

SECTION 3: SCHEDULE 1 INFORMATION AND FORMS

Introduction

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. Submitters should refer to Part 712 of the CWCR to determine their declaration, advanced notification, and report requirements. For the convenience of submitters, this section of the Handbook summarizes the requirements for Schedule 1 chemical declarations and reports. If there are discrepancies between the information in this section and the declaration and report requirements set forth in Part 712 of the CWCR, the CWCR prevail.

This section also contains a “Guide to Submission of Schedule 1 Forms” that identifies the specific forms which must be included in each declaration or report package, the necessary declaration and report forms, as well as specific instructions for completing the forms.

Schedule 1 chemicals are those that pose a high risk to the object and purpose of the Convention, and have limited commercial uses.

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aggregate of Schedule 1 chemicals – Initial declarations for facilities declared in February 2000 remain valid until withdrawn from active status; however, if you plan to change the technical description of your facility, you must submit an amendment at least 200 days in advance of the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 forms such as the latitude and longitude coordinates of the center of the declared facility, 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. This reporting type is for the convenience of the facility. The submitter may 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. Note that Advanced Notifications are not included in the “Guide to Submission of Schedule 1 Forms.”

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

✓ - Form Required ① - Attach, as appropriate ② - 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

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