

TEAP III TERSP Standard Assessment

Summary

TERSAP company assessed:	Tervita Corporation
TERSAP location:	13511 Vulcan Way Richmond, BC V6V 1K4
TERSAP location's area of coverage:	SW British Columbia
Date (yyyy-mm-dd) assessed:	2012-09-26
Assessors:	Team Leader – Louis Laferriere, Director, Technical and Sustainable Logistics, Technical Affairs, CIAC Team Member – Jim Bird, Environment Health & Safety Manager, Univar Assessor-in-training – Lee Nelson, Senior Dangerous Goods Officer, CN
TERSAP Representatives:	Caron Adderley - Emergency Response & Confined Space Coordinator Shawn Barton – Operations Supervisor, Emergency Response
Opportunities for improvement:	Align training records with TEAP III Training Matrix.
Best practices for sharing:	Corporate (electronic) ER Weekly Coordinators Meeting form and Hazard Identification/Near Miss Card System and local card system for response debrief, gap identification and corrective action tracking/closure.
Recommendation for registration:	Approved by TEAP III Editorial Board: 2012-11-01 Next location assessment due: 2014-09-26

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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: Tervita Corporation Address: 13511 Vulcan Way, Richmond, BC V6V 1K4 Office <ul style="list-style-type: none"> • Telephone: 604-214-7000 • FAX: 604-214-7017 • Website: www.tervita.com 24-hour Activation <ul style="list-style-type: none"> • Telephone: 1-800-32-SPILL (77455) • Contact Position: On Call Coordinator (Roster) Regional coverage from this location: BC/Vancouver & north to Williams Lake, east to Salmon Arm & Grand Forks. Vancouver Island from Victoria to Campbell River. Is coverage outside this region available via this location? Yes [X] No [] Date (yyyy-mm-dd): 2012-09-11 By Location Leader (name):	1							
	2.1			X	c	X,S	X, S	In house manpower, contracted use of Airgas Salvage Cylinder (cylinder coffin). Developing additional capping capabilities for railway tank car.
	2.2			X	c	X,S	X,S	In house manpower, contracted use of Airgas Salvage Cylinder (cylinder coffin). Developing additional capping capabilities for railway tank car.
	2.3			X	c	X,S	X,S	Have Chlorine Cylinder Capping kits A, B and C.
	3			X	T/T, SC, LC, IM	X	X	Diesel; developing T/T and T/C transfer capabilities.
	4.1			X	SC, LC, IM	X	X	Red Phosphorus UN1338
	4.2			X	SC, LC, IM	X	X	Sodium UN1381
	4.3			X	SC, LC, IM	X	X	White Phosphorus UN1428
	5.1			X	SC, LC, IM	X	X	Hydrogen Peroxide, developing additional T/T and T/C transfer capabilities.
	5.2			X	SC	X	X	Organic Peroxide, Type D, N.O.S. UN3105

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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Caron Adderley Position: Emergency Response & Confined Space Coordinator E-mail: cadderley@tervita.com	6.1		X	T/T, SC, LC, IM	X	X	Toxic Liquid Organic N.O.S UN 2810 and Toxic Solid Organic N.O.S UN 2811
	6.2		X	SC	X	X	
	7		X	SC	X, O	X, O	S. Barton trained as a Radiation Safety Officer. All experience is with NORMs
	8		X	T/T, SC, LC, IM	X	X	Hydrochloric acid, caustic soda, sulphuric acid, nitric acid
	9		X	T/T, SC, LC, IM	X	X	Dedicated vacuum unit for PCB, Asbestos
	Other			N/A	X	X	Waste Oil
	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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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		Health and Safety Policy and Environmental Policy	X		Viewed in main entrance: Health and Safety policy signed by president, dated 2012-03-15; Environment policy signed by both presidents, dated 2012-01-01.
2	Has responsibility for the management and updating of the TEAP III TERSP Standard Assessment (Capability Chart, TERSP comment and Emergency Response or Exercise Table) been assigned and documented?	X		ER Coordinator custody of TERSP program – Caron Adderley	X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: Organization, Roles and Responsibilities, page: ER Coordinator Static Responsibilities, revised 2012-08.
3	Has the TEAP III TERSP Standard Annual Update been completed and submitted?		X		---	---	Not applicable because this is the initial assessment.
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...	X		Insurance Certificate, Worksafe BC Clearance certificate, TDG, WHMIS	X		Viewed all certificates.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority ?	X		514781 AQ(091) - Worksafe BC	X		Viewed Worksafe BC certificate dated 2012-07-06.

