



Drain-All Ltd.

**DRAIN-ALL LTD.
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Verification December 5, 2006

ER CONTRACTORS CAPABILITY CHART

CONTRACTOR DETAILS	TDG CLASS	MODE OF TRANSPORT			CONTAINERS (T/T, T/C, c, SC, LC, IM)	STABILIZATION (X, S, O, SO)	MITIGATION (X, S, O, SO)	REMEDIATION (X, S, O, SO)	REMARKS
		M	RR	HW					
COMPANY NAME: Drain – All Ltd. ADDRESS: 2705 Stevenage Dr. Ottawa, ON. K1G 3N2 MANAGEMENT CONTACT: David Elsie TEL: 613-739-1070 FAX: 613-739-5971 EMAIL: delsie@drain-alltd.com ERAP NO: n/a MANNED 24-HR. NO: 1-613-739-1070 24-HR. CONTACT (POSITION): Coordinator DATE COMPLETED: December 5, 2006 BY (NAME & POSITION): David Elsie, ER Coordinator LEGEND: X - Performs operation in house S - Sub-contracted O - Resources from outside area region M – Marine; RR – Rail; HW - Truck	1								
	2.1								
	2.2		X		T/C, IM	X	X	X	Equipment belonging to Canadian Fertilizer Institute (anhydrous ammonia transfer)
	2.3								
	3		X	X	T/T, T/C, SC, LC, IM	X,S	X,S	X,S	Equipment and staff available, full time. Heavy equipment by sub-cont.
	4.1		X	X	T/T, T/C, SC, LC, IM	X,S	X,S	X,S	Equipment and staff available, full time. Heavy equipment by sub
	4.2		X	X	T/T, T/C, SC, LC, IM	X,S	X,S	X,S	Equipment and staff available, full time. Heavy equipment by sub
	4.3		X	X	T/T, T/C, SC, LC, IM	X,S	X,S	X,S	Equipment and staff available, full time. Heavy equipment by sub
	5.1		X	X	T/T, T/C, SC, LC, IM	X,S	X,S	X,S	Equipment and staff available, full time. Heavy equipment by sub
	5.2		X	X	T/T, T/C, SC, LC, IM	X,S	X,S	X,S	Equipment and staff available, full time. Heavy equipment by sub
	6.1		X	X	T/T, T/C, SC, LC, IM	X,S	X,S	X,S	Equipment and staff available, full time. Heavy equipment by sub
	6.2								
	7		X	X		X,S	X,S	X,S	Will provide support for class 7 products
	8		X	X	T/T, T/C, SC, LC, IM	X,S	X,S	X,S	Stainless/Kynor pumps with acid/chemical transfer hose
	9		X	X	T/T, T/C, SC, LC, IM	X,S	X,S	X,S	

Comment [ew1]: Page: 1
 T/T = tank truck; T/C = tank car; c = cylinders all sizes; SC = small containers < 454 litres; LC = large container > 454 litres ; IM = Intermodal
 THE POSSIBLE RESPONSES ARE:
 ALL or THE SPECIFIC CONTAINER ABBREVIATIONS.

