Change Requested	Step 1: Amendment Selection	Step 2: Amendment Selection	Step 3: Amendment Selection	Step 4: Amendment Selection	Additional Notes
Change RO	Section 4 - Add/Remove/Modify/Reapply Personnel Add new RO to Section 4 if not already on registration, otherwise skip step	Section 4: Change Responsible Official	Section 4 - Add/Remove/Modify/Reapply Personnel Modify role of former RO or remove from Section 4	Sign Section 2	Individuals cannot self-appoint themselves as RO (i.e., a currently registered ARO cannot sign paperwork requesting to be the RO).
Add/Reapply Personnel	Section 4 - Add/Remove/Modify/Reapply Personnel				After reapplying an individual, you must click on edit next to the individual's name to assign them a role and select if they will have Tier 1 access or will be responsible for inventory. Reapplied individuals will use their previously assigned DOJ number.
Add PI	Section 4 - Add/Remove/Modify/Reapply Personnel	Section 7AC - Add New Work Objective Assign PI to any new work objectives	Section 7AC - Modify Work Objective and/or Attachment(s) Add PI to all work objectives shared with a current PI		
Remove PI	Section 7B - Add/Remove/Modify Strains and Serotypes Remove PI from all Section 7B entries	Section 7AC - Modify Work Objective and/or Attachment(s) Remove PI from all work objectives shared with another PI	Section 7AC - Remove Approved Work Objective Remove all work objectives where this PI is the only one assigned	Section 4 - Add/Remove/Modify/Reapply Personnel Remove PI as supervisor from all personnel, then remove PI from Section 4	
Remove Other Personnel	Section 4 - Add/Remove/Modify/Reapply Personnel				
Modify Personnel	Section 4: Add/Remove/Modify/Reapply Personnel				This amendment type can be used to change a role, supervisor, Tier 1 access or inventory responsibility. It can also be used to update contact information for the RO or ARO.
Swap One PI for Another	Section 4 - Add/Remove/Modify/Reapply Personnel Add new PI to Section 4 if not already on registration, otherwise skip step	Section 7AC - Modify Work Objective and/or Attachment(s) Add new PI to a work objective if not already assigned to one	Replace Principal Investigator		This amendment type replaces one PI name for another on work objectives, Section 7B strains and serotypes, and as supervisor for personnel in Section 4.
Addition/Reactivation of Agent or Toxin to Entity	Section 3: Add Select Agent and Toxin				The entity must receive approval of a work objective assigned to the select agent/toxin before acquiring it. When adding a Tier 1 agent for the first time, additional updates may be required to Section 4 (Tier 1 access), Sections 5A and 6 (Tier 1 security requirements), and Section 5B (enrollment in an occupational health program).
Removal of Agent or Toxin from Entity	Section 7B: Add/Remove/Modify Strains and Serotypes Remove all strains/serotypes listed in Section 7B for the agent or toxin	Section 7AC -Modify Work Objectives and/or Attachment(s) Remove agent/toxin from all work objectives shared with another agent/toxin	Section 7AC - Remove Approved Work Objective Remove all work objectives where this agent/toxin is the only one assigned		The select agent/toxin will be automatically removed from Section 3 when it is removed from the last work objective it is associated with. Include a details about disposition of the agent/toxin in the cover letter for the Section 7AC amendments. Upload any supporting documents under the Upload Center in Section 3.
Addition of Strain/Serotype	Section 7B: Add/Remove/Modify Strains and Serotypes				Section 3 is automatically updated to possessed when a strain or serotype is added to Section 7B.
Modification of Strain/Serotype	Section 7B: Add/Remove/Modify Strains and Serotypes				
Removal of Strain/Serotype	Section 7B: Add/Remove/Modify Strains and Serotypes				Section 3 is automatically updated to not possessed when the last strain or serotype is removed from Section 7B.
Addition of Building	Section 6: Add New Building				You must add room(s) and/or suite(s) to the building.
Addition of Room or Suite	Section 6: Add New Room or Suite				The room level settings (storage, lab, lab and storage) will affect the work objectives that can be assigned. For example, a suite that has three lab only rooms, two storage only rooms, and five lab and storage rooms will require at least three separate work objectives (one storage only, one lab only and one lab and storage) to describe the work performed in the suite. Work objectives cannot be assigned to rooms assigned Room Type: Other.
Removal of a Room from the Entity, Including Rooms Within a Suite	Section 7AC -Modify Work Objectives and/or Attachment(s) Remove room(s) from all work objectives shared with another room not being removed	Section 7AC - Remove Approved Work Objective Remove all work objectives where the room(s) are the only one(s) assigned			A room (including one that is part of a suite) is automatically removed when the last work objective associated with the room is removed from the registration. A room not associated with a work objective cannot be removed from the registration. Describe how the room was decontaminated in the Section 7AC amendment cover letters. Include disposition details for any agetns/toxins that were present in the room. Upload any supporting documents under the Upload Center in Section 6.
Removal of Building	Contact POC through General Discussion board				Provide a statement indicating the entity is requesting to remove a building.
Modification of Room or Suite	Section 6: Modify Room or Suite				See below if modifying safety level or room type for a room within a suite
Modification of Room within a Suite	Section 7AC -Modify Work Objectives and/or Attachment(s) Remove room(s) from all work objectives; if only room associated with a work objective, assign a temporary room as a place holder	Section 6: Modify Room or Suite Remove the room(s) that you wish to modify from the suite	Section 6: Modify Room or Suite Add the room(s) back to the suite with the correct information	Section 7AC -Modify Work Objectives and/or Attachment(s) Add room(s) back to all appropriate work objectives; remove any temporary rooms assigned to a work objective as a place holder	Information on a room within a suite cannot be directly modified. To update this information, you must remove the room from the registration and then add it back with the correct information.
Update Building Information	Section 6: Modify Building				
Add a Work Objective	Section 7AC: Add New Work Objective				Prior to requesting new work, any new buildings/rooms, PIs, or agents must first be added to the registration.
Modify a Work Objective	Section 7AC: Modify Work Objective and/or Attachment(s)				When adding or removing PIs, rooms, or agents, use Ctrl + Click to highlight all items you wish to remain associated with the work objective

Change Requested	Step 1: Amendment Selection	Step 2: Amendment Selection	Step 3: Amendment Selection	Step 4: Amendment Selection	Additional Notes
Remove a Work Objective	Section 7AC: Remove Approved Work Objective				
Update Entity Name, Abstract, or Type	Section 1: Change Entity Name, Abstract, or Type				
Update Entity Address	Section 1: Change Entity Physical or Additional Address				
Update Enttiy-wide Security Assessment and Incident Response Questions	Section 5A: Modify Entity-Wide Security Assessment and Incident Response				
Update Entity-wide Biosafety/Biocontainment Questions	Section 5B: Modify Entity-Wide Biosafety/Biocontainment				
Update Entry Requirements Questions	Section 5C: Modify Entry Requirements for Federal Select Agent Program Inspectors				
Sign Section 2	Sign Section 2				
Renew Registration	Request Registration Renewal				
Withdraw Registration	Contact POC through General Discussion board				Provide a statement indicating the entity is requesting to withdraw its registration from the FSAP.