

## TEAP III TERSP Standard Assessment

### Summary

TERSP company assessed:	Rapid Response Industrial Group Ltd.
TERSP location:	397, 52458 Range Road 223, Sherwood Park, AB T8A 5V1
TERSP location's area of coverage:	Alberta, Saskatchewan and Manitoba, support contractor in Eastern Canada.
Date (yyyy-mm-dd) assessed:	2017-12-04.
Assessors:	Team Leader - Stephane Johnson, Response Centre Manager, ECRC~SIMEC. Assessor- Randy Mak, ER Team Dow.
TERSP Representatives:	Don Schuilenberg, Operations Manager / Safety Officer, Rapid Response Industrial Group Ltd.
Opportunities for improvement:	Complete debrief documentation for response and exercises.
Best practices for sharing:	
Recommendation for registration:	Approved by TEAP III Editorial Board: 2018-03-02.  Next location assessment due: 2019-12.

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Capability Chart								
Contact Details	TDG Class	Mode of Transport			Means of Containment	Stabilization <sup>1</sup> (X, S, O, SO)	Mitigation <sup>2</sup> (X, S, O, SO)	Remarks and Examples
		M	RR	R				
<b>Company name:</b> <b>Rapid Response Industrial Group Ltd.</b> <b>Address: 397, 52458 Range Road 223, Sherwood Park, AB T8A 5V1</b> <b>Office</b> • Telephone: 780-922-0811 • FAX: 780-922-2462 • Website: www.rapidresponseind.com  <b>24-hour Activation</b> • Telephone: 1-844-774-4911 • Contact Position: <b>Team Leader</b>  <b>Regional coverage from this location: Eastern BC, Alberta, Western SK.</b>  <b>Is coverage outside this region available via this location?</b> Yes [X] No [ ]  <b>Date: 2017-10-17</b>  <b>By Location Leader (name):</b> <b>Don Schuilenberg</b> <b>Position: Operations Manager / Safety Officer</b> <b>E-mail: don@rapidresponseind.com</b>	1	X	X	X	SC, LC, IM	X	X	Picric Acid (Dry) Ammonium Nitrate Emulsion
	2.1	X	X	X	T/T, T/C, c, SC, LC, IM	X	X	LPG
	2.2	X	X	X	T/T, T/C, c	X	X	CO2, N2, Argon
	2.3	X	X	X	T/T, T/C, c	X	X	Sulphur Dioxide, Anhydrous Ammonia
	3	X	X	X	T/T, T/C, SC, LC, IM	X	X	Diesel, Methanol, Gasoline, Crude, etc.
	4.1	X	X	X	SC, LC, IM	X	X	Molten Sulphur, Nitrocellulose
	4.2	X	X	X	SC, LC, IM	X	X	Iron Sulfite
	4.3	X	X	X	SC, LC, IM	X	X	Calcium Carbide, Magnesium
	5.1	X	X	X	T/C, T/T, SC, c, LC, IM	X	X	Hydrogen Peroxide
	5.2	X	X	X	SC, LC, IM	X	X	Organic Peroxides
	6.1	X	X	X	T/C, T/T, SC, LC, IM	X	X	Glacial Phenol, Fentanyl / Carfentanyl
	6.2	X	X	X	SC	X	X	Anthrax
	7	X	X	X	SC, LC, IM	X, S	X, S	Yellow Cake
	8	X	X	X	T/C, T/T, SC, LC, IM	X	X	UN 1824, UN 1830, UN 1789
9	X	X	X	T/C, T/T, SC, LC, IM	X	X	UN 3256, UN 3257, UN 3258	
Other	X	X	X	T/C, T/T, SC, LC, IM	X	X	Alkanolomine Solution, Liquid	

