



## Alpha Chemical Ltd. Responsible Distribution® Manual

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**Responsible Distribution Coordinator:** Erica Doucette

**O, H & S Coordinator:** Paul Rawding

**Quality Assurance Administrator:** Wanda Sams

**ALPHA CHEMICAL LTD is committed to operate under the Guidelines of the Canadian Association of Chemical Distributors Code of Practice on Responsible Distribution®.**

**The Company will operate under the Policies, Standards and Procedures that follow or are referred to in this Manual.**



# Alpha Chemical Ltd.

## Responsible Distribution® Manual

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### Company Profile

Founded in Dartmouth, Nova Scotia in 1993 as a distributor of specialty and commodity chemicals to various industries. Alpha Chemical quickly forged strategic alliances with major national and international manufacturers to become a full line chemical distributor in Atlantic Canada. We distribute products directly and indirectly to our customers.

Company founder and President, Eric Efford, has an established track record having spent 25 years working in Atlantic Canada's Chemical distribution industry. Having experience in all major industries and knowledge of the client base in this region, Alpha Chemical is committed to provide the level of service required to meet the high standards necessary in a Supplier – Distributor – Customer Partnership.

In 1999, Alpha Chemical expanded its services and now operates a manufacturing/blending and repackaging facility in Dartmouth, Nova Scotia. Our facility is strategically located at 60 Raddall Avenue in the Burnside Industrial Park to better serve key industrial centers, focusing on specialty and industrial chemicals tailored to our customer's requirements. In 2001, Alpha expanded the facility to include a warehouse. For our customer's convenience, we also store products in public warehousing located in Dartmouth, Nova Scotia, and St. John's, Newfoundland. Rigid quality control specifications on all raw materials and finished goods ensure that our products meet customer demands for excellence and quality.

Alpha Chemical's management team, with over four decades of related experience, is ready to work on our customer's most complex challenges.

Alpha Chemical has less than ten employees with approximate annual sales of 3-6 million. Our commitment to quality is based on the principal to meet our customers' needs and expectations with quality products at competitive prices, delivered on time.



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## RESPONSIBLE DISTRIBUTION® - POLICY STATEMENT

ALPHA CHEMICAL is committed to the responsible distribution of chemical products and to the minimization of risk to the health of employees, customers, contractors and the publics, as well as the protection of the quality of the environment.

As a member of the Canadian Association of Chemical Distributors, ALPHA CHEMICAL will comply with The Distributor Code of Practice and the ethics of Responsible Distribution®.

ALPHA CHEMICAL joins with other CACD members in their efforts to continually improve performance in protecting health, safety and the environment.

ALPHA CHEMICAL also joins with other CACD members in their efforts to continually improve the security of their operations.

All ALPHA CHEMICAL personnel are required to adhere to company policies and procedures and regulations such as, but not limited to, WHMIS, TDG and CEPA.

ALPHA CHEMICAL will manage its business to ensure that recognized health, safety and environmental standards and applicable legal requirements are met or exceeded.


ALPHA CHEMICAL will train employees and communicate with customers, transporters, contractors and interested publics to promote the responsible distribution of chemical products.

ALPHA CHEMICAL will evaluate health, safety and environmental effects and concerns before adding new products to its portfolio.

It is ALPHA CHEMICAL's policy to only select suppliers and service providers who are in compliance with Responsible Care®, Responsible Distribution® or similar codes.

We communicate Health & Safety Information, such as MSDS's, regarding our products to our customers, employees, service providers and interested publics. We will work with them to ensure compliance with ALPHA CHEMICAL's policy.

ALPHA CHEMICAL will not distribute products other than in conformance with the CACD code.

Signed:   
\_\_\_\_\_  
Alpha Chemical Ltd. C.E.O.



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## Health and Safety Policy

- The health and safety of our employees and clients are of paramount importance in the conduct of our business.
- Risks inherent in all operations must be managed to prevent occupational injury or illness.
- All levels of management are responsible and are held accountable for providing a safe work environment with proper equipment, procedures, training and programs.
- All employees must accept their responsibility to comply with health and safety legislation and established rules and procedures. Employees are expected to work in a manner that safeguards themselves, co-workers and clients.
- We expect excellence in health and safety performance to be achieved through the support and active participation of all employees.

A handwritten signature in black ink, appearing to read "R. A. S. Fortin".

