

# Accredited Seed Treatment Operation Standards

Documentation Review  
April 6, 2017



# Housekeeping Items



1. Webinar will be recorded and will be posted on the AWSA website for download and links provided to provincial Seed Grower Associations
2. Materials referenced will be posted on the AWSA website in word.doc format so the materials can be modified/customized
3. All materials are expected to be posted early the week of April 10/17
4. Questions: Due to the format of a webinar it can be difficult to address questions that are very specific to an individual operation
  1. Please submit questions electronically as part of the “chat” function
  2. I will attempt to answer any questions that are submitted after each section of the Code
  3. Additional questions can be emailed to me ([hurstr@croplife.ca](mailto:hurstr@croplife.ca)) or call **416-622-9771 x2223** after the webinar to discuss site specific details

# Housekeeping Items



1. Please put your phone on mute to minimize the amount of background noise/static to ensure other participants can hear
2. For any technical difficulties – please contact Colleen Hogan ([hoganc@croplife.ca](mailto:hoganc@croplife.ca))
3. The webinar is scheduled for 2 hours.



# Objectives



1. Review the documentation requirements as part of the Accredited Seed Treatment Operation Standards
2. Provide examples of documentation requirements
3. Examples provided can be completed/customized to your operation
4. If all documentation referenced is completed it will fulfill the documentation requirements of the program

# Documentation Review – Section A



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

### Documentation requirements:

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

# Documentation Review – Section A



## 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 sides 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

# Documentation Review – Section A



**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 legend below. Show North arrow.

**FIRE PROTECTION EQUIPMENT**

Fire Hydrant ..... (H)

Sprinkler Booster Connection ..... (B)

Main Gas Shutoff ..... (G)

Main Electrical Shutoff ..... (E)

**WALL CONSTRUCTION —**

Concrete ..... [Symbol]

Masonry ..... [Symbol]

Metal ..... [Symbol]

Wood ..... [Symbol]

Fire Wall (Add to wall symbol) ..... (FW)

**BUILDING**

Pedestrian Door ..... [Symbol]

Sliding Door ..... [Symbol]

Overhead Door ..... [Symbol]

Fire Door (Add to door symbol) ..... (FD)



# Documentation Review – Section A



## Section A – Siting and Exterior Requirements

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

### Reference:

Bulletin #1 Grandfathering clause.

### Audit notes:

1. For existing facilities, renovated facilities or new facilities located within established municipal flood plains (100 year) 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 if the storage and fixed seed treatment area are located within municipal flood plains (100 year).
  - i. Municipal flood plan map, legal land location zone notice. See site layout map.
2. If facility is in municipal flood plain (100 year):
  - i. Risk mitigation strategy. See site layout map with site runoff control.



# Documentation Review – Section A



## 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 body 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 below. Show North arrow.

### EXTERIOR

Fence .....	*****	Well .....	W	Direction Ground Slopes .....	→
Gate .....	—	Drain Lines or Culverts .....	—	Stream or Creek .....	~~~~~
Railroad .....	—+—+—+—	(with direction of flow)	→	Impoundment Location .....	⊂
Drain Inlet .....	⊕	Surface .....	→	Lift Pump .....	P
Manhole .....	⊙	Underground .....	→→→	Proposed Dike or Berm .....	—

1. 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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. SURROUNDING OCCUPANCIES & LAND USE: (Describe surrounding land use in all four directions for one mile radius. For example, north: grazing land to 1/4 mile, commercial district 1/4-1/2 mile, residential zone 1/2 to 1 mile. Hospital located at 5th and Main. Show as much as possible in sketch on page 3.)

NORTH \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SOUTH \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EAST \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WEST \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. LOCATION OF EMERGENCY EQUIPMENT & SUPPLIES: (Available 24 hours a day. Include phone numbers.)