**Commented [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.

**Commented [TEAP III2]:** TERSP: Provide examples by UN number or shipping name.

**Commented [TEAP III3]:** TERSP: Within 6 hour travel time by road averaging 65 km/h.

**Commented [TEAP III4]:** TERSP: Means via TERSP(s) from other location(s).

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**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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	Yes	No		Yes	No		
<b>Part 1 – Management</b>							
1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		Health and Safety Manual.	X		Viewed Health & Safety Policy posted in the office lobby and shop, 2017-05-01; signed by the Director.
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		Assignment given to Safety Officer, as stated in the Operating Documents and Administrative Controls Section of our SOG.	X		Reviewed Standard Operating Guideline document on pg. 120, specific to TEAP III.
3	Has the TEAP III TERSP Standard Annual Update been completed and submitted?	X		Submitted in 2016.	X		Viewed posting report on teap3.ca, dated 2016-10-14.
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...	X		All legal requirements have been satisfied and documented.	X		Viewed training records and inspection program for: TDG, WHMIS and Hose Testing.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Good standing with zero incidents.	X		Viewed certificate issued on 2017-05-17.
5b	Public Liability and Property Damage, \$5 million?	X		\$5 million held.	X		Viewed certificate issued on 2017-05-01.

**Commented [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.

**Commented [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.

**Commented [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?

**Commented [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.

**Commented [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).

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

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5c Environmental, \$5 million?	X		\$5 million held.	X		Viewed certificate issued on 2017-05-01.
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Listed in the Management of Change section of our SOG's.	X		Viewed in Standard Operating Guideline, pg. 120, dated 2015.
7 If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		Previous Assessment retained on file.	X		Viewed last Draft Report TEAP III, dated 2015-10-13.

**Commented [TEAP III11]:** TERSP: Have copy of policy available - Certificate of Insurance  
Assessor: Verify certificate(s) and record date(s).

**Commented [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		24-hour telephone number currently linked to a 24-hour call centre. The 24-hour number is 1-844-774-4911.	X		Tested on Sunday, 2017-12-03 at 14:45 to Call Service Centre. Questions asked: name, company, callback number, location, commodity name; then connected to the Team Leader for the region. Elapsed time: 25 minutes.
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		Field Ops Manager's cell number: 780-446-3208 or 780-217-9181. Call is answered by the Operations Manager.	X		Tested on Sunday, 2017-12-03 at 15:10, then connected directly to the Operation Supervisor for the region.
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Located in Response Activation section of SOG's.	X		Viewed Activation Protocol, SOG, pg.1-3; dated 2015-05.
3	Does the TERSP use a form to record incident information?	X		Flowchart details the type of forms that personnel complete and can be found in Response Activation section of SOG's.	X		Reviewed for Initial Activation Report, pg. 5, Version #1.1, date 2015.
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Paper copy?	X		An option which is usually obtained from the shipper.	X		Paper copy received by the shipper.
4b	CANUTEC?	X		All personnel are aware of how to obtain info from CANUTEC.	X		Viewed SDS on the TL smart phone.

**Commented [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.

**Commented [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.

**Commented [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.

**Commented [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.

**Commented [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		MSDS / SDS usually requested at the early stages of an incident.	---	---	
4d	CCOHS?		X		---	---	
4e	Internet (state method and web sites)?	X		Google search and/or client's website.	X		Viewed SDS on the TL smart phone.
4f	Internal CD database?		X		---	---	
4g	Other (state method)?	X		Apps such as WISER, NIOSH, etc.	X		Viewed WISER on the TL smart phone.
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		SOG's for each Class of Dangerous Goods and related tactical activities.	X		Viewed Response Guideline, including Documentation for Class 3.
6	Are response activities for incidents documented?	X		Documented onto Field Workflows (Small, Medium or Large), which are separate from our SOG. Medium and Large Workflows have a debrief section, which is utilized at the Team Leader's / Management's discretion.	X		Reviewed B. Bakke Field Workflow Book Incident Reports, which includes Call Log, Record Event in Chronological Order.
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?	15-60 minutes			X		Reviewed Incident Report: 2017-08-23; departed <45 Min. 1 Team Leader 2 Team Members

