

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	QM Environmental		Website:	QMenv.com	
TERSP location address:	735 Strathearne Ave Hamilton ON L8H 5L3		Regional coverage from this location:	Ontario and Quebec	
Location Leader	Name & position:	Kyle Gravelle Operations Manager	Email:	Kyle.Gravelle@QMenv.com	Cell: 365-999-1647
Alternate Contact	Name & position:	Jason Oliver Regional Manager	Email:	Jay.Oliver@QMenv.com	Cell: 365-999-2925
24-Activation Number	Number:	1-877-378-7745	Contact Position:	On Call Team Leader	
Submission completed by	Date:	2023-06-01	Name:	Kyle Gravelle	

Date assessed:	2023-07-27	
Assessors (name, title, company):	Team Lead: Addison Vickerd, Atlantic Region Manager, ECRC Assessor: Bernie Cook, Manager Technical Services, Brenntag Canada Assessor in Training: Abigail Campbell, DGO, CN,	
TERSP Representatives: (name, title)	Kyle Gravelle, Operations Manager, QM Environmental Jason Oliver, Regional Manager, QM Environmental	
Opportunities for improvement:	---	
Best practices for sharing:	---	
Recommendation for registration:	Approved by TEAP III Editorial Board:	2023-11-16
	Next location assessment due:	2025-07

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	Mitigation ²	Remarks and Examples
	M	RR	R		(X, S, O, SO)	(X, S, O, SO)	
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	UN1863
4.1	X	X	X	T/T, T/C, SC, LC, IM	X	X	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, bio-haz materials

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: **2021-04-22**

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 3.3 Q 1a	Verbal confirmation to review all TERSP Standard Training Matrix requirements and update QM Training Matrix by 2021-07-30.	Completed and ongoing with updates.	Viewed supplied training Matrix dated 2023-07-10
Part 4.2 Q1	Verbal confirmation to complete training Class 1 Explosives by 2021-07-30	Completed 2022-10-25.	Viewed included Class 1 in supplied training Matrix dated 2023-07-10

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 Environmental Health and Safety Policy included in Standard Operation Guide Version 15, Policy Signed by President & CEO dated 2023-03-27.
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 Standard Operation Guide Version 15 section on Administrative Controls identifying Regional Manager with responsibility for updating capability chart as part of TEAP3 process. SOG last updated 2023-07-25.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		2022-12-13	X		Viewed on TEAP3 website dated 2022-12-13.
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 training matrix which includes regulator compliance courses including WHMIS, TDG, etc. dated 2023-07-10 Viewed CVOR registration certificate expiry 2024-03-06.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial	X		Current letter of clearance available.	X		Viewed clearance letter in good standing valid until 2023-08-19.

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
workers' compensation authority?						
5b Public Liability and Property Damage, \$5 million?	X		QM Environmental holds greater than \$5 million coverage.	X		Viewed insurance Certificate expiry 2023-12-15.
5c Environmental, \$5 million?	X		QM Environmental holds \$10 million coverage.	X		Viewed insurance Certificate expiry 2023-12-15.
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. Pg 135	X		Viewed Standard Operation Guide Version 15 section on Operations Documents and Regional Controls identifying responsibility dated 2023-07-25.

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).

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		2023-08-03 06:08 Spill Scenario called into 24hr. listed, the operator took information and patched through to On Duty Response Person Matt Scanlin at 0610, call concluded at 0615.
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		1-905-388-4444, the number is outlined in QM Environmental SOG p.8-9.	X		Viewed Response Activation flowchart in SOG dated 2023-07-25. Viewed Lightship Application (web based) activation form, including an example of activation from 2023-07-23.
3	Does the TERSP use a form to record incident information?	X		Outlined in QM Environmental SOG p.11.	X		Viewed Lightship Application (web based) activation form, including an example of activation from 2023-07-23
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		Electronic copies are saved in app called Site Docs.	X		Viewed copy of SDS supplied by client with ERAP stored in Lightship application dated 2022-04-15.
4b	CANUTEC?	X		Team Leaders and resource personnel have training on calling CANUTEC. SOG Pg 129	X		Viewed SOG page 129 including CANUTEC page 2023-07-23. Viewed CANUTEC contact on

