

Introduction to BioPermit

Import Permit Program (IPP)

Division of Regulatory Science and Compliance (DRSC)

Office of Readiness and Response (ORR)

January 13, 2026



Presentation Outline

- **BioPermit – What and Why?**
- **Accessing BioPermit**
- **Using BioPermit**
 - Portal Overview
 - Applications
 - Permits
 - Inspections
- **Closing the electronic Import Permit Program system (eIPP)**
- **Questions and Answers**



Image from [PHIL](#)

What is BioPermit and Why is IPP Changing Systems?

BioPermit is...a New Electronic System for Import Permits

- **Replaces eIPP as the portal to submit applications for and receive import permits**
- **Built on the ServiceNow® platform which CDC uses for other systems**
 - Includes more streamlined architecture than what served as the foundation for eIPP
 - Relational database composed of records on tables with a heavy focus on intuitive and reliable user interface

BioPermit is Not...Custom from the Ground Up

- **Features existing applications and modules within ServiceNow®**



Certain cosmetic features are built into the base platform and have reduced customization options



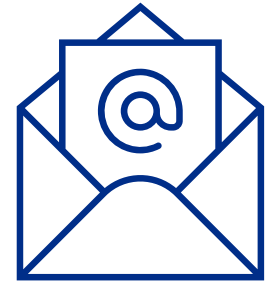
Allows for quicker development to deployment pipeline



Issues or bugs are generally confined to a specific section of the application and less likely to cause widespread platform disruptions

BioPermit is...a Real-Time Communication System

- **Multiple users working on the same record can see live updates from each other without having to refresh a browser page**
- **Email notifications are sent in real-time as the action occurs and most include links back into the relevant part of BioPermit**
 - Requests for information on an application
 - Permit issuance
 - Notices of inspection
 - Inspection report publication



BioPermit is...Flexible and Scalable

- **Designed such that future enhancements should build on existing features instead of being complete replacements**
- **Security is controlled by user groups and roles, down to individual fields on a record**
- **New form/record types just need to be tied to a user in order for that user to have visibility**

Why is IPP Changing Systems?

- **eIPP was originally based on the Federal Select Agent Program's electronic system**
 - Historical application and user volume since 2018 is stretching the capacity of eIPP
 - Development of eIPP has been geared toward upgrading data capture and storage with minimal user interface enhancements
- **CDC as a whole is moving toward more enterprise-wide electronic tools**

Accessing BioPermit

Access Remains a Multi-Step Process

- BioPermit uses Secure Access Management Services (SAMS) authentication just like eIPP. Before you can access BioPermit:
 - 1 You must have a SAMS account, and
 - 2 Your SAMS account must be linked to BioPermit.
- What this means as we transition depends on whether you are an active user or an inactive user

Active Users

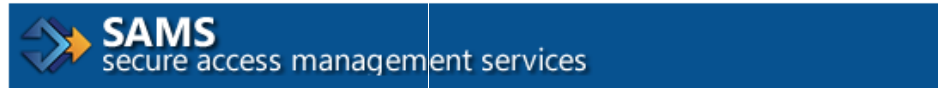
- You are considered an **active** eIPP user if
 - Your SAMS account is active, and
 - Your active SAMS account has ever been linked to eIPP
- **We will automatically link your SAMS account to BioPermit**
 - You will need to verify this linkage

Inactive and New Users

- You are considered an **inactive** eIPP user or new user if
 - Your SAMS account is inactive, or
 - You have a SAMS account that was never linked with eIPP, or
 - You have never used SAMS
- **You will need to request access to BioPermit after getting SAMS active**

SAMS accounts become inactive if you do not log in to SAMS for 90 days and are **deleted** if you do not log in to SAMS for one year. **After** re-establishing your SAMS account, contact us to relink your account to eIPP or to link your account to BioPermit.

