

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	SHIELD Specialized Emergency Services Inc.
TERSP location:	12015 – 28 Street NE, Edmonton, Alberta T6S 1E2
TERSP location's area of coverage:	Alberta, Western-Part of Saskatchewan, Eastern-Part of British Columbia
Date (yyyy-mm-dd) assessed:	2017-05-03
Assessors:	<p>Team Leader: Stephane Johnson, Response Centre Manger, Great Lakes Region, ECRC-SIMEC. Assessor: Randy Mak, Hydrocarbon Products Technician, Dow Chemical Canada. Assessor in Training: Kevin McEown, Propane Health and Safety Advisor, Energy Products, Federated Co-operatives Limited. Assessor in Training: Chris Nicholson, CN DGO, Saskatchewan</p>
TERSP Representatives:	Mark Nadeau, CEO SHIELD Specialized Emergency Services Inc.
Opportunities for improvement:	Mutual aid signed agreement to be updated
Best practices for sharing:	
Recommendation for registration:	<p>Approved by TEAP III Editorial Board: 2017-06-19</p> <p>Next location assessment due: 2019-05</p>

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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: Shield SES Address: 12015-28St NE Edmonton, AB T6S 1E2 Office • Telephone: 780-416-6082 • FAX: 780-416-6084 • Website: shieldspecialized.com 24-hour Activation • Telephone: 1-866-334-1290 • Contact Position: On Call Team Leader Regional coverage from this location: Alberta, Eastern BC and Western Saskatchewan Is coverage outside this region available via this location? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Date: 2017-02-06 By Location Leader (name): Mark Nadeau, M.Sc., P.Ag. Position: CEO Email: markn@shieldspecialized.com	1		X	X	SC, T/T, c	S		X Tech UXO
	2.1		X	X	T/T, T/C, c, IM	X	X	Propane Butane, Propylene
	2.2		X	X	c	X	X	Nitrogen Cylinder
	2.3		X	X	c	S	X	Sulfur Dioxide, Chlorine
	3		X	X	T/T, T/C, c, SC, LC, IM	X	X	Diesel Gasoline
	4.1		X	X	T/T, T/C, SC, LC, IM	X	X	Flammable Solids NOS 1325
	4.2		X	X	T/T, T/C, c, SC, LC, IM	X	X	Phosphorous, Molten Sulfur
	4.3		X	X	T/T, T/C, c, SC, LC, IM	X	X	Lithium, Magnesium
	5.1		X	X	T/T, T/C, c, SC, LC, IM	X	X	Sodium Nitrate, Hydrogen Peroxide
	5.2		X	X	T/T, T/C, c, SC, LC, IM	X	X	Butyl Peroxide Peroxacetic Acid
	6.1		X	X	T/T, T/C, c, SC, LC, IM	X	S	Perchloroethylene
	6.2		X	X	SC, IM	X	S	Trauma Scene Inc. – Biohazard incident
	7		X	X	T/T, c, SC, LC, IM	X	S	Stuart Hunt Inc.
	8		X	X	T/T, T/C, SC, LC, IM	X	X	Sulfuric Acid Hydrochloric Acid UN1789
9		X	X	T/T, T/C, SC, LC, IM	X	X	PCB with Oil, PCB Ballasts, Asbestos	
Other								

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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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		Environmental Health and Safety Policy	X		Viewed document dated 2012-06, signed by President and CEO
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		Mark Nadeau, M.Sc., P.Ag.	X		Viewed Documentation Responsibilities dated 2013-10-30.
3	Has the TEAP III TERSP Standard Annual Update been completed and submitted?	X		Submitted June 2016	X		Submitted Posted on teap3.ca 2016-05-26
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...	X		Documentation in COR – 2016 (COR is Certificate of Recognition from Alberta Motor Transportation Association)	X		Viewed compliance with: B620 Hose Test, COR, Level "A" Suit annual pressure test, WHMIS.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Certificate	X		Viewed WCB Clearance Certificate dated 2017-05-03
5b	Public Liability and Property Damage, \$5 million?	X		Certificate	X		Viewed certificate of insurance dated 2017-06-01

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).

