

## Qualifications of Veterinary Biologics Personnel - (APHIS 2007)

### Where were changes made in the 3/22/2024 version?

1. [Page 4, changes were made to incorporate the changes from using eAuthentication to Login.gov.](#)

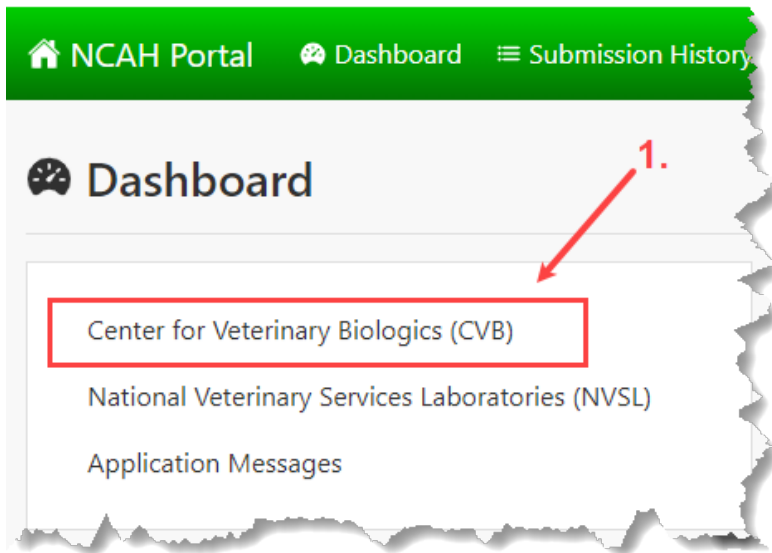
### Where were changes made in the 10/31/2018 version?

1. [Page 3, New option of "Reactivate User" was added to the Submission Type field as well as changes to the "Modify Employee Information" type](#)
2. [Page 3, New field "Updated Site Address" was added](#)
3. [Page 4, New field "Allow Portal Access?" was added](#)

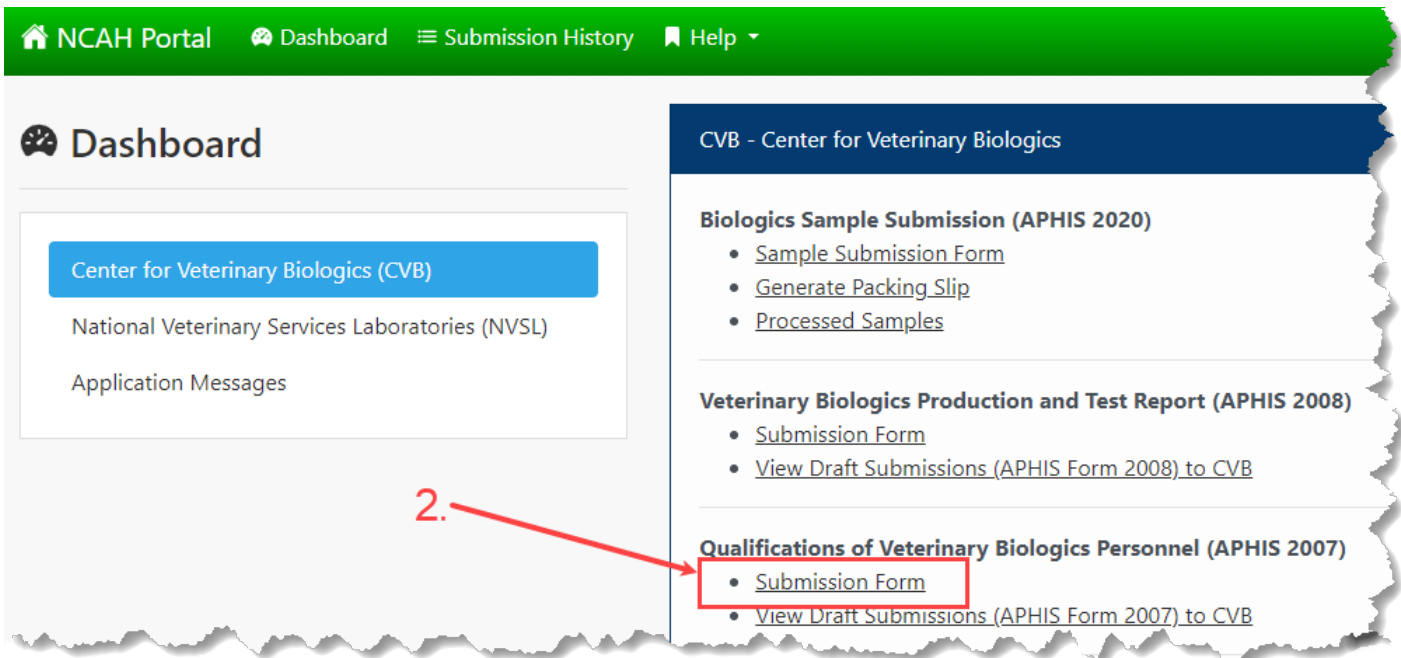
### Where were changes made in the 3/1/2017 version?

