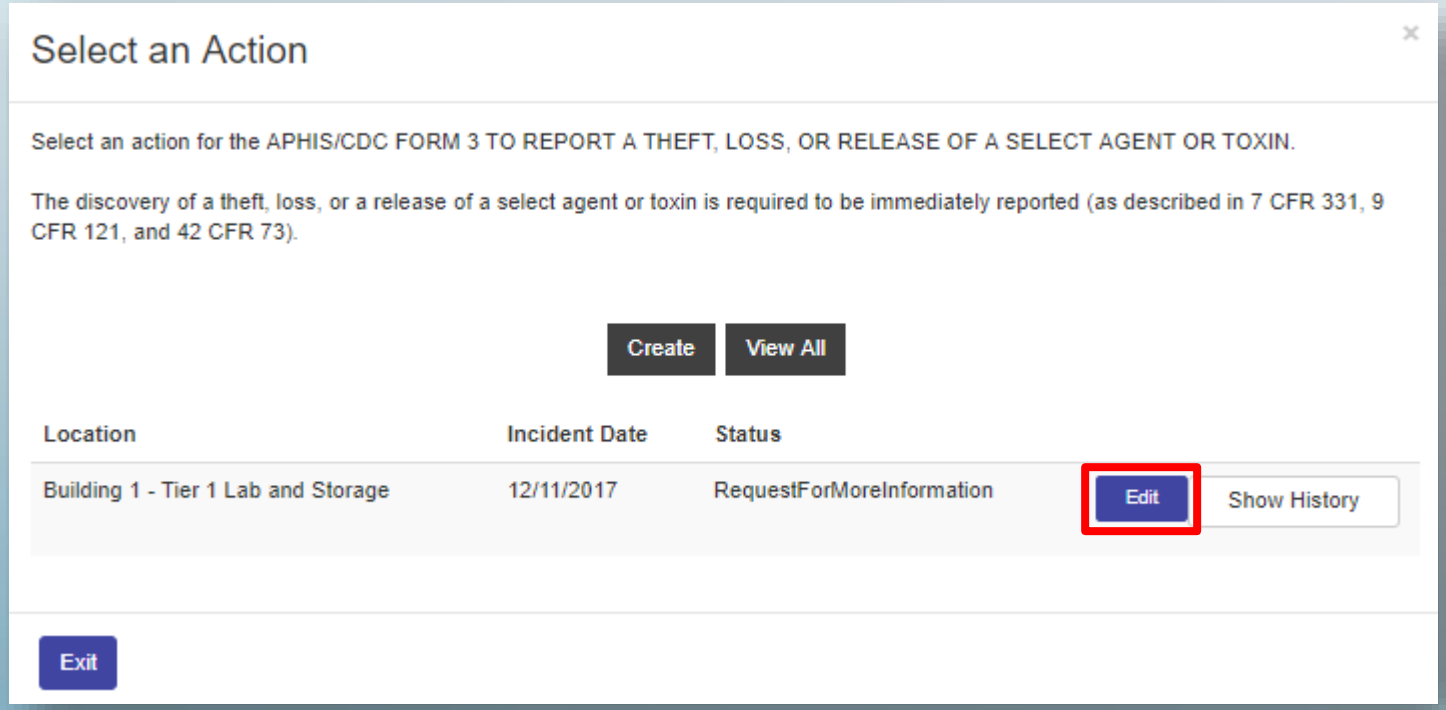
Description

Step 2: Select the Document

Browse... Upload Example SD.docx

Upload Close

Form 3 Uploads



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

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.

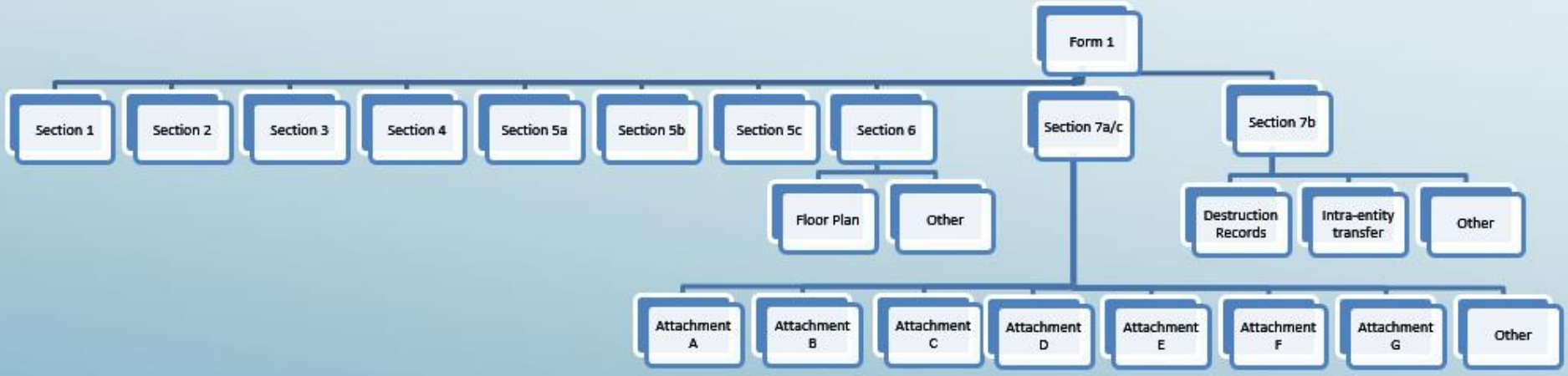
- For all other inquiries regarding your entity's registration, please contact your designated FSAP point of contact (POC).

