

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

Summary	
TERSP company assessed:	Envirotec Services Inc.
TERSP location:	100 Cory Rd. Saskatoon, Saskatchewan, S7K 8B7
TERSP location's area of coverage:	Province of Saskatchewan
Date (year-month-day) assessed:	2011-01-13
Assessors:	Team Leader – Louis Laferriere, Director, Technical and Sustainable Logistics, CIAC, Ottawa Assessor – Curtis Myson, TDG Specialist, RAC, Edmonton Assessor – Dan Dupuis, Regulatory Affairs Manager, ClearTech, Saskatoon
Opportunities for improvement:	<ul style="list-style-type: none"> • Separate expired training colorimetric tubes from operational in-service colorimetric tubes • Debriefs records needs to be done, gap closure tracked • Improve population of Response and Exercise Table
Best practices for sharing:	<ul style="list-style-type: none"> • Incident Log master spreadsheet file has TEAP III Training Matrix columns so as to track training equivalency for response activities performed; this helps determine/prioritize what/when training is required. • Extensive use of software and e-databases
Recommendation for registration:	Approved by TEAP III Editorial Board: 2011-09-08 Next location assessment due: 2013-01

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Capability Chart

Contact Details	TDG Class	Mode of Transport			Means of Containment	Stabilization ¹ (X, S, O, SO)	Mitigation ² (X, S, O, SO)	Remarks and Examples
		M	RR	R				
Company name: Envirotec Services Inc. Address: PO Box 25055 (100 Cory Rd) Saskatoon, Saskatchewan S7K 8B7 Management contact: Lyle Clouatre Office: TEL: (306) 244-9500 FAX: (306) 244-9501 EMAIL: lclouatre@envirotec.ca 24-hour Activation: TEL: (877) 244-9500 (toll free) Contact Position: Team Leader Regional coverage from this location: Province of Saskatchewan Is coverage outside this region available via this location? Yes [] No [X] Date completed (year-month-day): 2010-11-08 By (name and position): Geoff Warren Manager, Emergency Response Division	1							
	2.1		X	X	T/T, T/C, IM	X		Propane
	2.2		X	X	T/T, T/C, IM	X		Nitrogen
	2.3		X	X	T/T, T/C, IM, c	X		Hydrogen Sulphide, chlorine, anhydrous NH ₃
	3		X	X	T/T, T/C, SC, LC, IM	X	X	Styrene, diesel, fuel, gasoline
	4.1		X	X	T/T, T/C, SC, LC, IM	X	X	Molten Sulphur, Borane Tri-Ethly Amine, Aluminum
	4.2		X	X	T/T, T/C, SC, LC, IM	X	X	Sodium Hydrosulphide
	4.3		X	X	T/T, T/C, SC, LC, IM	X	X	Aluminum Phosphide, Strontium
	5.1		X	X	T/T, T/C, SC, LC, IM	X	X	Hydrogen Peroxide, Potassium Permanganate
	5.2		X	X	T/T, T/C, SC, LC, IM	X	X,S	Can perform some internally but rely on assistance Ref. Agreement
	6.1		X	X	T/T, T/C, SC, LC, IM	X	X	Sodium Cyanide, Phenol Molten
	6.2							
	7		X	X	T/T, T/C, SC, LC, IM	X	X	Uranium Oxide (Yellow Cake) only.
	8		X	X	T/T, T/C, SC, LC, IM	X	X	Sulphuric Acid Fuming, Hydrochloric Acid, HF
	9		X	X	T/T, T/C, SC, LC, IM	X	X	Wastes
Other		X	X	T/T, T/C, SC, LC, IM	X	X	Glycol, used oil Other non-regulated commodities.	
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	
Part 1 – Management						
1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?		Ref. Envirotec Safety Manual	X		Viewed Envirotec Safety Manual, Section 1.1, 2010-01
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?		Ref. Emergency Services Policies and Procedures Manual – Document Management	X		Viewed Emergency Services and Procedures Manual, Section 7.3, Upkeep, dated 2010-12
3	Are the TERSP Capability Chart and Emergency Response or Exercise Table updated and submitted annually?		Ref. Incident Log	---	---	Annual update for 2009 was not requested by TEAP III.
4	Have you identified all legal requirements pertaining to your TERSP business?		Service Agreement, Insurance	X		Viewed: Hose testing certificates; TDG certificates; Insurance certificate
5	Minimum insurance requirements:					
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?		Alberta, Manitoba	X		Viewed Saskatchewan WCB Clearance Certificate 2010-12-15
5b	Public Liability and Property Damage, \$5 million?		Ref. Insurance Certificate	X		Viewed certificate dated 2010-11-02
5c	Environmental, \$5 million?		Ref. Insurance Certificate	X		Viewed certificate dated 2011-05-16.

