



## **Application to Gazette/De-Gazette as a Protected Place Under the Infrastructure Protection Act and Personnel Vetting for the Possession of Biological Agents and Toxins Listed in the Biological Agents and Toxins Act.**

Gazetting a facility as a Protected Place is a pre-requirement for a facility to possess regulated biological agents (First Schedule Part II and Second Schedule) and/or toxins (Fifth Schedule) under the Biological Agents and Toxins Act (BATA)<sup>1</sup>.

This document provides information on the following procedures which jointly involves Biosafety Branch of the Ministry of Health (MOH-BSB) and the Singapore Police Force (SPF):

- A. Gazetting a facility as a protected place (PP) under the Infrastructure Protection Act (IPA)<sup>2</sup>;
- B. De-gazetting a facility as a PP under the IPA; and
- C. Screening of personnel working in a facility gazette as a PP under the IPA.

### **A. PROCEDURES TO GAZETTE A FACILITY AS A PP UNDER THE IPA (SEE FLOWCHART A)**

1. Facility operators intending to apply for their facility to be gazetted as a PP under the IPA are required to submit
  - a. A written request to the MOH-BSB stating the specific reasons/justifications<sup>3</sup> for the gazette; and
  - b. A Facility Administrative Oversight Plan (see [guidance document](#) for details).
2. The MOH-BSB will assess the facility's need to be gazetted as a PP. A letter will be sent to inform the facility operator of the outcome of MOH-BSB's assessment (support or not support). If the application is supported by MOH-BSB, the facility operator will also be provided with an application package containing the SPF-CPS Guidance for PP, Security Guidelines and the associated checklist for premises storing and/or handling Security Sensitive Materials, and instructions and application form for personnel vetting. A copy of the Letter of Support, if issued, will also be sent to SPF Centre for Protective Security (SPF-CPS) and SPF Protective Security Working Group (SPF-PSWG) for information.
3. Upon receiving a Letter of Support from MOH-BSB, facility operator shall check for the latest information regarding the procedures for application for PP on the SPF website (<https://www.police.gov.sg/Advisories/Infrastructure-Protection/Protected-Areas-and-Protected-Places>). Please refer to the instructions from SPF for requirements related to obtaining a boundary demarcation from a registered surveyor using the Coordinated

<sup>1</sup> BATA is administered by the Ministry of Health, Biosafety Branch.

<sup>2</sup> IPA is administered by the Ministry of Home Affairs / Centre for Protective Security.

<sup>3</sup> Information such as the Schedule and name of the biological agent/toxin that the facility intends to possess and the activities in the facility involving the biological agent/toxin.



Cadastral System to enable storage of data in the Global Positioning System in the Draft Order.