Reference Material:

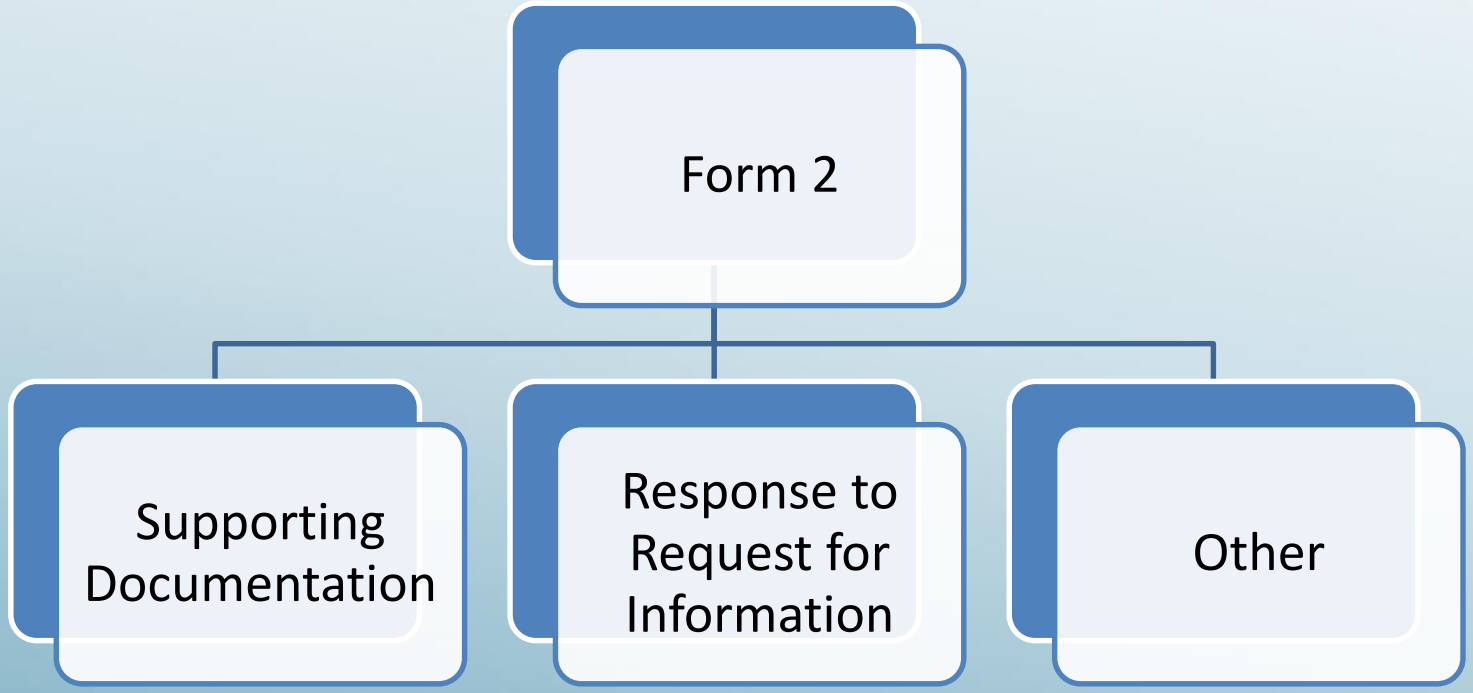
File upload options

Form 1

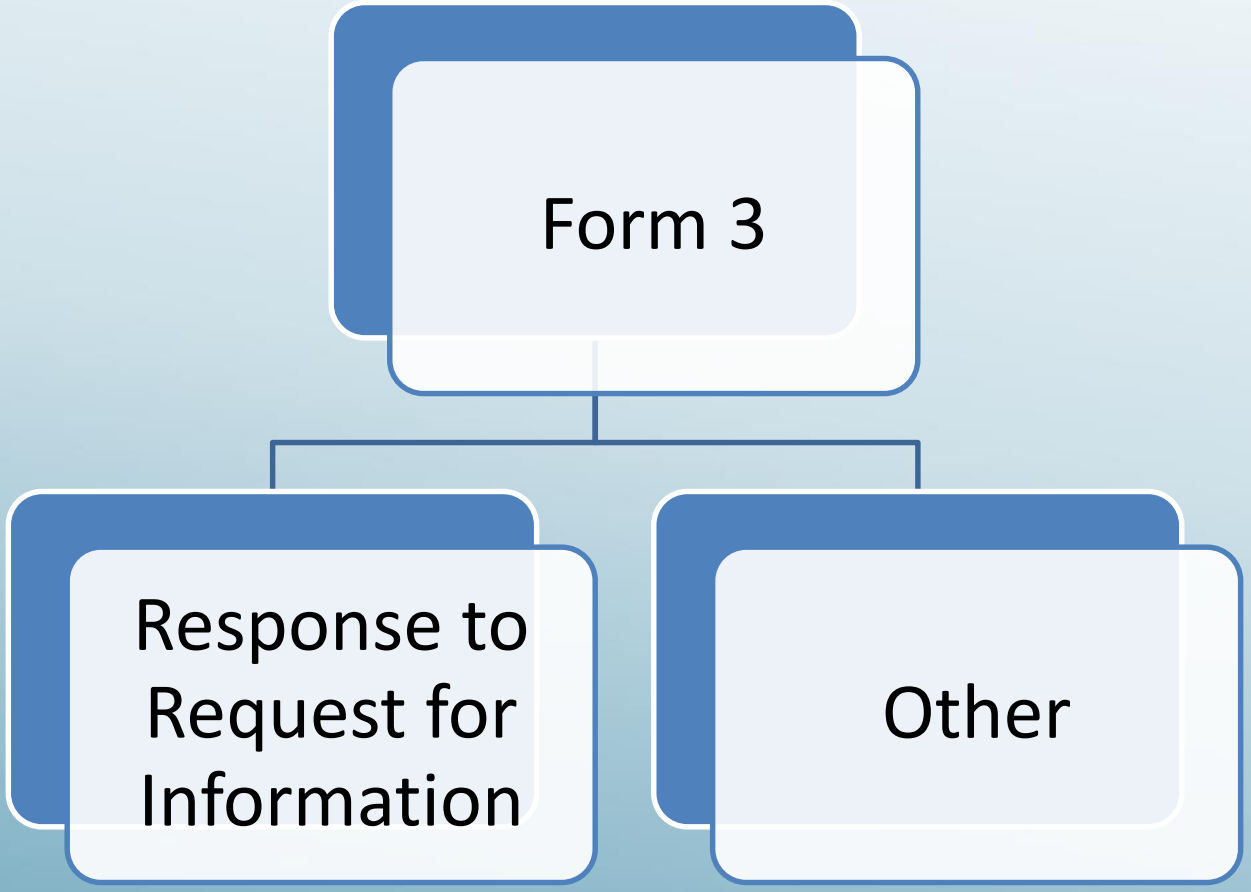
Files associated with Form 1 are uploaded at the bottom of each Form 1 section.



