The Chemical Weapons Convention

Declaration and Report Handbook

January 2004

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SECTION 1: INTRODUCTION

Background

On April 25, 1997, the United States ratified the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction (Chemical Weapons Convention, Convention or CWC), which requires initial and annual declarations, advanced notifications and reports on activities involving Schedule 1 chemicals, annual declarations and reports on activities involving Schedule 2 and 3 chemicals, and annual declarations on Unscheduled Discrete Organic Chemicals (UDOCs) above applicable threshold quantities. Such requirements are promulgated in the Chemical Weapons Convention Regulations (CWCR) (15 CFR parts 710 - 722).

Handbook Overview

This Handbook should be used in conjunction with the CWCR to complete the required declaration and report forms that are due to the Bureau of Industry and Security (BIS). If there are discrepancies between the CWCR and this Handbook (including the forms and form instructions), the CWCR prevail.

Section 2 of this Handbook contains the Schedules of Chemicals which are subject to CWCR declaration and report requirements. The Schedules of Chemicals are divided into three sections, including Schedule 1, Schedule 2, and Schedule 3 chemicals. UDOCS are not included in the Schedules of Chemicals.

Sections 3 through 6 of this Handbook briefly summarize the declaration and report requirements for Schedule 1, 2 and 3 chemicals and UDOCs, respectively, and also include the requisite forms and instructions for completing each form, set forth on the reverse side of each form. As previously noted, the CWCR contain the specific declaration and report requirements as well as any possible exemptions. Each Section also includes a "Guide to Submission of Forms," that contains information on which forms are due to BIS for each type of declaration or report and the associated due dates.

There are also four Supplements to this Handbook in which necessary information is contained for completing the forms. Supplement 1 is a guide on "How to Determine Latitude and Longitude Coordinates" for identifying the location of your facility. Supplement 2 is a listing of "Product Group Codes" for describing products manufactured at your plant or plant site. Supplement 3 is a listing of "Destination Codes" for identifying the destination to or from which you exported or imported a scheduled chemical. Lastly, Supplement 4 is a "Glossary of Definitions and Terms " for describing key words in this Handbook and on the forms.

Declaration and Report Requirements

The requirements for submission of declarations and reports for a specific facility, trading company or person subject to the CWCR are dependent upon the activity (production, processing, consumption, export, and import), the chemical, and the amounts of the chemical involved in the activity during:

- the previous calendar year for Schedule 1 and Schedule 3 chemicals and UDOCs;
- the previous three calendar years for Schedule 2 chemicals; and
- the next calendar year for anticipated activities of Schedule 1, Schedule 2 and Schedule 3 chemicals.

Parts 712 through 715 of the CWCR set forth declaration and report requirements for scheduled chemicals and UDOCs.

Forms

The forms, forms software, and other related information are available on the CWC website at www.cwc.gov. The forms are provided in Adobe Acrobat PDF format. You may directly enter information onto the forms and print them from the Internet. However, to save the forms to your personal computer, you will need to have Adobe Approval or Acrobat 5.1 installed.

There are two types of forms software:

- DESI[1] (Data Entry Software for Industry) – An electronic application that allows facilities to download software from the Internet to their personal computers for use in completing declarations and reports. Companies must complete the declarations or reports on their personal computers and save the data on a floppy disk. Companies must print and sign a certification form and submit it with the floppy disk to BIS.

- Web-DESI – (Web-Data Entry Software for Industry) - An electronic application that allows facilities to directly submit declarations and reports over the Internet. There is a registration process to request authorization from BIS to submit declarations and reports via Web-DESI.

You can also obtain paper copies of the forms by contacting the Treaty Compliance Division's Information Technology Team (ITT) at (703) 235-1335.

Assistance

If you need assistance in completing the forms included in this Handbook, contact BXA's ITT by telephone at (703) 235-1335. You may also e-mail your questions to ITT at cwcqa@cwc.gov.

If you need assistance in determining whether a chemical is classified as a Schedule 1, Schedule 2 or Schedule 3 chemical, or is a UDOC, you can submit to ITT a request for a chemical determination. Your request should include the information listed below. If you are unable to provide all of this information, you should explain why you cannot provide the information.

(1) Date of request;

(2) Company name and complete street address;

(3) Point of contact;

(4) Phone and fax number of contact;

(5) Chemical name;

[1]BIS will not support the DESI application after December 31, 2004. BIS will also not accept forms (version January 2001) generated from DESI after December 31, 2004.

(6) Structural formula;

(7) Chemical Abstract Service Registry Number, if assigned; and

(8) Any additional information which you feel is relevant to the chemical and/or process involved and which is not of a confidential or proprietary nature.

You can request a chemical determination via fax at (703) 235-1481 or e-mail at cdr@cwc.gov, or you can mail the request to the following address:

Treaty Compliance Division
Information Technology Team (ITT)
Bureau of Industry and Security
U.S. Department of Commerce
1555 Wilson Blvd., Suite 700
Arlington, VA 22209-2405

Paperwork Reduction Act

The collections of information described in this Handbook are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.). The Office of Management and Budget has approved the collection of information that is required under the CWCR. The public reporting burdens for this collection of information (OMB Collection #: 0694-0091) are estimated to average 10.6 hours for Schedule 1 chemicals, 11.9 hours for Schedule 2 chemicals, 2.5 hours for Schedule 3 chemicals, and 5.3 hours for UDOCs. (5.1 hours for UDOC "No Changes" Certification Form.) These estimates include the time required to collect the required information and to complete the forms.

Notwithstanding any other provision of law, no person is required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number.

Confidential Business Information

The Chemical Weapons Convention Implementation Act of 1998 defines "confidential business information" for purposes of CWC declarations, reports, notifications, and inspections. Certain confidential business information (CBI) provided by facilities, trading companies or other persons to BXA on the CWC forms is exempt from public disclosure under the Freedom of Information Act. Facility-specific information contained in declarations, including confidential business information, will be forwarded to the Organization for the Prohibition of Chemical Weapons (OPCW), and the OPCW will provide certain types of information from the declaration(s) to other States Parties upon request. See Part 718 of the CWCR for additional information on the treatment of CBI.

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SECTION 2: SCHEDULES OF CHEMICALS

Schedule 1

A. Toxic chemicals: (CAS registry number)

(1) O-Alkyl ($\leq C_{10}$, incl. cycloalkyl) alkyl (Me, Et, n-Pr or i-Pr)-phosphonofluoridates

e.g. Sarin: O-Isopropyl methylphosphonofluoridate	(107-44-8)
Soman: O-Pinacolyl methylphosphonofluoridate	(96-64-0)

(2) O-Alkyl ($\leq C_{10}$, incl. cycloalkyl) N,N-dialkyl (Me, Et, n-Pr or i-Pr) phosphoramidocyanidates

e.g. Tabun: O-Ethyl N,N-dimethyl phosphoramidocyanidate	(77-81-6)

(3) O-Alkyl (H or $\leq C_{10}$, incl. cycloalkyl) S-2-dialkyl (Me, Et, n-Pr or i-Pr)-aminoethyl alkyl (Me, Et, n-Pr or i-Pr) phosphonothiolates and corresponding alkylated or protonated salts

e.g. VX: O-Ethyl S-2-diisopropylaminoethyl methylphosphonothiolate	(50782-69-9)

(4) Sulfur mustards:

2-Chloroethylchloromethylsulfide	(2625-76-5)
Mustard gas: Bis(2-chloroethyl)sulfide	(505-60-2)
Bis(2-chloroethylthio)methane	(63869-13-6)
Sesquimustard: 1,2-Bis(2-chloroethylthio)ethane	(3563-36-8)
1,3-Bis(2-chloroethylthio)-n-propane	(63905-10-2)
1,4-Bis(2-chloroethylthio)-n-butane	(142868-93-7)
1,5-Bis(2-chloroethylthio)-n-pentane	(142868-94-8)
Bis(2-chloroethylthiomethyl)ether	(63918-90-1)
O-Mustard: Bis(2-chloroethylthioethyl)ether	(63918-89-8)

(5) Lewisites:

Lewisite 1: 2-Chlorovinyldichloroarsine	(541-25-3)
Lewisite 2: Bis(2-chlorovinyl)chloroarsine	(40334-69-8)
Lewisite 3: Tris(2-chlorovinyl)arsine	(40334-70-1)

(6) Nitrogen mustards:

HN1: Bis(2-chloroethyl)ethylamine	(538-07-8)

HN2: Bis(2-chloroethyl)methylamine (51-75-2)
HN3: Tris(2-chloroethyl)amine (555-77-1)

(7) Saxitoxin (35523-89-8)

(8) Ricin (9009-86-3)

B. Precursors:

(9) Alkyl (Me, Et, n-Pr or i-Pr) phosphonyldifluorides

e.g. DF: Methylphosphonyldifluoride (676-99-3)

(10) O-Alkyl (H or $\leq C_{10}$, incl. cycloalkyl) O-2-dialkyl
(Me, Et, n-Pr or i-Pr)-aminoethyl alkyl
(Me, Et, N-Pr or i-Pr) phosphonites
and corresponding alkylated or protonated salts

e.g. QL: O-Ethyl O-2-diisopropylaminoethyl methylphosphonite (57856-11-8)

(11) Chlorosarin: O-Isopropyl methylphosphonochloridate (1445-76-7)

(12) Chlorosoman: O-Pinacolyl methylphosphonochloridate (7040-57-5)

<u>Schedule 2</u>

A. Toxic chemicals: (CAS registry number)

(1) Amiton: O,O-Diethyl S-[2-(diethylamino)ethyl] phosphorothiolate (78-53-5)
and corresponding alkylated or protonated salts

(2) PFIB: 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-propene (382-21-8)

(3) BZ: 3-Quinuclidinyl benzilate (6581-06-2)

B. Precursors:

(4) Chemicals, except for those listed in Schedule 1, containing
a phosphorus atom to which is bonded one methyl, ethyl or
propyl (normal or iso) group but not further carbon atoms,

e.g. Methylphosphonyl dichloride (676-97-1)
Dimethyl methylphosphonate (756-79-6)

Exemption: Fonofos: O-Ethyl S-phenyl ethylphosphono-thiolothionate (944-22-9)

(5) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) phosphoramidic dihalides

(6) Dialkyl (Me, Et, n-Pr or i-Pr) N,N-dialkyl (Me, Et, n-Pr or i-Pr)-phosphoramidates

(7) Arsenic trichloride (7784-34-1)

(8) 2,2-Diphenyl-2-hydroxyacetic acid (76-93-7)

(9) Quinuclidine-3-ol (1619-34-7)

(10) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethyl-2-chlorides and corresponding protonated salts

(11) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-ols and corresponding protonated salts

Exemptions:
N,N-Dimethylaminoethanol (108-01-0)
and corresponding protonated salts
N,N-Diethylaminoethanol (100-37-8)
and corresponding protonated salts

(12) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-thiols and corresponding protonated salts

(13) Thiodiglycol: Bis(2-hydroxyethyl)sulfide (111-48-8)

(14) Pinacolyl alcohol: 3,3-Dimethylbutane-2-ol (464-07-3)

Schedule 3

A. Toxic chemicals: (CAS registry number)

(1) Phosgene: Carbonyl dichloride (75-44-5)

(2) Cyanogen chloride (506-77-4)

(3) Hydrogen cyanide (74-90-8)

(4) Chloropicrin: Trichloronitromethane (76-06-2)

B. Precursors:

(5) Phosphorus oxychloride	(10025-87-3)
(6) Phosphorus trichloride	(7719-12-2)
(7) Phosphorus pentachloride	(10026-13-8)
(8) Trimethyl phosphite	(121-45-9)
(9) Triethyl phosphite	(122-52-1)
(10) Dimethyl phosphite	(868-85-9)
(11) Diethyl phosphite	(762-04-9)
(12) Sulfur monochloride	(10025-67-9)
(13) Sulfur dichloride	(10545-99-0)
(14) Thionyl chloride	(7719-09-7)
(15) Ethyldiethanolamine	(139-87-7)
(16) Methyldiethanolamine	(105-59-9)
(17) Triethanolamine	(102-71-6)

SECTION 3: SCHEDULE 1 INFORMATION AND FORMS

Introduction

Part 712 of the Chemical Weapons Convention Regulations (CWCR) sets forth the declaration, advanced notification, and report requirements that apply to the production, export, and import of Schedule 1 chemicals. Submitters should refer to Part 712 of the CWCR to determine their declaration, advanced notification, and report requirements. For the convenience of submitters, this section of the Handbook summarizes the requirements for Schedule 1 chemical declarations and reports. If there are discrepancies between the information in this section and the declaration and report requirements set forth in Part 712 of the CWCR, the CWCR prevail.

This section also contains a "Guide to Submission of Schedule 1 Forms" that identifies the specific forms which must be included in each declaration or report package, the necessary declaration and report forms, as well as specific instructions for completing the forms.

Schedule 1 chemicals are those that pose a high risk to the object and purpose of the Convention, and have limited commercial uses.

Declaration and Report Requirements

Initial Declarations are required for two types of Schedule 1 facilities:

> *Previously declared facility for production of more than 100 grams aggregate of Schedule 1 chemicals* – Initial declarations for facilities declared in February 2000 remain valid until withdrawn from active status; however, if you plan to change the technical description of your facility, you must submit an amendment at least 200 days in advance of the change to your facility. If you withdraw your initial declaration and subsequently anticipate engaging in more than 100 grams aggregate production of Schedule 1 chemicals, you must submit a new Initial Declaration as a "New facility or existing facility" as described below.
>
> *New facility or existing facility anticipating to produce more than 100 grams aggregate of Schedule 1 chemicals* – Initial declarations for new facilities must be submitted at least 200 days in advance of production of more than 100 grams aggregate of Schedule 1 chemicals. The Initial Declaration consists of a technical description of your facility or its relevant parts, including a narrative statement and a detailed diagram of the declared area(s) in the facility. Note that you do not provide production data with your Initial Declaration.

Annual Declarations on Past Activities are required from facilities that produced Schedule 1 chemicals in excess of 100 grams aggregate in the previous calendar year.

Note that in addition to production data, a declared facility is required to include information on the forms such as the latitude and longitude coordinates of the center of the declared facility, quantity of a Schedule 1 chemical consumed at the facility, the Schedule 1, 2 or 3 precursor chemical(s) used by the facility to produce Schedule 1 chemicals, and the declared facility's year-end inventory.

Annual Reports on Exports and Imports are required from facilities, trading companies or other persons subject to the CWCR that exported or imported <u>any</u> amount of Schedule 1 chemicals in the previous calendar year.

Combined Annual Declarations and Reports are an optional reporting type for facilities that have a requirement for both an **Annual Declaration on Past Activities** for production of Schedule 1 chemicals in excess of 100 grams aggregate and an **Annual Report on Exports and Imports** for transfers of any amount of a Schedule 1 chemicals. This reporting type is for the convenience of the facility. The submitter may choose to submit a separate declaration and report.

Annual Declarations on Anticipated Activities are required from facilities that anticipate to produce in excess of 100 grams aggregate of Schedule 1 chemicals in the next calendar year.

Amendments to Declarations or Reports are required for changes or additions to previously submitted declarations and reports.

Schedule 1 Advanced Notifications of Exports or Imports. See Section 712 of the CWCR for specific reporting requirements. Note that Advanced Notifications are not included in the "Guide to Submission of Schedule 1 Forms."

<u>Round to Zero Rule for Schedule 1 Chemicals</u>

Facilities that produce, export or import quantities of Schedule 1 chemicals in aggregate concentrations of 0.5% or less, by volume or weight, whichever yields the lesser percent, as unavoidable by-products or impurities may round to zero and are not subject to the provisions of Part 712 of the CWCR.

<u>Counting Schedule 1 Chemicals</u>

You must count only the aggregate amount (weight) of Schedule 1 chemicals in a mixture, not the total weight of the mixture.

GUIDE TO SUBMISSION OF SCHEDULE 1 FORMS

Declaration or Report Type	Schedule 1 Forms									Due Dates
	Cert.	1-1	1-2	1-2A	1-2B	1-3	1-4	A	B	
Initial Declaration[1]	✔	✔						❶	❷	February 28
Annual Declaration on Past Activities	✔	✔	✔	✔	✔			❶	❷	February 28
Annual Report on Exports and Imports	✔	✔				✔		❶	❷	February 28
Combined Annual Declaration and Report	✔	✔	✔	✔	✔	✔		❶	❷	February 28
Annual Declaration on Anticipated Activities	✔	✔					✔	❶	❷	September 3 of each year prior to the calendar year in which anticipated activities will take place
Amendment[2]	✔	✔						❶	❷	See Part 712 of the CWCR for specific due dates

✔ - Form Required ❶ - Attach, as appropriate ❷ - Optional

Listing of Schedule 1 Forms

Certification Form	
Form 1-1	Schedule 1 Facility or Trading Company Identification
Form 1-2	Declaration on Schedule 1 Chemical Activities at the Facility During the Previous Year
Form 1-2A	Declaration on Schedule 1, 2, and 3 Precursor Chemical(s) Used to Produce a Schedule 1 Chemical
Form 1-2B	Declaration on Transfers of Schedule 1 Chemical to Other Facilities in the United States
Form 1-3	Declaration or Report on Schedule 1 Chemical Exported to or Imported From Other States Parties
Form 1-4	Declaration on Schedule 1 Anticipated Activities
Form A	Attachments for Schedule 1 Facility or Trading Company (attach as appropriate)
Form B	Optional Comments

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1. Requires submission of a narrative statement describing the facility and a detail diagram(s) of the declared areas of the facility.
2. Submit all forms contained in the original declaration or report, and any new forms to complete the amendment.

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FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

	U.S. DEPARTMENT OF COMMERCE **Bureau of Industry and Security** **CWC SCHEDULE 1** **DECLARATION OR REPORT**	DATE RECEIVED **(Leave Blank)**

CERTIFICATION FORM

Provide the information requested below in Questions C.1 through C.8.

C.1	Name of Declaration or Report Point of Contact (D/R-POC):		
C.2	Company Name:		
C.3	Mailing Address:		
	City:	State:	Zip Code:
C.4	D/R-POC's Telephone Number: ext.		
	D/R-POC's Fax Number:		
	D/R-POC's E-mail Address:		
C.5	Date Submitted (YYYY-MM-DD):		
C.6	**CERTIFICATION**		

I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete.

Name and title of responsible official (type or print):

Signature:

Date Signed (YYYY-MM-DD):

C.7

TYPE OF DECLARATION OR REPORT (check one box, except check two boxes for an amendment)

INITIAL DECLARATION:

- ☐ Previously declared facility for production of more than 100 grams aggregate of Schedule 1 chemicals
- ☐ New facility or existing facility anticipating to produce more than 100 grams aggregate of Schedule 1 chemicals (YYYY):_____

☐ ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY):_____

☐ ANNUAL REPORT ON EXPORTS AND IMPORTS (YYYY):_____

☐ COMBINED ANNUAL DECLARATION AND REPORT (YYYY):_____

☐ ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES (YYYY):_____

☐ AMENDMENT

C.8

Forms Submitted

Check all forms that are included:

☐ FORM 1-1 ☐ FORM 1-2 ☐ FORM 1-2A ☐ FORM 1-2B ☐ FORM 1-3 ☐ FORM 1-4 ☐ FORM A ☐ FORM B

CERTIFICATION FORM Schedule 1 Declaration or Report

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

A separate Certification Form is required for:

a) each Schedule 1 facility that has declaration requirements (declared facility);
b) each Schedule 1 facility with reporting requirements (undeclared facility); and
c) each trading company with Schedule 1 reporting requirements.

NOTE: If you submit a combined declaration and report, you must submit only one Certification form.

This form serves several purposes, including:

a) identifying a Point of Contact;
b) certifying the accuracy of the submitted declaration;
c) identifying the type of declaration submitted; and
d) listing the declaration forms submitted.

Questions C.1 through C.5 Name of Declaration or Report Point of Contact (D/R-POC) and Other Requested Information: Designate a D/R-POC. The D/R-POC should be a person whom the Department of Commerce may contact for: (1) the purposes of clarification of information provided in the declaration or report; and (2) for general information. The D/R-POC need not be the person who prepares the forms or signs the Certification Form.

Question C.6 Certification: The Certification must be signed and dated by the owner, the operator, or a senior management official who certifies the accuracy and completeness of the information submitted. The Certification signature block must contain an original signature.

Question C.7 Type of Declaration or Report: Check the box for the type of declaration or report being submitted (e.g., initial, past activities, anticipated activities, exports and imports, combined declaration and report, and amendments) and indicate the year for which the information applies.

The INITIAL DECLARATION provides a technical description of the declared Schedule 1 facility or its relevant parts. An initial declaration is required if your facility produced or is anticipating to produce more than 100 grams aggregate of Schedule 1 chemicals. You are required to submit a current technical description of your facility or its relevant parts, including a narrative statement and detailed diagrams of the declared area(s). There are two types of Initial Declarations:

1) A facility previously declared in February 2000 that produced more than 100 grams aggregate of Schedule 1 chemicals. NOTE: If you anticipate to make significant changes (e.g., relocation of the facility or its relevant parts, expansion of declared areas) to your initial declaration, you must submit an amended declaration describing such changes not less than 200 days before you implement such changes.

2) A newly established facility or a previously undeclared existing facility that anticipates it will produce more than 100 grams aggregate of Schedule 1 chemicals. NOTE: You are required to submit your Initial Declaration 200 days in advance of commencing such production.

The ANNUAL DECLARATION ON PAST ACTIVITIES provides information on the production, consumption, storage, and domestic transfer of Schedule 1 chemicals by a declared Schedule 1 facility for the previous calendar year. A facility must submit an ANNUAL DECLARATION ON PAST ACTIVITIES if the facility produced more than 100 grams aggregate of Schedule 1 chemicals.

The ANNUAL REPORT OF EXPORTS AND IMPORTS provides detailed information on exports and imports of Schedule 1 chemicals to or from other States Parties.

The COMBINED ANNUAL DECLARATION AND REPORTprovides production data required for an Annual Declaration on Past Activities and export and import data required for an Annual Report on Exports and Imports.

The ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES provides information on anticipated production in the next calendar year of each Schedule 1 chemical and the purposes for which each will be used. You must submit this declaration if you anticipate producing more than 100 grams aggregate of Schedule 1 chemicals at your previously declared facility in the next calendar year.

