



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 an import permit.
- 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 allow the permittee to check the status of the pending application at any time.

What is eIPP?

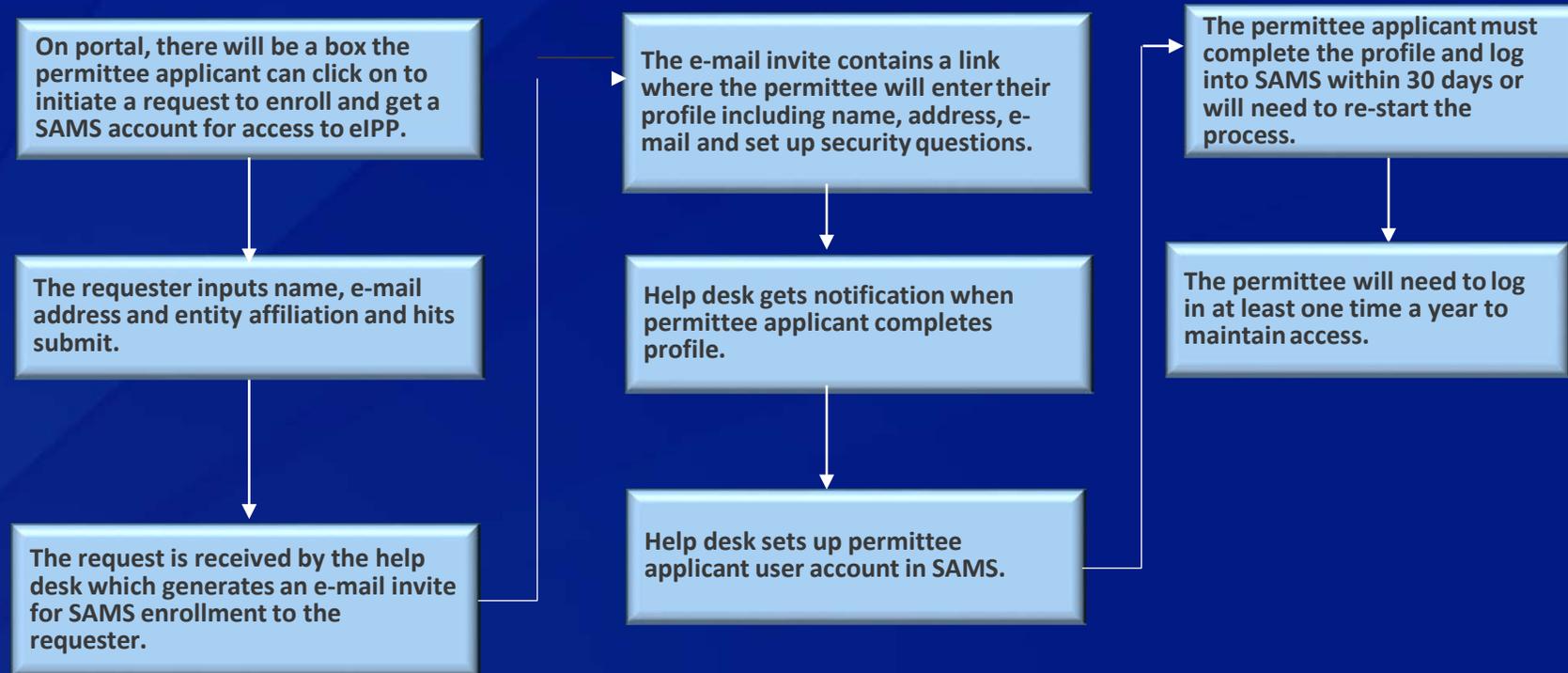
For permittees, the benefits of the new system include:

- 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 Home Page

From the eIPP landing page:

- Click on Log in button to access system. All users must first establish a SAMS account.
- Click button to access SAMS registration page.

