

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	Harold Marcus Limited
TERSP location:	15124 Longwoods Rd., Bothwell ON, N0P 1C0
TERSP location's area of coverage:	Southwestern Ontario
Date assessed:	2018-02-08
Assessors:	Team Leader: Bill Preece, Director Regulated Materials, Contrans Corp. Assessor: Duane Abbott, ER Systems Manager, Chemtrade Logistics Inc. Assessor: Stephane Johnson, Response Center Manager, ECRC.
TERSP Representatives:	Kyle Campbell – Manager, Safety & Compliance.
Opportunities for improvement:	<ul style="list-style-type: none"> • Key management forms should be dated to control revisions. • ERAP management should be updated with ERAP holders and other contractors. • Contact list should separate and identify Team Leaders and Team Members.
Best practices for sharing:	The use of an in-house tanker for response training and transfer exercises.
Recommendation for registration:	Approved by TEAP III Editorial Board: 2018-05-07 Next location assessment due: 2020-05

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

TEAP III TERSP Standard Assessment

Capability Chart

Contact Details	TDG Class	Mode of Transport			Means of Containment	Stabilization ¹ (X, S, O, SO)	Mitigation ² (X, S, O, SO)	Remarks and Examples
		M	RR	R				
Company name: Harold Marcus Limited Address: 15124 Longwoods Rd. Bothwell, ON N0P 1C0 Office • Telephone: 800-265-9426 • FAX: 519-695-2249 • Website: www.haroldmarcus.com 24-hour Activation • Telephone: 800-265-9426 • Contact Position: On call Team Leader Regional coverage from this location: Southwestern ON Is coverage outside this region available via this location? Yes [] No [X] Date: 2018-01-02 By Location Leader (name): Kyle Campbell Position: Manager, Safety & Compliance E-mail: kyle@haroldmarcus.com	1							
	2.1							
	2.2							
	2.3							
	3	X	X	X	T/T, T/C, SC, LC, I/M	X	X	UN1202, UN1203, UN1267, UN1993
	4.1							
	4.2							
	4.3							
	5.1							
	5.2							
	6.1							
	6.2							
	7							
	8	X	X	X	T/T, T/C, SC, LC, I/M	X	X	UN1760, UN1789, UN1830, UN2031
	9	X	X	X	T/T, T/C, SC, LC, I/M	X	X	UN3077, UN3082
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 [TEAP III2]: TERSP: The possible abbreviations are: T/T = tank truck; T/C = tank car; c = cylinders, all sizes; SC = small means of containment < 450 litres; LC = large means of containment > 450 litres; IM = intermodal.

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

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

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

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

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 1 – Management

1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		Posted in various locations; H&S policy is signed by the employer, posted throughout the location, and found in all corresponding manuals.	X		Examined Corporate Environmental Health and Safety Policy, dated 2017-09; signed by the President, D. Marcus.
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		Manager of Safety & Compliance is responsible for updating the TEAP III TERSP Standard Assessment (as per HML Accountability Matrix).	X		Reviewed the Accountability Matrix, which lists the responsibilities of the Manager of Safety and Compliance. Observation: Form revision should be dated.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?		X	N/A	---	---	
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations...	X		All legislated requirements are met, including but limited to: TDG, WHMIS, Conditions of CofA, B620-09, R-Stamp, etc.	X		Examined the Ontario WSIB Clearance Certificate, which expires on 2018-02-19. Examined the Ontario Certificate of Approval, last updated on 2005-09-26.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Harold Marcus is in good standing in all provinces and states where work is performed.	X		Examined the Ontario WSIB Clearance Certificate, which expires on 2018-02-19.

Commented [TEAP III7]: TERSP: Provide proof of a full and positive statement of commitment to addressing issues of health, safety, and the environment.
Assessor: View policy statement and note date of issue and if signature is current.

Commented [TEAP III8]: TERSP: The individual with responsibility to manage and update the *TEAP III TERSP Standard Assessment* must be identified and available.
Assessor: View, note the document title.

Commented [TEAP III9]: TERSP: Complete the *TEAP III TERSP Standard Annual Update* (Capability Chart, Emergency Response and Exercise Table, and Change of Resources) and submit annually during non-assessment year to TEAP III (Director, Technical and Sustainable Logistics, CIAC, 805 – 350 Sparks Street, Ottawa, K1R 7S8).
Assessor: Review the *TEAP III TERSP Standard Annual Update* and note the date?

