

**Application for Gazette/De-Gazette as a Protected Place under the
Protected Areas and Protected Places Act
and
Personnel Vetting for the
Possession of Biological Agents and Toxins listed in the Biological Agents
and Toxins Act.**

The Biosafety Branch of the Ministry of Health (MOH-BSB) and the Ministry of Home Affairs (MHA) jointly reviewed the procedures for:

- A. Gazetting a facility as a protected place under the Protected Areas & Protected Places Act (PAPPA)¹;
- B. De-gazetting a facility as a protected place under the PAPPA; and
- C. Screening of personnel working in a facility gazetted as a protected place under the PAPPA.

All of the above are requirements for facility possessing regulated biological agents (First Schedule Part II and Second Schedule) and/or toxins (Fifth Schedule) under the Biological Agents and Toxins Act (BATA).²

**A. PROCEDURES TO GAZETTE A FACILITY AS A PROTECTED PLACE UNDER THE PAPPA
(SEE FLOWCHART A)**

1. Facility operators intending to apply for their facility to be gazetted as a protected place under the PAPPA are required to submit a written request to the MOH-BSB stating the specific reasons/justifications³ for the gazette.
2. The MOH-BSB will assess the facility's need for gazetting. A letter will be sent to the facility operator on the outcome of MOH-BSB's assessment (support or not support), and a copy of this letter will also be sent to MHA for information.
3. Upon receiving a supporting letter from MOH-BSB, the facility operator can then submit an official application⁴ to the following authorities to have his facility gazetted as a protected place. The supporting letter from MOH-BSB's shall be attached in the submission.

¹ PAPPA is regulated by the Ministry of Home Affairs.

² BATA is regulated by the Biosafety Branch of the Ministry of Health.

³ Information such as the name of the scheduled agent that the facility is intending to possess and the activities in the facility involving the agent

⁴ This letter should state the following:

- a) Justifications / Reasons why applicant is applying for Protected Place status;
- b) Measures to be put in place;
- c) Timeline for implementation of these measures; and
- d) Proposed Date for Order to come in force

- a. Permanent Secretary (Home Affairs)
Attn: Assistant Director (Policy Development)
Infrastructure Protection Directorate, Homefront Security Division
Ministry of Home Affairs
28 Irrawaddy Road
Singapore 329560

AND

- b. Assistant Director
Security and Counter Terrorism Division, Operations Department
Singapore Police Force
28 Irrawaddy Road
Singapore 329560

4. MHA will inform the facility operator on whether his application has been accepted for processing. The facility operator shall then inform MOH-BSB on MHA's acceptance (or rejection) of his application and the date for the on-site inspection by MHA, if applicable.
5. If the application is accepted for processing, the facility operator shall obtain a boundary demarcation from a registered surveyor using the Coordinated Cadastral System to enable storage of data in the Global Positioning System in the Draft Order. The Draft Order is then submitted with a cover letter and plan of the premises to:

Assistant Director
Security and Counter Terrorism Division, Operations Department,
Singapore Police Force
28 Irrawaddy Road
Singapore 329560

