

CDC Import Permit Program

Guidance on Completing Applications to Import Infectious Biological Agents, Infectious Substances, and Vectors

February 2023

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Changes/Highlights

Revisions: This is a living document subject to ongoing improvement. Feedback or suggestions for improvement are welcome. Submit comments directly to the Import Permit Program at importpermit@cdc.gov.

Revision History:

February 2023 – Initial posting

Introduction

The Centers for Disease Control and Prevention (CDC) Import Permit Program (IPP) regulates the importation of infectious biological materials that could cause disease in humans in order to prevent their introduction and spread into the United States. The Import Regulations for Infectious Biological Agents, Infectious Substances, and Vectors (42 CFR 71.54) require that anyone wanting to import infectious biological agents, infectious substances, or vectors must first obtain a permit issued by CDC. Since 2018, IPP has used an electronic IPP (eIPP) information system to process applications and issue permits.

This document is intended to assist eIPP information system users when completing applications for permits to import infectious biological agents, infectious substances, and vectors. **Note:** This document does not cover applications for permits to import live bats or human remains.

Applicants are required to have a Secure Access Management Services (SAMS) account to access the eIPP information system. See the “Using eIPP” section of the IPP website for more information on SAMS accounts. Users access the eIPP information system by logging in at <https://eipp.cdc.gov> or through SAMS at <https://SAMS.cdc.gov>. Once an applicant has logged in, they may apply for permits for importing infectious agents or materials, live bats, or human remains using the three options found at the top left of their landing page.

Initiating an Application

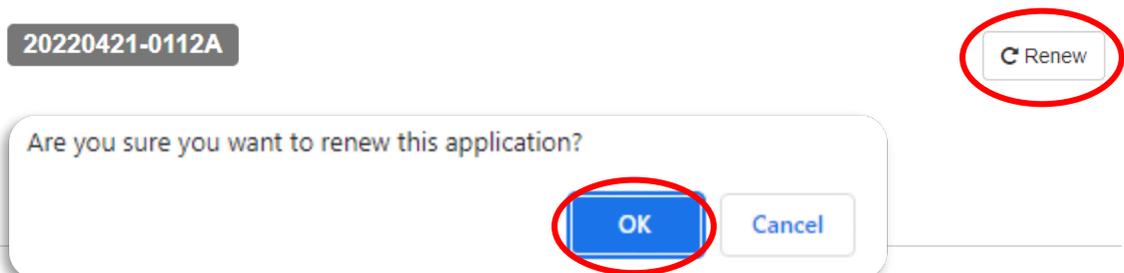
After logging into the eIPP information system as described above, applicants may create a new application for a permit to import infectious biological agents, infectious substances, or vectors in one of two ways.

For new applications, select the “New Agents Form” button in the upper left of the landing page.



To renew an existing permit, scroll to the “Agents Applications” table and select “View” for the application of the permit to be renewed. This will open the application form of a previously approved permit. Select the “Renew” button on the top right and select “OK” in the subsequent confirmation box.

APPLICATION FOR PERMIT TO IMPORT INFECTIOUS BIOLOGICAL AGENTS INTO THE UNITED STATES



When the application page opens, a new permit application number is generated, regardless of whether the application is brand new or a renewal. This number will also become the permit number if/when the permit application is approved by IPP. The number format is YYYYMMDD-XXXXA, where the date is the date the application draft was created, X is number randomly generated by the eIPP information system, and A indicates the application is for agents.

Section A: Person Requesting Permit in U.S. (Permittee)

Section A comprises the contact information for the primary permittee. 42 CFR 71.54 refers to this individual as the **importer**. The information in Section A must match the shipping information on the package(s) being imported. The individual who logs into eIPP information system to apply for the permit is the permit holder and is **legally responsible** for the imported material, its use, biosafety requirements for that material and for ensuring compliance with the Import Permit regulations and any special permit conditions.

Permittee's Contact Information

Questions A1-9 are required fields, and most of this information in the form is automatically completed based on the SAMS account of the user that has initiated the application. The permittee's first and last name cannot be edited in the application. For corrections to these fields, contact the SAMS help desk (samshelp@cdc.gov, 1-877-681-2901).

The permittee's organization (question 3) must be spelled out in its entirety. **Do not include acronyms** unless they are part of the legal name of the organization.

Questions 4-9 refer to the specific location where the imported material will be received and the contact information of the permittee. Remember that P.O. boxes are not allowed.

