

Summary of Protocol Changes 2006 to 2011 Edition

Overall comments:

As part of our commitment to continuous improvement, AWSA’s technical committee, in consultation with our auditor force, reviewed the warehousing standards and, as necessary made changes.

In addition to formatting changes two definitions were clarified so that the terms sites, warehouse, facility etc... were used consistently throughout the protocols. The new definitions are:

Building: For the purposes of these protocols, building refers to the physical structure within which the certified storage area is located. For buildings which is 100% dedicated to the storage of agrichemicals – the building and certified storage are the same

Certified Warehouse Area: For the purpose of these protocols, certified storage area refers to just the area certified for the storage of agrichemicals. Certified storage areas can be rooms within a building or an entire building.

Following is a summary of the major changes to individual protocols.

	Original Protocol	New Protocol	Comment
A1	All storage facilities built & certified after Dec. 31/98 are at least 50 metres from zoned residential property lot lines, hospitals, schools, shopping centres, restaurants, processing facilities for feed or food (not storage) and other buildings with high occupancy.	All new storage buildings are at least 50 metres from zoned residential property lot lines, hospitals, schools, shopping centres, restaurants, processing facilities for feed or food (not storage) and other buildings with high occupancy	Removed old reference to 1998 and made protocol state all new facilities.
A2	Sites certified prior to Jan. 1/99 are considered grandfathered with respect to the 50 metre buffer zone. For all facilities which have undergone renovations or new construction since the last audit and are closer than 50 metres to zoned residential	Sites currently certified are considered grandfathered with respect to the 50 metre buffer zone. Pre-approval is required for all renovations	Clarified protocol by adding “Pre-approval is required for all renovations...”

	property lot lines, hospitals, schools, shopping centres, restaurants or other buildings with high occupancy and processing facilities for feed or food, each facility will require a new site evaluation, in cooperation with authorities (Fire Chief or planning authority or M.O.E.) The authorities are in agreement to continue operations knowing the risks involved and documentation was provided	or new construction, which will infringe on the 50 metre buffer to zoned residential property lot lines, hospitals, schools, shopping centres, restaurants or other buildings with high occupancy and processing facilities for feed or food, each facility will require a new site evaluation, in cooperation with municipal and/or provincial authorities. The authorities are in agreement to continue operations knowing the risks involved and documentation was provided.	
A7	The warehouse has an external sign posted which identifies: a) name of the company and the phone numbers of the person or persons in charge of the facility and/or the emergency phone numbers that will initiate the E/R plan. b) the location of a public off-site telephone	The site has an external sign posted which identifies: Name of the company and the phone numbers of the person or persons in charge of the facility and/or the emergency phone numbers that will initiate the E/R plan.	Given the increase in cell phone users, we removed the requirement for the location of an off site public telephone. The 10 points for this item were also removed.
B3	(Note – this change in only in the auditor notes) The Auditor will <i>observe</i> that either staff facilities including lunchrooms and washrooms, and offices or mercantile areas are in a building separated from the storage building or there is a minimum 1 hour fire resistance rated wall separating the two types of occupancies. Note: National Fire Code Standards may require higher ratings. Internal shipping and receiving area/room is exempt, provided it is not a permanent office.	(Note – this change in only in the auditor notes) The Auditor will <i>observe</i> that either staff facilities including lunchrooms and washrooms, and offices or mercantile areas are in a building separated from the certified warehouse area or there is a minimum 1 hour fire resistance rated wall separating the two types of occupancies. Note: National Fire Code Standards may require higher ratings. Internal shipping and receiving area/room is exempt, provided <u>it is not a permanently occupied office</u>	Auditors note was changed to clarify that the exemption for shipping and receiving area/room only applied if the offices are not permanently occupied.
B6	The maintenance shop is not located within the storage building		This protocol was removed – The intention of the protocol is encompassed in protocol B7.

