

## Transportation Emergency Response Service Provider (TERSP) Standard Assessment

### Summary

<b>TERSP company assessed:</b>	Itech Precision Cleaning Inc.
<b>TERSP location:</b>	73 Sinclair Blvd. Brantford, ON
<b>TERSP location's area of coverage:</b>	Ontario
<b>Date (year-month-day) assessed:</b>	2011-01-05
<b>Assessors:</b>	Team Leader – Ernie Wong, Principal, EW Compliance & Response Inc. Team member – Louis Laferriere, Director, Technical and Sustainable Logistics, CIAC Team member-in-training – Dan Mould, Dangerous Goods Officer, CN Team member-in-training – Chris Connor, Logistics Compliance Leader, E.I. du Pont Canada Company
<b>Opportunities for improvement:</b>	<ul style="list-style-type: none"> <li>• Improve debrief documentation for response and exercises.</li> <li>• Develop tracking of follow-up items from response and exercises (corrective action log).</li> <li>• Enhance the system to improve tracking/record keeping of training and correlation with TERSP Standard Training Matrix</li> <li>• Consistency of terminology use for equipment periodic maintenance.</li> </ul>
<b>Best practices for sharing:</b>	Co-chair of Joint Health & Safety Committee, Division Manager and company president sign approval for all Standard Operating Guidelines
<b>Recommendation for registration:</b>	<p><b>Approved by TEAP III Editorial Board:</b> 2011-04-15</p> <p><b>Next location assessment due:</b> 2013 - 01</p>

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### Capability Chart

Contact Details	TDG Class	Mode of Transport			Means of Containment	Stabilization <sup>1</sup>	Mitigation <sup>2</sup>	Remarks and Examples
		M	RR	R	(X, S, O, SO)	(X, S, O, SO)	(X, S, O, SO)	
<b>Company name:</b> Itech Precision Cleaning Inc.  <b>Address:</b> 73 Sinclair Blvd., Brantford, ON, N3S 7X6  <b>Management contact:</b> Scott Christon  <b>Office:</b> • Telephone: 519-770-4402 • FAX: 519-770-0269 • e-mail: scottc@itechenvironmental.ca  <b>24-hour Activation:</b> • Telephone: 877-324-4402 • Contact Position On Call Manager  Regional coverage from this location: Ontario  Is coverage outside this region available via this location? Canada Wide  Yes [X]    No [ ]  <b>Date completed (year-month-day):</b> 2010-11-02  <b>By (name and position):</b> Scott Christon, Project Manager	1	X	X	X	SC	X,S	X,S	
	2.1	X	X	X	T/T, T/C, IM, c	X	X	Transfer, flare: UN1075, 1060, 1978
	2.2	X	X	X	T/T, T/C, IM, c	X	X	
	2.3	X	X	X	T/T, T/C, IM, c	X, SO	X, SO	Transfer, flare, sparge NH <sub>3</sub> , SO <sub>2</sub> ; sparge Cl <sub>2</sub>
	3	X	X	X	T/T, T/C, IM, SC, LC	X	X	Transfer, stabilize fuels, alcohols, solvents
	4.1	X	X	X	T/T, T/C, IM, SC, LC	X	X	Transfer, stabilize: UN 2304, 2448,1869
	4.2	X	X	X	T/T, T/C, IM, SC, LC	X	X	Transfer, stabilize: UN1381, 2318
	4.3	X	X	X	T/T, T/C, IM, SC, LC	X	X	Transfer, stabilize: UN1418, 1415, 1428
	5.1	X	X	X	T/T, T/C, IM, SC, LC	X	X	Transfer, stabilize: UN2015, 1500, 2426
	5.2	X	X	X	T/T, T/C, IM, SC, LC	X	X	All types, transfer, stabilization,
	6.1	X	X	X	T/T, T/C, IM, SC, LC	X	X	Transfer, stabilize: UN1689, 3414,
	6.2	X	X	X	SC	X	X	Live vaccines, etc
	7	X	X	X	IM, SC	X, S	X, S	LSA's UF6; will use sub contractor for monitoring
	8	X	X	X	T/T, T/C, IM, SC, LC	X	X	Transfer, stabilize: UN1830, 1824, 1791,1789
9	X	X	X	T/T, T/C, IM, SC, LC	X	X	Transfer, stabilize: UN3082, 3077, 2590,	
Other								

**LEGEND:**  
 M - Marine; RR - Railway; R - Road; X - Performs operation in house; S - Sub-contracted; O - Resources from outside area of coverage; SO -Sub-contracted resources from outside area of coverage.  
 1. **Stabilization** includes operational activities directed towards ensuring the incident will not escalate by being able to detect, assess, stop and contain chemical leaks or spills (or potentials thereof) caused by a transportation incident involving dangerous or other goods.  
 2. **Mitigation** includes operational activities directed towards assessment and initial product recovery by means of product displacement. Product displacement includes, but is not limited to, neutralization, de-activation, repackaging or over packing, flaring or depressurization.

