

**The Chemical Weapons Convention**  
**Declaration and Report Handbook**

**December 2025**

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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).

### 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.

### Submission Guidelines

The Chemical Weapons Convention Declaration and Report Handbook ([Declaration and Report Handbook - January 2004](#)) should be used in conjunction with the CWCR to complete the required declaration and report forms submitted to the Bureau of Industry and Security (BIS). The declaration and report forms can be completed in three ways:

1. Submit declarations and reports electronically using Web-DESI. Before using Web DESI you are required to get authorization. Please see [cwc.gov](http://cwc.gov) for instructions on how to request authorization.
2. Print hardcopy forms. When completed mail the signed declarations and reports to the address below. All forms submitted must bear an original signature.

Treaty Compliance Division  
Bureau of Industry and Security  
U.S. Department of Commerce  
14th and Pennsylvania Avenue, N.W.  
Room 4515  
Washington, D.C. 20230

3. Type information directly into the forms to print hardcopies or save as PDFs. When completed, mail the signed declarations and reports to the address above or email them to [cwcwebdesi@cwc.gov](mailto:cwcwebdesi@cwc.gov). All forms submitted must bear an original signature.

If you need assistance with the Chemical Weapons Convention Declaration and Report Handbook, forms, or compliance requirements please contact the Treaty Compliance Division at (202) 482-1001 or [cwcwebdesi@cwc.gov](mailto:cwcwebdesi@cwc.gov).

### Chemical Determinations

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 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) Email address of contact
- (6) Chemical name;
- (7) Structural formula of the chemical, if the chemical is not specifically identified by name and chemical abstract service registry number in Supplements No. 1 to parts 712 through 714 of the CWCR
- (8) Chemical Abstract Service Registry Number, if assigned; and
- (9) 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 by e-mail at [tcd@bis.doc.gov](mailto:tcd@bis.doc.gov) or you can mail the request to:

Treaty Compliance Division  
Bureau of Industry and Security  
U.S. Department of Commerce  
14th and Pennsylvania Avenue, N.W.  
Room 4515  
Washington, D.C. 20230

#### 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 to BIS 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-Chlorovinylchloroarsine (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)

(13) *Family*: P-alkyl (H or  $\leq$ C10, incl. cycloalkyl) N-(1-(dialkyl( $\leq$ C10, incl. cycloalkyl)amino))alkylidene(H or  $\leq$ C10, incl. cycloalkyl) phosphonamidic fluorides and corresponding alkylated or protonated salts

Not limited to the following examples:

N-(1-(di-n-decylamino)-n-decylidene)-P-decylphosphonamidic fluoride (2387495-99-8)

Methyl-(1-(diethylamino)ethylidene)phosphonamidofluoridate (2387496-12-8)

(14) *Family*: O-alkyl (H or  $\leq$ C10, incl. cycloalkyl) N-(1-(dialkyl( $\leq$ C10, incl. cycloalkyl)amino))alkylidene(H or  $\leq$ C10, incl. cycloalkyl) phosphoramidofluoridates and corresponding alkylated or protonated salts

Not limited to the following examples:

O-n-Decyl N-(1-(di-n-decylamino)-n-decylidene)phosphoramidofluoridate (2387496-00-4)

Methyl (1-(diethylamino)ethylidene)phosphoramidofluoridate (2387496-04-8)

Ethyl (1-(diethylamino)ethylidene)phosphoramidofluoridate (2387496-06-0)

(15) Methyl-(bis(diethylamino)methylene)phosphonamidofluoridate (2387496-14-0)

(16) Carbamates (quaternaries and bisquaternaries of dimethylcarbamoyloxy pyridines)

(16.1) *Family*: Quaternaries of dimethylcarbamoyloxy pyridines: 1-[N,N-dialkyl( $\leq$ C10)-N-(n-(hydroxyl, cyano, acetoxy)alkyl( $\leq$ C10)) ammonio]-n-[N-(3-dimethylcarbamoyl- $\alpha$ -picolinyl)-N,N-dialkyl( $\leq$ C10) ammonio]decane dibromide (n=1-8)

Not limited to the following example:

1-[N,N-dimethyl-N-(2-hydroxy)ethylammonio]-10-[N-(3-dimethylcarbamoyl- $\alpha$ -picolinyl)-N,N-dimethylammonio]decane dibromide (77104-62-2)

(16.2) *Family*: Bisquaternaries of dimethylcarbamoyloxy pyridines: 1,n-Bis[N-(3-dimethylcarbamoyl- $\alpha$ -picolinyl)-N,N-dialkyl( $\leq$ C10) ammonio]-alkane-(2,(n-1)-dione) dibromide (n=2-12)

Not limited to the following example:

1,10-Bis[N-(3-dimethylcarbamoy- $\alpha$ -picolyl)-N-ethyl-N-methylammonio]decane-2,9-dione dibromide (77104-00-8)

**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)

**Schedule 2**

**A. Toxic chemicals:** (CAS registry number)

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

(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

Schedule 1 chemicals are those that pose a high risk to the object and purpose of the Convention and have limited commercial uses. 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. This section summarizes the requirements for Schedule 1 chemical declarations and reports, however, if there are discrepancies between the information in this section and the requirements set forth in Part 712 of the CWCR, the CWCR prevail.

### 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 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 any 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. However, the submitter may instead 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.

#### Round to Zero Rule for Schedule 1 Chemicals

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.

#### Counting Schedule 1 Chemicals

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 <sup>1</sup>	<b>V</b>	<b>V</b>						<b>O</b>	@	February 28
Annual Declaration on Past Activities	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>			<b>O</b>	@	February 28
Annual Report on Exports and Imports	<b>V</b>	<b>V</b>				<b>V</b>		<b>O</b>	@	February 28
Combined Annual Declaration and Report	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>		<b>O</b>	@	February 28
Annual Declaration on Anticipated Activities	<b>V</b>	<b>V</b>					<b>V</b>	<b>O</b>	@	September 3 of each year prior to the calendar year in which anticipated activities will take place
Amendment <sup>2</sup>	<b>V</b>	<b>V</b>						<b>O</b>	@	See Part 712 of the CWCR for specific due dates

**V**- Form Required    **O**- Attach, as appropriate    @-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

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

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	<b>U.S. DEPARTMENT OF COMMERCE</b> Bureau of Industry and Security  <b>CWC SCHEDULE 1</b>  <b>DECLARATION OR REPORT</b>	DATE RECEIVED (Leave Blank)
--	--	--------------------------------

**CERTIFICATION FORM**

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

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

**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):

<b>C.7</b>	<p><b>TYPE OF DECLARATION OR REPORT</b> (check one box, except check two boxes for an amendment)</p> <p>INITIAL DECLARATION:</p> <p><input type="checkbox"/> Previously declared facility for production of more than 100 grams aggregate of Schedule 1 chemicals</p> <p><input type="checkbox"/> New facility or existing facility anticipating to produce more than 100 grams aggregate of Schedule 1 chemicals (YYYY):_____</p> <p><input type="checkbox"/> ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY):_____</p> <p><input type="checkbox"/> ANNUAL REPORT ON EXPORTS AND IMPORTS (YYYY):_____</p> <p><input type="checkbox"/> COMBINED ANNUAL DECLARATION AND REPORT (YYYY):_____</p> <p><input type="checkbox"/> ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES (YYYY):_____</p> <p><input type="checkbox"/> AMENDMENT</p>
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<b>C.8</b>	<p><b>Forms Submitted</b></p> <p>Check all forms that are included:</p> <p> <input type="checkbox"/> FORM 1-1                   <input type="checkbox"/> FORM 1-2                   <input type="checkbox"/> FORM 1-2A                   <input type="checkbox"/> FORM 1-2B                   <input type="checkbox"/> FORM 1-3                   <input type="checkbox"/> FORM 1-4                   <input type="checkbox"/> FORM A  <input type="checkbox"/> FORM B             </p>
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## 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 REPORT provides 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.

