



**FERTILIZER CANADA**

**FERTILISANTS CANADA**

# **Agricultural Ammonium Nitrate**

## **CODE OF PRACTICE**

MARCH 2014

REVISED OCTOBER 2015



**Where  
Stewardship  
Grows**

# **AGRICULTURAL AMMONIUM NITRATE CODE OF PRACTICE MARCH 2014**

## **DISCLAIMER**

The Agricultural Ammonium Nitrate Code of Practice and the Implementation Guide (the “Code of Practice”) which follow are intended to be used by Fertilizer Canada for the purposes of the issuance of Certificates of Compliance and conducting Compliance Audits. The Code of Practice is not in any way intended to supersede or derogate from any requirements contained in municipal, provincial or federal by-laws, regulations or legislation (“Governing Legislation”). While every effort is made to provide accurate and complete information, none of Fertilizer Canada or any project manager designated by Fertilizer Canada or their respective directors, officers, employees, committee members, members or agents (together, “Fertilizer Canada”) have made or purport to make any representations, warranties, or covenants, express or implied, with respect to the accuracy, completeness or adequacy of the specifications or information contained in the Code of Practice, or the results generated by its use.

By agreeing to be bound by the Code of Practice, you acknowledge that Fertilizer Canada is not liable for any damage, injury, loss or claims, direct or indirect, including those of an incidental or consequential nature, arising from or in relation to your reliance upon the Code of Practice or any Compliance Audit conducted by Fertilizer Canada, the issuance or non-issuance of a Certificate of Compliance, any statement by a Fertilizer Canada Party regarding the obligations of any person under the Governing Legislation, or the acts or omissions of any person or entity with respect to the handling, storage, use or misuse of ammonium nitrate.

## **HOW TO USE THIS GUIDE**

This guide has been written in two sections. The first half contains the protocols with which ammonium nitrate handlers must comply and against which auditors will be verifying compliance.

The second half contains the Implementation Guide and Appendices. These sections, indexed to correspond with the protocols, are designed to assist with interpreting the protocols. Please consult the Implementation Guide when reviewing the protocols.

## **TECHNICAL QUESTIONS**

Technical questions or questions about interpretation of the Agricultural Ammonium Nitrate Code of Practice should be addressed to Fertilizer Canada at (613) 230-2600 or by email at [Codes@fertilizercanada.ca](mailto:Codes@fertilizercanada.ca).

**AGRICULTURAL AMMONIUM NITRATE  
CODE OF PRACTICE  
&  
IMPLEMENTATION GUIDE**

Company Name: \_\_\_\_\_

Name of Auditor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Audit Date: \_\_\_\_\_

Compliance Requirement Date: December 31, 2015

**Fertilizer Canada**  
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## FOREWORD

September 4, 2015

To: All Fertilizer Canada Members

RE: Ammonium Nitrate Code of Practice Implementation

The Agricultural Ammonium Nitrate Code of Practice (Code) implementation was launched on January 1, 2014 and aims to provide the best practices for the safe and secure handling, storage, transportation and sale of agricultural ammonium nitrate. The Code is a consolidation of existing regulations and aims to provide guidance on, and verify compliance with those regulations. In light of the tragic incident in West, Texas, the need for standardized practices is clear.

### Coming into Force

**The Code is on schedule to be in force as of December 31, 2015**, by which time all formal audits must be completed and certificates must be issued. Owners and managers of facilities should consider booking a pre-audit with their closest auditor to obtain advance feedback on whether their current operations are in compliance. There is no obligation under the Code to book a pre-audit, however it might be helpful in conducting a gap-analysis.

Recently, there has been some discussion as to whether mixes of Ammonium Nitrate (AN) such as Calcium Ammonium Nitrate (CAN) and NK 21-0-21 are covered under the AN Code requirements. From a security perspective, CAN and NK 21-0-21 are not covered since they do not meet the definition of “restricted components” under the *Explosives Act* and the *Explosives Regulations* – Part 20 (Restricted Components). However, these products **do** seem to meet the definition of an “Ammonium Nitrate Mixed Fertilizer” under the *Ammonium Nitrate Storage Facilities Regulations* (60% or more of AN by weight unless they contain sensitizing agents such as potassium chloride (potash)).

The original intent of the Code was to address storage issues only with agricultural grade AN, and Fertilizer Canada is now in the process of determining how CAN, NK 21-0-21 and other AN-based fertilizers should be managed relative to the Code. **Since the implementation period is well underway, the Code will continue to be implemented as per the original timeline but will ONLY APPLY TO AGRICULTURAL GRADE AMMONIUM NITRATE (as defined by UN 1942 or Nitrogen content – 34-28%) as originally intended.**

### Future Work

Fertilizer Canada continues to study the risk profile of AN mixtures along with a review of how other jurisdictions treat these mixtures/blends and will advise on the path forward shortly. **IF** it is determined that CAN, NK 21-0-21, and/or other AN-based fertilizers will be included in the Code, an implementation period will be provided to allow sufficient time for compliance.

Fertilizer Canada will also continue to work with Transport Canada, Natural Resources Canada and The Fertilizer Institute to better define a risk-based approach to storage.

In the interim, Fertilizer Canada encourages its members to take appropriate measures to mitigate any risks associated with the storage and handling of AN mixtures.

For more information, please contact me at the coordinates below. Thank you.

A handwritten signature in black ink, appearing to read 'Giulia Brutesco', with a stylized flourish at the end.

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# AGRICULTURAL AMMONIUM NITRATE CODE OF PRACTICE

## PREFACE

Fertilizer Canada created the Agricultural Ammonium Nitrate Code of Practice (the AN Code or Code) to provide uniform safety and security practices for the handling and storage of ammonium nitrate used in Canada. This Code was drafted by fertilizer manufacturers, distributors and agri-retailers, with input from relevant government agencies.

The intention of the AN Code is to assist shippers, sellers, handlers, customers and end-users of ammonium nitrate to become aware of and to assist in their compliance with the regulatory environment for ammonium nitrate. These include the *Explosives Regulations* of the *Explosives Act*, the *Transportation of Dangerous Goods Act and Regulations*, *Ammonium Nitrate Storage Facilities Regulations* under the *Canada Transportation Act*, and the *Environmental Emergency Regulations* of the *Canadian Environmental Protection Act*.

However, the AN Code is not designed to be a complete compilation of all relevant regulations. The AN Code refers to certain regulations where they have been identified as a suitable means for managing an identified risk. The owner/operator of each ammonium nitrate operation is still responsible for compliance with all applicable regulatory requirements.

The AN Code applies to all ammonium nitrate products meeting the following criteria:

- Ammonium nitrate with a concentration of at least 28%
- Ammonium nitrate mixed fertilizer containing 60% or more of ammonium nitrate by weight or;
- Ammonium nitrate mixed fertilizer containing less than 60% of ammonium nitrate by weight if they contain iron oxide, chromic acid, inorganic salts of chromium, copper or manganese, powdered metals, sulphur potassium chloride or any other ingredients in quantities which will appreciably sensitize or otherwise increase the hazard of ammonium nitrate.

The AN Code will apply to all persons directly involved with the use, transport, storage, handling, and selling of ammonium nitrate. The Code applies both to bulk and bagged sales, distribution, and purchases of ammonium nitrate. The Code has been developed to assist storage and handling operations to assess their risks and consider appropriate action to mitigate them. Agricultural end-users are exempt from the audit requirement.

