



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.

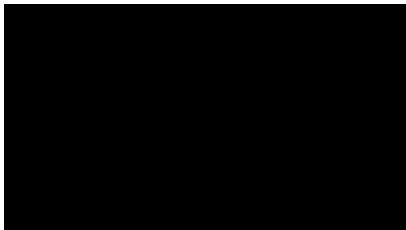
Failure to fully complete this form may result in rejection.
 Making a false statement may result in a fine or prosecution under the *Technical Standards and Safety Act*

Licence Number 000076637801

Check applicable type of propane operations.

Cylinder Motor Fill Filling Plant Card/Keylock

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



SECTION A: GENERAL INFORMATION

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

Company Name Dutton Farm and Auto Supply Ontario Corporation No., if applicable _____

A Operator Name (if different from above) _____

Telephone No. 519 762 3213 Fax No. 519-762-5367 E-mail duttonrona@bellnet.ca

B Street No. 277 Street Name / 911 Number / Address, if applicable Currie Road

Town / City or Township / County Dutton/ Dunwich Province Ontario Postal Code N0L 1J0

Mailing address if different from above.

C Street No. 277 Street Name / 911 Number / Address, if applicable Currie Road, P.O. Box 176

Town / City or Township / County Dutton/ Dunwich Province Ontario Postal Code N0L 1J0

Information on Container Refill Centre or Filling Plant

Location of facility.

D Street No. 277 Street Name / 911 Number / Address, if applicable Currie Road Nearest Major Intersection Currie Road (County Road 8) and Annabella Street

Town / City or Township / County Dutton/Dunwich Province Ontario Postal Code N0L 1J0

Name of Licence Holder Dutton Farm and Auto Supply

Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT). Rob Willson, President ROT type PPO-3

Municipality (or municipalities if the facility or its hazard distance touches multiple borders) Dutton/ Dunwich note: spring/ summer hours shift to 7am to 8pm, Monday to Friday

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.

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Printname	Signature	Date (dd-mm-yyyy)
Name of Licence Holder <u>Dutton Farm and Auto Supply</u>		<u>10-11-2011</u>
Name of Senior Management person as defined in the Regulation holding the Record of Training <u>Rob Willson</u>		



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SECTION A: GENERAL INFORMATION (cont'd)

