

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	Iron Horse Response Ltd.
TERSP location:	235090 Wrangler Drive Rocky View, AB, T1X 0K3
TERSP location's area of coverage:	Alberta, Eastern B.C., and Western Saskatchewan
Date assessed:	2019-09-18
Assessors:	Team Leader, Stephane Johnson – ECRC~SIMEC, Response Center Manager. Assessor, Ryan Thiessen - CN Rail, Dangerous Goods Officer, Western Region.
TERSP Representatives:	Max Thevenot, Chief Operations Officer.
Opportunities for improvement:	Reviewed SOG annually and sign through the H&S meeting.
Best practices for sharing:	
Recommendation for registration:	Approved by TEAP III Editorial Board: 2019-10-30 Next location assessment due: 2021-09

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	Mitigation ²	Remarks and Examples
		M	RR	R	(X, S, O, SO)	(X, S, O, SO)	(X, S, O, SO)	
Company name: Iron Horse Response Ltd. Address: Alberta, Eastern B.C., and Western Saskatchewan Office • Telephone: 403-217-2711 • FAX: 403-217-0233 • Website: www.ironhorse.ca 24-hour Activation • Telephone: 1-844-577-4766 • Contact Position: On Call Team Lead or On Call Manager Regional coverage from this location: Alberta, Eastern B.C., Western Saskatchewan Is coverage outside this region available via this location? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Date: 2019-05-16 By Location Leader (name): Max Thevenot Position: C.O.O E-mail: mthevenot@ironhorse.ca	1							
	2.1		X	X	T/T, T/C, IM	X	X	UN1075 LPG
	2.2		X	X	T/T, T/C, IM	X	X	UN2187 Carbon Dioxide
	2.3		X	X	T/T, T/C, IM	X	X	UN1005 Anhydrous Ammonia
	3		X	X	T/T, T/C, SC, LC, IM	X	X	UN1202- Diesel UN1203- Gasoline
	4.1		X	X	T/T, T/C, IM	X	X	UN2448 Molten Sulphur
	4.2							
	4.3							
	5.1		X	X	T/T, T/C, SC, LC, IM	X	X	UN1942 Ammonium Nitrate
	5.2							
	6.1		X	X	T/T, T/C, SC, LC, IM	X	X	UN 3082 Environmentally Hazardous Substance
	6.2		X	X	T/T, T/C, SC, LC, IM	X	X	UN 2814 Infectious Substance
	7							
	8		X	X	T/T, T/C, SC, LC, IM	X	X	UN 1830 Sulphuric Acid
	9		X	X	T/C, T/T, IM, LC, SC	X	X	UN 2590 Asbestos
Other		X	X	T/C, T/T, IM, LC, SC	X	X	Glycol	
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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
Part 1 – Management						
1		X	<p>Corporate Safety Policy and Vision, pg. 8 Health and Safety Manual.</p> <p>Statement posted in main office.</p>	X		<p>Viewed the Corporate Safety Policy & Vision, pg. 8 Health and Safety Manual dated: 2019-01-01</p> <p>Statement is posted in the lobby signed by the president dated: 2019-01-01</p>
2		X	<p>Responsibilities outlined under the following SOG's:</p> <ul style="list-style-type: none"> - Assignment of Responsibility and Accountability for Safety - Program Updates, Audits and Review. 	X		<p>Viewed SOG document on specifically to TEAP III dated: 2017-05.</p>
3		X	<p>Standard Assessment Year.</p> <p>Last annual update 2018-06-08</p>	X		<p>Viewed TEAP III TERSP Standard Annual Update Dated: 2018-06-08</p>
4		X	<p>Iron Horse meets and exceeds all legal requirements</p>	X		<p>Viewed TDG certificate, WHMIS, Hose pressure testing (B620) and CIVP.</p>
5	<p>Minimum insurance requirements:</p>					
5a		X	<p>All requirements have been completed and documented</p>	X		<p>Viewed WCB letter of clearance dated: 2019-08-15.</p>

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).

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
5b	Public Liability and Property Damage, \$5 million?	X		\$5 million coverage	X		Viewed certificate, Renewal date: 2019-10-31.
5c	Environmental, \$5 million?	X		\$5 million coverage	X		Viewed certificate, Renewal date: 2019-10-31.
6	Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Responsibilities outlined under SOG: Management of Response Capabilities	X		Viewed SOG Management of response Capabilities specifically to TEAP III and client dated:2017-05
7	If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		On file	X		Viewed Draft report dated: 2017-08-29

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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	Yes	No		Yes	No	

