

## TEAP III TERSP Standard Assessment

Summary	
TERSP company assessed:	Tervita Corporation
TERSP location:	13511 Vulcan Way Richmond B.C. V6V 1K4
TERSP location's area of coverage:	British Columbia
Date assessed:	2018-12-04
Assessors:	Team Leader: Stephane Johnson, Response Center Manager, Great Lake Region, ECRC~SIMEC Assessor: Adrian Michielsen, Regional Emergency Preparedness Advisor, Imperial Oil. Assessor: Robert (Bob) Corfield, Manager Car loading Rules, Railway Association of Canada. Assessor: Matthew Leigh, CN Rail, Dangerous Goods Officer, British Columbia.
TERSP Representatives:	Troy Kizmann – Project Manager.
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: 2020-12

**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 <sup>1</sup> (X, S, O, SO)	Mitigation <sup>2</sup> (X, S, O, SO)	Remarks and Examples
		M	RR	R				
<b>Company name:</b> <b>Tervita Corporation</b> <b>Address:</b> <b>13511 Vulcan Way</b> <b>Richmond B.C. V6V 1K4</b>  <b>Office</b> <ul style="list-style-type: none"> <li>• Telephone: 604-214-7000</li> <li>• FAX: 604-214-7017</li> <li>• Website: <a href="http://www.tervita.com">www.tervita.com</a></li> </ul> <b>24-hour Activation</b> <ul style="list-style-type: none"> <li>• Telephone: 1-800-32-SPELL (77455)</li> </ul> <ul style="list-style-type: none"> <li>• Contact Position: <b>On Call Coordinator</b></li> </ul> <b>Regional coverage from this location: BC/Vancouver &amp; North to Williams Lake, East to Salmon Arm &amp; Grand Forks. Vancouver Island from Victoria to Campbell River</b>  <b>Is coverage outside this region available via this location?</b> Yes [X] No [] <b>Date: 2018-10-23</b>  <b>By Location Leader (name):</b> <b>Steve Levesque</b> <b>Position: Field Services Supervisor</b> <b>E-mail:</b> <a href="mailto:stlevesque@tervita.com">stlevesque@tervita.com</a>	1							
	2.1			X	c	X	X	Butane/Propane, UN1075
	2.2			X	c	X	X	Nitrogen, UN1066
	2.3							
	3			X	SC, LC, T/T	X	X	Diesel Fuel, UN1202 Gasoline, UN1203
	4.1		X	X	SC, LC, IM	X	X	Solids containing flammable liquids, UN3175
	4.2			X	SC, LC, IM	X	X	Sodium, UN1381
	4.3			X	SC, LC, IM	X	X	Cyclopentylmagnesium bromide, UN 3399
	5.1			X	SC, LC, IM	X	X	Hydrogen Peroxide, UN3139
	5.2			X	SC	X	X	Organic Peroxide, Type D, NOS UN3105
	6.1			X	SC, LC, IM	X	X	Toxic Liquid NOS and Toxic Solid NOS, UN2810, UN2811, UN3288, UN3287
	6.2			X	SC	X	X	Sharps, biological substances category B, UN3373
	7							
	8			X	SC, LC, IM	X	X	Hydrochloric Acid, Sodium Hydroxide, Sulphuric Acid UN3260-UN3267
9			X	SC, LC, IM	X	X	Dedicated Vacuum Unit for PCB Oil	
Other			X	LC	X	X	Waste Oil	

**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).

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### Part 1 – Management

1	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		Health and Safety Policy and Environmental Policy.	X		Viewed Health & Safety and Environmental Policy signed by the CEO dated 2018-01.
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		ER Operations Supervisor custody of the TERSP program – Troy Kizmann.	X		Viewed Coordinator's Handbook Roles and Responsibilities dated 2017-07.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		Last updated and submitted 2017-10-06.	X		Viewed posting report on teap3.ca dated 2017-10-06.
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations,...	X		Insurance Certificate, WorkSafe BC Clearance certificate, TDG, WHMIS.	X		Viewed vehicle COR certificate and record for TDG and WHMIS.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		WorkSafeBC	X		Viewed Worksafe BC letter dated 2016-09-20.
5b	Public Liability and Property Damage, \$5 million?	X		Provided by Aon Reed	X		Viewed insurance certificate expiry 2019-07-01.
5c	Environmental, \$5 million?	X		Provided by Aon Reed	X		Viewed insurance certificate expiry 2018-07-01.
6	Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Assigned to ER Field Services Supervisor	X		Viewed Coordinator's Handbook Roles and Responsibilities.
7	If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		Available for viewing	X		Viewed the draft report dated 2016-10-06.

