

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	SHIELD Specialized Emergency Services Inc. (a GFL company as of 2019-07-24)
TERSP location:	12015 – 28 Street NE, Edmonton, Alberta T6S 1E2
TERSP location's area of coverage:	Alberta, Western part of Saskatchewan, Eastern part of British Columbia
Date assessed:	2019-09-11
Assessors:	Team Leader: Randy Mak, Senior Operations Technician, Dow Assessor: Curtis Myson, Dangerous Goods Specialist, RAC Assessor: Ryan Thiessen, Dangerous Goods Officer, CN
TERSP Representatives:	Mark Nadeau, CEO Dave Zukowsky, Operations Manager
Opportunities for improvement:	None identified
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)	
Company name: Shield SES Address: 12015 28 Street NE Edmonton, Alberta T6S1E2 Office • Telephone: 780-416-6082 • FAX: 780-416-6084 • Website: shieldspecialized.com 24-hour Activation • Telephone: 1-866-334-1290 • Contact Position: On Call Team Leader Regional coverage from this location: Alberta, Eastern BC and Western Saskatchewan Is coverage outside this region available via this location? Yes [X] No [] Date: 2019-03-18 By Location Leader (name): Mark Nadeau, M.Sc., P.Ag. Position: CEO E-mail: markn@shieldspecialized.com m	1		X	X	SC, T/T	X		X Tech UXO
	2.1		X	X	T/T, T/C, c, IM	X	X	Propane Butane, Propylene
	2.2		X	X	c	X	X	Nitrogen Cylinder
	2.3		X	X	c	X	X	Sulfur Dioxide, Chlorine
	3		X	X	T/T, T/C, SC, LC, IM	X	X	Diesel Gasoline
	4.1		X	X	T/T, T/C, SC, LC, IM	X	X	Flammable Solids NOS 1325
	4.2		X	X	T/T, T/C, c, SC, LC, IM	X	X	Phosphorous, Molten Sulfur
	4.3		X	X	T/T, T/C, c, SC, LC, IM	X	X	Lithium, Magnesium
	5.1		X	X	T/T, T/C, SC, LC, IM	X	X	Sodium Nitrate, Hydrogen Peroxide
	5.2		X	X	T/T, T/C, SC, LC, IM	X	X	Butyl Peroxide Peroxacetic Acid
	6.1		X	X	T/T, T/C, SC, LC, IM	X	S	Perchloroethylene
	6.2		X	X	SC, IM	X	S	Trauma Scene Inc. – Biohazard incident
	7		X	X	T/T, SC, LC, IM	X	S	Stuart Hunt Inc., yellow cake
	8		X	X	T/T, T/C, SC, LC, IM	X	X	Sulfuric Acid Hydrochloric Acid UN1789
9		X	X	T/T, T/C, SC, LC, IM	X	X	PCB with Oil, PCB Ballasts, Asbestos	
Other								

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		Environmental Health and Safety Policy	X		Viewed Safety policy as posted at the front entrance dated 2019-07-01
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		Mark Nadeau, M. Sc., P. Ag.	X		Viewed Document Responsibilities document from the Safety Handbook dated 2019-06-15
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		Submitted March 2018	X		Submitted 2019-03 and viewed on teap3 website
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations...	X		Documentation in COR – 2018 (COR is Certificate of Recognition from Alberta Motor Transportation Association)	X		Viewed COR certificate posted in the shop with expiry date 2020-07-27 Viewed CSA B620 hose test dated 2017-03-24 with serial #2082670-05
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Certificate	X		Viewed insurance certificate dated 2019-04-15 (currently listed as coverage under GFL, but Shield not yet named)

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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	Yes	No		Yes	No	
5b Public Liability and Property Damage, \$5 million?	X		Certificate	X		Viewed insurance certificate dated 2019-04-15 (currently listed as coverage under GFL, but Shield not yet named)
5c Environmental, \$5 million?	X		Certificate	X		Viewed insurance certificate dated 2019-04-15 (currently listed as coverage under GFL, but Shield not yet named)
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Shield Notification Policy	X		Viewed Shield Notification Policy in Administrative Policies binder pg. 17 dated 2019-03-25
7 If your company has previously had a TEAP III TERSP Standard Assessment, was the Draft Report retained and produced for this assessment?	X		2017 Assessment Available for Review	X		Viewed Draft Report on CEO's laptop

