

## TEAP III TERSP Standard Assessment

### Summary

<b>TERSP company assessed:</b>		<b>Website:</b>	
<b>TERSP location address:</b>		<b>Regional coverage from this location:</b>	
<b>Location Leader</b>	<b>Name &amp; position:</b>	<b>Email:</b>	<b>Cell:</b>
<b>Alternate Contact</b>	<b>Name &amp; position:</b>	<b>Email:</b>	<b>Cell:</b>
<b>24-Activation Number</b>	<b>Number:</b>	<b>Contact Position:</b>	
<b>Submission completed by</b>	<b>Date:</b>	<b>Name:</b>	

<b>Date assessed:</b>	<b>Month, day, year</b>
<b>Assessors (name, title, company):</b>	
<b>TERSP Representatives: (name, title)</b>	
<b>Opportunities for improvement:</b>	
<b>Best practices for sharing:</b>	
<b>Recommendation for registration:</b>	<b>Approved by TEAP III Editorial Board:</b> _____
	<b>Next location assessment due:</b> _____

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### Capability Chart

TDG Class	Mode of Transport			Means of Containment						Stabilization <sup>1</sup>				Mitigation <sup>2</sup>				Remarks and Examples
	Marine	Rail	Truck	Tank Truck	Tank Car	Cylinders	Small Means of Containment	Large Means of Containment	Intermodal	Performs in house	subcontracted	Resources from outside area of coverage	Subcontracted resources from outside area of coverage	Performs in house	subcontracted	Resources from outside area of coverage	Subcontracted resources from outside area of coverage	
1																		
2.1																		
2.2																		
2.3																		
3																		
4.1																		
4.2																		
4.3																		
5.1																		
5.2																		
6.1																		
6.2																		
7																		
8																		

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9																		
Other																		

**LEGEND:**

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: **Month, day, year**

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

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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?						
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?						
3	Has the <i>TEAP III TERSP Standard Annual Update</i> been completed and submitted?						
4	Have you identified all legal requirements pertaining to your transportation emergency response business? For example: TDG, WHMIS, CSA, manufacturers' recommendations						
5	Minimum insurance requirements:						
5a	Is the company in good standing with relevant federal, provincial, territorial workers' compensation authority?						
5b	Public Liability and Property Damage, \$5 million?						

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	Yes	No		Yes	No	
5c Environmental, \$5 million?						
6 Is there a management system in place to notify affected clients of any change in capability and/or capacity?						

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	Yes	No		Yes	No	

### Part 2 – Activation and Response

1	Is there a 24-hour emergency response activation telephone number?						
2	Is there a documented activation protocol (flowchart or other) for coordinators and response personnel in the event of an emergency?						
3	Does the TERSP use a form to record incident information?						
4	Which methods are used to access a current SDS on a 24-hour basis:						
4a	Internal (paper or electronic)?						
4b	CANUTEC?						
4c	Shipper/manufacturer?						
4d	Internet (state method and web sites)?						
4e	Other (state method)?						
5	Are there Standard Operating Guidelines for dealing with response to all products/classes/means of containment identified in the Capability Chart?						

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6	Are response activities for incidents documented?						
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?						
7b	Outside regular business hours?						
8	Evaluation and debrief of responses:						
8a	How do you choose which responses to debrief and document?						
8b	Does the debrief identify gaps and corrective actions?						
8c	Describe how corrective actions are tracked to completion.						
9	If you are listed in an ERAP, do you have a copy of the ERAP?						
10	How are ERAP updates obtained / provided and tracked requests?						

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### Part 3.1 – Resources: Contact list, third party resources and mutual aid

<b>1</b>	Are current contact lists available for:					
<b>1a</b>	Response coordinators?					
<b>1b</b>	Team Leaders and team members?					
<b>1c</b>	Clients?					
<b>1d</b>	Government agencies?					
<b>2</b>	Has a list of equipment resource services (e.g. vacuum trucks, heavy moving equipment) in TERSP response area been developed?					
<b>3a</b>	Describe any personnel or unique equipment outsourced?					
<b>3b</b>	If yes, does a written agreement exist:					
<b>4</b>	Are written agreements established with other TERSPs? If yes, which TERSPs and their location					

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### Part 3.2 – Resources, Equipment and Materials

<b>1</b>	Is there equipment for communications between:						
<b>1a</b>	The Home Coordinator and the incident scene?						
<b>1b</b>	Personnel at the incident scene?						
<b>2</b>	Does the company meet the requirements of the <i>TEAP III TERSP Standard Essential and Specialty Equipment List</i> for:						
<b>2a</b>	Essential Equipment items at the location?						
<b>2b</b>	Specialty Equipment items at the location?						
<b>3</b>	Are programs in place for ensuring equipment meets applicable Canadian certification and registration requirements?						

