Notifiable Low Risk Dealing (NLRDs) Reporting Form

This NLRD reporting form constitutes an official form issued by the Gene Technology Regulator (the Regulator) for the purposes of Regulation 13C(1)(a) - Gene Technology Regulations 2001 (the Regulations)

This form also captures information required by the Regulator to meet the requirements of r. 39 for NLRDs in maintaining a record of genetically modified organisms (GMO).

A person or accredited organisation must, using this form, notify the Regulator of any NLRDs assessed during the financial year.

Has the IBC assessed the dealing to be an NLRD?	
IBC NLRD Identifier	
Assessment Date	
Name of IBC	
Name of Organisation Notifying Dealing *	
Name of person/persons Proposing to undertake Dealing	
Project Title * (please do not include confidential information)	
GMO Details	
Dealing Type(s)*	

** Fields that will be included in the public list of NLRDs on the OGTR website*

Notifiable Low Risk Dealing (NLRD) – Explanatory Information

Purpose

This document has been prepared to assist persons or accredited organisations in the completion of the NLRD reporting form to meet their reporting requirements to the Gene Technology Regulator (the Regulator).

Definitions

Record of Assessment (RoA): is required for proposed dealings which have been assessed to be NLRDs by an Institutional Biosafety Committee (IBC).

NLRD reporting form: is the form approved by the Regulator which is to be used to provide a subset of information from the RoA to the Regulator.

Person: refers to individuals or non-accredited organisations undertaking or intending to undertake NLRDs.

Requirements of the NLRD Reporting Process

- a person or accredited organisation must provide the Regulator with a completed NLRD reporting form for dealings assessed to be NLRDs by an IBC.
- due to the 2019 amendments to the Regulations, NLRDs can be notified at any time from the date of assessment until the 30th September of the following financial year. In the event that the organisation is accredited under the Gene Technology Act 2000, reporting of NLRDs must occur **prior** to an accredited organisation's annual report to the Regulator.
- a person or accredited organisation that has been given a copy of a RoA by an IBC must keep a copy of the IBC's RoA for 8 years after the date of the assessment.
- a person or accredited organisation cannot vary, transfer or 'renew/extend' a dealing assessed to be an NLRD. for an NLRD to be continued past its expiry date, it must be assessed again as a new NLRD (with a new IBC identifier) and notified to the OGTR in the annual report for the reporting period in which the new assessment has been undertaken.
- any intended changes to an NLRD, as detailed in the RoA, may need to be assessed again as a new NLRD (with a new IBC identifier). This is dependent on how the original RoA was written.
- if, as a result of changes, a new NLRD is assessed, it must then be notified to the OGTR in the reporting period in which the assessment has been undertaken.

The NLRD reporting form is available for submission using an online platform which can be accessed from the OGTR website. Details of the required information can be entered into the online form manually or via an importation process. A copy of the NLRD import template is available on the OGTR website.

The content and guidance on completion of the NLRD reporting form is detailed on the following page.

Completing the NLRD form

Fields)	Guide to completing the fields
Has the IBC assessed the proposed dealing to be an NLRD?	Only submit NLRDs to the Gene Technology Regulator that have actually been assessed to be a NLRD. (The answer to this should be "Yes".)
IBC NLRD Identifier	Enter a unique identifier (this can include letters and numerals and other characters), eg. "COL 2019/43" Please do not enter extraneous information in this field such as project titles/purpose.
Date of IBC Assessment	This must be a date only (no text) between 21 June 2001 and today's date (future dates not permitted).
Name of IBC	This is the IBC used by the organisation. e.g. *ABCD Institutional Biosafety Committee.*
Name of Organisation Notifying Dealing*	Name of the organisation that submitted the NLRD proposal to the IBC. This should also be the organisation that notifies the Regulator.
Name of person/persons proposing to undertake Dealing	Name of the person/persons proposing to undertake the NLRD. This can be multiple if more than one organisation is involved in undertaking the dealing. Note: The name of an individual person is only required here **if** the "person or persons proposing to undertake the dealing" is **actually** an individual who is not associated with an organisation, university, research institute, company etc.
Project Title * **(please do not include confidential information)**	Brief project title, for listing on OGTR website DO NOT include any CCI information in the title.
GMO details	Genus and species (where known) and for viruses, the family. If not known, describe the GMO as best you can. For multiple GMOs, please separate by a comma, or semi colon.
Dealing Types*	The commencement date the regulations used to assess the dealing/s (e.g. [8 Oct 2019] including square brackets) followed by the paragraph number(s) relating to the kinds of dealing relevant for each containment level as detailed in Schedule 3 of the Gene Technology Regulations. Examples are shown below. Example 1: [8 Oct 2019] PC1 - (a), PC2 - (a) and (m), PC3; Example 2: [8 Oct 2019] PC2 (a), (l)(i)(ii)(iii)(A); Example 3: [1 Sep 2011] PC1 – (a), PC2

** Fields that will be included in the public list of NLRDs on the OGTR website*