



Electronic Federal Select Agent Portal (eFSAP) January 2019 Updates

Federal Select Agent
Program Training





Amendment Types

The eFSAP January 2019 release includes additional Administrative and Technical Amendments.

- Administrative Amendments – Information is updated immediately in eFSAP without the Federal Select Agent Program review. These amendments do not require a cover letter.
- Technical Amendments - Require review by the Federal Select Agent Program. Entity information is automatically updated in eFSAP upon approval. These amendments require a cover letter.

Amendment Types

The eFSAP January 2019 release includes additional amendments:

- Request to Change Lead Agency
- Section 3** – Add a Select Agent or Toxin*
- Section 3** – Deactivate Select Agent or Toxin*
- Section 3** – Reactivate Select Agent or Toxin*
- Section 4** – Change Responsible Official
- Section 6** – Add New Building*
- Section 6** – Add New Room or Suite*
- Section 6** – Modify Building
- Section 6** – Modify Room or Suite
- Section 6** – Remove Building*
- Section 6** – Remove Room or Suite
- Section 7AC** – Add New Work Objective
- Section 7AC** – Modify Work Objective
- Section 7AC** – Remove Approved Work Objective

*Administrative Amendments

Amendment Submission

To submit an amendment, begin by selecting **Form 1** on the home page.

Form 1 Form 2 Form 3 Form 4 Inspections

Federal Select Agent Program Portal

Entity: eFSAP Test Entity

LEAD AGENCY: CDC REGISTRATION STATUS: Approved REGISTRATION EXPIRES: 01/09/2019

Facility Address: 1020 Valley Drive, Atlanta, GA 30333-1234

Responsible Official Name: Steve Stevenson Responsible Official Title: Director of Science Responsible Official Address: 1020 Valley Drive, Atlanta, GA 30329

Registration #: 20161010-1852 Application #: c0c7e336-f01e-e711-80cf-001dd8003fe2 Type Status: Commercial - Profit

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](#)** [Amendment History](#)

[Exit](#)

Amendment Types

Use the dropdown to view amendment types.

Select the type of Amendment you would like to perform

Request Change of Lead Agency
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 - Deactivate Select Agent or Toxin
Section 3 - Reactivate Select Agent or Toxin
Section 4 - Add/Remove/Modify/Reactivate 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 - Remove Building
Section 6 - Remove Room or Suite
Section 7AC - Add New Work Objective
Section 7AC - Modify Work Objective
Section 7AC - Remove Approved Work Objective
Section 7B - Add/Remove/Modify Strains and Serotypes
Request Registration Renewal

“All other amendments” is no longer an option as all amendments can be completed in eFSAP with the exception of a withdrawal request. To request withdrawal, send FSAP a message in the discussion section on the home page.



Request to Change Lead Agency (Technical Amendment)

Request to Change Lead Agency

Use the dropdown to select “**Request Change of Lead Agency**”.
Enter cover letter text and click **Ok**.

Select the type of Amendment you would like to perform

Request Change of Lead Agency

Complete your cover letter for this amendment:

PI will no longer work with CDC agents.

Ok

Request to Change Lead Agency

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

Amendment

Amendment Cover Letter

PI Smith will no longer work with CDC agents.

19955 of 20000 characters left

General Discussion

Type your message here...

Send

Submit

Withdraw Amendment

Save Submit

Once submitted a notification will display on the home page. The change will be reflected when the Federal Select Agent Program (FSAP) reviews and approves the amendment.



Section 3 – Add a Select Agent or Toxin (Administrative Amendment)

Section 3 – Add a Select Agent or Toxin

Use the dropdown to select “Section 3 – Add Select Agent or Toxin”, and click **Ok**.

Select the type of Amendment you would like to perform

Section 3 - Add Select Agent or Toxin

Ok

Section 3 – Add a Select Agent or Toxin

Use the dropdown to select the Agent/Toxin.

Section 3 - Select Agents and Toxins

All Current Historical

Agent Toxin Name	Status	Agency	Tier 1	Possessed	Approved	Withdrawn
Bacillus anthracis Pasteur strain	Unassigned	Overlap	No	<input type="checkbox"/>		
Brucella abortus	Approved	Overlap	No	<input checked="" type="checkbox"/>		
Brucella suis	Approved	Overlap	No	<input checked="" type="checkbox"/>		
Burkholderia mallei	Approved	Overlap	Yes	<input type="checkbox"/>	01/08/2019	
Burkholderia pseudomallei	Unassigned	Overlap	Yes	<input checked="" type="checkbox"/>		

Add New Agent/Toxin

Select an Agent/Toxin:

v

HHS Agents and Toxins

- Abrin
- Bacillus cereus Biovar anthracis
- Botulinum neurotoxin producing species of Clostridium
- Botulinum neurotoxins
- Conotoxins (Short, paralytic alpha)
- Coxiella burnetii
- Crimean-Congo haemorrhagic fever virus
- Diacetoxyscirpenol
- Eastern Equine Encephalitis virus
- Ebola virus
- Francisella tularensis
- Genomic Material - Eastern Equine Encephalitis Virus
- Genomic Material - Kyasanur Forest Disease Virus
- Genomic Material - Omsk Hemorrhagic Fever Virus
- Genomic Material - SARS-associated Coronavirus (SARS-CoV)
- Genomic Material - Tick-borne Encephalitis Virus - Far Eastern Subtype
- Genomic Material - Tick-borne Encephalitis Virus - Siberian subtype
- Kyasanur Forest disease virus

SAVE

+ Add

7/30/2018 4:13:04 PM

onible official4](status: unassigned)

RO

Section 3 – Add a Select Agent or Toxin

Use the dropdown to select the Agent/Toxin, and click **Add**. The Agent/Toxin will display below.

Add New Agent/Toxin

Select an Agent/Toxin:

Bacillus cereus Biovar anthracis 1

2

Agent/Toxin

Bacillus cereus Biovar anthracis 3

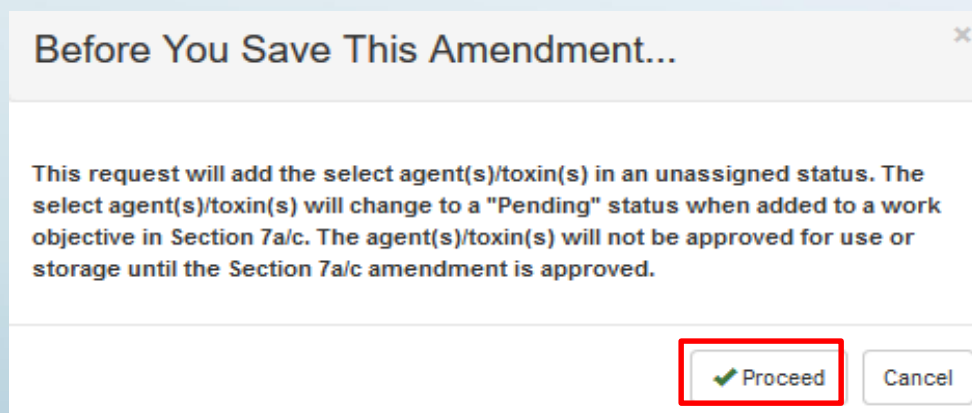
Click **Save** at the top of the page.