<h2 style="margin: 0;">CWC SCHEDULE 1 DECLARATION OR REPORT</h2>		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).**

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

<b>1-1.7.1</b>	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:		
<b>1-1.7.2</b>	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. **DONOT 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.

<h2>CWC SCHEDULE 1 DECLARATION</h2>		FACILITY NAME:	
		U.S. FACILITY CODE (once assigned):	
<b>FORM 1-2 DECLARATION ON SCHEDULE 1 CHEMICAL ACTIVITIES AT THE FACILITY DURING THE PREVIOUS YEAR</b>			
<b>Submit this form for each Schedule 1 chemical produced, stored, and/or consumed by, and domestically transferred from the declared Schedule 1 facility.</b>			
CAS REGISTRY NO.:		CHEMICAL NAME:	
Check this box if you have attached a structural formula for this chemical to Form A. <input type="checkbox"/>			
<b>1-2.1</b>	Quantity Produced: _____grams <b>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.</b>		
<b>1-2.2</b>	Quantity Consumed: _____grams <b>Purpose(s) of Consumption:</b> <input type="checkbox"/> RESEARCH <input type="checkbox"/> PHARMACEUTICAL <input type="checkbox"/> WASTE DISPOSAL <input type="checkbox"/> MEDICAL <input type="checkbox"/> PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL <input type="checkbox"/> PROTECTIVE		
<b>1-2.3</b>	<b>Maximum quantity stored at any time during the previous calendar year:</b>	grams	
<b>1-2.4</b>	<b>Quantity stored at previous calendar year end (as of 12-31)</b>	grams	
<b>1-2.5</b>	a. Was the chemical transferred to other facilities in the U.S. during the previous calendar year? <input type="checkbox"/> YES <input type="checkbox"/> 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.

<b>CWC SCHEDULE 1 DECLARATION</b>		FACILITY NAME:	
		U.S. FACILITY CODE (once assigned):	
<b>FORM 1-2A DECLARATION ON SCHEDULE 1, 2, AND 3 PRECURSOR CHEMICAL(S) USED TO PRODUCE A SCHEDULE 1 CHEMICAL</b>			
<b>Submit this form for each Schedule 1 chemical produced by the declared Schedule 1 facility using one or more precursor chemicals listed on Schedules 1, 2, or 3.</b>			
CAS REGISTRY NO.:		CHEMICAL NAME:	
<b>Provide the following information for each precursor chemical used by this facility to produce this Schedule 1 chemical.</b>			
<b>1-2A.1</b>	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used  grams
<b>1-2A.2</b>	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used  grams
<b>1-2A.3</b>	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used  grams
<b>1-2A.4</b>	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used  grams
<b>1-2A.5</b>	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used  grams
<b>1-2A.6</b>	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used  grams
<b>1-2A.7</b>	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used  grams
<b>1-2A.8</b>	a. Precursor Chemical Name:	b. CAS Registry No.:	c. Quantity Used  grams
<b>1-2A.9</b>	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 quantity to the nearest gram of the Schedule 1, 2, or 3 precursor chemical used to produce the Schedule 1 chemical.

<b>CWC SCHEDULE 1 DECLARATION</b>		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:
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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.**

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



## 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 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.



## 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>B.1.1</b>	Comments on form number _____, question number _____:
<b>B.1.2</b>	Comments on form number _____, question number _____:
<b>B.1.3</b>	Comments on form number _____, question number _____:
<b>B.1.4</b>	Comments on form number _____, question number _____:
<b>B.1.5</b>	Comments on form number _____, question number _____:
<b>B.1.6</b>	Comments on form number _____, question number _____:
<b>B.2.1</b>	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 ewe reporting process.

## SECTION 4: SCHEDULE 2 INFORMATION AND FORMS

### Introduction

Schedule 2 chemicals are those that pose a significant risk to the object and purpose of the Convention and are not produced in large commercial quantities. 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. 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 requirements set forth in Part 713 of the CWCR, the CWCR prevail.

### Declaration and Report Requirements

*Annual Declarations on Past Activities* are required from plant sites with one or more plants that produced, processed or consumed an individual 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 2024, you must review data from calendar years 2022, 2023, 2024 for the plants on your plant site, but only declare data for declared plants on the plant site for calendar year 2024 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 an individual Schedule 2 chemical above 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 above applicable threshold quantities. 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 an individual Schedule 2 chemical in excess of the applicable threshold quantity. However, the submitter may instead choose to submit a separate declaration and report.

*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 above 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.

*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**

<b>Schedule 2 Chemical</b>	<b>Quantity Threshold for Declaration or Report on Production, Processing, Consumption, Exports or Imports</b>	<b>Rounding Rules for Qualities Declared on Declaration or Report</b>
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 an individual 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 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).

**Summary of Schedule 2 Concentration Thresholds**

<b>Schedule 2 Chemical</b>	<b>Concentration Threshold for a Schedule 2 Chemical in a Mixture to be “Counted” for Declaration or Report Purposes</b>
2A(3)	>10%
2A(1) and (2)	>10%
2B	>30%

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

You must count the quantity of each Schedule 2 chemical in a mixture. You must declare the concentration of each Schedule 2A chemical in the mixture that is 10% or more by volume or weight, whichever yields the lesser percentage. You must declare the concentration of each Schedule 2B chemical in the mixture that is 30% or more by volume or weight, whichever yields the lesser percentage.

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

If the total quantity of a Schedule 2 chemical produced, processed or consumed at a plant on your plant site, including mixtures that contain 10% or more concentration of a Schedule 2A chemical or 30% or more concentration of a Schedule 2B chemical, exceeds the applicable declaration threshold, you have a declaration requirement and must separately declare each Schedule 2A or Schedule 2B chemical. Plant sites must count, for declaration or reporting purposes, all exports from and imports to the entire plant site on an individual Schedule 2 chemical, not only from or to individual plants.