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

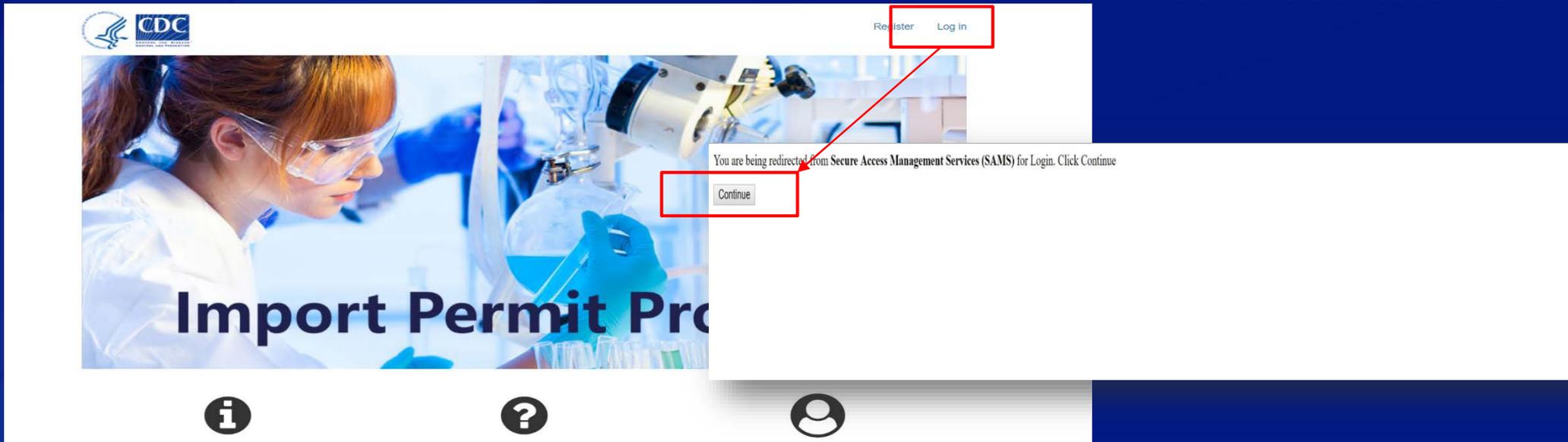
Help and Support

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

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Accessing eIPP

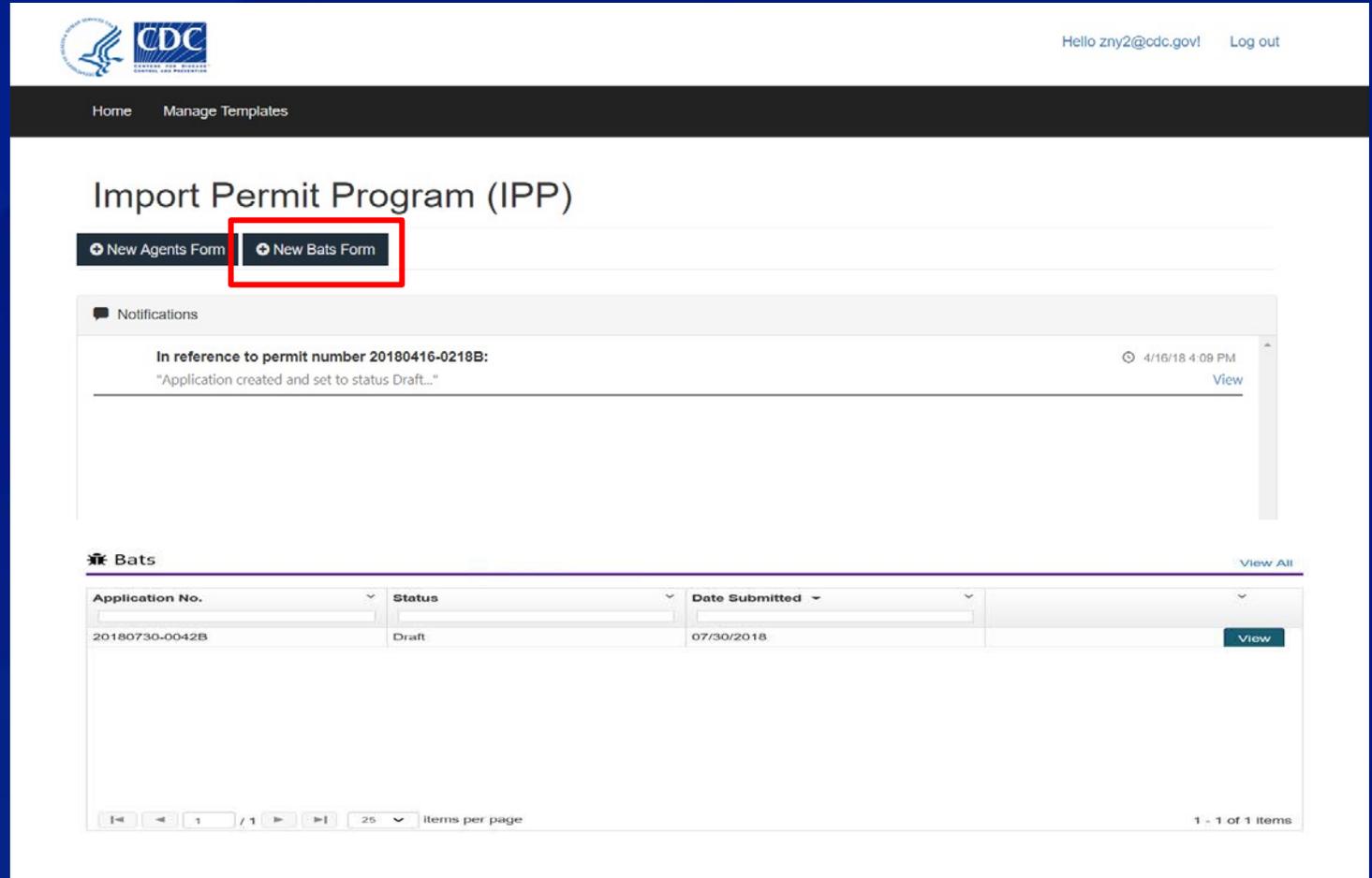
Click the **Log in** button on the landing page to be redirected to the SAMS system. Click **Continue** to access eIPP.



The screenshot shows the CDC website's landing page for the Import Permit Process. The CDC logo is in the top left corner. In the top right corner, there are two buttons: "Register" and "Log In". A red box highlights the "Log In" button, with a red arrow pointing to a "Continue" button in a white modal box. The modal box contains the text: "You are being redirected from Secure Access Management Services (SAMS) for Login. Click Continue". Below the modal box, there are three icons: an information icon (i), a question mark icon (?), and a user profile icon. The main content area features a large image of a scientist in a lab coat and safety goggles working with laboratory equipment, with the text "Import Permit Process" overlaid on the image.

Accessing eIPP – Home Page

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



The screenshot displays the 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' and 'New Bats Form'. The 'New Bats Form' button is highlighted with a red rectangular box. Below the buttons is a 'Notifications' section with 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 a 'Bats' section with a 'View All' link. The 'Bats' section contains a table with columns for 'Application No.', 'Status', and 'Date Submitted'. The table has one row with the following data: Application No. 20180730-0042B, Status Draft, and Date Submitted 07/30/2018. There is a 'View' button next to the row. At the bottom of the page, there is a pagination control showing '1 - 1 of 1 items' and '25 items per page'.

Permit Application – Section A Permittee Information

Enter the requested permittee information in Section A.

The image shows a screenshot of the CDC's permit application system. The main interface is titled 'Import Permit Program (IPP)' and includes a navigation bar with 'Home' and 'Manage Templates'. A notification banner states: 'In reference to permit number 20180416-0218B: "Application created and set to status Draft..."'. Below this is an 'Agents' table with columns for 'Application No.', 'Status', and 'Date S...'. A red arrow points from the 'New Bats Form' button to a detailed view of 'Section A: PERSON REQUESTING PERMIT IN U.S.A.'. This detailed view contains 12 numbered input fields:

- 1. Permittee's Last Name * (French)
- 2. Permittee's First Name * (Kristina)
- 3. Permittee's Organization * (Bats Organization, 208 of 225 characters left)
- 4. Address (NOT a post office box) * (1 Street, 42 of 50 characters left)
- 5. City * (Chicago, 43 of 50 characters left)
- 6. State * (Illinois)
- 7. Zip Code * (33333-____)
- 8. Permittee's Telephone Number * ((222)222-2222ext.____)
- 9. Permittee's Email * (email@bats.org)
- 10. Secondary Contact's Name
- 11. Secondary Contact's Telephone Number
- 12. Secondary Contact's Email

Section B – Source of Bats

Enter information about the sender in this section, including: name, organization, address, city and country.

