



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.231.4078
 Customer Service: 1.877.682.8772
 propane@tssa.org
 www.tssa.org

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;">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 type="text" value="00279716"/></p> <p>Check applicable type of propane operations.</p> <p> <input checked="" type="checkbox"/> Cylinder <input type="checkbox"/> Motor Fill <input checked="" type="checkbox"/> Filling Plant <input type="checkbox"/> Card/Keylock </p> <p>Submit along with this completed application a Facility Site Plan and a Map of the Surrounding Area.</p>	<p style="text-align: center;">For Office Use Only Intake Group</p> <div style="border: 1px solid black; height: 40px; width: 100%; background-color: black; margin-top: 5px;"></div> <p>SR #</p>
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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	Corporation No.	
NR Fuels & Convenience Inc.	002545837	
Operator Name (if different from above)		
Telephone No.	Fax No.	E-mail
519-539-6250	519-539-6250	nrfuels@hotmail.com
B Street No.		
Street Name / 911 Number / Address, if applicable		
379 Norwich Avenue		
Town / City or Township / County	Province	Postal Code
Woodstock	Ontario	N4S 3W4
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.	Street Name / 911 Number / Address, if applicable	Nearest Major Intersection
379	Norwich Avenue	Parkinson & Norwich
Town / City or Township / County	Province	Postal Code
Woodstock	Ontario	N4S 3W4

Name of Licence Holder	
NR Fuels & Convenience Inc.	
Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT).	ROT type
Sahab Batth	PTI 100-08
Municipality (or municipalities if the facility or its hazard distance touches multiple borders)	
Woodstock	
Hours of operation.	

This document is valid until the next licence renewal date. You are required by law to notify TSSA of any change of information.

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

Print name	Signature	Date (dd-mmm-yyyy)
Name of Licence Holder Sahab Batth		22/May/2017
Name of Senior Management person as defined in the Regulation holding the Record of Training Sahab Batth		



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SECTION A: GENERAL INFORMATION (cont'd)

Indicate the year the facility was established. 1990	Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment. None
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Identify the psig rating and serial number for each fixed propane storage tank on site.

	PSIG	Serial Number
Tank1:	2,000 USWG	7242
Tank2:		
Tank3:		

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

Fixed: 2,000 USWG Portable: None Mobile: None

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Name of person completing this form (please print) Sahab Batth	Official Title Director	
Signature 	Telephone No. 519-539-6250	Date (dd-mmm-yyyy) 22/May/2017



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) Superior General Partner Inc. o/a Superior Propane			For Office Use - Party No.		
Street No. 251		Street Name / 911 Number / Address, if applicable Woodlawn Road West, Unit 217			
Town / City or Township / Country Woodstock			Province Ontario	Postal Code N1H 8J1	
Telephone No. 613-391-9604	Fax No.	Contact Name Ken Gillis, Regulatory Technical Specialist			
E-mail GillisK@SuperiorPropane.com					

Name of Propane Transporter. If same as above, please check box. <input type="checkbox"/>			For Office Use - Party No.		
Street No. 29495		Street Name / 911 Number / Address, if applicable Centre Road			
Town / City or Township / Country Strathroy			Province Ontario	Postal Code N7G 3H6	
Telephone No. (905) 979-1129	Fax No. N/A	Contact Name Mac Sutherland			
E-mail sutherlm@SuperiorPropane.com					

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.

None

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

- 1 - Portable Extinguisher (ABC) - 10 lb - near the propane tank
- 1 - Portable Extinguisher (ABC) - 10 lb - within 40 feet of the propane dispenser
- 1 - Portable Extinguisher (ABC) - 20 lb - in the kiosk within 100 feet of the propane dispenser


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.

- Electric shut off switch in the cabinet of the tank
- Electric breakers shut down everything in the kiosk
- Emergency Shut off switch 10 meters visible and sign posted.

Maintenance and testing schedule for fire protection controls and devices.

