

### Summary

<b>TERSP company assessed:</b>	<b>RST Industries</b>
<b>TERSP location:</b>	<b>485 McAllister Dr. Saint John, NB E2L 4H8</b>
<b>TERSP location's area of coverage:</b>	<b>New Brunswick, Nova Scotia, Newfoundland, and Prince Edward Island</b>
<b>Date assessed:</b>	<b>2018-10-09</b>
<b>Assessors:</b>	<b>Team Leader: Bill Preece, Director, Contrans Corp Assessor: Addison Vickerd, Response Center Manager ECRC</b>
<b>TERSP Representatives:</b>	<b>Trevor Dickinson, Manager Response Services Shawn Reilly, Director Health, Safety, Security and Environment</b>
<b>Opportunities for improvement:</b>	<b>None identified.</b>
<b>Best practices for sharing:</b>	<b>All files for equipment maintenance and training are digital and easily searched. Modern Air monitoring that allows for remote monitoring, GPS Tracking, and lone worker safety.</b>
<b>Recommendation for registration:</b>	<b>Approved by TEAP III Editorial Board: 2018-03-08 Next location assessment due: 2020-06</b>

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

### Capability Chart

Contact Details	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	RW				
<b>Company name:</b> <b>RST Industries Limited</b> <b>Address:</b> <b>485 McAllister Dr</b> <b>Saint John, NB</b> <b>E2L 4H8</b>  <b>Office Tel: (506) 634-2329</b> <b>FAX: (506) 632-4713</b> <b>Website: rsttransport.com</b>  <b>24-hour Activation</b> <b>Telephone: (877) 624-8800</b> <b>Contact Position:</b> <b>On call Manager</b>  <b>Regional coverage from this location: NB, NS, NL, PEI</b>  <b>Is coverage outside this region available via this location? Yes [X]</b> <b>No [ ]</b> <b>ON and QC through partnerships</b>  <b>Date: 2018-06-01</b>  <b>Location Leader (name):</b> <b>Trevor Dickinson</b> <b>Position: Manager, Emergency Response Services</b> <b>E-mail:</b> <b>dickinson.trevor@rsttransport.com</b>	1			X	T/T, SC	X, S	X, S	Various - UN 0072, 0118, 0209, 0483
	2.1		X	X	T/T, T/C, c, IM	X	X	UN 1075, 1010, 1063, 1049, 1971
	2.2		X	X	T/T, T/C, c, IM	X	X	UN 1073
	2.3		X	X	T/T, T/C, c, IM	X	X	Various - UN 1005, 1079, 1660, 1062
	3		X	X	T/T, T/C, SC, LC, IM	X	X	Various - UN 1202, 1267, 1203
	4.1		X	X	T/T, T/C	X	X	UN 1325, 2448
	4.2		X	X	T/T, T/C	X	X	UN 1378, 1384
	4.3		X	X	T/T, T/C	X	X	UN 3208, 1393, 1401, 1428
	5.1		X	X	T/T, T/C, SC, LC	X	X	UN 2426, 1942
	5.2		X	X	T/T, T/C, SC, LC	X	X	UN 3101
	6.1		X	X	T/T, T/C, SC, LC	X	X	UN 1689, 3288, 1580
	6.2							
	7			X	T/T, SC	X	X	UN 2912, 2977
	8		X	X	T/T, T/C, SC, LC, IM	X	X	Various - UN 1830, 1789, 2789, 2054, 1831
	9		X	X	T/T, T/C, SC, LC, IM	X	X	UN 3257, 3082, 3077
Other		X	X	T/T, T/C, SC, LC, IM	X	X	Non-regulated hydrocarbons	

**LEGEND:**

M - Marine; RR - Railway; R - Road; X - Performs operation in house; S - Sub-contracted; O - Resources from outside area of coverage; SO - Sub-contracted resources from outside area of coverage.

