

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Summary | |
|---|--|
| TERSP company assessed: | Accuworx Inc. |
| TERSP location: | 36 Advance Blvd. Brampton, Ontario, L6T 4J4 |
| TERSP location's area of coverage: | Ontario |
| Date (year-month-day) assessed: | 2011-09-12 |
| Assessors: | <p>Team Leader: Andy Ash, Director, Dangerous Goods, Railway Association of Canada Assessor: Bill Preece, Director Business Development, Regulated Materials, Contrans Assessor: Greg Ayres, Regulatory Affairs Manager, Sodrox Chemicals Ltd. Observer: Kevin DeAngelis, Rail Fleet Maintenance Manager, Nova Chemicals Inc.</p> |
| Opportunities for improvement: | <ul style="list-style-type: none"> • Training matrix could be combined to include Team Leaders • Detailed training lesson plans for all SOG topics • Detailed response reports be produced for company records and clients |
| Best practices for sharing: | <ul style="list-style-type: none"> • Callout report contains a checklist for government agency notification. |
| Recommendation for registration: | <p>Approved by TEAP III Editorial Board: 2011-11-16</p> <p>Next location assessment due: 2013-09</p> |

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

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: Accuworx Inc. Address: 36 Advance Blvd. Brampton Ontario, L6T 4J4 Management contact: Bill McMenemy, Field Manager Office: <ul style="list-style-type: none"> • Telephone 416-410-7222 • FAX 416-410-7405 • e-mail bmcmenemy@accuworx.ca 24-hour Activation: <ul style="list-style-type: none"> • Telephone 1-877-898-7222 • Contact Position Field Manager / Team Leader Regional coverage from this location: Ontario Is coverage outside this region available via this location? | 1 | | | | | | | Not at this time |
| | 2.1 | | X | | T/C | X | X | Transfer and flare UN1075 (LPG) |
| | 2.2 | | | | | | | Not at this time |
| | 2.3 | | X | | T/C | X | X | Transfer and flare UN1005 (AA) |
| | 3 | X | X | X | SC, T/T, T/C, LC, IM | X | X | Fuel oil transfers, UN1202, 1203 |
| | 4.1 | | | X | SC | X | X | Equipped for small spills |
| | 4.2 | | | X | SC | X | X | Equipped for small spills |
| | 4.3 | | | X | SC | X | X | Equipped for small spills. |
| | 5.1 | | X | X | SC, LC, T/C | X | X | Transfer of Ammonia Nitrate Solids. |
| | 5.2 | | | X | SC | X | X | Transfer of 5.2 products in |
| | 6.1 | | X | X | SC, T/T, T/C | X | X | Transfer pumps and hoses |
| | 6.2 | | X | X | SC, T/T, T/C | X | X | Transfer pumps and hoses |
| | 7 | | | | | | | |
| | 8 | | X | X | SC, T/T, T/C, LC, IM | X | X | Transfer and neutralize UN1789, UN1824, UN1830 |
| 9 | | X | X | SC, T/T, T/C, LC, IM | X | X | Limited Elevated Temperature products | |
| Other | | X | X | SC, T/T, T/C, LC, IM | X | X | Sewage, Organic sludges | |

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).

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

Yes [] No [X]

Date completed (year-month-day):

2011-05-09

By (name and position):

Bill McMenemy, Field
Manager

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.

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|-------|----|---------------|----------|----|------------------|
| | Yes | No | | Yes | No | |