Section 3 - Select Agents and Toxins

All Current Historical

Section 3 – Add a Select Agent or Toxin

A message will display, click **Proceed**.



After clicking proceed, the agent/toxin will display on Section 3 as “unassigned”. Submit a Section 7AC amendment to assign the agent/toxin to a work objective. The agent/toxin will be “approved” when the Section 7AC amendment is approved.



Section 3 – Deactivate Select Agent or Toxin (Administrative Amendment)

Section 3 – Deactivate Select Agent or Toxin

Use the dropdown to select “**Section 3 – Deactivate Select Agent or Toxin**”, and click **Ok**.

Select the type of Amendment you would like to perform

Section 3 - Deactivate Select Agent or Toxin

Ok

Deactivate – Removing an agent/toxin from the registration. Once deactivated, the agent/toxin will display on the “historical” tab in eFSAP.

Section 3 – Deactivate Select Agent or Toxin

Select **Deactivate** for the Agent/Toxin you would like to deactivate.

Section 3 - Select Agents and Toxins

SAVE

All Current Historical

Agent Toxin Name	Status	Agency	Tier 1	Possessed	Approved	Withdrawn	
Abrin	Approved	HHS	No	<input type="checkbox"/>	01/09/2019	01/09/2019	
Bacillus anthracis Pasteur strain	Unassigned	Overlap	No	<input type="checkbox"/>			Deactivate
Bacillus cereus Biovar anthracis	Unassigned	HHS	Yes	<input type="checkbox"/>			Deactivate
Brucella abortus	Approved	Overlap	No	<input checked="" type="checkbox"/>			
Brucella suis	Approved	Overlap	No	<input checked="" type="checkbox"/>			
Burkholderia mallei	Approved	Overlap	Yes	<input checked="" type="checkbox"/>	01/08/2019		
Burkholderia pseudomallei	Unassigned	Overlap	Yes	<input checked="" type="checkbox"/>			

An agent/toxin can only be deactivated if it is not possessed and not a part of an approved work objective.

Section 3 – Deactivate Select Agent or Toxin

The deactivated Agent/Toxin will no longer display. Click **Save** to save the change.

SAVE

Section 3 - Select Agents and Toxins

All Current Historical

Agent Toxin Name	Status	Agency	Tier 1	Possessed	Approved	Withdrawn
Abrin	Approved	HHS	No	<input type="checkbox"/>	01/09/2019	01/09/2019
Bacillus cereus Biovar anthracis	Unassigned	HHS	Yes	<input type="checkbox"/>		Deactivate
Brucella abortus	Approved	Overlap	No	<input checked="" type="checkbox"/>		
Brucella suis	Approved	Overlap	No	<input checked="" type="checkbox"/>		
Burkholderia mallei	Approved	Overlap	Yes	<input checked="" type="checkbox"/>	01/08/2019	
Burkholderia pseudomallei	Unassigned	Overlap	Yes	<input checked="" type="checkbox"/>		



Section 3 – Reactivate Select Agent or Toxin (Administrative Amendment)

Section 3 – Reactivate Select Agent or Toxin

Use the dropdown to select “**Section 3 – Reactivate Select Agent or Toxin**”, and click **Ok**.

Select the type of Amendment you would like to perform

Section 3 - Reactivate Select Agent or Toxin

Ok

Reactivate – Adding a previously approved agent/toxin back to the registration. Once added, the agent/toxin will display on the “current” tab in eFSAP.

Section 3 – Reactivate Select Agent or Toxin

Historical agents/toxins will display. Click **Reactivate** next to the agent/toxin you wish to reactivate.

Section 3 - Select Agents and Toxins

All Current Historical

Agent Toxin Name	Status	Agency	Tier 1	Possessed	Approved	Withdrawn	
Francisella tularensis	Withdrawn	HHS	Yes	<input type="checkbox"/>		01/09/2019	Reactivate
Lujo virus	Withdrawn	HHS	No	<input type="checkbox"/>			Reactivate

Section 3 – Reactivate Select Agent or Toxin

The reactivated agent/toxin will display below. Click **Save** to save the changes.

Section 3 - Select Agents and Toxins

All Current Historical

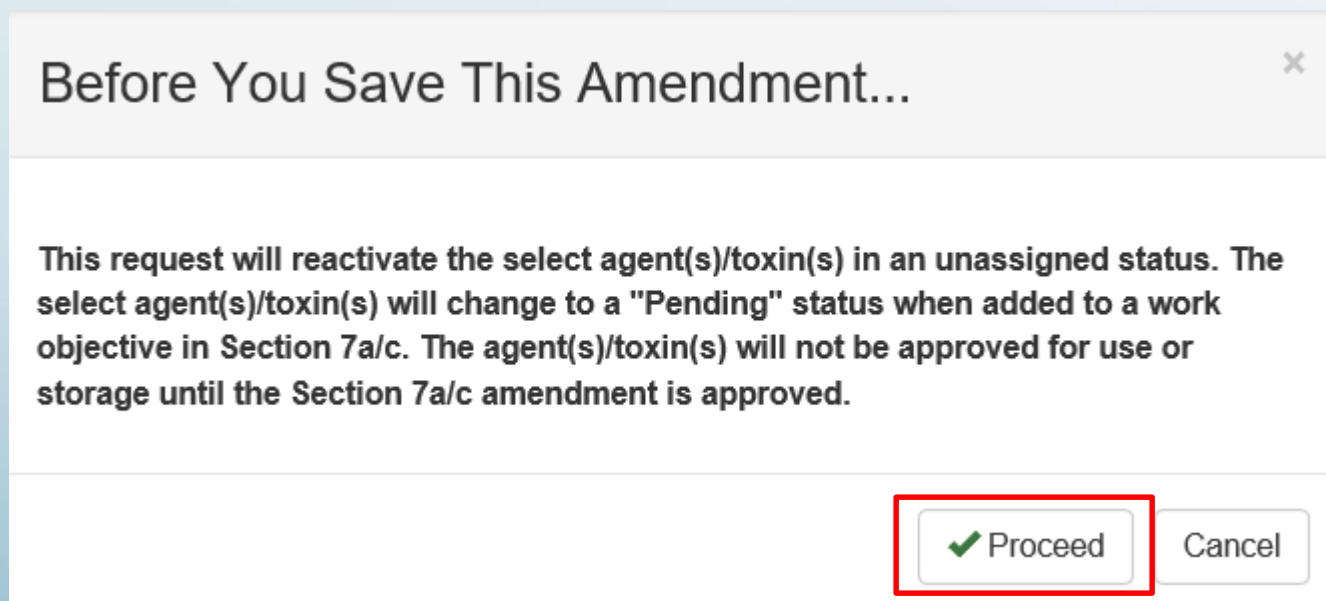
Agent Toxin Name	Status	Agency	Tier 1	Possessed	Approved	Withdrawn
Lujo virus	Withdrawn	HHS	No	<input type="checkbox"/>		<input type="button" value="Reactivate"/>

Agent/Toxin

Francisella tularensis	<input type="button" value="Delete"/>
------------------------	---------------------------------------

Section 3 – Reactivate Select Agent or Toxin

A message will display, click **Proceed**.