**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).

**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).

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### Part 2 – Activation and Response

1a	Is there a 24-hour emergency response activation telephone number?	X		1-800-32-SPILL (1-800-327-7455).	X		Tested on 2018-12-03 at 18:00 with call to Call Service Centre. Questions asked: company name, callback number, location commodity name; then connected to Team Leader for the region. Elapsed time: 6 minutes.
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		604-214-7000, Richmond office	---	---	
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Coordinator Handbook	X		Viewed Tervita Corporation Flow Chart Process dated 2018-11-22.
3	Does the TERSP use a form to record incident information?	X		Project Activation Forms	X		Viewed Incident Response Project Activation Form dated 2014-09-15.
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?		X	Digital is far more efficient.	---	---	
4b	CANUTEC?	X		Phone call.	---	---	
4c	Shipper/manufacturer?	X		For an ER, always request an updated SDS.	---	---	
4d	Internet (state method and web sites)?	X		SDS 3 <sup>rd</sup> -Party hosting site Canadian Centre for Occupational Health for SDS.	X		Viewed website for Crude Oil prepared on 2017-10-22.

**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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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		Refer to SOG Binder.	X		Viewed SOG for Class 8, Corrosive Materials. Viewed SOG for Class 3, Flammable Liquids.
6	Are response activities for incidents documented?	X		Spill reports and formal Reports when requested. Analytical results, photos and Tailgates. Common drive clients and accounts.	X		Viewed Project Folders on Corporate Share Drive.
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		0730 - 1600 Hours	X		Viewed record – call received and mobilized within 30 minutes, dated 2018-10-19. 1 Team Member and 1 Team Leader.
7b	Outside regular business hours?	< 60 Mins		1601 – 0729 Hours	X		Viewed record – call received and mobilized within 30 minutes, dated 2018-11-27. 1 Team Leader and 1 Team Member.
8	Evaluation and debrief of responses:						
8a	How do you choose which responses to debrief?	All responses debriefed			X		Viewed Daily Tailgate Meeting and Incident Response document dated 2018-10-18.
8b	Does the debrief identify gaps and corrective actions?	X		Near miss/hazard ID, incident report gaps identified in debrief tracked by Coordinator and reviewed at bi-weekly IR Group meeting.	X		Viewed debrief form that identifies gaps and corrective actions (equipment recommendation).

**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.

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8c	Describe how corrective actions are tracked to completion.	Documented at debrief on site; action items assigned to personnel on-site; followed up by Coordinator at bi-weekly Field Services meeting.			X		Reviewed Gap Closure of the bi-weekly ER Group meeting minutes and RIVO dated 2018-01-21.
9	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X		Client ERAP which is serviced by GFL Saskatchewan.	---	---	
10	How do you track updates of your client's ERAP?	N/A					
11	If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		X		---	---	

**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

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

1	Are current <b>contact lists</b> available for:					
1a	Response coordinators?	X		Coordinator Handbook	X	Viewed Employee List in the Handbook dated 2017-07.
1b	Team Leaders and Team Members?	X		Coordinator Handbook	X	Viewed Client List in the Handbook dated 2017-07.
1c	Clients?	X		Retainer Client Files	X	Viewed Clients and Accounts file in electronic database – updates continue per job.
1d	Government agencies?	X		Coordinator Handbook	X	Viewed Government Agency List in the Handbook with PEP dated 2017-07.
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Coordinator Handbook	X	Viewed Equipment list in the Handbook dated 2017-07
3a	Describe any personnel or <b>unique</b> equipment outsourced?	X		Tervita NORM Services for additional Class 7 resources.	---	---
3b	If yes, does a <b>written agreement</b> exist:		X		---	---
4	Are written agreements established with other TERSPs for:					
4a	Coverage in your region?	X		Nucor (BC).	X	Viewed Mutual Aid Agreement with Nucor; the agreements are indefinite and could be terminated with written notice by either party.
4b	Coverage outside your region?	X		ERAP coverage in Manitoba GFL Saskatchewan.	X	Viewed agreement with GFL Saskatchewan dated 2018-10-01.

**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		Mutual Agreement with Nucor	X		Viewed Mutual Aid Agreement with Nucor; the agreements are indefinite and could be terminated with written notice by either party.
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?	X		Nucor (BC)	X		Viewed Mutual Aid Agreement with Nucor; the agreements are indefinite and could be terminated with written notice by either party.
5b	Coverage outside your region?	X		Nucor (BC) GFL (SK)	X		Viewed Mutual Aid Agreement with Nucor; the agreements are indefinite and could be terminated with written notice by either party. Viewed agreement with GFL Saskatchewan dated 2018-10-01.
5c	You to support them in your region?	X		Nucor (BC)	X		Viewed Mutual Aid Agreement with Nucor; the agreements are indefinite and could be terminated with written notice by either party.



