

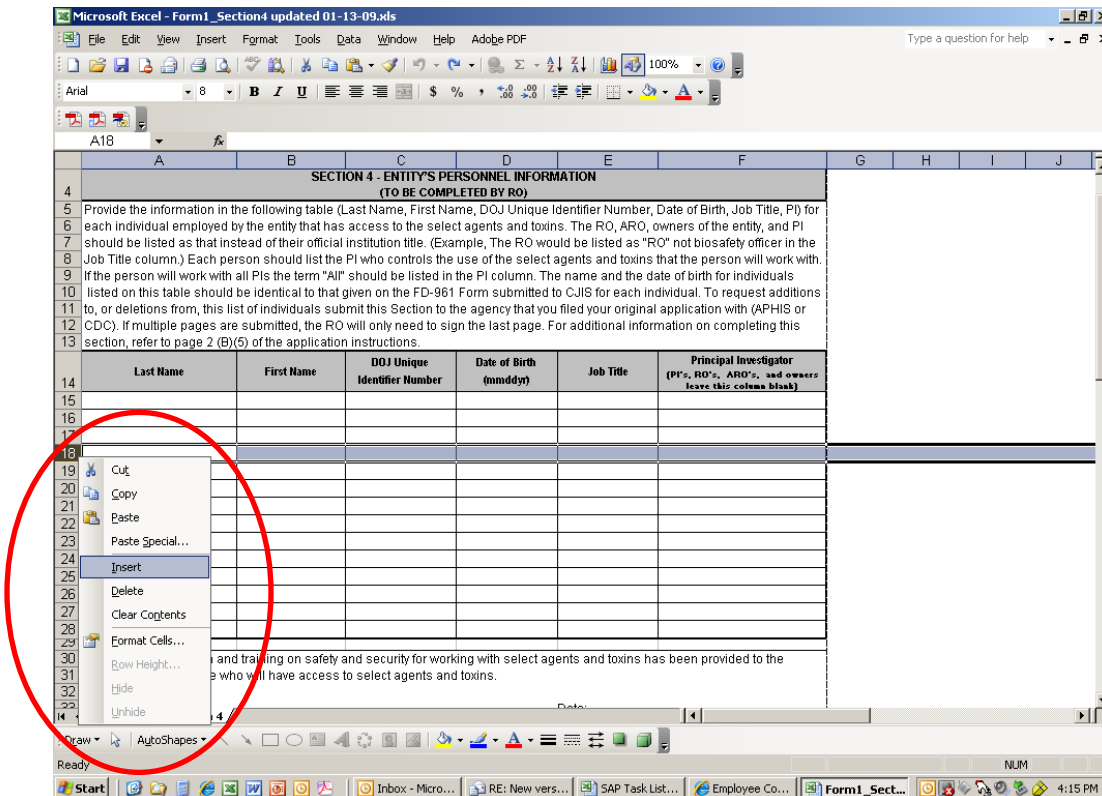
Adding/Deleting Rows (PC Users Only)

For many entities the PDF version of APHIS/CDC Form 1 may not contain an adequate number of rows to accommodate their Section 3, 4, and/or 6A data. To address this, Microsoft Excel spreadsheets have been developed for these sections that allow the infinite addition of rows. When enough rows are added to any of the Section 3, 4, or 6A spreadsheets to cause the table to exceed one printed page, all of the necessary header information and column titles will automatically be generated on every page. Sequential page numbers will also appear in the right side of the footer on each page. To add rows in any of the Section 3, 4, or 6A spreadsheets (available at <http://www.selectagents.gov/RegistrationForm.html>) please follow the instruction below.

1. Right-click any row number in the table except Row 15 (or Row 14 on the Section 3 spreadsheet).

Why: By default, Microsoft Excel copies the formatting from the row above and applies it to the inserted row(s). The row above Row 15 (Row 14 on the Section 3 spreadsheet) is protected, thus the inserted row(s) will also be protected. Select Row 16 (Row 15 on the Section 3 spreadsheet) or any row after it.

