certified facility works notification

Before beginning any maintenance or upgrade work in an OGTR (PC1/PC2) or DAFF (BC1/BC2) certified facility at La Trobe University, it is essential to consult with the Ethics, Integrity and Biosafety (EIB) team. They will assess the regulatory and reporting requirements that must be fulfilled prior to starting the work.

Depending on the nature and scope of the work, notification to the OGTR and/or DAFF may be required before it begins. In some instances, the facility's certification may need to be modified or temporarily suspended during the work.

The EIB team will review the details provided in this form to determine the necessary level of notification and will coordinate with the OGTR and/or DAFF as needed.

Refer to these documents for further details on the types of work and the conditions that must be met before commencing:

* [OGTR Construction, repair, and maintenance work in a low-level certified facility – fact sheet](https://www.ogtr.gov.au/resources/publications/construction-repair-and-maintenance-work-low-level-certified-facility-decision-tree)
* [OGTR Construction, repair, and maintenance work in a low-level certified facility – decision tree](https://www.ogtr.gov.au/resources/publications/construction-repair-and-maintenance-work-low-level-certified-facility-decision-tree)
* [DAFF Approved arrangement – Biosecurity containment level 2 (BC2) Conditions](https://www.agriculture.gov.au/sites/default/files/documents/biosecurity-containment-level-2-bc2-conditions.pdf)
  + s1.2
  + s1.3
  + s2.1
  + s8.12.2
  + s9.1
* [Approved arrangement – Biosecurity containment level 2 (BC2) Informative Text](https://www.agriculture.gov.au/sites/default/files/documents/biosecurity-containment-level-2-bc2-informative-text.pdf)
  + s8

NOTE: The OGTR will require up to 3 working days’ notice to suspend facility certification and DAFF may require written notice within 15 days of the works commencing.

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| Please complete the form below with the relevant details about the proposed works and email to [biosafety@latrobe.edu.au](mailto:biosafety@latrobe.edu.au) prior to commencement of any works  ***Notification of Works in a La Trobe University OGTR/DAFF Certified Facility*** | | | | | |
| Facility/facilities impacted | *OGTR Certification ID* | | | *DAFF Approved Arrangement ID* | |
| short description of works |  | | | | |
| archibus reference (if relevant) |  | | | | |
| proposed Start & End dates of works | *Start Date* | | *End Date* | | |
| select all that apply | Small electrical works | | | |  |
| Painting | | | |  |
| Patching small holes (internal) | | | |  |
| Replacement of windowpane | | | |  |
| Cutting holes in external walls | | | |  |
| Small floor repairs | | | |  |
| Small window repairs | | | |  |
| Add/remove rooms | | | |  |
| Extensive plumbing works involving cutting large holes in ceilings/floors/walls | | | |  |
| Replacing large fixed equipment | | | |  |
| Replacing windows and window frames throughout the facility | | | |  |
| Will The floor plan stay the same (not adding/removing walls or hording)? | YES  NO | *Description if NO:* | | | |
| will the work affect the facilty boundary (external walls, windows, doors, floor or ceiling)? | YES  NO | *Description if YES:* | | | |
| What is the size of the area affected by the work? | <1m2  >1m2 | *Description of the affected area:* | | | |
| how long will the work take to complete? | <12hrs  12hrs to 3 days  >3days | *Description of works timeframe:* | | | |
| will the work involve a false ceiling (e.g. changing individual tiles in a ceiling with a void between ceiling and outermost layer of the building)? | YES  NO | *Description if YES:* | | | |
| will the work involve a ceiling that is on the outermost layer of the building (e.g. glass/plastic panes on plant facility perimeters)? | YES  NO | *Description if YES:* | | | |
| will the work involve other penetrations of, or alterations/impact on, the seal of the containment boundary (e.g. drilling holes in walls, replacing broken windows, modyfying/replacing floor tiles)? | YES  NO | *Description if YES:* | | | |
| Will The floor plan stay the same (not adding/removing walls or hording)? | |  |  | | --- | --- | | YES  NO | *Description if YES:* | | *Description if YES:* | | | |
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| name: | date: |
| position: | signature: |