Signed: \_\_\_\_\_  
Alpha Chemical Ltd. C.E.O



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## QUALITY MISSION STATEMENT

We are committed:

- to providing quality products, through technical and value-added services and strong alliances;
- to meet and exceed our customers and suppliers expectations;
- to maintaining the highest standards of responsible distribution in an Eco System Conscious Environment.

Signed:

Alpha Chemical Ltd. C.E.O.

## QUALITY POLICY

The success of our company depends upon our ability to satisfy our customer's needs today and tomorrow within an Eco-conscious environment. The achievement of this goal is an uncompromising commitment to quality in all aspects of our business.

Management is responsible and accountable for implementation and continual improvement of our quality program.

Quality is achieved through a single-minded determination toward customer satisfaction with active participation of all employees.

It is imperative that all employees comply with our quality assurance program and diligently implement those guidelines in their daily activities.

The system is documented within the ISO Manual.

Signed:

Alpha Chemical Ltd. C.E.O.

Approved:



# Alpha Chemical Ltd. Responsible Distribution® Manual

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## CORPORATE ENVIRONMENTAL POLICY

Alpha Chemical Limited is committed to conducting its business in a conscientious and integral manner, which meets or exceeds all government regulations.

We follow a continual education process with our staff, management, customers and suppliers as well as the community. Individual awareness and participation is everyone's responsibility when looking after the environment for future generations.

We are an **ECO SYSTEM CONSCIOUS** company and follow 8 guiding principals:

- Distribute chemicals, chemical products and provide services in a manner, which protects people and the environment.
- Provide information about the hazards and associated risks of chemicals, chemical products and services to customers, enabling them to use and dispose of these chemicals and chemical products in a responsible manner.
- Provide information about the hazards and associated risks of distribution activities to employees, contractors, transporters, visitors, sub-distributors and resellers, interested members of the community and emergency first responders.
- Make Responsible Distribution an early and integral part of the planning process leading to the introduction of new products.
- Apply this code to existing, modified and new chemicals, chemical products, services and facilities.
- Comply with all legal requirements, which effect its operations and products.
- Be responsible and sensitive to community concerns.
- Require with due diligence that sub-distributors meet the standards of this code of practice.

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President  
Alpha Chemical Limited  
01/28/04

"This document is reviewed on an annual basis by senior management"

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Changes: Annual Review  
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Approved: \_\_\_\_\_



# Alpha Chemical Ltd.

## Responsible Distribution® Manual

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### Element 1 Code of Practice - General

*Each member company shall have written policies, standards, and procedures, which govern all aspects of the Responsible Distribution of Chemicals, Chemical Products, and Services. Responsibility shall be clearly defined for generating, implementing, auditing and updating them, and for taking corrective action. These policies, standards, and procedures shall meet or exceed all applicable laws and regulations in letter and in spirit.*

*Chemicals, chemical products, and services will not be distributed unless this can be done in accordance with this code.*

In order to implement the Code of Practice ALPHA CHEMICAL will undertake the following steps:

1. ALPHA CHEMICAL will appoint a Responsible Distribution® (RD) Coordinator. The Responsible Distribution Coordinator will be responsible for the following:
  - Generating ALPHA CHEMICAL's policies, standards and procedures.
  - Implementing these policies, standards and procedures under the guide of the President.
  - Continually reviewing the policies, standards and procedures to ensure they are current and fully represent the operations of the company.
  - Arranging to have these policies, standards and procedures verified by a third party.
  - Undertaking corrective action, as determined on the policies, standards and procedures and on their implementation.
  - Maintaining a complete documentation record of all changes.
  - Ensuring that no product is introduced into the system until all requirements are met.
  
2. ALPHA CHEMICAL will appoint an Occupational Health and Safety (OH&S) Coordinator for the facility. The Coordinator will be responsible for the following:
  - The monitoring, recording and evaluation of the health, safety and environmental requirements for the location.
  - The setting up and ongoing operation of a joint employee and management health and safety committee.



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3. ALPHA CHEMICAL will appoint a Quality Assurance Administrator for the facility. The Administrator will be responsible for the following:
- The preparation, maintenance and documentation of the Alpha Chemical Quality System.
  - Assisting in the operation of the Responsible Distribution Manual application.
  - The management of the MSDS system.
  - The upkeep of records of the above and any others as further defined in this Manual.

