Animal and Plant Health Inspection Service

U.S. DEPARTMENT OF AGRICULTURE

APHIS eFile Job Aid

APHIS 2000 Permit Application and Compliance Reporting
Biotechnology Regulatory Services (BRS)

Effective Date: March 7, 2024

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Document Version History

Version:	Effective Date:	Update:
1.0	April 5, 2021	Initial document released.
2.0	March 28, 2022	Document updated to provide more detail and reflect updated system user-interface.
3.0	July 21, 2023	Updated Compliance Reporting instructions to reflect updated system user-interface
4.0	March 7, 2024	Minor update to reflect implementation of multiple origin and multiple destination locations in import permit applications

For access to the most recent version of this job aid, and for other APHIS eFile support materials, visit https://www.aphis.usda.gov/aphis/banner/help/efile/efile-training.

For questions related to permit applications or compliance reports, please contact BRS.eFile@usda.gov.

APHIS 2000 Summary

This is a high-level summary of the APHIS 2000 permit application on APHIS eFile. For detailed steps, please refer to the rest of this Job Aid.

Application Instructions:

1. Visit https://efile.aphis.usda.gov/ and login with your verified USDA eAuthentication account.
2. Using the Ready to Apply drop-down, select APHIS 2000 (Web).
3. Complete the BRS Permitting Assistant using the on-screen instructions and proceed to your application.
   Note: You will land on your Activity Page, and your new draft application will be the first one listed.
4. Select **View Details** on the Application Activity Card.
5. Complete the **Application Details** section and proceed.
   a. Your response to the **Does this Application Contain CBI** field will determine whether Confidential Business Information (CBI) may be claimed at any time on the application, permit, or any future self-reports. Once saved, your selection is final for this application.
      i. On CBI applications, you will be able to denote CBI data in most text fields by typing square brackets [ ] around the confidential information. Certain fields with restricted input types, such as numeric fields, email addresses, and drop-down lists have a corresponding **Claim as CBI** checkbox under the field if it may be claimed as CBI.
      ii. All CBI applications must include a CBI Justification, which outlines how the information claimed as CBI meets the definition of a trade secret or how disclosure of the data may inflict competitive or financial harm. This may be described on the application field in under 4,000 characters or attached as a separate document.
   b. Once you have saved the required Related Activity fields, you may navigate between application sections by using the **Back** and **Save and Next** buttons, or by clicking the name of the section in the progress bar. Please ensure you select **Save** or **Save and Next** in each section once data entry is complete, so that the information is validated against submission requirements.
6. Complete the **Organism** section and proceed.
   Note: The organism is already populated from your BRS Permitting Assistant selection. You may edit the entry to include a cultivar and/or breeding line and/or strain or add additional organisms.
7. Complete the **Organism Supplier/Developers** section and proceed.
   Note: Adding an Organism Supplier/Developer is optional. If you do not wish to add an Organism Supplier/Developer, select the Save and Next button.
8. Complete the **Constructs** section, including **Intended Traits** and **Genotypes**, and proceed.
   Note: Previously Submitted Constructs will be available after your first application submission in APHIS eFile and are limited to applications where the same organism is added.
9. Complete the **Locations** section and proceed.

   a. Locations section requirements and limitations:
      i. At least one Agent for each location.
      ii. At least four (4) GPS coordinate pairs for environmental release locations.
      iii. At least one material record for all destination or origin+destination locations.

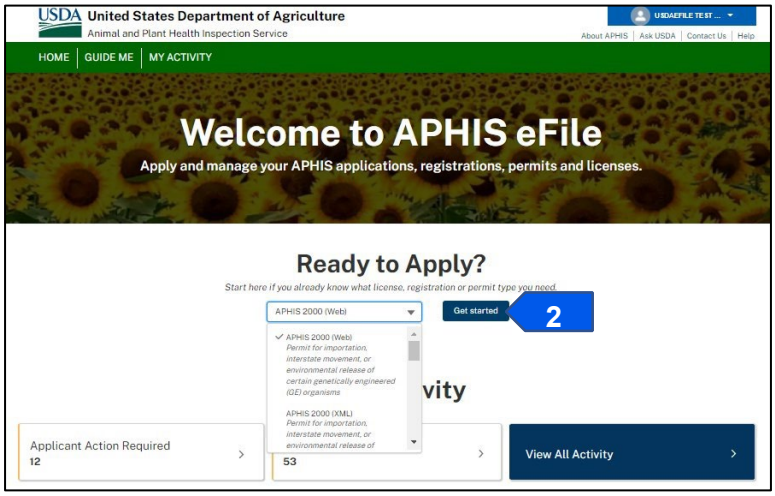
10. Complete the **SOP & Attachments** section and proceed.
    a. Use the **Add SOP or Attachment** button to upload documents and set attributes.
    b. If your SOP or attachment files contain CBI, you will need to upload at least two (2) versions of each file, CBI and CBI-Deleted.
11. Review your data via the **Review and Submit** Section and proceed to the bottom of this page.
    a. You will only be able to submit your application if all minimum application requirements have been addressed. The top of this page will point to any sections of the application where additional data is needed.
    b. PDF previews may be generated using the **Generate Line Item PDF** button in the upper right-hand corner. This PDF can be viewed in the SOPs & Attachment section.
12. Check the **Certify** checkbox at the bottom of the **Line Item Review** section, then click the **Continue** button.
13. On the Application detail page, check the **Certify** checkbox, and click the **Submit** button.
    a. Your application is now submitted, and you will receive an email confirmation.
    b. Your request will be given an Authorization (AUTH-0000XXXXXX) number where APHIS BRS will perform the review.
14. You will receive an email notification of any next steps.
    a. Example reasons you may receive an email:
       i. APHIS requires an update to your application.
       ii. Permit conditions are ready for review.
       iii. APHIS made a decision on your permit request.
       iv. Labels associated with a permit are ready.

Create a New Web Application

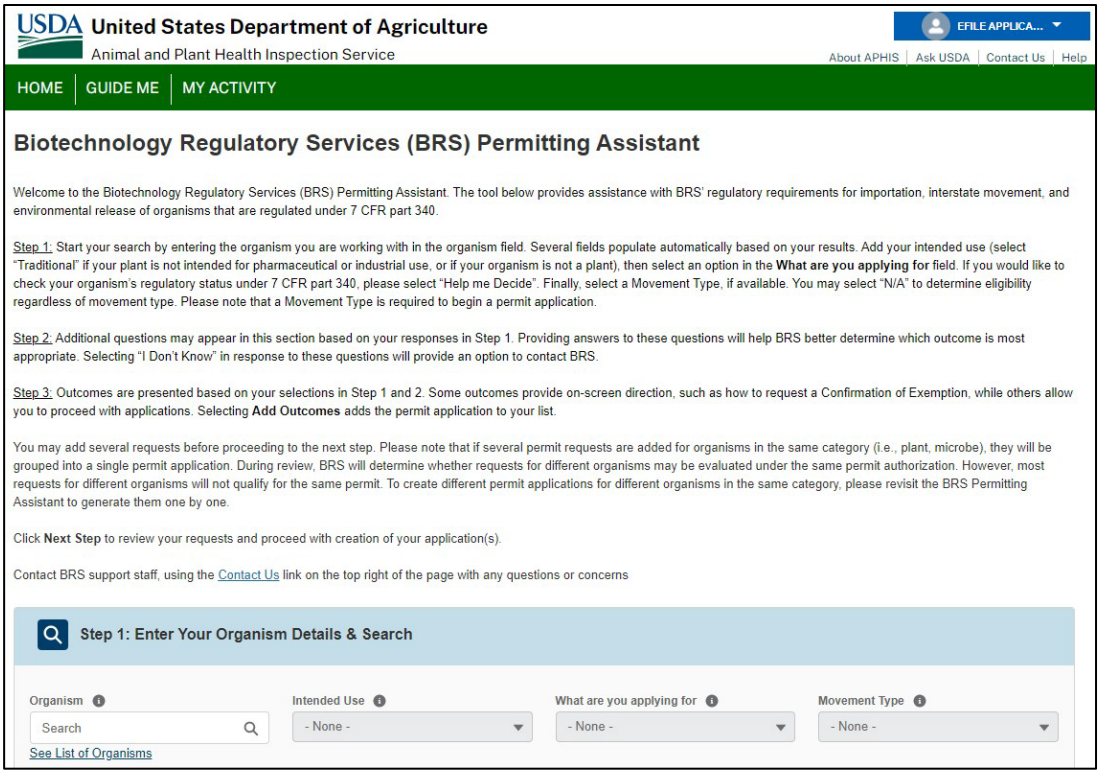
You, the responsible person or application preparer, are creating a new web application where you will manually enter your application data.

Instructions:

1. Login to APHIS eFile.
2. Select the **Ready to Apply Select an option** drop-down menu, choose **APHIS 2000 (Web)** and select **Get Started** to begin a new application.

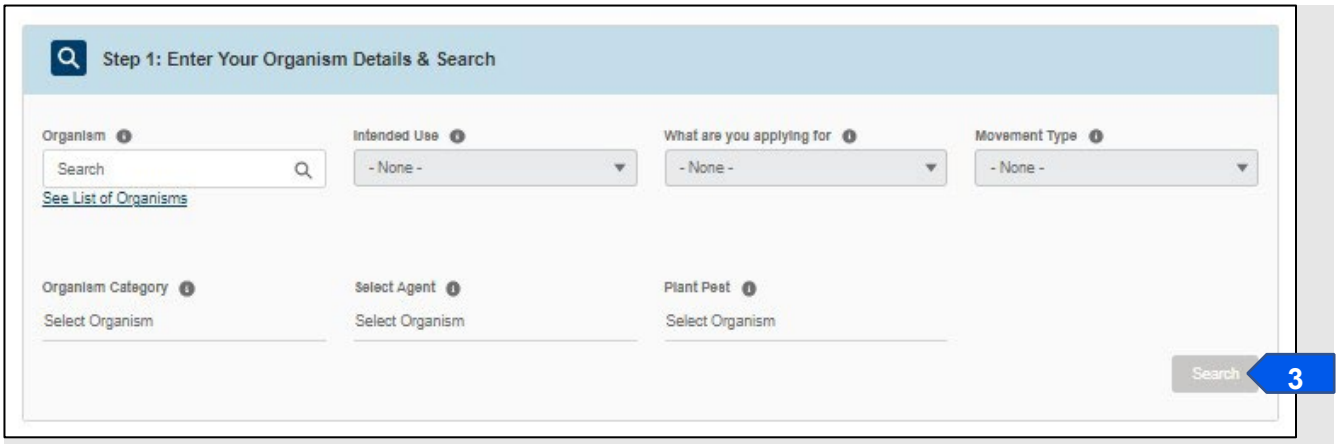


This option directs users to the BRS Permitting Assistant (BRSPA). The BRSPA presents several questions to help you determine your needs.

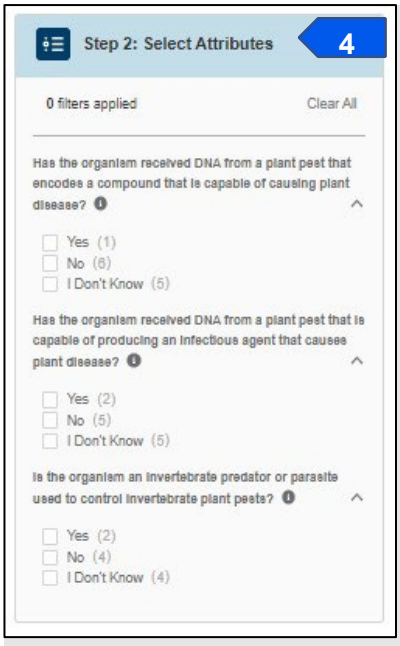


3. Answer each question that corresponds to your organism, then select the **Search** button.

   Note: If your organism is not available for selection, please send an email to BRS.eFile@usda.gov to request it be added. Please include the scientific and common names of the organism in the request.



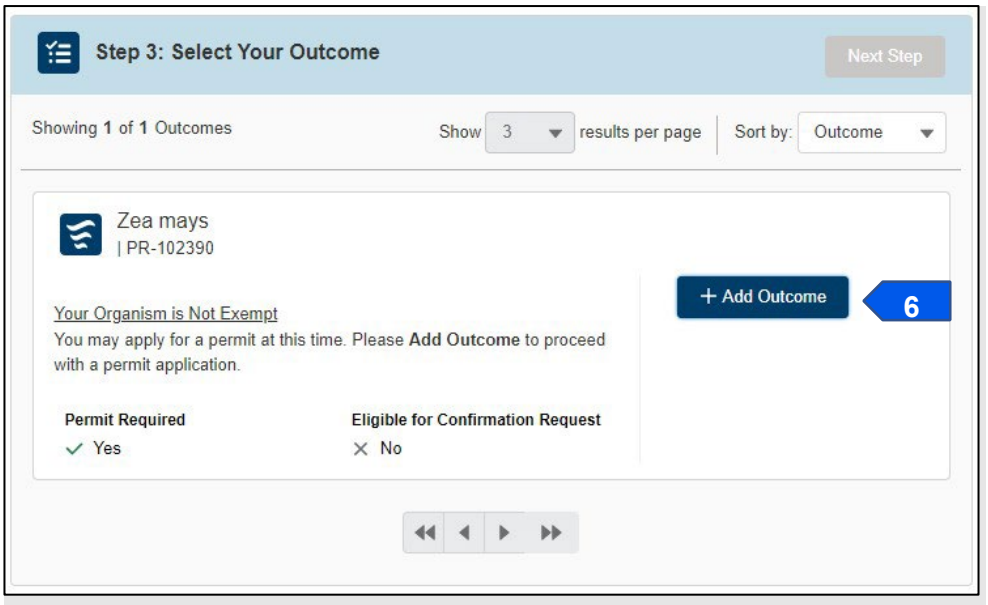
4. If attributes populate in step 2, answer the questions one-by-one to reduce the number of outcome selections. A single option will remain once all available questions are answered.



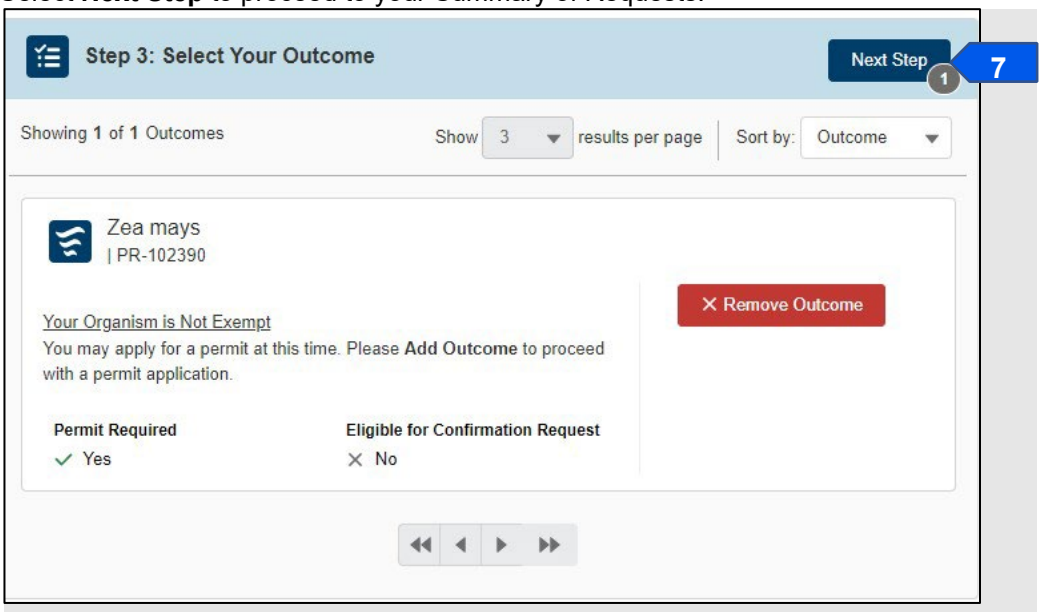
5. Review the outcome provided. Outcomes may indicate no permit is required, direct you to the Confirmation Request or Regulatory Status Review processes, or recommend you contact BRS to discuss your organism further. To contact BRS, please send an email to BRS.eFile@usda.gov.

   *Note: Should you prefer to submit a permit application regardless of the outcome received, you may select **Permit** under **What are you applying for** in the organism details section and proceed with step 6 in this job aid.*

6. If your organism requires a permit (as indicated in the example below), select **Add Outcome**.



7. Select **Next Step** to proceed to your Summary of Requests.

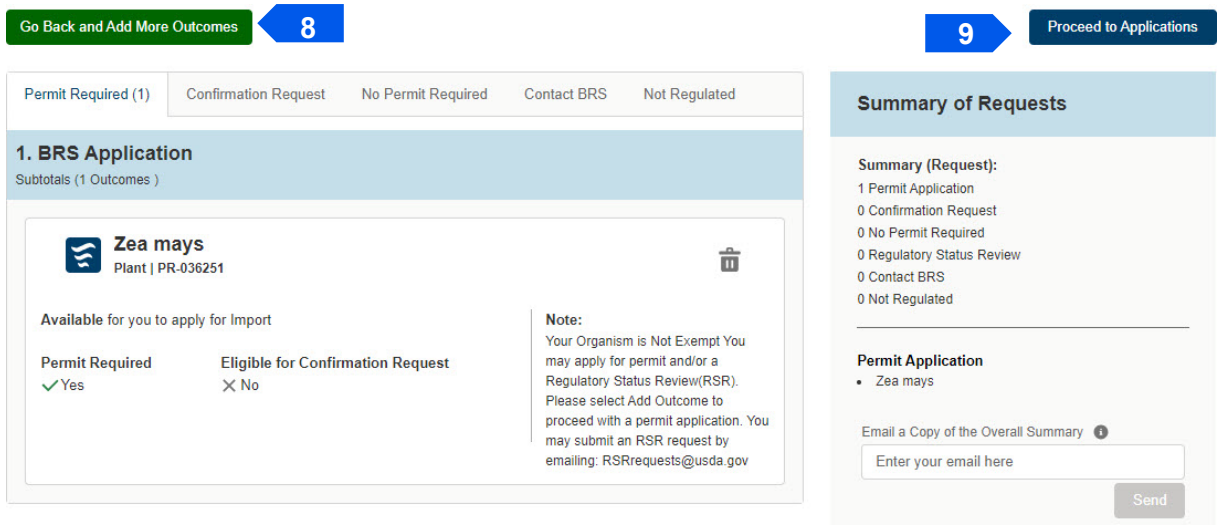


8. Review your Request Summary. To search for additional organisms, select **Go back and Add More Outcomes**.

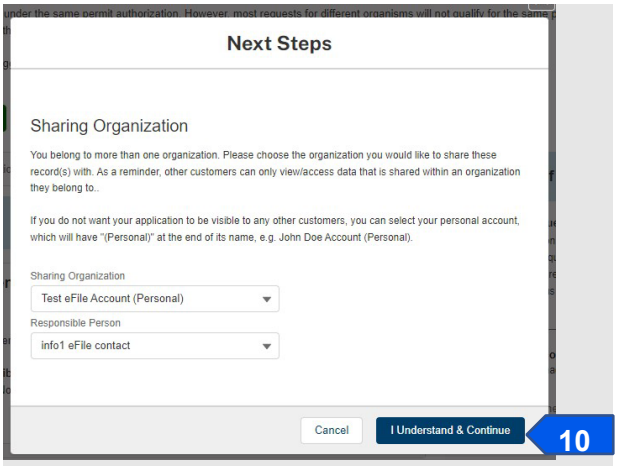
   Note: The BRSPA will automatically sort your outcomes into separate applications based on the organism type (i.e., plants or microbes).

9. If you are ready to proceed with the applications listed, select **Proceed to Applications**.

   Note: You may enter an email address in the Summary of Requests section to send the results for your records.



10. You will be prompted to select the appropriate Sharing Organization and responsible person for this application. After making your choices, select **I Understand & Continue**.



Note: The names and members of your associated organizations may be managed in your profile. BRS recommends updating your profile information prior to starting an application.

If you are preparing an application on behalf of another user, they will need to register in APHIS eFile and be a member of the same Organization Account to be available for selection.

More information on Organization Accounts is available at the link below:
https://www.aphis.usda.gov/help/eFile/efile-organization-accounts.pdf

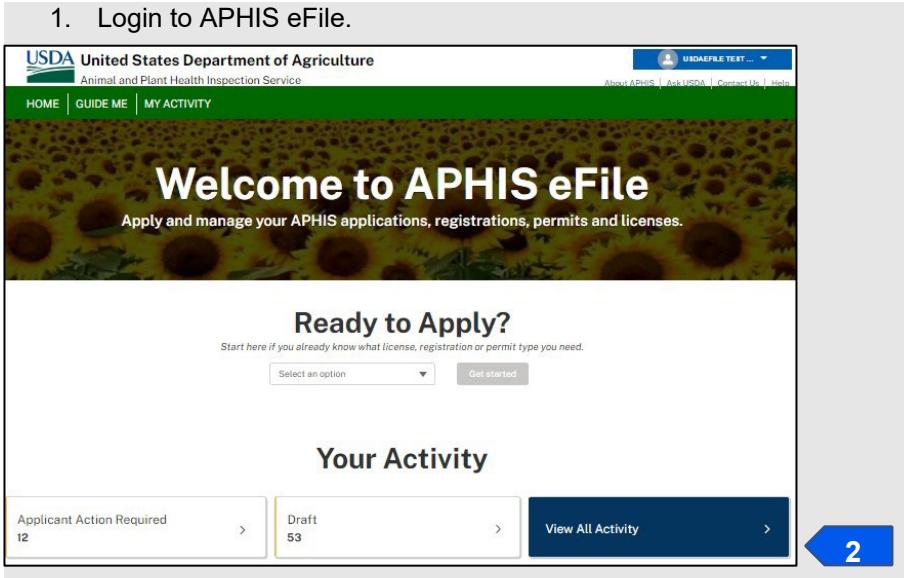
11. You will be redirected to your My Activity page. The activity card at the top of the page will be the new APHIS 2000 web application you created. Select **View Details** to proceed to the application and go to the CBI Status and Related Activity section of this job aid.

Returning to an Existing Application

You, the responsible person or application preparer, want to continue (or edit) an application you have not yet submitted.

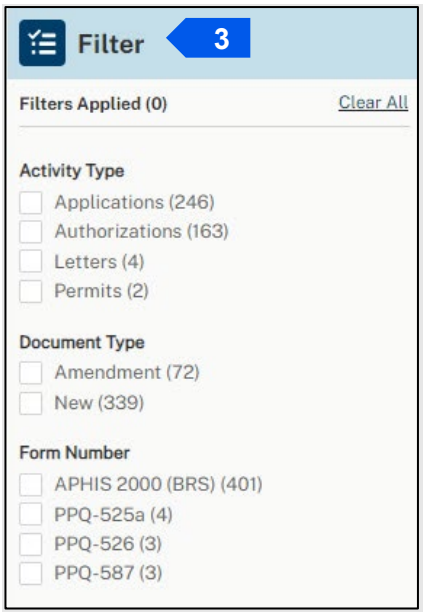
Instructions:

1. Login to APHIS eFile.

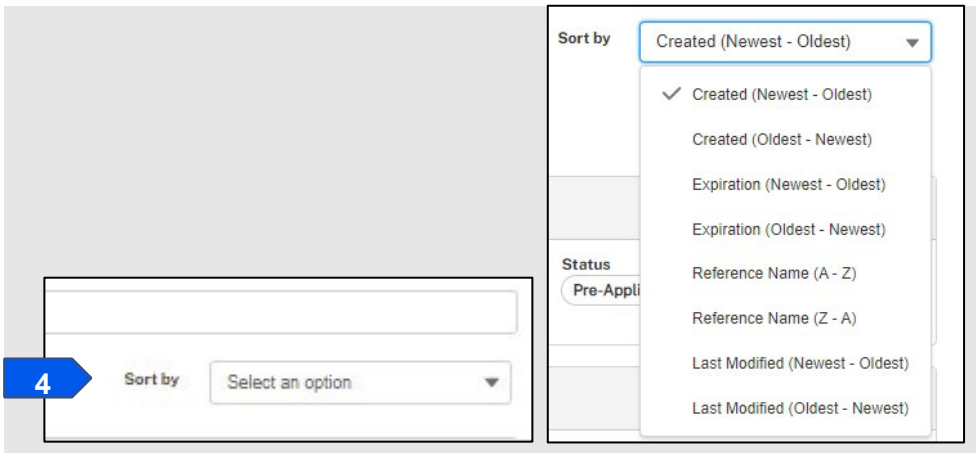


2. Select the **View All Activity.**
3. Adjust the Filters section to show Draft/Open Applications. You may also use the search bar if you know the application number (A-0000XXXXXX) in progress.

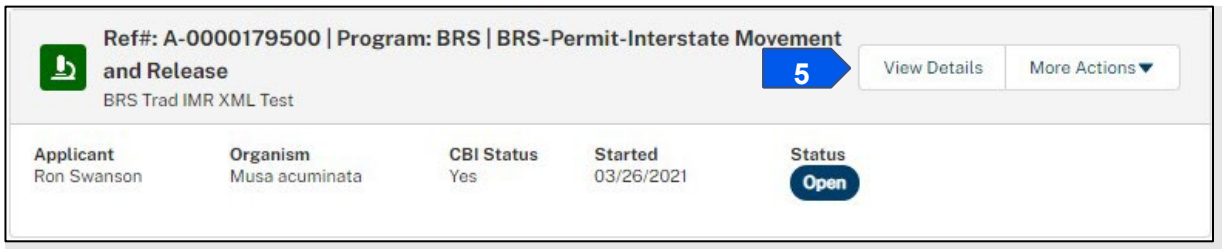
   *Note: Use the **Sort by** drop-down to sort through BRS application and authorizations. After sorting you can navigate to the Filters section to select between the application type, status, and other filter options.*



4. If needed, sort the applications to find your existing application. Depending on when the application was created, you may also need to adjust the Display Recent drop-down.



5. Select **View Details** button to begin drafting your application.



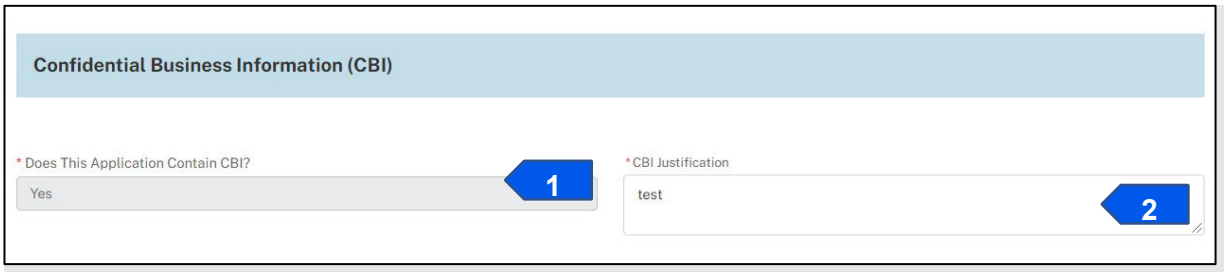
CBI Status and Related Activity

You, the responsible person or application preparer, have started a new application. You need to indicate whether the application will contain any CBI, as well as provide preliminary details about your application.

Instructions:

1. Select the **Does this Application Contain CBI** drop-down arrow and choose **Yes or No.**

   *Note: Once you choose your answer and save it, you will **not be able to change it**. If there is a possibility that there will be CBI in your application, permit, SOP, attachments, or future self-reports, please choose Yes.*
   *Selecting No will prevent use of square brackets in text fields that can be claimed as CBI and will hide all **Claim as CBI** checkboxes for non-text fields.*

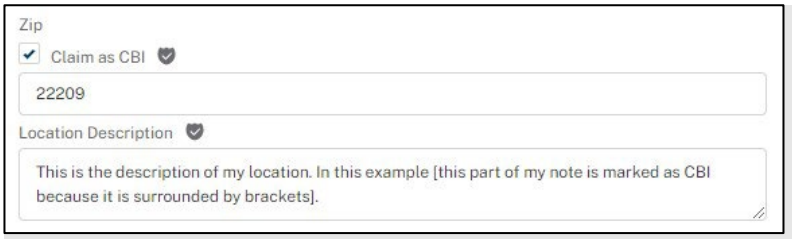


2. If you chose Yes, enter a justification of up to 4,000 characters in the **CBI Justification** field.
   a. Although an initial value is needed in the CBI justification field, you may adjust the explanation in this field any time before submission.
   b. You may also attach a longer CBI justification document in the Attachments section of the application. If this applies to you, enter **See Attachment(s)** in the CBI Justification field.

   *Note: CBI selection cannot be modified after clicking Save. Once you have selected the **Save** button, the Related Activity section of the page will appear below.*
   ***How to Claim CBI:** If you indicated your application will contain CBI, you will see shield icons next to all fields available that can be claimed as containing CBI.*

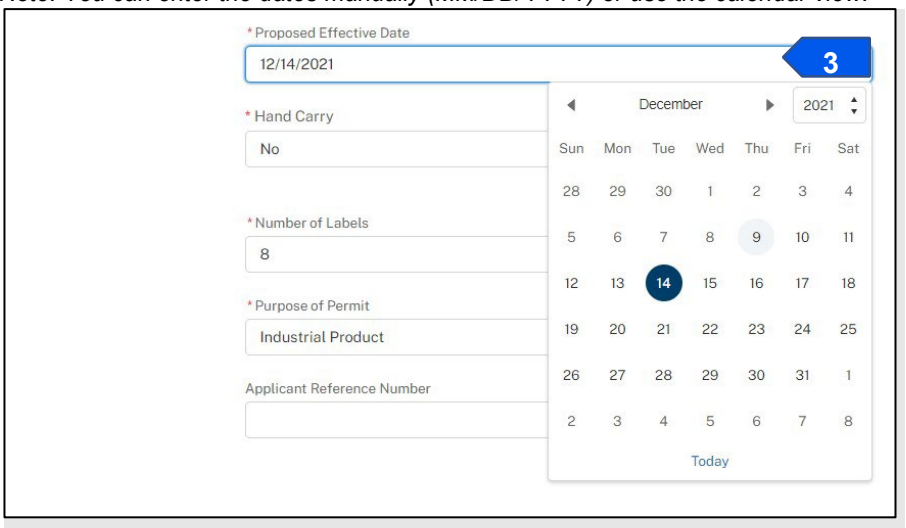


*To claim information as CBI, you will either use square brackets [ ] or a Claim as CBI checkbox. On CBI applications, you will be able to denote CBI data in most text fields by typing square brackets [ ] around the confidential business information. Certain fields with restricted input types, such as numeric fields, email addresses, and drop-down lists have a corresponding **Claim as CBI** checkbox under the field if it may be claimed as CBI.*

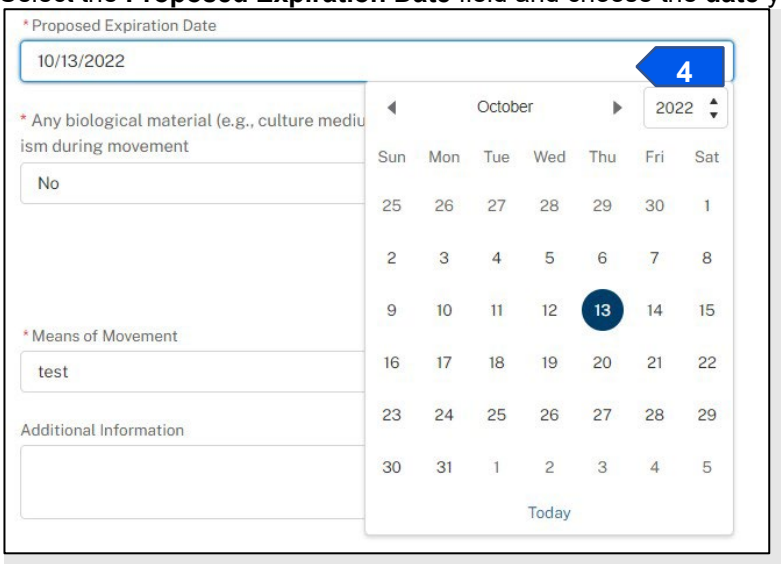


3. Scroll down to the Related Activity section and select the **Proposed Effective Date** field and choose the **date** you want the permit to take effect.

   Note: You can enter the dates manually (MM/DD/YYYY) or use the calendar view.

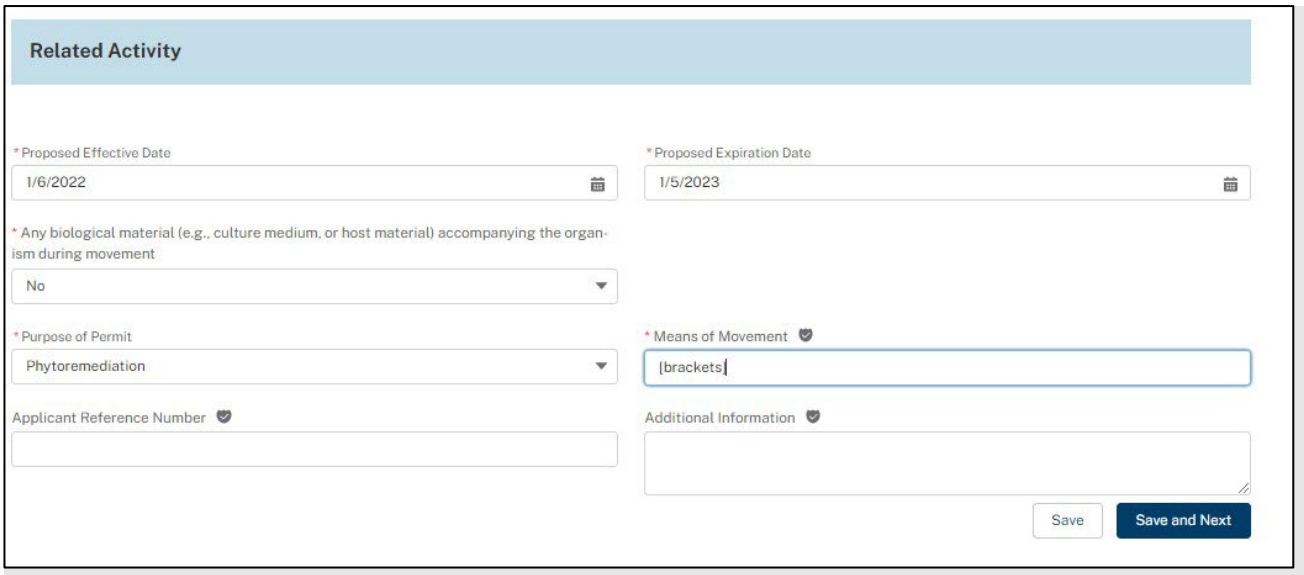


4. Select the **Proposed Expiration Date** field and choose the **date** you want the permit to expire.



5. Complete each of the required fields by either entering your information into the fields or choosing your answer from a drop-down menu.

   Note: The fields you see will vary based on whether your permit is for import, interstate movement, environmental release, or interstate movement and environmental release.



6. Complete any non-required fields as appropriate.
7. If this application needs to be reviewed together with another previously submitted application, enter the **Application Number** of the other application into the **Additional Information** field.

   Note: You may also use this field to reference authorization numbers where similar information has been previously reviewed by APHIS, whether this permit application continues an environmental release started under another permit, or to include any details about your submission that are not captured elsewhere in the application.



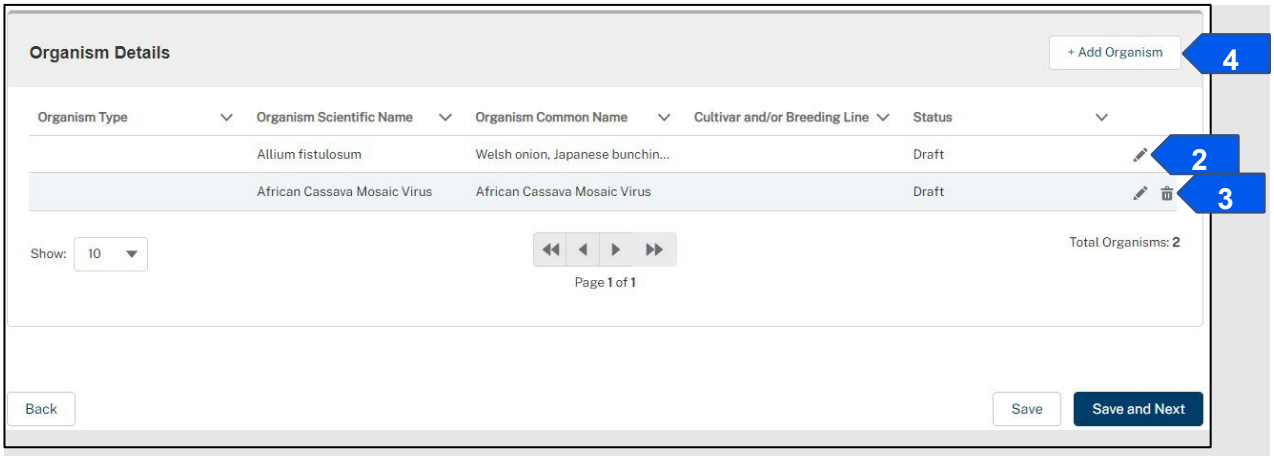
8. Select the **Save and Next** button to proceed to the Organisms section.

Organisms

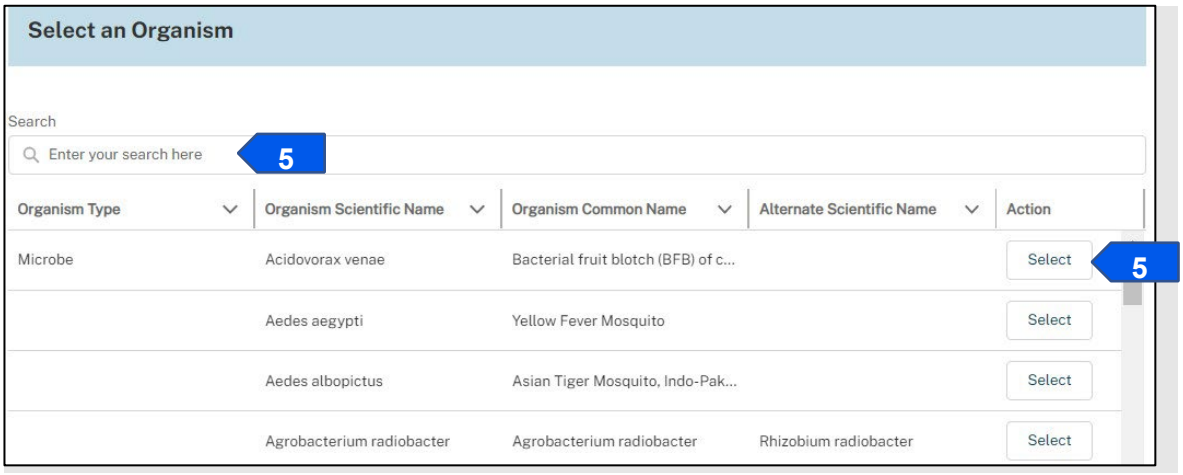
You, the responsible person or application preparer, can review or add organisms in this section of the application.

Instructions:

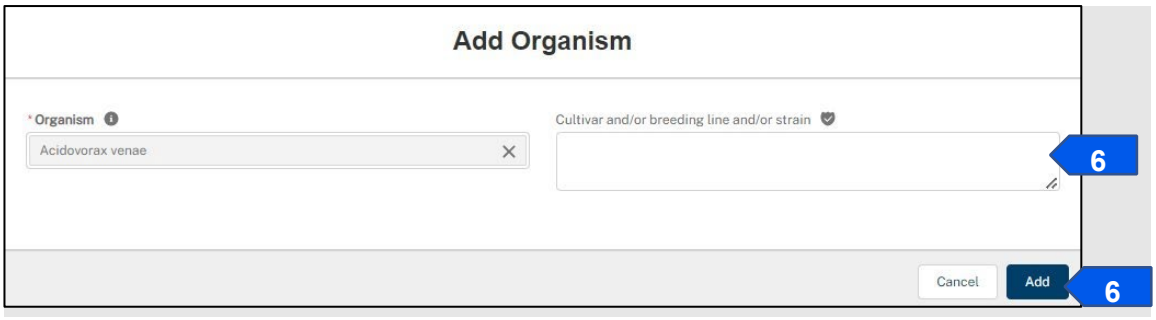
1. Review the organism(s) as imported from the BRS Permitting Assistant and verify the information. If correct, select **Save and Next** to proceed to the next section of the application.
2. If you would like to provide a cultivar and/or breeding line and/or strain, select the pen tool to make updates before proceeding.



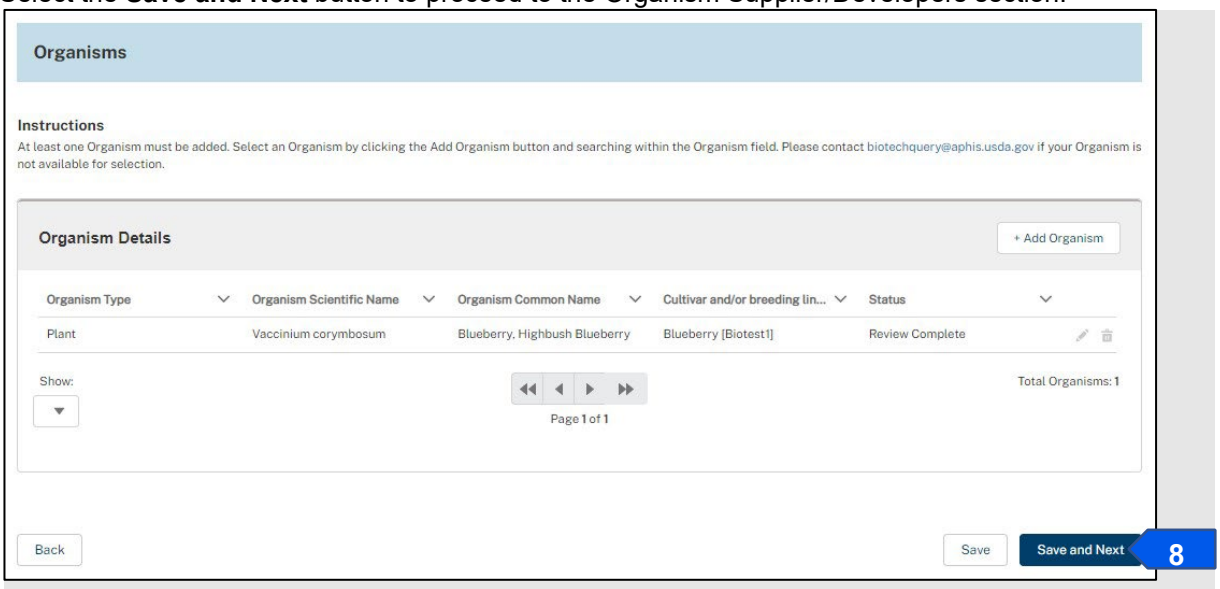
3. If the information is incorrect, select the trash can to delete the organism from the application.
   Note: Any constructs associated with the organism will be deleted automatically. You will not be able to add constructs or submit the application without at least one organism listed.
4. To add additional organisms from the application view, select the **Add Organism** button.
5. In the Add Organism pop-up window, go to the Select an Organism section and scroll through the list or search using the organism's scientific or common name. When you have located the organism, you wish to add, use the **Select** button.



6. You may optionally add a cultivar and/or breeding line and/or strain and **Add** the record.



7. Repeat steps 4-6 to add any additional organisms to the application.
8. Select the **Save and Next** button to proceed to the Organism Supplier/Developers section.