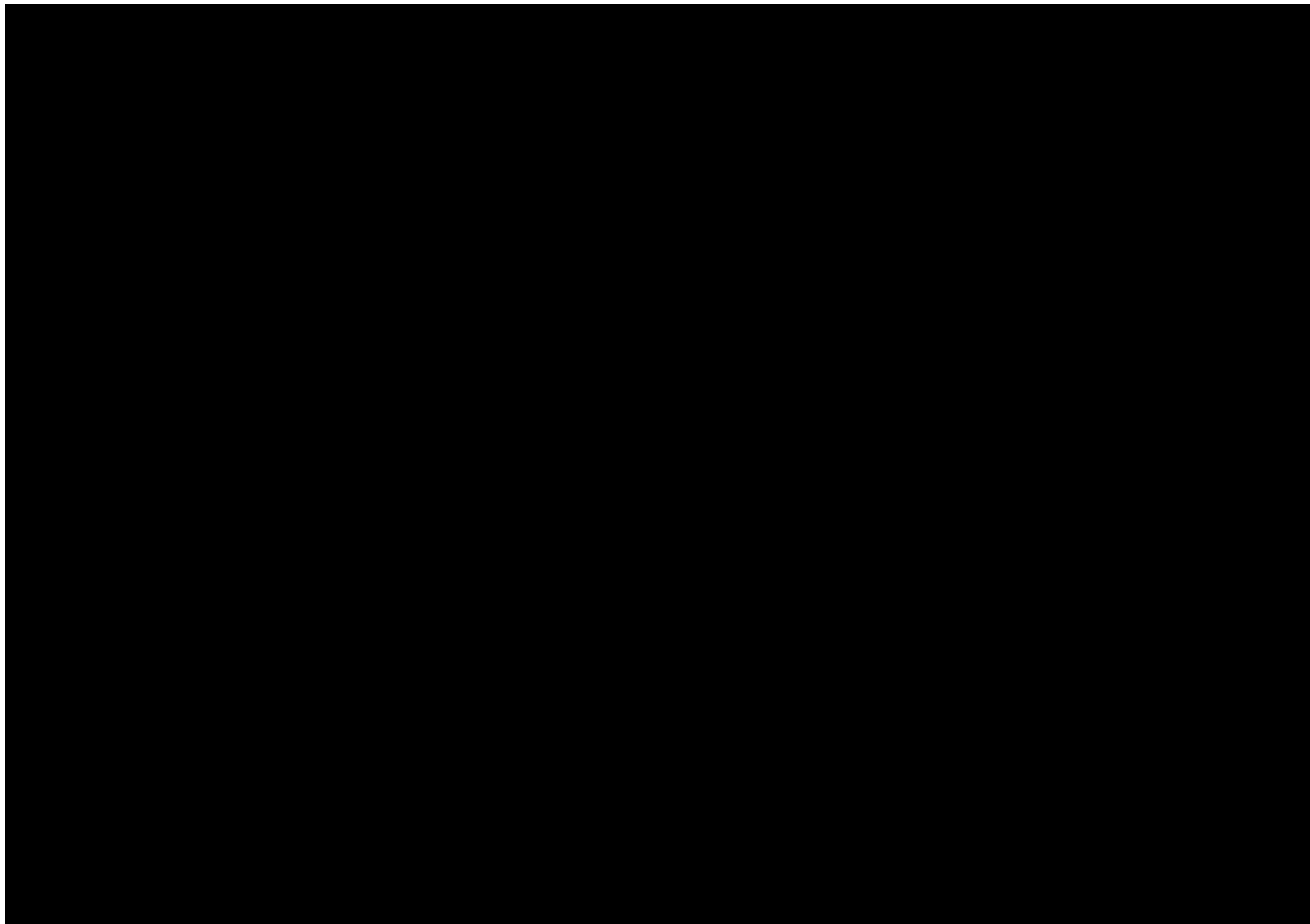
Indicate the year the facility was established. Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment.
1981 n/a

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

	PSIG	Serial Number
Tank1:	250	2717L
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: 1,000uswg Portable: 34.8 uswg Mobile: n/a



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Name of person completing this form (please print)		Official Title
Rob Willson		Owner/ President
Signature	Telephone No.	Date (dd-mm-yyyy)
	519 762 3213	10-11-2011



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) Dowler-Karn Limited			
Street No. 43841	Street Name / 911 Number / Address, if applicable Talbot Line		
Town / City or Township / Country St. Thomas		Province Ontario	Postal Code N5P 3S7
Telephone No. 519-631-3810	Fax No. 519-631-4755	Contact Name Ralph Harvey	
E-mail ralphharvey@dowlerkarn.com			

Name of Propane Transporter. If same as above, please check box. <input checked="" type="checkbox"/>		For Office Use - Party No.	
Street No.	Street Name / 911 Number / Address, if applicable		
Town / City or Township / Country		Province	Postal Code
Telephone No.	Fax No.	Contact Name	
E-mail			

Off-site Cylinder and/or Mobile Storage		Capacity stored off-site, in USWG	For Office Use - Party No.
Street No.	Street Name / 911 Number / Address, if applicable		
Town / City or Township / Country		Province	Postal Code
Telephone No.	Fax No.	Contact Name	

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

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN

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

Description of the maximum volume, types and storage location of other hazardous materials on site, if any.
45 gallon drum of kerosene , 20L jugs of chlorine. Refer to site plan for location.

All other materials are retail oriented.

Description of fire and emergency equipment indicated on facility site map.
Fire Extinguishers at the dispenser. As well there are 2 inside the store and 1 in each barn onsite.

Emergency propane shutoff on post near dispenser

Master Hydro shutoff inside the building. (see site drawing).

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.

* Emergency propane shutoff switch on post per B-149 of the Ontario gas code- allows for hydro shutoff of the dispenser and closes a valve stopping the flow of propane in the system.

