

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

<b>Summary</b>	
<b>TERSP company assessed:</b>	<b>Newalta Corporation</b>
<b>TERSP location:</b>	<b>65 Green Mountain Rd West Stoney Creek, ON L8J 1X5</b>
<b>TERSP location's area of coverage:</b>	<b>Ontario</b>
<b>Date (year-month-day) assessed:</b>	<b>2010-11-10</b>
<b>Assessors:</b>	<b>Team Leader – Ernie Wong, Principal, EW Compliance &amp; Response Inc. Assessor – Andy Ash, Director, Dangerous Goods, Railway Association of Canada Assessor-in-training – Mike Maclellan, Responsible Care Coordinator, PDI Assessor-in-training – Dan Mould, Dangerous Goods Officer, CN</b>
<b>Opportunities for improvement:</b>	<ul style="list-style-type: none"> <li>• <b>Improve debrief documentation for response and exercises.</b></li> <li>• <b>Develop tracking of follow-up items from response and exercises (corrective action log).</b></li> </ul>
<b>Best practices for sharing:</b>	<ul style="list-style-type: none"> <li>• <b>ER site safety plan with sign-off by all team members</b></li> <li>• <b>Monitoring equipment utilizes a docking station connected to the manufacturer's on line system to monitor performance and reliability. Replacement(s) is dispatched automatically when required. Company uses the same monitoring equipment at all locations.</b></li> </ul>
<b>Recommendation for registration:</b>	<b>Approved by TEAP III Editorial Board: 2011-08-30</b> <b>Next location assessment due: 2012 - 11</b>

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### Capability Chart

Contact Details	TDG Class	Mode of Transport			Means of Containment	Stabilization <sup>1</sup> (X, S, O, SO)	Mitigation <sup>2</sup> (X, S, O, SO)	Remarks and Examples
		M	RR	R				
<b>Company name:</b> <b>Newalta Corporation</b>  <b>Address:</b> <b>65 Green Mountain Rd. W.</b> <b>Stoney Creek, ON L8J 1X5</b> <b>Management contact:</b> <b>Roger Bojanowski</b>  <b>Office:</b> <ul style="list-style-type: none"> <li>• Tel 905 548 5861</li> <li>• FAX 905 549 4515</li> <li>• e-mail rbojanowski@newalta.com</li> </ul> <b>24-hour Activation:</b> <ul style="list-style-type: none"> <li>• Telephone 800 567 7455</li> <li>• Contact Position On Call Manager</li> </ul> <b>Regional coverage from this location:</b> <b>Ontario and Quebec</b>  <b>Is coverage outside this region available via this location?</b>  Yes [X]    No [ ]  <b>Date completed (year-month-day):</b> <b>2010-11-05</b> <b>By (name and position):</b> <b>Roger Bojanowski, Branch Manager</b>	1	X	X	X	T/T, T/C, I/M, S/C L/C	X, S	X, S	Stable products only under guidance of client
	2.1	X	X	X	T/T, T/C IM c	X	X	LPG, BUTANE, MAPD, butadiene: transfer and
	2.2	X	X	X	T/T, T/C IM c	X	X	Nitrous Oxide
	2.3	X	X	X	T/T, T/C IM c	X	X	Chlorine; A/B/C/midland kits, transfer NH3: transfer and flaring Gasoline, etc...
	3	X	X	X	T/T, T/C, S/C, LC, IM	X	X	
	4.1	X	X	X	T/T, T/C, S/C, LC, IM	X	X	Magnesium turnings
	4.2	X	X	X	T/T, T/C, S/C, LC, IM	X	X	Phosphorus
	4.3	X	X	X	T/T, T/C, S/C, LC, IM	X	X	Triethyl Aluminum, calcium carbide, sodium, lithium
	5.1	X	X	X	T/T, T/C, S/C, LC, IM	X	X	Hydrogen peroxide, sodium chlorate
	5.2	X	X	X	T/T, T/C, S/C, LC, IM	X	X	Tertiary butyl hydro peroxide
	6.1	X	X	X	T/T, T/C, S/C, LC, IM	X	X	Cyanide
	6.2	X	X	X	SC	X	X	Live Vaccines, bio-hazardous waste
	7	X	X	X	SC, LC	X, S	X, S	Uranium hexafluoride, LSA (yellow cake) sub for monitoring and advice
	8	X	X	X	T/T, T/C, S/C, LC, IM	X	X	Hydrofluoric, Hydrochloric, sulphuric, nitric, sodium
	9	X	X	X	T/T, T/C, S/C, LC, IM	X	X	Leachate Toxic and Dry Ice
Other	X	X	X		X	X	Oils, plastic	

