

BIO Guide for PIs

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How to Create a New BUA

1. Go to the **My BUAs** tab.
2. To create a new BUA, Click the **New BUA** button at the bottom of the page.

My BUAs Tab

Biosafety Information Online (BIO)
A University of California EH&S System

Home **My BUAs** My Space PI Contacts Help Logout

Welcome JOSEPH BAIR

BUA List ❌ Indicates incomplete/error

	BUA #	Request Type	Principal Investigator	Assigned To	Request Status	Submit Date	Review Stage	Approval Status	Approval Date	Renewal Date
⊙	R101	New	Joseph Bair				N/A	N/A		
⊙	R114	New	Joseph Bair		Submitted	02/26/2013	Admin	N/A		
⊙	R117	New	Joseph Bair				N/A	N/A		
⊙	C146	Amend	Joseph Bair				N/A	N/A		11/29/2014
⊙	C146	Renew	Joseph Bair		Submitted	12/20/2012	Admin	Approved	12/20/2012	11/29/2014
⊙	C147	Amend	Joseph Bair		Submitted	12/20/2012	Admin	Approved	12/20/2012	12/22/2014
⊙	C148	Renew	Joseph Bair				N/A	N/A		12/20/2013
⊙	C148	New	Joseph Bair		Submitted	12/19/2012	Biostaff	Approved	12/20/2011	12/20/2012
⊙	C152	New	Joseph Bair		Submitted	12/20/2012	Admin	N/A		
⊙	C155	New	Joseph Bair		Submitted	12/20/2012	Admin	N/A		
⊙	C157	New	Joseph Bair				N/A	N/A		
⊙	R158	New	Joseph Bair				N/A	N/A		
⊙	C162	Renew	Joseph Bair		Submitted	01/03/2013	IBC	Pending	03/06/2013	
⊙	R167	New	Joseph Bair				N/A	N/A		
⊙	R168	New	Joseph Bair		Submitted	01/20/2013	Completed	Approved	02/19/2013	02/19/2014
⊙	C169	New	Joseph Bair		Submitted	01/20/2013	Admin	N/A		
⊙	R172	New	Joseph Bair				N/A	N/A		
⊙	C176	New	Joseph Bair				N/A	N/A		
⊙	R237	New	Joseph Bair				N/A	N/A		

Note: Click on the BUA number from the list above to open a BUA.

New BUA Submit Renew Amend Delete History

New BUA

How to Renew or Amend a BUA

1. Go to the **My BUAs** tab.
2. Select the existing 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.

My BUAs

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Home **My BUAs** My Space PI Contacts Help Logout

Welcome JOSEPH BAIR

BUA List ❌ Indicates incomplete/error

	BUA # ▲	Request Type	Principal Investigator	Assigned To	Request Status	Submit Date	Review Stage	Approval Status	Approval Date	Renewal Date
<input type="radio"/>	R101 ❌	New	Joseph Bair				N/A	N/A		
<input type="radio"/>	R114 ❌	New	Joseph Bair		Submitted	02/26/2013	Admin	N/A		
<input type="radio"/>	R117 ❌	New	Joseph Bair				N/A	N/A		
<input type="radio"/>	C146 ❌	Amend	Joseph Bair				N/A	N/A		11/29/2014
<input type="radio"/>	C146 ❌	Renew	Joseph Bair		Submitted	12/20/2012	Admin	Approved	12/20/2012	11/29/2014
<input type="radio"/>	C147 ❌	Amend	Joseph Bair		Submitted	12/20/2012	Admin	Approved	12/20/2012	12/22/2014
<input type="radio"/>	C148 ❌	Renew	Joseph Bair				N/A	N/A		12/20/2013
<input type="radio"/>	C148 ❌	New	Joseph Bair		Submitted	12/19/2012	Biostaff	Approved	12/20/2011	12/20/2012
<input type="radio"/>	C152 ❌	New	Joseph Bair		Submitted	12/20/2012	Admin	N/A		
<input type="radio"/>	C155 ❌	New	Joseph Bair		Submitted	12/20/2012	Admin	N/A		
<input type="radio"/>	C157 ❌	New	Joseph Bair				N/A	N/A		
<input type="radio"/>	R158 ❌	New	Joseph Bair				N/A	N/A		
<input type="radio"/>	C162 ❌	Renew	Joseph Bair		Submitted	01/03/2013	IBC	Pending	03/06/2013	
<input type="radio"/>	R167 ❌	New	Joseph Bair				N/A	N/A		
<input type="radio"/>	R168 ❌	New	Joseph Bair		Submitted	01/20/2013	Completed	Approved	02/19/2013	02/19/2014
<input type="radio"/>	C169 ❌	New	Joseph Bair		Submitted	01/20/2013	Admin	N/A		
<input type="radio"/>	R171 ❌	New	Joseph Bair				N/A	N/A		
<input type="radio"/>	C176 ❌	New	Joseph Bair				N/A	N/A		
<input type="radio"/>	R237 ❌	New	Joseph Bair				N/A	N/A		

Note : Click on the BUA number from the list above to open a BUA.

