

## TEAP III TERSP Standard Assessment

### Summary

<b>TERSP company assessed:</b>	<b>QM LP (dba QM Environmental)</b>		<b>Website:</b>	<b>www.qmenv.com</b>	
<b>TERSP location address:</b>	<b>Unit 140 1415 90 Avenue NW Edmonton, AB T6P 0G8</b>	<b>Regional coverage from this location:</b>	<b>Alberta, Western Saskatchewan, Eastern B.C.</b>		
<b>Location Leader</b>	<b>Name &amp; position:</b>	<b>Greg Mossman Senior Team Lead</b>	<b>Email:</b>	<a href="mailto:Greg.mossman@qmenv.com">Greg.mossman@qmenv.com</a>	<b>Cell:</b> <b>780-915-4999</b>
<b>Alternate Contact</b>	<b>Name &amp; position:</b>	<b>Nathan Brisson Team Lead</b>	<b>Email:</b>	<a href="mailto:Nathan.brisson@qmenv.com">Nathan.brisson@qmenv.com</a>	<b>Cell:</b> <b>403-998-6252</b>
<b>24-Activation Number</b>	<b>Number:</b>	<b>1.877.378.7745</b>	<b>Contact Position:</b>	<b>Emergency Action Centre staff</b>	
<b>Submission completed by</b>	<b>Date:</b>	<b>2022-08-26</b>	<b>Name:</b>	<b>Greg Mossman</b>	
<b>Date assessed:</b>	<b>2022-10-17</b>				
<b>Assessors (name, title, company):</b>	<b>Assessment Team Leader: Lee Hamilton, Loading/ER Supervisor, ERCO Worldwide Assessor: Randy Mak, Volunteer Assessor, CIAC Assessor: Shiva Carranza, DGO, CN Rail</b>				
<b>TERSP Representatives: (name, title)</b>	<b>Greg Mossman, Senior Team Lead</b>				
<b>Opportunities for improvement:</b>	--				
<b>Best practices for sharing:</b>	--				
<b>Recommendation for registration:</b>	<b>Approved by TEAP III Editorial Board:</b>	<b>2022-12-07 Revised: 2023-05-12</b>			
	<b>Next location assessment due:</b>	<b>2024-10</b>			

**Commented [TEAP1]:** TERSP: This must include a street address

**Commented [TEAP2]:** TERSP: Within 6 hour travel time by road averaging 65 km/h.

**Commented [TEAP3]:** This person maybe senior to the Location Leader or a response team leader

**Commented [TEAP4]:** TERSP: Title used by the person (e.g. On Call Team Leader, On Call Manager)

**Commented [TEAP5]:** TERSP: The Location Leader is responsible for all information submitted

**Commented [TEAP6]:** Assessor: Must be supported by an Observation or Verbal Confirmation

## TEAP III TERSP Standard Assessment

### Capability Chart

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				
1	X	X	X	T/T, SC, IM	XS	XS	Explosive transfer license under the MNR, ERAP coverage for Class 1.2 and 1.5 Bulk Emulsions, Blasting Cap
2.1	X	X	X	T/T, T/C, c, IM	X	X	Transfer, flare, LPG, Butane ERAP coverage for some Class 2.1's
2.2	X	X	X	T/T, c, IM	X	X	ERAP coverage for some Class 2.2. Nitrous oxide, oxygen, inert gas
2.3	X	X	X	T/T, T/C, c, IM	X	X	ERAP coverage for some Class 2.3 Chlorine - A, B, C kits with SO <sub>2</sub> gaskets. Transfer Anhydrous Ammonia.
3	X	X	X	T/T, T/C, SC, LC, c, IM	X	X	ERAP coverage for some Class 3 Transfer crude oil, gasoline, diesel
4.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	Transfer molten sulphur.
4.2	X	X	X	T/T, T/C, SC, LC, IM	X	X	ERAP coverage for some Class 4.2. Transfer Sodium hydrosulphite
4.3	X	X	X	T/T, T/C, SC, LC, IM	X	X	ERAP coverage for some Class 4.3. Magnesium
5.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	ERAP coverage for 5.1 Cleanup of Hydrogen Peroxide.
5.2	X	X	X	T/T, T/C, SC, LC, IM	X	X	ERAP coverage for 5.2
6.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	ERAP coverage for 6.1 Patched tote of CORROSIVE LIQUID, TOXIC, N.O.S. UN2922
6.2	X	X	X	SC	X	X	ERAP coverage for 6.2 - Cleanup of bio-hazard products
7	X		X	SC, LC, IM	X	X	ERAP coverage for Class 7 - Yellow cake
8	X	X	X	T/T, T/C, SC, LC, IM	X	X	ERAP coverage for Class 8 Transfer Sulfuric Acid
9	X	X	X	T/T, T/C, SC, LC, IM	X	X	ERAP coverage for Class 9 - Asbestos