After clicking proceed, the agent/toxin will display on Section 3 as “unassigned”. Submit a Section 7AC amendment to assign the agent/toxin to a work objective. The agent/toxin will be “approved” when the Section 7AC amendment is approved.

Section 3 – Reactivate Select Agent or Toxin

The reactivated Agent/Toxin will display on the current tab with an unassigned status.

Section 3 - Select Agents and Toxins

SAVE

All Current Historical

Agent Toxin Name	Status	Agency	Tier 1	Possessed	Approved	Withdrawn	
Abrin	Approved	HHS	No	<input type="checkbox"/>	01/09/2019	01/09/2019	Reactivate
Bacillus anthracis Pasteur strain	Unassigned	Overlap	No	<input type="checkbox"/>			
Bacillus cereus Biovar anthracis	Unassigned	HHS	Yes	<input type="checkbox"/>			
Brucella abortus	Approved	Overlap	No	<input checked="" type="checkbox"/>			
Brucella suis	Approved	Overlap	No	<input checked="" type="checkbox"/>			
Burkholderia mallei	Approved	Overlap	Yes	<input checked="" type="checkbox"/>	01/08/2019		
Burkholderia pseudomallei	Unassigned	Overlap	Yes	<input checked="" type="checkbox"/>			
Francisella tularensis	Unassigned	HHS	Yes	<input type="checkbox"/>			



Section 4 – Change Responsible Official (Technical 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: Steve Stevenson

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

Select the type of Amendment you would like to perform

Section 4 - Change Responsible Official

Current Responsible Official: Steve Stevenson

Please select the new Responsible Official:

Britney Beck
David Alexander
Erica Erickson
FBITest FBITest
Henry Henderson
Jerry Jarvis
John Johnson
John Kline
Killian Lopez
Luke Lancaster

Section 4 – Change Responsible Official

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

Select the type of Amendment you would like to perform

Section 4 - Change Responsible Official

Current Responsible Official: Steve Stevenson

Please select the new Responsible Official:

Britney Beck

Complete your cover letter for this amendment:

Change the RO from Steve Stevenson to Brittney Beck.

Ok

Section 4 – Change Responsible Official

Enter information for the new RO.

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





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 4 – Change Responsible Official

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

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

Section 4 – Change Responsible Official

Click **Save and Return to Amendment**.

SRA Information

SRA Status: <u>Unrestricted</u>	SRA Initial Date	11/01/2015	SRA Approved Date	11/03/2018	SRA Expiration Date	11/03/2018
Assignment Status: <u>Unassigned</u>						

Section 4 – Change Responsible Official

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

Amendment

Amendment Cover Letter

Change the RO from Steve Stevenson to Brittney Beck.

19948 of 20000 characters left

General Discussion

Type your message here...

Send

[Withdraw Amendment](#) [Make Additional Changes](#) [Save](#) **[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 6 – Add New Building (Administrative Amendment)

Section 6 – Add New Building

Use the dropdown to select “Section 6 – Add New Building”, and click **Ok**.

Select the type of Amendment you would like to perform

Section 6 - Add New Building

Ok

Section 6 – Add New Building

Enter the building number and complete questions 1-3.

Add Building

Building Number:

Building 3

240 of 250 characters left

1. What security features are present outside of the building(s) where select agents and/or toxins are used or stored? (Check all that apply):

- Security lighting
- Bars/security film on windows
- Exterior intrusion detection system
- Perimeter fence
- Roving guards
- Video surveillance of all access points
- Vehicle screening
- Other

None

Click **Add Building** at the bottom of the page.

Cancel Add Building

Section 6 – Add New Building

The new building will display in Section 6 with an “unassigned” status.

Building	Room/Suite	Status	Tier 1	Suite	#Rooms	Storage	BSLevels	Approved	Withdrawn
<input type="radio"/> 1414	<input type="radio"/> 100	Approved	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input type="checkbox"/> Storage	BSL3	01/09/2019	
<input type="radio"/> Building 1	<input type="radio"/> Lab and Storage Suite	Approved	<input checked="" type="checkbox"/> Tier 1	<input checked="" type="checkbox"/> Suite	11	<input checked="" type="checkbox"/> Storage	ABSL3 BSL3 NIHBL3		
	<input type="radio"/> Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3	Unassigned	<input type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input type="checkbox"/> Storage	ABSL3 BSL3 NIHBL3		
	<input type="radio"/> Non Tier 1 Storage Only Room	Approved	<input type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned		
	<input type="radio"/> Tier 1 Lab and Storage Room, ABSL3, BSL3	Approved	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	ABSL3 BSL3	01/08/2019	
	<input type="radio"/> Tier 1 Storage Only Room	Unassigned	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned		
<input type="radio"/> Building 2	<input type="radio"/> Room 1 - Tier 1 Lab and Storage Suite	Unassigned	<input checked="" type="checkbox"/> Tier 1	<input checked="" type="checkbox"/> Suite	3	<input checked="" type="checkbox"/> Storage	BSL2		
	<input type="radio"/> Room 2 - Tier 1 Storage Area	Unassigned	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned		
<input type="radio"/> Building 3	No Rooms Assigned	Unassigned							

A notification will display indicating a new building was added.



Section 6 – Add New Room or Suite (Administrative Amendment)

Section 6 – Add New Room or Suite

Use the dropdown to select “Section 6 – Add a New Room or Suite”, and click **Ok**.

Select the type of Amendment you would like to perform

Section 6 - Add New Room or Suite



Ok

Section 6 – Add New Room or Suite

Identify the space as a room or suite. If room is selected, select storage, laboratory or both.

Add Room

Important Information

Is this a Room or a Suite?

Room Suite

Is this a storage area, laboratory, or both?

Storage Laboratory Both

If suite is selected, the additional question will not display.

Add Room

Important Information

Is this a Room or a Suite?

Room Suite

Section 6 – Add New Room or Suite

Use the dropdown to select the building. Enter the room number.

For each registered storage area, laboratory suite or room:

Include a floor plan for the suite or room where select agent and/or toxin is to be used or stored. Floor plan for each suite or room should include as applicable: points of entry and/or egress for personnel, locations of equipment [including but not limited to]: sink, eyewash, fume hood, freezer, refrigerator, floor drains, showers, incubator, centrifuge, animal caging, autoclave, Biological Safety Cabinet (BSC) including type (e.g., Class II, Type A2; Class III), Heating Ventilation and Air Conditioning (HVAC) supply and exhaust vents, and cage washing area. A separate floor plan specifying airflow may also be requested.

Assigned Building

Room Number

204 of 250 characters left

Section 6 – Add New Room or Suite

Use the dropdown to select a biosafety level and click **Add biosafety level**.

