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How to Create a New Biological Use Authorization (BUA)

- Select the navigation icon at the top left of the blue header.



- Select the **My BUAs** tab.
- To create a new BUA, select the **New BUA** button at the bottom of the page.



How to Renew or Amend a BUA

- Select the navigation icon at the top left of the blue header.

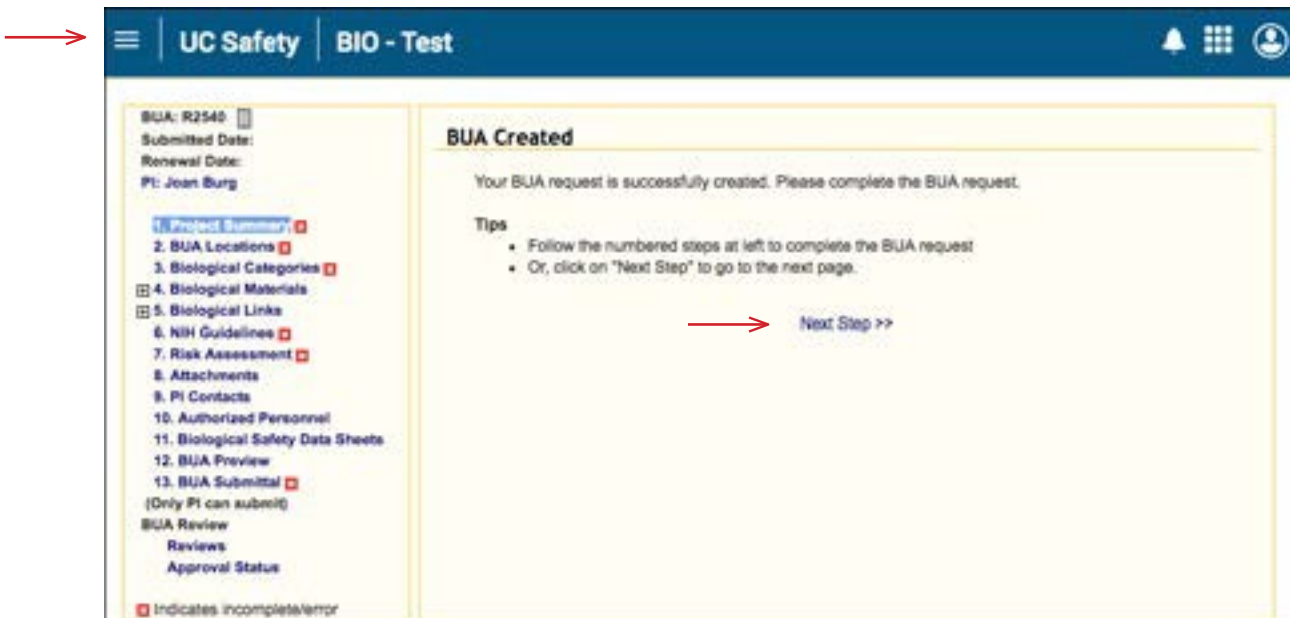


- Select the **My BUAs** tab.
- Select the desired BUA by selecting the radio button to the left of the BUA that needs to be amended or renewed, and then select the **Renew** or **Amend** button on the bottom of the page.



How to Navigate a New, Amended or Renewal BUA

- Option 1: Use the navigation bar on the left to go the area you would like to complete.
- Option 2: Follow the **Next Step** link and the **Next** arrows on subsequent pages for the BIO application to take you through the BUA.



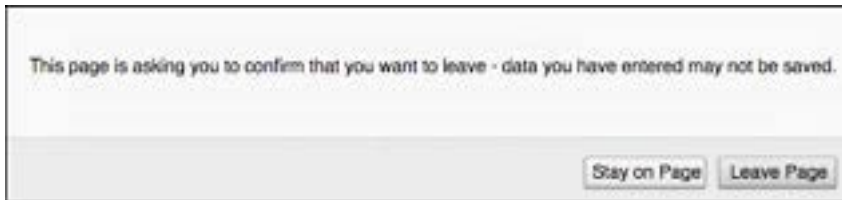
For more information about BIO, contact service@RiskandSafetySolutions.com

Tips for Completing a BUA

- The white X's inside red boxes indicate sections of the BUA that are incomplete or have errors. A BUA cannot be submitted until all required sections are completed and are error-free.



- If you try to leave a page without saving the data, you will receive a warning message. If you choose to leave the page without saving the data, all new information that you entered will be lost.



