

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	RST Industries Limited
TERSP location:	485 McAllister Drive, Saint John, NB, E2L 4H8
TERSP location's area of coverage:	Atlantic Canada
Date (yyyy-mm-dd) assessed:	2016-10-03
Assessors:	Team Leader: Bill Preece, Director of Business Development, Regulated Materials, Contrans Group Inc. Assessor: Bernard Cook, Compliance Systems Manager, Brenntag Assessor: Addison Vickard, Response Centre Manager, ECRC
TERSP Representatives:	Shawn Reilly, Team Lead Judy Fournier Terry Howe Dennis Hickey
Opportunities for improvement:	Converting Paper Files to Electronic Documents is underway and will improve administration Developing management system for Automated document expiry / update requirements would be beneficial
Best practices for sharing:	
Recommendation for registration:	Approved by TEAP III Editorial Board: 2016-11-04 Next location assessment due: 2018-10

TEAP III TERSP Standard Assessment

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: RST Industries Limited Address: 485 McAllister Dr Saint John, NB E2L 4H8 Office Telephone: (506) 634-2329 FAX: (506) 632-4713 Website: rsttransport.com 24-hour Activation Telephone: (877) 624-8800 Contact Position: Shawn Reilly Regional coverage from this location: NB, NS, PEI (Newfoundland by Air or local minor response) Is coverage outside this region available via this location? ON and QC through partnerships Yes [X] No [] Date: 2016-06-08 Location Leader (name): Terry Howe Position: ERS Coordinator E-mail: howe.terry@rsttransport.com	1			X	T/T, SC	X, S	X, S	Listed on ERAP, UN0072
	2.1		X	X	T/T, T/C, C, IM	X	X	LPG (Propane, Butane), UN1075, UN1010,
	2.2		X	X	T/T, T/C, C, IM	X	X	ERAP holders will provide specialized training and equipment CO2 N2, UN1066, UN1013
	2.3		X	X	T/T, T/C, C, IM	X	X	Chlorine, NH ₃ , SO ₂ , specialized equipment from client UN1005, UN1079, UN1660
	3		X	X	T/T, T/C, SC, LC, IM	X	X	Capabilities for numerous products, UN1202, UN1267
	4.1		X	X	T/T, T/C	X	X	Molten Sulphur, UN1325, UN2448
	4.2		X	X	T/T, T/C	X	X	Sodium Hydrosulphide, UN1378, UN1384
	4.3		X	X	T/T, T/C	X	X	Calcium Carbide, UN3208, UN1393
	5.1		X	X	T/T, T/C, SC, LC,	X	X	Hydrogen peroxide, Ammonium nitrate, UN2015, UN2426
	5.2		X	X	T/T, T/C, SC, LC,	X	X	Organic Peroxides UN3102, UN3112
	6.1		X	X	T/T, T/C, SC, LC,	X	X	Acrolein, UN1689, UN2078
	6.2							
	7							
	8		X	X	T/T, T/C, SC, LC, IM	X	X	Sodium Hydroxide, HCl, UN1830, UN1824
9		X	X	T/T, T/C, SC, LC, IM	X	X	Asphalt, Bunker C, UN3257, UN3082,	
Other		X	X	T/T, T/C, SC, LC, IM	X	X	Non-regulated hydrocarbons	

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.

TEAP III TERSP Standard Assessment

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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
Part 1 – Management							
1	Is there a <u>statement</u> of the TERSP's commitment addressing health, safety, and environment?		X		X		Viewed the Safety Statement signed by VP Transportation, Wayne Power. Statement dated 2015-09-30
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		X		Viewed Position Description for Emergency Response Coordinator. Position currently held by Terry Howe. Document last updated 2015-10-01
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?		X		X		Viewed Annual Update at 2015-06-11
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...		X		X		Viewed Appendix H List of required legislation dated 2003-03-14 Observation: Developing management system for Automated document expiry / update requirements would be beneficial
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?		X		X		Viewed Workers Compensation Clearance Certificate 2016-10-03

Commented [TEAP III3]: 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 III4]: 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 III5]: 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 III6]: 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 III7]: TERSP: Obtain current certificate from relevant workers compensation authorities (not to exceed 12 months).
Assessor: View certificate and record date (check for expiration date).

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5b Public Liability and Property Damage, \$5 million?	X		Copy on file	X		Viewed Certificate of Insurance Valid to 2017-01-06
5c Environmental, \$5 million?	X		Copy on file	X		Viewed Certificate of Insurance Valid to 2017-01-06
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		TEAP Representatives and clients will be notified by email or letter	X		Viewed email to stakeholders re: Drone Video and HD Photography, 3D Scanning and Digital Mapping dated 2016-07-11
7 If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		Filed electronically and hard copy retention.	X		Viewed TERSP Assessment from 2014-03-09

Commented [TEAP III8]: TERSP: Have copy of policy available - Certificate of Insurance
Assessor: View certificate(s) and record date(s).