This laboratory is operated at (add that apply):

Select a BSL

Add biosafety level

At least one of the following biosafety levels must be selected: BSL2, BSL3, BSL4, ABSL2, ABSL3, ABSL4, BSL3Ag, ACL3, or ACL4.

The biosafety level will display on the right.

This laboratory is operated at (add that apply):

BSL3

Add biosafety level

At least one of the following biosafety levels must be selected: BSL2, BSL3, BSL4, ABSL2, ABSL3, ABSL4, BSL3Ag, ACL3, or ACL4.

ABSL3	<input type="button" value="trash"/>
NIHBL3	<input type="button" value="trash"/>
BSL3	<input type="button" value="trash"/>

Section 6 – Add New Room or Suite

After completing questions 1-16, and selecting **Add Room/Suite** the new room or suite will display in Section 6 as “unassigned”.

Room/Suite	Status	Tier 1	Suite	#Rooms	Storage	BSLevels	Approved	Withdrawn
<input type="text" value="100"/>	Approved	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input type="checkbox"/> Storage	BSL3	01/09/2019	
<input type="text" value="Lab and Storage Suite"/>	Approved	<input checked="" type="checkbox"/> Tier 1	<input checked="" type="checkbox"/> Suite	11	<input checked="" type="checkbox"/> Storage	ABSL3 BSL3 NIHBL3		
<input type="text" value="Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3"/>	Unassigned	<input type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input type="checkbox"/> Storage	ABSL3 BSL3 NIHBL3		

Submit a Section 7AC amendment to assign the new room or suite to a work objective. The room/suite will become approved when the Section 7AC amendment is approved.



Section 6 – Modify Building (Technical Amendment)

Section 6 – Modify Building

Use the dropdown to select “Section 6 – Modify Building”, and click **Ok**.

Select the type of Amendment you would like to perform

Section 6 - Modify Building

Please select from the following:

1414

Complete your cover letter for this amendment:

Modify Building 1414 to reflect new security requirements

Ok

Section 6 – Modify Building

Enter the changes you would like to make.

Building Number:

1414

246 of 250 characters left

1. What security features are present outside of the building(s) where select agents and/or toxins are used or stored?

(Check all that apply):

- Security lighting
- Bars/security film on windows
- Exterior intrusion detection system
- Perimeter fence
- Roving guards
- Video surveillance of all access points
- Vehicle screening

Click **Save and Return to Amendment**.

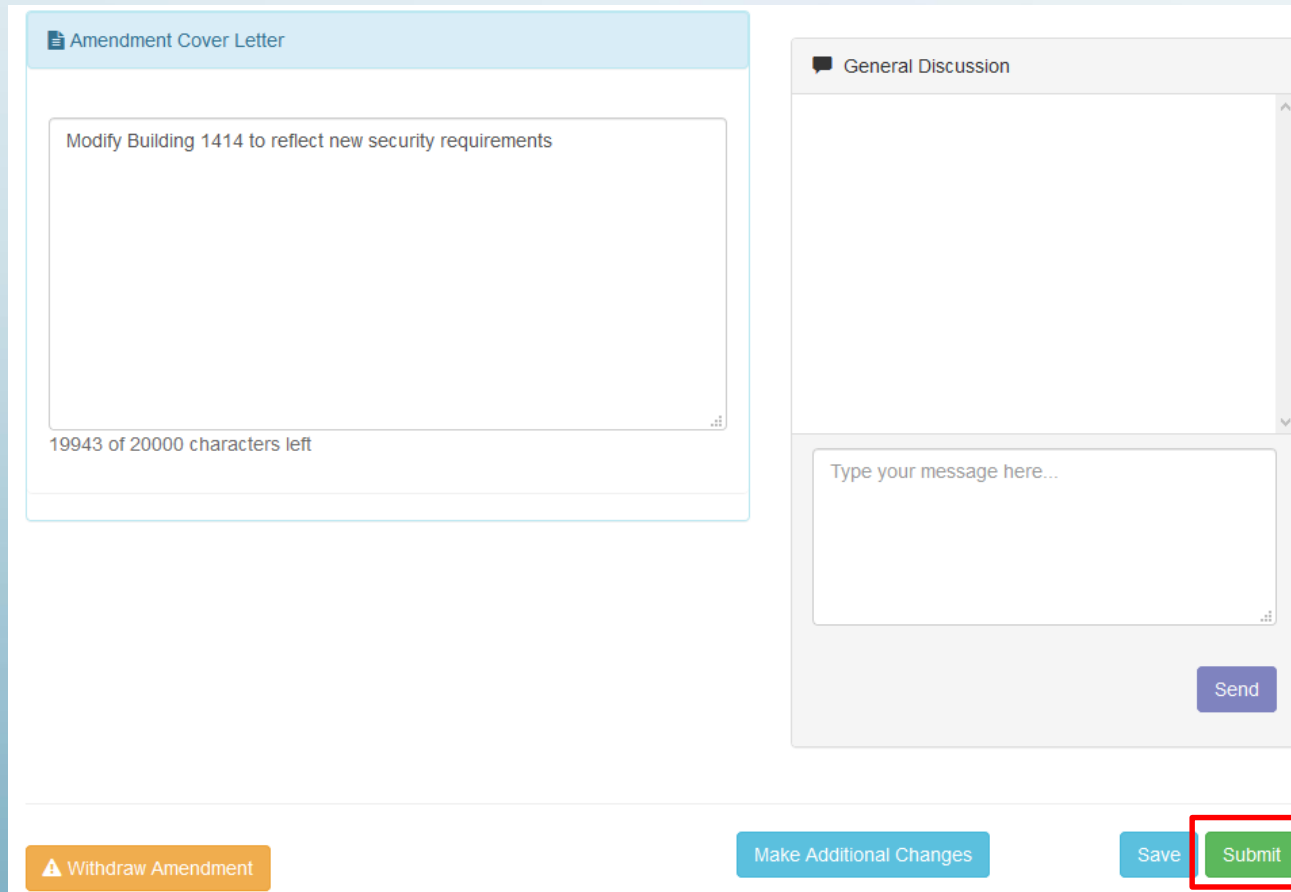
Cancel

Save and Return to Amendment

Save

Section 6 – Modify Building

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



Amendment Cover Letter

Modify Building 1414 to reflect new security requirements

19943 of 20000 characters left

General Discussion

Type your message here...

Send

Withdraw Amendment Make Additional Changes Save **Submit**

Once submitted a notification will display on the home page.



Section 6 – Modify Room or Suite (Technical Amendment)

Section 6 – Modify Room or Suite

Use the dropdown to select “Section 6 – Modify Room or Suite”.

Select the type of Amendment you would like to perform

Section 6 - Modify Room or Suite

Please select from the following:

Building 1 / Lab and Storage Suite / Long Term Storage Only

Complete your cover letter for this amendment:

Add a lab to the suite.


Ok

Use the dropdown to select the building.
Enter your cover letter and click **ok**.




Section 6 – Modify Room or Suite

The “**Section 6 - Modify Room or Suite**” amendment allows you to add or remove biosafety levels.