Self-contained breathing apparatus \_\_\_\_\_

Spare compressed breathing air tanks \_\_\_\_\_

Earth moving equipment \_\_\_\_\_

Portable water pumps \_\_\_\_\_

Street barriers \_\_\_\_\_

Sand bags \_\_\_\_\_

Other \_\_\_\_\_

4. LOCATION & TYPES OF WATER SUPPLIES: (Hydrants, ponds, irrigation canals, fresh or salt water, etc. Verify hydrant thread compatibility and water pressure and flow rates.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Documentation Review – Section A



## Section A – Siting and Exterior Requirements

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 a least two sides for firefighting access.	Mandatory	

### Audit notes:

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

### Documentation Requirements:

1. 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.

# Documentation Review – Section A



## Section A – Siting and Exterior Requirements

No	Protocol	Compliance Score	Actual Score
A7	The operation has an external sign posted with identifies  Name of the 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.	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).



# Documentation Review – Section A



## Section A – Siting and Exterior Requirements

No	Protocol	Compliance Score	Actual Score
A	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 units 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).

# Documentation Review – Section B



## 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:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation requirements:

1. Evidence must be provided to verify the fire rating
  - i. Building plans/drawings.
  - ii. Identification of building structure, materials used, evidence of construction.

# Documentation Review – Section B



## EXAMPLE

### Approved Drawings:

Drawings for the 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 of 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:

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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:

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# Documentation Review – Section B



## Section B – Building Structure and Equipment

No	Protocol	Compliance Score	Actual Score
B2	<p>a) The exterior walls of the seed treatment area(s) are constructed to provide a minimum one-hour fire resistance rating or be constructed of non-combustible materials.</p> <p>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 the frames.</p>	<p>Mandatory</p> <p>Mandatory</p>	

### Audit notes:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation requirements:

1. Evidence must be provided to verify the fire rating

- i. Building plans/drawings
- ii. Identification of building structure, materials used, evidence of construction

# Documentation Review – Section B



## EXAMPLE

**Approved Drawings:**

Drawings for the 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 seed treatment area are built of non-combustible material.

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

The walls are constructed of the following:

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

The walls are constructed of the following:

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# Documentation Review – Section B



## Section B – Building Structure and Equipment

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 two hours, mounted in fixed steel frames.	20	

### Audit notes:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation requirements:

1. 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 two hours.

The windows are constructed of the following:

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# Documentation Review – Section B



## Section B – Building Structure and Equipment

No	Protocol	Compliance Score	Actual Score
B4	If there is an adjacent occupancy within the same building as the 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:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation requirements:

1. Evidence must be provided of ventilation system duct system and applicable air flow inlets/outlets.

# Documentation Review – Section B



## EXAMPLE

**Approved Drawings:**

Drawings for the 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 draws or allow air to transition from seed treatment storage or application areas to adjacent occupancies.

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

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

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# Documentation Review – Section B



## Section B – Building Structure and Equipment

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:

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

# Documentation Review – Section B



## Section B – Building Structure and Equipment

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

### Audit notes:

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

# Documentation Review – Section B



1. Physical examination to verify applicability of protocol to site situation.

**Documentation requirements:**

1. Evidence must be provided to verify the 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 the 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: \_\_\_\_\_



# Documentation Review – Section B



## Section B – Building Structure and Equipment

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 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 adsorption.	30  Mandatory	

### Audit notes:

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

### Documentation requirements:

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

# Documentation Review – Section B



## EXAMPLE

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

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Attach a product spec sheet (if applicable).

# Documentation Review – Section B



## Section B – Building Structure and Equipment

No	Protocol	Compliance Score	Actual Score
B9	<p>The containment area in the accredited area:</p> <ul style="list-style-type: none"><li>a) Containment for all seed treatment areas has been designed or treated and maintained to render them impervious to absorption by a chemical spill</li><li>b) Floor/containment of the seed treatment catchment areas have had all cracks filled and have a smooth finish. The material used to fill the racks must be impervious to chemical spill adsorption.</li></ul>	<p>30</p> <p>Mandatory</p>	

### Audit notes:

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

### Documentation requirements:

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

# Documentation Review – Section B



## EXAMPLE

The floors of the seed treatment catchment area have been treated with:

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Attach a product spec sheet (if applicable).



