

	U.S. DEPARTMENT OF COMMERCE Bureau of Industry and Security CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION	DATE RECEIVED (Leave Blank)
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CERTIFICATION FORM

Provide the information requested below in Questions C.1 through C.8.

C.1	Name of Declaration Point of Contact (D-POC):		
C.2	Company Name:		
C.3	Mailing Address:		
	City:	State:	Zip Code:
C.4	D-POC's Telephone Number:	ext.	
	D-POC's Fax Number:		
	D-POC's E-mail Address:		
C.5	Date Submitted (YYYY-MM-DD):		
C.6	CERTIFICATION		

I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete.

Name and title of responsible official (type or print):

Signature:

Date Signed (YYYY-MM-DD):

C.7	TYPE OF DECLARATION (check one box, except check two boxes for an amendment) <input type="checkbox"/> ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____ <input type="checkbox"/> AMENDMENT
C.8	FORMS SUBMITTED Check all forms that are included: <input type="checkbox"/> FORM UDOC <input type="checkbox"/> FORM A <input type="checkbox"/> FORM B

CERTIFICATION FORM **Unscheduled Discrete Organic Chemical Declaration**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

A separate Certification Form is required for each Unscheduled Discrete Organic Chemical (UDOC) plant site being declared.

This form serves several purposes, including:

- (a) identifying a Point of Contact;
- (b) certifying the accuracy of the submitted declaration;
- (c) identifying the type of declaration submitted; and
- (d) listing the declaration forms submitted.

Questions C.1 through C.5 Name of Declaration Point of Contact (D-POC) and Other Requested Information: Designate a D-POC. The D-POC should be a person whom the Department of Commerce may contact for: (1) the purposes of clarification of information provided in the declaration; and (2) for general information. The D-POC need not be the person who prepares the declaration forms or signs the Certification Form. Furthermore, it is not necessary that the D-POC be located at the declared plant sites.

Question C.6 Certification: The Certification must be signed and dated by the owner, operator, or senior management official who certifies the accuracy and completeness of the information submitted. The Certification signature block must contain an original signature.

Question C.7 Declaration Type: Check the box for the type of declaration being submitted (e.g. past activities or amendment) and indicate the year for which the information applies.

The DECLARATION ON PAST ACTIVITIES provides information on the production of UDOCs by a declared UDOC plant site for the previous year.

The AMENDMENT is used to correct a previously submitted Annual Declaration on Past Activities or a UDOC “No Changes” Certification Form (e.g., change company name, increase of production into a higher range; addition of a new PSF chemical produced above 30 metric tons at a PSF plant not previously declared). If you submit an AMENDMENT, indicate the year to which the AMENDMENT refers.

Question C.8 Forms Submitted: Check the appropriate box for each form that is included in the submission.

<p>CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</p>		PLANT SITE NAME:
		U.S. PLANT SITE CODE (once assigned):
		<p><i>PAGE 1 OF 2</i></p>

FORM UDOC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION

Submit this form for each **Unscheduled Discrete Organic Chemical Production Plant Site** for all types of declarations (past activities and amendments).

PART A: Plant Site Identification

UDOC.1	Owner:		
	Telephone Number:	Fax Number:	
UDOC.2	Operator:		
	Telephone Number:	Fax Number:	
UDOC.3	Street Address:		
	City:	State:	Zip Code:
	Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).		
UDOC.4	a. Latitude (Deg/Min/Sec/N):		
	b. Longitude (Deg/Min/Sec/W):		

Check this box if the geographic coordinates are not for the center of the plant site and/or you have attached any additional information on the plant site to Form A.

Designation of Inspection Point of Contact (I-POC) for inspection notifications involving this plant site.

NOTE: The Department of Commerce must be able to reach the I-POCs at all hours through the telephone numbers shown below.

