



# CENTERS FOR DISEASE CONTROL AND PREVENTION

## IMPORT PERMIT PROGRAM

# **eIPP Information System Portal**

# 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?

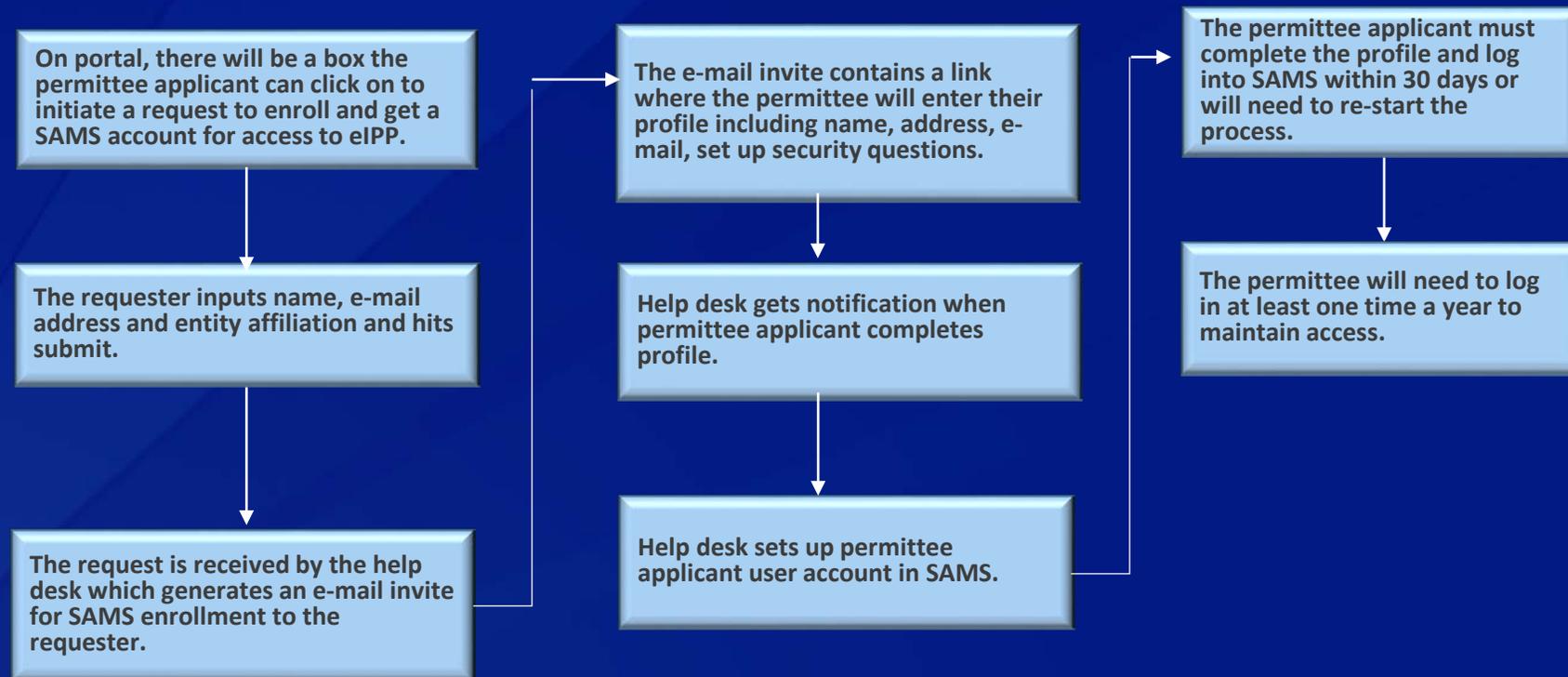
For permittees, the benefits of the system include:

- 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



# **Import Permit Application Process**

# Import Permit Program Home Page

eIPP landing page – click on **Log in** button to access system.

Register Log In

## Import Permit Program

**i**  
The CDC Import Permit Program, or IPP, regulates the importation of infectious biological materials that could cause disease in humans in order to prevent their introduction and spread into the U.S.  
[More Information](#)

**?**  
Materials requiring import permits include infectious biological agents capable of causing illness in humans, materials known or reasonably expected to contain an infectious biological agent, vectors of human disease.  
[FAQ](#)

**Person icon**  
A SAMS account is required to access electronic IPP.  
[SAMS Registration](#)

**DSAT Contact Information**  
Centers for Disease Control and Prevention  
Import Permit Program  
1600 Clifton Road, NE, Mailstop A-46  
Atlanta, GA 30329  
Telephone: 404-718-2000  
Email: importpermit@cdc.gov

**Help and Support**  
eIPP Customer Support Request Form  
Telephone: (833) 271-8310  
Email: eIPPSupport@cdc.gov

© 2017 - CDC - Import Permit Program

All users must first establish a SAMS account. Click button to access SAMS registration page.

