



Agrichemical Warehousing Standards Association

WAREHOUSING AUDIT PROTOCOLS & USER GUIDE

JANUARY 2019

**An Auditing Process for Canadian Warehousing
Standards for the Storage of Agrichemical Products**

**AWSA's mission is the continuous improvement of agrichemical
warehouse performance in Canada through the establishment
and implementation of standards to improve environmental
protection, working conditions and business risk.**

www.awsa.ca

AGRICHEMICAL WAREHOUSING STANDARDS ASSOCIATION

AUDIT PROTOCOLS & USER GUIDE 2019

Company Name: _____

Auditor Name: _____

**Auditor
Telephone Number:** _____

Audit Date: _____

Effective January 1, 2019
Supersedes Prior Editions
January 2011
January 2006
January 2002
January 1999
October 1996

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DISCLAIMER

The Warehousing Audit Protocols and User Guide which follow are intended to be used by the Agrichemical Warehousing Standards Association (AWSA) for the purpose of issuance of a Certificate of Compliance. Neither the AWSA or CropLife Canada, its employees, members or agents have made or hereby purport to make any representations, warranties, or covenants with respect to the specifications or information contained in these protocols or the results generated by their use, nor will they be liable for any damage, loss or claims, including those of an incidental or consequential nature, arising out of these protocols. These protocols are not in any way intended to supersede or detract from any requirements contained in municipal, provincial or federal by-laws, regulations or legislation.

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Preface

The objective of the audit protocols are to assist agrichemical warehouse owners and operators in the continuous improvement of managing the risks associated with the operation of agrichemical warehousing.

The auditing process provides a numerical value that will measure the facility's performance against the standards.

The audit is designed to establish factual information and observations. Subjective evaluation is limited.

A successful audit will allow for continued utilization of the facility as a warehouse for agrichemical products in Canada.

The purpose of this audit protocol is to provide the auditor with a step-by-step guide in collecting evidence about a facility's programs and practices that have been included within the scope of the audit. The audit is a systematic comparison of warehouse operations against established standards.

This Warehouse Audit Protocol and User Guide, when completed, should be retained by the warehouse facility for future reference.

Re-audit Process & Cycle

AWSA Warehousing Standards Certification Program

An ongoing auditing and re-audit process assures the entire distribution chain that agrichemicals are being stored on a continuous basis in facilities that meet the requirements agreed upon by the industry. Auditing and re-auditing is therefore vital to the process.

- The frequency for re-auditing is every two years. For example, if a facility was audited any time during 2017, it is required to be re-audited before December 31, 2019 and each successive second year thereafter.
- 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 May 1, 2016, it is due for a re-audit any time during the calendar year 2018, with a deadline of December 31, 2018. If the facility chooses to have a re-audit completed in an earlier year, for example on June 15, 2017, then the next re-audit will be due prior to December 31, 2019.
- The timing of the audit will be at the discretion of each warehouse 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/re-audit.
- The selection of the auditor is at the discretion of the warehouse operator. A current listing of all auditors can be found at www.awsa.ca.
- For sites that fail to have their facilities successfully re-audited within the required time frame, all manufacturing and distributing members will be notified and all shipments of agrichemical will be suspended. Once a lapsed facility has been successfully re-audited, all manufacturers will be notified and the suspension of shipments will be removed.

Please note, that for facilities that lapse certification, the original re-audit cycle will remain. For example:

- If a facility was first audited on May 1, 2016, its re-audit is due by each successive second year i.e. 2018, 2020, 2022 etc... If the facility lapses certification in 2018 and then has a re-audit completed on February 1, 2019 - their next re-audit is required by December 31, 2020. By reverting the delinquent facility back to its original re-audit cycle, any advantage for allowing certification to lapse is removed.

References:

- Warehousing Standards Bulletin #24.
- Warehousing Standards Bulletin #23.

AWSA

Compliance and Enforcement Process

1. Complainant notifies AWSA

A written complaint is to be sent to AWSA c/o Project Manager by e-mail to manager@awsa.ca. The complainant is to outline details of the alleged non-compliance infraction. The Project Manager will respect the confidentiality of the complainant.

2. Qualification Process:

- AWSA to send an AWSA Auditor to the site to check all details.
- As a working goal, the complaint is to be addressed within three working days.
- Project Manager makes final recommendation to AWSA management.
- AWSA to notify complainant on or before the fourth working day as to status.

3. Resolution Process:

First Offence

- Warehouse has three working days to undertake and complete corrective action.
- Warehouse operator to confirm issue corrected in writing.
- Infraction record remains on file for two years from date of infraction.
- If situation is not corrected within three working days, certification is withdrawn and manufacturers/distributors are notified. A complete re-audit is required at the warehouse operators' expense. Recertification is issued following a successful audit. Infraction record remains on file for two years from date of infraction.
- AWSA has option for second auditor visit to confirm compliance.
- Unannounced audits will be performed at AWSA's expense the following year.

Second Offence (same warehouse, same violation, within a 2-year period (730 days) from 1st offence)

- A fine of \$5,000.00 is levied and payment is due in 30 days.
- Warehouse has three working days to undertake and complete corrective action.
- Warehouse operator to confirm issue corrected in writing.
- Infraction record remains on file for two years from date of second infraction.
- If situation is not corrected within three working days, certification is withdrawn and manufacturers/distributors are notified. A complete re-audit is required at the warehouse operators' expense. Recertification is issued following a successful audit. Infraction record remains on file for two years from date of second infraction.
- All manufacturers & distributors advised of second offence.
- AWSA has option for second auditor visit to confirm compliance. Follow up visits will be unannounced.
- Unannounced audits will be performed at AWSA's expense within the following 2 years.

Third Offence (same warehouse, same violation, within a 2-year period (730 days) from 2nd offence)

- A fine of \$10,000.00 is levied and payment is due in 30 days
- Warehouse has three working days to undertake and complete corrective action.
- Warehouse operator to confirm issue corrected in writing.
- Infraction record remains on file for two years from date of second infraction.
- If situation is not corrected within three working days, certification is withdrawn and manufacturers/distributors are notified. A complete re-audit is required at the warehouse operators' expense. Recertification is issued following a successful audit. Infraction record remains on file for two years from date of second infraction.

- All manufacturers & distributors advised of second offence.
- AWSA has option for second auditor visit to confirm compliance. Follow up visits will be unannounced.
- Unannounced audits will be performed at AWSA's expense the following years

Fourth Offence (same warehouse, same violation, within a 2-year period (730 days) from 3rd offence)

- Certification immediately withdrawn for 547 days (1.5 years), no three-day grace period. Manufacturers immediately notified that warehouse is ineligible for receipt for agrichemical products. Following 547 days, a complete re-audit is required at the warehouse operators' expense. Recertification issued following a successful audit.

Example:

1. Warehouse has verified complaint on May 1, 2017 (but rectified within three working days).
2. 1st infraction on file until April 30, 2019.
3. 2nd infraction committed (same protocols) on May 1, 2018 (but rectified in three working days). Warehouse now in 2nd infraction status which is on file for two years from date of second infraction (until April 30, 2020). A \$5,000.00 fine is levied.
4. 3rd infraction committed (same protocol) on February 15, 2019 (but rectified in three working days). Warehouse now in 3rd infraction status which is on file for two years from date of third infraction (until February 14, 2021). A \$10,000.00 fine is levied.
5. If warehouse has 4th infraction (same protocol) between February 15, 2019 and February 14, 2021 certification is withdrawn for a 547 day period and all manufacturers/distributors are notified.

AWSA Audit Appeals Process

Part A: AWSA Audit Interpretation Appeals Process

This Process applies to interpretation discrepancies of the standards between certified operations and AWSA representatives

1. During the audit process, Audited Operations are first encouraged to resolve any uncertainties or disagreements with an AWSA Auditor. The AWSA Senior Auditor and/or AWSA Program Manager may be consulted for assistance in the interpretation and application of the standards.
2. The Audited Operation may request a review by the AWSA Senior Auditor, who may recommend to the AWSA Program Manager to amend the audit decision. This review is a pre-requisite to a formal appeal to the AWSA Appeals Committee.
3. If AWSA has issued notification that the certification be declined or withdrawn, the Audited Operation ("Appellant") may appeal by submitting a written statement to the AWSA Program Manager explaining the circumstances and grounds for appeal.
 - a. This request shall be sent via registered mail or via email (manager@awsa.ca);
 - b. An appeal fee of two thousand dollars (\$2,000.00) payable via credit card or wire transfer to AWSA must be paid to initiate the appeal. If the appeal is upheld, the fee will be reimbursed; and
 - c. In the event of an appeal of the AWSA Senior Auditor's decision, the withdrawal of certification will not proceed until the appeal has been determined.
4. The AWSA Program Manager will require a written report, including supporting documentation concerning the matter(s) under appeal from the Appellant and AWSA Senior Auditor. The reports will be forwarded to the AWSA Appeals Committee.
5. The hearing of the AWSA Appeals Committee shall:
 - a. Consist of the AWSA Board Chair, AWSA Executive Director, AWSA Program Manager and may include additional AWSA Board members at the discretion of the Board Chair;
 - b. Appeals Committee members will be screened to ensure conflicts of interests do not exist;
 - c. Be provided a copy of the written reports submitted by the Appellant under appeal;
 - d. Be provided a copy of the report of the AWSA Senior Auditor to the Appellant;
 - e. Shall invite the AWSA Senior Auditor and the Appellant to submit any further information within five working days of receiving the invitation;
 - f. May review the relevant matter with the AWSA Senior Auditor and the Appellant either in person, via telephone or in writing;
 - g. May seek out additional regulatory or professional opinions to consider as part of the appeals process;

- h. Shall render a decision on the appeal as expeditiously as possible while respecting the principles of procedural fairness and public safety
 - i. Shall report back to the Appellant on the status of the appeal every ten business days until a final decision is rendered,
 - j. The Appeals Committee will provide a final record of decision to the AWSA Program Manager for furtherance to the Appellant; and
 - k. The AWSA Appeals Committee at their discretion may reimburse the appeal fee where the Appellant has raised a significant issue that has industry wide significance that results in clarification of the standards.
6. In the event that the withdrawal or declination of certification is confirmed upon appeal, the withdrawal of certification will be in effect at such a time as the operation receives formal correspondence from the AWSA Program Manager and will be in effect until such time as the Audited Operation completes an audit receiving confirmation of compliance with the standards from an AWSA Auditor.

Part B: AWSA Appeals for Standards Variance

This process applies to requests for consideration for a variance to a specific protocol within the standard either for a period of time or indefinitely.

Periodically Audited Operations may seek consideration for a variance to a specific protocol within the standard either for a period of time or indefinitely. The process to request a protocol variance is as follows:

1. Contact the AWSA Program Manager to complete the Variance Request Form to identify the following:
 - a. The specific protocol(s) within the standards that the variance request is applicable to;
 - b. The current operational situation as it relates to the specific protocol(s) identified;
 - c. Changes to the operational situation that are anticipated or planned with relative time required to complete;
 - d. Rationale for the variance request (such as financial hardship, construction scheduling, operational efficiency, timeline extensions, etc.);
 - e. Ruling from local building inspector, fire chief or other regulatory authority of relevance to the specific protocol(s) identified;
 - f. Additional information that the Audited Operation site management feel would aid in the decision-making process;
 - g. The Audited Operation and AWSA Auditor may choose to consult the AWSA Program Manager for assistance in the interpretation and application of the standards;
 - a. Formal correspondence of the variance request decision will be provided by the AWSA Program Manager to the Audited Operation seeking variance consideration within ten working days of receipt. If a decision has not be finalized after the initial ten business days a status update will be issued every ten business days until a final decision is rendered; and
 - h. AWSA shall render a decision as expeditiously as possible while respecting the principles of procedural fairness and public safety.

2. If the Variance Request is denied the Audited Operation may choose to enact the AWSA Audit Appeals Process.

Part C: AWSA Compliance & Enforcement Appeals Process

This Process applies to appeals related to corrective action requirements issued to Audited Operations or for appeals related to issuance of notices of violations to Audited Operations.

1. During the Compliance and Enforcement process, Audited Operations are first encouraged to resolve any uncertainties or disagreements with an AWSA Auditor that is performing the AWSA Compliance Assessment. The AWSA Senior Auditor and/or AWSA Program Manager may be consulted for assistance in the interpretation and application of the standards.
2. Following the initial and any subsequent AWSA Compliance Assessments, Audited Operations will be provided a reasonable period of time to correct identified area(s) of non-compliance before certification is withdrawn based on the AWSA Auditor's assessment and confirmation from the AWSA Project Manager on the specific time required to correct the deficiency.
3. If the Audited Operation has been issued notification that the certification will be withdrawn, the Audited Operation ("Appellant") may appeal the actions identified in the Compliance Assessment by submitting a written statement including supporting documentation concerning the matter(s) under appeal to the AWSA Program Manager via registered mail or via email (manager@awsa.ca) explaining the circumstances and grounds for appeal. At that point the formal AWSA Appeals Process will be enacted.

INDEX OF POLICY STATEMENTS

Warehouse operators should familiarize themselves with the various policies regarding seeking and maintaining certification under the Agrichemical Warehousing Standards Association warehousing protocols.

