



G20-05

# **GUIDELINES FOR TIER 1 RESTRICTED COMPONENTS SELLERS**

Explosives Regulatory Division

June 2022

*Également disponible en français sous le titre : Lignes directrices pour les vendeurs de composants d'explosif limités de niveau 1*

## **Disclaimer**

This document is intended to help stakeholders understand the requirements when selling or storing a Tier 1 restricted component. This document does not replace nor contain all the requirements from the *Explosives Act* (the Act) or the *Explosives Regulations, 2013* (the Regulations). The requirements listed in this document are not all written in the exact text from the Regulations. In the event of any inconsistency or conflict between this document and the Act or its Regulations, legislation takes precedence.

## **Effective Date and Review**

These guidelines are currently effective and will be updated, as needed, to provide further clarity if any issues are discovered. The most recent version of this document, and other documents related to restricted components, can be found on the Natural Resources Canada website.

## **Contact Us**

For any questions, please contact us:

Explosives Regulatory Division

588 Booth Street, 4th Floor

Ottawa, ON K1A 0Y7

Telephone: 1-855-912-0012

Email: [precursors-precurseurs@nrcan-rncan.gc.ca](mailto:precursors-precurseurs@nrcan-rncan.gc.ca)

Website: [nrcan.gc.ca/explosives](http://nrcan.gc.ca/explosives)

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# 1. Introduction

## 1.1 Purpose

Restricted components are chemicals that have everyday legitimate uses. However, when in the wrong hands, these chemicals can be turned into homemade explosives. The purpose of this document is to provide guidance and a clear interpretation of [Part 20 of the Explosives Regulations, 2013](#) regarding **Tier 1 restricted components only**.

This document applies to you if you are a component or product seller of a Tier 1 component.

Tier 1 components are:

Item	Name of component (Chemical Abstracts Service Registry Number (CAS RN)) and concentration expressed as a percentage by weight (w/w)
1	Ammonium nitrate (CAS RN 6484-52-2) in solid form at a concentration of at least 28% w/w of nitrogen in relation to ammonium nitrate
2	Calcium ammonium nitrate <ul style="list-style-type: none"> <li>(a) That is a mixture of the following essential ingredients:               <ul style="list-style-type: none"> <li>(i) ammonium nitrate and calcium carbonate</li> <li>(ii) ammonium nitrate and calcium magnesium carbonate, or</li> <li>(iii) ammonium nitrate, calcium carbonate and calcium magnesium carbonate</li> </ul> </li> <li>(b) That is prepared as homogeneous prills or granules</li> <li>(c) That has a maximum combustible material content, expressed as carbon, of 0.4% w/w, and</li> <li>(d) That has a minimum content of carbonates of 20% w/w at a minimum purity level of 90% w/w</li> </ul>

**The Regulations do not apply if you are storing a Tier 1 component for end use (i.e., you are not selling the Tier 1 component or manufacturing a product that you will sell using a Tier 1 component).**

A full list of all restricted components can be found in Appendix A.

## 1.2 Background

The Explosives Regulatory Division (ERD), which is part of Natural Resources Canada (NRCan), administers the Explosives Act and its Regulations. Part 20 of the Regulations restricts the sale of restricted components and sets out the requirements for their acquisition, sale and secure storage. Given the history of attacks involving homemade explosives globally, Canada is taking proactive steps to help mitigate potential threats before events occur.

The Regulations and this document use the following definitions:

**Component seller** – a person who sells a restricted component

**Product seller** – a person who manufactures a product, other than an explosive, for sale using a restricted component

See Appendix B for more information and examples regarding component and product sellers.

### 1.3 Scope

These guidelines apply to requirements related to the secure storage and sale of Tier 1 restricted components.

The scope of this document **excludes**:

- Instructions on how to enrol as a seller of a Tier 1 restricted component. To understand how to enroll, see G20-03 – Guide for Enrolments for Restricted Component Sellers – eLMS.
- Detailed descriptions on how to identify suspicious activities and transactions. For more information, see G20-04 – Guidelines for Recognizing and Reporting Suspicious Transactions of Explosives Precursor Chemicals.
- Detailed requirements of the security plan and key control plan. The requirements can be found in G20-01 – Tier 1 Restricted Components Security and Key Control Plan Guideline.
- Requirements for Tier 2 restricted components. For more information, see G20-06 – Guideline for Tier 2 Restricted Component Sellers.
- Requirements for Tier 3 restricted components. For more information, see G20-07 – Guideline for Tier 3 Restricted Component Sellers.