1. **Stabilization** includes operational activities directed towards ensuring the incident will not escalate by being able to detect, assess, stop and contain chemical leaks or spills (or potentials thereof) caused by a transportation incident involving dangerous or other goods.

2. **Mitigation** includes operational activities directed towards assessment and initial product recovery by means of product displacement. Product displacement includes, but is not limited to, neutralization, de-activation, repackaging or over packing, flaring or depressurization.

**Commented [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 UN number or shipping name.

### Part 1 – Management

1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		RST's ERS Policy Statement; RST's H&S Policy Statement Section 2 – 1	X		Viewed Health and Safety Policy signed by General Manager, A. Fisher; dated 2018-09-30.
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		RST Emergency Response Services (ERS) Overview  Part of Manager, ERS responsibilities	X		Examined Manager of Response Services position description, last revised on 2017-10-25.
3	Has the TEAP III TERSP Standard Annual Update been completed and submitted?	X		2017-08-23	X		Viewed Annual Update from 2017-08-23.
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...	X		Reference materials; training and compliance library are available on SharePoint intranet and maintained by Manager, ERS	X		Viewed New Brunswick Hazardous Waste Transport Permit I-8545, expires 2018-11-15.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Copy on file	X		Viewed Work Safe NB Certificate 2018-09-09.
5b	Public Liability and Property Damage, \$5 million?	X		Copy on file	X		Viewed Insurance Policy expiring 2019-06-01.
5c	Environmental, \$5 million?	X		Copy on file	X		Examined Insurance Policy expiring 2019-06-01.
6	Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		TEAP III Representatives and clients will be notified by email or letter	X		Viewed letter of 2018-05-08, indicating Trevor Dickinson as new staff member
7	If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		Filed electronically and hard copy retained	X		Reviewed Assessment of 2016-10-03.

**Commented [TEAP III4]:** 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 III5]:** 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 III6]:** 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 III7]:** 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 III8]:** 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 III9]:** TERSP: Have copy of policy available - Certificate of Insurance  
Assessor: View certificate(s) and record date(s).

**Commented [TEAP III10]:** TERSP: Have copy of policy available - Certificate of Insurance  
Assessor: Verify certificate(s) and record date(s).

**Commented [TEAP III11]:** 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		877-624-8800 - monitored by J.D. Irving Limited Industrial Security (TP 24-hour)	X		Called RST's 24-hour number on 2018-10-08 (off-hours during holidays) at 13:45. Spoke directly with Trevor Dickinson.
1b	Is there another 24-hour telephone number that can be used to activate a response?		X	Same as above. Monitored 24 hours. If call comes to Industrial Security, then ERS Coordinator or ERS Team Leader is contacted to manage event	---	---	
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		ERS Response Activation Guideline	X		Examined Activation Procedure documented in SOG 2018-10-5.
3	Does the TERSP use a form to record incident information?	X		Industrial Security Incident report, ERS Incident Log	X		Viewed Incident Action Report form last revised on 2014-01-04. Electronic version, Insurance Management System, is also in use.
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		1) RST Intranet and system inside ER trailer (HazMat Systems) 2) Client provided 3) Digital Storage (based on agreements)	X		Reviewed HAZMAT System in place for SDS storage and access. All mobile devices at RST have access. A current SDS is also requested before every incident response.
4b	CANUTEC?	X		Use CANUTEC for Emergency Access (on-scene) if needed	X		Viewed CANUTEC number on contact list, p. 17, dated 2018-10-05.
4c	Shipper/manufacturer?	X		Shipper / manufacturer documents are all on file	X		Reviewed SDS copies stored in the RST HAZMAT System.
4d	Internet (state method and web sites)?		X		---	---	

**Commented [TEAP III12]:** 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 III13]:** 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 III14]:** Activation Procedure 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 III15]:** 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 III16]:** 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.