**Commented [TEAP7]:** 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 [TEAP8]:** TERSP: Provide examples by shipping name or UN number

### TEAP III TERSP Standard Assessment

Other							
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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.

**TEAP III TERSP Standard Assessment**  
**Status of Verbal Confirmation since last assessment**

Date of last Assessment: **2019-12-06**

Question Number (Part and Number)	Verbal Confirmation Remarks (copy from assessment)	Status of Activities (e.g. no activity, in progress, 50% complete, system developed & implemented)	Assessor Remarks
Part 4.2 Question 3C	Verbal confirmation that they will begin debriefs on all training exercises.	Training exercises are documented in our workflow booklet and the debrief is documented within the workflow book.	Reviewed "Field Workflow Book" Job #215635 Dated: 2022-06-30 Includes Corrective Action & Incident Debrief

**Commented [TEAP9]:** Assessor: review documentation to confirm status of implementation

## TEAP III TERSP Standard Assessment

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		Outlined in QM's Corporate Environment Health and Safety Policy Statement. Refer to our Standard Operating Guidelines Manual (SOG) pg. 18	X		Viewed 2020 EHS Policy Statement.  Dated: 2022-05-12
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		Regional Manager delegates and updates the TERSP assessment as outlined in our SOG pg 135.	X		Viewed "Operating Documents & Administrative Controls"  Dated: 2021-03-19
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		Last updated and submitted 2021-11-23	X		Viewed last annual update.  Dated: 2021-11-05
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations	X		QM meets and exceeds all legal requirements associated with the running of its business.	X		Viewed Justin Derkach TDG Exp. 2024-12-1  Viewed Greg Mossman WHMIS Exp. 2022-12-04
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Current letter of clearance available.	X		Viewed WCB Dated 2022-09-08

**Commented [TEAP10]:** 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 [TEAP11]:** 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 [TEAP12]:** TERSP: Complete the *TEAP III TERSP Standard Annual Update* (Capability Chart, Emergency Response and Exercise Table, Change of Resources and Status of Verbal Confirmation) and submit annually during non-assessment year to TEAP III.  
Assessor: Review the *TEAP III TERSP Standard Annual Update* and note the date?

**Commented [TEAP13]:** 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 [TEAP14]:** 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		QM holds greater than \$5 million coverage	X		Viewed AON Insurance Certificate Dated 2021-11-15
5c Environmental, \$5 million?	X		QM holds greater than \$5 million coverage	X		Viewed AON Insurance Certificate Dated 2021-11-15
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Verbal and written communication as outlined in SOG's. pg 135	X		Viewed "Operating Documents & Administrative Controls" Dated: 2021-03-19

**Commented [TEAP15]:** TERSP: Have copy of policy available - Certificate of Insurance  
Assessor: View certificate(s) and record date(s).

**Commented [TEAP16]:** TERSP: Have copy of policy available - Certificate of Insurance  
Assessor: Verify certificate(s) and record date(s).

