Accredited Seed Treatment

Operation Standards (2016)

Documentation Requirements Guide

March 21, 2017

Preamble

CropLife Canada and its members created the Accredited Seed Treatment Operation Standards to provide uniform environmental, health and safety practices for the storage and handling of designated seed treatment products in Canada. The Standards were drafted by a multi-stakeholder working group consisting of registrants, distributors, ag retailers, seed cleaning cooperatives, seed growers and relevant provincial and federal government agencies.

This Resource document has been developed to assist operators seeking certification under the Accredited Seed Treatment Operation Standards. This document references the 2016 edition of the Standards. This manual is to be used as examples of procedures that may be incorporated into any seed operation.

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DISCLAIMER

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

Documentation Requirements Manual

This manual has been published by the Agrichemical Warehousing Standards Association to provide additional assistance, guidance and examples to commercial seed treatment operators on what is required for documentation to meet the audit requirement.

Sections of this manual can be used as policy and/or operating procedure or serve as a model formulating your own standards using the examples provided. In any event, ensure your operational personnel have been trained on YOUR policy and procedures.

This manual is large enough to keep all relevant documentation in one place. On a yearly basis, review the contents and upgrade where changes have occurred, especially the emergency response plan.

If the information referred to in this manual is collected and the operating procedures and management systems are in effect, your third party audit should go smoothly.

This manual provides a format for each location to follow. As much of the information will be site specific, the operator will need to provide final information and training to complete the document and management systems.

Table of Contents

SECTION - A

Siting & Exterior Requirements

Section A – Siting and Exterior Requirements

No.	Protocol	Compliance Score	Actual Score
A1	All storage and fixed seed treatment areas are located at distances in excess of 30 m from environmentally sensitive areas.	Mandatory	

Reference:

Bulletin #1 Grandfathering clause.

Audit Notes:

1. Sites that were pre-audited prior to March 31, 2015 were grandfathered with respect to the 30 m buffer zone.

2. An environmentally sensitive areas is a lake, stream, wetland, etc. that contain some wildlife. A ditch that tends to run wet or a dugout is not considered environmentally sensitive area.

Documentation requirements:

Evidence must be provided to verify storage and fixed seed treatment areas are within compliance with protocol. See site layout map.

Site Layout Plan

This is a plan view of your facility drawn to scale. It will include the following:

a. The dimensions of the storage and fixed seed treatment areas and the dimensional relationship of each to residential lot lines

b. The distance from the storage and fixed seed treatment areas to environmentally sensitive areas (as applicable)

c. The distance from the storage and fixed seed treatment areas to sensitive areas such as ditches, creeks, rivers, springs, wells, storm sewers and catch basins

d. The location, with dimensions, where containment water will collect

e. The location of fire routes and 10 m free access on two sites of the storage and fixed seed treatment areas

f. The location of the parking lot for employees, visitors and customers

g. The location of the lunch room, washrooms, offices, maintenance shop and other occupancies (as applicable)

h. The location of diesel, gasoline and/or propane storage (as applicable)

i. The location of all emergency exits

j. The location of all fire extinguishers

k. The location of all emergency equipment

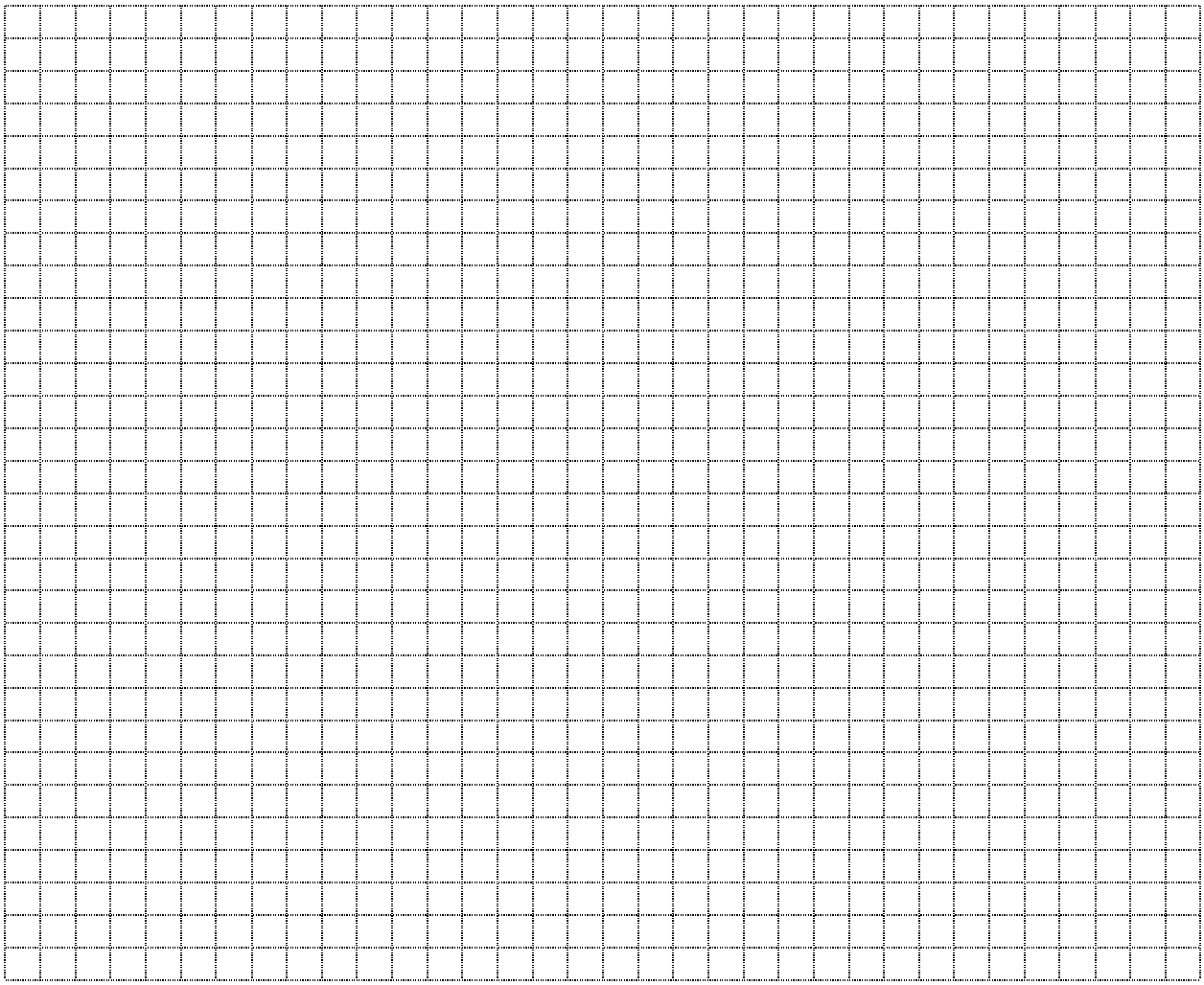
l. The location of all first aid stations

m. The location of the eyewash station

n. The location of main shut off points for electrical utilities.

Sketch of Facility & Immediate Surroundings

Draw map showing the property site and immediate surroundings. Show outline of buildings, type of construction, permanent interior walls, building openings, and major fixed equipment. Provide elevation views, if more than one storey. Locate all fixed outside equipment. Show perimeter fences, gates, rail spurs, floor drains, etc. Show access routes and approximate distances to important buildings. Select a suitable scale. *Identify areas of the facility committed to* **pesticides, flammables, oxidizers,** *etc. including bulk storage tanks.* Use symbols in the legend below. Show North arrow.



Legend

Fire Protection Equipment

- Fire hydrant..... (H)
- Sprinkler booster connection ..... (B)
- Main gas shutoff..... (G)
- Main electrical shutoff..... (E)

Wall Construction

- Concrete.....
- Masonry.....
- Metal..... wwwwww
- Wood.....
- Fire Wall (Add to wall symbol)..... (FW)

Building

- Pedestrian door.....
- Sliding door.....
- Overhead door.....
- Fire door (Add to door symbol)..... (FD)

No.	Protocol	Compliance Score	Actual Score
A2	All facilities are located at distances beyond established municipal flood plains (100 years).	Mandatory	

Reference:

Bulletin #1 Grandfathering clause.

Audit Notes:

1. For existing facilities, renovated facilities or new facilities located within established municipal flood plains (100 years) applications may be made to AWSA for approval, if significant flood diversion measures have been implemented to lessen the potential hazards associated with flooding activity.

2. Operations will be responsible for seeking all local/provincial approvals.

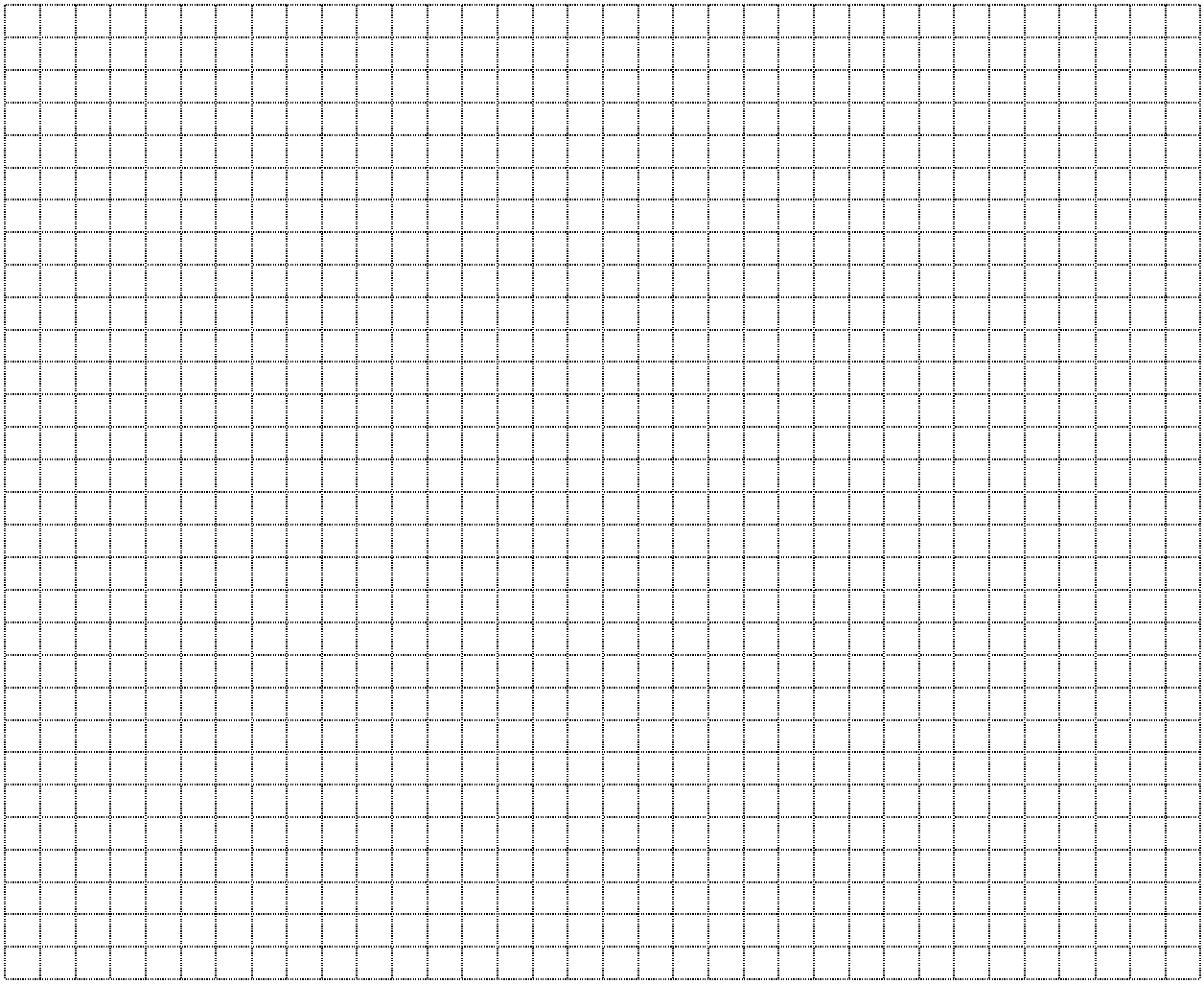
Documentation requirements:

1. Evidence provided as to verify storage and fixed seed treatment area located within municipal flood plains (100 years).
   a. Municipal flood plan map, legal land location zone notice. See site layout map.

