

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

Summary	
TERSP company assessed:	Shield Specialized Emergency Services Inc.
TERSP location:	12015 – 28 Street NE Edmonton Alberta T6S 1E2
TERSP location's area of coverage:	Alberta Western part of Saskatchewan Eastern part of British Columbia
Date (year-month-day) assessed:	2010-12-02
Assessors:	Team Leader – Curtis Myson, TDG Specialist, Railway Association of Canada Team member –Ernie Wong, Principal, EW Compliance & Response Inc. Assessor in Training – Adrian Michielsen, Senior Advisor Emergency Preparedness Safety, Health and Environment, Imperial Oil
Opportunities for improvement:	<ul style="list-style-type: none"> • Improve itemization of training requirements • Incorporate specialized training needs into training matrix • Enhance the system to improve tracking / record keeping of training
Best practices for sharing:	Comprehensive use of the debriefing checklist (Call / Project Debriefing Checklist) for all responses and exercises.
Recommendation for registration:	Approved by TEAP III Editorial Board: 2011-11-14 Next location assessment due: 2012-12

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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: Shield Specialized Emergency Services Inc. Address: 12015 – 28 Street NE Edmonton AB T6S 1E2 Management contact: Mark Nadeau, M.Sc., CESA, AIT. Office: <ul style="list-style-type: none"> • Telephone 780-416-6082 • FAX: 780-416-6084 • e-mail: Markn@shieldspecialized.com 24-hour Activation: <ul style="list-style-type: none"> • Telephone 1-866-334-1290 • Contact Position On Call Team Leader Regional coverage from this location: Alberta Western Saskatchewan Eastern BC Is coverage outside this region available via this location? Yes [X] No [] Date completed (year-	1		X	X	SC, T/T	S		X-Tech UXO: Viewed agreement dated 2011-01-24	
	2.1			X	X	T/T, T/C, c, IM	X	X	Propane, Butane, Propylene, Flaring and Transfer
	2.2			X	X	c	X	X	Nitrogen Cylinder Capping A and B Kits
	2.3			X	X	c	X	X	Chlorine Cylinder Capping A and B Kit
	3			X	X	T/T, T/C, c, SC, LC, IM	X	X	Diesel, Gasoline, Monoethanolamine
	4.1			X	X	T/T, T/C, c, SC, LC, IM	X	X	Flammable Solids NOS
	4.2			X	X	T/T, T/C, c, SC, LC, IM	X	X	Phosphorous
	4.3			X	X	T/T, T/C, c, SC, LC, IM	X	X	Lithium, Magnesium Aluminum Phosphide
	5.1			X	X	T/T, T/C, c, SC, LC, IM	X	X	Hydrogen Peroxide
	5.2			X	X	T/T, T/C, c, SC, LC, IM	X	X	Peroxyacetic Acid
	6.1			X	X	T/T, T/C, c, SC, LC, IM	X	X	Hydrofluoric Acid, Perchloroethylene
	6.2			X	X	T/T, SC, LC, IM	X	S	Biohazard Incidents
	7			X	X	T/T, SC, LC, IM	X	S	Stuart Hunt
	8			X	X	T/T, T/C, SC, LC, IM	X	X	Hydrofluoric Acid, Sulfuric Acid, Hydrochloric Acid
9			X	X	T/T, T/C, c, SC, LC, IM	X	X	PCB Contaminated Oil and PCB Ballasts, Asbestos	
Other									

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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month-day): **2010-11-03**

By (name and position):
Mark Nadeau, President

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.

