



Technical Standards and Safety Authority
 www.tssa.org

14th Floor - Centre Tower
 3300 Bloor Street West
 Toronto Ontario M8X2X4
 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
 - a facility with a fixed propane storage capacity
 USWG of portable propane storage capacity of

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 **0033944001**

Check applicable type of propane operations.

Cylinder Motor Fill Filling Plant Card/Keylock

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

SECTION A: GENERAL INFORMATION

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

A Company Name: **UPI ENERGY LP** Ontario Corporation No., if applicable: _____

Operator Name (if different from above): _____

Telephone No.: **519-821-2667** Fax No.: **519-821-4919** E-mail: **dwells@upi.on.ca** (Mr. Dana Wells, Manager, ERT, Compliance & Fleet Services)

B Street No.: **105** Street Name / 911 Number / Address, if applicable: **SILVERCREEK PARKWAY NORTH, SUITE 200**

Town / City or Township / County: **GUELPH** Province: **ONARIO** Postal Code: **N1H 8M1**

Mailing address if different from above:

C Street No.: _____ Street Name / 911 Number / Address, if applicable: _____

Town / City or Township / County: _____ Province: _____ Postal Code: _____

Information on Container Refill Centre or Filling Plant

D Location of facility.

Street No.: **281** Street Name / 911 Number / Address, if applicable: **GODERICH STREET** Nearest Major Intersection: **GODERICH ST., BETWEEN IVINGS DRIVE & JAMES ST.**

Town / City or Township / County: **PORT ELGIN** Province: **ONTARIO** Postal Code: **N0H 2C1**

Name of Licence Holder: **UPI ENERGY LP**

Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT): **ROBERT SICARD AND ROBERT McINTOSH** ROT type: **PTO CERTIFICATE**

Municipality (or municipalities if the facility or its hazard distance touches multiple borders): **TOWNSHIP OF NORWICH**

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.

Name of Licence Holder	Robert P. Sicard, MBA, P.Ag. President & Chief Executive Officer	Signature		Date (dd-mm-yyyy)	15-03-2013
Name of Senior Management person as defined in the Regulation holding the Record of Training					



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 A: GENERAL INFORMATION (cont'd)

Indicate the year the facility was established.
N/A

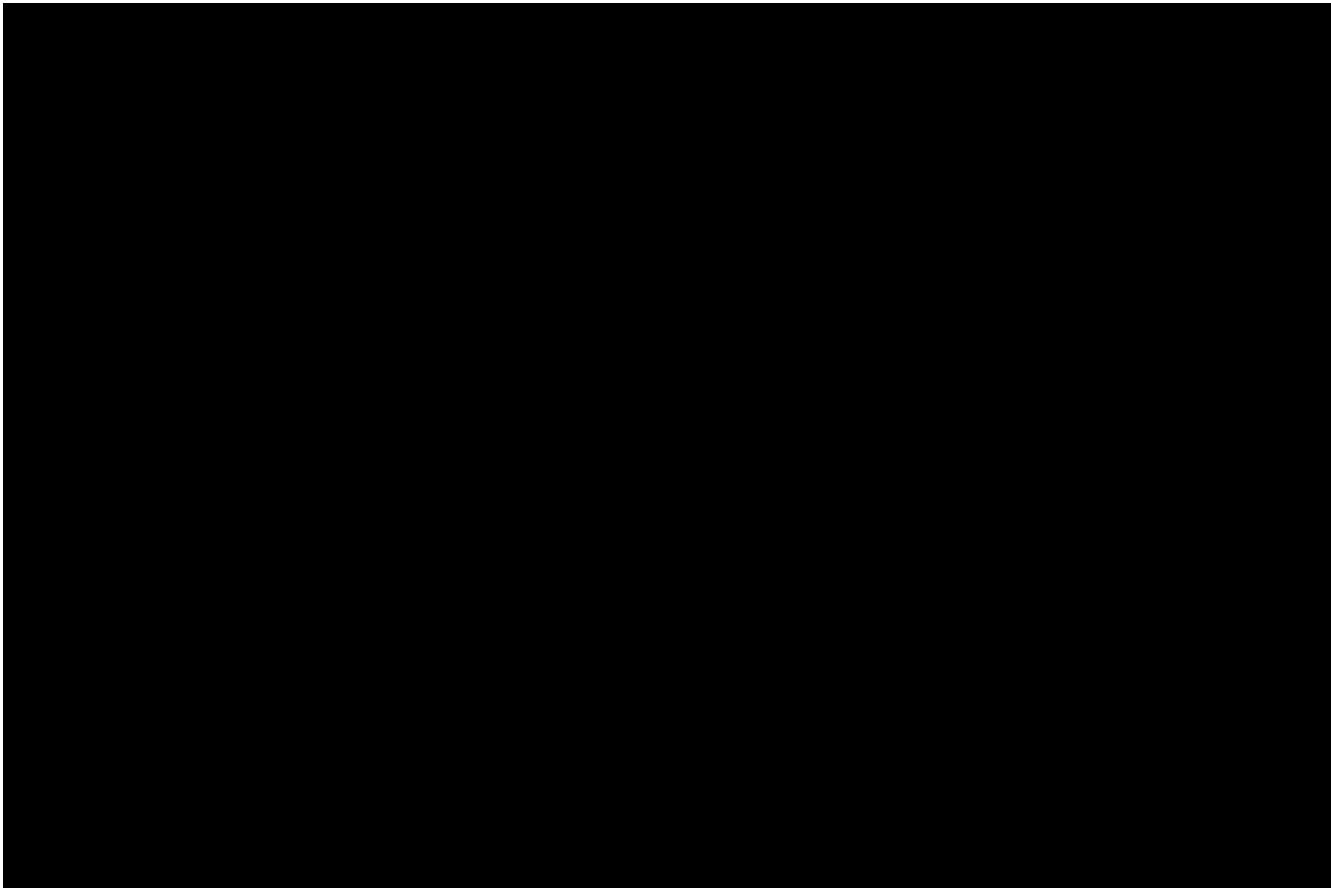
Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment.
N/A