2. If facility is in municipal flood plain (100 years):
   a. Risk mitigation strategy. See site layout map with site run-off control.

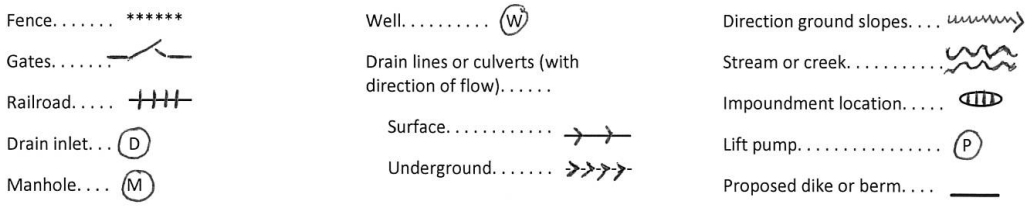
Site Runoff Control

Draw map showing the surrounding area for about one mile in all directions. Extend the map in the direction of the site drainage so that drainage can be traced until it reaches the nearest large bodies of water. If runoff can be impounded on or off site show location and approximate number of gallons that can be contained. Locate where and how runoff may be blocked by dikes, dams, shutting off lift pumps, etc. Show surrounding land use (residential, cornfield, etc.) Show places of public assembly, such as schools, churches. Use symbols in the legend below. Show North arrow.



Legend

Exterior



AGENCY NOTIFICATION

(List the names and telephone numbers of agencies that need to be notified should a spill or fire involving pesticides or fertilizers occur. Include railroads, if rails may be blocked.).

Name	Phone number

SURROUNDING OCCUPANCIES & LAND USE

(Describe surrounding land use in all four directions for one mile radius. For example, north: grazing land to ¼ mile, commercial district ¼ - ½ mile, residential zone ½ to 1 mile. Hospital located at 5th and Main. Show as much as possible in a facility sketch).

Direction	Occupancy/Land Use
North	
South	
East	
West	

LOCATION OF EMERGENCY EQUIPMENT & SUPPLIES

(Available 24 hours a day. Include phone numbers.)

Emergency Equipment/Supplies	Location/Phone number
Self-contained briefing apparatus	
Spare compressed breathing air tanks	
Earth moving equipment	
Portable water pumps	
Street barriers	
Sand bags	
Other	

LOCATION & TYPES OF WATER SUPPLIES

(Hydrants, ponds, irrigation canals, fresh or saltwater, etc. Verify hydrant thread compatibility and water pressure and flow rates.)

Types of Water Supply	Location

No.	Protocol	Compliance Score	Actual Score
A3	The storage and/or seed treatment areas enclosed within a building have free access of 10 metres to at least two sides for firefighting access.	Mandatory	

Audit Notes:

Site physical examination to verify clear access of a minimum 10 metres to two sides of the exterior of the building.

Documentation requirements:

If clear access is less than 10 metres, written approval of the local fire department must be made available to the auditor. See site layout map.

No.	Protocol	Compliance Score	Actual Score
A4	External lighting is in place on the side(s) of the building (storage and/or treatment areas) with entrances (including man-doors or overhead doors).	10	

Audit Notes:

Site physical examination to verify presence of external lighting.

No.	Protocol	Compliance Score	Actual Score
A5	The operations parking lot(s) for company employees, customers and visitors does not obstruct passage for fire and emergency vehicles.	10	

Audit Notes:

Site physical examination to verify presence of parking lot signage and situated in an area that would not obstruct fire and emergency services.

No.	Protocol	Compliance Score	Actual Score
A6	All man-door entrances to the storage areas and seed treatment areas have legible pesticide warning signs, clearly identifying the agri-chemicals are stored within the premises and that only authorized persons are entitled to enter. For mobile units with concealed compartments storing seed treatment products, pesticide warning sign must be present.	10	

Audit Notes:

Site physical examination to verify presence of signs indicating the presence of agri-chemicals are affixed in appropriate areas.

No.	Protocol	Compliance Score	Actual Score
A7	The operation has an external sign posted which identifies: Name of company and the phone number(s) of the person or entity in charge of the operation and/or the emergency phone number that will initiate the emergency response plan. For mobile units, signage must be affixed and clearly displayed.	20	

Audit Notes:

1. Site physical examination to verify presence of sign(s) legible from the primary entrance to the property.

2. The sign shall be of permanent construction, weather proof and must be free standing (i.e. not attached to the building).

EXAMPLE


Cargill
In Case of Emergency
Production Supervisor Shawn Miller 519-323-5477
Assistant P.S. Jaime Hael 519- 1265
Fire, Police, Ambulance 911


HURON BAY
CO-OPERATIVE INC.
WALKERTON
CROP
CENTRE
IN CASE OF EMERGENCY
CALL 1-800-292-3356
NEAREST PHONE
DUNKELD HOTEL

No.	Protocol	Compliance Score	Actual Score
A8	Sign(s) are clearly posted inside the storage and/or seed treatment building(s) indicating: a. Emergency exits and exit routes within the building b. Emergency supply cabinet c. Spill clean-up equipment d. Fire extinguisher(s) e. Portable or fixed eyewash station f. External fire lanes For mobile unit b, c, d, and e are applicable.	 10 10 10 10 10 10	

Audit Notes:

1. The auditor will use professional judgement and observation to determine the need, distance and application of signs for specified items above.

2. Site physical examination to verify the presence of sign(s).

SECTION - B

Building Structure & Equipment

Section B – Building Structure and Equipment

No.	Protocol	Compliance Score	Actual Score
B1	a) The storage area(s) exterior walls are constructed to provide a minimum one-hour fire resistance rating or are of non-combustible material	Mandatory	
	b) The storage area(s), if enclosed within a building, must be separated from other occupancies by a permanent two-hour fire separation. Interior fire compartment separation wall openings are provided with self-closing doors having resistance rating of 1.5 hours, including frames.	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the fire rating for

I. Building plans/drawings
II. Identification of building structure, materials used, evidence of construction.

EXAMPLE

Approved drawings:

Drawings for construction/refurbishing of the seed treatment storage and application area were drawn up by (name of engineering firm) and approved by the local jurisdiction having authority (i.e. Municipal Planning Department, etc.) A copy of the building permit is also affixed.

OR

Self-assessment:

All walls of the storage area are built on non-combustible material.

All exterior walls of the storage area(s) are built of combustible material and are protected by a 1 hour fire resistance rating.

The walls are constructed of the following:

_____
_____
_____
_____
_____

All interior walls of the storage area(s) are built of combustible material and are protected by a 2 hour fire resistance rating.

The walls are constructed of the following:

_____
_____
_____
_____
_____

No.	Protocol	Compliance Score	Actual Score
B2	a) The exterior walls of the seed treatment area(s) are constructed to provide a minimum one-hour fire resistance rating or are of non-combustible material	Mandatory	
	b) The seed treatment area(s), if enclosed within a building, must be separated from other occupancies by a permanent two-hour fire separation. Interior fire compartment separation wall openings are provided with self-closing doors and if applicable, fire dampers having resistance rating of 1.5 hours, including frames.	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the fire rating for

I. Building plans/drawings
II. Identification of building structure, materials used, evidence of construction.

EXAMPLE

Approved drawings:

Drawings for construction/refurbishing of the seed treatment storage and application area were drawn up by (name of engineering firm) and approved by the local jurisdiction having authority (i.e. Municipal Planning Department, etc.) A copy of the building permit is also affixed.

OR

Self-assessment:

All walls of the storage area are built on non-combustible material.

All exterior walls of the storage area(s) are built of combustible material and are protected by a 1 hour fire resistance rating.

The walls are constructed of the following:

_____
_____
_____
_____
_____

All interior walls of the storage area(s) are built of combustible material and are protected by a 2 hour fire resistance rating.

The walls are constructed of the following:

_____
_____
_____
_____
_____

No.	Protocol	Compliance Score	Actual Score
B3	For storage and/or seed treatment areas, windows that have been installed in interior fire separation walls are required to have a fire resistance rating of 2 hours mounted in fixed steel frames	20	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the fire rating (re: stamp on window frame indicating fire rating).

EXAMPLE

Self-assessment:

All windows in the storage and seed treatment area(s) are built to a fire rating of 2 hours.

The windows are constructed of the following:

_____
_____
_____
_____
_____

No.	Protocol	Compliance Score	Actual Score
B4	If there is an adjacent occupancy within the same building as he seed treatment and/or storage area(s), the ventilation system does not draw or allow air to transition from the seed treatment and storage area(s) into the adjacent occupancy.	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the ventilation system, duct system and applicable air flow inlets/outlets.

EXAMPLE

Approved drawings:

Drawings for construction/refurbishing of the seed treatment storage and application area were drawn up by (name of engineering firm) and approved by the local jurisdiction having authority (i.e. Municipal Planning Department, etc.) A copy of the building permit is also affixed.

OR

Self-assessment:

All ventilation systems do not draw or allow air to transition from seed treatment storage or application areas to adjacent occupancies.

The ventilation system for adjacent occupancies draw air form (identify all adjacent occupancies):

_____
_____
_____
_____
_____

The ventilation system form the storage and seed treatment area(s) draw air form and exhaust air form (identify all scenarios):

_____
_____
_____
_____
_____

No.	Protocol	Compliance Score	Actual Score
B5	There is at least one exit man door from the adjacent occupancy that does not enter the seed treatment area and/or storage area.	20	

Audit notes:

Physical examination to verify applicability of protocol to site situation. See site map.

No.	Protocol	Compliance Score	Actual Score
B6	All exit man-doors form the seed treatment area and/or storage area open in the direction of egress.	20	

Audit notes:

Physical examination to verify applicability of protocol to site situation. See site map.

No.	Protocol	Compliance Score	Actual Score
B7	The accredited area: a) The storage area 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 that is 10 cm lower than the perimeter surface, and/or to drains leading only to a designated containment area used for chemical spills. b) The seed treatment area 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 that is 10 cm lower than the perimeter surface, and/to drains leading only to a designated containment area specifically used for chemical spills.	Mandatory 30	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify containment system.

i. Building plans/drawings
ii. Identification of building structure, materials used, evidence of containment system has sufficient containment capacity to hold 110% of maximum amount of chemical present at any time.

EXAMPLE

Approved drawings:

Drawings for construction/refurbishing of the seed treatment storage and application area were drawn up by (name of engineering firm) and approved by the local jurisdiction having authority (i.e. Municipal Planning Department, etc.) A copy of the building permit is also affixed.

OR

Self-assessment:

All storage areas have curbing (concrete or metal sheeting) 10 cm in height around the perimeter.

Storage area incorporates baffled spill pallets to hold a containment capacity of 110% of volume of seed treatment products on hand.

Identify the total capacity of the baffled pallets on hand: _____

Identify the total capacity of seed treatment product on hand: _____

No.	Protocol	Compliance Score	Actual Score
B8	The containment area in the accredited area: a) The floor/containment materials of the storage catchment area have been designed or treated and maintained to render them impervious to absorption by a chemical spill b) The floor/containment materials of the storage catchment area have had all cracks filled and have a smooth finish. The material used to fill the cracks must be impervious to chemical spill absorption.	30 Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation (re: cracks greater than 2 mm, saw cuts, etc. must be filled).

Documentation requirements:

Evidence must be provided to verify the materials used are impervious to a chemical spill (re: manufacturer spec sheet).

EXAMPLE

The floors of the storage catchment area have been treated with:

_____
_____
_____
_____
_____

Attach a product spec sheet (if applicable).

No.	Protocol	Compliance Score	Actual Score
B9	The containment area in the accredited area: a) Containment for all seed treatment areas has been designed or treated and maintained to render them impervious to absorption by a chemical spill b) The floor/containment materials of the seed treatment catchment areas have had all cracks filled and have a smooth finish. The material used to fill the cracks must be impervious to chemical spill absorption.	30 Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation (re: cracks greater than 2 mm, saw cuts, etc. must be filled).