Primary Permittee Request

<p>1. Primary Permittee's Last Name *</p> <input type="text" value="Permittee"/>	<p>2. Primary Permittee's First Name *</p> <input type="text" value="UAT"/>	<p>3. Primary Permittee's Organization *</p> <input type="text" value="Centers for Disease Control and Pre"/> 183 of 225 characters left
<p>4. Physical Address (NOT a post office box) *</p> <input type="text"/> 208 of 225 characters left	<p>5. City *</p> <input type="text"/> 218 of 225 characters left	
<p>6. State *</p> <input type="text" value="▼"/>	<p>7. Zip Code *</p> <input type="text"/>	
<p>8. Permittee's Telephone Number *</p> <input type="text" value="() - ext."/>	<p>9. Permittee's Email *</p> <input type="text"/>	

Secondary Contact's Information

Questions A10-12 are optional fields to include a secondary contact for the permit application. During the review process, if IPP personnel have questions regarding the application, this individual may be contacted. Secondary contacts do not appear on the approved permit.

10. Secondary Contact's Name <input type="text"/>	11. Secondary Contact's Telephone Number <input type="text" value="() - ext. ___"/>	12. Secondary Contact's Email <input type="text"/>
---	--	--

Institutional Biosafety Officer's Information

Questions A13-15 are optional fields to include contact information for the organization's biosafety officer. During the review process, if IPP personnel have questions regarding the application, this individual may be contacted. Additionally, biosafety officers may help IPP personnel facilitate inspections of organizations with multiple permittees. Names of Biosafety officers do not appear on the approved permit.

13. Institutional Biosafety Officer's Name <input type="text"/>	14. Institutional Biosafety Officer's Telephone Number <input type="text" value="() - ext. ___"/>	15. Institutional Biosafety Officer's Email <input type="text"/>
---	--	--

Additional Authorized User(s)

Authorized user – individual who is authorized to use an approved import permit on behalf of the permittee. Additional authorized users may be added to the application via the green “Add User” or the white “Add from Template” button. See the [Using Templates](#) section for more information regarding templates. Questions 1-4 in the additional user modal are required, while questions 5-7 are optional. When all information is complete, select “Add User” to close the modal. Names of additional users will appear on the

Add Additional Authorized User ✕

1. Permittee's Last Name * <input type="text"/>	2. Permittee's First Name * <input type="text"/>	
3. Permittee's Telephone Number * <input type="text" value="() - ext. ___"/>	4. Permittee's Email * <input type="text"/>	
5. Secondary Contact's Name <input type="text"/>	6. Secondary Contact's Telephone Number <input type="text" value="() - ext. ___"/>	7. Secondary Contact's Email <input type="text"/>

approved permit. Multiple authorized users may be entered sequentially.

Section B: Sender of Imported Infectious Biological Agent(s) or Vector(s)

Section B must be completed for each sender of the imported material. Senders may be added using the green “Add Sender” button or the white “Add from Template” button. See the [Using Templates](#) section for more information regarding templates.

Add new Sender ✕

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

Sender Name and Organization

Questions B1-3 must include a contact person with first and last name. IPP cannot accept titles in place of first and last names. The sender’s organization must be an actual organization name – applicants may not enter “worldwide” or “various” as an organization.

Sender Contact Information

The physical address in Questions B4-10 for the shipper must match the information that will be on the package when shipped. With few exceptions, senders should be from outside of the U.S. Note that P.O. box numbers are not acceptable addresses for senders.

Multiple senders may be added sequentially. Applications with up to seven senders will show each sender individually on the approved permit. Applications with eight or more senders will display “worldwide” as the shipper on the final import permit.

Section C: Shipment Information

Section C informs IPP how the material will enter the U.S. and how many times the importer will use the permit. This information is required for a completed application.

1. Method(s) of Shipment *	2. Estimated Number of Shipments *
<input checked="" type="checkbox"/> Commercial Carrier (e.g., FedEx) <input checked="" type="checkbox"/> Hand-carried by individuals listed in Section A	<input type="text"/>

Method(s) of Shipment

For question C1, applicants must select at least one method of shipment to indicate how the material will enter the U.S. “Commercial Carrier” is the most used option and refers to any material being transported by a shipping company. “Hand-carried by individuals listed in Section A” refers to any material being personally transported by someone related to the permit.

Important Information for Hand-Carried Material

- Permittee must comply with applicable laws and regulations regarding transport.
- Packaging must conform to the Department of Transportation Hazardous Materials Regulations, 49 CFR Parts 171-180. A condensed version of these measures can be found in the CDC/NIH publication [Biosafety in Microbiological and Biomedical Laboratories \(BMBL\)](#).

All applications with “hand-carried” selection will receive a request for information from IPP to confirm that the infectious material will not be concealed in checked luggage or hand-carried in the cabin of a passenger-carrying aircraft. These materials are to be declared as cargo to the airline and manifested as a biological materials. **IPP will not approve applications that indicate the imported material will be hand-carried in a passenger cabin due to risks to public health and safety.**

Estimated Number of Shipments

The number entered for question C2 should be an estimate of the expected number of shipments of imported material that will occur over the life of the active permit (up to 365 days).

