

TEAP III TERSP Standard Assessment

Summary	
TERSP company assessed:	QM Environmental
TERSP location:	10 Kenmore Ave., Unit 4, Stoney Creek ON L8E 5N1
TERSP location's area of coverage:	Ontario
Date assessed:	2018-11-09
Assessors:	Team Leader – Andy Ash, Director, Dangerous Goods, Railway Association of Canada Assessor – Bernie Cook, Manager, Corporate Compliance Systems, Brenntag Canada Ltd. Assessor – Joe Caponio, Manager, Transportation, ERCO Worldwide
TERSP Representatives:	Kyle Gravelle, Senior Operations Manager, Eastern Canada Tanya Arsenault, EM Operations Specialist Carol Koh, Senior Emergency Management Specialist
Opportunities for improvement:	None identified.
Best practices for sharing:	None identified.
Recommendation for registration:	Approved by TEAP III Editorial Board: 2018-03-08 Next location assessment due: 2020-09

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

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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: QM Environmental Address: 10 Kenmore Ave., Unit 4, Stoney Creek ON L8E 5N1 Office • Telephone: 905-388-4444 • FAX: 905-643-3106 • Website: qmenv.com 24-hour Activation • Telephone: 1-877-378-7745 • Contact Position: Team Leader / Manager Regional coverage from this location: Southern Ontario Is coverage outside this region available via this location? Yes [X] No [] Date: 2018-09-18 By Location Leader (name): Kyle Gravelle Position: Senior Operations Manager E-mail: Kyle.gravelle@qmenv.com	1	X	X	X	T/T, SC, IM	X, S	X, S	Class 1 consultant – UN0442
	2.1	X	X	X	T/T, T/C, c, IM	X	X	Transfer and Flare – LPG, Butane
	2.2	X	X	X	T/T, T/C, c, IM	X	X	Transfer – Oxygen, Nitrous Oxide
	2.3	X	X	X	T/T, T/C, c, IM	X	X	Transfer – Hydrogen Chloride, Chlorine
	3	X	X	X	T/T, T/C, SC, LC, IM	X	X	Transfer – Crude Oil, Diesel, Gasoline
	4.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	Transfer - Molten sulphur
	4.2	X	X	X	T/T, T/C, SC, LC, IM	X	X	Transfer of UN3393
	4.3	X	X	X	T/T, T/C, SC, LC, IM	X	X	Transfer – lithium, magnesium
	5.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	Transfer - Hydrogen Peroxide
	5.2	X	X	X	T/T, T/C, SC, LC, IM	X	X	Transfer of UN3101
	6.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	Phenol, TDI
	6.2	X	X	X	SC	X	X	Package, Contain and decontaminate biomedical Yellow Cake (Uranium Oxide)
	7	X	X	X	SC, LC, IM	X	X	Transfer – Sulphuric Acid
	8	X	X	X	T/T, T/C, SC, LC, IM, c	X	X	Environmentally Hazardous Materials, Glycol
9	X	X	X	T/T, T/C, SC, LC, IM	X	X	Lube Oils, Cleaners, food products, bio-haz materials	
Other	X	X	X	T/T, T/C, SC, LC, IM, c	X	X		

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

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 [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).

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Part 1 – Management

1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		Outlined in QM Environmental's EHS Corporate Policy Statement, Code of Conduct and Health and Safety Policies. Refer to Standard Operating Guidelines (SOG).	X		Viewed EHS #001 dated 2018-01-01.
2	Has responsibility for the management and updating of the TEAP III TERSP Standard Assessment (Capability Chart, TERSP comment and Emergency Response or Exercise Table) been assigned and documented?	X		Regional Manager delegates and updates the TERSP assessment as outlined in SOG, p. 112.	X		Viewed SOG dated 2018, p. 112 (CERCA/TEAP III Capability Chart).
3	Has the TEAP III TERSP Standard Annual Update been completed and submitted?	X			X		Viewed Annual Update dated 2017-10-20.
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...	X		QM Environmental meets and exceeds all legal requirements associated with the running of its business.	X		Viewed Waste Transport License, ref #A821289, dated 2018-10-24.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Current letter of clearance available.	X		Viewed insurance document, expiry date 2018-11-15.
5b	Public Liability and Property Damage, \$5 million?	X		QM Environmental holds greater than \$5 million coverage.	X		Viewed insurance document, expiry date 2018-11-15.
5c	Environmental, \$5 million?	X		QM Environmental holds \$10 million coverage.	X		Viewed insurance document, expiry date 2018-11-15.

