

Guide for
**Initial and Routine
Inspections**

at DoD Facilities under the
Chemical Weapons Convention

Order No. 118P

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May 2004



This pamphlet is part of a series about the Chemical Weapons Convention (CWC) and its potential security impact prepared by the Defense Treaty Inspection Readiness Program (DTIRP) to increase **Readiness Through Awareness** within the United States Government and government contractor community. Additional copies of this pamphlet, as well as other cost-free information about arms control treaties and agreements potentially affecting your facility and related security countermeasures, are also available from DTIRP Outreach Program personnel.

October 14, 1997 (Updated May 12, 2004)

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From the DTIRP Outreach series: Order No. 118P



GUIDE FOR CHEMICAL WEAPONS CONVENTION INITIAL/ROUTINE INSPECTIONS AT DoD FACILITIES

The Chemical Weapons Convention (CWC) is an international arms control treaty prohibiting the development, production, acquisition, stockpiling, transfer, and use of chemical weapons. As a State Party to the Convention, the United States agrees to accept on-site verification measures.

On-site verification measures consist of initial inspections and subsequent, "routine" inspections to verify declarations of scheduled and non-scheduled chemicals above certain reporting thresholds. Inspection teams (IT) from the Organization for the Prohibition of Chemical Weapons (OPCW) Technical Secretariat will be dispatched to declared sites to conduct on-site inspections.

Within the U.S. Government and the Department of Defense (DoD), declared facilities have received planning and implementation guidance and

assistance with their data declarations, draft facility agreements (DFAs), and inspection preparation. These plans assist a site commander, program manager, or facility/site manager, upon receipt of an inspection notification, with completion of inspection preparations in a timely and efficient manner. An advance team (AT) with extensive treaty, inspection, and escort expertise and a proven methodology will arrive at your location within hours of receiving official notification to work with you and your staff.

The purpose of this guide is to present a clear, yet brief reference to guide you through the inspection process. It is event/activity oriented, incorporating inspector and inspected State Party rights and obligations.

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HOW TO USE THIS GUIDE

This guide is formatted chronologically to assist you through the entire inspection process from notification through post-inspection activities. Phases of the inspection (Notification, Pre-Inspection, Inspection, and Post-Inspection) are shown in rectangle boxes on each page.

EXAMPLE



The phase in which an event or activity occurs is darkened.

EXAMPLE



Questions for your consideration during the appropriate phase are depicted throughout the guide. Reading the entire guide will assist you in ensuring timely planning and preparation is initiated at the proper time throughout the process.

RECEIPT OF NOTIFICATION

- Are inspection support personnel identified, notified and ready?
- Are any staff changes necessary?
- When is the IT expected to arrive?
- What are the individual inspectors names and how many inspectors will be coming to the site?
- Are there any ongoing activities that will be impacted by the inspection?
- Has the chain of command been informed of the inspection?

INSPECTION OPERATIONS CENTER

- Are there any problems with communications and staffing?
- Is there an open line of communication with the escort team chief or the host team?
- Have tenant commands/activities been informed?
- What is the estimated time of arrival of the AT?

ARRIVAL OF AT

- What information needs to be passed to the AT concerning our preparations?
- What help or information is needed from the AT?
- Does the AT require any logistics coordination?
- Have clearances, if necessary, been passed?
- Has coordination and conferencing been established between site personnel and the host team at the POE?

ARRIVAL OF IT AT POINT OF ENTRY (POE)

- What is the ETA of the inspectors at the site?
- Did the inspectors provide an inspection mandate?
- How soon can we get a copy?

EQUIPMENT ISSUES

- Are there inspection equipment issues for the site?
- Can alternative equipment be provided on-site?
- Will the IT have any equipment or hazardous materials to store?

INSPECTION TEAM WORKSPACES

- Are the workspaces prepared?
- Does the telephone and fax machine work?
- Are administrative equipment and supplies in place?
- Are locks or keys available for the IT?
- Is storage space adequate for the equipment?
- Is there a joint-custody/dual key control box available?
- Has the IT identified any particular requirements?

SITE ESCORTS

- Do site escorts need refresher briefings or training?
- How will site and Defense Threat Reduction Agency (DTRA) host team escorts link up and coordinate their actions?

SITE PREPARATION

- Are there any preparation issues?
- Has there been any movement of materials that needs to be briefed to the IT?
- Are there any access issues?
- What assistance is required from the AT?
- Are all activities & tenants aware of the impending inspection?

REVIEW DATA DECLARATIONS

- Have any changes occurred since submission that should be briefed to the IT?
- Do we have documentation to support these changes?
- Have these changes been incorporated into the PIB?
- Have potential inspector questions been addressed?

REVIEW DRAFT FACILITY AGREEMENTS (DFA/FA)

- Have any changes, that have occurred since the DFA/FA was prepared, been noted and included?
- How will this be presented to the IT?
- Does the proposed presentation convey the tone we wish for the inspection?
- Are there any problems with anything in the Agreement?

REVIEW PRE-INSPECTION BRIEFING (PIB)

- Does the PIB contain obligatory and the voluntary information we want to provide on declarations and the DFA/FA?
- Does declared data need to be updated in the PIB?
- Has the AT reviewed the PIB?
- Does the briefing reflect the tone we want for the inspection?
- Has a PIB rehearsal been conducted?
- Has inspection support staff, who might not attend the PIB to the IT, received this updated presentation?
- Is there a list of required PIB attendees? Do they know who they are and when/where the PIB will be conducted?