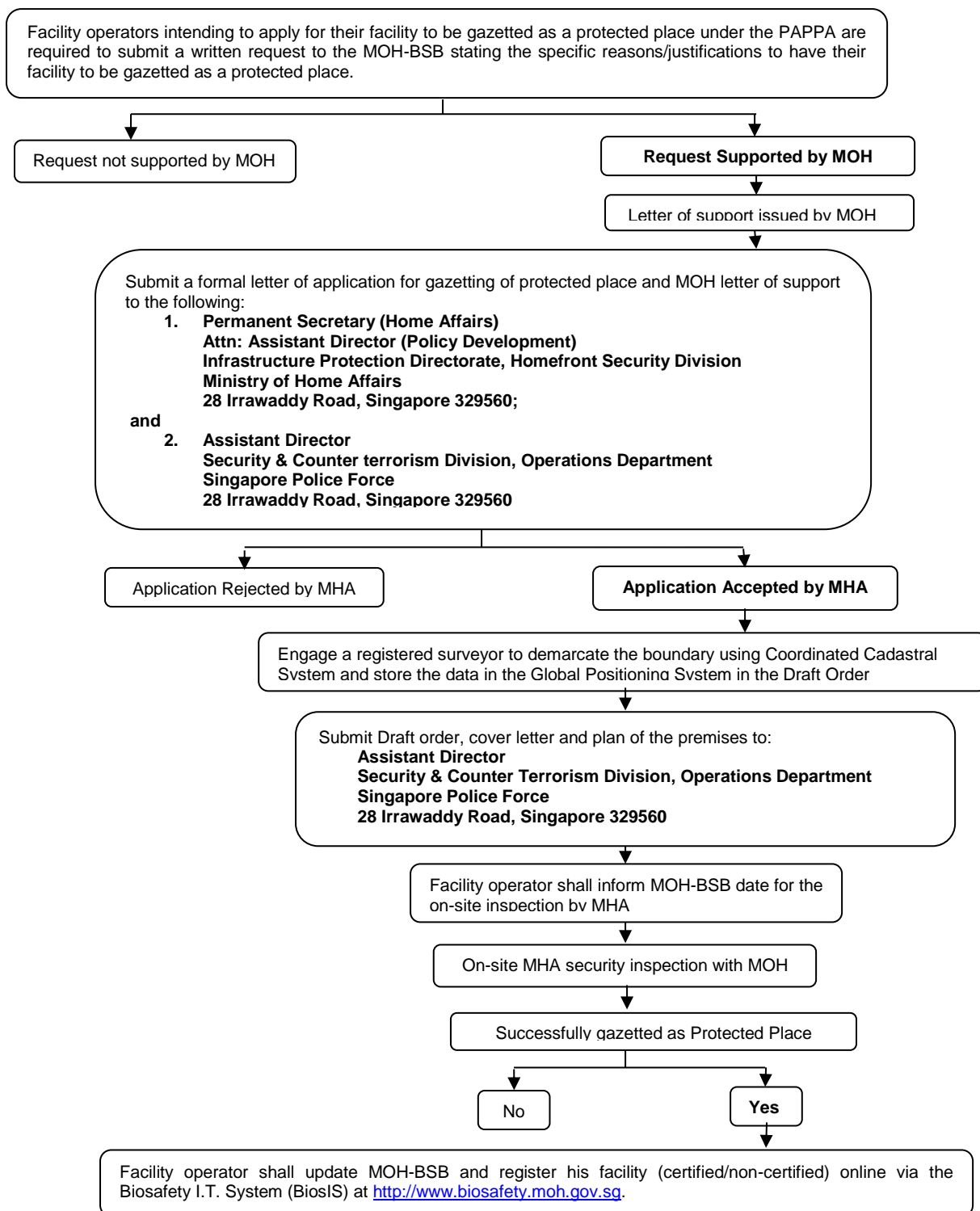
6. MHA will conduct an onsite inspection on the facility, in the presence of the facility personnel as well as MOH-BSB officers.
7. MHA will inform the facility of its assessment and whether the facility meets the requirements for a protected place.
8. Once the facility is successfully gazetted as a protected place under the PAPP, the facility shall update MOH-BSB and proceed to register his facility (certified/non-certified) online via the Biosafety I.T. System (BiosIS) at <http://www.biosafety.moh.gov.sg>.⁵

⁵ The following documents must be attached:

- a. Confirmation of Protected Place Status;
- b. Updated list of MHA-vetted personnel who need access to the protected facility;
- c. Certification as BSL-3 facility issued by MOH-AFC (if applicable); and
- d. Certificate of the Biosafety Coordinator



Flowchart A: Procedures to gazette a facility as a protected place under the PAPP



**B. PROCEDURES TO DE-GAZETTE A FACILITY AS PROTECTED PLACE UNDER THE PAPP
(SEE FLOWCHART B)**

1. To de-gazette a facility as a protected place, the facility operator first, must have completely destroyed or transferred all the stocks of the First Schedule Part II and Second Schedule biological agents, or Fifth Schedule toxins under his possession to another facility that have approval to possess the respective biological agents and toxins; and second, to have successfully revoked all the approval to possess granted to him for the said biological agents and toxins in the said facility.
2. Only when the above are successful executed, the facility operator can submit a written letter⁶ to MOH-BSB to inform its decision to de-gazette the facility as a protected place.
3. If MOH-BSB is satisfied with the actions taken by the facility operator, MOH will issue a letter to support the facility's decision and a copy of this letter will be sent to MHA for information.
4. As the letter from MOH-BSB is merely to support the facility's decision to de-gazette the facility as a protected place, to legalize that, the facility operator must submit an official letter to the following authorities to requesting to officially de-gazette the facility. MOH-BSB's supporting letter should be attached in the submission:

**a. Permanent Secretary (Home Affairs)
Attn: Assistant Director (Policy Development)
Infrastructure Protection Directorate, Homefront Security Division
Ministry of Home Affairs
28 Irrawaddy Road
Singapore 329560**

