



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

Intake Group

AUG 01 2017

RECEIVED

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

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 Corporation No.

Operator Name (if different from above)

Telephone No. Fax No. E-mail

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

Town / City or Township / County Province Postal Code

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

Town / City or Township / County Province Postal Code

Name of Licence Holder

Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT). ROT type

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

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-mmm-yyyy)
Name of Licence Holder <input type="text" value="926759 ONTARIO INC."/>		08-06-2017
Name of Senior Management person as defined in the Regulation holding the Record of Training <input type="text" value="RICK BULL"/>		



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SECTION A: GENERAL INFORMATION (cont'd)

Indicate the year the facility was established. 1991	Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment. 2014 Change of steel and supplier. No change to capacity, orientation & operation
---	--

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

	PSIG	Serial Number
Tank 1:	250	140-12
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: 1999 Portable: 1480 Mobile: 0

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Name of person completing this form (please print) RICK BULL	Official Title PRESIDENT
Signature 	Telephone No. 613-332-4100
	Date (dd-mmm-yyyy) 08-06-2017



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) PARKLAND FUEL (branded as SPARLING'S PROPANE)			For Office Use - Party No.		
Street No. 27532	Street Name / 911 Number / Address, if applicable HIGHWAY 62 SOUTH				
Town / City or Township / Country BANCROFT			Province ONTARIO	Postal Code K0L 1C0	
Telephone No. 613-332-3352	Fax No. 613-332-0926	Contact Name LYNN WAUGH			
E-mail lynn.waugh@parkland.ca					

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

Off-site Cylinder and/or Mobile Storage		Capacity stored off-site, in USWG NONE	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.

Oxygen/Acetylene: several cylinders stored in the shed at the rear of the building for on-site use

Propane: assorted cylinders in quantities as listed on page 15 of this RSMP and stored as shown on the site plan within the fenced area of the property.

Several drums of "Krown T-40" rust proofing solution are stored in the shed at the rear of the building.

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

There are a total of 6 portable fire extinguishers located throughout the property (1 @ propane dispenser; 2 in the public area of the office; 2 in the shop area and 1 outside at the rear of the building.)

Fire extinguishers are maintained compliant with the Ontario Fire Code.


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.

The internal safety control (ISC) valve in the tank outlet is protected with a fusible link. The normally closed valve is pulled open by a cable attached to the cabinet door and can only be in the open position when the cabinet door is open. In the event of a fire, the fusible link will melt, allowing the ISC valve to close within the tank. When unattended, the lever is returned to the closed position, thus closing the ISC valve. The remote ECO switch as well as the main breaker terminates power to the propane solenoid valve and pump.

Maintenance and testing schedule for fire protection controls and devices.

The facility is inspected on a monthly basis by the operator. The operation of the ECO function and the ISC valve movement and a visual inspection of the condition of the fire extinguishers are part of the monthly inspection. Any deficiencies found in the propane system are reported to Sparling's Propane for immediate attention. Staff who are certified conduct a daily visual inspection of the propane equipment prior to using. Sparling's Propane conducts an annual inspection of the entire propane facility. Fire extinguishers and the premises are maintained in compliance with the Ontario Fire Code.