ARRIVAL OF THE IT AT THE SITE

- Who will greet the IT and where?
- How will site staff, AT, escorts, and host team conduct initial coordination and exchange of information?
- Have activities been arranged for the IT during host team, escort, and AT coordination?
- What is the sequence of events:
 - upon arrival?
 - to the site for a briefing?
 - to the hotel to drop off bags?
- What amenities will the IT be offered?
- Has the host team reviewed the PIB briefing?

CONDUCT OF PIB

- Are all site, escort, and other required personnel present?
- Who will present the PIB or how will this function be shared?
- Are there any questions for the IT?
- What areas for inspection can we suggest?
- Is the site diagram easily recognizable to the IT?
- Has the IT been asked if they have any comments or questions?
- Has enough information been passed to the IT so they can formulate an inspection plan?

- Has all information required by the CWC been provided?
- Has the DFA/FA been discussed, if necessary?

REVIEW OF IT INSPECTION PLAN

- Does the IT have a preferred sequence?
- Are there any operational considerations with the plan?
- Does the plan take into consideration what was briefed on the DFA/FA?
- Does the plan need to be modified to account for operational or facility security concerns?
- Are there any site preparation issues?

ACCESS

- Are there any areas within the declared site where access will have to be managed?
- If managed access is required, has an alternative means of resolution been developed?
- How will access be managed (security countermeasures)?
- Have escorts been briefed?

SAMPLING & ANALYSIS

- Have recommended sampling points been designated in the DFA/FA? (does not apply to chemical weapon storage sites)
- If changes have occurred to the declarations, can new sampling points be recommended?
- Are there any sampling concerns because of proprietary or security interests?
- Are there any sampling concerns because of location (special weapons areas, limited access areas, controlled environments, safety hazards, environmental hazards, etc.)?
- What alternatives to sampling may be offered?
- Have escorts been briefed?

PHOTOGRAPHY

- Are there sensitive areas that should not be photographed?
- Has an alternative been considered?
- Have escorts been briefed?

RECORD REVIEWS

- Have records been identified that support the declaration?
- Were the DoD/Department of Commerce guidance documents/matrices reviewed?
- Is there any sensitive information in these records?
- What information cannot leave the site?
- Does the IT have access to secure storage for such records on-site?

PERSONNEL INTERVIEWS

- Are site-recommended personnel available?
- Have they been briefed on the interview process?
- If inspectors request additional personnel, are we prepared to support the request? How?
- Who should not be interviewed? Disgruntled employees?

PRELIMINARY FINDINGS (PF)

- Does the report reflect cooperation?
- Does the report reflect compliance?
- Does the report reflect what we want the IT to carry away?
- Are there any additional comments, or information that should be provided?
- Do we have copies of all attachments?
- Have we requested a copy?

NEGOTIATION OF DFA (INITIAL INSPECTION ONLY)

- Have proposed modifications been drafted?
- Are copies of local safety rules attached?
- Have confidentiality, equipment, access, and/or records' issues been reconciled?
- Are there any problems with what has been negotiated?

SITE RECOVERY

- Did employed countermeasures work?
- Was there any compromise of protected information?
- Can the inspection be reconstructed from our daily debriefings?
- Was there any operational impact caused by the inspection?
- Has a list of lessons learned been generated?
- Are any after-action reports required?

LIST OF ABBREVIATIONS

AT	Advance Team
CWC	Chemical Weapons Convention
DFA	Draft Facility Agreement
DoD	Department of Defense
DTIRP	Defense Treaty Inspection Readiness Program
DTRA	Defense Threat Reduction Agency
ETA	Estimated Time of Arrival
FA	Facility Agreement
IT	Inspection Team
OPCW	Organization for the Prohibition of Chemical Weapons
PF	Preliminary Finding
PIB	Pre-Inspection Briefing
POE	Point of Entry

RELATED MATERIALS

(order through DTIRP Outreach Program Coordinator at (800) 419-2899)

101B	Challenge Inspections under the Chemical Weapons Convention
102P	Chemical Weapons Convention–The Impact
104V	Chemical Weapons Convention–The Impact
107V	Managed Access under the Chemical Weapons Convention
112P	Managed Access under the Chemical Weapons Convention
114P	Features of Chemical Facilities
115P	Routine Inspections under the CWC
122P	Guide to Managed Access under the Chemical Weapons Convention
123A	Development of a Chemical Weapons Convention Pre-Inspection Briefing
125P	CWC Inspection Preparation Guide
127C	Chemical Weapons Agreements Information on CD-ROM
129P	Guide to Scheduled Chemicals
131P	Rights & Obligations of the Inspection Team & the Inspected State Party under the Chemical Weapons Convention
132P	Quick Reference Guide to Chemical Equipment

- 133B Role of the Requesting State Party Observer
in CWC Challenge Inspections
- 152P CWC Inspector's Privileges and Immunities
- 408P Arms Control Agreements Synopses
- 410P Quick Reference Guide to Arms Control
Inspection Timelines
- 906B Transparency During Arms Control
Inspections
- 907P DTIRP Arms Control Outreach Catalog
- 908V Facility Protection Through Shrouding
- 930C The Arms Control OPSEC Process on
CD-ROM
- 936V Verification Provisions—Point and
Counterpoint
- 942C DTIRP Outreach Products on CD-ROM
- 950V The Technical Equipment Inspection (TEI)
Process
- 951V Arms Control Site Vulnerability Assessments
- 952V Arms Control Security Countermeasures:
Selection & Application
- 953V Arms Control Inspection: Site & Building
Preparation
- 954T Why TEI?

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