

# Access Requirements: Researcher, Animal Care Staff, Experimental Support, REHS, and Operations

## PHRI BSL3 – No Select Agent Work or Entry to RBL BSL3

*All of the below are REQUIRED in order prior to entering any BSL3 laboratory.*

Order	Requirement	Pre-requisite	Details	Online / In-person	Requalification
1	Medical Clearance I	NetID	Evaluation to be completed by Occupational Health Department (OHD) <sup>1</sup> or Student Health Department (SHD) <sup>2</sup> for the respiratory protection program, Mycobacterium tuberculosis (Mtb) surveillance, Hepatitis B status, influenza vaccine <sup>3</sup> , serum banking <sup>4</sup>	In-person	Annual Mtb surveillance & influenza vaccine - <sup>1</sup>
1	Security Attestation Form	NetID	Complete the electronic form in the online BSL3 portal. Information to obtain a Physical ID Card at ID Card Service Center  Staff, Faculty, Retiree, Guest ID Cards: <a href="https://ipo.rutgers.edu/publicsafety/iam/staff-faculty-guest-id">https://ipo.rutgers.edu/publicsafety/iam/staff-faculty-guest-id</a>  Students: <a href="https://ipo.rutgers.edu/publicsafety/iam/student-id">https://ipo.rutgers.edu/publicsafety/iam/student-id</a>	Online	None
1	Lab Safety / Biosafety / Bloodborne Pathogens (Combo Training)	NetID	Register for training through <a href="#">MyREHS – Training Calendar</a> .	Initial: In-person Refresher: online <sup>5</sup>	Annual
2	IBC Protocol Review	Combo training, Added to IBC protocol	Email will be sent via Biosafety Team to all listed on IBC to sign and attest that they have reviewed the allowed research. All new staff listed will sign prior to starting laboratory work.	Online	As needed with amendments
3	Pick up physical ID	Net ID	This step should be completed as soon as possible to avoid needing to be escorted under the visitor policy. If you lose your badge, immediately notify your Principal Investigator (PI), Facility Directors, and RO/ARO to have the badge deactivated so unauthorized individuals do not enter ICPH.	In-person at ID Card Service Center	None

Order	Requirement	Pre-requisite	Details	Online / In-person	Requalification
3	BSL2 Proficiency (BSL Prof.)	Combo training	Have the PI complete documentation certifying BSL2 Prof. Complete the electronic form in the online BSL3 portal, within the "Training Requirements" titled "BSL2 Proficiency".	In-person	No
4	BSL3 Training Lectures	Combo training	Contact RO/ARO ( <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> ) to register for online training sessions.	Online	As per RO / trainer discretion
4	Respiratory Protection Training (RPT)	#1&2	Complete online training through <a href="https://rtr.ipo.rutgers.edu/respirator/">https://rtr.ipo.rutgers.edu/respirator/</a>	Online	Annual
4	BSL3 Research Safety Training (BSL3 RST)	#1&2	Complete online training through <a href="https://halflife.rutgers.edu/bsl3/bsl3_quiz_intro.php">https://halflife.rutgers.edu/bsl3/bsl3_quiz_intro.php</a>	Online	Annual
4	Agent Specific Training (AST)	#1&2	Complete online training through <a href="https://halflife.rutgers.edu/bsl3/agent_specific_quiz_intro.php">https://halflife.rutgers.edu/bsl3/agent_specific_quiz_intro.php</a>	Online	Annual
4	FEMA Incident Command System (ICS) 100 and 200 Training <sup>3</sup>	Register with FEMA and Login.gov	<p>Everyone must complete online training through <a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&amp;lang=en">https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&amp;lang=en</a> - Exam is necessary for completion certificate</p> <p>Email Certificate to <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a>, with title "BSL3 Access Requirement – FEMA 100"</p> <p>Additional training is mandatory for Supervisors and is recommended for PIs and personnel</p> <p><a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&amp;lang=en">https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&amp;lang=en</a> - Exam is necessary for completion certificate.</p> <p>Email Certificate to <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a>, with title "BSL3 Access Requirement – FEMA 200"</p>	Online	No
5	Powered Air Purifying Respirator Training (PAPR Training)	#1-4	Schedule with BSL3 Facility Supervisor/Manager for in-person training	In-person	No
6	PHRI Safety and Facility Orientation Walkthrough	#1-5	Contact RO/ARO ( <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> ) to complete in-person security walkthrough and safety walkthrough (Incident and Security Response	In-person	No