Part 1 – Management

| | | | | | | | |
|----|--|---|--|---|-----|-----|--|
| 1 | Is there a statement of the TERSP's commitment addressing health, safety, and environment? | X | | Policies contained within specific programs (health/safety and environment) that are developed to implement specific policy statements. | X | | Viewed all Policies: Health and Safety 11/5; Environmental 11/8; Harassment and Violence Policy 10/10. Valid signatures on all documents. |
| 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 | | Bill McMenemy updates / manages all updating required within TERSP standard Assessment. See "TERSP Change / Update Procedures" document. | X | | Viewed document indicating Management responsibility for process changes/updates. Dated 11/02. |
| 3 | Are the TERSP Capability Chart and Emergency Response or Exercise Table updated and submitted annually? | X | | Capability Chart, ER and Exercise Table will be reviewed, updated and submitted annually. See "TERSP Change / Update Procedures" document | --- | --- | As this is the first assessment an annual update is not yet required. |
| 4 | Have you identified all legal requirements pertaining to your TERSP business? | X | | Accuworx Inc. at a minimum meets all legislative requirements, and in many instances exceeds requirements set forth in legislation. | X | | Viewed: CofA; CVOR dated 2011-10-04; Ontario regulation 347 (Waste Management); TDG regulations |
| 5 | Minimum insurance requirements: | | | | | | |
| 5a | Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority? | X | | WSIB Clearance Certificates are available upon request. | X | | Viewed WSIB dated 2011-09-06 |

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.
Assessor: Review the Capability Chart and Emergency Response or Exercise Table. Has it been updated and submitted to TEAP III annually?

Comment [TEAP III8]: TERSP: Legal requirements means: TDG and referenced requirements under CSA (e.g. pressure hose test), CGSB (e.g. tank standards and certification) and so on; WHMIS; federal and provincial workplace labour codes; and commercial vehicle standards under National Safety Code or equivalent such as CVOR, SAAQ, etc., ...

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 issued to and currency of certificates may vary from province to province as per regulations.)

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment | |
|----------|---|----|---------------|---|-----|------------------|--|
| | Yes | No | | Yes | No | | |
| 5b | Public Liability and Property Damage, \$5 million? | X | | Insurance documentation available upon request | X | | Viewed Lombard certificate dated 2011-04-05 |
| 5c | Environmental, \$5 million? | X | | Documentation available upon request | X | | Viewed Chartis certificate dated 2011-04-05. |
| 6a | Is there a system in place to notify TEAP III of any change in capability and/or capacity? | X | | Notification requirements and responsibility for completion outlined in "Capability / Capacity Change" document | X | | Viewed Capacity and Change Notification document dated 11-02-01. |
| 6b | Is there a system in place to notify affected clients of any change in capability and/or capacity? | X | | Notification requirements and responsibility for completion outlined in "Capability / Capacity Change" document | X | | Viewed Capacity and Change Notification document dated 11-02-01. |
| 7 | If your company has previously had TERSP Standard Assessment, was the DRAFT report retained and produced for this assessment? | | X | Accuworx Inc has not been assessed in the past, this is the initial assessment. | --- | --- | Not assessed previously by TEAP III. |

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).

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).

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|---|--|----|---------------|----------|-----|---|
| | Yes | No | | Yes | No | |
| Part 2 – Activation and Response | | | | | | |
| 1a | Is there a 24-hour emergency response activation telephone number? | X | | X | | Tested 2011-09-12 @0616hrs – Answering machine, press #1 for emergency and connected to the on call manager |
| 1b | Is there an alternative activation telephone number? | X | | X | | Viewed – dated 2011-02-01. |
| 2 | Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency? | X | | X | | Viewed – Activation Protocol – dated 2011-02-01. |
| 3 | Does the TERSP use a form to record incident information? | X | | X | | Viewed – “Request for Emergency Services Form” dated 2011-02-01 |
| 4 | Which methods are used to access a current MSDS on a 24-hour basis: | | | | | |
| 4a | Paper copy? | | X | --- | --- | |
| 4b | CANUTEC? | X | | X | | Comment: Computers are capable of receiving MSDS electronically. |
| 4c | Shipper/manufacturer? | X | | X | | Viewed computer with aircard and demonstrated the process. |

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.