Commented [TEAP III9]: TERSP: Have copy of policy available - Certificate of Insurance
Assessor: Verify certificate(s) and record date(s).

Commented [TEAP III10]: 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).

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment				
	Yes	No		Yes	No					
Part 2 – Activation and Response										
1a	Is there a 24-hour emergency response activation telephone number?		X		X		877-624-8800 - Monitored by J.D. Irving Limited Industrial Security (TP 24 hour)	X		Called the activation number on 2016-10-25 at 10:22 pm. Was placed on hold and connected with the team leader, T. Howe at 10:27pm.
1b	Is there another 24-hour telephone number that can be used to activate a response?			X	---	---	No - Same as above. Monitored 24 hour. If call comes to Industrial Security in then ERS Coordinator or ERS Team Leader is contacted to manage event.			
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?		X		X		ERS Response Activation Guideline			Viewed Response Activation under SOG Call list dated 2014-03-14
3	Does the TERSP use a form to record incident information?		X		X		Industrial Security Incident report ERS Incident Log			Viewed ERS Action Report Issue 5 Rev.1 dated 2014-04-01
4	Which methods are used to access a current MSDS on a 24-hour basis:									
4a	Paper copy?		X		X		1) RST Intranet and system inside ER trailer (HazMat Systems) 2) Client provided 3) Digital Storage (based on agreements)			Viewed SDS for UN1017 stored in Hazmat Systems Inc database available on-line in field trailer.
4b	CANUTEC?		X		X		Use CANUTEC for Emergency Access (on scene) if needed.			Viewed Canutec Contact Info in Outlook Contacts. Viewed SOG listing Canutec as a resource 2014-04-1

Commented [TEAP III11]: 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 III12]: 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 III13]: 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 III14]: 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 III15]: 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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
4c	Shipper/manufacturer?	X		Shipper / manufacturer documents are all on file.	X		Viewed SDS for UN1017 stored in Hazmat Systems Inc database available on-line in field trailer.
4d	CCOHS?		X		---	---	
4e	Internet (state method and web sites)?		X		---	---	
4f	Internal CD database?		X		---	---	
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		ERS SOGs Section 6 thru Section 14	X		Viewed SOG Emergency Response Binder Dated 2014-03-14 Viewed SOG for Class 2 Dated 2014-04-01
6	Are response activities for incidents documented?	X		ERS – SOG – Section 4 –Form ERS 009 – Action Report	X		Viewed Work Order 1441869 Viewed Action Report, event detail and photos. Team Lead Hickey, D. Team Member: Woods, T. UN1075 Incident
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?	2 hrs		Team Leaders mobilize immediately, crew and	X		Viewed Work Order 1441869 Initial Call 0900 2015-01-06

Commented [TEAP III16]: 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 III17]: 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 III18]: 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.

TEAP III TERSP Standard Assessment

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	Yes	No		Yes	No	
			equipment mobilized inside 2 hour window.			Onsite 1000, 2015-01-06
7b		3 hrs	Team Leaders mobilize from home and organize the appropriate crew.	X		Viewed Work Order 1584826 Initial Call:0500, 2016-04-09 Depart 0517, 2016-04-09 Onsite: 0637, 2016-04-09
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?	All responses		X		Viewed Debrief Notes for Action Report 1521840 dated 2015-08-09
8b	Does the debrief identify gaps and corrective actions?	X	Debrief lists opportunities for improvement etc	X		Viewed Work Order 1584826 dated 2016-04-09. Suggests training on MOC for natural Gas Powered Vehicles.
8c	Describe how corrective actions are tracked to completion.	Reviewed by Director HSSE and ERS Coordinator. Tracked via file		X		Viewed Corrective Action Section on Action Report 1526970 Dated 2015-08-23. Action items completed on 2015-08-24
9	Is the TEAP III TERSP Standard Performance Feedback submitted to TEAP III?		X None completed to date and none required to date. <u>Copy of the required form is on file.</u>	---	---	
10	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?		X Not supplied by clients. Not known to be a requirement. We utilize CCF's (contractor capacity forms) to validate what we need to do / agree to do.	---	---	

Commented [TEAP III19]: TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).
Assessor: If applicable, view and note dates.