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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 RICK BULL	For Office Use - Party No.	Name RICK BULL	For Office Use - Party No.
Official Title PRESIDENT (cell # 705-868-6176)		Official Title PRESIDENT	
Telephone No. 613-332-4100	Fax No. 613-332-0399	Cell No. 705-868-6176	Fax No. 613-332-0399
E-mail krbull@sympatico.ca		E-mail krbull@sympatico.ca	
Role and responsibilities in emergency Provide assistance to emergency responders as required		Role and responsibilities in emergency Provide assistance to emergency responders as required	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name KIMBERLEE BULL	For Office Use - Party No.	Name KIMBERLEE BULL	For Office Use - Party No.
Official Title SECRETARY (Cell # 705-750-8161)		Official Title SECRETARY	
Telephone No. 613-332-4100	Fax No.	Telephone No. 613-332-4100	Fax No. 613-332-0399
E-mail krbull@sympatico.ca		E-mail krbull@sympatico.ca	
Role and responsibilities in emergency Provide assistance to emergency responders as required		Role and responsibilities in emergency Provide assistance to emergency responders as required	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name PAT HOOVER	For Office Use - Party No.	Name LYNN WAUGH	For Office Use - Party No.
Official Title FIRE CHIEF	E-mail phoover@nhfire.ca	Official Title BRANCH MANAGER	E-mail lynn.waugh@parkland.ca
Telephone No. 613-332-2442	Fax No. 613-332-2222	Telephone No. 613-332-3352	Fax No. 613-332-0926
Role and responsibilities in emergency Manage Emergency Response		Role and responsibilities in emergency Key contact to activate emergency response plan	
Fire Services Address 33 Chemaushgon Road, P.O. Box 790, Bancroft, ON K0L 1C0		Propane Supplier Address 27532 Highway 62 South, Bancroft, ON K0L 1C0	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name MATT MUSCLOW	For Office Use - Party No.	Name HAZEL LAMBE	For Office Use - Party No.
Official Title FIRE PREVENTION OFFICER	E-mail mmusclow@nhfire.ca	Official Title CAO/CLERK	
Telephone No. 613-332-2442	Fax No. 613-332-2222	Telephone No. 613-332-0399	Fax No. 613-332-0384
Role and responsibilities in emergency Assist with Management of Emergency Response		E-mail hlambe@bancroft.ca	
Fire Services Address 33 Chemaushgon Road, P.O. Box 790, Bancroft, ON K0L 1C0		Municipality Name and Address BANCROFT	

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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.

A sign is affixed to the dispenser that identifies Sparling's Propane as the supplier of fuel as well as the 24/7 Sparling's Propane emergency response contact number (1-855-332-3352).


The dispenser cabinet is locked and closed when the business is not open and unattended thus closing the ISC valve.

Monthly inspections of the facility are completed and recorded by the operator. Any deficiencies found are corrected or reported immediately to Sparling's Propane.

The operator conducts and records a daily visual inspection of the dispenser.

Also see the Propane Emergency Response Procedures.

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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) 13-04-2017	Print Name of Training Provider: Parkland Fuel Corporation (Sparling's)
	Print Name of Instructor: Mike Naczynski
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) 13-04-2017	Print Name of Training Provider: 926759 Ontario Inc.
	Print Name of Instructor: Rick Bull
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) 13-04-2017	Print Name of Training Provider: 926759 Ontario Inc.
	Print Name of Instructor: Rick Bull
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) 13-04-2018	Print Name of Training Provider: 926759 Ontario Inc.
	Print Name of Instructor: Rick Bull
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) 13-04-2018	Print Name of Training Provider: 926759 Ontario Inc.
	Print Name of Instructor: Rick Bull
Target Date (dd-mmm-yyyy) As needed (new hires)	Print Name of Training Provider: 926759 Ontario Inc.
	Print Name of Instructor: Rick Bull
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) 13-04-2018	Print Name of Training Provider: 926759 Ontario Inc.
	Print Name of Instructor: Rick Bull
Target Date (dd-mmm-yyyy) As needed (new hires)	Print Name of Training Provider: 926759 Ontario Inc.
	Print Name of Instructor: Rick Bull
Target 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)

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). Typically both key contacts are on site when open for business. For simplicity, references to operator may include either key contact or the on duty attendant.

The operator is responsible for calling 911 when an emergency situation arises. The operator will also notify key contacts if not already on site.

Also see the Propane Emergency Response Procedures and the existing Emergency Response Plan listed in Tab 8.

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 will advise all occupants to evacuate the premises and report to the emergency meeting place at the southeast corner of the property. In the event of a catastrophic failure attempts will be made by facility employees to advise persons inside the hazard distance of the emergency and when possible will advise all persons to move to a safe location outside the hazard radius.

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).

The operator will call 911. Once at the meeting place, the operator will confirm with the key contacts that emergency services were notified.

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

The tank is not within a fenced compound and is accessible 24/7 however the dispenser cabinet is locked when unattended.

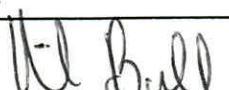
Describe how the licence holder will ensure continual flow of updated information to authorities.

The operator will assume the responsibility of tracking information and waiting for and meeting with emergency services until one of the key contacts is present, at which time the key contact will assume the responsibility for assisting emergency services.

