

BIO Guide for Lab Contacts

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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

	R280	New	Safa Hussain				N/A	N/A		
	C282	Amend	Safa Hussain	Submitted	04/01/2013	Admin	Approved	04/01/2013	03/29/2014	
	C282	Renew	Safa Hussain	Submitted	04/01/2013	Admin	N/A		03/29/2015	
	R284	New	Safa Hussain	Submitted	04/02/2013	Biostaff	Approved	04/02/2013	04/02/2014	
	R291	New	Safa Hussain	Submitted	04/10/2013	Biostaff	Pending			
	R302	New	Safa Hussain				N/A	N/A		
	R303	New	Safa Hussain				N/A	N/A		
	R304	New	Safa Hussain				N/A	N/A		
	R305	New	Safa Hussain				N/A	N/A		

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

New BUA Renew Amend Delete History

New BUAs

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, then select the **Renew** or **Amend** button on the bottom of the page.

The screenshot shows the 'Biosafety Information Online (BIO)' header with the 'My BUAs' tab selected. Below the header is a navigation menu with 'Home', 'My BUAs', 'My Space', 'PI Contacts', 'Help', and 'Logout'. The main content area displays a table of BUA records. A red box highlights the radio button for the first record (R280). Below the table, a note states: 'Note : Click on the BUA number from the list above to open a BUA.' At the bottom, there are buttons for 'New BUAs', 'Renew', 'Amend', 'Delete', and 'History'. A red box highlights the 'Renew' and 'Amend' buttons, with an arrow pointing to them from a label 'Renew/Amend BUAs'.

BUA ID	Action	Name	Status	Submitted	Admin	Approved	Renew	Amend
R280	New	Safa Hussain				N/A	N/A	
C282	Amend	Safa Hussain	Submitted	04/01/2013	Admin	Approved	04/01/2013	03/29/2014
C282	Renew	Safa Hussain	Submitted	04/01/2013	Admin	N/A		03/29/2015
R284	New	Safa Hussain	Submitted	04/02/2013	Biostaff	Approved	04/02/2013	04/02/2014
R291	New	Safa Hussain	Submitted	04/10/2013	Biostaff	Pending		
R302	New	Safa Hussain				N/A	N/A	
R303	New	Safa Hussain				N/A	N/A	
R304	New	Safa Hussain				N/A	N/A	
R305	New	Safa Hussain				N/A	N/A	

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

New BUAs | Renew | Amend | Delete | History

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.

The screenshot displays the Biosafety Information Online (BIO) interface. At the top, there is a navigation bar with links for Home, My BUAs, My Space, PI Contacts, Help, and Logout. Below the navigation bar, the user is welcomed as MARTIN SMITH. The main content area is divided into two sections. On the left, there is a sidebar with a list of navigation links, each followed by a red square icon with a white 'x' indicating an incomplete or error state. The links are: 1. Project Summary, 2. BUA Locations, 3. Biological Categories, 4. Biological Materials, 5. Biological Links, 6. NIH Guidelines, 7. Risk Assessment, 8. Attachments, 9. PI Contacts, 10. Authorized Personnel, 11. Exposure Control Plans, 12. BUA Preview, and 13. BUA Submittal (Only PI can submit). A red arrow points from a box labeled 'Option 1' to the '6. NIH Guidelines' link. On the right, the 'BUA Locations' section is active. It contains a table with columns for Record Status, Building, Room, Room Use, Owner, BSL, ABSL, and Delete. Below the table, there is a message 'No rooms found.' and a text input field labeled 'Add BUA Location'. A red arrow points from a box labeled 'Option 2' to the 'Next' button, which is a blue arrow pointing to the right.

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)

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[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. 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.

