

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Purpose

To conduct an ammonium nitrate security inspection

Scope / Field of Application

Fertilizer establishments that produce, store, transfer, offer for sale or sell ammonium nitrate or ammonium nitrate material

Responsibilities

Ammonium nitrate plant employee:

- Perform inspection, complete ammonium nitrate security checklist, date, sign, and submit to supervisor for review

Ammonium nitrate plant manager or plant manager designee:

- Performs inspection on weekend and when plant is not in operation

Owner, operator, or person in charge:

- Verify inspections are performed following SOPs and corrective actions are completed

Materials Required

Ammonium nitrate security checklist

Procedure

An ammonium nitrate storage facility must be inspected daily to check for signs of vandalism and to verify its structural integrity; and a current ongoing inventory must be maintained that includes the most recent receipt and sale transactions of ammonium nitrate

Plant employee:

1. Employee performs inspection upon arrival at ammonium nitrate facility when in operation
 - a. Walk perimeter of plant looking for any signs of vandalism, theft, structural problems, or spillage of ammonium nitrate;
 - b. Check doors to see that they are secured and locked. If doors are not secured and locked, look for any signs of vandalism, theft, or structural problems;
 - c. If doors are secured and locked, open doors and look for any signs of vandalism, theft, or structural problems;
 - d. If signs of theft or vandalism of ammonium nitrate are observed, or structural problems are found, report immediately to management;
 - e. After completion of daily work, check for ammonium nitrate spillage in the receiving and loadout areas. If spillage of ammonium nitrate is found, clean up spilled material;
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and

- f. Check that the ongoing ammonium nitrate inventory is current

Plant Manager:

- g. Reviews security checklist. Plant manager or designee will perform inspection over weekend and when plant is not in operation; and
- h. Dates and signs the security checklist for verification of daily inspection activity
- i. Report vandalism or theft to local law enforcement and OTSC

Corrective Actions

Missing Security Checklist:

- Check ammonium nitrate inventory to verify that no theft has occurred and retrain employee to conduct daily inspections

Ammonium nitrate spillage

- Check for cause of spillage related to equipment or building structure. Management will develop plan or hire contractor to correct the problem and document

Vandalism or Theft of Ammonium Nitrate

- Management will immediately report incident to local law enforcement and OTSC

Verification

Verification of security checklist and corrective actions:

- Owner, operator, or person in charge will verify security inspection was performed and deviations are reported
- Owner, operator, or person in charge will verify ammonium nitrate inventory is current
- Owner, operator, or person in charge will verify all corrective actions were taken including:
 - 1) reporting vandalism or theft of ammonium nitrate;
 - 2) missing checklist(s); and
 - 3) ammonium nitrate spillage

Recordkeeping

The following records are generated and managed:

- Ammonium Nitrate Security Checklist managed by plant manager; and
 - Corrective Action Record describing any deficiencies, actions to prevent reoccurrence, and ensuring no ammonium nitrate theft occurred
 - Report of vandalism or theft of ammonium nitrate to local law enforcement and OTSC
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