

TEAP III TERSP Standard Assessment

Summary

| | | | | | |
|--------------------------------------|--|--|-------------------------------|--|--------------------|
| TERSP company assessed: | Spartan Response Inc. | | Website: | www.spartanresponse.com | |
| TERSP location address: | 234 Arvin Avenue, Stoney Creek, ON L8E 2L8 | Regional coverage from this location: | Southern and Northern Ontario | | |
| Location Leader | Name & position: | Kevin Wallace, President | Email: | kwallace@spartanresponse.com | Cell: 416-919-6614 |
| Alternate Contact | Name & position: | Jamie MacCorkindale, Operations Supervisor | Email: | jmaccorkindale@spartanresponse.com | Cell: 905-580-5699 |
| 24-Activation Number | Number: | 1-833-573-1010 | Contact Position: | On-Call Team Leader | |
| Submission completed by | Date: | 2024-04-11 | Name: | Kevin Wallace | |
| Date assessed: | 2024-10-24 | | | | |
| Assessors (name, title, company): | Lead Assessor: N. Robichaud, Manager, Logistics Regulatory Compliance, NOVA Chemicals Assessors: C. Booth, Supervisor NOVA Chemicals Assessor: M. Nutt, Response Centre Manager, Great Lakes Region, ECRC Assessor: M. Heeringa: Dangerous Goods Officer, CN | | | | |
| TERSP Representatives: (name, title) | J. MacCorkindale, Operations Supervisor J. Braendle, Project Engineer K. Wallace, President | | | | |
| Opportunities for improvement: | <ol style="list-style-type: none"> 1. (2.8b and 2.8c) Implement a system/process for conducting an evaluation/debrief on <u>responses</u>, involving the client where appropriate, identifying gaps and taking corrective action as necessary. (See TERSP Standard, Part 2 Activation and Response). 2. (4.2.3b and 4.2.3c) Implement a process/system for conducting and documenting an evaluation/debrief of <u>exercises</u>, identifying gaps and taking corrective actions as necessary. See TERSP Standard Part 4.2 Exercises. | | | | |
| Best practices for sharing: | <ol style="list-style-type: none"> 1. Incident Management documents, including Incident Reports and client ERAPs on MS Teams, available via smart phones. 2. Presentation with TEAP III questions/answers prepared for assessment. 3. Equipment Storage/Warehouse is very organized and labelled. Good housekeeping. | | | | |
| Recommendation for registration: | Approved by TEAP III Editorial Board: | 2025-02-10 | | | |
| | Next location assessment due: | 2026-10 | | | |

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

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Capability Chart

| TDG Class | Mode of Transport | | | Means of Containment | Stabilization ¹ (X, S, O, SO) | Mitigation ² (X, S, O, SO) | Remarks and Examples |
|-----------|-------------------|----|---|----------------------|---|--|--|
| | M | RR | R | | | | |
| 1 | | | | | | | |
| 2.1 | | X | | T/C | X, SO | X, SO | Butane, LPG, Hydrocarbon Gas Mixture, Methane |
| 2.2 | | | | | | | |
| 2.3 | | X | X | T/C | X, SO | X, SO | Ammonia, Chlorine |
| 3 | X | X | X | T/C, T/T, c, LC | X, SO | X, SO | Gasoline, Diesel |
| 4.1 | | | | | | | |
| 4.2 | | | | | | | |
| 4.3 | | X | X | LC | X, SO | X, SO | Water-Reactive Solid |
| 5.1 | | | X | T/T, T/C | X | X | Ammonia Nitrate |
| 5.2 | | | | | | | |
| 6.1 | | | X | T/C | X | X | Molten Phenol |
| 6.2 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | X | T/T, T/C | X | X | Hydrochloric Acid, Sulphuric Acid, Acetic Acid |
| 9 | | | | | | | |
| Other | | | | | | | |

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: **2022-06-03**

| Question Number (Part and Number) | Verbal Confirmation Remarks (copy from assessment) | Status of Activities (e.g. no activity, in progress, 50% complete, system developed & implemented) | Assessor Remarks |
|--------------------------------------|---|--|---|
| Part 4.1 Q 2 | Verbal confirmation: A & B Capping Kits training needs to be documented in training matrix, within 12 months. | Implemented | Confirmed implemented. Reviewed Training Matrix 2024 (Excel). |
| Part 4.2 Q 1 | Verbal Confirmation: Document on training matrix competency for each SOG for Team Leaders, within 12 months. | Implemented | Confirmed implemented. Reviewed Training Matrix 2024 (Excel). |
| | | | |
| | | | |

