

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	RST Industries	Website:	www.rsttransport.com	
TERSP location address:	485 McAllister Dr. Saint John, NB E2L 4H8	Regional coverage from this location:	New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland, and Eastern Quebec	
Location Leader	Name & position:	Trevor Dickinson Manager, Emergency Response	Email:	Dickinson.Trevor@rsttransport.com
			Cell:	506-636-1635
Alternate Contact	Name & position:	Robert Dickeson Coordinator, Emergency Response	Email:	Dickeson.Robert@rsttransport.com
			Cell:	506-343-5067
24-Activation Number	Number:	1-877-624-8800	Contact Position:	24-hour telephone service
Submission completed by	Date:	2022-11-08	Name:	Trevor Dickinson

Date assessed:	2022-11-18		
Assessors (name, title, company):	Team Lead: Addison Vickerd, ECRC, Atlantic Region Manager Assessor: Yves Hamel, Dangerous Goods Officer, CN Assessor: Mike Taylor, EH&S, Irving Oil Ltd.		
TERSP Representatives: (name, title)	Trevor Dickinson, RST, Manager of Emergency Response Robert Dickeson, Co-Ordinator of Emergency Response Services, RST		
Opportunities for improvement:	Observation: ICS 100 & 200 completed for Teams Leads (2016) but needs to be requalified to be within 36 months. Training to be completed by 2023-06-30.		
Best practices for sharing:	---		
Recommendation for registration:	Approved by TEAP III Editorial Board:	2023-02-21	
	Next location assessment due:	2024-11	

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

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

TEAP III TERSP Standard Assessment

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	T/T, SC	X	X	Various – UN 0072, 0118, 0209, 0483
2.1		X	X	T/T, T/C, c, IM	X	X	UN1075, 1010,1063,1049,1971
2.2		X	X	T/T, T/C, c, IM	X	X	UN1073
2.3		X	X	T/T, T/C, c, IM	X	X	Various – UN1005, 1079, 1660, 1062
3		X	X	T/T,T/C,SC,LC IM	X	X	Various – UN1202, 1267, 1203
4.1		X	X	T/T, T/C	X	X	UN1325, 2448
4.2		X	X	T/T, T/C	X	X	UN 1378, 1384
4.3		X	X	T/T, T/C	X	X	UN3208, 1393, 1401, 1428
5.1		X	X	T/T, T/C, SC, LC	X	X	UN2426, 1942
5.2		X	X	T/T, T/C, SC, LC	X	X	UN3101
6.1		X	X	T/T, T/C, SC, LC	X	X	UN1689, 3288, 1580
6.2							
7			X	T/T, SC,c	X	X	UN2912, 2977
8		X	X	T/T, T/C, SC, LC, IM	X	X	Various – UN 1830, 1789, 2789, 2054, 1831
9		X	X	T/T, T/C, SC, LC, IM	X	X	UN3257, 3082, 3077
Other		X	X	T/T, T/C, SC, LC, IM	X	X	Non-Regulated Hydrocarbons

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

TEAP III TERSP Standard Assessment
Status of Verbal Confirmation since last assessment

Date of last Assessment:

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
Part 4.1 Q1	Modify training matrix to clarify individual training subject requirements and refresher frequency by end of Q2 2021.	Completed / Matrix Updated to reflect training frequency	Viewed training matrix including specific courses and classes last updated 2022-11-02.
Part 4.1 Q3	Add individual signoff for internal training modules to indicate competency by end of Q2 2021	Completed / Sign in sheets have been updated or Certificates of competency will be issued depending on training	Viewed training agenda with sign in sheet Capping kit and level A Suit practical use date 2020-01-18. Viewed sign in sheets for training 2022-06-22 transfer and flaring.