Policy Statement	Reference	Page #
Shipment and transportation of Agrichemicals from a certified warehouse	Bulletin 18	121
Shipment of Designated Seed Treatment Products	Bulletin 18	121
Lapses in certification and audit extensions	Bulletin 24	127
Multiple warehouses on a single site	Bulletin 19	122
	Bulletin 23	126
Rented space	Bulletin 19	122
Renovations	Bulletin 19	122
Change of ownership	Bulletin 27	131
Shipment of Agrichemicals to non-AWSA certified Custom Applicators/Aerial Applicators	Bulletin 29	132

AUDIT PROCESS

The audit of your warehouse will involve five distinct, interrelated basic steps:

1. Understanding Internal Management Systems and Procedures

The various management systems, procedures, and standard practices that have been established to assist in achieving the desired performance of warehouse operations will be reviewed with the owner/manager/operator.

2. Gathering Audit Evidence

The auditor will gather information that supports the audit score given to each protocol.

3. Evaluating Audit Findings and Exceptions

The auditor will assimilate all audit data and observations into a coherent, complete finding, providing assurance that the audit objectives are being met.

4. Reporting Audit Findings and Exceptions to Site Management

Deficiencies will be reported by the auditor when identified; and will be formally reviewed with management during the exit meeting and summarized on the completed audit report.

5. Timing of the Audit

All sites are encouraged to book their audits early and all audits should be completed before November 30th of the year they are due. This allows a one month buffer for any missing audit information. For sites that book their audit in December, they should be aware that the risk of not be completed on time which may result in the facility lapsing its certification. Technical Bulletin #24 outlines the consequences of certification lapses.

6. Submission of successfully completed audits to AWSA Management

The auditor submits the audit tabulation forms and confirmation of insurance coverage to AWSA for review. Once successful completion of audit is verified AWSA will issue site certification.

Audit Tabulation

Compliance of all mandatory items is required for certification. The site must also obtain 80% of the scoring points for certification for each of the nine categories (A to H). When specific audit protocols are not applicable to the site, full points will be given with an N/A (Not Applicable) designation. In such cases indicate N/A with point value (i.e. N/A 20). The audit protocols are designed to produce a "yes" or "no" answer. Partial scores are not allowed.

TO: The Owner / Manager of an Agrichemical Warehouse

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

Prior to the Audit:

1. Ensure that you, the Owner / Manager, and the employees that are involved in storing and handling agrichemical at the facility have read the audit protocol and understand the objective of the audit.
2. Have your warehouse supervisor/operator conduct a self-audit using this audit protocol prior to the third party audit to ensure that all applicable aspects of the standards are reviewed and met.
3. Consider a third party 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/warehouse personnel to accompany the auditor.
3. Allocate a location for the auditor to examine documents and prepare the report.
4. Encourage all employees handling agrichemicals 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, containment calculations and drawings, ventilation calculations, etc.
6. The auditor will want to see some activity at the warehouse, i.e. shipping, receiving, to verify the written operating procedures.
7. The auditor will prepare an audit report and request that the site manager sign the completed audit forms and the Application to Audit Form. A copy these documents will be left with you.

Billing

Each company/location will be invoiced for the audit directly by the auditor.

Sample Application for Compliance Certificate

*All sites must agree to these terms and conditions at the time of the audit.

A separate application must be completed for each facility

Compliance Certificate No. _____



**Agrichemical Warehousing
Standards Association**

Application for Compliance Certificate

Name of Applicant: _____ (“Operator”)

Address of Warehouse Facility: _____ (“Facility”)

Operator hereby applies to the Agrichemical Warehousing Standards Association (AWSA) for a Compliance Certificate in respect of the Facility. In making this application, the Operator acknowledges and agrees to the following:

- (a) Operator accepts the standards and the warehousing audit protocols established by AWSA from time to time (the “Protocols”), and agrees to the appeal process established by AWSA for the resolution of disputes arising with respect to the Facility’s compliance with the Protocols;
- (b) Operator understands and agrees that in order to obtain a Compliance Certificate for the Facility, Operator must obtain independent certification by an independent auditor (“Auditor”) on the list published by AWSA, confirming that the Facility is in compliance with the Protocols. Operator is solely responsible for compliance with the Protocols;
- (c) Operator will permit access to the Facility at all reasonable times for the purposes of the audit of the Facility in connection with this application, and for any re-inspection of the Facility in accordance with AWSA’s quality control and other policies then in effect. Operator agrees that the results of any audit may be disclosed to AWSA, Funnel Communications Inc. (“Funnel”) or to such other project manager as AWSA may designate from time to time;
- (d) Operator acknowledges the objectivity and independence of the Auditor and, subject to the appeal process established by AWSA from time to time, agrees to be bound by the Auditor’s findings with respect to the Facility;
- (e) Operator agrees to pay any costs and expenses arising in connection with the certification of the Facility, including the Auditor’s fees and expenses;
- (f) Operator understands that non-compliance with the Protocols will result in the cessation of sales and shipments to Operator by manufacturers or distributors of crop protection products;
- (g) Operator releases any and all claims it has or may in future have against AWSA, Funnel (or such other project manager as AWSA 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, the cessation of sales or shipments by manufacturers and distributors of crop protection products, any audits conducted of the Facility and any failure by the Operator to obtain a Compliance Certificate;
- (h) If Operator obtains a Compliance Certificate in respect of the Facility, Operator understands that the obligation to maintain the Facility according to the Protocols is ongoing and Operator must continue to comply with the Protocols in order to maintain its Compliance Certificate.

Name (if Corporation)

Signature of Applicant

Title (if Corporation)

Date

Name (Please Print)

AWSA 2006

A. SITING AND EXTERIOR REQUIREMENTS

Auditors will examine a combination of documentation and physical attributes of the facility, considering its location, external design and construction, and exterior signage.

A storage warehouse will fall into only one of the following categories - A1 or A2

NO.	PROTOCOL	Full Compliance Score	Actual Score
A1	<p>All new storage buildings are at least 50 metres from zoned residential property lot lines, hospitals, schools, shopping centres, restaurants, processing facilities for feed or food (not storage) and other buildings with high occupancy.</p> <p><u>Observations:</u></p>	Mandatory	
<u>OR</u>			
A2	<p>Sites currently certified are considered grandfathered with respect to the 50 metre buffer zone. Pre-approval from AWSA is required for all renovations or new construction, which will infringe on the 50 metre buffer to zoned residential property lot lines, hospitals, schools, shopping centres, restaurants or other buildings with high occupancy and processing facilities for feed or food. Each facility will require a new site evaluation, in cooperation with municipal and/or provincial authorities. Ensure authorities are in agreement to continue operations knowing the risks involved and documentation was provided.</p> <p><u>Observations:</u></p>	Mandatory	

A1 Upon *examination* of a **site plan** and/or zoning documents and/or through physical examination (*professional judgment*), it is apparent that the building is greater than 50 metres from zoned residential property lot lines, and from actual buildings such as hospitals, schools, prisons, shopping centres or other high-density occupancies, and food or feed processing operations.

If both the **site plan** and/or zoning documents and/or through physical examination meet the specified requirements, the Auditor will score a Mandatory acceptance under Protocol A1.

OR

A2 Sites that were previously certified will pass this protocol. For buildings that have undergone renovations, or expansion since the last audit, the auditor will review documentation indicating that municipal and/or provincial officials have agreed to continue operations. A building permit for renovations will be accepted as appropriate documentation. Reference Warehousing Standards Bulletin #9 & #11 in appendix F.

Note: If for any reason the site certification has lapsed for a period exceeding twelve consecutive months, the site will lose its grandfathered status, and Protocol A1 will apply.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
A3	<p>The building has free access of 10 metres to at least two sides for firefighting access.</p> <p><u>Observations:</u></p>	Mandatory	

- A3** A site *examination* shall verify clear access of a minimum of 10 metres to 2 sides of the building (which may include occupancy in a larger building), If the clear access is less than 10 metres, written approval from the local Fire department must be made available to the auditor. Active rail sidings within 10 metres of the storage building cannot be considered as free access.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
A4	<p>Management has installed at the building external lighting for all exterior sides of the warehouse.</p> <p><u>Observations:</u></p>	10	

- A4** The auditor will *observe* and score 10 points for external lighting. Lighting must be positioned to allow viewing of exterior sides. Lights may be remotely mounted. Yard lights and/or streetlights are acceptable provided that all sides of the building are lit.

If the certified warehouse area is within a multi-purpose building, external lighting must be around the entire building. If this is not easily accomplished, the auditor will ask for a copy of a letter to the owner of the building requesting additional lighting to be installed.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
A5	<p>The parking lots for company employees, customers and visitors do not obstruct passage for fire and emergency vehicles.</p> <p><u>Observations:</u></p>	10	

- A5** During the site examination the auditor will *determine* that the parking lot will not obstruct passage of fire and emergency vehicles. (Reference Protocol A3).

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
A6	<p>All man door entrances to the certified warehouse area have legible pesticide warning signs, clearly identifying that agrichemicals are stored within the premises and that only authorized persons are entitled to enter.</p> <p><u>Observations:</u></p>	10	

A6 The Auditor will *observe* warning signs indicating the presence of agrichemicals are affixed on or near all man door(s) used to enter the certified warehouse area of the building. If rollup doors are the primary access points, warning signage is required.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
A7	<p>The site has an external sign posted which identifies:</p> <p>Name of the company and the phone numbers of the person or persons in charge of the facility and/or the emergency phone numbers that will initiate the E/R plan.</p> <p><u>Observations:</u></p>	20	

A7 The Auditor will *examine* the site for posting of a sign, legible from the primary entrance to the property, that indicates the owner or operator of the site and/or emergency phone numbers that will initiate the site E/R plan. The signs shall be of a permanent, weatherproof construction and must be freestanding (not attached to the warehouse building).

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
A8	<p>Signs were clearly posted indicating:</p> <p>a) emergency exits and exit routes within the building</p> <p>b) emergency supply cabinet</p> <p>c) fire extinguishers</p> <p>d) eyewash stations</p> <p>e) fire lanes around the building</p> <p><u>Observations:</u></p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>	

A8 The Auditor will use *professional judgment and observation* to determine the need for and application of signs for:

- Emergency Exits
- Emergency Supply Storage
- Fire Extinguisher
- Eyewash Stations
- Fire Lanes

A. SITING & EXTERIOR REQUIREMENTS	Full Compliance Score	Actual Score
SCORED ITEMS There are two mandatory protocols in this section.	100	

B. BUILDING STRUCTURE AND EQUIPMENT

Auditors will *examine* physical attributes of the **structure and equipment used/installed** in its operations. Using *professional judgment* and the **National Building, Fire and Electrical Codes** (except where provincial codes exist) and the Protocol, Auditor's will *determine application and compliance*.

NO.	PROTOCOL	Full Compliance Score	Actual Score
B1	<p>Exterior walls are constructed to provide a minimum 1 hour fire resistance rating or are of non-combustible construction.</p> <p>All construction after December 31, 1996, with interior walls separating the certified warehouse area from other occupancies requires a minimum 2 hour fire resistant rating.</p> <p><u>Observations:</u></p>	Mandatory	

- B1** The warehouse operator must determine whether the entire building, or the certified warehouse area within the building, is to be considered a fire compartment. If the fire compartment is a separate storage area (room) within a larger building, then the interior walls of the fire compartment must have a minimum 2 hour rating. Gable ends, which are part of a load-bearing wall, are considered to be part of the wall and must be fire rated unless the ceiling is fire rated.
- The Auditor will *observe* that all exterior walls **of the building** are built of non-combustible materials (steel, concrete, cinder block, etc.) Polystyrene pre-forms are acceptable for non-combustible classification.

OR

The Auditor will *observe* that all exterior walls of the building are constructed with combustible construction materials and are protected by a 1 hour fire resistance rating constructed in accordance with National Building Code Standards. Exterior doors and windows do not require fire resistance ratings for the AWSA Standards unless they are mandated under the National Building Code spatial separation requirements. [Reference Warehousing Standards Bulletin #4 and #21 in Appendix F.]

NO.	PROTOCOL	Full Compliance Score	Actual Score
B2	<p>Interior fire compartment separation wall openings are provided with self-closing doors and if applicable, fire dampers having fire resistance rating of 1.5 hours, including the frames.</p> <p><u>Observations:</u></p>	Mandatory	

- B2** Openings in interior fire compartment separation walls are provided with self-closing doors and frames/fire dampers having a minimum 1.5 hour rating for construction after December 31, 1996. The Auditor will *observe* the ratings as listed on the door frames and fire dampers. Rollup fire doors require fusible links/activation devices on both sides of the opening.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B3	<p>For buildings certified prior to December 31, 1996, the lunchroom, washrooms, cleanup facility and offices are in a separate building from the certified warehouse area or separated by a minimum 1 hour fire rated separation wall (both sides) and be constructed in accordance with National Building Code Standards.</p> <p><u>Observations:</u></p>	10	

- B3** The Auditor will *observe* that either staff facilities including lunchrooms and washrooms, and offices or mercantile areas are in a building separated from the certified warehouse area or there is a minimum 1 hour fire resistance rated wall separating the two types of occupancies. Note: National Fire Code Standards may require higher ratings. Internal shipping and receiving area/room is exempt, provided it is not a permanently occupied office.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B4	<p>For buildings certified prior to December 31, 1996, the self-closing door and frames in the fire separation wall between the certified warehouse area and the mercantile area has a minimum fire resistance rating of 45 minutes.</p> <p><u>Observations:</u></p>	10	

- B4** The Auditor will observe that all self-closing doors including their frames in required internal fire separation walls have a rating label indicating a minimum 45 minutes fire resistance rating where 1 hour walls are required. Note: National Fire Code standards may require higher ratings.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B5	<p>The lunchroom, washrooms, cleanup facility and office if connected to the certified warehouse area are designed to provide a separate ventilation system to reduce odours and ensure a healthy workplace.</p> <p><u>Observations:</u></p>	Mandatory	

- B5** Staff and office mercantile facilities as listed in B3, if connected to the certified warehouse area, must have separate ventilation that does not draw air or create negative pressure allowing air from the storage area into the staff or office/mercantile

occupancies. The Auditor will confirm this by examining the ventilation/heating systems or associated documentation. Internal shipping and receiving area/room is exempt.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B6	<p>If the maintenance shop is located within the building and was constructed prior to December 31, 1996, the separation walls must have a minimum 1hour fire resistance rating, a separate ventilation system and a minimum 45 minutes fire resistance rated closure and a means of egress other than to the interior of the certified warehouse area.</p> <p>If constructed/certified after December 31, 1996, the fire separation wall is to be rated at 2 hours, with 1.5 hour closures and frames.</p> <p><u>Observations:</u></p>	Mandatory	

- B6** If the maintenance shop is located within the same building as the certified warehouse area, the Auditor will *verify* the rating from applied door/frame labels. The maintenance shop ventilation system does not draw or allow air to migrate from the certified warehouse area. The Auditor will *observe* at least one exit from the maintenance shop that does not enter the certified warehouse area.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B7	<p>Inclines for forklift truck or pallet jack travel do not exceed 10 degrees.</p> <p><u>Observations:</u></p>	10	

- B7** The Auditor will *observe* that any ramps/inclines used for forklift or pallet jack travel do not exceed 10°. (10 cm rise = 61 cm run or greater.)

