



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.

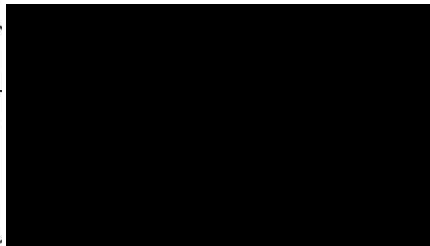
Failure to fully complete this form may result in rejection.
 Making a false statement may result in a fine or prosecution under the *Technical Standards and Safety Act*

Licence Number: 76648321

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.



11
NOV 27

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.

Company Name: Nedlaw Roofing Limited Ontario Corporation No., if applicable: _____

Operator Name (if different from above): _____

Telephone No.: 519-648-2218 Fax No.: N/A E-mail: greg@nedlawroofing.com

Street No.: 232B Street Name / 911 Number / Address, if applicable: Woolwich Street South

Town / City or Township / County: Breslau Province: Ontario Postal Code: N0B 1M0

Mailing address if different from above:

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

Location of facility:

Street No.: 232B Street Name / 911 Number / Address, if applicable: Woolwich Street South Nearest Major Intersection: Woolwich Street South & Fountain Street North

Town / City or Township / County: Breslau Province: Ontario Postal Code: N0B 1M0

Name of Licence Holder: Greg Clarkson on behalf of Nedlaw Roofing Ltd.

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

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

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: Greg Clarkson		21-11-2011
Name of Senior Management person as defined in the Regulation holding the Record of Training: Greg Clarkson		21-11-2011



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SECTION A: GENERAL INFORMATION (cont'd)

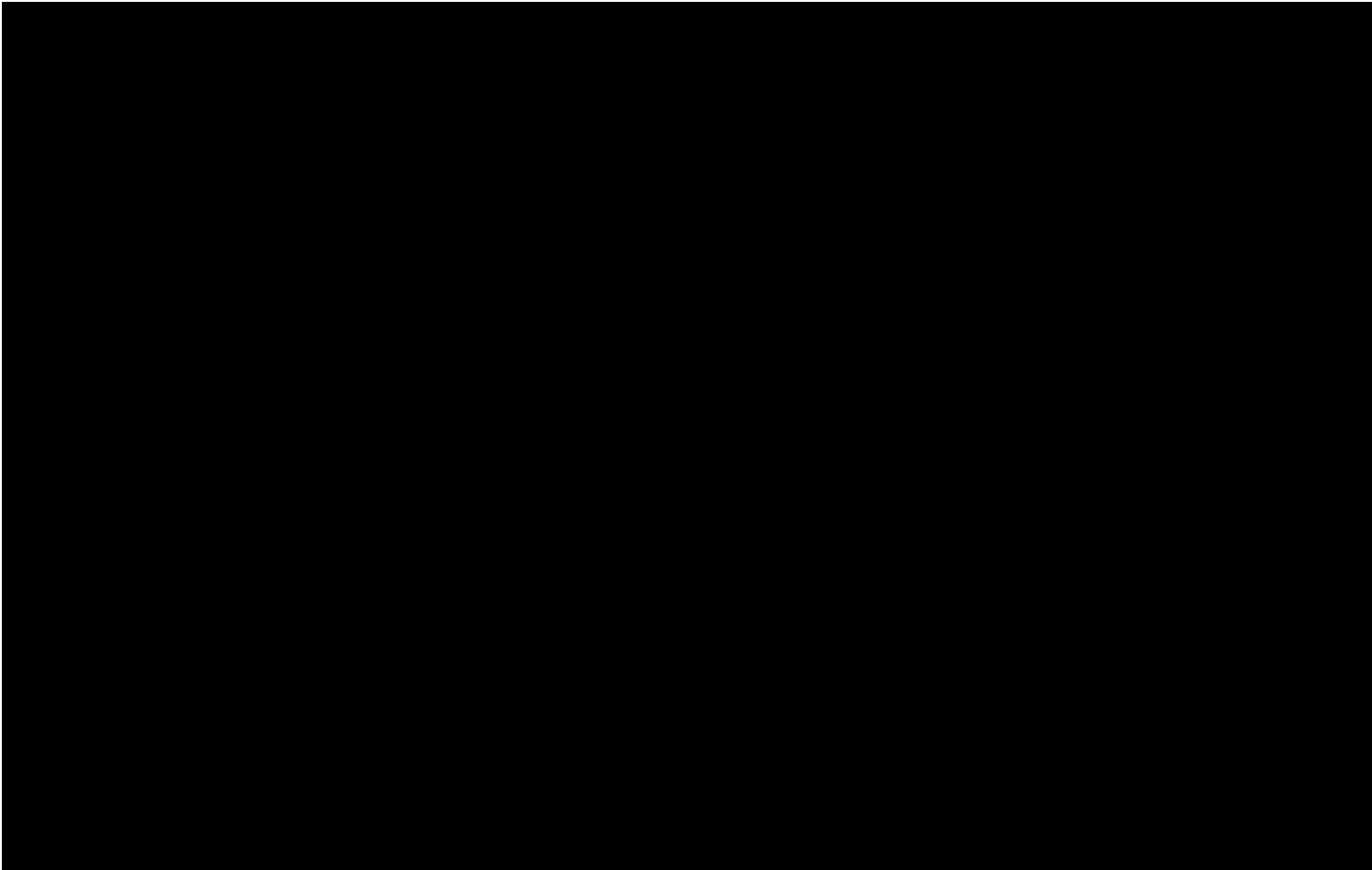
Indicate the year the facility was established. Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment.
2009 None since open

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

	PSIG	Serial Number
Tank1:	250 PSIG	84S12
Tank2:	_____	_____
Tank3:	_____	_____

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: 5000 USWG Portable: 0 USWG Mobile: 0 USWG



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Name of person completing this form (please print) Greg Clarkson	Official Title Chief Operating Officer	
Signature <i>Greg Clarkson</i>	Telephone No. 519-648-2218	Date (dd-mm-yyyy) 21-11-2011



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SECTION A: GENERAL INFORMATION (cont'd)
Activity Information

Name of Propane Supplier(s)		For Office Use - Party No.	
Superior Propane - Ontario Regional Operations Centre			
Street No.	Street Name / 911 Number / Address, if applicable		
251	Woodlawn Road West, Unit 217		
Town / City or Township / Country		Province	Postal Code
Guelph		Ontario	N1H 8J1
Telephone No.	Fax No.	Contact Name	
1-877-873-7467	519-836-7766	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.	
Superior Propane - Guelph			
Street No.	Street Name / 911 Number / Address, if applicable		
7022	Wellington Road 124 S		
Town / City or Township / Country		Province	Postal Code
Guelph		Ontario	N1H 6L3
Telephone No.	Fax No.	Contact Name	
519-831-6564	N/A	Chris van Herksen	
E-mail			
herkc@superiorpropane.com			

Off-site Cylinder and/or Mobile Storage		Capacity stored off-site, in USWG	For Office Use - Party No.
Vacant lot		2000 USWG	
Street No.	Street Name / 911 Number / Address, if applicable		
238	Woolwich Street		
Town / City or Township / Country		Province	Postal Code
Breslau		ON	N0B 1M0
Telephone No.	Fax No.	Contact Name	
519-589-1773	N/A	Greg Clarkson	

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

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Name of person completing this form (please print)		Official Title	
Greg Clarkson		Chief Operating Officer	
Signature	Telephone No.	Date (dd-mm-yyyy)	
	416-544-7608	21-11-2011	



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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.

Fuel Tanks (Diesel/Gasoline) - 3 tanks, diked (200 gal., plus 2 x 500 gal). Located 27 feet north of propane storage tank.

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

1. Fires Extinguisher Locations: a) Inside the building b) At the bulk propane tank filling station
2. Emergency stop push button - at outside building wall. This shuts down the pump and closes a solenoid valve upstream of hoses.
3. Power supply breaker inside the building. This cuts all power to the propane system - shuts down pump; closes solenoid valve.

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.

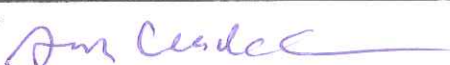
1. Emergency stop push button. This shuts down the pump and closes a solenoid valve upstream of hoses.
2. Fusible link on ISC valve - isolation valve between the tank and the downstream propane dispensing equipment.
3. Power supply breaker inside the building. This cuts all power to the propane system - shuts down pump; closes solenoid valve
4. ISC valve interlock bar (interlocked with cabinet door) - ISC valve closes when door is closed.

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. Fusible links - inspected every 6 months; 4. Storage tank Relief Valves - inspect every 2 years; replacement schedule as per provincial regulations.
5. Fire extinguishers maintained by Nedlaw Roofing Ltd. in accordance with Ontario fire regulations. Maintenance records are kept for 5 years.

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Name of person completing this form (please print) Greg Clarkson		Official Title Chief Operating Officer	
Signature 		Telephone No. 519-648-2218	Date (dd-mm-yyyy) 21-11-2011



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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 Randy Walden		Name Greg Clarkson	
Official Title Team Leader		Official Title Deputy Team Leader/Chief Operating Officer	
Telephone No. 519-575-2188 cell: 519-575-2188	Fax No. 519-648-3508	Cell No. 519-589-1773	Fax No. 519-648-3508
E-mail rwalden@nedlaw.ca		E-mail greg@nedlawroofing.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 Greg Clarkson		Name Calvin Lodder	
Official Title Deputy Team Leader/Chief Operating Officer		Official Title Facility Manager	
Telephone No. 519-648-2218 cell: 519-589-1773	Fax No. 519-648-3508	Telephone No. 519-648-2218 cell: 519-803-9170	Fax No. 519-648-3508
E-mail greg@nedlawroofing.com		E-mail Calvin@nedlawroofing.com	
Role and responsibilities in emergency Coordinate site response if agent is unavailable		Role and responsibilities in emergency Coordinate site response	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name Rick Pedersen		Name Superior Propane Hotline	
Official Title Fire Chief		Official Title	
Telephone No. 519-664-2887	Fax No. 519-664-2018	Telephone No. 1-877-873-7467	Fax No.
E-mail rpederson@woolwich.ca		E-mail	
Role and responsibilities in emergency Coordinate/advise on Fire Service response and liaise with police and CTC contact.		Role and responsibilities in emergency Identify and dispatch Superior Propane and or LPERGC emergency response personnel as required.	
Fire Services Address 3 Water Street, St. Jacobs, ON N0B 2N0		Propane Supplier Address 251 Woodlawn Road West, Unit 217, Guelph, ON	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name Dale Martin		Name Christina Broughton	
Official Title Deputy Fire Chief		Official Title Clerk	
Telephone No. 519-664-2887	Fax No. 519-664-2018	Telephone No. 519-669-6004	Fax No. N/A
E-mail dmartin@woolwich.ca		E-mail cbroughton@woolwich.ca	
Role and responsibilities in emergency Alternate - Coordinate/advise on Fire Service response and liaise with police and CTC contact.		Municipality Name and Address 24 Church Street, Elmira, ON N3B 2Z6	
Fire Services Address 3 Water Street, St. Jacobs, ON N0B 2N0			

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Name of person completing this form (please print) Greg Clarkson		Official Title Chief Operating Officer	
Signature <i>Greg Clarkson</i>		Telephone No. 519-648-2218	Date (dd-mm-yyyy) 21-11-2011



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

2. Additional Safety Measures

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

1. Emergency Shut Off push button to shut down pump and close solenoid valve upstream of dispensing hoses located at building.
2. Solenoid valve upstream of hoses.

Handwritten notes and empty lines for additional safety measures.

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Name of person completing this form (please print) Greg Clarkson	Official Title Chief Operating Officer	Date (dd-mm-yyyy) 21-11-2014
Signature 	Telephone No. 519-648-2218	



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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) 2010	Print Name of Training Provider: Standard Safety Training	
	Print Name of Instructor:	Please Note - the industry did not have a course
Training Date (dd-mm-yyyy)	Print Name of Training Provider:	in place last year. The PTI is currently developing
	Print Name of Instructor:	a training course that is scheduled to be available
Training Date (dd-mm-yyyy)	Print Name of Training Provider:	in the fourth quarter of this year
	Print Name of Instructor:	

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

Training Date (dd-mm-yyyy)	Print Name of Training Provider: None
	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) to be arranged as required	Print Name of Training Provider: FSN Training or Other	Please Note - a ROT is valid for 3 years
	Print Name of Instructor: to be arranged as required	
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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	Date (dd-mm-yyyy) 21-11-2014



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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) Q4 2011	Print Name of Training Provider: Superior Propane, PTI, FSN, or Alternate Print Name of Instructor: to be arranged	Please Note - the course content is currently being developed and should be available for teaching in the fourth quarter of this year
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) Q4 2011	Print Name of Training Provider: Key site contact to train staff 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:

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

Target Date (dd-mm-yyyy) to be arranged as required	Print Name of Training Provider: FSN Training or Alternate Print Name of Instructor: to be arranged as required	Please Note - a ROT is valid for 3 years
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:	

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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).
See Emergency Response Plan & Roles & Responsibilities of Key Contact

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).
See Emergency Response Plan & Roles & Responsibilities of Key Contact

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).
See Emergency Response Plan & Roles & Responsibilities of Key Contact

Describe provisions for fire department entry when there are no operations or staffing at the propane site.
Digital access code to open main gate. Access code will be made available to local fire department on request.
[Note: request for access code to be discussed between Nedlaw and fire department.]

