



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 N/A - New Facility

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 Canpar Transport L.P. Ontario Corporation No., if applicable _____
 Operator Name (if different from above) Canpar Windsor

Telephone No. 519-967-9293 Fax No. _____ E-mail jmillett@canpar.com

B Street No. 201 Street Name / 911 Number / Address, if applicable Westcreek Blvd
 Town / City or Township / County Brampton Province Ontario Postal Code L6T 5T7

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

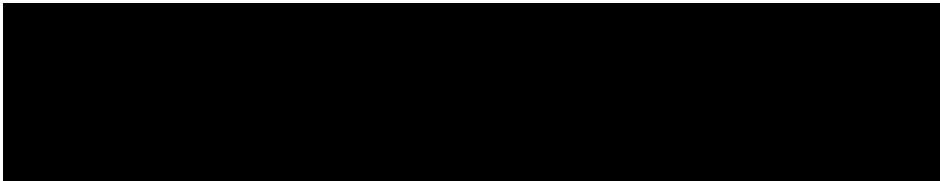
Location of facility.

D Street No. 1855 Street Name / 911 Number / Address, if applicable Brunet Drive Nearest Major Intersection Malden Road and Daytona Avenue
 Town / City or Township / County Windsor Province Ontario Postal Code N9C 3S2

Name of Licence Holder Canpar Transport L.P.

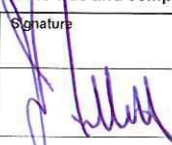
Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT). John Millett ROT type 400-04 and 100-02

Municipality (or municipalities if the facility or its hazard distance touches multiple borders)
City of Windsor

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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Print name	Signature	Date (dd-mm-yyyy)
Name of Licence Holder <u>Canpar Transport L.P.</u>		<u>05-12-2012</u>
Name of Senior Management person as defined in the Regulation holding the Record of Training <u>John Millett</u>		



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SECTION A: GENERAL INFORMATION (cont'd)

