



Department for  
Business, Energy  
& Industrial Strategy

# Chemical Weapons Convention

Completing online declarations

November 2013



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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 pre-filled 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.

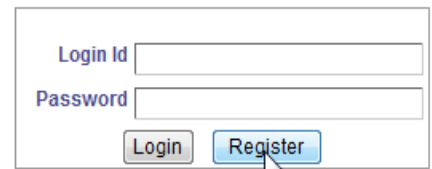
## Updating your declaration

- 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.



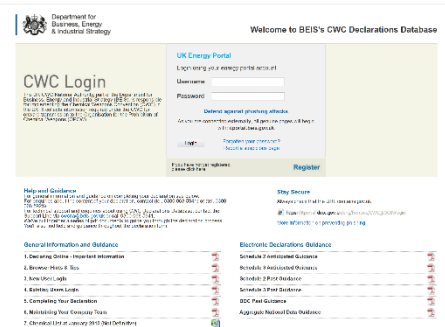
A simple login form with two input fields: "Login Id" and "Password". Below the fields are two buttons: "Login" and "Register". A mouse cursor is pointing at the "Register" button.

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.

<https://itportal.beis.gov.uk/cwd>

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.

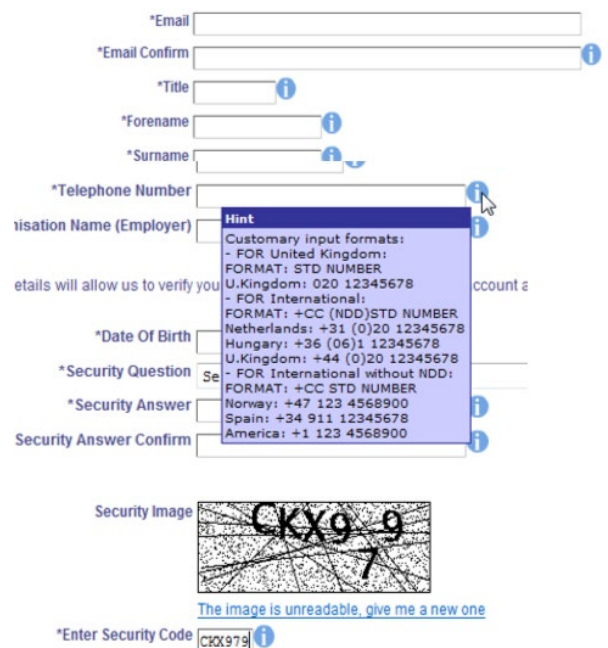


The CWC Login page features a header with the Department for Business, Energy & Industrial Strategy logo and the text "Welcome to BEIS's CWC Declarations Database". The main content area has a "CWC Login" section with fields for "Username" and "Password", and a "Register" button. Below this is a "Help and Guidance" section with a list of links: "1. Getting started - important information", "2. Browse, View & Edit", "3. New User Login", "4. Existing Users Login", "5. Completing Your Declaration", "6. Modifying Your Company Data", "7. Chemical Declaration 2015 Data Dictionary". On the right, there is a "Data Security" section with a "Data Security" link and a "Data Security" link.

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

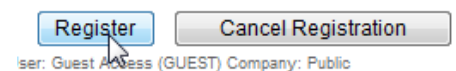
When entering a UK telephone number, please type in the area code and then leave a space before entering the rest of the number. If entering an international telephone number, type '+' followed by the International country code, then leave a space and enter the National Dialling Direct digits in brackets.

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



A registration form with fields for: \*Email, \*Email Confirm, \*Title, \*Forename, \*Surname, \*Telephone Number, Organisation Name (Employer), \*Date Of Birth, \*Security Question, \*Security Answer, Security Answer Confirm, Security Image, and \*Enter Security Code. A blue hint box is open over the \*Telephone Number field, listing international dialling formats for the United Kingdom, International, Netherlands, Hungary, U.Kingdom, U.Kingdom without NDD, Norway, Spain, and America. The Security Image shows a distorted image of the text "CKX9 9" with a red '7' pointing to it. Below the image is a link: "The image is unreadable, give me a new one".

Once the above information has been provided you are now ready to Register.



Two buttons: "Register" and "Cancel Registration". A mouse cursor is pointing at the "Register" button.

