

## TEAP III TERSP Standard Assessment

### Summary

TERSP company assessed:	Spartan Response Inc.		Website:	www.spartanresponse.com	
TERSP location address:	11-41 Brockley Drive, Hamilton, Ontario L8E 3G3	Regional coverage from this location:	Southern and Northern Ontario		
Location Leader	Name & position:	Kevin Wallace Managing Director/Owner	Email:	kwallace@spartanresponse.com	Cell: 416-919-6614
Alternate Contact	Name & position:	Jamie MacCorkindale, Senior Team Leader	Email:	jmaccorkindale@spartanresponse.com	Cell: 905-580-5699
24-Activation Number	Number:	1-833-573-1010	Contact Position:	On Call Team Leader	
Submission completed by	Date:	2022-06-03	Name:	Kevin Wallace	
Date assessed:	2022-09-29				
Assessors (name, title, company):	Team Lead: Addison Vickerd, ECRC Atlantic Region Manager Team Member: Joe Caponio, Regional Director, Responsible Distribution Canada Team Member: Matt Nutt, ECRC, Response Center Manager, Corunna				
TERSP Representatives: (name, title)	Kevin Wallace, Director, Spartan Response Inc. Victor Hache, Commercial Manager, Spartan Response Inc.				
Opportunities for improvement:	1) Document on training matrix competency for each SOGs for Team Leader, within 12 months. 2) A & B Capping Kits training needs to be documented on training matrix, within 12 months.				
Best practices for sharing:					
Recommendation for registration:	Approved by TEAP III Editorial Board:	2022-11-02			
	Next location assessment due:	2022-09			

**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	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		Anhydrous Ammonia
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 [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: **2019-09-27**

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
<b>Part 4.3 Q.1</b>	Continued development of an automated tracking tool for maintenance schedules on equipment.	50% complete	Viewed SharePoint electronic equipment listing including gas detection units, vehicles and pumps with records as recent as 2022-08-15.

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

## TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

### Part 1 – Management

1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		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, signed by Director 2019-01-10.
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 SOG1.6, version 1.2, dated 2020-09-01.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		Yes, in 2021	X		Reviewed on TEAP3 website, dated 2021-08-27.
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, EASR, CVOR, and WSIB. We meet or exceed the minimum legal requirements.	X		Viewed COA issued 2018-06-18. Viewed CVOR expiry 2023-10-28.
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 clearance dated 2022-08-20.

**Commented [TEAP10]:** TERSP: Provide proof of a full and positive statement of commitment to addressing issues of health, safety, and the environment.  
Assessor: View policy statement and note date of issue and if signature is current

**Commented [TEAP11]:** TERSP: The individual with responsibility to manage and update the *TEAP III TERSP Standard Assessment* must be identified and available.  
Assessor: View, note the document title.

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

**Commented [TEAP13]:** TERSP: Legal requirements means: TDG and referenced requirements under CSA (e.g. pressure hose test), CGSB (e.g. tank standards and certification) and so on; WHMIS; federal and provincial workplace labour codes; and commercial vehicle standards under National Safety Code or equivalent such as CVOR, SAAQ, etc., as well as equipment manufacturer's test and maintenance requirements.  
Assessor: View, note document titles that support legal compliances.

**Commented [TEAP14]:** TERSP: Obtain current certificate from relevant workers compensation authorities (not to exceed 12 months).  
Assessor: View certificate and record date (check for expiration date).

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5b Public Liability and Property Damage, \$5 million?	X		Coverage is in place. Policy renewal date is 2022-09-18	X		Viewed insurance certificate, expiry 2023-09-18.
5c Environmental, \$5 million?	X		Coverage is in place. Policy renewal date is 2022-09-18	X		Viewed insurance certificate, expiry 2023-09-18.
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 1.6, version 1.2, dated 2020-09-01.  Viewed communication with client on ERAP updates 2022-09-28.

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

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

**Commented [TEAP17]:** TERSP: Provide copies of submissions to affected clients prior to changes significant enough that capability and/or capacity to execute the planned response is questionable. For example, changes to: *Capability Chart*, management, activation telephone number, geographic coverage, essential or speciality or unique equipment, number of registered responders, written agreements with other TERSPs...  
Assessor: If applicable, view and note date(s) of submission(s).