**Commented [TEAP17]:** 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

1	Is there a 24-hour emergency response activation telephone number?	X		1-877-378-7745	X		<p>Tested 2022-10-17 @ 08:40. Call center answered.</p> <p>Called 24hr # 1-877-378-7745 on 2022-10-18 @ 18:30</p> <p>Call was answered by operator. Was asked name, company name, nature of incident &amp; connected to team lead Greg Mossman @ 18:32.</p>
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		See "Response Activation" QM SOG Pg.8-12	X		<p>Viewed "Response Activation"</p> <p>Dated: 2021-03-19</p>
3	Does the TERSP use a form to record incident information?	X		See Initial Activation Report Outlined in QM SOG Pg. 11-12	X		<p>Viewed "Initial Activation Report"</p> <p>Dated: 2021-03-19</p>
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		They are looked up when needed by ER Team Lead using smart phones or laptops. Team Leads have access to client specific SDS on the QM server	X		<p>Viewed electronic copy of SDS from Client ERAP #2-1929</p>

**Commented [TEAP18]:** 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 [TEAP19]:** 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 [TEAP20]:** 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 [TEAP21]:** TERSP: You must have the ability to readily obtain a current SDS for a material identified on your *Capability Chart*.  
Assessor: View current SDS 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		
4b	CANUTEC?	X		ER Team Leads are trained on calling CANUTEC and have done so in the past	X		Viewed ER team phone contact.
4c	Shipper/manufacturer?	X		ERAPs will include MSDS's from shipper/manufacturers. Shipper/manufacturer can also provide MSDS during the event.	X		Viewed electronic copy of SDS from Client ERAP #2-1929
4d	Internet (state method and web sites)?	X		NIOSH pocket guide, Google, International Chemical Safety cards, client website; done through compute, tablet, or cell phone	X		Viewed Wiser, ERG, NIOSH on cell phone.
4e	Other (state method)?	X		Client would send SDS to us via email.	X		Viewed email on cell phone. SDS Phenol
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		Generic response guidelines for all classes exist in QM's SOG's. Specific response guidelines exist for all ERAP products. ER Team Lead and Resource Personnel may contact Technical Advisors by phone for additional information. Pg. 40-70	X		Viewed "Response Guidelines" for all classes.  Dated: 2021-03-19
6	Are response activities for incidents documented?	X		ER Team Lead and/or home base coordinator log all activities from the activation of a spill call.	X		Reviewed "Field Workflow Book" Job #215635  Dated: 2022-06-30  Includes Corrective Action & Incident Debrief

**Commented [TEAP22]:** 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 [TEAP23]:** 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...



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	Yes	No		Yes	No	
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	X		15-60 minutes	X		Reviewed "Field Workflow Book" Job #215672 Dated: 2022-07-07 Includes Corrective Action & Incident Debrief. Dispatch time: 12:36Hrs En Route: 13:16Hrs Time on scene: 14:00Hrs Job #215672 Dated: 2022-07-07 2 team leaders & 1 team members responded.
7b	X		30-90 minutes	X		Reviewed "Field Workflow Book" Job #215635 Dated: 2022-06-30 Includes Corrective Action & Incident Debrief Dispatch time: 22:41Hrs En Route: 00:05Hrs Time on scene: 00:46Hrs Job #215635

**Commented [TEAP24]:** 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) minimum of 2 persons deployed.

**Commented [TEAP25]:** TERSP: Identify outside regular hours of business (e.g. after 1700 hours)  
 Assessor: View, note date(s), time(s) to scene(s) and size of team(s) minimum of 2 persons deployed.