Question C.8 Forms Submitted: Check the appropriate box for each form that is included in the submission.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 1 DECLARATION OR REPORT	FACILITY OR TRADING COMPANY NAME:
	U.S. FACILITY OR TRADING COMPANY CODE (once assigned):

FORM 1-1 SCHEDULE 1 FACILITY OR TRADING COMPANY IDENTIFICATION

Submit this form for each declared Schedule 1 facility, undeclared Schedule 1 facility, or trading company. You must submit this form for each type of declaration or report (initial, past activities, anticipated activities, exports and imports, combined, and amendments).

1-1.1	Owner:		
	Telephone Number:	Fax Number:	
1-1.2	Operator:		
	Telephone Number:	Fax Number:	
1-1.3	Building Name or Structure Number:		
1-1.4	Street Address:		
	City:	State:	Zip Code:
1-1.5	**Provide the geographic coordinates of the center of the facility (see Supplement No. 1).**		
	a. Latitude (Deg/Min/Sec/N):		
	b. Longitude (Deg/Min/Sec/W):		
1-1.6	**For the Initial Declaration (declared facilities only) check the appropriate box and provide the required information as an attachment to Form A.**		
	☐ Detailed Technical Description of Facility	☐ Changes to the Detailed Technical Description	

Designation of Inspection Point of Contact (I-POC) for inspection notifications involving this facility.
NOTE: The Department of Commerce must be able to reach the I-POCs at all hours through the telephone numbers shown below.

1-1.7.1	Name of I-POC:	
	I-POC's Primary Telephone Number:	ext.
	I-POC's Alternate Telephone Number:	ext.
	I-POC's Fax Number:	
	I-POC's E-mail Address:	
1-1.7.2	Name of Alternate I-POC (optional):	
	I-POC's Primary Telephone Number:	ext.
	I-POC's Alternate Telephone Number:	ext.
	I-POC's Fax Number:	
	I-POC's E-mail Address:	

FORM 1-1 Schedule 1 Facility or Trading Company Identification

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit this form for each declared Schedule 1 facility, undeclared Schedule 1 facility, or trading company. Declared Schedule 1 facilities must submit this form for each type of declaration (initial, past activities, combined annual declaration and report, anticipated activities, and amended) and complete questions 1-1.1 through 1-1.7 as appropriate. Undeclared Schedule 1 facilities and trading companies must complete questions 1-1.1 through 1-1.4 to satisfy their annual export and import reporting requirements.

Submit Form A to identify any additional information (e.g., site diagrams, maps, drawings, chemical structural formulas) you submit with your completed forms package.

For the INITIAL DECLARATION, submit the Certification Form, this Form 1-1, and Form A. You must also provide and attach to Form A a technical description of your facility or its relevant parts. On Form 1-1, you must complete questions 1-1.1 through 1-1.7.

For the ANNUAL DECLARATION ON PAST ACTIVITIES, submit the Certification Form, Form 1-1, Forms 1-2, 1-2A, 1-2B, 1-3, and Form A, as appropriate. On Form 1-1, you must complete questions 1-1.1 through 1-1.5, and 1-1.7.

For the ANNUAL REPORT ON EXPORTS AND IMPORTS, submit the Certification Form, Form 1-1, and Form 1-3. On Form 1-1, you must complete questions 1-1.1 through 1-1.4.

For the COMBINED ANNUAL DECLARATION AND REPORT, submit the Certification Form, Form 1-1, Form 1-2, (Form 1-2A and 1-2B as appropriate) and Form 1-3. On Form 1-2, you must complete questions 1-1.2 through 1-1.5, and 1-1.7

For the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES, submit the Certification Form, Form 1-1, and Form 1-4. On Form 1-1, you must complete questions 1-1.1 through 1-1.5, and 1-1.7.

For amended declarations or reports, submit the Certification Form, Form 1-1, and the applicable form(s) being amended. If you are changing the technical description of your facility previously submitted with your Initial Declaration, you must complete 1-1.6 as well as all other questions on this Form 1-1.

All submitters should assign a unique name to the facility or trading company, and record this name in the appropriate box in the upper right-hand corner of Form 1-1. The Department of Commerce will provide each submitter with a unique code. This code, hereafter referred to as a "U.S. Facility or Trading Company Code," will be the primary means of identifying a facility after the Initial Declaration or the first Report on Exports and Imports is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations or reports.

Questions 1-1.1 through 1-1.4: Provide the name and telephone and fax numbers of the owner and the operator or the occupant or the agent in charge of the facility or the trading company. Provide the Building Name or Structure Number of the facility or the trading company and the address. **DO NOT PROVIDE A POST OFFICE BOX.**

Question 1-1.5: Provide the latitude and longitude for the center of the facility using the following formats (see Supplement No. 1 for guidelines on determining geographic coordinates):

Latitude: 00(degree)/00(minutes/00(seconds)/N
Longitude: 000(degree)/00(minutes/00(seconds)/W

NOTE: If your geographic coordinates do not represent the center of the facility, you must clearly explain in your detailed technical description the location of your coordinates (e.g., Room 2 in Building 7). You should name this section of your detailed technical description "Geographic Coordinates."

Question 1-1.6: Check the appropriate box to indicate if you are providing a detailed technical description of your facility or its relevant parts as part of your Initial Declaration, or changes to the technical description previously submitted. For the Initial Declaration, you must submit a current detailed technical description of your facility or its relevant parts, including: (1) narrative statement; and (2) detailed diagrams of the declared area(s). Attach this information to Form A.

Questions 1-1.7.1 & 1-1.7.2: Designate an Inspection Point of Contact (I-POC) and provide telephone and fax numbers, and an e-mail address so the Department of Commerce may notify you of inspections of your facility. You may also designate an Alternate I-POC. The Department of Commerce must be able to contact the I-POCs on a 24 hour basis.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 1 DECLARATION	FACILITY NAME:
	U.S. FACILITY CODE (once assigned):

FORM 1-2 DECLARATION ON SCHEDULE 1 CHEMICAL ACTIVITIES AT THE FACILITY DURING THE PREVIOUS YEAR

Submit this form for each Schedule 1 chemical produced, stored, and/or consumed by, and domestically transferred from the declared Schedule 1 facility.

CAS REGISTRY NO.:	CHEMICAL NAME:

Check this box if you have attached a structural formula for this chemical to Form A. ☐

1-2.1	**Quantity Produced:** _____ grams **NOTES: 1. You may not produce a Schedule 1 chemical for protective purposes.** **2. If this Schedule 1 chemical was produced, also submit Form 1-2A.**	
1-2.2	**Quantity Consumed:** _____ grams **Purpose(s) of Consumption:** ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL ☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE	
1-2.3	**Maximum quantity stored at any time during the previous calendar year:**	grams
1-2.4	**Quantity stored at previous calendar year end (as of 12-31)**	grams
1-2.5	a. Was the chemical transferred to other facilities in the U.S. during the previous calendar year? ☐ YES ☐ NO	
	b. If yes, give the total quantity transferred (also submit Form 1-2B): grams	

FORM 1-2 Declaration on Schedule 1 Chemical Activities at the Facility during the Previous Year

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

If you produced more than 100 grams aggregate of Schedule 1 chemicals during the previous calendar year, you are a declared Schedule 1 facility and must submit Form 1-2. Note: Undeclared Schedule 1 facilities and trading companies that have reporting requirements for exports or imports of Schedule 1 chemicals are not required to submit Form 1-2.

FOR THE ANNUAL DECLARATION ON PAST ACTIVITIES, you must submit a separate Form 1-2 for each Schedule 1 chemical you produced, consumed, stored and/or transferred domestically from your facility in any quantity during the previous calendar year.

Submit Form A to identify any additional information (e.g., chemical name, chemical structural formula) you submit with your completed forms package.

In the upper right-hand corner of this form, enter the facility name or U.S. facility code (once assigned) that you entered on Form 1-1 (Schedule 1 Facility or Trading Company Identification).

For each Schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. If the chemical is not specifically listed by Chemical Name and CAS Registry Number in Supplement No. 1 to Part 712 of the CWC Regulations (15 CFR 712), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula.

Question 1-2.1: Identify the quantity of the Schedule 1 chemical produced at the facility during the previous calendar year. Report the quantity of the chemical to the nearest gram.

NOTE:

1) You may not produce Schedule 1 chemicals for protective purposes.
2) If this Schedule 1 chemical was produced, you must also submit a Form 1-2 A.

Question 1-2.2: Identify the quantity of the Schedule 1 chemical consumed by the facility during the previous calendar year. Report the quantity of the chemical to the nearest gram. Check the appropriate box(es) to identify the purpose(s) for which the chemical was consumed.

Question 1-2.3: Identify the maximum quantity of the Schedule 1 chemical stored at any time at the facility during the previous calendar year. Report the quantity of the chemical to the nearest gram. The quantity reported should include all types of storage (e.g., tanks, process vessels, on-site shipping containers) at the declared facility.

Question 1-2.4: Identify the quantity of the Schedule 1 chemical stored at the facility at the end of the previous calendar year (i.e., the quantity stored on December 31 of the reporting year). Report the quantity of the chemical to the nearest gram.

Question 1-2.5: Identify whether this facility transferred the Schedule 1 chemical **to other facilities in the United States** during the previous calendar year, and the aggregate quantity (rounded to the nearest gram) involved in the transfers. If transfers within the United States did occur, also complete form 1-2B for each transaction. NOTE: Do NOT check the "yes" box in question 1-2.5 if your company exported (i.e., transferred the chemical to a recipient outside the United States) the Schedule 1 chemical. Exports should be recorded on Form 1-3.

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CWC SCHEDULE 1 DECLARATION		FACILITY NAME:
		U.S. FACILITY CODE (once assigned):

FORM 1-2A DECLARATION ON SCHEDULE 1, 2, AND 3 PRECURSOR CHEMICAL(S) USED TO PRODUCE A SCHEDULE 1 CHEMICAL

Submit this form for each Schedule 1 chemical produced by the declared Schedule 1 faciilty using one or more precursor chemicals listed on Schedules 1, 2, or 3.

CAS REGISTRY NO.:	CHEMICAL NAME:

Provide the following information for each precursor chemical used by this facility to produce this Schedule 1 chemical.

1-2A.1	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used grams
1-2A.2	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used grams
1-2A.3	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used grams
1-2A.4	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used grams
1-2A.5	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used grams
1-2A.6	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used grams
1-2A.7	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used grams
1-2A.8	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used grams
1-2A.9	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used grams

FORM 1-2A Declaration on Schedule 1, 2, and 3 Precursor Chemical(s) Used to Produce Schedule 1 Chemical

Submit this form for each Schedule 1 chemical you produced at your declared Schedule 1 facility using one or more Schedule 1, 2 or 3 precursor chemicals. Do not submit a Form 1-2A for a Schedule 1 chemical unless you provided production information in response to question 1-2.1 on Form 1-2.

For each Schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. NOTE: This is the same information as provided in Form 1-2 above.

Question 1-2A.x.a: Identify the Schedule 1, 2, or 3 precursor chemical(s) used by this facility to produce the Schedule 1 chemical.

Question 1-2A.X.B: Provide the corresponding CAS Registry Number for the precursor chemical.

Question 1-2A.x.c: Identify the quanitity to the nearest gram of the Schedule 1, 2, or 3 precursor chemical used to produce the Schedule 1 chemical.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 1 DECLARATION	FACILITY NAME:
	U.S. FACILITY CODE (once assigned):

FORM 1-2B DECLARATION ON TRANSFERS OF SCHEDULE 1 CHEMICAL TO OTHER FACILITIES IN THE UNITED STATES

Submit this form for each Schedule 1 chemical that was transferred to another facility in the United States during the previous calendar year.

CAS REGISTRY NO.:	CHEMICAL NAME:

Check this box if you have attached a structural formula for this chemical to Form A. ☐

Provide the following information for each domestic transfer of this Schedule 1 chemical.

1-2B.1	a. Name of recipient company:		
	b. Street Address:		
	City:	State:	Zip Code:
	c. Quantity: grams		
	d. Purpose(s): ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL ☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE		
1-2B.2	a. Name of recipient company:		
	b. Street Address:		
	City:	State:	Zip Code:
	c. Quantity: grams		
	d. Purpose(s): ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL ☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE		
1-2B.3	a. Name of recipient company:		
	b. Street Address:		
	City:	State:	Zip Code:
	c. Quantity: grams		
	d. Purpose(s): ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL ☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE		

If additional pages of Form 1-2B for this chemical are attached, indicate the total number of pages as follows:
page _____ of _____ (e.g., page x of y)

FORM 1-2B Declaration on Transfers of Schedule 1 Chemical to Other Facilities in the United States

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit Form 1-2B to declare each domestic transfer of a Schedule 1 chemical to another facility in the United States during the previous calendar year. You must separately declare each transfer of a Schedule 1 chemical to another facility during the previous year (e.g., if you made four transfers of the same Schedule 1 chemical to the same company in the previous year, you must separately declare each of those four transfers).

Do not submit this form unless you answered "yes" to question 1-2.5 on Form 1-2 for this Schedule 1 chemical. Form 1-2B, if applicable, is part of your ANNUAL DECLARATION ON PAST ACTIVITIES.

Submit Form A to identify any additional information (e.g., chemical name, chemical structural formula) you submit with your completed forms package.

In the upper right-hand corner of this form, enter the facility name or U.S. facility code (once assigned) that you entered on Form 1-1 (Schedule 1 Facility or Trading Company Identification).

For each schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. If the chemical is not specifically listed by Chemical Name and CAS Registry Number in Supplement No. 1 to Part 712 of the CWC Regulations (15 CFR 712), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula.

Question 1-2B: Provide the information in Question 1-2B.x.a through 1-2B.x.d for each domestic transfer of this Schedule 1 chemical.

Question 1-2B.x.a: Enter the name of the company that received the Schedule 1 chemical.

Question 1-2B.x.b: Enter the address of the recipient company listed in Question 1-2B.X.a. DO NOT PROVIDE A POST OFFICE BOX.

Question 1-2B.x.c: Enter the quantity of the transaction in grams.

Question 1-2B.x.d: Check the purpose intended for the transferred Schedule 1 chemical.

If there is insufficient space to record all of your domestic transfers, use additional copies of Form 1-2B. Indicate the page number of each additional page and total the number of pages of Form 1-2B for this chemical using the format “page x of y” (as described at the bottom of this form).

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CWC SCHEDULE 1 DECLARATION OR REPORT	FACILITY NAME OR TRADING COMPANY:
	U.S. FACILITY OR TRADING COMPANY CODE (once assigned):

FORM 1-3 DECLARATION OR REPORT ON SCHEDULE 1 CHEMICAL EXPORTED TO OR IMPORTED FROM OTHER STATES PARTIES

CAS REGISTRY NO.:	CHEMICAL NAME:

Check this box if you have attached a structural formula for this chemical to Form A. ☐

Provide the following information on each export or import transaction.

1-3.1.1	a. ☐ Export ☐ Import (check one)	b. Name of recipient or source:	
	b. Street Address:		City, District:
	State/Province:	Postal Code:	State Party (see Supplement No. 3):
	d. Purpose(s) of export/import: ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL ☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE		
	e. Quantity grams	f. Date of transfer (YYYY-MM-DD):	
1-3.1.2	a. ☐ Export ☐ Import (check one)	b. Name of recipient or source:	
	b. Street Address:		City, District:
	State/Province:	Postal Code:	State Party (see Supplement No. 3):
	d. Purpose(s) of export/import: ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL ☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE		
	e. Quantity grams	f. Date of transfer (YYYY-MM-DD):	
1-3.1.3	a. ☐ Export ☐ Import (check one)	b. Name of recipient or source:	
	b. Street Address:		City, District:
	State/Province:	Postal Code:	State Party (see Supplement No. 3):
	d. Purpose(s) of export/import: ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL ☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE		
	e. Quantity grams	f. Date of transfer (YYYY-MM-DD):	

If additional pages of Form 1-3 for this chemical are attached, indicate the total number of pages as follows:
page _____ of _____ (e.g.,page x of y)

FORM 1-3 Declaration or Report on Schedule 1 Chemical Exported to or Imported From Other States Parties

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit this form for each Schedule 1 chemical that you exported to or imported from another State Party to provide detailed information on each trade transaction. Use a separate Form 1-3 for each Schedule 1 chemical. NOTE: There is no exclusion or de minimis amount for declaring or reporting Schedule 1 chemical exports or imports.

Declared facility. If you are a declared Schedule 1 facility, submit this Form 1-3 as part of your COMBINED ANNUAL DECLARATION AND REPORT.

Undeclared facilities and trading companies. If you are an undeclared Schedule 1 facility or trading company, submit this Form 1-3 as part of your ANNUAL REPORT ON EXPORTS AND IMPORTS.

Submit Form A to identify any additional information (e.g., chemical name, chemical structural formula) you submit with your completed forms package.

In the upper right hand corner of this form, enter the facility or trading company name or U.S. Facility or Trading Company Code (once assigned) that you entered on Form 1-1 (Schedule 1 Facility or Trading Company Identification).

For each Schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. If the chemical is not specifically listed by Chemical Name and CAS Registry Number in Supplement No. 1 to Part 712 of the CWC Regulations (15 CFR 712), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula.

Question 1-3.1.x.a: Check the appropriate box to indicate whether this trade transaction was an export or an import.

Question 1-3.1.x.b: Enter the name of the recipient or source of the Schedule 1 chemical in the other State Party.

Question 1-3.1.x.c: Enter the address of the recipient or source of the Schedule 1 chemical identified in b. above. Use the Destination Codes in Supplement 3 to identify the other State Party to the export or import.

Question 1-3.1.x.d: Check the appropriate box(es) to indicate the intended purpose(s) for the Schedule 1 chemical.

Question 1-3.1.x.e: Enter the quantity of the Schedule 1 chemical exported or imported in grams.

Question 1-3.1.x.f: Enter the date the Schedule 1 chemical cleared U.S. Customs for export or import.

If there is an insufficient amount of space to record all of your export and import transactions of this chemical, use additional copies of Form 1-3. Indicate the page number of each additional page and the total number of pages using the format "page _ of _" (as described at the bottom of this form).

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 1 DECLARATION		FACILITY NAME:
		U.S. FACILITY CODE (once assigned):

FORM 1-4 DECLARATION ON SCHEDULE 1 ANTICIPATED ACTIVITIES

Submit this form for each Schedule 1 chemical anticipated to be produced at this Schedule 1 facility.

CAS REGISTRY NO.:	CHEMICAL NAME:

Check this box if you have attached a structural formula for this chemical to Form A. ☐

1-4.1	Anticipated Production Quantity: grams	
1-4.2	Anticipated Purpose(s): ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL ☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL	
1-4.3	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):

FORM 1-4 Declaration on Schedule 1 Anticipated Activities

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit this form if you anticipate to produce Schedule 1 chemicals in excess of 100 grams aggregate at the declared facility in the next calendar year.

In the upper right hand corner of this form, enter the facility name or U.S. Facility Code (once assigned) that you entered on Form 1-1 (Schedule 1 Facility or Trading Company Identification).

For each Schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. If the chemical is not specifically listed by Chemical Name and CAS Registry Number in Supplement No. 1 to Part 712 of the CWC Regulations (15 CFR 712), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula.

Question 1-4.1.1: Provide the quantity of each Schedule 1 chemical that you anticipate to produce during the next calendar year.

Question 1-4.1.2: Check the appropriate box(es) to indicate the anticipated purposes for the Schedule 1 chemical.

NOTE: You may not produce Schedule 1 chemicals for protective purposes.

Question 1-4.1.3: Provide the starting and ending dates for each of the anticipated periods of production of the Schedule 1 chemical at this Schedule 1 facility.

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CWC SCHEDULE 1 **FORM A**	COMPLETE AS MANY COPIES OF THIS FORM AS NECESSARY. Use this form to describe any attachment to this declaration or report. The Initial Declaration requires attachment of a technical description of the Schedule 1 facility. Attachments may include, for example, any additional information on the precise location of a facilty, site map, structural formula for a chemical.
FORM A ATTACHMENTS FOR SCHEDULE 1 FACILITY OR TRADING COMPANY	Facility or Trading Company Name:

Form Number	Identify each attachment with a unique name or description.

FORM A Attachments for Schedule 1 Facility or Trading Company

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit this form to list any attachments containing additional information (e.g., site diagrams, structural formula for a Schedule 1 chemical).

As required by Form 1-1 for the **INITIAL DECLARATION**, you must use this form to list the documents that provide a detailed technical description of the declared facility or its relevant parts. The technical description for each declared facility or its relevant parts must include the following information: (1) narrative statement describing the facility; and (2) detailed diagram(s) of the declared areas. (Note: If the diagram includes any areas which are not declared, you should clearly distinguish between the declared and non-declared areas). Submission of additional attachments to further characterize the site and to clarify its exact location is on a voluntary basis. Note that undeclared Schedule 1 facilities and trading companies should also use Form A to provide attachments.

Insert all attachments into an envelope and staple the envelope to Form A.

FACILITY NAME: Enter the name of the facility or trading company, and if assigned, enter its U.S. Facility Code.

FORM NUMBER: In column 1, enter the form number to which the additional information refers.

IDENTIFY THE ATTACHMENT WITH A UNIQUE NAME OR DESCRIPTION: In column 2, assign a unique name and/or description to identify each attachment. For structural formulas, provide the CAS Registry Number, if assigned, and/or Chemical Name.

CWC SCHEDULE 1
FORM B

FORM B OPTIONAL COMMENTS

B.1.1	Comments on form number _____, question number _____:
B.1.2	Comments on form number _____, question number _____:
B.1.3	Comments on form number _____, question number _____:
B.1.4	Comments on form number _____, question number _____:
B.1.5	Comments on form number _____, question number _____:
B.1.6	Comments on form number _____, question number _____:
B.2.1	General comments or suggestions:

FORM B Optional Comments

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Please use this form to record comments or suggestions. Use as many copies of this form as necessary. Submission of this form is optional, and the information provided will only be used by the Department of Commerce to improve the forms and the CWC reporting process.