Order	Requirement	Pre-requisite	Details	Online / In-person	Requalification
			Plan review).  Email subject line: “BSL3 Access Requirement PHRI Facility Walkthrough”		
7	PHRI Research Space Orientation	#1-6	Schedule with BSL3 Facility Supervisor/Manager to complete walkthrough.	In-person	No
8	Non-Select Agent Hands-on training	#1-7	Please email RO/ARO ( <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> ) and BSL3 Facilities Supervisor/Manager for the list of approved trainers and hours required. All BSL3 personnel SOP additions must be completed.  Email subject line: “BSL3 Access Requirement PHRI Non-SA Trainer List”	In-person	As per RO discretion
9	Non-Select Agent Supervisor/Manager, ARO/RO Final Walkthrough	#1-8	Acknowledgement of training and requirements will be completed at this time. Final assessment of the researcher will be completed at this time, please email <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> to schedule.  Email subject line: “BSL3 Access Requirement Non-SA Final Walkthrough”	In-person	As per RO discretion
Optional	Security Risk Assessment Approval (SRA) aka FD961 Form	None	It is recommended to have an SRA in place for facility shutdown to be able to transition work to the RBL without any delay	Online  Fingerprint: In-person	Every three years (excluding re-fingerprinting unless expired)

<sup>1</sup> OHD: Newark location is within the Stanley S. Bergen Building, Room #GA167, and phone number is 973-972-2900.

<sup>2</sup> SHD: Newark location is within the Doctor Office Center (DOC), Suite #1750, and phone number is (973) 972-8219

<sup>3</sup> Influenza vaccine is only mandatory for researchers working with Influenza or within a space where Influenza is worked with

<sup>4</sup> Serum Banking is not required for those working with SARS-CoV-2 or Mycobacterium Tuberculosis, unless working in a shared space where other pathogens are present

<sup>5</sup> MyREHS – Training Calendar is located at [https://myrehs.rutgers.edu/main\\_menu.php](https://myrehs.rutgers.edu/main_menu.php) | at the top of the page click “Training Calendar”

## BSL3 – Additional Requirements

All of the Below are Required PRIOR TO STARTING WORK with the related subject

Requirement	Pre-requisite	Details	Online / In-person	Requalification
Viral Vector Training	Combo training, IBC Protocol Review	If and only if (IFF) conducting viral vector related laboratory work Complete online training through <a href="https://myrehs.rutgers.edu/online_training/vv/intro.php">https://myrehs.rutgers.edu/online_training/vv/intro.php</a>	Online	No
Radiation Safety Training	Combo training	IFF conducting work with radioactive material register for in-person training through <a href="https://myrehs.rutgers.edu/main_menu.php">https://myrehs.rutgers.edu/main_menu.php</a> Go to “Training Calendar” and select “Initial Radiation Safety” or “Refresher Radiation Safety” for annual retraining	In-person	Annual
Laser Safety Training	Combo training	IFF conducting work with lasers register for in-person training through <a href="https://myrehs.rutgers.edu/main_menu.php">https://myrehs.rutgers.edu/main_menu.php</a> Go to “Training Calendar” and select “Laser Safety Training”	In-person	Annual
Materials of Trade Training (MOT)	Combo training, IBC Protocol Review, REHS Email Outreach Enrollment	IFF transporting biological materials in a personal vehicle contact <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> to be enrolled in the online class. Access online training once enrolled through <a href="https://myrehs.rutgers.edu/main_menu.php">https://myrehs.rutgers.edu/main_menu.php</a> Go to “Training Calendar” and select “Materials of Trade”	Online – After being enrolled	2-years
IATA Category B Training	Combo training, IBC Protocol Review	IFF shipping/receiving biological material via commercial carrier and/or driving any biohazardous material (MOT, is included) Register for online training through <a href="https://myrehs.rutgers.edu/main_menu.php">https://myrehs.rutgers.edu/main_menu.php</a> Go to “Training Calendar” and select “IATA Category B”	Online – live facilitator	2-years
IATA Category A Training	Combo training, IBC Protocol Review, REHS Email Outreach for Enrollment	IFF shipping/receiving high-risk biohazardous materials via commercial carrier contact <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> to be enrolled in the online class. Register for online training once enrolled through <a href="https://myrehs.rutgers.edu/main_menu.php">https://myrehs.rutgers.edu/main_menu.php</a> Go to “Training Calendar” and select “IATA Category A”	Online – live facilitator – After being enrolled	2-years

## PHRI ABSL3

Before starting animal work, all PHRI BSL3 Requirements and the following must be completed in order. Reach out to Comparative Medical Resources (CMR) to initiate the process.