1. [Page 6, changes were made to the Educational History and Miscellaneous sections](#)
2. [Page 7, new text and screenshot added, "Upon saving a "Modify Employee Information" submission type, the application will show the information that was updated/changed from the previously saved version."](#)
3. [Page 8, link to Account Details User Guide was added](#)

## Qualifications of Veterinary Biologics Personnel - (APHIS 2007)



**For APHIS Form 2007 submissions, start by entering the CVB section of the Portal and then navigating to the 2007 Submission Form.**



You will be taken to the Qualifications of Veterinary Biologics Personnel Form.

Next - Entering APHIS 2007 form

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Establishment Information

Fields with a red asterisk (\*) are required.

Submission Type\*

Establishment\*

Current Site Address\*

Employee\*

Employee Information

Updated Site Address\*

Name\*

ESTABLISHMENT INFORMATION

Submission Type:

**New User/Site** - For an employee who has never had an APHIS Form 2007 submitted to the CVB for the selected Establishment Site.

**Modify Employee Information** - For an employee who already has information existing under the selected Establishment Site and the information needs to be updated. This option will pull the existing information for modification. There is the option to change sites by selecting a site from the drop down list in the "Updated Site Address" field, if there is no change to the site then this field will be the same as the "Current Site Address" field.

**Inactivate User** - For an employee who is no longer employed or no longer needs access to the NCAH Portal. This option will also pull the existing information from the CVB database and will automatically terminate access to the NCAH Portal upon submission to the CVB.

**Reactivate User** - For an employee who previously was employed at the establishment and site, this will reactivate the employee for the site chosen. Employee and Employment Information as well as Education History may be updated prior to submission.

**Establishment** - Select from the list of manufacturers. This list is populated by the active manufacturers the current portal user is assigned to within the CVB database.

**Current Site Address** - Provide the physical address of the applicant's main work duty station. All licensed sites will appear in the drop down list.

**Updated Site Address** - The ability for an employee to switch sites if already active at the establishment. The updated site must be on the same establishment license.

Next: Entering APHIS 2007 form - Continued

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Employee Information

Enter Employee's Work Address, if moved from another site within the same establishment.

Updated Site Address*	123 1st Street, Ames, IA 50010		
Name*	Prefix	Last*	First*
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Info	Middle	Phone Number	Fax Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	E-Mail Address	eAuthentication Username	Allow Portal Access?
	<input type="text"/>	<input type="text"/>	No <input type="text"/>

Enter Employee's Work Contact Information.

EMPLOYEE INFORMATION

Name

**Prefix** - Select Prefix for employee. This is a non-mandatory field

**Last** - Enter employee's last name.

**First** - Enter employee's first name.

**Middle** - If available enter employee's middle name, this is a non-mandatory field.

Contact Info

**Phone Number** - Although not mandatory, applicants are strongly encouraged to provide their work phone number. Provide the country code if the primary work site is outside of the United States.