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 | | Written policies on Health, Safety and the Environment in place. Standard Operating Guidelines – Section 1.4, Appendix A, H&S Board, EHS Manual | X | | Viewed Health and Safety Policy Statement and Environmental Protection Policy Statement located on Teams, "SRI EHS Manual.pdf", On H&S Board in lunchroom, EHS program, Section 2. |
| 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 | | The Training & Proposals Manager manages and updates Assessment. Standard Operating Guidelines – Section 1.6. | X | | Viewed SOG Management, Operations & EHS, section .16 Operating Documents and Administrative Controls, which identifies the 'Training and Proposal Manager' as responsible. |
| 3 | Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted? | X | | 2023-10-23 | X | | Viewed on teap3.ca from 2023-10-23 (visible on website as November 2023) |
| 4 | Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations | X | | Current approvals in place for ECA, EASR, CVOR, and WSIB. We meet or exceed the minimum legal requirements. | X | | Viewed ECA 8457-AZENK9, issued 2018-06-19. Request submitted for office location change. Viewed CVOR 190-819-549, expiring 2023-10-28. |

Minimum insurance requirements:

| | | | | | | | |
|----|---|---|--|---|---|--|---|
| 5a | Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority? | X | | Current WSIB clearance letter can be produced online for clients. | X | | Viewed WSIB certificate A0000J4TE3, validity period 2024-08-20 to 2024-11-19. |
|----|---|---|--|---|---|--|---|

Commented [TEAP10]: TERSP: Provide proof of a full and positive statement of commitment to addressing issues of health, safety, and the environment.
Assessor: View policy statement and note date of issue and if signature is current

Commented [TEAP11]: TERSP: The individual with responsibility to manage and update the *TEAP III TERSP Standard Assessment* must be identified and available.
Assessor: View, note the document title.

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

Commented [TEAP13]: TERSP: Legal requirements means: TDG and referenced requirements under CSA (e.g. pressure hose test), CGSB (e.g. tank standards and certification) and so on; WHMIS; federal and provincial workplace labour codes; and commercial vehicle standards under National Safety Code or equivalent such as CVOR, SAAQ, etc., as well as equipment manufacturer's test and maintenance requirements.
Assessor: View, note document titles that support legal compliances.

Commented [TEAP14]: TERSP: Obtain current certificate from relevant workers compensation authorities (not to exceed 12 months).
Assessor: View certificate and record date (check for expiration date).

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| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment | |
|----------|---|----|---------------|--|----|------------------|---|
| | Yes | No | | Yes | No | | |
| 5b | Public Liability and Property Damage, \$5 million? | X | | Coverage is in place. Policy renewal date is 2024-09-18 | X | | Viewed Insurance certificate expiring 2025-09-18. |
| 5c | Environmental, \$5 million? | X | | Coverage is in place. Policy renewal date is 2024-09-18 | X | | Viewed Insurance certificate expiring 2025-09-18. |
| 6 | Is there a management system in place to notify affected clients of any change in capability and/or capacity? | X | | Changes in capabilities will be reported to the Company Director. The Marketing & Communications Manager uses CRM to update clients via email of changes to capabilities at the direction of the Company Director. | X | | Viewed and confirmed in "SR Response Guidelines V1.2", revised 2020-08-01, section 1.6. |