ER CONTRACTOR CAPABILITY VERIFICATION FORM

QUESTION	YES	NO	CONTRACTOR'S COMMENT	VERIFIED		VERIFIER'S COMMENT
				YES	NO	

I – Survey Chart and Management Systems							
1	Are the capabilities of the ER Contractor shown on the ER Contractor Capability Chart?	X			x	Cap Sheet complete	
2	Are all the capabilities listed on the chart fully documented?	X		Spill response manual	x	SOG's noted in Spill Response Manual (SRM) (Feb.06) (Class 3, Anhydrous Ammonia noted)	
3	Has the chart been reviewed and updated in the last 12 months?	X		Updated upon last verification	x	Updated July 2006	
4	Has responsibility for the management and updating of the chart been assigned and documented?	X		Emergency Response Coordinator Spill Manual 2.2.4	x	Observed in SRM (Feb06)	
5	Is there a statement of the Company's commitment to Emergency Response, addressing all issues of Health, Safety and the Environment?	X		Spill Manual Section 1.0	x	Observed in SRM (Feb06)	
6	Is there a manned 24-hour emergency response telephone number and a backup system?	X		613-739-1070 Cell Spill Coordinator 613-314-0004	x	800 # called – ok, 800 # is Ont/Que 613 number is always available	
7	Is there an ERAP Plan Number registered with Transport Canada?		X*	*Sub-contractor for Newalta, (60-70 eraps)	x	Example – Listed as a sub-contractor under Dyno-Nobel ERAP#02.1008-010	
8	Describe the health surveillance plan for your employees (e.g. medical fitness, occupational hygiene exposure assessments)?	X		Section 22 Spill Manual	x	Statement indicates monitoring, screening and medical follow-up as per Regulation, Law or by individual situations	
9	Where are the secondary response locations in the region? (if applicable)	X		Kingston	x	Kingston, 2 trucks, e/r trailer, 2 technicians, noted in SRM 25.2.1 (not physically observed at Kingston)	
10	Have verifications been completed for these secondary locations?		X			x	Inspections/inventories are conducted on an as needed basis
11	Does your organization meet the following minimum insurance requirements?						
A	Public Liability and Property Damage - \$2 million. Include certificates	X		Spill Response Manual Section 2.7	x	Lombard Canada expires 02/07	
B	Environmental - \$2 million. Include certificates	X		Spill Response Manual Section 2.7	x	Lloyd's Underwriters expires 02/07	
12	Is your company in good standing with provincial Workers' Compensation Board? Include certificate	X		See Clearance Certificate	x	Dated August 2006	

Comment [W2]: Page: 1

Contractor: . Complete the Chart and ensure that this chart is both current and dated.

Verifier: . . Is the chart complete?

Comment [W3]: Page: 1

Contractor: . Document all capabilities (e.g. equipment related to class, standard operating procedures - may be generic or specific to a product or operation). Note: cellular telephones, pagers and driving skills are not to be verified.

Verifier: . . Review and record findings.

Comment [W4]: Page: 1

Contractor: . The chart must be da ... [1]

Comment [W5]: Page: 1

... [2]

Comment [W6]: Page: 1

... [3]

Comment [W7]: Page: 1

... [4]

Comment [EXW8]: Page: 1

... [5]

Comment [EXW9]: Page: 1

... [6]

Comment [EXW10]: Page: 1

... [7]

Comment [EXW11]: Page: 1

... [8]

Comment [EXW12]: Page: 1

... [9]

Comment [EXW13]: Page: 1

... [10]

Comment [EXW14]: Page: 1

... [11]

ER CONTRACTOR CAPABILITY VERIFICATION FORM

QUESTION	YES	NO	CONTRACTOR'S COMMENT	VERIFIED		VERIFIER'S COMMENT
				YES	NO	
II - Response Capability						
1	X		Spill call logsheet/spill action report Spill response manual section 2.0	x		Spill Action Report and Spill Call Logsheet noted. Eg. Jonas #73121
2	X		Spill Response Manual 5.0 to 13.0	x		Product procedures listed by class. Anhydrous ammonia procedure observed.
3			Does your capability include equipment for communication between:			
A	X		Cell phones/ 10-4 phones Pagers, radios	x		Vehicles have 10-4 and cell phones, One personnel phone and vehicle #453 phones noted.
B	X		Cell/10-4 phones and 2-way radios, pagers	x		Eg. 1 employee noted.
4	X		Contractor's list in spill response manual Section 2.0	x		SRM 2.5.4 Contractors list (June 2006) Numbers checked periodically and used regularly.
5	X		A860302 Drain-All Ltd Transportation license, A460722 licensed transfer/processing site Spill response manual Sec. 27	x		Transportation Issued Sept 25, 2005 Processing Facility Issued Feb 13, 2003
6	X		Shoreline and small waterway capability	x		PFD's, booms and pads observed
7	X		Spill action report/photographs available. Third party engineer report if applicable	x		Clients get copies of the Spill Action Report with an Environmental On-site work sheet. One engineering report observed Ref. Golder Associates Prog. #06-1122-231
III - Product Information Resources						
1	X		www.msdssearch.com MSDS and procedures on file, with AAR ER Guidebooks.	x		On site, AAR Emergency Action Guidebooks, bindered MSDS's. UN1830 Sulphuric Acid observed