Documentation requirements:

Evidence must be provided to verify the materials used are impervious to a chemical spill (re: manufacturer spec sheet).

EXAMPLE

The floors of the storage catchment area have been treated with:

_____
_____
_____
_____
_____

Attach a product spec sheet (if applicable).

No.	Protocol	Compliance Score	Actual Score
B10	a) Floor and floor support structures for the storage area must be constructed of non-combustible materials.	Mandatory	
	b) The floor and floor support structures for seed treatment areas must be constructed of non-combustible materials.	30	

Reference:

Bulletin #1 Grandfathering clause.

Audit Notes:

Physical examination to verify applicability of protocol to site situation and applicability of building materials.

Documentation requirements:

Evidence must be provided to verify the materials used are non-combustible.

EXAMPLE

Approved drawings:

Drawings for construction/refurbishing of the seed treatment storage and application area were drawn up by (name of engineering firm) and approved by the local jurisdiction having authority (i.e. Municipal Planning Department, etc.) A copy of the building permit is also affixed.

OR

Self-assessment:

All floor and floor support structures are constructed of non-combustible material of the storage area are built on non-combustible material.

The floor and floor support structures are constructed of the following:

_____
_____
_____
_____
_____

No.	Protocol	Compliance Score	Actual Score
B11	The accredited areas (both storage and seed treatment) do not have any active floor drains.	Mandatory	

Audit notes:

Physical examination to verify applicability of protocol to site situation.

EXAMPLE

Approved drawings:

Drawings for construction/refurbishing of the seed treatment storage and application area were drawn up by (name of engineering firm) and approved by the local jurisdiction having authority (i.e. Municipal Planning Department, etc.) A copy of the building permit is also affixed.

OR

Self-assessment:

There are no active floor drains present

Floor drains are present and constructed of the following and there is a designated catchment area. Identify the scenario:

_____
_____
_____
_____
_____

No.	Protocol	Compliance Score	Actual Score
B12	The storage area has active mechanical ventilation designed to provide a minimum of two air changes/hour when the area is occupied.	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the ventilation system.

i. Review of system calculations
ii. Review of documents signed by installer of ventilation system or engineers drawings indicating exhaust rates to at least two air changes per hour

EXAMPLE

Approved drawings:

Drawings for construction/refurbishing of the seed treatment storage and application area were drawn up by (name of engineering firm) and approved by the local jurisdiction having authority (i.e. Municipal Planning Department, etc.) A copy of the building permit is also affixed.

OR

Self-assessment:

My warehouse is _____ m x _____ m x _____ m high

The ventilation system is designed to provide at least 2 air changes per hour.

Calculation:

Area of floor +

_____ m x _____ m = _____ m sq

X 10 m3/h

Divided by 60 min/h =

_____ m3/min.

The volume of the building is:

_____ m2 x _____ m = _____ m3

Air changes per hour =

_____ /m3 = _____

My_____ cm fan at _____ RPM will provide_____ cu m/min at _____(static pressure)

No.	Protocol	Compliance Score	Actual Score
B13	The seed treatment area has active mechanical ventilation designed to provide a minimum of two air changes/hour when the area is occupied.	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the ventilation system.

i. Review of system calculations
ii. Review of documents signed by installer of ventilation system or engineers drawings indicating exhaust rates to at least two air changes per hour

EXAMPLE

Approved drawings:

Drawings for construction/refurbishing of the seed treatment storage and application area were drawn up by (name of engineering firm) and approved by the local jurisdiction having authority (i.e. Municipal Planning Department, etc.) A copy of the building permit is also affixed.

OR

Self-assessment:

My warehouse is _____ m x _____ m x _____ m high

The ventilation system is designed to provide at least 2 air changes per hour.

Calculation:

Area of floor +

_____ m x _____ m = _____ m sq

X 10 m3/h

Divided by 60 min/h =

_____ m3/min.

The volume of the building is:

_____ m2 x _____ m = _____ m3

Air changes per hour =

_____ /m3 = _____

My_____ cm fan at _____ RPM will provide_____ cu m/min at _____(static pressure)

No.	Protocol	Compliance Score	Actual Score
B14	Within the seed treatment area, the ventilation system is designed to control explosive vapors (i.e. air inlet/outlet within 30 cm of floor).	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

EXAMPLE

Approved drawings:

Drawings for construction/refurbishing of the seed treatment storage and application area were drawn up by (name of engineering firm) and approved by the local jurisdiction having authority (i.e. Municipal Planning Department, etc.) A copy of the building permit is also affixed.

OR

Self-assessment:

The ventilation system is installed with air inlet/outlet drawing air from inside the seed treatment area at 30 cm from floor.

Identify the scenario:

_____
_____
_____
_____
_____

No.	Protocol	Compliance Score	Actual Score
B15	The heating systems in the storage and seed treatment areas are designed and installed to meet applicable codes (i.e. gas, electrical, fire). Electric heaters must be CSA/ULC approved for industrial commercial use and must be hardwired.	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the heating system.

i. Review of documents signed by licenced installer.

EXAMPLE

Copy of the electrical installation document (with electrical licence number)

No.	Protocol	Compliance Score	Actual Score
B16	Electrical lighting has been installed within the storage area and all seed treatment areas to provide sufficient intensity for safe working conditions. Lighting is in place on mobile units if seed treatment activities are being undertaken during hours of the day when natural light is not present.	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

No.	Protocol	Compliance Score	Actual Score
B17	a) Within the storage area and seed treatment areas, portable fire extinguishers are installed in, or adjacent to corridors, exits and aisles that product assess to exits and in proximity to other fire hazards b) A properly secured fire extinguisher is installed on each forklift c) A properly secured fire extinguishers is installed on mobile seed treatment unit.	Mandatory	

Audit Notes:

The auditor will use professional judgement and observation to determine the need, distance and application of fire extinguishers for specified items above. Applicability of minimum extinguisher capacity as per site situation (2A 10 BC/2A 20BC/4A 60BC).

No.	Protocol	Compliance Score	Actual Score
B18	Seed treatment equipment: a) Has easily accessible, labeled, emergency shut off device/switch within close proximity of seed treating equipment b) All open augers, belts, pulleys and motors have appropriate protective guarding.	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

No.	Protocol	Compliance Score	Actual Score
B19	The storage area and the enclosed seed treatment areas have a fire detection system. The system is connected to a 24 hour monitoring station	Recommended	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the presence of the fire detection system including installation/service dates, site plan of monitoring stations and system test (within the last 12 months).

EXAMPLE

Copy of the fire detection system installation date and most recent service (including service test).

No.	Protocol	Compliance Score	Actual Score
B20	The storage area and the enclosed seed treatment areas have a security system. The system is connected to a 24 hour monitoring station	Recommended	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the presence of the security detection system including installation/service dates, site plan of monitoring stations and system test (within the last 12 months).

EXAMPLE

Copy of the security system installation date and most recent service (including service test).

SECTION - C

Operations

Section C – Operations

No.	Protocol	Compliance Score	Actual Score
C1	Smoking, drinking and eating in the storage and seed treatment areas is strictly forbidden, and permanent signs to this effect are posted.	Mandatory	

Audit Notes:

1. The auditor will use professional judgement and observation to determine the need, distance and application of signs for specified items above.
2. Site physical examination to verify the presence of sign(s).

EXAMPLE

The operation has installed the following signage:

1. No smoking, drinking or eating
2. Product inventory list
3. Emergency supplies

No.	Protocol	Compliance Score	Actual Score
C2	The operator has a posted inventory list and location of designated emergency equipment and supplies that are stored in a specific location for use only in emergencies. Emergency equipment at the operation includes: a) First air kit b) Eyewash station or eyewash shower c) Sealable salvage container (over pack) d) Absorbent materials (as per SDS) e) Aluminum shovel and broom f) PPE (including: gloves, goggles, coveralls and rubber boots) g) Respirator and cartridges (as applicable)	10 30 30 10 10 10 10 10	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

No.	Protocol	Compliance Score	Actual Score
C3	All seed treatment products in the storage or seed treatment area have a label (referencing the seed treatment application/operational procedures regulated by the PCP Act).	Mandatory	

Audit Notes:

Physical examination to verify seed treatment product labels present for all seed treatments applied.

No.	Protocol	Compliance Score	Actual Score
C4	All treated seed is labeled in accordance with regulatory requirements.	Mandatory	

Audit Notes:

Physical examination to verify seed treatment product labels present for all seed treatments applied.

No.	Protocol	Compliance Score	Actual Score
C5	There are no flammable, combustible fuel products and/or spare compressed flammable liquefied storage cylinders stored inside the storage or seed treatment area.	20	

Audit notes:

Physical examination to verify applicability of protocol to site situation.

No.	Protocol	Compliance Score	Actual Score
C6	Floors, ramps, stairways, shipping areas are clean, tidy and in good repair.	10	

Audit notes:

Physical examination to verify applicability of protocol to site situation.

No.	Protocol	Compliance Score	Actual Score
C7	There were no leaking packages/containers, open containers not currently in use or contaminated seed piles/clumps within the operation (both storage and seed treating area).	10	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

No.	Protocol	Compliance Score	Actual Score
C8	Seed treatment products not being actively used are stored in the storage area (including full or partially full containers/totes).	Mandatory	

Audit Notes:

Physical examination to verify applicability of protocol to site situation.

No.	Protocol	Compliance Score	Actual Score
C9	Each employee working in the accredited area must have and use appropriate personal protection equipment as per label and MSDS/SDS requirements.	Mandatory	

Audit Notes:

Physical examination to verify PPE in place and working order as indicated by the seed treatment products being used.

Documentation requirements:

Listing of all seed treatment products applied at the operation and required PPE as per label and MSDS/SDS requirements.

EXAMPLE

Product listing of all seed treatment products used at facility and required PPE as per label and MSDS/SDS.

Product	PPE requirement
Seed treatment Xtra	Gloves, goggles, long sleeve

No.	Protocol	Compliance Score	Actual Score
C10	Empty seed treatment containers are: a) Empty containers designed for one-way use (both bulk and less than 23L) on the premises; kept in their designated area; not kept in unreasonably large quantities trip or pressure rinsed (if applicable), rinsate is appropriately disposed of as per operating procedures; regularly returned for recycling to a designated collection site b) Empty containers designated area; not kept in unreasonably large quantities and are returned to the retailer/registrant for future use.	10 10	

Audit Notes:

Physical examination to verify empty container management on site.

Documentation requirements:

Site operating procedures developed and adhered to for the management of empty seed treatment containers.

EXAMPLE

The sites adheres to the following procedures for the disposal of empty pesticide containers:

1. All less than 23 litre containers are triple rinsed and returned to an empty container collection site at *(enter location information)*:

   _____

2. All bulk containers are returned to retail periodically throughout the season.

No.	Protocol	Compliance Score	Actual Score
C11	Materials and/or equipment required for the site containment plan are in place and readily available.	Mandatory	

Audit notes:

Physical examination to verify materials identified in site containment plan are present. See Section A – site containment risk analysis.

No.	Protocol	Compliance Score	Actual Score
C12	Seed treatment equipment is maintained in accordance with manufacturer's specifications.	Mandatory	

Audit Notes:

Physical examination of equipment is maintenance records.

Documentation requirements:

Seed treating equipment maintenance schedule (including calibration log, maintenance schedule, etc.)

EXAMPLE

Reference seed treater maintenance schedule

Example: STORM Treater Maintenance Schedule

Item	8 h	Daily	Weekly	Two weeks	Yearly	Post-flush	Action
Motors (pump & conveyor)			x		x		Clean any dust from fan enclosure with compressed air & ensure fan spins freely
		x					Check electrical cables for damage
Pumps					x		Ensure pump rotors & rollers are spinning freely
Chain	x						Clear debris & spray with chain oil, check tension
Conveyor belt	x						Check belt tracking, adjust with tracking bolts on front bearings.
				x	x		Check belt tension, adjust if needed.
				x	x		Inspect belt for cracks & wear on edges, both sides of belt.
					x		Remove belt lacing & inspect for damage, replace if need.
		x					Thoroughly clean belt and lacing from outside with high pressure water hosing.
Conveyor rollers					x		Inspect rollers & lagging. Ensure that rollers spin freely. If damaged replace lagging/roller.
Windows		x					Inspect for loosening/cracking, and tighten or replace as required.
Nozzles				x		x	Ensure that nozzles have not rotated or clogged.
Strainers				x		x	Unscrew cap & rinse residue form strainer, replace same cartridge. Replace cartridge only if damaged.
Engine							Consult Kohler Manual.

