



eFSAP System Update, March 2018

Federal Select Agent
Program Training



eFSAP now supports “View-Only” Accounts

There are now two types of accounts in eFSAP: RO/ARO and View Only.

RO/ARO



Federal Select Agent Program Portal

Warning: You are Accessing a U.S. Government System

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

I hereby certify that I have been designated as the Responsible Official or the Alternate Responsible Official(s) for the institution/organization listed above, that I am authorized to bind the institution/organization, and that the information supplied in this registration package is, to the best of my knowledge, accurate and truthful. This institution/organization meets the requirements specified in 42 CFR Part 73 and/or 7 CFR Part 331 and/or 9 CFR Part 121, is equipped and capable of safely and securely handling the agent(s), and will use or transfer these agents solely for purposes authorized by 42 CFR Part 73 and/or 7 CFR Part 331 and/or 9 CFR Part 121.

I understand that submission of a false statement and/or failure to comply with the provisions of the applicable regulations (42 CFR Part 73 and/or 7 CFR Part 331 and/or 9 CFR Part 121) may result in the immediate revocation of this entity's registration, a civil penalty of up to \$500,000 for each violation, and a criminal penalty and/or imprisonment up to five years for each violation. (7 USC 8401; 18 USC 175, 175B, 1001, 3559, 3571; 42 USC 262a).

View Only



Federal Select Agent Program Portal

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When signing in to eFSAP, you will be required to agree to security terms. In addition, RO/ARO's will confirm they have the authority to make changes on behalf of the entity. After signing out of the system, users will be required to agree again upon their next log in.

Accessing Form 1 Information

To view your registration information, select “View”

RO/ARO user

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](#)

View only user

Select an Action

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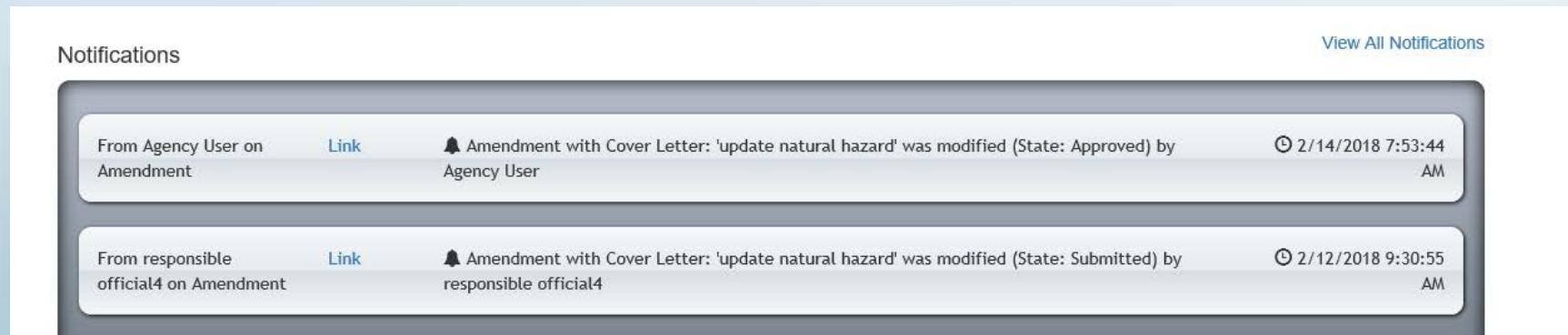
[View](#) [Amendment History](#)

[Exit](#)

RO/ARO user's will see an additional option to amend registration data ,
view only users do not have this option

eFSAP now supports external notifications

The Notifications section of the landing page displays updates of eFSAP actions.

A screenshot of the eFSAP Notifications section. The title "Notifications" is at the top left, and a "View All Notifications" link is at the top right. Below is a table with two rows of notifications. Each row contains a "From" column, a "Link" column, a "Message" column, and a "Time" column. Row 1: From Agency User on Amendment, Link, Amendment with Cover Letter: 'update natural hazard' was modified (State: Approved) by Agency User, 2/14/2018 7:53:44 AM. Row 2: From responsible official4 on Amendment, Link, Amendment with Cover Letter: 'update natural hazard' was modified (State: Submitted) by responsible official4, 2/12/2018 9:30:55 AM.

Email Notifications

If in the last 24 hrs., the FSAP has executed any action that generates a notification, the system will email the entity's RO and ARO(s) at 3:00 pm eastern time the following message: "Federal Select Agent Program staff have executed an action in eFSAP related to your Select Agent and Toxin Program. Please log into eFSAP at your earliest convenience to review the action in the notification table on your entity's landing page."



Entities are now able to make changes to their Form 1 Section 5 information

To begin amending Form 1 data, select “Form 1” from the Landing Page

A screenshot of the Federal Select Agent Program Portal landing page. The page features the CDC and USDA logos at the top. The main content area is titled "Federal Select Agent Program Portal" and displays the entity information: "Entity: eFSAP Test Entity". Below this, there are sections for "LEAD AGENCY: CDC", "REGISTRATION STATUS: Approved", and "REGISTRATION EXPIRES: 10/10/2019". The page also shows facility address, responsible official name, registration number, application number, and type status. A red arrow points to the "Form 1" button in the top navigation bar, which is highlighted in orange. The navigation bar also includes links for "Forms", "Form 2", "Form 3", and "Form 4".