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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						Regional Manager's cell phone contact list.
4c Shipper/manufacturer?	X		ERAP's will include SDS's from shippers / manufacturers. Shippers / manufacturers can provide SDS during the event.	X		Viewed copy of SDS supplied by client with ERAP stored in Lightship application dated 2022-04-15.
4d Internet (state method and web sites)?	X		NIOSH pocket Guide, Pesticide Database, client websites.	---		
4e Other (state method)?	X		Mobile applications on cell phones.	---		
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 existing in QM Environmental SOG's. Specific response guidelines exist for all ERAP products. Team Leader and Resource personnel may contact Technical Advisors by phone/email for additional information, p. 20-127.	X		Viewed Response Guidelines for all classes on Capability Chart in SOG dated 2023-07-23. Reviewed Response Guidelines for Classes 2.3, 3, 8 and 9 dated 2023-07-23.
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		Viewed Lightship Application (web based) activation form, including an example of activation from 2023-07-23
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?			08:00 to 16:00	X		Viewed response activation in Lightship including recording,

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
			1 hour			at 14:48 with initial mobilization within 30 minutes from 2023-07-12
7b	Outside regular business hours?		After 16:00 30-90 min	X		Viewed response activation in Lightship including recording, at 20:33 with onsite within 30 minutes from 2023-07-05
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. 132.	X		Viewed Debrief section in SOG, including Team Member, Regulatory & Agency, and Client Debriefing dated 2023-07-23. Section includes debrief form.
8b	Does the debrief identify gaps and corrective actions?	X			X	Reviewed Debrief form including section on Corrective Actions in SOG dated 2023-07-23.
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 minutes from Bi-weekly meeting which included Corrective Action logs with due dates, minutes dated from 2023-07-25.
9	If you are listed in an ERAP, do you have a copy of the ERAP?	X		X		Viewed copy of client supplied ERAP stored in Lightship application dated 2023-07-14.

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.

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	
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 e-mail update from client on ERAP dated 2023-07-17. Viewed client ERAP list in Lightship application.

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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	Response coordinators?	X		Contact lists are maintained by our Emergency Management Team. They are reviewed monthly and updated as required.	X	Viewed live web-based location enable contact list for 2023-07-27.
1b	Team Leaders and team members?	X		Contact lists are maintained by our Emergency Management Team. They are reviewed monthly and updated as required.	X	Viewed live web-based location enable contact list for 2023-07-27.
1c	Clients?	X		All client contracts are reviewed semi-annually with client assurance to ensure accuracy.	X	Viewed client list in SharePoint dated 2023-06-29.
1d	Government agencies?	X		Contact lists are maintained by our Emergency Management Team. They are reviewed monthly and updated as required.	X	Viewed Agency contacts on pages 128-130 of SOG dated 2023-07-23.
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		A list of equipment resource services is maintained by our Emergency Management Team. They are reviewed and updated monthly.	X	Viewed equipment resource contact for Hydro Vac services in Operations Managers cell phone.
3a	Describe any personnel or unique equipment outsourced?		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.

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment	
	Yes	No		Yes	No		
3b				---	--		
4	Are <u>written agreements</u> established with other TERSPs for:						
4a	Coverage in your region?	X		Written agreement with SRS (Specialized Response Services).	X		Viewed agreement with SRS 2014-07-14.
4b	Coverage outside your region?	X		Written agreements exist with RST & GFL.	X		Viewed agreement with RST 2021-11-16. Viewed agreement with GFL 2023-04-23.
4c	You to support them in your region?	X		QM Environmental will cover for RST.	X		Viewed agreement with RST 2021-11-16.
5	Are these other TERSPs registered with TEAP III for:						
5a	Coverage in your region?	X			---		
5b	Coverage outside your region?	X		RST is registered with TEAP III.	X		Viewed RST Assessment 2022-11-18.
5c	You to support them in your region?	X		RST is registered with TEAP III.	X		

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, cloud technology.	X	Viewed Team Lead cell phones.
1b	Personnel at the incident scene?	X		Cellular, land-lines, computer systems, cloud technology, and two-way radios.	X	Viewed Team Lead cell phones. Viewed IS two-way radios.
2	Does the company meet the requirements of the <i>TEAP III TERSP Standard Essential and Specialty Equipment List</i> for:					
2a	Essential Equipment items at the location?	X		QM Environmental meets and exceeds the Standard Essential Equipment list.	X	Viewed. Meets Essential Equipment List.
2b	Specialty Equipment items at the location?	X		QM Environmental meets many of the requirements on the specialized equipment list.	X	Viewed. Meets requirements in Specialty Equipment List.
3	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		QM Environmental holds all equipment required to service the products and means of containment outlined in your compatibility chart.	X	Viewed Level A suit Inspection for Suit #653255 dated 2023-07-26. Viewed internal test kit and procedure. Viewed test certificates for SCBA Scott Air Packs Unit IDs 59210330, 99100627, 0507012923, and 39601410 all passed testing 2023-08-17. Viewed hose inventory binder

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	
						with certificates and test tags on 2 hoses # SC0177 and #SC01733 dated 2022-09-13.