B7	<p>If the maintenance shop is located adjacent to the storage area and has common walls constructed prior to December 31, 1996, the separation walls must have a minimum 1 hour fire resistance rating, ventilation system and a minimum 45 minutes fire resistance rated closure to the interior of the building and a means of egress other than to the interior of the certified storage area.</p> <p>If constructed/certified after December 31, 1996, the fire separation wall is to be rated at 2 hours, with 1.5 hour closures and frames.</p>	<p>If the maintenance shop is located within the building and was constructed prior to December 31, 1996, the separation walls must have a minimum 1 hour fire resistance rating, a separate ventilation system and a minimum 45 minutes fire resistance rated closure and a means of egress other than to the interior of the certified warehouse area.</p> <p>If constructed/certified after December 31, 1996, the fire separation wall is to be rated at 2 hours, with 1.5 hour closures and frames</p>	<p>Changed to make the protocol clearer – intention of the protocol remains unchanged.</p> <p>This protocol is now mandatory.</p>
B18	Warehouse storage area certified prior to December 31, 1996 has curbing 10 cm minimum in height around the perimeter or may be protected by a containment system incorporating floors sloped to a collection area which is 10 cm lower than the perimeter surface, and/or to drains leading only to a designed containment area specifically used for chemical spills or fire water retention	Certified warehouse areas certified prior to December 31, 1996 has curbing 10 cm minimum in height around the perimeter or may be protected by a containment system incorporating floors sloped to a collection area which is 10 cm lower than the perimeter surface, and/or to drains leading only to a designed containment area specifically used for chemical spills or fire water retention	Protocol is now mandatory. This is consistent with B19 which is mandatory.
B25	Lighting fixtures and all other electrical installations are installed so that material handling within the warehouse will not interfere with or damage the electrical installation	<p>Lighting fixtures and all other electrical installations are installed so that material handling equipment within the certified warehouse area will not interfere with or damage the electrical installation.</p> <p>Electrical transformers cannot be situated within the containment area.</p>	Added to this protocol that Electrical transformers cannot be situated within the containment area – and clarified in the comments section that electrical transformers should be raised above protected area or be in a separate diked area

C15	<p>Products were stored at a minimum of</p> <ul style="list-style-type: none"> a) 1 metre from a heating unit b) 1 metre from the ceiling, c) at least 450 mm from a ceiling mounted sprinkler head. d) a clearance of not less than 400 mm shall be maintained between stored dangerous goods, flammable liquids , combustibles liquids and walls, except that where the width of storage adjacent to the wall is not more than 1.5 m., such wall clearance is not required. 	<p>Products were stored at a minimum of</p> <ul style="list-style-type: none"> a) 1 metre from a heating unit b) 1 metre from the ceiling, c) at least 450 mm from a ceiling mounted sprinkler head and lights. d) a clearance of not less than 400 mm shall be maintained between stored dangerous goods, flammable liquids , combustibles liquids and walls, except that where the width of storage adjacent to the wall is not more than 1.5 m., such wall clearance is not required. 	<p>Under item C added “and lights”</p>
C22	<p>Floors, ramps, stairways, shipping areas were clean and tidy.</p>	<p>Floors, ramps, stairways, shipping areas were clean, tidy and in good repair</p>	<p>Added “and in good repair”</p>
C24	<p>There were no leaking packages or containers, and all returned empty pesticide containers are stored in polyethylene bags or under cover.</p>	<ul style="list-style-type: none"> (a) There were no leaking packages or containers, (b) all returned empty pesticide containers are stored in polyethylene bags or under cover. 	<p>Made this protocol into (a) and (b) sections with 10 points allocated to each</p>
C26	<p>Pest control products classified as commercial or agricultural are not stored or displayed in the showroom/front office area or elsewhere on-site (other than the certified storage area).</p> <p>(Auditor Notes)</p> <p>PCP products classified as commercial and agricultural shall not be stored or displayed outside the certified warehouse storage area. This would include mixed spray solutions. The auditor should look around the rest of the property to determine if PCP products are stored elsewhere on the property</p>	<p>Pest control products classified as commercial or agricultural are stored in the certified warehouse area.</p> <p>(Auditor Notes)</p> <p>Pest control products classified as commercial or agricultural including surfactants and adjuvants shall not be stored outside the certified warehouse area or displayed in the showroom/front office area. This also includes mixed spray solutions. The auditor will inspect the rest of the property to determine if pest control products are stored elsewhere on the site.</p>	<p>The intention of the protocol has not changed – it was clarified so that it is clear ALL pest control products classified as commercial or agricultural including surfactants and adjuvants are to be stored within the certified warehouse area.</p>