Commented [TEAP III20]: TERSP: Provide debrief records of corrective actions required and taken.
Assessor: If applicable, view and note corrective action(s) identified and assigned.

Commented [TEAP III21]: TERSP: Provide documentation.
Assessor: View and note process (item, assignment, due date, status)

Commented [TEAP III22]: TERSP: State how many have been submitted.
Assessor: If applicable, view and note submission date(s).

Commented [TEAP III23]: 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).

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
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?		X	ERAC only (copy of plan) - Not supplied by clients. Not known to be a requirement. We utilize CCF's to validate what we need to do / agree to do.	---	---	

Commented [TEAP III24]: 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).

TEAP III TERSP Standard Assessment

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?	X		All Response Coordinators, Team Lead, Team Members, Clients and Resource Personnel are listed in SOG ER On Call Personnel. Data and Call numbers are also listed in "Contact Lists" on mobile devices with each team member.	X		Viewed SOG "ER On Call Personnel" hard copy and software document. Last Revised 2016-06-08
1b	Team Leaders and team members?	X		All Response Coordinators, Team Lead, Team Members, Clients and Resource Personnel are listed in SOG ER On Call Personnel. Data and Call numbers are also listed in "Contact Lists" on mobile devices with each team member.	X		Viewed SOG "ER On Call Personnel" hard copy and software document. Last Revised 2016-06-08
1c	Clients?	X		All Response Coordinators, Team Lead, Team Members, Clients and Resource Personnel are listed in SOG ER On Call Personnel. Data and Call numbers are also listed in "Contact Lists" on mobile devices with each team member.	X		Viewed SOG "ER On Call Personnel" hard copy and software document. Last Revised 2016-06-08
1d	Government agencies?	X		All Response Coordinators, Team Lead, Team Members, Clients and Resource	X		Viewed SOG "ER On Call Personnel" hard copy and

Commented [TEAP III25]: 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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
			Personnel are listed in SOG ER On Call Personnel. Data and Call numbers are also listed in "Contact Lists" on mobile devices with each team member.			software document. Last Revised 2016-06-08	
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		All Response Coordinators, Team Lead, Team Members, Clients and Resource Personnel are listed in SOG ER On Call Personnel. Data and Call numbers are also listed in "Contact Lists" on mobile devices with each team member.	X		Viewed SOG "ER On Call Personnel" hard copy and software document. Last Revised 2016-06-08
3a	Describe any personnel or unique equipment outsourced?	X		Marine services, heavy towing and vacuum services	X		Viewed SOG "ER On Call Personnel" hard copy and software document. Last Revised 2016-06-08
3b	If yes, does a written agreement exist:		X	Generally sister companies used / J.D Irving companies or those with long standing relationships.	---	---	----
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X		ECRC, Custom Fabricator & Machinist	X		Agreement with ECRC Dated 2014-05-07. Viewed CFM Agreement 2013-02-12
4b	Coverage outside your region?	X		MD-UN, Terrapure, Drain All, QMLP	X		Viewed Agreement with QMLP 2015-06-23
4c	You to support them in your region?	X		MD-UN, Terrapure, Drain All, QMLP	X		Viewed Terrapure Agreement 2015-11-01

Commented [TEAP III26]: TERSP: Provide list of equipment resource support services.
Assessor: View, note last revision date.

Commented [TEAP III27]: 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.

Commented [TEAP III28]: TERSP: If yes, provide the access protocol and agreement.
Assessor: View, note agreement date.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5	Are these other TERSPs registered with TEAP III for:					
5a		X	RST is a current TEAP III TERSP in the Atlantic area.	---	---	---
5b	X		All are TEAP III TERSP assessed	X		TEAP III registrations and TEAP III assessments are available for viewing online.
5c	X		All are TEAP III TERSP assessed	X		Viewed Terrapure Agreement 2015-11-01

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 and land line phones	X		Viewed example cell unit held by Team Leader D. Hickey
1b	Personnel at the incident scene?	X		Two way radio, text, cell and in some cased wifi communication / satellite communication (half ton truck or tractor trailer)	X		Viewed cell unit held by Team Leader D. Hickey Viewed site radios and satellite communication.
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		TEAP III Equipment List is a minimum. Inventory typically exceeds requirements	X		Viewed equipment
2b	Specialty Equipment items at the location?	X		Supplier Capping Kits are in stock. Drones system for digital recording, with appropriate regulatory compliance for specific instances	X		Viewed Capping Kits for Class 2 materials. Verbal confirmations: gaskets have been replaced.
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		Yes	X		A, B and C Capping Kits are in house. Class 3 inventory is complete.
4	Are programs in place for ensuring equipment meets applicable Canadian	X		Yes including maintenance program and periodic inventory auditing			Viewed B620 Hose Tags for Class 8 service dated 2016-06.

