**HEALTH SAFETY AND WELLBEING – INSTITUTIONAL BIOSAFETY COMMITTEE**

**OFFICE OF THE GENE TECHNOLOGY CERTIFIED FACILITY AUTHORISED PERSON: RECORD OF TRAINING**

**Overview:**

* Access to Office of the Gene Technology Regulator (OGTR) Certified Facilities is restricted to authorised persons who have been trained in accordance with the facility's guideline requirements (excluding inducted cleaning and maintenance staff and visitors who are fully supervised whilst in the facility).
* All persons (staff, students, visitors) accessing any OGTR Certified facility must therefore complete the relevant training required for that specific facility, in order to be recognised as an authorised person, irrespective of whether they are working with genetically modified organisms (GMOs) or not.
* The minimum training requirement is familiarisation with applicable guideline information as listed within this form (weblinks in blue allow access to the material) and a location induction arranged by the Facility Supervisor or Manager.
* This form is to be completed by any persons who are required to work in, or access OGTR Certified Facilities. Complete the fields below and the responses to indicate that you have read the relevant material and understand the requirements for each applicable area.
* Once completed, save the form and email to [SafetyClearance@newcastle.edu.au](mailto:SafetyClearance@newcastle.edu.au), ensuring that you copy in all contacts for the facilities you have selected below. A copy of your form will be retained within Health Safety and Wellbeing. Facility supervisor / contact persons must also place a copy in the facility training file for future auditing requirements.
* This training record will need to be updated whenever:
  + a new certified facility is to be accessed
  + when work with GMOs is commenced, or
  + when the OGTR guidelines are updated

1. **Details of person requesting access to OGTR Certified Facilities**

**Student, Staff, Other: DESIGNATION.**

**Name:**

**(include details of other personnel)**

**Email:**

**College/Division: COLLEGE.**

**School/Business Unit: SCHOOL**

**Supervisor:**

1. **OGTR Certified Facilities**

Please list all certified facilities (PC1 and PC2) within which you work and identify if you are working with Genetically Modified (GM) material.

**NOTE: The below 1-3 will enable you to list multiple facility certifications however if you need to list additional - please copy, paste and complete the following section for each additional certification**

**(1) OGTR Certification Number: OGTR CERT NUMBER.**

**Facility Room Numbers:**

**Facility Supervisor:**

**Will you be working with GMOS? SELECT YES/NO**

**(2) OGTR Certification Number: OGTR CERT NUMBER.**

**Facility Room Numbers:**

**Facility Supervisor:**

**Will you be working with GMOS? SELECT YES/NO**

**(3) OGTR Certification Number: OGTR CERT NUMBER.**

**Facility Room Numbers:**

**Facility Supervisor:**

**Will you be working with GMOS? SELECT YES/NO**

1. **Required Reading and Other Information:**

All persons conducting laboratory work within OGTR Certified Facilities (PC1 or PC2) **must read** the guidelines relevant to the facility, **and in particular section**: **Part C - Behavioural Requirements.** This is irrespective of whether they are working with genetically modified organisms (GMOs) or not.

**Please select "Yes" or "No**" to indicate that you have read and understand the guideline material available via the blue weblink.

* OGTR Guidelines for Certification of Physical Containment Facilities: **PC1 Facility**

<https://www.ogtr.gov.au/resources/publications/guidelines-certification-physical-containment-level-1-facility>

**SELECT YES/NO**

* OGTR Guidelines for Certification of Physical Containment: **PC2 Laboratory**

<https://www.ogtr.gov.au/resources/publications/guidelines-certification-physical-containment-level-2-laboratory>

**SELECT YES/NO**

* OGTR Guidelines for Certification of Physical Containment Facility: **PC2 Constant Temperature Room**

<https://www.ogtr.gov.au/resources/publications/guidelines-certification-physical-containment-level-2-constant-temperature-room>

**SELECT YES/NO**

* OGTR Guidelines for Certification of Physical Containment Facility: **PC2 Animal Facility**

<https://www.ogtr.gov.au/resources/publications/guidelines-certification-physical-containment-level-2-animal-facility>

**SELECT YES/NO**

* OGTR Guidelines for Certification of a Physical Containment Facility: **PC2 Plant Facility**

<https://www.ogtr.gov.au/resources/publications/guidelines-certification-physical-containment-level-2-plant-facility>

**SELECT YES/NO**

**3.1 GMO Specific:**

In addition to the above**, all persons working with genetically modified organisms (GMOs) must be familiar with and understand the following material.**

**Please select "Yes" or "No"** to indicate that you have read and understand the material available via the weblink.

* OGTR Guidelines for the Transport, Storage and Disposal of GMOs

<https://www.ogtr.gov.au/apply-gmo-approval/import-transport-storage-and-disposal#transporting-storing-and-disposing-of-gmos>

**SELECT YES/NO**

* Classes of Dealings Involving Genetically Modified Organisms (GMOS) <https://www.ogtr.gov.au/apply-gmo-approval/types-gmo-dealings>

**SELECT YES/NO**

* What Dealings with GMOS are classified as Exempt Dealings?

<https://www.ogtr.gov.au/apply-gmo-approval/types-gmo-dealings#exempt-dealings>

**SELECT YES/NO**

* What are Notifiable Low Risk Dealings (NLRDS)?

<https://www.ogtr.gov.au/resources/publications/dealings-classified-notifiable-low-risk-dealings-nlrds-october-2019>

**SELECT YES/NO**

* What are Dealings NOT Involving an Intentional Release (DNIR) of a GMO into the environment?

<https://www.ogtr.gov.au/apply-gmo-approval/types-gmo-dealings#dealings-not-involving-intentional-release-dnir>

**SELECT YES/NO**

* What are Dealings Involving and Intentional Release (DIR) into the environment:

<https://www.ogtr.gov.au/apply-gmo-approval/types-gmo-dealings#dealings-not-involving-intentional-release-dnir>

**SELECT YES/NO**

**4.0 Optional Reading:**

The Gene Technology Ethics and Community Consultative Committee (GTECCC) was established under the Gene Technology Act to advise the Gene Technology Regulator and the Gene Technology Ministerial Council. The GTECCC produced a discussion paper in 2012 which is provided here as additional/optional training material and is therefore not mandatory to read.

Refer to and read: (Ref: Ethical principles in gene technology - pp 10 - 11)

* **National Framework of Ethical Principles in Gene Technology:**

<https://www.ogtr.gov.au/sites/default/files/files/2021-07/national_framework_of_ethical_principles.pdf>

**Please select "Yes" or "No"** to indicate that you have read and understand the material available via the blue weblink.

**SELECT YES/NO**

**5.0 Declaration:**

**By submitting this form, you acknowledge that:**

* **you have read and understood the OGTR guidelines as you have indicated above and as is required in accordance with the Gene Technology Act 2000, and**
* **you agree to comply with the requirements and obligations that the guidelines identify.**
* **completion of this form fulfills the OGTR authorisation requirements but access to certified facilities will only be granted once a local induction with the Facility Supervisor or Manager has also been completed.**

**Complete the below declaration, save form and email to** [**safetyclearance@newcastle.edu.au**](mailto:safetyclearance@newcastle.edu.au) **or provide as supporting documentation with the specific Safety Review Application for the project it may relate to.**

**A copy of your form will be retained by Health Safety and Wellbeing however a copy must also be retained within the listed OGTR Certified Facilities in order to be available to the OGTR if requested at any point in time.**

**This form was completed by (insert full name)**

**Date of completion: Click or tap to enter a date.**