Part 2 – Activation and Response

1a	Is there a 24-hour emergency response activation telephone number?	X		1-844-577-4766 links to a call center. 4 other locations that are able to pick the call up if required.	X		Tested number on 2019-09-17 at 18:59. Answering service recorded name, call back number, and company affiliation, then patched through to Iron Horse on call Team Lead. Max Thevenot responded at 19:03 (total elapsed time was 4 minutes).
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		403-919-0441	---	---	
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Responsibilities outlined under SOG: Call Out Protocol	X		Viewed Call out Protocol SOG dated 2017-01
3	Does the TERSP use a form to record incident information?	X		ICS based standardized incident action plans, report forms and incident summary reports are outlined in company safety manual.	X		Viewed electronic Call out protocol form dated:2017-05
4	Which methods are used to access a current SDS on a 24-hour basis:						

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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	Yes	No		Yes	No		
4a	Internal (paper or electronic)?	X		Both. Paper copies of clients SDS are maintained within the specific company ERAPs and also available on the company server which can be accessed by cell phone.	X		Viewed SDS copies from an ERAP dated: 2016-10-16
4b	CANUTEC?	X		Team leads/members are trained in calling CANUTEC.	---	---	
4c	Shipper/manufacturer?	X		If available, via web, email, fax.	X		Viewed SDS copies from a response file dated: 2019-03-25
4d	Internet (state method and web sites)?	X		Company and product specific SDS found online	---	---	
4e	Other (state method)?	X		General product guidelines using Wisser mobile phone app	X		Viewed Wisser apps on team lead's cell phone.
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		SOG's have been developed for safe mitigation of each hazard class.	X		Viewed SOG for Class 3, Flammable Liquids. Viewed SOG for Class 8, Corrosive Materials. Verbal confirmation: by October 2020 SOG will be reviewed and sign through the H&S Meeting and log in the Response Safe Operating Guidelines document.
6	Are response activities for incidents documented?	X		Documentation requirements outlined under SOG: Appendix C, Response Standard Forms	X		Viewed Incident Response Reports #18-194-00 dated: 2018-05-08
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:						

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...

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
7a	During regular business hours?		X	30-45 Minutes	X	Viewed Incident reports #18-194-00 dated: 2018-05-08 departed <35 minutes. 2 Team Leader 2 Team Member
7b	Outside regular business hours?		X	60-75 Minutes	X	Viewed Incident reports #18-162-00 dated: 2018-03-02 departed <65 minutes 2 Team Leader 2 Team Member
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?		An After-Action Review (AAR) is created for all incidents as per SOG: After Action Review		X	Viewed SOG After Action Review Pg.5 in the Response Safe Operating Guideline dated 2017-05 Viewed response report includes a complete debrief section dated: 2018-06-08
8b	Does the debrief identify gaps and corrective actions?		X	AARs designed to identify gaps and corrective actions including recommendations for improvement, action items, additional training, changes to SOG's, planning, teamwork, and communication.	X	Reviewed After Action Review log which contained gaps and corrective action from Incident report #18-181-00 dated: 2018-05-09
8c	Describe how corrective actions are tracked to completion.		As per SOG: After Action Review, corrective actions are assigned by the manager who tracks timelines, resolutions, and completion dates.		X	Examine the After-action review form indicates corrective action, due date and sign by the manager.

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)

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	Yes	No		Yes	No	
9 If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X		Paper copies in response unit, electronic copies available through computer and mobile phone on the shared drive	X		Viewed ERAP #201804419.
10 How do you track updates of your client's ERAP?			Annual request to clients for update	X		Viewed electronic requesting annual updates from client dated: 2018-05-30.
11 If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		X	N/A	---	---	

Commented [TEAP 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).

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	Yes	No		Yes	No	

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

1	Are current contact lists available for:					
1a	Response coordinators?	X		IHR Contact List Binder and electronically available to all staff. Updated annually	X	Viewed Contact List for Response Coordinators dated: 2019-09-09.
1b	Team Leaders and team members?	X		IHR Contact List Binder and electronically available to all staff. Updated annually	X	Viewed Contact List for TL and TM dated: 2019-09-09.
1c	Clients?	X		IHR Contact List Binder and electronically available to all staff. Updated annually	X	Viewed Contact List for Client Dated: 2019-09-09.
1d	Government agencies?	X		IHR Contact List Binder and electronically available to all staff. Updated annually	X	Viewed Contact List for Government Agencies dated: 2017-07-15.
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Information is added, edited and updated as per SOG: Management of Response Capabilities	X	Viewed Contact List for Equipment Resource dated: 2017-09-01.
3a	Describe any personnel or unique equipment outsourced?	X		Client assets stored and available to approved clientele	X	Viewed client response trailers that are for use of mutual aid partners.
3b	If yes, does a written agreement exist:	X		Supply service agreement	X	Deployed under direction of the client. Viewed Supply Services Agreement dated: 2018-04-11.
4	Are written agreements established with other TERSPs for:					