2. Select Insert (or Delete) from the pop-up menu.



To insert (or delete) more than one row at a time, select the number of rows you would like to insert, making sure that you do not include the row directly below the table header row (Row 14 or Row 15), and then perform the two steps listed above.

Sorting Data (PC Users Only)

Unlike the PDF version of the Form, the Microsoft Excel spreadsheet versions of Section 3, 4, and 6A allow users to sort their data by a particular column(s) within the table. The example below demonstrates how to sort the Section 4 table by the "Last Name" column. This sorting operation also can be performed on the Section 3 and 6A tables and by any column within a table. To sort the data in any of the Section 3, 4, or 6A spreadsheets (available at <http://www.selectagents.gov/RegistrationForm.html>) please follow the instruction below.

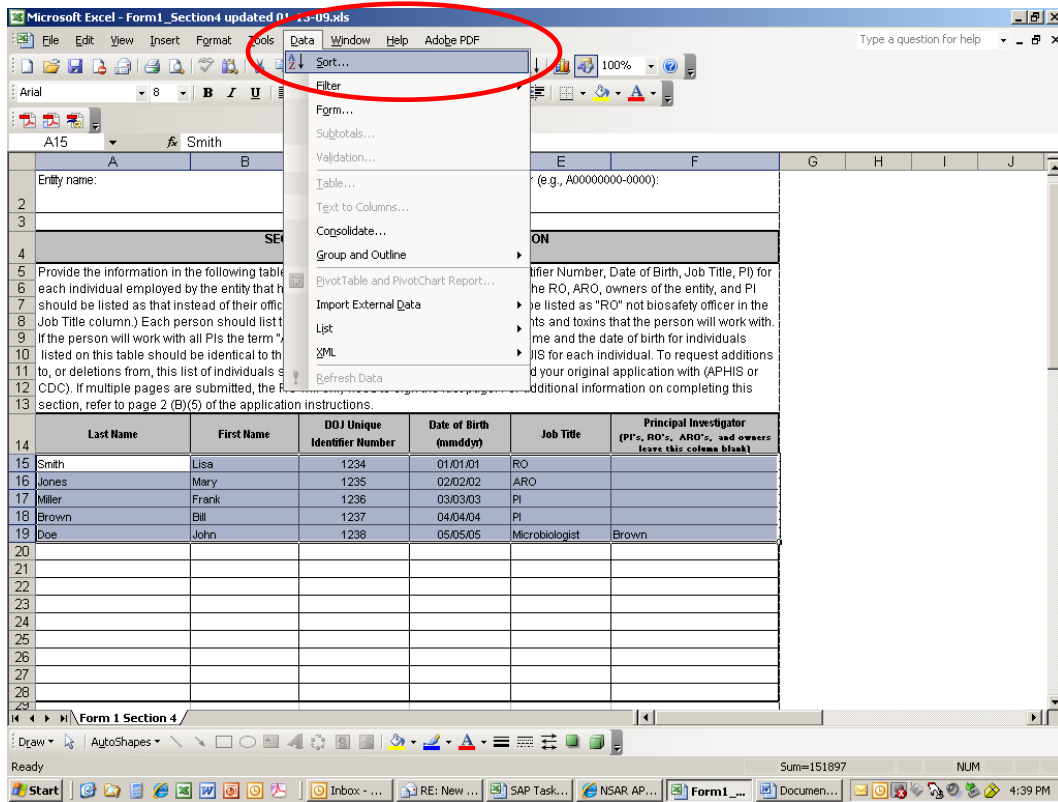
1. Select only the data to be sorted. (*Do not* select entire rows; just select the cells that contain *all* of the data to be sorted.)

