

Application for 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.

The Biosafety Branch of the Ministry of Health (MOH-BSB) and the Singapore Police Force (SPF) had jointly reviewed the procedures for:

- A. Gazetting a facility as a protected place (PP) under the Infrastructure Protection Act (IPA)¹;
- B. De-gazetting a facility as a PP under the IPA; and
- C. Screening of personnel working in a facility gazetted as a PP under the IPA.

All of the above are pre-requirements for a 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 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 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 SPF for information.
3. Upon receiving a Letter of Support from MOH-BSB, 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.
4. The facility operator can then submit an official application⁴ to SPF to have his facility gazetted as a PP under IPA, by sending the relevant documents (i.e. formal letter of application, Draft Order, plan of premise, Letter of Support from MOH-BSB and all relevant application forms/documents as listed on SPF's website⁵) to:

¹ IPA is regulated by Ministry of Home Affairs.

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

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

⁴ This letter should state the following:

- a) Justifications / reasons why applicant is applying for PP 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

⁵ SPF website link for application forms: <https://www.police.gov.sg/resources/infrastructure-protection/protected-areas-and-protected-places>

Assistant Director, IPA Management
Centre for Protective Security
Singapore Police Force
Police Cantonment Complex,
393 New Bridge Road
Singapore 088763

5. SPF will conduct an on-site inspection at the facility, in the presence of the facility personnel as well as MOH-BSB officers.
6. SPF will inform the facility of its assessment and whether the facility meets the requirements for a PP.
7. Once the facility is successfully gazetted as a PP under the IPA, the facility shall update MOH-BSB and proceed to register⁶ his facility (certified/non-certified) online via the Biosafety I.T. System (BiosIS) at <https://www.moh.gov.sg/biosafety>.

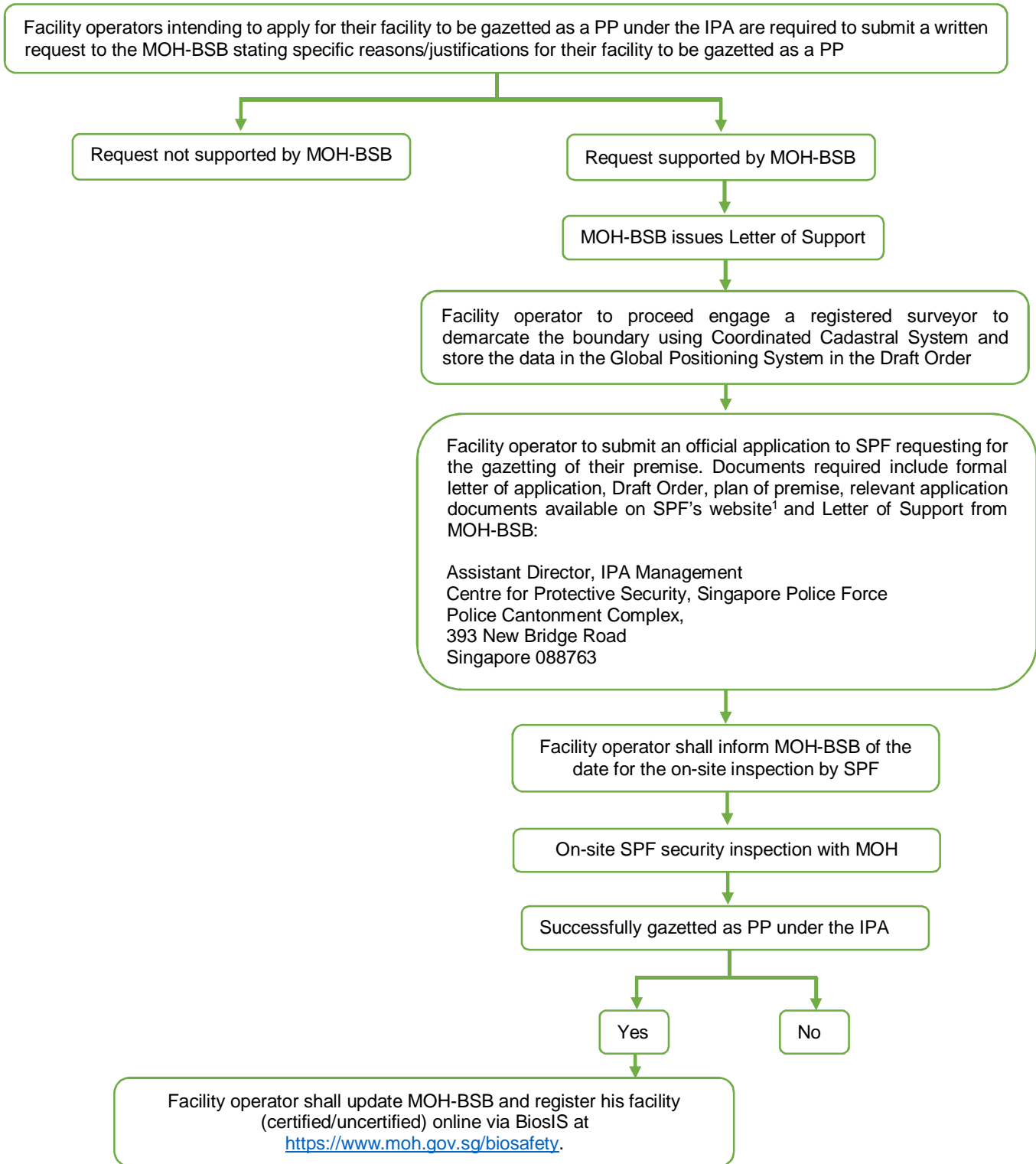
⁶The following documents must be attached:

