



Animal and Plant Health Inspection Service

U.S. DEPARTMENT OF AGRICULTURE

## **APHIS eFile Job Aid**

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

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Effective Date: June 12, 2025



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### 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.
5.0	August 2, 2024	Minor update to reflect reusable import labels, login.gov accounts, and help updates.
6.0	June 12, 2025	Minor update to reflect use of the new pre-application questionnaire tool and return of the notification process.

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 BRS applications or compliance reports, please use the APHIS eFile Help Wizard found under the Get Help tab on the APHIS eFile portal (<https://efile.aphis.usda.gov/s/get-help>).



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### APHIS 2000 Summary

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*This is a high-level summary of the APHIS 2000 authorization 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/s/> and login with your identity-verified [Login.gov](#) account.
  - a. Visit the [USDA FAQ Page](#) to learn more about Login.gov accounts or transitioning your eAuth account.
2. Using the Ready to Apply drop-down, select APHIS 2000 (Web).
3. Complete the BRS Pre-Application Questionnaire (PAQ) using the on-screen instructions and proceed to your application.

*Note: After selecting a BRS application type in the PAQ, you will be redirected into the application. If you leave APHIS eFile and return, your draft application will be the first one listed on the My Activity page.*

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, authorization, 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.
7. Complete the **Organism Supplier/Developers** section and proceed.

*Note: This section is only applicable to permit applications; as a result, this section will not appear on notification applications. Adding an Organism Supplier/Developer is required for permit application with a release component, but optional for import and interstate movement only applications. If you do not wish to add an Organism Supplier/Developer, select the Save and Next button.*



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## APHIS 2000 Authorization Application and Compliance Reporting

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 authorization request.
    - iv. Labels associated with an authorization are ready.



# APHIS eFile Job Aid

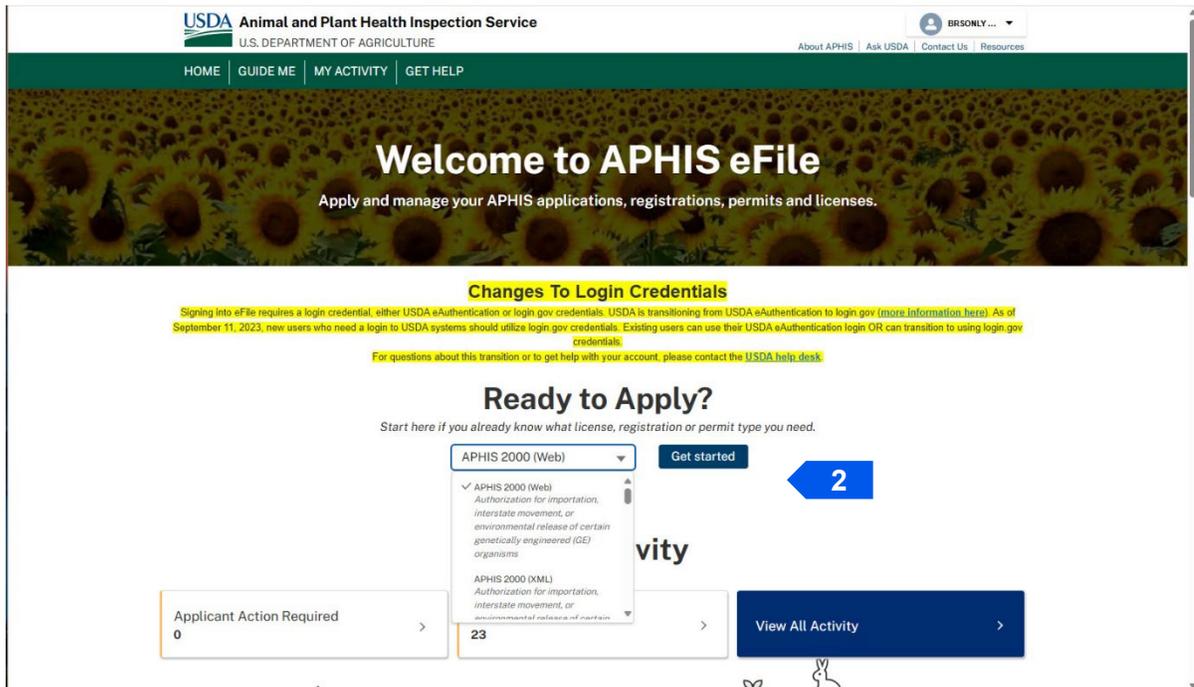
## APHIS 2000 Authorization Application and Compliance Reporting

### 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 Pre-Application Questionnaire (PAQ). The PAQ presents several questions to help you determine your notification or permitting needs.



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

3. Select an option, then select the **Next** button.

The screenshot shows the APHIS eFile Job Aid interface. At the top, there is a header with the USDA logo and the text 'Animal and Plant Health Inspection Service U.S. DEPARTMENT OF AGRICULTURE'. A navigation menu includes 'HOME', 'GUIDE ME', 'MY ACTIVITY', and 'GET HELP'. A user profile dropdown menu is visible with the text 'BRONLY...'. Below the header, the main content area is titled 'What Do You Want To Do?'. It contains text explaining BRS regulations and provides two radio button options: 'Check Notification Eligibility' and 'Start a Permit Application'. Below these options are 'Start Again' and 'Exit' buttons. A 'Next' button is highlighted with a blue arrow and the number 3. At the bottom of the page, there is a footer with the USDA logo, social media icons for Twitter, Facebook, Email, Instagram, and YouTube, and a small 'X' icon.

4. Answer each on-screen prompt and proceed through the PAQ.
5. At the conclusion of the PAQ, you will be presented with options to start a notification or permit application or contact BRS. Choosing to proceed with a notification or permit application will redirect you into the application where you can begin filling in information.



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### Returning to an Existing Application

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

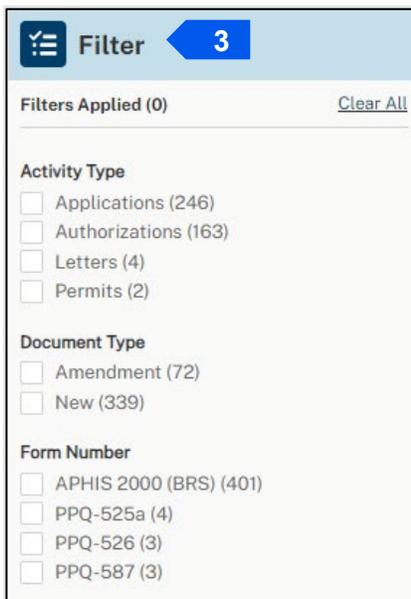
#### Instructions:

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.*

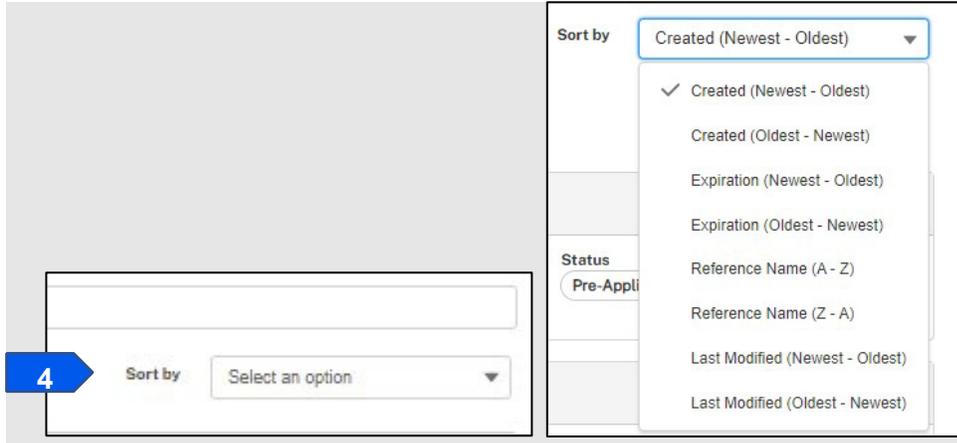




# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

- 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.



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





# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### 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, authorization, 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.*



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

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

The screenshot shows a form with several fields. The 'Proposed Effective Date' field is highlighted with a blue box and contains the date '12/14/2021'. A blue arrow with the number '3' points to this field. To the right, a calendar for December 2021 is displayed, with the date '14' circled in blue. Other fields include 'Hand Carry' (No), 'Number of Labels' (8), 'Purpose of Permit' (Industrial Product), and 'Applicant Reference Number'.

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

The screenshot shows a form with several fields. The 'Proposed Expiration Date' field is highlighted with a blue box and contains the date '10/13/2022'. A blue arrow with the number '4' points to this field. To the right, a calendar for October 2022 is displayed, with the date '13' circled in blue. Other fields include 'Any biological material (e.g., culture medium) during movement' (No), 'Means of Movement' (test), and 'Additional Information'.



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## APHIS 2000 Authorization Application and Compliance Reporting

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 authorization is for import, interstate movement, environmental release, or interstate movement and environmental release.*

**Related Activity**

\* Proposed Effective Date: 1/6/2022

\* Proposed Expiration Date: 1/5/2023

\* Any biological material (e.g., culture medium, or host material) accompanying the organism during movement: No

\* Purpose of Permit: Phytoremediation

\* Means of Movement: [brackets]

Applicant Reference Number

Additional Information

Save Save and Next

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.*

Additional Information

Application needs to be reviewed with A-000003523

Save Save and Next

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



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### Organisms

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

#### Instructions:

1. Select the **Add Organism** button to add an organism.

**Organisms**

**Instructions**

Organisms that are not plants do not qualify for notification and cannot be selected here.

Only one plant species can be added. Select a plant by clicking the +Add Organism button and searching within the Organism field. The listed plants generally include those that can come under notification and the listed Movement Type. Please contact [BRS.eFile@usda.gov](mailto:BRS.eFile@usda.gov) if your plant is not available for selection OR if you are uncertain about the appropriateness listing a plant in this notification application.

**Organism Details** + Add Organism **1**

\* You have no individual Organism information

Back Save Save and Next

2. 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.

**Select an Organism** **2**

Search

Q Enter your search here

Organism Type	Organism Scientific Name	Organism Common Name	Alternate Scientific Name	Action
Plant	Agrostis canina	Velvet bentgrass		Select
Plant	Agrostis stolonifera	Creeping Bentgrass		Select
Plant	Agrostis tenuis	Colonial bentgrass	Agrostis sylvatica, Agrostis ten...	Select <b>2</b>
Plant	Allium cepa	Onion		Select
Plant	Allium fistulosum	Welsh onion		Select

Cancel Add





# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### Organism Supplier/Developers (Permit Only)

You, the responsible person or application preparer, can choose to identify your Organism Supplier or Developer in this section of permit applications. This section will not appear on notification applications.

#### 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 required for applications with a release component and optional for import and interstate movement applications. If you do not need 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.*

#### Organism Supplier/Developer Details

**Instructions**

Entering Organism Supplier/Developer information is optional.

Choose from your contact list the individual(s) who is (are) the Organism Supplier/Developer(s), OR create a new contact to use instead.

If you do not want to add Organism Supplier/Developer information, do not Select a Contact as Organism Supplier/Developer and proceed by using 'Save and Next'.

**Organism Supplier/Developer**

Find a Organism Supplier/Developer

Enter name, organization, or email   Or

**BRSONly ApplicantUser**  
Project Lead

**Mailing Address**  
555 Place ave  
Riverdale, Maryland (MD) 20737  
United States of America  
1-111-1111  
miranda.wanex@aphis.usda.gov

**Jesper Bratt**  
Created from Application (A-0000346665) with BRSONly ApplicantUser Account --> Create New Contact

**Mailing Address**  
25 Lafayette St  
Newark, New Jersey (NJ) 07102  
United States of America  
4-444-4444  
jb63@njdevils.com



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## APHIS 2000 Authorization Application and Compliance Reporting

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.*

**Organism Supplier/Developer Details**

**Instructions**

Entering Organism Supplier/Developer information is optional.

Choose from your contact list the individual(s) who is (are) the Organism Supplier/Developer(s), OR create a new contact to use instead.

If you do not want to add Organism Supplier/Developer information, do not Select a Contact as Organism Supplier/Developer and proceed by using 'Save and Next'.

**Organism Supplier/Developer**

Find a Organism Supplier/Developer

Enter name, organization, or email  Or  **4**

**BRSONly ApplicantUser**  
Project Lead

**Mailing Address**  
555 Place ave  
Riverdale, Maryland (MD) 20737  
United States of America  
1-111-1111  
miranda.wanex@aphis.usda.gov

**2**

**2**

**3**

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.*



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## APHIS 2000 Authorization Application and Compliance Reporting

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

**Add New Associated Contact** 5

\*First Name: kim  
\*Last Name: Sands  
\*Title: Supplier  
\*Email Address: K.Sands@gmail.com  
Phone:  
\*Organization Name: Test  
Fax:

**Address Information**

\*Street Address: 112233 Blank St  
\*City: Arlington  
\*Postal Code: 112233  
\*Country: United States of America  
\*State/Province: Virginia (VA)  
\*County: Charles City

Cancel Save & Select 5

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.

