UK Government

Chemical Weapons Convention guidance notes

Annual anticipated electronic declaration for Schedule 2 chemicals

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Any enquiries regarding this publication should be sent to us at:
cwcna@energysecurity.gov.uk

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Annual anticipated electronic declaration for Schedule 2 chemicals

These Guidance Notes accompany a notice served under section 22(1) of the Chemical Weapons Act 1996 ("the 1996 Act"). The statutory notice requires the full and accurate completion of an electronic declaration form(s). The electronic declaration form(s) must be completed in accordance with these Guidance Notes. The duly completed electronic declaration form(s) must then be submitted electronically via the Chemical Weapons Convention Declaration Database to the UK Chemical Weapons Convention National Authority (UKNA). The notice specifies a date by which you must ensure that the National Authority receives the completed electronic declaration form(s).

The notice under section 22(1) creates a legal obligation which must be complied with. Failure to return the completed electronic declaration form(s) by the due date without reasonable excuse is an offence contrary to section 22(3) of the 1996 Act. It is also an offence, contrary to section 22(4) of the 1996 Act, knowingly to provide false or misleading information in completing the electronic declaration form(s).

These guidance notes explain how to complete an electronic declaration of anticipated activity in the forthcoming calendar year for Schedule 2 chemicals. You must read them carefully before completing the electronic declaration form(s).

Completed electronic declaration forms should be submitted via the Chemical Weapons Convention Declaration Database to the National Authority no later than **the deadline date as specified on the Legal Notice for this declaration.**

If you have any queries on how to accurately complete the declaration form(s) please contact the UKNA for further guidance and advice.

1. Background to Annual Anticipated Declaration

An annual anticipated declaration covering proposed activities in the forthcoming year is required for all sites that in the given year will produce, process or consume over the following declaration levels of a chemical listed in Schedule 2 to the Chemical Weapons Convention (CWC):

1kg of a chemical designated "*" in Schedule 2, part A;

AND/OR

100 kg of any other chemical listed in Schedule 2, part A;

AND/OR

1 tonne of a chemical listed in Schedule 2, part B

Examples of chemicals covered under Schedule 2 of the CWC is at Annex A to these guidance notes. Declarable Schedule 3 plants also need to be detailed, and a copy of the chemicals covered under Schedule 3 of the CWC is at Annex B to these guidance notes. In addition, the OPCW's Handbook on Chemicals is located on the UKNA's website at "Making a Declaration" along with guidance on how to complete each specific declaration.

Should a site not expect to carry out any declarable activities in the given year, it must state categorically that it does not intend to produce, process or consume Schedule 2 chemicals above the threshold levels.

It is recognised that providing details for the forthcoming year may be an extremely difficult task for companies. Therefore, the CWC provides for ad-hoc declarations to be made during the given year if the activity undertaken is substantially different from that anticipated. Guidance on when an ad-hoc declaration should be provided is at Annex D to these notes.

The production, processing or consumption of mixtures that contain a Schedule 2 chemical may also need to be declared. Guidance on how to deal with chemical mixtures is contained in the definitions section at Annex E to these guidance notes.

The flow chart at Annex F is for use in clarifying whether an organisation needs to make an electronic declaration, particularly in relation to mixtures, which contain Schedule 2 chemicals.

2. Format of the Annual Anticipated Electronic Declaration Form

Part A of the electronic declaration form requires information about the site where Schedule 2 chemicals are produced.

Part B of the electronic declaration form requires information on all plants on the site where Schedule 2 chemicals are produced. At Part B a separate record must be completed for each plant producing, processing or consuming Schedule 2 chemicals, except where the total production on site is under the declaration thresholds detailed in section 1 of these guidance notes. The following examples are included to help clarify this statement:

- **Example 1**. Three separate plants on site are anticipated to produce 50, 30 and 45 kg respectively of a Schedule 2, part A chemical. This example requires three separate part B submissions, one for each plant as the total is above the declaration threshold of 100kg produced over the entire site.
- **Example 2.** Three separate plants on site are anticipated to produce 20, 25 and 15 kg respectively of a Schedule 2, part A chemical. This example does not require any submissions as the total is below the declaration threshold of 100kg produced over the entire site.