SECTION - D

Training

Section D – Training

No.	Protocol	Compliance Score	Actual Score
D1	The operator has developed, issued and reviewed the general site rules with all employees of the site. During discussion and observation, it appears that these rules are enforced.	Mandatory	

Audit Notes:

Physical examination of general site rules.

Documentation requirements:

Document outlining general site rules, posted within the operation and employee review (new hire and when rules change).

EXAMPLE

Site Safety Rules

The following rules are posted and enforced.

a) Horseplay is forbidden

b) Open flames, smoking, eating and drinking is not permitted within the work place

c) The use of illegal drugs and alcohol on the site is not permitted

d) Personal protective equipment must be worn within the workplace when required

e) All employees must be trained on the safe operating procedures for each job assigned.

f) Access to all fire extinguishers and emergency equipment will be maintained at all times

Signed *(site management)*: _____

Date: _____

No.	Protocol	Compliance Score	Actual Score
D2	Training has been provided to all employees on the safe operating procedures for each of their jobs.	Mandatory	

Audit Notes:

Physical examination of employee training record.

Documentation requirements:

Employee training record kept on file, reviewed as per frequency requirements and employee sign-off upon conclusion of applicable training sessions.

EXAMPLE

Safe Operating Procedures (SOP)

Safe operating procedures are a sequence of steps which, when followed, will allow an operator to complete the job in a safe manner.

The Compliance Assistance manual Appendix B has provided examples of some jobs and the auditor will be looking for site specific SOPs for the following jobs, if applicable at your location:

1. Receiving products
    a. Pre-packaged on skids
    b. Bulk
    c. Damaged/contaminated
2. Shipping products
    a. Pre-packaged on skids
    b. Bulk
    c. Damaged/contaminated
3. Forklift operations
4. Removing precipitation form bulk dike area
5. Spill clean-up and reporting
6. Storage of damaged goods
7. Safe work permits
8. Electrical maintenance
9. Equipment maintenance
10. Containment maintenance
11. Handling and storing flammable and combustible liquids

One of the best ways to have these SOPs completed is to ask the individual who does the job now, to list the procedures to complete the job, and review with the operator to ensure they are in fact safe. These SOPs, once approved, now establish how the job is to be done and provides the basis for training of new employees.

EXAMPLE

Procedure for Receiving Damaged Goods

When product are delivered to our warehouse and upon inspection of the load, it is found that products are damaged and/or contamination has occurred on the delivery vehicle, the following procedure will be implemented:

a) The truck driver will be advised of the damage and/or containment
b) The truck driver will be instructed to contact the dispatcher to advise the trucking company of the nature of the incident and what actions the locations will be taking.
c) The warehouse supervisor will advise the chemical manufacturer and Transport Canada (CANUTEC) of the incident and how the location will clean up and decontaminate.
d) The warehouse supervisor will advise the trucker of the potential cost to clean up and decontaminated.
e) The warehouse operators will clean up and decontaminate as to the procedures.
f) The warehouse supervisor will issue an invoice to the trucking company for the services provided.
g) The clean-up materials/contaminated products will be contained in the appropriate container/overpack drum, appropriately labelled as to its contents and arrangements made with a licenses waste disposal firm to dispose of the contents.
h) The truck will be allowed to leave the facility only after a clean-up/decontamination, regardless of who owns the products.

No.	Protocol	Compliance Score	Actual Score
D3	All employees handling seed treatment products have had training on the TDG Act and Regulations (as applicable). This may include clerical staff involved in the transportation and administration processes.	Mandatory	

Audit Notes:

Physical examination of employee training records.

Documentation requirements:

Employee training record kept on file, certification current (as per frequency).

EXAMPLE

Training records

Name of employee_____ Date _____

Training	Date Training Completed	Outcome		Next Scheduled Training Date
		Competent	More Training Required	
1. Users Guide to MSDS				
2. Pesticide handling				
3. TDG				
4. Forklift training				
5. OH&S				
6. Emergency response				
7. First aid training				
8. Employee induction				
9. Safe operating procedures				
a) Receiving				
b) Shipping				
c) Fork lift truck				
d) Removing precipitation from bulk dike area				
e) Spill clean-up & reporting				
f) Storage of damaged goods				
g) Safe work permits				
h) Electrical maintenance				
i) Equipment maintenance				
j) Containment maintenance				
k) Handling & storing flammable & combustible liquid				

No.	Protocol	Compliance Score	Actual Score
D4	WHMIS training has been provided for all employees handling seed treatment products.	Mandatory	

Audit Notes:

Physical examination of employee records.

Documentation requirements:

Employee training record kept on file, certification current (as per frequency). See training schedule.

No.	Protocol	Compliance Score	Actual Score
D5	Seed treatment product label training (i.e. comprehension) has been provided for all employees handling seed treatment products.	Mandatory	

Physical examination of employee records.

Documentation requirements:

Employee training record kept on file, certification current (as per frequency). See training schedule.

No.	Protocol	Compliance Score	Actual Score
D6	An individual who is responsible for the seed treatment operation has obtained provincial seed treatment operator certification (if applicable – refer to provincial requirements).	Mandatory	

Audit notes:

Physical examination of employee records for certification status.

Documentation requirements:

Employee training record kept on file, certification current (as per frequency). See training schedule.

No.	Protocol	Compliance Score	Actual Score
D7	All forklift drivers who work within the accredited area have undergone lift truck training provided by a qualified teacher.	Mandatory	

Audit Notes:

Physical examination of employee records for certification status (if applicable).

Documentation requirements:

Employee training record kept on file, certification current (as per frequency). See training schedule.

No.	Protocol	Compliance Score	Actual Score
D8	For all employees working within the seed treatment operation, the site has developed and implemented an environmental health and safety training program. Training will consist of:		
	a) Use, maintenance and storage of PPE	20	
	b) Information on the rights of employees to refuse unsafe work	20	
	c) The use of an eyewash station	20	
	d) Responsibilities of management and employees under appropriate labor legislation	20	
	e) Fire extinguisher training	20	

Audit Notes:

Physical examination of employee records for appropriate training.

Documentation requirements:

Employee training record kept on file, sign-off on training undertaken.

EXAMPLE

Site Safety Rules

The following rules are posted and enforced.

a) Horseplay is forbidden
b) Open flames, smoking, eating and drinking is not permitted within the work place
c) The use of illegal drugs and alcohol on the site is not permitted
d) Personal protective equipment must be worn within the workplace when required
e) All employees must be trained on the safe operating procedures for each job assigned.
f) Access to all fire extinguishers and emergency equipment will be maintained at all times

I have been informed of the health and safety policy as well as I understand my responsibilities as an employee.

Responsibilities: *as identified by management*

Signed *(site management)*: _____

Employee: _____

Date: _____

No.	Protocol	Compliance Score	Actual Score
D9	Training has been provided for appropriate personnel on: a) First air b) Cardiopulmonary resuscitation (CPR)	Mandatory	

Audit Notes:

Physical examination of employee records for appropriate training.

Documentation requirements:

Employee training record kept on file, sign-off on training undertaken.

No.	Protocol	Compliance Score	Actual Score
D10	a) Training has been provided for all operation employees on the execution of the ER plan for the site on an annual basis b) Information has been provided to contractors/site visitors on emergency procedures that pertain to them.	Mandatory	

Audit Notes:

Physical examination of employee records for appropriate training, contractor/visitor sign in sheets.

Documentation requirements:

1. Employee training record kept on file, sign-off on training undertaken.
2. Contractor/visitor sign in sheets present with appropriate emergency procedure information available for review.

EXAMPLE

Site Safety Rules

As identified by management which may include muster point, primary contact individual on site, and any job related incidents that trigger the emergency response plan.

I have reviewed the information received.

Signed *(site management)*: _____

Contractor: _____

Date: _____

SECTION - E

Documentation

Section E – Documentation

No.	Protocol	Compliance Score	Actual Score
E1	Grandfathered storage and seed treatment areas within 30m of environmentally sensate areas must have written authorization and/or notice from local authorities having jurisdiction.	Mandatory	

Audit Notes:

Physical examination of authorization documentation.

Documentation requirements:

1. Written acknowledgement from local authority indicating the presence of the seed treatment operation within 30 m of an environmentally sensitive area.
2. If authorization is not granted – a receipt of owner's request being sent to the authority having jurisdiction is required.

EXAMPLE

If the facility is located within 30 m of an environmentally sensitive area, local authorities must be provided receipt of the operations existence.

Date: _____

TBD recipient,

Our facility located at _____ is a seed treatment operation that is located closer than 30 m to _____. The industry had developed standards for the safe storage and application of seed treatment products that we intend to meet. These standards involve meeting current building codes, fire codes, electrical codes, operator training and emergency response preparedness.

We have complete a site evaluation and identified potential risks and have developed controls within our emergency response plan for such risks.

We believe that by meeting industry standards with their controls in place ensures our operation operated with the highest level of environmental responsibility.

I would welcome any further dialogue.

Yours truly,

TBD

No.	Protocol	Compliance Score	Actual Score
E2	Grandfathered storage and seed treatment structures constructed on municipal flood plains (100 years) have written authorization from local authorities.	Mandatory	

Audit Notes:

Physical examination of authorization documentation.

Documentation requirements:

1. Written acknowledgement from local authority indicating the presence of the seed treatment operation within 30 m of an environmentally sensitive area.
2. If authorization is not granted – a receipt of owner's request being sent to the authority having jurisdiction is required.

See previous example.

No.	Protocol	Compliance Score	Actual Score
E3	A written plan is in place to manage volumes of fire water on the operation. A copy of the plan must be included with the emergency response plan.	Mandatory	

Audit Notes:

Physical examination of written plan to manage volumes of fire water.

Documentation requirements:

Written plan to manage volume of fire water.

No.	Protocol	Compliance Score	Actual Score
E4	A written plan is in place to manage volumes of contaminated water and/or other liquids used in the cleaning/flushing of the seed treatment equipment on the site.	30	

Audit Notes:

Physical examination of written plan to manage volumes of contaminated water.

Documentation requirements:

Written plan to manager volume of contaminated water. See containment map.

EXAMPLE

Our Containment Plan

Our warehouse is _____ m x _____ with a _____ cm retention curbing.

The volume of this containment is _____m.

Therefore, this containment volume equals _____ x 45 gal. drums or _____ L. this will contain any significant spill in the warehouse.

When I discussed this issue with the fire department, they told me their response time to my warehouse is _____ minutes and another _____ to set up. the fire will have a _____ minute head start.

The fire chief said that he can deliver _____ L./minute for _____ minutes and then he would be out of water. He said if the fire was not out by then, we will have to let it burn. If this is the case, I will need a dedicated area to contain about _____ L (_____ x 45 gal. drums).

No.	Protocol	Compliance Score	Actual Score
E5	Documentation for storage and seed treatment area is provide by a licences electrician, electrical engineer or the appropriate authority, which verified that all electrical installations (included lights, globes, wiring, switches, motors, circuit breakers, fans and main panel) have been inspected since the last audit.	Mandatory	

Physical examination of authorized professional sign of on electrical inspection.

Documentation requirements:

Electrical inspection documentation including licenses number and inspection date since last audit.

EXAMPLE

Copy of the electrical installation and inspection document (with electrical license number).

No.	Protocol	Compliance Score	Actual Score
E6	The accredited area has a written inspection program for its heating and ventilation system, forklift trucks and dock levelers. This program is documented and the Auditor was shown completed past checklists which support the program: a) Heating system b) Forklift trucks c) Ventilation systems d) Dock levelers	 10 10 10 10	

Audit notes:

Physical examination of written inspection programs (as applicable).

Documentation requirements:

Written plans in place for applicable inspection programs.