Links in SAMS Portal



Menu
 My Profile
 Logout
Links
SAMS User Guide
SAMS User FAQ
Identity Verification Overview

My Applications

Electronic Federal Select Agent Program

- [Import Permit Program](#)

eIPP Link (old)

Import Permit Program

- [BioPermit](#)

BioPermit Link (new)

Using BioPermit



Portal Overview and
Communications



Applications and
Permits



Inspections

BioPermit Home / Permittee Portal

Permittee Portal Overview



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[BioPermit Home](#)

[My Permit Applications](#)

[My Inspections](#)

[My Inspection Reports](#)

[My Issued Permits](#)

BioPermit is the online system for application and permits to import infectious biological agents, human remains, or live bats. The import regulations require that anyone wishing to import infectious biological agents, substances, or vectors must first obtain a permit issued by Centers for Disease Control and Prevention (CDC).



Please choose from one of the options below:

Create New Agent Application

Create New Live Bats Application

Create New Human Remains Application

Renew Agents Application

Withdraw Permit Application

Submit New SMART Agent Request

Profile and Settings



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LF

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BioPermit Home

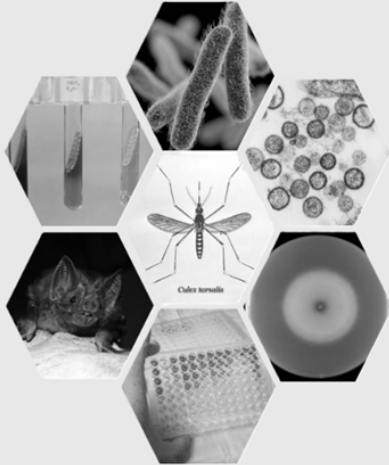
My Permit Applications

My Inspections

My Inspection Reports

My Issued Permits

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Please choose from one of the options below:

Create New Agent Application

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Withdraw Permit Application

Submit New SMART Agent Request

- View user information
- Toggle accessibility features

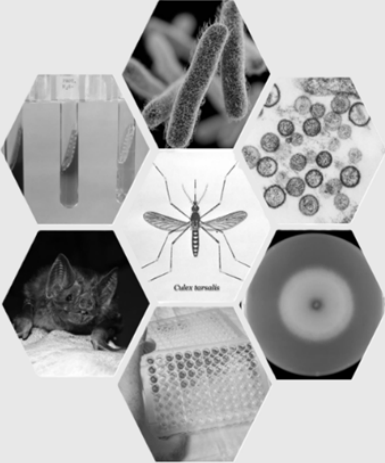
Ribbon Menu

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[BioPermit Home](#) [My Permit Applications](#) [My Inspections](#) [My Inspection Reports](#) [My Issued Permits](#)

BioPermit is the online system for application and permits to import infectious biological agents. Infectious biological agents, substances, or vectors must first obtain a permit issued by Centre for Infectious Disease Control (CIDC).



Please choose from one of the following:

Create New Human Remains Application

Renew Agents Application

Withdraw Permit Application

Submit New SMART Agent Request

- Return to this home page
- Access **existing** records
 - Applications
 - Permits
 - Inspections
 - Inspection Reports

Department of Health & Human Services | Vulnerability Disclosure Policy | Privacy

Action Buttons



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BioPermit Home

My Permit Applications

My Inspections

My Inspection Reports

My Issued Permits

BioPermit is the online system for application and permits to import infectious biological agents, human remains, or live bats. The import regulations require that anyone wishing to import infectious biological agents, substances, or vectors must first obtain a permit issued by Centers for Disease Control and Prevention (CDC).

- Build **new** records
 - From scratch applications
 - Renewal applications
- Withdraw pending applications
- Request new SMART agents

Please choose from one of the options below:

Create New Agent Application

Create New Live Bats Application

Create New Human Remains Application

Renew Agents Application

Withdraw Permit Application

Submit New SMART Agent Request

BioPermit Communication: Within Portal

Activity Stream = Chat

The screenshot shows the 'Activity' tab of the BioPermit portal. At the top, there are tabs for 'Application For Permit', 'Activity' (which is selected), 'Attachments', and 'Permittee Response'. Below the tabs is a text input field with the placeholder 'Type your message here...' and a 'Post' button. Below the input field, there are two chat messages. The first message is from a user with a grey profile picture and says 'Hello I will be importing a live virus with plans to inactivate it once I receive it.' It is timestamped '5m ago' and has a link to 'Additional comments'. The second message is from a user with a green profile picture and says 'Hi I in your D2 description of use, you mention that you will be importing and using inactivated materials for all of your studies. Please confirm whether you intend to import only inactivated virus or whether you will import live virus as well.' It is timestamped '7m ago' and also has a link to 'Additional comments'.