# Documentation Review – Section B



## Section B – Building Structure and Equipment

No	Protocol	Compliance Score	Actual Score
B10	<ul style="list-style-type: none"><li>a) Floor and floor support structures for the storage area must be constructed of non-combustible materials.</li><li>b) Floor and floor support structures for seed treatment areas must be constructed of non-combustible materials.</li></ul>	Mandatory  30	

### Reference:

Bulletin #1 Grandfathering clause.

### Audit notes:

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

### Documentation requirements:

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

# Documentation Review – Section B



## EXAMPLE

### Approved Drawings:

Drawings for the 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 of non-combustible material.

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

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# Documentation Review – Section B



## Section B – Building Structure and Equipment

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:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation requirements:

1. 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

# Documentation Review – Section B



## EXAMPLE

### Approved Drawings:

Drawings for the 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 m<sup>3</sup>/h

Divided by 60 min/h =

\_\_\_\_\_ m<sup>3</sup>/min.

The volume of the building is:

\_\_\_\_\_ m<sup>2</sup> x \_\_\_\_\_ m = \_\_\_\_\_ m<sup>3</sup>

Air changes per hour =

\_\_\_\_\_ /m<sup>3</sup> = \_\_\_\_\_

My \_\_\_\_\_ cm fan at \_\_\_\_\_ RPM will provide \_\_\_\_\_ cu m/min at \_\_\_\_\_ (static pressure)



# Documentation Review – Section B



## Section B – Building Structure and Equipment

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:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation requirements:

1. 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

# Documentation Review – Section B



## Section B – Building Structure and Equipment

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).	10	

### Audit notes:

1. Physical examination to verify applicability of protocol to site situation.

# Documentation Review – Section B



## Section B – Building Structure and Equipment

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:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation requirements:

1. Evidence must be provided to verify the heating system
  - i. Review of documents signed by licenced installer

# Documentation Review – Section B



## Section B – Building Structure and Equipment

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:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation Requirements:

1. 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).



# Documentation Review – Section B



## Section B – Building Structure and Equipment

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:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation Requirements:

1. 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 fire detection system installation date and most recent service (including service test).**

## EXAMPLE

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

# Documentation Review – Section C



## 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



# Documentation Review – Section C



## Section C – Operations

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 or use only in emergencies.  Emergency equipment at the operation includes: <ul style="list-style-type: none"><li>a) First air kit</li><li>b) Eyewash station or eyewash shower</li><li>c) Sealable salvage container (over pack)</li><li>d) Absorbent materials (as per SDS)</li><li>e) Aluminum shovel and broom</li><li>f) PPE (including: gloves, goggles, coveralls and rubber boots)</li><li>g) Respirator and cartridges (as applicable)</li></ul>	10    30 30 10 10 10 10 10	

### Audit notes:

1. Physical examination to verify applicability of protocol to site situation.

# Documentation Review – Section C



## Section C – Operations

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:

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

### Documentation requirements:

1. 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.

# Documentation Review – Section C



## Section C – Operations

No	Protocol	Compliance Score	Actual Score
C10	Empty seed treatment containers are:		
	<ul style="list-style-type: none"><li>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; triple or pressure rinsed (if applicable), rinsate is appropriately disposed of as per operating procedures; regularly returned for recycling to a designated collection site</li><li>b) Empty containers designated as returnable/refillable on the premises; kept in designated area; not kept in unreasonably large quantities and are returned to the retailer/registrant for future use.</li></ul>	<div>10</div> <div>10</div>	

### Audit notes:

1. Physical examination of verify empty container management on site.

### Documentation requirements:

1. 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 at returned to an empty container collection site at:  
enter location information
2. All bulk containers are returned to retail periodically throughout the season.