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	Yes	No		Yes	No	
						Dated: 2022-06-30 2 team leaders & 2 team members responded
<b>8</b>	<b>Evaluation and debrief of responses:</b>					
<b>8a</b>	How do you choose which responses to debrief and document?		All ER responses are debriefed by ER Team Leads after every call as per SOG Pg. 130	X		Viewed SOG "Debriefing" (includes training exercises) Dated: 2021-03-19
<b>8b</b>	Does the debrief identify gaps and corrective actions?		Debrief and corrective actions are part of QM's Emergency Management Workbook are completed.	X		Viewed Corrective Action form Dated: 2021-03-19
<b>8c</b>	Describe how corrective actions are tracked to completion.		Corrective actions are tasked to the appropriate individual with dates assigned for completion. At the assigned date the responsible manager will follow up to ensure proper completion.	X		Viewed Corrective Action form. Due dates & sign offs are completed. Observation: Tracking for completion to be improved. Dated: 2021-03-19
<b>9</b>	If you are listed in an ERAP, do you have a copy of the ERAP?		All ERAP's are accessible to responding Team Leaders who respond to an incident. ERAP's are stored on the QM server	X		Viewed electronic copy ERAP #2-1632 Dated: 2022-07-06
<b>10</b>	How are ERAP updates obtained / provided and tracked requests?		Semi-annual written communication for coverage updates to clients – Master Client List. Expiry dates are tracked in ERAP Online Services and Master Client List. Only current	X		Viewed Master ERAP Inventory Dated: 2022-09-30

**Commented [TEAP26]:** TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).  
Assessor: If applicable, view and note dates.

**Commented [TEAP27]:** TERSP: Provide debrief records of corrective actions required and taken.  
Assessor: Review / examine and note corrective action(s) identified and assigned.

**Commented [TEAP28]:** TERSP: Provide documentation.  
Assessor: Review / examine and note process (item, assignment, due date, status)

**Commented [TEAP29]:** TERSP: If you do not have a copy of the approved ERAP, is there a document provided by the ERAP holder that identifies your expected capability. If does not apply, indicate NA.  
Assessor: If applicable, view document(s) noting title and date(s)

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	Yes	No		Yes	No	
	plans are stored with EAC. Archived plans are stored separately by EM group.					

## TEAP III TERSP Standard Assessment

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	Yes	No		Yes	No	

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

<b>1</b>	<b>Are current contact lists available for:</b>					
1a	Response coordinators?	X		The list is maintained in mobile devices through the exchange server, also available through our QM Call Centre (Emergency Activation Centre - EAC).	X	Viewed Edmonton on-call list 3 coordinators on call Dated 2022-10-17
1b	Team Leaders and team members?	X		The list is maintained in mobile devices through the Google Sheets, also available through the EAC.	X	Viewed Edmonton on-call list 3 coordinators on call Dated 2022-10-17
1c	Clients?	X		All client contracts are reviewed semi-annually with client acceptance to ensure accuracy. – Master Client Spreadsheet	X	Viewed Master Client Spreadsheet Dated: 2022-07-07
1d	Government agencies?	X		Available via cell phone or EAC. Paper copy is available in response trucks	X	Viewed “Vendor Resource List 2022” Dated: 2022-10-14
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Available via cell phone or EAC. Paper copy is available in response trucks	X	Viewed “Vendor Resource List 2022” Dated: 2022-10-14
3a	Describe any personnel or unique equipment outsourced?		X		---	---

**Commented [TEAP30]:** 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 [TEAP31]:** TERSP: Provide list of equipment resource support services.  
Assessor: View, note last revision date.

**Commented [TEAP32]:** TERSP: Provide a list of personnel or unique equipment for materials not listed in the *TEAP III TERSP Standard Essential and Specialty Equipment List*. For example, do you outsource for 150 lb cylinder coffin?  
Assessor: View, note last revision date.