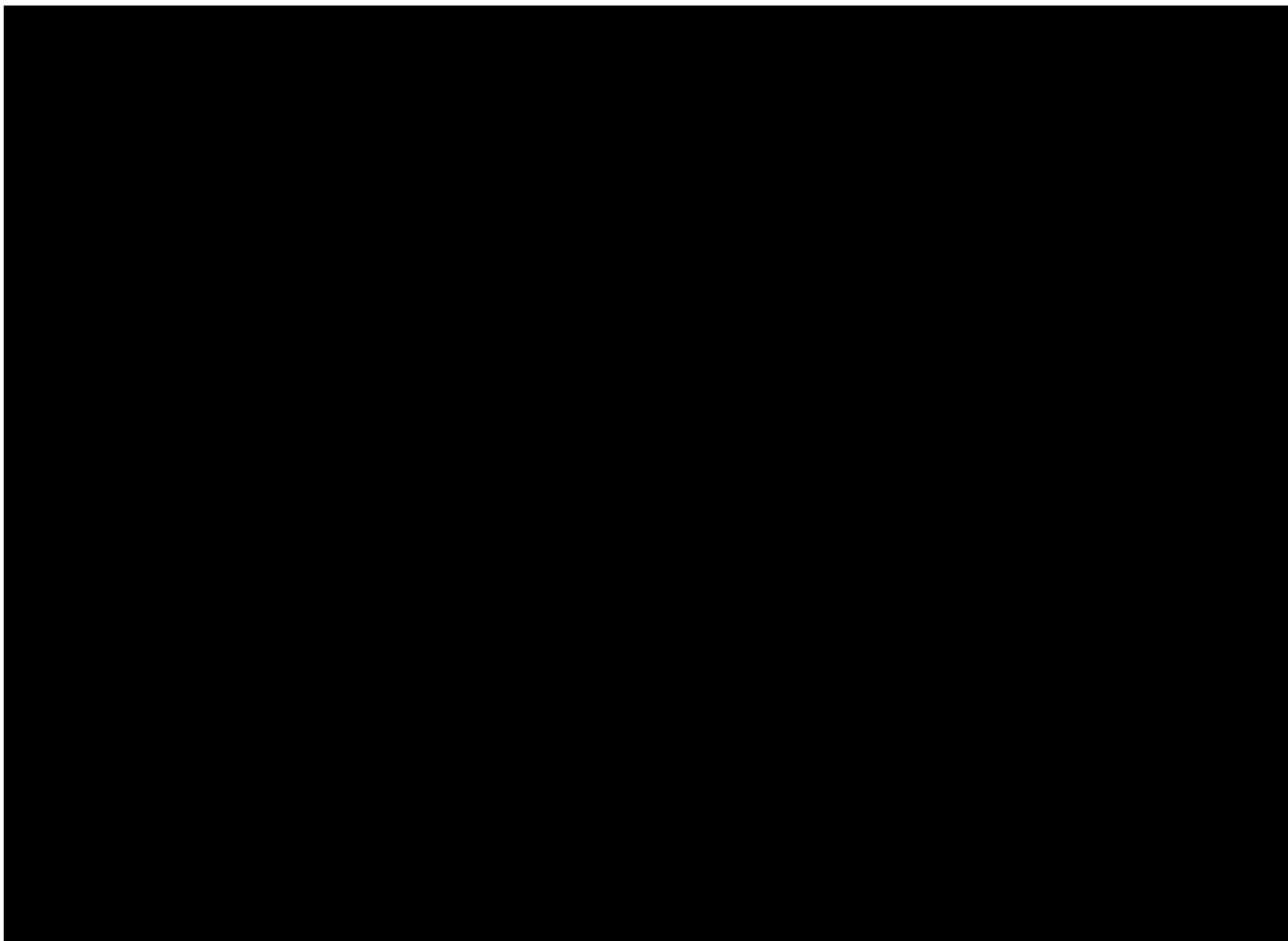
Indicate the year the facility was established. Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment.
 N/A - Not Yet Built N/A

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

	PSIG	Serial Number
Tank 1:	250	90-4 (Propar)
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: 115.4 USWG Mobile: 0 USWG



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Name of person completing this form (please print) John Millett	Official Title Regional Operations Manager- South Western Ontario	
Signature 	Telephone No. 905-795-8297	Date (dd-mm-yyyy) 05-12-2012



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) EDPRO Energy Group Inc.			
Street No. 520	Street Name / 911 Number / Address, if applicable Sovereign Road		
Town / City or Township / Country London		Province Ontario	Postal Code N5V 4K4
Telephone No. 519-690-0000	Fax No. 519-690-1948	Contact Name Joe Erskine	
E-mail jerskine@edproenergy.com			

Name of Propane Transporter. If same as above, please check box. <input checked="" type="checkbox"/>		For Office Use - Party No.	
EDPRO Energy Group Inc.			
Street No. 520	Street Name / 911 Number / Address, if applicable Sovereign Road		
Town / City or Township / Country London		Province Ontario	Postal Code N5V 4K4
Telephone No. 519-690-0000	Fax No. 519-690-1948	Contact Name Joe Erskine	
E-mail jerskine@edproenergy.com			

Off-site Cylinder and/or Mobile Storage		Capacity stored off-site, in USWG	For Office Use - Party No.
None			
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.

Located in the TST Overland Express service building at the south end of the property

1000 litres - 15w40 engine oil, 1100 litres - glycol anti-freeze, 205 litres -transmission fluid, 205 litres -hydraulic fluid

Small quantities (approximately 20 cans) of items such as spray paint, cleaners, lubricants, etc.

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

Fire extinguisher - 20lb A,B,C

Fire Hydrant - City

Emergency shut-off

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.

