

# **Ammonium Nitrate**

# **Code of Practice**

(July 13, 2010)

## SECTION A – INBOUND FROM SOURCE

This section contains the standards for managing security risks for the inbound shipping of ammonium nitrate to distribution and/or import storage site.

NO.	<b>A1 – Security of ammonium nitrate cargo aboard import vessels</b>	Y/N
A1	The manufacturing and/or distribution facility has undertaken measures to ensure the security of inbound ammonium nitrate cargo aboard import vessels.	

### IMPORT CARGO SECURITY – SPECIFIC REQUIREMENTS:

1. Vessel Operators will:
  - a. Comply with all requirements of the International Maritime Dangerous Goods Code.
  - b. Maritime Security Act & Regulations
  - c. Coast Guard Requirements
  
2. The receiver will:
  - a. Retain records as per Transportation of Dangerous Goods Regulations.
  - b. Provide security to prevent unauthorized access to cargo while vessel is loading and discharging.

*Compliance to this section will be indicated through a signed and dated letter from the receiving facility manager indicating that all of these requirements have been reviewed and actions have been completed to bring the facility into compliance.*

NO.	<b>A2 – Security around individuals or company responsible for providing transportation</b>	Y/N
A2	The manufacturing and/or distribution facility has undertaken measures to ensure the all companies providing transportation services for ammonium nitrate have appropriate security measures and clearances.	

### TRANSPORTATION COMPANY SECURITY – SPECIFIC REQUIREMENTS:

1. Transportation Company will:
  - a. Be bonded or pre-approved.
  - b. Provide written proof of insurance coverage
  - c. Provide training in order to meet regulatory requirements.
  - d. Have developed a security/ERP plan for shipments.

- e. In accordance with Transportation of Dangerous Goods Regulations, all records of ammonium nitrate shipments must be kept by the carrier for a minimum of two years.
- f. Recommend utilizing Motor Carrier Evaluation currently under development by CFI Sub-Committee. Also recommend utilizing Rail/Truck Evaluation developed by the Canadian Chemical Producers Association.
- g. Drivers must be licensed under U.S. D.O.T. and HAZMAT- certified if applicable

*Compliance to this section will be indicated through a signed and dated letter from the receiving facility manager indicating that all of these requirements have been reviewed and actions have been completed to bring the facility into compliance*

NO.	<b>A3 – Ammonium Nitrate Delivery</b>	Y/N
A3	The manufacturing and/or distribution facility has undertaken measures to ensure proper documentation and authorization of all incoming deliveries of ammonium nitrate.	

**DELIVERY AUTHORIZATION – SPECIFIC REQUIREMENTS:**

- 1. Carrier shall have authorization for unloading a shipment.
- 2. Receiver at distribution facility must ensure documentation is accurate and complete prior to authorizing unload.
- 3. Process must be in place to verify arrival of shipment at destination.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section.*

NO.	<b>A4 – Access to product during shipment</b>	Y/N
A4	The manufacturing and/or distribution facility has undertaken measures to unauthorize access to ammonium nitrate during shipment.	

**ACCESS TO SHIPMENTS – SPECIFIC REQUIREMENTS:**

- 1. The facility has provided written notice to all drivers that:
  - a. truck shipments of ammonium nitrate cannot be left unattended by driver at anytime unless the load is parked in a secured area or the unit/load is properly locked down (i.e. high security padlocks, fifth wheel locks, etc).
  - b. hatches on trucks and railcars must be secured and sealed with security cables.

- c. seals to be inspected and validated after each stop and upon arrival at destination. All tampering of seals must be investigated, documented and any losses reported.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>A5 – Loss of Product During Shipment</b>	Y/N
A5	The manufacturing and/or distribution facility has undertaken measures to access, investigate and report shortages in shipments of ammonium nitrate.	

**SHIPMENT SHORTAGES – SPECIFIC REQUIREMENTS:**

The facility has a written procedure for inspecting a load upon arrival to the facility in order to:

1. Quantities for all shipments of bulk ammonium nitrate must be verified against shipped quantities where possible. Shortages in excess of historical norms should be investigated, documented and, if required, reported.
2. Identify any signs of tampering on the rail car or truck.
3. Document & report any shortages in excess of historical norms and/or signs of tampering.