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

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 the Bureau of Industry and Security (BIS). In other instances, such as in the case of proposed exports from the United States to embargoed destinations or entities, exports may require specific authorization from another federal agency (e.g., the Department of the Treasury) (See 15 CFR parts 742, 744 and 746 and 31 CFR Chap. V.) 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**

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

V'- Form Required    **o**- Attach, as appropriate    @ -Optional

**Listing of Schedule 2 Forms**

- Certification Form
- Form 2-1            Schedule 2 Plant Site or Trading Company Identification
- Form2-2            Declaration on Schedule 2 Plant
- Form2-3            Declaration on Schedule 2 Chemical
- Form2-3A           Declaration on Schedule 2 Chemical Sold or Transferred from the Plant Site in the United States
- Form2-3B           Exports and Imports of Schedule 2 Chemical
- Form2-3C           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

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

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

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

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

**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):

<b>C.7</b>	<p><b>TYPE OF DECLARATION OR REPORT</b> (check one box, except check two boxes for an amendment)</p> <p><input type="checkbox"/> ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____</p> <p><input type="checkbox"/> ANNUAL REPORT ON EXPORTS AND IMPORTS (YYYY): _____</p> <p><input type="checkbox"/> COMBINED ANNUAL DECLARATION AND REPORT (YYYY): _____</p> <p><input type="checkbox"/> ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES (YYYY): _____</p> <p><input type="checkbox"/> DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES (YYYY): _____</p> <p><input type="checkbox"/> AMENDMENT</p>
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<b>C.8</b>	<p><b>Forms Submitted</b>                  Check all forms that are included:</p> <p> <input type="checkbox"/> FORM 2-1                       <input type="checkbox"/> FORM 2-2                       <input type="checkbox"/> FORM 2-3                       <input type="checkbox"/> FORM 2-3A                       <input type="checkbox"/> FORM 2-3B                       <input type="checkbox"/> FORM 2-3C                       <input type="checkbox"/> FORM A  <input type="checkbox"/> FORM B                 </p>
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## 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.

<p><b>CWC SCHEDULE 2 DECLARATION OR REPORT</b></p>		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).

<b>2-1.1</b>	Owner:		
	Telephone Number:	Fax Number:	
<b>2-1.2</b>	Operator:		
	Telephone Number:	Fax Number:	
<b>2-1.3</b>	Street Address:		
	City:	State:	Zip Code:
	<b>Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).</b>		
<b>2-1.4</b>	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.

<b>2-1.5</b>	The number of declared Scheduled 3 plants at this Schedule 2 plant site: _____	
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**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.**

<b>2-1.6.1</b>	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:		
<b>2-1.6.2</b>	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 either attach to Form A or provide on Form B 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.

<h2 style="margin: 0;">CWC SCHEDULE 2 PLANT DECLARATION</h2>	PLANT SITE NAME:  U.S. PLANT SITE CODE (once assigned):
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**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).**

<b>PLANT NAME:</b>	<b>PLANT CODE</b> (once assigned):
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<b>2-2.1</b>	Owner:
	Telephone Number: <span style="float: right;">Fax Number:</span>

<b>2-2.2</b>	Operator:
	Telephone Number: <span style="float: right;">Fax Number:</span>

<b>2-2.3</b>	Structure Name or Building Number:
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<b>2-2.4</b>	<b>Provide any additional information that will assist in identifying the location of this plant on the plant site.</b>

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

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

<b>2-2.6</b>	Identify the declared Schedule 2 activities at this plant (check all that apply):
	<input type="checkbox"/> Production <input type="checkbox"/> Processing <input type="checkbox"/> Consumption

<b>2-2.7</b>	Identify whether the plant is:
	<input type="checkbox"/> Dedicated <input type="checkbox"/> Multipurpose <input type="checkbox"/> Other (check one)

<b>2-2.8</b>	Identify the other activity/ies performed at the plant relating to the declared Schedule 2 chemical(s):
	<input type="checkbox"/> Storage <input type="checkbox"/> Re-packaging, distribution <input type="checkbox"/> 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.**

<b>2-2.9.1</b>	a. Chemical Name:	b. CAS Registry No:	c. Production Capacity: _____metric ton(s)/year	d. Calculation Method <input type="checkbox"/> Nameplate <input type="checkbox"/> Design
<b>2-2.9.2</b>	a. Chemical Name:	b. CAS Registry No:	c. Production Capacity: _____metric ton(s)/year	d. Calculation Method <input type="checkbox"/> Nameplate <input type="checkbox"/> Design
<b>2-2.9.3</b>	a. Chemical Name:	b. CAS Registry No:	c. Production Capacity: _____metric ton(s)/year	d. Calculation Method <input type="checkbox"/> Nameplate <input type="checkbox"/> Design
<b>2-2.9.4</b>	a. Chemical Name:	b. CAS Registry No:	c. Production Capacity: _____metric ton(s)/year	d. Calculation Method <input type="checkbox"/> Nameplate <input type="checkbox"/> 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 identify 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 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 CWC.

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.

<p><b>CWC SCHEDULE 2 ON DOMESTIC SALES OR TRANSFERS</b></p>		PLANT SITE NAME:  U.S. PLANT SITE CODE (once assigned):
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**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.**

<b>2-3A.1</b>	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 <input type="checkbox"/>	Trader <input type="checkbox"/>	Other Destination <input type="checkbox"/>			
	Provide the Product Group Codes (see SITC Codes in Supplement No. 2).					

<b>2-3A.2</b>	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 <input type="checkbox"/>	Trader <input type="checkbox"/>	Other Destination <input type="checkbox"/>			
	Provide the Product Group Codes (see SITC Codes in Supplement No. 2).					

<b>2-3A.3</b>	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 <input type="checkbox"/>	Trader <input type="checkbox"/>	Other Destination <input type="checkbox"/>			
	Provide the Product Group Codes (see SITC Codes in Supplement No. 2).					

<b>2-3A.4</b>	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 <input type="checkbox"/>	Trader <input type="checkbox"/>	Other Destination <input type="checkbox"/>			
	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).

<h2 style="margin: 0;">CWC SCHEDULE 2 DECLARATION OR REPORT</h2>	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):

<b>Export</b>		<b>Import</b>	
<b>2-3B.1.1</b>	a. Quantity exported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons	<b>2-3B.2.1</b>	a. Quantity imported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons
	b. Recipient Destination (use Destination Codes in Supplement No. 3):		b. Source Destination (use Destination Codes in Supplement No. 3):
<b>2-3B.1.2</b>	a. Quantity exported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons	<b>2-3B.2.2</b>	a. Quantity imported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons
	b. Recipient Destination (use Destination Codes in Supplement No. 3):		b. Source Destination (use Destination Codes in Supplement No. 3):
<b>2-3B.1.3</b>	a. Quantity exported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons	<b>2-3B.2.3</b>	a. Quantity imported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons
	b. Recipient Destination (use Destination Codes in Supplement No. 3):		b. Source Destination (use Destination Codes in Supplement No. 3):
<b>2-3B.1.4</b>	a. Quantity exported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons	<b>2-3B.2.4</b>	a. Quantity imported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons
	b. Recipient Destination (use Destination Codes in Supplement No. 3):		b. Source Destination (use Destination Codes in Supplement No. 3):
<b>2-3B.1.5</b>	a. Quantity exported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons	<b>2-3B.2.5</b>	a. Quantity imported: <input type="checkbox"/> kilograms <input type="checkbox"/> metric tons
	b. Recipient Destination (use Destination Codes in Supplement No. 3):		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.



