



S/1347/2016  
3 February 2016  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR THE THIRTY-NINTH OFFICIAL OPCW PROFICIENCY TEST**

1. Following the Note by the Director-General announcing the tentative schedule for official OPCW proficiency tests in 2016 and 2017 (S/1332/2015, dated 8 December 2015), the Technical Secretariat welcomes nominations for the Thirty-Ninth Official OPCW Proficiency Test, which will be conducted in April 2016.
2. Prospective first-time participants and those planning to take the test on a “trial” basis are requested to contact the OPCW Laboratory (see below for contact details) at their earliest convenience, as a more suitable introduction to Chemical Weapons Convention-related chemical analysis might be available.
3. For the Thirty-Ninth Official OPCW Proficiency Test, Spiez Laboratory, Switzerland, will prepare the test samples and the Edgewood Chemical and Biological Center, the United States of America, will assist in the evaluation of the results. The anticipated sample dispatch date is **8 April 2016** and the samples will be shipped to the test participants from the Spiez Laboratory.
4. The Thirty-Ninth Official OPCW 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 Proficiency Tests” (QDOC/LAB/SOP/PT01);
  - (b) “Work Instruction for the Preparation of Test Samples for OPCW Proficiency Tests” (QDOC/LAB/WI/PT02);
  - (c) “Work Instruction for the Evaluation of Results of OPCW Proficiency Tests” (QDOC/LAB/WI/PT03); and
  - (d) “Work Instruction for the Reporting of the Results of the OPCW Proficiency Tests” (QDOC/LAB/WI/PT04).
5. Member States of the OPCW are invited to nominate the participating laboratories for the Thirty-Ninth Official OPCW Proficiency Test. Nominations should be sent **no later than 24 March 2016** to Mr Hugh Gregg, Head of the OPCW Laboratory, by email to **proficiency@opcw.org**.



6. Nominations should contain the following information:
  - (a) the full name and address of the laboratory;
  - (b) the detailed sample delivery address (if different);
  - (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.
7. The nomination form that is annexed to this document may be used for submitting the nominations.
8. In order to confirm participation in the Thirty-Ninth Proficiency Test, the previous test participants must, where required, submit to the OPCW Laboratory before 24 March 2016 their follow-up action report with corrective actions arising from their last test participation. Early submission is strongly encouraged.
9. Participants are requested to contact the OPCW Laboratory **by email at [proficiency@opcw.org](mailto:proficiency@opcw.org)** before the sample dispatch date to confirm their contact details for the test sample delivery.
10. Participants are also requested to arrange internal customs clearance procedures for the samples in order to prevent any unnecessary delays during the sample delivery process.
11. The meeting to discuss the preliminary results of the Thirty-Ninth Official OPCW Proficiency test is tentatively scheduled for 29 June 2016 at the OPCW Headquarters in The Hague, the Netherlands.
12. Further information regarding participation in OPCW proficiency tests may be obtained from the OPCW Laboratory (Tel: +31 15 215 4605 or +31 15 215 4629; Email: **[proficiency@opcw.org](mailto:proficiency@opcw.org)**).

Annex: Nomination Form for the Thirty-Ninth Official OPCW Proficiency Test

**Annex****NOMINATION FORM FOR  
THE THIRTY-NINTH OFFICIAL OPCW PROFICIENCY TEST**

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 laboratory address)	
Special requirements for sample delivery (e.g. customs requirements, preferred courier agency)	
Primary contact person's name, telephone number, and email address	
Secondary contact person's name, telephone number, and email address	
Date of follow-up report submission (if required)	

Name, signature and affiliation of the person nominating the laboratory	
Approval of the National Authority (official seal and signature)	