



Technical Standards and Safety Authority
www.tssa.org

14th Floor - Centre Tower
3300 Bloor Street West
Toronto Ontario M8X 2X4
Fax: 416.231.4903
Customer Service: 1.877.682.8772

Level 1 Risk and Safety Management Plan (RSMP)
Technical Standards and Safety Act
Propane Storage and Handling Regulation

This Level 1 RSMP applies to:

- a facility with a total propane storage capacity of 5,000 USWG or less; or
- a facility with a fixed propane storage capacity of exactly 5,000 USWG and no more than 500 USWG of portable propane storage capacity on site.

Failure to fully complete this form may result in rejection.
Making a false statement may result in a fine or prosecution under the *Technical Standards and Safety Act*

Licence Number: 0033966001-C

Check applicable type of propane operations:

Cylinder Motor Fill Filling Plant Card/Keylock

Submit along with this completed application a Facility Site Plan and a Map of the Surrounding Area.

SECTION A: GENERAL INFORMATION

The Undersigned applies to TSSA for a review for an RSMP under Ontario's *Technical Standards and Safety Act*, Propane Storage and Handling Regulation.

A Company Name: Ernest Martel Enterprises Ontario Corporation No., if applicable: _____
Operator Name (if different from above): Ernest Martel

Telephone No.: 705-234-2861 Fax No.: N/A E-mail: diane-martel@hotmail.com

B Street No.: 1 Street Name / 911 Number / Address, if applicable: First Street
Town / City or Township / County: Missanabie Province: Ontario Postal Code: POM 2H0

Mailing address if different from above:

C Street No.: _____ Street Name / 911 Number / Address, if applicable: _____
Town / City or Township / County: _____ Province: _____ Postal Code: _____

Information on Container Refill Centre or Filling Plant

D Location of facility:
Street No.: 1 Street Name / 911 Number / Address, if applicable: First Street Nearest Major Intersection: Trailer Park Rd. & First St.
Town / City or Township / County: Missanabie Province: Ontario Postal Code: POM 2H0

Name of Licence Holder: Ernest Martel

Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT): Ernest Martel ROT type: 100-08

Municipality (or municipalities if the facility or its hazard distance touches multiple borders): Missanabie

Hours of operation: _____

This document is valid until the next licence renewal date. You are required by law to notify TSSA of any change of information.

Declaration: I am aware that it is an offence to give false information in this document and I hereby declare that the information I have given here is true and complete.

Print name	Signature	Date (dd-mm-yyyy)
Name of Licence Holder: Ernest Martel		20/06/2011
Name of Senior Management person as defined in the Regulation holding the Record of Training: Ernest Martel		



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SECTION A: GENERAL INFORMATION (cont'd)