Note: The nature of the manufacturing and handling process for ammonium nitrate predicates that there will be a minor loss of product mass through the supply chain due to moisture loss, mechanical abrasion, settling and residues. In the fertilizer industry, a tolerance for this loss up to 1% is considered an industry norm.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>A6 – Product Spills during Transport and Unloading</b>	Y/N
A6	The manufacturing and/or distribution facility has a process for ensuring the proper clean-up, documentation and reporting of spills of ammonium nitrate.	

**PRODUCT SPILLS – SPECIFIC REQUIREMENTS:**

The facility has a written procedure for:

1. Cleaning up and disposing of contaminated spills of ammonium nitrate.
2. Reporting of spills all spills of ammonium nitrate in excess of 50 kgs to regulatory authorities.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

## **SECTION B – STORAGE MANUFACTURING/DISTRIBUTION**

This section contains the standards for managing security risks at the manufacturing and/or distribution storage facility.

<b>NO.</b>	<b>B1 – ACCESS TO PRODUCT WHILE IN STORAGE</b>	<b>Y/N</b>
B1	The manufacturing and/or distribution facility has undertaken measures to ensure the security of ammonium nitrate storage.	

### **STORAGE SECURITY – SPECIFIC REQUIRMENTS:**

The ammonium nitrate storage facility has provided all of the following security measures:

- All bin gates providing access to storage bins containing ammonium nitrate are locked and secured. Where possible, it is a recommended best practice to provide perimeter security. This may include fencing with lockable gates or other means of perimeter security around bins and/or buildings storing ammonium nitrate.
- All doors, windows and other points of access to buildings storing bagged or bulk ammonium nitrate are secured with a high security lock.
- A documented key control system for all locks at the facility that provide access to ammonium nitrate.
- After hours security lighting has been provided to illuminate main points of access to storage buildings or bins.

- All storage buildings are equipped with a monitored security system
- Storage facility is equipped with signage indicating no unauthorized access, or “No Trespassing, Violators Will Be Prosecuted”

*Compliance to this section will be indicated through a weekly inspection at the facility to verify the presence of the requirements listed in this section.*

NO.	<b>B2 – Emergency Response Plan</b>	Y/N
B2	The manufacturing and/or distribution facility has a written, up to date emergency response plan.	

**EMERGENCY RESPONSE PLAN – SPECIFIC REQUIRMENTS:**

The storage facility has:

- A written Emergency Response Plan that identifies the responsibility and emergency procedures for security related incidents.
- The plan has been reviewed and updated within the previous 12 months.
- A letter has been sent to local law enforcement informing them of the presence of ammonium nitrate at the storage facility.

*Compliance to this section will be indicated through the presence of a completed emergency response plan signed by the facility manager that contains the requirements listed in this section*

**2. Storage of Ammonium Nitrate with Incompatible Products**

**Recommended Controls:**

- It is a requirement of the National Fire Code that all Ammonium Nitrate fertilizer (Class 5.1) is not stored in the same compartment of a building with other incompatible products such as flammable or combustible liquids (Class 3).

No equipment operated with internal combustion motors can be stored in or around the ammonium nitrate storage area.

?? This section above was not in the document originally. I'm assuming the style and formatting will have to change as every point has a box it seems.

NO.	<b>B3 – Access by onsite personnel</b>	Y/N
B3	The manufacturing and/or distribution facility has a procedures and training in place to ensure proper security clearance and authorization for employees handling ammonium nitrate.	

**ACCESS BY ONSITE PERSONNEL – SPECIFIC REQUIRMENTS:**

The facility has a written policy requiring:

- All employees working at the ammonium nitrate storage facility provide valid past work references.
- A standard background check on all new hires.
- All contractors to provide documentation indicating past work history.
- Written authorization and validation of contractors working at the ammonium nitrate storage facility.
- All contractors must have supervised access to ammonium nitrate storage facilities

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>B4 – Loss of Product During Storage</b>	Y/N
B4	The manufacturing and/or distribution facility has developed and implemented a process to assess, investigate and report shortages in shipments of ammonium nitrate.	