**Comment [TEAP III1]:** TERSP: The possible abbreviations are: T/T = tank truck; T/C = tank car; c = cylinders, all sizes; SC = small means of containment < 450 litres; LC = large means of containment > 450 litres; IM = intermodal.

**Comment [TEAP III2]:** TERSP: Provide examples by UN number or shipping name.

**Comment [TEAP III3]:** TERSP: Within 6 hour travel time by road averaging 65 km/h.

**Comment [TEAP III4]:** TERSP: Means via TERSP(s) from other location(s).

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	Yes	No		Yes	No		
<b>Part 1 – Management</b>							
1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		Yes, signed by Dean Gough, President.	X		Viewed signed statement dated 2011-01-03. Also posted in foyer and workshop.
2	Has responsibility for the management and updating of the TERSP Standard Assessment (Capability Chart, TERSP comment and Emergency Response or Exercise Table) been assigned and documented?	X		Scott Christon is responsible for updating and upkeep of this information	X		Viewed Itech, Policy and Guidelines, TERSP Standard Assessment dated 2011-01-03.  Good practice whereby Joint Health and Safety Management Co-chair, Division Manager and President approve/sign all SOGs.
3	Are the TERSP Capability Chart and Emergency Response or Exercise Table updated and submitted annually?	X		It will be updated and submitted on an annual basis or more frequently as capabilities change	---	---	First assessment of this location.
4	Have you identified all legal requirements pertaining to your TERSP business?	X		Yes, mandatory training complete for employees, CVOR and other licensing in place.	X		Viewed: TDG Certificates; Hose testing certificates
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Certificate available for review.	X		Viewed certificate dated 2010-12-20.
5b	Public Liability and Property Damage, \$5 million?	X		Certificates available for review	X		Viewed certificate dated 2010-10-25.
5c	Environmental, \$5 million?	X		Certificates available for review	X		Viewed certificate dated 2010-10-25

**Comment [TEAP III5]:** TERSP: Provide proof of a full and positive statement of commitment to addressing issues of health, safety, and the environment.  
Assessor: View policy statement and note date of issue and if signature is current.

**Comment [TEAP III6]:** TERSP: The individual with responsibility to manage and update the *TERSP Standard Assessment* must be identified and available.  
Assessor: View, note the document title.

**Comment [TEAP III7]:** TERSP: Complete the *Capability Chart* and *Emergency Response or Exercise Table* and submit annually to TEAP III (Director, Technical and Sustainable Logistics, CIAC, 805 – 350 Sparks Street, Ottawa, K1R 7S8); ensure that the chart is both current and dated. The rest of the *TERSP Standard Assessment* is only completed when a location visit by assessors is planned.

**Comment [TEAP III8]:** TERSP: Legal requirements means: TDG and referenced requirements under CSA (e.g. pressure hose test), CGSB (e.g. tank standards and certification) and so on; WHMIS; federal and provincial workplace labour codes;

**Comment [TEAP III9]:** TERSP: Obtain current certificate from relevant workers compensation authorities (not to exceed 12 months).  
Assessor: View certificates and record dates. (Note: Who the certificates are

**Comment [TEAP III10]:** TERSP: Have copy of policy available - Certificate of Insurance  
Assessor: View certificate(s) and record date(s).

**Comment [TEAP III11]:** TERSP: Have copy of policy available - Certificate of Insurance  
Assessor: Verify certificate(s) and record date(s).