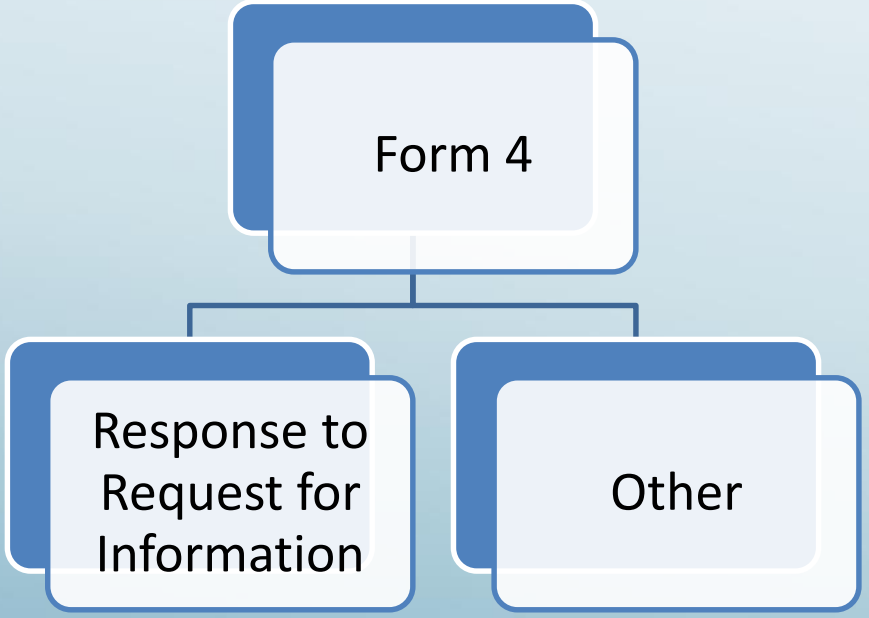
Form 2


Form 2
Supporting Documentation
Response to Request for Information
Other

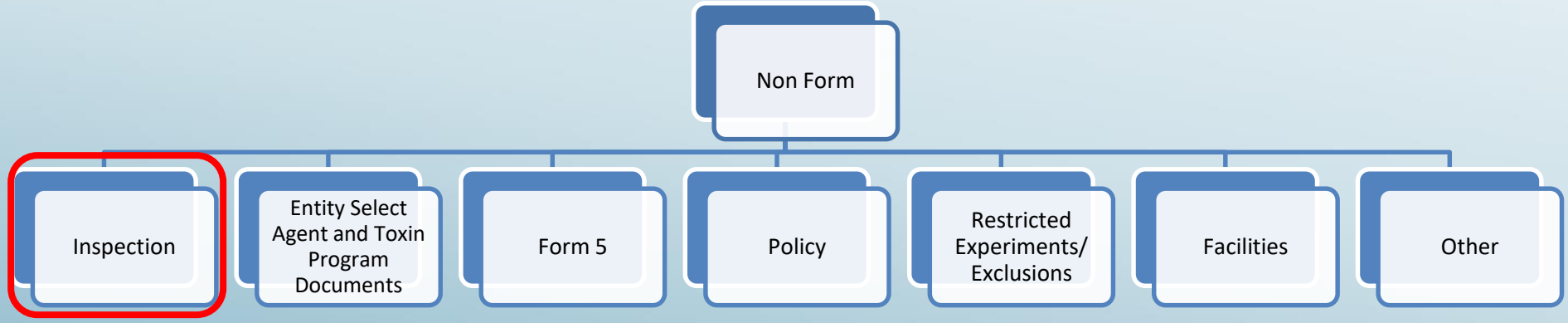
Form 3



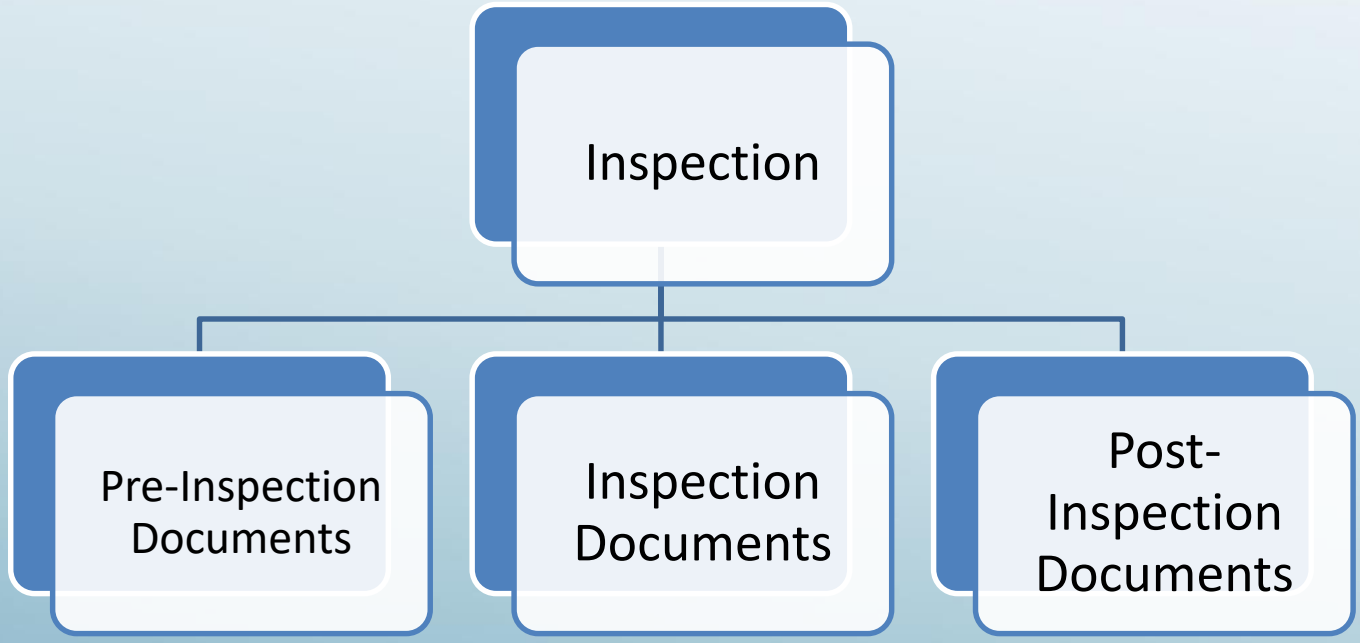
Form 4



Non-Form Uploads - Inspections



Inspection Sub-Categories



Inspection Sub-Categories List

Pre-Inspection

- Directions to Entity
- Entry Requirements
- Other

Inspection Documents (Collected on-site)

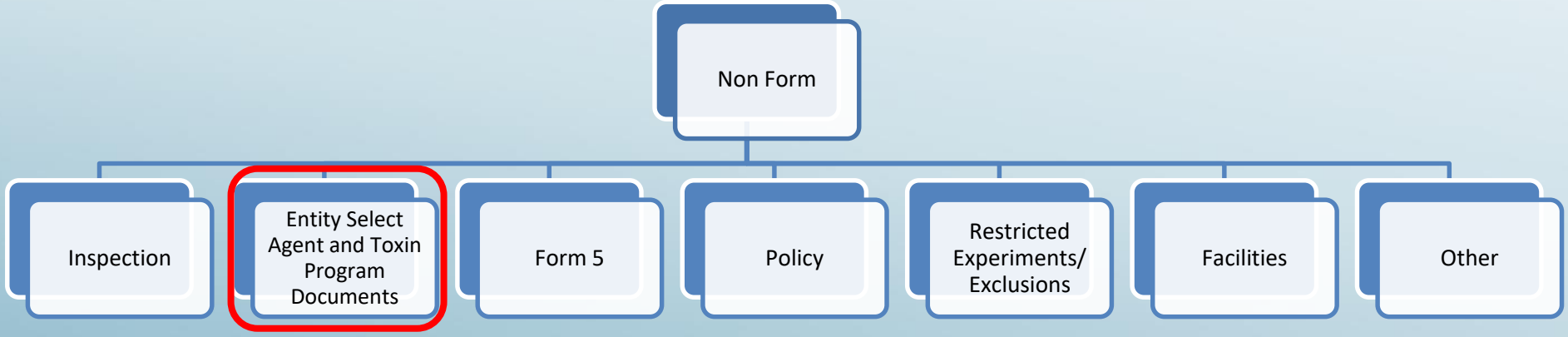
- Access Permissions
- Allergy Prevention Program Information
- Allergy Prevention Program Record
- Animal/Plant Accounting Record
- Attendance list
- Biosafety Drill/Exercise Documentation
- Biosafety Plan
- Biosafety Plan Review
- Biosafety Risk Assessment
- Biosafety SOP
- Biosafety SOP Review
- BSC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

Post -Inspection Documents

- Dispute of Inspection Finding
- Response to Dispute of Inspection Finding
- Response to Immediate Action Report
- Response to Inadequate Response Letter
- Response to -Inspection Report
- Response to Request for Information
- 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.

