



APHIS eFile: BRS Applicant Training

BRS Permit Applications (APHIS 2000) in APHIS eFile

- **Welcome to APHIS eFile**
- **Submitting Permit Applications**
- **Post-Submission Activities**
- **Managing Compliance**

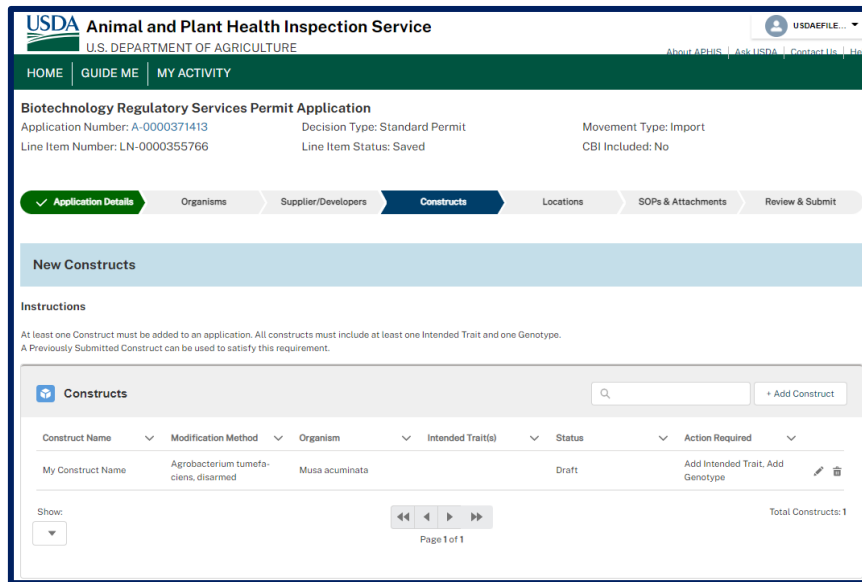
WELCOME!

USDA APHIS Biotechnology Regulatory Services (BRS) applicants must use APHIS eFile to submit permit applications for importation, interstate movement, or environmental release of organisms developed using genetic engineering.

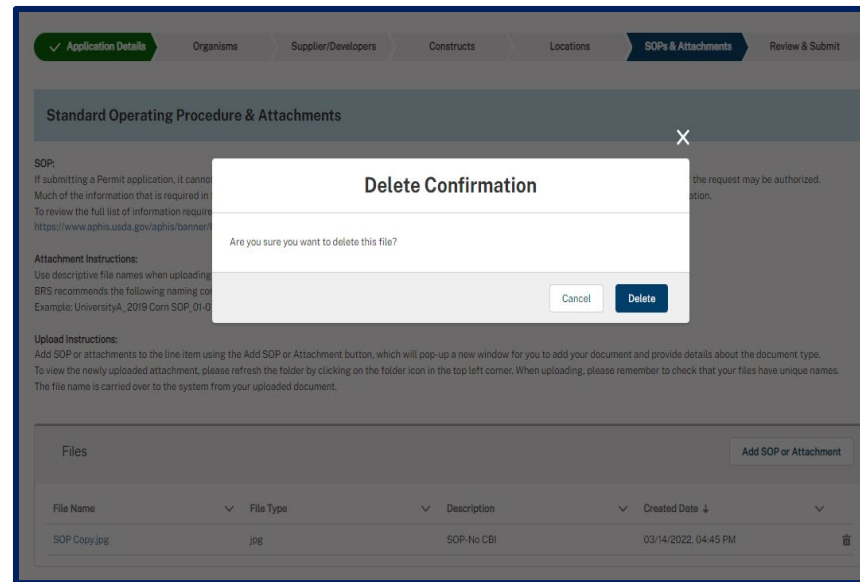
WHAT'S NEW?

On March 28, 2022, BRS' Permit Application was updated in APHIS eFile:

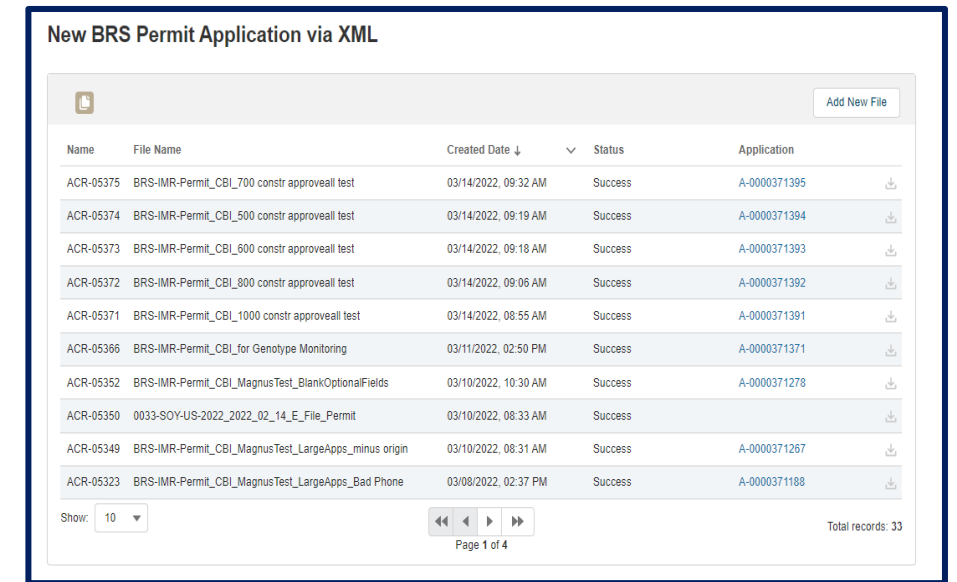
Modernized Web Application Interface



Improved SOP/Attachment Area



Remodeled XML Upload Table







Applications up to 500 Constructs and 250 Locations may be submitted!

PDF generation process updated to output PDFs of all sizes!

TRAINING OBJECTIVES

This training will teach new and existing BRS applicants how to draft and submit BRS applications for review using the updated interface, and perform post-submission activities such as editing applications, reviewing permit conditions, and submitting compliance reports.

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Watch Training Recording Part 1:

<https://usda.adobeconnect.com/pikjvu9ygw8w/>


Watch Training Recording Part 2:

<https://usda.adobeconnect.com/p5pxmosp10ns/>

Welcome to APHIS eFile



WELCOME TO APHIS EFILE

 **Account Registration**
Pages 8-9

 **Manage your Account**
Page 10

 **Your Home Tab**
Page 11-12

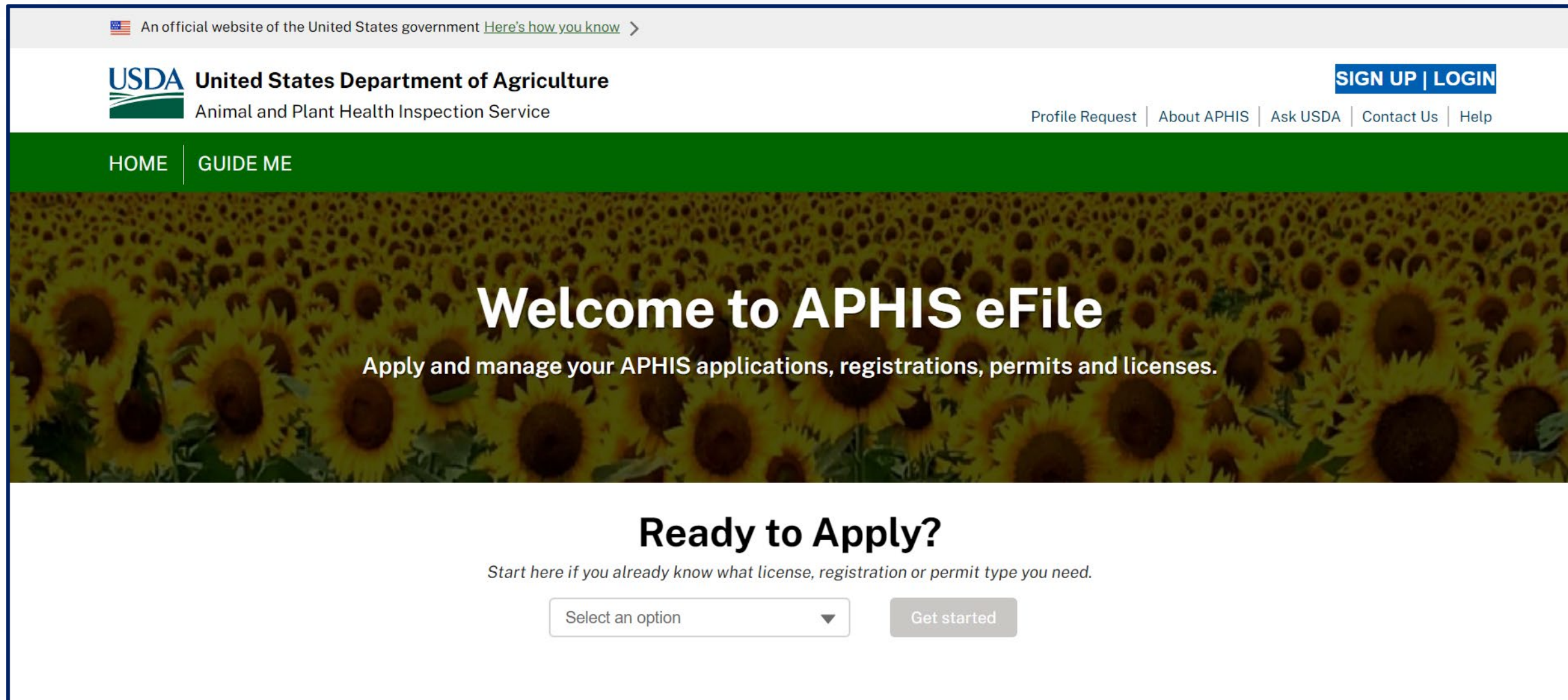
 **Access your Applications, Authorizations, Permits, etc.**
Page 13

 **Understanding Applications, Authorizations, Line Items, etc.**
Page 14

Account Registration

Visit <https://efile.aphis.usda.gov/> to create your APHIS eFile account.