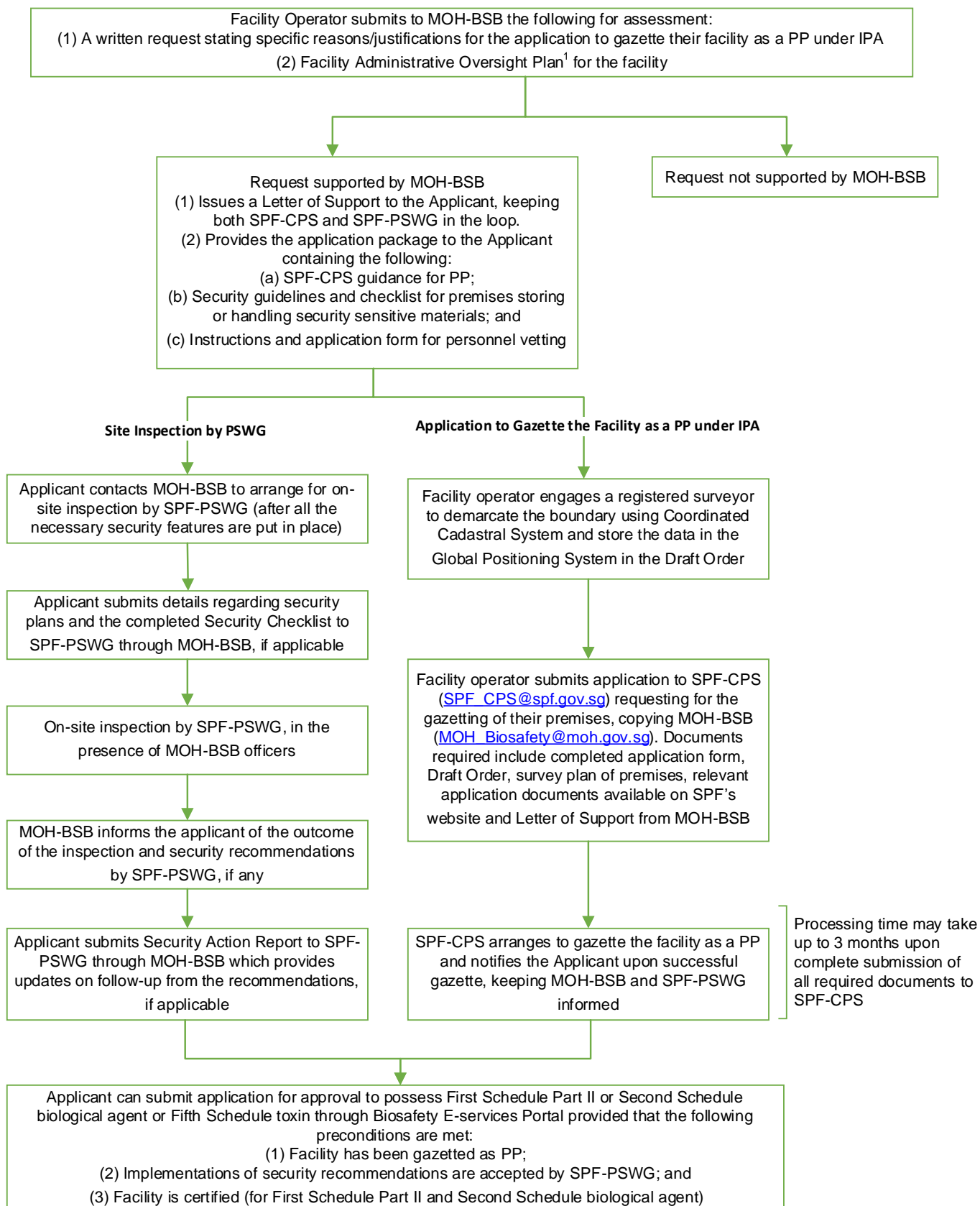
4. The facility operator can then submit the completed the application form<sup>4</sup> to have his facility gazetted as a PP under IPA, along with the rest of the required documents i.e. Draft Order, survey plan of premise, completed checklist for premises storing and/or handling Security Sensitive Materials, Letter of Support from MOH-BSB, and any other documents as instructed by SPF-CPS to [SPF\\_CPS@spf.gov.sg](mailto:SPF_CPS@spf.gov.sg), copying MOH-BSB ([MOH\\_Biosafety@moh.gov.sg](mailto:MOH_Biosafety@moh.gov.sg)).
5. The facility shall schedule a security site inspection by SPF-PSWG through MOH-BSB, when all the necessary security features for the facility has been put in place. Prior to the on-site inspection, the facility may submit the security plans which consist of a list of security measures in place within the facility, (e.g. access control measures, locations and specifications of the closed-circuit television) and the completed checklist for premises storing and/or handling Security Sensitive Materials through MOH-BSB. The inspection will involve facility personnel, SPF-PSWG and MOH-BSB officers. Following the inspection, the facility will be informed of the outcome of the assessment and security recommendations from SPF-PSWG through MOH-BSB, which requires follow-up.
6. The facility shall submit a Security Action Report to SPF-PSWG through MOH-BSB to provide updates on the follow-up of the security recommendations from SPF-PSWG for the handling and/or storage of security sensitive materials.
7. A registered (certified or uncertified<sup>5</sup>) facility can submit an application for approval to possess First Schedule Part II or Second Schedule biological agent or Fifth Schedule toxin online via the Biosafety E-services Portal, when the following prerequisites are met:
  - a. facility has been gazetted as a PP; and
  - b. implementations of security recommendations have been accepted by SPF-PSWG.

