

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	RST Industries	Website:	www.rsttransport.com	
TERSP location address:	485 McAllister Dr. Saint John, NB E2L 4H8	Regional coverage from this location:	New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland, and Eastern Quebec	
Location Leader	Name & position: Trevor Dickinson Manager, Emergency Response	Email:	Dickinson.Trevor@rsttransport.com	Cell: 506-636-1635
Alternate Contact	Name & position: Robert Dickeson Coordinator, Emergency Response	Email:	Dickeson.Robert@rsttransport.com	Cell: 506-343-5067
24-Activation Number	Number: 1-877-624-8800	Contact Position:	On Call Spill Response Duty Person	
Submission completed by	Date: 2020-08-14	Name:	Trevor Dickinson	
Date assessed:	2020-11-26 (Virtually Assessed)			
Assessors (name, title, company):	Team Lead: Addison Vickerd, Response Center Manager, ECRC Assessor: Andy Ash, Director, Dangerous Goods, Railway Association of Canada Assessor: Ernie Wong, EW Compliance & Response Inc. Assessor: Randy Mak, Hydrocarbon Products Technician, Dow Chemical Canada ULC			
TERSP Representatives: (name, title)	Trevor Dickinson, Manager, Emergency Response Services Shawn Reilly, Director, Health, Safety, Security, Environment and Emergency Response Services Robert Dickeson, Emergency Response Coordinator			
Opportunities for improvement:	1) Modify training matrix to clarify individual training subject requirements and refresher frequency by end of Q2 2021. 2) Add individual signoff for internal training modules to indicate competency by end of Q2 2021.			
Best practices for sharing:	Remote Monitoring system allows offsite team to monitor personnel, air readings, and communications including GPS enabled capability.			
Recommendation for registration:	Approved by TEAP III Editorial Board:	2021-01-11		
	Next location assessment due:	2022-11		

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

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Capability Chart

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				
1			X	T/T, SC	X, S	X, S	Various – UN 0072, 0118, 0209, 0483
2.1		X	X	T/T, T/C, c, IM	X	X	UN1075, 1010,1063,1049,1971
2.2		X	X	T/T, T/C, c, IM	X	X	UN1073
2.3		X	X	T/T, T/C, c, IM	X	X	Various – UN1005, 1079, 1660, 1062
3		X	X	T/T,T/C,SC,LC IM	X	X	Various – UN1202, 1267, 1203
4.1		X	X	T/T, T/C	X	X	UN1325, 2448
4.2		X	X	T/T, T/C	X	X	UN 1378, 1384
4.3		X	X	T/T, T/C	X	X	UN3208, 1393, 1401, 1428
5.1		X	X	T/T, T/C, SC, LC	X	X	UN2426, 1942
5.2		X	X	T/T, T/C, SC, LC	X	X	UN3101
6.1		X	X	T/T, T/C, SC, LC	X	X	UN1689, 3288, 1580
6.2							
7			X	T/T, SC, c	X	X	UN2912, 2977
8		X	X	T/T, T/C, SC, LC, IM	X	X	Various – UN 1830, 1789, 2789, 2054, 1831
9		X	X	T/T, T/C, SC, LC, IM	X	X	UN3257, 3082, 3077
Other		X	X	T/T, T/C, SC, LC, IM	X	X	Non-Regulated Hydrocarbons

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

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Status of Verbal Confirmation since last assessment

Date of last Assessment: **2018-10-09**

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
None identified			

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

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 1 – Management

1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		RST's ERS Policy Statement; RST's H&S Policy Statement Section 2-1	X		Viewed Health and Safety Policy signed by General Manager, A. Fisher; dated 2018-09-30. Doc Rev. 2020-08-12
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		RST Emergency Response Services (ERS) Overview Part of Manager, ERS responsibilities	X		Viewed Manager of Response Services position description, provided 2020-11-20.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		2019-07-26	X		Viewed Annual Update from July 2019
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations	X		Reference Materials: training and compliance library available on SharePoint intranet and maintained by Manager, ERS	X		Viewed New Brunswick Hazardous Waste Transport Permit I-10325 Expires 2023-11-15.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Copy on File	X		Viewed Work Safe NB Certificate 2020-11-05.
5b	Public Liability and Property Damage, \$5 million?	X		Copy on File	X		Viewed Insurance Policy expiring 2021-06-01

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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	Yes	No		Yes	No	
5c Environmental, \$5 million?	X		Copy on File	X		Viewed Insurance Policy expiring 2021-06-01
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		TEAP III Representatives and clients will be notified by email or letter	X		Viewed client Reconciliation process (e-mail and shared EOS Sheet) between RST and QM Environmental 2020-11-17.

