

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	Envirotec Services Inc.
TERSP location:	100 Cory Road, Saskatoon, SK S7K 8B7
TERSP location's area of coverage:	Saskatoon
Date (yyyy-mm-dd) assessed:	2015-04-16
Assessors:	Lead Assessor: Bill Preece, Contrans Group Inc. Assessor: Andy Ash, Railway Association of Canada Assessor in Training: Lee Hamilton, Emergency Response Supervisor, ERCO Worldwide Assessor in Training: Gary Bauer, Railway Association Of Canada
TERSP Representatives:	Kevin McEown, Manager of Emergency Response Services, Envirotec Services Inc. Jon Gardiner, Team Leader, Envirotec Services Inc. Jeremy Buziak, Technician, Envirotec Services Inc.
Opportunities for improvement:	
Best practices for sharing:	
Recommendation for registration:	Approved by TEAP III Editorial Board: 2015-05-22 Next location assessment due: 2017-05

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Capability Chart

Contact Details	TDG Class	Mode of Transport			Means of Containment	Stabilization ¹ (X, S, O, SO)	Mitigation ² (X, S, O, SO)	Remarks and Examples
		M	RR	R				
Company name: Envirotec Services Inc. Address: P.O. Box 25055 (100 Cory Road) Saskatoon, SK S7K 8B7 Office • Telephone: 306.244.9500 • FAX: 306.244.9501 • Website: www.envirotec.ca 24-hour Activation • Telephone: 877.244.9500 • Contact Position: Team Leader Regional coverage from this location: Province of Saskatchewan Is coverage outside this region available via this location? Yes [] No [X] Date (yyyy-mm-dd): 2015-02-15 By Location Leader (name): Kevin McEown Position: Manager-Emergency Response Services E-mail: kmceown@envirotec.ca	1							
	2.1							
	2.2							
	2.3		X	X	T/T, T/C, c, SC, LC	X	X	Anhydrous Ammonia
	3		X	X	T/T, T/C, SC, LC, IM	X	X	Gasoline, Diesel Fuels, Crude Oil, Ethanol
	4.1		X	X	T/T, T/C, SC, L/C, IM	X	X	Molten Sulphur, Aluminum Dross
	4.2		X	X	T/T, T/C, SC, LC, IM	X	X	Sodium Hydrosulphide
	4.3		X	X	T/T, T/C, SC, LC, IM	X	X	Aluminum Phosphide, Sodium Metals, Yellow Phosphorus
	5.1		X	X	T/T, T/C, SC, LC, IM	X	X	Hydrogen Peroxide, Potassium Permanganate
	5.2		X	X	T/T, T/C, SC, LC, IM	X	X, S	Perform some internally, Reference Agreement, Peroxide Based Materials
	6.1		X	X	T/T, T/C, SC, LC, IM	X	X	Sodium Cyanide, Phenol Molten
	6.2							
	7		X	X	T/T, T/C, SC, LC, IM	X	X	Uranium Oxide (Yellow Cake only)
	8		X	X	T/T, T/C, SC, LC, IM	X	X	Sulphuric Acid, Hydrochloric Acid, Sodium Hydroxide
9		X	X	T/T, T/C, SC, LC, IM	X	X	Wastes, Elevated Temperature Material	
Other		X	X	T/T, T/C, SC, LC, IM	X	X	Glycol, Other non-regulated commodities	
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.								

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?	X		Ref. Envirotec Corporate Safety Manual Sec. 1.1. (H & S), 15.1 (ENV) (E-Cab Human Resources Shared Employee Policy and Procedures)	X		Viewed Policy Statement Date 2015-04
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?	X		Ref. Section 13.6.1. of 1.0 ERTOG (Forms and Documents, DocuShare)	X		Viewed 1.0 of Emergency Response Team Operating Guidelines (ERTOG) Revised 2015-04
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		Ref. Envirotec TEAP III Annual Update (2014-12-31) (DocuShare Reference and Resources, Assoc. & Memberships, CERCA, Assessments)	X		Viewed Annual Update Dated 2014-12-31
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...	X		(DocuShare Reference & Resources: Licenses & Permits, MSDS, Insurance and WCB, Publications etc.) E-Cab Insp./Test/Maint. Fleet Maint. Units 33 & 35	X		Viewed: Canutec Registration Dated 2004-07-14 Viewed SK Environment Carrier Number SAR000206, SAC000111 Dated 1999-10-01
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Saskatchewan, AB & MB (DocuShare References & Resources, Insurance & WCB)	X		Viewed SK WCB Certificate Dated 2015-04-01

Comment [TEAP III5]: TERSP: Provide proof of a full and positive statement of commitment to addressing issues of health, safety, and the environment.
Assessor: View policy statement and note date of issue and if signature is current.