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	Yes	No		Yes	No		
3b	If yes, does a written agreement exist:		X		---	---	
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X		Nucor – blanket mutual aid agreement	X		Viewed written agreement Dated: 2021-04-01
4b	Coverage outside your region?	X		KBL Environmental supports QM in the Territories.	X		Viewed written agreement Dated: 2021-05-25
4c	You to support them in your region?	X		Nucor – mutual aid KBL Environmental – mutual aid	X		Viewed written agreement Dated: 2021-04-01
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?		X		---	---	
5b	Coverage outside your region?		X		---	---	
5c	You to support them in your region?		X		---	---	

**Commented [TEAP33]:** TERSP: If yes, provide the access protocol and agreement.  
Assessor: View, note agreement date.

**Commented [TEAP34]:** TERSP: Agreement should specify DG, MOC and response activity (e.g. transfer)  
Assessor: Review or view noting date and any relevant details.

## TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

### Part 3.2 – Resources, Equipment and Materials

<b>1</b>	<b>Is there equipment for communications between:</b>					
<b>1a</b>	The Home Coordinator and the incident scene?	<b>X</b>		Cellular, land lines, computer systems, satellite phone.	<b>X</b>	Viewed radios, cell phones, laptop, and satellite phone.
<b>1b</b>	Personnel at the incident scene?	<b>X</b>		Cellular, computer systems, two-way radios.	<b>X</b>	Viewed radios, cell phones, and laptop.
<b>2</b>	<b>Does the company meet the requirements of the <i>TEAP III TERSP Standard Essential and Specialty Equipment List</i> for:</b>					
<b>2a</b>	Essential Equipment items at the location?	<b>X</b>		QM meets and exceeds the standard essential equipment list.	<b>X</b>	Viewed equipment listed in TEAPIII Essential Equipment List. See check list.
<b>2b</b>	Specialty Equipment items at the location?	<b>X</b>		QM meets many of the requirements held on the specialized equipment list.	<b>X</b>	Viewed equipment listed in TEAPIII Specialty Equipment List. See check list.
<b>3</b>	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	<b>X</b>		QM holds all equipment required to service the products and means of containment outlined on our capability chart.  See Maintenance SOG.	<b>X</b>	Viewed Maintenance SOG page #134.  Dated: 2021-03-19

**Commented [TEAP35]:** TERSP: Identify equipment and quantities available. Consider cell phones, satellite phones, intrinsically safe radios, portable radios...  
Assessor: View, describe equipment and quantity viewed.

**Commented [TEAP36]:** TERSP: All *Essential Equipment* must be at the location.  
Assessor: View, note that all *Essential Equipment* is at the location.

**Commented [TEAP37]:** TERSP: All claimed *Specialty Equipment* must be at the location.  
Assessor: View, note that all claimed *Specialty Equipment* is at the location.

**Commented [TEAP38]:** TERSP: Examples are CSA; Transport Canada; provincial transportation, and so on. Provide records of approvals.  
Assessor: View, note items and associated approval records and dates.

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	Yes	No		Yes	No	

### Part 3.3 – Resources, Personnel

1	How many response personnel are trained to the <i>TEAP III TERSP Standard Training Matrix</i> :					
1a	TEAP III registered Team Leaders?	2	G. Mossman N. Brisson	X		Reviewed training certificates: G. Mossman JIBC Haz Mat Tech 2018-09-28 ICS 200 2018-03-21 N. Brisson ICS 300 2017-10-03 First Aid & CPR 2021-02-14
1b	TEAP III registered team members?	2	D. Montgomery J. Derkach	X		Reviewed training certificates: D. Montgomery TEAP III Training 2022-10-14 TDG Exp. 2025-04-22 Revised: 2023-05-12 J. Derkach Reviewed training certificates: TDG Exp. 2024-12-01 Haz Mat Tech 2019-09-27
1c	Other Team Leaders?	0		---	---	

**Commented [TEAP39]:** 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 minimum of 2 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 [TEAP40]:** 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 minimum of 2 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 [TEAP41]:** TERSP: These individuals do not meet the TEAP III TERSP Standard Training matrix or based in another location.  
Assessor: Do not review training records for these individuals.