**LOSS OF PRODUCT DURING STORAGE – SPECIFIC REQUIRMENTS:**

The facility has a written policy and procedure detailing that:

- An annual Inventory audit reconciliation for all ammonium nitrate bagged and bulk storage facilities must be conducted.
- Reporting process for any shortages in excess of historical norms.
- Weekly inspection requirements for to identify any tampering or loss of product volume.
- Documented process must be in place for investigating and reporting discrepancies

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

**SECTION C – MANUFACTURING/DISTRIBUTION - OUTBOUND**

This section contains the standards for managing security risks on outbound shipments from the manufacturing and/or distribution storage facility. This section is synonymous with inbound shipments to retail.

NO.	<b>C1 – Security around individuals or company responsible for providing transportation</b>	Y/N
C1	The manufacturing and/or distribution facility has undertaken measures to ensure the all companies providing transportation services for ammonium nitrate have implemented appropriate security clearances.	

**TRANSPORTATION COMPANY SECURITY – SPECIFIC REQUIRMENTS:**

Transportation Company will:

- Be bonded or pre-approved.
- Provide written proof of insurance coverage
- Provide required training to drivers in accordance with regulatory requirements.
- Driver will provide photo identification
- Have developed a security/ERP plan for shipments
- Recommend utilizing Motor Carrier Evaluation currently under development by CFI Sub-Committee
- Recommend utilizing Rail/Truck Evaluation protocol developed by the Canadian Chemical Producers Association

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>C2 – Sale via “Direct to End Use” Shipments</b>	Y/N
C2	The manufacturing and/or distribution facility has undertaken measures to ensure all “Direct to End-Use” shipments have appropriate authorization and documentation. <b>Note: Those end-use accounts who acquire ammonium nitrate for further processing or blending must be enrolled with Natural resources Canada, even if the product(s) they sell is not a “restricted component” as defined under the Restricted Components Regulations</b>	

**DIRECT TO END-USE SHIPMENTS – SPECIFIC REQUIRMENTS:**

Prior to approving a direct to end use shipment, the following conditions must be met:

- The shipment has been coordinated and validated by a recognized ammonium nitrate retailer (and/or low density retailer) who has ensured the following:
  - The customer purchasing ammonium nitrate has been validated through the provision of proper identification such as:
    - Pesticide License
    - Canadian Wheat Board Number
    - Valid credit application with Company
    - Valid picture identification
    - For Low Density Customers, proper licenses or certificates of authorization must be shown.
  - The size of the order of ammonium nitrate is in accordance with the size of the end user's needs.
  - There is a defined location for the delivery of the ammonium nitrate including contact numbers (ie. Address and/or legal land location).
  - Retailer must ensure that customer is a farmer and is known in the community.
  - If retailer is not satisfied, purchaser must be referred to the local police detachment for an ID check. ?? The message is similar to the point below, maybe the two could be combined into one?
  - Suspicious purchase attempts must be reported to the local police detachment.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	C3 – Traceability of sales records	Y/N
C3	The manufacturing and/or distribution facility has documentation to track sales of ammonium nitrate for the past 24 months.	

**SALES RECORDS TRACEABILITY – SPECIFIC REQUIRMENTS:**

- Sales records must be kept of all sales of ammonium nitrate for a period of two years. At a minimum, this should include:
  - Customers Name
  - Customers phone number
  - Identification used
  - Address or Legal Land Description
  - Carrier
  - Dates of Delivery
  - Quantity of Ammonium Nitrate
  - Bagged or Bulk Product

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>C4 – Delivery Authorization</b>	Y/N
C4	The manufacturing and/or distribution facility has undertaken measures to ensure proper documentation and authorization of all outbound deliveries of ammonium nitrate.	

**DELIVERY AUTHORIZATION – SPECIFIC REQUIREMENTS:**

- Carrier shall have authorization for unloading a shipment.
- Receiver at retail facility must ensure documentation is accurate and complete prior to authorizing unload.
- Process must be in place to verify arrival of shipment at destination

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section.*

NO.	<b>C5 – Access to product during shipment</b>	Y/N
C5	The manufacturing and/or distribution facility has undertaken measures to unauthorized access to ammonium nitrate during shipment.	

**ACCESS TO PRODUCT DURING SHIPMENT – SPECIFIC REQUIREMENTS:**

- The facility has provided written notice to all drivers that:
  - o truck shipments of ammonium nitrate cannot be left unattended by driver at anytime unless the load is parked in a secured area or the unit/load is properly locked down (i.e. high security padlocks, fifth wheel locks, etc).
  - o hatches on trucks and railcars must be secured and sealed with security cables.
  - o seals to be inspected and validated after each stop and upon arrival at destination.
  - o all tampering of seals must be investigated, documented and any losses reported.
  - o Process must be in place to verify arrival of shipment at destination.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>C6 – Loss of Product During Shipment</b>	Y/N
C6	The manufacturing and/or distribution facility has undertaken measures to access, investigate and report shortages in shipments of ammonium nitrate.	

