APHIS/CDC Form 1 Help (Functionality)

The purpose of this document is to assist the user with entering data into the APHIS/CDC Form 1. This help document is for technical assistance only and not intended to replace the Instructions for Completion of the APHIS/CDC Form 1 located at http://www.selectagents.gov/RegistrationForm.html.

Prior to completing APHIS/CDC Form 1, ensure that you are using the current, OMB approved form. Submissions containing expired forms will not be accepted. The current, approved form and optional supplemental spreadsheets can be downloaded from SelectAgents.gov Registration Form.

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General Functionality and Use of the Fillable Form 1

Overview

All fillable form sections and attachments were validated using the following computer operating system/web browser/software combinations[1]:

- Windows XP / Internet Explorer 8
- Windows 7 / Internet Explorer 8 / Internet Explorer 9
- Adobe Reader XI (11)

The forms have not been validated using any other operating systems or browsers. If you have any operational issues, please contact your designated Federal Select Agent Program representative or CDC at 404-718-2000 or APHIS at 301-851-3300 option 1. You will be referred to IT support if needed.

Appearance and Navigation

Tab Navigation:
In many parts of the forms (*e.g.*, within tables) the Tab key can be used to move forward from one cell to the next; and the SHIFT+Tab keys used to navigate backwards. Users may find this functionality useful in Sections 4A, 4B, 4C and 7A where many rows of information may need to be entered at one time.

Date Fields:
All date fields require the date to be entered using the mm/dd/yyyy format. Although all data fields allow for manual entry, some sections, such as Section 1A, include a pop-up calendar.

Tool Tips:
When the cursor is placed or hovered over any data entry field, a small box of black text in a light yellow background will appear. These boxes, known as "Tool tips", are provided for reading assistance.
> **Note:** Tool tips are not intended to replace the *Instructions for Completion of the APHIS/CDC Form 1* located at http://www.selectagents.gov.

Printing:
The 'Add Row', 'Delete', and other function buttons will not display when the form is printed.

Yes and No Checkbox Logic:

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[1] The computer operating systems, web browser programs, and software chosen for the validation studies do not imply an endorsement of any product manufactured or provided by the respective vendors represented.

Certain questions throughout the form contain logic such that when an answer is changed from yes to no, subsequent checkboxes within subsections of the question will be cleared. However, any subsequent text entry will not be cleared.

Dropdown Lists

The dropdown lists in APHIS/CDC Form 1 sections and attachments are populated according to the requirements of that section.

Note: Once entered, a selection can be removed by selecting the blank row at the top of the drop down list.

In Example 1 (Section 7C, Question 2), only select <u>agents</u> are available in the dropdown list.

Example 1:

Agent	Maximum Quantity / Concentration	
	African horse sickness virus African swine fever virus Avian influenza virus Bacillus anthracis	Delete

In Example 2 (Section 7C, Question 3), only select <u>toxins</u> are available in the dropdown list.

Example 2:

Toxin	Maximum Quantity	
	Abrin Botulinum neurotoxins Conotoxins (Short, paralytic alpha conotoxins)	Delete Add Row

Note: For ease of presentation, the listings in the above examples have been truncated.

Adding/Removing Rows

The ability to add and remove rows exists throughout the APHIS/CDC Form 1.   Additional rows may be added wherever the **Add Row** button is available. The **Delete** button will not allow deletion of a lone row in any given table. In some sections and attachments, this may result in the necessary inclusion of a blank row, such as the ARO or Owner/Controller fields in Section 1.

To **ADD** another row, click the **Add Row** button. A new, blank row will appear directly beneath the last row. The example below is from Section 4A.

Tier 1 Access	Last Name	First Name	DOJ Unique Identifier Number	Date of Birth (mm/dd/yyyy)	Role	Supervising Principal Investigator	
☐					Select a Role ▾		Delete
☐					Select a Role ▾		Delete
☐					Select a Role ▾		Delete
☐					Select a Role ▾		Delete
☐					Select a Role ▾		Delete
						Add Row	

To **REMOVE** an existing row, select **Delete** next to the row to be removed. The following confirmation prompt will appear:

If any other rows follow the deleted row, they will move up accordingly.