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	Yes	No		Yes	No	
1d Other team members?	0			---	---	
2 Is there a fit for duty program?	X		QM "Fit for Work Policy" in SOG pg. 17	X		Reviewed SOG "Fit for Work Policy" Dated: 2021-03-19
3 Is there post-incident stress management program?	X		Outlined in QM's SOG "Incident Stress Management" pg. 132	X		Reviewed SOG "Incident Stress Management" Dated: 2021-03-19

**Commented [TEAP42]:** TERSP: These individuals do not meet the TEAP III TERSP Standard Training matrix or based in another location.  
Assessor: Do not review training records for these individuals

**Commented [TEAP43]:** TERSP: Describe the elements of your fit for duty program and frequency of re-assessments.  
Assessor: View program documentation, note document titles.

**Commented [TEAP44]:** TERSP: Describe the elements of your post-incident stress management program.  
Assessor: View program documentation, note document titles.



## TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

### Part 4.1 – Preparedness, Training

1	Is the training program established in accordance with the <i>TEAP III TERSP Standard Training Matrix</i> ?	X		QM's training matrix meets and exceeds the requirements. Additional areas for training include Confined Space Entry/Rescue and Specialized product handling training.	X		Viewed "Western Region Training Matrix"  Dated: 2022-03-10
2	Is training conducted using specialty equipment?	X		Training is given for all specialty and unique equipment with refresher frequencies established in the training matrix.	X		Viewed "Western Region Training Matrix"  Training Sign In Sheet: Chlorine Capping Kits  Dated: 2022-09-22
3	Is the training content documented for each module?	X		A training summary outlining the content, objectives, tests and job performance evaluations are completed for each training module internally provided	X		Viewed training content in QM server under "Training Material"  Viewed CI2 2014 PowerPoint & quiz.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Records are maintained for 3 years minimum (Archive for past employees)	X		Viewed "Western Region Training Matrix"  Dated: 2022-03-10
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		All ER Team Leads and many team members have received rail specific or equivalent training.	X		Viewed "Western Region Training Matrix". Matrix includes railway training.

**Commented [TEAP45]:** 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 [TEAP46]:** TERSP: Provide evidence of training on specialty equipment (e.g. SOG, PPE, detection equipment). **If applicable, chlorine and related subjects are part of the training matrix.** 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). **If applicable, review for chlorine and note.**

**Commented [TEAP47]:** 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 [TEAP48]:** TERSP: Provide evidence of railway ER training (e.g. RAC, ERTC, JIBC, CN, CP Rail). Assessor: Review, note titles and source.

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5b	<b>G. Mossman, J. Derkach</b>			<b>X</b>		<b>Viewed training certificates:</b> <b>Greg Mossman SERTC</b> <b>Dated: 2017-06-09</b> <b>J. Derkach Tank Car Specialist</b> <b>Dated: 2019-05-17</b>

**Commented [TEAP49]:** 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		The content of QM's SOG's is covered in the training matrix completed over a 12 month period.	X		Viewed "Western Region Training Matrix" with all team leaders and members up to date.
2	Are exercise activities documented?	X		All exercises are documented in workflow booklet or on training job performance checklists.	X		Reviewed "Field Workflow Book" Job #215546  Dated: 2022-06-07  Includes Corrective Action, Sign In Sheet & Incident Debrief.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			All exercises are debriefed, either in field or in transportation leaving scene.	X		Viewed SOG "Debriefing" (includes training exercises)  Dated: 2021-03-19
3b	Does the debrief identify gaps and corrective actions?	X		Debrief and corrective actions are included in the QM Emergency Management Workbook used in exercises as well as true events.	X		Viewed SOG "Debriefing" (includes training exercises) corrective action form identifies gaps and actions.  Dated: 2021-03-19
3c	Describe how corrective actions are tracked to completion.			Corrective actions are tasked to the appropriate individual with dates assigned for completion. At the assigned date the responsible manager will follow up to ensure proper completion.	X		Viewed Corrective Action form. Due dates & sign offs are completed.  Dated: 2021-03-19

**Commented [TEAP50]:** 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 [TEAP51]:** 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 [TEAP52]:** TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).  
Assessor: If applicable, view and note dates.