D4	All forklift drivers have undergone lift truck training provided by a qualified trainer.	All forklift drivers who work within the certified warehouse area have undergone lift truck training provided by a qualified trainer	Added <u>who work within the certified</u> warehouse area Also deleted from the auditor notes the need for a written operating procedure. For consistency this was moved to E13.
D6 & D7			Added a statement in the auditors notes to clarify how the protocol affects facilities where the owner is the sole operator.
D9	This site, if a retail vendor, has a provincially certified person to sell pesticides on staff. Auditors Note: If the site is a retail vendor, inspect the certificate of at least one employee to ensure that someone on staff holds a valid certificate recognized by the province in accordance with Warehousing Standards Bulletin # 30.	This site, if a retail vendor, has a provincially certified person to sell pesticides on staff Auditor notes: If the site is a retail vendor, inspect the certificate of at least one employee to ensure that a permanent on site staff member holds a valid provincial certificate/licence	The auditors notes were change to clarify that that the employee is a permanently assigned to that site.
E6	A written operating procedure for the safe work permit system is available for use at this facility. This includes: a) confined workspace entry b) hot work (cutting and welding) c) lock out	A written operating procedure for the safe work permit system is available for use at this facility. This includes: a) confined workspace entry b) hot work (cutting and welding) c) lock out d) elevated work	Added section e for 10 points
E9	The warehouse facility has a documented maintenance program and a trained maintenance technician for the fire suppression system	If the building has a fire suppression system, there is a documented maintenance program and available for inspection.	Removed reference to a trained maintenance technician – the majority of facilities contract this function – our emphasis is to ensure that a maintenance program exists.

E13	<p>This storage facility has developed and implemented written site specific operating procedures for:</p> <ul style="list-style-type: none"> a) Receiving products b) Shipping products c) Spill clean-up and reporting d) Receiving damaged goods e) Storage of damaged goods f) Containment inspection and maintenance g) Handling and storing TDG and National Fire Code regulated products 	<p>This certified warehouse area has developed and implemented written site specific operating procedures for:</p> <ul style="list-style-type: none"> a) Receiving products b) Shipping products c) Spill clean-up and reporting d) Receiving damaged goods e) Storage of damaged goods f) Containment inspection and maintenance g) Handling and storing TDG and National Fire Code regulated products h) Fork lift operation 	<p>Added section h) Fork lift operations</p> <p>This was moved from D4 for consistency. H is worth 10 points</p>
E14	<ul style="list-style-type: none"> a) A copy of all M.S.D.S.'s for products handled is available. b) At least one copy is available outside the warehouse and is readily accessible. <p>Auditors Notes:</p> <p>Discuss with the manager of the facility the availability of M.S.D.S.'s for all products handled. Ensure that at least one copy of all MSDS. is maintained outside the warehouse. If the site chooses electronic format these must be readily accessible during operating hours.</p>	<ul style="list-style-type: none"> a) A copy of all M.S.D.S.'s for products handled is available. b) At least one copy is available outside the warehouse and is readily accessible <p>Auditors Notes:</p> <ul style="list-style-type: none"> a) Verify with the manager of the facility the availability of M.S.D.S.'s for all products handled. If the site chooses electronic format these must be readily accessible during operating hours. c) Ensure that at least one copy of all MSDS. is maintained outside the warehouse If this copy is in electronic format, devices must exist to access the data during an emergency. d) 	<p>Cleaned up the auditor notes to clarify how to treat electronic copies of M.S.D.S.</p>
E19	<p>There exists a standard operating procedure requiring all accidents/incidents be investigated and recorded.</p>	<p>There exists a standard operating procedure requiring all accidents/incidents, <u>thefts or suspicion</u> acts be investigated and recorded.</p>	<p>Added thefts or suspicion acts. Changes were also made to Bulletin 33 to encompass thefts or suspicion acts.</p>

G2	<p>A representative of the local fire department has:</p> <ul style="list-style-type: none"> a) visited the site within the past 12 months and b) acknowledged in writing that the visit took place-and c) acknowledged in writing that they have a copy of the E/R Plan 	<p>A representative of the local fire department has:</p> <ul style="list-style-type: none"> a) visited the site within the past 12 months and b) acknowledged in writing that the visit took place-and c) acknowledged in writing that they have a copy of the E/R Plan d) reviewed Bulletin 6 	<p>Added:</p> <ul style="list-style-type: none"> d) reviewed Bulletin 6 which address the let burn policy.
G4	<p>Current copies of the Emergency Response Plan are kept:</p> <ul style="list-style-type: none"> (a) in the office and at a designated location off-site. (b) with each designated person on the ER distribution list. 	<p>Current copies of the Emergency Response Plan are kept:</p> <ul style="list-style-type: none"> (a) in the office and at a designated location off-site. (b) with each designated person on the ER distribution list. 	<p>Added to the auditor notes:</p> <p>For electronic copies on site, the plan must be accessible at all times during business hours.</p>
G6	<p>The employer has established, and prominently displayed in various locations, a list of relevant phone numbers and contact persons of product suppliers, local emergency services and agencies, management, employees, owner and the poison control centre</p>	<p>The employer has established, and prominently displayed <u>at or near telephones</u>, a list of relevant phone numbers and contact persons of product suppliers, local emergency services and agencies, management, employees, owner and the poison control centre.</p>	<p>Clarified the location of the list to be at or near telephones</p>
G7	<p>Using the site's ER Plan, the management of this facility has conducted:</p> <ul style="list-style-type: none"> a) at least one tabletop exercise on a simulated emergency over the past 12 months. b) At least one drill on a simulated emergency every calendar year. 	<p>Using the site's ER Plan, the management of this facility has conducted:</p> <ul style="list-style-type: none"> (a) at least one tabletop exercise on a simulated emergency over the past 12 months. (b) At least <u>one physical</u> drill on a simulated emergency every calendar year. 	<p>Clarified that the drill is physical.</p>

