

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	QM Environmental		Website:	Qmenv.com	
TERSP location address:	4-10 Kenmore Avenue Stoney Creek ON L8E 5N1	Regional coverage from this location:	Ontario & Quebec		
Location Leader	Name & position:	Jay Oliver, Operations Supervisor	Email:	Jason.Oliver@qmenv.com	Cell: 289-244-4889
Alternate Contact	Name & position:	Chase Porter, General Manager	Email:	Chase.Porter@qmenv.com	Cell: 604-842-4437
24-Activation Number	Number:	1-877-378-7745	Contact Position:	On Call Team Lead	
Submission completed by	Date:	2020-07-24	Name:	Jay Oliver	

Commented [TEAP1]: TERSP: This must include a street address

Commented [TEAP2]: TERSP: Within 6 hour travel time by road averaging 65 km/h.

Commented [TEAP3]: This person maybe senior to the Location Leader or a response team leader

Commented [TEAP4]: TERSP: Title used by the person (e.g. On Call Team Leader, On Call Manager)

Commented [TEAP5]: TERSP: The Location Leader is responsible for all information submitted

Date assessed:	2021-04-22	
Assessors (name, title, company):	Team Lead: Addison Vickerd, Response Center Manager, ECRC Assessor: Michael Heeringa, Dangerous Goods Officer, CN Assessor: Bernard Cook, Manager, Technical Services, Brenntag Canada Inc.	
TERSP Representatives: (name, title)	Jason Oliver, Regional Supervisor – East Sharlotte Stevens - Training Coordinator	
Opportunities for improvement:	1) Verbal confirmation to review all TERSP Standard Training Matrix requirements and update QM Training Matrix by 2021-07-30. 2) Verbal confirmation to complete training Class 1 Explosives by 2021-07-30.	
Best practices for sharing:		
Recommendation for registration:	Approved by TEAP III Editorial Board:	2021-06-28
	Next location assessment due:	2023-04

Commented [TEAP6]: Assessor: Must be supported by an Observation or Verbal Confirmation

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Capability Chart

TDG Class	Mode of Transport			Means of Containment	Stabilization ¹ (X, S, O, SO)	Mitigation ² (X, S, O, SO)	Remarks and Examples
	M	RR	R				
1	X	X	X	T/T, SC, IM	X, S	X, S	UN0442
2.1	X	X	X	T/T, T/C, c, IM	X	X	UN1010
2.2	X	X	X	T/T, T/C, c, IM	X	X	UN1070
2.3	X	X	X	T/T, T/C, c, IM	X	X	UN1017
3	X	X	X	T/T, T/C, SC, LC, IM	X	X	UN1203, UN1263
4.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	UN 2448 Molten Sulfur
4.2	X	X	X	T/T, T/C, SC, LC, IM	X	X	UN3393
4.3	X	X	X	T/T, T/C, SC, LC, IM	X	X	UN1418
5.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	UN2014
5.2	X	X	X	T/T, T/C, SC, LC, IM	X	X	UN3101
6.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	UN2821
6.2	X	X	X	SC	X	X	Biomedical waste
7	X	X	X	SC, LC, IM	X, S	X, S	Yellow Cake, uranium
8	X	X	X	T/T, T/C, SC, LC, IM, c	X	X	UN1052
9	X	X	X	T/T, T/C, SC, LC, IM	X	X	Environmentally hazardous materials, glycol
Other	X	X	X	T/T, T/C, SC, LC, IM, c	X	X	Lube oils, cleaners, food products

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 [TEAP7]: 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 [TEAP8]: TERSP: Provide examples by shipping name or UN number

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Status of Verbal Confirmation since last assessment

Date of last Assessment: **2018-11-09**

Question Number (Part and Number)	Verbal Confirmation Remarks (copy from assessment)	Status of Activities (e.g. no activity, in progress, 50% complete, system developed & implemented)	Assessor Remarks
None identified			

Commented [TEAP9]: Assessor: review documentation to confirm status of implementation

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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		Outlined in QM Environmental EHS Corporate Policy Statement, Code of Conduct and Health and Safety Policies. Refer to our Standard Operating Guidelines (SOG).	X		Viewed Health and Safety Policy signed by General Manager, H. Kim; dated 2020-06-05.
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		Regional Manager delegates and updates the TERSP assessment as outlined in SOG p.135.	X		Viewed SOG section, Regional Manager position has responsibility for Operating Documents and Administrative Controls including TEAP III document updating. Version 2020-11-20.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		2019-07-25	X		Viewed Annual Update from July 2019
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations	X		QM Environmental meets and exceeds all legal requirements associated with the running of its business.	X		Viewed CofA notification of Ownership change letter for "A821289". Viewed Training Matrix including regulatory compliance courses.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Current letter of clearance available.	X		Viewed WSIB, ON Letter Valid until 2021-05-19.