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B8	<p>Wheel chocks or dock locks are provided for the trucks/trailers during loading/unloading when forklifts or other motorized equipment enters the truck/trailer.</p> <p><u>Observations:</u></p>	20	

- B8** The auditor will *observe* the availability of wheel chocks or mechanical dock lock devices to secure trucks/trailers during loading/unloading operations. The auditor will *examine* the **loading/unloading standard operating procedure** and/or *confirm* with appropriate staff that there is sufficient equipment available and that these devices are in fact used. Note: Not applicable if forklifts or other equipment do not enter the truck/trailer.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B9	<p>Lighting is provided for the interior of vans during loading/unloading if motorized material handling equipment is used.</p> <p><u>Observations:</u></p>	10	

- B9** The auditor will *observe* that a means of providing light for the interior of trailer or truck vans is available. Lighting can be provided by working headlights on forklifts, swing arm or extendible lights mounted at overhead doors, or portable lights that can be safely mounted inside the truck/trailer.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B10	<p>Dock levelers or plates are well maintained and in good working order.</p> <p><u>Observations:</u></p>	10	

- B10** The auditor will *observe* that dock levelers are in good working condition, with no breaks or cracks in the steel plate, all anchoring pins are intact. Dock plate retaining tabs must be intact, with no cracks in the steel plate or supporting structure.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B11	<p>Windows that have been installed in interior walls/doors required to have a fire resistance rating of two hours, mounted in fixed steel frames.</p> <p><u>Observations:</u></p>	10	

B11 The Auditor will *observe* that all windows which have been installed in interior walls and doors requiring a fire resistance rating are rated and set in steel frames or are protected by a rated covering with fusible links. For sites certified prior to January 1, 2019, windows can have a fire resistance rating, are wired glass and are not less than 6mm thick.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B12	<p>All exit man doors from the certified warehouse area open in the direction of egress.</p> <p><u>Observations:</u></p>	10	

B12 Auditor will *determine* that all man doors open in the direction of egress.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B13	<p>The floors in the certified warehouse area have had all cracks filled; they have a smooth finish.</p> <p><u>Observations:</u></p>	Mandatory	

B13 The Auditor will *examine* the floors in the certified warehouse area all cracks 2 mm, (thickness of a one dollar coin), saw cuts, etc. must be sealed/filled and the floor must have a surface that can be safely worked on and maintained/cleaned.

If Protocol B14 is not passed, the sealant used to fill cracks must be impervious to chemical products.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B14	<p>The floor has been designed or treated and maintained to render it impervious to agrichemical spill absorption.</p> <p><u>Observations:</u></p>	30	

B14 The Auditor will *examine* documentation to determine if the floors have been treated and maintained in accordance with the manufacturer's recommendations to render them impervious to agrichemical spill absorption. Impervious to petroleum solvent absorption is an acceptable benchmark.

The auditor will use professional judgment to determine if the floor treatment is in good condition. All cracks 2 mm (thickness of a one dollar coin), saw cuts etc. must be sealed/filled and the floor must have a surface that can be safely worked on and maintained/cleaned.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B15	<p>For all new construction after December 31, 1996, floor and floor support structure is constructed of non-combustible material.</p> <p><u>Observations:</u></p>	Mandatory	

B15 The only acceptable materials for the floor after December 31, 1996 are concrete or steel. Asphalt floors certified prior to December 31, 1996 are grandfathered.

Floors and floor support structures certified prior to December 31, 1996 constructed of combustible materials must still maintain the one hour fire resistance requirement, and if elevated, have the underside secured to ground level around the perimeter with solid barrier sheathing. If not elevated (i.e. the floor supports are resting on the ground), the floor does not require a fire resistance rating, nor is sheathing required around the perimeter.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B16	<p>The certified warehouse area does not have any active floor drains.</p> <p><u>Observations:</u></p>	Mandatory	

B16 The Auditor will *confirm* through *visual inspection* that the certified warehouse area does not have any active floor drains.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B17	<p>Certified warehouse areas certified prior to December 31, 1996 has curbing 10 cm minimum in height around the perimeter or may be protected by a containment system incorporating floors sloped to a collection area which is 10 cm lower than the perimeter surface, and/or to drains leading only to a designed containment area specifically used for chemical spills or fire water retention.</p> <p><u>Observations:</u></p>	Mandatory	
<u>OR</u>			
<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B18	<p>Certified warehouse area, initially certified after December 31, 1996, has retention curbing, 10 cm minimum around the perimeter.</p> <p><u>Observations:</u></p>	Mandatory	

- B17** The auditor will determine if the certified warehouse area is protected by retention curbing or a designed containment system. Curbing of at least 10 cm in height may be of concrete or steel, it must extend to the entire perimeter of the certified warehouse area. Alternatively, the certified warehouse area may be protected by a containment system incorporating floors sloped to a collection area which is 10 cm lower than the perimeter surface and/or to drains leading only to a designed collection area for chemical spills or fire-water retention. Drains cannot lead to any site or municipal sanitary (septic) or storm sewage system.
- B18** If the curb is made of angle iron or concrete which is not a single pour, caulking which is impervious to agrichemicals, must be applied to ensure that spills cannot seep out through a crack. Multi-floor structures need curbing on all levels. Angle iron must be made of sufficient gauge in order to prevent damage during routine operations. Angle iron must be a minimum of .25 inches.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B19	<p>The certified warehouse area has mechanical ventilation designed to provide a minimum of 2 air changes/hr.</p> <p><u>Observations:</u></p>	Mandatory	

B19 Auditor will *examine* the mechanical ventilation system for the certified warehouse area. The Auditor will *determine* the system rating from the exhaust fan assembly or documents signed by the installer or engineer's stamped drawings indicating exhaust rates of at least 2 air changes per hour. [See Warehousing Standards Bulletins # 3, 13A, 13B, and 15)

Sample calculation: $\frac{\text{Length} \times \text{width} \times \text{height}}{30} = \text{minimum CFM requirement}$

Example: Warehouse is 20 feet in length, 10 feet wide and 8 feet high. Calculation is:

$$\frac{20 \times 10 \times 8}{30} = 53.33 \text{ cfm fan}$$

This means that you need a fan with a minimum of 53.33 cfm's to achieve a minimum of 2 air exchanges per hour.

Technical information for the fan must be on file to indicate cfm's.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B20	<p>The flammable and combustible liquid storage area ventilation system is designed to control explosive vapours.</p> <p><u>Observations:</u></p>	Mandatory	

B20 Explosive vapours for products that produce vapours heavier than air, may be controlled by at least one air inlet and one exhaust outlet systems (ventilation) within 300 mm of the floor. Vapours of products that are lighter than air (ethylene in compressed gas cylinders) require exhaust at ceiling levels. Auditors can determine vapour density of products from SDS's.

Alternatively, the ventilation system may incorporate the general dilution principle. [See Warehouse Standards Bulletin 13B].

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B21	<p>The heating system is designed and installed to:</p> <p>a) meet codes (Gas, electrical, fire)</p> <p>b) to prevent contact with explosive vapours</p> <p><u>Observations:</u></p>	Mandatory	

- B21**
1. Ceiling mounted radiant heaters or open flame heating units are not permitted where vapours from products are lighter than air or a ventilation system with mechanical agitation has been installed and is in use. (e.g. ethylene gas)
 2. All floor-mounted units must draw external combustion air into a sealed combustion chamber.
 3. Electric unit heaters must be CSA/ULC approved for industrial/commercial use and must be hardwired.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B22	<p>Electrical lighting within the certified warehouse area has been designed and installed to provide sufficient intensity for safe working conditions.</p> <p><u>Observations:</u></p>	Mandatory	

- B22** Auditors must be able to read labels and safety instructions on products, signs and equipment within the certified warehouse area.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B23	<p>The emergency exits provided for in the certified warehouse area have emergency lighting from a source of energy separate from the electrical supply for the building.</p> <p><u>Observations:</u></p>	10	

- B23** The Auditor will *verify* that all emergency exits leading from the certified warehouse area to the outdoors, be identified with emergency lights that illuminate the exit. These lights must be operated by an independent energy source such as automatic rechargeable batteries or stand-by generators.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B24	<p>Lighting fixtures and all other electrical installations are installed so that material handling equipment within the certified warehouse area will not interfere with or damage the electrical installation.</p> <p>Electrical transformers cannot be situated within the containment area.</p> <p><u>Observations:</u></p>	Mandatory	

B24 Auditors will *examine* all electrical installations and fixtures to ensure that warehouse operations do not cause damage to the fixtures or electrical wiring.

Electrical transformers should be raised above protected area or be in a separate diked area.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B25	<p>Within the agrichemical warehouse:</p> <p>a) Portable fire extinguishers are installed in or adjacent to corridors, exits and aisles that provide access to exits and in proximity to other fire hazards to meet the National Fire Code standard for the certified warehouse area.</p> <p>b) A properly secured fire extinguisher is installed on each forklift.</p> <p><u>Observations:</u></p>	<p>20</p> <p>10</p>	

B25 Certified warehouse area are rated as ordinary hazards. This requires a minimum 2-A:10-B:C fire extinguisher within 9 metres or a minimum 2-A:20-B:C fire extinguisher within 15 metres travel distance to the extinguisher. Fire extinguishers on forklifts shall be a minimum of 5-B:C Rating (minimum 2.5 lbs). An example of other fire hazard areas are as follows:

- a) In and around bulk loading / unloading electrical driven pumps
- b) At electrical battery charging stations
- c) Individual storage area (ISA) for flammable/combustible products.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B26	<p>The certified warehouse area and the building in which it is housed has a fire detection system throughout. The system is connected to a 24 hour monitoring station.</p> <p><u>Observations:</u></p>	Mandatory	

B26 The certified warehouse area and the building it is located within shall have a fire detection system throughout. [See Warehousing Standards Bulletin #22]

The Auditor will *examine* the fire detection and monitoring system current documentation to verify that it provides 24 hour protection for the entire structure.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
B27	<p>The certified warehouse area has a security system throughout. The system is connected to a 24 hour monitoring station.</p> <p><u>Observations:</u></p>	Mandatory	

B27 The certified warehouse area has a security system throughout. The Auditor will *examine* the security detection and monitoring system current documentation, to verify that it provides 24 hour protection for the entire structure.

B.	WAREHOUSE STRUCTURAL	Full Compliance Score	Actual Score
	<p>SCORED ITEMS</p> <p>There are 15 mandatory protocols in this section.</p>	160	

C. WAREHOUSE OPERATIONS

NO.	PROTOCOL	Full Compliance Score	Actual Score
C1	Products are stored in such a way that material handling equipment has sufficient room to maneuver. <u>Observations:</u>	10	

- C1** The Auditor will *examine* the certified warehouse area and its contents ensuring that pallets and products are not damaged or nicked, and it appears they are sufficiently spaced for adequate material handling equipment movement.

NO.	PROTOCOL	Full Compliance Score	Actual Score
C2	Storage heights of flammable and combustible liquids meet National Fire Code (N.F.C) standards. <u>Observations:</u>	20	

- C2** The Auditor will *observe* that flammable and combustible liquids are stored in accordance with the maximum storage heights as shown below:

Maximum Storage Heights

N.F.C Classification	Unprotected Storage	Protected Storage	Protected Rack Storage
1B or 1C	1.5m	2.0m	7.5m
II	3.0m	3.0m	7.5 m
IIIA	4.5m	6.0m	12.0m

N.F.C Class II products cannot be stored on top of (or over) N.F.C class IB or 1C products if the required storage heights are not maintained. If, on any particular pallet, a mixture of N.F.C Class IB or 1C and II are stored, the maximum storage height for this pallet will be restricted to that of N.F.C Class IB or 1C.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C3	<p>Within the agrichemical warehouse:</p> <p>a) Flammable and combustible liquids are stored in (ISA) individual storage areas</p> <p>b) Flammable and combustible liquids are stored in accordance with the maximum quantity limitations in the National Fire Code.</p> <p><u>Observations:</u></p>	<p>10</p> <p>10</p>	

C3 The Auditor will observe that individual storage areas for flammable and combustible liquids do not exceed the maximum quantity limits in the National Fire Code. See appendix B & C.