Section D: Description of Infectious Biological Agent(s) and Permittee's Laboratory

Section D captures information about which infectious agents will be imported, where the agents will be stored and/or manipulated, and what work will be performed with the imported agents.

Intended Use of Imported Agents

For question D1, an applicant must select at least one intended use for the agent(s) to be imported.

- **Diagnostic:** work in which agents are identified in samples known or suspected to contain the agent.
- **Research:** scientific studies other than diagnostics, clinical trials, or production.
- **Clinical Trials:** for this purpose, specifically means the imported material will be used in clinical trials. Samples that originated from a clinical trial but will be imported for downstream/indirect studies may be better categorized as “diagnostic” or “research”.
- **Education:** imported material will be used as teaching tools.
- **Production:** imported material will be used in the production of biologics for humans or animals.
- **Other:** any use not included in one of the above options. If this is selected, an additional description must be provided.

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

<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Education
<input type="checkbox"/> Research	<input type="checkbox"/> Production
<input type="checkbox"/> Clinical trials	<input checked="" type="checkbox"/> Other

Other:

Details of Work with Imported Agents

Applicant responses to questions D2-4 provide additional details of the work that will occur with the imported agents, including agent propagation and animal inoculations. For question D2, applicants must describe specific methods to be used (e.g., RT-PCR, PCR, ELISA, RNA extraction, flow cytometry) as well as any animal or arthropod models to be used. Method descriptions must include how imported agents will be manipulated. Descriptions of animal work must include the type of animal/arthropod (e.g., mice, rats, nonhuman primates, mosquitoes, ticks) and the type of studies to be performed (e.g., aerosol inoculations, vaccine trials, immunogenicity studies).

Note: IPP uses the information in D2 when assessing the risks associated with the permit application. Any vague or incomplete work descriptions will result in a request for additional information prior to issuance of a final permit.

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.)

*

Applicants indicate whether work will involve propagation or culturing agents for question D3. Propagation/culturing is considered growing, cultivating, or using any other means to increase the overall number/amounts of organisms. If “yes” is selected, applicants must also answer whether the total volume will be considered large-scale, meaning the volume exceeds 10 liters at any time.

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

Yes
 No

If yes, will the total culture volume exceed 10 liters at any point?

Yes
 No

Question D4 confirms whether an applicant intends to inoculate animals or arthropods with the imported agents. If “yes” is selected, applicants must also answer whether the inoculation route will use an aerosol inoculation system.

Note: Applications with animal/arthropod work described in questions D2 and D4 must include laboratories with animal biosafety levels in the subsequent [Infectious Biological Agents](#) section of the application (i.e., ABSL-X or ACL-X). If application information in these sections does not align, a request for additional information will be submitted by IPP prior to issuance of an import permit. If the inoculation/infection will be via the aerosol route, the applicant must indicate this in the subsequent question.

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

Yes
 No

If yes, will this be by the aerosol route?

Yes
 No

Infectious Biological Agents

Applicants add information on the specific agents to be imported, as well as the locations and biosafety levels at which they will be stored or manipulated. Each agent and biosafety level combination must be individually listed in the table. The information must correlate to the work described in the rest of section D. Applicants select the green “Add Infectious Biological Agent” button to open a modal for questions D5-11. Applicants may also add infectious biological agents from existing template. See the [Using Templates](#) section for more information.

Infectious Biological Agents						
Scientific Name	Strain	Building Location	Room Location	Lab	Lab Safety Level	Storage

5. Scientific name of known/suspected biological agent(s) include Genus and species*

Select Agent Type

Agent Type
-- Select Agent Type --

Agent Name
-- Select Agent Name --

Import Guidance

6. Strain (if applicable)

7. Building Location *

8. Suite/Room Location*

9. Laboratory *

Lab

10. Laboratory Safety Level *

-- Select an option --

11. Storage*

Storage

[Add Infectious Biological Agent & Add Template](#) [Add Infectious Biological Agent](#) [Close](#)

Applicants select the agent/suspected agent type and name for question D5. First, select the type of agent from the “Agent Type” dropdown menu. This selection filters the second, “Agent Name” dropdown menu to include only agents of the chosen type.

5. Scientific name of known/suspected biological agent(s) include Genus and species*

Select Agent Type

Agent Type
-- Select Agent Type --

- Bacteria
- Bat Material
- Fungus
- Molecular Vector
- Nonhuman Primate Material
- Parasite
- Prion
- Virus

Import Guidance

5. Scientific name of known/suspected biological agent(s) include Genus and species*

Select Bacteria Name

Agent Type
Bacteria

Agent Name
-- Select Agent Name --

- Abiotrophia species
- Acholeplasma species

The 'Import Guidance' button will display information regarding what material is regulated by IPP, as well as a list of some material that is not regulated by IPP but often raises questions. See 42 CFR 71.54 for more information.

