

BIOSECURITY / SECURITY CHECKLIST

For the Facility Owner

Agriculture Aviation

Biosecurity and security are part of an all-hazards approach to Agriculture Aviation Safety.

BE PREPARED

- Create a biosecurity/security plan for your operation, to be included with your Emergency Plan.
 - For additional information utilize information and guidance found in trade publications and websites including the National Agricultural Aviation Association (NAAA) www.agaviation.org/securitypage.htm and the TSA www.tsa.gov/public/interapp/editorial/editorial_1113.xml
 - Follow the Best Management Practices established by the NJ Department of Transportation Division of Aeronautics.
 - If you need assistance with these plans, contact the NJ Department of Agriculture- Division of Plant Industry.
- Talk with your county Emergency Management Coordinator. Let him/her know about your operation's need and concerns if a disaster or an emergency were to occur. Learn about your county's disaster and emergency evacuation procedures and incorporate the following into your plan:
 - Understand the hazards/risks associated with your area.
 - Understand how and where to evacuate and/or shelter in place.
 - Develop procedures to implement if there is a breach in security concerning your operations. A security policy and security measures for deliveries.
- Develop a list of important phone numbers, radio contact information, such as the following: (keep posted in a prominent place and at an off-site location).
 - Police and local responders
 - NJ State Police
 - NJ Dept of Transportation Division of Aeronautics
 - Federal Aviation Administration
 - National Transportation Safety Board
 - Aviation Radio Emergency Call Frequency

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BE PREPARED (continued)

- ❑ Develop an Emergency Notification List, including after hours numbers (e.g. owner(s), workers, vendors, suppliers, etc.). Include a list of essential employees allowed access to the operations during emergencies. Keep this information at an on-site and off-site location.

BE ALERT

- ❑ Notify authorities of people taking unauthorized pictures/videos or asking questions about hazardous materials, aircraft, facilities or operations.
 - Pay attention to their height, weight, and clothing; find one prominent feature.
 - Develop your Airfield Watch Program. See NAAA website for information.
- ❑ Maintain awareness of the location of visitors.
 - Post signs informing visitors where park and where to report.
 - Maintain visitor's log and escort all visitors, including delivery personnel, while on premises.
- ❑ Watch for and report signs of tampering with aircraft, equipment, hazardous materials, buildings and utilities.
 - Have written procedures on steps to take if you suspect or find evidence of contamination or tampering.
- ❑ Maintain situational awareness of on-going threats.
- ❑ Train employees to be alert, vigilant with their surroundings, and who to notify if they see suspicious activity.

BE SECURE

- ❑ Ensure the physical security of buildings, grounds and equipment.
 - Limit access to your operations – consider utilizing perimeter fencing with controlled gate access, electronic security devices, steel hangar doors and industrial-type door hardware.
- ❑ Implement a two-lock system, which secures or disables the aircraft to prevent illegal or unlawful operation of aircraft.

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BE SECURE (continued)

- ❑ If possible, store aircraft and crop products in locked hangars when not in use.
 - Park and disable loader trucks, forklifts, or other equipment to block aircraft.
- ❑ Maintain adequate internal/external lighting.
 - Note any repairs that need to be made and follow up to see that they are done.
- ❑ Limit access to the water and electrical supply and secure them to prevent tampering.
- ❑ Purchase crop protection products supplies from known suppliers.
 - Be present for all deliveries.
 - Maintain accurate records of products.
- ❑ Secure fuel and crop protection products.
 - Lock discharge gates of all hoppers and entry/discharge points of liquid bulk tanks, when not in use.
- ❑ Maintain up-to-date inventories on hazardous materials. Investigate discrepancies immediately.
 - Keep invoices on file.
 - Watch for signs of theft and evidence of tampering.
 - ❑ Inspect storage areas routinely.
- ❑ Keep vehicles and equipment locked and keys secured, when not in use.
 - Monitor vehicles for inappropriate contents or unauthorized/unusual activity.
- ❑ Pre-screen new employees to establish prospective employee's qualifications and demeanor.
- ❑ Restrict access to computers and sensitive documents.
 - Protect computer data with virus protection.
- ❑ Shred sensitive documents before discarding.
- ❑ Train employees to be secure and notify you if they detect a breach in security.

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BE CLEAN

- ❑ Keep chemicals and hazardous materials separate from consumable products.
 - Store pesticides and fertilizers in separate containers.
 - Properly ventilate storage areas.
 - Placard storage areas with appropriate warning and hazard signs.
- ❑ Follow sanitary practices to eliminate contamination. This applies to people, as well as equipment.
 - Provide proper personal protective equipment and training for handling hazardous materials.
 - Provide spill kits, clean up spills immediately and properly dispose of waste.
 - Emergency shower and eye flush fountains should be easily accessible.
- ❑ Provide sanitation and hand-washing facilities.
 - Encourage hand washing, especially after handling hazardous materials.
- ❑ Train employees to recognize known characteristics of your products.
- ❑ Train employees to be clean and to notify you if they see discrepancies.

BE CURRENT

- ❑ Practice emergency drills with your employees and with emergency responders.
- ❑ Review and update your plan.
 - Every year and after each drill, if necessary.

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NOTIFY/CALL

- ❑ If you suspect suspicious activity, call local law enforcement and 1-866-4-SAFE-NJ.
- ❑ If you notice unusual signs of disease or pests in agricultural products, notify the Local Rutgers Cooperative Research and Extension Agent and the New Jersey Department of Agriculture.
- ❑ If you notice workers and/or customers unexpectedly getting sick, notify the local health department and the New Jersey Department of Agriculture.
- ❑ Train employees to notify you if there are concerns/problems.
 - Train them on the proper response procedures.
 - If tampering/contamination are suspected, isolate the suspected product and remove workers from the area.
 - Monitor facilities until authorities arrive.
- ❑ Train your employees on your plan and to Be Alert, Be Secure, Be Clean and Notify/Call.