



National Coverage:

**TEAM-1 ENVIRONMENTAL SERVICES INC.
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Verification: March 9, 2005

ER CONTRACTORS SURVEY 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)	REMARK
		M	RR	HW					
COMPANY NAME: TEAM-1 Emergency Services ADDRESS: Head Office Only 1650 Upper Ottawa Street Hamilton, Ontario L8W 3P2 MANAGEMENT CONTACT: Mitchell Gibbs Debbie Conner TEL: 905 383 5550 FAX: 905 574 0492 MANNED 24-HR. NO: 1 800 327-7455 24-HR. CONTACT (POSITION): Mitchell Gibbs - Manager DATE COMPLETED: March 9, 2005 BY (NAME & POSITION): Mitchell Gibbs/Manager Debbie Conner, Manager Tech. Services LEGEND: X - Performs operation in house S - Sub-contracted O - Resources from outside area region M - Marine RR - Rail HW - Truck	1	X	X	X	T/T, SC, IM	X	S	X	Personnel trained by the OPP Explosives Disposal Unit (EDU)
	2.1	X	X	X	T/T, T/C, c, IM	X	S	X	Subcontractor in place to mitigate incidents.
	2.2	X	X	X	T/T, T/C, c, IM	X	S	X	Subcontractor in place to mitigate incidents.
	2.3	X	X	X	T/T, T/C, c, IM	X	S	X	Subcontractor in place to mitigate incidents.
	3	X	X	X	T/T, T/C, c, SC, LC, IM	X	X	X	Large array of equipment and trained personnel.
	4.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	X	Large array of equipment and trained personnel.
	4.2	X	X	X	T/T, T/C, SC, LC, IM	X	X	X	Large array of equipment and trained personnel.
	4.3	X	X	X	T/T, T/C, SC, LC, IM	X	X	X	Large array of equipment and trained personnel.
	5.1	X	X	X	T/T, T/C, c, SC, LC, IM	X	X	X	Large array of equipment and trained personnel.
	5.2	X	X	X	T/T, T/C, c, SC, LC, IM	X	X	X	Large array of equipment and trained personnel.
	6.1	X	X	X	T/T, T/C, c, SC, LC, IM	X	X	X	Large array of equipment and trained personnel.
	6.2	X	X	X	SC	X	X	X	Draeger CDS, Anthrax BTA, Extensive mobile lab equipment
	7	X	X	X	T/T, SC, LC, IM	X	XS	XS	Ontario Power Generation Orange Badge Certified, owned equipment
	8	X	X	X	ALL	X	X	X	Electronic pH meter, neutralizing agents, pumps & hoses, PPE
	9	X	X	X	ALL	X	X	X	Large array of equipment and trained personnel.

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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.

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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 Survey Chart?	X			X	Updated during verification March 9, 2005.
2	Are all the capabilities listed on the chart fully documented?	X		Described by Class , media, confined space, sampling, narcotics, truck roll overs, marine response.	X	Procedures Documented in Standard Operating Procedure (controlled copy)- dated January 2000.
3	Has the chart been reviewed and updated in the last 12 months?	X		Updated February 7, 2005	X	Confirmed.
4	Has responsibility for the management and updating of the chart been assigned and documented?	X		Manager of Emergency Response	X	Statement letter from the President dated June 2, 1998 reviewed.
5	Is there a statement of the Company's commitment to Emergency Response, addressing all issues of Health, Safety and the Environment?	X		Health And Safety Policy and Procedures, Environmental Policy	X	H&S Policy dated January 1, 2005 H&S Procedures dated Jan. 2004 Environmental Policy dated January, 2003.
6	Is there a manned 24-hour emergency response telephone number and a backup system?	X		24/7 answering service with checklist. Also can be routed through the regular business number.	X	Tested – Confirmed March 9, 2005.
7	Is there an ERAP Plan Number registered with Transport Canada?		n/a			n/a
8	Describe the health surveillance plan for your employees (e.g. medical fitness, occupational hygiene exposure assessments)?	X		All employees have had medical fit for duty report from their physician.	X	Policy, medical questionnaire and protocol in place, dated Aug.1, 2002 One example reviewed dated Aug.26/02
9	Where are the secondary response locations in the region? (If applicable)	X		Woodstock, Mississauga, Toronto, Oshawa, Hamilton. Owned and operated sites	X	Inventory listing available for all
10	Have verifications been completed for these secondary locations?	X		Fully outfitted, not subcontracted. Company personnel available 24/7 to man equipment	X	Inventory performed monthly. Oshawa inventory checklist reviewed. (dated January, 2005) units.
11	Does your organization meet the following minimum insurance requirements?					
A	Public Liability and Property Damage - \$2 million. Include certificates	x		Certificates available	X	Masters Insurance Limited - \$5M, dated May 6, 2004
B	Environmental - \$2 million. Include certificates	x		Certificates available	X	Masters Insurance Limited - \$5M, dated May 6, 2004.
12	Is your company in good standing with provincial Workers' Compensation Board? Include certificate	x		No claims	X	Firm number 561480 dated February 4, 2005.