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

#### Part 2 – Activation and Response

1	Is there a 24-hour emergency response activation telephone number?	X		The 24-hour activation number is 1-833-573-1010  The secondary number for activation is 1-905-573-1010	X		Tested on 2022-09-28 at 20:48 to call center. Asked, company and contact name, number and scenario. Connected to Team Leader Kevin Wallace.
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 for activation protocol, dated 2020-09-01.  Viewed e-mail communication to Team Members from test on 2022-09-28 at 20:48.
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 Appendix A, Activation form, dated 2020-09-01.
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 client digital file including SDS sheet for Sulfuric Acid. SDS's for projects filed digitally in job files.  Viewed Appendix A, Activation form dated 2020-09-01 including SDS request section.
4b	CANUTEC?	X		Team Leaders and Response Team members are trained and have been provided with	X		Viewed CANUTEC contact information included on

**Commented [TEAP18]:** TERSP: State if there is a primary activation telephone number.  
Assessor: Assessor will run a check on primary activation telephone number without prior warning. Assessor will record time of activation call and time of call back.

**Commented [TEAP19]:** TERSP: Document alerting process to activate response, ensure this is communicated to clients.  
Assessor: View protocol (may include a call down list, flowchart, contact list), note title and date.

**Commented [TEAP20]:** TERSP: Provide a copy of the basic form or checklist used to record details of each call received.  
Assessor: View, note document title and last revision dates.

**Commented [TEAP21]:** TERSP: You must have the ability to readily obtain a current SDS for a material identified on your *Capability Chart*.  
Assessor: View current SDS selected from the *Remarks and Examples* column of the *Capability Chart*. Note method(s) demonstrated.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
			the information needed to contact CANUTEC.			company business cards and promotional materials.
4c Shipper/manufacturer?	X		Team Leaders and Response Team members are trained to ask for this information upon activation.	X		Viewed Appendix A, Activation form, dated 2020-09-01 including SDS request section.
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 Appendix A, Activation form dated 2020-09-01 including SDS request section.
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 Section 3 of SOGs including SOGs for products listed on Capability Chart, 2020-09-01  Reviewed Class 3 and Class 8 SOG's.  Reviewed bonding and Grounding and transfer procedures within Section 3.
6 Are response activities for incidents documented?	X		Team Leaders log all response activities in our Incident Management Documents.	X		Viewed incident package from 2022-09-12.

**Commented [TEAP22]:** TERSP: SOGs include pre-trip checklist, site safety plan, situation analysis, reconnaissance, damage assessment, static electricity control, transfer of pressure and low pressure commodities, flaring, disposal, decontamination, etc. List sources (e.g. ERG, AAR Guide, WISER, Disciplined Approach.)  
Assessor: View, note titles of SOG's.

**Commented [TEAP23]:** TERSP: Provide copies of incident(s) document(s) for TEAP III participants, include registered Team Leaders and team members.  
Assessor: Review, note registered Team Leader(s) and team member(s), use of activation call report, response report, work order, job reports, photographs...

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
7	What is the target mobilization time from receiving an initial activation call to rolling with response team and equipment for incidents requiring immediate response:					
7a	During regular business hours?	1 Hour or Less between 0800h and 1600h		X		Viewed incident package from 2022-08-12, call received at 15:24. Responding Team Members T. Farlinger and K. Sullivan
7b	Outside regular business hours?	1.5 Hours or Less between 1600h and 0800h		X		Viewed incident package from 2022-08-07, call received at 15:40 on a Sunday. Responding Team Members A. Barry and J. Braendle
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief and document?	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		Reviewed SOG 3.4 outlining debriefing process dated 2021-10.
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 Monday Operations meeting agenda including discussion on corrective actions, dated 2022-09-12
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,		X		Viewed corrective action form from project SR1692 and Monday operations meeting

**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)

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
			<b>Verification, Assignment, Completion. Standard Operating Guidelines – Section 3.25</b>			<b>agenda including discussion on corrective actions, dated 2022-09-12.</b>	
9	If you are listed in an ERAP, do you have a copy of the ERAP?	X		<b>Yes. ERAPs are maintained in the ERAP MS Teams folder</b>	X		<b>Viewed ERAP for UN2789, # 2-1008-163</b>
10	How are ERAP updates obtained / provided and tracked requests?			<b>ERAPs are subject to annual reviews. Modifications, if required, are listed in a Revision Table in the ERAP document.</b>	X		<b>Viewed communication with client on ERAP updates 2022-09-28.</b>