Part C of the electronic declaration form requires information on each Schedule 2 chemical above the declaration thresholds detailed in section 1 of these guidance notes. At Part C a separate record must be submitted for each Schedule 2 chemical produced on site which, in total, is above the declaration threshold.

Annex A contains a list of examples of Schedule 2 chemicals.
Annex B contains a list of Schedule 3 chemicals.
Annex C contains a list of product group codes for chemicals and related products.
Annex D contains information on how to deal with ad-hoc declarations.
Annex E contains definitions of terms used in the declaration form.
Annex F contains a flow chart on whether or not a declaration is required.

3. Confidentiality and Security of Information

Level of Confidentiality of Information (Already pre-filled but can be amended)

A box must be ticked to assign a level of confidentiality to the information that is being provided. This classification only applies to actual data submitted in the electronic declaration and not to information supplied to the OPCW as part of an inspection (which may be accorded a higher category of confidentiality, if necessary).

Definitions are provided below on the types of classification. All information, including that classified "not restricted" is stored within secure areas and is only passed to those with a need to know. A protected or highly protected classification must therefore be used only in exceptional circumstances.

The definitions for each of the classifications are:

Not Restricted - Information which is marked not restricted will not be released by the UKNA or the OPCW, unless specifically cleared for release. To request release, the OPCW would contact the UKNA who, in turn, would ask the company for permission to release any information.

Restricted – Pertains to information of which the unauthorised disclosure would be prejudicial to the interests of a commercial or governmental body or of a national of a State Party.

Protected – Pertains to information of which the unauthorised disclosure may cause substantial damage to the interests of a commercial or governmental body or of a national of a State Party.

Highly Protected – Pertains to sensitive, confidential information of which the unauthorised disclosure would cause serious damage from the point of view of national security or commercial secrecy to the interests of a commercial or governmental body or of a national of a State Party.

Declarations must be accorded the lowest appropriate classification. Restricted or Not Restricted must be chosen unless there is a process awaiting patent, or some other sensitive commercial consideration.

AAD Schedule 2 Flow Chart (Already pre-filled but can be amended)

Please answer the questions to determine whether it is necessary to make a Schedule 2 declaration for the site. These questions are an electronic implementation of the flowchart in Annex F.

Part A. Site details

The electronic declaration must only include information relating to a single site and not multiple sites.

Question A1/A2 – Name of site and site address (Already pre-filled)

Insert the name commonly used for the site and the site address. "Site" (Works, Factory) is defined as 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:

i) Administration and other offices;
ii) Repair and maintenance shops;
iii) Medical centre;
iv) Utilities;
v) Central analytical laboratory;
vi) Research and development laboratories;
vii) Central effluent and waste treatment area; and
viii) Warehouse storage.

Question A3/4 – Name of Site Operators and Operator's Address (Already pre-filled)

Insert the site operator's name and address

Questions A5 – Name of Site Owner (Already pre-filled)

Only complete this section if the site owner is different from the site operator.

Questions A6– Site Owner's Address (Already pre-filled)

Only complete this section if the site owner's address is different from the site address.

Question A7 – Number of Declarable Schedule 3 Plants at the Site (Already pre-filled)

The number of declarable Schedule 3 plants at the site needs to be identified in order to ascertain whether the site is a "mixed plant" site. This means sites that contain a plant, or plants, which are covered by more than one schedule or have different plants which, are covered by different schedules.

A copy of the chemicals covered under Schedule 3 of the CWC is at Annex B.

A Schedule 3 plant is a plant, which in the given year, will produce more than 30 tonnes of any of the chemicals listed in Schedule 3. This can be as the neat chemical, or as a mixture which at any point in the operation will have a concentration of Schedule 3 chemical greater than or equal to 30%, and the total amount of Schedule 3 chemical exceeds 30 tonnes.