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	Yes	No		Yes	No	
6a Is there a system in place to notify TEAP III of any change in capability and/or capacity?	X		Documented under TERSP requirements SOG	X		Viewed Itech, Policy and Guidelines, Updated TERSP Standard Assessment.  Verbal confirmation to identify specific CIAC contact for notification
6b Is there a system in place to notify affected clients of any change in capability and/or capacity?	X		Documented under TERSP requirements SOG	X		Viewed Itech, Policy and Guidelines, Updated TERSP Standard Assessment.
7 If your company has previously had TERSP Standard Assessment, was the DRAFT report retained and produced for this assessment?	---	---	Not applicable	---	---	

**Comment [TEAP III12]:** TERSP: Provide copies of submissions to TEAP III prior to changes significant enough that capability and/or capacity to execute the planned response is questionable. For example, changes to: *Capability Chart*, management, activation telephone number, geographic coverage, essential or speciality or unique equipment, number of registered responders, written agreements with other TERSPs...  
Assessor: If applicable, view and note date(s) of submission(s).

**Comment [TEAP III13]:** TERSP: Provide copies of submissions to affected clients prior to changes significant enough that capability and/or capacity to execute the planned response is questionable. For example, changes to: *Capability Chart*, management, activation telephone number, geographic coverage, essential or speciality or unique equipment, number of registered responders, written agreements with other TERSPs...  
Assessor: If applicable, view and note date(s) of submission(s).

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	Yes	No		Yes	No	

### Part 2 – Activation and Response

1a	Is there a 24-hour emergency response activation telephone number?	X		877-324-4402	X		Tested on 2011-01-05 during off hours. Answering service recorded callback number, name and company before connecting with On Call Manager. Elapsed time 3 minutes.
1b	Is there an alternative activation telephone number?	X		519-770-4402	X		Off hours forwarded to Answering Service, which in turn forwards to the On Call Manager.
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Activation Guideline	X		Viewed Policies and Guidelines, Activation Guideline that identifies the On Call Manager who dispatches the appropriate resources.
3	Does the TERSP use a form to record incident information?	X		All calls documented on "Loss" sheet, additional info gained is added to the file	X		Viewed Loss form. Verbal confirmation to include UN # and MOC
4	Which methods are used to access a current MSDS on a 24-hour basis:						
4a	Paper copy?	X		Will print copy at office before crew departs	X		
4b	CANUTEC?	X			X		
4c	Shipper/manufacturer?	X		Request from shipper via fax or email.	X		
4d	CCOHS?	X		Via internet.	X		

**Comment [TEAP III14]:** TERSP: State if there is a primary activation telephone number.  
Assessor: Assessor will run a check on primary activation telephone number without prior warning. Assessor will record time of activation call and time of call back.

**Comment [TEAP III15]:** TERSP: State if there is a secondary number to the primary activation telephone number. For example: An office telephone number, telephone number with area code, two activation telephone numbers but at different locations and so on?  
Assessor: There is no need to check or test the alternative telephone number.

**Comment [TEAP III16]:** TERSP: Document alerting process to activate response, ensure this is communicated to clients.  
Assessor: View protocol (may include a call down list, flowchart, contact list), note title and date.

**Comment [TEAP III17]:** TERSP: Provide a copy of the basic form or checklist used to record details of each call received.  
Assessor: View, note document title and last revision dates.

**Comment [TEAP III18]:** TERSP: You must have the ability to readily obtain a current MSDS for a material identified on your *Capability Chart*.  
Assessor: View current MSDS selected from the *Remarks and Examples* column of the *Capability Chart*. Note method(s) demonstrated.

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	Yes	No		Yes	No		
4e	Internet (state method and web sites)?	X		Laptop with air card and printer, via internet search	X		Viewed MSDS for UN 1060
4f	Internal CD database?		X		---	---	
4g	Other (state method)?	X		WISER	X		Viewed data for UN 1830 via laptop.
5	Are there <b>Standard Operating Guidelines</b> for dealing with response to all products/classes/means of containment identified in the <i>Capability Chart</i> ?	X		SOGs written and approved	X		Viewed SOGs divided by DG class; there are additional product specific SOG: UN 1830, Class 2.1, LP flaring
6	Are response activities for <b>incidents</b> documented?	X		Project Manager notes, reports, etc	X		Viewed DG Team Leader Report form.  Verbal confirmation that call time and departure time to be included in the form
7	What is the target mobilization time from receiving an initial activation call to rolling with response team and equipment for incidents requiring immediate response:						
7a	<b>During regular business hours?</b>	1 hr or less		crew and equipment on road	X		Viewed report: 2010-09-24 left in 30 minutes; 2011-01-03 left in 30 minutes
7b	<b>Outside regular business hours?</b>	2 hr or less		crew and equipment on road	X		Viewed report: 2010-12-30 departed in 45 minutes
8	Evaluation and debrief of responses:						
8a	How do you <b>choose</b> which responses to debrief?			All jobs debriefed verbally with entire crew. Large incidents (> 24 hours, high risk or extensive resources used) and incidents where there were issues or by client request.	---	---	Verbal confirmation to develop SOG

**Comment [TEAP III19]:** TERSP: SOGs include pre-trip checklist, site safety plan, situation analysis, reconnaissance, damage assessment, static electricity control, transfer of pressure and low pressure commodities, flaring, disposal, decontamination, etc. List sources (e.g. ERG, AAR Guide, WISER, Disciplined Approach.)  
Assessor: View, note titles of SOG's.