To sign up, an identity-verified [USDA eAuthentication Account](#) is **required**.



The screenshot shows the APHIS eFile website homepage. At the top, there is a header with the USDA logo and the text "United States Department of Agriculture" and "Animal and Plant Health Inspection Service". To the right of the header are links for "SIGN UP | LOGIN", "Profile Request", "About APHIS", "Ask USDA", "Contact Us", and "Help". Below the header is a green navigation bar with "HOME" and "GUIDE ME" links. The main content area features a large banner with a sunflower background. The banner text reads "Welcome to APHIS eFile" and "Apply and manage your APHIS applications, registrations, permits and licenses." Below the banner is a section titled "Ready to Apply?" with the subtext "Start here if you already know what license, registration or permit type you need." This section contains a dropdown menu with the text "Select an option" and a "Get started" button.

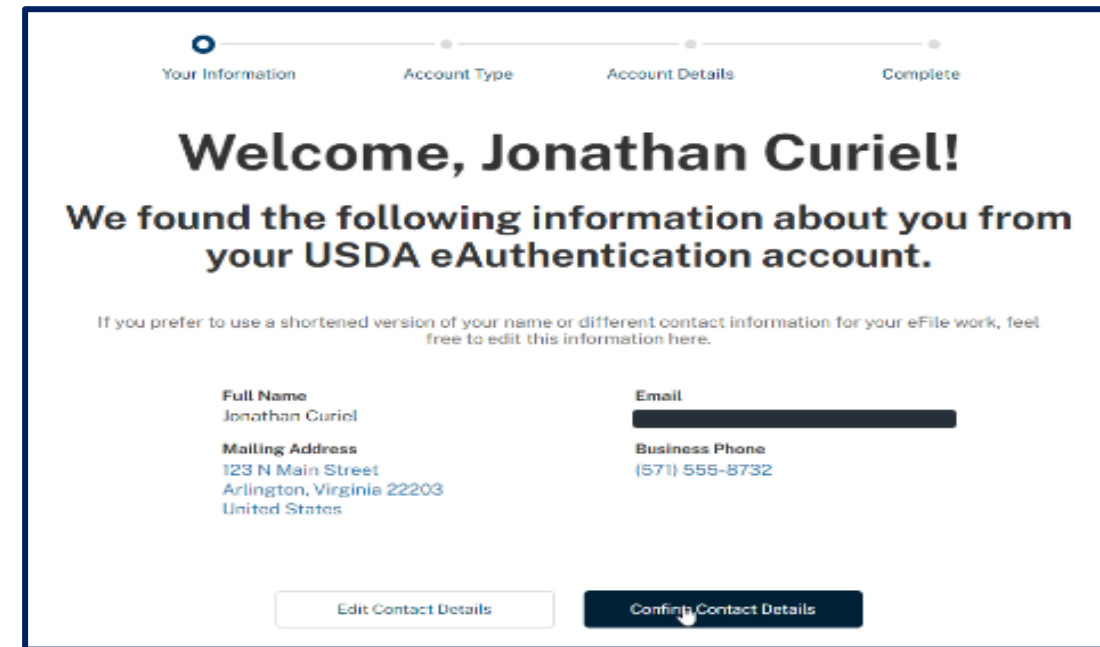
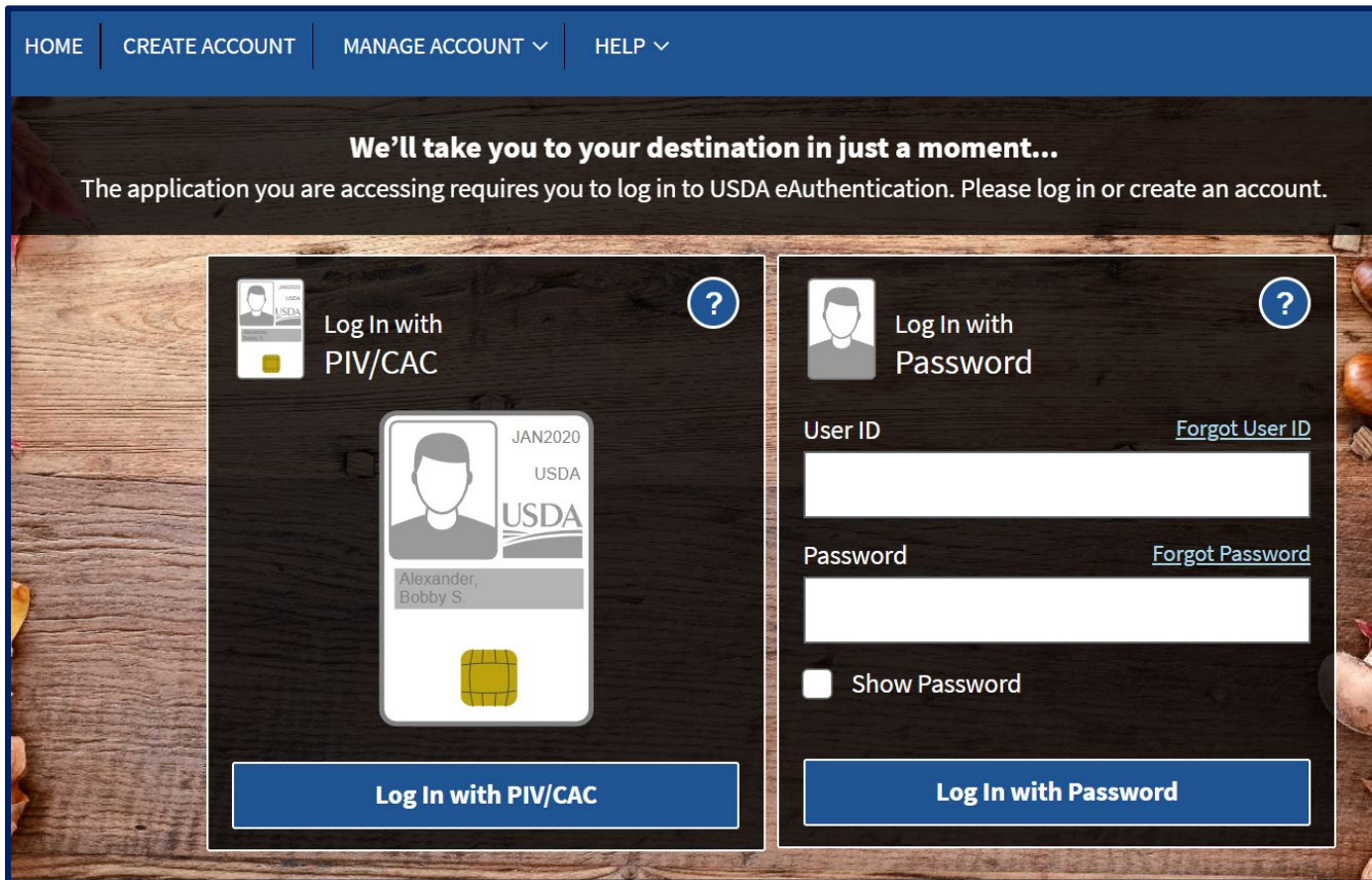
Click [here](#) to learn more about registration!

Account Registration

If you do not have a USDA eAuthentication Account, select **Create Account** and follow the on-screen prompts.

When you register, your contact information will import from your USDA eAuthentication account.

Edit your **Contact Details** to match your business address, email, and phone number, and confirm.

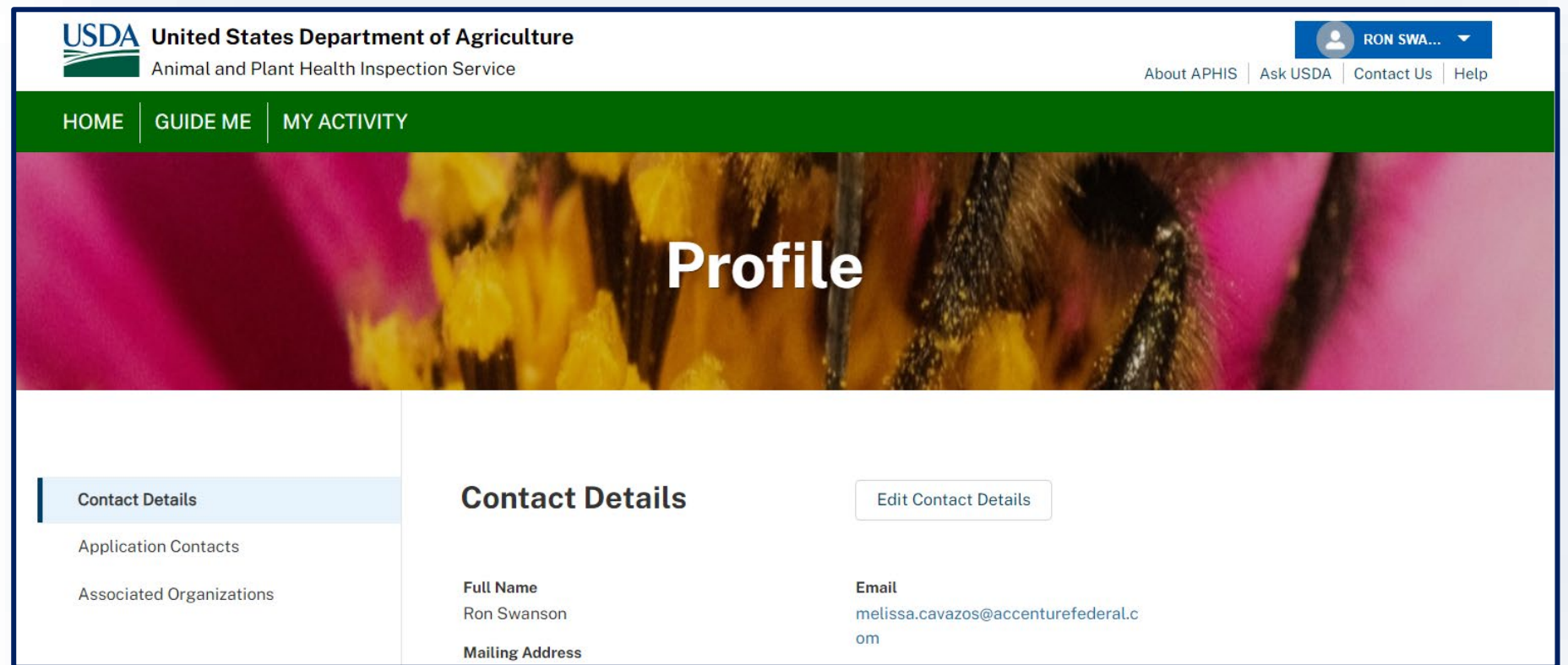


Manage Your Account

Visit **My Profile** to update Contact and Organization information as needed.