**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?	X		On the wall in office waiting area	X		Viewed: posted in foyer dated 2008-03-28 signed by the President/CEO.
2	Has responsibility for the management and updating of the <i>TERSP Standard Assessment (Capability Chart, TERSP comment and Emergency Response or Exercise Table)</i> been assigned and documented?	X		Assigned to Operations Manager in ISO Manual	X		Viewed overall responsibilities in ISO Manual.  Verbal confirmation that this responsibility will be incorporated in the new Risk Management Manual (RMM) by YE 2011.
3	Are the <i>TERSP Capability Chart and Emergency Response or Exercise Table</i> updated and submitted annually?	X		SEE LAST ASSESSMENT	---	---	TEAP III did not issue request for Annual Update for 2009.
4	Have you identified all legal requirements pertaining to your TERSP business?	X		Legal department at corporate office	X		Viewed compliance with CVOR, TDG, WHMIS, CSA B-620
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		See WSIB clearance	X		Viewed letter dated 2010-11-09
5b	Public Liability and Property Damage, \$5 million?	X		Across Canada	X		Viewed ACE INA Insurance certificate dated 2010-03-24
5c	Environmental, \$5 million?	X		See Insurance	X		Viewed ACE INA Insurance certificate dated 2010-03-24

**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	Will incorporate in ISO Manual	X		Viewed SOG Tab #1, 1.6.3 that TEAP III will be notified of capability change.  Verbal confirmation that this responsibility will be incorporated in the RMM by YE 2011.
6b Is there a system in place to notify affected clients of any change in capability and/or capacity?		X	Will incorporate in ISO Manual	X		Viewed SOG Tab #1, 1.6.3 that clients will be notified of capability change.  Verbal confirmation that this responsibility will be incorporated in the RMM by YE 2011.
7 If your company has previously had TERSP Standard Assessment, was the DRAFT report retained and produced for this assessment?	X		See attached	X		Viewed last assessment dated 2008-11-19.

**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		1 800 567 7455	X		Tested 2010-11-14 during off hours- answering service recorded call back number and incident information. On Call Manger responded, total elapsed time 8 minutes.
1b	Is there an alternative activation telephone number?	X		905 548 5860 rolls over to the ER line	X		Viewed ISO Tab 5.1.2 Response Activation.
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		SEE FLOW CHART	X		Viewed flowchart dated 2009-09-17; ISO – Tab 5 – TAB 32 EX-AP-001-02 - Response Activation
3	Does the TERSP use a form to record incident information?	X		SPILL LOG SHEET	X		Viewed spill log sheet.
4	Which methods are used to access a current MSDS on a 24-hour basis:						
4a	Paper copy?		X	Paper copies are printed as needed. Supplied paper copies converted to PDF and place on server.	---	---	
4b	CANUTECC?	X		As needed	---	---	
4c	Shipper/manufacturer?	X		Utilized clients website.	X		See 4f