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

	PSIG	Serial Number
Tank 1:	250	304-7
Tank 2:		
Tank 3:		

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

Fixed: 2,000 USWG Portable: 839 USWG Mobile: 0 USWG



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

Name of person completing this form (please print) JUDY UE	Official Title	
Signature <i>Judy UE</i>	Telephone No. 416-298-9563	Date (dd-mm-yyyy) 13-03-2013



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 A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s)			
UPI ENERGY LP			
Street No.	Street Name / 911 Number / Address, if applicable		
105	SILVERCREEK PARKWAY NORTH, SUITE 200		
Town / City or Township / Country		Province	Postal Code
GUELPH		ONTARIO	N1H 8M1
Telephone No.	Fax No.	Contact Name	
519-240-8591	519-821-4919	DANA WELLS	
E-mail			
DWELLS@UPI.ON.CA			

Name of Propane Transporter. If same as above, please check box. <input type="checkbox"/>			
PRIMEMAX ENERGY INC.			
Street No.	Street Name / 911 Number / Address, if applicable		
2558	CEDAR CREEK ROAD SS 2		
Town / City or Township / Country		Province	Postal Code
AYR		ONTARIO	NOB 1E0
Telephone No.	Fax No.	Contact Name	
519-740-8209	519-740-1015	ANTHONY HIEBERT	
E-mail			
AHIEBERT@PRIMEMAXENERGY.COM			

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

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

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)	Official Title	
JUDY UE		
Signature	Telephone No.	Date (dd-mm-yyyy)
	416-298-9563	13-03-2013



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 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.
The facility is part of a gas station. The following hazardous material storage is present:

(Under separate licence) Gas station - above underground storage tanks: 3 x 25,000 L regular ethanol; 1 x 25,000 L Ultra 94 gasoline; 1 x 25,000 L diesel
Gas bar kiosk - engine oils in 1L bottles (uncontrolled quantities)

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

Fire extinguishers in cylinder fill cabinet and at gas station dispenser
Emergency Stop buttons located at bollard around propane tank, at at gas bar kiosk. Local switch cuts power to the propane equipment, located at cabinet
The main power switch is also located in the gas bar kiosk.

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 Stop button located at bollard around propane tank. A cabinet houses the propane cylinder fill equipment, and the tank ISC valve is connected to the cabinet door via a fusible link. Shutting the cabinet door will close the ISC valve. The ISC valve will also automatically close when the temperature-sensitive fusible link breaks. The propane fill pump can be shut off by the 2 emergency stop buttons, as well as the local (at tank) & main power switches (at kiosk).

Maintenance and testing schedule for fire protection controls and devices.

Annual checks are done by qualified technicians (third party) for the following: fire extinguishers, ISC valve, fusible link, emergency shut down switches.