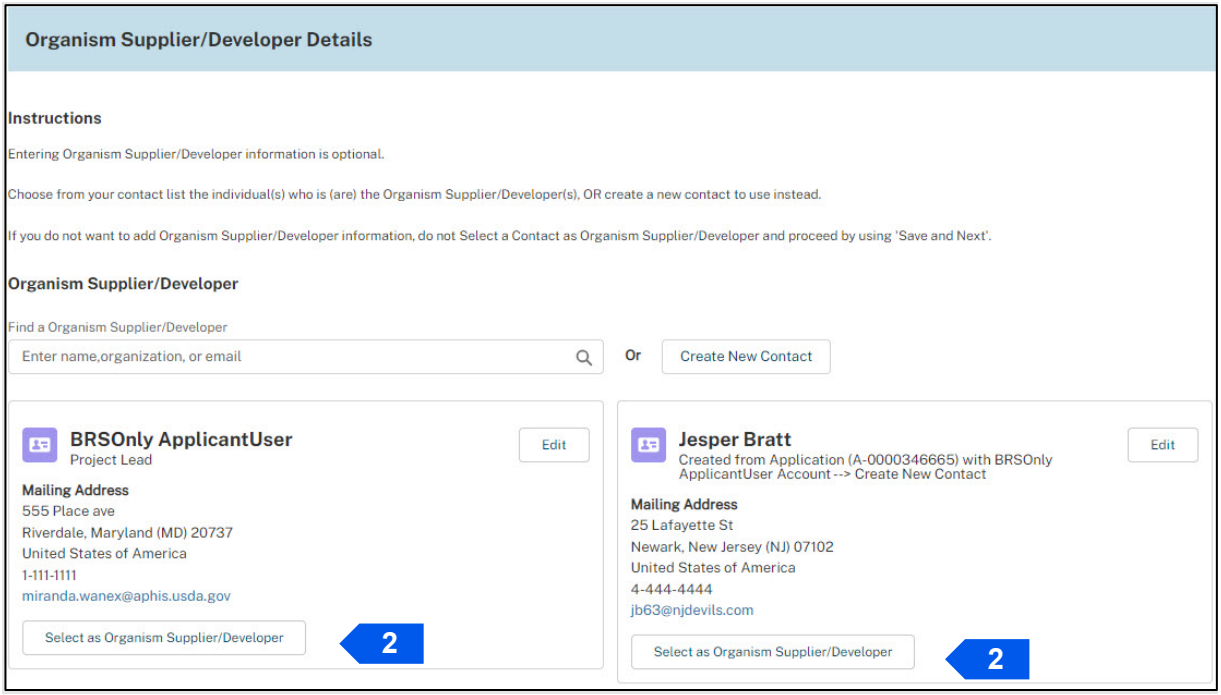
Organism Supplier/Developers

You, the responsible person or application preparer, can choose to identify your Organism Supplier or Developer in this optional section of the application.

Instructions:

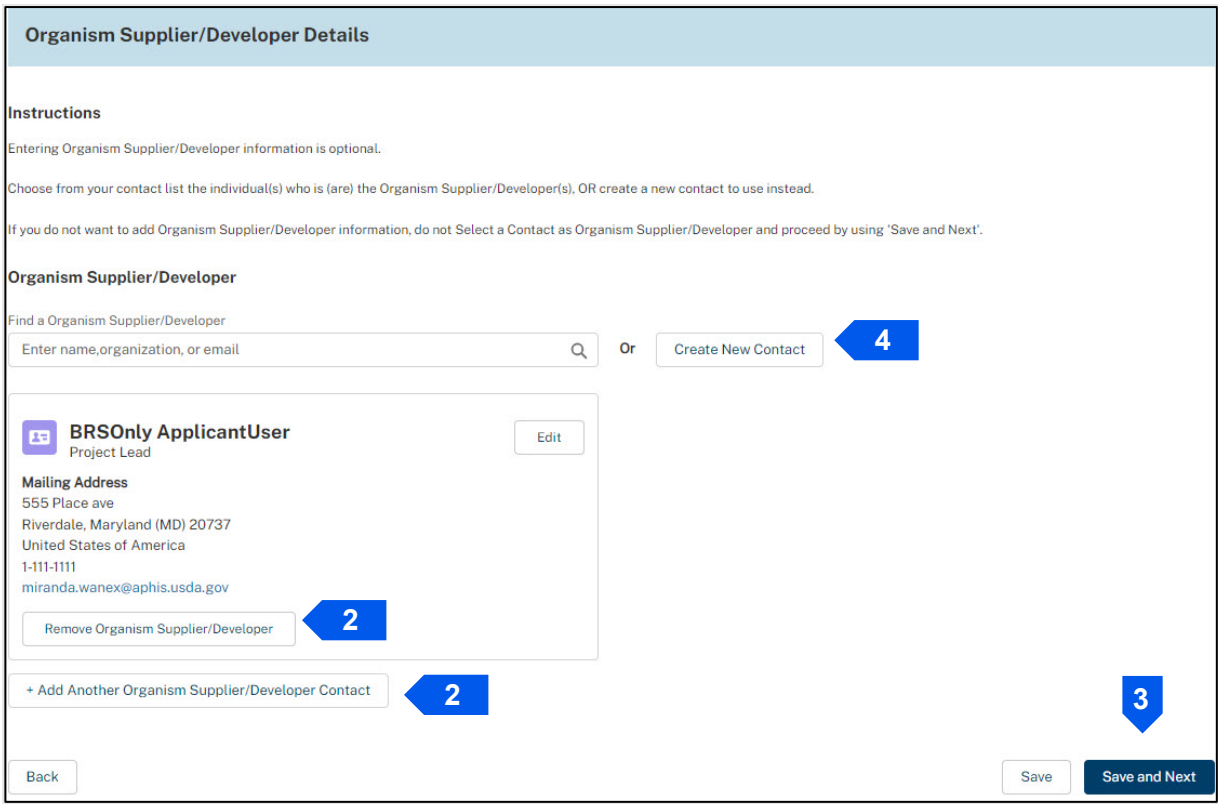
1. The Organism Supplier/Developer section will display a contact card matching the contact information of the responsible person listed on the application. Additionally, contact cards representing previously listed Organism Supplier/Developers will also be listed.

   Note: This section is optional. If you do not wish to list an Organism Supplier/Developer, proceed by using Save and Next, located at the bottom of this page, to proceed to the next section of the application.



2. After you use the Select as Organism Supplier/Developer button, the selected contact card will remain on the page while the other contact cards disappear. To add another contact as an Organism Supplier/Developer, select **+Add Another Organism Supplier/Developer Contact** (if selecting from an existing contact card) and repeat steps 2-3 as necessary.

   Note: If you want to create a new contact card for an Organism Supplier/Developer not listed on this page, proceed to step 4. If you want to remove a select contact as for an Organism Supplier/Developer, use the Remove Organism Supplier/Developer button.



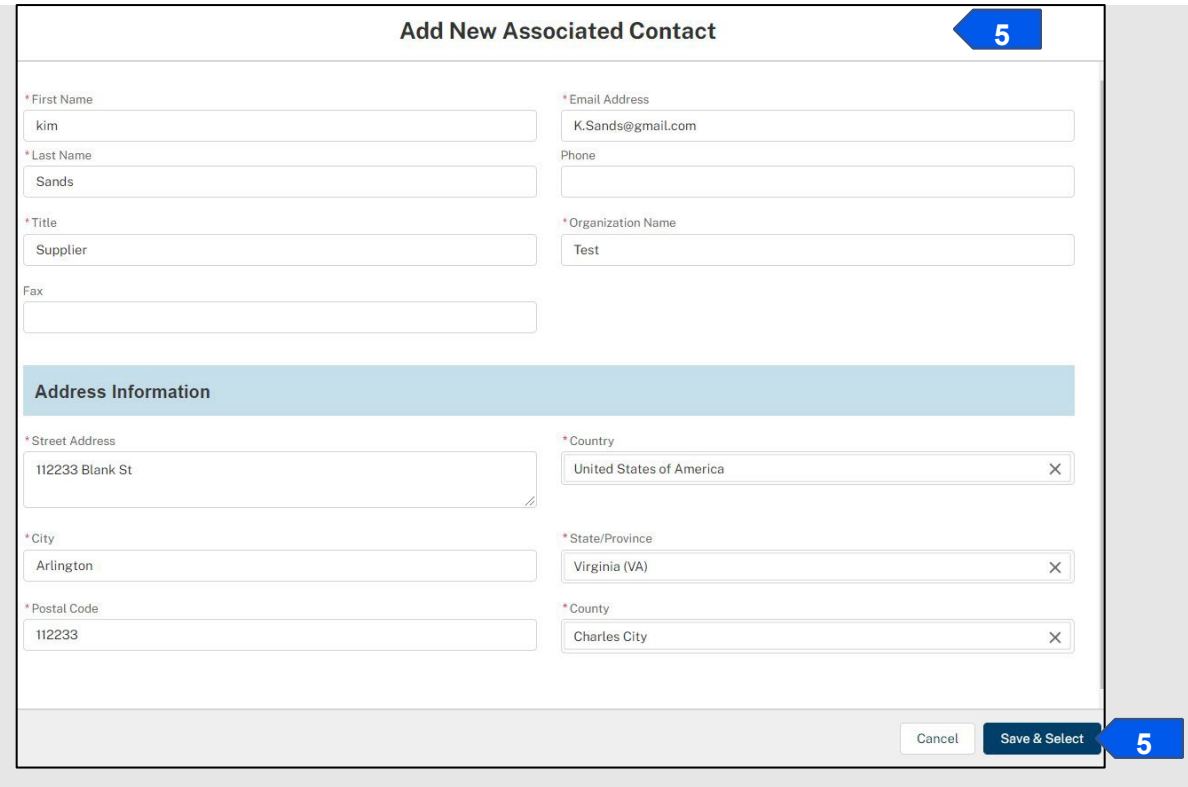
3. When you complete selecting contact cards as Organism Supplier/Developers, select **Save and Next** to proceed to the next section of the application.

   Note: If you want to create a new contact card for an Organism Supplier/Developer not listed on this page, proceed to step 4.

4. To create a new contact, select **Create New Contact**.

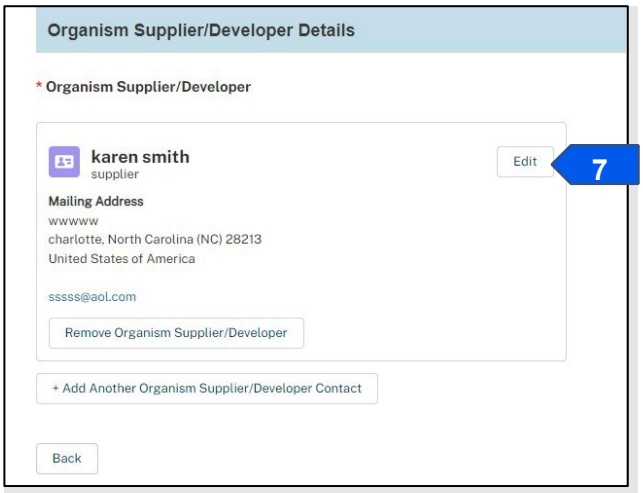
   Note: If on a CBI-included application, when you first create a new contact, you will not be able to mark any information as CBI. However, once you select the contact as an Organism Supplier/Developer on your application, you will be able to edit the contact and claim CBI.

5. Enter the contact information of your Organism Supplier/Developer in the required fields. Select **Save & Select** when you are done.



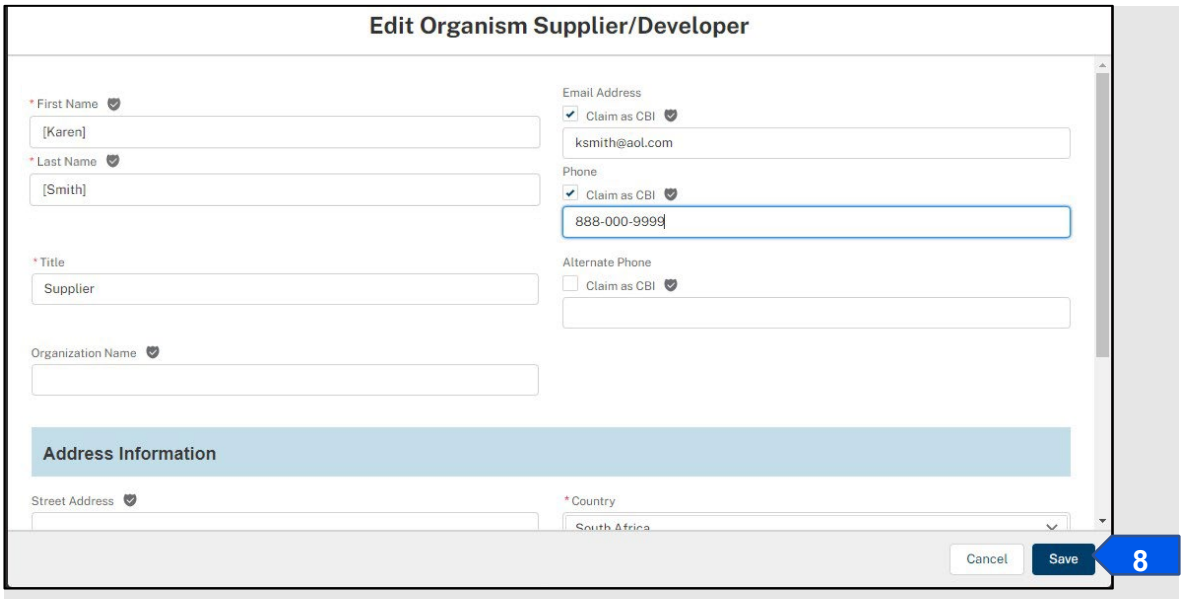
6. To select the New Contact as an Organism Supplier/Developer information as CBI, use Select and Organism Supplier/Developer on the newly created contact card.

7. To claim Organism Supplier/Developer information as CBI, select the **Edit** button on the contact card.

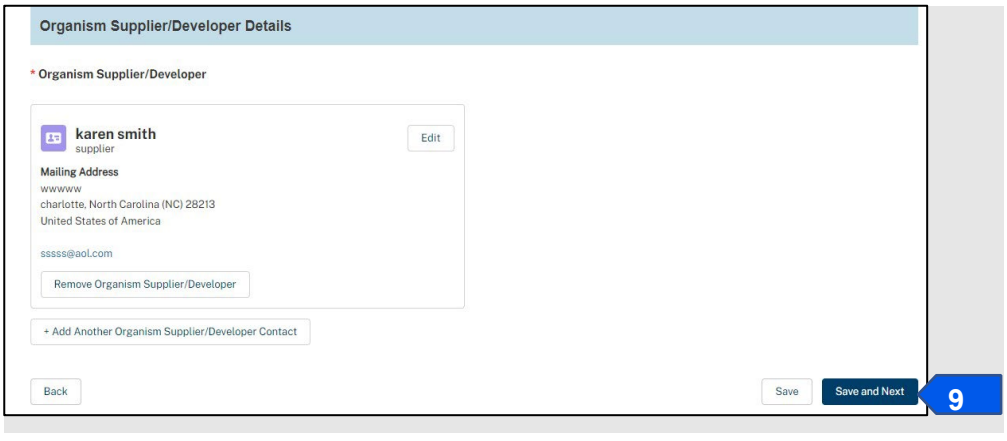


8. Update the Organism Supplier/Developer contact information you want to claim as CBI. Select the **Save** button once completed.

   *Note: Text fields may be claimed as CBI by typing square brackets [ ] around the CBI information. Use the **Claim as CBI** checkbox for the zip, phone, and email address fields you would like to Claim as CBI.*



9. Once your new contact is saved, you will be brought back to the Organism Supplier/Developers main screen. Select the **Save and Next** button to continue to the next section.



Constructs

You, the responsible person or application preparer, are adding your construct(s) to the application. Provide information on the construct intended trait(s) and any genotypes, including each construct component.

Instructions:

1. You have three options to add construct(s) to the application.
    a. To enter a new construct, proceed to step 2.
    b. To select a construct that was submitted on a previous APHIS eFile application, proceed to step 21.
    c. To add a construct that is similar (but not identical) to a previously submitted construct (PSC), proceed to step 27.

Note: PSCs are constructs that were submitted on a past APHIS eFile application with the same CBI status and the same organism.

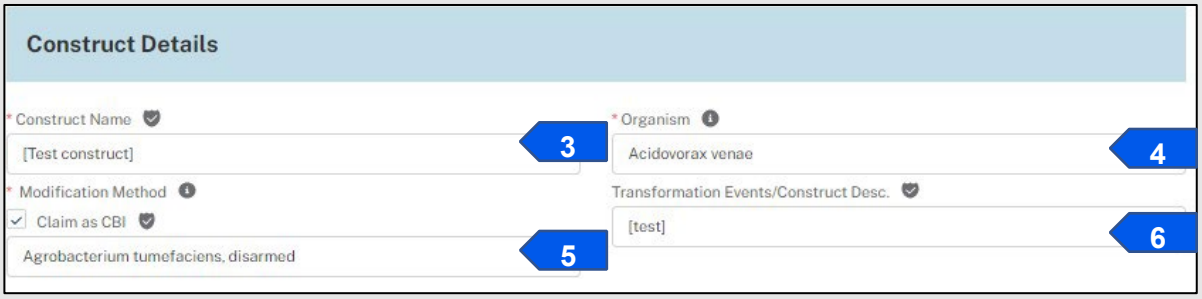
Note: To apply, you will need to add at least one construct that includes intended trait(s) and genotype(s).

Add a New Construct

2. Select the **+Add Construct** button.

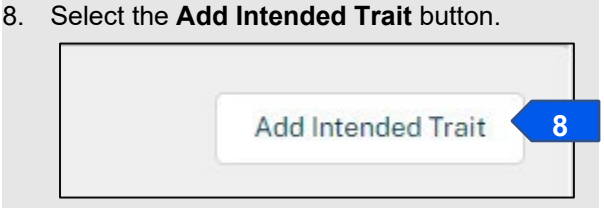


3. In the Add Construct pop-up window, enter the name of your new construct.



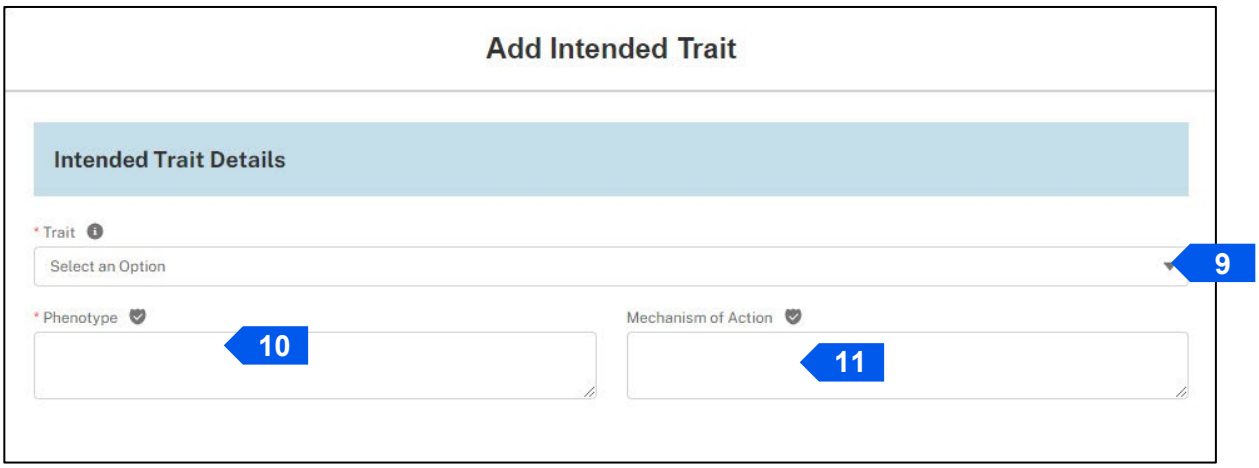
4. Select the **Organism** drop-down arrow and choose the **Organism** for your Construct.
   Note: The drop-down will be limited to organisms that are listed on the application.
5. Select the **Modification Method** drop-down arrow and choose your modification method.
6. Enter any further details into the **Transformation Events/Construct Desc.** field.
7. Select the **Add** button.
   Note: Intended Trait(s) and Genotype sub-sections appear after a construct is initially saved. These sections are required for submission.

8. Select the **Add Intended Trait** button.

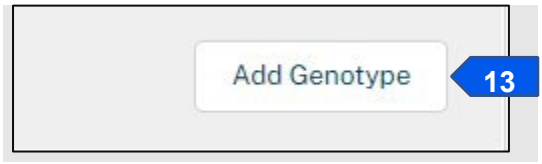


9. In the Add Intended Trait pop-up window, select the **Trait** from the drop-down menu.
10. Describe the specific phenotype in the Phenotype field.
11. Add the **Mechanism of Action** (optional).
12. Select the **Add** button at the bottom of the Add Intended Trait pop-up window.

    Note: To add other Intended Traits, repeat steps 8-12.

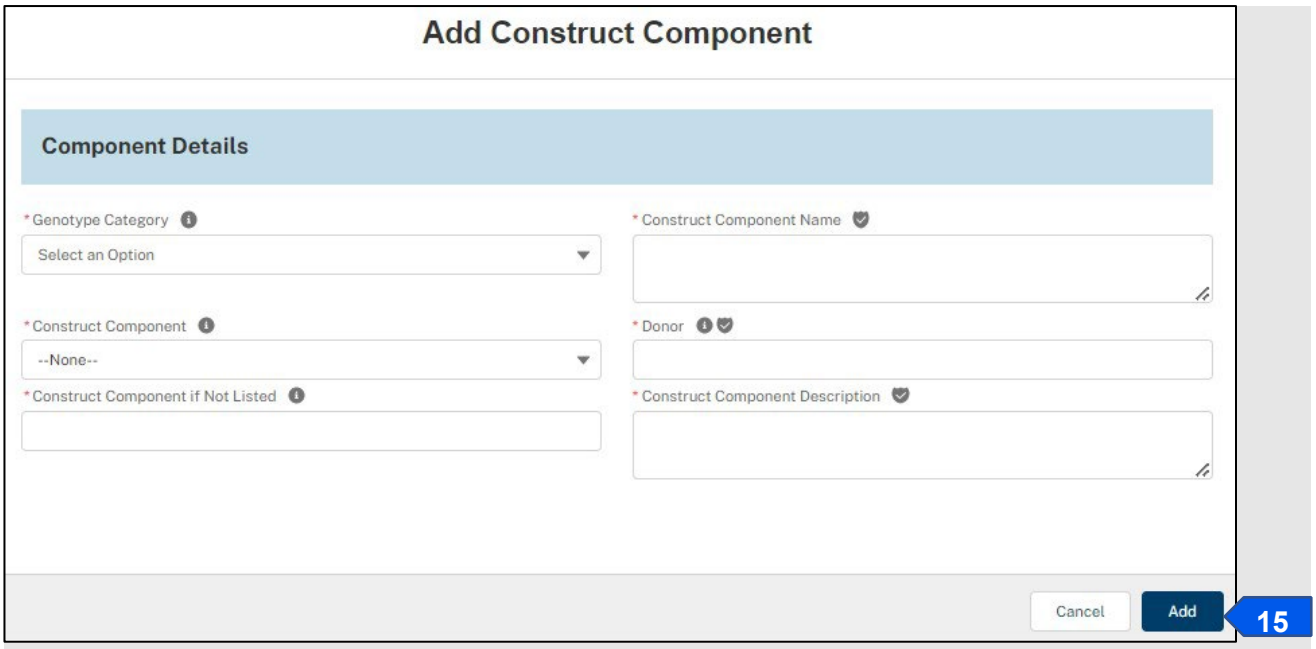


13. In the Genotypes section, select the **Add Genotype** button.



14. In the Add Genotype pop-up window, complete all required fields.

    *Note: You may select your construct component type using the **Construct Component** drop-down field. If your construct component type is not available within this list, select **None** and enter your component type in the **Construct Component if Not Listed** field.*



15. Select **Add**.
16. After saving your first genotype and construct component, you will be able to add additional components to that genotype by selecting the **Add Component** button. The **Add Component** button will appear under each listed genotype.

    Note: Components may be moved within and between genotypes by dragging the components to the correct position.



17. To add another genotype and its respective components, repeat steps 13-16.

    Note: Genotypes may be re-ordered by dragging the genotype to the correct position.

18. Once you finished adding genotypes and their components, select the **Save** button at the bottom of the Edit Construct pop-up screen. This will save the construct and bring you back to the Constructs main page.

19. To add another <u>new</u> construct to your application, select the **Add Constructs** button and repeat steps 2-18 above. To add a previously submitted construct to your application, proceed to step 21. To clone a previously submitted construct, proceed to step 27.

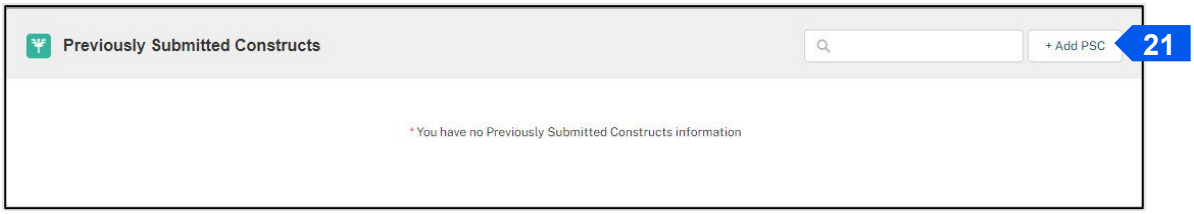
    Note: If you wish, you can clone a construct by using the clone button on the bottom of the Edit Construct pop-up window.

20. When you have added all your constructs to the application, select the **Save and Next** button on the bottom of the Constructs section of the application to proceed to the Locations section.

Add a Previously Submitted Construct (PSC)

21. To add a PSC, select the **+Add PSC** button.

    Note: If you created a construct on a CBI application in the past, it will be unavailable if you are drafting a non-CBI application. You will be limited to constructs which were submitted for the organism(s) added to your application.



22. Scroll through the listed PSCs in the table or use the search bar to identify a PSC.



23. Select the **Magnifying Glass** icon to view the PSC details, including Intended Trait(s) and Genotypes, if needed.

24. Select the **checkbox(es)** associated with any PSC that you would like to add to the application.
25. Select the **Save** button to add the PSC(s) to this application.

    Note: A PSC cannot be edited but may be cloned as a new construct.

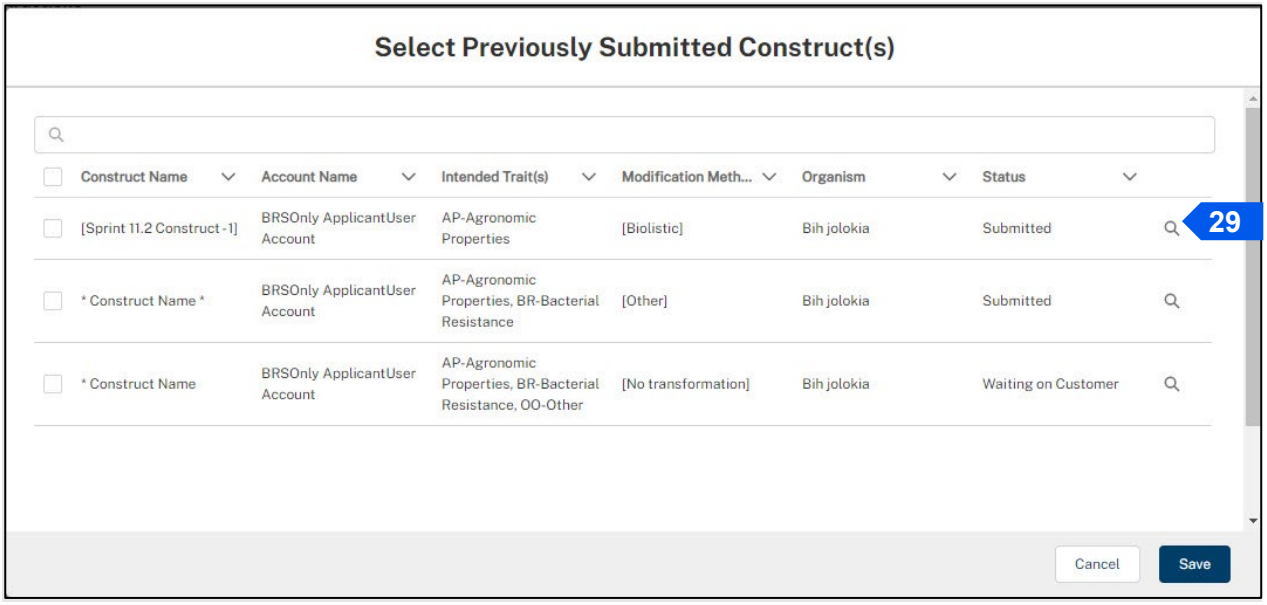
26. When you have added all your constructs to the application, select the **Save and Next** button on the Constructs section of the application to proceed to the Locations section.

Clone a Previously Submitted Construct (PSC) to Add a New (Editable) Construct

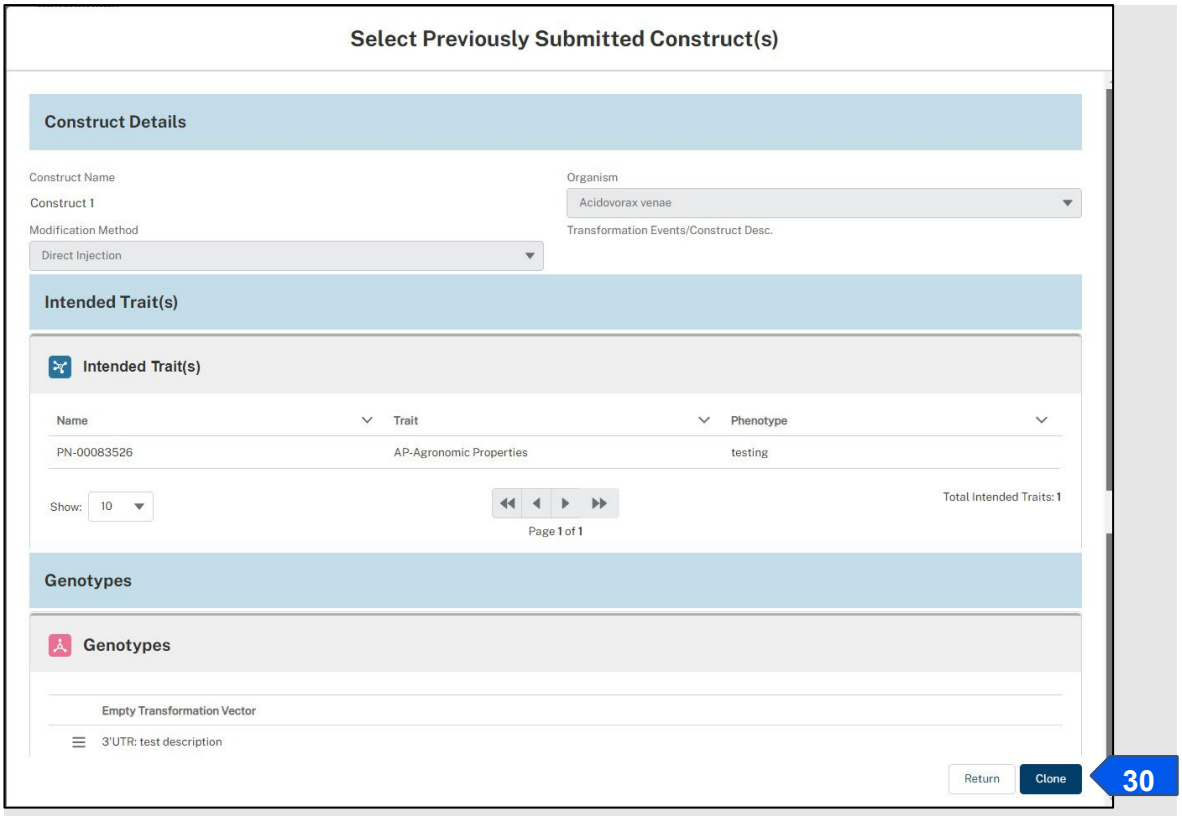
27. PSCs may be cloned in one of two ways. Steps 28 through 33 detail how to clone a PSC if the PSC is not listed on the application, while steps 34 through 36 detail how to clone a PSC if it is already listed on the application.
28. Select the **Add Previously Submitted Constructs** button**.**



29. Using the scroll bar or search bar to identify the PSC you want to clone. Select the **magnifying glass** to expand the construct details for the identified PSC.



30. Scroll to the bottom of the Select Previously Submitted Construct(s) pop-up window and select the **Clone** button.



31. Once you have selected the clone button, you will be brought back to the Constructs main page.

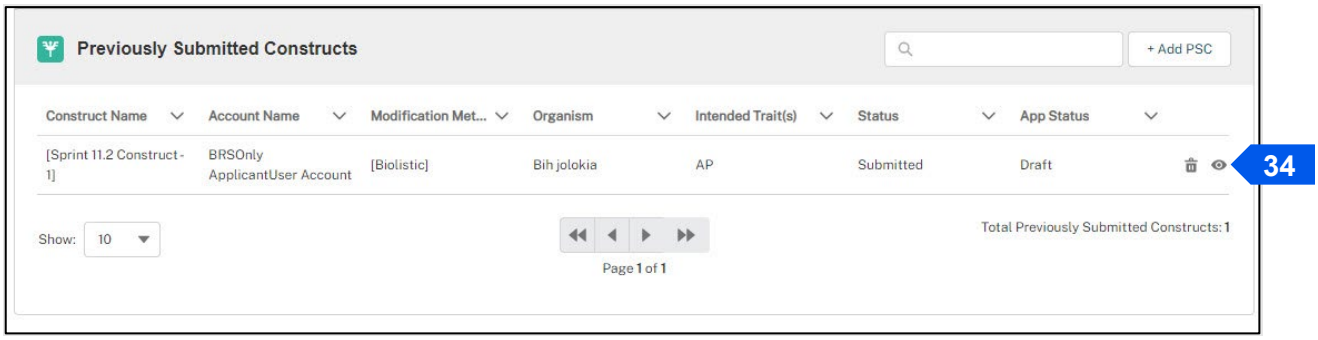
32. You will see your cloned construct in the Constructs section. Click on the Pen icon of the newly cloned PSC to make any needed edits to the construct. Return to step 3 for instructions on how to update your cloned construct's details.

    Note: A cloned construct adds a system generated ID to the end of the original construct's name. For the cloned construct to stand alone as its own construct, the cloned PSC will need to be renamed. You may delete or update the construct any time before submission.

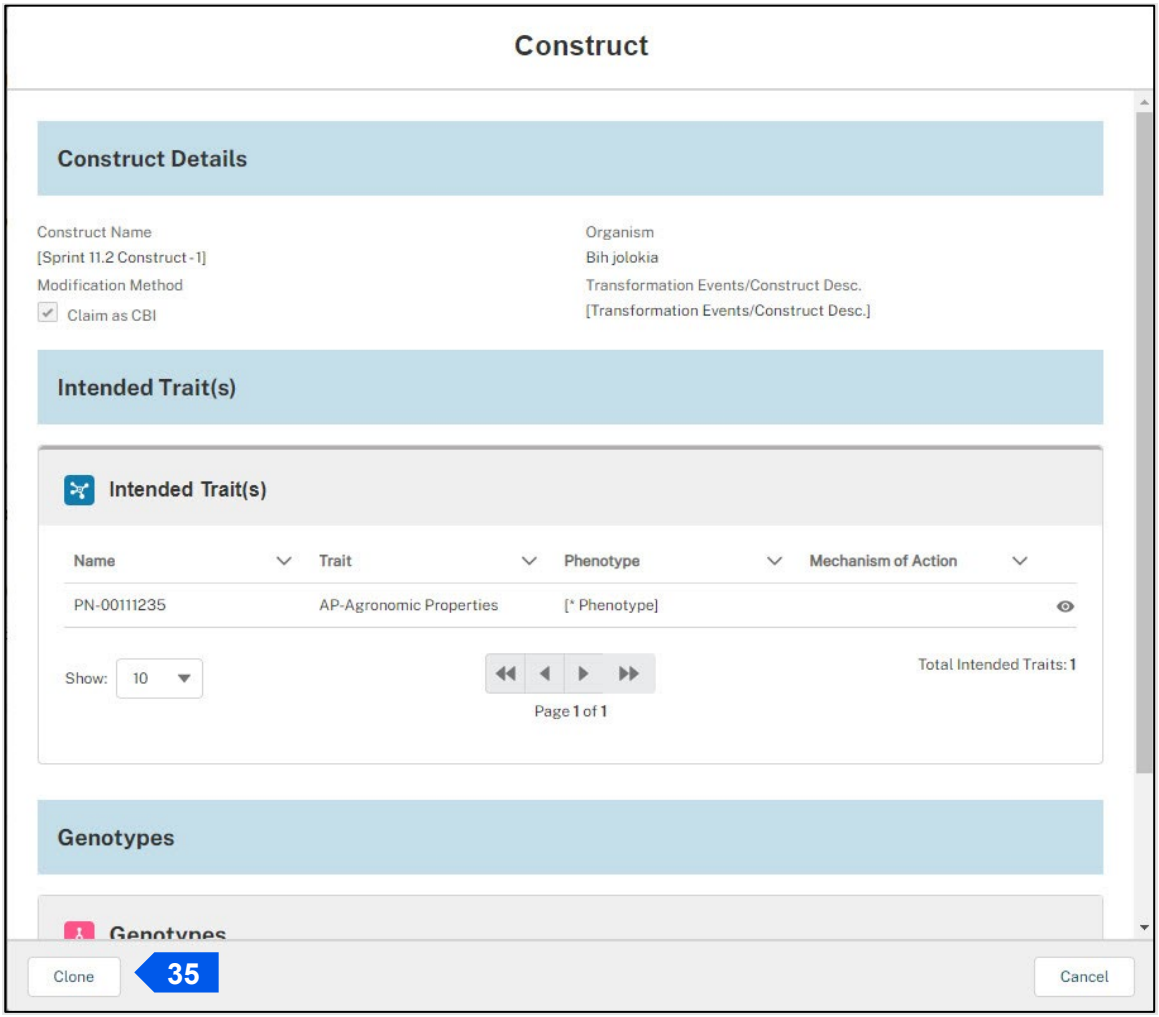


33. When you have added and saved all your constructs to the application, select the **Save and Next** button to proceed to the Locations section.

34. To clone a PSC that is already added to the application, select the **eye icon** to expand the construct detail for the PSC you want to clone.



35. The bottom of the Construct detail pop-up window will have a Clone button. Select this clone button to clone the PSC.



36. Return to step 3 for instructions on how to update your cloned construct's details.
37. When you have added and saved all your constructs to the application, select the **Save and Next** button to proceed to the Locations section.

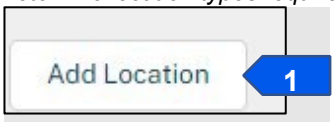
Locations

You, the responsible person or application preparer, are adding your location(s) to the application.

Instructions:

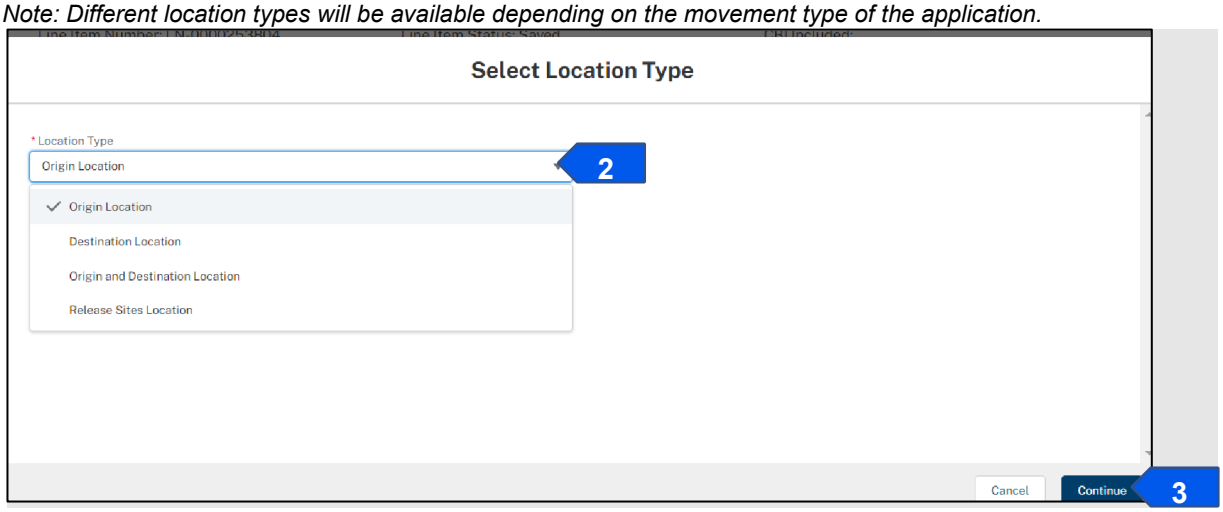
1. Select the **Add Location** button.

   Note: The location types required for your application are indicated above the Locations Detail table.



2. Select the **Location Type** drop-down arrow and choose your **location type**.

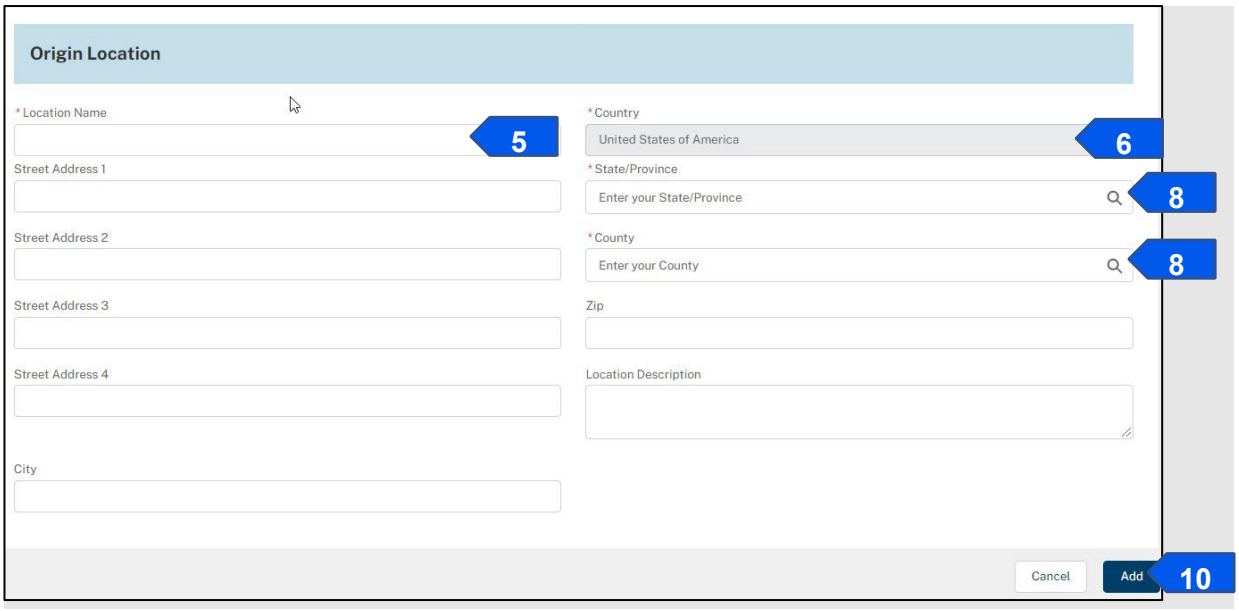
   Note: Different location types will be available depending on the movement type of the application.



3. Select the **Continue** button.
4. Follow the instructions for the location type you chose above.
   a. To add an Origin Location, proceed to step 5.
   b. To add a Destination Location or an Origin and Destination Location, proceed to step 17.
   c. To add a Release Sites Location, proceed to step 26.

For Origin Location Type

5. Select the **Location Name** field and enter **the name of your location**.



6. Select the **Country** field.

   Note: For all movement types other than Imports, the Country field will auto-populate with the United States of America, and State and County will be required fields. If you are applying for an import permit, only the Country and City fields will be required on the Origin Location.

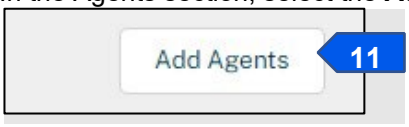
7. Enter the name of the country into the search bar and select your country from the drop-down list.
8. Repeat steps 6-7 for the **State** and **County** fields.
9. Provide additional information as needed in the remaining fields.

   Note: To process an application, BRS requires Street Address 1, City, and Zip code on each location (excluding origin locations on import permits – only City is additionally required).

