



eFSAP Document Upload

**Federal Select Agent
Program Training**





File Upload Details

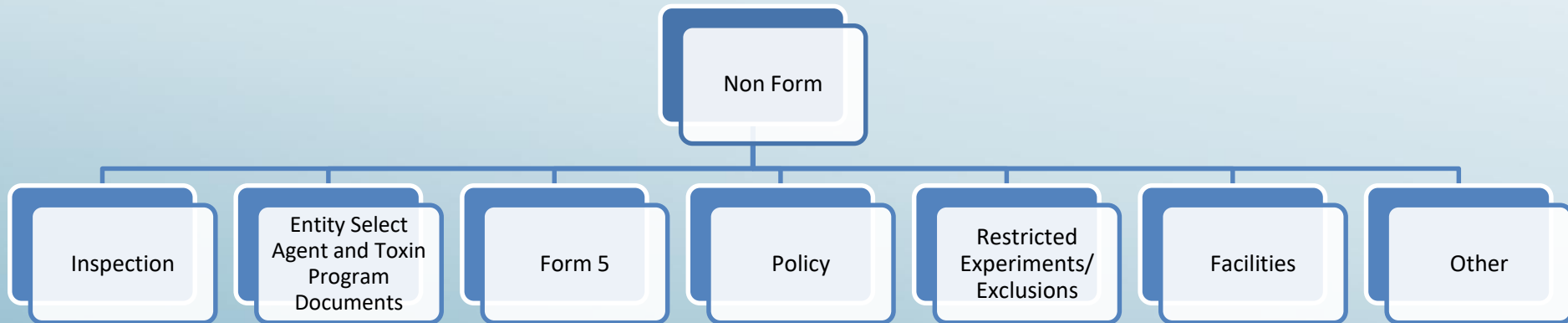
Users are able to upload files to eFSAP from the entity's home page and from within Forms 1, 2, 3, and 4

- 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).



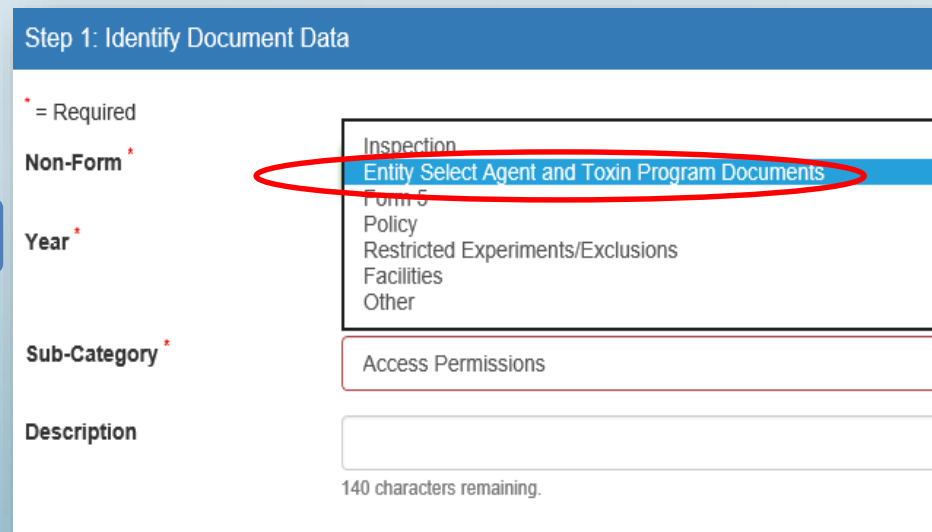
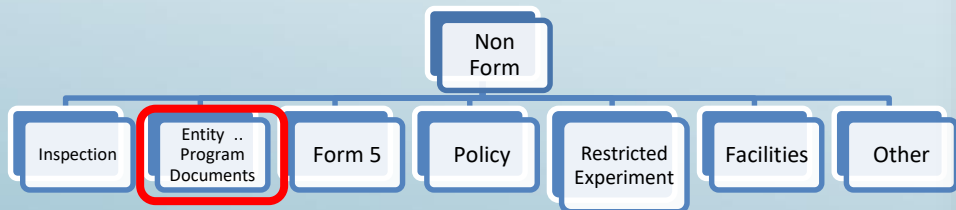
Non Form-associated Uploads

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.



Step 1: Identify Document Data

* = Required

Non-Form *

Year *

Sub-Category *

Description

140 characters remaining.

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

Access Permissions

The screenshot shows a web form for identifying document data. The 'Non-Form' dropdown menu is open, and 'Entity Select Agent and Toxin Program Documents' is selected and highlighted with a red oval. The 'Year', 'Sub-Category', and 'Description' fields are also visible.

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

Upload an Entity Document
Documents will be versioned. Old copies of documents may be available by accessing SharePoint

Step 1: Identify Document Data

* = Required

Non-Form * Entity Select Agent and Toxin Program Documents

Year * 2018
26 characters remaining.

Sub-Category *

Description

Step 2: Select the Document

Browse

- 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



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 🔍

	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\	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.

Upload an Entity Document

Step 1: Identify Document Data

* = Required

Non-Form *

Inspection # *

Sub-Category *

Pre-Inspection Document *

Description

140 characters remaining.



File Classification Sub-Category

Further classify the file using the sub-category menus.

Step 1: Identify Document Data

* = Required

Non-Form *

Year *
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.