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	Yes	No		Yes	No	

<b>Part 3.3 – Resources, Personnel</b>						
<b>1</b>	<b>How many response personnel are trained to the <i>TEAP III TERSP Standard Training Matrix</i>:</b>					
<b>1a</b>	<b>TEAP III registered Team Leaders?</b>					
<b>1b</b>	<b>TEAP III registered team members?</b>					
<b>1c</b>	<b>Other Team Leaders?</b>					
<b>1d</b>	<b>Other team members?</b>					
<b>2</b>	<b>Is there a fit for duty program?</b>					
<b>3</b>	<b>Is there post-incident stress management program?</b>					

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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> ?						
2	Is training conducted using specialty equipment?						
3	Is the training content documented for each module?						
4	Are training records maintained for Team Leaders and team members for a minimum of three years?						
5	If you respond to railway mode:						
5a	Is a railway dangerous goods response training course part of your training matrix?						
5b	If yes, which TEAP III registered Team Leaders and team members have attended training?						

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	Yes	No		Yes	No	

### Part 4.2 – Preparedness, Exercises

<b>1</b>	Have Team Leaders demonstrated competency for each SOG through training or equivalency granted for a response?						
<b>2</b>	Have exercise activities been completed and documented?						
<b>3</b>	Are exercise debriefs conducted and documented to identify gaps and take corrective actions?						

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	Yes	No		Yes	No	

<b>Part 4.3 – Equipment Maintenance</b>
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1	Is a program established for equipment inspection, maintenance and testing?						
2	Are records kept of inspection, testing and maintenance for at least three years for:						
2a	<i>TEAP III TERSP Essential and Specialty Equipment List</i> , where applicable?						
2b	Transportation equipment?						

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	Yes	No		Yes	No	

### Part 5 – Hazardous Waste and Hazardous Recyclable Materials

<b>1</b>	Does the TERSP have a permit or certificate to:						
<b>1a</b>	Transport hazardous waste and/or hazardous recyclable materials?						
<b>1b</b>	Receive to dispose or recycle hazardous waste and/or hazardous recyclable materials?						
<b>2</b>	Are any of the above performed by a sub-contractor?						

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### Part 6 – Community Involvement and Sustainability *(optional and not part of TERSP Assessment)*

		Yes	No	TERSP Comment
1	<p>Who at this location has attended <i>TEAP III Transportation Emergency Response Service Provider Standard</i> training?</p>			
2	<p>Do you participate in TRANSCAER® outreach events?</p> <p>If yes, how? Provide list of dates and activities for the past two years</p>			
3	<p>Do you belong and participate in a trade association such as CERCA, CIAC, RDC, RAC and/or other (describe other)?</p> <p>If yes, describe your involvement.</p>			
4	<p>Do you belong or contribute to a local community enhancement program?</p> <p>If yes, describe your involvement.</p> <p><b>NOTE:</b> Do not include donations to local hockey team-sweater purchase fund or the like.</p>			

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<p><b>5</b></p>	<p><b>Do you have an environmental management system in place such as ISO 14001?</b></p> <p><b>If yes, describe</b></p>			
<p><b>6</b></p>	<p><b>Do you have a “green initiative” in place?</b></p> <p><b>If so, describe.</b></p> <p><b>Examples are vehicle emissions reduction, idling program, office paper recycling, controlling ER activity emissions such as dry connects, purge techniques, controlling run off...</b></p>			

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**TERSP Emergency Response or Exercise Table (previous 12 months since completion of document only)**  
**\*MINIMUM OF 4 EVENTS including at least 1 hands-on EXERCISE**

Material		Response		Exercise			Assessor Comment	
TDG Class	Shipping Name and UN Number	Date of last response (Month, day, Year)	Registered Team Leader, last response (J. Doe)	Date (Month, day, year)	Registered Team Leader(s) (J. Doe)	Activity performed during exercise or response	File Number	Documentation viewed?
1								
2.1								
2.2								
2.3								
3								
4.1								
4.2								
4.3								
5.1								
5.2								
6.1								
6.2								
7								
8								
9								
Other								