



Australian Government

Department of Health, Disability and Ageing
Office of the Gene Technology Regulator

Notification form to commence access to an Institutional Biosafety Committee (IBC) maintained by another accredited organisation

Purpose

The purpose of this form is to notify the OGTR of the change to an accredited organisation's IBC access arrangements to use an IBC maintained by another accredited organisation (*other* organisation). The completion of this form indicates both organisations have agreed that the organisation can access the IBC maintained by the *other* organisation. The *other* accredited organisation has the responsibility to maintain the IBC in accordance with the conditions of accreditation. The Regulator may require you to provide additional information in support of this.

Personal information

Personal information is collected by the OGTR to enable the Gene Technology Regulator to perform the functions set out in the *Gene Technology Act 2000* (the Act). Personal information specified in this form is collected for the purpose of assessing your ongoing suitability to hold accreditation, and compliance with the guidelines and your instrument of accreditation. In addition, these details may be used for the purpose of liaison and consultation about matters relating to the regulation of GMOs in Australia. It is handled in accordance with the Australian Privacy Principles set out in the *Privacy Act 1988*. More information can be accessed at the [OGTR's Privacy and personal information web page](#). The OGTR's privacy policy explains how the OGTR collects, stores, uses and discloses personal information, including how a person may seek access to, or correct their personal information, and how a complaint about a breach of the Australian Privacy Principles can be made.

Ethics

The National Framework of Ethical Principles in Gene Technology 2012 (Ethics Framework) has been developed by Gene Technology Ethics and Community Consultative Committee (GTECCC) to provide a national reference point for promoting ethical conduct in gene technology. The Ethics Framework is available on the [OGTR website](#).

Lodging the Form

The completed form can be lodged with the OGTR:

- By mail to the Office of the Gene Technology Regulator, MDP 54, GPO Box 9848, CANBERRA, ACT, 2601; or

- By email to ogtr.applications@health.gov.au

Acknowledgement of receipt

After submitting this form, an acknowledgement of receipt will be sent to the relevant contacts of both organisations that are part of this arrangement. If you have not received any communication acknowledging the receipt of your notification within two weeks of submission, please e-mail ogtr.applications@health.gov.au or telephone 1800 181 030.

Mandatory fields

All fields must be completed before submission. Forms with incomplete fields will not be accepted.

Ceasing access to the IBC

If an organisation has ceased access to an IBC, the OGTR must be notified via email at ogtr.applications@health.gov.au.

Further information

Further information is available on the OGTR website www.ogtr.gov.au

If you have any questions, contact the OGTR on 1800 181 030 (ask for the Business Operations, Systems, and Engagement section) or email ogtr.applications@health.gov.au.

Section A

The details of the arrangement

Accredited Organisation to access the IBC:	Enter Organisation name
Accreditation number:	Enter Accreditation Number
Name of organisation maintaining the IBC (<i>other organisation</i>):	Enter Organisation name
Accreditation number (<i>other organisation</i>):	Enter Accreditation Number
Name of the IBC (<i>other organisation</i>):	Enter IBC name

Section B

Declaration of the organisation maintaining the IBC (*other organisation*)

This declaration must be signed by a person with the authority to sign on behalf of the organisation maintaining the IBC.

I declare that:

- I am a person authorised to sign on behalf of the organisation maintaining the IBC;
- to the best of my knowledge, the information supplied on this form and any attachments is not false or misleading, including any information generated by Artificial Intelligences or other technology;
- the organisation I represent has agreed that the organisation intending to access the IBC may access the IBC;
- the IBC named above has the collective technical scientific expertise to advise upon the work anticipated to be done by the organisation intending to access the IBC;
- there are appropriate indemnification arrangements for all members of the IBC covering the use of the IBC by the organisation intending to access the IBC, and all the IBC members consider this indemnification to be acceptable;
- the membership of the IBC named above includes at least one independent member – which includes being independent from the organisation intending to access the IBC;
- I am aware that making of false or misleading statement may be punishable by imprisonment or a fine under the Gene Technology Act 2000 or corresponding state law.

Printed name:	Click or tap here to enter text.
Signature:	
Date:	Click or tap to enter a date.

Section C

Declaration of the organisation accessing the IBC

This declaration must be signed by a person with the authority to sign on behalf of the organisation accessing the IBC.

I declare that:

- I am a person authorised to sign on behalf of the organisation accessing the IBC;
- to the best of my knowledge, the information supplied on this form and any attachments is not false or misleading, including any information generated by Artificial Intelligences or other technology;
- the organisation accessing the IBC believes that the membership of the IBC possess the collective technical scientific expertise necessary to assess all the matters that are likely to be put to it by the applicant organisation;
- I am aware that making a false or misleading statement may be punishable by imprisonment or a fine under the *Gene Technology Act 2000* and corresponding state law.

Printed name:	Click or tap here to enter text.
Signature:	
Date:	Click or tap to enter a date.