



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.

<p style="text-align: center; font-size: small;">Failure to fully complete this form may result in rejection. Making a false statement may result in a fine or prosecution under the <i>Technical Standards and Safety Act</i></p> <p>Licence Number <input style="width: 100%;" type="text"/></p> <p>Check applicable type of propane operations.</p> <p> <input checked="" type="checkbox"/> Cylinder <input type="checkbox"/> Motor Fill <input type="checkbox"/> Filling Plant <input type="checkbox"/> Card/Keylock </p> <p style="font-size: x-small;">Submit along with this completed application a Facility Site Plan and a Map of the Surrounding Area.</p>	<p>For Office Use Only</p> <div style="border: 1px solid black; width: 100%; height: 100%; background-color: black;"></div>
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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 ACE Services	Ontario Corporation No., if applicable N/A
	Operator Name (if different from above) Darren Hastings	
	Telephone No. (519)654-8140	Fax No. (519)821-3314
	E-mail darren.hastings@gmail.com	
B	Street No. / Street Name / 911 Number / Address, if applicable 5454 / Wellington Rd. 86	
	Town / City or Township / County Township of Guelph/Eramosa	Province / Postal Code ON / N1H 6J4
C	Mailing address if different from above.	
	Street No. / Street Name / 911 Number / Address, if applicable 530 / Governors Rd.	
	Town / City or Township / County Guelph	Province / Postal Code ON / N1K 1E3

Information on Container Refill Centre or Filling Plant		
Location of facility.		
D	Street No. / Street Name / 911 Number / Address, if applicable 5454 / Wellington Rd. 86	Nearest Major Intersection Elmira Rd. and Woodlawn Rd. N.
	Town / City or Township / County Township of Guelph/Eramosa	Province / Postal Code ON / N1H 6J4

Name of Licence Holder ACE Services	
Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT) Darren Hastings	ROT type PTI 100-08
Municipality (or municipalities if the facility or its hazard distance touches multiple borders) Township of Guelph/Eramosa	
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 Name of Licence Holder ACE Services	Signature 	Date (dd-mm-yyyy) Aug 14/12
Name of Senior Management person as defined in the Regulation holding the Record of Training Darren Hastings		



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SECTION A: GENERAL INFORMATION (cont'd)