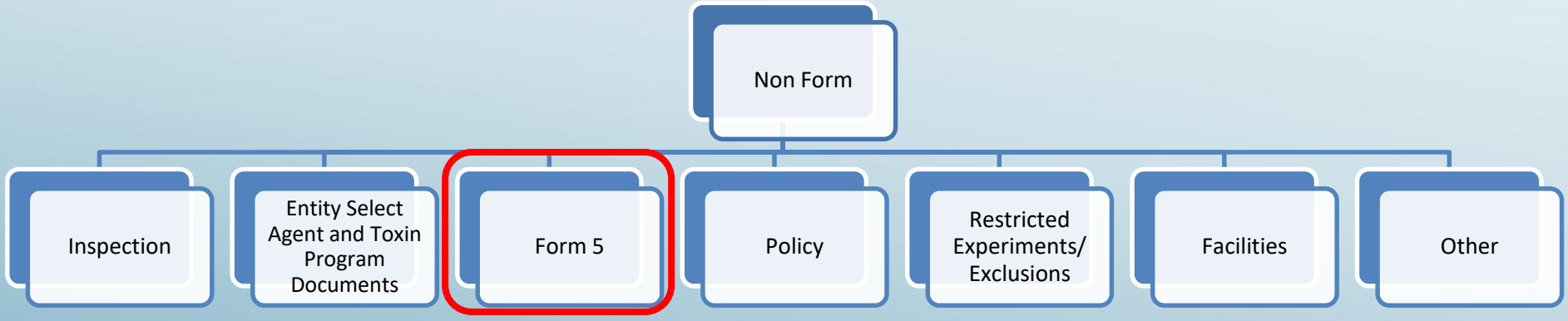


Entity Select Agent and Toxin Program Documents

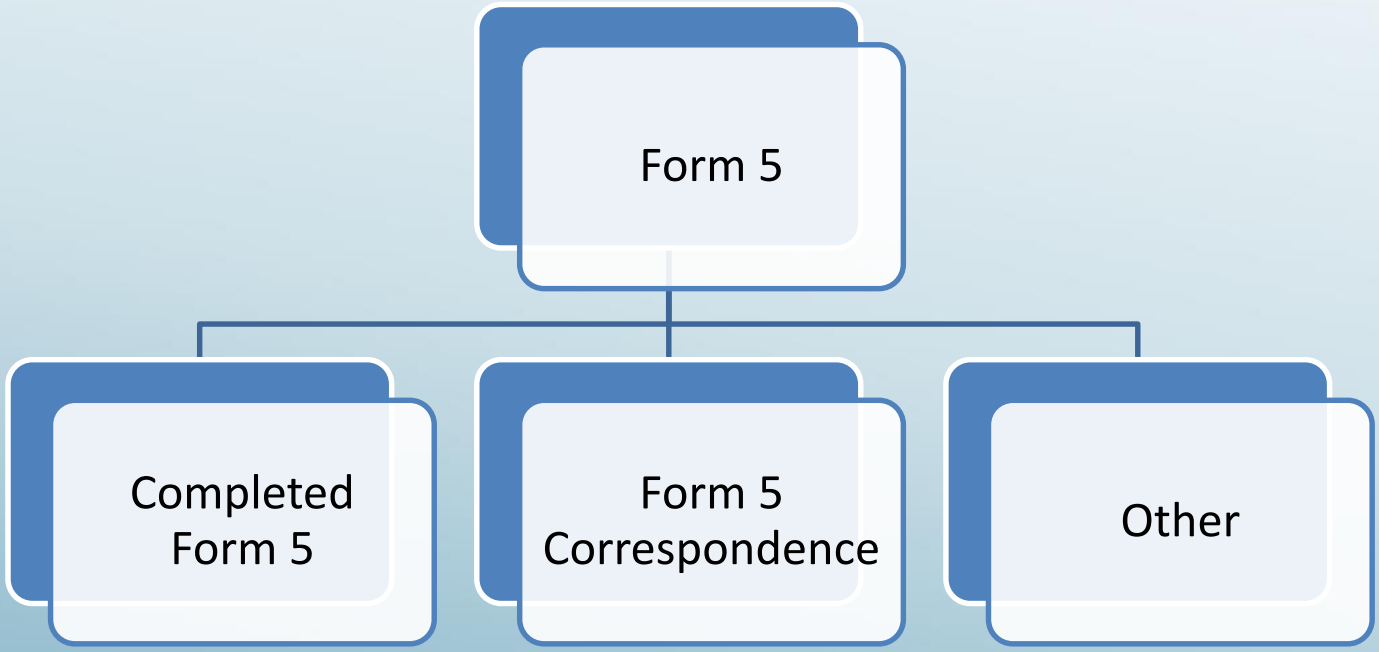
Entity Select Agent and Toxin Program Documents – Sub-Category List

- 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
- 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
- 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
- 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