UDOC.5.1	Name of I-POC:		
	I-POC's Primary Telephone Number:		ext.
	I-POC's Alternate Telephone Number:		ext.
	I-POC's Fax Number:		
	I-POC's E-mail Address:		
UDOC.5.2	Name of Alternate I-POC (optional):		
	I-POC's Primary Telephone Number:		ext.
	I-POC's Alternate Telephone Number:		ext.
	I-POC's Fax Number:		
	I-POC's E-mail Address:		

FORM UDOC **Unscheduled Discrete Organic Chemical Declaration**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Submit this form (which consists of 2 pages -- Part A - Plant Site Identification and Part B - Plant Site Activities) for each declared unscheduled discrete organic chemical (UDOC) plant site, and for all types of declarations (past activities and amendments). Your plant site is a declared UDOC plant site if it produced more than 200 metric tons aggregate of UDOCs (including all PSF-chemicals). For purposes of calculating the 200 metric ton amount, you must include all PSF chemicals that were produced on your plant site. Your plant site is also a declared plant site if one or more plants on your plant site individually produced more than 30 metric tons of a single UDOC containing phosphorus, sulfur, or fluorine ("PSF-chemical"). Only declared plant sites subject to routine inspection must complete Question UDOC.5.

For the ANNUAL DECLARATION ON PAST ACTIVITIES, submit this form for each UDOC plant site that produced above the applicable threshold in the previous calendar year.

The submitter of this declaration should assign a unique name to the plant site, and record this name in the appropriate box in the upper right-hand corner of Form UDOC, Parts A and B. The Department of Commerce will provide each submitter a unique code for each declared plant site. This code, hereafter referred to as a "U.S. Plant Site Code," will be the primary means of identifying a plant site after the first declaration is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations for a particular plant site.

PART A - PLANT SITE IDENTIFICATION

Questions UDOC.1 through UDOC.3: Provide the name and telephone and fax numbers of the owner and the operator the occupant or the agent in charge of the plant site. Provide the address of the plant site. **DO NOT PROVIDE A POST OFFICE BOX.**

Question UDOC.4: Provide the latitude and longitude for the center of the plant site using the following formats (see Supplement No. 1 for guidelines on determining geographic coordinates):

Latitude: 00(degree)/00(minute)/00(second)/N
Longitude: 000(degree)/00(minute)/00(second)/W

If the geographic coordinates are not for the center of the plant site, you must attach to Form A an explanation of the coordinates (e.g., front gate, Building No.15). Also, use Form A to identify any additional information (e.g., maps, drawings) that you have attached to this declaration to locate this plant site with reference to the declared coordinates. (Check the box if you are submitting Form A with attachments.)

Questions UDOC.5.1 & UDOC.5.2: Designate an Inspection Point of Contact (I-POC) and provide telephone and fax numbers, and an e-mail address so the Department of Commerce may notify you of inspections of your plant site. You may also designate an Alternate I-POC. The Department of Commerce must be able to contact the I-POCs on a 24 hour basis.

<p>CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</p>		PLANT SITE NAME: _____ U.S. PLANT SITE CODE (once assigned): _____
<p>PAGE 2 of 2</p>		

FORM UDOC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION

PART B: Plant Site Activities

Specify the main activities at this plant site.

UDOC.6	Provide the Product Group Codes to describe products at this plant site to which the production of Unscheduled Discrete Organic Chemicals contribute (see Supplement No. 2)
UDOC.7	If the plant site produced more than 200 metric tons of Unscheduled Discrete Organic Chemicals, provide the approximate number of plants that produced any amount of Unscheduled Discrete Organic Chemicals (including all PSF chemicals): _____
UDOC.8	Indicate the approximate aggregate amount of production (by production range) of Unscheduled Discrete Organic Chemicals produced by all plants at the plant site (including all PSF chemicals). <input type="checkbox"/> above 200 metric tons to 1,000 metric tons <input type="checkbox"/> above 1,000 metric tons to 10,000 metric tons <input type="checkbox"/> above 10,000 metric tons

Answer UDOC.9 and UDOC.10 below, if at least one plant on the plant site produced an "individual" PSF chemical over 30 metric tons.