Comment [W2]: Page: 2

Contractor: . Complete the Chart and ensure that this chart is both current and dated.
Verifier: . . Is the chart complete?

Comment [W3]: Page: 2

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: 2

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

Comment [W5]: Page: 2

... [2]

Comment [W6]: Page: 2

... [3]

Comment [W7]: Page: 2

... [4]

Comment [EXW8]: Page: 2

... [5]

Comment [EXW9]: Page: 2

... [6]

Comment [EXW10]: Page: 2

... [7]

Comment [EXW11]: Page: 2

... [8]

Comment [EXW12]: Page: 2

... [9]

Comment [EXW13]: Page: 2

... [10]

Comment [EXW14]: Page: 2

... [11]

ER CONTRACTOR CAPABILITY VERIFICATION FORM

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

II - Response Capability						
1	Do you document the response activities for incidents?	x	Full reports including photos. Emergency Occurrence Report and Internal Spill Reporting Form	X		Emergency Occurrence Report and Incident Data Control Summary. Reviewed incident documentation for Feb.7,2005, Aug. 23, 2004.
2	Do you have documented Response Procedures for dealing with all products to which you respond?	x	Standard Operating Procedures for all classes of dangerous goods.	X		Reviewed Standard Operating Procedure manual dated September 2000.
3	Does your capability include equipment for communication between:					
A	The Home Co-ordinator and the incident scene?	x	Cellular telephones, alpha pager, satellite telephones, laptops via modem, Blackberry	X		Confirmed
B	Personnel at the scene?	x	2 way radios, cellular telephone, wireless cameras	X		Confirmed. Intrinsically safe radios, pagers.
4	Do you have list of resource services (e.g. backhoe, dump trucks, aircraft, and vacuum trucks) in the metropolitan area?	x	Letters of intent, C of A, Insurance and WSIB on file	X		List dated December 2004. Example: Waste Recovery service documents dated November 26, 2004.
5	Does your capability include licensed waste hauling and/or disposal either by your company and/or sub-contractors?	x	TEAM-1 fully licensed. Waste hauler, transfer station	X		Haulage, A 841522 dated January 9, 1996. C of A Waste #3837-5PYQTT dated August 28, 2003.
6	Are you capable of responding to water spills? Please describe.	x	Extensive array of boats from zodiacs to 40' F/G. Skimmers, containment boom	X		Confirmed. Includes personnel floatation devices.
7	Do you provide documentation to your client after an incident?	x	Full report/digital photos	X		Examples reviewed.
III – Product Information Resources						
1	Do you have immediate 24-hour access to current MSDS's or similar product information for all products that may require an emergency response?	x	Internet access, Canutec, client files, plume dispersion modelling	X		Confirmed.
IV - Activation Procedures						
1	Are there documented alerting procedures (flowchart or other) for co-ordinators and response personnel in the event of an emergency?	X	Questionnaire used by answering service, crew call out sheets.	X		Confirmed. Procedure and question sheet reviewed.