* Fusible links on tank as described under B-149 of the Ontario gas code - heat sensitive automatic closure valve - main valve spring closes when the link breaks, restricting flow of gases/liquid.

Maintenance and testing schedule for fire protection controls and devices.

Annual inspection of tank and emergency shut-off system as required per B-149 gas code - copy left on-site. .

Annual inspection of fire extinguishers by Elgin Fire

Daily visual inspection by operator to begin in 2011 upon completion of RSMP

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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 Rob Willson	For Office Use - Party No.	Name Rob Willson	For Office Use - Party No.
Official Title Owner/ President		Official Title Owner/ President	
Telephone No. 519 762 3213	Fax No. 519-762-5367	Cell No. 519-280-3152	Fax No. 519-762-5367
E-mail duttonrona@bellnet.ca		E-mail duttonrona@bellnet.ca	
Role and responsibilities in emergency Alert authorities / Confirm evacuation of employees / ensure emergency plan executed.		Role and responsibilities in emergency Alert authorities / Confirm evacuation of employees / ensure emergency plan executed.	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name Devon Willson	For Office Use - Party No.	Name Rob Willson	For Office Use - Party No.
Official Title Store Manager		Official Title Owner/ President	
Telephone No. 519 762 3213	Fax No. 519-762-5367	Telephone No. 519 762 3213	Fax No. 519-762-5367
E-mail duttonrona@bellnet.ca		E-mail duttonrona@bellnet.ca	
Role and responsibilities in emergency Alert authorities / Confirm evacuation of employees / ensure emergency plan executed.		Role and responsibilities in emergency Alert authorities / Confirm evacuation of employees / ensure emergency plan executed.	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name Dan Lundy	For Office Use - Party No.	Name Ralph Harvey	For Office Use - Party No.
Official Title Fire Chief		Official Title Propane Manager	
Telephone No. 519-319-1688 (cell)	Fax No.	Telephone No. 519-631-3810	Fax No. 519-631-4755
E-mail n/a		E-mail ralphharvey@dowlerkarn..com	
Role and responsibilities in emergency Coordination of municipal fire services and resources during an emergency.		Role and responsibilities in emergency Address any concerns. Alert support services as necessary (fire/police, emergency response personnel as required). Implement supplier ERP plan.	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name Kevin Hull	For Office Use - Party No.	Name Ken Loveland	
Official Title Deputy Chief		Official Title Clerk	
Telephone No. 519-854-9667 (cell)	Fax No.	Telephone No. 519-852-7066	Fax No. 519-762-2278
E-mail n/a		E-mail kloveland@duttondunwich.on.ca	
Role and responsibilities in emergency Coordination of municipal fire services and resources during an emergency.		Municipality Dutton/ Dunwich	

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2. Additional Safety Measures

Describe any other measures in place at the facility that exceed the minimum Code and Standards requirements.
Facility meets all applicable codes and regulations.

[Large empty area with horizontal lines for describing additional safety measures]

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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) November 2011	Print Name of Training Provider: Inhouse
	Print Name of Instructor: Rob Willson - Owner/ President
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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

Training Date (dd-mm-yyyy) November 2011	Print Name of Training Provider: Inhouse
	Print Name of Instructor: Rob Willson - Owner/ President
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) As required per expiry dates	Print Name of Training Provider: CPA (formerly OPA)
	Print Name of Instructor: Ralph Harvey (certified trainer)
Training Date (dd-mm-yyyy) Minimum every 3 years	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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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) July 1, 2012	Print Name of Training Provider: Inhouse
	Print Name of Instructor: Rob Willson - Owner/ President
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) July 1, 2012	Print Name of Training Provider: Inhouse
	Print Name of Instructor: Rob Willson - Owner/ President
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) As required per expiry dates	Print Name of Training Provider: CPA (formerly OPA)
	Print Name of Instructor: Ralph Harvey (certified trainer)
Target Date (dd-mm-yyyy) Minimum every 3 years	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).
The emergency coordinator will give the warning to staff and customers in the event that they deem the situation to be an emergency. Warning will be given verbally to all staff and customers in the event of an emergency per reference in ERP. All other communications will be through emergency response personnel once on site. Details are noted in the ERP attached.

