



Australian Government

Department of Health and Aged Care

Office of the Gene Technology Regulator

OGTR Online Services Portal Form Guide

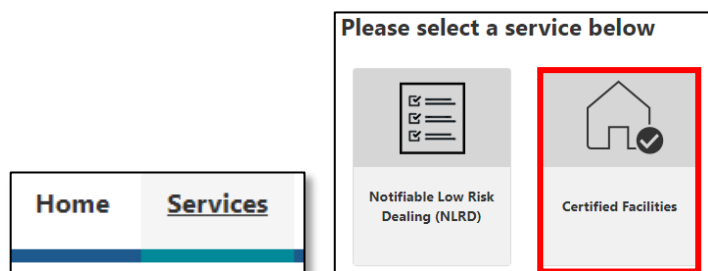
– Apply for certification suspension.

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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 begin creating a new form submission, click the [Existing certifications] tab.

The screenshot shows the dashboard with the 'Existing certifications' tab selected. It displays a table with columns for OGTR ID, Facility description, Facility level, Facility type, Instrument status, and Expiry date. The table contains five rows of certification data.

OGTR ID	Facility description	Facility level	Facility type	Instrument status	Expiry date
Cert-5646	Rooms 4 to 7, Level 3, Building 2, Canberra Campus	PC1	Aquatic Facility	Suspended	
Cert-5645	Rooms 6 to 9, Level 8, Building 2, Canberra Campus	PC4	Aquatic Organism	Certified	28/02/2026
Cert-5644	Room 7, Ground, Greenhouse 4	PC4	Plant Facility	Certified	25/03/2024
Cert-5643	Paddock 2, Ground, Gene Tech Farm	PC4	Large Grazing Animal Facility	Certified	05/03/2025
Cert-5642	Room 1, Level 4, Science Building, Main Campus	PC4	Large Scale Facility	Certified	24/07/2025

4. There are multiple ways to search the Existing certifications tab to find the certification you would like to suspend. One way is to type the Certification number into the OGTR ID column. For further advice on searching the dashboards please refer to the [OGTR Online Services Portal User Guide](#).
5. Now select the dropdown next to the facility you would like to suspend. Then select [Suspend].

The screenshot shows the dashboard with the 'Existing certifications' tab selected. The OGTR ID field is filled with '5603'. The table shows a row for 'Cert-5603' with a dropdown menu open next to the 'Expiry date' column, showing options for 'Suspend' and 'Surrender'. The 'Suspend' option is highlighted with a red border.

OGTR ID	Facility description	Facility level	Facility type	Instrument status	Expiry date
5603					dd/mm/yyyy
Cert-5603	Room 1, Level 2, Building 3	PC3	Facility	Certified	31/04/2027

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

Form information

At the beginning of the page, you can view the certification number, facility level, facility type, and facility description to ensure you have selected the correct certification for suspension. Clicking the more information sentence will expand the form to display further important information. This section also includes information on timeframes, acknowledgements of receipt of applications and privacy.

Cert-5603 - PC3 - Facility - Room 1, Level 2, Building 3

Details of Change

This form must not contain any CCI. If you wish to discuss submitting an application containing CCI, contact the OGTR by phone 1800 181 030 or email ogtr.applications@health.gov.au.

[More information on a certification suspension application](#) ▼

An application for the suspension of certification **must be made prior to any structural changes that will affect the containment of GMOs in the facility**. The OGTR will make an assessment of the requested suspension and then issue an email confirming the approval/refusal of the suspension application. Please be aware that the conditions of certification continue to apply until you have received written approval of the suspension application from the Regulator.

The administrative timeframe for the processing of suspension applications will depend on the information required to process the application and whether the facility needs to be inspected by the OGTR. The option to request an expedited assessment is reserved for genuinely urgent applications. In cases such as this, please call the OGTR on 1800 181 030 (free call within Australia) to confirm your requirements.

If the suspension application is associated with a variation application, then an administrative timeframe of **90 working days** applies.

Please note that working days are Monday to Friday, between the hours of 9:00am and 5:00pm (AEST/AEDT) and exclude ACT public holidays.

After submitting your form, you will receive an email receipt containing a PDF of your submission.

Please refer to the OGTR website for further guidance on the [OGTR Privacy Policy](#), [Confidential Commercial Information](#), and the [National Framework of Ethical Principles](#).

Submission Number

Your submission number will be generated and will appear above the left-hand menu. It can be noted down for reference, if needed.

Apply for certifi

Submission Number: SUB-001911

Cancel a submission

1. You can cancel a submission at any point by navigating to the bottom of the page and clicking [Cancel].

[Cancel](#) [Submit](#)

2. A pop-up window will appear informing you that **this type of submission cannot be saved as a draft**. To continue cancelling click [Yes], to return to the form click [No].

Confirm cancellation

This type of submission cannot be saved as a draft. Any information entered will be lost.
Are you sure you wish to cancel?