**Comment [TEAP III20]:** TERSP: Provide copies of incident(s) document(s) for TEAP III participants, include registered Team Leaders and team members.  
Assessor: Review, note registered Team Leader(s) and team member(s), use of activation call report, response report, work order, job reports, photographs...

**Comment [TEAP III21]:** TERSP: Identify regular hours of business (e.g. 09h00 to 17h00)  
Assessor: View, note date(s), time(s) to scene(s) and size of team(s) deployed.

**Comment [TEAP III22]:** TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).  
Assessor: If applicable, view and note dates.

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	Yes	No		Yes	No		
8b	Does the debrief identify gaps and corrective actions?	X		If a gap is identified it will be documented along with a corrective action	X		Viewed report 2011-01-03  Verbal confirmation to develop time line for corrective action
8c	Describe how corrective actions are tracked to completion.			All corrected actions documented and followed up via sign off sheet.	---	---	Verbal confirmation to develop tracking system
9	Is the TEAP III Standard TER Performance Form submitted to TEAP III?	---	---	There has not been an opportunity to submit one yet	X		Viewed Policies and Guidelines, Updated TERSP Standard Assessment with responsibility assigned to the Operations Manager.
10	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X		We are not yet listed on any ERAPs	X		Viewed Service Agreement Schedule A that request ERAP information.
11	How do you track updates of your client's ERAP?			Documented in ERAP SOG - pending	---	---	Viewed Policies and Guidelines, Emergency Assistance Response Plans that specifies annual review of documentation.
12	If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?	---		When we are added to another TERSP ERAP we will ensure we have a copy of the ERAP	---	---	Verbal confirmation to develop service agreement for use with other TERSPs.

**Comment [TEAP III23]:** TERSP: Provide debrief records of corrective actions required and taken.  
Assessor: If applicable, view and note corrective action(s) identified and assigned.

**Comment [TEAP III24]:** TERSP: Provide documentation.  
Assessor: View and note process (item, assignment, due date, status)

**Comment [TEAP III25]:** TERSP: State how many have been submitted.  
Assessor: If applicable, view and note submission date(s).

**Comment [TEAP III26]:** TERSP: Must have a copy of each client's ERAP. If does not apply, indicate NA.  
Assessor: If applicable, view and note ERAP(s) approval date(s).

**Comment [TEAP III27]:** TERSP: Must have a copy of each ERAP for which they have an agreement to respond on behalf of another TERSP. If does not apply, indicate NA.  
Assessor: If applicable, view and note ERAP(s) approval date(s).

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	Yes	No		Yes	No	

### Part 3.1 – Resources: Contact list, third party resources and mutual aid

1	Are current <b>contact lists</b> available for:						
1a	Response coordinators?	X		Complete contact list of all employees and contractors	X		Viewed contact list dated 2011-01-04.
1b	Team Leaders and team members?	X		Complete contact list of all employees and contractors	X		Viewed contact list dated 2011-01-04.
1c	Clients?	X			X		Viewed electronically (smartphone)
1d	Government agencies?	X		Complete contact list of all employees and contractors	x		Viewed contact list dated 2011-01-04.
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Complete contact list of all employees and contractors	X		Viewed contact list dated 2011-01-04.
3a	Describe any personnel or <b>unique</b> equipment outsourced?	X		Boiler via Hamilton Boiler works, Plume modeling and hygiene support via CTEH	X		
3b	If yes, does a <b>written agreement</b> exist:	X			X		Viewed proposal for agreement with CTEH dated 2011-01-05.
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X		Harold Marcus Ltd., Environmental Services Inc., Drain-All Ltd., Potter Environmental	X		Viewed signed agreements dated 2010-10
4b	Coverage outside your region?	X		Drain-All Ltd., CEDA, RST, Envirotec Environmental, Potter Environmental	X		Viewed agreements with Drain-All and Potter.  Verbal confirmation to establish

**Comment [TEAP III28]:** TERSP: Provide copies of contact lists that include access telephone numbers (including consideration of off-hours, weekends and vacations); designates should also be listed. List must be dated. Describe the system in place to ensure that the contact lists are maintained current.  
Assessor: View, note last revision date and document title and location.