10. Select the **Add** button.

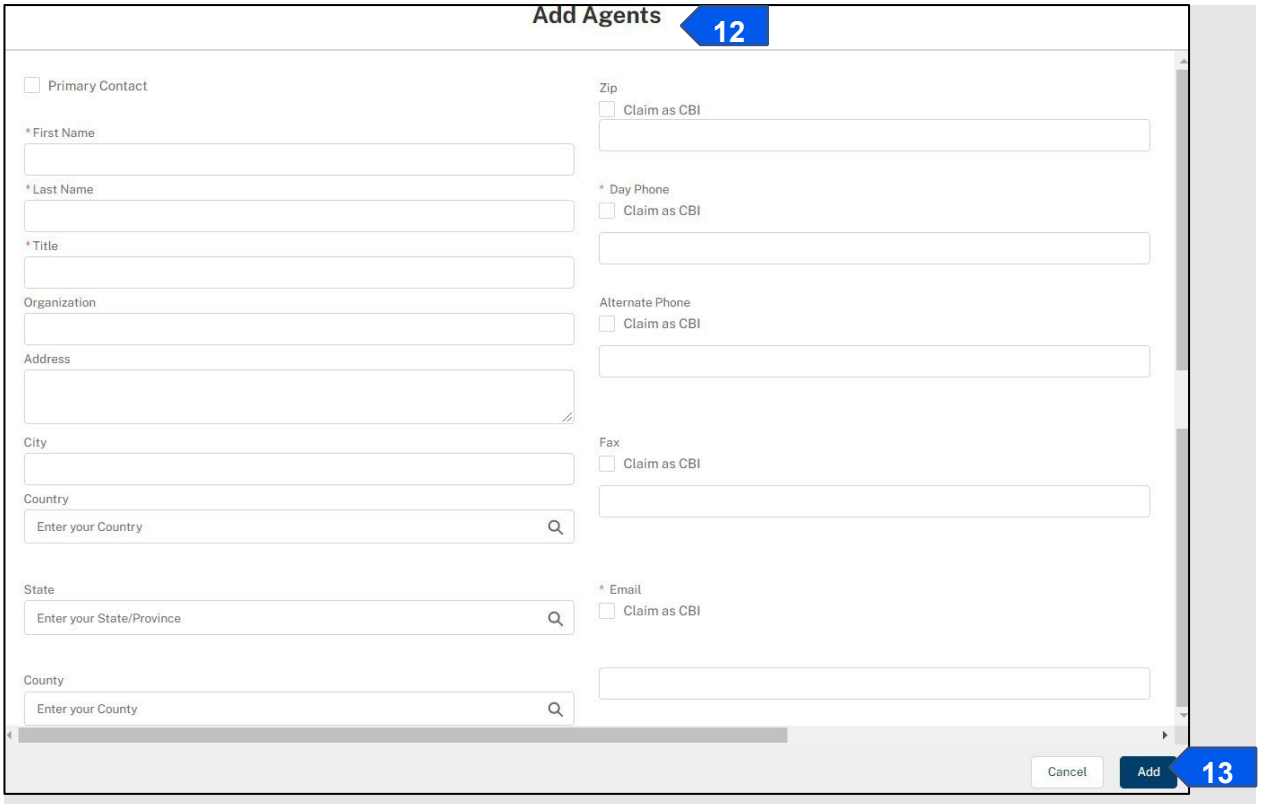
    Note: Location sub-sections appear after a location is initially saved. These sections are required for submission.

11. In the Agents section, select the **Add Agents** button.



12. In the Add Agents pop-up window, enter the **First Name**, **Last Name**, **Title, Day Phone,** and **Email** of your contact into the associated fields.

    Note: You may optionally provide additional data in the remaining fields.

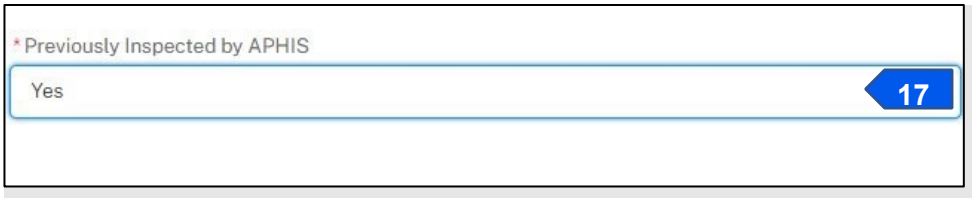


13. Select the **Add** button. If you would like to add another agent to this location, repeat steps 11-12.
14. To add another location, select the **Save** button and return to step 1.
15. Select the **Save and Next** button to proceed to the SOP & Attachments section.

For Destination Location or Origin and Destination Location Type

Note: For Destination and Origin and Destination location types, the Country field will auto-populate with the United States of America. The Origin and Destination location type can be used when the same location serves as both the origin and the destination of regulated material that is transported across state lines. You will still need to provide an additional origin and/or destination to meet the minimum submission requirements on applications for interstate movement.

16. Repeat steps 5-9.
17. Select whether the location has been **Previously Inspected by APHIS** using the drop-down list and select **Add** once completed.

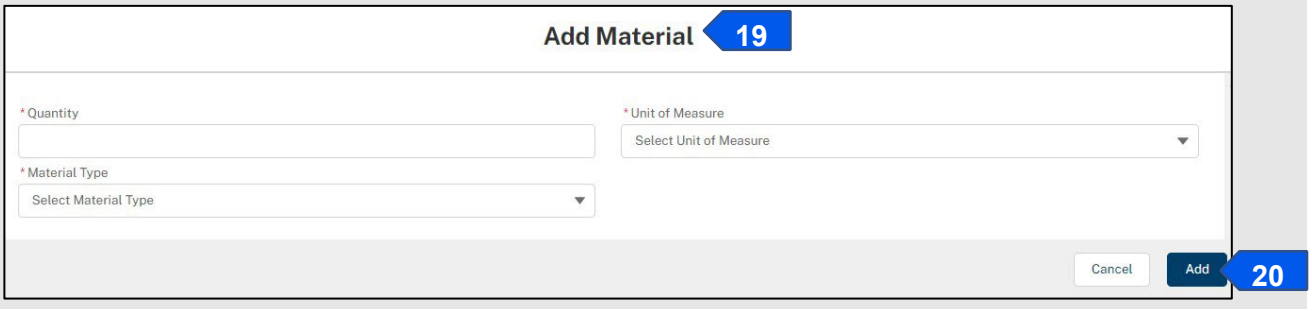


Note: Location sub-sections appear after a location is initially saved. These sections are required for submission.

18. Proceed to the Materials section and select the **Add Materials** button.
19. Complete all required fields in the **Add Material** pop-up window.

    *Note: If the entered Quantity and Unit of Measure represents multiple material types, such as multiple plant parts, please select **Other** in the Material Type picklist and provide a description of the materials in the **If Other, Please Describe** field.*

20. Select **Add**.



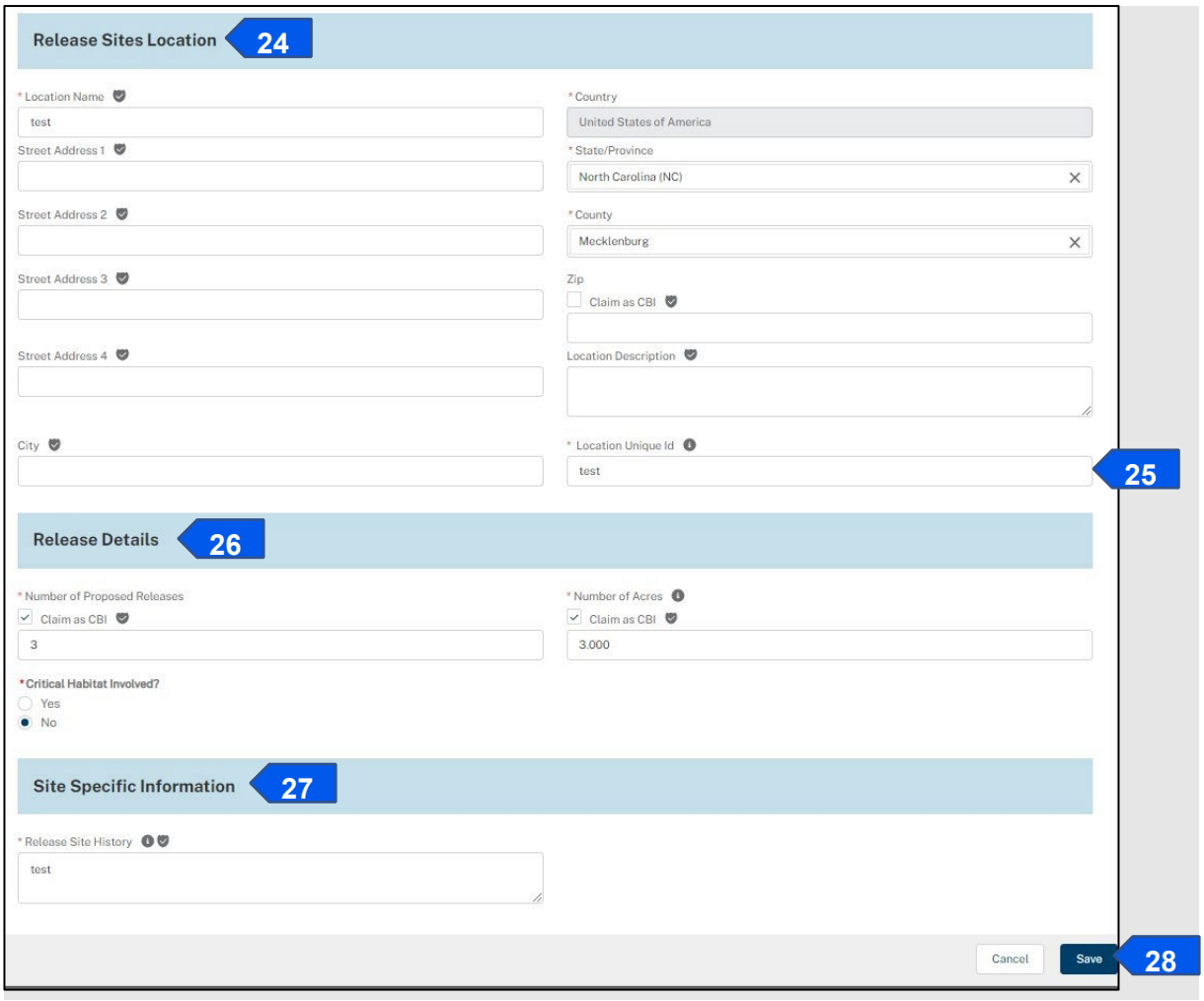
21. To add an Agent to the location, complete steps 11-13.
22. To add another location, select the **Save** button and return to step 1.
23. Select the **Save and Next** button to proceed to the SOP & Attachments section.

For Release Sites Location Type

Note: For Release Sites locations, the Country field will auto-populate with the United States of America.

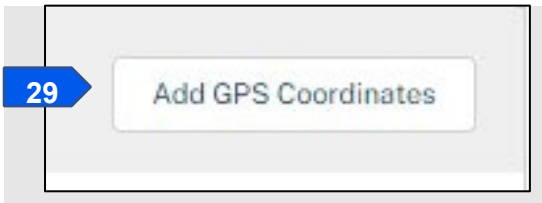
24. Complete the **Release Sites Location** section.
25. Enter a unique, non-CBI value to serve as a release site's **Location Unique ID**.
26. Complete the **Release Details** section.
27. Complete the **Site-Specific Information** section.
28. Select the **Add** button.

    Note: Location sub-sections appear after a location is initially saved. These sections are required to submit.

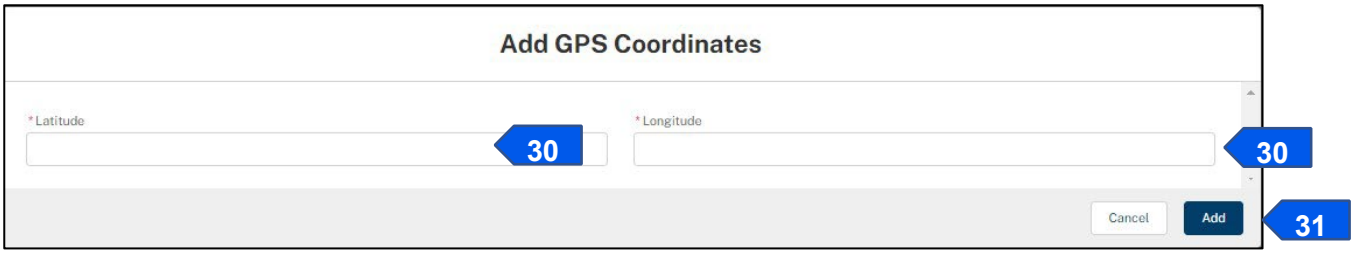


29. In the GPS Coordinate section, select the **Add GPS Coordinate** button.

    *Note: A minimum of **four pairs** of GPS coordinates are required for each release location. A maximum of six pairs may be provided. These coordinates should outline the area to be authorized for release.*

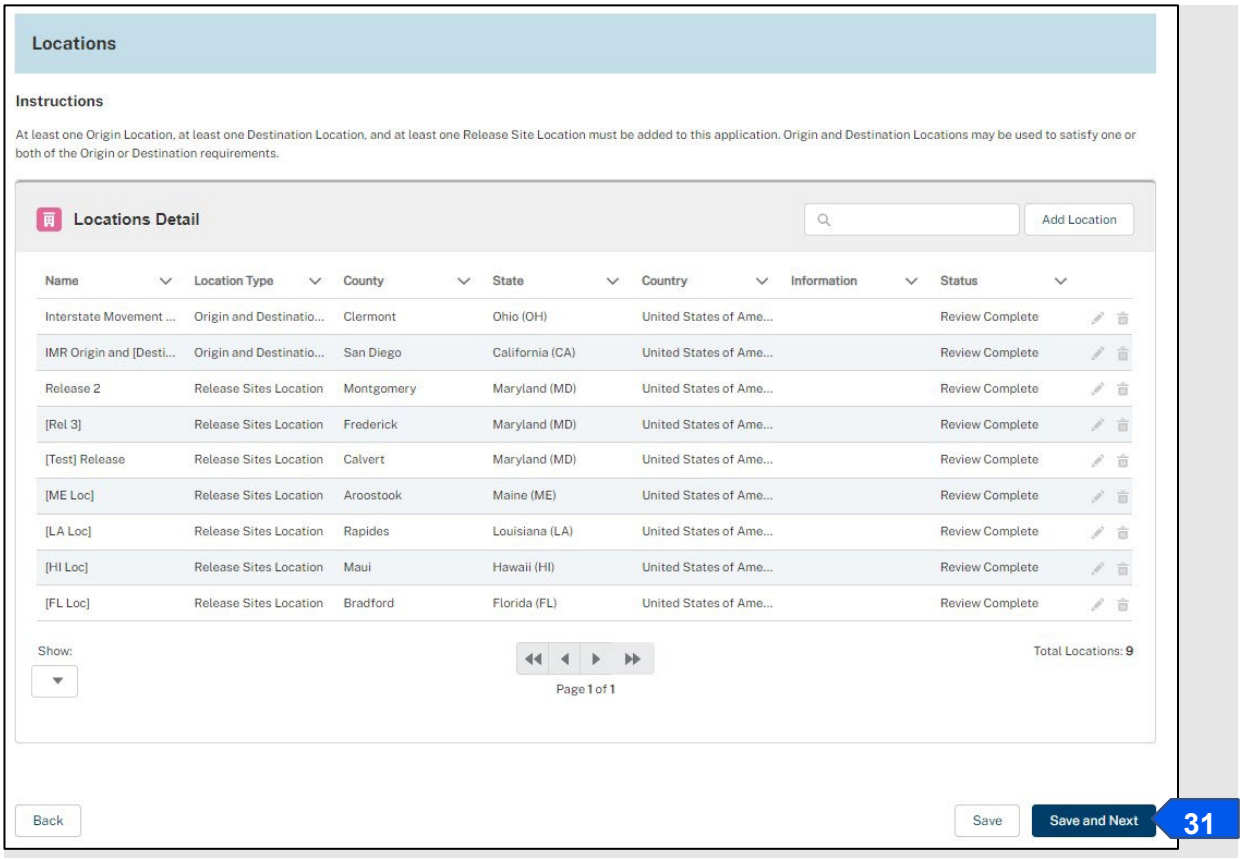


30. Enter the **Latitude and Longitude** in the corresponding fields.



31. Select the **Add** button.

32. To add an agent to the location, complete steps 11-13.
33. To add another location, select the **Save** button and return to step 1.
34. Select the **Save and Next** button to proceed to the SOP & Attachments section.



Standard Operating Procedure (SOP) & Attachments

You, the responsible person or application preparer, need to attach your Standard Operating Procedure(s) document(s), and upload any other attachments that are required or may aid in the processing of your application before you can certify and submit the application.

Instructions:

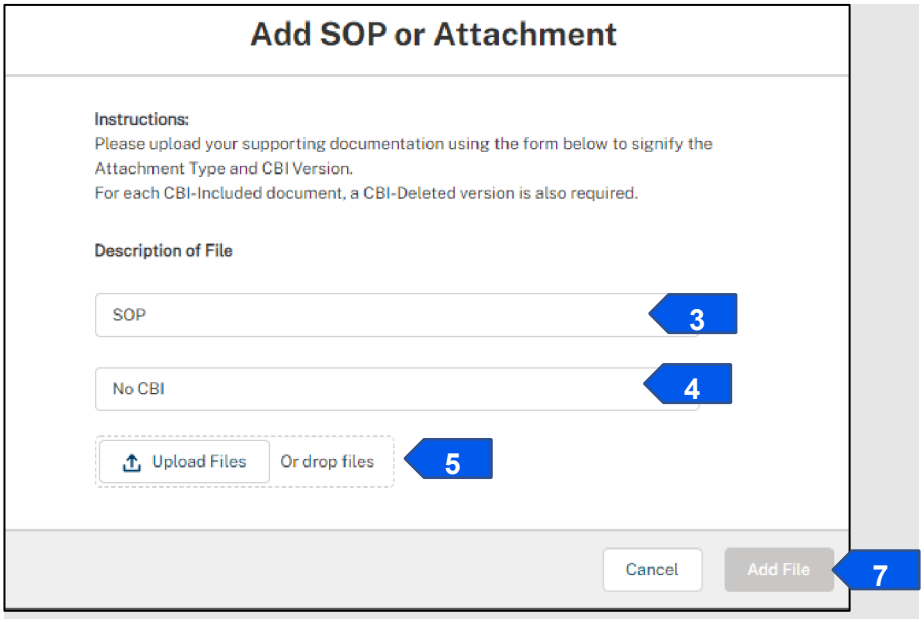
1. Review the instructions at the top of the page.
2. Select the **Add SOP or Attachment** button. A pop-up window will open.



3. Select the **Attachment Type** drop-down arrow and choose the type of document you are uploading (SOP or Attachment).
4. Select the **CBI Version** drop-down arrow and choose the CBI status of your document.

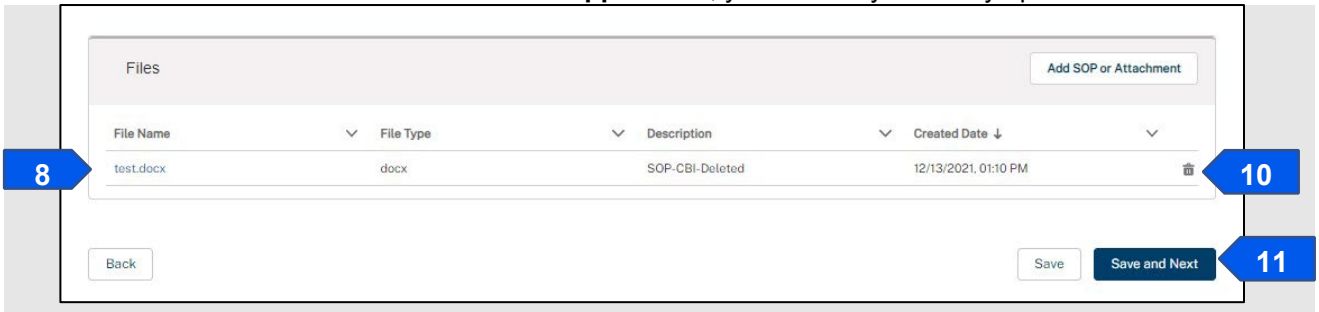
   Note: If your application does not contain CBI data, use the No CBI status. If your application contains CBI, you must upload two versions of your SOP or Attachment, one with CBI and one with all CBI-deleted. If you originally indicated there would be no CBI on your application, selecting the 'CBI-Included' status for your document(s) will not protect any CBI in the attachment.
5. Select the **Upload Files** button.

   Note: Each document must have a unique name within the application. You can also upload your file by dragging and dropping it into the dotted upload square.



6. In the pop-up window, browse your computer and attach your document**.**
7. Select the **Add File** button.

8. In the **SOP & Attachments section of the application**, you will see your newly uploaded document.



9. To add additional CBI versions of your document, or additional documents, repeat steps 2-8.

   Note: The number of documents with CBI Included and CBI-deleted must be the same.

10. To delete an SOP or attachment, select the **Trash Can** icon and confirm the deletion of the document.
11. Select the **Save and Next** button to proceed to the Line-Item Review section.

    *Note: To delete an attachment, select the **Trash Can** icon. You will then see a delete confirmation pop-up that will ask, "Are you sure want to delete this file?" Select **Delete**.*

Review & Submit

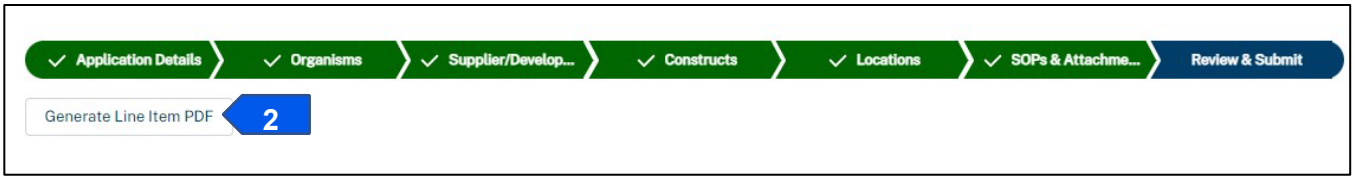
You, the responsible person or application preparer, need to review the Line Item information you have provided, and agree to the terms of the application to proceed to the submission section.

Instructions:

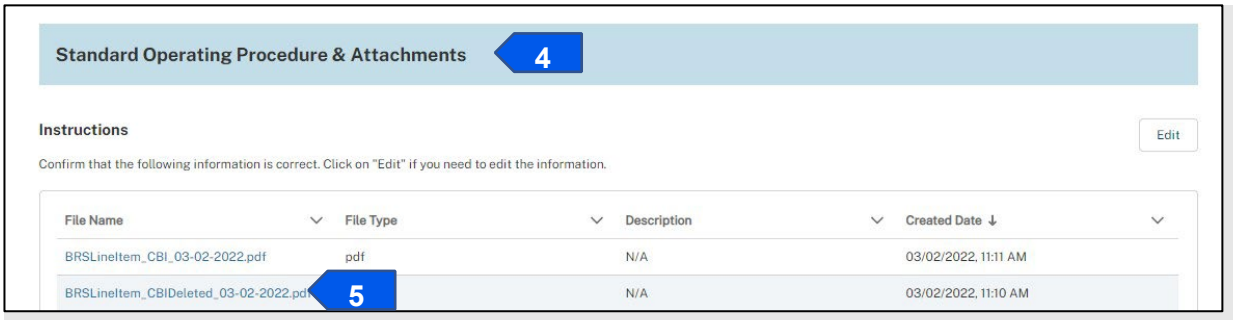
1. Review all sections of your application. If data is missing in your application, you will see a "You have errors" section at the top of the page with a red banner. You will not be able to submit your permit application if it does not contain the minimum data requirements. Select the **hyperlinked text** to go back to that section and complete the missing information.



2. To preview your application as a PDF, select the **Generate Line Item PDF** button.

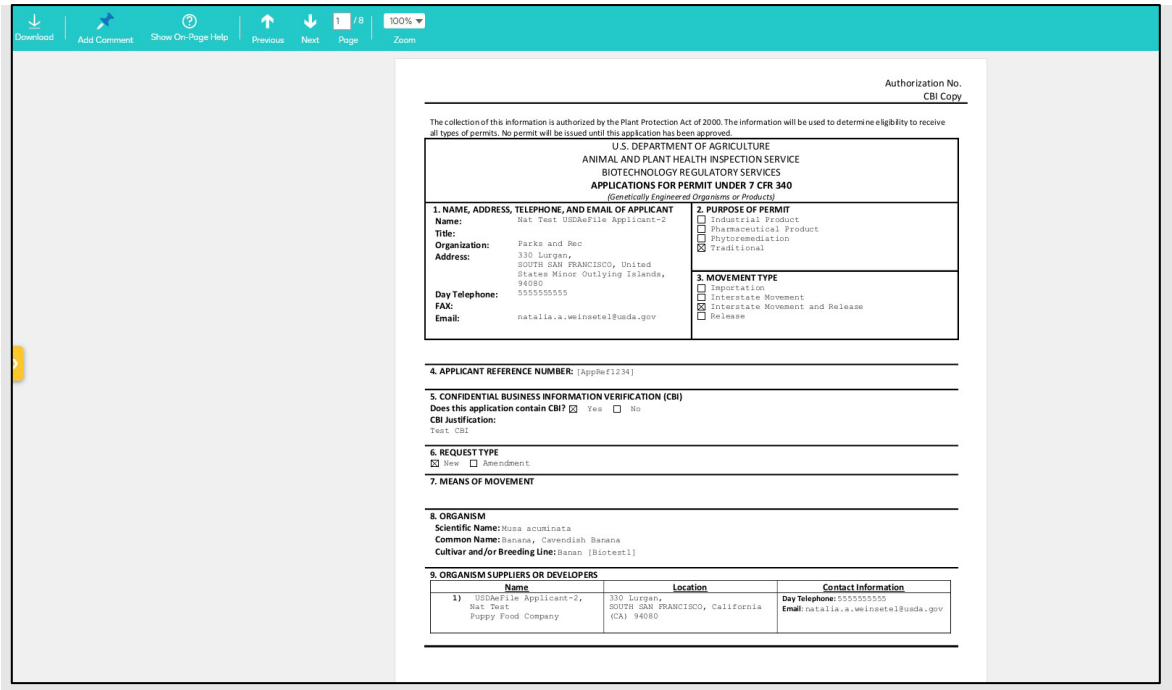


3. Follow the on-screen prompts to launch document generation. **You will need to refresh the page to see the resulting preview files**. Depending on the size of your application, these may take several minutes to process.
4. Once generated, you may preview the PDF copies via the SOP & Attachments section of the application.



5. Select the PDF file name to view. Once selected, view the PDF in the pop-up browser window and close it when you've completed your review.

   Note: To download a PDF copy, click the download button and then save it to your computer.



Authorization No.
CBI Copy

The collection of this information is authorized by the Plant Protection Act of 2000. The information will be used to determine eligibility to receive all types of permits. No permit will be issued until this application has been approved.

U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
BIOTECHNOLOGY REGULATORY SERVICES
APPLICATIONS FOR PERMIT UNDER 7 CFR 340
(Genetically Engineered Organisms or Products)

1. NAME, ADDRESS, TELEPHONE, AND EMAIL OF APPLICANT
Name: Nat Test USDAeFile Applicant-2
Title:
Organization: Parks and Rec
Address: 330 Lurgan, SOUTH SAN FRANCISCO, United States Minor Outlying Islands, 94080
Day Telephone: 5555555555
FAX:
Email: natalia.a.weinsetel@usda.gov

2. PURPOSE OF PERMIT
☐ Industrial Product
☐ Pharmaceutical Product
☐ Phytoremediation
☒ Traditional

3. MOVEMENT TYPE
☐ Importation
☐ Interstate Movement
☒ Interstate Movement and Release
☐ Release

4. APPLICANT REFERENCE NUMBER: [AppRef1234]

5. CONFIDENTIAL BUSINESS INFORMATION VERIFICATION (CBI)
Does this application contain CBI? ☒ Yes ☐ No
CBI Justification:
Test CBI

6. REQUEST TYPE
☒ New ☐ Amendment

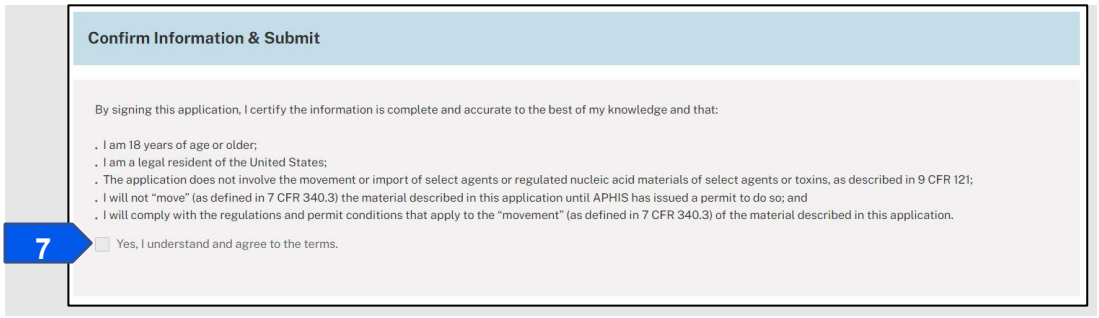
7. MEANS OF MOVEMENT

8. ORGANISM
Scientific Name: Musa acuminata
Common Name: Banana, Cavendish Banana
Cultivar and/or Breeding Line: Banan [Biotest1]

9. ORGANISM SUPPLIERS OR DEVELOPERS

Name	Location	Contact Information
1) USDAeFile Applicant-2, Nat Test Puppy Food Company	330 Lurgan, SOUTH SAN FRANCISCO, California (CA) 94080	**Day Telephone:** 5555555555 **Email:** natalia.a.weinsetel@usda.gov

6. Once you've completed your review, return to the Review and Submit section of your application, and scroll to the bottom of the page.
7. Select the **checkbox** next to the "Yes, I understand and agree to the terms." statement.
8. Select the **Continue** button to proceed to the page where you can submit your application.

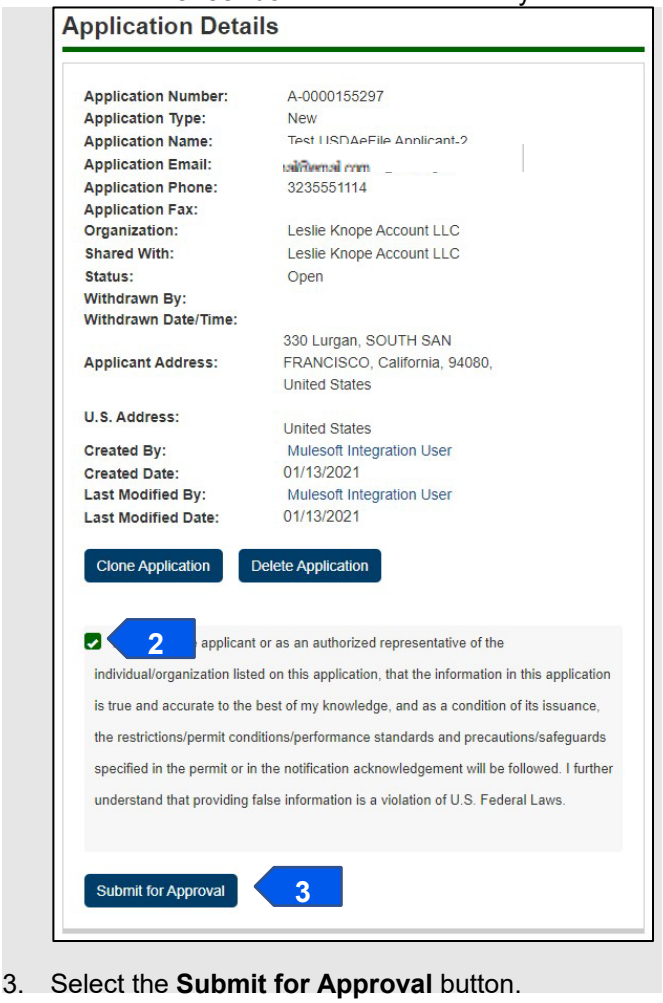


Certify and Submit an Application

You, the responsible person or application preparer, have completed your application and are ready to submit it. Before doing so, you must certify that all the information you have provided is true.

Instructions:

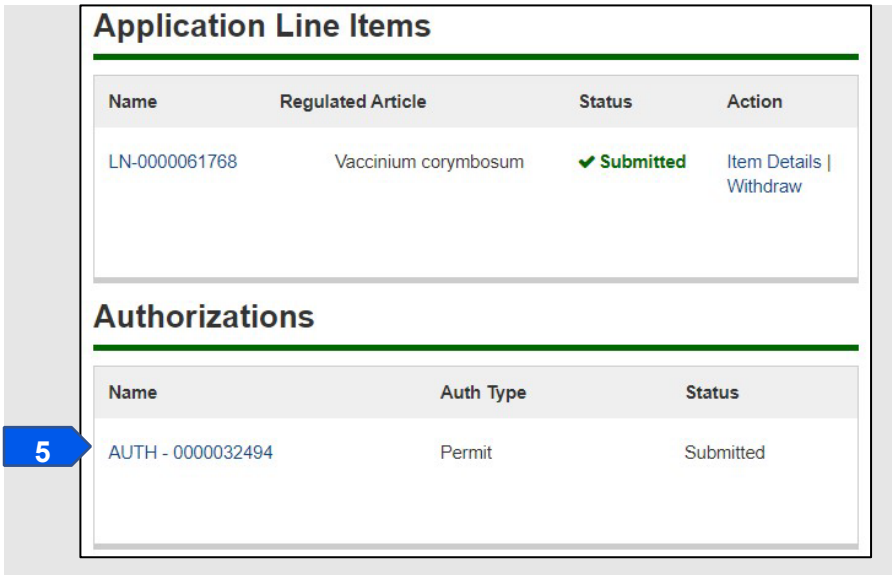
1. In the Application Details section, review the "I certify…" statement.
2. Select the **checkbox** next to the "I certify…" statement.



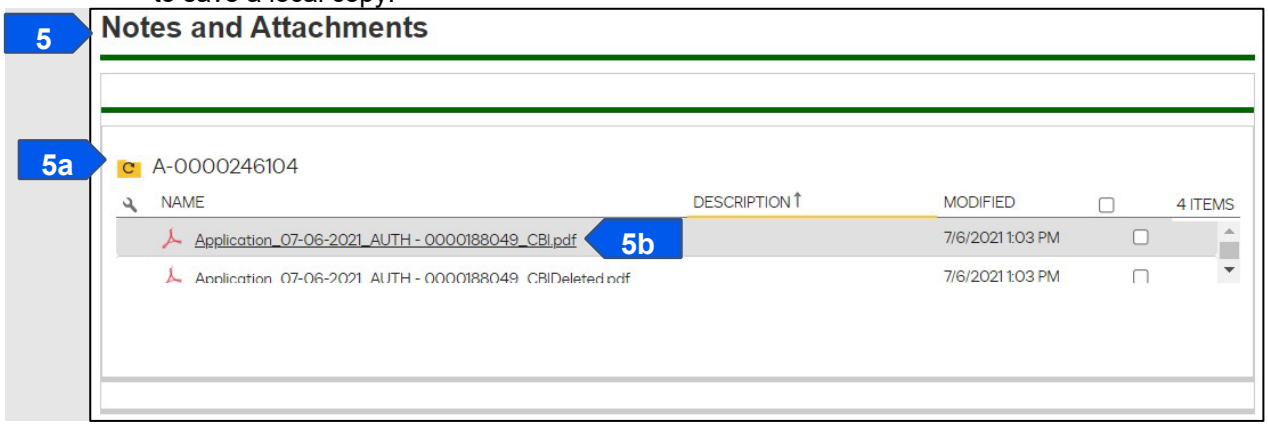
3. Select the **Submit for Approval** button.

Note: Upon submission, you will see a green checkmark and a confirmation message that says, "Success: Application Successfully Submitted," and receive an email confirmation from aphis.efile@usda.gov.

4. Note the authorization number of the submission. This number will appear in your activity page and will be used to reference your submission during review.



5. View/download copies of your submitted application PDFs, if needed, by scrolling to the bottom of the Application Details Page.
    a. Depending on the size, Application PDF copies may take several minutes after submission to appear. Click the yellow **Refresh** icon after a few minutes to retrieve the generated documents.
    b. You may click the name of the document and use the download button on the resulting window to save a local copy.



Note: Your application cannot be edited while the status of the Line Item, Application, and Authorization is "Submitted." If edits are needed during review, BRS will unlock individual sections of the application for correction.

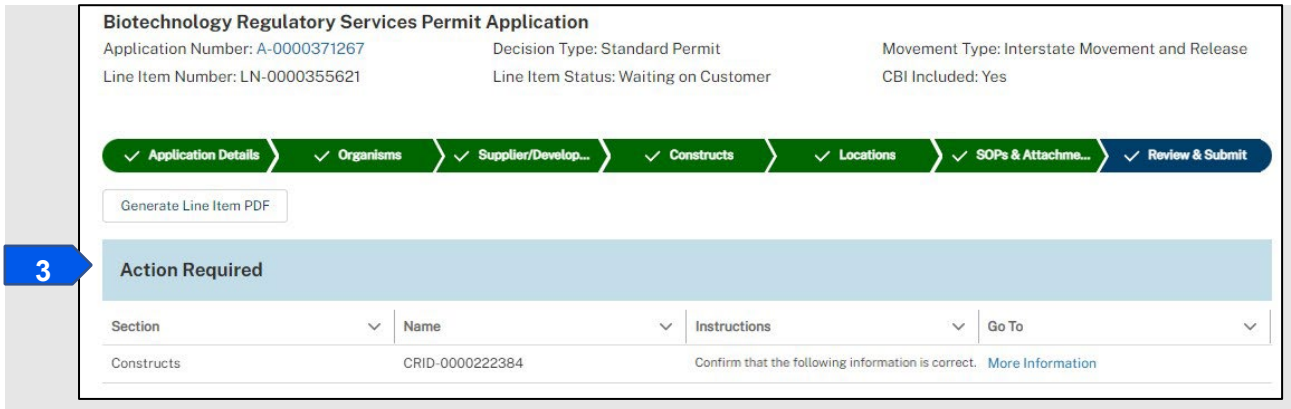
Update Unlocked Sections of an Application

During the review process, if the BRS reviewer finds sections of your application that require updates, they will provide you instructions and unlock these sections. Unlocking these sections of the application will allow you to make the updates yourself.

Instructions:

1. You will receive an email from APHIS (aphis.efile@usda.gov).
2. Select the **hyperlink** provided in the email notification to be taken to the application.

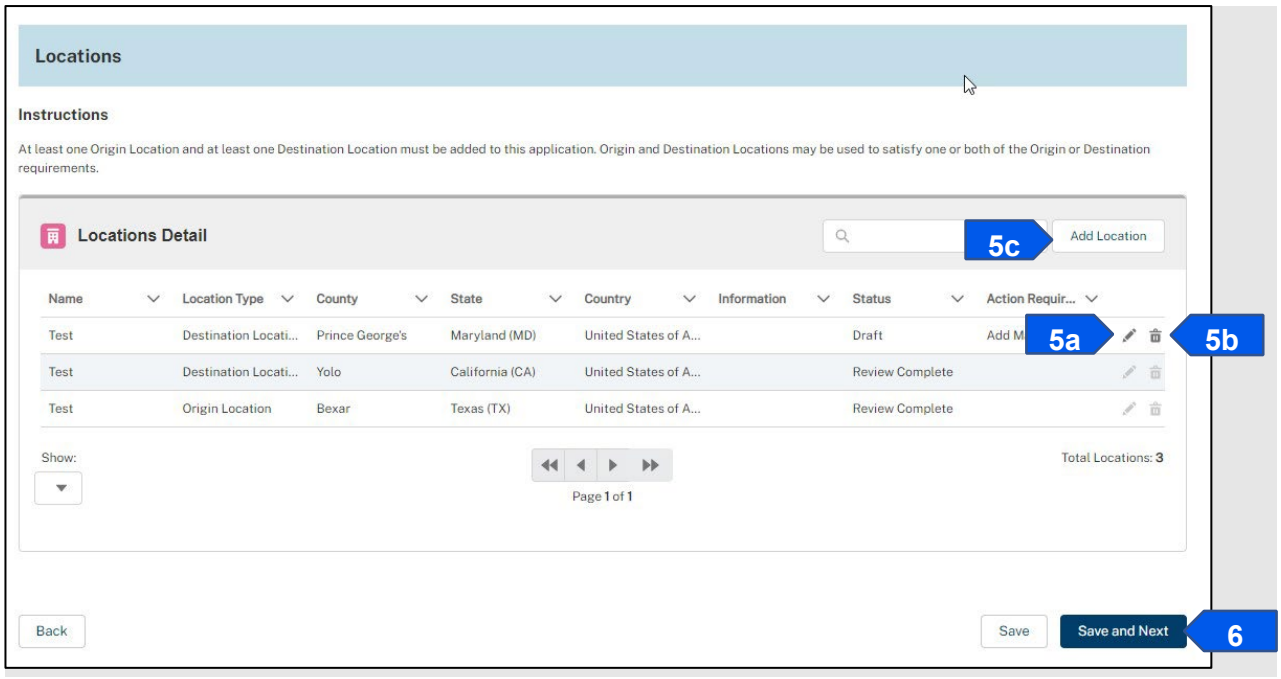
   *Note: If you are having difficulty with the hyperlink, you may login to APHIS eFile, select the **Applicant Action Required** button on your homepage, and locate the Authorization Activity card. Selecting the **View Details** button will direct you to the Review and Submit page, which outlines the changes needed.*
3. Review the **Action Required** section to see what sections of the application need updates.



4. Navigate to each of the sections that need updates by selecting the section's chevron.

   *Note: You can also proceed directly from the Action Required table to a section that needs updating by selecting the **More Information** hyperlink associated with that section.*

5. Edit your application according to the instructions provided by APHIS:
   a. To edit an item, select the **Edit** icon associated with the item you want to edit.
   b. To delete an item, select the **Delete** icon associated with the item you want to delete.
   c. To add a new item, select the **Add** button in the appropriate section**.**



Note: You may edit and delete existing records, as well as add new records, in an unlocked section (e.g., the constructs section or locations section.)

6. Select the **Save and Next** button.
7. Repeat steps 4-6 until you have updated all items that are marked Waiting on Customer.

   Note: Waiting on Customer items will not change their status after you have made the requested updates. The BRS reviewer will adjust this status when reviewing your resubmission.
8. To submit your updates, you must certify and submit your now-updated application.
   a. Ensure the certification box is checked on the Review and Submit section.
   b. Click the **Continue** button.
   c. Click the certification box on the following Application Detail page.
   d. Click the **Submit for Approval** button.

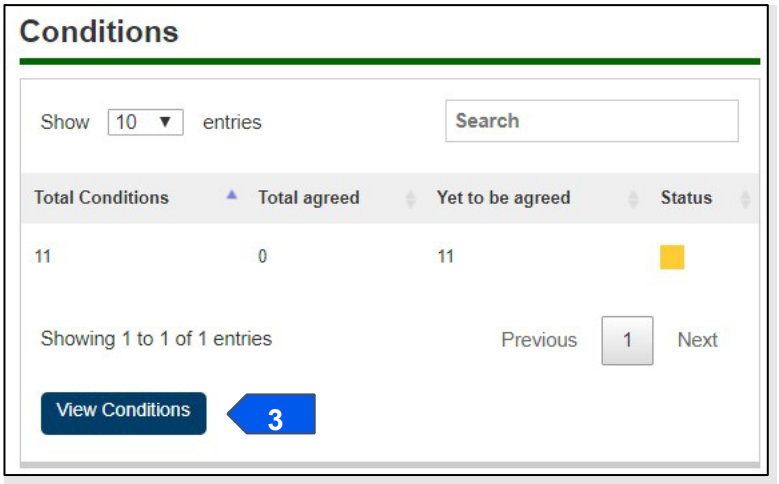
Review Permit Conditions

You, the responsible person or application preparer, need to review the conditions of your permit as set by APHIS and indicate whether you will be able to comply with them.

