

TEAP III TERSP Standard Assessment

Summary

TERSP company assessed:	Green for Life - Ottawa	Website:	gflenv.com	
TERSP location address:	3385 Hawthorne rd. Ottawa, Ontario	Regional coverage from this location:	Eastern Ontario & Western Quebec	
Location Leader	Name & position: Steve Blais Assistant Manager Emergency Response	Email:	steve.blais@gflenv.com	Cell: 613-314-0025
Alternate Contact	Name & position: John de Vegt Technical Advisor	Email:	jdevegt@gflenv.com	Cell: 613-314-0030
24-Activation Number	Number: 1-800-265-3868 613-739-1070	Contact Position:	Business hours: Dispatcher After hours/weekend On Call ER Team Leader	
Submission completed by	Date: 2024-08-24	Name:	John de Vegt	

Date assessed:	2024-11-29			
Assessors (name, title, company):	Team Lead: Addison Vickard, ECRC, Atlantic Region Manager Assessor: Michael Magee, CPKC, HAZMAT Officer Assessor: Zach Fortin, CN, DGO Observer: Kristina Adler, CIAC, Transportation Policy and Program Officer			
TERSP Representatives: (name, title)	Steve Blais, Assistant Manager Emergency Response John de Vegt, Technical Advisor			
Opportunities for improvement:	Observation: GFL Ottawa to include railway dangerous goods training in their training Matrix.			
Best practices for sharing:	New process implemented for corrective actions shared across GFL offices in TEAMS document. SOG's have assigned two-year expiry date and are tracked for review.			
Recommendation for registration:	Approved by TEAP III Editorial Board:	2025-01-07		
	Next location assessment due:	2026-11		

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							
2.1		X	X	T/C, T/T, c	X	X	UN 1075
2.2							
2.3		X	X	T/C, T/T, c	X	X	UN 1005
3		X	X	T/C, T/T, IM, LC, SC	X	X	UN 1202, 1203, 1267
4.1							
4.2							
4.3							
5.1		X	X	LC, SC	X	X	UN 2014
5.2							
6.1		X	X	T/C, T/T, IM, LC, SC	X	X	UN 3414
6.2							
7							
8		X	X	T/C, T/T, IM, LC, SC	X	X	UN 1830, 1789, 2031
9		X	X	T/C, T/T, LC, SC	X	X	UN 3480
Other		X	X	T/C, T/T, LC, SC	X	X	UN 3257

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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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.

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Status of Verbal Confirmation since last assessment

Date of last Assessment: **2022-11-24**

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		Health & Safety and Environmental policy.	X		Viewed GFL Occupational Health and Safety Policy dated 2024-01-01.
2	Has responsibility for the management and updating of the <i>TEAP III TERSP Standard Assessment (Capability Chart, TERSP comment and Emergency Response or Exercise Table)</i> been assigned and documented?	X		John de Vegt – Technical Advisor.	X		Viewed Emergency Response Manager, Operations position description within the ERTOG, 2024-03-25.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		2023-11-10	X		Viewed on TEAP3 website 2023-11-10
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations	X		Training Records, Equipment maintenance, CVOR Regs, WSIB, Insurance	X		Viewed training requirements tracked in Workhub which identifies TDG, WHMIS, eRailSafe, and Equipment maintenance SOP 2024-01-22.
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?	X		Registered with Workers Compensation Board	X		View WSIB letter of good standing date 2024-11-20
5b	Public Liability and Property Damage, \$5 million?	X		15 million Coverage	X		Viewed Insurance certificate expiry date: 2024-05-31.

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).

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5c Environmental, \$5 million?	X		15 million Coverage	X		Viewed Insurance certificate expiry date: 2024-05-31.
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?	X		Any notification of a change in capability would be made by the Emergency Management and Contract Manager.	X		Viewed ERTOG Document Management of Change 2022-05-09. Viewed email to client regarding change of capability dated 2024-11-08.