**Comment [TEAP III29]:** TERSP: Provide list of equipment resource support services.  
Assessor: View, note last revision date.

**Comment [TEAP III30]:** TERSP: Provide a list of personnel or unique equipment for materials not listed in the *TERSP Standard Essential and Specialty Equipment List*. For example, do you outsource for 150 lb cylinder coffin?  
Assessor: View, note last revision date.

**Comment [TEAP III31]:** TERSP: If yes, provide the access protocol and agreement.  
Assessor: View, note agreement date.

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	Yes	No		Yes	No	
						agreements after TERSP Standard Assessment
4c	X		Harold Marcus Ltd., Environmental Services Inc., Drain-All Ltd., Potter Environmental	X		Viewed signed agreements dated 2010-10
5	Are these other TERSPs registered with TEAP III for:					
5a	X		Some are TEAP III registered	X		Drain-All and Harold Marcus are TEAP III registered
5b	X		Some are TEAP III registered	X		Drain-All is TEAP III registered
5c	X		Some are TEAP III registered	X		Harold Marcus and Drain-All are registered

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	Yes	No		Yes	No	

### Part 3.2 – Resources, Equipment and Materials

1	Is there <b>equipment for communications</b> between:						
1a	The Home Coordinator and the incident scene?	X		All senior staff have BlackBerry's, all personnel have cellular phones	X		Viewed the communications equipment of all team leaders.
1b	Personnel at the incident scene?	X		Intrinsically safe portable radios	X		Viewed six radios.
2	Does the company meet the requirements of the <i>TERSP Standard Essential and Specialty Equipment List</i> for:						
2a	<b>Essential Equipment</b> items at the location?	X		It is in the shop and available for inspection	X		Viewed the equipment meeting the requirements.
2b	<b>Specialty Equipment</b> items at the location?	X		In shop available for inspection	X		Viewed equipment for: Chlorine capping kits with SO <sub>2</sub> gaskets; LPG transfer and flaring; Corrosive liquid transfer
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the <i>Capability Chart</i> ?	X		If we say we can do it, we have the equipment in place	X		Viewed equipment that meets the stated capability.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		All equipment sourced from Canadian suppliers, CSA approved where applicable.	X		

**Comment [TEAP III32]:** TERSP: Identify equipment and quantities available. Consider cell phones, satellite phones, intrinsically safe radios, portable radios...  
Assessor: View, describe equipment and quantity viewed.

**Comment [TEAP III33]:** TERSP: All *Essential Equipment* must be at the location.  
Assessor: View, note that all *Essential Equipment* is at the location.

**Comment [TEAP III34]:** TERSP: All claimed *Specialty Equipment* must be at the location.  
Assessor: View, note that all claimed *Specialty Equipment* is at the location.

**Comment [TEAP III35]:** TERSP: Ensure you have equipment for all materials, modes of transport and means of containment for which you provide response.  
Assessor: Select a few *Capability Chart* materials, view and note associated equipment.

**Comment [TEAP III36]:** TERSP: Examples are CSA; Transport Canada; provincial transportation, and so on. Provide records of approvals.  
Assessor: View, note items and associated approval records and dates.

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	Yes	No		Yes	No	

### Part 3.3 – Resources, Personnel

1	How many response personnel are trained to the <i>TERSP Standard Training Matrix</i> :					
1a	TEAP III registered Team Leaders?	3	S. Christon, S. Croome, M. Musclow	X		Viewed training matrix records for all team leaders  Verbal confirmation to enhance the record tracking system to correlate with the TEAP III TERSP Training Matrix for all responders.
1b	TEAP III registered team members?	3	L. Garinger, V. Kop, S. Stacey	X		Viewed training matrix records for all team members.
1c	Other Team Leaders?	2	D. Perry, W. McDonald	---	---	
1d	Other team members?	11	M. Irwin, M. Ion, C. Dennie, D. Biederman, C. Wator, B. Biederman, A. Balkwill, A. Vellenga, J. Hall, J. Pickering, R. Plant	---	---	
2	Is there a fit for duty program?	X	Currently being set up with local clinic in Brantford	---	---	
3	Is there post-incident stress management program?	X	Company Benefits	X		Viewed Great West Life Group Benefit Plan

**Comment [TEAP III37]:** TERSP: A TEAP III registered Team Leader must be current on all requirements in the *TERSP Standard Training Matrix*. Registered responders can be for only a single location and company.  
Assessor: Review individual records for compliance with *TERSP Standard Training Matrix*, note names as initial of first name and full last name (e.g. L. Laferriere).