Describe how the licence holder will ensure continual flow of updated information to authorities.
See Emergency Response Plan & Roles & Responsibilities of Key Contact

How long will it take the facility liaison person to respond to the site.
It would take the 24 hour contact, Greg Clarkson, approximately 15 minutes to arrive on-site after having received the emergency call.

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Signature 	Telephone No. 519-648-2218
	Date (dd-mm-yyyy) 21-11-2011



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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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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)	200 m	
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)	N/A	

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Name of person completing this form (please print) Greg Clarkson	Official Title Chief Operating Officer	
Signature 	Telephone No. 519-648-2218	Date (dd-mm-yyyy) 21-11-2011

November 15, 2011.

COPY

Chief Rick Pedersen
Fire Chief
Township of Woolwich
3 Water Street, LB 1
St. Jacobs, ON N0B 2N0

Dear Chief Pedersen;

As you are aware, the new Ontario Regulation 211X01 requires all propane handlers in Ontario to complete a Risk and Safety Management Plan (RSMP).

This RSMP is required by the Technical Standards and Safety Authority (TSSA) in order to renew a propane license.

Part of the process includes that the local Fire Department review the RSMP.

Therefore, we kindly ask you to review this RSMP for Nedlaw Roofing Limited located at 232B Woolwich Street South in Breslau.

Please complete page 11, with your comments and recommendations, sign, and return to:

Greg Clarkson
Nedlaw Roofing Limited
232B Woolwich Street South
Breslau, ON N0B 1M0
Phone: (519) 648-2218

Your immediate attention to this matter would be greatly appreciated.

Sincerely,



Kelly Almey
Risk & Safety Coordinator, Superior Propane
Phone: (905) 285-2480 x5549

Enclosure: 1



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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	Yes	No
Has the local fire service had an opportunity to review the Emergency Response and Preparedness Plan?	<input type="checkbox"/>	<input type="checkbox"/>
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 RICK PEDERSEN		21/11/2011

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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)	Capacity of single largest propane storage vessel (USWG)
	5000 USWG
Tank setback coordinates. Indicate placement on the map.	
Front: 81 m (East)	Right side property line: 27 m (North)
Rear: 8.4 m (West)	Left side property line: 15.6 m (South)
GPS coordinates of single largest vessel: Lat. 43.4696 Long. -80.4127	

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Name of person completing this form (please print) Greg Clarkson	Official Title Chief Operating Officer
Signature 	Telephone No. 519-648-2218
	Date (dd-mm-yyyy) 21-11-201



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SECTION C: SUBMISSIONS (cont'd)
Applicant must include a Facility Site Plan and Map of Surrounding Area

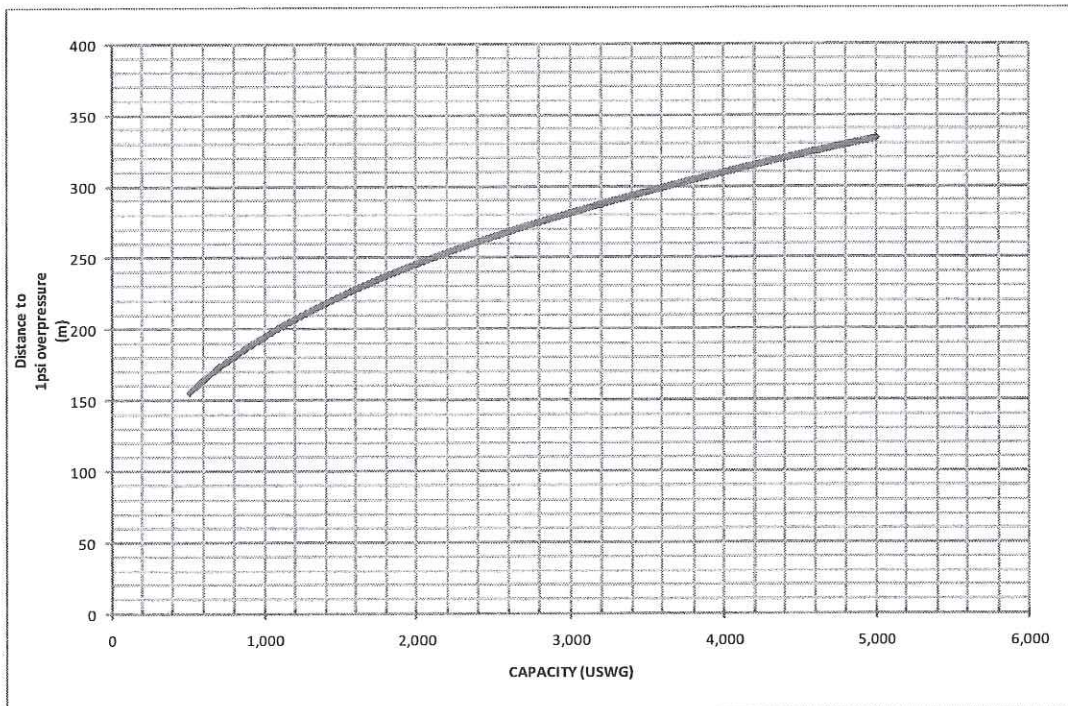
Table 1: Distance Table

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)





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

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: <u>Stellchem Inc.</u> Address: <u>244 Woolwich Street</u> City: <u>Breslau</u> Province <u>ON</u> Postal Code _____			X		<u>75</u> m
Residential buildings units specifically apartment single family dwellings, condominiums, and apartments [REDACTED]				X	<u>220</u> m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>Delta Spring & Chassis Truck Equipment,</u> Address: <u>232A Woolwich Street</u> City: <u>Breslau</u> Province <u>ON</u> Postal Code _____			X		<u>81</u> m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: <u>None within Hazard Distance</u> Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: <u>None within Hazard Distance</u> Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: <u>None within Hazard Distance</u> Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> 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) Greg Clarkson	Official Title Chief Operating Officer
Signature 	Telephone No. 519-648-2218
	Date (dd-mm-yyyy) 21-11-2011



Technical Standards and Safety Authority
www.tssa.org

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3300 Bloor Street West
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Level 1 Risk and Safety Management Plan (RSMP)
Technical Standards and Safety Act
Propane Storage and Handling Regulation

WORKSHEET

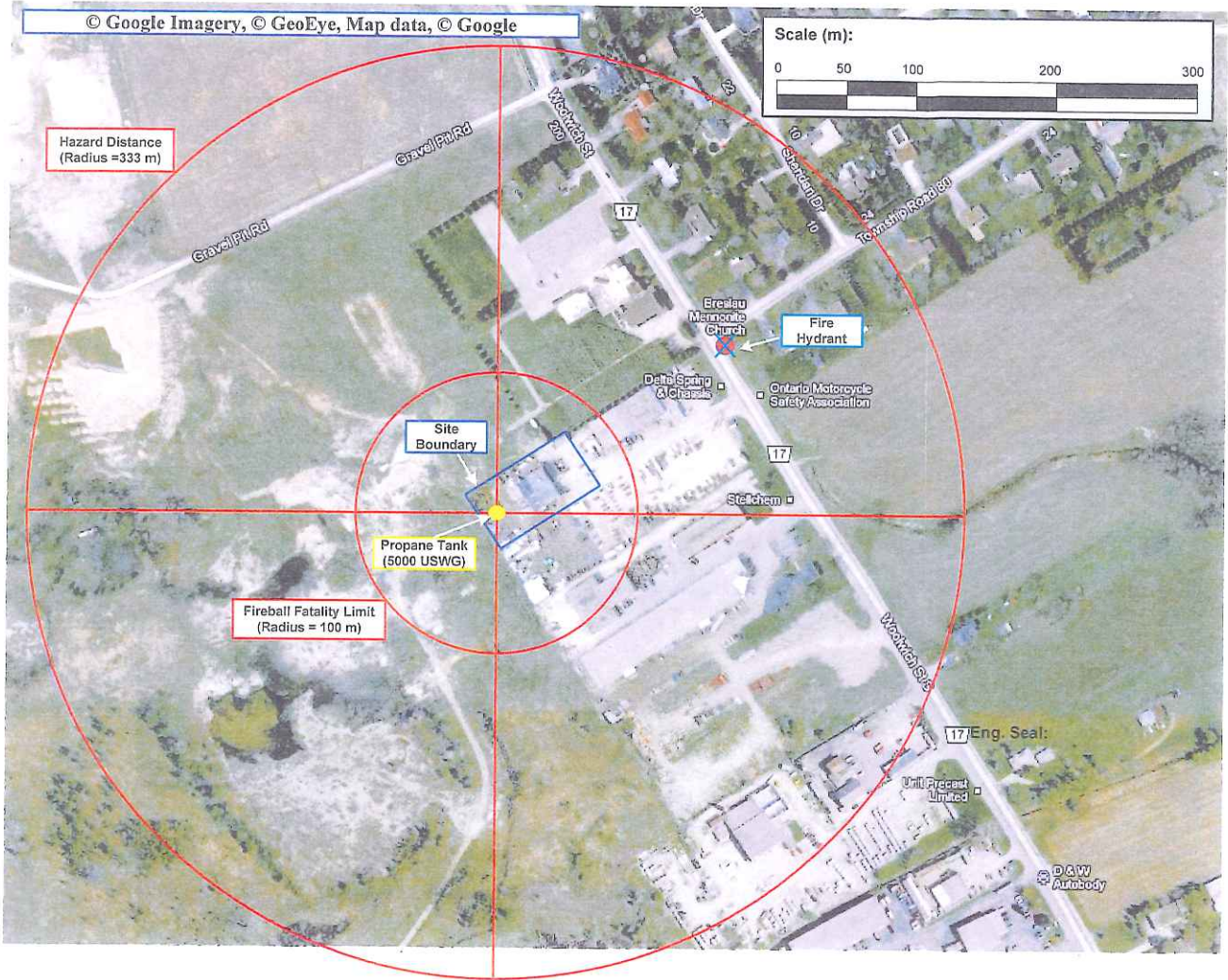
Portable Storage Additional Information Worksheet

Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9		
# 100	29.5		
# 40	11.75		
# 33.3	9.62		
# 30	8.8		
# 20	5.8		
# 10	2.9		
# 5	1.5		
Total Cylinder Capacity 0 USWG			

Tanks Stored On-site Not Connected for Use

Tank Size In USWG	Quantity	Total Volume in USWG
5000 USWG	1	5000 USWG
Total Tank Capacity		

Total Cylinder Capacity	0 USWG
Total Tank Capacity	5000 USWG
Total Portable Capacity (Total Cylinder Capacity + Total Tank Capacity)	5000 USWG



Aerial Map

Nedlaw Roofing
 232B Woolwich Street S.
 Breslau, ON, N0B 1M0
 (Township of Woolwich, Regional Municipality
 of Waterloo)

Municipal Contact Information:

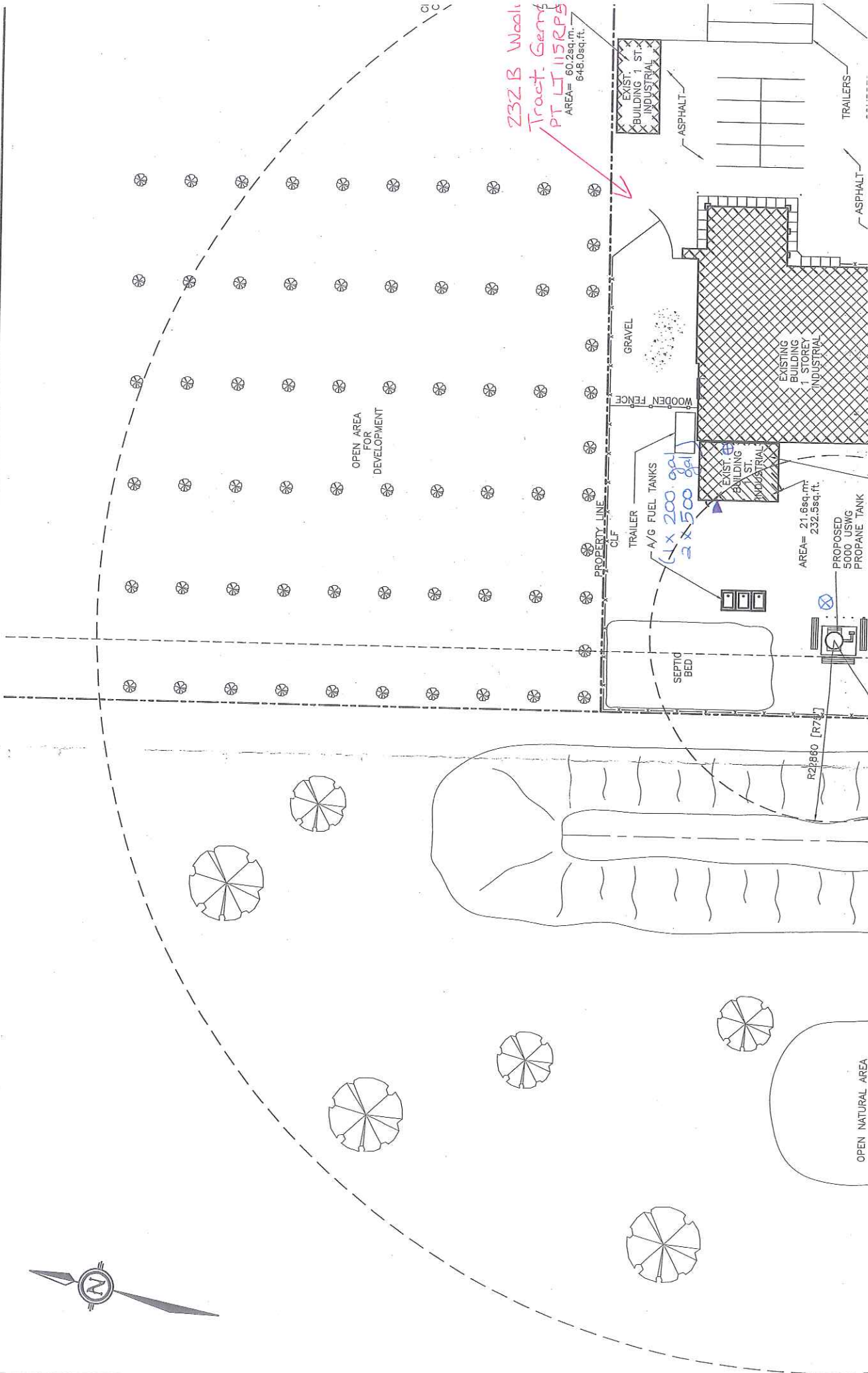
Christine Broughton
 Clerk
 Township of Woolwich
 24 Church Street West
 Elmira, ON, N3B 2Z6

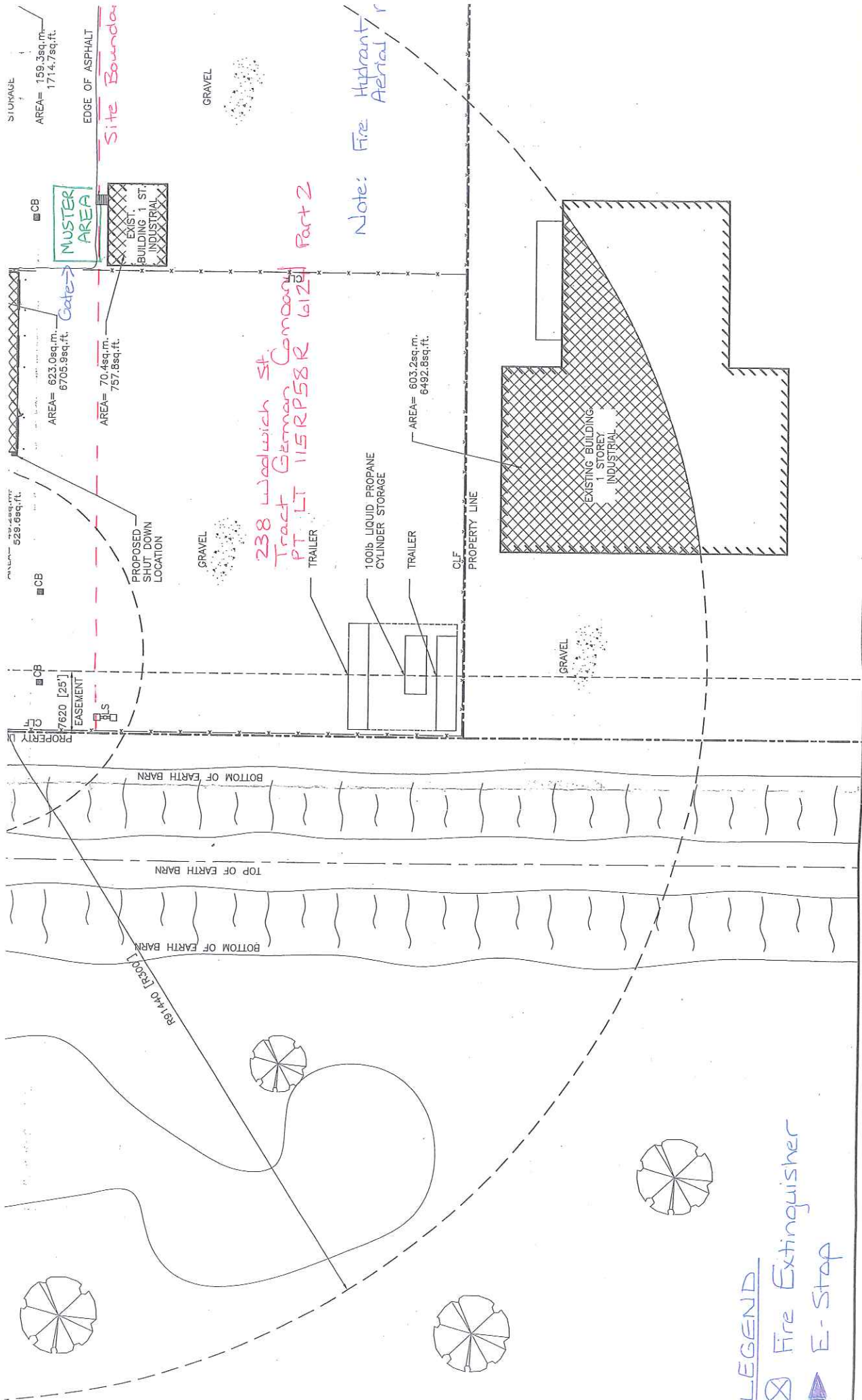
T: 519.669.6004
 E: cbroughton@woolwich.ca

GPS Co-ordinates: (43.469674, -80.412846)

Notes:

1. Propane Tank = 5000 USWG capacity (Location identified on aerial map.
2. Hazard Distance = distance to 1 psi overpressure
3. Fireball Fatality Limit = distance to 1% probability of fatality as predicted by PHAST consequence modelling tool for a 5000 USWG tank filled to 80% capacity.
4. Entire Hazard Distance area within Regional Municipality of Waterloo.
5. Site Boundary as demarcated on aerial map. Distances from propane tank to site boundary are:
 - Front (East): 81 m
 - Rear (West): 8.4 m
 - Right side (North): 27 m
 - Left side (South): 15.6 m
6. Property Legal Description:
 Tract German Company Pt Lt 115RP58R 6124 Part 1
 Township of Woolwich





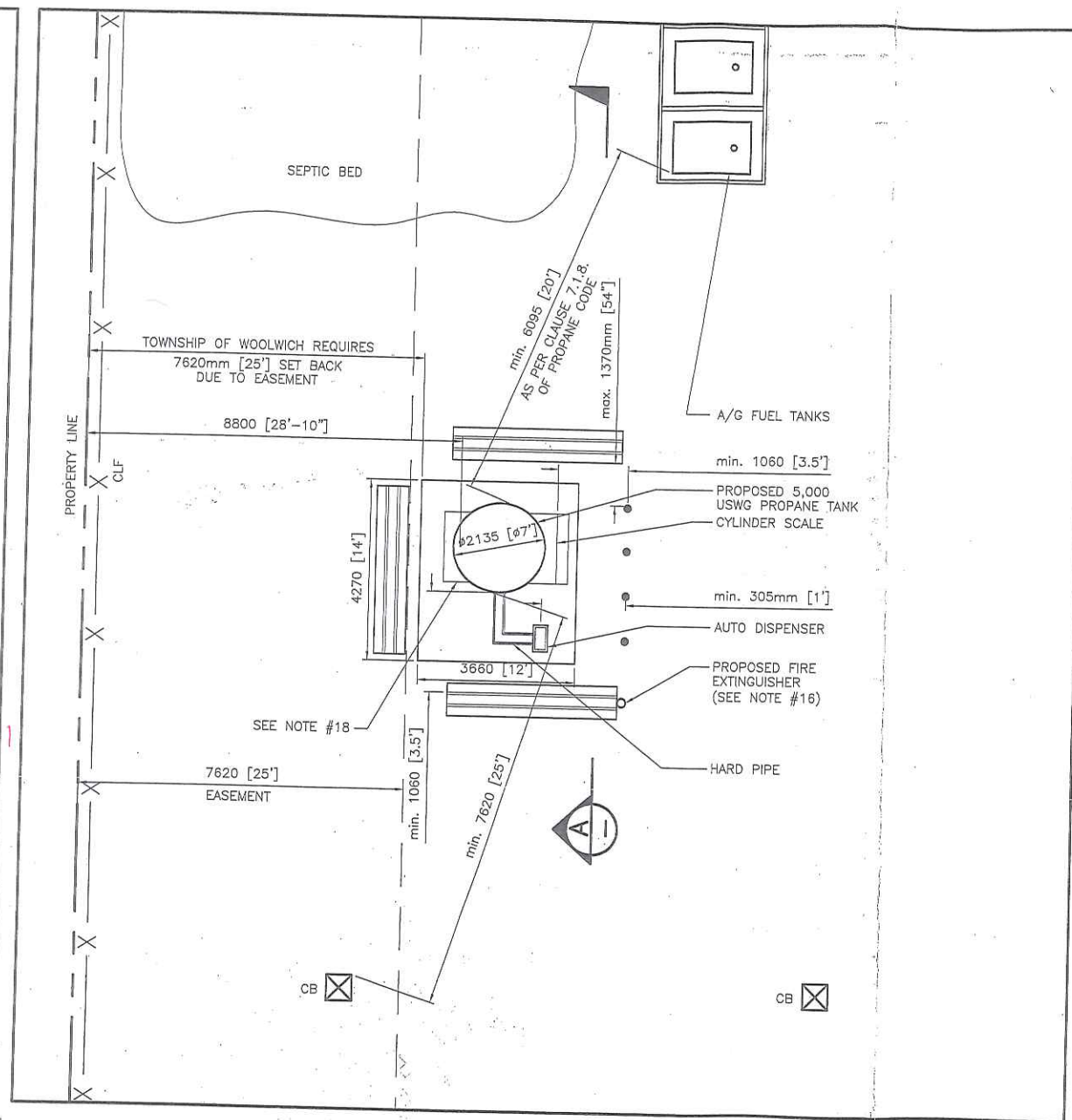
- LEGEND**
- ⊗ Fire Extinguisher
 - ▲ E-Stop

SITE PLAN
SCALE: 1:400



NOTES:

1. AREAS SHOWN REPRESENT PORTIONS OF BUILDINGS BOUNDED BY THE 0-75 FEET AND 75-300 FEET RADII AS INDICATED.
2. AREAS CALCULATED ARE USED FOR TSSA PROPANE BRANCH STANDARD #9 REQUIREMENTS.
3. AREA REQUIREMENTS FOR BRANCH STANDARD #9 IS 1,852.5 sq.ft. WHICH IS LESS THAN THE 15,000 sq. ft. RESTRICTION. FACILITY IS IN COMPLIANCE WITH BRANCH STANDARD #9.
4. SITE IS IN COMPLIANCE WITH THE B149.1-05 & B149.2-05 CODES REQUIREMENTS, AS PER APPROVED DISTANCES IF LOCATED AS SHOWN. ALL EQUIPMENT IS TO MEET APPLICABLE CODE REQUIREMENTS.
5. ANY UPPER STORIES OF BUILDINGS THAT FALL WITHIN THE 75 FEET AND 300 FEET RADII ARE ALSO USED IN CALCULATING BRANCH STANDARD #9 LIMITS.
6. INFORMATION TAKEN DURING SITE VISIT PERFORMED BY ALTENG PERSONNEL ON MARCH 28/2008 TO CONFIRM SITE CONDITIONS.
7. ALL MECHANICAL AND ELECTRICAL EQUIPMENT TO BE APPROVED FOR PROPANE USE AND INSTALLED IN THE APPROPRIATE CLASSIFIED AREAS (i.e.. HAZARDOUS, NON-HAZARDOUS, ETC.)
8. ELECTRICAL EQUIPMENT IN THE VICINITY OF THE PROPANE TANK MUST BE APPROVED FOR CLASS 1, ZONE 1 AND ZONE 2, GROUP IIA HAZARDOUS LOCATIONS AS REQUIRED BY THE CEC LATEST EDITION.
9. FACILITY USED FOR AUTO & PRIVATE CYLINDER REFILLING.
10. DISTANCES OF TANK AND ITS' RELATED EQUIPMENT FROM CATCH BASINS TO BE MINIMUM 7.62 m (25 ft.) AS PER THE B149.2-05 CODE. INSTALLER TO VERIFY SITE CONDITIONS ARE IN COMPLIANCE.
11. OCCUPANCY CLASSIFICATIONS HAVE BEEN SELECTED BY "MAIN OCCUPANCY" AS DEFINED BY THE ONTARIO BUILDING CODE 1995, WHERE DUAL OCCUPANCY CLASSIFICATIONS EXIST, THE MAIN FUNCTION HAS BEEN PRESUMED. (i.e. MERCANTILE 30% INDUSTRIAL 70%, F CLASSIFICATION USED.) UNLESS OTHERWISE SHOWN.
12. SIGNS COMPLYING WITH CLAUSE 7.20.6 OF THE PROPANE STORAGE AND HANDLING CODE B149.2-05, SHALL BE PROMINENTLY DISPLAYED.
13. ANY TANK DIMENSIONS ARE TYPICAL, ACTUAL TANK DIMENSIONS MAY VARY.
14. PROPANE AND ELECTRICAL SHUTDOWN MUST BE PROVIDED FOR PROPANE DISPENSING EQUIPMENT AS PER CLAUSE 7.19.1.7 OF B149.2-05. THIS MUST BE INSTALLED.
15. TANK MUST BE MORE THAN 3 m (10 ft.) FROM UNDERGROUND OR 6 m (20 ft.) FROM ABOVEGROUND PETROLEUM TANKS, CLAUSE 7.1.8.
16. PORTABLE FIRE EXTINGUISHER NOT LESS THEN 20-B,C RATING TO BE MOUNTED AT SITE AS PER SUB CLAUSE 7.19.1.6.
17. PROPANE TRANSPORTATION VEHICLES (ie. BULK TRUCKS) ARE NOT ALLOWED TO PARK OVERNIGHT ON THIS SITE. OWNER WILL CONFORM TO REGULATIONS AS REQUIRED UNDER CLAUSES 8.15.4 AND 8.15.5 OF THE B149.2-05 CODE.
18. PROTECTION OF PRIMARY VALVES BY A CABINET CONSTRUCTED AS PER SUB CLAUSE 7.19.3 CAN ELIMINATE THE NEED OF ENCLOSING THE TANK BY FENCING AS PER SUB CLAUSE 7.19.2. THIS FACILITY IS FENCED.
19. ANY FENCES TO BE CONSTRUCTED IN ACCORDANCE WITH CLAUSE 6.5.2.1 (a) OR (b) OF B149.2-05.
20. ANY UNDERGROUND PIPING MUST BE CATHODICALLY PROTECTED AS PER CLAUSE 7.8.3 OF B149.2-05.



PROPOSED 5,000 USWG TANK INSTALLATION

SCALE: 1:100

Access

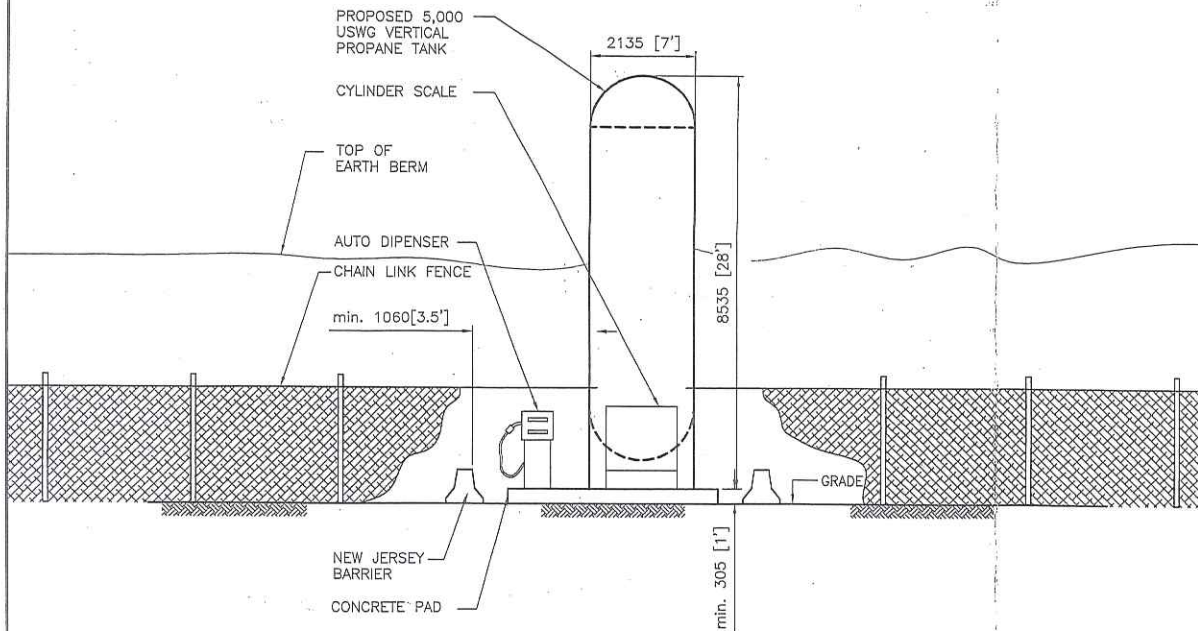
4'. many 24 Part 1

232A Woolwich St.

EXISTING DRY TRIAL

Note: MUSTER AREA - Evacuation Collection Zone

Legal Description: German Company Tract.
Part Lot 115
Plan 58R6124 Part
Township of Woolwich
Regional Municipality of Waterloo



A DETAIL ELEVATION OF TANK
SCALE: 1:100

21. ALTENG INC. DOES NOT TAKE RESPONSIBILITY FOR THE TANK PAD DESIGN UNLESS A BUILDING PERMIT WAS APPLIED FOR BY US.
22. DRAWING FOR TSSA APPROVAL ONLY.

APPLICATION MADE BY THE GUELPH CSC OF SUPERIOR PROPANE INC.

PROPANE BRANCH STANDARD NUMBER 9 STATISTICS	
AREA A (INDUSTRIAL AREA WITHIN 75') =	232.5 s
AREA B (NON-INDUSTRIAL AREA WITHIN 75') =	0.0 s
AREA C (INDUSTRIAL AREA BETWEEN 75' AND 300') =	16,200.8 s
AREA D (NON-INDUSTRIAL AREA BETWEEN 75' AND 300') =	0.0 s
AREA E = AREA A + (2 x AREA B) =	232.5 s
AREA F = AREA C + (2 x AREA D) =	16,200.8 s
A/G TANK AREA = AREA E + (0.1 x AREA F) =	1,852.5 s

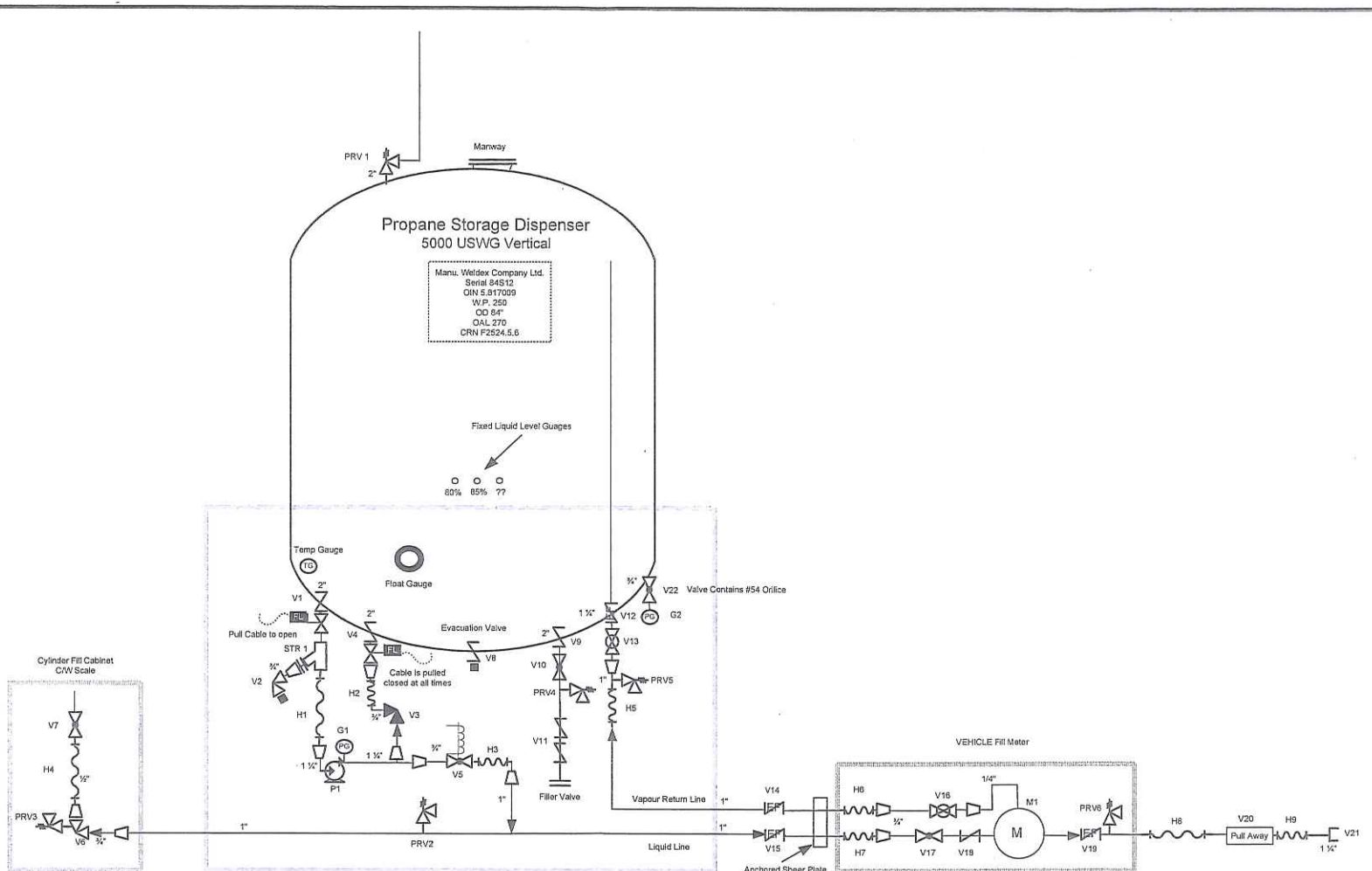
No.	Date	Description
2	MAY 9, '08	ISSUED FOR T.S.S.A. APPROVAL
1	APR. 26, '08	EASEMENT ADDED AS PER WOOLWICH TOWNSHIP REQUIREMENT
0	MAR. 31, '08	ISSUED FOR TOWNSHIP OF WOOLWICH APPROVAL

REVISIONS



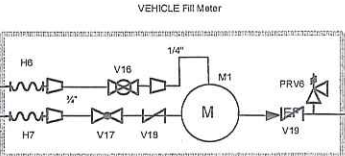
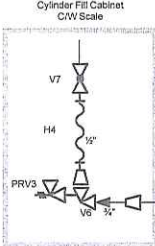
ALTENG Inc.
Alternative Energy Consulting
126 Holm Crescent, Thornhill, Ontario L3T 5
Telephone: (905)764-1644 Fax: (905)764-596

Project: NEDLAW ROOFING Ltd. (805232 Ontario Ltd.) 232 Woolwich Street S. Breslau, ON NOB-1M0	Drawn By: D.F. Checked By: J.R.K. Date: MAR/
Drawing Title: PROPOSED 5,000 USWG PROPANE TANK c/w AUTO & CYLINDER REFILLING	Drawing Scale: AS SI
Drawing Number: P-100	File Number: 08030D
	ACAD INFORMA Drawing File: 08030 Drawing Size: D Plotting Scale: 1=1



Manu. Weldex Company Ltd.
 Serial 94512
 Q/N 5.817009
 W.P. 250
 OD 84"
 O/L 270
 CRN F2524.5.6

Fixed Liquid Level Gauges



Legend:				Notes:		Superior Propane Ltd.			
	Globe Valve		Angle/Bypass Valve		Hose / Flexible Connector		Title: Piping & Instrument Schematic		
	Ball Valve		Pump		Reducer		Nedlaw Roofing Inc. 232B Woolwich Street S. Brelau ON		
	ISC Valve		Fusible Link Pressure Relief Valve		Pressure Gauge		Drawn By: K. Gillis	Checked By:	
	Check Valve		Flange (Union)		Solenoid Valve		Date: October 12, 2011	DWG N°: Dispenser 01	Rev. 0

Contained within cabinet.