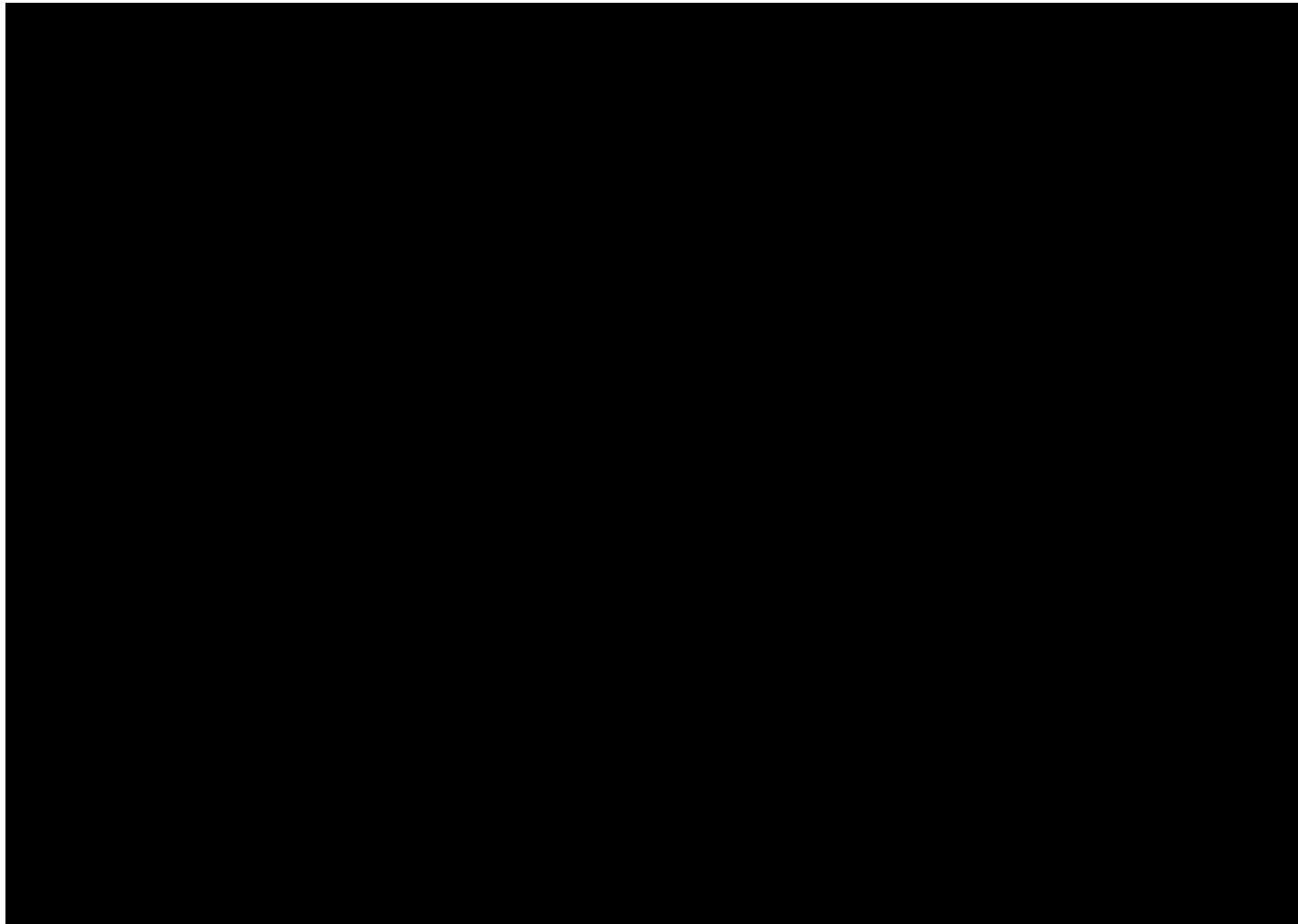
Indicate the year the facility was established. Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment.
2005 N/A

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

	PSIG	Serial Number
Tank 1:	250	190.80-56
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: 1,000 USWG Portable: 1,169.7 USWG Mobile: 0



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Name of person completing this form (please print) Darren Hastings	Official Title Owner
Signature 	Telephone No. (519)654-8140
	Date (dd-mm-yyyy) Aug 14/12



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) UPI Energy LP		For Office Use - Party No.	
Street No. 105	Street Name / 911 Number / Address, if applicable Silvercreek Parkway North		
Town / City or Township / Country Guelph		Province ON	Postal Code N1H 8M1
Telephone No. (519)821-2667	Fax No. (519)821-4919	Contact Name Bob Hodgson	
E-mail			

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 N/A		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.

2x500 USWG diesel

1x300 USWG diesel

2 acetylene bottles and 10 automotive batteries

2x5 gallon gas cans

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

Fire extinguisher

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.

Fusible link melts at temperature greater than 100°C and automatically shuts off Internal Safety Valve (ISC). ISC closes automatically when fusible link is exposed to heat great than 100°C. Also closes automatically if line break were to allow flow to exceed 50 gallons per minute.

Maintenance and testing schedule for fire protection controls and devices.

ISC is tested prior to use on the day of use. Fire extinguishers are checked prior to use on the day of use and third party annually inspects.

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Signature 		Telephone No. 519)654-8140	Date (dd-mm-yyyy) Aug 14/12



