



# RESPECT

## Self-Audit Entry Booklet

Entry Deadline: April 30



The miracles of science™

# Environmental Respect Awards Self-Audit Entry Booklet

Established and conducted by DuPont Crop Protection and *CropLife*® Magazine.

## How to Complete This Entry Booklet

An accurate and honest evaluation of your operation is necessary if you are to be considered for the Environmental Respect Award. All information you provide in this entry booklet will be kept confidential throughout the judging process. To complete your entry, follow these steps.

- 1. Answer all questions in the confidential self-audit.** For each question check the box that best describes your operation. Check the "N/A" ("Not Applicable") response only in the following situations:
  - Your company does not handle the product referred to in the question. For example, if you do not handle dry fertilizer, you would check "N/A" for questions that refer to dry fertilizer handling and storage.
  - The question references a condition, procedure or physical attribute that does not apply to your facility. For example, if your water comes from a municipal water supply, you would check "N/A" for questions that refer to wellhead protection.
  - All unanswered questions are counted as a "no" response, which could have a negative impact on your overall evaluation.
- 2. Supply photos and supporting material important to your entry.** In the final selection process added emphasis is placed on the supporting material you include with your entry. Photos do make a difference!
  - Attach photos and supporting evidence representing **only the facility or outlet indicated in the applicant information section. One outlet per entry will be accepted.**
  - Include any printed material you want to use as supporting evidence. Printed material may be newspaper and magazine articles about your business, material used to communicate with and educate your community or emergency response plans or facility maps. Please limit this material to 10 pages maximum.
- 3. Write your personal views on environmental respect** and its impact on your business in the space provided for comments in Section M. These comments are very important during the judging process.
- 4. Complete the applicant and DuPont representative information** in Section N located inside the back cover.
- 5. Send your completed entry to:** Environmental Respect Awards Entry Division  
37733 Euclid Avenue  
Willoughby, OH 44094  
Ph: 440-942-2000 Fax: 440-975-3447

## ENTRY DEADLINE IS APRIL 30

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**Note:** This self-audit is intended to be a service to vegetation managers and retail fertilizer/agricultural chemical dealers. The information is considered dependable and responsible, but DuPont Crop Protection and CropLife® Magazine/Meister Media Worldwide make no express or implied warranties as to the accuracy or use of this evaluation and assume no liability for any injury or damage, direct or consequential, which may be incurred from the use of the material herein. Vegetation managers and retail dealers of fertilizer and agricultural chemical products are advised that the storage, handling and use of the products, and other management practices at their places of business, are governed by federal, state and local laws. Readers must use discretion to determine the applicability and suitability of this document to their own situations.

## Section A: **Materials Transfer and Transport**

Yes No N/A

- 1 Do all bulk product transfers occur within containment that is constructed of materials such as poured concrete, steel, or sealed reinforced concrete block (impermeable and resistant to the product(s) being stored)?
- 2 Is there a movable shroud or sock used for transfer of dry materials to reduce dust emissions?
- 3 Are loading and unloading lines labeled with the product they are used for?
- 4 Can the containment for bulk product transfers hold at least 1,000 gallons or 100% of the capacity of the largest crop protection product container being filled (whichever is less)?
- 5 Have you discussed safety performance standards with the vehicles and operators you use for transport (your own or an outside carrier), and do they meet acceptable safety and performance standards?

Yes No N/A

- 6 For dry materials unloaded by conveyor, is the conveyor covered to keep out surface water and eliminate fugitive dust?
- 7 Are areas under conveyor systems cemented and contained to prevent unnecessary runoff from accidental spills?
- 8 To facilitate cleanup after rail deliveries, is there a concrete pad between and outside the rails at the unloading point?
- 9 Is spilled material prevented from being tracked by trucks beyond the transfer area?
- 10 Do tanks and hoses, including recirculation lines, have shut-off valves?
- 11 Are there spill buckets located at each transfer point?
- 12 Are correct lines and couplers provided at each transfer point?

Please attach photo(s) relating to Materials Transfer here.

**Your Photo  
Goes Here**





Please attach photo(s) relating to Water Source/Rinsing here.

# Your Photo Goes Here

## Section D: **Water/Rinsing**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 If you use a municipal water supply, is this supply protected against back-siphoning?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 If an on-site well supplies the plant, is the well head elevated or curbed to prevent leaks and spills from entering the well? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 Is the wellhead protected against back-siphoning?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 Is the rinse pad curbed to prevent rinsate from being washed off the pad?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 Is rinsate segregated by crop for reuse?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 Is the rinsate recycled for spraying on the field?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7 Is your location in full compliance with the revised anhydrous ammonia regulations issued July 1, 2003?                        |

## Section E: **Shops & Fuels**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 Are above ground fuel tanks contained?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 Is the containment volume of your above ground fuel tanks equal to 110 percent of largest tank's capacity? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 Are underground tanks registered?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 If used oil is stored in drums, are these drums properly labeled and stored in contained areas?            |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 5 Are chemical materials, solvents, paints and lubricants clearly and accurately labeled?                    |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 6 Are solvents and other flammables properly stored and segregated from other chemicals?                     |

## Section F: **Safety and Security**

Yes No

- 1 Have you completed a Security Vulnerability Assessment?
- 2 Is your property fenced?
- 3 Have you implemented a process of regularly scheduled inspection and/or testing for your fencing and other security measures?
- 4 Do you have a sign at your gate/entrance directing all visitors to check in at your office upon arrival?
- 5 Are sight gauges on tanks valved and out of trespassers' reach?
- 6 Are fuel and product tanks and lines near vehicle traffic lanes adequately guarded against damage from vehicle collisions?
- 7 Have you taken special precautions to protect anhydrous ammonia tanks from trespassers?
- 8 Do you periodically inventory quantities of ammonium nitrate and anhydrous ammonia to recognize more quickly whether a theft has occurred?
- 9 Is there a security system in the storage area (i.e., electronic alarm, security camera or night watchman)?
- 10 Have you discussed terms and conditions of ammonium nitrate sales with your employees (i.e., selling only to people you/they know or who have positive and valid identification)?
- 11 Have you familiarized local law enforcement with your on-site security measures?
- 12 Have you updated your LEPC Local Emergency Plan to include responses to criminal or terrorist action?