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).
In the event that a warning has been issued, the authorities will be contacted via 911 and all employees and customers evacuated to the designated evac point(s) noted in the ERP. The emergency shutoff will be activated if safe to do so or the main hydro shutoffs as a secondary measure.

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).
In the event of a suspected leak, spill, fire or explosion, the emergency coordinator is to immediately call 911 once employees and customers have been ushered to safety. All steps and details are listed in the ERP.

Describe provisions for fire department entry when there are no operations or staffing at the propane site.
All equipment is readily accessible outside the building, including the emergency propane shutoff.

Describe how the licence holder will ensure continual flow of updated information to authorities.
In an emergency, this will be done via phone or cellphone until such time as they arrive. At that point, fire services will take over. In a proactive manner, Dutton Farm and Auto will provide site and contact information along with a copy of their ERP to fire services when the RSMP is reviewed.

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

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

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

6. Building and Site Security and Procedures

	Yes	No
1. Does the propane location have controlled access to limit unnecessary risk and entry (lock out procedures)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Is there adequate night lighting at the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/> (TO BE IMPROVED ALSO)
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"/> (NEW IN 2011)
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 checked="" type="checkbox"/>	<input type="checkbox"/>
9. Is the schedule of maintenance and testing activities retained on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Water Supply

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

	Yes	No
1. Is a pressurized water system available at the propane facility site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. What is the unobstructed distance to the closest water supply that could be used for firefighting activities? (distance in metres only)		<u>30.74m</u>
4. What is the unobstructed distance to the closest approved water supply with year round access if there are no hydrants? (distance in metres only)		<u>n/a</u>

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

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

8. Licence holder and local Fire Services Review

To be completed by the Local Fire Services	Yes	No
Has the local fire service had an opportunity to review the Emergency Response and Preparedness Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If not, please explain (e.g., no fire services).		
Fire services comments, if any:		
Messages left 11/8 to both the chief and the deputy chief.		
Hard copy to be provided 11/10		
To be completed by the Licence Holder		
In response to the above comments, the following action(s) is required:		
The licence holder will respond to the Local Fire Services comments by: _____		
(dd-mm-yyyy)		

LOCAL FIRE SERVICES		
The undersigned has reviewed Section B of the Risk and Safety Management Plan Fire Services.		
Print name	Signature	Date (dd-mm-yyyy)
Local Fire Services Name		

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SECTION C: SUBMISSIONS

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

Facility Site Plan.

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

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

Map of Surrounding Area.

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

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

Required Mapping Information from Updated Site Plan

Date Map Prepared (dd-mm-yyyy) 11/2/2011	Capacity of single largest propane storage vessel (USWG) 1,000uswg
Tank setback coordinates. Indicate placement on the map.	
Front: 9.6m	Right side property line: 3.5m
Rear: 65.3m	Left side property line: 49.7m
GPS coordinates of single largest vessel: 42deg40'07.36"N , 81deg30'27.84"W	

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SECTION C: SUBMISSIONS (cont'd)

