BUA Instructions

1. Before accessing the BUA, must have a UCSD Business Systems user name and password.

2. To access the BUA application, go to My Research Safety and click on BUA on the purple button on the home page.

3. Click on the symbol for menu indicated by the 3 horizontal lines on the top left corner of the page.

4. Click on MyBUAs and select New BUA, Renew, or Amend.

5. Follow the instructions to fill out the requested information for each step of the BUA request. There are 13 total sections.

   a. In the Attachment section in step 8, upload any applicable documentation as an attachment. Please click on "Suggested list of attachments" to access a list of required documentation depending on the nature of the work conducted in the laboratory.

      i. Once the required documentation is identified, access the Biosafety Forms page and download each required document.

      ii. Required documentation for the Bloodborne Pathogens Program is also available on this page under "Bloodborne Pathogens Program."

      iii. Upload the completed documentation as an attachment in step 8 of the BUA application.

6. When each section is complete, review and submit the BUA application.

Note: A designated PI contact can renew, amend and update the BUA and submit to the PI for final approval. Old and new personnel can also be updated by this contact by clicking on "Authorized Personnel" in step 10. The PI contact must also have a single sign on prior to accessing the BUA.