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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| 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 | | The 24-hour activation number is 1-833-573-1010 The secondary number for activation is 1-905-573-1010 | X | | Activation Date/Time: Oct 29, 2024 at 12:28 PM Call back Date/Time: Oct 29, 2024, call transferred at 12:29 PM. |
| 2 | Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency? | X | | Documented activation protocol in place. Standard Operating Guidelines – Section 1.2 | X | | Viewed and confirmed in “SR Response Guidelines V1.2”, revised 2020-08-01, section 2.0. |
| 3 | Does the TERSP use a form to record incident information? | X | | Form to record incident information in place. Standard Operating Guidelines – Section 2.0 | X | | Viewed and confirmed in “SR Response Guidelines V1.2”, revised 2020-08-01, section 2.0, Appendix A. |
| 4 | Which methods are used to access a current SDS on a 24-hour basis: | | | | | | |
| 4a | Internal (paper or electronic)? | | X | Paper copies are not utilized | --- | --- | |
| 4b | CANUTEC? | X | | Team Leaders and Response Team members are trained and have been provided with the information needed to contact CANUTEC. | X | | Reviewed Team Leader Binder located in containing references to CANUTEC phone number. |
| 4c | Shipper/manufacturer? | X | | Team Leaders and Response Team members are trained to ask for this information upon activation. | X | | Viewed sample SDS from PVS Chemical Solutions, sheet 1032 for Ammonium Thiosulfate 60% Solution, located in MS OneDrive, shared Team |

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 | | |
| | | | | | | Leaders and Team Members. | |
| 4d | Internet (state method and web sites)? | X | | Team Leaders and Response Team members have been trained to access manufacturer websites and obtain the most current SDS available. | X | | Viewed sample SDS from PVS Chemical Solutions, sheet 1032 for Ammonium Thiosulfate 60% Solution, located in MS OneDrive, shared Team Leaders and Team Members. |
| 4e | Other (state method)? | X | | SDS sheets at times can be provided by the client on site of the incident. | --- | --- | |
| 5 | Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart? | X | | Complete set of Standard Operating Guidelines in place. Standard Operating Guidelines – Section 3 | X | | Viewed and confirmed in “SR Response Guidelines V1.2”, revised 2020-08-01, section 3, containing guidelines for each class listed in the Capability Chart. |
| 6 | Are response activities for incidents documented? | X | | Team Leaders log all response activities in our Incident Management Documents. | X | | Viewed SR Response SharePoint Site, “Incident Documents” library. Reviewed “Clean Harbours – Masco Canada” project ID SR5705. Incident Management documents included photos, incident report, work order. |
| 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? | 1 Hour or Less | | Regular business hours 08:00-16:00 (Monday to Friday) | X | | Reviewed Project ID SR5756, Incident Management Documents, including incident Activation Details, dated 2024- |

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 | |
| | | | | | | 02-12. Activated at 08:00 AM. Team Leader assigned: K. Tingley, arrived at 08:30 AM. D. Schoeneberg, O. Ouarzazi, J. Mishko arrived on site at 12:30 PM. |
| 7b | Outside regular business hours? | 1.5 Hours or Less | Outside of regular business hours listed in 7c. | X | | Reviewed "Clean Harbours – Masco Canada" project ID SR5705, activation date 2024-01-27 (Saturday) at 09:19. D. Pouliot, arrived on scene at 09:30. A. Barry, arrived on scene at 12:15. |
| 8 | Evaluation and debrief of responses: | | | | | |
| 8a | How do you choose which responses to debrief and document? | A standard incident debrief will be completed for each response and documented in the Incident Management Documents. Management reviews all events from the previous week each Monday. Major incidents (ERAP Activations, Incidents involving injury etc.) will have a formal debrief scheduled and documented. Standard Operating Guidelines, Section 3.24 | | X | | Viewed and confirmed in "SR Response Guidelines V1.2" located on MS Teams. Confirmed standard debriefs occur during Weekly Meeting Minutes, including ER Activations. Reviewed Meeting Minutes dated 2024-09-30, including "Emergency Response Activations", discussed by K. Wallace, who discussed 8 activations. Viewed Incident Corrective Action Form dated 2019-07-29 for the last major incident. |

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.

