

**DECISION****GUIDELINES ON DETAILED PROCEDURES FOR VERIFICATION AND FOR THE CONDUCT OF INSPECTIONS AT CHEMICAL WEAPONS DESTRUCTION FACILITIES, IN ACCORDANCE WITH, INTER ALIA, PART II, PARAGRAPH 42, OF THE VERIFICATION ANNEX****The Conference**

**Recalling** that the Commission adopted the four sets of guidelines for inspection activities at chemical weapons destruction facilities in its PC-VI/22, paragraph 6.8 (g),

**Bearing in mind** that the Commission recommended in paragraph 36.2.2 of its Final Report that the Conference adopt the above mentioned guidelines,

**Hereby:**

1. **Adopts** the four sets of guidelines for inspection activities at chemical weapons destruction facilities annexed hereto.

Annex

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## **Annex**

The following is a list of activities that may be carried out by the Secretariat's inspectors. It is not intended that these activities shall be carried out in any particular order or that all of them shall be applied in every case.<sup>1</sup>

### **PART I**

#### **DRAFT GUIDELINES FOR THE INITIAL VISIT TO A CHEMICAL WEAPONS DESTRUCTION FACILITY NOT OPERATIONAL WITHIN ONE YEAR AFTER EIF/SP**

##### **A. ACTIVITIES PRIOR TO THE DEPARTURE OF THE INSPECTORS TO THE STATE PARTY**

Activity 1 - Review documentation, available data and other information on the facility to be visited

Activity 1.1 - Review the State Party's general and annual destruction plans

Activity 1.2 - Review the detailed facility information submitted by the State Party

Activity 1.3 - Review draft plans for verification prepared by the Secretariat

Activity 1.4 - Prepare a preliminary list of logistical requirements for the support of systematic verification

Activity 1.5 - Prepare a preliminary plan for the visit

##### **B. ACTIVITIES AT THE VISITED FACILITY**

Activity 2 - Receive initial briefing

The team will receive a pre-visit briefing, at which the visited party will provide information, with the aid of maps and other documentation as appropriate, on:

- (a) the facility;
- (b) the activities to be carried out there;
- (c) supplementary data (such as descriptions, diagrams, photos) and other relevant detailed information on the facility that has not previously been provided to the Technical Secretariat;

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<sup>1</sup> Contained in PC-VI/B/WP.14, Annex, Appendix 3

- (d) security regulations;
- (e) safety regulations, including a briefing on any hazards likely to be encountered; and
- (f) the administrative and logistical arrangements that are relevant for the conduct of the visit.

Activity 3 - Revise plan for initial visit as necessary and brief the visited State Party

On the basis of the information provided in the initial briefing the team may modify its preliminary plan, as required, to accomplish the objectives of the visit.

Activity 4 - Confirm the location of the visited facility

Inspectors will verify that the facility's location is as declared. This can be accomplished by utilising visual and map reconnaissance, a declared site diagram, and position locating equipment such as a global positioning system (GPS).

Activity 5 - Assess the destruction facility

Activity 5.1 - Confirm that the design of the destruction facility conforms to the detailed facility information provided

Activity 5.2 - Assess, to the extent practicable, the proposed chemical destruction process

- Activity 5.2.1 - Assess the design of the destruction process
- Activity 5.2.2 - Confirm the integrity of the destruction process
- Activity 5.2.3 - Confirm the integrity of the chemical transfer system
- Activity 5.2.4 - Discuss the normal operating conditions
- Activity 5.2.5 - Assess the key destruction parameters
- Activity 5.2.6 - Discuss the location of sample points and the procedures for the collection and analysis of samples from the destruction process
- Activity 5.2.7 - Assess the capability of the process to meet the proposed end-point of the destruction
- Activity 5.2.8 - Discuss the procedures for the collection and analysis of samples from the destruction process effluent
- Activity 5.2.9 - Discuss the options and procedures for process observation (if necessary with closed-circuit television)
- Activity 5.2.10 - Discuss the maintenance of monitoring and verification equipment