Commented [TEAP III29]: 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 III30]: TERSP: All *Essential Equipment* must be at the location.
Assessor: View, note that all *Essential Equipment* is at the location.

Commented [TEAP III31]: TERSP: All claimed *Specialty Equipment* must be at the location.
Assessor: View, note that all claimed *Specialty Equipment* is at the location.

Commented [TEAP III32]: 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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
certification and registration requirements?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Verbal confirmation: New supplier for Hose Testing is in progress and will be in place within 12 months

Commented [TEAP III33]: 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.

TEAP III TERSP Standard Assessment

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	T. Howe, D. Hickey, E. MacDonald, M. Hennessey	X		ICS 200 training scheduled for Oct 5. Viewed Training Matrix updated 2016-06-08 Viewed T. Howe Hazmat Technician dated 2012-06-15 Viewed D. Hickey Hazmat Technician Dated 2012-06-15 Observation: Converting Paper Files to Electronic Documents is underway and will improve administration
1b	TEAP III registered team members?	20	S. Reilly, S. Reid, E. Fowler, D. Clayton, C. Radcliffe, D. Irving, G. Dalling, J. Morash, M. Achilles, M. Mallard, M. Reid, N. Murphy, R. Bishop, R. Dickeson, S. Heighton, S. Crooks, S. Gaunce, S. Reid J. Thornhill, Y. Daigle	X		Viewed Training Matrix updated 2016-06-08 Viewed M. Achilles ICS100 Training Certificate dated 2016-06-06 Viewed G. Dalling ICS100 Training Certificate dated 2016-06-06
1c	Other Team Leaders?			---	---	
1d	Other team members?			---	---	
2	Is there a fit for duty program?	X	Drug and Alcohol program / other programs	X		Viewed Drug and Alcohol Program Dated 1997-01-01

Commented [TEAP III34]: 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 III35]: 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 III36]: TERSP: Describe the elements of your fit for duty program and frequency of re-assessments.
 Assessor: View program documentation, note document titles.

TEAP III TERSP Standard Assessment

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	Yes	No		Yes	No	
3	Is there post-incident stress management program?		EFAP (employee and family assistance program) and CISM (critical incident stress management) education	X		Viewed the Driver Playbook, Employee Assistance Program Current at 2016-06-01

Commented [TEAP III37]: 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		Under review for ICS training however all other training is compliant. TL's taking ICS 200 in 2016	X		Viewed Training Matrix updated 2016-06-08 Viewed T. Howe Hazmat Technician dated 2012-06-15 Viewed D. Hickey Hazmat Technician Dated 2012-06-15
2	Is training conducted using specialty equipment?	X		Annual Regional Evaluation. Annual SCBA training / fit testing	X		Viewed SCBA program Dated: 2015-08-14
3	Is the training content documented for each module?	X		Program is based on several modules in an on-line format	X		Viewed SCBA program Dated: 2015-08-14
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Training records are kept on file permanently	X		Viewed training records for D. Hickey go back to 1992-12-08
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		eRail Safe Training Program mandatory for all responders	X		Viewed eRail Safe training certificate for T. Howe issued 2015-06-02
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?			All Team leaders and anyone who is HazMat trained. Some of our team being trained in HazMat Tech in July 2016 so full list available upon audit.	X		Viewed Training Matrix updated 2016-06-08 Viewed training Certificate for T. Howe 2016-06-02 M. Achilles 2015-06-02

Commented [TEAP III38]: 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 III39]: 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 III40]: 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 III41]: TERSP: Provide evidence of railway ER training (e.g. RAC, ERTC, JIBC, CN, CP Rail).
Assessor: Review, note titles and source.

Commented [TEAP III42]: 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		Well documented annually for Class 2.1 & 3 under ERAC. Annual competencies established for Class 2.2 Others under development.	X		Viewed SOG hardcopy is held by each Team Leader. Viewed ERAC Regional Training sign in sheet listing several modules dated 2016-05-16
2	Are exercise activities documented?	X		ERAC Class 3 Live Transfer, Propane Exercises done annually.	X		Viewed ERAC Class 3 Live Transfer Exercise Dated 2016-06-02
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?	All			X		Viewed ECRC Debrief Document at 2016-06-06
3b	Does the debrief identify gaps and corrective actions?	X		Debrief lists, Strengths, Opportunities for Improvement and Corrective Actions	X		Viewed ECRC Corrective Action Document at 2016-06-06
3c	Describe how corrective actions are tracked to completion.	No formal system, exercise agendas are updated as required.			---	---	

Commented [TEAP III43]: 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 III44]: 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 III45]: TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP). Assessor: If applicable, view and note dates.