- Comment [EXW15]:** Page: 1
Contractor: Produce examples of documented incidents. ... [12]
- Comment [EXW16]:** Page: 1
... This may be called Standard Operating Guidelines that would include pre-trip checklist, site safety plan ... [13]
- Comment [EXW17]:** Page: 1
Contractor: Produce a copy of documented procedures. ... [14]
- Comment [EXW18]:** Page: 1
Contractor: Detail primary equipment and systems. ... [15]
- Comment [EXW19]:** Page: 1
Contractor: Identify method(s) and quantities of communications eq ... [16]
- Comment [EXW20]:** Page: 1
Contractor: Produce list of support services. ... [17]
- Comment [EXW21]:** Page: 1
Contractor: Show copies of waste site registration, waste generator num ... [18]
- Comment [EXW22]:** Page: 1
Contractor: Describe capability for response to inland waters. ... [19]
- Comment [EXW23]:** Page: 1
Contractor: Describe established process. ... [20]
- Comment [EXW24]:** Page: 1
Contractor: All product hazard information for use in emergency ... [21]

ER CONTRACTOR CAPABILITY VERIFICATION FORM

QUESTION	YES	NO	CONTRACTOR'S COMMENT	VERIFIED		VERIFIER'S COMMENT
				YES	NO	
IV - Activation Procedures						
1	X		Activation procedures and flowchart. Section 2.0 Spill Manual	x		SRM Sec. 2.1.1 to 2.1.2.3.4. observed including 24/7 callout procedural flowcharts.
2	X		Live spills occur 2-3 times per week, Training sessions.	x		Eg. Training sessions conducted with Newalta 02/06, training matrix observed which included hydrogen peroxide
<p>**Notes Actual emergency responses that have been documented and debriefed would fulfill the requirements of Question 2. Frequency, in question 2, is subject to the risk relative to the procedure under review.</p>						
3	Are logs or records of Emergency Response Exercises kept and are they:					
A	X		Maintained?	x		Trainings sessions logged
B	X		And is appropriate corrective action taken where necessary?	x		Period inspections and maintenance logs indicate corrective action. Ref. #1007098 dated Aug/06
4	X		Does the ER Contractor use a checklist to obtain incident information?	x		Spill Call Logsheets observed dated Sept. 5/06
5	X		Do you have current contact lists for: response co-ordinators, emergency team members, clients and government agencies.	x		SRM Sec#2.5.1 and 2.5.2 (June/06), employee phone list (Aug./06), 10-4 listing observed.
6	Identify your target mobilization time (from call-out to rolling) for incidents requiring immediate response., ** (see note):					
A	X		During regular business hours	x		Jonas #73121 noted within required response time
B	X		Outside regular business hours	x		No actual incident report available. SRM Sec. 2.2.5 indicates "ready to respond" procedures.
<p>*** Note: Time to incident is subject to individual contracts, to requirements and weather conditions.</p>						

- Comment [EXW25]:** Page: 1
 Contractor: . Document alerting process to activate the team to a call out is available.
 Verifier: . . Check procedures. Procedures may include a formal ... [22]
- Comment [EXW26]:** Page: 1
 Contractor: . Documentation of exercise results or documentation of actual responses. Identify specific test ... [23]
- Comment [EXW27]:** Page: 1
 Contractor: . Maintain fully descriptive log or individual records.
 Verifier: . . Review in detail at l ... [24]
- Comment [EXW28]:** Page: 1
 Contractor: . Maintain records of any corrective action required and taken.
 Verifier: . . review at least two c ... [25]
- Comment [EXW29]:** Page: 1
 Contractor: . Provides a copy of the basic form used to record details of each call received. ... [26]
- Comment [EXW30]:** Page: 1
 Contractor: . Show list that include work and home numbers (including consideration of weekends and ... [27]
- Comment [EXW31]:** Page: 1
 Contractor: . Details times and checks conducted (include actual incident records). ... [28]
- Comment [EXW32]:** Page: 1
 Contractor: . Details times and checks conducted (include actual incident records). ... [29]

