SOP

Tracking Procedures

Tracked products on farms of 4 ha or more

Key point: tracking records what happens to a substance from the time you receive it until it is used, transferred or disposed of. A competent person must be responsible for it the whole time. An inventory is not a tracking record.

Is it tracked?

Is the product class 6.1A, 6.1B or 5.1.1A, or a tracked VTA or fumigant?

YES

Track it

Use the tracking form from the day it arrives, and keep it under a competent person's control or secured.

NO OR UNSURE

Check before you assume

Use the SDS, your supplier or the WorkSafe Hazardous Substances Calculator. It still goes on your inventory.

Who is responsible?

The business

The business managing or controlling the farm keeps the record, including transfers and disposal.

Competent person

A certified handler, or someone with the required information, instruction and training.

Everyone handling it

Update the form as soon as product is received, moved, used or disposed of (good practice).

When to update the form

1. Received

Name and amount, where it is held and the competent person in control.

2. Moved or used

New exact location and amount. Record each use, so the balance stays right.

3. Transferred

Substance, date, and the name and address of the business receiving it.

4. Disposed of

How much, how, when and where, for the product and its container.

Next page: what the record must show, transfers, time limits, and what to do if something goes wrong

What the record must show

- [ ] Competent person's name, position and contact details
- [ ] Substance name and quantity
- [ ] Certified handler: certificate expiry date, hazard classes and lifecycle phases
- [ ] Each use or transfer: substance, date, receiving business and address
- [ ] Workplace address
- [ ] Exact location, findable by an inspector
- [ ] Unique container identifiers, for certain VTAs
- [ ] Disposal: quantity, method, when and where

Sending or receiving product

SENDING

Only to another business, with written notice first
Get written confirmation that a competent person at the destination will accept responsibility, with supporting documents such as certificates or training records.

RECEIVING

Give your supplier the written notification before delivery
Confirm your competent person. Include your location compliance certificate if your site needs one. Then start your record on arrival.

Time limits

INSPECTOR	INSPECTOR	KEEP RECORD	KEEP RECORD
2 min	**1 hour**	**12 months**	**3 years**
to identify the location from the record	to find it, or sooner if your emergency plan says so	after transfer	after disposal

Check the record against what is on the shelf at least every three months, and fix differences straight away (good practice). Keep a copy away from the store.

If something goes wrong

111	0800 764 766	0800 030 040
Fire, injury or uncontained spill	National Poisons Centre, 24 hours	WorkSafe, if a notifiable event

1. Lost or stolen product: tell your employer and Police (good practice), and record what is missing.
2. Record does not match the stock: recount, check recent use and transfers, and find the difference.
3. Spill or damage: follow your emergency plan, then record the quantity lost and how it was disposed of.
4. Emergency services attending: give them the location and details from the record and inventory.

Summary only. Check your tracking form, licence or certificate conditions: WorkSafe guidance on tracking hazardous substances, agrichemical tracking and certified handlers; National Poisons Centre.