- Activity 5.2.11 - Assess the procedures for the destruction of metal parts (if necessary with closed-circuit television)
- Activity 5.3 - Discuss the extent to which the installed process monitoring system can be used to assist the verification process
- Activity 5.4 - Assess the provisions for workplace exposure monitoring
  - Activity 5.4.1 - Check the location or proposed location for workplace monitoring instrumentation
  - Activity 5.4.2 - Discuss the procedures for workplace environmental sample-taking and analysis
- Activity 6 - Review the on-site analytical facilities and equipment
  - Activity 6.1 - Discuss the availability to the inspection teams of on-site analytical facilities and equipment
  - Activity 6.2 - Assess the capability of the on-site analytical facilities and equipment
- Activity 7 - Visit and assess, where appropriate, the temporary munition holding area<sup>2</sup>
  - Activity 7.1 - Assess that the size and design of the holding area is consistent with the agreed definition for a holding area, i.e. that the amount of chemical weapons stored in such an area shall be limited to that capable of being destroyed during one week's normal operation of the facility
  - Activity 7.2 - Discuss the procedures for inventorying munitions to be stored in this area
  - Activity 7.3 - Discuss the procedures to be adopted for the tagging of chemical weapons for analysis

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<sup>2</sup> Chemical weapons storage as opposed to a holding area associated with a destruction facility will be inspected under the provisions agreed for chemical weapons storage areas.

- Activity 7.4 - Discuss the procedures and methods for the analysis of samples collected from tagged munitions, sub-munitions, devices, containers, bulk and other equipment and agents
- Activity 7.5 - Discuss the provision of monitoring and verification equipment
- Activity 8 - Review the procedures to be used to confirm the destruction of CW munitions, sub-munitions, devices, bulk and other containers, equipment and agents destroyed
- Activity 8.1 - Discuss the proposed shipping/transfer documents
- Activity 8.2 - Discuss the procedures for inventory of the destroyed items (CW munitions, sub-munitions, devices, bulk and other containers, equipment and agents)
- Activity 8.3 - Discuss the procedures for determining the specific type and quantity of chemical weapons to be destroyed
- Activity 8.4 - Discuss the procedures for verifying the quantity of agent being destroyed during the destruction process
- Activity 8.5 - Discuss the procedures for confirming the destruction of CW munitions, sub-munitions, devices, bulk and other containers, equipment and agents
- Activity 8.6 - Agree on procedures for the preparation of samples for analysis
- Activity 9 - Initiate discussions on the facility agreement
- Activity 10 - Record findings for inclusion in the visit report and debrief the visited State Party
- Activity 10.1 - Provide the State Party with a copy of the preliminary visit report
- Activity 10.2 - Discuss and attempt to resolve any outstanding issues
- Activity 10.3 - Agree on target dates for further actions required by either the Secretariat or the State Party, or by both parties

### **C. ACTIVITIES AFTER RETURN OF THE INSPECTORS TO THE OPCW**

- Activity 11 - Complete and file the visit report with the Technical Secretariat

## PART II

### DRAFT GUIDELINES FOR VERIFICATION PROCEDURES OF A CHEMICAL WEAPONS DESTRUCTION FACILITY FOR THE PERIOD COVERING (BOD minus 60 DAYS) TO BOD

#### A. ACTIVITIES PRIOR TO ARRIVAL OF THE INSPECTION TEAM

Activity 1 - Review documentation, available data and other information on the facility to be inspected

Activity 1.1 - Review the inspected State Party's general and annual destruction plans

Activity 1.2 - Review detailed facility information submitted by inspected State Party, and

Activity 1.3 - Review facility agreement including verification plan

Activity 2 - Review and, if applicable, update logistical requirements

Activity 3 - Prepare and verify inspection equipment (check authentication)

#### B. ACTIVITIES AT THE INSPECTED FACILITY

Activity 4 - Upon arrival at the facility:

Activity 4.1 - Receive pre-inspection briefing (updating of the pre-inspection briefing related to the initial visit)

Activity 4.2 - Walk through the destruction facility

Activity 4.3 - Update documentation and data (to include health and safety documentation) as appropriate, and