EXAMPLE

Inspection Program for Equipment at the Warehouse

The written inspection program at the warehouse will be as follows:

a) Forklift Trucks – each day prior to usage, the operator will inspect the truck and complete the forklift truck inspection report and if no action items will file. If the truck is found to be unsafe to use, it must be tagged and such repairs sought immediately.
   - The oil and filters will be changed every 500 operating hours.
   - The lifting device will be inspected yearly by a competent inspector with a written report as to its condition.
   - The lift truck will be washed in May and October of each year.

b) Dock Plates/Dock Levellers/Wheel Chocks – this equipment is inspected on a monthly basis to ensure no cracks in metal, oiling and greasing the dock levellers, and ensuring the wheel clocks are not damaged to tender them ineffective.

c) Ventilation system – this is to be inspected monthly to ensure no blockage of air throughout, for guards in place, motor belt in good condition and plenums not damaged.

d) Fire doors – these doors are inspected monthly to ensure that the main door closures are closing properly, sliding door fusible links are in position and not damaged, and the sliding door will close if the fusible link fails.

e) Security – all doors leading into the warehouse have a lock and they are checked each night at close-up to ensure integrity.

f) Heating system – the heating system is inspected monthly for damage and to ensure that flammable or combustible materials/ products are not closer than 1 meter to it.

No.	Protocol	Compliance Score	Actual Score
E7	The operation has written procedures for maintenance: a) Bagging and bulk handling equipment b) Care and use of seed treatment equipment c) Containment inspection and maintenance	Mandatory	

Audit Notes:

Physical examination of written maintenance programs (if applicable).

Documentation requirements:

Written plans in place for applicable maintenance programs. See previous example.

No.	Protocol	Compliance Score	Actual Score
E8	The operation has established written procedures for the care and use of the following emergency and safety equipment: a) First aid kit b) Eyewash station c) Fire extinguishers d) Personal protective equipment (PPE) e) Spill clean-up equipment and supplies	Mandatory	

Audit Notes:

Physical examination of written procedures for the case and use of emergency equipment as identified.

Documentation requirements:

Written operating procedures for the case and use of emergency equipment with usage inspection report.

EXAMPLE

The _____ is responsible for establishing procedures for the case and use of all emergency equipment. This includes the following as a minimum:

1) First aid kit and inventory control
2) Eyewash satin (cleaning and refilling)
3) Emergency equipment inventory list
4) Emergency lighting
5) Fire extinguishers
6) Salvage drums
7) Absorbent clay
8) Shovel

The following are procedures for the case and use of the first aid kit and inventory control:

1) The first air kit is located
2) An inventory list of all items is included and when supplies are used, record the fact and initial
3) Record the treatment of each first aid case in the book provided.
4) On a monthly basis, the inventory will be checked and supplies ordered, if required.
5) The location of the first aid kit is included on the site layout plan.

The following are procedures for the case and use of the eyewash station:

1) The eyewash station is
2) The eyewash station is made up of two liquid filled bottles.
3) The eyewash station will be inspected monthly for full bottles and to ensure access is clear.
4) Employees working in the warehouse will be trained on the use of the eyewash station prior to the spring season (record the training).
5) The location of the eyewash station is included on the site layout plan.

The following are procedure for the care and use of emergency lighting:

1) An inventory list of all the emergency equipment is posted at the cabinet in the warehouse where the emergency equipment is kept.
2) The equipment will be inspected monthly against the inventory and to ensure all equipment is serviceable.
3) The employees working in the warehouse will be trained on the use of the emergency equipment prior to spring season (record the training).
4) The location of the emergency equipment is included on the site layout plan.

The following are procedure for the care and use of emergency lighting:

1) The emergency lighting has been designed and installed in a manner that when the power is shut off, the emergency lighting will come on and allow any person within the warehouse at the time, to see his way clear to an emergency exit.
2) The emergency lighting will be checked on a monthly basis to ensure it performs.
3) The emergency lighting location is included on the site layout plan.

The following are procedures are for the care and sue of portable fire extinguishers:

1) Portable fire extinguishers are located at each emergency exit and on each forklift truck.
2) Fire extinguishers are checked monthly for the following:
    a) Fully charged
    b) Hose and nozzle is unobstructed
    c) Pull pin and visual seals are intact
    d) Extinguisher is clean and free of corrosion
3) The inspector will sign the tag to signify inspection
4) Employees working in the warehouse will be trained on the use of the extinguisher. (record the training.)

No.	Protocol	Compliance Score	Actual Score
E9	The operation has written procedures for the proper handling, storage and disposal of contaminated products, rinsate from cleaning containers, hazardous waste materials, spill clean-up and treated seed disposal that meet all legal requirements.	Mandatory	

Audit Notes:

Physical examination of written procedures for the proper handling and storage of identified items.

Documentation requirements:

Written operating procedures for the handling and storage of identified items.

EXAMPLE

Procedure on Handling, Storage & Disposing of Hazardous Waste

Waste pesticides can be hazardous and should be disposed of in a responsible manner. Therefore, we have a special overpack drum on site when, in the event of a spill, we can clean up and place this hazardous product in this drum. When this clean-up is complete, we place a highly visible label on the drum, state the contents clearly, the date of the clean-up and sign the label so others will know who has done the work.

The procedure for disposing of the hazardous waste is as follows:

a) Advise the supplier of the situation and ask for assistance.
b) If they cannot advise, we call the local MOEE and ask for assistance.
c) Finally, call a licenses waste disposal firm to pick up for disposal.
d) We maintain on file a copy of all disposals and where it has been disposed.

No.	Protocol	Compliance Score	Actual Score
E10	a) A copy of all current MSDS/SDS's for seed treatment products handled is available. b) At least one copy is available outside of the storage and/or seed treatment area and is readily accessible.	30 30	

Audit Notes:

Physical examination of MSDS/SDS availability and identification of copy outside of accredited area.

Documentation requirements:

1. Copy of all applicable MSDS/SDS listing for all seed treatment products handled.
2. Copy of applicable MSDS/SDS listing off premises.

No.	Protocol	Compliance Score	Actual Score
E11	A system has been/is established for maintaining onsite inventory of seed treatment products for emergency response purposes.	20	

Audit Notes:

Physical examination of inventory management system, treatment log.

Documentation requirements:

1. Concentrated seed treatment product inventory.
2. Seed treatment log.

No.	Protocol	Compliance Score	Actual Score
E12	The operation ships and receives designated seed treatment product(s) in conformance with the Transportation of Dangerous Goods (TDG) regulations and can produce shipping documentation to verify compliance, if applicable.	20	

Audit Notes:

Physical examination of shipping documentation.

Documentation requirements:

Shipping documentation that identified TDG regulated products and applicable safety placarding.

No.	Protocol	Compliance Score	Actual Score
E13	a) All fire extinguishers are tagged to signify a self-inspection has occurred monthly while the accredited area is occupied and/or seed treatment products are being stored. b) The current annual certified inspection tag must be attached to the fire extinguisher	10 Mandatory	

Audit Notes:

Physical examination of fire extinguisher inspection documentation.

Documentation requirements:

Fire inspection documentation in place including monthly self-inspection tag and annual certified inspection tag.

No.	Protocol	Compliance Score	Actual Score
E14	The operation has established a standard written operating procedure requiring all accidents/incidents be investigated, recorded and reported.	20	

Audit Notes:

Physical examination of written operating procedures for incident reporting.

Documentation requirements:

Written operating procedure for reporting all accidents/incidents.

EXAMPLE

Accident/Incident Report Form

Date of incident _____ Time _____ AM/PM

Name of injured person: _____

Address: _____

_____

Date of Birth: _____ Male _____ Female _____

Type of injury: _____

Details of incident: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

No.	Protocol	Compliance Score	Actual Score
E15	The operation has established a standard written operating procedure for the return of empty containers to collection sites or retailers.	20	

Audit Notes:

Physical examination of written operating procedures for empty container return procedures.

Documentation requirements:

Written operating procedure for empty container management.

No.	Protocol	Compliance Score	Actual Score
E16	Where applicable the operation has established written procedures for: a) Seed treatment product transfer b) Treating c) Cleaning d) Calibration e) Production tracking f) Safe work procedures g) Labelling of treated seed	Mandatory	

Audit Notes:

Physical examination of written operating procedures, as applicable.

Documentation requirements:

Written operating procedure for identified activities, as applicable.

SECTION - F

Employee Knowledge

Section F – Employee Knowledge

No.	Protocol	Compliance Score	Actual Score
F1	When interviewing employees with Emergency Response responsibility in the operation, they were knowledgeable regarding their responsibilities in the event of an emergency.	20	

Audit Notes:

Physical examination of emergency response plan.

Documentation requirements:

Written emergency response plan.

No.	Protocol	Compliance Score	Actual Score
F2	The employees can explain the established procedures for the use and/or care of emergency and safety equipment including:	Mandatory	
	a) Personal protective equipment	20	
	b) First aid kits	10	
	c) Eyewash stations	10	
	d) Fire extinguishers	10	

Audit Notes:

Physical examination of written operating procedures for the use of emergency equipment, as applicable.

Documentation requirements:

Written operating procedures for use of emergency equipment, as applicable.

No.	Protocol	Compliance Score	Actual Score
F3	The appropriate employees that have direct job related duties in the seed treatment storage and treatment areas can explain the established procedures for the following: a) Storage of seed treatment products b) Safe and effective application of seed treatment products c) Care, operation and cleaning of seed treatment equipment d) Labelling of treated seed	 10 10 10 10	

Audit Notes:

Physical examination of written operating procedures for job related duties, as applicable.

Documentation requirements:

Written operating procedures for job related duties, as applicable.

No.	Protocol	Compliance Score	Actual Score
F4	Employees can describe spill clean-up procedures and know where the emergency supplies and equipment are located.	20	

Audit Notes:

Physical examination of written operating procedures for spill clean-up and use of emergency supplies and equipment. Employee knowledge thereof.

Documentation requirements:

Written operating procedures for spill clean-up and use of emergency supplies and equipment.

No.	Protocol	Compliance Score	Actual Score
F5	In discussing the handling and disposal of contaminated product or hazardous waste materials and employees they are knowledgeable on the written procedures.	20	

Audit notes:

Physical examination of written operating procedures for handling and contaminated product disposal. Employee knowledge thereof.

Documentation requirements:

Written operating procedures for handling and contaminated product disposal.

No.	Protocol	Compliance Score	Actual Score
F6	The employees interviewed were knowledgeable and MSDS/SDS's a) How to access/where MSDS are kept For selected product, use the MSDS/SDS to: a) Describe the hazard of the product b) Describe the personal protective equipment required c) Describe first aid procedures	 10 10 10 10	

Audit notes:

Employee knowledge of MSDS/SDS.

No.	Protocol	Compliance Score	Actual Score
F7	Forklift operators can explain the safe operation of the forklift.	20	

Audit Notes:

Employee knowledge of MSDS/SDS.

SECTION - G

Emergency Response

Section G – Emergency Response

No.	Protocol	Compliance Score	Actual Score
G1	The operations written Emergency Response Plan was reviewed with the auditor that includes: a) A dated index that references page numbers b) An organization chart that details the following: i. Responsibilities of each position on the chart ii. Telephone numbers of all emergency responders, employees, local medical facilities, product suppliers, environmental service companies and adjacent land owners iii. Site plan drawing indicating emergency response equipment and supplies, containment area, emergency routes and relative locations of seed treatment products iv. Written management plan for volumes of estimated fire water and spilled liquids v. A list of the distribution of the emergency response plan vi. List of events that initiate the emergency response plan the location of seed treatment product inventory list.	Mandatory	

Audit Notes:

Physical examination of emergency response plan.

Documentation requirements:

Written emergency response plan.

No.	Protocol	Compliance Score	Actual Score
G2	Current copies of the emergency response plan are kept: a) In the office and at a designated location off-site b) With each designated person on the emergency plan distribution list c) A copy of the emergency response is kept on mobile units	Mandatory 20 20 20	

Audit Notes:

Physical examination of emergency response plan distribution plan.

Documentation requirements:

Written emergency response plan.

No.	Protocol	Compliance Score	Actual Score
G3	The emergency response plan has been reviewed, updated (if required) and dated within the past 12 months to ensure it contains current updated information	20	

Audit Notes:

Physical examination of emergency response plan

Documentation requirements:

Written emergency response plan.

