



APHIS/CDC Form 2 Request to Transfer Select Agents and Toxins

**Form 2 Team
Federal Select Agent Program**

**Multi-Agency Informational Meeting to Discuss Select Agent and Toxin
Reporting Requirements**

September 23, 2020

APHIS/CDC Form 2 – Request to Transfer Select Agents and Toxins

- ❑ APHIS/CDC Form 2 Overview**
- ❑ When an APHIS/CDC Form 2 is Not Required**
- ❑ Transfer Request Approved**
- ❑ Select Agent or Toxin Shipped**
- ❑ Import of Select Agents or Toxins**
- ❑ Export of Select Agents or Toxins**
- ❑ Scenarios, Questions and Answers**

APHIS/CDC Form 2 – Overview

- ❑ What is an APHIS/CDC Form 2?
 - **Request to Transfer a Select Agent or Toxin** used by entities to request prior authorization from FSAP to transfer select agents or toxins
 - Provides documentation that a transfer of select or toxin occurred during the authorization period
 - 30-day authorization period
 - Consist of three Sections
 - Section 1
 - Section 2
 - Section 3

APHIS/CDC Form 2 – Overview

□ APHIS/CDC Form 2 Overview – Section 1

- Completed in the electronic Federal Select Agent Program (eFSAP) information system by registered entities that request the agent or toxin
- Section B must include the complete sender address
 - DO NOT use P.O. Box
- Must include an approved commercial carrier and DOT #
 - Hand-carry is authorized when needed
- Non-registered entities (NREs) will receive an approval letter and a PDF version of Section 2 to complete

APHIS/CDC Form 2 – Overview

- ❑ APHIS/CDC Form 2 Overview – Section 2
 - Completed by the entities that send the agent or toxin
 - Must be completed the day of the transfer
 - Registered entities must complete in eFSAP
 - NREs must complete and return PDF to cdcform2@cdc.gov

- ❑ APHIS/CDC Form 2 Overview - Section 3
 - Completed by registered entities
 - Must be completed within 2 days of package receipt

APHIS/CDC Form 2 – When an APHIS/CDC Form 2 is Not Required?

- ❑ Exporting a select agent or toxin
- ❑ Samples suspected of containing a select agent or toxin, but not tested or identified
- ❑ When transferring within the same registered entity

APHIS/CDC Form 2 – Transfer Request Approved

- ❑ What to do, if I need to....
 - Cancel transfer
 - Notification to sender/recipient
 - Notification to FSAP
 - Recipient must use cancel button in Section 1 of eFSAP
 - Extend expiration date
 - Notify FSAP for an extension
 - Registered entities should request in eFSAP
 - NREs must contact the recipient if not able to ship before expiration date
 - 30-day extension starts from date the extension is approved
 - NOT 30 days from the original expiration date

APHIS/CDC Form 2 – Select Agent or Toxin Shipped

□ What to do, if I need to....

- Complete APHIS/CDC Form 2 Section 2
 - Completed by the sender
 - Registered entities complete in eFSAP
 - A printed copy of the form can be placed in shipping package/container
 - NREs must complete PDF and return to cdcform2@cdc.gov
 - Reference ID: T-F2-000XXX
 - Print form and place in shipping package/container

APHIS/CDC Form 2 – Select Agent or Toxin Shipped

❑ What to do if.....

- Package not received
 - Recipient must immediately notify FSAP if not received within 48 hours of expected delivery
 - Complete APHIS/CDC Form 3
 - Notify appropriate federal, state, or local law enforcement
 - Notify sender and commercial carrier
- Package is received damaged to the extent that a release occurred
 - Complete APHIS/CDC Form 3 and submit via eFSAP

APHIS/CDC Form 2 – Import of Select Agents or Toxins

□ Imports

- APHIS/CDC Form 2 required for **the importation of all select agent and toxin material**
- FSAP provides NRE with APHIS/CDC Form 2 approval letter and APHIS/CDC Form 2 Section 2 via email
 - APHIS/CDC Form 2 Section 2 must be returned to cdcform2@cdc.gov with the provided APHIS/CDC Form 2 number (T-F2-000XXX)



APHIS/CDC Form 2 – Exportation of Select Agents or Toxins

□ Exports

- APHIS/CDC Form 2 is not required
- Contact Department of Commerce - may require export license
 - 202-482-4811
 - ECDOEXS@bis.doc.gov
- **Plant Protection and Quarantine (PPQ) Select Agents**
 - APHIS/CDC Form 2 and APHIS/PPQ permit required prior to shipment



APHIS/CDC Form 2 – Scenarios, Questions and Answers

- ❑ **Question 1: What if a test kit contains a select agent or toxin as quality control? Is an APHIS/CDC Form 2 required?**
 - A) Yes
 - B) No

Polls are open...Submit your answer now!

APHIS/CDC Form 2 – Scenarios, Questions and Answers

- ❑ Is an APHIS/CDC Form 2 required?
 - A) Yes

APHIS/CDC Form 2 – Scenarios, Questions and Answers

- ❑ **Question 2: If the select agent or toxin will be hand-carried, should the person transporting the package be approved by FSAP to access select agents or toxins?**
 - A) Yes
 - B) No

Polls are open...Submit your answer now!

APHIS/CDC Form 2 – Scenarios, Questions and Answers

- ❑ Should the person transporting the package be approved by FSAP to access select agents or toxins?
 - A) Yes

APHIS/CDC Form 2 – Scenarios, Questions and Answers

- ❑ **Question 3: Do I need to use a carrier vetted by DOT to transport select agents or toxins?**
 - A) Yes
 - B) No

Polls are open...Submit your answer now!

APHIS/CDC Form 2 – Scenarios, Questions and Answers

- ❑ Do I need to use a DOT-approved carrier to transport select agents or toxins?
 - A) Yes

APHIS/CDC Form 2 – Scenarios, Questions and Answers

- ❑ Question 4: If there are any questions while in transit, who should be contacted to address the contents of the package?**
 - A) No one
 - B) The sender of the package
 - C) The commercial carrier
 - D) The recipient of the package

Polls are open...Submit your answer now!

APHIS/CDC Form 2 – Scenarios, Questions and Answers

- ❑ If there are any questions while in transit, who should be contacted to address the contents of the package?**
 - B) The sender of the package**