Chemical Weapons Convention
Completing online declarations
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Completing the online declaration form: overview

The Chemical Weapons Convention (CWC) UK National Authority (UKNA) provides an online system to allow for CWC declarations to be prepared and submitted electronically. The system is hosted by the UK Energy Portal.

- No more producing and transporting paper documents
- Complete the declaration online
- Parts of the declaration are pre-filled for you
- View your previous declarations online

This guide provides an end to end overview of the process for site representatives who are required to make a declaration, from registration and using the database through to completing and submitting a declaration.

The online declaration process

- Register for an online account or use an existing portal account
- Electronic declarations are waiting in your workbasket to be completed and submitted
- Once completed and submitted, forms are received immediately by UKNA
- Enter declaration details in any order, over any period of time
- Save and come back later
- Print a PDF version
- Update the declaration
- Submit online

To start, each user needs an individual login account. New users follow the self-registration process to create a username and then receive a temporary password via an automated email. This process only takes a few minutes. Existing users can simply log in by entering their details. The site representative can then start to complete the site’s declaration.

Details of both the Site and Plants will already be prefilled using existing information if your organisation has previously submitted a declaration. You will then only need to enter details of Chemicals, Chemical Sources and Customers. You can also view all previous declarations made by your organisation.

When you have completed all parts of the declaration, it is electronically validated, and any missing data or input errors will be highlighted to you before you are permitted to submit the form.
Declaration data can be input in any sequence and is stored so that you can return to it at any point before it is submitted. You can also transfer it to a colleague’s workbasket for them to continue to complete and print out a hard copy.

**Sharing declarations with colleagues**

- When started, colleagues can view the declaration, but UKNA cannot
- You can transfer the declaration to a colleague
- If you are unable to access the system, a colleague can take over the declaration, but should tell you first
- Never share your username and password with anyone
- You can take back the declaration, but tell your colleague first

Your organisation may choose to register more than one site representative. When you start to complete your declaration it can be viewed by registered colleagues via a link in their workbasket. At this point it can be assigned to your colleague, either by you or by them. The UKNA can only view the declaration once it has been submitted and not whilst it is being completed.

Never share your login username and password with a colleague. Always use the security controls provided to share work properly.

If you are unavailable to complete your site’s declaration a colleague who is registered to use the database can do it by completing it from their workbasket. You can retake control again at any point but we recommend that declarations are always completed in consultation with relevant colleagues first, particularly if more than one person is working on it.

**Updating your declaration**

- Your declaration is automatically validated when you submit it, giving you the chance to correct errors
- You can request UKNA to return your declaration so that you can update it
- We don’t see in-progress changes
- When finished, submit update
- You can view your declaration online and print a pdf whenever you need to

Before you fully submit your declaration the system performs some automatic checks to ensure that all mandatory fields have been completed and that the total amounts of chemicals add up. When everything is complete the declaration can be submitted to the UKNA, where it will be checked. Once the declaration has been submitted it cannot be amended without contacting the UKNA. The UKNA review all submitted declarations and, if required, may return it to you for amendment. Once the reopened declaration has been returned to the user and updated it can then be re-submitted to the UKNA.
New user login

If you are not an existing UK Energy Portal user you need to register to create an account in order to use the database. If you are already a UK Energy Portal user, you can bypass this registration process. UK Energy Portal users can log in to the CWC Declarations Database using the same username and password.

To register, enter the internet address provided in the CWC Declaration exercise commissioning documentation/legal notice, or to you by the UKNA, and press Enter.

At the login screen click on "Register" to go to the "Self-Registration" page.

Please read the guidance on the front-screen of the database, which will direct you to the UKNA’s webpage, to ensure that you fully understand the declaration process and how to complete a declaration before you get started.

To carry out the registration, read the instructions at the top of the screen carefully and then complete the form.

When entering a UK telephone number, please type in the area code and then leave a space before entering the rest of the number. If entering an international telephone number, type ‘+’ followed by the International country code, then leave a space and enter the National Dialling Direct digits in brackets.

Additional help is available by positioning the cursor over the hint icons.

Once the above information has been provided you are now ready to Register.
Chemical Weapons Convention: completing the online declaration form

If the form has not been fully completed red “X” icons will be shown. Position the cursor over the red cross to see the nature of the problem, correct it and try again.

As soon as your registration is received you will be taken to the "Activate User Account" page.

A temporary login password will then be sent to the email address you provided which you can use to activate your account and log in. Do not worry if your temporary password does not come through immediately.

Once you are logged in you will see your workbasket page.

To log out, use the hyperlink at the top right of the workbasket.

Logging out using the link enhances the security of your access to the system by completely removing your session information from the computer’s memory; which may not happen immediately if you simply close the browser.

