

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	Rapid Response Industrial Group Ltd.
TERSP location:	397-52458 Range Road 223, Sherwood Park, AB T8A 5V1
TERSP location's area of coverage:	Eastern BC, AB, Western SK
Date assessed:	2019-11-28
Assessors:	Team Leader: Randy Mak, Senior Operations Technician, Dow Canada Team Member: Stephane Johnson, ECRC Response Center Manager Team Member: Adrian Michielsen, Imperial Oil
TERSP Representatives:	Don Schuilenberg (Lead) – Operations Manager/Safety Officer Reg Foster (Alternate) – Director John Foster – Team Leader
Opportunities for improvement:	Plan to build a spreadsheet in 2020 to track ERAP updates.
Best practices for sharing:	
Recommendation for registration:	Approved by TEAP III Editorial Board: 2019-12-13 Next location assessment due: 2021-11

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)	
Company name: Rapid Response Industrial Group Ltd. Address: 397-52458 Range Road 223, Sherwood Park, AB T8A 5V1 Office • Telephone: 780-922-0811 • FAX: 780-922-2462 • Website: www.rapidresponseind.com 24-hour Activation • Telephone: 1-844-774-4911 • Contact Position: On-call Team Leader Regional coverage from this location: Eastern BC, AB, Western SK Is coverage outside this region available via this location? Yes [X] No [] Date: 2019-08-27 By Location Leader (name): Don Schuilenberg Position: Operations Manager / Safety Officer E-mail: don@rapidresponseind.com	1	X	X	X	SC, LC, IM	X	X	Picric Acid (Dry) Ammonium Nitrate
	2.1	X	X	X	TT, TC, c, IM	X	X	LPG
	2.2	X	X	X	TT, TC, c, IM	X	X	CO ₂ , N ₂ , Argon
	2.3	X	X	X	TT, TC, c,	X	X	SO ₂ , NH ₃
	3	X	X	X	TT, TC, c, SC, LC, IM	X	X	Diesel, Methanol, Gasoline, Crude
	4.1	X	X	X	SC, LC, IM	X	X	Molten Sulphur, Nitrocellulose
	4.2	X	X	X	SC, LC, IM	X	X	Iron Sulfite
	4.3	X	X	X	SC, LC, IM	X	X	Calcium Carbide, Magnesium
	5.1	X	X	X	TC, TT, SC, c, LC, IM	X	X	Hydrogen Peroxide
	5.2	X	X	X	SC, LC, IM	X	X	Organic Peroxides
	6.1	X	X	X	TC, TT, SC, LC, IM	X	X	Glacial Phenol, Fentanyl, Carfentanil
	6.2	X	X	X	SC	X	X	Anthrax, Bloodborne Pathogens
	7	X	X	X	SC, LC, IM	X	X	Yellow Cake
	8	X	X	X	TC, TT, SC, LC, IM	X	X	UN 1824, 1830, 1789
	9	X	X	X	TC, TT, SC, LC, IM	X	X	UN 3256, 3257, 3258
Other	X	X	X	TC, TT, SC, LC, IM	X	X	Alkanolamine Solution, Liquid	
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	Is there a statement of the TERSP's commitment addressing health, safety, and environment?	X		Health & Safety Manual	X		Viewed the Health and Safety Policy dated 2019-05-01, a copy of it hangs on the wall in the main entrance of the shop.
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		Assignment given to the Safety Officer, as stated in the Operating Documents & Administrative Controls section of the SOG.	X		Viewed the Operating Documents and Administrative Controls in the Standard Operating Guidelines manual dated 2015
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		Submitted in 2018	X		Viewed Annual Update dated 2018-08-28
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations, etc.	X		All legal requirements have been satisfied and documented.	X		Viewed the RRIGL Training Matrix, ER truck #88 CVIP and certificate, hose testing records
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Good standing with zero incidents.	X		Viewed the WCB Clearance Letter dated 2015-05-17
5b	Public Liability and Property Damage, \$5 million?	X		\$10 Million held	X		Viewed the Certificate of Insurance dated 2019-05-01

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).