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

TEAP III TERSP Standard Assessment

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		RST's ERS Policy Statement; RST's H&S Policy Statement Section 2-1	X		Viewed RST Sunbury Occupational Health and Safety Policy dated 2021-07-30.
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		RST Emergency Response Services (ERS) Overview Part of Manager, ERS responsibilities	X		Viewed Manager of Response Services position description in the Standard Operating Procedures revision #6, 2022-10-04.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		Annual update completed in 2021	X		Viewed update 2021-12-14.
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations	X		Reference Materials: training and compliance library available on SharePoint intranet and maintained by Manager, ERS	X		Viewed training Matrix (last updated 2022-11-02) which identifies TDG, WHMIS, eRailSafe, and vehicle maintenance inspections schedule including commercial vehicle inspections.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Copy on File	X		Viewed WCB letter in good standing 2022-11-18.
5b	Public Liability and Property Damage, \$5 million?	X		Copy on File	X		Viewed certificate expiry 2023-06-01.

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).

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

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5c Environmental, \$5 million?	X		Copy on File	X		Viewed certificate expiry 2023-06-01.
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		TEAP III Representatives and clients will be notified by email or letter	X		Viewed Standard Operating Guideline client's section outlining change of capability notification, revision #6, 2022-10-04.

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).

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 2 – Activation and Response

1	Is there a 24-hour emergency response activation telephone number?	X		1-877-624-8800 – monitored by J.D Irving Limited Industrial Security (TP 24 – hour)	X		Tested number on 2022-11-18 at 19:32. Answering service took name, phone number and information then transferred to Robert Dickeson. Team members available to respond were Robert Dickeson, Trevor Dickinson, and Eldon MacDonald.
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Monitored 24 hours. If call comes to Industrial Security, then ERS Coordinator, Manager, or Team Leader in contacted to manage event and is documented in SOG and on call procedure.	X		Viewed SOG for ER On-call process 2021-01-15
3	Does the TERSP use a form to record incident information?	X		Industrial Security Incident report, ERS incident Log	X		Viewed Initial Incident report from call on 2022-11-16.
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		Client Provided	X		Viewed client provided SDS from 2022-07-28.
4b	CANUTEC?	X		Use CANUTEC for Emergency Access (on scene) if required	---	---	
4c	Shipper/manufacturer?	X		Shipper / Manufacturer via phone or internet	---	---	

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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
4d		X		---	---		
4e		X		---	---		
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		ERS – SOG – Sections 6-14	X		Viewed SOG's for all classes listed on capability chart 2022-08-08. Examined SOG for Class 3's and related SOG for Grounding and bonding dated 2022-02-07.
6	Are response activities for incidents documented?	X		ERS – SOG – Section 4 – Form ERS 009 – Action Report	X		Viewed incident documents from 2022-08-04 including Activation Report, photos, and debrief with corrective actions.
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?	2hrs		Between 8am – 5pm Monday to Friday the Team Leader mobilizes immediately; crew and equipment within 2 – hour window	X		Viewed incident from 2022-08-04, initial call 1145 and onsite at 1500. Team members Eldon MacDonald, Aiden Green, and Trevor Dickinson.
7b	Outside regular business hours?	3hrs		Team Leader mobilizes from home and organize appropriate crew	X		Viewed incident from 2022-02-01, initial call received 1722 and onsite at 2100. Team members Trevor Dickinson, Robert Dickeson, Stephen Crooks, and James Morash.
8	Evaluation and debrief of responses:						

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...

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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
8a	How do you choose which responses to debrief and document?		All Responses are debriefed with crew, documented, and placed in file	X		Viewed incident documents from 2022-08-04 including Activation Report, photos, and debrief with corrective actions.
8b	Does the debrief identify gaps and corrective actions?		Debrief opportunities for improvement in any / all areas	X		Viewed debrief and corrective actions identified in response documentation dated 2022-02-01.
8c	Describe how corrective actions are tracked to completion.		Reviewed by ERS Manager, tracked via client file.	X		Viewed corrective actions identified and completion dates within the month for response dated 2022-02-01.
9	If you are listed in an ERAP, do you have a copy of the ERAP?		We are listed in clients ERAP's, but it is not supplied in most cases. We use CCF's (Contractor Capacity Forms) to validate agreement and keep copies on file (both hard copy and electronically)	X		Viewed digital filing system for client ERAPs including client ERAP dated 2018-01-01.
10	How are ERAP updates obtained / provided and tracked requests?		Clients advise of any updates	X		Viewed updated capability form received by e-mail 2022-11-14.