Comment [TEAP III6]: TERSP: The individual with responsibility to manage and update the *TEAP III TERSP Standard Assessment* must be identified and available.
Assessor: View, note the document title.

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

Comment [TEAP III8]: TERSP: Legal requirements means: TDG and referenced requirements under CSA (e.g. pressure hose test), CGSB (e.g. tank standards and certification) and so on; WHMIS; federal and provincial workplace labour codes; and commercial vehicle standards under National Safety Code or equivalent such as CVOR, SAAQ, etc., as well as equipment manufacturer's test and maintenance requirements.
Assessor: View, note document titles that support legal compliances.

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

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
5b	Public Liability and Property Damage, \$5 million?	X		Ref. Insurance Certificate (DocuShare References & Resources, Insurance & WCB)	X		Viewed Certificate Dated 2014-06-23
5c	Environmental, \$5 million?	X		Ref. Insurance Certificate (DocuShare References & Resources, Insurance & WCB)	X		Viewed Certificate Dated 2014-06-23
6	Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Verification every 2 years or notification to TEAP III at time of change	X		Viewed Notification of Commitment to client Dated 2014-06-10
7	If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		Ref. 2013 Assessment Documents (DocuShare Reference & Resources, Associations & Memberships, TEAP III)	X		Viewed Assessment Dated 2013-02-21

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

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

Comment [TEAP III12]: TERSP: Provide copies of submissions to affected clients prior to changes significant enough that capability and/or capacity to execute the planned response is questionable. For example, changes to: *Capability Chart*, management, activation telephone number, geographic coverage, essential or speciality or unique equipment, number of registered responders, written agreements with other TERSPs...
Assessor: If applicable, view and note date(s) of submission(s).

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	Yes	No		Yes	No	

Part 2 – Activation and Response

1a	Is there a 24-hour emergency response activation telephone number?	X		1-877-244-9500 (Toll-Free U.S./Can.) which is forwarded to a call centre after hours or during a power failure	X		Called at 2015-04-15 22:59 hours. Spoke to service. Direct transfer to Team Lead.
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		1-844-757-7455 (1-844-SK-SPILL) 306.721.9500	---		---
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		On Call Policy, Procedures & Activation (DocuShare Forms & Documents ERTOG 3.1)	X		Viewed 3.1 ERTOG Dated 2015-02
3	Does the TERSP use a form to record incident information?	X		On Call Policy, Procedures & Activation (DocuShare Forms & Documents ERTOG 3.1)	X		Viewed .1 ERTOG Dated 2015-02
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Paper copy?		X		---		---
4b	CANUTEC?	X		Can be faxed to office or emailed to office and response unit	---		---
4c	Shipper/manufacturer?	X		Can be faxed to office or emailed to office and response unit	X		Viewed SDS for Yellow Cake Dated 2014-08

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		
4d	CCOHS?	X		On Line Reference	---		---
4e	Internet (state method and web sites)?	X		Can be faxed to office or emailed to office and response unit	X		Viewed SDS for Anhydrous Ammonia Dated 2014-01-01
4f	Internal CD database?	X		CDs and Hard Copy on File	X		Viewed Storage Library.
4g	Other (state method)?		X		---		---
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		Ref. Standard Operating Guidelines (SOG) and Safe Work Practices (DocuShare/Forms & Documents/SOG also query safe work) Corporate Safet Manual 3.0. Safe Work Practices E-Cab HR (Shared)	X		Viewed SOG Damage Assessment Form dated 2013-10
6	Are response activities for incidents documented?	X		Ref. ERS Files, Incident Log (DocuShare/Departments/ERS)	X		Viewed Incident Response Report of 2014-08-06
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?	Ref. DocuShare/Forms & Documents/ERTOG/	Ref. 3.1.9 of ER On-Call...(2015) Target Mobilization times vary. 45 minutes typically.	X		Viewed Call of 2014-08-06. Call 13:45. Depart 14:00. On site 17:30. 8 team members	
7b	Outside regular business hours?	See 7a above	See 7a above Mobilization target is 75 minutes.	X		Viewed call of 2014-11-16 Call 13:00, depart 14:00 4 team members (Weekend)	