Use the **Associated Organizations** tab to:

- Adjust your private account name.
- Set up or join a shared [Organization Account](#).
 - Note that new Organizations take a few minutes to appear after creation.



Your Home Tab

The screenshot shows the APHIS eFile Home Tab interface. At the top left is the USDA logo and text: "USDA Animal and Plant Health Inspection Service U.S. DEPARTMENT OF AGRICULTURE". At the top right is a user profile for "RON SWAN..." with a dropdown arrow. Below this is a navigation bar with "HOME", "GUIDE ME", and "MY ACTIVITY". The main header features a sunflower background with the text "Welcome to APHIS eFile" and "Apply and manage your APHIS applications, registrations, permits and licenses." Below this is a "Ready to Apply?" section with a dropdown menu labeled "Select an option" and a "Get started" button. The "Your Activity" section contains three buttons: "Applicant Action Required 65", "Draft 1327", and "View All Activity". At the bottom is a decorative illustration of a rabbit in a field with carrots and plants.

Your **Home** tab in APHIS eFile includes several shortcuts to:

- Start an APHIS application, including an APHIS 2000.
- Pre-filtered views of your activity in APHIS eFile.
- Links and resources for various APHIS programs.

Your Home Tab

Your Home Tab also contains a link to view constructs submitted on BRS applications.

The BRS Construct dashboard is linked in the Construct card.

The screenshot shows the APHIS eFile Home Tab interface. At the top, the USDA logo and "United States Department of Agriculture" are displayed, along with "Animal and Plant Health Inspection Service". A user profile for "RON SWA..." is visible in the top right corner. Below the header, there are navigation links: "HOME", "GUIDE ME", and "MY ACTIVITY". The main content area features a large banner with a sunflower background, reading "Welcome to APHIS eFile" and "Apply and manage your APHIS applications, registrations, permits and licenses." Below the banner, there are several cards. One card on the left has a clipboard icon and asks "Would you like to review your BRS Construct records (including Intended Trait(s) and Genotypes)?" with a link to "Click here to log in and access your BRS Constructs dashboard." Another card on the right has a ship icon and asks "Do you have an on-hold shipment of APHIS VS regulated commodities?" with a link to "Submit a VS 16-79 application to receive VS on-hold assistance".

Access your Applications, Authorizations, Permits, etc.

Select **My Activity** to access your Applications, Authorizations, Permits, etc.

This area will be blank until you create applications in APHIS eFile.

Use the **Filter** to select Activity Type or Status to further refine your results.

USDA United States Department of Agriculture
Animal and Plant Health Inspection Service

HOME | GUIDE ME | **MY ACTIVITY**

RON SWA...

About APHIS | Ask USDA | Contact Us | Help

My Activity

Filter

Filters Applied (0) [Clear All](#)

Activity Type

- Applications (2025)
- Authorizations (426)
- Letters (293)
- Permits (423)

Status

- Acknowledged (24)
- Applicant Action Required / Waiting on Customer (73)
- Cancelled (15)
- Denial Issued (1)
- Denied (24)
- Draft / Open (948)

Search your activity

Showing 3167 of 3167 items

Sort by [Select an option](#)

Ref#	Program	Applicant	Commodity Type	Started	Submitted	Status
A-00005412	PPQ PPQ-587	Test USDAeFile Applicant1	Fruits and Vegetables	09/14/2020	09/15/2020	Applicant Action Required
A-00005421	PPQ PPQ-587	Test USDAeFile Applicant1	Fruits and Vegetables	09/15/2020	09/15/2020	Applicant Action Required

APHIS eFile Records: Understanding Applications, Authorizations, Line Items, etc.

Applications

Draft and submit for permit authorizations.

Application Details	
Application Number:	A-0000184628
Application Type:	New
Application Name:	Test USDAeFile Applicant-2
Application Email:	tara.marostica@usda.gov
Application Phone:	3235551114
Application Fax:	
Organization:	Leslie Knope Account LLC
Shared With:	Leslie Knope Account LLC
Status:	Draft
Withdrawn By:	
Withdrawn Date/Time:	
Applicant Address:	330 Lurgan, SOUTH SAN FRANCISCO, California, 94080, United States

Authorizations

APHIS process for reviewing applications and issuing permits.

Authorization Detail	
Decision Type	Permit
Decision Status	Submitted
Application Number	A-0000046281
Authorization Number	AUTH - 0000032302
Authorization Type	Biotechnology Regulatory Services - Standard Permit

Line Items

Contains all the details of your application.



Submitting Permit Applications

SUBMITTING PERMIT APPLICATIONS

- Using BRS' Permitting Assistant**
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- Drafting a Web Application**
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- Reviewing, Certifying, and Submitting an Application**
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Using BRS' Permitting Assistant

The **BRS Permitting Assistant (BRSPA)** is an interactive interface that allows applicants to:

- Enter details about their organism and activity to determine whether a permit is required.
- Quickly initiate a new web-entry application.

Biotechnology Regulatory Services (BRS) Permitting Assistant

Welcome to the Biotechnology Regulatory Services (BRS) Permitting Assistant. The tool below provides assistance with BRS' regulatory requirements for importation, interstate movement, and environmental release of organisms that are regulated under 7 CFR part 340.

Step 1: Start your search by entering the organism you are working with in the organism field. Several fields populate automatically based on your results. Add your intended use (select "Traditional" if your plant is not intended for pharmaceutical or industrial use, or if your organism is not a plant), then select an option in the **What are you applying for** field. If you would like to check your organism's regulatory status under 7 CFR part 340, please select "Help me Decide". Finally, select a Movement Type, if available. You may select "N/A" to determine eligibility regardless of movement type. Please note that a Movement Type is required to begin a permit application.

Step 2: Additional questions may appear in this section based on your responses in Step 1. Providing answers to these questions will help BRS better determine which outcome is most appropriate. Selecting "I Don't Know" in response to these questions will provide an option to contact BRS.

Step 3: Outcomes are presented based on your selections in Step 1 and 2. Some outcomes provide on-screen direction, such as how to request a Confirmation of Exemption, while others allow you to proceed with applications. Selecting **Add Outcomes** adds the permit application to your list.

You may add several requests before proceeding to the next step. Please note that if several permit requests are added for organisms in the same category (i.e., plant, microbe), they will be grouped into a single permit application. During review, BRS will determine whether requests for different organisms may be evaluated under the same permit authorization. However, most requests for different organisms will not qualify for the same permit. To create different permit applications for different organisms in the same category, please revisit the BRS Permitting Assistant to generate them one by one.

Click **Next Step** to review your requests and proceed with creation of your application(s).

Contact BRS support staff, using the [Contact Us](#) link on the top right of the page with any questions or concerns

Step 1: Enter Your Organism Details & Search

Organism ⓘ <input type="text" value="Search"/>	Intended Use ⓘ - None -	What are you applying for ⓘ - None -	Movement Type ⓘ - None -
See List of Organisms			
Organism Category ⓘ Select Organism	Select Agent ⓘ Select Organism	Plant Pest ⓘ Select Organism	<input type="button" value="Search"/>

Step 2: Select Attributes

0 filters applied Clear All

Use the search bar above to search for an organism, and generate applicable filter options

Step 3: Select Your Outcome

Showing 0 of 0 Outcomes Show 3 results per page | Sort by: Outcome

No results available
Use the search bar above to search for an organism, and generate applicable result options

Using BRS' Permitting Assistant

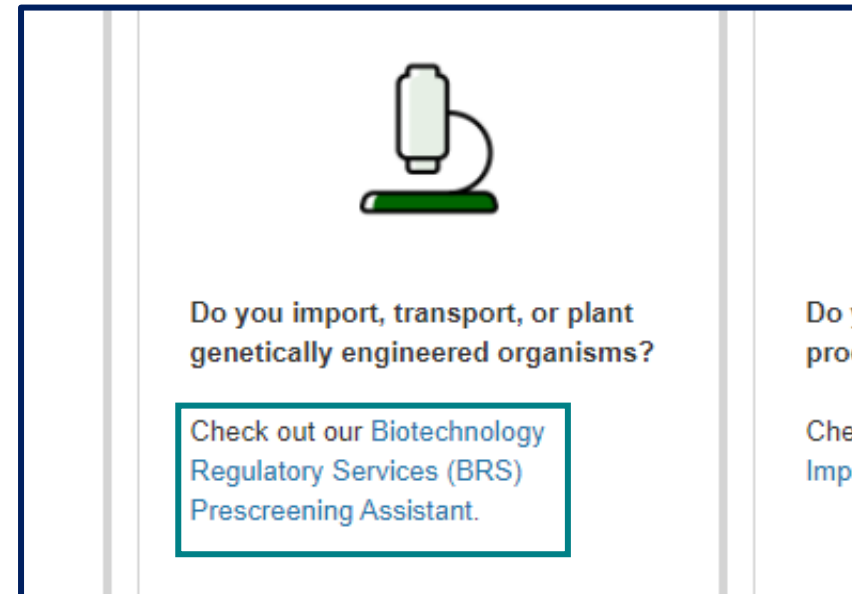
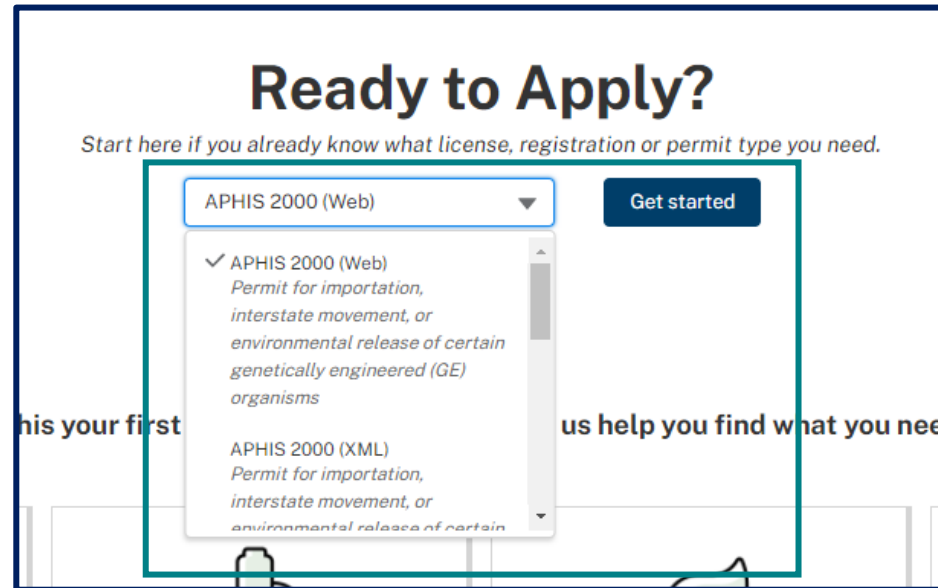
Login to begin the BRSPA