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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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		Calls are routed to an ER Supervisor through a call center. 1-800-GFL-1234	X		Tested number on 2024-12-11 at 19:32. Answering service took name, phone number and information then transferred to J. de Vegt on call Team Lead at 19:36.
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?	X		Flowcharts are present for activation of ER calls.	X		Viewed Emergency Services Activation & Agreement including activation flowchart. ERTOG section 5.1. dated 2022-05-09.
3	Does the TERSP use a form to record incident information?	X		GFL OMS database.	X		Viewed section 3.1 of ERTOG 2022-05-09. Viewed form of incident notification from 2024-07-02. Viewed STARS response documentation form dated 2024-11-25.
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		SDS is printed for response crew before leaving to site or emailed to team lead.	X		Viewed SDS shared via WhatsApp for response to Nitric Acid 2024-11-25.
4b	CANUTEC?	X		Response teams have mobile email and telephone access.	---	---	

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	
4c Shipper/manufacturer?	X		ERAP, SOP, and SDS is printed for response crew before leaving to site or emailed to team lead.	X		Viewed SDS shared via WhatsApp for response to Nitric Acid 2024-11-25.
4d Internet (state method and web sites)?	X		Client and Manufacturer websites	X		Viewed from client SDS shared via WhatsApp for response to Nitric Acid 2024-11-25.
4e Other (state method)?	X		Library of ERAPs and SDS forms.	X		Viewed library of ERAPs received from clients via e-mail including communication from 2024-09-17
5 Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?	X		SOGs in Spill Manual. ERAC Website also has SOGs for classes 2.1 and 3	X		Viewed SOP directory including SOPs for each product class identified on Capability chart. SOGs available to team members in Workhub. Reviewed Class 3 SOG with expiry 2025-12-31 Reviewed TC to TT Class 3 SOG dated 2022-05-09. Reviewed Class 8 SOG for Acids with expiry 2025-12-31. Reviewed Bonding and Grounding SOG expiry 2025-12-31. Best Practice for Sharing SOG's have assigned two-year expiry date and are tracked for

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
						review.
6	Are response activities for incidents documented?	X	Internal Work Order sheets and external documentation such as ERAC forms.	X		Viewed Incident Response documentation from 2024-11-25, activation 0800 and departed shop 0830, onsite 0930. Includes photo log and SDS, product manifest.
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?	30 min.	Typical mobilization in 30 minutes	X		Viewed Incident Response documentation from 2024-11-25, activation 0800 and departed shop 0830, onsite 0930. Includes photo log and SDS, product manifest.
7b	Outside regular business hours?	1 to 1.5 hours	Typical mobilization in 60 to 90 minutes outside normal business hours.	X		Viewed Incident Response documentation from 2024-11-23, activation 1515, departed 1545 and onsite 1645 including Notification form, service log and photos.
8	Evaluation and debrief of responses:					
8a	How do you choose which responses to debrief and document?	Verbal debrief is done after all jobs. Largere extended jobs receive a full debrief.		X		Viewed debrief from 2024-03-04.
8b	Does the debrief identify gaps and corrective actions?	X	Debrief forms identify positive & negative occurrences and corrective actions which may	X		Viewed debrief from 2024-03-04 with corrective actions,

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.

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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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
			be required.			
8c	Describe how corrective actions are tracked to completion.		The specific corrective items are identified, the individual(s) responsibilities are identified, and a due date for the corrective action is defined. It is the responsibility of the ER Manager to place reminders in their Outlook calendars to review the form weekly to ensure the corrective actions are completed.	X		Viewed GFL ER newly created a new process and procedure for tracking ER Corrective Actions in TEAMS. Viewed TEAMS file for Corrective Action Tracking available to all ER Managers last added to 2024-10-25 Best practice for sharing: Corrective Actions shared across GFL offices in TEAMS document.
9	If you are listed in an ERAP, do you have a copy of the ERAP?		All applicable ERAPs are available for reference.	X		Viewed library of ERAPs received from clients via e-mail including communication from 2024-11-26
10	How are ERAP updates obtained / provided and tracked requests?		Any notification of a change in capability would be done by the Emergency Management and Contract Manager.	X		Viewed response capability confirmation for ERAP product dated 2024-11-26.