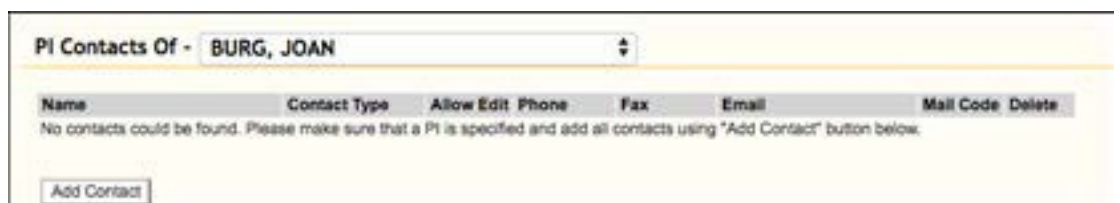
- The **My Space** tab shows all assigned laboratory space that other PIs propose to use. All proposed use is listed with the option to Approve or Disapprove. If you plan on using another PI's space (also called "shared space") the space owner will receive an email from BIO informing him or her of the use of the space.



- An authorized PI contact (someone who has been granted access to edit a BUA) can complete a BUA on the behalf of a PI. However, only the PI is able to submit the BUA. A PI contact will be listed as PI contact for all of that PI's BUAs.
- Once a BUA is submitted it is "locked" and cannot be modified by the PI. If changes are needed to a BUA that is not yet approved, the Biosafety Officer working with you on your submission will change the "Review Stage" to "PI Revise" so that you can make changes to the BUA. Once all the revisions have been done, the PI or PI Contact who is authorized to edit the BUA will need to submit the revisions to the BUA.
- *Exception: Authorized Personnel and PI Contacts can be updated at any time, without having the PI "submit" the BUA.
- Only Biosafety staff, Environmental Health & Safety staff and Institutional Biosafety Committee members can enter information for BUA Reviews and Approval Status.

How to Add PI Contacts (e.g. Allow Them to Edit or Create BUAs on behalf of that PI)

- Go to the **PI Contacts** tab and select **Add Contact**.



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

- Search for the desired person and add them by selecting the button beside their name.

People Search

Last Name: First Name:

Note: To add a person to the BUA application, please click the radio button to the left of the name from the list displayed below.

Please note, once a name is selected there will be a delay while LMS training dates are populated.

	Name	Email address	Department
<input type="radio"/>	Diana Cox	dcoox@ucdavis.edu	Information Technology Svcs

- If the name you are searching for is not found, select the **Cannot find the person?** link to be directed to the **Send Registration Request** dialog box to find the contact by submitting their email address. After the person completes registering for access to BIO, you will need to add them to your BUA, using the instructions above.
- Provide additional information for your contact and indicate if they are allowed to create or edit your BUAs.
- Select the **Save** button.

How to Manually Update Training Dates in BIO

- Log in to BIO (<https://ehs.ucop.edu/bio/>) using your campus Single Sign On credentials.
- Select the navigation icon at the top left of the blue header.



- Select the **My BUAs** tab.
- Select the BUA that needs to be updated.
- Select **Section 10. Authorized Personnel**

1. Project Summary
2. BUA Locations
3. Biological Categories
4. Biological Materials
 - Microbial Agents
 - Bacteria
 - Fungi/Yeast
 - Parasites
 - Virus
5. Biological Links
6. NIH Guidelines
7. Risk Assessment
8. Attachments
9. PI Contacts
10. Authorized Personnel
11. Biological Safety Data Sheets
12. BUA Preview
13. BUA Submittal

(Only PI can submit)

BUA Review

- Reviews
- Approval Status

- Select the person's name whose training needs to be updated.
- Update the training date or correct the entry.
- Select **Save**.

How to Mark Personnel as “Inactive” in BIO

- Log in to BIO (<https://ehs.ucop.edu/bio/>) using your campus Single Sign On credentials.
- Select the navigation icon at the top left of the blue header.



- Select the **My BUAs** tab.
- Select the BUA that needs to be updated.
- Select **Section 10. Authorized Personnel**.



- Select the person’s name who has become inactive.
- Select **Inactive**.
- Enter the date when the person’s work on this BUA ended.



- Select **Save**.

How to Submit a BUA

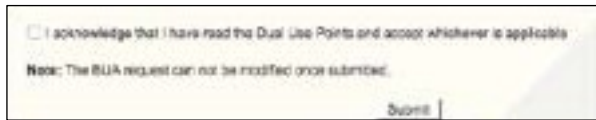
- Once you have completely filled out the BUA, you will be directed to the **Section 13. BUA Submittal** page.
- Complete all fields on this page.



- Review the Dual Use Points to Consider and indicate if the experiment falls in any of the areas of concern listed. At the bottom of the page acknowledge that you have read the Dual Use Points and check the acknowledgement box.

- Select **Submit**

*Note: Once the BUA is submitted it cannot be modified. If you need to make changes contact the Biosafety Office.



I acknowledge that I have read the Dual Use Points and accept whichever is applicable

Note: The BUA request can not be modified once submitted.

Submit

Support Information

Have a question not answered by this document? Contact Us:

UC Davis Biosafety Staff

Email: biosafety@ucdavis.edu

Technical Support

Email erm@ucop.edu
or 530-638-DESK (3375)