User: Guest Access (GUEST) Company: Public

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.

Thank you for your registration. We have sent you an e-mail with a temporary password to activate your account. Please note that for security you have to set a new password. The e-mail will contain a link to the login page so if you do not receive the e-mail right: For information on keeping yourself secure while using this system, [click here](#).

Passwords must be at least 8 characters in length and must contain at least one number. You may not use a password more than once.

\*Password

\*New Password

\*New Password Confirm

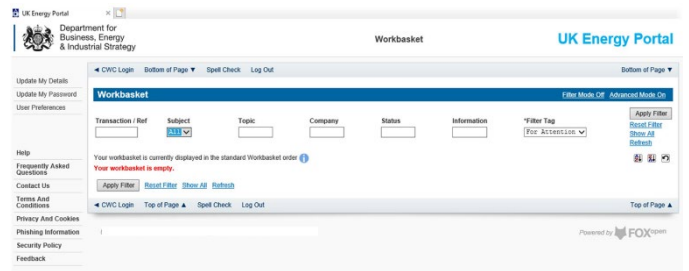
Security Question What is the name of your first school?

\*Security Answer

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.

Not Yet Assigned	CWC Declaration - Annual Anticipated Declaration 2011 Schedule 3	BOZ ENTERPRISES LIMITED Hannah site 2 (UK0013)	Not Started Created Date: 17-JUN-2010 Deadline Date: 01-JUN-2010	Start a new Declaration <a href="#">Start Declaration</a> <b>NEW</b>
------------------	------------------------------------------------------------------	---------------------------------------------------	------------------------------------------------------------------------	----------------------------------------------------------------------

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.



## Chemical Weapons Convention: completing the online declaration form

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.

◀ Workbasket Save Now Revert Screen Bottom of Page

Validate Current Page Declaration Preview Log Out

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.

Notice

Confidentiality

Site Details

Plant Details -  
Biochemistry Lab

Plant Details -  
Experiment Lab

Schedule 2 Chemical  
Details

Validation Error  
Summary

Declaration Section

Reassign

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.

◀ Workbasket Save Now Revert Screen Bottom of Page

CWC Declaration Ref Not Yet Assigned Site Ref ANDCOM001 Declaration Schedule For Year  
Version No 1 Site Name Terry's Chemical Site

Status In Progress

### Chemical Sources

Please provide the details of all the UK Sources from whom you obtained the Schedule 2 and/or Schedule 3 Chemicals in your possession in 2011.

[Add Chemical Source](#)

*Company Name	*Company Address	
Test Company One	1 MAIN ROAD LONDON SW4 7RA	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Two	2 MAIN ROAD LONDON SW4 7RB	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Three	3 MAIN ROAD LONDON SW4 7RC	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Four	4 MAIN ROAD LONDON SW4 7RD	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Five	5 MAIN ROAD LONDON SW4 7RE	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Six	6 MAIN ROAD LONDON SW4 7RF	<a href="#">Edit</a> <a href="#">Delete</a>
	7 MAIN ROAD	<a href="#">Edit</a> <a href="#">Delete</a>

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.

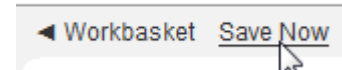
Alternatively use the Declaration Preview button to view the entire declaration form in one page – this page may take several minutes to load if you have a list of 100 or more companies.

X Find:  Previous Next Options 1 match

Test Company Twenty	101 BEDFORD ROAD LONDON SW4 7RA	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Twenty One	21 BEDFORD ROAD LONDON SW4 7AA	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Twenty Two	22 BEDFORD ROAD LONDON SW4 7AB	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Twenty Three	23 BEDFORD ROAD LONDON SW4 7AC	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Twenty Four	24 MAIN ROAD LONDON SW4 7AD	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Twenty Five	25 MAIN ROAD LONDON SW4 7AE	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Twenty Six	26 MAIN ROAD LONDON SW4 7AF	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Twenty Seven	27 MAIN ROAD LONDON SW4 7AG	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Twenty Eight	28 MAIN ROAD LONDON SW4 7AH	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Twenty Nine	29 MAIN ROAD LONDON SW4 7AJ	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Thirty	30 MAIN ROAD LONDON SW4 7AJ	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Thirty One	31 MAIN ROAD LONDON SW4 7AK	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company Thirty Two	32 MAIN ROAD LONDON SW4 7AL	<a href="#">Edit</a> <a href="#">Delete</a>
Test Company <a href="#">Thirty Three</a>	33 MAIN ROAD LONDON	<a href="#">Edit</a> <a href="#">Delete</a>



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".



