

TEAP III TERSP Standard Assessment

Summary	
TERSP company assessed:	Spartan Response Inc.
TERSP location:	41 Brockley Drive, Unit 11 Hamilton, Ontario L8E 3C3
TERSP location's area of coverage:	Ontario
Date assessed:	2019-08-07
Assessors:	Team Leader: Chris Connors, Logistics Procurement, Operations & Compliance, Chemours Canada Company Assessor: Andy Ash, Director of Dangerous Goods, Railway Association of Canada Assessor-in-Training: Michael Heeringa, Dangerous Goods Officer, Canadian National Railway
TERSP Representatives:	Kevin Wallace, Managing Director Spartan Response Lisa Cronk, Project Leader, Spartan Response Brad Dalrymple, Senior Team Lead Dangerous Good & Emergency Services, Spartan Response Rick Smith, EHS Manager, Spartan Response
Opportunities for improvement:	<ul style="list-style-type: none"> Continue to develop an automated tracking schedule system for equipment maintenance program.
Best practices for sharing:	---
Recommendation for registration:	Approved by TEAP III Editorial Board: 2019-09-27 Next location assessment due: 2021-09

Commented [EW1]: Assessor: Must be supported by an Observation or Verbal Confirmation

TEAP III TERSP Standard Assessment

Capability Chart								
Contact Details	TDG Class	Mode of Transport			Means of Containment	Stabilization ¹ (X, S, O, SO)	Mitigation ² (X, S, O, SO)	Remarks and Examples
		M	RR	R				
Company name: Spartan Response Inc. Address: 41 Brockley Drive, Unit 11 Hamilton, Ontario L8E 3C3 Office • Telephone: 905-573-1010 • FAX: • Website: www.spartanresponse.com 24-hour Activation • Telephone: 1-833-573-1010 • Contact Position: On Call Team Leader Regional coverage from this location: Southern Ontario Is coverage outside this region available via this location? Yes [X] No [] Date: 2019-08-07 By Location Leader (name): Kevin Wallace Position: Director E-mail: kwallace@spartanresponse.com	1							
	2.1	X	X	X	T/T, T/C, IM, c	X		LPG, Acetylene
	2.2	X	X	X	T/T, T/C, IM, c	X		Nitrogen, Oxygen
	2.3	X	X	X	T/T, T/C, IM, c	X		Ammonia, Chlorine
	3	X	X	X	T/T, T/C, SC, LC, IM	X	X	Crude Oil, Gasoline, Jet A, Diesel Fuel
	4.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	Molten Sulphur
	4.2	X	X	X	T/T, T/C, SC, LC, IM	X	X	Phosphorous
	4.3	X	X	X	T/T, T/C, SC, LC, IM	X	X	Calcium Carbide
	5.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	Hydrogen Peroxide, Sodium Chlorate
	5.2							
	6.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	Phenol, Sodium Cyanide
	6.2	X	X	X	SC	X	X	Infectious Substances affecting humans
	7							
	8	X	X	X	T/T, T/C, SC, LC, IM, c	X	X	Sulphuric Acid, Oleum, Nitric Acid, Glacial Acetic Acid
	9	X	X	X	T/T, T/C, SC, LC, IM, c	X	X	Cold Tar Pitch, Creosote,
Other	X	X	X	T/T, T/C, SC, LC, IM, c	X	X	Food Products, Oils, Cleaners	
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.								

Commented [TEAP III2]: 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 III3]: TERSP: Provide examples by shipping name or UN number

Commented [EW4]: TERSP: Title used by the person (e.g. On Call Team Leader, On Call Manager)

Commented [TEAP III5]: TERSP: Within 6 hour travel time by road averaging 65 km/h.

Commented [TEAP III6]: TERSP: Means via TERSP(s) from other location(s).