- 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 workpl...
- 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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6a Is there a system in place to notify TEAP III of any change in capability and/or capacity?	X		TEAP III TERSP Standard Assessment every two years, Capability Chart and Response and Exercise Table annual update and/or notification to TEAP III at time of change(s)	X		Viewed Policy and Procedures Manual, section 16.1 dated 2011-05-27
6b Is there a system in place to notify affected clients of any change in capability and/or capacity?		X		X		Viewed Notice of Change in Response Capability letter to Transport Canada, clients and other TERSPs dated 2011-04-28. Comment: No contractual agreements with clients. Done on a case-by-case basis.
7 If your company has previously had TERSP Standard Assessment, was the DRAFT report retained and produced for this assessment?	X		Paper and e-copy on hand	X		Viewed DRAFT report dated 2008-12-17

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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Part 2 – Activation and Response

1a	Is there a 24-hour emergency response activation telephone number?	X		1-877-244-9500 (Toll-Free U.S. / Can.) which is forwarded to a call center after hours or during a power failure			Tested 24-hour number during regular hours. Reception recorded name and brief description of incident, then transferred to the On Call person. Elapsed time 30 seconds.
1b	Is there an alternative activation telephone number?	X		(306) 244-9500 (306) 721-9500	---	---	Off hours calls forwarded to contracted Answering Service which in turn forwards call to the On Call Team Leader.
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Ref. Emergency Response Management Workbook (ERMW)	X		Viewed Team Activation flowchart decision-making tool and form, revision date 2010-12-20 that also is used to identify incident level (I to IV).
3	Does the TERSP use a form to record incident information?	X		Ref. Emergency Response Management Workbook (ERMW)	X		Viewed ERMW, page 2, detailed list of questions used to gather information including request for MSDS and who has been notified.
4	Which methods are used to access a current MSDS on a 24-hour basis:						
4a	Paper copy?	X		Can be printed from response unit	X		Viewed Hydrofluoric Acid MSDS dated 2007-07

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		
4b	CANUTEC?	X		Can be faxed to office or emailed to office and response unit	X		
4c	Shipper/manufacturer?	X		Can be faxed to office or emailed to office and response unit	X		
4d	CCOHS?		X		---	---	
4e	Internet (state method and web sites)?	X		Either from Manufacturer's website (if known) or Google	X		Viewed Hydrofluoric Acid MSDS 2008-11-04 found via Google search engine
4f	Internal CD database?		X		---	---	
4g	Other (state method)?		X		---	---	
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the <i>Capability Chart</i> ?	X		Ref. Standard Operating Guidelines (SOG) and Safe Work Practices	X		Viewed ER-0025, Class 5.1, generic SOG, both paper and e-version
6	Are response activities for incidents documented?	X		Ref. Incident Files, Incident Log	X		Viewed Incident File 044-2010, styrene monomer
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	During regular business hours?	Less than 45 minutes		Ref. Emergency Services Policies and Procedures Manual – Target Response Times	X		Viewed Section 12.7 for target; Viewed Incident File 005-2010, left in 45 minutes

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.

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	Yes	No		Yes	No				
7b	Outside regular business hours?		Less than 75 minutes	Ref. Emergency Services Policies and Procedures Manual – Target Response Times	X		Viewed Section 12.7 for target; Viewed Incident File 050-2010, left in 55 minutes		
8	Evaluation and debrief of responses:								
8a	How do you choose which responses to debrief?		All Level II and above Responses (major, over 24 h, spills greater than 20,000 l) are debriefed, certain Level I (minor) as deemed necessary		X		Viewed Emergency Response Management Workbook Activation flowchart decision-making tool and form, revision date 2010-12-20		
8b	Does the debrief identify gaps and corrective actions?		X		Ref. Internal Incident Debrief	X		Viewed completed Incident Debrief Form, dated 2011-01-11.	
8c	Describe how corrective actions are tracked to completion.		Recorded corrective actions are assigned to Department Manager to be completed and filed upon completion		X		Viewed completed SOG ER-0039 Corrective Action Report, dated 2011-03-17.		
9	Is the TEAP III Standard TER Performance Form submitted to TEAP III?		---	---	Have yet to do a TEAP III response		---	---	Viewed form in e-database under Forms and Documents/Forms – Emergency Services
10	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?		---	---	No ERAP Agreements		---	---	
11	How do you track updates of your client's ERAP?		Not applicable		---	---			

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

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).

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12	If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		Yes, Ref. <u>Agreement Summary Table</u> Ref. <u>Emergency Services Policies and Procedures Manual – ERAP Inclusion Policy - Section 9.2 Pg.61</u>	X		Viewed Master ERAP Manual where Envirotec is listed as able to provide assistance.