AND

**b. Assistant Director
Security and Counter Terrorism Division, Operations Department
Singapore Police Force
28 Irrawaddy Road
Singapore 329560**

5. MHA will inform the facility operator on the outcome of his application.

⁶ The letter of request should include the following information:

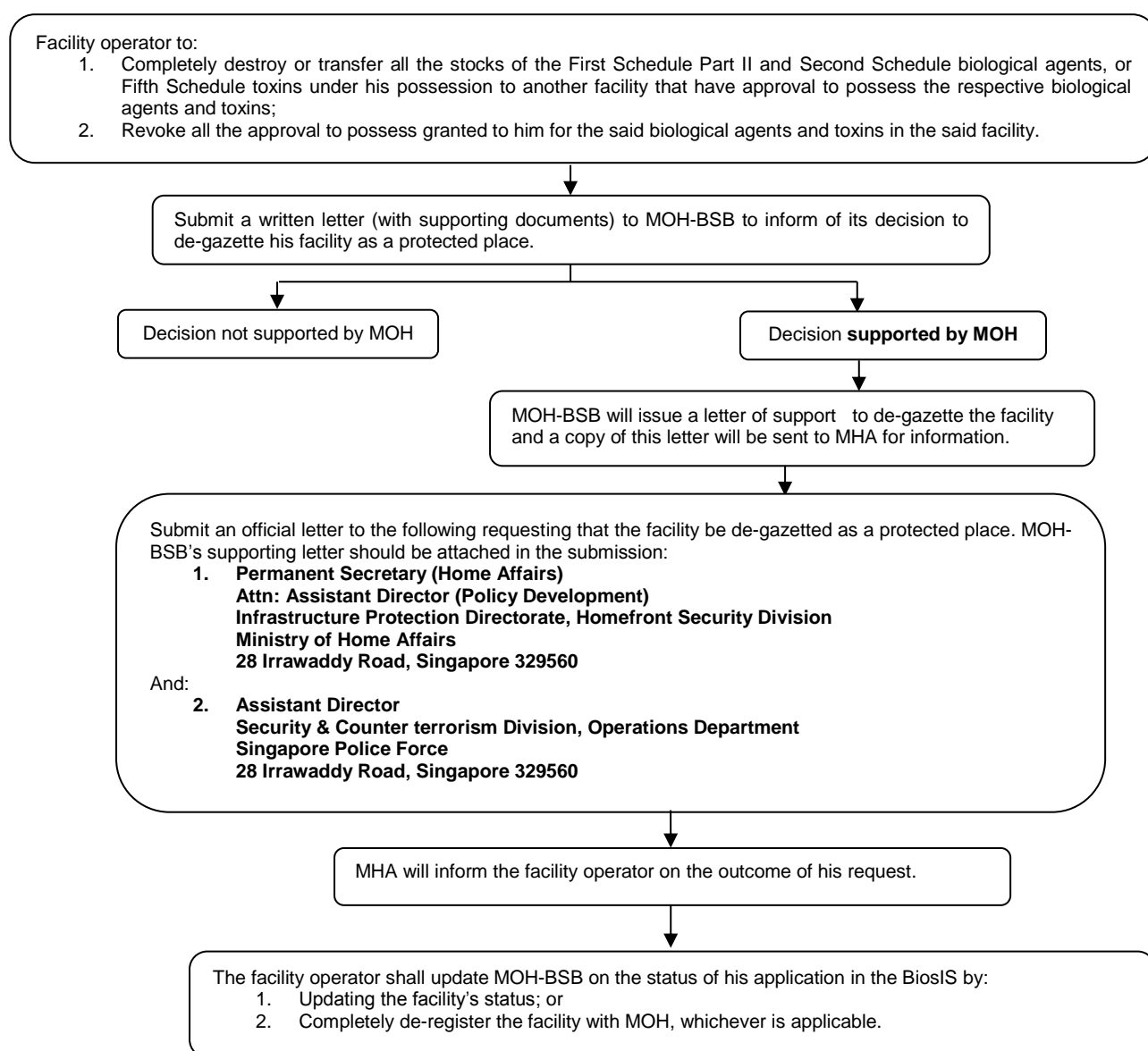
- a. Justifications / Reasons why applicant is applying to be de-gazetted as a Protected Place
- b. Current inventory status (presence or absence) of the First Schedule Part II and Second Schedule biological agents or Fifth Schedule toxins, whichever is applicable;
- c. Proof of transfer/disposal/destruction of the First Schedule Part II and Second Schedule biological agents or Fifth Schedule toxins, whichever is applicable.