## 2. Regulations

As a component or product seller of Tier 1 components, you are subject to certain requirements:

- Enrolment requirements
- Security requirements
- Transaction requirements
- Reporting requirements

The table below provides a brief summary of the regulatory requirements for sellers of each tier:

Requirements	Tier 1	Tier 2	Tier 3
Enrol with NRCAn	✓	✓	X
Control access to the components	✓	✓	X
Implement security and key control plans	✓	X	X
Control inventory	✓	✓	X
Submit an annual inventory to NRCAn	✓	X	X
Verify ID and record sales	✓	✓	X

Refuse a suspicious transaction	✓	✓	✓
Report incidents	✓	✓	✓

ERD inspects component and product seller sites across Canada to verify that these requirements are being met. Many elements in this document will be assessed during an inspection at your site. It is important to ensure that all employees dealing with Tier 1 components are trained and aware of the requirements.

In addition to this document, self-guided training for component and product sellers of Tier 1 and Tier 2 components is available on our website.

Sections 2.1 to 2.4 below define requirements from Part 20 of the *Explosives Regulations, 2013* (ER, 2013) and provide guidance on how you can meet regulatory requirements.

### Important

These Guidelines do not include all sections of the Regulations and are not written with the exact same text found in the Regulations (for length and clarity purposes). These Guidelines do not replace the Regulations. Please consult the referenced sections.

## 2.1 Enrolment Requirements (Sections 463 to 469 of ER, 2013)

Component and product sellers must ensure that they have a valid enrolment.

Section	Requirement	Guidance
463, 464(1) 465, 466(1)	Only component and product sellers who are enrolled with NRCan are authorized to sell a Tier 1 component.	You must receive your enrolment prior to selling Tier 1 components or manufacturing a product for sale using Tier 1 components. <ul style="list-style-type: none"> <li>There is no fee for an enrolment and it is valid for five years.</li> <li>The location of all sites where Tier 1 components are sold or stored must be part of the enrolment.</li> </ul> Visit the NRCan <a href="#">eServices Portal</a> to enrol.
469	Any change to an enrolment must be reported to NRCan within 10 days of the change.	Any change made to information regarding your enrolment must be reported. This includes the authorized contact, mailing address, telephone number, email address, type and quantity of restricted component, site address and site contact. An amendment can be done on the NRCan <a href="#">eServices Portal</a> .
464(2), 465(2)	A declaration that a security plan was prepared for each	A security plan enhances and maintains the security of Tier 1 components by assessing

	location where a Tier 1 component is stored must be provided upon enrolment.	and developing measures for security risks, formalizing responses and reporting procedures. A security plan describes the security measures (access to the Tier 1 components and records, control of keys, stock management, and incident reporting) for employees at locations where Tier 1 components are stored. The security plan will vary depending on the type of enrolment (component or product seller). See G20-01 – Tier 1 Components Security and Key Control Plan Guideline for guidance.
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## 2.2 Security Requirements

(Sections 470 to 478 and 485 of ER, 2013)

Component and product sellers of Tier 1 restricted components must ensure that security requirements are met when storing, transporting, shipping or receiving Tier 1 components.

### 2.2.1 Storage

Section	Requirement	Guidance
471	A Tier 1 component can only be stored at or sold from a location that has been disclosed in an enrolment application or a notice of change.	<p>All the locations where you store or sell Tier 1 components must be on your enrolment application.</p> <ul style="list-style-type: none"> <li>Storage at ports or transfer stations is not required if the component is at those locations during transportation. Sales or repackaging should not occur. If sales or repackaging occurs at these locations, this site should be on your enrolment application.</li> <li>A sales office without Tier 1 component storage must be listed if it is the location where sales are made and where records of sale are kept.</li> <li>If you store your components at a third-party location, you must include this site on your enrolment application. The third-party location must not handle any sales, but if it does, it must enrol the company separately.</li> </ul>
472	The local police force must be informed in writing of all locations where a Tier 1 component is to be stored or sold.	The police needs to be aware of locations where Tier 1 components are stored in case of an incident. They may choose to increase patrol and be vigilant near your storage location at certain times. There is no specific