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		Written policies on Health, Safety and the Environment in place. Standard Operating Guidelines – Section 1.4, Appendix A, H&S Board, EHS Manual	X		Viewed Health and Safety Policies in the office entrance signed by the Director 2019-01-01.
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		The Training & Proposals Manager manages and updates Assessment. Standard Operating Guidelines – Section 1.6.	X		Viewed SOG Management, Operations & EHS section 1.6, 2019-08-01.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?		X	This is the first TEAP III Standard Assessment completed.	---	---	
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations...	X		Current approvals in place for ECA, CVOR, and WSIB. We meet or exceed the minimum legal requirements.	X		Viewed: COA 2018-06-19 TDG Matrix and Certificates CVOR Expiry 2019-10-28
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Current WSIB clearance letter is can be produced online for clients.	X		Viewed WSIB 2019-08-19.

Commented [TEAP III7]: 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 III8]: 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 III9]: 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 III10]: 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 III11]: 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		Coverage is in place. Policy renewal date is 2019-08-11	X		Viewed certificate renewal 2019-08-11.
5c Environmental, \$5 million?	X		Coverage is in place. Policy renewal date is 2019-08-11	X		Viewed certificate renewal 2019-08-11.
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Changes in capabilities will be reported to the Company Director. Marketing & Communications Manager uses CRM to update clients via email of changes to capabilities at the direction of the Company Director.	X		Viewed SOG Management, Operations & EHS section 1.7, 2019-08-01. Viewed an example of Customer Relationship Management (CRM) 2019-04-18.
7 If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?		X	This is the first TEAP III Standard Assessment completed.	---	---	

Commented [TEAP III12]: TERSP: Have copy of policy available - Certificate of Insurance
Assessor: View certificate(s) and record date(s).

Commented [TEAP III13]: TERSP: Have copy of policy available - Certificate of Insurance
Assessor: Verify certificate(s) and record date(s).

Commented [TEAP III14]: 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	

Part 2 – Activation and Response

1a	Is there a 24-hour emergency response activation telephone number?	X		The 24-hour activation number is 1-833-573-1010	X		Tested on 2019-08-06 at 18:06 to Call Service Centre. Question asked: Company Name, Commodity name then connected to the Team Leader. Michelle Dalrymple elapsed time 4 minutes.
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		The secondary number for activation is 1-905-573-1010	---	---	
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Documented activation protocol in place. Standard Operating Guidelines – Section 2.0	X		Viewed SOG Response Activation date 2019-08-01.
3	Does the TERSP use a form to record incident information?	X		Form to record incident information in place. Standard Operating Guidelines – Section 2.0	X		Viewed SOG Response Activation Appendix A date 2019-08-01. Viewed Call Centre Script revision date 2019-03-05.
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		Paper copies are not utilized.	X		Viewed Sodium Cyanide SDS 2019-07-31.

Commented [TEAP III15]: 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 III16]: 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 III17]: 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 III18]: 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 III19]: 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		Team Leaders and Response Team members are trained and have been provided with the information needed to contact CANUTEC.	---	---	
4c	Shipper/manufacturer?	X		Team Leaders and Response Team members are trained to ask for this information upon activation.	---	---	
4d	Internet (state method and web sites)?	X		Team Leaders and Response Team members have been trained to access manufacturer websites and obtain the most current SDS available.	---	---	
4e	Other (state method)?	X		SDS sheets at times can be provided by the client on site of the incident.	X		Viewed Team Leader PDA Applications and SDS 2019-08-07.
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		Complete set of Standard Operating Guidelines in place. Standard Operating Guidelines – Section 3	X		Viewed SOG Spill Response Guidelines date 2019-08-01.
6	Are response activities for incidents documented?	X		Team Leaders log all response activities in our Incident Management Documents.	X		Viewed SOG Reporting and Notification date 2019-08-01. Viewed Incident Report SR1570 2019-04-23.
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:						