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| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|--|-------|----|--|----------|----|---|
| | Yes | No | | Yes | No | |
| 8b Does the debrief identify gaps and corrective actions? | X | | Any gaps or corrective actions identified from the debrief process will be assigned for completion within our corrective action process. | X | | No major incidents since 2019. Opportunity for improvement – Implement a system/process for conducting an evaluation/debrief on responses, involving the client where appropriate, identifying gaps and taking corrective action as necessary. (See TERSP Standard, Part 2 Activation and Response) |
| 8c Describe how corrective actions are tracked to completion. | | | Corrective actions are tracked within our corrective action log. The corrective action flows through four stages. Initiation, Verification, Assignment, Completion. Standard Operating Guidelines – Section 3.25 | X | | Reviewed Incident Corrective Action Form dated 2019-07-29 for the last major incident. Process includes Job number, name, description, Corrective Action, Suggested Corrective Action, and Corrective Action Plan. Opportunity for improvement – Implement a system/process for conducting an evaluation/debrief on responses, involving the client where appropriate, identifying gaps and taking corrective action as necessary. (See TERSP Standard, Part 2 Activation and Response) |
| 9 If you are listed in an ERAP, do you have a copy of the ERAP? | X | | Yes. ERAPs are maintained in the ERAP MS Teams folder | X | | Viewed “ERAPs” folder in MS Teams, including ERAP 2-2175 for Alliance Energy Services, dated 2024-09. Confirmed Team members and Team |

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 | |
| | | | | | | Leaders have access to each client's ERAP via MS Teams including via mobile phone app. |
| 10 How are ERAP updates obtained / provided and tracked requests? | | | ERAPs are subject to annual reviews. Modifications, if required, are listed in a Revision Table in the ERAP document. | X | | Viewed sample STELCO ERAP 2-2029, dated 2024-02-14. Revisions identified in Revision History Reasoning Responsible Party, section 13.4. |

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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 available for Response coordinators. | X | Viewed “Responder List” (Excel) revision 2024-10-09, located on MS Teams, available to all team members and team leaders. |
| 1b | Team Leaders and team members? | X | | Contact Lists are available for Team Leaders and members. | X | Viewed “Responder List” (Excel) revision 2024-10-09, located on MS Teams, available to all team members and team leaders. |
| 1c | Clients? | X | | Contact Lists are available for Clients. (CRM) | --- | --- |
| 1d | Government agencies? | X | | Contact Lists are available for Government Agencies. Agency Notification Form in SOG, Section 2 and in ER binders in trucks | X | Viewed “Agency Notification” revised 2019, on MS Teams, including government contacts such as CANUTEC, Transport Canada, Fire, Police, MOL, MOE, etc. |
| 2 | Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed? | X | | The equipment resource list is available. (Sub-Contractor / Vendor List) It is reviewed and updated annually. | X | Viewed “Subcontractor Vendor List”, revised 2024-10-10. |
| 3a | Describe any personnel or unique equipment outsourced? | X | | The equipment resource list is available. (Sub-Contractor / Vendor List) It is reviewed and | X | Viewed “Subcontractor Vendor List”, revised 2024-10-10. Examples include Vac Truck, Skid Steer, 6-inch de- |

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 | |
| | | | updated annually. | | | watering pump. |
| 3b | If yes, does a written agreement exist: | X | | | X | |
| 4 | Are written agreements established with other TERSPs for: | | | | | |
| 4a | Coverage in your region? | X | Mutual Aid Agreements in place. | X | | Viewed Service Agreement with QM in Ontario, dated 2022-05-11. |
| 4b | Coverage outside your region? | X | Mutual Aid Agreements in place. | X | | Viewed Service Agreement with SRS in Alberta, dated 2024-01-19. |
| 4c | You to support them in your region? | X | Mutual Aid Agreements in place. | X | | Viewed Service Agreement with QM in Ontario, dated 2022-05-11. |
| 5 | Are these other TERSPs registered with TEAP III for: | | | | | |
| 5a | Coverage in your region? | X | Mutual Aid Agreements in place. | X | | Viewed Service Agreement with QM in Ontario, dated 2022-05-11. |
| 5b | Coverage outside your region? | X | Mutual Aid Agreements in place. | X | | Viewed Service Agreement with SRS in Alberta, dated 2024-01-19. |
| 5c | You to support them in your region? | X | Mutual Aid Agreements in place. | X | | Viewed Service Agreement with QM in Ontario, dated 2022-05-11. |

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 | | Mobile Phones, Landlines, Internet. | X | | Each Team Leader and Team Member has smart phones, with MS Teams app. |
| 1b | Personnel at the incident scene? | X | | Mobile Phones, Intrinsicly Safe 2 Way Radios. | X | | Each Team Leader and Team Member has smart phones, with MS Teams app. |
| 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 | | All items listed on the essential equipment list are at this location. | X | | Viewed: 1. Eyewash equipment 2. Lighting (out on job) 3. Portable flashlights (out on job) 4. Machine oil / lubricating oil. 5. Non-sparking file tool. All other Essential Equipment was viewed at the location. |
| 2b | Specialty Equipment items at the location? | X | | Specialty Equipment to support response available for Classes identified in Compatibility Chart. See TEAP III TERSP Standard Essential | X | | Viewed Specialty Equipment items at the location for Class 2.1 and Class 3. |

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.