UDOC.9	Provide the exact number of plants at this plant site that produced an "individual" PSF chemical over 30 metric tons ("PSF" Plant): _____
UDOC.10	Indicate in UDOC.10.1 through UDOC.10.4 below, the number of PSF plants whose approximate aggregate production of all PSF chemicals falls within each of the PSF-chemical production ranges. NOTE: The total number of PSF plants identified in UDOC.10.1 through UDOC.10.4 should equal the number of PSF plants indicated in UDOC.9.
UDOC.10.1	Number of PSF plants that produced above 30 metric tons to 200 metric tons: _____
UDOC.10.2	Number of PSF plants that produced above 200 metric tons to 1,000 metric tons: _____
UDOC.10.3	Number of PSF plants that produced above 1,000 metric tons to 10,000 metric tons: _____
UDOC.10.4	Number of PSF plants that produced above 10,000 metric tons: _____

FORM UDOC **Unscheduled Discrete Organic Chemical Declaration (Continued)**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

The submitter of this declaration should assign a unique name to the plant site, and record this name in the appropriate box in the upper right-hand corner of Form UDOC, Parts A and B. The Department of Commerce will provide each submitter with a unique code for each declared plant site. This code, hereafter referred to as a "U.S. Plant Site Code," will be the primary means of identifying a plant site after the first declaration is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations for a particular plant site.

PART B - PLANT SITE ACTIVITIES

Question UDOC.6: Provide the appropriate Standard International Trade Classification (SITC) Code for up to five chemical product group categories that describe the type of ultimate products that are manufactured at the plant site to which the production of UDOCs contribute (see Supplement No. 2 for the SITC Codes).

Question UDOC.7: If your plant site produced more than 200 metric tons aggregate of unscheduled discrete organic

chemicals (UDOCs) in the previous calendar year, provide the approximate number of plants that produced any amount of UDOCs (including all PSF-chemicals).

Question UDOC.8: Check the appropriate box to indicate the approximate aggregate amount of production of all UDOCs (including all PSF-chemicals) produced at this plant site in the previous calendar year.

Question UDOC.9: Provide the exact number of plants that produced an individual PSF-chemical over 30 metric tons at this plant site in the previous calendar year. An individual plant that produced more than 30 metric tons of a single PSF-chemical is a "PSF plant." Do not include plants that produced less than 30 metric tons of a PSF chemical.

Question UDOC.10: If one or more plants on the plant site produced an individual PSF chemical above 30 metric tons, provide the number of PSF plants whose approximate aggregate production of PSF-chemicals falls within each of the PSF-chemical production ranges in the previous calendar year. NOTE: The total number of PSF plants identified in Question UDOC 10.1 through 10.4 should equal the number of PSF plants indicated in Question UDOC.9.

	U.S. DEPARTMENT OF COMMERCE Bureau of Industry and Security	DATE RECEIVED (Leave Blank)
	CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION	
"NO CHANGES" CERTIFICATION FORM		
<p>This "No Changes" Certification Form for Unscheduled Discrete Organic Chemicals (UDOCs) may only be used by your plant site to certify that the information declared in last year's Annual Declaration on Past Activities has not changed. If you did not submit an Annual Declaration on Past Activities or a "No Changes" Certification Form last year, you may not use this form.</p>		
A.1	Company Name:	
A.2	Plant Site Name:	
A.3	Plant Site USC Code:	
<p>NOTE: The company and plant site names as well as the plant site USC code declared in Questions A.1 through A.3 must be the same as those declared in last year's Annual Declaration on Past Activities, including the Certification Form and UDOC Forms A and B.</p>		
A.4	Date Submitted (YYYY-MM-DD):	
A.5	CERTIFICATION	
<p>I hereby certify that the information declared in last year's Annual Declaration on Past Activities is unchanged for the reporting year listed in Question A.6 below. To the best of my knowledge and belief this information is true and complete.</p>		
Name and title of responsible official (type or print):		
Signature:		
Date Signed (YYYY-MM-DD):		
A.6	REPORTING YEAR: ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____	

UDOC “No Changes” Certification Form

Declaration requirements for Unscheduled Discrete Organic Chemicals (UDOCs) are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Unscheduled Discrete Organic Chemical (UDOC) production is declared in broad ranges, therefore, many plant sites’ declarations do not change from year to year. As a convenience, you may use this UDOC “No Changes” Certification Form to meet your declaration requirement.