Piping between cabinets is contained in chase.

Propane Dispenser Operating Procedures

Prepared by:



Ken Gillis
Safety and Technical
Specialist (Ontario Region)

Prepared by:



Marcello Oliverio
Chief Engineer – Process
Safety Management

Reviewed by:



John McCormack
National Regulatory
Specialist

Superior Our
Propane Energy
Serving
You

This document contains generic operating procedures for propane dispensing facilities. It fulfills the requirements of the Level 1 RSMP.

Procedures for the activities identified below are contained in the appendices that follow:

- (Appendix A) Daily Start-up Procedure for Operating the Propane Transfer Facility.
- (Appendix B) Testing the Emergency Stop System
- (Appendix C) Filling Propane Cylinders by Weight
- (Appendix D) Transfer Facility (Dispenser) Procedure for Filling a Motor Fuel Tank
- (Appendix E) Handling of an Overfilled Cylinder

Propane Dispenser Operating Procedures

Appendix A

Daily Start-up Procedure for Operating the Propane Transfer Facility

Prerequisites:

- Review and be familiar with the PTI – 100 – 01 Propane Pump Attendant Training Program.
- Have the necessary Record of Training (ROT).

Stepwise Procedure:

(To be documented daily)

If you are not familiar with the terms or requirements of this procedure contact your supervisor.

Before opening the tank and cylinder cabinets:

1. Check the area to ensure that the access routes and area surrounding the propane tank(s) are clear and that there are no unwanted materials.
2. Check that there are no ignition sources within 3 metres (10 feet) of the filling area.
3. Dress properly for dispensing propane. Wear long sleeves, long pants, neoprene gloves, safety eyewear, and safety footwear. Do not wear nylon jackets or coats.
4. Walk around the area to visually identify potential hazards, to listen for audible leaks, and to detect the scent of propane odours. If a leak is suspected do not open the cabinet, contact your supervisor.
5. Ensure all operating and warning signs are clear and legible.
6. Check the tank level for sufficient propane levels.
7. Remove any garbage especially flammables/combustibles from the dispensing area.
8. Open the tank cabinet and inspect for any indications of propane leaks. If a leak is suspected contact your supervisor. Do not operate the dispenser.

Propane Dispenser Operating Procedures

Opening Primary Tank Valves:

1. Slowly open the tank ISC liquid supply by using the handle or cable attachment. Open other manual valves necessary to operate the dispenser pump. Again watch and listen for leaks.
2. Interlock the ISC control handle with the door. Ensure that the door cannot be closed while the ISC valve is open (code requirement). If the door is not interlocked as required, contact your supervisor.
3. Your site may have an E-Stop system that shuts down the motor and electric solenoids in the event of an emergency. This system should be tested weekly.
4. Visually check the hoses, nozzles and other mechanical devices. Do not operate the system if anything appears abnormal.
5. Record daily start-up procedure and propane level in tank.
6. You are now ready to operate the dispenser facility.
7. Close door (and ISC valve) when the system is unattended.

Propane Dispenser Operating Procedures

Appendix B

Testing the Emergency Stop System (Once per Week)

Prerequisites:

- Review and be familiar with the PTI – 100 – 01 Propane Pump Attendant Training Program.
- Have the necessary Record of Training (ROT).

Stepwise Procedure:

(To be documented weekly)

If you are not familiar with the terms or requirements of this procedure contact your supervisor.

1. Open all valves in the tank cabinet.
2. Ensure that all fill nozzles are closed and secured.
3. Start the pump and leave it pumping for the test. Do not operate the pump longer than required to complete this test.
4. Immediately push the E-stop button.
5. Pump power and solenoids should close.
6. If all solenoids and the pump do not close, contact your supervisor. Do not operate the system.
7. Document the test once completed.

Propane Dispenser Operating Procedures

Appendix C

Filling Propane Cylinders by Weight

Prerequisites:

- Review and be familiar with the PTI – 100 – 01 Propane Pump Attendant Training Program.
- Have the necessary Record of Training (ROT).

Stepwise Procedure:

If you are not familiar with the terms or requirements of this procedure contact your supervisor.

Before filling any cylinder, the cylinder must receive a pre-fill visual examination or inspection.

1. Check the inspection date stamped on the cylinder shell or collar. Make sure it's within the last 10 years.
2. Make sure the Dangerous Goods shoulder label is on the cylinder. If the cylinder is going to a workplace, it must also have a WHMIS label on the cylinder.
3. Look for corrosion, especially on the bottom of the cylinder. Check that no area on the cylinder is badly corroded or deeply pitted.
4. Look for dents. If they are large, deep, have sharp angles or include a weld, do not fill the cylinder.
5. Look for cuts, gouges, or digs that can reduce the thickness of the cylinder walls and weaken them.
6. Make sure the collar is protecting the cylinder service valve. Check that the welds securing the collar to the cylinder are not broken.
7. Make sure the footing is not bent and that it supports the cylinder in an upright, stable position. Check that the welds securing the footing to the cylinder are not cracked or broken.
8. If a cylinder is bulged or deformed from contact with fire, or if the paint has been scorched, the cylinder must be taken out of service.

Propane Dispenser Operating Procedures

Before starting to fill

Check that there are no ignition sources within 3 metres (10 feet) of the filling area.

Dress properly for dispensing propane. Wear long sleeves, long pants, neoprene gloves, safety eyewear and safety footwear. Do not wear nylon jackets or coats.

To fill a propane cylinder by weight:

1. Place the cylinder on the scale and weigh the cylinder before filling. If the weight of the cylinder exceeds the stamped tare weight on the cylinder, there may be some propane left in the cylinder.
2. Mark the weight down as Weight "in". Subtract the tare weight of the cylinder from the weight "in" to determine how much propane is left in the cylinder.
3. Inform the customer how much propane is in the cylinder, how much will be added, and what the cost will be.
4. Set the scale for the proper weight of the cylinder when filled. The filling weight is the:
 - Tare weight of the cylinder plus
 - the weight of the propane (42% of the stamped water capacity plus
 - the weight of the filling hose and nozzle.
5. Connect the filling nozzle to the cylinder service valve. Make sure the cylinder is placed on the centre of the scale platform.
6. Open the cylinder service valve, open the filling hose nozzle, and start the pump.
7. Check the cylinder service valve threads and valve stem for leaks using a commercial leak detection solution or a 50/50 mixture of soap and water. Expanding bubbles indicate a leak. If a leak is detected, stop the filling process until the leak is repaired.
8. Watch the scale beam closely. As soon as the beam starts to rise, close the filler hose nozzle. Turn off the pump.
9. Close the cylinder valve. To bleed off the small amount of propane between the filler hose nozzle and the cylinder service valve, slowly unscrew the filler hose nozzle from the cylinder service valve. Disconnect the filling hose nozzle from the cylinder service valve.

Propane Dispenser Operating Procedures

10. Close all valves after cylinder is filled.

11. Move the scale beam indicator until the beam "floats". Read the finished weight from the scale beam and record this as the weight "out".

If the cylinder is overfilled, the excess propane liquid must be removed before the cylinder is returned to the customer. Follow company procedure to safely remove the excess propane liquid.

If the cylinder weighs less that it should, follow the cylinder filling procedure to add more propane, or invoice the Customer for the amount of propane you put into the cylinder.

Note: the OPD may prevent filling the cylinder to 42% of its water capacity

MEASUREMENT CANADA LIMIT OF ERROR ALLOWABLE: 0.5%	
9.1kg cylinder = 45.5 grams	20lb cylinder = 1.6 ounces
13.6kg cylinder = 68.2 grams	30lb cylinder = 2.4 ounces
45.5kg cylinder = 227.3 grams	100lb cylinder = 8.0 ounces

Customers must be told how much propane was put into their cylinder. The amount of propane that you tell the Customer is in the cylinder must be within the 0.5% error limit set by Measurement Canada as shown in the above table.

To arrive at the amount of propane put into the cylinder, simply subtract the "IN" weight from the "OUT" weight you recorded. The difference is the amount of the propane put into the cylinder

Follow the Company's invoicing procedures to invoice the Customer for the amount of propane put in the cylinder

The invoice should indicate:

- The minimum charge, if applicable, or cost of propane; and
- The amount of propane delivered

Propane Dispenser Operating Procedures

Appendix D

Transfer Facility (Dispenser) Procedure for Filling a Motor Fuel Tank

Prerequisites

Review and be familiar with the PTI – 100 – 01 Propane Pump Attendant Training Program.

Have necessary Record of Training (ROT).

Stepwise Procedure:

If you are not familiar with terms or requirements of this procedure contact your supervisor.

1. Before filling, make sure the vehicle has a provincially accepted decal in place. This label may be located on the front windshield, rear window or side window. A vehicle with no label, or an expired label, cannot be legally filled with propane.
2. The filling area is a restricted zone. Make sure there are no ignition sources within 3 meters (10 feet) of the filling connection. This means **NO SMOKING, NO OPEN FLAMES, NO VEHICLES LEFT RUNNING, and NO PILOT LIGHTS LEFT ON**, such as those in travel trailers, RV's, catering trucks and cargo vans.
3. Remove the dust cap from the liquid filler valve on the vehicle tank. Check that the "O" ring or gasket in the filler valve is in place and clean.
4. Remove the transfer hose and nozzle from the holder at the dispenser and connect the nozzle to the vehicle filler valve. Tighten firmly by hand. Check for leaks.
5. Open the fixed liquid level gauge (spit valve) to allow an audible hiss as the propane vapour is released.
6. Start the pump, which will automatically reset the meter to zero. Depending on the dispenser system, begin filling by either (a) squeezing the nozzle trigger, or (b) setting the nozzle trigger latch and pushing in the deadman switch. Keep the nozzle trigger or deadman switch engaged during the entire filling process.
7. When a white fog is flowing steadily from the fixed liquid level gauge (spit valve), the tank is considered full.
8. Release the nozzle trigger or deadman switch immediately. Do not be tempted to round up either the volume or dollar amount.

Propane Dispenser Operating Procedures

9. Close the fixed liquid level gauge (spit valve) either with fingers or a spit valve wrench. Tighten enough to provide a positive seal. **DO NOT OVER TIGHTEN.**
10. Turn off the pump.
11. Disconnect the filler hose nozzle from the filler valve.
12. Return the filler nozzle to the dispenser holder.
13. Check the filler valve at the vehicle to ensure it's not leaking.
14. Replace the dust cap on the vehicle filler valve

Propane Dispenser Operating Procedures

Appendix E

Handling of an Overfilled Cylinder

Prerequisites

Review and be familiar with the PTI – 100 – 01 Propane Pump Attendant Training Program.

Have necessary Record of Training (ROT).

Stepwise Procedure:

If you are not familiar with terms or requirements of this procedure contact your supervisor.

If you suspect that a cylinder has been overfilled, do the following:

1. Tag the cylinder, identifying the time and date it was filled.
2. Carefully place the cylinder in the cylinder cage.
3. Call Superior Propane @ 1-877-873-7467 and report what has happened.

DO NOT RETURN THE FILLED CYLINDER TO THE CUSTOMER

EMERGENCY PLAN FOR LPG (PROPANE and/or BUTANE)

This document forms part of Nedlaw Roofing Emergency Response Plan for LPG related events. It **MUST** be reviewed yearly and revised more frequently if required to keep it current.