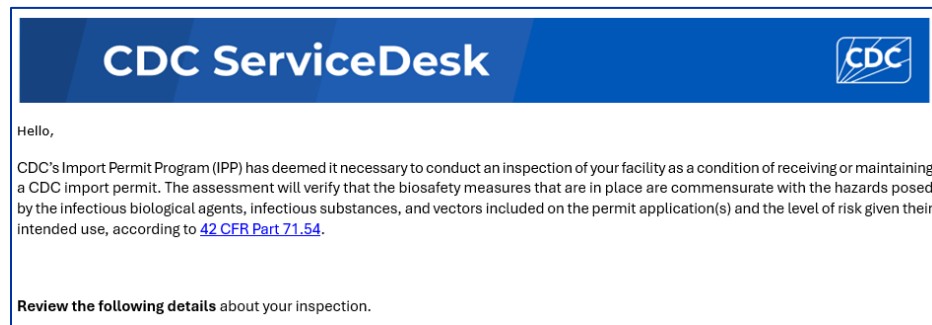
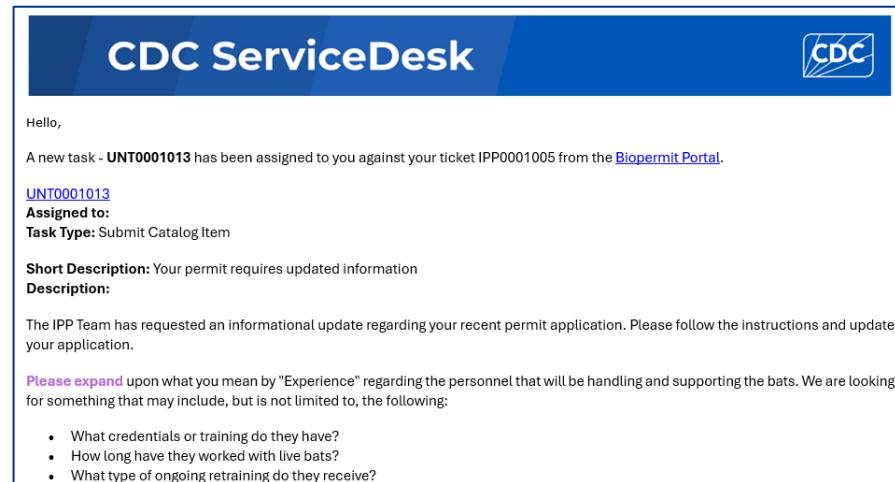
The screenshot shows the 'Permittee Response' tab of the BioPermit portal. At the top, there are tabs for 'Application For Permit', 'Activity', 'Attachments', and 'Permittee Response' (which is selected). Below the tabs, there is a section titled 'Your permit requires updated information' with a sub-header 'Due in 2 days'. To the left of this section, there is a sidebar with a notification 'Your permit requires updated information... Due in 2 days'. Below the notification, there is a section titled 'New Permit Request - Agent' with a sub-header 'New Agent Permit'. Below this, there is a section titled 'Section A - Person Requesting Permit in U.S. (Permittee)'.

Universal Task = Action Required
Application Request for Information
Application Request for Document Uploads
Inspection Report Responses

The screenshot shows the bottom part of the BioPermit portal. At the top right, there is a 'Submit' button. Below it, there is a section titled 'Required information' with two sub-sections: 'A3 Permittee's Organization' and 'Permit Attestation'. Below this section, there is a link to 'Add attachments' with a paperclip icon.