Step 1: Identify Document Data

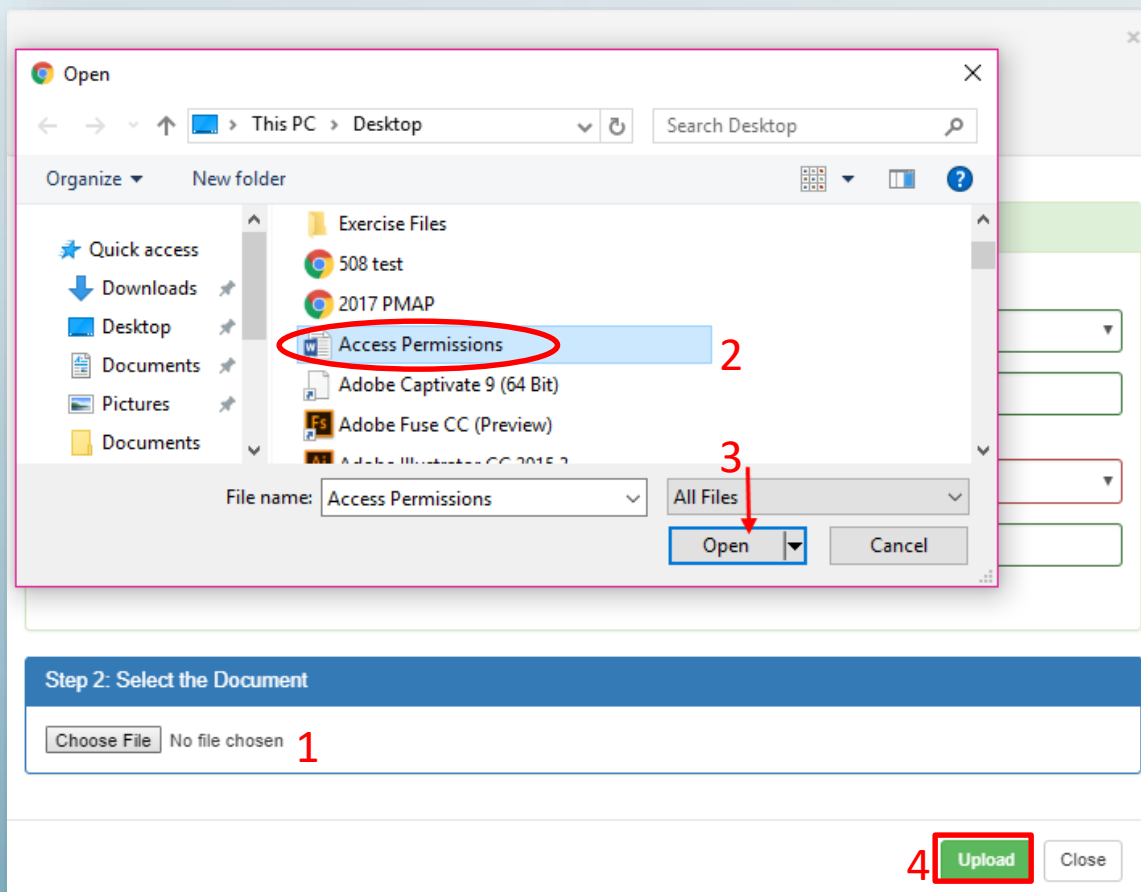
* = Required

Non-Form *	Entity Select Agent and Toxin Program Documents ▼
Year *	2018 26 characters remaining.
Sub-Category *	Access Permissions ▼
Description	Access Permissions Details 114 characters remaining.

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**

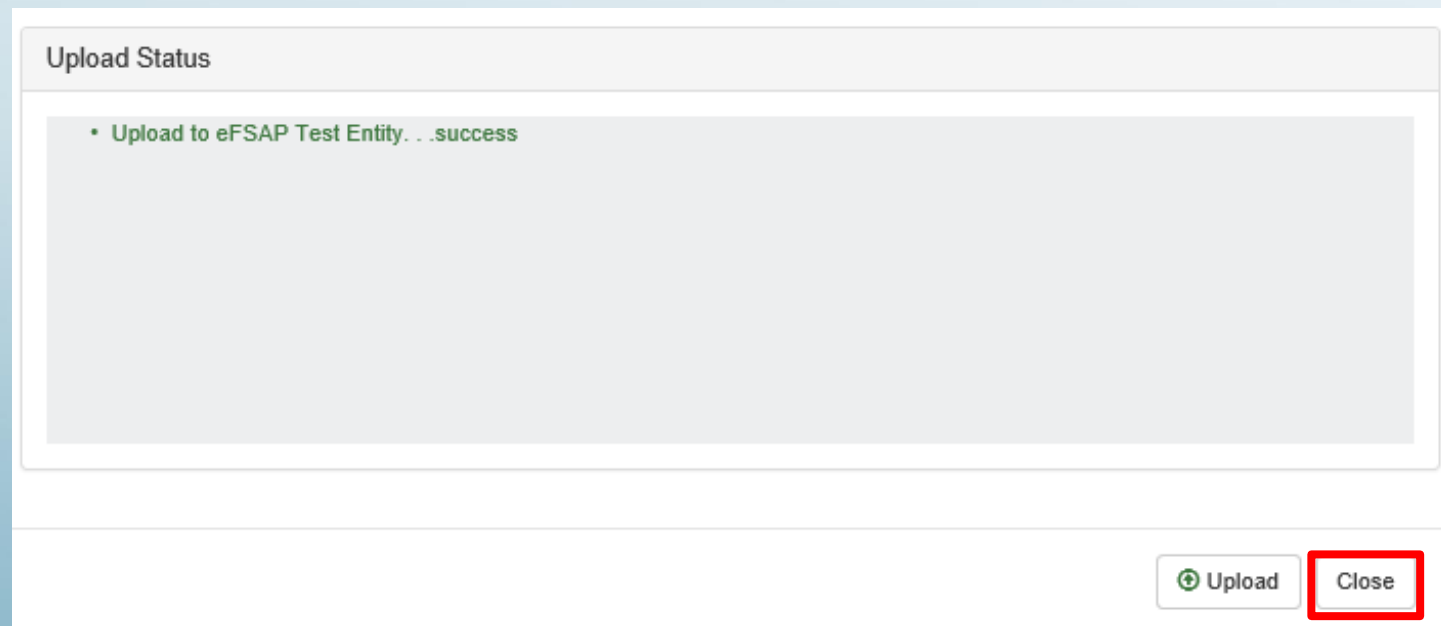


The image shows a two-step process for uploading a file. The top part is a Windows File Explorer 'Open' dialog box. The current location is 'This PC > Desktop'. The file list includes 'Exercise Files', '508 test', '2017 PMAP', 'Access Permissions', 'Adobe Captivate 9 (64 Bit)', 'Adobe Fuse CC (Preview)', and 'Adobe Illustrator CC 2015.3'. The 'Access Permissions' file is selected and circled in red, with a red '2' next to it. The 'Open' button is highlighted with a red box and a red '3' above it. The bottom part of the image shows a web interface with a blue header 'Step 2: Select the Document'. Below the header is a 'Choose File' button and the text 'No file chosen' with a red '1' next to it. At the bottom right, there is a green 'Upload' button with a red '4' next to it and a 'Close' button.



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 - 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	Q
	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).

Step 1: Identify Document Data

* = Required

Non-Form * Entity Select Agent and Toxin Program Documents

Year * 2018
28 characters remaining.

Sub-Category * Access Permissions

Description Access Permissions Details |
114 characters remaining

Unique Document Identifier

Program-2018-4/18/2018 3:02:33 PM-Access Permissions-Access Permissions Details'



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.

Documents

	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	devdcipsas/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	devdcipsas/responsi...	Restricted Experiments/Exclusions	Not Reviewed
	Restricted - Upload Example.docx	Science-4/18/2018 7:...	4/18/2018 7:57:58 AM	devdcipsas/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	devdcipsas/responsi...	Facilities	Under Review
	Section 7 Upload Example.docx	F1-4/17/2018 3:42:30 ...	4/17/2018 3:42:30 PM	devdcipsas/responsi...	Form 1	Not Reviewed
	Training Upload Example.docx	F1-4/17/2018 3:34:43 ...	4/17/2018 3:34:43 PM	devdcipsas/responsi...	Form 1	Review Complete
	Training Upload Example.docx	Program-2018-4/17/2...	4/17/2018 3:32:19 PM	devdcipsas/responsi...	Entity Select Agent and Toxin Program	Under Review

/ 3

 items per page
 1 of 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.

The screenshot shows a document management interface with a dialog box titled "Program-2018-4/20/2018 10:12:06 AM-Access Permissions-'Access Permission Details'". The dialog box contains a table with the following data:

	Changed Date	Changed By	Version
	04-20-2018, 10:12 am	devdcipsas\responsible.officia4	9.0
	04-18-2018, 3:02 pm	devdcipsas\responsible.officia4	8.0
	04-18-2018, 12:04 pm	devdcipsas\responsible.officia4	7.0
	04-17-2018, 4:54 pm	devdcipsas\responsible.officia4	6.0
	04-17-2018, 4:24 pm	devdcipsas\responsible.officia4	5.0
	04-17-2018, 4:19 pm	devdcipsas\responsible.officia4	4.0
	04-17-2018, 4:12 pm	devdcipsas\responsible.officia4	3.0
	04-17-2018, 4:05 pm	devdcipsas\responsible.officia4	2.0
	04-17-2018, 3:40 pm	devdcipsas\responsible.officia4	1.0

The dialog box also includes a "Close" button at the bottom right and a pagination control at the bottom center showing "1 - 9 of 9 items".



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

	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\	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

	Original Name <input type="text"/>	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\.	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

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 - 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.

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

Navigation tabs: Form 1, Form 2, Form 3, Form 4

Select View.

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, Amendment History

Exit



Form 1 Uploads – Section Selection

Click on the section the file is associated with.