**Organism Supplier/Developer Details**

\* Organism Supplier/Developer

karen smith  
supplier  
Edit 7

Mailing Address  
www  
charlotte, North Carolina (NC) 28213  
United States of America  
ssss@aol.com  
Remove Organism Supplier/Developer

+ Add Another Organism Supplier/Developer Contact

Back



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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.*

**Edit Organism Supplier/Developer**

\* First Name

\* Last Name

\* Title

Organization Name

Address Information

Street Address

\* Country

Email Address  Claim as CBI

Phone  Claim as CBI

Alternate Phone  Claim as CBI

Cancel Save **8**

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.

**Organism Supplier/Developer Details**

\* Organism Supplier/Developer

**karen smith**  
supplier

**Mailing Address**  
wwwwww  
charlotte, North Carolina (NC) 28213  
United States of America  
sssss@aol.com

**9**



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### 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.

**Construct Details**

\* Construct Name  [Test construct] **3**

\* Organism  Acidovorax venae **4**

\* Modification Method   Claim as CBI  Agrobacterium tumefaciens, disarmed **5**

Transformation Events/Construct Desc.  [test] **6**

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.

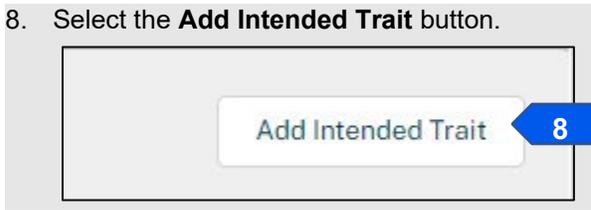
*Note: Intended Trait(s) and Genotype sub-sections appear after a construct is initially saved. These sections are required for submission.*



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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.*

**Add Intended Trait**

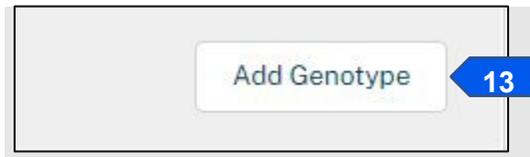
**Intended Trait Details**

\* Trait ⓘ  
Select an Option 9

\* Phenotype ⓘ 10

Mechanism of Action ⓘ 11

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





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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.*

**Add Construct Component**

**Component Details**

\* Genotype Category ⓘ  
Select an Option ▼

\* Construct Component Name ♥  
[Text Field]

\* Construct Component ⓘ  
--None-- ▼

\* Donor ⓘ ♥  
[Text Field]

\* Construct Component if Not Listed ⓘ  
[Text Field]

\* Construct Component Description ♥  
[Text Field]

Cancel Add **15**

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.*

**Genotypes**

Genotypes Add Genotype

Genotype	Actions
Empty Transformation Vector	[Edit] [Delete]
3'UTR: test description	[Edit] [Delete] Add Component <b>16</b>
Selectable Marker	[Edit] [Delete]
Exon: test	[Edit] [Delete]

Add Component



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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 new 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.

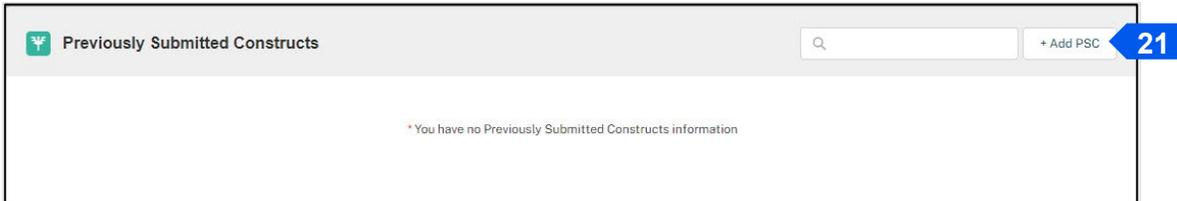
*Note: If you wish, you can clone a construct by using the clone button on the bottom of the Edit Construct pop-up window.*

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.

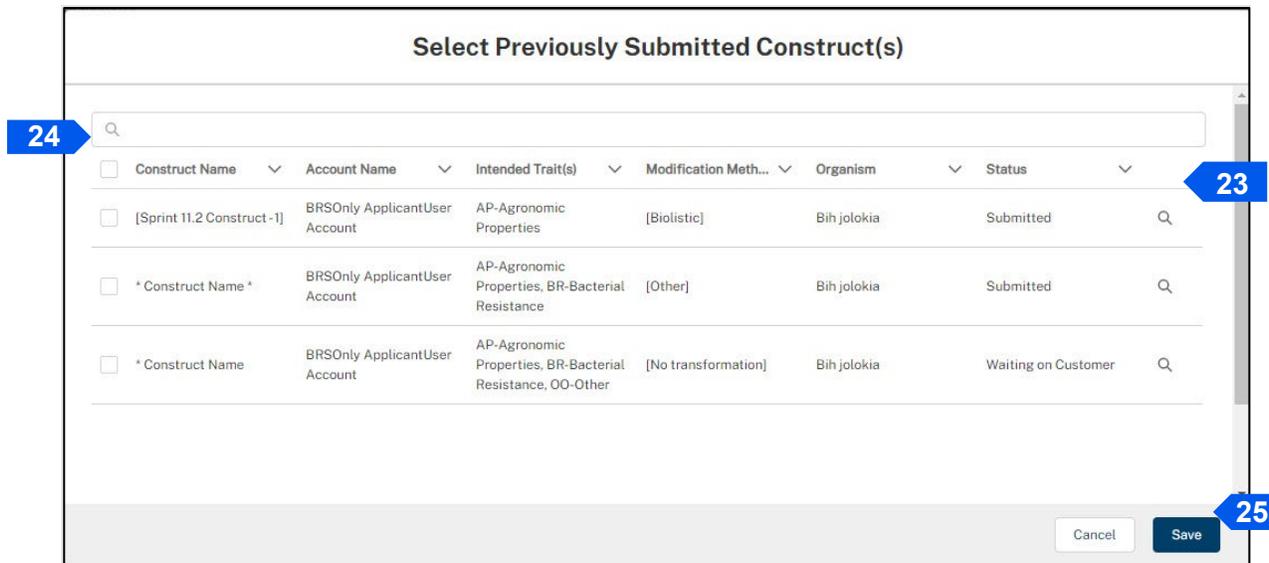
### Add a Previously Submitted Construct (PSC)

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.





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## APHIS 2000 Authorization Application and Compliance Reporting

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.





# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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.

Construct Name	Account Name	Intended Trait(s)	Modification Meth...	Organism	Status
[Sprint 11.2 Construct -1]	BRSONly ApplicantUser Account	AP-Agronomic Properties	[Biolistic]	Bih jolokia	Submitted
* Construct Name *	BRSONly ApplicantUser Account	AP-Agronomic Properties, BR-Bacterial Resistance	[Other]	Bih jolokia	Submitted
* Construct Name	BRSONly ApplicantUser Account	AP-Agronomic Properties, BR-Bacterial Resistance, OO-Other	[No transformation]	Bih jolokia	Waiting on Customer

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

Name	Trait	Phenotype
PN-00083526	AP-Agronomic Properties	testing



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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.*

Construct Name	Modification Method	Organism	Intended Trait(s)	Status	Action Required
Construct 1: a0E3500000...	Direct Injection	Acidovorax venae		Draft	Add Intended Trait, Add Genotype

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.

Construct Name	Account Name	Modification Met...	Organism	Intended Trait(s)	Status	App Status
[Sprint 11.2 Construct-1]	BRSONly ApplicantUser Account	[Biologic]	Bih jolokia	AP	Submitted	Draft

Page 1 of 1



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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

**Construct**

**Construct Details**

Construct Name: [Sprint 11.2 Construct -1]      Organism: Bih jolokia  
Modification Method: Transformation Events/Construct Desc.  
 Claim as CBI      [Transformation Events/Construct Desc.]

**Intended Trait(s)**

**Intended Trait(s)**

Name	Trait	Phenotype	Mechanism of Action
PN-00111235	AP-Agronomic Properties	[* Phenotype]	

Show: 10      Page 1 of 1      Total Intended Traits: 1

**Genotypes**

**35**

Clone      Cancel

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.



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### Locations

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

#### Instructions:

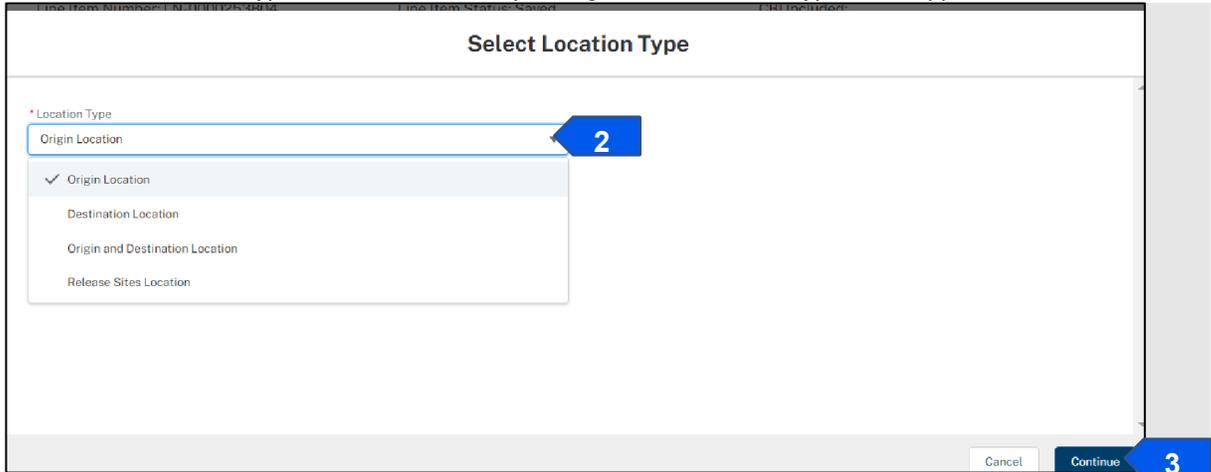
1. Select the **Add Location** button.

*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.



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### For Origin Location Type

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

The screenshot shows the 'Origin Location' form with the following fields and callouts:

- 5**: Points to the 'Location Name' text input field.
- 6**: Points to the 'Country' dropdown menu, which is currently set to 'United States of America'.
- 8**: Points to the 'State/Province' search dropdown.
- 8**: Points to the 'County' search dropdown.
- 10**: Points to the 'Add' button at the bottom right of the form.

Other fields visible include: Street Address 1, Street Address 2, Street Address 3, Street Address 4, City, and Location Description.

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 authorization, 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 authorizations – 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.





# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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.



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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

\* Previously Inspected by APHIS

Yes

17

*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**.

Add Material 19

\* Quantity

\* Unit of Measure

Select Unit of Measure

\* Material Type

Select Material Type

Cancel Add 20

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.



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

28. Select the **Add** button.

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

**Release Sites Location** 24

\* Location Name test

\* Country United States of America

Street Address 1

\* State/Province North Carolina (NC)

Street Address 2

\* County Mecklenburg

Street Address 3

Zip

Claim as CBI

Street Address 4

Location Description

City

\* Location Unique Id test 25

**Release Details** 26

\* Number of Proposed Releases

Claim as CBI

3

\* Number of Acres

Claim as CBI

3,000

\* Critical Habitat Involved?

Yes

No

**Site Specific Information** 27

\* Release Site History

test

Cancel Save 28

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.*

**Add GPS Coordinates**

\* Latitude 30

\* Longitude 30

Cancel Add 31

31. Select the **Add** button.

29

Add GPS Coordinates



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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

### Locations

**Instructions**

At least one Origin Location, at least one Destination Location, and at least one Release Site Location must be added to this application. Origin and Destination Locations may be used to satisfy one or both of the Origin or Destination requirements.

#### Locations Detail

Name	Location Type	County	State	Country	Information	Status
Interstate Movement ...	Origin and Destinati...	Clermont	Ohio (OH)	United States of Ame...		Review Complete
IMR Origin and [Desti...	Origin and Destinati...	San Diego	California (CA)	United States of Ame...		Review Complete
Release 2	Release Sites Location	Montgomery	Maryland (MD)	United States of Ame...		Review Complete
[Rel 3]	Release Sites Location	Frederick	Maryland (MD)	United States of Ame...		Review Complete
[Test] Release	Release Sites Location	Calvert	Maryland (MD)	United States of Ame...		Review Complete
[ME Loc]	Release Sites Location	Aroostook	Maine (ME)	United States of Ame...		Review Complete
[LA Loc]	Release Sites Location	Rapides	Louisiana (LA)	United States of Ame...		Review Complete
[HI Loc]	Release Sites Location	Maui	Hawaii (HI)	United States of Ame...		Review Complete
[FL Loc]	Release Sites Location	Bradford	Florida (FL)	United States of Ame...		Review Complete

Show:  Total Locations: 9

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# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### 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.