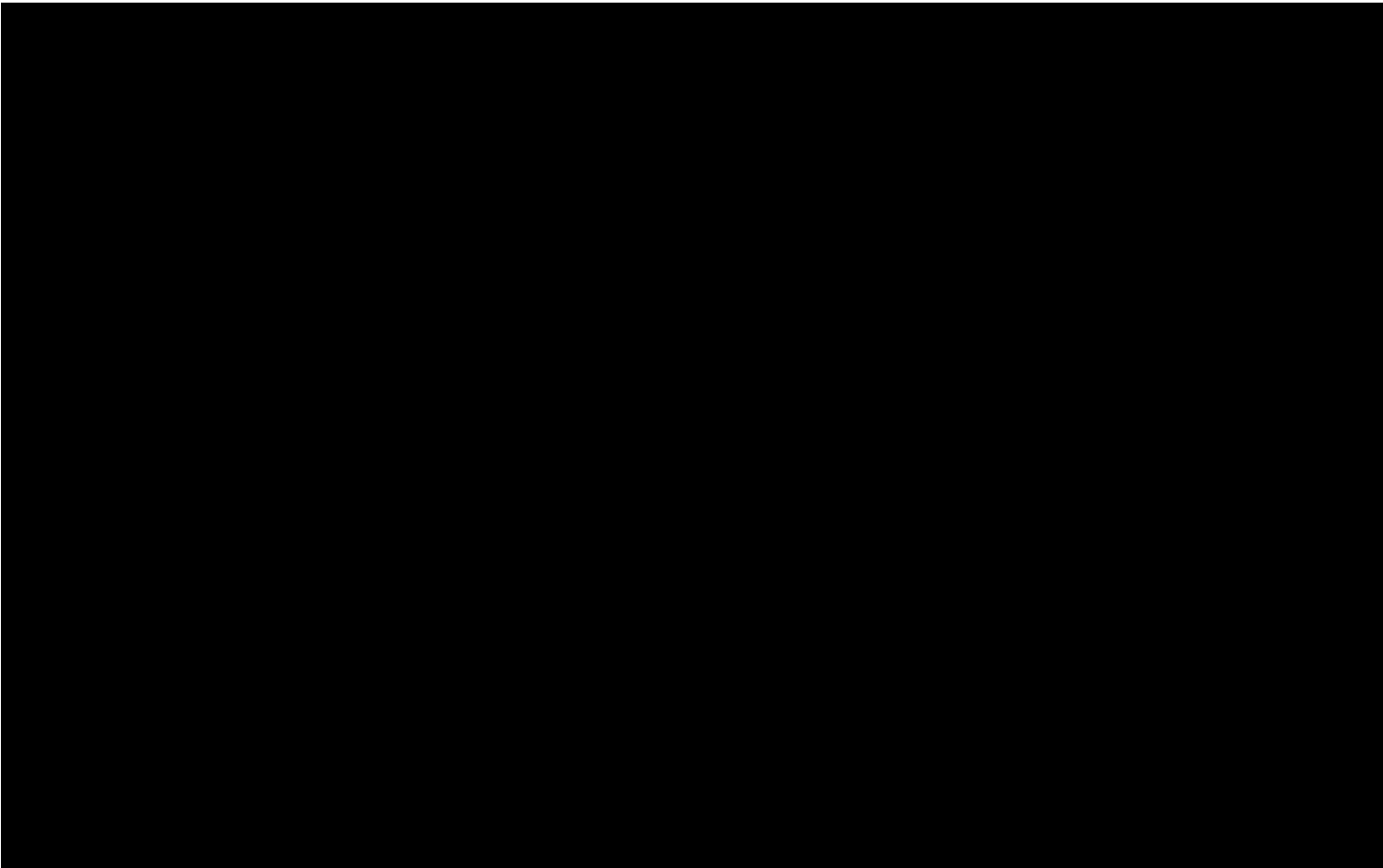
Indicate the year the facility was established. 1986	Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment. 1991
---	---

Identify the psig rating and serial number for each fixed propane storage tank on site.

	PSIG	Serial Number
Tank 1:	250 PSIG	20J81-90
Tank 2:	_____	_____
Tank 3:	_____	_____

Enter capacity of propane in USWG, fixed, portable, and mobile, and provide detailed inventory that includes the number of tank/vessel for each type (fixed, portable, and mobile) and the capacity of each tank/vessel, on a separate document.

Fixed: 2000 USWG Portable: 1360 USWG Mobile: 0



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Name of person completing this form (please print) Ernest Martel	Official Title Owner/Operator	
Signature 	Telephone No. 705-234-2861	Date (dd-mm-yyyy) 20/06/2011



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) Superior Propane - Ontario Regional Operations Centre		For Office Use - Party No. [REDACTED]	
Street No. 251	Street Name / 911 Number / Address, if applicable Woodlawn Road West, Unit 217		
Town / City or Township / Country Guelph		Province Ontario	Postal Code N1H 8J1
Telephone No. 1-877-873-7467	Fax No. 519-836-7766	Contact Name Mike Mullins	
E-mail mullinsm@superiorpropane.com			

Name of Propane Transporter. If same as above, please check box. <input type="checkbox"/>		For Office Use - Party No. [REDACTED]	
Superior Propane - Thunder Bay			
Street No. 1265	Street Name / 911 Number / Address, if applicable East Arthur Street		
Town / City or Township / Country Thunder Bay		Province Ontario	Postal Code P7E 6E7
Telephone No. (807)676-1793	Fax No. (807)939-2825	Contact Name Phil Eddy	
E-mail eddyp@superiorpropane.com			

Off-site Cylinder and/or Mobile Storage None	Capacity stored off-site, in USWG	For Office Use - Party No.
Street No. / Street Name / 911 Number / Address, if applicable		
Town / City or Township / Country		Province / Postal Code
Telephone No.	Fax No.	Contact Name

Note: Customer storage is not considered off-site storage.