SECTION 1	<h2>Section 1 - Form 1 Data Completion</h2>		
SECTION 2	Entity Information		
SECTION 3	Entity Application Number	Current Registration Number	
SECTION 4	<input type="text" value="c0c7e336-f01e-e711-80cf-001dd8003fe2"/>	<input type="text" value="20161010-1852"/>	
SECTION 5A	Entity Name		
SECTION 5B	<input type="text" value="eFSAP Test Entity"/>		
SECTION 5C	83 of 100 characters left		
SECTION 6	Physical Address	City	State
SECTION 7A & 7C	<input type="text" value="1020 Valley Drive"/>	<input type="text" value="Atlanta"/>	<input type="text" value="Georgia"/>
SECTION 7B	83 of 100 characters left 43 of 50 characters left		
	Additional Physical Address(es)		
	<input type="text" value="1021 Valley Drive, Atlanta GA 30029"/>		

Form 1 Uploads-Section 6

SECTION 1

SECTION 2

SECTION 3

SECTION 4

SECTION 5A

SECTION 5B

SECTION 5C

SECTION 6

SECTION 7A & 7C

SECTION 7B

Section 6 A/B

Buildings, Suites/Rooms

Building	Room/Suite	Tier 1	Suite	Number of Rooms	Storage	Biosafety Levels
Building 1	Room 1 - Non Tier 1 lab	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	BSL3; NIHBL3
	Room 2 - Non Tier 1 Storage Area	<input type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	No BSLs Assigned
	Room 3 - Tier 1 Lab and Storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	BSL3; NIHBL3
	Room 4 - Tier 1 Lab and Storage Suite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13	<input checked="" type="checkbox"/>	ABSL3; BSL3; NIHBL3
	Room 5 - Tier 1 Storage Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	No BSLs Assigned
Building 2	Room 1 - Tier 1 Lab and Storage Suite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	BSL2
	Room 2 - Tier 1 Storage Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	No BSLs Assigned

Upload an Entity Document

Upload

Documents Search

Original Name	Unique Document Identifier	Uploaded Date	Uploaded By	Document Category
GS Test 2 .pdf	F1-3/23/2018 12:36:35 PM-Section 6-Flo...	3/23/2018 12:36:...	agency.user@...	Form 1
GS Test 8 .pdf	F1-3/23/2018 11:48:02 AM-Section 6-Oth...	3/23/2018 11:48:...	agency.user@...	Form 1
GS Test 6 .pdf	F1-3/23/2018 11:46:59 AM-Section 6-Oth...	3/23/2018 11:46:...	agency.user@...	Form 1
Upload Test - (1) .pdf	F1-3/22/2018 12:37:48 PM-Section 6-Oth...	3/22/2018 12:37:...	devodcipsas/r...	Form 1
Upload Test - (7) .pdf	F1-3/22/2018 10:51:57 AM-Section 6-Oth...	3/22/2018 10:51:...	devodcipsas/r...	Form 1

Uploads are organized in chronological order with most the recent date listed first.

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Form 1 – Section 6 File Classification

Sections 6, 7a/c, and 7b have sub-categories

⊕ Upload an Entity Document
Documents will be versioned. Old copies of documents may be available by accessing SharePoint

Step 1: Identify Document Data

* = Required

Form 1 *	Section 6
Section 6 *	Floor Plan ▼
Description	Floor Plan
	Other

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 *

Description

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

Step 2: Select the Document

No file chosen

Step 1: Identify Document Data

* = Required

Form 1 *

Section 7b *

Description

- Destruction Records
- Intra-entity Transfer Records
- Other



Form 2 Uploads

Select an Action

Select an action for the APHIS/CDC FORM 2 REQUEST TO TRANSFER SELECT AGENTS AND TOXINS.

The APHIS/CDC Form 2, Request to Transfer Select Agents and Toxins, is used by entities to request prior authorization of a transfer of select agent(s) or toxin(s) from the Federal Select Agent Program as required by regulations (7 CFR 331, 9 CFR 121, and 42 CFR 73). An importation or domestic movement permit (PPO Form 576) for plant select agent pathogens is required under 7 CFR Part 330, in addition to an approved APHIS/CDC Form 2.

Create Form 2

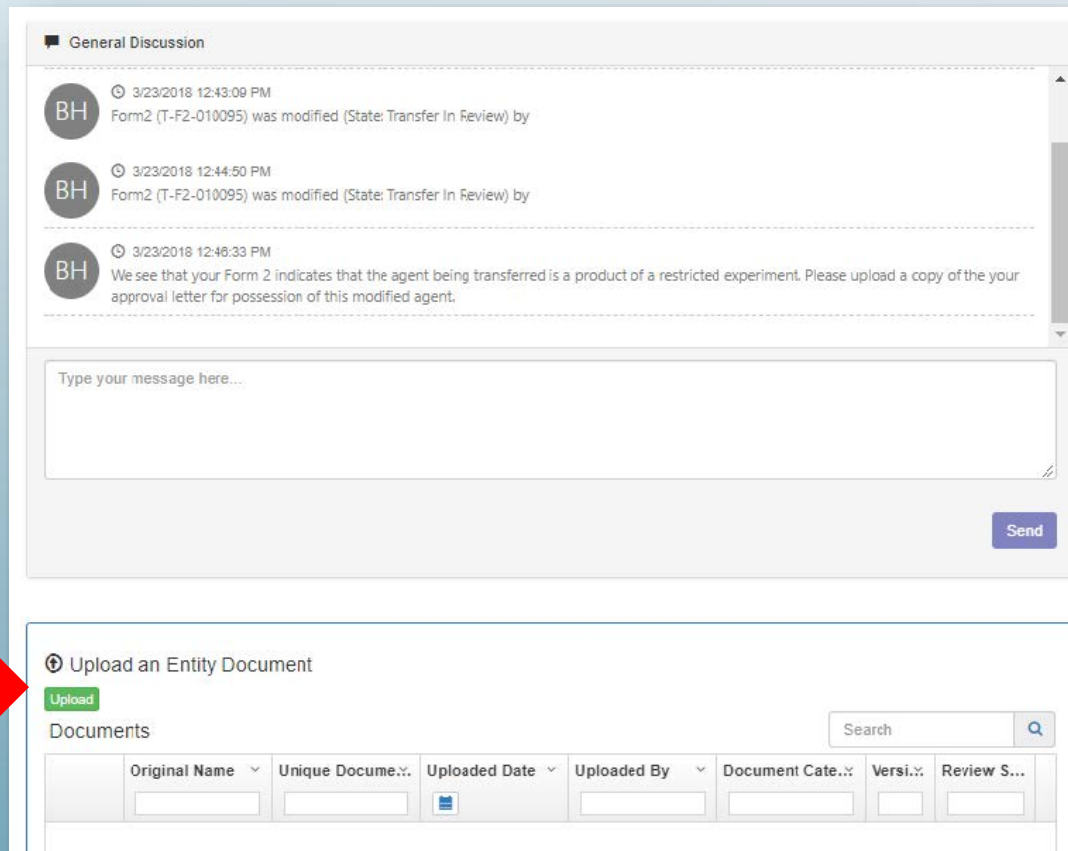
Id	Status	Date Created	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010001	Transfer Completed	9/25/17	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010052	Transfer Cancelled	11/20/17	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010053	Transfer Completed	11/28/17	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010058	Section3 Pending	12/13/17	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010090	Approved Section2 Pending	2/23/18	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010092	Transfer In Review	2/23/18	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010093	Transfer In Review	2/23/18	Edit Section 1	Edit Section 2	Edit Section 3
T-F2-010095	Transfer In Review	3/9/18	Edit Section 1	Edit Section 2	Edit Section 3

Exit

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.