Order	Requirement	Pre-requisite	Details	Online / In-person	Requalification
10	Medical Clearance II	NetID	Complete Online Training through eIACUC homepage “Animal Research Clearance”	Online	Annual
11	Lab Animal Training with CMR (ABSL2 Proficiency)	#10	Reach out to CMR Staff to complete training. Document completion	In-person	Discretionary as per CMR
12	PHRI ABSL3 Safety and Facility Orientation Walkthrough	#1-5, #10-11	Contact RO/ARO ( <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> ) to complete security walkthrough and safety walkthrough (Incident and Security Response Plan review).  Email subject line: “BSL3 Access Requirement ABSL3 Facility Walkthrough”	In-person	N/A
13	PHRI ABSL3 Research Space Orientation Walkthrough	#1-5, #10-12	Schedule with BSL3 Facility Supervisor/Manager to complete walkthrough.	In-person	N/A
14	ABSL3 Animal Hands-on Training	#1-5, #10-13	Reach out to ABSL3 Manager to complete	In-person	As per RO discretion
15	ABSL3 Supervisor/Manager, ARO/RO Final Walkthrough	#1-5, #10-14	Acknowledgement of training and requirements will be completed at this time. Final assessment of the researcher will be completed at this time.  Email subject line: “BSL3 Access Requirement - ABSL3 Final Walkthrough”	In-person	As per RO discretion
Optional	Security Risk Assessment Approval (SRA) aka FD961 Form	None	It is recommended to have an SRA in place for facility shutdown to be able to transition work to the RBL without any delay	Online  Fingerprint: In-person	Every three years (excluding re-fingerprinting unless expired)

## RBL BSL3 – No Select Agent Work (e.g. Mtb, SARs-CoV-2, Yellow Fever)

Prior to starting work in RBL BSL3 Lab spaces the following listed requirements in order must be completed.

Order	Requirement	Pre-requisite	Details	Online / In-Person	Requalification
A	Security Risk Assessment Approval (SRA) aka FD961 Form	None	<p>This should be done at least 6 months prior to the anticipated start date for Select Agent work and/or access to the RBL facilities.</p> <p>Contact RO/ARO (<a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a>) to begin the FD961 form including fingerprinting for the SRA.</p> <p>Email subject line: “BSL3 Access Requirement - SRA Clearance”</p> <p>For those with a previously approved and active FD961 clearance form have your previous registration’s RO/ARO contact Rutgers RO/ARO to begin the transfer from the previous registration to Rutgers SA registration</p>	<p>Online</p> <p>Fingerprint: In-person</p>	Every three years (excluding re-fingerprinting unless expired)
B	Insider Threat Training	#A	<p>Completed with FBI at prearranged date/time – please reach out to <a href="mailto:Biosafety@rutgers.edu">Biosafety@rutgers.edu</a> to register</p> <p>Email subject line: “BSL3 Access Requirement - Insider Threat Registration”</p>	In-person	Annual
C	RBL Safety and Facility Orientation Walkthrough	#1-5 #A, B	<p>Contact RO/ARO (<a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a>) to complete in-person security walkthrough and safety walkthrough (Incident and Security Response Plan review).</p> <p>Email subject line: “BSL3 Access Requirement - RBL Facility Walkthrough”</p>	In-person	No
D	RBL Research space orientation	#1-5 #A, B	Schedule with BSL3 Facility Supervisor/Manager to complete walkthrough.	In-person	No
E	Non-Select Agent Hands-on training	#1-5 #A-D	<p>IFF not completed in PHRI prior to RBL access request for access. Email <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> for list of trainers.</p> <p>Email subject line: “BSL3 Access Requirement - RBL Non-SA Trainer List”</p>	In-person	As per RO discretion

			Approval for hands-on training within PHRI satisfies this requirement for the RBL		
F	Non-Select Agent Supervisor/Manager, ARO/RO Final Walkthrough	#1-5 #A-E	<p>Acknowledgement of training and requirements will be completed at this time. Final assessment of the researcher will be completed at this time, please email <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> to schedule.</p> <p>Email subject line: "BSL3 Access Requirement - RBL Non-SA Final Walkthrough"</p>	In-person	As per RO discretion

## RBL BSL3 - Select Agent Work (Tier 1 and non-Tier 1)

All of this is to be completed in order PRIOR to starting lab work with Select Agents and Toxins