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN

The licence holder will complete Section B in consultation with the local Fire Services.

Description of the maximum volume, types and storage location of other hazardous materials on site, if any.

none

Description of fire and emergency equipment indicated on facility site map.

Type ABC Fire Extinguishers are located at the fill station.

List of fire protection controls (e.g., fire detection systems, fire notification systems, alarm systems, automatic shut off devices, fusible links, etc.) and describe their function, use and operation.

1. Fusible link on ISC valve - isolation valve between the tank and the downstream propane dispensing equipment.
2. Emergency stop push button - mounted on a post near the propane tank. This shuts down the pump and closes a solenoid valve upstream of hoses.
3. Power supply breaker inside the gas bar building. This cuts all power to the propane system - shuts down pump; closes solenoid valve.

Maintenance and testing schedule for fire protection controls and devices.

Maintenance and testing is undertaken by Superior Propane according to Superior Propane's Maintenance Standard. Schedule for key equipment is:

1. Pumps (Pump every 3 months; Pump Motor: check belts monthly; grease motor every 6 months)
2. ISC Valves (test for closure every 6 months)
3. Storage tank Relief Valves - inspect every 2 years; replacement schedule as per provincial regulations.

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

1. Contacts for Emergency Response

1. Facility Contact Personnel - Key Contact		5. Facility 24-Hour Contact Person	
Name Ernie Martel	For Office Use - Party No. [REDACTED]	Name Ernie Martel	For Office Use - Party No.
Official Title Owner		Official Title Owner	
Telephone No. (705)234-2861	Fax No. N/A	Cell No. (705)234-2486	Fax No. N/A
E-mail diane-martel@hotmail.com		E-mail diane-martel@hotmail.com	
Role and responsibilities in emergency Coordinate site response		Role and responsibilities in emergency Coordinate site response	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name Kenny Martel	For Office Use - Party No.	Name Kenny Martel	For Office Use - Party No.
Official Title Manager		Official Title Manager	
Telephone No. (705)234-2486	Fax No. N/A	Telephone No. (705)234-2486	Fax No. N/A
E-mail N/A		E-mail N/A	
Role and responsibilities in emergency Coordinate site response if agent unavailable.		Role and responsibilities in emergency Coordinate site response	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name Ernie Martel	For Office Use - Party No.	Name Superior Propane Hotline	For Office Use - Party No.
Official Title Volunteer Fire Fighter		Official Title	
Telephone No. (705)234-2486	Fax No. N/A	Telephone No. 1-877-873-7467	Fax No. N/A
E-mail N/A		E-mail	
Role and responsibilities in emergency Coordinate/advise on Missanabie Fire Service response.		Role and responsibilities in emergency Identify and dispatch Superior Propane and or LPERGC emergency response personnel as required.	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name Ernie Martel	For Office Use - Party No.	Name Lise Engleheart	For Office Use - Party No.
Official Title Volunteer Fire Fighter		Official Title Service Board of Ontario - Representative	
Telephone No. (705)234-2486	Fax No.	Telephone No. (705)234-2598	Fax No. N/A
E-mail		E-mail N/A	
Role and responsibilities in emergency Alternate - Coordinate/advise on Missanabie Fire Service Response.		Municipality Service Board of Ontario - Missanabie	

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2. Additional Safety Measures

Describe any other measures in place at the facility that exceed the minimum Code and Standards requirements.

Shut off at tank

Shut off at panel box

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Signature 		Telephone No. 705-234-2861	Date (dd-mm-yyyy) 20/06/2011



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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

3. Record of Emergency Training Provided - For most recent 12-month period.

Training on Emergency Response Plan and Procedures provided to facility key contacts.

Training Date (dd-mm-yyyy) None	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

Training on the facility's Emergency Management Procedures provided to staff.

Training Date (dd-mm-yyyy) None	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

On-site specific training provided to certificate holders / persons with Records of Training.