**LOSS OF PRODUCT DURING SHIPMENT – SPECIFIC REQUIREMENTS:**

The facility has a written procedure for inspecting a load upon arrival at destination in order to:

- Verify quantities against shipped weights (if possible).
- Visually inspect and identify any signs of tampering on the rail car or truck.
- Document & report any shortages in excess of historical norms and/or signs of tampering.
- All tampering of seals should be investigated, documented and any losses reported.
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Note: The nature of the manufacturing and handling process for ammonium nitrate predicates that there will be a minor loss of product mass through the supply chain due to moisture loss, mechanical abrasion, settling and residues.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>C7 – Product Spills during Transport and Unloading</b>	Y/N
C7	The manufacturing and/or distribution facility has a process for ensuring the proper clean-up, documentation and reporting of spills of ammonium nitrate.	

**PRODUCT SPILLS – SPECIFIC REQUIREMENTS:**

- The facility has a written procedure for:
- o All spills of ammonium nitrate must be addressed in accordance with regulatory requirements.
  - Cleaning up and disposing of contaminated spills of ammonium nitrate.
  - Reporting of all spills of ammonium nitrate in excess of 50 kgs to regulatory authorities.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

**SECTION D – RETAIL STORAGE -**

This section contains the standards for managing security risks at the retail storage facility.

NO.	<b>D1 – <i>Unauthorized access to product while in storage</i></b>	Y/N
D1	The retail storage facility has undertaken measures to ensure the security of ammonium nitrate storage.	

**STORAGE SECURITY – SPECIFIC REQUIRMENTS:**

The ammonium nitrate storage facility has provided all of the following security measures:

- All bin gates providing access to storage bins containing ammonium nitrate are locked and secured. Where possible, it is a recommended best practice to provide perimeter security. This may include fencing with lockable gates or other means of perimeter security around bins and/or buildings storing ammonium nitrate.
- All doors, windows and other points of access to buildings storing bagged or bulk ammonium nitrate are secured with a high quality lock.
- A key control system for all locks is employed at the facility
- All ammonium nitrate storage facilities must inform local law enforcement of presence of ammonium nitrate at storage facility.
- After hours security lighting has been provided to illuminate main points of access to storage buildings or bins.
- Storage facility is equipped with signage indicating no unauthorized access, or “No Trespassing, Violators Will Be Prosecuted”
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- Ammonium nitrate remaining in an applicator shall be secured or parked in a secured location.

*Compliance to this section will be indicated through a weekly inspection at the facility to verify the presence of the requirements listed in this section.*

NO.	<b>D2 – <i>Emergency Response Plan</i></b>	Y/N
D2	The seller of ammonium nitrate has a written, up to date emergency response plan.	

**EMERGENCY RESPONSE PLAN – SPECIFIC REQUIRMENTS:**

The seller of ammonium nitrate has:

- A written Emergency Response Plan that identifies the responsibility and emergency procedures for security related incidents.
- The plan has been reviewed and updated within the previous 12 months.
- A letter has been sent to local law enforcement informing them of the presence of ammonium nitrate at the storage facility.

*Compliance to this section will be indicated through the presence of a completed emergency response plan signed by the facility manager that contains the requirements listed in this section*

NO.	<b>D3 – Access by onsite personnel</b>	Y/N
D3	The retail storage facility has a procedures and training in place to ensure proper security clearance and authorization for employees handling ammonium nitrate.	

**ACCESS BY ONSITE PERSONNEL – SPECIFIC REQUIRMENTS:**

The facility has a written policy requiring:

- All employees working at the ammonium nitrate storage facility provide valid past work references.
- A standard background check on all new hires.
- All contractors to provide documentation indicating past work history.
- Written authorization and validation of contractors working at the ammonium nitrate storage facility.

*Compliance to this section will be indicated through the presence of a completed emergency response plan signed by the facility manager that contains the requirements listed in this section*

NO.	<b>D4 – Loss of Product During Storage</b>	Y/N
D4	The retail storage facility has developed and implemented a process to access, investigate and report shortages in shipments of ammonium nitrate.	