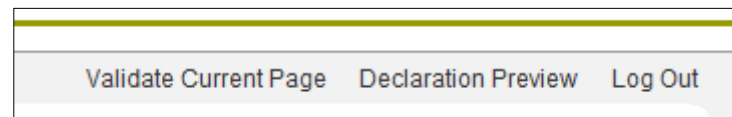
When you return to the workbasket, you will notice your new declaration now has its own workbasket entry, identifiable by "Your Reference". You can return to your declaration at any time by selecting "Resume" from the workbasket and continue to complete the declaration. Please be aware that declarations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

Not Yet Assigned	CWC Declaration - Annual Anticipated Declaration 2011 Schedule 3	BOZ ENTERPRISES LIMITED Hannah site 2 (UK0013)	In Progress Created Date: 17-JUN-2010 Deadline Date: 01-JUN-2010	Prepare Declaration	<a href="#">Resume</a> <b>NEW</b>
------------------	------------------------------------------------------------------	---------------------------------------------------	------------------------------------------------------------------------	---------------------	-----------------------------------

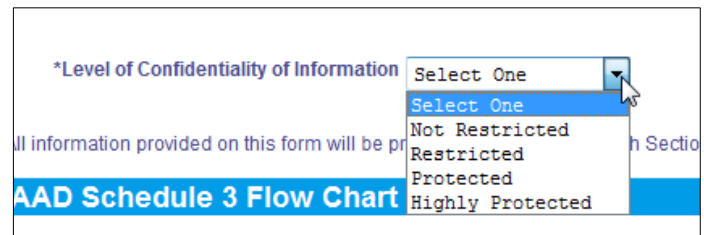
As you work on the declaration you can view Guidance specific to the Schedule type and declaration type (Anticipated or Past), by clicking on the Guidance link.



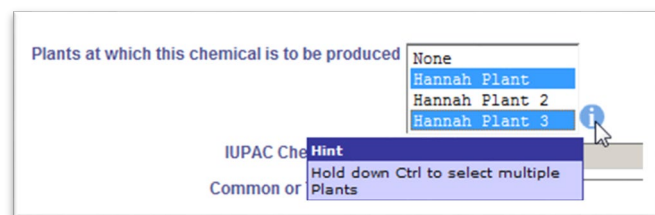
You can validate the entries made into each page by clicking "Validate Current Page". To view the declaration as a single page and to produce a PDF version, click on "Declaration Preview".



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.

**Validation Error Summary**

The following table lists the errors or incomplete information contained within your declaration. All required fields must be completed before you can submit your declaration and these are denoted throughout by a red cross. Click on the error description below to return to the appropriate screen in the declaration.

Error List	
Item	Error Message
<a href="#">Is the site a Schedule 3 Chemicals producer of &gt; 30 tonnes of Sch 3?</a>	You must enter this item
<a href="#">Number of declarable Schedule 2 Plants at the Site</a>	You must enter this item
<a href="#">Site Production Over 200 Tonnes Sched 3</a>	You must enter this item
<a href="#">IUPAC Chemical Name</a>	You must enter this item
<a href="#">Absolute Amount of Chemical</a>	You must enter this item
<a href="#">Unit (kg/tonne)</a>	You must enter this item



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.

## Declaration Submitted

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.

**CWCNA Reference : AADSH3/2011/0004**

Please keep this information for your records. You can view your completed Declaration form using the Declaration search screen.

[Back to My Workbasket](#)

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.

- [CWC Declarations](#)
- [CWC Organisations](#)
- [Update My Details](#)
- [Update My Password](#)
- [View Workbaskets](#)

Use the Search Criteria boxes to narrow down the search or leave them empty to view all Declarations for your organisation's sites.

