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

APHIS Biotechnology Regulatory Services (BRS)
User Guide for the BRS Permitting Assistant

For Developers of Organisms That May Be Regulated Under 7 CFR Part 340

Version 1.0
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WELCOME!

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).

BRS PERMITTING ASSISTANT USER GUIDE

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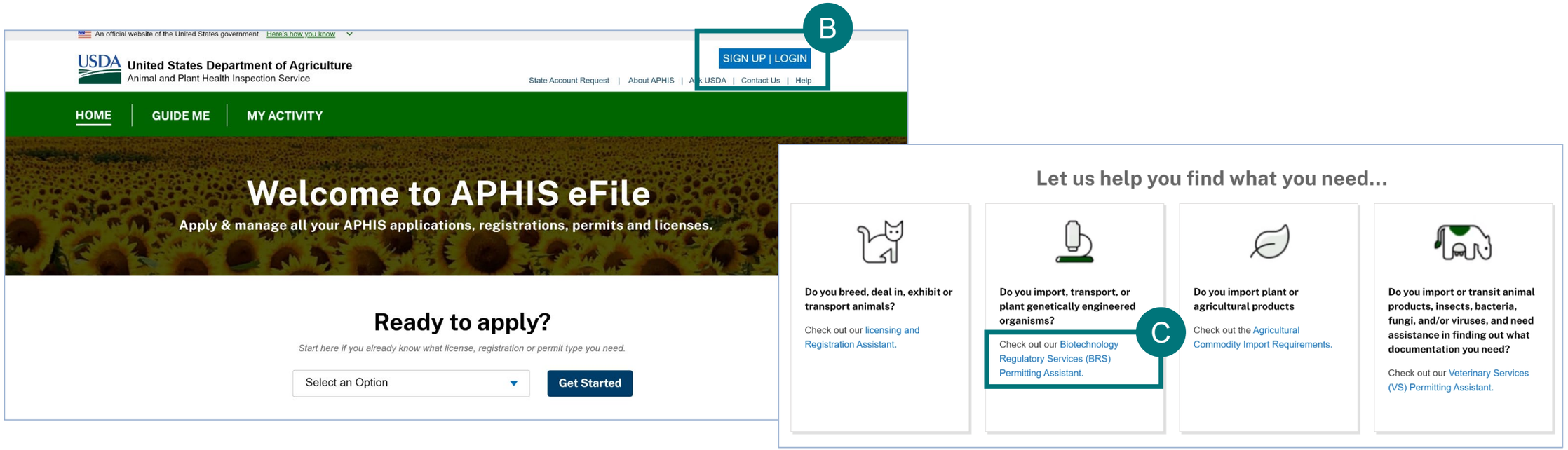
Step 1: Access the BRS Permitting Assistant

A Navigate to https://efile.aphis.usda.gov/s/ in **Google Chrome**.

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

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

SEARCH PAGE

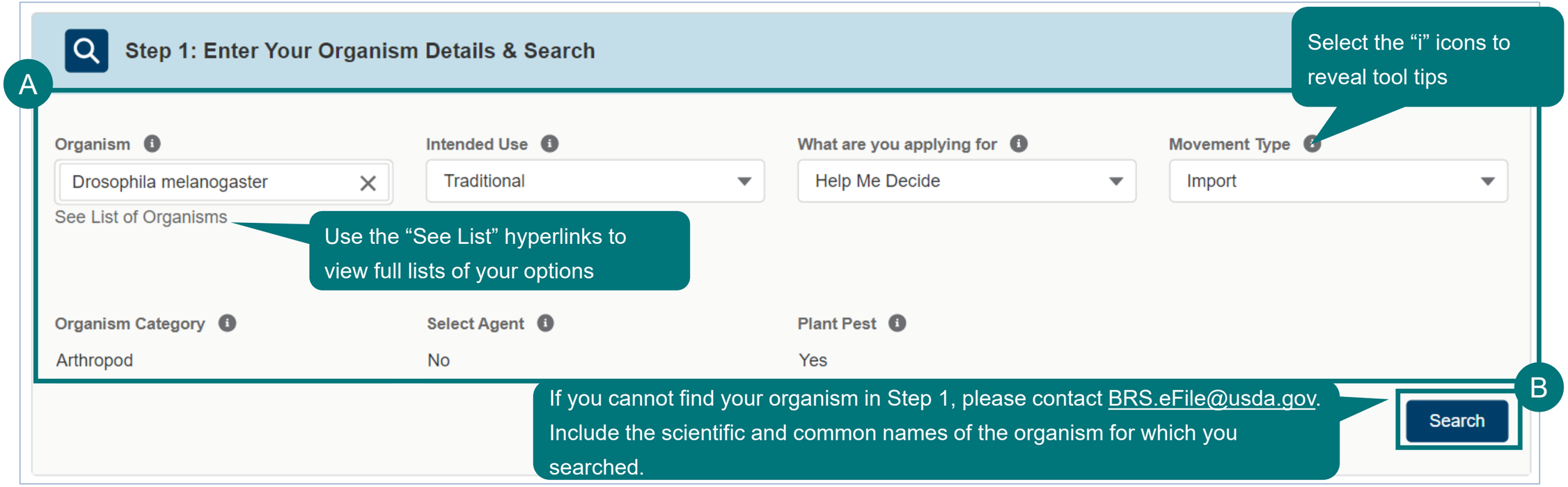
Complete the **Permitting Assistant** to begin the application process.