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5c Environmental, \$5 million?	X		Certificate	X		Viewed certificate of insurance dated 2017-06-01
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Shield Notification Policy	X		Viewed Administration section of Policy and Procedure Manual pages 6, dated 2010-06-10
7 If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		2015 Assessment Available for Review	X		Viewed draft 2015 Assessment report

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		1-866-334-1290	X		Tested on 2017-05-02 at 19:25. Answering service recorded callers name, call back number, location, commodity and company. Patched to the on call Team Leader, elapsed time 3 minutes.
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		1-780-416-6082 (office # transfers to 24 hr. answering service).	---	---	
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Emergency Response Plan Procedures for call activation Flow Chart and answering service instructions.	X		Viewed Procedures for Call Activation and Flowchart updated 2014-09-18
3	Does the TERSP use a form to record incident information?	X		Incident Reporting Checklist	X		Viewed Incident Reporting Checklist dated 2013-07-15
4	Which methods are used to access a current MSDS on a 24-hour basis:						
4a	Paper copy?	X		Retained in Client Response Binders	X		Viewed Client Response binders, SDS are request at time of the incident
4b	CANUTEC?	X		Contact Information on Resource information in Job Binder and Client Response Binders.	---	---	

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		Manufacturer and Shipper is contacted for specialized data	---	---	
4d	CCOHS?		X		---	---	
4e	Internet (state method and web sites)?		X		---	---	
4f	Internal CD database?		X		---	---	
4g	Other (state method)?	X		Flash Drive containing all ERAPS and Client Response Documents	---	---	
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		SHIELD SOG binders – all SOGs reviewed and utilized – including Emergency Response Plan, Guidelines for Spill Response initiatives, Guidelines for Dealing with Dangerous Goods incidents	X		Viewed SOG's Acids revised date 2011-04-11 Transfer revised date 2008-09-08, Decontamination revised date 2013-08-10
6	Are response activities for incidents documented?	X		Documentation completed using Emergency Response Site Documents Binders	X		Viewed Emergency Response Site Documents binder which includes ER Call Out Check List, ER Hourly Job Tracking Report, Safety Tool Box Meeting Report, Call/Project Debriefing Checklist and Quality Assurance Report
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?	60 minutes		Incident Reporting Checklist	X		Viewed incident reports:

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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						2017-02-09 departed in under < 45 min, 1 Team leader 2 Team member
7b		120 minutes	Incident Reporting Checklist	X		Viewed report: 2016-01-22 departed < 50 min. 1 Team leader 1 Team member
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?	All Emergency Response Projects are Debriefed		X		Viewed response and Project Debriefing Checklist dated 2016-03-16.
8b	Does the debrief identify gaps and corrective actions?	X	Documented on Project Debriefing Form	X		Viewed listing of corrective actions items and dates
8c	Describe how corrective actions are tracked to completion.	Corrective actions are documented on the debriefing form and discussed at follow-up Safety Meetings to ensure implementation. For multi-day events, Safety Meetings are held daily and corrective actions are discussed and carried out by the onsite team.		X		Viewed corrective action log and maintenance white board with cross-reference action item with incident.
9	Is the TEAP III TERSP Standard Performance Feedback submitted to TEAP III?		X No CIAC member responses	---	---	
10	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X	ERAP binders in operations office- includes client, product and ERAP documents	X		Viewed copies of one ERAP dated 2012-08-29

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).

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
11 How do you track updates of your client's ERAP?			Updates are sent to SHIELD's office electronically and binders updated. SHIELD also contacts ERAP holders with any changes and for a request of any client updates.	X		Viewed submissions of client updates which are inserted into ERAP binders
12 If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?	X		Regional ERAP binders in the Operations Office including the client data, product and ERAP documents	X		Viewed binders which contained excerpts of ERAPs as supplied to Shield.

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 contact lists available for:					
1a	Response coordinators?	X		SHIELD Emergency Response Personnel Contact Number List - maintained by D. Nadeau	X	Reviewed Employee list, dated 2013-11-30
1b	Team Leaders and team members?	X		SHIELD Emergency Response Personnel Contact Number List - maintained by D. Nadeau	X	Reviewed Employee phone and Email dated 2013-11-30
1c	Clients?	X		SHIELD Client Data Base and ERAP/ERP Binders	X	Viewed ERAP binders updated 2012-08-29
1d	Government agencies?	X		SHIELD Emergency Response Documentation Binders	X	Reviewed Emergency Response Plan Documents Binder page 2-3 revised 2013-11-30
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		SHIELD's equipment and vehicle list and response contact list	X	Reviewed resource list available to the TERSP dated 2013-03-21
3a	Describe any personnel or unique equipment outsourced?	X		Class 1, 6.2 and 7 Responses subcontracted including specialized personnel and equipment.	X	As identified on Capability Chart
3b	If yes, does a written agreement exist:	X		Contractor Verification Forms	X	Viewed signed agreements: Class 1 – dated 2011-01-24, Class 6.2 – dated 2009-01-09, Class 7 – dated 2011-01-21,

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.