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.

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)

TEAP III TERSP Standard Assessment

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	Response coordinators?	X		All Response Coordinators, Team Leaders, Team Members, and resource personnel are listed in SOG ER on – call personnel. Data and call numbers are also listed in “Contact Lists” and On Call Procedure with mobile devices with each Team Leader	X		Viewed SOG ER On-Call Process dated 2021-01-15 including contact list for incident Co-Ordinator’s, Managers, Team Leaders and Team members.
1b	Team Leaders and team members?	X		All Response Coordinators, Team Leaders, Team Members, and resource personnel are listed in SOG ER on – call personnel. Data and call numbers are also listed in “Contact Lists” and On Call Procedure with mobile devices with each Team Leader	X		Viewed SOG ER On-Call Process dated 2021-01-15 including contact list for incident Co-Ordinator’s, Managers, Team Leaders and Team members.
1c	Clients?	X		With ER Manager and Coordinator for certain clients if provided. Contact information is always obtained thru 24hr #	X		Viewed client contacts are kept within client digital files and on call forms.
1d	Government agencies?	X		With ER Coordinator / Manager ER and On call personnel	X		Viewed SOG ER On-Call Process dated 2021-01-15 including list of agency contacts.

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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Subcontractors are listed in SOG directory	X		Viewed SOG ER On-Call Process dated 2021-01-15 including list of equipment resources including excavation, vacuum trucks, traffic control etc.
3a	Describe any personnel or unique equipment outsourced?	X		Marine services, heavy towing, remote gas monitoring, UAV services	X		Comment, JDI (RST's parent company) has specialized service companies such as UAV (CFM).
3b	If yes, does a written agreement exist:		X	No written agreement exists. Outsourcing is generally with sister companies or those with long standing relationships	---	---	
4	Are written agreements established with other TERSPs for:						
4a	Coverage in your region?		X	There are no other current TEAP III TERSP's in the Atlantic Area	---	---	
4b	Coverage outside your region?		X	No written agreements currently	---	---	
4c	You to support them in your region?		X		---	---	
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?		X	There are no other current TEAP III TERSP's in the Atlantic Area	---	---	

Commented [TEAP31]: TERSP: Provide list of equipment resource support services.
Assessor: View, note last revision date.

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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5b Coverage outside your region?	X		Mutual Aid Quantum Murray and GFL	X		Viewed Client Services agreement with GFL dated 2019-10-11. Viewed Client Services agreement with Quantum Murray dated 2015-06-23.
5c You to support them in your region?	X		Mutual Aid Quantum Murray and GFL	X		Viewed Client Services agreement with GFL dated 2019-10-11. Viewed Client Services agreement with Quantum Murray dated 2015-06-23.

TEAP III TERSP Standard Assessment

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 Phone	X	Viewed ER Manager's cell phone.
1b	Personnel at the incident scene?	X		Two-way radio, text or cell	X	Viewed handheld IS radios in the command center vehicle.
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		TEAP III Equipment list a minimum, inventory typically exceeds requirements	X	Viewed equipment that meets the essential equipment list.
2b	Specialty Equipment items at the location?	X		Capping Kits, Natural Gas Flare, Decontamination Trailer.	X	Viewed flaring kit, command center vehicle, and spill trailer and decontamination trailer. Viewed A & B and midland capping kits.
3	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		All equipment meets applicable registration requirements and permits	X	Reviewed annual inspection certificates for Level A suit serial number #700772 dated 2022-02-08 and SOG for inhouse suit testing with supplier testing kit. Reviewed SCBA serial #306000011 certificate dated 2022-03-07.