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		1-877-624-8800 – monitored by J.D Irving Limited Industrial Security (TP 24 – hour)	X		2020-11-23 21:30, Spill Scenario Called in to 24r. number listed, the Operator took information and patched through to On Call Duty Response person Robert Dickeson 21:34, call concluded at 21:36
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Monitored 24 hours. If call comes to Industrial Security, then ERS Coordinator, Manager, or Team Leader is contacted to manage event and is documented in SOG	X		Viewed noted process on pages 16-19 of the ERS SOGs including callout list numbers. 2020-08-12
3	Does the TERSP use a form to record incident information?	X		Industrial Security Incident report, ERS incident Log	X		Viewed ERS-09 Action Report Form 2018, and Response from 2020-01-24 ERS-07 Initial Incident Report (completed by 24 hours answering service).
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		1) RST Intranet system 2) Client Provided 3) Digital Storage (based on agreements)	X		Viewed SDS copies stored on file for JDI in the Hazmat Systems Inc. program. System regularly searches for updates from suppliers.
4b	CANUTEC?	X		Use CANUTEC for Emergency Access (on scene) if required	X		Viewed CANUTEC number on contact list, pg. 16 (Activation SOG) & pg. 18 (Call List) of

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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	Yes	No		Yes	No		
						Response ERS SOG, dated 2020-08-12.	
4c	Shipper/manufacturer?	X		Shipper / Manufacturer documents are all on file	X		Viewed SDS copies stored on file for JDI in the Hazmat Systems Inc. program. System regularly searches for updates from suppliers.
4d	Internet (state method and web sites)?		X		---	---	
4e	Other (state method)?		X		---	---	
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		ERS – SOG – Sections 6-14	X		Examined ERS SOGs dated 2020-08-12 Sections #6-14 address classes listed on capability chart.
6	Are response activities for incidents documented?	X		ERS – SOG – Section 4 – Form ERS 009 – Action Report	X		Examined SOGs Document 2020-8-12 Section 4 which includes: Response Activation, ER On Call, Emergency Response Action Report and Incident Log Viewed ERS 009 Action Report from propane response 2020-02-03
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?	2hrs		Between 8am – 5pm Monday to Friday the Team Leader mobilizes immediately; crew	X		Examined Action Report, Work order #7338406W, date 2020-07-02.

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...

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.

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	Yes	No		Yes	No	
			and equipment within 2 – hour window			Initial Call at 09:22; mobilized at 10:30; on site at 11:00; Team Leader: E. MacDonald Team Members: S. Gaunce & C. Radcliffe
7b	Outside regular business hours?	3hrs	Team Leader mobilizes from home and organize appropriate crew	X		Examined Action Report, Work order #7086413W, date 2020-02-04. Initial Call at 21:58; mobilized at 23:11; on site at 23:25; Team Leader: R. Dickeson Team Member: E. MacDonald, G. Dalling & M. Hennessey
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief and document?	All Responses are debriefed with crew, documented, and placed in file		X		Examined Work order #7120543W dated 2020-02-21: Debrief included. ERS-009 includes a section for debrief.
8b	Does the debrief identify gaps and corrective actions?	X	Debrief opportunities for improvement in any / all areas	X		Examined ERS-009 Incident Action Report- Debrief Sections includes questions: “What could have been done differently”, “What do we need to Improve for future responses?” and “What corrective actions need to be taken?”

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.

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	Yes	No		Yes	No	
8c Describe how corrective actions are tracked to completion.			Reviewed by Director, HSSE and ERS Manager, tracked via client file and placed in Intellex system with expected completion date	X		Viewed demonstration of Intellex non-ER related action item tracking including daily e-mail notification of items to close.
9 If you are listed in an ERAP, do you have a copy of the ERAP?	X		We are listed in clients ERAP's, but it is not supplied in most cases. We use CCF's (Contractor Capacity Forms) to validate agreement and keep copies on file (both hard copy and electronically)	X		Viewed Client Services Agreement with Xpress Natural Gas LLC 2019-06-12 and ERAP Contractor Capability Form (CCF) 2019-11-25
10 How are ERAP updates obtained / provided and tracked requests?			Clients advise of any updates	X		Viewed recent ERAP Capability form dated 2020-01-02.

