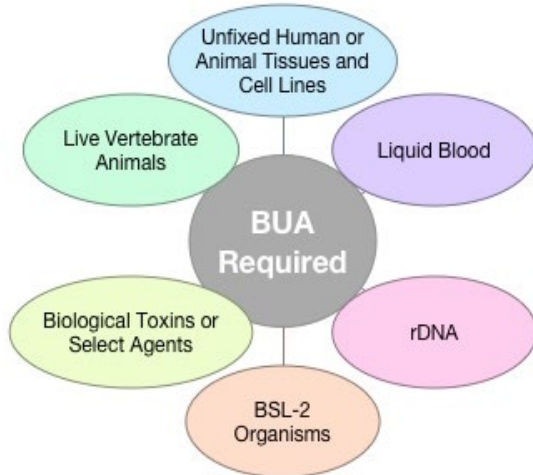




Application Process for Authorization to use Biohazardous Materials or RSNA

Principal Investigators, staff supervisors, and laboratory course coordinators must obtain an approved Biohazard Use Authorization (BUA) from the COSE Biosafety Committee before beginning research, clinical, or teaching activities with [biohazardous materials](#).

NOTE: Biomaterial requiring Biosafety Level 3 or higher cannot be accommodated on SFSU property.



To determine if the agent you plan to work with is considered Biosafety Level 2 or BSL-1, please reference the [ABSA Risk Group Database](#).

To determine if your RSNA work falls under which NIH classification, check the [NIH Guidelines](#).

To read the full CDC BMBL manual go online at [CDC BMBL 6th Edition*](#)

*BMBL – Biosafety in Microbiological and Biomedical Laboratories, published by the CDC. 6th ed, June 2020

An approved BUA will:

- ✓ Describe the work to be conducted with [biohazardous materials](#)
- ✓ Establish the [biosafety level of containment](#) for the work
- ✓ Identify the instructors, researchers, lab workers, and collaborators involved
- ✓ Authorize the requestor (PI, staff manager, or instructor) to conduct the work

Instructions

1. Fill out the BUA application form. An online [BUA fill-in form](#) is available on the EH&S website.
2. Complete Attachment #1, the Biological Material Identification form
3. Complete Attachment #2, the RSNA Identification form
4. Include the SOPs you have developed for the tasks involving your biohazardous materials. The recommended template may be found in Attachment #3 of the application package.
5. Attach a lab sketch and any relevant regulatory permits, approvals, and applicable details concerning the microorganisms, human blood, cell lines, tissues, animal research, toxin use, etc.
6. Submit your completed application by email to the [EH&S Biosafety Programs Coordinator](#) and to the EH&S office at sfehs@sfsu.edu.

What to expect

You should expect *confirmation of receipt* of your application within 14 days of your submittal. The University Biosafety Committee works to approve BUA applications in a timely manner.

1. Preliminary review of application and requests for more information: 3-4 weeks
2. Final review of a *finished* application and issuance of an Approval Letter: 2-3 weeks

Note: Use of the materials may begin upon receipt of the signed BUA Approval Letter via DocuSign.



What you should know

ORSP Human and Animal Protections is the governing body on campus for the SFSU Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC). The IRB has oversight over all work with human subjects, and human blood, tissues, and human cell lines. Work with any human material requires prior IRB approval. The IACUC concerns itself with live animal use and research. Work with live vertebrate animals requires IACUC review and approval.

See [IRB Protocol Submittal Web Page](#)

See [IACUC Protocol Submittal Web Page](#)

If working with human blood, unfixed human tissue, or other potentially infectious materials, Cal/OSHA's Bloodborne Pathogen Standard will apply. This includes documented training and a lab-specific (BBP-bloodborne pathogen) Exposure Control Plan

For more information, please contact the Biosafety Programs Coordinator, at lvadura@sfsu.edu. For IRB or IACUC questions, contact the [Office of Sponsored Programs and Research](#) or visit their [website](#).