Section B

SOURCE OF BATS

1. Last Name of Sender *

smith

220 of 225 characters left

2. First Name *

James

220 of 225 characters left

3. Organization *

Bats Organization

208 of 225 characters left

4. Address (NOT a post office box) *

2 Avenue

92 of 100 characters left

5. City *

Berlin

94 of 100 characters left

6. State/Province

7. Postal Code

8. Country *

Germany

9. Telephone

10. Email

Section C – Description of Bats

Section C

DESCRIPTION OF BATS

Indicate Species of Bats and Total Number to be Imported

Species	Common Name	Family	Count		
Coleura afra	African Sheath-Tailed Bat	Emballonuridae	5	Edit	Remove

[Add From Template](#)

[Add Bat](#)

5. Source *

- Wild Caught
 Captive Bred

If wild-caught, indicate where bats were obtained (e.g., name of cave, game reserve, town, province)

Spandau Citadel Vault

6. Proposed use of bats *

-- Select an option--
Education
Exhibition
Scientific
Other

If other, please describe:

254 of 255 characters left

Note

If use is scientific research, attach research proposal and IACUC documentation.

Describe the bats to be imported including:

- the species of bats
- source
- total number to be imported
- proposed use of bats

Note: if the intended use is for scientific research, a research proposal and Institutional Animal Care and Use Committee (IACUC) documentation must be uploaded.

Section C – Description of Bats (cont.)

Enter a complete description of how imported bats will be used, whether the bats will be captive bred and intended final disposition.

7. Describe how bats will be used *

Bats will be exhibited in zoological exhibition at Brookfield Zoo.

49934 of 50000 characters left

8. Will animals be captive bred? *

Yes
 No

9. Intended final disposition *

-- Select an option--
Euthanasia
Transfer
Institutional use in perpetuity

Section D – Type of Permit and Shipment Information

Enter whether bats are being:

- imported into the U.S., or
- transferred within the U.S.

Describe:

- the transport container
- number of bats to be shipped per container
- the method of transport.

Section D

TYPE OF PERMIT AND SHIPMENT INFORMATION

1. Import or Transfer? *

- Importation into U.S.
 Transfer within the U.S.

2. Size of transport container(s): *

2x2x4

250 of 255 characters left

3. Number of bats per container(s): *

5

4. Method of transport: *

Air



Section E – Biosafety Measures for Facilities and Technical Personnel

Describe the 180-day quarantine laboratory facility, the standard operating procedures, and a list of the equipment that will be used when dealing with the live bats.

Include the quarantine laboratory biosafety level and the personal protective measures to be used.

Describe the post-quarantine housing that will be used for the live bats. Include the standard operating procedures and a list of equipment to be used.

Section E
BIOSAFETY MEASURES FOR FACILITIES AND TECHNICAL PERSONNEL

1. Description of 180-day quarantine laboratory facilities and equipment *

Room equipped with negative airflow and caged enclosure. Room exhaust is HEPA filtered. Bats will be examined prior and at close of 180 day quarantine.]

9846 of 10000 characters left

1A. Animal Biosafety level (ABSL) of 180-day quarantine facility *

ABSL2

1B. Personal Protective Measures to be used *

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

2. Description of post-quarantine housing *

Bats will be housed in specially built enclosure for exhibition of bats. Conditions will mimic bat habitat in the wild. No contact with public is expected

9844 of 10000 characters left

Section E – Biosafety Measures for Facilities and Technical Personnel (cont.)

Enter the name and contact information of attending veterinarian and professional affiliation, e.g. Association of Zoos and Aquariums (AZA). For private practitioners, include state veterinary license number and/or veterinary practice name.

Include whether the work with bats has been approved by the Institutional Animal Care and Use Committee (IACUC) and the organization's Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) accreditation status.

The screenshot shows a web form with the following fields:

- 3. Name of attending veterinarian ***: Text input with "Joe Jones" and "246 of 255 characters left".
- 4. Affiliation ***: Text input with "AZA" and "252 of 255 characters left".
- 5. Address (NOT a post office box) ***: Text input with "23 Street" and "91 of 100 characters left".
- 6. City ***: Text input with "Chicago" and "93 of 100 characters left".
- 7. State ***: Dropdown menu with "Illinois" selected.
- 8. Zip Code ***: Text input with "55555-____".
- 9. Telephone Number ***: Text input with "(111)111-1111ext.____".
- 10. Email ***: Text input with "Jones@vet.edu".
- 11. Is this IACUC approved? ***: Radio buttons for Yes, No, and N/A. "No" is selected.
- 12. Is the organization accredited? ***: Radio buttons for Yes and No. "No" is selected.
- 13. Describe the qualifications and experience of technical personnel handling the bats ***: Text area.

Red brackets on the left side of the form indicate that fields 3 through 10 are grouped together, and fields 11 through 13 are grouped together.

Section E – Biosafety Measures for Facilities and Technical Personnel (cont.)

Provide a clear and concise description of the qualifications and technical experience of the personnel handling the live bats. Indicate whether all personnel working with bats have received rabies immunizations.

13. Describe the qualifications and experience of technical personnel handling the bats *

All staff who will work with bats have 5 years experience and are licensed veterinarians or veterinary assistants.

99884 of 100000 characters left

14. Have all personnel that will be working with bats received rabies immunizations? *

- Yes
- No

Signature Block

The signature must exactly match the name entered in Section A. 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.

Signature

Certification: I hereby certify that the information submitted in this application is complete and accurate to the best of my knowledge and belief. I agree to comply with the conditions listed in the application and all restrictions and precautions that may be specified in the permit, in addition to all applicable regulations which 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:	Title:	Degrees:	Date:
<input type="text" value="Kristina French"/>	<input type="text" value="Head Veterinarian"/>	<input type="text" value="DVM"/>	<input type="text" value="08/07/2018"/>

Public reporting burden

Public recording burden of this collection of information is estimated to average 20 minutes 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 D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0199)

Note the application may be saved as a draft or submitted for IPP review and approval. If **Save Draft** is selected, IPP will not review the draft or take any further action.