Training Date (dd-mm-yyyy) None	Print Name of Training Provider: Please Note - a ROT is valid for 3 years
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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Signature 	Telephone No. 705-234-2861
	Date (dd-mm-yyyy) 01/06/2011



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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

4. Emergency Training Plan for Coming Year

Training on Emergency Response Plan and Procedures provided to facility key contacts.

Target Date (dd-mm-yyyy) TBA Q4 (2011)	Print Name of Training Provider: Superior Propane or Alternate	Please Note - the course content is currently being developed by the TSSA and should be available for teaching in the fourth quarter of this year.
	Print Name of Instructor: to be arranged	
Target Date (dd-mm-yyyy)	Print Name of Training Provider:	
	Print Name of Instructor:	
Target Date (dd-mm-yyyy)	Print Name of Training Provider:	
	Print Name of Instructor:	

Training on the facility's Emergency Management Procedures provided to staff.

Target Date (dd-mm-yyyy) TBA Q4 (2011)	Print Name of Training Provider: Key site contact to train staff
	Print Name of Instructor: TBA
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

On-site specific training provided to certificate holders / persons with Records of Training.

Target Date (dd-mm-yyyy) 04/10/2011	Print Name of Training Provider: Propane Training Institute	Please Note - a ROT is valid for 3 years
	Print Name of Instructor: Fuzzy Foizy	
Target Date (dd-mm-yyyy) As Required	Print Name of Training Provider: Superior Propane, FSN, or Other	
	Print Name of Instructor: TBA	
Target Date (dd-mm-yyyy)	Print Name of Training Provider:	
	Print Name of Instructor:	

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

5. Emergency Response Communications Plan

Warnings and Actions

Describe who gives warnings to whom, and how and when the warning will be given (including public notification as appropriate).
The ROT person(s) on duty will contact emergency services by calling 911 and will provide warnings outlined in the attached "Propane Emergency Response Procedures" placard, if it is safe to do so.

Describe what action is to be taken and by whom when a warning is issued (including details of a meeting place in a safe identified area and activating the evacuation plan, if necessary).

Actions and warnings will be taken by on duty ROT person(s) as per attached ERP placard. Only a few staff members will be on duty when operating the propane system. The Muster location will be on First Street, in a safe area. Note a specific muster point is not advisable, since a propane plume can blow in any direction.

Note that the facility is in a wide open area allowing people to self evacuate.

Communication with Emergency Response Authorities

Describe when and how the licence holder will give early warning to emergency response authorities (including a process to ensure that a call is placed to 911).

When the system is operational, a ROT person will be on duty and be in the propane tank area. This person will be able to visually ascertain any abnormal/accident events and implement the appropriate emergency response actions. When the system is not in operation, the ISC valve (main isolation valve) is closed, and the propane system is unattended. Any accidents involving the propane tank during such times will require the intervention of random, nearby individuals or staff.

Describe provisions for fire department entry when there are no operations or staffing at the propane site.

The propane tank system is located in a wide open store parking lot area that is easily accessible from First Street and Trailer Park Road.

Describe how the licence holder will ensure continual flow of updated information to authorities.

The critical information required from the license holder is the fill level in the tank.

Fill level is relevant from a time-to-BLEVE perspective (a near empty tank will BLEVE sooner than a full tank if there is fire impingement on the tank).

This information will be provided to the authorities by agent - Ernie Martel, time permitting.

How long will it take the facility liaison person to respond to the site.

5 minutes

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

6. Building and Site Security and Procedures

	Yes	No
1. Does the propane location have controlled access to limit unnecessary risk and entry (lock out procedures)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Is there adequate night lighting at the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Are procedures in place that ensure access routes, aisles, storage area, filling areas and the grounds are kept clear from unwanted materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Are there procedures that capture and record the daily inspection of hoses and inspection requirements for filling systems and mechanical devices used in the transfer of propane?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Does the facility have procedures that include a process to isolate and purge any overfilled propane cylinders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are weighing systems validated for accuracy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Are storage areas clearly marked with the vessels' capacity status (i.e., filled, empty, purged and other hazardous materials)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Are quality assurance procedures in place to ensure that all valves are closed after the propane cylinders are filled?(e.g., QCC valves)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Is the schedule of maintenance and testing activities retained on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Water Supply

The propane licence holder should work with the local fire department to determine water supply capabilities that are available based on the propane facility's location.