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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 Darren Hastings	For Office Use - Party No.	Name Darren Hastings	For Office Use - Party No.
Official Title Owner		Official Title Owner	
Telephone No. (516)654-8140	Fax No. (519)821-3314	Cell No. (519)654-8140	Fax No. (519)821-3314
E-mail darren.hastings@gmail.com		E-mail darren.hastings@gmail.com	
Role and responsibilities in emergency See Schedule 1		Role and responsibilities in emergency See Schedule 1	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name Ewa Wardach	For Office Use - Party No.	Name Darren Hastings	For Office Use - Party No.
Official Title		Official Title Owner	
Telephone No. (519)822-6256	Fax No.	Telephone No. (519)654-8140	Fax No. (519)821-3314
E-mail ewa@projoy.com		E-mail darrenhastings@gmail.com	
Role and responsibilities in emergency See Schedule 1		Role and responsibilities in emergency See Schedule 1	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name John Osborne	For Office Use - Party No.	Name Bob Hogdson	For Office Use - Party No.
Official Title Fire Chief		Official Title Propane Service Manager	
Telephone No. (519) 824-6590	Fax No.	Telephone No. (519)821-2667	Fax No. (519)821-4919
E-mail		E-mail	
Role and responsibilities in emergency Coordinate emergency response actions		Role and responsibilities in emergency See Schedule 1	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name Richard Renaud	For Office Use - Party No.	Name Meaghen Reid	For Office Use - Party No.
Official Title Deputy Chief (Rockwood)		Official Title Clerk	
Telephone No. (519) 856-9637	Fax No.	Telephone No. (519) 856-9951 ext. 107	Fax No.
E-mail		E-mail mreid@get.on.ca	
Role and responsibilities in emergency Alternate coordinate emergency response actions		Municipality Township of Guelph/Eramosa	

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Signature 	Telephone No. (519)654-8140
	Date (dd-mm-yyyy) Aug 18 / 12



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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.

N/A

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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) 03-05-2012	Print Name of Training Provider: Beatty Petroleum Consulting Inc.
	Print Name of Instructor: Alex Beatty
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) 01-06-2010	Print Name of Training Provider: ACE Services
	Print Name of Instructor: Darren Hastings
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)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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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) 01-05-2013	Print Name of Training Provider: Ace Services
	Print Name of Instructor: Darren Hastings
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) 01-05-2013	Print Name of Training Provider: ACE Services
	Print Name of Instructor: Darren Hastings
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:
	Print Name of Instructor:
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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

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

5. Emergency Response Communications Plan

Warnings and Actions

Describe who gives warnings to whom, and how and when the warning will be given (including public notification as appropriate).

See Schedule 1

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 Schedule 1

Communication with Emergency Response Authorities

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

See Schedule 1

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

Code at gate is 1515*

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

See Schedule 1

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

Darren Hastings: lives on site

Ewa Wardach: lives 20 minutes away from site

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

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

6. Building and Site Security and Procedures

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

N/A Site does not operate with QCC or OPD valve

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 type="checkbox"/> | <input checked="" 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) | N/A _____ | |
| 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) | 3,700 m _____ | |

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Fire services comments, if any:

RURAL LOCATION

To be completed by the Licence Holder

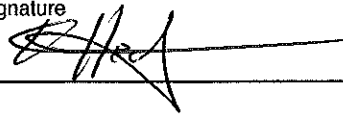
In response to the above comments, the following action(s) is required:

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 EMERGENCY SERVICES / FIRE DEPT Local Fire Services Name GUELPH	Signature 	Date (dd-mm-yyyy) Aug 22/12
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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) 19/07/2012	Capacity of single largest propane storage vessel (USWG) 1,000 USWG
Tank setback coordinates. Indicate placement on the map.	
Front: 2700' <u>823m</u>	Right side property line: 5467' <u>1666m</u>
Rear: 608' <u>185m</u>	Left side property line: 204' <u>62m</u>
GPS coordinates of single largest vessel: <u>43°32'28.38"N 80°19'58.32"</u>	

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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>N/A</u> Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m
Residential building units specifically row houses, town houses, and condominiums [Redacted]		X			<u>119.5</u> m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>N/A</u> Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: <u>N/A</u> Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: <u>N/A</u> Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: <u>N/A</u> Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m

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

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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	0	0
# 100	29.5	10	295 USWG
# 40	11.75	0	0
# 33.3	9.62	30	288.6 USWG
# 30	8.8	0	0
# 20	5.8	0	0
# 10	2.9	20	58 USWG
# 5	1.5	2	3 USWG
Total Cylinder Capacity			644.6 USWG