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment | |
|----------|--|----|---------------|--|-----|------------------|---|
| | Yes | No | | Yes | No | | |
| 4d | CCOHS? | X | | Team leaders have mobile internet capability and are able to download MSDS' from site. | X | | Viewed computer with aircard and demonstrated the process. |
| 4e | Internet (state method and web sites)? | X | | Many manufacturer sites have access to internal MSDS' such as Petro Canada, etc. | X | | Viewed computer with aircard and demonstrated the process. |
| 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 | | Refer to Accuworx Inc. SOG's. | X | | Viewed "Standard Operating Guidelines" dated separately for various products. Example titles "Chemical Compatibility", "PPE", "Grounding/Bonding" |
| 6 | Are response activities for incidents documented? | X | | Team leader documents all activities through use of pertinent documentation, retained on file. | X | | Viewed "Request for Emergency Services/Spills Activation" – noted date/times, team leader, team member |
| 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? | X | | 15 – 30 minutes | X | | Viewed customer callout report, dated 2011-07-27, called 1325hrs departed 1345hrs, two team members. |
| 7b | Outside regular business hours? | X | | 30 – 60 minutes | --- | --- | None viewed. |

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.

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|--|-----|---|---|-----|--|
| | Yes | No | | Yes | No | |
| 8 | Evaluation and debrief of responses: | | | | | |
| 8a | How do you choose which responses to debrief? | | Any response that meets criteria as set out in "Debrief Protocol" document. Examples include any response involving incidents / injuries, extended duration (greater than 24 hours), Manager request, specialized equipment, etc. | X | | Viewed "Debrief Protocol" document, dated 2011-01-01 |
| 8b | Does the debrief identify gaps and corrective actions? | X | Gaps are recorded, suggested corrective action developed and responsibility for completion assigned with anticipated date for completion. | X | | Viewed debrief dated 2011-07-25 |
| 8c | Describe how corrective actions are tracked to completion. | | Safety Manager reviews corrective actions and records dates for completion in log book. Communicates with person responsible for completion to ensure completion of item and records on debrief form. When all items are complete form is filed as complete. See "Debrief Protocol" document for full detail. | X | | Viewed debrief dated 2011-01, Severn Falls, corrective action dated 2011-02-05, involving six employees. |
| 9 | Is the TEAP III Standard TER Performance Form submitted to TEAP III? | N/A | Reports to be submitted following initial assessment. | --- | --- | |
| 10 | If you are listed in a client's ERAP, do you have a copy of the client's ERAP? | | X | Not currently listed in any client ERAP's | --- | --- |
| 11 | How do you track updates of your client's ERAP? | | N/A – Not currently listed in any client ERAP's | --- | --- | |

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).

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| | Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----|--|-------|----|---|----------|-----|------------------|
| | | Yes | No | | Yes | No | |
| 12 | If you are listed in another TERSP client's ERAP , do you have a copy of that client's ERAP? | | X | Not currently listed in any client ERAP'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).

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|-------|----|---------------|----------|----|------------------|
| | 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 | | Contact lists are provided to all team personnel in Activation protocol binder. Lists are reviewed and updated when there is any change in personnel | X | | Viewed “Activation Protocol” dated 2011-01-01, Brampton, ON. |
| 1b | Team Leaders and team members? | X | | Contact lists are provided to all team personnel in activation protocol binder. Lists are reviewed and updated when there is any personnel change | X | | As above |
| 1c | Clients? | X | | Lists are updated / reviewed minimum bi-annually, or when new clients are acquired | X | | As above |
| 1d | Government agencies? | X | | Lists are reviewed and modified as required minimum biannually or whenever requirements change | X | | As above |
| 2 | Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed? | X | | A complete list of equipment resources is maintained and updated regularly, is available for review and issuance. | X | | Viewed equipment inventory dated 2011-09-12 |
| 3a | Describe any personnel or unique equipment outsourced? | | n/a | | --- | --- | |

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.

