



THE ESSENTIALS OF LIFE SCIENCE RESEARCH
GLOBALLY DELIVERED™

Please submit completed form together with
Material Transfer Agreement to:

Bio-REV PTE LTD
36 Toh Guan Road East #01-39
Enterprise Hub Singapore 608580
Fax: (65) 6273 3020
Email : sales@bio-rev.com

BioSafety Level 3 Upgrade Application

Upgrades are subject to approval. Print or type all information to be legible.

Your account application must be approved before any order can be processed. Missing information will delay approval or may result in denial of the application. All information gathered will be used for ATCC purposes only. Your information will not be shared with any outside organization. Please allow 3 to 5 business days after receipt of completed application for account approval.

*Required Information

Organization/Institution Information		
Organization Name*	Unique Entity Number (UEN)*	
ATCC Account Number*	Web Site Address	
Billing Address (Invoices will be sent to this address) Please verify this information with the accounts payable department for your organization.		
Contact Name (Complete first & last name)		
Department	Building	Room Number
Street Address/P.O. Box*		City*
State/Province*	Zip/Postal Code*	Country*
Telephone (including Country Code)*	Fax (including Country Code)*	E-mail (of contact name)*
Shipping Address (Complete street address; PO Boxes are not acceptable)		
Department	Building	Room Number
Street Address (PO Boxes cannot be accepted)*		
State/Province*	Zip/Postal Code*	City*
Telephone (including Country Code)	Fax (including Country Code)	E-mail*
Applicant Information (Primary End User)		
First Name*	Last Name*	Title
Department	Building	Room Number
Street Address*		City*
State/Province*	Zip/Postal Code*	Country*
Telephone (including Country Code)*	Fax (including Country Code)*	E-mail*
Product Use		
Please provide a scope of use for materials.*		

Biosafety Level 3 is applicable to clinical, diagnostic, teaching, research, or production facilities where work is performed with indigenous or exotic agents that may cause serious or potentially lethal disease through inhalation route exposure. Laboratory personnel must receive specific training in handling pathogenic and potentially lethal agents, and must be supervised by scientists competent in handling infectious agents and associated procedures.

The following standard practices, special practices, safety equipment, and facility requirements apply to BSL-3:

A. Standard Microbiological Practices*	Check if applicable*	Initials*
Are institutional policies in place and enforced for the following: <ol style="list-style-type: none"> 1. controlled access to the laboratory; 2. hand washing is required prior to leaving the laboratory; 3. no eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food or beverages for consumption; 4. mouth pipetting is prohibited and mechanical devices must be used; 5. policies for the safe handling of sharps; and 6. procedures for minimization of splashes and aerosols? 		
Are decontamination procedures in place and enforced for the following: <ol style="list-style-type: none"> 1. work surfaces; 2. equipment; 3. spills involving potentially hazardous material; and 4. waste generated that may contain potentially hazardous material? Please list method of waste disposal: _____ _____		
Are signs posted to notify workers and others entering the laboratory of potential hazards and who is responsible for the laboratory?		
Is there an effective pest management program in place?		
Are laboratory personnel trained prior to assuming their duties and on an annual basis or when policies change on the hazards associated with the material they are manipulating and the precautions to prevent exposures, and exposure evaluation procedures?		
B. Special Practices*	Check if applicable*	Initials*
Are all persons entering the laboratory advised of entry/exit requirements and potential hazards?		
Does your organization have an occupational health and medical surveillance program which includes offering appropriate immunizations for the agents handled?		
Is a baseline serum sample stored for laboratory employees?		
Is there a biosafety manual available that is laboratory specific?		
Does the laboratory supervisor ensure that all personnel working with BSL-2 agents have the appropriate knowledge and can demonstrate proficiency in standard and special laboratory practices?		
Are procedures in place for the use of durable, sturdy, leak proof containers during the collection, handling, processing, storage, or transport of infectious materials?		
Are there animals or plants in the laboratory not associated with the work being performed?		
C. Safety Equipment (Primary Barriers and Personal Protective Equipment) *		
Biosafety cabinets are required for the manipulation of infectious materials. Please indicate type of BSC and certification schedule: _____		
When a procedure cannot be performed in a biosafety cabinet, are other containment devices used? Please give examples: _____ _____		
What personal protective equipment is required by your laboratory for the manipulation of infectious materials? _____ _____		
What personal protective equipment is required by your laboratory when infected animals are in the laboratory? _____ _____		

D. Laboratory Facilities (Secondary Barriers)*	Check if applicable*	Initials*
Are a series of two self closing doors with locks present for access control to laboratory areas?		
Is a hands-free sink available near the laboratory exit for hand washing? Are sinks available in segregated laboratories?		
Is an eyewash station readily available?		
When vacuum lines are used are they protected with HEPA filters?		
Is the laboratory designed for easy cleaning with smooth surfaces and no fabric?		
Are all seams, floors, walls, and ceiling surfaces sealed? Can doors and ventilation opening be easily sealed?		
Is furniture provided that is suitable for the laboratory work performed?		
Are work benches and floors provided that are impervious to water, resistant to heat, organic solvents, acids, alkalis, and other chemicals?		
Are chairs and other laboratory equipment made so that they can be easily decontaminated with the appropriate disinfectant?		
Does your laboratory have windows that open to the outside? If 'yes', are they fitted with screens?		
Please explain the ventilation system that is used in your BSL 3 laboratory: _____ _____ _____		

Are there any additional safety features about your facilities that you would like to provide?

I acknowledge that the information listed in this facility description is current, complete and accurate to the best of my knowledge. I understand the hazards associated with the material we are requesting and we will work with it under the appropriate laboratory containment as determined by our institutional policies and procedures.

X _____ X _____
 Biosafety Officer or Environmental Officer (Print) Biosafety Officer or Environmental Officer's Signature and Date

X _____ X _____
 Telephone (including Country code and extension) E-mail address

Additional Required Information*
<ul style="list-style-type: none"> • Material Transfer Agreement (MTA)* The MTA must be completed and signed by a duly authorized individual of your organization. The MTA can be found on our website at www.atcc.org. • Curriculum Vitae* A Curriculum Vitae is required for the End User.

Application Completed By:

X _____ X _____
 Complete Name (Print) Signature and Date

X _____ X _____
 Title of Applicant E-mail address

X _____
 Telephone (including Country code and extension)

If you have questions regarding the status of your application, contact us by phone at (65) 6273 3022, or by e-mail at sales@bio-rev.com.