Biosafety: Getting Started

About Biosafety

Biosafety is the online portal used to manage the Biological Use Authorization (BUA) process.

Getting Started

- Log into https://app.riskandsafety.com
- Use Quick Links to select **Begin a Biological Use Authorization** or look in Workspace for an existing BUA
- For Biosafety Admins use Quick Links to select **Manage BUAs**

Creating a BUA

- Select **Begin a Biological Use Authorization**
  Note: Depending on campus settings, this option may be unavailable. In that case, please contact your campus Biosafety team to have a BUA initiated.
- Choose an existing group associated or create a new group by choosing the blue plus button and choose **Start**
- The use authorization is separated into sections that are filled out one at a time. Navigate between the sections using the left navigation menu
- Within each section, all questions are required, unless specified as optional
- Choose **Save & Continue** to move to the next section of the use authorization
  - When a section is complete, a checkmark will appear in the right navigation
- Review the BUA on the **Review** section. Any incomplete sections will be indicated, and must be completed in order to submit.
- Select **SUBMIT FOR REVIEW** when the use authorization is completed (Principal Investigator only)

Add Personnel

- Select the BUA from **Workspace**
- Navigate to the **Personnel** section
- Choose the blue plus button and search for the person to be added, choose their level of access, and choose **Save**
  - To assign the Delegate role which provides the ability to edit the BUA, check the box for **Delegate** in the “Roles” section
- Complete the person detail questions
- Select **Save**

Print a BUA

- Select the BUA from **Workspace**
- Navigate to the “Review” section
- Choose the Additional Options menu (three dots) in the upper right and choose **Print Section**

For more information about Biosafety, contact service@RiskandSafetySolutions.com

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