Procedure(s) Title & No:	#1-Organization & Authority Chart #2-Record Keeping & Corrective Action #3-Verification of Responsible Distribution Manual & System
Form (s) No.	A 2. Monthly Safety Inspection Report A 3. Annual RD Review Report A 7. Corporate Policies Checklist Report
Self Assessment Forms:	# n/a
Other Documents:	Information Bulletin # 1 Responsible Distribution # 2 Responsible Distribution & Product Stewardship





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### 2.2 *Monitor its safety and health performance as well as working environment with the objective of identifying and minimizing actual or potential occupational safety and health problems*

The Company will establish a program to review its safety and health performance, investigating any incidents or near misses that occur and taking the required corrective actions. The company will also conduct a monthly Safety Inspection.

Procedure(s) Title & No: #7-Accident & Incident Reporting & Review  
#8-Customer & Government Audits & Inspections

Form (s) No. A 1. Incident Near Miss Report  
A 2. Monthly Safety Inspection Report  
A 10. Contract Warehouse Report

Self Assessment Forms: # n/a

### 2.3 *Establish written standards for the proper siting of distribution facilities and for the proper ongoing security of these facilities*

The Company will maintain records of permits required for operating at their sites and will establish appropriate security arrangements to ensure the integrity of their operation. Alarm checks will be completed monthly by RD Coordinator to ensure site alarms are communicating with monitoring station. Results will be recorded on the monthly inspection report and filed accordingly.

All visitors are required to sign in upon entering our blending/repackaging facility on 60 Raddall Avenue. In addition, each visitor will be given a 'visitor pass' with the evacuation route outlined on the back of the visitor pass. The pass will be signed in when entering and out when leaving.

Visitors who enter any part of the facility other than the office are required to be given instruction on emergency warnings and where to assemble in case of an evacuation.

Procedure(s) Title & No: #9-Security  
#10-Operating Permits

Form (s) No. A 2. Monthly Safety Inspection Report  
A 11 Visitor Sign-In

Self Assessment Forms: # n/a

Other Documents: Information Bulletin # 13 Security & Terrorism  
Plans D1, 2, 3 & 4  
Visitor Pass Card





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- #14-Segregation in Storage
- #15-Container Management, Testing & Cleaning
- #16-Product Packaging & Labeling
- #17-Fork Lift Use
- #18-Waste Handling & Disposal
- #19-Product Quarantine

Form (s) No.

- A 5. Personal Training Record Form
- A 9. Personal Protective Equipment List
- A 10 Contract Warehouse Report
- A 16. Release & Shipment Instruction
- A 21. Pre-Job Checklist Bulk Transfers/Blending
- A 25. Fork Lift Truck Operators Daily/Weekly Inspection Report
- IBC Test and Inspection Check List – Refer to ISO
- Production Batch Sheet – Refer to ISO
- Internal Work Order – Refer to ISO
- WO Maintenance Record – Refer to ISO

Self Assessment Forms:

- B 2 Chemical Warehouse Owner/Operator

Other Documents:

- WHMIS & CEPA Regulations

- 2.5 *Provide employees and contractors with information about the hazards and risks associated with distribution activities, and training in the handling of chemicals and chemical products including, the cleaning of tanks and drums, the proper management of self-generated waste and empty containers; transfer of goods from one container to another, including bulk to smaller containers; and, the packaging of chemicals and chemical products***

The Company will establish required Procedures and maintain full training records as required by their operations.

Alpha has no permanent contract employees. However, in the event of temporary and visiting work crew a 'safe work permit' will be completed and all hazards explained before any work commences through the understanding of product MSDS's and safety procedures for the said product.

In addition, the operations technician will complete a pre-job checklist for any transference of chemicals from one container to another. All transfers will be subject to safety and spill containment requirements.