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		1-866-334-1290	X		Placed a call to the after-hours emergency number at 21:59. The answering machine picked up, after which the answering service picked up. I was asked for my name, phone number, and company, then placed through to the on-call Team Leader. D. Zukowsky picked up within 30 seconds. The entire call duration was less than 2 minutes.
1b	Is there another 24-hour telephone number that can be used to activate a response?	X		1-780-416-6082 (office # transfers to 24-hr answering service).	X		This is transferred to the answering service as well
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Emergency Response Plan Procedures for call activation Flow Chart and answering service instructions.	X		Viewed Procedures for Call Activation document including flow chart of ER actions 2019-03-17
3	Does the TERSP use a form to record incident information?	X		Incident Reporting Checklist	X		Viewed Initial Incident Reporting Checklist dated 2019-05-14
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		Retained in Client Response Binders. SDS requested at time of incident.	X		Viewed SDS from client's ERAP binder

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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
4b	CANUTEC?	X		Contact information on Resource information in Job Binder and Client Response Binders	X		Viewed CANUTEC contact number on Team Leader's phone, contact info on the Initial Incident Reporting Checklist.
4c	Shipper/manufacturer?	X		Manufacturer and Shipper is contacted for Specialized data	X		Viewed SDS from client's ERAP binder
4d	Internet (state method and web sites)?	X		Manufacturer and Client Online MSDS databases	---	---	
4e	Other (state method)?	X		Flash Drive containing all ERAPS and Client Response Documents	X		Viewed SDS from client's ERAP binder
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		SHIELD SOG binders – all SOGs reviewed and utilized – including Emergency Response Plan, Guidelines for Spill Response initiatives, Guidelines for Dealing with Dangerous Goods incidents	X		Viewed SOG binders Viewed organic peroxides SOG dated 2008-10-15 Viewed Shield Guideline for Chemical Hoses dated 2008-02-15
6	Are response activities for incidents documented?	X		Documentation completed using Emergency Response Site Documents Binders	X		Viewed Project #103371 dated 2018-07-12, 2 registered team leaders and 2 registered team members
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?	60 Minutes		Incident Reporting Checklist	X		Viewed Project #103641 dated 2019-02-02, 3 responders, call came in at 07:30, team departed within 40 minutes

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	
7b	Outside regular business hours?	120 Minutes	Incident Reporting Checklist	X		Viewed Project #103645 dated 2019-01-31, 2 responders, call came in at 00:10, team told to stand down, then re-called at 00:30, team departed with 70 minutes
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief?	All Emergency Response Projects are Debriefed		X		Viewed Project #103865 dated 2019-07-04 including the Project De-briefing Checklist
8b	Does the debrief identify gaps and corrective actions?	X	Documented on Project Debriefing Form	X		Viewed Project #103865 dated 2019-07-04 with no action items noted
8c	Describe how corrective actions are tracked to completion.	Corrective actions are documented on the debriefing form and discussed at follow-up Safety Meetings to ensure implementation. For multi-day events, Safety Meetings are held daily, and corrective actions are discussed and carried out by the onsite team.		X		Viewed Project #103865 dated 2019-07-04. Debrief form has a Debrief Leader as responsible. Deficiencies and resolutions (none for this project) are listed in the Project De-briefing Checklist dated 2019-04-22. Viewed SOP Emergency Response and Site Remediation Protocol dated 2016-12-15
9	If you are listed in a client's ERAP, do you have a copy of the client's ERAP?	X	Kept in Binders and electronically on a thumb drive	X		Viewed client's ERAP binder
10	How do you track updates of your client's ERAP?	Updates are sent to SHIELD's office electronically and binders updated. SHIELD also contacts ERAP holders with any changes and for a request of any client		X		Viewed submission of client's ERAP on Shield database

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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
			updates.			
11 If you are listed in another TERSP client's ERAP, do you have a copy of that client's ERAP?	X		Regional ERAP binders in the Operations Office including the client data, product and ERAP documents	X		Viewed client ERAP dated 2019-02-28