ER CONTRACTOR CAPABILITY VERIFICATION FORM

QUESTION	YES	NO	CONTRACTOR'S COMMENT	VERIFIED		VERIFIER'S COMMENT
				YES	NO	
V - Training						
1			6 team leaders 9 team members Support staff available within the company	x		SRM Sec.2.5 (June06) lists team leaders and hazmat technicians. Training matrix observed (09/06) indicating employee, type of training and dates.
2	X			x		2 employee training certificates observed. (SCAT, HazWoper) Training manual for Confined Space course and SCBA manufacturer's Operating manual. TDG card observed
3			Does your organization <i>conduct</i> simulations to exercise your capability on a regular basis?			
A	X		Actual spills and training exercises.	x		2 exercises noted (Degusa and Newalta) Actual incident event reports observed.
** Note: An actual response that has been documented and debriefed could fulfill the 'full scale exercise' requirement. Remediation work does not qualify.						
VI – Equipment						
1	X		Looking at the purchase of intrinsically safe radios	x		
2	X			x		Equipment observed with listings of maintenance and testing.
3			Do you have programs in place for:			
A	X		Spill response manual Section 2.4 Maintenance records – SCBA	x		SCBA, encapsulated suits and gas monitoring equipment maintenance and testing records observed.
B	X			x		Procedures for maintenance, testing and use for the above observed.

Comment [EXW33]: Page: 1

Contractor: . State the number of personnel trained to the guideline and be able to provide training records to support the stated information. See categories above. ... [30]

Comment [EXW34]: Page: 1

Contractor: . Ensure that documentation of training which may include objectives, course material, duration of training lessons, resources needed and tes ... [31]

Comment [EXW35]: Page: 1

Contractor: . Document simulation (or actual response) including debrief. Verifier: . . Review documentation including corrective actions and ... [32]

Comment [EXW36]: Page: 1

Contractor: . Fully documented list that meets the requirements of the Basic Equipment List. Verifier: . . Check list against ac ... [33]

Comment [EXW37]: Page: 1

Contractor: . Verifier: . . Check list against inventory. Select 10 items.

Comment [EXW38]: Page: 1

Contractor: . Show evidence of an equipment testing and maintenance program. Verifier: . . Verify that program ... [34]

Comment [EXW39]: Page: 1

Contractor: . Prepare procedures and where required maintain records of checks, proof of approval, license and regulations. Also list driver records.

ER CONTRACTOR CAPABILITY VERIFICATION FORM

QUESTION	YES	NO	CONTRACTOR'S COMMENT	VERIFIED		VERIFIER'S COMMENT
				YES	NO	
4						
A	x		Maintenance and repair records kept in ER vehicles and on-site monthly & weekly inspections.	x		Maintenance records observed and up to date. (SCBA, Level A suits, gas monitors)
B	X		CVOR rating- excellent/ daily pre-trip inspections. Spill manual Section 2.7	x		Rating available on MTO website. Certificate noted. (Sept/06), excellent rating
5	X		Procedures listed in the Spill Response Manual.	x		Decontamination procedures noted in SRM Sec. 4.
VII – Marine Chemical Emergency Response						
<p>Note: This section should be completed by those contractors that provide or wish to provide emergency response services in the marine shipping environment 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.</p>						
1	Does your company provide emergency response to marine HNS incidents in:					
	(a) deep sea operations?		X			
	(b) coastal operations?	X		x		Booms, sorbant pads, PFD observed. Boat in Kingston – not verified
	(b) in port or while loading or unloading?	X		x		As above.
2	What marine geographic areas do you cover?	x		x		Mutual aid agreement available.
3	Do you have specialized documented procedures for marine HNS emergency response?		X			

Comment [EXW40]: Page: 1

Contractor: . Maintain in "one place" all test, inspection and maintenance records.
 Verifier: . . Review completeness and currency of records and check in detail records for at least 3 items. E.g. gas testers, SCBA, Level A suits, fire extinguishers.

Comment [EXW41]: Page: 1

Contractor: . Maintain in "one place" all test, inspection and maintenance records.
 Verifier: . . Review availability of records and if they are current.

Comment [EXW42]: Page: 1

Contractor: . Show procedures for decontamination.
 Verifier: . . Check procedures exist. Do not require individual procedures for each product.

ER CONTRACTOR CAPABILITY VERIFICATION FORM

				VERIFIED				
QUESTION	YES	NO	CONTRACTOR'S COMMENT	YES	NO	VERIFIER'S COMMENT		
4	Do you have boat(s) or other means for accessing vessels not at berth?		x		Small vessel 14' aluminum	x		Inventoried in Kingston (not verified)

Page 3: [1] Comment [W4] Wong

Page: 1

Contractor: The chart must be dated within the last 12 months. Records of review and updating must be kept and available.