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 **TEAP III TERSP Standard Assessment** must be identified and available.
Assessor: View, note the document title.

Comment [TEAP III7]: TERSP: Complete the **TEAP III TERSP Standard Annual Update** (Capability Chart, Emergency Response and Exercise Table, and Change of Resources) and submit annually during non-assessment year to TEAP III (Director, Technical and Sustainable Logistics, CIAC, 805 – 350 Sparks Street, Ottawa, K1R 7S8).
Assessor: Review the **TEAP III TERSP Standard Annual Update** and note the date?

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., as well as equipment manufacturer's test and maintenance requirements.
Assessor: View, note document titles that support legal compliances.

Comment [TEAP III9]: TERSP: Obtain current certificate from relevant workers compensation authorities (not to exceed 12 months).
Assessor: View certificate and record date (check for expiration date).

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	Yes	No		Yes	No	
5b Public Liability and Property Damage, \$5 million?	X		Provided by Aon Reed	X		Viewed certificate no. 320006592156, dated 2012-07-01.
5c Environmental, \$5 million?	X		Provided by Aon Reed	X		Viewed certificate no. 320006592156, dated 2012-07-01.
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Assigned to ER Coordinator	X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: Organization, Roles and Responsibilities, Page: ER Coordinator Static Responsibilities, revised 2012-08.
7 If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?		X	N/A	---	---	Not applicable because this is the initial assessment.

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

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	Yes	No		Yes	No	

Part 2 – Activation and Response

1a	Is there a 24-hour emergency response activation telephone number?	X		1-800-32-SPILL (77455)	X		Tested outside regular business hours 2012-10-16. Answering service recorded name, call back number and incident information then patched/transferred to On Call Coordinator; elapsed time three minutes.
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		ER Coordinator cell phone (604) 328-8530	---	---	
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		ER coordinator hand book, Answering Service Protocol	X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: 1, Communication Protocols and Reference Numbers, revised 2012-10-01.
3	Does the TERSP use a form to record incident information?	X		Call Out Information Sheets	X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: 4, Emergency Response Call Out Information Sheet, revised 2012-09-26.
4	Which methods are used to access a current MSDS on a 24-hour basis:						
4a	Paper copy?	X		Refer to Standard Operating Procedure Binder	X		Viewed SOP Binder; generic MSDSs used as back up.
4b	CANUTEC?	X		Phone call	---	---	

Comment [TEAP III13]: 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 III14]: 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 III15]: 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 III16]: 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 III17]: 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	
4c Shipper/manufacturer?	X		For an incident response, always request updated MSDS	---	---	
4d CCOHS?		X		---	---	
4e Internet (state method and web sites)?	X		No dedicated search engine	X		Viewed on-line Nitric Acid 40% – 70% MSDS.
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 Capability Chart?	X		Refer to Standard Operating Procedure Binder	X		Viewed Corrosive Materials Spill Response Procedure dated 2012-09-13. Viewed Oxidizing Materials Spill Response Procedure dated 2012-09-13.
6 Are response activities for incidents documented?	X		Spill reports and formal reports when requested. Analytical results, photos, Tailgates	X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: 3, Pricing, Schedules and Tracking, Incident Summaries and Section 4, Tervita Incident Response Summary, revised 2012-09-26.
7 What is the target mobilization time from receiving an initial activation call to rolling with response team and equipment for incidents requiring immediate response:						
7a During regular business hours?	Less than 30 mins		0730 – 1600hrs	X		Viewed reports which indicated activation time and time of arrival on-scene.

Comment [TEAP III18]: 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 III19]: 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 III20]: 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		
						Verbal confirmation that departure time from base will be recorded.	
7b	Outside regular business hours?	Less than 60 mins		X		Viewed reports which indicated activation time and time of arrival on-scene. Verbal confirmation that departure time from base will be recorded.	
8	Evaluation and debrief of responses:						
8a	How do you choose which responses to debrief?	Policy change as of 2012-09-01: All responses to be debriefed.		X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: 3, Pricing, Schedules and Tracking, Project Completion and Section 4, Tervita Daily Tailgate Meeting- HazMat Response, revised 2010-11-18.	
8b	Does the debrief identify gaps and corrective actions?	X		Near miss/hazard ID, Incident report gaps identified in debrief tracked by ER Coordinator – C. Adderley (reviewed at ER Group meeting)	X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: 3, Pricing, Schedules and Tracking, Project Completion and Section 4, Tervita Daily Tailgate Meeting- HazMat Response, page 9 Gap Closure, revised 2010-11-18. Viewed Emergency Response Weekly Coordinators Meeting form and Hazard Identification/Near Miss card.