**Fax Number** - This is a non-mandatory field for the employee's work fax number.

**E-mail Address** - This is a non-mandatory field for the employee's work email address; however, is strongly encouraged for roles receiving written communication from APHIS such as Liaison, Alternate Liaison, and Serial Release.

**eAuthentication Username** - This is a non-mandatory field for the employee's username. However, this is needed for an employee to obtain access to the NCAH Portal. **Enter your Login.gov username.** *Please note, this field will be changed from "eAuthentication Username" to "Username" in the future.*

- Users who had a verified identity USDA eAuthentication account prior to the implementation of Login.gov, and have linked their eAuthentication account to their Login.gov, keep their original eAuthentication username.
- Users who did not have a verified identity USDA eAuthentication account prior to the implementation of Login.gov need to create a Login.gov account where a username is assigned upon creation. Prior to use of this username, you must [verify your identify](#).

**Allow Portal Access?** - This field allows employers to determine if the employee shall have access to the NCAH Portal. This field allows a user to have access to one establishment, while possibly not at another establishment (Site Specific access). Specific portal access roles will be based upon duties/roles, as show in the Employment Information Section of this document.

Next: Entering APHIS 2007 form - Continued

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**Employment Information**

**Job Title\***  -----> *Enter employee's Job Title at Establishment*

**Year Employed**  -----> *Enter year started at employment site. Format (YYYY)*

**Duties/Roles**

**Not Selected** Showing all 10

--> *Enter text to search "Not Selected" list.*

**Selected** Showing all 2

----> *Enter text to search "Selected" list.*

*Select single arrow to move one selected item, and double arrows to move all items in search box.*

← →      →

- Animal Care Supervisor
- Chair Institutional Biosafety Committee
- Chair, Animal Care/Use Committee (IACUC)
- Export Contact
- Liaison

←      ← ←

- Consumer Complaint Contact for CVB
- Veterinarian of Record

**EMPLOYMENT INFORMATION**

**Duties/Roles** - Select any role(s) that are assigned to the employee. These roles are usually in relation to a government assigned role or contact. Not all applicants will have assigned roles.

**Note:** Please see Portal Roles User Guide for designated roles within the NCAH Portal. Starred(\*) items below are roles that enable elevated levels of portal access.

**Supervisor, Animal Care** – Firm designated role.

**Chair, Animal Care/Use Committee (IACUC)** – Firm designated role.

**Consumer Complaint Contact** – Firm designated role.

**Export Contact\*** – Firm designated role. The primary contact for export documents.

**Liaison\*** – Confirmed by the CVB. Primary point of contact for all official correspondence submitted.

**Liaison, Alternate\*** – Confirmed by the CVB. Secondary point of contact for all official correspondence.

**Quality Review \*** - Firm designated role. Role that has access for quality checks on all NCAH Portal submissions prior to being submitted to the CVB.

**Sampler, Authorized \*** – Confirmed by the CVB. Designated role for the selection and submission of government routine/retention samples & master seeds and cells.

**Serial Release \*** - Firm designated role. Point of contact for the preparation and submission of biological summaries (APHIS Form 2008s).

**Site Contact** – Firm designated role. Contact for CVB for sites that may not have liaisons or alternate liaisons, such as foreign manufacturing sites.

**Veterinarian of Record** – Firm designated role.

Next: Entering APHIS 2007 form - Continued

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EDUCATIONAL HISTORY

**Education** – Only list education relevant to working in the biologics industry or with biological products. If an employee has roles of Liaison or Alternate Liaison, the Educational History must be filled out for at least one degree. See VSM 800.63.

(Note: Name of Institution is no longer requested). Only enter the 2 most recent degrees. If desired, the employee may upload an attachment within the Misc. Data file to include additional information.

