Electronic Federal Select Agent Portal (eFSAP) Inspections Module

Inspections

To access the Inspections Module, click **Inspections** on the home page.

Inspections Table

The Inspections Table includes current and past inspections. As inspections are scheduled, data will display. This table will remain blank until an inspection is scheduled in eFSAP.

Inspections

Inspection # ⌄	Inspection Type ⌄	Start Date ⌄	Stop Date ⌄	Inspection Status ⌄	⌄
		Start Date / End Date	Start Date / End Date		
7280	Announced	12/17/2018	01/20/2019	In Progress	Details
7271	Announced	12/11/2018	12/13/2018	Inspection Closeout Activities	Details
7268	Announced	12/11/2018	12/12/2018	Inspection Resolution	Details
7267	Announced	12/07/2018	12/07/2018	Inspection Resolution	Details
7264	Announced	12/06/2018	12/06/2018	Inspection Resolution	Details

The table includes: inspection number, inspection type, start date, stop date, lead inspector and inspection status.

Inspection Details Page

The Inspection Details Page provides the inspection number, dates and status as well as the inspectors and other affiliates. The inspectors include both Agriculture Select Agent Services (AgSAS) and Division of Select Agents and Toxins (DSAT) inspectors.

Resources

The resources section provides quick access to entity forms and amendment history.

Checklists

Inspection checklists are listed on the Inspection Details page. Only checklists applicable to a scheduled inspection will display.

Checklist Details

A description for each checklist item will display allowing entities to see what items will be assessed. This is one way FSAP is increasing transparency.

Inspections - Checklist

INSPECTION #:	7142	CHECKLIST:	9 CFR 121 - Training

UID	CFR/Section	Description
09-15-00100	9 CFR 121 15(a)(1)	An individual or entity required to register under this part must provide information and training on biocontainment, biosafety, security (including security awareness), and incident response to each individual with access approval from the Administrator or HHS Secretary. The training must address the particular needs of the individual, the work they will do, and the risks posed by the select agents or toxins. The training must be accomplished prior to the individual's entry into an area where a select agent is handled or stored, or within 12 months of the date the individual was approved by the Administrator or the HHS Secretary for access, whichever is earlier.
09-15-00200	9 CFR 121 15(a)(2)	An individual or entity required to register under this part must provide information and training on biocontainment, biosafety, security (including security awareness), and incident response to each individual not approved for access to select agents and toxins by the Administrator or HHS Secretary before that individual enters areas under escort where select agents or toxins are handled or stored (e.g., laboratories, growth chambers, animal rooms, greenhouses, storage areas, shipping/receiving areas, production facilities, etc.). Training for escorted personnel must be based on the risk associated with accessing areas where select agents and toxins are used and/or stored. The training must be accomplished prior to the individual's entry into where select agents or toxins are handled or stored (e.g., laboratories, growth chambers, animal rooms, greenhouses, storage areas, shipping/receiving areas, production facilities, etc.).

Notifications

As inspection findings are released and additional information is requested, a notification will display on the Inspection Detail Page and the entity Home Page.

From Agency User on Inspections	Link	🔔 Inspection #7165 UID:42-15-00200 with Departure Type of Final has been released for entity review.	🕐 8/20/2018 9:44:29 AM
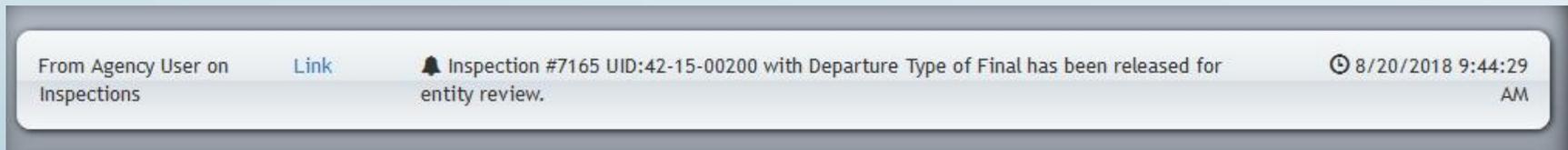
eFSAP has the ability to share compliance information faster. With eFSAP, departures can be released as soon as they are finalized, and entities can get the information that they need to be compliant quicker.

For example, instead of waiting for 10 departures to make it through the review process, the FSAP can send departures one at a time or in groups as soon as they're ready to share.

Inspection Resolution

The Inspection Resolution page details inspection findings.

Inspection Resolution

When you navigate to inspection resolution, you will see a splash page. To view inspection findings click "Acknowledge and View Inspection Findings".

Inspection Resolution Page

The Inspection Resolution page lists findings by severity. Users can filter information by severity, status, departure or compliance determination. The status filter will show open departures, requests for information (RFI) and items under review.

