UC Santa Barbara
Environmental Health and Safety

Biological Use Authorization

Instructions for completing: Download a copy to complete and email it to the biosafety officer when it is ready for administrative review. Alternatively, go to File, make a copy of the Google Doc, name the copy, complete, then “Share” with the biosafety officer when ready.
The biosafety officer assigns a BUA number; approval and expiration dates and containment levels are filled in after Institutional Biosafety Committee review and approval.

BUA #
Approval date
Expiration date
Containment level(s)

Principal Investigator Information

Principal Investigator	
Title	
Department	
Co-PI or other contact	
Title	
Department	

Project Information

Descriptive title
Provide a brief description of your project. Include broad goals and potential benefits of the research.
Materials and Methods: Describe the specific methods, procedures, and techniques that will be conducted in your research. Include all laboratory bench, animal, or field experiments as applicable. Detail the manipulations with all biological agents (e.g. biological organisms, toxins of biological origin, human materials, and recombinant and synthetic nucleic acid molecules) as well as what equipment will be used with these materials. If multiple experiments will be conducted include sections with numbering and subtitles for each summary of the experimental design. A step-by-step

protocol is not necessary. Include maximum culture volumes, sharps use, which procedures are conducted in a biosafety cabinet, and specifics on viral vector construction.
Safety equipment, handling practices and personal protective equipment:
Assess the risks associated with the project; describe the potential biohazards of the proposed experiments and the risks of exposure to research staff, environment or the public. Include summaries on infectious agents as appropriate.
Is this a new biological use authorization?

Disinfection and Waste Treatment

State the disinfectant(s) you'll use, with contact time(s), used on surfaces and equipment:
Solid and liquid waste treatment procedures:
Specify the autoclave used for waste treatment.

Group Roster and Training

Use names that are in UCPath and that match UC Learning Center profiles, and enter the dates of training completion.

Add rows as necessary. Training information

Name	**Title**	**Biosafety** (SBHLSF-BSFUNDSTC-ECO)	**Bloodborne Pathogens** (UCSB-UCLOL0016-ECO)	**Aerosol Transmissible Diseases** (SBHLSF-ATDSTC-ECO)

Facilities
State the purpose of each room, i.e., experimental, storage only, and whether it is shared with other users. Include the most recent certification date for biosafety cabinets as applicable.

Building	**Room number**	**Purpose**

Incident Protocols
Post Exposure Procedures

1. Flush the eyes or affected areas with water for 15 minutes using the eyewash station or lab sink, respectively.
2. Report the incident.

Exposures must be reported to the PI or Lab Safety Contact immediately.
Student exposures or injuries are filed via this webpage:
https://www.ehs.ucsb.edu/riskmanagement/3rd-party-incidents
Employee exposures or injuries are recorded with an Employer's First Report:
https://www.ehs.ucsb.edu/workcomp

3. Seek treatment.
   - Students may go to Student Health if it is an emergency; Student Health will triage the injury before they direct them to Sansum Occupational Medicine Center. Student Health will advise students that they should be treated under Workers Compensation, i.e., at Sansum Occupational Medicine Center, at no cost to them. If student employees prefer being seen at Student Health and using their own insurance, Student Health may see the student even if the injury is work-related.
     Students using UC SHIP: Students are to seek treatment at UCSB Student Health Services, Building 588, at El Colegio and Ocean Road, Santa Barbara CA 93117, and after business hours at Goleta Valley Cottage Hospital, 351 S. Patterson Avenue, Goleta CA 93117.
   - Post-exposure treatment and follow-up is provided at no cost to employees.
     If you have experienced a work-related injury and need medical treatment, contact your supervisor or the Workers' Compensation office at 805.893.4440 for authorization. Employees and personnel on University pay status are to seek treatment at Sansum Occupational Medicine Center, 101 South Patterson Avenue, Santa Barbara, CA 93111, and after business hours at Sansum Urgent Care Center, 215 Pesetas Lane, Santa Barbara, CA 93110.
   - Those not on the payroll and on outside insurance plans may be seen by their primary care provider in the community.