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)		Official Title	
Signature		Telephone No.	Date (dd-mm-yyyy)
JUDY UE <i>Judy UE</i>		416-298-9563	13-03-2013



Technical Standards and Safety Authority
www.tssa.org

14th Floor - Centre Tower
3300 Bloor Street West
Toronto Ontario M8X2X4
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 B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

1. Contacts for Emergency Response

1. Facility Contact Personnel - Key Contact

Name Dana Neale	For Office Use - Party No.
Official Title Site Supervisor	
Telephone No. 519-832-9326	Fax No. 519-832-9326
E-mail	
Role and responsibilities in emergency ERT (Emergency Response Team) Member. Stop filler plant operations, notify others nearby & coordinate evacuation of facility. Call 911 and UPI.	

5. Facility 24-Hour Contact Person

Name Dana Wells	For Office Use - Party No.
Official Title Manager, ERT, Compliance & Fleet Services	
Cell No. 519-240-8591	Fax No. 519-821-4919
E-mail dwells@upi.on.ca	
Role and responsibilities in emergency ERT (Emergency Response Team) Member/Coordinator	

2. Facility Contact Personnel - Alternate Contact

Name Megan Golden	For Office Use - Party No.
Official Title UPI Retail Manager	
Telephone No. 519-831-3267	Fax No. 519-821-2926
E-mail mgolden@upi.on.ca	
Role and responsibilities in emergency ERT (Emergency Response Team) Member. Stop filler plant operations, notify others nearby & coordinate evacuation of facility. Call 911 and UPI.	

6. Name of Facility Manager

Name Dana Neale	For Office Use - Party No.
Official Title Site Supervisor	
Telephone No. 519-832-9326	Fax No. 519-832-9326
E-mail	
Role and responsibilities in emergency ERT (Emergency Response Team) Member. Stop filler plant operations, notify others nearby & coordinate evacuation of facility. Call 911 and UPI.	

3. Local Fire Services - Key Contact

Name Phil Eagleson	For Office Use - Party No.
Official Title Fire Chief	E-mail shoresfire@bmts.com
Telephone No. 519-389-6120	Fax No. 519-389-4493
Role and responsibilities in emergency Evacuation, establish safety zones, fire suppression, cool propane tank, administration of fire service	
Fire Services Address 612 Emma St, Port Elgin ON N0H 2C0	

7. Propane Supplier Key Contact Person

Name Dana Wells	For Office Use - Party No.
Official Title Manager, ERT, Compliance & Fleet	E-mail dwells@upi.on.ca
Telephone No. 519-240-8591	Fax No. 519-821-4919
Role and responsibilities in emergency ERT (Emergency Response Team) Coordinator	
Propane Supplier Address 105 Silvercreek Parkway N, Suite 200, Guelph ON N1H 8M1	

4. Local Fire Services - Alternate Contact

Name Jeff Dahms	For Office Use - Party No.
Official Title Fire Prevention Officer	E-mail dahmsj@saugeenshores.ca
Telephone No. 519-389-6120	Fax No. 519-389-4493
Role and responsibilities in emergency Evacuation, establish safety zones, fire suppression, cool propane tank	
Fire Services Address 612 Emma St, Port Elgin ON N0H 2C0	

8. Municipal Contact

Name Jim Bell	For Office Use - Party No.
Official Title Chief Building Official	
Telephone No. 519-832-2008 x 116	Fax No. 519-832-2140
E-mail bellj@saugeenshores.ca	
Municipality Name and Address Town of Saugeen Shores, 600 Tomlinson Dr., Port Elgin ON N0H 2C0	

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) <i>JUDY WE</i>	Official Title
Signature <i>Judy We</i>	Telephone No. 416-298-9563
	Date (dd-mm-yyyy) 13-03-2013



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 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.

All staff members are trained on proper usage of fire extinguishers.

All staff members, certificate holders and non-certificate holders are trained on emergency procedures.

Elevated training standard: UPI Energy LP requires a passing mark of 90% on all tests.

