



AWSA Protocol E12

Standard Operating Procedure – Receiving and Transportation of Seed Treatment Products

Objective: to ensure the safe receiving, pickup, handling, and transportation of seed treatment products at K3 Seeds in accordance with applicable Transportation of Dangerous Goods (TDG) regulations.

Equipment/topics covered: seed treatment products, transport vehicles, shipping documents, SDS, storage containers, and receiving goods.

Procedure:

1. Receiving and pickup procedures:

- a. All seed treatment products received or picked up by K3 Seeds shall comply with applicable Transportation of Dangerous Goods (TDG) regulations
- b. Employees involved in receiving or transporting seed treatment products shall receive appropriate TDG awareness and handling training applicable to their job responsibilities.
- c. Only properly labelled and sealed seed treatment containers shall be accepted or transported.
- d. Damaged, leaking, or improperly labeled containers shall not be accepted and shall be reported immediately to the supervisor or designated safety officer.

2. Transportation and documentation:

- a. Shipping documentation provided by the supplier or retailer shall accompany applicable seed treatment products during transport.
- b. Applicable documentation and Safety Data Sheets (SDS) shall be maintained and accessible at K3 Seeds.
- c. Employees transporting seed treatment products shall ensure:
 - i. Products are properly secured.
 - ii. Containers remain upright and protected from damage.
 - iii. Transport vehicles are operated safely.
- d. Seed treatment products shall be transported directly to the designated accredited storage or treatment area upon arrival onsite.

3. Inspections and storage:

- a. Seed treatment containers shall be visually inspected upon receipt for:



- i. Leaks.
 - ii. Damage.
 - iii. Missing labels.
 - iv. Signs of contamination.
 - b. Any damaged or leaking containers shall be isolated within containment areas and managed according to spill response procedures.
 - c. Inventory records shall be updated upon receipt of seed treatment products.
- 4. Emergency response:
 - a. Any transportation incident, spill, leak, or damage container encountered during transport or receiving activities shall be reported immediately to management.
 - b. Spill response procedures and emergency contact information shall remain accessible during receiving and transport activities.
 - c. Employees shall refer to applicable SDS documentation for emergency response procedures involving seed treatment products.
- 5. Review and revision:
 - a. Regularly review and update these written procedures as needed to incorporate changes in TDG regulations, operational practices, or workplace conditions.
 - b. Seek feedback from employees, supervisors, and safety personnel shall be considered during procedure reviews.

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