		format that must be followed to inform the police.
473(1)	Any structure that contains a Tier 1 component and every door, window or other point of access to a building where the component is stored must be locked when it is not attended.	Tier 1 components must be kept secure in an area that can be locked. When employees are present, the area does not have to be locked. However, if the component storage area is left unattended (e.g., employees leave for lunch), it must be locked.
473(2)	A written key control plan must be prepared and implemented.	A key control plan is required when there is physical storage of a Tier 1 component. The plan identifies which employees have access to the Tier 1 component storage area. Keys can be physical or electronic (card, fob, fingerprint, etc.). The key control plan must also describe the procedure for key loss or end of employment. See G20-01 – Tier 1 Component Security and Key Control Plan Guideline.
473(3)	Main entrances to a building where a Tier 1 component is stored must be lit at all times outside business hours.	Storage areas with perimeter lighting between dusk and dawn can be less prone to break-ins. A well lit up area can also help in detecting suspicious activities. Ensure there is good lighting at the main entrances of locations where a Tier 1 component is stored.
474	The security plan of a component seller or product seller must be implemented and updated every 12 months.	Since procedures and personnel can change, the security plan must be updated every 12 months. It would be beneficial to have employees who handle Tier 1 components review the security plan every 12 months so that they are aware of the procedures and of any updates.
475(1)	A sign that warns against unauthorized access must be posted outside of each entrance of a location where a Tier 1 component is stored.	<p>These signs will warn individuals that they should not be in a restricted area. These signs will also prevent individuals from wandering into the wrong area.</p> <p>The wording on the signs is up to you, but it must warn against unauthorized access. For example:</p> <ul style="list-style-type: none"> <li>• Restricted area</li> <li>• No entry</li> <li>• No unauthorized access beyond this point</li> <li>• No customers beyond this point</li> </ul> <p>Exterior doors that are locked at all times and are not accessible from the outside do not need a sign.</p> <p>For shipping areas, individuals should not be wandering around the warehouse. A sign should be placed where they enter the</p>



		building to let them know where they should wait. Signs should also be placed on doors exiting the administration area into the storage area.
475(2)	Access to Tier 1 components must be limited to people authorized by the component seller or product seller.	Customers must never have unauthorized access to the Tier 1 components and must make a request to an employee to purchase them. The component or product seller must authorize which employees will have access to Tier 1 components. It may not be everyone in your organization who needs access to these chemicals.
476	A list of employees who work at each location where a Tier 1 component is stored or sold must be kept at the location.	In case of an incident, the police may require a list of employees working at your location. This will ensure a quick process if it is needed.
478(1)	A stock management system must be put in place to account for a Tier 1 component that is under the control of the component seller or product seller.	As a component seller or product seller, you have the responsibility to keep track of your stock. There is no template on how a stock management system should be set up. It can be kept via computer or on paper. It must show the stock you have on hand each day. In case of theft, you will be able to inform the police of the exact number of missing chemicals.
478(3)	Weekly inspections of the component must be carried out. A record of the results of each inspection, including any loss or tampering and the cause of any loss that is not attributable to normal operations, must be kept for two years after the record is made.	This is a visual inspection of the storage area. A record that includes the date of the inspection and the initials of the person responsible for it is sufficient. If there is more than one storage area, it must be indicated on the record.  A weekly inspection record template can be found in Appendix E.

### 2.2.2 Transportation / Shipping and Receiving

Section	Requirement	Guidance
477	When a component or product seller receives a Tier 1 component by vehicle or rail: <ul style="list-style-type: none"> <li>• Compare the quantity you have received with the bill of lading</li> <li>• Verify for any signs of tampering attempted theft, or any loss not</li> </ul>	It is important to verify incoming shipments of Tier 1 components. Products could be vulnerable to theft during transit. Your supplier will be able to assist in determining if any issue is an administrative error or an actual theft.

	<p>attributable to normal operations. Record the incident and keep the record for two years.</p> <ul style="list-style-type: none"> <li>• Inform your supplier of any signs not attributable to normal operations</li> </ul>	
485(1)	<p>When more than 1 kg of a Tier 1 component is shipped by road:</p> <ul style="list-style-type: none"> <li>• Each access point of the vehicle containing the component must be locked or sealed with a security cable immediately after the shipment is loaded</li> <li>• The driver of the vehicle must be provided with a written notice reminding them of their responsibilities while the shipment is in their possession</li> </ul>	<p>Vehicles must be locked to avoid any theft of Tier 1 components. Security cables may also be used for tampering detection. If a vehicle cannot be locked, it must be attended at all times, which means that a person is <b>always</b> physically present with the shipment.</p> <p>It is also important to remind drivers transporting Tier 1 components of their responsibilities, such as attending to and inspecting the shipment, and reporting incidents.</p> <p>Appendix E contains an example of a notice that can be provided to drivers.</p>
485(2)	<p>When a Tier 1 component is shipped by rail:</p> <ul style="list-style-type: none"> <li>• Each access point on the railway car containing the component must be locked or sealed with a security cable immediately after the shipment is loaded</li> <li>• The shipment must be tracked on a daily basis until delivery. If the shipment does not reach its destination, the situation must be investigated.</li> </ul>	<p>Restricted components can be vulnerable to theft while in transit, especially if transported by rail since railway cars are not always attended to. These measures are in place to mitigate risks.</p>