	Yes	No
1. Is a pressurized water system available at the propane facility site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. What is the unobstructed distance to the closest water supply that could be used for firefighting activities? (distance in metres only)		<u>Fire Hall 35 m away</u>
4. What is the unobstructed distance to the closest approved water supply with year round access if there are no hydrants? (distance in metres only)		<u>N/A</u>

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

8. Licence holder and local Fire Services Review

To be completed by the Local Fire Services

Has the local fire service had an opportunity to review the Emergency Response and Preparedness Plan?

Yes

No

If not, please explain (e.g., no fire services).

Fire services comments, if any:

To be completed by the Licence Holder

In response to the above comments, the following action(s) is required:

The licence holder will respond to the Local Fire Services comments by: _____
(dd-mm-yyyy)

LOCAL FIRE SERVICES

The undersigned has reviewed Section B of the Risk and Safety Management Plan Fire Services.

Print name	Signature	Date (dd-mm-yyyy)
Local Fire Services Name		

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SECTION C: SUBMISSIONS

Applicant must include a Facility Site Plan and Map of Surrounding Area

Facility Site Plan.

The licence holder will submit a copy of the original facility site plan updated with the following information:

1. The storage location of fixed, portable, and mobile vessels.
2. The maximum volume, types and storage location of hazardous materials.
3. Location of permanent structures on site.
4. Access and egress points and location of barriers.
5. Location of fire and emergency equipment (e.g., sprinkler systems, extinguishers, suppression systems) on site and location of fire hydrant or water supply where available.
6. Location of emergency shut off/shut down switches/valves.

Map of Surrounding Area.

The licence holder will submit a scaled aerial map of the surrounding area showing the following information:

7. The capacity and placement of the single largest propane storage vessel, including its setback from the front, rear and side property lines.
8. GPS co-ordinates of the single largest vessel.
9. Visual indication of the single largest fixed vessel and a circle made using the distance in Table 1 as the radius from the single largest fixed vessel.
10. Clear indication of the municipality or municipalities present within the circle.
11. Visual indication of property line information.
12. The location and name of roads within or abutting the site.
13. Key note to the drawing indicating the facility's municipal address, municipal lot number(s) and concession lines as applicable, and the date the map was prepared.
14. Address and contact information for each municipality (municipal clerk or secretary-treasurers of planning board). (Refer to page 5.)
15. Complete "Required Mapping Information from Updated Site Plan" in table below .

Required Mapping Information from Updated Site Plan

Date Map Prepared (dd-mm-yyyy) 15-06-2011	Capacity of single largest propane storage vessel (USWG) 2000 USWG
Tank setback coordinates. Indicate placement on the map.	
Front: <u>63 ft. 19.20 m</u>	Right side property line: <u>60 ft. 18.30 m</u>
Rear: <u>115 ft. 35.05 m</u>	Left side property line: <u>117 ft. 36 m</u>
GPS coordinates of single largest vessel: <u>Lat. 48.3122 , Long. -84.0833</u>	

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SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area