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	Response coordinators?	X		Internal Phone list and ER on-call lists are provided each week from administrative staff and forwarded to a company mailing list. The phone lists are printed from the company Database.	X	Viewed weekly on call sheet dated 2024-11-11.
1b	Team Leaders and team members?	X		Internal Phone list and ER on-call lists are provided each week from administrative staff and forwarded to a company mailing list. The phone lists are printed from the company Database.	X	Viewed weekly on call sheet dated 2024-11-11.
1c	Clients?	X		Client list available.	X	Viewed Electronic Management System (OMS) search database including clients contacts.
1d	Government agencies?	X		Government agencies are listed in the Spill Response Manual and ER Team Leaders have mobile internet access through phones.	X	Viewed agency contact list last updated 2024-04-01
2	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?	X		Excavation equipment is outsourced through contractors listed in ER Manual.	X	Viewed agency contact list last updated 2024-04-01

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	
3a		X		---	---	
3b		X		---	---	
4	Are written agreements established with other TERSPs for:					
4a	Coverage in your region?	X		Mutual Aid agreements with other TERSPs.	X	Viewed reciprocal response mutual aid agreement with GFL, Nucor, & SRS dated 2021-09-21.
4b	Coverage outside your region?	X		Mutual Aid agreements with other TERSPs.	X	Viewed reciprocal response mutual aid agreement with GFL, Nucor, & SRS dated 2021-09-21.
4c	You to support them in your region?	X		Mutual Aid agreements with other TERSPs.	X	Viewed reciprocal response mutual aid agreement with GFL, Nucor, & SRS dated 2021-09-21.
5	Are these other TERSPs registered with TEAP III for:					
5a	Coverage in your region?	X		Mutual Aid agreements with other TERSPs.	X	Viewed reciprocal response mutual aid agreement with GFL, Nucor, & SRS dated 2021-09-21.
5b	Coverage outside your region?	X		Mutual Aid agreements with other TERSPs.	X	Viewed reciprocal response mutual aid agreement with GFL, Nucor, & SRS dated 2021-09-21.

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	
						Viewed reciprocal response mutual aid agreement with RST dated 2019-10-11.
5c You to support them in your region?	X		Mutual Aid agreements with other TERSPs.	X		Viewed reciprocal response mutual aid agreement with GFL, Nucor, & SRS dated 2021-09-21. Viewed reciprocal response mutual aid agreement with RST dated 2019-10-11.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	

Part 3.2 – Resources, Equipment and Materials

1	Is there equipment for communications between:					
1a	The Home Coordinator and the incident scene?	X		Cell phones & Computers	---	---
1b	Personnel at the incident scene?	X		Cell phones, intrinsically safe 2 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		Equipment required to service the materials listed in the capability chart are in inventory	X	Viewed essential equipment at location.
2b	Specialty Equipment items at the location?	X		ERAC FL Response unit ERAC LPG Response unit	X	Viewed specialty equipment at location. Viewed A,B, C Kit inspection record dates 2024-12-04
3	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?	X		Equipment is maintained in keeping with manufacturer instructions and is proactively inspected on a bi-monthly basis.	X	Examined hose certifications dated: GFL1002- 2024-10-30, and SF8395- 2024-10-30. Examined SCBA annual certification for units SCBA #1 Drager unit Serial #BRZA-3590/07613205 dated 2024-08-08, Scott Unit ID 02 dated 2024-03-12.

