

Firm Information		Stop Information	
Permit # (or 'new applicant')		Stop Date	
Firm Name		Time In	
Street Address		Time Out	
City, State Zip Code		Investigator	
Main Office Phone		Date of Last AN inspection	
Alternate Phone		New Applicant Permit Renewal Re-inspection For Cause (other)	
Fax			
Designated AN Contact			
AN Contact Title			
Email (optional)			
For OTSC Office Use Only			
Program Director Recommendation	Associate Director of Compliance Approval	Director Authorization	
Date	Date	Date	
Pass Inspection Fail Inspection	Approve Permit Cancel Permit Deny Permit Suspend Permit Revoke Permit		

Investigator Instructions

1. Review ALFRIMS to assess the firm’s current registration status and compliance history
2. Determine the appropriate type of inspection
 - a. *If the facility produces or stores:*
 - i. Perform an onsite inspection
 - ii. Interview the owner or operator in charge and employees
 - iii. Review records
 - iv. Enter comments for all questions
 - b. *If the location is renewing a permit to only offer for sale or transfer, you may:*
 - i. Perform the inspection onsite or by phone
 - ii. Interview the owner or operator in charge
 - iii. Enter comments for questions marked with an asterisk (*)
 - iv. Enter 'N/A' for questions # 6, 14, 15
2. For either type of inspection, you may contact the owner or operator by phone to:
 - a. Schedule in advance
 - b. Review the purpose and requirements of the inspection
 - c. Direct management to the resources located at otscweb.tamu.edu/Risk/AmNitrate
3. Submit the completed AN Inspection Form and any supporting documentation or evidence of deficiencies to OTSC

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.**

Describe the location and date of the posted permit.

***2. The facility purchased AN since the last inspection.**

List all supplier name(s) and address(s) since the last inspection. Submit a documentary sample for unpermitted firms.

***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.**

Describe the location of the records and confirm that they are only available to the authorized agencies listed above.

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

Describe the type of sales form and any deficiencies.

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

Describe the procedure, location of the records, and any deficiencies.

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

Inspect the facility. Describe the location of security features, type(s) of security fencing, and/or enclosure. Describe deficiencies and document with photos.

***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.**

Interview the owner or operator. Describe the protocols.

Inspect the facility. Ensure the area is secure. Check for signs of vandalism, theft or other unauthorized access. Verify structural integrity. Describe deficiencies and document with photos.

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

Interview the owner or operator. Describe the location of the inspection record; frequency of inspection, and whether or not the owner/operator verifies each inspection. Describe any deficiencies.

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

Interview the owner or operator. List the date(s) and type(s) of incident. List which, if any, authority was notified (e.g., a law enforcement agency and/or a Suspicious Activity Report to OTSC) for each incident.

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.**

Interview the owner or operator. Describe the location of the AN training record. List all dates of training since the last inspection and name all employees who were trained since the last AN inspection.

***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.**

Interview the owner or operator. List the date and reason for each 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) for each incident.

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.**

Interview the owner or operator. List the filing date (not number). Provide an explanation if registration is incomplete.

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.**

Interview the owner or operator. List the filing date (not number) or provide an explanation if registration is incomplete.

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.

Inspect the facility. 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.

Inspect the facility. Describe storage conditions and the presence of other chemicals and equipment in the fertilizer storage area(s). Describe deficiencies and document with photos.

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

Interview the owner or operator. List the name(s) of the first responder and local Fire Department.

Inspector Comments

Program Director Comments

Associate Director Comments

Director Comments