Commented [TEAP III10]: TERSP: Legal requirements means: TDG and referenced requirements under CSA (e.g. pressure hose test), CGSB (e.g. tank standards and certification) and so on; WHMIS; federal and provincial workplace labour codes; and commercial vehicle standards under National Safety Code or equivalent such as CVOR, SAAQ, etc., as well as equipment manufacturer's test and maintenance requirements.
Assessor: View, note document titles that support legal compliances.

Commented [TEAP III11]: TERSP: Obtain current certificate from relevant workers compensation authorities (not to exceed 12 months).
Assessor: View certificate and record date (check for expiration date).

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5b Public Liability and Property Damage, \$5 million?	X		Policy exceeds \$5 million and renews annually.	X		Reviewed the Certificate of Insurance, which expires on 2018-04-30.
5c Environmental, \$5 million?	X		Exceeds \$5 million.	X		Reviewed the Certificate of Insurance, which expires on 2018-04-30 and lists Contractors Pollution Liability.
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Required Notice of Change will be made as per HML Policy 1.7.1.	X		Examined Legal and Compliance Requirements (Policy), last revised on 2015-03. There have been no changes in capability since the policy was created in 2015.
7 If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?		X	N/A	---	---	

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

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

Commented [TEAP III14]: TERSP: Provide copies of submissions to affected clients prior to changes significant enough that capability and/or capacity to execute the planned response is questionable. For example, changes to: *Capability Chart*, management, activation telephone number, geographic coverage, essential or speciality or unique equipment, number of registered responders, written agreements with other TERSPs...
Assessor: If applicable, view and note date(s) of submission(s).

Part 2 – Activation and Response

1a Is there a 24-hour emergency response activation telephone number?	X		1-800-265-9426: Monitored by 3 rd party answering service between the hours of 20:00 to 06:30 in accordance with TC legislation.	X		Called the Primary Activation Number on 2018-04-02 at 20:46. The call was answered; basic information was collected, and the call was connected to the Team Leader at 20:49. Elapsed time: 3 minutes.
1b Is there another 24-hour telephone number that can be used to activate a response?	X		519-695-3734: Additional line meets same criteria as above.	---	---	

Commented [TEAP III15]: TERSP: State if there is a primary activation telephone number.
Assessor: Assessor will run a check on primary activation telephone number without prior warning. Assessor will record time of activation call and time of call back.

Commented [TEAP III16]: TERSP: State if there is a secondary number to the primary activation telephone number. For example: An office telephone number, telephone number with area code, two activation telephone numbers but at different locations and so on?
Assessor: There is no need to check or test the alternative telephone number.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
2 Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Electronic and paper copies; also see HML Policy 6.3.2 and Excel information sheet.	X		Examined the Alarm Response Procedure for Incidents Inside the Facility and Outside Spills, last revised on 2014-03. Observation: Form revision should be dated.
3 Does the TERSP use a form to record incident information?	X		All incidents are recorded via spill folder and assigned an individual 4-digit #.	X		Reviewed the Emergency Response Activation Sheet used on the incident of 2017-05-12. Observation: Form revision should be dated.
4 Which methods are used to access a current SDS on a 24-hour basis:						
4a Internal (paper or electronic)?	X		Provided by customers.	X		Examined SDS inventory binder.
4b CANUTEC?	X		Available via fax and/or email.	---	---	
4c Shipper/manufacturer?	X		Available at terminal locations.	X		Examined SDS from file #1642.
4d Internet (state method and web sites)?	X		Access via mobile PC's and cell phones.	X		Viewed several devices with capability to retrieve data.
4e Other (state method)?	X		Wiser app via cell phones.	X		Reviewed the Wiser app to obtain SDS information forms.

Commented [TEAP III17]: TERSP: Document alerting process to activate response, ensure this is communicated to clients. Assessor: View protocol (may include a call down list, flowchart, contact list), note title and date.

Commented [TEAP III18]: TERSP: Provide a copy of the basic form or checklist used to record details of each call received. Assessor: View, note document title and last revision dates.

Commented [TEAP III19]: TERSP: You must have the ability to readily obtain a current SDS for a material identified on your *Capability Chart*. Assessor: View current SDS selected from the *Remarks and Examples* column of the *Capability Chart*. Note method(s) demonstrated.

