

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:	Travis Baxter Manager, Chemical Handling and Emergency Response Services	Email:	Baxter.Travis@rsttransport.com
			Cell:	506-647-9921
Alternate Contact	Name & position:	Robert Dickeson Team Lead, 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:	2024-08-26	Name:	Travis Baxter

Date assessed:	2024-11-14		
Assessors (name, title, company):	Team Lead: Addison Vickerd, ECRC, Atlantic Region Manager Assessor: Michael Heeringa, Dangerous Goods Officer, CN		
TERSP Representatives: (name, title)	Travis Baxter, Manager, Chemical Handling and Emergency Response Services Robert Dickeson, Team Lead, Emergency Response		
Opportunities for improvement:	Observation: Debrief SOG to be added to SOG manual and Corrective action tracker to be identified. To be completed by 2025-03-30.		
Best practices for sharing:	---		
Recommendation for registration:	Approved by TEAP III Editorial Board:	2025-01-09	
	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			X	T/T, SC	X	X	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	UN1005, 1079, 1660, 1062
3		X	X	T/T,T/C,SC,LC IM	X	X	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	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

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Status of Verbal Confirmation since last assessment

Date of last Assessment: **2022-11-18**

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	<p>Observation: ICS 100 & 200 completed for Teams Leads (2016) but needs to be updated to be within 36 months. Verbal confirmation: Training to be completed by 2023-06- 30.</p>	<p>All Team Leads completed ICS refresher training in June 2023.</p>	<p>Viewed ICS training for leads certs and Matrix.</p>

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 #7, 2024-01-30.
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?	X		Annual update completed in 2021	X		Viewed update 2023-10-18.
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 2024-09-19) 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 2024-09-30.
5b	Public Liability and Property Damage, \$5 million?	X		Copy on File	X		Viewed certificate expiry 2025-06-01.

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).

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Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5c Environmental, \$5 million?	X		Copy on File	X		Viewed certificate expiry 2025-06-01.
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 #7, 2024-01-30. Viewed ERAP notification regarding master agreement with client from 2024-10-17.

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		1-877-624-8800 – monitored by J.D Irving Limited Industrial Security (TP 24 – hour)	X		Tested number on 2024-11-13 at 21:15. Dispatch person, gave contact for on call ER Duty person (S. Reilly) who was able to confirm R. Dickeson, T. Baxter and 2 other trained team members would be available to respond.
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, including flow chart and contacts list, revision #7, 2024-01-30.
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 2024-05-19.
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?	X		1) Client Provided 2) EMS SDS – GHS App	X		Viewed client provided SDS from 2024-06-12.
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.

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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	<p>Viewed SOG's for all classes listed on capability chart 2024-08-26.</p> <p>Examined SOG for Class 3's and related SOG for Grounding and bonding dated revision #7, 2024-01-30.</p> <p>Examined SOG for Class 3's and related SOG for Transfer Guidelines dated revision #7, 2024-01-30.</p>
6	Are response activities for incidents documented?	X		ERS – SOG – Section 4 – Form ERS 009 – Action Report	X	Viewed incident documents from 2024-05-16 including Activation Report, photos, and debrief.
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 Initial Incident report from call on 2024-05-19, initial call 13:26, mobilized at 1345, and onsite at 1730. Team members E. MacDonald and T. Dickinson.

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	
7b	Outside regular business hours?	3hrs	Team Leader mobilizes from home and organize appropriate crew	X		Viewed incident from 2024-05-16, initial call received 1752, mobilized at 1815, and onsite at 2230. Team members T. Dickinson, R. Dickeson, S. Crooks, and J. Brissett.
8	Evaluation and debrief of responses:					
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 2024-05-16 including debrief.
8b	Does the debrief identify gaps and corrective actions?	X	Debrief opportunities for improvement in any / all areas	X		Viewed debrief form with section for corrective actions. In SOG manual revision #7, 2024-01-30.
8c	Describe how corrective actions are tracked to completion.	Reviewed by ERS Manager, tracked via client file.		X		Observation: Debrief SOG to be added to SOG manual and Corrective action tracker to be identified. To be completed by 2025-03-30.
9	If you are listed in an ERAP, do you have a copy of the ERAP?	X	We are listed in clients ERAP's, but in 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 2024-10-17. Viewed updated capability form received by e-mail 2024-10-17.

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)

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
Requirement	Clients advise of any updates			X		Viewed updated capability form received by e-mail 2024-10-17.

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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		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 2024-01-30 including contact list for incident Coordinators, 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 2024-01-30 including contact list for incident Coordinators, 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. Directory update 2024-08-26.
1d	Government agencies?	X		With ER Coordinator / Manager ER and On call personnel	X	Viewed SOG ER On-Call Process dated 2024-01-30 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 2024-01-30 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, vacuum, gas monitoring and excavating 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		All are TEAP III TERSP assessed	X		Viewed Client Services agreement with Quantum Murray dated 2015-06-23. Viewed Client Services agreement with GFL dated 2019-10-11.
5c You to support them in your region?	X		All are TEAP III TERSP assessed	X		Viewed Client Services agreement with Quantum Murray dated 2015-06-23. Viewed Client Services agreement with GFL dated 2019-10-11.