Note: All products with a flash point below 93.3 degrees C must be stored in a flammable and combustible liquid ISA within the quantity limitations for the ISA.

The Auditor will also ensure that each individual storage area is separated from any adjacent storage by clear aisles of not less than 2.4 metres or a 2 hour fire resistance rated wall.

Reference Warehousing Standards Bulletin #32.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C4	<p>Transportation of Dangerous Goods (TDG) regulated products are stored in compliance with the separation chart for storage of dangerous goods as per the National Fire Code.</p> <p><u>Observations:</u></p>	20	

C4 TDG regulated products are properly segregated in accordance National Fire Code [See Appendix A.]

NO.	PROTOCOL	Full Compliance Score	Actual Score
C5	Storage heights of TDG regulated products excluding flammable and combustible liquids meet National Fire Code. <u>Observations:</u>	20	

C5 The Auditor will *observe* that dangerous goods are stored in accordance with maximum storage heights shown below.

Maximum Storage Heights

Classification (TDG class 4, 5, 6, 8 only)	Unprotected Storage	Protected (Fire Suppression)	Protected Rack (Fire Suppression)
Packing Group I	1.8m	2.4m	Unlimited
Packing Group II	2.4m	4m	Unlimited
Packing Group III	4.5m	6m	Unlimited

Packing Group II products cannot be stored on top of (or over) Packing Group I products if the required storage heights are not maintained. If, on any particular pallet, a mixture of packing Group I and II are stored, the maximum storage height for this pallet will be restricted to that of Packing Group I. This applies to both pallet storage and racked storage unless it is protected rack storage.

TDG Class 2.1 products shall be stored according to Warehousing Standards Bulletin #26.

NO.	PROTOCOL	Full Compliance Score	Actual Score
C6	Within the agrichemical warehouse: a) TDG regulated products (excluding flammable and combustible liquids) are stored in a separate ISA b) The sum of the ISA's in the building may not exceed 100 m ² in unprotected storage. Note: Non-regulated products with a flash point at or above 93.3°C can be stored in the dangerous goods ISA. <u>Observations:</u>	10 10	

C6 The Auditor will *observe* that TDG regulated products are stored in an ISA, separate from flammable and combustible liquids, which is 100 m² or less in unprotected storage.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C7	<p>A plan view of the certified warehouse area was posted to show the aisles and individual storage areas for each TDG and National Fire Code class of product.</p> <p><u>Observations:</u></p>	10	

- C7** The Auditor will *examine* the certified warehouse area to confirm that flammable and combustible liquids and TDG regulated products are stored in accordance to the posted floor plan.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C8	<p>Smoking, drinking and eating in the certified warehouse area is strictly forbidden and permanent signs to this effect are posted.</p> <p><u>Observations:</u></p>	Mandatory	

- C8** The Auditor will *observe* that the certified warehouse area is clearly posted with permanent (weather proof, if outside) signs stating that smoking, drinking and eating are not allowed in the certified warehouse area. The Auditor will confirm compliance through employee interviews.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C9	<p>The auditor will inspect and confirm that all the materials and/or equipment required for the site containment plan are in place and readily available.</p> <p><u>Observations:</u></p>	Mandatory	

- C9** **Examples of on-site materials:** may include storm sewer covers, sandbags, plastic sheeting, culvert closures etc.

Refer also to Protocol E3 & G1(e).

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C10	<p>Within the agrichemical warehouse:</p> <p>a) This facility has a posted inventory list of emergency equipment and supplies which are stored in a specific location for use only in emergencies.</p> <p>Emergency equipment at the warehouse includes:</p> <p>b) a first aid kit</p> <p>c) an eyewash station or eyewash/shower</p> <p>d) sealable salvage container (over pack)</p> <p>e) absorbent materials</p> <p>f) aluminum shovel</p> <p>g) gloves, goggles and rubber boots</p> <p>h) respirator and chemical cartridge</p> <p><u>Observations:</u></p>	<p>10</p> <p>30</p> <p>30</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>	

C10 The Auditor will *observe* that a list of emergency equipment available at the site is posted near, or on, the storage location for the equipment.

The Auditor will *examine* basic emergency equipment to ensure that they are usable, clean and adequately equipped.

The auditor will determine from sample SDS's what types of clean-up equipment (gloves, respirator cartridges, etc.) and absorbents (clay, vermiculite, polymer) are required. The auditor will *confirm* that these are available. Personal protective equipment must be stored off the floor to prevent contamination.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C11	<p>All products stored in the certified warehouse area have a supplier label, or a workplace label, or a label regulated by the Pest Control Products (PCP). Act which made the reader aware of the potential hazards and risks when handling or using crop protection products.</p> <p><u>Observations:</u></p>	20	

C11 The Auditor will *examine* products stored in the certified warehouse area. Each regulated (WHMIS, TDG, PCP) chemical product will have an applicable label.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C12	<p>Hazardous waste materials and contaminated products are stored in compatible product storage areas and each waste container is appropriately labeled (as to its contents).</p> <p><u>Observations:</u></p>	10	

- C12** If there are hazardous waste materials or contaminated products on-site during the audit, the Auditor shall *examine* them for adequate packaging, labeling and storage (See Appendix A). The Auditor can also *examine* an **operating procedure** detailing site requirements (see Protocol E12). In cases where no hazardous waste materials or contaminated products exist at the time of the audit, the operating procedure will suffice.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C13	<p>Incompatible products such as feed, food products, food processing equipment, personal use items or containers and packaging material for such goods are not permitted in the certified warehouse area.</p> <p><u>Observations:</u></p>	Mandatory	

- C13** Upon *inspection* of the certified warehouse area for PCP regulated products, the Auditor will not find any food, feed, processing equipment for food/feed, or packaging material for food/feed. Twine is permitted. Seed that is clearly labeled is permitted in the certified warehouse area whether or not it has been treated.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C14	<p>Within the agrichemical warehouse:</p> <p>a) Access aisles for fire fighting, emergency equipment and emergency exits are not less than 1 metre in width and are unobstructed.</p> <p>b) All emergency exit doors must be operable with not more than one releasing operation, and egress areas unobstructed.</p> <p><u>Observations:</u></p>	<p>10</p> <p>10</p>	

- C14** The Auditor upon *inspection* of the certified warehouse area will determine that there is clear, unobstructed access of at least 1 metre around emergency equipment including: fire extinguishers, eyewash stations, emergency supplies, and emergency exits. The Auditor will inspect the emergency exit doors to ensure they have only one releasing

operation to exit (i.e. panic bars). All areas inside and outside the emergency exit doors must be kept unobstructed, with clear access of at least 1 metre.

NO.	PROTOCOL	Full Compliance Score	Actual Score
C15	<p>Products were stored at a minimum of</p> <ul style="list-style-type: none"> a) 1 metre from a heating unit b) 1 metre from the ceiling c) At least 450 mm from all ceiling mounted sprinkler heads and lights d) Clearance of not less than 400 mm shall be maintained between walls and stored dangerous goods, flammable liquids and combustibles liquids except that where the width of storage adjacent to the wall is not more than 1.5 m., such wall clearance is not required. <p><u>Observations:</u></p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p>	

C15 The Auditor will *determine* that there is a physical separation of at least 1 metre between products stored and any heating units; 1 metre from the ceiling, 450 mm from a ceiling mounted sprinkler head, and 400 mm from the wall (as per description above). If the warehouse is less than 100 m² the ceiling restriction does not apply. See NFC Small Quantities Exception Table 3.2.7.1 (see Appendix D).

NO.	PROTOCOL	Full Compliance Score	Actual Score
C16	<p>The certified warehouse area has at least one main aisle of at least 2.4 metres in width, marked, and free of storage.</p> <p><u>Observations:</u></p>	20	

C16 The Auditor will *observe* in the certified warehouse area at least one main aisle of 2.4 metres in width. This plus any other aisles must be marked and kept storage free. The Auditors observations should be consistent with the posted warehouse storage plan (C7). If the certified warehouse area is less than 100 m² an aisle of one metre must be maintained for access to fire protection equipment, exits and aisles. Racking can be used to denote aisles.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C17	<p>All products are stored on pallets, neatly piled with no leaning piles.</p> <p><u>Observations:</u></p>	20	

C17 The Auditor upon *inspection* of the certified warehouse area will observe that all products are stored on pallets, (except TDG Class 2) all piles or stacks will be neatly maintained and piles will not be leaning precariously. Totes, which have been designed with an integral pallet, are exempt from being stored on a separate pallet.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C18	<p>There are no flammable or combustible fuel products stored inside the certified warehouse area. Bulk tanks outside the certified warehouse area for the storage of flammable or combustible fuel products, which are closer than five metres (5 m) to the building, are secured and grounded.</p> <p><u>Observations:</u></p>	20	

C18 Both the storage tank and electrical pumping systems for fuels must be grounded.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C19	<p>There are no spare flammable compressed liquefied storage cylinders (<u>TDG Class 2.1</u>) inside the certified warehouse area unless stored in accordance with the N.F.C.</p> <p>Those outside the building are secured in an acceptable location to prevent buildup of excess heat on cylinders.</p> <p><u>Observations:</u></p>	20	

C19 If the site uses propane powered forklifts, the Auditor upon *inspection* of the site will find all spare tanks stored outside the building, protected from direct sunlight and excessive heat build-up. The tanks will be securely stored in the appropriate position as indicated on the tanks. (Reference Warehousing Standards Bulletin #26). TDG class 2.1 products are flammable gasses.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C20	<p>The battery charging station for material handling equipment is-separated from all products within the certified warehouse area by at least 1 metre, is clean and tidy, well ventilated and a fire extinguisher is mounted and within easy reach.</p> <p><u>Observations:</u></p>	20	

C20 If the facility uses electric material handling equipment, the Auditor will *observe* the battery charging station is isolated from stored products by at least 1 metre separation. The charging station will be kept tidy with an ABC fire extinguisher (min. 2.2 kg) within easy sight and reach of the station.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C21	<p>Power operated tools are not stored in the certified warehouse area.</p> <p><u>Observations:</u></p>	10	

C21 The Auditor will *observe* that there are no power tools located in the certified warehouse area.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C22	<p>Floors, ramps, stairways, shipping areas were clean, tidy and in good repair.</p> <p><u>Observations:</u></p>	10	

C22 Upon *inspection* of the floors, ramps, stairways and shipping dock areas, the Auditor will find these areas are kept clean, orderly and in a good state of repair.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C23	<p>The machinery and equipment were clean and in good operating condition.</p> <p><u>Observations:</u></p>	10	

C23 The Auditor will *inspect* all machinery and equipment (i.e.: forklifts, pallet jacks, pallet jaws and chains) used to handle PCP products to determine that they are maintained in a good, clean operating condition.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C24	<p>Within the agrichemical warehouse:</p> <p>a) There were no leaking packages or containers,</p> <p>b) All returned empty pesticide containers are stored in polyethylene bags or under cover.</p> <p><u>Observations:</u></p>	<p>10</p> <p>10</p>	

C24 Upon *inspection* of the certified warehouse area, the Auditor will not find leaking packages or containers. Over-packed or rebagged or damaged containers, which have been replaced or repaired, are acceptable. All returned empty pesticide containers are contained in polyethylene bags or are stored under cover.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C25	<p>All full or partially full multi-trip and pre-packaged containers/totes must be stored inside the certified warehouse area.</p> <p><u>Observations:</u></p>	Mandatory	

C25 The auditor will *observe* that there are no full or partially full multi-trip or pre-packaged containers stored outside. (reference Warehousing Standards Bulletin #14). All agrichemicals must be inside the certified warehouse area before the closure of business for the day.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C26	Pest control products classified as commercial or agricultural are stored in the certified warehouse area. <u>Observations:</u>	Mandatory	

C26 Pest control products classified as commercial or agricultural including surfactants and adjuvants shall not be stored outside the certified warehouse area or displayed in the showroom/front office area. This also includes mixed spray solutions. The auditor will inspect the rest of the property to determine if pest control products are stored elsewhere on the site.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
C27	Vehicles and implements, which are fuel powered, are not permitted to be stored in the certified warehouse area. <u>Observations:</u>	20	

1. Forklift trucks are permitted to be stored in the certified warehouse area if local regulations permit. Forklifts with internal combustion engines must be parked in an aisle of the warehouse with a minimum 1 metre separation to warehouse inventory.
2. Procedures must be established to show that propane fuel tanks are shut off when the forklift is not in use.
3. New fuel powered vehicles (such as garden tractors and mowers) for retail sale are permitted provided that they do not contain fuel. These will primarily be items in original shipping packaging where the vehicle has not been prepped for delivery.
4. Large motorized vehicles such as floaters and sprayers are allowed to be stored overnight in bulk chemical storage areas (drive through for loading etc.) which are equipped with a containment pad provided that:
 - a) Those areas are separated from the finished goods section of the warehouse by a 2 hour fire rated wall, and
 - b) Bulk storage tanks for pesticides are constructed of non-combustible materials such as steel or aluminum.
5. Seed Treatment and handling equipment is permitted in the certified warehouse area if local regulations permit.
6. Pumps for transferring agrichemical products are permitted within the warehouse area.

