Instructions for Completing Universal Principal Investigator Form 3100

This form needs to be completed only once, for the PI’s initial Use Authorization (RUA, BUA, etc.) application. For subsequent Use Authorization applications, submit a copy which contains updated information relevant to that application.

The form is intended to provide basic information to EH&S concerning the laboratory operations of each Principal Investigator. Information on specific Use Authorizations will be provided on forms specific to the Hazard type, i.e., radiological, biological, chemical, other. Other information, such as training and experience of hazardous materials users should be provided on EH&S Form 3120, Universal Hazardous Materials Form. Modifications to information requested on this form should be provided on EH&S Form 3101, Universal Use Authorization Modification Request Form.

Complete all applicable entries in the “Principal Investigator” section.

If you have more than one laboratory supervisor who is the prime interface with EH&S’ Department Safety Advisor (for example, one for radioisotope use, and another for biological materials use), please make a copy of the form, and provide data for each laboratory supervisor.

Please list all Authorized Users associated with the Principal Investigator. Mark box for each type of authorization the user currently holds.

Please list all authorized use locations used by the Principal Investigator, and mark the uses for each location. Include shared areas. Provide comments if needed.

Send completed form to your EH&S Department Safety Advisor at Box 0942.