Qualifications of Veterinary Biologics Personnel - (APHIS 2007)

Where were changes made in the January 27, 2026, version?
1. Page 4, note added below the Login field to help guide users when entering the employees' username.

Where were changes made in the March 31, 2025, version?
2. Page 4, updates to changes made for Login.gov transition.
3. Screenshots throughout document updated.

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

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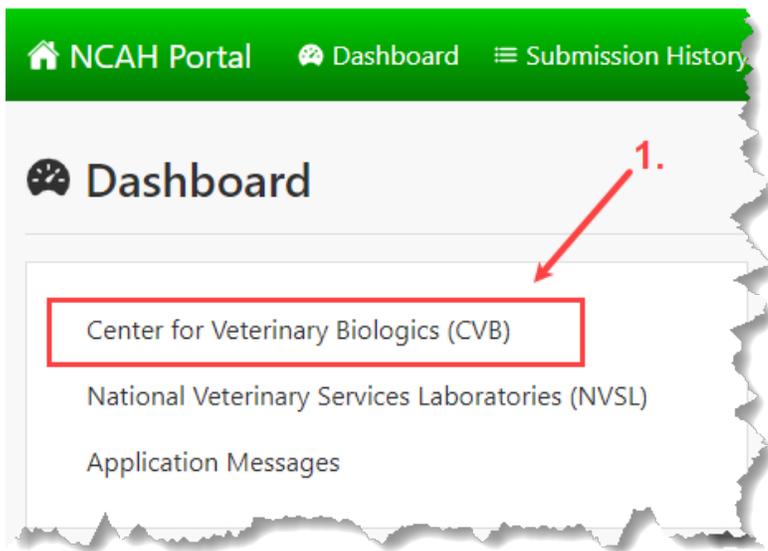
For APHIS Form 2007 submissions, start by entering the CVB section of the Portal and then navigating to the 2007 Submission Form.
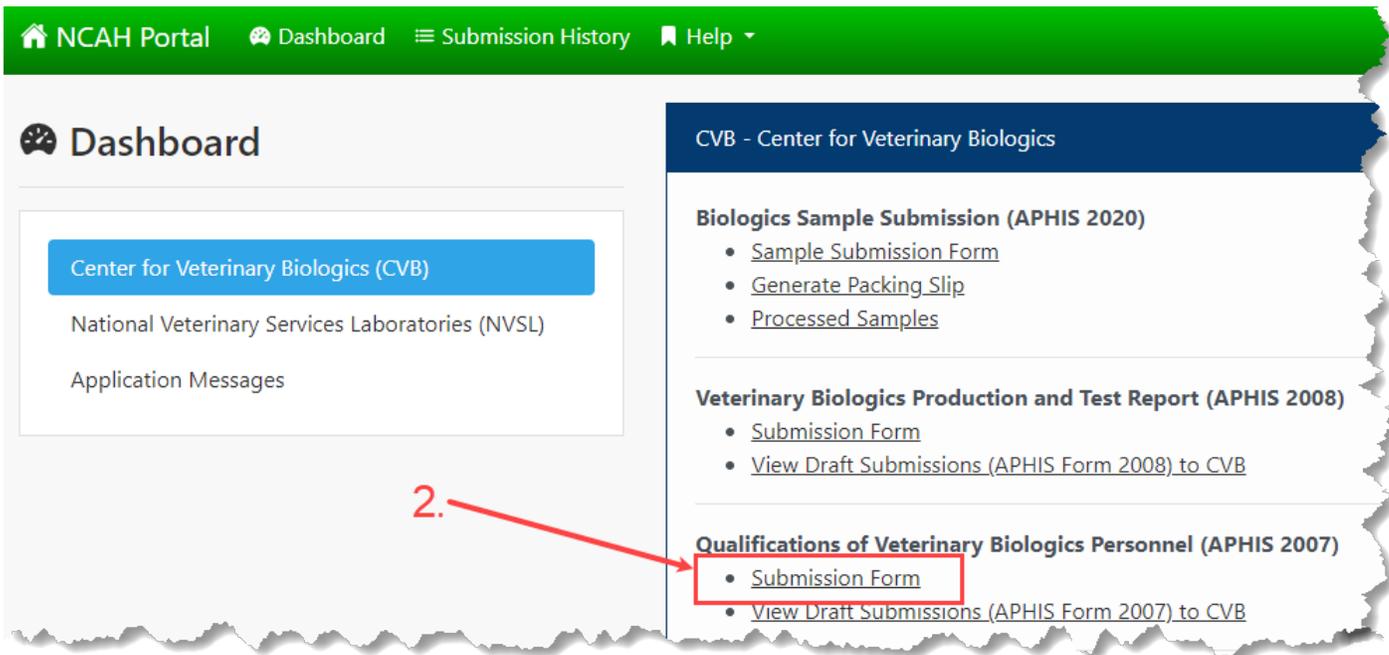
You will be taken to the Qualifications of Veterinary Biologics Personnel Form.

