

**AD HOC GROUP OF THE STATES PARTIES
TO THE CONVENTION ON THE PROHIBITION
OF THE DEVELOPMENT, PRODUCTION AND
STOCKPILING OF BACTERIOLOGICAL
(BIOLOGICAL) AND TOXIN WEAPONS
AND ON THEIR DESTRUCTION**

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the United Kingdom of Great Britain and Northern Ireland**

INFORMATION TO BE PROVIDED IN DECLARATIONS OF FACILITIES¹

Guidelines for completing the declaration format

The declaration format requires information on facilities¹ that meet the criteria set out in one or more of the declaration triggers of the Protocol. Such facilities are referred to throughout the format as the 'triggered facility'.

The design of the format takes account of the differing sizes, complexities and scope of sites at which there are facilities satisfying one or more of the Protocol declaration triggers. It is recognized that in most cases the set of buildings, laboratories, structures and attributes that fall within the trigger specification, and that therefore are to be declared as the facility, may involve only a part of a site,² perhaps even only part of a building; in other words, the triggered facility may be co-located at a site with one or more other facilities not triggered under the Protocol. In other cases, however, the triggered facility may consist of the entire site. The declaration format is designed to cover this range of possibilities.

In Part A, all declared facilities are required to answer questions relating to general information (Section I) and to scientific and technical information (Section II), regardless of the declaration trigger or triggers that apply at the particular facility. Additionally, in Section III there are a number of questions which relate only to specific declaration triggers. Facilities triggered for declaration because they are part of the Current Biological Defensive Programme must also complete Part B.

¹. To be defined.

². To be defined.

PART A

Reporting period

This declaration covers the calendar year

The declaration trigger(s) that apply to the facility

Circle the declaration trigger(s) that apply to the facility. The facility being declared may satisfy a single declaration trigger or two or more triggers.

| | |
|--|-------------------------|
| Facility in the Current Biological Defensive Programme | |
| Vaccine production | Work with listed agents |
| Maximum biological containment laboratory | Non-vaccine production |

I. GENERAL INFORMATION ABOUT THE TRIGGERED FACILITY

1. Name of the triggered facility
Name of site if different
2. Geographic coordinates if known
3. Street address
4. Postal address.
5. Building details for the triggered facility.
State, as appropriate, Building name(s)
Building number(s)
Room number(s)
6. Provide a scale map of the locality, showing the triggered facility.
7. Information on the entities that are the operators, owners and sources of funding of the triggered facility.
Name(s) of operator(s) of the triggered facility:
Name(s) of owner(s) of the buildings of the triggered facility, if different from the operator(s)

(a) Indicate whether (any of) the operator(s) of the triggered facility is/are part of the Ministry of Defence or the military:

Yes/No

(b) If the owner(s) is/are different from the operator(s), indicate whether they/any of them are part of the Ministry of Defence or the military:

Yes/No

(c) Indicate whether (any of) the major source(s) of funding of the triggered facility is/are part of the Ministry of Defence or the military:

Yes/No

(d) Indicate whether any projects/activities at the triggered facility were funded or supported by international organizations³:

Yes/No

(e) Indicate whether any projects/activities at the triggered facility were funded or supported by other States:

Yes/No

8. Personnel resources.

Indicate the range that applies for the number of personnel years at the triggered facility during the reporting year. Include the contribution of any part-time personnel in terms of their full-time personnel equivalent. Do not include minor inputs of personnel based outside the triggered facility, such as managers, health and safety advisers etc. In the case of military personnel, do not include military reservists.

| | | | |
|--|------|--------|-----------------|
| Total personnel: | 1-30 | 31-100 | over 100 |
| Scientific and technical personnel: | 1-30 | 31-100 | over 100 |
| Administrative personnel: | 0-5 | 6-20 | over 20 |
| Military or Ministry of Defence personnel: | 0 | 1-30 | 31-100 over 100 |

³. To be defined.

9. Categories of work.

Indicate any of the following categories that apply to the work at the triggered facility:

- Work in support of the Current Biological Defensive Programme⁴;
- Commercial research, development, testing or evaluation;
- Commercial production, including formulation or packaging;
- University or other academic.

II. SCIENTIFIC AND TECHNICAL INFORMATION ABOUT THE TRIGGERED FACILITY

All declared facilities are required to provide the following scientific and technical information, regardless of the declaration trigger or triggers relevant to the particular facility, in questions 10 -19.

10. Indicate whether the triggered facility was involved in work in any of the following subject areas. Such work may be, *inter alia*, research, development, testing, evaluation or production.

Exclusions: Work performed purely in order to set up standard operating procedures for equipment at the facility need not be declared.