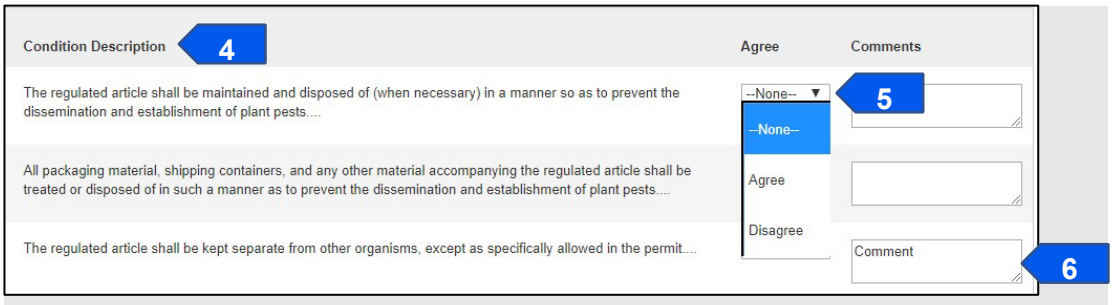
Instructions:

1. You will receive an email from APHIS (aphis.efile@usda.gov) stating you are now able to access the draft permit conditions.
2. Select the **hyperlink** provided in the email notification.

   *Note: If you are having difficulty with the hyperlink, you may login to APHIS eFile, select the **Applicant Action Required** button on your homepage, and locate the Authorization Activity card. Selecting the **View Details** button will direct you to the Conditions Review page. Proceed to step 4.*
3. Select the **View Conditions** button in the Conditions section.



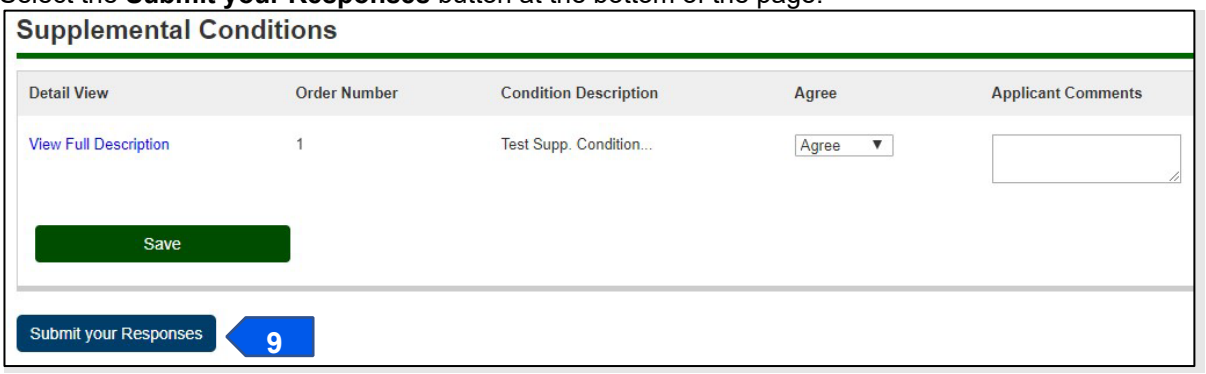
4. Review each condition description in the Standard Conditions section.
5. Select the **Agree drop-down** for each standard condition and choose either **Agree** or **Disagree** for each condition.



6. Enter any comments into the **Comments** field for each disagreed condition.
7. Select the **Save** button.

   Note: A confirmation message saying, "Success: Saved Successfully!" will appear at the top of the page.
8. Repeat steps 4-7 for the Supplemental Conditions section.

9. Select the **Submit your Responses** button at the bottom of the page.



10. Select the **OK** button.
11. Your application has been resubmitted and review will continue.

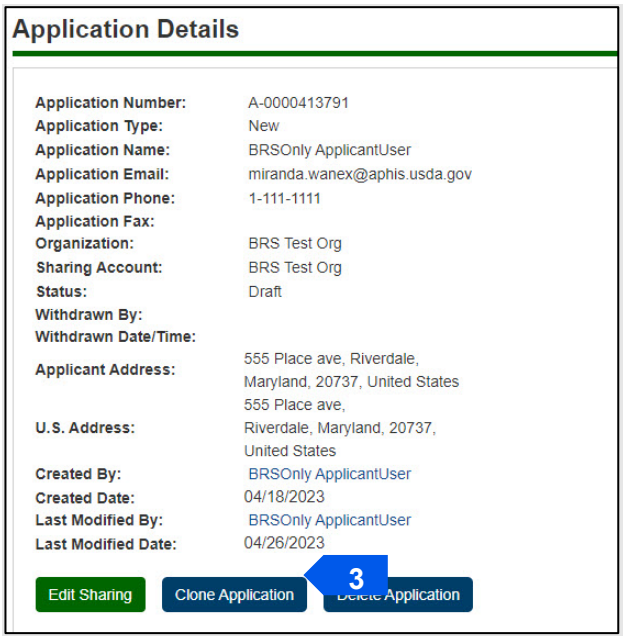
    Note: Next, APHIS will review your responses and contact you if additional follow-up is needed.

Clone an Application

To save time on your next application, you can clone a previous application to create a new application with some of the same data or attributes (CBI status, movement type). You can clone a draft application or an application that has already been submitted. You can then edit (and submit) the clone just like any draft application.

Instructions:

1. Login to APHIS eFile and locate the application (A-00000XXXXX) card on your My Activity page.
2. Select **View Details** on the application.
3. In the Application Details section, select the **Clone Application** button.



4. You will now be in the cloned application, which will have a new application number (A–00000XXXXX).

   Note: All data in the original application will be copied over to the clone EXCEPT any files uploaded in the SOP & Attachments section. Additionally, you will not be able to edit the CBI status or movement type of the clone. If the application was already submitted, any Constructs will be shown as Previously Submitted Constructs on the clone.

5. Select the **Item Details** link and review the data in the Application Details section.
6. Update the proposed effective and expiration dates as needed, then click **Save** to access the remaining sections of the application to review and edit.
7. Add, subtract, and edit Organisms, Supplier or Developers, Constructs, Previously Submitted Constructs, and Locations as needed. Ensure each section is validated (green) once complete by clicking the **Save and Next** button.

8. Upload any documents, including the required SOP, using the **Add SOP or Attachment** button on the SOP & Attachments section.

   Note: Documents attached to the original application will not transfer to the cloned application.

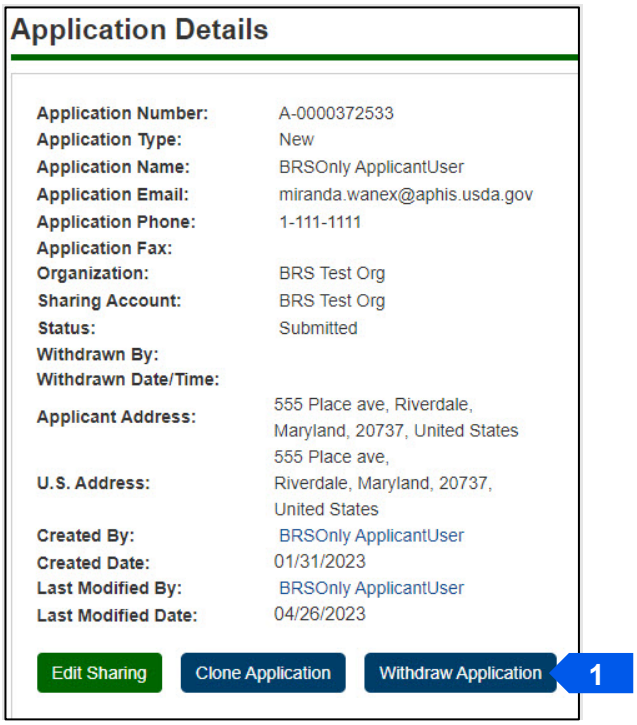
9. Once the application is ready to submit, use the Review & Submit and Certify and Submit an Application instructions above to certify and submit for review.

Withdraw an Application

You, the responsible person or application preparer, want to withdraw your application.

Instructions:

1. In the Application Details section, select the **Withdraw Application** button.



2. In the pop-up window, select the **OK** button.

   Note: You will receive an email notification that your application has been withdrawn.



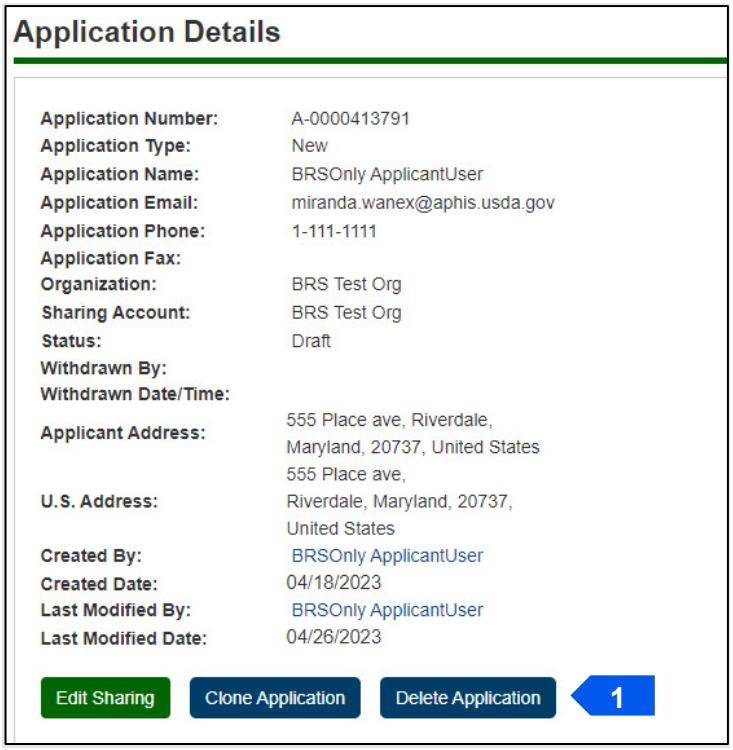
Delete an Application

You, the responsible person or application preparer, want to delete an unsubmitted application.

Instructions:

Note: You can only delete applications that have not been submitted. When an application is deleted, all the data from the application will be erased as well. Applications for an amendment can be deleted, just like normal applications.

1. In the Application Details section, select the **Delete Application** button.



2. In the pop-up window, select the OK button.



3. The application will be removed from your view.

*Note: You may also delete unsubmitted applications using the **Delete Draft** button on the activity card.*

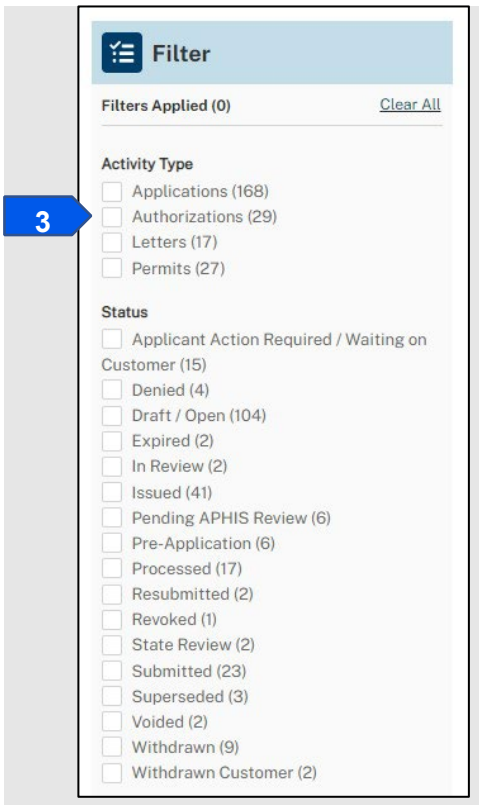


View Permit

You, the responsible person or application preparer, have been issued a permit by APHIS and you want to view or download the resulting permit copies.

Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Using the search **filters or search box**, locate the authorization number of your permit, or select the **hyperlink** included in your email to be taken to the authorization.

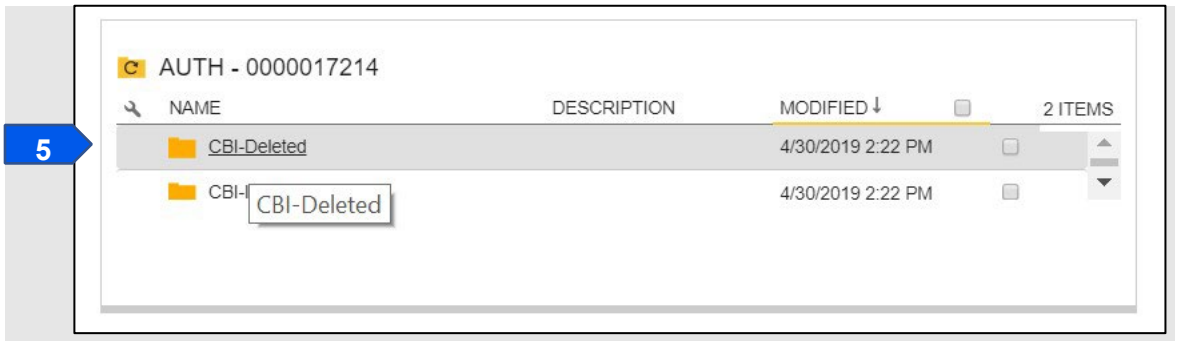


4. Select the **View Details** button on the Authorization Activity card.

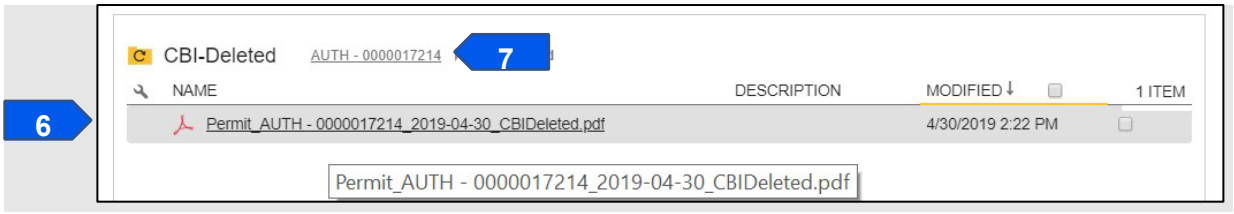


5. Scroll to the **Notes and Attachments** section at the bottom of the Authorization Detail Page. You will see one or more folders containing your permit package documents. To view the files contained in each folder, click the **folder name hyperlink**.

   Note: If your application contained CBI, there will be two folders: CBI-Included and CBI-Deleted. If your application contained no CBI, there will only be one folder, the No CBI folder.



6. Select the **Name hyperlink** of each attached file to view and/or download it. The official permit name will be named according to the following format: Permit_issued year-month-day_AUTH00000XXXXX_CBI Status.pdf.



7. To view any other documents, repeat steps 5-6 for the corresponding folder and document.

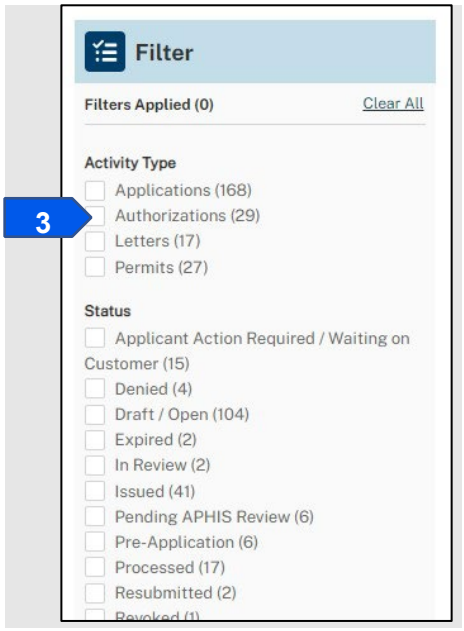
   *Note: Select the **AUTH-00000XXXXX hyperlink** within the attachments folder to navigate back to the main section with both CBI version folders.*

View/Request Labels in APHIS eFile

APHIS has issued an import permit to you, the responsible person or application preparer, and you want to view the permit labels or request additional ones.

Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Using the search **filters or search box**, locate the authorization number of your permit, or select the **hyperlink** included in your email to be taken to the authorization.

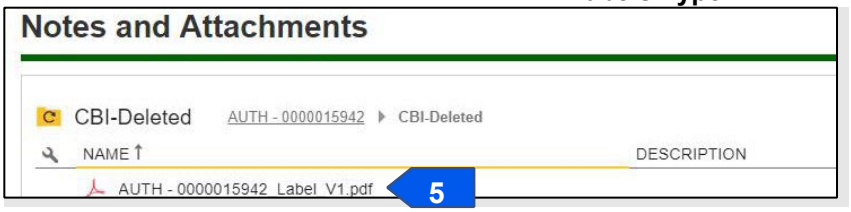


Note: The Permit filer will only show PPQ permits.

4. Select the **View Details** button associated with the authorization.



5. Scroll to the Attachments section and select the **Labels hyperlink** to view the PDF of your labels.



Note: The responsible person will also receive an email from APHIS containing a PDF copy of your labels. Labels are sent shortly after an import permit is issued and are copied to the CBI-Deleted or No CBI folder in the Authorization Notes and Attachments at the same time.

6. To request additional import labels, please email BRS.eFile@usda.gov and provide the following information:
    a. The Issued Authorization Number.
    b. The number of labels you are requesting.
    c. Whether the labels are for a hand-carry shipment.
7. The responsible person will receive an email when the additional labels are sent.

Amend Application

You, the responsible person or application preparer, need to make a change to the contents of your issued authorization, but do not need to extend the authorized time frame. Only issued permits can be amended. If you need to adjust a permit that is in review, contact BRS at BRS.eFile@usda.gov.

Instructions:

When you create an amendment application, all the data on your original permit application will be carried over – data cannot be edited or deleted, but you will be able to add new data on the amendment application.

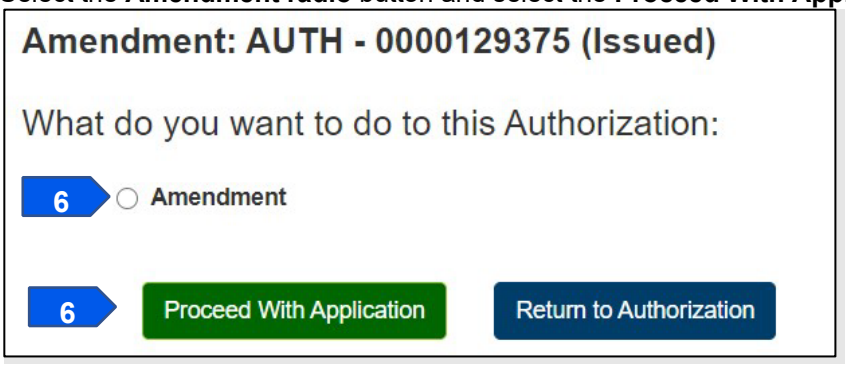
1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXXX)** you want to amend into the search bar.
4. Select the **View Details** button.



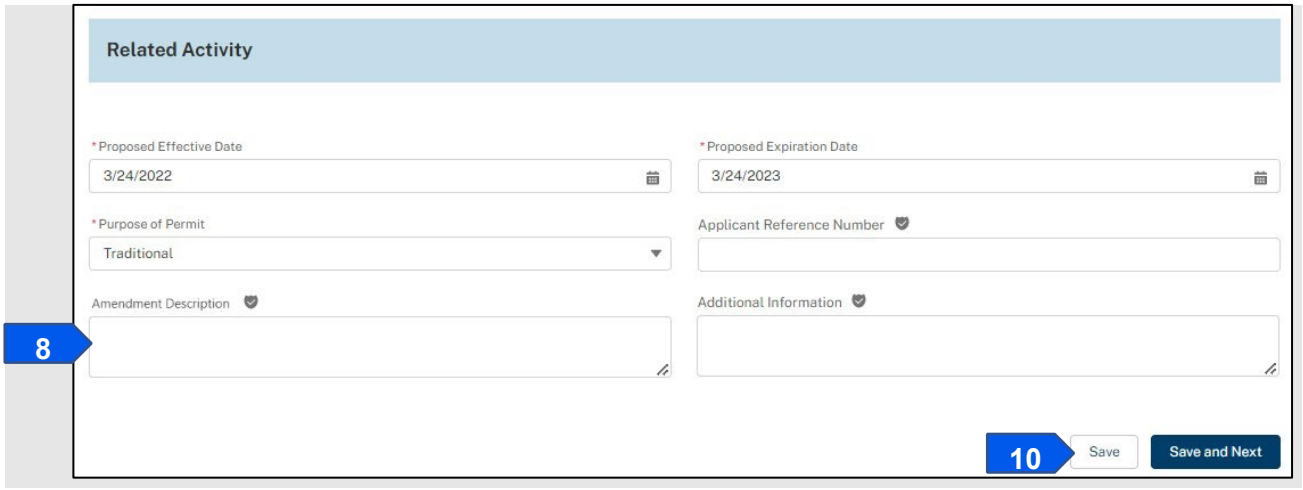
5. Scroll to the Amendment section and select the **Amendment** button.



6. Select the **Amendment radio** button and select the **Proceed With Application** button.



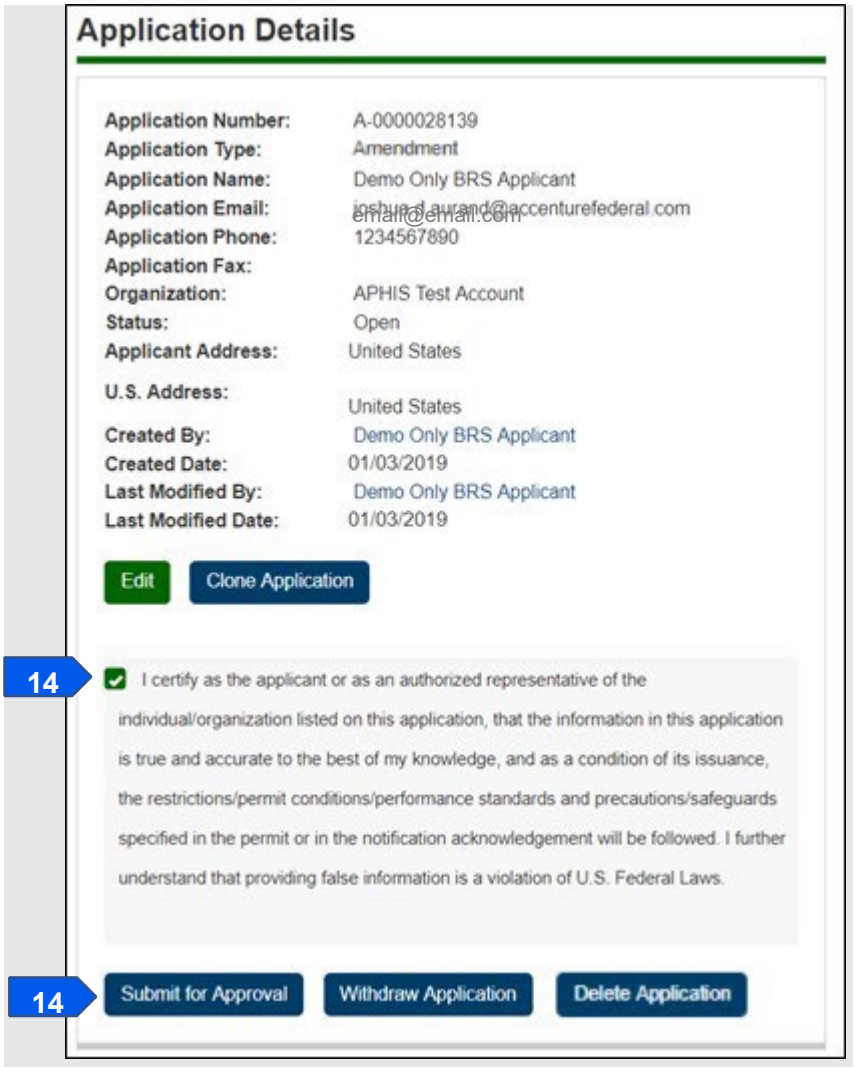
7. Once the page loads, you will land on the "saved" Amendment application. Select the **Item Details hyperlink** under Application Line Items.
8. Scroll to the Related Activity section and enter a description of the amendment in the **Amendment Description** text box.



9. If needed, make any other updates to CBI Justification, or fields in the Related Activity section, such as label information.

   Note: The fields visible in the Related Activity section will depend on the movement type and purpose of your permit.

10. Select the **Save** button. You can now proceed to the different sections of the application to add additional records, such as constructs and locations. The original data you provided on your permit application has already been copied over to each section of the application and cannot be edited.
    - To add information in a specific section of the application, select that section of the application.
    - To request changes to locked records on the application, describe the changes requested in the Amendment Description box in step 8. A reviewer will work with you to enter updates after the amendment application is submitted.
11. After you have made your updates, select the Line Item Review section to view a summary of your amendment application information.
12. Scroll to the bottom of the page and check the **"Yes, I agree…"** checkbox.
13. Select the **Continue** button.
14. Check the **"I certify…"** checkbox, then select the **Submit for Approval** button.



Important Context on Amendments

If APHIS issues you the amendment permit, any self-reports you have submitted for the original authorization will be moved over to the new amendment authorization number. An issued amendment will also have "--A1" appended to the end of the permit number, which will otherwise be the same permit number as the original authorization.

If an authorization was amended *n* times, the permit number would display "-A*n*." When the amendment is issued, the status of the original authorization will update to "Superseded."

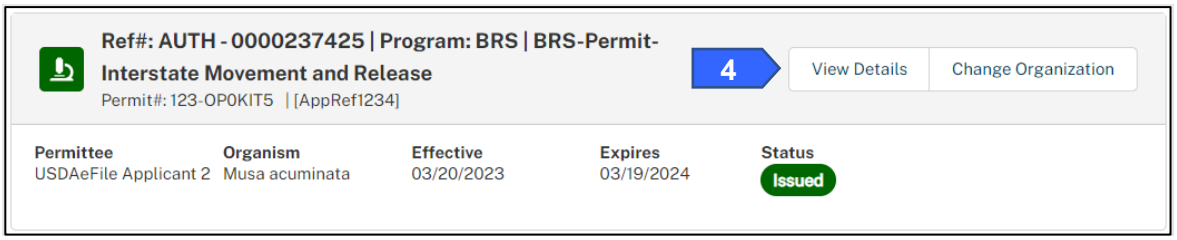
If an amendment is issued for an import permit, then any labels from the previous authorization will be automatically voided, and new labels will be sent to you.

Create Pre-Planting Notice

You, the responsible person or application preparer, want to submit a Pre-Planting Notice prior to conducting an environmental release at an authorized location. Pre-Planting Notices are not typically required for traditional permits. They are often required for pharmaceutical, industrial, or phytoremediation permits. An authorization's supplemental permit conditions will outline the types of reports required for each permit.

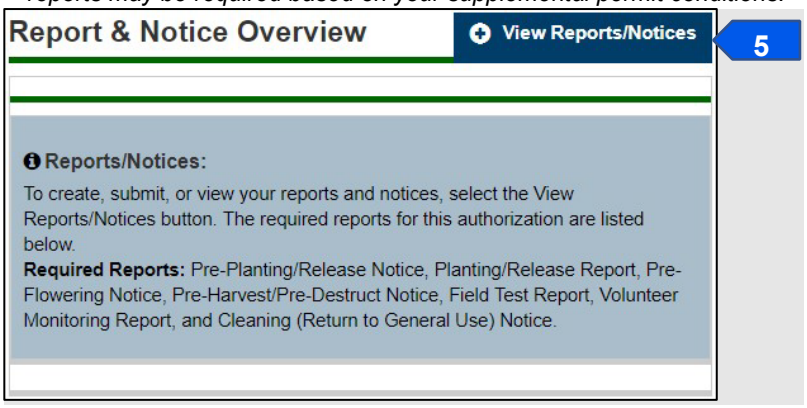
Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXXX)** into the search bar.
4. Select the **View Details** button.

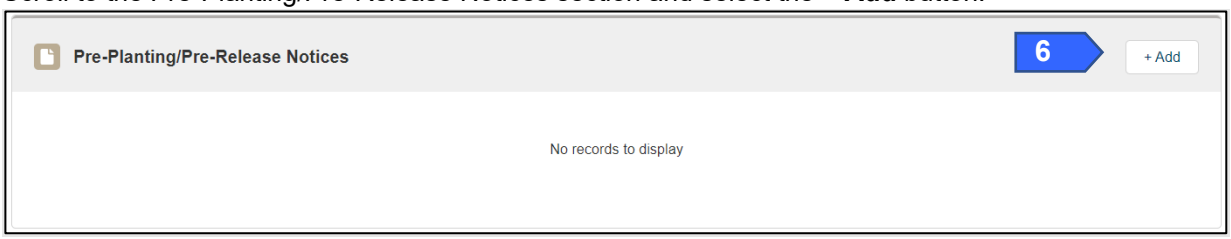


5. Scroll to the Report & Notice Overview section and select the **View Report/Notices** button.

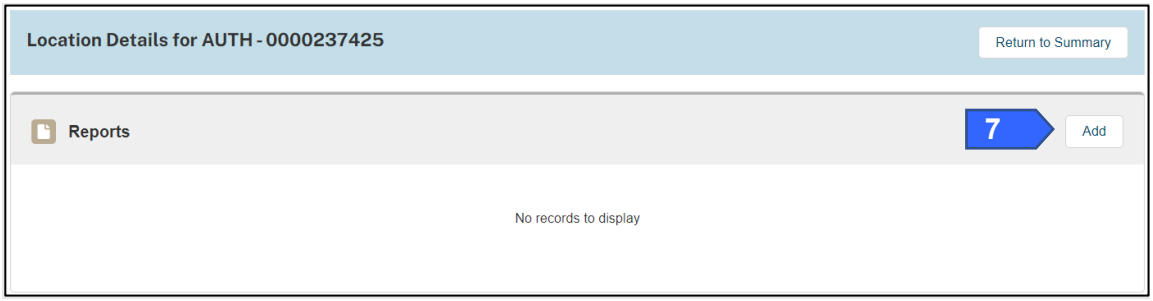
   Note: The grey text box will display which reports are minimally required based on your permit type. Additional reports may be required based on your supplemental permit conditions.



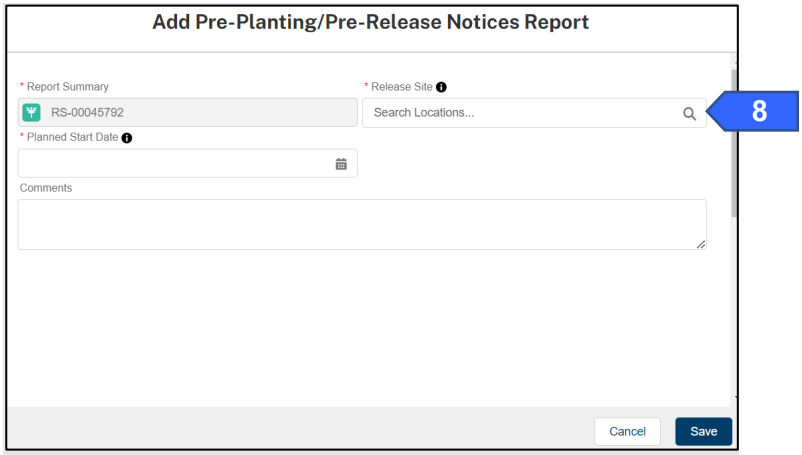
6. Scroll to the Pre-Planting/Pre-Release Notices section and select the **+ Add** button.



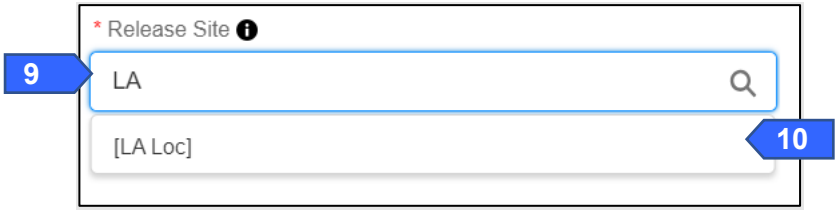
7. In the Location Details section, select the **Add** button.



8. In the Location Information section, select the **Release Site** field.

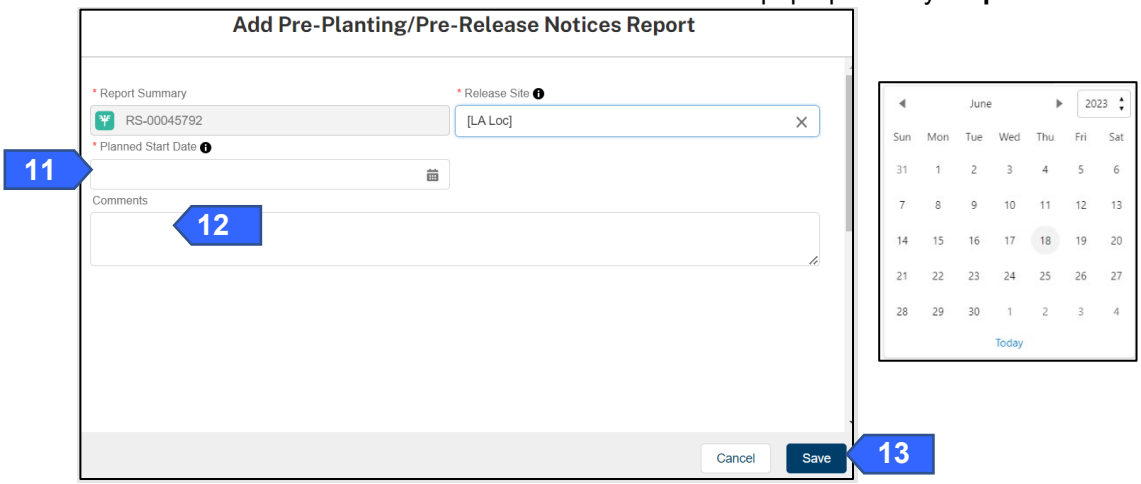


9. Enter the **name of the associated Release Site.**

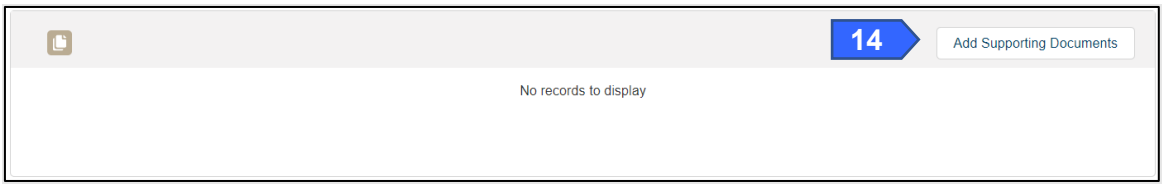


10. Select the **Location Name** from the drop-down.

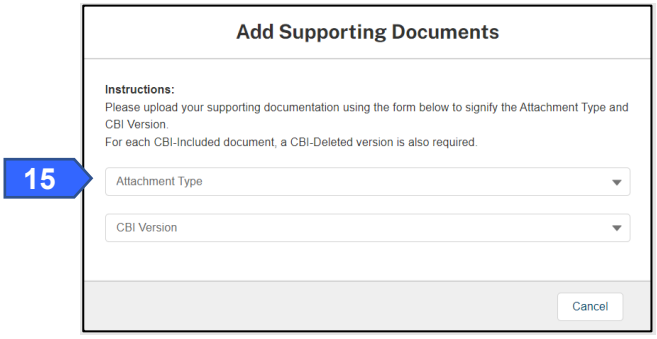
11. Select the **Planned Start Date** field and use the calendar pop-up to set your **planned start date**.



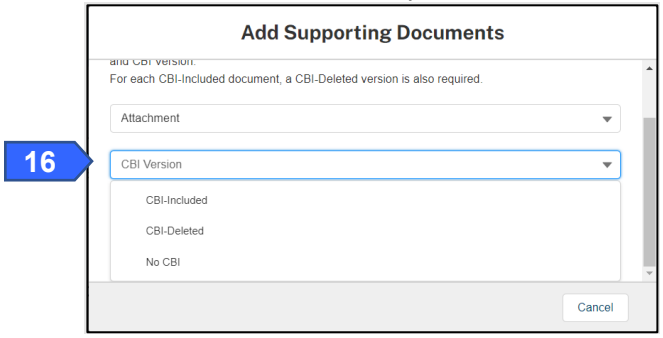
12. To add additional comments, select the **Comments** field and enter your comment into the text box.
13. Select the **Save** button.
14. To add any Supporting Documents with the report, select the **Add Supporting Documents** button.



15. In the new tab, select the **Attachment Type** from the drop-down list.

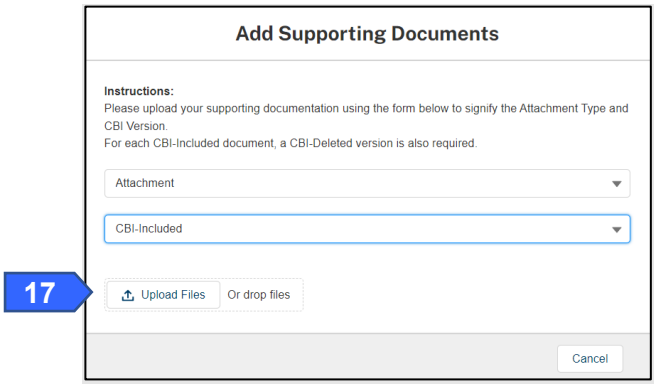


16. Select the **CBI Version** drop-down arrow and choose the **CBI status** of the file you want to upload.

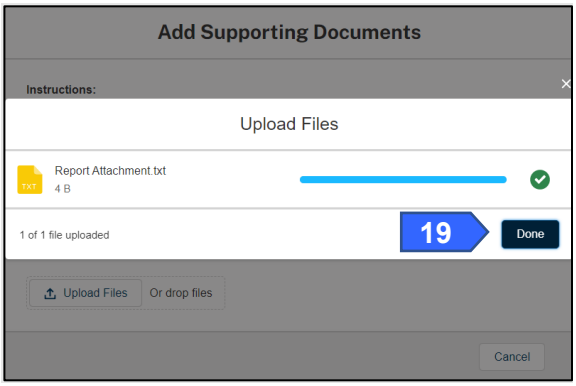


*Note: If you originally indicated there would be no CBI on your application, selecting the **No CBI** status for your document(s) will not protect any CBI in the attachment.*

17. In the new tab, select the **Upload Files** button.

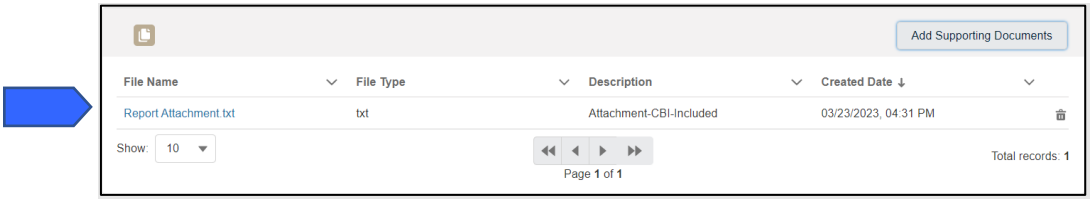


18. Browse your computer and select the file you want to upload.



19. Click on the **Done** button.

    The uploaded attachments will be visible in the Supporting Documents section.

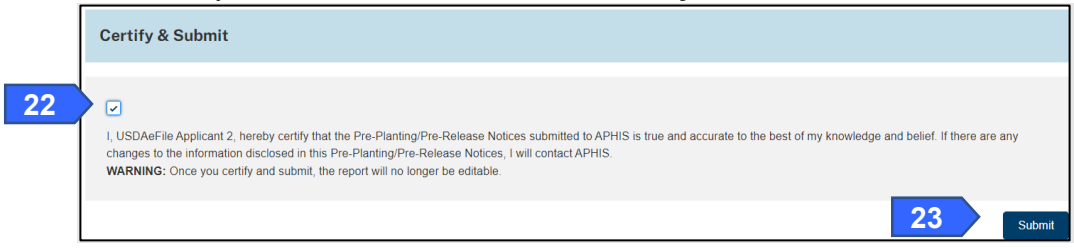


20. Repeat steps 14-19 until all supporting documents have been uploaded.

    Note: If you are uploading a file that contains CBI, you must also upload a CBI-Deleted version of the file.

21. To preview a Report or Notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid.

22. In the Certify and Submit section, select the **I certify…** checkbox.



23. Select the **Submit** button.

24. To access a PDF copy of your submitted report or notice, see the **View Report/Notice PDF After Submission** section of this Job Aid.

Create Planting/Release Report or No-Planting Report

You, the responsible person or application preparer, want to submit a Planting/Release Report to notify APHIS that you have conducted an environmental release at an authorized location. Use this same area to report that no environmental release will occur for an authorized location. These entries may both be reported on a single submission. Planting/Release Reports are typically required for all permits that include a release. An authorization's supplemental permit conditions will outline the types of reports required for each permit.

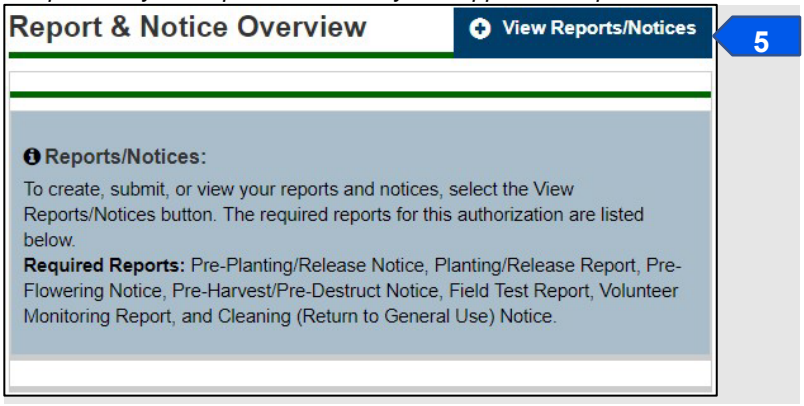
Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXXX)** into the search bar.
4. Select the **View Details** button.

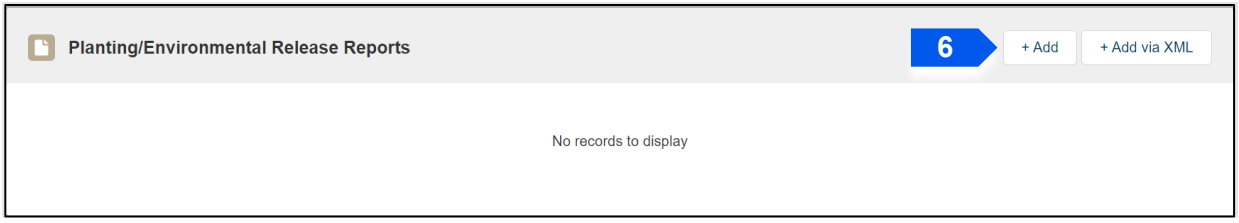


5. Scroll to the Report & Notice Overview section and select the **View Report/Notices** button.

   Note: The grey text box will display which reports are minimally required based on your permit type. Additional reports may be required based on your supplemental permit conditions.



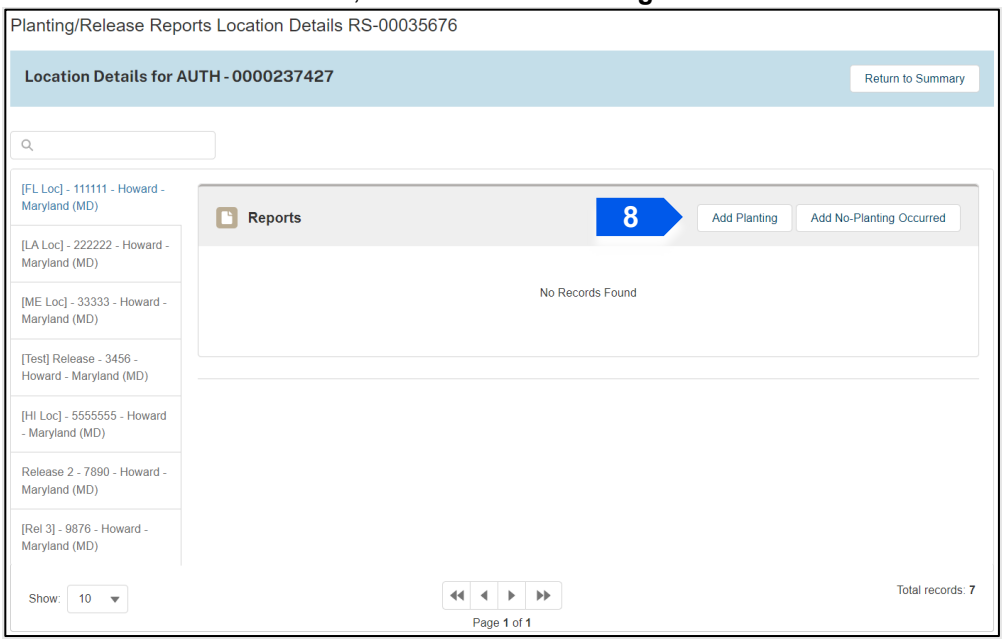
6. Scroll to the Planting/Release Reports section and select the **+ Add** button.