**Commented [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.

**Commented [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...

**Commented [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	
7b	Outside regular business hours?	30-60 minutes		X		Viewed Incident Report: 2016-08-13; departed < 45 min. 1 Team Leader 2 Team Members
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?	Responses are debriefed in different formats based on criteria listed in the Debriefing Section of our SOG's.		X		Reviewed SOG, pg. 116; describes the Protocol and Debrief Form part of the Field Workflow Book.
8b	Does the debrief identify gaps and corrective actions?	X	Gaps requiring Corrective Actions are documented and tracked.		X	Verbal confirmation to complete the Debrief Form on Response or Exercise.
8c	Describe how corrective actions are tracked to completion.	Gaps requiring Corrective Actions are documented and tracked.		X		Reviewed Corrective Action registry log with cross-reference action item with incident or maintenance.
9	Is the TEAP III TERSP Standard Performance Feedback submitted to TEAP III?	X	All Debriefs and Corrective Actions are dealt with directly with our clients.	X		Viewed TEAP III TERSP Standard Performance Feedback submitted dated 2015-12-15.
10	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X	Client ERAP's are retained on file.	X		Viewed copies of one ERAP dated 2016-07-01.
11	How do you track updates of your client's ERAP?	ERAP is reviewed annually by client.		X		Viewed updated ERAP by email from client 2017-06-13.
12	If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		X	---	---	

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

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

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

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

**Commented [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).

**Commented [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 <span style="background-color: #e0f0ff;">contact lists</span> available for:						
1a	Response coordinators?	X		A list of all response personnel is maintained electronically and distributed to key personnel within the company.	X		Viewed Rapid Response resource list on Google Drive on cell phone dated 2017.
1b	Team Leaders and team members?	X		A list of all response personnel is maintained electronically and distributed to key personnel within the company.	X		Viewed Rapid Response resource list on Google Drive on cell phone dated 2017.
1c	Clients?	X		A list is maintained electronically and distributed to key personnel within the company.	X		Viewed Rapid Response resource list on Google Drive on cell phone dated 2017.
1d	Government agencies?	X		A list is maintained electronically and distributed to key personnel within the company	X		Viewed CIC contact on TL cell phone.
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response <span style="background-color: #e0f0ff;">area</span> been developed?	X		A list is maintained electronically and distributed to key personnel within the company.	X		Viewed Rapid Response resource list on Google Drive on cell phone dated 2017.
3a	Describe any personnel or <span style="background-color: #e0f0ff;">unique</span> equipment outsourced?		X	All services are provided either internally or subcontracted.	---	---	

**Commented [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.

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

**Commented [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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment				
	Yes	No		Yes	No					
3b	If yes, does a written agreement exist:			X						
4	Are written agreements established with other TERSPs for:									
4a	Coverage in your region?	X		Nucor, Ridgeline.	X		Viewed Ridgeline Agreement dated 2017-11-10.			
4b	Coverage outside your region?	X		Nucor, Ridgeline, Clean Harbors, Drain-All, MD-UN, Accuworx.	X		Reviewed NUCOR Environmental Solution Ltd. Edmonton. Agreements are indefinite and could be terminated with written notice by either party.			
4c	You to support them in your region?	X		Clean Harbors.	X		Viewed Clean Harbors Agreement dated 2016-02-03.			
5	Are these other TERSPs registered with TEAP III for:									
5a	Coverage in your region?	X		NUCOR.	X		Reviewed NUCOR Environmental Solution Ltd. Edmonton. Agreements are indefinite and could be terminated with written notice by either party.			
5b	Coverage outside your region?	X		Drain-All, MD-UN, NUCOR.	X		Reviewed MD-UN Inc. and Drain-All. Agreements are indefinite and could be terminated with written notice by either party.			

**Commented [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	
5c You to support them in your region?	X		Agreements are reciprocal.	X		Reviewed MD-UN Inc. and Drain-All. Agreements are indefinite and could be terminated with written notice by either party.

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

#### Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Cell phones and radios.	X	Viewed Smart Phones Computers, Google Drive Technology and Mobile Two-way Radio.
1b	Personnel at the incident scene?	X		Cell phones and radios.	X	Viewed Smart Phones Computers, Google Drive Technology and Mobile Two-way Radio.
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		Essential items are staged at our location.	X	Reviewed Standard Equipment listed that meets the Essential Equipment List.
2b	Specialty Equipment items at the location?	X		Specialty items are staged at our location (e.g. Capping Kits, Flare Stacks).	X	Reviewed Emergency Response Specialty Equipment List, including equipment for LPG, Capping Kit A, B, C.
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		List includes required equipment needed.	X	Viewed equipment to fulfill the stated capability.