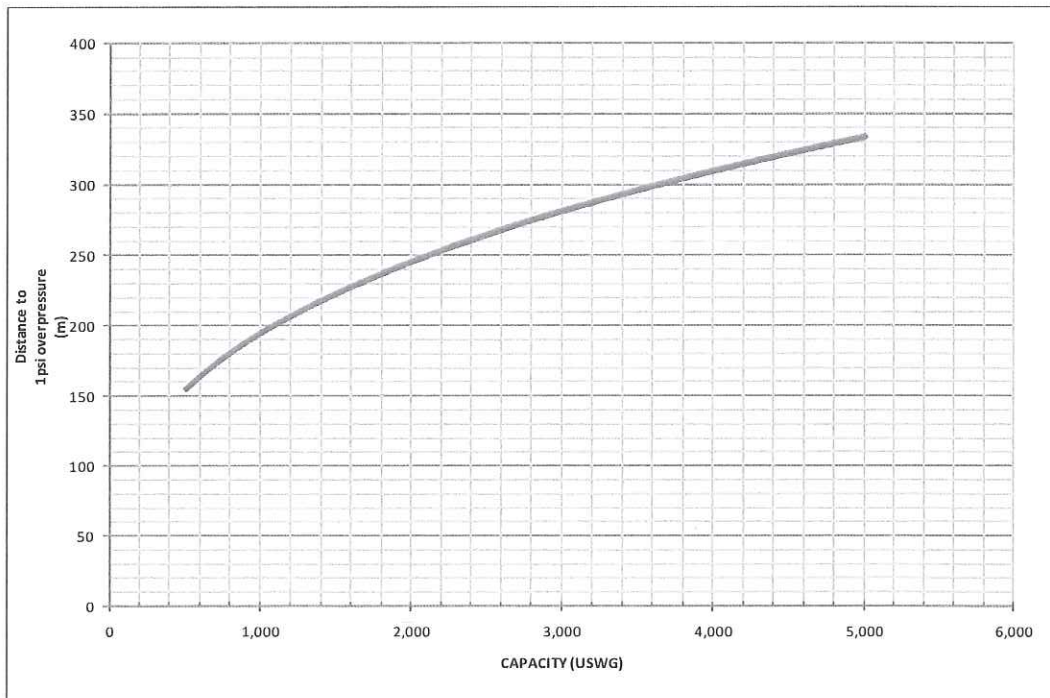
Table 1: Distance Table

Water Capacity (litres)	Nominal Water Capacity (USWG)	Distance to 1 psi overpressure (m)
1,890	500	155
3,780	1,000	195
4,920	1,300	213
6,620	1,750	235
7,130	1,885	241
7,560	2,000	246
18,900	5,000	333

Formula: $D = 16.94 \times (1.524 \times C)^{1/3}$
 D = Distance to overpressure of 1 psi (meters)
 C = Tank Total Capacity in USWG

Parameters: Density of Propane is 0.5033 kg per litre @ 15 C
 Assume all vessels are 80% full
 1 gallon [US, liquid] = 0.003785411784 cubic meter
 1 cubic metre = 264.17 USWG

Hazard Distance Chart (EPA-TNT model)



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Name of person completing this form (please print) Nothing completed on this page.	Official Title	
Signature <i>E. M. ...</i>	Telephone No.	Date (dd-mm-yyyy) 20/06/2011



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SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area

As an accompaniment to the Map of Surrounding Area, provide the following information about buildings and features present within the circle in Table 2.

Table 2: Buildings and Features

Buildings and Features Present within the Circle on the Map of the Surrounding Area AND Name and Address of Closest Building or Feature	* Number of Buildings and Features (mark with an "X")				Distance from Tank to Closest Building or Feature
	0	1	2-10	11+	
Industrial buildings or parks or golf courses Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	X				0 m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. [Redacted]				X	25 m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>restaurant on site, Commercial Building at First Street and railway tracks</u> Address: _____ City: _____ Province _____ Postal Code _____			X		18 m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	X				0 m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: <u>School, School Street</u> Address: _____ City: _____ Province _____ Postal Code _____	X				175 m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: <u>Fire Services on First Street</u> Address: _____ City: _____ Province _____ Postal Code _____		X			35 m

* For multi-unit buildings, count each unit as "1".

Declaration: I am aware that it is an offence to give false information in this document and I hereby declare that the information I have given here is true and complete.

Name of person completing this form (please print) Ernest Martel	Official Title Owner/Operator
Signature 	Telephone No. 705-234-2861
	Date (dd-mm-yyyy) 20/06/2011



Technical Standards and Safety Authority
www.tssa.org

14th Floor - Centre Tower
3300 Bloor Street West
Toronto Ontario M8X 2X4
Fax: 416.231.4903
Customer Service: 1.877.682.8772

Level 1 Risk and Safety Management Plan (RSMP)
Technical Standards and Safety Act
Propane Storage and Handling Regulation

SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area

Portable Storage Additional Information Sheet

Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9		
# 100	29.5	28	826
# 40	11.75	40	470
# 33.3	9.62		
# 30	8.8	2	17.6
# 20	5.8	8	46.4
# 10	2.9		
# 5	1.5		
Total Cylinder Capacity 1360 USWG			

