

Form 2 Section 2 Quick Reference Guide – Sender

1. If the sender is a registered entity, they can open the Form 2 and fill out the Section 2 information in eFSAP by navigating to the Form 2 section and clicking **Edit Section 2** next to the relevant transfer request. Non-registered entities will receive their Section 2 by email to fill out and return.

SECTION 2 – TO BE COMPLETED BY SENDER

Transfer ID: T-F2-000010

SECTION D – LIST OF SELECT AGENTS AND TOXINS SHIPPED

Add Agent and/or toxins to save to this form

17. Select agents and/or toxins: <input type="text" value="Select Option"/>	18. Characterization of agent <input type="text"/>	19. Number of items (e.g., vial, slant, plant, etc.): <input type="text"/>
20. Form (powder/liquid/slant): <input type="text"/>	21. Total volume or weight of item contents (e.g., mL, mg, ng): <input type="text"/>	

Agent Toxin Name	Characterization of agent	Number Of Items	Form	Total Weight Of Contents
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SECTION E – RECIPIENT NOTIFICATION INFORMATION

22. Name of individual at recipient entity notified of expected shipment: <input type="text" value="First MI Last"/>	23. Date of notification: <input type="text" value="mm/dd/yyyy"/>	24. Type of notification: <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Telephone
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SECTION F – SHIPPING INFORMATION


25. Name of individual who packaged shipment: <input type="text" value="Name of individual"/>	26. Number of packages shipped: <input type="text"/>	27. Shipment date: <input type="text" value="mm/dd/yyyy"/> Invalid Date
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28. Package description (size, shape, description of packaging including number and type of inner packages):

29. Airway bill number/bill of lading number/tracking number:

- a. Section D is the list of select agents and toxins to be sent. When you select the select agent or toxin from the dropdown menu, click **Add Shipped** to apply it to the Section 2.
- b. Section E is additional recipient information. Coordinate with the Recipient to ensure that this information is accurate.

- c. Section F is the shipping information. Include an accurate description of the package.
- d. The sender signs the Section 2.

 Signature

Certification: I hereby certify that the select agents and/or toxins were packaged, labeled, and shipped in accordance with all federal and international regulations and information contained in Section 2 of this form is true and correct to the best of my knowledge. I understand that if I knowingly provide a false statement on any part of this form, or its attachments, I may be subject to criminal fines and/or imprisonment. I further understand that violations of 7 CFR 331, 9 CFR 121, and 42 CFR 73 may result in civil or criminal penalties, including imprisonment.

Signature of Sender: <input style="width: 90%;" type="text"/>	Title: <input style="width: 90%;" type="text"/>	Date Signed: <input style="width: 90%;" type="text"/>
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- e. Click **Submit**. Clicking **Save Update** does **NOT** submit the Section 2.
2. If in eFSAP, click **Print Form** to print the Form 2 information that must be included with the package. If you are a non-registered entity, print the filled out PDF.

SECTION 2 – TO BE COMPLETED BY SENDER

Transfer ID:

3. Ship the package according to the [appropriate regulations](#).
4. Both the recipient and the sender will receive a notification of this update through eFSAP and/or email.
5. The status of the transfer request will change to “Section 3 Pending” in the recipient’s notifications, and the sender’s if they are a registered entity. Non-registered entities will receive the notification via email.