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|---|----|--|----------|-----|--|
| | Yes | No | | Yes | No | |
| 3b | If yes, does a written agreement exist: | | n/a | --- | --- | |
| 4 | Are written agreements established with other TERSPs for: | | | | | |
| 4a | Coverage in your region? | X | Agreements are held with Centennial sweeping, Fortress Trucking and ECRC | X | | Viewed agreement with Centennial dated 2010-11-24; Fortress dated 2011-01-06 |
| 4b | Coverage outside your region? | | X | --- | --- | |
| 4c | You to support them in your region? | | X | --- | --- | Support others with Vac Trucks, as required |
| 5 | Are these other TERSPs registered with TEAP III for: | | | | | |
| 5a | Coverage in your region? | | X | --- | --- | |
| 5b | Coverage outside your region? | | X | --- | --- | |
| 5c | You to support them in your region? | | X | --- | --- | |

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

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|-------|----|---------------|----------|----|------------------|
| | 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 | | All management members are in possession of “smart phones” and phone / e-mail communication is available while on site. Computers with portable internet connections are also used. | X | | Viewed smart phones (2), computer with air card |
| 1b | Personnel at the incident scene? | X | | Personnel on site are in possession of Telus 2-way radios. Intrinsically safe radio communication is also available as required. | X | | Viewed Telus Mike radio, and intrinsically safe 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 | | Lists are maintained and updated regularly. | X | | Viewed all items on list |
| 2b | Specialty Equipment items at the location? | X | | All specialty equipment lists are maintained regularly and updated. | X | | Viewed equipment for 2.1 (UN1075) and 2.3 products (UN1005) |
| 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 | | Accuworx Inc. holds all equipment to respond to all emergencies defined in the capability chart. | X | | Viewed equipment, ppe and neutralizing materials for Class 8, Corrosives |

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.

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|--|-------|----|---|----------|----|--|
| | Yes | No | | Yes | No | |
| 4 Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements? | X | | Maintenance binders are established and maintained and meet or exceed the Canadian certification and registration requirements. | X | | Viewed hose testing certificates – eg 2010-11-03 |

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.

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|-------|----|---------------|----------|----|------------------|
| | 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? | 2 | Team leaders meet or exceed the training requirements as outlined in the TEAP III requirements. B.McMenemy, R.Carter | X | | Viewed training records for B. McMenemy and R. Carter |
| 1b | TEAP III registered team members? | 8 | Team members meet or exceed the training requirements as outlined in the TEAP III requirements. R.Venema, R.Balgrove, D.Carter, T.Henderson, M.Tilcox, M.Reid, T.Monroe, K.Douglas | X | | Viewed training records for R. Balgrove, D. Carter, R. Venema, T. Henderson |
| 1c | Other Team Leaders? | | | --- | --- | |
| 1d | Other team members? | | | --- | --- | |
| 2 | Is there a fit for duty program? | X | Refer to Accuworx Inc. Fitness for Duty program. | X | | Viewed Fitness for “Duty Program” – sections General Duties, Testing Applications and viewed “Medical Surveillance Program”, annual re-testing. |
| 3 | Is there post-incident stress management program? | X | Refer to “Post Incident Stress Management” program. | X | | Viewed Post Incident Stress Program – sections Personal Coping Strategies and Post Incident debriefing |

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.

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|-------|----|---------------|----------|----|------------------|
| | Yes | No | | Yes | No | |

Part 4.1 – Preparedness, Training

| | | | | | | | |
|----|--|---|--|---|---|--|---|
| 1 | Is the training program established in accordance with the <i>TERSP Standard Training Matrix</i> ? | X | | Refer to document “TERSP Training Requirements” for details on training provided to team members. | X | | Viewed: “TERSP Training Requirements” – Indicates competencies and modules. Verbal Confirmation: a training matrix for employees will be available by next assessment. |
| 2 | Is training conducted using specialty equipment? | X | | Training conducted through exercises, responses and training. | X | | Viewed SOG and training records for UN1005 transfer and UN1075 |
| 3 | Is the training content documented for each module? | X | | Maintained in training databases and files. | X | | Viewed Accuworx HM Technician course (transfers, flaring, incident command) Viewed outside training course completion – ERTC, Pueblo, TDG training, BOE training. |
| 4 | Are training records maintained for Team Leaders and team members for a minimum of three years? | X | | All training records are maintained in a central file located at Accuworx Inc. main office. | X | | Viewed records of training including: bonding and grounding; flaring. |
| 5 | If you respond to railway mode: | | | | | | |
| 5a | Is a railway dangerous goods response training course part of your training matrix? | X | | Personnel are trained externally for railway dangerous goods response training | X | | Viewed railway training from Emergency Response Training Center, Pueblo. |

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.