The AN Code does not apply to industrial end-use ammonium nitrate not used for agriculture.

The AN Code has been designed to be used in conjunction with the Implementation Guide and Appendices. These supplementary documents will provide more definition on

the requirements in the Code plus a description of identified best practices to improve risk management processes at the operation.

The on-going auditing and re-auditing process is intended to provide the ammonium nitrate distribution chain with a framework for the safe handling and secure storage of ammonium nitrate that can be verified on a continuous basis.

## TABLE OF CONTENTS

<b>HOW TO USE THIS GUIDE</b> .....	<b>2</b>
<b>CODE AUDITING PROCESS</b> .....	<b>10</b>
AUDITING PROCESS & CYCLE.....	10
AUDIT PREPARATION .....	11
BOOKING YOUR AUDIT .....	11
PRIOR TO THE AUDIT .....	11
DAY OF AUDIT .....	11
<b>AGRICULTURAL AMMONIUM NITRATE CODE COMPLIANCE AND ENFORCEMENT PROCESS</b> .....	<b>12</b>
<b>AUDITING LOGISTICS</b> .....	<b>15</b>
OFF-SEASON AUDITS .....	15
SATELLITE STORAGE LOCATIONS.....	15
POLICY ON LAPSED CERTIFICATION.....	16
POLICY STATEMENT – RENOVATION OF CERTIFIED FACILITIES .....	17
POLICY STATEMENT–CHANGE IN OWNERSHIP .....	17
<b>AGRICULTURAL AMMONIUM NITRATE CODE OF PRACTICE AUDITS APPEAL PROCESS</b> .....	<b>18</b>
<b>SECTION A INBOUND SHIPMENTS</b> .....	<b>20</b>
A1 SECURITY OF INBOUND AMMONIUM NITRATE CARGO .....	20
A1.1 BY MARINE.....	20
A1.2 BY RAIL / TRUCKS .....	21
A2 PROVIDING TRANSPORT FROM SOURCE VIA RAIL/TRUCK .....	21
A3 ACCESS TO PRODUCT DURING SHIPMENT .....	22
A4 LOSS OR TAMPERING OF PRODUCT DURING SHIPMENT .....	23
A5 PRODUCT SPILLS DURING TRANSPORT AND UNLOADING .....	24
A6 DELIVERY OF AMMONIUM NITRATE .....	24
<b>SECTION B STORAGE OF AMMONIUM NITRATE</b> .....	<b>26</b>
B1 PRODUCT STORAGE .....	26
B1.1 STORAGE SECURITY .....	26
B1.2 STORAGE SAFETY .....	27
B1.2.1 PHYSICAL STORAGE FACILITY REQUIREMENTS.....	27
B1.2.2 STORAGE AND HOUSEKEEPING REQUIREMENTS.....	28
B2 EMERGENCY RESPONSE AND SECURITY PLAN .....	29
B3 ACCESS BY ONSITE PERSONNEL .....	29
B4 LOSS OF PRODUCT DURING STORAGE .....	30
<b>SECTION C OUTBOUND SHIPMENTS/PRODUCT SALES</b> .....	<b>32</b>
C1 SECURITY AROUND INDIVIDUALS OR COMPANY RESPONSIBLE FOR PROVIDING TRANSPORTATION .....	32
C1.1 TRANSPORTATION COMPANY SECURITY .....	32
C1.2 DELIVERY RECEIPT ACKNOWLEDGEMENT.....	32
C2 ACCESS TO PRODUCT DURING SHIPMENT .....	33



C3	PRODUCT SPILLS DURING TRANSPORT AND UNLOADING .....	34
C4	VALIDATION OF CUSTOMERS.....	35
C5	TRACEABILITY OF SALES RECORDS .....	36
C6	CRITERIA SPECIFIC TO END-USERS.....	37
C6.1	POST SEASON STORAGE OF AMMONIUM NITRATE .....	37
C6.2	COMMUNICATION OF END-USERS STORAGE SAFETY AND SECURITY .....	37
C6.3	USAGE DOCUMENTATION AND RECORD KEEPING.....	38
C6.4	SMALL QUANTITY PURCHASERS INFORMATION.....	39
<b>SECTION D</b>	<b>REGULATORY REPORTING .....</b>	<b>40</b>
D1	ANNUAL INVENTORY REPORTING .....	40
<b>SECTION E</b>	<b>TRAINING.....</b>	<b>41</b>
E1	E-Learning.....	41
E2	TRANSPORTATION OF DANGEROUS GOODS TRAINING.....	41
E3	WHMIS/ MSDS TRAINING .....	42
<b>SECTION F</b>	<b>INSURANCE.....</b>	<b>43</b>

## CODE AUDITING PROCESS

As of December 31, 2015 the facilities, sites or retail operations of Fertilizer Canada Members who sell, distribute or store Ammonium Nitrate must, as a condition of Fertilizer Canada membership, be certified as compliant with the Agricultural Ammonium Nitrate Code of Practice (AN Code). Fertilizer Canada Members will be required to maintain their facilities subject to the Code in compliance with the AN Code at all times. Failure to maintain compliance with the Code which raises a potential regulatory compliance issue will result in the reporting of such matter to the relevant regulatory authority.

### AUDITING PROCESS & CYCLE

- The frequency for auditing is every two years. For example, if a facility was audited any time during 2015, it is required to be re-audited before December 31, 2017 and each successive two year period.
- If a facility chooses to advance its re-audit date to an earlier year, the re-audit cycle will correspond to the new re-audit date. For example: If a facility was first audited on October 1, 2015, it is due for a re-audit any time during the calendar year 2017, with a deadline of December 31, 2017. If the facility chooses to have a re-audit completed in an earlier year, for example on June 15, 2016, then the next re-audit will be due prior to December 31, 2018.
- The timing of the audit or re-audit will be at the discretion of each facility operator or company owner, provided that the facility is re-audited within the specified two year time frame.
- It is up to the facility's management to co-ordinate the audit or re-audit.
- Please note that for facilities whose certification has lapsed, the original re-audit cycle will remain. For example: If a facility was first audited on October 1, 2013, its re-audit is due by each successive second year i.e. 2015, 2017, 2019 etc. If the facility lapses certification in 2015 and then has a re-audit completed on February 1, 2016 – their next re-audit is required by December 31, 2017. By reverting such a facility back to its original re-audit cycle, an incentive for allowing certification to lapse is expected to be removed.
- Audit results may be shared with relevant regulatory authorities where the results indicate possible regulatory non-compliance.

## AUDIT PREPARATION

To assist the auditor in conducting an effective and efficient audit of your ammonium nitrate site, the following are suggestions that will save time prior to and during the day of the audit.

### BOOKING YOUR AUDIT

The Owner/Manager can select an auditor from the approved list of auditors to conduct their audit. Audits should be scheduled before the end of the third quarter to avoid a shortage of auditing services. Booking the audit with the auditor is the Owner / Manager's responsibility. Each company/location will be invoiced for the audit directly by the auditor.