This laboratory is operated at (add that apply):

Select a BSL 

Add a biosafety level

ABSL3	
BSL3	
NIHBL3	

To add a biosafety level (BSL), select the BSL using the dropdown and click **Add a biosafety level**.

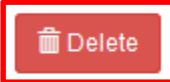

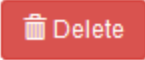
To remove a BSL, click the trash bin next to the BSL you would like to remove.

Click **Save and Return to Amendment**.

Section 6 – Modify Room or Suite

Rooms can be deleted from a suite using the “Section 6 - Modify Room or Suite” amendment.

List All Rooms in Suite:

Room Type ABSL3/NIHBL3 Lab and Storage	Lab & Storage ABSL3 NIHBL3	<input checked="" type="checkbox"/> HEPA Filtered	
Room Type ABSL3/NIHBL3 Lab Only	Lab & Storage ABSL3 NIHBL3	<input type="checkbox"/> HEPA Filtered	
Room Type BSL3/NIHBL3 Lab and Storage	Lab & Storage BSL3 NIHBL3	<input checked="" type="checkbox"/> HEPA Filtered	

Click **Delete** next to the room you would like to remove.
Click **Save and Return to Amendment**.

Section 6 – Modify Room or Suite

The “**Section 6 - Modify Room or Suite**” amendment allows you edit room/suite information.

1. Will this suite/room be used for Tier 1 select agent and/or toxin?
 Yes No

2. Access to suite/room where select agent and/or toxin is stored or used is controlled by (check all that apply):

- Lock and key
- Card access system
- Card access system with PIN
- Biometric System
- Other

3. Access to the storage unit(s) where select agent and/or toxin are housed is controlled by (check all that apply):

- No access control on the storage unit(s)
- Lock and Key
- Card access system
- Card access system with PIN
- Biometric System

Enter the changes you would like to make, and click **Save and Return to Amendment**.

Section 6 –Modify Room or Suite (Add a Room to a Suite)

The “**Section 6 - Modify Room or Suite**” amendment allows you to add a room to a suite.

1. To begin, use the dropdown to select a room type.

2. Enter a room name, use the dropdown to make selections and click “**Add Suite Room**”.

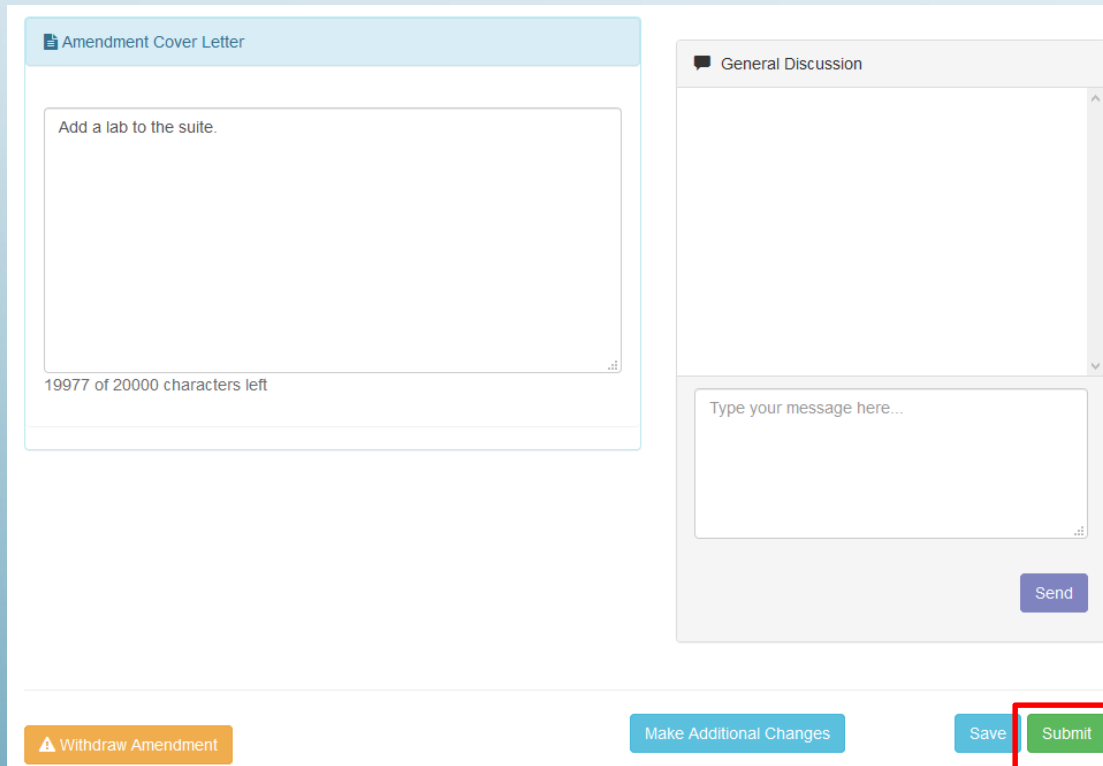
3. The added room will display.

Section 6 – Modify Room or Suite (Add a Room to a Suite)

Click **Save and Return to Amendment**.



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



Once submitted a notification will display on the home page.



Section 6 –Remove Building (Administrative Amendment)

Section 6 –Remove Building

Use the dropdown to select “Section 6 –Remove Building” and click **Ok**.

Select the type of Amendment you would like to perform

Section 6 - Remove Building

Ok

Section 6 –Remove Building

Select **Deactivate Building** next to the building you would like to remove.

Building	Room/Suite	Status	Tier 1	Suite	#Rooms	Storage	BSLevels	Approved	Withdrawn
<input type="radio"/> 1414	<input type="radio"/> 100	Approved	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input type="checkbox"/> Storage	BSL3	01/09/2019	
<input type="radio"/> Building 1	<input type="radio"/> Lab and Storage Suite	Approved	<input checked="" type="checkbox"/> Tier 1	<input checked="" type="checkbox"/> Suite	11	<input checked="" type="checkbox"/> Storage	ABSL3, BSL3, NIHBL3		
<input type="radio"/>	<input type="radio"/> Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3	Unassigned	<input type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input type="checkbox"/> Storage	ABSL3, BSL3, NIHBL3		
<input type="radio"/>	<input type="radio"/> Non Tier 1 Storage Only Room	Approved	<input type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned		
<input type="radio"/>	<input type="radio"/> Tier 1 Lab and Storage Room, ABSL3, BSL3	Approved	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	ABSL3, BSL3	01/08/2019	
<input type="radio"/>	<input type="radio"/> Tier 1 Storage Only Room	Unassigned	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned		
<input type="radio"/> Building 2	<input type="radio"/> Room 1 - Tier 1 Lab and Storage Suite	Unassigned	<input checked="" type="checkbox"/> Tier 1	<input checked="" type="checkbox"/> Suite	3	<input checked="" type="checkbox"/> Storage	BSL2		
<input type="radio"/>	<input type="radio"/> Room 2 - Tier 1 Storage Area	Unassigned	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned		
<input type="radio"/> Building 3	<input type="radio"/> No Rooms Assigned	Unassigned							Deactivate Building

The deactivate button will only display for buildings that have no room/suites assigned.