Select **APHIS 2000 (Web)** Application

OR

Select the **BRSPA** card



Using BRS' Permitting Assistant

Step 1:
Enter your organism details.

Step 2:
Use the attribute filters to refine your outcomes.

Step 3:
Add the outcome and proceed to the next step to confirm your selections.

The screenshot displays the BRS Permitting Assistant interface, which is divided into three main sections:

- Step 1: Enter Your Organism Details & Search**: This section contains a search bar for the organism, a link to "See List of Organisms", and three dropdown menus for "Intended Use", "What are you applying for", and "Movement Type", all currently set to "- None -". Below these are three input fields for "Organism Category", "Select Agent", and "Plant Pest", each with a "Select Organism" prompt. A "Search" button is located at the bottom right of this section.
- Step 2: Select Attributes**: This section shows "0 filters applied" and a "Clear All" button. Below this, a message states: "Use the search bar above to search for an organism, and generate applicable filter options".
- Step 3: Select Your Outcome**: This section shows "Showing 0 of 0 Outcomes", a "Next Step" button, and a "Show 3 results per page" dropdown. Below this, a message states: "No results available. Use the search bar above to search for an organism, and generate applicable result options".

Using BRS' Permitting Assistant

Select a Sharing Organization

This determines who can see the application, as well as the name of the organization on the application.

Select a Responsible Person

This is the name of the applicant who is responsible for overseeing compliance with permit conditions.

under the same permit authorization. However, most requests for different organisms will not qualify for the same p

Next Steps

Sharing Organization

You belong to more than one organization. Please choose the organization you would like to share these record(s) with. As a reminder, other customers can only view/access data that is shared within an organization they belong to..

If you do not want your application to be visible to any other customers, you can select your personal account, which will have "(Personal)" at the end of its name, e.g. John Doe Account (Personal).

Sharing Organization

Test eFile Account (Personal) ▼

Responsible Person

info1 eFile contact ▼

Cancel I Understand & Continue

Using BRS' Permitting Assistant

The screenshot shows the USDA BRS Permitting Assistant interface. At the top, the USDA logo and 'United States Department of Agriculture' are displayed, along with the 'Animal and Plant Health Inspection Service' name. A user profile for 'RON SWA...' is visible in the top right. The navigation bar includes 'HOME', 'GUIDE ME', and 'MY ACTIVITY' (which is highlighted). Below the navigation bar is a banner image with the text 'My Activity'. The main content area features a 'Filter' sidebar on the left, a search bar, and a table of activities. The table shows two activities, both with a status of 'Applicant Action Required'.

Ref#	Program	Applicant	Commodity Type	Started	Submitted	Status
A-00005412	PPQ PPQ-587	Test USDAeFile Applicant1	Fruits and Vegetables	09/14/2020	09/15/2020	Applicant Action Required
A-00005421	PPQ PPQ-587	Test USDAeFile Applicant1	Fruits and Vegetables	09/15/2020	09/15/2020	Applicant Action Required

Locate the **Draft Application** you intend to submit.

Select **View Details** to begin drafting the new application.

Drafting a Web Application



Key Application Fields!

Application Details

- Identify whether your application includes CBI.
- Include details of the dates needed and preliminary organism details.

Organisms

- Review organism details entered in the BRSPA.
- Add/Edit organism details (if needed).

Supplier/Developers

- Information is not required.
- Add CBI claims to contacts after saving for reuse.

Drafting a Web Application



Application Details

Organisms

Supplier/Developers

Constructs

Locations

SOPs & Attachments

Review & Submit

Key Application Fields!

Constructs

- Add a new construct or use a construct from a previously submitted application (in APHIS eFile).
- Provide intended trait and genotype details for each.

Locations

- Select and enter the applicable **Location Types** for your application.
- Provide **Agent** contact details for each of the locations.
- **Add Materials** to locations that include destinations.
- Enter your **Location Unique ID** and include **four pairs** of GPS coordinates for release location.

Drafting a Web Application



Key Reminders!

Identify if your application has **CBI**.

Confidential Business Information (CBI)

* Does This Application Contain CBI? Yes

* CBI Justification Your CBI Justification

Enter a minimum of four **GPS Coordinates**.

Add GPS Coordinates

Instructions
At least four GPS coordinate sets are required for each Release Site, with a maximum of six. Please make sure at least one GPS coordinate set represents the NW corner of the field.

* Latitude

* Longitude

Add **Materials** to **Destination Location** or **Origin and Destination Location** type.

Add Material

* Quantity

* Unit of Measure Select Unit of Measure

* Material Type Select Material Type

Click **Save and Next** button to validate data entry.

Save Save and Next

Using the XML Uploader

USDA Animal and Plant Health Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

HOME | GUIDE ME | MY ACTIVITY

New BRS Permit Application via XML

Add New File

Name	File Name	Created Date ↓	Status	Application
ACR-05375	BRS-IMR-Permit_CBI_700 constr approveall test	03/14/2022, 09:32 AM	Success	A-0000371395
ACR-05374	BRS-IMR-Permit_CBI_500 constr approveall test	03/14/2022, 09:19 AM	Success	A-0000371394
ACR-05373	BRS-IMR-Permit_CBI_600 constr approveall test	03/14/2022, 09:18 AM	Success	A-0000371393
ACR-05372	BRS-IMR-Permit_CBI_800 constr approveall test	03/14/2022, 09:06 AM	Success	A-0000371392
ACR-05371	BRS-IMR-Permit_CBI_1000 constr approveall test	03/14/2022, 08:55 AM	Success	A-0000371391
ACR-05366	BRS-IMR-Permit_CBI_for Genotype Monitoring	03/11/2022, 02:50 PM	Success	A-0000371371
ACR-05352	BRS-IMR-Permit_CBI_MagnusTest_BlankOptionalFields	03/10/2022, 10:30 AM	Success	A-0000371278
ACR-05350	BRS-IMR-Permit_CBI_MagnusTest_LargeApps_minus origin	03/10/2022, 08:33 AM	Success	A-0000371267
ACR-05349	BRS-IMR-Permit_CBI_MagnusTest_LargeApps_minus origin	03/10/2022, 08:31 AM	Success	A-0000371267
ACR-05323	BRS-IMR-Permit_CBI_MagnusTest_LargeApps_Bad Phone	03/08/2022, 02:37 PM	Success	A-0000371188

Show: 10 Page 1 of 4 Total records: 33

Some applicants prefer to **upload XML files** to populate the data.

The remodeled XML upload table:

- Shows the latest upload on top.
- Refreshes every 30 seconds to show upload statuses.
- Allows up to 25 MB of data to be uploaded.

Use **Add New File** button to choose a file for upload.

Drafting and Uploading Standard Operating Procedures (SOPs)



Application Details

Organisms

Supplier/Developers

Constructs

Locations

SOPs & Attachments

Review & Submit

What is an SOP?

A collection of procedures that describe how an organism developed using genetic engineering (modified organism) will be:

- Secured during shipment between contained facilities and movement to/from release locations.
- Contained within facilities at origin and destination locations.
- Confined during release into the environment.
- Maintained and disposed of at all locations in a manner that prevents its unauthorized release, spread, dispersal and/or persistence in the environment.

Drafting and Uploading Standard Operating Procedures (SOPs)



SOP Review Pathways

Submit SOP with permit application



Submit permit application at least:

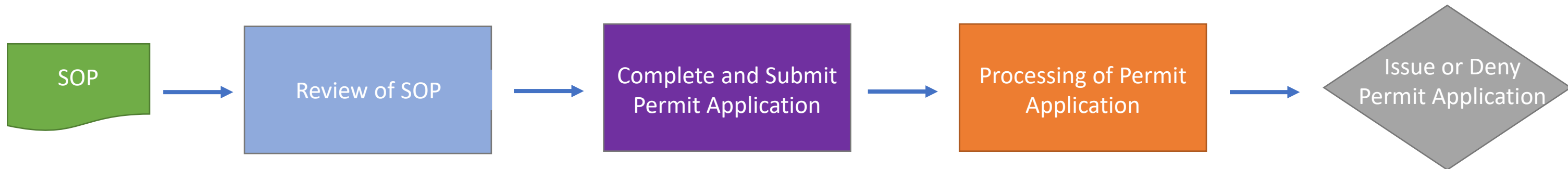
- 45 days before importation or interstate movement is to begin; or
- 120 days before environmental release is to begin.

Drafting and Uploading Standard Operating Procedures (SOPs)



SOP Review Pathways

Submit SOP before permit application (pre-review, this task is not a mandatory requirement).



Submit SOP for Pre-review:

- To BRS.Permits.SOP@usda.gov.
- At least 60 days before intended permit application submission.