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5c Environmental, \$5 million?	X		\$10 Million held	X		Viewed the Certificate of Insurance dated 2019-05-01
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		See Management of Change section of SOG	X		Viewed Management of Change document page 121 in the SOG's dated 2015
7 If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		Previous assessments retained on file	X		Viewed the 2017 Working Draft dated 2017-10-24

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		24-hour phone number linked to call centre, 24 hours per day. 1-844-774-4911	X		Assessment Team Leader called the call centre at 20:24, call was answered within 30 seconds. Announced that this was a test on the call activation and asked to be put through to the on-call Team Leader. Was asked for name, company, and call back number. Patched through and Reg Foster answered within 1 minute. Total elapsed time was 2 minutes.
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		RRIGL Management cell numbers as follows: Director: 780-691-9083 General Manager: 780-996-6566 Ops Manager:780-446-3208	X		Viewed contact numbers and verified working.
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Located in Response Activation section of SOG	X		Viewed the RRIGL Initial Activation Report located on page #3 in the Field Workflow Book dated 2015
3	Does the TERSP use a form to record incident information?	X		Initial Activation Form is utilized for every incident. Located in Response Activation section of SOG	X		Viewed the RRIGL Initial Activation Report located on page #5 in the Field Workflow Book dated 2015
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		Paper and / or electronic	X		Viewed SDS binder and tested access to electronic that are requested at time of incidents.
4b	CANUTEC?	X		All personnel are aware of CANUTEC and how to obtain information from them	X		Viewed J. Foster's phone to verify contact number for CANUTEC and Alberta Edge.
4c	Shipper/manufacturer?	X		SDS requested early in an event and usually sent electronically	X		Viewed H ₂ SO ₄ SDS for Job #RR18502 dated 2019-04-15
4d	Internet (state method and web sites)?	X		Google search or client website	X		Viewed Google search for Imperial Oil gasoline SDS
4e	Other (state method)?	X		WISER, NIOSH, etc.	X		Viewed D. Schuilenberg's cell phone apps
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 for each Class of Dangerous Goods and related tactical activities	X		Viewed SOG for Class 5.1 on page 68 in SOG manual dated 2015
6	Are response activities for incidents documented?	X		Response are documented into Field Workflow Books (Large, medium, & small). Large and medium Workflows both have a debrief section, which is utilized at Team Leader's or Management's discretion.	X		Viewed the Field Workflow Book for Job #RR18502 dated 2019-04-15 showing the response timeline. This was considered a small response so no debrief done on this job.
7	What is the target mobilization time from receiving an initial activation call to rolling with response team and equipment for incidents requiring immediate response:						
7a	During regular business hours?		15 – 30 minutes		X		Viewed the Field Workflow Book for Job #RR18022 dated

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.

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Question	TERS P		TERS P Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						2018-05-21 showing the activation call at 14:00, departure elapsed time of 10 minutes, with 1 Team Leader and 2 team members responding
7b	Outside regular business hours?	30 – 60 minutes		X		Viewed the Field Workflow Book for Job #RR18517 dated 2019-04-22 showing the activation call at 18:30, departure elapsed time of 45 minutes, with 1 Team Leader and 2 team members responding
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?	As outlined in the Debriefing section of the SOG manual, debriefing will be dependent on the nature and magnitude of the incident and will be at the discretion of the team leader and crew involved.		X		Viewed SOG manual page 116 Debrief dated 2015 explaining procedure for when a debrief is held
8b	Does the debrief identify gaps and corrective actions?	X	Gaps identifying corrective actions are documented	X		Viewed the Internal Incident Debrief form that shows gaps.
8c	Describe how corrective actions are tracked to completion.	Gaps identifying corrective actions are tracked in Corrective Action Log and Action Registry.		X		Viewed the Near Miss/Corrective Action Response Form in the Health and Safety Manual used for tracking corrective actions to completion dated 2019-05-01.
9	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X	Client ERAP's are kept on file	X		Viewed client ERAP dated 2019-05-02 showing Rapid Response as the contractor

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

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

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

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

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

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	Yes	No		Yes	No	
10 How do you track updates of your client's ERAP?			ERAP's are reviewed annually by our clients	X		Viewed client's ERAP under Section 12. Plan Administration which includes plan review details and revision history. Verbal confirmation: Plan to build a spreadsheet in 2020 to track ERAP updates.
11 If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?		X		---	---	

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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