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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		Environmental Health and Safety Policy	X		Viewed in Safety Handbook: Health, Safety, Environment Part 1 page ii, Dated: 2008-05-15, Signed by CEO
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		Mark Nadeau, M.Sc.	X		Viewed Documentation Responsibilities sheet Revised 2010-07-12 Verbal confirmation: TERSP Standard Assessment will replace CERCA verification by YE 2010
3	Are the TERSP Capability Chart and Emergency Response or Exercise Table updated and submitted annually?	X		Chart reviewed annually	---	---	Not requested by TEAP III
4	Have you identified all legal requirements pertaining to your TERSP business?	X		Documented in COR -2010 Certificate	X		Viewed COR Certificate by Alberta Employment, Immigration and Industry Expiry Date: 2011-07-10
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Certificates Included	X		Viewed Certificate 4912982 Dated: 2010-12-01
5b	Public Liability and Property Damage, \$5 million?	X		Certificate Included	X		Viewed Certificate from Broker Dated: 2010-10-04 Zurich and Royal Sun
5c	Environmental, \$5 million?	X		Certificate Included	X		Viewed Certificate from Broker Date: 2010-10-04 Zurich

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		Shield Notification Policy	X		Viewed Communications and Notifications procedures from Administration binder (pg 5-7) Dated: 2010-06-10
6b Is there a system in place to notify affected clients of any change in capability and/or capacity?	X		Shield Notification Policy	X		Viewed Communications and Notifications procedures from Administration binder (pg 5-7) Dated: 2010-06-10
7 If your company has previously had TERSP Standard Assessment, was the DRAFT report retained and produced for this assessment?	X		2008 Assessment Available for Review	X		Viewed DRAFT Assessment Report from 2008-12-03

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		1-866-334-1290	X		2010-12-05: 24 Hour number tested on Off hours> Name and callback number requested by Answering Service before connecting to On-Call Team Leader. Complete in 3 minutes.
1b	Is there an alternative activation telephone number?	X		1-780-416-6082	X		Viewed Organizational Chart and Table 3 (Qualified Persons) Dated: 2010-06-10
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Emergency Response Plan Procedures for call activation – Incident Reporting Checklist included with final project report. Flow Chart and answering service instructions	X		Viewed answering services protocol for contacting On Call Team Leader. Updated: 2010-03-20
3	Does the TERSP use a form to record incident information?	X		Incident Reporting Checklist	X		Viewed Incident reporting Checklist Revised: 2010-08-28 Viewed Emergency Response Callout Checklist Revised: 2010-01-12
4	Which methods are used to access a current MSDS on a 24-hour basis:						
4a	Paper copy?	X		Retained in Client Response Binders	X		Viewed MSDS (Xylene) issued 2008-12-30
4b	CANUTEC?	X		Contact information On Resource Information in Job Binder	---	---	

- 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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4c Shipper/manufacturer?	X		Manufacturer and Shipper is contacted for specialized information	---	---	
4d CCOHS?		X	We do not use CCOHS as SIRI is more effective.	---	---	
4e Internet (state method and web sites)?	X		www.siri.org	X		Viewed HCI MSDS on Smartphone Dated: 2008-11-21
4f Internal CD database?		X		---	---	
4g Other (state method)?	X		Electronic Copies of ERAPs and client MSDS on site	X		Viewed MSDS from USB drive
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		SHIELD SOG binders All SOGs are reviewed and utilized - Including Emergency Response Plan; Guidelines for Spill Response Initiatives, Guidelines for Dealing with Dangerous Goods Incidents	X		Viewed SOG for Emergency Response A-O and P-Z Listed by Activity and Chemical (57) SOG's listed Revised: 2008-05-12 Comment: Each SOG indicates last revision date
6 Are response activities for incidents documented?	X		Documentation completed using Emergency Response Site Documents binder	X		Viewed Emergency Response Site Documents binder including: Hourly Job Tracking report; Safety Tool Box Meeting report; Incident Reporting Checklist; Call/Project Debriefing Checklist.

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...