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, Transportation, 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).

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).

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6	Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Verbal and written communication as outlined in SOG's.	X		Viewed a management change notification dated 2018-02-16 and interim replacement notification dated 2018-10-31.
7	If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		Draft report available.	X		Viewed last TEAP III assessment dated 2017-03-01

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

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Part 2 – Activation and Response

1a	Is there a 24-hour emergency response activation telephone number?	X		24/7 Call Centre Number 1-877-378-7745, process outlined in QM Environmental SOG, p 7.	X		Number called on 2018-11-08 @2008hrs. Call answered and directly connected to the team leader @2011hrs.
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		1-905-388-4444, the number is outlined in QM Environmental SOG, p. 7.	---	---	
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Outlined in QM Environmental's SOG, p. 7-8.	X		Viewed Activation Flowchart, version #12, dated 2018-06.
3	Does the TERSP use a form to record incident information?	X		Outlined in QM Environmental's SOG, p. 10.	X		Viewed Initial Activation Report, version #12, dated 2018-06.
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 due to defined expiry date.	---	---	
4b	CANUTEC?	X		Team Leaders and resource personnel have training on calling CANUTEC.	---	---	
4c	Shipper/manufacturer?	X		ERAPs will include SDSs from shippers / manufacturers. Shippers / manufacturers can provide SDS during the event.	X		Viewed Brenntag SDS for UN1830 dated 2018-05-27
4d	Internet (state method and web sites)?	X		NIOSH pocket Guide, Pesticide Database, client websites.	---	---	
4e	Other (state method)?	X		Mobile applications on cell phones.	X		Viewed AskRail app for UN1075.

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

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

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

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

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

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5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		Generic response guidelines for all classes existing in QM Environmental's SOGs. Specific response guidelines exist for all ERAP products. Team Leader and Resource Personnel may contact Technical Advisors by phone/email for additional information, p. 38-77.	X		Viewed SOG for Class 3, Flammable Liquids. Viewed SOG for Class 8, Corrosive Materials.
6	Are response activities for incidents documented?	X		Team Leaders and/or home base coordinators log all activities of a spill call in our Emergency Management Workbook.	X		Viewed Incident Job #210235, ton container (SO2), dated 2018-10-14.
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?		15-30 min		X		Viewed Incident Job #210232, leaking ton container (SO2).
7b	Outside regular business hours?		30-90 min		X		Viewed Incident Job #210235, ton container (SO2), dated 2018-10-14.
8	Evaluation and debrief of responses:						
8a	How do you choose which responses to debrief?			All ER responses are debriefed by ER Team Leaders after every call per SOG, p. 108.	X		Reviewed SOG, version #12, regarding Client debrief and Team Member debrief, 2018-06.
8b	Does the debrief identify gaps and corrective actions?	X		Debrief and corrective actions as part of QM's Emergency Management Workbook are completed.	X		Viewed QMLP National Corrective Action Plan which identifies gaps and corrective actions.
8c	Describe how corrective actions are tracked to completion.			Corrective actions are assigned to appropriate individuals for completion. Manager will follow up to ensure proper completion.	X		Viewed QMLP National Corrective Action Plan that indicates corrective actions are tracked through Joint H&S Committee.
9	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X		All ERAP's are accessible to the corresponding Team Leaders who respond to an incident. Electronic copies are kept on file and ready for email or print.	X		Viewed ERAP #2-0046.

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.

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 N/A. Assessor: If applicable, view and note ERAP(s) approval date(s).

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10	How do you track updates of your client's ERAP?	Semi-annual written communication for coverage is updated on Master Client spread sheet.			X	Viewed Master Client spreadsheet (Retainer Review – monthly).
11	If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?	X		All ERAP's are accessible to the corresponding Team Leaders who respond to an incident. Electronic copies are kept and on file and ready for email or print.	X	Viewed Master Client spreadsheet as sub-contractor activities.