4e	Other (state method)?		X		---	---	
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		ERS – SOG – Sections 6-14	X		Examined SOGs for RST Industries at 2018-10-05.
6	Are response activities for incidents documented?	X		ERS – SOG – Section 4 – Form ERS 009 – Action Report	X		Examined Action Report, Work order #2211589W dated 2018-01-09.  Team Leader: Hennessey, M. Team Member: Dalling, G.
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?	2 hrs		Team Leaders mobilize immediately; crew and equipment inside 2-hour window	Yes		Examined Action Report, Work order #2211589W, date 2018-01-09.  Initial Call at 13:00; mobilized at 13:30; on site at 14:20; Team Leader: Hennessey, M. Team Member: Dalling, G.
7b	Outside regular business hours?	3 hrs		Team Leaders mobilize from home and organize appropriate crew	X		Examined Work Order #2306094W dated 2018-06-02:  Initial Call: 14:00  Mobilized: 14:00  On-site: 21:40 (remote location, 343 km travel)  1 Team Leader 2 Subcontracted Team Members  Pardy's Waste Management team of 2 (subcontractors).

**Commented [TEAP III17]:** 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 III18]:** 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 III19]:** 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 [EW20]:** 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.

8	Evaluation and debrief of responses:						
8a	How do you choose which responses to debrief?	All responses			X		Examined Work order #2307164W dated 2018-06-07: Debrief lists vehicle placement safety concerns. Suggests overall site plan coordination before incident response begins.
8b	Does the debrief identify gaps and corrective actions?	X		Debrief lists opportunities for improvement in any/all areas	X		Examined Work order #2307164W dated 2018-06-07. Debrief lists vehicle placement safety concerns. Suggests overall site plan coordination before incident response begins.
8c	Describe how corrective actions are tracked to completion.	Reviewed by Director, HSSE and ERS Manager. Tracked via file.			X		Corrective Actions are tracked using software "InteleX". Viewed Action 43563 incident of 2018-09-11, corrective action assigned to G. Steele, 2018-09-20. Corrective action due date 2018-09-26. Incident documented as complete.
9	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X		Not supplied by clients - not known to be a requirement. We use CCF's (contractor capacity forms) to validate what we need to/agree to do	X		Viewed ERAP #2-1995, approved 2015-12-01. Capability agreements with ERAP holders are maintained.
10	How do you track updates of your client's ERAP?	Clients advise RST of updates			X		Viewed update for ERAP 2-1007 Holder at 2016-01-13.
11	If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		X	ERAC only (copy of plan) - Not supplied by clients. Not known to be a requirement. We utilize CCF's to validate what we need to do / agree to do. These CCFs are stored digitally by the client	---	---	Copies of ERAPs not on file. Contractor Capacity Forms are maintained.

**Commented [TEAP III21]:** TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP). Assessor: If applicable, view and note dates.

**Commented [TEAP III22]:** TERSP: Provide debrief records of corrective actions required and taken. Assessor: Review / examine and note corrective action(s) identified and assigned.

**Commented [TEAP III23]:** TERSP: Provide documentation. Assessor: Review / examine and note process (item, assignment, due date, status)

**Commented [TEAP III24]:** 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 III25]:** 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).

**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>	<b>Response coordinators?</b>	<b>X</b>		<b>All Response Coordinators, Team Leader, Team Members, Clients, and Resource Personnel are listed in SOG ER On-Call Personnel. Data and Call numbers are also listed in "Contact Lists" on mobile devices with each team member</b>	<b>X</b>	<b>Viewed Contact List maintained in Outlook on all RST phones.  Also viewed laminated Contact List, last revised 2018-07-05, contained in the SOGs.</b>
<b>1b</b>	<b>Team Leaders and team members?</b>	<b>X</b>		<b>All Response Coordinators, Team Leader, Team Members, Clients, and Resource Personnel are listed in SOG ER On Call Personnel. Data and Call numbers are also listed in "Contact Lists" on mobile devices with each team member</b>	<b>X</b>	<b>Viewed Contact list maintained in Outlook on all RST phones.  Also viewed laminated Contact List, last revised 2018-07-05, contained in the SOGs.</b>
<b>1c</b>	<b>Clients?</b>	<b>X</b>		<b>With Manager ER and Director. Not to Team Members</b>	<b>X</b>	<b>Viewed Contact list maintained in Outlook on all RST phones.  Current at 2018-10-09.</b>
<b>1d</b>	<b>Government agencies?</b>	<b>X</b>		<b>See above</b>	<b>X</b>	<b>Viewed Contact list maintained in Outlook on all RST phones. Current at 2018-10-09.  Also viewed laminated Contact List, last revised 2018-07-05, contained in the SOGs.</b>
<b>2</b>	<b>Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?</b>	<b>X</b>		<b>Subcontractors are listed in SOG directory</b>	<b>X</b>	<b>Examined SOG, section 4, listing subcontractors. Last revised 2018-10-05.</b>