Commented [TEAP10]: 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 [TEAP11]: 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 [TEAP12]: TERSP: Complete the *TEAP III TERSP Standard Annual Update* (Capability Chart, Emergency Response and Exercise Table, Change of Resources and Status of Verbal Confirmation) and submit annually during non-assessment year to TEAP III.
Assessor: Review the *TEAP III TERSP Standard Annual Update* and note the date?

Commented [TEAP13]: 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 [TEAP14]: 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		QM Environmental holds greater than \$5 million coverage.	X		Viewed Insurance Policy expiring 2021-11-21
5c	Environmental, \$5 million?	X		QM Environmental holds \$10 million coverage.	X		Viewed Insurance Policy expiring 2021-11-21
6	Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Verbal and written communication as outlined in SOG Page 135	X		Viewed Section in SOG. Viewed client Reconciliation process (e-mail and shared EOS Sheet) between RST and QM Environmental 2020-11-17.

Commented [TEAP15]: TERSP: Have copy of policy available - Certificate of Insurance
Assessor: View certificate(s) and record date(s).

Commented [TEAP16]: TERSP: Have copy of policy available - Certificate of Insurance
Assessor: Verify certificate(s) and record date(s).

Commented [TEAP17]: 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

1	Is there a 24-hour emergency response activation telephone number?	X		24/7 Emergency Action Number 1-877-378-7745, processed outlined in QM Environmental SOG p.8.	X		2021-04-20 20:15, Spill Scenario Called in to 24r. number listed, the Operator took information and patched through to On Call Duty Response person Jason Oliver at 20:20, call concluded at 20:23.
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		QM Environmental SOG p.8-9.	X		Viewed noted process on pages 8-9 of the ERS SOGs Version #13. 2021-03-19
3	Does the TERSP use a form to record incident information?	X		Outlined in QM Environmental SOG p.11.	X		Viewed Initial Activation Report pages 11-12 of the SOGs Version #13. 2021-03-19
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		Utilize electronic from client. Paper copies not utilized due to expiry date. They are looked up when needed by ER Team Lead using smart phones or laptops.	X		Viewed Shipping and SDS Section questions within the Secondary Information in the Initial Activation Report page 12 of the SOGs Version #13. 2021-03-19
4b	CANUTEC?	X		Team Leaders and resource personnel have training on calling CANUTEC.	X		Viewed CANUTEC number on contact list, pg. 126 of SOGs, dated 2021-03-19.

Commented [TEAP18]: 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 [TEAP19]: 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 [TEAP20]: 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 [TEAP21]: 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		
4c	Shipper/manufacturer?	X		ERAP's will include SDS's from shippers / manufacturers. Shippers / manufacturers can provide SDS during the event.	X		Viewed ERAP #2-1818 section 10.3 Appendices SDS Calcium Carbide.
4d	Internet (state method and web sites)?	X		NIOSH pocket Guide, Pesticide Database, client websites.	---	---	
4e	Other (state method)?	X		Some clients provide CD or memory sticks for their products. Sent to us via mobile device. (email).	X		Viewed Wiser application on TL's smartphone. Verbal direct client contact confirmations discussed.
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		Generic response guidelines for all classes exist in QM's SOG's. ER Team Lead and Resource Personnel may contact Technical Advisors by phone for additional information.	X		Examined Response Guidelines in SOGs dated 2021-03-19 for classes 1.1 through 9 on pages 39-70.
6	Are response activities for incidents documented?	X		Team Leader and/or home base coordinators log all activities of an activation in our web-based software (Light Ship) and in our Emergency Management Workbook.	X		Examined SOGs Document 2021-03-19 which includes Response Activation. Viewed Lightship application. Viewed Incident Report from Ammonia Nitrate response 2020-06-11
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 [TEAP22]: 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 [TEAP23]: 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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	Yes	No		Yes	No	
7a	During regular business hours?		08:00 to 16:00 1 hour		X	Examined Response documentation for Project #213542, date 2021-02-21. Initial Call at 08:32; on site at 09:08; Team Leader: Jason Oliver.
7b	Outside regular business hours?		30-90 min		X	Examined Response documentation for Project #213633, date 2021-03-14. Initial Call at 21:27; on site at 22:15; Team Leader: Dylan MacEachern
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief and document?		All ER responses are debriefed by ER Team Leaders after every call per SOG p. 129.		X	Viewed SOG section on Debriefing on page 129 as well as Internal Incident Debrief form and Corrective Action Forms (Page 130-131). Version 2020-11-20. Viewed Project # 212532, includes a completed section for debrief.
8b	Does the debrief identify gaps and corrective actions?		X	Debrief and corrective actions as part of QM's Emergency Management Workbook are completed.	X	Viewed Internal Incident Debrief Form, includes corrective actions section. Viewed Job #213356 corrective action form 2021-02-05 and Action Item Form that tracks history, action & approval.

