



AWSA Protocol E11

Standard Operating Procedure – Inventory Management of Seed Treatment Products

Objective: to ensure the accurate tracing, documentation, storage, and availability of seed treatment product inventory information at K3 Seeds for operational control and emergency response purposes.

Equipment/topics covered: seed treatment products, seed treatment storage areas, inventory logs, and associated documentation.

Procedure:

1. Inventory tracking and documentation:
 - a. Maintain an up-to-date inventory record of all seed treatment products stored on site.
 - b. Inventory records shall include:
 - i. Product name.
 - ii. PCP registration number (where applicable).
 - iii. Quantity onsite.
 - iv. Container size/type.
 - v. Storage location.
 - c. Inventory records shall be updated monthly. Inventory records and seed treatment records shall be retained by K3 Seeds management for emergency response and audit purposes.
2. Storage and identification:
 - a. All seed treatment products shall remain properly labelled and stored within designated storage or treatment areas.
 - b. Partially used containers and active totes connected to treatment systems shall be clearly identifiable and maintained within containment areas.
 - c. Damaged, leaking, or improperly labelled containers shall be reported immediately to the supervisor or designated emergency coordinator.
3. Inventory verification:
 - a. A physical inventory inspection shall be completed regularly during active periods to verify inventory accuracy and identify deficiencies or discrepancies.



- b. Inventory discrepancies, damaged containers, or missing product shall be investigated and documented.
- c. Emergency response information, including current product inventory and applicable SDS documentation, shall remain readily accessible to employees and emergency responders.

4. Emergency response preparedness:

- a. Current inventory information shall be made available to emergency responders in the event of:
 - i. Fire.
 - ii. Spill.
 - iii. Leak.
 - iv. Employee exposure.
 - v. Environmental incident.
- b. Safety Data Sheets (SDS) corresponding to all seed treatment products onsite shall be maintained and accessible at all times
- c. Employees involved in seed treatment operations shall be trained on:
 - i. Inventory management procedures.
 - ii. Product identification.
 - iii. Emergency notification procedures.
 - iv. Spill response procedures.

5. Review and revision:

- a. Regularly review and update these written procedures as needed to incorporate changes in regulations, proper use, operational practices, or workplace conditions.
- b. Seek feedback from employees and management personnel to identify areas for improvement in inventory management procedures.

Note: any deviations from this SOP or unexpected issues encountered during the care and use should be reported to the supervisor or safety officer for further evaluation and resolution. Safety should always be the top priority during maintenance activities.