



OGTR Online Services Portal Form Guide – New Application to Certify a Facility

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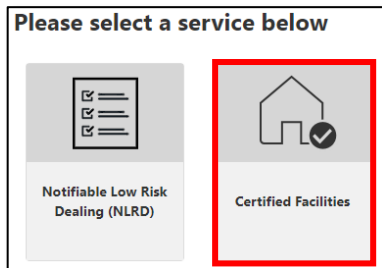
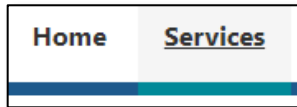
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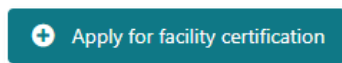
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Accessing the Forms relating to Certified Facilities

1. To access forms related to Certified facilities or existing Certifications, from the home page, select [Services] followed by the [Certified Facilities] service tile.



2. This will take you to the Certified Facilities dashboard.
 - Draft submissions will be visible on this page (the default view is five Submissions).
 - For accessing draft submissions, see the section [Accessing draft submissions, applications in progress or existing certifications](#).
3. To create a new form submission, select [Apply for facility certification] to begin a new Certification application.



Note: To request a change to an existing certification (i.e. variation), see the relevant user guide on the [website](#).



Form information

You can view information about the form, including timeframes, acknowledgements of receipt of applications and privacy on the “Information” page.

You can also view and/or print a “checklist” showing the information required to complete the form.

Checklist – Completing an Application for the Certification of a Physical Containment Facility

To print this checklist you can click the 'print' button below and follow the instructions shown on your browser.

The following information will be required for you to complete your application online.

Contact Details

- Application contact
- Facility contact

Facility Details

- Proposed level and type of containment facility
- Whether the applicant organisation owns the facility; and
 - If not, whether they are able to comply with facility upkeep and testing conditions.
- Whether the applicant organisation owns the equipment; and
 - If not, whether they are able to comply with equipment testing and maintenance conditions.
- Facility name and address details (room numbers, floor/level, building name/number)
- Room number of anteroom (if required)

Attachments

- Facility floor plan (to attach electronically)
- For high level facilities (PC2 Large Scale, PC3 and PC4) – Additional attachments are required. Please see the relevant guidelines for details of required attachments.

Inspection and compliance

- Whether the facility has been inspected and complies with the relevant guidelines; and if not,
 - Details of any requirements that are not met; and
 - Suggested strategies to manage the associated risks.

Print Close

Submission Number

Upon selecting [Next] from the Information page, your submission number will be generated and will appear above the left-hand menu. It can be noted down for reference, if needed. Once the number is generated, you can return to this draft submission at any time from the Draft Submissions dashboard.

Apply for Facility Cert

Submission Number: SUB-001220

Information



Confidential Commercial Information (CCI)

At this stage, information that is, or may be subject to a CCI application cannot be submitted via the portal. If you believe your submission needs to include CCI, please contact the OGTR before completing the submission.

1. Select 'No' to the question "Will this submission contain any Confidential Commercial Information?".

Confidential Commercial Information

Will this submission contain any Confidential Commercial Information (CCI) *

Yes No

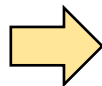
[Back](#) [Save and exit](#) [Save and continue](#)

2. Select [Save and Continue] to move to the "Facility Details" page.

Adding a new Facility



1. On the "Facility Details" page select the button [Add details].



Facility details

Please provide details on the facility you are applying for certification for by selecting the 'Add details' button below.

[Add details](#)

Facility Details

1. Enter details in the following mandatory fields:
 - a) Level of containment facility
 - b) Type of containment facility (if applicable)

[Return](#)

Facility Details

Please indicate the physical containment (PC) level and facility type. Guidance on the OGTR's PC level and facility types is provided on the [Apply for Physical Containment Facility certification webpage](#).

Level of containment facility *

PC2

Type of containment facility *

- c) Answer the question – "Is any part of the facility currently certified under an existing certification?". *Examples are provided in the information button.*
If 'Yes', enter the certification number under which the proposed facility is currently certified.

Is any part of this facility currently certified by OGTR under an existing certification * [i](#)

Yes

Existing OGTR certification number *



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2. Enter the details of the physical location for the facility (red asterisk indicates the mandatory fields to be completed). *More information regarding how to describe the facility location can be seen by clicking on the blue text/arrow.*

Physical Location

Please provide the facility details below. This information is required to assist the OGTR to identify and locate the facility.