Verifier: Report findings.

Page 3: [2] Comment [W5] Wong

Page: 1

Contractor: The Administrator with responsibility to manage and update the ER Response Contractor Survey Chart must be identified and available.

Verifier: The person and/or position identified.

Page 3: [3] Comment [W6] Wong

Page: 1

Contractor: A full and positive statement of commitment to emergency response addressing all issues of health, safety and the environment.

Verifier: Self explanatory, yes or no? E.g. Mission or policy statement.

Page 3: [4] Comment [W7] Wong

Page: 1

Contractor: A must but requires full documentation.

Verifier: Verifier will run a check on this, without prior warning. Verifier will record time of response to simulate a real emergency (state date and time of call back). Provide details such as answering service with call back list or other types of system.

Page 3: [5] Comment [EXW8] Ernie Wong

Page: 1

Contractor: Full documentation and records of ERAP including the Plan Number. Full documentation of the Transport Canada's verification of the Plan held by the ER Contractor and any required for sub-contractors.

Verifier: Verify and record ERAP number(s) and products covered. Records nature of the Transport Canada letter and report dates.

Page 3: [6] Comment [EXW9] Ernie Wong

Page: 1

Contractor: List the requirement as per local regulations and where possible have current regulations available, meet provincial OH&S requirements.

Verifier: Check details of health surveillance including currency and frequency.

Page 3: [7] Comment [EXW10] Ernie Wong

Page: 1

Contractor: List and describe locations and their functions relative to the location under verification.

Verifier: List locations.

Page 3: [8] Comment [EXW11] Ernie Wong

Page: 1

Contractor: Show proof that verification has been carried out (i.e. capability chart and signed verification).

Verifier: Review and record that document has been provided, signed and dated.

Page 3: [9] Comment [EXW12] Ernie Wong

Page: 1

Contractor: Have copy of policy available - Certificate of Insurance

Verifier: Verify that certificate is available. Record insurance company and term of insurance.

Page 3: [10] Comment [EXW13] Ernie Wong

Page: 1

Contractor: Have copy of policy available - Certificate of Insurance
Verifier: Verify that certificate is available. Record insurance company and term of insurance.

Page 3: [11] Comment [EXW14] Ernie Wong

Page: 1

Contractor: Maintain and records and obtain current certificate from provincial WCB (not to exceed 12 months).
Verifier: Review certificates and record dates. (Note: who the certificates are issued to and currency of certificates may vary from province to province as per regulations.

Page 4: [12] Comment [EXW15] Ernie Wong

Page: 1

Contractor: Produce examples of documented incidents.
Verifier: Review examples of documented incidents for completeness (e.g. details of initial call, spill action report, work order, job reports, photographs).

Page 4: [13] Comment [EXW16] Ernie Wong

Page: 1

This may be called Standard Operating Guidelines that would include pre-trip checklist, site safety plan, situation analysis, reconnaissance, damage assessment, static electricity control, transfer of pressure and low pressure commodities, flaring, disposal, etc.

Page 4: [14] Comment [EXW17] Ernie Wong

Page: 1

Contractor: Produce a copy of documented procedures.
Verifier: Confirm that documentation exists.

Page 4: [15] Comment [EXW18] Ernie Wong

Page: 1

Contractor: Detail primary equipment and systems.
Verifier: Check that equipment exists and is in working order.

Page 4: [16] Comment [EXW19] Ernie Wong

Page: 1

Contractor: Identify method(s) and quantities of communications equipment available and functioning.
Verifier: Check that equipment exists and is in working order. Record number of pieces of equipment.

Page 4: [17] Comment [EXW20] Ernie Wong

Page: 1

Contractor: Produce list of support services.
Verifier: Verify that the list exists. Should cover the following basic categories: vacuum trucks, backhoe, dump trucks. Please take note if the previous categories are not covered.

Page 4: [18] Comment [EXW21] Ernie Wong

Page: 1

Contractor: Show copies of waste site registration, waste generator numbers (where applicable), certificates of approval and licenses for shipping, receiving and hauling of wastes.
Verifier: Note: licenses and related documentation for primary company and for sub-contractors.