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		
						Verbal confirmation to update signed agreements by 2017-12-31	
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X		CERCA Contractor Verification Forms	X		Viewed agreement with Enviro Hazmat.
4b	Coverage outside your region?	X		CERCA Contractor Verification Forms	X		Viewed signed agreements Verbal confirmation to update the signed agreement by 2017-12-31
4c	You to support them in your region?	X		CERCA Contractor Verification Forms	X		Viewed signed agreement. Verbal confirmation to update the signed agreement by 2017-12-31
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?		X	None at this time	---	---	
5b	Coverage outside your region?	X		Tervita – BC, Envirotec Saskatchewan	X		Viewed signed agreements with Tervita, QM and Envirotec (GFL) which are TEAP III registered Verbal confirmation to update the signed agreement by 2017-12-31
5c	You to support them in your region?	X		Tervita, Terrapure	X		Viewed signed agreements with Tervita, QM and Envirotec (GFL) which are TEAP III registered

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						Verbal confirmation to update the signed agreement by 2017-12-31

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Cell Phones	X	Viewed smart phone
1b	Personnel at the incident scene?	X		Intrinsically safe radios	X	Viewed Intrinsically radios on shelf.
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		Exceeds Requirements		
2b	Specialty Equipment items at the location?	X		Hydrogen Peroxide, HCl and LPG transfer equipment, Hydrofluoric Acid Emergency Kit	X	Viewed equipment for: LPG, Hydrogen Peroxide
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		As per the Equipment List	X	Viewed equipment that matched capability chart.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		Monthly maintenance Forms, SHIELD Safety Handbook and Company policies and Procedures	X	Viewed equipment compliance: Gas monitor dated 2017-04-27 Level A suits dated 2016-09-23 SCBA 2017-04-27

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.

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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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?	3	M. Nadeau, D. Zukowsky B. Scott	X		Viewed training records aligned with TEAP III / CERCA for : M. Nadeau, D. Zukowsky B. Scott
1b	TEAP III registered team members?	2	D. Balnus, J. Gibson	X		Viewed training records aligned with TEAP III / CERCA for: D. Balnus, J. Gibson
1c	Other Team Leaders?	0		---	---	
1d	Other team members?	6	Contracted trained members from local fire suppression company.	---	---	
2	Is there a fit for duty program?	X	Pre-hire Questionnaire- Health Surveillance Questionnaire; Base Line Audio Testing & Post Job Evaluation (Debriefing)	X		Viewed Health Surveillance Questionnaire, Enrollment dated 2016-12-12 Comment base line audio testing is performed by third party.
3	Is there post-incident stress management program?	X	Employee Assistance Program in Human Resources Policies & Employee handbook (p. 20)	X		Viewed Employee Assistance Form dated 2013-03-04

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.

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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		TERSP Training Matrix and NFPA 472 is basis of our training. We have added annual ERAC training to our Matrix.	X		Viewed TERSP Shield training matrix meets TEAP III matrix.
2	Is training conducted using specialty equipment?	X		As required for ERAP: eg. H ₂ O ₂ Refresher 2016-10-27 HF Training 2016-11-15	X		Viewed specialty training conducted for H ₂ O ₂ dated 2016-10-27 HF Training 2016-11-15
3	Is the training content documented for each module?	X		Training documentation forms in Planning Office	X		Viewed Hazmat Emergency Spill Response Awareness Course. Viewed written competencies.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Emergency Response Team Employee Training Documentation for current personnel in Planning Office	X		Viewed historical employee training records.
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		Rail car specialist; CN Dangerous Goods Responder course. CN 911 Tank Car Training	X		Viewed item on the training matrix.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	M. Nadeau, D. Zukowsky, B. Scott			X		View certificate for CN Dangerous Goods Responder course taken by B. Scott, M. Nadeau and D. Zukowsky.

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.

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).

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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		IFSAC certified training through the B.C. Justice Institute Specialized Training though SERTC Management assesses performance against written SOG	X		Viewed: SOG Exercise for Flammable Liquid Transfer. SOG and training log for Chlorine capping kit.
2	Are exercise activities documented?	X		Documentation completed and maintained	X		Viewed Emergency Response Site Documents binder which includes ER Call Out Check List, ER Hourly Job Tracking Report, Safety Tool Box Meeting Report, Call/Project Debriefing Checklist and Quality Assurance Report.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?	All responses and exercises are debriefed			X		Viewed listing of corrective actions items and dates.
3b	Does the debrief identify gaps and corrective actions?	X		Documented on Project Debriefing Form	X		Viewed listing of corrective actions items and dates.
3c	Describe how corrective actions are tracked to completion.	Corrective measures are documented on the debriefing form and discussed and implemented at follow-up Safety Meetings			X		Viewed corrective action log and maintenance white board with cross-reference action item with incident.