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 <u>contact lists</u> available for:					
1a	Response coordinators?	X		SHIELD Emergency Response Personnel Contact Number List - maintained by D. Nadeau	X	Viewed Emergency Response Personnel contact list in SOG for ER manual. Revision dates added 2019-09-25 Responsibilities for updates are listed in the Documentation Responsibilities.
1b	Team Leaders and team members?	X		SHIELD Emergency Response Personnel Contact Number List - maintained by D. Nadeau	X	Viewed Emergency Response Personnel contact list in SOG for ER manual. Revision dates added 2019-09-25
1c	Clients?	X		Shield Client Database and ERAP/ERP Binders	X	Viewed Shield Client database, client ERAP binders.
1d	Government agencies?	X		SHIELD Emergency Response Documentation Binders	X	Viewed Shield resource list on database. Revision dates added 2019-09-25
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		SHIELD's equipment and vehicle list and response contact list	X	Viewed Shield resource list on database. Revision dates added 2019-09-25

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
3a Describe any personnel or unique equipment outsourced?	X		Class 1, 6.2 and 7 Responses subcontracted including specialized personnel and equipment.	X		Viewed equipment list in the Sub-Contractor binder: Class 1, Class 6.2, Class 7
3b If yes, does a written agreement exist:	X		Contractor Verification Forms	X		Viewed signed agreements: Class 1 – dated 2011-01-24 Class 6.2 – dated 2009-01-09 Class 7 – dated 2011-01-21
4 Are written agreements established with other TERSPs for:						
4a Coverage in your region?	X		Reciprocal Response Agreements	X		Viewed response agreements dated 2017-12-14
4b Coverage outside your region?	X		Reciprocal Response Agreements	X		Viewed response agreements dated 2017-12-14, noted Tervita B.C., RAM, GFL SK., Euroway, Terrapure, MD-UN PQ, RST
4c You to support them in your region?	X		Reciprocal Response Agreements	X		Viewed response agreements dated 2017-12-14 showing all have reciprocal agreements
5 Are these other TERSPs registered with TEAP III for:						
5a Coverage in your region?	X		Reciprocal Response Agreements	X		Viewed response agreements dated 2017-12-14 which includes TEAP III TERSP's Iron Horse Response, QM LP Trauma Scene Bio Services is a non-TEAP III company that covers Class 6.2 for Shield
5b Coverage outside your region?	X		Reciprocal Response	X		Viewed response agreements

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	
			Agreements			dated 2017-12-14 which includes TEAP III TERSP GFL SK., RAM BC, Tervita BC, MD-UN, RST
5c You to support them in your region?	X		Reciprocal Response Agreements	X		Viewed response agreements dated 2017-12-14 which includes TEAP III TERSP's Iron Horse Response, QM LP

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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 hones	X	Viewed team leader's cell phone for responders' contact numbers
1b	Personnel at the incident scene?	X		Intrinsically Safe Radios	X	Viewed radios on chargers in the office
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		All Essential Equipment is located in Edmonton	X	All Essential Equipment is present and on site per the list
2b	Specialty Equipment items at the location?	X		Hydrogen Peroxide, HCl and LPG Transfer Equipment, Hydrofluoric Acid Emergency Kit	X	Viewed equipment for LPG and hydrogen peroxide transfers
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		As per the Equipment List	X	Viewed equipment that matched the capability chart
4	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		Monthly maintenance Forms, SHIELD Safety Handbook and Company policies and Procedures	X	Viewed COR certificate posted in the shop with expiry date 2020-07-27 Viewed CSA B620 hose test dated 2017-03-24 with serial #2082670-05