Submit a separate UDOC “No Changes” Certification Form for each UDOC Plant Site being declared that has no updates or changes to the information declared in the last Annual Declaration on Past Activities, except changes to the Certifying Official and dates submitted and signed in Questions A.4 and A.5.

The UDOC “No Changes” Certification Form may only be used to certify the information declared in your last Annual Declaration on Past Activities or UDOC “No Changes” Certification Form has not changed. If you did not submit an Annual Declaration on Past Activities or a “No Changes” Certification Form last year, you may not use this form.

Your signature on the UDOC “No Changes” Certification Form authorizes the Department of Commerce to use the information from your last year’s Annual Declaration on Past Activities to create an official declaration for your plant site for the current reporting year.

If, after submitting the UDOC “No Changes” Certification Form, there are updates or changes to the declared information, you must submit an Amendment to your Annual Declaration on Past Activities. You must submit a Certification Form and UDOC Form Parts A and B

Question A.1 through A.3 Company Name and Plant Site Name and USC Code: Provide the name of the company, plant site and the plant site USC code. This information must be the same as declared in the last Annual Declaration on Past Activities. If there are any changes to this information, you must complete an Annual Declaration on Past Activities, including the Certification Form and UDOC Form Parts A and B.

Questions A.4 and A.5 Date Submitted and Certification: The Certification must be signed and dated by the owner, operator, or senior management official who certifies the accuracy and completeness of the information submitted. The certification signature block must contain an original signature. The date submitted block should indicate the date the certification is submitted.

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"CHANGE IN INSPECTION STATUS" FORM

This "Change in Inspection Status" Form may only be used by an Unscheduled Discrete Organic Chemical (UDOC) plant site if:

- 1) the plant site is "declared" and subject to inspection based on production by synthesis in excess of 200 metric tons aggregate of UDOCs (including any amount of PSF-chemicals) during the previous calendar year; and
- 2) the plant site does not anticipate producing by synthesis in excess of 200 metric tons aggregate of UDOCs during the remainder of the current calendar year.

NOTE: This "Change in Inspection Status" Form must be submitted *no later than December 15th* of the current calendar year. The purpose of this form is to ensure your plant site will not be selected for inspection during the first 90 days of the next calendar year if your current calendar year activities are not anticipated to exceed the CWC Regulations' inspection threshold (§715.1(d)).

B.1	Company Name:
B.2	Plant Site Name:
B.3	Plant Site USC Code:
B.4	Date Submitted (YYYY-MM-DD):

B.5 CERTIFICATION

I hereby certify that the inspection status for the declared plant site is below the inspection threshold (i.e., less than 200 metric tons aggregate of UDOCs) for the current year and is anticipated to remain below the threshold. To the best of my knowledge and belief this information is true and complete.

Name and title of responsible official (type or print):

Signature:	
Date Signed (YYYY-MM-DD):	

B.6	REPORTING YEAR:
	Change in Inspection Status for the Current Calendar Year (YYYY): _____

B.7	General Optional Comment:
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UDOC “Change In Inspection Status” Form

Declaration requirements for Unscheduled Discrete Organic Chemicals (UDOCs) are set forth in Part 715 of the CWC Regulations (15 CFR 715).