[More information regarding facility details](#) ↗

Room number(s) *

Floor/Level *

Building name/number *

Additional description (if any)

Address line 1 *

Address line 2

Suburb/City *

State * **Postcode ***

3. If the proposed facility level is a high level facility (i.e. PC2 Large Scale facility, PC3/PC4 facilities), please enter the details of the contact person for the facility, such as a facility manager.

Facility contact

This is a person such as a facility manager, that the OGTR can contact for further information about the facility, both during the evaluation of this application and during the period of certification.

Title

Given name * **Family name ***

Preferred contact number *

Email address *

4. Select [Save and Continue] to move to the “Facility Layout” page.



Facility Layout

1. Answer the question “Does the applicant organisation own the facility?”. If ‘No’, answer the next question that appears.
2. Answer the question “Does the applicant organisation own the equipment in the facility?”. If ‘No’, answer the next question that appears.

Facility Layout

Does the applicant organisation own the facility? *

Yes No

Can the applicant organisation comply with certification conditions that require the following? *

- upkeep of the physical containment attributes of the facility;
- maintenance and testing of fittings required by the conditions of certification; and
- the capacity to exclude persons from the facility?

Yes No

Does the applicant organisation own the equipment in the facility? *

Yes No

Can the applicant organisation comply with any conditions which require testing, maintenance and operation of the containment equipment? *

Yes No

Floor Plan

1. Attach a floor plan of the facility by selecting the [Upload file] button. *More information regarding floor plan requirements can be seen by clicking on the blue text/arrow.*

Floor plan/Other attachments *

Please attach a formal floor plan of the facility that shows sufficient details to enable the OGTR to evaluate whether the facility has the required specifications.

[More information regarding floor plan/other attachments](#) ▾

Files you upload must be:

- be in *.pdf, *.docx, *.xlsx, *.csv, *.pptx, *.png, *.tif, *.tiff, *.jpeg, *.jpg, *.gif, *.bmp, *.rtf, *.txt or *.zip
- each be no larger than 5MB
- in total be no larger than 50MB

There are no folders or files to display.



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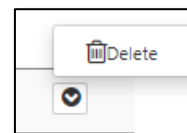
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- a) Choose the files you wish to upload and select [Add files]. *Note: The 'overwrite existing files' is selected by default. This means that any files of the same name previously uploaded will be replaced.*

- b) The uploaded files will be added to the grid below. You can click the down arrow on the right-hand side of the row to [Delete] if the incorrect document was attached.

File name	Modified
Capture.PNG (12 KB)	less than a minute ago



Details of an Anteroom (if applicable)

Some facilities are required to have a dedicated anteroom as per the Certification Guidelines and will be required to provide certain details about these anterooms.

1. Answer the question “Does the facility have a dedicated anteroom and/or airlock (as applicable)?”
 - a) If ‘No’, answer the next question that appears.

- b) If ‘Yes’, provide the room number(s) for the anteroom/airlock.

2. Select [Save and Continue] to move to the “Inspection and Compliance” page.



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Inspection and Compliance Details

Low level facilities (PC1, PC2 excluding PC2 Large Scale facilities)

1. Answer the two questions pictured below.
2. If the facility does not meet all the requirements, further details will also be required.

Has the facility been inspected by an appropriate person as outlined (details contained in the information button)? * 

Yes No

Does the facility meet all requirements contained in the relevant certification guidelines? *

Yes No

Please provide details of: *

- which requirements in the relevant guidelines are not met; and
- what strategies you suggest to manage any risks that may arise or reasons why it is considered that the requirement or condition is not necessary to achieve containment of the GMOs.

High level facilities (PC2 Large Scale facility, PC3 and PC4)

1. Attach an inspection report/checklist by selecting the [Upload file] button. *More information regarding inspection and compliance requirements can be seen by clicking on the blue text/arrow.*

Inspection report/checklist *

A report of the inspection must be provided to support the application for this facility type. The report must address the extent of compliance with the requirements for certification for the specific facility type/PC level being applied for.

More information regarding inspection and compliance 

Files you upload must be:

- be in *.pdf, *.docx, *.xlsx, *.csv, *.pptx, *.png, *.tif, *.tiff, *.jpeg, *.jpg, *.gif, *.bmp, *.rtf, *.txt or *.zip
- each be no larger than 5MB
- in total be no larger than 50MB

[Upload file](#)

There are no folders or files to display.

