Electronic Federal Select Agent Portal (eFSAP)
APHIS/CDC Form 1 Amendment
Section 6 – Modify Room or Suite

Amendment Submission

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

Select **Amend**.

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.

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		HEPA Filtered	
ABSL3/NIHBL3 Lab and Storage	Lab & Storage `ABSL3` `NIHBL3`	☑ HEPA Filtered	🗑 Delete
ABSL3/NIHBL3 Lab Only	Lab & Storage `ABSL3` `NIHBL3`	☐ HEPA Filtered	🗑 Delete
BSL3/NIHBL3 Lab and Storage	Lab & Storage `BSL3` `NIHBL3`	☑ HEPA Filtered	🗑 Delete
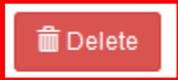
Click **Delete** next to the room you would like to remove.
Click **Save and Return to Amendment**.

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**.
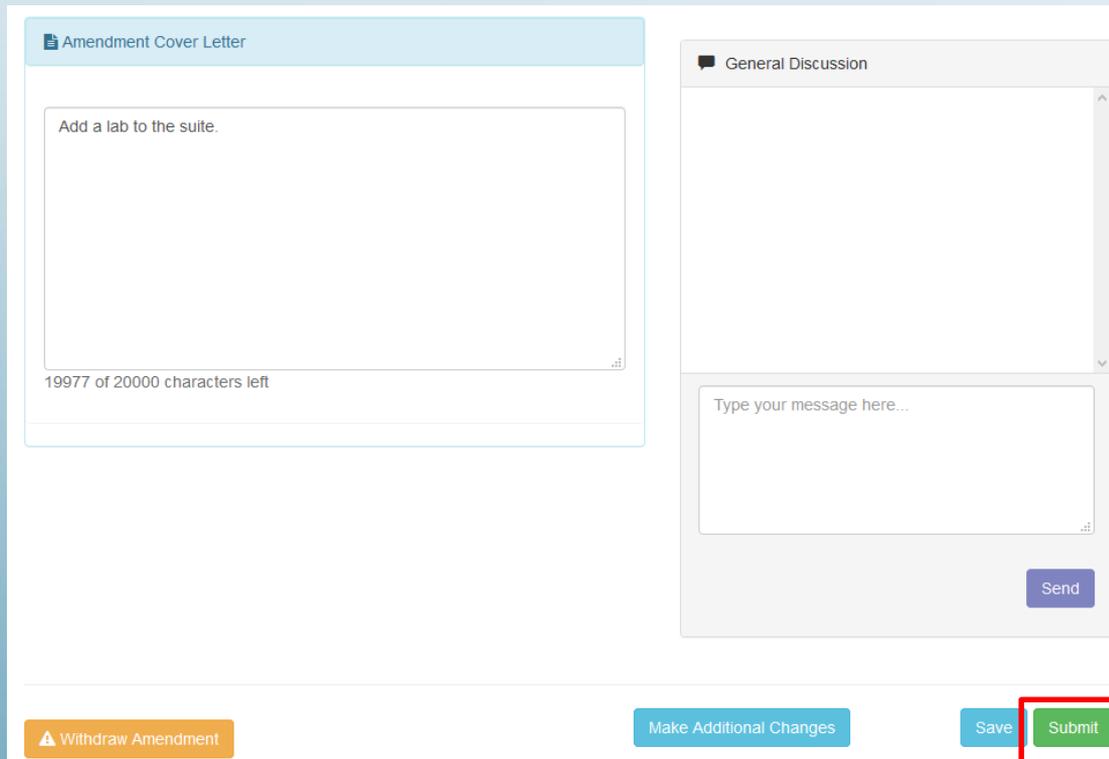
Once submitted a notification will display on the home page.

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).