CENTERS FOR DISEASE CONTROL AND PREVENTION

IMPORT PERMIT PROGRAM
What is eIPP?

- The Import Permit Program’s (IPP) new secure information system, eIPP, is used to submit applications and process import permit application information.
- For the first time, IPP will have a two-way portal for submitting and sharing information, which will be accessible by both the program and those seeking import permits.
- The new system will increase efficiency by greatly enhancing information exchange and collaboration between IPP and permittees.
- The new system will be electronic-based, user-friendly and allows the permittee to check the status of the pending application at any time.
What is eIPP?

For permittees, the benefits of the system include:

• Reduced paperwork
• Increased ease of submitting information
• Faster processing time for permits
• Ease of communications with IPP staff
• Upload supporting information directly into eIPP
• Provides a centralized location where applicants can get status updates
• Saves user time when applying for future permits
• Provides applicants with a historical record of permits
Using eIPP

• To gain access to the system, all users are required to establish a SAMS (Secure Access Management Services) account, which protects the security of your information in eIPP.

• SAMS functions as an access point into the eIPP information system and is NOT a direct portal.
Using eIPP
SAMS Registration Process

On portal, there will be a box the permittee applicant can click on to initiate a request to enroll and get a SAMS account for access to eIPP.

The requester inputs name, e-mail address and entity affiliation and hits submit.

The request is received by the help desk which generates an e-mail invite for SAMS enrollment to the requester.

The e-mail invite contains a link where the permittee will enter their profile including name, address, e-mail, set up security questions.

Help desk gets notification when permittee applicant completes profile.

Help desk sets up permittee applicant user account in SAMS.

The permittee applicant must complete the profile and log into SAMS within 30 days or will need to re-start the process.

The permittee will need to log in at least one time a year to maintain access.
Import Permit Application Process
All users must first establish a SAMS account. Click button to access SAMS registration page.
Accessing eIPP

Click the Log in button on the landing page to be redirected to the SAMS system. Click Continue to access eIPP.
Select **New Agents Form** button to initiate application for the material to be imported.
Click button to initiate application and enter requested permittee information.
Completing the Permit Application – Section A (cont.)

Include your institutional biosafety officer name and contact information.

Add others in your organization authorized to use the approved permit by clicking on **Add User** button and enter name and contact information.
Section B – Sender Information

Click Add Sender button to add sender information.
Section B – Sender Information

Enter sender’s name and contact information and click Add Sender.
Sections C (Shipment Information) and D (Laboratory Description)

Enter method of shipment and the number of shipments.

Include intended use of imported agent in Section D.
Section D (Laboratory Description)

Enter detailed description of work with the imported agent.

Click Add Infectious Biological Agent button. Separately enter each agent to be added.
Section D (Information about Infectious Biological Agent)

Enter detailed information about agent being imported.

Click **Add Infectious Biological Agent** button. You will need to add each agent being imported separately.
Select at least one of the options for the source of the material being imported. If none apply, choose “other” and provide source information.

Select at least one of the options describing the material containing biological agents. You must include a detailed description in the field provided.
Section F (Biosafety Measures)

Select the options to describe the biosafety measures in place in the laboratory where the imported biological infectious agent will be used or stored.

Include whether biosafety measures commensurate with the hazard posed by the infectious biological agent have been implemented. Also you must select whether the material will be retained, transferred to another location or destroyed.
**Section F (Biosafety Measures)**

You must select the method of destruction if the infectious biological agent and material containing it is to be destroyed.

<table>
<thead>
<tr>
<th>5. Anticipated disposition of Infectious Biological Agent(s) (and material containing it) when work is completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Will be <strong>retained</strong> at address listed in SECTION A</td>
</tr>
<tr>
<td>- Will be <strong>transferred</strong> to location listed in SECTION G</td>
</tr>
<tr>
<td>- Will be <strong>destroyed</strong></td>
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<table>
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<tr>
<th>6. If Agent(s) will be destroyed, list expected method(s) of destruction</th>
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<tbody>
<tr>
<td>Must choose at least one of the below</td>
</tr>
<tr>
<td>- Thermal</td>
</tr>
<tr>
<td>- Chemical</td>
</tr>
<tr>
<td>- Irradiation</td>
</tr>
<tr>
<td>- Contracted hazardous waste disposal company</td>
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<tr>
<td>- Other</td>
</tr>
</tbody>
</table>
If the imported materials will be transferred to locations not listed in the application, the final destination must be listed in Section G.

Include the final destination recipient name and organization.
Your signature certifies that:
-Information in application is correct
-Persons listed on this application have necessary qualifications, experience and training to work safely with the imported material
-You agree to comply with any permit conditions and the requirements of the import permit regulations
After signing, click **Submit to IPP** button. Pop up appears confirming that you wish to proceed with submission. Click **OK**. A message pops up to notify you the submission was successful. Click **OK**.
Notifications and Application Status

Upon successful submission of your application, you will see notification of your application pending. You can view by permit application number or by agent.
Notifications and Application Status

You can also click the **Withdraw** button from this page to remove your application from pending status. This action will remove the application from any further IPP review.

In Notifications, clicking on the view button opens your pending application. A chat window is located at the bottom of the page and is used by the permittee and IPP to correspond about the pending permit, notification of inspections, etc. Type your message in the dialogue box.
You may need to upload supporting documents or need to provide IPP with additional requested documents. You may upload through the upload attachment feature. From the home page, click View in the agents section and scroll to bottom of page to find the Upload Attachment section.
Next, click the green **Upload** button.
To show that your upload was successful, the file’s name will be displayed in the Attachments section.
If you upload a document with the same name, you will get an alert asking you to rename or select a new attachment before submitting.
To download a previously uploaded document or other attachment simply select the Download link.
Using Templates

There are fields in the application where information added can be saved as templates and reused. Notice in this figure, Section B allows the user to add multiple senders from a template.

User can select **Add From Template** to save time.
Managing Templates

Templates, which allow you to reuse previously saved information, can be managed under the Manage Templates tab.
Managing Templates

Click on **Manage Temples** in the home screen. The Manage Stored Templates page opens allowing you to select, view or edit all previously stored templates.

Additional templates may also be created from this one convenient location.
Creating Templates

To create a template from a form, navigate to a section with a template option and select the Add button as highlighted below.

Templates can be created on the Manage Templates page or while on a section of the form.
Creating Templates

To create a template from the Manage Templates screen, select one of the **Add Template** types.
Creating Templates

A modal will appear. Fill out the required fields and select **Save as Template** to reuse this entry.
Creating Templates

Select **OK** to proceed when prompted to confirm saving as a template. **Template successfully saved!** will appear if successful.
Applying Saved Templates to Forms

To add the saved template to a form (in this example Agents Section B) click on **Add From Template** which will prompt the user with a list of all saved templates.
Select the desired saved template to add it to the form.
Applying Saved Templates to Forms

Once selected, a preview of all the information that exists in the template will be displayed. If desired, any of the fields can be edited before adding the template as a sender. Once finished reviewing the information, select **Add Sender**.
Applying Saved Templates to Forms

The sender from the template will be applied to the section and displayed. The templates will remain saved and can be reused across different applications.
Example of Issued Permit

A permit is issued after IPP processes your application. If an inspection is required, it will be conducted prior to the issuance of a permit. You may download a copy of the permit through the document upload/download feature. Your permit is valid for one year.
For help and support, please contact:

eIPPsupport@cdc.gov

or (833) 271-8310