# Documentation Review – Section C



## Section C – Operations

No	Protocol	Compliance Score	Actual Score
C12	Seed treatment equipment is maintained in accordance with manufacturers specifications	Mandatory	

### Audit notes:

1. Physical examination of equipment maintenance records

### Documentation requirements:

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

# Documentation Review – Section C



## EXAMPLE

Reference seed treater maintenance schedule.

Example: STORM Treater Maintenance Schedule

ITEM	8 h	Daily	Weekly	Two Weeks	Yearly	Post-Flush	ACTION
MOTORS (Pump and Conveyor)			x		x		Clean any dust from fan enclosure with compressed air and ensure fan spins freely.
		x					Check electrical cables for damage.
PUMPS					x		Ensure pump rotors and rollers are spinning free.
CHAIN	x						Clear of debris and 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 and wear on edges, both sides of belt.
					x		Remove belt lacing and inspect for damage, replace if needed.
		x					Thoroughly clean belt and lacing from outside with high pressure water hosing.
CONVEYOR ROLLERS					x		Inspect rollers and 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 and rinse residue from strainer, replace same cartridge. Replace cartridge only if damaged.
ENGINE							Consult Kohler Manual.

# Documentation Review – Section D



## 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:

1. Physical examination of general site rules

### Documentation requirements:

1. 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 in not permitted within the workplace
- 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: \_\_\_\_\_

# Documentation Review – Section D



## Section D – Training

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:

1. Physical examination of employee training record

### Documentation requirements:

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

# Documentation Review – Section D



## Safe Operating Procedures (S.O.P.)

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 S.O.P.'s 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) dispensing
- 3) Fork lift operations
- 4) Removing precipitation from 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 S.O.P.'s 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 S.O.P.'s, 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 products 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 contamination.
- 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 decontaminate.
- 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 licensed 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.

# Documentation Review – Section D



## Section D – Training

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:

1. Physical examination of employee training records.

### Documentation requirements:

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



# Documentation Review – Section D



## TRAINING RECORDS

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Training	Date Training Completed	Outcome		Next Scheduled Training Date
		Competent	More Training Required	
1. Users Guide to M.S.D.S.				
2. Pesticide Handling				
3. T.D.G.				
4. Fork Lift Training				
5. O.H. & 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 cleanup & reporting				
f) Storage of damaged goods				
g) Safe work permits				
h) Electrical maintenance				
i) Equipment maintenance				
j) Containment maintenance				
k) Handling and storing flammable & combustible liquid				

# Documentation Review – Section D



## Section D – Training

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

### Audit notes:

1. Physical examination of employee training records.

### Documentation requirements:

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

# Documentation Review – Section D



## Section D – Training

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	

### Audit notes:

1. Physical examination of employee training records.

### Documentation requirements:

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

# Documentation Review – Section D



## Section D – Training

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:

1. Physical examination of employee records for certification status.

### Documentation requirements:

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



# Documentation Review – Section D



## Section D – Training

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 trainer.	Mandatory	

### Audit notes:

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

### Documentation requirements:

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

# Documentation Review – Section D



## Section D – Training

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 b) Information on the rights of employees to refuse unsafe work c) The use of an eyewash station d) Responsibilities of management and employees under appropriate labor legislation e) Fire extinguisher training	  20 20 20 20 20	

### Audit notes:

1. Physical examination of employee records for appropriate training.

### Documentation requirements:

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

# Documentation Review – Section D



## Section D – Training

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

### Audit notes:

1. Physical examination of employee records for appropriate training.

### Documentation requirements:

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

# Documentation Review – Section D



## Section D – Training

No	Protocol	Compliance Score	Actual Score
D10	<ul style="list-style-type: none"><li>a) Training has been provided for all operation employees on the execution of the ER plan for the site on an annual basis</li><li>b) Information has been provided to contractors/site visitors on emergency procedures that pertain to them</li></ul>	Mandatory	

### Audit notes:

1. 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: \_\_\_\_\_

# Documentation Review – Section E



## Section E – Documentation

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

### Audit notes:

1. Physical examination of authorization documentation

### Documentation requirements:

1. Written acknowledgement form local authority indicating the presence of the seed treatment operation within 30 m of an environmentally sensitive area.
2. If not authorization is 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: TBD is a seed treatment operation that is located closer than 30 m to TBD. The industry had developed standards for the safe storage and application of seed treatment products that we intend to meet. These standards involve meeting currently building codes, fire codes, electrical codes, operator training and emergency response preparedness.