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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?	5	D. Dempsey M. Scanlin V. Ottertail H. Flagg J. Chassie	X		View NFPA 472 for J. Chassie Dated 2018-12-20. View NFPA 472 for H. Flagg Dated 2010-11-26 and refresher 2022-12-16. Viewed TDG Cert for H. Flagg expiry 2025-06-28. Viewed TDG Cert for J. Chassie expiry 2026-05-29 Viewed CHLOREP certificate for M. Scanlin dated 2023-05-05. Viewed CHLOREP certificate for H. Flagg dated 2022-05-06 Viewed training QM Training Matrix including TEAP III Standard Training Matrix items dated 2023-07-10
1b	TEAP III registered team members?	1	D. Nedilsky,	X		View NFPA 472 for D. Nedilsky Dated 2021-11-19. Viewed TDG Cert for D.

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).

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	Yes	No		Yes	No	
						Nedilsky expiry 2025-11-01. Viewed ICS 100 for D. Nedilsky 2022-10-11.
1c	Other Team Leaders?			---		
1d	Other team members?		5	---		
			J. Bennett, J. Parro, B. Flagg, T. Glover, J. Chatterton			
2	Is there a fit for duty program?		X		X	Viewed Fit for Work Policy section in SOG Manual dated 2023-07-23. Policy signed by President and CEO and dated 2023-01-20.
3	Is there post-incident stress management program?		X		X	Viewed Post Incident Stress Management section of SOG Manual dated 2023-07-23. Resource Contact is Manulife Resilience Employee Assistance Program with contact number listed for all employees.

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 QM Training Matrix including TEAPIII Standard Training Matrix items dated 2023-07-10
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		Viewed CHLOREP certificate for M. Scanlin dated 2023-05-05. Viewed CHLOREP certificate for H. Flagg dated 2022-05-06 Reviewed agenda and sign in sheet for Hydrogen Peroxide training dated 2022-09-21
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 Internal QM Respiratory Protection module last updated in 2018 including table of contents including selection, hazard, types, etc. Viewed current Internal QM TDG Course modules on LMS training platform including Marking, Shipping Documents, Containment, etc.

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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						Viewed CHLOREP certificate for M. Scanlin dated 2023-05-05. Viewed CHLOREP certificate for H. Flagg dated 2022-05-06 Viewed ERAC records for Team Leads and Team Members.
4		X	Records are maintained in the training matrix. Any written tests are stored for minimum of 3 years.	X		Viewed training QM Training Matrix including dates older than 2018 and certificates for personnel back to 2010 (H.Flagg NFPA).
5	If you respond to railway mode:					
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 eRailSafe on QM Training Matrix dated 2023-07-10 with all Team Leads and Members up to date. Viewed ERAC records for Team Leads and Team Members.
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?		J. Oliver, K. Gravelle, H. Flagg, D. Dempsey, V. Ottertail	X		Viewed eRailSafe on QM Training Matrix dated 2023-07-10 with all Team Leads and Members up to date.

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).

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		The contents of QM Environmental SOG is covered in the training matrix completed over a 12-month period on our server.	X		Viewed QM Training Matrix dated 2023-07-10 including all Classes on Capability chart and all Team Leads and Members are listed. Reviewed Class 7 awareness level training certificates for Team Leads dated 2023-07-28.
2	Are exercise activities documented?	X		QM Environmental Emergency Management Workbook is completed for both real and simulated incidents.	X		Viewed Activation report, Attendance, Agenda, 2022-09-21
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 course/exercise.	X		Viewed Exercise Debrief dated 2022-10-13. Viewed Exercise Debrief dated 2023-06-07.
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 Debrief dated 2022-10-13 with three opportunities for improvement identified. Viewed Exercise Debrief dated 2023-06-07 with improvement plan identified for corrective actions.

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.