## 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 hundredth 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.



## 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.

**CWC SCHEDULE 2  
FORM B**

**FORM B OPTIONAL COMMENTS**

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

## FORMB 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 **ewe** reporting process.

## SECTION 5: SCHEDULE 3 INFORMATION AND FORMS

### Introduction

Schedule 3 chemicals are those that pose a risk to the object and purpose of the Convention and may be produced in large commercial quantities. 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. 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 requirements set forth in Part 714 of the CWCR, the CWCR prevail.

### 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 an individual 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.

However, the submitter may instead choose to submit a separate declaration and report.

*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

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

A declaration of production is required if at least one plant on a plant site produces above 30 metric tons of an individual 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 an individual Schedule 3 chemical. Note that exports from and imports to plant sites are determined for the plant site as a whole.

Once an export or import report is required, report all quantities exported to or imported from a particular destination regardless of the quantity involved, rounding to the nearest 0.1 metric tons. (Use Supplement No. 2 to identify the Country 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). 1.

<b>Summary of Schedule 3 Concentration Thresholds</b>	<b>Concentration</b>
Concentration threshold for a Schedule 3 chemical in a mixture to be “counted” for declaration or report purposes	> 80%

You must count the quantity of each Schedule 3 chemical in a mixture. You must declare the concentration of each Schedule 3 chemical in the mixture that is 80% or more by volume or weight, whichever yields the lesser percentage.

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. (See 15 CFR parts 742, 744 and 746 and 31 CFR Chap. V.)

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. (See 15 CFR parts 745)

## 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	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>O</b>	@	February 28
Annual Report on Exports and Imports	<b>V</b>	<b>V</b>		<b>V</b>	<b>O</b>	@	February 28
Combined Annual Declaration and Report	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>O</b>	@	February 28
Annual Declaration on Anticipated Activities	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>O</b>	@	September 3 of each year prior to the calendar year in which anticipated activities will take place
Declaration on Additionally Planned Activities	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>O</b>	@	15 calendar days before the additionally planned activities begin
Amendment <sup>1</sup>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>O</b>	@	See Part 714 of the CWCR for specific due dates

**V-** Form Required    **O-** Attach, as appropriate    **@-** 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
FormA	Attachments for Schedule 3 Plant Site or Trading Company (attach as appropriate)
FormB	Optional Comments

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

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

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

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

**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):

<b>C.7</b>	<p><b>TYPE OF DECLARATION OR REPORT</b> (check one box, except check two boxes for an amendment)</p> <p><input type="checkbox"/> ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____</p> <p><input type="checkbox"/> ANNUAL REPORT ON EXPORTS AND IMPORTS (YYYY): _____</p> <p><input type="checkbox"/> COMBINED ANNUAL DECLARATION AND REPORT (YYYY): _____</p> <p><input type="checkbox"/> ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES (YYYY): _____</p> <p><input type="checkbox"/> DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES (YYYY): _____</p> <p><input type="checkbox"/> AMENDMENT</p>
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<b>C.8</b>	<p><b>Forms Submitted</b></p> <p>Check all forms that are included:</p> <p> <input type="checkbox"/> FORM 3-1                      <input type="checkbox"/> FORM 3-2                      <input type="checkbox"/> FORM 3-3                      <input type="checkbox"/> FORM A                      <input type="checkbox"/> FORM B             </p>
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## 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.

<h2 style="margin: 0;">CWC SCHEDULE 3 DECLARATION OR REPORT</h2>		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).**

<b>3-1.1</b>	Owner:		
	Telephone Number:	Fax Number:	
<b>3-1.2</b>	Operator:		
	Telephone Number:	Fax Number:	
<b>3-1.3</b>	Street Address:		
	City:	State:	Zip Code:
	<b>Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).</b>		
<b>3-1.4</b>	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.

<b>3-1.5</b>	The number of declared Scheduled 2 plants at this Schedule 3 plant site: _____	
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**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.**

<b>3-1.6.1</b>	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:		
<b>3-1.6.2</b>	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 either attach to Form A or provide on Form B 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.

<b>CWC SCHEDULE 3 PLANT DECLARATION</b>		PLANT SITE NAME:		
		U.S. PLANT SITE CODE (once assigned):		
<b>FORM 3-2 DECLARATION ON SCHEDULE 3 PLANT</b>				
<b>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).</b>				
PLANT NAME:		PLANT CODE (once assigned):		
<b>3-2.1</b>	Owner:			
	Telephone Number:		Fax Number:	
<b>3-2.2</b>	Operator:			
	Telephone Number:		Fax Number:	
<b>3-2.3</b>	Structure Name or Building Number:			
<b>3-2.4</b>	<b>Provide any additional information that will assist in identifying the location of this plant on the plant site.</b>			
Check this box if you have attached any additional information on the plant to Form A. <input type="checkbox"/>				
<b>3-2.5</b>	<b>Provide the Product Group Codes to describe products at this plant (see Supplement No. 2).</b>			

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

## FORMB Optional Comments

Declaration and reporting requirements are set forth in Part 714 of the *eWe* Regulations (15 eFR 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 *eWe* 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). This section of the Handbook summarizes these declaration requirements. If there are discrepancies between these summaries and the requirements set forth in Part 715 of the CWCR, the CWCR prevail.

### 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. UDOCs containing the elements phosphorus, sulfur or fluorine are referred to as “PSF- chemicals.”

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.

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.

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

*Annual Declarations on Past Activities* 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”).

The *UDOC No Changes Certification Form* is an optional form that plant sites may use 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* fulfills your Annual Declaration on Past Activities requirement.

NOTE: A submitter may only use this form if no information from the previous declaration has changed. There may be no changes to declaration and inspection points of contact, related telephone, 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.

The *Change In Inspection Status Form* may be submitted by a plant site that whose production by synthesis of UDOCs, including any amount of PSF chemicals, will be less than 200 metric tons aggregate during the current calendar year. The purpose of the *UDOC “Change In Inspection Status” Form* is to ensure that your plant site will not be selected for inspection by the Organization for the Prohibition of Chemical Weapons (OPCW) during the first 90 days of the following calendar year.

