

## TEAP III TERSP Standard Assessment

### Summary

TERSP company assessed:		Website:	
TERSP location address:		Regional coverage from this location:	
Location Leader	Name & position:	Email:	Cell:
Alternate Contact	Name & position:	Email:	Cell:
24-Activation Number	Number:	Contact Position:	
Submission completed by	Date:	Name:	
Date assessed:	yyyy-mm-dd		
Assessors (name, title, company):			
TERSP Representatives: (name, title)			
Opportunities for improvement:			
Best practices for sharing:			
Recommendation for registration:	Approved by TEAP III Editorial Board:	- - - -	
	Next location assessment due:	- - - -	

**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							
2.1							
2.2							
2.3							
3							
4.1							
4.2							
4.3							
5.1							
5.2							
6.1							
6.2							
7							
8							
9							
Other							

**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 [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**  
**Status of Verbal Confirmation since last assessment**

Date of last Assessment: **yyyy-mm-dd**

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

**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?						
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?						
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?						
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations						
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?						
5b	Public Liability and Property Damage, \$5 million?						

**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).

**Commented [TEAP15]:** 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?					
6	Is there a management system in place to notify affected clients of any change in capability and/or capacity?					

**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?						
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?						
3	Does the TERSP use a form to record incident information?						
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?						
4b	CANUTEC?						
4c	Shipper/manufacturer?						
4d	Internet (state method and web sites)?						
4e	Other (state method)?						
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?						

**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.

**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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
6	Are response activities for incidents documented?					
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?					
7b	Outside regular business hours?					
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief and document?					
8b	Does the debrief identify gaps and corrective actions?					
8c	Describe how corrective actions are tracked to completion.					
9	If you are listed in an ERAP, do you have a copy of the ERAP?					
10	How are ERAP updates obtained / provided and tracked requests?					

**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...

**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.

**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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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 <b>contact lists</b> available for:					
1a	Response coordinators?					
1b	Team Leaders and team members?					
1c	Clients?					
1d	Government agencies?					
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?					
3a	Describe any <b>personnel or unique equipment</b> outsourced?					
3b	If yes, does a <b>written agreement</b> exist:					
4	Are <b>written agreements</b> established with other TERSPs for:					
4a	Coverage in your region?					
4b	Coverage outside your region?					
4c	You to support them in your region?					

**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.

**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.



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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
<b>5</b>	<b>Are these other TERSPs registered with TEAP III for:</b>					
<b>5a</b>	<b>Coverage in your region?</b>					
<b>5b</b>	<b>Coverage outside your region?</b>					
<b>5c</b>	<b>You to support them in your region?</b>					

### 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>	<b>The Home Coordinator and the incident scene?</b>						
<b>1b</b>	<b>Personnel at the incident scene?</b>						
<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>	<b>Essential Equipment items at the location?</b>						
<b>2b</b>	<b>Specialty Equipment items at the location?</b>						
<b>3</b>	<b>Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?</b>						

**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.

## TEAP III TERSP Standard Assessment

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>					
<b>1a</b>	TEAP III registered Team Leaders?					
<b>1b</b>	TEAP III registered team members?					
<b>1c</b>	Other Team Leaders?					
<b>1d</b>	Other team members?					
<b>2</b>	Is there a fit for duty program?					
<b>3</b>	Is there post-incident stress management program?					

**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.

**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.

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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> ?						
2	Is training conducted using specialty equipment?						
3	Is the training content documented for each module?						
4	Are training records maintained for Team Leaders and team members for a minimum of three years?						
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?						
5b	If yes, which TEAP III registered Team Leaders and team members have attended 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.

**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).

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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?						
2	Are exercise activities documented?						
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?						
3b	Does the debrief identify gaps and corrective actions?						
3c	Describe how corrective actions are tracked to completion.						

**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).

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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?						
2	Are records kept of inspection, testing and maintenance for at least three years for:						
2a	<i>TEAP III TERSP Essential and Specialty Equipment List</i> , where applicable?						
2b	Transportation equipment?						

**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

1	Does the TERSP have a permit or certificate to:					
1a	Transport hazardous waste and/or hazardous recyclable materials?					
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?					
2	Are any of the above performed by a sub-contractor?					

**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).

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### 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?			
2a	Do you participate in TRANSCAER® outreach events?			
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)?			
3b	If yes, describe your involvement.			
4a	Do you belong or contribute to a local community enhancement program?			
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.



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5a	Do you have an environmental management system in place such as ISO 14001?			
5b	If yes, describe.			
6a	Do you have a “green initiative” in place?			
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>			

## 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							
4.1							
4.2							
4.3							
5.1							
5.2							
6.1							
6.2							
7							
8							
9							
Other							

**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

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