If the answer to this question is "YES", an electronic declaration for Schedule 3 chemicals must also be completed. Please contact the UKNA if you require registering as a Schedule 3 declarer.

NB: Refer to the definition of production at Annex E to these guidance notes.

Question A8 – Will the Site Produce more than the Verification Threshold Quantities for a Schedule 2 Chemical in the given year?

A "yes" response to this question should be given if in the given year the total quantity of Schedule 2 chemicals to be produced, processed or consumed will exceed the following levels:

10 kg of a chemical designated "*" in Schedule 2, part A;

AND/OR

1 tonne of any other chemical listed in Schedule 2, part A;

AND/OR

10 tonnes of a chemical listed in Schedule 2, part B.

These quantities are the **verification** thresholds and are ten times the **declaration** thresholds stated in Section 1, so if these limits are exceeded the OPCW is then authorised to conduct inspections of the site.

NB: Please also refer to the guidance on chemical mixtures at Annex E to these guidance notes.

Part B. Plant details

At Part B a separate record must be completed for each declarable plant (producing Schedule 2 chemicals) on the site.

Question B1 – Plant Name (Already pre-filled)

Insert the name commonly used for the plant. "Plant" (Production facility, Workshop) is a relatively self -contained area, structure or building containing one or more units with auxiliary and associated infrastructure, such as:

(i) Small administrative section;
(ii) Storage/handling areas for feedstock and products;
(iii) Effluent/waste handling/treatment area;
(iv) Control/analytical laboratory;
(v) First aid service/related medical section; and
(vi) 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.

Questions B2/3 – Building and Structure Name and/or Number (Already pre-filled)

Provide the name or number, if there is one, of the building or structure.

Question B4 – Plant Operator (Already pre-filled)

Only complete this section if the operator of the plant is different from the site owner, i.e. the plant is run by a sub-contractor or subsidiary company.

Question B5 – Plant Operator's Address (Already pre-filled)

Only complete this section if the plant operator's address is different from the site owner's address

Question B6/7 – Name of Plant Owner and Owner's Address (Already pre-filled)

Only complete this section if the plant owner is different from the site owner and the address is different from the site address.

Question B8 – Product Group Codes (Already pre-filled but can be amended)

Use the product group codes listed at Annex C to describe the products that will be manufactured at this plant. Include all activities, including those involving non-scheduled chemicals.

Question B9 – Will the Plant Produce, Process or Consume the Declared Schedule 2 Chemicals (Already pre-filled but can be amended)

Tick which activity applies to the Schedule 2 chemicals at the plant.

NB: Refer to the definitions of production, processing and consumption at Annex E to these guidance notes.

Question B10 – Will the Plant Produce, Process or Consume Schedule 2 Chemicals Whenever it Operates (Already pre-filled but can be amended)

Confirm whether the plant will produce, process or consume Schedule 2 chemicals whenever it operates. This will identify whether the plant is dedicated or multi-purpose. Note the following guidance on the boxes:

- A "**dedicated**" plant is when its process configuration is dedicated to the declarable activity in relation to the Schedule 2 chemical.
- A plant is "**multipurpose**" when it is used for part of the year for any activity involving a Schedule 2 chemical and, at other times, for activities involving other chemicals.

Questions B11/12 – Other Activities Involving Declared Schedule 2 Chemicals (Already pre-filled but can be amended)

Indicate whether activities other than production, processing and consumption will be performed with the Schedule 2 chemicals and if so what they are.

Question B13 - Production Capacity of the Plant for Each Declared Schedule 2 Chemical (Already pre-filled but can be amended)

List all Schedule 2 chemicals to be produced at the plant and state their total production capacity (this figure is likely to be different for each Schedule 2 chemical produced). Where Schedule 2 chemicals are produced in the same equipment each Schedule 2 chemical must be listed separately.

The production capacity is the maximum potential production capacity of a plant for each Schedule 2 chemical. The basis of the calculation is the theoretical maximum output of the plant assuming production is dedicated to the Schedule 2 chemical at the maximum yield excluding downtime allowances.