7. If planting/release occurred at your site, proceed to step 8. If you are submitting a report notifying APHIS that no planting/release occurred, proceed to step 39. You may mix and match these entries on a single report submission.

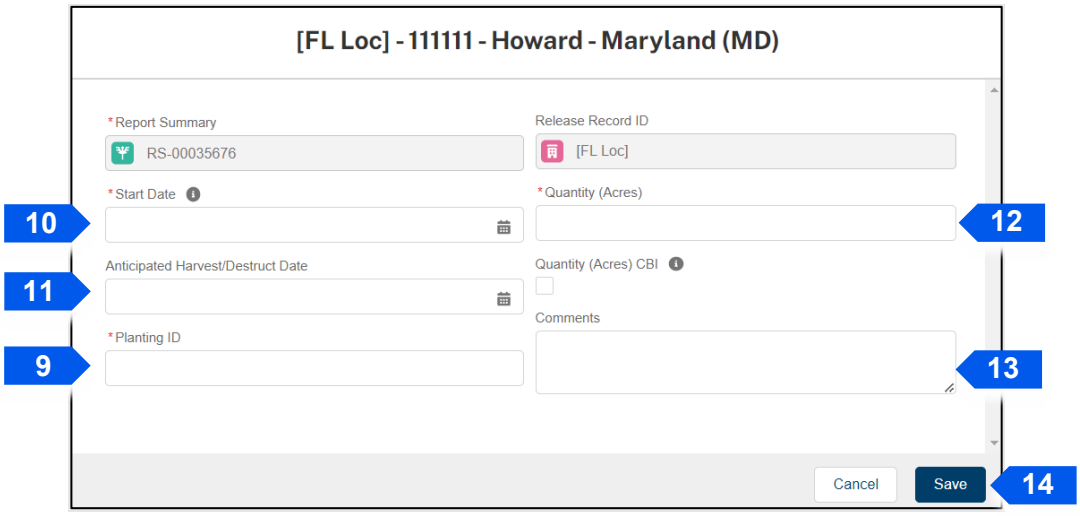
If Planting Occurred

8. In the Location Details section, select the **Add Planting button** to add the associated Release Site.



9. Select the **Planting ID** field and enter the **ID you want to assign to this planting location**.

   Note: The Planting ID is a non-CBI value that you assign to your specific planting site. The ID can include letters, numbers, and hyphens. It is recommended that your ID be unique so that you can differentiate your various planting sites.



10. Select the **Start Date** field and use the calendar pop-up to enter **your start date**.
11. Select the **Anticipated Harvest/Destruct Date** field and use the calendar pop-up to enter the **date of your anticipated harvest,** if available.
12. Select the **Quantity (Acres)** field and enter the **number of acres of your planting site**. To claim the Quantity as CBI, use the **Quantity (Acres) CBI** Checkbox**.**
13. Select the **Comments** field and enter **any additional comments** in the text box.

14. Select the **Save** button.

    Note: Constructs and GPS Coordinates sub-sections appear after a planting record is initially saved. These sections are required for submission.

15. In the **Constructs** section select **+Add** button.

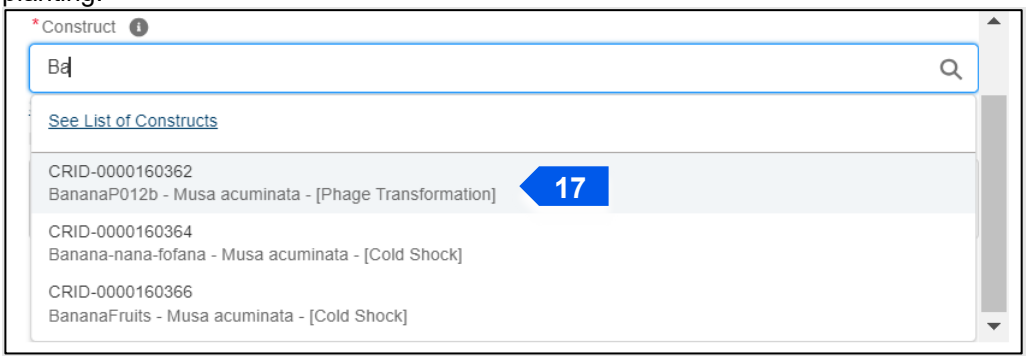


16. On the following pop-up modal, users may utilize the **Search Constructs** lookup or the **See List of Constructs** hyperlink to find and add a construct. Steps 17 will show how to add the construct using the search bar. Step 18 shows how to use the Constructs table to browse records associated with the permit and add them to the planting report.

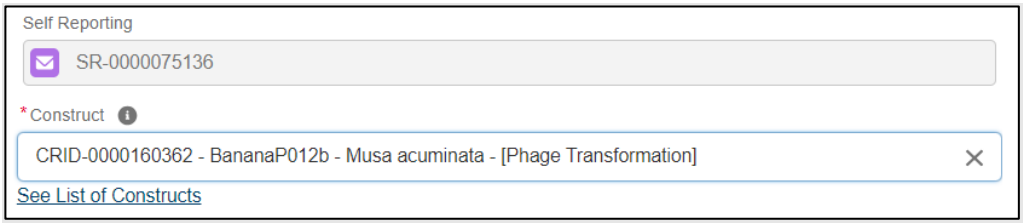


17. The Search Constructs area allows users to input the **Construct name, Organism scientific name, or Modification Method** to search for constructs. No results will show until the user begins typing.

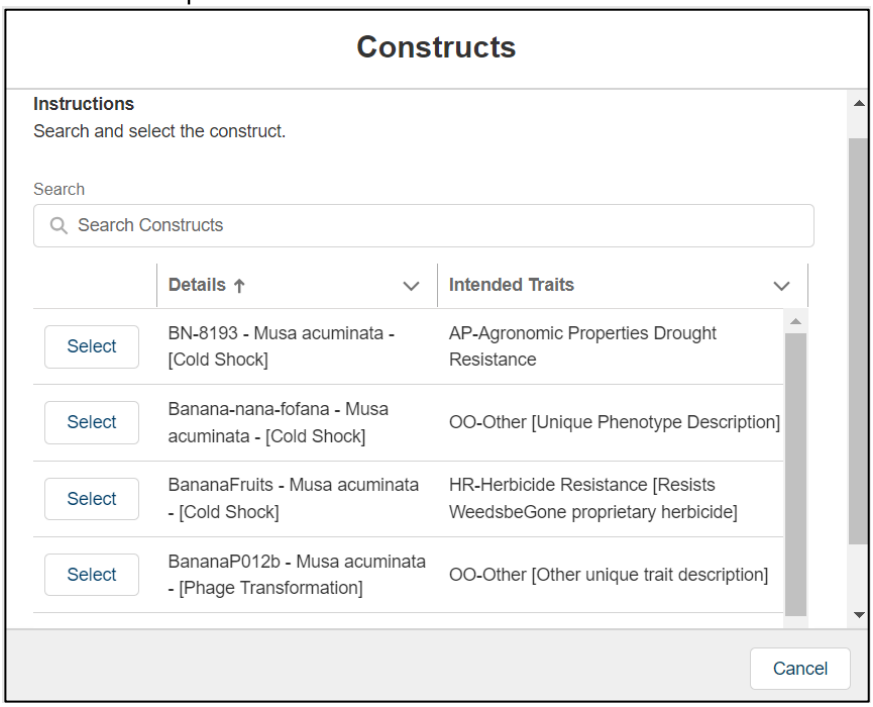
    Select the drop-down result when you have located the construct that you would like to add to the planting.



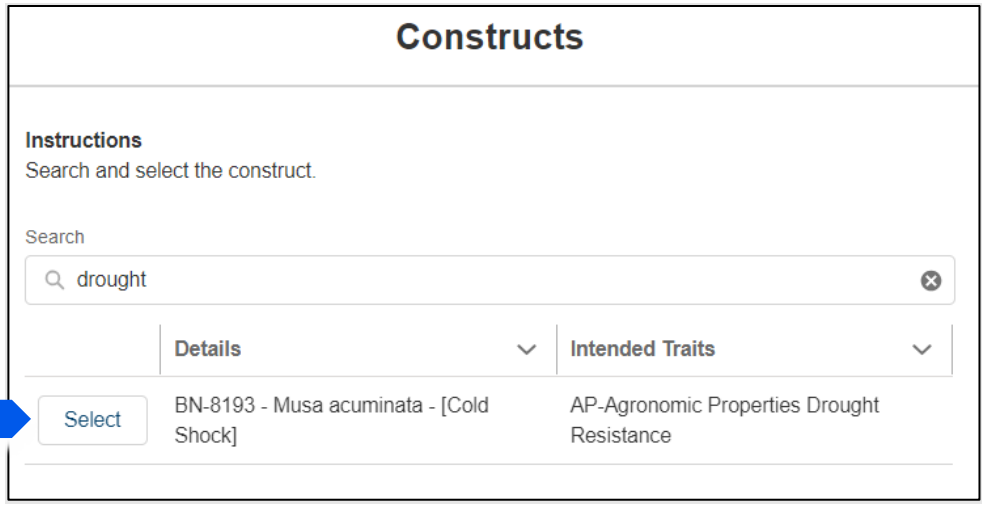
The selected result appears in the **Construct** field after selection:



18. The **See List of Constructs** hyperlink opens a **Constructs** table that shows all constructs associated with the issued permit:

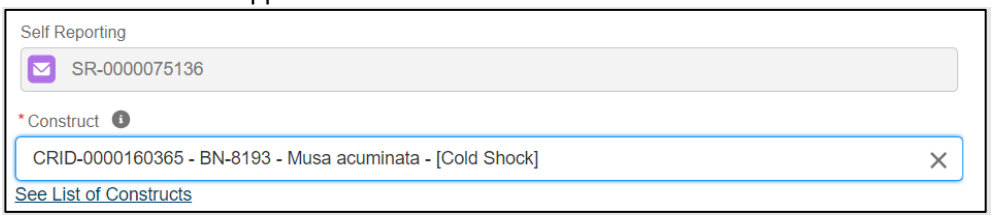


This table allows users to search the **Construct name, Organism scientific name, Modification Method, or Intended Trait details** to locate a record.

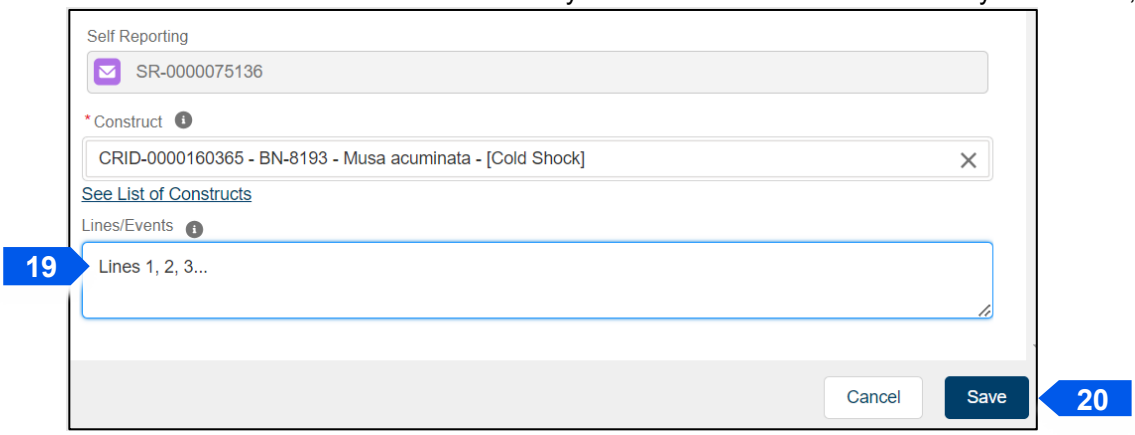


Use the Select button to add the construct to the planting report.

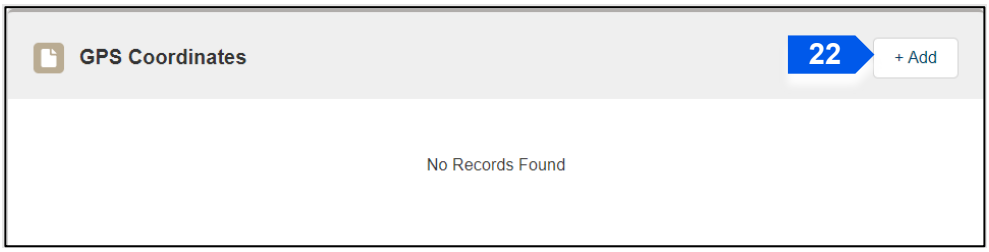
The selected result appears in the **Construct** field after selection:



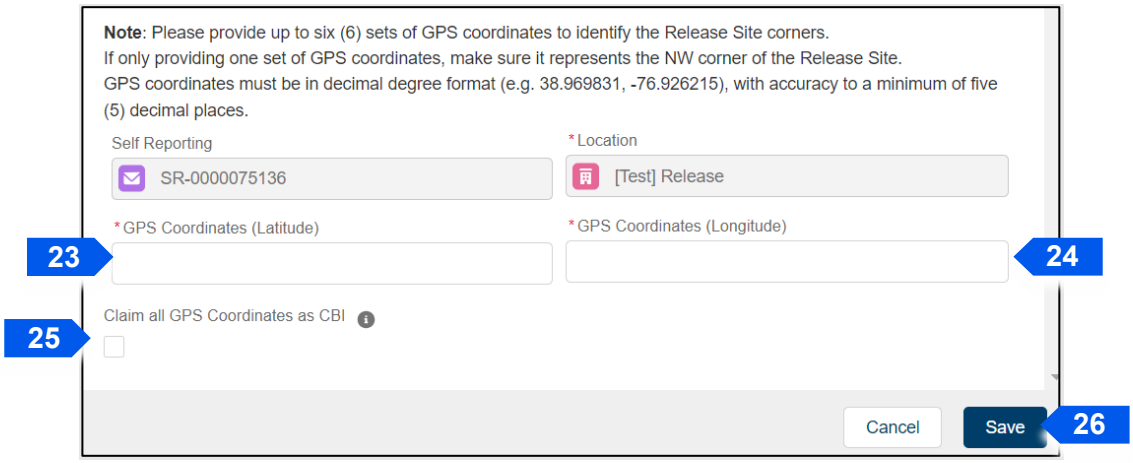
19. Select the **Lines/Events** field and enter any **lines or events** for the construct you selected, if available.



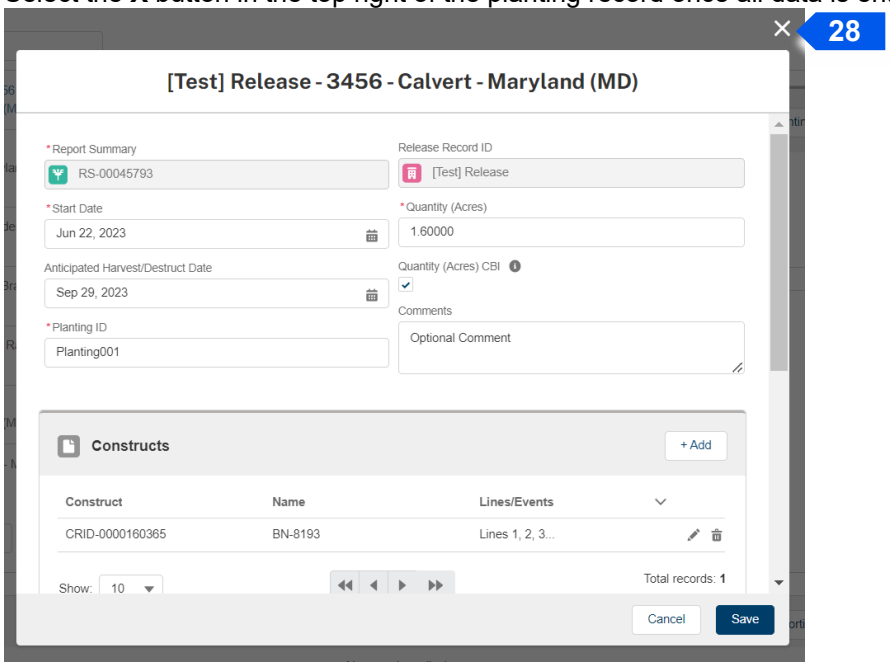
20. Select the **Save** button.
21. Repeat steps 15-20 for all approved planted/released constructs for the unique planting site.
22. Scroll to the GPS Coordinates section and select the **+ Add** button.



23. Select the **Latitude** field and enter the **latitude** of your planting site.

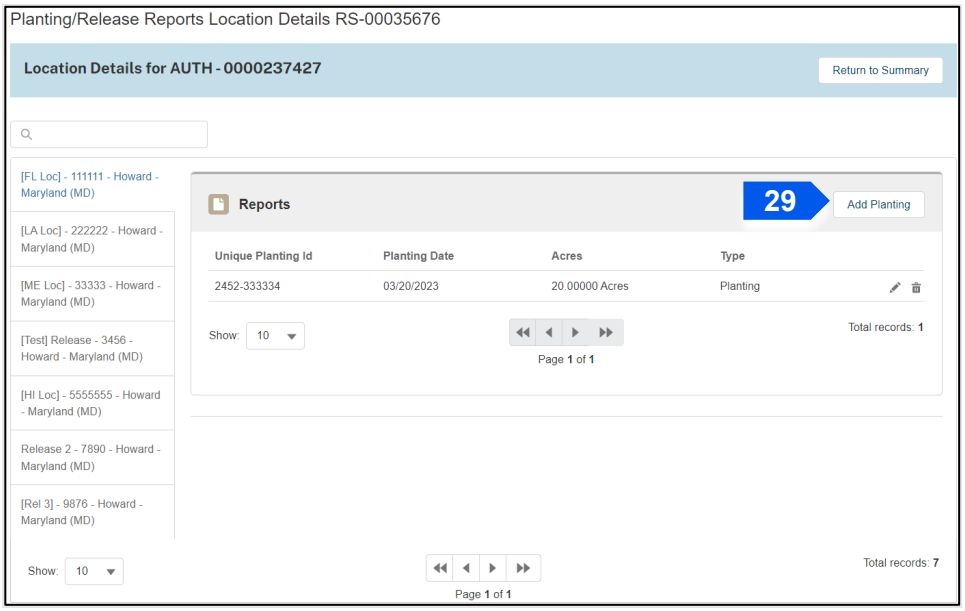


24. Select the **Longitude** field and enter the **longitude** of your planting site.
25. If Applicable, select the **Claim all GPS Coordinates as CBI** checkbox to indicate that the GPS data is Confidential Business Information. Square brackets are not accepted in the Latitude and Longitude fields.
26. Select the **Save** button.
27. Repeat steps 22-26 for each of your GPS coordinate pairs.
28. Select the **X** button in the top right of the planting record once all data is entered for the planting.



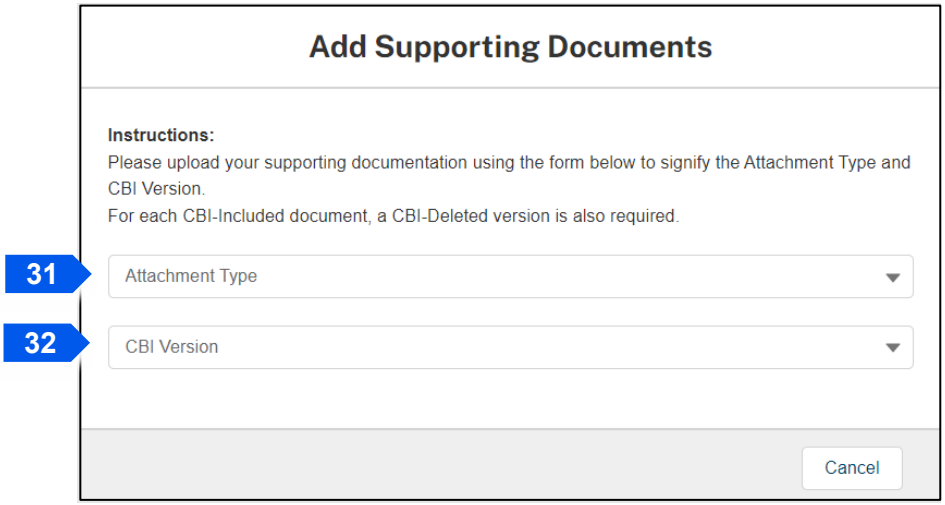
29. If you are reporting another planting/release for the same release location, select the **Add Planting button** associated with the same release location. To report a planting/release for a different location within the same report, select the location name on the left side of the table and locate the **Add Planting button** in the **Reports** box for that site. Repeat steps 9-28 to enter data for the release.

    *Note: Use the **Edit** and **Delete** icons associated with a planting record to modify it.*

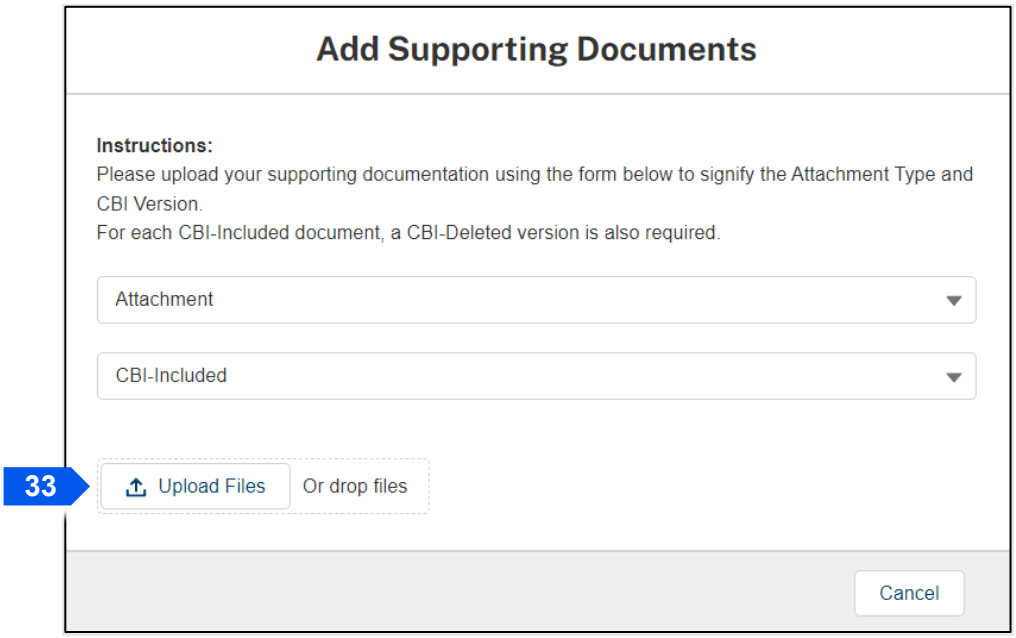


30. To add any Supporting Documents with the report, select the **Add Supporting Documents** button.



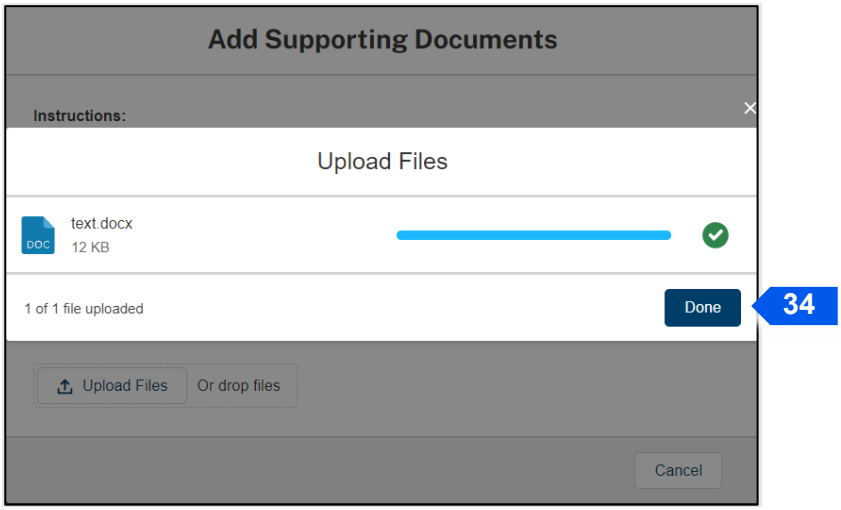


31. Select the **Attachment Type** drop-down arrow and select **Attachment**.
32. Select the **CBI Version** drop-down arrow and choose the **CBI status** of the file you want to upload.
33. Select the **Upload Files** button. Browse your computer and select the **file you want to upload**.



*Note: If you originally indicated there would be no CBI on your application, selecting the **NO CBI** status for your document(s) will not protect any CBI in the attachment.*

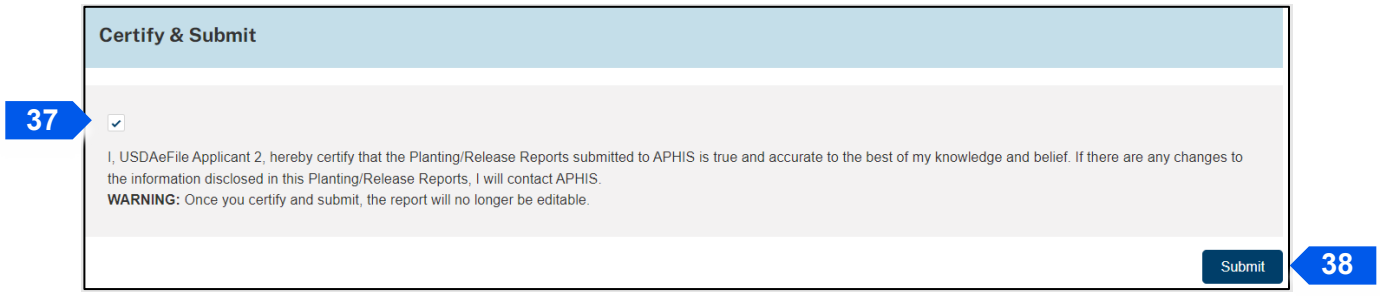
34. Once the file is uploaded, select **Done**.



35. Repeat steps 30-34 until all supporting documents have been uploaded.

    Note: If you are uploading a file that contains CBI, you must also upload a CBI-Deleted version of the file.

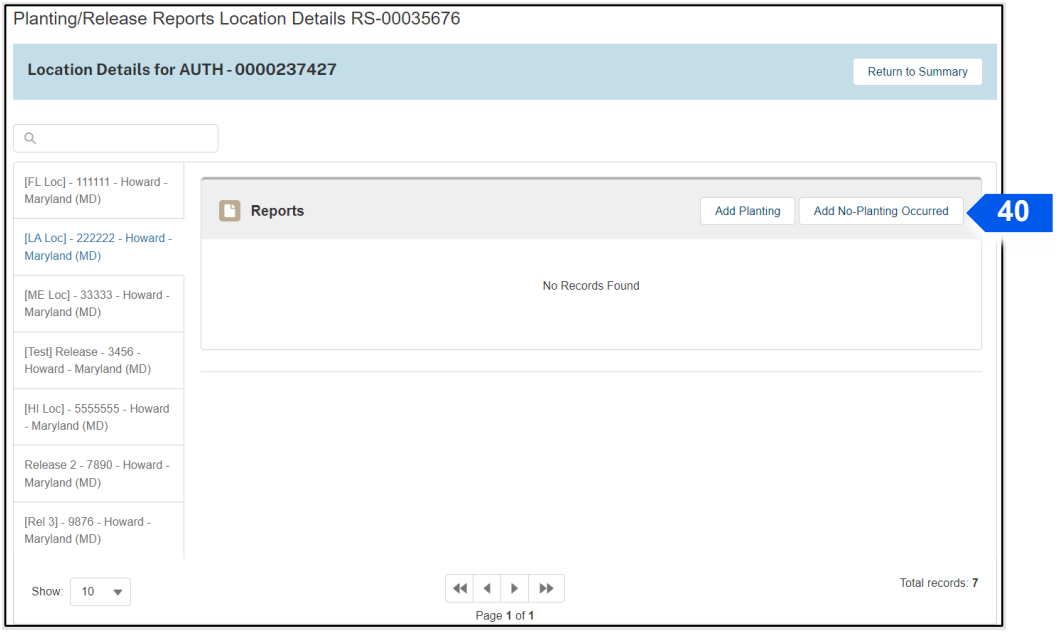
36. To preview a Report or Notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid from the Table of Contents.
37. In the Certify and Submit section, select the **I certify…** checkbox.



38. Select the **Submit** button.
39. To access a PDF copy of your submitted report or notice, see the **View Report/Notice PDF After Submission** section of this Job Aid.

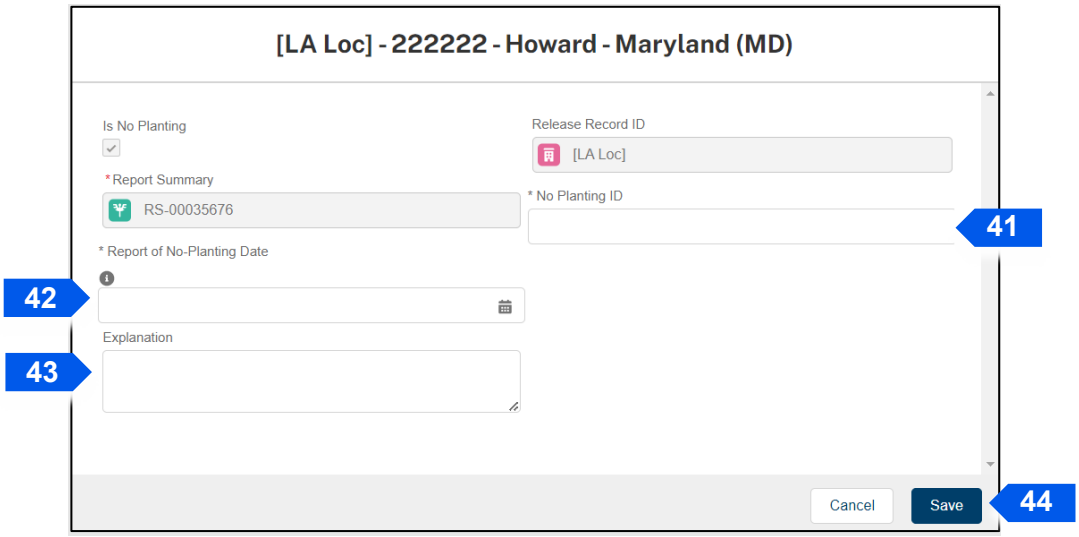
If No Planting Occurred

40. In the Location Details section, select the **No Planting Occurred button** for the associated release location.

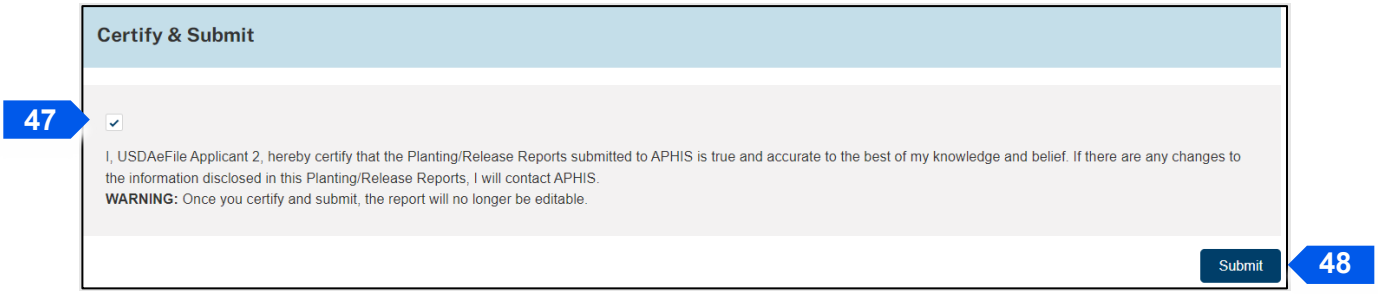


41. Select the **No Planting ID** field. Enter the **ID you want to assign to the specific site in which you did not plant**.

    Note: The No Planting ID is a non-CBI value you assign to your specific release site. The ID can include letters, numbers, and hyphens. It is recommended your ID be unique so you can differentiate your various planting sites.



42. Select the **Report of No-Planting Date** and use the calendar pop-up window to enter the **date you are reporting that no planting/release will occur**.
43. Select the **Explanation** field and enter your **explanation for not conducting a release**.
44. Select the **Save** button.
45. Complete steps 30-34 to attach any supporting documents.
46. To preview a Report or Notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid from the Table of Contents.
47. In the Certify and Submit section, select the **I certify…** checkbox.



48. Select the **Submit** button.
49. To access a PDF copy of your submitted report or notice, see the **View Report/Notice PDF After Submission** section of this Job Aid.

Create Pre-Flowering Notice

You, the responsible person or application preparer, want to submit a Pre-Flowering Notice before your organism flowers. Pre-Flowering Notices are not typically required for traditional permits. They are often required for pharmaceutical, industrial, or phytoremediation permits. An authorization's supplemental permit conditions will outline the types of reports required for each permit.

Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXXX)** into the search bar.
4. Select the **View Details** button.

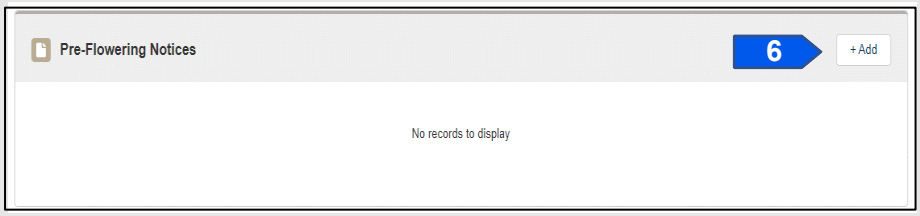


5. Scroll to the Report & Notice Overview section and select the **View Report/Notices** button.

Note: The grey text box will display which reports are minimally required based on your permit type.



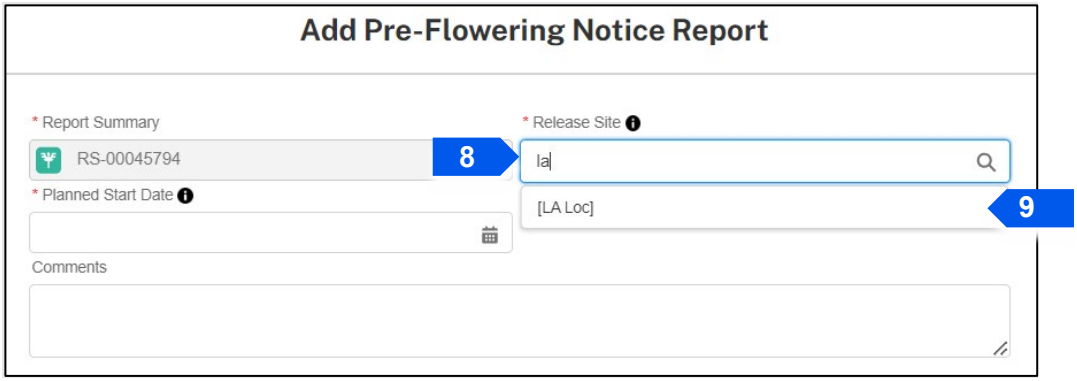
6. Scroll to the Pre-Flowering Notices section and select the **+ Add** button.



7. In the Location Details section, select the **Add** button.

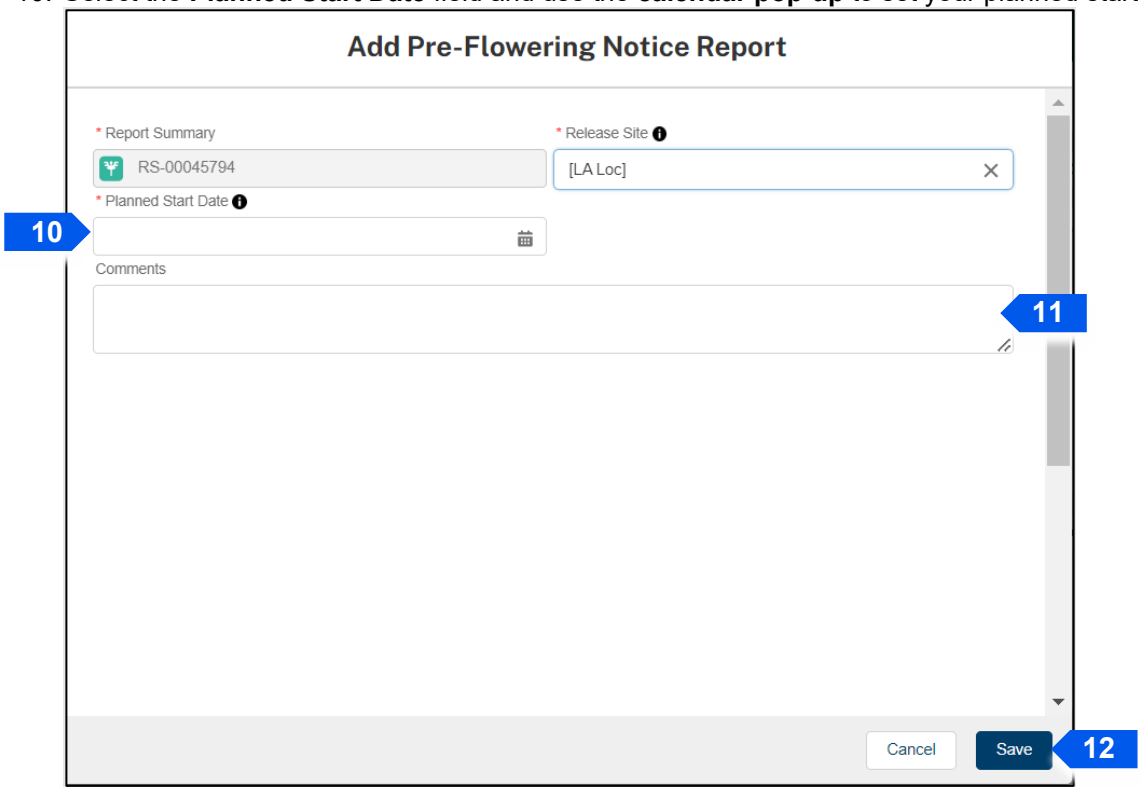


8. In the Location Information section, select the **Release Site** field.

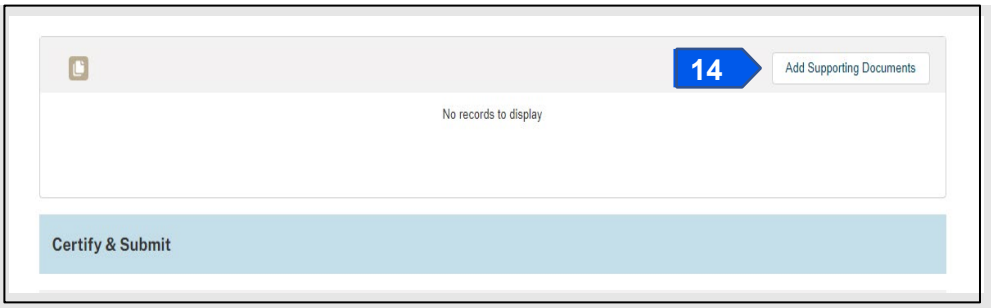


9. Select the **Location Name** from the drop-down.

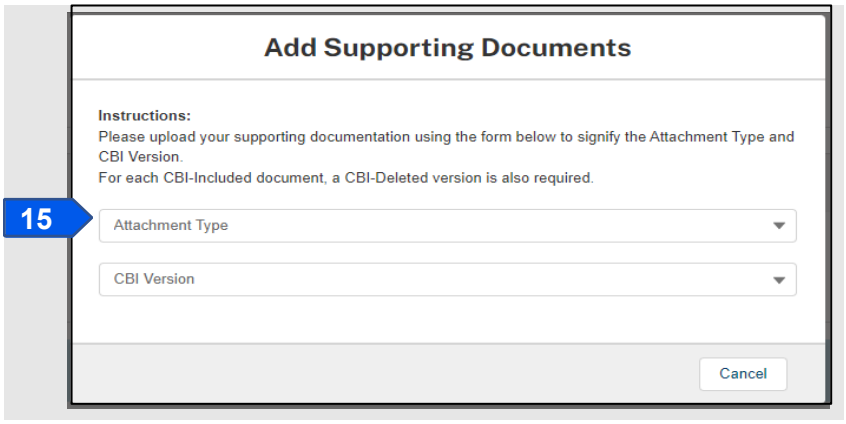
10. Select the **Planned Start Date** field and use the **calendar pop-up** to set your planned start date.



11. To add additional comments, select the **Comments** field and enter your comment into the text box.
12. Select the **Save** button.
13. If you have additional sites to add to this report, return to step 7 and repeat until you have added the appropriate number of sites to your report.
14. To add any Supporting Documents with the report, select the **Add Supporting Documents** button.



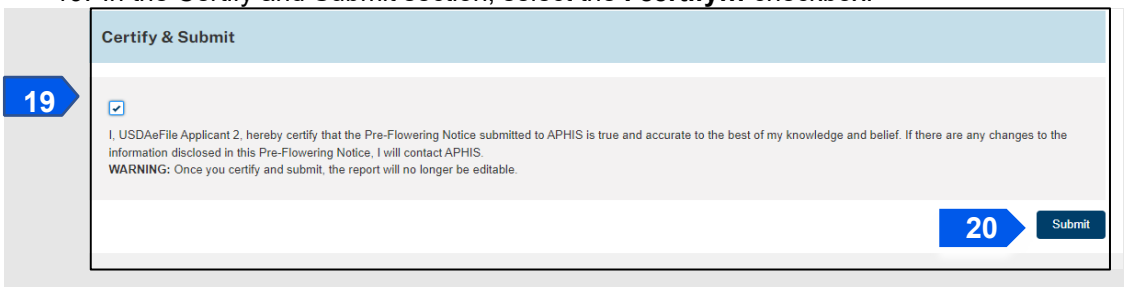
15. In the new tab, **Select an Attachment Type and CBI Version.**



*Note: If you originally indicated there would be no CBI on your application, selecting the **No CBI** status for your document(s) will not protect any CBI in the attachment.*

16. Browse your computer and select the **file you want to upload**.
17. Repeat steps 14-16 until all your supporting documents have been uploaded.

    Note: If you are uploading a file that contains CBI, you must also upload a CBI-Deleted version of the file.
18. To preview a Report or Notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid from the Table of Contents.
19. In the Certify and Submit section, select the **I certify…** checkbox.



20. Select the **Submit** button.

21. To access a PDF copy of your submitted report or notice, see the **View Report/Notice PDF After Submission** section of this Job Aid.

Create Pre-Harvest/Pre-Destruct Notice

You, the responsible person or application preparer, want to create a Pre-Harvest/Pre-Destruct Notice before you harvest or terminate your release. Pre-Harvest/Pre-Destruct Notices are not typically required for traditional permits. They are often required for pharmaceutical, industrial, or phytoremediation permits. An authorization's supplemental permit conditions will outline the types of reports required for each permit.

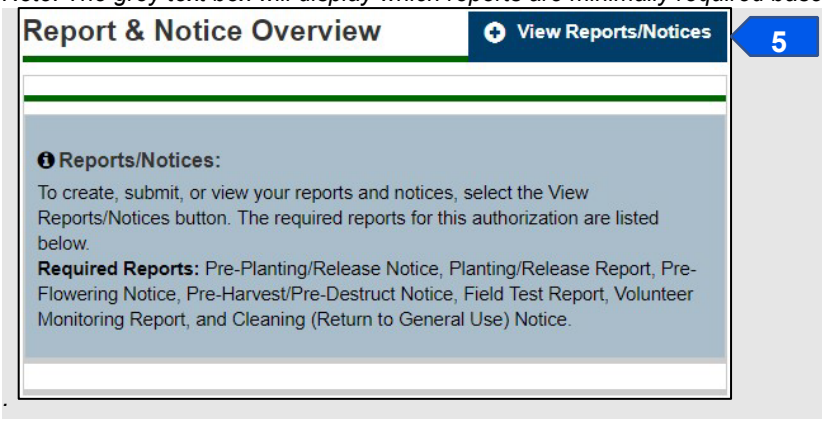
Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXXX)** into the search bar.
4. Select the **View Details** button.