**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)

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

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

<b>1</b>	<b>Are current contact lists available for:</b>					
<b>1a</b>	Response coordinators?	<b>X</b>		Contact Lists are available for Response coordinators.	<b>X</b>	Viewed document updated 2022-07-18.
<b>1b</b>	Team Leaders and team members?	<b>X</b>		Contact Lists are available for Team Leaders and members.	<b>x</b>	Viewed document updated 2022-07-18.
<b>1c</b>	Clients?	<b>X</b>		Contact Lists are available for Clients. (CRM)	<b>X</b>	Viewed Customer Relationship Matrix updated 2022-07-22.
<b>1d</b>	Government agencies?	<b>X</b>		Contact Lists are available for Government Agencies. Agency Notification Form in SOG, Section 2 and in ER binders in trucks	<b>X</b>	Viewed Agency Notification form last modified 2022-06-28.
<b>2</b>	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	<b>X</b>		The equipment resource list is available. (Sub-Contractor / Vendor List) It is reviewed and updated annually.	<b>X</b>	Viewed Sub Contractor/Vendor list dated 2022-07-28.
<b>3a</b>	Describe any personnel or unique equipment outsourced?	<b>X</b>		The equipment resource list is available. (Sub-Contractor / Vendor List) It is reviewed and updated annually.	<b>X</b>	Viewed Sub Contractor/Vendor list dated 2022-07-28, including personnel and equipment .
<b>3b</b>	If yes, does a written agreement exist:	<b>X</b>			<b>X</b>	Viewed Mutual Aid agreement with QM Environmental 2022-05-11.
<b>4</b>	<b>Are written agreements established with other TERSPs for:</b>					

**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.

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
4a	Coverage in your region?	X		Mutual Aid Agreements in place.	X		Viewed Mutual Aid agreement with QM Environmental 2022-05-11.
4b	Coverage outside your region?	X		Mutual Aid Agreements in place.	X		Viewed Mutual Aid agreement with QM Environmental 2022-05-11.
4c	You to support them in your region?	X		Mutual Aid Agreements in place.	X		Viewed Mutual Aid agreement with QM Environmental 2022-05-11.
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?	X		Mutual Aid Agreements in place.	X		Viewed Mutual Aid agreement with QM Environmental 2022-05-11.
5b	Coverage outside your region?	X		Mutual Aid Agreements in place.	X		Viewed Mutual Aid agreement with QM Environmental 2022-05-11.
5c	You to support them in your region?	X		Mutual Aid Agreements in place.	X		Viewed Mutual Aid agreement with QM Environmental 2022-05-11.

## 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 equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Mobile Phones, Landlines, Internet.	X	Viewed project manager's smart phone.
1b	Personnel at the incident scene?	X		Mobile Phones, Intrinsically Safe 2 Way Radios.	X	Viewed project manager's smart phone.  Viewed 2 way radios onsite with response equipment.
2	Does the company meet the requirements of the <i>TEAP III TERSP Standard Essential and Specialty Equipment List</i> for:					
2a	Essential Equipment items at the location?	X		All items listed on the essential equipment list are at this location.	X	Viewed Essential Equipment items at the location.
2b	Specialty 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 Specialty Equipment items at the location.
3	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.	X	Viewed SharePoint electronic equipment listing including gas detection units, vehicles and pumps with records as recent as 2022-08-15.

**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

1 How many response personnel are trained to the <i>TEAP III TERSP Standard Training Matrix</i> :						
1a	TEAP III registered Team Leaders?	4	T. Farlinger J. MacCorkindale A. Barry K. Sullivan	X		Viewed Training Certificates for: J. MacCorkindale Hazmat Technician Dated: 2019-01-02 ICS-200 Dated: 2019-08-07 A. Barry Hazmat Technician Dated: 2015-10-03 Medical First Responder (FA & CPR) Dated: 2020-03-25
1b	TEAP III registered team members?	4	M. Pouliot J. Gardiner A. Bonaker-Hofmans A. Manojlovich	X		Viewed Training Certificates for: M. Pouliot Hazmat Technician Dated: 2019-01-02 TDG Dated: 2020-03-20 J. Gardiner Hazmat Technician Dated: 2015-10-03 WHMIS Dated: 2020-04-28
1c	Other Team Leaders?	2	B. Kelly N. Neelam	---	---	
1d	Other team members?	3	D. Dunnett J. Bojarski B. Urban	---	---	