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

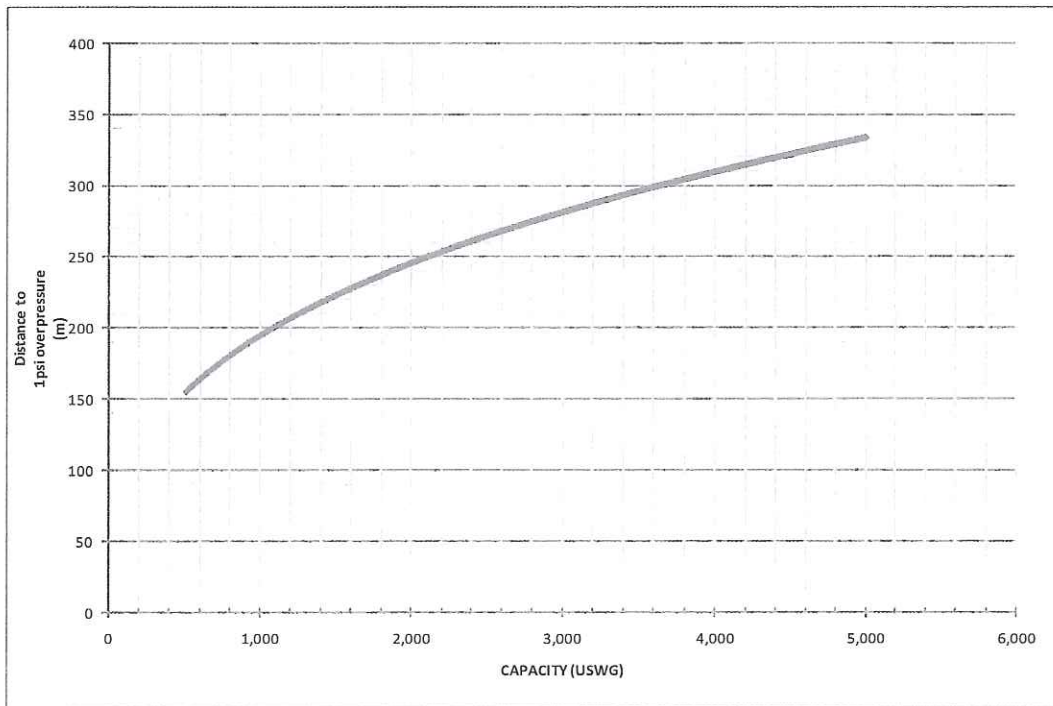
Table 1: Distance Table

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

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

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

Hazard Distance Chart (EPA-TNT model)



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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>Agris</u> Address: <u>260 Currie Road</u> City: <u>Dutton</u> Province <u>Ontario</u> Postal Code <u>NOL 1J0</u>			x		<u>54.6</u> m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. [Redacted]				x	<u>85.7</u> m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>West Elgin Mutual</u> Address: <u>274 Currie Road</u> City: <u>Dutton</u> Province <u>Ontario</u> Postal Code <u>NOL 1J0</u>			x		<u>36.74</u> m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: <u>n/a</u> Address: _____ City: _____ Province _____ Postal Code _____	x				_____ m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: <u>Dunwich Dutton Public School - playground (refer to aerial drawing)</u> Address: <u>239 Miller Road</u> City: <u>Dutton</u> Province <u>Ontario</u> Postal Code <u>NOL 1J0</u>			x		<u>138.9</u> m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: <u>n/a</u> Address: _____ City: _____ Province _____ Postal Code _____	x				_____ 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) Rob Willson	Official Title Owner/ President
Signature 	Telephone No. 519 762 3213
	Date (dd-mm-yyyy) 10-11-2011



Technical Standards and Safety Authority
www.tssa.org

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

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

SECTION C: SUBMISSIONS (cont'd)

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

Portable Storage Additional Information Sheet

Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9		
# 100	29.5		
# 40	11.75		
# 33.3	9.62		
# 30	8.8		
# 20	5.8	6	34.8uswg
# 10	2.9		
# 5	1.5		
Total Cylinder Capacity			