Commented [TEAP24]: 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 [TEAP25]: 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 [TEAP26]: TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP).
Assessor: If applicable, view and note dates.

Commented [TEAP27]: TERSP: Provide debrief records of corrective actions required and taken.
Assessor: Review / examine and note corrective action(s) identified and assigned.

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	Yes	No		Yes	No	
8c Describe how corrective actions are tracked to completion.			QM Health and Safety have a database of corrective actions that are assigned a number for tracking on a spread sheet with incident date and time, review date, expected completion date, and actual completion date with a sign off column.	X		Viewed Job #213356 corrective action form 2021-02-05 and Action Item Form that tracks history, action & approval.
9 If you are listed in an ERAP, do you have a copy of the ERAP?	X		All ERAP's are accessible to the corresponding Team Leaders who respond to an incident. Electronic copies are kept on file and ready for email or print.	X		Viewed ERAP #2-1818 dated 2020-10-08.
10 How are ERAP updates obtained / provided and tracked requests?			Semi-annual written communication for coverage is updated on Master Client spread sheet.	X		Viewed client contract signed by QM & Endicott Fuels 2020-10-01, page 17 of ERAP.

Commented [TEAP28]: TERSP: Provide documentation.
Assessor: Review / examine and note process (item, assignment, due date, status)

Commented [TEAP29]: TERSP: If you do not have a copy of the approved ERAP, is there a document provided by the ERAP holder that identifies your expected capability. If does not apply, indicate NA.
Assessor: If applicable, view document(s) noting title and 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 contact lists available for:					
1a	X		Contact lists are maintained in QM Environmental Emergency Action Centre. They are reviewed monthly and updated as required.	X		Viewed employee contact list dated 2021-04-22.
1b	X		Contact lists are maintained in QM Environmental Emergency Action Centre. They are reviewed monthly and updated as required.	X		Viewed employee contact list dated 2021-04-22.
1c	X		All client contracts are reviewed semi-annually with client acceptance to ensure accuracy. – Master Client Spreadsheet	X		Viewed Master Client spreadsheet.
1d	X		Contact lists are maintained in QM Environmental Emergency Action Centre. They are reviewed monthly and updated as required.	X		Viewed in SOGs pg. 127 and client ERAPs.
2	X		A list of equipment resource services is maintained in QM Environmental Emergency Action Centre. They are reviewed and updated monthly.	X		Viewed equipment list as of 2021-04-22.
3a		X		---	---	

Commented [TEAP30]: 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 [TEAP31]: 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	
Describe any personnel or unique equipment outsourced?						
3b If yes, does a written agreement exist:		X		---	---	
4 Are written agreements established with other TERSPs for:						
4a Coverage in your region?	X		Written agreement with SRS (Specialized Response Services).	X		Viewed agreement dated 2014-06-10.
4b Coverage outside your region?	X		Written agreements exist with RST.	X		Viewed updates to EOS correspondence 2020-11-17.
4c You to support them in your region?	X		QM Environmental will cover for RST.	X		Viewed updates to EOS correspondence 2020-11-17.
5 Are these other TERSPs registered with TEAP III for:						
5a Coverage in your region?	X		Drainall, GFL	---	---	
5b Coverage outside your region?	X		RST is registered with TEAP III.	---	---	
5c You to support them in your region?	X		RST is registered with TEAP III.	---	---	

Commented [TEAP32]: 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 [TEAP33]: TERSP: If yes, provide the access protocol and agreement.
Assessor: View, note agreement date.