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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

File Name	File Type	Description	Created Date
test.docx	docx	SOP:CBI-Deleted	12/13/2021, 01:10 PM

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**.*



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### Review & Submit

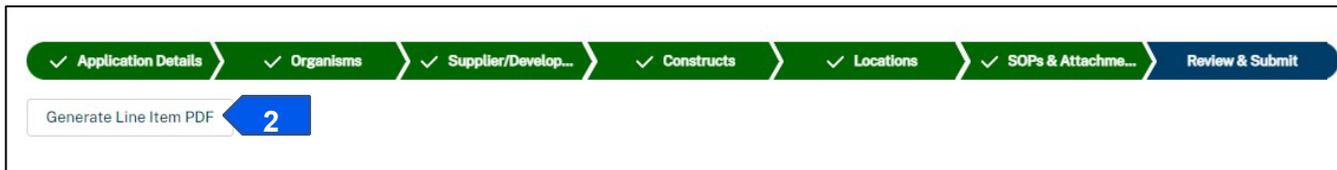
You, the responsible person or application preparer, need to review the Line Item information you have provided, and agree to the terms of the application to proceed to the submission section.

#### Instructions:

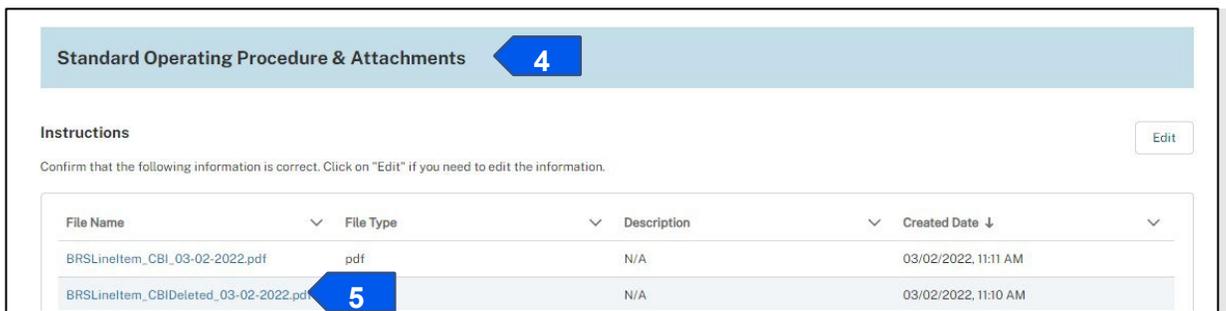
1. Review all sections of your application. If data is missing in your application, you will see a “You have errors” section at the top of the page with a red banner. You will not be able to submit your authorization application if it does not contain the minimum data requirements. Select the **hyperlinked 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.





# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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)

<b>1. NAME, ADDRESS, TELEPHONE, AND EMAIL OF APPLICANT</b> <b>Name:</b> Nat Test USDAeFile Applicant-2 <b>Title:</b> <b>Organization:</b> Parks and Rec 330 Lurgan, SOUTH SAN FRANCISCO, United States Minor Outlying Islands, 94080 <b>Day Telephone:</b> 5555555555 <b>FAX:</b> <b>Email:</b> natalia.a.weineta@usda.gov	<b>2. PURPOSE OF PERMIT</b> <input type="checkbox"/> Industrial Product <input type="checkbox"/> Pharmaceutical Product <input type="checkbox"/> Phytoremediation <input checked="" type="checkbox"/> Traditional
<b>3. MOVEMENT TYPE</b> <input type="checkbox"/> Importation <input type="checkbox"/> Interstate Movement <input checked="" type="checkbox"/> Interstate Movement and Release <input type="checkbox"/> 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:** Bacon (Biteest1)

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.weineta@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.

### 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 introduction of select agents or regulated nucleic acid materials of select agents or toxins, as described in 9 CFR 121;
- . I will not "introduce" (as defined in 7 CFR 340) the material described in this application until APHIS has acknowledged a notification to do so;
- . The organism and information within this application qualifies for notification; and
- . I will comply with the regulations and performance standards that apply to the "introduction" (as defined in 7 CFR part 340) of the material described in this application.

Yes, I understand and agree to the terms.

**7**



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### 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.

#### Application Details

Application Number:	A-0000876247
Application Type:	New
Application Name:	FreshBRS ApplicantTest
Application Email:	briyanna.norman@usda.gov
Application Phone:	(444) 444-4444
Application Fax:	
Organization:	BRS Test Org 3
Sharing Account:	BRS Test Org 3
Status:	Open
Withdrawn By:	
Withdrawn Date/Time:	
Applicant Address:	555 Cloudy City, Green City, Maryland, 12345, United States
U.S. Address:	555 Cloudy City, Green City, Maryland, 12345, United States
Created By:	
Created Date:	05/19/2025
Last Modified By:	Mulesoft Integration User
Last Modified Date:	05/29/2025

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

By signing this application, I certify the information is complete and accurate to the best of my knowledge and that: **2**

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 or acknowledgement, 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](#) **3**

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](mailto:aphis.efile@usda.gov).



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

- 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.

**Application Line Items**

Name	Regulated Article	Status	Action
LN-0000061768	Vaccinium corymbosum	✓ Submitted	Item Details   Withdraw

**Authorizations**

Name	Auth Type	Status
AUTH - 0000032494	Permit	Submitted

- View/download copies of your submitted application PDFs, if needed, by scrolling to the bottom of the Application Details Page.
  - 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.
  - You may click the name of the document and use the download button on the resulting window to save a local copy.

**Notes and Attachments**

A-0000246104

NAME	DESCRIPTION ↑	MODIFIED		4 ITEMS
Application_07-06-2021_AUTH - 0000188049_CBI.pdf		7/6/2021 1:03 PM	<input type="checkbox"/>	
Application_07-06-2021_AUTH - 0000188049_CBIDeleted.pdf		7/6/2021 1:03 PM	<input type="checkbox"/>	

*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.*



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### 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](mailto: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.

**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

**3** Action Required

Section	Name	Instructions	Go To
Constructs	CRID-0000222384	Confirm that the following information is correct.	<a href="#">More Information</a>

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.*



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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.

**Locations**

**Instructions**

At least one Origin Location and at least one Destination Location must be added to this application. Origin and Destination Locations may be used to satisfy one or both of the Origin or Destination requirements.

**Locations Detail**

Name	Location Type	County	State	Country	Information	Status	Action Required
Test	Destination Locati...	Prince George's	Maryland (MD)	United States of A...		Draft	Add M <b>5a</b>
Test	Destination Locati...	Yolo	California (CA)	United States of A...		Review Complete	<b>5b</b>
Test	Origin Location	Bexar	Texas (TX)	United States of A...		Review Complete	

Show:  Page 1 of 1 Total Locations: 3

6

*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.



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

### Review Permit Conditions (Permit Only)

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](mailto: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.

Total Conditions	Total agreed	Yet to be agreed	Status
11	0	11	

Showing 1 to 1 of 1 entries

Previous 1 Next

[View Conditions](#) **3**

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.

Condition Description	Agree	Comments
The regulated article shall be maintained and disposed of (when necessary) in a manner so as to prevent the dissemination and establishment of plant pests...	--None--	
All packaging material, shipping containers, and any other material accompanying the regulated article shall be treated or disposed of in such a manner as to prevent the dissemination and establishment of plant pests....	Agree	
The regulated article shall be kept separate from other organisms, except as specifically allowed in the permit...	Disagree	Comment

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.



# APHIS eFile Job Aid

## APHIS 2000 Authorization Application and Compliance Reporting

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

Supplemental Conditions				
Detail View	Order Number	Condition Description	Agree	Applicant Comments
<a href="#">View Full Description</a>	1	Test Supp. Condition...	Agree ▼	<input type="text"/>

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.*



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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.

Application Details	
Application Number:	A-0000413791
Application Type:	New
Application Name:	BRSOnly ApplicantUser
Application Email:	miranda.wanex@aphis.usda.gov
Application Phone:	1-111-1111
Application Fax:	
Organization:	BRS Test Org
Sharing Account:	BRS Test Org
Status:	Draft
Withdrawn By:	
Withdrawn Date/Time:	
Applicant Address:	555 Place ave, Riverdale, Maryland, 20737, United States
U.S. Address:	555 Place ave, Riverdale, Maryland, 20737, United States
Created By:	BRSOnly ApplicantUser
Created Date:	04/18/2023
Last Modified By:	BRSOnly ApplicantUser
Last Modified Date:	04/26/2023

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

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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.

#### Application Details

Application Number:	A-0000372533
Application Type:	New
Application Name:	BRSEOnly ApplicantUser
Application Email:	miranda.wanex@aphis.usda.gov
Application Phone:	1-111-1111
Application Fax:	
Organization:	BRS Test Org
Sharing Account:	BRS Test Org
Status:	Submitted
Withdrawn By:	
Withdrawn Date/Time:	
Applicant Address:	555 Place ave, Riverdale, Maryland, 20737, United States
U.S. Address:	555 Place ave, Riverdale, Maryland, 20737, United States
Created By:	BRSEOnly ApplicantUser
Created Date:	01/31/2023
Last Modified By:	BRSEOnly ApplicantUser
Last Modified Date:	04/26/2023

[Edit Sharing](#) [Clone Application](#) [Withdraw Application](#) **1**

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

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

merge-aphis-e-file.cs32.force.com says

Are you sure you want to withdraw this application?

[OK](#) **2**



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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.

### Application Details

Application Number:	A-0000413791
Application Type:	New
Application Name:	BRSONly ApplicantUser
Application Email:	miranda.wanex@aphis.usda.gov
Application Phone:	1-111-1111
Application Fax:	
Organization:	BRS Test Org
Sharing Account:	BRS Test Org
Status:	Draft
Withdrawn By:	
Withdrawn Date/Time:	
Applicant Address:	555 Place ave, Riverdale, Maryland, 20737, United States
U.S. Address:	555 Place ave, Riverdale, Maryland, 20737, United States
Created By:	BRSONly ApplicantUser
Created Date:	04/18/2023
Last Modified By:	BRSONly ApplicantUser
Last Modified Date:	04/26/2023

Edit Sharing
Clone Application
Delete Application
1

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

Are you sure you want to delete this application ?

OK
2

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.

Ref#: A-0000417548 | Program: BRS | BRS-Permit-Import
+ New
View Details
More Actions ▾

Applicant	Organism	CBI Status	Started	Status
BRSONly ApplicantUser	Bih jolokia	Yes	04/25/2023	Draft

3

Delete Draft  
Change Organization



# APHIS eFile Job Aid

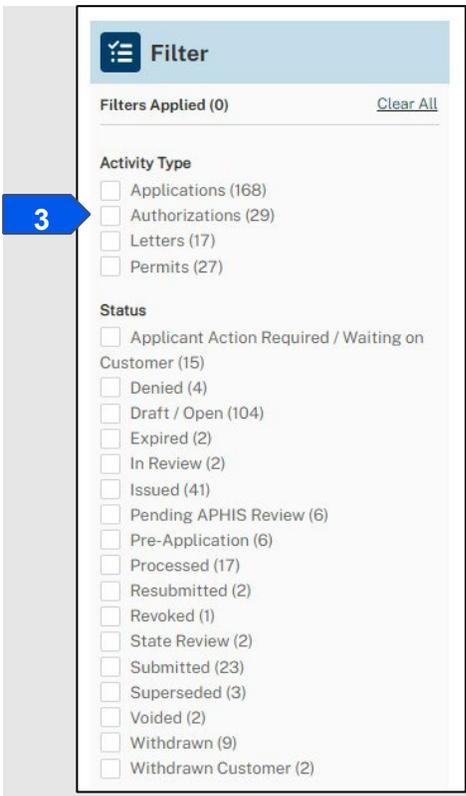
## APHIS 2000 Permit Application and Compliance Reporting

### View Acknowledgement Letter or Permit

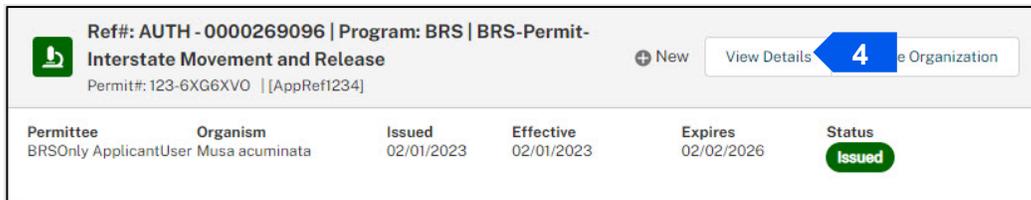
You, the responsible person or application preparer: 1) had your notification acknowledged and want to view the acknowledgement letter; or 2) have been issued a permit by APHIS and you want to view or download the resulting permit copies.

#### 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 authorization, 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.