Comment [TEAP III21]: TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).
Assessor: If applicable, view and note dates.

Comment [TEAP III22]: TERSP: Provide debrief records of corrective actions required and taken.
Assessor: If applicable, view and note corrective action(s) identified and assigned.

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	Yes	No		Yes	No	
8c Describe how corrective actions are tracked to completion.			Documented at debrief on site, action items assigned to personnel on site followed up by ER Coordinator (Adderley) at ER Group meetings	X		Viewed Corporate (electronic) Emergency Response Weekly Coordinators Meeting form and Hazard Identification/Near Miss Card System. Reviewed several completed Emergency Response Weekly Coordinators Meeting forms. Reviewed (locally applied) Hazard Identification/Near Miss Card System which are fed into electronic tracking system. Reviewed examples where local card system tracks gaps and closures ahead of corporate electronic system.
9 Is the TEAP III TERSP Standard Performance Feedback submitted to TEAP III?		X	None to date	---	---	
10 If you are listed in a client's ERAP, do you have a copy of the client's ERAP?		X	N/A	---	---	
11 How do you track updates of your client's ERAP?			N/A	---	---	
12 If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		X	N/A	---	---	

Comment [TEAP III23]: TERSP: Provide documentation.
Assessor: View and note process (item, assignment, due date, status)

Comment [TEAP III24]: TERSP: State how many have been submitted.
Assessor: If applicable, view and note submission date(s).

Comment [TEAP III25]: 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 III26]: 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		ER coordinator hand book	X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: 1, Communication Protocols and Reference Numbers, Tervita Corporation Emergency Response Contact List 2012-08. Verbal confirmation to split out Response Coordinators, Team Leaders and team members by 2012-11.
1b	Team Leaders and team members?	X		ER coordinator hand book	X		See above.
1c	Clients?	X		Retainer Client Files	X		Viewed ER Accounts client information base.
1d	Government agencies?	X		ER coordinator hand book	X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: 4, Communication Protocols and Reference Numbers, Emergency Response Call Out Information Sheet updated 2012-08.
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		ER coordinator hand book	X		They have their own vacuum trucks. For others, viewed Tervita Emergency Response Handbook – British Columbia

Comment [TEAP III27]: 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 III28]: TERSP: Provide list of equipment resource support services.
Assessor: View, note last revision date.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
						Edition, Section: 1, Communication Protocols and Reference Numbers, Vendors and Subcontractors dated 2012-08.	
3a	Describe any personnel or unique equipment outsourced?	X		Tervita NORM Services for additional Class 7 resources and Airgas, Air Liquide for additional Class 2 resources	X		Viewed ER Personnel Contact List for NORM services.
3b	If yes, does a written agreement exist:		X		---	---	Verbal confirmation to have written agreements by end of 2013.
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?		X		---	---	
4b	Coverage outside your region?	X		Shield (Alberta)	X		Viewed written agreement dated 2010-12-03.
4c	You to support them in your region?	X		Shield (Alberta)	X		Viewed written agreement dated 2010-12-01.
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?		X		---	---	
5b	Coverage outside your region?	X		Shield (Alberta)	X		
5c	You to support them in your region?	X		Shield (Alberta)	X		

Comment [TEAP III29]: TERSP: Provide a list of personnel or unique equipment for materials not listed in the *TEAP III 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 III30]: TERSP: If yes, provide the access protocol and agreement.
Assessor: View, note agreement date.

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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		Cellular and satellite telephones	X		Viewed satellite telephones.
1b	Personnel at the incident scene?	X		UHF radios and cell phones	X		Viewed UHF radios.
2	Does the company meet the requirements of the <i>TEAP III TERSP Standard Essential and Specialty Equipment List</i> for:						
2a	Essential Equipment items at the location?	X			X		Viewed equipment that meets the Essential Equipment List, hoses are new.
2b	Specialty Equipment items at the location?		X		---	---	
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			X		Viewed equipment: Chlorine capping kits A and B which are new and gaskets are within expiry date; training to be completed.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		For all ER equipment, internal maintenance and frequency records stored in maintenance binder. All outsourced maintenance is also documented and kept on file.	X		

Comment [TEAP III31]: 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 III32]: TERSP: All *Essential Equipment* must be at the location.
Assessor: View, note that all *Essential Equipment* is at the location.