Commented [TEAP34]: TERSP: Agreement should specify DG, MOC and response activity (e.g. transfer)
Assessor: Review or view noting date and any relevant details.

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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		Cellular, land-lines, computer systems, Satellite phone.	X	Viewed cell phones and laptops.
1b	Personnel at the incident scene?	X		Cellular, land-lines, computer systems, Satellite Phone, and two-way radios.	X	Viewed Intrinsically safe radios.
2	Does the company meet the requirements of the TEAP III TERSP Standard Essential and Specialty Equipment List for:					
2a	Essential Equipment items at the location?	X		QM Environmental meets and exceeds the Standard Essential Equipment list.	X	Viewed photos of selected equipment such as pumps, hoses, suits, SCBA's.
2b	Specialty Equipment items at the location?	X		QM Environmental meets many of the requirements on the specialized equipment list.	X	Viewed images of A, B & C kits, Level A suits inspection tags, and containment vessel.
3	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		QM has programs in place to ensure all equipment is CSA approved and registered correctly. All maintenance of this is either manufacture recommendations or higher.	X	Viewed records of inventory and maintenance for transfer hoses (CSA requirements) dated 2020-09-02. Viewed maintenance record logs for powered equipment, pumps, SCBAs, and trailer annual safety inspection.

Commented [TEAP35]: TERSP: Identify equipment and quantities available. Consider cell phones, satellite phones, intrinsically safe radios, portable radios...
Assessor: View, describe equipment and quantity viewed.

Commented [TEAP36]: TERSP: All *Essential Equipment* must be at the location.
Assessor: View, note that all *Essential Equipment* is at the location.

Commented [TEAP37]: TERSP: All claimed *Specialty Equipment* must be at the location.
Assessor: View, note that all claimed *Specialty Equipment* is at the location.

Commented [TEAP38]: 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 TEAP III TERSP Standard Training Matrix:					
1a	TEAP III registered Team Leaders?	5	J. Oliver, B. Schanbacher D. MacEachern, H. Flagg K. Gravelle	X		Verbal confirmation to review all TERSP Standard Training Matrix requirements and update QM Training Matrix by 2021-07-30.
1b	TEAP III registered team members?	2	P. Leggatt, S. Stevens	X		Verbal confirmation to review all TERSP Standard Training Matrix requirements and update QM Training Matrix by 2021-07-30.
1c	Other Team Leaders?	0		---	---	
1d	Other team members?	3	D. Dempsey R. Zavaglia J. Chatterton	---	---	
2	Is there a fit for duty program?	X	QM "Fit for Work Policy". SOG p. 18	X		Viewed policy in SOG Version #13 2021.
3	Is there post-incident stress management program?	X	Outlined in QM's SOG "Incident Stress Management" p. 132	X		Viewed page 132 of SOG, contact number provided and managed through Manulife Employee Assistance.

Commented [TEAP39]: 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 [TEAP40]: 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 [TEAP41]: 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 [TEAP42]: 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 [TEAP43]: TERSP: Describe the elements of your fit for duty program and frequency of re-assessments.
Assessor: View program documentation, note document titles.

Commented [TEAP44]: 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		QM Environmental training matrix meets and exceeds the requirements. Additional areas for training include Confined Space Entry/Rescue and Specialized product handling training.	X		Viewed SOG– Training Policy Reviewed QME TERSP’s Training Matrix for Management, Team Leaders, Response Personnel including Confined Space, Working from Heights, Class 3, NFPA 472, Tank Car Specialist.
2	Is training conducted using specialty equipment?	X		Training is given for all specialty and unique equipment with refresher frequencies established in the training matrix.	X		Reviewed QM TERSP’s Training Matrix for training frequency/refresher.
3	Is the training content documented for each module?	X		A training summary outlining the content, objectives, tests and job performance evaluations are completed for each training module.	X		Viewed training program certificates for 2-3 person for each of State Fire Academy Mississippi, CHLOREP, TTI Tank Car Specialist, Pueblo, CO., HazMat Tech, TDG, Waste Management, Vessel Operating Proficiency.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Records are maintained in the training matrix. Any written tests are stored paper copy for minimum 3 years.	X		Viewed QM TERSP’s training matrix for Team Leaders and Team Members. Certificates and records up to 10 years history.
5	If you respond to railway mode:						

Commented [TEAP45]: 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 [TEAP46]: 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 [TEAP47]: 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).

