Biosafety: Research Staff

Create a BUA (Principal Investigator (PI) and Delegate Only)

- 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**

Complete a BUA (PI and Delegate only)

- 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.

Submit a BUA (PI only)

- Select **SUBMIT FOR REVIEW** when the use authorization is completed (Principal Investigator only)

Delete a BUA (PI and PI Contact only)

- Select the BUA from **Workspace**
- In the upper right corner, choose the “Additional Options” menu (three dots) and choose **Delete**
- Confirm by choosing **DELETE**
  - *Note: Only BUAs in a Draft status can be deleted*

Check BUA Status

- Select the BUA from **Workspace**
- The status will display on the top next to the BUA number. The statuses are:
  - Draft
  - Amendment Draft
  - Renewal Draft
  - Biosafety Review
  - PI Revise
  - Approved
  - IBC Review
  - Deactivated
  - Expired

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Add or Remove Personnel (PI and Delegate only)

- 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**

Amend a BUA (PI and PI Contact Only)

- Select the BUA from **Workspace**
- Select **START AMENDMENT** in the upper right
- Make desired changes to the BUA
- Select **SUBMIT FOR REVIEW** from the right-hand navigation

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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