## 2.3 Transaction Requirements

(Sections 481 [1], 482, 484, 486 and 487 of ER, 2013)

The following requirements must be applied when making a sale of a Tier 1 component. **These requirements do not apply to product sellers since they do not sell restricted components.**

## 2.3.1 Requirements during the Sale

Section	Requirement	Guidance
482	<p>Before a Tier 1 component is sold, the buyer is required to establish their identity.</p> <ul style="list-style-type: none"> <li>• If the buyer will use the component to manufacture an explosive, the buyer's licence or certificate number is required.</li> <li>• If the buyer intends to resell the component, the seller's restricted component enrolment number is required.</li> <li>• In all other cases, other forms of identification can be provided. The most common will be a piece of identification issued by the Government of Canada or a provincial, municipal or foreign government displaying a photograph of the buyer.</li> </ul>	<p>Before each sale of a Tier 1 component, an identify verification is always required, no matter the quantity a customer wants to buy. This could be a deterrent to some individuals who wish to buy the product to cause harm, as they would not want to disclose their identity.</p> <p>See Appendix C for a list of all acceptable forms of identification.</p> <p>If an individual refuses to show identification, you must deny the sale.</p> <p><b>Note:</b> If you are selling a Tier 1 component to someone who will be reselling it, the only acceptable identification method is a proof of their enrolment with NRCAn. They may not use other forms of identification. Ensure to ask your customers if they plan to resell the component so that you are checking and recording the appropriate piece of identification.</p>
484(1), (4)	<p>Every sale of a Tier 1 component in a quantity of more than 1 kg must be recorded. The records must be kept for two years after the date of the sale.</p>	<p>Records of sale help keep track of buyers. In almost every situation, purchases will be legitimate. However, if something feels suspicious, having more information about a buyer will help the police with their investigation.</p> <p>Records of sale can be kept in the format of your choice and do not have to be all contained on one sheet. However, all the information must be retrievable upon request.</p> <p>See Appendix C for the complete list of details that must be recorded during a sale.</p>
484(2)	<p>If a Tier 1 component seller has an annual sales contract with the buyer, the information required under paragraphs (a), (d)</p>	<p>To make things easier for the seller and, given that this information will usually remain unchanged, certain information must be recorded only once per year and include this information:</p>

	and (i) listed in Appendix C under Record of Sale must be recorded only once per calendar year.	<ul style="list-style-type: none"> <li>• The type of identification type and identification number</li> <li>• The buyer's name, address and telephone number</li> <li>• A description of how the component will be used</li> </ul>
484(3)	Records of sale must be kept locked up when they are not being used and must be made available only to a person who needs access to them in the course of their employment.	Ensure records of sale are kept out of reach and view of customers. An individual trying to acquire restricted components who has access to your records could attempt to locate the restricted components stored by your customers. Records of sale should be locked up if they can not be kept in an inaccessible area. If they are saved on a computer, the computer should be password-protected.
486	When a Tier 1 component is sold to a buyer who is not a component seller or a product seller, the buyer must be provided with a written notice.	<p>If the person is buying a Tier 1 component for use and will not be selling it, you must provide them with a notice outlining their responsibilities (theft prevention, reporting and prohibited sale).</p> <p>See Appendix E for an example of a notice to the buyer.</p>

### 2.3.2 Suspicious Transaction

Section	Requirement	Guidance
481(1), 487	<p>A sale of a Tier 1 component must be refused by a component seller or their employees if:</p> <ul style="list-style-type: none"> <li>• The quantity requested is not proportional to the buyer's needs</li> <li>• The component seller or their employee has reasonable grounds to suspect that the component will be used for a criminal purpose</li> </ul>	<p>The Regulations give you the right to refuse a suspicious purchase of a Tier 1 component and make it your legal duty to do so.</p> <p>There are legitimate reasons why individuals must purchase these components and it may be normal for them to exhibit some suspicious behaviours. However, it is a combination of multiple factors that could lead you to feeling something is suspicious. Use your judgement to determine if a transaction is suspicious. Do this on a case-by-case basis. You know your business best.</p> <p>It is understood that not every suspicious transaction will be noticed. However, having employees aware of suspicious behaviours can help prevent the risk of these components getting into the hands of those who wish to harm our communities.</p>