### PRIOR TO THE AUDIT

1. Ensure that you, the Owner/Manager, and the people involved in storing and handling ammonium nitrate have read the audit protocol and understand the objective of the audit.
2. Have your facility supervisor/operator conduct a self-audit using this audit protocol prior to the third party audit to ensure that all areas meet the Code's standards.
3. Consider a pre-audit by one of the trained certified auditors if this is a first time audit.
4. Advise the employees when the actual audit will be conducted in advance of the audit.

### DAY OF AUDIT

1. Ensure that you, the Owner/Manager, will have time to discuss the audit process and the results.
2. Allocate the time for you/facility personnel to accompany the auditor.
3. Allocate a location for the auditor to examine documents and prepare the report.
4. Encourage all employees handling ammonium nitrate to communicate with the auditor in a candid manner.
5. Ensure that relevant documentation is readily available for review by the auditor, i.e. operating procedures, check lists, ER plan, plot plan, training files, etc.

The auditor may want to see some activity at the facility to verify the written operating procedures.

## **AGRICULTURAL AMMONIUM NITRATE CODE COMPLIANCE AND ENFORCEMENT PROCESS**

As of December 31, 2015 all facilities that handle, store, transport and sell ammonium nitrate must comply with the requirements of the AN Code. Certified facilities under the AN Code are required to maintain their operations in compliance with the Code at all times. If situations exist where uncertified facilities are handling product or facilities are not in compliance with the Code, a third party complaint process exists to report, investigate, and take remedial action.

### **1. Complaint Procedure:**

Written or faxed complaints are to be sent to the Agricultural Ammonium Nitrate Code Project Manager at fax 1-416-968-6818 or via e-mail at ANcode@funnel.ca. The complainant is to outline details of the alleged non-compliance with the AN Code. The AN Code Project Manager will respect the confidentiality of the complainant.

### **2. Qualification Process:**

- AN Code Project Manager to send auditor to site to check all details.
- AN Code Project Manager makes immediate initial report to Fertilizer Canada.
- Fertilizer Canada reviews the Project Manager's reports, and directs the Project Manager on an appropriate response.
- On or before the fourth business day (as a working goal) following receipt of the complaint the AN Code Project Manager notifies the location or company as to status of the complaint.

### **3. Enforcement Procedure:**

This process applies to instances of non-compliance which are identified as a result of complaints **or** through the certification audit process.

#### **First Instance of Non-Compliance**

- Facility is advised in writing and is given a prescribed number of working days to undertake and complete corrective action dependent upon the type of non-compliance.
- Facility operator to confirm in writing that the non-compliant situation has been corrected.
- Report on non-compliance remains on file for two years from date of the report.
- If situation is not corrected within prescribed timeframe, AN Code certification is withdrawn and regulators are notified. To then obtain re-certification, a complete re-audit is required at the facility operators' expense. Recertification is issued following a successful audit.

- Fertilizer Canada has the option for second auditor visit to confirm compliance.
- Unannounced audits may be performed at Fertilizer Canada's expense the following year.

### **Subsequent Instances of Non-Compliance**

Second and following instance(s) of non-compliance (same facility, same area of non-compliance as a previous instance, within a two-year period (730 days) from previous instance).

- Upon validation, facility to be notified in writing that it has three (3) working days to undertake and complete corrective action.
- Facility operator to confirm issue corrected in writing.
- Report on non-compliance remains on file for two years from date of second infraction.
- If situation is not corrected within prescribed timeframe, certification is withdrawn and regulators are notified. A complete re-audit is required at the facility operators' expense. Recertification is issued following a successful audit. Infraction record remains on file for two years from date of second infraction.
- Regulators are advised of second or further instance of non-compliance.
- Fertilizer Canada has the option to request a second visit to confirm compliance. Follow up visits will be unannounced.
- Unannounced audits may be performed at the election of Fertilizer Canada but at the facility's expense the following year.

## SAMPLE APPLICATION FOR AUDIT FORM

A separate application must be completed for each facility. Compliance Certificate No: \_\_\_\_\_

### Agricultural Ammonium Nitrate Code of Practice Application for Compliance Certificate

Name of Applicant: \_\_\_\_\_ (“Operator”)

Address of Facility: \_\_\_\_\_ (“Site”)

The Operator hereby applies to the Fertilizer Canada for a Compliance Certificate in respect of the Site. In making this application, the Operator acknowledges and agrees to the following:

- (a) The Operator accepts the Agricultural Ammonium Nitrate Code of Practice (AN Code) established by Fertilizer Canada from time to time and agrees to the appeal process established by Fertilizer Canada for the resolution of disputes arising with respect to the Site’s compliance with the AN Code;
- (b) The Operator understands and agrees that in order to obtain a Compliance Certificate for the Site, the Operator must obtain independent certification by an independent auditor (Auditor) on the list approved by Fertilizer Canada, confirming that the Site is in compliance with the AN Code. The Operator is solely responsible for compliance with the AN Code;
- (c) The Operator will permit access to the Site at all reasonable times for the purposes of the audit of the Site in connection with this application, and for any re-inspection of the Site in accordance with Fertilizer Canada’s quality control, compliance, and any other policies then in effect. The Operator agrees that the results of any audit may be disclosed to Fertilizer Canada, the Agrichemical Warehousing Standards Association (AWSA), Funnel Communications Inc., or to such other project manager as Fertilizer Canada may designate from time to time;
- (d) Subject to the appeal process established by Fertilizer Canada from time to time, the Operator agrees to be bound by the Auditor’s findings with respect to the Site;
- (e) The Operator agrees that any costs or expenses arising in connection with the certification of the Site shall be the responsibility of the Operator;
- (f) The Operator agrees to pay the fees and expenses of the Auditor as determined prior to the audit;
- (g) The Operator releases any and all claims it has or may in future have against Fertilizer Canada, the AWSA, CropLife Canada, Funnel Communications or such other project manager as Fertilizer Canada may designate from time to time and their respective members, directors, officers and employees and any auditor or senior auditor in connection with this application, any audits conducted at the Site and any failure by the Operator to obtain a Compliance Certificate;
- (h) If the Operator obtains a Compliance Certificate in respect of the Site, the Operator understands that the obligation to maintain the Site according to the AN Code is mandatory and the Operator must continue to comply with the AN Code in order to maintain its Compliance Certificate.
- (i) The Operator understands and agrees that the AN Code requirements stem from current regulations and that non-compliance(s) with the AN Code that are not corrected within a reasonable timeframe, may result in the reporting of those non-compliances to the respective regulatory authorities.

By signing below, the Operator hereby releases any and all claims (including without limitation claims resulting from any damage, injury, loss or other claims) it has or may in future have against Fertilizer Canada or such other project manager as Fertilizer Canada may designate from time to time or their directors, officers, employees, committee members, members or agents including any auditor or senior auditor, arising from or in relation to this application, any audits conducted at the Site, any failure by the Operator to obtain a Compliance Certificate, or the acts or omissions of any person or entity with respect to the handling, storage, use or misuse of ammonium nitrate. Without limitation to the foregoing, the Operator hereby agrees to the terms of the “Disclaimer” set out in the Agricultural Ammonium Nitrate Code of Practice.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title (if Corporation)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

## AUDITING LOGISTICS

### OFF-SEASON AUDITS

The nature of the audit process requires accessibility to all equipment used for the storage, transport and handling of ammonium nitrate. Consequently, clear, un-impeded access to all equipment is necessary. Facilities having audits done when snow is on the ground will need to have snow sufficiently cleared to allow access to storage and transport equipment. If equipment has been removed for the season, clear documentation will be required to ensure compliance with all mandatory protocols. Insufficient documentation or impeded access to storage and transport equipment will result in a failed audit. Any equipment removed from service during the off season must be available for inspection during an audit. **All facilities are strongly encouraged not to book audits during the off season winter months.**

### SATELLITE STORAGE LOCATIONS

Within the retail distribution chain, storage sites for ammonium nitrate have storage capabilities. For the purposes of the issuance of certification numbers, primary sites will be identified as the main location where the majority of staff are based, records are maintained and in most cases product and/or equipment is stored.