Important Information When Selecting Infectious Agents

- A single agent type and agent name must be selected for each entry – there is no ability to multiselect from these dropdown lists.
- Applicants may begin typing an agent name in the “agent name” field to filter to relevant agents.
- The options in the “agent name” list represent the level of detail required by IPP while determining risks associated with the permit application.
 - Lower risk group agents are grouped by genus (e.g., *Salmonella* species, *Listeria* species) or other general designations (e.g., Astrovirus, Adenovirus).
 - Higher risk group agents are listed by full agent name (e.g., *Mycobacterium tuberculosis*, Severe Acute Respiratory Syndrome Coronavirus 2).
 - Agent types “bat material”, “vector”, and “nonhuman primate material” only have a single agent name option: “zoonotic and other enzootic biological agents”. This reflects the unknown nature of infectious agents that may be associated with this material.
 - If there are additional known agents in these material types, a separate entry must be added for each agent.
 - Any specific material information (i.e., species, sample type) should be entered into Section E of the application.
 - The list includes select agents; however, an import permit will only be issued for diagnostic samples where the presence of a select agent has not been confirmed.

If the existing list options (including groupings noted in the box above) do not accurately represent the agent to be imported, an applicant may request a new addition to the list:

- Select the appropriate type from the “Agent Type” dropdown list.

- Select “Request New Smart Agent Entry” from the “Agent Name” dropdown list. This is the last option in this dropdown list.

- Selecting “Request New Smart Agent Entry” causes two fields to appear in the box.
 - Applicants should enter the scientific name of the agent they wish to add to the list in the “Requested Agent Name” field.
 - Applicants must provide a justification for adding this agent to the list of selectable agent names.

- **Note:** When an applicant adds this request to the 'Infectious Biological Agents' table, they will be required to acknowledge that this may delay the processing of the permit application. This request must undergo a review process and if approved, will be added to the list. The applicant will be notified if it is determined that an entry representing the agent being imported already exists.

Question D6, “Strain”, is not a required field, but may provide additional information that helps IPP review the application for importation. This field is not for species information related to agents or materials. Agent species is captured with question D5, and material species information is only entered in Section E. An example of the appropriate time to include strain information is if the agent being imported has enhanced virulence or is known to be attenuated.

Applicants detail where agents will be stored or manipulated in questions D7-11. This information should correlate with what is entered in [Section A](#) of the application (at or near the address). These entries include the location of the building, the suite/room within that building, whether that room is a laboratory, the biosafety level of the room, and if the agent will be stored in that room.

- Building location (D7) is the name or number of the building where the agent will be stored or manipulated. Another building on a campus is acceptable if it is within the same organization (e.g., a different laboratory at the same university, a building belonging to the same company). If the building has no clear name or number, an address may be entered here.

- Question D8 captures the suite or room name/number within the building entered in D7 where the agent will be stored or manipulated. Each room with the same biosafety level designation must be entered in this field.
 - If the agent will be moved to another laboratory in a different suite, or to a room with a different biosafety level, additional infectious agent entries must be included for those areas.
- Check the box for “laboratory” (D9) if any manipulation of the agent will occur at any location listed in D8.
 - Examples of manipulation include aliquoting, transfer of the agent to a new container, culturing, extracting nucleic acids, or any actions that involve direct handling of the infectious agent.
 - Manipulation does not include unpacking tubes, scanning tubes for entry into a LIMS system, or similar tasks that do not involve handling of the actual infectious agent.
 - Leaving the box unchecked will default to “storage only” as the biosafety level.
- Question D10 pairs a biosafety level designation with the suites/rooms listed in D8. This selection is not available unless D9 has been checked (indicating manipulation of the agent).
 - This entry must indicate if the space is a general laboratory (BSL-X) or an animal or arthropod laboratory (ABSL-X or ACL-X).
 - Additional infectious agent entries must be added for each biosafety level where the agents will be stored or manipulated.
- Check the box for “storage” (D11) for any location where the agent will be stored when it is not being manipulated.
- Note that at least one of D9 or D11 must be checked to be able to complete addition of the infectious biological agent.

The screenshot shows a web form with five distinct sections, each with a title and a red asterisk indicating a required field:

- 7. Building Location ***: A text input field.
- 8. Suite/Room Location ***: A text input field.
- 9. Laboratory ***: A checkbox labeled "Lab".
- 10. Laboratory Safety Level ***: A dropdown menu with the text "-- Select an option --".
- 11. Storage ***: A checkbox labeled "Storage".