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)		Official Title	
Signature		Telephone No.	Date (dd-mm-yyyy)
JUDY UE		416-298-9563	13-03-2013



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.234.9169
 Customer Service: 1.877.682.8772
 www.tssa.org

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

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-mmm-yyyy) MAY-2016	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale
Training Date (dd-mmm-yyyy) JUL-2016	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale
Training Date (dd-mmm-yyyy) NOV-2016	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale

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

Training Date (dd-mmm-yyyy) MAY-2016	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale
Training Date (dd-mmm-yyyy) JUL-2016	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale
Training Date (dd-mmm-yyyy) NOV-2016	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale

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

Training Date (dd-mmm-yyyy) MAY-2016	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale
Training Date (dd-mmm-yyyy) JUL-2016	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale
Training Date (dd-mmm-yyyy) NOV-2016	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale

Additional training dates:

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

February 2017 Training Provider: UPI ENERGY LP
 Name of Instructor: Dana Neale

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

February 2017 Training Provider: UPI ENERGY LP
 Name of Instructor: Dana Neale

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) JUDY HE, MILEY COMPANY LIMITED	Official Title
Signature <i>Judy He</i>	Telephone No. 416-298-6563
	Date (dd-mmm-yyyy) 13-MAR-2017



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.234.9169
 Customer Service: 1.877.682.8772
 www.tssa.org

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

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-mmm-yyyy) MAY-2017	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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

Target Date (dd-mmm-yyyy) MAY-2017	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-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-mmm-yyyy) MAY-2017	Print Name of Training Provider: UPI ENERGY LP
	Print Name of Instructor: Dana Neale
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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) JUDY W. MILLY COMPANY LIMITED		Official Title
Signature <i>Judy W. Milly</i>	Telephone No. 416-298-9613	Date (dd-mmm-yyyy) 05-MAY 2017



Technical Standards and Safety Authority
www.tssa.org

14th Floor - Centre Tower
3300 Bloor Street West
Toronto Ontario M8X 2X4
Fax: 416.231.4078
Customer Service: 1.877.682.8772

Application for Renewal of Level 1 Propane Licence
Technical Standards and Safety Act
Propane Storage and Handling Regulation

EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete the Emergency and Preparedness Response Plan in consultation with the local Fire Services.
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 Propane Facility employee is an Emergency Response Team (ERT) member. Upon detection of ignited or unignited propane leak that is not contained, he will verbally notify personnel nearby to evacuate safely to the mustering point and ensure that all directions are followed.
From a safe location, he will then call 911 and UPI Energy LP emergency response @ 1-800-396-2667.

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 above. The primary mustering point is at the Colonial Motel, South of the property. The secondary mustering point is at 355 Goderich Street.
The secondary mustering point is to be used when access to primary mustering point is blocked.
See attached revised Drawing 8.3 Fire Access, dated 2017 March.

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).
Upon detection of ignited or unignited propane leak that is not contained, the ERT member will call 911 as well as UPI Energy LP @ 1-800-396-2667 from a safe location.

Describe provisions for fire department entry when there are no operations or staffing at the propane site.
The propane facility is accessible at all times. The metal cabinet which houses the propane cylinder fill equipment is closed and locked outside of operating hours. This lock can be broken open for fire department access if necessary.

Describe how the licence holder will ensure continual flow of updated information to authorities.
UPI Energy LP Emergency Response (ERT) Coordinator is available 24 hr/day, 365 day/year @ 1-800-396-2667. When the ERT member calls UPI @ 1-800-396-2667 to alert the ERT Coordinator, the ERT Coordinator will assign a Qualified Local Person to be the main liaison to the local authorities responsible for the external emergency plan and will provide an estimated time for a the Qualified Local Person to respond to the site.

How long will it take the facility liaison person to respond to the site.
30 min to 60 min.

You are required by law to notify TSSA of any change of information contained in the Risk and Safety Management Plan within 15 days.

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 of person completing this form. <i>JUDY HE. MILBY COMPANY LIMITED</i>	Official Title
Signature <i>J. He Milby</i>	Telephone No. <i>416-298-9563</i>
	Date (dd-mmm-yyyy) <i>03-MAR-2017</i>



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 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Are quality assurance procedures in place to ensure that all valves are closed after the propane cylinders are filled?(e.g., QCC valves) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the schedule of maintenance and testing activities retained on site? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

7. Water Supply

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

- | | Yes | No |
|--|-------------------------------------|--------------------------|
| 1. Is a pressurized water system available at the propane facility site? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. What is the unobstructed distance to the closest water supply that could be used for firefighting activities?(distance in metres only) | | <u>75 m</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> |

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)	Official Title	
Signature	Telephone No.	Date (dd-mm-yyyy)
<i>JUDY IIE</i>	<i>416-298-9563</i>	<i>13-03-2013</i>



Technical Standards and Safety Authority
www.tssa.org

14th Floor - Centre Tower
3300 Bloor Street West
Toronto Ontario M8X2X4
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 B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

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

8. Licence holder and local Fire Services Review

To be completed by the Local Fire Services

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

Yes

No

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

Fire services comments, if any:

This plan is extracted from this Facility's Emergency Response and Preparedness Plan prepared in 2011 and updated in 2012, and was reviewed by the Town of Saugeen Shores Fire Department. Please see the attached letter from Pii Eagleson, Town of Saugeen Shores Fire Chief.