# Accessing eIPP

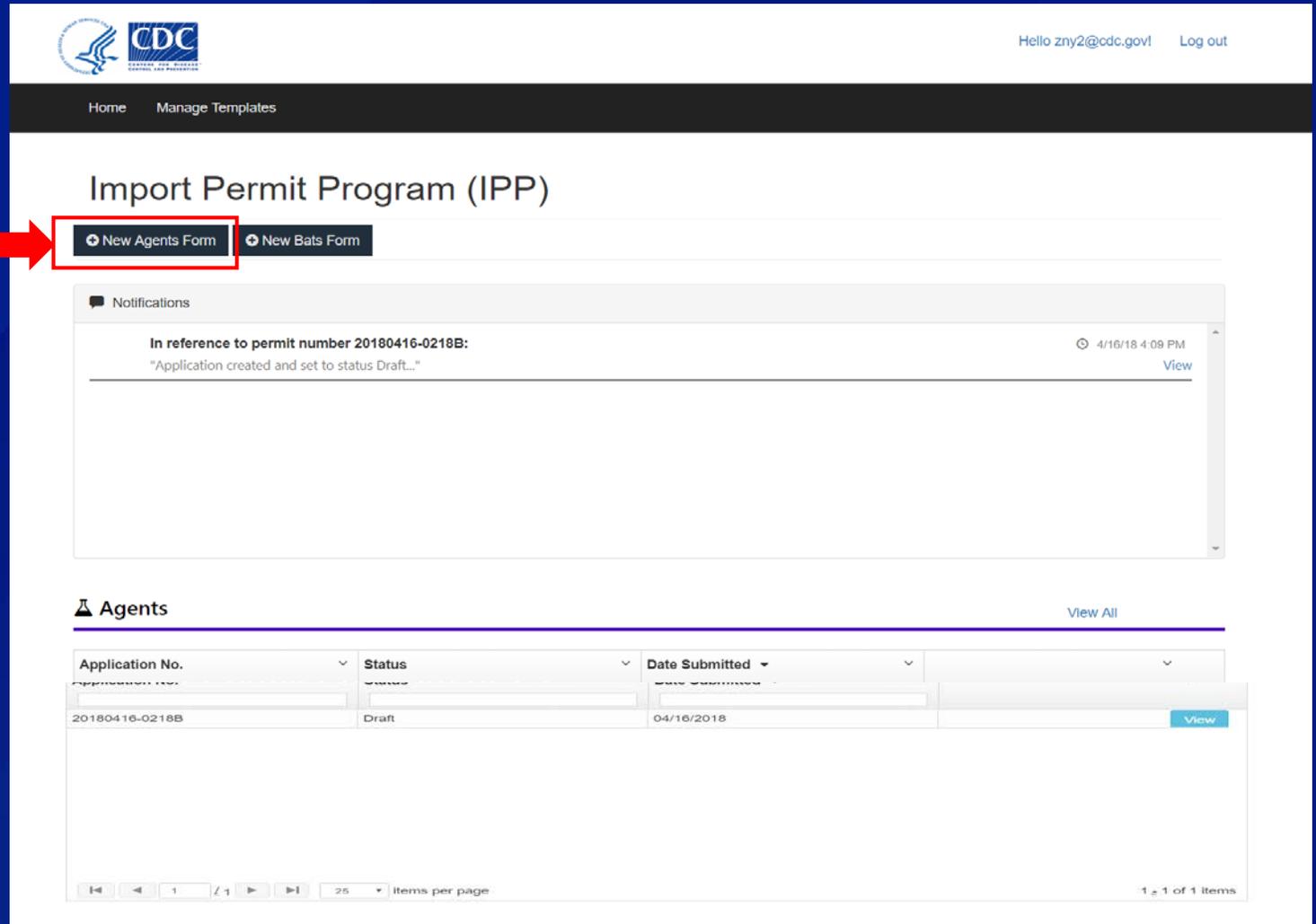


The screenshot shows the CDC Import Permit Program landing page. At the top left is the CDC logo. In the top right corner, there are two buttons: "Register" and "Log In". The "Log In" button is highlighted with a red box. Below the header is a large banner image of a scientist in a lab coat and safety goggles working with laboratory equipment. The text "Import Permit Program" is overlaid on the bottom of the banner. Below the banner are two circular icons: an information icon (i) and a question mark icon (?). At the bottom of the page, there is a message: "You are being redirected from Secure Access Management Services (SAMS) for Login. Click Continue". The "Continue" button is highlighted with a red box. A blue callout box on the right side of the page contains the following text: "Click the **Log in** button on the landing page to be redirected to the SAMS system. Click **Continue** to access eIPP." Two blue arrows point from the callout box to the "Log In" button and the "Continue" button.

Click the **Log in** button on the landing page to be redirected to the SAMS system. Click **Continue** to access eIPP.

# Accessing eIPP – Home Page

Select **New Agents Form** button to initiate application for the material to be imported.



The screenshot displays the CDC eIPP Home Page. At the top left is the CDC logo. The top right shows the user's email 'Hello zny2@cdc.gov!' and a 'Log out' link. Below the header is a navigation bar with 'Home' and 'Manage Templates'. The main heading is 'Import Permit Program (IPP)'. Below this heading are two buttons: 'New Agents Form' (highlighted with a red box and a red arrow pointing from the text box on the left) and 'New Bats Form'. A 'Notifications' section follows, containing a message: 'In reference to permit number 20180416-0218B: "Application created and set to status Draft..."' dated '4/16/18 4:09 PM' with a 'View' link. Below the notifications is an 'Agents' section with a 'View All' link. It contains a table with columns for 'Application No.', 'Status', and 'Date Submitted'. The table has one row with the following data: Application No. 20180416-0218B, Status Draft, and Date Submitted 04/16/2018. At the bottom of the page, there is a pagination control showing '1' of 1 items and a '25' items per page dropdown.

Application No.	Status	Date Submitted
20180416-0218B	Draft	04/16/2018

# Permit Application – Section A Permittee Information

Click button to initiate application and enter requested permittee information.

The screenshot displays the CDC permit application interface. At the top, the CDC logo and user information 'Hello zny2@cdc.gov! Log out' are visible. Below the navigation bar, the main heading is 'Import Permit Program (IPP)'. Two buttons, 'New Agents Form' and 'New Bats Form', are present; the 'New Agents Form' button is highlighted with a red box. A red arrow points from this button to the 'Section A' form. The 'Section A' form is titled 'APPLICATION FOR PERMIT TO IMPORT INFECTIOUS BIOLOGICAL AGENTS INTO THE UNITED STATES' and 'PERSON REQUESTING PERMIT IN U.S.(PERMITTEE)'. It contains a 'Primary Permittee Request' section with the following fields:

- 1. Primary Permittee's Last Name \* (Value: French)
- 2. Primary Permittee's First Name \* (Value: Kristina)
- 3. Primary Permittee's Organization \* (Value: ABC Laboratories, 209 of 225 characters left)
- 4. Physical Address (NOT a post office box) \* (Value: 123 Street, 215 of 225 characters left)
- 5. City \* (Value: Anywhere, 217 of 225 characters left)
- 6. State \*
- 7. Zip Code \*

Below the form, there is a table of agents and a pagination control.

Application No.	Status
20180416-0218B	Draft

25 Items per page

# 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.

10. Will the permittee be the courier of the imported biological agent? \*

Yes  
 No

11. Secondary Contact's Name

12. Secondary Contact's Telephone Number

13. Secondary Contact's Email

14. Institutional Biosafety Officer's Name

15. Institutional Biosafety Officer's Telephone Number

16. Institutional Biosafety Officer's Email

Authorized User(s)		
First Name	Last Name	Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Section B – Sender Information

## Section B

SENDER OF IMPORTED INFECTIOUS BIOLOGICAL AGENT(S) OR VECTOR(S)

Sender(s)			
First Name	<input type="radio"/> Rectangular Last Name	Organization	Country

 Add From Template

 Add Sender

Click **Add Sender** button to add sender information.