Section 6 –Remove Building

The deactivated building will no longer display.

Building	Room/Suite	Status	Tier 1	Suite	#Rooms	Storage	BSLevels	Approved	Withdrawn
<input type="radio"/> 1414	<input type="radio"/> 100	Approved	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input type="checkbox"/> Storage	BSL3	01/09/2019	
<input type="radio"/> Building 1	<input type="radio"/> Lab and Storage Suite	Approved	<input checked="" type="checkbox"/> Tier 1	<input checked="" type="checkbox"/> Suite	11	<input checked="" type="checkbox"/> Storage	ABSL3 BSL3 NIHBL3		
	<input type="radio"/> Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3	Unassigned	<input type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input type="checkbox"/> Storage	ABSL3 BSL3 NIHBL3		
	<input type="radio"/> Non Tier 1 Storage Only Room	Approved	<input type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned		
	<input type="radio"/> Tier 1 Lab and Storage Room, ABSL3, BSL3	Approved	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	ABSL3 BSL3	01/08/2019	
	<input type="radio"/> Tier 1 Storage Only Room	Unassigned	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned		
<input type="radio"/> Building 2	<input type="radio"/> Room 1 - Tier 1 Lab and Storage Suite	Unassigned	<input checked="" type="checkbox"/> Tier 1	<input checked="" type="checkbox"/> Suite	3	<input checked="" type="checkbox"/> Storage	BSL2		
	<input type="radio"/> Room 2 - Tier 1 Storage Area	Unassigned	<input checked="" type="checkbox"/> Tier 1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned		



Section 6 – Remove Room or Suite (Technical Amendment)

Section 6 – Remove Room or Suite

Use the dropdown to select “Section 6 – Remove Room or Suite”.

Select the type of Amendment you would like to perform

Section 6 - Remove Room or Suite

Complete your cover letter for this amendment:

Remove the Non Tier 1 Lab from Building 1

Ok

Complete your cover letter and click **Ok**.

Section 6 – Remove Room or Suite

Click **Remove** next to the room or suite you would like to remove.

<input type="radio"/> Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3	Unassigned	<input type="checkbox"/> Tier1	<input type="checkbox"/> Suite	1	<input type="checkbox"/> Storage	ABSL3;BSL3;NIHBL3	<input type="button" value="Remove"/>
<input type="radio"/> Tier 1 Storage Only Room	Unassigned	<input checked="" type="checkbox"/> Tier1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned	<input type="button" value="Remove"/>
<input type="radio"/> Room 1 - Tier 1 Lab and Storage Suite	Unassigned	<input checked="" type="checkbox"/> Tier1	<input checked="" type="checkbox"/> Suite	3	<input checked="" type="checkbox"/> Storage	BSL2	<input type="button" value="Remove"/>
<input type="radio"/> Room 2 - Tier 1 Storage Area	Unassigned	<input checked="" type="checkbox"/> Tier1	<input type="checkbox"/> Suite	1	<input checked="" type="checkbox"/> Storage	No BSLs Assigned	<input type="button" value="Remove"/>

The list only shows rooms/suites with no assigned work.

Section 6 – Remove Room or Suite

Select **Remove Selected Room**.

Selected Rooms to Remove
Upload supporting documents below

Building	Room/Suite	Status	
<input type="radio"/> Building 1	<input type="radio"/> Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3	Unassigned	<input type="radio"/> Do Not Remove

Section 6 – Remove Room or Suite

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

Amendment Cover Letter

Remove the Non Tier 1 Lab from Building 1

19958 of 20000 characters left

Selected Rooms to Remove

Building	Room/Suite	Status
Building 1	Non Tier 1 Lab Only Room, BSL3, NIHBL3, ABSL3	Unassigned

General Discussion

Type your message here...

Send

[Withdraw Amendment](#) [Make Additional Changes](#) [Save](#) [Submit](#)

Once submitted a notification will display on the home page.



Section 7AC – Add New Work Objective (Technical Amendment)

Section 7AC – Add New Work Objective

Use the dropdown to select “Section 7AC – Add New Work Objective”.

Select the type of Amendment you would like to perform

Section 7AC - Add New Work Objective

Complete your cover letter for this amendment:

Add additional work for PI Beck.

Ok

Complete your cover letter and click **Ok**.

Section 7AC – Add New Work Objective

Select **Add Work**, **Add Work and Storage** or **Add Storage Only**.

Add Work **Add Work and Storage** **Add Storage Only**

Designate BioSafetyLevel ⓘ

Designate Additional Biosafety Levels (if applicable)

Designate Select Agent(s) and Toxin(s)

Designate Principal Investigator

Designate Building and Room

Cancel **Reset** **Proceed**

Additional fields will become available based on your selection.

Section 7AC – Add New Work Objective

Select **Add Work and Storage**, use the dropdown to designate a biosafety Level, and additional biosafety levels if applicable. Designate the Select Agent and Toxin.

Add Work **Add Work and Storage** **Add Storage Only**

Designate BioSafetyLevel ⓘ
BSL3

Designate Additional Biosafety Levels (if applicable)
NIHBL3
NIHBL3-LS

Designate Select Agent(s) and Toxin(s)
Non Tier 1
Bacillus anthracis Pasteur strain
Brucella abortus
Brucella suis
Tier 1
Bacillus cereus Biovar anthracis
Burkholderia mallei
Burkholderia pseudomallei
Francisella tularensis

Designate Principal Investigator
Non Tier 1
Britney Beck
David Howard
Tier 1
James Johnson
Killian Lopez
Sam Samuelson

Designate Building and Room
1414
Building 1
Building 2

Tier 1
Lab and Storage Suite / BSL3/NIHBL3 Lab and Storage
Lab and Storage Suite / BSL3/NIHBL3 Lab Only
Lab and Storage Suite / BSL3/NIHBL3 Lab only (2)
Tier 1 Lab and Storage Room, ABSL3, BSL3

Cancel Reset **Proceed**

Section 7AC – Add New Work Objective

Enter an objective of work and respond to the questions. Click **Save and Return to Amendment**.