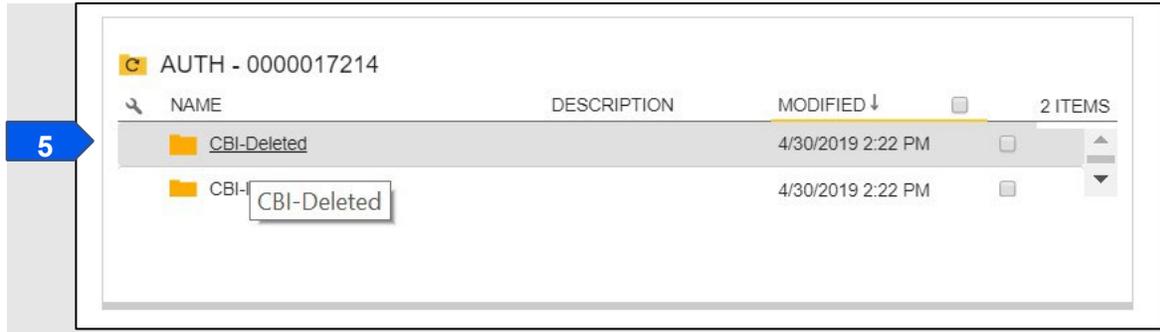


# APHIS eFile Job Aid

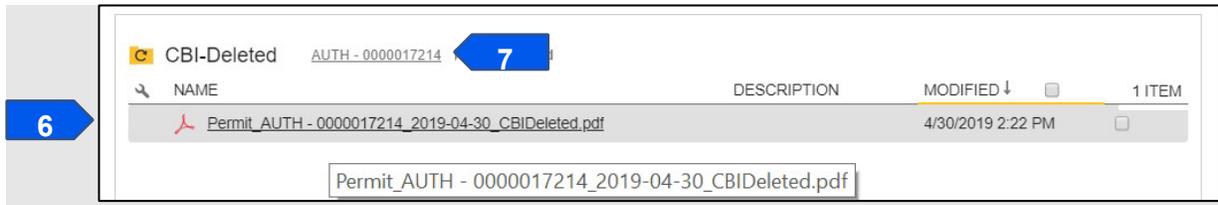
## APHIS 2000 Permit Application and Compliance Reporting

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 authorization 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.



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.*



# APHIS eFile Job Aid

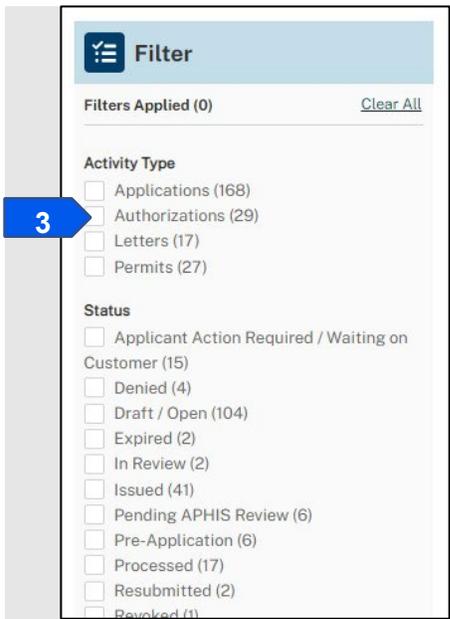
## APHIS 2000 Permit Application and Compliance Reporting

### View/Request Labels in APHIS eFile

APHIS has issued an import authorization to you, the responsible person or application preparer, and you want to view the authorization labels or request additional labels listing a different Plant Inspection Station.

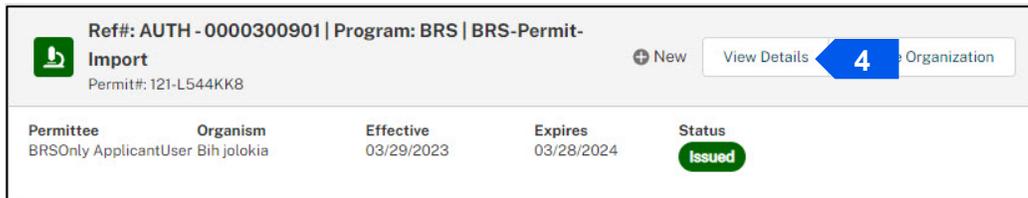
#### Instructions:

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 authorization, or select the **hyperlink** included in your email to be taken to the authorization.



Note: The Permit filter will only show PPQ permits.

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





# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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 authorization is acknowledged/issued and are copied to the CBI-Deleted or No CBI folder in the Authorization Notes and Attachments at the same time.*

*Effective August 2024, BRS import labels may be reused and attached to multiple shipments. Applicants no longer need to request additional unique labels for each shipment.*

6. To request import labels listing a different Plant Inspection Station, please email

[BRSPermits@usda.gov](mailto:BRSPermits@usda.gov) and provide the following information:

- a. The Issued Authorization Number.
  - b. The Plant Inspection Station to be listed on the labels.
7. The responsible person will receive an email when the labels are sent.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

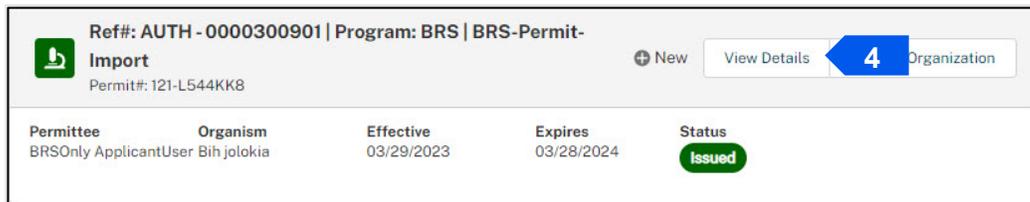
### Amend Application (Permit Only)

You, the responsible person or application preparer, need to make a change to the contents of your issued permit 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](mailto:BRS.eFile@usda.gov).

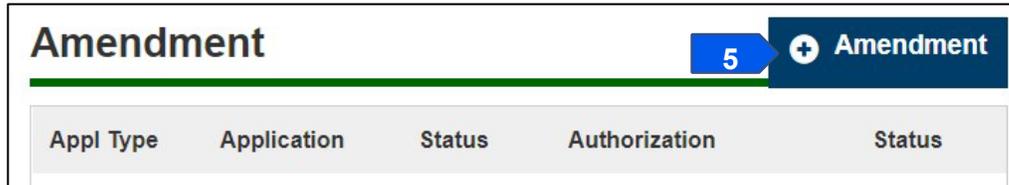
#### Instructions:

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.

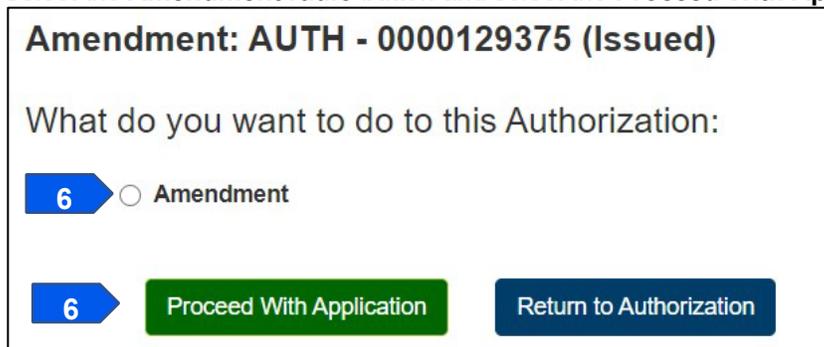
1. Login to APHIS eFile.
2. Select the **My Activity** tab.
3. Enter your **Authorization number (AUTH-0000XXXXX)** you want to amend into the search bar.
4. Select the **View Details** button.



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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

8. Scroll to the Related Activity section and enter a description of the amendment in the **Amendment Description** text box.

The screenshot shows the 'Related Activity' section of the APHIS eFile application. It contains several input fields: 'Proposed Effective Date' (3/24/2022), 'Proposed Expiration Date' (3/24/2023), 'Purpose of Permit' (Traditional), 'Applicant Reference Number', 'Amendment Description', and 'Additional Information'. A blue arrow labeled '8' points to the 'Amendment Description' field. At the bottom right, there are 'Save' and 'Save and Next' buttons, with a blue arrow labeled '10' pointing to the 'Save' button.

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.
  - o To add information in a specific section of the application, select that section of the application.
  - o 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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

14. Check the “I certify...” checkbox, then select the **Submit for Approval** button.

**Application Details**

Application Number:	A-0000028139
Application Type:	Amendment
Application Name:	Demo Only BRS Applicant
Application Email:	email@email.com
Application Phone:	1234567890
Application Fax:	
Organization:	APHIS Test Account
Status:	Open
Applicant Address:	United States
U.S. Address:	United States
Created By:	Demo Only BRS Applicant
Created Date:	01/03/2019
Last Modified By:	Demo Only BRS Applicant
Last Modified Date:	01/03/2019

**14**  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.

**14**

### 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 “-An.” 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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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 authorizations. 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-0000XXXXX)** into the search bar.
4. Select the **View Details** button.

Permittee	Organism	Effective	Expires	Status
USDAeFile Applicant 2	Musa acuminata	03/20/2023	03/19/2024	Issued

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 authorization type. Additional reports may be required based on your supplemental permit 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:** Pre-Planting/Release Notice, Planting/Release Report, Pre-Flowering Notice, Pre-Harvest/Pre-Destruct Notice, Field Test Report, Volunteer Monitoring Report, and Cleaning (Return to General Use) Notice.

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

Pre-Planting/Pre-Release Notices [+ Add](#)

No records to display



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

Location Details for AUTH - 0000237425 Return to Summary

Reports 7 Add

No records to display

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

Add Pre-Planting/Pre-Release Notices Report

\* Report Summary RS-00045792 \* Release Site Search Locations... 8

\* Planned Start Date Calendar icon

Comments

Cancel Save

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

\* Release Site Info icon

9 LA Search icon

10 [LA Loc]

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



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

The screenshot shows the 'Add Pre-Planting/Pre-Release Notices Report' form. The 'Planned Start Date' field is highlighted with a blue arrow labeled '11'. A calendar pop-up is shown to the right, with the date '18' highlighted. The 'Comments' field is highlighted with a blue arrow labeled '12'. The 'Save' button is highlighted with a blue arrow labeled '13'.

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.

The screenshot shows the 'Add Supporting Documents' section. The 'Add Supporting Documents' button is highlighted with a blue arrow labeled '14'. The text 'No records to display' is visible below the button.

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

The screenshot shows the 'Add Supporting Documents' form. The 'Attachment Type' drop-down menu is highlighted with a blue arrow labeled '15'. The 'CBI Version' drop-down menu is also visible.

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

The screenshot shows the 'Add Supporting Documents' form. The 'CBI Version' drop-down menu is highlighted with a blue arrow labeled '16'. The options 'CBI-Included', 'CBI-Deleted', and 'No CBI' are visible.

*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.*



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

**Add Supporting Documents**

**Instructions:**  
Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version.  
For each CBI-Included document, a CBI-Deleted version is also required.

Attachment

CBI-Included

Upload Files Or drop files

Cancel

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

**Add Supporting Documents**

**Instructions:**

Upload Files

ReportAttachment.txt  
4 B

1 of 1 file uploaded

Done

Upload Files Or drop files

Cancel

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

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

**Supporting Documents**

File Name	File Type	Description	Created Date
Report Attachment.txt	txt	Attachment-CBI-Included	03/23/2023, 04:31 PM

Show: 10 Page 1 of 1 Total records: 1

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.

**Certify & Submit**

I, USDAeFile Applicant 2, hereby certify that the Pre-Planting/Pre-Release Notices submitted to APHIS is true and accurate to the best of my knowledge and belief. If there are any changes to the information disclosed in this Pre-Planting/Pre-Release Notices, I will contact APHIS.  
**WARNING:** Once you certify and submit, the report will no longer be editable.

Submit



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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 authorizations 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-0000XXXXX)** into the search bar.
4. Select the **View Details** button.

Ref#: AUTH - 0000032610 | Program: BRS | BRS-Permit-Release  
Permit#: 124-PRM3LA1

Permittee	Regulated Article	Issued	Effective	Expires	Status
Ron Swanson	Glycine max	12/12/2019	01/03/2019	01/03/2020	Issued

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 authorization type. Additional reports may be required based on your supplemental permit 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:** Pre-Planting/Release Notice, Planting/Release Report, Pre-Flowering Notice, Pre-Harvest/Pre-Destruct Notice, Field Test Report, Volunteer Monitoring Report, and Cleaning (Return to General Use) Notice.

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

Planting/Environmental Release Reports + Add + Add via XML

No records to display

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.

Constructs + Add **15**

Please enter at least 1 Construct

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 authorization and add them to the planting report.

Self Reporting

SR-0000075136

\* Construct ⓘ

**17** Search Constructs 🔍

[See List of Constructs](#) **18**

Lines/Events ⓘ



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.