# Section B – Sender Information

Enter sender's name and contact information and click **Add Sender**.

The screenshot shows a modal window titled "Add new Sender" with a close button (X) in the top right corner. The form contains ten numbered fields, each with a red asterisk indicating it is required:

- 1. Sender's Last Name \*
- 2. Sender's First Name \*
- 3. Sender's Organization \*
- 4. Physical Address Outside of the U.S. (NOT a post office box) \*
- 5. City
- 6. State/Province
- 7. Country \* (dropdown menu with "-- Select an option--")
- 8. Postal Code
- 9. Telephone Number
- 10. Email

At the bottom of the form, there are four buttons: "Clear", "Add Sender & Add Templates", "Add Sender" (highlighted with a red box), and "Close". A red arrow points from the "Add Sender" button in the instruction box to the "Add Sender" button in the form.

# Sections C (Shipment Information) and D (Laboratory Description)

Enter method of shipment and the number of shipments.



## Section C SHIPMENT INFORMATION

### 1. Method(s) of Shipment \*

- Must choose at least one of the below
- Commercial Carrier (e.g., FedEx)
  - Hand-carried by individuals listed in Section A

### 2. Estimated Number of Shipments \*

Include intended use of imported agent in Section D



## Section D DESCRIPTION OF INFECTIOUS BIOLOGICAL AGENT(S) AND PERMITTEE'S LABORATORY

### 1. Intended use(s) of imported agent(s): \*

- Must choose at least one of the below
- Diagnostic
  - Research
  - Clinical trials
  - Education
  - Production
  - Other

# Section D (Laboratory Description)

Enter detailed description of work with the imported agent.

2. Provide a detailed description of the work to be accomplished with the imported agent(s) (Describe your work clearly & concisely, include background, purpose, objectives, methods, etc.) \*

Rectangular Strip

3. Will the agent(s) be propagated or cultured? \*

- Yes  
 No

4. Will the agent(s) be used to inoculate animals or arthropods? \*

- Yes  
 No

Infectious Biological Agents

Scientific Name	Strain	Building Location	Room Location	Lab	Lab Safety Level	Storage
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Add From Template

Add Infectious Biological 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.

The screenshot shows a web form titled "Add Infectious Biological Agent" with the following fields and values:

- 5. Scientific name of known/suspected biological agent(s) include Genus and species\***:  (234 of 255 characters left)
- 6. Strain (if applicable)**:  (248 of 255 characters left)
- 7. Building Location \***:  (48 of 50 characters left)
- 8. Suite/Room Location\***:  (43 of 50 characters left)
- 9. Laboratory \***:  Lab
- 10. Laboratory Safety Level \***:
- 11. Storage\***:  Storage

At the bottom right of the form, there are two buttons: a green button labeled "Add Infectious Biological Agent" and a red button labeled "Close". The green button is highlighted with a red rectangular box. A blue arrow points from the text box on the left to the green button.

# Section E (Description of Material to be Imported)

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 E

### DESCRIPTION OF MATERIAL(S) CONTAINING THE INFECTIOUS BIOLOGICAL AGENT(S) OR VECTOR(S) TO BE IMPORTED

#### 1. Source of material(s) being imported (Check all that apply)

Must choose at least one of the below

- Infected or suspected infected human
- Infected or suspected infected vector
- Environment
- Recombinant/synthetic (please describe)
- Other

#### 2. Description of material(s) containing biological agent(s) \*

Must choose at least one of the below

- Field-collected specimen
- Laboratory derived isolate/culture
- Blood/blood products
- Other bodily fluids
- Tissues
- Organs/Body parts
- Vector
- Other

Provide a detailed description of the material containing the biological agent\*

# 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

**1. Primary Containment to be used (Check all that apply) \***

<input type="checkbox"/> None (open bench)	<input type="checkbox"/> Class III
<input type="checkbox"/> Class I	<input type="checkbox"/> Fume Hood
<input type="checkbox"/> Class II	<input type="checkbox"/> Negative pressure ventilated enclosure with HEPA filtration
	<input type="checkbox"/> Other

**2. Personal Protective Measures to be used (Check all that apply) \***

<input type="checkbox"/> Gloves	<input type="checkbox"/> N95 or N100 Respirator
<input type="checkbox"/> Protective Clothing	<input type="checkbox"/> Powered Air Purifying Respirator (PAPR)
<input type="checkbox"/> Goggles	<input type="checkbox"/> Immunizations
<input type="checkbox"/> Face Shield	<input type="checkbox"/> Other
<input type="checkbox"/> Facemask	

**3. Personnel Training provided (Check all that apply) \***

<input type="checkbox"/> Risk(s) associated with the Imported biological agent(s)	<input type="checkbox"/> Emergency Response Procedures
<input type="checkbox"/> Hazardous Material Packing/Shipping	<input type="checkbox"/> Spill Procedures
<input type="checkbox"/> Laboratory Standard Practices	<input type="checkbox"/> Other
<input type="checkbox"/> Hazardous Waste Handling/Disposal	

**4. Has the permittee implemented biosafety measures commensurate with the hazard posed by the infectious biological agent, infectious substance, and/or vector to be imported, and the level of risk given its intended use? (Submission of a biosafety plan may be required for permit approval) \***

Yes  
 No

**5. Anticipated disposition of Infectious Biological Agent(s) (and material containing it) when work is completed \***

Must answer at least one of the below

Will be **retained** at address listed in SECTION A

Will be **transferred** to location listed in SECTION G

Will be **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.

## 5. Anticipated disposition of Infectious Biological Agent(s) (and material containing it) when work is completed \*

- Will be **retained** at address listed in SECTION A
- Will be **transferred** to location listed in SECTION G
- Will be **destroyed**

## 6. If Agent(s) will be destroyed, list expected method(s) of destruction

Must choose at least one of the below

- Thermal
- Chemical
- Irradiation
- Contracted hazardous waste disposal company
- Other

# Section G (Final Destination and Permittee Signature Certification)

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.