TEAP III TERSP Standard Assessment

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	Yes	No		Yes	No				
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?		X		SOG's in place for Class 3 Flammable Liquids as well as First-to-Arrive and Activation Procedures.	X		Examined SOG for Class 3 materials. SOG included for First-to-Arrive Duties, Bonding & Grounding, Transferring, Drilling, Health and Safety, and Decontamination. Date last revised: 2015-04.	
6	Are response activities for incidents documented?		X		Activities are documented on Summary of Service forms.	X		Reviewed Class 3 Response, including ER Call Sheet, Work Summary, and Debrief. Dated 2017-05-12. Team Leader: K. Campbell. Team Member: C. Kemp.	
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?		30 mins		As per Policy 6.3.2.	X		Examined Class 3 Response Reference 1630; Initial Call 14:30; Response 14:45. 1 Team Leader. 2 Team Members.	
7b	Outside regular business hours?		30 - 60 mins		As per Policy 6.3.2.	X		Examined Class 8 Response Reference 1649; Initial Call 20:12; on-site at 21:00. Date: 2017-09-25. 1 Team Leader. 1 Other.	
8	Evaluation and debrief of responses:								

Commented [TEAP III20]: TERSP: SOGs include pre-trip checklist, site safety plan, situation analysis, reconnaissance, damage assessment, static electricity control, transfer of pressure and low pressure commodities, flaring, disposal, decontamination, etc. List sources (e.g. ERG, AAR Guide, WISER, Disciplined Approach.)
Assessor: View, note titles of SOG's.

Commented [TEAP III21]: TERSP: Provide copies of incident(s) document(s) for TEAP III participants, include registered Team Leaders and team members.
Assessor: Review, note registered Team Leader(s) and team member(s), use of activation call report, response report, work order, job reports, photographs...

Commented [TEAP III22]: TERSP: Identify regular hours of business (e.g. 09h00 to 17h00)
Assessor: View, note date(s), time(s) to scene(s) and size of team(s) minimum of 2 persons deployed.

Commented [EW23]: TERSP: Identify outside regular hours of business (e.g. after 1700 hours)
Assessor: View, note date(s), time(s) to scene(s) and size of team(s) minimum of 2 persons deployed.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
8a How do you choose which responses to debrief?			Based on nature of response (i.e. duration, size, location and customer/regulatory input). Debrief form located in folder.	X		Reviewed SOG for debrief requirements. Examined the debrief for Reference 1630, dated 2017-05-13.
8b Does the debrief identify gaps and corrective actions?	X		When applicable, gaps and corrective actions are listed on the debrief form located in the spill folder.	X		Examined Debrief Reference 1630. Reviewed corrective actions for safety gear inventory and supply. Team Leader verbally addressed uniform supply of inventory moving forward.
8c Describe how corrective actions are tracked to completion.			Corrective actions are taken immediately and monitored through billing; in debriefs and monthly inspections; at weekly management meetings, and through our JHSC.	X		Reviewed minutes from Joint Health and Safety Committee meeting, held on 2017-07-20, which tracked a defect issue to completion.
9 If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X		Yes; to the best of our knowledge, we have copies of all ERAPS where HML has been named.	X		Examined ERAPs. Reviewed ERAP approved on 2008-03-28. Verbal confirmation to update ERAP information within 12 months.
10 How do you track updates of your client's ERAP?			Client updates HML when changes are made or required as per legislation.	X		Last update received on 2008-03-28.
11 If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		X	N/A	---	---	

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

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

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

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

Commented [TEAP III28]: TERSP: Transport Canada expect a copy of each ERAP or parts that apply to the TERSP for which they have an agreement to respond on behalf of another TERSP. If does not apply, indicate NA.
Assessor: If applicable, view and note ERAP(s) approval date(s).