**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	
4d	CCOHS?	X		X		Viewed a HF acid MSDS dated 2006-05-17.
4e	Internet (state method and web sites)?		X	---	---	
4f	Internal CD database?	X		X		Viewed MSDS for: MAPD dated 2005-11-04; HF dated 2007-07
4g	Other (state method)?		X	---	---	
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		X		Viewed ISO Manual Section 7-22.  Section 13.0 Initial response Guideline Class 4.1 dated 2009-09-18
6	Are response activities for <b>incidents</b> documented?	X		X		Viewed reports for: ER 090-10 dated 2010-04-09; ER 043-10 dated 2010-02-19
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</b> business hours?	X		X		Viewed reports: ER 090-10: departed in 15 minutes
7b	Outside regular business hours?	X		X		Viewed reports: ER 042-10: departed in 75 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	
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?	Chosen by Mgmt and incident i.e. severity, type etc.		---	---	Comment: Process and documentation recently developed and is in the process of being implemented.
8b	Does the debrief identify gaps and corrective actions?	X		X		Viewed report from bi-weekly operations meeting 2010-08-13: ER 227-10 identifying follow-up items, responsibility and target completion date.
8c	Describe how corrective actions are tracked to completion.	Under development		---	---	Viewed the Corrective/Preventative Action Request form. The Online Roughneck System tracks all Action Requests for the response until completion.
9	Is the TEAP III Standard TER Performance Form submitted to TEAP III?		X	---	---	Verbal confirmation that it will be completed by YE 2011
10	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X		X		Viewed one client ERAP showing Newalta as primary responder.
11	How do you track updates of your client's ERAP?	Annual request to clients for update		X		Viewed one update 2010-05-10
12	If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?	X		X		Viewed one TERSP's client ERAP

**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).

**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		In data base and hard copy	X		Viewed Emergency Response Services Phone Directory dated 2010-09-08
1b	Team Leaders and team members?	X		In data base and hard copy	X		Same as above
1c	Clients?	X		In data base and hard copy	X		Same as above. Viewed database of all client information.
1d	Government agencies?	X		In data base and hard copy	X		Same as above
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response <b>area</b> been developed?	X		In data base and hard copy	X		Viewed equipment list updated 2010-10-25
3a	Describe any personnel or <b>unique</b> equipment outsourced?	X		Boiler, product specialists	X		Viewed on Capability Chart for Class 1 and 7.
3b	If yes, does a <b>written agreement</b> exist:	X		Mutual aid and CERCA forms	X		Viewed agreement from Stuart Hunt and Associates dated 2008-08-21
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X			X		Viewed one service agreement dated 2006 and extension of terms dated 2008.

**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	
4b	Coverage outside your region?	X		X		Viewed two service agreements dated 2010-01-11 and 2010-01-07
4c	You to support them in your region?	X	CERCA mutual aid program	---	---	
5	Are these other TERSPs registered with TEAP III for:					
5a	Coverage in your region?	X	Most are registered but there some used for minor incidents.	X		
5b	Coverage outside your region?	X	One exception, Miller Environmental is not a TEAP III registered	X		
5c	You to support them in your region?	X	Some TERSPs are not TEAP III registered.	X		

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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		Cell phone, e-mail and satellite phone.	X		Viewed Smartphones of three team members
1b	Personnel at the incident scene?	X		Cell phone, 2-way radio and satellite phone.	X		Viewed four intrinsically safe 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		We meet and exceed the minimum equipment list	X		Viewed the equipment meeting the requirements.
2b	<b>Specialty Equipment</b> items at the location?	X		HF transfer, NH3 transfer capping kits,	X		Viewed HF, chlorine compressor, capping kits
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the <b>Capability Chart</b> ?	X			X		Viewed equipment for: chlorine capping; LPG transfer equipment; Flaring; Hydrogen peroxide.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X			X		Viewed: CVOR certificates; hose test tags.

**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		X		J. Stull, B French, A. Shields Reviewed records for J. Stull.
1b	TEAP III registered team members?	1		X		R. Stull Reviewed records for R. Stull Observation: Media training missing.
1c	Other Team Leaders?	1	S. Roberts located in Sudbury	---	---	
1d	Other team members?	10		---	---	
2	Is there a fit for duty program?	X		X		Viewed Health Assessment Information Form
3	Is there post-incident stress management program?	X		X		Viewed the Employee and Family Assistance Program, revised February 2005.

