



**Randi Kozak, CRSP**  
Manager, Operations Compliance  
Environmental, Health & Safety  
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June 22, 2017

Tracey Braun, Director  
Manitoba Sustainable Development  
123 Main Street, Suite 160  
Winnipeg MB R3C 1A5

**Re: Environment Act License Notice of Closure – Binscarth, MB – License 1951 RRRR – File 3873.00**

Dear Tracey,

Crop Production Services (Canada) Inc. would like to inform you that we no longer plan to operate the Binscarth, MB site located on Lot 1 of Plan 36688 NLTO on the SE ¼ of 22-19-28 WPM in the Municipality of Russell-Binscarth.

Please find attached a documented verification of the completion of our internal Branch Closing Procedure for Binscarth, MB which has been formally approved by yourself as meeting the decommissioning requirements of the Environment Act License.

Sincerely,

A handwritten signature in blue ink that reads "Randi Kozak".

Randi Kozak, CRSP  
Manager, Operations Compliance  
Crop Production Services (Canada) Inc.

Branch Closing Inspection  
Submitted by: Tim Dietz

Kevin Adair Comments: 5/25/2017 7:18:34 AM  
No Comments

**Location**

Binscarth (7091)  
Hwy 16 1 mile N. 1/2 mile W.  
Binscarth, MB R0J 0G0  
Canada  
Phone: (204)532-5200  
East Retail  
Manitoba  
Closure of main site, Viterra property lease. NH3 site still in operation.  
ELA Number: 72150

**Outside Party**

Crop Production Services  
Tim Dietz  
Box 770 Station Main  
Regina, SK S4P 3A8  
Country: CAN  
Phone: 306-730-8351  
Other  
Company Employee

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**Physical Address**

Same as Mailing Address

**Branch Closing Inspection**

<b>Location Name and Branch Number:</b>	Binscarth 7091
<b>Asmark 5-digit Number:</b>	45300
<b>Is there currently a lease or consignment agreement?:</b>	Yes
<b>Other Party (if Lease or Consignment):</b>	Viterra
<b>Will we discontinue lease or sell the property?:</b>	Lease
<b>Expected Close Date:</b>	5/24/2017
<b>Will location continue to store any CPS</b>	No

**owned inventory?:**

**Will location house any CPS employees?:** No

**Physical Address:** Hwy 16  
Binscarth, MB R0J 0J0  
CAN

**Contact:** Tim Dietz

**Phone:** 306-730-8351

### Appendix A

#### Accounting

Forward petty cash and receipts to accounting

N/A

Transfer/return all computer equipment

N/A

Discontinue applicable utilities, mail and phone service

No utilities under agreement with Viterra, will notify

#### Asset Management

Evaluate transfer of storage tanks to other locations or dispose of properly.

Yes storage tanks will be posted tender for sale

Transfer Application equipment

No NH3 equipment on asset list, will need to create new location for NH3 site

Transfer Shop tools, shop equipment and parts

Yes to Roblin

Transfers all office equipment

N/A

Transfer vehicles

No NH3 trucks to be transferred

Transfer tractors, trucks, and other yard equipment

No in progress

Verify fixed inventory and complete appropriate asset transfer forms

Yes

#### Credit

Verify all sales and services have been billed

N/A

Verify all payments have been forwarded

N/A

Identify all open account to be collected

N/A

Secure credit files including account receivable, unpaid invoices, and claims documents

N/A

Secure customer credit files including credit background

N/A

**Human Resources**

Keys to office or other offsite properties have been collected

Yes housed at Roblin

Vehicles are accounted for

N/A

Credit Cards have been collected and managed according to the procedure

N/A

Personal electronic devices have been collected (Cell Phones, PDA's, iPads, paging equipment, etc.)

N/A

All company records of any kind have been managed properly

N/A

Phone Cards have been collected.

N/A

Computers and Laptop are accounted for.

N/A

Any special agreements with employees that management is not aware have been disclosed.