Order	Requirement	Pre-requisite	Details	Online / In-Person	Requalification
G	Interview with RO/ARO	None	Schedule an interview time with RO/ARO by emailing <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a>  Email subject line: "BSL3 Access Requirement - SA RO/ARO Interview"	Online or In-person	No
G	HR Background Check	None	Completed upon hiring, nothing is needed from researchers	N/A	No
G	Submission of Documentation	None	Submit CV, Transcripts, Academic Degree, Visa (for non-US citizens), and Professional Certifications to ARO/RO at <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a>  Email subject line: "BSL3 Access Requirement - SA Documents"	Online	No
G	Supervisor Evaluation	None	Initiate process through <a href="https://halflife.rutgers.edu/bsl3/supervisor_reference.php">https://halflife.rutgers.edu/bsl3/supervisor_reference.php</a> The PI is required to complete this step	Online	Annually
G	References	None	Submit at least two professional references to <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a>  Email subject line: "BSL3 Access Requirement - SA References"	Online	No
G	Personnel Suitability Program	None	Complete online training through <a href="https://halflife.rutgers.edu/bsl3/psp_quiz_intro.php">https://halflife.rutgers.edu/bsl3/psp_quiz_intro.php</a>	Online	Annual
H	Medical Clearance III	NetID	Physical assessment to be completed by Occupational Health Department (OHD) <sup>1</sup> or Student Health Department (SHD) <sup>2</sup>	In-person	Annual
I	Employee Assistance Program (EAP) Evaluation	None	Schedule an appointment by calling 732-235-5930 and specify that you are scheduling a Biological Select Agent and Toxins (BSAT) mental evaluation	Discretion of EAP office	Annual
J	SA Training Hands-on Training	#1-5 #A-D, G-I	Schedule training with approved trainers for the specific facility through RO/ARO ( <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> ) and Facility Manager. This should be completed within the first 3 months.  Email subject line: "BSL3 Access Requirement - SA Trainer List"	In-person	As per RO discretion
K	RBL Supervisor/Manager,	#1-5 #A-D, G-J	Acknowledgement of training and requirements will be completed at this time. Final assessment of the researcher will be completed at this time, please email <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a>	In-person	As per RO discretion

	ARO/RO Final Walkthrough		Email subject line: "BSL3 Access Requirement - RBL Final Walkthrough"		
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<sup>2</sup> SHD: Newark location is within the Doctor Office Center (DOC), Suite #1750, and phone number is (973) 972-8219

## RBL ABSL3 – Select Agent Work (Tier 1 and non-Tier 1)

Before starting animal work, all PHRI ABSL3 Requirements and the following must be completed in order. Reach out to Comparative Medical Resources (CMR) to initiate the process.

Order	Requirement	Pre-requisite	Details	Online / In-Person	Requalification
L	RBL ABSL3 Safety and Facility Orientation walkthrough	#1-5, #10-11 <sup>1</sup> , #A-B	Contact RO/ARO ( <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> ) to complete in-person security walkthrough and safety walkthrough (Incident and Security Response Plan review).  Email subject line: “BSL3 Access Requirement - RBL ABSL3 Facility Walkthrough”	In-person	No
M	RBL ABSL3 Research Space Orientation	#1-5, #10-11 <sup>1</sup> , #A-B, L	Schedule with ABSL3 Facility Supervisor/Manager to complete walkthrough.	In-person	No
N	ABSL3 Animal Hands-on Training	#1-5, #10-11 <sup>1</sup> , #A-B, L-M	Reach out to RBL ABSL3 Manager to complete  Approval for Animal Hands-on Training within PHRI satisfies this requirement for the RBL	In-person	As per RO discretion
O	RBL ABSL3 Supervisor/Manager, ARO/RO Final Walkthrough	#1-5, #10-11 <sup>1</sup> , #A-B, L-N	Acknowledgement of training and requirements will be completed at this time. Final assessment of the researcher will be completed at this time. Email RO/ARO ( <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> ) and ABSL3 Manager to schedule.  Email subject line: “BSL3 Access Requirement - RBL ABSL3 Final Walkthrough”	In-person	As per RO discretion

<sup>1</sup>: These Pre-requisites are listed under PHRI but are required for work with animals in the RBL ABSL3

## **Training Time Frames**

Initial training should be completed within 6 months, otherwise retraining will be necessary.

A minimum of one entry into a (A)BSL3 facility every six months must occur otherwise retraining will be required. Retraining will occur in a stepwise fashion based on the amount of time from the last entry.