Tanks Stored On-site Not Connected for Use

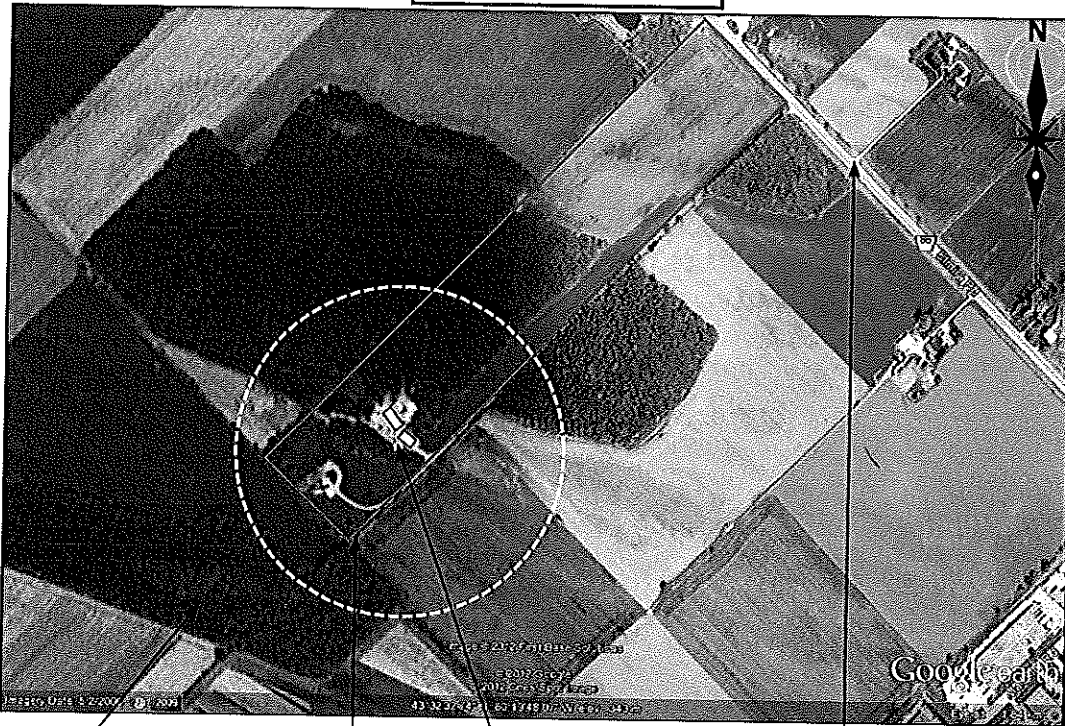
Tank Size In USWG	Quantity	Total Volume In USWG
123.9	3	371.7 USWG
29.5	1	29.5 USWG
61.95	2	123.9 USWG
2000	1	2,000 USWG
Total Tank Capacity		525.1 USWG

Total Cylinder Capacity	644.6 USWG
Total Tank Capacity	525.1 USWG
Total Portable Capacity	3,169.7 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) Darren Hastings	Official Title Owner
Signature 	Telephone No. (519)654-8140
	Date (dd-mm-yyyy) Aug 14/12