Completing a Declaration

You will see an entry for each site that you need to make a declaration for in the main list of workbasket items. Click on the "Start Declaration" action to start entering the declaration data.

The declaration context information is displayed at the top of the page. If you will be working on multiple declarations, you can quickly check the context information to confirm that you are working on the correct declaration.
The standard page navigation bar is displayed just above the context information, and again at the bottom of the page which you can use to navigate from the top and bottom of the current page and to move to the next and previous pages.

The navigation menu on the left hand side of your declaration takes you directly to the relevant sections of your declaration. As you move forward and back using "Next Page" and "Previous Page", you are simply shifting between the sections shown on the left.

For some declarations you may have a long list of Chemical Source and Customer companies to enter.

The list is prepopulated from your previous year’s declaration and presented in alphabetical order of Company Name.

Use the find function to search by company name, post code or any address line.

Use the list to search through the companies or step through company details page by page using CTRL+End to go directly to the bottom of the web page and then clicking on the Next button.

Alternatively use the Declaration Preview button to view the entire declaration form in one page – this page may take several minutes to load if you have a list of 100 or more companies.
Information is saved automatically as you navigate through the pages, but if you want to be sure, click “Save Now” on the page menu at the top. You can also click on “Workbasket” to return to your workbasket or click on “Log Out”.

When you return to the workbasket, you will notice your new declaration now has its own workbasket entry, identifiable by “Your Reference”. You can return to your declaration at any time by selecting “Resume” from the workbasket and continue to complete the declaration. Please be aware that declarations need to be completed and submitted by set deadlines.

As you work on the declaration you can view Guidance specific to the Schedule type and declaration type (Anticipated or Past), by clicking on the Guidance link.

You can validate the entries made into each page by clicking “Validate Current Page”. To view the declaration as a single page and to produce a PDF version, click on “Declaration Preview”.

Some fields have dropdown values

Some dropdowns allow you to choose multiple values – hold down the <Ctrl> key and click on the values you wish to select.

Hover over the hint icon to view hint text.

To validate the entire form, click on “Validation Error Summary” in the left-hand menu. When you submit the declaration, the entire form will automatically be validated. Any errors can be viewed on the Validation Error Summary page.
When an error has been found a red ‘X’ is displayed. Hover over the ‘X’ to view the error message.

When you are satisfied that the declaration is accurate and fully complete you can proceed to the "Declaration" section. If you are ready to submit your declaration, you will need to select a “Position” in the company for the name of the individual formally submitting the declaration, read the statement and check the “I agree” box, and then click on the "Submit Declaration" button.

If there are any validation errors remaining you will automatically be taken to the error summary page. Clear any errors before navigating back to the Declaration section. Then click the "Submit Declaration" button again to electronically submit the declaration to the UKNA.

From the Declaration Submitted page, click the "Back to My Workbasket" button to be returned to your workbasket. You will note that "Our Reference" (the department's official tracking reference) has now been assigned - indicating the declaration has been received.

You can view your declarations by going into Declaration Search form – menu option “CWC Declarations”.

If you wish to make a change to your declaration after it has been submitted you must contact the UKNA.
Use the Search Criteria boxes to narrow down the search or leave them empty to view all Declarations for your organisation’s sites.

Maintaining Company Team

When you are registered to use the CWC Declarations Database and designated as the site Main Contact you will receive emails that provide advance notice of each new declaration exercise, along with the deadline.

A second person, usually the Company Secretary, Laboratory Chief Executive, University Secretary or similar, needs to be designated as the Legal Contact. They will also receive advance notice of the declaration exercise and deadline, and the name of the site’s Main Contact assigned to complete it.

You can view information about your organisation by clicking on CWC Organisations in the left hand side menu of your Workbasket.

The UKNA will have linked your login details to the site for which you are the Main Contact. Clicking on Search Sites will display the site name and Owner and Operator Names. If you are responsible for more than one site, all sites will be listed.
Click on the Site Name to access the site details screen.

Click on Site Contacts to enter the details of your organisation’s Legal Contact and/or to allow a colleague to view or work on the declarations.

Your name will be displayed in the Team Coordinator role and ticked. You have been designated as the Main Contact in the initial setup.

To add a colleague to the team, click "Add Person"...

... and enter your colleague’s details. Click the "Add Person" button again.
Your colleague’s details will then also be added to the list. A warning indicator will be shown until your colleague completes the UK Energy Portal self registration process.

Next choose the permissions you want to give your colleague.

For "Legal Contact" place a tick in the checkbox under Legal Contact against the name of the person you want to designate.

As Team Coordinator, you can also change the roles which have been allocated to you – be careful if you unclick Team Coordinator, though, as once you save this change you will no longer be able to make changes to this team.

Now click on "Save Contacts" to enable the Legal Contact to receive the necessary emails for the Declaration exercise.