The screenshot shows a Microsoft Excel spreadsheet titled "Form1_Section4 updated 01-13-09.xls". The spreadsheet contains a table with the following data:

Last Name	First Name	DOJ Unique number	Date of Birth (mm/dd/yyyy)	Job Title	Principal Investigator (only AROs need to be entered leave this column blank)
Smith	Lisa	1234	01/01/01	RO	
Jones	Mary	1235	02/02/02	ARO	
Miller	Frank	1236	03/03/03	PI	
Brown	Bill	1237	04/04/04	PI	
Doe	John	1238	05/05/05	Microbiologist	Brown

The table is highlighted with a red border, indicating the data to be sorted. The spreadsheet also includes a header for "SECTION 4 - ENTITY'S PERSONNEL INFORMATION (TO BE COMPLETED BY RO)" and instructions for providing information in the table.

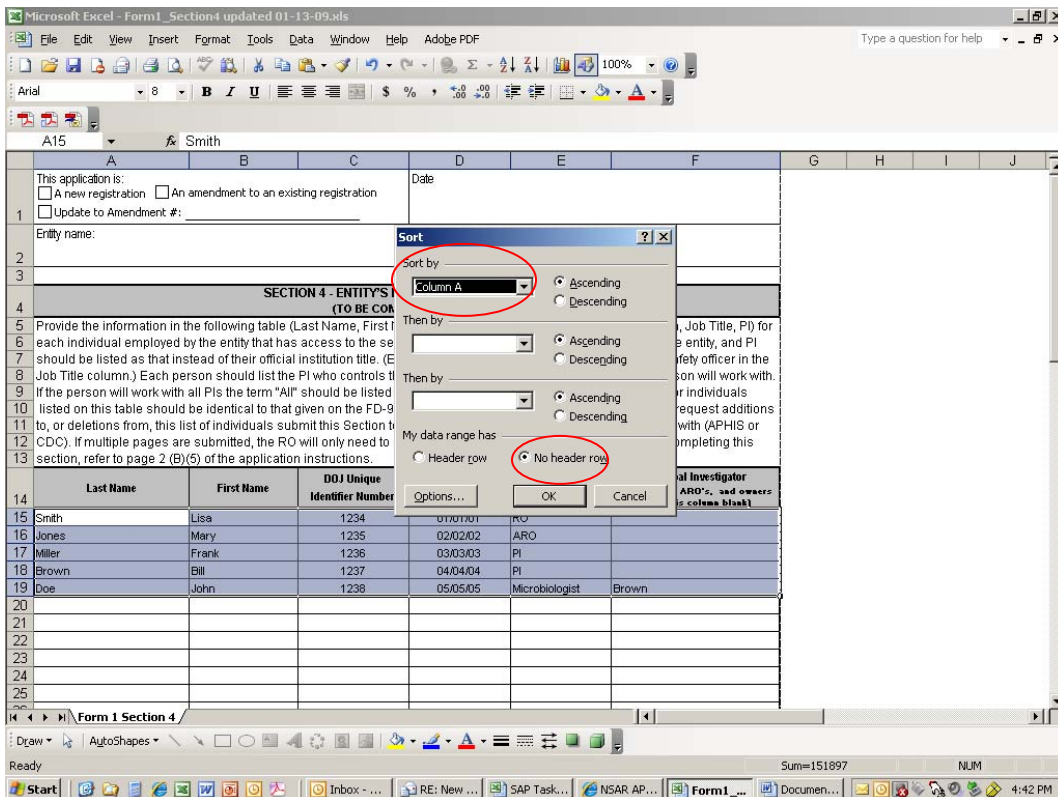
2. From the Data menu select Sort...