No.	Protocol	Compliance Score	Actual Score
G4	The operation has established a list of relevant phone numbers and contact persons that is accessible at or near telephones, which may include product suppliers, local emergency services and agencies, management, employees, owner and the poison control centre Within the last 12 months, emergency response phone lists are verified and lists updated as required.	20	

Audit Notes:

Physical examination of relevant phone numbers as identified.

Documentation requirements:

Written phone numbers applicable to operation are posted near telephones.

No.	Protocol	Compliance Score	Actual Score
G5	Using the operations ER plan, management has conducted the following: a) At least one table top exercise of a simulated emergency annually b) At least one physical drill on simulated emergency annually	 10 20	

Audit notes:

Physical examination of emergency response plan. Annual emergency simulations, employee sign-off.

Documentation requirements:

Written emergency response plan. Annual update and emergency preparedness exercise documentation including date and employees participating.

No.	Protocol	Compliance Score	Actual Score
G6	The fire detection system, including the heat detector or smoke detector device, is maintained tested on annual basis, and is in accordance with the manufacturers, suppliers and monitoring stations written recommendations: a) Heat/smoke detectors b) Communications and monitoring systems	Recommended	

Audit notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the presence of the fire detection system including installation/service dates, site plan of monitoring stations and system test (within the last 12 months).

See examples B19.

No.	Protocol	Compliance Score	Actual Score
G7	The security system, including the sensors and monitoring communications, is maintained and tested on an annual basis, and is in accordance with the manufacturers, suppliers and monitoring stations written recommendations.	Recommended	

Audit notes:

Physical examination to verify applicability of protocol to site situation.

Documentation requirements:

Evidence must be provided to verify the presence of the security detection system including installation/service dates, site plan of monitoring stations and system test (within the last 12 months).

See examples B20.

Example Emergency Response Plan Components

Emergency Response Plan (ERP)

An ERP is made up of the following components.

Section A – a narrative description of the following:

1. The Plan objectives
2. Alarm initiation
3. First response
4. Assessment
5. Continued response
6. Evacuation
7. Control centre
8. Fire department
9. Rescue
10. Spill containment
11. Security
12. Site services
13. Transportation and vehicles
14. Civil emergencies
15. Communication
16. All clear

Section B – an organization chart of the ER Team with names and titles and the responsibilities of each member on the team and the distribution of copies of the plan.

Section C - drawings and information to support the narrative description.

3. A site plot plan, run-off control pan and an area map
4. A warehouse plan view
5. A risk assessment summary and profile
6. The location of emergency equipment and supplies on the warehouse plan view
7. On site emergency equipment inventory list
8. The Fire Department sign off notice
9. The timing of the training and testing of the ERP
10. The next schedule review of the ERP
11. Information on dealing with the media.
12. Information on fire control tactics

13. The names and phone numbers of the following which are posted at each phone on the location:
    a. Fire department
    b. Police department
    c. Ambulance
    d. Local hospital
    e. Local doctor
    f. ER Team members' home phone numbers
    g. Product supplies
    h. Canutec
    i. Poison control centre
    j. Ministry of Environment
    k. Cleanup contractors
14. The location of ditches, creeks rivers, stream, springs, wells, storm serves and catch basins
15. Fire routes and fire access sides
16. Parking lot locations
17. Location of the lunchroom, washrooms, clean-up facilities, offices, maintenance shop and the central control station
18. Fuel storage areas
19. Location of electric forklift truck battery charging station
20. Location of all emergency exits
21. Location of all portable fire extinguishers
22. Location of first aid station
23. Location of eyewash and shower
24. Location of main shut off points for utilities
25. Fire control tactics
26. Dealing with the media
27. CropLife Canada/AWSA emergency numbers.

Section D - document ER tests of plan, table top exercises and results of tests/exercises.

EMERGENCY RESPONSE PLAN

Section A

Emergency Response Plan

Name of Company

Location

Telephone Number

Manager's Name: _____

Office Phone Number: _____

Alternative Phone Number: _____

For Chemical Emergencies involving spills, leaks, fires, exposure, vandalism, tornados or accidents, phone:

Fire: _____

Police: _____

CANUTEC: 613-996-6666 or 888-226-8832

Emergency Response Plan

The Plan

This Emergency Response Plan gives specific instructions for responding and dealing with a variety of emergency events. These procedures will be used in training, indoctrination of new employees, and in practice sessions to develop the abilities of all employees to act responsibly and properly in any emergency.

The instructions are organized in the order in which they will be needed in the event of an emergency. This begins with the initial awareness of an emergency, through an assessment of the magnitude of the incident, to mobilization and response with all necessary resources, increase in this response as needed, and finally return to normal plant operations.

All users of this Emergency Response Plan manual must be thoroughly familiar with their own role and responsibilities in an emergency situation, they must be familiar with the emergency equipment and supplies at the operation, and above all they must know the location of the fire extinguishers, first aid supplies, personal protective equipment, spill clean-up equipment and phone to reach first responders nearest to their normal work location.

Initiation

The Emergency Response Plan will be initiated upon **any** of the following situations:

1. Fire – any sign of smoke or flame
2. Explosion – with which there is always a high likelihood of a subsequent fire, and the possibility of escape of toxic gases and of personal injury.
3. Escape of hazardous materials (liquid, gas, solids, or unusual odour) – when judged by those present as being a concern or threat to those in the immediate area, in other parts of the plant site, or in neighbouring areas outside the plant.
4. Serious injuries or fatalities.
5. Natural disasters, threats or external accidents, when judged by those present as being an immediate hazard or concern to personnel or operations.

The individual who activates the Emergency Response Plan will then announce the location and nature of the emergency via the established method of communication at your site.

The emergency announcement should be repeated, if possible.

First Response

Detail in this section what immediate actions must take place by the individual who activates the Emergency Response Plan and by the individuals on the ER team.

Such items to consider are:

a) Is the immediate risk small or large? On site or off site?
b) Should an attempt be made to handle the emergency locally?
c) Who calls for outside assistance? Fire department, ambulance, police, etc.
d) Who calls the Ministry of Environment or equivalent (*if applicable*)?
e) If an injuries occurs, who contacts the hospital and immediate family?

Assessment

An evaluation of the seriousness of the emergency must be made quickly, in order to bring sufficient and appropriate resources into action to deal with it, yet to avoid serious over reaction. **It is better to over react than to fall short in response**.

The assessment will be made on the basis of:

Severity - the nature, size, and extent of the problem

Urgency - whether it has the potential to escalate quickly

Threat - whether the effects and the risk of damage might become significant

Impact - whether the effects are to people, the environment, property, or the company

Continuing Response

Describe in this section what actions will be taken as a result of a continuing response. Such actions are:

a) What will the members of the ER team do at this point of the emergency?
b) Who will complete a head count of employees and visitors on the site?
c) Must utilities be shut down?
d) What communication must take place and who has the responsibility?
e) Is there a safe area for employees to gather?
f) What actions must delivery truck drivers take?
g) Are sufficient communication tools available?
h) Is there a method of recording the actions taken by ER team member during the emergency?

Evacuation

Describe in this section who will call for an evacuation of the site and what criteria will be used to reach this decision. Who will coordinate the evacuation and how will it be communicated to all employees?

Control Centre

Describe in this section where the control centre will be located in the event of an emergency and an alternative location as backup. What emergency response material, equipment, supplies etc. will be maintained at the control centre?

Field Control Centre

Describe in this section if and when a field control station be established and by whom and where it should be located.

Fire Department and Rescue

The Fire Department is the normal first line of response to all emergencies including fires, explosions, gas releases, spills and personal injury.

On arrival at the scene of an emergency, discuss with the local Fire Department who will be in charge of the emergency and what action they will take and what resources they will need from the site.

Describe this in this section and ensure the Fire Department is in agreement with the plan.

Rescue

Describe in this section how you propose to make a rescue, who does it, how you know a rescue is required, what equipment is required, and what first aid equipment is available.

Spill Containment

In all cases, the spill, regardless of size, must first be contained. Once contained, the breach can be addressed followed by the clean-up and decontamination process.

Identify key activities that will activate the Plan for spill containment, clean-up and decontamination procedures.

Security

Describe in this section what security measures must be implemented to protect the physical assets of the operations and on-site employees and who will implement those measures during an emergency.

Some items to consider are:

a) Will you allow the media to enter your property?
b) Will you allow deliveries during an emergency?
c) Will there be an alternative facility that will be used temporarily to allow operations to continue?

Site Services

Describe in this section how emergency utilities will be provided. Where can you obtain a generator for emergency power and will the Fire Department need access to a water supply? (i.e. a pond or lagoon). Will you need the services of an electrician? Will you need to services of a bull dozer or backhoe? Do you need additional soil to build dikes? Who will be in charge to implement these services?

Transportation and Vehicles

Describe in this section if a vehicle (pick-up truck) could be needed in an emergency to pick up supplies, carry messages, or movement of people. How will this be provided and who will make the arrangements?

Civil Emergencies

Any group of emergency events which may affect the site, although their origin is not with your operations, may initiate the Emergency Response system. These include, but are not intended to be limited to the following:

a) Natural disasters: flood, tornado, lightning, earthquake
b) External accidents: airplane or vehicle crash, train derailment
c) Civil emergencies: off-site nearby fires, municipal power failure, evacuation requested as a result of off-site events.

Describe in this section who will be in charge of the site during civil emergencies and how the ER team will react.

Communications

Communications both on-site and off-site, are a key requirement in any emergency. Communication is an integral part of all segments of the emergency response program. The descriptions in this section deal with emergency response communications and crisis communication with government agencies, the public and media.

Off-site Communications

Describe in this section how you propose to communicate with the ER team during an emergency.

Crisis Communications with the Public

External communications in any emergency will be important to the company.

Key action portions of the crisis communications must be understood by the ER team and the responsibility for implementation must be made.

The objectives of the external (and some of the internal) communications activities are to ensure that accurate information reaches the right people in order to:

a) Protect lives and property
b) Advise the proper government agencies
c) Alleviate speculation and rumour
d) Maintain community support for the operation and the company

Groups who will be receiving these messages include:

a) Employees on-site and off-site concerning the nature and implications of the emergency. These contacts represent the front line with the off-site public, since employees are known to be related to the emergency
b) Public relations resources to prepare them and assist
c) Civil authorities to coordinate public and media messages and contacts
d) Media – newspapers, radio, television and others to facilitate their legitimate interest in news to provide their audiences with comprehensive and accurate information
e) Community neighbours including residences and nearby businesses
f) Other citizens

Media Representatives

Make note of any individual(s) with responsibility for communicating with media. It is important that in emergency situations there is a clearly defined employee in charge of external media relations as per Company policy.

Release of Statements

Early in the schedule of activities, the employee in charge of communications will prepare a statement for release to the press and public, and **could** be one of the following preliminary statements, whichever is appropriate.

a) For situations in which no facts are available:
"We are currently investigating reports of a (fire, fatality, etc.) at our plant and will provide you with information as soon as it is available."

b) For situations in which only the general nature is known with no other details:
"We do have a (fire, fatality, etc.) at our plant, but no details have been verified. As soon as we have additional information, I will contact you."

c) For situations in which details are known, but legal or other considerations prohibit making details public until the matter has been studies and a response approved:
"The situation is currently under investigation and it would not be appropriate to comment at this time. As soon as we have a statement to make, I will contact you."

d) For situations where the Company prohibits a statement of any kind:
"It is not appropriate to comment on this subject at this time since it deals with fundamental operating policies of our Company. If it becomes appropriate to comment in the future, I will contact you with a statement."

The above statements are **not** intended to be used under normal circumstances. They are to be released only when some statement **must** be made and no public relations assistance is available.

All Clear

The decision that the emergency has been dealt with sufficiently to permit return to normal operations will be made by the Company, using the same criteria as in determining the start of the emergency. This decision may involve advice and information from the Fire Department Chief or applicable first responder.

IMPORTANT NOTE:

Should your Company become involved in a fire, the Fire Chief at the scene should let the facility burn, if they determine that water application:

1. Will result in extensive contaminated water runoff, or
2. Could result in incomplete combustion of chemicals, resulting in a release of toxic compounds into the air.
3. Written authority from the Facility Manager to do so, if necessary or appropriate has been given. Yes___ No ___.
4. This eventuality has been discussed with insurers of the facility. Yes ___ No ___.

