



August 20, 2021

## Bulletin #02-2021

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### 2022 Ammonia Code of Practice - Protocol C.18 - Ammonia Mobile Tank Database Collection

The purpose of this Bulletin is to provide Ammonia Code certified sites with information on the new mandatory requirements for the collection of ammonia tank data under C.18 MOBILE TANK DATABASE PROTOCOL in the next edition of the [Ammonia Code of Practice](#), scheduled to come into force January 1, 2022.

A copy of C.18 MOBILE TANK DATABASE PROTOCOL is listed on pg. 6 of this Bulletin. Compliance with this Protocol is mandatory under the 2022 Ammonia Code of Practice.

#### **Purpose:**

Fertilizer Canada is leading the development of an industry-led ammonia tank database to better equip the Canadian ammonia industry to address challenges facing our industry, and proactively manage industry assets to stay ahead of regulatory pressures. This will improve industry knowledge and management of potential risks and opportunities to ensure the longevity of the ammonia industry in Canada.

Recent regulatory challenges with the adoption of the CSA B620/622 Standards into the *Transportation of Dangerous Goods Regulations* revealed significant shortcomings in reliable data on the mobile ammonia tank fleet across Canada.

A lack of reliable data on the ammonia industry fleet was a significant challenge to our industry in this specific scenario. Having a reliable database will enable our industry to strategically support industry positions, and understand the dynamics of the ammonia tank fleet, for example the total number of tanks in service, ownership status (farmer vs. retail owned), tank status (PWHT), and age of the vessels in the fleet.

Access to aggregate data on ammonia tank fleet will enable the fertilizer industry to:

- Build confidence in ammonia industry (public and regulator trust);
- Properly defend industry safety and compliance practices; and
- Enable informed & proactive management of the industry ammonia tank fleet.



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The database will not be used as a means of tracking tank regulatory compliance. Fertilizer Canada **does not** hold authority or responsibility to report non-compliant nurse tanks.

### **Data Submission Requirements:**

As this is a new requirement in the next edition of the Ammonia Code, audits conducted after January 1, 2022 will include the mandatory requirement to submit mobile ammonia tank data electronically to Fertilizer Canada.

All Ammonia Code certified sites will be required to submit data electronically to Fertilizer Canada, via AWSA, on all nurse / applicator tanks owned by the retail site (C.18.1), producer-owned nurse and applicator tanks serviced by the retail site (C.18.2), and transport delivery unit tanks owned by the retail site (C.18.3)..

Data is to be submitted every two (2) years in advance of being audited/re-audited for certification under the Ammonia Code of Practice.

A data reporting template has been developed for collection and secure submission of data. Please note that there is the option for direct submission of corporate data for multiple sites from a retail chain. In cases where a retail chain is submitting data for all corporate retail operations, they will liaise directly with AWSA.

The data requirements for each certified site depend on the scope of ammonia tanks owned and serviced by the site. For example, if a certified site does not own transport delivery tanks, C.18.3 would be marked as “N/A”. Guidance is provided below for several possible scenarios for producer-owned tanks under C.18.2:

- If a certified site services producer-owned tanks, they should collect and submit the required data for those each of those tanks, in accordance with C.18.2, unless 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.
- If a scenario arises where a farmer-customer refuses to provide producer-owned tank data, the certified site should provide documentation of the request and refusal to the auditor, and C.18.2 would be marked as “N/A”.



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

Step-by-step instructions for data submission, review, and verification for retail-owned and producer-owned tanks is provided below.

### **Data Submission Process:**

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
- PHWT (yes/no)
- CRN or TCRN #Year built

### **1. Data submission:**

#### ***a) Site data submission:***

1. Site to contact [manager@awsa.ca](mailto:manager@awsa.ca) for a copy of the data reporting Excel template
2. Site to input data for mobile ammonia tanks into the Excel reporting template, indicating the site number(s) for which data is being supplied.
3. Site to email completed data reporting template directly to the secure email [data@awsa.ca](mailto:data@awsa.ca). Sites will receive an automated message indicating that the file was received.

### **OR**

#### ***b) Corporate data submission:***

1. Company representative to contact [manager@awsa.ca](mailto:manager@awsa.ca) to indicate the preference to report corporate data for all sites within corporate retail chain, and request a copy of the data reporting template.
2. Company representative to input data for all mobile ammonia tanks into the reporting template.
3. Company representative to liaise directly with AWSA for data submission and site notifications.



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## 2. AWSA review

Following submission, AWSA will review the received data to verify data integrity and completeness. 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.

## 3. Verification during site audit

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.

### **Data Confidentiality:**

All data will be collected and maintained in accordance with the Fertilizer Canada Confidentiality Policy.

AWSA will collect and manage the data on Fertilizer Canada's behalf. AWSA has extensive policies and procedures in place to ensure data security. **No data will be shared between certified sites, and certified sites will not have access to the contents of the database.**

Aggregate data will be reported from AWSA to Fertilizer Canada on an annual basis, or as requested. All company / site identifiers will be removed prior to reporting. Fertilizer Canada will use aggregate data to strategically support industry positions and advocacy, and understand the dynamics of the ammonia tank fleet, at the direction of Fertilizer Canada members through the Ammonia Working Group and FSSC Committee.

For producer-owned tanks, the data is collected and submitted by the corresponding certified site. The tank database does not include any producer identifiers for producer-owned tanks.

To aid in the collection of producer-owned tank data, Fertilizer Canada is developing a legal template for data confidentiality that certified sites will be able to use to support requests for tank data from their farmer customers. This template will be provided to sites prior to the database reporting provisions coming into effect in 2022. Sites are encouraged to also provide their farmer customers with a copy of this Bulletin.

Please direct any questions or concerns to the coordinates below.

Sincerely,



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## **C.18 MOBILE TANK DATABASE PROTOCOL**

All sites are required to submit data electronically to Fertilizer Canada on all nurse and applicator tanks and transport delivery unit tanks owned by the retail site and for all producer-owned nurse and applicator tanks. Data is to be submitted every two years in advance of being audited/re-audited for certification under the Ammonia Code of Practice.

Please contact [manager@awsa.ca](mailto:manager@awsa.ca) for a copy of the data reporting template.

### **C.18.1 Retail-Owned Nurse Tanks/Applicator Tanks**

Data has been submitted to Fertilizer Canada for all retail-owned nurse tanks/applicator tanks within the current calendar year.

*Compliance will be verified by checking the online reporting system for a submission by the site within the current calendar year.*

#### ***C18.1 Audit Requirements***

*Retail-owned nurse and applicator tanks data has been submitted to Fertilizer Canada within the current calendar year.*

### **C.18.2 Producer-Owned Nurse Tanks/Applicator Tanks**

Data has been submitted to Fertilizer Canada for all producer owned nurse tanks/applicator tanks within the current calendar year.

*Compliance will be verified by checking the online reporting system for a submission by the site within the current calendar year.*

#### ***C18.2 Audit Requirements***

*Producer-Owned nurse and applicator tanks data has been submitted to Fertilizer Canada within the current calendar year.*

### **C.18.3 Retail-Owned Transport Delivery Tanks**

Data has been submitted to Fertilizer Canada for all retail-owned Transport Delivery tanks within the current calendar year.

*Compliance will be verified by checking the online reporting system for a submission by the site within the current calendar year.*

#### ***C18.2 Audit Requirements***

*Retail-Owned Transport Delivery tanks data has been submitted to Fertilizer Canada within the current calendar year.*