Inspection record kept in kiosk on site with the Manager

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Signature 	Telephone No. 519-539-6250	Date (dd-mmm-yyyy) 22/may/2017



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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 Sahab Bath	For Office Use - Party No.	Name Sahab Bath	For Office Use - Party No.
Official Title Director		Official Title Director	
Telephone No. 519-539-6250	Fax No. 519-539-6250	Cell No. 519-635-4592	Fax No. 519-539-6250
E-mail nrfuels@hotmail.com		E-mail nrfuels@hotmail.com	
Role and responsibilities in emergency Shutdown the site & assist Fire Department		Role and responsibilities in emergency Shutdown the site & assist Fire Department	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name Baljinder Bath	For Office Use - Party No.	Name N/A	For Office Use - Party No.
Official Title Director		Official Title	
Telephone No. 519-221-1312	Fax No.	Telephone No.	Fax No.
E-mail nrfuels@hotmail.com		E-mail	
Role and responsibilities in emergency Shutdown the site & assist Fire Department		Role and responsibilities in emergency	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name Jeff Slager	For Office Use - Party No.	Name Superior Propane Hotline	For Office Use - Party No.
Official Title Fire Chief	E-mail jslager@cityofwoodstock.ca	Official Title Operator	E-mail N/A
Telephone No. 519-537-3412 ext. 5201	Fax No. 519-537-0133	Telephone No. 1-877-873-7467	Fax No. N/A
Role and responsibilities in emergency Emergency Management Ontario Coordinator		Role and responsibilities in emergency Assist the Fire Department as required	
Fire Services Address		Propane Supplier Address 251 Woodlawn Road West, Unit 217, Guelph, Ontario	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name Brian Egan	For Office Use - Party No.	Name Louise Gartshore	For Office Use - Party No.
Official Title Deputy Fire Chief	E-mail began@cityofwoodstock.ca	Official Title City Clerk	
Telephone No. 519-537-3412 ext. 5202	Fax No.	Telephone No. 519-539-129 ext. 2500	Fax No. 519-539-7705
Role and responsibilities in emergency Large Scene Incident Commander		E-mail lgartshore@city.woodstock.on.ca	
Fire Services Address 1203 Parkinson Road, PO Box 1539, Woodstock Ontario N4S 0A7		Municipality Name and Address 500 Dundas Street, PO Box 1539, Woodstock, Ontario N4S 0A7	

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Signature 	Telephone No. 519-539-6250
	Date (dd-mmm-yyyy) 22/may/2017



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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-mmm-yyyy) 28/12/2016	Print Name of Training Provider: FSN Training & Development Inc.
	Print Name of Instructor: Stephen Mills
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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

Training Date (dd-mmm-yyyy) 28/12/2017	Print Name of Training Provider: FSN Training & Development Inc.
	Print Name of Instructor: Stephen Mills
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training 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.

Training Date (dd-mmm-yyyy) 28/12/2017	Print Name of Training Provider: FSN Training & Development Inc.
	Print Name of Instructor: Stephen Mills
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mmm-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-mmm-yyyy) TBD	Print Name of Training Provider: FSN Training & Development Inc.
	Print Name of Instructor:
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) TBD	Print Name of Training Provider: FSN Training & Development Inc.
	Print Name of Instructor:
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) 28-Dec-2016	Print Name of Training Provider:
	Print Name of Instructor: <i>Stephen Mills</i>
Target Date (dd-mmm-yyyy) 28-Dec-2016	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy) 28-Dec-2016	Print Name of Training Provider:
	Print Name of Instructor:

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	Date (dd-mmm-yyyy) <i>22/may/2017</i>



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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).
 Operator will call 911 & inform the public to abandon the area and call the Director.

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).

Operator will shut down the hydro, propane valve, block the area & run to the south side of the building near the Pylon sign (100 feet away from the propane facility).

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).

If there is smell of smoke or fire, or hissing noise from the facility, the operator will call 911 & assist the authorities if they require any help.

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

The facility has no barriers preventing the fire department from entering the property.

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

If there is any change in the management contacts, change in propane tank size or valve location. The Woodstock Fire Department, Fire Prevention Division shall be notified at 519-537-3412 ext. 5205.

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

5-6 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 type="checkbox"/>	<input checked="" 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 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 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>60 meters</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>hydrants available</u>

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Name of person completing this form (please print) Sahab Batth	Official Title Director
Signature 	Telephone No. 519-539-6250
	Date (dd-mmm-yyyy) 27/May/2017

NR Fuels & Convenience Inc.

379 Norwich Avenue
Woodstock, On. N4S-3W4
519-539-6250 E-mail: nrfuels@hotmail.com

Fire Chief, Mr. Slager

Woodstock Fire Department
1203 Parkinson Road, PO Box 1539
Woodstock, ON
N4S 0A7

Subject: RSMP

Dear Jeff

As you are aware, the new Provincial Regulations under Ontario Reg 440/08 requires all propane handlers in Ontario to complete a Risk and Safety Management Plan (RSMP). This RSMP is required by the Technical Standards and Safety Authority (TSSA) in order to obtain/renew a propane license. Part of the process includes that the local Fire Department reviews the RSMP.