<sup>4</sup> The application forms and instructions related to the application can be found at <https://www.police.gov.sg/Advisories/Infrastructure-Protection/Protected-Areas-and-Protected-Places>

<sup>5</sup> An uncertified facility can only submit an application for approval to possess Fifth Schedule toxin as the approval to possess First Schedule Part II and Second Schedule biological agent is pre-condition on having a registered certified facility.



## Flowchart A: Workflow for Facilities Applying to be Gazette as PP under the IPA to Handle Biological Agents or Toxins Regulated under the BATA



<sup>1</sup> Please refer to the [Guidance Document for the Development of the Facility Administrative Plan](#) for details.

## **B. PROCEDURES TO DE-GAZETTE A FACILITY AS PP UNDER THE IPA (SEE FLOWCHART B)**

1. To de-gazette a facility as a PP, the facility operator must:
  - a. Have completely destroyed all the stocks of the First Schedule Part II and Second Schedule biological agents, or Fifth Schedule toxins under his possession or transferred them to another facility that have approval to possess the respective biological agents and toxins; and
  - b. No longer hold any approval to possess First Schedule Part II and Second Schedule biological agents, or Fifth Schedule toxins in the facility (the cancellation or revocation of approval to possess is done through Biosafety E-services Portal).
2. If the above (B-1) are successful executed, the facility operator can submit a written letter<sup>6</sup> to inform MOH-BSB of the decision to de-gazette the facility as a PP.
3. If MOH-BSB is satisfied with the actions taken by the facility operator, MOH will issue a Letter to Support for the facility's decision and a copy of this Letter will be sent to SPF (CPS and PSWG) for information.
4. As the Letter from MOH-BSB is merely to support the facility's decision to de-gazette the facility as a PP, to legalise that, the facility operator must submit an official letter to SPF-CPS to request to officially de-gazette the facility. The Letter from MOH-BSB should be attached in the submission to [SPF\\_CPS@spf.gov.sg](mailto:SPF_CPS@spf.gov.sg), copying MOH-BSB ([MOH\\_Biosafety@moh.gov.sg](mailto:MOH_Biosafety@moh.gov.sg)).
5. SPF-CPS will inform the facility operator of the outcome of his application, copying MOH-BSB.
6. The facility operator has to inform MOH-BSB of the status of his application and then update the facility's status in the Biosafety E-services Portal, and de-register the facility with MOH, through the Biosafety E-services Portal, if applicable.

*Note that once a facility is de-gazetted as a PP under the IPA, the facility can no longer possess or work with First Schedule Part II and Second Schedule biological agents or Fifth Schedule toxins under the BATA, but still can handle First Schedule Part I biological agent.*

<sup>6</sup> The letter of request shall include the following information:

- a. Justifications / reasons why applicant is applying to be de-gazetted as a PP
- 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; and
- c. Proof of transfer/disposal/destruction of the First Schedule Part II and Second Schedule biological agents or Fifth Schedule toxins, whichever is applicable.



## Flowchart B: Application to de-gazette a PP

Facility operator has:

- (1) Completely destroy or transfer all the stocks of the First Schedule Part II and Second Schedule biological agents, or Fifth Schedule toxins under his/her possession to another facility that have approval to possess the respective biological agents and/or toxins;
- (2) No valid approval to possess First Schedule Part II and Second Schedule biological agents, or Fifth Schedule toxins granted to him/her.

Submit a written letter (with supporting documents) to inform MOH-BSB of the facility operator's decision to de-gazette his facility as a PP.

Decision not supported by MOH

Decision supported by MOH

MOH-BSB issues a Letter of Support to the facility operator to de-gazette the facility and a copy of this Letter will be sent to SPF for information.

Facility operator submits an official letter to SPF-CPS requesting for his facility to be de-gazetted, together with MOH-BSB's Letter of Support to [SPF\\_CPS@spf.gov.sg](mailto:SPF_CPS@spf.gov.sg), copying [MOH\\_Biosafety@moh.gov.sg](mailto:MOH_Biosafety@moh.gov.sg)

SPF-CPS informs the facility operator of the outcome of his request, copying MOH-BSB.