See "AWSA Fire Control Tactics"

EMERGENCY RESPONSE PLAN

Section B

ORGANIZATIONAL CHART

Position	Primary Contact	Alternate
Central Control Coordinator	<name> <phone> <email>	<name> <phone> <email>
First Aid & Environmental Chief	<name> <phone> <email>	<name> <phone> <email>
Communications & Technical Support Chief	<name> <phone> <email>	<name> <phone> <email>
Site Security & Transportation Chief	<name> <phone> <email>	<name> <phone> <email>
Site Maintenance & Fire Chief Alternate	<name> <phone> <email>	<name> <phone> <email>
External Medical Support	<name> <phone> <email>	<name> <phone> <email>

Responsibilities of Emergency Response Team Members

The following is a list of potential responsibilities that must be reviewed by your ER team. From these responsibilities, pick those that are relevant and assign an employee the responsibility to carry it out during an emergency.

Responsibility: Emergency Response Lead	Name
Overall coordination of emergency response function	
Preparation of emergency response plan, system developing, equipping and maintaining	
Direct coordination/supervision of counter measures during an emergency	
Provide information to President (or designate), communicate with municipal services, and provide/facilitate additional support to the field operations	
Selects Central Control site at time of emergency	
Establish and ER control centre(s)	
Make decisions concerning evacuation, shutting down operations, bringing in additional reinforcements	
Evaluation and action on information received from all team members	
Organization and restoration of facilities, investigations and other follow up activity after emergency	
With the President (or designate), advise families of any injured workers requiring hospitalization or extensive emergency medical treatment	
Ensures training and familiarization in emergency procedures, evacuation procedures, and warehouse shutdown	
Arranges engineering and environmental inspection of operations before authorizing return to normal operations	
Provision of all pertinent technical facts on all products involved with emphasis on their special toxic and biological hazards	
Ensure an up-to-date data base on all the Company's products, (i.e. material safety data sheets) which will help make initial information on toxicological and chemical hazards readily available	
Coordinates the procurement and updating of pertinent printed technical literature	
Provides pertinent information which will have an impact on the nature of further countermeasures	
Arranges transportation of injured to local hospitals as required	
Overall coordination and facilitation of medical assistance during an	

emergency, if required	
Provision of first aid treatment facilities including trained personnel	
Requests ambulance service, if required	
Arranges or otherwise ensures adequate training in first aid procedures for emergency response team members and on-site staff designated as backup	
Coordinates spills control response with Fire Department Chief	
Ensures that site surface water collection system and controls are set to ensure no contaminated water leaves site	
Evaluates environmental emergency and advises when reporting to government agencies should be extended or updated	
Coordinates on-site and off-site monitoring of air, water and other samples to track any dispersion on material released	
Provides continuing liaison contact with the Ministry of Environment on environmental issues after the initial notification telephone call	
Provision of first line response for firefighting, rescue, and spill control	
Directs fighting fire until Fire Department arrives, then provides sole company contact for assistance to them	
Ensures adequate firefighting and rescue training for all employees	
Contact local police to request assistance when off-site road traffic control is appropriate	

Responsibility: Communication Lead	Name
Operates telephones	
Ensures all applicable outside agencies are contacted	
Facilitation of all means of communication both on and off site during an emergency	
Official spokesperson for the Company	
Ensures all required communications are done on a timely basis	
Establishes contact with necessary officials and government agencies	
Prepares releases of information to the public during the incident and after	
Ensures support staff are properly trained for an emergency	
Assigns specific communication roles to other emergency staff	
Notifies hospitals and medical support people as appropriate about nature of the emergency	
Assists with calls to needed personnel or other resources	
Communicates with Company Doctor/Emergency Services to obtain special information on medical, hygiene and toxicological matters	
Communicate with medial aid as required	

Responsibility: Site Operations Lead	Name
Organizes Emergency lighting	
Coordinates rapid, orderly, safe shutdown of site operations in the event of an emergency, including close of all doors	
Overall control and coordination of site access (and departure) and physical security of the site during an emergency	
Ensures site is secure against entry by unauthorized people	
Supervises withdrawal of all employees on site to safe assembly areas	
Coordinates head count to ensure all staff and visitors on site are accounted for	
Supervises evacuation of site, when called for	
Arranges for search of all buildings	
Receives new visitors to site (such as government officials)	
Obtains authorization for entry and arranges escorts	
Records names of all persons entering and leaving the site during an emergency	
Controls vehicle and pedestrian traffic to and from, and on, site	
Equips and maintains stock of emergency medical supplies	
Carries out spill and other material release containment response to arrest and prevent further escape of hazardous materials	
Ensures availability of water for fire fighting	
Ensures provision of electric power and other utilities for vital services, including on-scene emergency lighting	
Provision for isolating damaged portions of utilities supply system, and for cutting off utilities and services for whole site	
Facilitates emergency repairs to buildings, utilities, etc.	
Maintains firefighting and pollution control equipment	

Distribution of Emergency Response Plan

The following have a copy of the (company name) Emergency Response Plan and as this plan is updated and upgraded, copies will be forward to the following people:

Copy #	Name	Location
1		
2		
3		
4		
5		
6		
7		
8		

EMERGENCY RESPONSE PLAN

Section C

Sketch of Facility & Immediate Surroundings

Draw map showing the property site and immediate surroundings. Show outline of buildings, type of construction, permanent interior walls, building openings, and major fixed equipment. Provide elevation views, if more than one storey. Locate all fixed outside equipment. Show perimeter fences, gates, rail spurs, floor drains, etc. Show access routes and approximate distances to important buildings. Select a suitable scale. *Identify areas of the facility committed to* **pesticides, flammables, oxidizers,** *etc. including bulk storage tanks.* Use symbols in the legend below. Show North arrow.

Legend

Fire Protection Equipment

- Fire hydrant..... (H)
- Sprinkler booster connection ..... (B)
- Main gas shutoff..... (G)
- Main electrical shutoff..... (E)

Wall Construction

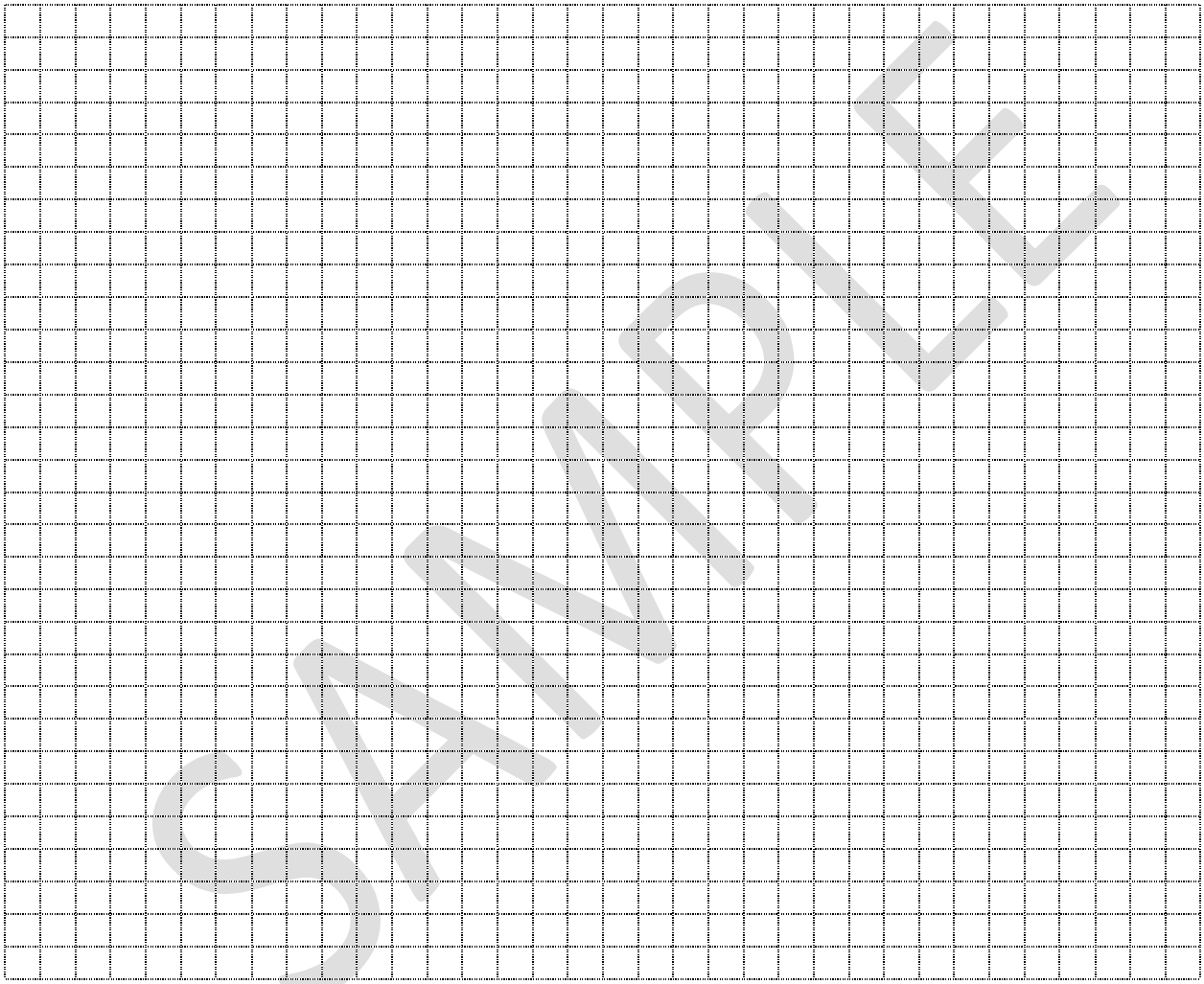
- Concrete.....
- Masonry.....
- Metal..... wwwwwww
- Wood.....
- Fire Wall (Add to wall symbol).....

Building

- Pedestrian door.....
- Sliding door.....
- Overhead door.....
- Fire door (Add to door symbol)..... (FD)

Site Runoff Control

Draw map showing the surrounding area for about one mile in all directions. Extend the map in the direction of the site drainage so that drainage can be traced until it reaches the nearest large bodies of water. If runoff can be impounded on or off site show location and approximate number of gallons that can be contained. Locate where and how runoff may be blocked by dikes, dams, shutting off lift pumps, etc. Show surrounding land use (residential, cornfield, etc.) Show places of public assembly, such as schools, churches. Use symbols in the legend below. Show North arrow.



Legend

Exterior

Fence. . . . . ******

Gates. . . . . .

Railroad. . . . .

Drain inlet. . . (D)

Manhole. . . . (M)

Well. . . . . (W)

Drain lines or culverts (with direction of flow). . . . . .

Surface. . . . . .

Underground. . . . . .

Direction ground slopes. . . .

Stream or creek. . . . . .

Impoundment location. . . . .

Lift pump. . . . . (P)

Proposed dike or berm. . . .

AGENCY NOTIFICATION

(List the names and telephone numbers of agencies that need to be notified should a spill or fire involving pesticides or fertilizers occur. Include railroads, if rails may be blocked.).

Name	Phone number

SURROUNDING OCCUPANCIES & LAND USE

(Describe surrounding land use in all four directions for one mile radius. For example, north: grazing land to ¼ mile, commercial district ¼ - ½ mile, residential zone ½ to 1 mile. Hospital located at 5th and Main. Show as much as possible in a facility sketch).

Direction	Occupancy/Land Use
North	
South	
East	
West	

LOCATION OF EMERGENCY EQUIPMENT & SUPPLIES:

(Available 24 hours a day. Include phone numbers.)

Emergency Equipment/Supplies	Location/Phone number
Self-contained briefing apparatus	
Spare compressed breathing air tanks	
Earth moving equipment	
Portable water pumps	
Street barriers	
Sand bags	
Other	

LOCATION & TYPES OF WATER SUPPLIES:

(Hydrants, ponds, irrigation canals, fresh or saltwater, etc. Verify hydrant thread compatibility and water pressure and flow rates.)

Types of Water Supply	Location

RISK ASSESSMENT

A risk assessment of your warehouse will answer the questions, what are the unwanted events which could occur at your warehouse that would cause harm to the business, to employees, or to the environment. Depending on the size of your business, there could be many unwanted events, but for a warehouse there are but a few, namely a fire, spill or major injury to an employee.

