



S/1699/2018  
19 December 2018  
ENGLISH only

### NOTE BY THE DIRECTOR-GENERAL

#### CALL FOR NOMINATIONS FOR THE FOURTH OFFICIAL OPCW BIOMEDICAL PROFICIENCY TEST

1. The Director-General wishes to inform OPCW Member States of the schedule and arrangements for the Fourth Official OPCW Biomedical Proficiency Test.
2. For the Fourth Official OPCW Biomedical Proficiency Test, the OPCW Laboratory in Rijswijk, the Netherlands, will prepare the test samples and the Vertox Laboratory-Biochemistry Division, Defence Research & Development Establishment of India will assist in the evaluation of the results. The anticipated sample dispatch date is 15 February 2019, and the samples will be shipped to the test participants by the OPCW Laboratory.
3. Member States are invited to nominate laboratories that are interested and/or have expertise in the analysis of biomedical samples to participate in the test. Nominations should be sent to the OPCW Laboratory via email ([biopt@opcw.org](mailto:biopt@opcw.org)) **no later than 25 January 2019**.
4. Nominations should contain:
  - (a) the full name and address of the laboratory;
  - (b) the detailed sample delivery address (if different from the laboratory address);
  - (c) the name, telephone number, and email address of the laboratory contact person; and
  - (d) any other special requirements or information needed to ensure sample delivery.
5. The nomination form that is annexed to this document may be used for submitting the nominations.
6. In order to confirm participation in the Fourth Official Biomedical Proficiency Test, previous test participants must, where required, submit to the OPCW Laboratory, **before 25 January 2019**, their follow-up report stating the cause of the problem and the remedial actions they have taken as a result of their participation in the last biomedical proficiency test. Early submission of such reports is strongly encouraged.



7. For the Fourth Official Biomedical Proficiency Test, participating laboratories are requested to submit analysis reports within 15 calendar days of receiving the samples.
8. Participating laboratories are also requested to contact the OPCW Laboratory by email (biopt@opcw.org) before the sample dispatch date to confirm their contact details for the delivery of the test samples.
9. Finally, participating laboratories are requested to arrange internal customs clearance procedures for the samples in order to prevent any unnecessary delays in the sample delivery process.
10. The Fourth Official OPCW Biomedical Proficiency Test will be conducted in accordance with the following set of quality management system documents:
  - (a) “Standard Operating Procedure for the Organisation of OPCW Biomedical Proficiency Tests” (QDOC/LAB/SOP/BioPT01);
  - (b) “Work Instruction for the Preparation of Samples for OPCW Biomedical Proficiency Tests” (QDOC/LAB/WI/BioPT02);
  - (c) “Work Instruction for the Evaluation of the Results of OPCW Biomedical Proficiency Tests” (QDOC/LAB/WI/BioPT03); and
  - (d) “Work Instruction for the Reporting of the Results of the OPCW Biomedical Proficiency Tests” (QDOC/LAB/WI/BioPT04).
11. A meeting to discuss the preliminary results of the Fourth Official OPCW Biomedical Proficiency Test has been tentatively scheduled for 19 June 2019 at the OPCW Headquarters in The Hague, the Netherlands.
12. Further information regarding participation in the Fourth Official OPCW Biomedical Proficiency Test may be obtained from the OPCW Laboratory (Tel: +31 15 215 4628; Email: biopt@opcw.org).

Annex: Nomination Form for the Fourth Official OPCW Biomedical Proficiency Test

**Annex****FOURTH OFFICIAL OPCW BIOMEDICAL PROFICIENCY TEST****NOMINATION FORM****Nomination must be received by 25 January 2019**

Name of the laboratory	
Address of the laboratory	
Nature of work related to the Chemical Weapons Convention	
Quality system management and accreditation body, if any	
Full sample delivery address (if different from the laboratory address)	
Special requirements for sample delivery (e.g. customs requirements, preferred courier agency)	
Primary contact person's name, telephone number and email address	
Second contact person's name, telephone number and email address	
Name, signature, and affiliation of the person nominating the laboratory	
Approval of the National Authority (official seal and signature)	