2. Select [Save and Continue] to move to the “Supporting Documentation” page.



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Supporting Documentation

Low level facilities (PC1, PC2 excluding PC2 Large Scale facilities)

There are no other documents that are mandatory to attach to your application. However, if you wish to provide further information, select the [Upload file] button to attach documents, or enter text in the “Other Information” field.

Documents to support your application

Any additional attachments to support your application can be uploaded here.

Files you upload on this page must be:

- be in *.pdf, *.docx, *.xlsx, *.csv, *.pptx, *.png, *.tif, *.tiff, *.jpeg, *.jpg, *.gif, *.bmp, *.rtf, *.txt or *.zip
- each be no larger than 5MB
- in total be no larger than 50MB

[Upload file](#)

There are no folders or files to display.

Other information

Is there any other information that may assist the OGTR in making a decision about this application?

High level facilities (PC2 Large Scale, PC3 and PC4), there are various documents that are required to be attached to the application.

1. Ensure all the required documents are attached by selecting the [Upload file].
2. If you wish to provide information in addition to the required documentation, select the [Upload file] button to attach additional documents, or enter text in the “Other Information” field.

Documents to support your application *

The following attachments are required for this facility type:

- a. Results of testing and commissioning of backflow prevention devices installed on water pipes supplied to the facility
- b. Results of testing and commissioning of HEP4 filters installed in the facility
- c. Results of testing and commissioning of BSCs or containment equipment (e.g. change stations, IVCs) installed in the facility
- d. Results of testing and commissioning of the autoclave, or other heat-based decontamination equipment installed in the facility
- e. Copy of facility manual
- f. Results of air leakage testing (only required for PC3 facilities)

Any additional attachments to support your application can be uploaded here.

Files you upload on this page must be:

- be in *.pdf, *.docx, *.xlsx, *.csv, *.pptx, *.png, *.tif, *.tiff, *.jpeg, *.jpg, *.gif, *.bmp, *.rtf, *.txt or *.zip
- each be no larger than 5MB
- in total be no larger than 50MB

[Upload File](#)

There are no folders or files to display.

Other information

Is there any other information that may assist the OGTR in making a decision about this application?

3. Select [Save and Continue] to complete the entry of the facility details.



Editing the facility details

The Facility Details page will display summary information of what has already been entered.

1. If any of the details require editing, select the “Edit...details” links circled below.

Note: The “Add details” button is no longer able to be selected.

Facility details

[Add details](#)

[Edit facility details](#)

PC Level & Type of Containment Facility
PC2 Animal Facility

Facility Description
Room 1, Level 6, Fake building

Facility Address
Atlantic St, Woden, ACT, 2900

Existing Certification **Cert Number**
No

[Edit facility layout details](#)

Anteroom/Airlock
Yes

[Edit inspection and compliance details](#)

Inspected **Complies**
Yes

2. Select [Save and Continue] to move to the “Attachment Summary” page.

Attachment Summary page

This page will display summary information of all attachments that have been provided when the facility details were entered earlier.

1. Check that all relevant/required documents are attached.
 - a) If any of the details require editing, select the “Edit...details” links circled below.

Floor plan/Other attachments

[Edit facility layout documentation](#)

File name	Modified
Capture.PNG (12 KB)	5 days ago

Inspection report/checklist

[Edit inspection and compliance documentation](#)

File name	Modified
Capture.PNG (12 KB)	39 minutes ago

Documents to support your application

[Edit supporting documentation](#)

File name	Modified
Capture.PNG (12 KB)	less than a minute ago



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- b) Select the tick box at the bottom of the page, confirming that all necessary attachments have been uploaded.

I confirm that the necessary attachments have been uploaded *

2. Select [Save and Continue] to move to the “Contact Details” page.
3. At this point, the form will check to ensure that all mandatory information has been provided. The relevant page that is incomplete will be coloured amber and have an exclamation point indicated. You will need to navigate back through the form and provide required information to submit the form.

i The form could not be submitted for the following reasons:

One or more mandatory fields or attachments are required.



Facility Details

Contact Details

On the contact details page, you are required to enter the details of the nominated contact for the submission.

1. Click on the magnifying glass to open the search window

Contact Details

Contact Name *

Please select the person from your organisation you would like to nominate as a contact for this submission.