Next - Entering APHIS 2007 form

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ESTABLISHMENT INFORMATION

Fields with a red asterisk (*) are required.

Establishment Information

Submission Type* — Modify Employee Informatic ▾

Establishment* — 999 - Your Firm, Inc. ▾

Current Site Address* — 123 1st Street, Ames, IA 50010 ▾

Employee* — ▾

Employee Information

Updated Site Address* — 123 1st Street, Ames, IA 50010

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.

EMPLOYEE INFORMATION

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.

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

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EMPLOYEE INFORMATION continued

Employee Information

Name*

Prefix   Last*   First*   Middle

Contact Info

Phone Number   Fax Number   E-Mail Address

Username   Allow Portal Access?

Note: The Employee's Username will show in the top right corner of the NCAH Portal when logged in. Please see the CVB User Guides (link) for full details.

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.

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 the employee's Login.gov username.** Upon creation of the Login.gov account, a long alphanumeric number may be assigned, and this is the Login Username CVB needs entered on the modified 2007 submission to have the employee's username updated with CVB.

Note: The employee's Username will show in the top right corner of the NCAH Portal when logged in.

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.

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EMPLOYMENT INFORMATION

Employment Information

Job Title* — Lead Vet — Enter employee's Job Title at Establishment

Year Employed — 2006 — Enter year started at employment site. Format (YYYY)

Duties/Roles

Not Selected — Showing all 9 — Filter: Enter text to search "Not Selected" list.

>> | >

Chair, Animal Care/Use Cmte.
Export Contact
Liaison — Select single arrow to move one selected item, and double arrows to move all items in search box.
Liaison, Alternate

Selected — Showing all 2 — Filter: Enter text to search "Selected" list.

< | <<

Consumer Complaint Contact
Veterinarian of Record

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 biologi- cal 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.

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.

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(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.

Educational History

Degree #1	BA/BS
Degree #1 Year Attained	2003

Note: Must Enter all information for Degree #1 when selecting Liason or Alternate Liason roles.

Degree #2	
Degree #2 Year Attained	

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.

Misc

Data File	Select file ... *Select Browse to prompt a dialog box to add a data file* **Browse ...**

Note: You may add an optional attachment if you would like to add more data.

Remarks   Enter any applicable Remarks

Check the box once complete
☐ I certify that this person is competent by training, education and experience, and has demonstrated fitness, in the Functions listed in Block 2., to produce such products in compliance with the Act.

✔ Save   *Select button to Save the form. (Information may still be updated prior to submission.)*

Check the box to certify that the person is competent by training, education, and experience, and has demonstrated fitness, in the functions mentioned within this form.

Select the Save button to save the form. Information may still be updated prior to submission by choosing the Edit button after saving.