Tanks Stored On-site Not Connected for Use

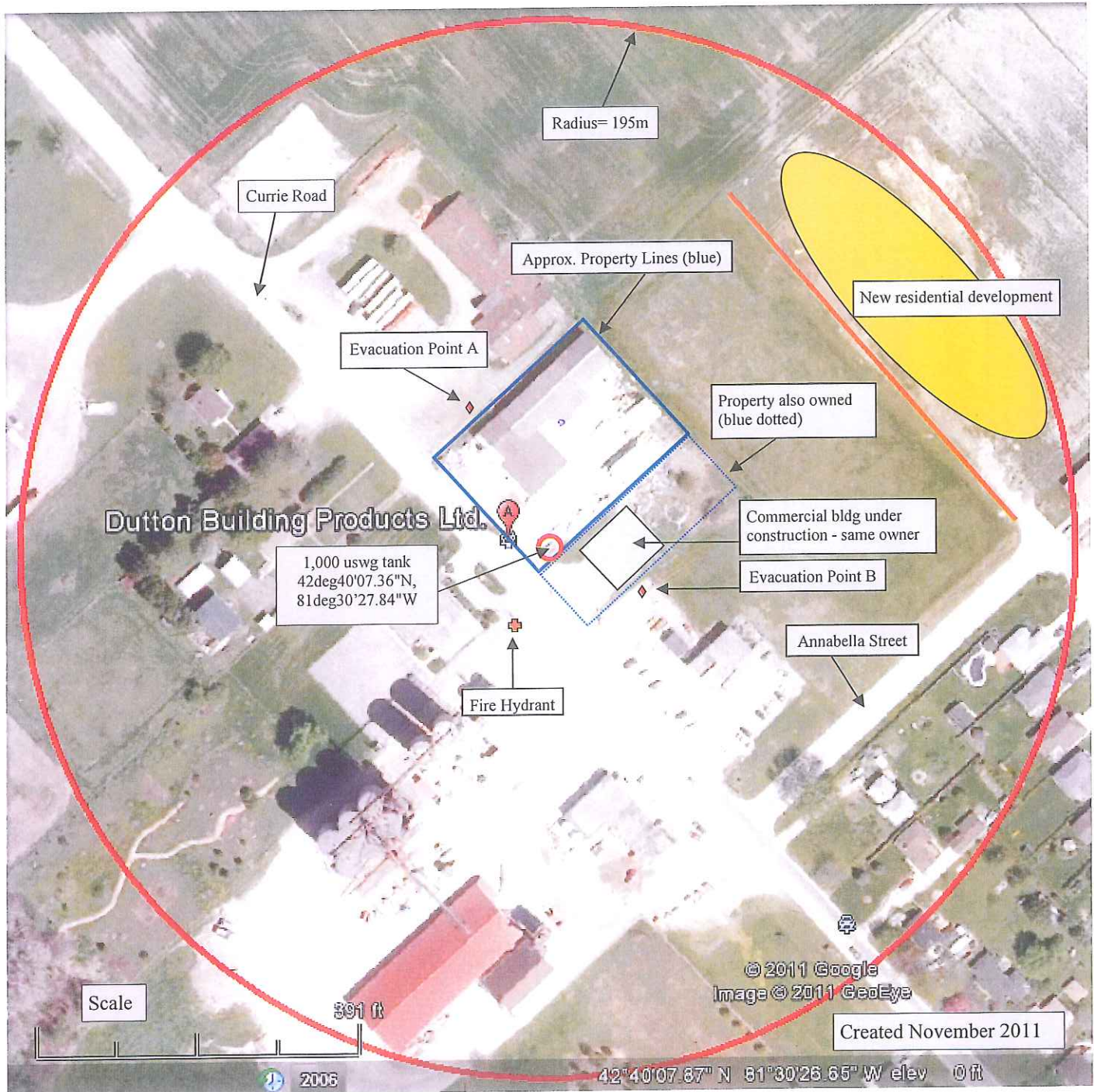
Tank Size In USWG	Quantity	Total Volume in USWG
Total Tank Capacity		

Total Cylinder Capacity	34.8
Total Tank Capacity	1,000uswg fixed
Total Portable Capacity	34.8

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) Rob Willson	Official Title Owner/ President
Signature 	Telephone No. 519 762 3213
	Date (dd-mm-yyyy) 10-11-2011