The facility operator updates MOH-BSB on the status of the application in Biosafety E-services Portal by:  
(1) Updating the facility's status; and  
(2) De-registering the facility with MOH-BSB, if applicable

## **C. PERSONNEL SCREENING FOR FACILITIES GAZETTE AS PP UNDER IPA** **(SEE FLOW CHART C)**

1. All staff who work in a facility gazette as a PP are required to have undergone personnel security screening by the relevant regulatory vetting agency. The application form can be obtained from MOH-BSB. The facility must submit to MOH-BSB, a list of the facility personnel who need access to the facility, along with the duly completed application form.
2. MOH-BSB will forward the relevant forms and applications to the relevant regulatory vetting agency for screening.
3. MOH-BSB will notify the facility operator or his designee of the outcome of the screening.
4. Facility operator (or his designee) is responsible to ensure that the list for the security cleared (authorised) personnel is updated in the Biosafety E-services Portal within 1 month.

### ***Important Notes:***

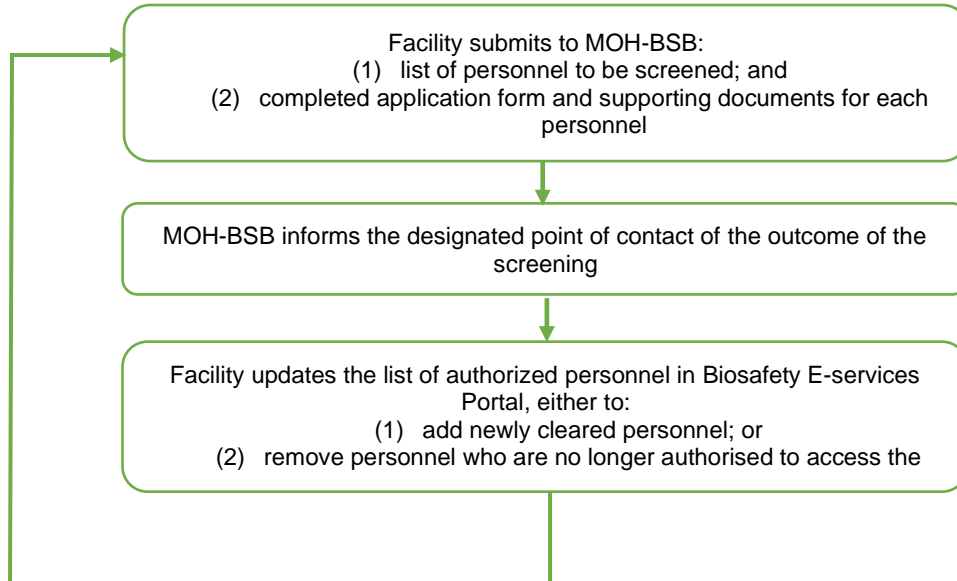
- a) *As the personnel security screening may take time, the facility operator may consider initiating the personnel screening process immediately after the facility has been gazetted as PP and the site inspection by SPF-PSWG is completed.*
- b) *Persons who need access to the protected facility for a period of less than 1 month do not need to undergo security clearance by the relevant regulatory vetting authority, but he/she must be accompanied by an authorised (security cleared by the regulatory vetting authority) personnel at all times when 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 (authorised) personnel;*
  - iii) *purpose or activity inside the protected facility.*
- c) *After the initial batch of personnel security screening, all new personnel who requires access to the protected facility must also be screened before they are allowed to access the protected facility. The same procedures (C1-4) shall apply. New staff who require access to the facility pending clearance from the regulatory vetting authority will have to adhere to the requirements specified in 4b.*

*Facility operator (or designee) must update MOH-BSB of the resignation of authorised (security-cleared) personnel, withdrawal or removal of authorised personnel from accessing the protected facility. This shall be followed by updating of the “authorized personnel list” in the Biosafety E-services Portal, within 1 month.*



## Flowchart C: Vetting of personnel

- All new staff or personnel<sup>9</sup> are required to be screened before they can be allowed access into the protected facility.
- The duration of the screening process may vary and ranges from 1 week to several months.



### D. Contacts

1. Biosafety Branch, Ministry of Health  
E-mail: [MOH\\_Biosafety@moh.gov.sg](mailto:MOH_Biosafety@moh.gov.sg)
2. Centre for Protective Security (For matters pertaining to the gazetting and degazetting of PP)  
E-mail: [SPF\\_CPS@spf.gov.sg](mailto:SPF_CPS@spf.gov.sg)

Updated on 29 February 2024

<sup>9</sup>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.