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All carriers must meet the following requirements:

1. The carrier must be a fully registered and insured carrier.
2. The Carrier and Drivers must be qualified to handle the products to be transported.
3. The carrier has undergone ALPHA CHEMICAL's self-assessment and was found to meet ALPHA CHEMICAL's requirements (see Appendix). Furthermore, Alpha reserves the discretion to use carriers with whom we have developed a proven track record.
4. The vehicle is appropriate and approved to carry the products to be shipped. (Bulk & Packaged Goods)

Procedure(s) Title & No: #24-Carrier and Route Selection & Evaluation,  
#25-Customer Product Pickup  
#26-Transportation Load Compatibility & Security

Form (s) No.: A 15. Motor Carrier Assessment & Approved List

Self Assessment Forms: B 4. CACD's Carrier evaluation

Other Documents: Information Bulletin # 8 Transportation Emergency  
Response Guide  
Information Bulletin #12 Segregating Products in  
Transportation

Carrier Route Selection requirements:

As part of Carrier evaluation, route selection will be addressed to ensure that chemicals are only transported on commercial routes and, if applicable, Dangerous Goods routes.

Procedure(s) Title & No: #24-Carrier and Route Selection & Evaluation,

Form (s) No.: n/a

Self Assessment Forms: B 4. CACD's Carrier evaluation

Other Documents: Information Bulletin #8 Transportation Emergency  
Response Guide



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## 2.7 *Audit and update the components of this program on a regular basis*

The Company's responsible distribution system will be verified and updated by the Responsible Distribution Coordinator or a third party using appropriate bulletins, manuals and other information from CACD. Information Bulletin #6 "Questions to Consider" may be used as review of the company's operation.

The review will include all suppliers including suppliers of services. CACD Assessment program and forms will be used and the results evaluated and results documented.

The review will also address the need to meet or exceed all applicable Laws & Regulations.

The report on the review and any recommendations will be submitted to the President.

All results will be documented and any required corrective actions will be undertaken and fully recorded.

Procedure(s) Title & No	#2- Record Keeping & Corrective Action #3- Verification of Responsible Distribution Manual & System
Form (s) No.	A.3 Annual Inspection Report A.18 Request for Changes to Manuals and Procedures CAR/PAR-Refer to ISO
Self Assessment Forms:	as applicable
Other Documents:	Information Bulletin #6 "Questions to Consider"

## 2.8 *Meet the awareness requirements of the community*

The Company will set up a program to become involved in its community, using CACD's Information Bulletins #7A & B as tools to establish the community.

Membership in a local CAER or similar group will assist in meeting this requirement.

Procedure(s) Title & No:	#9-Security #28-Drills & Exercises
Form (s) No.	A.4 Emergency Call Report
Self Assessment Forms:	# n/a
Other Documents:	Information Bulletin #7A & B





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## Element 3 Code of Practice - Communication of Information

*Each member company shall have written procedures in place to:*

**3.1 *Obtain, understand, and then provide, up-to-date material safety data sheets (MSDS) to the customer's designated representative preceding, or at least accompanying, initial shipment of all chemicals and chemical products, including commercial samples***

The Company maintains a MSDS File for all its products. The Quality Assurance Administrator is responsible for managing the file.

The file contains supplier's MSDS's for all products and where required the corresponding equivalent Company MSDS's. The Company MSDS's are produced from the original supplier's MSDS's. Company MSDS's are produced for all Alpha Chemical packaged and blended products.

ALPHA CHEMICAL's MSDS's are updated when new MSDS's are received from suppliers or at the triggered expiry date, i.e. 3 years after the last update. After every revision a new copy is sent to all customers with their next shipment. MSDS's are also emailed to Canutec and to the contracted emergency responder, to contracted warehouses or terminal operators.

It is Alpha's policy to send new customers appropriate MSDS's with the first shipment of products, including commercial samples. Repeat customers are flagged through accounting to send new MSDS every 3 years from purchase of first order. Alpha records that the MSDS it sent on Packing Slips / Bills of Ladings. Alpha request that suppliers, on direct shipments, send the MSDS with the shipment to the customer.

Procedure(s) Title & No:	n/a
Form (s) No.	A.12 MSDS Document Control Sheet
Self Assessment Forms:	# B 1. Customer Assessment
Other Documents:	Information Bulletin # 5 Understanding an MSDS Information Bulletin # 3 A Customer Risk Assessment Process Information Bulletin # 4 Customer Self-Assessment Process



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### 3.2 *Provide information on management of waste material and empty containers in keeping with the material safety data sheets, as they apply, and any other pertinent information.*

It is ALPHA CHEMICAL's policy to provide customers (and other parties likely to manipulate a given product) all information, which could be vital for their health and safety. In some cases such information can be supplemental to what is included on MSDS's be this because the information is new or is additional to that provided by the originator of the MSDS.

