

**Fertilizer Plant**  
***BMP AUDIT & SECURITY CHECKLIST***  
**ASSOCIATION OF AMERICAN PLANT FOOD CONTROL OFFICIALS**  
**(AAPFCO)**

DATE OF INSPECTION: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER (S): \_\_\_\_\_

FAX NUMBER (S): \_\_\_\_\_

EMPLOYEE NAMES(S) AND TITLES (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
<b>COMMENTS:</b>			
Y	N	NA	Surrounding grounds are organized and maintained in good operating condition for their intended purpose
<b>COMMENTS:</b>			
Y	N	NA	No signs (dead or stained areas) of soil contamination
<b>COMMENTS:</b>			

**Receiving Area**

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

<b>Y</b>	<b>N</b>	<b>NA</b>	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)
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Size Guide Number (SGN) is determined on dry, raw materials
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Receiving area pit, augers, belts, other conveyance equipment are maintained in good operating condition for their intended purpose
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	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)
<b>COMMENTS:</b>			

**Storage Area**

<b>Y</b>	<b>N</b>	<b>NA</b>	Storage bins are labeled
<b>COMMENTS:</b>			

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

Y	N	NA	All sight gauges are lockable
<b>COMMENTS:</b>			
Y	N	NA	No signs of tank leakage
<b>COMMENTS:</b>			
Y	N	NA	Pumps are maintained in good operating condition for their intended purpose (e.g. no signs of pump leakage)
<b>COMMENTS:</b>			
Y	N	NA	Hoses are maintained in good operating conditions and for their intended purpose (e.g. no signs of hose leakage or cracks)
<b>COMMENTS:</b>			
Y	N	NA	Hoses are labeled
<b>COMMENTS:</b>			
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)
<b>COMMENTS:</b>			

Y	N	NA	Raw materials are conveyed to the proper storage area without risk of cross-contamination or evidence thereof
<b>COMMENTS:</b>			
Y	N	NA	Anti-segregation techniques are used in storing or reclaiming dry, raw materials
<b>COMMENTS:</b>			
Y	N	NA	Mobile equipment is visually inspected for contamination prior to entry into the product storage area
<b>COMMENTS:</b>			
Y	N	NA	Loaders vary entry into the dry, raw material piles
<b>COMMENTS:</b>			
Y	N	NA	Returns, spills, and floor sweepings are properly stored or disposed of in accordance with state and federal regulations
<b>COMMENTS:</b>			

<b>Y</b>	<b>N</b>	<b>NA</b>	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)
<b>COMMENTS:</b>			

**Containment Areas**

<b>Y</b>	<b>N</b>	<b>NA</b>	Containment areas are free of trash or other debris
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Containment floor and walls are free of cracks, tears, or other compromises
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Storage of dry, raw materials is on an impervious surface
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Storage of liquid materials includes adequate containment volume for storage capacity
<b>COMMENTS:</b>			



<b>Y</b>	<b>N</b>	<b>NA</b>	Mixing and load out activities are performed over an impervious surface
<b>COMMENTS:</b>			

**Mobile Equipment**

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

## Blending/Mixing Area and Equipment

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blending/mixing areas are maintained in good operating condition for their intended purpose
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COMMENTS:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust control system is used and collected material is properly stored or disposed of in accordance with state and federal regulations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COMMENTS:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No pesticides or other toxic materials are stored in blending/mixing area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COMMENTS:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blending/mixing equipment is maintained in good operating condition for their intended purpose(e.g. no signs of blending/mixing equipment leakage)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COMMENTS:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Impregnation equipment is maintained in good operating condition for their intended purpose(e.g. no signs of impregnation equipment leakage)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COMMENTS:</b>			

<b>Y</b>	<b>N</b>	<b>NA</b>	<p>Scales have a valid certification sticker</p>
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	<p>Scales are checked and calibrated  Last checked    /    /  (describe calibration frequency in the comments)</p>
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	<p>Scale maintenance records are on file and available for inspection</p>
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	<p>Meters have a valid certification sticker</p>
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	<p>Meters are checked and calibrated  Last checked    /    /  (describe calibration frequency in the comments)</p>
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	<p>Meters are maintained in good operating condition for their intended purpose (e.g. no signs of meter leakage)</p>
<b>COMMENTS:</b>			

<b>Y</b>	<b>N</b>	<b>NA</b>	Meter maintenance records are on file and available for inspection
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	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)
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Blending/mixing studies for equipment are on file and available for inspection
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Personnel are trained for use of blending/mixing and impregnation equipment
<b>COMMENTS:</b>			

**Distribution Process**

<b>Y</b>	<b>N</b>	<b>NA</b>	Bags and containers are stored appropriately for their intended purpose
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Filled bags and containers are labeled and stored appropriately for their intended purpose
<b>COMMENTS:</b>			

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

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

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, ammonium nitrate material, or anhydrous ammonia <b>**** If N or N/A is checked , inspection is completed*****</b>
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:			

<b>Y</b>	<b>N</b>	<b>NA</b>	Facility has security lighting
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Facility has security cameras
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Facility management is aware of The Fertilizer Institute (TFI) Program, "America's Security Begins With You" available form The TFI website at <a href="http://www.tfi.org">www.tfi.org</a>
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Facility has registered as required per state regulations
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Facility has registered as required per federal regulations
<b>COMMENTS:</b>			
<b>Y</b>	<b>N</b>	<b>NA</b>	Facility maintains records of the sale or transfer of ammonium nitrate
<b>COMMENTS:</b>			



Y	N	NA	Facility takes reasonable actions to ensure the protection of information for the sale or transfer of ammonium nitrate **** <b>Information is to be made available upon request to the appropriate state &amp; federal authority only</b> ****
<b>COMMENTS:</b>			
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
<b>COMMENTS:</b>			
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
<b>COMMENTS:</b>			

**Comments:**

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

Inspector (s)	Person in Charge
(Print Name)	(Signature)
(Signature)	(Signature)
Date	Date