TEAP III TERSP Standard Assessment

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	Yes	No		Yes	No	

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

1	Are current contact lists available for:					
1a	Response coordinators?	X		Contact lists containing all relevant information are stored in company-shared files and made available to all ER personnel.	X	Examined Shop, Terminal, Management, Regulatory, Subcontractor and Office Phone Directory; Excel file on a shared drive, plus binder copy. Dated 2018-02-07. Observation: Form revision should be dated.
1b	Team Leaders and Team Members?	X		See above.	X	Examined Shop, Terminal, Management, Regulatory, Subcontractor and Office Phone Directory; Excel file on a shared drive, plus binder copy. Dated 2018-02-07. Observation: Form revision should be dated. Team Leaders and Team Members should be listed specifically.
1c	Clients?	X		Client contact information available through TMW; updated daily.	X	Reviewed Excel file with client information on a shared drive. File date: 2018-02-07.
1d	Government agencies?	X		Located in notification list.	X	Examined Shop, Terminal, Management, Regulatory, Subcontractor and Office Phone Directory; Excel file on a shared drive, plus binder copy. Dated 2018-02-07.

Commented [TEAP III29]: TERSP: Provide copies of contact lists that include access telephone numbers (including consideration of off-hours, weekends and vacations); designates should also be listed. List must be dated. Describe the system in place to ensure that the contact lists are maintained current.
Assessor: View, note last revision date and document title and location.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Dispatch office and electronic copies available through shared files. Most equipment company-owned.	X		Examined Shop, Terminal, Management, Regulatory, Subcontractor and Office Phone Directory; Excel file on a shared drive, plus binder copy. Dated 2018-02-07.
3a	Describe any personnel or unique equipment outsourced?	X		Excavation, disposal, labs, engineering, and consultants are outsourced.	X		Examined Shop, Terminal, Management, Regulatory, Subcontractor and Office Phone Directory; Excel file on a shared drive, plus binder copy. Dated 2018-02-07.
3b	If yes, does a written agreement exist:	X		A written agreement exists for disposal services.	X		Reviewed agreement for disposal services dated 2017.
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X		Environmental Services Inc.	X		Reviewed agreement dated 2016-10-04.
4b	Coverage outside your region?		X	N/A	---	---	
4c	You to support them in your region?		X	N/A	---	---	
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?	X		Environmental Services Inc.	X		Reviewed agreement dated 2016-10-04.
5b	Coverage outside your region?		X	N/A	---	---	
5c	You to support them in your region?		X	N/A	---	---	

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

Commented [TEAP III31]: TERSP: Provide a list of personnel or unique equipment for materials not listed in the *TEAP III TERSP Standard Essential and Specialty Equipment List*. For example, do you outsource for 150 lb cylinder coffin?
Assessor: View, note last revision date.

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

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:						
1a	The Home Coordinator and the incident scene?	X		Cell phones.	X		Reviewed on-site cell phones.
1b	Personnel at the incident scene?	X		Cell phones, Qualcomm in-cab GPS on all trucks.	X		Viewed on-site cell phones and Qualcomm system installed in units.
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		Spill Trailers, Shop Storage. All requirements met and exceeded.	X		Examined equipment that meets the Essential Equipment List.
2b	Specialty Equipment items at the location?	X		All requirements met and exceeded, including FRP-owned trailers.	---	---	
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the <i>Capability Chart</i> ?	X		All equipment available for viewing, including SS, aluminum, FRP & carbon etc.	X		Viewed equipment for TDG classes listed in the <i>Capability Chart</i> .
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		Governed by both our company B-620, R-Stanp(tssa), and internal policy.	X		Viewed equipment record compliance with: Hose Inspection B620 dated 2017; SCBA inspected monthly.

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

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

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

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

Commented [TEAP III37]: TERSP: Examples are CSA; Transport Canada; provincial transportation, and so on. Provide records of approvals.
Assessor: View, note items and associated approval records and dates.

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?	2	K. Campbell, C. Kemp.	X		Examined training records for K. Campbell and C. Kemp.
1b	TEAP III registered team members?	3	B. Herr, J. Hollis, A. Deseure	X		Examined training records for J. Hollis and B. Herr.
1c	Other Team Leaders?	0		---	---	
1d	Other team members?	0		---	---	
2	Is there a fit for duty program?	X	Driver medicals and ESRTW; Fatigue Management Program.	X		Reviewed Fatigue Management Program in SOG 3.7.2, dated 2015-04.
3	Is there post-incident stress management program?	X	Available through company benefits under EAP program.	X		Reviewed Employee Benefit Program issued in 2014.

