



**Mobile Tank Data Reporting Instruction
 Protocol C.18**

Requirements:

Protocol	Requirement
C.18.1 Retail-Owned Nurse Tanks/Applicator Tanks	For all retail-owned nurse and applicator tanks, data must be submitted within the current calendar year in advance of the audit being finalised.
C.18.2 Producer-Owned Nurse Tanks/Applicator Tanks	For all Producer owned nurse and applicator tanks serviced, data must be submitted within the current calendar year in advance of the audit being finalised.
C18.3 Retail-Owned Transport Delivery Tanks	For all retail-owned transport delivery tanks, data must be submitted within the current calendar year in advance of the audit being finalised

Instructions:

A data reporting Excel template has been developed for collection and secure submission of data. The data template is to be completed every two years in advance of the Ammonia Code Audit.

Each certified Ammonia Site is required to supply data. Please note that there is the option for direct submission of data for multiple sites from a retail chain. The template allows for reporting of multiple sites (up to 18) in one file.

In cases where a retail chain is submitting data for all corporate retail operations (ie. More than 18 sites), please contact manager@awsa.ca for additional instructions.

Scenarios:

The data requirements for each certified site will depend on the scope of ammonia tanks owned and serviced by the site. The following scenarios provide guidance.

Scenario	Instruction
Site is providing data just for tanks at that location	<ul style="list-style-type: none"> • Complete the data template • Record the site’s certification number in the applicable box in the template



Site is providing data for several sites	<ul style="list-style-type: none"> • Complete the data template • Record the site certification number for all sites reported for in the applicable box in the template
Site does not have any retail owned nurse tanks or delivery units	<ul style="list-style-type: none"> • Data does not need to be provided. The auditor will score these protocols as not-applicable during the audit.
Sites does not service any producer owned tanks	<ul style="list-style-type: none"> • Enter in a comment to this effect in the comment box in the template.
Sites does not have any transport delivery tanks	<ul style="list-style-type: none"> • Enter in a comment to this effect in the comment box in the template.
Scenario	Instruction
One, or several of your producers refuses to allow the retailer to provide this data to Fertilizer Canada	<ul style="list-style-type: none"> • Enter in a comment to this effect in the comment box in the template. • In addition keep on file documentation of the request and producer’s refusal. The auditor will need to see this at time of the audit.
Can we submit a separate file for producer owned nurse wagons and a separate one for retail owned mobile tanks	<ul style="list-style-type: none"> • Yes, just make comments to this effect in the comment box in the template.
Several retails sites service a producers nurse tank – who should report the data	<ul style="list-style-type: none"> • If a certified site services producer-owned tanks, they should collect and submit the required data for those each of those tanks, <u>unless</u> the producer has verified that the tank data has already been provided through another certified site that services their tank(s). • Any duplicate reporting of producer-owned tanks will be addressed by AWSA based on serial numbers.

At this time, site data submission for fixed storage tanks (bullets) is not mandatory under Protocol C.18.

What Data is Required:

A data reporting template has been developed for collection and secure submission of data. Data collection will be limited to:

- Type (transport delivery unit, or nurse/applicator tank)
- Ownership (ag-retail owned, or producer-owned)
- Tank capacity



- Manufacturer
- MAWP
- Serial Number
- PWHT (yes/no). (Post Weld Heat Treated)
- CRN or TCRN #Year built

Data submission:

1. Fully complete the data template in advance of your scheduled audit.
2. Ensure you record the site(s) for which the data pertains to.
3. Add comments in the comment box to explain any missing or nuanced data.
4. Site to email completed data reporting template directly to the secure email data@awsa.ca.
5. You can also add any other comments you want in the body of the email.
6. Sites will receive an automated message indicating that the file was received.
7. Following submission, AWSA will review the received data to verify data integrity and completeness.
8. Upon successful review, AWSA to make a notation in auditing platform for the site(s) indicating that data has been received for C.18, and the date of receipt.
9. During the regularly scheduled site audit, auditors will look for the notation in auditing platform indicating that data has been successfully uploaded and is currently (data submitted within the calendar year) and will score Protocols C.18.1 – C.18.3 as passed.

Reference:

For reference, attached please find Bulletin # 02-2021 – 2022 Ammonia Code of Practice - Protocol C.18 - Ammonia Mobile Tank Database Collection.