**Commented [TEAP53]:** TERSP: Provide debrief records of corrective actions required and taken.  
Assessor: Review /examine and note corrective action(s) identified and assigned.

**Commented [TEAP54]:** TERSP: Provide documentation.  
Assessor: Review / examine and note process (item, assignment, due date, status).

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						Observation: Tracking for completion to be improved.

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
<b>Part 4.3 – Equipment Maintenance</b>						
1	Is a program established for equipment inspection, maintenance and testing?		X		Outlined in QM's SOG for all moving equipment and that requiring inspection by manufacturer or regulatory requirement. Pg. 134	X  Viewed SOG "Maintenance"  Dated: 2021-03-19
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		All maintenance and inspection logs are kept from the date equipment is put into service to present.	X  Viewed records for SCBA #06389147 & #06389127. 2022 monthly checklist & inspection. Dated 2022-10  Viewed inspection records for hose:  #72327 Dated:2022-01-14  #72333 Dated:2022-01-14
2b	Transportation equipment?		X		All maintenance and inspection logs are kept from the date equipment is put into service to present. Logs also kept by ARI Fleet Management	X  Viewed inspection for: Ford F550 Truck CV7296145 Dated 2022-01-26  Wells Cargo Trailer CV7296140 Dated: 2022-01-24  Viewed maintenance logs on electronic "Element" program.

**Commented [TEAP55]:** TERSP: Show evidence of an equipment testing and maintenance program that is in compliance with manufacturer recommendations or regulatory requirements. If applicable, what is the assurance program for the inventory of the chlorine kits.  
 Assessor: View program, note elements (e.g. equipment listing, inspection detail, frequency, e-system or paper-based).

**Commented [TEAP56]:** 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 / examine 2 records, note items and frequencies (e.g. suit tests, hose test, generator inspection/test, gas detectors).  
 Review / examine records for chlorine kits including viton gasket service date (within 4 years) if applicable and note.

**Commented [TEAP57]:** 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

<b>1</b>	Does the TERSP have a permit or certificate to:					
1a	Transport hazardous waste and/or hazardous recyclable materials?	X		QM's Waste Transportation license allows them to ship all classes of dangerous goods outlined on its capability chart.	X	Viewed "Hazardous Waste Carrier Registration"  Carrier #ABC10394  Dated: 2018-06-05
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?		X	All waste is taken in to third party contractor.	---	---
2	Are any of the above performed by a sub-contractor?	X		Some capabilities are third party sub-contractors.	X	Viewed "Hazardous Waste Consignor Registration"  Carrier #ABG13725  Dated: 2018-06-05

**Commented [TEAP58]:** 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 [TEAP59]:** 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 [TEAP60]:** 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).

## TEAP III TERSP Standard Assessment

### Part 6 – Community Involvement and Sustainability (optional and not part of TERSP Assessment)

		Yes	No	TERSP Comment
1	Who at this location has attended <b>TEAP III Transportation Emergency Response Service Provider Standard</b> training?			<b>G. Mossman and N. Brisson</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.			
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	<b>X</b>		<b>QM LP is a member of CERCA. QM is a supplier member for RAC.</b>
3b	If yes, describe your involvement.			<b>QM attends all CERCA meetings, with at least 2 staff attending each meeting, 1 from the east and one from the west.</b>
4a	Do you belong or contribute to a local community enhancement program?		<b>X</b>	
4b	If yes, describe your involvement. <b>NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.</b>			

**Commented [TEAP61]:** 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 [TEAP62]:** TERSP: Identify by name (e.g. L. Laferriere) those who have attended.