Comment [TEAP III18]: TERSP: SOGs include pre-trip checklist, site safety plan, situation analysis, reconnaissance, damage assessment, static electricity control, transfer of pressure and low pressure commodities, flaring, disposal, decontamination, etc. List sources (e.g. ERG, AAR Guide, WISER, Disciplined Approach.)
Assessor: View, note titles of SOG's.

Comment [TEAP III19]: TERSP: Provide copies of incident(s) document(s) for TEAP III participants, include registered Team Leaders and team members.
Assessor: Review, note registered Team Leader(s) and team member(s), use of activation call report, response report, work order, job reports, photographs...

Comment [TEAP III20]: TERSP: Identify regular hours of business (e.g. 09h00 to 17h00)
Assessor: View, note date(s), time(s) to scene(s) and size of team(s) deployed.

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Question	TERS P		TERS P Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?		All as defined in ERTOG (Emergency Response Team Operating Guidelines) Emergency Response Management Workbooks	X		Viewed ERTOG (Emergency Response Team Operating Guidelines) response classification. All response are debriefed.
8b	Does the debrief identify gaps and corrective actions?	X	Ref. Internal Incident Debrief	X		Viewed Action Registration form 2015-03-19
8c	Describe how corrective actions are tracked to completion.		Recorded corrective actions are assigned to Department Manager and filed upon completion	X		Viewed Action Registration form 2015-03-19
9	Is the TEAP III TERSP Standard Performance Feedback submitted to TEAP III?		X Will be submitted when required	---		---
10	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X	Anhydrous ammonia	X		Viewed ERAP Approval Date 2015-02
11	How do you track updates of your client's ERAP?		Updated at time of preparing an annual contract and stored in DocuShare	X		Viewed Update ERAP Document 2015-04-10
12	If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?	X	Yes, Ref. DocuShare: (1)Forms & Documents/ERTOG/6.2 ERTOG - ERAP's & (2) Departments/ERS/Contracts & Agreements/ERAP's	X		Viewed ERAP dated 2014-04

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)

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

Comment [TEAP III25]: TERSP: Must have a copy of each client's ERAP. If does not apply, indicate NA. Assessor: If applicable, view and note ERAP(s) approval date(s).

Comment [TEAP III26]: TERSP: Must have a copy of each ERAP for which they have an agreement to respond on behalf of another TERSP. If does not apply, indicate NA. Assessor: If applicable, view and note ERAP(s) approval date(s).

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	Yes	No		Yes	No	

Part 3.1 – Resources: Contact list, third party resources and mutual aid

1	Are current contact lists available for:						
1a	Response coordinators?	X		Ref. On-Call Policy Procedures Section 3.1 ERTOG	X		Viewed Activation Schedule 3.1.11 ERTOG and location schedule dated 2015-02
1b	Team Leaders and team members?	X		Ref. On-Call Policy Procedures Section 3.1 ERTOG	X		Viewed Activation Schedule 3.1.11 ERTOG and location schedule dated 2015-02
1c	Clients?	X		Ref. Envirotec Management System (EMS), ERAP (Ref. TEAP III Assessment 3.1 12 (2))	X		Viewed Client Files Dated 2014-02
1d	Government agencies?	X		Ref. Resource Directory			Viewed Files Dated 2015-03-01
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Ref. Environmental Service Provider Profiles – paper files	X		Viewed Equipment Schedule 2014-11
3a	Describe any personnel or unique equipment outsourced?	X		Ref. Environmental Service Provider Profiles – paper files	X		Viewed Equipment list dated 2015-03-17
3b	If yes, does a written agreement exist:	X		Earth Moving Equipment for Civil Work	X		Commercial Account. No contract
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X		Agreements Exist for use when required	X		Viewed Agreement 2014-10-28

