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|--|--|--|--|
| Firm Information | | Stop Information | |
| Permit # (or 'new applicant') | | Stop date | |
| Firm name | | Time in | |
| Street Address | | Time out | |
| City | | Investigator | |
| Main office phone | | Date of last AN inspection | |
| Alternate phone | | <input type="checkbox"/> New Applicant | |
| Fax | | <input type="checkbox"/> Permit Renewal | |
| Designated AN contact | | <input type="checkbox"/> Re-inspection | |
| AN contact title | | <input type="checkbox"/> For Cause | |
| Email (optional) | | <input type="checkbox"/> (other) | |
| For OTSC Office Use Only | | | |
| Manager of Field Operations Recommendation | | Associate Director of Compliance Approval | |
| Director Authorization | | | |
| Date | Date | Date | |
| <input type="checkbox"/> Pass Inspection <input type="checkbox"/> Fail Inspection | <input type="checkbox"/> Approve Permit <input type="checkbox"/> Cancel Permit <input type="checkbox"/> Deny Permit <input type="checkbox"/> Suspend Permit <input type="checkbox"/> Revoke Permit | | |

Investigator Instructions

1. Review Alfrims database to assess firm’s registration status and compliance history
2. Interview the owner or operator in charge, interview employees, and review the records listed below as you perform the inspection and complete the AN Inspection form. Enter comments for all questions.
 - OTSC AN permit
 - Purchasing records
 - Sales records
 - Inventory control records
 - Employee training record(s)
 - Texas Commission on Environmental Quality (TCEQ) Tier II registration
 - Department of Homeland Security CFATS filing
 - Suspicious Activity Report (SAR) and/or police report(s)
3. Document deficiencies with photographs
4. Submit the completed AN Inspection Form, and any supporting documentation and evidence of deficiencies (e.g., photographs, records, etc.) to the ‘Shared’ drive

A. OTSC Registration

Reference: [Texas Commercial Fertilizer Act. Texas Agricultural Code \(1981\). Chapter 63. Subchapter I. Ammonium Nitrate](#)

Check all that apply:

- Facility **produces** ammonium nitrate or ammonium nitrate material
- Facility **stores** ammonium nitrate or ammonium nitrate material
- Facility **transfers** ammonium nitrate or ammonium nitrate material
- Facility **offers for sale or sells** ammonium nitrate or ammonium nitrate material
- Facility does not produce, store, transfer, offer for sale, or sell ammonium nitrate or ammonium nitrate material

B. Texas Commercial Fertilizer Act. Texas Agricultural Code (1981). Chapter 63. Subchapter I. Ammonium Nitrate

Reference: [Texas Commercial Fertilizer Act. Texas Agricultural Code \(1981\). Chapter 63. Subchapter I. Ammonium Nitrate](#)

1. The facility's OTSC AN permit is displayed in conspicuous public view.

Indicate the location of the permit; describe deficiencies; or enter 'New Applicant'

2. The facility purchased AN since the last inspection.

List supplier name(s) and supplier's address(s) since the last inspection. Collect a documentary sample from unregistered suppliers.

3. AN sales records are maintained and only available upon request by OTSC, Texas Department of Public Safety (DPS), or a law enforcement agency of the United States.

Indicate the location of the records; describe deficiencies.

4. The firm records AN sales on the Ammonium Nitrate Sales Form provided by OTSC.

Indicate the type of sales form (e.g., OTSC or other); describe deficiencies.

5. Accurate AN inventory control procedures and records are in place.

Describe the procedure; indicate the location of the records; describe deficiencies.

6. The AN storage facility is fenced or otherwise secured and locked when unattended.

Indicate location of security features; describe type(s) of security fencing and/or enclosure; describe deficiencies

7. The facility has written protocols to perform daily inspections to:

- **Ensure that the AN storage area is secure;**
- **Check for signs of vandalism, theft, or other unauthorized access; and**
- **Verify structural integrity.**

Describe the protocols; describe deficiencies.

8. The facility maintains a record of the daily inspection and the owner or operator in charge signs the records to verify completion of the daily inspection.

Indicate the location of the inspection record; describe regularity of inspection and whether or not the owner/operator in charge verifies each inspection; describe deficiencies

9. Vandalism, theft, or other unauthorized access occurred since the last inspection.

List the date and type of incident; list which, if any, authority was notified (e.g., a law enforcement agency and/or a Suspicious Activity Report to OTSC); describe deficiencies

C. Texas Administrative Code. Title 4. Agriculture. Chapter 65. Commercial Fertilizer Rules

Reference: [Texas Administrative Code. Title 4. Agriculture. Chapter 65. Commercial Fertilizer Rules.](#)

10. The facility’s employees are trained in the law, rule, policies, and procedures for the sale of ammonium nitrate or ammonium nitrate material; and all employees sign the record as proof of training.

Indicate the location of the AN training record; list AN training date(s) since the last AN inspection; and describe deficiencies. Indicate how many employees were interviewed to verify the training, their names, and responsibilities.

11. The facility refused to sell ammonium nitrate or ammonium nitrate materials since the last inspection, and immediately notified OTSC at the time of refusal.

List the date and reason for refusal; list which, if any, authority was notified (e.g., Texas Department of Public Safety (DPS), a law enforcement agency, and/or a Suspicious Activity Report to OTSC); and describe deficiencies

D. Texas Commission on Environmental Quality (TCEQ)

Applies to AN Storage Facilities Only

Reference: Texas Commission on Environmental Quality (TCEQ) Tier II Chemical Reporting Program, <https://www.tceq.texas.gov/permitting/tier2>.

12. The facility is registered with Texas Commission on Environmental Quality (TCEQ) Tier II Chemical Reporting Program.

Provide the date and confirmation of filing or an explanation from the owner/operator in charge

E. Department of Homeland Security (DHS)

Applies to AN Storage Facilities Only

Reference: U.S. Department of Homeland Security Chemical Facility Anti-Terrorism Standards, <https://www.dhs.gov/chemical-facility-anti-terrorism-standards>

13. The facility submitted information to the Department of Homeland Security (DHS) through the online Chemical Security Awareness Tool (<https://www.dhs.gov/register-access-csat>) as per the Chemical Facility Anti-Terrorism Standards (CFATS) rule.

Provide date and confirmation of filing or an explanation from the owner/operator in charge

F. National Fire Protection Association (NFPA)

Applies to AN Storage Facilities Only

Reference: National Fire Protection Association. Standard System for the Identification of the Hazards of Materials for Emergency Response. NFPA Code 704 (2012). <http://www.nfpa.org>

14. The National Fire Protection Association (NFPA) 704 Hazards Placard (a.k.a. Fire Diamond) is posted on the outside of the building or fence.

Describe the location(s) of the placard(s).

15. AN is stored in a separate structure that may also contain non-combustible fertilizer material. Items that may not be stored in the AN structure include: combustible or flammable materials; equipment with an internal combustion engine; or a potential source of ignition such as heaters. A minimum of 30 feet must separate the AN storage structure from combustible or flammable materials including but not limited to structures constructed of flammable material, fuels and oils, hay bales, wood chips, other organic material, or charcoals.

Describe storage conditions and the presence of other chemicals and equipment in the fertilizer storage.

16. Firm owner or operator in charge provides name of first responder in the event of fire.

Person's name(s) of the first responder and local Fire Department's name(s)

Inspector Comments

MFO Comments

ADC Comments

Director Comments