



MINISTRY OF HEALTH  
SINGAPORE

**Application for Gazetting as a Protected Place under the  
Protected Areas and Protected Places Act  
for the  
Possession of Biological Agents and Toxins listed in the BATA.**

The Biosafety Legislation Branch (BLB) Ministry of Health and the Ministry of Home Affairs (MHA) jointly reviewed the current procedures for the application for a Protected Areas & Protected Places (PAPP) status as part of the requirement for possession of biological agents in Biological Agents and Toxins Act (BATA)<sup>1</sup>.

The following are the updated procedures and guidelines for the application for Protected Areas and Protected Places. A summary of these is shown in the attached flowchart.

**2. Application procedures for new facilities applying for protected areas and protected places under the Protected Places and Protected Areas Act**

- i. Facilities intending to apply for their facility to be gazetted as a protected place under the MHA, as part of the requirement as stated in section 6(2b), section 15(2a) and section 31(2) of the BATA, are required to submit a request to the BLB stating the reasons/justifications<sup>2</sup> for their facility be gazetted as a protected place.
- ii. The MOH BLB will assess the facility's need for gazetting. If the facility is found by the BLB to require gazetting, an official letter will be issued to the applicant supporting his application for gazetting. Otherwise, a letter will also be issued to inform the applicant if his application is not supported. A copy of the letter issued by MOH will also be sent to MHA to inform them of the application status.
- iii. If the application received support or was endorsed by BLB, the applicant can submit an official letter of application<sup>3</sup> for gazetting and the letter of support from MOH to the following:
  - a. Permanent Secretary (Home Affairs)  
Attn: Ms. Audrina Chua  
Senior Assistant Director (Policy Development)  
Infrastructure Protection Directorate  
Homefront Security Division  
Ministry of Home Affairs  
New Phoenix park  
28 Irrawaddy Road  
Singapore 329560

<sup>1</sup> Under the BATA, being gazetted as a protected place under the PAPP is a pre-requisite for the application for possession of Schedule 1 Part II, Schedule 2 and Schedule 5 biological agents and toxins.

<sup>2</sup> 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

<sup>3</sup> 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
- d) Proposed Date for Order to come in force



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AND

- b. Assistant Director  
Security and Counter Terrorism Division  
Operations Department  
Singapore Police Force  
New Phoenix Park  
28 Irrawaddy Road  
Singapore 329560
- ii. The applicant and BLB will be informed by MHA if the application is accepted for processing or not.
- iii. If the application is accepted for processing, the applicant shall do the following:
  - a. 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 covering letter and plan of the premises to:  
  
Assistant Director  
Security and Counter Terrorism Division  
Operations Department  
Singapore Police Force  
28 Irrawaddy Road, Singapore 329560
  - b. The applicant must inform and submit to BLB, a list of the facility personnel<sup>4</sup> who need access to the facility with the duly accomplished G50 form<sup>5</sup>
  - iv. Once the facility is gazetted as a protected place under the Protected Areas and Protected Places Act, the applicant shall proceed to register the facility (certified/non-certified) online via the Biosafety I.T. System (BiosIS) at <http://www.biosafety.moh.gov.sg>. The applicant is required to accomplish the online application form and the following documents must be attached to the application:
    - a. Confirmation of Protected Place Status
    - b. Updated list of vetted personnel who need access to the protected facility
    - c. Certification as BSL-3 facility issued by MOH-AFC (if applicable)
    - d. Certificate of the Biosafety Coordinator
  - v. The applicant is responsible for checking the status of his application via the BiosIS.

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<sup>4</sup> Facility Personnel, whether full time or part time, including attachments and visiting consultants, who need to access or work in the applying facility for more than 1 month.