The screenshot displays a web interface with two main sections. The top section, titled "General Discussion", contains a list of messages. The first two messages are from user "BH" and state: "Form2 (T-F2-010095) was modified (State: Transfer In Review) by". The third message is from user "BH" and reads: "We see that your Form 2 indicates that the agent being transferred is a product of a restricted experiment. Please upload a copy of the your approval letter for possession of this modified agent." Below the messages is a text input field with the placeholder "Type your message here..." and a "Send" button.

The bottom section is titled "Upload an Entity Document" and features a green "Upload" button. Below this is a search bar and a table with the following columns: "Original Name", "Unique Docume...", "Uploaded Date", "Uploaded By", "Document Cate...", "Versi...", and "Review S...". A red arrow points to the "Upload" button.



Form 2 Upload the File

Step 1: Identify Document Data

* = Required

Transfer # (last 6 digits) *
24 characters remaining.

Document Type *

Description

- Supporting Documentation
- Response to Request for Information
- Other

Step 2: Select the Document

Upload Example SD.docx



Form 3 Uploads

Select an Action ✕

Select an action for the APHIS/CDC FORM 3 TO REPORT A THEFT, LOSS, OR RELEASE OF A SELECT AGENT OR TOXIN.

The discovery of a theft, loss, or a release of a select agent or toxin is required to be immediately reported (as described in 7 CFR 331, 9 CFR 121, and 42 CFR 73).

[Create](#) [View All](#)

Location	Incident Date	Status	
Building 1 - Tier 1 Lab and Storage	12/11/2017	RequestForMoreInformation	Edit Show History

[Exit](#)

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

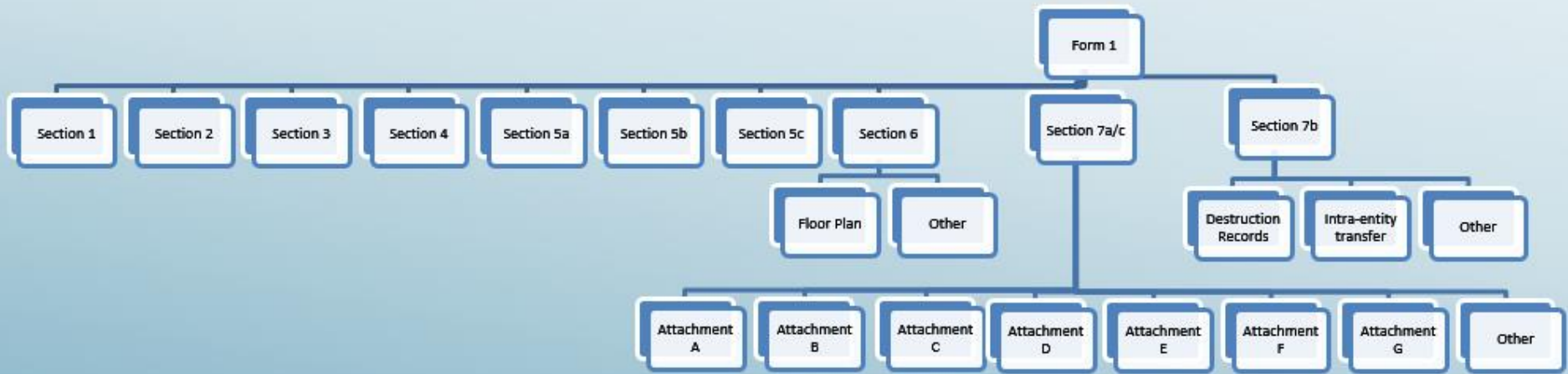
- ❑ For technical assistance with eFSAP, or for assistance with the Secure Asset Management System (SAMS), please submit a help request ticket at [eFSAP Customer Support Request Form](#), email eFSAPSupport@cdc.gov, or call 1 (877) 232-3322.
- ❑ For all other inquiries regarding your entity's registration, please contact your designated FSAP point of contact (POC).