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

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

Declaration or Report Type	UDOC Forms						Due Dates
	Cert.	UDOC	“No Changes” Cert.	“Change In Inspection Status”	A	B	
Annual Declaration on Past Activities	U	U			Ø	Ù	February 28
UDOC “No Changes” Certification Form			U				February 28
UDOC “Change In Inspection Status”				U			December 15
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

UDOC                    “Change In Inspection Status” Form

Form A                    Attachments for Plant Site (attach, as appropriate)

Form B                    Optional Comments

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

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

<b>C.1</b>	Name of Declaration Point of Contact (D-POC):		
<b>C.2</b>	Company Name:		
<b>C.3</b>	Mailing Address:		
	City:	State:	Zip Code:
<b>C.4</b>	D-POC's Telephone Number:		ext. <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 15px;"></span>
	D-POC's Fax Number:		<span style="background-color: #cccccc; display: inline-block; width: 100%; height: 15px;"></span>
	D-POC's E-mail Address:		
<b>C.5</b>	Date Submitted (YYYY-MM-DD):		<span style="background-color: #cccccc; display: inline-block; width: 100%; height: 15px;"></span>
<b>C.6</b>	<b>CERTIFICATION</b>		

**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):

<b>C.7</b>	<b>TYPE OF DECLARATION</b> (check one box, except check two boxes for an amendment)  <input type="checkbox"/> ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____  <input type="checkbox"/> AMENDMENT
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<b>C.8</b>	<b>FORMS SUBMITTED</b> Check all forms that are included:  <input type="checkbox"/> FORM UDOC <input type="checkbox"/> FORM A <input type="checkbox"/> FORM B
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## 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.

<p><b>CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</b></p>		PLANT SITE NAME:
		U.S. PLANT SITE CODE (once assigned):
		<p><i><b>PAGE 1 OF 2</b></i></p>

**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**

<b>UDOC.1</b>	Owner:		
	Telephone Number:	Fax Number:	
<b>UDOC.2</b>	Operator:		
	Telephone Number:	Fax Number:	
<b>UDOC.3</b>	Street Address:		
	City:	State:	Zip Code:
<b>UDOC.4</b>	<b>Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).</b>		
	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.**

<b>UDOC.5.1</b>	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:		
<b>UDOC.5.2</b>	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 either attach to Form A or provide on Form B 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.

<p><b>CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</b></p>	PLANT SITE NAME: _____  U.S. PLANT SITE CODE (once assigned): _____  <p style="text-align: center;"><b>PAGE 2 of 2</b></p>
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**FORM UDOC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION**

**PART B: Plant Site Activities**

**Specify the main activities at this plant site.**

<b>UDOC.6</b>	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) <table style="width: 100%; height: 20px; border: none;"> <tr> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;"></td> </tr> </table>				
<b>UDOC.7</b>	If the plant site produced <b>more than 200 metric tons</b> of Unscheduled Discrete Organic Chemicals, provide the approximate number of plants that produced any amount of Unscheduled Discrete Organic Chemicals (including all PSF chemicals): _____				
<b>UDOC.8</b>	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).  <input type="checkbox"/> above 200 metric tons to 1,000 metric tons  <input type="checkbox"/> above 1,000 metric tons to 10,000 metric tons  <input type="checkbox"/> 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.**

<b>UDOC.9</b>	Provide the exact number of plants at this plant site that produced an "individual" PSF chemical over 30 metric tons ("PSF" Plant): _____
<b>UDOC.10</b>	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. <b>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.</b>
<b>UDOC.10.1</b>	Number of PSF plants that produced above 30 metric tons to 200 metric tons: _____
<b>UDOC.10.2</b>	Number of PSF plants that produced above 200 metric tons to 1,000 metric tons: _____
<b>UDOC.10.3</b>	Number of PSF plants that produced above 1,000 metric tons to 10,000 metric tons: _____
<b>UDOC.10.4</b>	Number of PSF plants that produced above 10,000 metric tons: _____

## FORM UDOC **Unscheduled Discrete Organic Chemical Declaration (Continued)**

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.

	<b>U.S. DEPARTMENT OF COMMERCE</b> Bureau of Industry and Security  <b>CWC UNSCHEDULED          DISCRETE ORGANIC          CHEMICAL DECLARATION</b>	DATE RECEIVED (Leave Blank)
<b>"NO CHANGES" CERTIFICATION FORM</b>		
<p><b>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.</b></p>		
<b>A.1</b>	Company Name:	
<b>A.2</b>	Plant Site Name:	
<b>A.3</b>	Plant Site USC Code:	
<p><b>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.</b></p>		
<b>A.4</b>	Date Submitted (YYYY-MM-DD):	
<b>A.5</b>	<b>CERTIFICATION</b>	
<p><b>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.</b></p>		
Name and title of responsible official (type or print):		
Signature:		
Date Signed (YYYY-MM-DD):		
<b>A.6</b>	<b>REPORTING YEAR:</b>	
	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 or 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

Question A.1 through A.3 Company Name and Plant Site Name and USC Code: 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.

Questions A.4 and A.5 Date Submitted and 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. The date submitted block should indicate the date the certification is submitted.

	<b>U.S. DEPARTMENT OF COMMERCE</b> Bureau of Industry and Security  <b>CWC UNSCHEDULED                  DISCRETE ORGANIC                  CHEMICAL DECLARATION</b>	DATE RECEIVED (Leave Blank)
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**"CHANGE IN INSPECTION STATUS" FORM**

This "Change in Inspection Status" Form may only be used by an Unscheduled Discrete Organic Chemical (UDOC) plant site if:

- 1) the plant site is "declared" and subject to inspection based on production by synthesis in excess of 200 metric tons aggregate of UDOCs (including any amount of PSF-chemicals) during the previous calendar year; and
- 2) the plant site does not anticipate producing by synthesis in excess of 200 metric tons aggregate of UDOCs during the remainder of the current calendar year.

**NOTE: This "Change in Inspection Status" Form must be submitted *no later than December 15th* of the current calendar year. The purpose of this form is to ensure your plant site will not be selected for inspection during the first 90 days of the next calendar year if your current calendar year activities are not anticipated to exceed the CWC Regulations' inspection threshold (§715.1(d)).**

<b>B.1</b>	Company Name:
<b>B.2</b>	Plant Site Name:
<b>B.3</b>	Plant Site USC Code:
<b>B.4</b>	Date Submitted (YYYY-MM-DD):

**B.5 CERTIFICATION**

**I hereby certify that the inspection status for the declared plant site is below the inspection threshold (i.e., less than 200 metric tons aggregate of UDOCs) for the current year and is anticipated to remain below the threshold. To the best of my knowledge and belief this information is true and complete.**

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

Signature:

Date Signed (YYYY-MM-DD):

<b>B.6</b>	<b>REPORTING YEAR:</b>
	Change in Inspection Status for the Current Calendar Year (YYYY): _____

<b>B.7</b>	<b>General Optional Comment:</b>
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## UDOC “Change In Inspection Status” Form

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

You may submit this form to ensure that your plant site will not be selected for inspection by the Organization for the Prohibition of Chemical Weapons (OPCW) during the first 90 days of the next calendar year if:

- 1) your plant site is currently subject to inspection by the OPCW as outlined under Section 715.1(d) of the CWC Regulations because it produced by synthesis in excess of 200 metric tons aggregate of UDOCs during the previous year; and
- 2) your plant site is not anticipating to exceed the 200 metric ton aggregate production threshold during the current calendar year.