C. WAREHOUSE OPERATIONS	Full Compliance Score	Actual Score
SCORED ITEMS There are five mandatory protocols in this section.	500	

D. TRAINING

The auditor will prepare in the working papers the organizational chart for the agrichemical warehouse. Those employees who are directly involved in receiving products, shipping (including those who process shipping orders) and the storage (managing the warehouse) will all be involved in the training process. This will also include temporary employees or part time employees. Any employee, including the owner or manager, who handles agrichemical products will be included.

This organizational chart is necessary during the audit so the auditor can track the movement of employees and therefore can track the training activities of new or transferred employees.

Summary of Training Frequency Requirement

D1	Site Rules	New hires and when rules change
D2	Safe Operating Procedures	At start of a new job
D3	TDG	Every 3 years
D4	WHMIS/MSDS/SDS	Upon employment with annual review
D5	Product Labeling	At start of a new job or products change
D6	Provincial Operator Certification	Valid Certificate
D7	Forklift Training	Every 3 years, as operations/equipment changes or provincially legislated requirements
D8	OH&S	At start of a new job
D9	First Aid/CPR	Valid Certificate
D10	Emergency Response	Annually

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
D1	<p>The management of the site has developed, issued and reviewed the general operating rules with all employees of the site. During discussion and observation, it appears that these rules are enforced.</p> <p><u>Observations:</u></p>	30	

- D1** Inspect the written operating rules established for the site. Determine if the operating rules have been issued, posted on the site and all employees have signed-off on them. Observe during evidence gathering that the rules are being followed and enforced.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
D2	<p>Training has been provided to all employees on the safe operating procedures for each of their jobs.</p> <p><u>Observations:</u></p>	30	

- D2** Inspect the site's written site specific operating procedures for each job at the warehouse. Inspect training records and employee sign off. (See Protocol E13.)

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
D3	<p>All employees handling crop protection products have had training on the TDG Act and Regulations. This may include clerical staff involved in the transportation and administration process.</p> <p><u>Observations:</u></p>	Mandatory	

- D3** Auditor shall examine the TDG certificates which meet TDG regulation.
Note: Online AWSA TDG training program available at www.awsa.ca

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
D4	<p>All forklift drivers who work within the certified warehouse area have undergone lift truck training provided by a qualified trainer.</p> <p><u>Observations:</u></p>	Mandatory	

D4 Determine whom the forklift truck drivers are who work within the certified warehouse area during the development of the organizational chart. Examine forklift training certificates. Trainers must meet the qualifications as outlined in CSA B335-15.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
D5	<p>WHMIS training has been provided for all employees handling pesticides.</p> <p><u>Observations:</u></p>	Mandatory	

D5 Federal and Provincial regulations require that WHMIS training be provided to employees handling hazardous products. The auditor shall examine training records and employee sign off. Note: Online AWSA WHMIS training program available at www.awsa.ca

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
D6	<p>This site has developed and implemented an Occupational Health and Safety training program for all employees working within the certified warehouse area comprising of:</p> <ul style="list-style-type: none"> a) Safe work permits for confined workspace entry, hot work (cutting and welding) and lock out b) Information on the rights of employees to refuse or stop unsafe work c) Responsibilities of management and employees under the appropriate labour legislation d) The use of an eye-wash station e) Fire extinguisher training (hands on/discharge) f) Use and maintenance of personal protective equipment <p><u>Observations:</u></p>	<p>30</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p>	

D6 Inspect the content of the Occupational Health & Safety training program developed. The content may be the Provincial Occupational Health & Safety Act & Regulations, Canada Occupational Safety & Health Regulations or equivalent. The auditor shall examine training records and employee sign off. Also reference E6. A written record of fire extinguisher training will suffice. Sites, where the owner is the sole operator, are b & c exempt.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
D7	<p>Training has been provided for appropriate personnel on:</p> <p>a) first aid training b) Cardiopulmonary Resuscitation (CPR.)</p> <p><u>Observations:</u></p>	Mandatory	

D7 Inspect the valid certificate of at least one employee on the site for first aid and CPR training. Sites, where the owner is the sole operator, are exempt.-On-line training is not acceptable.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
D8	<p>Within the agrichemical warehouse:</p> <p>a) Annual training has been provided for appropriate personnel on the execution of the ER Plan for the site.</p> <p>b) Information has been provided to contractors/site visitors on emergency procedures that pertain to them.</p> <p><u>Observations:</u></p>	Mandatory	

D8 The auditor will inspect the employees sign off sheets for appropriate personnel (employees on the ER team) to verify that training took place.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
D9	<p>This site, if a retail vendor, has a provincially certified individual on staff to sell pesticides.</p> <p><u>Observations:</u></p>	Mandatory	

D9 If the site is a retail vendor, inspect the certificate of at least one employee based at the location to ensure that a permanent on site staff member holds a valid provincial certificate/licence.

Reference – Warehousing Standards Bulletin # 30.

D. TRAINING	Full Compliance Score	Actual Score
SCORED ITEMS There are seven mandatory protocols in this section.	190	

E. DOCUMENTATION

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E1	Buildings constructed on flood plain land have written authorization from local authorities. <u>Observations:</u>	Mandatory	

- E1** The auditor must be knowledgeable on the historical background of the geographical area in which work is being done as it pertains to recognized flood plain land. Generally, warehouses close to rivers, lakes or large streams are subject to flooding. The lower mainland of British Columbia (Richmond & Delta) is an example of flood plain land. Information on flood plain land can be obtained from local Conservation Authorities or Natural Resources Departments. AWSA does not recommend locating a building on land which floods more than once in a hundred years. Written authorization to operate on flood plain land could be obtained from the Conservation Authority, the local fire chief or planning authority, the Ministry of Environment or Natural Resources Canada.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E2	Management has obtained and has documented information regarding: a) the normal groundwater level b) soil type/composition at the warehouse site. <u>Observations:</u>	10 10	

- E2** Inspect the documentation on normal ground water levels and soil composition. This does not have to be a formal letter from a government agency. It could well be historical information gained from local experience.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E3	A written plan is in place to contain volumes of contaminated water on the site. A copy of this plan must be included with the Emergency Response Plan. <u>Observations:</u>	Mandatory	

- E3** Inspect the written plan to contain volumes of contaminated fire-fighting water. Ask the manager of the facility to explain how the plan will work. Cross reference the volumes of stored liquids with volumes of in-warehouse containment plus volumes of fire fighting water to balance the equation.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E6	<p>A written operating procedure for the safe work permit system is available for use at this facility. This includes:</p> <ul style="list-style-type: none"> a) confined workspace entry b) hot work (cutting and welding) c) lock out d) elevated work <p><u>Observations:</u></p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p>	

- E6** Have the site manager explain how the safe work permit system works, together with the forms. Full points are to be given for item a) "confined workspace entry", if there is no on-site requirement for confined work space entry. Items (b),(c) & (d) must be in place at every site.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E7	<p>This certified warehouse area has a written inspection program for its electrical installation which includes lights, globes, wiring, switches, motors, circuit breakers, fans and main panel. The auditor was shown a completed past check list which supports the program.</p> <p><u>Observations:</u></p>	20	

- E7** Have the facility manager explain the written electrical inspection program together with a past usage inspection report. Requirements will vary depending on the usage of the certified warehouse area. There should be a minimum of two completed inspection check lists requested by the auditor for review.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E8	<p>This certified warehouse area has a written inspection program for its heating system, dock levelers, and forklift trucks. This program is documented and the auditor was shown completed past checklists which supports the program.</p> <p>a) Heating system b) Dock levelers c) Fork lift trucks</p> <p><u>Observations:</u></p>	<p>10 10 10</p>	

E8 Have the facility manager explain the written equipment inspection program together with past usage inspection reports.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E9	<p>If the building has a fire suppression system, there is a documented maintenance program and available for inspection.</p> <p><u>Observations:</u></p>	Mandatory	

E9 Have the facility manager describe the written maintenance program in effect for the maintenance of the fire suppression system. What qualifications does the maintenance technician hold? An individual in design, installation and maintenance would usually qualify as a maintenance technician.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E10	<p>If the building has fire suppression system, they must have a written operating procedure and a checklist for the operation and testing of the fire suppression system in conformance with the manufacturers, insurers and/or NFC recommendations.</p> <p><u>Observations:</u></p>	Mandatory	

E10 Inspect the written operating procedures for the operation and testing of the fire suppression system (if installed) to support the maintenance program.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E11	<p>The certified warehouse area has established written procedures for the care and use of the following emergency and safety equipment:</p> <ul style="list-style-type: none"> a) first aid kit b) eyewash station or eyewash/shower c) fire extinguishers d) respirator and chemical cartridge e) personal protection equipment <p><u>Observations:</u></p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>	

E11 Inspect the written operating procedures for the care and use of emergency equipment. Written procedures can be obtained from manufacturers or provincial regulators.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E12	<p>The management of this certified warehouse area has a written procedure for the proper handling, storage and disposal of contaminated products and hazardous waste materials that meets all legal requirements.</p> <p><u>Observations:</u></p>	Mandatory	

E12 Have the manager of the certified warehouse area explain the written procedures for the proper handling, storage and disposal of contaminated products and hazardous waste materials.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E13	<p>This certified warehouse area has developed and implemented written site specific operating procedures for:</p> <ul style="list-style-type: none"> a) Receiving products b) Shipping products c) Spill clean-up and reporting d) Receiving damaged goods e) Storage of damaged goods f) Containment inspection and maintenance g) Handling and storing TDG and National Fire Code regulated products h) Fork lift operations <p><u>Observations:</u></p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>	

- E13** Establish with the manager of the certified warehouse area at the opening meeting what specific jobs are carried out at this facility. Use the list found in this protocol to prompt responses. Use the information gathered to inspect the written site specific operating procedures for all the jobs identified. Refer to protocols C9, B18, B19, E3.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E14	Within the agrichemical warehouse: a) A copy of all SDS's for products handled is available. b) At least one copy is available outside the warehouse and is readily accessible. <u>Observations:</u>	30 30	

- E14** a) Verify with the manager of the facility the availability of SDS's for all products handled. If the site chooses electronic format these must be readily accessible during operating hours.
- b) Ensure that at least one copy of all SDS. is maintained outside the warehouse If this copy is in electronic format, devices must exist to access the data during an emergency.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E15	A system for maintaining on-site inventory by products and quantities exists. <u>Observations:</u>	20	

- E15** Have the manager of the certified warehouse area describe how inventories are managed by product size and quantities. Maintaining inventories by dollar amounts is not acceptable. This information is critical for use in emergency response situations.

NO.	PROTOCOL	Full Compliance Score	Actual Score
E16	<p>A sampling of shipping documents was inspected and these documents include:</p> <ul style="list-style-type: none"> a) Receiving AWSA Certification Number b) Designated Seed Treatment Operation Certification Number, and/or c) Grower name or number to whom the product was shipped. <p>Shipments to individual end users will not exceed their agronomic requirements</p> <p><u>Observations:</u></p>	<p>Mandatory</p> <p>Mandatory</p> <p>Mandatory</p>	

- E16** Inspect the shipping records for an active period. Ensure that the shipping records indicate shipments to an end user or to another certified site. A file containing the grower name and/or number, AWSA and/or Accredited Seed Treatment Operation Certification Number site number is acceptable. All shipping destinations must be verifiable. **End use shipments are not permitted for resale purposes.** Reference Warehousing Standards Bulletins # 18 and 29 for shipping policies. Reference Accredited Seed Treatment Operation Standards Bulletins # 8 to 10).

NO.	PROTOCOL	Full Compliance Score	Actual Score
E17	<p>This site ships products in conformance with TDG regulations and the shipping documents viewed verified this.</p> <p><u>Observations:</u></p>	20	

- E17** Ask the manager of the site how products that require TDG documentation are shipped to meet TDG regulations.

Note: Reference product classification information available at www.awsa.ca

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E18	<p>Within the agrichemical warehouse:</p> <p>a) All extinguishers were tagged to signify they had been inspected monthly while the certified warehouse area was occupied.</p> <p>b) The current annual certified inspection tags must be attached to the fire extinguishers.</p> <p><u>Observations:</u></p>	<p>10</p> <p>Mandatory</p>	

E18 The Auditor will **determine** during which months in the past 12 that the certified warehouse area was operated/occupied. This information will be used to examine fire extinguishers for monthly inspection sign-offs. The annual inspection tag must be attached to the fire extinguisher. Monthly inspections can be documented on the annual tag or be posted near each extinguisher.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
E19	<p>There exists a standard operating procedure requiring all accidents/incidents, thefts or suspicion acts be investigated and recorded.</p> <p><u>Observations:</u></p>	Mandatory	

E19 The Auditor will examine documentation supporting investigation requirements and completed investigations. (Reference - Bulletin 33).

E.	DOCUMENTATION	Full Compliance Score	Actual Score
	<p>SCORED ITEMS</p> <p>There are nine mandatory protocols in this section.</p>	380	

F. EMPLOYEE KNOWLEDGE

Evidence as to warehouse employee knowledge can be obtained in an informal manner while inspecting the warehouse structure and storage layout plans. The auditor should concentrate on the warehouse employee in-charge, but do not neglect the other employees. This section is the most subjective. It is quite satisfactory if an employee knows where to find an answer and looks it up. Skill in asking questions and listening to the answer is utmost. Auditors may want to list a few questions to ask to ensure compliance to each protocol.