N/A

**Inventory**

Transfer all saleable package chemicals (properly manage out of date or out of registration products)

Yes

Transfer all saleable bulk chemicals

N/A

Transfer all Liquid fertilizer (properly manage tank sludge/residues)

Yes vac truck removed

Transfer all sellable Dry Fertilizer

N/A

Transfer all Petroleum products

N/A

**Other**

Other Comments or Issues Related to Site Closure

NH3 NH3 site still in operation, closure of main site only

**Appendix B**

**Bulk Chemical Storage**

All saleable chemicals are transferred

Yes

All non saleable chemicals are left on site until properly disposed of.

No

Tanks and plumbing are properly cleaned.

N/A

Product labels remain attached for last product in tanks until properly cleaned.

N/A

Tanks remain in containment until properly cleaned.

N/A

Floor and containment sump areas are clean.

N/A

No evidence of product spillage.

N/A

The building is secured from unauthorized entry.

Yes

Retain bulk chemical logs and forward to EH&S Department.

N/A

Mini bulk tanks must be transferred or recycled. Labels attached for last product in tank until properly cleaned. Do not transfer tanks with non saleable product in them.

N/A

### **Dry Fertilizer Storage**

Verify all saleable inventories are transferred.

N/A

Verify all loose fertilizer is cleaned up from blending area, aisles, and bins.

N/A

Verify all tailings and floor sweepings are properly disposed of.

N/A

Verify areas around outside conveyors and legs are clean and show no signs of spillage.

N/A

Secure all ladders on legs to prevent unauthorized use.

N/A

Verify all equipment is locked out to prevent accidental start up.

N/A

Verify building is secure and any openings left after equipment removal are secured.

N/A

### **Facility Grounds**

Verify all Company signs have been removed.

Yes

Verify all trash and unusable materials are removed and properly disposed of or recycled.

Yes

Properly manage any area that shows signs of spillage.

Yes

Empty fuel tanks and notify supplier to remove tanks if leased.

N/A

Secure dumpster during cleanup process to prevent unauthorized dumping.

N/A

Verify a list of emergency contacts is posted. All contacts need to have keys to the facility.

Yes

Verify "No Trespassing" signs are posted around the facility perimeter.

Yes

Verify all agencies have been notified of closure. Law enforcement, Fire Department, Department of Ag., EPA.

Yes

Notify Asmark to deactivate RMP at ammonia facilities after removal of tanks.

N/A

Verify scale pit has been pumped and properly cleaned out.

N/A

### **Liquid Fertilizer Storage**

All saleable products are transferred.

Yes

Tanks are properly cleaned out.

Yes

Tanks and plumbing are secured from unauthorized use.

Yes

Ensure a plan is in place to properly manage storm water in containment.

Yes

Verify containment clean and free of signs of spillage.

Yes

### **Notifications**

Verify all agencies have been notified of closure – law enforcement, fire, department of agriculture, etc...

Yes

Notify Asmark to deactivate EPA Establishment No. after all bulk pesticides are removed

N/A

Notify Asmark to deactivate RMP and deregister branch after all NH<sub>3</sub> has been removed

N/A

Notify DHS Coordinator that Branch is closing

Yes

### **Office**

Business files retained by Division Office.

Yes

EHS files retained by Division EHS representative.

Yes

Verify all office equipment is removed and all Company postings are taken down.

Yes

**Seed Warehouse**

Verify all seed has been properly removed.

N/A

Ensure that no seed is left in or around building that may attract rodents.

N/A

Ensure building is clean and the floor is free of any signs of spillage.

N/A

**Shop**

Verify all Used Materials are properly disposed of or recycled. They should not be taken to another location.

N/A

Verify oil storage areas are free from signs of spillage.

N/A

Ensure all work and storage areas are clean.

N/A

Verify all leased oxygen and acetylene tanks are returned.

N/A

Ensure building is secured to prevent unauthorized entry.

N/A