We have completed 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 ensure our operation operated with the highest level of environmental responsibility.

I would welcome any further dialogue.

Your truly,

TBD.

# Documentation Review – Section E



## Section E – Documentation

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

### Audit notes:

1. Physical examination of authorization documentation

### Documentation requirements:

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

See previous example.



# Documentation Review – Section E



## Section E – Documentation

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:

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

### Documentation requirements:

1. Written plan to manage volume of fire water.

# Documentation Review – Section E



## Section E – Documentation

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:

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

### Documentation requirements:

1. Written plan to manage 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<sup>3</sup>.

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 \_\_\_\_\_  
minutes 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 that 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).

# Documentation Review – Section E



## Section E – Documentation

No	Protocol	Compliance Score	Actual Score
E5	Documentation for storage and seed treatment area is provided by a licenced 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	

### Audit notes:

1. Physical examination of authorized professional sign of on electrical inspection.

### Documentation requirements:

1. Electrical inspection documentation including licence number and inspection date since last audit.



## EXAMPLE

**Copy of the electrical installation and inspection document (with electrical licence number)**

# Documentation Review – Section E



## Section E – Documentation

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:

1. Physical examination of written inspection programs (as applicable).

### Documentation requirements:

1. 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) **Fork Lift Trucks** - each day prior to usage, the operator will inspect the truck and complete the fork lift 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 chocks are not damaged to render them ineffective.
- c) **Ventilation System** - this system 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.

# Documentation Review – Section E



## Section E – Documentation

No	Protocol	Compliance Score	Actual Score
E7	<p>The operation has written procedures for maintenance:</p> <ul style="list-style-type: none"><li>a) Bagging and bulk handling equipment</li><li>b) Care and use of seed treatment equipment</li><li>c) Containment inspection and maintenance</li></ul>	Mandatory	

### Audit notes:

1. Physical examination of written maintenance programs (as applicable).

### Documentation requirements:

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



# Documentation Review – Section E



## Section E – Documentation

No	Protocol	Compliance Score	Actual Score
E8	<p>The operation has established written procedures for the care and use of the following emergency and safety equipment:</p> <ul style="list-style-type: none"><li>a) First aid kit</li><li>b) Eyewash station</li><li>c) Fire extinguishers</li><li>d) Personal protective equipment (PPE)</li><li>e) Spill clean-up equipment and supplies</li></ul>	Mandatory	

### Audit notes:

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

### Documentation requirements:

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

# Documentation Review – Section E



## EXAMPLE

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

- a) first aid kit and inventory control
- b) eyewash station (cleaning and refilling)
- c) emergency equipment inventory list
- d) emergency lighting
- e) fire extinguishers
- f) salvage drums
- g) absorbent clay
- h) shovel

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

- 1) The first aid 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 care 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 procedures for the care and use of emergency equipment:**

- 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 procedures for the care and use of the 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 for the care and use of portable fire extinguishers:**

- 1) Portable fire extinguishers are located at each emergency exit and on each fork lift 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).

# Documentation Review – Section E



## Section E – Documentation

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:

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

### Documentation requirements:

1. 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 licensed waste disposal firm to pick up for disposal.
- d. We maintain on file a copy of all disposals and where it has been disposed.



# Documentation Review – Section E



## Section E – Documentation

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

### Audit notes:

1. 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.