**Commented [TEAP III26]:** 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 III27]:** TERSP: Provide list of equipment resource support services.  
Assessor: View, note last revision date.

3a	Describe any personnel or unique equipment outsourced?	X		Marine services, heavy towing and vacuum services	X		Examined SOG, section 4, listing subcontractors. Last revised 2018-10-05.
3b	If yes, does a written agreement exist:		X	Generally sister companies used / J.D Irving companies or those with long standing relationships	---	---	
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X		ECRC, Custom Fabricator & Machinist	X		Viewed agreement with ECRC dated 2014-05-07.
4b	Coverage outside your region?		X	No written agreements with other responders outside of the RST Service area	---	---	
4c	You to support them in your region?	X		MD-UN, Terrapure, Drain-All, QMLP	X		Viewed Agreement with MD-UN dated 2016-01-12.
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?		X	There are no other current TEAP III TERSPs in the Atlantic area	---	---	
5b	Coverage outside your region?	X		All are TEAP III TERSP assessed	X		Viewed Agreement with MD-UN dated 2016-01-12.
5c	You to support them in your region?	X		All are TEAP III TERSP assessed	X		Viewed Agreement with MD-UN dated 2016-01-12.

**Commented [TEAP III28]:** 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 III29]:** TERSP: If yes, provide the access protocol and agreement.  
Assessor: View, note agreement date.



### Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Cell, land line phones, and Blackline Monitoring System	X	<p>Viewed cell phone capability. Viewed Blackline Safety air monitor, fall detection, 2-way voice and location service, satellite communication.</p> <p>All Team Members have cellphone communication.</p> <p>10 Blackline safety units.</p> <p>1 PID monitor.</p>
1b	Personnel at the incident scene?	X		Two-way radio, text, cell and, in some cases, Wi-Fi communication / satellite communication (half-ton truck or tractor trailer), Blackline Monitoring System	X	<p>Viewed cell phone capability. Viewed Blackline Safety air monitor, fall detection, 2-way voice and location service, satellite communication.</p> <p>All Team Members have cellphone communication.</p> <p>10 Blackline safety units.</p> <p>1 PID monitor.</p>
2	Does the company meet the requirements of the TEAP III TERSP Standard Essential and Specialty Equipment List for:					
2a	Essential Equipment items at the location?	X		TEAP III Equipment List is a minimum. Inventory typically exceeds requirements	X	Equipment Inventory is complete.
2b	Specialty Equipment items at the location?	X		Supplier Capping Kits are in stock. Drones system for digital recording, with appropriate regulatory compliance for specific instances	X	Viewed the Capping Kits. Gaskets. All gaskets replaced in 2018.

**Commented [TEAP III30]:** 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 III31]:** TERSP: All *Essential Equipment* must be at the location.  
Assessor: View, note that all *Essential Equipment* is at the location.

**Commented [TEAP III32]:** TERSP: All claimed *Specialty Equipment* must be at the location.  
Assessor: View, note that all claimed *Specialty Equipment* is at the location.