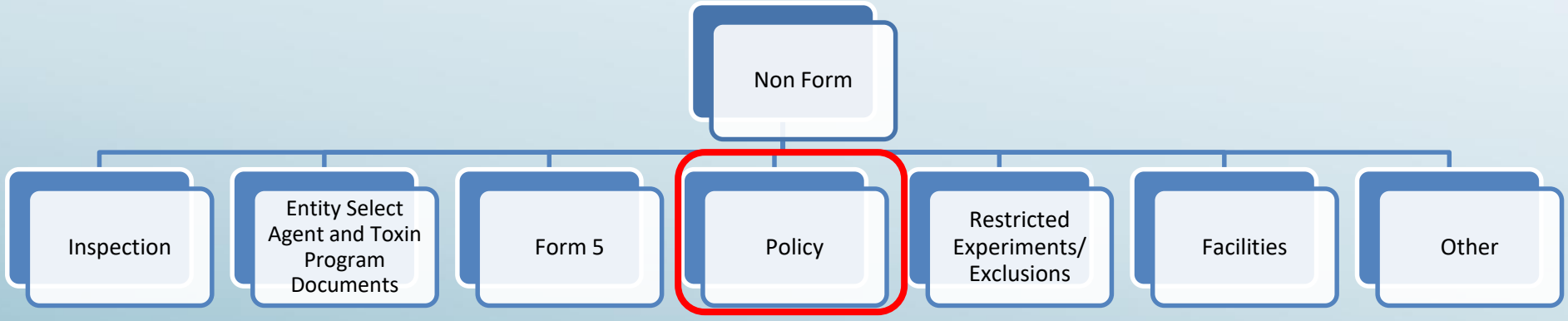
Form 5


Non Form
Inspection
Entity Select Agent and Toxin Program Documents
Form 5
Policy
Restricted Experiments/ Exclusions
Facilities
Other