SECTION 4: SCHEDULE 2 INFORMATION AND FORMS

Introduction

Part 713 of the Chemical Weapons Convention Regulations (CWCR) sets forth the declaration and report requirements that apply to the production, processing, consumption, export, and import of Schedule 2 chemicals. Submitters should refer to Part 713 of the CWCR to determine their declaration and report requirements. For the convenience of submitters, this section of the Handbook summarizes these declaration and report requirements and includes a table indicating the quantities of Schedule 2 chemicals that trigger a declaration or report. If there are discrepancies between the information in this section and the declaration and report requirements set forth in Part 713 of the CWCR, the CWCR prevail.

This section also contains a "Guide to Submission of Schedule 2 Forms" that identifies the specific forms which must be included in each declaration or report package, the necessary declaration and report forms, as well as specific instructions for completing the forms.

Declaration and Report Requirements

Annual Declarations on Past Activities are required from plant sites with one or more plants that produced, processed or consumed a Schedule 2 chemical in excess of applicable threshold quantities in any one of the three previous calendar years. Note that for Annual Declarations on Past Activities, plant sites must review data from the three previous calendar years to determine if any plant on the plant site produced, processed or consumed a Schedule 2 chemical in excess of the applicable threshold in any one of those three years; however, the plant site must only declare data on plants for the reporting year in question. For example, for the Annual Declaration on Past Activities for 2004, you must review data from calendar years 2002, 2003, 2004 for the plants on your plant site, but only declare data for declared plants on the plant site for calendar year 2004 activities. (See the Note to Section 713.2(a)(1)(i) of the CWCR for instructions on how to determine if you have a declaration requirement.)

Note that in addition to production, processing and consumption data, plant sites must also declare other related information such as production capacity and domestic transfers of each declared chemical. Finally, plant sites must declare data on exports and imports of A declared Schedule 2 chemical in excess of applicable threshold quantities (i.e., data from all plants on the plant site, not just data from declared plants).

Annual Reports on Exports and Imports are required from plant sites, trading companies or other persons that are subject to the CWCR that exported and/or imported a Schedule 2 chemical in excess of applicable threshold quantities (beginning with calendar year 1997). Note that plant sites subject to Annual Declaration on Past Activities requirements because of production, processing or consumption of a Schedule 2 chemical above the applicable threshold quantity may also have a reporting requirement for a different chemical that they did not produce, process or consume above the applicable threshold quantity, but that they exported or imported above the applicable threshold quantity.

Combined Annual Declarations and Reports are an optional reporting type for plant sites that are required to submit both an **Annual Declaration on Past Activities** for a Schedule 2 chemical that it

produced, processed, consumed, exported and/or imported in excess of the applicable threshold quantity and **an Annual Report on Exports and Imports** for exports and/or imports of a different Schedule 2 chemical in excess of the applicable threshold quantity. This reporting type is for the convenience of the submitter; however, a separate declaration or report may also be submitted.

Annual Declarations on Anticipated Activities are required from plant sites that anticipate one or more plants will produce, process or consume a Schedule 2 chemical in the next calendar year in excess of applicable threshold quantities. Note that in addition to anticipated production, processing and consumption data, plant sites must also declare production capacity, domestic transfers and exports of each declared chemical.

Declarations on Additionally Planned Activities are required from plant sites that anticipate additional production, processing or consumption of a Schedule 2 chemical after they have submitted their Annual Declaration on Anticipated Activities. This declaration is due to BIS at least 15 days before the additionally planned activity begins. (See Section 713.4 of the CWCR for the specific activities that trigger this declaration requirement.)

Amendments to Declarations or Reports are required for corrections to previously submitted declarations and reports.

Summary of Quantity Thresholds

The following summarizes the quantity thresholds for determining declaration requirements for the production, processing, consumption, export and import of Schedule 2 chemicals and rounding rules for reporting specific quantities.

Summary of Schedule 2 Quantity Thresholds

Schedule 2 Chemical	**Quantity Threshold for Declaration or Report on Production, Processing, Consumption, Exports or Imports**	**Rounding Rules for Qualities Declared on Declaration or Report**
2A(3)	> 1 Kg	Nearest hundredth of a kilogram (10 grams)
2A(1) and (2)	> 100 Kg	Nearest 1 kilogram
2B	> 1 metric ton	Nearest 10 kilograms

Quantity threshold for declaring production, processing, consumption, export and import for a "Declared" Plant Site

A declaration is triggered if at least one plant on a plant site produced, processed or consumed a Schedule 2 chemical above the applicable threshold quantity. A declared plant site must also declare exports or imports as part of its declaration if the total exports from or imports to the entire plant site (not just to or from the declared plants on the plant site) exceeded the applicable threshold quantity. Note that a plant site declared for the production, processing or consumption of one Schedule 2 chemical may also have a reporting requirement for exports or imports of another Schedule 2 chemical that it did not produce, process or consume above the applicable threshold quantity.

Quantity threshold for reporting exports and imports for "declared or undeclared" plant sites, trading companies and other persons

An export or import report is triggered if a plant site (declared or undeclared) or trading company or any other person subject to the CWCR exported or imported more than the applicable threshold quantity of a Schedule 2 chemical.

Quantity threshold for reporting exports to or imports from individual foreign destinations

Once an export or import declaration or report is required, report the specific quantity exported to or imported from a particular destination using the rounding rules in the above table. Report all quantities exported to or imported from a particular destination regardless of the quantity involved.

Summary of Concentration Thresholds

The following summarizes the concentration thresholds for counting the weight of a Schedule 2 chemical in a mixture (for declaration and report purposes), and determining whether the export to or import from a non-State Party of a mixture containing a Schedule 2 chemical is permitted.

Summary of Schedule 2 Concentration Thresholds

Schedule 2 Chemical	Concentration Threshold for a Schedule 2 Chemical in a Mixture to be "Counted" for Declaration or Report Purposes	Concentration Threshold for a Schedule 2 Chemical in a Mixture That May Trigger an Export or Import Restriction
2A(3)	>30%	>1%
2A(1) and (2)	>30%	>1%
2B	>30%	>10%

Concentration threshold for a Schedule 2 chemical in a mixture to be counted for declaration or report purposes

For a mixture that contains a Schedule 2 chemical, only count the Schedule 2 chemical if the concentration of the Schedule 2 chemical in the mixture is 30% or more. You would determine whether the concentration of the Schedule 2 chemical was 30% or more by calculating the percentage by weight **and** by volume and using the lesser percentage. If the concentration is 30% or more, "count" only the weight of the Schedule 2 chemical in the mixture, not the total weight of the mixture.

Guidance for adding quantities of Schedule 2 chemical for declaration or report purposes

Add all the quantities of Schedule 2 chemical from each plant at your plant site that produced, processed or consumed, including the Schedule 2 chemical in mixture concentrations of 30% or greater, to determine whether production, processing or consumption of the Schedule 2 chemical at any one or more plants on your plant site exceeds the applicable threshold. Plant sites, trading companies and other persons subject to the CWCR would proceed in similar fashion to count exports and imports to determine declaration or report requirements (in the case of declared Schedule 2 plant sites) or report requirements (in the case of all other persons subject to the CWCR). Note that exports from and imports to plant sites are determined for the plant site as a whole, including all units at the plant site.

Concentration threshold for a Schedule 2 chemical contained in a mixture that may trigger import restrictions

No person subject to the CWCR may import a Schedule 2 chemical from a non-State Party. This import ban applies to a mixture that contains a Schedule 2 chemical at a concentration above 10% by weight.

Concentration threshold for a Schedule 2 chemical in a mixture that may trigger an export license requirement or other export restriction

(1) Export license requirements for Schedule 2 chemicals subject to the Export Administration Regulations (EAR). Most Schedule 2 chemicals are subject to the export control jurisdiction of the Department of Commerce. Depending on the destination, the export of a Schedule 2 chemical may require an export license from Commerce's Bureau of Industry and Security (BIS). However, in most instances, a mixture containing a concentration of 10% or less of a Schedule 2 chemical, by weight, would not trigger a license application requirement under the Export Administration Regulations. In other instances, such as in the case of proposed exports from the United States to embargoed destinations or entities, even mixtures containing 10% or less concentration of a Schedule 2 chemical would require specific authorization from BIS (e.g., Cuba) or from another federal agency (e.g., the Department of the Treasury is responsible for licensing exports to destinations such as Iran and Iraq). (See 15 CFR parts 742, 744 and 746 and 31 CFR Chap. V.)

(2) Export license requirements for Schedule 2 chemicals subject to the International Traffic in Arms Regulations (ITAR)(22 CFR parts 120-130). The 10% de minimis exception does not apply to Schedule 2 chemicals subject to the jurisdiction of the State Department. You should consult with the State Department to determine license application requirements and licensing policy for exports of Schedule 2 chemicals controlled under the ITAR (i.e., Amiton and BZ).

GUIDE TO SUBMISSION OF SCHEDULE 2 FORMS

Declaration or Report Type	Schedule 2 Forms									Due Dates
	Cert.	2-1	2-2	2-3	2-3A	2-3B	2-3C	A	B	
Annual Declaration on Past Activities	✔	✔	✔	✔	✔	✔		❶	❷	February 28
Annual Report on Exports and Imports	✔	✔				✔		❶	❷	February 28
Combined Annual Declaration and Report	✔	✔	✔	✔	✔	✔		❶	❷	February 28
Annual Declaration on Anticipated Activities	✔	✔	✔	✔	✔		✔	❶	❷	September 3 of each year prior to the calendar year in which anticipated activities will take place
Declaration on Additionally Planned Activities	✔	✔	✔	✔	✔		✔	❶	❷	15 calendar days before the additionally planned activities begin
Amendment[1]	✔	✔						❶	❷	See Part 713 of the CWCR for specific due dates

✔ - Form Required ❶ - Attach, as appropriate ❷ - Optional

Listing of Schedule 2 Forms

Certification Form	
Form 2-1	Schedule 2 Plant Site or Trading Company Identification
Form 2-2	Declaration on Schedule 2 Plant
Form 2-3	Declaration on Schedule 2 Chemical
Form 2-3A	Declaration on Schedule 2 Chemical Sold or Transferred from the Plant Site in the United States
Form 2-3B	Exports and Imports of Schedule 2 Chemical
Form 2-3C	Declaration on Anticipated or Additionally Planned Activities of Schedule 2 Chemical
Form A	Attachments for Schedule 2 Plant Site or Trading Company (attach as appropriate)
Form B	Optional Comments

1. Submit all forms contained in the original declaration or report, and any new forms to complete the amendment.

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FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

	U.S. DEPARTMENT OF COMMERCE **Bureau of Industry and Security** **CWC SCHEDULE 2** **DECLARATION OR REPORT**	DATE RECEIVED **(Leave Blank)**

CERTIFICATION FORM

Provide the information requested below in Questions C.1 through C.8.

C.1	Name of Declaration or Report Point of Contact (D/R-POC):		
C.2	Company Name:		
C.3	Mailing Address:		
	City:	State:	Zip Code:
C.4	D/R-POC's Telephone Number: ext.		
	D/R-POC's Fax Number:		
	D/R-POC's E-mail Address:		
C.5	Date Submitted (YYYY-MM-DD):		
C.6	**CERTIFICATION**		

I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete.

Name and title of responsible official (type or print):

Signature:

Date Signed (YYYY-MM-DD):

C.7

TYPE OF DECLARATION OR REPORT (check one box, except check two boxes for an amendment)

- ☐ ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____
- ☐ ANNUAL REPORT ON EXPORTS AND IMPORTS (YYYY): _____
- ☐ COMBINED ANNUAL DECLARATION AND REPORT (YYYY): _____
- ☐ ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES (YYYY): _____
- ☐ DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES (YYYY): _____
- ☐ AMENDMENT

C.8

Forms Submitted

Check all forms that are included:

☐ FORM 2-1 ☐ FORM 2-2 ☐ FORM 2-3 ☐ FORM 2-3A ☐ FORM 2-3B ☐ FORM 2-3C ☐ FORM A ☐ FORM B

CERTIFICATION FORM Schedule 2 Declaration or Report

Declaration and reporting requirements are set forth in Part 713 of the CWC Regulations (15 CFR 713).

A separate Certification Form is required for:

a) each Schedule 2 plant site that has declaration requirements (declared plant site);
b) each Schedule 2 plant site with Schedule 2 reporting requirements; and
c) each trading company with reporting requirements.

NOTE: If you submit a combined declaration and report, you must submit only one Certification form.

This form serves several purposes, including:

a) identifying a Point of Contact;
b) certifying the accuracy of the submitted declaration;
c) identifying the type of declaration or report submitted; and
d) listing the declaration forms submitted.

Questions C.1 through C.5 Name of Declaration or Report Point of Contact (D/R-POC) and Other Requested Information: Designate a D/R-POC. The D/R-POC should be a person whom the Department of Commerce may contact for: (1) the purposes of clarification of information provided in the declaration or report; and (2) for general information. The D/R-POC need not be the person who prepares the forms or signs the Certification Form.

Question C.6 Certification: The Certification must be signed by the owner, operator or senior management official who certifies the accuracy and completeness of the information submitted. The Certification signature block must contain an original signature.

Question C.7 Type of Declaration or Report: Check the appropriate box for the type of declaration or report being submitted (e.g. past activities, anticipated or additionally planned activities, exports and imports, combined declaration and report, and amendments) and indicate the year(s) for which the information applies.

The ANNUAL DECLARATION ON PAST ACTIVITIES provides information on the production, processing, consumption, domestic transfer, export and import of a Schedule 2 chemical by a declared Schedule 2 plant site for the previous calendar year. A plant site must submit an ANNUAL DECLARATION ON PAST ACTIVITIES if one or more plants on the plant site produced, processed or consumed a Schedule 2 chemical above the applicable threshold during any one of the three previous calendar years. The ANNUAL DECLARATION ON PAST ACTIVITIES is submitted for the previous year only - not for each of the three previous years.

The ANNUAL REPORT ON EXPORTS AND IMPORTS, submitted by plant sites and trading companies, provides information on exports and imports of a Schedule 2 chemical above the applicable thresholds.

The COMBINED ANNUAL DECLARATION AND REPORT provides information on a declared Schedule 2 plant site that has a requirement to submit both an Annual Declaration on Past Activities and an Annual Report on Exports and Imports. The COMBINED ANNUAL DECLARATION AND REPORT provides information on the production, processing, consumption, domestic transfer, export and import of a Schedule 2 chemical above the applicable threshold quantity as well as information on the export from or import to the plant site of a different Schedule 2 chemical above the applicable threshold quantity that was not produced, processed or consumed by the plant site. Note that exports from and imports to a plant site are determined for the entire plant site, including all units of the plant site.

The ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES provides information on the production, processing and consumption of a Schedule 2 chemical by a plant site that has at least one plant that anticipates producing, processing or consuming a Schedule 2 chemical above the applicable declaration threshold in the next calendar year.

The DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES provides information on additional activities planned after submission of the Annual Declaration on Anticipated Activities, (e.g., increased production, processing or consumption of a previously declared Schedule 2 chemical at any plant on your plant site by 20% or more of the originally declared amount). NOTE: This declaration is due 15 days before the additionally planned activities can begin.

Note that declarations on the production, processing, consumption, domestic transfer, export and import of a Schedule 2 chemical by declared plant sites will be transmitted to the OPCW and will also be used to compile the U.S. national aggregate declaration. Reports on exports and imports of Schedule 2 chemicals are not submitted to the OPCW, but are used to compile the U.S. national export and import aggregate declaration.

Question C.8 Forms Submitted: Check the appropriate box for each form that is included in the submission.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 2 DECLARATION OR REPORT	PLANT SITE NAME OR TRADING COMPANY NAME:
	U.S. PLANT SITE OR TRADING COMPANY CODE (once assigned):

FORM 2-1 SCHEDULE 2 PLANT SITE OR TRADING COMPANY IDENTIFICATION

Submit this form for each declared Schedule 2 plant site, undeclared Schedule 2 plant site, or trading company. You must submit this form for each type of declaration or report (past activities, anticipated or additionally planned activities, exports and imports, combined, and amendments).

2-1.1	Owner:		
	Telephone Number:	Fax Number:	
2-1.2	Operator:		
	Telephone Number:	Fax Number:	
2-1.3	Street Address:		
	City:	State:	Zip Code:
2-1.4	**Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).**		
	a. Latitude (Deg/Min/Sec/N):		
	b. Longitude (Deg/Min/Sec/W):		

Check this box if you have attached to Form A any additional information on the plant site. ☐

2-1.5	**The number of declared Scheduled 3 plants at this Schedule 2 plant site:** _____

Designation of Inspection Point of Contact (I-POC) for inspection notifications involving this plant site.
NOTE: The Department of Commerce must be able to reach the I-POCs at all hours through the telephone numbers shown below.

2-1.6.1	Name of I-POC:	
	I-POC's Primary Telephone Number:	ext.
	I-POC's Alternate Telephone Number:	ext.
	I-POC's Fax Number:	
	I-POC's E-mail Address:	
2-1.6.2	Name of Alternate I-POC (optional):	
	I-POC's Primary Telephone Number:	ext.
	I-POC's Alternate Telephone Number:	ext.
	I-POC's Fax Number:	
	I-POC's E-mail Address:	

FORM 2-1 Schedule 2 Plant Site or Trading Company Identification

Declaration and reporting requirements are set forth in Part 713 of the CWC Regulations (15 CFR 713).

Submit this form for each declared Schedule 2 plant site, Schedule 2 plant site or trading company. Declared Schedule 2 plant sites must submit this form for each type of declaration or report (past activities, anticipated or additionally planned activities, combined declaration and report, exports and imports, and amended) and complete questions 2-1.1 through 2-1.5. In addition, declared plant sites subject to initial or routine inspection must complete question 2-1.6. Schedule 2 undeclared plant sites and trading companies must report exports and imports above the applicable threshold quantity by completing only questions 2-1.1 through 2-1.3 for their past reporting requirements.

Submitters should assign a unique name to the plant site or trading company and record the name in the appropriate box in the upper right-hand corner of Form 2-1. The Department of Commerce will provide each submitter with a unique code. This code, hereafter referred to as a "U.S. Plant Site or Trading Company Code," will be the primary means of identifying a plant site or trading company after the first declaration or report is submitted and the Department of Commerce assigns a code. The submitters should use this code on all future declarations or reports.

Questions 2-1.1 through 2-1.3: Provide the name and telephone and fax numbers of the owner and the operator or the occupant or the agent in charge of the plant site or trading company. Provide the address of the plant site or trading company. **DO NOT PROVIDE A POST OFFICE BOX.**

Questions 2-1.4: Provide the latitude and longitude for the center of the plant site using the following formats (see Supplement No. 1 for guidelines on determining geographic coordinates):

Latitude: 00(degree)/00(minute)/00(second)/N
Longitude: 000(degree)/00(minute)/00(second)/W

If the geographic coordinates are not for the center of the plant site, you must attach to Form A an explanation of the coordinates (e.g., front gate, Building No. 15). Also, use Form A to identify any additional voluntary information (e.g., maps, drawings) that you have attached to this declaration to locate this plant site with reference to the declared coordinates.

Question 2-1.5: Identify the number of declared Schedule 3 plants, if any, within this declared Schedule 2 plant site.

Question 2-1.6: Designate an Inspection Point of Contact (I-POC) and provide telephone and fax numbers, and an e-mail address so the Department of Commerce may notify you of inspections of your plant site. You may also designate an Alternate I-POC. The Department of Commerce must be able to contact the I-POCs on a 24 hour basis.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 2 PLANT DECLARATION	PLANT SITE NAME: U.S. PLANT SITE CODE (once assigned):

FORM 2-2 DECLARATION ON SCHEDULE 2 PLANT

Submit this form for each declared Schedule 2 plant at the plant site. Use this for all declarations (past activities, combined, anticipated or additionally planned activities, and amendments).

PLANT NAME:	**PLANT CODE** (once assigned):

2-2.1	Owner:	
	Telephone Number:	Fax Number:
2-2.2	Operator:	
	Telephone Number:	Fax Number:
2-2.3	Structure Name or Building Number:	
2-2.4	**Provide any additional information that will assist in identifying the location of this plant on the plant site.**	

Check this box if you have attached any additional information on the plant to Form A. ☐

2-2.5	**Provide the Product Group Codes to describe products at this plant (see Supplement No. 2).**				

2-2.6	Identify the declared Schedule 2 activities at this plant (check all that apply): ☐ Production ☐ Processing ☐ Consumption
2-2.7	Identify whether the plant is: ☐ Dedicated ☐ Multipurpose ☐ Other (check one)
2-2.8	Identify the other activity/ies performed at the plant relating to the declared Schedule 2 chemical(s): ☐ Storage ☐ Re-packaging, distribution ☐ R & D (check all that apply)

Complete the following for each declared Schedule 2 chemical that was/will be produced, processed or consumed at this plant.

2-2.9.1	a. Chemical Name:	b. CAS Registry No:	c. Production Capacity: _____ metric ton(s)/year	d. Calculation Method ☐ Nameplate ☐ Design
2-2.9.2	a. Chemical Name:	b. CAS Registry No:	c. Production Capacity: _____ metric ton(s)/year	d. Calculation Method ☐ Nameplate ☐ Design
2-2.9.3	a. Chemical Name:	b. CAS Registry No:	c. Production Capacity: _____ metric ton(s)/year	d. Calculation Method ☐ Nameplate ☐ Design
2-2.9.4	a. Chemical Name:	b. CAS Registry No:	c. Production Capacity: _____ metric ton(s)/year	d. Calculation Method ☐ Nameplate ☐ Design

If additional pages of Form 2-2 for this plant are attached, indicate the total number of pages as follows:
page _____ of _____ (e.g., page x of y)

FORM 2-2 Declaration of Schedule 2 Plant

Declaration and reporting requirements are set forth in Part 713 of the CWC Regulations (15 CFR 713).

Submit this form for each declared Schedule 2 plant at the plant site and for each type of declaration (e.g., past activities, anticipated or additionally planned activities, and amended).

Note: Submitters that only have reporting requirements for exports or imports of a Schedule 2 chemical are not required to submit this form.

For the ANNUAL DECLARATION ON PAST ACTIVITIES, you must review your plant's records for the three previous years to determine if in any one of those years it produced, processed or consumed a Schedule 2 chemical above the applicable threshold. If a plant exceeded the applicable threshold in any one of those years, you have a declaration requirement for the previous year, even if it produced, processed or consumed the Schedule 2 chemical below the applicable threshold in that year. See the EXAMPLE in the instructions for Form 2-3.