**LOSS OF PRODUCT DURING STORAGE – SPECIFIC REQUIRMENTS:**

The facility has a written policy and procedure detailing that:

- An annual Inventory audit reconciliation for all ammonium nitrate bagged and bulk storage facilities must be conducted.
- Documented process must be in place for investigating and reporting discrepancies.

- Reporting process for any shortages in excess of historical norms.
- Weekly inspection requirements for to identify any tampering or loss of product volume.

*Compliance to this section will be indicated through the presence of a completed emergency response plan signed by the facility manager that contains the requirements listed in this section*

## SECTION E – RETAIL – OUTBOUND COMMERCIAL CARRIER

This section contains the standards for managing security risks on outbound shipments from the retail storage facility by commercial carrier.

NO.	E1 – <i>Validation of Customers</i>	Y/N
E1	The retail storage facility has undertaken measures to ensure all ammonium nitrate customers have been validated.	

### CUSTOMER VALIDATION – SPECIFIC REQUIREMENTS:

The retail storage facility has a written policy containing the following minimum requirements prior to allowing a sale of ammonium nitrate to a customer.

- The customer purchasing ammonium nitrate has been validated through the provision of proper identification such as:
  - Pesticide License
  - Canadian Wheat Board Number
  - Valid credit application with Company
  - Government-issued photo identification
  - For Low Density Customers, proper licenses or certificates of authorization must be shown
  - Producteur Agricole number
  - OFA number
- The size of the order of ammonium nitrate is in accordance with the size of the end user's needs.
- There is a defined location for the delivery of the ammonium nitrate including contact numbers (ie. Address and/or legal land location).
- Retailer must ensure that customer is a farmer and is known in the community.
- If retailer is not satisfied, purchaser must be referred to the local police detachment for an ID check.
- Suspicious purchase attempts must be reported to the local police detachment.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>E2 – Traceability of sales records</b>	Y/N
E2	The retail storage facility has documentation to track sales of ammonium nitrate for the past 24 months.	

**SALES RECORDS TRACEABILITY – SPECIFIC REQUIRMENTS:**

- Sales records must be kept of all sales of ammonium nitrate for a period of two years. At a minimum, this must include:
  - Customers Name
  - Customers phone number
  - Identification used
  - Address or Legal Land Description
  - Carrier
  - Dates of Delivery
  - Quantity of Ammonium Nitrate
  - Bagged or Bulk Product

Note: for custom application of ammonium nitrate, the legal land description for the area of application must be included on the sales receipt

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>E3 – Security around individuals or company responsible for providing transportation</b>	Y/N
E3	The retail storage facility has undertaken measures to ensure the all companies providing transportation services for ammonium nitrate have implemented appropriate security clearances.	

**TRANSPORTATION COMPANY SECURITY – SPECIFIC REQUIRMENTS:**

Transportation Company will:

- Be bonded or pre-approved.
- Provide written proof of insurance coverage
- Provide required training to drivers in accordance with regulatory requirements.
- Driver will provide photo identification
- Recommend utilizing Motor Carrier Evaluation currently under development by CFI Sub-Committee

- Recommend utilizing Rail/Truck Evaluation developed by the Canadian Chemical Producers Association.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>E4 – Delivery Receipt Acknowledgement</b>	Y/N
E4	The retail storage facility has implemented measures to ensure proper receipt acknowledgement by the end user upon arrival of the shipment at destination.	

**DELIVERY ACKNOWLEDGEMENT – SPECIFIC REQUIREMENTS:**

- Facility has a written procedure instructing all truck drivers to ensure end user signs delivery invoice acknowledging receipt of and responsibility for product.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>E5 – Access to product during shipment</b>	Y/N
E5	The retail storage facility has undertaken measures to unauthorized access to ammonium nitrate during shipment.	

**ACCESS TO PRODUCT DURING SHIPMENT – SPECIFIC REQUIREMENTS:**

- The facility has provided written notice to all drivers that:
  - o truck shipments of ammonium nitrate cannot be left unattended by driver at anytime unless the load is parked in a secured area or the unit/load is properly locked down (i.e. high security padlocks, fifth wheel locks, etc).
  - o hatches on trucks and railcars must be secured and sealed.
  - o seals to be inspected and validated after each stop and upon arrival at destination.
  - o all tampering of seals must be investigated, documented and any losses reported.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>E6 – Loss of Product During Shipment</b>	Y/N
E6	The retail storage facility has undertaken measures to assess, investigate and report shortages in shipments of ammonium nitrate.	