A screenshot of a search dropdown menu. At the top, there is a search input field containing the text "Ba". Below the input field is a search icon. A blue arrow with the number "17" points to the first search result. The search results are listed as follows:

- CRID-0000160362  
BananaP012b - Musa acuminata - [Phage Transformation]
- CRID-0000160364  
Banana-nana-fofana - Musa acuminata - [Cold Shock]
- CRID-0000160366  
BananaFruits - Musa acuminata - [Cold Shock]

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

A screenshot of a form showing the "Construct" field populated with the selected result. The form includes a "Self Reporting" section with a checked checkbox and the value "SR-0000075136". Below it, the "Construct" field contains the text "CRID-0000160362 - BananaP012b - Musa acuminata - [Phage Transformation]". A "See List of Constructs" link is visible below the field.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

	Details ↑	Intended Traits
Select	BN-8193 - Musa acuminata - [Cold Shock]	AP-Agronomic Properties Drought Resistance
Select	Banana-nana-fofana - Musa acuminata - [Cold Shock]	OO-Other [Unique Phenotype Description]
Select	BananaFruits - Musa acuminata - [Cold Shock]	HR-Herbicide Resistance [Resists WeedsbeGone proprietary herbicide]
Select	BananaP012b - Musa acuminata - [Phage Transformation]	OO-Other [Other unique trait description]

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

	Details	Intended Traits
Select	BN-8193 - Musa acuminata - [Cold Shock]	AP-Agronomic Properties Drought Resistance

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



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

Self Reporting

SR-0000075136

\* Construct **i**

CRID-0000160365 - BN-8193 - Musa acuminata - [Cold Shock] X

[See List of Constructs](#)

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

Self Reporting

SR-0000075136

\* Construct **i**

CRID-0000160365 - BN-8193 - Musa acuminata - [Cold Shock] X

[See List of Constructs](#)

Lines/Events **i**

Lines 1, 2, 3...

Cancel Save **20**

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.

GPS Coordinates **22** + Add

No Records Found

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

**Note:** Please provide up to six (6) sets of GPS coordinates to identify the Release Site corners. If only providing one set of GPS coordinates, make sure it represents the NW corner of the Release Site. GPS coordinates must be in decimal degree format (e.g. 38.969831, -76.926215), with accuracy to a minimum of five (5) decimal places.

Self Reporting: SR-0000075136

\* Location: [Test] Release

\* GPS Coordinates (Latitude)

\* GPS Coordinates (Longitude)

Claim all GPS Coordinates as CBI **i**

Cancel Save **26**

24. Select the **Longitude** field and enter the **longitude** of your planting site.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.

[Test] Release - 3456 - Calvert - Maryland (MD)

\*Report Summary: RS-00045793

Release Record ID: [Test] Release

\*Start Date: Jun 22, 2023

\*Quantity (Acres): 1.60000

Anticipated Harvest/Destruct Date: Sep 29, 2023

Quantity (Acres) CBI:

\*Planting ID: Planting001

Comments: Optional Comment

**Constructs** + Add

Construct	Name	Lines/Events
CRID-0000160365	BN-8193	Lines 1, 2, 3...

Show: 10 Total records: 1

Cancel Save

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.*



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

Planting/Release Reports Location Details RS-00035676

Location Details for AUTH - 0000237427 Return to Summary

Search:

[FL Loc] - 111111 - Howard - Maryland (MD)

[LA Loc] - 222222 - Howard - Maryland (MD)

[ME Loc] - 333333 - Howard - Maryland (MD)

[Test] Release - 3456 - Howard - Maryland (MD)

[HI Loc] - 555555 - Howard - Maryland (MD)

Release 2 - 7890 - Howard - Maryland (MD)

[Rel 3] - 9876 - Howard - Maryland (MD)

Show: 10

29 Add Planting

Unique Planting Id	Planting Date	Acres	Type
2452-333334	03/20/2023	20.00000 Acres	Planting

Show: 10 Page 1 of 1 Total records: 1

Show: 10 Page 1 of 1 Total records: 7

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

Add Supporting Documents

No records to display

### Add Supporting Documents

**Instructions:**  
Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version.  
For each CBI-Included document, a CBI-Deleted version is also required.

31

32

Cancel

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**.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### Add Supporting Documents

**Instructions:**  
Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version.  
For each CBI-Included document, a CBI-Deleted version is also required.

Attachment ▼

CBI-Included ▼

**33** 📁 Upload Files Or drop files

Cancel

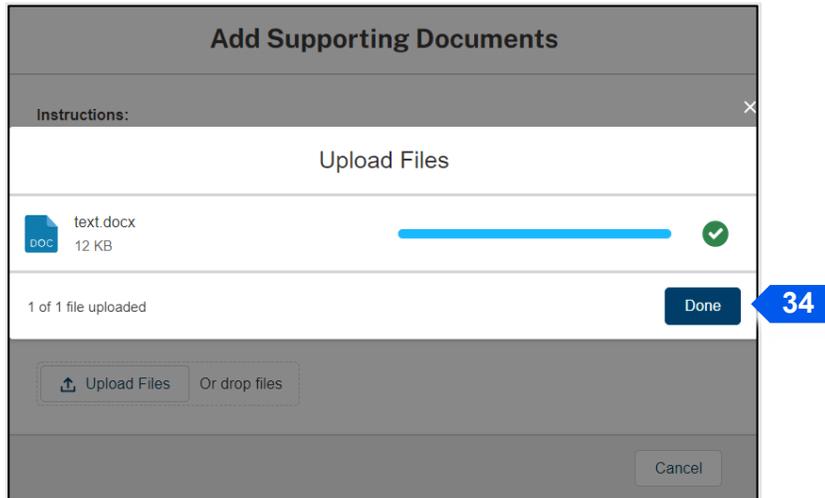
*Note: If you originally indicated there would be no CBI on your application, selecting the **NO CBI** status for your document(s) will not protect any CBI in the attachment.*



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

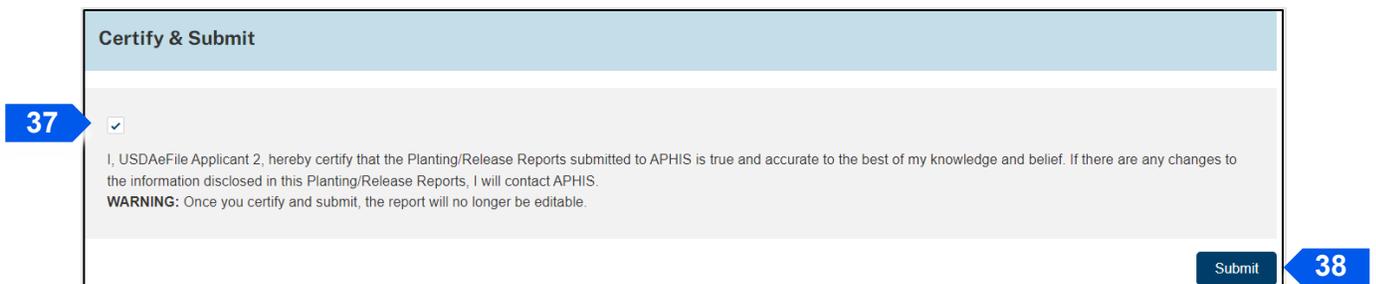


35. Repeat steps 30-34 until all supporting documents have been uploaded.

*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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### If No Planting Occurred

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

Planting/Release Reports Location Details RS-00035676

Location Details for AUTH - 0000237427 Return to Summary

[FL Loc] - 111111 - Howard - Maryland (MD)

[LA Loc] - 222222 - Howard - Maryland (MD)

[ME Loc] - 33333 - Howard - Maryland (MD)

[Test] Release - 3456 - Howard - Maryland (MD)

[HI Loc] - 555555 - Howard - Maryland (MD)

Release 2 - 7890 - Howard - Maryland (MD)

[Rel 3] - 9876 - Howard - Maryland (MD)

Show: 10

Page 1 of 1

Total records: 7

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.*

[LA Loc] - 222222 - Howard - Maryland (MD)

Is No Planting

Release Record ID [LA Loc]

\* Report Summary RS-00035676

\* No Planting ID

\* Report of No-Planting Date

Explanation

Cancel Save

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.

**47**

I, USDAeFile Applicant 2, hereby certify that the Planting/Release Reports submitted to APHIS is true and accurate to the best of my knowledge and belief. If there are any changes to the information disclosed in this Planting/Release Reports, I will contact APHIS.  
**WARNING:** Once you certify and submit, the report will no longer be editable.

**48** Submit

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### Create Pre-Flowering Notice (Permit Only)

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.

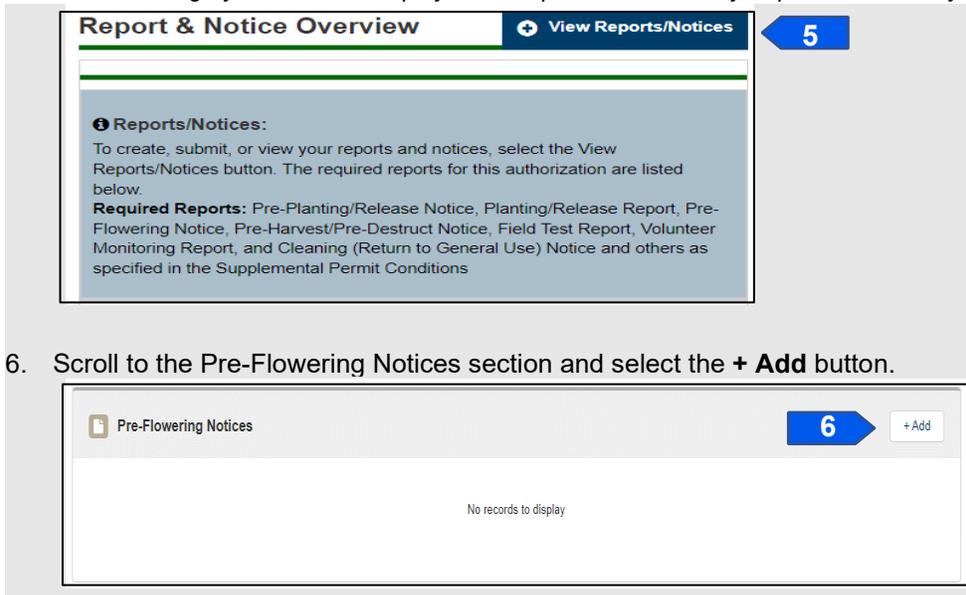


The screenshot shows a permit details page. At the top, there is a header with a green icon, the text "Ref#: AUTH - 0000032610 | Program: BRS | BRS-Permit-Release", and a blue arrow labeled "4" pointing to a "View Details" button. Below the header is a table with the following data:

Permittee	Regulated Article	Issued	Effective	Expires	Status
Ron Swanson	Glycine max	12/12/2019	01/03/2019	01/03/2020	Issued

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

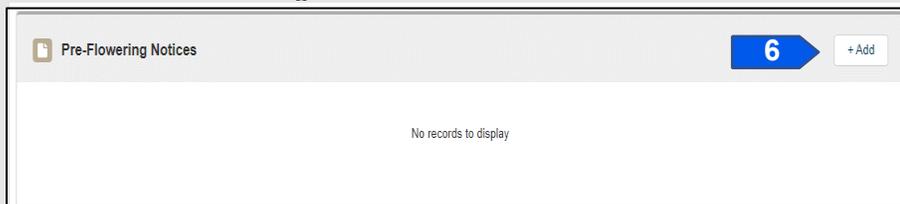
*Note: The grey text box will display which reports are minimally required based on your permit type.*



The screenshot shows the "Report & Notice Overview" section. At the top, there is a header with the text "Report & Notice Overview" and a blue arrow labeled "5" pointing to a "View Reports/Notices" button. Below the header is a grey text box with the following text:

**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:** Pre-Planting/Release Notice, Planting/Release Report, Pre-Flowering Notice, Pre-Harvest/Pre-Destruct Notice, Field Test Report, Volunteer Monitoring Report, and Cleaning (Return to General Use) Notice and others as specified in the Supplemental Permit Conditions

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



The screenshot shows the "Pre-Flowering Notices" section. At the top, there is a header with the text "Pre-Flowering Notices" and a blue arrow labeled "6" pointing to a "+ Add" button. Below the header is a large empty box with the text "No records to display" centered at the bottom.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

Location Details for AUTH - 0000237068 Return to Summary

Reports **7** Add

No records to display

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

### Add Pre-Flowering Notice Report

\* Report Summary RS-00045794 **8**

\* Release Site ⓘ [LA Loc] **9**

\* Planned Start Date ⓘ

Comments

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.