Commented [TEAP III20]: 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 III21]: 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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
7a	During regular business hours?	1 Hour or Less between 0800h and 1600h		X		Reviewed Incident Report SR1679 2019-07-11 11:30 with 2 Team Members. Departed in 60 minutes.
7b	Outside regular business hours?	1.5 Hours or Less between 1600h and 0800h		X		Reviewed Incident Report SR1570 2019-04-23 06:13 with 2 Team Members. Departed in 60 minutes.
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?	A standard incident debrief will be completed for each response and documented in the Incident Management Documents. Management reviews all events from the previous week each Monday. Major incidents (ERAP Activations, Incidents involving injury etc.) will have a formal debrief scheduled and documented. Standard Operating Guidelines, Section 3.24		X		Viewed SOG Debriefing Section 3.24 date 2019-08-01.
8b	Does the debrief identify gaps and corrective actions?	X	Any gaps or corrective actions identified from the debrief process will be assigned for completion within our corrective action process.	X		Viewed Management and Operations Meeting Minutes 2019-07-29.
8c	Describe how corrective actions are tracked to completion.	Corrective actions are tracked within our corrective action log. The corrective action flows through four stages. Initiation, Verification, Assignment, Completion. Standard Operating Guidelines – Section 3.25		X		Viewed SOG Debriefing Section 3.25 date 2019-08-01. Viewed Corrective Action SR1692 2019-07-29.

Commented [TEAP III22]: 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 [EW23]: 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.

Commented [TEAP III24]: TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).
Assessor: If applicable, view and note dates.

Commented [TEAP III25]: TERSP: Provide debrief records of corrective actions required and taken.
Assessor: Review / examine and note corrective action(s) identified and assigned.

Commented [TEAP III26]: TERSP: Provide documentation.
Assessor: Review / examine and note process (item, assignment, due date, status)

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
9 If you are listed in a client's ERAP, do you have a copy of the client's ERAP?		X	Not currently listed in client a client's ERAP.	---	---	
10 How do you track updates of your client's ERAP?			Not currently listed in a client's ERAP. SOG section 1.6 Operating Document and Administrative Controls outlines requirements for Emergency Response Assistance Plans	X		Viewed SOG section 1.6 Operating Document and Administrative Controls; Emergency Response Assistance Plans 2019-08-01.
11 If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		X	Not currently listed in another TERSP client's ERAP.	---	---	

Commented [TEAP III27]: TERSP: Transport Canada expect a copy of each client's approved ERAP or parts that apply to TERSP. If does not apply, indicate NA.
Assessor: If applicable, view and note ERAP(s) approval date(s).

Commented [TEAP III28]: TERSP: Transport Canada expect a copy of each ERAP or parts that apply to the TERSP 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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

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

1	Are current contact lists available for:					
1a	Response coordinators?	X		Contact Lists are available for Response coordinators.	X	Viewed electronic file Responder Availability List date 2019-08-06.
1b	Team Leaders and team members?	X		Contact Lists are available for Team Leaders and members.	X	Viewed electronic file Responder Availability List date 2019-08-06.
1c	Clients?	X		Contact Lists are available for Clients (CRM).	X	Viewed Customer Relations Management List File 2019-07-31.
1d	Government agencies?	X		Contact Lists are available for Government Agencies. Agency Notification Form in SOG, Section 2 and in ER binders in trucks	X	Viewed SOG Appendix A Agency Notifications 2019-08-01.
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		The equipment resource list is available. (Sub-Contractor / Vendor List) It is reviewed and updated annually.	X	Viewed Health and Safety Manual Section 6 Subcontractor and Visitor Program 2019-01-01. Viewed Subcontractor and Vendor List 2019-08-06.
3a	Describe any personnel or unique equipment outsourced?	X		The equipment resource list is available. (Sub-Contractor / Vendor List) It is reviewed and updated annually.	X	Viewed Subcontractor and Vendor List 2019-08-06.

Commented [TEAP III29]: 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 III30]: TERSP: Provide list of equipment resource support services.
Assessor: View, note last revision date.

Commented [TEAP III31]: 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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
3b	If yes, does a written agreement exist:					Viewed Agreement 2019-01-22.	
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X		Mutual Aid Agreements in place	X		Viewed Agreement 2019-01-22.
4b	Coverage outside your region?	X		Mutual Aid Agreements in place.	X		Viewed Agreement 2019-01-22.
4c	You to support them in your region?	X		Mutual Aid Agreements in place	X		Viewed Agreement 2019-01-22.
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?	X		Mutual Aid Agreements in place	X		Viewed Agreement 2019-01-22.
5b	Coverage outside your region?	X		Mutual Aid Agreements in place.	X		Viewed Agreement 2019-01-22.
5c	You to support them in your region?	X		Mutual Aid Agreements in place	X		Viewed Agreement 2019-01-22.