Section 7C - Description of Work

Work Objective: WO001278.001 - Work and Storage

Save and Return to Amendment

Save

Cancel

Biosafety Levels:

BSL3 NIHBL3


Add/Remove

Agents/Toxins:

Brucella suis

Add/Remove

Principal Investigators:

 Britney Beck

Add/Remove

Buildings/Rooms:

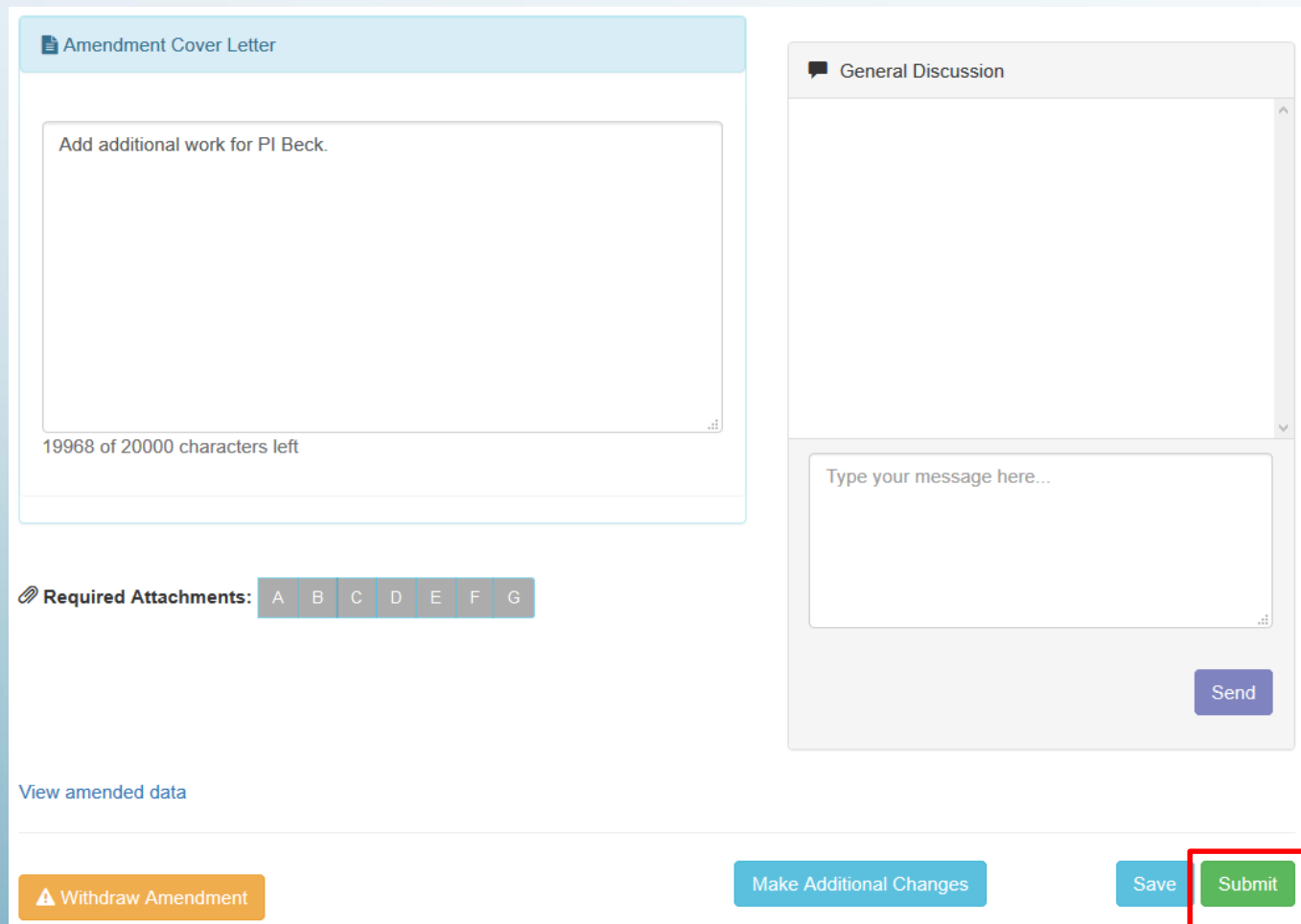
Building 1
- Lab and Storage Suite \ BSL3/NIHBL3 Lab and Storage

Add/Remove

Objective of Work

Section 7AC – Add New Work Objective

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



The screenshot shows a web interface for submitting an amendment cover letter. At the top left, there is a tab labeled "Amendment Cover Letter". Below this is a large text area containing the text "Add additional work for PI Beck." and a character count "19968 of 20000 characters left". Below the text area is a "Required Attachments" section with a list of letters A through G. To the right of the text area is a "General Discussion" section with a text input field labeled "Type your message here..." and a "Send" button. At the bottom of the page, there are four buttons: "Withdraw Amendment" (orange), "Make Additional Changes" (light blue), "Save" (light blue), and "Submit" (green, highlighted with a red border).

Once submitted a notification will display on the home page.



Section 7AC – Modify Work Objective (Technical Amendment)

Section 7AC – Modify Work Objective

Use the dropdown to select “Section 7AC – Modify Work Objective”. Select the work objective, enter your cover letter and click **Ok**.

Select the type of Amendment you would like to perform

Section 7AC - Modify Work Objective

Modify Approved Work Objective:

WO001247.002

Complete your cover letter for this amendment:

I would like to add a PI to the work.

Ok

The work objective number can be found in Section 7AC.

Work Objective: WO001247.002		Status: Approved	Date Approved: 01/09/2019
Principal Investigators: Britney Beck	Work Only The Beck Lab studies how inner-membrane proteins affect LPS structure, and w inner-membrane proteins attenuates Brucella abortus in animal models of infecti		

Section 7AC – Modify Work Objective

You will be taken directly to the selected work to edit. In the example below, James Johnson was added as a PI.

Biosafety Levels:	BSL3 NIHBL3	Add/Remove
Agents/Toxins:	Brucella abortus	Add/Remove
Principal Investigators:	Britney Beck David Howard	Add/Remove
Buildings/Rooms:	Building 1 - Lab and Storage Suite \ BSL3/NIHBL3 Lab and Storage	Add/Remove

Biosafety Levels:	BSL3 NIHBL3	Add/Remove
Agents/Toxins:	Brucella abortus	Add/Remove
Principal Investigators:	Britney Beck David Howard James Johnson	Add/Remove
Buildings/Rooms:	Building 1 - Lab and Storage Suite \ BSL3/NIHBL3 Lab and Storage	Add/Remove

The Section 7AC – Modify Work Objective allows you to modify the secondary biosafety level(s), agents/toxins, principal investigator and buildings/rooms.

Section 7AC – Modify Work Objective

You can also edit the objective and questions related to the work.

Enter edits in the text box to reflect desired change(s).

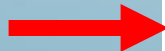


Objective of Work

The Beck Lab studies how inner-membrane proteins affect LPS structure, and whether deletion of certain inner-membrane proteins attenuates *Brucella abortus* in animal models of infection and whether these animals are protected against later challenge with wild-type. In our non-Tier 1 BSL-3 lab, only in vitro work is performed. Methods include culture in broth and on agar plates. Centrifugation of cultures and re-suspension/concentration of cell mass. Standard genetic techniques such as electroporation, plating on selective media, colony isolation.

4449 of 5000 characters left

Click or type information directly to edit responses.



3. Provide an estimate of the maximum quantity of functional toxin held by the PI at any one time (e.g., 500 mg, 100 ml x 100 ug/ul).

Toxin

Maximum Quantity / Concentration

Abrin

2

249 of 250 characters left

4. Equipment that may produce infectious agent or toxin aerosols (e.g., ultracentrifuge, flow cytometer, cell sorter, plate washer) is contained in primary barrier devices that exhaust air through HEPA filtration or other equivalent technology before being discharged into the laboratory.