“**Nameplate capacity**” is based on an optimised process that can be supported by plant data.

“**Design capacity**” is based on theoretical calculation of the maximum output of the plant.

Part C. Schedule 2 Chemical details at this site

This section relates to the plant site. If the same chemical is produced, processed or consumed in more than one plant (or at more than one concentration and greater than the concentration limits in Annex E) the amounts must be combined into a single Section C for that chemical. You must also include quantities of the declared chemical which are produced in non-declarable plants at this site.

At Part C a separate record must be completed for each Schedule 2 chemical to be produced, processed or consumed above the declaration threshold in Section 1, or for chemical mixtures containing a Schedule 2 chemical above the threshold and greater than the concentration limits in Annex E.

Question C1 – Name of Plant(s) at which the Schedule 2 chemical is to be Produced, Processed or Consumed (Already pre-filled)

In order to link a Schedule 2 chemical with a specific plant(s) please give the name of the declared plant(s), for which a Part B has been completed, in which the chemical was produced, processed or consumed.

Questions C2/3/4 – Full Description of the Schedule 2 Chemical (Already pre-filled but can be amended)

The chemical name, common or trade name and the Chemical Abstracts Service registry number (if assigned) should be provided in response to these questions. The structural formula must also be included as an attachment to the declaration form, where practicable.

Question C5 – Purpose of Production of the Schedule 2 Chemical

Identify the purpose for which the Schedule 2 chemical will be produced, processed or consumed, according to the following guidance:

(i) If the Schedule 2 chemical will be processed or consumed **on site** specify the product groups listed in Annex C (Already pre-filled but can be amended).

(ii) If the Schedule 2 chemical will be a direct **export outside of the UK**, list the countries of destination involved. Do not include in 'direct exports' goods sold to a trader in the UK for onward export. See Annex E for the definition of an export.

(iii) If for **sale or transfer within the UK** or to any other place under the jurisdiction of the UK, indicate whether the destination will be to industry, a trader, or another destination e.g. for waste disposal (Already pre-filled but can be amended).

(iv) If possible, identify the final product type made using the Schedule 2 chemical, choosing from the product group codes listed in Annex C (Already pre-filled but can be amended).

Question C6 – Anticipated Amount of the Schedule 2 Chemical at the Site in given year

Record here the total amount of the Schedule 2 chemical that will be produced, processed or consumed in given year. If the Schedule 2 chemical is contained in a mixture, the total amount and percentage concentration of the mixture should also be provided.

Question C7 – Time Period for Production, Processing or Consumption of the Schedule 2 Chemical

Estimates of the quantity of Schedule 2 chemical to be produced, processed or consumed during each quarter of given year must be entered here. If the declarable activity occurs throughout the year the anticipated annual quantity must be equally divided between the four quarters. Note that if the Schedule 2 chemical is a mixture the equivalent quantity of absolute Schedule 2 chemical must be entered here, **not** the quantity of the mixture.

Declaration

The electronic declaration form must be electronically signed/authorised by a person of the appropriate level of responsibility who is in a position to verify the accuracy of the information and who has authority to sign on behalf of the company/other organisation.

Contact details can be updated using the 'Update My Details' link from the workbasket menu.

Position

Please choose the description which most closely matches your position within the organisation on whose behalf you are submitting the declaration.

Viewing Previous Years Declarations

To view your sites previous years electronic declarations you should access the “CWC Declarations" option on the left-hand menu which goes to a search screen. You can then access and view all past declarations.