Commented [TEAP III32]: TERSP: If yes, provide the access protocol and agreement.
Assessor: View, note agreement date.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 3.2 – Resources, Equipment and Materials

1	Is there <u>equipment for communications</u> between:					
1a	The Home Coordinator and the incident scene?	X		Mobile Phones, Landlines, Internet.	X	Viewed Cell Phones and Internet.
1b	Personnel at the incident scene?	X		Mobile Phones, Intrinsicly Safe 2 Way Radios.	X	Viewed Radio License certificate 2020-03-31. Viewed Intrinsicly safe radios.
2	Does the company meet the requirements of the <i>TEAP III TERSP Standard Essential and Specialty Equipment List</i> for:					
2a	<u>Essential</u> Equipment items at the location?	X		All items listed on the essential equipment list are at this location.	X	Viewed all required equipment.
2b	<u>Specialty</u> Equipment items at the location?	X		Specialty Equipment to support response available for Classes identified in Compatibility Chart. See TEAP III TERSP Standard Essential and Specialty Equipment List.	X	Viewed all required equipment.
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the <u>Capability Chart</u> ?	X		All equipment to response to chemicals, modes of transport and means of containment identified in the <u>Capability Chart</u> are at this location.	X	Viewed all required equipment.

Commented [TEAP III33]: TERSP: Identify equipment and quantities available. Consider cell phones, satellite phones, intrinsicly safe radios, portable radios...
Assessor: View, describe equipment and quantity viewed.

Commented [TEAP III34]: TERSP: All *Essential Equipment* must be at the location.
Assessor: View, note that all *Essential Equipment* is at the location.

Commented [TEAP III35]: TERSP: All claimed *Specialty Equipment* must be at the location.
Assessor: View, note that all claimed *Specialty Equipment* is at the location.

Commented [TEAP III36]: TERSP: Ensure you have equipment for all materials, modes of transport and means of containment for which you provide response.
Assessor: Select a few **Capability Chart** materials, view and note associated equipment.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
4 Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		Currently equipment is inspected and documented per manufacturer's requirements. Formal program is in development.	X		Viewed Transfer Hose Test Certificate 2018-11-01.

Commented [TEAP III37]: 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	B. Dalrymple J. Chassie A. Campbell	X		Viewed training records for B. Dalrymple J. Chassie
1b	TEAP III registered team members?	3	T. Farlinger J. MacCorkindale A. Barry	X		Viewed training records for J. MacCorkindale A. Barry
1c	Other Team Leaders?	4	J. General M. Dalrymple J. Chatterton K. McAlpine	---	---	
1d	Other team members?			---	---	
2	Is there a fit for duty program?	X	Written policy in place. Standard Operating Guidelines – Section 1.4 Health and Safety Manual – Section 12	X		Viewed SOG Fitness for Duty section 1.4 2019-08-01. Viewed Health and Safety Manual; Fitness for Duty Section 12 2018-12-17.
3	Is there post-incident stress management program?	X	Post-incident stress management program in place. Standard Operating Guidelines – Section 1.8 EHS Manual – Section 8. 3 rd Party Resource live September 1, 2019	X		Viewed SOG Incident Stress Management section 1.8 2019-08-01. Viewed Health and Safety Manual Section 8 Incident Reporting and investigation. 8.2.4 Post Incident Stress Procedure 2018-12-17.

Commented [TEAP III38]: 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 [TEAP III39]: 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 [EW40]: 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 [EW41]: 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 [TEAP III42]: TERSP: Describe the elements of your fit for duty program and frequency of re-assessments.
Assessor: View program documentation, note document titles.