**Section G**  
FINAL DESTINATION(S) OF IMPORTED BIOLOGICAL AGENT(S) OR VECTOR(S)

1. Will the permittee transfer the imported materials to locations not listed in Section D above? \*

- Yes
- No

Final Destination(s)

Recipient First Name	Recipient Last Name	Destination Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Final Destination](#)

# Section G (Final Destination and Permittee Signature Certification)

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

## Section G

### FINAL DESTINATION(S) OF IMPORTED BIOLOGICAL AGENT(S) OR VECTOR(S)

1. Will the permittee transfer the imported materials to locations not listed in Section D above? \*

- Yes  
 No

Rectangular Snip

#### Signature

**Certification:** I hereby certify that all individuals listed in this application have the appropriate qualifications, experience and training to safely handle the agents being imported and that the information submitted in this application is complete and accurate to the best of my knowledge and belief. I agree to comply with all conditions, restrictions and precautions that may be specified in any permit that may be issued. Additionally, I agree to comply with all applicable regulations and guidelines that govern this transfer. I understand that failure to comply with the importation requirements may subject me to criminal penalties pursuant to 42 U.S.C. 271. I understand that any false statement made in this application may subject me to criminal penalties pursuant to 18 U.S.C. 1001.

**Signature of Respondent:**

**Date:**

07/17/2018

#### Public reporting burden

Public reporting burden of providing this information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D74, Atlanta, Georgia

# Application Submission

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**.

The image shows a sequence of three screenshots illustrating the application submission process:

- Signature Step:** A form titled "Signature" with a "Certification" section and a "Signature of Respondent" field containing "Kristina French". Below this is a "Public reporting burden" section. At the bottom, there are two buttons: "Save Draft" and "Submit to IPP".
- Confirmation Dialog:** A modal window titled "ippdevwebapp.azurewebsites.us says" with the text "By clicking 'Ok', this form will be saved Do". It features an "OK" button (highlighted with a red box) and a "Cancel" button.
- Success Message:** A modal window titled "ippdevwebapp.azurewebsites.us says" with the text "Form successfully submitted!". It features an "OK" button (highlighted with a red box).

Blue arrows indicate the flow: from the "Submit to IPP" button to the confirmation dialog, and from the confirmation dialog to the success message.

# 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.

## Import Permit Program (IPP)

[New Agents Form](#) [New Bats Form](#)

### Notifications

- In reference to permit number 20180724-0287A: "Application created and set to status Submitted..." 7/24/18 2:50 PM [View](#)
- In reference to permit number 20180724-0286A: "Application created and set to status Submitted..." 7/24/18 2:35 PM [View](#)

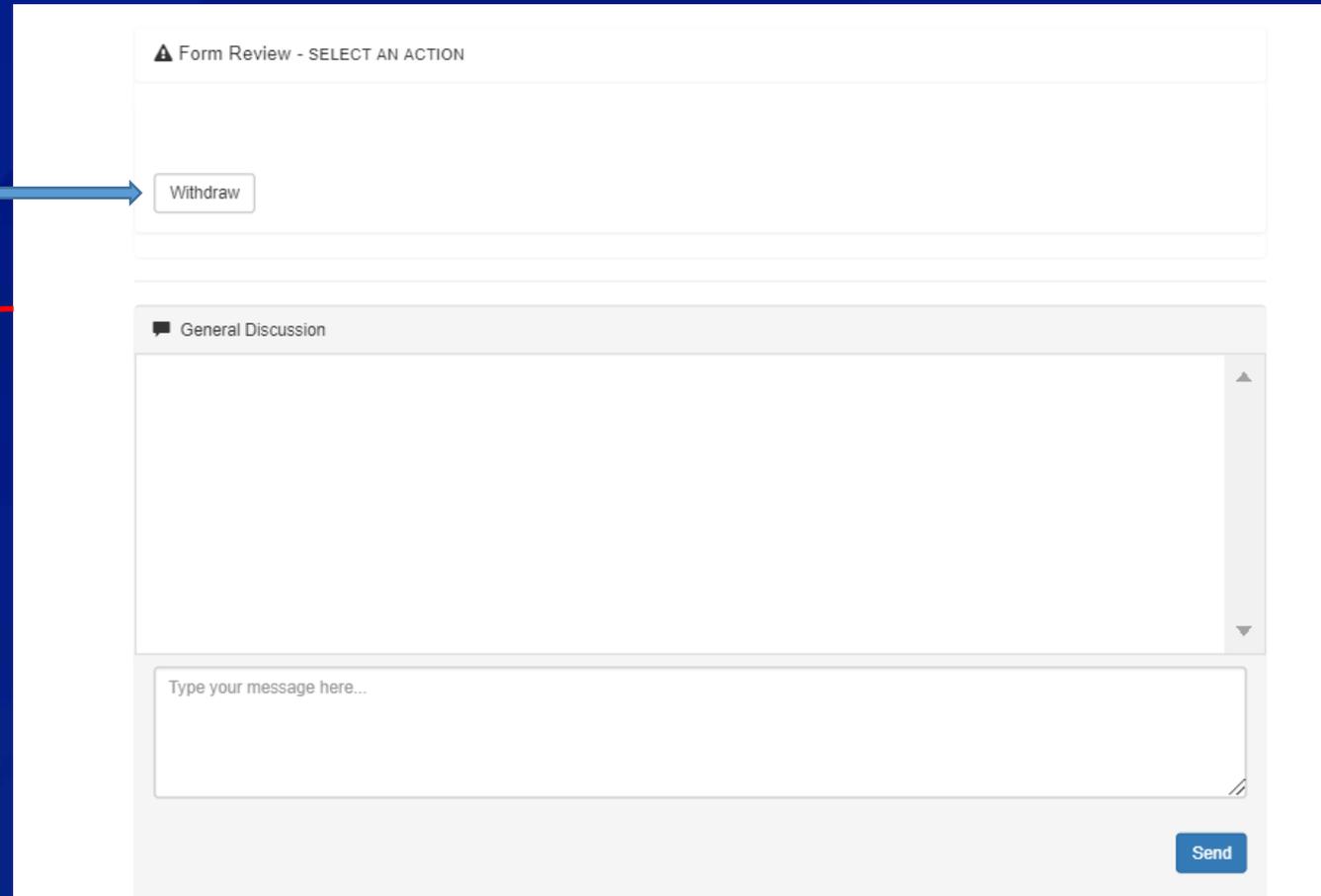
### Agents [View All](#)

Application No.	Status	Date Submitted	
20180724-0286A	Submitted	07/24/2018	<a href="#">View</a>
20180724-0287A	Submitted	07/24/2018	<a href="#">View</a>