Drafting and Uploading Standard Operating Procedures (SOPs)

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Formatting Suggestions for an SOP

- File type and naming convention
 - <Organization Name>_<Organism Common Name SOP>_<Movement Type>_<Date>.<docx or pdf>.
- High level document description
 - Organization name.
 - Applicable Movement type(s).
 - Applicable modified organism(s) (scientific and common names).
- Confidential Business Information
 - If SOP contains CBI, then CBI guidelines must be followed:
(https://www.aphis.usda.gov/brs/pdf/CBI_Submission_Guidance.pdf)

Drafting and Uploading Standard Operating Procedures (SOPs)



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Data Needs for an SOP

Importation or Interstate Movement

- Secure Shipments of Modified Organisms between Contained Facilities
 - Description of material(s) used to support modified organism during shipping.
 - Description of packaging material(s).
- Containment of Modified Organisms within Facilities
 - Description of how modified organism will be stored and identified.
- Maintenance, Devitalization, and Disposition of Modified Organisms in Containment
 - Description of how supporting and packaging materials will be cleaned and disposed.
 - Description of maintenance and disposal procedures to prevent release, spread, dispersal and/or persistence in the environment.
 - Description of records to demonstrate compliance with SOP and regulations.

Drafting and Uploading Standard Operating Procedures (SOPs)

Application Details

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Review & Submit

Data Needs for an SOP

Importation or Interstate Movement

- Country and locality where organism was collected, developed, manufactured, reared, cultivated, and cultured (as applicable).

Drafting and Uploading Standard Operating Procedures (SOPs)



Application Details

Organisms

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SOPs & Attachments

Review & Submit

Data Needs for an SOP

Environmental Release

- Secure Transport of Modified Organisms to and from Release Locations.
- Confinement of Modified Organisms to prevent Unauthorized Release
 - Description of confinement procedures to prevent release, spread, dispersal and/or persistence in the environment.
- Maintenance, Devitalization, and Disposition of Modified Organisms in Confinement
 - Identification of the Release Site and of the modified organisms.

Drafting and Uploading Standard Operating Procedures (SOPs)



Application Details

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Review & Submit

Data Needs for an SOP

Environmental Release

- Termination, Volunteer Monitoring, and Replanting of Environmental Release Sites
 - Termination of release.
 - Monitoring to prevent unauthorized release, spread, dispersal, and/or persistence after trial.
 - Replanting after Field Trial Termination and during Volunteer Monitoring.
- Country and locality where organism was collected, developed, manufactured, reared, cultivated, and cultured (as applicable).

Drafting and Uploading Standard Operating Procedures (SOPs)

Application Details

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SOPs & Attachments

Review & Submit

Resources

Documents

- [Suggestions for SOPs Submitted for APHIS BRS Permits.](#)
- SOP Templates (before end of FY2022).

Biotechnology Quality Management System (BQMS)

- [BRS BQMS page.](#)
- Program components will be updated before end of FY2022.

Drafting and Uploading Standard Operating Procedures (SOPs)

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Uploading SOPs

- Use the **Add SOP or Attachment** button to select a file.
- Select **Attachment type** and **CBI Version** attributes.
- Include equal number of CBI-Included and CBI-Deleted attachments.
- Use **Delete** button to remove incorrect attachments.

Standard Operating Procedure & Attachments

SOP:

If submitting a Permit application, it cannot be processed unless you include Standard Operating Procedures. This information is used by APHIS to determine if the request may be authorized.

Much of the information that is required in the SOP will be the same or similar to the information provided in sections 9, 12, and 13 on an ePermits Permit application.

To review the full list of information requirements for Permit SOPs, please access the user guide below:

<https://www.aphis.usda.gov/aphis/banner/help/efile/efile-training>

Attachment Instructions:

Use descriptive file names when uploading attachments.

BRS recommends the following naming convention for uploads: InstitutionName_Document-Description_Date

Example: UniversityA_2019 Corn SOP_01-01-2020.pdf

Upload Instructions:

Add SOP or attachments to the line item using the Add SOP or Attachment button, which will pop-up a new window for you to add your document and provide details about the document type.

To view the newly uploaded attachment, please refresh the folder by clicking on the folder icon in the top left corner. When uploading, please remember to check that your files have unique names.

The file name is carried over to the system from your uploaded document.

Files					Add SOP or Attachment
File Name	File Type	Description	Created Date		
BRSLinItem_CBI_03-11-2022.pdf	pdf	N/A	03/11/2022, 03:31 PM		
BRSLinItem_CBIDeleted_03-11-2022.pdf	pdf	N/A	03/11/2022, 03:29 PM		

Reviewing, Certifying, and Submitting an Application



1 Complete Missing Data and Review Submission

Generate Line Item PDF

You have 1 Error

SOPs & Attachments

- This page is missing required information.

2 Agree to the Terms

Confirm Information & Submit

By signing this application, I certify the information is complete and accurate to the best of my knowledge and that:

- I am 18 years of age or older;
- I am a legal resident of the United States;
- The application does not involve the movement or import of select agents or regulated nucleic acid materials of select agents or toxins, as described in 9 CFR 121;
- I will not "move" (as defined in 7 CFR 340.3) the material described in this application until APHIS has issued a permit to do so; and
- I will comply with the regulations and permit conditions that apply to the "movement" (as defined in 7 CFR 340.3) of the material described in this application.

Yes, I understand and agree to the terms.

3 Certify and Submit

Application Details

Application Number:	A-0000155297
Application Type:	New
Application Name:	Test USDAeFile Applicant-2
Application Email:	tara.marostica@usda.gov
Application Phone:	3235551114
Application Fax:	
Organization:	Leslie Knope Account LLC
Shared With:	Leslie Knope Account LLC
Status:	Open
Withdrawn By:	
Withdrawn Date/Time:	
Applicant Address:	330 Lurgan, SOUTH SAN FRANCISCO, California, 94080, United States
U.S. Address:	United States
Created By:	Mulesoft Integration User
Created Date:	01/13/2021
Last Modified By:	Mulesoft Integration User
Last Modified Date:	01/13/2021

[Clone Application](#) [Delete Application](#)

I certify as the applicant or as an authorized representative of the individual/organization listed on this application, that the information in this application is true and accurate to the best of my knowledge, and as a condition of its issuance, the restrictions/permit conditions/performance standards and precautions/safeguards specified in the permit or in the notification acknowledgement will be followed. I further understand that providing false information is a violation of U.S. Federal Laws.

[Submit for Approval](#)

Accessing Application PDFs

Application PDF Copies may be accessed via the **Notes and Attachments** section.

- Located at the bottom of the Application Details Page.
- Depending on the application's size, these may take time to appear.
- Refresh the folder using the **Yellow Refresh** button.

USDA United States Department of Agriculture
Animal and Plant Health Inspection Service eFile

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Application Line Items

Name	Organism	Status	Action
LN-0000355495	Vaccinium corymbosum	Submitted	Item Details Withdraw

Authorizations

Name	Auth Type	Status
AUTH - 0000282607	Permit	Submitted

Application Details

Application Number: A-0000371137
Application Type: New
Application Name: USDAeFile OrgAdmin (BRS Pilot)
Application Email: miranda.wanex@usda.gov
Application Phone: (231) 256-7890
Application Fax:
Organization: University of Carpol
Sharing Account: University of Carpol
Status: Submitted
Withdrawn By:
Withdrawn Date/Time:
Applicant Address: 111 Main Street, New York City, New York, 11047, United States
U.S. Address: 111 Main Street, New York City, New York, 11047, United States
Created By: USDAeFile OrgAdmin (BRS Pilot)
Created Date: 03/08/2022
Last Modified By: USDAeFile OrgAdmin (BRS Pilot)
Last Modified Date: 03/08/2022

[Edit Sharing](#)
[Clone Application](#)

History

Name	Old Value	New Value	Created By
Status	Ready to Submit	Submitted	USDAeFile OrgAdmin (BRS Pilot)
Status	Waiting on Customer	Submitted	USDAeFile OrgAdmin (BRS Pilot)

Notes and Attachments






A-0000371137

NAME	DESCRIPTION	MODIFIED
Application_03-08-2022_AUTH - 0000282607_CBI (3).pdf		3/9/2022 7:41 AM
Application_03-08-2022_AUTH - 0000282607_CBIDeleted (3).pdf		3/9/2022 7:40 AM

Post-Submission Activities



POST-SUBMISSION ACTIVITIES

-  **Using the My Activity Page**
Page 40
-  **Editing a Permit Application**
Page 41
-  **Reviewing Permit Conditions**
Pages 42
-  **Accessing Permit Copies and Labels**
Page 43-46
-  **Request to Amend a Permit**
Page 47

Using the My Activity Page

APHIS eFile’s **My Activity** page may be used to resume applications and access Submitted Authorizations.

- Use Filters, Search bar, Sort and Display options to locate Applications and Authorizations.
- Home Tab buttons auto-filter this view.

My Activity

Filter

Filters Applied (0) [Clear All](#)

Activity Type

- Applications (36)
- Authorizations (22)

Status

- Applicant Action Required / Waiting on Customer (2)
- Draft / Open (13)
- Issued (1)
- Pre-Application (1)
- State Review (1)
- Submitted (40)

APHIS Program

- Animal Care (1)
- Biotechnology Regulatory Services (57)

Organization

- USDAeFile OrgAdmin Account (11)
- University of Carpol (45)

Applicant

- Jill Groves (2)
- USDAeFile OrgAdmin (BRS Pilot) (56)

Permittee

- Jill Groves (1)
- USDAeFile OrgAdmin (BRS Pilot) (21)

Search your activity

Showing 58 of 58 items

Sort by

Display recent

Ref#: A-0000371247 | Program: BRS | BRS-Permit-Import [View Details](#)

Applicant	Organism	CBI Status	Started	Status
USDAeFile OrgAdmin (BRS Pilot)	Vaccinium corymbosum	Yes	03/09/2022	Waiting on Customer

Ref#: AUTH - 0000282673 | Program: BRS | BRS-Permit-Import [View Details](#)

Permit#: 121-GAFUIPP |

Permittee	Organism	Issued	Effective	Expires	Status
USDAeFile OrgAdmin (BRS Pilot)	Vaccinium corymbosum	03/14/2022	03/14/2022		Waiting on Customer

Ref#: A-0000367290 | Program: BRS | BRS-Permit-Interstate Movement and Release [View Details](#)

[AppRef1234]

Applicant	Organism	CBI Status	Started	Status
USDAeFile OrgAdmin (BRS Pilot)	Vaccinium corymbosum	Yes	02/28/2022	Submitted

Ref#: A-0000368376 | Program: BRS | BRS-Permit-Interstate Movement [View Details](#)

Editing a Permit Application

Login to APHIS eFile and select the **hyperlink** from your APHIS email notification.

