

BIOSECURITY / SECURITY CHECKLIST

For the Owner/Operator

Fertilizer Manufacturer/Distributor Industry

**Biosecurity and security are part of an all-hazards approach to
Agriculture Safety**

BE PREPARED

- Create a Biosecurity plan for your operation, to be included with your Emergency Plan.
 - For additional information utilize websites such as the following: The Fertilizer Institute (www.tfi.org), the Agricultural Retailers Association (www.aradc.org), etc.
 - Incorporate into your plan, the New Jersey Department of Environmental Protection's Best Management Practices for the Chemical Sector, and the New Jersey Department of Transportation's Best Management Practices, if applicable.
 - For assistance with the plans, contact the New Jersey Department of Agriculture – Division of Markets at 609-292-5575.

BE ALERT

- Talk with your county Emergency Management Coordinator. Let him/her know about your operation's needs and concerns, in the event of a disaster or an emergency. Learn about your county's disaster and emergency evacuation procedures and incorporate the following into your plan:
 - Understand the hazards/risks associated with your area.
 - Develop plans on how and where to evacuate your workers and how to shelter-in-place.
 - Develop procedures to implement if there is a breach in security concerning your operations.
- Develop a list of important phone numbers, with contact names, such as the following: (keep at an on-site and off-site location)
 - Police / Fire / EMS: 9-1-1
 - Local Rutgers Cooperative Research and Extension Agent

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BE ALERT (continued)

- County Emergency Management Coordinator
 - NJ Dept. of Agriculture – Division of Markets (609-292-5575)
 - NJ Dept. of Agriculture – 24-hour number (609-292-8896)
 - Local Department of Health
 - Emergency Notification List, including after hours numbers (e.g. owner, supervisors, workers, vendors, suppliers, etc.). Include a list of essential employees allowed access to the facility during emergencies.
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- Notify authorities of people taking unauthorized pictures or asking questions about operations, security, hazardous materials, etc.

 - Maintain awareness of the location of visitors.
 - Post signs informing visitors where park and where to report.
 - Maintain visitor's log and escort all visitors, including delivery personnel, service support, etc., while on premises.
 - Restrict access to key manufacturing and storage areas.

 - Watch for and report signs of tampering with equipment, hazardous materials, water, product, buildings and utilities.
 - Implement a security plan and have written procedures on steps to take if you suspect or find evidence of contamination, tampering or theft.
 - Ensure your finished products are properly packaged and labeled for traceability.
 - Comply with the security protocols for ammonium nitrate and any other product that can be utilized as a weapon.
 - Have a recall plan with provisions for notification and recall of products that have been shipped or sold.

 - Watch for unusual signs that may indicate possible bioterrorism:
 - Theft of product.
 - Purchase attempts of product by non-agricultural professionals.
 - Discoloration and/or odd smell of fertilizer components.
 - Multiple cases of workers with a mysterious illness, rash, or other signs.
 - Calls from customers with dead/dying crops.

 - Talk with your local Extension Agent to become familiar with the signs of biological, chemical, and physical safety hazards.

 - Maintain situational awareness of on-going threats.

 - Train employees to be alert, vigilant with their surroundings, and who to notify if they see suspicious activity.

Keep the Garden State Safe

BE SECURE

- ❑ Establish Standard Operating Procedures for all areas of your operations.
- ❑ Ensure the physical security of buildings and grounds.
 - Limit access to your operations – consider utilizing perimeter fencing with controlled gate access, electronic security devices, and industrial-type door hardware.
 - Lock discharge gates of all bins, entry/discharge points of tanks, and covers of receiving pits, when not in use. Install guards on exterior ladders of bulk storage tanks and lock when not in use.
 - Maintain adequate internal/external lighting.
- ❑ Limit access to the water/electrical supply and secure them to prevent tampering.
- ❑ Install a security policy and security measures for deliveries to ensure ingredients are safe.
 - Purchase only from an approved list of suppliers.
 - ❑ Determine reputation of contract haulers for container cleanliness and product security during transport.
 - Have your representative present for all deliveries.
 - ❑ Inspect and sample all bulk products before and during off-loading them.
 - Maintain accurate records of products.
- ❑ Maintain up-to-date inventories. Investigate discrepancies immediately.
 - Keep invoices on file.
 - Watch for signs of theft and evidence of tampering.
 - ❑ Inspect storage areas routinely.
- ❑ Pre-screen new employees to establish prospective employee's qualifications and demeanor.
- ❑ Keep vehicles and equipment locked and keys secured, when not in use.
 - Monitor vehicles for inappropriate contents or unauthorized/unusual activity.
- ❑ Restrict access to computers and sensitive documents.
 - Protect computer data with virus protection.
- ❑ Shred sensitive documents before discarding.
- ❑ Train employees to be secure and notify you if they detect a breach in security.

Keep the Garden State Safe

BE CLEAN

- ❑ Keep chemicals and hazardous materials separate from consumable products.
- ❑ Follow sanitary practices to eliminate contamination.
 - Implement a written housekeeping program.
 - Implement a written rodent/pest control program.
- ❑ Provide sanitation and hand-washing facilities.
 - Encourage hand washing with disinfectant soap, especially after using the restroom facilities, handling hazardous materials, etc.
- ❑ Train employees to recognize known characteristics of your products.
- ❑ Train employees to be clean and to notify you if they see discrepancies.

BE CURRENT

- ❑ Practice emergency drills with your employees and with emergency responders.
- ❑ Review and update your plan every year, and after each drill if necessary.

NOTIFY/CALL

- ❑ If you suspect suspicious activity, call local law enforcement and 1-866-4-SAFE-NJ.
- ❑ If you notice workers and/or customers unexpectedly getting sick, notify the local health department and the New Jersey Department of Agriculture.
- ❑ Train employees to notify you if there are concerns/problems.
 - Train them on the proper response procedures.
 - If tampering, contamination, or thefts are suspected, isolate the suspected product and remove workers from the area.
 - Monitor product and facilities until authorities arrive.
- ❑ Train your employees on your plan and to Be Alert, Be Secure, Be Clean and Notify/Call.