Once all required fields have been entered, the applicant may click the green 'Add Infectious Biological Agent' button at the bottom of the window to add this entry to the 'Infectious Biological Agents' table. If an applicant has chosen to request a new agent entry, they will be required to acknowledge the delay that may result from the reviewal process at this point.



If the entry does not include a request for a new agent, the applicant may choose to save the information as an agent template for future use. See the [Using Templates](#) section for additional information.

A completed table may look like the following:

Infectious Biological Agents							
Scientific Name	Strain	Building Location	Room Location	Lab	Lab Safety Level	Storage	
Mycobacterium tuberculosis	MDR strains	Building A	202	<input checked="" type="checkbox"/> Lab	BSL3	<input checked="" type="checkbox"/> Storage	Edit Remove
Mycobacterium tuberculosis	Strain Not Applicable	Building A	204	<input checked="" type="checkbox"/> Lab	BSL2	<input checked="" type="checkbox"/> Storage	Edit Remove
Respiratory syncytial virus	Strain Not Applicable	Building A	300	<input checked="" type="checkbox"/> Lab	BSL2	<input checked="" type="checkbox"/> Storage	Edit Remove
Respiratory syncytial virus	Strain Not Applicable	Building A	306	<input checked="" type="checkbox"/> Lab	ABSL2	<input checked="" type="checkbox"/> Storage	Edit Remove

[Add From Template](#) [Add Infectious Biological Agent](#)

Section E: Description of Material(s) Containing the Infectious Biological Agent(s) or Vector(s) being Imported

Applicants use section E to identify the source of the material being imported, as well as to further describe the material containing the infectious biological agents.

Source of Materials being Imported

Applicants must select one or more of the options for question E1. Ensure that sources are selected for all agents listed in section D.

- Infected or suspected infected human: samples are of human origin.
- Infected or suspected infected vector: samples are of animal or arthropod vector origin. Selecting this option will initiate a subsequent question to confirm whether the animal or arthropod vector was alive or dead.
- Environment: samples of air, water, soil, sewage, etc. Selecting this option initiates a text box to describe the environment.
- Recombinant/synthetic: samples are recombinant molecular vectors or were synthetically created in a laboratory. Selecting this option initiates a text box to further describe the source.

- Other: any material source that does not fit into one of the above options. Selecting this option initiates a text box to further describe the source.

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

<input checked="" type="checkbox"/> Infected or suspected infected human <input checked="" type="checkbox"/> Infected or suspected infected vector <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input checked="" type="checkbox"/> Alive <input checked="" type="checkbox"/> Dead </div>	<input checked="" type="checkbox"/> Environment <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Environment: Describe environment </div>
	<input checked="" type="checkbox"/> Recombinant/synthetic (please describe) <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Recombinant: Describe Recombinant </div>
	<input checked="" type="checkbox"/> Other <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Other: Describe Other </div>

Description of Materials being Imported

Applicants must select one or more of the options for question E2. Ensure that descriptions are selected for all agents listed in section D.

- Field-collected specimen: the materials were hand-collected from their natural environment (e.g., wild collected mosquitoes, water specimens from a river, bat guano from a cave).
- Laboratory derived isolate/culture: the material was grown or isolated in a laboratory.
- Blood/blood products: the samples are blood or blood products, such as plasma, serum, Peripheral blood mononuclear cells, etc.
- Other bodily fluids: bodily fluids that are not blood/blood products, such as fecal samples, cerebrospinal fluid, urine, nasal washes, etc.
- Tissues: pieces/sections of organs or body parts, such as biopsies, nail trimmings, wing punches, etc.
- Organs/body parts: entire organs or body parts, such as the liver, eye, amputated limb, etc.
- Vector: the material is a living or dead animal or arthropod vector.
- Other: any material description that does not fit into one of the above options.

The free text box for the detailed description should be used to explain how/where the material was collected, whether the material was collected from a population/area with known infectious agents, if it is unknown whether the material contains infectious agents, or any other relevant details about the source material.

Important Information Regarding Primary Containment Devices

- If selecting “None (open bench)”, use the General Discussion at the bottom of the application to provide additional details specifying:
 - How the material has been rendered non-infectious,
 - Whether the material is placed in a closed system instrument that is located on an open bench, and/or
 - Details of the risk assessment performed for work to be conducted on the open bench.
- “Fume hood” refers to a chemical fume hood, not a biosafety cabinet.
- “Negative pressure ventilated enclosure with HEPA filtration” refers to devices such as actively ventilated animal caging systems, flexible film isolators (e.g., bioBubbles®), or other custom designed units.