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

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

1	Are current contact lists available for:					
1a	Response coordinators?	X		Contact lists are maintained in QM Environmental's Emergency Action Centre. They are reviewed monthly and updated as required.	X	Viewed Employee List dated 2018-08-27.
1b	Team Leaders and team members?	X		Contact lists are maintained in QM Environmental's Emergency Action Centre. They are reviewed monthly and updated as required.	X	Viewed Employee List dated 2018-08-27.
1c	Clients?	X		All client contracts are reviewed semi-annually with client assurance to ensure accuracy.	X	Viewed Master Client spreadsheet (Retainer Review).
1d	Government agencies?	X		Contact lists are maintained in QM Environmental's Emergency Action Centre. They are reviewed monthly and updated as required.	X	Viewed Government Agency List dated 2017-02-07.
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		A list of equipment resource services is maintained in QM Environmental's Emergency Action Centre. They are reviewed and updated monthly.	X	Viewed Equipment List dated 2018 (East/West).
3a	Describe any personnel or unique equipment outsourced?		X		---	---
3b	If yes, does a written agreement exist:		X		---	---
4	Are written agreements established with other TERSPs for:					
4a	Coverage in your region?	X		Written agreement with SRS (Specialized Response Solutions).	X	Viewed agreement dated 2014-07-10.
4b	Coverage outside your region?	X		Written agreements exist with Euoway Industrial, MD-UN, Enviro Systems, and RST.	X	Viewed agreement with Euoway dated 2012-10-11.

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

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

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

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

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4c	You to support them in your region?	X		Agreements exist with MD-UN.	X		Viewed agreement with MD-UN dated 2015-02-26.
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?		X		---	---	
5b	Coverage outside your region?	X		MD-UN and RST are registered with TEAP III.	---	---	
5c	You to support them in your region?	X		MD-UN and RST are registered with TEAP III.	---	---	

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Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Cellular, land-lines, computer systems, cloud technology.	X	Viewed cell phones, laptops and radios.
1b	Personnel at the incident scene?	X		Cellular, computer systems, two-way radios, cloud technology.	X	Viewed intrinsically safe radios. Comms available by cell or laptop.
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		QM Environmental meets and exceeds the Standard Essential Equipment list.	X	Viewed all equipment on the Standard Essential Equipment list.
2b	Specialty Equipment items at the location?	X		QM Environmental meets many of the requirements on the specialized equipment list.	X	Viewed all equipment on the Specialty Equipment list for the declared capability.
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the Capability Chart?	X		QM Environmental holds all equipment required to service the products and means of containment outlined in your compatibility chart.	X	Viewed transfer equipment for LPG, Flammable liquids and corrosives. Viewed capping kits for chlorine.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		QM Environmental's equipment meets or exceeds all applicable Canadian certification and registration requirements.	X	Viewed records of inventory and maintenance for transfer hoses (CSA requirements).

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.

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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?	5	B. McMenemy T. Jaeckle M. Nedilsky K. Tingley S. Stevens	X	Viewed training records for B. McMenemy and K. Tingley.
	TEAP III registered team members?	2	C. Langelaan P. Leggatt	X	Viewed training records for C. Langelaan and P. Leggatt.
1c	Other Team Leaders?	N/A		---	---
	Other team members?	5	V. Ottertail T. Mara B. Schanbacher D. MacEachern H. Flagg	---	---
2	Is there a fit for duty program?	X	Sealed medical records for every active individual. Used by EMS if needed during an event. Medical monitoring completed for all Level A and B entries.	X	Viewed EHS 002 dated 2018-02-09.
	Is there post-incident stress management program?	X	Outlined in QM Environmental's SOG, p. 110.	X	Viewed QM's SOG regarding Incident Stress Management.

Commented [TEAP III38]: TERSP: A TEAP III registered Team Leader must be current on all requirements in the *TEAP III TERSP Standard Training Matrix*. Registered responders can be for only a single location and company. List all names (e.g. L. Laferriere).

Assessor: Review minimum of 2 individual records for compliance with *TEAP III TERSP Standard Training Matrix*, note names as initial of first name and full last name (e.g. L. Laferriere).

Commented [TEAP III39]: TERSP: A TEAP III registered team member must be current on all requirements in the *TEAP III TERSP Standard Training Matrix*. Registered responders can be for only a single location and company. List all names (e.g. L. Laferriere).

Assessor: Review minimum of 2 individual records for compliance with *TEAP III TERSP Standard Training Matrix*, note names as initial of first name and full last name (e.g. L. Laferriere).

Commented [EW40]: TERSP: These individuals do not meet the TEAP III TERSP Standard Training matrix or based in another location.