ALPHA CHEMICAL will also make management or supplier resources available to assist customers on resolving specific problems.

Procedure(s) Title & No:	#31-Additional Product Handling & Waste Information
Self Assessment Forms:	# B 1. Customer Assessment
Other Documents:	Information Bulletin # 5 Understanding an MSDS Information Bulletin # 3 A Customer Risk Assessment Process Information Bulletin # 4 Customer Self-Assessment Process

### 3.3 *Provide to the customer that information which the member believes to be vital to the health and safety of the end-user and which is supplementary to the material safety data sheets, and require, with due diligence, communication by the customer of such information to the end-user as a condition of sale.*

The Company will attempt to ensure that information on hazards of its products be transmitted by its customers to their customers to ensure the health and safety of all persons who may come in contact with the product.

Procedure(s) Title & No:	#31 Additional Product Handling & Waste Information
Form (s) No.	A8 General Information Meeting Report A.8a Meeting Attendance Control Sheet
Self Assessment Forms:	# B1 Customer Assessment
Other Documents:	Information Bulletin # 1 "Responsible Distribution." Information Bulletin # 2 "Responsible Distribution and Product Stewardship." Information Bulletin # 3 "A Customer Risk Assessment Process." Information Bulletin # 4 "Customer Self Assessment Process."



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## Element 4 Code of Practice - Compliance with Legal Requirements

*Each member company shall have a program in place to:*

### **4.1 *Meet or exceed all legal requirements related to distribution of chemicals, chemical products, services, and information***

ALPHA CHEMICAL's policy statement comprises a commitment to meet or exceed all legal requirements related to the distribution of chemical products and services.

It is the responsibility of the Responsible Distribution Coordinator that this commitment is met; the periodic audit of company practices will also cover this point.

The major pieces of legislation relative to distribution are:

- The Transportation of Dangerous Goods Act - Clear Language Edition;
- The WHMIS Regulations;
- The CEPA Act and Regulations, in particular New Substance Notification and the DSL;
- And any other required legislation (Federal, Provincial or Local) that is relevant to the Company's Products.

Procedure(s) Title & No:	#4-Training Program & Recording
Form (s) No.	A.5 Personal Training Record Form A.8 General Information Meeting Report A.8a Meeting Attendance Control Sheet
Other Documents:	Information Bulletin # 14 Initial Employee Training

### **4.2 *Communicate with its own and contract employees and ensure they are trained to understand and comply with all requirements of the law***

These requirements are communicated to all employees and appropriate training is provided and the training documented and maintained current. Alpha does not have permanent contract employees at this time. However, if and when Alpha Chemical hires contract employees, they will receive training to ensure that they understand and comply with applicable requirements of the law.

Procedure(s) Title & No:	#4-Training Program & Recording #22-General, Employee Safety & Information Meetings
Form (s) No.	A.5 Personal Training Record Form A.8 General Information Meeting Report A.8a Meeting Attendance Control Sheet

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## Element 5 Code of Practice - Interaction with Selected Organizations, Governments and Communities

*Each member company should have a program to work actively with and assist selected organizations, governments, and communities in establishing standards for continuously improving chemical distribution activities. Specifically, each member should:*

### **5.1 *Interact with organization(s), association(s), and government(s), speaking on behalf of the Canadian Association of Chemical Distributors' Responsible Distribution Policy***

Alpha actively supports the CACD's Responsible Distribution® ethic and the standards arising from this and will interact as appropriate with governments and organizations. Alpha representatives attend the CACD's training seminars.

Alpha's sales force has the mandate to raise the awareness in Responsible Distribution® with actual and potential customers regarding improvement of their practices in the manipulation of chemical products. Management or supplier representatives are available to support this effort.

Alpha has contacted the local fire department and surrounding neighbors raising awareness with regards to business practices and responsible distribution.

Alpha has undergone and successfully completed its environmental assessment with the Nova Scotia Department of Environment regarding its continuous expansions.

Procedure(s) Title & No: #22- General, Employee Safety & Information Meetings

Form (s) No. A.8 General Employee Safety & Information Meeting Report

Self Assessment Forms: # n/a

Other Documents: Information Bulletin # 7A&B Effective Community Dialogue

### **5.2 *Interact with community groups to raise awareness of existing practices and planned improvements in chemical distribution activities***

Alpha's representatives will, when given the invitation, speak to community groups regarding improvements in chemical distribution activities notably management of risk and transportation.