Internal Safety Control (ISC) valves are equipped with nitrogen charged actuators

Fusible plug on nitrogen holding open ISC valve causes liquid outlet to automatically close in event of fire

Normally closed solenoid valves on automotive fill meter before hose closes by emergency shut-off or when not in use

Maintenance and testing schedule for fire protection controls and devices.

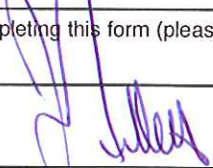
Fire extinguisher is inspected by outside company annually

Fire extinguisher inspected in-house monthly

Comprehensive dispenser inspection conducted annually by G2-LP certificate holder or higher

Facility inspection by TSSA completed annually

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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 John Millett	For Office Use - Party No.	Name John Millett	For Office Use - Party No.
Official Title Regional Operations Manager- South Western Ontario		Official Title Regional Operations Manager- South Western Ontario	
Telephone No. 905-795-8297	Fax No. 905-629-4034	Cell No. 416-936-4132	Fax No. 905-629-4034
E-mail jmillett@canpar.com		E-mail jmillett@canpar.com	
Role and responsibilities in emergency Represent licence holder/operator on interaction with authorities Ensure regulations are met		Role and responsibilities in emergency Site liaison for enacting internal and external emergency procedures Communication with emergency responders, supplier and subcontractors	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name Mike Graff	For Office Use - Party No.	Name Randy Williams	For Office Use - Party No.
Official Title Acting Terminal Manager, Windsor		Official Title Terminal Manager, Windsor	
Telephone No. 519-992-1616	Fax No.	Telephone No. 519-967-9293	Fax No.
E-mail rwilliams@canpar.com		E-mail rwilliams@canpar.com	
Role and responsibilities in emergency Same as Key Contact and/or Facility 24 Hr Contact if other unavailable		Role and responsibilities in emergency Ensure approved procedures are followed Ensure internal emergency procedures are current and employees aware	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name Steve Laforet	For Office Use - Party No.	Name Joe Erskine	For Office Use - Party No.
Official Title Duputy Chief Operations		Official Title CEO of EDPRO Energy Group Inc.	
Telephone No. 519-253-6573 ext 253	Fax No. 519-255-6832	Telephone No. 519-690-0000	Fax No. 519-690-1948
E-mail slaforet@city.windsor.on.ca		E-mail jerskine@edproenergy.com	
Role and responsibilities in emergency Review and provide guidance on fire safety, emergency response and preparedness. Interface for invitation to conduct annual site review		Role and responsibilities in emergency Technical assistance; dispatch of service technician and specialized equipment Activate Emergency Response Assistance Plan by LPGERC	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name John Lee	For Office Use - Party No.	Name Valery Critchley	
Official Title Chief Fire prevention Officer		Official Title City Clerk and License Commissioner	
Telephone No. 519-253-3016 ext 275	Fax No. 519-255-6832	Telephone No. 519-255-6222 ext 6434	Fax No. 519-255-6868
E-mail jlee@city.windsor.on.ca		E-mail vcritchley@city.windsor.on.ca	
Role and responsibilities in emergency Same as Fire Services - Key Contact if other unavailable		Municipality City of Windsor	

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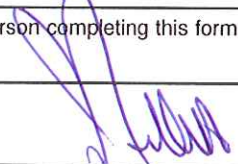
SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

2. Additional Safety Measures

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

- Controlled Access: No retail activity; access to facility controlled with no unauthorized vehicles permitted inside fenced area
- The internal valves are equipped with nitrogen charged actuators with fusible plugs
- Limited Scope of Filling: Only Canpar's owned propane fuelled vehicles are filled; no pilot light equipped vehicles (motorhomes, catering trucks) will refuel.
- Power turned off when unattended