Click the magnifying glass to search

i If the contact name does not appear when searched, please contact the OGTR by phone 1800 181 030 (ask to speak to the Application Entry Point section) or email ogtr.applications@health.gov.au



2. In the new window, type a name, or part of a name into the search bar, and press enter or click the magnifying glass to search.

Lookup records

Choose one record and click Select to continue

✓ Full name

✓ Jamie Bloggs

Select Cancel Remove value

Reminder: To find someone in the list of contacts, they will need to already be recorded as an "Nominated Contact" in OGTR records. If a contact does not appear in the list, please follow the instructions on the page to have them added.

3. Once you have found the correct contact, tick the box next to their name and choose [Select] to add the contact.

Choose one record and click Select to continue

✓ Full name

✓ Jamie Bloggs

Select Cancel Remove value

4. Back on the "Contact Details" page, you will see the name of the contact is now showing in the Contact Name box.

Contact Name *

Please select the person from your organisation you would like to nominate as a contact for this submission.

Click the magnifying glass to search

Jamie Bloggs

5. Select [Save and Continue] to move to the "Declaration" page.



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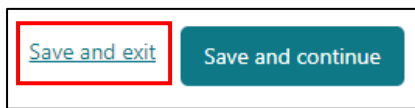
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Saving a draft submission

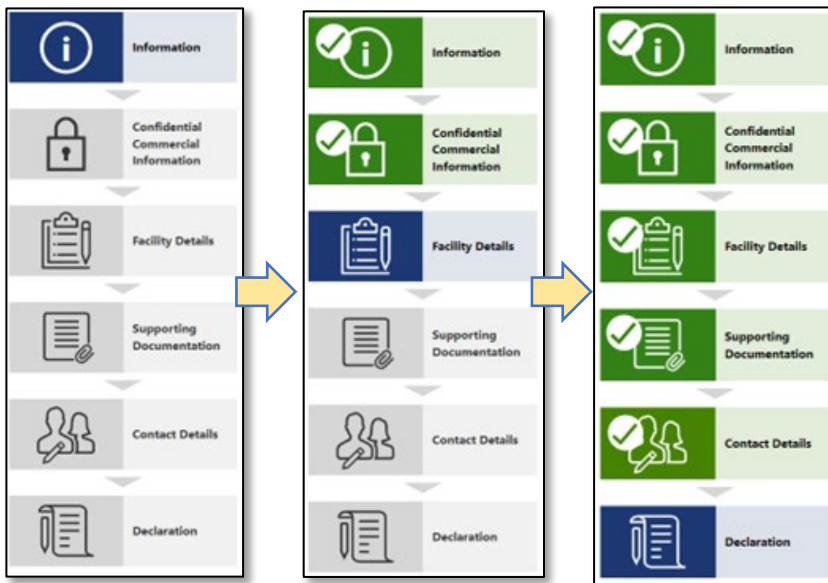
You will be unable to progress the form using [Save and Continue] until all required information on the page has been completed. The [Save and Exit] button can be used to exit a form with incomplete information on a page. Whatever details you have entered at that point will be saved, regardless of whether all required information has been entered.

When entering the facility details, either selecting the [Return] button at the top of the left-hand side menu or [Save and exit] will save the information and return you to the “Facility Details” tab of the main form. You will need to select [Save and exit] again to exit the submission.



When you access a draft submission from the dashboard, it will open from the last save point. The tabs in the form that are complete will be coloured green.

Note: You will need to navigate through the form using the [Save and Continue] buttons at the bottom of the screen, not by clicking on the chevron icons on the left-hand side of the page.



How the menu appears with no tabs marked as “completed”

How the menu appears when some tabs are marked as “completed”

How the menu appears when all tabs are marked as “completed” and the form is ready for submission.



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Declaration page

On the Declaration page, you will be required to make a legal declaration prior to submitting. You will have the opportunity to decide how to make this declaration, i.e. hard copy signature or a declaration checkbox.

Electronic declaration

1. To make a declaration electronically:

- a) select 'No' to the question "Do you need to have this application signed in hard copy?"

Do you need to have this application signed in hard copy? * ?

Yes No

- b) Ensure the nominated contact shown in bold in the first paragraph is correct.

Note: In this example, that contact is **Jamie Bloggs**.

- c) Ensure that your name, as the person making the declaration, is shown in the declaration text.