<sup>5</sup> The 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 Legislation Branch





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- vi. If the registration for the facility via the BiosIS is successful, the applicant can apply for possession of scheduled biological agents/toxins<sup>6</sup> also via the BiosIS. An online application form must be duly accomplished and the following documents must again be attached to the online application:
  - a. Confirmation of Protected Place Status
  - b. Updated list of vetted personnel who need access to the protected facility.
  - c. Certification as BSL-3 facility issued by MOH-AFC (if applicable)
  - d. Certificate of the Biosafety Coordinator
  - e. Letter of Approval of the facility's registration in the BiosIS
- vii. Processing of the application for possession of scheduled biological agent or toxins<sup>7</sup> will be done by MOH. The applicant will be responsible for checking the status of his application by logging in to the BiosIS.
- viii. The applicant may download the approval letters from the BiosIS.

3. New personnel in an existing protected facility

All new personnel<sup>8</sup> must be screened before they are allowed access to the protected facility. The procedure for screening of new personnel is as follows:

- i. A list of the new personnel who require screening shall be submitted to the Biosafety Legislation Branch - MOH. The duration of the vetting process may take several months.
- ii. MOH will inform the applicant of the outcome of the vetting.
- iii. The list of authorized personnel in the BiosIS should be updated within 1 week of notification that the security status of the person has been cleared.

4. Persons working for 1 month or less in a protected facility

Persons who need access to the protected facility for a period of less than 1 month do not need to be vetted, with the following provision:

- i. the person shall be accompanied by an authorized (vetted) personnel at all times that he/she is in the facility with the following information properly documented:
  - a. date and time that he/she enters and leaves the protected facility
  - b. name of the accompanying (vetted) personnel
  - c. purpose or activity inside the protected facility.
- ii. the above records should be documented and readily available at any time for Inspection by the MOH

<sup>6</sup> Controlled Scheduled agents and toxins include Schedule 1 Part II, Schedule 2 and Schedule 5. In addition to being gazetted as a protected place, Schedule 1 Part II and 2 Agents also requires a certified facility.

<sup>7</sup> Controlled Scheduled agents and toxins include Schedule 1 Part II, Schedule 2 and Schedule 5. In addition to being gazetted as a protected place, Schedule 1 Part II and 2 Agents also requires a certified facility.

<sup>8</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.

5. Personnel resignation

MOH must be informed of the names of previously vetted personnel who have resigned. The Authorized Personnel List in the BiosIS shall also be updated by the facility administrator/officer.

6. Annual review of personnel

MOH will check the list of personnel of a protected facility during annual inspection or recertification of the facility.

7. Contacts

- i. Biosafety Legislation Specialist, Biosafety Branch, Ministry of Health  
Tel. 6325-9205/63258605  
E-mail: moh\_biosafety@moh.gov.sg
- ii. Security Plans Branch  
Tel. 6478-6108  
E-mail: pappa\_applications@mha.gov.sg