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 and Drones for digital recording	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 #406993 dated 2024-03-28 and SOG for inhouse suit testing with supplier testing kit. Reviewed SCBA serial #11552109015851 certificate dated 2024-02-22

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; font-size: small;">Viewed inspection forms for fall arrest harness inspection tag 00924 dated 2024-07-08.</p> <p style="color: blue; font-size: small;">Reviewed Hose test certificate for chemical hose dated 2024-02-24 for hose SN RST00174</p>

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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?	4	E. MacDonald M. Hennessey R. Dickeson G. Dalling	X		Examined E. MacDonald's training records against the TEAP3 TERSP Training Matrix. NFPA 472 Hazmat Tech 2024-05-05. ICS 200 2024-11-21, Fit Testing 2024-04-04. Examined R. Dickeson training records against the TEAP3 TERSP Training Matrix. NFPA 472 Hazmat Tech 2024-05-05, ICS 200 2022-11-07, Fit Testing 2024-04-03.
1b	TEAP III registered team members?	10	S. Gaunce J. Bettle D. Dempsey R. Craig C. Boucher C. Harroun C. Shannon J. Bressette A. Hobbs K. Debow T. Baxter	X		Examined T. Baxter training records against the TEAP3 TERSP Training Matrix. NFPA 472 Hazmat Tech 2024-09-28. ICS 200 2024-10-08, Fit Testing 2024-09-23. Examined J. Bressette training records against the TEAP3 TERSP Training Matrix. NFPA 472 Hazmat Tech 2024-05-05. ICS 100 2023-10-22, Fit Testing 2024-04-24.
1c	Other Team Leaders?	0		---	---	

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?	0			---	---	
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 2024-04-03.
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, Morneau Shepell, card provided to employees with OH&S policy review.

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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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 2024-10-19.
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		Reviewed IAP, JSA, debrief notes, incident log, SDS, railway shipping document, tank car damage assessments. Level B with SCBA dated 2024-06-12. Viewed training objectives and course description, sign in sheet, from cylinder Capping kit and level A Suit practical use date 2023-10-25.
3	Is the training content documented for each module?	X		Program based on several modules in an online format	X		Viewed RST inhouse NFPA 472 training Materials including exams. Viewed RST inhouse TDG online training portal.
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 members with records from 2012 to 2024-10-19.
5	If you respond to railway mode:						

Commented [TEAP45]: TERSP: Describe your training program and how it exceeds the *TEAP III TERSP Standard Training Matrix*. Assessor: Review TERSP's training matrix for enhancements (e.g. C Kit training, inhibitor injection, flaring...)

Commented [TEAP46]: TERSP: Provide evidence of training on specialty equipment (e.g. SOG, PPE, detection equipment). **If applicable, chlorine and related subjects are part of the training matrix.**
Assessor: Review two records, note subject areas (e.g. application of C Kit while wearing a Level A suit, simulated corrosive liquid tank truck transfer, LPG flaring). **If applicable, review for chlorine and note.**

Commented [TEAP47]: TERSP: Provide documentation of training modules (objectives, course content, required resources, competency). Proof via external training certificates must be accompanied by course content.
Assessor: Review two internal training modules, note titles and list contents; review two external training certificates, note titles and source (e.g. RAC, AAR, Honeywell).

TEAP III TERSP Standard Assessment

Question	TERSP		TERSP Comment	Assessed		Assessor Comment
	Yes	No		Yes	No	
5a Is a railway dangerous goods response training course part of your training matrix?	X		E-Rail Safe Training Program mandatory for all responders	X		Viewed RST Training Matrix updated 2022-11-02 which includes eRailSafe
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, R. Dickeson and T. Baxter.

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		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 attendance sheet for SOGs review dated 2024-06-27 for Class 3's (flaring and product transfers). Viewed training matrix with listed training for products and client training for Capability chart products listed, date 2024-10-19.
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 IAP, JSA, debrief notes, incident log, SDS, railway shipping document, tank car damage assessments dated 2024-06-12. Participants: R. Dickeson, G.Dalling, E. MacDonald, S. Gaunce, M. Hennesy,.
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 2024-04-16.
3b	Does the debrief identify gaps and corrective actions?	X		Debrief lists strengths, opportunities for improvements and corrective actions	X		Observation: Debrief SOG to be added to SOG manual and Corrective action tracker to be

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	
						identified. To be completed by 2025-03-30.
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		Observation: Debrief SOG to be added to SOG manual and Corrective action tracker to be identified. To be completed by 2025-03-30.

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		Maintenance Calendar including hard copy of all field test equipment.	X		Viewed maintenance calendar in SharePoint.
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 #406993 dated 2024-03-28 and SOG for inhouse suit testing with supplier testing kit. Reviewed SCBA serial #11552109015851 certificate dated 2024-02-22. Reviewed Chlorine Kit A, serial #A-16085 inspection 2024-11-13.
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 ER 13(due 2025-09) and Command center truck ER-1589(due 2025-09).

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 2028-11-15.
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	Reviewed New Brunswick Permit #I-11644 for sub-contractor 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. Baxter, R. Dickeson		
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 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)	Documentation viewed?
1						
2.1	UN 1075 Liquefied Petroleum Gases	2024-04-16	T. Dickinson R. Dickeson M. Hennessey			T/T to T/T Transfer Viewed Incident Report, incident log, debrief, JSA and damage assessment dated 2024-04-16.
2.1						
2.2						
2.3						
3	UN 1202 Diesel Fuel	2024-04-18	T. Dickinson R. Dickeson			T/T to T/T Transfer Viewed Incident Report, incident log, debrief, photos, and JSA dated 2024-04-18.
4.1						
4.2						
4.3						
5.1						
5.2						
6.1						
6.2						
7						
8	UN 1823 Sodium Hydroxide	2024-05-16	R. Dickeson			Recovery and transfer of product from leaking drum. Reviewed JSA, IAP, Disposal Plan, and debrief notes, dated 2024-05-16.
8	UN 1830 Sulphuric Acid			2024-06-12	R. Dickeson	T/C to T/C Transfer Reviewed IAP, JSA, debrief notes, incident log, SDS, railway shipping document, tank car damage assessments dated 2024-06-12.
9						
Other						

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

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