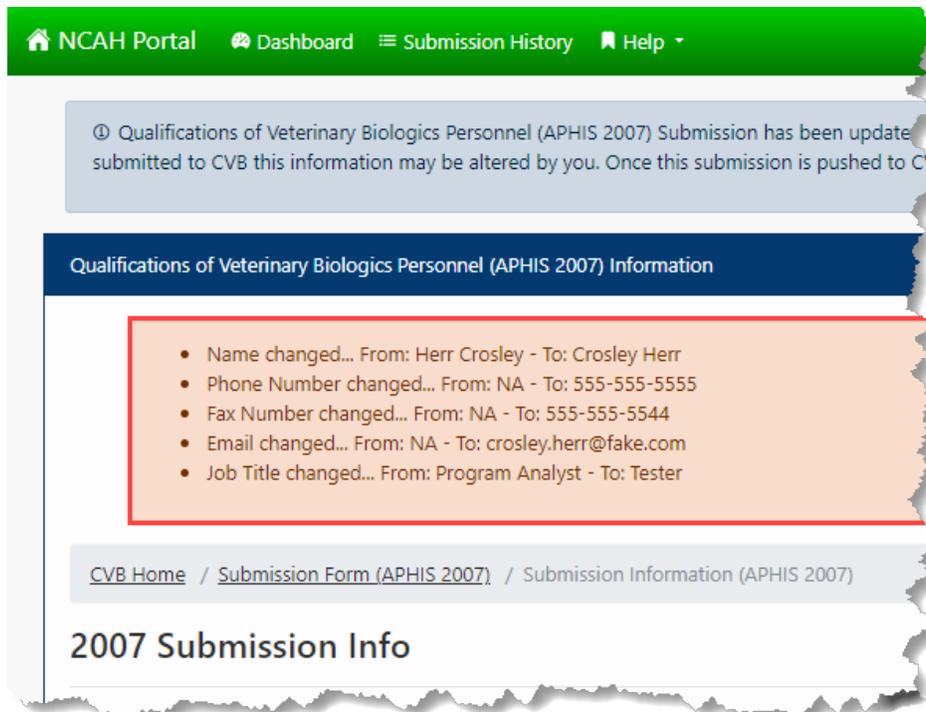## Qualifications of Veterinary Biologics Personnel - (APHIS 2007)
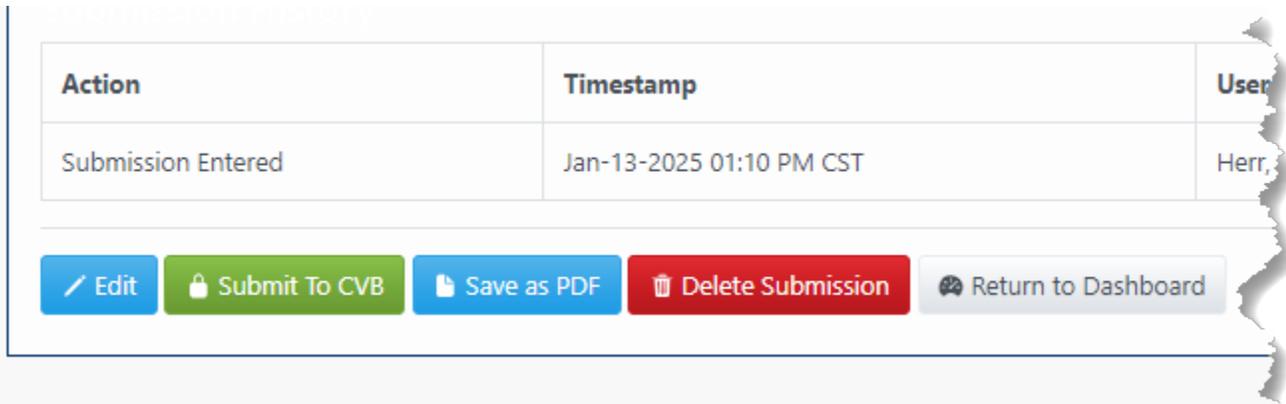
Choose Edit to modify data prior to submitting to CVB.

Choose Delete Submission to delete submission entered.

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

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

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Submit One 2007 to CVB

Submit To CVB – 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, open the CVB section of the Portal and choose View Draft Submissions (APHIS Form 2007) to the CVB.
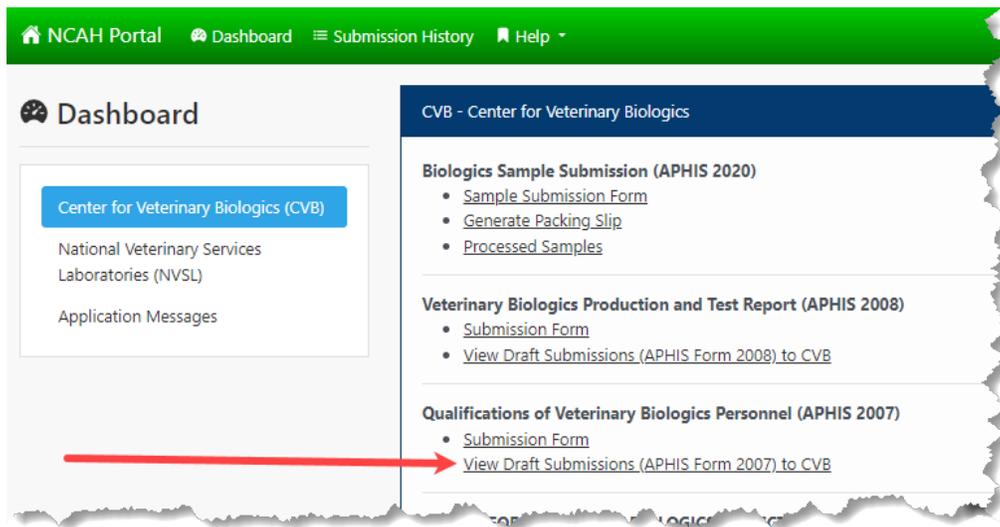
Select the open submissions (APHIS 2007) by clicking the check boxes for the items needing submitted to CVB.
Note: Once CVB has received the data you can no longer edit or delete.

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.