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

Comment [TEAP III34]: 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 III35]: 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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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>TEAP III TERSP Standard Training Matrix</i>:					
1a	TEAP III registered Team Leaders?	2	C. Adderley M. Leigh	X		Viewed C. Adderley HazMat Technician Certificate, JIBC, dated 2011-07-22, fit test record dated 2012-06, first aid certificate. Viewed M. Leigh HazMat Technician Certificate, JIBC, dated 2012-06-22, fit test record 2012-06, first aid certificate, response records with hazard class and PPE.
1b	TEAP III registered team members?	3	M. Dickson R. Roach J. Gilmour	X		Viewed J. Gilmour, Hazardous Materials Technician Customized Training, TEAM-1 Academy, dated 2009-03-10-12.
1c	Other Team Leaders?	1	T. Wang	---	---	Training records not reviewed.
1d	Other team members?	5	T. Kizmann, P. Chang, T. Jensen, R. Watkins, S. Barton	---	---	Training records not reviewed.
2	Is there a fit for duty program?	X	Annual blood screening, Fit for Work, Fit to Wear Respirator conducted by Verifications Canada; as required or annual illicit drug & alcohol testing; annual hearing testing	X		Viewed Tervita policies and employee requirements.
3	Is there post-incident stress management program?	X	Employee Assistance Program	X		Viewed EAP brochure.

Comment [TEAP III36]: TERSP: A TEAP III registered Team Leader must be current on all requirements in the *TEAP III TERSP Standard Training Matrix*. Registered responders can be for only a single location and company. List all names (e.g. L. Laferriere)
 Assessor: Review individual records for compliance with *TEAP III TERSP Standard Training Matrix*, note names as initial of first name and full last name (e.g. L. Laferriere).

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

Comment [TEAP III38]: TERSP: Describe the elements of your fit for duty program and frequency of re-assessments.
 Assessor: View program documentation, note document titles.

Comment [TEAP III39]: 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 <i>TEAP III TERSP Standard Training Matrix</i> ?	X		Reference Tervita Training Matrix	X		Viewed Tervita ER Training Matrix. Verbal confirmation to align training records with the TEAP III Training Matrix by end of 2013
2	Is training conducted using specialty equipment?		X		---	---	
3	Is the training content documented for each module?	X			X		Viewed Tervita ER training modules for SCBA and CPC.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Tervita training records maintained on line	X		Viewed Tervita Employee ER Training record.
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		CN Dangerous Goods and RAC week	X		Viewed JIBC and CN DGR certificates for C. Adderley, M. Leigh.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	C. Adderley M. Leigh			X		Viewed JIBC and CN DGR certificates for C. Adderley, M. Leigh.

Comment [TEAP III40]: TERSP: Describe your training program and how it exceeds the *TEAP III TERSP Standard Training Matrix*.
Assessor: Review TERSP's training matrix for enhancements (e.g. C Kit training, inhibitor injection, flaring...)

Comment [TEAP III41]: 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 III42]: 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 III43]: TERSP: Provide evidence of railway ER training (e.g. RAC, ERTC, JIBC, CN, CP Rail).
Assessor: Review, note titles and source.

Comment [TEAP III44]: 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		X		Viewed HWM (Hazco Waste Management) ER Job Control document for C. Adderley and M. Leigh.
2	Are exercise activities documented?		X		X		Viewed for M. Leigh: Tervita 2011 ER Annual Exercise for chlorine capping kit, dated 2011-03.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?		All of them		X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: 3, Pricing, Schedules and Tracking, Project Completion and Section 4, Tervita Daily Tailgate Meeting - HazMat Response, revised 2010-11-18.
3b	Does the debrief identify gaps and corrective actions?		X		X		Viewed Tervita Emergency Response Handbook – British Columbia Edition, Section: 3, Pricing, Schedules and Tracking, Project Completion and Section 4, Tervita Daily Tailgate Meeting- HazMat Response, page 9 Gap Closure, revised 2010-11-18.
3c	Describe how corrective actions are tracked to completion.		Documented at debrief on site, action items assigned to personnel on site followed up by ER Coordinator (Adderley) at ER Group mtg.		X		Verbal confirmation to develop documentation by end of 2013.