# 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.

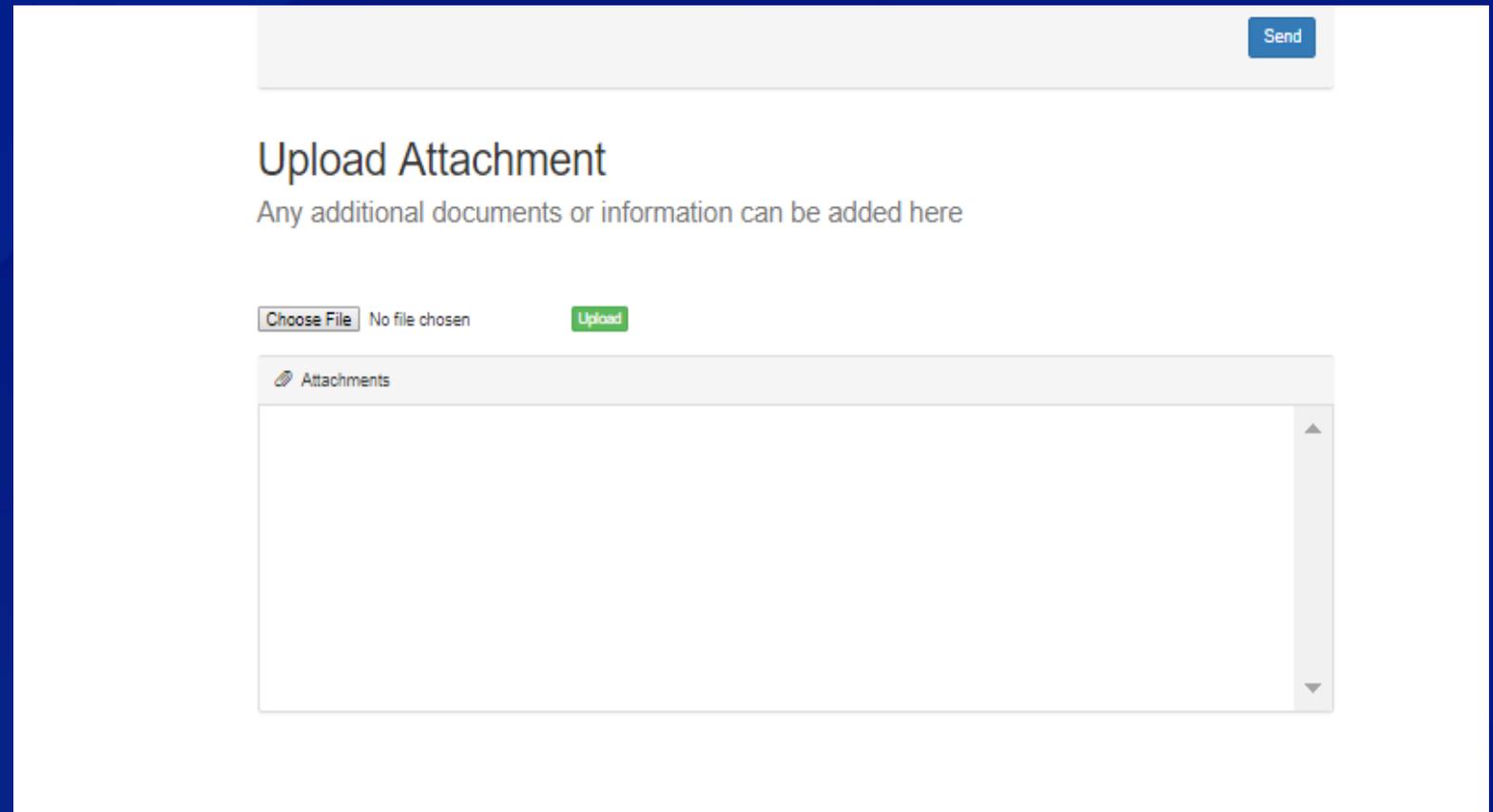
In Notifications, clicking on the view button opens your pending application. A chat window is located at the bottom of the page and is used by the permittee and IPP to correspond about the pending permit, notification of inspections, etc. Type your message in the dialogue box.



The screenshot displays a web interface with two main sections. The top section is titled "Form Review - SELECT AN ACTION" and contains a "Withdraw" button. A blue arrow points from the text in the first callout box to this button. The bottom section is titled "General Discussion" and features a large text area for messages, a "Type your message here..." input field, and a "Send" button. A red bracket on the left side of the screenshot encompasses the "General Discussion" section, corresponding to the text in the second callout box.

# Document Upload/Download

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.



The screenshot shows a web interface for uploading attachments. At the top right, there is a blue 'Send' button. Below it, the heading 'Upload Attachment' is displayed, followed by the instruction 'Any additional documents or information can be added here'. A file selection area contains a 'Choose File' button, the text 'No file chosen', and a green 'Upload' button. Below this is a scrollable container titled 'Attachments' with a vertical scrollbar on the right side, which is currently empty.

# Document Upload/Download

Next, click the green **Upload** button.

## Upload Attachment

Any additional documents or information can be added here

op\IPP is awesome!.docx Browse... **Upload**

 Attachments

IPP User Guide Updated 2.27.2018 (1).docx

 Download

# Document Upload/Download

To show that your upload was successful, the file's name will be displayed in the Attachments section.

## Upload Attachment

Any additional documents or information can be added here

Browse...

 Attachments

IPP User Guide Updated 2.27.2018 (1).docx	<a href="#">Download</a>
IPP is awesome!.docx	<a href="#">Download</a>

# Document Upload/Download

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.

## Upload Attachment

Any additional documents or information can be added here

op\IPP is awesome!.docx

Attachments

IPP User G	<input type="button" value="Download"/>
IPP is awesome!.docx	<input type="button" value="Download"/>

Message from webpage

⚠ Attachment with this name already exists. Please rename or select alternate attachment.

# Document Upload/Download

To download a previously uploaded document or other attachment simply select the **Download** link.