**Comment [TEAP III38]:** TERSP: A TEAP III registered team member must be current on all requirements in the *TERSP Standard Training Matrix*. Registered responders can be for only a single location and company.  
Assessor: Review individual records for compliance with *TERSP Standard Training Matrix*, note names as initial of first name and full last name (e.g. L. Laferriere).

**Comment [TEAP III39]:** TERSP: Describe the elements of your fit for duty program and frequency of re-assessments.  
Assessor: View program documentation, note document titles.

**Comment [TEAP III40]:** TERSP: Describe the elements of your post-incident stress management program.  
Assessor: View program documentation, note document titles.

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### Part 4.1 – Preparedness, Training

1	Is the training program established in accordance with the <i>TERSP Standard Training Matrix</i> ?	X		We follow the TERSP matrix as a minimum.	X		Verbal confirmation: Agreed to clarify where training matrix items is covered.
2	Is training conducted using specialty equipment?	X		Crews are trained on all available ER equipment	X		Verbal confirmation: Agreed to clarify where training matrix items is covered.
3	Is the training content documented for each module?	X			X		Viewed modules for: PPE; decontamination
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X			X		Verbal confirmation: New emergency response organization but will be incorporated
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		Attend CN RER, JIBC, CP Rail Safe and Pueblo for key team members.	---	---	
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?			S. Christon, S. Croome, M. Musclow, L. Garinger, V. Kop, S. Stacey	X		Viewed: CN RER Certificate - S. Christon; TTCI Advanced Tank Car Specialist - S.Croome.

**Comment [TEAP III41]:** TERSP: Describe your training program and how it exceeds the *TERSP Standard Training Matrix*.

Assessor: Review TERSP's training matrix for enhancements (e.g. C Kit training, inhibitor injection, flaring...)

**Comment [TEAP III42]:** TERSP: Provide evidence of training on specialty equipment (e.g. SOG, PPE, detection equipment).

Assessor: Review two records, note subject areas (e.g. application of C Kit while wearing a Level A suit, simulated corrosive liquid tank truck transfer, LPG flaring).

**Comment [TEAP III43]:** TERSP: Provide documentation of training modules (objectives, course content, required resources, competency). Proof via external training certificates must be accompanied by course content.

Assessor: Review two internal training modules, note titles and list contents; review two external training certificates, note titles and source (e.g. RAC, AAR, Honeywell).

**Comment [TEAP III44]:** TERSP: Provide evidence of railway ER training (e.g. RAC, ERTC, JIBC, CN, CP Rail).

Assessor: Review, note titles and source.  
**Comment [TEAP III45]:** TERSP: List names of those who have attended training.  
Assessor: Review two records; note names, course titles and source (e.g. L. Laferriere, Tank Car Specialist, ERTC).

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### Part 4.2 – Preparedness, Exercises

1	Have Team Leaders demonstrated competency for each SOG through training or equivalency granted for a response?	X		We use Training Equivalency forms approved by team leader and manager to grant hands on experience as in class learning.	X		Viewed training equivalency for 80% solution ammonium nitrate transfer on 2010-11-19.
2	Are exercise activities documented?	X		All trained activities are documented with sign in sheet, activity description and photographs.	X		Viewed documentation of decontamination exercise, 2010-11-25.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			Verbal debriefs after each exercise.	X		Comment: Team members confirmed verbal debrief occur after each exercise.
3b	Does the debrief identify gaps and corrective actions?	X		Yes, they will be recorded and followed up on by management	---	---	Verbal confirmation: Agreed to develop time line for corrective action.
3c	Describe how corrective actions are tracked to completion.			All corrected actions documented and followed up via sign off sheet.	---	---	Verbal confirmation: Agreed to develop tracking system.

**Comment [TEAP III46]:** TERSP: Team Leaders should be current in all applicable SOGs (e.g. Disciplined Approach, Safe Work Guidelines; bulk liquid transfer, flaring). Each equivalency for response granted must be noted in the individual's training file  
Assessor: Review that Team Leaders are current on applicable SOGs, note names of those vetted.