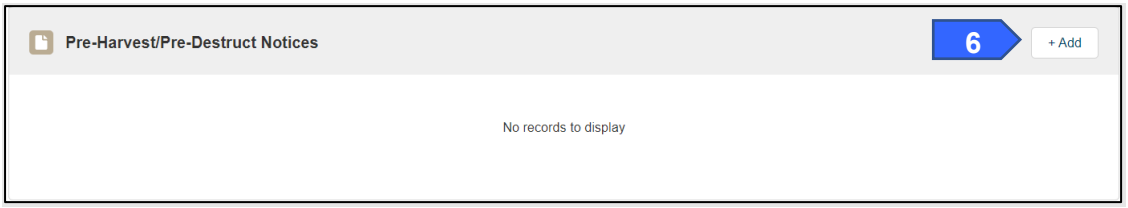


5. Scroll to the Report & Notice Overview section and select the **View Report/Notices** button.

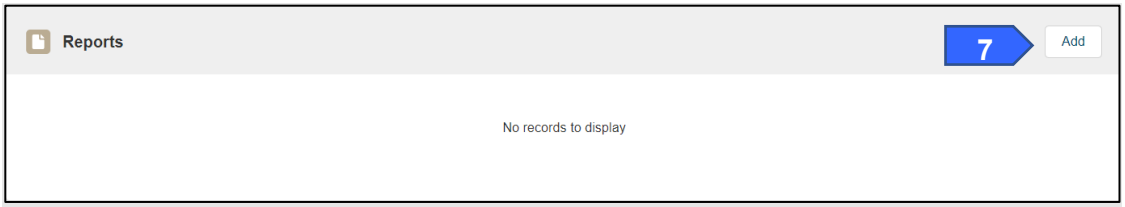
Note: The grey text box will display which reports are minimally required based on your permit type.



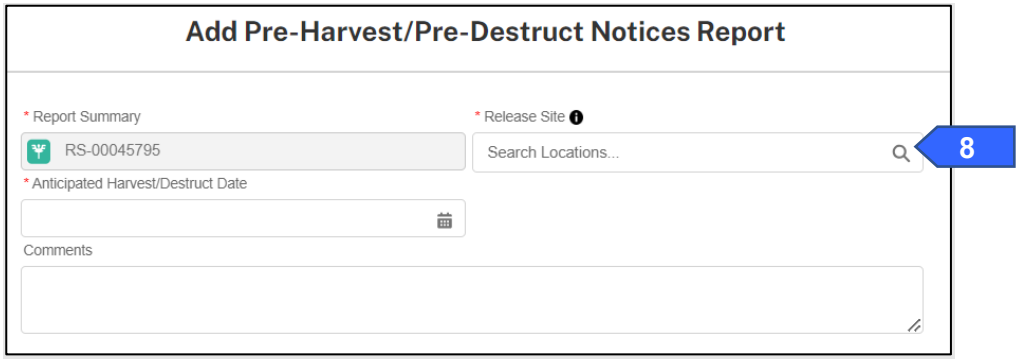
6. Scroll to the Pre-Harvest/Pre-Destruct Notices section and select the **+ Add** button.



7. In the Location Details section, select the **Add** button.



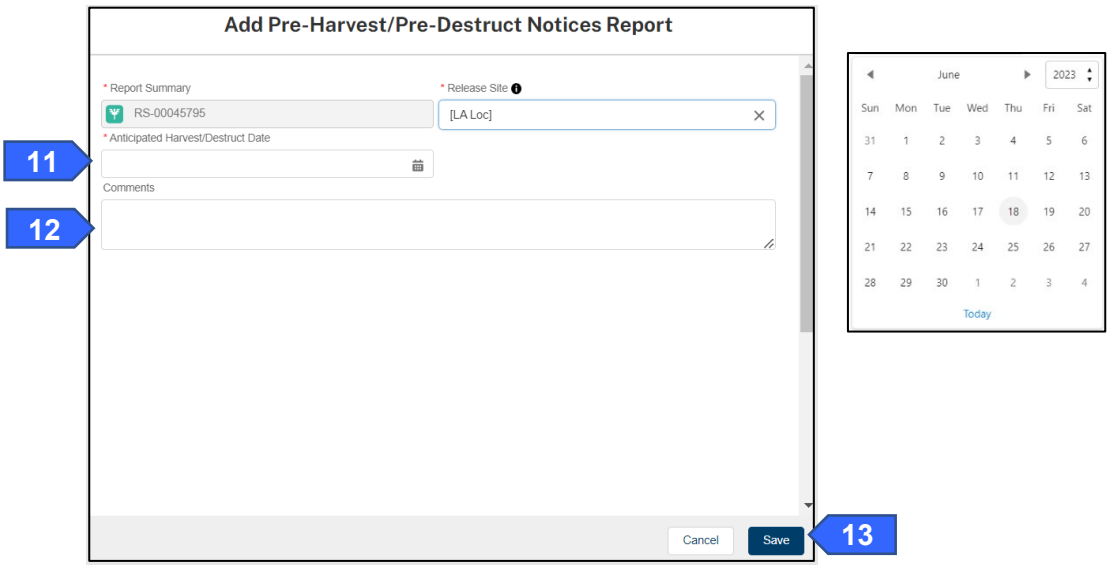
8. In the Location Information section, select the **Release Site** field.



9. Enter the **name of the associated Release Site.**



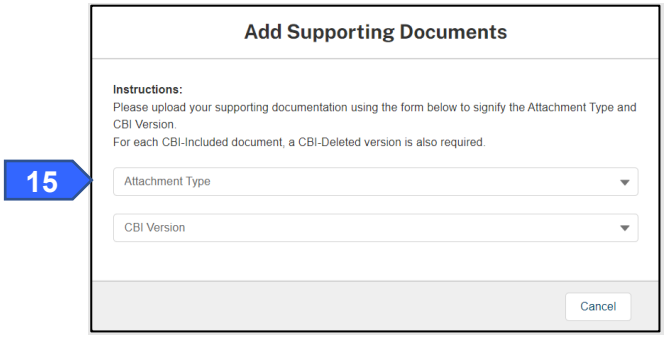
10. Select the **Location Name** from the drop-down.
11. Select the **Anticipated Harvest/Destruct Date** field and use the **calendar pop-up** to set your planned start date.



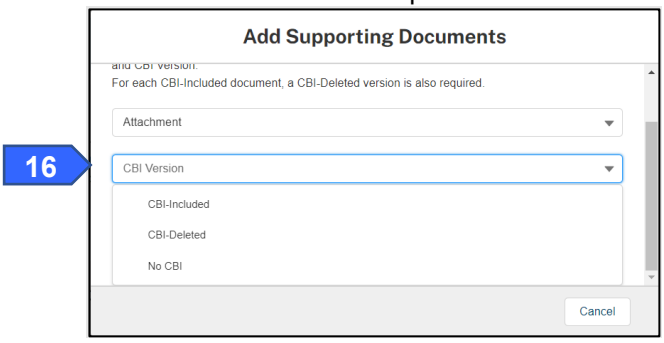
12. To add additional comments, select the **Comments** field and enter your comment into the text box.
13. Select the **Save** button. If you have additional sites to add to this report, return to step 7 and repeat until you have added the appropriate number of sites to your report.
14. To add any supporting documents with the report, select the **Add Supporting Documents** button.



15. In the new tab, select the **Attachment Type** from the drop-down list.

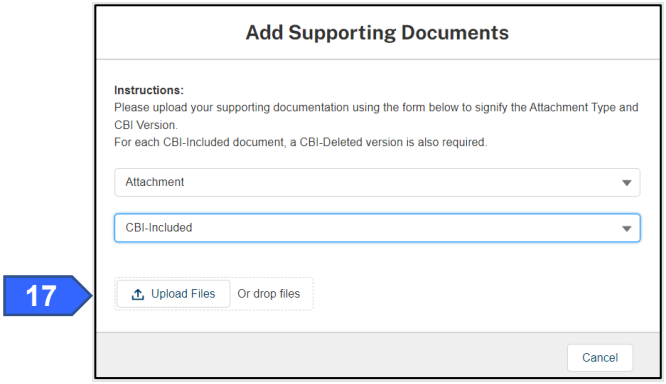


16. Select the **CBI Version** drop-down arrow and choose the **CBI status** of the file you want to upload.

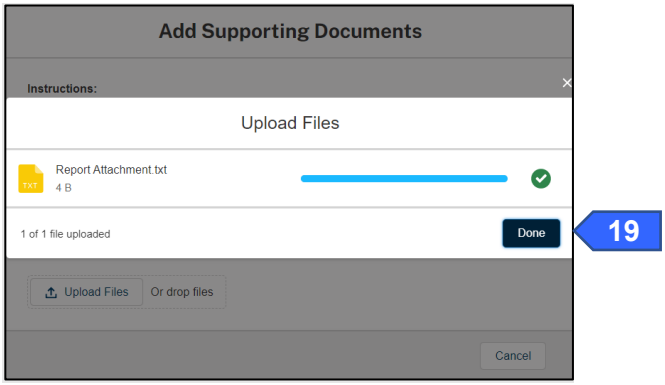


*Note: If you originally indicated there would be no CBI on your application, selecting the **No CBI** status for your document(s) will not protect any CBI in the attachment.*

17. Select the **Upload Files** button.

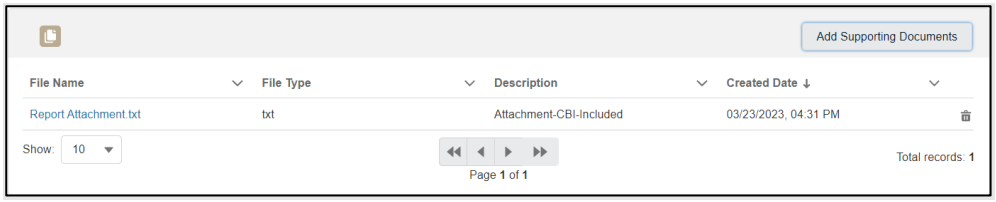


18. Browse your computer and select the file you want to upload.



19. Click on the **Done** button.

The uploaded attachments will be visible in the Supporting Documents section.

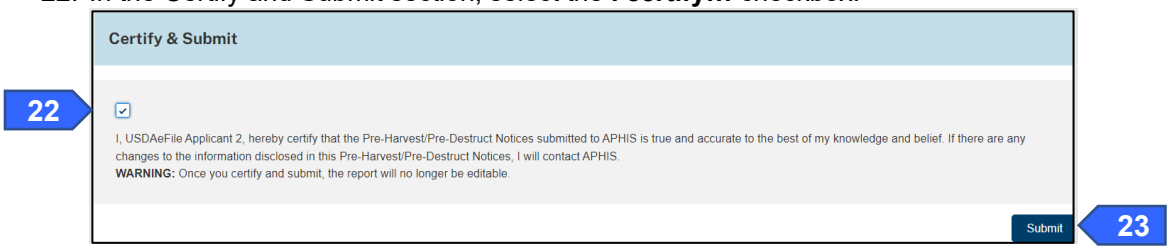


20. Repeat steps 14-19 until all your supporting documents have been uploaded.

Note: If you are uploading a file that contains CBI, you must also upload a CBI-Deleted version of the file.

21. To preview a report or notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid from the Table of Contents.

22. In the Certify and Submit section, select the **I certify…** checkbox.



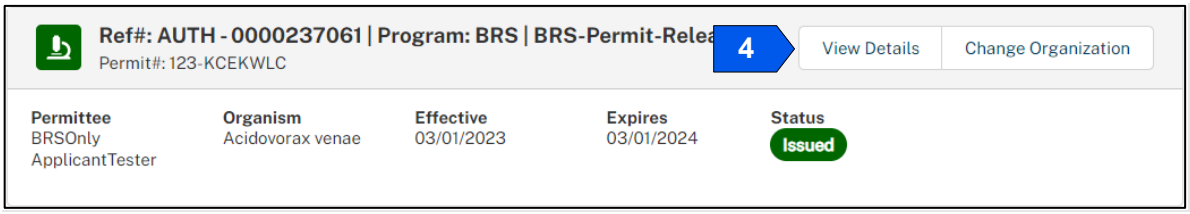
23. Select the **Submit** button.

24. To access a PDF copy of your submitted report or notice, see the **View Report/Notice PDF After Submission** section of this Job Aid.

Create Cleaning (Return to General Use) Notice

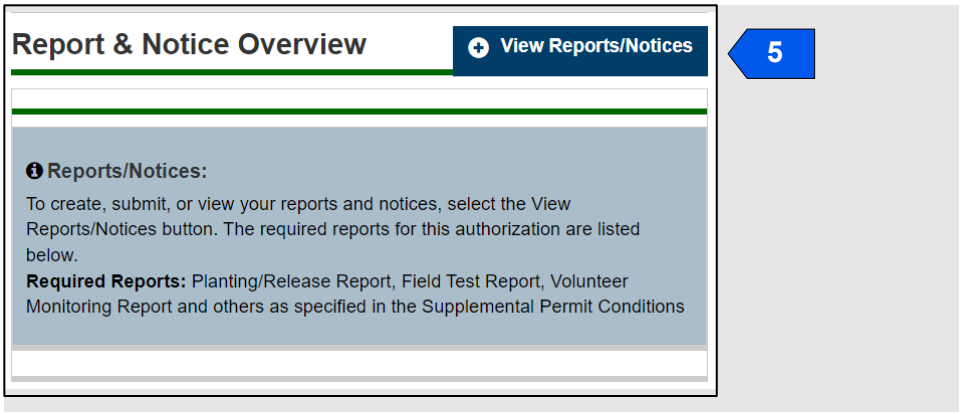
You, the responsible person or application preparer, want to create a Cleaning (Return to General Use) Notice.

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXXX)** into the search bar.
4. Select the **View Details** button.

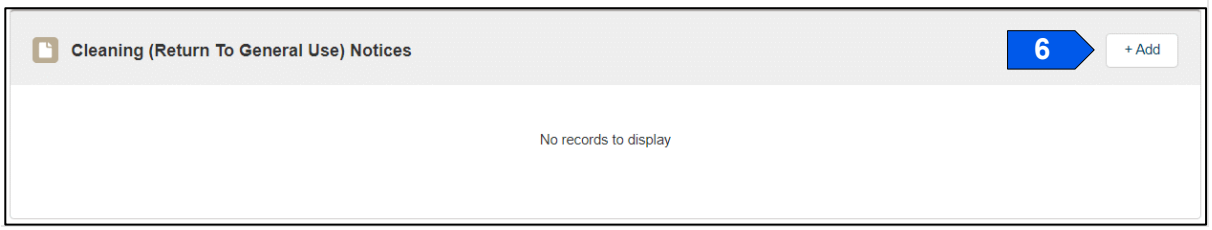


5. Scroll to the Report & Notice Overview section and select the **View Report/Notices** button.

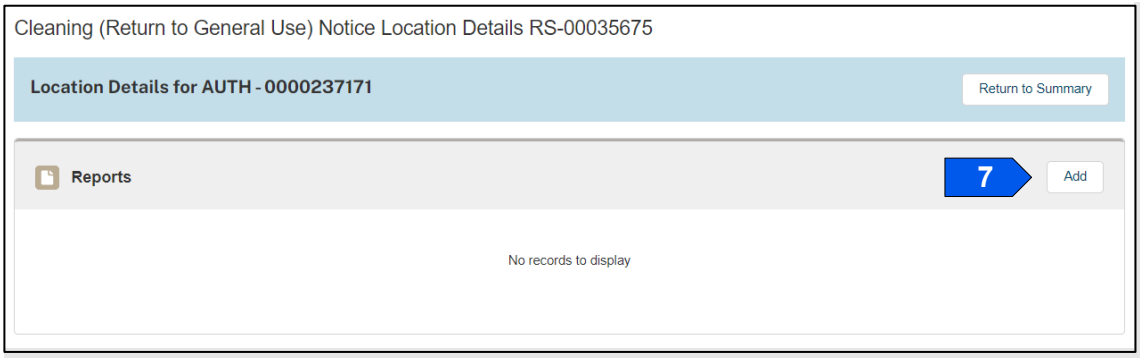
   Note: The grey text box will display which reports are minimally required based on your permit type.



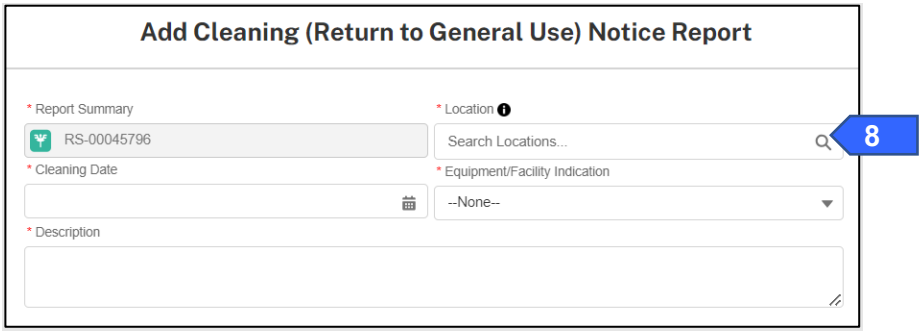
6. Scroll to the Cleaning (Return to General Use) Notice section and select the **+ Add** button to start a new report.



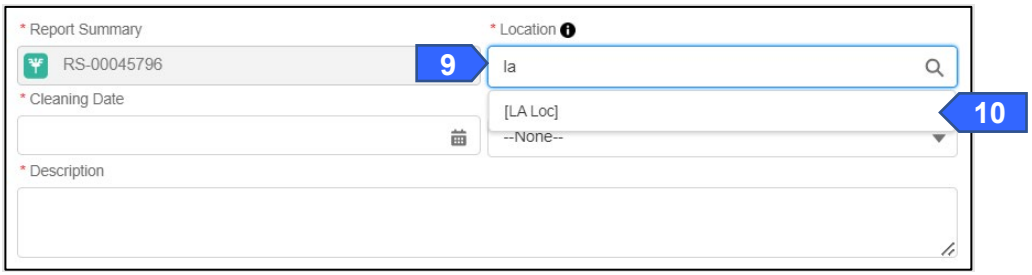
7. Select the **Add** button to select a location.



8. Select the **Location** field.

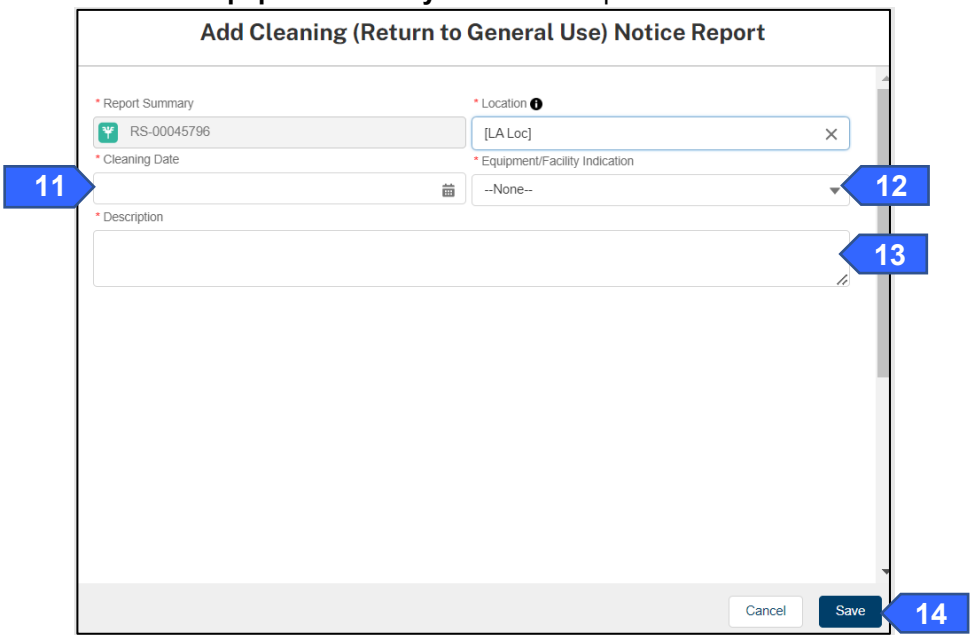


9. Enter the **name of your release site** into the search bar.



10. Select the **Location Name** from the drop-down.
11. Select the **Cleaning Date** field and use the calendar pop-up to enter your **cleaning date**.

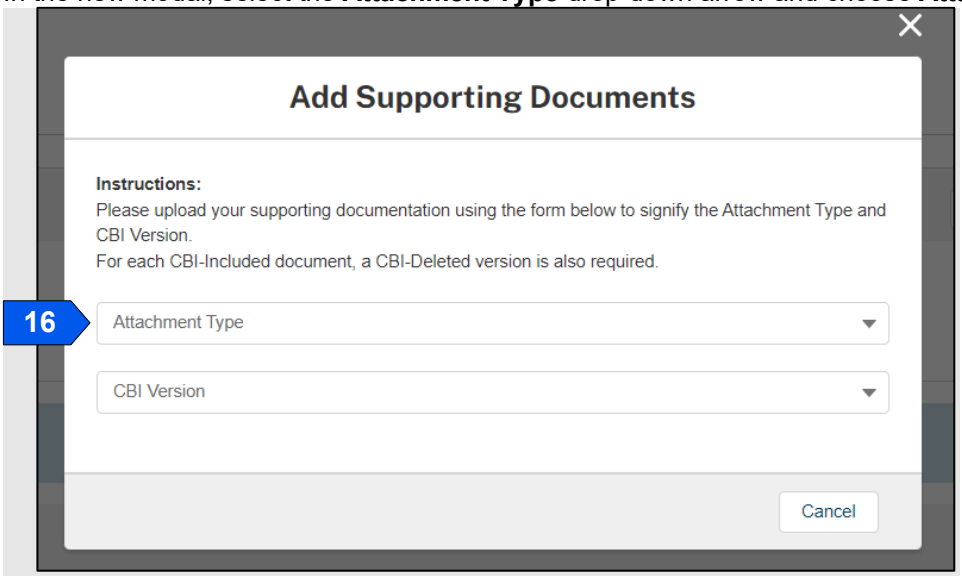
12. Select the **Equipment/Facility Indicator** drop-down arrow and choose **what you are cleaning**.



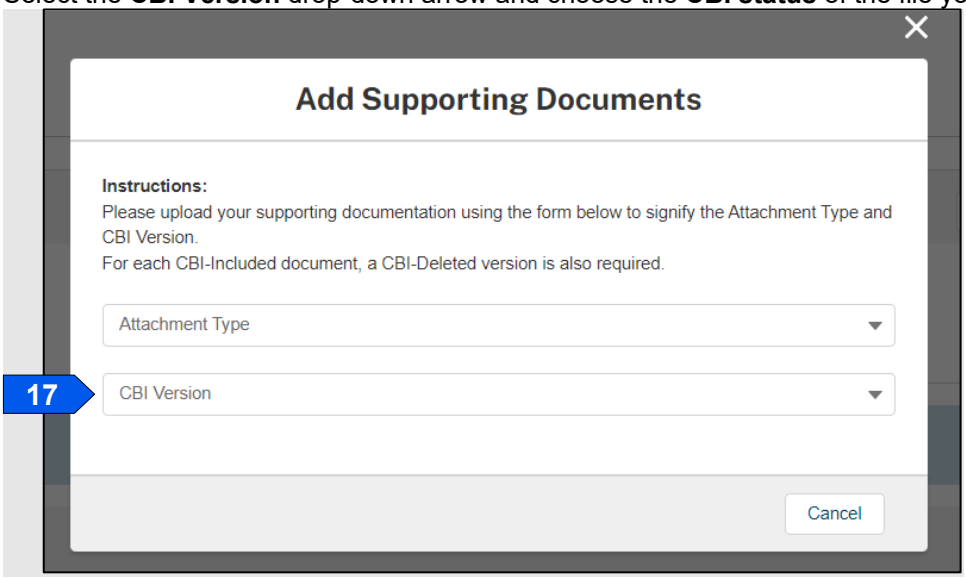
13. Select the **Description** field and enter a **description** into the text box.
14. Select the **Save** button.
15. To add any Supporting Documents with the report, select the **Add Supporting Documents** button.



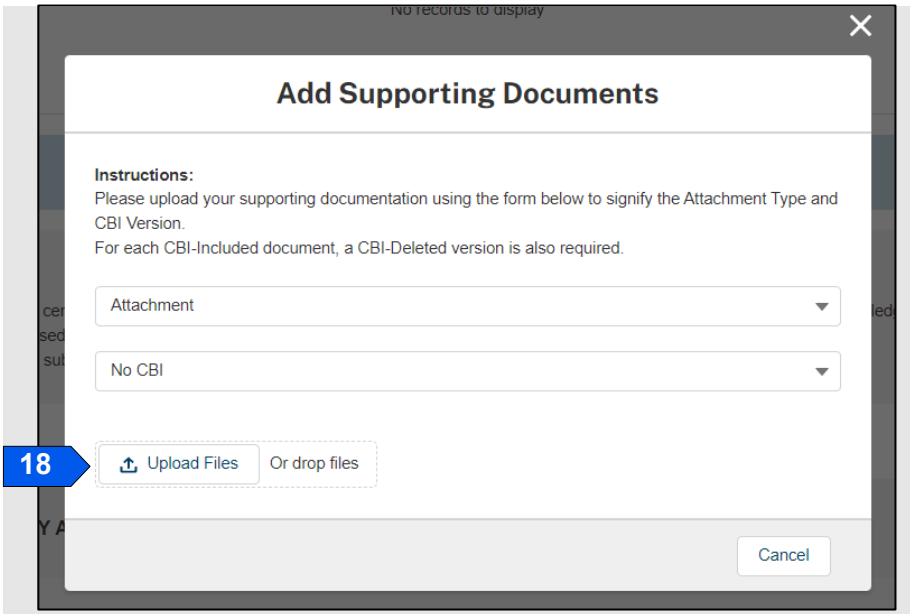
16. In the new modal, select the **Attachment Type** drop-down arrow and choose **Attachment**.



17. Select the **CBI Version** drop-down arrow and choose the **CBI status** of the file you want to upload.

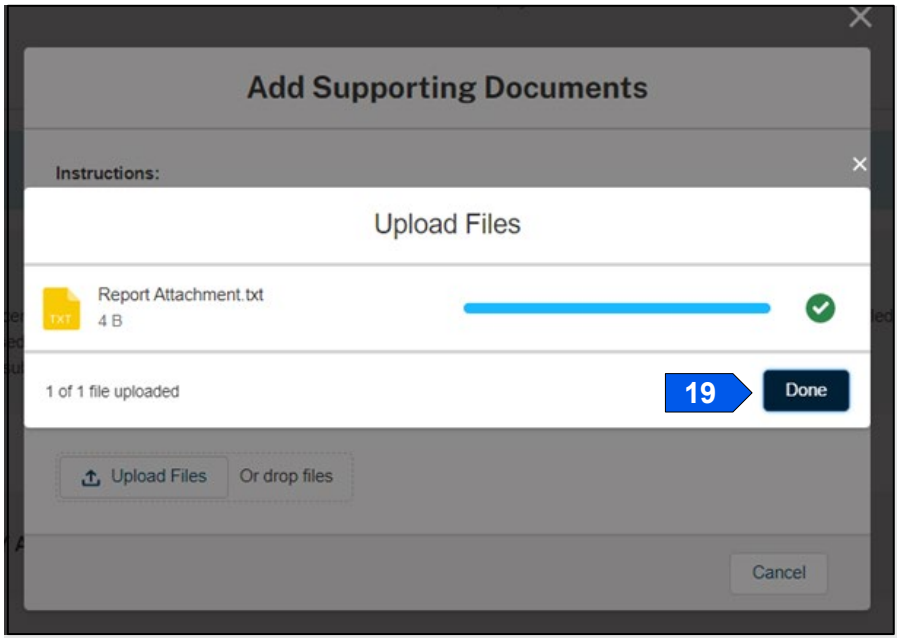


18. Select the **Upload Files** button to browse your computer and select the **file you want to upload**.



*Note: If you originally indicated there would be no CBI on your application, selecting the **No CBI** status for your document(s) will not protect any CBI in the attachment.*

19. Select the **Done** button.

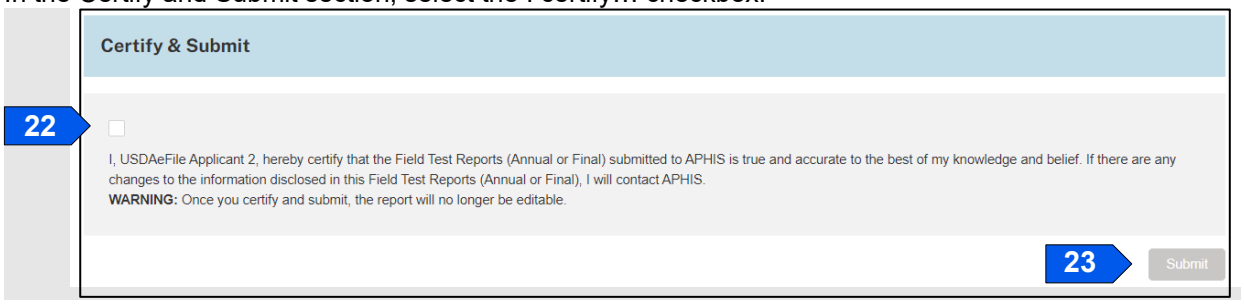


20. Repeat steps 15-19 until all your supporting documents have been uploaded.

    Note: If you are uploading a file that contains CBI, you must also upload a CBI-Deleted version of the file.

21. To preview a report or notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid from the Table of Contents.

22. In the Certify and Submit section, select the I certify… checkbox.



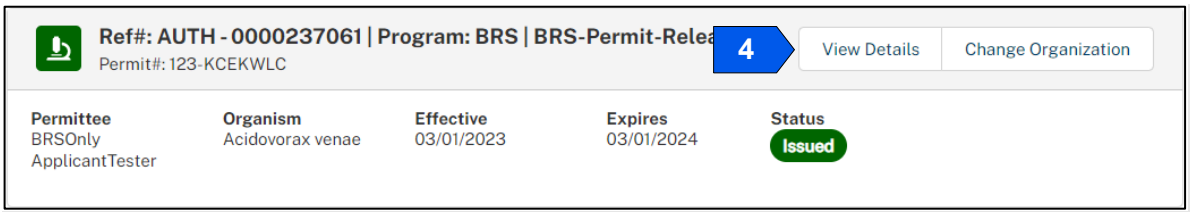
23. Select the **Submit** button.
24. To access a PDF copy of your submitted report or notice, see the **View Report/Notice PDF After Submission** section of this Job Aid.

Create Field Test Report

You, the responsible person or application preparer, want to create a Field Test Report. Field Test Reports are typically required for all permits that include a release. An authorization's supplemental permit conditions will outline the types of reports required for each permit.

Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity** tab.
3. Enter your **Authorization number (AUTH-00000XXXXX)** into the search bar.
4. Select the **View Details** button.

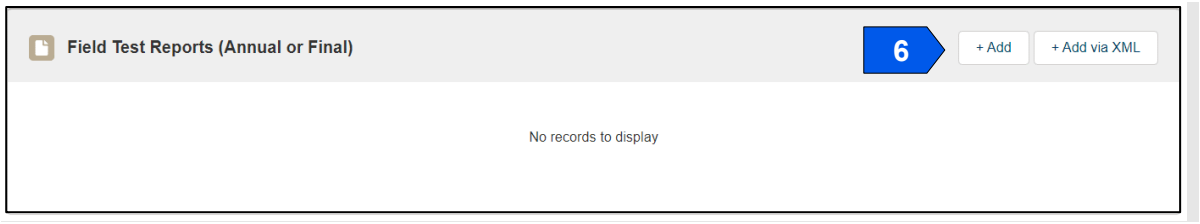


5. Scroll to the Report & Notice Overview section and select the **View Reports/Notices** button.

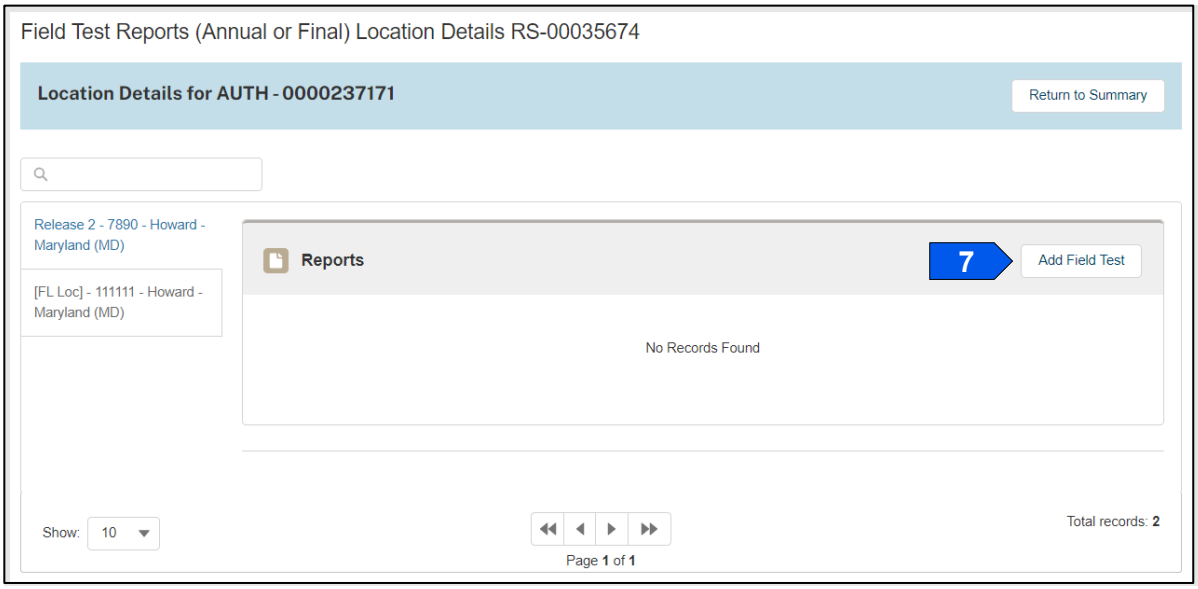
Note: The grey text box will display which reports are minimally required based on your permit type.



6. Scroll to the Field Test Reports (Annual or Final) section and select the **+ Add** button.



7. Select the **Add Field Test** button associated with the location your report is regarding. Only locations with submitted planting/release reports will be available for field test reporting.



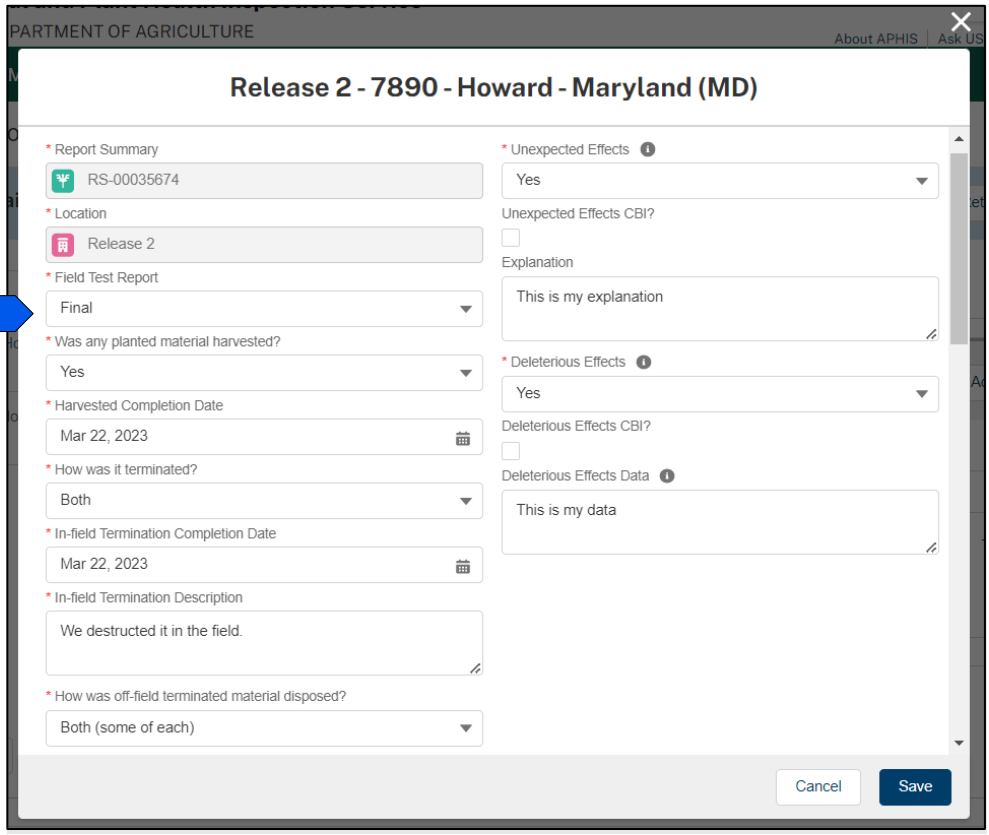
Final Field Test Report

8. Select the **Field Test Report** drop-down and choose **Final.**

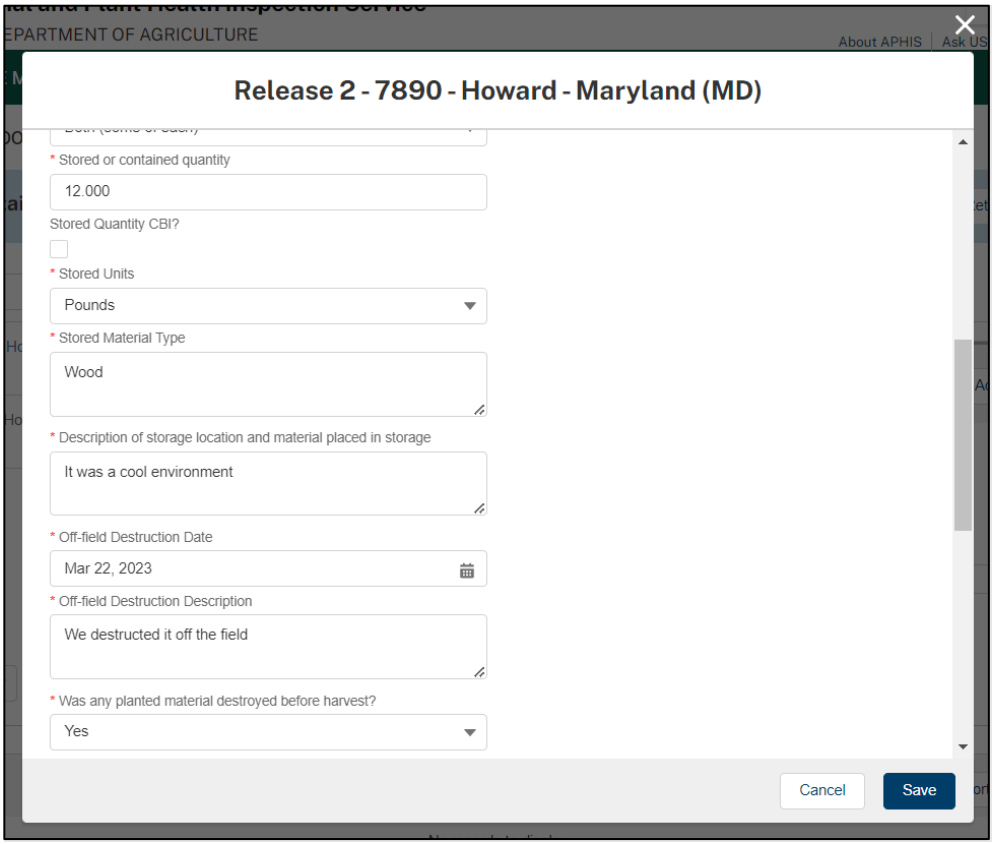
   Note: One-year permits will not display the Annual Report option.

9. Answer each question by selecting the option that corresponds to your answer.

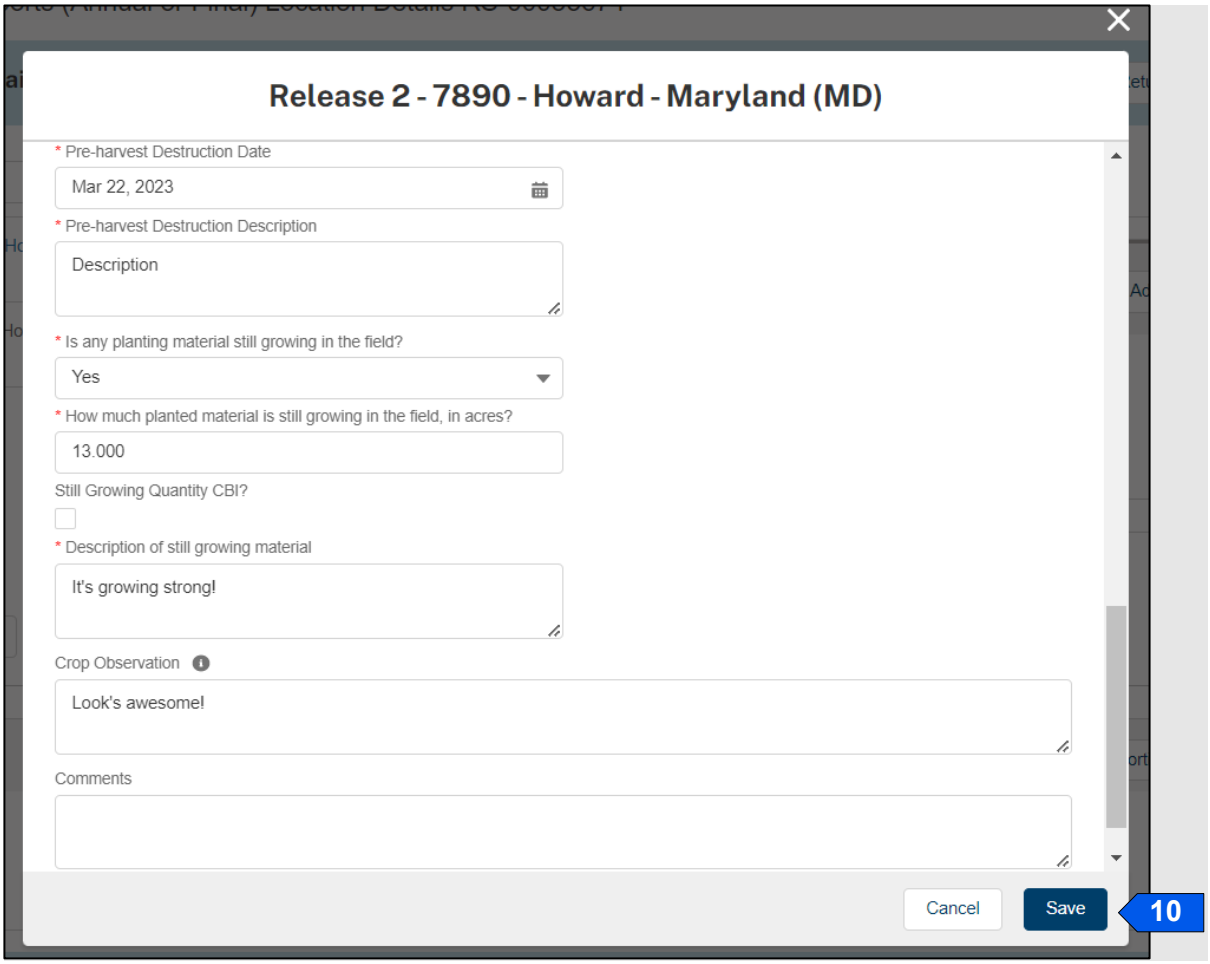
   Note: The required questions will change depending on the answers you give. For example: if you indicate any materials were terminated in-field, two more required questions will appear on the screen.