Review **Action Required** table on the **Review and Submit** section:

Biotechnology Regulatory Services Permit Application

Application Number: A-0000371267 Decision Type: Standard Permit Movement Type: Interstate Movement and Release
 Line Item Number: LN-0000355621 Line Item Status: Waiting on Customer CBI Included: Yes

✓ Application Details > ✓ Organisms > ✓ Supplier/Develop... > ✓ Constructs > ✓ Locations > ✓ SOPs & Attachme... > ✓ Review & Submit

[Generate Line Item PDF](#)

Action Required

Section	Name	Instructions	Go To
Constructs	CRID-0000222384	Confirm that the following information is correct. More Information	

Update the Sections in **Waiting on Customer** status, **Save**, then **Submit** your revised responses.

Reviewing Permit Conditions

Login to APHIS eFile and select **the hyperlink** from your APHIS email notification

View Conditions to review each Condition Description.

Agree or Disagree and provide **Comments** (if necessary).

Save each section, then **Submit your Responses**.

Conditions

Show entries

Total Conditions	Total agreed	Yet to be agreed
11	0	11

Showing 1 to 1 of 1 entries Previous

Agree	Comments
<input type="text" value="--None--"/>	<input type="text"/>
<input type="text" value="--None--"/>	<input type="text"/>
<input type="text" value="Agree"/>	<input type="text"/>
<input type="text" value="Disagree"/>	<input type="text" value="Comment"/>

Supplemental Conditions

Detail View	Order Number
View Full Description	1

Accessing Permit Copies and Labels

Login to APHIS eFile and select **My Activity** tab.


Select **Authorizations** from the Activity Type.

Select **Issued** from the Status filter.

The screenshot shows the APHIS eFile interface. At the top, the USDA logo and 'United States Department of Agriculture' are displayed, along with the 'Animal and Plant Health Inspection Service' name. A user profile for 'RON SWA...' is visible in the top right. A navigation bar contains 'HOME', 'GUIDE ME', and 'MY ACTIVITY' (highlighted with a red box). Below this is a banner for 'My Activity' with a background image of a green leaf. The main content area features a 'Filter' sidebar on the left with sections for 'Activity Type' and 'Status'. The 'Activity Type' section includes checkboxes for Applications (2025), Authorizations (426), Letters (293), and Permits (423). The 'Status' section includes checkboxes for Acknowledged (24), Applicant Action Required / Waiting on Customer (73), Cancelled (15), Denial Issued (1), Denied (24), and Draft / Open (948). The main area has a search bar, a 'Showing 3167 of 3167 items' indicator, and a 'Sort by' dropdown. Below are two activity items, each with a 'View Details' button and a 'More Actions' dropdown. The first item has Ref#: A-00005412, Program: PPQ | PPQ-587, Applicant: Test USDAeFile Applicant1, Commodity Type: Fruits and Vegetables, Started: 09/14/2020, Submitted: 09/15/2020, and Status: Applicant Action Required. The second item has Ref#: A-00005421, Program: PPQ | PPQ-587, Applicant: Test USDAeFile Applicant1, Commodity Type: Fruits and Vegetables, Started: 09/15/2020, Submitted: 09/15/2020, and Status: Applicant Action Required.

Accessing Permit Copies and Labels

Select **View Details** on the Issued Authorization Activity card.




Ref#: AUTH - 0000282607 | Program: BRS | BRS-Permit-Import

Permit#: 121-ITPNL91 |

View Details

Permittee	Organism	Issued	Effective	Expires	Status
USDAeFile OrgAdmin (BRS Pilot)	Vaccinium corymbosum	03/09/2022	03/09/2022	03/09/2023	Issued

Scroll to the **Notes and Attachments** section at the bottom of the Authorization Detail Page.



United States Department of Agriculture
Animal and Plant Health Inspection Service eFile

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Home | Contacts | Applications | **Authorizations**

Start New ... | USDAeFile Org...

Line Items

Show 5 entries

Name	Organism	Status	Action
LN-0000355495	Vaccinium corymbosum	Submitted	Item Details

Showing 1 to 1 of 1 entries

Authorization Detail

Decision Type Permit

Decision Status Issued

Permit Number 121-ITPNL91

Application Number A-0000371137

Authorization Number AUTH - 0000282607

Authorization Type Biotechnology Regulatory Services - Standard Permit

Issued Date 03/09/2022

Expiration Date 03/09/2023

Conditions

Show 10 entries

Total Conditions	Total agreed	Yet to be agreed	Status
21	21	0	

Showing 1 to 1 of 1 entries

View Conditions

Report & Notice Overview

View Reports/Notices

Reports/Notices:

To create, submit, or view your reports and notices, select the View Reports/Notices button. The required reports for this authorization are listed below.

Required Reports: Others as specified in the Supplemental Permit Conditions

Amendment

Amendment

Appl Type	Application	Status	Authorization	Status
Amendment	A-0000371402	Open		

Notes and Attachments


AUTH - 0000282607




NAME	DESCRIPTION	MODIFIED		2 ITEMS
CBI-Deleted		3/8/2022 7:01 AM	<input type="checkbox"/>	
CBI-Included		3/8/2022 7:01 AM	<input type="checkbox"/>	

Accessing Permit Copies and Labels


- If your permit **contained CBI**, there will be a CBI-Included and CBI-Deleted version in the respective folders.
- If your permit **did not contain CBI**, your permit may be accessed in the No-CBI folder.



Notes and Attachments

 AUTH - 0000282607

 NAME	DESCRIPTION	MODIFIED ↓	<input type="checkbox"/>	2 ITEMS
 CBI-Deleted		3/8/2022 7:01 AM	<input type="checkbox"/>	
 CBI-Included		3/8/2022 7:01 AM	<input type="checkbox"/>	

Notes and Attachments

 CBI-Deleted [AUTH - 0000282607](#) ▶ CBI-Deleted

 NAME	DESCRIPTION	MODIFIED ↓	<input type="checkbox"/>	2 ITEMS
<input type="checkbox"/>				
 Permit_AUTH - 0000282607_03-08-2022_CBIDeleted.pdf		3/9/2022 12:57 PM		
<input type="checkbox"/>				

Accessing Permit Copies and Labels

Import labels may also be accessed via the Notes and Attachments Section of an issued authorization.


Notes and Attachments

 CBI-Deleted [AUTH - 0000015942](#) ▶ CBI-Deleted

	NAME ↑	DESCRIPTION
	AUTH - 0000015942_Label_V1.pdf	

You may also access import labels from the attachment in your email from APHIS noting your labels are ready.

USDA APHIS eFile - Shipping Labels for Application A-0000371137




Dear USDAeFile OrgAdmin (BRS Pilot),

Attached is the shipping labels you have requested for AUTH - 0000282607

Please refer to the Label Guidance listed under Permit Conditions.

Thank you,
 Biotechnology Regulatory Services - Standard Permit Programs,
 USDA, Animal and Plant Health Inspection Service
 4700 River Road
 Riverdale, MD 20737
 United States Department of Agriculture
 Contact Number: 301-851-3740



AUTH - 0000282607_Label_V1.pdf

148 KB

Request to Amend a Permit

1 Enter the **Authorization Number** in the **Search Bar**.

The screenshot shows a header with a green leaf image and the text "My Activity". Below this is a search bar with a "Filter" icon on the left and a search input field containing the placeholder text "Search your activity".

3 Add an **Amendment**.

The screenshot shows the "Amendment" form header with a "+ Amendment" button. Below the header is a table with the following columns: Appl Type, Application, Status, Authorization, and Status.

The screenshot shows the amendment details form. At the top, it says "Amendment: AUTH - 0000129375 (Issued)". Below this is the question "What do you want to do to this Authorization:". There is a radio button next to the word "Amendment". At the bottom, there are two buttons: "Proceed With Application" (green) and "Return to Authorization" (blue).

2 Select **View Details**.

The screenshot shows the "View Details" page for a permit. At the top, it says "Program: BRS | BRS-Permit-Release". There are two buttons: "View Details" and "More Actions". Below this is a table with the following columns: Issued, Effective, Expires, and Status. The "Status" column contains a green "Issued" badge.

4 Add the **Amendment Details**.

The screenshot shows the "Amendment Details" form. It has four main sections: "Proposed Effective Date*" (May 5, 2019), "Proposed End Date*" (May 3, 2020), "Purpose of Permit*" (Phytoremediation), and "Applicant Reference Number" (empty input field). There are also two text areas: "Additional Information" and "Amendment Description*".

NOTE: You will need to **Certify** and **Submit** the application again for the **Amendment** process.

Managing Compliance

- Reports and Notices Overview**
Page 50
- Drafting and Submitting Compliance Reports**
Page 51
- Drafting and Submitting Compliance Notices**
Page 52
- Respond to Compliance Incident Proceedings**
Page 53
- Access Inspection Results Letter**
Page 54

Reports and Notices Overview

REPORT/NOTICE	WHEN IS IT NEEDED
Pre-Planting/Release Notice	Create a Pre-Planting Notice prior to planting your APHIS approved organism.
Planting/Environmental Release Report*	Create a Planting Report to notify APHIS that you have planted your approved organism.
Pre-Flowering Notice	Create a Pre-Flowering Notice before your organism flowers.
Pre-Harvest/Pre-Destruct Notice	Create a Pre-Harvest/Pre-Destruct notice before you harvest your organism.
Field Test Report*	Create a Field Test Report to notify APHIS of the location details for your Field Test.
Volunteer Monitoring Report*	Create a Volunteer Monitoring Report to notify APHIS of the location you are monitoring.
Cleaning (Return to General Use) Notice	Create a Cleaning (Return to General Use) Notice to notify APHIS of the location, equipment and date of the cleaning.