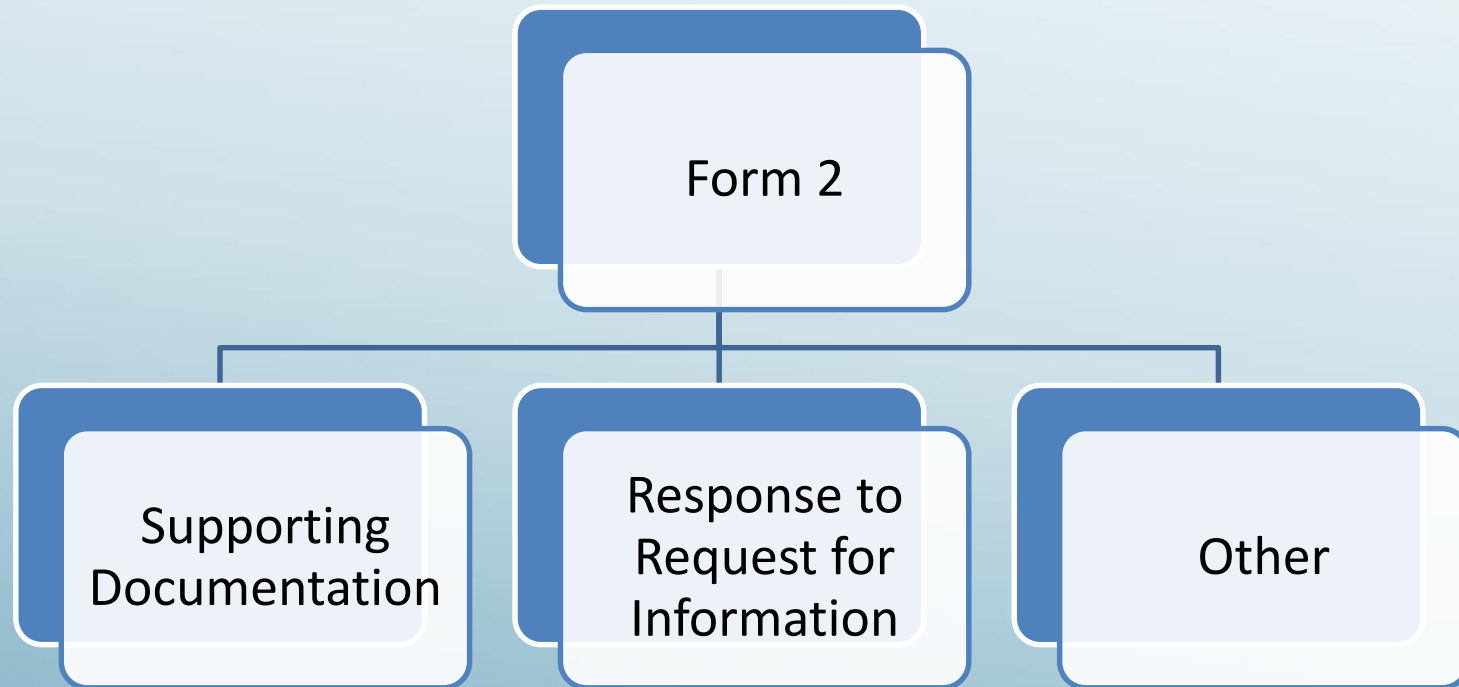
Reference Material: File upload options

Form 1

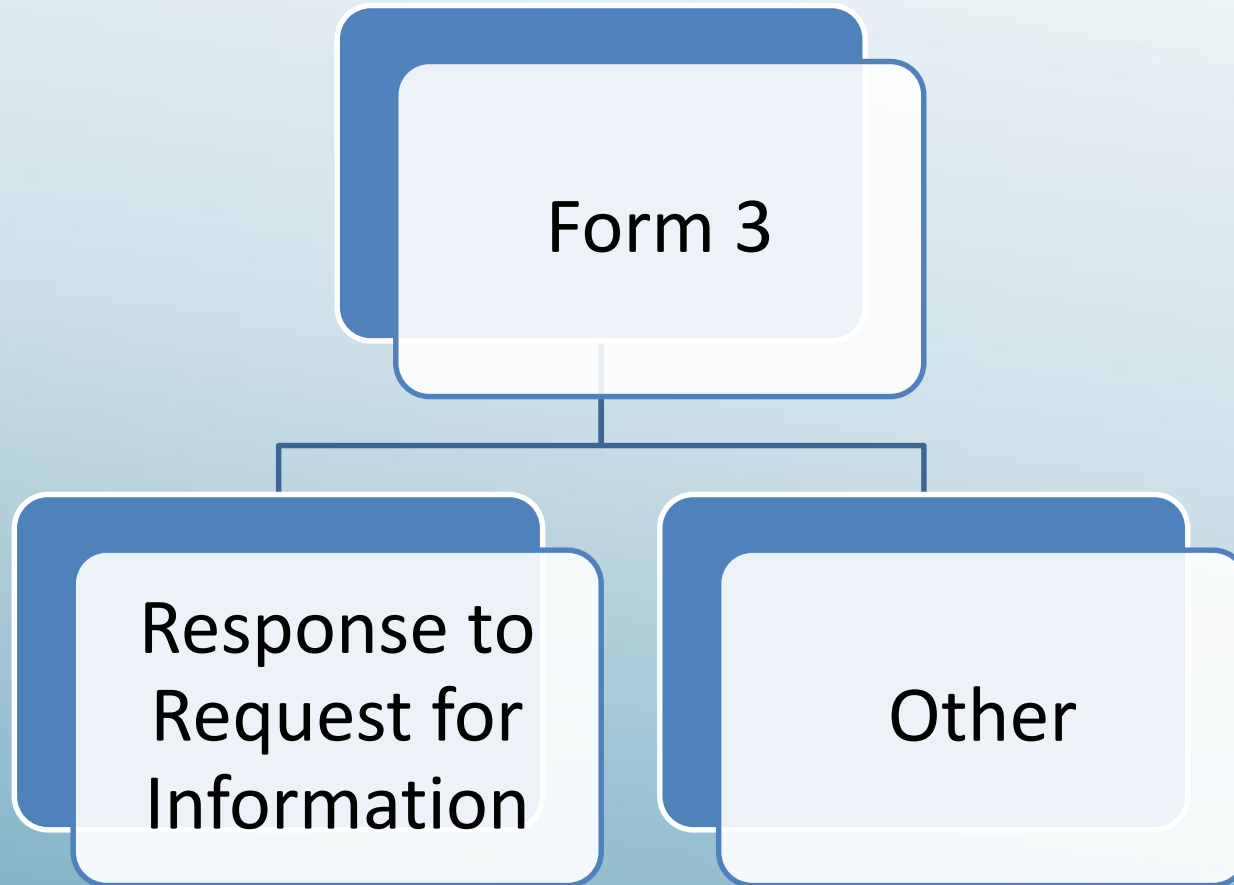
Files associated with Form 1 are uploaded at the bottom of each Form 1 section.