The “Change in Inspection Status Form” must be submitted no later than *December 15<sup>th</sup> of the current calendar year*. This form may only be used to certify that the inspection status of the plant site will change based on current year activities. If you do not submit a “Change in Inspection Status” Form, your plant site will continue to be subject to inspection (during the first 90 days of the next calendar year) until: (1) a new Annual Declaration on Past Activities (ADPA) has been submitted that declares the production range for the plant site as below the inspection threshold and thereby changes the inspection status; or (2) your plant site is not required to submit an ADPA (Note: The OPCW will be informed that your plant site is no longer subject to declaration – see Question B.7).

**NOTE 1:** In lieu of submitting a “Change in Inspection Status” Form, you may submit an Annual Declaration on Past Activities (ADPA) by December 15 if you are certain the aggregate production threshold for the plant site will not change before the end of the current calendar year.

**Note 2:** Upon receipt of the “Change In Inspection Status” Form or ADPA, the Department of Commerce will inform the OPCW that your plant site is not inspectable during the next calendar year, if appropriate.

Your signature on the “Change in Inspection Status” Form authorizes the Department of Commerce to inform the OPCW that your plant site will not be subject to inspection during the next calendar year thereby eliminating the possibility that an inspection may occur during the first 90 days of the next calendar year.

If after submitting a “Change in Inspection Status” Form, you determine that the production for the plant site actually exceeded 200 metric tons aggregate threshold, you must submit by February 28 an ADPA (i.e., Certification Form, UDOC Form - Parts A and B, and Form B) and indicate on Form B the reason the plant site exceeded the inspection threshold after submission of the “Change in Inspection Status” Form.

Question B.1 through B.3 Company Name and Plant Site name and USC Code: Provide the name of the company, plant site and the plant site USC code.

Questions B.4 and B.5 Date Submitted and 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. The date submitted block should indicate the date the certification is submitted.

Question B.6 Reporting Year: Provide the current year for which the information applies.

Question B.7: General Optional Comment: Provide any voluntary comments regarding your plant site (e.g., no longer subject to declaration).



## **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.

**CWC UNSCHEDULED DISCRETE  
ORGANIC CHEMICAL FORM B****FORM B OPTIONAL COMMENTS**

<b>B.1.1</b>	Comments on form number _____, question number _____:
<b>B.1.2</b>	Comments on form number _____, question number _____:
<b>B.1.3</b>	Comments on form number _____, question number _____:
<b>B.1.4</b>	Comments on form number _____, question number _____:
<b>B.1.5</b>	Comments on form number _____, question number _____:
<b>B.1.6</b>	Comments on form number _____, question number _____:
<b>B.2.1</b>	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 **ewe** reporting process.

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## SUPPLEMENT 1

### PRODUCT GROUP CODES (PGCs)

**Note:** Typical chemicals included in each description below are for illustrative purposes only and do not represent a complete list of all chemicals within the group, nor does it imply that specific chemicals are being declared.

**Instruction for selecting the PGC for Schedule 2 and Schedule 3 declarations:**

- 1) In selecting a PGC for Schedule 2 and Schedule 3 declarations, refer to the instructions on the specific declaration form.
- 2) PGC 519 is not recommended for Schedule 2 and Schedule 3 declarations.

**Instructions for selecting the PGC for UDOC declarations:**

- 1) Shaded PGCs are not applicable for UDOC declarations.
- 2) To aid in selecting the correct PGC, please read the Description of Chemicals and Related Products in the order listed in table below. When the first one matches your declarable UDOC or group of UDOCs, select corresponding PGC in the right column.
- 3) Select the PGC(s) which best describes the UDOC production that makes the plant site declarable, rather than describe the ultimate end products manufactured at the plant site.
- 4) Only one PGC should be selected for each UDOC or group of UDOCs.
- 5) A specific declarable chemical, a chemical family, or a group of chemicals can often be described by a single PGC code. Several UDOCs belonging to a chemical family that are described by the same PGC code are considered a 'group of UDOCs.' For a plant site having multiple declarable UDOCs belonging to different PGC codes, select all relevant PGCs for the plant site, up to a maximum of five.

Description of Chemicals and Related Products	PGC
Methanol, ethanol, urea, formaldehyde, ethyl <i>tert</i> -butyl ether (ETBE) methyl <i>tert</i> -butyl ether (MTBE), surfactants based on sulfonic acids and fatty acid salts	519
Heterocyclic compounds (except cyclic ethers), and sulfonamides Typical chemicals include: thiophene and N-butyl benzene sulfonamide	515
Nitrogen-function compounds, except urea (see Code 519) Typical chemicals include: octylated diphenylamine, nonylated diphenylamine, ethylenediamine, cyclohexylamine, aniline, 1,3-diaminocyclohexane, diphenylamine, azodicarbonamide, toluene diisocyanate, organic cyanides, methylene diphenyl isocyanate, acrylonitrile	514

<p>Salts and peroxy salts, of inorganic acids; metal complexes of organic and inorganic ligands</p> <p>Typical chemicals include: sodium cyanide, ammonium cyanide, ammonium carbonate, ammonium bicarbonate, iron pentacarbonyl and metal complexes of triphenylphosphine</p>	523
<p>Carboxylic acids and their esters, anhydrides, acyl halides, peroxides and peroxy acids; their halogenated, sulfonated, nitrated or nitrosated derivatives and their salts</p> <p>Typical chemicals include: acetic acid and its salts, formic acid, its salts and esters, lactic acid, tartaric acid, citric acid and their salts and esters, isophthaloyl chloride, terephthaloyl chloride, methyl acetate, ethyl acetate, n-butyl acetate, malic acid, fumaric acid, maleic anhydride, phthalic anhydride, acetic anhydride, heptafluorobutyric peroxiacid, bis(dodecafluoroheptanoyl) peroxide</p>	513
<p>Alcohols, phenols, phenol-alcohols, and their halogenated, sulfonated, nitrated or nitrosated derivatives, except ethanol and methanol (see Code 519)</p> <p>Typical chemicals include: fatty alcohols, glycerol, propanol, butanol, D-glucitol (sorbitol), phenol</p>	512
<p>Hydrocarbons and their halogenated, sulfonated, nitrated or nitrosated derivatives</p> <p>Typical chemicals include: aliphatic hydrocarbons as ethylene, propylene, butylene; cyclic hydrocarbons as benzene, toluene, xylene, ethylbenzene, cumene; ethylene dichloride, vinyl chloride, trichloroethylene, 1-chlorododecane, tetrafluorethylene, nitrobenzene, 2,4-dinitrotoluene, hexafluoropropene</p>	511
<p>Organometallic compounds</p> <p>Typical chemicals include: <u>dichloro(cycloocta-1,5-diene)platinum(II)</u>, phenylsilver, butyllithium</p>	524
<p>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. sulfur-treated bands, wicks and candles, and fly papers)</p> <p>Typical chemicals include: cypermethrin, glyphosate and derivatives, acephate, methamidophos, pyrethroid, dimethoate, malathion, triazoles, parathion, trifluralin, atrazine, diuron (DCMU), endosulfan, phenoxy family herbicides, propanil, sulfosulfuron, fipronil, chloramine-T, phoxim, zineb, tebuconazole, monocrotophos, diquat, paraquat, acifluorfen, lactofen, clomazone, thiocarbamates and dithiocarbamates.</p>	591