Commented [TEAP III38]: TERSP: A TEAP III registered Team Leader must be current on all requirements in the *TEAP III TERSP Standard Training Matrix*. Registered responders can be for only a single location and company. List all names (e.g. L. Laferriere)
 Assessor: Review minimum of 2 individual records for compliance with *TEAP III TERSP Standard Training Matrix*, note names as initial of first name and full last name (e.g. L. Laferriere).

Commented [TEAP III39]: TERSP: A TEAP III registered team member must be current on all requirements in the *TEAP III TERSP Standard Training Matrix*. Registered responders can be for only a single location and company. List all names (e.g. L. Laferriere).
 Assessor: Review minimum of 2 individual records for compliance with *TEAP III TERSP Standard Training Matrix*, note names as initial of first name and full last name (e.g. L. Laferriere).

Commented [EW40]: TERSP: These individuals do not meet the TEAP III TERSP Standard Training matrix or based in another location.
 Assessor: Do not review training records for these individuals.

Commented [EW41]: TERSP: These individuals do not meet the TEAP III TERSP Standard Training matrix or based in another location.
 Assessor: Do not review training records for these individuals.

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

Commented [TEAP III43]: TERSP: Describe the elements of your post-incident stress management program.
 Assessor: View program documentation, note document titles.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 4.1 – Preparedness, Training

1	Is the training program established in accordance with the <i>TEAP III TERSP Standard Training Matrix</i> ?	X		HMLs Training Matrix meets all requirements as well as Confined Space; TDG; Fatigue Management; Marine-specific training; H2S, and Emergency Response Training.	X		Examined the training program and SOG for Fatigue Management, dated 2015-04. Reviewed an outside training program supplied by Safety First for Hydrogen Sulfide, dated 2017-12-06.
2	Is training conducted using specialty equipment?		X		---	---	
3	Is the training content documented for each module?	X		Modules available through PowerPoints, in-house training program(s) and e-learning.	X		Reviewed PowerPoint training modules for TDG supplied by CDT Strategies. Reviewed Air Monitoring module.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		All training records are maintained indefinitely.	X		Examined training records dating back to 1994.
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, in-house TDG, SERTC training.	X		Reviewed E-Rail Safe training attendance records issued by B. Wood at E-Rail Safe, dated 2015-09-03.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	B. Herr, J. Hollis, C. Kemp.			X		B. Herr, J. Hollis, and A. Deseuere completed E-Rail Safe.

Commented [TEAP III44]: TERSP: Describe your training program and how it exceeds the *TEAP III TERSP Standard Training Matrix*.
Assessor: Review TERSP's training matrix for enhancements (e.g. C Kit training, inhibitor injection, flaring...)

Commented [TEAP III45]: TERSP: Provide evidence of training on specialty equipment (e.g. SOG, PPE, detection equipment). **If applicable, chlorine and related subjects are part of the training matrix.**
Assessor: Review two records, note subject areas (e.g. application of C Kit while wearing a Level A suit, simulated corrosive liquid tank truck transfer, LPG flaring). **If applicable, review for chlorine and note.**

Commented [TEAP III46]: TERSP: Provide documentation of training modules (objectives, course content, required resources, competency). Proof via external training certificates must be accompanied by course content.
Assessor: Review two internal training modules, note titles and list contents; review two external training certificates, note titles and source (e.g. RAC, AAR, Honeywell).

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

Commented [TEAP III48]: TERSP: List names of those who have attended training.
Assessor: Review two records; note names, course titles and source (e.g. L. Laferriere, Tank Car Specialist, ERTC).

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	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 theory and simulations as well as in-field response.	X		Examined SOG's applicable to Class 3 Transfers for Land Spill Emergency Preparedness (LSEP), dated 2017-08-15.
2	Are exercise activities documented?	X		Exercises in-house and at customer sites are documented the same as responses.	X		Examined SOG's applicable to Class 3 transfers for Land Spill Emergency Preparedness (LSEP), dated 2017-08-15.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			Debrief is conducted during the exercise as appropriate.	X	---	Debrief notes were not taken. Tail gate talk and review were not recorded.
3b	Does the debrief identify gaps and corrective actions?	X		Gaps are identified and corrected in real-time thorough the exercise.		X	Verbal confirmation to debrief future exercises.
3c	Describe how corrective actions are tracked to completion.			Corrective actions are taken immediately during the exercise.		X	Verbal confirmation to debrief future exercises.