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	Yes	No		Yes	No	
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?	20 Minutes	Incident Reporting Checklist	X		Viewed Report: 2010-08-19 6 minutes; 2010-02-16 10 Minutes
7b	Outside regular business hours?	45-60 Minutes	Incident Reporting Checklist	X		Viewed Report: 2009-11-21 80 minutes; 2010-03-19 65 minutes
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?	All Projects are Debriefed		X		Viewed in Emergency Response Site Documents binder
8b	Does the debrief identify gaps and corrective actions?	X	Documented on Project Debrief Form	X		Viewed Call/Project Debriefing Checklist in Section titled: Items which Require follow-up
8c	Describe how corrective actions are tracked to completion.	Corrective Measures are documented on the debrief form and discussed and implemented at preceding Safety Meetings		X		Viewed follow-up items that are signed off on original debrief documents when completed. 2010-02-16; 2010-09-19
9	Is the TEAP III Standard TER Performance Form submitted to TEAP III?	X	Will be included as part of President's responsibility.	---	---	No responses on behalf of CIAC members to date
10	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X	ERAP binders in operations office include client, product and ERAP documents	X		Viewed ERAP for one client

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.

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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	Yes	No		Yes	No	
11 How do you track updates of your client's ERAP?			Updates are sent to Shield's Office Electronically and Binders are updated.	---	---	Comment: Updates issued at discretion of plan holder
12 If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?	X		ERAP binders in operations office include client, product and ERAP documents	X		Viewed 4 ERAP's where Shield is named as a Regional Responder. Comment: Primary TERSP not providing complete copy of ERAP

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 contact lists available for:						
1a	Response coordinators?	X		Shield Emergency Response Personnel Contact number list. Maintained by Ron Nadeau	X		Viewed Answering Service contact list for Response Coordinators Revised: 2010-08-18
1b	Team Leaders and team members?	X		Shield Emergency Response Personnel Contact number list. Maintained by Ron Nadeau	X		Viewed Employee Phone Contact Numbers list Revised: 2010-06-15
1c	Clients?	X		Shield Client Data Base and ERAP/ERP Binders	X		Viewed 4 ERAPs and Emergency Response Site Documents binder
1d	Government agencies?	X		Shield Emergency Response Documentation Binders	X		See above comment 1(c)
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Resource Contact list and Shield equipment list	X		Viewed Emergency Response Resource Binder
3a	Describe any personnel or unique equipment outsourced?	X		Class 1, 6.2 and 7 Response subcontracted	X		
3b	If yes, does a written agreement exist:	X		Contractor Verification Forms	X		Viewed: Class 1 agreement with X-Tech UXO, dated 2011-01-24;

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	
						Class 6.2 agreement with Trauma Scene Bio Services Inc Dated 2009-01-09; Class 7 agreement for technical advice only with Stuart Hunt, dated 2011-01-21.
4	Are written agreements established with other TERSPs for:					
4a	X		As required for ERAP response – CERCA forms	X		Viewed 3 letters of intent offering coverage in region
4b	X		As required for ERAP response – CERCA forms	X		Viewed letters of intent from 3 TERSPs outside region
4c	X			X		Viewed letter of intent from one TERSP
5	Are these other TERSPs registered with TEAP III for:					
5a	X		Most plan to be registered with TEAP III.	X		Observation: All are TEAP III
5b	X		Most plan to be registered with TEAP III.	X		Observation: Most are TEAP III
5c	X		Most plan to be registered with TEAP III.	X		Viewed letter of intent from one TERSP Observation: TERSP is not TEAP III registered

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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, Mike Phones	X		Viewed equipment
1b	Personnel at the incident scene?	X		Intrinsically safe Radios	X		Viewed radios
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		Exceeds the Requirements	X		Viewed equipment that meets the requirements
2b	Specialty Equipment items at the location?	X		Hydrogen Peroxide, HCl, and LPG/NH3 transfer Equipment, Hydrofluoric Acid Emergency Kit.	X		Viewed equipment for LPG, HCl, Hydrogen Peroxide, Hydrocarbons and Chlorine Capping A and B kits
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		As per the Equipment List	X		Viewed equipment for LPG, HCl, Hydrogen Peroxide, Hydrocarbons, Chlorine Capping A and B kits
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		Monthly Maintenance Forms Shield Safety Handbook and Company Policies and Procedures.	X		Viewed records on electronic calendar for maintenance planning