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5a Is a railway dangerous goods response training course part of your training matrix?	X		All Team Leaders and many Team Members have received rail-specific (or equivalent) training.	X		Viewed as part of Matrix.
5b If yes, which TEAP III registered Team Leaders and team members have attended training?			J. Oliver, H. Flagg, D. MacEachern, K. Gravelle, B. Schanbacher, S. Stevens, S. Corbell	X		Viewed training records for D. MacEachern, K. Gravelle, B. Schanbacher, D Dempsey

Commented [TEAP48]: TERSP: Provide evidence of railway ER training (e.g. RAC, ERTC, JIBC, CN, CP Rail).
Assessor: Review, note titles and source.

Commented [TEAP49]: 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		The contents of QM Environmental SOG is covered in the training matrix completed over a 12-month period on our server.	X		Viewed QME TERSP's training matrix for Team Leaders - current on Class 2, 3, 4, 5, 6, & 8. Verbal confirmation to complete training Class 1 Explosives by 2021-07-30.
2	Are exercise activities documented?	X		QM Environmental Emergency Management Workbook is completed for both real and simulated incidents.	X		Viewed QME TERSP's Training Matrix – revision date 1 Apr 2021. Viewed exercise details 2021-02-19 live transfer/ UN1005
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			All exercises have a debrief at end of exercise with all participants. Feedback is used throughout the program. A summary debrief is completed and filled out with each exercise.	X		Viewed exercise details 2021-02-19 live transfer UN1005.
3b	Does the debrief identify gaps and corrective actions?	X		Debrief and corrective actions are included in QM Environmental Emergency Management Workbook which is used for documentation in exercises as well as true events.	X		Viewed exercise Job #213644, with corrective action section included in debrief. 2021-03-18.
3c	Describe how corrective actions are tracked to completion.			Corrective actions are tracked during the debrief, from there the manager logs it in the	X		Viewed Job #213356 corrective action form 2021-02-05 and

Commented [TEAP50]: 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 [TEAP51]: 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 [TEAP52]: TERSP: Describe criteria (e.g. Client request, injury, duration, ERAP). Assessor: If applicable, view and note dates.

Commented [TEAP53]: TERSP: Provide debrief records of corrective actions required and taken. Assessor: Review /examine and note corrective action(s) identified and assigned.

Commented [TEAP54]: 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	
	corrective action log and ensures they are assigned and completed to the correct individual. Generally, they are reviewed monthly or as needed during Ops meetings.					Action Item Form that tracks history, action & approval.

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		Outlined in QM Environmental SOG our internal program tracks whether any equipment is to be tested daily, monthly, or annually. SOG outlines expectation of inspection but calendars and paperwork track it all. SOG p. 134	X		Viewed QM's SOG version 13, pg. 134 Maintenance, as well as inspection sheets and schedules for equipment.
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		All maintenance and inspection logs are kept from the date equipment is put into service to present.	X		Viewed Maintenance Records Log for Power Equipment, Diaphragm pumps, Trash pumps, Compressor, Hydraulic Power Pack, Chemical transfer hoses, SCBA Hydrostatic retest certificates, and Level A Suit retest certificates.
2b	Transportation equipment?	X		All maintenance and inspection logs are kept from the date equipment is put into service to present. Logs also kept by ARI Fleet Management	X		Viewed vehicle Annual Inspection Certificate for Ford F550 License AN90670. Viewed 2020 trailer inspections certificates trailers licensed P6238V & P7521M.

Commented [TEAP55]: 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 [TEAP56]: 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 [TEAP57]: 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		QM Environmental Waste Transportation license allows them to ship most classes of dangerous goods outlined in its capability chart (except class 7 and Biomedical waste).	X	Viewed C of A letter for "A821289".
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		7577-4XGL5P C of A non-hazardous industrial waste		Viewed 7577-4XGL5P dated 2021-03-30
2	Are any of the above performed by a sub-contractor?	X		Some capabilities are third-party sub-contracted.	X	Viewed manifest with C of A number for Da-Lee.

Commented [TEAP58]: 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 [TEAP59]: 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 [TEAP60]: 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).