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

1	Are current <u>contact lists</u> available for:					
1a	Response coordinators?	X		A list of response personnel is maintained electronically and distributed to key personnel in the company	X	Viewed the Rapid Response Resource List using the Casuals List tab dated 2019-09-26
1b	Team Leaders and team members?	X		A list of response personnel is maintained electronically and distributed to key personnel in the company	X	Viewed the Rapid Response Resource List using the Casuals List tab dated 2019-09-26
1c	Clients?	X		A list of response personnel is maintained electronically and distributed to key personnel in the company	X	Viewed ER Clients - RRIg list on Google drive
1d	Government agencies?	X		A list of response personnel is maintained electronically and distributed to key personnel in the company	X	Viewed the Rapid Response Resource List using the Alberta, B.C. tabs dated 2019-09-26
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		A list of response personnel is maintained electronically and distributed to key personnel in the company	X	Viewed the Rapid Response Resource List using the Alberta, B.C. tabs dated 2019-09-26
3a	Describe any personnel or <u>unique equipment</u> outsourced?		X	None	---	---
3b	If yes, does a <u>written agreement</u> exist:		X	N/A	---	---

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		
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?	X		Nucor, Clean Harbors	X		Viewed evergreen Mutual Aid Agreement with Clean Harbors
4b	Coverage outside your region?	X		Nucor, Clean Harbors, Drain-All, MD-UN	X		Viewed evergreen Mutual Aid Agreement with Clean Harbors
4c	You to support them in your region?	X		Agreements are reciprocal	X		Viewed evergreen Mutual Aid Agreement with Clean Harbors
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?	X		Nucor	X		Viewed evergreen Mutual Aid Agreement with Nucor
5b	Coverage outside your region?	X		Nucor, MD-UN, Drain-All	X		Viewed evergreen Mutual Aid Agreement with Drain-All
5c	You to support them in your region?	X		Agreements are reciprocal	X		Viewed evergreen Mutual Aid Agreement with Nucor and Drain-All

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Cell phones & radios	X	Viewed team leader cell phones and intrinsically safe hand-held radios.
1b	Personnel at the incident scene?	X		Cell phones & radios	X	Viewed team leader cell phones and intrinsically safe hand-held radios.
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		Essential items are staged at our location	X	Viewed that all Essential Equipment is on site
2b	Specialty Equipment items at the location?	X		Specialty items are staged at our locations (eg. Capping kits, flare stack)	X	Viewed Chlorine Institute A/B/C capping kits are on site. Kits were not inspected (not on CI list)
3	Does the list include equipment required to respond to all chemicals, modes of transport and means of containment identified in the <u>Capability Chart</u> ?	X		List includes equipment required to respond to all chemicals, modes of transport and means of containment identified in the <u>Capability Chart</u>	X	Viewed that all equipment is present
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		CSA, Transport Canada, Manufacturer Guidelines, etc.	X	Viewed Hazardous Waste Consignor Registration for Alberta dated 2015-03-11

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

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

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

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

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

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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?	3	R. Foster D. Schuilenberg J. Foster	X		Reviewed RRIGL Training Matrix records for J. Foster/D. Schuilenberg <ul style="list-style-type: none"> First Aid Media Relations ICS 200 Air Monitoring
1b	TEAP III registered team members?	5	K. Foster S. Foster P. Jefferson M. Wiebe A. Denine	X		Reviewed RRIGL Training Matrix records for K. Foster/S. Foster: <ul style="list-style-type: none"> TDG/WHMIS Respiratory Protection Air Monitoring
1c	Other Team Leaders?	0		---	---	
1d	Other team members?	0		---	---	
2	Is there a fit for duty program?	X	Fit for Duty Policy is in place, dated May 2019	X		Viewed the Fitness for Duty Policy in the Health and Safety Manual Element 1.4 dated 2019-05-01
3	Is there post-incident stress management program?	X	Outlined in SOG under the Incident Stress Management Section	X		Viewed the Incident Stress Management document on page 118 in the SOG's dated 2015

