



SECURITY PROCEDURES FOR BUSINESS OWNERS WITH BULK PLANT OPERATIONS



- 1- **Restrict access to any information that describes the type and quantity of hazardous materials you handle in your business.**
- 2- **Restrict the number of employees that have keys, entry cards or security codes to your facility. Maintain an accurate contact list for approved employees and confirm the return of keys and/or cards by those no longer employed.**
- 3- **Restrict access to all vehicles by locking them and providing a fenced secure area when they are not in use. Keys for parked vehicles should be stored in a secure area with limited access.**
- 4- **Restrict access (at ALL times) by non-employed individuals. If non-employees must come on your property assign a responsible employee to be with them. Non-employed individuals granted access to your facility should provide proper identification. If the individual is new then also confirm their identity by checking credible references.**
- 5- **Establish a regular procedure for verifying plant security. Use a checklist to assure you don't miss anything. This checklist should include an area for noting any unusual changes from use, tampering or vandalism to the perimeter of the facility including fencing, landscaping and lighting. Maintain an accurate history of these inspections.**
- 6- **Secure and maintain accurate inventory records, including product purchases and sales.**
- 7- **Remain attentive to the National Threat Level announcements with the knowledge that you may be required to cooperate with the responsible authorities to confirm your security procedures are in place and effective should threat levels be raised.**
- 8- **Above all remember that common sense applied to simple security measures can go a long way in preventing any negative incident.**

*The Florida Petroleum Marketers and Convenience Store Association website Library has Security Issue information available. Go to www.fpma.org and click on library. Once in the library click on [Security Issues](#) and choose the option dated 6/25/02 that will provide you a generic overview of suggested security measures. Please use the suggestions contained here and the website to create your own in-house forms that verify your compliance with **The Research and Special Programs Administration (RSPA) final rule HM-232** that became effective in March of 2003.*