All employees working in the certified storage area must be knowledgeable in these topics, as it pertains to their work, in order to be awarded the points.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
F1	<p>The certified warehouse area employees are knowledgeable as to the classification and hazards of the products stored in the certified warehouse area. This would include</p> <ul style="list-style-type: none"> a) TDG Regulations b) National Fire Code Standards for storage of agrichemicals <p><u>Observations:</u></p>	<p>20</p> <p>20</p>	

- F1** Some examples of questions for this protocol could be as follows:
- a) Describe the TDG classifications of the products stored in certified warehouse area.
 - b) Describe under what conditions you would store non-regulated TDG products in the same individual storage area (ISA) as you store your flammable and combustible liquids.
 - c) Describe how you would determine what the TDG classification is for a certain product.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
F2	<p>When interviewing employees with Emergency Response (ER) responsibility in the certified warehouse area, they were knowledgeable regarding their responsibilities in the event of an emergency.</p> <p><u>Observations:</u></p>	<p>20</p>	

- F2** The auditor must ensure that the ER Plan has been inspected prior to discussing this protocol. A good time to review the ER Plan is at the opening meeting to ensure a good knowledge of the organizational chart and to ensure that warehouse employees that have been assigned ER responsibilities are asked applicable questions on what their roles are. Questions such as:

- a) Who has overall responsibility for the ER Plan?

- b) What would you do first if you spotted a fire in the warehouse?
- c) What is your specific responsibility?
- d) What role will the local fire department play in the warehouse fire?

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
F3	<p>The employees at this site can explain the established procedures for the care and/or use of emergency and safety equipment such as:</p> <ul style="list-style-type: none"> a) first aid kits b) eyewash stations c) fire extinguishers d) respirators & cartridges e)_personal protection equipment <p><u>Observations:</u></p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>	

F3 To be in compliance with this protocol, written procedures for the care and use of emergency and safety equipment must be evident (see E11). Inspect these at the opening meeting. Some sample questions to ask the warehouse employees are:

- a) Describe how you maintain your first aid kit.
- b) How would you use the eye wash station? How do you maintain the eye wash station?
- c) Describe how you would use a portable fire extinguisher to fight a fire.
- d) How often is the emergency equipment inspected?
- e) Describe how you maintain your personal protection equipment.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
F4	<p>In discussing the handling and disposal of contaminated product or hazardous waste materials with the warehouse employees, they were knowledgeable on the written procedures.</p> <p><u>Observations:</u></p>	10	

F4 To be in compliance with this protocol, written procedures for the handling and disposal of contaminated product and hazardous waste materials must be evident (see E12). Ask questions such as:

- a) Describe to me your understanding of a hazardous waste material.
- b) How do you handle and dispose of hazardous waste material? Does the answer to (b) correspond to the written procedure?

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
F5	<p>The warehouse employees can describe cleanup procedures and know where the equipment is located.</p> <p><u>Observations:</u></p>	20	

F5 To be in compliance with this protocol, written site-specific cleanup procedures must be evident [see E13(c)]. Inspect to see that cleanup equipment is on-site and in a designated location and identified. Ask the questions:

- a) Describe to me how you cleanup and decontaminate a spill.
- b) What do you include on the label of the container when you are storing spilled cleanup products?

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
F6	<p>The employees interviewed were knowledgeable on SDS's</p> <p>a) how to access/where are the SDS's kept?</p> <p>For a selected product, use the SDS' to:</p> <p>b) describe hazards of the product</p> <p>c) describe the personal protective equipment required</p> <p>d) describe first aid procedures</p> <p><u>Observations:</u></p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p>	

F6 The auditor will interview employees.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
F7	<p>Forklift operators can explain the safe operation of the forklift.</p> <p><u>Observations:</u></p>	20	

F7 Sample Questions:

- a) What is the daily inspection procedure (circle check)?
- b) What is the proper procedure to drive a loaded forklift down an incline?
- c) Describe the safe refueling procedure for the forklift.
- d) Describe the position of the forks when traveling forward empty.

F. EMPLOYEE KNOWLEDGE	Full Compliance Score	Actual Score
<p>SCORED ITEMS</p> <p>There are no mandatory protocols in this section.</p>	200	

G. EMERGENCY RESPONSE

NO.	PROTOCOL	Full Compliance Score	Actual Score
G1	<p>This site's written Emergency Response (ER) Plan was reviewed with the auditor and it included:</p> <ul style="list-style-type: none"> a) A dated index that references page numbers and contains an organizational chart. <p>The organizational chart must contain the following:</p> <ul style="list-style-type: none"> b) Responsibilities of each position on the chart c) The telephone numbers of emergency responders, employees, local medical facilities, governmental agencies and product suppliers d) A drawing of the site plan indicating emergency response equipment, containment, control centres, and emergency routes e) A written containment plan for volumes of contaminated fire fighting /spilled liquids (E3) f) A list of the distribution of the ER plan g) A list of events that initiate the ER plan <p><u>Observations:</u></p>	Mandatory	

- G1** Inspect the written ER Plan to ensure it includes all elements. The ER Plan must be contained in a separate binder/booklet in an organized fashion. The auditor will confirm that all employees on the distribution list of the ER Plan will have their individual, separate ER plans in a binder/booklet. The ER plan will be dated with the date of the last revision.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
G2	A representative of the local fire department has: a) visited the site within the past 12 months; b) acknowledged in writing that the visit took place; c) acknowledged in writing that they have a copy of the E/R Plan; d) reviewed Bulletin # 6.	20	
<u>OR</u>			
	a) a letter of invitation (copy on file) with a copy of the ER Plan was delivered to the fire department by the company. <u>Observations:</u>	20	

- G2** Inspect documentation where the local fire department has visited the site and has signed that they have received a copy of the ER Plan. Where an invitation to the department has been extended and refused, a copy of the invitation will suffice.

Reference Bulletin #6 (Fire Control Tactics) and the AWSA website for more reference materials.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
G3	Management has conducted a risk assessment of the warehouse and site, identifying the major risks of their operation including, but not necessarily limited to fire, spills, and major injury. The risk assessment must have been reviewed and dated since the last audit. <u>Observations:</u>	20	

- G3** Inspect documentation on the results of the risk assessment for the warehouse and site. The risk assessment should be site specific including internal and external factors such as vehicle impact, rail derailments, fires in nearby buildings and severe weather problems. The auditor will inspect documentation stating that the risk assessment plan has been reviewed and dated.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
G4	<p>Current copies of the Emergency Response Plan are kept:</p> <p>(a) in the office and at a designated location off-site. (b) with each designated person on the ER distribution list.</p> <p><u>Observations:</u></p>	<p>10</p> <p>10</p>	

- G4** The auditor will verify that copies of the Emergency Response Plan are available in the office and off-site, and that key employees know its location. The auditor will verify that all named persons on the ER distribution list have a current copy of the ER plan. The auditor will accept verbal confirmation that the Emergency Response Plan is also kept off-site. For electronic copies on site, the plan must be accessible at all times during business hours.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
G5	<p>This Emergency Response Plan has been reviewed and updated (if required) and dated, within the past 12 months to ensure that it contains current updated information.</p> <p><u>Observations:</u></p>	20	

- G5** Inspect the documentation to see that the ER Plan has been reviewed within the past twelve months to ensure that it contains current updated information.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
G6	<p>The employer has established, and prominently displayed at or near telephones, a list of relevant phone numbers and contact persons of product suppliers, local emergency services and agencies, management, employees, owner and the poison control centre.</p> <p><u>Observations:</u></p>	10	

- G6** The Auditor will observe (usually posted near telephones) emergency telephone contacts clearly posted throughout the facility. These numbers may include those of product suppliers, local police, fire, ambulance, poison control centres, management, and staff contact numbers. Note that the AWSA website (www.awsa.ca) lists most industry emergency response contact numbers.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
G7	<p>Using the site's ER Plan, the management of this facility has conducted:</p> <ul style="list-style-type: none"> a) at least one tabletop exercise on a simulated emergency over the past 12 months. b) At least one physical drill on a simulated emergency every calendar year. <p><u>Observations:</u></p>	<p>10</p> <p>20</p>	

- G7** Inspect documentation on the last test of the ER Plan. What, if any, enhancements to the plan were made as a result of the test? Who was involved in the test? [Reference F2]. AWSA Emergency Response video is available for training purposes. A response to a false alarm will not be considered an E/R drill.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
G8	<p>The local fire department has a copy of the total potential (maximum) inventories which includes flammable and combustible liquids and all other agrichemicals. This is a yearly requirement.</p> <p><u>Observations:</u></p>	10	

- G8** Inspect the copies of documentation provided to the local fire department which indicates potential total inventories.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
G9	<p>The fire detection system, including the heat detector or smoke detector device, is maintained and tested on an annual basis and in accordance with the manufacturers, suppliers or monitoring stations written recommendations:</p> <ul style="list-style-type: none"> a) heat/smoke detectors b) communications and monitoring systems <p><u>Observations:</u></p>	Mandatory	

- G9** Inspect the written operating procedures for the operation and testing of the complete fire detection system. This must be a monitored 24 hour system. The auditor will examine records for the past two years.

-AND-

The auditor will require documentation that ensures the complete fire detection system has been maintained and tested in accordance with manufacturers written recommendations for:

- a) heat/smoke detectors
- b) communications and monitoring systems

Written verification from the monitoring company or supplier that annual maintenance is not required is acceptable.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
G10	The security system, including the sensors and monitoring communications, is maintained and tested on an annual basis and in accordance with the manufacturers, suppliers or monitoring stations written recommendations. <u>Observations:</u>	Mandatory	

- G10** Inspect the written operating procedures for the operation and testing of the complete security system. This must be a continuously monitored system. The auditor will examine records for the past two years.

-AND-

The auditor will require documentation that ensures the complete security system has been maintained and tested in accordance with manufacturers written recommendations.

Written verification from the monitoring company or supplier that annual maintenance is not required is acceptable.

G.	EMERGENCY RESPONSE	Full Compliance Score	Actual Score
	SCORED ITEMS There are three mandatory protocols in this section.	130	

H. BULK STORAGE AND HANDLING

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H1	<p>The materials used for the installation, storage, containment and transfer of bulk liquid products are compatible with the products to be stored.</p> <p><u>Observations:</u></p>	20	

- H1** Each site shall obtain documentation from the manufacturer/supplier which identifies storage and handling materials which are compatible with the products being stored.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H2	<p>This installation is positioned such that vehicles servicing the bulk installation have adequate space to maneuver safely.</p> <p><u>Observations:</u></p>	10	

- H2** Inspect the bulk site for sufficient room for vehicles to maneuver safely.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H3	<p>The bulk installation is designed such that during transfer of products a containment pad/drip pan is utilized to prevent spills from contaminating soil and groundwater.</p> <p><u>Observations:</u></p>	20	

- H3** Inspect the site where transfer of product takes place. Discuss with the warehouse operator how spill prevention is maintained during transfer. Some operators may use drip pans which are also acceptable.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H4	<p>The outside bulk installation is:</p> <p style="padding-left: 40px;">a) fenced (either the site or localized around the tanks)</p> <p style="padding-left: 40px;">b) well lit (either the site or localized around the tanks)</p> <p><u>Observations:</u></p>	<p>10</p> <p>10</p>	

H4 A bulk installation not housed in a building must be fenced. If the site is fenced to provide security during non-working hours, this is also acceptable. Lighting must be provided to enable safe operation at night.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H5	<p>The dike for liquid tanks is designed in such a way as to contain spouting.</p> <p><u>Observations:</u></p>	20	

H5 Inspect the liquid bulk tank containment drawings against the actual installation to ensure that if spouting occurs, spilled product is contained within the bulk storage diked area.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H6	<p>The dike for liquid tank storage is designed in such a way as to hold 110% of the largest tank plus the volume taken up by the other tanks inside the dike in the event of a rupture.</p> <p><u>Observations:</u></p>	Mandatory	

H6 Inspect the containment drawings and/or calculations used to determine the appropriate size of the containment. Measure the containment volume to verify. See sample calculations attached [Appendix E]. No other products, totes, tools etc... of any kind can be stored within the diked area.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H7	Each bulk liquid tank was fitted with a conservation vent. <u>Observations:</u>	10	

H7 Inspect each tank to ensure that it is vented (vacuum/pressure) and that foreign objects cannot enter through the vent. Some products require a conservation vent to ensure that moist air cannot enter the tank and thus avoid skimming of the product. Look for this feature in the supplier's operations manual.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H8	Each bulk tank has, as a minimum, one visible label as to its contents which conforms with P.C.P. Regulations and the NFC where required. <u>Observations:</u>	10	

H8 Inspect to ensure that each tank has a P.C.P. label. If required, NFC label must be applied.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H9	Each tank has a secured inspection port. <u>Observations:</u>	10	

H9 Inspect each tank for a secure and/or lockable inspection port.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H10	The discharge line and sampling port from the tanks are locked when not in use. <u>Observations:</u>	Mandatory	

H10 The discharge line and sampling port from the tank must be locked when not in use. Computer controlled valves are acceptable.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H11	<p>A checklist covering all aspects of maintenance and operation for the bulk station is used. The preventative maintenance program and last check list were reviewed for:</p> <p style="padding-left: 40px;">a) yearly and monthly inspection checklists</p> <p style="padding-left: 40px;">b) bulk delivery checklist</p> <p><u>Observations:</u></p>	<p>10</p> <p>10</p>	

H11 The required checklist (or similar) for yearly inspections, monthly inspection during operations, and a bulk delivery checklist, will be inspected for completeness. If not used in accordance with Site procedures, non-compliance would be indicated.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H12	<p>Site has developed and implemented written operating procedures for:</p> <p style="padding-left: 40px;">a) decanting bulk liquid products</p> <p style="padding-left: 40px;">b) receiving bulk liquid products</p> <p style="padding-left: 40px;">c) removing and disposal of precipitation</p> <p style="padding-left: 40px;">d) preventive maintenance</p> <p><u>Observations:</u></p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p>	

H12 The auditor shall verify the procedures by examining the written documents.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H13	<p>There are no underground storage tanks or underground piping for agrichemicals on this site.</p> <p><u>Observations:</u></p>	Mandatory	

H13 The auditor will request confirmation from the site owner that there are no underground storage tanks or piping for agrichemical products. Piping running in concrete or steel trenches is acceptable.