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	
						<p style="color: blue; margin: 0;">Gas detector unit # ER-01 Calibration 2024- 09-10.</p> <p style="color: blue; margin: 0;">Examined Level A test log for serial numbers C14914 and C15836 and suit testing kit with procedure with User Manual.</p>

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Question	TERS P		TERS P 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?	2	J. de Vegt M. Henry	X		Viewed training records for J. de Vegt including NFPA 1072 dated 2024-02-29, TDG 2024-03-31, ICS 200 2024-12-02, Media 2024-12-02, Fit testing 2023-12-06 Viewed training records for M. Henry including NFPA 1072 dated 2022-12-15, TDG 2023-01-23, ICS 200 2024-12-05, Media 2024-12-04, Fit testing 2023-12-20
1b	TEAP III registered team members?	2	S. Blais A. Lalonde	X		Viewed training records for S. Blais including NFPA 1072 dated 2022-12-18, TDG 2022-10-31, ICS 100 2024-12-03, Media 2024-12-03, Fit testing 2023-12-18 Viewed training records for A. Lalonde including NFPA 1072 dated 2022-12-15, TDG 2022-05-33, ICS 100 2024-12-03, Media 2024-12-05, Fit testing 2023-12-18
1c	Other Team Leaders?	N/A		---	---	

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
1d Other team members?			J. Sears C. Tanasie A. Magee R. Deschamps	---	---	
2 Is there a fit for duty program?	X		Medical Questionnaire Pre-Employment.	X		View GFL Fit for Duty Policy dated 2024-01-01.
3 Is there post-incident stress management program?	X		Employee Assistance Program gives employees access to numerous services.	X		Viewed online employee portal and email from 2023-01-31. EFAP (Employee Family Assistance Plan) numbers posted in the lunchroom.

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		Course content is built around the matrix and expanded on.	X		Viewed in Workhub including standard Training Matrix items.
2	Is training conducted using specialty equipment?	X		ERAC training sessions for LPG & Flammable liquids. A, B, and C kits	X		View sign in sheets and agenda with A, B and C kits dated 2024-10-24
3	Is the training content documented for each module?	X		Team members have taken ICS 100, NFPA 472 Tech, and regulatory compliance training. All training is in house other than Rail or ERAP client product training. It is documented and tests are kept.	X		GFL has an online Hazmat 1072 Theory course with 14 Modules to be completed before hands on training.
4	Are training records maintained for Team Leaders and team members for a minimum of three years?	X		Electronic Database system Workhub	X		Viewed in Workhub training portal for Team Leads and Team Member records.
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?	X		RAC course, SERTC (Pueblo), ERail Safe, CN Rail Training and CP Rail Training.	X		Viewed client Workhub for tracking training. Observation: GFL Ottawa to include railway dangerous goods training in their training Matrix.

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.

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5b If yes, which TEAP III registered Team Leaders and team members have attended training?	J. de Vegt, M. Henry, A. Lalonde, S. Blais, James Burns.			X		Viewed eRailSafe certificates form S. Blais, M. Henry

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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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		ERAC Exercises Railroad tank car issues and transfers of various products including Sulfuric acid, flammable liquids, LPG, Oxidizer reactions, Class 9 products.	X		Viewed ERAC exercise documentation package including Workbook with participant names, FLRA, Incident Briefing, site drawing, site safety plan, incident log, damage assessment, ERAC assessment report, and exercise agenda dated 2024-01-31.
2	Are exercise activities documented?	X		All exercises are documented and signed off by attendees.	X		Viewed sign in sheet for exercise dated 2024-01-31.
3	Evaluation and debrief of exercises:						
3a	How do you choose which exercises to debrief?			After an exercise, an onsite debrief is held to go over the exercise. These are not typically documented.	X		Viewed debrief form from exercise dated 2024-01-31.
3b	Does the debrief identify gaps and corrective actions?	X		Debrief forms identify positive & negative occurrences and corrective actions which may be required.	X		Viewed TEAMS file for Corrective Action Tracking available to all ER Managers last added to 2024-10-25
3c	Describe how corrective actions are tracked to completion.			The specific corrective items are identified, the individual(s) responsibilities are identified, and the due date of the corrective action is defined. It is the responsibility of the Senior ER Coordinator or ER Manager to place reminders in their Outlook calendars to review the form weekly to ensure corrective actions are completed as specified.	X		Viewed TEAMS file for Corrective Action Tracking last added to 2024-10-25