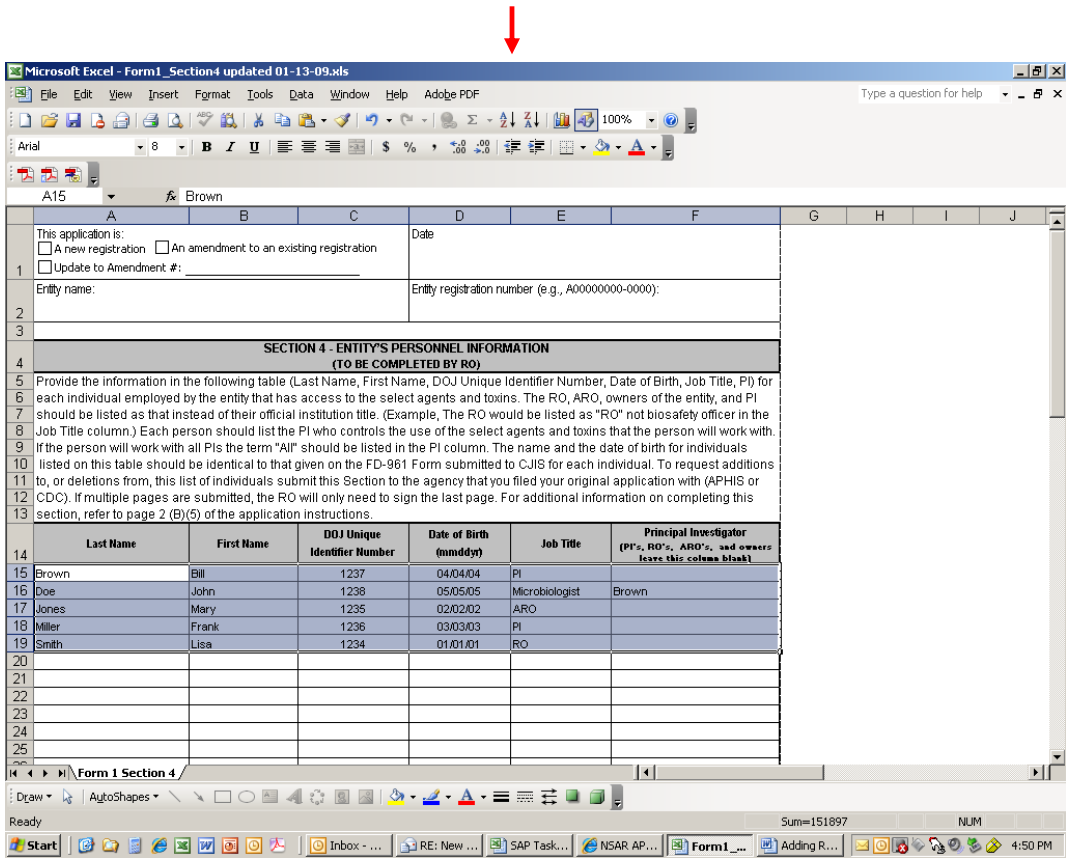


3. In the Sort dialogue box that appears, select:

- a. the Column you wish to "Sort by" and
- b. the "No header row" radio button.