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| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|---|----|---|----------|----|--|
| | Yes | No | | Yes | No | |
| | | | and Specialty Equipment List | | | |
| 3 | Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements? | | Currently, equipment is inspected and documented per manufacturer's requirements. | X | | Verified Level A Suit inspections, verified multiple Hoses for Testing and inspection records, in accordance with Transport Canada requirements. |

Commented [TEAP38]: TERSP: Examples are CSA; Transport Canada; provincial transportation, and so on. Provide records of approvals.
 Assessor: View, note items and associated approval records and dates.

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| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|-------|----|---------------|----------|----|------------------|
| | Yes | No | | Yes | No | |

Part 3.3 – Resources, Personnel

| | | | | | | |
|----------|---|---|--|---|--|---|
| 1 | How many response personnel are trained to the <i>TEAP III TERSP Standard Training Matrix</i>: | | | | | |
| 1a | TEAP III registered Team Leaders? | 5 | J. MacCorkindale A. Barry M. Pouliot K. Tingley D. Schoeneberg | X | | Viewed Training Matrix 2024. Revised 2024-10-23. J. MacCorkindale A. Barry M. Pouliot K. Tingley D. Schoeneberg |
| 1b | TEAP III registered team members? | 6 | K. Conde J. Chatterton J. General J. Mishko J. Gardiner J. Braendle | X | | Viewed Training Matrix 2024. Revised 2024-10-23. K. Conde J. Chatterton J. General J. Mishko J. Gardiner J. Braendle |
| 1c | Other Team Leaders? | 3 | B. Kelly D. McDonnell | X | | Viewed Training Matrix 2024. Revised 2024-10-23. |

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.

TEAP III TERSP Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|---|-------|----|---|----------|----|---|
| | Yes | No | | Yes | No | |
| | | | D. Dunnett | | | B. Kelly D. McDonnell D. Dunnett |
| 1d Other team members? | | 3 | M. Clark B. Urban K. Koirala | X | | Viewed Training Matrix 2024. Revised 2024-10-23. |
| 2 Is there a fit for duty program? | X | | Written policy in place. Standard Operating Guidelines – Section 1.4 Health and Safety Manual – Section 12 | X | | Viewed Standard Operating Guidelines – Section 1.4 Health and Safety Manual – Section 12 (SRI EHS Manual.pdf), dated 2019-01-01 located on MS Teams |
| 3 Is there post-incident stress management program? | X | | Post-incident stress management program in place. Standard Operating Guidelines – Section 1.8 EHS Manual – Section 8. 3rd Party Resource live September 1, 2019 | X | | Viewed SOG “Incident Stress Management”, dated 2020-08-01. |

Commented [TEAP42]: TERSP: These individuals do not meet the TEAP III TERSP Standard Training matrix or based in another location.
Assessor: Do not review training records for these individuals

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

Commented [TEAP44]: TERSP: Describe the elements of your post-incident stress management program.
Assessor: View program documentation, note document titles.

TEAP III TERSP Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|----------|-------|----|---------------|----------|----|------------------|
| | Yes | No | | Yes | No | |