- The facility operator has to inform MOH-BSB on the status of his application and then update the facility's status in the BiosIS or to completely de-register the facility with MOH, through the BioSIS, whichever is applicable.

Note that once a facility is de-gazetted as a protected place under the PAPP, the facility can no longer possess or work with biological agents and toxins under the First Schedule Part II, Second Schedule and/or Fifth Schedule of the BATA.

Flowchart B: Application to de-gazette a protected place



C. PERSONNEL SCREENING FOR FACILITIES GAZETTED AS PROTECTED PLACE UNDER THE PAPP (SEE FLOWCHART C)

1. All staff working in a facility gazetted as a protected place is required to have undergone personnel security screening by the MHA. The facility must inform and submit to MOH-BSB, a list of the facility personnel who need access to the facility with the duly accomplished G50 form and other relevant forms⁷ as required by the MHA.
2. MOH-BSB will forward the relevant forms and applications to MHA for vetting.
3. MOH-BSB will notify the facility operator or his designee of the outcome of the vetting.
4. Facility operator (or his designee) is responsible to ensure that the list for the vetted-authorized personnel is updated in the BiosIS as soon as possible.

Important Notes:

- a) *As the turnaround time for personnel security screening may take times, the facility operator may consider to initiate the personnel screening process immediately after MHA's site inspection, while waiting for MHA's decision.*
- b) *Persons who need access to the protected facility for a period of less than 1 month do not need to undergo security clearance by the MHA, however, the person must be accompanied by an authorized (security cleared by MHA) personnel at all times that he/she is in the facility with the following information properly documented:*
 - i) *date and time that he/she enters and leaves the protected facility;*
 - ii) *name of the accompanying (vetted) personnel; and*
 - iii) *purpose or activity inside the protected facility.*
- c) *Subsequent to the initial batch of personnel security screening, all new personnel joining the protected facility must also be screened before they are allowed access to the protected facility. The same procedures (C1-4) apply. New staff who requires access to the facility pending clearance from MHA will have to adhere to the requirements specified in 4b.*

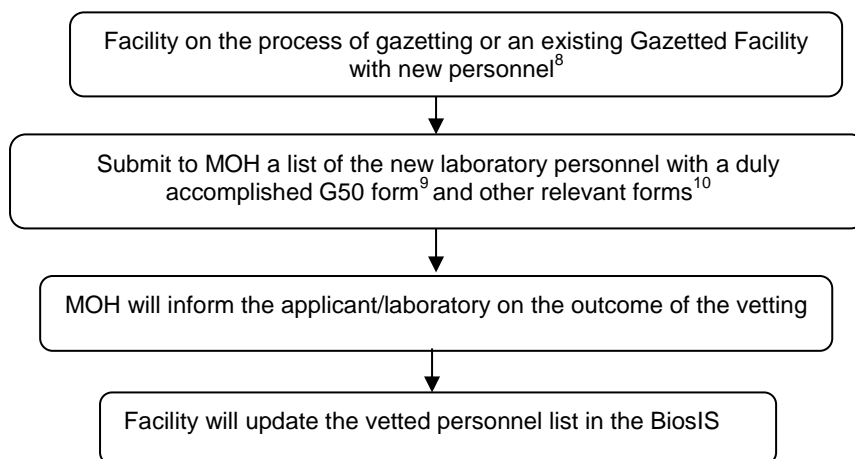
Facility operator (or designee) must update MOH-BSB on the resignation of authorized (MHA-cleared) personnel, withdrawal or removal of authorized personnel from accessing to the protected facility, and this shall be followed by updating the "authorized personnel list" in the BiosIS.

⁷ MHA may require other forms to be accomplished or submitted in addition to the G50 form.



Flowchart C: Vetting of personnel

- All new staff or personnel are required to be vetted before they can be allowed access the laboratory premises.
- The duration of the vetting process varies, ranges from 1 week to several months.



D. Contacts

1. Biosafety Branch, Ministry of Health
Tel. 6325-9205/6325-3127
E-mail: moh_biosafety@moh.gov.sg
2. Security Plans Branch, Ministry of Home Affairs
Tel. 6478-6108
E-mail: pappa_applications@mha.gov.sg

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⁸ New Personnel pertains to new staff in a protected facility, whether full time or part time, which includes students on attachment, visiting consultants or any other personnel who needs to access the protected facility for 1 month or more.

⁹The G50 form is a confidential personal information form which is required by the MHA for personnel clearance. This form can be secured from the Biosafety Branch

¹⁰MHA may require other forms to be accomplished or submitted in addition to the G50 form.