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	M. Nadeau D. Zukowsky B. Scott	X		Viewed training records aligned with TEAP III/CERCA: M. Nadeau, D. Zukowsky, B. Scott
1b	TEAP III registered team members?	2	D. Balnus M. Girouard	X		Viewed training records aligned with TEAP III/CERCA: D. Balnus, M. Girouard
1c	Other Team Leaders?	0		---	---	
1d	Other team members?	6	R. Scott and contracted trained members from local Fire Suppression company.	---	---	
2	Is there a fit for duty program?	X	Pre-hire Questionnaire- Health Surveillance Questionnaire; Base Line Audio Testing & Post Job Evaluation (Debriefing)	X		Viewed Fit for Duty document in the Safety Manual pg. 43 – 45 dated 2018-03-04
3	Is there post-incident stress management program?	X	Employee Assistance Program in Human Resources Policies & Employee handbook (p. 20)	X		Viewed “Working with Us” document in the Shield Employee Handbook pg. 28 dated 2019-05-25

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		TERSP Training Matrix and NFPA 472 is basis of our training. We have added annual ERAC training to our Matrix.	X		Viewed Shield Training Matrix which meets the TEAP III TERSP Standard Training Matrix
2	Is training conducted using specialty equipment?	X		As required for ERAP: e.g. H ₂ O ₂ Refresher 2016-10-27 HF Training 2016-11-15	X		Viewed Specialty Training conducted for: H ₂ O ₂ dated 2018-09-19 Fuel Rollover Safety and Transfer dated 2019-06-26
3	Is the training content documented for each module?	X		Training documentation forms in Planning Office	X		Viewed employee training records with content, exams: JIBC HazMat Ops and Tech (external) NFPA 472 training/Multi-Rae Plus Operation training (in house)
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Emergency Response Team Employee Training Documentation for current personnel in Planning Office	X		Viewed Safety Sync records and Shield training matrix binder
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X			X		Viewed Advanced Tank Car (SERTC/CN) (CN DGR) certificates in the Shield Training Matrix

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5b If yes, which TEAP III registered Team Leaders and team members have attended training?			M. Nadeau, D.Zukowsky, B.Scott, D. Balnus	X		Viewed Advanced Tank Car (SERTC/CN) (CN DGR) certificates taken by D. Zukowsky, M. Nadeau, D. Balnus, and B. Scott

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

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	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		IFSAC certified training through the B.C. Justice Institute; Specialized Training through SERTC Management assesses performance against written SOG	X		Viewed ERAC exercise for Flammable Liquids transfer dated 2019-05-16 M. Nadeau, D. Zukowsky, B. Scott List of competencies practiced matches SOG list
2	Are exercise activities documented?	X		Documentation completed and maintained	X		Viewed ERAC exercise for Flammable Liquids transfer dated 2019-05-16 M. Nadeau, D. Zukowsky, B. Scott, D. Balnus, R. Scott
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?	All responses and exercises are debriefed			X		Viewed Hydrogen Peroxide transfer exercise dated 2018-09-19 Exercise included transfer details and debrief form
3b	Does the debrief identify gaps and corrective actions?	X		Documented on Project Debriefing Form	X		Viewed ERAC exercise for Flammable Liquids transfer dated 2019-05-16 Debrief form did not identify any action items or corrective actions
3c	Describe how corrective actions are tracked to completion.	Corrective measures are documented on the debriefing form and discussed and implemented at follow-up Safety Meetings			X		Viewed ERAC exercise for Flammable Liquids transfer dated 2019-05-16

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	
						Debrief form did not identify any action items or corrective actions but has lines that allow tracking of action items

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		Monthly equipment maintenance – Safety Check after use; Other requirements according to SHIELD's Safety Manual, Driver and Vehicle Programs and Procedures	X		Viewed maintenance Equipment Maintenance Program Shop Inventory binder
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		Specialized equipment maintenance and inspection	X		Viewed monthly pump inspection records for Bowie gear pump last test date 2019-09-09 Viewed Level A suit annual inspection LA12 dated 2019-08-09
2b	Transportation equipment?	X		Daily inspections and CVIP for commercial vehicles; Bi-annual Tank inspections for DOT Vacuum Trucks	X		Viewed Journey Management Plan Drivers and Vehicle Procedures dated 2019-05-16 Viewed CVIP for Vac truck #9 2018-12-19