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 Pii Eagleson, Town of Saugeen Shores Fire Chief.		

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)	Official Title	
Signature	Telephone No.	Date (dd-mm-yyyy)
LUDY UE <i>[Signature]</i>	416-298-9563	13-03-2013



Andrea Samad <asamad@tssa.org>

FW: MCL Job No. C3101-25: UPI Port Elgin propane facility - Level 1 RSMP application for 2013

1 message

Judy Ue <judy.ue@mcl-miley.com>

Wed, Apr 10, 2013 at 12:32 PM

To: Andrea Samad <asamad@tssa.org>

Cc: Julia Ceccotti <jceccotti@upi.on.ca>, Jimmy Chang <jcchang@mcl-miley.com>

Hello Andrea,

Thanks for the update - for this and next week I'll be in meetings during the day, but will have email access.

Below is the confirmation from the Fire Department for the Level 1 RSMP application of the subject facility received yesterday.

Hope this helps,
Judy

From: Candie Blackburn [blackburnc@saugeenshores.ca]**Sent:** April 9, 2013 10:18 AM**To:** Judy Ue**Subject:** RE: MCL Job No. C3101-25: UPI Port Elgin propane facility - Level 1 RSMP application for 2013

Hi Judy,

We have received this application and it is with Chief Eagleson.

Candie Blackburn**Health & Safety Coordinator/Fire Administration****Town of Saugeen Shores**

600 Tomlinson Dr.

Port Elgin ON N0H2C0

Municipal Hall (519) 832-2008 Ext 121**Fire Department (519) 389-6120**

One safe act can lead to another.

From: Judy Ue [mailto:judy.ue@mcl-miley.com]

Sent: April-08-13 4:01 PM

To: blackburnc@saugeenshores.ca

Subject: RE: MCL Job No. C3101-25: UPI Port Elgin propane facility - Level 1 RSMP application for 2013

Hello Ms. Blackburn,

For my records would you kindly confirm receipt of the subject Level 1 RSMP, first sent on March 15 (below), and forward any questions from the Fire Department?

Thanks,

Judy

From: Judy Ue

Sent: March-15-13 2:15 PM

To: 'blackburnc@saugeenshores.ca'

Cc: Julia Ceccotti; Jimmy Chang

Subject: MCL Job No. C3101-25: UPI Port Elgin propane facility - Level 1 RSMP application for 2013

Hello Ms. Blackburn,

Per our discussion this afternoon, for Fire Services information and records, please find the attached "Level 1 Risk and Safety Management Plan" ("RSMP") for UPI Energy LP propane facility located at 281 Goderich Street ("Facility"). This Level 1 RSMP is submitted for the Facility's 2013 propane licence renewal, and is based on the Level 2 RSMP completed and updated over the last two years, previously sent to your department for approval.

There have been no changes to this facility since their last licence renewal.

Should you have any questions, please let me know. Kindly please acknowledge receipt of this Level 1 RSMP by return email.

Best regards,

Judy Ue

Process Engineering Assistant

MILEY COMPANY LIMITED

55 Nugget Avenue, Suite 202

Toronto, ON M1S 3L1

Canada

Tel: +1-416-298-9563

Fax: +1-416-298-9703

www.mcl-miley.com

This e-mail is intended only for use by the person(s) to whom it is specifically addressed above and may contain information that is personal, private and confidential. If you are not an intended recipient of this e-mail you are hereby notified that any retention, dissemination, distribution or copying of this email or any information contained herein is strictly prohibited. Please notify us if you have received this in error. Thank you for your co-operation and assistance.

Ce courriel est destiné exclusivement à la(aux) personne(s) mentionnées ci-dessus car il peut contenir des

informations de nature personnelle, privilégiée ou confidentielle. Si vous n'êtes pas le destinataire visé, nous vous informons par la présente que toute conservation, diffusion, distribution ou reproduction de ce courriel ou des informations qui y figurent est strictement interdite. Si vous avez reçu ce message par erreur, veuillez nous en aviser immédiatement. Nous vous remercions de votre collaboration.