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	

Part 4.3 – Equipment Maintenance

1	Is a program established for equipment inspection, maintenance and testing?	X		Equipment is maintained in keeping with the manufacturer's instructions and monthly mandatory inspections, which are duly recorded.	X		Viewed paper-based tracking.
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		Records are available for reference.	X		Viewed A,B, C Kit inspection records date 2024-12-04.
2b	Transportation equipment?	X		Transportation equipment is maintained utilizing our own licensed repair garage and mechanics in keeping with MTO requirements.	X		<p>Examined hose certifications dated: GFL1002- 2024-10-30, and SF8395- 2024-10-30.</p> <p>Examined SCBA annual certification for units SCBA #1 Drager unit Serial #BRZA-3590/07613205 dated 2024-08-08, Scott Unit ID 02 dated 2024-03-12.</p> <p>Gas detector unit # ER-01 Calibration 2024- 09-10.</p> <p>Examined Level A test log for serial numbers C14914 and C15836 and suit testing kit with procedure with User Manual.</p> <p>Viewed A,B, C Kit inspection</p>

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	
						record dates 2024-12-04.

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		GFL - Ottawa is a Licensed Transporter of regulated waste in Ontario and Quebec.	X	Viewed certificate # A860302 dated 2009-04-17.
1b	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?	X		GFL - Ottawa is licensed to receive and generate regulated waste.	X	Viewed certificated A460722 dated 2011-01-05.
2	Are any of the above performed by a sub-contractor?		X		---	---

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. de Vegt, J. Hoover.
2a	Do you participate in TRANSCAER® outreach events?	X		
2b	If yes, how? Provide list of dates and activities for the past two years.			
3a	Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?	X		CERCA, RAC, CIAC(TRANSCAER)
3b	If yes, describe your involvement.			CERCA – Member, RAC – Associate member.
4a	Do you belong or contribute to a local community enhancement program?	X		
4b	If yes, describe your involvement. NOTE: Do not include donations to local hockey team-sweater purchase fund or the like.			Assist CPKC with events with local Fire Departments.

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.

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5a	Do you have an environmental management system in place such as ISO 14001?	X		
5b	If yes, describe.	Environmental programs for lab testing, Health and Safety, Regulatory affairs and compliance.		
6a	Do you have a "green initiative" in place?	X		
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...	Municipal Blue box recycling program participation, Industrial oil, battery, paint, and fuel recycling.		

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	Liquified Petroleum Gas UN 1075	2024-03-04	J. de Vegt			Flare residue LPG from TCs.	Viewed site service report, debrief.
2.1	Liquified Petroleum Gas UN 1075			2024-01-31	J. de Vegt		Viewed documentation package including Workbook with participant names, FLRA, Incident Briefing, site drawing, site safety plan, incident log, damage assessment, ERAC assessment report, and exercise agenda.
2.2							
2.3							
3	Diesel UN 1202	2024-06-27	J. de Vegt			TC to TC Transfer	Viewed site service report, client production form. Photos, site safety plan.
4.1							
4.2							
4.3							
5.1							
5.2							
6.1							
6.2							
7							
8	Sulfuric Acid UN 1830	2024-07-05	J. de Vegt			Offload box trailer, find leaking drum, Overpack, then neutralize trailer and parking lot.	Viewed site service report, site photos.
8	Hypochlorite	2024-07-02	J. de Vegt			Reaction due to	Viewed site service 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 fulfill 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

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

TEAP III TERSP Standard Assessment

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

	Solution UN 1791					mixture with Hydrochloric acid. Allow reaction to end then transfer into tote and rinse tank.	SDS, and manifest.
Other							