TEAP III TERSP Standard Assessment

Part 6 – Community Involvement and Sustainability (optional and not part of TERSP Assessment)

		Yes	No	TERSP Comment
1	Who at this location has attended TEAP III Transportation Emergency Response Service Provider Standard training?			J. Oliver, S. Stevens.
2a	Do you participate in TRANSCAER® outreach events?	X		QM Environmental participates in many TRANSCAER® events across the country.
2b	If yes, how? Provide list of dates and activities for the past two years.			May 2019 – Burlington Fire held a TRANSCAER® event.
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	X		QM Environmental has three sites assessed under CERCA. QM Environmental is a supplier member with the RDC. QM is an associate member of the RAC.
3b	If yes, describe your involvement.			
4a	Do you belong or contribute to a local community enhancement program?	X		QM Environmental participates with multiple CAER groups in Ontario
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Some of the groups include but not limited to Toronto North and West CAER, Burlington CAER, Hamilton CAER and Niagara CAER. QM donates into these groups as well as assisting with volunteer work at food banks, etc.

Commented [TEAP61]: 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 [TEAP62]: TERSP: Identify by name (e.g. L. Laferriere) those who have attended.

TEAP III TERSP Standard Assessment

5a	Do you have an environmental management system in place such as ISO 14001?		X	
5b	If yes, describe.			
6a	Do you have a "green initiative" in place?	X		
6b	<p>If so, describe.</p> <p>Examples are vehicle emissions reduction, idling program, office paper recycling, controlling ER activity emissions such as dry connects, purge techniques, controlling run off...</p>	<p>Active recycling program for office waste. Active waste diversion/recycling/recovery during demolition operations.</p>		

TEAP III TERSP Standard Assessment

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

Material		Response		Exercise		Assessor Comment	
TDG Class	Shipping Name and UN Number	Date of last response (yyyy-mm-dd)	Registered Team Leader, last response (J. Doe)	Date (yyyy-mm-dd)	Registered Team Leader(s) (J. Doe)	Activity performed during exercise or response	Documentation viewed?
1							
2.1	(LPG) Propane UN1075			2019-09-18	J. Oliver	Transfer and Flaring Exercise	Reviewed ERAC Field Book -Field notes -Photos -Debrief -Incident Log
2.2							
2.3	Chlorine, UN1017	2020-05-15	T. Jaeckle,			Removed faulty regulator on Cylinder, put on protective cap, no leaks, ready for shipment back to Clients facility for repairs.	Reviewed Job #212467. Initial Call on 2020-05-15 at 11:17, 12:00 Mobilized to Coburg, onsite 14:20. -Initial Activation Report -Workflow Timeline - Internal Incident Debrief
3	Ethanol, UN1170	2020-07-20	T. Jaeckle			120 1-Liter containers that were packaged into drums.	Reviewed Job #212681. Initial Call on 2020-07-20 at 21:42, onsite 23:30. -Initial Activation Report -Workflow Timeline
4.1	Molten Sulphur, UN2448	2020-11-05	K. Gravelle			Transferred solidified molten Sulphur into UN rated super sacks.	Reviewed Job # 212600 Initial Call 2020-06-23 (Long term job) -Initial Activation Report -Work Flow timeline
4.2							
4.3							
5.1	Ammonium Nitrate, UN1942	2020-06-11	T. Jaeckle			Due to pails being left outside in the heat, all containers (120) were packaged into drums	Reviewed Job #212532. Initial Call on 2020-06-11 at 13:32, mobilized 14:00, onsite 15:00. - Initial Activation Report

Commented [TEAP63]: TERSP: Activity must be documented hands-on with appropriate PPE. Tabletop does not qualify

Commented [TEAP65]: 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 [TEAP64]: 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 [TEAP66]: TERSP: List all activities related to chlorine.
Assessor: 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**

							- Incident Report - Workflow Timeline - Internal Incident Debrief
5.2							
6.1							
6.2							
7							
8	Hydrofluoric Acid, UN1790	2020-05-29	J. Oliver			Leaking tote, provide containment, gravity feed transfer from tote to tote, neutralize with Lime and water, clean up floor afterwards.	Reviewed Job #212495. Initial Call on 2020-05-29 at 10:59, onsite 13:30. - Initial Activation Report - Workflow Timeline - Internal Incident Debrief - Photos
9							
Other							

Commented [TEAP67]: TERSP: List all activities related to NaOH, NaClO, HCl
 Assessor: Review any available documents.