The following form provides a framework to tabulate the risk and provide comment to manage.

Unwanted event	Example of possible causes	Immediate consequences	Control mechanism to eliminate/reduce	Actions to control
Fire	*Electrical fault* *Smoking in facility*	*Fire and loss of assets* *Evacuation of surrounding area*	*Electrical inspection* *Adherence to designated smoking areas* *Emergency response training*	*ER Plan* *Containment plan*
Spill	*Leaking container* *Punctured container*	*Spill* *Splash* *Occupational exposure*	*Treated floor* *Spill containment* *PPE* *Spill clean-up equipment*	*Spill clean-up procedures* *Containment plan*
Major injury	*Fork lift truck roll over*	*Crush or fatality*	*Training on safe work procedures*	*Adherence to safe work procedures*

Risk Assessment Profile

Date updated: _____

Company: _____

Plant/Site Address: _____

Type of Business: _____ **Phone:** _____

Location (by street): _____ **Security guard**: Yes __ No __

Emergency access from: (Front) _____ (Rear) _____

Hours of operation: _____

Contact	Title	Business Phone	Home Phone

Major Hazards at above location *(Attach extra sheets, if necessary)* Site plan attached. Yes__ No ___

Hazardous material	TDG Class or PIN #	Quantity on site	Risk *(fire, explosion, toxic, corrosive, etc.)*

Other Major Hazards *(consider fire, gas release, explosion, spills, energy (heat, pressure, electrical and other hazards)*	Quantity/size/ etc.	Risk

Protective Systems on Site

Systems	Yes	No	Details
Sprinklers			
Hydrants			
Fire suppression			
Fire hoses			
Foam			
Fire crew			
Fire water containment			
Security systems			
S.C. breathing apparatus			
Emergency response plan *(Show location of command centre on site plan)*			
Medical staff			
Emergency vehicle			
Site communications *(radios, etc.)*			
Other emergency equipment or services			

Mutual Aid

Equipment and services available to Emergency Services for emergencies at other locations.

Equipment/Services	Description
Fire equipment	
S.C. breathing apparatus	
Rescue equipment	
Protective clothing	
Spill containment *(dyking, absorbents, pumps, etc.)*	
Earth moving/evacuation	
Lifting/cranes, etc.	
Laboratory/analytical services	
Chemical hazard/safety information or expertise	
Other emergency equipment or services	

Emergency Response

Phone Numbers

Emergency Response Team

Team	Business Phone	Alternative Phone
Control Centre Coordinator		
First Aid Chief		
Communications & Technical Support Chief		
Site Security & Transportation Chief		
External Medical Support		
Fire Department		
Police Department		
Ambulance		
Doctor		
Hospital		
Poison Control Centre		
Emergency Measures Organization		
Ministry of Environment		
Spill Control Centre		
Hydro		
CANUTEC	1-613-996-6666 or 1-888-226-8832	
Clean-up & Containment Specialists		
Management & Employees		
Other		

During the initial moments of an emergency, the situation is often hectic, so when calling the emergency response people, be sure to give them the following information:

- Name and callback phone number of person reporting
- Location of the incident
- General description of what has occurred
- Exact name, quantity and hazard class of the chemicals involved, if known
- Extent of injuries
- Potential danger to the environment and neighbouring population

Dealing with Media

1. Establish **in advance** one person that will be the Communication Lead.
2. All employees and emergency response personnel should be instructed to direct all press inquiries to this designated media contact *(Communication Lead)*.
3. The most important item – **BE PREPARED**.
4. **Never** go on camera or talk to reporters without knowing exactly what to say and how you plan to say it.
5. Write down all the information you present.
6. Decide what the community needs to know and get basic information into your first answer or statement.
7. Along with the essential facts of the incident, also stress the positive, such as the situation is under control.
8. Help reporters by giving them the facts they need to file their stories.
9. Be patient. If you have important information that reporters don't know enough to ask about, be sure to provide it.
10. Use concise sentences and limit your response to 20 seconds or less
11. Be open and direct.
12. Use simple language the community will understand.
13. Look at the reporter, not the camera, during an interview.
14. When asked a question that's not part of your prepared material, give a brief answer – then get back on track.
15. **Never** speculate, never lie, and never say "no comment".
16. If you are asked questions about things you can't discuss, tell reporters you can't respond and why.
17. You don't have to answer inappropriate questions. In a patient and firm manner, steer away from controversy.

On Site Emergency Equipment Inventory Check List

Description	Quantity	Date checked
Eye wash		
Emergency shower		
Respirators		
Coveralls		
Brooms		
Shovels		
Self-contained breathing unit		
Over-pack drum		
Labels and markers		
Rubber gloves		
Open top pail with lid		
Safety glasses		
Rubber safety boots		
Other		

Crop Protection Products – Fire Control Tactics

Analysis of major fires over the past 20+ years that involved pesticides in pre-packaged containers indicate that these products in and of themselves do not constitute a special risk when stored in industrial /commercial warehouses. In no case was there any evidence to suggest that the pesticide, even with a flammable formulation provided the source of ignition or cause of the fire. Occasionally however, pesticides do become involved when a fire erupts in a facility. When this occurs special fire control tactics are required.

Experience from documented incidents involving pesticides in structural fires has shown that standard firefighting techniques can create additional and more serious problems than that proposed by the original fire.

A typical industrial occupancy, storing or processing pesticides will have a combination of various formulations which can range from relatively non-toxic non-flammable products to those which are either extremely toxic, highly flammable or both. It must be assumed when developing and implementing emergency response plans for these facilities that fire control and extinguishment tactics must address the worst of these products.

Environmental Concerns

Historical evidence has shown that environmental damage, resulting from fires involving pesticides increases in proportion to the volumes of water used in an attempt to control and extinguish the fire. First and foremost is the fact that the resulting effluent is normally heavily contaminated with toxic compounds and is extremely difficult to contain other than on very heavy clay soils or with diking. Secondly, product of incomplete combustion due to low temperature burns, tend to be substantially more toxic and less stable than the original compounds.

Air quality during a pesticide fire, at or near ground level, will deteriorate dramatically as the combustion temperature is reduced. A combustion temperature of 982˚Celcius for example provides complete thermal decomposition of pesticides with resulting emissions of primarily carbon and water. At this temperature all contaminants are carried high into the atmosphere where dispersion ensures that toxic levels at or near ground level do not occur.

As the combustion temperature is reduced, various noxious and toxic gasses can be created, in addition, steam generated from the addition of water to the fire carries contaminated particles into lower levels of the atmosphere where they return quickly to the ground. As an example, air dispersion models run on pesticides indicate that where exit temperatures drop from 650˚ Celsius to 400˚ Celsius, the level of ground level contaminants rises by a factor of three.

LIFE SAFETY CONCERNS

Protection of first responders and the public is a major concern with fires involving pesticides. Historically, pesticides have not been the cause of serious casualties amongst the public and first responders who have been adequately trained.

As demonstrated in the previous section on air quality, the management of respirable contaminants at ground level hinges on the temperature of combustion, and the exit temperature from a structure. Where fires have been allowed to burn at high temperatures, the risk has been lowered significantly.

First responders at an incident involving pesticides must be protected with a minimum of self-contained breathing apparatus and standard turn-out gear. If a facility is fully involved or free burning, life safety is greatly enhanced by remaining outside the structure upwind of smoke and exhaust gasses to protect exposures of other buildings while the pesticides structure burns itself out.

FIRE CONTROL FACTS

Fire contract tactics where pesticides are involved, should follow protocols developed by the National Fire Academy of the US Federal Emergency Management Agency. Where an incident cannot be addressed at the incipient stage, and where it is possible to ventilate and let burn, the fire control tactics must be given serious consideration.

Agrichemical Warehousing Standards Association

Emergency Response Numbers

In case of a fire, spill, damaged containers or other medical emergencies, report immediately by telephone to the emergency number of the company. If a company cannot be reached call: CANUTEC – 888-226-8832

ADAMA Agricultural Solutions Canada Ltd. 877-250-9291 or 800-535-5053	**Monsanto Canada Inc.** 314-694-4000 or CANUTEC (888-226-8832)
Albaugh Inc. CHEMTREC (800-442-9300)	**N.M. Bartlett Inc.** CANUTEC (888-226-8832)
AMVAC Chemical Corporation 888-462-6822 or CHEMTREC (800-424-9300)	**NovaSource** CHEMTREC (800-424-9300)
Arysta LifeScience Canada Inc. 866-303-6952 or CHEMTREC (800-442-9300)	**NuFarm Agriculture Inc.** CHEMTREC (800-424-9300)
BASF Canada 800-454-2673	**Petro-Canada Lubricants** 403-296-3000
Bayer Inc. 800-334-7577	**Plant Products Inc.** CANUTEC (888-226-8832)
Cheminova Canada 866-303-6950 or CANUTEC (888-226-8832)	**Premier Tech Home and Garden** 866-454-5867
Dow AgroSciences Canada Inc. CANUTEC (888-226-8832)	**Syngenta Canada Inc.** 800-327-8633
E.I. DuPont Canada Company 800-441-3637	**Scotts Canada** 888-779-7919
Engage Agro Corporation 866-336-2983 or CHEMTREC (800-424-9300)	**United Agri Products Ltd** 800-561-8273 or CANUTEC (888-226-8832)
FMC Canada 800-331-3148 or CHEMTREC (800-424-9300)	**United Phosphorus Inc.** CHEMTREC (800-424-9300)
Gowan Canada CHEMTREC (800-424-9300)	**United Suppliers Canada Inc.** 306-222-6978
Interprovincial Co-operative Ltd. CANUTEC (888-226-8832)	**Univar Canada Ltd.** 866-333-6376
Loveland Products Canada Inc. 800-561-8273 or CANUTEC (888-226-8832)	**Valent Canada Inc.** CHEMTREC (800-424-9300)

Note: if the safety or environmental incident is serious place contact AWSA:
Russel Hurst, Executive Director: **416-622-9771 x2223** *(after hours 416-471-8100)*

Disclaimer: the information provided is general in nature and was checked for accuracy on the late indicated to serve as a guide. AWSA certified facilities are encouraged to keep all records and emergency contact information current.

Updated May 8, 2017

EMERGENCY RESPONSE PLAN

Section D

Record Keeping

Record and maintain your records of the emergency response test that you conduct, the table top exercises that have been performed and the results of these tests.

Include date, list of participants, emergency procedures covered and what recommendations must be made to the emergency response plan as a result of the tests and who will implement the recommendations.

ER Plan Review

This Emergency Response Plan has been studied by the ER team at (*name of company*) and each member of the team has a copy.

The completion of the study was on _____ (*date*)

The ER Plan will be reviewed in 12 months _____ (*date*) together with an ER exercise.

ER Plan Review

The ER Plan was reviewed with the local Fire Chief or designate who has signed that he has received the copy and that the Plan appears reasonable.

Signatures:

_____

Fire Department Official

Date _____

_____

Company Manager

Date _____

ER Plan Review

The local Fire Chief or designate has a copy of the total estimated potential inventory kept at the operation at any one time as per the following breakdown.

Product location:	*All pesticides are located in the warehouse (as identified in the site layout map)*
Alternative location *(if applicable):*	*During treatment periods there are smaller amounts of seed treatment products connected to the seed treater (as identified in the site layout map)*
Maximum amount of pesticide on site at any time:	*Identify the max volume (in Litres or Kgs) that may be present at the operation at any given time*
Identify any pesticides that are classified as flammable	*Identify products that are classified as flammable and note the potential max volume present*
Identify any time periods where there may be not products on site	*For seasonal operations there may per periods of time throughout the year where there will be no pesticide stored on-site. Identify accordingly*

The most recent version of the potential pesticide inventory listing was reviewed internally on _____ (date)

The most recent version of the potential pesticide inventory listing was submitted to as part of the ER plan on _____ (date)

ER Plan Review

TABLE TOP EXERCISE

A table top ER exercise was completed on _____ (*date*). Indicate the names of staff and ER personnel present and the specific emergency topic reviewed.

PHYSICAL DRILL

A physical ER exercise was completed on _____ (*date*). Indicate the names of staff and ER personnel present and the specific emergency topic reviewed.