4. Click OK.



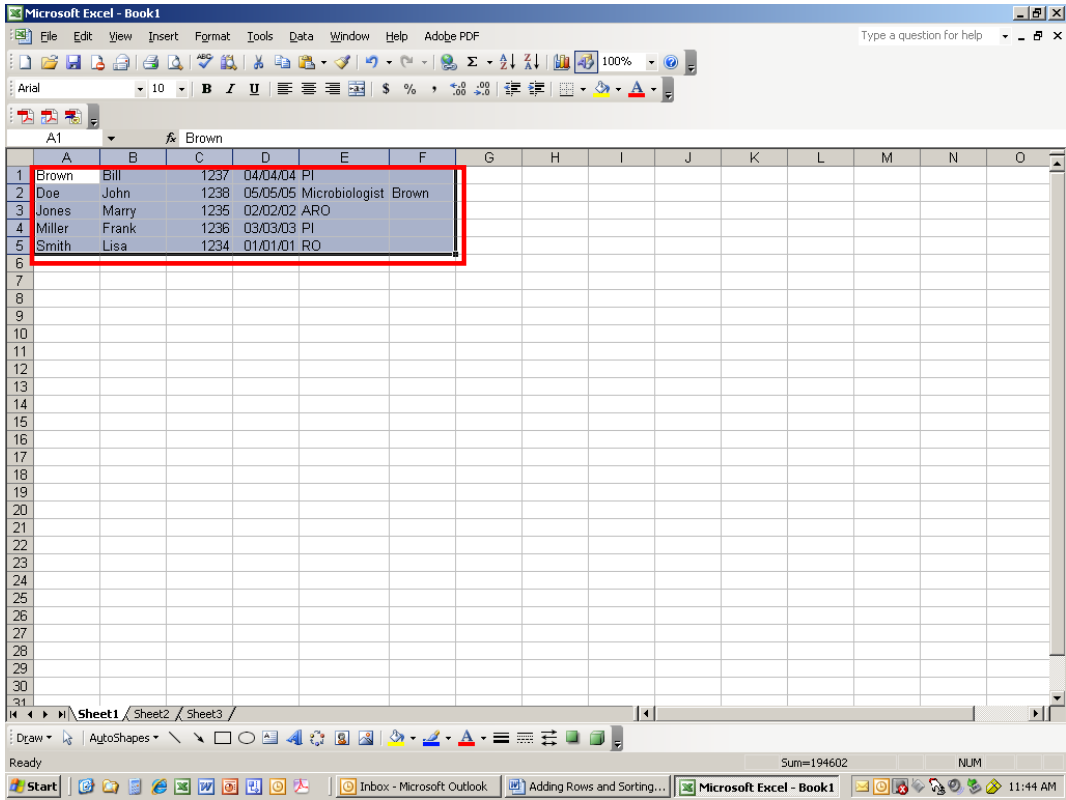


Pasting from an Existing Spreadsheet/Table (PC Users Only)

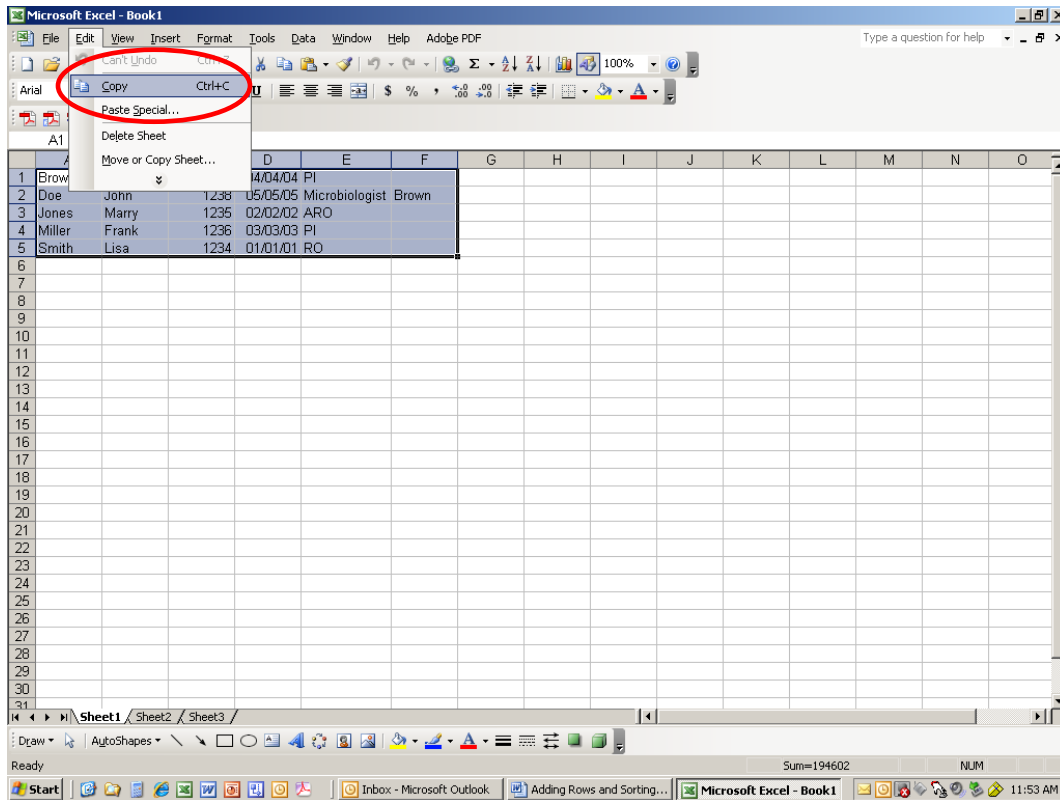
Some entities may maintain and/or manage APHIS/CDC Form 1 data outside of the actual forms/tables submitted to APHIS or CDC. If the data is in a table format, then cutting and pasting this data into any of the Section 3, 4, or 6A spreadsheets for submission to APHIS or CDC should be a relatively simple process. To paste data into any of the Section 3, 4, or 6A spreadsheets (available at <http://www.selectagents.gov/RegistrationForm.html>) please follow the instructions below.