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

<input type="checkbox"/> None (open bench)	<input type="checkbox"/> Class III Biological Safety Cabinet
<input type="checkbox"/> Class I Biological Safety Cabinet	<input type="checkbox"/> Fume Hood
<input type="checkbox"/> Class II Biological Safety Cabinet	<input type="checkbox"/> Negative pressure ventilated enclosure with HEPA filtration
	<input checked="" type="checkbox"/> Other
	Other: <input type="text" value="Describe Other"/>

Section F: Biosafety Measures

Primary Containment

Question F1 asks the applicant to select the primary containment devices that will be used when handling the imported materials. Primary containment devices are those physical barriers at the level of the material that are in place to protect personnel and the environment from potential exposure to the infectious materials. Applicants must select at least one option but should select all that apply.

[*Biosafety in Microbiological and Biomedical Laboratories*](#) (BMBL) recommends that a biosafety cabinet is used for infectious materials being handled in biosafety level 2 laboratories (or higher). BMBL Appendix A provides extensive descriptions of class I, II, and III biosafety cabinets.

If applicants select “other”, a text box will appear to describe the containment device that does not fall into one of the existing categories. Provide as much relevant detail as possible, including whether the device has HEPA-filtered (or similar) exhaust air. Examples that may fall into this category include arthropod containment chambers or anaerobic containers.

Protective Measures and Training for Personnel

Applicants must indicate the types of protective measures implemented (question F2) and the training provided (question F3) to individuals that will work with the imported material. For each question, applicants must choose all that apply. For both questions, selecting “other” results in a text box for applicants to further describe the protective measures and/or personnel training.

When choosing protective measures, consider the following:

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 checked="" type="checkbox"/> Other
<input type="checkbox"/> Hazardous Waste Handling/Disposal	

Describe Other

- **Protective clothing:** includes outerwear such as lab coats, gowns, Tyvek suits, coveralls, etc. These may be disposable or reusable.
- **Immunizations:** specifically refers to immunizations that are relevant to the imported material.

Everyone that will receive imported material and infectious biological agents should receive training on the risks associated with that material and those agents. Risks associated with the material/agents includes signs and symptoms in the event of an exposure and should be commensurate with the type of work that will be performed. In addition to personnel who will handle the imported material, each individual that enters a laboratory space where imported material is handled or stored should be provided information on the material and its risks. When selecting the types of training provided to personnel, consider that each organization has its own training curriculum, and these may cover multiple options listed for question F3.

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

Biosafety Measures Implementation

Question F4 specifically asks if the permittee has implemented the biosafety measures commensurate with the hazards posed by the material to be imported. This question reflects 42 CFR 71.54(g)(2), and a permit

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 (e.g., laboratory coat)	<input type="checkbox"/> Powered Air Purifying Respirator (PAPR)
<input type="checkbox"/> Goggles	<input type="checkbox"/> Immunizations
<input type="checkbox"/> Face Shield	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Facemask	

Describe Other

will not be issued to an applicant that answers “no” to this question.

Disposition of Infectious Biological Agents

Applicants select the final disposition of the infectious biological agents and materials using question F5 and question F6 (if applicable). Section F #5 is the expected disposition of infectious biological agent(s) when work is completed.

- If the agents/material will be retained at the locations provided in Sections A and D, no further information is required.
- If the agents/material will be transferred to another location for either storage or additional testing, the applicant will be required to fill out [Section G](#).
 - Section G will not unlock for editing unless this box is checked.
 - **Note:** certain infectious agents/material may not be transferred without a separate permit. In those instances, IPP will submit a request for information to alert the permittee and request that the disposition information is updated.
- If the agents/material will be destroyed, rendered non-infectious, or consumed after the required work is completed, an additional question is presented.
 - Each option for destruction in question 6 has follow-up in the form of a subsequent question or text box for further description. These descriptions should include the type of chemical and concentration, the type of energy source for irradiation, and/or the name of the company performing the contracted hazardous waste disposal.
 - Applicants should select all applicable destruction methods that will be used.

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

Thermal
 Must choose at least one of the below
 Onsite Autoclave
 Onsite Incineration

Irradiation
 Describe energy source

Chemical
 Describe

Contracted hazardous waste disposal company
 Name of Company

Other
 Describe Other

Section G: Final Destination(s) of Imported Biological Agent(s) or Vector(s)

If an applicant indicates in [Section F](#) that the imported material will be transferred to another location, the applicant must complete Section G. Question G1 is automatically completed based on the answer to question F5. The applicant must then add each subsequent transfer to Section G. To enter information for a transfer, select the green “Add Final Destination” button at the bottom of Section G.

Final Destination(s)		
Recipient Last Name	Recipient First Name	Destination Organization



Primary permittees are responsible for the material, biosafety practices, and procedures included for each final destination. Complete all required fields as best as possible and recognize that the applicant may need to contact the recipient to gather appropriate information.

Recipient Contact Information

The recipient contact information in questions G2-10 is equivalent to the primary permittee's contact information. Follow the guidance in the [Permittee's Contact Information](#) section of this document when completing these questions.