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	M. Nadeau, D. Zukowsky, D. McCharles	X		Viewed Training records for M. Nadeau, D. Zukowsky, D. McCharles
1b	TEAP III registered team members?	4	B.Scott, E.Brownrigg, S. Adamson	X		Viewed training records for B.Scott, E.Brownrigg, S.Adamson
1c	Other Team Leaders?	0		---	---	
1d	Other team members?	0		---	---	
2	Is there a fit for duty program?	X	Pre-Hire Questionnaire – Health Surveillance Questionnaire; Base Line Audio Testing, and Post Job Evaluation (Debriefing)	X		Viewed Hiring Policy and Fit for Work Verifications from Employee Handbook Dated: 2010-06-15
3	Is there post-incident stress management program?	X	Employee Assistance Program in Human Resources Policies and Employee Handbook Revision 5, p.16	X		Viewed Handbook p.16

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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	Yes	No		Yes	No			
Part 4.1 – Preparedness, Training								
1	Is the training program established in accordance with the TERSP Standard Training Matrix ?		X		TERSP Training Matrix and NFPA 472 is the basis of our Training.	X		Viewed Training Matrix. Verbal Confirmation to itemize all training components into training matrix by YE 2011.
2	Is training conducted using specialty equipment ?		X		As Required for ERAP, eg. H2O2.	X		Viewed reports on 2 ERAP product training sessions. Verbal Confirmation to itemize all training components into training matrix by YE 2011.
3	Is the training content documented for each module ?		X		Training documentation forms in operations office	X		Viewed Training Log that identifies additional items to the Hazmat Emergency Spill Response Awareness Course, which is conducted annually.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?		X		Emergency Response Team Employee Documentation for training maintained for a minimum 3 years in our training files.	X		Viewed certificates for: WHMIS; TDG; external certificates. Verbal Confirmation to implement written / demonstrated competency for training requirements by YE 2011.
5	If you respond to railway mode:							
5a	Is a railway dangerous goods response		X		Rail Car Specialist, CN	X		Viewed TTCI, CN certificates,

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).

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training course part of your training matrix?			Dangerous Goods Officer Course, CN 911 Tank Car Training			
5b If yes, which TEAP III registered Team Leaders and team members have attended training?			M. Nadeau, D.Zukowsky, D.McCharles, B.Scott, E.Brownrigg, S.Adamson,	X		Viewed certificate for B.Scott, E.Brownrigg, D.Zukowsky

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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	Yes	No		Yes	No	

Part 4.2 – Preparedness, Exercises

1	Have Team Leaders demonstrated competency for each SOG through training or equivalency granted for a response?	X		IFSAC certified training through the Justice Institute. Specialized Training through ERTS Pueblo.	X		Viewed Training Log for H ₂ O ₂ exercise. Verbal Confirmation to itemize SOG components into Training Matrix by YE 2011.
2	Are exercise activities documented?	X		Documentation completed and maintained.	X		Viewed Training Log for: 2010-10-14 2010-09-19
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?	All Responses are Debriefed			X		Viewed Call/Project Debriefing Checklist
3b	Does the debrief identify gaps and corrective actions?	X		Documented on Project Debrief Form	X		Viewed 2 completed debriefing checklists
3c	Describe how corrective actions are tracked to completion.	Corrective Measures are documented on the debrief form and discussed and implemented at preceding Safety Meetings			X		Viewed the above debrief checklist items have been completed.