		For more details, see G20-04 – Guidelines for Recognizing and Reporting Suspicious Transactions of Explosives Precursor Chemicals. There is also a chemical security awareness training video available to help identify suspicious behaviours in the retail setting.
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## 2.4 Reporting Requirements

(Sections 478[2], 479, 480 and 481 [2] of ER, 2013)

For certain activities and incidents, there are reporting requirements.

### 2.4.1 Theft, Attempted Theft or Tampering

Section	Requirement	Guidance
480	<p>If a component or product seller discovers any theft or attempted theft of, or tampering with, a Tier 1 component:</p> <ul style="list-style-type: none"> <li>• Immediately inform the local police force</li> <li>• Submit a written incident report to the Chief Inspector of Explosives within 24 hours after theft, theft attempt or tampering was discovered</li> </ul>	<p>Reporting these activities to the police could stop the component from being used for criminal purposes. ERD keeps track of all reported incidents relating to restricted components. The local police may only be aware of what is happening in their own jurisdiction, but ERD is able to see the bigger picture in terms of incidents across Canada. ERD collaborates with the police.</p> <p>For theft, attempted theft and tampering, please report to:</p> <ul style="list-style-type: none"> <li>• Your local police or the RCMP National Security Information Network at 1-800-420-5805</li> <li>• The Explosives Regulatory Division at 1-855-912-0012</li> </ul> <p>You can use the <a href="#">Incident Report – Explosives and Restricted Components form</a> to submit a written report to ERD.</p>

## 2.4.2 Refusal to Sell

Section	Requirement	Guidance
481(2)	Every refusal to sell a Tier 1 component must be reported to the Chief Inspector of Explosives and to the local police force within 24 hours after the refusal.	<p>The police must be notified so they can start an investigation if needed. Provide the police with all information you can remember about the individual and the incident.</p> <p>ERD is notified for tracking purposes. ERD uses reported information to alert other sellers in a geographic region regarding the suspicious requests, if warranted. ERD will collaborate with the police as needed.</p> <p>For a refusal to sell, please report to:</p> <ul style="list-style-type: none"> <li>• Your local police or the RCMP National Security Information Network at 1-800-420-5805</li> <li>• The Explosives Regulatory Division at 1-855-912-0012</li> </ul>

## 2.4.3 Annual Inventory Audit

Section	Requirement	Guidance
478(2), 479	For each calendar year, an annual inventory audit of Tier 1 components must be carried out and an inventory must be submitted to the Chief Inspector of Explosives. The inventory must be submitted no later than March 31 of the year following the year of the inventory.	<p>The annual inventory audit allows us to have a picture of activities and quantities related to Tier 1 components.</p> <p>Use form F20-02 – Annual Inventory Report for Tier 1 Restricted Components to submit your information.</p>

## Appendix A – Restricted Components

The following tables contain the list of restricted components. If you are selling them in quantities that are listed below or lesser, you are exempted from taking records of sale. Note that records of sales are not required for Tier 3 restricted components.

### Tier 1 Restricted Components

Item	Name of component (Chemical Abstracts Service Registry Number [CAS RN]) and concentration expressed as a percentage by weight (w/w)	Quantity
1	Ammonium nitrate (CAS RN 6484-52-2) in solid form at a concentration of at least 28% w/w of nitrogen in relation to ammonium nitrate	1 kg
2	Calcium ammonium nitrate (a) That is a mixture of the following essential ingredients: (i) ammonium nitrate and calcium carbonate (ii) ammonium nitrate and calcium magnesium carbonate, or (iii) ammonium nitrate, calcium carbonate and calcium magnesium carbonate (b) That is prepared as homogeneous prills or granules (c) That has a maximum combustible material content, expressed as carbon, of 0.4% w/w, and (d) That has a minimum content of carbonates of 20% w/w at a minimum purity level of 90% w/w	1 kg