### Add Pre-Flowering Notice Report

\* Report Summary RS-00045794

\* Release Site ⓘ [LA Loc] X

\* Planned Start Date ⓘ **10**

Comments **11**

Cancel Save **12**



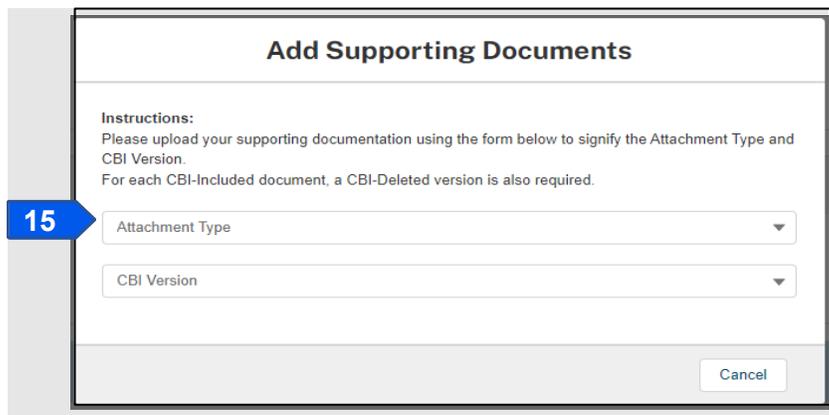
# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

Certify & Submit

I, USDAeFile Applicant 2, hereby certify that the Pre-Flowering Notice submitted to APHIS is true and accurate to the best of my knowledge and belief. If there are any changes to the information disclosed in this Pre-Flowering Notice, I will contact APHIS.  
**WARNING:** Once you certify and submit, the report will no longer be editable.

20 Submit

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### Create Pre-Harvest/Pre-Destruct Notice (Permit Only)

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-0000XXXXX)** into the search bar.
4. Select the **View Details** button.

Permittee	Regulated Article	Issued	Effective	Expires	Status
Ron Swanson	Glycine max	12/12/2019	01/03/2019	01/03/2020	Issued

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.

**Report & Notice Overview** + View Reports/Notices 5

**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:** Pre-Planting/Release Notice, Planting/Release Report, Pre-Flowering Notice, Pre-Harvest/Pre-Destruct Notice, Field Test Report, Volunteer Monitoring Report, and Cleaning (Return to General Use) Notice.

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

Pre-Harvest/Pre-Destruct Notices 6 + Add

No records to display



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

The screenshot shows a header bar with a 'Reports' icon and a search icon. On the right side of the header bar, there is a blue arrow labeled '7' pointing to an 'Add' button. Below the header bar, the text 'No records to display' is centered.

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

The screenshot shows the 'Add Pre-Harvest/Pre-Destruct Notices Report' form. The 'Release Site' field is highlighted with a blue arrow labeled '8'. The form includes a 'Report Summary' field with the value 'RS-00045795', an 'Anticipated Harvest/Destruct Date' field with a calendar icon, and a 'Comments' text area.

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

The screenshot shows the 'Add Pre-Harvest/Pre-Destruct Notices Report' form. The 'Release Site' field contains the text 'la' and is highlighted with a blue arrow labeled '9'. A dropdown menu is open below the field, showing the option '[LA Loc]' highlighted with a blue arrow labeled '10'. The form also includes a 'Report Summary' field with 'RS-00045795', an 'Anticipated Harvest/Destruct Date' field with a calendar icon, and a 'Comments' text area.

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.

The screenshot shows the 'Add Pre-Harvest/Pre-Destruct Notices Report' form. The 'Anticipated Harvest/Destruct Date' field is highlighted with a blue arrow labeled '11'. A calendar pop-up is open to the right of the form, showing the date '18' highlighted with a blue arrow labeled '12'. The 'Release Site' field contains '[LA Loc]'. At the bottom of the form, there are 'Cancel' and 'Save' buttons, with a blue arrow labeled '13' pointing to the 'Save' button.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

- To add additional comments, select the **Comments** field and enter your comment into the text box.
- 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.
- To add any supporting documents with the report, select the **Add Supporting Documents** button.



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

**Add Supporting Documents**

**Instructions:**  
Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version.  
For each CBI-Included document, a CBI-Deleted version is also required.

Attachment Type

CBI Version

Cancel

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

**Add Supporting Documents**

**Instructions:**  
Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version.  
For each CBI-Included document, a CBI-Deleted version is also required.

Attachment

CBI Version

CBI-Included

CBI-Deleted

No CBI

Cancel

*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.*

- Select the **Upload Files** button.

**Add Supporting Documents**

**Instructions:**  
Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version.  
For each CBI-Included document, a CBI-Deleted version is also required.

Attachment

CBI-Included

Upload Files Or drop files

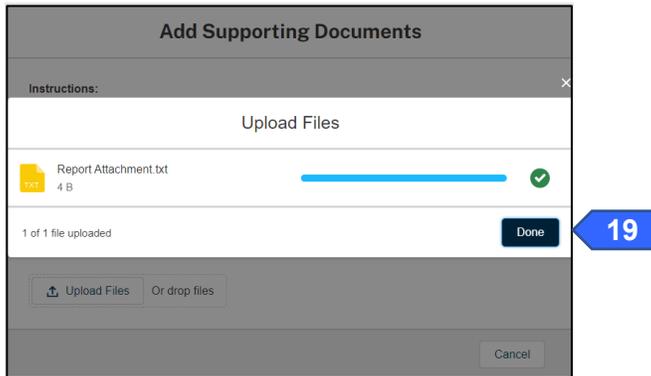
Cancel



# APHIS eFile Job Aid

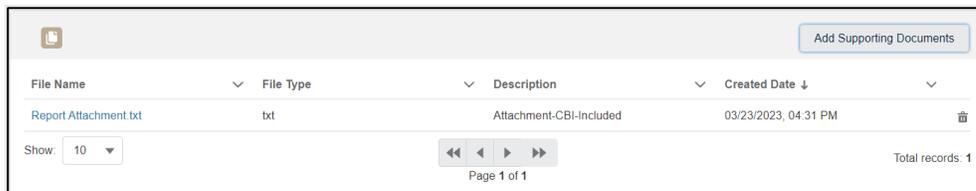
## APHIS 2000 Permit Application and Compliance Reporting

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



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

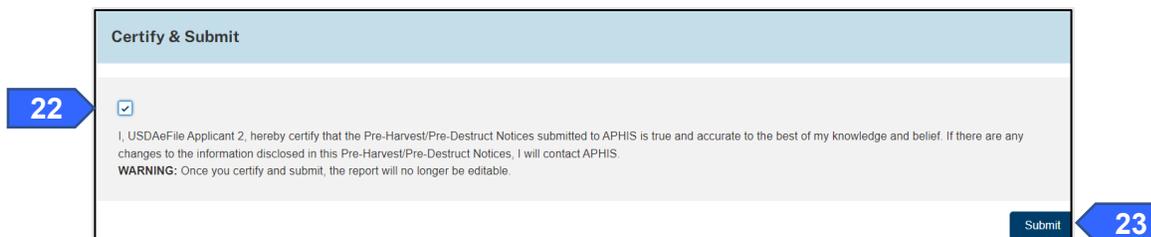
*The uploaded attachments will be visible in the Supporting Documents section.*



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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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-0000XXXXX)** into the search bar.
4. Select the **View Details** button.



Permittee	Organism	Effective	Expires	Status
BRSONly ApplicantTester	Acidovorax venae	03/01/2023	03/01/2024	Issued

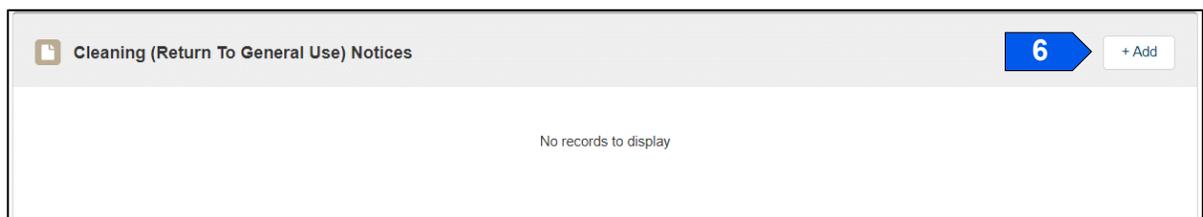
5. Scroll to the Report & Notice Overview section and select the **View Report/Notices** button.  
*Note: The grey text box will display which reports are minimally required based on your permit type.*



**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:** Planting/Release Report, Field Test Report, Volunteer Monitoring Report and others as specified in the Supplemental Permit Conditions

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



Cleaning (Return To General Use) Notices + Add

No records to display



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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**.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

**Add Cleaning (Return to General Use) Notice Report**

Report Summary: RS-00045796

Location: [LA Loc]

Cleaning Date: [Calendar Icon]

Equipment/Facility Indication: --None--

Description: [Text Area]

Buttons: Cancel, Save

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.

No records to display

Buttons: Add Supporting Documents

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

**Add Supporting Documents**

**Instructions:**  
Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version.  
For each CBI-Included document, a CBI-Deleted version is also required.

Attachment Type: [Dropdown]

CBI Version: [Dropdown]

Buttons: Cancel



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

**Add Supporting Documents**

**Instructions:**  
Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version.  
For each CBI-Included document, a CBI-Deleted version is also required.

Attachment Type

**17** CBI Version

Cancel

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

**Add Supporting Documents**

**Instructions:**  
Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version.  
For each CBI-Included document, a CBI-Deleted version is also required.

Attachment

No CBI

**18** Upload Files Or drop files

Cancel

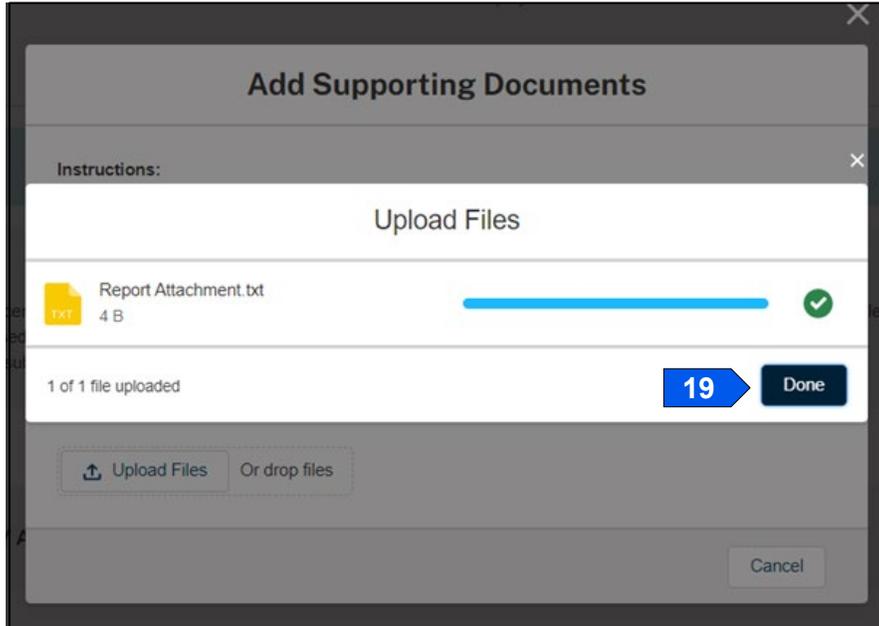
*Note: If you originally indicated there would be no CBI on your application, selecting the **No CBI** status for your document(s) will not protect any CBI in the attachment.*



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

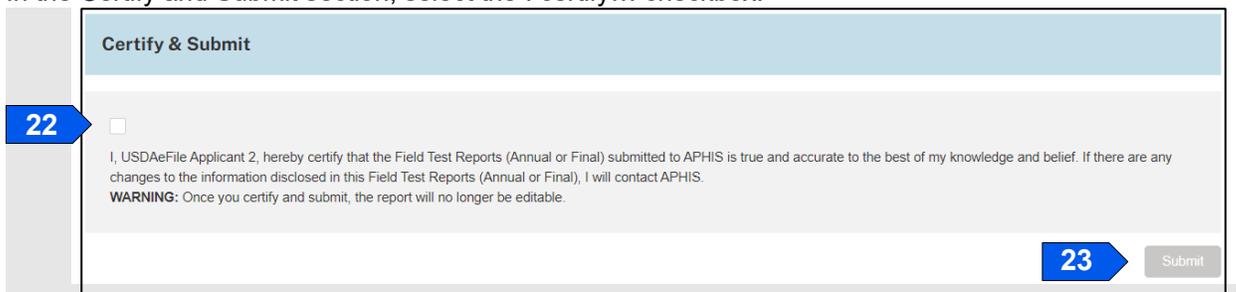
19. Select the **Done** button.



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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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 authorizations that include a release. An authorization's supplemental permit conditions will outline the types of reports required for each permit.