### TEAP III TERSP Standard Assessment

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>Active recycling program for office waste. Active waste diversion / recycling / recovery during demolition operations.</p>		



## TEAP III TERSP Standard Assessment

### TERSP Emergency Response or Exercise Table (previous 12 months only) \*MINIMUM OF 4 EVENTS including at least 1 EXERCISE

Material		Response		Exercise		Assessor Comment	
TDG Class	Shipping Name and UN Number	Date of last response (yyyy-mm-dd)	Registered Team Leader, last response (J. Doe)	Date (yyyy-mm-dd)	Registered Team Leader(s) (J. Doe)	Activity performed during exercise or response	Documentation viewed?
1							
2.1							
2.2							
2.3							
3	FUEL, AVIATION, TURBINE ENGINE UN 1863	2022-06-26	G. Mossman			Truck rollover. Drilled and transferred product into vacuum truck. Cleaned spilled product on asphalt	Reviewed "Field Workflow Book" Job #215635  Dated: 2022-06-30 Includes Corrective Action & Incident Debrief. 2 team leaders & 2 team members responded.
3	FLAMMABLE LIQUID N.O.S (METHANOL) UN 1993	2022-08-05	N. Brisson			Truck rollover carrying mixed totes. Transferred totes using a vacuum truck	
3	Gasoline UN 1203			2021-11-04	N. Brisson	Deploy to site, prepare equipment, worked as a strike team contain gasoline pipeline release	
4.1							
4.2	SODIUM DITHIONITE (SODIUM HYDROSULPHITE ) UN 1384	2022-01-22	G. Mossman			Overpacked drums 90 drums that were involved in a fire	
4.3							
5.1							
5.2							
6.1 (3)(8)							

**Commented [TEAP63]:** TERSP: Activity must be documented hands-on with appropriate PPE. Tabletop does not qualify

**Commented [TEAP65]:** 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: Note date and file number of least 3 reports and review one of those for completeness as to the company process.

**Commented [TEAP64]:** 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).

**Commented [TEAP66]:** TERSP: List all activities related to chlorine. Assessor: Review chlorine and anhydrous HCl activities

## TEAP III TERSP Standard Assessment

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

**\*MINIMUM OF 4 EVENTS including at least 1 EXERCISE**

6.2							
7							
8	<b>SULFURIC ACID UN 1830</b>			<b>2022-06-06</b>	<b>G. Mossman</b>	<b>Tote to tote transfer</b>	<b>Reviewed "Field Workflow Book" Job #215546</b>  <b>Dated: 2022-06-07</b> <b>Includes Corrective Action, Sign In Sheet &amp; Incident Debrief.</b>
8	<b>Hydrochloric Acid, UN 1789</b>	<b>2022-02-06</b>	<b>G. Mossman</b>			<b>Approx. 50L of product leaked from a loading rack pump on to a concert pad and snow. The product was neutralized and vacuumed into a vacuum truck.</b>	<b>Reviewed "Field Workflow Book" Job #213508</b>  <b>Dated: 2022-02-06</b> <b>Includes Corrective Action &amp; Incident Debrief.</b> <b>2 team leaders &amp; 1 team member responded.</b>
8	<b>Corrosive Solid, Basic, Inorganic, N.O.S UN 3262</b>	<b>2022-08-12</b>	<b>G. Mossman</b>			<b>Product was placed in aluminum tank and the product breached containment while in transport, releasing approximately 14m3 in the ditch</b>	
8 (6.1)	<b>CORROSIVE LIQUID, TOXIC, N.O.S. UN2922</b>	<b>2022-07-07</b>	<b>G. Mossman</b>			<b>Patch leaky tote, near the bottom outlet valve</b>	<b>Reviewed "Field Workflow Book" Job #215672</b>  <b>Dated: 2022-07-07</b> <b>Includes Corrective Action &amp; Incident Debrief.</b> <b>2 team leaders &amp; 1 team members responded.</b>
9							
Other							

**Commented [TEAP67]:** TERSP: List all activities related to NaOH, NaClO, HCl  
Assessor: Review any available documents.