### Tier 2 Restricted Components

Item	Name of component (Chemical Abstracts Service Registry Number [CAS RN]) and concentration expressed as a percentage by weight (w/w)	Quantity
1	Hydrogen peroxide (CAS RN 7722-84-1) at a concentration of at least 30% w/w	1 L
2	Nitromethane (CAS RN 75-52-5) at a concentration of at least 90% w/w	1 L
3	Potassium chlorate (CAS RN 3811-04-9) at a concentration of at least 90% w/w	1 kg
4	Potassium perchlorate (CAS RN 7778-74-7) at a concentration of at least 90% w/w	10 kg
5	Sodium chlorate (CAS RN 7775-09-9) in solid form at a concentration of at least 90% w/w	1 kg
6	Nitric acid (CAS RN 7697-37-2) at a concentration of at least 75% w/w	4 L
7	Potassium nitrate (CAS RN 7757-79-1) at a concentration of at least 90% w/w	25 kg

8	Sodium nitrate (CAS RN 7631-99-4) and potassium nitrate (CAS RN 7757-79-1) mixture at a concentration of at least 90% w/w	25 kg
9	Sodium nitrate (CAS RN 7631-99-4) in solid form at a concentration of at least 90% w/w	25 kg
10	Hexamethylenetetramine (CAS RN100-97-0) at a concentration of at least 90% w/w	0 kg
11	Aluminum powder (CAS RN 7429-90-5) in dry form at a concentration of at least 70% w/w and with a particle size of less than 200 µm	1 kg

### Tier 3 Restricted Components

Item	Name of component (Chemical Abstracts Service Registry Number [CAS RN]) and concentration expressed as a percentage by weight (w/w)
1	Acetone (CAS RN 67-64-1) at a concentration of at least 90% w/w
2	Ammonium nitrate (CAS RN 6484-52-2) in solid form at a concentration of at least 28% w/w of nitrogen in relation to ammonium nitrate, contained in a cold pack
3	<p>Calcium ammonium nitrate</p> <p>(a) That is a mixture of the following essential ingredients:</p> <ul style="list-style-type: none"> <li>(i) ammonium nitrate and calcium carbonate</li> <li>(ii) ammonium nitrate and calcium magnesium carbonate, or</li> <li>(iii) ammonium nitrate, calcium carbonate and calcium magnesium carbonate</li> </ul> <p>(b) That is prepared as homogeneous prills or granules</p> <p>(c) That has a maximum combustible material content, expressed as carbon, of 0.4% w/w</p> <p>(d) That has a minimum content of carbonates of 20% w/w at a minimum purity level of 90% w/w, and</p> <p>(e) That is contained in a cold pack</p>



## Appendix B – Component Sellers and Product Sellers

Only sellers of restricted components or manufacturers using a restricted component to manufacture a product for sale (other than an explosive) are subject to Part 20 of the Regulations. Some definitions and examples are provided below to help you better understand the difference between component seller and product seller.

### **What is a component seller?**

A component seller is a person who sells a restricted component.

Example:

A person selling ammonium nitrate in a solid form at a concentration of at least 28% nitrogen is a component seller because this person sells the restricted component itself.

### **What is a product seller?**

A product seller is a person who manufactures a product, other than an explosive, for sale using a restricted component.

Example:

If a person adds ammonium nitrate in solid form at a concentration of at least 28% nitrogen to a fertilizer blend resold to garden centres, this person making the fertilizer blend is considered a product seller and is subject to the Regulations.

Since the concentration of ammonium nitrate in the fertilizer mixture is below 28% nitrogen, the product is not a restricted component. Therefore, the garden centre purchasing and selling the fertilizer does not fall under the Regulations.

### **What happens if I am both a component seller and a product seller?**

If you are both a component seller and a product seller, enrol as a component seller. That will cover you for both activities of selling components and selling products.

## Appendix C – Sale Requirements

### Identification

Section 482 of the Regulations -

Before a Tier 1 component is sold, the buyer must be required to establish their identity by providing

- (a) if the buyer intends to use the component to manufacture an explosive and a licence or certificate is required for that purpose, the number of the buyer's licence or certificate;
- (b) if the buyer intends to sell the component, proof that the buyer is included on the component sellers list; and
- (c) in all other cases,
  - (i) a piece of identification, issued by the Government of Canada or a provincial, municipal or foreign government, that bears a photograph of the buyer,
  - (ii) two pieces of identification, each of which sets out the buyer's name, at least one of which is issued by the Government of Canada or a provincial, municipal or foreign government, and at least one of which sets out the buyer's address,
  - (iii) the buyer's provincial pesticide licence,
  - (iv) proof that a registration of an agricultural operation with the Quebec Ministry of Agriculture, Fisheries and Food is assigned to the buyer,
  - (v) proof of the buyer's Ontario Federation of Agriculture number, or
  - (vi) proof of the buyer's registration under the [Controlled Goods Regulations](#).