Home Notifications

Forms Form 1 Form 2 Form 3 Form 4

Federal Select Agent Program Portal

Entity: eFSAP Test Entity

LEAD AGENCY: CDC REGISTRATION STATUS: Approved REGISTRATION EXPIRES: 10/10/2019

Facility Address: 1020 Valley Drive, Atlanta, GA 30329-1234

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



eFSAP - Create Amendment Request

Select “Amend”

Select an Action X

Select an action for the APHIS/CDC FORM 1 APPLICATION FOR REGISTRATION FOR POSSESSION, USE, AND TRANSFER OF SELECT AGENTS AND TOXINS.

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[View](#) [Amend](#) [Amendment History](#)

[Exit](#)



eFSAP - Amendment Selection

Use the dropdown menu to select the amendment type.

Note – Sections 5A, 5B and 5C are all amended using the following steps.

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

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

Request Registration Renewal

Section 1 - Change Entity Name, Abstract, or Type

Section 1 - Change Entity Physical or Additional Address

Section 2 - Sign Section 2

Section 4 - Add/Remove/Reactivate Personnel

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 7B - Add/Remove/Modify Strains and Serotypes

All Other Amendments

A large red arrow points downwards to the right side of the "Select the type of Amendment you would like to perform" dropdown menu, highlighting the specific step for selecting an amendment type.



eFSAP - Amendment Cover Letter

Type the cover letter requesting the change, 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 5A - Modify Entity-Wide Security Assessment and Incident Response

Complete your cover letter for this amendment:

Update insider risk assessment to include educational background requirements.

A large red arrow points to the "Ok" button in the bottom right corner of the form.

Ok



eFSAP – Form 1, Section 5A

The current Form 1, Section 5A will display

Section 5A - Entity-Wide Security Assessment and Incident Response

1. This facility is: (check all that apply)

Government owned
 Entity owned
 Rented/leased
 Shared with another entity or program
 Other

2. Does the entity have a security officer or other individual(s) identified to assist the RO in security matters?

Yes No

If yes, does the security plan contain procedures for coordination between the RO and the entity's security professionals?

Yes No

3. A threat assessment has been conducted:

Yes No

a. Were local law enforcement or federal agencies consulted in developing the threat assessment?

Yes No

b. Has there been a break-in at the entity in the last three years?

Yes No

c. Have there been any direct threats against the entity or its scientists in the last three years?

Yes No

d. Have there been protests at the entity in the last three years?

Yes No

If yes to any of the above, describe below.

We had the local FBI come out for a day to do a walk through

4940 of 5000 characters left

4. Insider risk assessment

a. As a condition of granting unescorted access, the entity, or another organization on behalf of the entity, verifies (check all that apply):

Educational background
 Previous work references
 Criminal history (beyond the security risk assessment approved by the Federal Select Agent Program)
 Other

address verification

1480 of 1500 characters left

None

b. Does the entity have policies and procedures for self and peer reporting?

Yes No

c. Does the entity have additional requirements for personnel suitability to retain access to select agents or toxins?

Yes No



eFSAP - Amend Data

Enter the desired change(s)

4. Insider risk assessment

a. As a condition of granting unescorted access, the entity, or another organization on behalf of the entity, verifies (check all that apply):

- Educational background
- Previous work references
- Criminal history (beyond the security risk assessment approved by the Federal Select Agent Program)
- Other

Current Data

address verification

1480 of 1500 characters left

None

b. Does the entity have policies and procedures for self and peer reporting?

Yes No

c. Does the entity have additional requirements for

Yes No

4. Insider risk assessment

a. As a condition of granting unescorted access, the entity, or another organization on behalf of the entity, verifies (check all that apply):

- Educational background
- Previous work references
- Criminal history (beyond the security risk assessment approved by the Federal Select Agent Program)
- Other

Amended Data

address verification

1480 of 1500 characters left

None

b. Does the entity have policies and procedures for self and peer reporting?

Yes No

c. Does the entity have additional requirements for personnel suitability to retain access to select agents or toxins?

Yes No



eFSAP - Save changes

Click “Save and Return to Amendment” at the bottom of the page.

10. Is permission required to conduct select agent and/or toxin work after established work hours?

Yes No

If yes, who grants permission?

RO/ARO
 PI
 Other

[Cancel](#) [Save and Return to Amendment](#) [Save](#)

A message will display indicating that data has been updated.
Click “OK” to return to the cover letter and discussion page for the amendment.



eFSAP - Withdraw, Save or Submit

Amendment

AMENDMENT COVER LETTER Draft

Update insider risk assessment to include educational background requirements.

19922 of 20000 characters left

General Discussion

Type your message here...

Send

▲ Withdraw Amendment

Make Additional Changes

Save Submit

- Withdraw Amendment – Exit the amendment without submitting or saving changes (amendment will show as deactivated)
- Save –The amendment will be saved as a draft only not be reviewed by FSAP staff.
- Submit –Submit the amendment for review by the FSAP.



eFSAP - Landing Page Notifications

A notification will appear indicating an amendment was submitted. To view the amendment, click **link** in the notifications section.

Federal Select Agent Program Portal

Entity: eFSAP Test Entity

Forms [Form 1](#) [Form 2](#) [Form 3](#) [Form 4](#)

LEAD AGENCY: CDC REGISTRATION STATUS: Approved REGISTRATION EXPIRES: 10/10/2019

Facility Address: 1020 Valley Drive, Atlanta, GA 30329-1234

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

Notifications [View All Notifications](#)

From responsible official4 on Amendment [Link](#) Amendment with Cover Letter: 'Update insider risk assessment to include educational background requirements.' was modified (State: Submitted) by responsible official4 ⌚ 2/9/2018 1:03:04 PM



Additional Contact Information

- For technical assistance with eFSAP, or for assistance with the Secure Asset Management System (SAMS), please submit a help request ticket [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).