Annexes to annual anticipated declaration guidance notes for Schedule 2 chemicals

Annex A: Examples of Schedule 2 Chemicals

	Chemical **The OPCW Handbook on Chemicals provides examples of CWC Schedule 1, 2 and 3 chemicals.**	**Chemical Abstract Service Registry Number (CAS)**	**Annual production, processing, or consumption quantity above which declarations are required**
	A. Toxic Chemicals:		
1.	Amiton: O,O-Diethyl S-[2-(diethylamino)ethyl] phosphorothiolate and corresponding alkylated or protonated salts	(78-53-5)	100 kg
2.	PFIB: 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-propene	(382-21-8)	100 kg
3.	BZ: 3-Quinuclidinyl benzilate (*)	(6581-06-2)	1 kg
	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 Dimethyl methylphosphonate *Exemption:* Fonofos: O-Ethyl S-phenyl ethylphosphonothiolothionate	 (676-97-1) (756-79-6) (944-22-9)	1 tonne
5.	N,N-Dialkyl (Me, Et, n-Pr or i-Pr) phosphoramidic dihalides		1 tonne
6.	Dialkyl (Me, Et, n-Pr or i-Pr) N,N-dialkyl (Me, Et, n-Pr or i-Pr)-phosphoramidates		1 tonne
7.	Arsenic trichloride	(7784-34-1)	1 tonne
8.	2,2-Diphenyl-2-hydroxyacetic acid	(76-93-7)	1 tonne
9.	Quinuclidin-3-ol	(1691-34-7)	1 tonne
10.	N,N-Dialkyl (Me, Et, n-Pr or i-Pr)aminoethyl-2-chlorides and corresponding protonated salts		1 tonne
11.	N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-ols and corresponding protonated salts		1 tonne

	Chemical **The OPCW Handbook on Chemicals provides examples of CWC Schedule 1, 2 and 3 chemicals.**	**Chemical Abstract Service Registry Number (CAS)**	**Annual production, processing, or consumption quantity above which declarations are required**
	Exemptions: N,N-Dimethylaminoethanol and corresponding protonated salts N,N-Diethylaminoethanol and corresponding protonated salts	 (108-01-0) (100-37-8)	
12.	N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-thiols and corresponding protonated salts		1 tonne
13.	Thiodiglycol: Bis(2-hydroxyethyl)sulfide	(111-48-8)	1 tonne
14.	Pinacolyl alcohol: 3,3-Dimethylbutane-2-ol	(464-07-3)	1 tonne

Note:

The OPCW's Handbook on Chemicals is located on the UKNA's website at "Making a Declaration" along with guidance on how to complete each specific declaration.

Annex B: Schedule 3 Chemicals

	Chemical **The OPCW Handbook on Chemicals provides examples of CWC Schedule 1, 2 and 3 chemicals.**	**Chemical Abstract Service Registry Number (CAS)**	**Annual production quantity above which declarations are required**
	A. Toxic Chemicals:		
1.	Phosgene: Carbonyl dichloride	(75-44-5)	30 tonnes
2.	Cyanogen chloride	(506-77-4)	30 tonnes
3.	Hydrogen cyanide	(74-90-8)	30 tonnes
4.	Chloropicrin: Trichloronitromethane	(76-06-2)	30 tonnes
	B. Precursors:		
5.	Phosphorus oxychloride	(10025-87-3)	30 tonnes
6.	Phosphorus trichloride	(7719-12-2)	30 tonnes
7.	Phosphorus pentachloride	(10026-13-8)	30 tonnes
8.	Trimethyl phosphite	(121-45-9)	30 tonnes
9.	Triethyl phosphite	(122-52-1)	30 tonnes
10.	Dimethyl phosphite	(868-85-9)	30 tonnes
11.	Diethyl phosphite	(762-04-9)	30 tonnes
12.	Sulfur monochloride	(10025-67-9)	30 tonnes
13.	Sulfur dichloride	(10545-99-0)	30 tonnes
14.	Thionyl chloride	(7719-09-7)	30 tonnes
15.	Ethyldiethanolamine	(139-87-7)	30 tonnes
16.	Methyldiethanolamine	(105-59-9)	30 tonnes
17.	Triethanolamine	(102-71-6)	30 tonnes

Note:

The OPCW's Handbook on Chemicals is located on the UKNA's website at "Making a Declaration" along with guidance on how to complete each specific declaration.