- Comment [EXW15]:** Page: 3
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).
- Comment [EXW16]:** Page: 3
This may be called Standard Operating Guidelines that would include pre-trip checklist, site safety plan ... [12]
- Comment [EXW17]:** Page: 3
Contractor: Produce a copy of ... [13]
- Comment [EXW18]:** Page: 3
Contractor: Detail primary equi ... [14]
- Comment [EXW19]:** Page: 3
Contractor: Identify method(s) ... [15]
- Comment [EXW20]:** Page: 3
Contractor: Produce list of suppt ... [16]
- Comment [EXW21]:** Page: 3
Contractor: Show copies of was ... [17]
- Comment [EXW22]:** Page: 3
Contractor: Describe capability ... [18]
- Comment [EXW23]:** Page: 3
Contractor: Describe establishe ... [19]
- Comment [EXW24]:** Page: 3
Contractor: All product hazard ... [20]
- Comment [EXW25]:** Page: 3
Contractor: Document alerting ... [21]

ER CONTRACTOR CAPABILITY VERIFICATION FORM

QUESTION	YES	NO	CONTRACTOR'S COMMENT	VERIFIED		VERIFIER'S COMMENT
				YES	NO	
2	X		Daily - actual responses	X		Example - Daily log provided from answering service, dated July 1, 2004.
**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.						
3	Are logs or records of Emergency Response Exercises kept and are they:					
A	X		Emergency Occurrence Reports and Activity Summary Reports produced.	X		Example – dated August 23, 2004, October 26, 2004
B	X		Action taken as necessary.	X		Example - Debrief notes reviewed for incident dated January 8, 2005.
4	X		Emergency Occurrence Reports	X		Examples listed above.
5	X			X		Confirmed -List dated December 14, 2004.
6	Identify your target mobilization time (from call-out to rolling) for incidents requiring immediate response., **(see note):					
A	X		3-5 minutes	X		Location staffed by 14 people.
B	X		3-5 minutes	X		Initial response - Full team and equipment. Confirmed on December 24, 2004 response.
*** Note: Time to incident is subject to individual contracts, to requirements and weather conditions.						
V - Training						
1	X		Trained to NFPA Guidelines	X		Training matrix reviewed for all staff. Training schedule reviewed for 2004. Sign in sheet for January 15, 2004, Module 1 (WHMIS, PPE. Lockout/tagout) February 12, 2004, (SCBA)
2	X			X		Example – lesson plan reviewed for SCBA training course.
3	Does your organization <i>conduct</i> simulations to exercise your capability on a regular basis?					

Comment [EXW26]: Page: 4

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 ... [22]

Comment [EXW27]: Page: 4

Contractor: Maintain fully descriptive log or individual records. ... [23]

Comment [EXW28]: Page: 4

Contractor: Maintain records of any corrective action required and taken ... [24]

Comment [EXW29]: Page: 4

Contractor: Provides a copy of the basic form used to record details of each ... [25]

Comment [EXW30]: Page: 4

Contractor: Show list that include work and home numbers (including ... [26]

Comment [EXW31]: Page: 4

Contractor: Details times and checks conducted (include actual incident ... [27]

Comment [EXW32]: Page: 4

Contractor: Details times and checks conducted (include actual incident ... [28]

Comment [EXW33]: Page: 4

Contractor: State the number of personnel trained to the guideline ... [29]

Comment [EXW34]: Page: 4

Contractor: Ensure that documentation of training which may include of ... [30]

ER CONTRACTOR CAPABILITY VERIFICATION FORM

QUESTION	YES	NO	CONTRACTOR'S COMMENT	VERIFIED		VERIFIER'S COMMENT
				YES	NO	
A	X		Reviews and debriefs of actual incidents	X		Previous examples listed.
<p>** Note: An actual response that has been documented and debriefed could fulfill the 'full scale exercise' requirement. Remediation work does not qualify.</p>						
VI – Equipment						
1	X		Exceeds requirements.	X		Confirmed.
2	X		Class 2 response equipment is provided by a subcontractor.	X		Confirmed. Chlorine A, B & C kits; gas chromatograph, mass spec., mercury vacuum, Level A suits, Letter of intent from Class 1 & 2 subcontractors.
3	Do you have programs in place for:					
A	X		Procedures for testing equipment in place.	X		Example – procedure for inspecting vehicle equipment inventory reviewed
B	X		Training records maintained.	X		Checked 3 TDGS certificate. Checked one WHMIS test.
4	Do you keep testing and maintenance records?					
A	X			X		Log of testing viewed for pump, generator, boat motor, dated Feb 25, 2005
B	X			X		Maintain file reviewed
5	X		Mobile decontamination trailer with procedure.	X		3 stage heated decontamination trailer plus single stage equipment on each trailer and Standard Operating Procedures