- | | | |
|-----|--|----------|
| (a) | Vaccines ⁵ | Yes / No |
| (b) | Other prophylaxis or therapy techniques for humans or animals | Yes / No |
| (c) | Plant inoculants | Yes / No |
| (d) | Pathogenicity, virulence, infectivity or stability in the environment of microbial or other biological agents or toxins, or resistance to antimicrobial agents | Yes / No |
| (e) | Toxicity | Yes / No |
| (f) | Studies involving genetic modification | Yes / No |

⁴. To be defined.

⁵. To be defined.

- | | | |
|-----|---|----------|
| (g) | Aerobiology ⁶ | Yes / No |
| (h) | Research, development, testing or evaluation of techniques for detection, identification or diagnosis | Yes / No |
| (i) | Physical protection techniques | Yes / No |
| (j) | Decontamination/disinfection techniques | Yes / No |
| (k) | Insect/pest control techniques for use in agriculture/horticulture | Yes / No |

⁶. To be defined.

18. Were there any areas at the facility which could only be entered by vaccinated personnel?

Yes / No

If Yes, indicate whether these areas are in

- Laboratories
- Production areas
- Downstream processing, formulation or packaging areas
- Other areas (specify).....

List any vaccines that applied

.....
.....

19. Were any pathogens or toxins transferred between the triggered facility and any other areas on the same site?

Yes/No

If Yes, were any of these other areas

- | | |
|---|----------|
| Laboratories | Yes / No |
| Animal houses | Yes / No |
| Production areas | Yes / No |
| Areas involved in downstream processing, formulation or packaging | Yes/ No |
| Waste treatment areas | Yes / No |
| Areas involved in field testing or evaluation | Yes/ No |

III. INFORMATION FOR SPECIFIC DECLARATION TRIGGERS

The following questions should be answered only when the trigger indicated applies.

20. **Trigger: Vaccine production**

If the declaration was triggered because of vaccine production, list the vaccines produced for distribution, sale, or public or general use

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21. **Trigger: Maximum Biological Containment Laboratory**

If the declaration was triggered by the presence of a Maximum Biological Containment Laboratory,

(a) Indicate the total floor area of the working areas, excluding shower areas, by indicating which range applies:

up to 30 sq.m. 30-100 sq.m. over 100 sq.m.

(b) Indicate whether work in these laboratories was carried out on

| | |
|------------------------|--------|
| Human pathogens | Yes/No |
| Zoonotic pathogens | Yes/No |
| Other animal pathogens | Yes/No |
| Toxins | Yes/No |
| Plant pathogens | Yes/No |

22. **Trigger: Work with listed agents**

If the declaration was triggered because of work with biological agents or toxins on the list at Annex, specify the agents worked with by annotating the corresponding entry in the list with an asterisk.

23. **Trigger: Non-vaccine production**

If the declaration was triggered because of non-vaccine production,

(a) Indicate the type(s) of product produced. If more than one product applies, indicate with an asterisk which type constituted the major activity in terms of amount of product:

| | | | |
|---|----------------|-----------------------------------|------------------|
| Medicine | Antimicrobial | Pesticides | Plant inoculants |
| Enzymes | Fine chemicals | Proteins other than enzymes | |
| Peptides or amino acids | | Nucleic acids or genetic elements | |
| Microorganisms for use in biotransformation processes | | | |
| Other (specify) | | | |

(b) State if any of these products were produced for distribution, sale, or public or general use, either directly or after further processing, formulation or packaging:

Yes/No

(c) State if any of these products were produced in areas protected by High

Biological Containment:

Yes/No

PART B

ADDITIONAL INFORMATION FOR FACILITIES DECLARED AS PART OF THE CURRENT BIOLOGICAL DEFENSIVE PROGRAMME

The following additional information is required for facilities triggered for declaration because they are part of the Current Biological Defensive Programme.

1. State the aims and objectives of the facility's work as part of the Current Biological Defensive Programme.

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2. Funding.

(a) What are the funding levels for the Current Biological Defensive Programme work at the facility?

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(b) If (parts of) this work is included in a joint work programme at the facility, for example in a work programme addressing both chemical and biological defence issues, indicate the approximate proportion of this joint work that relates to the Current Biological Defensive Programme:

..... per cent.

3. Briefly describe the biological defensive programme work at the facility, summarizing any experimental studies involving microbial or other biological agents, or toxins on the following topics: prophylaxis, pathogenicity and virulence, diagnostic techniques, aerobiology, detection, treatment or tox nology for the purpose of protecting or defending humans, animals or plants against the use of microbial or other biological agents, or toxins for hostile purposes or in armed conflict.

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(continue on separate pages if necessary)

4. Does the facility include laboratory activities involved in routine medical/veterinary/phytopathology diagnosis?

Yes / No

5. What is the publication policy for the Current Biological Defensive Programme work at the facility?

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6. List the papers published during the reporting year in scientific/technical/medical/veterinary journals or in conference proceedings.

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