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.**

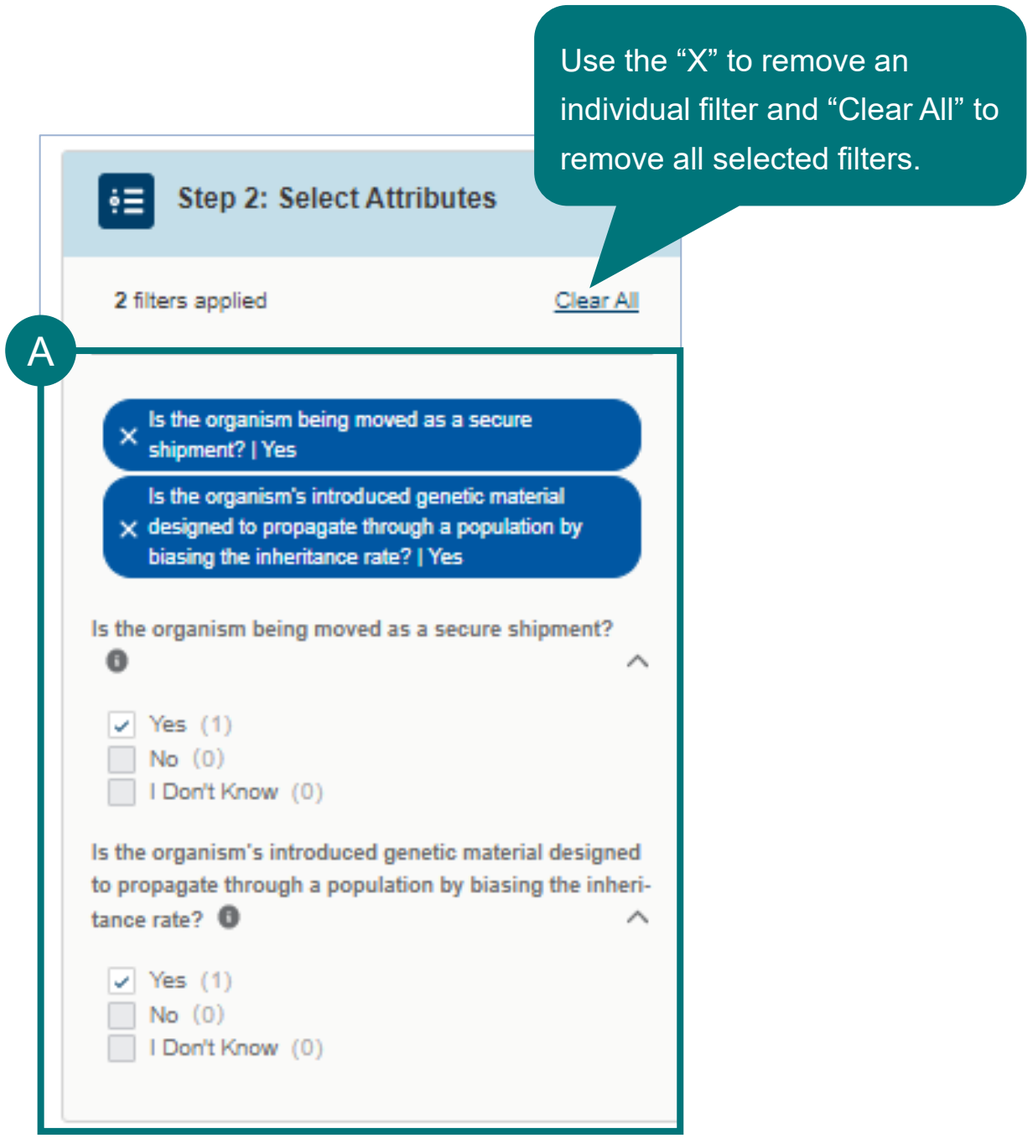


Step 2: Complete the BRS Permitting Assistant

A 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.