Comment [TEAP III45]: 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 III46]: 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 III47]: TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).
Assessor: If applicable, view and note dates.

Comment [TEAP III48]: TERSP: Provide debrief records of corrective actions required and taken.
Assessor: If applicable, view and note corrective action(s) identified and assigned.

Comment [TEAP III49]: TERSP: Provide documentation.
Assessor: View and note process (item, assignment, due date, status).

TEAP III 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		Maintenance log books kept with equipment (e.g. Hazmat trailer)	X		Viewed HazMat PM Manual for detectors, air compressor, first aid kits, lanyards and harnesses, SCBA.
2	Are records kept of inspection, testing and maintenance for at least three years for:						
2a	TEAP III TERSP Essential and Specialty Equipment List, where applicable?	X			X		Viewed HazMat PM Manual that contained the records of the inspections.
2b	Transportation equipment?	X		Assigned to Dispatch	X		Comment: Vehicles assigned to drivers who are responsible for vehicle maintenance and use Driver's Daily Vehicle Inspection Report.

Comment [TEAP IIII50]: 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 IIII51]: TERSP: Maintain test, inspection and maintenance records that are relevant to materials on the TEAP III TERSP Standard 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 IIII52]: TERSP: Maintain test, inspection and maintenance records for vehicles.
Assessor: View, note motor vehicle safety certificates on or in vehicles, by identification number.

TEAP III 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		BC License to Transport Hazardous Waste LT0765	X	Viewed registered carrier certificate.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		BC Registered Hazardous Waste Facility RS16412 / BC Bio Remediation Facility RS100072	X	Viewed registered facility license.
2	Are any of the above performed by a sub-contractor?	X		McRaes (back up only)	X	Comment: Minimal, transport only.

Comment [TEAP III53]: 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 III54]: TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials.
Assessor: View, note permit/certificate number and expiry date (where applicable).

Comment [TEAP III55]: TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials 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		Coastal BC and inland waters.
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		Have own marine vessels.

Comment [TEAP III56]: 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			S. Barton C. Adderley
2a	X		
2b			TransCAER Railway Event – Feb 21-25, 2011.
3a	X		CERCA and RAC.
3b			
4a	X		Monthly Household Hazardous Waste; Kwantlen Polytechnique University Co-op program.
4b			Richmond residents can bring to location on monthly basis hazardous waste for proper handling. Hire co-op students.

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.

Comment [TEAP III58]: 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>Comprehensive recycling program, office and facility. Participation in the City of Richmond Household Hazardous Waste Disposal program.</p>		

TEAP III 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 (yyyy-mm-dd)	Registered Team Leader, last response (J. Doe)	Date (yyyy-mm-dd)	Registered Team Leader(s) (J. Doe)	Activity performed during exercise or response	Documentation viewed?
1							
2.1							
2.2	Nitrogen, UN1066	2012-01-20	C. Adderley	2012-01-06	C. Adderley M. Leigh	Removal of Nitrogen cylinder from RCMP helicopter involved in a crash, 62-4400-93 Training in the use of salvage cylinder by Air Gas	
2.3	H ₂ S, UN1053	2012-05-02	C. Adderley			Detergent Suicide, assisted RCMP with decon, 62-4200-142	
3	Diesel, UN1202	2012-06-09	C. Adderley			CN Rail fueling station fire, removed remaining fuel from tank and decontaminated resulting spill area, 62-2016-02	Viewed Tervita Incident Response Summary
4.1							
4.2							
4.3							
5.1							
5.2							
6.1	Toxic Solid, Organic, NOS UN2811	2011-12-30	M. Leigh			RCMP white powder call, identification, transport and disposal, 62-4206-02	
6.2							
7	Radioactive Materials	2012-01-30	C. Adderley M. Leigh			Survey and packaging of NORM material for disposal, 62-4300-141	
8	Hydrochloric		M. Leigh			Transported leaking	Viewed Tervita Incident

Comment [TEAP III160]: 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 III159]: 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).

TEAP III TERSP Standard Assessment

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

	Acid 32%, UN1789	2012-06-04				containers to location, transferred material to appropriate MOC, 62-4300-176	Response Summary
9	Asbestos, UN2590	2012-08-14	C. Adderley			Sampling, packaging, transport and disposal of abandoned asbestos containing materials, 62-4300-184	
Other							

Table data entered (yyyy-mm-dd) 2012-09-26