**Comment [TEAP III47]:** TERSP: Provide copies of exercise document(s), include names of registered Team Leaders and team members, means of containment, material, hands on activity.  
Assessor: Review, note elements (e.g. MOC, activity performed, participants).

**Comment [TEAP III48]:** TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).  
Assessor: If applicable, view and note dates.

**Comment [TEAP III49]:** TERSP: Provide debrief records of corrective actions required and taken.  
Assessor: If applicable, view and note corrective action(s) identified and assigned.

**Comment [TEAP III50]:** TERSP: Provide documentation.  
Assessor: View and note process (item, assignment, due date, status).

## Transportation Emergency Response Service Provider (TERSP) Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

### Part 4.3 – Equipment Maintenance

1	Is a program established for equipment inspection, maintenance and testing?	X		Per SOG on equipment maintenance and inspection	X		Viewed manuals including protocol for: Blackmer & Corken Pumps, Transfer hoses, Diaphragm pump and compressor.
2	Are records kept of inspection, testing and maintenance for at least three years for:						
2a	<i>TERSP Essential and Specialty Equipment List</i> , where applicable?	X		Paper and electronic records	X		Viewed record for: Pump monthly check, Air compressor monthly check, Level A in service test.  Verbal confirmation: Agreed to establish consistent terminology for maintenance and inspection records.
2b	Transportation equipment?	X		Fleet maintenance program in place	X		Viewed electronic records.

**Comment [TEAP III51]:** TERSP: Show evidence of an equipment testing and maintenance program that is in compliance with manufacturer recommendations or regulatory requirements.  
Assessor: View program, note elements (e.g. equipment listing, inspection detail, frequency, e-system or paper-based).

**Comment [TEAP III52]:** TERSP: Maintain test, inspection and maintenance records that are relevant to materials on the *Essential and Specialty Equipment List*; (e.g. SCBA, Level A suits, transfer hoses, power generators, pumps, instrumentation, gas detector and calibration, gaskets).  
Assessor: Review records, note items and frequencies (e.g. suit tests, hose test, generator inspection/test, gas detectors).

**Comment [TEAP III53]:** TERSP: Maintain test, inspection and maintenance records for vehicles.  
Assessor: View, note motor vehicle safety certificates on or in vehicles.

## Transportation Emergency Response Service Provider (TERSP) Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

### Part 5 – Hazardous Waste and Hazardous Recyclable Materials

1	Does the TERSP have a permit or certificate to:						
1a	Transport hazardous waste and/or hazardous recyclable materials?	X		C of A #6506-6B5KVM	X		Viewed certificate dated 2010-12-18.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?		X	We do not receive or process waste at this time	---	---	
2	Are any of the above performed by a sub-contractor?	X		Disposal and some transportation carried out by 3 <sup>rd</sup> party	X		Viewed C of A for: Environmental Services Inc. Hydrotech

**Comment [TEAP III54]:** TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials.  
Assessor: View, note permit/certificate number and expiry date (where applicable).

**Comment [TEAP III55]:** TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials.  
Assessor: View, note permit/certificate number and expiry date (where applicable).

**Comment [TEAP III56]:** TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials for sub-contractor(s).  
Assessor: View, note permit/certificate number(s) and expiry date (where applicable).

## Transportation Emergency Response Service Provider (TERSP) Optional Information

### Part 6 – Marine Chemical Emergency Response *(optional and not part of TERSP Standard Assessment)*

**Note:** This section should be completed by those TERSPs that provide or wish to provide emergency response services in the marine mode specifically to vessels carrying or using hazardous materials (hazardous and noxious substances or “HNS”). Such response may be provided to bulk vessels, container vessels, barges, ferries, etc. while in berth, alongside, at sea or in transit.

		Yes	No	TERSP Comment
1	Does your company provide emergency response to marine HNS incidents in:			
1a	Deep sea operations?		X	
1b	Coastal operations?	X		Inland water and shores of Great Lakes only
1c	In port or while loading or unloading?	X		
2	What marine geographic areas do you cover?	X		Ontario inland lakes and shoreline only
3	Do you have specialized documented procedures for marine HNS emergency response?		X	
4	Do you have boat(s) or other means for accessing vessels not at berth?	X		

**Comment [TEAP III57]:** TERSP: This is an optional part which you are free to complete or leave blank. There will be no assessment provided for this section. Assessor: Do not check or question any information provided here.