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		
4b	Coverage outside your region?	X		ERAC	X		Viewed Agreement Dated 2015-04-13
4c	You to support them in your region?	X		Agreements Exist for use when required	X		Viewed Agreement 2014-10-28
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?		X		---		---
5b	Coverage outside your region?	X			---		---
5c	You to support them in your region?	X		Agreements Exist for use when required	X		Viewed Agreement 2014-10-28

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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	X		Smart Phones – 20+ Truck Mounted Radios – All units	X		Viewed Mobile Phones and radio equipment
1b	X		Smart Phones – 20+ Hand Held Radio's - 8 Truck Mounted Radio's – All units	X		Viewed Mobile Phones and radio equipment
2	Does the company meet the requirements of the <i>TEAP III TERSP Standard Essential and Specialty Equipment List</i> for:					
2a	X		Ref. Completed TERSP Standard Essential Equipment List	X		Viewed Equipment on essential equipment list.
2b	X		Ref. Completed TERSP Standard Essential Equipment List	X		Viewed Equipment on specialty equipment list
3	X		Good inventory of equipment to respond, may not have every piece immediately available for all situations but can sub-contract if needed	X		Viewed equipment that meets capability chart.
4	X		Example: vacuum trucks meet CSA B620 (TC-350) standards)	X		Viewed Inspection Records for Unit 228 dated 2015-04-06

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
requirements?			Units meet SGI Government Inspection requirements -			

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?	4	J. Gardiner, S. Zeleny, K. McEown, R. Poppl	X		Viewed records for K. McEown, R. Poppl
1b	TEAP III registered team members?	8	J. Poppl, V. Hortness, J. Buziak, R. Cusson, N. Halliday, S. Mays, T. Gosselin, R. Riviere	X		Viewed records for J. Poppl, J. Buziak
1c	Other Team Leaders?					
1d	Other team members?	23	Ref. Activation Schedule	X		Viewed training roster
2	Is there a fit for duty program?	X	Ref. E-Cab/Human Resources (Shared)/Employees Policy & Procedures Manual/Sec. 2.12	X		Viewed Fitness for Work program dated 2015-03
3	Is there post-incident stress management program?	X	Ref. E-Cab/Human Resources (Shared)/Employees Policy & Procedures Manual/Sec. 3.15.8	X		Viewed Employee Assistance Program Dated 2015-03

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> ?	X		Ref. Envirotec Safety Manual Sec. 8 (E-Cab/HR Shared/Employee Policy & Procedures Manual/Safety Manual) and E-Cab/Human Resources (Shared)/Safety/Training Matrix	X		Viewed ICS and Chlorep Specialist Program Dated 2013-06-20
2	Is training conducted using specialty equipment?	X		i.e. NH3 training	X		Viewed Specialty Training 2015-03-18 for Anhydrous Ammonia
3	Is the training content documented for each module?	X		Ref. Envirotec Training Matrix and associated documents	X		Viewed Training Certificate for J. Kraft and R. Estrella for Fit Test issued by Envirotec and J. Kraft and R. Enns for Railway Emergency Response issued RAC.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Ref. Training matrix Binder with Certificates	X		Viewed Records dating back to 1998
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		RAC Railway Response, Tank Car Specialist and Advanced Tank Car Specialist	X		Viewed J. Kraft and R. Enns for Railway Emergency Response issued RAC.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?			J. Gardiner, S. Zeleny, K. McEown J. Buziak, J. Poppl, R. Poppl, V. Hortness, R. Riviere, S	X		Viewed J. Kraft and R. Enns for Railway Emergency

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

Comment [TEAP III41]: TERSP: Provide evidence of training on specialty equipment (e.g. SOG, PPE, detection equipment).
Assessor: Review two records, note subject areas (e.g. application of C Kit while wearing a Level A suit, simulated corrosive liquid tank truck transfer, LPG flaring).

Comment [TEAP III42]: TERSP: Provide documentation of training modules (objectives, course content, required resources, competency). Proof via external training certificates must be accompanied by course content.
Assessor: Review two internal training modules, note titles and list contents; review two external training certificates, note titles and source (e.g. RAC, AAR, Honeywell).

