

**BSL-3 FACILITY**

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY
CAMPUS-2-AKKULAM, THIRUVANANTHAPURAM

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Version: 2.0		GUIDELINES FOR ACCESSING THE BSL-3 FACILITY	
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The Principal Investigator (PI) intending to initiate a new research project within the BSL-3 Core Facility must submit a Facility Access Request Form, downloadable from the RGCB website, along with the project proposal and all required documentation listed below, via email to bsl3@rgcb.res.in, addressed to the Facility In-Charge. Upon approval, the PI will receive an email outlining the next steps and any additional documentation needed to proceed with project initiation within the facility.

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

1. Institutional Biosafety Committee (IBSC) approval of the project.
2. Review committee on genetic manipulation(RCGM) Clearance Certificate
3. Institutional Human Ethics Committee (IHEC) approval of the project (for human samples).

4. Research experience form duly filled by each user, signed and endorsed by the Principal Investigator.
5. General health certificate for users from a medical practitioner registered with the Indian Medical Association (IMA).
6. Medical clearance form duly filled and signed by the Medical Practitioner.

INSTRUCTIONS:

1. The BSL-3 Facility In-charge / Facility Manager requires the PI to submit the IBSC and RCGM project clearance certificate before initiating any work in the BSL-3. Upon approval, and submission of all required documents, users must undergo an initial assessment, which includes an online examination and a 10-day 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 8 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/ biometric access, and under the supervision of facility technical staff for an initial 72-hour period. Subsequently, users will be allowed to work independently in pairs, subject to approval by the facility in-charge and biosafety officer.
3. After the initial training and certification, all BSL-3 users must undergo regular refresher training each year, as recommended by the BSL3 operations team.
4. 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.
5. Prior to initiating any experimental work, the Principal Investigator (PI) must coordinate with the BSL-3 Facility Manager along with the concerned team members (students or research staff).
6. A detailed day-to-day or weekly step-by-step protocol outlining the experimental plan must be submitted at least one week in advance. This document should include:
 - Tentative time periods and duration of each experiment.
 - List of required consumables and reagents.
 - Personal protective equipment (PPE) requirements.
 - Inventory of all items (consumables/reagents) intended to be brought into the BSL-3 facility.
7. It is highly recommended to restrict all BSL-3 work to regular working hours on weekdays, i.e., 8:30 AM to 6:30 PM (Monday to Friday). Weekend and holiday work is strongly discouraged and should be avoided unless absolutely essential. In such cases, prior written approval must be obtained from the Facility In-Charge.
8. If any RG3 pathogen is to be transported to the BSL3 facility prior to initiating research activities, the PI/researcher must contact the Facility Manager at least 7 working days in

advance. This is to obtain relevant guidelines, confirm facility readiness, and ensure compliance with biosafety and regulatory requirements.

9. To initiate work, users must obtain booking login credentials from the BSL-3 Facility Manager. After verifying space and schedule availability, the BSL-3 Facility Manager will provide booking confirmation. The booking will be finalized only upon written confirmation from the investigator.
 10. Investigators may need to make minor adjustments to their experiment schedules if there is an overlap with the schedules of other investigators.
 11. 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.
 12. Users should bring a pair of rubber-toed covered shoes, a pair of long socks and a pair of washable scrubs (Details will be provided) for working in the facility.
 13. Users should provide their own plastic ware and specific consumables for their experiments.
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