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		Equipment list is complete for capability chart requirements	X		Viewed a response trailer specifically fitted for roadside response to vehicle events.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		Including maintenance program and periodic inventory auditing	X		Viewed Hose Test inspection tags and several Hose Inspection Reports. Example: Hose #RST04418, scheduled retest 2019-01-10.  Viewed Vehicle Inspection expiring 2019-06-01.

**Commented [TEAP III33]:** 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 III34]:** 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.

### 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	D. Hickey, E. MacDonald, M. Hennessey, J. Morash, R. Dickeson, T. Dickinson	X	Viewed training records for R. Dickeson and D. Hickey.  Records are filed in Safety Sync via ERAC plus in an Excel file with RST with links to hard copy certificates.
1b	TEAP III registered team members?	14	S. Reid, C. Radcliffe, D. Irving, G. Dalling, M. Mallard, M. Reid, N. Murphy, S. Heighton, S. Crooks, S. Gaunce, J. Thornhill, T. Murphy, C. Arbeau, J. Fournier	X	Viewed training records for M. Reid and J. Thornhill.  Records are filed in Safety Sync via ERAC plus in an Excel file with RST with links to hard copy certificates.
1c	Other Team Leaders?	2	S. Reilly	---	---
1d	Other team members?	3	Part time: Y. Daigle, E. Nickerson, M. Clinton	---	---
2	Is there a fit for duty program?	X	Drug and Alcohol program / other programs	X	Viewed Policy on Alcohol and Other Drug Use, version date 2018-08-02.
3	Is there post-incident stress management program?	X	EFAP (employee and family assistance program) and CISM (critical incident stress management) education	X	Examined the Morneau Shepell Benefit program available to workers. Current at 2018-10-09.

**Commented [TEAP III35]:** 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 III36]:** 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 [EW37]:** 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 [EW38]:** 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 III39]:** TERSP: Describe the elements of your fit for duty program and frequency of re-assessments.  
Assessor: View program documentation, note document titles.

**Commented [TEAP III40]:** TERSP: Describe the elements of your post-incident stress management program.  
Assessor: View program documentation, note document titles.

**Part 4.1 – Preparedness, Training**

1	Is the training program established in accordance with the <i>TEAP III TERSP Standard Training Matrix</i> ?	X		Under review for ICS training however all other training is compliant	X		Records are filed in Safety Sync via ERAC, plus in an Excel file with RST with links to hard copy certificates.  Annual Customer Specific Training for Class 7.  Chlorep, Tank Car Specialist programs are also maintained.
2	Is training conducted using specialty equipment?	X		Annual Regional Evaluation. Annual regional training – propane pumps and transfer equipment: “war wagon” pump and compressor trailer  Magellan Aerospace Emergency Response for Explosives Training. In-class training with table top exercise as part of larger training exercise	X		Viewed propane pumps and transfer equipment: “war wagon” pump and compressor trailer.
3	Is the training content documented for each module?	X		Program is based on several modules in an on-line format	X		Examined training contents and table top exercise for Class 1 provided by Magellan and Orica Canada on 2018-05-28.  Viewed training content for WHIMIS, 2017-10-26 and TDG, revised on 2018-06-20.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Training records are kept on file permanently	X		Viewed Training Records for D. Hickey dating back to 1992-12-08.
5	If you respond to railway mode:						

**Commented [TEAP III41]:** 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 III42]:** 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 III43]:** 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).

5a	Is a railway dangerous goods response training course part of your training matrix?	X		E-Rail Safe Training Program mandatory for all responders	X		Viewed E-Rail Safe training for T. Dickinson, 2018-05-02.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	All Team Leaders and anyone who is HazMat-trained		X		Viewed training records for T. Dickinson, 2018-05-02 and S. Reilly, 2018-05-02.	

**Commented [TEAP III44]:** TERSP: Provide evidence of railway ER training (e.g. RAC, ERTC, JIBC, CN, CP Rail).  
Assessor: Review, note titles and source.