[Yes](#) [No](#)

Reason for the proposed suspension

1. Use the free text box to provide detailed reason for the proposed suspension. This is a mandatory field.

Reason for the proposed suspension *


Facility decontamination

1. For this to be considered a complete application, the statement below must be declared. Use the checkbox highlighted in the red box to make your declaration.

Facility decontamination *

For this to be considered a complete application, the statement below must be declared. Incomplete applications cannot be submitted. If you wish to discuss submission of an incomplete application, you must contact the OGTR by phone 1800 181 030 or email Ogtr.CDES@health.gov.au.

declare that the facility is ready to be suspended immediately. All the GMOs have been removed, destroyed or appropriately stored as per the Regulator's [Guidelines for the Transport, Storage and Disposal of GMOs](#), and the facility has been decontaminated.

 Stating that the facility has been decontaminated and the GMOs stored appropriately is taken as a legal declaration, and that providing false or misleading information is an offence under the *Gene Technology Act 2000*.



Note: Stating that the facility has been decontaminated and the GMOs stored appropriately is taken as a legal declaration, and that providing false or misleading information is an offence under the *Gene Technology Act 2000*.

Supporting Documentation

There is no supporting documentation required for Low level facilities.

For High level facilities (PC2 Large Scale, PC3 and PC4), please provide documents to support the suspension application such as a decontamination report or method used to decontaminate the facility. Any additional attachments to support your application can be uploaded here.

1. Attach documents by selecting the [Upload file] button.

Supporting documentation

Documentation to support your application *

Please provide documents to support the suspension application such as a decontamination report or method used to decontaminate the facility. Any additional attachments to support your application can be uploaded here.

[More information on file formats for upload](#) ▾

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. For both High level and Low level facilities you will be provided the opportunity to include any other information that may assist the Regulator in making a decision about your application.

Other information

Please provide any other information you wish to add that may assist the Regulator in making a decision about your application.

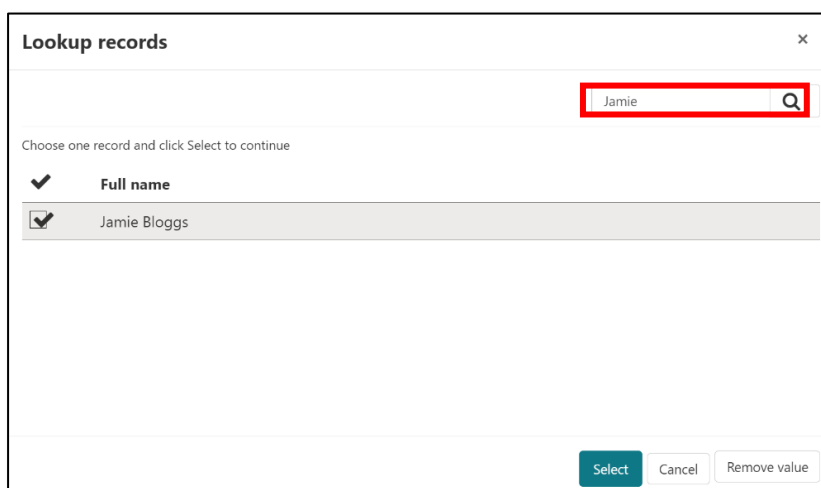
Contact Details

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

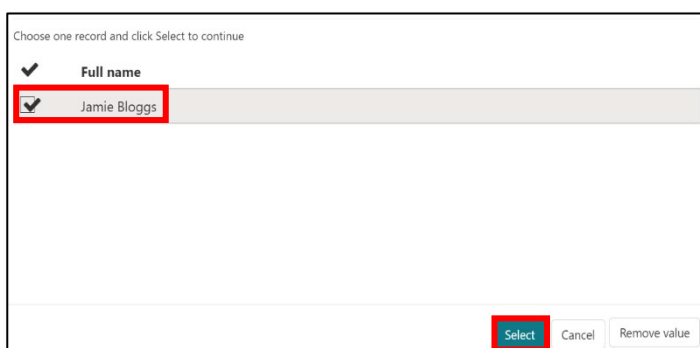
ogtr.applications@health.gov.au'." data-bbox="184 150 849 369"/>

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.



Reminder: To find someone in the list of contacts, they will need to already be recorded as an "Application 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.



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

Declaration

You will be required to make a legal declaration prior to submitting.

1. To make a declaration:
 - a) 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.

Declaration

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 | Jamie Bloggs 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 *

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.

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

Contact name is required field

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 identifier will not be assigned automatically by the system. Once manual data entry has been completed by the Application Entry Point Section of the OGTR, the application can then 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](#)

“Draft submissions” tab – shows forms that have not yet been submitted. Suspension, Lift of Suspension, and Surrender applications cannot be saved as drafts and therefore will not ever appear on this dashboard.

“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’.

“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”](#).