Commented [TEAP III49]: TERSP: Team Leaders should be current in all applicable SOGs (e.g. Disciplined Approach, Safe Work Guidelines; bulk liquid transfer, flaring). Each equivalency for response granted must be noted in the individual's training file
Assessor: Review that Team Leaders are current on applicable SOGs, note names of those vetted.

Commented [TEAP III50]: TERSP: Provide copies of exercise document(s), include names of registered Team Leaders and team members, means of containment, material, hands on activity.
Assessor: Review, note elements (e.g. MOC, activity performed, participants).

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

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

Commented [TEAP III53]: TERSP: Provide documentation.
Assessor: Review / examine and note process (item, assignment, due date, status).

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 4.3 – Equipment Maintenance

1	Is a program established for equipment inspection, maintenance and testing?	X		Both internal policy and legislation (annually or monthly, etc.)	X		Viewed binder which includes inspection detail and frequency for ER Trailer, Truck, Pump, and Transfer Hose.
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		Equipment list is complete for applicable TDG Classes.	X		Examined equipment on-site. Required equipment inventory is complete.
2b	Transportation equipment?	X		Maintenance program exceeds legislated requirements (TMW) and company policy.	X		Reviewed the Ontario Annual Inspection, H821747, dated 2017-08. Reviewed the Annual Inspection for Unit #716 (Spill Trailer), dated 2017-06-24. Reviewed the Unit #20 Annual Inspection, dated 2017-07-24.

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Commented [TEAP III54]: TERSP: Show evidence of an equipment testing and maintenance program that is in compliance with manufacturer recommendations or regulatory requirements. **If applicable, what is the assurance program for the inventory of the chlorine kits.**
Assessor: View program, note elements (e.g. equipment listing, inspection detail, frequency, e-system or paper-based).

Commented [TEAP III55]: TERSP: Maintain test, inspection and maintenance records that are relevant to materials on the *TEAP III TERSP Standard Essential and Specialty Equipment List*; (e.g. SCBA, Level A suits, transfer hoses, power generators, pumps, instrumentation, gas detector and calibration, gaskets).
Assessor: **Review / examine 2** records, note items and frequencies (e.g. suit tests, hose test, generator inspection/test, gas detectors).
Review / examine records for chlorine kits including viton gasket service date (within 4 years) if applicable and note.

Commented [TEAP III56]: TERSP: Maintain test, inspection and maintenance records for vehicles.
Assessor: View, note motor vehicle safety certificates on or in vehicles, by identification number.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 5 – Hazardous Waste and Hazardous Recyclable Materials

1	Does the TERSP have a permit or certificate to:					
1a	Transport hazardous waste and/or hazardous recyclable materials?	X		A-8031.	X	Examined the Ontario Certificate of Approval, last updated on 2005-09-26.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		See above.	X	Examined the Ontario Certificate of Approval for transport only, last updated on 2005-09-26.
2	Are any of the above performed by a sub-contractor?	X		Disposal – HML does not receive any waste.	X	Reviewed the disposal agreement, dated 2017-01-02.

Commented [TEAP III57]: TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials.
Assessor: View, note permit/certificate number and expiry date (where applicable).

Commented [TEAP III58]: TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials.
Assessor: View, note permit/certificate number and expiry date (where applicable).

Commented [TEAP III59]: TERSP: Provide permit/certificate that identifies the class of hazardous waste and/or hazardous recyclable materials for sub-contractor(s).
Assessor: View, note permit/certificate number(s) and expiry date (where applicable).

Transportation Emergency Response Service Provider (TERSP) Optional Information

Part 6 – Marine Chemical Emergency Response (optional and not part of TERSP Standard Assessment)

Note: This section should be completed by those TERSPs that provide or wish to provide emergency response services in the marine mode specifically to vessels carrying or using hazardous materials (hazardous and noxious substances or “HNS”). Such response may be provided to bulk vessels, container vessels, barges, ferries, etc. while in berth, alongside, at sea or in transit.