This e-mail is intended only for use by the person(s) to whom it is specifically addressed above and may contain information that is personal, private and confidential. If you are not an intended recipient of this e-mail you are hereby notified that any retention, dissemination, distribution or copying of this email or any information contained herein is strictly prohibited. Please notify us if you have received this in error. Thank you for your co-operation and assistance.

Ce courriel est destiné exclusivement à la(aux) personne(s) mentionnées ci-dessus car il peut contenir des informations de nature personnelle, privilégiée ou confidentielle. Si vous n'êtes pas le destinataire visé, nous vous informons par la présente que toute conservation, diffusion, distribution ou reproduction de ce courriel ou des informations qui y figurent est strictement interdite. Si vous avez reçu ce message par erreur, veuillez nous en aviser immédiatement. Nous vous remercions de votre collaboration.



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

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) JANUARY 2011	Capacity of single largest propane storage vessel (USWG) 2000 USWG
Tank setback coordinates. Indicate placement on the map.	
Front: 62'	Right side property line: 11'
Rear: 42'	Left side property line: 141'
GPS coordinates of single largest vessel:	44°25'42.61" N, 81°23'40.88" W

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) JUDY UE	Official Title	
Signature 	Telephone No. 416-298-9563	Date (dd-mm-yyyy) 13-03-2013



Technical Standards and Safety Authority
www.tssa.org

14th Floor - Centre Tower
3300 Bloor Street West
Toronto Ontario MBX2X4
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

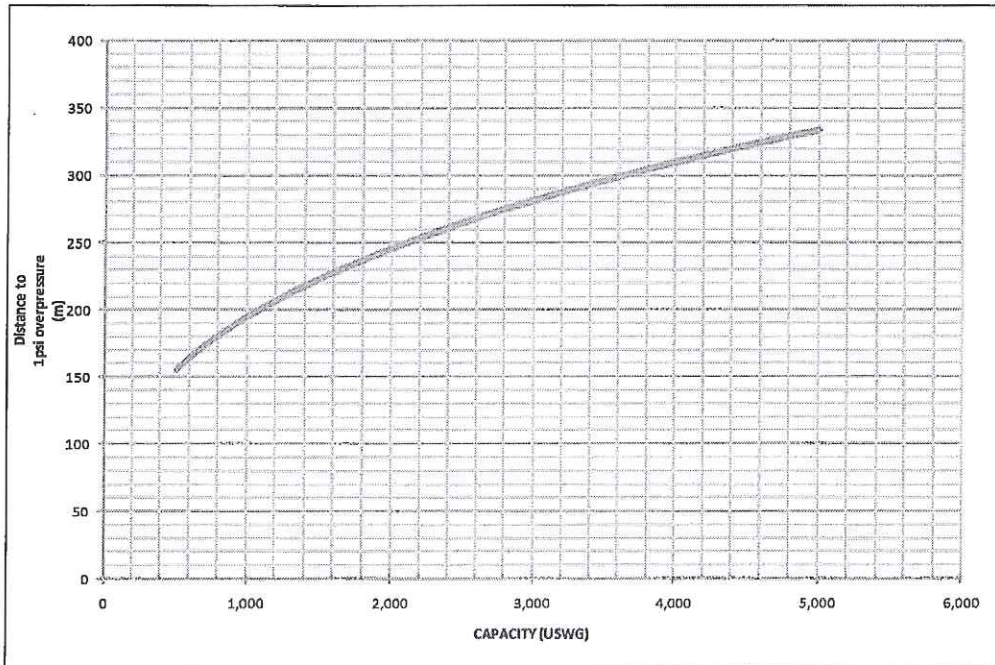
Table 1: Distance Table

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: 416.231.4078
Customer Service: 1.877.682.8772

Application for Renewal of
Level 1 Propane Licence
Technical Standards and Safety Act
Propane Storage and Handling Regulation

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: J.H. Robertson Soccer Complex Address: 700 Pierson Ave City: Port Elgin Province Ontario Postal Code N0H 2C4		X			246 m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. Name: [REDACTED] Address: [REDACTED] City: [REDACTED]				X	_____ m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: Bruce Power Office Address: 281 Goderich Street, Unit 1 City: Port Elgin Province Ontario Postal Code N0H 2C1			X		20 m
Commercial building units - continuous occupancy specifically hotels, campgrounds, and resorts. Name: WSP Engineering Office Address: 311 Goderich Street City: Port Elgin Province Ontario Postal Code N0H 2C1			X		20 m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: N/A Address: _____ City: _____ Province _____ Postal Code _____	X				N/A m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: N/A Address: _____ City: _____ Province _____ Postal Code _____	X				N/A m

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

You are required by law to notify TSSA of any change of information contained in the Risk and Safety Management Plan within 15 days.

