

QHHEG'QH'VJ G'VGZCUUVCVGEJ GO HV
BMP AUDIT CHECKLIST

DATE OF INSPECTION: _____

COMPANY NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: TEXAS

ZIP CODE: _____

TELEPHONE NUMBER(S): _____

FAX NUMBER(S): _____

EMPLOYEE NAME(S) AND TITLE(S): _____

GPS COORDINATES OF INSPECTED SITE: _____

Best Manufacturing Practices (BMP) Audit for Fertilizer Manufacturing Facility

Purpose

This Best Manufacturing Practices (BMP) audit checklist was developed by the Association of American Plant Food Control Officials (AAPFCO) to compliment the provisions of the AAPFCO Uniform State Fertilizer Bill. The use of the checklist by state regulatory officials may assist in assessment of the manufacturing practices of fertilizer manufacturing facilities in their State. It may further serve as guidance to industry by demonstrating areas of concern or deficiencies in their manufacturing practices, including receipt, storage, labeling, blending/mixing, and distribution of fertilizer products. Authority: Uniform State Fertilizer Bill, Section 9 and 15.

Building and Grounds

| | | | |
|------------------|---|----|---|
| Y | N | NA | Buildings are maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |
| | | | |
| Y | N | NA | Surrounding grounds are organized and maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |
| | | | |
| Y | N | NA | No signs (dead or stained areas) of soil contamination |
| | | | |
| COMMENTS: | | | |
| | | | |

Receiving Area

| | | | |
|------------------|---|----|---|
| Y | N | NA | Scale(s) for bulk raw materials have a valid certification sticker |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Scales are checked and calibrated Last checked / / (describe calibration frequency in the comments) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Unloading area is protected from the weather |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Unloading area is on an impervious surface |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Raw materials are visually inspected before unloading |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|----------|-----------|--|
| Y | N | NA | Representative samples of raw materials are taken before unloading and retained for an appropriate period of time (describe the retained period of time in the comments) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Size Guide Number (SGN) is determined on dry, raw materials |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Receiving area pit, augers, belts, other conveyance equipment are maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Documented Standard Operating Procedures (SOPs) for receipt of raw materials are on file, available for inspection, and being followed (describe any observed deviation from SOPs in the comments) |
| | | | |
| COMMENTS: | | | |

Storage Area

| | | | |
|------------------|----------|-----------|--------------------------|
| Y | N | NA | Storage bins are labeled |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|---|----|--|
| Y | N | NA | Storage tanks are labeled |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Storage bins are protected from weather |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Storage tanks are protected from weather |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Bins are maintained in a clean, dry environment in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Tanks are maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | All tank valves are lockable |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|---|----|---|
| Y | N | NA | All sight gauges are lockable |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | No signs of tank leakage |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Pumps are maintained in good operating condition for their intended purpose (e.g. no signs of pump leakage) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Hoses are maintained in good operating conditions and for their intended purpose (e.g. no signs of hose leakage or cracks) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Hoses are labeled |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Documented Standard Operating Procedure (SOPs) to circulate or agitate liquid materials are on file, available for inspection, and being followed (describe any observed deviation from SOPs in the comments) |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|---|----|--|
| Y | N | NA | Raw materials are conveyed to the proper storage area without risk of cross-contamination or evidence thereof |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Anti-segregation techniques are used in storing or reclaiming dry, raw materials |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Mobile equipment is visually inspected for contamination prior to entry into the product storage area |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Loaders vary entry into the dry, raw material piles |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Returns, spills, and floor sweepings are properly stored or disposed of in accordance with state and federal regulations |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Documented Standard Operating Procedures (SOPs) for inventory control of raw materials are on file, available for inspection, and being followed (describe any observed deviation from SOPs in the comments) |
| | | | |
| COMMENTS: | | | |

Mobile Equipment

| | | | |
|------------------|----------|-----------|---|
| Y | N | NA | Forklifts are maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Front end loaders are maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Delivery/application equipment is maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |

Blending/Mixing Area and Equipment

| | | | |
|------------------|----------|-----------|---|
| Y | N | NA | Blending/mixing areas are maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Dust control system is used and collected material is properly stored or disposed of in accordance with state and federal regulations |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|---|----|--|
| Y | N | NA | No pesticides or other toxic materials are stored in blending/mixing area |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Blending/mixing equipment is maintained in good operating condition for their intended purpose(e.g. no signs of blending/mixing equipment leakage) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Impregnation equipment is maintained in good operating condition for their intended purpose(e.g. no signs of impregnation equipment leakage) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Scales have a valid certification sticker |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Scales are checked and calibrated Last checked / / (describe calibration frequency in the comments) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Scale maintenance records are on file and available for inspection |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|---|----|--|
| Y | N | NA | Meters have a valid certification sticker |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Meters are checked and calibrated Last checked / / (describe calibration frequency in the comments) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Meters are maintained in good operating condition for their intended purpose (e.g. no signs of meter leakage) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Meter maintenance records are on file and available for inspection |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Documented Standard Operating Procedures (SOPs) for blending/mixing procedures are on file, available for inspection, and being followed (describe any observed deviation from SOPs in the comments) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Blending/mixing studies for equipment are on file and available for inspection |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|----------|-----------|---|
| Y | N | NA | Personnel are trained for use of blending/mixing and impregnation equipment |
| | | | |
| COMMENTS: | | | |

Distribution Process

| | | | |
|------------------|----------|-----------|--|
| Y | N | NA | Bags and containers are stored appropriately for their intended purpose |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Filled bags and containers are labeled and stored appropriately for their intended purpose |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Bulk load out area is protected from the weather |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Bulk load out storage bins are maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|---|----|--|
| Y | N | NA | Anti - Segregation techniques are used in bulk load out storage bins |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Bulk load out equipment is maintained in good operating condition for their intended purpose |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Scale(s) with a valid certification sticker are used for bulk load outs |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Scales for bulk load outs are checked and calibrated Last checked / / (describe calibration frequency in the comments) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Trucks and delivery vehicles are checked for contamination before loading |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Load out is visually checked for correct product before being distributed |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|---|----|---|
| Y | N | NA | Anti - Segregation techniques are used in trucks & delivery vehicles |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Product density values are checked on every load |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Spreader equipment is set for customer before leaving premise |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Representative product samples are taken and retained for an appropriate period of time (describe period of time in the comments) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Invoice is made for each load, including grade of fertilizer, guaranteed analysis, customer name, address, and weight of product |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | MSDS sheets are available for all shipments |
| | | | |
| COMMENTS: | | | |

Labeling

| | | | |
|------------------|---|----|---|
| Y | N | NA | All product (containers or bulk) are labeled properly |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Returns, spills, and floor sweepings are properly labeled |
| | | | |
| COMMENTS: | | | |

Facility Security

| | | | |
|------------------|---|----|--|
| Y | N | NA | Facility manufactures, transports, stores, or distributes ammonium nitrate or ammonium nitrate material **** If N or N/A is checked , inspection is completed **** |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility is registered to sell ammonium nitrate or ammonium nitrate material as required per state regulations |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility registration is displayed within conspicuous public view |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|---|----|---|
| Y | N | NA | Facility has registered as required per federal regulations |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Employees of facilities that are registered to offer for sale or sell ammonium nitrate or ammonium nitrate material are trained in the law, rule, policies and procedures for the sale of ammonium nitrate |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Documentation of the training of employees is maintained on-site |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility keeps sales records required by law, on forms prescribed by the Office of the Texas State Chemist and are only available for inspection by the Office of the Texas State Chemist, the Department of Public Safety, or a law enforcement agency of the United States (e.g. DHS, FBI, and ATF) |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility has SOP's regarding the sale or transfer of ammonium nitrate only to purchasers who are registered according to federal and / or state regulations |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility has refused to sell ammonium nitrate or ammonium nitrate material to customer(s) and has reported the refusal to the Office of the Texas State Chemist |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|---|----|---|
| Y | N | NA | Facility has security fencing adequate to be secured and locked |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Fertilizer storage and equipment areas have a means to be secured and locked |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility has security lighting |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility has security cameras |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility is inspected daily for signs of vandalism and to verify its structural integrity |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility has established and maintains ongoing inventory control procedures for the ammonium nitrate or ammonium nitrate material |
| | | | |
| COMMENTS: | | | |

| | | | |
|------------------|----------|-----------|---|
| Y | N | NA | Facility has SOP's for the reporting of theft or unexplained loss of ammonium nitrate to the appropriate federal and / or state authorities |
| | | | |
| COMMENTS: | | | |
| Y | N | NA | Facility management is aware of The Fertilizer Institute (TFI) Program, "America's Security Begins With You" available from The TFI website at www.tfi.org |
| | | | |
| COMMENTS: | | | |

Comments:

Observations and findings reviewed with person in charge. Firm's response/comments by person in charge.

| | | |
|---------------|--|------------------|
| Inspector (s) | | Person In Charge |
| (Print Name) | | (Print Name) |
| (Signature) | | (Signature) |
| | | Date |