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 contact lists available for:						
1a	Response coordinators?	X		All Response Coordinators, Team Leaders, Team Members, and resource personnel are listed in SOG ER on – call personnel. Data and call numbers are also listed in “Contact Lists” on mobile devices with each Team Leader	X		Viewed list in SOG Section #4 “Emergency Contact Numbers” dated 2020-08-12
1b	Team Leaders and team members?	X		All Response Coordinators, Team Leaders, Team Members, and resource personnel are listed in SOG ER on – call personnel. Data and call numbers are also listed in “Contact Lists” on mobile devices with each Team Leader	X		Viewed list in SOG Section #4 “Emergency Contact Numbers” dated 2020-08-12
1c	Clients?	X		With Manager ER and Director, not with Team Members	X		Viewed a list of clients for ERAP – TC 2020-06-08.
1d	Government agencies?	X		With Manager ER and Director, not with Team Members	X		Viewed list in SOG Section #4 “Emergency Contact Numbers” dated 2020-08-12
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Subcontractors are listed in SOG directory	X		Viewed list in SOG Section #4 dated 2020-08-12

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
3a	Describe any personnel or unique equipment outsourced?	X		Marine services, heavy towing, vacuum, and excavating services	X		Viewed list in SOG Section #4 contact numbers for excavators and heavy towing, dated 2020-08-12
3b	If yes, does a written agreement exist:		X	No written agreement exists. outsourcing is generally with sister companies or those with long standing relationships	---	---	
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?		X		---	---	
4b	Coverage outside your region?		X	No written agreements currently	---	---	
4c	You to support them in your region?	X		MD-UN, Terrapure, Drain-All	X		Viewed agreement dated 2015-05-31 for ERAP services
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?		X	There are no other current TEAP III TERSP's in the Atlantic Area	---	---	
5b	Coverage outside your region?		X		---	---	
5c	You to support them in your region?	X		All are TEAP III TERSP assessed	X		Viewed list from Emergency Response Services SOG pages 20-26. Viewed Agreement 2019-10-11 with GFL.

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	

Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Cell, Landline and Blackline Monitoring Systems	X	Remote Monitoring system allows offsite team to monitor personnel, air readings, and communications including GPS enabled capability.
1b	Personnel at the incident scene?	X		Two-way radio, text, cell, and Blackline Monitoring System	X	Viewed picture of handheld radios (6) and Remote Monitoring System (8).
2	Does the company meet the requirements of the TEAP III TERSP Standard Essential and Specialty Equipment List for:					
2a	Essential Equipment items at the location?	X		TEAP III Equipment list a minimum, inventory typically exceeds requirements	X	Viewed submitted photos (51) indicating equipment. Full inventory was viewed in 2018 location assessment.
2b	Specialty Equipment items at the location?	X		Capping Kits, Natural Gas Flare, Drones for digital recording	X	Viewed submitted photos of capping kits A&B (Chlorine).
3	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		All equipment meets applicable registration requirements and permits	X	Viewed maintenance calendar including which included hose certification dates, commercial vehicle registration and suit testing.

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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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?	6	D. Hickey, E. MacDonald, M. Hennessey, R. Dickeson, T. Dickinson, S. Reilly	X		Viewed training records for R. Dickeson and T. Dickinson
1b	TEAP III registered team members?	5	C. Radcliffe, G. Dalling, N. Murphy, S. Gaunce, J. Bettle,	X		Viewed training records for J. Bettle and G. Dalling
1c	Other Team Leaders?	2	NS based fully trained- S. Crooks, J. Morash	---	---	
1d	Other team members?	8	A. Oulton, R. Gallant NL based fully trained- J. Thornhill, T. Murphy, A. Penton NS based fully trained- D. Irving, M. Reid, D. Peach	---	---	
2	Is there a fit for duty program?	X	Drug and Alcohol Procedures in accordance with J.D. Irving, Limited policy on alcohol and drug use available for review upon audit	X		Viewed Drug and Alcohol policy (4.2) dated 2018-02-08
3	Is there post-incident stress management program?	X	EAP (Employee and Family Assistance Program) and CISM (critical incident stress management education)	X		Reviewed this is part of JDI onboarding process. Managed by Morneau Shepell, verified contact number.