Options to print
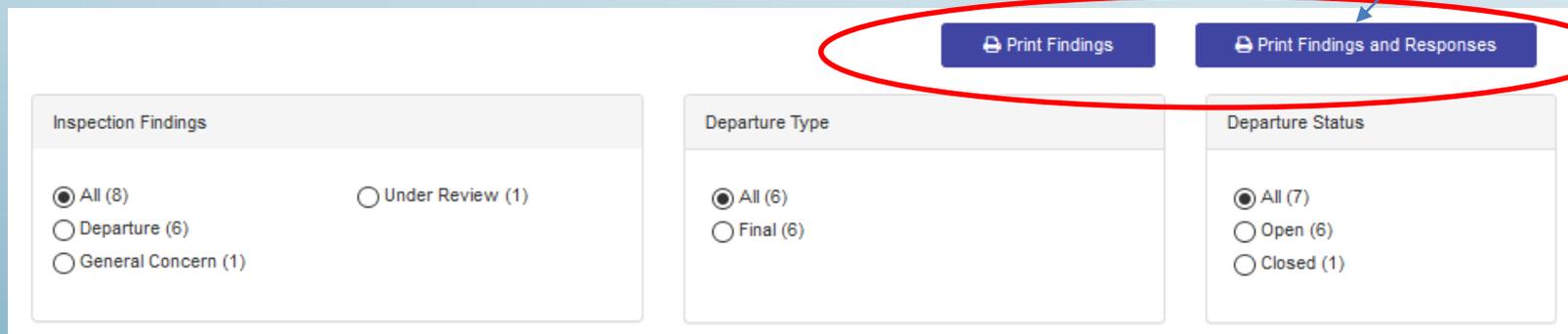
Inspection Findings
- ⦿ All (8)
- ◯ Departure (6)
- ◯ General Concern (1)
- ◯ Under Review (1)

Departure Type
- ⦿ All (6)
- ◯ Final (6)

Departure Status
- ⦿ All (7)
- ◯ Open (6)
- ◯ Closed (1)

🖨 Print Findings   🖨 Print Findings and Responses

View and Respond to Inspection Findings

On the Inspection Resolution Page, Responsible Officials (RO) and Alternate Responsible Officials (ARO) can view and respond to findings. Read-only users can view findings but not send the official response.

Departure Type:	Severity:	Response Due:	Repeat Departure:	Status:
Final	Moderate	08/31/2018	No	Open

Response Due date is listed.

CFR/Section	Requirement
9 CFR 121 - 17(a)	An individual or entity required to register under this part must maintain complete records relating to the activities covered by this part.

Observation

At the time of inspection PI Sanders did not provide a record of his inventory.

Corrective Action:

Provide a copy of all inventory records for PI Sanders.

Entity Response

Type your response here...

🖺 Save Draft   ⏵ Send

Entity Response

For items identified as amendment concerns, please respond through the amendment not the inspection module.

Upload Inspection Documentation

RO/AROs and Read-only users can upload supporting documentation for an inspection from the Inspection Resolution page.

The upload section is at the bottom of the page. Click upload to begin.
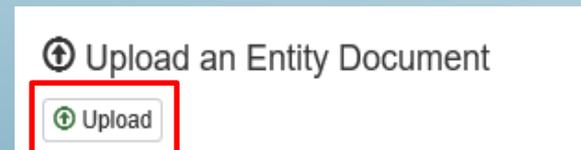
Upload Documentation

Identify document data and upload.

⊕ Upload an Entity Document

Step 1: Identify Document Data

* = Required

Non-Form *　　　　Inspection ⌄

Inspection # *　　　7142

32 characters remaining.

Post-Inspection Document *　　Response to Final Departure ⌄

Description
(Must include Departure UID) *　　Inventory Records for UID 09-17-00100

103 characters remaining.

Step 2: Select the Document

C:\Users\xfj2\Desktop\Up | Browse... |　**•25 megabytes file size limit**

Departure　UID: 09-17-00100　　**•The UID can be found on the departure.**

⊕ Upload　　Close

Departure Type:	Severity:	Response Due:	Repeat Departure:	Status:
Final	Moderate	08/31/2018	No	Open

Avoid the following symbols in the file name: Tilde (~), Number sign (#), Percent (%), Ampersand (&), Asterisk (*), Braces ({ }), Backslash (\\), Colon (:), Angle brackets (< >)
Question mark (?), Slash (/), Plus sign (+), Pipe (|), Quotation mark (") and Comma (,) .

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Response Notification

A notification will appear on the entity home page and the Inspection Details page when a response is submitted.

From responsible official4 on Inspections	Link	🔔 Inspection #7142 UID:09-17-00100 has been responded to by the entity.	🕐 8/15/2018 10:48:07 AM

Inspection Details - Upload Center

The uploaded files will appear in the upload center on the Inspection Details Page and on the entity home page.

Mark as Resolved Notification

If FSAP staff find the response sufficient and mark it as resolved, entity users will receive a notification.

Link	🔔 Inspection #7161 UID:42-15-00500 has been resolved.	🕐 8/16/2018 10:52:38 AM
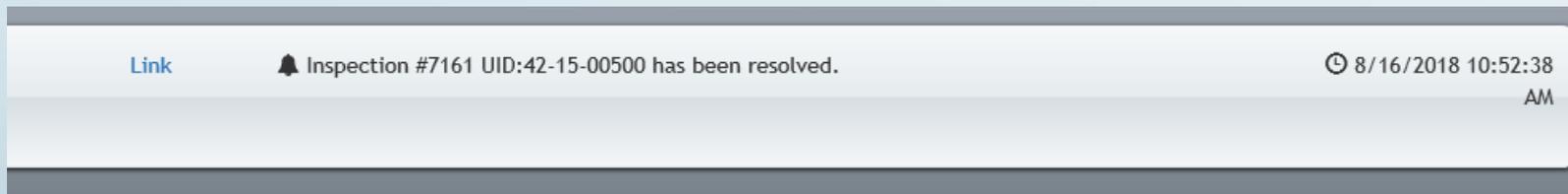
Additional Contact Information

❑ 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).