2. Last Name of Recipient at Destination * <input type="text"/>	3. First Name * <input type="text"/>	4. Destination Organization * <input type="text"/>
5. Final Destination Address (NOT a post office box) * <input type="text"/>		6. City * <input type="text"/>
7. State * -- Select an option-- ▼	8. Postal Code * <input type="text"/>	
9. Telephone Number * () - ext. <input type="text"/>	10. Email * <input type="text"/>	

Recipient's Intended Use and Details of Work

Questions G11-14 are completed similarly to Section D questions 1-4 but are specific to the intended use and details of the work that will occur at the recipient's location. Use the guidance in the [Intended Use of Imported Agents](#) and [Details of Work with Imported Agents](#) sections of this document when completing these fields.

11. Intended use(s) of imported agent(s) * Must choose at least one of the below <input type="checkbox"/> Diagnostic <input type="checkbox"/> Research <input type="checkbox"/> Clinical trials <input type="checkbox"/> Education <input type="checkbox"/> Production <input type="checkbox"/> Other
12. Provide a detailed description of the work to be accomplished with the imported agent(s) * <input type="text"/>
13. Will the agent(s) be propagated or cultured? * <input type="radio"/> Yes <input type="radio"/> No
14. Will the agent(s) be used to inoculate animals or arthropods? * <input type="radio"/> Yes <input type="radio"/> No

Imported Material to Be Transferred

Applicants select what infectious biological agents will be transferred to the specified recipient using the dropdown for questions G15-21. The options available in the dropdown are pre-populated from the Agent Table that is generated in Section D (see [Infectious Biological Agents](#) above). Select an applicable agent for transfer from the dropdown menu and click the green “Add to List” button. Repeat this step for each agent to be included for this recipient. As in Section D, an agent may need to be selected multiple times if it will be handled at more than one biosafety level.

15 - 21. Select an infectious biological agent (Options listed are carried over from your entries in Section D) *

[Dropdown menu]

Add To List

Note: Agent information is copied exactly as entered in Section D. This information must be amended to correspond to the transfer location, notably the building and room locations, lab or storage status, and any change in biosafety level.

Biosafety Measures at Final Destination

Questions G22-25 cover the [Primary Containment](#), [Protective Measures and Training for Personnel](#), and [Biosafety Measures Implementation](#) at the recipient’s location. This information is equivalent to the information in Section F1-4, but specifically for the final destination. See the corresponding guidance linked above.

22. Primary Containment to be used *
Must choose at least one of the below

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

23. Personal Protective Measures to be used *
Must choose at least one of the below

<input type="checkbox"/> Gloves	<input type="checkbox"/> N95 or N100 Respirator
<input type="checkbox"/> Protective Clothing (e.g., laboratory coat)	<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	

24. Personnel Training provided *
Must choose at least one of the below

<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	

25. Has the recipient 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? *

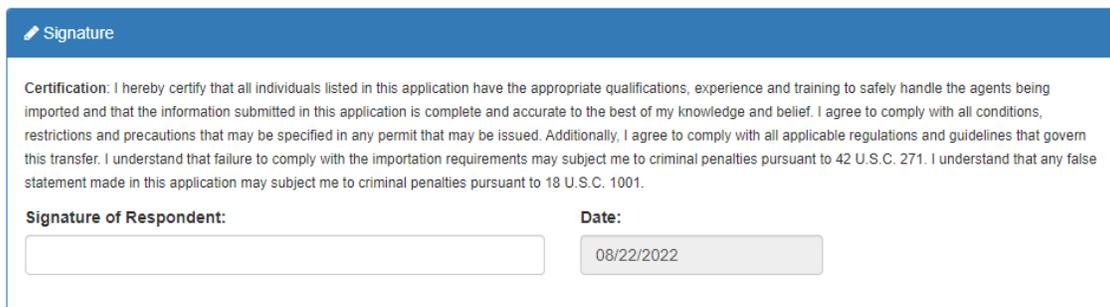
Yes
 No

When questions G2-25 are complete, select the green “Add Final Destination” button to save the entry. Enter an additional final destination for each subsequent transfer location.

Submitting the Permit Application

To finish the application, the applicant must type their name in the signature line at the bottom of the page. This field is case sensitive and must match the primary permittee name of the SAMS account. When the name is input, click the blue “Submit to IPP” to submit the application for technical review. The date is autocompleted.