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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	Question	TERSP		TERSP Comment	Assessed		Assessor Comment
		Yes	No		Yes	No	
4a	Coverage in your region?	X		Mutual Aid Agreements in place.	X		Viewed agreement dated: 2018-04-18.
4b	Coverage outside your region?	X		Mutual Aid Agreements in place.	X		Viewed agreement dated: 2018-04-18.
4c	You to support them in your region?	X		Mutual Aid Agreements in place.	X		Viewed agreement dated:2018-04-18.
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?	X		All Mutual Aid Agreements are with CERCA members and are TEAP III assessed.	X		Viewed TEAP III Website.
5b	Coverage outside your region?	X		All Mutual Aid Agreements are with CERCA members and are TEAP III assessed.	X		Viewed TEAP III Website.
5c	You to support them in your region?	X		All Mutual Aid Agreements are with CERCA members and are TEAP III assessed.	X		Viewed TEAP III Website.
Part 3.2 – Resources, Equipment and Materials							
1	Is there <u>equipment for communications</u> between:						
1a	The Home Coordinator and the incident scene?	X		Cell phones, Landlines	X		Viewed cell phones, laptops and radios.
1b	Personnel at the incident scene?	X		Cell phones, Satellite phone, Radios	X		Viewed intrinsically safe radios. Satellite phone, cellphone.

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
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		Meets and exceed minimum requirements.	X	Viewed all equipment on the Standard Essential Equipment list.
2b	Specialty Equipment items at the location?	X		Iron Horse operates specialty equipment to deal with corrosives transfers, filter pods (glycol transfers), and styrene transfers.	X	Viewed transfer equipment for LPG, Flammable liquids.
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the <i>Capability Chart</i> ?	X		Iron Horse holds equipment required to service the products and means of containment outlined in your compatibility chart.	X	Viewed Anhydrous Ammonia Transfer Pump and Hoses.
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		Responsibilities outlined under SOG: Maintenance	X	Viewed Hose Testing records dated: 2018-10-11. Viewed Level A suits records dated: 2019-03-13. Viewed Test Records for SCBA Bottles dated: 2019-09-05.

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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 3.3 – Resources, Personnel

1	How many response personnel are trained to the <i>TEAP III TERSP Standard Training Matrix</i>:					
1a	TEAP III registered Team Leaders?	6	M. Thevenot, P. MacIsaac, B. Edlund, C. Bews, A. Pocock, G. Mckay	X		Viewed IHR training records for P, MacIsaac, B. Edlund.
1b	TEAP III registered team members?	10	S. Young, J. Barry, J.R. Parker, C. Ranger, S. Ferguson, K. Benna, J. Pritchett, J. Doiron, B. Calder, T. Paksi	X		Viewed the IHR Training records: J. Barry, K. Benna.
1c	Other Team Leaders?	0		---	---	
1d	Other team members?	7	See training matrix or contact list	---	---	
2	Is there a fit for duty program?	X	SOG: Fit for Duty, Medical Monitoring & Exposures	X		Viewed Fit for Duty, Medical Monitoring and Exposure SOG pg.124. in the Response Safe Operating Guidelines.
3	Is there post-incident stress management program?	X	As per SOG: Critical Incident Stress Management. Additionally, 2 Team Leads are trained in CISM to the Advanced Level and have access to an outside CISM Team.	X		Viewed Critical Incident Stress Management Pg. 97 in the Response Safe Operating Guidelines. Viewed Critical Incident System Management (CISM) certificate for: M. Thevenot dated: 2013-11-22

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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	Yes	No		Yes	No	

Part 4.1 – Preparedness, Training

1	Is the training program established in accordance with the <i>TEAP III TERSP Standard Training Matrix</i> ?	X		Iron Horse's training matrix meets and exceeds the training required.	X		Reviewed IHR Training Matrix which contain Risk Assessment, ICS 300 and product Handling and recovery. Updated: 2019
2	Is training conducted using specialty equipment?	X		Training is provided and competency tracked on Training Matrix.	X		Viewed LPG Flaring Training dated: 2018-08-20 Viewed level A training dated: 2018-08-09
3	Is the training content documented for each module?	X		Individual training records are recorded for in house training, certificates are provided for outside courses.	X		Reviewed IHR Air Monitoring Training Module which contained competencies dated: 2019-05-18. Viewed Level A suits training and certificate dated: 2018-08-09.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Training records have been maintained since 2015.	X		Reviewed IHR training matrix and file for Team Leaders and Team Members dating back to 2015.
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		SERTC Tank Car Specialist, Advanced Tank Car Specialist, Crude by Rail training, Erail Safe.	X		Viewed TTCI Tank Car specialist, RAC Railway ER
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?			M. Thevenot, P. MacIsaac, C. Bews, B. Edlund, G. Mckay, S. Young, A. Pocock, K. Benna, C. Ranger, J.R Parker, J. Doiron, B. Calder	X		Viewed Record for: K Benna TTCI Tank car Specialist dated 2018-06-18 and B. Edlund, dated: 2015-02-23.