**Record of Sale**

## Section 484(1)

A record of each sale of a Tier 1 component must be kept for two years after the date of the sale. The record must include the following information and documents:

- (a) the buyer's name, address and telephone number;
- (b) the date of the sale;
- (c) the bill of lading, sales receipt or similar document;
- (d) the type of document provided under section 482 and the document's reference number;
- (e) the product name of the component sold;
- (f) the quantity of the component sold under each product name;
- (g) an indication of whether the component was sold in bulk or in packages;
- (h) if the component was sold in packages, the weight or volume of each package;
- (i) a description of how the component will be used;
- (j) if the component was shipped, the driver's licence number, the estimated and actual date of delivery, the address to which it is delivered and the quantity received; and
- (k) if the delivery was made at the time of purchase, a receipt signed by the buyer including the information required under paragraphs (a), (b) and (d) to (i).

## **Appendix D – List of Additional Material**

*Explosives Regulations, 2013 – Part 20*

Explosives Regulatory Division website

Electronic Licence Management System

G20-01 - Tier 1 Restricted Components Security and Key Control Plan Guideline

G20-03 – Guide for Enrolments for Restricted Component Sellers - eLMS

G20-04 - Guidelines for Recognizing and Reporting Suspicious Transactions of Explosives Precursor Chemicals

G20-06 - Guidelines for Tier 2 Restricted Component Sellers

G20-07 - Guidelines for Tier 3 Restricted Component Sellers

Chemical Security Awareness Video – Suspicious Transactions

Self-guided Training for Tier 1 and Tier 2 Restricted Component Sellers

## Appendix E – Examples of Notices and Templates

The following pages are only examples. You do not have to use them if you already have a template that meets the requirements. The next pages contain the following templates:

- Notice to drivers transporting Tier 1 restricted components
- Notice to users of Tier 1 restricted components
- Weekly inspections template
- End-user agreement (annual sales contract) template



## **NOTICE TO DRIVERS TRANSPORTING TIER 1 RESTRICTED COMPONENTS (ER 2013, s. 485[b])**

As a transporter of ammonium nitrate (AN) or calcium ammonium nitrate (CAN), you must immediately report to the seller any signs of theft, attempted theft or tampering and any loss that is not attributable to normal operations.

You are also advised to:

- attend the shipment unless the vehicle is parked in a secure location or the vehicle and load are locked; and
- inspect all locks and, if seals are present, inspect all seals at each stop and at the final destination.

## **AVIS AUX CONDUCTEURS TRANSPORTANT DES COMPOSANTS D'EXPLOSIF LIMITÉS DE NIVEAU1 (RE 2013, art. 485[b])**

Comme transporteur de nitrate d'ammonium (NA) ou de nitrate d'ammonium et de calcium (NAC), vous devez signaler sans délai au vendeur tout signe de vol, de tentative de vol ou d'altération et toute perte non attribuable aux opérations normales.

Vous devez également :

- surveiller votre chargement à moins que le véhicule ne soit garé en lieu sûr, ou qu'il soit verrouillé et que le produit soit gardé sous clé;
- inspecter tous les dispositifs de verrouillage et, s'il y a des plombs de scellement, les inspecter à chaque halte et à destination.



## **NOTICE TO USERS OF TIER 1 RESTRICTED COMPONENTS (ER 2013, s. 486)**

Before buying ammonium nitrate (AN) or calcium ammonium nitrate (CAN), you will be asked to provide your supplier with proper identification (e.g., government-issued piece of identification with a photograph) and to explain how you intend to use the AN or CAN.

As a user, you are prohibited from reselling any amount of AN or CAN.

You are also advised to:

- take security measures to prevent the theft of AN or CAN; and
- immediately report to the local police force any signs of theft, attempted theft or tampering and any loss that is not attributable to normal operations.

## **AVIS AUX UTILISATEURS DE COMPOSANTS D'EXPLOSIF LIMITÉS DE NIVEAU1 (RE 2013, art. 486)**

Avant d'acheter du nitrate d'ammonium (NA) ou du nitrate d'ammonium et de calcium (NAC), vous devez présenter à votre fournisseur une pièce d'identité appropriée (p. ex., une pièce d'identité avec photo délivrée par le gouvernement) et expliquer de quelle façon vous comptez utiliser le NA ou le NAC.