For the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES, you must declare if you anticipate a plant will produce, process or consume a Schedule 2 chemical above the applicable threshold in the next calendar year. You must also complete Form 2-3.

Submitters should assign a unique name to the plant at the plant site. Record the plant and plant site names in the appropriate boxes in the upper-right hand corner of Form 2-2. The Department of Commerce will provide each submitter with a unique code for each declared plant and plant site. These codes, "U.S. Plant Code" and "U.S. Plant Site Code," will be the primary means of identifying both a plant and plant site after the first declaration is submitted and the Department of Commerce has assigned the codes. Submitters should use these codes on all future declarations for a particular plant or plant site.

Questions 2-2.1 through 2-2.3: Provide the name and telephone and fax numbers of the owner and the operator or the occupant or the agent in charge of the plant. Provide the building name or structure number, if any, used to designate the plant.

Question 2-2.4: Provide any additional voluntary information that will assist in identifying the location of this plant on the plant site (e.g., latitude and longitude, street address, landmarks).

Use Form A to identify any additional information (e.g., site diagrams, maps, drawings) that you are attaching to this declaration to locate this plant with reference to the declared coordinates. (Check the box if you are submitting an attachment to Form A.)

Question 2-2.5: For the main activities at your plant, provide one or more product group code(s) (Standard International Trade Classification (SITC) code) that describes the type of ultimate products manufactured at the plant.

Question 2-2.6: Check the activity or activities for which this plant is declared. You should only check those activities for which this plant has exceeded the applicable declaration threshold. (Declaration thresholds for Schedule 2 chemicals are listed in 15 CFR Part 713).

Question 2-2.7: Check the appropriate box to indicate whether the plant is dedicated to the declared Schedule 2 activity/ies (as listed in question 2-2.6) or is multipurpose, or is an "other" type of plant. See Supplement No. 4 (Glossary of Terms) for the definition of dedicated and multipurpose.

Question 2-2.8: Check the appropriate box/es to idenfify other activities (storage, repackaging and/or distribution; R&D) that are performed at the plant in relation to the declared Schedule 2 chemicals.

Question 2-2.9: Provide this information for each Schedule 2 chemical produced, processed or consumed or anticipated to be produced, processed or consumed at this plant over the applicable threshold. For each Schedule 2 chemical, provide the name of the chemical, and the CAS Registry Number. For those Schedule 2 chemicals that you produce, provide the production capacity and the calculation method in questions 2-2.8.X(c) and (d). (See the definition of "production capacity" noted below.) Round the production capacity to the nearest metric ton. If you processed or consumed the Schedule 2 chemical, do not complete questions 2-2.8.X(c) or (d).

Production capacity is defined as the annual quantitative potential for manufacturing a specific chemical based on the technological process actually used at the relevant plant. The capacity shall be deemed to be equal to the nameplate capacity or, if the nameplate capacity is not available, to the design capacity. For the purpose of Question 2-2.8, nameplate capacity is the product output under conditions optimized for maximum quantity for the production facility, as demonstrated by one or more test runs and design capacity is the corresponding theoretically calculated product output, without test data or other supportive plant specific information. The production capacity of a multipurpose plant producing one Schedule 2 chemical along with other chemicals is calculated by assuming that the plant would be used solely for the production of that Schedule 2 chemical over a period of one year.

If there is an insufficient number of blocks to record all of your chemicals, use additional copies of Form 2-2. Indicate the page number of each additional page and total number of pages of Form 2-2.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 2
CHEMICAL DECLARATION

PLANT SITE NAME:

U.S. PLANT SITE CODE (once assigned):

FORM 2-3 DECLARATION ON SCHEDULE 2 CHEMICAL

Submit this form to provide information on each declared Schedule 2 chemical. Use this form for all declarations (past activities, combined, anticipated or additionally planned activities, and amendments).

CAS REGISTRY NO.:	CHEMICAL NAME:	COMMON OR TRADE NAME(S):

Check this box if you have attached a structural formula for this chemical to Form A. ☐

INSERT THE YEAR TO WHICH THE DECLARATION APPLIES (YYYY):

Provide the amount of the Schedule 2 chemical that was/will be produced, processed, and/or consumed by declared plants on the plant site (check all that apply).

2-3.1	☐ Produced	If produced, specify quantity (check one box): _____	☐ kilograms	☐ metric tons
2-3.2	☐ Processed	If processed, specify quantity (check one box): _____	☐ kilograms	☐ metric tons
2-3.3	☐ Consumed	If consumed, specify quantity (check one box): _____	☐ kilograms	☐ metric tons

Identify in questions 2-3.4 through 2-3.6 the purposes for which the Schedule 2 chemical was/will be produced, processed, and/or consumed.

2-3.4 Provide the Product Group Codes for **chemicals processed and/or consumed** at the plant site (see Supplement No. 2).

2-3.5 Sales or transfers of the chemical above the applicable threshold quantity within the United States? (If yes, submit Form 2-3A.)

☐ YES ☐ NO

2-3.6 Identify the **other purposes** for which the declared chemical was/will be produced, processed or consumed (check all that apply):

Was/will be produced, processed or consumed:

☐ Storage ☐ Re-packaging, distribution ☐ R&D

Complete Questions 2-3.7 and 2-3.8 only for the *Annual Declaration on Past Activities* and the *Combined Annual Declaration and Report*

2-3.7

a. Has the chemical been directly exported by the plant site above the applicable threshold quantity? (If yes, submit Form 2-3B.)

☐ YES ☐ NO

b.Total Quantity exported: _____ metric tons

c. Identify the destinations to which the chemical was exported (see Supplement No. 3).

2-3.8

a. Has the chemical been directly imported by the plant site above the applicable threshold quantity? (If yes, submit Form 2-3B.)

☐ YES ☐ NO

b.Total Quantity imported: _____ metric tons

Complete Question 2-3.9 only for the *Annual Declaration on Anticipated Activities* and the *Declaration on Additionally Planned Activities*

2-3.9

a. Will the chemical be directly exported by the plant site above the applicable threshold quantity in the next calendar year?

☐ YES ☐ NO

If yes, identify the countries to which the chemical will be exported (see Supplement No. 3).

FORM 2-3 Declaration of Schedule 2 Chemical

Declaration and reporting requirements are set forth in Part 713 of the CWC Regulations (15 CFR 713).

Submit this form for each Schedule 2 chemical that was or will be produced, processed or consumed above the applicable threshold at the plant site. Use this form for all types of declarations (past activities, anticipated or additionally planned activities, and amended). If you check "Yes" in questions 2-3.7 and/or 2-3.8, you must also complete Form 2-3B.

For the ANNUAL DECLARATION ON PAST ACTIVITIES, you must review your records for the three previous years to determine if in any one of those years one or more plants on your plant site produced, processed, or consumed a Schedule 2 chemical above the declaration threshold. If your plant site exceeded the applicable threshold in one or more of those three years, you have a declaration requirement for the past year and you must complete this form.

> **Example:** For the ANNUAL DECLARATION ON PAST ACTIVITIES during 2004, you must review your records for 2004, 2003, and 2002 to determine if in any of those three years you produced, processed or consumed a Schedule 2 chemical above the applicable threshold. In 2004 you produced chemical X below the applicable threshold; in 2003, you produced chemical X above threshold, and in 2002 you produced chemical X below threshold. You must declare a production figure for 2004 because you produced chemical X above the applicable threshold in 2003. If you did not produce above the applicable threshold in 2004, you enter "0" as your production figure.

You must also follow the same steps above to determine if you have a declaration requirement for processing and/or consumption of that Schedule 2 chemical. If you were below the threshold for the Schedule 2 chemical for all three years for all three activities, you do not have a declaration requirement. Do not complete Question 2-3.9.

For the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES, you must declare if you anticipate you will produce, process, or consume a Schedule 2 chemical above the applicable threshold. You must complete this form, except for questions 2-3.7 and 2-3.8.

In addition to declaring production, processing or consumption of a specific Schedule 2 chemical, this form requires you to indicate exports from or imports to your plant site above the applicable declaration threshold for that same Schedule 2 chemical. Note that to determine whether exports from or imports to your plant site exceeded the applicable threshold quantities, you must aggregate all exports from or imports to the entire plant site (e.g., you would aggregate exports of this Schedule 2 chemical from all plants on the plant site, not only from plants declared because of production, processing, or consumption). If your plant site does have declaration requirements for exports and/or imports of this Schedule 2 chemical, you will check the appropriate "YES" box in question 2-3.7 (exports) or 2-3.8 (imports) and you will also complete Form 2-3B to provide additional information on the quantity exported to recipient countries or quantities imported from source countries.

In the upper right-hand corner of this form, enter the Plant Site Name or the U.S. Plant Site Code (once assigned) that you entered on Form 2-1 (Schedule 2 Plant Site or Trading Company Identification).

For each Schedule 2 chemical being declared, provide the CAS Registry number, if assigned, Chemical Name and Common or Trade Name. If the chemical is not specifically listed by Chemical Name and CAS Registry Number in Supplement No. 1 to Part 713 of the CWC Regulation (15 CFR 713), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula. Insert the calendar year for which the declaration or report applies (i.e., YYYY).

Question 2-3.1: For each Schedule 2 chemical, add the production amount from each declared plant whose production was above the applicable threshold and declare the total production of that Schedule 2 chemical for the plant site.

Question 2-3.2: For each Schedule 2 chemical, add the processing amount from each declared plant whose processing was above the applicable threshold and report the total processing of that Schedule 2 chemical for the plant site.

Question 2-3.3: For each Schedule 2 chemical, add the consumption amount from each declared plant whose consumption was above the applicable threshold and report the total consumption of that Schedule 2 chemical for the plant site.

For the chemical BZ, you should report all quantities to the nearest tenth of a kilogram (e.g., 0.x kg). For the chemical PFIB and the Amiton family, you should report all quantities to the nearest kilogram or thousandth of a metric ton (e.g., x.00 kg or 0.00x metric tons). For all other Schedule 2 chemicals, you should report quantities to the nearest ten kilograms or hundredth of a metric ton (e.g., x0.0 kg, or 0.0x metric tons).

Note to Questions 2-3.1 through 2-3.2: For the Annual Declaration on Past Activities, enter “zero” if you did not exceed the applicable threshold for a declared activity (production, processing, or consumption). For the Annual Declaration on Anticipated Activities, you are not required to submit a “zero” or null declaration. See section 713 of the CWCR.

Question 2-3.4: Identify the Product Group Codes for which the Schedule 2 chemical was or will be **processed and/or consumed** by using the Standard International Trade Classification Codes (SITC Code) in Supplement No. 2. Provide up to five chemical Product Group Codes that contain the largest percentage of the Schedule 2 chemical. Declaration thresholds do not apply.

Question 2-3.5: For each Schedule 2 chemical, add the quantities of sales and transfers that have occurred or will occur within the United States. If the sum exceeds the applicable threshold, then answer “yes” and submit Form 2-3A. If the sum does not exceed the applicable threshold, answer “no.”

Question 2-3.6: Check the appropriate box(es) if the Schedule 2 chemical was or will be produced, processed or consumed for any of the listed “**other purposes**.”

Questions 2-3.7 and 2-3.8: If the exports from (question 2-3.7) or imports to (questions 2-3.8) the declared and undeclared plants on the plant site exceed the declaration threshold, answer “yes,” specify the quantity involved, and submit Form 2-3B. If the exports or imports do not exceed the applicable threshold, answer “no.” Enter the Destination Codes using Supplement No. 3.

Question 2-3.9: If you anticipate the sum of exports will be more than the applicable Schedule 2 chemical declaration threshold during the next year, check the “yes” box and specify the destinations to which you may export. Enter the Destination Codes using Supplement No. 3. If you do not anticipate the sum of your exports will exceed the declaration threshold, check the “no” box.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 2 ON DOMESTIC SALES OR TRANSFERS	PLANT SITE NAME:
	U.S. PLANT SITE CODE (once assigned):

FORM 2-3A DECLARATION ON SCHEDULE 2 CHEMICAL SOLD OR TRANSFERRED FROM THE PLANT SITE IN THE UNITED STATES

INSERT THE YEAR TO WHICH THE DECLARATION APPLIES (YYYY):

Submit this form to identify the destination types (i.e., other industry, trader or other destination) for each Schedule 2 chemical sold or transferred within the United States.

2-3A.1

CAS REGISTRY NO: CHEMICAL NAME:

Identify the destination type for the Schedule 2 chemical that was/will be sold/transferred (check all that apply).

Other Industry ☐ Trader ☐ Other Destination ☐

Provide the Product Group Codes (see SITC Codes in Supplement No. 2).

2-3A.2

CAS REGISTRY NO: CHEMICAL NAME:

Identify the destination type for the Schedule 2 chemical that was/will be sold/transferred (check all that apply).

Other Industry ☐ Trader ☐ Other Destination ☐

Provide the Product Group Codes (see SITC Codes in Supplement No. 2).

2-3A.3

CAS REGISTRY NO: CHEMICAL NAME:

Identify the destination type for the Schedule 2 chemical that was/will be sold/transferred (check all that apply).

Other Industry ☐ Trader ☐ Other Destination ☐

Provide the Product Group Codes (see SITC Codes in Supplement No. 2).

2-3A.4

CAS REGISTRY NO: CHEMICAL NAME:

Identify the destination type for the Schedule 2 chemical that was/will be sold/transferred (check all that apply).

Other Industry ☐ Trader ☐ Other Destination ☐

Provide the Product Group Codes (see SITC Codes in Supplement No. 2).

If additional pages of Form 2-3A for this Plant Site are attached, indicate the total number of pages as follows:
page _____ of _____ (e.g., page x of y)

FORM 2-3A Declaration of Schedule 2 Chemical Sold or Transferred from the Plant Site in the United States

Declaration and reporting requirements are set forth in Part 713 of the CWC Regulations (15 CFR 713).

Submit this form to identify each Schedule 2 chemical declared on Form 2-3, question 2-3.5, that was or will be sold and/or transferred domestically. This information pertains to Schedule 2 chemicals that were or will be produced, processed or consumed at the plant site.

For the ANNUAL DECLARATION ON PAST ACTIVITIES, review your records for the previous three years to determine if in any of these years you sold or transferred domestically the Schedule 2 chemical above the applicable threshold. If you did sell or transfer a chemical above the threshold, you must submit this form.

For the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES, submit this form if you anticipate you will sell or transfer domestically the Schedule 2 chemical above the applicable threshold in the next year.

In the upper right-hand corner of this form, enter the Plant Site Name or the U.S. Plant Site Code (once assigned) that you entered on Form 2-1 (Schedule 2 Plant Site or Trading Company Identification).

Question 2-3A.x: Provide the CAS Registry Number, if assigned, and the Chemical Name in the appropriate space on the form for each chemical.

Identify the destination type for each chemical sold and/or domestically transferred. The destination types include **Other Industry** which may be another plant site owned by your company or another manufacturing company. **Trader** includes distributors and shippers, including companies engaged in international trade. **Other Destinations** include waste treatment or recycling facilities or other miscellaneous facilities.

Specify the SITC Code for up to five chemical product groups that contain the largest percentage of the Schedule 2 chemical. The SITC Codes are listed in Supplement No. 2.

If there is an insufficient number of blocks to record all of your domestic transfers, use additional copies of Form 2-3A. Indicate the page number of each additional page and total number of pages of Form 2-3A that are included in this submission using the format "page x of y" (as described at the bottom of Form 2-3A).

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CWC SCHEDULE 2 DECLARATION OR REPORT	PLANT SITE OR TRADING COMPANY NAME:
	U.S. PLANT SITE OR TRADING COMPANY CODE (once assigned):

FORM 2-3B EXPORTS AND IMPORTS OF SCHEDULE 2 CHEMICAL

Submit this form for each Schedule 2 chemical exported and/or imported above the applicable threshold.

CAS REGISTRY NO.:	CHEMICAL NAME:

Check this box if you have attached a structural formula for this chemical to Form A. ☐

INSERT THE YEAR TO WHICH THE DECLARATION OR REPORT APPLIES (YYYY):

Export		Import	
2-3B.1.1	a. Quantity exported: ☐ kilograms ☐ metric tons b. Recipient Destination (use Destination Codes in Supplement No. 3):	**2-3B.2.1**	a. Quantity imported: ☐ kilograms ☐ metric tons b. Source Destination (use Destination Codes in Supplement No. 3):
2-3B.1.2	a. Quantity exported: ☐ kilograms ☐ metric tons b. Recipient Destination (use Destination Codes in Supplement No. 3):	**2-3B.2.2**	a. Quantity imported: ☐ kilograms ☐ metric tons b. Source Destination (use Destination Codes in Supplement No. 3):
2-3B.1.3	a. Quantity exported: ☐ kilograms ☐ metric tons b. Recipient Destination (use Destination Codes in Supplement No. 3):	**2-3B.2.3**	a. Quantity imported: ☐ kilograms ☐ metric tons b. Source Destination (use Destination Codes in Supplement No. 3):
2-3B.1.4	a. Quantity exported: ☐ kilograms ☐ metric tons b. Recipient Destination (use Destination Codes in Supplement No. 3):	**2-3B.2.4**	a. Quantity imported: ☐ kilograms ☐ metric tons b. Source Destination (use Destination Codes in Supplement No. 3):
2-3B.1.5	a. Quantity exported: ☐ kilograms ☐ metric tons b. Recipient Destination (use Destination Codes in Supplement No. 3):	**2-3B.2.5**	a. Quantity imported: ☐ kilograms ☐ metric tons b. Source Destination (use Destination Codes in Supplement No. 3):

If additional pages of Form 2-3B for this chemical are attached, indicate the total number of pages as follows:
page _____ of _____ (e.g., page x of y)

FORM 2-3B Exports and Imports of a Schedule 2 Chemical

Declaration and reporting requirements are set forth in Part 713 of the CWC Regulations (15 CFR 713).

All plant sites and trading companies that have exported and/or imported a Schedule 2 chemical above the applicable threshold in the previous calendar year must submit this form. Use this form for all types of declarations or reports: past activities, combined declaration and report, exports and imports, and amended. You do not use this form to declare exports as part of your Annual Declaration on Anticipated Activities.

You have a declaration or reporting requirement if the total exports from or imports to your entire plant site (not individual declared plants) or your trading company exceeded the applicable threshold for the Schedule 2 chemical.

If your plant site has declared a specific Schedule 2 chemical for production, processing or consumption reasons, and has also checked "Yes" in questions 2-3.7 and/or 2-3.8 on Form 2-3, then you must submit this form as part of your ANNUAL DECLARATION ON PAST ACTIVITIES.

If your plant site has not declared a specific Schedule 2 chemical for production, processing or consumption, but has exported or imported a Schedule 2 chemical above the applicable declaration threshold, you must submit this form as part of your ANNUAL REPORT ON EXPORTS AND IMPORTS. If your trading company has exported or imported a Schedule 2 chemical above the applicable declaration threshold, you must submit this form as part of your INITIAL REPORT ANNUAL REPORT ON EXPORTS AND IMPORTS.

Plant Sites declaring a specific Schedule 2 chemical:

ANNUAL DECLARATION ON PAST ACTIVITIES. If your plant site has a declaration requirement for the past production, processing or consumption of a Schedule 2 chemical and has also exported and/or imported that Schedule 2 chemical above the applicable threshold in the previous calendar year, you must also complete this form.

NOTE: A plant site that is declared because of the production, processing or consumption of one Schedule 2 chemical may also have a reporting requirement for exports or imports of another Schedule 2 chemical that it did not produce, process or consume over the applicable declaration threshold.

Plant Sites that have not declared a specific Schedule 2 chemical for production, processing or consumption and all Trading Companies:

If your plant site does not have an ANNUAL DECLARATION ON PAST ACTIVITIES for a Schedule 2 chemical, but your entire plant site exported or imported that Schedule 2 chemical above the applicable threshold in the previous calendar year, you must submit an ANNUAL REPORT ON EXPORTS AND IMPORTS on this form. If your trading company exported or imported a Schedule 2 chemical above the applicable threshold in the previous calendar year, you must submit an ANNUAL REPORT ON EXPORTS AND IMPORTS on this form.

In the upper right-hand corner of this form, enter a Plant Site or Trading Company Name, and/or the U.S. Plant Site or Trading Company Code (once assigned) that you entered on Form 2-1 (Schedule 2 Plant Site or Trading Company Identification).

For each exported or imported Schedule 2 chemical being declared or reported, provide the CAS Registry Number, if assigned, and the Chemical Name. If the chemical is not specifically listed by Chemical Name and CAS Registry Number in Supplement No. 1 to part 713 of the CWC Regulation (15 CFR 713), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula.

Questions 2-3B.1 and 2-3B.2: Use a separate form 2-3B for each Schedule 2 chemical. Total the annual exports to each destination and total the annual imports from each destination. Use a separate block in Question 2-3B.1 and 2-3B.2 to indicate the quantities exported to each recipient destination and the quantities imported from each source destination. Report the specific quantity exported to or imported from a particular destination and round to the nearest 0.1 metric tons. (Use Supplement No. 3 to identify the Destination Code.)

If additional spaces are needed to report all declarable or reportable export and/or import transactions, use additional copies of this form. Number the pages as shown on the bottom of the form.

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CWC SCHEDULE 2 DECLARATION	PLANT SITE NAME:
	U.S. PLANT SITE CODE (once assigned):

FORM 2-3C DECLARATION ON ANTICIPATED OR ADDITIONALLY PLANNED ACTIVITIES OF SCHEDULE 2 CHEMICAL

Submit this form for each Schedule 2 chemical that will be produced, processed or consumed above the applicable threshold at the plant site during the next calendar year.

CAS REGISTRY NO:	CHEMICAL NAME:

2-3C.1	**Production** ☐	
	Provide the total quantity anticipated to be produced during the next calendar year: _____ ☐ kilograms ☐ metric tons	
	Provide the time period(s) during which the anticipated production will occur:	
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
2-3C.2	**Processing** ☐	
	Provide the total quantity anticipated to be processed during the next calendar year: _____ ☐ kilograms ☐ metric tons	
	Provide the time period(s) during which the anticipated processing will occur:	
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
2-3C.3	**Consumption** ☐	
	Provide the total quantity anticipated to be consumed during the next calendar year: _____ ☐ kilograms ☐ metric tons	
	Provide the time period(s) during which the anticipated consumption will occur:	
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):
	Starting Date (YYYY-MM):	Ending Date (YYYY-MM):

FORM 2-3C Declaration of Anticipated or Additionally Planned Activities for Schedule 2 Chemical

Declaration and reporting requirements are set forth in Part 713 of the CWC Regulations (15 CFR 713).