## TEAP III TERSP Standard Assessment

### Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Cell and Sat phones.	X	Viewed cell, Laptops and 1 satellite phone.
1b	Personnel at the incident scene?	X		UHF radios and Cell phones.	X	Viewed 10 UHF intrinsically-safe radios and cell phones.
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			X	Viewed all equipment on the Essential Equipment list.
2b	Specialty Equipment items at the location?		X		---	---
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			X	Viewed transfer equipment for Flammable liquids and corrosives.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		For all ER Equipment, internal maintenance and frequency records stored in maintenance binder. All outsourced maintenance is also documented and kept on file.	X	Viewed the binder which includes inspection details and frequencies for Hose testing certificate 2018-09. Viewed SCBA inspection 2018-01.

**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

### Part 3.3 – Resources, Personnel

<b>1</b>	<b>How many response personnel are trained to the <i>TEAP III TERSP Standard Training Matrix</i>:</b>					
<b>1a</b>	TEAP III registered Team Leaders?	<b>2</b>	<b>T. Kizmann S. Levesque</b>	<b>X</b>		<b>Viewed training records aligned with TEAP III and CERCA Training Matrix for: T. Kizmann, S. Levesque.</b>
<b>1b</b>	TEAP III registered team members?	<b>2</b>	<b>T. Gritten J. Gilmour</b>	<b>X</b>		<b>Viewed training record aligned with TEAP III and CERCA training Matrix for: J. Gilmour, T. Gritten</b>
<b>1c</b>	Other Team Leaders?	<b>N/A</b>		<b>---</b>	<b>---</b>	
<b>1d</b>	Other team members?	<b>4</b>	<b>C. Bransford M. McCrae N. Tennant M. Punayo</b>	<b>---</b>	<b>---</b>	
<b>2</b>	Is there a fit for duty program?	<b>X</b>	<b>Fit for Work, Fit to Wear Respirator conducted by Verifications Canada as required or annual illicit drug &amp; alcohol testing; annual hearing test.</b>	<b>X</b>		<b>Viewed fit for duty program in the New Employee Orientation Package dated 2018-06-03.</b>
<b>3</b>	Is there post-incident stress management program?	<b>X</b>	<b>Employee Assistance Program (Live Work).</b>	<b>X</b>		<b>Viewed post-incident stress management program (Live work) in Orientation Package on eMatters.</b>

**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

### Part 4.1 – Preparedness, Training

1	Is the training program established in accordance with the <i>TEAP III TERSP Standard Training Matrix</i> ?	X		Reference Tervita Training Matrix.	X		Viewed Tervita Training Matrix aligned with TEAP III and CERCA.
2	Is training conducted using specialty equipment?		X		---	---	
3	Is the training content documented for each module?	X			X		Reviewed Training module and PowerPoint for Pump and Transfer, Air Monitoring, and Hydrocarbon Awareness. Viewed training program certificates for RAC, TTCI Tank Car Specialist, Pueblo, CO.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Updated after any team member completes training; reviewed weekly.	X		Viewed Tervita 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		CN Dangerous Goods and RAC Week. SERTC Tank Car Specialist and Advanced Tank Car Specialist.	X		Viewed TCCI Tank Car Specialist, RAC Railway ER in the training matrix.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?	T. Kizmann			X		Viewed SERTC Tank Car Specialist Certificate: T. Kizmann.

**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).

## TEAP III TERSP Standard Assessment

### Part 4.2 – Preparedness, Exercises

1	Have Team Leaders demonstrated competency for each SOG through training or equivalency granted for a response?	X		Located in corporate share drive for selected SOGs.	X		Reviewed Tervita Training Matrix for Team Leaders trained in:  NFPA 472 Technician: S. Levesque.  PCB and spill Cleanup and Bonding and grounding: T. Kizmann.
2	Are exercise activities documented?	X			X		Reviewed Tervita Diesel training exercise dated 2018-07-18.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?	All exercises are debriefed.			X		Viewed Tervita's debrief exercise dated 2018-07-18.
3b	Does the debrief identify gaps and corrective actions?	X		Near-miss/hazard ID, Incident report gaps identified in debrief tracked by ER Coordinator and reviewed at bi-weekly ER Group meeting.	X		Reviewed Tervita's debrief exercise (corrective Action PPE) dated 2018-07-18.
3c	Describe how corrective actions are tracked to completion.	Documented at debrief on site; action items assigned to personnel on site and followed up by Field Services Supervisor or Operations Supervisor at bi-weekly Field Services Meeting.			X		Reviewed Gap Closure of the bi-weekly ER Group meeting minutes and RIVO dated 2018-01-21.