Updated: 1 Dec 2011

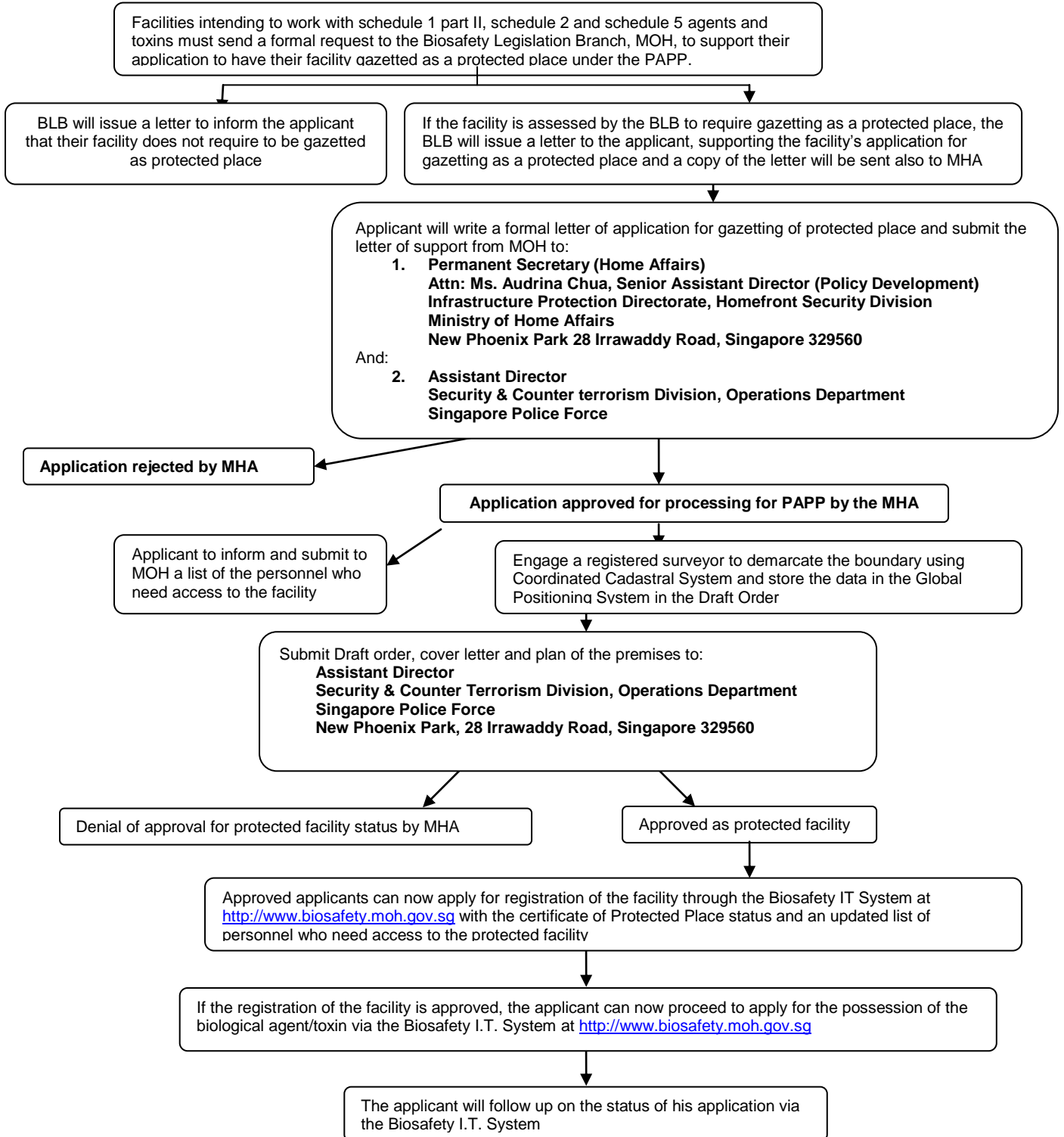


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**Annex 1. Flowchart for the application for gazetting as a protected place.**

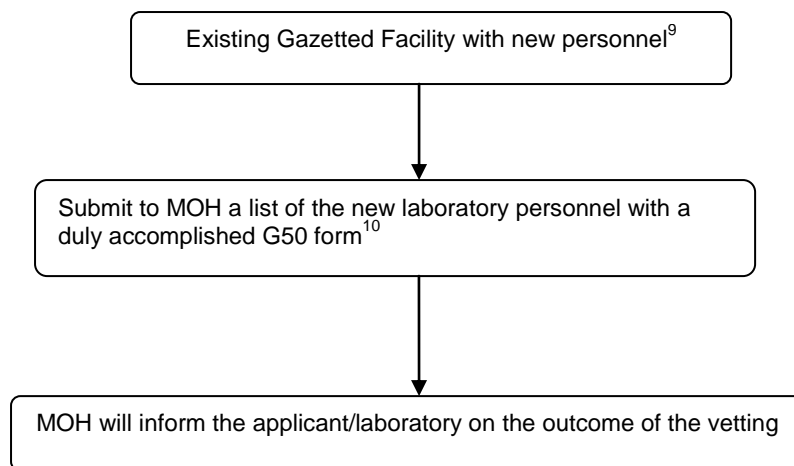




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Annex 2. Flowchart for vetting of new personnel

- **Please note that 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 for several months.**



Updated: 1 December 2011

<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.

<sup>10</sup>The 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 Legislation Branch