Facility Prime Contact Information:						
Name: Randy Walden			Phone: 1-519-575-2188			
Email Address: rwalden@nedlaw.ca			Fax: 1-519-648-3508			
Alternate Contact Information:						
Name: Greg Clarkson			Phone: 1-519-589-1773			
Email Address: greg@nedlawroofing.com			Fax: 1-519-648-3508			
Facility/Plant Information:						
Dispenser is used for filling 100lb roofing cylinders and smaller cylinders and a small amount of auto propane						
Location Name: Nedlaw Roofing Limited						
Address: 232B Woolwich Street South						
City:	Breslau	Province:	Ontario	Postal Code:	NOB 1M0	Phone: 1-519-648-2218
Propane Quantity Information:						
Total Plant Storage:	7000	USWG:	Tonnes 13.09			
Capacity of Largest Propane Tank:	5000	USWG:	Tonnes 9.35			
Notes:						
<ul style="list-style-type: none"> • 1 Gallon (US) = 0.00187 tonnes • 1 Gallon (UK, Canadian, Imperial) = 0.000224 tonnes • 1 Yard = 0.9144 meters • 1 Litre = 0.000493 tonnes • Density of liquid propane at 25°C = 0.493 KG/L 						

Risk of Exposure

Propane is naturally a gas with a boiling point of -42 C (-44 F). One gallon of liquid propane will expand to 270 gallons of propane gas. Thus, whenever leaks occur for liquid propane, large amounts of propane vapor would be produced in a very short time. Since the vapor density of propane is heavier than air, the vapors will sink to the ground and follow the contours of the land. This means that propane vapor will not dissipate readily. There is a tendency to form a dense vapor cloud at atmospheric conditions. A spill inside an enclosed area would result in the gas finding the lowest area to settle before dissipating slowly over time to fill the remaining space. Propane is most dangerous inside enclosed spaces due to the fact it can explode with an ignition source (flash point is -104 C) and it is classified as a simple asphyxiant. The oxygen level in a confined space must be more than 18% or 180,000 ppm to provide sufficient oxygen for a human to remain conscious without creating oxygen deficient symptoms. Propane is classified as slightly soluble in water, 62 ppm at 25 C. Contact with water causes liquefied gas to boil, and much will be evaporated to the atmosphere. **Please see attached Superior propane MSDS for more information.**

The National Emergency Response Guidebook (NARG) is used by Fire Fighters, Police and other Emergency Services Personnel who may be the first to arrive at the scene of an incident. It is primarily a guide to aid first responders in quickly identifying the generic hazards of the materials involved in the incident and the protecting of themselves and the general public during the initial response phase of the incident.

Table 2 provides the worst-case distance to a 1 psi overpressure for propane tanks from the Technical Standards and Safety Authority (TSSA) Guidelines for the Implementation of the Risk and Safety Management Plan

Table 2: Distance to a 1 PSI overpressure

Nominal Water Capacity (USWG)	Distance to Endpoint (m)
500	168
1000	211
2000	267
5000	363
10,000	456
30,000	658
90,000	949

Worst case scenario

- At approximately 8:00pm a call is received from the fire department saying that the main storage tank at your facility is involved in an uncontrolled fire. This information is then dispatched to Randy Walden who contacts the fire department to find out more information and to inform them he is on the way to the facility. The company responder is informed that the pressure relief valves on the tank are relieving and that an evacuation based on the National Emergency Response Guidebook for up to 800 meters has been ordered. The company responder is requested to meet with the fire department outside the hazard zone at the command centre to discuss what steps need to be taken. Once on site it is determined in conjunction with the company responder and the fire department that no remediation is possible and the scene must be totally evacuated. Within 30 minutes the propane storage tank bleves but due to the decision to do a total evacuation of the area no one was injured but some near by buildings were severely damaged.

Alternate scenario

- During the bulk delivery procedure the filling hose ruptures releasing propane. The resulting release of propane from the 1 1/4 inch hose migrated outside the facility property without finding an ignition source. The emergency shut down system built into the facility was activated by the driver which immediately stopped the release of propane. Due to the inherent safety features built into the facility no evacuation was required; this could have been a very serious incident had no safety system been installed or it was not maintained properly and tested on a regular basis. On a facility without an emergency shut down system this would have required total evacuation of the facility up to 200 meters due to a flash fire hazard and if an ignition source was found a jet fire at the loading area would have required evacuation up to 150 meters. Since Flash Fire is the limiting hazard, evacuation to 200 m would be needed. This would have resulted in the total loss of product from the facility with potential heat damage to tank and related piping.

Prevention:

Manager or Designate Responsibilities:

Is responsible to ensure that the appropriate Company Business Processes are established, and followed, by all Staff and Drivers to ensure compliance with this plan.

Is responsible to ensure those identified within this plan are trained and have an awareness of their responsibilities

Is responsible to ensure facility maintenance and inspection programs are followed, and that emergency response equipment is available and maintained.

Is responsible to ensure that all emergency contact information both internal and external contacts is included with this plan and up to date.

Is responsible to ensure a process is developed to contact both internal and external contacts including neighbors should an incident happen at the facility.

Below is the prime contact designated by the manager to be responsible for proper implementation of this at the facility.

1. Designated contacts Name Greg Clarkson Position Vice President
2. Emergency Contact number 1-519-589-1773

Installation and Operation of Facility and Employee Training:

The installation and operation of plant storage tanks and equipment **MUST** comply with municipal zoning bylaws and applicable legislation. This legislation includes the Propane Storage and Handling CSA B149 Code which defines clearances to property line and separation of tank storage also all safety features to prevent a major incident at a propane storage facility such as an emergency shut down system. This is a National Standard of Canada that is adopted into law in all provinces. Fuel supplier Superior Propane also has a defined maintenance standard with documented checklists for maintaining critical equipment at facilities

1. Is the facility in compliance with the CSA/B149.2 and applicable legislation? Yes No
2. Are the facility emergency shut down systems checked daily for proper operation? Yes No
3. Is the Facility inspected as required by Company Standard Yes No

If no to number 1 or 2 above when will deficiency be rectified and by whom

Name; _____ Date; _____

If no to number 3 above when will inspection be completed and by whom

Name; _____ Date; _____

All Employees **MUST** be trained and certified as per provincial legislation to install, maintain and operate propane transfer facilities. All employees must be trained in what their roles and responsibilities are in the event of an emergency.

Roles of company responders are to attend the scene and provide advice and assistance that may involve (but is not limited to) such things as follows:

- Making recommendations to officials at the Emergency Site (if applicable) on actions to be taken with respect to the LPG and the container if damage or leaks are found
- Escalating response (if required) as determined by their initial assessment
- Providing MSDS Sheet for product advice in regard to the LPG involved
- Sourcing and procuring any equipment, personnel and materials needed to handle the LPG involved
- Coordinating Emergency repairs of LPG Systems

Company Responder 1: Name Randy Walden
 Position: President
 Contact Number: 1-519-575-2188
 Company Responder 2: Name Greg Clarkson
 Position: Vice President
 Contact Number: 1-519-589-1773

Company responders may be Employees or Contractors.

Do Company Employees meet the training requirements above? Yes No

Contractor Resources: (Please List Contractor Name, Current Contact Number and Capability) These contractors may also be used for the recovery phase of an incident.

Propane Supplier	Name: Superior Propane	Phone:	(1-877) 873-7467	Capability:	ERP Capabilities
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Company Preparedness

The Company level component of the Emergency Response Plan will consist of establishing and maintaining 24-hour Emergency Response Capability utilizing company staff and/or Contractors. These resources will generally respond to small-scale events. Resources for responding to large scale events may include Superior Propane employees and resources.

Are Employees at the Site trained and aware of their responsibilities under this plan? Yes No

Does the Company have a process in place to provide 24 hour Emergency Response? Yes No

Does the Company have a process in place to notify Employees (and others) that an Emergency has occurred at the facility in order to evacuate and notify neighbours as necessary? Yes No

If Yes - Describe in detail the process for notifying employees and neighbours.
 Internal facility employees and visitors will be informed of the incident and what they need to do as outlined in the facility evacuation plan, the fire department will take contact list supplied by prime or alternate contact and contact neighbours if evacuation or shelter in place is required

- If No** – What is the date for completion?

 (Month) (Day) (Year)

The local Fire Department **MUST** be contacted annually and invited to visit the facility to review Emergency Procedures such as location of storage tanks, shut off /emergency valves and fire hydrants. This **MUST** be documented.

Has this been completed within the last 12 months? Yes No

- If Yes** – Date of completion:

 (Month) (Day) (Year)
- If No** – What is the reason for lack of attendance?
 Will be completed as part of the RSMP fire service approval process.

Does the Company have a plan in place to be able to continue operations and meet customer requirements in the event of an emergency that may temporarily shut down the facility? Yes No

- If Yes** – Give a brief description.
 Cylinders will be filled at the Superior Propane plant so that Nedlaw Roofing may continue in operation.
- If No** – Date for development:

 (Month) (Day) (Year)

Site Information:

The existing sketch of the Facility evacuation plan MUST be attached to this Template

The following information **MUST** be shown on the evacuation plan:

- All on-site buildings and plant storage tanks, relative distance to buildings on site, property line and distance between tanks.
- Identify schools, residential areas, hospitals, industrial and commercial buildings on adjacent property.
- Identify other fuel storage tanks on adjacent properties.
- The location of the railway right-of-way
- Identify dykes, facility pipe lines under roadways or railways, sewers, ditches, watercourse, highways or similar structures that are on or give access to the installation site.
- Fences
- Gates
- A separate list of neighbours emergency contact information must also be attached if space is insufficient.

Equipment Information:

Company may respond using equipment listed below depending upon the severity of the event.

Examples include:

- Fire Extinguishers
- Leak detector
- Assorted tools

The above emergency equipment is located through out facility and tools are in the main building.

Has a process been established and followed to ensure that the equipment is maintained and ready for use should an event occur? **Yes** **No**

- **If Yes** - Describe the process:

Monthly inspections of the safety equipment will be carried out and documented.

- **If No** - What is the date for completion?

/ /

(Month) (Day) (Year)

Additional equipment may be obtained from local third party contractors. For large-scale stationary events Company Resources may be supplemented by Superior Propane employees and equipment.

Response:

The Emergency Response Activation and Notification Process are;

- The initial call is generally received directly Greg Clarkson and the activation process begins by notifying the fire department that an incident has taken place.
- The company will respond with personnel and equipment to deal with small-scale events and notify appropriate authorities

Company responders attend the scene and provide advice and assistance that may involve (but is not limited to) such things as follows:

- Escalating response to a higher level (if required) as determined by their initial assessment
- Providing technical and product advice in the form of an MSDS sheet in regard to the LPG involved
- Sourcing and procuring any equipment, personnel and materials needed to handle the LPG involved
- Inspecting LPG Systems to establish the presence of damage or leaks
- Securing valves and plugs, fixing minor leaks
- Coordinating Emergency repairs of LPG Systems

Recovery and Contacts:

Recovery from an Environmental Emergency includes activities designed to return the surrounding Environment to safe and acceptable condition after damage from released product(s).

- Adequately ventilate all areas that may have accumulated any gas.
- Ensure that all facility safety systems are repaired and in good working order.
- Dispose of debris.
- Learn from the incident by understanding what caused the accident, and how it can be prevented in the future.
- Share the experience with others to inform them of possible dangers.

Due to the inherent physical characteristics of LPG (propane and butane), recovery activities are limited to the removal of debris such as tanks and other equipment.

Emergency phone numbers as required:	
Initial & Immediate Contact #'s (as applicable)	Phone Number
Fire Department:	911
Police:	911
Environment Canada Regional Office:	(1-800-268-6060)
Transport Canada (ERP # 2 – 1679) Canutec:	1 613 996 6666 (Cell *666)
Provincial Gas Regulatory Authorities:	(1-800) 268-6060
Superior Propane	1-877-873-7467
Neighbours:	If insufficient space please attach separate list for Emergency contact information
Delta Truck Equipment 232A Woolwich St. S., Breslau, ON Contact Leon Lukasik	519-648-2119
Industrial unit 238 Woolwich St. S., Breslau, ON Owner of Industrial Unit is Margaret Pixner	519-648-2979
Breslau Mennonite Church 226 Woolwich St. S., Breslau, ON Office Contact is Dorothy Horton, Custodian is Esther Caron	519-648-2501

Written Report Requirements:

TSSA reporting through Spills Action

Environment Canada through Spills Action and follow-up (30 day E2 Report)

Environmental emergencies;

Uncontrolled, unplanned or accidental releases of substances that could reasonably be expected to harm the environment or human health are deemed to be environmental emergencies.

Has a process been established and responsibilities assigned to facilitate initial and written notification?

Yes **No**

- **If Yes** - Describe the process:

To ensure immediate notification to Environment Canada and TSSA in the event a release Greg Clarkson or alternate will as required contact Spills Action and complete the subsequent 30 day follow up report

- **If No** – What is the date for completion?

