

## TEAP III TERSP Standard Assessment

### Summary

TERSP company assessed:	Tervita Corporation
TERSP location:	13511 Vulcan Way Richmond, BC V6V 1K4
TERSP location's area of coverage:	SW British Columbia
Date (yyyy-mm-dd) assessed:	2016-12-08
Assessors:	Team Leader - Stephane Johnson, Response Centre Manager, ECRC~SIMEC. Team Leader in training - Randy Mak, ER Team Dow. Assessor in training - Dustin Ritter, DGO CP. Assessor in training - Matt Leigh, DGO CN.
TERSP Representatives:	Caron Adderley – Operations Supervisor. Troy Kizmann – Field Services Supervisor.
Opportunities for improvement:	Need to scan and retain debrief paperwork and create a log to track gaps and resolution
Best practices for sharing:	Sub-contractor grading matrix which is updated daily
Recommendation for registration:	Approved by TEAP III Editorial Board: 2017-01-31  Next location assessment due: 2018-12

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Capability Chart								
Contact Details	TDG Class	Mode of Transport			Means of Containment	Stabilization <sup>1</sup> (X, S, O, SO)	Mitigation <sup>2</sup> (X, S, O, SO)	Remarks and Examples
		M	RR	R				
<b>Company name:</b> <b>Tervita Corporation</b>  <b>Address:</b> <b>13511 Vulcan Way,</b> <b>Richmond BC V6V 1K4</b>  <b>Office</b> <ul style="list-style-type: none"> <li>• Telephone: 604-214-7000</li> <li>• FAX: 604-214-7017</li> <li>• Website: www.tervita.com</li> </ul> <b>24-hour Activation</b> <ul style="list-style-type: none"> <li>• Telephone: 1-800-32-SPILL (77455)</li> <li>• Contact Position: On Call Coordinator (Roster)</li> </ul> <b>Regional coverage from this location: BC/Vancouver &amp; north to Williams Lake, east to Salmon Arm &amp; Grand Forks. Vancouver Island from Victoria to Campbell River</b>  <b>Is coverage outside this region available via this location?</b>  Yes [X]    No [ ]	1							
	2.1		X	X	T/T, T/C, LC, IM	X	X	Butane, UN1011
	2.2							
	2.3							
	3		X	X	T/T, T/C, SC, LC, IM	X	X	Natural Gas Condensate UN1268, UN1202, UN1203, UN1993
	4.1		X	X	SC, LC, IM	X	X	Molten Sulphur UN2448
	4.2			X	SC, LC, IM	X	X	Sodium UN1381
	4.3			X	SC, LC, IM	X	X	White Phosphorus UN1428
	5.1			X	SC, LC, IM	X	X	Hydrogen Peroxide UN2014, UN3139
	5.2			X	SC	X	X	Organic Peroxide, Type D, NOS UN3105
6.1			X	T/T, SC, LC, IM	X	X	Toxic Liquid NOS and Toxic Solid NOS UN2810, UN2811, UN3288, UN3287	
6.2			X	SC	X	X	Sharps, biological substances category B UN3373	
7			X	SC	X, O	X O	S. Barton and C. Adderley trained as RSO, all experience with NORMS	

**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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<b>Date:</b> 2016-10-06  <b>By Location Leader (name):</b> Caron Adderley  <b>Position:</b> Operations Supervisor, Incident Response  <b>E-mail:</b> cadderley@tervita.com	8			X	T/T, SC, LC, IM	X	X	Hydrochloric Acid, Sodium Hydroxide, Sulphuric Acid UN3260-UN3267
	9			X	T/T, SC, LC, IM	X	X	Dedicated vacuum unit for PCB, Asbestos
	Other			X	LC	X	X	Waste Oil
	<b>LEGEND:</b> 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. <b>Stabilization</b> 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. <b>Mitigation</b> includes operational activities directed towards assessment and initial product recovery by means of product displacement. Product displacement includes, but is not limited to, neutralization, de-activation, repackaging or over packing, flaring or depressurization.							

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	Yes	No		Yes	No		
<b>Part 1 – Management</b>							
1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		Health and Safety Policy and Environmental Policy	X		Viewed Health & Safety and Environmental Policy signed by the CEO dated 2015-05.
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		IR Operations Supervisor custody of the TERSP program – Caron Adderley	X		Viewed Co-ordinators Handbook Roles and Responsibilities revised 2012-08.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		Last updated and submitted 2015-09-15	X		Viewed posting report on teap3.ca dated 2015-09-15.
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...	X		Insurance Certificate, Worksafe BC Clearance certificate, TDG, WHMIS	X		Viewed Waste LT License and record for: TDG and WHMIS dated 2016.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Worksafe BC	X		Viewed Worksafe BC letter dated 2016-11-10.
5b	Public Liability and Property Damage, \$5 million?	X		Provided by Aon Reed	X		Viewed insurance certificate expiry 2017-07-01.