Yes No

5. Inventory record is reconciled:

Annually

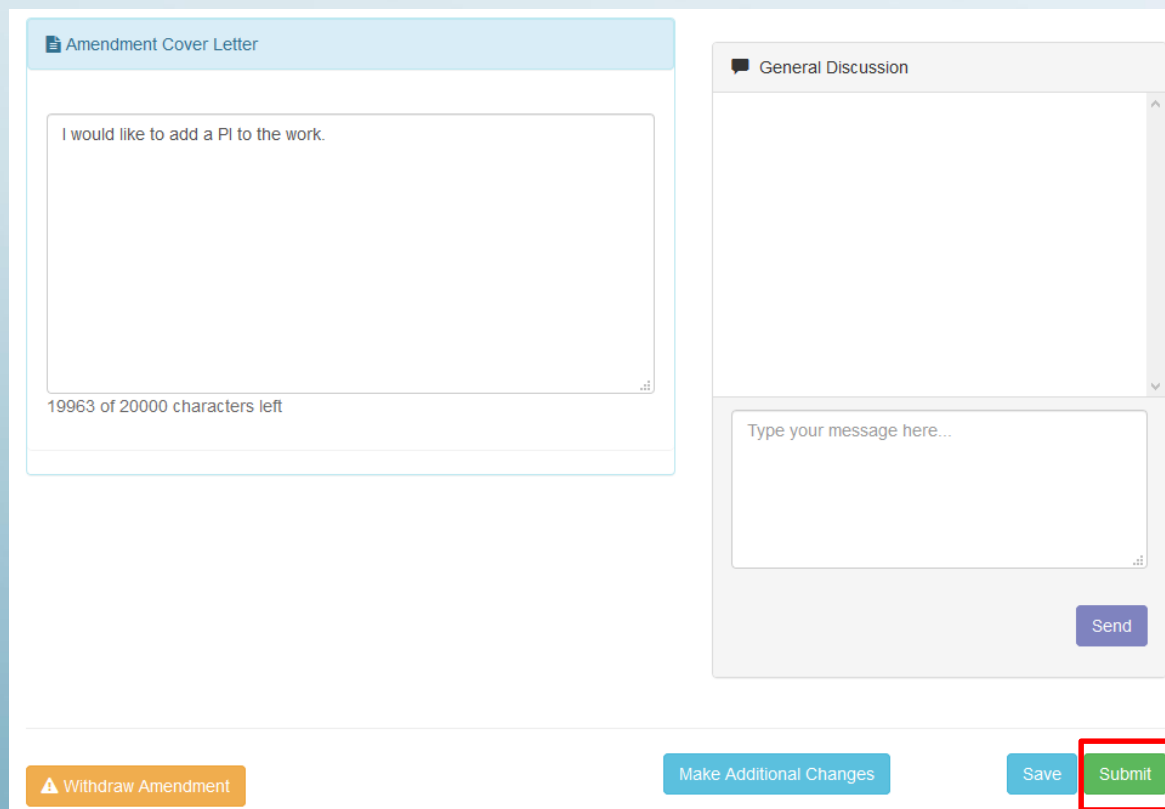
Other (specify frequency)

Section 7AC – Modify Work Objective

Enter changes, and click **Save and Return to Amendment**.



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



The screenshot shows a web interface for modifying an amendment. It features two main text input areas: 'Amendment Cover Letter' and 'General Discussion'. The 'Amendment Cover Letter' area contains the text 'I would like to add a PI to the work.' and a character count of '19963 of 20000 characters left'. The 'General Discussion' area is currently empty. At the bottom of the interface, there are four buttons: 'Withdraw Amendment' (orange), 'Make Additional Changes' (light blue), 'Save' (light blue), and 'Submit' (green, highlighted with a red border).

Once submitted a notification will display on the home page.



Section 7AC - Remove Approved Work Objective (Technical Amendment)

Section 7AC - Remove Approved Work Objective

Use the dropdown to select “**Section 7AC – Remove Approved Work Objective**”.
Select the work objective, enter your cover letter and click **Ok**.

Select the type of Amendment you would like to perform

Section 7AC - Remove Approved Work Objective

Complete your cover letter for this amendment:

Remove work PI Lopez and PI Howard are conducting with Brucella abortus.

Ok

Section 7AC - Remove Approved Work Objective

Select **Remove** to remove the work.

Work Objective: WO001110.001	Status: Approved	Date Approved:	Active Work <input checked="" type="checkbox"/>
Principal Investigators: Killian Lopez David Howard	Work and Storage The Lopez Lab studies how inner-membrane proteins affect LPS structure, and whether deletion of certain inner-membrane proteins attenuates Brucella abortus in animal models of infection and whether these animals are protected against later challenge with wild-type. In our non-Tier 1 BSL-3 lab, only in vitro work is performed. Methods include culture in broth and on agar plates. Centrifugation of cultures and re-suspension/concentration of cell mass. Standard genetic techniques such as electroporation, plating on selective media, colony isolation. Tissue samples taken from experimentally-challenged animals in a separate registered ABSL3 lab may be fixed, following our validated inactivation procedure, before microscopic examination.	View Remove	
Agents/Toxins: Brucella abortus	Required Attachments: A B C D E F G	Buildings/Rooms: Building 1 - Lab and Storage Suite \ BSL3/NIHBL3 Lab and Storage	Biosafety Levels: BSL3 NIHBL3

Section 7AC - Remove Approved Work Objective

Click **Save** and **Return to Amendment**.

Section 7C - Description of Work

Work Objective: WO001110.001 - Work and Storage

Save and Return to Amendment **Save** **Cancel**

Biosafety Levels: BSL3 NIHBL3 **Add/Remove**

Agents/Toxins: Brucella abortus **Add/Remove**

Principal Investigators: Killian Lopez David Howard **Add/Remove**

Buildings/Rooms: Building 1
- Lab and Storage Suite \ BSL3/NIHBL3 Lab and Storage **Add/Remove**

Objective of Work

The Lopez Lab studies how inner-membrane proteins affect LPS structure, and whether deletion of certain inner-membrane proteins attenuates Brucella abortus in animal models of infection and whether these animals are protected against later challenge with wild-type. In our non-Tier 1 BSL-3 lab, only in vitro work is performed. Methods include culture in broth and on agar plates. Centrifugation of cultures and re-suspension/concentration of cell mass. Standard genetic techniques such as electroporation, plating on selective media, colony isolation. Tissue samples taken from experimentally-challenged animals in a separate registered ABSL3 lab may be fixed, following our validated inactivation procedure, before microscopic examination.

Section 7AC - Remove Approved Work Objective

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

Amendment

Amendment Cover Letter

Remove work PI Lopez and PI Howard are conducting with Brucella abortus.

19928 of 20000 characters left

General Discussion

Type your message here...

Send

[Withdraw Amendment](#) [Save](#) [Submit](#)

Once submitted a notification will display on the home page.

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).