Dutton Farm and Auto Supply
 277 Currie Road
 Dutton, Ontario N0L 1J0

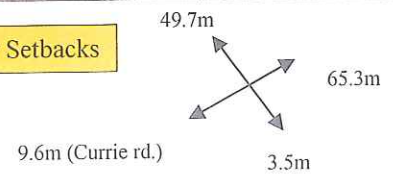


Municipality: Dutton / Dunwich
 Contact: Ken Loveland — Clerk

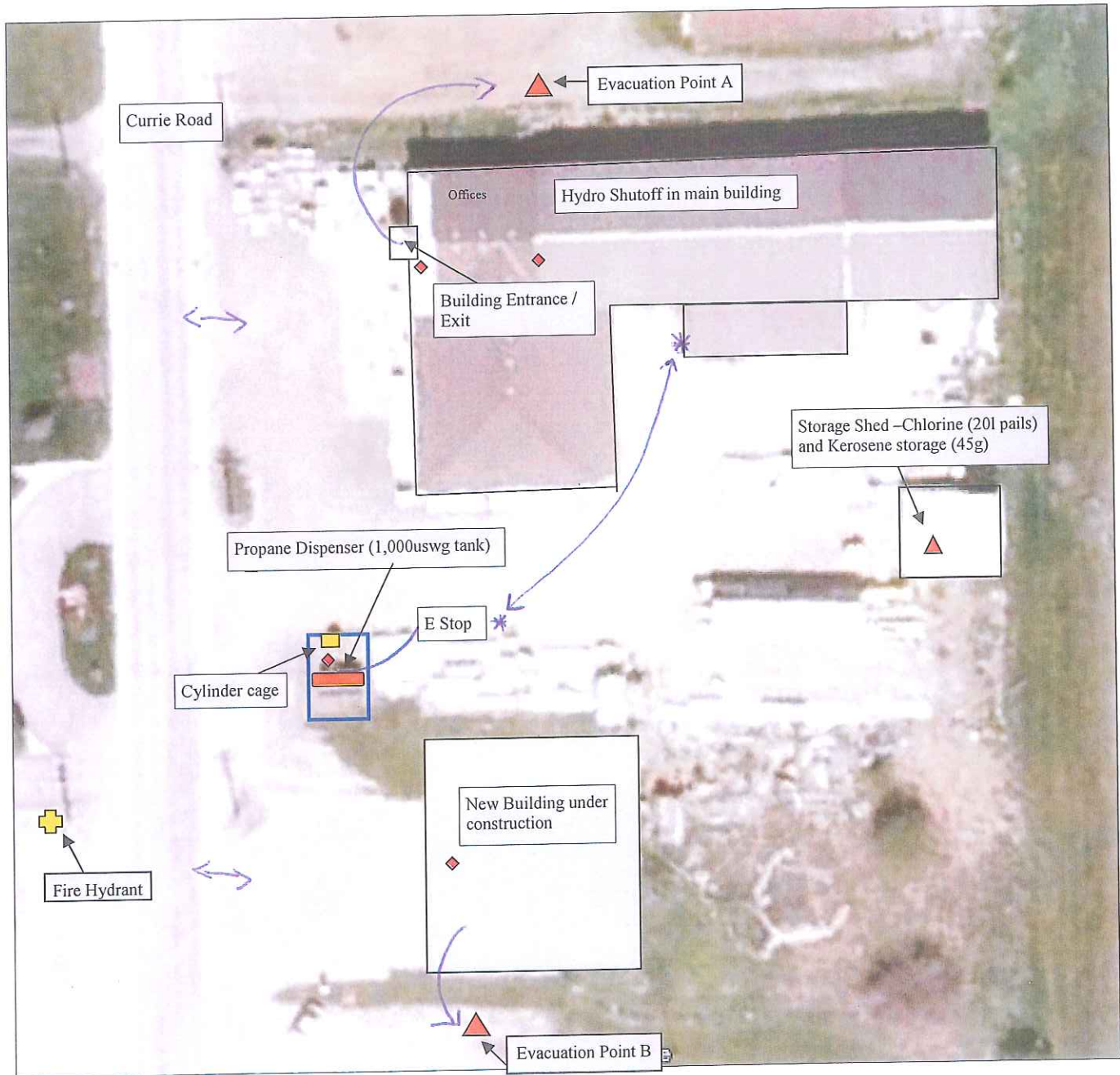
Phone: 519-762-2204
 Fax: 519-762-2278

kl Loveland@duttondunwich.on.ca

Property Setbacks



Dutton Farm and Auto Supply
277 Currie Road
Dutton, Ontario N0L 1J0



◆ Fire Extinguishers