New BUA | Submit | **Renew** | **Amend** | Delete | History

Renew/Amend BUAs

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.



Option 1

Option 2

Biological Categories

Check all biological categories that are associated with this protocol. This includes all materials that will be used or stored within the next 12 months. This step must be completed before data can be entered or linked. For description of categories, see [Glossary](#).

Microbial Agent

- Bacteria
- Fungi/Yeast
- Parasites
- Virus
- Viral Vector
- Plant Virus/Viral Vector

Plants

- Plants/Plant Cells

Hazardous Proteins

- Toxins
- Prions
- Engineered Cell Entry Domain

Cells/Tissues/Body Fluid

- Animal Primary Cells, Tissues & Body Fluids
- Human Primary Cells, Tissues & Body Fluids
- Human and Animal Established Cell Lines

Recombinant DNA/RNA

- Plasmid Vectors
- Nucleic Acids (includes transgenes and DNA/RNA oligonucleotides to be expressed in cells)

Animals

- Vertebrates
- Invertebrates (free living)

 Back

Save

Reset

Next 

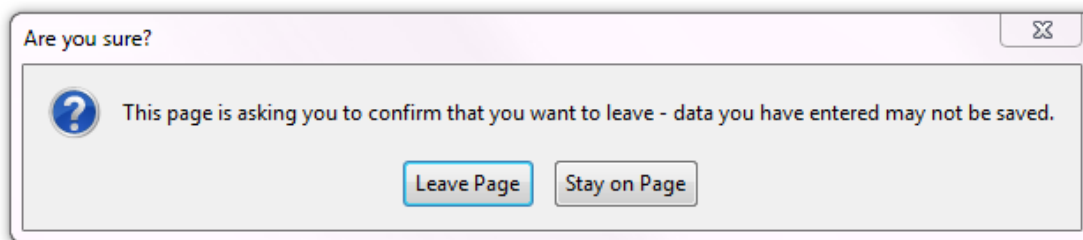
Option 2. Example of Next Arrow

Tips for Completing a BUA

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



2. If you try to leave a page without saving the data you will receive the below warning message. If you choose to leave the page all new information that you input will be lost.



3. 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/Disapprove. If you plan on using another PI's space/shared space the space owner will receive an email from BIO asking for his/her approval of the use of the space.



4. 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.

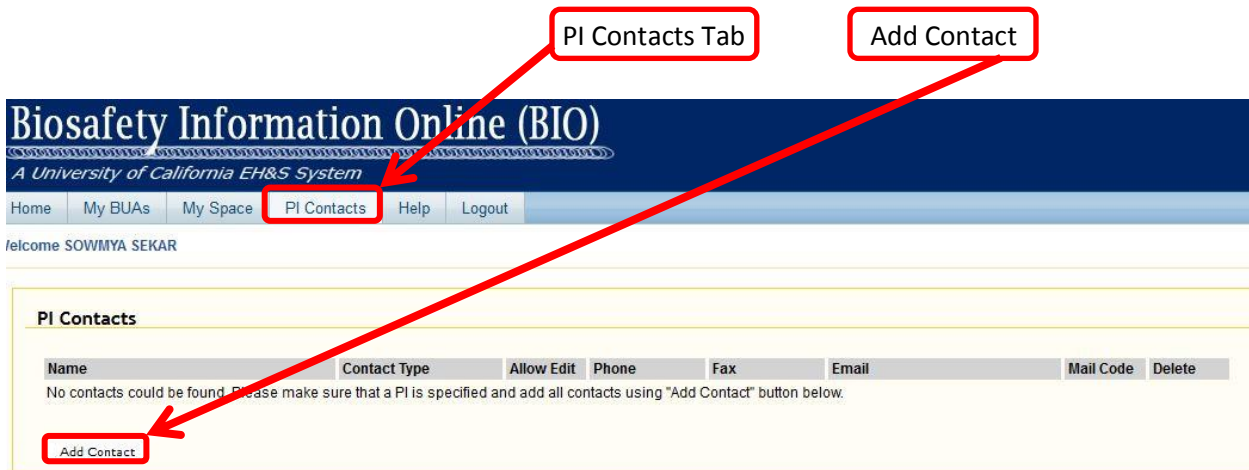
5. Once a BUA is submitted it is “locked” and cannot be modified by the PI. If changes are needed to a BUA that is not yet approved, the Biosafety Officer working with you on your submission will change the “Review Stage” to “PI Revise” so that you can make changes to the BUA. Once all the revisions have been done, the BUA will need to be submitted by the PI again.