Yes No N/A

- 13 Have you had local law enforcement personnel present information to your employees on proper response to "strangers" (unfamiliar, not knowledgeable about farming, insistent on ammonium nitrate, etc.)?
- 14 Have you held briefings for your employees on techniques to identify unfamiliar/suspicious individuals and/or unusual transactions?
- 15 Do your employees check driver ID at pick-up time, make sure they have the proper pick-up number, and make sure truck seal numbers match the documentation?
- 16 Is your written emergency plan available and current, and does it include current emergency contact information?
- 17 Do you have emergency contact information for your facility posted outside on the location property?
- 18 Are your employees required to wear the correct protective gear whenever there is potential risk of exposure to hazardous materials?
- 19 Are specially designed respirators and liquid-proof suits available for employees to wear when handling concentrates or very toxic pesticides?
- 20 Do you maintain first aid and eye wash stations in critical locations within your facility?
- 21 Do you provide a laundry service, or other preventive means, for your employees so that potential contaminated clothing is not mixed with the family wash?
- 22 Are gloves, goggles, face masks and aprons available to employees in all mixing areas?





Please attach photo(s) relating to Personal Protection and Services here.

# Your Photo Goes Here

## Section J: Services

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 Do you conduct annual chemical, fertilizer or vegetation management planning with your customers?            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 Do you maintain field-by-field customer records?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 Do you offer soil sampling service to help customers determine nutrient needs and/or chemical use rates?     |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 4 Do you provide container management services (pressure-rinsing, collection and recycling) to your customers? |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 5 Is yours a retail operation that sells directly to farmers or other end-users?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 Do you provide services to assist your customers with crop segregation?                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7 Do you offer scouting services to help guide pest management decision-making?                                |

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8 Do you recommend and apply crop protection products within the principles of Integrated Pest Management, taking into account cultural, biological, ecological, and environmental factors? |

## Section K: Professionalism

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 Do you provide employee training in calibration?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 Do you provide employee training in application skills?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 Do you provide employee training in mixing and loading operations?  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 4 Do you provide employee training in product knowledge — use rates, performance characteristics and precautions?       |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 5 Do you pay for outside training for employees in any of the above areas? (Not including association membership dues.) |

Yes No N/A

- 6 Is your outlet, store or operation a member of any state or national fertilizer/ag chemical or vegetation management association?
- 7 Do you follow application Best Management Practices?
- 8 Do you advise your farm customers of Best Management Practices?
- 9 Are you providing training programs to your employees and farm customers to meet Federal Worker Protection Standards?
- 10 Have members of your outlet or store attended one or more meetings sponsored by your state or a national Fertilizer/Agricultural Chemical Association during the past year?
- 11 Have members of your outlet or store attended one or more meetings sponsored by your state Extension, Natural Resources Department or Forest Services during the past year?

Yes No N/A

- 12 Is your outlet or store a member of the local Chamber of Commerce? (Check N/A if you do not have a local Chamber of Commerce.)
- 13 Are you participating in agricultural chemical container recycling programs? (Check N/A if no programs are available in your area.)
- 14 Do you have a Certified Crop Adviser (CCA) on your staff?

Comments:

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Please attach photo(s) relating to Professionalism here.

**Your Photo  
Goes Here**



Please attach photo(s) relating to Community Outreach here.

**Your Photo  
Goes Here**

Please attach photo(s) relating to Community Outreach here.

**Your Photo  
Goes Here**



# STOP!

Before you continue to Section N ...

Have you:

- Answered all questions in Sections A-M of the self-audit booklet?  
(All unanswered questions will be counted as “No” responses, which could have a negative impact on your overall evaluation.)
- Included photos for each section? (Photos are necessary for your entry to be considered for state, regional and national competition.)
- Filled out comment sections when additional explanation would be helpful?

## Section N: **Business Profile**

### **Check the products and services that you offer.**

#### Products

- Insecticides
- Herbicides
  - bulk  package
- Fungicides
- Seed
- Biotechnology Products

- Bag Fertilizer
- Dry Bulk Fertilizer
- Fluid Fertilizer
- Anhydrous Ammonia

#### Services

- Consulting Services
- Computer Mapping
- Custom Application
  - aerial  ground
- Variable-rate Application
- Vegetation Management
  - utility  brush
  - railway  roadside

### **Applicant Information:**

This section should be filled out and signed by the individual completing this self-audit. Please type or print.

Company Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### **DuPont Representative Information:**

DuPont Representative Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

In signing this, I testify that the information contained in this self-audit application, and material included as supporting evidence for this entry, is an accurate portrayal of the business listed above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Please double-check your booklet before signing. All unanswered questions are counted as a "no" response, which could have a negative impact on your overall evaluation.

## **DEADLINE IS APRIL 30**