**Commented [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.

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

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

**Commented [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.

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	Yes	No		Yes	No	
4 Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		CSA, Transport Canada, Manufacturer's Guidelines, etc.	X		Viewed testing and re-qualification records for Equipment Hose Inspections dated 2017-11-16. Level A suits dated 2017-11-13; SCBA inspected monthly, 2017-11-02.

**Commented [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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	Yes	No		Yes	No	

### Part 3.3 – Resources, Personnel

<b>1</b>	<b>How many response personnel are trained to the <i>TEAP III TERSP Standard Training Matrix</i>:</b>					
1a	TEAP III registered Team Leaders?	<b>6</b>	<b>R. Foster, M. Grue, D. Schuilenberg, T. Meyer, B. Gallie, B. Bakke</b>	<b>X</b>		<b>Viewed Training Matrix aligned with TEAP III / CERCA For M. Grue.</b>
1b	TEAP III registered team members?	<b>3</b>	<b>J. Foster, S. Foster, K. Foster</b>	<b>X</b>		<b>Viewed Training Matrix aligned with TEAP III / CERCA; viewed Training Record for J. Foster.</b>
1c	Other Team Leaders?	<b>0</b>		---	---	
1d	Other team members?	<b>0</b>		---	---	
2	Is there a fit for duty program?	<b>X</b>	<b>'Fit for Duty' policy is in place, dated May 2017.</b>	<b>X</b>		<b>Viewed policies and posted in the office lobby dated 2017-05-01.</b>
3	Is there post-incident stress management program?	<b>X</b>	<b>Our Stress Management program is outlined in the Incident Stress Management section of our SOG's.</b>	<b>X</b>		<b>Viewed policies and posted in the office lobby; dated 2017-05-01.</b>

**Commented [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).

**Commented [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).

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

**Commented [TEAP III39]:** TERSP: Describe the elements of your post-incident stress management program.  
Assessor: View program documentation, note document titles.

### TEAP III TERSP Standard Assessment

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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		Training Matrix is established and is being updated as training continues.	X		Viewed Rapid Response Group Training Matrix that meets the elements of the standard.
2	Is training conducted using specialty equipment?	X		Training includes specialty equipment; including Capping Kits, Flares, etc.	X		Reviewed record of LPG in-house training with competency quiz dated 2017-02-16.
3	Is the training content documented for each module?	X		Documented internal training modules exist electronically; external training certificates are kept in employee files.	X		Reviewed training modules for Bonding & Grounding, Air Monitoring and Spill Containment with written and demonstrated competency.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		We have not been in existence for 3 years; however, the retention of training records will be a minimum 3 years.	X		Viewed paper records for 3 years.
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		Training Matrix includes rail-specific training (TTCI, ERailsafe, etc.)	X		Viewed item identified on Training Matrix; TTCI, JIBC, RAC, CN.

**Commented [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...)

**Commented [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).

**Commented [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).

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

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5b If yes, which TEAP III registered Team Leaders and team members have attended training?			<b>B. Bakke, D. Schuilenberg, T. Meyer, R. Foster, B. Gallie, M. Grue</b>	X		<p><b>Viewed record and certificates for B. Gallie Tank Car, Specialist from TTCl, JIBC, and CN.</b></p> <p><b>Viewed record and certificates for B. Bakke, Tank Car Specialist TTCl, JIBC and CN.</b></p>

**Commented [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).



### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

#### Part 4.2 – Preparedness, Exercises

1	Have Team Leaders demonstrated competency for each SOG through training or equivalency granted for a response?	X		All Team Leaders have demonstrated competency through testing given at the end of each training module.	X		Viewed SOG: TDG; PPE; Bonding and Grounding; Air monitoring, including Test; JPC (Job Performance Checklists) and course material.
2	Are exercise activities documented?	X		Comprehensive attendance sheets are kept on file.	X		Viewed a completed LSEP exercise with written and demonstrated competency.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			All exercises are debriefed verbally and only documented if there is a need to modify SOG's.	X		Viewed SOG, pg. 116; describes the protocol and debrief form part of the Field Workflow Book.
3b	Does the debrief identify gaps and corrective actions?	X				X	Verbal confirmation to complete the debrief form on response or exercise.
3c	Describe how corrective actions are tracked to completion.			TERSP Corrective Action Form is utilized and logged.	X		Viewed Corrective Action registry log with cross-reference action item with incident or maintenance.