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|---|-------|----|---|----------|----|--|
| | Yes | No | | Yes | No | |
| 5b If yes, which TEAP III registered Team Leaders and team members have attended training? | | | Mike Tilcox, Bill McMenemy, Trevor Henderson. | X | | Viewed B. McMenemy, M. Tilcox records of ERTC Advanced Tank Car Specialist |

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).

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|-------|----|---------------|----------|----|------------------|
| | 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 | | SOG's are reviewed in on a regular basis with all team leaders. | X | | Viewed SOG training sign-in sheets for B. McMenemy, R. Carter for eg. Midland kit SOG dated 2011-01-15 and SCBA SOG dated 2011-01-08 |
| 2 | Are exercise activities documented? | X | | Exercise activities are documented in the same manner as actual responses. | | X | Viewed exercise sign-in sheets. Verbal confirmation to document course content. |
| 3 | Evaluation and debrief of exercises: | | | | | | |
| 3a | How do you choose which exercises to debrief? | | | All exercises are debriefed as per the "Debriefing requirements" document. | | X | "Debriefing Requirements" has recently been implemented. Verbal Confirmation: debriefs to be conducted for exercises/incidents |
| 3b | Does the debrief identify gaps and corrective actions? | X | | Gaps and corrective actions are the central component of debrief sessions. Refer to debrief requirements and debrief meeting form. | | X | As above. |
| 3c | Describe how corrective actions are tracked to completion. | | | Action items are identified and tracked by safety manager. Follow up is completed to ensure that identified items are complete as completion date is neared. | | X | As above. |

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 | | All equipment inspection maintenance and testing is complete as per manufacturer or regulatory requirements. | X | | |
| 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 | | Inspection, testing and maintenance records are maintained for all equipment since time of acquisition. | X | | Viewed: hose testing - pressure test (225psi), hose size and serial number eg (AB02, dated 2011-08-04); encapsulated suit record eg (suit #C10847, tested 2011-08-18) |
| 2b | Transportation equipment? | X | | Records are available since acquisition of equipment. | X | | Viewed inspection certificate stickers on two vehicles and three trailers. |

Comment [TEAP III151]: 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 III152]: 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 III153]: 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 | | Accuworx Inc. is able to transport all hazardous wastes as outlined in the capability chart, as outlined on C of A. | X | | Viewed CofA #A-841664, amended 2005-10-27. |
| 1b | Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials? | | X | | --- | --- | |
| 2 | Are any of the above performed by a sub-contractor? | X | | Receiving to dispose or recycle hazardous waste is sub-contracted. | X | | View A-280276, amended 2003-03-21 |

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 |
| 3 | Do you have specialized documented procedures for marine HNS emergency response? | | X | Specialized documented procedures would be developed during planning phase of job and take into consideration specifics of the tasks to be completed. |
| 4 | Do you have boat(s) or other means for accessing vessels not at berth? | X | | Boat is available at shop 40 Advance Blvd, Brampton Ontario. |

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 (TERSPP) Optional Information

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

| | | Yes | No | TERSPP Comment |
|----|---|-----|----|---|
| 1 | Who in your company has attended TEAP III initial Training? | | | Bill McMenemy has attended the TEAP III initial training |
| 2a | Do you participate in TransCAER® outreach events? | X | | As described below. |
| 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 | | Accuworx Inc. is a member of the Railway association of Canada, and Community Awareness and Emergency Response (CAER) |
| 3b | If yes, describe your involvement. | | | Associate members of Railway Association of Canada, and take part in various initiatives that relate to the mandate of CAER. |
| 4a | Do you belong or contribute to a local community enhancement program? | X | | United Way, Bay Area Science Fair (BASF) |
| 4b | If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like. | | | Donate to United Way, sponsorship of BASF. |