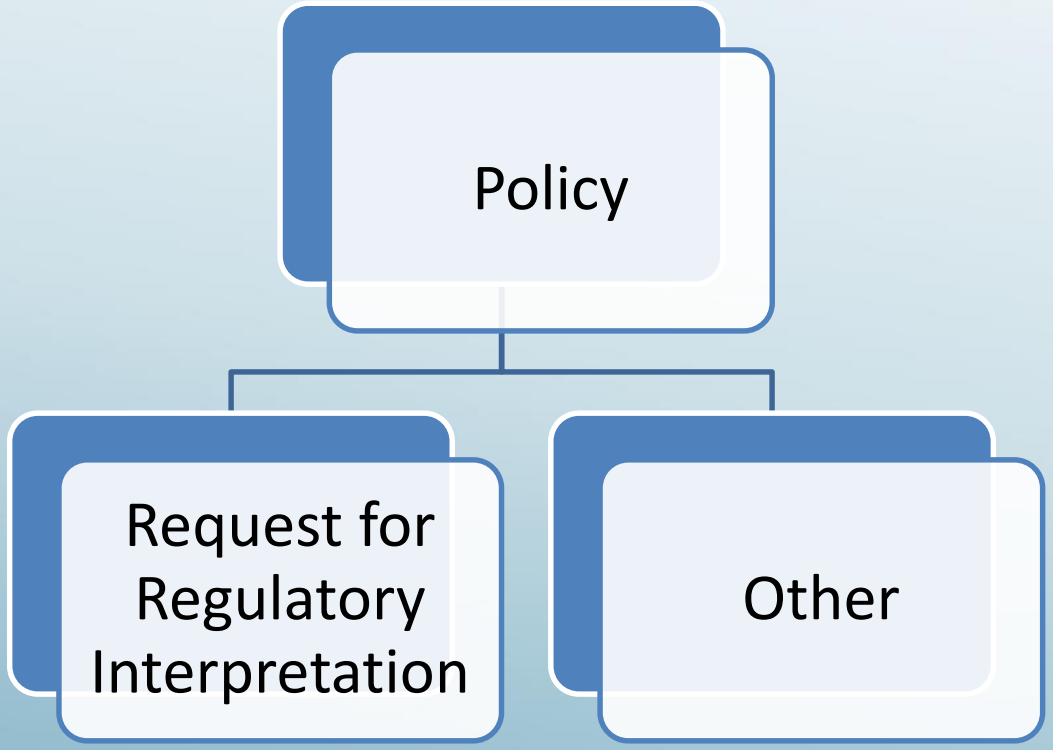
Form 5 Sub-Categories



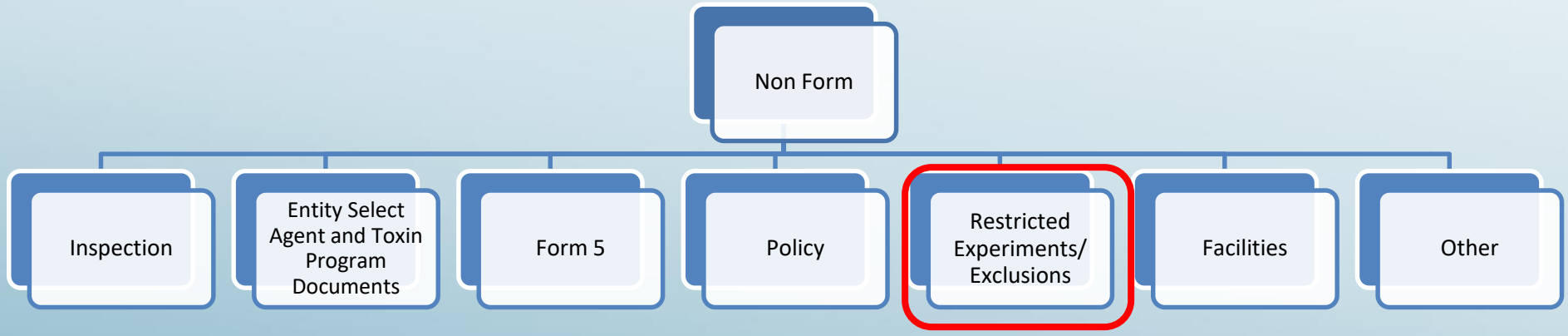
Policy


Non Form
Inspection
Entity Select Agent and Toxin Program Documents
Form 5
Policy
Restricted Experiments/ Exclusions
Facilities
Other