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

Comment [TEAP III44]: TERSP: List names of those who have attended training.
Assessor: Review two records; note names, course titles and source (e.g. L. Laferriere, Tank Car Specialist, ERTC).

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	Yes	No		Yes	No	
	Wolfe, C Hanson, J Kraft, R, Enns					Response issued RAC.

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	Yes	No		Yes	No	

Part 4.2 – Preparedness, Exercises

1	Have Team Leaders demonstrated competency for each SOG through training or equivalency granted for a response?	X		Ref. Training Matrix and Emergency Incident Logs	X		Viewed SOG Exercise for Flammable Liquid Transfer. S. Zeleny, K. McEown, J. Gardiner.
2	Are exercise activities documented?	X		Ref. Training matrix and Emergency Incident Logs	X		Viewed Course exercise content for Flammable Liquid Transfer
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			Documenting the debrief is only for exercises hosted by Envirotec. Envirotec also uses incidents as training. All Envirotec Incidents and Training are Debriefed	X		Viewed Anhydrous Ammonia Exercise with live product 2015-03-19
3b	Does the debrief identify gaps and corrective actions?	X		Corrective Actions suggested by Team.	X		Viewed Anhydrous Ammonia Exercise with live product 2015-03-19
3c	Describe how corrective actions are tracked to completion.			Recorded corrective actions are assigned to Department Manager to complete and are then filed upon completion.	X		Viewed Corrective Action Register 2015-03-19

Comment [TEAP III45]: TERSP: Team Leaders should be current in all applicable SOGs (e.g. Disciplined Approach, Safe Work Guidelines; bulk liquid transfer, flaring). Each equivalency for response granted must be noted in the individual's training file
Assessor: Review that Team Leaders are current on applicable SOGs, note names of those vetted.

Comment [TEAP III46]: TERSP: Provide copies of exercise document(s), include names of registered Team Leaders and team members, means of containment, material, hands on activity.
Assessor: Review, note elements (e.g. MOC, activity performed, participants).

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

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

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

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 4.3 – Equipment Maintenance

1	Is a program established for equipment inspection, maintenance and testing?	X		Ref. Envirotec Safety Manual Section 7 – Preventative Maintenance; Section 9 – Inspection E-Cab/HR (Shared)	X		Viewed Air Monitoring Equipment Maintenance Log Date 2014-11 to 2015-02.
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		Ref. Inspection Binders/Forms	X		Viewed Level A suit Annual Inspection 2015-01-13
2b	Transportation equipment?	X		Ref. E-Cab/ InspTestMaint/(FLM) Vehicle Safety Inspection records and Unit Repair Logs	X		Viewed inspection and maintenance records for unit #25 2015-02-23. Viewed Safety Inspection sticker for unit 52 Valid to 2015-09

Comment [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).

Comment [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).

Comment [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		Ministry Issued Permits are no longer required.	X	Viewed SK Transport Conditions and SK Required transport criteria.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		SK Ministry of Environment Effluent Works Facility Permit	X	Viewed Permit PO14-032 Dated 2014-05-20 expires 2017-05-31
2	Are any of the above performed by a sub-contractor?	X		Recycling and Disposal facilities across Canada are contracted for specialty materials.	X	Viewed License No: 58HWS2RR for Miller Environmental Corporation last revised 2000-08-08

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

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

Comment [TEAP III55]: TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials for sub-contractor(s).
Assessor: View, note permit/certificate number(s) and expiry date (where applicable).

Transportation Emergency Response Service Provider (TERSP) Optional Information

Part 6 – Marine Chemical Emergency Response (optional and not part of TERSP Standard Assessment)

Note: This section should be completed by those TERSPs that provide or wish to provide emergency response services in the marine mode specifically to vessels carrying or using hazardous materials (hazardous and noxious substances or “HNS”). Such response may be provided to bulk vessels, container vessels, barges, ferries, etc. while in berth, alongside, at sea or in transit.