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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						<p>Viewed inspection forms for fall arrest harness inspection tag 2147 dated 2022-05-01.</p> <p>Reviewed Hose test certificate for chemical hose dated 2022-02-25 for hose SN RST00446</p>

Part 3.3 – Resources, Personnel

1	How many response personnel are trained to the <i>TEAP III TERSP Standard Training Matrix</i> :					
1a	TEAP III registered Team Leaders?	6	E. MacDonald M. Hennessey R. Dickeson T. Dickinson S. Crooks G. Dalling	X		<p>Examined E. MacDonald's training records against the TEAP3 TERSP Training Matrix.</p> <p>Examined T. Dickinson training records against the TEAP3 TERSP Training Matrix.</p> <p>Viewed inhouse gas detection training module and certificates.</p> <p>Observation: ICS 100 & 200 completed for Teams Leads (2016) but needs to be updated to be within 36 months. Verbal Verbal confirmation: Training to be completed by 2023-06-30.</p>
1b	TEAP III registered team members?	1	S. Gaunce	X		Examined A. Green's training records against the TEAP3 TERSP Training Matrix

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).

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						Examined S. Gaunce's training records against the TEAP3 TERSP Training Matrix
1c	Other Team Leaders?	0		---	---	
1d	Other team members?	5	A. Green J. Bettle D. Dempsey R. Craig T. Murphy	X		Verbal: Other Team members currently meet TEAP3 Training Matrix requirements but awaiting NFP 470 Operations level training.
2	Is there a fit for duty program?	X	Drug and Alcohol Procedures in accordance with J.D. Irving, Limited policy on alcohol and drug use available for review upon audit	X		Viewed RST(JDI) policy 2018-08-02.
3	Is there post-incident stress management program?	X	EAP (Employee and Family Assistance Program) and CiSM (critical incident stress management education)	X		Viewed EAP, Lifeworks, provided contact on ER Manager's phone.

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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	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		All training is compliant and complaint with TEAP III Matrix	X		Viewed RST Training Matrix including TERSP Standard Training Matrix items last updated 2022-11-02
2	Is training conducted using specialty equipment?	X		Annual Regional Training that covers Class 2.1 and 3. Other classes of dangerous goods are selected based on client retainers	X		Viewed LPG Flaring training documentation dated: 2022-06-22. Viewed training agenda, sign in sheet, and photos from cylinder Capping kit and level A Suit practical use date 2020-01-18.
3	Is the training content documented for each module?	X		Program based on several modules in an online format	X		Viewed RST inhouse Gas detection module. Viewed RST inhouse TDG module.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Records kept on file electronically	X		Viewed training matrix including Team Leaders and member with records from 2012 to 2022-11-02.
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		eRailSafe Training Program mandatory for all responders	X		Viewed RST Training Matrix updated 2022-11-02 which includes eRailSafe

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).

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

TEAP III TERSP Standard Assessment

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?	All Team Leaders and Team Members			X		Viewed eRailSafe certs for R. Dickeson and D. Dempsey.

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).

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		Well documented annually for Class 2.1 and 3 under ERAC's Regionals as well as all responses or in-house training sessions	X		Viewed agenda and signoff sheet for SOGs review dated 2022-06-22 for Class 3's (flaring and product transfers). Viewed training matrix with SOGs for Capability chart products listed, date 2022-11-02.
2	Are exercise activities documented?	X		ERAC Class 3 and 2.1 live transfers done annually. All other in-house training with all classes of dangerous goods are documented and tracked via Matrix and Employee Files	X		Reviewed exercise documentation for Ethanol transfer including Incident Action plan, JSA, photos, and debrief dated 2022-06-23.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			All exercises and events are debriefed, documented, and retained with client file	X		Viewed Response SOG which includes debrief form. Reviewed exercise debrief from 2022-06-23.
3b	Does the debrief identify gaps and corrective actions?	X		Debrief lists strengths, opportunities for improvements and corrective actions	X		Viewed incident documents from 2022-08-04 including debrief with corrective actions.
3c	Describe how corrective actions are tracked to completion.			Corrective actions are recorded in client reports and corrected immediately. If equipment needs action it is tagged and taken out of service immediately.	X		Viewed incident documents from 2022-08-04 debrief with corrective actions with

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	
						assigned individual and action closure dates.