Workbasket Bottom of Page Log Out

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**Search Criteria**

Site Ref  Declaration Type Annual Past Declaration Declaration Status All  
 Declaration Reference  Schedule Type Schedule 3 Declaration For Year All  
 Show History

---

**Declarations**

Site Ref	Reference / Version Number	Declaration Type / Schedule Type	Declaration For Year	Declaration Status	Site / Operator Name
UK0013		Annual Past Declaration Schedule 3	2009	Not Started	Hannah site 2 <i>BOZ ENTERPRISES LIMITED</i>
UK0011		Annual Past Declaration Schedule 3	2009	Not Started	Chemistry Department <i>BIOGAS TECHNOLOGY LIMITED</i>

Number of Declarations Returned: 2

## 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.

CWC Declarations

CWC Organisations

Update My Details

Update My Password

**Workbasket**

Transaction / Ref	Subject
<input type="text"/>	<span>All</span>

Your workbasket is curre

Transaction / Ref	Subje Topic
<input type="text"/>	<input type="text"/>

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.

### CWC Sites

This screen allows you to search and view Site and Organisation details. To view full view Organisation details, click on the Organisation name

Site Name

Org Name

Click on the Site Name to access the site details screen.

### CWC Sites

This screen allows you to search and view Site and Organisation details. To view full Site details in view Organisation details, click on the Organisation name

Site Name  ⓘ  
 Org Name  ⓘ

1 matches found

Site Name ↑↓	Site Ref(s) ↑↓	Site Owner ↑↓	Site Operator ↑↓
<a href="#">Terry's Chemical Site</a>	UK0001, ANDCOM0001	Clare Test Org	Clare Test Org

1 matches found

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.

Site Contacts

#### Site : Terry's Chemical Site

##### Site Name History

*Name	*Period Start	Period End
Terry's Chemical Site	14-JUN-2010	
First Chemical Site	01-JAN-2010	13-JUN-2010

##### Site Operator History

Organisation	*Period Start	Period End
Clare Test Org	01-APR-2010	

##### Site Owner History

Organisation	*Period Start	Period End
Clare Test Org	01-APR-2010	

##### Site References History

Ref	*Period Start	Period End
ANDCOM0001	06-APR-2010	
UK0001	01-APR-2010	

##### Site Address

1 CHESTNUT STREET  
SMALL TOWN  
COUNTY NAME  
UNITED KINGDOM

##### Site Operator Address

199 BOROUGH HIGH STREET  
LONDON  
SE1 1AA

##### Site Owner Address

199 BOROUGH HIGH STREET  
LONDON  
SE1 1AA

##### Site Schedule Types History

*Schedule Type	*Period Start	Period End
Schedule 2	01-APR-2010	
Schedule 3	01-APR-2010	
Discrete Organic Chemicals	28-APR-2010	
Aggregate National Data	06-APR-2010	

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

#### CWC Site Contacts -

This team has no associations

[Switch to List View](#)

Name CWC Declarations Site Contacts ⓘ  
 Description CWC Declarations Site Contacts ⓘ

[Hide All Details](#) [Refresh](#)

Central Contact Details	Team Coordinator ⓘ	CWC Declarations Site Main Contact ⓘ	CWC Declarations Site Legal Contact ⓘ	CWC Declarations Data Entry ⓘ	CWC Declarations Data Submitter ⓘ	CWC Declarations Reference Data Viewer ⓘ	CWC Declarations Data Viewer ⓘ
C Lare clare@chem.com FIVUM +44 (0)20 7737 4515	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

... and enter your colleague's details. Click the "Add Person" button again.

### Add Person

Please enter an Email Address, Forename and Surname of the person you want to add then click Add Person

\*Email Address   
 \*Forename   
 \*Surname

- OR -

You may select yourself as the person

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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.

CWC Declarations Site Contacts [Refresh](#)

Hide All Details	Team Coordinator	CWC Declarations Site Main Contact	CWC Declarations Site Legal Contact	CWC Declarations Data Entry	CWC Declarations Data Submitter	CWC Declarations Reference Data Viewer	CWC Declarations Data Viewer
C Lare clare@chem.com FIVUJM +44 (0)20 7737 4515	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John Smith john.smith@example.com Work Tel n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**User Account Status**  
Contact does not yet have a login account.

[Add Person](#) [Save CWC Site Contacts](#) [Cancel Changes](#)

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.

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This publication is available from: [www.gov.uk/guidance/chemical-weapons-convention-guidance](http://www.gov.uk/guidance/chemical-weapons-convention-guidance)

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