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

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

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

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

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

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	Yes	No		Yes	No	

Part 4.2 – Preparedness, Exercises

1	Have Team Leaders demonstrated competency for each SOG through training or equivalency granted for a response?	X		Competency is outlined in the Iron Horse training matrix.	X		Viewed IHR Training Matrix for Team Lead trained: NFPA 472, air monitoring: P. Maclsaac dated: 2019-07-06.
2	Are exercise activities documented?	X		Individual training records and certifications are outlined in Ironhorse's training matrix.	X		Viewed Alpan exercise document dated: 2018-08-29.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			An After Action Review is created for all exercises as per SOG: After Action Review	X		Viewed SOG After Action Review Pg.5 in the Response Safe Operating Guideline dated: 2017-05.
3b	Does the debrief identify gaps and corrective actions?	X		AARs designed to identify gaps and corrective actions including recommendations for improvement, action items, additional training, changes to SOG's, planning, teamwork, and communication.	X		Examined exercise Alpan debrief which contain a section with a completed debrief dated: 2018-08-29.
3c	Describe how corrective actions are tracked to completion.			As per SOG: After Action Review, corrective actions are assigned by the manager who tracks timelines, resolutions, and outcomes.	---	---	

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

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

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

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

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

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 4.3 – Equipment Maintenance

1	Is a program established for equipment inspection, maintenance and testing?	X		Responsibilities outlined under SOG: Maintenance	X		Reviewed Maintenance SOG pg. 202 in the Response Safe Operating Guideline which contained frequency of inspection for Pump, Monitoring equipment, and Generator.
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		Responsibilities outlined under SOG: Maintenance	X		Viewed gas Monitor annual calibration dated: 2019-09-05. Viewed transfer pump maintenance log: 2019-09-05.
2b	Transportation equipment?	X		Responsibilities outlined under SOG: Maintenance	X		Viewed CVIP certificate dated 2019-04 for truck HT617.

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

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

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

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 5 – Hazardous Waste and Hazardous Recyclable Materials

1	Does the TERSP have a permit or certificate to:					
1a	Transport hazardous waste and/or hazardous recyclable materials?		X	We facilitate waste movements between third party providers	---	---
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?		X	We facilitate disposal between third party providers	---	---
2	Are any of the above performed by a sub-contractor?	X		All disposal and hauling is sub-contracted out to a third party	X	Viewed the list of contractors in the Contact List.

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	
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 TEAP III Transportation Emergency Response Service Provider Standard training?			W. Tario, M. Thevenot, P. MacIsaac, B. Edlund
2a	Do you participate in TRANSCAER® outreach events?	X		IHR regularly attends TRANSCAER events in the Prairie region
2b	If yes, how? Provide list of dates and activities for the past two years.			2019-05-23 TRANSCAER Cranbrook, 2018-08-14 TRANSCAER Cochrane, 2017-09-19 TRANSCAER Bowden
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	X		CERCA member in good standing
3b	If yes, describe your involvement.			COO is chair of Social Media Committee. Iron Horse organized the 2017 CERCA Spring Meeting in Calgary. Attend all events / meetings.
4a	Do you belong or contribute to a local community enhancement program?	X		
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Showcase Iron Horse Response as well as client's equipment at first responder seminars. Instruct hazardous materials curriculum to local first responders.

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>	Office / shop recycling program.		

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)	Documentation viewed?
1						
2.1	LPG UN 1075	2019-05-07	M. Thevenot, A. Pocock			
	LPG UN 1075			2018-08-29	M. Thevenot, B. Edlund	Transfer of four rail cars involved in previous derailment Alpan - CP live exercise. One rail car of propane was transferred Viewed Alpan – CP live transfer exercise report.
2.2						
2.3	Anhydrous Ammonia UN 1005	2019-01-09	M. Thevenot, A. Pocock			Flaring damaged rail cars from previous derailment
3	Crude Oil UN 1267	2018-06-14	M. Thevenot, B. Edlund			Transfer and shuttle of 6 rail cars between two sites using tank trucks Viewed Response report #18-194.00
	Diesel UN1202			2018-08-29	M. Thevenot, B. Edlund	Alpan - CP live exercise. Two rail cars of diesel were transferred
4.1						
4.2						
4.3						
5.1	Ammonium Nitrate UN 2426	2019-03-25	M. Thevenot, A. Pocock			Transfer of overloaded rail car Viewed Response report #19-300-00
5.2						
6.1						
6.2						
7						
8						
9						
Other						

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. 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: 2019-05-17