**Commented [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.

**Commented [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).

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

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

**Commented [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		A paper-based system is in place to fulfill these requirements.	X		Reviewed SOG, pg. 119 and binder, which includes inspection detail and frequency for equipment.
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		Files are kept for a minimum of three years.	X		Viewed maintenance and inspection of Transfer Hose, with certificate #C3-C dated 2017-11-16; Blackmer pump dated 2017-11-02.
2b	Transportation equipment?	X		Same as above.	X		Viewed records for Unit# 124 Trailer; annual inspection dated 2017-09-16.  Viewed inspection CVIP for ER truck unit #88, dated 2017-04-08.

**Commented [TEAP III50]:** 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).

**Commented [TEAP III51]:** 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).

**Commented [TEAP III52]:** 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		Carrier # ABC 10759, Consignor # ABG 14287.	X	Viewed certificate #ABC 10759, issued 2015-03-11; viewed certificate #ABG 14287, issued 2015-03-11.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?		X		---	---
2	Are any of the above performed by a sub-contractor?		X		---	---

**Commented [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).

**Commented [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).

**Commented [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	
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	

**Commented [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 <b>TEAP III Transportation Emergency Response Service Provider Standard training?</b>	<b>M. Grue, D. Schuilenberg, T. Meyer, R. Foster, B. Gallie</b>		
2a	Do you participate in TRANSCAER® outreach events?	<b>X</b>		<b>CN, RAC Fort McMurray – October 2017 CP, RAC Bowden, AB – September 2017</b>
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)?	<b>X</b>		<b>Current CERCA Member in good standing. Also attended RDC Meeting in October 2017 and PRTC Meetings throughout 2017.</b>
3b	If yes, describe your involvement.	<b>Attend and participate in CERCA, PRTC and RDC Meetings.</b>		
4a	Do you belong or contribute to a local community enhancement program?		<b>X</b>	
4b	If yes, describe your involvement. <b>NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.</b>			

**Commented [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.

**Commented [TEAP III58]:** TERSP: Identify by name (e.g. L. Laferriere) those who have attended.

### Transportation Emergency Response Service Provider (TERSPP) 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>			

## 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	Explosive, Blasting, Type E UN 0241	2016-11-17 (RR16112)	B. Bakke			Assisted EFI Global in overpacking / containing large MOC.	
2.1	LPG UN 1075	2016-12-26 (RR16133)	B. Bakke			Assist ERAC in transfer of Butane from large MOC to large MOC (Highway).	Reviewed report which contains Initial Activation Report, Field Workflow and Document.
2.2							
2.3							
3	Diesel Fuel UN 1202	2017-01-11 (RR16136)	B. Gallie			Drill overturned tanker and transfer into large MOC (vac truck.)	
3	Transfer Simulation with CDT Strategies & ECRC			2017-07-25	T. Meyer	Set up bonding & grounding and liquid transfer simulation from large MOC to large MOC.	Reviewed record of exercise.
4.1	Molten Sulfur UN 2448	2017-09-05 (RR17062)	T. Meyer			Assist in packaging solidified molten sulfur into large MOC from train derailment.	
4.2							
4.3	Sodium UN 1428	2017-08-04 (RR17047)	B. Bakke			Package fire impacted sodium reaction vessels into small MOC.	
5.1							
5.2							
6.1	Fentanyl UN 2811	2017-10-13 (RR17080)	D. Schuilenberg			Overpack fentanyl-contaminated solids into small MOC and send for disposal.	Reviewed report which contains Initial Activation Report, Field Workflow and Document.

**Commented [TEAP III60]:** 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.

**Commented [TEAP III59]:** 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)

6.2	Bio Medical Waste, NOS UN 3291	2017-08-25 (RR17056)	R. Foster			Contained and packaged blood from trauma scene into small MOC and send for disposal.	
7							
8	Sulfuric Acid UN 1830	2017-05-03 (RR17004)	R. Foster			Contained and overpacked leaking battery from a damaged parcel in a warehouse into small MOC.	
9							
Other	Calcium Chloride NR	2017-07-25 (RR17042)	B. Bakke			Drill and transfer from large MOC to large MOC (T/T).	

Table data entered: 2017-10-17