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 Registration Letter – ABC #10350; Permit for Equivalent Level for Safety; Safety Fitness Certificate	X	Viewed ABC #10350 certificate dated 2004-06-08
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		Hazardous Waste Receiving Permit – ABR #10077	X	Viewed ABR #10077 certificate dated 2012-11-20
2	Are any of the above performed by a sub-contractor?	X		Final Disposal of hazardous materials/waste at licensed facilities; Destruction Certificated as required.	X	Viewed disposal contractor list on Sub-Contractor 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?			Mark Nadeau
2a	Do you participate in TRANSCAER® outreach events?		X	
2b	If yes, how? Provide list of dates and activities for the past two years.			
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	X		Members of CERCA and Alberta Fire Chiefs Association Working Members of AIA – Agrologist Institute of Alberta (P. Ag.) Member of ESAA – Environmental Services Association of Alberta
3b	If yes, describe your involvement.			Active member of CERCA, AFCA and ESAA Active working member of AIA - Agrologist Institute of Alberta (P. Ag.)
4a	Do you belong or contribute to a local community enhancement program?	X		Community Drug Alert Program, Kid Safe Program – Advertising support
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Support local Community assistance programs

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	SHIELD has an environmental policy in place and a commitment to environmental protection in our operations
5b	If yes, describe.			
6a	Do you have a “green initiative” in place?	X		SHIELD has recycling policies and vehicle idling guidelines
6b	If so, describe. Examples are vehicle emissions reduction, idling program, office paper recycling, controlling ER activity emissions such as dry connects, purge techniques, controlling run off...	SHIELD has recycling policies including office paper, boxes, plastic items and printer cartridges. Vehicle idling guidelines and line purging techniques as built into SHIELD’s Emergency Response Guidelines.		

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	Liquefied Petroleum Gas UN1075	2018-03-19	B. Scott			Steam and Flare LPG railcar and remove pressure plate. Use air monitoring to ensure no LEL's or VOC's remain so that car can be sheared	
2.2	Aerosols UN1950	2019-01-22	B. Scott			Packaging, Documentation, Profiling and Transport of Waste Chemical.	
2.3							
3	Petroleum Crude Oil UN1267	2019-02-02	B. Scott			Drill 4 Hole saw holes into overturned DOT 306 B-Train Tanker and transfer 38,000L of crude oil into receiving tanker truck	Reviewed project #103645 <ul style="list-style-type: none"> • ER Call Out Checklist • Safety Toolbox Meeting Report • Project De-Briefing Report
4.1	Sulfur UN1350	2018-07-16	B. Scott			Cleaned up a spill of sulfur. Transferred into drums and transported for end disposal	
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	Water Reactive Liquids Corrosive NOS (Potassium Butoxide) UN3129	2019-02-26	D. Zukowsky			Packaging, Documentation, Profiling and Transport of Waste Chemical.	
5.1	Hydrogen Peroxide UN2015			2018-09-19	D.Zukowsky B.Scott M.Nadeau	Live Transfer Exercise for ERAP Verification. Transfer DOT111 Tank Car of Hydrogen Peroxide into DOT111 Tank Car.	
5.2	Organic Peroxide Type D Solid UN3106	2018-08-26	B. Scott			Packaging, Documentation, Profiling and Transport of Waste Chemical.	
6.1	Toxic Liquids Organic NOS (Thioglycol) UN2810	2019-01-18	D. Zukowsky			Patch a Poly tote damaged during shipment and transfer into a new poly tote.	
6.2							
7							
8	Hydrochloric Acid UN1789	2018-07-13	B. Scott D. Zukowsky			Transfer 3 DOT111 Tank cars of hydrochloric acid into receiving tanks cars while sparging vapors.	Reviewed Project #103371 <ul style="list-style-type: none"> • Incident Reporting Checklist • transfer documents • debrief
9	Used oil and solvents, asphalt UN3082	2019-01-31	B. Scott D. Zukowsky			Drill and transfer used oil from overturned TT 306 to new TT	Viewed Project #103641
Other	Non- Regulated Kosher Palm Oil	2019-02-13	B. Scott D. Zukowsky			Heat a damaged DOT111 Tank car of kosher palm oil and transfer into a receiving tank car while keeping the Kosher status of the	

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

TEAP III TERSP Standard Assessment

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

						product	
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Table data entered: 2019-03-18