Commented [TEAP III46]: TERSP: Provide debrief records of corrective actions required and taken. Assessor: If applicable, view and note corrective action(s) identified and assigned.

Commented [TEAP III47]: 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		Binder with Hardcopy records of field test equipment.	X		Viewed binder and equipment summary Equipment Check Sheet dated 2016-08-06
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		Level A Test Sheet done bt Saint John Fire Department	X		Viewed Level Tests dated 2016-09-16
2b	Transportation equipment?	X		Maintenance done by outside (Related) party to DOT Specification	X		Viewed Highway Tractor unit Inspection TT506964 dated 2015-03-09

Commented [TEAP III48]: 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 III49]: 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 III50]: 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		Maritimes, PQ and ON only	X	Viewed NB Permit 5516-7506, expires 2018-11-15
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		Envirosys or Terrapure for vac trucks in region. Regional Petroleum used for some transportation / disposal.	X	Viewed Regional Petroleum Permit I-9074 for disposal in New Brunswick expires 2020-05-26

Commented [TEAP III51]: 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 III52]: 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 III53]: 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 III54]: 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 <u>TEAP III Transportation Emergency Response Service Provider Standard training</u> ?			T. Howe and S. Reilly
2a	Do you participate in TRANSCAER® outreach events?		X	
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)?	X		CERCA, ERAC, RDC
3b	If yes, describe your involvement.			
4a	Do you belong or contribute to a local community enhancement program?	X		Member of J.D. Irving, Limited group of companies.
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Irving has extensive community involvement. Please check www.Irving.com for more information.

Commented [TEAP III55]: 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 III56]: 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		Green Initiative is based on the US DOT Smartway Program aimed at reducing fuel related green house gas emissions.
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>Green Initiative is based on the US DOT Smartway Program aimed at reducing fuel related green house gas emissions.</p> <p>RST Facility participates with the municipal recycling system.</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	Liquefied Petroleum Gas, UN1075 LPG, UN 1075 LPG, UN 1075	2015-05-14	D. Hickey T. Howe			Purge, Flare and Decommission Propane Tank	Viewed File 1490762, Incident Log and Time Sheets, Debrief Notes Dated 2015-05-14
				2015-09-14	T. Howe, D. Hickey, E. Macdonald, M. Hennessey	ERAC Regional for LPGs – transfer & flaring of propane. Rail to rail, rail to truck and stationary tank all performed.	
				2015-11-09	T. Howe	ERAC exercise NL for LPGs – transfer & flaring of propane. Bulk tank and truck.	
2.2	Nitrogen, UN1066	2015-08-27	T. Howe			Purge stationary tank of all product for decommission.	Viewed File 1521838, Site Logs, Incident Debrief, Dated 2015-08-27
2.3							
3	Toluene, UN1294	2015-02-06	T. Howe			Tote leaking from bottom weld. Contain and clean up.	Viewed File 1478858, Action Report, Incident Log, Debrief Dated 2015-02-06
	Crude Oil, UN1267	2015-04-17	T. Howe			Derailment 22 rail cars. Assess and cleanup.	
	Alkylate UN1993	2015-10-16	T. Howe			Transfer Alkylate trailer to totes	Viewed File 1480878, Site Photos, Incident Log, Site Map, Dated 2015-04-17
	Diesel, UN1202	2015-12-18	D. Hickey			Fuel tank rupture and spill cleanup.	
				2015-09-15	T. Howe, D. Hickey, E.	ERAC Regional for Flammable Liquids –	

Commented [TEAP IIII58]: 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 IIII57]: 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)

	Flammable Liquids (Various)				Macdonald, M. Hennessey	transfer rail car to rail car.	
4.1							
4.2							
4.3							
5.1							
5.2							
6.1							
6.2							
7							
8	Sulphuric Acid, UN1830	2015-08-06	T Howe			Transfer rail car to rail car.	Viewed File 1514586, Action Report, Incident Log Dated 2015-08-07
9							
Other	Motor Oil	2015-04-14	T. Howe			Clean engine oil on rail siding	
	Black iron Oxide residue	2015-09-07	D Hickey			Cleanup after trailer fire with paints. Environmental hazards	
	Unknown Pesticide	2015-03-24	E. MacDonald			Investigate and assess unknown white pellets. Rail Incident with full SCBA	Viewed File 1476235, Action Report, Obtained samples for third party. Secured Site Dated 2014-03-24

Table data entered 2016-06-08