You may submit this form to ensure that your plant site will not be selected for inspection by the Organization for the Prohibition of Chemical Weapons (OPCW) during the first 90 days of the next calendar year if:

- 1) your plant site is currently subject to inspection by the OPCW as outlined under Section 715.1(d) of the CWC Regulations because it produced by synthesis in excess of 200 metric tons aggregate of UDOCs during the previous year; and
- 2) your plant site is not anticipating to exceed the 200 metric ton aggregate production threshold during the current calendar year.

The “Change in Inspection Status Form” must be submitted no later than *December 15th of the current calendar year*. This form may only be used to certify that the inspection status of the plant site will change based on current year activities. If you do not submit a “Change in Inspection Status” Form, your plant site will continue to be subject to inspection (during the first 90 days of the next calendar year) until: (1) a new Annual Declaration on Past Activities (ADPA) has been submitted that declares the production range for the plant site as below the inspection threshold and thereby changes the inspection status; or (2) your plant site is not required to submit an ADPA (Note: The OPCW will be informed that your plant site is no longer subject to declaration – see Question B.7).

NOTE 1: In lieu of submitting a “Change in Inspection Status” Form, you may submit an Annual Declaration on Past Activities (ADPA) by December 15 if you are certain the aggregate production threshold for the plant site will not change before the end of the current calendar year.

Note 2: Upon receipt of the “Change In Inspection Status” Form or ADPA, the Department of Commerce will inform the OPCW that your plant site is not inspectable during the next calendar year, if appropriate.

Your signature on the “Change in Inspection Status” Form authorizes the Department of Commerce to inform the OPCW that your plant site will not be subject to inspection during the next calendar year thereby eliminating the possibility that an inspection may occur during the first 90 days of the next calendar year.

If after submitting a “Change in Inspection Status” Form, you determine that the production for the plant site actually exceeded 200 metric tons aggregate threshold, you must submit by February 28 an ADPA (i.e., Certification Form, UDOC Form - Parts A and B, and Form B) and indicate on Form B the reason the plant site exceeded the inspection threshold after submission of the “Change in Inspection Status” Form.

Question B.1 through B.3 Company Name and Plant Site name and USC Code: Provide the name of the company, plant site and the plant site USC code.

Questions B.4 and B.5 Date Submitted and Certification: The Certification must be signed and dated by the owner, operator, or senior management official who certifies the accuracy and completeness of the information submitted. The certification signature block must contain an original signature. The date submitted block should indicate the date the certification is submitted.

Question B.6 Reporting Year: Provide the current year for which the information applies.

Question B.7: General Optional Comment: Provide any voluntary comments regarding your plant site (e.g., no longer subject to declaration).

FORM A Attachments for Declared Unscheduled Discrete Organic Chemical Plant Sites

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Submit this form to list any attachments containing additional information (e.g., site diagrams, maps, drawings) on any declared plant site. Any additional attachment submitted to further characterize the plant site and to clarify the exact location is on a voluntary basis.

PLANT SITE NAME: Enter the name of the plant site, and if assigned, enter its U.S. Plant Site code.

FORM NUMBER: In column 1, enter the form number to which this additional information refers.

IDENTIFY ATTACHMENT: In column 2, provide a description of the attachment and assign a unique name to it (e.g., site map).

Insert all attachments in an envelope and staple the envelope to Form A.

**CWC UNSCHEDULED
DISCRETE ORGANIC CHEMICAL
FORM B**

FORM B OPTIONAL COMMENTS

B.1.1	Comments on form number _____, question number _____ :
B.1.2	Comments on form number _____, question number _____ :
B.1.3	Comments on form number _____, question number _____ :
B.1.4	Comments on form number _____, question number _____ :
B.1.5	Comments on form number _____, question number _____ :
B.1.6	Comments on form number _____, question number _____ :
B.2.1	General comments or suggestions:

FORMB Optional Comments

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715)

Please use this form to record comments or suggestions. Use as many copies of this form as necessary. Submission of this form is optional. The information provided will be used only by the Department of Commerce to improve the forms and the CWC reporting process.