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 of person completing this form. - JUDY WE, MILEY COMPANY LIMITED	Official Title
Signature: <i>Judy We</i>	Telephone No. 416-298-4563
	Date (dd-mmm-yyyy) 13-MAR-2017



Technical Standards and Safety Authority
www.tssa.org

14th Floor - Centre Tower
3300 Bloor Street West
Toronto Ontario M8X2X4
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

WORKSHEET

Portable Storage Additional Information Worksheet

Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9	0	0
# 100	29.5	8	236
# 40	11.75	6	70.5
# 33.3	9.62	12	115
# 30	8.8	18	158
# 20	5.8	40	232
# 10	2.9	6	17.4
# 5	1.5	6	9
Total Cylinder Capacity			839

Tanks Stored On-site Not Connected for Use

Tank Size In USWG	Quantity	Total Volume In USWG
N/A	0	0
Total Tank Capacity		0

Total Cylinder Capacity	839 USWG
Total Tank Capacity	0 USWG
Total Portable Capacity (Total Cylinder Capacity + Total Tank Capacity)	839 USWG



Saugeen Shores Fire Department
612 Emma St.
Port Elgin, ON
N0H 2C0
519-389-6120

Geoff Clarkson
Physical Plant Improvement Inc.

July 20, 2011

RE: APPROVAL OF LEVEL 2 RISK AND SAFETY MANAGEMENT PLAN

This approval is made for the purpose of subsection 27.1(1) of Ontario Regulation 211/01 as amended, and for no other purpose. The approval relates to documents entitled Level 2 Risk and Safety Management Plan for Propane Facility, received March 2011.

This approval is provided by Saugeen Shores Fire Department, a fire service as defined in Ontario Regulation 211/01 as amended, which is responsible for the area where UPI Energy LP Gas Bar is located in the Town of Saugeen Shores.

In accordance with subsection 27.1(2) of Ontario Regulation 211/01 as amended, the Saugeen Shores Fire Department hereby approves all components of the risk and safety management plan for the Facility that address fire safety, fire protection and emergency preparedness. This approval is issued based upon the future commitment of providing fire suppression equipment and the successful completion of Propane Firefighting Training by members of the Saugeen Shores Fire Department.

Address of the Facility:	281 Goderich St. Port Elgin, ON.
Indicate type of Facility:	Retail outlet.
Type of Approval:	Renewal of License

Date of Approval: July 20, 2011

A handwritten signature in black ink, appearing to read "Phil Eagleson", written over a horizontal line.

Phil Eagleson
Fire Chief / CEMC
Saugeen Shores Fire Department



REV.	DATE	DESCRIPTION
2		
1		

UPI Gas Bar
281 Goderich Street
Port Elgin
ON N0H 2C1

PROPANE LICENCE
TSSA # 0033944001
PROPANE FACILITY:
-STORAGE TANK:
2000 USWG
-CYLINDER REFILL
-STORAGE

Propane Tank GPS
Coordinates:
Latitude: 44°25'42.61"N
Longitude: 81°23'40.88"W

CAPACITY OF PARKING FOR TANKER TRUCKS: NONE
STORAGE OF PROPANE TANKS OR CYLINDERS:
FENCED AREA: 60' X 124' X 72'H

NOTE: CYLINDERS IN STORAGE SHALL CONTAIN
NO MORE THAN 500 LBS (225 KG) OF PROPANE

- ① PROPANE TANK
- ② FENCED STORAGE FOR PROPANE CYLINDERS
- ③ PROPANE DELIVERY TRUCK-DURING DELIVERY (UNLOADING INTO THE FILLER PLANT)
- ④ PROPANE CYLINDER FILLING STATION (CABINET)
- ⑤ BOLLARDS
- ⑥ GAS BAR-STORE
- ⑦ GAS BAR: AUTO DISPENSERS
- ⑧ PARKING
- ⑨ FLAMMABLE AND COMBUSTIBLE SUBSTANCES
- ⑩ STORAGE AND OFFICE (UPI ENERGY)



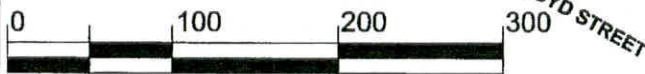
CLIENT			
UPI ENERGY LP			
TITLE			
SITE PLAN			
DR. BY:	GI	DATE	Jan 2011
CHECKED:	GEC	DATE	-
DR. NUMBER:	-	REV	8.2