#### Instructions:

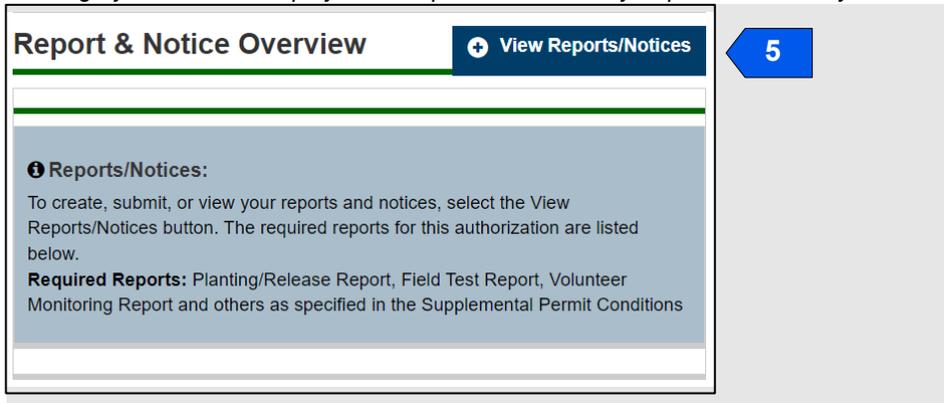
1. Login to APHIS eFile.
2. Select the **My Activity** tab.
3. Enter your **Authorization number (AUTH-0000XXXXX)** into the search bar.
4. Select the **View Details** button.



Permittee	Organism	Effective	Expires	Status
BRSONly ApplicantTester	Acidovorax venae	03/01/2023	03/01/2024	Issued

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

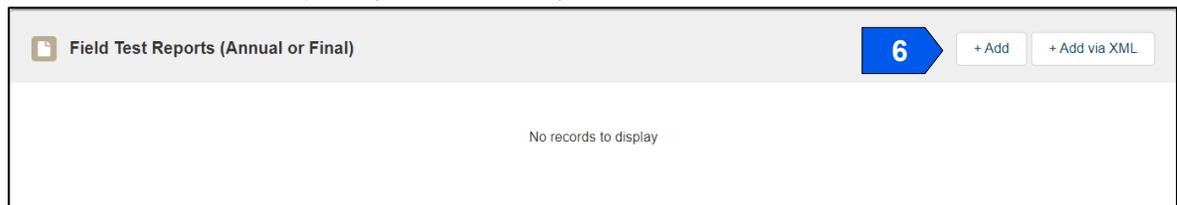
Note: The grey text box will display which reports are minimally required based on your authorization type.



**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:** Planting/Release Report, Field Test Report, Volunteer Monitoring Report and others as specified in the Supplemental Permit Conditions

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



Field Test Reports (Annual or Final) [+ Add](#) [+ Add via XML](#)

No records to display



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.

Field Test Reports (Annual or Final) Location Details RS-00035674

**Location Details for AUTH - 0000237171** Return to Summary

Search:

Release 2 - 7890 - Howard - Maryland (MD)

[FL Loc] - 111111 - Howard - Maryland (MD)

**Reports** 7 Add Field Test

No Records Found

Show:  Page 1 of 1 Total records: 2



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### Final Field Test Report

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

*Note: One-year authorizations 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.*

8

Cancel Save



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

10. Select the **Save** button.

Release 2 - 7890 - Howard - Maryland (MD)

\* Pre-harvest Destruction Date  
Mar 22, 2023

\* Pre-harvest Destruction Description  
Description

\* Is any planting material still growing in the field?  
Yes

\* How much planted material is still growing in the field, in acres?  
13.000

Still Growing Quantity CBI?

\* Description of still growing material  
It's growing strong!

Crop Observation ⓘ  
Look's awesome!

Comments

Cancel Save **10**

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.

**12** Add Supporting Documents

No records to display



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

The screenshot shows a modal window titled "Add Supporting Documents" with a close button (X) in the top right corner. Below the title, there are instructions: "Instructions: Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version. For each CBI-Included document, a CBI-Deleted version is also required." Below the instructions are two drop-down menus: "Attachment Type" and "CBI Version". A blue callout box with the number "13" points to the "Attachment Type" drop-down menu. A "Cancel" button is located at the bottom right of the modal.

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

The screenshot shows the same "Add Supporting Documents" modal window. The "Attachment Type" drop-down menu is now selected, and a blue callout box with the number "14" points to the "CBI Version" drop-down menu. The "Cancel" button remains at the bottom right.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

20. Select the **Submit** button.

**Certify & Submit**

I, USDAeFile Applicant 2, hereby certify that the Field Test Reports (Annual or Final) submitted to APHIS is true and accurate to the best of my knowledge and belief. If there are any changes to the information disclosed in this Field Test Reports (Annual or Final), I will contact APHIS.  
**WARNING:** Once you certify and submit, the report will no longer be editable.

**20**

### 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.

DEPARTMENT OF AGRICULTURE

About APHIS | Ask Us

### [Test] Release - 3456 - Calvert - Maryland (MD)

\* Report Summary  
RS-00056255

\* Location  
[Test] Release

**21** \* Field Test Report  
Annual (only applicable for multi-year permits)

\* Was any planted material harvested?  
Yes

\* Harvested Completion Date  
Jul 19, 2023

\* How was it terminated?  
Both

\* In-field Termination Completion Date  
Jul 19, 2023

\* In-field Termination Description  
Destroyed in Field Description

\* How was off-field terminated material disposed?  
All stored or contained

\* Stored or contained quantity  
100.000

Stored Quantity CBI?

\* Stored Units

\* Unexpected Effects  
No

Unexpected Effects CBI?

Explanation  
Explanation

\* Deleterious Effects  
No

Deleterious Effects CBI?

Deleterious Effects Data  
Data

*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.*





# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

23. Select the **Save** button.

PARTMENT OF AGRICULTURE About APHIS | Ask US

### [Test] Release - 3456 - Calvert - Maryland (MD)

Yes

\* Monitor Start Date  
Jun 22, 2023

\* Monitor End Date  
Jun 22, 2023

\* Is monitoring for flowering during the field test site required?  
Yes

\* Did Flowering Occur?  
Yes

\* Is flowering authorized under your authorization?  
Yes

\* Are you required to submit a flowering report?  
Yes

Crop Observation ⓘ  
Crop Observations

Comments  
Optional Comments

Cancel Save **23**

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

[FL Loc] - 11111 - Howard - Maryland (MD)

\* Description of still growing material

Description

Crop Observation ⓘ

Obs

Comments

Comments

**Observations** **25** + Add

No Records Found

Cancel Save

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

\* Self Reporting

SR-0000106435

\* Observation Date

Mar 22, 2023

Units

per 100 sq. ft.

Monitored Area (in acres)

3.000

Action Taken

Actions

\* Number of Volunteers ⓘ

5

Number of Volunteers CBI ⓘ

Comments

Comments

Cancel Save



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.

The screenshot shows a web form for entering observation data. The form is titled "on" and has a close button (X) in the top right corner. It contains several input fields and buttons:

- \* Self Reporting:** A text input field containing "SR-0000106435" with a purple envelope icon on the left.
- \* Observation Date:** A date picker field showing "Mar 22, 2023" with a calendar icon on the right.
- Units:** A dropdown menu with "per 100 sq. ft." selected.
- Monitored Area (in acres):** A text input field containing "3.000".
- \* Number of Volunteers:** A text input field containing "5" with an information icon (i).
- Number of Volunteers CBI:** A checkbox that is currently unchecked, with an information icon (i).
- Action Taken:** A text area containing the word "Actions".
- Comments:** A text area containing the word "Comments".

At the bottom right of the form, there are two buttons: "Cancel" and "Save". A blue callout box with the number "30" points to the "Save" button.

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



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

32. Select the **Save** button.

The screenshot shows the APHIS eFile interface for a specific location: "[FL Loc] - 111111 - Howard - Maryland (MD)". The interface includes a "Crop Observation" section with an "Obs" field and a "Comments" section with a "Comments" field. Below these is an "Observations" table with columns for "# Volunteers", "Obs. Date", "Units", "Monitored Ar...", "Action Taken", and "Comments". The table contains one record: 5 volunteers, observed on 3/21/2023, with units per 100 sq. ft., 3 monitored areas, and actions taken. The table also shows a "Show: 10" dropdown, navigation arrows, and "Page 1 of 1". At the bottom right, there are "Cancel" and "Save" buttons. A blue callout labeled "32" points to the "Save" button.

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

The screenshot shows the Supporting Documents section of the APHIS eFile interface. It features a header with a document icon, a "33" callout, and an "Add Supporting Documents" button. Below the header, the text "No records to display" is centered.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

The screenshot shows a modal window titled "Add Supporting Documents" with a close button (X) in the top right corner. Below the title, there are instructions: "Instructions: Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version. For each CBI-Included document, a CBI-Deleted version is also required." Below the instructions are two dropdown menus. The first dropdown menu is labeled "Attachment Type" and has a blue arrow pointing to it with the number "34". The second dropdown menu is labeled "CBI Version". At the bottom right of the modal is a "Cancel" button.

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

The screenshot shows the same "Add Supporting Documents" modal window. The instructions are the same. The "Attachment Type" dropdown menu is now selected, and a blue arrow with the number "35" points to the "CBI Version" dropdown menu. The "Cancel" button is still at the bottom right.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

41. Select the **Submit** button.

**Certify & Submit**

**40**

I, USDAeFile Applicant 2, hereby certify that the Field Test Reports (Annual or Final) submitted to APHIS is true and accurate to the best of my knowledge and belief. If there are any changes to the information disclosed in this Field Test Reports (Annual or Final), I will contact APHIS.  
**WARNING:** Once you certify and submit, the report will no longer be editable.

**41**

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### Create Volunteer Monitoring Report/No Monitoring Report (Permit Only)

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-0000XXXXX)** into the search bar.
4. Select the **View Details** button.

Ref#: AUTH - 000032610 | Program: BRS | BRS-Permit-Release  
Permit#: 124-PRM3LA1

Permittee	Regulated Article	Issued	Effective	Expires	Status
Ron Swanson	Glycine max	12/12/2019	01/03/2019	01/03/2020	Issued

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.*

#### 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:** Pre-Planting/Release Notice, Planting/Release Report, Pre-Flowering Notice, Pre-Harvest/Pre-Destruct Notice, Field Test Report, Volunteer Monitoring Report, and Cleaning (Return to General Use) Notice.

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

#### Volunteer Monitoring Reports

[+ Add](#) [+ Add via XML](#)

No records to display

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

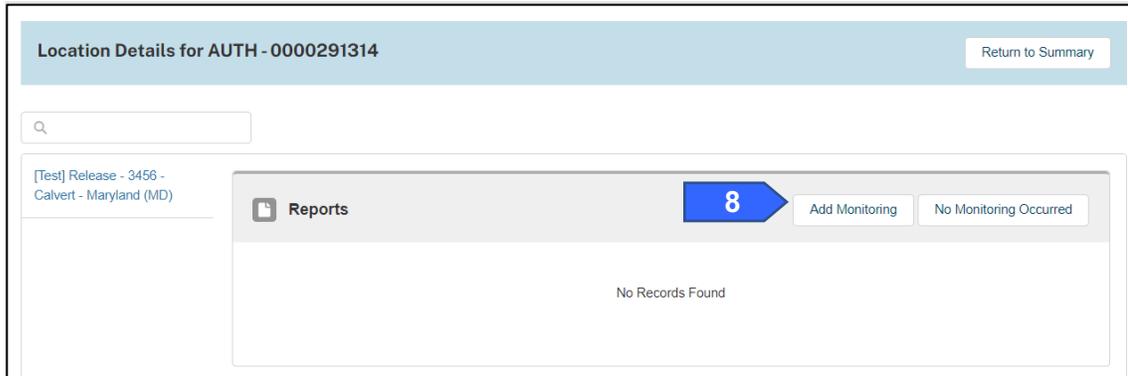


# APHIS eFile Job Aid

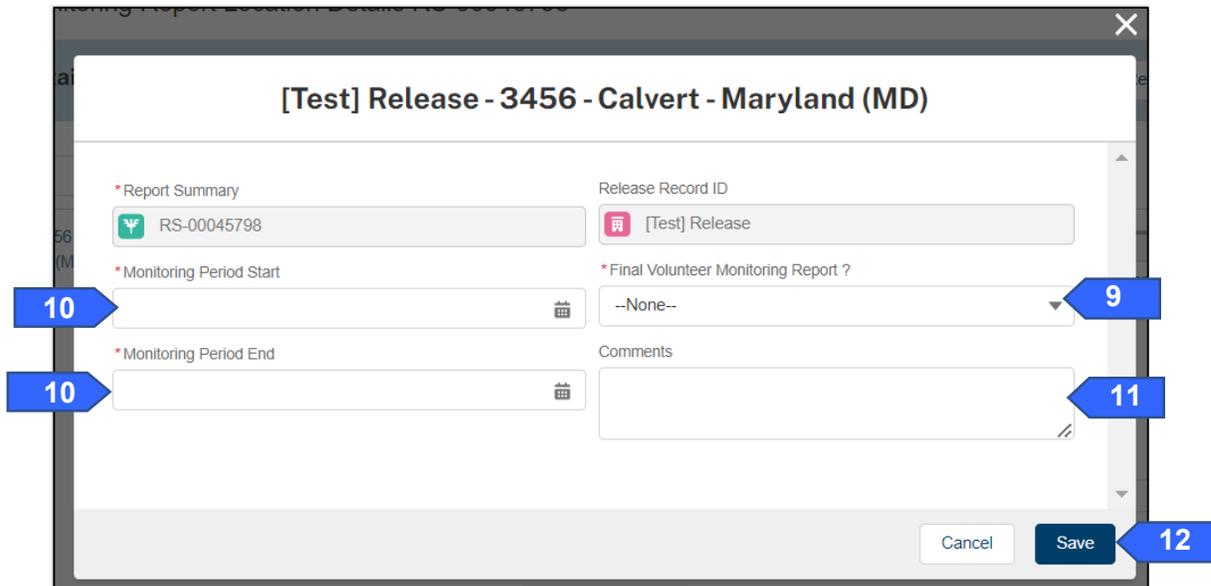
## APHIS 2000 Permit Application and Compliance Reporting

### 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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

13. In the Observations section, select the **+ Add** button.

The screenshot shows a header bar with a square icon, the text 'Observations', and a '+ Add' button. A blue arrow labeled '13' points to the '+ Add' button. Below the header, the text 'No Records Found' is centered.