Exception: Authorized Personnel and PI Contacts can be updated at any time

6. Only Biosafety staff, EH&S staff and IBC Committee members can enter information for BUA Reviews and Approval Status

How to Add PI Contacts (and Allow Them to Edit/Create BUAs)

1. Go the **PI Contacts** tab and select **Add Contact**.



2. Search for the person you are looking for and add them by clicking on the button next to 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.

	<u>Name</u> ▲	<u>Email address</u>	<u>Department</u>
<input type="radio"/>	Test User	bssuser1@gmail.com	Admissions
<input type="radio"/>	Test User	bssuser1@gmail.com	
<input type="radio"/>	Test User	bssuser1@gmail.com	5 West Imu

[Cannot find the person?](#)

- If the name you are searching for is not found, click on 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.

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.

	<u>Name</u> ▲	<u>Email address</u>	<u>Department</u>
<input type="radio"/>	Test User	bssuser1@gmail.com	Admissions
<input type="radio"/>	Test User	bssuser1@gmail.com	
<input type="radio"/>	Test User	bssuser1@gmail.com	5 West Imu

[Cannot find the person?](#)

Send Registration Request screen:

Send Registration Request

Enter the email address for the individual you could not find. This person will receive an email with a request to register for the BIO application. After he or she registers, you may add this individual to the BUA as a contact or authorized personnel.

Email:

- 4. Provide additional information for your contact and indicate if they are allowed to create/edit your BUAs. When you are done hit the **Save** button.

BUA Contact Form

Principal investigator: * SEKAR, SOWMYA
BUA contact: * Test User Search
Contact type: *
-- Please Choose --
Administrative
Lab
Space Owner
Is this person allowed to create or edit your BUAs? * Yes No
Comments:
[Text Area]
<< Back Save Reset



- 5. The person is now added to your contacts.

PI Contacts

Name	Contact Type	Allow Edit	Phone	Fax	Email	Mail Code	Delete
Test User	Lab	Y			bssuser1@gmail.com		Delete

Add Contact

How to Submit a BUA

1. Once you have completely filled out the BUA, you will be directed to the “BUA Submittal” page. Complete all fields on this page.

BUA Submittal

Acknowledgement of Responsibilities

I recognize that I have responsibility for ensuring that ALL persons who enter my laboratory practice appropriate biosafety precautions.

I will ensure that ALL persons working in or having access to spaces where this work is conducted will be instructed on the hazards associated with this project. All persons conducting this work (including my collaborators) have received instruction on the specific hazards associated with the work and the specific safety equipment, practices, and behaviors required during the course of the work and use of these facilities. The IBC or EH&S may review my records documenting this instruction and may enter my laboratory at any time to review my operations.

If a spill of biohazardous material, any equipment or facility failure (e.g. ventilation failure,) and/or any breakdown in occurs which may result in potential exposure of laboratory personnel and/or the public to biohazardous material, I will report the incident to the Biosafety Office in EH&S immediately.

Should an employee or co-worker become ill and/or exhibit symptoms and signs consistent with an infection by an organism or any exposure associated with my research, I will report the incident to the Biosafety Office in EH&S immediately.

Any changes in my work resulting in an increased level of biohazard or addition of new biohazardous material requires approval by the IBC or Biosafety prior to commencing work. [Examples: 1. Change from mouse cells to work with human or primate cells; 2. Change from adenoviral vector to HIV (lentiviral) vector; 3. Work with a biological toxin.]

No work with biological materials or recombinant DNA shall be conducted until approved by the IBC or the Biosafety Office in EH&S.

I agree I disagree

I recognize that I have the responsibility for ensuring that ALL exposure control plans specified in this BUA are read and followed by ALL personnel.

I agree I disagree

2. 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. Then click the **Submit** button.

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

Dual Use Points acknowledgement box

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

Submit

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

Put your campus info here

Email

Technical Support

<http://ermsservicesdesk.com> or email em@ucop.edu