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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	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		All training is compliant with <i>TEAP III Matrix</i>	X		<p>Reviewed Matrix.</p> <p>Verbal confirmation: Modify training matrix to clarify individual training subject requirements and refresher frequency by end of Q2 2021.</p>
2	Is training conducted using specialty equipment?	X		Annual Regional Training of full team and Bi-Annual regional training that covers Class 2.1 and 3. Other classes of dangerous goods are selected based on client retainers	X		<p>Viewed Skills Matrix identified courses e.g.</p> <p>LPG; Flammable Liquid; Chlorine 101; Ton Cylinder Capping</p>
3	Is the training content documented for each module?	X		Program based on several modules in an online format	X		<p>Viewed online course subjects for LPG & Flammable Liquid</p> <p>Verbal confirmation to add individual signoff for internal training modules to indicate competency by end of Q2 2021</p>
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Records kept on file both hard copies and electronically			<p>Viewed Paper Copies of certificates for G. Dalling and E. MacDonald:</p> <p>-Respirator Fit Test Completed 2020-05-29 -First Aid & CPR Expiry 2023-03-06 -TDG Expiry 2020-02-19 (G.Dalling) & 2020-07-2022 (E-MacDonald)</p>

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).

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	Yes	No		Yes	No	
						-WHMIS 2015 Completed 2019-10-24 (Dalling) & 2019-10-04 MacDonald) Viewed WorkHub electronic ERAC records for E. MacDonald & G. Dalling each with 26 courses completed and 100% completed for require courses in date.
5	If you respond to railway mode:					
5a	Is a railway dangerous goods response training course part of your training matrix?	X	E-Rail Safe Training Program mandatory for all responders	X		Viewed E-RailSafe CN Version on Skills Matrix
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	All Team Leaders and Team Members who are Hazmat trained		X		Viewed Skills Matrix: all NB responders have attended

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).

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		Well documented annually for Class 2.1 and 3 under ERAC's Regionals as well as all responses or in-house training sessions	X		Viewed ERAC records for Class 2.1 and 3. Viewed sign in sheets for inhouse training sessions 2020-01-18 and 2020-07-18.
2	Are exercise activities documented?	X		ERAC Class 3 and 2.1 live transfers done annually. All other in-house training with all classes of dangerous goods are documented and tracked via Matrix and Employee Files	X		Viewed 2020 equivalency granted for response transfer 2020-06-09 Viewed 2019-05-30 ERAC Assessment Exercise report including scores, strengths and opportunities for improvement.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?	All exercises debriefed			X		Comment: Exercise debriefs are verbally completed.
3b	Does the debrief identify gaps and corrective actions?	X		Debrief discusses strengths, opportunities for improvements and corrective actions	---	---	
3c	Describe how corrective actions are tracked to completion.	Corrective actions are recorded in Intellex Software which provides reports and generates email to owner of action item			---	---	

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	

Part 4.3 – Equipment Maintenance

1	Is a program established for equipment inspection, maintenance and testing?	X		Binder, Maintenance Calendar including hard copy of all field test equipment.	X		Viewed Maintenance Calendar (spreadsheet) which identify when equipment is due for inspection / maintenance: <ul style="list-style-type: none"> - Vehicles - Capping kits incl. expiry date - Extinguishers - Hoses
2	Are records kept of inspection, testing and maintenance for at least three years for:						
2a	<u>TEAP III TERSP Essential and Specialty Equipment List</u> , where applicable?	X		RST contracts outside vendors for inspections for hoses, level A's, SCBA, generators, fire extinguishers RST inspects fall arrest, capping kits, Gas Monitoring All records of inspections or test certificates are kept on file with RST Coordinator, Emergency Response	X		Reviewed inspection tags: <ul style="list-style-type: none"> - Level A #36788 bag car sealed, Jul 14, 2020 - Fall Arrest, Jul 2020 - Extinguisher annual inspections since 2015 - Capping Kit car seal Oct 2020 next due Apr 2021 - Various colourimetric tubes within service date - 70 Hose Certs from February 2020 - 6 SCBA Bench Tests from February, 2020 Review was conducted remotely using RST provided photos and scanned documents.

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
2b Transportation equipment?	X		Maintenance done by outside party to DOT specification and records kept on file with RST Coordinator, Emergency Response	X		Viewed two vehicle inspection stickers: - AT 036389 Exp. Apr 2021 - HV 027368 Exp. Sep 2021

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.

