

**OFFICE OF THE TEXAS STATE CHEMIST
AMMONIUM NITRATE SECURITY AND 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