Commented [TEAP III43]: 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		Training is completed based on the TEAP III Standard Training Matrix requirements. Additional topics covered include: Capping Kits, Flaring, Sparging and Confined Space.	X		Viewed Training Matrix 2019-08-06.
2	Is training conducted using specialty equipment?	X		Training is provided to any employee who will utilize each piece of equipment. Example: Capping Kits, SCBA, SAR.	X		Viewed Training Matrix 2019-08-06. B. Dalrymple J. Chassie
3	Is the training content documented for each module?	X		Training is documented for each module using objectives, course content, written testing and job performance checklists.	X		Viewed SCBA training for: B. Dalrymple 2019-01-10 and J. Chassie 2018-12-13. Viewed Training Certificates: CN E-Rail Safe 2018-05-11 Viewed Security Emergency Response Training Centre; Advance Tank Car Specialist 2016-04-25. Viewed Transfers/Grounding & Bonding 2019-01-03.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Training records are maintained in the matrix and paper copies are also kept in employee files indefinitely.	X		Viewed hard copy training records.
5	If you respond to railway mode:						

Commented [TEAP III44]: 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 III45]: 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 [TEAP III46]: 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).

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	Yes	No		Yes	No	
5a Is a railway dangerous goods response training course part of your training matrix?	X		Team members have participated in training by CN. Some team members have completed training for Railroad Incident Response and Advanced Tank Car.	X		Viewed Security Emergency Response Training Centre; Advanced Tank Car Specialist.
5b If yes, which TEAP III registered Team Leaders and team members have attended training	B. Dalrymple J. Chassie A. Campbell			X		Viewed Security Emergency Response Training Centre; Advanced Tank Car Specialist for B. Dalrymple, J. Chassie

Commented [TEAP III47]: TERSP: Provide evidence of railway ER training (e.g. RAC, ERTC, JIBC, CN, CP Rail).
Assessor: Review, note titles and source.

Commented [TEAP III48]: 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		Training scenarios are based on SOG's per the capability chart and all topics are documented in training matrix.	X		Viewed training matrix and records: B. Dalrymple J. Chassie
2	Are exercise activities documented?	X		Exercise activities are documented in the same manner as a real-life situation. And will be maintained on file.	X		Viewed Sodium Cyanide small means of containment training exercise 2019-01-02. A. Campbell J. MacCorkindale A. Barry
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			A standard incident debrief will be completed for each response and documented in the Incident Management Documents. Management reviews all events from the previous week each Monday. Major incidents (ERAP Activations, Incidents involving injury etc.) will have a formal debrief scheduled and documented. Standard Operating Guidelines, Section 3.24	X		Viewed SOG Debriefing section 3.24 2019-08-01. Viewed debrief of the Sodium Cyanide small means of containment training exercise 2019-01-02.
3b	Does the debrief identify gaps and corrective actions?	X		Any gaps or corrective actions identified from the debrief process will be assigned for completion within our corrective action process.	X		Reviewed debrief of the Sodium Cyanide small means of containment training exercise 2019-01-02. No corrective actions noted.

Commented [TEAP III49]: 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 III50]: 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 III51]: TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).
Assessor: If applicable, view and note dates.

Commented [TEAP III52]: TERSP: Provide debrief records of corrective actions required and taken.
Assessor: Review /examine and note corrective action(s) identified and assigned.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
3c Describe how corrective actions are tracked to completion.			Corrective actions are tracked within our corrective action log. The corrective action flows through four stages. Initiation, Verification, Assignment, Completion. Standard Operating Guidelines – Section 3.25	X		Viewed SOG Corrective Actions section 3.25 and Appendix A Corrective Actions Form. 2019-08-01.

Commented [TEAP III53]: 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	

Part 4.3 – Equipment Maintenance

1	Is a program established for equipment inspection, maintenance and testing?	X		Program is in development. Currently inspections are completed monthly.	X		<p>Viewed SOG Maintenance Section 1.9 2019-08-01.</p> <p>Viewed Equipment Logbooks for Level A Suits, SCBA, Compressors, Corken Vane Pump.</p> <p>Continued development of an automated tracking tool for maintenance schedules on equipment.</p>
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 records will be maintained for at least 3 years.	X		<p>Viewed: Level A suits 2018-11-06; Shield a Spark 3" pump tested monthly in service 2018-11-01.</p>
2b	Transportation equipment?	X		All records will be maintained for at least 3 years.	X		<p>Viewed SOG Maintenance Section 1.9 2019-08-01.</p> <p>Viewed vehicle 106 records Safety Sticker 2018-12.</p> <p>Viewed vehicle 101 records License 2020-07-31.</p>

Commented [TEAP III54]: 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 [TEAP III55]: 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 [TEAP III56]: 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		ECA provides approvals to transport waste.	X		Viewed ECA registration 8457-AZENK9 issued 2018-06-19.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?		X	Does not receive or process waste.	---	---	
2	Are any of the above performed by a sub-contractor?	X		Work with third party waste receivers and transporters.	X		Viewed ECA registration A130407 issued 2012-01-19.

