USDA APHIS Biotechnology Regulatory Services has a new tool that helps developers navigate BRS regulatory requirements for importation, interstate movement, and environmental release of organisms that are developed using genetic engineering.

This user guide will take you through the process of using the Biotechnology Regulatory Services Permitting Assistant (BRSPA).
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Step 1: Access the BRS Permitting Assistant


B Although it is not required, you may choose to Login or Register at this time.

- Guests may use the BRS Permitting Assistant to explore regulatory requirements for an organism.
- Please note that you will need to login to begin an application.
- Instructions for registration can be found here: [https://www.aphis.usda.gov/help/eFile/efile-first-time-user-setup.pdf](https://www.aphis.usda.gov/help/eFile/efile-first-time-user-setup.pdf)

C Scroll to the Find What You Need section and select the Biotechnology Regulatory Services (BRS) Permitting Assistant link.
Step 2: Complete the BRS Permitting Assistant

Complete the Permitting Assistant to begin the application process.

A Enter the organism details into the appropriate search fields.

Note: Under What are you applying for:
- Select Help Me Decide to explore your organism’s regulatory requirements.
- Select Permit if you know you want to apply for a permit.

B Select the Search button.

If you cannot find your organism in Step 1, please contact BRS.eFile@usda.gov. Include the scientific and common names of the organism for which you searched.
Step 2: Complete the BRS Permitting Assistant

Select the appropriate response for each Attribute Filter to refine your organism search results, if applicable.

**Note:** For best results complete ALL attribute filters in top to bottom order until there is only ONE result remaining in the Outcome area. Some of the filters are selection-order dependent, meaning that your first selection may limit which filters you select next.

Use the “X” to remove an individual filter and “Clear All” to remove all selected filters.
Step 2: Complete the BRS Permitting Assistant

A. Complete the attribute filters until **one result** remains. **Review the information** on the Outcome Card.

B. **Select Add Outcome** to add the result as a single outcome. You may revisit Step 1 of the Permitting Assistant to perform another search and add more than one outcome before proceeding.

C. Once you have selected and added your outcome(s), **select Next Step** to Review and Confirm Outcomes.

To remove an outcome, select the Remove Outcome button.
Step 3: Review and Confirm Outcomes

Review and Confirm your Outcomes on the Request Summary page.

A. To conduct another search and add additional outcomes, select **Go Back and Add More Outcomes**.

B. The list of the outcomes you added will display within each of the sections that apply.

C. Use the Trash Can icon to delete items from your summary page.

D. If you would like to receive a link to your Request Summary, enter your email then select **Send**.

E. If your request resulted in any permit applications, select the **Proceed to Application** to complete the permit application.
APPENDIX

System Setup

- **Browser** – For the best user experience, please use Google Chrome.

- **Emails** – Add no-reply.aphis.efile@usda.gov to your address book so that any Request Summaries sent from the BRSPA do not go to your junk box.

- **Zoom** – 100%

Contact

If you require assistance with your applications or BRS’ Permitting Assistant, please contact:

**Biotechnology Regulatory Services**
(301) 851-3300
BRS.eFile@usda.gov

If you require technical assistance, please contact:

**USDA Help Desk**
help@usda.gov

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