Submit this form as part of your ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES if you anticipate that one or more plants on your plant site will produce, process or consume a Schedule 2 chemical above the applicable threshold in the next calendar year. You must also submit this form if, after you have submitted the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES, you have any additionally planned activities at the plant site.

In the upper right-hand corner of this form, enter a Plant Site Name, and/or the U.S. Plant Site Code (once assigned) that you entered on Form 2-1 (Schedule 2 Plant Site or Trading Company Identification).

For each Schedule 2 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name.

Question 2-3C.1 through 3. For anticipated activities and additionally planned activities, determine the activities (production, processing and/or consumption) on the plant site involving the declared Schedule 2 chemical that will occur in the next calendar year.

Check the appropriate box(es) to indicate the anticipated activity (production, processing and/or consumption) for the Schedule 2 chemical during the next calendar year. Provide the total aggregate quantity anticipated for each activity (production, processing and/or consumption) during the next calendar year. To determine the total quantity for the Schedule 2 chemical for each activity (production, processing and/or consumption), aggregate the amounts of the Schedule 2 chemical for the activity for each plant declared for the activity. Enter the approximate starting and ending dates (i.e., YYYY-MM) for each period during which the activity (production, processing and/or consumption) is anticipated to occur on the plant site during the next calendar year.

NOTE: For the chemical BZ, you should declare all quantities to the nearest tenth of a kilogram (e.g., 0.x kg). For the chemical PFIB and the Amiton family, you should declare all quantities to the nearest kilogram or thousandth of a metric ton (e.g., x.00 kg or 0.00x metric tons). For all other Schedule 2 chemicals you should declare quantities to the nearest ten kilograms or hundreth of a metric ton (e.g., x0.0 kg, or 0.0x metric tons).

After you have submitted the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES, you must submit a DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES for **additionally planned** production, processing, and/or consumption of a Schedule 2 chemical if:

(1) You plan that a previously undeclared plant on your plant site will produce, process, or consume a Schedule 2 chemical above the applicable declaration threshold;

(2) You plan to produce, process, or consume at a declared plant an additional Schedule 2 chemical above the applicable declaration threshold;

(3) You plan an additional activity (production, processing, or consumption) at your declared plant above the applicable declaration threshold for a previously declared chemical;

(4) You plan to increase the production, processing, or consumption of a Schedule 2 chemical by a declared plant from the amount exceeding the applicable declaration threshold to an amount exceeding the applicable inspection threshold;

(5) You plan to change the starting or ending date of previously declared anticipated production, processing, or consumption by more than three months; or

(6) You plan to increase the production, processing, or consumption of a Schedule 2 chemical by a declared plant site by 20 percent or more of the originally declared amount.

This declaration must be submitted no later than 15 days before the commencement of the additionally planned activities.

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CWC SCHEDULE 2 **FORM A**	COMPLETE AS MANY COPIES OF THIS FORM AS NECESSARY. Use this form to describe any attachment to this declaration or report. Attachments may include, for example, any additional information on the precise location of a declared plant site, site map, chemical structural formula.
FORM A ATTACHMENTS FOR SCHEDULE 2 PLANT SITE OR TRADING COMPANY	Plant Site or Trading Company Name:

Plant Name	Form Number	Identify each attachment with a unique name or description.

FORM A Attachments for Schedule 2 Plant Site or Trading Company

Declaration and reporting requirements are set forth in Part 713 of the CWC Regulations (15 CFR 713).

Submit this form to list any attachments containing additional information (e.g., site diagrams, maps, drawings, chemical structural formulas).

PLANT SITE OR TRADING COMPANY NAME: Enter the name of the plant site or trading company, and if assigned, enter its U.S. Plant Site or Trading Company Code.

PLANT NAME: If providing information on a plant, enter in column 1, the name of the plant, and once assigned, enter its U.S. Plant Code.

FORM NUMBER: In column 2, enter the form number to which this additional information refers.

IDENTIFY ATTACHMENT: In column 3, provide a description of the attachment and assign a unique name to it (e.g., site map). For structural formulas, provide the CAS Registry Number, if assigned, chemical name and/or common trade name.

Insert all attachments in an envelope and staple the envelope to Form A.

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CWC SCHEDULE 2
FORM B

FORM B OPTIONAL COMMENTS

B.1.1	Comments on form number _____, question number _____:
B.1.2	Comments on form number _____, question number _____:
B.1.3	Comments on form number _____, question number _____:
B.1.4	Comments on form number _____, question number _____:
B.1.5	Comments on form number _____, question number _____:
B.1.6	Comments on form number _____, question number _____:
B.2.1	General comments or suggestions:

FORM B Optional Comments

Declaration and reporting requirements are set forth in Part 713 of the CWC Regulations (15 CFR 713).

Please use this form to record comments or suggestions. Use as many copies of this form as necessary. Submission of this form is optional, and the information provided will be used only by the Department of Commerce to improve the forms and the CWC reporting process.

SECTION 5: SCHEDULE 3 INFORMATION AND FORMS

Introduction

Part 714 of the Chemical Weapons Convention Regulations (CWCR) sets forth the declaration and report requirements that apply to the production, export, and import of Schedule 3 chemicals. Submitters should refer to Part 714 of the CWCR to determine their declaration and report requirements. For the convenience of submitters, this section of the Handbook summarizes these declaration and report requirements and includes a table indicating the quantities of Schedule 3 chemicals that trigger a declaration or report. If there are discrepancies between the information in this section and the declaration and report requirements set forth in Part 714 of the CWCR, the CWCR prevail.

This section also contains a "Guide to Submission of Schedule 3 Forms" that identifies the specific forms which must be included in each declaration or report package, the necessary declaration and report forms, as well as specific instructions for completing the forms.

Declaration and Report Requirements

Annual Declarations on Past Activities are required from plant sites with one or more plants that produced a Schedule 3 chemical in excess of 30 metric tons in the previous calendar year

Combined Annual Declarations and Reports are an optional reporting type for plant sites with a requirement to submit both an **Annual Declaration on Past Activities** for production of a Schedule 3 chemical by one or more plants on the plant site in excess of 30 metric tons and an **Annual Report on Exports and Imports** for exports and/or imports of the same or different Schedule 3 chemical in excess of 30 metric tons. This reporting type is for the convenience of the submitter; however, a separate declaration or report may also be submitted.

Annual Reports on Exports and Imports are required from plant sites, trading companies and other persons subject to the CWCR that exported and/or imported a Schedule 3 chemical in excess of 30 metric tons in the previous calendar year.

Annual Declarations on Anticipated Activities are required from plant sites that anticipate one or more plants will produce a Schedule 3 chemical in the next calendar year in excess of 30 metric tons.

Declarations on Additionally Planned Activities are required from plant sites that anticipate additional production of a Schedule 3 chemical after they have submitted their Annual Declaration on Anticipated Activities. This declaration is due to BIS at least 15 days before the additionally planned activity begins. (See Section 714.3 of the CWCR for the specific activities that trigger this declaration requirement.)

Amendments Declarations or Reports are required for corrections to previously submitted declarations and reports.

Summary of quantity thresholds

The following summarizes the quantity thresholds for determining declaration and report requirements for the production, export and import of Schedule 3 chemicals.

Summary of Schedule 3 Quantity Thresholds	Quantity
Quantity threshold for declaring or reporting production, exports or imports	> 30 metric tons

Quantity threshold for declaring production of a Schedule 3 chemical or reporting exports and imports of a Schedule 3 chemical

A production declaration is required if at least one plant on a plant site produces above 30 metric tons of a Schedule 3 chemical. An export or import report is required if a plant site or trading company or any other person subject to the CWCR exports or imports more than 30 metric tons of a Schedule 3 chemical.

Quantity threshold for reporting exports to or imports from an individual foreign destination

Once an export or import report is required, specific information on exports to or imports from a particular foreign destination is required. Report the specific quantity exported to or imported from a particular destination and round to the nearest 0.1 metric tons. (Use Supplement No. 3 to identify the Destination Code.)

Summary of Concentration thresholds

The following summarizes the concentration thresholds for counting a Schedule 3 chemical in a mixture (for declaration and report purposes) and for determining whether an export license and/or End-Use Certificate are required for the export from the United States of a mixture containing a Schedule 3 chemical.

Summary of Schedule 3 Concentration Thresholds	Concentration
Concentration threshold for a Schedule 3 chemical in a mixture to be “counted” for declaration or report purposes	> 80%
Concentration threshold for a Schedule 3 chemical in a mixture that may trigger an export license requirement and/or End-Use Certificate requirement	> 30%

Line 1 of the Concentration Threshold Summary : Concentration threshold for a Schedule 3 chemical in a mixture that has to be "counted" for declaration or report purposes

For a mixture that contains a Schedule 3 chemical, only count the Schedule 3 chemical if the concentration of the Schedule 3 chemical in the mixture is 80% or more. You would determine whether the concentration of the Schedule 3 chemical was 80% or more by calculating the percentage by weight **and** by volume and using the lesser percentage. If the concentration is 80% or more, "count" only the weight of the Schedule 3 chemical in the mixture, not the total weight of the mixture.

Guidance for adding production, export or import quantities of a Schedule 3 chemical to determine declaration or report requirements

You will need to add all the quantities of a Schedule 3 chemical that plants at your plant site have produced, including the weight of that Schedule 3 chemical in mixture concentrations of 80% or greater, to determine whether production of the Schedule 3 chemical at any one or more plants on your plant site exceeds the 30 metric ton threshold. If any one plant on your plant site does exceed the 30 metric ton production threshold, you have a declaration requirement. In a similar fashion, you will need to add all the exports from (or imports to) your trading company or plant site of a Schedule 3 chemical to determine whether total exports (or imports) exceed the 30 metric ton threshold. If total exports from (or imports to) your facility exceed the 30 metric ton threshold, you have an export (or import) report requirement. Note that exports from and imports to plant sites are determined for the plant site as a whole, including all units at the plant site.

Line 2 of the Concentration Threshold Summary: Concentration threshold for a Schedule 3 chemical in a mixture that may trigger an export license requirement and/or End-Use Certificate requirement

(1) Export license requirements for Schedule 3 chemicals subject to the Export Administration Regulations (EAR). Nearly all Schedule 3 chemicals are subject to the export control jurisdiction of the Department of Commerce. Depending on the destination, the export of a Schedule 3 chemical may require an export license from Commerce's Bureau of Industry and Security. However, in most instances, a mixture containing a concentration of 30% or less of a Schedule 3 chemical, by weight, would not trigger a license application requirement under the Export Administration Regulations. In other instances, such as in the case of proposed exports from the United States to embargoed destinations, even mixtures containing a 30% or less concentration of a Schedule 3 chemical would require specific authorization from BIS or from another federal agency. (See 15 CFR parts 742, 744 and 746 and 31 CFR Chap. V.)

(2) End-Use Certificate requirement for all exports of Schedule 3 chemicals to non-States Parties (15 CFR part 745). In addition to any required export license, the exporter of any Schedule 3 chemical must obtain an End-Use Certificate prior to exporting such a chemical to a non-State Party. The End-Use Certificate must be issued by the government of the non-State Party. This End-Use Certificate requirement does not apply, however, to the export of a mixture that contains a 30% or less concentration, by weight, of a Schedule 3 chemical. This 30% de minimis allowance applies to a mixture containing any Schedule 3 chemical, irrespective of the export licensing requirements that may apply.

GUIDE TO SUBMISSION OF SCHEDULE 3 FORMS

Declaration or Report Type	Schedule 3 Forms						Due Dates
	Cert.	3-1	3-2	3-3	A	B	
Annual Declaration on Past Activities	✔	✔	✔	✔	❶	❷	February 28
Annual Report on Exports and Imports	✔	✔		✔	❶	❷	February 28
Combined Annual Declaration and Report	✔	✔	✔	✔	❶	❷	February 28
Annual Declaration on Anticipated Activities	✔	✔	✔	✔	❶	❷	September 3 of each year prior to the calendar year in which anticipated activities will take place
Declaration on Additionally Planned Activities	✔	✔	✔	✔	❶	❷	15 calendar days before the additionally planned activities begin
Amendment[1]	✔	✔	✔	✔	❶	❷	See Part 714 of the CWCR for specific due dates

✔ - Form Required ❶ - Attach, as appropriate ❷ - Optional

Listing of Schedule 3 Forms

Certification Form	
Form 3-1	Schedule 3 Plant Site or Trading Company Identification
Form 3-2	Declaration on Schedule 3 Plant
Form 3-3	Declaration or Report on Schedule 3 Chemical
Form A	Attachments for Schedule 3 Plant Site or Trading Company (attach as appropriate)
Form B	Optional Comments

1. Submit all forms contained in the original declaration or report, and any new forms to complete the amendment.

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	U.S. DEPARTMENT OF COMMERCE **Bureau of Industry and Security** **CWC SCHEDULE 3** **DECLARATION OR REPORT**	DATE RECEIVED **(Leave Blank)**

CERTIFICATION FORM

Provide the information requested below in Questions C.1 through C.8.

C.1	Name of Declaration or Report Point of Contact (D/R-POC):		
C.2	Company Name:		
C.3	Mailing Address:		
	City:	State:	Zip Code:
C.4	D/R-POC's Telephone Number: ext.		
	D/R-POC's Fax Number:		
	D/R-POC's E-mail Address:		
C.5	Date Submitted (YYYY-MM-DD):		
C.6	**CERTIFICATION**		

I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete.

Name and title of responsible official (type or print):

Signature:

Date Signed (YYYY-MM-DD):

C.7

TYPE OF DECLARATION OR REPORT (check one box, except check two boxes for an amendment)

- ☐ ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____
- ☐ ANNUAL REPORT ON EXPORTS AND IMPORTS (YYYY): _____
- ☐ COMBINED ANNUAL DECLARATION AND REPORT (YYYY): _____
- ☐ ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES (YYYY): _____
- ☐ DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES (YYYY): _____
- ☐ AMENDMENT

C.8

Forms Submitted

Check all forms that are included:

☐ FORM 3-1 ☐ FORM 3-2 ☐ FORM 3-3 ☐ FORM A ☐ FORM B

CERTIFICATION FORM Schedule 3 Declaration or Report

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

A separate Certification Form is required for:

(a) each Schedule 3 plant site that has declaration requirements;
(b) each Schedule 3 plant site with reporting requirements; and
(c) each trading company with reporting requirements.

NOTE: If you submit a combined declaration and report, you must submit only one Certification form.

If you submit a combined declaration and report, you must submit only one Certification form.

This form serves several purposes, including:

(a) identifying a Declaration Point of Contact;
(b) certifying the accuracy of the submitted declaration or report;
(c) identifying the type of declaration or report submitted; and
(d) listing the declaration or report forms submitted.

Questions C.1 through C.5 Name of Declaration or Report Point of Contact (D/R-POC) and Other Requested Information: Designate a D/R-POC. The D/R-POC should be a person whom the Department of Commerce may contact for: (1) the purposes of clarification of information provided in the declaration or report; and (2) for general information. The D/R-POC need not be the person who prepares the declaration or report forms or signs the Certification Form.

Question C.6 Certification: The Certification statement must be signed by the owner, the operator, or a senior management official who certifies the accuracy and completeness of the information submitted. The Certification signature block must contain an original signature.

Question C.7 Type of Declaration or Report: Check the appropriate box for the type of declaration or report being submitted (e.g., past activities, anticipated or additionally planned activities, exports and imports, combined declaration and report, and amendments) and indicate the year for which the information applies.

The ANNUAL DECLARATION ON PAST ACTIVITIES provides information on the production of a Schedule 3 chemical by a declared Schedule 3 plant site for the previous year. A plant site must submit an ANNUAL DECLARATION ON PAST ACTIVITIES if one or more plants on the plant site produced a Schedule 3 chemical above 30 metric tons during the previous calendar year.

The ANNUAL REPORT ON EXPORTS AND IMPORTS, submitted by plant sites or trading companies, provides information on exports and imports of a Schedule 3 chemicals above 30 metric tons.

The COMBINED ANNUAL DECLARATION AND REPORT provides information on a declared Schedule 3 plant site required to submit both an Annual Declaration on Past Activities and an Annual Report on Exports and Imports. The COMBINED ANNUAL DECLARATION AND REPORT provides information on the production of a Schedule 3 chemical above 30 metric tons as well as information on the export from or import to the plant site of the same or different Schedule 3 chemical above 30 metric tons. Note that exports from and imports to a plant site are determined for the entire plant site, including all units of the plant site.

The ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES provides information on the production of a Schedule 3 chemical by a plant site that has at least one plant that anticipates producing the Schedule 3 chemical above 30 metric tons in the next calendar year.

The DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES provides information on additional activities planned after submission of the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES. NOTE: This declaration is due 15 days before the additionally planned activities can begin.

Note that declarations on the production of Schedule 3 chemicals by declared plant sites will be transmitted to the OPCW and will also be used, where applicable, to compile the U.S. national aggregate declaration. Reports on Exports and Imports of Schedule 3 chemicals are not transmitted to the OPCW, but are used to compile the U.S. national aggregate declaration.

Question C.8 Forms Submitted: Check the appropriate box for each form that is included in the submission.

FORM APPROVED: OMB NO. 0694-009 (JAN-2004)

CWC SCHEDULE 3 DECLARATION OR REPORT	PLANT SITE OR TRADING COMPANY NAME:
	U.S. PLANT SITE OR TRADING COMPANY CODE (once assigned):

FORM 3-1 SCHEDULE 3 PLANT SITE OR TRADING COMPANY IDENTIFICATION

Submit this form for each declared Schedule 3 plant site, undeclared Schedule 3 plant site, or trading company. You must submit this form for each type of declaration or report (past activities, anticipated or additionally planned activities, exports and imports, combined, and amendments).

3-1.1	Owner:		
	Telephone Number:	Fax Number:	
3-1.2	Operator:		
	Telephone Number:	Fax Number:	
3-1.3	Street Address:		
	City:	State:	Zip Code:
3-1.4	**Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).**		
	a. Latitude (Deg/Min/Sec/N):		
	b. Longitude (Deg/Min/Sec/W):		

Check this box if you have attached to Form A any additional information on the plant site. ☐

3-1.5	**The number of declared Scheduled 2 plants at this Schedule 3 plant site: _____**	

Designation of Inspection Point of Contact (I-POC) for inspection notifications involving this plant site.
NOTE: The Department of Commerce must be able to reach the I-POCs at all hours through the telephone numbers shown below.

3-1.6.1	Name of I-POC:	
	I-POC's Primary Telephone Number:	ext.
	I-POC's Alternate Telephone Number:	ext.
	I-POC's Fax Number:	
	I-POC's E-mail Address:	
3-1.6.2	Name of Alternate I-POC (optional):	
	I-POC's Primary Telephone Number:	ext.
	I-POC's Alternate Telephone Number:	ext.
	I-POC's Fax Number:	
	I-POC's E-mail Address:	

FORM 3-1 Schedule 3 Plant Site or Trading Company Identification

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

Submit this form for each declared Schedule 3 plant site, Schedule 3 plant site or trading company. Declared Schedule 3 plant sites must submit this form for each type of declaration (past activities, anticipated or additionally planned activities, and amended) and complete questions 3-1.1 through 3-1.5. In addition, declared plant sites subject to routine inspection must complete question 3-1.6. Schedule 3 plant sites and trading companies must report exports and imports above 30 metric tons by completing only questions 3-1.1 through 3-1.3 for their past activities reporting requirements.

All submitters should assign a unique name to the declared or undeclared plant site or trading company, and record the name in the appropriate box in the upper right-hand corner of Form 3-1. The Department of Commerce will provide each submitter with a unique code. This code, hereafter referred to as a "U.S. Plant Site or Trading Company Code," will be the primary means of identifying a plant site or trading company after the first declaration or report is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations or reports.

Questions 3-1.1 through 3-1.4: Provide the name and telephone and fax numbers of the owner and the operator or the occupant or the agent in charge of the plant site or trading company. Provide the address of the plant site or the trading company. **DO NOT PROVIDE A POST OFFICE BOX.**

Provide latitude and longitude for the center of the plant site using the following formats (see Supplement No. 1 for guidelines on determining geographic coordinates):

Latitude: 00(degree)/00(minute)/00(second)/N
Longitude: 000(degree)/00(minute)/00(second)/W

If the geographic coordinates are not for the center of the plant site, you must attach to Form A an explanation of the coordinates (e.g., front gate, Building No. 15). Also, use Form A to identify any additional information (e.g., maps, drawings) that you have attached to this declaration to locate this plant site with reference to the declared coordinates.

Question 3-1.5: Identify the number of declared Schedule 2 plants, if any, within this declared Schedule 3 Plant Site.

Question 3-1.6: Designate an Inspection Point of Contact (I-POC) and provide telephone and fax numbers, and an e-mail address so the Department of Commerce may notify you of inspections of your plant site. You may also designate an Alternate I-POC. The Department of Commerce must be able to contact the I-POCs on a 24 hour basis.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 3 **PLANT DECLARATION**	PLANT SITE NAME: U.S. PLANT SITE CODE (once assigned):

FORM 3-2 DECLARATION ON SCHEDULE 3 PLANT

Submit this form for each declared Schedule 3 plant at the plant site. Use this for all declarations (past activities, combined, anticipated or additionally planned activities, and amendments).

PLANT NAME:	**PLANT CODE** (once assigned):

3-2.1	Owner:	
	Telephone Number:	Fax Number:
3-2.2	Operator:	
	Telephone Number:	Fax Number:
3-2.3	Structure Name or Building Number:	
3-2.4	**Provide any additional information that will assist in identifying the location of this plant on the plant site.**	

Check this box if you have attached any additional information on the plant to Form A. ☐

3-2.5	**Provide the Product Group Codes to describe products at this plant (see Supplement No. 2).**				

FORM 3-2 Declaration of Schedule 3 Plant

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

Submit this form for each declared Schedule 3 plant at the plant site.