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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) 05-12-2012	Print Name of Training Provider: EDPRO Energy Group Inc.
	Print Name of Instructor: Robert Allen
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) Prior to Activation	Print Name of Training Provider: EDPRO Energy Group Inc.
	Print Name of Instructor: Robert Allen
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) Prior to Activation	Print Name of Training Provider: EDPRO Energy Group Inc.
	Print Name of Instructor: Robert Allen
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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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)	Print Name of Training Provider: EDPRO Energy Group Inc.
To be established upon activation	Print Name of Instructor: Robert Allen
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)	Print Name of Training Provider: EDPRO Energy Group Inc.
To be established upon activation	Print Name of Instructor: Robert Allen
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)	Print Name of Training Provider: EDPRO Energy Group Inc.
To be established upon activation	Print Name of Instructor: Robert Allen
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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Name of person completing this form (please print)	Official Title	
John Millett	Regional Operations Manager- South Western Ontario	
Signature	Telephone No.	Date (dd-mm-yyyy)
	905-795-8297	05-12-2012



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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).
In the event of a fire/significant propane leak the operator will activate the Emergency Stop control on the dispenser and/or delivery truck.

The operator will contact Fire Services by calling 9-1-1 and initiate facility evacuation

Fire Services will oversee public notification and/or evacuation

Facility Contact will contact Propane Supplier Key Contact who will activate ERAP (if necessary) and report to TSSA through Spills Action Centre

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).

The operator, immediately after activating the Emergency Stop control, will orally notify any other employees and visitors on site to evacuate, then call 9-1-1

All employees and visitors (customers) will immediately vacate the building and premises to.

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).

All employees are instructed to and authorized to activate emergency response authorities by calling 9-1-1 upon occurrence of fire and/or significant leak

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

The main access gate will be opened during business hours, and when personnel are on site, by supervisory staff. During non-business hours, on site, by supervisory staff. During non-business hours facility is gated. Padlock to be removed by fire services if required.

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

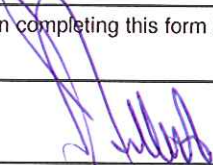
Fire Services are formally invited for a full site review on an annual basis with supplementary site access for training or orientation as requested.

TSSA conducts a comprehensive inspection annually. Site specific emergency procedures are reviewed annually with all employees.

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

Facility manager would be able to respond to site in approximately 25 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"/>
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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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)		<u>115m</u>
4. What is the unobstructed distance to the closest approved water supply with year round access if there are no hydrants? (distance in metres only)		<u>N/A</u>

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

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

8. Licence holder and local Fire Services Review

To be completed by the Local Fire Services

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

Yes

No

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

Fire services comments, if any:

Windsor Fire Services completed pre-installation site review. No concerns. Request invitation to conduct follow-up site review upon completion.

To be completed by the Licence Holder

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

Canpar will advise Windsor Fire Services immediately upon completion of propane dispenser system and invite to review operation and emergency systems.

The licence holder will respond to the Local Fire Services comments by:

01-02-2013

(dd-mm-yyyy)

LOCAL FIRE SERVICES

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

Local Fire Services Name	Print name JOHN SMITH	Signature 	Date (dd-mm-yyyy) 09-01-2013
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Name of person completing this form (please print) John Milet	Official Title Regional Operations Manager- South Western Ontario
Signature 	Telephone No. 905-795-8297
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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) 16-11-2012	Capacity of single largest propane storage vessel (USWG) 2000 USWG
Tank setback coordinates. Indicate placement on the map.	
Front: 354'	Right side property line: 263'
Rear: 321'	Left side property line: 152'
GPS coordinates of single largest vessel: 42°16'37.29"N, 83°03'30.05"W	

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SECTION C: SUBMISSIONS (cont'd)