**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.

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
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		Reviewed Fit for Duty Policy signed by Director, dated 2019-01-01.
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. 3rd Party Resource live September 1, 2019	X		Viewed Post Incident Stress Procedure 2018-07-13.  Viewed posted 24 Hour Crisis management number posted for employees and phone app for access.

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

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

### TEAP III TERSP Standard Assessment

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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 <i>TEAP III Standard Training Matrix</i> requirements.	X		Viewed training records, aligned with <i>TEAP III Training Matrix</i>
2	Is training conducted using specialty equipment?	X		Training is provided to any employee who will utilize each piece of equipment. Example: Capping Kits, Flaring, Sparging.	X		Viewed matrix including Flaring and Sparging training.  Verbal confirmation: A & B Capping Kits training needs to be documented in training matrix, within 12 months.
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 Hazmat Technician Level course materials and digital directory for additional courses i.e. TDG, Working at Heights, Gas Detection, etc.
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 training certificates further back from 2019.
5	If you respond to railway mode:						
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 eRailSafe for CP & CN on Training Matrix

**Commented [TEAP45]:** TERSP: Describe your training program and how it exceeds the *TEAP III TERSP Standard Training Matrix*. Assessor: Review TERSP's training matrix for enhancements (e.g. C Kit training, inhibitor injection, flaring...)

**Commented [TEAP46]:** TERSP: Provide evidence of training on specialty equipment (e.g. SOG, PPE, detection equipment). **If applicable, chlorine and related subjects are part of the training matrix.** Assessor: Review two records, note subject areas (e.g. application of C Kit while wearing a Level A suit, simulated corrosive liquid tank truck transfer, LPG flaring). **If applicable, review for chlorine and note.**

**Commented [TEAP47]:** TERSP: Provide documentation of training modules (objectives, course content, required resources, competency). Proof via external training certificates must be accompanied by course content. Assessor: Review two internal training modules, note titles and list contents; review two external training certificates, note titles and source (e.g. RAC, AAR, Honeywell).

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

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5b If yes, which TEAP III registered Team Leaders and team members have attended training?	<div style="display: flex; justify-content: space-between;"> <span style="color: red;">T. Farlinger</span> <span style="color: red;">J. MacCorkindale</span> </div>			X		Viewed eRailSafe certificates for T. Farlinger & J. MaCorkindale.

**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		Training scenarios are based on SOG's per the capability chart.	X		Verbal confirmation of process but not documented.  Verbal Confirmation: Document on training matrix competency for each SOG for Team Leaders, within 12 months.
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 documentation for exercise, dated 2022-03-29.
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 debrief notes from exercise, dated 2022-03-29.
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		Viewed corrective action form and Monday operations meeting agenda.
3c	Describe how corrective actions are tracked to completion.			Corrective actions are tracked within our corrective action log. The corrective action	X		Viewed Corrective Action Plan from 2022-09-09.

**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	
	flows through four stages. Initiation, Verification, Assignment, Completion. Standard Operating Guidelines – Section 3.25					

### 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		SharePoint list is active. Currently inspections are completed monthly.	X		Viewed SharePoint electronic equipment listing including gas detection units, vehicles and pumps with records as recent as 2022-08-15.
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		Viewed log books for Essential and Specialty Equipment:  Level A Fully Encapsulated Suit: Serial # 659255 Last tested: 2021-12-30  Gas Detector Serial # 17090RJ-010 Calibration: 2022-06-17  Hose #: SPR 00035 – 2” Tank Truck Tested: 2022-04-11  Hose #: SPR00058 – 2” Stainless Steel Braided Tested: 2022-06-16
2b	Transportation equipment?	X		All records will be maintained for at least 3 years.	X		Viewed Truck: Plate: BK 38973 CVIP: J0824438 Dated: 2022-03-24

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

**Commented [TEAP56]:** TERSP: Maintain test, inspection and maintenance records that are relevant to materials on the *TEAP III TERSP Standard Essential and Specialty Equipment List*; (e.g. SCBA, Level A suits, transfer hoses, power generators, pumps, instrumentation, gas detector and calibration, gaskets).  
Assessor: Review / examine 2 records, note items and frequencies (e.g. suit tests, hose test, generator inspection/test, gas detectors).  
Review / examine records for chlorine kits including viton gasket service date (within 4 years) if applicable and note.