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

10 minutes

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

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

6. Building and Site Security and Procedures

	Yes	No
1. Does the propane location have controlled access to limit unnecessary risk and entry (lock out procedures)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Is there adequate night lighting at the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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>13.72 metres</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).

The original RSMP was submitted for review to the Fire Service. This version contains updated contact information & site plan and an aerial map formatted from a satellite photo. There is no change to the propane storage capacity, tank orientation or propane operation. Fire service is free to provide comment.

Fire services comments, if any:

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.

Print name	Signature	Date (dd-mmm-yyyy)
Local Fire Services Name		

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SECTION C: SUBMISSIONS

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

Facility Site Plan.

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

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

Map of Surrounding Area.

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

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

Required Mapping Information from Updated Site Plan

Date map prepared (dd-mmm-yyyy) 13-07-2017 (Updated Map)	Capacity of single largest propane storage vessel (USWG) 1999 uswg
Tank setback coordinates. Indicate placement on the map.	
Front: <u>16 Metres</u>	Right side property line: <u>7.3 Metres</u>
Rear: <u>46 Metres</u>	Left side property line: <u>32 Metres</u>
GPS coordinates of single largest vessel: <u>45.04.358 North x 077.51.363 West</u>	

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SECTION C: SUBMISSIONS (cont'd)

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

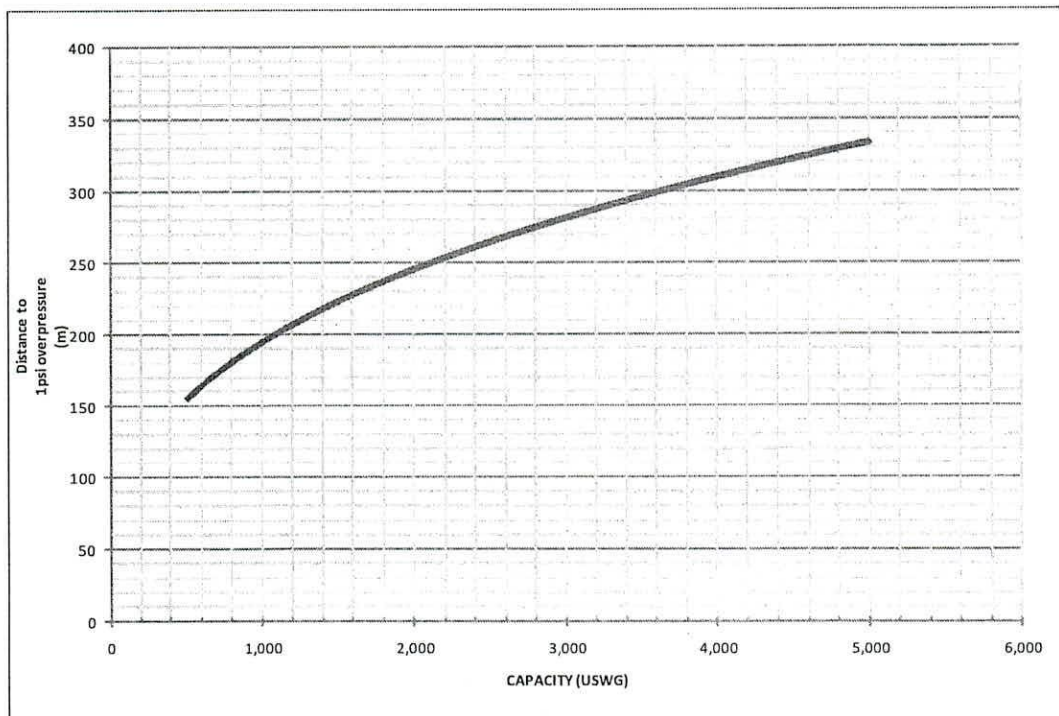
Table 1: Distance Table

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)





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

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: _____ Address: _____ City: _____ Province _____ Postal Code _____	x				_____ m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. [Redacted]			x		52 m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: Tim Horton's Address: 234 Hastings Street North City: Bancroft Province Ontario Postal Code K0L 1C0				x	40 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".