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 screenshot illustrates the application submission workflow. It features a main application form on the left and a confirmation pop-up on the right. The main form includes a 'Signature' section with a certification statement and a signature field containing 'Kristina French'. Below this is a 'Public reporting burden' section. At the bottom of the form, there are two buttons: 'Save Draft' and 'Submit to IPP', with the latter highlighted by a red box. A blue arrow points from the 'Submit to IPP' button to a confirmation pop-up that says 'ippdevwebapp.azurewebsites.us says: By clicking 'Ok', this form will be saved Do...'. This pop-up has an 'OK' button, also highlighted by a red box. A second blue arrow points from this 'OK' button to a final confirmation message: 'ippdevwebapp.azurewebsites.us says: Form successfully submitted!', which also has an 'OK' button highlighted by a red box. The background of the main form shows a table header for 'FINAL DESTINATION(S) OF IMPORTED BIOLOGICAL AGENT(S) OR VECTOR(S)'.

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: 7/24/18 2:50 PM
"Application created and set to status Submitted..." [View](#)

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

Agents View All

Application No.	Status	Date Submitted	
20180724-0286A	Submitted	07/24/2018	View
20180724-0287A	Submitted	07/24/2018	View

[Refresh](#) [Print](#)

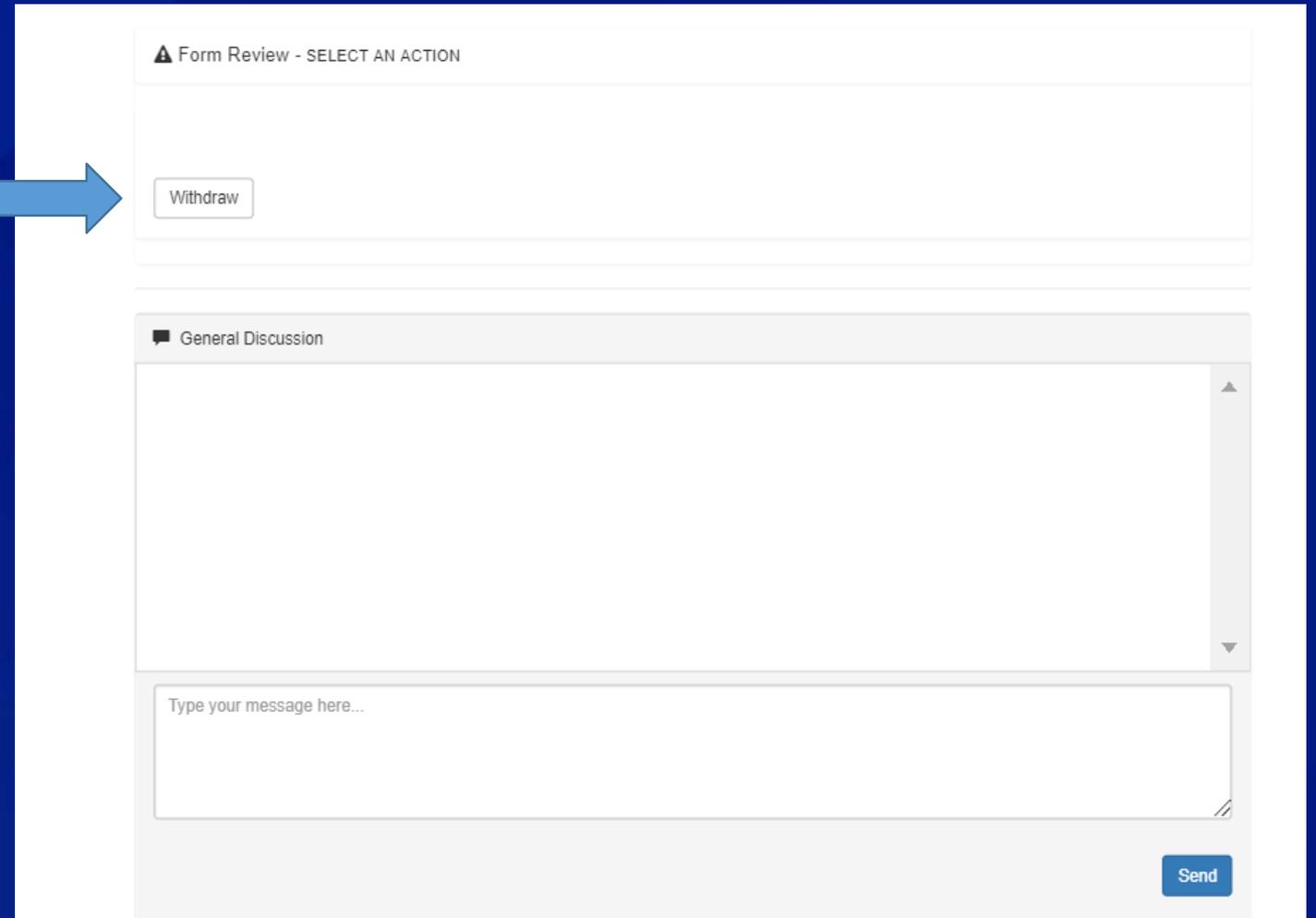
Bats View All

Application No.	Status	Date Submitted	
20180731-0319B	Submitted	07/31/2018	View

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.