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		Maintenance Calendar including hard copy of all field test equipment.	X		Viewed maintenance calendar in outlook.
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		RST contracts outside vendors for inspections for hoses, level A's, SCBA, generators, fire extinguishers RST inspects fall arrest, capping kits, Gas Monitoring All records of inspections or test certificates are kept on file with RST Coordinator, Emergency Response	X		Reviewed annual inspection certificates for Level A suit serial number #700772 dated 2022-02-08 and SOG for inhouse suit testing with supplier testing kit. Reviewed SCBA serial #306000011 certificate dated 2022-03-07. Viewed inspection forms for fall arrest harness inspection tag 2147 dated 2022-05-01. Reviewed Hose test certificate for chemical hose dated 2022-02-25 for hose SN RST00446
2b	Transportation equipment?	X		Maintenance done by outside party to DOT specification and records kept on file with RST Coordinator, Emergency Response	X		Viewed vehicle inspection stickers on Response Trailer (due April 2023) and Command center truck (due Sept 2023).

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		Atlantic Provinces, PQ and ON	X	Viewed transport of hazardous waste permit I-10325 expiry 2023-11-15.
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		GFL, Pardy's or Regional Petroleum used for disposal and some transportation	X	Viewed Regional Petroleum (Steve's Environmental Services) transport of hazardous waste permit I-11644 expiry 2026-11-27.

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?			T. Dickinson, R. Dickeson (2022)
2a	Do you participate in TRANSCAER® outreach events?	X		
2b	If yes, how? Provide list of dates and activities for the past two years.			RST participates with any TRANSCAER activities that are in the region, but we have not had any locally in the past years
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	X		CERCA, ERAC, RDC
3b	If yes, describe your involvement.			Membership and Response Company
4a	Do you belong or contribute to a local community enhancement program?	X		Member of J.D Irving, Limited group of companies
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Irving has extensive community involvement. Pease check www.idirving.com for more information

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		Green Initiative is based on the US DOT Smartway Program aimed at reducing fuel – related greenhouse emissions
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...	Green Initiative is based on the US DOT Smartway Program aimed at reducing fuel – related greenhouse emissions. RST Facility participates with the municipal recycling programs.		

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 Gases (Propane) UN 1075	2022-02-01	T. Dickinson R. Dickeson G. Dalling S. Crooks	2022-06-22	T. Dickinson R. Dickeson G. Dalling S. Crooks	Damage Assessment, Transfer and Flaring of Bobtail Propane Truck	Viewed response Work Order #8477990W with Incident Report, photos, debrief, site drawing, JSA and damage assessment dated 2022-02-01 Viewed exercise Work Order #8372006W with incident action plan, photos, JSA, and debrief dated 2022-06-22
2.2							
2.3	Ammonia, Anhydrous UN 1005	2022-08-04	T. Dickinson G. Dalling E. MacDonald			Secure Scene, check for leaks, Tighten all loose fittings, clear scene	Viewed response Work Order #8888064W with Incident briefing, Action plan, JSA, pictures, and debrief.
3	Ethanol and Gasoline Mixture, with more than 10% ethanol UN3475			2022-06-23	T. Dickinson R. Dickeson G. Dalling E. MacDonald S. Crooks	Transload of Ethanol for ERAC Assessment	Viewed exercise Work Order #8372006W with incident action plan, photos, JSA, SDS and debrief.
4.1	Molten Sulphur UN 2448	2022-01-10	R. Dickeson E. MacDonald G. Dalling T. Dickinson			Assess leak and tighten any loose fittings	Viewed response Work Order #841064W with Incident Report, photos, debrief, JSA and damage assessment dated 2022-02-01
4.2							
4.3							
5.1							
5.2							
6.1							

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

6.2						
7						
8	Corrosive Liquid, NOS UN 1760	2022-08-27	G. Dalling		Secure Site, Neutralize, clean up and disposal	Viewed response Work Order #8937960W with Incident Report, action plan, photos, debrief, and JSA.
9						
Other						

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