



Reference: CC/333.1-FachinfoOC  
Spiez, 26.02.2007

### Procedure for the transfer of Schedule 1 chemicals

1. The recipient should check with its own partners (National CWC Authority, Customs Authorities and maybe Importing Company) **if and how the chemicals can be imported according to the respective country's legislation** (import and transport regulations) as dangerous goods, and inform the Supplier.
2. An **official letter** should be sent to SPIEZ LABORATORY for ordering the chemicals (types, amounts). Reference can be made to former discussions.
3. SPIEZ LABORATORY and recipient have to discuss and agree on the **possible way for the transport** (by road, ship, railway), according to their own national laws and their own respective customs authorities. The transport by aircraft is prohibited.
4. They have also to choose a **safe method for the transport** (reliable forwarding agent, theft prevention, maybe escort for amounts above 10 g). In addition, the question of a transfer of dangerous goods (toxic chemicals, class 6.1) through a **third country** must be discussed with the respective customs authorities.
5. **A date for the transfer** should be fixed by the recipient in agreement with SPIEZ LABORATORY. This date must allow for at least two months of preparation on SPIEZ LABORATORY's side.
6. SPIEZ LABORATORY will then send an empty **End User Statement** to the recipient, which should be completed by them and **also be signed by their National Authority**. The original should be sent back to SPIEZ LABORATORY.
7. The **export papers** will be prepared by SPIEZ LABORATORY.
8. As soon as SPIEZ LABORATORY is in possession of the completed End User Statement, they will prepare the **Transfer Notification to OPCW** and send a copy to the recipient. The Swiss National Authority will forward the Transfer Notification to OPCW. The recipient's National Authority has to do the same with their Transfer Notification.
9. **Thirty days after** confirmation of the Notification of Transfer by OPCW, the export license is ready and the **chemicals can be transported**.

#### *Suppliers Address:*

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