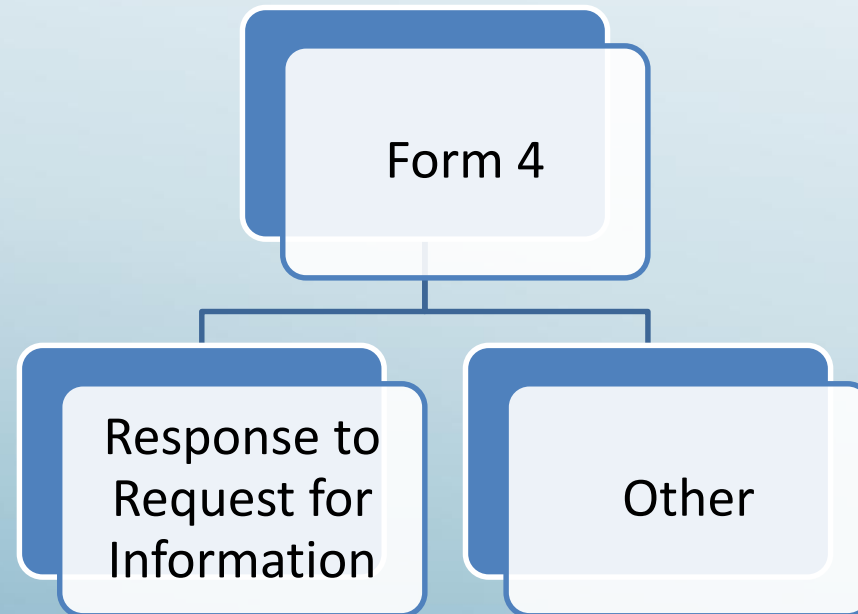
Form 2



Form 3

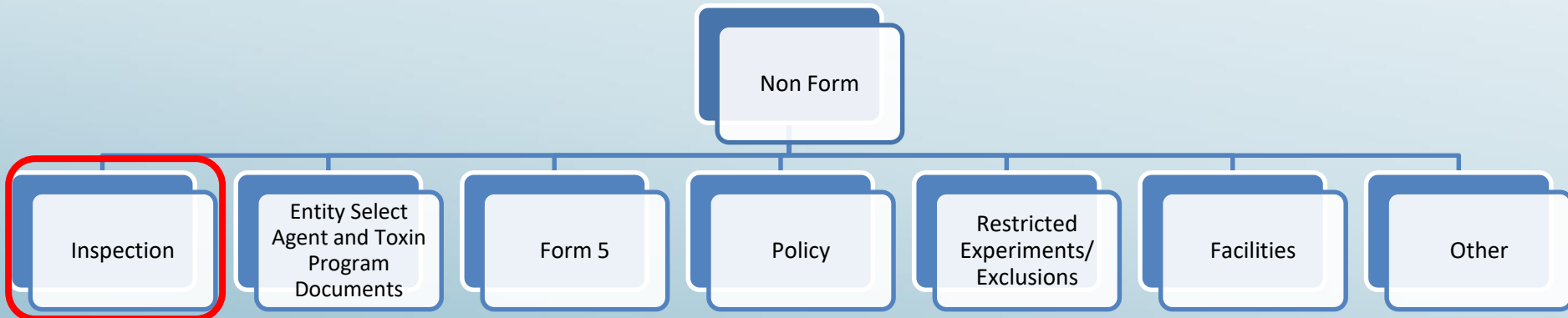


Form 4

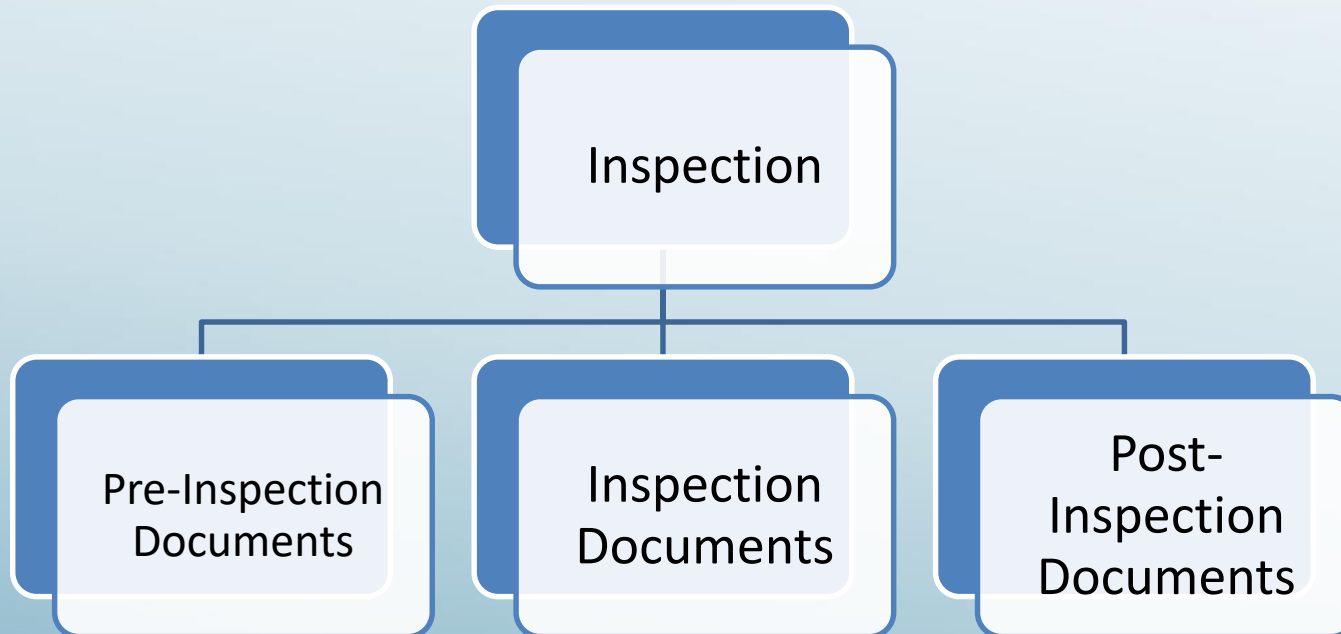




Non-Form Uploads - Inspections



Inspection Sub-Categories





Inspection Sub-Categories List

Pre-Inspection

- Directions to Entity
- Entry Requirements
- Other

Inspection Documents (Collected on-site)

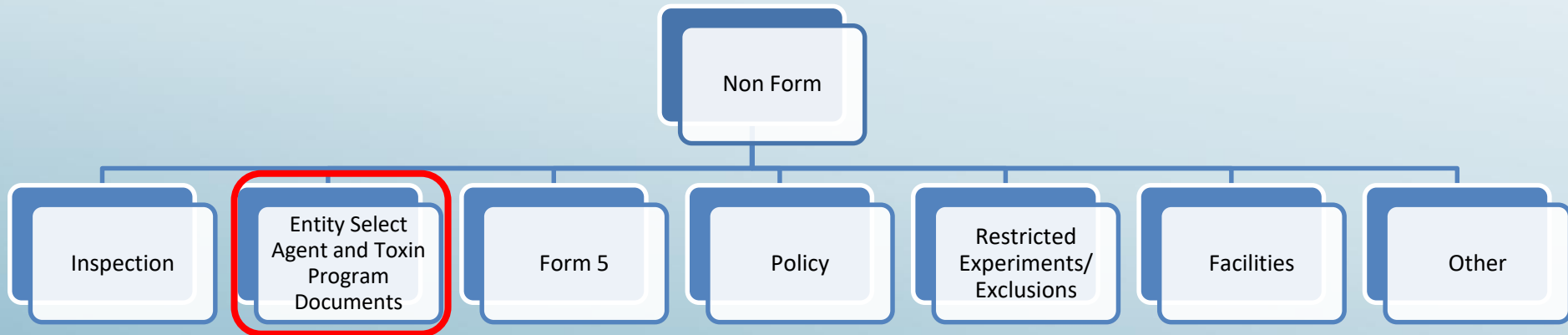
- | | | | |
|--|--|---|--|
| • Access Permissions | • Due Diligence Record | • Incident Response Risk Assessment | • Respiratory Protection Program Information |
| • Allergy Prevention Program Information | • Entity Self Inspection | • Incident Response SOP | • Security (Plan) Risk Assessment |
| • Allergy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

Post -Inspection Documents

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





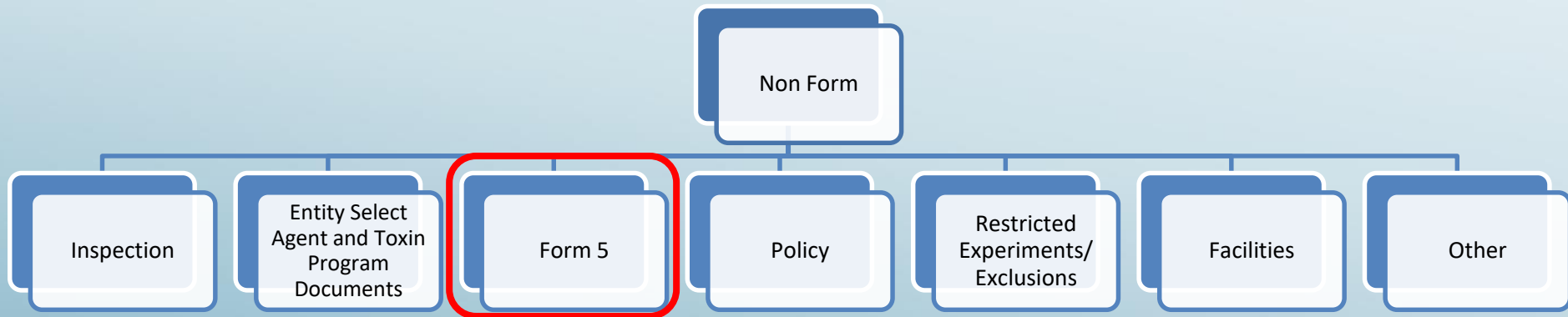
Entity Select Agent
and Toxin Program
Documents