BioPermit Communication: Emails

- **New Application Submitted**
- **Universal Task Assigned to You**
 - Updates to application
 - Document uploads needed
 - Renewal application started
- **Universal Task Completed**
- **Application Withdrawn**
- **Application Closed**
 - Permit not required
 - Lack of response
 - Other reason
- **Permit Issuance**
- **Permit Suspended or Revoked**
- **Notice of Inspection**



Applications and Permits

Start a New Permit Application



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[BioPermit Home](#)

[My Permit Applications](#)

[My Inspections](#)

[My Inspection Reports](#)

[My Issued Permits](#)

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Overview of Permit Applications

Application Section	Agents	Human Remains	Live Bats
A	Permittee's Information	Permittee's Information	Permittee's Information
B	Sender's Information	Sender's Information	Sender's Information
C	Shipment Information	Shipment Information	Description of Bats
D	Description of Infectious Biological Agents and Permittee's Laboratory	Information on Facility Processing Human Remains	Type of Permit Shipment Information
E	Description of Materials Containing Infectious Biological Agents	Cause of Death	Facility Biosafety Measures Technical Personnel
F	Biosafety Measures	Biosafety Measures	Permittee's Signature
G	Final Destination of Imported Materials	Final Destination of Imported Remains	---
H	Permittee's Signature and Attestation	Permittee's Signature	---

Application Sections with Updates in BioPermit

Application Section	Agents	Human Remains	Live Bats
A	Permittee's Information	Permittee's Information	Permittee's Information
B	Sender's Information	Sender's Information	Sender's Information
C	Shipment Information	Shipment Information	Description of Bats
D	Description of Infectious Biological Agents and Permittee's Laboratory	Information on Facility Processing Human Remains	Type of Permit Shipment Information
E	Description of Materials Containing Infectious Biological Agents	Cause of Death	Facility Biosafety Measures Technical Personnel
F	Biosafety Measures	Biosafety Measures	Permittee's Signature
G	Final Destination of Imported Materials	Final Destination of Imported Remains	---
H	Permittee's Signature and Attestation	Permittee's Signature	---

Tool Tips and Helpful Features

- Tool tips provide guidance or important information throughout applications

* A13 Institutional Biosafety Officer's Name ?

Or other qualified party. If no Biosafety Officer, enter permittee contact information. ✕

* C1 Method(s) of Shipment - Agent ?

Infectious material shall not be concealed in checked luggage and may not be hand-carried in a passenger cabin due to risks to public health and safety. Infectious materials must be packaged and declared to the pilot as described in 49 CFR 173.27. It is advised that a formal entry with U.S. Customs and Border Protection be made. ✕

- Visual cues let you know what fields lack required information

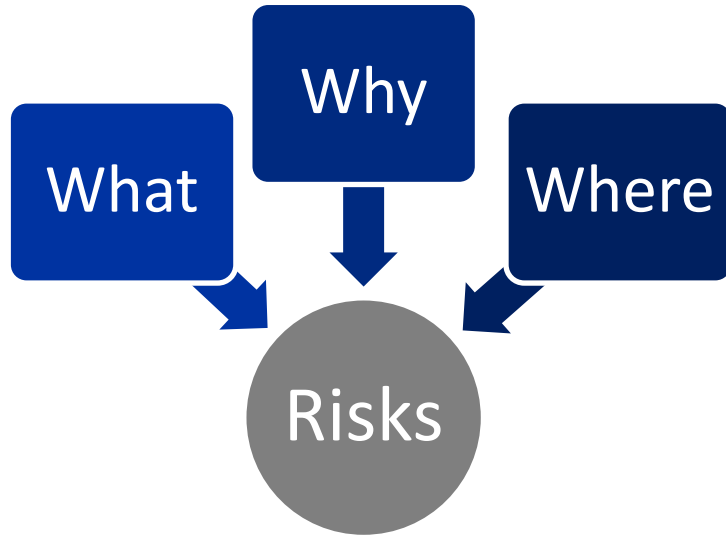
* E2 Original source of material(s) being imported