**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			X		Viewed Newalta training matrix
2	Is training conducted using specialty equipment?	X		Internal training	X		Viewed training record: HF transfer and capping exercise with client, 2010-10-06; Hydrogen peroxide transfer with client, 2010-10-
3	Is the training content documented for each module?	X			X		Viewed materials: IS MX6 Monitor presentation; H2O2 Safety and Handling - client; ER Guidelines for HF – ACC
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X			X		Viewed external certificates for Confined space entry, CHLOREP, CN Dangerous Goods Responder, EO Hazard Awareness
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		SERTC at TTCI, On-line CN Contractor Railway Safety	X		
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	John Stull, Brian French, Adam Shields, Robert Stull, Rob White			X		Viewed certificate for J. Stull (TTCI)

**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		Viewed training matrix for J. Stull for Class 4.1 and Class 8.
2	Are exercise activities documented?	X		See Rexdale	X		Viewed: Document and video of Transcaer Exercise; Documentation of live anhydrous ammonia T/C transfer & flaring.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?	Concept recently developed and is in the process of being implemented.			X		Comment: Process and documentation recently developed and is in the process of being implemented.
3b	Does the debrief identify gaps and corrective actions?	X		ISO – Tab 32 – CAR 001 RMM – Section 9 – Monitoring and Measuring Online Roughneck System Newalta ER-RMM to include briefing along with Correction/Preventative Action Process	X		Viewed report from bi-weekly operations meeting 2010-08-13: ER 227-10 identifying follow-up items, responsibility and target completion.
3c	Describe how corrective actions are tracked to completion.	ISO – Tab 32 – CAR 001 RMM – Section 9 – Monitoring and Measuring Online Roughneck System Newalta ER-RMM to include briefing along with Correction/Preventative Action Process			X		Viewed the Corrective/Preventative Action Request form. The Online Roughneck System tracks all Action Requests for the exercise until completion.

**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			X		Viewed preventative maintenance program.
2	Are records kept of inspection, testing and maintenance for at least three years for:						
2a	TERSP Essential and Specialty Equipment List, where applicable?	X			X		Viewed records for monthly and yearly inspections: Hoses; pumps; Level A suits; monitoring equipment
2b	Transportation equipment?	X			X		Viewed records for vehicles (#7424) and safety sticker current.

**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		A8240, A820156	X	Viewed certificates dated 2009-01-23
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		Multiple sites in Ontario and across Canada and the US	---	---
2	Are any of the above performed by a sub-contractor?	X		Subcontracted transport and disposal if necessary	---	---

**Comment [TEAP IIII54]:** 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 IIII55]:** 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 IIII56]:** 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?	X		Ontario inland lakes and waterways
3	Do you have specialized documented procedures for marine HNS emergency response?			
4	Do you have boat(s) or other means for accessing vessels not at berth?	X		2 flat bottom boats with motors and safety gear.

**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?	John Stull, Roger Bojanowski		
2a	Do you participate in TransCAER® outreach events?	X		Golden Horseshoe Transcaer Committee member
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		CERCA, RAC, CIAC
3b	If yes, describe your involvement.			
4a	Do you belong or contribute to a local community enhancement program?	X		Heritage Green Trust Fund, United Way, Ronald McDonald House, UNICEF, Pollution Probe, Burlington Arts Centre, Various Women's Shelters. For a complete list see <a href="http://www.newalta.com">www.newalta.com</a>
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.	Through Corporate and employee donations not only monetary but a commitment of time as well.		

**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.			
6a	Do you have a “green initiative” in place?	X		
6b	<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><b>Newalta has corporate paper, plastic, cardboard recycling programs throughout our 85 facilities across Canada depending on availability ad geographic area. For a full description see <a href="http://www.newalta.com">www.newalta.com</a> – Sustainability Report</b></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	Butane, UN1011	2010-02-22	J. Stull			Transfer from rail car to truck	Viewed incident report.
2.2							
2.3							
3	Diesel, UN1202	2010-09-03	J. Stull			Remove fuel from locomotive tank and remediate spill	
4.1	Magnesium, UN 1869			2010-07-15	J. Stull	Team training, live burn	
4.2							
4.3	Calcium carbide, UN 1402			2010-07-15	J. Stull	Team training, live burn	
5.1							
5.2							
6.1	Phenol, UN 1671	2010-09-23	J. Stull			Small spill in medical office	Viewed incident report
6.2							
7							
8	Hydrofluoric Acid, UN 1790	2010-03-24	J. Stull			Transfer acid from damaged trailer to good trailer	Viewed incident report.
9							
Other							

**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).

Table data entered (e.g. 2010-06-15) [2010-11-04](#)