# Documentation Review – Section E



## Section E – Documentation

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:

1. Physical examination of inventory management system, treatment log.

### Documentation requirements:

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

# Documentation Review – Section E



## Section E – Documentation

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

### Audit notes:

1. Physical examination of shipping documentation.

### Documentation requirements:

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

# Documentation Review – Section E



## Section E – Documentation

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:

1. Physical examination of written operating procedures for incident reporting

### Documentation requirements:

1. Written operating procedure for reporting all accidents/incidents.



# Documentation Review – Section E



## ACCIDENT/INCIDENT REPORT FORM

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Name of injured person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Type of injury: \_\_\_\_\_

Details of incident: \_\_\_\_\_

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# Documentation Review – Section E



## Section E – Documentation

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:

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

### Documentation requirements:

1. Written operating procedure for empty container management.

# Documentation Review – Section E



## Section E – Documentation

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:

1. Physical examination of written operating procedures, as applicable

### Documentation requirements:

1. Written operating procedure for identified activities, as applicable.

## Section G – Emergency Response

No	Protocol	Compliance Score	Actual Score
G1	<p>The operations written Emergency Response Plan was reviewed with the auditor that includes:</p> <ul style="list-style-type: none"> <li>a) A dated index that references page numbers</li> <li>b) An organization chart that details the following: <ul style="list-style-type: none"> <li>i. Responsibilities of each position on the chart</li> <li>ii. Telephone numbers of all emergency responders, employees, local medical facilities, product suppliers, environmental service companies and adjacent land owners</li> <li>iii. Site plan drawing indicating emergency response equipment and supplies, containment area, emergency routes and relative locations of seed treatment products</li> <li>iv. Written management plan for volumes of estimated fire water and spilled liquids</li> <li>v. A list of the distribution of the emergency response plan</li> <li>vi. List of events that initiate the emergency response plan</li> <li>vii. The location of seed treatment product inventory list</li> </ul> </li> </ul>	Mandatory	

### Audit notes:

1. Physical examination of emergency response plan.

### Documentation requirements:

1. Written emergency response plan.



**Section G – Emergency Response**

No		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	20	
	b) With each designated person on the emergency response plan distribution list	20	
	c) A copy of the emergency response plan is kept on mobile units	20	

**Audit notes:**

1. Physical examination of emergency response plan distribution plan

**Documentation requirements:**

1. Written emergency response plan.

**Section G – Emergency Response**

No		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:**

- 1. Physical examination of emergency response plan. Annual review and update.

**Documentation requirements:**

- 1. Written emergency response plan.

### Section G – Emergency Response

No		Compliance Score	Actual Score
G4	<p>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</p> <p>Within the last 12 months, emergency response phone lists are verified and lists updated as required.</p>	20	

**Audit notes:**

1. Physical examination of relevant phone numbers as identified.

**Documentation requirements:**

1. Written phone numbers applicable to operation are posted near telephones.

# Section G – Emergency Response

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

## Audit notes:

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

## Documentation requirements:

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



## Section G – Emergency Response

No		Compliance Score	Actual Score
G6	<p>The fire detection system, including the heat detector or smoke detector device, is maintained and tested on an annual basis, and is in accordance with the manufacturers, suppliers and monitoring stations written recommendations:</p> <ul style="list-style-type: none"> <li>a) Heat/smoke detectors</li> <li>b) Communications and monitoring systems</li> </ul>	Recommended	

### Audit notes:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation Requirements:

1. 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 example B19

## Section G – Emergency Response

No		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:

1. Physical examination to verify applicability of protocol to site situation.

### Documentation Requirements:

1. 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).