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		Monthly Equipment Maintenance Other requirements according to Shield's Safety Manual: Driver and Vehicle Programs and Procedures	X		Viewed records on electronic calendar for maintenance planning
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		Specialized Equipment Maintained and inspection	X		Viewed maintenance binders for: SCBA, Pumps, Hose, Level A suits,
2b	Transportation equipment?	X		Daily inspections and CVIP for commercial vehicles. Bi-Annual Tank Inspections for DOT Vacuum Trucks.	X		Viewed Vehicle Maintenance binder for Unit # T04194

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		Carrier Registration Letter ABC 10350; Permit for Equivalent Level of Safety;; Safety Fitness Certificate	X	Viewed ABC 10350 Date: 2004-06-08
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		Current Hazardous Waste Receiver permit ABR # 10077	X	Viewed ABR #10077 Date: 2009-02-09
2	Are any of the above performed by a sub-contractor?	X		Final Disposal of Waste	---	---

Comment [TEAP III154]: 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 III155]: 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 III156]: 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	
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			M. Nadeau, M.Sc., November 1, 2010
2a	X		We attend selected Alberta Based Events.
2b			CN Transcaer event September 2010 – Cloverbar Yard, Edmonton.
3a	X		Members of CERCA and AFCA CACD – ER review committee member ESSA – Environmental Services Association of Alberta Member AIA – Agrologist Institute of Alberta (P.Ag.)
3b			Active working member of CERCA, Associate member of the AFCA and ESSA, ER Review committee member of the CACD.
4a	X		Community drug alert program – advertizing support. Alberta Fire Chief's Association Neighborhood Watch Program
4b			Support of Local Community assistance magazines.

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	Shield has an environmental policy in place and a commitment to environmental protection in our operations.
5b	If yes, describe.			
6a	Do you have a “green initiative” in place?	X		Shield recycling policies and vehicle idling guidelines. has
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...	Shield has recycling policies and vehicle idling guidelines and line purging techniques built into Shield’s emergency response guidelines		

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	No Calls						
2.1	Propane UN 1075	2010-09-19	M. Nadeau			Transfer rail Car of Propane from Derailment	Viewed Incident Report
2.2	Nitrogen Compressed UN 1066			2010-11-12	M. Nadeau	Cylinder Capping	Viewed Training Exercise Report
2.3	Chlorine UN 1017			2010-11-12	M. Nadeau	Cylinder Capping	Viewed Training Exercise Report
3	Diesel Fuel, Gasoline UN1202, 1203	2010-10-23	D. Zukowsky			Transfer Diesel and Gasoline from B-Train	
4.1	Solids Containing Flammable Liquids UN 3175			2010-02-18	D. Zukowsky	Product transfer, containerization and disposal	
4.2	Phosphorous, white under Solution UN 1381			2010-06-22	D. Zukowsky	Product transfer, containerization and disposal	
4.3	Sodium UN1428			2010-06-22	D. Zukowsky	Product transfer, containerization and disposal	
5.1	Hydrogen Peroxide UN2015			2010-10-14	D. Zukowsky	Tank Car to Tank Car transfer live product	
5.2	Benzoyl Peroxide UN 3104	2010-09-08	D. Zukowsky			Transfer and Packaging of material	Viewed Incident Report
6.1							
6.2							
7							
8	Sulfuric Acid	2010-02-19	D. Zukowsky			Acid spill from	Viewed Incident Report

- Comment [TEAP III160]:** TERSP: State dates as year, month, day (e.g. Use 2010-06-15 for June 15, 2010).
- Comment [TEAP III162]:** TERSP: State dates as year, month, day (e.g. Use 2010-06-15 for June 15, 2010).
- Comment [TEAP III165]:** 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 III161]:** TERSP: State all registered Team Leaders names as initial of first name and full last name (e.g. E. Wong).
- Comment [TEAP III163]:** TERSP: State all registered Team Leaders names as initial of first name and full last name (e.g. E. Wong).
- Comment [TEAP III164]:** 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)

	UN 1830					batteries	
8	Hydrofluoric Acid UN1790			2010-09-24	M. Nadeau	Tank Truck Capping	Viewed Training Log
9	PCB Transformer Oil UN2315	2010-07-07	M. Nadeau			Product transfer	

Table data entered (e.g. 2010-06-15) [2010-12-02](#)