Comment [TEAP III158]: TERSPP: 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]: TERSPP: 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 | 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... | All used paper in the office is recycled. Recycle bins are provided and used for recyclables. | | |

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

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

| Material | | Response | | Exercise | | Assessor Comment | |
|-----------|-----------------------------|-----------------------|---------------------------------------|----------|---------------------------|--|--|
| TDG Class | Shipping Name and UN Number | Date of last response | Registered Team Leader, last response | Date | Registered Team Leader(s) | Activity performed during exercise or response | Documentation viewed? |
| 1 | | | | | | | |
| 2.1 | LPG 1075 | 2011-02-28 | B. McMenemy | | | Transfer LPG tank car, flare off car to zero pressure. | Viewed incident documentation (car information, times) |
| 2.2 | | | | | | | |
| 2.3 | | | | | | | |
| 3 | Diesel 1202 | 2011-01-29 | B. McMenemy | | | Drill and transfer diesel fuel tank from over turned tractor trailer into drums | |
| | Kerosene 1223 | 2010-12-11 | B. McMenemy | | | Collect spilled kerosene using remote vac system and transfer to Vac Truck | |
| | Fuel oil, 1202 | 2010-12-15 | B. McMenemy | | | Remove fuel oil from site. | |
| | Diesel, 1202 | 2011-04-17 | B. McMenemy | | | Diesel spill into creek, install booms, dam, vacuum and transport for disposal. | |
| | Diesel, 1202 | 2011-04-04 | B. McMenemy | | | Diesel spill into storm sewer, boats, zodiac and portable vac unit used on boats to recover, riverboom used 1100 feet. | |
| | Benzene, 1114 | 2011-04-28 | B. McMenemy | | | Benzene discharged into ground water and storm sewer, into creek remediate using vac trucks, excavations for collection. | |
| | Methanol, | 2011-08-29 | R.Carter | | | Fire at a bio diesel | Viewed Field Notes, |

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)

| | 1230 | | | | | plant, by products iinto environment and storm sewer, complete clean-up of storm sewers and remediation of asphalt. | indicating response times and activities |
|-------|----------------------------------|------------|-------------|--|--|---|---|
| 4.1 | | | | | | | |
| 4.2 | | | | | | | |
| 4.3 | | | | | | | |
| 5.1 | Ammonia Nitrate, 1942 | 2010-05-26 | B. McMenemy | | | Transfer 90 ton of Ammonia Nitrate from hopper car to clean hopper car. | |
| 5.2 | | | | | | | |
| 6.1 | | | | | | | |
| 6.2 | Biohazard sharps | 2011-04-20 | | | | Removal of biohazard – used sharps from an old dump site at the Penatangushene Mental Hospital construction site. | |
| 7 | | | | | | | |
| 8 | Sulphuric Acid, 1830 | 2011-02-16 | B. McMenemy | | | Transfer sulphuric acid tank car into a clean tank car with positive displacement using an air compressor | |
| | Ferric Chloride, anhydrous, 1773 | 2010-09-26 | B. McMenemy | | | Train de-railment, remove super sacs of material, wrap in plastic remove from site | |
| 9 | Lube Oils | 2011-03-11 | B. McMenemy | | | Transfer lube oils from tank cars to trucks | |
| Other | Grain, invasive species | 2011-01-30 | B. McMenemy | | | Vacuum and dispose of 6 railcars of grain. | |
| | Sewage | 2011-05-10 | R.Carter | | | Sewage into a creek, vacuum and dispose. Booms and dams | |

Transportation Emergency Response Service Provider (TERSP) Standard Assessment

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

| | | | | | | | |
|--|--|--|--|--|--|-------------------------|--|
| | | | | | | constructed to contain. | |
| | | | | | | | |
| | | | | | | | |

Table data entered (e.g. 2010-06-15) **2011-05-12**