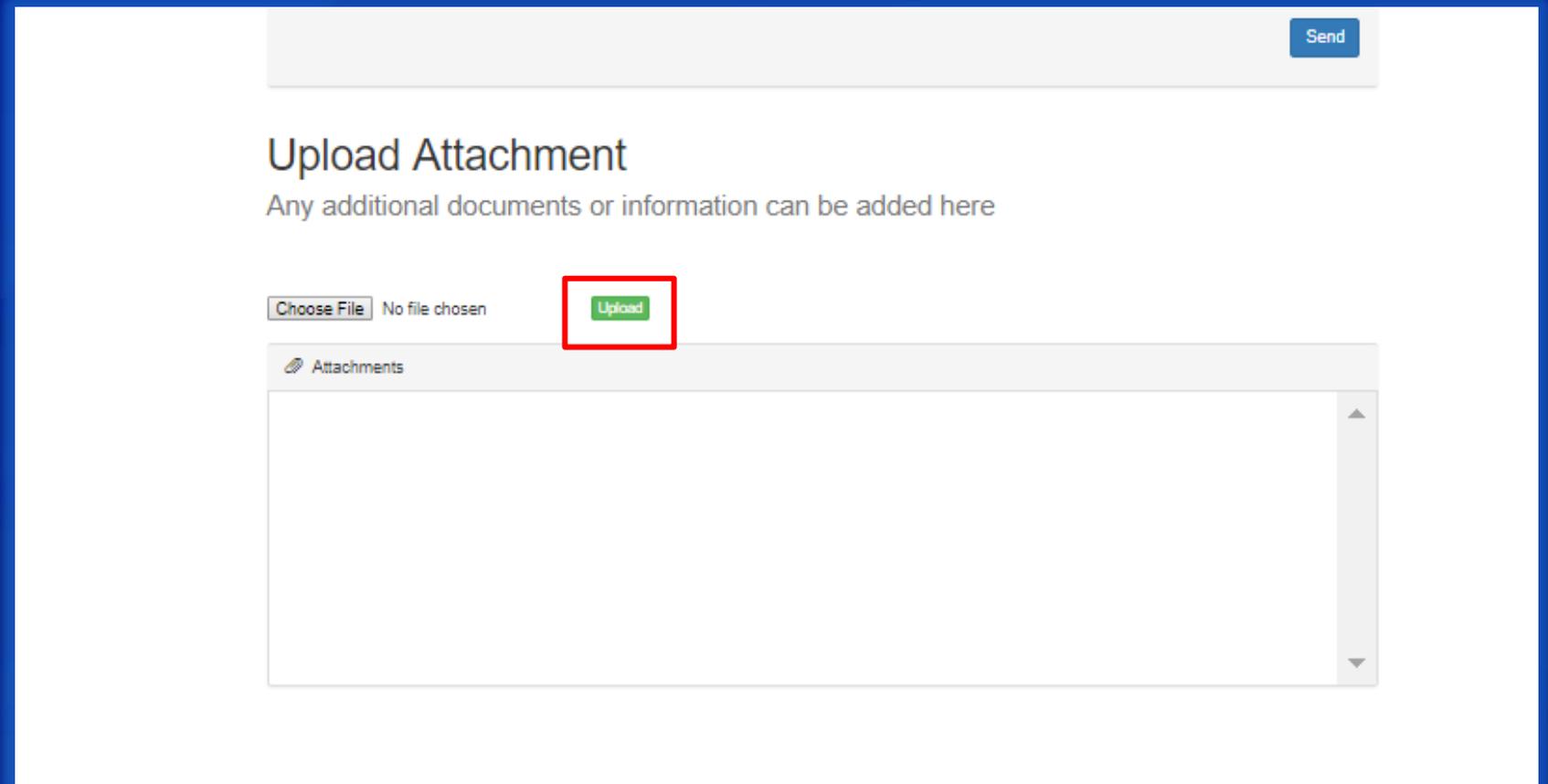
In Notifications, clicking on the view button opens your pending application. A chat window is located at the bottom of the page and is used by the permittee and IPP to correspond about the pending permit, notification of inspections, etc. Type your message in the dialogue box.



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. The bottom section is titled "General Discussion" and features a large text input area with the placeholder text "Type your message here..." and a "Send" button at the bottom right. A blue arrow points from the text box on the left to the "Withdraw" button, and a red bracket on the left side encompasses the "General Discussion" chat window.

Document Upload/Download

Supporting documents may need to be uploaded or additional documents may be requested by IPP. Documents may be uploaded 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.



Send

Upload Attachment

Any additional documents or information can be added here

Choose File No file chosen **Upload**

Attachments

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

Upload Attachment

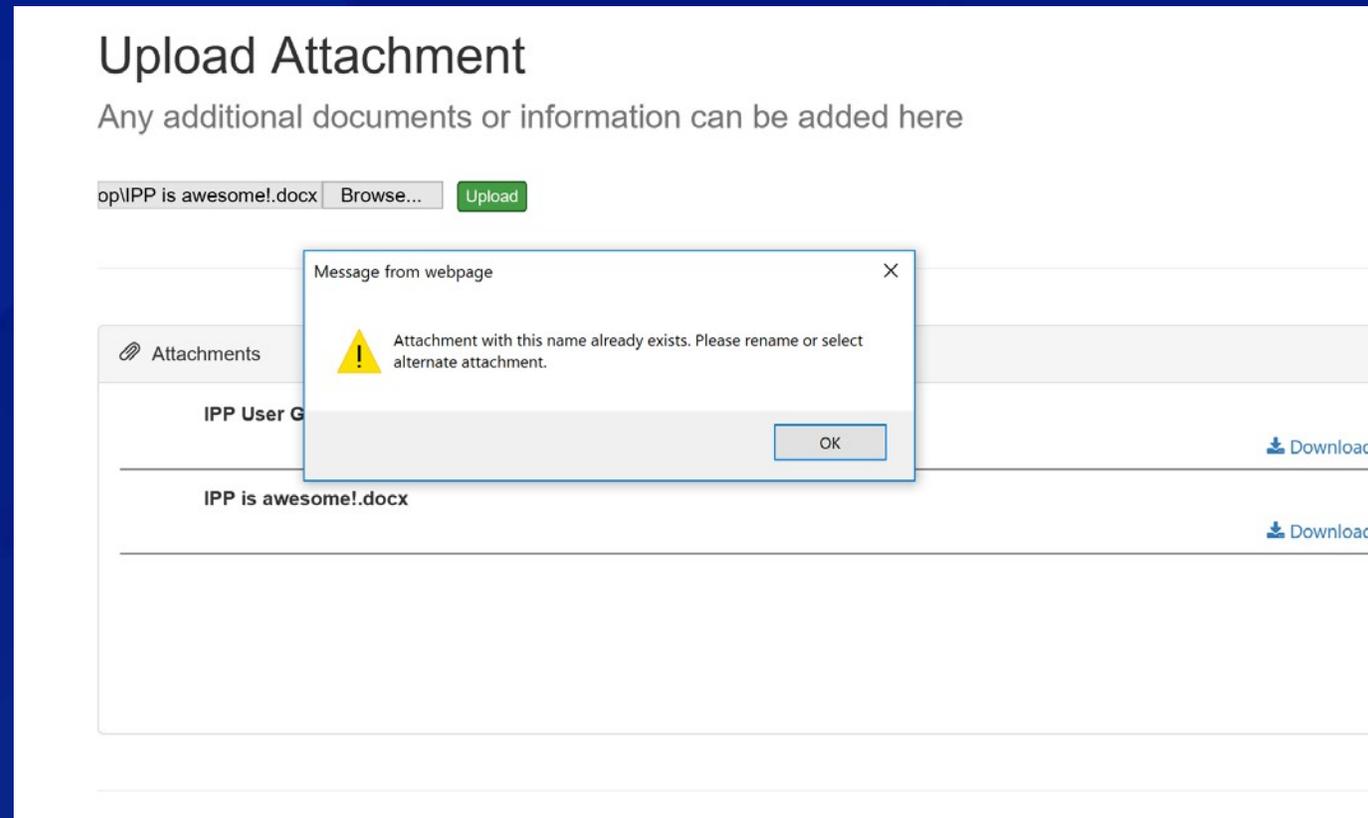
Any additional documents or information can be added here