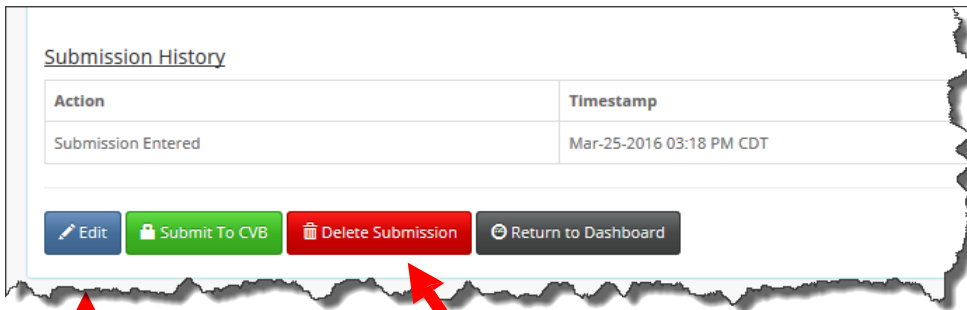
MISC.

**Data File** – Optional attachment for any relevant information for the applicant that elects to provide. Examples may include evidence of trainings (such as sampler training), or requests for CVB confirmed roles (Liaison).

**Remarks** – Optional field for any additional comments, up to 150 characters.

Next: Editing, Deleting and Submitting 2007s to CVB

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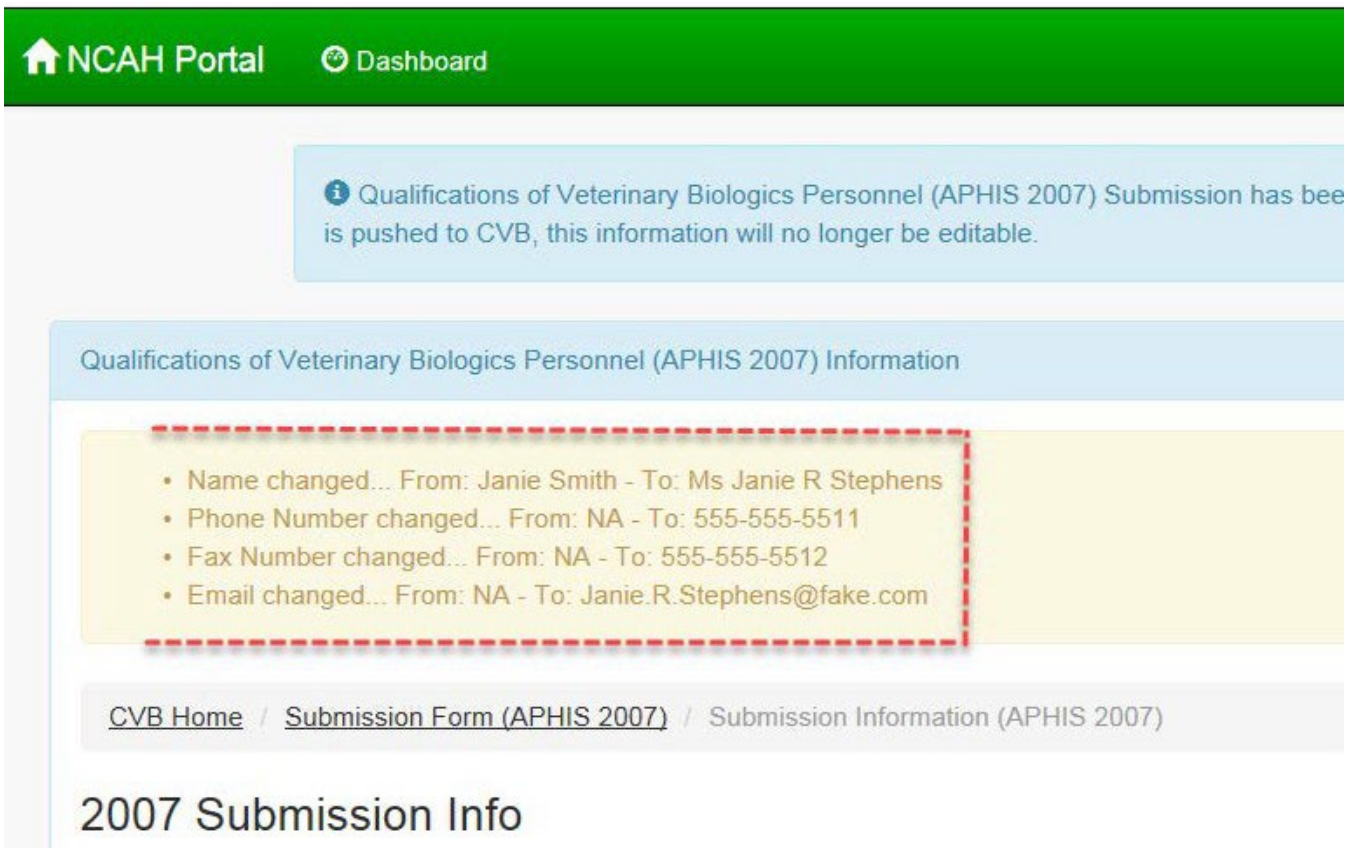