Activity 4.4 - Review and discuss verification activities with the inspected State Party, amend proposed verification activities as necessary

Activity 5 - Activities during the 60-day period before BOD

##### Destruction process

Activity 5.1 - Confirm the conformity of the design of the destruction process with the updated information provided

Activity 5.2 - Assess, to the extent practicable, the destruction process

Activity 5.3 - Assess whether the proposed time frame for BOD is realistic

On-site monitoring

Activity 5.4 - Discuss, review and update, if applicable, monitoring equipment installed for the confirmation of destruction of CW

Activity 5.5 - Confirm that the equipment operates in a satisfactory manner

Activity 5.6 - Stipulate, if applicable, the requirement for additional equipment

Activity 5.7 - If appropriate, update the arrangements for the verification and maintenance of installed monitoring equipment

Sampling and analysis

Activity 5.8 - Confirm the location of sampling locations and, if applicable, update the procedures and equipment to be used

Activity 5.9 - Verify the presence and confirm the suitability of analytical equipment and amend requirements as necessary

Activity 5.10 - Check the arrangements for the calibration of analytical equipment and undertake calibration as necessary

Activity 5.11 - Review and, if necessary, update analytical procedures

Activity 5.12 - Periodically walk through facility and check progress of operations

Activity 6 - Activities related to CW holding area (if and when applicable)

Activity 6.1 - Review and update documentation on CW stored at the CW destruction facility

Activity 6.2 - Inspect and inventory CW holding area (identification and quantity)

Activity 6.3 - When applicable update the inventory

Activity 6.4 - Tag the CW for analysis (when appropriate)

Activity 6.5 - Periodically walk through the holding area

Activity 7 - Activities immediately preceding BOD

Activity 7.1 - If appropriate, review and update any document

Activity 7.2 - Verify inspection equipment and installed monitoring equipment

Activity 7.3 - Perform a general review of the destruction process including the key parameters

Activity 7.4 - Participate in any training activities related to the destruction in accordance with the model facility agreement and verification plan

### **PART III**

#### **DRAFT GUIDELINES FOR VERIFICATION PROCEDURES OF A CHEMICAL WEAPONS DESTRUCTION FACILITY FOR THE PERIOD COVERING BOD TO ROUTINE OPERATION**

##### **A. ACTIVITIES PRIOR TO THE ARRIVAL OF THE INSPECTION TEAM**

Activity 1 - Review updated documentation, available data and other information on the facility to be inspected to include:

- (a) the inspected State Party's general and annual destruction plans;
- (b) the detailed facility information submitted by the inspected State Party;
- (c) the logistical requirements for the support of systematic verification;
- (d) the facility agreement (to include the verification plan).

##### **B. ACTIVITIES AT THE INSPECTED FACILITY**

Activity 2 - Receive initial briefing

Activity 3 - Confirm and, if necessary, update the verification activities with the inspected State Party (at any time) and facility agreement (to include health and safety aspects)

Activity 4 - Confirm the functionality of the facility and the destruction process(es) during the commissioning of the destruction facilities

Activity 4.1 - Confirm the following:

- (a) the design of the destruction process;
- (b) the chemical transfer systems;
- (c) the operating conditions;
- (d) the key destruction parameters.

Activity 4.2 - Assess the adequacy of the facility to meet the destruction time frames proposed by the State Party and/or imposed by the Convention

Activity 5 - Confirm the adequacy of sampling locations, equipment and procedures for the collection and analysis of samples from the destruction process and destruction process effluent

Activity 6 - Confirm the adequacy of procedures for process observation and monitoring in confirming the destruction of CW

- Activity 7 - Confirm and verify the effectiveness of the destruction (capability to meet the destruction end-point)
- Activity 8 - Confirm and verify the effectiveness of the destruction of metal parts
- Activity 9 - Confirm and, when applicable, improve the maintenance of monitoring and verification equipment
- Activity 10 - Visit the temporary holding area and confirm procedures to check transfer of CW
  - Activity 10.1- inventory of CW temporary holding area
  - Activity 10.2 - tagging of CW for analysis
  - Activity 10.3 - verify shipping/transfer documents
- Activity 11 - Verify the specific type and quantity of CW destroyed
- Activity 12 - Record findings for inclusion in periodic reports and/or the final report
- Activity 13 - Discuss and attempt to resolve any outstanding issues