NOTE: When pasting data from another spreadsheet/table always use the Paste Special method described below. The standard paste method pastes the formatting from the source spreadsheet/table into the target spreadsheet which can generate undesired formatting changes and may cause the pasted data to improperly print or be truncated.

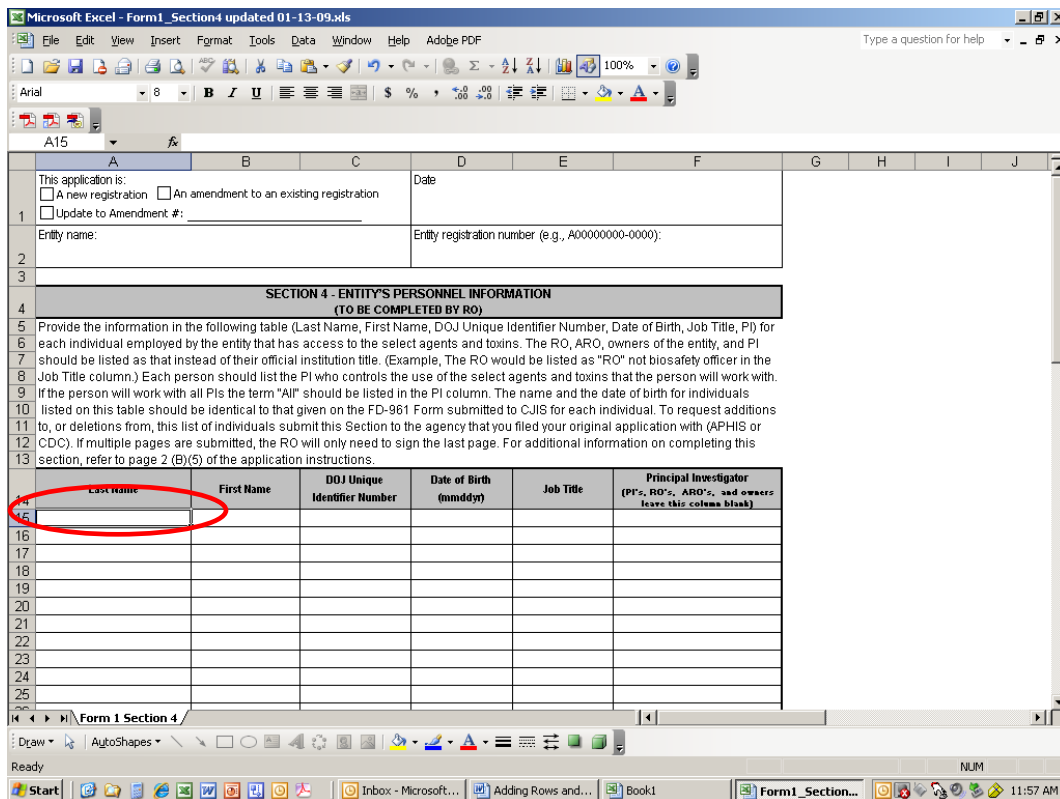
1. Add enough rows to the Section 3, 4, or 6A spreadsheet to accommodate the data to be pasted. (See the **Adding/Deleting Rows** section of this document.)
2. From your existing spreadsheet/table, select only the data to be pasted into the Section 3, 4, or 6A spreadsheet. (Do not select entire rows; just select the cells that contain all of the data to be pasted.)