 Attachments

IPP User Guide Updated 2.27.2018 (1).docx	Download
IPP is awesome!.docx	Download

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.



The screenshot displays a web interface for uploading attachments. At the top, the heading "Upload Attachment" is followed by the instruction "Any additional documents or information can be added here". Below this, a text input field contains the filename "op\IPP is awesome!.docx", with a "Browse..." button to its left and an "Upload" button to its right. A modal dialog box titled "Message from webpage" is overlaid on the interface, featuring a yellow warning triangle icon and the text: "Attachment with this name already exists. Please rename or select alternate attachment." with an "OK" button. Below the dialog, an "Attachments" section is visible, listing two items: "IPP User G" and "IPP is awesome!.docx". Each item has a "Download" link with a download icon to its right.

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

Browse...

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 C allows the user to add multiple bat species from a template.

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

Section C

DESCRIPTION OF BATS

Indicate Species of Bats and Total Number to be Imported

Species	Common Name	Family	Count	
Myotis myotis	Greater mouse eared bat	Family Not Specified	5	Edit Remove

[Add From Template](#)

[Add Bat](#)

5. Source *

- Wild Caught
 Captive Bred

If wild-caught, indicate where bats were obtained (e.g., name of cave, game reserve, town, province)

Bing cave, Bavaria

6. Proposed use of bats *

– Select an option–

Education
Exhibition
Scientific

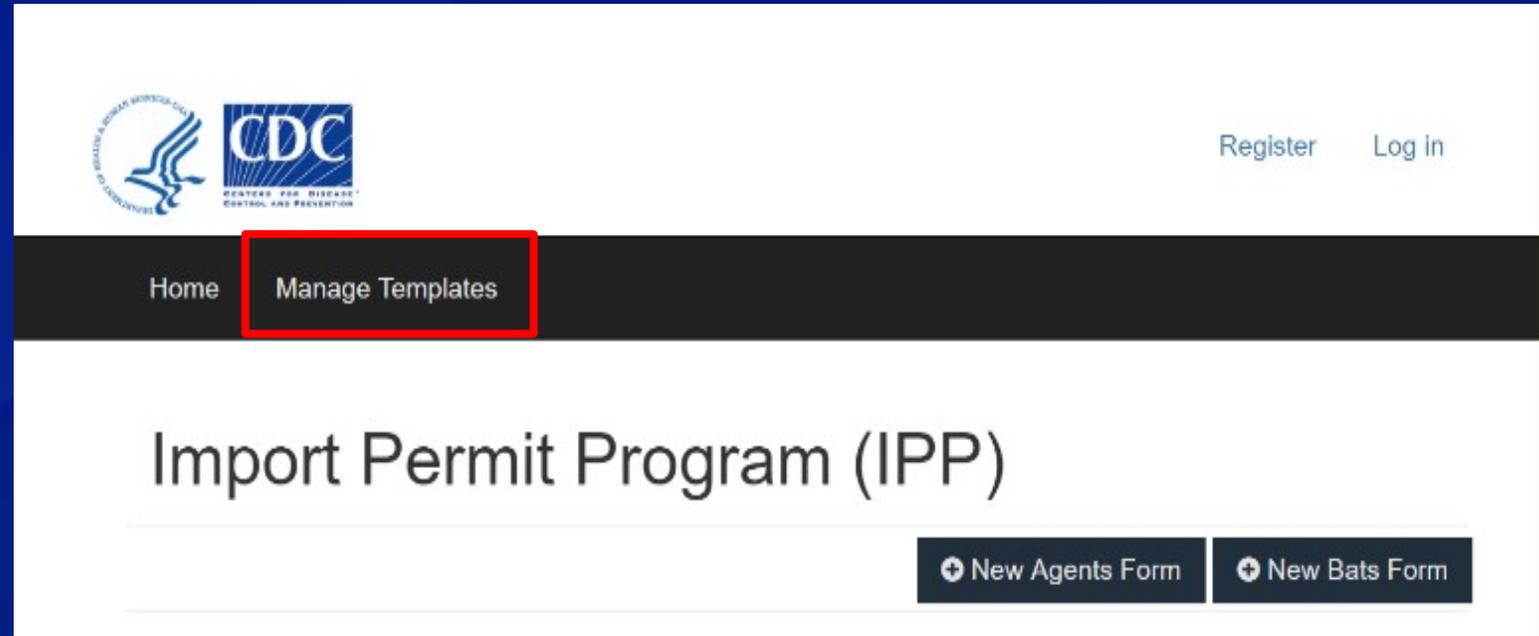
If other, please describe:

254 of 255 characters left

Note

Managing Templates

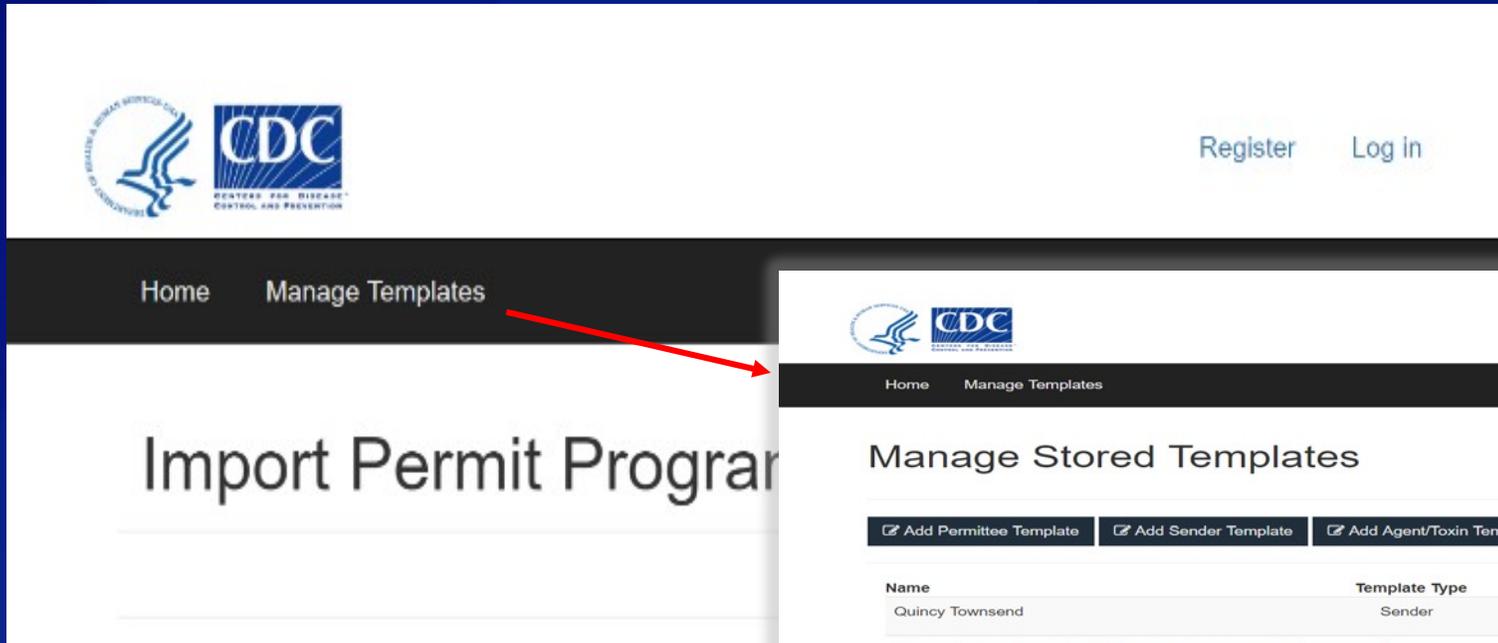
Templates can be managed under the **Manage Templates** tab.



The screenshot displays the top navigation bar of the CDC website. On the left, the CDC logo is visible, featuring the text 'DEPARTMENT OF HEALTH & HUMAN SERVICES' and 'CENTERS FOR DISEASE CONTROL AND PREVENTION'. On the right, there are links for 'Register' and 'Log in'. Below the logo, a dark navigation bar contains two tabs: 'Home' and 'Manage Templates'. The 'Manage Templates' tab is highlighted with a red rectangular border. Below the navigation bar, the main content area features the heading 'Import Permit Program (IPP)'. At the bottom right of this area, there are two buttons: '+ New Agents Form' and '+ New Bats Form'.

Managing Templates

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



Manage Stored Templates

[Add Permittee Template](#) [Add Sender Template](#) [Add Agent/Toxin Template](#) [Add Bats Template](#)

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

Template Information

Templates are for personal use only and will not be managed by CDC

© 2017 - CDC- Import Permit Program

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

Creating Templates

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

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

Section C
DESCRIPTION OF BATS

Indicate Species of Bats and Total Number to be Imported

Species	Common Name	Family	Count		
Myotis myotis	Greater mouse eared bat	Family Not Specified	5	Edit	Remove

[Add From Template](#) [Add Bat](#)

5. Source *

Wild Caught
 Captive Bred

If wild-caught, indicate where bats were obtained (e.g., name of cave, game reserve, town, province)

Bing cave, Bavaria

6. Proposed use of bats *

-- Select an option--
Education
Exhibition
Scientific

If other, please describe:

254 of 255 characters left

Note

Creating Templates

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

The screenshot shows the CDC Manage Stored Templates web application. 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 existing templates:

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

Below the table is a 'Template Information' section with a warning icon and the text: 'Templates are for personal use only and will not be managed by CDC'. At the bottom of the page is the copyright notice: '© 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