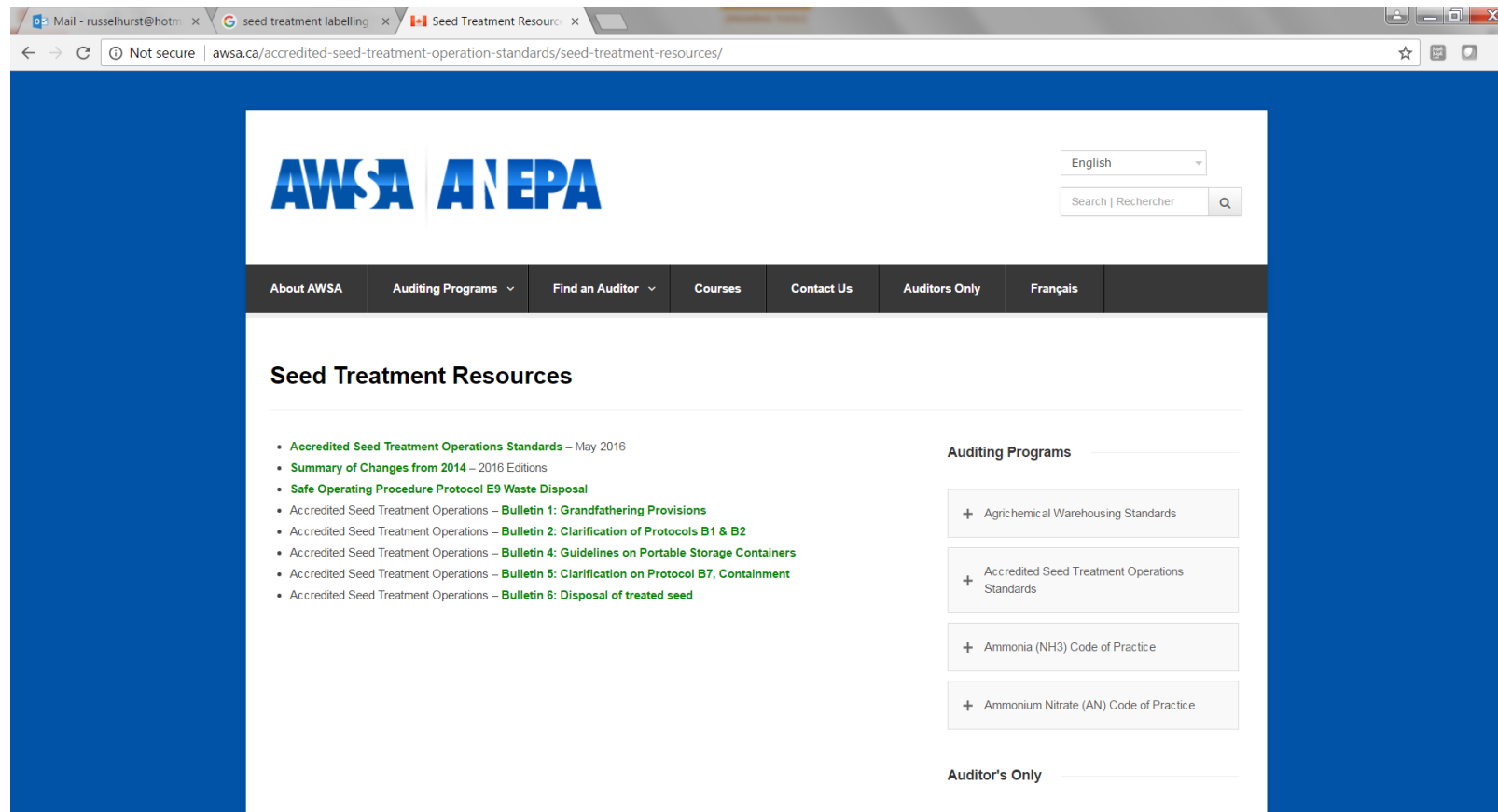
See Example B20

- Review Emergency Response Plan Template (word doc)

# Wrap up



- All materials will be posted on the AWSA website under the Accredited Seed Treatment Operations Standards – Resources Tab





# Wrap up



- For additional guidance:
  - Contact any AWSA auditor
  - Contact Russel Hurst at either 416-622-9771 x2223 or [hurstr@croplife.ca](mailto:hurstr@croplife.ca)
- Goal is to provide any operator looking to complete the audit with as much technical support as they need.
- Hard copies of the documents can be provided upon request.