Alpha will make an effort to play an active role in community groups involved in chemical awareness.



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Procedure(s) Title & No: #22-General Employee Information Meetings

Other Documents: Information Bulletin # 7A&B Effective Community Dialogue

### ***5.3 Inform and update its employees on chemical distribution standards and encourage them to improve the perception of chemical distribution***

Alpha's employees are fully informed on Alpha's commitments and are encouraged to improve the perception of "chemicals" in their families and communities.

The topic of "Responsible Distribution" is regularly on the agendas of Meetings attended by all employees.

The Responsible Distribution Coordinator has the mandate to update employees on ALPHA CHEMICAL's "Responsible Distribution" commitment.

Procedure(s) Title & No: #22- General Information Meetings

Form (s) No. A.8 General Information Meeting Report  
A.8a Meeting Attendance Control Sheet

### ***5.4 Influence the establishment of chemical distribution public policies standards and regulations that reflect changing environmental, community, governmental, industry and distribution activities***

ALPHA CHEMICAL will promote public policies and the establishment of regulations and standards aimed at the ongoing improvement of all activities related to the distribution of chemicals.

Procedure(s) Title & No: #22-General Information Meetings



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## Element 6 Code of Practice - Requirements Pertaining to Sub-Distribution

Alpha Chemical has no Sub-Distributors under contract.

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### **7.2 *Establish criteria for the selection of suppliers based on their capability to meet the applicable area of the distributor code***

ALPHA CHEMICAL will assess each Supplier of Services and apply as applicable the ethic and principles of Responsible Distribution to their approval process. If the Service Supplier has been assessed by another Responsible Distribution or Responsible Care Company, then this can be the basis of our approval. However specific requirements may need to be addressed and documented.

Procedure(s) Title & No: #32-Product Supplier Selection & Evaluation Policy  
#33- Service Supplier Selection Evaluation & Operation

Self Assessment Forms: # B 2. To B 12. Various Supplier Assessment Forms

Other Documents: Information Bulletin # 10 Selecting & Verifying  
Your ER Contractor  
Information Bulletin #11 Assessing & Selecting  
Your Public Warehouse

### **7.3 *Assess suppliers' performance, as appropriate, against the criteria***

The Company will ensure those Suppliers of Product and Services are evaluated prior to doing business with that company (See Appendix for assessment documents),

Procedure(s) Title & No: #32-Product Supplier Selection & Evaluation Policy  
#33- Service Supplier Selection Evaluation & Operation

Self Assessment Forms: # B 2. To B 12. Various Supplier Assessment Forms

### **7.4 *Take any follow-up actions to cause the supplier to correct shortcomings including, if necessary, termination of agreement to purchase***

The Company will, on a regular basis, review its arrangements with a supplier and address any problems to ensure they are corrected.

If unable to correct shortcomings the Company will terminate business with that supplier.

Procedure(s) Title & No: #32-Product Supplier Selection & Evaluation Policy  
#33- Service Supplier Selection Evaluation & Operation



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**7.5 *Allow new chemicals and chemical products into the member's distribution network only after all the preceding requirements have been met***

ALPHA CHEMICAL will only introduce new products or services into the Company after all conditions laid out in the CACD's Distributor Code of Practice have been met.

Procedure(s) Title & No:	#6-Product Assessment & Introduction
Form (s) No.	A.6 Product Introduction & Information Report
Self Assessment Forms:	# n/a
Other Documents:	Information Bulletin # 5 Understanding an MSDS WHMIS, CEPA (DSL) & TDG Regulations



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## APPENDIX

The Appendix contains:

- Reporting forms for the use of the Company,
- CACD's Assessment Forms to be used with Suppliers and Customers,
- CACD's Information Bulletins, to be used as tools and for distribution to promote Responsible Distribution.
- Plans
- Procedures