General Biological Spill Response

1. For spills contained within a biosafety cabinet, keep the cabinet blower on.
2. Replace any contaminated personal protective equipment.
3. Obtain or prepare a fresh solution of disinfectant.
4. Cover the spill with paper towels to prevent aerosols and splashing, and apply disinfectant to the area.
5. Wait out 10 minutes.
6. Use paper towels to absorb the spill, working from the outside in; use tongs to collect the paper towels if sharps are involved.
7. Bag the clean-up materials and disposable gloves as solid waste, then wash your hands thoroughly.

For larger spills outside of a biosafety cabinet, and depending on the materials involved, you may need to vacate the premises for 30 minutes to allow time for aerosols to settle and for a few room air exchanges. Notify colleagues and post a sign at the door warning of the spill and advising of the proper re-entry time. Before or upon re-entry, don clean personal protective equipment and proceed as described above.

Experiments Covered by the NIH Guidelines

For more detailed information on the categories, see Section III, starting on page 16 in the April 2024 version, of the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules.*

Please note there is no category in the NIH Guidelines for work with wild type infectious agents, primary human and non-human primate tissues, environmental specimens that will be screened for human pathogens, or human or non-human primate excreta, although work with these materials is reviewed by the Institutional Biosafety Committee. Work with well-characterized human and non-human primate cell lines is registered with the IBC.

Place an “x” in the column next to the relevant categories.

Projects requiring extramural review or approval	
	Deliberate transfer of drug resistance into microorganisms; not applicable to selectable markers (A1). This work requires IBC approval, RAC review, NIH Director approval.
	Cloning genes that encode molecules toxic to vertebrates, with an LD50 less than or equal to 100 ng/kg requires approval from the NIH Office of Science Policy (OSP) and IBC. (B1)
	Cloning genes that encode molecules toxic to vertebrates, with an LD50 less than or equal to 100 micrograms per kg, requires NIH OSP registration and IBC approval.
	Gene transfer into human research participants requires IBC and IRB approvals and RAC Review. (C1)
Projects requiring IBC approval before initiation	
	Experiments with pathogenic agents as host-vector systems (D1)
	Cloning DNA from pathogenic agents into nonpathogenic or lower eukaryotic host-vector systems (D2)

	Use of infectious virus, or defective viruses in the presence of helper virus, in tissue culture systems (D3)
	Experiments involving recombinant DNA in whole animals (D4)
	Experiments involving recombinant DNA in whole plants (D5)
	Large scale (>10 liters) cell culture (D6)
	Experiments with influenza viruses (D7)
	Experiments involving gene drive modified organisms (D8)
Projects requiring IBC notice simultaneous with initiation	
	Experiments with < 2/3 of any eukaryotic viral genome (E1)
	Experiments with recombinant-DNA modified plants and small animals, or recombinant-DNA modified arthropods with plants, containable at biosafety level 1 (E2)
	Creation of transgenic or knock-out rodents, or breeding of those rodents, containable at animal biosafety level 1 (E3)

Experiments Covered by US Government Policy on Oversight of Dual Use Research of Concern and Pathogens with Enhanced Pandemic Potential

If you have answered "Yes" to any questions in the DURC-PEPP self-assessment, have you notified the Institutional Review Entity through the Institutional Contact for Dual Use Research?

	Yes, the Institutional Contact for Dual Use Research has been notified
	No, the ICDUR has not yet been notified
	Non-applicable

Biological Use Authorization Certification

By signing below, I certify that I have read the following statements and that I am responsible for their enforcement. As the Principal Investigator, I will

1. Certify that the information contained in this application is correct and accurately reflects my proposed research.
2. Read, understand and comply with the current UCSB Biological Safety Policy and the *NIH Guidelines* and accept the Principal Investigator responsibilities listed therein.
3. Ensure that all personnel on the proposed project will have received relevant training and are informed of the potential biohazards, appropriate precautions, and post exposure procedures.

4. Report to biosafety@ehs.ucsb.edu (a) any research-related illnesses, exposures or accidents, and (b) the loss or breach of containment within 24 hours after the occurrence.
5. Neither initiate nor modify research that requires IBC approval until IBC approval is given.
6. Ensure that equipment that requires servicing or shipping will first be decontaminated as necessary. If decontamination is not feasible, a readily observable “BIOHAZARD” label will be placed on the equipment and the portions of the equipment that remain contaminated will be noted.

7.

Principal Investigator signature Date

Department Chair signature Date