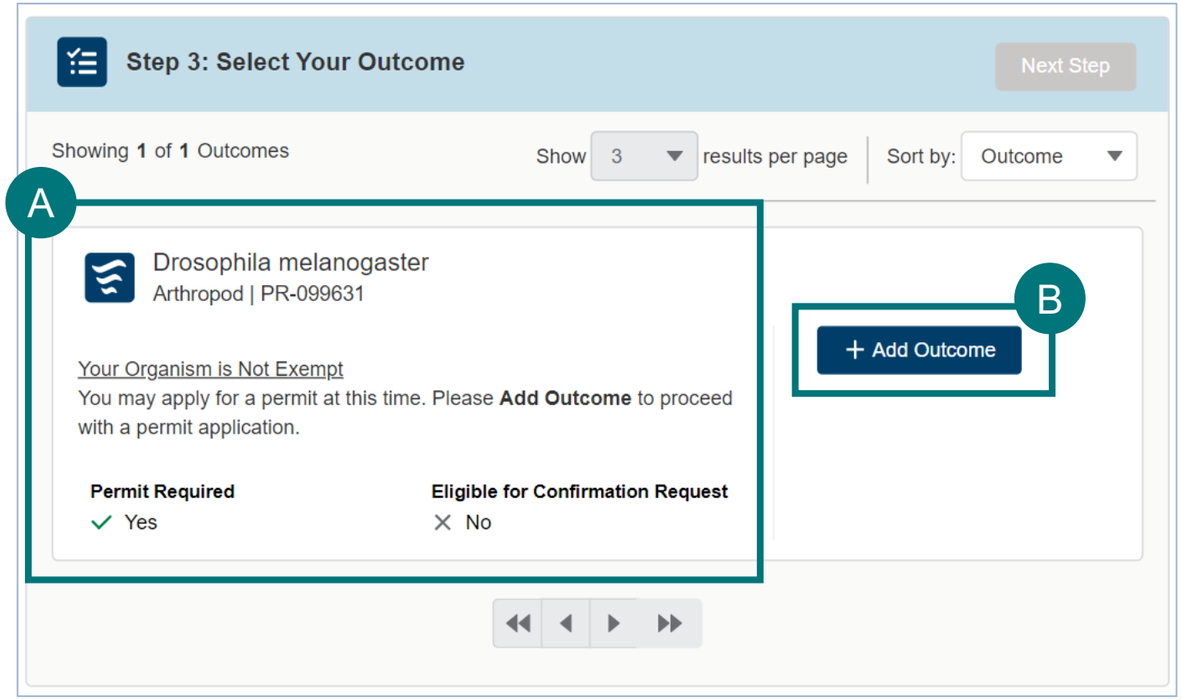
Step 2: Complete the BRS Permitting Assistant