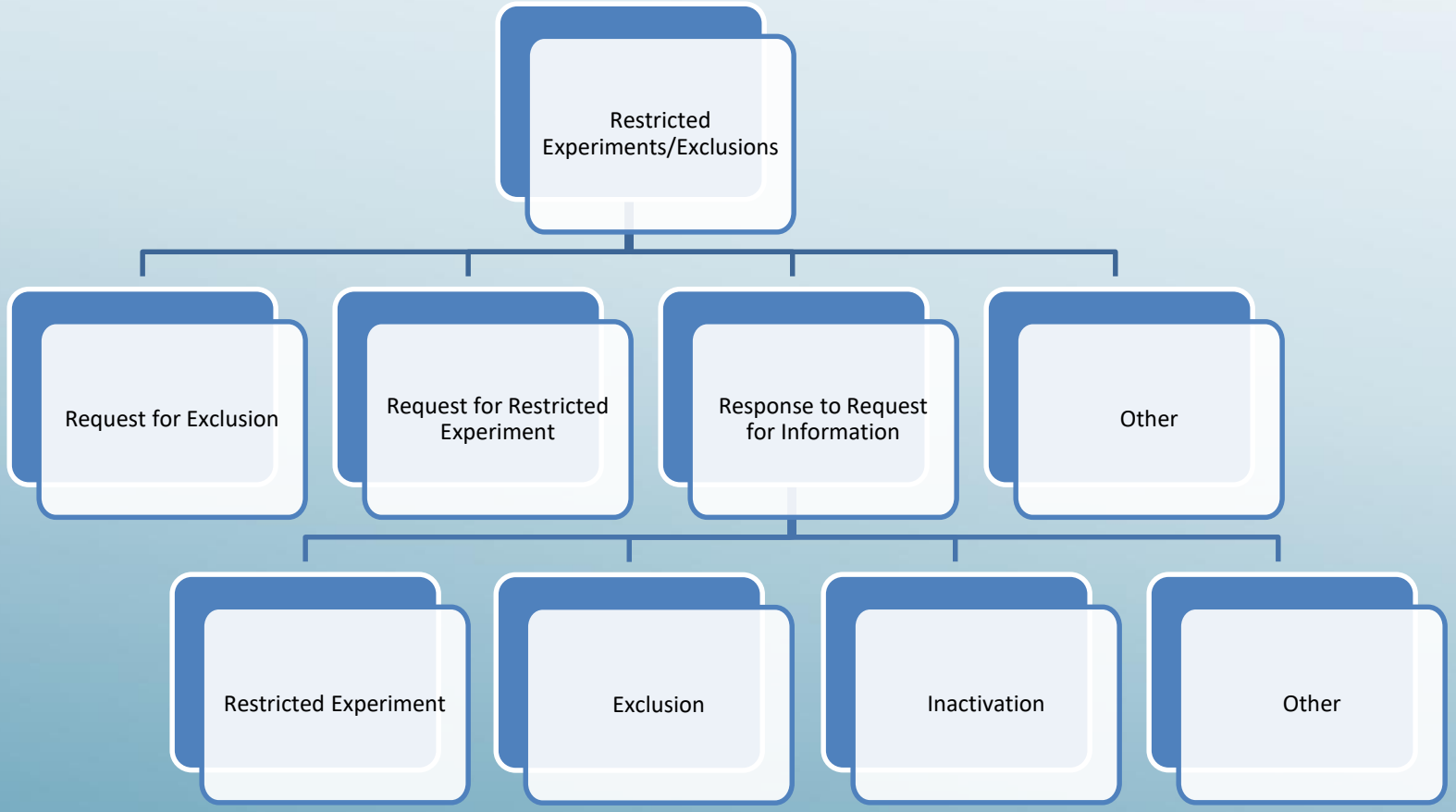
Policy Sub-Categories



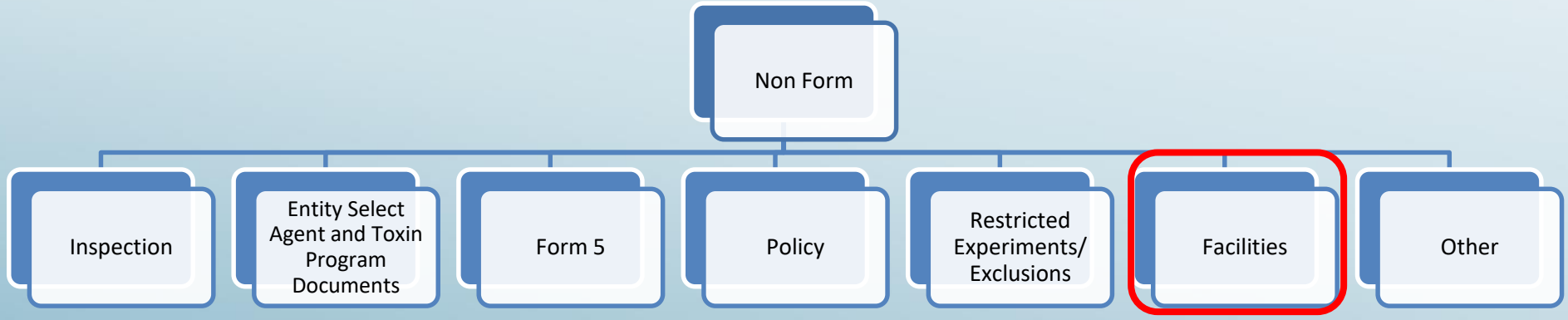
Restricted Experiments/ Exclusions



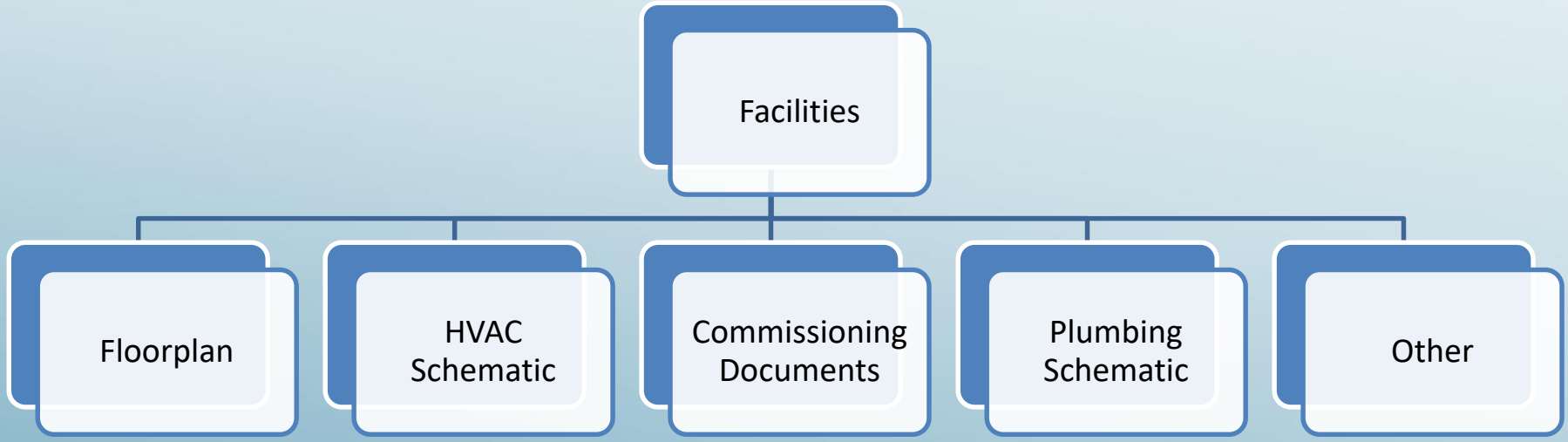
Response to Request for Information Sub-Categories