		Yes	No	TERSP Comment
1	Does your company provide emergency response to marine HNS incidents in:			
1a	Deep sea operations?		X	
1b	Coastal operations?		X	
1c	In port or while loading or unloading?		X	
2	What marine geographic areas do you cover?	X		Envirotec responds to inland water incidents only (i.e. lakes, rivers, streams, sloughs, etc.) and has 8 Envirotec employees SCAT trained.
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		

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?			K. McEown, L. Clouatre, J. Gardiner, J. Poppl, S. Zeleny
2a Do you participate in TransCAER® outreach events?	X		Envirotec has two representatives (one is CERCA's PRTC representative) for PRTC who attend meetings and events as a part of TRANSCAER.
2b If yes, how? Provide list of dates and activities for the past two years.			July 20-21, 2012 – Prince Albert SK; March 11, 2015 – CCPX Train the Trainer Event at Bruderheim AB (J. Gardiner & K. McEown); August 4-7 - 2015 Moose Jaw SK; August 17-2, 2015 – Lloydminster SK
3a Do you belong and participate in a trade association such as CERCA, CIAC, CACD, RAC and/or other (describe other)?	X		CIAC, CERCA, CACD, RAC, Saskatchewan Safety Council and many others.
3b If yes, describe your involvement.			Attends meetings, sits on committees, assists with and hosts events.
4a Do you belong or contribute to a local community enhancement program?	X		
4b If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Financed the SAFC Junior Volunteer Firefighters Scholarship and Prairie West Employment Education Program

Comment [TEAP III57]: TERSP: This is an optional part which you are free to complete or leave blank. There will be no assessment provided for this section. Assessor: Do not check or question any information provided here.

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

Transportation Emergency Response Service Provider (TERSP) Optional Information

5a	Do you have an environmental management system in place such as ISO 14001?		X	
5b	If yes, describe.			
6a	Do you have a “green initiative” in place?	X		
6b	<p>If so, describe.</p> <p>Examples are vehicle emissions reduction, idling program, office paper recycling, controlling ER activity emissions such as dry connects, purge techniques, controlling run off...</p>	<p style="color: red;">Waste Management Practice – Environmental Policy promoting: reuse – select materials and supplies that can be cleaned as opposed to replace (i.e. batteries), wooden pallets, paper products; recycle - paper, cardboard, batteries, fluorescent light tubes used oil etc.; substitution (closing the loop) - purchase products that are less hazardous or contain recycled materials, buy recycled paper, envelopes etc., keep equipment properly maintained to ensure longevity. (E-Cab HR (Shared) Corporate Safety Manual Sec. 15.0., 15.3. Waste Management Practices and Procedures)</p>		

TEAP III TERSP Standard Assessment

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

Material		Response		Exercise		Assessor Comment	
TDG Class	Shipping Name and UN Number	Date of last response (yyyy-mm-dd)	Registered Team Leader, last response (J. Doe)	Date (yyyy-mm-dd)	Registered Team Leader(s) (J. Doe)	Activity performed during exercise or response	Documentation viewed?
1							
2.1							
2.2							
2.3	Ammonia, Anhydrous UN 1005			2015-03-17,18,19	J. Gardiner, K. McEown	½ day of theory followed by skills application for response to NH3 events complete with live product transfer from T/T to fixed storage tank, nurse tank to T/T, using Envirotec's tools & equipment	Viewed exercise report team leader J. Gardiner, K. McEown 2015-03-18
3	Flammable Liquid N.O.S (Diesel Fuel and water) UN 1993	2015-01-20 Inc. 002-2015	J. Gardiner	2014-10-02 Hard Copy Docushare Client File/ERAC	J. Gardiner, K. McEown, S. Zeleny	Damage Assessment Grounding & Bonding Product Transfer Live product transfer from T/C to T/C using Envirotec's own tools and equipment	Viewed field notes and safe load check list 2015-01-20
4.1							
4.2							
4.3							
5.1							
5.2							
6.1							
6.2							
7							
8	Hypochlorite Solution UN 3244	2015-01-06 Inc. 001-2015	J. Gardiner			Product Transfer SC to SC Gross Decon of	Viewed field notes and Job Hazard Assessment Dated 2015-01-06

Comment [TEAP III60]: TERSP: Enter previous year data; an actual response that has been documented and debriefed could fulfill the exercise requirement. Remediation work does not qualify. Assessor: Review and verify reports, note titles and activities.

Comment [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)

						Trailer	
9							
Other							

Table data entered (yyyy-mm-dd) 2015-04-07