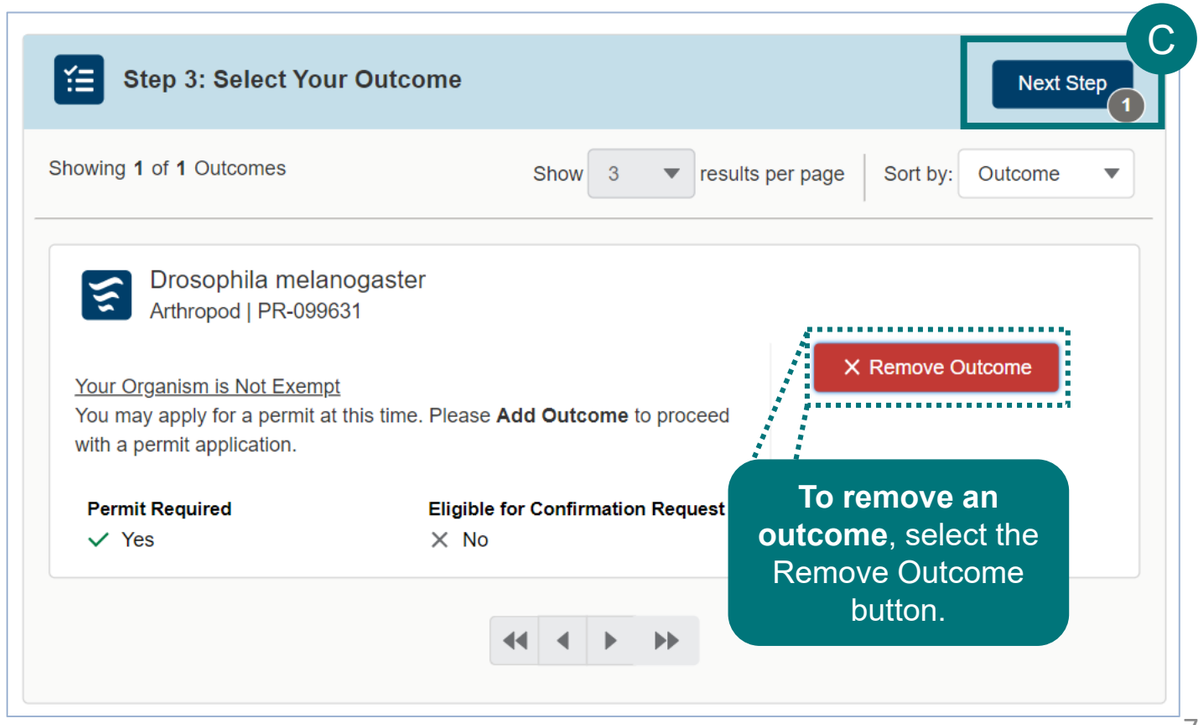
SEARCH PAGE

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.**





Step 3: Review and Confirm Outcomes

SUMMARY PAGE

Review and Confirm your Outcomes on the Request Summary page.

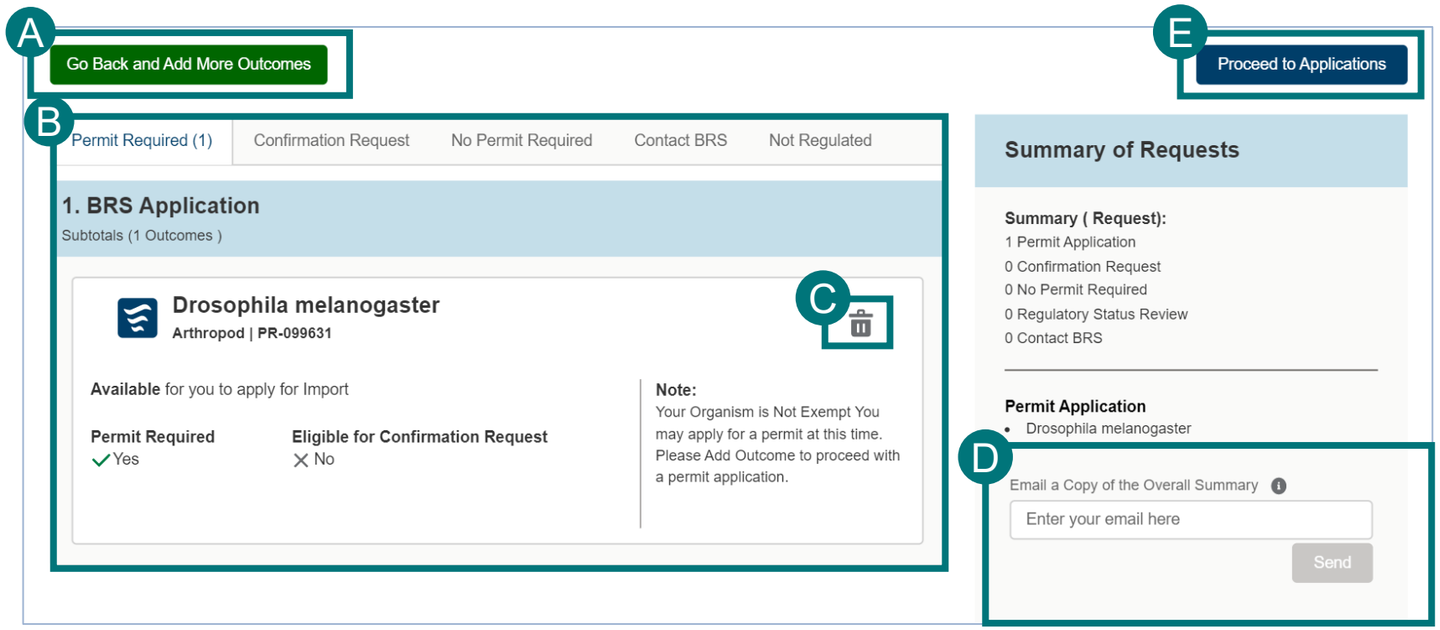
A To conduct another search and add additional outcomes, select **Go Back and Add More Outcomes.**

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**.

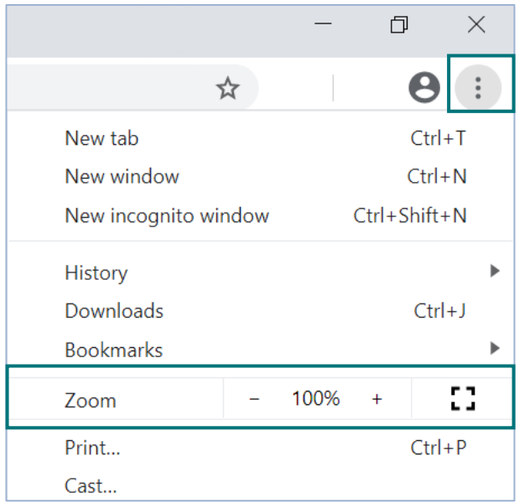
E If your request resulted in any permit applications, select the **Proceed to Application** to complete the permit application.



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