Page 4: [19] Comment [EXW22] Ernie Wong

Page: 1

Contractor: Describe capability for response to inland waters.
Verifier: Review whether company has boats, lifejackets, boom, sorbent pads as a minimum.

Page 4: [20] Comment [EXW23] Ernie Wong

Page: 1

Contractor: Describe established process.
Verifier: Verify that process exists.

Page 4: [21] Comment [EXW24] Ernie Wong

Page: 1

Contractor: All product hazard information for use in emergency response incidents must be available. This includes current MSDS' demonstration that this information is accessible 24 hours a day.
Verifier: Verify 24 hour access to current MSDS and other hazardous information. List sources (e.g. NAERG, AAR Guide, EC Spill Response Manual)

Page 5: [22] Comment [EXW25] Ernie Wong

Page: 1

Contractor: Document alerting process to activate the team to a call out is available.
Verifier: Check procedures. Procedures may include a formal call list, flowchart or contact list.

Page 5: [23] Comment [EXW26] Ernie Wong

Page: 1

Contractor: Documentation of exercise results or documentation of actual responses. Identify specific test of procedures.
Verifier: Review documentation for two exercises or actual responses and evaluate results. Note any obvious shortcomings.

Page 5: [24] Comment [EXW27] Ernie Wong

Page: 1

Contractor: Maintain fully descriptive log or individual records.
Verifier: Review in detail at least two exercises or two actual incidents that fulfils this requirement.

Page 5: [25] Comment [EXW28] Ernie Wong

Page: 1

Contractor: Maintain records of any corrective action required and taken.
Verifier: review at least two corrective actions that have been implemented.

Page 5: [26] Comment [EXW29] Ernie Wong

Page: 1

Contractor: Provides a copy of the basic form used to record details of each call received.
Verifier: Verify that the form exists and check that the form has been used (ask for five completed forms).

Page 5: [27] Comment [EXW30] Ernie Wong

Page: 1

Contractor: Show list that include work and home numbers (including consideration of weekends and vacations). Alternates should also be listed. Review at least every 6 months, list must be dated.
Verifier: Check for current list. Are all categories of numbers included (home, office,.....)? Record date.

Page 5: [28] Comment [EXW31] Ernie Wong

Page: 1

Contractor: Details times and checks conducted (include actual incident records).
Verifier: Review 3 incident response logs noting time range of mobilization and identify size of team deployed.

Page 5: [29] Comment [EXW32] Ernie Wong

Page: 1

Contractor: Details times and checks conducted (include actual incident records).
Verifier: Review 3 incident response logs noting time range of mobilization and identify size of team deployed.

Page 6: [30] Comment [EXW33] Ernie Wong

Page: 1

Contractor: State the number of personnel trained to the guideline and be able to provide training records to support the stated information. See categories above.

Verifier: Verify training records to ensure that stated information. Note: 100% of response personnel must have received at the initial training to meet the criteria of their stated level. A minimum of 80% of the response personnel must have received refresher training as specified in the training matrix and must not be expired by more than 12 months.

Page 6: [31] Comment [EXW34] Ernie Wong

Page: 1

Contractor: Ensure that documentation of training which may include objectives, course material, duration of training lessons, resources needed and test methodology. Produce external training certificates.

Verifier: Check 5 modules and external training certificates. Note: Some training documentation may be a summary of topics covered and may not be a detailed lesson plan. This should be considered acceptable for the purposes of the verification.

Page 6: [32] Comment [EXW35] Ernie Wong

Page: 1

Contractor: Document simulation (or actual response) including debrief.

Verifier: Review documentation including corrective actions and debriefings. State the number of simulations/incidents reviewed.

Page 6: [33] Comment [EXW36] Ernie Wong

Page: 1

Contractor: Fully documented list that meets the requirements of the Basic Equipment List.

Verifier: Check list against actual inventory. Select 10 items to check that includes: PPE, monitoring equipment, containment and recovery equipment. Please note equipment you have verified.

Page 6: [34] Comment [EXW38] Ernie Wong

Page: 1

Contractor: Show evidence of an equipment testing and maintenance program.

Verifier: Verify that program exists and is current. Check status of 3 pieces of equipment and record.