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		A training matrix is established and updated as training is completed.	X		Viewed the RRIGL Training Matrix
2	Is training conducted using specialty equipment?	X		Training includes specialty equipment such as capping kits, flare stacks, etc.	X		Viewed SO ₂ training exercise installing capping kits dated 2019-05-27
3	Is the training content documented for each module?	X		Training is documented and kept on file, including tests, certificates, etc.	X		Viewed the training modules for Hazmat – Technician in the Health and Safety Manual <ul style="list-style-type: none"> Identification Systems PPE Decontamination
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Training files get archived into file boxes and are retained for a minimum of 3 years	X		Viewed hard copy files stored in office
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		Training matrix includes rail specific training, including ERailSafe, SERTC, JIBC, etc	X		Viewed the RRIGL Training Matrix showing tabs for R. Foster, D. Schuilenberg - TTCI/RAC, Tank Car Specialist, Tank Car Specialist Advanced
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?			R. Foster D. Schuilenberg	X		Viewed training matrix for R. Foster, D. Schuilenberg

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		All Team Leaders have demonstrated competency through testing given at the end of each training module.	X		Viewed the Job Performance Checklist (competency check) for R. Foster, D. Schuilenberg, J. Foster
2	Are exercise activities documented?	X		Comprehensive checklists and attendance sheets are kept on file.	X		Viewed the SO ₂ training exercise document with Chemtrade
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			All exercises are debriefed verbally and only documented if there is a need to modify a SOG.	X		Viewed SOG manual page 116 with Debrief form dated 2015 explaining procedure for when a debrief is held
3b	Does the debrief identify gaps and corrective actions?	X			X		Viewed the Internal Incident Debrief form that shows gaps.
3c	Describe how corrective actions are tracked to completion.			Near Miss/Corrective Action Form is utilized and logged.	X		Reviewed the Near Miss/Corrective Action Response Form in the Health and Safety Manual used for tracking corrective actions tracked to completion dated 2019-05-01.

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		A paper-based system is in place to log inspections, maintenance and testing of equipment, per manufacturer recommendations.	X		Viewed the Maintenance document on page 119 in the SOG listing the frequency of equipment checks dated 2015
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		Files are kept for a minimum of three years.	X		Viewed paper-based maintenance logs for hoses, Level A Suits, pumps
2b	Transportation equipment?	X		Files are kept for a minimum of three years.	X		Viewed vehicle CVIP for unit #88

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		Carrier # ABC 10759 Consignor # ABG 14287	X		Viewed Hazardous Waste Consignor Registration # ABG 14287 and Carrier Registration #ABC 10759 for Alberta dated 2015-03-11
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		---	---	

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 <i>TEAP III Transportation Emergency Response Service Provider Standard training</i> ?	R. Foster D. Schuilenberg J. Foster		
2a	Do you participate in TRANSCAER® outreach events?	X		GATX, Dow, RAC – June 2019
2b	If yes, how? Provide list of dates and activities for the past two years.	June/July 2018 June/July 2019		
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	X		Current CERCA Member in good standing. Also attend RDC and PRTC Meetings on a regular basis.
3b	If yes, describe your involvement.	Participating member		
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.			

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	Nothing Formal
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>	Nothing formal, however, water bottles and office paper are both kept separate and recycled.		

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	Articles, Explosive, NOS UN 0354	2019-04-03 (RR18481)	R. Foster			Detonated 2 IED's on site and packaged precursor chemicals into small MOC for disposal	
2.1	LPG UN 1075	2019-07-10 (RR 19109)	D. Schuilenberg			Perform damage assessment and transfer from large MOC to large MOC	Reviewed Job #RR 19109 response dated 2019-07-10: <ul style="list-style-type: none"> Viewed incident site photos Viewed the Initial Activation form Viewed Chronological Incident Report Viewed the Field Workflow Book
2.2							
2.3	Chlorine UN 1017			2019-03-06	D. Schuilenberg	Assessment and applying capping kit to a 150 lb leaking cylinder	Viewed Hazmat Technician modules associated with the Cl ₂ cylinder leak scenario dated 2019-03-06
3	Petroleum Crude Oil UN 1267	2019-04-22 (RR18517)	B. Gallie			Drill overturned B-Train and transfer into large MOC	
4.1							
4.2							
4.3							
5.1							
5.2							
6.1							
6.2							
7							

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**

8	Sulfuric Acid UN 1830	2019-04-15 (RR 18502)	D. Schuilenberg			Transfer product from containment into large MOC and neutralize containment.	Reviewed Job #RR 18502 response dated 2019-04- 15: <ul style="list-style-type: none"> Viewed the Initial Activation form Viewed the Field Workflow Book Viewed Chronological Incident Report Viewed photos of incident site
9							
Other							

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

Table data entered: 2019-08-27