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 <u>contact lists</u> available for:					
1a	Response coordinators?	X		Ref. ERMW Pg. 5	X	Viewed ER Team Contact List, revision date 2010-12-20
1b	Team Leaders and team members?	X		Ref. ERMW Pg. 5, Company Directory	X	Viewed ER Team Contact List, revision date 2010-12-20
1c	Clients?	X		Ref. ESIS, ERAP Summary Forms or Activation Forms	X	Viewed Envirotec Services Information System client e-database
1d	Government agencies?	X		Ref. Resource Directory	X	Viewed Resource Directory in e-database Verbal confirmation to develop revision update process and date
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Ref. Environmental Service Provider Profiles – paper files	X	Viewed: contact list which is divided by region; Service Provider Audit Summary conducted; Service Provider Agreement that details the services. Viewed sub-contractor list dated 2010

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.

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	Yes	No		Yes	No	
3a Describe any personnel or unique equipment outsourced?	X		Ref. Environmental Service Provider Profiles – paper files	X		Viewed agreement for equipment and minimum of one specialist with 24-hour activation telephone number for H ₂ O ₂ .
3b If yes, does a written agreement exist:	X			X		Viewed agreement for equipment and minimum of one specialist with 24-hour activation telephone number for H ₂ O ₂ .
4 Are written agreements established with other TERSPs for:						
4a Coverage in your region?		X		---	---	
4b Coverage outside your region?		X	Only verbal agreements	---	---	
4c You to support them in your region?	X		CERCA – some written, some verbal Ref. Agreement Summary	X		Viewed agreement to provide ER services for CEDA, Alberta
5 Are these other TERSPs registered with TEAP III for:						
5a Coverage in your region?		---		---	---	
5b Coverage outside your region?		---		---	---	
5c You to support them in your region?	X		CEDA, Alberta	X		CEDA, Alberta is TEAP III registered

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	

Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Cell Phones – 20 + Truck Mount Radio's – All units	X	Viewed equipment
1b	Personnel at the incident scene?	X		Cell Phones – 20 + Hand Held Radio's – 4 Truck Mount Radio's – All units	X	Viewed equipment
2	Does the company meet the requirements of the <i>TERSP Standard Essential and Specialty Equipment List</i> for:					
2a	Essential Equipment items at the location?	X		Ref. Completed TERSP Standard Essential Equipment List	X	Viewed equipment that meets list.
2b	Specialty Equipment items at the location?	X		Ref. Completed TERSP Standard Specialty Equipment List	X	Viewed chlorine capping kits, gaskets for C kit are dated 2008-10, for A and B dated 2009-10.
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the Capability Chart ?	X		Good inventory of equipment to respond, may not have every piece immediately available for all situations but can sub-contract if needed	X	Viewed inventory list on sealed tote that matched capability chart.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		Example: vacuum trucks meet CSA B620 (TC-350) standards. – PVIK Units meet SGI Government Inspection requirements	X	Viewed Specialized Equipment / Personal Protective Equipment list which states inspection/check frequency. Viewed pressure hoses tests dated 2010-10.

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?	6	J. Gardiner, G. Warren, S. Dovell, L. Clouatre, J. Poppl, S. Zeleny,	X		Viewed records for J. Poppl and S. Zeleny, 2011-05.
1b	TEAP III registered team members?	17	Ref. Activation Schedule	X		Viewed records for S. Winnik, T. Isbister, N. Halliday. Observation: Team members should meet all training requirements or reduce the numbers of registered team members.
1c	Other Team Leaders?	2		---	---	
1d	Other team members?	10	Ref. Activation Schedule	---	---	
2	Is there a fit for duty program?	X	Ref. Envirotec Policies and Procedures Manual – Sec. 2.11	X		Viewed: Policy statement (sec. 2.11); Certificate for one team leader;
3	Is there post-incident stress management program?	X	Ref. ERSD Policies and Procedures Manual – Critical Incident Stress Debriefing – Sec. 15.5	X		Viewed company policy in addition to the ERSD Policy and Procedure Manual.