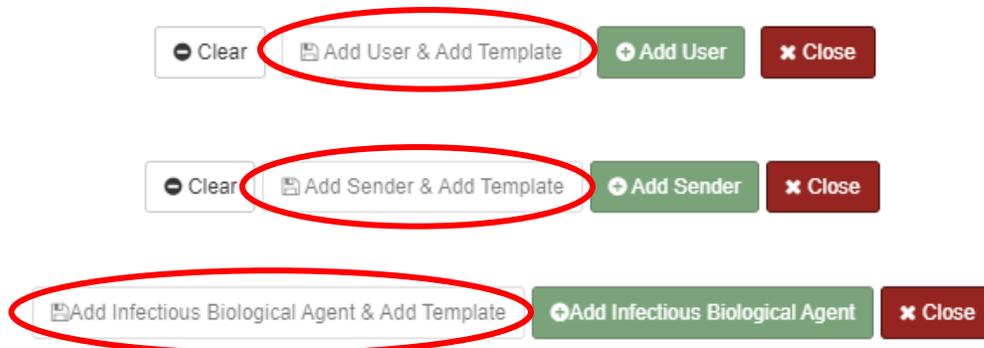
If any required fields are not completed, clicking the “Submit to IPP” button will take the applicant to the portion of the form that is missing information.



The screenshot shows a blue header with a pencil icon and the word "Signature". Below the header is a white box containing a certification statement: "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." Below the certification are two input fields: "Signature of Respondent:" with an empty text box, and "Date:" with a grey box containing the date "08/22/2022".

Using Templates

Several sections of the permit application provide applicants the option to save templates. Templates allow applicants to save information for future use and prevent manual re-entry of commonly used data. The three areas where templates may be saved and used are [Additional Authorized User\(s\)](#), [Sender of Imported Infectious Biological Agent\(s\) or Vector\(s\)](#), and [Infectious Biological Agents](#). In each of these areas, the applicant has the option to add (save) a template when performing the initial data entry for these fields.



After generating templates, applicants may use templates to populate additional authorized users, senders, or infectious biological agents or vectors. This is accomplished by selecting the white “Add from Template” button for the appropriate section and choosing which template(s) to insert. After selecting which template to use, the information in the template may be edited and saved specifically for the active application, saved as a new template, or saved as an update to the existing template overall.

Additionally, applicants may create, edit, and delete templates using the template management section of the eIPP information system. This area can be accessed by selecting “Manage Templates” option from the menu across the top of the eIPP information system.



Application Review Process

After an applicant submits a permit application to IPP, IPP personnel review the permit for completeness, accuracy, and risks associated with the requested importation. Applicants may notice their permits undergo several status changes during the review process. The status is located at the bottom of the application, above the general discussion box.

Status:



- Submitted and Under Review: permit application has been received by IPP and is being reviewed by IPP staff.
- Request for Information (RFI): IPP reviewer requires additional information from applicant before the application review can be completed. RFIs may require updates to the information in the application or may require explanations in the discussion box at the bottom of the form.
- Approval Requested: initial application review is complete and pending final permit issuance by IPP Leadership.
- Approved: the permit application has been approved and a final import permit issued.
- Revoked: the previously approved permit is no longer valid for use.
- Denied: the request for application approval is not permitted

If application status changes occur, eIPP information system will send an email to the email address associated with the SAMS account of the permittee listed on the application. These are sent daily, so multiple status changes may be collected in a single email. These emails also include information if an IPP reviewer has entered comments in the General Discussion box that require applicant attention. If an applicant has not received any emails within 2 business days of submission, it is possible that emails reached a spam folder, or the application was saved but not submitted. Applicants should check their spam folder and login to the eIPP information system to confirm their application status shows “submitted”. If there are no updates and no messages in the general discussion box on the application, applicants can email eippsupport@cdc.gov to inquire about the status of their permit application.

Note: If the status has changed to **Request for Information**, login to the eIPP information system as soon as possible to address the updates or questions requested by the IPP reviewer. Applications that have no response from the applicant 30 days after the RFI will be closed for inactivity.

Accessing the Final Permit

After an application is approved by IPP, a final import permit is issued. Permittees may obtain the PDF version of the permit directly through the eIPP information system. The main landing page contains a grid table with the heading “Agents Permits” that lists all approved permits for a particular SAMS account. Each permit will include

Agents Permits

Permit No.	Issued Date	Expiration Date	
			View Permit

a blue “View Permit” button on the right. Click this to open the final permit PDF that can be downloaded, printed, etc. **Note:** “Agents Permits” is below the notifications table and the “Agents Applications” grid table. Users may need to scroll past these to see “Agents Permits” and view final PDF permits.

Helpful Resources

- Import Permit Program website: <https://www.cdc.gov/cpr/ipp/index.htm>
- eIPP information system login: <https://eipp.cdc.gov>
- SAMS login: <https://SAMS.cdc.gov>
- Biosafety in Microbiological and Biomedical Laboratories: <https://www.cdc.gov/labs/BMBL.html>
- Email us: importpermit@cdc.gov