Select to Edit the submitted form.

**Note:** Once CVB has received the data you can no longer edit or delete.

Select to Delete the submitted form.

Upon saving a “Modify Employee Information” submission type, the application will show the information that was updated/changed from the previously saved version.



Next: Submitting 2007s to CVB

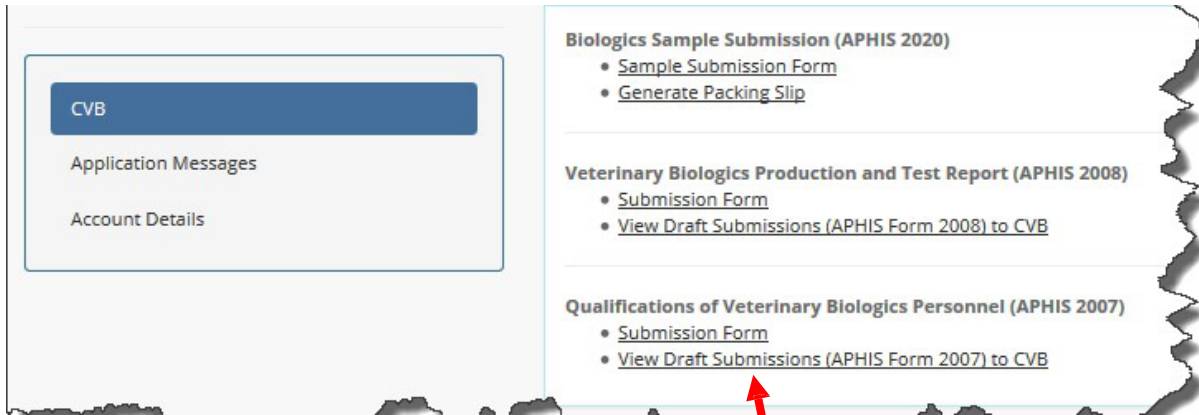


## Qualifications of Veterinary Biologics Personnel - (APHIS 2007)

### Submit One 2007 to CVB

**Submit** – Only liaisons or alternate liaisons may submit APHIS Form 2007s to the CVB. Upon submission, the user will receive the Mail Log number.

### Submit Multiple 2007s to CVB



*To submit multiple 2007s in one submission to the CVB, choose View Draft Submissions to the CVB.*



*Then click in the check boxes to select items to be submitted*

**Note:** *Once CVB has received the data you can no longer edit or delete.*

To see status updates of the Form 2007 information or if the record has been completed by the CVB, see your Submission History (CVB) page in the NCAH Portal. [Click here to see the Submission History \(CVB\) and Account Details User Guide.](#)