PARTMENT OF AGRICULTURE
About APHIS
Ask US
Release 2 - 7890 - Howard - Maryland (MD)
* Report Summary
RS-00035674
* Location
Release 2
* Field Test Report
Final
* Was any planted material harvested?
Yes
* Harvested Completion Date
Mar 22, 2023
* How was it terminated?
Both
* In-field Termination Completion Date
Mar 22, 2023
* In-field Termination Description
We destructed it in the field.
* How was off-field terminated material disposed?
Both (some of each)
* Unexpected Effects
Yes
Unexpected Effects CBI?
Explanation
This is my explanation
* Deleterious Effects
Yes
Deleterious Effects CBI?
Deleterious Effects Data
This is my data
Cancel
Save

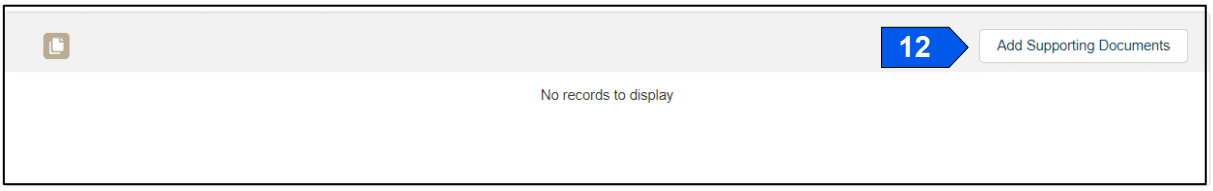
8


EPARTMENT OF AGRICULTURE
About APHIS
Ask US
Release 2 - 7890 - Howard - Maryland (MD)
* Stored or contained quantity
12.000
Stored Quantity CBI?
* Stored Units
Pounds
* Stored Material Type
Wood
* Description of storage location and material placed in storage
It was a cool environment
* Off-field Destruction Date
Mar 22, 2023
* Off-field Destruction Description
We destructed it off the field
* Was any planted material destroyed before harvest?
Yes
Cancel
Save

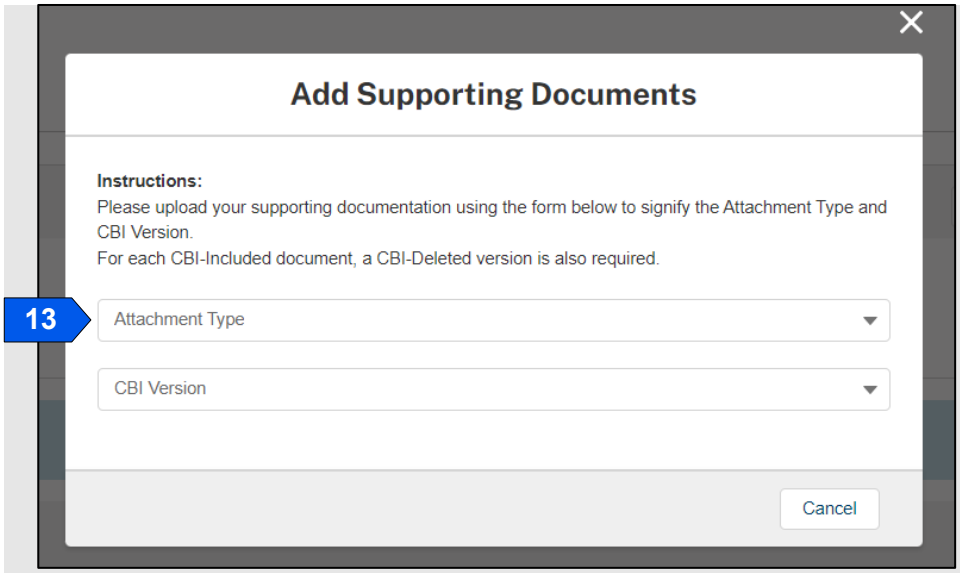
10. Select the **Save** button.



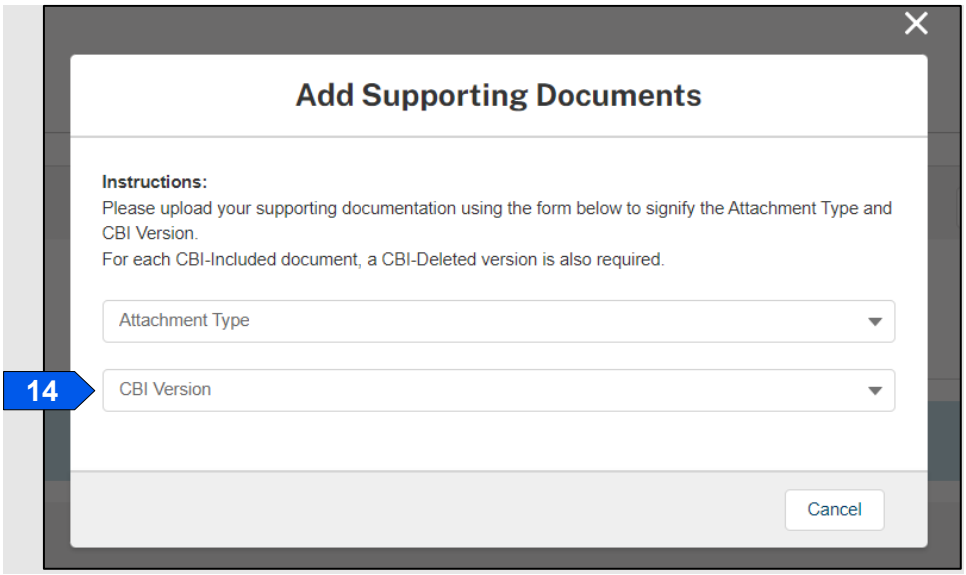
11. To add data for additional release locations to this report, return to step 7 and repeat until you have added everything you need for your report.
12. To add any supporting documents with the report, select the **Add Supporting Documents** button.



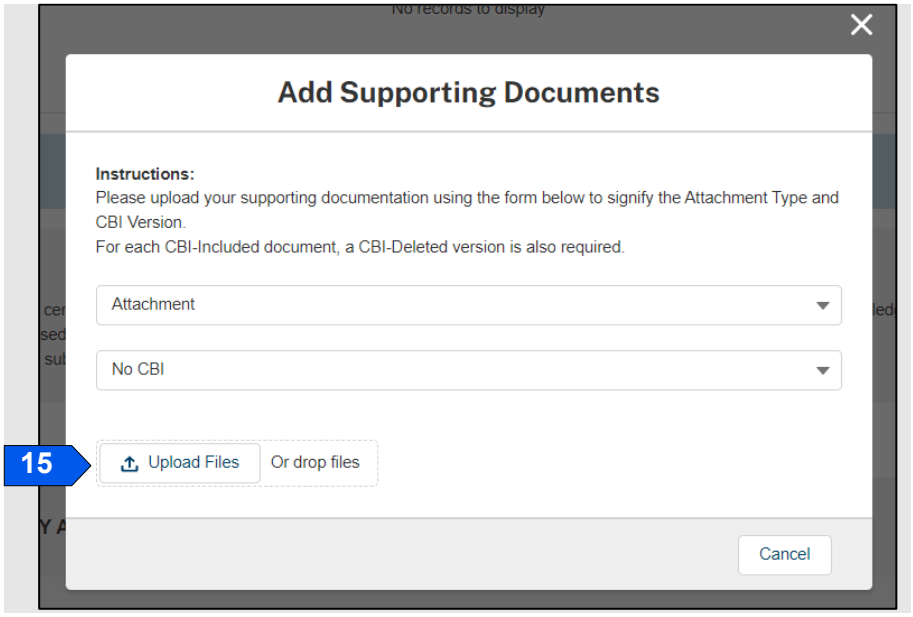
13. In the new modal, select the **Attachment Type** drop-down arrow and choose **Attachment.**



14. Select the **CBI Version** drop-down arrow and choose the **CBI status** of the file you want to upload.

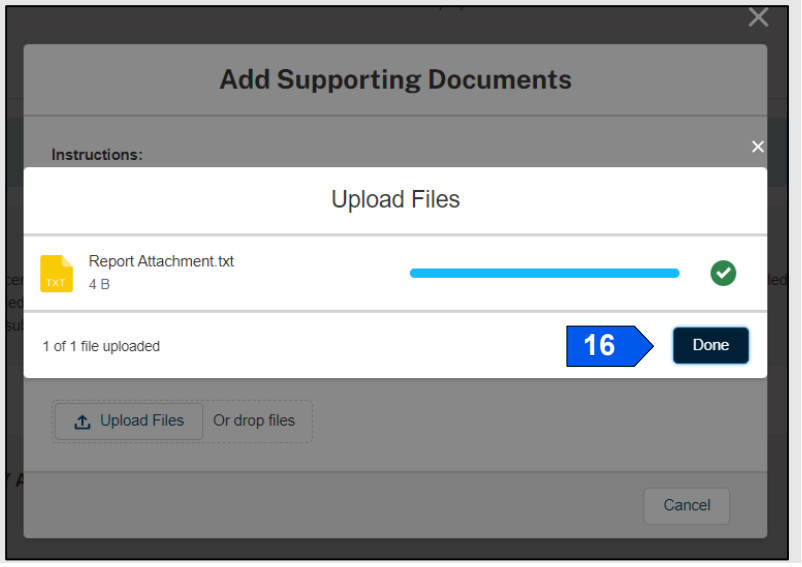


15. Select the **Upload Files** button to browse your computer and select the **file you want to upload.**



*Note: If you originally indicated there would be no CBI on your application, selecting the **No CBI** status for your document(s) will not protect any CBI in the attachment.*

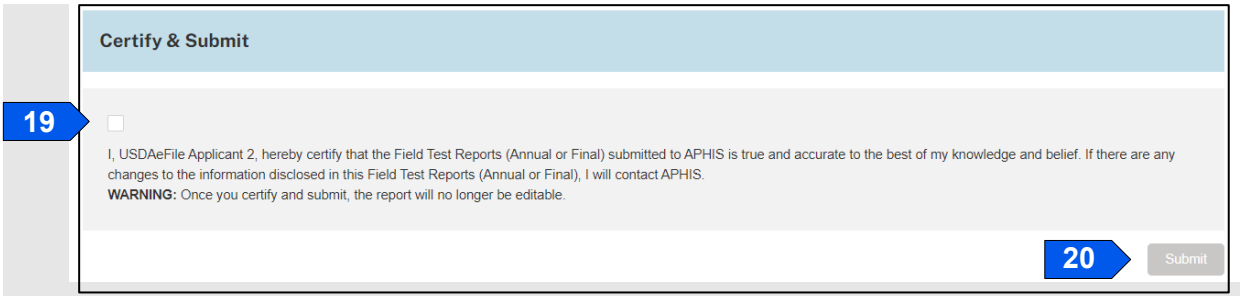
16. Select the **Done** button.



17. Repeat steps 12-16 until all your supporting documents have been uploaded.

    Note: If you are uploading a file that contains CBI, you must also upload a CBI-Deleted version of the file.

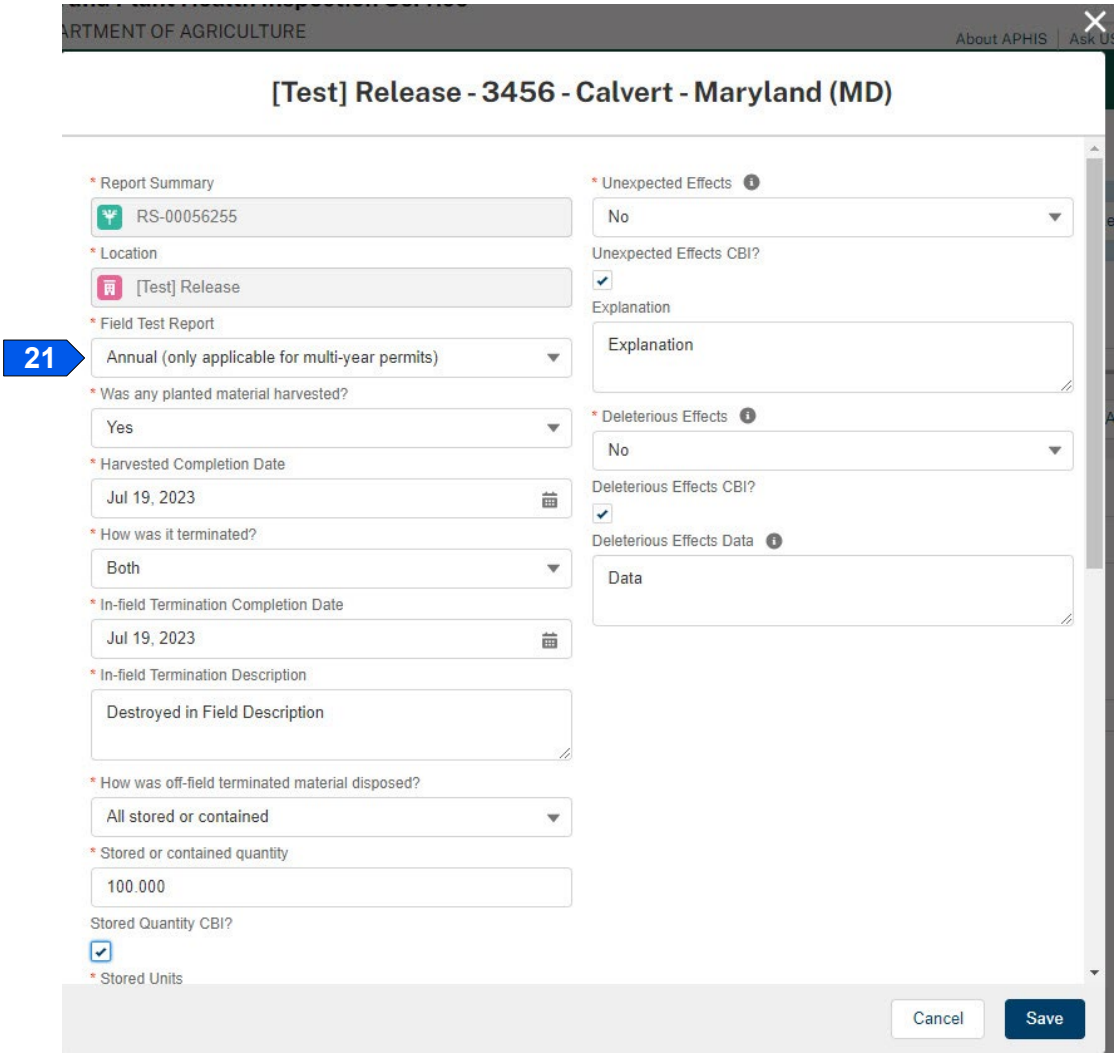
18. To preview a Report or Notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid from the Table of Contents.
19. Select the **I certify…** checkbox.
20. Select the **Submit** button.



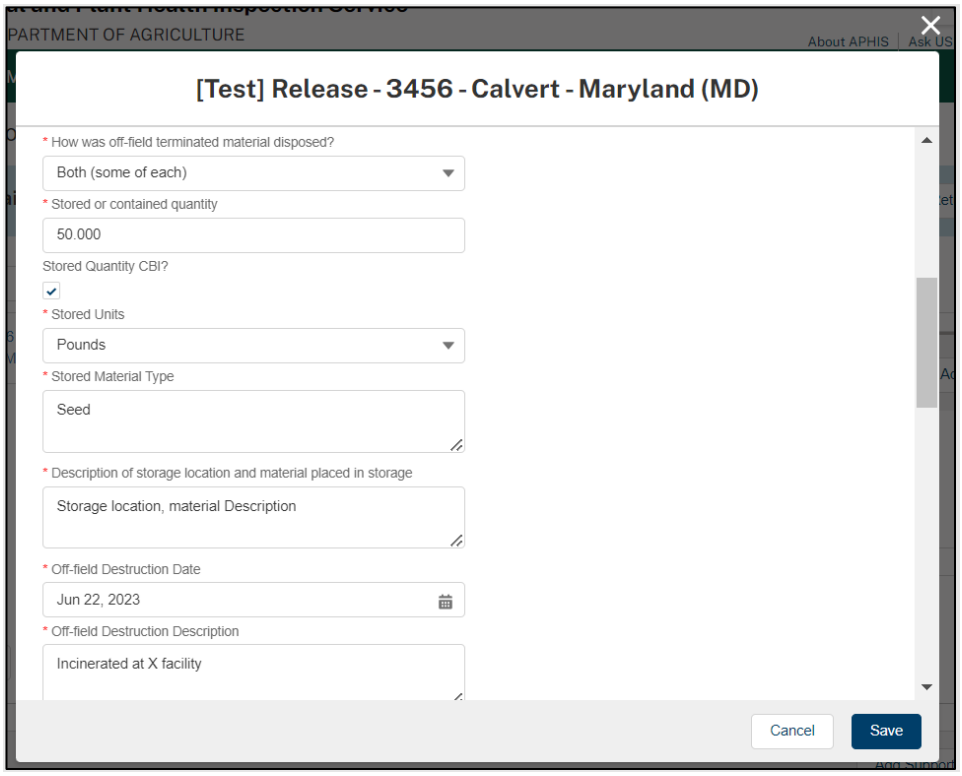
Annual Field Test Report

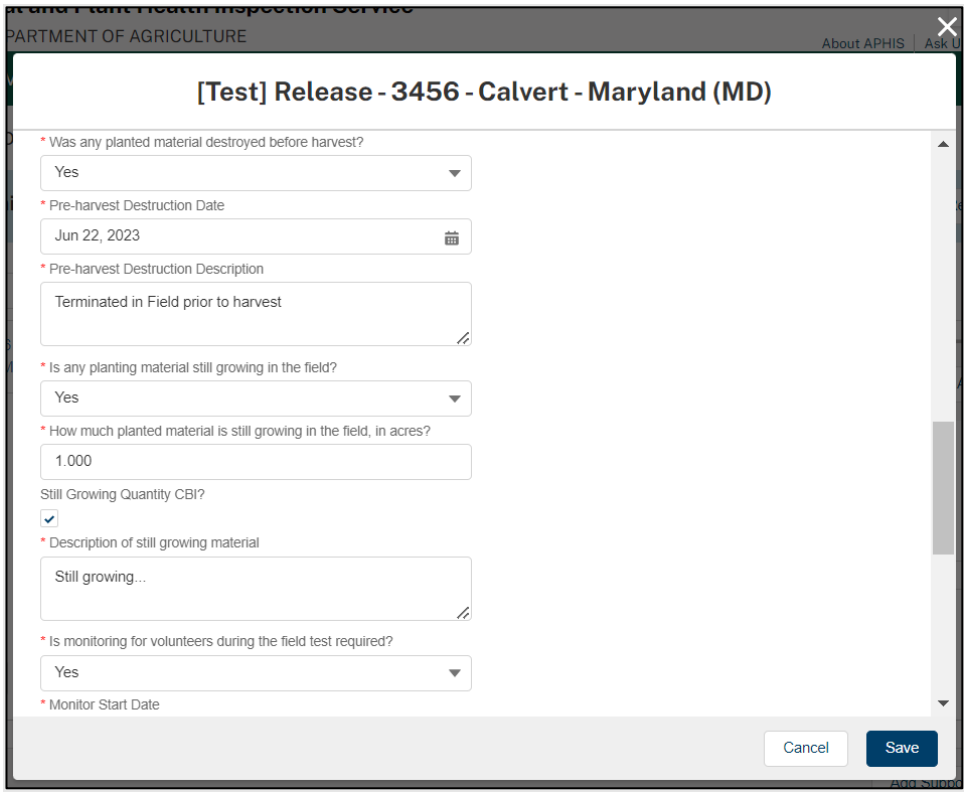
Please Note: The Annual Field Test Report option is only available for multi-year release permits.

21. Select the **Field Test Report** drop-down and choose **Annual.**
22. Answer each question by selecting the option that corresponds to your answer.

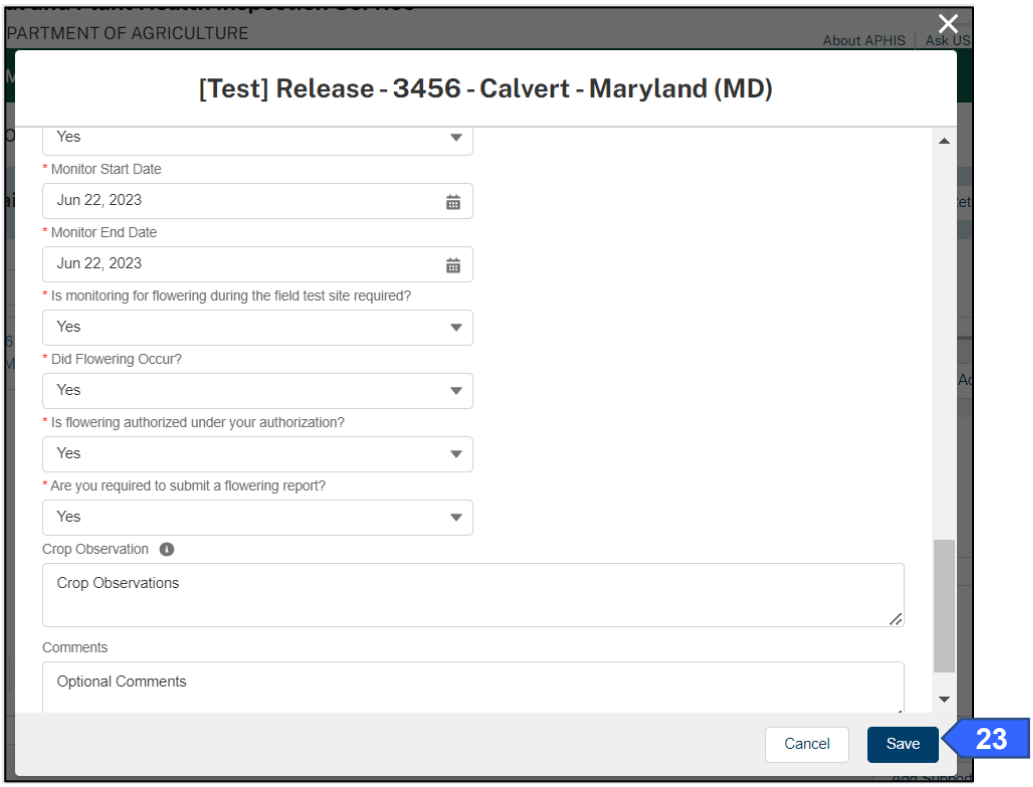


Note: The required questions will change depending on the answers you give. For example, if you indicate any materials were terminated in-field, two more required questions will appear on the screen.


PARTMENT OF AGRICULTURE
About APHIS
[Test] Release - 3456 - Calvert - Maryland (MD)
* How was off-field terminated material disposed?
Both (some of each)
* Stored or contained quantity
50.000
Stored Quantity CBI?
* Stored Units
Pounds
* Stored Material Type
Seed
* Description of storage location and material placed in storage
Storage location, material Description
* Off-field Destruction Date
Jun 22, 2023
* Off-field Destruction Description
Incinerated at X facility
Cancel
Save

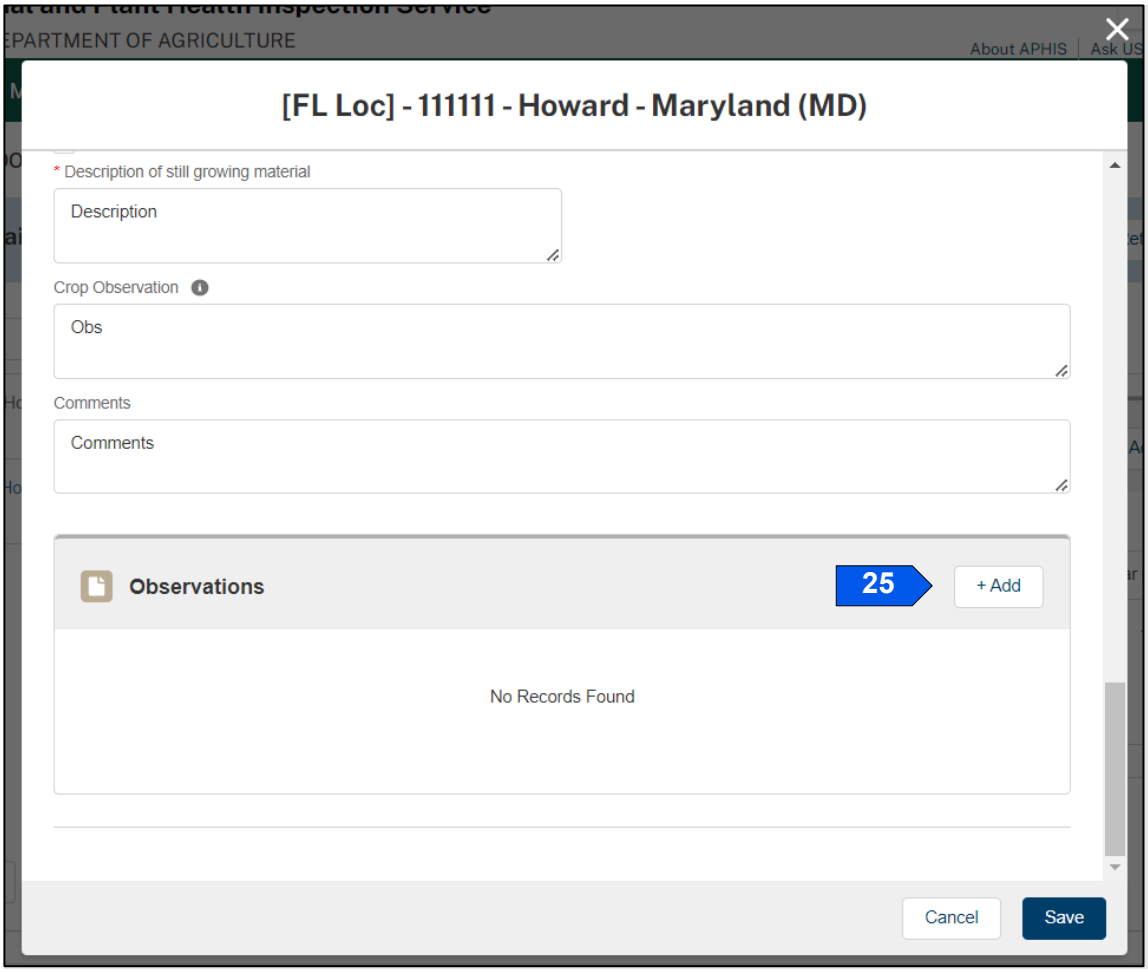

PARTMENT OF AGRICULTURE
About APHIS
[Test] Release - 3456 - Calvert - Maryland (MD)
* Was any planted material destroyed before harvest?
Yes
* Pre-harvest Destruction Date
Jun 22, 2023
* Pre-harvest Destruction Description
Terminated in Field prior to harvest
* Is any planting material still growing in the field?
Yes
* How much planted material is still growing in the field, in acres?
1.000
Still Growing Quantity CBI?
* Description of still growing material
Still growing...
* Is monitoring for volunteers during the field test required?
Yes
* Monitor Start Date
Cancel
Save

23. Select the **Save** button.

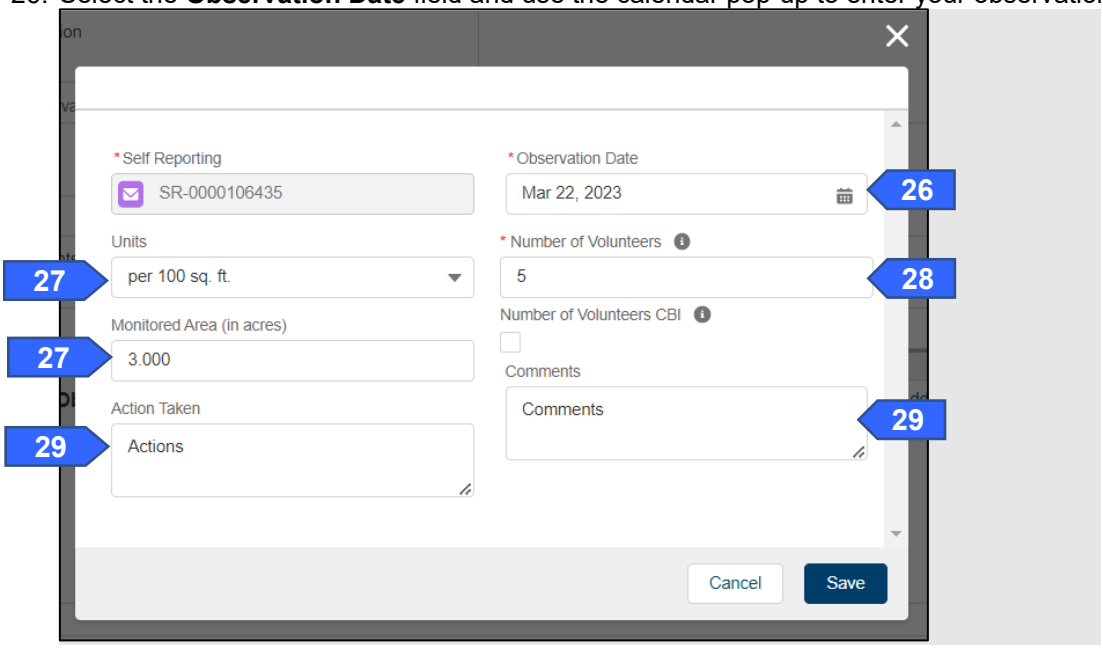


24. An additional **Observations** section would appear if you answered "Yes" to **"Is monitoring for volunteers during the field test required?".** If you answered "No", proceed to step 32.

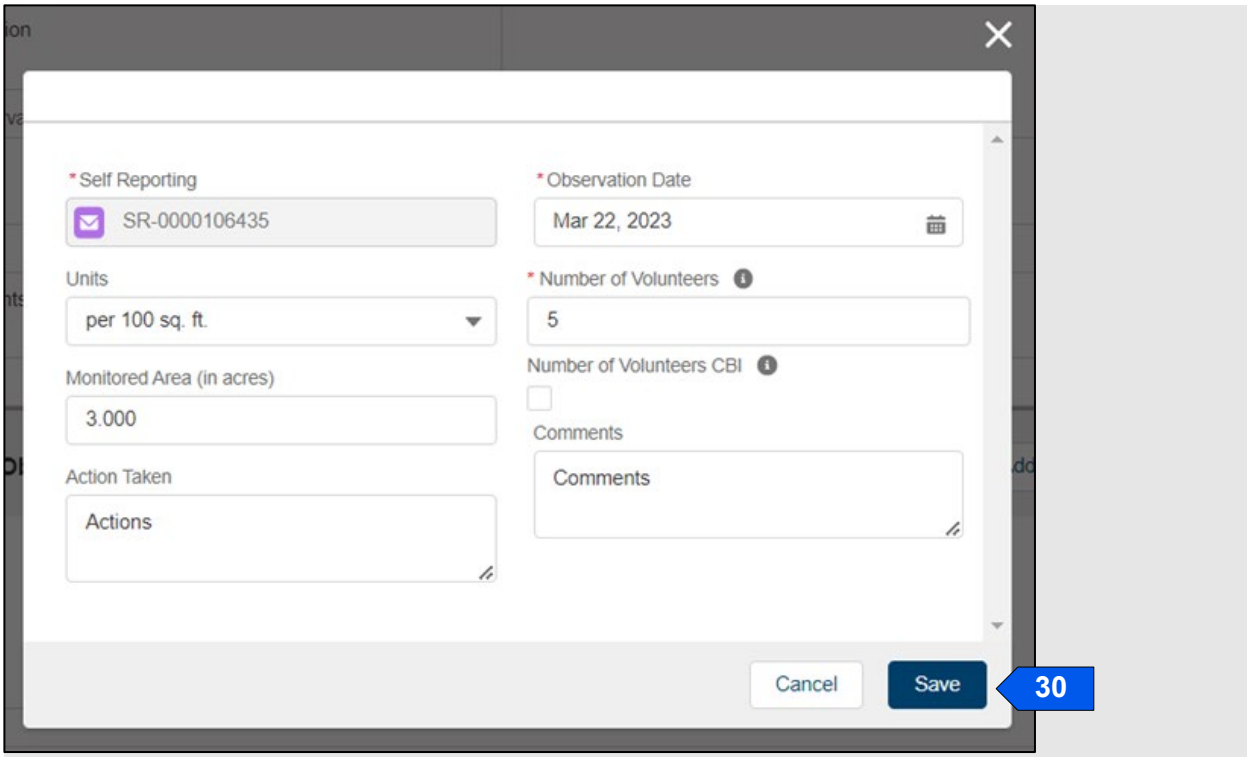
25. Select the **+ Add** button.



26. Select the **Observation Date** field and use the calendar pop-up to enter your observation date.

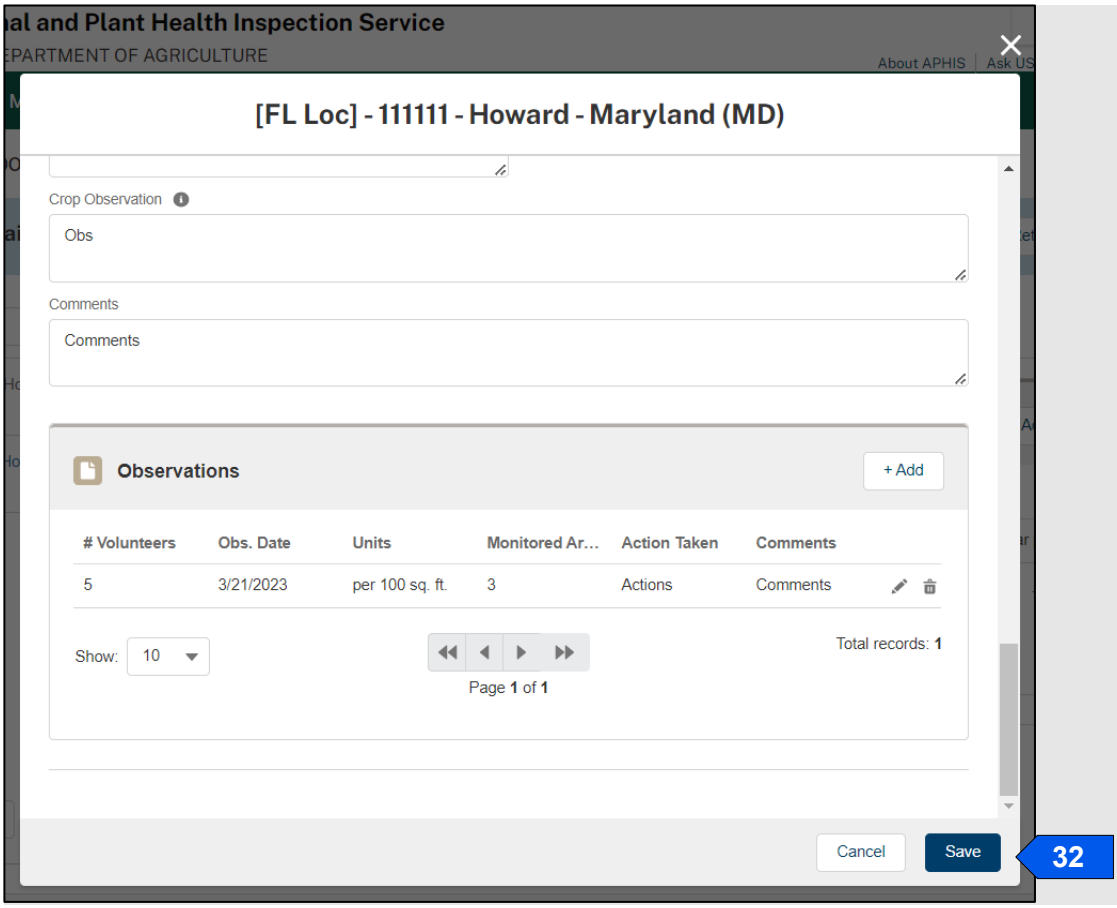


27. Select a unit of measure in the **Units** drop-down field.
    *Note: If "per field" is selected, you must include the **Monitored Area (in acres)** along with the observation. If another value is selected in the Units drop-down, the Monitored Area field is optional.*
28. Enter the **Number of Volunteers** (per unit indicated in step 26) located during the observation.
29. Describe the **Action Taken** and any **Comments** about the observation.
30. Select the **Save** button.

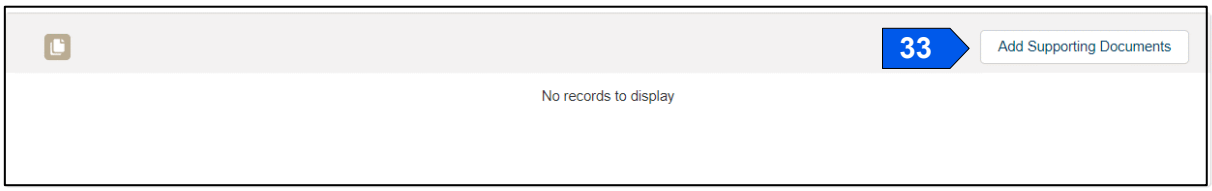


31. Repeat steps 25-30 to add additional observation entries for the monitoring period, if applicable.

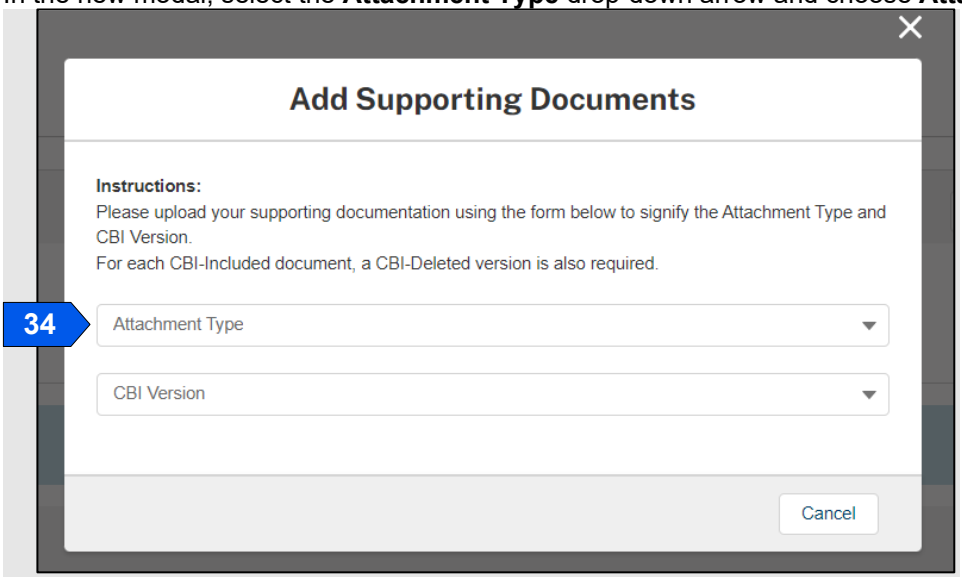
32. Select the **Save** button.



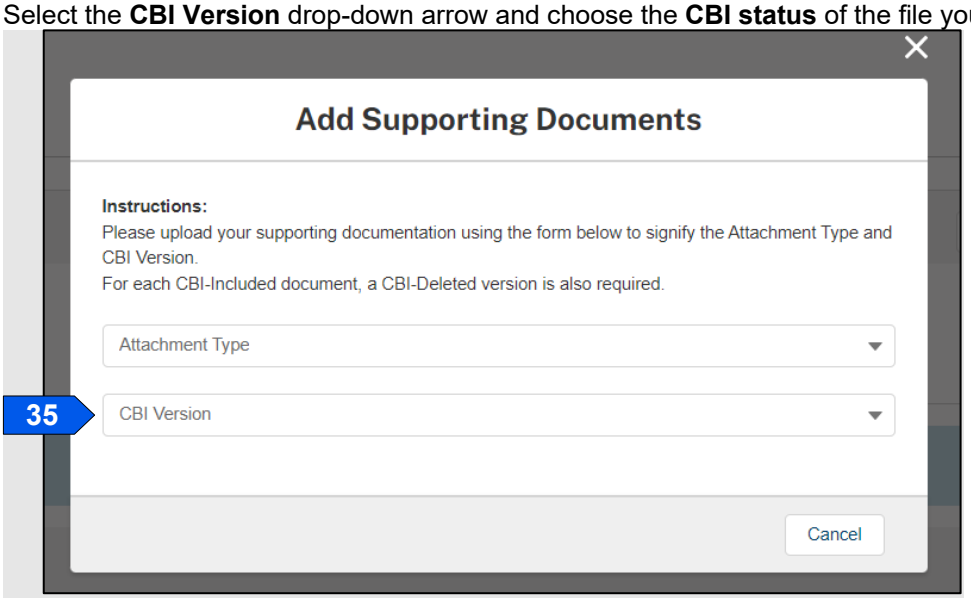
33. In the Supporting Documents section, select the **Add Supporting Documents** button.



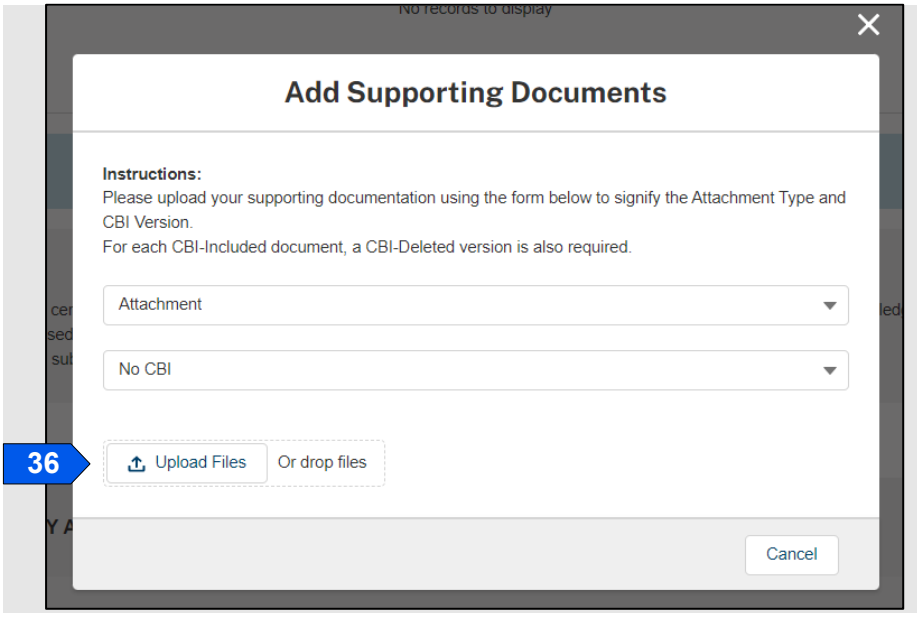
34. In the new modal, select the **Attachment Type** drop-down arrow and choose **Attachment.**



35. Select the **CBI Version** drop-down arrow and choose the **CBI status** of the file you want to upload.

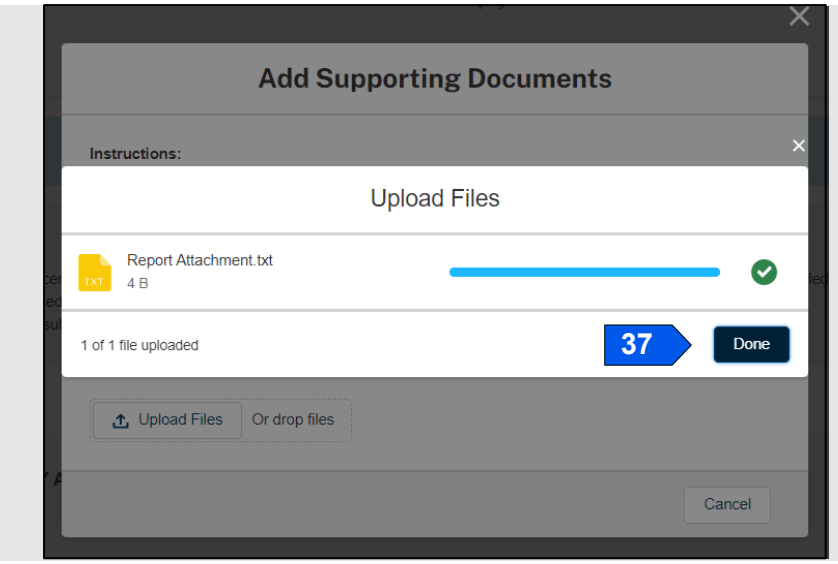


36. Select the **Upload Files** button to browse your computer and select the **file you want to upload**.



*Note: If you originally indicated there would be no CBI on your application, selecting the **No CBI** status for your document(s) will not protect any CBI in the attachment.*

37. Select the **Done** button.



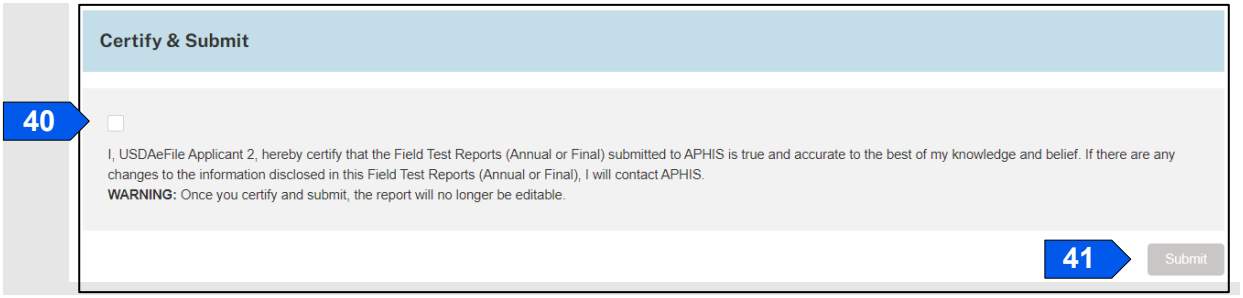
38. Repeat steps 33-37 until all your supporting documents have been uploaded.