Note: Once a row has been removed, it cannot be retrieved; there is no ability within the APHIS/CDC Form 1 to 'undo' an action.

Note: Rows within tables cannot be sorted using the fillable Form 1. Sort functionality is only available in the supplemental spreadsheets for Sections 4A-C and 7B.

Any data entered into the header on the first page of any section or attachment will populate into the headers of all additional pages of the same section or attachment. Only the header on the first page is editable, while the headers in all subsequent pages are not.

Section 7 and all associated attachments have additional unique header functionality as described below.

Section 7 and 7A Headers (PI):

After entering the Principal Investigator name(s) in Section 7A, select the **Update PI Header** button to populate the PI name(s) in the header of all subsequent pages. See example below for multiple co-PIs:

    a) Enter PI names and information into the PI table at the beginning of Section 7A:

PI Last Name	PI First Name	PI DOJ Number	PI Date of Birth	PI Tier 1 Access	
Jones	Mary	C-MJ-987654	05/04/1972	☐	Delete
Harper	William	C-WH-456789	08/03/1980	☐	Delete
Doe	John	C-JD-123456	04/15/1958	☐	Delete

Update PI Header   Add Row

    b) Select the **Update PI Header** button. All PI names entered into the table are populated into the header on subsequent pages in the following format: initial of first name and complete last name, PI names are separated by commas (J Jones, W Harper, J Doe)

This submission is: ☑ A new registration   ☐ An update to an existing registration   ☐ A renewal

Entity Name: Test Entity   Date: 01/01/2013

PI(s): J Jones, W Harper, J Doe

The Section 7 and attachment headers will display up to three full lines of PI name information if needed.

To make changes to PI name information in Section 7A, add, remove, and/or update PI names as needed and then select the **Update PI Header** button to update headers on subsequent pages with the current information.

Note: If there are any blank entries for PI Last Name and First Name in the Section 7A table, selecting the **Update PI Header** button will not populate or update the Section 7 headers with any information beyond the blank entry.

Attachment Headers (PI and Laboratory Safety Level):

PI names must be entered manually into the header on the first page of each required attachment. In order to maintain consistency with other sections, we recommend using the following format: initial of first name and complete last name, PI names separated by a comma (J Smith, M Jones). See example below:

PI(s): J Smith, M Jones

Attachment D - V

Laboratory Safety Levels must be entered by selecting the appropriate laboratory containment designation(s) from the dropdown list.

- Multiple selections can be made for Laboratory Safety Level by repeating the dropdown/selection process.
- To clear or reset the listing, select **Reset List** at the top of the dropdown list.

Lab Safety Level: BSL2, ABSL2

Reset List
BSL2

Text Boxes

Throughout the APHIS/CDC Form 1, text entry boxes have the following functionality:
- When you have completed text entry in a text box or have edited existing text, clicking the cursor anywhere outside of the text box enables the box to expand or contract as needed.
- Depending on the expected need, between 250 and 15,000 characters (including spaces) can be accommodated within text boxes.
- Text with special fonts, symbols and characters (such as sub- and super-script, underscore, italics and boldface) can be copied and pasted from a separate document into any text box. The size of the resulting text box will vary depending on the font size and type and line spacing.
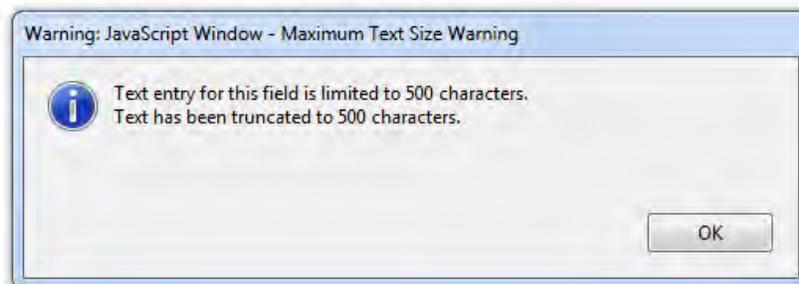
Example text box:

Empty:

Text entered:

This is an illustration of different fonts and symbols Ω ≥ ±
This is an illustration of different fonts and symbols Ω ≥ ±
This is an illustration of different fonts and symbols Ω ≥ ±
This is an illustration of different fonts and symbols Ω ≥ ±

If you exceed the character limit in a text box, a warning appears. See example warning below.

