

Form 3 – Submitting an Immediate Notification Quick Reference Guide

1. Log into eFSAP.
2. Click **Form 3**.
3. Click **Create Form 3**.
4. Fill in the following fields in **Section B** of the Form 3:

Section B - INCIDENT INFORMATION

1. Date and Time of Incident: Date: Time: 12 00 PM	2. Date of Immediate Notification: 	
3. Type of Immediate Notification: ☐ Email ☐ Fax ☐ Telephone ☐ eFSAP	4. Location of Incident: 235 of 255 characters left	
5. Name of Select Agent or Toxin: 	6. Strain Designation: 	7. Quantity
+ Add Row		
Name of Select Agent or Toxin	Strain Designation	Quantity
Delete		
8. Type of Incident: ☐ Theft ☐ Loss ☐ Release/ Potential Exposure		

- a. Record Date of Incident (Field 1).
- b. Record Date of Immediate Notification (Field 2).
- c. Select Location of Incident (Field 4).

- d. Select the appropriate Select Agent from the list provided (Field 5), Strain Designation (if known) (Field 6), and Quantity (Field 7).
 - i. For the quantity, ensure that you provide the unit of measure for the agent (vial/plate/ampoule/mouse, etc.).
- e. Select the Type of Incident (Theft, Loss, or Release) (Field 8).
- f. Provide a brief summary of the incident (to be written in further details within 5 days of immediate notification when Form 3 must be completed) ([Appendix A](#)). **Note:** This is not a required field for the Immediate Notification, but it is highly recommended. The section can be edited after the Immediate Notification has been submitted and before the final Form 3 is submitted.

Appendix A - EVENTS TIMELINE

Provide a detailed summary of events, including a timeline of what occurred.

49363 of 50000 characters left

 Save Draft

 Immediate Notification

 Initiate Submit

- 5. Click [Immediate Notification](#).
- 6. **Note:** You have 7 calendar days to submit your completed Form 3 after you have submitted the Immediate Notification. If you are missing information in any of the required fields, a dialog box will pop up to tell you what further information is required.