## Upload Attachment

Any additional documents or information can be added here

### Attachments

IPP User Guide Updated 2.27.2018 (1).docx

 Download

IPP is awesome!.docx

 Download

# 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.

## Section B

SENDER OF IMPORTED INFECTIOUS BIOLOGICAL AGENT(S) OR VECTOR(S)

Sender(s)

First Name

Last Name

Organization

Country

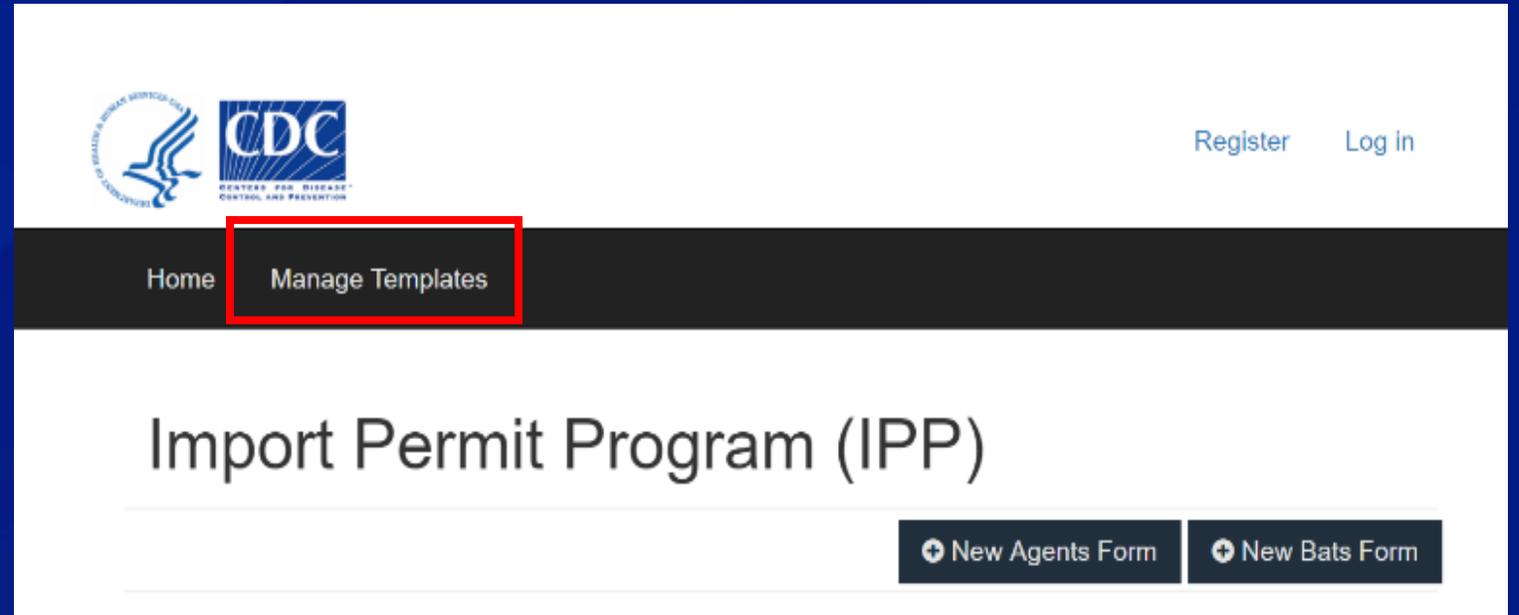
 Add From Template

 Add Sender

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

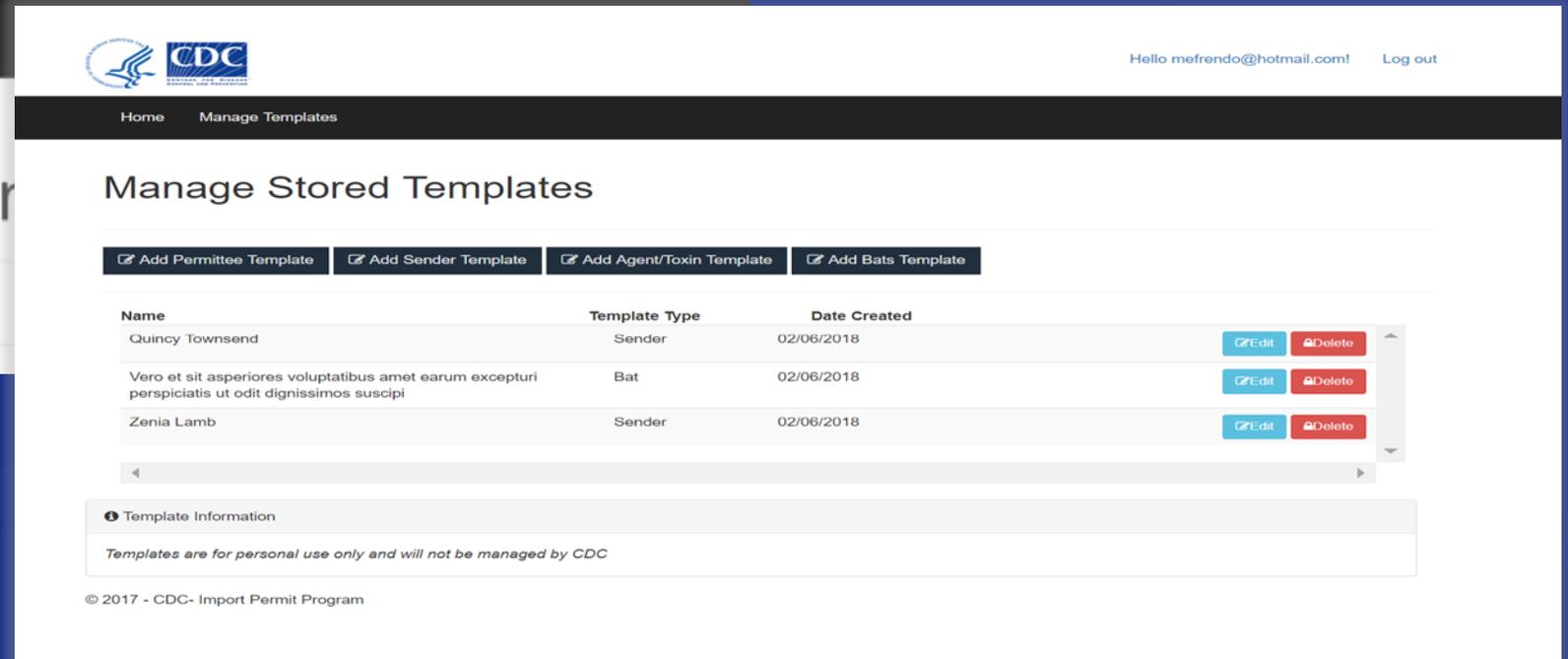
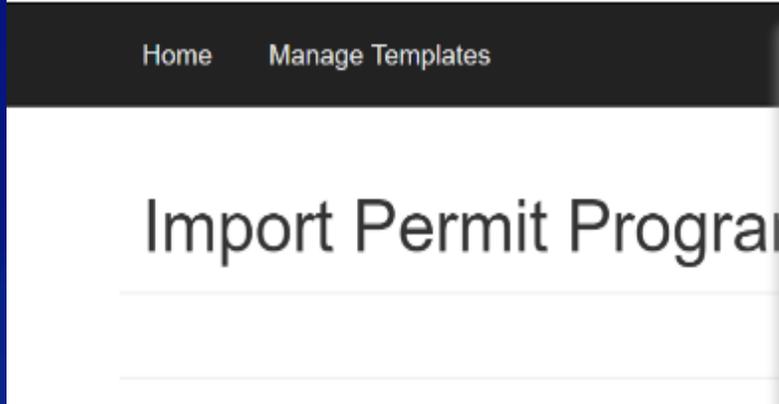
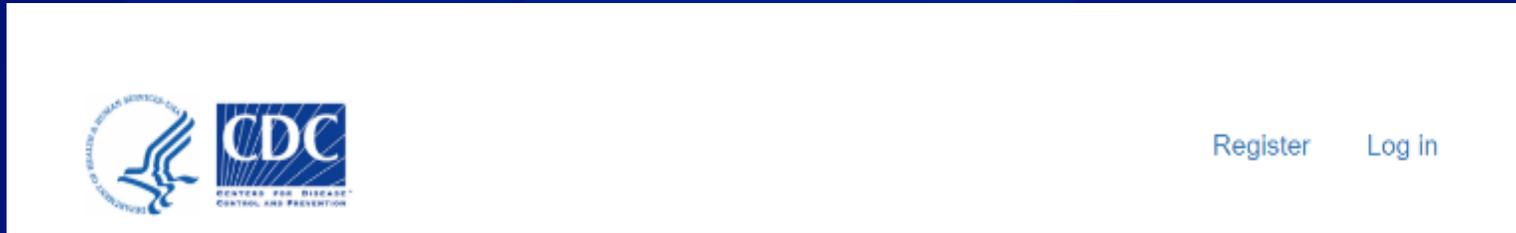
# Managing Templates