### A. Report Forms

1. Incident Near Miss Report
2. Monthly Safety Inspection Report
3. Annual Inspection Report
4. Emergency Call Report
5. Personal Training Record Form
6. Product Introduction & Information Report
7. Corporate Policies Checklist Report
8. General Information Meeting Report
9. Personal Protective Equipment List
10. Contract Warehouse Report
11. Visitor Sign-In
12. MSDS Document Control Sheet
13. Warehouse/Miscellaneous Supplier Assessment & Approved List
14. New Product Warehouse Advice
15. Motor Carrier Assessment & Approved List
16. Release & Shipment Instructions
17. Return for Credit
18. Request for Changes to Manuals and Procedures
19. Product Supplier Assessment & Approved List
20. Training Matrix
21. Pre-Job Checklist Bulk Transfers/Blending
22. Deleted
23. Deleted
24. Deleted
25. Fork Lift Truck Operator's Daily/Weekly Inspection Report
26. Deleted
27. Deleted
28. Deleted
29. Alpha Empty Drum Inventory
30. Waste Management Record
31. Tote Tank Tracking Chart
32. Pail Inventory

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*Anica L. Doucette*



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33. Customer Self Assessment Checklist
34. Supplier Self-Assessment Checklist
35. Safe Work Permit
36. Daily Site Evaluation
- Waste Manifest
- CAR/PAR – Refer to ISO
- W.O. Maintenance Record – Refer to ISO
- Internal Work Order – Refer to ISO
- Production Batch Sheet – Refer to ISO
- IBC Test and Inspection – Refer to ISO

### **B. Policy & Self Assessment Forms**

1. Customer
2. Sub-Distributor
3. Chemical Product Suppliers
4. Warehouse Owner/Operator
5. Chemical Terminal Service
6. Motor Carrier
7. Rail Carrier
8. Marine Carrier
9. Chemical Service Supplier
10. Manufacturing Services Supplier
11. Contract Laboratory
12. Hazardous Waste Management

### **CACD Information Bulletins**

1. Responsible Distribution®
2. Responsible Distribution® and Product Stewardship
3. A Customer Risk Assessment Process
4. Customer Self Assessment Process
5. Understanding an MSDS
6. Question to Consider
- 7.A&B Effective Community Dialogue
8. Transportation Emergency Response Guide
9. In-House Emergency Response Planning
10. Selecting and Verifying Your Emergency Response Contractor
11. Assessing and Selecting Your Public Warehouse
12. Segregation of Products in Transportation
13. Security and Terrorism
14. Initial Employment Training



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- C. **Plans**
  - 1. Office Building Plan
  - 2. Plant and Warehouse Site Plan
  - 3. Plant Neighborhood Plan
  - 4. Contract Warehouse Plans
  
- D. **Procedures**
  - 1. Organization & Authority Chart
  - 2. Record Keeping & Corrective Action
  - 3. Verification of Responsible Distribution Manual & System
  - 4. Training Program & Recording
  - 5. Contract Warehouse Selection, Evaluation & Operation
  - 6. Product Assessment & Introduction
  - 7. Accident & Incident Reporting & Review
  - 8. Customer and Government Audits & Inspections
  - 9. Security
  - 10. Operating Permits
  - 11. Two-Man Rule
  - 12. Tank Storage, Lines & Pumps
  - 13. Spill Containment, Tanks & Facility
  - 14. Segregation in Storage
  - 15. Container Management, Testing & Cleaning
  - 16. Product Packaging & Labeling
  - 17. Fork Lift Use
  - 18. Waste Handling & Disposal
  - 19. Product Quarantine
  - 20. --Deleted--
  - 21. Personal Protective Equipment
  - 22. General Information Meetings
  - 23. Safety Shower & Eye Wash
  - 24. Carrier & Route Selection & Evaluation
  - 25. Customer Product Pickup
  - 26. Transportation Load Compatibility & Security
  - 27. --Deleted--
  - 28. Drills & Exercises
  - 29. --Deleted--
  - 30. Emergency Response Plan
    - 30.0 Emergency Response Policy
    - 30.1 Organization and Responsibility
    - 30.2 Emergency Telephone Call System
    - 30.3 24 Hour Telephone Answering Service
    - 30.4 Canutec
    - 30.5 Notification and Communication



## Alpha Chemical Ltd. Responsible Distribution® Manual

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- 30.6 Evacuation Procedures
- 30.7 Potential Emergencies and Action Plans
- 30.8 Emergency Response Contractor's Arrangements
- 30.9 Liquid Product Spill Response Plan
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- 30.11 Personal Injury – Immediate Response Procedure
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