**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		Provided by Aon Reed	X		Viewed insurance certificate expiry 2017-07-01.
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Assigned to IR Operations Supervisor	X		Viewed Co-ordinators Handbook Roles and Responsibilities revised 2012-08.
7 If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		Yes, available for viewing	X		Viewed the draft report dated 2014-12-08.

**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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment				
	Yes	No		Yes	No					
1a	Is there a 24-hour emergency response activation telephone number?		X		X		1-800-32-Spill (77455)	X		Tested on 2016-12-07 at 20:35 called the Call Centre. Was asked for call back number, company name, caller's location, and nature of incident. Connected to the team leader at 20:38.
1b	Is there another 24-hour telephone number that can be used to activate a response?		X		---	---	Field Services Supervisor, 604-202-3449			
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?		X		X		IR Coordinator Handbook			Viewed Tervita Corporation Call Routing Process document dated 2012-10-12.
3	Does the TERSP use a form to record incident information?		X		X		Project Activation Forms			Viewed Incident Response Project Activation Form dated 2014-09-15.
4	Which methods are used to access a current MSDS on a 24-hour basis:									
4a	Paper copy?			X	---	---				
4b	CANUTEC?		X		---	---	Phone Call			
4c	Shipper/manufacturer?		X		---	---	For an incident response, always request updated MSDS			

**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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
4d		X		---	---	
4e	X		SDS 3 <sup>rd</sup> party hosting site	X		Viewed website for Crude Oil UN1267 prepared 2014-08-22.
4f		X		---	---	
4g		X		---	---	
5	X		Refer to Standard Operating Procedure Binder	X		Viewed SOP binder for PCB Class 9 - 2013, Asbestos Class 9 UN2590 Packing Group 3, Bonding and Grounding 2016-12-08.
6	X		Spill reports and formal reports when requested. Analytical results, photos, tailgates	X		Viewed Projects Folders on Corporate Share Drive 2016-04-24
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?	Less than 30 mins	07:30-16:00 hrs.	X		Viewed record, call received and mobilized within 15 minutes dated 2016-02-19.  1 team member and 1 team leader.
7b	Outside regular business hours?	Less than 60 mins		X		Viewed record, call received and mobilized within 10 minutes dated 2016-11-13.  1 team member.

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

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

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

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	Yes	No		Yes	No	
<b>8</b>	<b>Evaluation and debrief of responses:</b>					
<b>8a</b>	How do you choose which responses to debrief?		All responses to be debriefed	X		Viewed Daily Tailgate Meeting and Incident Response document dated 2015-10-14
<b>8b</b>	Does the debrief identify gaps and corrective actions?		X  Near miss/hazard ID, incident report gaps identified in debrief tracked by IR Coordinator and reviewed at bi-weekly IR Group meeting	X		Viewed example of the bi-weekly IR Group meeting minutes dated 2015-09-02  Verbal Confirmation – will scan and retain copies of the debrief paperwork at location. Completion date 2017-17-02
<b>8c</b>	Describe how corrective actions are tracked to completion.		Documented at debrief on site, action items assigned to personnel on site followed up by IR Coordinator at bi-weekly Field Services meeting	X		Viewed IR Group meeting minutes dated 2016-08-03.  Verbal Confirmation – will have a log to track the gaps and follow-up. Completion date 2017-17-02
<b>9</b>	Is the TEAP III TERSP Standard Performance Feedback submitted to TEAP III?		X  None to date	---	---	
<b>10</b>	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?		X  N/A	---	---	
<b>11</b>	How do you track updates of your client's ERAP?		N/A	---	---	
<b>12</b>	If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		X  Shield	X		Viewed sub-contractor ERAP copy dated 2012-08-28