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
3c Describe how corrective actions are tracked to completion.			Corrective actions are tasked to the appropriate individual with dates assigned for completion. On the assigned date, the responsible manager will follow up to ensure proper completion. There is a corrective action logbook to log progress. Generally they are reviewed monthly or as needed on OPS meetings.	X		Viewed minutes from Bi-weekly meeting which included Corrective Action logs with due dates and responsibility, minutes dated from 2023-07-25.

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	

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 moving to Hilti tracking system	X		Viewed Maintenance Section in SOG Manual dated 2023-07-25. Section identifies frequency of equipment maintenance, equipment maintenance logs retention, and Outlook system for scheduling. Documentation is still majority paper based.
2	Are records kept of inspection, testing and maintenance for at least three years for:						
2a	<u>TEAP III TERSP Essential and Specialty Equipment List</u> , where applicable?	X		All maintenance and inspection logs are kept for a minimum of 3 years.	X		Viewed Level A suit Inspection for Suit #653255 dated 2023-07-26. Viewed internal test kit and procedure. Viewed SCBA unit #BPS204 serial #06389146 test date on regulator 2023-08-17. Viewed hose inventory binder with certificates and test tags on 2 hoses # SC0177 and #SC01733 dated 2022-09-13. Viewed Chlorine kits within certification date. Viewed emergency cylinder recovery vessel and unit to be

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.**

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						exchanged with Brenntag Canada for current certified unit.
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 Element Fleet Management.	X		Viewed CVOR stickers on vehicles and trailers. Viewed vehicle inspection records on Site Docs Platform including vehicle Plate # AN90667 from 2023-07-27

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 Certificate of Approval for # A8221289.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		7757-4XGL5P C of A non-hazardous industrial waste	X	Viewed 7577-4XGL5P Certificate of Approval non-hazardous industrial waste.
2	Are any of the above performed by a sub-contractor?	X		Some capabilities are third-party sub-contracted.	---	

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? K. Gravelle, J. Oliver		
2a	X		QM Environmental participates in many TRANSCAER® events across the country. COVID put a halt to these, but when they do start to arise we will be attending
2b	If yes, how? Provide list of dates and activities for the past two years. Last available event was May 2019 – Burlington Fire held a TRANSCAER® event. Hosted ORTC Meeting October 2023.		
3a	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	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 are 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			2022-10-13	H. Flagg	Rail Car to Rail Car Transfer	Viewed Response Booklet including debrief, drawings, Incident log, damage assessment
2.2	Carbon Dioxide UN2187	2022-05-02	K. Gravelle			Assess leaking valves, Pressure relieved, Valves secured.	Activation 2022-05-02 at 14:07 Viewed Activation Report, Spill Report, timeline, Photos, and debrief
2.3	Sulphur Dioxide UN 1079	2022-05-16	B. Schanbacher			Leaking tonner, Apply capping kit.	Activation 2022-05-16 at 13:45 Viewed Activation Report, Spill Report, timeline, Photos, and debrief
2.3	Anhydrous Ammonia UN1005	2023-05-16	M. Heeringa			Transfer from Rail to Rail and Flare	Reviewed work order and Client package.
3	Diesel UN 1202	2022-10-21	M. Scanlin			Contain and clean spill, saddle tank damage due to accident	Reviewed Activation report, spill report, SDS, Work Order timelines Initial Call time 2022-10-21 @ 09:12
4.1							
4.2							
4.3							
5.1	Hydrogen Peroxide UN 2015			2022-09-21	V. Ottetail	Product specific training and rail to tanker transfer	Viewed Agenda and attendees sign in sheet.

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**

5.2	Peracetic Acid UN 3109	2022-11-18	D. Dempsey			Contain and clean spill, overpack drum for waste and disposal	Activation 2022-11-18 at 13:55 Viewed Activation Report, Spill Report, timeline, Photos, and debrief
6.1	Mercury UN 2809	2022-07-19	B. Schanbacher			Clean up of Mercury in recycling facility, Packaging for disposal.	Viewed Activation Report, Spill Report, Work Orders with timeline, Photos, and subcontractor documentation
6.2							
7							
8	Hydrochloric Acid UN1789	2023-01-25	M. Scanlin			Acid spill in facility, spill cleanup required	Activation 2023-01-125 at 06:13 Viewed Activation Report, Spill Report, timeline, work orders, photos, and debrief
9	Tar UN1999	2023-01-16	M. Scanlin			Spill cleanup on trailer	Activation 2023-01-16 at 13:37 Viewed Activation Report, Spill Report, timeline, Photos, and debrief
Other							

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