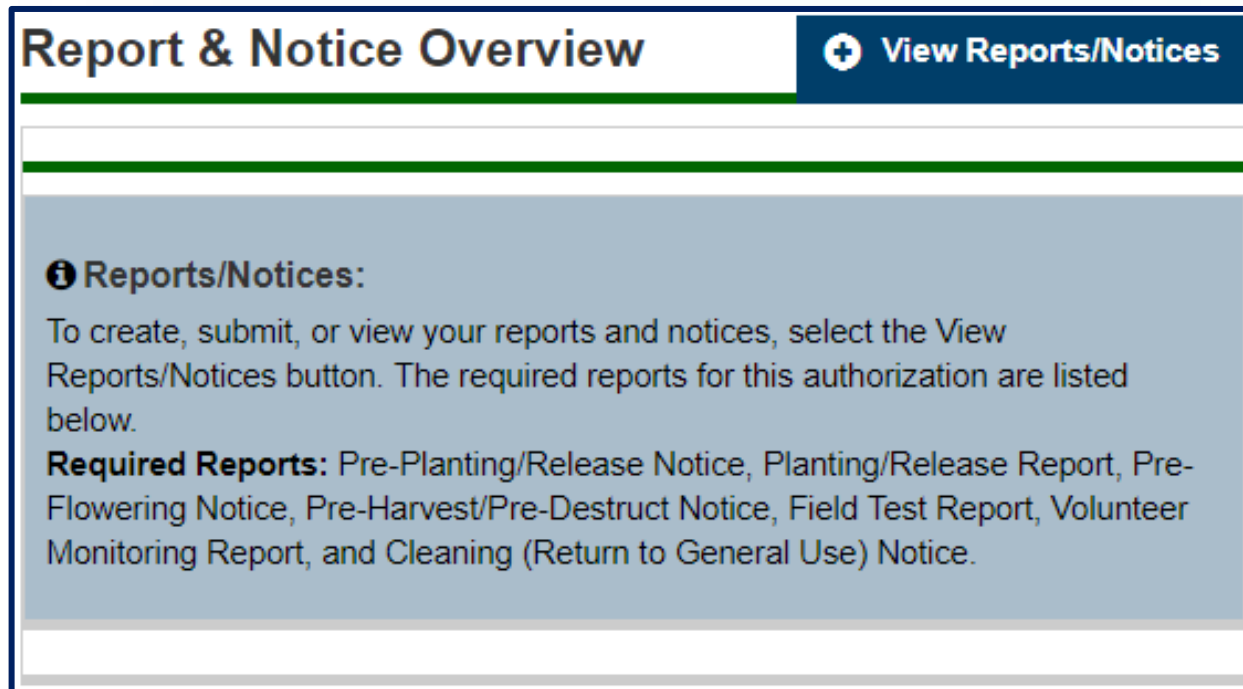
*Indicates a report that is typically required for issued permits that include release locations.

Drafting and Submitting Compliance Reports

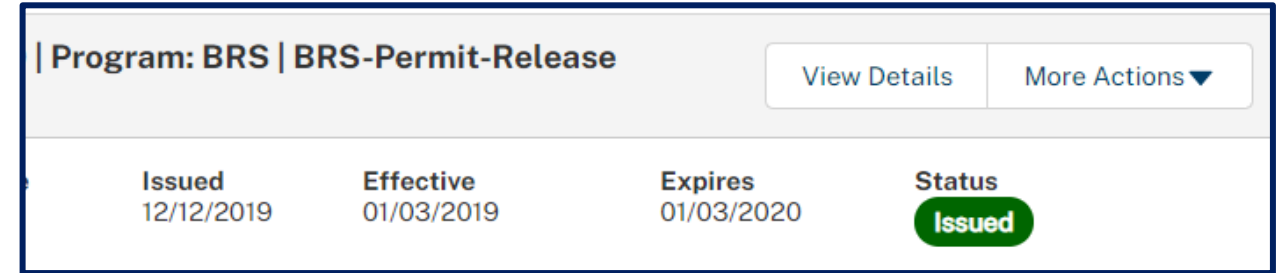
1 Enter the **Authorization Number** in the **Search Bar**.



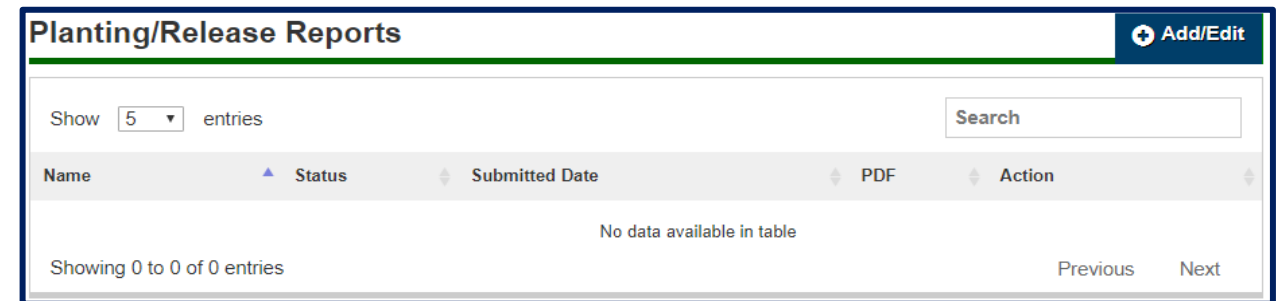
3 Select **View/Report/Notices**.



2 Select **View Details**.



4 Select **Add** to create the applicable **Report**.



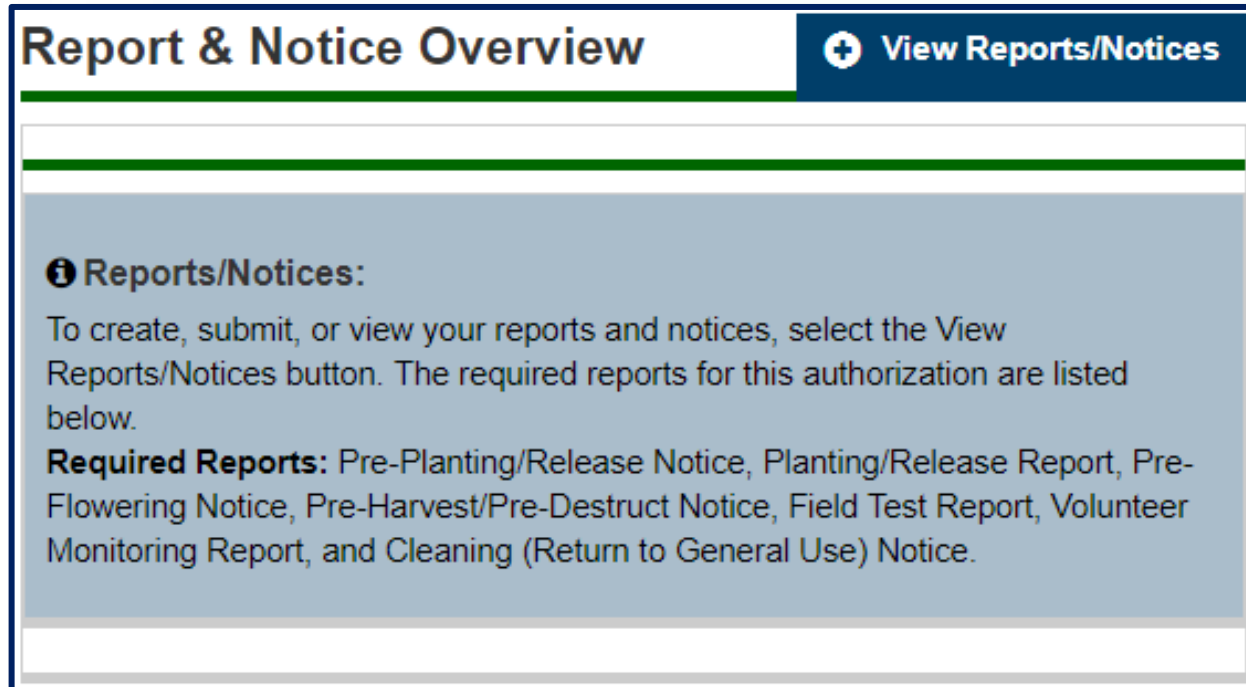
NOTE: Provide **Location Details** including **GPS coordinates, Constructs,** and **Supporting Documents** to certify and submit the report.

Drafting and Submitting Compliance Notices

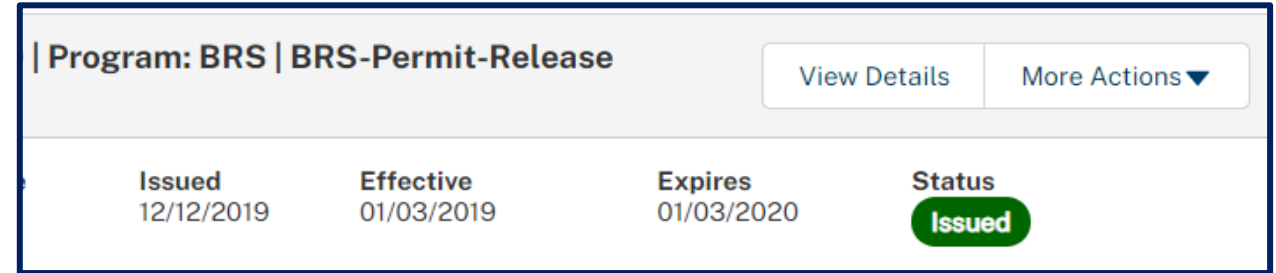
1 Enter the **Authorization Number** in the **Search Bar**.