<u>NO.</u>	<u>PROTOCOL</u>	Full Compliance Score	Actual Score
H14	<p>Within the agrichemical warehouse bulk handling facility:</p> <p>a) Management has developed and implemented written procedures for their bulk handling.</p> <p>b) Each employee working in the bulk storage/handling area must have and use appropriate personal protection equipment as per label and SDS requirements.</p> <p><u>Observations:</u></p>	<p>20</p> <p>Mandatory</p>	

H14 The auditor will examine documentation for procedures for bulk pesticide handling operations. Requirements for personal protective equipment and other hygiene requirements may be written into standard operating procedures for decanting, packaging or loading/unloading procedures. The Auditor will inspect all PPE to verify that all equipment present is clean and in good working order. Professional judgment shall be applied to the enforcement of standards detailed in documentation.

H.	BULK STORAGE AND HANDLING	Full Compliance Score	Actual Score
	<p>SCORED ITEMS</p> <p>There are four mandatory protocols in this section.</p>	200	

I. INSURANCE

NO.	PROTOCOL	Full Compliance Score	Actual Score
I-1	<p>The site has documentation that confirms that a current environmental insurance policy is in effect which provides a minimum of \$2 million of coverage limits, and a maximum deductible of \$25,000 per occurrence, with the policy being applicable to both off-site and on-site pollution events on a limited pollution form (sudden and accidental) with no sub-limits.</p> <p><u>Observations:</u></p>	Mandatory	

- I-1** The Auditor will examine the "Confirmation of Insurance Coverage" form to confirm that the required coverage is current and in force for on site and off site pollution insurance to the minimum levels specified and as confirmed by the insurance representative (reference Warehouse Standards Bulletin #16 and Appendix II.)

Note: The Confirmation of Coverage form must accompany the audit summary and be forwarded to AWSA by the Auditor in respect of each audit. No changes to the wording of the form are permitted.

The following summarizes the minimum insurance coverage that is required:

- (a) The policy must cover third party bodily injury, third party property damage and clean up costs arising from an on-site pollution event, and/or arising from the insured's liability for off-site bodily injury, property damage and clean up costs.
- (b) With respect to each loss, the minimum policy limit must be a combined \$2 million, covering both on-site and off-site pollution events inclusively.
- (c) The policy will be subject to an aggregate limit that stipulates the maximum that the policy will pay with respect to more than one loss occurrence during the policy year. The minimum aggregate limits are to be in accordance with the following table:

One site	\$2 million per occurrence, and \$2 million in the aggregate
Two sites	\$2 million per occurrence, and \$4 million in the aggregate
Three sites (or more)	\$ 2million per occurrence, and \$5 million in the aggregate

- (d) The policy must provide a "discovery period" of not less than 120 hours, (240 hours is preferred).
- (e) There are nuanced, editorial differences between the coverage wording of one environmental insurance policy and another, and the promulgation of a mandatory, invariable AWSA insurance wording is not practical at the present time. In general terms, the member's insurance policy should be representative of the prevailing underwriting wordings used by the principal environmental insurance underwriters in Canada and conform with AWSA minimum standards as described herein. AWSA reserves the right to audit any member's policy wording from time to time to ensure that it meets both our specific and generalized standards, and to require reasonable coverage amendments of the member if AWSA feels, at its sole discretion, that they are needed.

- (f) Members may apply to AWSA if they wish to self insure against environmental risk exposures. In order to be eligible to self insure, the applicant must be able to demonstrate that the corporation retains a minimum of \$5 million of retained earnings on its Balance Sheet, with the funds being represented by unstressed cash or cash equivalents. Either the latest audited Financial Report, or a letter certifying the existence of the retained earnings assets signed by a chartered accountant, must be forwarded to AWSA with the letter of application.

If permission to self insure is granted, the applicant will be required to re-file and re-certify this financial information annually.

While self insurance requests will not be unreasonably denied, AWSA nonetheless reserves the right to accept or reject such applications at its sole discretion and without further appeal.

Reference Bulletin #16.

Sample Confirmation of Insurance Coverage Form

Please visit awsa.ca for an electronic copy. A paper copy can be found at the back of this manual.

AGRICHEMICAL WAREHOUSING STANDARDS ASSOCIATION

CONFIRMATION OF COVERAGE FORM - WAREHOUSING STANDARD PROTOCOL II

Appendix II.

To be provided to AWSA Authorized Auditor as part of compliance documentation and a copy forwarded with the audit to AWSA.

1. Name of Insurer: _____ 2. Name of Agent/Broker: _____

Address of Insurer: _____ Address of Agent/Broker: _____

Policy or Certificate #: _____ Policy Period: _____

3. Company:

Name of Insured: _____ AWSA Compliance #: _____

Covered Location: _____

4. Policy Limits

EITHER

(a) Pollution Legal Liability Limit (Off premises pollution) _____
(minimum \$2 million limit)

(b) Deductible per loss occurrence _____
(maximum \$25,000 per occurrence)

(c) On Site Clean-up Limit _____
(minimum \$2 million limit)

(d) Deductible per loss occurrence _____
(maximum \$25,000 per occurrence)

OR

(e) A combined limit covering both off premises and on premises pollution *inclusively* _____
(minimum \$2 million limit)

(f) Deductible per occurrence _____
(maximum \$25,000 per loss occurrence)

5. The policy limits specified in 4 (above) may be shared by other locations and subject to an aggregate, (refer to the notes on the reverse of this form). If so, complete the following:

Aggregate policy limit with respect to all covered locations and occurrences reported during the term of the policy.

of location: _____
(minimum per schedule on reverse of this form)

The undersigned warrants that he/she is fully conversant with the AWSA Warehousing Standard, Insurance, Section I, and that the coverage represented above is (a) fully concurrent with the minimum requirements set out therein and (b) that the limits of coverage described hereon are separate from, and not affected by any other risk exposure of the Company on whose behalf this representation of coverage is being made. The undersigned further acknowledges that he/she is aware that AWSA and its auditors appointed for the purpose place absolute reliance on this representation as evidence of compliance with the compulsory AWSA insurance provisions incorporated in AWSA Warehousing Standards, Insurance, Section I.

It is further understood and agreed that the undersigned will give 15 days written notice to the AWSA Insurance Committee if the policy should be cancelled or otherwise terminated prior to the specified expiration date of the policy; or if the policy should fail to be renewed on a basis that ensures continued compliance with AWSA's insurance requirements; or if any other circumstance should occur which prejudices or invalidates a representation of compliance previously given.

NAME OF AUTHORIZED REPRESENTATIVE OF INSURER: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF INSURER: _____

DATE: _____

NOTE: NO CHANGES ARE PERMITTED TO THIS FORM. IF LIMITS OR DEDUCTIBLES DO NOT MEET THE SPECIFIED CRITERIA, PLEASE CONSULT INSTRUCTIONS ON THE BACK.

Updated January 2013

Sample Confirmation of Insurance Coverage Form (page 2)

The Standard Confirmation of Coverage form is designed for use by facilities that have insurance meeting the required levels of coverage, limits and deductibles. Warehouse facilities require environmental coverage for a minimum of either (a) \$2 million for on site coverage and a separate \$2 million for off-site coverage, or (b) \$2 million for on site and off site coverage inclusively and combined.

This form must be completed fully and signed by an authorized insurance representative.

A separate form must be completed for each location for which insurance is required. In instances where the AWSA member operates two or more locations that are insured under the same insurance policy, the minimum limit of \$2 million must be certified with respect to each location, but an annual policy aggregate applicable to all locations is permissible. The aggregate limits must be in compliance with the following schedule:

1. One location	Minimum limits:	\$2 million per occurrence, \$2 million in the policy aggregate
2. Two locations	Minimum limits:	\$2 million per occurrence \$4 million in the policy aggregate
3. Three locations (or more)	Minimum limits	\$2 million per occurrence \$5 million in the policy aggregate

GLOSSARY OF TERMS

Basement	A storey or storeys of a building located below the first storey.
Building	For the purposes of these protocols, building refers to the physical structure within which the certified storage area is located. For buildings which are 100% dedicated to the storage of agrichemicals – the building and certified storage are the same
Bulk	A fixed storage tank and/or totes.
Certified Warehouse Area	For the purpose of these protocols, certified storage area refers to just the area certified for the storage of agrichemicals. Certified storage areas can be rooms within a building or an entire building.
Closure	A device or assembly for closing an opening through a fire separation or an exterior wall, such as a door, a shelter, wired glass or glass block and includes all components such as hardware, closing devices, frames and anchors.
Combustible Liquid	A liquid having a flash point at or above 37.8 °C and below 93.3° C.
Dangerous Goods	Those products or substances which are regulated by the “Transportation of Dangerous Goods Act” (TDG) and its Regulations. TDG classifies dangerous goods in 9 classes, class 1 through to class 9. Class 3 flammable and combustible liquids are further classified by the National Fire Code as Class 1A, 1B, 1C, II and IIIA, depending on the flash point of the product. Those products not classified under TDG are non-regulated products.
Fire Compartment	An enclosed space in a building that is separated from all other parts of the buildings by enclosing construction providing a fire separation having a required fire-resistance rating.
Fire Separation	A construction assembly that acts as a barrier against the spread of fire.
Fire-Resistance Rating	The time in hours or fractions thereof that a material or assembly of materials will withstand the passage of flame and the transmission of heat when exposed to fire under specified conditions of test and performance criteria.
First Storey	The uppermost storey having its floor level not more than 2 metres above ground.
Flammable Liquid	A liquid having a flash point below 37.8 °C and having a vapour pressure not more than 275.8 KPa (absolute) at 37.8 °C.
Flash Point	The minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.
High Hazard Industrial Occupancy (Group F, Division 1)	An industrial occupancy containing sufficient quantities of highly combustible and flammable or explosive materials, which, because of their inherent characteristics constitute a special fire hazard.

Individual Storage Area (ISA)	An area occupied by piles, bin boxes, racks or shelves, including subsidiary aisles, providing access to the stored products, which is separated from adjacent storage by aisles not less than 2.4 metres in width.
Industrial Occupancy (Group F)	The occupancy or use of a building or part thereof for the assembly, fabricating, manufacturing, processing, repairing or storing of goods and materials.
Low Hazard Industrial Occupancy (Group F, Division 3)	An industrial occupancy in which the combustible content is more than 50 Kg/m ² or 1200 MJ/m ² of floor area.
Medium Hazard Industrial Occupancy (Group F, Division 2)	An industrial occupancy in which the combustible content is more than 50 Kg/m ² or 1200 MJ/m ² of floor area and not Classified as high hazard industrial occupancy.
Mercantile Occupancy (Group E)	The occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.
Non Combustible Construction	That type of construction in which a degree of fire safety is attained by the use of non-combustible materials for structural members and other building assemblies.
Partition	An interior wall, one storey or part storey in height that is not load bearing.
Professional Judgment	Auditors are encouraged to gain knowledge and understanding of the operations practices and base judgements and assessments as part of a consultative process to work with the operator to achieve compliance with the standards.

Appendices

Appendix A

Table 3.2.7.6

Separation chart for Storage of Dangerous Goods

Forming Part of Sentences 3.2.7.6 (1), 3.2.7.9.(2), 3.3.4.3.(2) and 4.2.2.3.(2)

Class	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6	8
2.1	-	P	X	P	P	A	DS	X	X	X	X
2.0	P	-	P	P	P	P	P	P	X	P	P
2.3	X	P	-	X	A	A	DS	A	X	DS	A
3.0	P	P	X	-	P	A	A	X	X	DS	A
4.1	P	P	A	P	-	A	DS	X	X	DS	A
4.2	A	P	A	A	A	-	DS	X	X	DS	A
4.3	DS	P	DS	A	DS	DS	-	X	X	DS	X
5.1	X	P	A	X	X	X	X	-	X	A	X
5.2	X	P	X	X	X	X	X	X	-	X	X
6.0	X	P	DS	DS	DS	DS	DS	A	X	-	A
8.0	X	P	A	A	A	A	X	X	X	A	-

X = Incompatible goods: do not store goods together in the same fire compartment

A = Incompatible goods: separate goods by horizontal distance of not less than 1m

P = Permitted: goods are permitted to be stored together

DS = Refer to SDS

Notes to table 3.2.7.6.:

The numbers refer to the class and division of dangerous goods in Table 3.2.7.1

Appendix B

National Fire Code Table 4.2.7.5.A

Indoor Container Storage (Palletized or Solid Piled Storage and Unprotected Rack Storage) Forming Part of Sentences 4.2.7.5. (1) and (4), 4.2.8.4 (3) and 4.2.9.1. (3)							
Class of Liquid	Storage Level	Protected Storage ⁽¹⁾			Unprotected Storage		
		Maximum Quantity per ISA, ⁽²⁾ L	Maximum Storage Height, m	Maximum ⁽³⁾ Quantity per Fire Compartment L	Maximum Quantity per ISA, ⁽²⁾ L	Maximum Storage Height, m	Maximum ⁽³⁾ Quantity per Fire Compartment L
CLASS IA	First storey Storeys above the first storey Basement	10 000 7 500 Not Permitted	1.5 1.5 Not Permitted	50 000 30 000 Not Permitted	2 500 2 500 Not Permitted	1.5 1.5 Not Permitted	2 500 2 500 Not Permitted
CLASS I or IC	First storey Storeys above the first storey Basement	20 000 10 000 Not Permitted	2.0 2.0 Not Permitted	60 000 50 000 Not Permitted	10 000 10 000 Not Permitted	1.5 1.5 Not Permitted	10 000 10 000 Not Permitted
CLASS II	First storey and Storeys above the first storey Basement	40 000 25 000	3.0 1.5	100 000 25 000	15 000 Not Permitted	3.0 Not Permitted	30 000 Not Permitted
CLASS IIIA	First storey and Storeys above the first storey Basement	60 000 40 000	6.0 3.0	200 000 100 000	50 000 Not Permitted	4.5 Not Permitted	100 000 Not Permitted

Notes to Table 4.2.7.5.A.:

(see Article 4.2.7.6)

(1) Except as provided in Sentence (2), the storage of *flammable liquids and combustible liquids* in storage areas specified in Clause 4.2.7.2. (1)(a) shall conform to Table 4.2.7.5.A.

where it consists of palletized or solid piled storage, or where stored in *racks* in *buildings* not protected in conformance with Article 4.2.7.7., or conform to Table 4.2.7.5.B. where stored in *racks* in *buildings* protected in conformance with Article 4.2.7.6.