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		Monthly equipment maintenance – Safety Check after use; Other requirements according to SHIELD’s Safety Manual, Driver and Vehicle Programs and Procedures	X		Viewed monthly inspection work sheets and Driver vehicle procedure.
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		Specialized equipment maintenance and inspection	X		Examined signed and dated records for: Level “A” suit # 7 – tested annually since commissioning in 2012 SCBA Cylinder #L022907 dated 2016 05-16 Blackmer Pump Tested 2017-04-27.
2b	Transportation equipment?	X		Daily inspections and CVIP for commercial vehicles; Bi-annual Tank inspections for DOT Vacuum Trucks	X		Viewed log and CVIP for Hazmat Response Unit #7

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 Registration Letter – ABC #10350; Permit for Equivalent Level for Safety; Safety Fitness Certificate	X	Viewed ABC #10350 certificate dated: 2004-06-08
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		Hazardous Waste Receiving Permit – ABR #10077	X	Viewed ABR #10077 certificate dated: 2012-11-20
2	Are any of the above performed by a sub-contractor?	X		Final Disposal of hazardous materials/waste at licensed facilities; Destruction Certificated as required.	X	Viewed Disposal contractor list and disposal number.

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 TEAP III Transportation Emergency Response Service Provider Standard training?			Mark Nadeau
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, RDC, RAC and/or other (describe other)?	X		Members of CERCA and Alberta Fire Chiefs Association Working Members of AIA – Agrologist Institute of Alberta (P.Ag.) Member of ESAA – Environmental Services Association of Alberta
3b	If yes, describe your involvement.			Active member of CERCA, AFCA and ESAA Active working member of AIA - Agrologist Institute of Alberta (P.Ag.)
4a	Do you belong or contribute to a local community enhancement program?	X		Community Drug Alert Program, Kid Safe Program – Advertising support
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Support local Community assistance programs

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 (TERSP) Optional Information

5a	Do you have an environmental management system in place such as ISO 14001?		X	SHIELD has an environmental policy in place and a commitment to environmental protection in our operations
5b	If yes, describe.			
6a	Do you have a "green initiative" in place?	X		SHIELD has recycling policies and vehicle idling guidelines
6b	If so, describe. Examples are vehicle emissions reduction, idling program, office paper recycling, controlling ER activity emissions such as dry connects, purge techniques, controlling run off...	SHIELD has recycling policies including office paper, boxes, plastic items and printer cartridges. Vehicle idling guidelines and line purging techniques as built into SHIELD's Emergency Response Guidelines.		

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 Natural Gas UN1972	2015-09-09	B. Scott			Flare LNG from a tender car that was becoming pressurized	Viewed response report
2.2	Compressed Gas NOS UN1956	2016-12-15	B. Scott D. Zukowsky			Packaging, Documentation, Profiling and Transport of Waste Chemical	
2.3	Hydrogen Sulfide UN1053	2016-01-22	D. Zukowsky			Use Air Monitoring to determine if H2S railcars were leaking and check all possible leak points to ensure they are tight	
3	Diesel UN1202			2016-05-19	M. Nadeau D. Zukowsky B. Scott	Transfer railcar into a new empty railcar	
3	Diesel UN1202	2016-12-19	D. Zukowsky B. Scott			Transfer derailed railcar into a new empty railcar	
4.1	Naphthalene refined UN1334	2016-09-21	B. Scott			Packaging, Documentation, Profiling and Transport of Waste Chemical	
4.2	Sodium Dithionate UN1384	2017-01-27	B. Scott			Packaging, Documentation, Profiling and Transport of Waste Chemical	
4.3	Sodium Borohydride UN1426	2016-12-01	D. Zukowsky			Packaging, Documentation, Profiling and	

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)

						Transport of Waste Chemical	
5.1	Hydrogen Peroxide UN2015			2016-06-04	B. Scott	Transfer H2O2 from a tanker involved in a MVA to a new tanker	Viewed Exercise report
5.2	Organic Peroxide Type E Solid (Benzoyl Peroxide) UN3108	2016-09-01	D. Zukowsky B. Scott			Packaging, Documentation, Profiling and Transport of Waste Chemical	
6.1	Phenol Solution UN2821	2016-04-22	D. Zukowsky			Respond to Intermodal dropped from height and determine if there were any leaks. Documentation, Profiling and Transport of Waste Chemical	Viewed response report
6.2							
7	Radioactive material excepted package, instruments or articles UN2910	2016-03-23	D. Zukowsky			Packaging, Documentation, Profiling and Transport of Waste Chemical	
8	Mercury UN 2809	2016-03-11	B. Scott			Respond to and clean up a mercury spill from a broken hydrometer.	Viewed response report
9							
Other							

Table data entered: 2017-02-06