Warning: JavaScript Window – Maximum Text Size Warning

Text entry for this field is limited to 500 characters.
Text has been truncated to 500 characters.

OK

General Functionality and Use of the Form 1 Excel Spreadsheets

Excel spreadsheets are also available for Sections 4A, 4B and 4C as well as Section 7B. Since these spreadsheets are editable (*i.e.*, the ability to cut, paste and sort information in them), they offer additional functionality for entities requesting the addition of multiple individuals or strains, as well as entities who wish to maintain current, sortable Sections 4A-C or Section 7B. These spreadsheets may be submitted in lieu of their corresponding sections in the fillable Form 1.

Restricted Cells – Some cells within the Excel spreadsheets do not allow data entry and/or have limits on the number of characters that can be entered. These restrictions are necessary in order to ensure the consistent formatting of printed spreadsheets.

Tool tips – Many cells have Tool tips (see p. 2) that provide useful information on cell requirements, such as how many cells may be used within a specific section or a specific character limit. Tool tips can be moved by dragging and dropping them to a different area of the spreadsheet.

Sections 4A-C Excel Spreadsheets

Entering Information

Most fields in the Sections 4A-C spreadsheets accommodate free (*i.e.*, unrestricted) text and do not execute any error checking or data validation. However, some fields are limited by the use of dropdown lists:

The *Tier 1 Access* cell only allows the use of a blank entry (to indicate no access to Tier 1 select agents or toxin) or an "X" (to indicate access to Tier 1 select agents or toxin). The "X" may be selected by using the drop-down list or typed manually. Once entered, the "X" cannot be de-selected and may only be deleted manually.
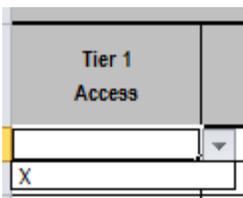
The *Role* field only allows the use of roles provided in the drop down list. Once entered, the role cannot be de-selected and may only be deleted manually.
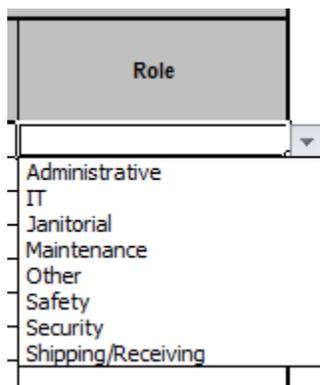
Role

Administrative
IT
Janitorial
Maintenance
Other
Safety
Security
Shipping/Receiving

Inserting and Sorting Rows

By default, Sections 4A, 4B and 4C are formatted to allow the entire table, including the header and the required RO/ARO signature and date fields, to fit on a single 8.5" x 11" sheet of paper (Portrait orientation). Additional rows can be inserted into any of the Excel spreadsheets and will display on additional pages. The header information will be copied from the first page onto subsequent pages.

To insert additional rows, right click on the row number on the left and select *Insert* from the drop down menu. A blank row will be inserted above the selected row.

Note: The formatting for inserted rows is copied from the cell *above* the insertion point. Ensure that you do not insert rows using a row located directly under a greyed out section header.
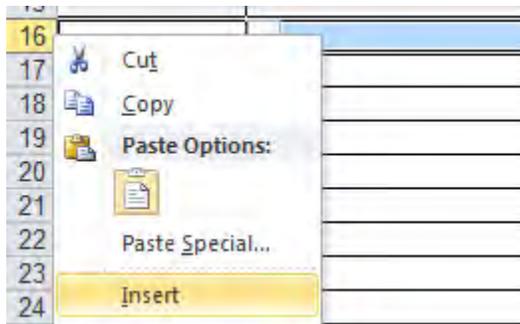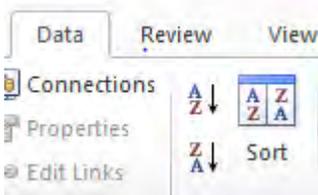