1. Confirmation of PP Status;
2. Updated list of security-screened personnel who need access to the protected facility;
3. Certification as BSL-3 facility issued by MOH-AFC (if applicable); and
4. Certificate of the Biosafety Coordinator



Ministry of Health, Singapore
College of Medicine Building
16 College Road
Singapore 169854
TEL (65) 6325 9220
FAX (65) 6224 1677
WEB www.moh.gov.sg

Flowchart A: Procedures to gazette a facility as a PP under the IPA



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 first 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 second, to have successfully revoked all the approval to possess granted to him for the said biological agents and/or toxins in the said facility.
2. If the above (B-1) are successful executed, the facility operator can submit a written letter⁷ 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 the facility's decision and a copy of this Letter will be sent to SPF 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 to request to officially de-gazette the facility. The Letter from MOH-BSB should be attached in the submission to:

Assistant Director, IPA Management
Centre for Protective Security, Singapore Police Force
Police Cantonment Complex,
393 New Bridge Road
Singapore 088763

5. SPF will inform the facility operator of the outcome of his application.
6. The facility operator has to inform MOH-BSB of the status of his application and then update the facility's status in the BiosIS or completely de-register the facility with MOH, through the BiosIS, whichever is 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.

⁷ The letter of request should 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 to:

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 possession to another facility that have approval to possess the respective biological agents and/or toxins;
2. Revoke all the approval to possess granted to him for First Schedule Part II and Second Schedule biological agents, or Fifth Schedule toxins under his possession.

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 will issue 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 shall submit an official letter to SPF requesting for his facility to be de-gazetted, and MOH-BSB's Letter of Support to the following:

Assistant Director, IPA Management
Centre for Protective Security, Singapore Police Force
Police Cantonment Complex,
393 New Bridge Road
Singapore 088763

SPF will inform the facility operator of the outcome of his request.

The facility operator shall update MOH-BSB on the status of this application in BiosIS by:

1. Updating the facility's status; or
2. Completely de-register the facility with MOH, whichever is applicable.

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

1. All staff working in a facility gazetted as a PP is required to have undergone personnel security screening by the Ministry of Home Affairs (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 completed G50 form and other relevant forms⁸ as required by the MHA.
2. MOH-BSB will forward the relevant forms and applications to MHA 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 BiosIS 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 SPF's site inspection.*
- 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 authorised (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 (authorised) 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 require access to the facility pending clearance from MHA will have to adhere to the requirements specified in 4b.*

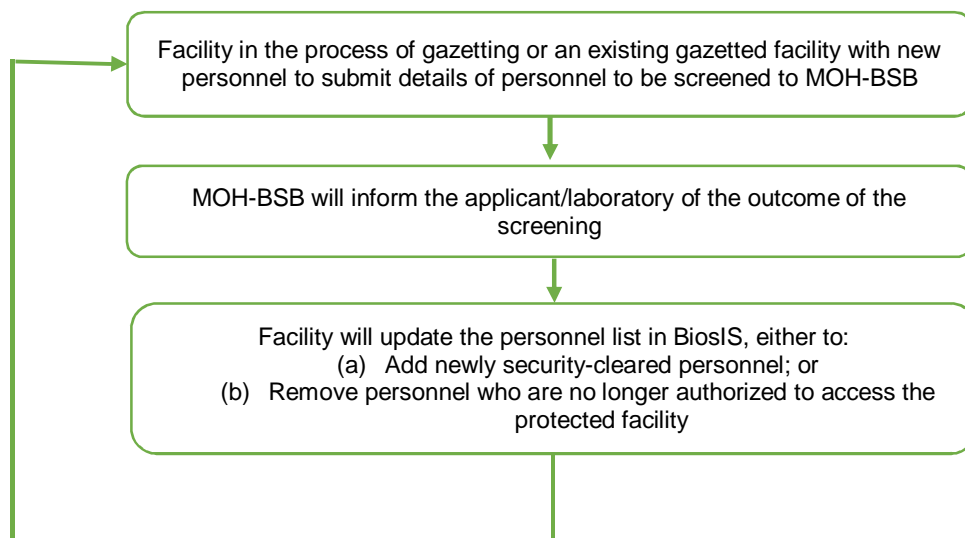
Facility operator (or designee) must update MOH-BSB of the resignation of authorised (MHA-cleared) personnel, withdrawal or removal of authorised personnel from accessing the protected facility. This shall be followed by updating of the "authorized personnel list" in the BiosIS, within 1 month.

⁸ MHA may require other forms to be completed or submitted in addition to the G50 form.



Flowchart C: Vetting of personnel

- All new staff or personnel⁹ are required to be security 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
2. Centre for Protective Security (**For matters pertaining to Procedures A & B**)
E-mail: SPF_CPS_IPA@spf.gov.sg

⁹New 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.