

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	
TERSP location:	
TERSP location's area of coverage:	
Date (yyyy-mm-dd) assessed:	
Assessors:	
TERSP Representatives:	
Opportunities for improvement:	
Best practices for sharing:	
Recommendation for registration:	Approved by TEAP III Editorial Board: ____-__-__ Next location assessment due: ____-__-__

TEAP III TERSP Standard Assessment

Capability Chart

Contact Details	TDG Class	Mode of Transport			Means of Containment	Stabilization ¹	Mitigation ²	Remarks and Examples
		M	RR	R		(X, S, O, SO)	(X, S, O, SO)	
Company name:	1							
	2.1							
Address:	2.2							
	2.3							
Office • Telephone:	3							
	4.1							
• FAX:	4.2							
	4.3							
• Website:	5.1							
	5.2							
24-hour Activation • Telephone:	6.1							
	6.2							
• Contact Position:	7							
	8							
Regional coverage from this location:	9							
	Other							
Is coverage outside this region available via this location? Yes [] No []	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.							
Date (yyyy-mm-dd):	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.							
By Location Leader (name):								
Position:								
E-mail:								

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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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?						
2	Has responsibility for the management and updating of the <i>TEAP III TERSP Standard Assessment (Capability Chart, TERSP comment and Emergency Response or Exercise Table)</i> been assigned and documented?						
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?						
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...						
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?						
5b	Public Liability and Property Damage, \$5 million?						

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. ...

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).

Comment [TEAP III10]: TERSP: Have copy of policy available - Certificate of Insurance
Assessor: View certificate(s) and record date(s).

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	Yes	No		Yes	No	
5c	Environmental, \$5 million?					
6	Is there a management system in place to notify affected clients of any change in capability and/or capacity?					
7	If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?					

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?						
1b	Is there another 24-hour telephone number that can be used to activate a response?						
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?						
3	Does the TERSP use a form to record incident information?						
4	Which methods are used to access a current MSDS on a 24-hour basis:						
4a	Paper copy?						
4b	CANUTEC?						
4c	Shipper/manufacturer?						
4d	CCOHS?						
4e	Internet (state method and web sites)?						

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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
4f	Internal CD database?					
4g	Other (state method)?					
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?					
6	Are response activities for incidents documented?					
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?					
7b	Outside regular business hours?					
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?					
8b	Does the debrief identify gaps and corrective actions ?					
8c	Describe how corrective actions are tracked to completion.					

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.

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.

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

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
9	Is the TEAP III TERSP Standard Performance Feedback submitted to TEAP III?					
10	If you are listed in a client's ERAP , do you have a copy of the client's ERAP?					
11	How do you track updates of your client's ERAP?					
12	If you are listed in another TERSP client's ERAP , do you have a copy of that client's ERAP?					

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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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?						
1b	Team Leaders and team members?						
1c	Clients?						
1d	Government agencies?						
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?						
3a	Describe any personnel or unique equipment outsourced?						
3b	If yes, does a written agreement exist:						
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?						
4b	Coverage outside your region?						
4c	You to support them in your region?						

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.

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	
5	Are these other TERSPs registered with TEAP III for:					
5a	Coverage in your region?					
5b	Coverage outside your region?					
5c	You to support them in your region?					

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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?						
1b	Personnel at the incident scene?						
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?						
2b	Specialty Equipment items at the location?						
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the Capability Chart ?						
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?						

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?					
1b	TEAP III registered team members?					
1c	Other Team Leaders?					
1d	Other team members?					
2	Is there a fit for duty program?					
3	Is there post-incident stress management program?					

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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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>TEAP III TERSP Standard Training Matrix</i> ?						
2	Is training conducted using specialty equipment?						
3	Is the training content documented for each module?						
4	Are training records maintained for Team Leaders and team members for a minimum of three years?						
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?						
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?						

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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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?						
2	Are exercise activities documented?						
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?						
3b	Does the debrief identify gaps and corrective actions?						
3c	Describe how corrective actions are tracked to completion.						

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).

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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?						
2	Are records kept of inspection, testing and maintenance for at least three years for:						
2a	<i>TEAP III TERSP Essential and Specialty Equipment List</i> , where applicable?						
2b	Transportation equipment?						

Comment [TEAP III150]: 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 III151]: 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 III152]: TERSP:
Maintain test, inspection and maintenance records for vehicles.
Assessor: View, note motor vehicle safety certificates on or in vehicles, by identification number.

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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?					
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?					
2	Are any of the above performed by a sub-contractor?					

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?			
1b	Coastal operations?			
1c	In port or while loading or unloading?			
2	What marine geographic areas do you cover?			
3	Do you have specialized documented procedures for marine HNS emergency response?			
4	Do you have boat(s) or other means for accessing vessels not at berth?			

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	Who in your company has attended TEAP III Transportation Emergency Response Service Provider Standard training?			
2a	Do you participate in TransCAER® outreach events?			
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)?			
3b	If yes, describe your involvement.			
4a	Do you belong or contribute to a local community enhancement program?			
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			

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?			
5b	If yes, describe.			
6a	Do you have a “green initiative” in place?			
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...			

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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							
2.3							
3							
4.1							
4.2							
4.3							
5.1							
5.2							
6.1							
6.2							
7							
8							
9							
Other							

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).

Table data entered (yyyy-mm-dd) _____