**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		Equipment is set up on a monthly preventative maintenance program and completed monthly.	X		Reviewed the binder that contains inspection details and frequencies based on manufacturers' recommendations.
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		Maintenance log books kept with equipment (e.g. Hazmat trailer).	X		Viewed the monthly maintenance log, SCBA and flood light. Viewed Annual inspection records for transfer hoses, dated 2018 08-12.
2b	Transportation equipment?	X		Assigned to Field Services Supervisor, Third-Party for Heavy Fleet Vehicles.	X		Viewed maintenance records for Unit TR281 trailer and annual inspection dated 2018-01-31.

**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**

<b>1</b>	<b>Does the TERSP have a permit or certificate to:</b>					
<b>1a</b>	<b>Transport hazardous waste and/or hazardous recyclable materials?</b>	<b>X</b>		<b>BC License to Transport Hazardous Waste (LT0765).</b>	<b>X</b>	<b>Viewed License LT0765 expiration dated 2019-11.</b>
<b>1b</b>	<b>Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?</b>	<b>X</b>		<b>BC Registered Hazardous Waste Facility RS16412 / BC Bio Remediation Facility RS100072.</b>	<b>X</b>	<b>Viewed B.C. Hazardous Waste Facility Registration Form Amendment dated 2012-03-29.</b>
<b>2</b>	<b>Are any of the above performed by a sub-contractor?</b>	<b>X</b>		<b>McRae's and Badger Daylighting (back-up only).</b>	<b>X</b>	<b>Viewed sub-contractor grading matrix updated daily.</b>

**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	
1b	Coastal operations?	X		
1c	In port or while loading or unloading?	X		
2	What marine geographic areas do you cover?	X		Coastal BC and Inland waters.
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	

**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 <i>TEAP III Transportation Emergency Response Service Provider Standard training?</i>			<b>S. Levesque, T. Kizmann.</b>
2a	Do you participate in TRANSCAER® outreach events?		<b>X</b>	<b>Tervita has not participated in TRANSCAER® outreach events over the past 12 months but remains active as a member.</b>
2b	If yes, how? Provide list of dates and activities for the past two years.			<b>National TRANSCAER® Committee Member; Provincial TRANSCAER® Member.</b>
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	<b>X</b>		<b>CERCA, RDC, RAC</b>
3b	If yes, describe your involvement.			<b>CERCA Member; Tervita currently assumes position as chair.</b>
4a	Do you belong or contribute to a local community enhancement program?	<b>X</b>		<b>Monthly Household Hazardous Waste.</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>Richmond residents can bring to location, on a monthly basis, hazardous waste for proper handling and disposal. Tervita also hires co-op students.</b>

**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>Comprehensive recycling program – office and facility. Participation in the City of Richmond Household Hazardous Waste Disposal program.</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	Butane, UN1011	2018-09-18	T. Kizmann			Clan Lab Ident/ Packaging / Disposal.	
2.2							
2.3							
3	Diesel fuel UN1202	2018-09-18	S. Levesque			500m of diesel cleaned up, Vac Truck / Street Sweeper.	Viewed report dated 2018-09-14.
	Diesel fuel UN1202			2018-07-18	S. Levesque	Leaking drum in the back of a cube van. Load was mixed, containing a number of dangerous goods. Crew required to identify, mitigate any further spills, and clean up the spilled material, which was identified as Diesel Fuel.	Viewed Exercise report dated 2018-07-18.
4.1							
4.2							

**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 and anhydrous HCl activities

## TEAP III TERSP Standard Assessment

### TERSP Emergency Response or Exercise Table (previous 12 months only)

\*MINIMUM OF 4 EVENTS including at least 1 EXERCISE

4.3	Organometallic Compound Water-Reactive Flammable Liquidi NOS (Cyclopentylmagnesiumbromide), UN3399	2018-8-30	T. Kizmann			Installation of a nitrogen blanket on a container of waste as required by the manufacturer. Nitrogen was injected into the headspace of the drum and transported for disposal.	Viewed report 2018-08-30.
5.1							
5.2							
6.1	Toxic liquid inorganic n.o.s. UN2810	2018-09-18	T. Kizmann			Clan Lab / Ident / Packaging / Disposal.	
6.2							
7							
8	Corrosive liquid, acidic, inorganic, n.o.s. UN3264	2018-09-18	T. Kizmann			Clan Lab Ident / Disposal.	
9							
Other	Non- Reg	2018-09-11	S. Levesque			Coolant spill cleanup for CMBC.	

Table data entered: 2018-10-23

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