		Yes	No	TERSP Comment
1	Does your company provide emergency response to marine HNS incidents in:			
1a	Deep sea operations?		X	N/A
1b	Coastal operations?	X		Contracted responder for ECRC – responding to only Class 3 Flammable Liquids in the Marine Mode.
1c	In port or while loading or unloading?	X		See above.
2	What marine geographic areas do you cover?	X		Southwestern Ontario; however, nationwide response is available upon request to fellow CERCA members.
3	Do you have specialized documented procedures for marine HNS emergency response?		X	Specialized marine training and procedures provided by ECRC.
4	Do you have boat(s) or other means for accessing vessels not at berth?		X	N/A

Commented [TEAP III60]: TERSP: This is an optional part which you are free to complete or leave blank. There will be no assessment provided for this section.
Assessor: Do not check or question any information provided here.

Transportation Emergency Response Service Provider (TERSP) Optional Information

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

		Yes	No	TERSP Comment
1	Who in your company has attended TEAP III Transportation Emergency Response Service Provider Standard training?	K. Campbell, J. Hollis, C. Kemp, and A. Deseure.		
2a	Do you participate in TRANSCAER® outreach events?	X		HML actively participates in TRANSCAER as both a member of CERCA and as a verified Responsible Care® member company.
2b	If yes, how? Provide list of dates and activities for the past two years.	May 5, 2017 - Sarnia, ON: Provided booth and information for EP Day in Sarnia. Apr 20-21, 2017 - Gravenhurst, ON: Provided material for demonstration.		
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	X		CERCA, CIAC, OPI, OTA, RC, Bluewater CAP, United Way, PIP, CT-PAT, Freight Resolution Group, etc.
3b	If yes, describe your involvement.	Meetings, volunteer work, equipment supplier, manpower, monetary support, community outreach.		
4a	Do you belong or contribute to a local community enhancement program?	X		United Way, Sarnia CAP, local sponsorships and donations.
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.	Monetary contributions, man power, equipment, resources, and industry education.		

Commented [TEAP III61]: TERSP: This is an optional part which you are free to complete or leave blank. There will be no assessment provided for this section.
Assessor: Do not check or question any information provided here.

Commented [TEAP III62]: TERSP: Identify by name (e.g. L. Laferriere) those who have attended.

Transportation Emergency Response Service Provider (TERSP) Optional Information

5a	Do you have an environmental management system in place such as ISO 14001?	X		Responsible Care (Plan, Do, Check, Act).
5b	If yes, describe.	The Code of Ethics under Responsible Care® guides our decision-making process around the principles of sustainability and conservation.		
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...	We are working toward paperless shipments; most invoices are sent via email. Also, the recycling of all paper, cardboard, plastic, applicable metals, waste waters and oils.		

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	Gasoline, UN1203	2017-09-29	C. Kemp			Transportation Incident Saddle Tank. Excavation and Restoration.	Examined file #1642, dated 2017-09-29. Emergency Response Activation Sheet, Incident Summary Folder, and Incident Debrief.
	Diesel, UN1202			2017-08-15	C. Kemp	Transportation Exercise. Road Tanker. Contain and transfer from leaking vessel.	Reviewed exercise dated 2017-08-15. Attendance List; SOG, including Grounding, Bonding, and Handling procedures for Hydrocarbon Transfer.
4.1							
4.2							
4.3							
5.1							
5.2							
6.1							
6.2							
7							
8	Corrosive liquid, acidic, inorganic, n.o.s UN3264	2017-09-24	K. Campbell			Plant Release. Vac up liquid from containment and holding tank. Take for disposal.	Examined file #1649, dated 2017-09-25. Summary of Services, Disposal, and Transport documents.

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

Commented [TEAP III65]: TERSP: Enter previous year data; an actual response that has been documented and debriefed could fulfil the exercise requirement. Remediation work does not qualify. Assessor: Note date and file number of least 3 reports and review one of those for completeness as to the company process.

Commented [TEAP III64]: TERSP: Identify the means of containment and activities performed during the response or exercise with product or simulated products (e.g. Tank car plugging, drum over pack, tank truck transfer, cylinder capping, flaring/venting).

Commented [EW66]: TERSP: List all activities related to chlorine.
Assessors: Review chlorine activities

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

TEAP III TERSP Standard Assessment

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

	Hydrochloric Acid, UN1789			2016-11-09	K. Campbell	Facility exercise of static tank release. Mock neutralization and removal of HCl at customer-owned facility.	Reviewed file #1789, including PPE and Equipment List, Site Safety Plan, Summary of Response Services, and related time sheets.
9							
Other							

Table data entered: 2018-01-02