Satellite sites are locations which have limited storage facilities (i.e. a standalone compound or transload locations) and in many cases no offices or on site staff. These satellites are linked to a primary site.

All satellite sites must be in compliance with the AN Code, unless all ammonium nitrate storage bins at the site have been emptied. Every primary and satellite site will be assigned a unique certification number.

## **POLICY ON LAPSED CERTIFICATION**

Lapsed certification is defined as a withdrawal of certification resulting from:

- Voluntary decertification
- Failure to successfully re-audit before the expiry date or
- Withdrawal of certification by program management.

All facilities require a full re-audit every two years to maintain certification status. Details on the re-audit process and frequency can be found in the AUDITING PROCESS & CYCLE section.

An administration fee of \$500 will be required to re-activate your certification status. Delaying re-certification to the following year will not extend the normal re-audit period. For example, locations due for re-certification in 2017 will have to be re-certified again in 2019. If the facility lapse and has their re-audit completed in 2018, this facility will still be due for a re-audit in the year 2019. It will not jump a cycle.



## **POLICY STATEMENT – RENOVATION OF CERTIFIED FACILITIES**

Periodically sites certified under the Agricultural Ammonium Nitrate Code of Practice may make changes to their sites. Any renovations made to a site must comply with the AN Code and sites must be compliant with the AN Code at all times. If significant renovations or replacement are performed, these must be re-audited for compliance with the AN Code before use. The full site will still be subject to a complete re-audit by their next scheduled re-audit date.

## **POLICY STATEMENT–CHANGE IN OWNERSHIP**

If a storage facility changes ownership:

- Facility operator is to notify program management of ownership change upon closing of purchase agreement.
- Upon receipt of ownership change notification, the program manager will forward an “Application to Audit” form to be signed and returned within 30 days of transfer to new ownership.
- The facility must be re-audited within 90 days of transfer to new ownership, regardless of the date of the last audit. The new audit date would set the audit timelines thereafter.
- If the ownership change does not involve a change of personnel, the facility owner or manager may apply for a waiver from these changes of ownership requirements.

## **AGRICULTURAL AMMONIUM NITRATE CODE OF PRACTICE AUDITS APPEAL PROCESS**

1. During the audit process, audited Facilities are first encouraged to resolve any uncertainties or disagreements with their AN Code Auditor. Questions and inquiries may be directed to the AN Code Project Manager. Fertilizer Canada's Fertilizer Safety and Security Council (FSSC) and AN Code Technical Committee may be consulted for assistance in the interpretation and application of the AN Code.
2. Following the initial and any subsequent audits, Audited Facilities will be provided a reasonable period of time to correct identified area(s) of non-compliance before certification is declined or withdrawn based on the Auditor's assessment of the time required to correct the deficiency and with regard to public safety.
3. The Audited Facility may request a review by the Senior AN Code Auditor, who may amend the audit decision should it be warranted. This review is a prerequisite to filing an appeal to the AN Code Appeals Committee.
4. If post-audit non-compliance is not corrected within a reasonable period of time, the Audited Facility will be notified that certification will be withdrawn immediately.
5. In the event of outright failure to be audited within the time specified (every subsequent two years following initial audit), certification will be withdrawn automatically upon notification of the termination of the certification.
6. In the event of an appeal of the Senior AN Code Auditor's decision, the withdrawal of certification will not proceed until the appeal has been determined.
7. Once the Senior AN Code Auditor has issued notification that certification will be withdrawn, the Audited Facility ("Appellant") may appeal by submitting a written statement to the Executive Director explaining the circumstances and grounds for the appeal. This request shall be sent by registered mail or via e-mail to [Codes@fertilizercanada.ca](mailto:Codes@fertilizercanada.ca). It will be deemed received when acknowledgement of its receipt is given. An appeal fee of two thousand dollars (\$2,000) payable via credit card or wire transfer to Fertilizer Canada must be paid to initiate the appeal. If the appeal is upheld, this fee will be refunded. If the appeal fails, the AN Code Appeals Committee at their discretion may reimburse the fee where the appellant has raised a significant issue having industry wide significance, for example one which results in clarification of the AN Code.
8. The Executive Director, in his/her capacity as Secretary to the AN Code Appeals Committee, shall require a written report concerning the matter(s) under appeal from the appropriate Senior AN Code Auditor. The Executive Director shall then forward

this information and the Appellant's written statement to the AN Code Appeals Committee.

9. The Hearing Panel of the AN Code Appeals Committee:

- a. shall provide a copy of the report of the Senior AN Code Auditor to the Appellant;
- b. shall invite the Senior Ammonium Nitrate Code Auditor and the Appellant to submit any further information within five (5) days of receiving the invitation;
- c. may review any relevant matter with the AN Code Senior Auditor and the Appellant either in person, via telephone or in writing;
- d. shall render a written decision on the appeal as expeditiously as possible while respecting the principles of procedural fairness and public safety; and
- e. shall report back in writing no later than fifteen (15) business days following receipt of the appeal, providing a copy of its decision, to the AN Code Appeals Committee, the Audited Facility, the Senior AN Code Auditor and to the Executive Director.

10. In the event that withdrawal of certification is confirmed upon appeal, the withdrawal of certification will be in effect until such time as the Audited Facility completes a subsequent audit confirming compliance with the AN Code.

Note that an appeal of withdrawal of certification will not postpone a decision by Fertilizer Canada to report non-compliance to the regulatory authorities where appropriate.

## SECTION A INBOUND SHIPMENTS

### A1 SECURITY OF INBOUND AMMONIUM NITRATE CARGO

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

#### A1.1 BY MARINE

NO.		Y/N
A1.1	The manufacturing, distribution and/or retail facility has undertaken measures to ensure the security of inbound ammonium nitrate cargo aboard import vessels.	

#### IMPORT CARGO SECURITY – SPECIFIC REQUIREMENTS:

Vessel operators will:

- a. Comply with all requirements of the International Maritime Dangerous Goods Code and the *Canada Shipping Act*.
- b. Comply with the *Marine Transportation Security Act & Regulations*.
- c. Comply with the *Canada Marine Act* and Coast Guard Regulatory Requirements.
- d. Comply with the *Cargo, Fumigation and Tackle Regulations*
- e. Comply with the *Port Authorities Operations Regulations, Practices and Procedures for Public Ports; Public Ports and Public Port Facilities Regulations*.