Annex C. Product Group Codes

Code	Description: Chemicals and Related Products
511	Hydrocarbons and their halogenated, sulfonated, nitrated or nitrosated derivatives 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
512	Alcohols, phenols, phenol-alcohols, and their halogenated, sulfonated, nitrated or nitrosated derivatives, except ethanol and methanol (see Code 519) Typical chemicals include: fatty alcohols, glycerol, propanol, butanol, D-glucitol (sorbitol), phenol
513	Carboxylic acids and their esters, anhydrides, acyl halides, peroxides and peroxyacids; their halogenated, sulfonated, nitrated or nitrosated derivatives and their salts 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
514	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
515	Heterocyclic compounds (except cyclic ethers), and sulfonamides Typical chemicals include: thiophene and N-butyl benzene sulfonamide
516	Other organic chemicals, except formaldehyde, ethyl tert-butyl ether (ETBE) and methyl tert-butyl ether (MTBE) (see Code 519) Typical chemicals include: ethers, dialkyl peroxides, methylethylketone, furfural, dimethyl carbonate, tetraalkyl thiuramdisulfide, trimethyl phosphate, ethylene oxide
519	Methanol, ethanol, urea, formaldehyde, ethyl tert-butyl ether (ETBE) methyl tert-butyl ether (MTBE), surfactants based on sulfonic acids and fatty acid salts

522	Inorganic chemical elements, oxides and halogen salts
523	Salts and peroxysalts, of inorganic acids; metal complexes of organic and inorganic ligands Typical chemicals include: sodium cyanide, ammonium cyanide, ammonium carbonate, ammonium bicarbonate, iron pentacarbonyl and metal complexes of triphenylphosphine
524	Organometallic compounds Typical chemicals include: dichloro(cycloocta-1,5-diene)platinum(II), phenylsilver, butyllithium
525	Radioactive and associated materials
531	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
532	Dyeing and tanning extracts, and synthetic tanning materials
533	Pigments, paints, varnishes and related materials
541	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
542	Medicaments (including veterinary medicaments)
551	Essential oils, perfume and flavour materials
553	Perfumery, cosmetic or toilet preparations (excluding soaps)
554	Soap, cleansing and polishing preparations, except surfactants based on sulfonic acids and fatty acid salts (see Code 519)
562	Synthetic Fertilizers
571	Polymers of ethylene, in primary forms
572	Polymers of styrene, in primary forms
573	Polymers of vinyl chloride or of other halogenated olefins in primary forms

574	Polyacetals, other polyethers and epoxide resins, in primary forms; Polycarbonates, alkyd resins, polyallyl esters and other polyesters
575	Other plastics, in primary forms
579	Waste, parings and scrap, of plastics
581	Tubes, pipes and hoses, and fittings therefor, of plastics
582	Plates, sheets, film, foil and strip, of plastics
583	Monofilament of which any cross-sectional dimension exceeds 1 mm, rods, sticks and profile shapes, whether or not surface-worked but not otherwise worked, of plastics
591	Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products and plant-growth regulators, disinfectants and similar products, put up in forms or packings for retail sale or as preparations or articles (e.g. sulfur-treated bands, wicks and candles, and fly papers) Typical chemicals include: cypermethrin, glyphosate and derivates, 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.
592	Starches, inulin and wheat gluten; albuminoidal substances; glues
593	Explosives and pyrotechnic products
597	Prepared additives for mineral oils and the like; prepared liquids for hydraulic transmission; anti-freezing preparations and prepared de-icing fluids; lubricating preparations Typical chemicals include: di-2-ethylhexyl carbonate, di-3,5,5-trimethylhexyl carbonate
598	Miscellaneous chemical products
599	Others

Notes:

1. Shaded Product Group Codes are not recommended for OCPF declarations.
2. Typical chemicals included in each PGC description are for illustrative purposes only and do not represent a complete list of all chemicals within the group, nor does it imply that any of these specific examples are produced at the plant site.