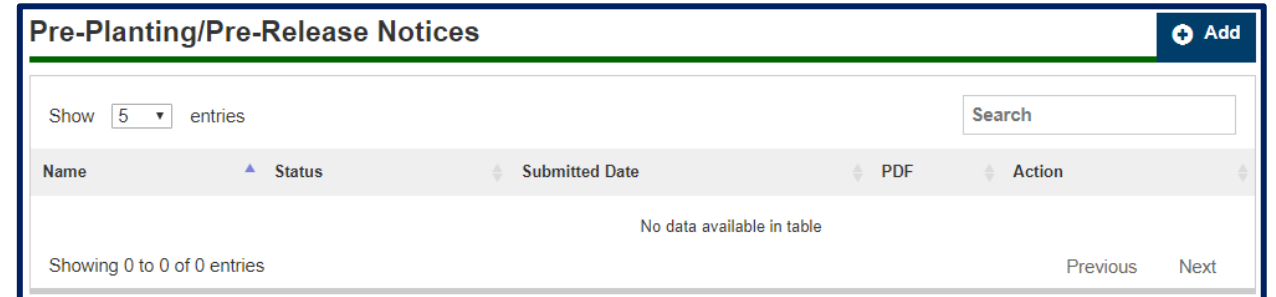
3 Select **View/Report/Notices**.



2 Select **View Details**.



4 Select **Add** to create the applicable **Notice**.



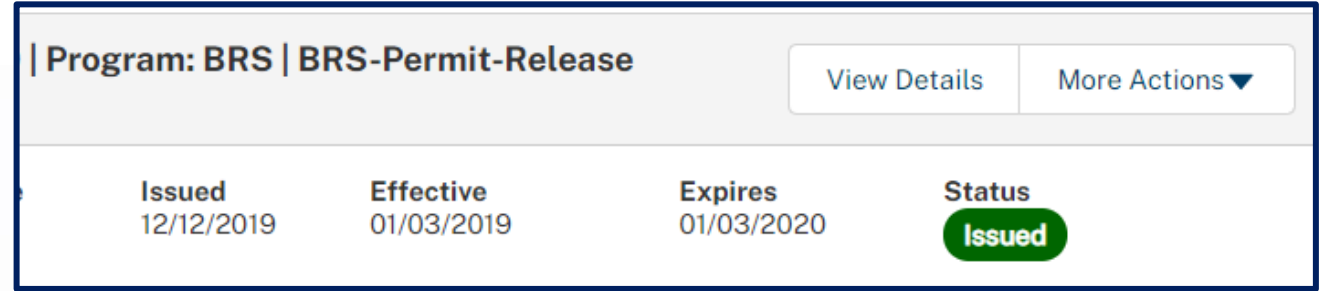
NOTE: Provide the **Location Details**, including **Site information**, and **Supporting Documents** to certify and submit your notice.

Respond to Compliance Incident Proceedings

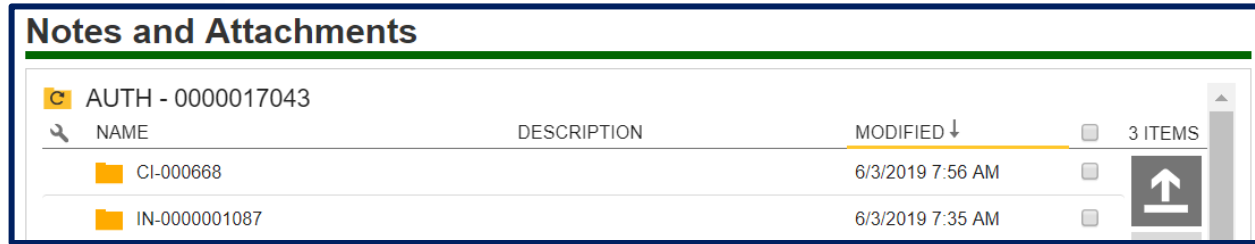
1 Enter the **Authorization Number** in the **Search Bar**.



2 Select **View Details**.



3 Select the **CI-00XXXX** folder.



4 Select the **Responsible Party Documents** folder.



5 Select the **Upload Arrow** to add files to the Authorization.



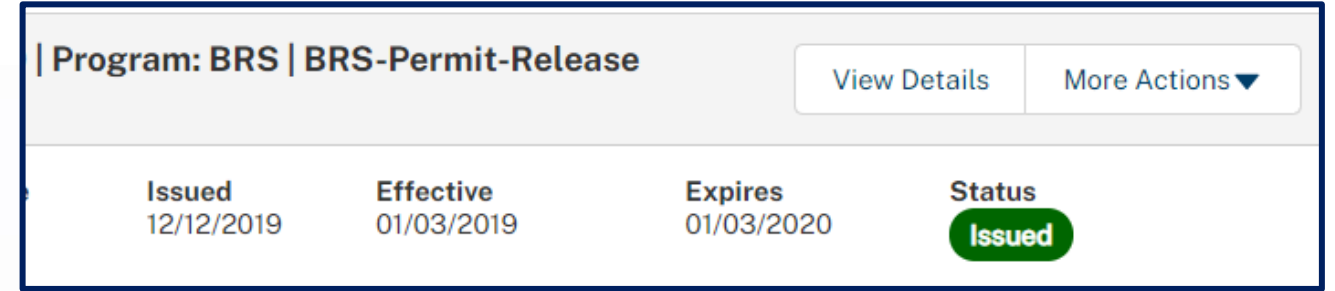
NOTE: You will receive a message notifying you that your files have been successfully uploaded.

Access Inspection Results Letter

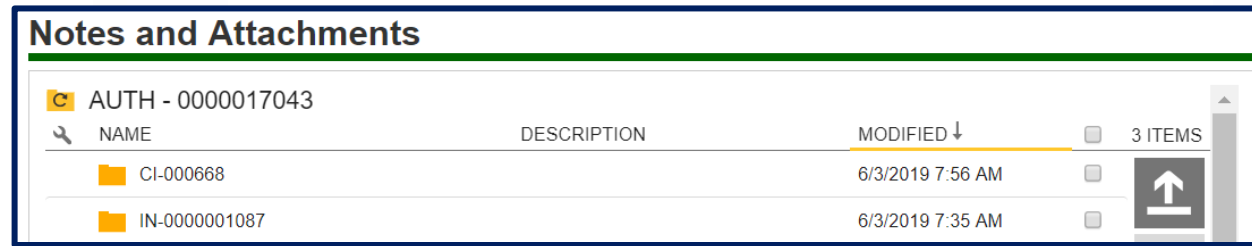
1 Enter the **Authorization Number** in the **Search Bar**.



2 Select **View Details**.

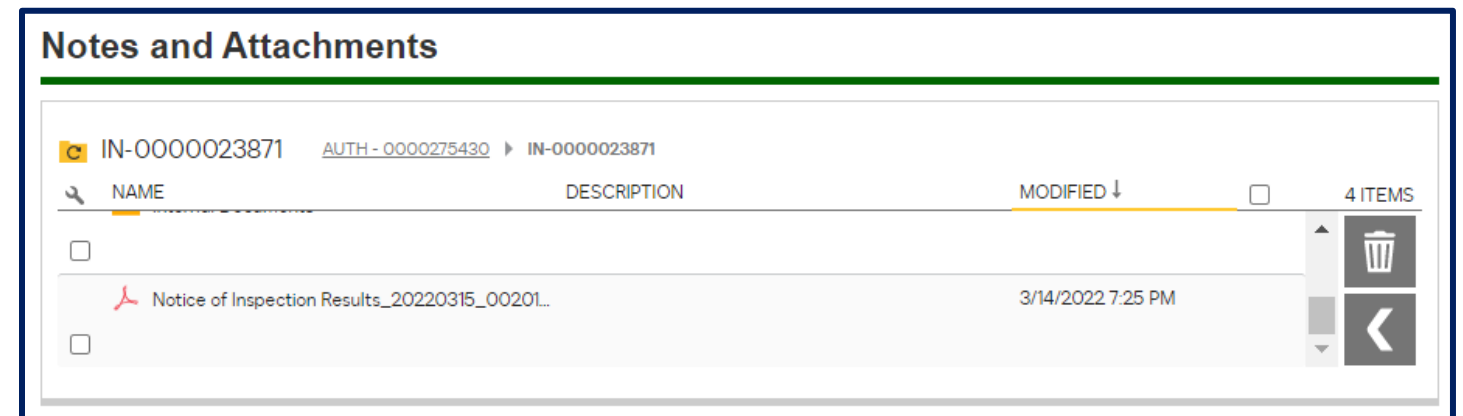


3 Select the **IN-00000XXXXX** folder.



NOTE: You will receive a message notifying you an Inspection results letter is available.

4 Select the Notice of Inspection Results document hyperlink and preview/download as needed.






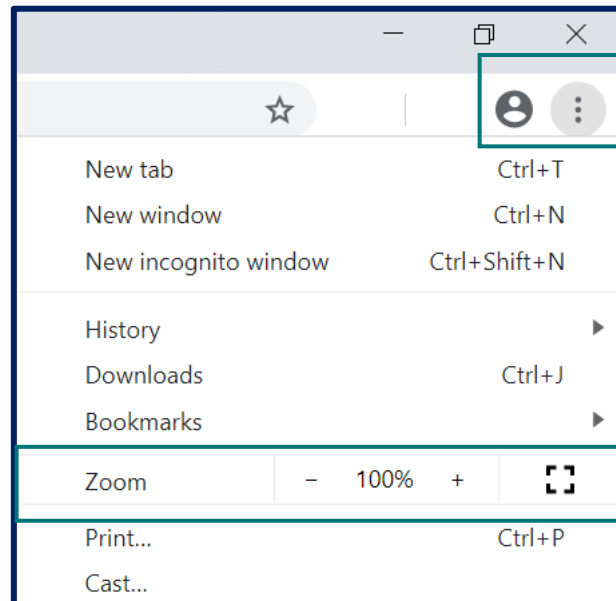
Thank you!

Questions?

APPENDIX

System Setup

- **Compatible browser** – For the best user experience, please use  **Google Chrome**. Other available browsers include Firefox, Safari, and Edge. **APHIS eFile is NOT supported by Internet Explorer.**
- **Emails** – Add the APHIS eFile email at aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk.
- **Zoom** –100%



Contact

If you require technical assistance, please contact:

Help Desk

help@usda.gov

If you require assistance with your applications, please contact:

BRS

BRS.eFile@usda.gov