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 TERSP Standard Training Matrix?	X		Ref. Envirotec Safety Manual Section 8, Training & Communication	X		Viewed Response Personnel Training Matrix, TEAP III Skills.
2	Is training conducted using specialty equipment?	X		CHLOREP training	X		Viewed CHLOREP training certificates for R. Poppl, J. Gardiner and J. Buziak
3	Is the training content documented for each module?	X		Ref. Envirotec Training Matrix and associated documents	X		Viewed materials for NFPA 472 Technician and for Class 3
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Ref. Training Matrix Binder with Certificates	X		Viewed various training records dating back more than three years
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		Tank Car Specialist or Advance Tank Car Specialist training levels	X		Viewed training matrix requirement.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	J. Gardiner, G. Warren, L. Clouatre, J. Poppl, S. Zeleny, S. Winnik			X		Viewed training certificates J. Gardiner, G. Warren

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		X	<p>Viewed equivalency columns in 2010 Training Matrix and Incident Logs.</p> <p>Observation: Need to ascertain means and quality of equivalency; documentation protocol for granting equivalency in training.</p>
2	Are exercise activities documented?		X		X	<p>Viewed CHLOREP capping kit training records.</p> <p>Viewed Evonik Degussa (Gibbons) tank car to tank truck transfer training program and two certificates for J. Poppl, and R. Poppl.</p>
3	Evaluation and debrief of exercises:					
3a	How do you choose which exercises to debrief?		X		X	<p>Viewed Emergency Response Management Workbook Activation flowchart decision-making tool and form revision date 2010-12-20 which is also used for exercises</p>
3b	Does the debrief identify gaps and corrective actions?		X		X	<p>Viewed Incident Debrief Form, which is also used for exercises.</p>

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.

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
3c Describe how corrective actions are tracked to completion.			Recorded corrective actions are assigned to Department Manager to completed and filed upon completion		X	No in house exercises conducted in 2010.

Comment [TEAP III150]: 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		Ref. Envirotec Safety Manual Section 7 – Preventative Maintenance Section 9 – Inspections	X		Viewed: Schedule spreadsheet
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		Ref. Inspection Binders / Forms	X		Viewed: Operational Checklist; SCBA Inspection Form; monthly MSA Sirius gas monitors testing.
2b	Transportation equipment?	X		Ref. Vehicle Safety Inspection records and Unit Repair Logs	X		Viewed vehicle: Maintenance logs; pre-trip checklist; maintenance report for Unit 101

Comment [TEAP IIII51]: 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 IIII52]: 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 IIII53]: 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		Reference: Saskatchewan Carrier License	X	Viewed: Approval certificate dated 1999-10-01
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		Reference: Approval to Operate	X	Viewed: Approval certificate dated 2010-12-06
2	Are any of the above performed by a sub-contractor?		X	N/A	---	---

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	
1c	In port or while loading or unloading?		X	
2	What marine geographic areas do you cover?			Envirotec responds to inland water incidents only (i.e. lakes, rivers, streams, sloughs, etc.)
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		One open-hull aluminum boat for boom deployment

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			J. Gardiner, G. Warren, L. Clouatre, J. Poppl, S. Zeleny, S. Winnik
2a	X		As a recent Member of Responsible Care®, (not verified), Envirotec attends numerous meetings and events and there is also a representative for the Prairie Region TransCAER group who attends meeting and events as a part of TransCAER. Hosts annual Western Canadian HazMat Conference
2b			Ref. Responsible Care® Activity Log
3a	X		CIAC, CERCA, CACD, RAC, Saskatchewan Safety Council and many others
3b			Attends meetings, sits on committees, assists with and hosts outreach events
4a	X		
4b			Financed the Saskatchewan Junior Volunteer Firefighters Scholarship and Prairie Spirit West Employment Education Program

Comment [TEAP III158]: 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 III159]: TERSP: Identify by name (e.g. L. Laferriere) those who have attended.

Transportation Emergency Response Service Provider (TERSP) Optional Information

5a	Do you have an environmental management system in place such as ISO 14001?	X		
5b	If yes, describe.	Recently joined Responsible Care®, in progress of making changes to management system. 3 months in to a 3 year initiation program.		
6a	Do you have a “green initiative” in place?	X		
6b	If so, describe. Examples are vehicle emissions reduction, idling program, office paper recycling, controlling ER activity emissions such as dry connects, purge techniques, controlling run off...	Waste Management Practice – Environmental Policy promoting re-use and recycle (e.g. paper and oil)		

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							
2.2							
2.3		2009-08-29	G. Warren			Tank Car, Assessment	
3	Diesel Fuel UN1202	2010-10-26	G. Warren			Tank Truck, Drill and Transfer	Viewed Incident Log file 048-2010
4.1							
4.2							
4.3							
5.1	Hydrogen Peroxide			2010-10-14	R. Poppl	Tank Car, Transfer	Viewed certificate
5.2							
6.1		2010-06-07	S.Dovell			Drums, Repackaging	
6.2							
7							
8	UN 2735	2010-06-03	G. Warren			Recovered material from storage tank spill pan	Viewed Incident Log
9							
Other		2010-10-13	S.Zeleny			Mixed load release	

Table data entered (e.g. 2010-06-15) [2010-11-08/updated 2011-01-13](#)

- 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).