**LOSS OF PRODUCT DURING SHIPMENT – SPECIFIC REQUIRMENTS:**

The facility has a written procedure for inspecting a load upon arrival at destination in order to:

- Verify quantities against shipped weights (if possible).
- Visually Identify any signs of tampering on the rail car or truck.
- Document & report any shortages in excess of historical norms and/or signs of tampering.

Note: The nature of the manufacturing and handling process for ammonium nitrate predicates that there will be a minor loss of product mass through the supply chain due to moisture loss, mechanical abrasion, settling and residues.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>E7 – Product Spills during Transport and Unloading</b>	Y/N
E7	The retail storage facility has a process for ensuring the proper clean-up, documentation and reporting of spills of ammonium nitrate.	

**PRODUCT SPILLS – SPECIFIC REQUIRMENTS:**

- The facility has a written procedure for:
- Cleaning up and disposing of contaminated spills of ammonium nitrate.
  - Reporting of all spills of ammonium nitrate in excess of 50 kgs to regulatory authorities.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

## SECTION F – RETAIL – OUTBOUND CUSTOMER PICK-UP

This section contains the standards for managing security risks on outbound shipments from the retail storage facility by customer pick-up.

NO.	F1 – <i>Validation of Customers</i>	Y/N
F1	The retail storage facility has undertaken measures to ensure all ammonium nitrate customers have been validated.	

### CUSTOMER VALIDATION – SPECIFIC REQUIREMENTS:

The retail storage facility has a written policy containing the following minimum requirements prior to allowing a sale of ammonium nitrate to a customer.

- The customer purchasing ammonium nitrate has been validated through the provision of proper identification such as:
  - Pesticide License
  - Canadian Wheat Board Number
  - Valid credit application with Company
  - Valid picture identification
  - For Low Density Customers, proper licenses or certificates of authorization must be shown.
- The size of the order of ammonium nitrate is in accordance with the size of the end user’s needs.
- There is a defined location for the delivery of the ammonium nitrate including contact numbers (ie. Address and/or legal land location).
- Retailer must ensure that customer is a farmer and is known in the community.
- If retailer is not satisfied, purchaser must be referred to the local police detachment for an ID check.
- Suspicious purchase attempts must be reported to the local police detachment.
- Recommend that all retail sales of ammonium nitrate are restricted to agricultural and commercial horticultural use only.
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*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	F2 – <i>Sale of Ammonium Nitrate to Non Essential End-users</i>	Y/N
F2	The retail storage facility has written policy and procedures to prohibit sales of ammonium nitrate to customers who do not have an essential requirement for the agronomic benefits of ammonium	

nitrate.	
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**NON-ESSENTIAL SALES – SPECIFIC REQUIRMENTS:**

The ammonium nitrate storage facility has developed and implemented a policy that would:

- Restrict all sales of high density ammonium nitrate to agricultural and commercial horticultural use only.
- Restrict all sales of low density ammonium nitrate to the explosives market.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	F3 – Traceability of sales records	Y/N
F3	The retail storage facility has documentation to track sales of ammonium nitrate for the past 24 months.	

**SALES RECORDS TRACEBILITY – SPECIFIC REQUIRMENTS:**

- Sales records must be kept of all sales of ammonium nitrate for a period of two years. At a minimum, this must include:
  - Customers Name
  - Customers phone number
  - Identification used
  - Address or Legal Land Description
  - Carrier
  - Dates of Delivery
  - Quantity of Ammonium Nitrate
  - Bagged or Bulk Product
  - Location of Farm Storage

Note: for custom application of ammonium nitrate, the legal land description for the area of application must be included on the sales receipt.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	F4 – Delivery Receipt Acknowledgement	Y/N
F4	The retail storage facility has implemented measures to ensure proper receipt acknowledgement by the customer prior to shipment.	

**DELIVERY ACKNOWLEDGEMENT – SPECIFIC REQUIRMENTS:**

- Facility has a written procedure instructing all personnel to ensure farmer signs receipt prior to load leaving facility in order to acknowledge receipt of and responsibility for product.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>F5 – Access to product during shipment</b>	Y/N
F5	The retail storage facility has undertaken measures to unauthorized access to ammonium nitrate during shipment.	