## **PART IV**

### **DRAFT HEADLINES TO ESTABLISH GUIDELINES FOR VERIFICATION PROCEDURES FOR A CW DESTRUCTION FACILITY DURING SYSTEMATIC VERIFICATION**

#### **A. ACTIVITIES PRIOR TO THE ARRIVAL OF THE INSPECTION TEAM**

- Activity 1 - Review updated documentation and available data and other information on the facility to be inspected, to include:
- (a) the inspected State Party's general and annual destruction plans;
  - (b) the detailed facility information submitted by the inspected State Party;
  - (c) the facility agreement, to include the verification plan.
- Activity 2 - Review the logistical requirements and the schedule of delivery of supplies (qualitative, quantitative, time frame)
- Activity 3 - Review former visit or inspection reports
- Activity 4 - Prepare and verify inspection equipment (check authentication)
- Activity 5 - Prepare a draft plan for personnel turn-over

#### **B. ACTIVITIES AT THE INSPECTED FACILITY TO BE CONDUCTED IMMEDIATELY AFTER ARRIVAL**

- Activity 6 - On arrival at the facility receive a pre-inspection briefing (to include updated information)
- Activity 7 - As appropriate, review the health and safety regulations, procedures and requirements of the OPCW and the inspected State Party with the State Party
- Activity 8 - Walk through the inspected facility
- Activity 9 - Discuss any outstanding issues concerning future activities. Review and, if appropriate, update the verification activities with the inspected State Party

## C. ACTIVITIES DURING SYSTEMATIC VERIFICATION

### Activity 10 - Confirm the destruction process

#### Activity 10.1 - Confirm the chemical destruction process

Activity 10.1.1 - Monitor the destruction process, to include:

- (a) the integrity of the destruction process;
- (b) the integrity of the chemical transfer system;
- (c) the current operating conditions;
- (d) the key destruction parameters;
- (e) the destruction end-point.

Activity 10.1.2 - Observe the destruction process:

- (a) with monitoring equipment such as closed-circuit television;
- (b) periodically walk through the facility.

Activity 10.1.3 - Control or ensure sampling and analysis collection and analysis of samples from the destruction process and destruction process effluents following agreed procedures (cf. Part I, Activity 8.6 of this Appendix) for the preparation of samples for analysis

Activity 10.2 - Confirm the destruction of the metal parts of chemical weapons

Activity 10.2.1 - Monitor and observe the destruction of metal parts

Activity 10.2.2 - Confirm the destruction of these items in accordance with the facility agreement

Activity 10.2.3 - Periodically walk through the facility

### Activity 11 - Inspect and inventory the temporary holding area for CW

#### Activity 11.1 - Inventory the CW holding area

Activity 11.1.1 - Inspect the stored items and conduct an inventory of them

Activity 11.1.2 - When appropriate, tag chemical weapons for analysis

Activity 11.2 - Inspect the shipping/transfer documents

Activity 11.3 - Where and when appropriate, control or ensure sampling and analysis

Activity 12 - Confirm destruction

Activity 12.1 - Confirm the destruction of CW munitions, sub-munitions, devices, bulk and other containers, equipment and agents destroyed

Activity 12.2 - Inventory destroyed items to include determining the precise quantity of agent destroyed

Activity 13 - If applicable, verify environmental monitoring

Activity 14 - Verify and check the maintenance of installed equipment for monitoring and verification of destruction

Activity 15 - Discuss anomalies to obtain clarification from the inspected State Party

Activity 16 - If necessary, request appropriate adjustments of the destruction process and/or any documents

**D. ADMINISTRATIVE ACTIVITIES**

Activity 17 - Compose periodic/final report

Activity 18 - Prepare for the inspection team turnover and, when applicable, the briefing/debriefing of personnel