G9	<p>The fire detection system, including the heat detector or smoke detector device, is maintained and tested in accordance with the manufacturers, suppliers or monitoring stations written recommendations:</p> <ul style="list-style-type: none"> a) heat/smoke detectors b) communications and monitoring systems 	<p>The fire detection system, including the heat detector or smoke detector device, is maintained and tested <u>on an annual basis</u> and in accordance with the manufacturers, suppliers or monitoring stations written recommendations:</p> <ul style="list-style-type: none"> a) heat/smoke detectors b) communications and monitoring systems 	<p>Clarified that testing is on an annual basis.</p> <p>The auditors notes clarified that the auditor will ask to see test records for the last two years.</p>
G10	<p>The security system, including the sensors and monitoring communications, is maintained and tested in accordance with the manufacturers, suppliers or monitoring stations written recommendations.</p>	<p>The security system, including the sensors and monitoring communications, is maintained and tested <u>on an annual basis</u> and in accordance with the manufacturers, suppliers or monitoring stations written recommendations.</p>	<p>Clarified that testing is on an annual basis.</p> <p>The auditors notes clarified that the auditor will ask to see test records for the last two years</p>
H11	<p>A checklist covering all aspects of maintenance and operation for the bulk station is used. The preventative maintenance program and last check list were reviewed for:</p> <ul style="list-style-type: none"> a) yearly and weekly inspection checklists b) bulk delivery checklist 	<p>A checklist covering all aspects of maintenance and operation for the bulk station is used. The preventative maintenance program and last check list were reviewed for:</p> <ul style="list-style-type: none"> a) yearly and monthly inspection checklists b) bulk delivery checklist 	<p>In (a) changed from weekly to month which is more consistent with checklists in other sections of protocols</p>
H12	<p>Storage facility has developed and implemented written operating procedures for:</p> <ul style="list-style-type: none"> a) decanting bulk liquid products b) receiving bulk liquid products c) removing and disposal of precipitation <p><u>Observations:</u></p>	<p>Site has developed and implemented written operating procedures for:</p> <ul style="list-style-type: none"> a) decanting bulk liquid products b) receiving bulk liquid products c) removing and disposal of precipitation d) preventive maintenance 	<p>Added d) preventive maintenance for 10 points</p>

<p>11</p>	<p>The site has documentation which indicates a current policy of insurance coverage for a minimum of \$1 million and a maximum deductible of \$25,000 for both off-site and on-site pollution insurance coverage on the limited pollution form (sudden and accidental) with no sub-limits. This policy must meet the required AWSA standard.</p> <p>NOTE: The new User Guide contains a printing error –the new insurance requirements come into effect starting in 2013</p>	<p>The site has documentation that confirms that a current environmental insurance policy is in effect which provides a minimum of \$1 million of coverage limits, and a maximum deductible of \$25,000 per occurrence, with the policy being applicable to both off-site and on-site pollution events on a limited pollution form (sudden and accidental) with no sub-limits.</p> <p>Starting 2013 all facilities being audited will require environmental insurance policy be in effect which provides a minimum of \$2 million of coverage limits, and a maximum deductible of \$25,000 per occurrence.</p> <p><u>Observations:</u></p>	<p>There are several changes.</p> <p>Effective in 2013, the required insurance will increase to \$2 million.</p> <p>For facilities with multiple locations under the same policy – changes have been made to the policy aggregate limits requirements. The policy will be subject to an aggregate limit that stipulates the maximum that the policy will pay with respect to more than one loss occurrence during the policy year. The minimum aggregate limits are to be in accordance with the following table:</p> <p>One site – \$2 million per occurrence, and \$2 million in the aggregate</p> <p>Two sites –\$2 million per occurrence, and \$4 million in the aggregate</p> <p>Three sites (or more) – \$ 2 million per occurrence, and \$5 million in the aggregate</p> <p>Dealers are advised to review bulletin 16 with their insurance representative.</p>
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