Retraining requirements are as follows:

- 6 months without entry – Hands-on retraining with approved individual trainers must be completed
- 12 months without entry – Hands-on retraining with approved individual trainers and retraining with (A)BSL3 Operations team must be completed
- 18+ months without entry – All training must be completed

## Relevant Points of Contact

Within the select agent portal within Select Agent Files, please find the Select Agent Program Plans Central Document to obtain points of contact in relation to the above

The image displays a sequence of three overlapping screenshots from the Rutgers MyREHS Select Agent / Biosafety Level 3 Database interface, illustrating the navigation path to the Select Agent Files section. Red boxes and lines highlight the specific elements being navigated.

**Top Screenshot (MyREHS Main Menu):** The main menu includes options like Main Menu, Training Calendar, My Training Records, and Links. The 'Main Menu' is expanded, showing various databases and tools. The 'Select Agent / Biosafety Level 3 Database' link is highlighted with a red box.

**Middle Screenshot (Select Agent / Biosafety Level 3 Database Main Menu):** This screen shows a 'Main Menu' with several buttons: Transfer Form, Agent Specific Training, BS, SOPs, Avian Influenza Virus Quarantine Agreement, Select Agent Files (highlighted with a red box), Training Requirements, and Program Supervisor Support Reference.

**Bottom Screenshot (Select Agent Files):** This screen displays a list of documents under the heading 'Documents'. The list includes: 2024 Biosafety Plan.pdf, 2024 Incident Response Plan.pdf, 2024 Security Plan.pdf, and 2024 Select Agent Program Plans Central Document.pdf (highlighted with a red box).

**Rutgers Logo:** The Rutgers logo is visible in the bottom left corner of the interface.

**BP:** The letters 'BP' are visible in the bottom right corner of the interface.

## Access Requirements – List of Email Subject Lines

Requirement	Email Subject Line
FEMA Incident Command System 100 Training	BSL3 Access Requirement – FEMA 100
FEMA Incident Command System 200 Training	BSL3 Access Requirement – FEMA 200
PHRI Safety and Facility Orientation Walkthrough	BSL3 Access Requirement - PHRI Facility Walkthrough
Non-Select Agent Hands-On Training	BSL3 Access Requirement - PHRI Non-SA Trainer List
Non-Select Agent Supervisor/Manager, RO/ARO Final Walkthrough	BSL3 Access Requirement - Non-SA Final Walkthrough
ABSL3 Safety and Facility Orientation Walkthrough	BSL3 Access Requirement - ABSL3 Facility Walkthrough
ABSL3 Supervisor/Manager, RO/ARO Final Walkthrough	BSL3 Access Requirement - ABSL3 Final Walkthrough
Security Risk Assessment Approval (SRA) aka FD961 Form	BSL3 Access Requirement - SRA Clearance
Insider Threat Training	BSL3 Access Requirement - Insider Threat Registration
RBL Safety and Facility Orientation Walkthrough	BSL3 Access Requirement - RBL Facility Walkthrough
Non-Select Agent Hands-On Training	BSL3 Access Requirement - RBL Non-SA Trainer List
Non-Select Agent Supervisor/Manager, RO/ARO Final Walkthrough	BSL3 Access Requirement - RBL Non-SA Final Walkthrough
RBL ABSL3 Safety And Facility Orientation walkthrough	BSL3 Access Requirement - RBL ABSL3 Facility Walkthrough
RBL ABSL3 Supervisor/Manager, ARO/RO Final Walkthrough	BSL3 Access Requirement - RBL ABSL3 Final Walkthrough
Interview with RO/ARO	BSL3 Access Requirement - SA RO/ARO Interview
Submission of Documentation	BSL3 Access Requirement - SA Documents
References	BSL3 Access Requirement - SA References
SA Hands-On Training	BSL3 Access Requirement - SA Trainer List
RBL Supervisor/Manager, RO/ARO Final Walkthrough	BSL3 Access Requirement - RBL Final Walkthrough

## **Abbreviations**

- ABSL – Animal Biosafety Level
- ARO – Alternate Responsible Official
- AST – Agent Specific Training
- BSL – Biosafety Level
- CMR – Comparative Medicine Resources
- EAP – Employee Assistance Program
- FBI – Federal Bureau of Investigation
- HR – Human Resources
- IACUC – Institutional Animal Care and Use Committee
- IATA – International Air Transport Association
- IBC – Institutional Biosafety Committee
- ICPH – International Center for Public Health
- IFF – If and only if
- MOT – Materials of Trade
- Mtb – Mycobacterium Tuberculosis
- OHD – Occupational Health Department
- PAPR – Powered Air Purifying Respirator
- PHRI – Public Health Research Institute
- RBL – Regional Biocontainment Laboratory
- RST – Research Safety Training
- RO – Responsible Official
- SA – Select Agent
- SHD – Student Health Department
- SRA – Security Risk Assessment