Note: Submitters that only have reporting requirements for exports or imports of a Schedule 3 chemical are not required to submit this form.

Submitters should assign a unique name to the plant and the plant site, and record the name in the appropriate boxes in the upper right-hand corner of Form 3-2. The Department of Commerce will provide each submitter with a unique code for each declared plant and plant site. These codes, "U.S. Plant Code" and "U.S. Plant Site Code," will be the primary means of identifying both a plant and a plant site after the first declaration is submitted and the Department of Commerce assigns the codes. The submitter should use these codes on all future declarations for a particular plant or plant site.

Questions 3-2.1 & 3-2.2: Provide the name and telephone and fax numbers of the owner and the operator or the occupant or the agent in charge of the plant.

Questions 3-2.1 & 3-2.2: Provide the building name or structure number, if any, used to designate the plant.

Question 3-2.4: Provide any additional information that will assist in identifying the location of this plant on the plant site (e.g., latitude and longitude, street address, landmarks).

Use Form A to identify any additional information (e.g., site diagrams, maps, drawings) that you are attaching to this declaration to locate this plant with reference to the declared coordinates. (Check the box if you are submitting an attachment to Form A.)

Question 3-2.5: For the main activities at your plant, provide one or more product group code(s) (Standard International Trade Classification (SITC) code) that describe the type of ultimate products manufactured at the plant.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 3 CHEMICAL DECLARATION OR REPORT	PLANT SITE NAME:
	U.S. PLANT SITE OR TRADING COMPANY CODE (once assigned):

FORM 3-3 DECLARATION OR REPORT ON SCHEDULE 3 CHEMICAL

Submit this form to provide information on each Schedule 3 chemical. Use this form for all types of declarations and reports (past activities, anticipated or additionally planned activities, exports and imports, combined, and amendments).

CAS REGISTRY NO.:	CHEMICAL NAME:	COMMON OR TRADE NAME(S)

3-3.1	**Complete this question only for the Annual Declaration on Past Activities and Combined Declaration and Report**	
	a. Quantity **produced** in metric tons in the previous calendar year: ☐ 30 to 200 ☐ above 200 to 1,000 ☐ above 1,000 to 10,000 ☐ above 10,000 to 100,000 ☐ above 100,000	b. Purposes(s) of **production** (check box(es)): ☐ In-line consumption as produced (captive use) ☐ Synthetic intermediate stored and/or used on site ☐ Transfer to other company or industry
3-3.2	**Complete this question only for the Annual Declaration on Anticipated Activities and the Declaration on Additionally Planned Activities**	
	a. Anticipated **production** quantity in metric tons for the next calendar year: ☐ 30 to 200 ☐ above 200 to 1,000 ☐ above 1,000 to 10,000 ☐ above 10,000 to 100,000 ☐ above 100,000	b. Anticipated Purposes(s) of **production** (check box(es)): ☐ In-line consumption as produced (captive use): ☐ Synthetic intermediate stored and/or used on site ☐ Transfer to other company or industry

If the plant site or trading company exported and/or imported this Schedule 3 chemical, provide the following information for each recipient or source destination

Export		Import	
3-3.3.1	a. Quantity exported: metric tons b. Recipient Destination (see Supplement No. 3):	**3-3.4.1**	a. Quantity imported: metric tons b. Source Destination (see Supplement No. 3):
3-3.3.2	a. Quantity exported: metric tons b. Recipient Destination (see Supplement No. 3):	**3-3.4.2**	a. Quantity imported: metric tons b. Source Destination (see Supplement No. 3):
3-3.3.3	a. Quantity exported: metric tons b. Recipient Destination (see Supplement No. 3):	**3-3.4.3**	a. Quantity imported: metric tons b. Source Destination (see Supplement No. 3):

If additional pages of Form 3-3 for exports and imports of this Schedule 3 chemical are attached, indicate the total number of pages as follows: page _____ of _____ (e.g., page x of y)

FORM 3-3 Declaration or Report of Schedule 3 Chemical

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

You must submit a separate Form 3-3 for each Schedule 3 chemical and for all types of declaration and report (past activities, anticipated or additionally planned activities, exports and imports, combined declaration and report, and amended). NOTE: If you are submitting an ANNUAL DECLARATION ON ANTICIPATED OR ADDITIONALLY PLANNED ACTIVITIES, only complete question 3-3.2.

Declared plant site: If one or more plants on your plant site produced or is anticipated to produce more than 30 metric tons of a Schedule 3 chemical, your plant site is a declared plant site and you must complete questions 3-3.1 and 3-3.2. You may also complete questions 3-3.3 and/or 3-3.4 if you exported from or imported to your plant site more than 30 metric tons of the Schedule 3 chemical. (Note that the export or import 30 metric ton threshold is a plant site aggregate. The plant site must report exports and imports from or to all plants at the plant site exceeding 30 metric tons.)

NOTE: A plant site that is declared because of the production of one Schedule 3 chemical may also have reporting requirements for another Schedule 3 chemical that it did not produce, or produced under threshold, but that it exported or imported in quantities over 30 metric tons. In such a case, a COMBINED ANNUAL DECLARATION AND REPORT may be submitted and the plant site must submit a separate Form 3-3, but complete only questions 3-3.3 and/or 3-3.4 for that other Schedule 3 chemical.

Undeclared plant site: If no plant on your plant site produced more than 30 metric tons of any Schedule 3 chemical, but your plant site exported or imported more than 30 metric tons of a Schedule 3 chemical, you must submit Form 3-3, but only complete questions 3-3.3 and/or 3-3.4. (Remember that the export or import amount is an aggregate of exports from or imports to all plants on your plant site.)

Trading company: A trading company that exported or imported over 30 metric tons of a Schedule 3 chemical must submit Form 3-3, but only complete questions 3-3.3 and /or 3-3.4.

Enter in the upper right-hand corner of this form the name of the plant site or trading company or the U.S. Plant Site or Trading Company Code (once assigned) that was listed on the corresponding Form 3-1 (Schedule 3 Plant Site or Trading Company Identification). Submitters should use this code on all declarations for a particular plant site.

For each Schedule 3 chemical being declared, provide the CAS Registry Number, if assigned, Chemical Name, and Common or Trade Name.

Question 3-3.1: For the ANNUAL DECLARATION ON PAST ACTIVITIES, you must provide the production quantity range for each Schedule 3 chemical produced at the plant site in the previous calendar year and specify the purposes of production of the chemical by checking all of the appropriate categories. To calculate the production range of a Schedule 3 chemical on your plant site, take the following steps:

1) Add the production amounts from all plants that individually produced more than 30 metric tons of the Schedule 3 chemical declared on this form. (Note: Do not count the production of this chemical from plants that individually did not exceed the production threshold of 30 metric tons.)

2) Determine the production range in question 3-3.1 and check the appropriate box to identify the range of production for the Schedule 3 chemical.

Question 3-3.2: For the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES, you must provide the production quantity range for each Schedule 3 chemical you anticipate will be produced at the plant site in the next calendar year and specify the anticipated purposes of production of the chemical by checking all of the appropriate categories. To calculate the production range for your plant site refer to the steps listed in Question 3-3.1, above.

After THE ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES has been submitted, you must submit a DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES if you plan that: a previously undeclared plant on your plant site will produce a Schedule 3 chemical above 30 metric tons; a declared plant will produce an additional Schedule 3 chemical above 30 metric tons; an increase to the production range of a Schedule 3 chemical by declared plants on your plant site will exceed the applicable inspection threshold; or an increase in the aggregate production of a Schedule 3 chemical at a declared plant site to an amount above the upper limit of the range previously declared.

Questions 3-3.3 and 3-3.4: For the ANNUAL REPORT OF EXPORTS AND IMPORTS or COMBINED ANNUAL DECLARATION AND REPORT (previous calendar year), complete questions 3-3.3 and/or 3-3.4, as appropriate.

To calculate the export and import amounts for your plant site or trading company and the source and recipient destinations, take the following steps:

1) Add all exports from your plant site or trading company. Plant sites must total exports from all plants on the plant site to obtain the plant site export aggregate. Add all imports to your plant site or trading company. Plant sites must total all imports to all plants on the plant site to obtain the plant site import aggregate.

2) Determine the total exports to each recipient destination. Determine the total imports from each source destination. (Use Supplement No. 3 identify the Destination Code.)

3) Indicate in questions 3-3.3 and/or 3-3.4, as appropriate, the number of metric tons of the Schedule 3 chemical exported to each recipient destination or imported from each source destination.

If there is insufficient space to record all of your export or import trade transactions, use additional copies of Form 3-3. Indicate the page number of each additional page and total number of pages of Form 3-3 for this chemical.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC SCHEDULE 3 **FORM A**	COMPLETE AS MANY COPIES OF THIS FORM AS NECESSARY. Use this form to describe any attachment to this declaration or report. Attachments may include, for example, any additional information on the precise location of a declared plant site, site map.
FORM A ATTACHMENTS FOR SCHEDULE 3 PLANT SITE OR TRADING COMPANY	Plant Site or Trading Company Name:

Plant Name	Form Number	Identify each attachment with a unique name or description.

FORM A Attachments for Schedule 3 Plant Site or Trading Company

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

Submit this form to list any attachments containing additional information (e.g., site diagrams, maps, drawings, chemical structural formula).

PLANT SITE OR TRADING COMPANY NAME: Enter the name of the plant site or trading company, and if assigned, enter its U.S. Plant Site or Trading Company Code.

PLANT NAME: If providing information on a plant, enter in column 1 the name of the plant, and once assigned, enter its U.S. Plant Code.

FORM NUMBER: In column 2, enter the form number to which this additional information refers.

IDENTIFY ATTACHMENT: In column 3, provide a description of the attachment and assign a unique name to it (e.g., site map). For structural formulas, provide the CAS Registry Number, if assigned, chemical name and/or common trade name.

Insert all attachments in an envelope and staple the envelope to Form A.

CWC SCHEDULE 3
FORM B

FORM B OPTIONAL COMMENTS

B.1.1	Comments on form number _____, question number _____:
B.1.2	Comments on form number _____, question number _____:
B.1.3	Comments on form number _____, question number _____:
B.1.4	Comments on form number _____, question number _____:
B.1.5	Comments on form number _____, question number _____:
B.1.6	Comments on form number _____, question number _____:
B.2.1	General comments or suggestions:

FORM B Optional Comments

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

Please use this form to record comments or suggestions. Use as many copies of this form as necessary. Submission of this form is optional, and the information provided will be used only by the Department of Commerce to improve the forms and the CWC reporting process.

SECTION 6: UNSCHEDULED DISCRETE ORGANIC CHEMICALS (UDOCS) INFORMATION AND FORMS

Introduction

Part 715 of the Chemical Weapons Convention Regulations (CWCR) sets forth the declaration requirements that apply to the production of Unscheduled Discrete Organic Chemicals (UDOCs). Submitters should refer to Part 715 of the CWCR to determine their declaration requirements. For the convenience of submitters, this section of the Handbook summarizes these declaration requirements. If there are discrepancies between these summaries and the declaration requirements set forth in Part 715 of the CWCR, the CWCR prevail.

This section also contains a "Guide to Submission of Unscheduled Discrete Organic Chemical (UDOC) Forms" that identifies the specific forms which must be included in each declaration package, the necessary declaration forms, as well as specific instructions for completing the forms.

UDOC Definition and Exemptions

UDOCs are defined as any chemical (1) belonging to the class of chemical compounds consisting of all compounds of carbon except for its oxides, sulfides and metal carbonates identifiable by chemical name, by structural formula, if known, and by Chemical Abstract Service Registry Number, if assigned, and (2) that is not contained in the Schedules of Chemicals (see Supplements No. 1 to parts 712, 713 and 714 of the CWCR). UDOCs containing the elements phosphorus, sulfur or fluorine are referred to as "PSF-chemicals."

> NOTE: Carbon oxides consist of chemical compounds that contain only the elements carbon and oxygen and have the chemical formula CxOy, where x and y denote integers. The two most common carbon oxides are carbon monoxide (CO) and carbon dioxide (CO2). Carbon sulfides consist of chemical compounds that contain only the elements carbon and sulfur, and have the chemical formula CaSb, where a and b denote integers. The most common carbon sulfide is carbon disulfide (CS2). Metal carbonates consist of chemical compounds that contain a metal (i.e., the Group I Alkalis, Groups II Alkaline Earths, the Transition Metals, or the elements aluminum, gallium, indium, thallium, tin, lead, bismuth or polonium), and the elements carbon and oxygen. Metal carbonates have the chemical formula Md(CO3)e, where d and e denote integers and M represents a metal. Common metal carbonates are sodium carbonate (Na2CO3) and calcium carbonate (CaCO3). Metal carbides or other compounds consist of only a metal, as described above, and carbon (e.g., calcium carbide (CaC2)).

UDOCs subject to declaration requirements are those produced by synthesis and have been isolated for use or sale as a specific end product, except as follows:

- Polymer substances and oligomers consisting of two or more repeating units, and formed by the chemical reaction of monomeric or polymeric substances;

- Chemicals and chemical mixtures produced through a biological or biomediated process;

- Products from the refining of crude oil, including sulfur-containing crude oil; and

- Metal Carbides (i.e., chemicals consisting only of metal and carbon); and

- UDOCs produced by synthesis that are ingredients or by-products in foods designed for consumption by humans and/or animals.

NOTE: See Supplement No. 2 to Part 715 of the CWCR for examples of UDOCs subject to the declaration requirements and for examples of activities that are not considered production by synthesis.

Also, UDOC plant sites that exclusively produced hydrocarbons or explosives are exempt from UDOC declaration requirements. The following definitions apply for hydrocarbons and explosives:

- Hydrocarbon means any organic compound that contains only carbon and hydrogen; and

- Explosive means a chemical (or a mixture of chemicals) that is included in Class 1 of the United Nations Organization hazard classification system.

Declaration Requirements

Declarations are required from plant sites that produced by synthesis in excess of 200 metric tons aggregate of all UDOCs (including all PSF-chemicals) or from plant sites with one or more plants that produced by synthesis 30 metric tons of an individual UDOC containing the elements phosphorus, sulfur or fluorine ("PSF-chemical").

Note: In addition to providing approximate production data by ranges, plant sites may also be required to include additional information on the forms such as the latitude and longitude coordinates of the center of the declared plant site and the exact number of plants on the plant site that produced an individual PSF chemical in excess of 30 metric tons.

Annual Declarations on Past Activities are required from plant sites that produced in excess of applicable quantity thresholds in the previous calendar year.

NOTE: Currently not available for submission to BIS
~~The *UDOC "No Changes" Certification Form* is an optional form that plant sites may use as a time-saving measure and convenience to certify the information declared in the last year's Annual Declaration on Past Activities has not changed for the plant site's current reporting year. The *UDOC "No Changes" Certification Form* serves as your Annual Declaration on Past Activities. Upon receipt of your "*No Changes" Certification Form*, the Department of Commerce will use the information from your last year's Annual Declaration on Past Activities to create the current reporting year's declaration. A submitter may only use this form if no information has changed, e.g., there may be no changes to declaration and inspection points of contact, related telephone and fax numbers, e-mail addresses, number of UDOC and PSF plants, product group codes, production ranges, etc. The only permitted changes are to the certifying official's name and date signed in Question A-5, the date submitted in Question A-4, and reporting year in Question A-6.~~

Amendments are required for changes or additions to previously submitted declarations.

> ~~NOTE: If you submitted a UDOC "No Changes" Certification Form and have subsequent changes that should be reflected in your declaration, you must submit a complete Annual Declaration on Past Activities, including the Certification Form and UDOC Forms A and B, to amend your declaration~~.

GUIDE TO SUBMISSION OF UNSCHEDULED DISCRETE ORGANIC CHEMICAL (UDOC) FORMS

	UDOC Forms					Due Dates
Declaration or Report Type	Cert.	UDOC	"No Changes" Cert.	A	B	
Annual Declaration on Past Activities	**U**	**U**		**Ø**	**Ù**	February 28
~~UDOC "No Changes"~~ [1] ~~Certification Form~~			**U**			February 28
Amendment	**U**	**U**		**Ø**	**Ù**	See Part 715 of the CWCR for specific due dates

U - Form Required **Ø** - Attach, as appropriate **Ù** - Optional

Listing of UDOC Forms

Certification Form

UDOC	Unscheduled Discrete Organic Chemical Declaration, consists of 2 pages: Part A - UDOC Plant Site Identification and Part B - UDOC Plant Site Activities
UDOC	"No Changes" Certification Form
Form A	Attachments for Plant Site (attach, as appropriate)
Form B	Optional Comments

[1] This form is not approved and may not be submitted to BIS during the CY 2003 FOR annual Declaration on Past Activities.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

	U.S. DEPARTMENT OF COMMERCE **Bureau of Industry and Security** **CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION**	DATE RECEIVED **(Leave Blank)**

CERTIFICATION FORM

Provide the information requested below in Questions C.1 through C.8.

C.1	Name of Declaration Point of Contact (D-POC):		
C.2	Company Name:		
C.3	Mailing Address:		
	City:	State:	Zip Code:
C.4	D-POC's Telephone Number: ext.		
	D-POC's Fax Number:		
	D-POC's E-mail Address:		
C.5	Date Submitted (YYYY-MM-DD):		
C.6	**CERTIFICATION**		

I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete.

Name and title of responsible official (type or print):

Signature:

Date Signed (YYYY-MM-DD):

C.7 **TYPE OF DECLARATION**(check one box, except check two boxes for an amendment)

☐ ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____

☐ AMENDMENT

C.8 **FORMS SUBMITTED**

Check all forms that are included:

☐ FORM UDOC ☐ FORM A ☐ FORM B

CERTIFICATION FORM Unscheduled Discrete Organic Chemical Declaration

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

A separate Certification Form is required for each Unscheduled Discrete Organic Chemical (UDOC) plant site being declared.

This form serves several purposes, including:

(a) identifying a Point of Contact;
(b) certifying the accuracy of the submitted declaration;
(c) identifying the type of declaration submitted; and
(d) listing the declaration forms submitted.

Questions C.1 through C.5 Name of Declaration Point of Contact (D-POC) and Other Requested Information: Designate a D-POC. The D-POC should be a person whom the Department of Commerce may contact for: (1) the purposes of clarification of information provided in the declaration; and (2) for general information. The D-POC need not be the person who prepares the declaration forms or signs the Certification Form. Furthermore, it is not necessary that the D-POC be located at the declared plant sites.

Question C.6 Certification: The Certification must be signed and dated by the owner, operator, or senior management official who certifies the accuracy and completeness of the information submitted. The Certification signature block must contain an original signature.

Question C.7 Declaration Type: Check the box for the type of declaration being submitted (e.g. past activities or amendment) and indicate the year for which the information applies.

The DECLARATION ON PAST ACTIVITIES provides information on the production of UDOCs by a declared UDOC plant site for the previous year.

The AMENDMENT is used to correct a previously submitted Annual Declaration on Past Activities or a UDOC "No Changes" Certification Form (e.g., change company name, increase of production into a higher range; addition of a new PSF chemical produced above 30 metric tons at a PSF plant not previously declared). If you submit an AMENDMENT, indicate the year to which the AMENDMENT refers.

Question C.8 Forms Submitted: Check the appropriate box for each form that is included in the submission.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION	PLANT SITE NAME:
	U.S. PLANT SITE CODE (once assigned):
	PAGE 1 OF 2

FORM UDOC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION

Submit this form for each Unscheduled Discrete Organic Chemical Production Plant Site for all types of declarations (past activities and amendments).

PART A: Plant Site Identification

UDOC.1	Owner:		
	Telephone Number:	Fax Number:	
UDOC.2	Operator:		
	Telephone Number:	Fax Number:	
UDOC.3	Street Address:		
	City:	State:	Zip Code:
UDOC.4	**Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).**		
	a. Latitude (Deg/Min/Sec/N):		
	b. Longitude (Deg/Min/Sec/W):		

Check this box if the geographic coordinates are not for the center of the plant site and/or you have attached any additional information on the plant site to Form A. ☐

Designation of Inspection Point of Contact (I-POC) for inspection notifications involving this plant site.

NOTE: The Department of Commerce must be able to reach the I-POCs at all hours through the telephone numbers shown below.

UDOC.5.1	Name of I-POC:	
	I-POC's Primary Telephone Number:	ext.
	I-POC's Alternate Telephone Number:	ext.
	I-POC's Fax Number:	
	I-POC's E-mail Address:	
UDOC.5.2	Name of Alternate I-POC (optional):	
	I-POC's Primary Telephone Number:	ext.
	I-POC's Alternate Telephone Number:	ext.
	I-POC's Fax Number:	
	I-POC's E-mail Address:	

FORM UDOC Unscheduled Discrete Organic Chemical Declaration

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Submit this form (which consists of 2 pages -- Part A - Plant Site Identification and Part B - Plant Site Activities) for each declared unscheduled discrete organic chemical (UDOC) plant site, and for all types of declarations (past activities and amendments). Your plant site is a declared UDOC plant site if it produced more than 200 metric tons aggregate of UDOCs (including all PSF-chemicals). For purposes of calculating the 200 metric ton amount, you must include all PSF chemicals that were produced on your plant site. Your plant site is also a declared plant site if one or more plants on your plant site individually produced more than 30 metric tons of a single UDOC containing phosphorus, sulfur, or fluorine ("PSF-chemical"). Only declared plant sites subject to routine inspection must complete Question UDOC.5.

For the ANNUAL DECLARATION ON PAST ACTIVITIES, submit this form for each UDOC plant site that produced above the applicable threshold in the previous calendar year.

The submitter of this declaration should assign a unique name to the plant site, and record this name in the appropriate box in the upper right-hand corner of Form UDOC, Parts A and B. The Department of Commerce will provide each submitter a unique code for each declared plant site. This code, hereafter referred to as a "U.S. Plant Site Code," will be the primary means of identifying a plant site after the first declaration is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations for a particular plant site.