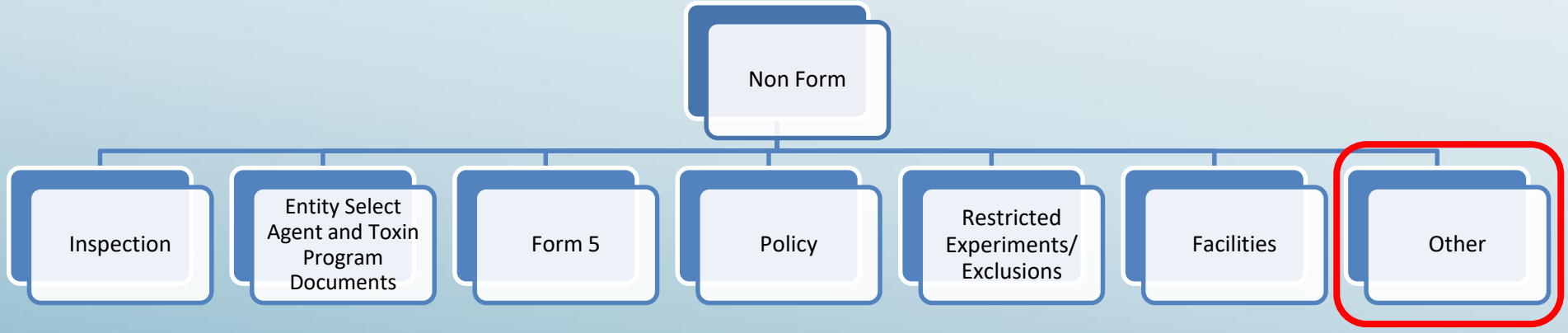


Facilities


Non Form
Inspection
Entity Select Agent and Toxin Program Documents
Form 5
Policy
Restricted Experiments/ Exclusions
Facilities
Other

Facilities Sub-Categories



Other

Documents can also be uploaded as “Other”.