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

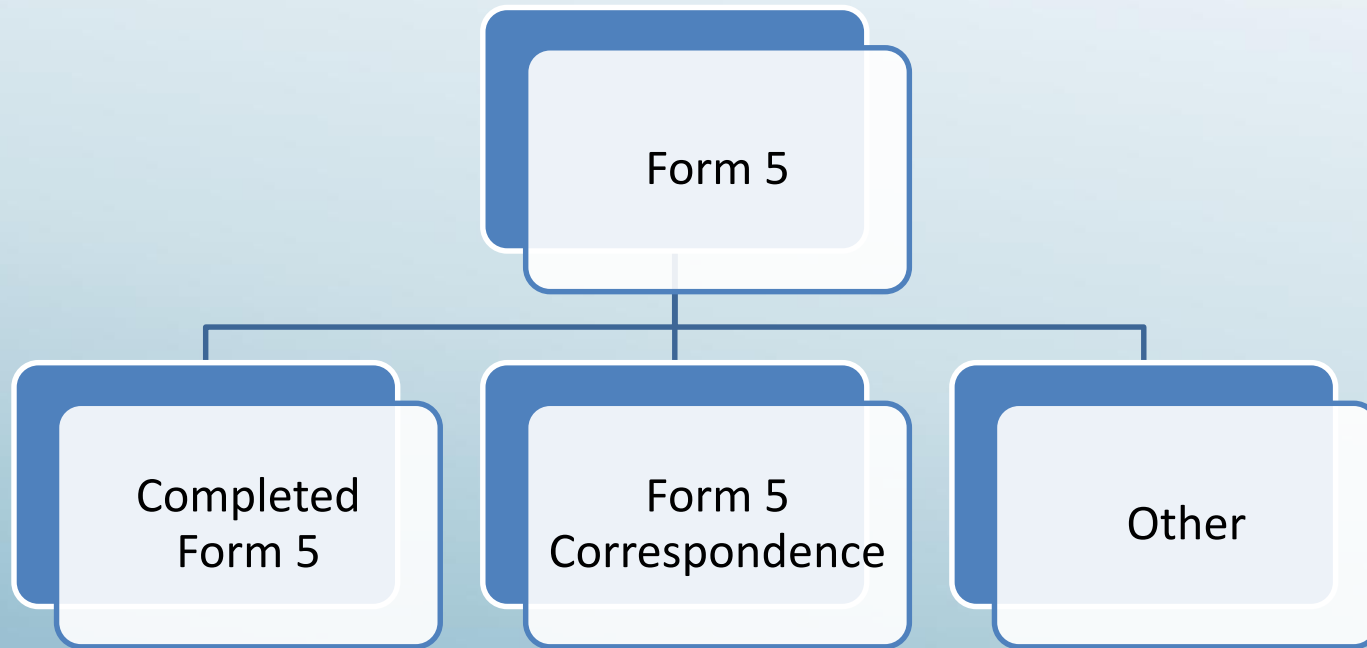
<ul style="list-style-type: none">• Access Permissions• Allergy Prevention Program Information• Allergy Prevention Program Record• Animal/Plant Accounting Record• Biosafety Drill/Exercise Documentation• Biosafety Plan• Biosafety Plan Review• Biosafety Risk Assessment• Biosafety SOP• Biosafety SOP Review• BSC Certification• Chemical Hygiene Plan• Chemical Hygiene Plan Review• Decontamination System Information• Decontamination System Validation	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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
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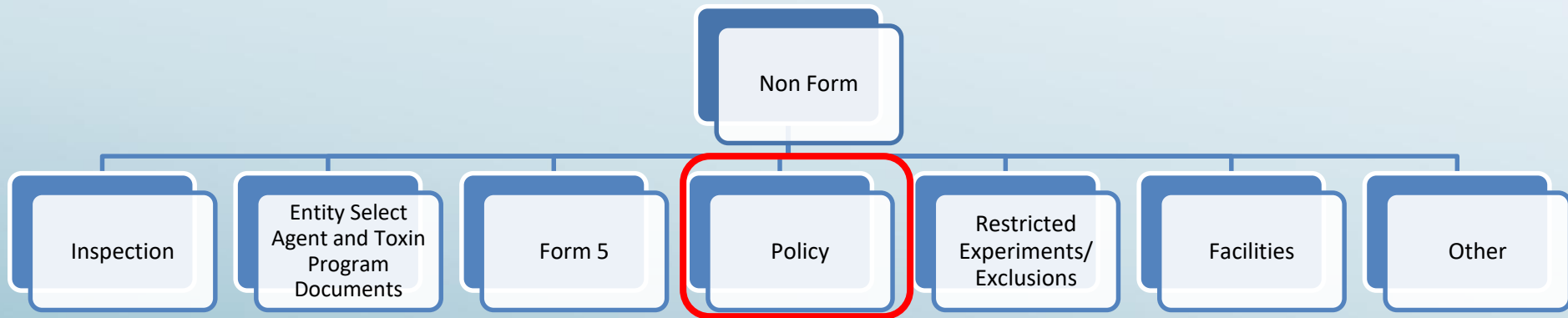
Form 5