Assessor: Do not review training records for these individuals.

Commented [EW41]: TERSP: These individuals do not meet the TEAP III TERSP Standard Training matrix or based in another location.

Assessor: Do not review training records for these individuals.

Commented [TEAP III42]: TERSP: Describe the elements of your fit for duty program and frequency of re-assessments.

Assessor: View program documentation, note document titles.

Commented [TEAP III43]: TERSP: Describe the elements of your post-incident stress management program.

Assessor: View program documentation, note document titles.

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Part 4.1 – Preparedness, Training

1	Is the training program established in accordance with the <i>TEAP III TERSP Standard Training Matrix</i> ?	X		QM Environmental's training matrix meets and exceeds the requirements. Additional areas for training include Confined Space Entry/Rescue and Specialized product handling training.	X		Viewed PowerPoint presentation on chlorine, dated 2012. Viewed Chlorine Awareness Manual, dated 2016.
2	Is training conducted using specialty equipment?	X		Training is given for all specialty and unique equipment with refresher frequencies established in the training matrix.	X		Viewed PowerPoint presentation on chlorine, dated 2012. Viewed training matrix indicating employees trained under various aspects relating to their job duties (PPE, gas detection).
3	Is the training content documented for each module?	X		A training summary outlining the content, objectives, tests and job performance evaluations are completed for each training module.	X		Viewed PowerPoint training program for corrosives. Viewed training program for Product Identification. Viewed training program certificates for State Fire Academy Mississippi, Hazwoper, TTCl Tank Car Specialist, Pueblo, CO.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Records are maintained in the training matrix.	X		Viewed QM's training matrix for Team Leaders and Team Members.
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		All Team Leaders and many Team Members have received rail-specific (or equivalent) training.	X		Viewed TTCl Tank Car Specialist, RAC Railway ER.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	B. McMenemy T. Jaeckle M. Nedilsky K. Tingley S. Stevens C. Langelaan P. Leggatt			X		Viewed records for: C. Langelaan, RAC RER

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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Part 4.2 – Preparedness, Exercises

1	Have Team Leaders demonstrated competency for each SOG through training or equivalency granted for a response?	X		The contents of QM Environmental's SOG is covered in the training matrix completed over a 12-month period on our server.	X		Viewed QM Training Matrix for Team Leaders trained in: SCBA, NFPA472 Technician, Decon: B. Mcmenemy K. Tingley S. Stevens
2	Are exercise activities documented?	X		QM Environmental's Emergency Management Workbook is completed for both real and simulated incidents.	X		Viewed in National ER Training Matrix – dated 2018.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			All exercises have a flexible format. Feedback is used throughout the program. A summary debrief is completed and filed with each course.	X		Viewed debrief for ERAC exercise dated 2018-04-11.
3b	Does the debrief identify gaps and corrective actions?	X		Debrief and corrective actions are included in QM Environmental's Emergency Management Workbook which is used for documentation in exercises as well as true events.	X		Viewed debrief for ERAC exercise dated 2018-04-11 (equipment defective, supply restock).
3c	Describe how corrective actions are tracked to completion.			Corrective actions are tasked to the appropriate individual with dates assigned for completion. On the assigned date, the responsible manager will follow up to ensure proper completion. There is a corrective action logbook to log progress.	X		Viewed QMLP National Corrective Action Plan which indicates corrective actions are tracked through Joint H&S Committee.

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

Part 4.3 – Equipment Maintenance

1	Is a program established for equipment inspection, maintenance and testing?	X		Outlined in QM Environmental's SOG for all moving equipment and that requiring inspection by manufacturer or regulatory requirement. Program is managed through a computer-based reminder and completion program.	X		Viewed QM's SOG, p. 111, Maintenance, dated 2018-06.
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 maintenance and inspection logs are kept for a minimum of 3 years.	X		Reviewed maintenance log for Power Equipment (pumps, compressor, power Pac), hoses, gas detectors (inventory, calibration) monthly. Daily bump test.
2b	Transportation equipment?	X		All maintenance and inspection logs are kept for a minimum of 3 years.	X		Viewed maintenance records for Unit #AN90672. Viewed vehicle inspection book for Unit #OPS-15. Viewed safety certificates for vehicles – PU55 and FOO5050.