**ACCESS TO PRODUCT DURING SHIPMENT – SPECIFIC REQUIRMENTS:**

- The facility has provided written notice to all farmers picking up a load of ammonium nitrate that:
  - o truck shipments of ammonium nitrate cannot be left unattended by driver at anytime unless the load is parked in a secured area or the unit/load is properly locked down (i.e. high security padlocks, fifth wheel locks, etc).
  - o hatches on trucks and railcars must be secured and sealed. Hatches do not have to be sealed if the shipment is non-stop to destination.
  - o if seals are applied, they must be inspected and validated after each stop and upon arrival at destination.
  - o all tampering of seals must be investigated, documented and any losses reported to the retailer.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>F6 – Loss of Product During Shipment</b>	Y/N
F6	The retail storage facility has implemented measures to ensure all ammonium nitrate shipments being delivered via customer pick-up are inspected upon arrival at destination in order to assess, investigate and report shortages on shipments.	

**LOSS OF PRODUCT DURING SHIPMENT – SPECIFIC REQUIRMENTS:**

The facility has a written procedure for instructing customers picking up a load of ammonium nitrate on the proper procedures for inspecting a load upon arrival at their destination. This would include:

- Visual inspection of truck to identify signs of tampering upon arrival at destination.
- Any signs of tampering and/or product loss must be reported to retail location.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

NO.	<b>F7 – Product Spills during Transport and Unloading</b>	Y/N
F7	The retail storage facility has a process for ensuring the proper clean-up, documentation and reporting of spills of ammonium nitrate delivered via customer pick-up	

**PRODUCT SPILLS – SPECIFIC REQUIRMENTS:**

The facility has a written procedure to all ammonium nitrate customers on the proper procedures for:

- Cleaning up and disposing of contaminated spills of ammonium nitrate.
- Reporting of spills all spills of ammonium nitrate in excess of 50 kgs to regulatory authorities.

*Compliance to this section will be indicated through the presence of a written policy and procedure signed by the facility manager or designate that contains steps to comply with the listed requirements in this section*

## SECTION G – END-USE STORAGE

This section contains the standards for managing security risks at the end use storage facility.

NO.	<b>G1 – <i>Unauthorized access to product while in storage</i></b>	Y/N
G1	The retail storage facility has provided guidance and recommendation to the end use customer for enhancing the security of ammonium nitrate storage on their farm.	

### STORAGE SECURITY – SPECIFIC REQUIRMENTS:

The retail storage facility has provided the following written guideline recommendation to all customers storing ammonium nitrate on farm:

- All bin gates providing access to storage bins containing ammonium nitrate are locked and secured. Where possible, it is a recommended best practice to provide perimeter security. This may include fencing with lockable gates or other means of perimeter security around bins and/or buildings storing ammonium nitrate.
- All doors, windows and other points of access to buildings storing bagged or bulk ammonium nitrate are secured with a high quality lock.
- After hours security lighting must be provided to illuminate main points of access to storage buildings or bins.
- Recommend all storage buildings be equipped with a monitored security system.
- Ammonium nitrate remaining in an applicator shall be secured or the applicator will be parked in a secured location. Any unused bagged product will be secured as well.

*Compliance to this section will be indicated through the presence of a written handouts provided to all end users describing the steps necessary to comply with the listed requirements in this section.*

#### 2. Post Season Storage of Ammonium Nitrate

##### **Recommended Controls:**

Recommend that the size of a farmers order is matched to their needs so that post season storage of ammonium nitrate is eliminated.

NO.	<b>G2 – <i>Usage Documentation and Record Keeping</i></b>	Y/N
G2	The retail storage facility has provided instructions to all customers of ammonium nitrate to maintain consumption and post season storage information for a period of two years.	

## **RECORD KEEPING - SPECIFIC REQUIREMENTS:**

The retail storage facility has advised all ammonium nitrate customers that:

- They must keep records of all ammonium nitrate purchases, in season usage and post season storage for two years.
- Re-selling of ammonium nitrate is illegal.

*Compliance to this section will be indicated through the presence of a written handouts provided to all end users describing the steps necessary to comply with the listed requirements in this section.*