You have to select at least one source related to the following description of material(s): Blood/Blood Products, Tissues

Required information

- A3 Permittee's Organization
- A13 Institutional Biosafety Officer's Name
- A14 Institutional Biosafety Officer's Telephone Number
- A15 Institutional Biosafety Officer's Email
- Sender Information
- C1 Method(s) of Shipment - Agent

Agents Applications, Sections D and E



- **Questions exhibit interdependencies**
 - Modal changes as you fill it out
 - Some questions require sequential completion
- **Like eIPP, still need one entry per agent/biosafety level combination**
- **Updated form includes new sub-questions and new answer options**

Why Are You Importing?

- D2 remains a free text field outside of the modal
- “Other” answers require more information
- D1, D4, and D4.2 are multi-select

* D1 Intended use of imported agent(s) ☒ Clinical trials ☒ Diagnostic ☒ Education ☒ Production ☒ Research ☒ Other	* D1.1 Other Description
* D3 Will the agent(s) be propagated or cultured? Yes ▼	* D3.1 If yes, will the total culture volume exceed 10 liters at any point? -- None -- ▼
* D4 Will the agent(s) be used to inoculate animals or arthropods? ☒ Rodent species ☒ Arthropods ☒ Nonhuman primates (NHPs) ☒ Other animal species ☒ The agent will NOT be used to inoculate animals or arthropods	* D4.1 List other animal species
* D4.2 If yes, what route(s) will inoculation occur? ☒ Aerosol (NOT intranasal) ☒ Intramuscular (IM) ☒ Intranasal ☒ Subcutaneous (SQ) ☒ Other	* D4.3 Other inoculation route description
* D4.4 Will necropsies be performed? Yes ▼	

Where Will Your Work Take Place?

* D6 Building Location

* D7 Suite/Room Location

* D8 Laboratory and/or Storage

Laboratory and Storage ▼

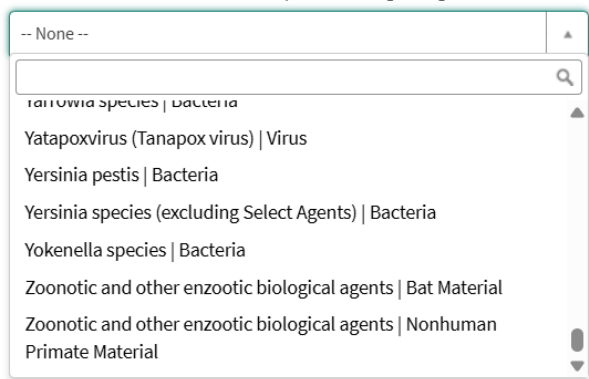
* D8.1 Biosafety Level

-- None -- ▼

- D6 and D7 may include multiple locations if they meet the same laboratory/storage conditions
- For all locations marked “laboratory” or “laboratory and storage”, a single biosafety level must be selected

What Will You Import?

* D5 Scientific name of known/suspected biological agent(s)

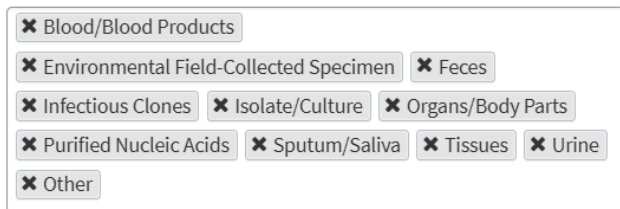


A screenshot of a web form showing a dropdown menu for selecting a biological agent. The dropdown is open, displaying a list of options. The first option is "-- None --". Below it, several options are listed, each followed by a category in parentheses: "Tartaric acid species | Bacteria", "Yatapoxvirus (Tanapox virus) | Virus", "Yersinia pestis | Bacteria", "Yersinia species (excluding Select Agents) | Bacteria", "Yokenella species | Bacteria", "Zoonotic and other enzootic biological agents | Bat Material", and "Zoonotic and other enzootic biological agents | Nonhuman Primate Material". A search icon is visible in the top right corner of the dropdown list.