## Transportation Emergency Response Service Provider (TERSP) Optional Information

### Part 7 – Community Involvement and Sustainability *(optional and not part of TERSP Assessment)*

		Yes	No	TERSP Comment
1	Who in your company has attended TEAP III initial Training?			Scott Christon and Bob Goodfellow have attended the training
2a	Do you participate in TransCAER® outreach events?	X		We have yet to attend one but plan on attending them in the future.
2b	If yes, how? Provide list of dates and activities for the past two years.			
3a	Do you belong and participate in a trade association such as CERCA, CIAC, CACD, RAC and/or other (describe other)?	X		We are members of the RAC, CACD, CERCA, OTA
3b	If yes, describe your involvement.			Members
4a	Do you belong or contribute to a local community enhancement program?	X		Farley Foundation – Helping Pets, Helping People of Ontario Fund raising for Armed Forces veteran's
4b	If yes, describe your involvement. <b>NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.</b>			Fund raising

**Comment [TEAP III58]:** TERSP: This is an optional part which you are free to complete or leave blank. There will be no assessment provided for this section. Assessor: Do not check or question any information provided here.

**Comment [TEAP III59]:** TERSP: Identify by name (e.g. L. Laferriere) those who have attended.

### Transportation Emergency Response Service Provider (TERSP) Optional Information

<b>5a</b>	Do you have an environmental management system in place such as ISO 14001?		X	
<b>5b</b>	If yes, describe.			
<b>6a</b>	Do you have a “green initiative” in place?	X		
<b>6b</b>	<p>If so, describe.</p> <p>Examples are vehicle emissions reduction, idling program, office paper recycling, controlling ER activity emissions such as dry connects, purge techniques, controlling run off...</p>	<p>No idling policy in place, tracked by GPS units on all vehicles, office recycling. All connections tested prior to transferring product, all lines blown clear after transfers.</p>		

## Transportation Emergency Response Service Provider (TERSP) Standard Assessment

### TERSP Emergency Response or Exercise Table (previous 12 months only)

Material		Response		Exercise		Assessor Comment	
TDG Class	Shipping Name and UN Number	Date of last response	Registered Team Leader, last response	Date	Registered Team Leader(s)	Activity performed during exercise or response	Documentation viewed?
1							
2.1	LPG 1075	2010-10-01	S. Christon, S. Croome			Witnessed transfers and flaring, removed pressure plates and valving from cars and air sparged cars	Viewed report.
2.2							
2.3							
3							
4.1							
4.2							
4.3							
5.1	Ammonium Nitrate UN2426	2010-11-11	S. Christon			Clean and purge tank car	
	Ammonium Nitrate UN2426	2010-11-19	S. Christon, S. Croome, M. Musclow			Transferred T/C to T/C	Viewed report.
5.2							
6.1	Barium UN1564	2010-09-24	S. Christon, S. Croome			Transloaded material (bags) remediation of spilled material	
6.2							
7							
8	Ferric chloride anhydrous UN1773	2010-09-24	S. Christon, S. Croome			Transloaded material (super sacks) remediation of spilled material	Viewed report.
9							
Other	Non regulated petroleum condensate	2010-10-01	S. Christon, S. Croome, M. Musclow			Transferred 7 tank cars to tank truck, ground and bond.	

**Comment [TEAP III60]:** TERSP: State dates as year, month, day (e.g. Use 2010-06-15 for June 15, 2010).

**Comment [TEAP III62]:** TERSP: State dates as year, month, day (e.g. Use 2010-06-15 for June 15, 2010).

**Comment [TEAP III65]:** TERSP: Enter previous year data; an actual response that has been documented and debriefed could fulfil the exercise requirement. Remediation work does not qualify. Assessor: Review and verify reports, note titles and activities.

**Comment [TEAP III61]:** TERSP: State all registered Team Leaders names as initial of first name and full last name (e.g. E. Wong).

**Comment [TEAP III63]:** TERSP: State all registered Team Leaders names as initial of first name and full last name (e.g. E. Wong).

**Comment [TEAP III64]:** TERSP: Identify the means of containment and activities performed during the response or exercise with product or simulated products (e.g. Tank car plugging, drum over pack, tank truck transfer, cylinder capping, flaring/venting).

# Transportation Emergency Response Service Provider (TERSP) Standard Assessment

## TERSP Emergency Response or Exercise Table (previous 12 months only)

Table data entered (e.g. 2010-06-15): 2010-11-15