The receiver will:

- a. Assure a responsible representative (or terminal agent) oversees handling of the shipment.
- b. Provide security to prevent unauthorized access to cargo while vessel is loading and discharging.
- c. Be prepared to present and make available for inspection a statement of fact.
- d. Notify the Marine Safety Office of Transport Canada nearest to the location of unloading; as well as the harbour master at least 24 hours before 150 tonnes or more of AN is to be unloaded.
- e. Retain records as per *Transportation of Dangerous Goods Regulations*.
- f. If product is stored at a port facility for furtherance, refer to SECTION B STORAGE OF AMMONIUM NITRATE.

*Compliance with 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. Letter should be current and renewed every two years with the facility audit schedule.*

## **A1.2 BY RAIL / TRUCKS**

NO.		Y/N
A1.2	The manufacturing, distribution and/or retail facility has undertaken measures to ensure the security of inbound ammonium nitrate cargo aboard railcars/trucks.	

### **IMPORT CARGO SECURITY – SPECIFIC REQUIREMENTS:**

The carrier will:

- a. Comply with all requirements of the *Transportation of Dangerous Goods Regulations*

The receiver will:

- a. Retain records as per *Transportation of Dangerous Goods Regulations*.
- b. For unloading, retain and make available for inspection a statement of fact (Bill of Lading)
- c. Attend to the unloading of the shipment at all times.
- d. If product is stored for furtherance, refer to SECTION B STORAGE OF AMMONIUM NITRATE.

*Compliance with 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. Letter should be current and renewed every two years with the facility audit schedule.*

## **A2 PROVIDING TRANSPORT FROM SOURCE VIA RAIL/TRUCK**

This section contains the standards for managing security risks for the inbound shipping of ammonium nitrate to distribution, storage and/or retail storage sites, security around the company and the individuals responsible for providing transportation.

NO.		Y/N
A2	The manufacturing, distribution and/or retail facility has undertaken measures to ensure all companies providing transportation services for ammonium nitrate have appropriate security measures and clearances.	

**TRANSPORTATION COMPANY SECURITY – SPECIFIC REQUIREMENTS:**

The 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 and an emergency response plan for shipments.
- e. Drivers must be licenced under U.S. Department of Transport (D.O.T.) and HAZMAT- certified if applicable.
- f. Check that the cargo is secured.
- g. 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 from the date of the shipment.

*Compliance with 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. Letter should be current and renewed every two years with the facility audit schedule.*

**A3 ACCESS TO PRODUCT DURING SHIPMENT**

NO.		Y/N
A3	The manufacturing, distribution and/or retailer facility has undertaken measures to prevent unauthorized access to ammonium nitrate during shipment.	

**ACCESS TO SHIPMENTS – SPECIFIC REQUIREMENTS:**

The facility has provided written notice to all drivers that:

- a. Truck shipments of ammonium nitrate cannot be left unattended by driver at any time 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 with 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. The auditor will spot check documentation to ensure the policies are being followed.*

**A4 LOSS OR TAMPERING OF PRODUCT DURING SHIPMENT**

NO.		Y/N
A4	The distribution and/or retail facility has undertaken measures to assess, 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:

- a. Verify quantities for all shipments of bulk ammonium nitrate against shipped quantities where possible. Shortages in excess of historical norms should be investigated, documented and reported.
- b. Identify any signs of tampering on the rail car or truck.
- c. 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, an industry tolerance for this loss up to 1% is considered an acceptable norm.

*Compliance with 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. The auditor will spot check documentation to ensure the policies are being followed.*

## A5 PRODUCT SPILLS DURING TRANSPORT AND UNLOADING

NO.		Y/N
A5	The manufacturing and/or distribution and/or retail facility has a process for ensuring the proper clean-up, documentation and reporting of spills of ammonium nitrate.	

Regulatory obligations in this section fall under the *Transportation of Dangerous Goods Act* and the *Environmental Emergency Regulations (Canadian Environmental Protection Act 1999 section 200)*

### PRODUCT SPILLS – SPECIFIC REQUIREMENTS:

The facility has a written procedure for:

- a. Cleaning up and disposing of contaminated spills of ammonium nitrate.
- b. Reporting of all spills of ammonium nitrate in excess of 50 kilograms to regulatory authorities. It is recommended that specific regulations be consulted to determine individual provincial requirements.
- c. Executing the facility's Environmental Emergency Plan (E2 Plan as a required by the *Environmental Emergency Regulations*) in the event of an incident. Environmental emergencies must be reported to appropriate provincial and federal authorities.

*Compliance with 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. The auditor will spot check documentation to ensure the policies are being followed.*

## A6 DELIVERY OF AMMONIUM NITRATE

This section applies to all deliveries of ammonium nitrate in which the receiver is not responsible for shipping.

NO.		Y/N
A6	The manufacturing, distribution and/or retail facility has undertaken measures to ensure proper documentation and authorization of all incoming deliveries of ammonium nitrate.	

### DELIVERY AUTHORIZATION – SPECIFIC REQUIREMENTS:



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

*Compliance with 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. The auditor will spot check documentation to ensure the policies are being followed.*

## SECTION B STORAGE OF AMMONIUM NITRATE

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

### GENERAL

Any ammonium nitrate storage facilities which contains:

- a. more than 1,000 kg of ammonium nitrate or ammonium nitrate mixed fertilizers at any point in time;
- b. ammonium nitrate mixed fertilizers consisting of 60 per cent or more of ammonium nitrate by weight, or;
- c. ammonium nitrate mixed fertilizers containing iron oxide, chromic oxide, inorganic salts of chromium, copper or manganese, powdered metals, sulphur, potassium chloride or any other ingredient in quantities which will appreciably sensitize or otherwise increase the hazard of ammonium nitrate,

must be certified and approved by the Transport Canada and conform to the *Ammonium Nitrate Storage Facilities Regulations* of the *Canada Transportation Act* respecting the design, location, construction, operation and maintenance of storage facilities for ammonium nitrate and ammonium nitrate mixed fertilizers.

New construction of storage facilities intended to store ammonium nitrate must also comply with the National Fire Code and/or the respective Provincial Fire Code.

Facilities storing more than 20 tonnes must prepare an Environmental Emergency Plan (E2 Plan) as required by the *Environmental Emergency Regulations (Canadian Environmental Protection Act 1999, section 200)*.

The preparation, storage or use of nitro carbo nitrates or other ammonium nitrate blasting agents or similar mixtures in or contiguous to an ammonium nitrate or ammonium nitrate mixed fertilizer storage facility is prohibited.

### B1 PRODUCT STORAGE

#### B1.1 STORAGE SECURITY

NO.		Y/N
B1.1	The manufacturing, distribution and/or retail facility has undertaken measures to ensure the security of ammonium nitrate storage.	

## SPECIFIC REQUIREMENTS:

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

- a. 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.
- b. All doors, windows and other points of access to buildings storing bagged or bulk ammonium nitrate are secured with a high security lock.
- c. A documented key control system for all locks at the facility that provide access to ammonium nitrate.
- d. All ammonium nitrate storage facilities must inform local law enforcement of all ammonium nitrate storage locations.
- e. After hours security lighting has been provided to illuminate main points of access to storage buildings or bins.
- f. All storage buildings are equipped with a monitored security system.
- g. Storage facility is equipped with signage indicating no unauthorized access, or “No Trespassing, Violators Will Be Prosecuted”.
- h. Ensure that only persons, including contractors, who the seller authorizes, have access to the ammonium nitrate.
- i. Ensures that all guests and visitors to a facility are required to report to management or security personnel prior to access.