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		Atlantic Provinces, PQ and ON	X		Viewed RST's New Brunswick Tank Transportation of Hazardous Waste Permit I-10325 expiry 2023-11-15
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?		X		---	---	
2	Are any of the above performed by a sub-contractor?	X		Terrapure or Regional Petroleum used for disposal and some transportation	X		Viewed Regional Petroleum Waste Collection & Transport Permit I-9581 expiry 2021-11-27 Viewed EnviroSystems Inc. (Terrapure) Waste Collection and Transport Permit I-10327 expiry 2023-10-25

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 TEAP III Transportation Emergency Response Service Provider Standard training?			S. Reilly, T. Dickinson, R. Dickeson (2020)
2a	Do you participate in TRANSCAER® outreach events?	X		Willingness to participate when available.
2b	If yes, how? Provide list of dates and activities for the past two years.			RST participates with any TRANSCAER activities that are in the region, but we have not had any locally in the past two years
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	X		CERCA, ERAC, RDC
3b	If yes, describe your involvement.			Membership and Response Company
4a	Do you belong or contribute to a local community enhancement program?	X		Member of J.D Irving, Limited group of companies
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Irving has extensive community involvement. Pease check www.idirving.com for more information

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?		X	
5b	If yes, describe.			
6a	Do you have a "green initiative" in place?	X		Green Initiative is based on the US DOT Smartway Program aimed at reducing fuel – related greenhouse emissions
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...	Green Initiative is based on the US DOT Smartway Program aimed at reducing fuel – related greenhouse emissions. RST Facility participates with the municipal recycling programs.		

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	Liquefied Petroleum Gases (Propylene) UN1075	2020-02-03	E. MacDonald M. Hennessey T. Dickinson			Gas Detection, tightened liquid valve and all plugs	Reviewed Work Order 7086413W Initial Call on 2020-02-03 at 21:58, onsite 23:25. - Incident Action Report - Site Safety Plan - Debrief - JSA - Photos
2.2	Nitrogen, Refrigerated Liquid UN1977	2020-05-11	R. Dickeson			Cylinder off gassing from pressure relief valve. Removed pressure from cylinder.	Reviewed Work Order 7252711W Initial Call on 2020-05-11 at 22:36 onsite 23:52. - Incident Action Report - Site Safety Plan - Debrief - JSA - Photos
2.2	Nitrogen, Refrigerated Liquid UN1977			2020-01-18	T. Dickinson R. Dickeson E. MacDonald M. Hennessey D. Hickey S. Reilly	Exercise consisted of installing cylinder capping kit in Level A	Viewed Sign in Sheet. "A" Kit
2.3							
3	Petroleum Crude Oil UN1267	2020-06-09	E. MacDonald R. Dickeson T. Dickinson			Transload of 3 Petroleum Crude Oil cars due to faulty bottom outlet valve	Reviewed ERAC Field Book notes 2020-06-09 & 2020-06-10. 2 Days, Multiple Transfers - Incident Log - Incident Briefing Checklist

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

							<ul style="list-style-type: none"> - Site Safety Plan - Debrief notes - Site & tank car assessments - FLRA
4.1	Molten Sulphur UN2448	2020-01-24	T. Dickinson R. Dickeson M. Hennessey			Gas Detection, installation of new rupture disk assembly and gaskets	<ul style="list-style-type: none"> Reviewed Work Order 7067503W Initial Call on 2020-01-24 at 00:14 onsite 02:55. - Incident Action Report - Site Safety Plan - Debrief - JSA - Photos
4.2							
4.3							
5.1	Hydrogen Peroxide and Peroxyacetic Acid UN3149	2020-07-02	E. MacDonald			Neutralization of product from site, absorbed and disposal at client's facility	<ul style="list-style-type: none"> Reviewed Work Order 7338406W Initial Call on 2020-07-02 at 09:22, onsite 11:00. - Incident Action Report - Site Safety Plan - Debrief - JSA - Photos - BOL
5.2							
6.1							
6.2							
7							
8	Ammonia Solution UN2672	2020-02-21	R. Dickeson E. MacDonald			Product absorbed, site cleanup and disposal at client's facility	<ul style="list-style-type: none"> Reviewed Work Order 7120543W Initial Call on 2020-02-21 at 08:00, onsite 09:20. - Incident Action Report - Site Safety Plan - Debrief - JSA - Photos - BOL
9							
Other							

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