Where a *building* is designed for the storage of *flammable liquids* or *combustible liquids*, there is no limit on the total quantity of storage per *fire compartment* provided the *building* or part of *building* is separated from adjacent *buildings* or parts by a *firewall* having a *fire-resistance rating* of at least 4 h, or *spatial separation* in conformance with the National Building Code [See Appendix A.]

3) Where containers for 2 or more liquids having different *flash points* are stored together in a single *individual storage area*, the maximum quantity permitted in the *individual storage area* shall equal that permitted for the liquid with the lowest *flash point*.

4) When 2 or more classes of liquid are stored in a single *fire compartment*, the maximum quantity permitted for each class of liquid shall be calculated as follows:

$$\frac{q_{IA}}{Q_{IA}} + \frac{q_{II}}{Q_{II}} + \frac{q_{IC}}{Q_{IC}} + \frac{q_{I}}{Q_{I}} + \frac{q_{IIIA}}{Q_{IIIA}} \leq 1$$

where

q_{IA}, IB or IC = the actual quantity of Class IA, IB or IC liquids present,

q_{II} = the actual quantity of Class II liquids present

q_{IIIA} = the actual quantity of Class IIIA liquids present,

Q_{IA}, IB, IC = the maximum quantity of Class IA, IB, or IC liquids permitted in Table 4.2.7.5.A. or Table 4.2.7.5.B. for the arrangement,

Q_{II} = the maximum quantity of Class II liquids permitted in Table

4.2.7.5.A. or Table 4.2.7.5.B. for the arrangement,

Q_{IIIA} = the maximum quantity of Class III liquids permitted in Table 4.2.7.5.A. or Table 4.2.7.5.B. for the arrangement.

Appendix C

National Fire Code Table 4.2.7.5.B.

Indoor Container Storage (Protected Rack Storage) ⁽¹⁾ Forming Part of Sentences 4.2.7.5.(1), (2) and (4)			
Class of Liquid	Storage Level	Maximum Height, m	Maximum Quantity per Fire Compartment, L
CLASS IA	<i>First Storey</i>	7.5	30 000
	<i>Storeys above first storey</i>	4.5	17 000
	<i>Basement</i>	Not Permitted	Not Permitted
CLASS IB or IC	<i>First Storey</i>	7.5	60 000
	<i>Storeys above first storey</i>	4.5	35 000
	<i>Basement</i>	Not Permitted	Not Permitted
CLASS II	<i>First Storey</i>	7.5	100 000
	<i>Storeys above first storey</i>	7.5	100 000
	<i>Basement</i>	4.5	35 000
CLASS IIIA	<i>First Storey</i>	12.0	200 000
	<i>Storeys above first storey</i>	6.0	200 000
	<i>Basement</i>	6.0	100 000

Notes to Table 4.2.7.B.:

⁽¹⁾ See Article 4.2.7.6.

Appendix D

**National Fire Code Table 3.2.7.1.
Small Quantity Exemptions for Dangerous Goods
Forming Part of Sentences 3.2.7.1.(1) and (2) and 3.3.4.1.(2) and (3)**

Class ⁽¹⁾	Dangerous Goods	Maximum Exempt Amount
1	Explosives	(See Subsection 3.1.1.)
2	Gases Division 1 ⁽¹⁾⁽²⁾ Flammable Division 2 Non-flammable and non-toxic Division 3 Toxic or Corrosive	25 kg ⁽²⁾ 150 kg 0
3	Flammable Liquids and Combustible Liquids	0 ⁽⁴⁾
4	Flammable Solids Division 1 Flammable Solids Division 2 Subject to spontaneous ignition Division 3 Reactive with Water	100 kg ⁽⁵⁾ 50 kg 50 kg
5	Oxidizing Substances Division 1 Oxidizers Packing Group I ⁽⁶⁾⁽⁷⁾ Packing Group II ⁽⁶⁾ Packing Group III Division 2 Organic Peroxides	250 kg or 250 L 100 kg or 100 L
6	Poisonous and Infectious Substances Division 1 Poisonous Substances Packing Group Packing Group II Packing Group III Division 2 Infectious Substances	0 100 kg or 100 L 1000 kg or 1000 L 0
7	Radioactive Materials	(See Subsection 3.1.1.)
8	Corrosive Substances Packing Group I Packing Group II Packing Group III	500 kg or 500 L 1 000 kg or 1 000 L 2 000 kg or 2 000 L
9	Miscellaneous	See Article 3.1.2.1. (8)

Notes to Table 3.2.7.1.:

- (1) The numbers refer to the class and division of *dangerous goods*, as defined in the "Transportation of Dangerous Goods Regulations."
- (2) See Article 3.2.8.2
- (3) See A-3.2.8.2.(2) in Appendix A.
- (4) See Part 4.
- (5) 50 kg for nitrocellulose-based products, and 10kg for "strike anywhere" matches.
- (6) See Article 3.2.7.18.
- (7) The "Transportation of Dangerous Goods Act" and its Regulations defines "packing group" as "a group in which *dangerous goods* are included based on the inherent danger of the *dangerous goods*." Packing Group I products are more hazardous than Packing Group III products.
- (8) Small quantity exemptions may be determined by other authorities such as the "Transportation of Dangerous Goods Act," the "Workplace Hazardous Materials Information System" (WHMIS), and environmental protection legislation.

Appendix E

CALCULATIONS FOR BULK STORAGE TANKS

Dike Construction - Single Tank

Tank Data

1. Single Tank, capacity $C_t = \underline{\hspace{2cm}}$ litres

2. Tank Diameter $D_t = \underline{\hspace{2cm}}$ metres

Calculations

3. Available surface area within the containment wall

(A_e = effective containment area)

$A_e = \underline{\hspace{2cm}}$ metres x $\underline{\hspace{2cm}}$ metres = $\underline{\hspace{2cm}}$ metres² inside the walled area

4. Required containment volume (V_c) can be calculated as follows:

$$V_c = \frac{C_t \times 1.10 \text{m}^3}{1000} \text{ (cubic metres)}$$

1000

5. Containment wall height, minimum required: (H_w)

$$H_w = V_c / A_e$$

$$H_w = \underline{\hspace{2cm}} \text{ metres}^3 / \underline{\hspace{2cm}} \text{ metres}^2 = \underline{\hspace{2cm}} \text{ metres} = \text{minimum wall height}$$

Note: This formula is not to be used for determining multi-tank containment wall heights.

Dike Construction-Multiple Tank

Tank data:	Tank #1 Capacity $C_1 = \underline{\hspace{2cm}}$ litres (largest volume)	Diameter $D_1 = \underline{\hspace{2cm}}$ metres
	Tank #2 Capacity $C_2 = \underline{\hspace{2cm}}$ litres	Diameter $D_2 = \underline{\hspace{2cm}}$ metres
	Tank #3 Capacity $C_3 = \underline{\hspace{2cm}}$ litres	Diameter $D_3 = \underline{\hspace{2cm}}$ metres

Sketch of containment area with tanks shown (sketch available area to place tanks)

square
metres

Calculate available surface area within the containment wall area (A_c = containment area):

$$A_c = \underline{\hspace{2cm}} \text{ metres} \times \underline{\hspace{2cm}} \text{ metres} = \underline{\hspace{2cm}} \text{ metres inside wall area}$$

Calculate volume of largest tank plus 10% (L_g = litres, V_t = volume):

$$L_g = C_1 \underline{\hspace{2cm}} \text{ litres} \times 1.10 = \underline{\hspace{2cm}} \text{ litres} \quad V_t = L_g / 1000 = \underline{\hspace{2cm}} \text{ metres}$$

Calculate areas covered by tanks (A_t)

$$\text{Tank \#1} = \text{area } A_1 = (D_1 \div 2)^2 \times 3.14 = \underline{\hspace{2cm}} \text{ metres}^2$$

$$\text{Tank \#2} = \text{area } A_2 = (D_2 \div 2)^2 \times 3.14 = \underline{\hspace{2cm}} \text{ metres}^2$$

$$\text{Tank \#3} = \text{area } A_3 = (D_3 \div 2)^2 \times 3.14 = \underline{\hspace{2cm}} \text{ metres}^2$$

$$\text{Minus (-) Smallest diameter tank} = \underline{\hspace{2cm}} \text{ metres}^2$$

$$\text{Total area of tanks } A_t \text{ less smallest diameter tank} = \underline{\hspace{2cm}} \text{ metres}^2$$

Effective containment area: (A_e = effective containment area)

$$A_e = A_c - A_t = \underline{\hspace{2cm}} \text{ metres}^2$$

Containment wall height required (H_w = wall height)

$$H_w = V_t / A_e \quad H_w = \underline{\hspace{2cm}} \text{ metres} / \underline{\hspace{2cm}} \text{ metres} = \underline{\hspace{2cm}} \text{ metres} = \text{minimum wall height}$$

Note: When calculating the areas covered by tanks A_t , instead of calculating the areas of all the tanks, calculate the areas of all the tanks minus (-) the smallest diameter tank to arrive at A_t . This allows for the fact that, under a rupture condition, the volume of the ruptured tank itself below the top of the dike is still usable volume for containment.

Warehousing Standards Bulletins – Appendix F

#	Bulletin Topic	Issue Date	Page #
1	Who Must Meet the AWSA Warehousing Standards	Re-issued January 2006	84
2	Withdrawn		
3	Ventilation	Re-issued January 2011	86
4	Exterior Walls	January 2002	87
5	Withdrawn		
6	Fire Control Tactics	Re-issued January 2011	88
7	Building, Electrical & Equipment Classification for the Storage of Agrichemicals	January 2002	101
8	Withdrawn		
9	Siting of Warehouse	Re-issued January 2011	104
10	Movable Payloaders 1000L Containers	Re-issued January 2011	105
11	Audit Protocols A2	Re-issued January 2011	106
12	Bulk Installations, Liquid and Dry	July 1996	107
13A	Air Changes per hour	Re-issued January 2011	112
13B	Protocol B21 - Ventilation	Re-issued January 2011	113
14	Storage Location (inside or outside) for Containers	January 2002	114
15	Ventilation Options for a Partitioned Storage Area	Re-issued January 2011	115
16	Insurance Confirmation of Coverage Form	Re-issued January 2013	117
17	Withdrawn		
18	Policy Statement on Shipment and Transportation of Agrichemicals from a Certified Warehouse	Re-issued January 2019	121
19	Multiple Warehouses on a Single Site for Phase III Certification, Rented Space & Renovations	Re-issued January 2019	122
20	Withdrawn		
21	Definition and Fire Rating of Interior Fire Compartment Separation Walls	Re-issued January 2006	123
22	Fire Detention Systems	November 1997	124

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23	Re-Audit Cycle for Multiple Warehouses on the Same Site	May 1998	126
24	Lapses in Certification Policy	Re-issued January 2019	127
25	Flammable and Combustible Liquid Storage and Ventilation	January 2006	129
26	Storage of TDG Class 2.1 Flammable Gas	January 2002	130
27	Warehouse Change of Ownership Policy	September 1998	131
28	Withdrawn		
29	Shipments of Agrichemicals to Custom Applicators/Aerial Applicators having no Certified Warehousing Facilities	January 2002	132
30	Provincial Requirements for Retail Vendor Certification	January 2006	133
31	Clarification Protocol G9	Re-issued January 2011	137
32	Correct Storage Patterns for Dangerous Goods	Re-issued January 2011	139
33	Protocol E19 – SOP for Accident Investigation and Recording	Re-issued January 2011	145
34	Protocol D4 – Forklift Training	January 2019	147
	Accredited Seed Treatment Standards Bulletin 8	January 2018	150
	Accredited Seed Treatment Standards Bulletin 9	January 2018	152
	Accredited Seed Treatment Standards Bulletin 10	January 2018	154