*The listed requirements must be implemented in order to comply with this section. Weekly inspections must be conducted in order to verify adherence to these requirements. Records of all inspections must be kept. The Auditor spot checks records and does a visual inspection to ensure security features are in place.*

## B1.2 STORAGE SAFETY

### B1.2.1 PHYSICAL STORAGE FACILITY REQUIREMENTS

NO.		Y/N
B1.2.1	The manufacturing, distribution and/or retail facility has undertaken measures to ensure the safety of ammonium nitrate storage facility.	

The Ammonium Nitrate storage facility must be in compliance with the *Ammonium Nitrate Storage Facilities Regulations*, the National Fire Code and/or Provincial Fire Codes, and the National Building Code. These requirements include:

- a. Storage facility must not be greater than one storey in height, must have proper ventilation, and must not have any significant floor depressions (such as a basement or trench).
- b. Storage bins must not be higher than 40 feet unless constructed of non-combustible material or must contain a non-combustible/non-reactive coating.
- c. Facility is located not less than the prescribed distances from other structures.
- d. Signage bearing the words “AMMONIUM NITRATE” or the appropriate placard in accordance with the *Transportation of Dangerous Goods Regulations* classification system, and “NO SMOKING OR OPEN FLAMES” shall be placed in a conspicuous place near each entrance to the designated storage area.

**B1.2.2 STORAGE AND HOUSEKEEPING REQUIREMENTS**

NO.		Y/N
B1.2.2	The manufacturing, distribution and/or retail facility has undertaken measures to ensure the proper storage of ammonium nitrate and maintain proper housekeeping.	

**SPECIFIC REQUIREMENTS:**

The storage of Ammonium Nitrate must be in compliance with the *Ammonium Nitrate Storage Facilities Regulations*, the National Fire Code and/or Provincial Fire Codes, and the National Building Code. These requirements include:

- a. Proper clearances of stored bulk or bagged product from storage walls, facility ceilings, incompatible activities, and other incompatible products (i.e. Class 3 - flammable and/or combustible liquids)
- b. No equipment operated with internal combustion motors can be stored in or around the ammonium nitrate storage area.
- c. Ammonium nitrate may not be stored in areas exceeding ambient air temperatures of 52°C (125°F)
- d. Fire suppression system consisting of sufficient amounts of water to manage fires involving ammonium nitrate. If a sprinkler system is not available, an equivalent system must be available.
- e. Proper housekeeping of the area surrounding (within 25 feet) the storage facility.

*The listed requirements must be implemented in order to comply with this section. Weekly inspections must be conducted in order to verify adherence to these requirements. Records of all inspections must be kept. The Auditor will spot-check records and perform a visual inspection to ensure security features are in place.*

## B2 EMERGENCY RESPONSE AND SECURITY PLAN

NO.		Y/N
B2	The manufacturing, distribution and/or retail facility has a written, up-to-date emergency response and security plan that has been disclosed to local authorities on an annual basis.	

### SPECIFIC REQUIREMENTS:

The ammonium nitrate storage facility has:

- a. A written emergency response preparedness and security plan that identifies the emergency procedures and the person responsible for carrying out the procedures for all security related incidents and events.
- b. Ensured the plan has been reviewed and updated *annually* within the previous 12 months.
- c. An up-to-date map of the property (facility) and surroundings or a complete description.
- d. Identified all environmental emergencies that can reasonably be expected to occur at the facility and that would likely cause harm to the environment or constitute harm to human life or health.
- e. Identified the harm and danger and measures to prevent them.
- f. Ensured staff / employees have received the appropriate training in relation to their safety & security roles and responsibilities.
- g. Communicated in writing to local law enforcement and first responder agencies informing them of the presence of ammonium nitrate at the storage facility.

*Compliance with this section will be indicated through the presence of a completed emergency response and security plan signed by the facility manager that contains the requirements listed in this section. A copy of the documentation inviting local authorities to review the plan on an annual basis is also required to comply with this section.*

## B3 ACCESS BY ONSITE PERSONNEL

NO.		Y/N
B3	The manufacturing, distribution and/or retail facility has procedures in place to ensure proper security clearance and authorization for employees handling ammonium nitrate.	

## SPECIFIC REQUIREMENTS:

The facility has a written policy requiring:

- a. All employees working at the ammonium nitrate storage facility must provide valid past work references.
- b. All new hires are to provide valid past work references and must disclose any previous criminal charges.
- c. All contractors to provide documentation indicating past work history.
- d. Written authorization and validation of contractors working at the ammonium nitrate storage facility.
- e. All contractors must have supervised access to ammonium nitrate storage facilities.
- f. The policy has been reviewed and updated *annually* (within the previous 12 months).

**CAUTION:** refusal to hire a person based on a disclosure of pardoned or provincial offences may constitute illegal discrimination. Employers are cautioned to ensure that their hiring practices comply with their obligations under human rights and employment law in their region.

*Compliance with 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.*

## B4 LOSS OF PRODUCT DURING STORAGE

NO.		Y/N
B4	The manufacturing, distribution and/or retail facility has developed and implemented a process to assess, investigate and report shortages in the storage of ammonium nitrate.	

## SPECIFIC REQUIREMENTS:

The facility has a written policy and procedure detailing:

- a. A semi-annual inventory audit verification for all ammonium nitrate bagged and bulk storage facilities must be conducted.
- b. The reporting process for any shortages in excess of historical norms.
- c. Weekly inspection requirements to identify any tampering or loss of product volume.

- d. A documented process must be in place for investigating and reporting discrepancies.

*Compliance with 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. The Auditor will spot check records and perform a visual inspection to ensure procedures are being followed.*

## SECTION C OUTBOUND SHIPMENTS/PRODUCT SALES

This section contains the standards for managing security risks on outbound shipments from the manufacturing, distribution, and/or retail storage facility.

### C1 SECURITY AROUND INDIVIDUALS OR COMPANY RESPONSIBLE FOR PROVIDING TRANSPORTATION

NO.		Y/N
C1.1	The manufacturing, distribution and/or retail facility has undertaken measures to ensure that all companies providing transportation services for ammonium nitrate have implemented appropriate security clearances.	

#### C1.1 TRANSPORTATION COMPANY SECURITY

##### SPECIFIC REQUIREMENTS:

The shipper will verify the following documentation of the transportation company prior to shipping:

- a. Proof of bond or pre-approval.
- b. Has written proof of insurance coverage.
- c. Verify driver training has been provided in accordance with regulatory requirements.
- d. Ensure Driver provides a government issued photo identification.
- e. Has an up-to-date security/Emergency Response Plan for shipments.
- f. Have management practices in place to comply the *Transportation of Dangerous Goods Act* guidelines.

*Compliance with 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.*

#### C1.2 DELIVERY RECEIPT ACKNOWLEDGEMENT

NO.		Y/N
C1.2	The manufacturing, distribution and/or retail facility has implemented measures to ensure proper receipt acknowledgement by the retailer/end-user upon arrival of the shipment at destination.	



## SPECIFIC REQUIREMENTS:

A facility has a written procedure instructing all truck drivers to ensure the receiver signs delivery invoice acknowledging receipt of and responsibility for product.