Part 4.1 – Preparedness, Training

| | | | | | | | |
|---|---|---|--|--|---|--|--|
| 1 | Is the training program established in accordance with the <i>TEAP III TERSP Standard Training Matrix</i> ? | X | | Training is completed based on the <i>TEAP III Standard Training Matrix</i> requirements. | X | | Viewed Training Matrix 2024. Revised 2024-10-23. |
| 2 | Is training conducted using specialty equipment? | X | | Training is provided to any employee who will utilize each piece of equipment. Example: Capping Kits (A, B, &C), Flaring, Sparging. Recently, a group of team members participated in the LSEP training program. The team did a tank car damage assessment, grounding & bonding, and drilled into a tank. | X | | Viewed Training Matrix 2024. Revised 2024-10-23. Confirmed Capping Kits training. Confirmed by M. Nutt, LSEP training occurred in 2024. |
| 3 | Is the training content documented for each module? | X | | Training is documented for each module using objectives, course content, written testing and job performance checklists. | X | | Viewed internal training modules: (1) TDG, including TDG overview, Due Diligence, Responsibilities, TDG Classification, etc. and (2) Industrial Hazmat Technician, including Response Tactics. Viewed external courses (1) Tank Car Specialist, A. Barry, dated 2023-09-29, and Ammonia Safety & Training Institute for J. MacCorkindale, dated 2023-10-13. |

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 | | |
| 4 | Are training records maintained for Team Leaders and team members for a minimum of three years? | X | | Training records are maintained in the matrix and paper copies are also kept in employee files indefinitely. | X | | Viewed "O. SRI – Employee Credentials" folder, located in MS Teams/SharePoint, with records dating back to 2017. |
| 5 | If you respond to railway mode: | | | | | | |
| 5a | Is a railway dangerous goods response training course part of your training matrix? | X | | Team members have participated in training by CN. Some team members have completed training for Railroad Incident Response and Advanced Tank Car. | X | | Viewed external courses (1) Tank Car Specialist, A. Barry, dated 2023-09-29, and Ammonia Safety & Training Institute for J. MacCorkindale, dated 2023-10-13. Fully trained Team Leaders have the training. |
| 5b | If yes, which TEAP III registered Team Leaders and team members have attended training? | J. MacCorkindale A. Barry M. Pouliot | | | X | | J. MacCorkindale A. Barry M. Pouliot K. Conde J. Mishko J. Braendle K. Tingley |

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 | | Training scenarios are based on SOG's per the capability chart. | X | | Viewed ERAC Workhub dashboard for J. MacCorkindale and D. Schoeneberg for Class 2.1 and Class 3 for rail and road. Viewed CHLOREP certificates for J. MacCorkindale and A. Barry, dated 2023-11-09. Viewed work order SR6176, dated 2024-08-20, for Anhydrous Ammonia (class 2.3) rail capping exercise attended by J. MacCorkindale, A. Barry, M. Pouliot. |
| 2 | Are exercise activities documented? | X | | Exercise activities are documented in the same manner as a real-life situation. And will be maintained on file. | X | | Viewed work order SR6176, dated 2024-08-20, for Anhydrous Ammonia (class 2.3) rail capping exercise attended by J. MacCorkindale, A. Barry, M. Pouliot. Objective include applying Midland Capping Kit, practice ammonia transfer, etc. |
| 3 | Evaluation and debrief of exercises: | | | | | | |
| 3a | How do you choose which exercises to debrief? | | | A standard incident debrief will be completed for each response and documented in the Incident Management Documents. | X | | ERAC Assessment Viewed ERAC "Responders Incident Briefing", dated 2023-11-15. |

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.

TEAP III TERSP Standard Assessment

| Question | TERSP | | TERSP Comment | Assessed | | Assessor Comment |
|--|-------|----|--|----------|----|---|
| | Yes | No | | Yes | No | |
| | | | Management reviews all events from the previous week each Monday. Major incidents (ERAP Activations, Incidents involving injury etc.) will have a formal debrief scheduled and documented. Standard Operating Guidelines, Section 3.24 | | | |
| 3b Does the debrief identify gaps and corrective actions? | X | | Any gaps or corrective actions identified from the debrief process will be assigned for completion within our corrective action process. | X | | Viewed ERAC “Responders Incident Briefing”, dated 2023-11-15. Reviewed Problems Encountered, such as “Leak in valve during nitrogen test”, and Opportunities for Improvement, such as: Better cold, warm and hot zone. Opportunity for Improvement – Implement a process/system for conducting and documenting an evaluation/debrief of exercises, identifying gaps and taking corrective actions as necessary. See TERSP Standard Part 4.2 Exercises. |
| 3c Describe how corrective actions are tracked to completion. | | | Corrective actions are tracked within our corrective action log. The corrective action flows through four stages. Initiation, Verification, Assignment, Completion. Standard Operating Guidelines – Section 3.25 | X | | Opportunity for improvement – Implement a process/system for conducting and documenting an evaluation/debrief of exercises, identifying gaps and taking corrective actions as necessary. See TERSP Standard Part 4.2 Exercises. |