Note: If multiple rows are selected, selecting Insert will insert an equivalent number of blank rows above the selected rows.
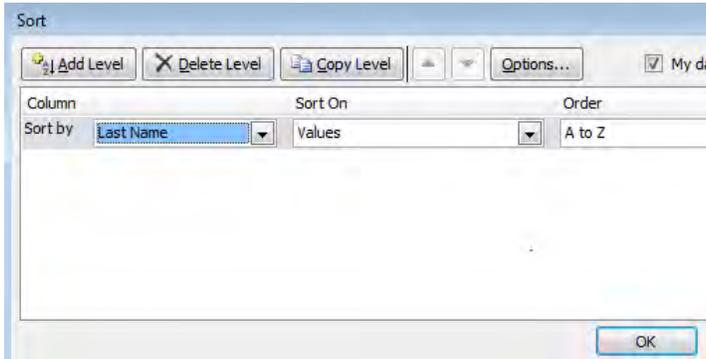
To sort rows, select (highlight) all rows to be sorted by dragging the cursor over the desired rows.

Select the Sort icon from the Data tab.

Enter the desired sort field(s) and order and select "OK".

The Section 7B spreadsheet allows for 49 select agents and toxins to be entered on a single spreadsheet.

Entering Information

Most of the fields in the Section 7B spreadsheet accommodate free (*i.e.*, unrestricted) text and do not execute any error checking or data validation. However, some fields are limited by the use of dropdown lists.

The *Choose Select Agent or Toxin* field only allows the use of agents and toxins listed in the drop down list. Once entered, the agent or toxin cannot be de-selected and may only be changed to another agent or toxin or to "<Choose Select Agent or Toxin>", using the same selection process from the drop down list, or deleted manually.
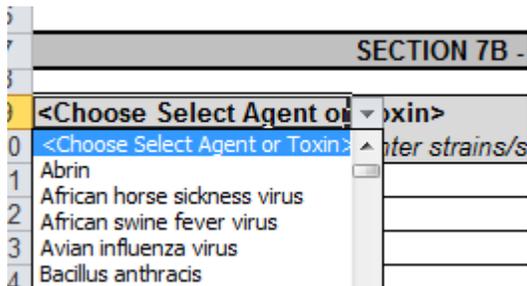
Direct entry of strain information into the table is allowed, however **text copied from another document** can only be inserted directly into the text window rather than the cell itself.
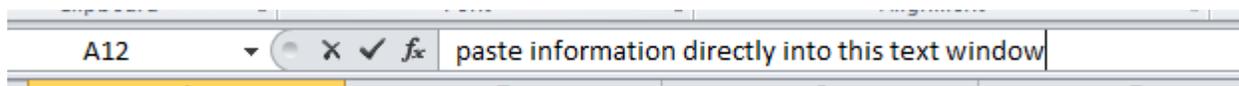
Symbols may be inserted into the spreadsheet by selecting the symbol icon from the *Insert* menu bar.
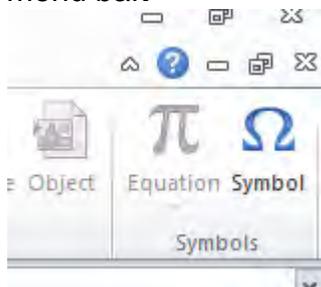
Note: Special font styles, such as superscript or subscript may not be used within the spreadsheet. Please substitute the caret ("^") symbol (Shift+6) for superscript (ex. 10^6).

Inserting and Sorting Rows

Additional rows (strains or serotypes) can be inserted into any of the agent sections. The header information will be copied from the first page onto subsequent pages.

To insert additional rows (strains or serotypes), right click on a row (strain or serotype) number and select *Insert*. A blank row will be inserted above the selected row.

Note: The formatting for inserted rows is copied from the cell *above* the insertion point. Ensure that you do not insert rows using a row located directly under a greyed out section or agent header.
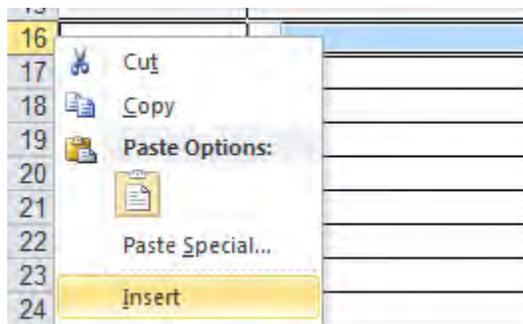
Note: If multiple rows are selected, selecting Insert will insert an equivalent number of blank rows above the selected rows.