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

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		QM's Environmental Waste Transportation license allows them to ship most classes of dangerous goods outlined in its capability chart (except class 7 and Biomedical waste).	X	Viewed CofA #A81289.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		7757-4XGL5P C of A non-hazardous industrial waste.	X	Viewed CofA #7757-4XGL5P dated 2009-06-09.
2	Are any of the above performed by a sub-contractor?	X		Some capabilities are third-party sub-contracted.	X	Viewed CofA (Tesla Environmental Services) #3206-6APJHL.

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.

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.

		Yes	No	TERSP Comment
1	Does your company provide emergency response to marine HNS incidents in:			
1a	Deep sea operations?		X	No demand in our area of coverage.
1b	Coastal operations?	X		Contractor for ECRC for shoreline clean up. Specific training provided by ECRC. Contract exists between ECRC and QM Environmental. In addition, QM Environmental has ECRC's vessel for coastal operations as well as a stock of 4,000 feet of containment boom and shore seal boom.
1c	In port or while loading or unloading?	X		We offer many clients for loading operations from boat/barge to inland containments such as tank farms.
2	What marine geographic areas do you cover?	X		Canadian Great Lakes and inland water systems.
3	Do you have specialized documented procedures for marine HNS emergency response?	X		Specialized training and procedures have been implemented by ECRC. In addition, training and procedures have been outlined for operation of the boat for water response – found in SOGs.
4	Do you have boat(s) or other means for accessing vessels not at berth?	X		We have a 24ft craft for coastal operations. We also have contracts with commercial operations for on-the-water operations. This includes various sized tugs and barges.

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 <i>TEAP III Transportation Emergency Response Service Provider Standard training</i> ?			K. Gravelle, B. McMenemy, T. Arsenault, C. Koh, J. Kovatch.
2a	Do you participate in TRANSCAER® outreach events?	X		QM Environmental participates in many TRANSCAER® events across the country. The most recent took place in Perth County, 2017-09
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)?	X		QM Environmental has three sites assessed under CERCA. QM Environmental is a supplier member with the RDC. QM is an associate member of the RAC.
3b	If yes, describe your involvement.			
4a	Do you belong or contribute to a local community enhancement program?			
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			

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	
5b	If yes, describe.			
6a	Do you have a "green initiative" in place?	X		
6b	<p>If so, describe.</p> <p>Examples are vehicle emissions reduction, idling program, office paper recycling, controlling ER activity emissions such as dry connects, purge techniques, controlling run off...</p>	<p style="color: red;">Active recycling program for office waste. Active waste diversion/recycling/recovery during demolition operations.</p>		

TEAP III TERSP Standard Assessment

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

Material		Response		Exercise		Assessor Comment	
TDG Class	Shipping Name and UN Number	Date of last response (yyyy-mm-dd)	Registered Team Leader, last response (J. Doe)	Date (yyyy-mm-dd)	Registered Team Leader(s) (J. Doe)	Activity performed during exercise or response	Documentation viewed?
1							
2.1	LPG UN1075	2018-04-07	T. Jaeckle			Partial Transfer, Truck to Truck.	Viewed Job #209124.
	LPG UN1075			2018-04-12	S. Stevens	Transfer, Pipeline to Rail Car.	Viewed ERAC Field book.
2.2	Nitrous Oxide UN1070	2017-09-15	M. Nediisky			Package (cylinder) into salvage vessel for pick up by Praxair.	Viewed Job #207914.
	Nitrous Oxide UN1070	2018-02-24	B. McMenemy			Vent to atmosphere as per client, non-haz (cylinder).	
2.3							
3	Diesel UN1202			2018-04-11	K. Tingley	Transfer, Rail Car to Truck.	
4.1							
4.2							
4.3							
5.1	Hydrogen Peroxide UN2014	2018-06-29	S. Stevens			Recovered material from tote into 2 drums, neutralized spill.	Viewed Job #209680.
5.2							
6.1							
6.2							
7							
8	Potassium Hydroxide UN1814; Sodium Hypochlorite UN1791	2018-09-08	M. Nediisky			Spill cleanup.	Viewed Job #209578.
		2018-06-14	T. Jaeckle			Transfer damaged tote.	
9							
Other							

Commented [EW63]: TERSP: Activity must be hands-on; table top 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. Assessor: Review chlorine and anhydrous HCl activities.

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

Table data entered: 2018-09-25

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