Tanks Stored On-site Not Connected for Use

Tank Size In USWG	Quantity	Total Volume in USWG
2000 USWG	1	2000 USWG
Total Tank Capacity		

Total Cylinder Capacity	1360 USWG
Total Tank Capacity	2000 USWG
Total Portable Capacity	1360 USWG

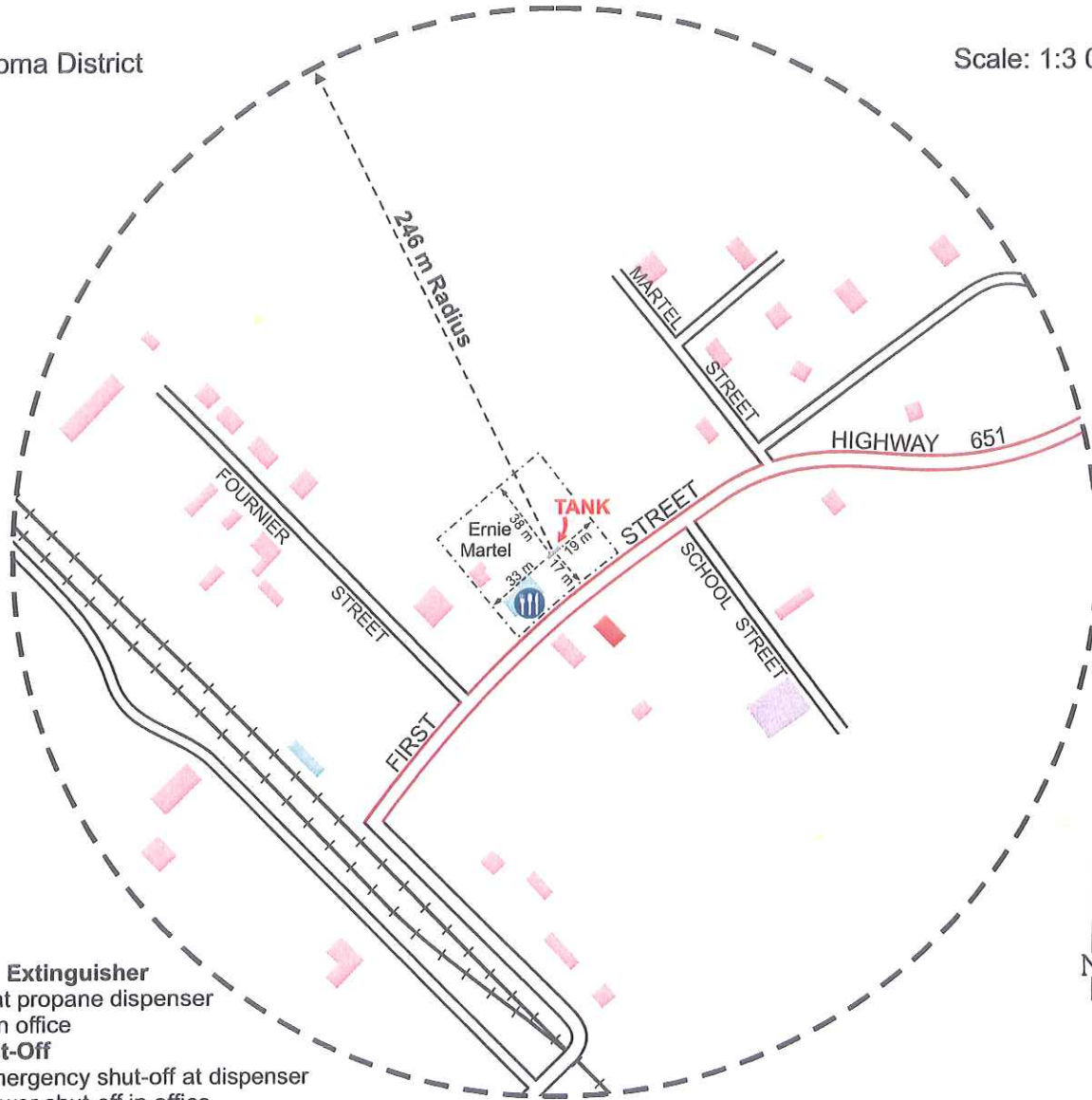
Declaration: I am aware that it is an offence to give false information in this document and I hereby declare that the information I have given here is true and complete.