Emergency: 911
UPI Energy LP Emergency
Response Coordinator:
1-800-396-2667

Jan 2011
Ministry of Natural Resources
Queen's Printer for Ontario



DIMENSIONS SHOWN INCLUDE 1/70 (3σ) ADJUSTMENT FOR RESOLUTION OF THE AERIAL IMAGE



Meters DIMENSIONS SHOWN INCLUDE 1/70 (3σ) ADJUSTMENT FOR RESOLUTION OF THE AERIAL IMAGE

2	2017/03/02	Updated CBO, showed MPs
1		
REV.	DATE	DESCRIPTION



Lower-tier Municipality: UPI Gas Bar
 Town of Saugeen Shores 281 Goderich Street
 P.O. Box 820 Port Elgin
 600 Tomlinson Drive ON N0H 2C1
 Port Elgin, ON N0H 2C0

Bart Toby, Chief Building Official
 519-832-2008 x 116

Upper-tier Municipality: PROPRANE LICENCE
 County of Bruce TSSA # 0033944001
 Planning & Economic PROPRANE FACILITY:
 Development - Walkerton -STORAGE TANK:
 Box 848,30 Park Street 2000 USWG
 Walkerton, ON N0G 2V0 -CYLINDER REFILL
 Tel: 519-881-1782 -STORAGE

Propane Tank GPS
 Coordinates:
 Latitude: 44°25'42.61"N
 Longitude: 81°23'40.88"W

HAZARD DISTANCE
 PERMANENT STRUCTURES WITHIN HD
 EXTERNAL EVACUATION

Public Receptors within HD
 (Approximate Quantity)
 Residences: 180
 Schools: 0
 Hospitals: 0
 Industrial / Commercial / Office Buildings: 35
 Parks and Recreation Areas: 1

PROPERTY LINES AND DISTANCES
 TO PROPERTY LINES ARE SOURCED FROM THE FOLLOWING DRAWING:
 NO. 1 TITLE: 825-020-1
 DATE: JUNE 2009

- MP-1 MUSTERING POINT (PRIMARY)
 @ COLONIAL MOTEL
- MP-2 MUSTERING POINT (SECONDARY)
 @ 355 GODERICH ST.

-ONLY ONE VESSEL ON SITE:
 1 X 2000 USWG
 -SETBACK FROM THE PROPERTY LINES
 FRONT: 62'
 REAR: 42'
 SIDE (LEFT): 141'
 SIDE (RIGHT): 11'



CLIENT			
UPI ENERGY LP			
TITLE			
AREA MAP			
DR. BY:	GI	DATE	Jan 2011
CHECKED:	GEC	DATE	-
DR. NUMBER:	8.1	REV	002

Emergency: 911
 UPI Energy LP Emergency
 Response Coordinator:
 1-800-396-2667

Jan 2011
 Ministry of Natural Resources
 Queen's Printer for Ontario



2	2017/03/02	Added MP-2
1		
REV.	DATE	DESCRIPTION

UPI Gas Bar
 281 Goderich Street
 Port Elgin
 ON N0H 2C1

PROPANE LICENCE
 TSSA # 0033944001
 PROPANE FACILITY:
 -STORAGE TANK: 2000 USWG
 -CYLINDER REFILL
 -STORAGE

Propane Tank GPS Coordinates:
 Latitude: 44°25'42.61"N
 Longitude: 81°23'40.88"W

Town of Saugeen Shores
 P.O Box 820
 600 Tomlinson Drive
 Port Elgin, ON N0H 2C0
 Jim Bell, Chief Building Official
 Phone: 519-832-2008

- (PS) PUMP SWITCH
- (MS) MAIN POWER SWITCH
- (FE) FIRE EXTINGUISHER
- (MP) MUSTERING POINT (PRIMARY)
- (DT) PROPANE DELIVERY TRUCK
- (FH) FIRE HYDRANT
- (MP-2) MUSTERING POINT (SECONDARY)
 @ 355 GODERICH ST.



CLIENT			
UPI ENERGY LP			
TITLE			
FIRE ACCESS			
DR. BY:	GI	DATE	Jan 2011
CHECKED:	GEC	DATE	
DR. NUMBER:	8.3	REV	2

Emergency: 911
 UPI Energy LP Emergency
 Response Coordinator:
 1-800-396-2667