**Commented [TEAP III45]:** 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).

### Part 4.2 – Preparedness, Exercises

1	Have Team Leaders demonstrated competency for each SOG through training or equivalency granted for a response?	X		Well documented annually for Class 2.1 & 3 under ERAC. Annual competencies established for Class 2.2 Others under development	X		Reviewed ERAC Annual Assessment Summary Report at 2017-10-16.
2	Are exercise activities documented?	X		ERAC Class 3 Live Transfer, Propane Exercises done annually	X		Reviewed ERAC Annual Assessment Summary Report at 2017-10-16.  Training Agenda and Exercise content is listed.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?	All exercises are debriefed			X		Viewed Work Order #2017993W. Examined Debrief 2017-03-12.
3b	Does the debrief identify gaps and corrective actions?	X		Debrief lists, Strengths, Opportunities for Improvement and Corrective Actions	X		Reviewed Debrief documents for 2017993W with corrective action forms.
3c	Describe how corrective actions are tracked to completion.	Training, Exercises and Corrective Actions are recorded in Intelex software			X		Viewed the Intelex Software with Action Start dates, assignment dates and completion dates.

**Commented [TEAP III46]:** 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 III47]:** 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 III48]:** TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).  
Assessor: If applicable, view and note dates.

**Commented [TEAP III49]:** TERSP: Provide debrief records of corrective actions required and taken.  
Assessor: Review /examine and note corrective action(s) identified and assigned.

**Commented [TEAP III50]:** TERSP: Provide documentation.  
Assessor: Review / examine and note process (item, assignment, due date, status).

### Part 4.3 – Equipment Maintenance

1	Is a program established for equipment inspection, maintenance and testing?	X		Binder with hardcopy records of field test equipment	X		Maintenance is now tracked via Intelex e-system.
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		Level A Test Sheet done by Saint John Fire Department	X		Viewed SCBA Level A Suit Inspection 2018-12-01 records in Intelex System. Hard copy tag on the equipment.  Viewed Chlorine Gasket Maintenance and Inspection 2018-07-18. Gasket dates listed 2016-09.
2b	Transportation equipment?	X		Maintenance done by outside (Related) party to DOT Specification	X		Viewed Annual Inspection Document for Unit ER9133 at 2018-04-12.

**Commented [TEAP III51]:** 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 III52]:** 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 III53]:** TERSP: Maintain test, inspection and maintenance records for vehicles.  
Assessor: View, note motor vehicle safety certificates on or in vehicles, by identification number.

## Part 5 – Hazardous Waste and Hazardous Recyclable Materials

1	Does the TERSP have a permit or certificate to:						
1a	Transport hazardous waste and/or hazardous recyclable materials?	X		Maritimes, PQ, and ON only	X		Viewed New Brunswick Hazardous Waste Transport Permit I-8545, expiration 2018-11-15.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?		X		---	---	
2	Are any of the above performed by a sub-contractor?	X		Terrapure for vac trucks in region  Regional Petroleum used for some transportation/disposal	X		Examined Regional Petroleum New Brunswick Waste Transport Permit I-9074, expires 2020-05-26.  Examined Terrapure / Revolution Environmental Solutions Waste Management approval from New Brunswick dated 2016-08-16; expires 2020-08-15.

**Commented [TEAP III54]:** 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 III55]:** 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 III56]:** 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 III57]:** 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	
1b	Coastal operations?		X	
1c	In port or while loading or unloading?		X	
2	What marine geographic areas do you cover?		X	
3	Do you have specialized documented procedures for marine HNS emergency response?		X	
4	Do you have boat(s) or other means for accessing vessels not at berth?		X	

## 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 <b>TEAP III Transportation Emergency Response Service Provider Standard</b> training?	<b>S. Reilly T. Dickinson, (2018), J. Fournier (2017)</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, ERAC, RDC</b>
3b	If yes, describe your involvement.			
4a	Do you belong or contribute to a local community enhancement program?	<b>X</b>		<b>Member of J.D Irving, Limited group of companies</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>Irving has extensive community involvement. Please check <a href="http://www.Irving.com">www.Irving.com</a> for more information.</b>		