*Compliance with 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. The auditor will spot check shipping records to verify policies are being implemented.*

## C2 ACCESS TO PRODUCT DURING SHIPMENT

NO.		Y/N
C2	The manufacturing, distribution and/or retailer facility has undertaken measures to prevent unauthorized access to ammonium nitrate during shipment.	

## SPECIFIC REQUIREMENTS:

**NOTE:** It is the seller's legal responsibility to confirm that all protocols have been met. The seller using third-party transportation services must verify the third-party transportation company has in place a protocol that includes the elements of this section.

The facility has provided written notice to all drivers that:

- a. A process must be in place to verify arrival of shipment at destination.
- b. Truck shipments of ammonium nitrate cannot be left unattended by the driver at any time unless the load is parked in a secured area or the unit/load is properly locked down (e.g. high security padlocks, fifth wheel locks).
- c. Hatches on trucks and railcars must be secured and sealed with security cables.
- d. Seals to be inspected and validated after each stop and upon arrival at destination.
- e. All tampering of seals must be investigated and documented, and any losses reported to the appropriate authorities
- f. If the vehicle used to transport the ammonium nitrate from the retail facility to the end-use point uses other equipment (i.e. spreader with auger), all moving parts must be locked and secured to ensure total product containment during transport.

- g. If a driver discovers that any ammonium nitrate has been stolen or tampered with, or that there has been an attempt to steal or tamper with it, the seller must immediately inform the local police and within 24 hours after the discovery, submit a written report to the office of the Chief Inspector of Explosives, Natural Resources Canada.

*Compliance with 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.*

### **C3 PRODUCT SPILLS DURING TRANSPORT AND UNLOADING**

NO.		Y/N
C3	The manufacturing, distribution and/or retail facility has a process for ensuring the proper clean-up, documentation and reporting of spills of ammonium nitrate.	

Regulatory obligations in this section fall under the *Transportation of Dangerous Goods Act* and the *Environmental Emergency Regulations (Canadian Environmental Protection Act 1999 section 200)*

#### **SPECIFIC REQUIREMENTS:**

The facility has a written procedure for:

- a. All spills of ammonium nitrate must be addressed in accordance with regulatory requirements.
- b. Cleaning up and disposing of contaminated spills of ammonium nitrate.
- c. Reporting of all spills of ammonium nitrate in excess of 50 kilograms to regulatory authorities.
- d. Executing the facility’s Environmental Emergency Plan (E2 Plan as required by the *Environmental Emergency Regulations*) in the event of an incident. Environmental emergencies must be reported to appropriate provincial and federal authorities.

*Compliance with 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. The auditor will spot check documentation to ensure the policies are being followed.*

## C4 VALIDATION OF CUSTOMERS

NO.		Y/N
C4	The manufacturing, distribution and/or retail storage facility has undertaken measures to ensure all ammonium nitrate customers have been validated.	

### SPECIFIC REQUIREMENTS:

A Manufacturer and/or Distributor selling to a retail facility must verify the Licence to sell as issued under the *Explosives Regulations*.

The manufacturing, distribution and/or retail storage facility has a written policy containing the following minimum requirements prior to allowing a sale of ammonium nitrate to an end-user customer:

- a. The customer purchasing ammonium nitrate has been validated through the provision of proper identification such as:
  - i. Pesticide licence
  - ii. Government-issued photo identification
  - iii. Producteur Agricole number
  - iv. Ontario Federation of Agriculture number
  - v. Canadian Wheat Board identification number
  - vi. If purchaser is registered under the *Controlled Goods Regulations*, proof of their registration.
  - vii. If the purchaser is a reseller, proof of the purchaser's enrolment on the component sellers list
- b. The size of the order of ammonium nitrate is in accordance with the end-user's reasonable agronomic needs.
- c. For customers purchasing quantities below 500 kg, retailers must provide and document proof of customer review of Fertilizer Canada's Ammonium Nitrate Safety and Security Information prior to the sale. See subsection C6.3 below for record-keeping requirements.
- d. There is a defined location for the delivery of the ammonium nitrate including contact numbers (i.e. address and/or legal land location).
- e. If the retailer is not satisfied that a purchaser satisfies the verification requirements, purchaser must be referred to the local police detachment for an ID check prior to any sale. Retailer should ensure in such cases that it has retained a thorough description of the purchaser.

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

\* The Ammonium Nitrate Safety and Security Information provided by Fertilizer Canada must be reviewed prior to purchase by customers that purchase less than 500kg of product within one growing season. Customers that require less than 500kg in one transaction but have purchased a minimum of 500kg of product within the same growing season do not fall under this requirement.

**All suspicious incidents or questionable purchase attempts must be reported immediately to the local police detachment and to the RCMP National Security Hot-line at 1-800-420-5805. Within 24 hours, the incident must be reported to the office of the Chief Inspector of Explosives, Natural Resources Canada at 613-948-5200. Refer to Fertilizer Canada’s OnGuard Program for additional details.**

*Compliance with 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. The auditor will spot check records to verify policies are being implemented.*

**C5 TRACEABILITY OF SALES RECORDS**

NO.		Y/N
C5	The manufacturing and/or distribution and/or retail facility has documentation to track sales of ammonium nitrate for the past 24 months.	

**SPECIFIC REQUIREMENTS:**

Purchase records of all sales of ammonium nitrate must be kept for a period of two years. At a minimum, this should include:

- a. Customer’s name
- b. Customer’s address or legal land description
- c. Customer’s telephone number
- d. Identification: type and number of document verified
- e. Quantity of ammonium nitrate (bulk or bagged)
- f. Trade name, quantity and package size of ammonium nitrate (bagged) sold
- g. Description of how the ammonium nitrate will be used
- h. Carrier and operator details
- i. Dates of delivery (estimated and actual)
- j. Location of delivery
- k. If delivery is made at time of purchase, a receipt signed by purchaser containing the information contained in the above

NOTE: All information collected respecting the sale of ammonium nitrate must be kept under lock and key or password protection in the case of electronic records, and may be accessed only by persons who require such access in the course of their employment. The collection, use and protection of the information above must also comply with the obligations under the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

*Compliance with 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. The auditor will spot check records to verify policies are being implemented.*

## **C6 CRITERIA SPECIFIC TO END-USERS**

In addition to the requirements found in Section C, the following requirements apply to the sale of product to the end-user. This sale could be direct from the Manufacturer/Distributor and/or the Retail facility.

### **C6.1 POST SEASON STORAGE OF AMMONIUM NITRATE**

<b>NO.</b>		<b>Y/N</b>
C6.1	The retail storage facility has provided communication to the end-use customer with the recommendation that all unused/unopened ammonium nitrate should be returned to the dealer.	

#### Recommended Controls:

In order to avoid post season storage of ammonium nitrate, it is recommended that an order should generally not be filled beyond the size of a farmer's seasonal requirement. The order generally should be matched to the farmer's actual needs and purchasing patterns and not estimates. All unused/unopened product should be returned to dealer if possible.

### **C6.2 COMMUNICATION OF END-USERS STORAGE SAFETY AND SECURITY**

<b>NO.</b>		<b>Y/N</b>
C6.2	The retail storage facility has provided guidance and recommendation to the end-use customer for enhancing the safety and security of ammonium nitrate storage on their farm.	