- D5 is the same agent list as eIPP, but with all agent types in a single, searchable dropdown
- Material (E1) is now chosen before source (E2)
- D5 choice impacts E1/E2 options
- E1 choice impacts E2 options

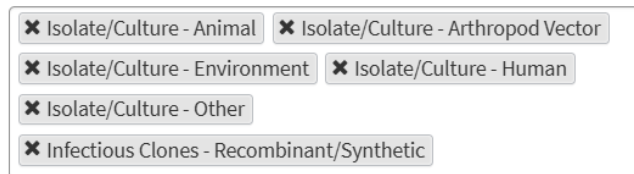
* E1 Description of material(s) containing the biological agent(s)



A screenshot of a web form for describing material(s) containing the biological agent(s). The form consists of a grid of buttons, each with a small 'x' icon and a label. The labels are: "Blood/Blood Products", "Environmental Field-Collected Specimen", "Feces", "Infectious Clones", "Isolate/Culture", "Organs/Body Parts", "Purified Nucleic Acids", "Sputum/Saliva", "Tissues", "Urine", and "Other".



* E2 Original source of material(s) being imported



A screenshot of a web form for the original source of material(s) being imported. The form consists of a grid of buttons, each with a small 'x' icon and a label. The labels are: "Isolate/Culture - Animal", "Isolate/Culture - Arthropod Vector", "Isolate/Culture - Environment", "Isolate/Culture - Human", "Isolate/Culture - Other", and "Infectious Clones - Recombinant/Synthetic".



Description
of Materials
on Permit

Agent Type Limits Material and Source Options

D5 Choice	E1/E2 Limitation	Rationale
Any Nucleic Acids Encoding...	No Isolates/Cultures option	More accurate option of Purified Nucleic Acids available
Any Bacteria, Fungi, Parasite, Prion, Molecular/Viral Vector, or Virus	No Purified Nucleic Acids option	Only certain nucleic acids require a permit, and those are separate choices in D5
Zoonotic and other enzootic biological agents Bat Material or Zoonotic and other enzootic biological agents Nonhuman Primate Material	No Infectious Clones, Isolates/Cultures, or Purified Nucleic Acids options	Cannot have infectious clones, isolates/cultures, or purified nucleic acids of non-specific agents
	No Human or Arthropod Vector options	Pre-defined as bat or nonhuman primate material in D5
	Animal Species sub-questions limited to Bat or Nonhuman Primate lists, respectively	

Material Type Limits Source Options

- E2 filters based on E1 selections

* E1 Description of material(s) containing the biological agent(s)

☒ Blood/Blood Products

* E2 Original source of material(s) being imported

Blood/Blood Products - Animal
Blood/Blood Products - Arthropod Vector
Blood/Blood Products - Human

- Must choose **all** applicable E1 options prior to moving to E2

* E1 Description of material(s) containing the biological agent(s)

☒ Isolate/Culture

* E2 Original source of material(s) being imported

Isolate/Culture - Animal
Isolate/Culture - Arthropod Vector
Isolate/Culture - Environment
Isolate/Culture - Human
Isolate/Culture - Other
Isolate/Culture - Recombinant/Synthetic

- Must choose at least one E2 for each E1 selection prior to complete the modal entry

* E1 Description of material(s) containing the biological agent(s)

☒ Blood/Blood Products ☒ Feces ☒ Organs/Body Parts
☒ Tissues

* E2 Original source of material(s) being imported

☒ Blood/Blood Products - Human ☒ Feces - Human
☒ Tissues - Human

You have to select at least one source related to the following description of material(s): Organs/Body Parts

Application Review – Additional Information Requests

- IPP reviewers may initiate a universal task for you to update part of your application or upload documents

CDC ServiceDesk

Hello,

A new task - **UNT0001013** has been assigned to you against your ticket IPP0001005 from the [Biopermit Portal](#).

[UNT0001013](#)
Assigned to:
Task Type: Submit Catalog Item

Short Description: Your permit requires updated information
Description:

The IPP Team has requested an informational update regarding your recent permit application. Please follow the instructions and update your application.