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.

## Section B

SENDER OF IMPORTED INFECTIOUS BIOLOGICAL AGENT(S) OR VECTOR(S)

Sender(s)

First Name

Last Name

Organization

Country

 Add From Template

 Add Sender

# Creating Templates

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

The screenshot shows the CDC web application interface for managing templates. At the top left is the CDC logo. At the top right, the user is logged in as 'Hello mefrendo@hotmail.com!' with a 'Log out' link. Below the header is a navigation bar with 'Home' and 'Manage Templates' links. The main heading is 'Manage Stored Templates'. Below this heading are four buttons: 'Add Permittee Template', 'Add Sender Template', 'Add Agent/Toxin Template', and 'Add Bats Template'. A table displays the following data:

Name	Template Type	Date Created	
Quincy Townsend	Sender	02/06/2018	<a href="#">Edit</a> <a href="#">Delete</a>
Vero et sit asperiores voluptatibus amet earum excepturi perspiciatis ut odit dignissimos suscipi	Bat	02/06/2018	<a href="#">Edit</a> <a href="#">Delete</a>
Zenia Lamb	Sender	02/06/2018	<a href="#">Edit</a> <a href="#">Delete</a>

Below the table is a section titled 'Template Information' with a warning icon and the text: 'Templates are for personal use only and will not be managed by CDC'. At the bottom left, the copyright notice reads: '© 2017 - CDC- Import Permit Program'.

# Creating Templates

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

### Add new Sender

1. Sender's Last Name \*  
Lamb  
221 of 225 characters left

2. Sender's First Name \*  
Zenia  
220 of 225 characters left

3. Sender's Organization \*  
Morin and Benson Trading  
201 of 225 characters left

4. Physical Address Outside of the U.S. (NOT a post office box) \*  
Repudiandae voluptatem unde sunt necessitatibus eaque omnis autem voluptatem  
174 of 250 characters left

5. City \*  
Consequuntur voluptatem voluptat  
0 of 50 characters left

6. State/Province  
Voluptates exercitationem exercitationem voluptate  
0 of 50 characters left

7. Country \*  
Mauritania  
48 of 50 characters left

8. Postal Code  
46685

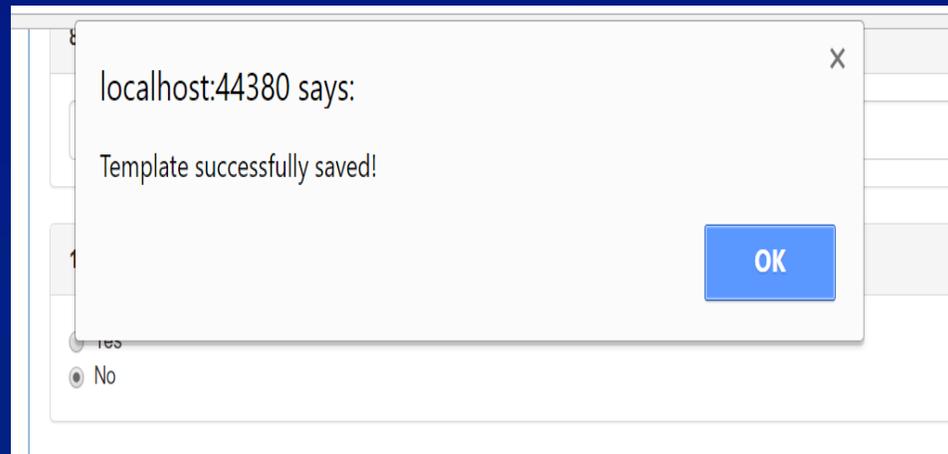
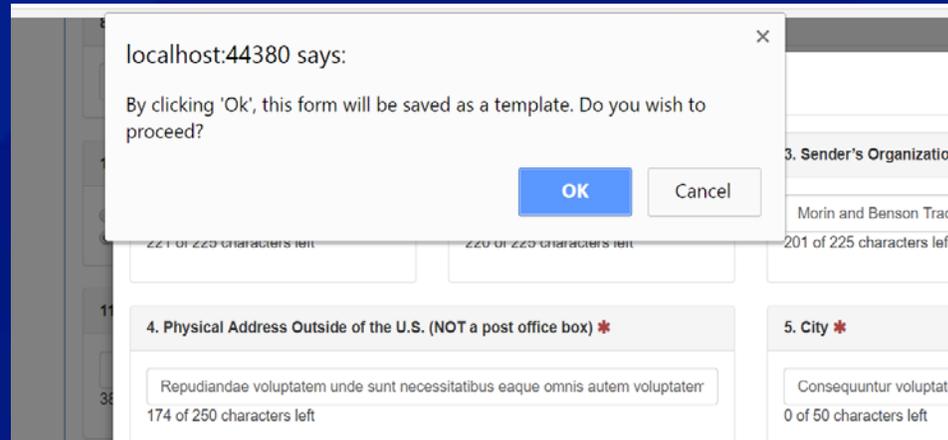
9. Telephone Number  
282633634557

10. Email  
loqupex@hotmail.com

Clear Save as Template Add Sender Close

# 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.

## Section B

SENDER OF IMPORTED INFECTIOUS BIOLOGICAL AGENT(S) OR VECTOR(S)

Sender(s)			
First Name	Last Name	Organization	Country

 Add From Template

 Add Sender

# Applying Saved Templates to Forms

Select the desired saved template to add it to the form.