The screenshot shows a form with several fields and buttons. Blue arrows with numbers point to specific elements: 14 points to the 'Observation Date' field; 15 points to the 'Number of Volunteers' field; 16 points to the 'Comments' text area; 17 points to the 'Units' drop-down menu; 18 points to the 'Action Taken' text area; and 19 points to the 'Save' button. Other fields include 'Self Reporting' (with value SR-0000106466), 'Monitored Area (in acres)', and 'Number of Volunteers CBI'. There are 'Cancel' and 'Save' buttons at the bottom.

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

The screenshot shows a web interface for adding supporting documents. At the top right, there is a blue arrow labeled '23' pointing to a button labeled 'Add Supporting Documents'. Below the button, the text 'No records to display' is centered in the main content area.

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

The screenshot shows a dialog box titled 'Add Supporting Documents'. It contains the following text: 'Instructions: Please upload your supporting documentation using the form below to signify the Attachment Type and CBI Version. For each CBI-Included document, a CBI-Deleted version is also required.' Below the text are two drop-down menus: 'Attachment Type' and 'CBI Version'. A 'Cancel' button is located at the bottom right. A blue arrow labeled '24' points to the left side of the dialog box.

*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.

The screenshot shows the 'Certify & Submit' section of the application. It features a blue header with the text 'Certify & Submit'. Below the header is a checkbox that is checked. The text below the checkbox reads: 'I, USDAeFile Applicant 2, hereby certify that the Volunteer Monitoring Report submitted to APHIS is true and accurate to the best of my knowledge and belief. If there are any changes to the information disclosed in this Volunteer Monitoring Report, I will contact APHIS. WARNING: Once you certify and submit, the report will no longer be editable.' At the bottom right, there is a blue arrow labeled '29' pointing to a 'Submit' button.

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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.

The screenshot shows the 'Location Details for AUTH - 0000237364' page. At the top right is a 'Return to Summary' button. Below is a search bar. The release site name is 'asdf - 12345 - Wood - Ohio (OH)'. In the 'Reports' section, there are two buttons: 'Add Monitoring' and 'No Monitoring Occurred'. A callout box for 'No Monitoring Report' is open, showing the following fields: 'No Monitoring Report' (checked), 'Report Summary' (RS-00035695), 'No Monitoring Date' (with a calendar icon), 'Release Record ID' (asdf), and 'Reason for No Monitoring'. At the bottom of the callout box are 'Cancel' and 'Save' buttons. Blue callout boxes with numbers 31, 32, 33, and 34 point to the 'No Monitoring Occurred' button, the 'No Monitoring Date' field, the 'Reason for No Monitoring' field, and the 'Save' button respectively.

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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-0000XXXXX)** into the search bar.
4. Select the **View Details** button.

Permittee	Regulated Article	Issued	Effective	Expires	Status
Ron Swanson	Glycine max	12/12/2019	01/03/2019	01/03/2020	Issued

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 authorization type.*



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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

**Report & Notices Summary - AUTH - 0000237171** Back to Authorization

**Effective Date:** 3/8/2023      **Application Type:** New  
**Expiration Date:** 3/8/2025      **Permit/Notification Number:** 123-837LGJA  
**Organism:** Musa acuminata      **Movement Type:** Interstate Movement and Release  
**Required Report Submission Date(s):**  
- Planting/Release Reports due the 15th following the month of Planting/Environmental Release.  
- Final Field Test Reports due 6 months after the Expiration Date.  
- Others as specified in the Supplemental Permit Conditions.  
**Required Reports:**  
Planting/Release Report, Field Test Report, Volunteer Monitoring Report and others as specified in the Supplemental Permit Conditions

**Pre-Planting/Pre-Release Notices** + Add

Name	Status	Submitted Date	PDF	PDF
RS-00035651	Unsubmitted		CBI	CBI-Deleted
RS-00035627	Unsubmitted		CBI	CBI-Deleted
RS-00035620	Unsubmitted		CBI	CBI-Deleted

Show: 10 Page 1 of 1 Total records: 3

### 1. Complete Form

Review the form on this page and fill out the required fields to prepare your document. We'll save your changes as you fill it out.

Once you've finished, select next to preview your document.

**7** Next

Does This Application Contain CBI

CBI / CBI Deleted

CBI

APPLICANT INFORMATION

Application Stage

Permit Package

Application Status

Issued

Applicant Name

Ron Swanson

Organization

Leslie Knope Account LLC

Applicant Mailing Street

555 Fresh Address Drive

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.*



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

- 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..."*

**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)

<b>1. NAME, ADDRESS, TELEPHONE, AND EMAIL OF APPLICANT</b> <b>Name:</b> Test Applicant1 <b>Organization:</b> eFile USDA Account <b>Address:</b> 111 Main Street, Fairfax, Virginia, 22030 (345) 232-6767 <b>Day Telephone:</b> <b>Fax:</b> <b>Email:</b> jacqueline.aguilera@accenturefederal.com <b>Alternate Email:</b>	<b>2. INTRODUCTION TYPE</b> <input type="checkbox"/> Importation <input type="checkbox"/> Interstate Movement <input type="checkbox"/> Interstate Movement and Release <input checked="" type="checkbox"/> Release	<b>3. PURPOSE OF PERMIT</b> <input type="checkbox"/> Industrial Product <input type="checkbox"/> Pharmaceutical Product <input checked="" type="checkbox"/> Phytoremediation <input type="checkbox"/> Traditional	<b>4. PERMIT VALIDITY</b> Effective Date Expiration Date
--	--	---	--

**5. CONFIDENTIAL BUSINESS INFORMATION VERIFICATION (CBI)**  
Does this application contain CBI?  Yes  No  
CBI Justification: fdgdf

**6. REGULATED ARTICLE**  
Scientific Name: Amelanchier laevis



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

### 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:

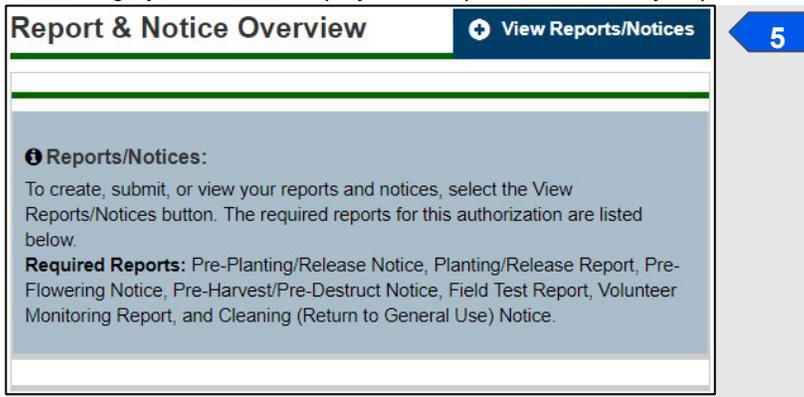
1. Login to APHIS eFile.
2. Select the **My Activity** tab.
3. Enter your **Authorization number (AUTH-0000XXXXX)** into the search bar.
4. Select the **View Details** button.



Ref#: AUTH - 0000032610   Program: BRS   BRS-Permit-Release Permit#: 124-PRM3LA1					
Permittee	Regulated Article	Issued	Effective	Expires	Status
Ron Swanson	Glycine max	12/12/2019	01/03/2019	01/03/2020	Issued

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 authorization type.



**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:** Pre-Planting/Release Notice, Planting/Release Report, Pre-Flowering Notice, Pre-Harvest/Pre-Destruct Notice, Field Test Report, Volunteer Monitoring Report, and Cleaning (Return to General Use) Notice.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.*

**Report & Notices Summary - AUTH - 0000237171** [Back to Authorization](#)

**Effective Date:** 3/8/2023  
**Application Type:** New

**Expiration Date:** 3/8/2025  
**Permit/Notification Number:** 123-837LGJA

**Organism:** Musa acuminata  
**Movement Type:** Interstate Movement and Release

**Required Report Submission Date(s):**  
- Planting/Release Reports due the 15th following the month of Planting/Environmental Release  
- Final Field Test Reports due 6 months after the Expiration Date  
- Others as specified in the Supplemental Permit Conditions.

**Required Reports:**  
Planting/Release Report, Field Test Report, Volunteer Monitoring Report and others as specified in the Supplemental Permit Conditions

**Pre-Planting/Pre-Release Notices** [+ Add](#)

Name	Status	Submitted Date	PDF	PDF
RS-00035651	Submitted	03/20/2023, 12:19 PM	CBI	CBI-Deleted
RS-00035627	Unsubmitted		CBI	CBI-Deleted <b>6</b>
RS-00035620	Unsubmitted		CBI	CBI-Deleted

Show: 10 Page 1 of 1 Total records: 3

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

- When the preview opens, review the file in the tab. To download a copy, **right-click** on the PDF preview and choose **Save as...**

- 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:

- Login to APHIS eFile.
- Select the **My Activity** tab.
- Enter your **Authorization number (AUTH-0000XXXX)** into the search bar.
- Select the **View Details** button.

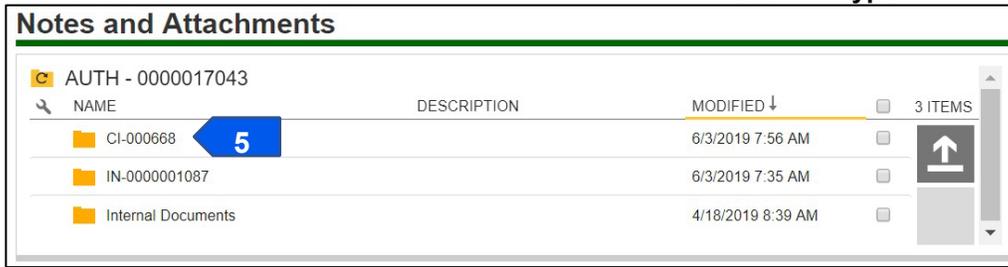
Permittee	Regulated Article	Issued	Effective	Expires	Status
Ron Swanson	Glycine max	12/12/2019	01/03/2019	01/03/2020	Issued



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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



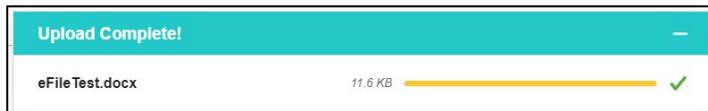
6. Select the **Responsible Party Documents** folder hyperlink.



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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

4. Select the **View Details** button.

Ref#: AUTH - 0000032610 | Program: BRS | BRS-Permit-Release  
Permit#: 124-PRM3LA1

Permittee	Regulated Article	Issued	Effective	Expires	Status
Ron Swanson	Glycine max	12/12/2019	01/03/2019	01/03/2020	Issued

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

### Notes and Attachments

AUTH - 0000017043

NAME	DESCRIPTION	MODIFIED ↓		3 ITEMS
CI-000668		6/3/2019 7:56 AM	<input type="checkbox"/>	
IN-0000001087		6/3/2019 7:35 AM	<input type="checkbox"/>	
Internal Documents		4/18/2019 8:39 AM	<input type="checkbox"/>	

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

IN-0000010556 AUTH-0000142323 IN-0000010556

NAME	DESCRIPTION	MODIFIED ↓		2 ITEMS
Applicant Documents		4/13/2021 1:49 PM	<input type="checkbox"/>	

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.

Applicant Documents AUTH-0000142323 IN-0000010556 Applicant Documents

NAME	DESCRIPTION	MODIFIED ↓		1 OF 1
Notice of Inspection Results_sample.pdf		4/13/20	<input checked="" type="checkbox"/>	

Download as PDF

9. The file will save to your computer.



# APHIS eFile Job Aid

## APHIS 2000 Permit Application and Compliance Reporting

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