Please expand upon what you mean by "Experience" regarding the personnel that will be handling and supporting the bats. We are looking for something that may include, but is not limited to, the following:

- What credentials or training do they have?
- How long have they worked with live bats?
- What type of ongoing retraining do they receive?

Application For Permit Activity Attachments **Permittee Response**

Your permit requires updated information
Due in 2 days

Your permit requires updated information
UNT0001068 Due in 2 days
[Attachments](#) [History](#)

The IPP Team has requested an informational update regarding your recent permit application. Please follow the instructions and update your application.

Please update your D2, Description of Use, to more accurately reflect what you will do with the imported material. Currently it is unclear whether the material you are importing will be inactivated prior to importation or subsequent to importation. Through our discussion, you indicated that the virus will not be inactivated until after you import it. Your D2 information should reflect this information.

New Permit Request - Agent
New Agent Permit

* Indicates required

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

Retrieving Your Permits

 CDC ServiceDesk

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[BioPermit Home](#) [My Permit Applications](#) [My Inspections](#) [My Inspection Reports](#) [My Issued Permits](#)

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Please choose from one of the options below:

Permits

Keyword Search 

Number 	PHS Permit No	Issued Date	Expiration Date
PHS0001008	20250903-1075	09/03/2025	09/03/2026

  Rows 1 - 1 of 1

PHS0001008

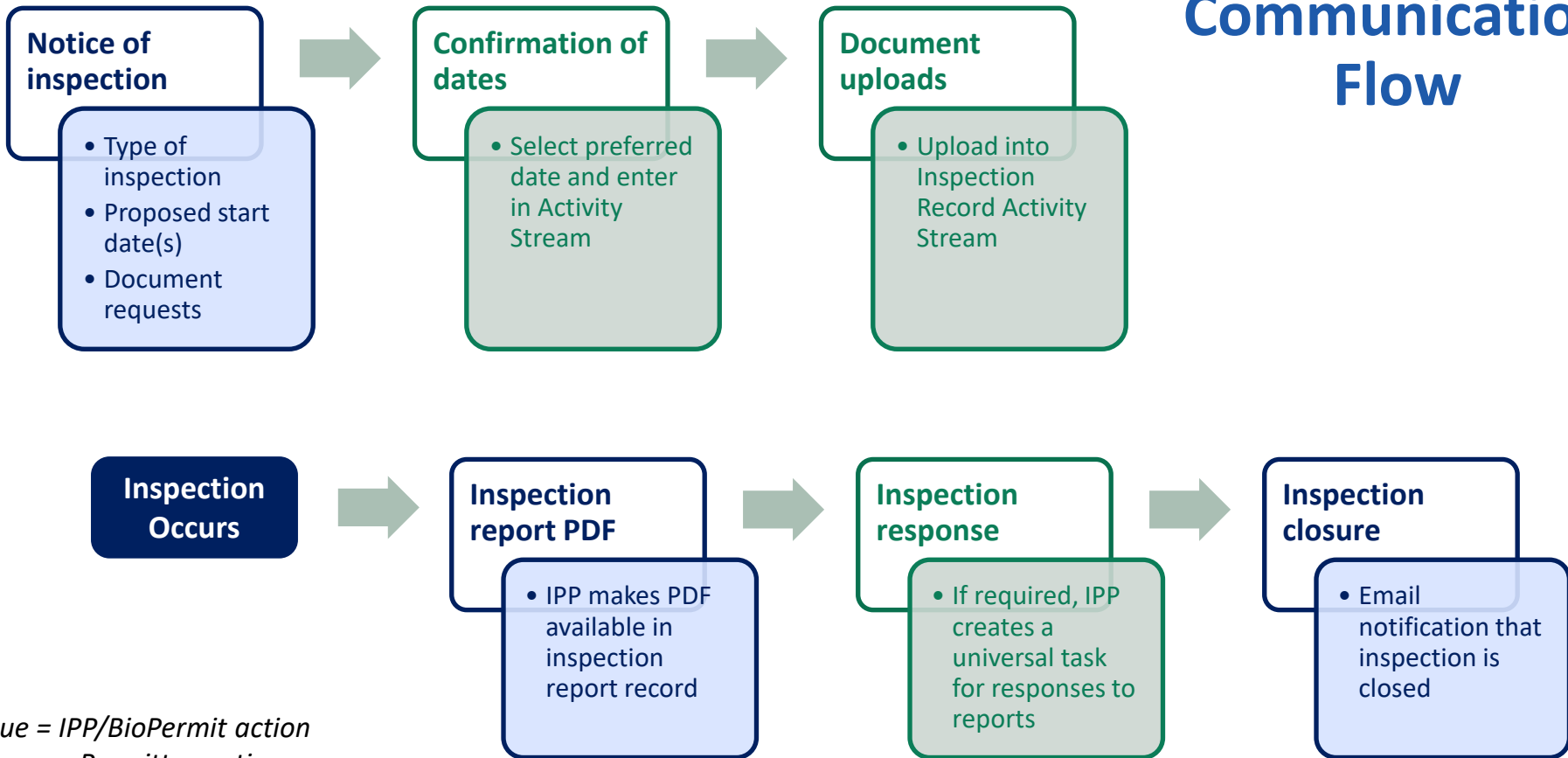
Application Agents - IPP0001075	Issued Date 09/03/2025	Expiration Date 09/03/2026
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Issued Permit