Annex D: Ad-hoc Declarations

The CWC requires that, for the submission of an ad-hoc declaration, the reporting of additionally planned activities for that calendar year is required **not later than 10 days before the activity begins**. Such declarations should be made for:

(1) any additionally planned activity during the year which is covered by the annual anticipated declaration that involves:

- an undeclared plant that initiates the production of a Schedule 3 chemical during the year above the declaration thresholds;
- an additional Schedule 2 chemical that is produced in a declared plant during that year;
- a change of the purpose for which Schedule 2 chemicals will be produced at the site;
- any other non-quantitative change in relation to the anticipated declarations (except the name of the site or plant, the name of the owner, company or enterprise operating it, and the address of the site or plant).

(2) any quantitative upward change that changes the status of a declared Schedule 2 plant (i.e. its crosses over the verification levels);

(3) any significant increase in the declared anticipated annual production for a Schedule 2 chemical.

(4) should the site's plans change.

The UKNA will be able to provide the required forms as necessary and give guidance on whether an ad-hoc declaration is required.

Annex E: Definitions

The definitions below follow the definitions in the Chemical Weapons Convention and might be slightly different from their normal meaning within the chemicals industry.

Production. Production is defined under the CWC as: formation through a chemical reaction or synthesis - that is, arising from a chemical change involving the formation and/or breaking of chemical bonds.

It is understood, for declaration purposes, to include 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.

It is also understood, for declaration purposes, to include intermediates, by-products, or waste products that are produced and consumed within a defined chemical manufacturing sequence, where such intermediates, by-products, or waste products are chemically stable and therefore exist for a sufficient time to make isolation from the manufacturing stream possible, but where, under normal or design operating conditions, isolation does not occur.

Processing. Processing is physical manipulation of a chemical without a chemical reaction taking place, that is without the formation or breaking of chemical bonds. Examples of processing include formulation, extraction, purification, crystallisation, distillation, condensation, consumption, dilution, concentration, compression and dispersion. Any waste disposal processes occurring on site involving a Schedule 2 chemical, which do not result in the consumption of that chemical (e.g. disposal of waste containing a Schedule 2 chemical in a landfill on site or blending of such waste with other materials), should also be considered as processing. However, activities such as repackaging and distribution are not considered to be processing.

Consumption. Consumption of a chemical means its conversion into another chemical through a chemical reaction involving the making or breaking of chemical bonds. Therefore, some forms of waste disposal in which the Schedule 2 chemical is converted into another chemical, such as incineration, biodegradation or hydrolysis, e.g. in a scrubber system, should be considered as consumption.

Chemical Mixtures. An electronic declaration is required for mixtures containing Schedule 2 chemicals where, at any point in the operation, the concentration of the Schedule 2 chemical(s) is greater than the following:

- Production/processing/consumption of Schedule 2A and 2A* - 1 (one) %.
- Production/ processing/consumption of Schedule 2B - 30 (thirty) %.

It is important to note that if the trigger thresholds mentioned in section 1 are not exceeded by the whole plant site then no electronic declaration is required, regardless of the concentration(s).

Imports. An import is the physical movement of scheduled chemicals into the territory or any other place under the jurisdiction or control of the UK from the territory or any other place under the jurisdiction or control of another country, excluding transit operations. You must specify the country from which the scheduled chemicals were dispatched, excluding the

countries through which the scheduled chemicals transited and regardless of the country in which the scheduled chemicals were produced.