Medicinal and pharmaceutical products, including drug substances and active pharmaceutical ingredients other than medicaments of Group 542 Typical chemicals include: cephalosporins, amino acid derivates, synthetic glycosides, atracurium besilate, alkylidene nitrile, tinidazole, nimesulide, butoconazole, flutamide, famotidine, penicillins or derivatives, streptomycins or derivatives, other antibiotics, synthetic insulin, phenothiazine compounds	541
Medicaments (including veterinary medicaments)	542
Synthetic organic colouring matter and colour lakes, and preparations based thereon Typical chemicals include: azo based dyes, naphthazarine based dyes (dibromonaphthazarins), triphenylmethane dyes (TPM), quinoline, anthraquinone, pyrene, sulfanilic acid, fluorescent brightening agents, luminophores	531
Dyeing and tanning extracts, and synthetic tanning materials	532
Pigments, paints, varnishes and related materials	533
Essential oils, perfume and flavour materials	551
Perfumery, cosmetic or toilet preparations (excluding soaps)	553
Soap, cleansing and polishing preparations, except surfactants based on sulfonic acids and fatty acid salts (see Code 519)	554
Prepared additives for mineral oils and the like; prepared liquids for hydraulic transmission; anti-freezing preparations and prepared de-icing fluids; lubricating preparations Typical chemicals include: di-2-ethylhexyl carbonate, di-3,5,5-trimethylhexyl carbonate	597
Explosives and pyrotechnic products	593
Other organic chemicals, except formaldehyde, ethyl <i>tert</i> -butyl ether (ETBE) and methyl <i>tert</i> -butyl ether (MTBE) (see Code 519)	516
<b>Not recommended for UDOC declarations</b>	<b>PGC</b>
Inorganic chemical elements, oxides and halogen salts	522
Radioactive and associated materials	525
Synthetic Fertilizers	562
Polymers of ethylene, in primary forms	571

Polymers of styrene, in primary forms	572
Polymers of vinyl chloride or of other halogenated olefins in primary forms	573
Polyacetals, other polyethers and epoxide resins, in primary forms; Polycarbonates, alkyd resins, polyallyl esters and other polyesters	574
Other plastics, in primary forms	575
Waste, parings and scrap, of plastics	579
Tubes, pipes and hoses, and fittings therefor, of plastics	581
Plates, sheets, film, foil and strip, of plastics	582
Monofilament of which any cross-sectional dimension exceeds 1 mm, rods, sticks and profile shapes, whether or not surface-worked but not otherwise worked, of plastics	583
Starches, inulin and wheat gluten; albuminoidal substances; glues	592
Miscellaneous chemical products	598
Others	599

## SUPPLEMENT 2

### COUNTRY CODES

Afghanistan	the Islamic Republic of Afghanistan	AFG
Albania	the Republic of Albania	ALB
Algeria	the People's Democratic Republic of Algeria	DZA
Andorra	the Principality of Andorra	AND
Angola	the Republic of Angola	AGO
Antigua and Barbuda	Antigua and Barbuda	ATG
Argentina	the Argentine Republic	ARG
Armenia	the Republic of Armenia	ARM
Australia	Australia	AUS
Austria	the Republic of Austria	AUT
Azerbaijan	the Republic of Azerbaijan	AZE
Bahamas (the)	the Commonwealth of the Bahamas	BHS
Bahrain	the Kingdom of Bahrain	BHR
Bangladesh	the People's Republic of Bangladesh	BGD
Barbados	Barbados	BRB
Belarus	the Republic of Belarus	BLR
Belgium	the Kingdom of Belgium	BEL
Belize	Belize	BLZ
Benin	the Republic of Benin	BEN
Bhutan	the Kingdom of Bhutan	BTN
Bolivia (Plurinational State of)	the Plurinational State of Bolivia	BOL
Bosnia and Herzegovina	Bosnia and Herzegovina	BIH
Botswana	the Republic of Botswana	BWA
Brazil	the Federative Republic of Brazil	BRA
Brunei Darussalam	Brunei Darussalam	BRN
Bulgaria	the Republic of Bulgaria	BGR
Burkina Faso	Burkina Faso	BFA
Burundi	the Republic of Burundi	BDI
Cambodia	the Kingdom of Cambodia	KHM
Cameroon	the Republic of Cameroon	CMR
Canada	Canada	CAN

Cabo Verde	the Republic of Cabo Verde	CPV
Central African Republic (the)	the Central African Republic	CAF
Chad	the Republic of Chad	TCD
Chile	the Republic of Chile	CHL
China	the People's Republic of China	CHN
Colombia	the Republic of Colombia	COL
Comoros (the)	the Union of the Comoros	COM
Congo (the)	the Republic of the Congo	COG
Cook Islands	the Cook Islands	COK
Costa Rica	the Republic of Costa Rica	CRI
Côte d'Ivoire	the Republic of Côte d'Ivoire	CIV
Croatia	the Republic of Croatia	HRV
Cuba	the Republic of Cuba	CUB
Cyprus	the Republic of Cyprus	CYP
Czech Republic (the)	the Czech Republic	CZE
Democratic People's Republic of Korea (North Korea)	the Democratic People's Republic of Korea	PRK
Democratic Republic of the Congo (the)	the Democratic Republic of the Congo	COD
Denmark	the Kingdom of Denmark	DNK
Djibouti	the Republic of Djibouti	DJI
Dominica	the Commonwealth of Dominica	DMA
Dominican Republic (the)	the Dominican Republic	DOM
Ecuador	the Republic of Ecuador	ECU
Egypt	the Arab Republic of Egypt	EGY
El Salvador	the Republic of El Salvador	SLV
Equatorial Guinea	the Republic of Equatorial Guinea	GNQ
Eritrea	the State of Eritrea	ERI
Estonia	the Republic of Estonia	EST
Eswatini (Kingdom of)	the Kingdom of Eswatini	SWZ
Ethiopia	the Federal Democratic Republic of Ethiopia	ETH
Fiji	the Republic of Fiji	FJI
Finland	the Republic of Finland	FIN
France	the French Republic	FRA
Gabon	the Gabonese Republic	GAB