## SPECIFIC REQUIREMENTS:

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

- a. All bin gates providing access to storage bins containing ammonium nitrate should be 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.
- b. All doors, windows and other points of access to buildings storing bagged or bulk ammonium nitrate are secured with a high quality lock.
- c. Signs of theft, attempted theft, tampering, or loss not attributable to normal operations should be immediately reported to the local police.
- d. After hours security lighting must be provided to illuminate main points of access to storage buildings or bins.
- e. It is recommended that all storage buildings be equipped with a monitored security system.
- f. Ammonium nitrate remaining in an applicator should be secured or the applicator should be parked in a secured location. Any unused bagged product should be secured as well.
- g. Ammonium nitrate should be not be stored near any combustible material including internal combustion equipment.
- h. A fire suppression system containing sufficient amounts of water should be available.

*Compliance with this section will be indicated through the presence of written guidelines and procedures for customer communication. The auditor will spot check records to verify procedures are being implemented.*

### C6.3 USAGE DOCUMENTATION AND RECORD KEEPING

NO.		Y/N
C6.3	The manufacturing, distribution and/or retail storage facility has provided instructions to all end-user customers of ammonium nitrate to maintain consumption and post season storage information for a period of 24 months.	

## SPECIFIC REQUIREMENTS:

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

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

*Compliance with this section will be indicated through the presence of a written handout provided to all end-users describing the steps necessary to comply with the listed requirements in this section. The auditor will spot check customer communication records.*

**C6.4 SMALL QUANTITY PURCHASERS INFORMATION**

NO.		Y/N
C6.4	The manufacturing, distribution and/or retail storage facility has provided information to and has documentation to demonstrate that all small quantity customers of ammonium nitrate have reviewed and understood the Fertilizer Canada Ammonium Nitrate Safety and Security Information brochure prior to sale.	

**SPECIFIC REQUIREMENTS:**

The retail storage facility has provided and documented that small quantity customers have reviewed information tailored to the safety and security concerns of the product:

- a. Properties of ammonium nitrate
- b. Safe storage practices
- c. Secure storage practices
- d. Re-selling of ammonium nitrate is illegal.

*Retailers will demonstrate compliance with this section by retaining copies of acknowledgement forms signed by customers and confirming the customer has reviewed and understood the information provided, along with copies of the respective sales receipt or purchase order associated with the small-quantity sale.*

## SECTION D REGULATORY REPORTING

This section applies to all sellers of ammonium nitrate subject to the *Explosives Regulations* under the *Explosives Act*.

### D1 ANNUAL INVENTORY REPORTING

NO.		Y/N
D1	The manufacturing, distribution and/or retail facility must provide, using the form provided by the Chief Inspector of Explosives, Natural Resources Canada, an annual inventory of ammonium nitrate no later than March 31 of the year after the year covered by the inventory.	

The annual inventory report must include:

- a. The seller's enrolment number
- b. The period for which it is held
- c. A detailed record of the ammonium nitrate, which must include, for each location where ammonium nitrate is stored or sold,
  - i. a starting inventory,
  - ii. the quantity manufactured,
  - iii. the quantity acquired, specifying whether it was purchased or imported or stating how it was otherwise acquired,
  - iv. the quantity used, sold, exported, destroyed, stolen or lost
  - v. a year-end inventory, and
  - vi. the historical normal range of losses that is due to moisture loss or mechanical abrasion
- d. The name, telephone number, facsimile number and email address of the person who is responsible for completing the form

*Compliance with this section will be indicated through a valid filing with the Chief Inspector of Explosives, Natural Resources Canada.*



## SECTION E TRAINING

This section contains the standards for providing training for all sellers, handlers and end-users of ammonium nitrate.

### E1 FERTILIZER CANADA E-LEARNING

NO.		Y/N
E1	All manufacturing, distribution and/or retail facilities involved in the storage, handling and/or selling of ammonium nitrate should ensure employees have received training on the Fertilizer Canada e-Learning Ammonium Nitrate Safety Course. At a minimum Site and/or Operation Managers are required to have successfully completed the course, renewed annually.	

The e-Learning courses were developed by Fertilizer Canada to provide online, continuing education to fertilizer industry workers. One e-Learning course offered addresses safe and secure transportation, storage and handling of ammonium nitrate. The goal of the e-Learning courses is to provide formal training, and to be seen as a guide, an information source and a reference. The courses are free to take, however, for some there may be a charge to take the quiz and obtain a certificate.

*Compliance with this section will be indicated through the presence of a valid course certificate with expiration date.*

### E2 TRANSPORTATION OF DANGEROUS GOODS TRAINING

NO.		Y/N
E2	All employees involved in the handling, offering for transport or transport of ammonium nitrate have received adequate training on the <i>TDG Act and Regulations</i> . This may include clerical staff involved in the transportation administration process. Training is required every three years.	

The TDG Directorate has prepared [Guidelines for Training Criteria](#) to clarify, but not replace, the training requirements contained in the [Transportation of Dangerous Goods Regulations](#). These guidelines are intended to help employers determine which employees should be trained and what should be included in the training. The guidelines are not all-encompassing.

An employer must not direct or allow an employee to handle, offer for transport or transport dangerous goods unless the employee is:

- a. adequately trained and holds a valid training certificate in accordance to the *TDG Regulations*; or
- b. performing those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate in accordance with the *TDG Regulations*.

*Compliance will be indicated through an examination of training records to indicate Transportation of Dangerous Goods training has been provided to all affected employees.*

**E3 WHMIS/ (M)SDS TRAINING**

NO.		Y/N
E3	The employees at the ammonium nitrate facility are knowledgeable of the Workplace Hazardous Materials Information System (WHMIS) and of the (Material) Safety Data Sheets ((M)SDS). WHMIS/(M)SDS training has been provided for all employees who work at the ammonium nitrate operation as per Federal/Provincial Regulations. Training is refreshed at the required intervals.	

The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are cautionary labelling of containers of WHMIS "controlled products", the provision of (material) safety data sheets ((M)SDSs) and worker education and training programs.

*Compliance will be indicated through an examination of training records to indicate WHMIS and (M)SDS training have both been provided to all employees and records show an annual review has been completed.*

## SECTION F INSURANCE

This section outlines minimum insurance requirement for facilities that store and handle ammonium nitrate.

NO.		Y/N
F	The manufacturing, distribution and/or retail facility has documentation that gives evidence of current policies of insurance covering all risks of exposure.	

### SPECIFIC REQUIREMENTS:

- a. Environmental impairment liability (EIL) in the minimum amount of \$5 million covering third party bodily injury and property damage and off premises clean up expenses with \$5 million policy aggregate for all occurrences; and \$1 million covering on-premises clean up with \$5 million policy aggregate for all occurrences.
- b. Owned automobile liability, (applicable to any and all vehicles that are owned, or leased or operated by the facility in connection with the facility's business), covering bodily injury or property damage to third party interests in the minimum amount of \$5 million per loss occurrence.
- c. Non-owned automobile liability in the minimum amount of \$5 million per loss occurrence.
- d. Comprehensive General Liability and Product Liability in the minimum amount of \$5 million per loss occurrence.

Note:

- (i) Any endorsement or other policy wording that directly or indirectly selects fertilizers as specifically excluded from coverage, or that selects fertilizers for diminished coverage, is NOT acceptable.

*Compliance will be indicated through examination of the confirmation of coverage form.*