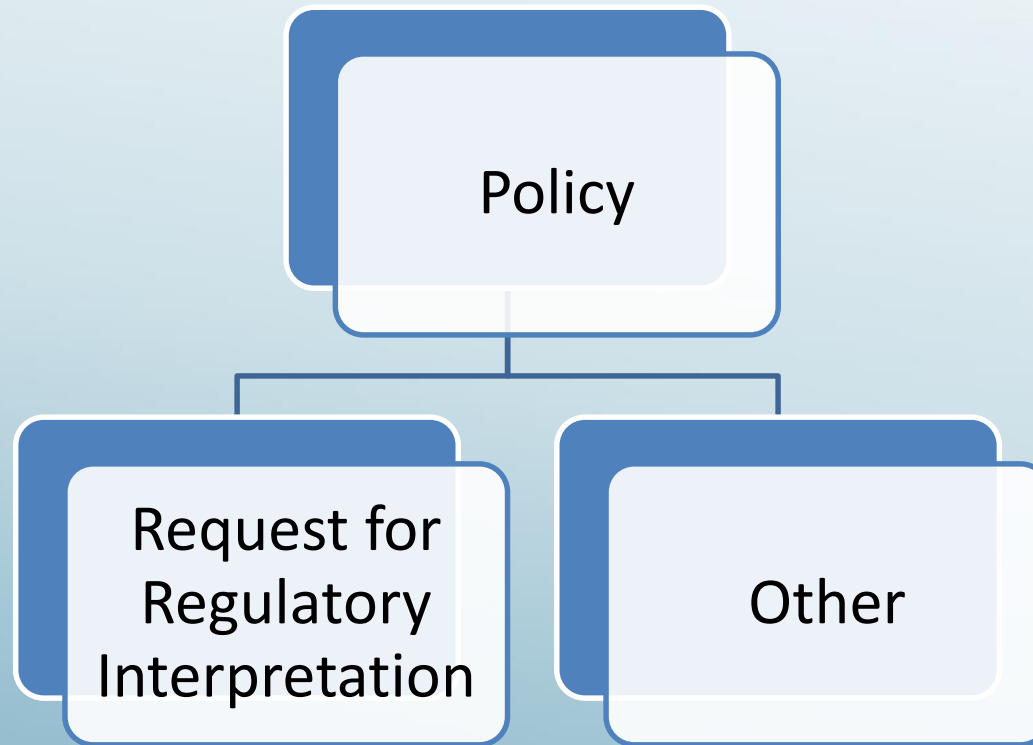
Form 5 Sub-Categories



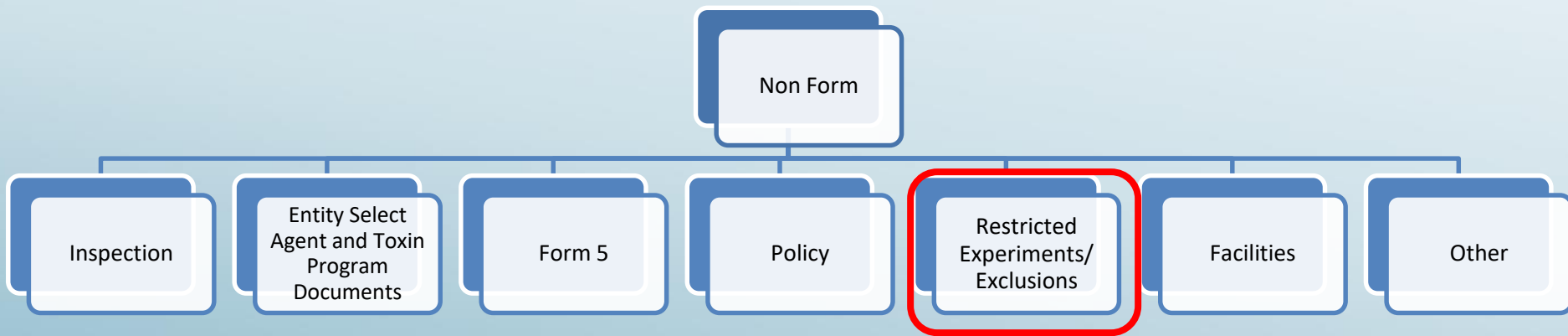
Policy



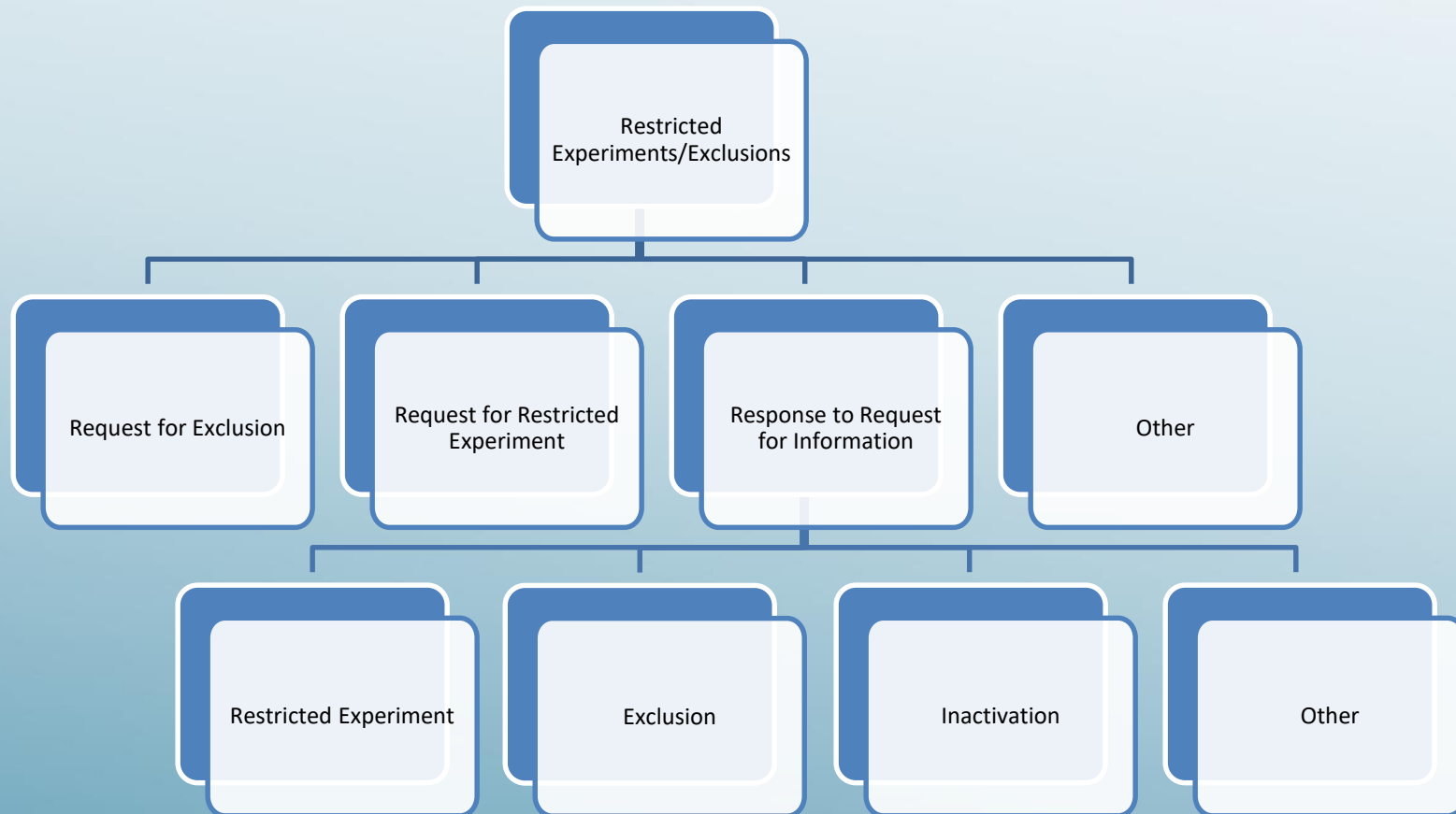
Policy Sub-Categories



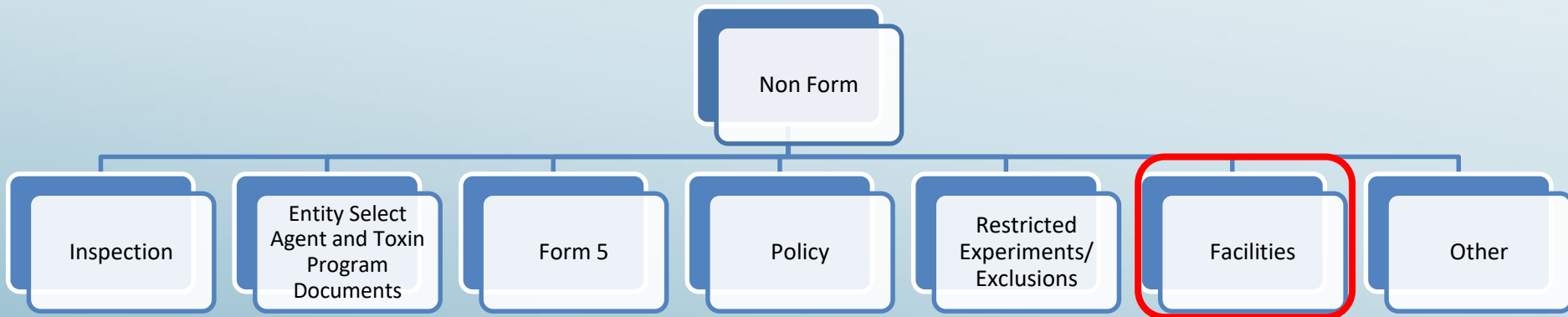
Restricted Experiments/ Exclusions



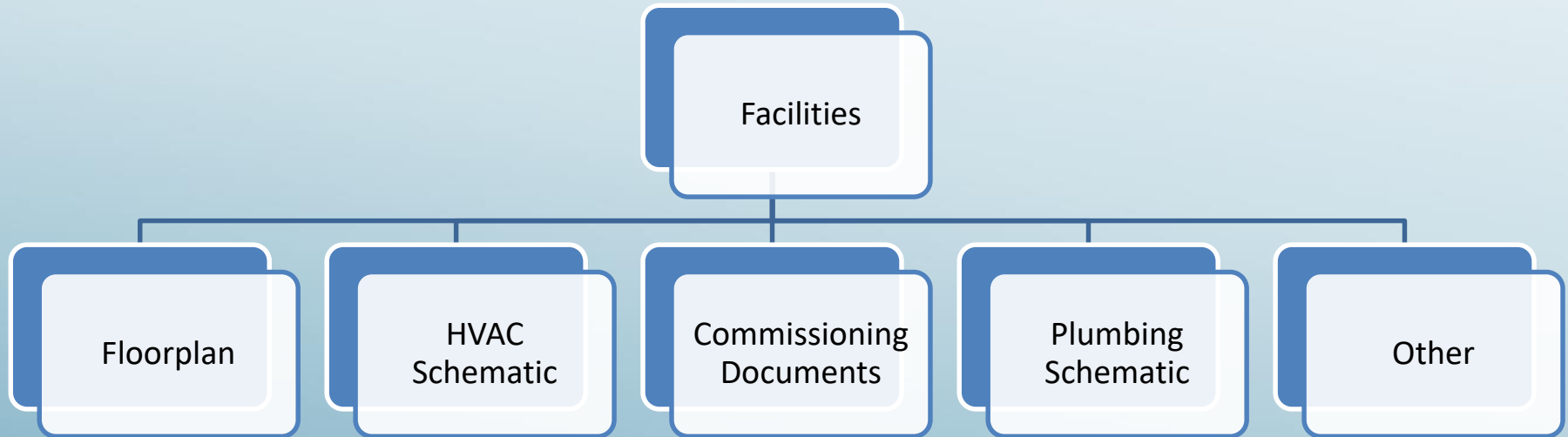
Response to Request for Information Sub-Categories



Facilities



Facilities Sub-Categories



Other

Documents can also be uploaded as “Other”.