    Note: If you are uploading a file that contains CBI, you must also upload a CBI-Deleted version of the file.

39. To preview a report or notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid from the Table of Contents.

40. Select the **I certify…** checkbox.

41. Select the **Submit** button.



42. To access a PDF copy of your submitted report or notice, see the **View Report/Notice PDF After Submission** section of this Job Aid.

Create Volunteer Monitoring Report/No Monitoring Report

You, the responsible person or application preparer, want to create a Volunteer Monitoring Report. Volunteer Monitoring Reports are often required for permits that include a release. An authorization's supplemental permit conditions will outline the types of reports required for each permit.

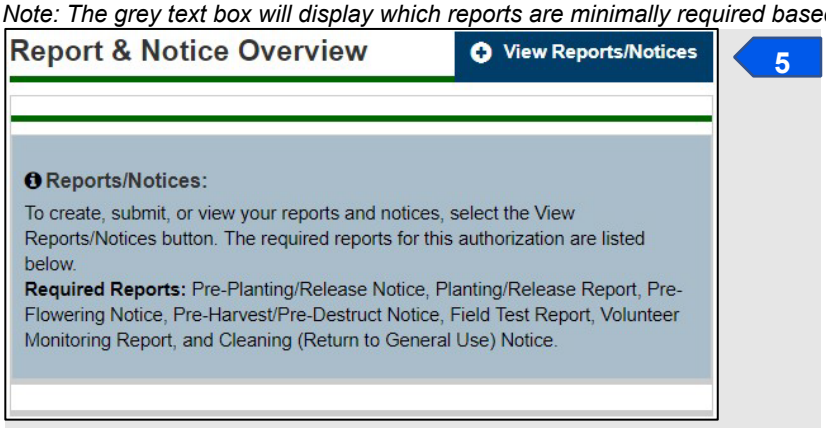
Instructions:

1. Log into APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXXX)** into the search bar.
4. Select the **View Details** button.

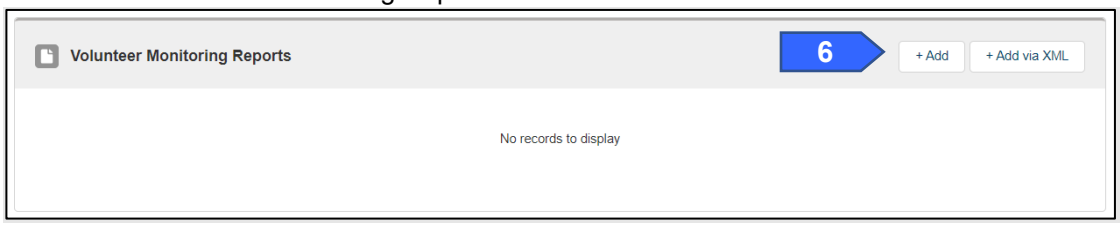


5. Scroll to the Report & Notice Overview section and select the **View Report/Notices** button.

Note: The grey text box will display which reports are minimally required based on your permit type.



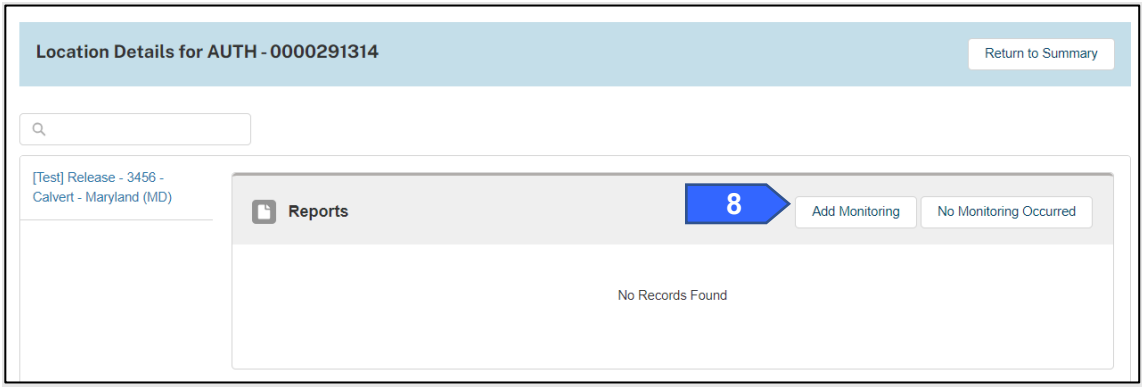
6. Scroll to the Volunteer Monitoring Reports section and select the **+ Add** button.



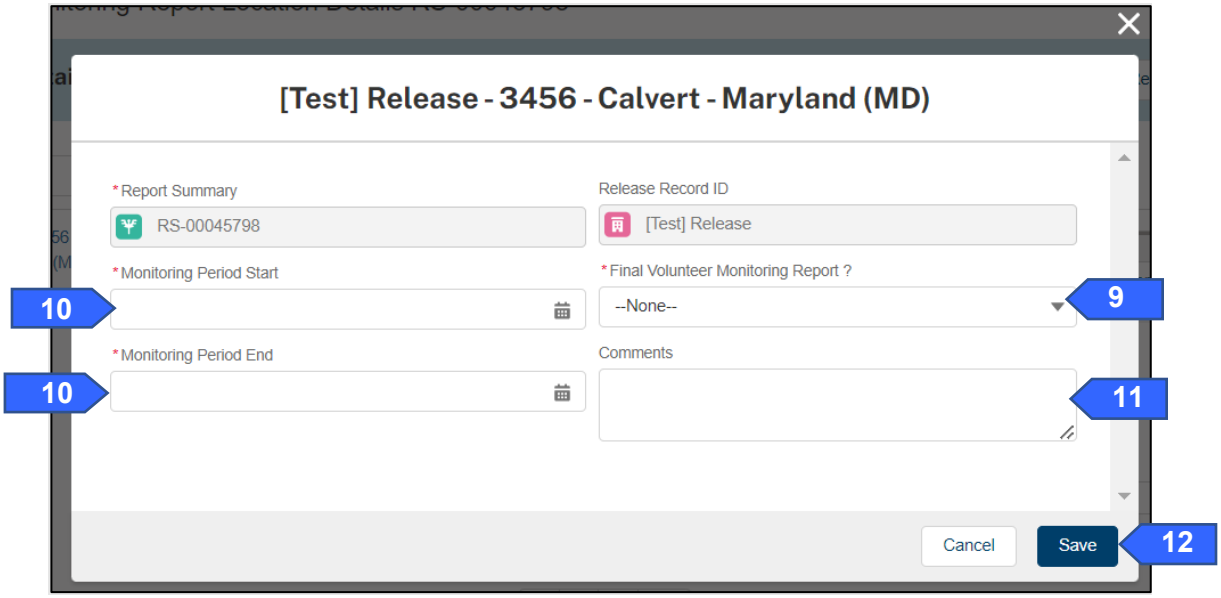
7. If monitoring occurred, proceed to step 8. If no monitoring occurred, proceed to step 33.

If Monitoring Occurred

8. In the Location Details section, select the **Add Monitoring button** for the associated release site. Only locations with submitted planting/release reports will be available for Volunteer Monitoring reporting.

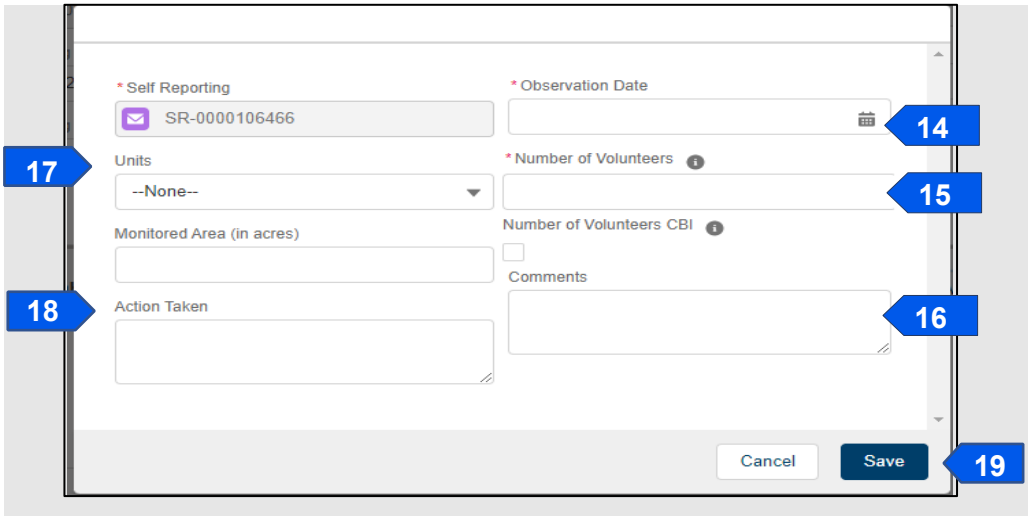


9. Select the **Final Volunteer Monitoring Report?** drop-down arrow and choose **Yes or No**.
10. Select the **Monitoring Period Start** field and use the calendar pop-up to enter **your monitoring start date** and select the **Monitoring Period End** field and use the calendar pop-up to enter **your monitoring end date**.

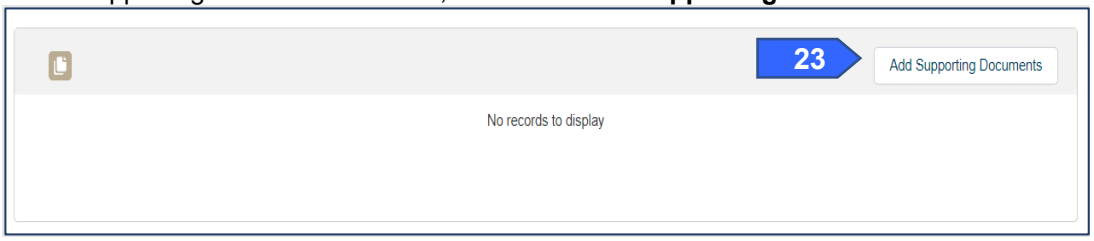


11. Select the **Comments** field and enter any **additional comments** into the text box.
12. Select the **Save** button.
13. In the Observations section, select the **+ Add** button.

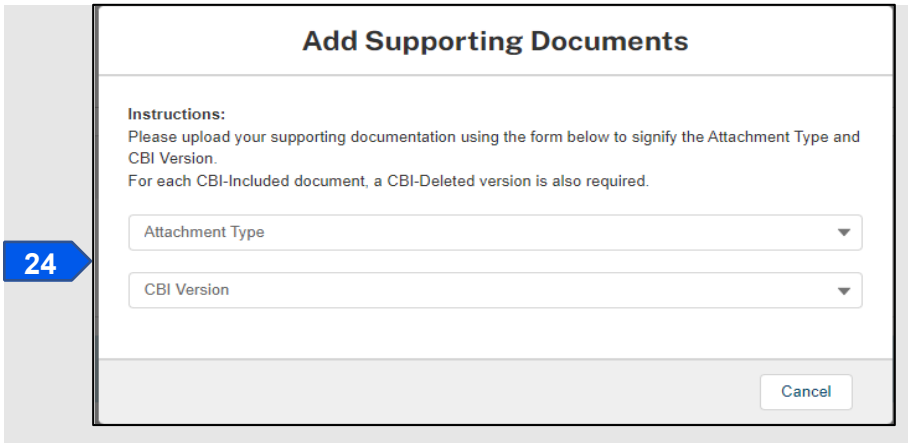




14. Select the **Observation Date** field and use the calendar pop-up to **enter the observation date**.
15. Select the **Number of Volunteers** field and enter the **number of volunteers**.
    Note: If there were no volunteers found during monitoring, enter the number 0.
16. Select the **Units** drop-down arrow and choose your **unit**.
    Note: If "per field" is selected, you must include the Monitored Area (in acres) along with the observation. If another value is selected in the Units drop-down, the Monitored Area field is optional.
17. Select the **Action Taken** field and enter your **actions taken regarding the volunteers**.
    Note: This field is required for all observations where the number of volunteers is greater than zero.
18. Select the **Comments** field and enter any **comments** into the text box.
19. Select the **Save** button.
20. Repeat steps 13-19 for all observations conducted during the monitoring period indicated in step 9.
21. Select the **Cancel** button.
22. To report another monitoring period and observations for the same release site, select the **Add Monitoring button** associated with your same release site and repeat steps 8-21. You may also select the **Add Monitoring button** for a different release location and repeat the same steps.
23. In the Supporting Documents section, select the **Add Supporting Documents** button.



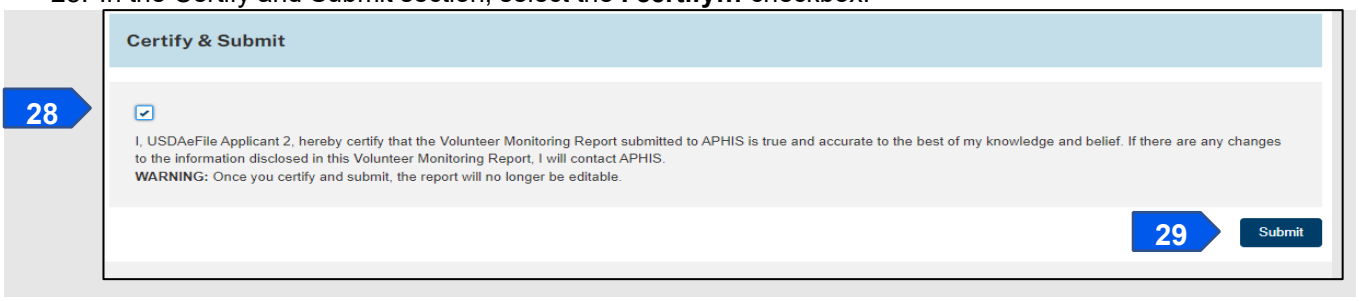
24. In the new window, select the **Attachment Type and CBI Version drop-down options**.



*Note: If you originally indicated there would be no CBI on your application, selecting the **No CBI** status for your document(s) will not protect any CBI in the attachment.*

25. Browse your computer and select the **file you want to upload**.
26. Repeat steps 23-25 until all your supporting documents have been uploaded.

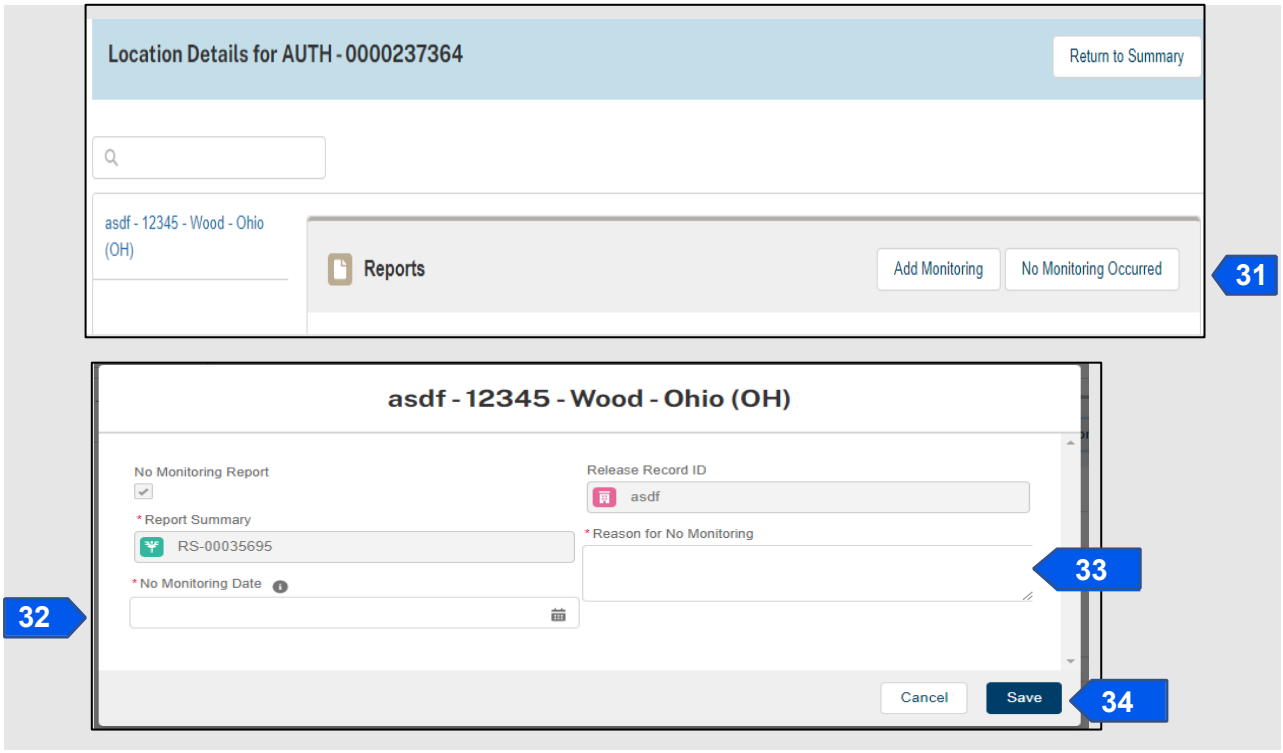
    Note: If you are uploading a file that contains CBI, you must also upload a CBI-Deleted version of the file.
27. To preview a report or notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid from the Table of Contents.
28. In the Certify and Submit section, select the **I certify…** checkbox.



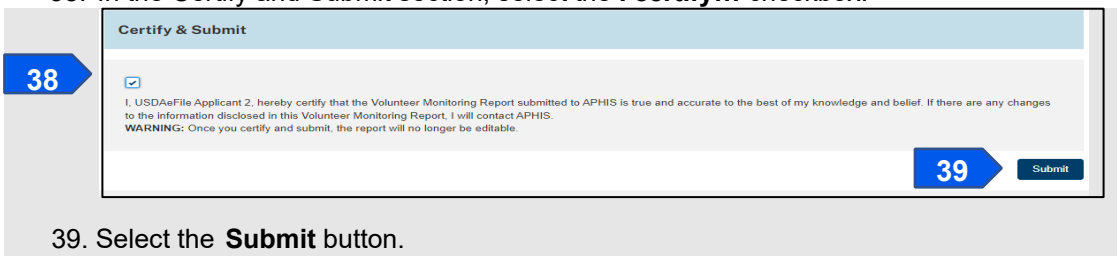
29. Select the **Submit** button.
30. To access a PDF copy of your submitted report or notice, see the **View Report/Notice PDF After Submission** section of this Job Aid.

If No Monitoring Occurred

31. In the Location Details section, select the **No Monitoring Occurred button** associated with the release site where no monitoring occurred.



32. Select the **No Monitoring Date** field and use the calendar pop-up to enter the either **today's date** or the **date when no monitoring occurred** because of environmental condition or design protocols.
33. Select the **Reason for No Monitoring** field and enter the **reason you did not monitor**.
34. Select the **Save** button.
35. To report another period where no monitoring occurred for the same release site, select the **No Monitoring Occurred button** associated with your same release site and repeat steps 33-35. You may also select the **No Monitoring Occurred button** for a different release location and repeat the same steps.
36. To upload supporting documentation, proceed with steps 23-25.
37. To preview a report or notice PDF prior to submission, see the **View Report/Notice PDF Before Submission** section of this Job Aid from the Table of Contents.
38. In the Certify and Submit section, select the **I certify…** checkbox.



39. Select the **Submit** button.

View Report/Notice PDF Before Submission

You, the responsible person or application preparer, want to view the PDF of a Self-Report that has been drafted but not submitted.

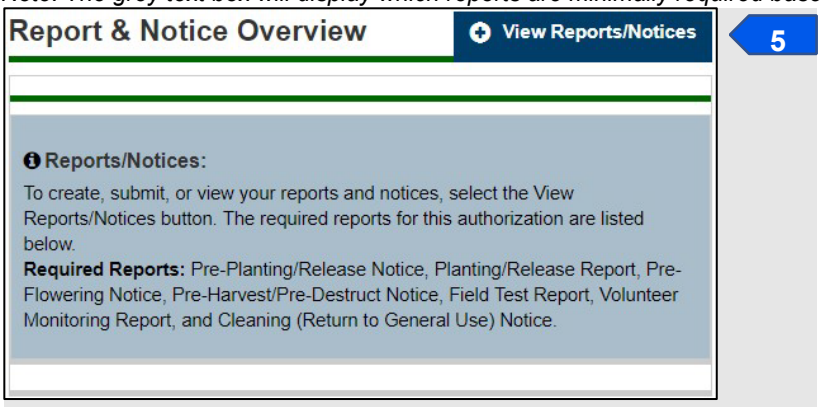
Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXXX)** into the search bar.
4. Select the **View Details** button.

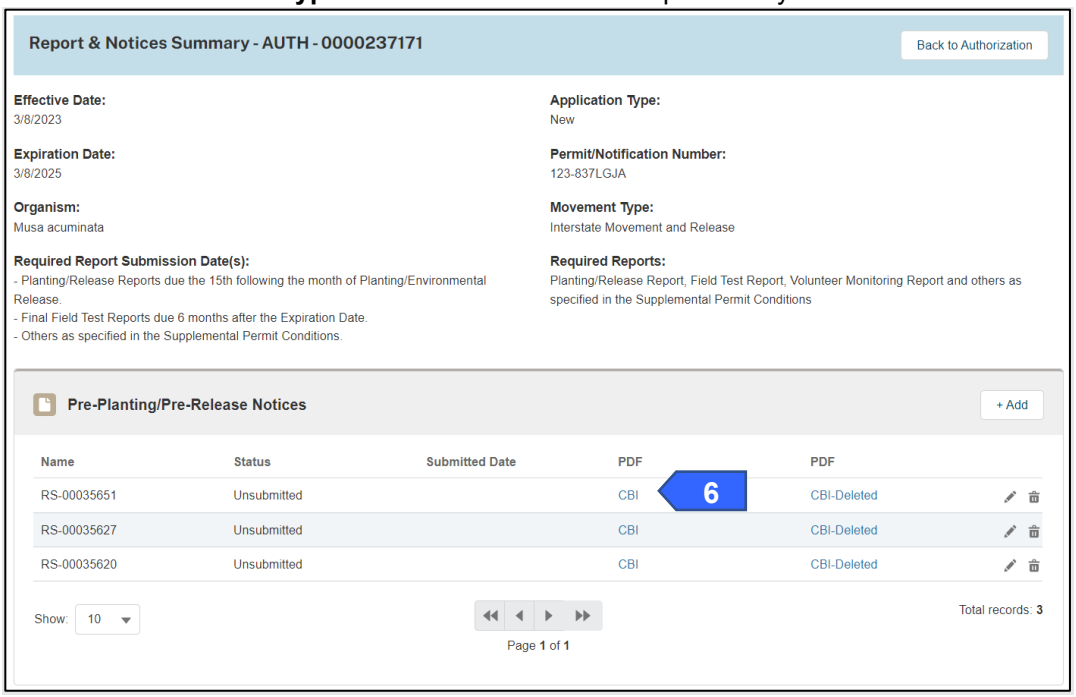


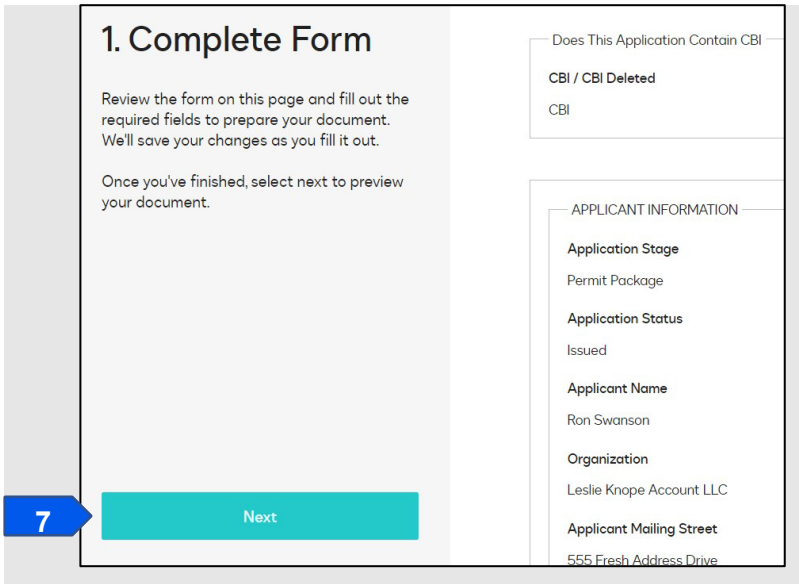
5. Scroll to the Report & Notice Overview section and select the **View Report/Notices** button.

Note: The grey text box will display which reports are minimally required based on your permit type.



6. Select the **CBI version hyperlink** associated with the report PDF you want to view.



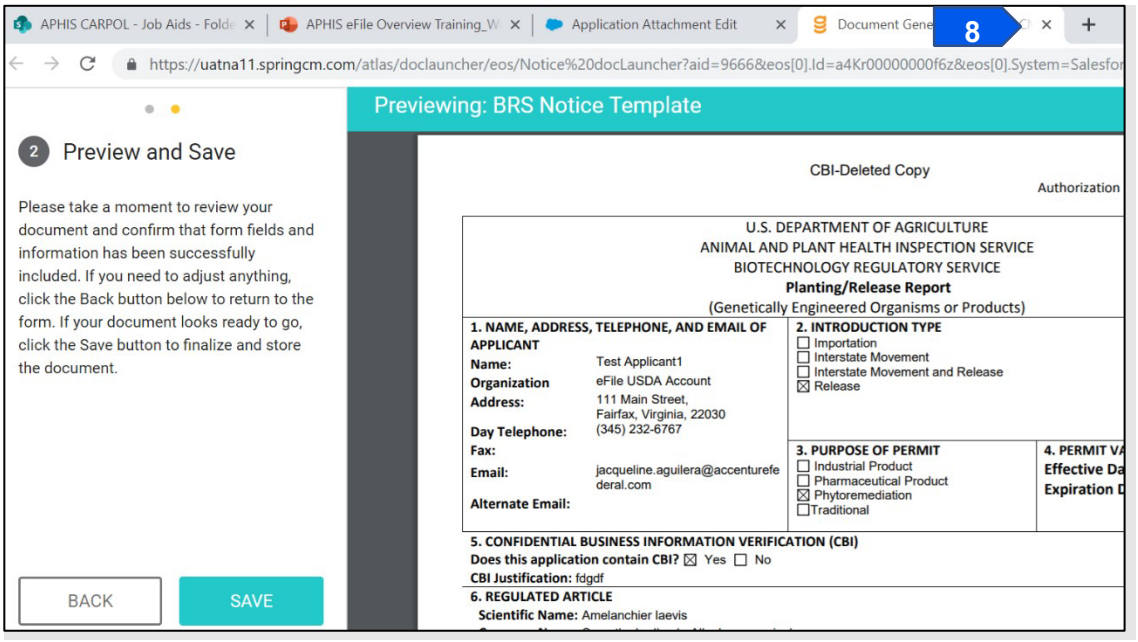


7. A new Document Generation tab will open. Select the **Next** button to proceed with generating a PDF preview of the report.

   Note: This view does not allow you to add or edit data.

8. View the PDF and then **close the window**.

   Note: Do NOT save the PDF. By selecting Save, the unfinished version of the PDF will be saved into the Supporting Documents section. To download a local copy of the unsubmitted report, right click the on-screen document preview and select "Save as…".


APHIS CARPOL - Job Aids - Folde
APHIS eFile Overview Training_W
Application Attachment Edit
Document Gene
8
https://uatna11.springcm.com/atlas/doclauncher/eos/Notice%20docLauncher?aid=9666&eos[0].Id=a4Kr00000000f6z&eos[0].System=Salesfor
2 Preview and Save
Please take a moment to review your document and confirm that form fields and information has been successfully included. If you need to adjust anything, click the Back button below to return to the form. If your document looks ready to go, click the Save button to finalize and store the document.
BACK
SAVE
Previewing: BRS Notice Template
CBI-Deleted Copy
Authorization
U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
BIOTECHNOLOGY REGULATORY SERVICE
Planting/Release Report
(Genetically Engineered Organisms or Products)
1. NAME, ADDRESS, TELEPHONE, AND EMAIL OF APPLICANT
Name: Test Applicant1
Organization eFile USDA Account
Address: 111 Main Street, Fairfax, Virginia, 22030
Day Telephone: (345) 232-6767
Fax:
Email: jacqueline.aguilera@accenturefederal.com
Alternate Email:
2. INTRODUCTION TYPE
☐ Importation
☐ Interstate Movement
☐ Interstate Movement and Release
☒ Release
3. PURPOSE OF PERMIT
☐ Industrial Product
☐ Pharmaceutical Product
☒ Phytoremediation
☐ Traditional
4. PERMIT VA
Effective Da
Expiration D
5. CONFIDENTIAL BUSINESS INFORMATION VERIFICATION (CBI)
Does this application contain CBI? ☒ Yes ☐ No
CBI Justification: fdgdf
6. REGULATED ARTICLE
Scientific Name: Amelanchier laevis

View Report/Notice PDF After Submission

You, the responsible person or application preparer, want to view or download a Report or Notice that you have submitted.

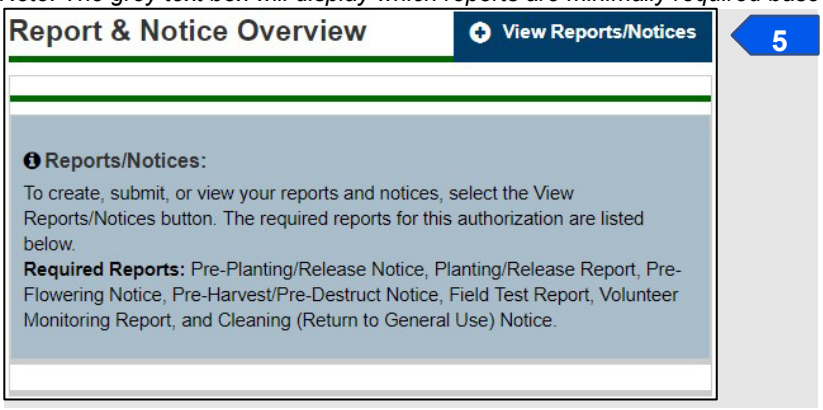
Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXXX)** into the search bar.
4. Select the **View Details** button.



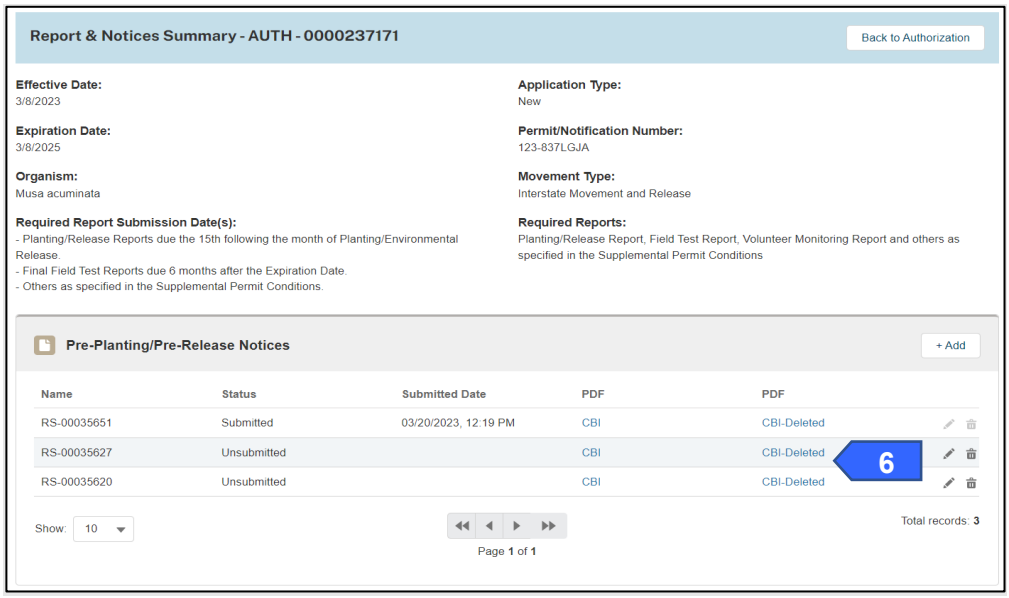
5. Scroll to the Report & Notice Overview section and select the **View Report/Notices** button.

   Note: The grey text box will display which reports are minimally required based on your permit type.

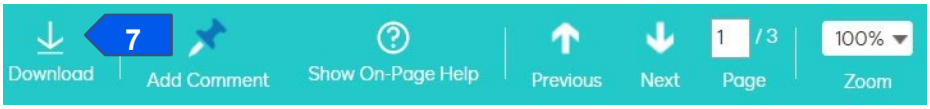


6. Select the **CBI version hyperlink** associated with the Self Report you have submitted and want to view.

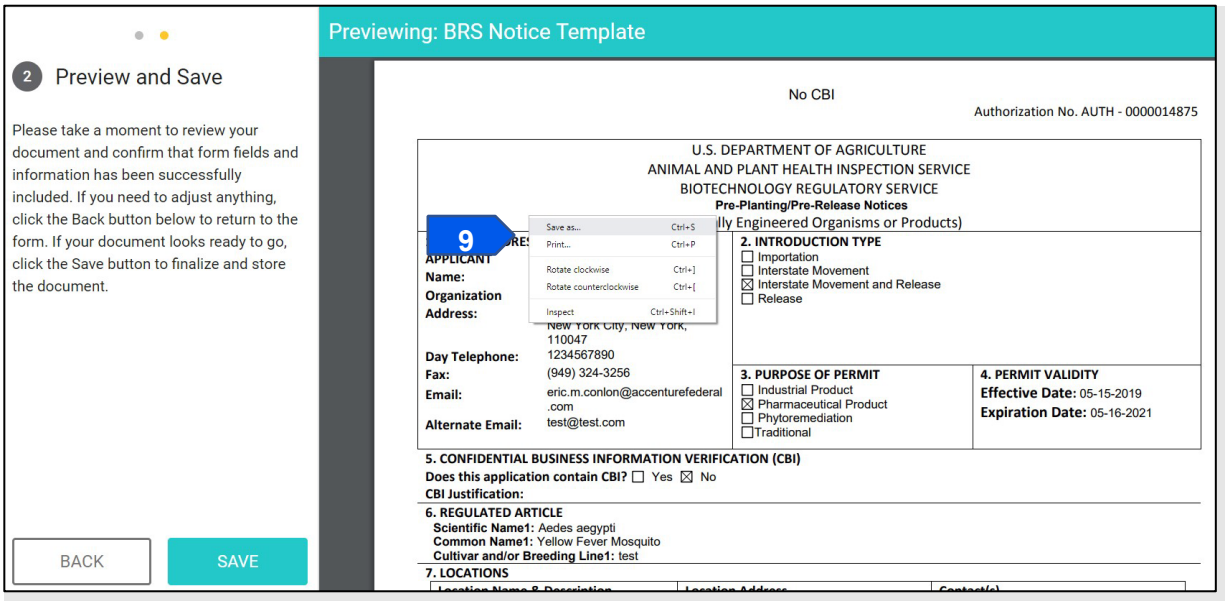
   Note: For Planting/Environmental Release Reports and Volunteer Monitoring Reports, it will take approximately 15 minutes after submission for the documents to become available. Reports containing larger amounts of data may take several hours to become available.



7. For Planting/Release and Volunteer Monitoring reports, which store static PDF copies of data submitted over time, the report PDF will open in a new tab. You may view the document in the window or select the **Download** button in the top right to save a local copy.



8. Field Test Reports and notice PDFs are generated for each submission. In the new tab, select the **Next** button.
9. When the preview opens, review the file in the tab. To download a copy, **right-click** on the PDF preview and choose **Save as…**



10. Save the file as a PDF to the location of your choice.

Respond to Compliance Incident Proceedings

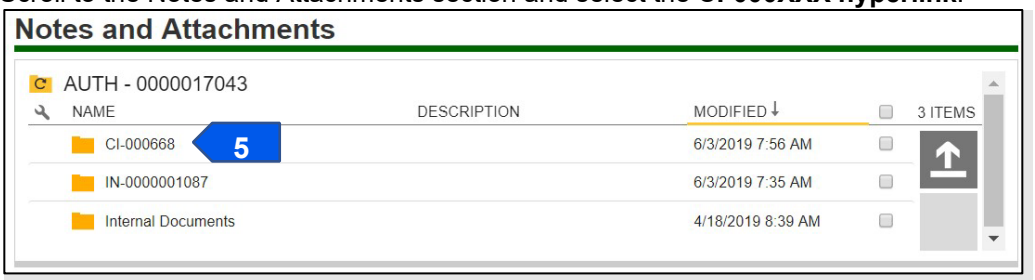
APHIS has requested either more information or specific mitigation/compliance response actions from you, the responsible person or application preparer, in relation to a compliance incident under an authorization. As a result, you need to submit documents to APHIS regarding the incident.

Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXX)** into the search bar.
4. Select the **View Details** button.



5. Scroll to the Notes and Attachments section and select the **CI-000XXX hyperlink**.



6. Select the **Responsible Party Documents folder hyperlink**.



7. Select the **Upload Arrow** button.



8. Browse your computer and select your files.
9. You will receive a message that your files have uploaded successfully.



Provide Documentation for Inspection

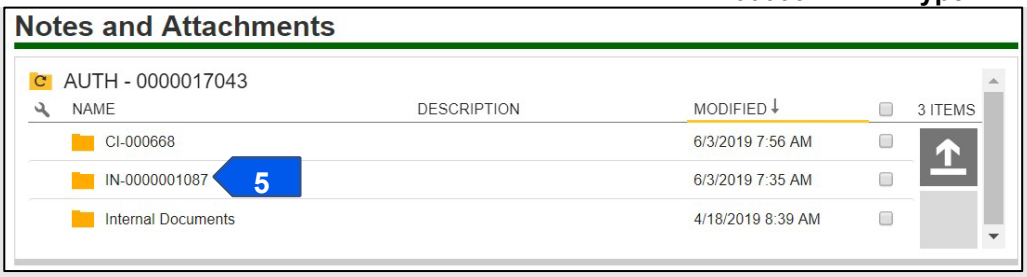
APHIS has requested more information from you, the responsible person or application preparer, in relation to an inspection under an authorization. As a result, you need to submit documents to APHIS.

Instructions:

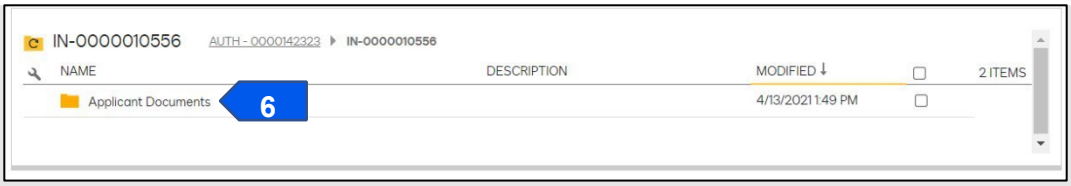
1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXX)** into the search bar.
4. Select the **View Details** button.



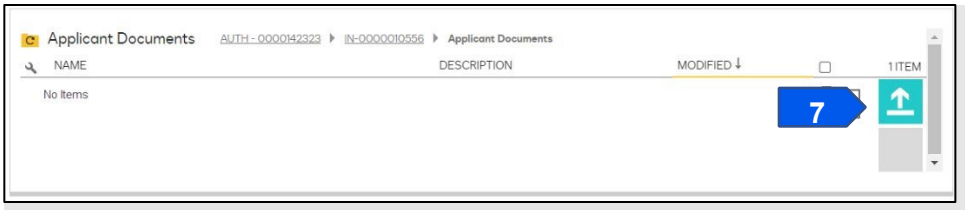
5. Scroll to the Notes and Attachments section and select the **IN-00000XXXXX hyperlink**.



6. Select the **Applicant Documents folder hyperlink**.



7. Select the **Upload Arrow** button.



8. Browse your computer and select your files.
9. You will receive a message that your files uploaded successfully.



Access Inspection Results Letter

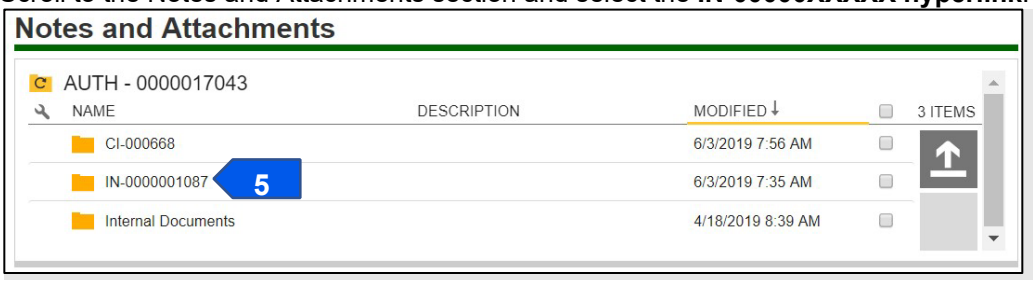
APHIS has shared with you, the responsible person or application preparer, the results of an inspection conducted under an authorization. As a result, you may view or download a copy of the results.

Instructions:

1. Login to APHIS eFile.
2. Select the **My Activity tab**.
3. Enter your **Authorization number (AUTH-00000XXXX)** into the search bar.
4. Select the **View Details** button.



5. Scroll to the Notes and Attachments section and select the **IN-00000XXXXX hyperlink**.



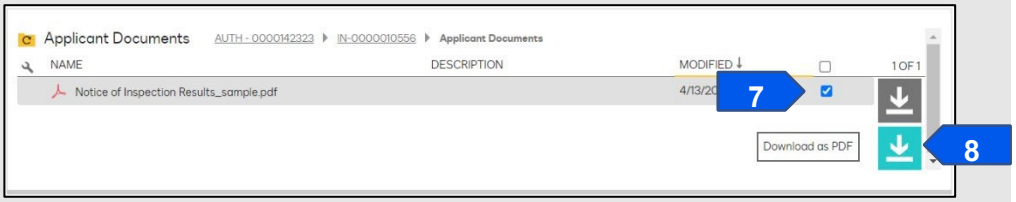
6. Select the **Applicant Documents folder hyperlink**.



7. To download a copy, select the **checkbox** associated with the desired file.

   *Note: Depending on your organization's firewall settings, these buttons may not be available. You may also select the name of the file, which will open the document in a new window. If you elect to use this option, find and select the **Download** button to save the file to your computer.*

8. Select the **Download as PDF** button.



9. The file will save to your computer.

Thank you for using APHIS eFile!

We hope this guide helps you navigate, submit, and manage permits and compliance reports in APHIS eFile!

For eAuthentication Support:

For assistance in applying for a USDA eAuthentication ID and password, please contact USDA.

Website: https://www.eauth.usda.gov/home

Contact Us: https://www.eauth.usda.gov/eauth/b/usda/contactus

FAQ: https://www.eauth.usda.gov/eauth/b/usda/faq

Phone: (866) 794-2827

For APHIS eFile Technical Support:

For technical support regarding APHIS eFile, please contact the Marketing and Regulatory Program (MRP) Helpdesk. Technical support includes account management, errors within the APHIS eFile system, or problems accessing information such as an issued Permit.

Email: help@aphis.usda.gov

Phone: (877) 944-8457

Web: http://help.aphis.usda.gov

For Assistance with BRS Permits and Reports:

For questions and help with Biotechnology Regulatory Services (BRS) permits and compliance reports, please contact the Animal Plant Health Inspection Service (APHIS) BRS support staff.

BRS Permits Team: BRSPermits@usda.gov

BRS Compliance Team: BRSCompliance@usda.gov

BRS eFile Team: BRS.eFile@usda.gov