- Comment [EXW35]:** Page: 5
 Contractor: . Document simulation (or actual response) including debrief.
 Verifier: . . Review documentation including corrective actions and debriefings. State the number of ... [31]
- Comment [EXW36]:** Page: 5
 Contractor: . Fully documented list that meets the requirements of the Basic Equipment List. ... [32]
- Comment [EXW37]:** Page: 5
 Contractor: .
 Verifier: . . Check list against inventory. Select 10 items.
- Comment [EXW38]:** Page: 5
 Contractor: . Show evidence of an equipment testing and maintenance program. ... [33]
- Comment [EXW39]:** Page: 5
 Contractor: . Prepare procedures and where required maintain records of checks, proof of approval, licens ... [34]
- Comment [EXW40]:** Page: 5
 Contractor: . Maintain in "one place" all test, inspection and maintenance records.
 Verifier: . . Review completeness ... [35]
- Comment [EXW41]:** Page: 5
 Contractor: . Maintain in "one place" all test, inspection and maintenance records.
 Verifier: . . Review availability ... [36]
- Comment [EXW42]:** Page: 5
 Contractor: . Show procedures for decontamination.
 Verifier: . . Check procedures ex ... [37]

Page 3: [1] Comment [W4] Wong

Page: 2

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: 2

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: 2

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: 2

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: 2

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 Schedule XII products covered. Records nature of the Transport Canada letter and report dates.

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

Page: 2

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: 2

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: 2

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: 2

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: 2

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: 2

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 [EXW16] Ernie Wong

Page: 3

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: [13] Comment [EXW17] Ernie Wong

Page: 3

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

Page 4: [14] Comment [EXW18] Ernie Wong

Page: 3

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

Page 4: [15] Comment [EXW19] Ernie Wong

Page: 3

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: [16] Comment [EXW20] Ernie Wong

Page: 3

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: [17] Comment [EXW21] Ernie Wong

Page: 3

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: [18] Comment [EXW22] Ernie Wong

Page: 3

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

Page 4: [19] Comment [EXW23] Ernie Wong 3/9/2005 1:01:00 PM

Page: 3

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

Page 4: [20] Comment [EXW24] Ernie Wong

Page: 3

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 4: [21] Comment [EXW25] Ernie Wong

Page: 3

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: [22] Comment [EXW26] Ernie Wong

Page: 4

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: [23] Comment [EXW27] Ernie Wong

Page: 4

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: [24] Comment [EXW28] Ernie Wong

Page: 4

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

Page 5: [25] Comment [EXW29] Ernie Wong

Page: 4

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: [26] Comment [EXW30] Ernie Wong

Page: 4

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: [27] Comment [EXW31] Ernie Wong

Page: 4

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: [28] Comment [EXW32] Ernie Wong

Page: 4

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 [EXW33] Ernie Wong

Page: 4

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 5: [30] Comment [EXW34] Ernie Wong

Page: 4

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: [31] Comment [EXW35] Ernie Wong

Page: 5

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: [32] Comment [EXW36] Ernie Wong

Page: 5

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: [33] Comment [EXW38] Ernie Wong

Page: 5

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.

Page 6: [34] Comment [EXW39] Ernie Wong

Page: 5

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

Page 6: [35] Comment [EXW40] Ernie Wong

Page: 5

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.

Page 6: [36] Comment [EXW41] Ernie Wong

Page: 5

Contractor: Maintain in "one place" all test, inspection and maintenance records.

Verifier: Review availability of records and if they are current.

Page 6: [37] Comment [EXW42] Ernie Wong

Page: 5

Contractor: Show procedures for decontamination.

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