Note: This may or may not be the same person as the Nominated Contact. In this example, the logged in user, who is the person making the declaration is **Jane Doe**

Nominated Contact

The nominated contact for this submission is **Jamie Bloggs**. A copy of the submission will be sent to the:

- Submitter of this form
- Nominated contact
- Organisation primary contact
- Organisation secondary contact

Person making the declaration

Jane Doe, declare that:

- I am a person authorised to submit this form;
- to the best of my knowledge, the information supplied on this form and any other attachment(s) is not false or misleading;
- I am aware that the making of a false or misleading statement may be punishable by imprisonment or a fine under the *Gene Technology Act 2000* and corresponding state law;
- by including my name on this form it is deemed to be my signature for the purpose of this form.

I agree to this declaration *

- d) To make the declaration shown on the screen, select the checkbox "I agree to this declaration".

Hard-copy declaration

2. To make a declaration in hard copy:

- a) select 'Yes' to the question "Do you need to have this application signed in hard copy?"

Do you need to have this application signed in hard copy? * ?

Yes No

- b) Select [Print hard copy]



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c) A PDF copy of your form will be downloaded

1. Print and Sign
Click the print button below to generate a hard copy version of this reporting form. Please ensure that your browser allows for pop-ups in order to print the hard copy.

Print hard copy

Submission Number: SUB-001282

Creating submission document. Your download should start shortly

Desktop
Downloads

Today (1)
CERT submission SUB-001282_signatur...

3. The PDF has information about the submission, such as the date the document was generated and the Submission ID.

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Document generated on:
06/02/2024 at 16:39 AEST/AEDT
Submission reference:
SUB-001220

4. The PDF must be signed and uploaded to submit the form.

Note: You must change the file name for the signed copy that you upload, this helps to ensure that the unsigned copy is not accidentally uploaded.

a) Ensure the PDF is signed in the necessary place and upload the document by selecting [Upload file].

I agree to this declaration. *

Signature:

Name:

Position:

Date:

2. Upload signed hard copy *

Files you upload must be:

- *.xls,*.xlsx,*.pdf,*.doc,*.docx,*.jpg,*.jpeg,*.tif,*.tiff,*.png, or *.zip format
- no larger than 5MB each
- no larger than 50MB in total

Upload file

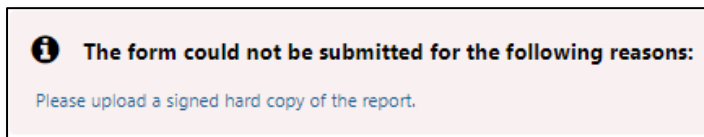


Submitting the form

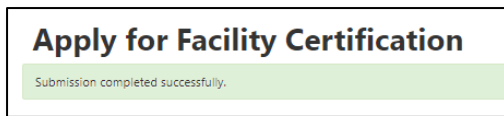
1. Once you have completed the declaration, select [Submit]



2. At this point, the form will check again to ensure that all mandatory information has been provided. If not, information will appear at the top of the page to indicate what is required.



3. If all form requirements are met and submission is successful, it will no longer be available on the “Draft submissions” tab of the “Certified Facilities” service page.



Following Submission

Following submission of a form, the following contacts will receive an acknowledgement of receipt email containing a copy of the PDF receipt:

- Primary contact
- Secondary contact (where one is recorded for the organisation)
- Nominated application contact
- Person that submitted the form

If any issues are identified with your submission, the OGTR will contact you. Additionally, if you need to contact the OGTR regarding your submission, your form submission email will contain a reference number you can refer to.

Following submission, the certification application will be assigned an OGTR identifier. This can be viewed on the “Applications in progress” tab of the “Certified Facilities” service page. See below for further guidance.

Accessing draft submissions, applications in progress or existing certifications list

Submission records are only used while a submission is being drafted. After submission the record will no longer appear on the “Draft submissions” tab in a service.

“Draft submissions” tab – shows forms that have not yet been submitted.

“Applications in progress” tab – shows submitted applications that have not yet been decided upon (includes the OGTR identifier and the decision due date).

Applications with the status of ‘Pending’ are those applications that still require manual data entry by the Application Entry Point Section of the OGTR prior to being assigned the status of ‘Submitted’.



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“Existing certifications” tab – shows certifications that are current and suspended, as well as surrendered, cancelled, or expired certifications from the past 5 years.

Information about using the dashboards can be found in the **“OGTR Online Services Portal User Guide”**.