PART A - PLANT SITE IDENTIFICATION

Questions UDOC.1 through UDOC.3: Provide the name and telephone and fax numbers of the owner and the operator the occupant or the agent in charge of the plant site. Provide the address of the plant site. **DO NOT PROVIDE A POST OFFICE BOX.**

Question UDOC.4: Provide the latitude and longitude for the center of the plant site using the following formats (see Supplement No. 1 for guidelines on determining geographic coordinates):

Latitude: 00(degree)/00(minute)/00(second)/N
Longitude: 000(degree)/00(minute)/00(second)/W

If the geographic coordinates are not for the center of the plant site, you must attach to Form A an explanation of the coordinates (e.g., front gate, Building No.15). Also, use Form A to identify any additional information (e.g., maps, drawings) that you have attached to this declaration to locate this plant site with reference to the declared coordinates. (Check the box if you are submitting Form A with attachments.)

Questions UDOC.5.1 & UDOC.5.2: Designate an Inspection Point of Contact (I-POC) and provide telephone and fax numbers, and an e-mail address so the Department of Commerce may notify you of inspections of your plant site. You may also designate an Alternate I-POC. The Department of Commerce must be able to contact the I-POCs on a 24 hour basis.

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CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION	PLANT SITE NAME:
	U.S. PLANT SITE CODE (once assigned):
	PAGE 2 of 2

FORM UDOC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION

PART B: Plant Site Activities

Specify the main activities at this plant site.

UDOC.6	Provide the Product Group Codes to describe products at this plant site to which the production of Unscheduled Discrete Organic Chemicals contribute (see Supplement No. 2)				
UDOC.7	If the plant site produced **more than 200 metric tons** of Unscheduled Discrete Organic Chemicals, provide the approximate number of plants that produced any amount of Unscheduled Discrete Organic Chemicals (including all PSF chemicals): _____				
UDOC.8	Indicate the approximate aggregate amount of production (by production range) of Unscheduled Discrete Organic Chemicals produced by all plants at the plant site (including all PSF chemicals). ☐ above 200 metric tons to 1,000 metric tons ☐ above 1,000 metric tons to 10,000 metric tons ☐ above 10,000 metric tons				

Answer UDOC.9 and UDOC.10 below, if at least one plant on the plant site produced an "individual" PSF chemical over 30 metric tons.

UDOC.9	Provide the exact number of plants at this plant site that produced an "individual" PSF chemical **over 30 metric tons** ("PSF" Plant): _____
UDOC.10	Indicate in UDOC.10.1 through UDOC.10.4 below, the number of PSF plants whose approximate aggregate production of all PSF chemicals falls within each of the PSF-chemical production ranges. **NOTE: The total number of PSF plants identified in UDOC.10.1 through UDOC.10.4 should equal the number of PSF plants indicated in UDOC.9.**
UDOC.10.1	Number of PSF plants that produced above 30 metric tons to 200 metric tons: _____
UDOC.10.2	Number of PSF plants that produced above 200 metric tons to 1,000 metric tons: _____
UDOC.10.3	Number of PSF plants that produced above 1,000 metric tons to 10,000 metric tons: _____
UDOC.10.4	Number of PSF plants that produced above 10,000 metric tons: _____

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

The submitter of this declaration should assign a unique name to the plant site, and record this name in the appropriate box in the upper right-hand corner of Form UDOC, Parts A and B. The Department of Commerce will provide each submitter with a unique code for each declared plant site. This code, hereafter referred to as a "U.S. Plant Site Code," will be the primary means of identifying a plant site after the first declaration is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations for a particular plant site.

PART B - PLANT SITE ACTIVITIES

Question UDOC.6: Provide the appropriate Standard International Trade Classification (SITC) Code for up to five chemical product group categories that describe the type of ultimate products that are manufactured at the plant site to which the production of UDOCs contribute (see Supplement No. 2 for the SITC Codes).

Question UDOC.7: If your plant site produced more than 200 metric tons aggregate of unscheduled discrete organic chemicals (UDOCs) in the previous calendar year, provide the approximate number of plants that produced any amount of UDOCs (including all PSF-chemicals).

Question UDOC.8: Check the appropriate box to indicate the approximate aggregate amount of production of all UDOCs (including all PSF-chemicals) produced at this plant site in the previous calendar year.

Question UDOC.9: Provide the exact number of plants that produced an individual PSF-chemical over 30 metric tons at this plant site in the previous calendar year. An individual plant that produced more than 30 metric tons of a single PSF-chemical is a "PSF plant." Do not include plants that produced less than 30 metric tons of a PSF chemical.

Question UDOC.10: If one or more plants on the plant site produced an individual PSF chemical above 30 metric tons, provide the number of PSF plants whose approximate aggregate production of PSF-chemicals falls within each of the PSF-chemical production ranges in the previous calendar year. NOTE: The total number of PSF plants identified in Question UDOC 10.1 through 10.4 should equal the number of PSF plants indicated in Question UDOC.9.

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	U.S. DEPTARTMENT OF COMMERCE **Bureau of Industry and Security** **CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION**	DATE RECEIVED **(Leave Blank)**

"NO CHANGES" CERTIFICATION FORM

This "No Changes" Certification Form for Unscheduled Discrete Organic Chemicals (UDOCs) may only be used by your plant site to certify that the information declared in last year's Annual Declaration on Past Activities has not changed. If you did not submit an Annual Declaration on Past Activities or a "No Changes" Certification Form last year, you may not use this form.

NOT APPROVED

A.1	Company Name:
A.2	Plant Site Name:
A.3	Plant Site USC Code:

NOTE: The company and plant site names as well as the plant site USC code declared in Questions A.1 through A.3 must be the same as those declared in last year's Annual Declaration on Past Activities, including the Certification Form and UDOC Forms A and B.

A.4	Date Submitted (YYYY-MM-DD):
A.5	**CERTIFICATION**

I hereby certify that the information declared in last year's Annual Declaration on Past Activities is unchanged for the reporting year listed in Question A.6 below. To the best of my knowledge and belief this information is true and complete.

Name and title of responsible official (type or print):

NOT APPROVED

Signature:

Date Signed (YYYY-MM-DD):

A.6	**REPORTING YEAR:** ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____

UDOC "No Changes" Certification Form

Declaration requirements for Unscheduled Discrete Organic Chemicals (UDOCs) are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Unscheduled Discrete Organic Chemical (UDOC) production is declared in broad ranges, therefore, many plant sites' declarations do not change from year to year. As a convenience, you may use this UDOC "No Changes" Certification Form to meet your declaration requirement.

Submit a separate UDOC "No Changes" Certification Form for each UDOC Plant Site being declared that has no updates or changes to the information declared in the last Annual Declaration on Past Activities, except changes to the Certifying Official and dates submitted and signed in Questions A.4 and A.5.

The UDOC "No Changes" Certification Form may only be used to certify the information declared in your last Annual Declaration on Past Activities <u>or</u> UDOC "No Changes" Certification Form has not changed. If you did not submit an Annual Declaration on Past Activities or a "No Changes" Certification Form last year, you may not use this form.

Your signature on the UDOC "No Changes" Certification Form authorizes the Department of Commerce to use the information from your last year's Annual Declaration on Past Activities to create an official declaration for your plant site for the current reporting year.

If, after submitting the UDOC "No Changes" Certification Form, there are updates or changes to the declared information, you must submit an Amendment to your Annual Declaration on Past Activities. You must submit a Certification Form and UDOC Form Parts A and B

<u>Question A.1 through A.3 Company Name and Plant Site Name and USC Code</u>: Provide the name of the company, plant site and the plant site USC code. This information must be the same as declared in the last Annual Declaration on Past Activities. If there are any changes to this information, you must complete an Annual Declaration on Past Activities, including the Certification Form and UDOC Form Parts A and B.

<u>Questions A.4 and A.5 Date Submitted and Certification</u>: The Certification must be signed and dated by the owner, operator, or senior management official who certifies the accuracy and completeness of the information submitted. The certification signature block must contain an original signature. The date submitted block should indicate the date the certification is submitted.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL FORM A	COMPLETE AS MANY COPIES OF THIS FORM AS NECESSARY. Use this form to describe any attachment to this declaration. Attachments may include, for example, any additional information on the precise location of a declared plant site, site map.
FORM A ATTACHMENTS FOR UNSCHEDULED DISCRETE ORGANIC CHEMICAL PLANT SITE	Plant Site Name:

Form Number	Identify each attachment with a unique name or description.

FORM A Attachments for Declared Unscheduled Discrete Organic Chemical Plant Sites

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Submit this form to list any attachments containing additional information (e.g., site diagrams, maps, drawings) on any declared plant site. Any additional attachment submitted to further characterize the plant site and to clarify the exact location is on a voluntary basis.

PLANT SITE NAME: Enter the name of the plant site, and if assigned, enter its U.S. Plant Site code.

FORM NUMBER: In column 1, enter the form number to which this additional information refers.

IDENTIFY ATTACHMENT: In column 2, provide a description of the attachment and assign a unique name to it (e.g., site map).

Insert all attachments in an envelope and staple the envelope to Form A.

FORM APPROVED: OMB NO. 0694-0091 (JAN-2004)

CWC UNSCHEDULED
DISCRETE ORGANIC CHEMICAL
FORM B

FORM B OPTIONAL COMMENTS

B.1.1	Comments on form number _____, question number _____ :
B.1.2	Comments on form number _____, question number _____ :
B.1.3	Comments on form number _____, question number _____ :
B.1.4	Comments on form number _____, question number _____ :
B.1.5	Comments on form number _____, question number _____ :
B.1.6	Comments on form number _____, question number _____ :
B.2.1	General comments or suggestions:

FORM B Optional Comments

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715)

Please use this form to record comments or suggestions. Use as many copies of this form as necessary. Submission of this form is optional. The information provided will be used only by the Department of Commerce to improve the forms and the CWC reporting process.

SUPPLEMENT 1

HOW TO DETERMINE LATITUDE AND LONGITUDE COORDINATES

Introduction

The latitude and longitude coordinates of declared facilities are very important for pinpointing facility location and are a required data element on the CWC Declaration Forms. As a result, the Department of Commerce, Bureau of Industry and Security (BIS) is encouraging facilities to make the best possible measurements when determining latitude and longitude coordinates. Undeclared facilities, trading companies or other persons subject to the Chemical Weapons Convention Regulations (CWCR) are not required to provide latitude and longitude coordinates.

The CWC Declaration Forms give you the option to identify the latitude or longitude coordinates of either the "center" of the facility or " another location" of the facility; however, if you do not specify the coordinates of the "center" of your facility, you must attach to Form A a description of the physical location identified by the coordinates (e.g., front gate, Building No. 15). You may also attach to Form A any additional information that may be useful to locate the facility.

Latitude is the distance north or south of the equator. Longitude is the distance east or west of the prime meridian (Greenwich, England). Latitude and longitude are measured in degrees, minutes, and seconds.

1°(degree) = 60'(minutes)
1'(minute) = 60"(seconds)

How to Determine the Latitude and Longitude Coordinates of Your Facility

There are a number of inexpensive commercial systems or government services which are available to assist you in identifying your facility's location, examples of which are listed below. You can use one of these systems or methods to determine the latitude and longitude coordinates of your facility. Note that you may have previously determined your facility's precise latitude and longitude coordinates for other U.S. Government reporting requirements (e.g., EPA/TRI/census), and you may use that determination for your CWC declaration.

Global Position Systems (GPS) – GPS is one of the easiest and least expensive methods used in obtaining the precise latitude and longitude coordinates of a facility. The U.S. Government has determined that using a GPS in identifying the latitude and longitude coordinates of your facility is an acceptable method. During an inspection of your facility, inspectors of the Organization on the Prohibition of Chemical Weapons (OPCW) may also use a GPS to verify the location of your facility.

Survey Records – Another source for obtaining latitude and longitude coordinates of a facility is through use of surveying records from your local government's Registrant Office.

Bureau of Industry and Security (BIS) Assistance – BIS will assist you in identifying the latitude and longitude coordinates of your facility. You should contact BIS's Information Technology Team at 703-235-1335 for assistance.

U.S. Geological Survey (USGS) Maps –The USGS is another important resource available for identifying the latitude and longitude coordinates of your facility. The USGS publishes topographic quadrangle maps which are useful tools available to help you in determining the latitude and longitude coordinates for your facility. These maps are published in varying degrees of detail. It is very important that latitude and longitude measurements be made from the most detailed maps available.

To identify the detailed topographic quadrangle map in which your facility is located, the USGS has published an index and a catalog of topographic maps available for each state. Both the index and the catalog are available in many libraries or may be obtained free of charge from the Distribution Branch of the USGS. The **Index to Topographic and Other Map Coverage** helps you to identify the most detailed map in which your facility is located.

The detailed topographic quadrangle maps are available in many libraries or may be purchased from the Distribution Branch of the USGS and from private map dealers. The Catalog of Topographic and Other Published Maps contains a list of map depository libraries and topographic map dealers for each state covered in the Catalog.

To purchase a topographic quadrangle map from the USGS, you must send a written request to the Distribution Branch of the USGS, containing the file number and map reference code, the name of the city, state and zip code in which your facility is located.

The Distribution Branch of the USGS can be reached at:

Distribution Branch of the USGS
P.O. Box 25286
Denver Federal Center
Denver, CO 80225
(303) 236-7477

Allow 5 Weeks for Delivery.

For faster service, you may call the USGS toll free number 1-800-435-7627 to obtain names of private map dealers in your state and the cost of the maps.

You may also purchase topographic maps online via the Internet at: http://mapping.usgs.gov/mac/findmaps.html.

In addition, you may purchase a topographic quadrangle map from the USGS through a USGS Public Inquiry Office. The Public Inquiry Offices are listed for each state on the inside back cover of the *Catalog of Topographic and Other Published Maps*.

If you need help in determining your latitude and longitude once you have the necessary map, the National Cartographic Information Center can provide assistance:

Western states: (303) 236-5829
Eastern states: (314) 341-0851

Determining Your Facility's Latitude and Longitude.
Once you have obtained the correct map for your facility (as illustrated at the end of this supplement):

(1) Mark the location of your facility on the map with a point. If your facility is large, choose a point central to the production activities of the facility. If certain structures in your facility are represented on the map, mark one of the structures with a point.

(2) Construct a small rectangle around the point with fine pencil lines connecting the nearest 2.5' or 5' graticules. *Graticules* are intersections of latitude and longitude lines that are marked on the map edge, and appear as black crosses at four points in the interior of the map.

(3) Read and record the latitude in terms of North and longitude in terms of West (in degrees, minutes, and seconds) for the southeast corner of the small quadrangle drawn in step two. The latitude and longitude are printed at the edges of the map.

(4) To determine the increment of latitude above the latitude line recorded in step 3,

- position the map so that you face *west*:

- place the ruler in approximately a north-south alignment, with the "0" on the latitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the latitude line to the desired point (the point distance);

- the measurement from the latitude line to the north line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the latitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of latitude}$$

[Note: 150" is the number of seconds of arc for the side of the small quadrangle on a 7.5' map. If you are using a 15' map, the multiplication factor is 300" instead of 150" since each graticule is 5' of latitude or longitude].

For example:

Point distance = 99.5
Total distance = 192.0

$$\frac{99.5}{192.0} \times 150'' = 77.7'' = 01'17.7''$$

(conversion procedure: 60" =1'; 77.7" = 60" + 17.7" = 01'17.7")

Latitude in step 3	32°17'30.0"N
Increment	+ 01'17.7"N
Latitude of point	32°18'47.7"N

to the nearest second = 32°18'48.0"N

(5) To determine the increment of longitude west of the longitude line recorded in step 3,

- position the map so that you face *south*;
- place the ruler in approximately an east-west alignment with the "0" on the longitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the longitude line to the desired point (the point distance);
- the measurement from the longitude line to the west line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the longitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of longitude}$$

For example:

Point distance = 65.0
Total distance = 149.9

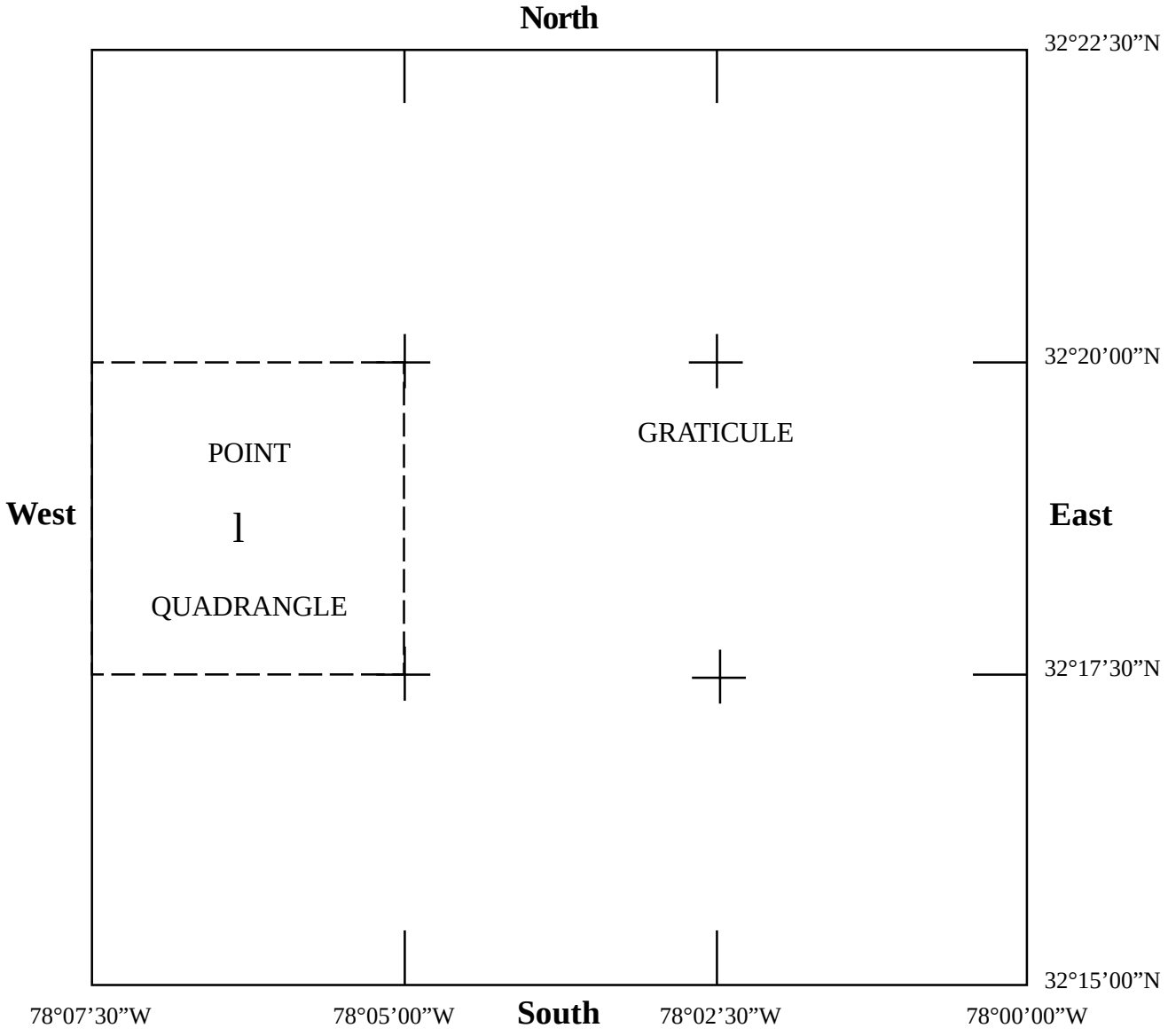
$\frac{65.0}{149.9} \times 150'' = 65'' = 01'05''$

(conversion procedure: 60" =1'; 65" = 60" + 05" = 01'05")

Latitude in step 3	78°05'00"W
Increment	+ 01'05"W
Latitude of point	78°06'05"W

to the nearest second = 78°06'05"W

LATITUDE/LONGITUDE DIAGRAM



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SUPPLEMENT 2

PRODUCT GROUP CODES

Standard International Trade Classification (SITC) 3 Digit Codes
(an excerpt of chemicals and related products)

Code	Description
511	Hydrocarbons, N.E.S., and their halogenated, sulphonated, nitrated or nitrosated derivatives
512	Alcohols, phenols, phenol-alcohols, and their halogenated, sulphonated, nitrated or nitrosated derivatives
513	Carboxylic acids and their anhydrides, halides, peroxides and peroxyacids; their halogenated, suphonated, nitrated or nitrosated derivatives
514	Nitrogen-function compounds
515	Organo-inorganic compounds, heterocyclic compounds, nucleic acids and their salts, and suphonamides
516	Other organic chemicals
522	Inorganic chemical elements, oxides and halogen salts
523	Metal salts and peroxysalts, of inorganic acids
524	Other inorganic chemical; organic and inorganic compounds of precious metals
525	Radioactive and associated materials
531	Synthetic organic colouring matter and colour lakes, and preparations based thereon
532	Dyeing and tanning extracts, and synthetic tanning materials
533	Pigments, paints, varnishes and related materials
541	Medicinal and pharmaceutical products, other than medicaments of Group 542
541	Medicinal and pharmaceutical products, other than medicaments of Group 542
542	Medicaments (including veterinary medicaments)
551	Essential oils, perfume and flavour materials
553	Perfumery, cosmetic or toilet preparations (excluding soaps)
554	Soap, cleansing and polishing preparations
562	Fertilizers (other than those of Group 272)
571	Polymers of ethylene, in primary forms
572	Polymers of styrene, in primary forms

Code	Description
573	Polymers of vinyl chloride or of other halogenated olefins in primary forms
574	Polyacetals, other polyethers and epoxide resins, in primary forms; polycarbonate, alkyd resins, polyallyl esters and other polyesters
575	Other plastics, in primary forms
579	Waste, parings and scrap, of plastics
581	Tubes, pipes and hoses, and fittings therefore, of plastics
582	Plates, sheets, film, foil and strip, of plastics
583	Monofilament of which any cross-sectional dimension exceeds 1 mm, rods, sticks and profile shapes, whether or not surface-worked but not otherwise
591	Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products and plant-growth regulators, disinfectants and similar products, put up in forms or packings for retail sale or as preparations or articles (e.g. sulphur-treated bands, wicks and candles, and fly papers)
592	Starches, insulin and wheat gluten; albuminoidal substances; glues
593	Explosives and pyrotechnic products
597	Prepared additives for mineral oils and the like; prepared liquids for hydraulic transmission; anti-freezing preparations and prepared de-icing fluids; lubricating preparations
598	Miscellaneous chemicals products, N.E.S.
599	Others