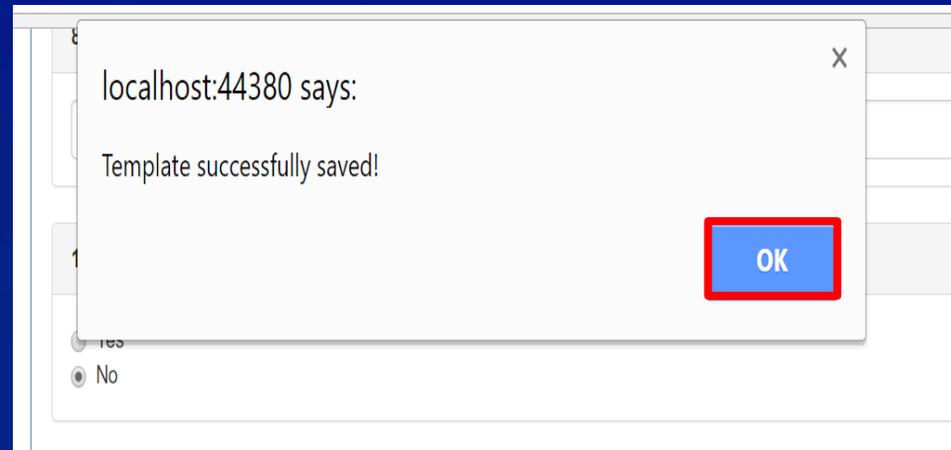
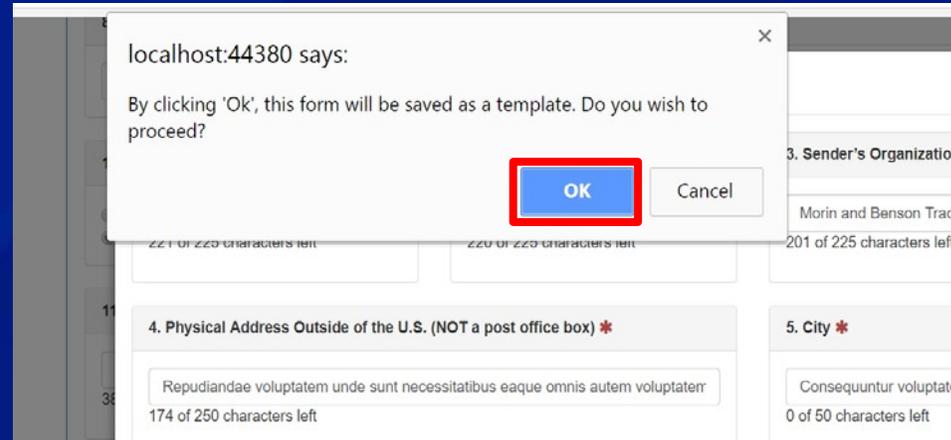
9. Telephone Number
282633634557

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 Section C) click **Add from Template** which will prompt the user with a list of all saved templates.

Section C

DESCRIPTION OF BATS

Indicate Species of Bats and Total Number to be Imported

Species	Common Name	Family	Count		
Myotis myotis	Greater mouse eared bat	Family Not Specified	5	Edit	Remove

[Add From Template](#) [Add Bat](#)

5. Source *

Wild Caught
 Captive Bred

If wild-caught, indicate where bats were obtained (e.g., name of cave, game reserve, town, province)

6. Proposed use of bats *

-- Select an option--
Education
Exhibition
Scientific

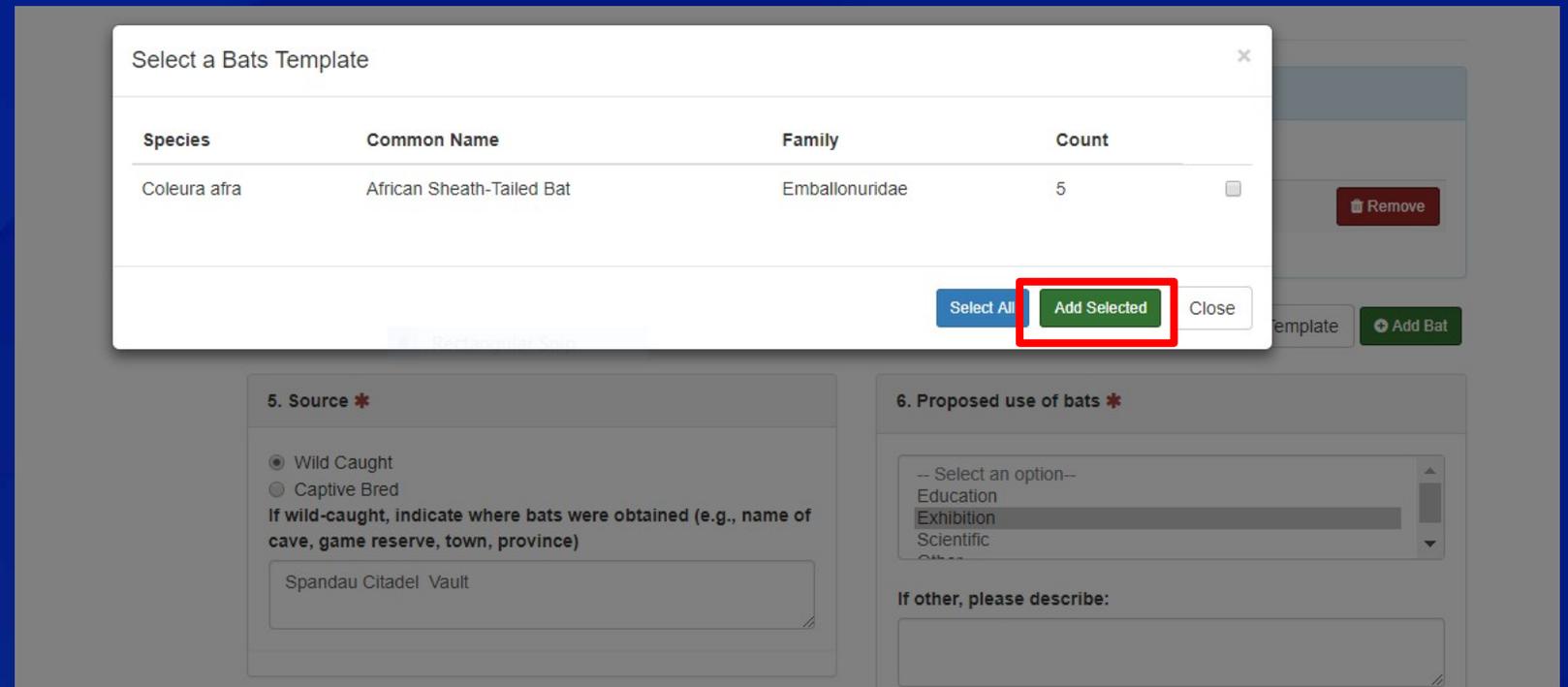
If other, please describe:

254 of 255 characters left

Note

Applying Saved Templates to Forms

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



Select a Bats Template

Species	Common Name	Family	Count
Coleura afra	African Sheath-Tailed Bat	Emballonuridae	5

Select All Add Selected Close

5. Source *

Wild Caught
 Captive Bred

If wild-caught, indicate where bats were obtained (e.g., name of cave, game reserve, town, province)

Spandau Citadel Vault

6. Proposed use of bats *

-- Select an option--
Education
Exhibition
Scientific
Other

If other, please describe:

Issuing a 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