Name of person completing this form (please print) Ernest Martel	Official Title Owner/Operator	
Signature 	Telephone No. 705-234-2861	Date (dd-mm-yyyy) 20/06/2011

Risk and Safety Management Plan Area Map Showing PUBLIC RECEPTORS WITHIN HAZARD DISTANCE

Algoma District

Scale: 1:3 000



Fire Extinguisher

- 1 at propane dispenser
- 1 in office

Shut-Off

- Emergency shut-off at dispenser
- Power shut-off in office

LEGEND	
	Residential
	Commercial
	Sensitive Institution
	Emergency Responders
	Restaurant
	Highway
	Road
	Property Boundary

Municipal Contact
Lise Engleheart
Service Board of Ontario
Telephone: 705-234-2598

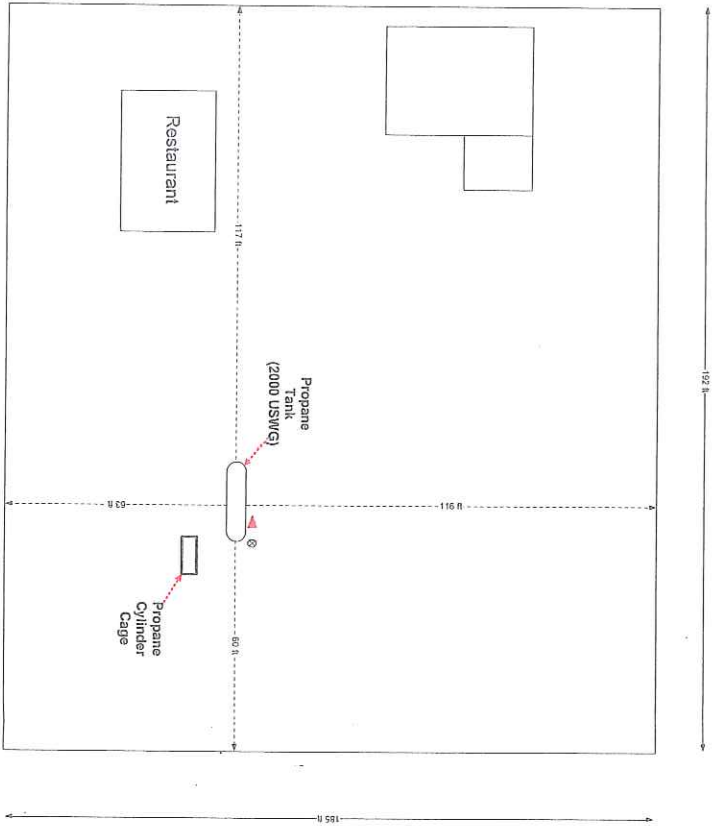
GPS Coordinates
48.3122 N, -84.0833 W

Nomimal Water Capacity (USWG)	Distance to Endpoint (m)
500	155
1000	195
1,300	213
1,750	235
1,885	241
2,000	246
5,000	333

KennKart Digital Mapping ©2011

Superior Propane Inc. ©2011

Ernest Martel Enterprises
1 First Street, Missanabie, Ontario, Canada, P0M 2H0
Lot 25, Con. 44, Township GD, Missanabie



Scale (ft):



First Street

Key Plan:



Notes:

1. Tank distances to property lines:

Property Line Setbacks	Distance
East (Right Side)	60 ft
South (Front Side)	53 ft
West (Left Side)	117 ft
North (Back Side)	116 ft

2. Fire Extinguisher

3. Egress/Fire Access Route:

Site is open, egress/access point available from First St.

4. E-Stop

Superior Propane Ltd.

Title:

Site Plan

Ernest Martel Enterprises

1 First Street

Mississauga, Ontario, P0M 2H0

LOT 25, CON 44
Township GD, Mississauga

Drawn By: L. Forget

Checked By: C. Britsley