En tant qu'utilisateur, il vous est interdit de revendre toute quantité de NA ou de NAC.

Vous devez également :

- prendre des mesures de sécurité pour éviter tout vol de NA ou de NAC;
- signaler immédiatement au service de police local tout signe de vol, de tentative de vol ou d'altération et toute perte non attribuable aux opérations normales.



**Weekly Inspections** (*Explosives Regulations, 2013, section 478(3) and 507(2)*)

Restricted component: \_\_\_\_\_

Date	Visual Check Results	Initials
	<input type="checkbox"/> No loss or tampering <input type="checkbox"/> Loss or tampering Description of loss or tampering not attributable to normal operations: _____	
	<input type="checkbox"/> No loss or tampering <input type="checkbox"/> Loss or tampering Description of loss or tampering not attributable to normal operations: _____	
	<input type="checkbox"/> No loss or tampering <input type="checkbox"/> Loss or tampering Description of loss or tampering not attributable to normal operations: _____	
	<input type="checkbox"/> No loss or tampering <input type="checkbox"/> Loss or tampering Description of loss or tampering not attributable to normal operations: _____	
	<input type="checkbox"/> No loss or tampering <input type="checkbox"/> Loss or tampering Description of loss or tampering not attributable to normal operations: _____	
	<input type="checkbox"/> No loss or tampering <input type="checkbox"/> Loss or tampering Description of loss or tampering not attributable to normal operations: _____	
	<input type="checkbox"/> No loss or tampering <input type="checkbox"/> Loss or tampering Description of loss or tampering not attributable to normal operations: _____	
	<input type="checkbox"/> No loss or tampering <input type="checkbox"/> Loss or tampering Description of loss or tampering not attributable to normal operations: _____	

If you discover any loss or tampering not attributable to normal operations, report it to the police and to the Explosives Regulatory Division.





### Restricted Components – End-use Declaration

The chemical you are purchasing is deemed a restricted component under Part 20 of the *Explosives Regulations, 2013*. Restricted components are chemicals with legitimate uses but, when they fall into the wrong hands, they can be used to make homemade explosives. The Regulations require that the information on this form is collected prior to the purchase of a restricted component.

This form can be used to meet the requirement of an annual sales contract as described in section 484(2) or 512(2).

### Restricted component being purchased

<input type="checkbox"/> Ammonium nitrate	<input type="checkbox"/> Calcium ammonium nitrate	<input type="checkbox"/> Hydrogen peroxide	<input type="checkbox"/> Nitromethane	<input type="checkbox"/> Potassium nitrate
<input type="checkbox"/> Potassium chlorate	<input type="checkbox"/> Potassium perchlorate	<input type="checkbox"/> Sodium chlorate	<input type="checkbox"/> Nitric acid	<input type="checkbox"/> Sodium nitrate
<input type="checkbox"/> Hexamine	<input type="checkbox"/> Aluminum powder	<input type="checkbox"/> Potassium nitrate and sodium nitrate mixture		

### Buyer information

Name	
Address	
Telephone number	

### Identification (section 482)

To purchase restricted components, you must provide an acceptable form of identification and its number must be recorded. Identification pieces that you can provide, which are dependant on activity, are the following:

Activity (select one)	Type of identification recorded (select one)
<input type="checkbox"/> I am making an explosive	<input type="checkbox"/> Must provide explosives licence or certificate
<input type="checkbox"/> I am reselling the restricted component	<input type="checkbox"/> Must provide proof of restricted component enrolment
<input type="checkbox"/> I am purchasing the restricted component for end use  As per paragraph 484(1)(i), you must provide a description of how the restricted component will be used  _____  _____  _____	<input type="checkbox"/> A piece of identification, issued by the Government of Canada or a provincial, municipal or foreign government that includes a photograph of the buyer <input type="checkbox"/> Two pieces of identification, each of which sets out the buyer's name, at least one of which is issued by the Government of Canada or a provincial, municipal or foreign government and at least one of which sets out the buyer's address <input type="checkbox"/> Provincial pesticide licence <input type="checkbox"/> Registration of an agriculture operation with Québec's Ministère de L'Agriculture, des Pêcheries et de l'Alimentation <input type="checkbox"/> Ontario Federation of Agriculture number <input type="checkbox"/> Business licence or proof of corporate registration <input type="checkbox"/> Registration under the <i>Controlled Goods Regulations</i>
Document number: _____	

Signature of buyer: \_\_\_\_\_

Date: \_\_\_\_\_