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

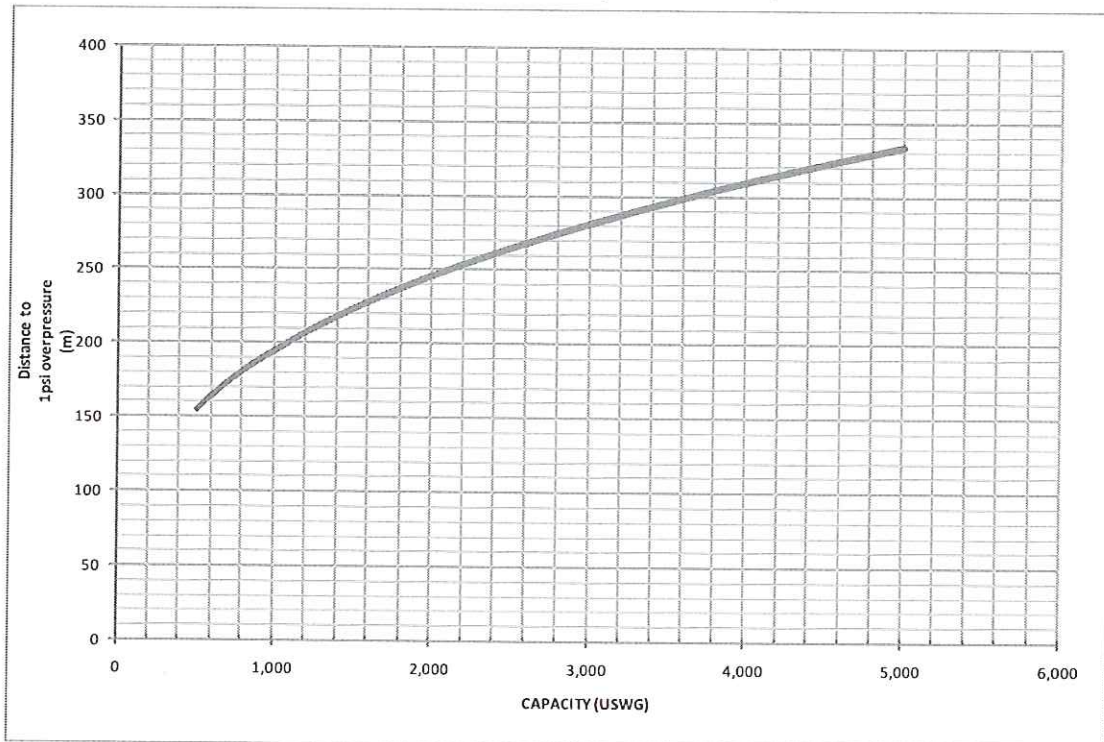
Table 1: Distance Table

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)



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) John Millett	Official Title Regional Operations Manager- South Western Ontario	
Signature 	Telephone No. 905-795-8297	Date (dd-mm-yyyy) 05-12-2012



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)

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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>Malden Park</u> Address: <u>4200 Malden Road</u> City: <u>Windsor</u> Province <u>Ontario</u> Postal Code <u>N9E 3P2</u>			x		<u>67</u> m
Residential building units specifically permanent single family dwellings, condominiums and apartments [REDACTED]				x	<u>140</u> m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>WILLIAM RUTHERFORD LTD</u> Address: <u>4180 INDUSTRIAL DRIVE, UNIT 1</u> City: <u>WINDSOR</u> Province <u>ONTARIO</u> Postal Code <u>N9C 3R8</u>			x		<u>108</u> m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: _____ 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: _____ Address: _____ City: _____ Province _____ Postal Code _____	x				_____ m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	x				_____ m

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

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SECTION C: SUBMISSIONS (cont'd)

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Portable Storage Additional Information Sheet

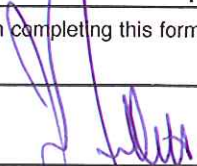
Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9		
# 100	29.5		
# 40	11.75		
# 33.3	9.62	12	115.4 USWG
# 30	8.8		
# 20	5.8		
# 10	2.9		
# 5	1.5		
Total Cylinder Capacity			

Tanks Stored On-site Not Connected for Use

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

Total Cylinder Capacity	115.4 USWG
Total Tank Capacity	2000 USWG
Total Portable Capacity	0

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Signature 	Telephone No. 905-795-8297	Date (dd-mm-yyyy) 05-12-2012