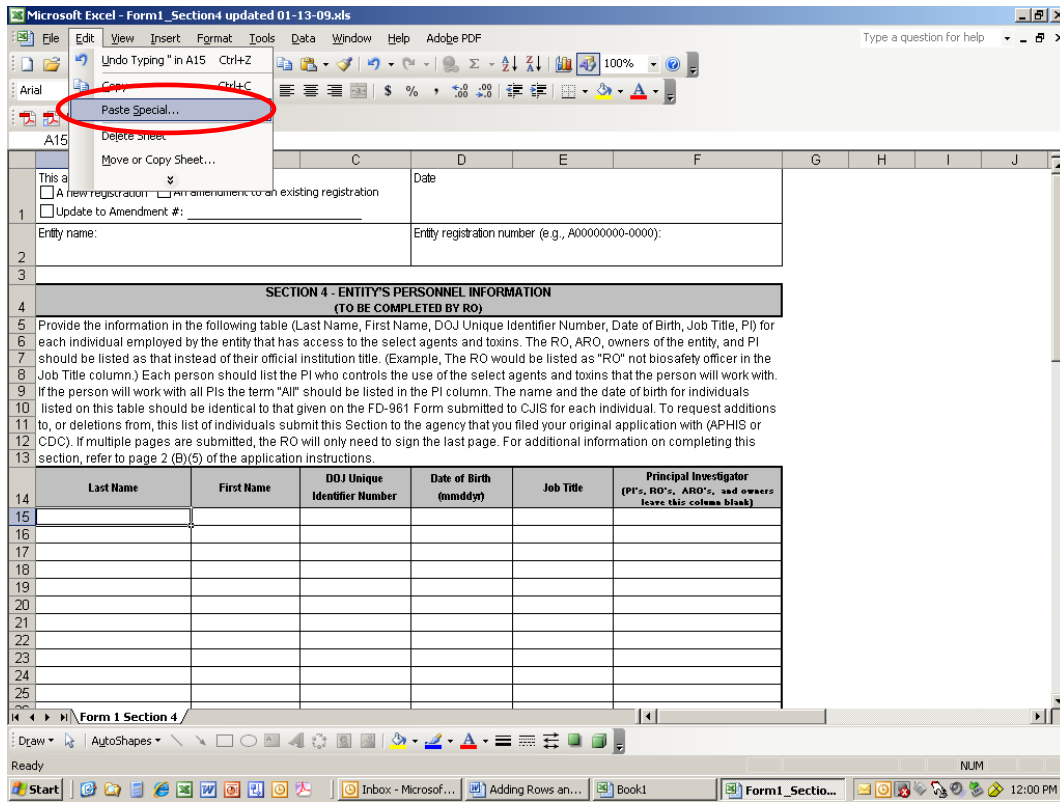
- From the Edit menu select Copy or press CTRL+C



- In the Section 3, 4, or 6A spreadsheet select the cell where you want the copied data to begin. (Cell A15 is selected in the example below.)



