1. Complete Questionnaire
   - Work with Biosafety, RAP, DSO, ACP (if applicable)
   - Questionnaire may include Facility Design, Engineering, Safety Equipment, PPE, Waste Disposal, Decontamination, Transport
   - Facility issues must be corrected before submission of Questionnaire

2. Submit Permit Questionnaire

Submit BUA amendment of materials and work for review by IBC

Notify Biosafety ehsbio@ucsd.edu

Complete and Submit Permit Application

Permit Submission

Review of Application.

Questionnaire

Need More Information?

Yes

Request Permit Questionnaire

Yes

Assign Self Inspection in Preparation of Site Visit

No

Inspection Required?

No

Schedule Site Visit Inspection and Interview

Yes

Conduct Self Inspection in Preparation of Site Visit

1. Work with relevant EH&S group to prepare laboratory spaces
2. Prepare researchers for interview
3. Coordinate with ACP for Agency inspection of vivarium spaces

Agency Inspection including interview

1. Reserve Meeting Room and parking for Agency
2. Site Visit in all spaces where material is used
3. Interview of personnel handling material

Receive Permit

Comply with all permit requirements. Send permit to Biosafety ehsbio@ucsd.edu.

Notify Department/DSO and ACP (if materials will be handled in vivarium) of permit submission, necessary facility upgrades, and permitting requirements (restricted access, etc.)

ACP will provide responses to Questionnaire for vivarium spaces.

Import Regulated Biological Material

Issue Permit

Permitting Agency

Legend:
- Review of Application
- Need More Information?
- Request Permit Questionnaire
- Assign Self Inspection in Preparation of Site Visit
- Schedule Site Visit Inspection and Interview
- Conduct Self Inspection in Preparation of Site Visit
- Agency Inspection including interview
- Receive Permit
- Issue Permit

Revised Process:
- Decide to Import Regulated Biological Material
- Notify Biosafety ehsbio@ucsd.edu
- Complete and Submit Permit Application
- Submit BUA amendment of materials and work for review by IBC
- Review of Application
- Need More Information?
- Request Permit Questionnaire
- Assign Self Inspection in Preparation of Site Visit
- Schedule Site Visit Inspection and Interview
- Conduct Self Inspection in Preparation of Site Visit
- Agency Inspection including interview
- Receive Permit
- Issue Permit

Note: The revised process includes updated steps and a new decision point for determining if more information is needed.