Commented [TEAP III57]: 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 III58]: 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 III59]: 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		Will provide shoreline cleanup.
1c	In port or while loading or unloading?	X		Will provide support for loading and unloading operations.
2	What marine geographic areas do you cover?	X		Will cover the Southern Ontario Region.
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 III60]: TERSP: This is an optional part which you are free to complete or leave blank. There will be no assessment provided for this section.
Assessor: Do not check or question any information provided here.

Transportation Emergency Response Service Provider (TERSP) Optional Information

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

		Yes	No	TERSP Comment
1	Who in your company has attended TEAP III Transportation Emergency Response Service Provider Standard training?			K. Wallace, B Dalrymple, M. Dalrymple, A. Campbell, J. Chassie, L. Cronk, R. Smith
2a	Do you participate in TRANSCAER® outreach events?	X		
2b	If yes, how? Provide list of dates and activities for the past two years.			Attendance & participation at the TRANSCAER event at Burlington Fire in June 2019. Seven (7) of our staff attended the Rail Safety & Hazmat Emergency Response Training July 9th and 10th, 2019 at FESTI
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	X		CERCA, RDC
3b	If yes, describe your involvement.			Registered Member, Participant
4a	Do you belong or contribute to a local community enhancement program?	X		
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Active member of Hamilton, Niagara, Toronto North, Toronto West CAER groups. The mandate of these organizations is to bring community awareness to emergency response.

Commented [TEAP III61]: 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 III62]: 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		Written policy is in place (Section 2.2.1 within EHS Manual). Section outlines detailed operational and management guidelines.
5b	If yes, describe.			
6a	Do you have a "green initiative" in place?	X		
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...			Encourages recycling for office waste. Recycling containers are placed throughout the facility.

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	LPG UN1075			2019-01-03	B. Dalrymple A. Barry A. Campbell J. MacCorkindale J. Chassie T. Farlinger	Leaking 150# Propane cylinder, Team practiced with an A Kit in bunker gear. Flaring.	
2.2							
2.3							
3	Diesel UN1202	2019-07-11	M. Dalrymple J. MacCorkindale			Truck Saddle Tank punctured and leaking on side of road - 50ft spill. Spill contained, absorbed and shoulder cleaned. Product removed from site.	Viewed Report SR1679 2019-07-11.
4.1							
4.2							
4.3							
5.1							
5.2							
6.1	Sodium Cyanide Solid UN1689			2019-01-02	A. Campbell A. Barry	Damaged pail. Level A entry. Material repackaged and verified area clean.	
6.2							
7							
8	Sodium Hydroxide UN1824	2019-07-07	B. Dalrymple A. Barry			Leaking drum. Team absorbed the product. Overpacked remaining product in drum.	Viewed Report SR1680 2019-07-16.

Commented [EW63]: TERSP: Activity must be hands-on, tabletop does not qualify

Commented [TEAP III65]: 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 [TEAP III64]: 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 [EW66]: TERSP: List all activities related to chlorine. Assessors: Review chlorine and anhydrous HCl activities

Commented [EW67]: TERSP: List all activities related to NaOH, NaClO, HCl. Assessor: Review any available documents.

TEAP III TERSP Standard Assessment

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

8	Ammonia Solution UN2672	2019-04-23	M. Dalrymple J. MacCorkindale			Consumer grade Ammonia spilled in the back of a trailer. Assist with Hazmat remediation/cleanup.	Viewed Report SR1570 2019-04-23.
9							
Other							

Commented [EW68]: TERSP: List all activities related to NaOH, NaClO, HCl Assessor: Review any available documents.

Table data entered: 2019-01-18