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

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

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

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

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

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



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	Yes	No		Yes	No	

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

1	Are current <span style="border: 1px solid red; padding: 2px;">contact lists</span> available for:						
1a	Response coordinators?	X		IR Coordinator Handbook	X		Viewed Handbook dated 2016-12.
1b	Team Leaders and team members?	X		IR Coordinator Handbook	X		Viewed Handbook dated 2016-12.
1c	Clients?	X		Retainer Client Files	X		Viewed Clients and Accounts file in electronic database.
1d	Government agencies?	X		IR Coordinator Handbook	X		Viewed Handbook with PEP (BCMOE) dated 2016-12.
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response <span style="border: 1px solid red; padding: 2px;">area</span> been developed?	X		IR Coordinator Handbook	X		Viewed Handbook dated 2016-12.
3a	Describe any personnel or <span style="border: 1px solid red; padding: 2px;">unique</span> equipment outsourced?	X		Tervita NORM Services for additional Class 7 resources	X		Viewed links on Tervita website.
3b	If yes, does a <span style="border: 1px solid red; padding: 2px;">written agreement</span> exist:		X		---	---	
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?		X		---	---	
4b	Coverage outside your region?		X		---	---	

**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		
4c	You to support them in your region?		X		---	---	
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?		X		---	---	
5b	Coverage outside your region?	X		Shield (Alberta)			Comment: Need written agreement, not obtained as of 2017-01-10
5c	You to support them in your region?	X		Shield (Alberta)			Comment: Need written agreement, not obtained as of 2017-01-10

### 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 <b>equipment for communications</b> between:					
1a	The Home Coordinator and the incident scene?	X		Cellular and satellite telephones	X	Viewed cell and satellite phones.
1b	Personnel at the incident scene?	X		UHF radios and cell phones	X	Viewed UHF radios and cell phones.
2	Does the company meet the requirements of the <i>TEAP III TERSP Standard Essential and Specialty Equipment List</i> for:					
2a	<b>Essential</b> Equipment items at the location?	X			X	Viewed equipment.
2b	<b>Specialty</b> Equipment items at the location?		X		---	---
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the <b>Capability Chart</b> ?	X			X	Viewed equipment trailers 2016-12-08.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		For all IR Equipment, internal maintenance and frequency records stored in maintenance binder. All outsourced maintenance is also documented and kept on file.	X	Viewed the binder which includes inspection details and frequencies.

**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

<b>1</b>	<b>How many response personnel are trained to the <i>TEAP III TERSP Standard Training Matrix</i>:</b>					
1a	TEAP III registered Team Leaders?	2	C. Adderley T. Kizmann	X		Viewed training matrix aligned with TEAP III and CERCA - T. Kizmann, C. Adderley.
1b	TEAP III registered team members?	3	J. Gilmour M. Dickson G. Grennan	X		Viewed training matrix aligned with TEAP III and CERCA – G. Grennan, J. Gilmour, M. Dickson.
1c	Other Team Leaders?			---	---	
1d	Other team members?			---	---	
2	Is there a fit for duty program?	X	Annual blood screening, Fit for Work, Fit to Wear Respirator conducted by Verifications Canada; as required or annual illicit drug & alcohol testing; annual hearing tests	X		Viewed New Employee Orientation Package.
3	Is there post-incident stress management program?	X	Employee Assistance Program	X		Viewed New Employee Orientation Package.

**Commented [TEAP III36]:** TERSP: A TEAP III registered Team Leader must be current on all requirements in the *TEAP III TERSP Standard Training Matrix*. Registered responders can be for only a single location and company. List all names (e.g. L. Laferriere)  
Assessor: Review individual records for compliance with *TEAP III TERSP Standard Training Matrix*, note names as initial of first name and full last name (e.g. L. Laferriere).

**Commented [TEAP III37]:** TERSP: A TEAP III registered team member must be current on all requirements in the *TEAP III TERSP Standard Training Matrix*. Registered responders can be for only a single location and company. List all names (e.g. L. Laferriere).  
Assessor: Review individual records for compliance with *TEAP III TERSP Standard Training Matrix*, note names as initial of first name and full last name (e.g. L. Laferriere).

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

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

## TEAP III TERSP Standard Assessment

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	Yes	No		Yes	No	

### Part 4.1 – Preparedness, Training

1	Is the training program established in accordance with the <i>TEAP III TERSP Standard Training Matrix</i> ?	X		Reference Tervita Training Matrix	X		Viewed Tervita Training Matrix, matches TEAP III and CERCA Training Matrix.
2	Is training conducted using specialty equipment?		X		---	---	
3	Is the training content documented for each module?	X			X		Reviewed Air Monitoring module, Hydrocarbon Awareness module, PPE selection module.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Tervita training records maintained	X		Viewed training records.
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		CN Dangerous Goods and RAC Week. SERTC Tank Car Specialist and Advanced Tank Car Specialist	X		Viewed training matrix.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	C. Adderley, T. Kizmann			X		Viewed SERTC Tank Car Specialist – C. Adderley T. Kizmann