SUPPLEMENT 3

DESTINATION CODES

CODE	DESTINATION (Name in English)
AFG	AFGHANISTAN Islamic State of Afghanistan
ALB	ALBANIA Republic of Albania
DZA	ALGERIA People's Democratic Republic of Algeria
AND	ANDORRA Principality of Andorra
AGO	ANGLOLA Republic of Angola
ATG	ANTIGUA AND BARBUDA
ARG	ARGENTINA Argentine Republic
ARM	ARMENIA Republic of Armenia
AUS	AUSTRAILIA
AUT	AUSTRIA Republic of Austria
AZE	AZERBAIJAN Azerbaijani Republic
BHS	BAHAMAS Commonwealth of the Bahamas
BHR	BAHRAIN State of Bahrain
BGD	BANGLADESH People's Republic of Bangladesh
BRB	BARBADOS
BLR	BELARUS Republic of Belarus
BEL	BELGIUM Kingdom of Belgium
BLZ	BELIZE
BEN	BENIN Republic of Benin
BTN	BHUTAN Kingdom of Bhutan
BOL	BOLIVIA Republic of Bolivia
BIH	BOSNIA AND HERZEGOVINA Republic of Bosnia and Herzegovina
BWA	BOTSWANA Republic of Botswana
BRA	BRAZIL Federal Republic of Brazil
BRN	BRUNEI DARUSSALAM
BGR	BULGARIA Republic of Bulgaria
BFA	BURKINA FASO
BDI	BURUNDI Republic of Burundi
KHM	CAMBODIA Kingdom of Cambodia
CMR	CAMEROON Republic of Cameroon

CODE	DESTINATION (Name in English)
CAN	CANADA
CPV	CAPE VERDE Republic of Cape Verde
CAF	CENTRAL AFRICAN REPUBLIC
TCD	CHAD Republic of Chad
CHL	CHILE Republic of Chile
CHN	CHINA People's Republic of China (including Hong Kong and Macau)
COL	COLUMBIA Republic of Colombia
COM	COMOROS Islamic Federal Republic of the Comoros
COG	CONGO Republic of the Congo
COK	COOK ISLANDS
CRI	COSTA RICA Republic of Costa Rica
CIV	COTE D'IVOIRE Republic of Cote d'Ivoire
HRV	CROATIA Republic of Croatia
CUB	CUBA Republic of Cuba
CYP	CYPRUS Republic of Cyprus
CZE	CZECH REPUBLIC
PRK	DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA
DNK	DENMARK Kingdom of Denmark
DJI	DJIBUOTI Republic of Djibouti
DMA	DOMINICA Commonwealth of Dominica
DOM	DOMINICA REPUBLIC
ECU	ECUADOR Republic of Ecuador
EGY	EGYPT Arab Republic of Egypt
SLV	EL SALVADOR Republic of Ecuador
GNQ	EQUATORIAL GUINEA Republic of Equatorial Guinea
ERI	ERITREA
EST	ESTONIA Republic of Estonia
ETH	ETHIOPIA Federal Democratic Republic of Ethiopia
FJI	FIJI Republic of Fiji
FIN	FINLAND Republic of Finland
FRA	FRANCE French Republic
GAB	GABON Gabonese Republic
GMB	GAMBIA Republic of Gambia
GEO	GEORGIA Republic of Georgia

CODE	DESTINATION (Name in English)
DEU	GERMANY Federal Republic of Germany
GHA	GHANA Republic of Ghana
GRC	GREECE Hellenic Republic
GRD	GRENADA
GTM	GUATEMALA Republic of Guatemala
GIN	GUINEA Republic of Guinea
GNB	GUINEA-BISSAU Republic of Guinea Bissau
GUY	GUYANA Republic of Guyana
HTI	HAITI Republic of Guyana
VAT	HOLY SEE (VATICAN CITY STATE) (Saint Siege)
HND	HONDURAS Republic of Honduras
HUN	HUNGARY Republic of Hungary
ISL	ICELAND Republic of Iceland
IND	INDIA Republic of Iceland
IDN	INDONESIA Republic of Indonesia
IRN	IRAN (ISLAMIC REPUBLIC OF) Islamic Republic of Iran
IRQ	IRAQ The Republic of Iraq
IRL	IRELAND
ISR	ISRAEL State of Israel
ITA	ITALY Italian Republic
JAM	JAMAICA
JPN	JAPAN
JOR	JORDAN Hashemite Kingdom of Jordan
KAZ	KAZAKHSTAN Republic of Kazakhstan
KEN	KENYA Republic of Kenya
KIR	KIRIBATI
KWT	KUWAIT State of Kuwait
KGZ	KYRGYSTAN Kyrgys Republic
LAO	LAOS PEOPLE'S DEMOCRATIC REPUBLIC
LVA	LATVIA Republic of Latvia
LBN	LEBANON Lebanese Republic
LSO	LESOTHO Kingdom of Lesotho
LBR	LIBERIA Republic of Liberia
LBY	LIBYAN ARAB JAMAHIRIYA Socialist People's Libyan Arab Jamahiriya

CODE	DESTINATION (Name in English)
LIE	LIECHTENSTEIN Principality of Liechtenstein
LTU	LITHUANIA Republic of Lithuania
LUX	LUXEMBOURG Grand Duchy of Luxembourg
MDG	MADAGASCAR Republic of Madagascar
MWI	MALAWI Republic of Malawi
MYS	MALAYSIA
MDV	MALDIVES Republic of Maldives
MLI	MALI Republic of Mali
MLT	MALTA Republic of Malta
MHL	MARSHALL ISLANDS Republic of Marshall Islands
MRT	MAURITANIA Islamic Republic of Mauritania
MUS	MAURITIUS Republic of Mauritius
MEX	MEXICO United Mexican States
FSM	MICRONESIA Federated States of Micronesia
MCO	MONACO Principality of Monaco
MNG	MONGOLIA
MAR	MOROCCO Kingdom of Morocco
MOZ	MOZAMBIQUE Republic of Mozambique
MMR	MYANMAR Union of Myanmar
NAM	NAMIBIA Republic of Namibia
NRU	NAURU Republic of Nauru
NPL	NEPAL Kingdom of Nepal
NLD	NETHERLANDS Kingdom of the Netherlands
NZL	NEW ZEALAND
NIC	NICARAGUA Republic of Nicaragua
NER	NIGER Republic of Niger
NGA	NIGERIA Federal Republic of Nigeria
NIU	NIUE Republic of Niue
NOR	NORWAY Kingdom of Norway
OMN	OMAN Sultanate of Oman
PAK	PAKISTAN Islamic Republic of Pakistan
PLW	PALAU Republic of Palau
PAN	PANAMA Republic of Panama
PNG	PAPUA NEW GUINEA
PRY	PARAGUAY Republic of Paraguay

CODE	DESTINATION (Name in English)
PER	PERU Republic of Peru
PHL	PHILIPPINES Republic of Philippines
POL	POLAND Republic of Poland
PRT	PORTUGAL Portuguese Republic
QAT	QATAR State of Qatar
KOR	REPUBLIC OF KOREA
MDA	REPUBLIC OF MOLDOVA
ROM	ROMANIA
RUS	RUSSIAN FEDERATION
RWA	RWANDA Rwandese Republic
KNA	SAINT KITTS AND NEVIS
LCA	SAINT LUCIA
VCT	SAINT VINCENT AND THE GRENADINES
WSM	SAMOA Independent State of Western Samoa
SMR	SAN MARINO Republic of San Marino
STP	SAO TOME AND PRINCIPE Democratic Republic of Sao Tome and Principe
SAU	SAUDI ARABIA Kingdom of Saudi Arabia
SEN	SENEGAL Republic of Senegal
SYC	SEYCHELLES Republic of Seychelles
SLE	SIERRA LEONE Republic of Sierra Leone
SGP	SINGAPORE Republic of Singapore
SVK	SLOVAKIA Slovak Republic
SVN	SLOVENIA Republic of Slovenia
SLB	SOLOMON ISLANDS
SOM	SOMALIA Somalia Democratic Republic
ZAF	SOUTH AFRICA Republic of South Africa
ESP	SPAIN Kingdom of Spain
LKA	SRI LANKA Democratic Socialist Republic of Sri Lanka
SDN	SUDAN Republic of Sudan
SUR	SURINAME Republic of Suriname
SWZ	SWAZILAND Kingdom of Swaziland
SWE	SWEDEN Kingdom of Sweden
CHE	SWITZERLAND Swiss Confederation
SYR	SYRIAN ARAB REPUBLIC

CODE	DESTINATION (Name in English)
TJK	TAJIKISTAN Republic of Tajikistan
THA	THAILAND Kingdom of Thailand
MKD	FORMER YUGOSLAV REPUBLIC OF MACEDONIA
TGO	TOGO Togolese Republic
TON	TONGA Kingdom of Tonga
TTO	TRINIDAD AND TOBAGO Republic of Trinidad and Tobago
TUN	Tunisia Republic of Tunisia
TUR	TURKEY Republic of Turkey
TKM	TURKMENISTAN
TUV	TUVALU
UGA	UGANDA Republic of Uganda
UKR	UKRAINE
ARE	UNITED ARAB EMIRATES
GBR	UNITED KINGDOM United Kingdom of Great Britain & Northern Ireland
TZA	UNITED REPUBLIC OF TANZANIA
USA	UNITED STATES United States of America
URY	URUGUAY Eastern Republic of Uruguay
UZB	UZBEKISTAN Republic of Uzbekistan
VUT	VANUATU Republic of Vanuatu
VEN	VENEZUELA Republic of Venezuela
VNM	VIET NAM Socialist Republic of Viet Nam
YEM	YEMEN Republic of Yemen
YUG	YUGOSLAVIA Federal Republic of Yugoslavia
ZMB	ZAMBIA Republic of Zambia
ZAR	ZAIRE Republic of Zaire
ZWE	ZIMBABWE Republic of Zimbabwe
TAI	TAIWAN[1]

1 Transfers to Taiwan of Schedule chemicals must be declared or reported using the Destination Code "TAI". This requirement does not imply recognition of the authorities nor an official relationship with Taiwan.

SUPPLEMENT NO. 4

GLOSSARY OF DEFINITIONS

The following is an explanation of terms used in this Handbook. All terms, except those noted by an asterisk (*), are reprinted from the Chemical Weapons Convention Regulations (15 CFR Section 710) for your convenience.

Act (The). Means the Chemical Weapons Convention Implementation Act of 1998 (22 U.S.C.6701 et seq.).

Advanced Notification. Means a notice informing BIS of a company's intention to export to or import from a State Party a Schedule 1 chemical. This advance notification must be submitted to BIS at least 45 days prior to the date of export or import (except for transfers of 5 milligrams or less of saxitoxin for medical/diagnostic purposes, which must be submitted to BIS at least 3 days prior to export or import). BIS will inform the company in writing of the earliest date the shipment may occur under the advance notification procedure. Additionally, this advance notification requirement is imposed in addition to any export license requirements under the Department of Commerce's Export Administration Regulations (15 CFR parts 730-799) or the Department of State's International Traffic in Arms Regulations (22 CFR Parts 120-130) or any import license requirements under the Department of Justice's Bureau of Alcohol, Tobacco, Firearms and Explosives Regulations (27 CFR Part 447).

Bureau of Industry and Security (BIS). Means the Bureau of Industry and Security of the United States Department of Commerce, including the Office of Export Administration and the Office of Export Enforcement.

By-product. Means any chemical substance or mixture produced without a separate commercial intent during the manufacture, processing, use or disposal of another chemical substance or mixture.

Chemical Weapon. Means the following, together or separately:

(1) Toxic chemicals and their precursors, except where intended for purposes not prohibited under the Chemical Weapons Convention (CWC), provided that the type and quantity are consistent with such purposes;

(2) Munitions or devices, specifically designed to cause death or other harm through the toxic properties of those toxic chemicals specified in paragraph (1) of this definition, which would be released as a result of the employment of such munitions or devices; or

(3) Any equipment specifically designed for use directly in connection with the employment of munitions or devices specified in paragraph (2) of this definition.

Chemical Weapons Convention (CWC or Convention). Means the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction, and its annexes opened for signature on January 13, 1993.

Chemical Weapons Convention Regulations (CWCR). Means the regulations contained in 15 CFR parts 710-722.

Consumption. Consumption of a chemical means its conversion into another chemical via a chemical reaction. Unreacted material must be accounted for as either waste or as recycled starting material.

Declaration*. Means forms submitted to the U.S. Government on chemical activities that are above specified thresholds and are required pursuant to the CWCR.

Declaration or report form. Means a multi-purpose form to be submitted to BIS regarding activities involving Schedule 1, Schedule 2, Schedule 3, or unscheduled discrete organic chemicals. Declaration forms will be used by facilities that have data declaration obligations under the CWCR and are "declared" facilities whose facility-specific information will be transmitted to the OPCW. Report forms will be used by entities that are "undeclared" facilities or trading companies that have limited reporting requirements for only export and import activities under the CWCR and whose facility-specific information will not be transmitted to the OPCW. Information from declared facilities, undeclared facilities and trading companies will also be used to compile U.S. national aggregate figures on the production, processing, consumption, export and import of specific chemicals. See also related definitions of declared facility, undeclared facility and report.

Declaration or Report Point of Contact (D/R-POC)*. Means a person who is responsible for clarifying information provided in the declaration or report and for general information. The D/R-POC need not be the person who prepares the declaration or report forms or signs the Certification Form.

Declared facility or plant site. Means a facility or plant site required to complete data declarations of activities involving Schedule 1, Schedule 2, Schedule 3 or unscheduled discrete organic chemicals above specified threshold quantities.

Dedicated and Multipurpose Schedule 2 Chemical Plants*. Means the following:

A Schedule 2 plant is <u>dedicated</u> when its process configuration is dedicated to the declarable activity/ies (production/processing/consumption) in relation to the declared Schedule 2 chemical(s).

A Schedule 2 plant is <u>multi-purpose</u> when the plant is designed to provide the means for the production of a variety of products by virtue of enabling more than one process configuration, i.e., the reconfiguration of the equipment and the piping as required for these different processes.

Destination Codes*. Means a three-letter code used to designate the destination from which Scheduled Chemicals were exported to or imported from the United States. Destination Codes are listed in Supplement No. 3.

Discrete organic chemical. Means any chemical belonging to the class of chemical compounds consisting of all compounds of carbon, except for its oxides, sulfides, and metal carbonates, identifiable by chemical name, by structural formula, if known, and by Chemical Abstract Service registry number, if assigned. (Also see the definition for Unscheduled Discrete Organic Chemical.)

Domestic Transfer. Means, with regard to declaration requirements for Schedule 1 chemicals under the CWCR, any movement of any amount of Schedule 1 chemical outside the geographical boundary of a facility in the United States to another destination in the United States, for any purpose. Also means, with regard to declaration requirements for Schedule 2 and Schedule 3 chemicals under the CWCR, movement of a Schedule 2 or Schedule 3 chemical in amounts or concentrations greater than specified thresholds, outside the geographical boundary of a facility in the United States, to another destination in the United States, for any purposes. Domestic transfer includes movement between two divisions of one company or a sale from one company to another. Note that any movement to or from a facility outside the United States is considered an export or import for reporting purposes, not a domestic transfer. (Also see definition of United States.)

EAR. Means the Export Administration Regulations (15 CFR parts 730-799).

Entity*. Means any person involved in the production, processing, consumption, export or import of Scheduled Chemicals and Unscheduled Discrete Organic Chemicals.

Facility. Means any plant site, plant or unit.

Impurity. Means a chemical substance unintentionally present with another chemical substance or mixture.

Inspection Point of Contact (I-POC)*. Means the person who is available on a 24-hour basis to receive notice of an impending inspection of a declared plant site by the U.S. Government.

Intermediate. Means a chemical formed through chemical reaction that is subsequently reacted to form another chemical.

ITAR. Means the International Traffic in Arms Regulations (22 CFR parts 120-130).

Manufacture*. Means the act or process of producing a product from raw materials (suitable for use).

Operator*. Means the person who is in charge of the daily operations of a plant or plant site. This person can also sign and verify the accuracy of declarations and reports that are submitted to BIS. This person can also be present during inspections.

Organization for the Prohibition of Chemical Weapons (OPCW). Means the international organization, located in The Hague, The Netherlands that administers the CWC.

Owner*. Means the person who owns or possesses the plant or plant site.

Person. Means any individual, corporation, partnership, firm, association, trust, estate, public or private institution, any State or any political subdivision thereof, or any political entity within a State, any foreign government or nation or any agency, instrumentality or political subdivision of any such government or nation, or other entity located in the United States.

Plant. Means a relatively self-contained area, structure or building containing one or more units with auxiliary and associated infrastructure, such as:

(1) Small administrative area;
(2) Storage/handling areas for feedstock and products;
(3) Effluent/waste handling/treatment area;
(4) Control/analytical laboratory;
(5) First aid service/related medical section; and
(6) Records associated with the movement into, around, and from the site, of declared chemicals and their feedstock or product chemicals formed from them, as appropriate.

Plant Site. Means the local integration of one or more plants, with any intermediate administrative levels, which are under one operational control, and includes common infrastructure, such as:

(1) Administration and other offices;
(2) Repair and maintenance shops;
(3) Medical center;
(4) Utilities;
(5) Central analytical laboratory;
(6) Research and development laboratories;
(7) Central effluent and waste treatment area; and
(8) Warehouse storage.

Precursor. Means any chemical reactant which takes part, at any stage in the production, by whatever method, of a toxic chemical. The term includes any key component of a binary or multicomponent chemical system.

Processing. Means a physical process such as formulation, extraction and purification in which a chemical is not converted into another chemical.

Product Group Codes*. Means Standard International Trade Classification (SITC) Codes used to describe the kind of ultimate products manufactured at the plant or plant site (see definition of SITC codes).

Production. Means the formation of a chemical through chemical reaction.

Note 1: Pursuant to an OPCW decision, production of a Schedule 1 chemical means formation through chemical synthesis as well as processing to extract and isolate Schedule 1 chemicals.

Note 2: Pursuant to an OPCW decision, production of a Schedule 2 or Schedule 3 chemical means all steps in the production of a chemical in any units within the same plant through chemical reaction, including any associated processes (e.g., purification, separation, extraction, distillation, or refining) in which the chemical is not converted into another chemical. The exact nature of any associated process (e.g., purification, etc.) is not required to be declared.

Production by synthesis. Means production of a chemical from its reactants that is isolated for use or sale.

Protective purposes in relation to Schedule 1 chemicals. Means any purpose directly related to protection against toxic chemicals and to protection against chemical weapons. Further means the Schedule 1 chemical is used for determining the adequacy of defense equipment and measures.

Production Capacity*. Means the annual quantitative potential for manufacturing a specific chemical based on the technological process actually used or, if the process is not yet operational, planned to be used at the relevant facility. It shall be deemed to be equal to the nameplate capacity or, if the nameplate capacity is not available, to the design capacity. For the purpose of Schedule 2 declarations, the nameplate capacity is the product output under conditions optimized for maximum quantity for the production facility, as demonstrated by one or more test-runs. The design capacity is the corresponding theoretically calculated product output, without test data or other supportive plant specific information.

PSF- chemical*. Means an Unscheduled Discrete Organic Chemical containing one of more elements of phosphorus, sulfur or fluorine.

Quantity*. Means the actual quantity of a chemical. Where the product contains less than 100% of the chemical, the contained quantity of the chemical in the product shall be declared.

Report. Means information due to BIS on exports and imports of Schedule 1, Schedule 2 or Schedule 3 chemicals above applicable thresholds. Such information is included in the national aggregate declaration transmitted to the OPCW. Facility-specific information is *not* included in the national aggregate declaration. Note: This definition does not apply to parts 719 and 720 (see §719.1) of the CWCR.

Standard International Trade Classification Codes (SITC)*. Means United Nations trade classification codes, which describes the kind of products, manufactured at the plant or plant site based upon the main activities (see Supplement No. 2).

Storage*. For purposes of Schedule 1 declarations, means any quantity of chemical that is not accounted for under the categories of production, export, import, consumption or domestic transfer.

Toxic chemical. Means any chemical which, through its chemical action on life processes, can cause death, temporary incapacitation, or permanent harm to humans or animals. The term includes all such chemicals, regardless of their origin or of their method of production, and regardless of whether they are produced in facilities, in munitions, or elsewhere. Toxic chemicals that have been identified for the application of verification measures are in schedules contained in Supplements No. 1 to parts 712 through 714 of the CWCR.

Trading Company. Means any person involved in the export and/or import of scheduled chemicals in amounts greater than specified thresholds, but not in the production, processing or consumption of such chemicals in amounts greater than threshold amounts requiring declaration. If such persons exclusively export or import scheduled chemicals in amounts greater than specified thresholds, they are subject to reporting requirements but are not subject to routine inspections. Such persons must be the principal party

Transfer to Other Industry*. Means transfers of Schedule 3 chemicals to industries such as agriculture, construction, manufacturing, pharmaceutical and service industries.

Transient intermediate. Means any chemical which is produced in a chemical process but, because they are in a transition state in terms of thermodynamics and kinetics, exist only for a very short period of time, and cannot be isolated, even by modifying or dismantling the plant, or altering process operating conditions, or by stopping the process altogether.

Undeclared facility or plant site. Means a facility or plant site that is not subject to declaration requirements because of past or anticipated production, processing or consumption involving scheduled or unscheduled discrete organic chemicals above specified threshold quantities. However, such facilities and plant sites may have a reporting requirement for exports or imports of such chemicals.

Unscheduled chemical. Means a chemical that is not contained in Schedule 1, Schedule 2, or Schedule 3 (see Supplements No. 1 to parts 712-714 of this subchapter).

Unscheduled Discrete Organic Chemical (UDOC). Means any "discrete organic chemical" that is not contained in the Schedules of Chemicals (see Supplements No. 1 to parts 712 through 714 of the CWCR) and subject to the declaration requirements of part 715 of the CWCR. Unscheduled discrete organic chemicals subject to declaration under part 715 of the CWCR are those produced by synthesis that are isolated for use or sale as a specific end-product.

You. The term "you" or "your" means any person (see also definition of "person"). With regard to the declaration and reporting requirements of he CWCR, "you" refers to persons that have an obligation to report certain activities under the provisions of the CWCR.