____ / ____ / ____
(Month) (Day) (Year)

Emergency Plan MUST be Reviewed yearly and Updated as Changes Occur:

IMPORTANT

A copy of the Superior current MSDS sheet, sketch of site evacuation plan, neighbours emergency contact list along with a current version of this Template and all plan testing documents for the previous five years“ MUST be posted as one package at each Facility for Employees. One copy to be located inside the building and one to be located outside for easy access by fire department and others during non-business hours in the event of an emergency.

Date of Emergency Plan:

10/05/2011
(Month) (Day) (Year)

Prepared by: Greg Clarkson

General Guidelines – What to do in a Propane Emergency

General

- Propane gas is heavier than air and will spread along ground and collect in low or confined areas (sewers, basements, and tanks).
- Prevent entry into sewers, basements or confined low-lying areas.
- Eliminate all possible sources of ignition including those that do not normally pose a risk.

Propane leakage without fire in any quantity that **does not pose a danger to public safety**

- If escaping propane is not on fire, close any valve available that can stop the flow of gas. Small lines, such as copper tubing, could be flattened or crimped with pliers to stop the flow. If a propane tank is involved, all valves should be shut off, only if the procedure can be done safely.
- Repairs may be made as per the CSA B149 code and provincial regulations.

Propane leakage without fire in any quantity that **may pose a danger to public safety**

- Evacuate everyone up wind and out of the vapour.
- Keep unauthorized personnel away.
- Make sure leak area is well ventilated to prevent air concentrations from reaching lower explosive limit.
- For larger leaks water spray is effective in dispersing propane vapour. If available, it should be used as soon as possible directing the spray stream across the normal vapour path and dispersing the vapour. When handling the hose, an individual should avoid entering the propane vapour cloud and should keep low behind the spray so that they will be protected from radiant heat if the vapour should unexpectedly ignite.
- In some instances of leakage from a tank or truck without fire, it may be desirable to move the container or truck to a more remote area such as an open field away from a source of ignition. If this is done, it should only be moved in an upright position. A tank should never be dragged in a manner that may damage valves or piping. Any attempt to turn a tank upright for moving to a remote location must be done carefully to avoid damage to valves or piping and preferably under the protection of water spray.

Propane Leakage with Fire

- Evacuate everyone to a safe distance. The first responder incident commander will lead this as applicable.

When there is propane leakage with fire, the primary point to remember is:

- **FIRST CONTROL THE LEAK, AND THEN PUT OUT THE FIRE.**
- Do not extinguish unless fuel feeding the fire can be shut off. Explosive re-ignition may occur. If it is necessary to approach the tank to shut off the fuel source, always approach the tank from the sides, never the ends.
- If the escaping gas is on fire, immediately apply water to all tank surfaces that are exposed to heat. Concentrate on piping and metal surfaces of the vessel or adjoining vessels or combustible surfaces exposed to flame or intense radiant heat.
- Apply water to the vapour space of the tank to keep the shell cool.
- Failure of propane tanks and cylinders can occur when some portion of the metal surface in the vapour space of the vessel becomes overheated, softened and weakened to the point that it will not contain the pressure of the product. In the absence of sufficient water to keep the metal surface cool, where it is exposed to direct flames or extreme radiant heat, there is danger of the tank or cylinder rupturing.
- When sufficient water is not available to keep the tank cool, warning of increased pressure may be noted by the increase in volume of fire or noise level of the relief valve. **THIS SHOULD BE TAKEN AS A SIGNAL TO CLEAR THE IMMEDIATE AREA.**
- Dry chemical fire extinguishers are effective in fighting small propane fires. The extinguishing agent should be directed toward the point of vapour discharge.
- If a tank is in exposed to flames or heat, evacuate at a minimum distance of 800 meters (1/2 mile).

Emergency Fire Call 911

Nedlaw Roofing

1. If an actual fire is spotted that is beyond the capability of a portable fire extinguisher, or where an emergency exists that is likely to cause a serious incident, Call 911 IMMEDIATELY
2. THIS CALL SHOULD BE BRIEF AND TO THE POINT. The same person who places the call should then set off the emergency alarm, or tell someone to do it while he or she places the call.
3. On hearing the alarm, all employees will evacuate the building and yard and go directly to the assembly area at the training trailer. A head count will be done at that time to ensure everyone has evacuated the building. Any visitors in your presence at the time of the alarm become your responsibility.
4. The fire department once on site will take contact list posted in facility or the copy on the facility perimeter fence and contact neighbours if evacuation or shelter in place is required. Superior employees will cooperate and follow direction from the incident commander.

Assembly Area is at the training trailer

- a) Do not leave the assembly area unless told by the person in charge
- b) Re-entering the property is only allowed by the person in charge with approval from the fire department.

Other Duties

- a) Will only be allowed, on the order, by the person in charge of the incident, and only if it is safe to do so.

Hazards on Site

- a) 5,000 USWG Propane Tank
- b) Numerous Transient Cylinders
- c) Cylinder filling dock

Emergency Contacts

Prime Contact: Randy Walden 1-519-575-2188
Alternate Contact: Greg Clarkson 1-519-589-1773



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EMERGENCY RESPONSE PLAN
FOR
NEDLAW ROOFING LIMITED
AND
GROUP OF COMPANIES



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INTRODUCTION

This Nedlaw Roofing limited Emergency Response Plan contains predetermined guidelines and procedures to ensure the safety, health and welfare of staff and immediate response to an emergency or disaster situation. An emergency is any disruptive or harmful event that endangers people, environment, or an organization's property and assets. Emergencies can be small as in a fire contained by employees using fire fighting equipment or large as in a disaster resulting from an earthquake or a tornado. Example emergency events:

- Propane Explosion
- Diesel fire
- Overheated equipment
- Airplane crash
- Chemical spill in particular area
- Fire
- Pandemic
- Loss of power
- Damage to building
- Loss of power
- Damage from chemical spill

Example sources of emergency or disaster events are:

- Propane explosion
- Diesel fire
- Smoking in building
- Earthquake
- Disaster in neighboring company facility
- Storm
- Disgruntled employee
- Power generator failure
- Vehicle Accident/filling propane cylinders/vehicles



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An emergency response plan deals with the immediate physical effects of a disaster and is used as an initial response. The emergency response plan is closely associated with the Health and Safety Continuous improvement. The purpose of the Emergency Response Plan is to ensure a prompt and efficient recovery of essential business operations.

EMERGENCY RESPONSE POLICY

PURPOSE

Nedlaw Roofing Limited and Group of companies is committed to the interests of clients, customers, vendors, staff and shareholders in the event of an emergency or business disruption. Nedlaw Roofing Limited and Group of companies has therefore established a comprehensive organization-wide business Emergency Response Policy to protect staff, safeguard corporate assets and environment, and to ensure continuous availability of its products and services. To support the Emergency Response Plan, recognizing the need for an emergency response capability and provides the corporate emergency response policy as part of the overall organization program policy.

SCOPE

This emergency response policy applies to Nedlaw Roofing Limited Breslau Ontario facility. The site shall define, approve, and implement an emergency response plan which includes essential activities, procedures and tasks necessary to ensure an effective response.

EXECUTIVE IN CHARGE

Nedlaw Roofing limited assigns a senior member to be the Executive in Charge who approves sponsors and provides full support the development and implementation of the organization wide Emergency Response Plan and other associated plan documents. The executive approves the resources required and delegates authority to the emergency response team and team leader to manage, coordinate, and oversee the emergency response plan, maintenance of and assessment of the plan.



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REVIEW AND COMPLIANCE

Nedlaw Roofing Limited has established an annual review and assessment for this policy and for the emergency response plan.

STAFF RESPONSIBLE

Nedlaw Roofing Limited and recovery teams have the responsibility to know this policy and understand and adhere to the standards and procedures established in this policy. It is the responsibility of all staff to be aware of their department and its associated documents for the Emergency Response Plan.

VIOLATIONS

Any employee and or contractor or service provider found to have violated this policy may be subject to legal actions such as termination.



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EMERGENCY RESPONSE PLAN

PURPOSE

The purpose of the emergency response plan is to:

1. Provide a managed, coordinated and effective response to the immediate physical effects of an emergency or crisis situation.
2. Reduce the likelihood that the Emergency Response Plans are invoked.

OBJECTIVES

The primary objective of the Emergency Response Plan is to *protect life* by:

1. Preventing injury
2. Providing shelter, and
3. Evacuating the premises.

Additional objectives are to:

1. Mitigate the threat of an emergency or disaster situation.
2. Control and terminate the emergency or incident as quickly as possible.
3. Prevent a minor incident from becoming a major disaster.
4. Familiarize all members and staff with procedures.
5. Protect the environment
6. Determine unsafe hazardous conditions and contaminations and
7. Minimize impact to business.

ASSUMPTIONS

This plan has been developed with the following assumptions:

- All threats will be treated as genuine, until the incident investigation and assessment proves otherwise.



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- The Emergency Response Team will be comprised of sufficient number of staff to ensure a satisfactory turnout in the event of an emergency.

SCOPE

The scope of this ERP is the Nedlaw Roofing Limited facility/site located at 232B Woolwich Street Breslau, Ontario

CRISIS RESPONSE

The crisis response phase has been defined as the overall phase during which a crisis situation or disaster occurs. During the Crisis Response phase, several sub phases occur, namely an emergency response phase, management response phase, and a business area response phase.

During each phase one of several emergency response plan documents are utilized.





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Each crisis response is described below:

Emergency Response Phase

This phase is the first phase in managing a crisis. It comprises of the initial few hours after an actual disaster, or after the threat of a disaster is first identified. The emergency response plan (ERP) is the primary document used during this phase.

Management Response Plan

In this phase, the crisis management team manages and coordinates all site recover activities. This phase begins after the initial response is received by the crisis management team. The site crisis management plan (SCMP) is the main document used during this phase.

Business Area Response Phase

In this phase, business area teams recover and resume business operations.

Below is a list of plan documents and an explanation of each:

- Site Emergency Response Plan
 - This plan the ERP is used to respond to an emergency or incident. The primary plan objectives are to:
 - Protect life
 - Provide shelter
 - Evacuate premises
 - Mitigate threat and control extent of damage
- Site Crisis Management Plan
 - Plan used to management and coordinate all site recovery activities including activities such as:
 - Supervising recovery effort
 - Declaring a disaster
 - Invoking other plans
 - Monitoring recovery, resumption and normalization activities
 - Authorized to Communicate with all levels of media



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- Business Area Recovery Plan
 - Plan used to manage and recover business operations within each business area/department/unit.

EMERGENCY RESPONSE CONTACT INFO

TEAM LEADER MEMBER NAME	FUNCTION	WORK PHONE #	CELL PHONE #	HOME PHONE #	CPR QUALIFIED YES/NO
Randy Walden	TEAM LEADER	519-648-2218	519-575-2188	519-658-9988	yes
Greg Clarkson	TEAM DEPUTY LEADER	519-648-2218	519-589-1773	519-884-3455	no
Calvin Lodder	FACILITY MANAGER	519-648-2218	519-803-9170	519-787-0129	yes
John Jordan	Employee FIRE WARDEN RESCUE STAFF	519-648-2218	519-240-2234	519-458-8806	yes



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EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

MINISTRY OF THE ENVIRONMENT: 1-800-268-6060

CHIEF OPERATING OFFICER: Greg Clarkson 519-589-1773

UTILITY COMPANY EMERGENCY CONTACTS



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ELECTRIC: Kitchener Wilmot Hydro 519-745-4771

GAS AND WATER: Kitchener Utilities 519-741-2541

ONTARIO PROVINCIAL POLICE: *677 FROM MOBILE

Date: October 2011



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EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

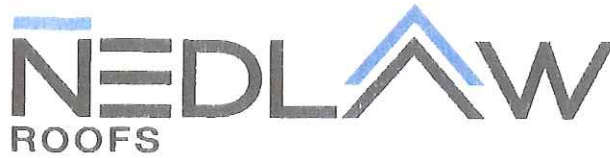
- PROPANE EXPLOSION/FIRE
- MEDICAL
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- EXTENDED POWER LOSS
- DISGRUNTLED EMPLOYEE

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
 - Paramedics
 - Ambulance
 - Fire Department
 - Other

Provide the following information:

- a. Nature of medical emergency,
 - b. Location of the emergency (address, building,), and
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.