**Commented [TEAP57]:** TERSP: Maintain test, inspection and maintenance records for vehicles.  
Assessor: View, note motor vehicle safety certificates on or in vehicles, by identification number.

### TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

#### Part 5 – Hazardous Waste and Hazardous Recyclable Materials

<b>1</b>	Does the TERSP have a permit or certificate to:						
<b>1a</b>	Transport hazardous waste and/or hazardous recyclable materials?	<b>X</b>		ECA provides approvals to transport waste.	<b>X</b>		Viewed ECA #8457-AZENK9 dated 2018-06-19
<b>1b</b>	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?		<b>X</b>	Does not receive or process waste.	---	---	
<b>2</b>	Are any of the above performed by a sub-contractor?	<b>X</b>		Work with third party waste receivers and transporters.	<b>X</b>		Viewed ECA #A100212 dated 2012-12-12

**Commented [TEAP58]:** TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials.  
Assessor: View, note permit/certificate number and expiry date (where applicable).

**Commented [TEAP59]:** TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials.  
Assessor: View, note permit/certificate number and expiry date (where applicable).

**Commented [TEAP60]:** TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials for sub-contractor(s).  
Assessor: View, note permit/certificate number(s) and expiry date (where applicable).

## TEAP III TERSP Standard Assessment

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

		Yes	No	TERSP Comment
1	Who at this location has attended <b>TEAP III Transportation Emergency Response Service Provider Standard</b> training?			<b>K. Wallace, J. MacCorkindale</b>
2a	Do you participate in TRANSCAER® outreach events?		<b>X</b>	
2b	If yes, how? Provide list of dates and activities for the past two years.			
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	<b>X</b>		<b>CERCA, RDC, OWMA</b>
3b	If yes, describe your involvement.			<b>Registered Member, Participant</b>
4a	Do you belong or contribute to a local community enhancement program?	<b>X</b>		
4b	If yes, describe your involvement. <b>NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.</b>			<b>Active member of Hamilton, Niagara, Toronto North, Toronto West CAER groups. The mandate of these organizations is to bring community awareness to emergency response.</b>

**Commented [TEAP61]:** TERSP: This is an optional part which you are free to complete or leave blank. There will be no assessment provided for this section.  
Assessor: Do not check or question any information provided here.

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

### TEAP III TERSP Standard Assessment

5a	Do you have an environmental management system in place such as ISO 14001?	X		
5b	If yes, describe.	Written policy is in place (Section 2.2.1 within EHS Manual). Section outlines detailed operational and management guidelines.		
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							
2.2							
2.3	UN1005 AMMONIA, ANYHYDROUS			2022-06-25	T. Farlinger J. MacCorkindale K. Sullivan	Flaring to reduce TT pressure.	Viewed exercise outline and work order.
3	UN1170 Ethanol	2022-06-20	J. MacCorkindale			Fuel spill cleanup from overloaded truck with vac truck.	Viewed Incident Activation form, Incident Map, Safety Meeting, timeline, Photos
4.1	UN2448 SULPHUR, MOLTEN			2022-09-30	J. MacCorkindale T. Farlinger K. Sullivan	Product transfer from bad railcar to good railcar (SR4398)	Comment: Discussion with TERSP team members and Assessors on transfer operations taking place during the time of the assessment including review of some photos.
4.2							
4.3							
5.1	UN3149 Hydrogen Peroxide and Peroxyacetic Acid Mixture	2022-06-25	K. Tingley			Containment and Recovery with transport in overpack	Viewed Incident activation form, Incident drawing, safety meeting, manifest, photos, timeline.
5.2							
6.1							
7							
8	UN1830 Sulphuric Acid	2022-07-13	T. Farlinger			Removal (vac truck) and neutralization of product.	Viewed Incident Report, timeline, incident map, Safety Meeting, manifest, and photos.
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.