ACE Services
 5454 Wellington Rd. 86
 Guelph, ON N1H 6J4



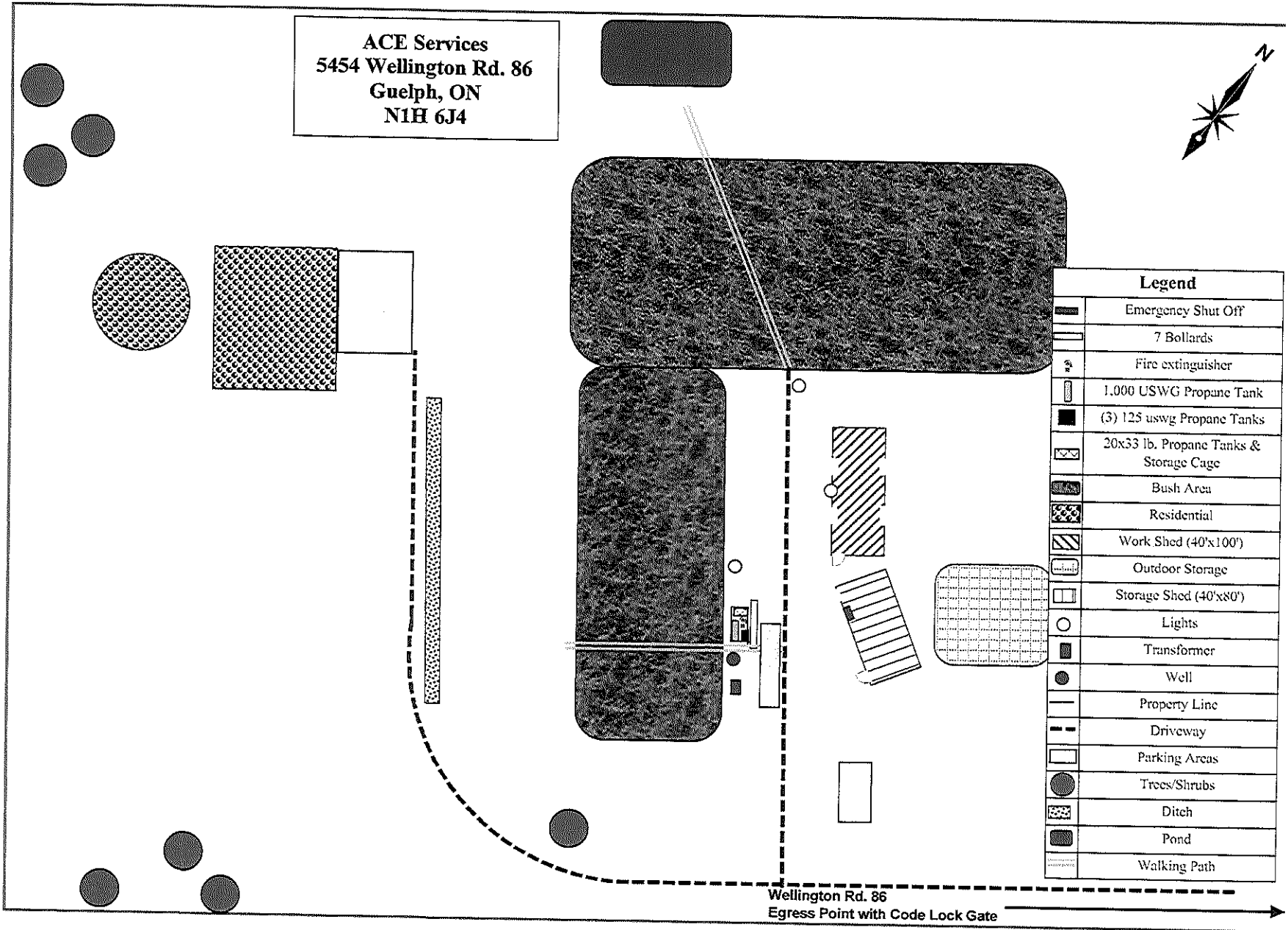
195 Meter Radius

Property Line

Wellington Rd. 86

Location	5454 Wellington Rd. 86 Guelph, ON N1H 6J4
Prepared	13 July 2012
Largest Tank	1,000 USWG Horizontal Propane Tank
Tank Set Backs	Front = 2700' / Back = 608' Right=467' / Left=204'
Radius	195 Meter Radius
GPS Coordinates	43°32'28.38"N 80°19'58.32"
Municipality 1	Township of Guelph/Eramosa
City Clerk	Meaghen Reid
Address	8348 Wellington Road 124 P.O. Box 700 Rockwood , ON N0B 2K0
Phone	(519) 856-9951 ext. 107
Municipality 2	County of Wellington
Regional CAO	Scott Wilson
Address	74 Woolwich St. Guelph ON N1H 3T9
Phone	(519) 837-2600 ext. 2330

ACE Services
 5454 Wellington Rd. 86
 Guelph, ON
 N1H 6J4



Legend	
	Emergency Shut Off
	7 Bollards
	Fire extinguisher
	1,000 USWG Propane Tank
	(3) 125 uswg Propane Tanks
	20x33 lb. Propane Tanks & Storage Cage
	Bush Area
	Residential
	Work Shed (40'x100')
	Outdoor Storage
	Storage Shed (40'x80')
	Lights
	Transformer
	Well
	Property Line
	Driveway
	Parking Areas
	Trees/Shrubs
	Ditch
	Pond
	Walking Path

Wellington Rd. 86
 Egress Point with Code Lock Gate