

**BSL-3 FACILITY**

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY
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GUIDELINES FOR ACCESSING THE BSL-3 FACILITY

The Principal Investigator (PI) planning to start a new research project inside the RGCB BSL-3 Core facility needs to submit a request along with the project proposal via email (BSL3@rgcb.res.in) to the facility in charge. Once the request is approved, the PI will receive an email with the mandatory forms required for obtaining clearance from the RGCB IBSC, which must be submitted along with the IBSC C1/D1 forms.

List of Mandatory Documents to Be Submitted for BSL-3 Facility Clearance:

1. BSL-3 request form duly filled and signed by the Principal Investigator and Institutional Head.
2. Institutional Human Ethics Committee (IHEC) approval of the project (for human samples).
3. Institutional Animal Ethics Committee (IAEC) approval of the project (for animal work).
4. Research experience form duly filled, signed by the users and endorsed by the Principal Investigator.
5. Self-Declaration form duly signed by the users and endorsed by the Principal Investigator.
6. Tetanus vaccination certificate.
7. Vaccination certificate (if available) for the proposed pathogen.
8. Chest X-ray report (if working with respiratory pathogens)
9. General health certificate from a medical practitioner registered with the Indian Medical Association (IMA).
10. Medical clearance form duly filled and signed by the Medical Practitioner.

INSTRUCTIONS:

1. The BSL-3 Facility In-charge requires the PI to submit the IBSC and RCGM project clearance certificate before initiating any work in the BSL-3. Upon approval, users must undergo an initial assessment, which includes an online examination and a one week training program (theory and practical sessions) covering safe work practices, emergency and safety procedures, waste handling/processing, and good laboratory practices specific to the facility and their research projects.
2. Upon completion of the relevant training, users must pass a certification online examination and obtain at least 9 credits to demonstrate their competence in the safe use of the facility, as well as safe handling and management of infectious materials in the BSL-3 facility. The user will be permitted to work inside the BSL-3 lab only after demonstrating satisfactory performance, upon issuance of an access approval card and biometric access, and under the supervision of facility technical staff for an initial 72-hour

- period. Subsequently, users will be allowed to work independently, subject to approval by the facility in-charge and biosafety officer.
3. After the initial training and certification, all BSL-3 users must undergo annual refresher training, as recommended by the BSL3 operations team.
 4. Users will be annually trained and successfully fitted, by the BSL3 trained staff with a NIOSH-approved N95 respirator.
 5. BSL3 users and concerned PIs must attend special BSL3 laboratory meetings when called. These will be unprepared meetings held on an 'as needed' basis.
 6. It is the responsibility of the project PI to ensure that their lab members follow the Standard Operating Procedures (SOPs) and all required biosafety protocols while working in the facility.
 7. Each PI who wishes his/her lab member to use the BSL3 facility may elect either to be 'BSL3 qualified' (Meet all the requirement listed) or to not be 'BSL3 qualified' (passes an exam, but does not take a yearly refresher exam). Only BSL3 qualified PIs may enter and use the BSL3 facility.
 8. It is a prerequisite for all individuals utilizing the BSL3 laboratory to possess prior knowledge and experience in handling tissues, cell cultures, and pathogenic microorganisms. It is important to note that the BSL3 laboratory is not intended to serve as a training facility for the acquisition of these skills. No rotation students or summer students will be permitted to use the BSL3.
 9. To initiate work, users should obtain online booking login credentials from the BSL-3 Facility Manager. After checking the availability of space in the BSL-3, investigators will receive confirmation from the BSL-3 Facility Manager. Once investigators confirm, their booking will be finalized.
 10. For animal work, investigators must submit a detailed work plan to the BSL-3 Facility In-charge, including the required time points for the experiment. After checking the availability of space in the BSL-3, investigators will receive confirmation from the BSL-3 Facility Manager. Upon confirmation by investigators, their booking will be finalized.
 11. Animal work will be conducted on a first-come, first-served basis, strictly following the guidelines set by the Committee for the Purpose of Control and Supervision on Experiments on Animals (CPCSEA).
 12. Investigators may need to make minor adjustments to their experiment schedules if there is an overlap with the schedules of other investigators.
 13. If investigators are unable to house their animals in the BSL-3 within the specified time, their booking will be cancelled.
 14. Users will be provided with a PPE kit (which includes a Tyvek suit, surgical mask, N95 mask/N95 respirator, head cover, shoe cover, ankle-length shoe cover, long-sleeve gloves, surgical gloves, sleeve cover, and a face shield) by the facility (PPEs are for single time use). Users should coordinate with the facility manager for routine consumables used in the facility. A minimum fee will be charged for the same as per the usage.
 15. Users should bring a pair of rubber-toed, covered shoes and a pair of washable scrubs (vendor details can be provided if needed) for working in the facility.
 16. Users should provide their own plastic ware and specific consumables for cell culture and animal experiments.
 17. Use of any electronic and auxiliary devices such as cell phones, MP3 players, pen drive, CDs, hard disk, headphones / earbuds are prohibited in the facility.
 18. PIs must sign an agreement to abide by these guidelines for BSL3 facility use before using the facility.