20250903-1075.pdf (163.7 KB)
6m ago  

Inspections

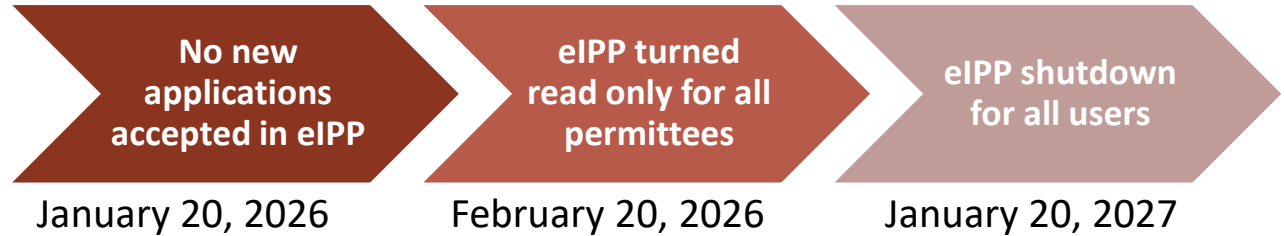
Inspection Communication Flow



Shutdown of eIPP



Sunsetting eIPP



- In-process applications will be finalized in eIPP
- Data will be securely stored and available to IPP for analysis
- All files (e.g., PDF permits, inspection documents) will be securely stored by IPP

Your Role During This Transition

- Download your active permits and inspection reports from eIPP
- Familiarize yourself with BioPermit
- Keep your SAMS account active
- Let us know what you like or don't like about BioPermit



Updated Helpdesk Options

Help Needed	Contact	Responsible Group
SAMS Issues (inactive account, personal information changes)	samshelp@cdc.gov 877-681-2901 (Option #5)	SAMS Help Desk (CDC-wide)
eIPP Access, Login, or IT Issues	eIPPSupport@cdc.gov	DRSC IT (and IPP)
BioPermit Access, Login, or IT Issues	BioPermitSupport@cdc.gov	DRSC IT (and IPP)
General Importation, Application, or Permit Queries eIPP and BioPermit How-To Queries	importpermit@cdc.gov 404-718-2077	IPP Personnel
BioPermit Record-Specific Request Questions	Comment in the “Activity” tab for that specific record	IPP Personnel

Special Thanks to

- **IPP and DRSC BioPermit Team**
- **DRSC IT Team**
- **Pilot test permittees**
- **ServiceNow Project Team**
 - Business Automation Branch
 - Digital Services Office
 - Office of the Chief Information Officer

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 [cdc.gov](https://www.cdc.gov)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