Gambia (the)	the Republic of the Gambia	GMB
Georgia	Georgia	GEO
Germany	the Federal Republic of Germany	DEU
Ghana	the Republic of Ghana	GHA
Greece	the Hellenic Republic	GRC
Grenada	Grenada	GRD
Guatemala	the Republic of Guatemala	GTM
Guinea	the Republic of Guinea	GIN
Guinea-Bissau	the Republic of Guinea-Bissau	GNB
Guyana	the Republic of Guyana	GUY
Haiti	the Republic of Haiti	HTI
Holy See (the)	the Holy See	VAT
Honduras	the Republic of Honduras	HND
Hungary	Hungary	HUN
Iceland	the Republic of Iceland	ISL
India	the Republic of India	IND
Indonesia	the Republic of Indonesia	IDN
Iran (Islamic Republic of)	the Islamic Republic of Iran	IRN
Iraq	the Republic of Iraq	IRQ
Ireland	Ireland	IRL
Israel	the State of Israel	ISR
Italy	the Italian Republic	ITA
Jamaica	Jamaica	JAM
Japan	Japan	JPN
Jordan	the Hashemite Kingdom of Jordan	JOR
Kazakhstan	the Republic of Kazakhstan	KAZ
Kenya	the Republic of Kenya	KEN
Kiribati	Kiribati	KIR
Kuwait	the State of Kuwait	KWT
Kyrgyzstan	the Kyrgyz Republic	KGZ
Lao People's Democratic Republic (the)	the Lao People's Democratic Republic	LAO
Latvia	the Republic of Latvia	LVA
Lebanon	the Lebanese Republic	LBN
Lesotho	the Kingdom of Lesotho	LSO
Liberia	the Republic of Liberia	LBR
Libya	Libya	LYB

Liechtenstein	the Principality of Liechtenstein	LIE
Lithuania	the Republic of Lithuania	LTU
Luxembourg	the Grand Duchy of Luxembourg	LUX
Madagascar	the Republic of Madagascar	MDG
Malawi	the Republic of Malawi	MWI
Malaysia	Malaysia	MYS
Maldives	the Republic of Maldives	MDV
Mali	the Republic of Mali	MLI
Malta	the Republic of Malta	MLT
Marshall Islands (the)	the Republic of the Marshall Islands	MHL
Mauritania	the Islamic Republic of Mauritania	MRT
Mauritius	the Republic of Mauritius	MUS
Mexico	the United Mexican States	MEX
Micronesia (Federated States of)	the Federated States of Micronesia	FSM
Monaco	the Principality of Monaco	MCO
Mongolia	Mongolia	MNG
Montenegro	Montenegro	MNE
Morocco	the Kingdom of Morocco	MAR
Mozambique	the Republic of Mozambique	MOZ
Myanmar	the Republic of the Union of Myanmar	MMR
Namibia	the Republic of Namibia	NAM
Nauru	the Republic of Nauru	NRU
Nepal	the Federal Democratic Republic of Nepal	NPL
Netherlands (the)	the Kingdom of the Netherlands	NLD
New Zealand	New Zealand	NZL
Nicaragua	the Republic of Nicaragua	NIC
Niger (the)	the Republic of the Niger	NER
Nigeria	the Federal Republic of Nigeria	NGA
Niue	Niue	NIU
North Macedonia (Republic of)	the Republic of North Macedonia	MKD
Norway	the Kingdom of Norway	NOR
Oman	the Sultanate of Oman	OMN
Pakistan	the Islamic Republic of Pakistan	PAK
Palau	the Republic of Palau	PLW
Palestine (State of)	the State of Palestine	PSE

Panama	the Republic of Panama	PAN
Papua New Guinea	Independent State of Papua New Guinea	PNG
Paraguay	the Republic of Paraguay	PRY
Peru	the Republic of Peru	PER
Philippines (the)	the Republic of the Philippines	PHL
Poland	the Republic of Poland	POL
Portugal	the Portuguese Republic	PRT
Qatar	the State of Qatar	QAT
Republic of Korea (South Korea)	the Republic of Korea	KOR
Republic of Moldova (the)	the Republic of Moldova	MDA
Romania	Romania	ROU
Russian Federation (the)	the Russian Federation	RUS
Rwanda	the Republic of Rwanda	RWA
Saint Kitts and Nevis	Saint Kitts and Nevis	KNA
Saint Lucia	Saint Lucia	LCA
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines	VCT
Samoa	the Independent State of Samoa	WSM
San Marino	the Republic of San Marino	SMR
Sao Tome and Principe	the Democratic Republic of Sao Tome and Principe	STP
Saudi Arabia	the Kingdom of Saudi Arabia	SAU
Senegal	the Republic of Senegal	SEN
Serbia	the Republic of Serbia	SRB
Seychelles	the Republic of Seychelles	SYC
Sierra Leone	the Republic of Sierra Leone	SLE
Singapore	the Republic of Singapore	SGP
Slovakia	the Slovak Republic	SVK
Slovenia	the Republic of Slovenia	SVN
Solomon Islands	Solomon Islands	SLB
Somalia	the Federal Republic of Somalia	SOM
South Africa	the Republic of South Africa	ZAF
South Sudan	the Republic of South Sudan	SSD
Spain	the Kingdom of Spain	ESP

Sri Lanka	the Democratic Socialist Republic of Sri Lanka	LKA
Sudan (the)	the Republic of the Sudan	SDN
Suriname	the Republic of Suriname	SUR
Sweden	the Kingdom of Sweden	SWE
Switzerland	the Swiss Confederation	CHE
Syrian Arab Republic (the)	the Syrian Arab Republic	SYR
Tajikistan	the Republic of Tajikistan	TJK
Thailand	the Kingdom of Thailand	THA
Timor-Leste	the Democratic Republic of Timor-Leste	TLS
Togo	the Togolese Republic	TGO
Tonga	the Kingdom of Tonga	TON
Trinidad and Tobago	the Republic of Trinidad and Tobago	TTO
Tunisia	the Republic of Tunisia	TUN
Turkey	the Republic of Turkey	TUR
Turkmenistan	Turkmenistan	TKM
Tuvalu	Tuvalu	TUV
Uganda	the Republic of Uganda	UGA
Ukraine	Ukraine	UKR
United Arab Emirates (the)	the United Arab Emirates	ARE
United Kingdom of Great Britain and Northern Ireland (the)	the United Kingdom of Great Britain and Northern Ireland	GBR
United Republic of Tanzania (the)	the United Republic of Tanzania	TZA
United States of America (the)	the United States of America	USA
Uruguay	the Eastern Republic of Uruguay	URY
Uzbekistan	the Republic of Uzbekistan	UZB
Vanuatu	the Republic of Vanuatu	VUT
Venezuela	the Bolivarian Republic of Venezuela	VEN
Viet Nam	the Socialist Republic of Viet Nam	VNM
Yemen	the Republic of Yemen	YEM
Zambia	the Republic of Zambia	ZMB
Zimbabwe	the Republic of Zimbabwe	ZWE

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

## SUPPLEMENT 3

### 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 dedicated 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 multi-purpose 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 Code\*.** Means a three-letter code used to designate the destination from which Scheduled Chemicals were exported to or imported from the United States. Codes are listed in Supplement No. 2.

**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.

**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 in interest of the exports or imports and may not delegate CWC reporting responsibilities to a forwarding or other agent.

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

**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 the CWCR, “you” refers to persons that have an obligation to report certain activities under the provisions of the CWCR.