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 | | SharePoint list is active. Currently inspections are completed monthly. | X | | Viewed "Maintenance Log" on SharePoint. Elements include title, asset, asset s/n, make, model, date performed, task frequency (e.g., monthly, quarterly, annually), etc. |
| 2 | Are records kept of inspection, testing and maintenance for at least three years for: | | | | | | |
| 2a | TEAP III TERSP Essential and Specialty Equipment List, where applicable? | X | | All records will be maintained for at least 3 years. | X | | Reviewed Maintenance Log (paper copy) for "Vane Pump – 2 inch, Inventory # 10001" with inspections going back to 2019-02-12. Reviewed Maintenance Log (paper copy) for "Generator 3550 W, Inventory #10008" with inspections going back to 2019-02-13. |
| 2b | Transportation equipment? | X | | All records will be maintained for at least 3 years. | X | | Viewed CVOR 190-819-549, dated 2025-10-28. |

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 | | ECA provides approvals to transport waste. | X | Viewed ECA 8457-AZENK9, issued 2018-06-19. Address change request submitted prior to relocating but pending receipt of updated ECA. |
| 1b | Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials? | | X | Does not receive or process waste. | --- | --- |
| 2 | Are any of the above performed by a sub-contractor? | X | | Work with third party waste receivers and transporters. | X | Viewed Provisional Certificate of Approval for a Waste Management System No. A820353, dated 1993-01-07, for Da-Lee Waste Oil Services. |

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. Wallace, J. MacCorkindale |
| 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, RDC, OWMA |
| 3b | If yes, describe your involvement. | | | Registered Member, Participant |
| 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. | | | Active member of Hamilton, Niagara, Toronto North, Toronto West CAER groups. The mandate of these organizations is to bring community awareness to emergency response. |

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. | Written policy is in place (Section 2.2.1 within EHS Manual). Section outlines detailed operational and management guidelines. | | |
| 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... | Encourages recycling for office waste. Recycling containers are placed throughout the facility. | | |

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 | UN1075 LIQUEFIED PETROLEUM GASES | 2024-02-06 | J. MacCorkindale | 2023-11-16 | J. MacCorkindale | ERAC Compressed Gas Transfer – Truck to Truck Closed the liquid line valve from a leaking LNG railcar (SR5730) | Reviewed Spartan Job # SR5730, dated 2024-02-06. |
| 2.2 | | | | | | | |
| 2.3 | | | | | | | |
| 3 | UN1863 FUEL, AVIATION, TURBINE ENGINE UN1136 COAL TAR DISTILLATES, FLAMMABLE UN1866 RESIN SOLUTION | 2023-11-21 2023-12-20 | J. MacCorkindale A. Barry A. Barry | 2023-11-15 | J. MacCorkindale | ERAC Flammable Liquid Transfer – Railcar to Railcar Product transfer from bad railcar to good railcar (SR5511) Responded to a resin spill from a trailer (SR5588) | Viewed Spartan Job # SR5511, dated 2023-11-15. Viewed Spartan Job # SR5588, dated 2023-12-20 |
| 4.1 | | | | | | | |
| 4.2 | | | | | | | |
| 4.3 | | | | | | | |
| 5.1 | | | | | | | |
| 5.2 | | | | | | | |
| 6.1 | | | | | | | |
| 6.2 | | | | | | | |

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 at 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

| | | | | | | |
|-------|--|------------|------------|--|--|---|
| 7 | | | | | | |
| 8 | UN1760 FERROUS CHLORIDE | 2024-01-05 | K. Tingley | | | Responded to a Ferrous Chloride spill from a building (SR5619) |
| | UN1760 WASTE CORROSIVE LIQUID NOS LIME | 2024-02-14 | K. Tingley | | | Responded to a lime spill from a property (SR5756) |
| | UN1814 POTASSIUM HYDROXIDE | 2024-01-27 | A. Barry | | | Responded to a KOH spill from a parking lot (SR5705) |
| 9 | | | | | | |
| Other | | | | | | |

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