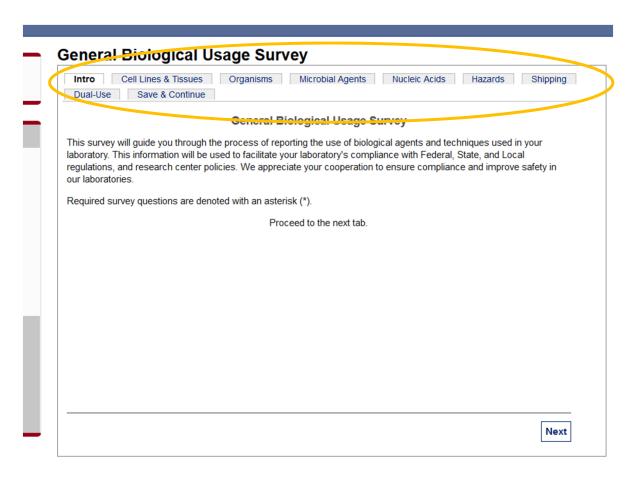
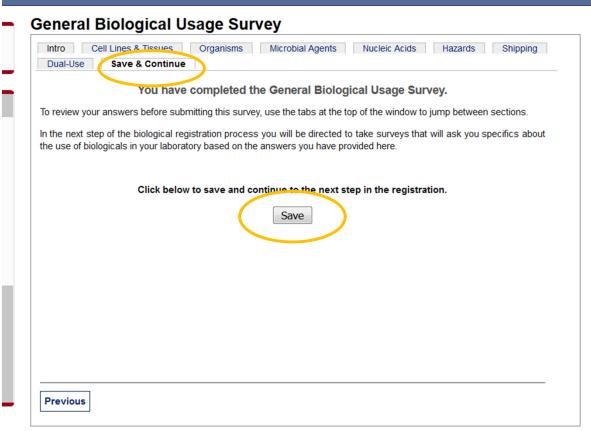
## Completing the General Biological Usage Survey

- Complete the requested information in the survey or designate a lab staff member to do so.
- Once the designated lab staff member has completed all the required information, they will "SUBMIT" the survey and PI of that lab will received an email notification to this fact.
- The PI must then go into BioRaft to the BioTAB and certify the information that was entered.
  - Go through the survey tabs to assure the information is correct.



## Completing the General Biological Usage Survey cont.

- Click on the "Save & Continue" tab and click "Save".

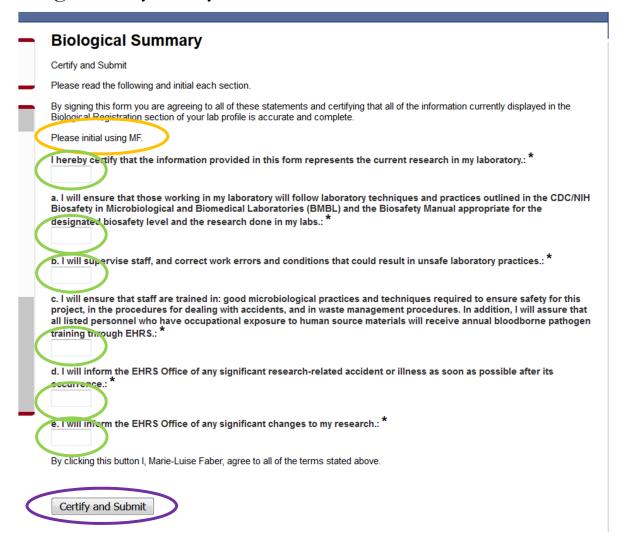


- Review any additional surveys that may have been completed (Microbial Agents Survey and Biological Toxins Survey)



## Completing the General Biological Usage Survey cont.

- Click on the "Certify" button and you will be taken to the Biological Summary page
- The PI is asked to enter their initials to confirm 6 statements. See the "Please initial using..." sentence to enter the initials recognized by the system.



- Finally, click on "Certify and Submit" to send the Biological Registration back to EHRS for approval.