



February 2, 2022

TO: ALL AMMONIA CODE OF PRACTICE CERTIFIED SITES

RE: CONFIDENTIALITY POLICIES FOR COLLECTION OF AMMONIA MOBILE TANK DATABASE, PROTOCOL C.18

The next edition of the Ammonia Code of Practice (Ammonia Code) is scheduled to come into force January 1, 2022. Sites certified under the Ammonia Code will be required to comply with the new mandatory requirements for the collection of ammonia tank data under C.18 MOBILE TANK DATABASE PROTOCOL.

The 2022 Ammonia Code of Practice is available to download from Fertilizer Canada's website [here](#).

Ammonia Code audits conducted after January 1, 2022 will include the mandatory requirement to submit mobile ammonia tank data electronically to Fertilizer Canada (via AWSA) in advance of the audit, through a secure data reporting template. The ammonia tank database includes data on all in-service 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).

[Technical Bulletin #02-2021](#) was issued on August 20, 2021 with information on the purpose, data submission requirements, data submission process, and data confidentiality.

You access a copy of the Excel data reporting template [here](#). The instructions to complete the template can be found [here](#).

All data will be collected and maintained in accordance with the **Fertilizer Canada Data Protection Policy** and the **AWSA Privacy and Data Collection Policy**.

Updates have been made to the **Compliance Audit and Certification Terms & Conditions** of the 2022 Ammonia Code (section 2.4 (i) and (j)) to reference the relevant data privacy policies, and to reference the data submission requirements and terms for Protocol C.18. Sites are required to electronically review and agree to the terms and conditions of the compliance audit and certification prior to issuance of the certificate of compliance. The additions to the Terms & Conditions (section 2.4 (i) and (j)) are as follows:

2.4 Compliance Audit and Certification Terms & Conditions (i) and (j):

(i) Operator agrees to share data for the purposes of seeking and maintaining certification. All data collected will be maintained in compliance with AWSA's data collection policy. Visit www.awsa.ca for a copy of AWSA's privacy and data collection policy.

(j) For Ammonia Code of Practice certification, ag-retailers submit data biennially for compliance with Protocol C18. All data is held securely by AWSA. Operator agrees that any data provided by ag-retailers on behalf of their customers contains no specific customer



FERTILIZER CANADA
FERTILISANTS CANADA

907 – 350 Sparks, Ottawa ON K1R 7S8
T (613) 230-2600 | F (613) 230-5142

info@fertilizercanada.ca
fertilizercanada.ca | fertilisantscanada.ca

identifiers. The aggregate data from the ammonia tank database will be used by Fertilizer Canada to strategically support industry positions and advocacy and understand the dynamics of the ammonia tank fleet to better inform industry positions and advocacy, at the discretion of Fertilizer Canada members. The ammonia tank databases will not be used as a means of tracking tank regulatory compliance. Fertilizer Canada does not hold the authority or responsibility to report non-compliant ammonia tanks. No data will be shared between certified sites or their customers, and certified sites and their customers will not have access to the contents of the database.

To aid in the collection of producer-owned tank data for C.18.2, Fertilizer Canada has developed a Non-Disclosure Agreement (NDA) template to support ammonia tank data collection and submission by Ammonia Code certified sites to Fertilizer Canada through AWSA. The NDA template is available as a resource to provide Ammonia Code certified sites and their farmer-customers with the option of signing an NDA to have further assurance of the data security and terms for use. The NDA provides the specifies the data requested, Fertilizer Canada's planned purpose for use of the data, and the retention and aggregation plan for the data. Certified sites can request the NDA template through Fertilizer Canada or AWSA.

The aggregate data from the ammonia tank database will be used by Fertilizer Canada to strategically support industry positions and advocacy and understand the dynamics of the ammonia tank fleet better inform industry positions and advocacy, at the discretion of Fertilizer Canada members. This direction will be provided by the Ammonia Working Group, and Fertilizer Safety and Security Committee (FSSC).

The ammonia tank 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 ammonia tanks. No data will be shared between Fertilizer Canada members, certified sites or their customers, and Fertilizer Canada members, certified sites and their customers will not have access to the contents of the database.

Please direct any questions or concerns to the coordinates below.

Sincerely,

Nadine Frost, M.Sc., E.P.
Director, Policy & Industry Standards
Fertilizer Canada
nfrost@fertilizercanada.ca
(613) 786-3032