**Commented [TEAP III58]:** 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 III59]:** 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		Green Initiative is based on the US DOT Smartway Program aimed at reducing fuel-related greenhouse gas emissions
6b	If so, describe.  Examples are vehicle emissions reduction, idling program, office paper recycling, controlling ER activity emissions such as dry connects, purge techniques, controlling run off...	Green Initiative is based on the US DOT Smartway Program aimed at reducing fuel related greenhouse gas emissions  RST Facility participates with the municipal recycling system		

## 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 (e.g. J. Doe)	Date (yyyy-mm-dd)	Registered Team Leader(s) (e.g. J. Doe)	Activity performed during exercise or response	
1							
2.1	Liquefied Petroleum Gas, UN1075			2018-05-29 2018-05-30 2018-05-31	D. Hickey, E. Macdonald, M. Hennessey, J. Morash	ERAC Regional for LPGs – transfer & flaring of propane. Rail-to-truck.	Viewed Agenda for ERAC Regional Assessment and Live Transfer beginning 2018-05-29
2.1	Liquefied Petroleum Gas, UN1075	2018-01-07 thru 2018-01-27	M. Hennessey, J. Morash, T. Dickinson			Large Butane Spill from pipeline to refinery. Team worked on containing, removal of frozen butane.	Viewed work order 2210943W.  Initial Call on 2018-01-08 at 11:15 onsite 13:00.  Viewed Incident Logs.  Viewed Site Safety Plan. Debrief ongoing with product owner.  Photos were NOT permitted at this response.
2.2							

**Commented [EW60]:** TERSP: Activity must be hands-on, tabletop does not qualify

**Commented [TEAP III61]:** 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).

2.3	Sulfur Dioxide and Sodium Hydrosulfite UN1079, Hydrogen Sulfide UN 1053			2018-05-28	M. Hennessey, T. Dickinson, S. Reilly, E. MacDonald, D. Hickey	Chemtrade Logistics Training – In-class and in field training exercise with Chemtrade client materials. Multiple sessions. Full team attended classroom exercise on this date. Field training over three months.	Viewed Chemtrade Presentation and Agenda 2018-05-25.  Viewed field notes from 2018-03-18 to present. Daily inspection and review of rail car valve and unload system.  Viewed sample railcar checklist 2018-09-24.
3	Crude Oil UN 1267			2018-05-29 2018-05-30 2018-05-31	D. Hickey, E. Macdonald, M. Hennessey, J. Morash	ERAC Regional for Flammable Liquids – transfer. Rail to Rail.	
4.1	Sulphur UN 2448	2017-06-08	D. Hickey, E. MacDonald M. Hennessey			Replaced gaskets on dome covers of leaking rail cars due to H2S.	Viewed Work Order 2056381W.  Viewed Action Report and Incident Logs, Site Photos, Debrief 2018-06-08.
4.1	Molten Sulphur UN 2448	2017-12-20	E. MacDonald			Complaint of H2S around rail car, wearing SCBA located leak with gas detector.	Viewed Work Order 2199902W.  Viewed Action Report, Incident Log, Debrief, 2017-12-20.
4.2							
4.3							
5.1							
5.2							
6.1							
6.2							
7							
8	Sulphuric Acid, Spent UN 1832	2018-05-09	E. MacDonald			Spent Acid leaking from induction pipe on rail car, replaced.	Viewed Work Order 2289794W. Viewed Action Report, Incident Logs, Photos and Debrief. 2018-05-09.

**Commented [EW62]:** TERSP: List all activities related to NaOH, NaClO, HCl, anhydrous HCl.

8	Sulphuric Acid, Spent UN 1832	2017-06-22	E. MacDonald			Relieved pressure on railcar, acid was leaking from induction pipe.	Viewed Work Order 2088113W. Viewed Action Report, Incident Logs and Debrief. 2017-06-22.
9							
Other							

Table data entered: 2018-05-31