Therefore, we welcome you to visit our site to review the RSMP for NR Fuels & Convenience Inc. located at 379 Norwich Avenue, Woodstock, Ontario N4S 3W4.

Also please complete page 11, with your comments and recommendations, sign, and return when possible. Thanks

Sincerely,

Sahab Batth
(Director)



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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:

RSMP has been revised twice. NO more comments at this time.

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-mmm-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 <i>Lukasz Kasprzyk</i>	Signature <i>[Signature]</i>	Date (dd-mmm-yyyy) <i>Jun 8, 2017</i>
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Name of person completing this form (please print) Sahab Batth	Official Title Director
Signature <i>[Signature]</i>	Telephone No. 519-539-6250
	Date (dd-mmm-yyyy) <i>19/05/2017</i>



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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-mmm-yyyy) 27-09-2011	Capacity of single largest propane storage vessel (USWG) 2,000 USGW
Tank setback coordinates. Indicate placement on the map.	
Front: 25' <u>7.62m</u>	Right side property line: 20' <u>6.096m</u>
Rear: 80' <u>24.384m</u>	Left side property line: 80' <u>24.384m</u>
GPS coordinates of single largest vessel: <u>43 deg. 7.10" N & 80 deg. 44.20" W</u>	

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

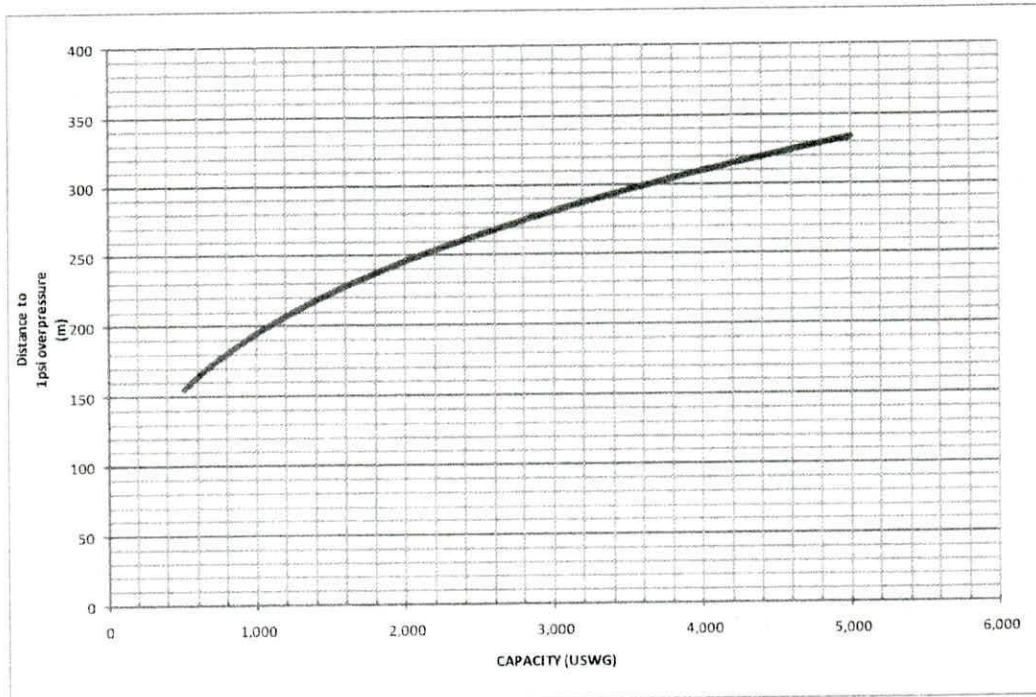
Table 1: Distance Table

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)



AD
 May 22/2017



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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>Law Autobody</u> Address: <u>816 Parkinson Road</u> City: <u>Woodstock</u> Province <u>Ontario</u> Postal Code <u>N4S 8L</u>			x		<u>75</u> m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. Name: <u>Single Family Residential</u> Address: <u>380 Norwich Avenue</u> City: <u>Woodstock</u> Province <u>Ontario</u> Postal Code <u>N4S 3W3</u>				x	<u>40</u> m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>Bakers Dozen Donuts</u> Address: <u>371 Norwich Avenue</u> City: <u>Woodstock</u> Province <u>Ontario</u> Postal Code <u>N4S 3W4</u>			x		<u>15</u> m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____					_____ m

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

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

Name of person completing this form (please print) Sahab Batth	Official Title Director
Signature 	Telephone No. 519-539-6250 Date (dd-mmm-yyyy) <u>22/May/2017</u>