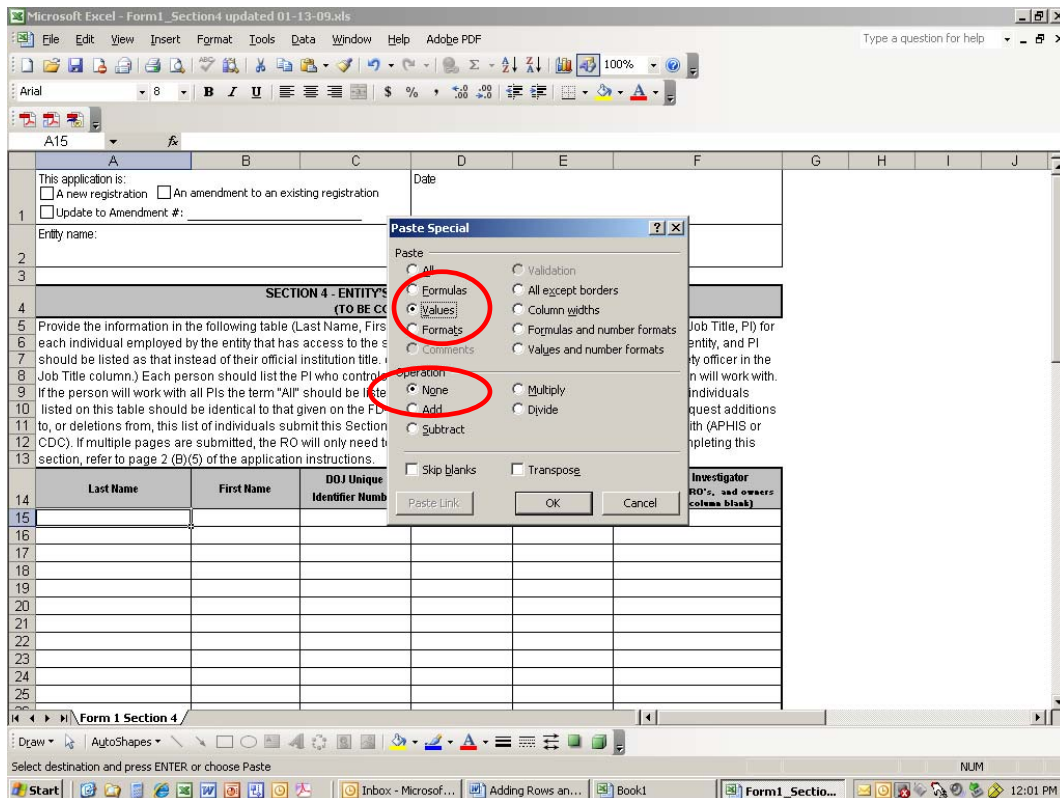
5. From the Edit menu select Paste Special...



6. In the Paste Special dialogue box that appears, select:

- a. the “Values” radio button and
- b. the “None” radio button.

7. Click OK.





Microsoft Excel - Form1_Section4 updated 01-13-09.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

Arial 8 B I U

A15 Brown

This application is:
 A new registration An amendment to an existing registration
 Update to Amendment #:

Entity name: Entity registration number (e.g., A00000000-0000):

SECTION 4 - ENTITY'S PERSONNEL INFORMATION
(TO BE COMPLETED BY RO)

Provide the information in the following table (Last Name, First Name, DOJ Unique Identifier Number, Date of Birth, Job Title, PI) for each individual employed by the entity that has access to the select agents and toxins. The RO, ARO, owners of the entity, and PI should be listed as that instead of their official institution title. (Example, The RO would be listed as "RO" not biosafety officer in the Job Title column.) Each person should list the PI who controls the use of the select agents and toxins that the person will work with. If the person will work with all PIs the term "All" should be listed in the PI column. The name and the date of birth for individuals listed on this table should be identical to that given on the FD-961 Form submitted to CJIS for each individual. To request additions, or deletions from, this list of individuals submit this Section to the agency that you filed your original application with (APHIS or CDC). If multiple pages are submitted, the RO will only need to sign the last page. For additional information on completing this section, refer to page 2 (B)(5) of the application instructions.

Last Name	First Name	DOJ Unique Identifier Number	Date of Birth (mm/dd/yy)	Job Title	Principal Investigator (PI's, ARO's, and owners leave this column blank)
Brown	Bill	1237	04/04/04	PI	
Doe	John	1238	05/05/05	Microbiologist	Brown
Jones	Marry	1235	02/02/02	ARO	
Miller	Frank	1236	03/03/03	PI	
Smith	Lisa	1234	01/01/01	RO	

Sum=194602 NUM

Form1_Section4

Draw AutoShapes

Select destination and press ENTER or choose Paste

Start | Inbox - Microsof... | Adding Rows an... | Book1 | Form1_Sectio... | 12:04 PM