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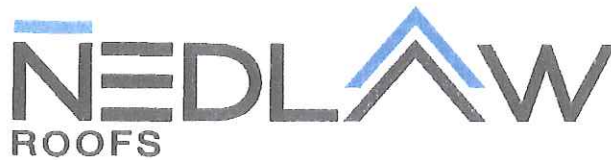
- Call the following personnel to provide the required assistance prior to the arrival of the professional medical help:

Name: RANDY WALDEN Phone: 519-575-2188

Name: GREG CLARKSON Phone: 519-589-1773

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Date: October 2011



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FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- | | | | |
|--------------------------|------------------------|--------------------------|-------|
| <input type="checkbox"/> | Voice
Communication | <input type="checkbox"/> | Radio |
| <input type="checkbox"/> | Phone Paging | | |

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location): The Training Trailer
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.



TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

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4.1 ROLE AND RESPONSIBILITIES OF FACILITY PRIME CONTACT

The Prime Contact of the Emergency Response Plan (ERP) is the person in charge and the representative of the company when an emergency occurs.

**The Prime Contact for Nedlaw Roofing Is Randy Walden
Emergency Contact Numbers Phone: 1-519-575-2188**

The role of the Prime Contact is to manage the situation by putting in place specific procedures appropriate to the type of emergency as described in this guide and to ensure that the facility is prepared to manage such emergencies.

4.1.1 Preparedness

1. Ensure that the fire access routes are kept free and clear of debris/obstructions at all times.
2. Ensure that fire protection and safety equipment is maintained, tested and/or inspected as required by company standards.
3. Invite the local fire service to visit and inspect the facility at least annually.
4. Review the Neighbours Contact List at least annually to keep it up to date.

4.1.2 Response

1. Inform employees of their responsibilities in an emergency.
2. Do an assessment and decide what response is needed.
3. Ensure that external authorities are notified (call 911), depending on the type of emergency.
4. Direct employees and notify the public according to the emergency situation. The public notification list is found in the ERP.
5. If evacuation is required based on the seriousness of the incident initiate immediate notification to neighbours and work with emergency management to determine evacuation area.
6. Follow the procedures set out in the ERP and ensure that others do the same.

Nedlaw Roofing

7. Go to the coordination centre and stay in contact with the emergency response team. The Alternate Contact stays at the incident site and coordinates operations.
8. Whether the event is an exercise or an actual emergency, ensure that all concerned follow the procedures.
9. Ensure that all occupants return to the area.
10. In collaboration with internal and external parties, identify the cause of the emergency and ensure there is no repeat occurrence.
11. Ensure the ERP is updated.
12. Prepare a detailed report after every exercise and every actual emergency.

4.2 ROLE AND RESPONSIBILITIES OF ALTERNATE CONTACT

The alternate contact of the Emergency Response Plan (ERP) replaces and performs all the tasks and duties of the Prime Contact when the latter is not available.

<p style="text-align: center;">The Alternate Contact for Nedlaw Roofing Is Greg Clarkson Emergency Contact Numbers Phone: 1-519-589-1773</p>
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The role of the alternate contact when the Prime Contact is present is to assist him or her in performing tasks and making decisions.

PROPANE EMERGENCY RESPONSE PROCEDURES

EMERGENCY CONTACT NUMBERS (OR CALL 911)

Fire Department: _____

Police Department: _____

Superior Propane: _____

1-877-873-7467

Contact the Fire Department and the Police Department immediately if a propane emergency situation arises. Use a telephone outside the area affected by the leak.

PROPANE LEAKAGE WITH FIRE

PROPANE LEAKAGE WITHOUT FIRE

FIRST CONTROL THE LEAK, THEN PUT OUT THE FIRE

1. Clear people from the immediate area.
 2. Clear people from buildings, away from the propane tank, if applicable, and if it is safe to do so.
 3. Do not extinguish fire unless fuel feeding the fire can be shut off.
 4. Shut off power to dispenser and pump motor if it is safe to do so.
 - Via Emergency Stop (if available), or
 - Via Power Supply breaker
 5. Close tank valve to stop flow of propane, if it is safe to do so.
 6. Apply water to tank and piping exposed to heat.
 7. Apply water to the vapour space of the tank to keep the tank cool. If there is insufficient water to keep the tank cool, evacuate the area.
1. Clear people from the immediate area.
 2. Clear people from buildings, away from the propane tank, if applicable, and if it is safe to do so.
 3. Stay upwind from the vapour (wind at your back).
 4. Shut off power to dispenser and pump motor if it is safe to do so.
 - Via Emergency Stop (if available), or
 - Via Power Supply breaker
 5. Remove sources of ignition.
 6. Close tank valve to stop flow of propane, if it is safe to do so.
 7. Disperse gas with water spray and stay behind water spray for protection in case of ignition.

Superior.
Propane

SECTION 1 – PRODUCT INFORMATION

Product Name:	Propane	Supplier:	Superior Propane A Division of Superior Plus LP 1111 - 49th Avenue N.E. Calgary, AB T2E 8V2 Business: (403) 730-7500
Trade Name:	LPG (Liquefied Petroleum Gas), LP-Gas		
Chemical Formula:	C ₃ H ₈		
WHMIS Classification:	Class A – Compressed Gas Class B, Division 1 – Flammable Gas	24-Hour Emergency Contact:	Canutec (613) 996-6666

Application and Use: Propane is commonly used as a fuel for heating, cooking, automobiles, forklift trucks, crop drying and welding and cutting operations. Propane is used in industry as a refrigerant, solvent and as a chemical feedstock.

SECTION 2 – HAZARDOUS INGREDIENTS

Propane	74-98-6	90% -99%	Not Applicable
Propylene	115-07-1	0% - 5%	Not Applicable
Ethane	74-84-0	0% - 5%	Not Applicable
Butane and heavier hydro carbons	106-97-8	0% - 2.5%	Not Applicable

Occupational Exposure Limit:

Based upon animal test data, the acute toxicity of this product is expected to be inhalation: 4 hour LC50 = 280,000 ppm (Rat)

Note: Composition is typical for HD-5 Propane per The Canadian General Standard Board CGSB 3.14 National Standard of Canada. Exact composition will vary from shipment to shipment.

SECTION 3 – CHEMICAL AND PHYSICAL DATA

Form:	Liquid and vapour while stored under pressure	pH:	Not available
Boiling Point:	-42°C @ 1 atm	Solubility in Water :	Slight, 6.1% by volume @ 17.8°C
Freezing Point:	-188°C	Specific Gravity:	0.51 (water = 1)
Evaporation Rate:	Rapid (Gas at normal ambient conditions)	Appearance/Odour:	Colourless liquid and vapour while stored under pressure. Colourless and odourless gas in natural state at any concentration. Commercial propane has an odourant added, ethyl mercaptan, which has an odour similar to boiling cabbage.
Vapour Pressure:	1435 kPa (maximum) @ 37.8°C	Odour Threshold:	4800 ppm
Vapour Density:	1.52 (Air = 1)		
Coefficient of Water/Oil Distribution:	Not available		

With proper handling, transportation and storage, adding a chemical odourant such as ethyl mercaptan has proven to be a very effective warning device, but all odourants have certain limitations. The effectiveness of the odourant may be diminished by a person's sense of smell, by competing odours and by oxidation which may cause a potentially dangerous situation.

SECTION 4 – FIRE OR EXPLOSION HAZARD

Flash Point:	-103.4°C	Fire Extinguishing Precautions:	Use water spray to cool exposed cylinders or tanks. Do not extinguish fire unless the source of the escaping gas that is fueling the fire can be turned off. Fire can be extinguished with carbon dioxide and/or dry chemical (BC). Container metal shells require cooling with water to prevent flame impingement and the weakening of metal. If sufficient water is not available to protect the container shell from weakening, the area will be required to be evacuated. If gas has not ignited, liquid or vapour may be dispersed by water spray or flooding.
Method:	Closed cup	Special Fire Fighting Equipment:	Protective clothing, hose monitors, fog nozzles, self-contained breathing apparatus.
Flammable Limits:	Lower 2.4%, Upper 9.5%		
Auto Ignition Temperature:	432°C		
Hazardous Combustion Products:	Carbon monoxide can be produced when primary air and secondary air are deficient while combustion is taking place.		
Fire and Explosive Hazards :	Explosive air -vapour allowed to leak to atmosphere.		
Sensitivity to Impact:	No		
Sensitivity to Static Discharge:	Yes		

SECTION 5 – REACTIVITY DATA

Stability:	Stable	Hazardous Decomposition Products:	Deficient primary and secondary air can produce carbon monoxide.
Conditions To Avoid:	Keep separate from oxidizing agents. Gas explodes spontaneously when mixed with chloride dioxide.	Hazardous Polymerization:	Will not occur.

Incompatibility: Remove sources of ignition and observe distance requirements for storage tanks from combustible material, drains and openings to building.

SECTION 6 – TOXICOLOGICAL PROPERTIES OF MATERIAL

Routes of Entry: Skin Contact, Eye Contact, Inhalation

Inhalation: Simple asphyxiant. No effect at concentrations of 10,000 ppm (peak exposures). Higher concentrations may cause central nervous system disorder and/or damage. Lack of oxygen may cause dizziness, loss of coordination, weakness, fatigue, euphoria, mental confusion, blurred vision, convulsions, breathing failure, coma and death. Breathing high vapour concentrations (saturated vapours) for a few minutes may be fatal. Saturated vapours may be encountered in confined spaces and/or under conditions of poor ventilation. Avoid breathing vapours or mist.

Skin and Eye Contact: Exposure to vapourizing liquid may cause frostbite (cold burns) and permanent eye damage.

Ingestion: Not considered to be a hazard.

Acute Exposure: Contact with Liquefied Petroleum Gas may cause frostbite or cold burns. Propane acts as a simple asphyxiant as oxygen content in air is displaced by the propane. At increasing concentration levels, propane may cause dizziness, headaches, loss of coordination, fatigue, unconsciousness and death.

Chronic Exposure: No reported effects from long term low level exposure.

Sensitization to Product: Not known to be a sensitizer.

Occupational Exposure Limits: American Conference of Governmental Industrial Hygienists (ACGIH) lists as a simple asphyxiant.

ACGIH TLV: 1000 ppm

Carcinogenicity, Reproductive Toxicity, Teratogenicity, Mutagenicity: No effects reported.

Other Toxicological Effects: None

SECTION 7 – PREVENTATIVE MEASURES

Eyes: Safety glasses or chemical goggles are recommended when transferring product.

Skin: Insulated gloves required if contact with liquid or liquid cooled equipment is expected. Wear gloves and long sleeves when transferring product.

Inhalation: Where concentration in air would reduce the oxygen level below 18% air or exceed occupational exposure limits in section 6, self-contained breathing apparatus is required.

Ventilation: Use in well-ventilated areas. Use with explosion proof mechanical ventilation in confined spaces or poorly ventilated areas.

SECTION 8 – EMERGENCY AND FIRST AID PROCEDURES

Eyes: Should eye contact with liquid occur, flush eyes with lukewarm water for 15 minutes. Obtain immediate medical care.

Skin: In case of "Cold Burn" from contact with liquid, immediately place affected area in lukewarm water and keep at this temperature until circulation returns. If fingers or hands are frostbitten, have the victim hold his hand next to his body such as under the armpit. Obtain immediate medical care.

Ingestion: None considered necessary.

Inhalation: Remove person to fresh air. If breathing is difficult or has stopped, administer artificial respiration. Obtain immediate medical care.

Spill or Leak: Eliminate leak if possible. Eliminate source of ignition. Ensure cylinder is upright. Disperse vapours with hose streams using fog nozzles. Monitor low areas as propane is heavier than air and can settle into low areas. Remain upwind of leak. Keep people away. Prevent vapour and/or liquid from entering into sewers, basements or confined areas.

SECTION 9 – TRANSPORTATION, HANDLING AND STORAGE

- Transport and store cylinders and tanks secured in an upright position in a ventilated space away from ignition sources (so the pressure relief valve is in contact with the vapour space of the cylinder or tank).
- Cylinders that are not in use must have the valves in the closed position and be equipped with a protective cap or guard.

Transportation of Dangerous Goods (TDG)
TDG Classification: Flammable Gas 2.1

- Do not store with oxidizing agents, oxygen, or chlorine cylinders.
- Empty cylinders and tanks may contain product residue. Do not pressurize, cut, heat or weld empty containers.
- Transport, handle and store according to applicable federal and provincial codes and regulations.

TDG Shipping Name: Liquefied Petroleum Gas (Propane)
PIN Number: UN1075

SECTION 10 – PREPARATION INFORMATION

Prepared by: Superior Propane
Health Safety and Environment Team

Telephone: (403) 730-7500
Revision: January 17, 2011
Supersedes: March 1, 2008

The information contained herein is believed to be accurate. It is provided independently of any sale of the product. It is not intended to constitute performance information concerning the product. No express warranty, implied warranty of merchantability or fitness for a particular purpose is made with respect to the product information contained herein.