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

WORKSHEET

Portable Storage Additional Information Worksheet

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

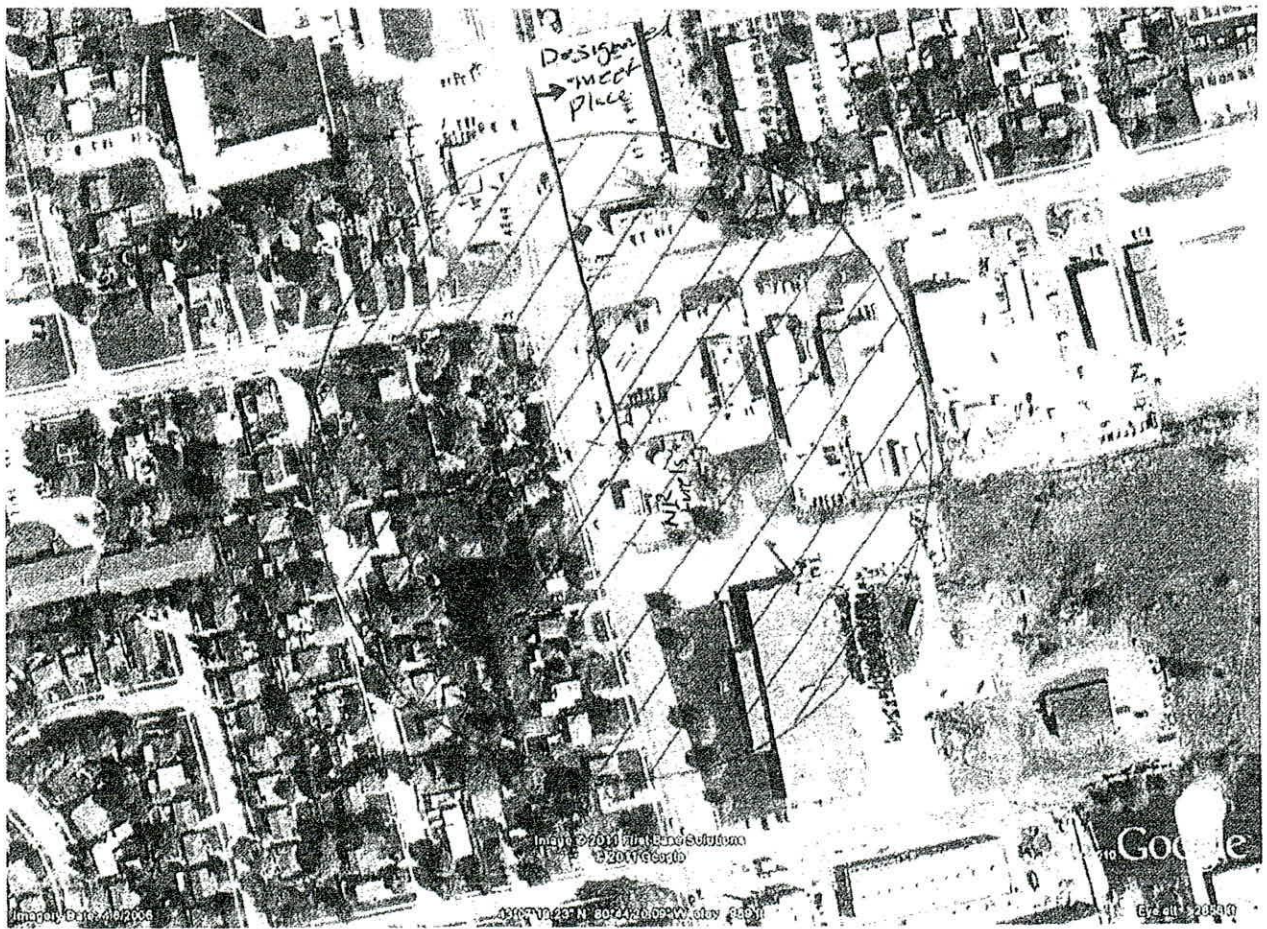
Tanks Stored On-site Not Connected for Use

Tank Size in USWG	Quantity	Total Volume in USWG
2000	1	2000
Total Tank Capacity		2000

Total Cylinder Capacity	0
Total Tank Capacity	2000
Total Portable Capacity (Total Cylinder Capacity + Total Tank Capacity)	2000

John May 22/2017

EMERGENCY MEETING DESIGNATED PLACE



☒ - Hazard Area - meeting place to be located outside this zone.

Note: Designated Meeting Place is determined to be located in the Sasway Plaza, on Norwich Avenue East of Parkinson Road, Woodstock, ON.

