



**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS  
FOR THE THIRD OFFICIAL OPCW BIOMEDICAL PROFICIENCY TEST**

1. The Director-General wishes to inform Member States of the schedule and arrangements for the Third Official OPCW Biomedical Proficiency Test.
2. For the Third Official OPCW Biomedical Proficiency Test, the OPCW Laboratory, the Netherlands, will prepare the test samples, and the Centers for Disease Control and Prevention, the United States of America, will assist in the evaluation of the results. The anticipated sample dispatch date is 16 February 2018 and the samples will be shipped to the test participants by the OPCW Laboratory, the Netherlands.
3. Member States are invited to nominate laboratories with interest and/or expertise in the analysis of biomedical samples for participation in the test. Nominations should be sent to the OPCW Laboratory via email ([biopt@opcw.org](mailto:biopt@opcw.org)) no later than 19 January 2018.
4. The nomination 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.
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 Third Biomedical Proficiency Test, previous test participants must, where required, submit to the OPCW Laboratory before 19 January 2018 their follow-up report containing corrective actions arising from their last test participation. Early submission is strongly encouraged.
7. Participants are requested to submit analysis reports within 15 calendar days of receiving the samples.



8. Participants are requested to contact the OPCW Laboratory through an email to [biopt@opcw.org](mailto:biopt@opcw.org) before the sample dispatch date to confirm their contact details for the test sample delivery.
9. 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.
10. The Third 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 Test Samples for OPCW Biomedical Proficiency Tests” (QDOC/LAB/WI/BioPT02);
  - (c) “Work Instruction for the Evaluation of 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 Third Official OPCW Biomedical Proficiency Test is tentatively scheduled for 20 June 2018 at the OPCW Headquarters in The Hague, the Netherlands.
12. Further information regarding participation in the Third Official OPCW Biomedical Proficiency Test may be obtained from the OPCW Laboratory, Rijswijk, the Netherlands (tel: +31 (0)15 215 4605 or +31 (0)15 215 4624; email: [biopt@opcw.org](mailto:biopt@opcw.org)).

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

**Annex****NOMINATION FORM FOR THE  
THIRD OFFICIAL OPCW BIOMEDICAL PROFICIENCY TEST****Nomination deadline: 19 January 2018**

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)	