

### Quick Start Guide for Exclusions

# Changes to Exclusions in SAM:



#### What is changing with EPLS?

- EPLS.gov was the system that contained the list of people and organizations excluded from doing business with the Federal Government.
- EPLS is going away and SAM.gov is the new system that will house this suspension and debarment information.



### How to Gain Access to Exclusion Functionality

- With the appropriate role, SAM users can create exclusions.
- If you created exclusion records in EPLS, you can migrate that role to your SAM account. When you create an account, SAM asks you if you want to migrate your roles.
- First, you must create a SAM account. Go to the SAM.gov homepage and click "Create an Account".
- Once you have a SAM account, you will be asked if you want to migrate your roles. Follow the prompts to begin the process.
- If you did not have a role in EPLS, you can request an exclusion role using the "Request Roles with New Entity" functionality in SAM.
- You must have either the Agency Exclusions Representative or the Agency Administrator – Exclusions role to create an exclusion
  - The Agency Exclusions Representative You can create exclusion records.
  - The Agency Administrator You can create exclusion records and you can manage (i.e., invite, remove) users in your agency with exclusion roles.



### **Managing Exclusions in SAM**

From your "My SAM" page, you can manage your exclusion records by clicking "Manage Exclusions."

- View/update/delete exclusions that you created in SAM by clicking "My Exclusions."
- View/update/delete exclusions that you created in EPLS, or those created by your agency, via the Search Records tab.
- Create a new exclusion by clicking "Add New Exclusion."
- Upload exclusions to SAM by clicking "Upload Exclusion."



### **Terminology Changes**

In SAM, there have been several terminology changes:

Legacy EPLS Term	New SAM Term	
Cause	Nature (Cause)	
Treatment	Effect	
CT Action	[DISCONTINUED]	
Action Date	Active Date	
Archived	Inactive	
Entity	Special Entity Designation	
Permanent	[DISCONTINUED]	
CT Code	Exclusion Type	
Exclusion Type	Exclusion Program	
Description	Additional Comments	

## How do I get more information? Take a look at the SAM User Guide. <

**Publication Date** March 27, 2015



Go to Our Website: www.sam.gov



Contact the SAM Help Desk: www.fsd.gov



### Quick Start Guide for Exclusions

# Changes to Exclusions in SAM:



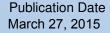
#### **CT Codes Have Been Replaced**

A working group of Chief Financial Officers (CFO) Act Agencies met and then the IAE Change Control Board (CCB) voted and agreed to consolidate CT Codes into four Exclusion Types.

- There are four Exclusion Types in SAM:
  - ✓ Ineligible (Proceedings Pending)
  - ✓ Ineligible (Proceedings Completed)
  - ✓ Prohibition/Restriction
  - ✓ Voluntary Exclusion
- Each Exclusion Type has additional standardized language which populates on the page. See the SAM User Guide for the specific language.
- NOTE: This field is different than Exclusion Type in EPLS. That field has been renamed Exclusion Program.
- See below for a mapping of CT Codes to Exclusion Types in SAM.

CT Codes	Description	Exclusion Types
A1; B; J1; K; N1; O; Q; S; S1; W	Suspension; Blocked Pending Investigation; Proposed Debarment	Ineligible (Proceedings Pending)
08-INA-01; 08-INA-02; 10-VA-01; 10-VA-02; A; AA; C; C1; CC; D; DD; E; EE; F; FF; G; GG; I; I1; J; L; N; P; R; R1; RR; SS; U; V;	Debarment; Denial; Disqualified; Termination from Eligibility; Ineligible; Conviction; Excluded	Ineligible (Proceedings Completed)
03-BSE-01; 03-DP-01; 03-ENT-01; 03-FTO-01; 03-SDGT-01; 03-SDN-01; 03-SDNT-01; 03-SDNTK-01; 03-SDT-01; 03-SDT-01; 03-SDT-01; 03-SDT-01; 10-CIS-01; 10-ISA-01; 11-USDA-01; BB; BPI-SDGT; BPI-SDNT; BPI-SDNTK; H; H1; H2; JJ; JJJ; M; QQ; RRR; VV; VVV; X; XXX; YYY; Z; Z1; Z2; Z3; ZZZ	License or Approval Revoked; Sanctioned; Partial Denial	Prohibition/Restriction
Т	Voluntarily Excluded	Voluntary Exclusion

## How do I get more information? Take a look at the SAM User Guide. <





Go to Our Website: www.sam.gov