**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		Located inside corporate Share Drive	X		Viewed training exercise dated 2015-12.
2	Are exercise activities documented?	X		Located inside corporate Share Drive	X		Viewed training exercise dated 2015-12.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?	All of them.			X		Viewed training exercise dated 2015-12.
3b	Does the debrief identify gaps and corrective actions?	X		Near miss/hazard ID, Incident report gaps identified in debrief tracked by IR Coordinator and reviewed at bi-weekly IR Group meeting	X		Viewed example of the bi-weekly IR Group meeting minutes dated 2015-09-02.
3c	Describe how corrective actions are tracked to completion.	Documented at debrief on site, action items assigned to personnel on site followed up by Field Services Supervisor or Operations Supervisor at bi-weekly Field Services Meeting.			X		Viewed example of the bi-weekly IR Group meeting minutes dated 2015-09-02.

**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		Maintenance log books kept with equipment (e.g. Hazmat trailer)	X		Viewed the binder which includes inspection details and frequencies.
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		Maintenance log books kept with equipment (e.g. Hazmat trailer)	X		Viewed the maintenance and inspection records for transfer hoses, SCBA, generator dated 2016.
2b	Transportation equipment?	X		Assigned to Field Services Supervisor	X		Viewed records for Unit TR281 trailer and annual inspection expiry date 2017-01-31.

**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		BC License to Transport Hazardous Waste	X	Viewed License LT0765 expiration dated 2017-11.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		BC Registered Hazardous Waste Facility RS16412 / BC Bio Remediation Facility RS100072	X	Viewed B.C. Hazardous Waste Facility Registration form dated 2002-09-27.
2	Are any of the above performed by a sub-contractor?	X		McRaes and Badger Daylighting (back up only)	X	Viewed sub-contractor grading matrix updated daily.

**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		Coastal BC and inland waters
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		Have own marine vessels.

**Commented [TEAP III56]:** TERSP: This is an optional part which you are free to complete or leave blank. There will be no assessment provided for this section.  
Assessor: Do not check or question any information provided here.

## Transportation Emergency Response Service Provider (TERSP) Optional Information

### Part 7 – Community Involvement and Sustainability *(optional and not part of TERSP Assessment)*

		Yes	No	TERSP Comment
1	Who in your company has attended <b>TEAP III Transportation Emergency Response Service Provider Standard training?</b>	<b>C. Adderley</b> <b>T. Kizmann</b>		
2a	Do you participate in TRANSCAER® outreach events?	<b>X</b>		
2b	If yes, how? Provide list of dates and activities for the past two years.	<b>National TRANSCAER committee member</b>		
3a	Do you belong and participate in a trade association such as CERCA, CIAC, CACD, RAC and/or other (describe other)?	<b>X</b>		<b>CERCA and RAC</b>
3b	If yes, describe your involvement.	<b>CERCA Operating Committee</b>		
4a	Do you belong or contribute to a local community enhancement program?	<b>X</b>		<b>Monthly Household Hazardous Waste; Kwantlen Polytechnique University Co-op program</b>
4b	If yes, describe your involvement. <b>NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.</b>	<b>Richmond residents can bring to location on monthly basis hazardous waste for proper handling and disposal.</b> <b>Hire co-op students</b>		

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

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

### Transportation Emergency Response Service Provider (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>Comprehensive recycling program, office and facility. Participation in the City of Richmond Household Hazardous Waste Disposal program</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	Butane, UN1011	2016-06-25	T. Kizmann			Verify contents and purge fire impinged cylinders from burnt out clandestine drug lab	
2.2							
2.3							
3	Natural Gas Condensate UN 1268	2015-10-14	T. Kizmann			Transfer of overloaded car	Viewed Incident Response Project Activation report dated 2015-10-14.
3							
3	Diesel UN1202	2016-08-28	T. Kizmann			Oil recovery with hydro-excavator in a ditch	Viewed Incident Response Project Activation report dated 2016-08-28.
4.1							
4.2							
4.3							
5.1							
5.2							
6.1	Toxic Liquid, Inorganic NOS (Nicotine), UN3287	2016-03-16	T. Kizmann			Suspicious package received, technicians conduct field identification and testing to determine liquid is Nicotine.	Viewed Incident Response Project Activation report dated 2016-03-16.
6.2							
7							
8							
9							
Other	Hydraulic Oil	2016-07-16	T. Kizmann			Oil recovery on truck and the road with vacuum	

**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)**

Table data entered: 2016-10-06