



File: BAFU-217.14-91/33

Important information on "Making changes"

Dear Sir or Madam

Due to technical flaws with the new Ecogen portal, we are sending you instructions on **how to proceed correctly** when changing completed notifications. These instructions are only valid for notifications created in the old Ecogen, migrated to the new Ecogen and processed for the first time.

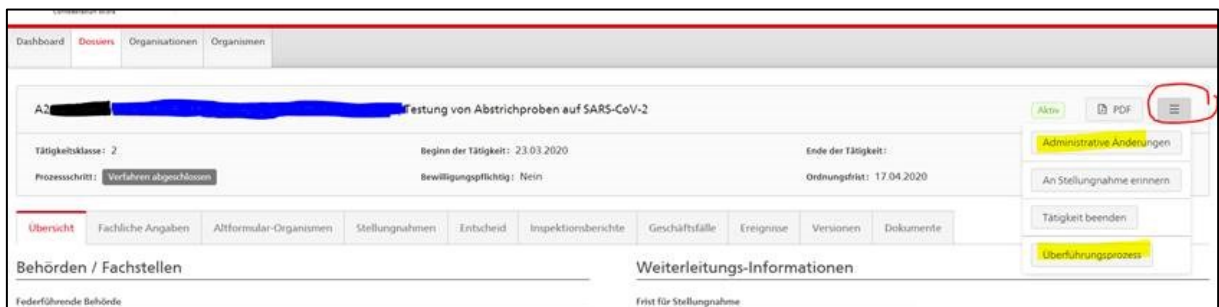
Unfortunately, instructions are currently only available with sample images in German.

1 Administrative changes → People

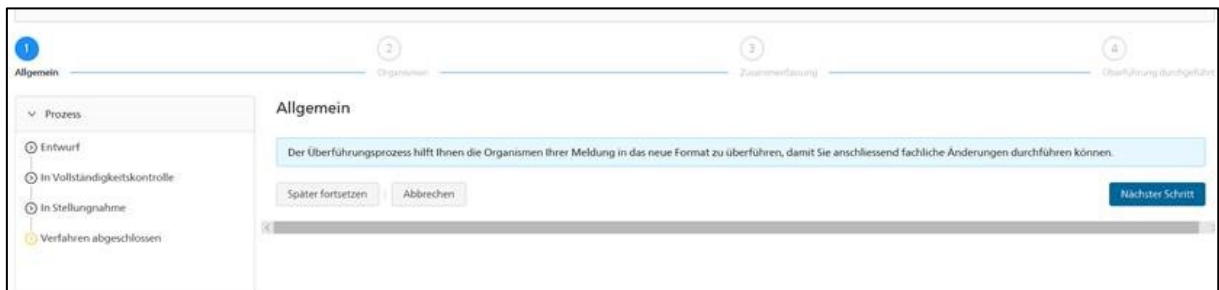
Currently, in notifications of class 2-4 **only people** can be changed by selecting "Administrative changes" (Administrative Änderungen). To report additional rooms, a "technical change" must be made.

2 Transfer process

1. Prior to the actual technical change, the transfer process must be carried out. By selecting the three bar icon, a dropdown menu is opening. Tick "Transfer process" (Überführungsprozess).



2. The transfer process ensures that previously notified organisms are correctly transferred into the new database. Tick "Next Step" (Nächster Schritt).



3. Fill in the field "New original organism" (Neuer Ursprungsorganismus).
 - Officially grouped organisms can be selected by entering the name into the text box.
 - Organisms not officially grouped may be created under "+".
 - To register a GMO, it is mandatory to define the original organism (wild type) first.

Alter Organismus	Typ	Kategorie	Bemerkung	Neuer Ursprungsorganismus	Aktionen
Severe Acute Res	Viren	Natürlicher Ort:		SARS-CoV-1, Severe Acute Respiratory Syndrome Coron... + ⓘ	🗑️

Buttons: + Neuer Wert, Später fortsetzen, Abbrechen, Zurück, Nächster Schritt

4. Submit now the transferred message (Einreichen).

Buttons: Später fortsetzen, Abbrechen, Zurück, Einreichen

3 Technical change

5. The actual technical change can now be made. -> select "Make technical change" (Fachliche Änderung vornehmen).

- Aktiv
- PDF
- Administrative Änderungen
- 7.04.2020 An Stellungnahme erinnern
- Versionen **Fachliche Änderung vornehmen**
- Tätigkeit beenden
- Vorlage kopieren und neues Dossier erstellen

6. **IMPORTANT:** Select all items under adjustments (Anpassungen). You will now be guided through the notification form. Some adjustments have been made in the new form. Check the existing entries and add the open points.

Start

Hier haben Sie die Möglichkeit, eine fachliche Änderung an Ihrem Dossier vorzunehmen. Falls Sie lediglich ADMINISTRATIVE ÄNDERUNG.

Anpassungen

Welche Daten möchten Sie ändern?

- Personen
- Räumlichkeiten
- Allgemeine Angaben
- Tätigkeit
- Inaktivierung und Entsorgung
- Risikobewertung
- Sicherheit / Haftpflicht
- Organismen etc.

Abbrechen

7. The notification can now be submitted.