

Oklahoma State University Institutional Biosafety Committee		
Laboratory Access Policy	Policy #	GA121
	Effective Date	11/17/10
	Revision Date	3/5/24
	Revision #	2
	IBC Approval Date:	3/28/24

1. POLICY

Requesting Facility Access

Individuals and the requested lab space must be listed on an approved IBC protocol before access will be granted.

The Office of the Vice President for Research administrates access control to select research facilities which are access controlled with card readers including:

- Animal Resources Facility (ARF)
- Henry Bellmon Research Center (HBRC)
- Multi-Species Research Facility (MSRF)
- Oklahoma Animal Disease Diagnostic Laboratory (OADDL-West Iso)

Access requests into these research facilities must be requested using the [Research Facilities | Access Update form](#).

You will receive an email notification upon successful submission of your access request form. This email acknowledges receipt of your request.

Depending upon the facility and lab, you may be contacted to approve a particular facility or lab space. For example, Department Heads, Associate Deans for Research, Facility Managers, Biosafety Office staff, and VP for Research personnel may be contacted to approve your access request.

For more information and detailed instructions about accessing these research facilities please visit: [OSU | Research Facilities - Home \(sharepoint.com\)](#).

BSL-2 and BSL-3

The BMBL states that the laboratory supervisor must enforce the institutional policies that control access to the laboratory for BSL-2 and BSL-3 laboratories. The laboratory doors must be self-closing and have locks in accordance with the institutional policies. All persons entering the laboratory must be advised of the potential hazards and meet specific entry/exit requirements.

BSL-2: Access to the laboratory is restricted when work is being conducted. All non-laboratory personnel must be escorted. Laboratory doors are kept shut at all times. Laboratory doors are locked when laboratory personnel are not present.

BSL-3: Access to the laboratory is restricted. All non-laboratory personnel must be escorted. Laboratory doors are kept shut at all times. Laboratory doors are locked at all times.

ABSL-2 and ABSL-3

For ABSL-2 and ABSL-3 rooms, the BMBL states that access to the animal facility is restricted. Access to the animal room is limited. Only those persons required for program or support purposes are authorized to enter the animal facility and the areas where infectious materials and/or animals are housed or manipulated. External facility doors are self-closing and self-locking. Doors to areas where infectious materials and/or animals are housed, open inward, are self-closing, are kept closed when experimental animals are present and should never be propped open.

ABSL-2: All non-laboratory personnel must be escorted. Animal facility doors are locked at all times. Animal room doors are locked when personnel are not present.

ABSL-3: All non-laboratory personnel must be escorted. Animal facility doors are locked at all times. Animal room doors are locked at all times.

Select Agent and Toxin (SAT) Laboratories

Access is limited to individuals with Security Risk Assessment (SRA) clearance by the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Individuals must also complete requirements as deemed appropriate by the Responsible Official for the SAT program before access can be granted. Non-SRA cleared personnel must be trained and escorted in SAT laboratories that are “hot” (have not been decontaminated) and laboratories that store SATs. Doors to SAT laboratories are kept closed and locked at all times.

2. SCOPE

This policy applies to all research and teaching laboratories and facilities falling within the purview of Oklahoma State University IBC (Stillwater).

3. RESPONSIBILITY

Principal Investigators and Laboratory/Facility Managers/Directors have a responsibility to adhere to this policy and to continually confirm that all laboratory personnel comply with this policy.

4. APPLICABLE REGULATIONS, GUIDELINES, & OSU POLICIES

- Biosafety in Microbiological and Biomedical Laboratories (BMBL)
- The NIH Guidelines
- Select Agent Regulations (42 CFR Part 73, 7 CFR Part 331, 9 CFR Part 121)
- OSU Biosecurity Plan
- IBC Policy #110
- OSU Biosafety Manual