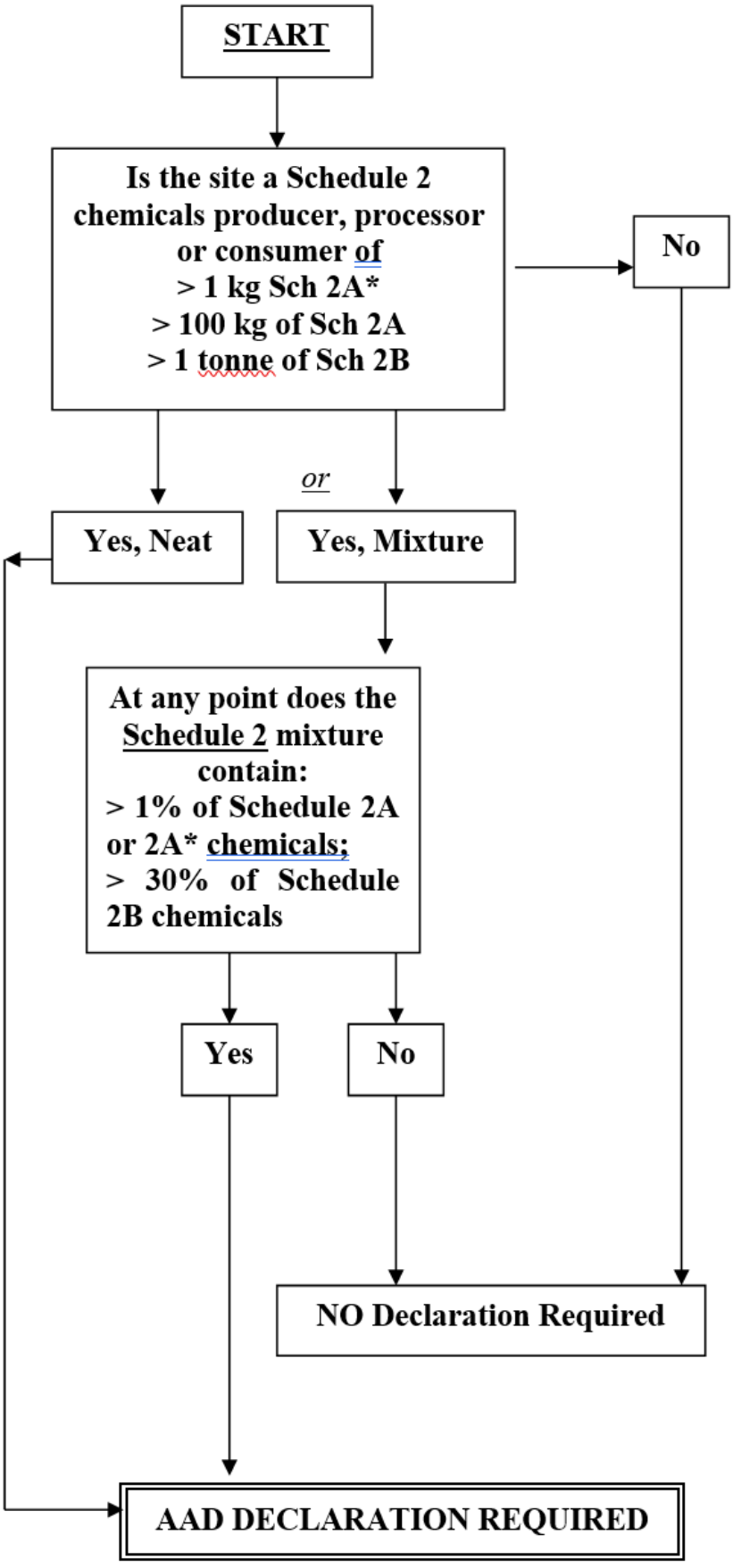
Declare chemicals that are directly imported by your organisation from outside the UK. Direct imports do not include imported goods bought from or through a trader in the UK. Imports from the Crown Dependencies and British Overseas Territories do not need to be declared.

Exports. An export is the physical movement of scheduled chemicals out of the territory or any other place under the jurisdiction or control of the UK into the territory or any other place under the jurisdiction or control of another country, excluding transit operations. You must specify the intended country of destination, excluding the countries through which the scheduled chemicals transited.

Declare chemicals directly exported by your organisation to outside the UK. Direct exports do not include goods sold to a trader in the UK for onward export. Exports to the Crown Dependencies and British Overseas Territories do not need to be declared.

Transit Operations. Transit operations are the physical movements in which scheduled chemicals pass through the territory of a country on the way to their intended country of destination. Transit operations include changes in the means of transport, including temporary storage only for that purpose.

Annex F: Flow chart



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