BUA: C150
Submitted Date:
Renewal Date:
PI: Sufa Hussain

- 1. Project Summary
- 2. BUA Locations
- 3. Biological Categories
- 4. Biological Materials
- 5. Biological Links
- 6. NIH Guidelines
- 7. Risk Assessment
- 8. Attachments
- 9. PI Contacts
- 10. Authorized Personnel
- 11. Exposure Control Plans
- 12. BUA Preview
- 13. BUA Submittal (Only PI can submit)

Indicates incomplete/error

Preview BUA

Attachments:	Record Status	Title	File Name	Attachment Date
	New	1	N/A	12/19/2012
	New	1	CampusContactsWorkflow.xml	12/19/2012

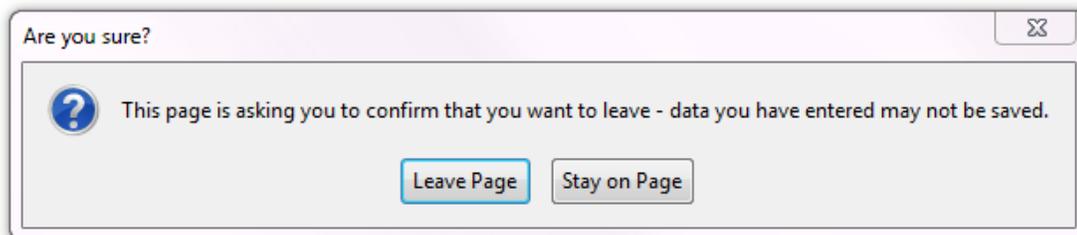
Control Plans: Material Material Type

BUA Reports: [BUA Report\(pdf\)](#)
[BUA Complete Report\(pdf\)](#)

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BUAs can only be submitted by PIs

3. 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.



4. 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.



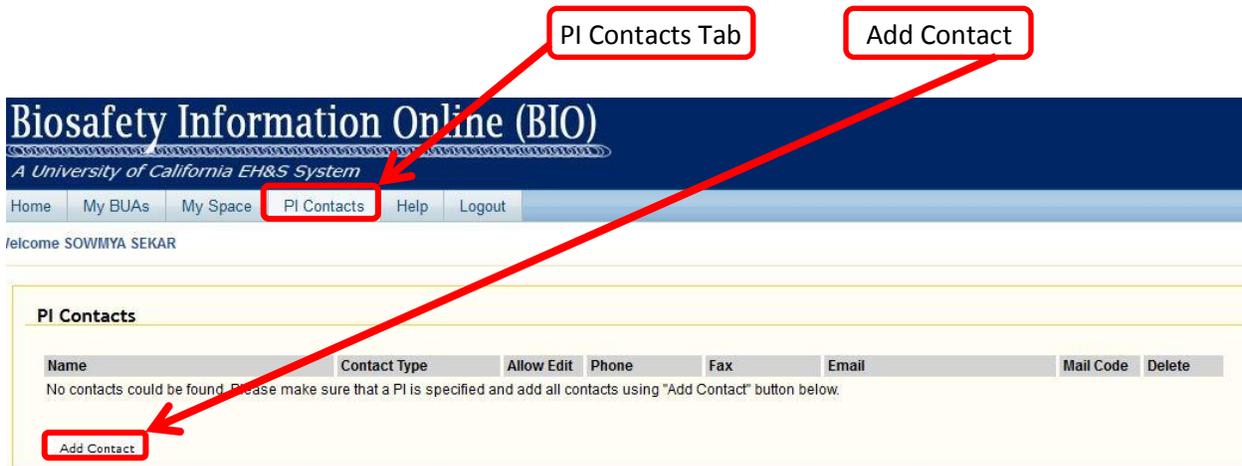
5. Once a BUA is submitted it is “locked” and cannot be modified by the PI. If changes are needed to a BUA that is not yet approved, the Biosafety Officer working with you on your submission will change the “Review Stage” to “PI Revise” so that you can make changes to the BUA. Once all the revisions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

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:

- 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:*

Contact type:*

- Please Choose --
- Administrative
- Lab
- Space Owner

Is this person allowed to create or edit your BUAs?* Yes No

Comments:

<<

Save

- 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

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

Put your campus info here

Email

Technical Support

<http://erm servicedesk.com> or email erm@ucop.edu