The screenshot shows a web form with several fields. A dialog box titled "Select a Sender Template" is overlaid on the form. The dialog box contains a table with the following data:

First Name	Last Name	Organization	Country	
Zenia	Lamb	Morin and Benson Trading	MR	Select

The "Select" button in the table is highlighted with a red box. Below the table is a "Close" button. The background form is dimmed and shows fields for "8. Permittee's Telephone Number", "9. Permittee's Email", "13. Secondary Contact's Email", "14. Institutional Biosafety Officer's Name", "15. Institutional Biosafety Officer's Telephone Number", and "16. Institutional Biosafety Officer's Email".

# 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**.

The screenshot shows a dialog box titled "Add new Sender" with a close button (X) in the top right corner. The form contains the following fields:

- 1. Sender's Last Name \*: Input field with "Lamb" and "221 of 225 characters left".
- 2. Sender's First Name \*: Input field with "Zenja" and "220 of 225 characters left".
- 3. Sender's Organization \*: Input field with "Morin and Benson Trading" and "201 of 225 characters left".
- 4. Physical Address Outside of the U.S. (NOT a post office box) \*: Input field with "Repudiandae voluptatem unde sunt necessitatibus eaque omnis autem voluptate" and "174 of 250 characters left".
- 5. City \*: Input field with "Consequuntur voluptatem volupta" and "0 of 50 characters left".
- 6. State/Province: Input field with "Voluptates exercitationem exercitationem voluptate" and "0 of 50 characters left".
- 7. Country \*: Dropdown menu with "Mauritania" selected and "48 of 50 characters left".
- 8. Postal Code: Input field with "46685".
- 9. Telephone Number: Input field with "282633634557".
- 10. Email: Input field with "loqupex@hotmail.com".

At the bottom of the dialog box, there are four buttons: "Clear", "Save as Template", "Add Sender" (highlighted with a red box), and "Close". Below the dialog box, there are two buttons: "Add From Template" and "Add Permittee".

# 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.

## Section B

SENDER OF IMPORTED INFECTIOUS BIOLOGICAL AGENT(S) OR VECTOR(S)

Sender(s)			
First Name	Last Name	Organization	Country
Lamb	Zenia	Morin and Benson Trading	MR

 Edit

 Remove

 Add From Template

 Add Sender

# 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE**

Centers for Disease Control and Prevention  
Office of Health and Safety, MS A-46  
Atlanta, Georgia 30333  
TEL: 404-718-2077; FAX: 404-718-2093; Email: importpermit@cdc.gov



SAFER • HEALTHIER • PEOPLE

**Permit to Import Infectious Biological Agents, Infectious Substances, and Vectors**

In accordance with 42 CFR Section 71.54 of the Public Health Service Foreign Quarantine Regulations, cited on the bottom of this permit, permission is granted the permittee to import into any port under control of the United States, or to receive by transfer within the United States, the material described in item 1 below.

PHS PERMIT NO. : 20180524-0259A

ISSUED DATE: 05/24/2018

EXPIRATION DATE: 05/24/2019

**1. DESCRIPTION OF MATERIAL**

Infected or suspected infected human, Field-collected specimen, Laboratory derived isolate/culture, Blood/blood products, Other bodily fluids, Tissues, Organs/Body parts, Vector, Genus species 2, Genus species 3, , Genus species 4,

**2. PERMITTEE  
(NAME, ORGANIZATION, ADDRESS AND CONTACT  
INFORMATION)**

Janet George (923) 098-2494

Organization  
222 Main St  
City GA 94983

**3. SOURCE OF MATERIAL  
(NAME, ORGANIZATION, ADDRESS, COUNTRY)**

Three Test  
org  
street  
Reunion

**4. TYPE OF PERMIT AND INSTRUCTIONS  
FOR USE**

MULTIPLE IMPORTATIONS WITHIN THE U.S.

- A. Record of each importation shall be maintained on permanent file by permittee.
- B. Enclosed label must be forwarded to the shipper(s).
- C. One label shall be affixed to shipping container. Enclosed label may be photocopied.

**5. CONDITIONS OF ISSUANCE ITEMS APPLICABLE  
WHEN CHECKED**

PACKAGING MUST CONFORM TO 49 CFR SECTIONS 171-180.

WORK WITH THE AGENT(S) DESCRIBED SHALL BE RESTRICTED TO AREAS AND CONDITIONS MEETING REQUIREMENTS IN THE CDC/NIH PUBLICATION "BIOSAFETY IN MICROBIOLOGICAL AND BIOMEDICAL LABORATORIES.

AS THE PERMITTEE, YOUR FACILITY WILL BE SUBJECT TO INSPECTION AT SOME TIME IN THE FUTURE TO CONFIRM THAT THE IMPORTERS BIOSAFETY MEASURES ARE COMMENSURATE WITH THE HAZARD POSED BY THE ITEMS TO BE IMPORTED AND THE LEVEL OF RISK GIVEN ITS INTENDED USE.

THE SUBSEQUENT DISTRIBUTION OF INFLUENZA A (H6N1) VIRUS WILL REQUIRE AN **ADDITIONAL SEPARATE PERMIT.**

**6. SIGNATURE OF ISSUING OFFICER**

TEST  
*Samuel S. Edwin*  
SAMUEL S. EDWIN, PH.D. DIRECTOR, DIVISION OF SELECT AGENTS AND TOXINS

**For help and support, please contact:**

**[eIPPSupport@cdc.gov](mailto:eIPPSupport@cdc.gov)**

**or (833) 271-8310**