Saving and Managing the APHIS/CDC Form 1

Editing and Saving Documents for Future Use

The APHIS/CDC Form 1 is an Adobe Acrobat .pdf document. Although information may be entered into the fillable form immediately upon opening the document, it is strongly recommended that you save the document to your own machine prior to entering information.

1. To save a fillable form to your computer, select "File" and then "Save As".
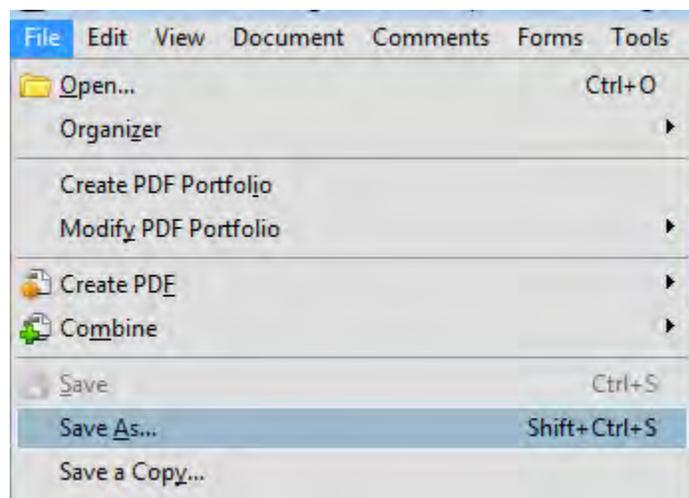
2. It is recommended that you include a descriptor in the filename, such as the name of the room or PI. *Ex: Section 7_PI Smith.pdf.*

Managing Form 1 Submission Activities

Previously, the APHIS/CDC Form 1 was provided as a single document. The new form has been reorganized and partitioned to reduce the amount of redundant information that may be generated during the amendment submittal process, and is provided in separate sections and attachments. The following is an example of how a new entity or a currently registered entity could manage these separate sections electronically.

Sample file organization[2]:

Left panel:

- Select Agent Registration
  - Amendments
    - 209674 (adding Suite 414)
    - 210675 (removing S. Frank)
    - Submitted 8_12_2013 (Add K. George as ARO)
  - Current Registration
    - Entity wide (Sections 1_5)
  - PI work (Sections 7)
    - Section 7_PI Wang
  - Suite room (Sections 6)
    - Section 6 Room 103
    - Section 6 Suite 414

Right panel:

- Select Agent Registration
  - Amendments
    - 209674 (adding Suite 414)
      - Section 7A_PI Wang
      - Section 6_Suite 414
      - Floor plan Suite 414
      - Cover letter 7_08_2013
    - 210675 (removing S. Frank)
      - Cover letter 7_17_2013
    - Submitted 8_12_2013 (Add K. George as ARO)
      - Section 1A_B
      - Cover letter 08_12__2013
  - Current Registration
    - Entity wide (Sections 1_5)
      - Section 5
      - Section 4B
      - Section 4A
      - Section 3
      - Section 2
      - Section 1C
      - Section 1A_B
    - PI work (Sections 7)
      - Section 7_PI Wang
        - Section 7C_PI Wang
        - Section 7B_PI Wang
        - Section 7A_PI Wang
        - Attachment C_PI Wang
        - Attachment B_PI Wang
    - Suite room (Sections 6)
      - Section 6 Room 103
        - Floor plan Room 103
        - Section 6 Room 103
      - Section 6 Suite 414
        - Floor plan Suite 414
        - Section 6 Suite 414

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[2] The figure depicts a file organization configuration as emulated by Microsoft Windows Explorer™, is provided as an example only, and does not represent an endorsement of any product of the Microsoft corporation.

Change History

Version	Date	Summary of Changes
1.0	06/21/2013	Initial release.