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) RICK BULL	Official Title PRESIDENT
Signature 	Telephone No. 613-332-4100 Date (dd-mmm-yyyy) 08-06-2017



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WORKSHEET

Portable Storage Additional Information Worksheet

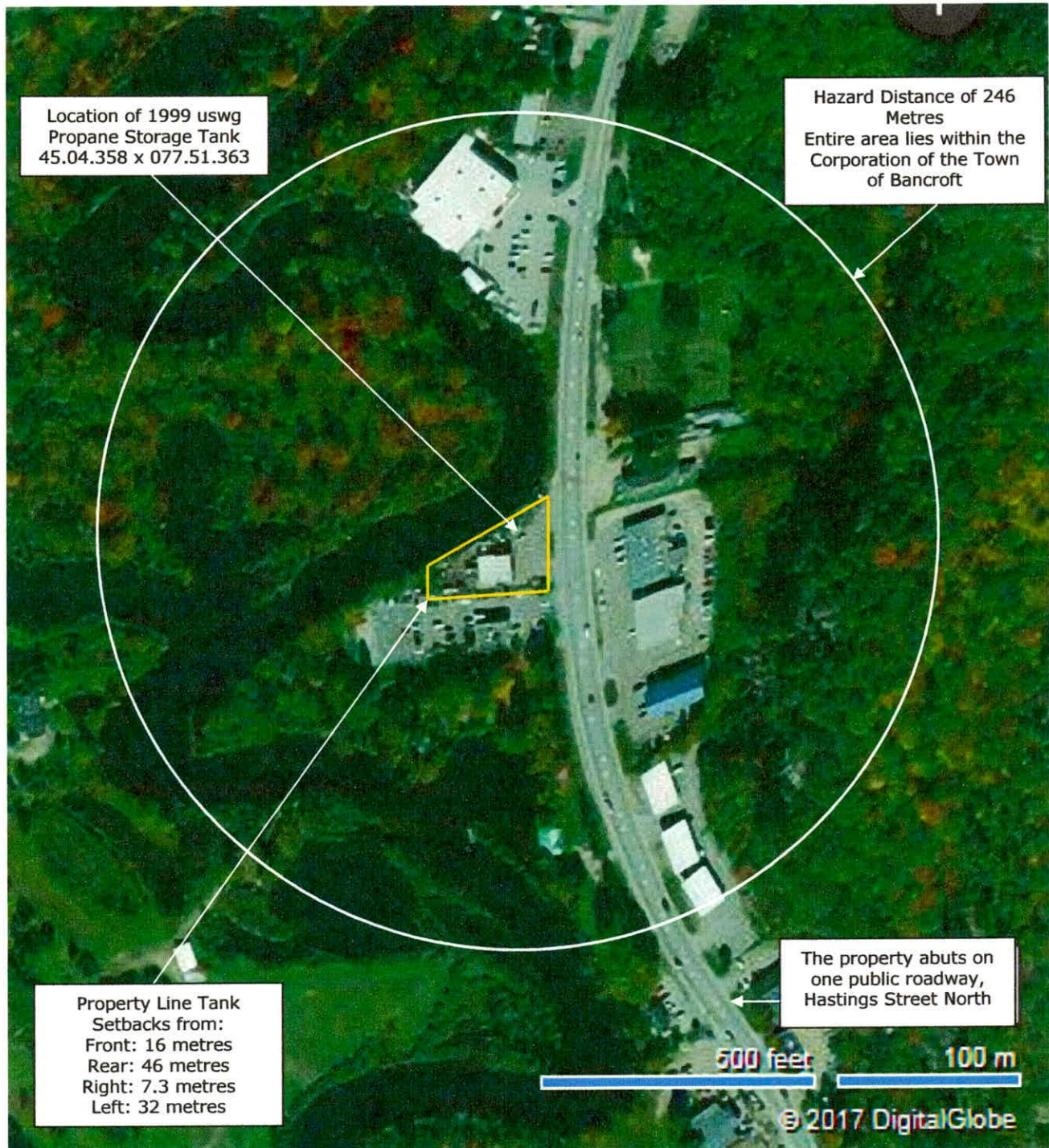
Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9		
# 100	29.5	42	1239
# 40	11.75	1	40
# 33.3	9.62	16	154
# 30	8.8	4	36
# 20	5.8	4	24
# 10	2.9	4	12
# 5	1.5	2	3
Total Cylinder Capacity	1480		

Tanks Stored On-site Not Connected for Use

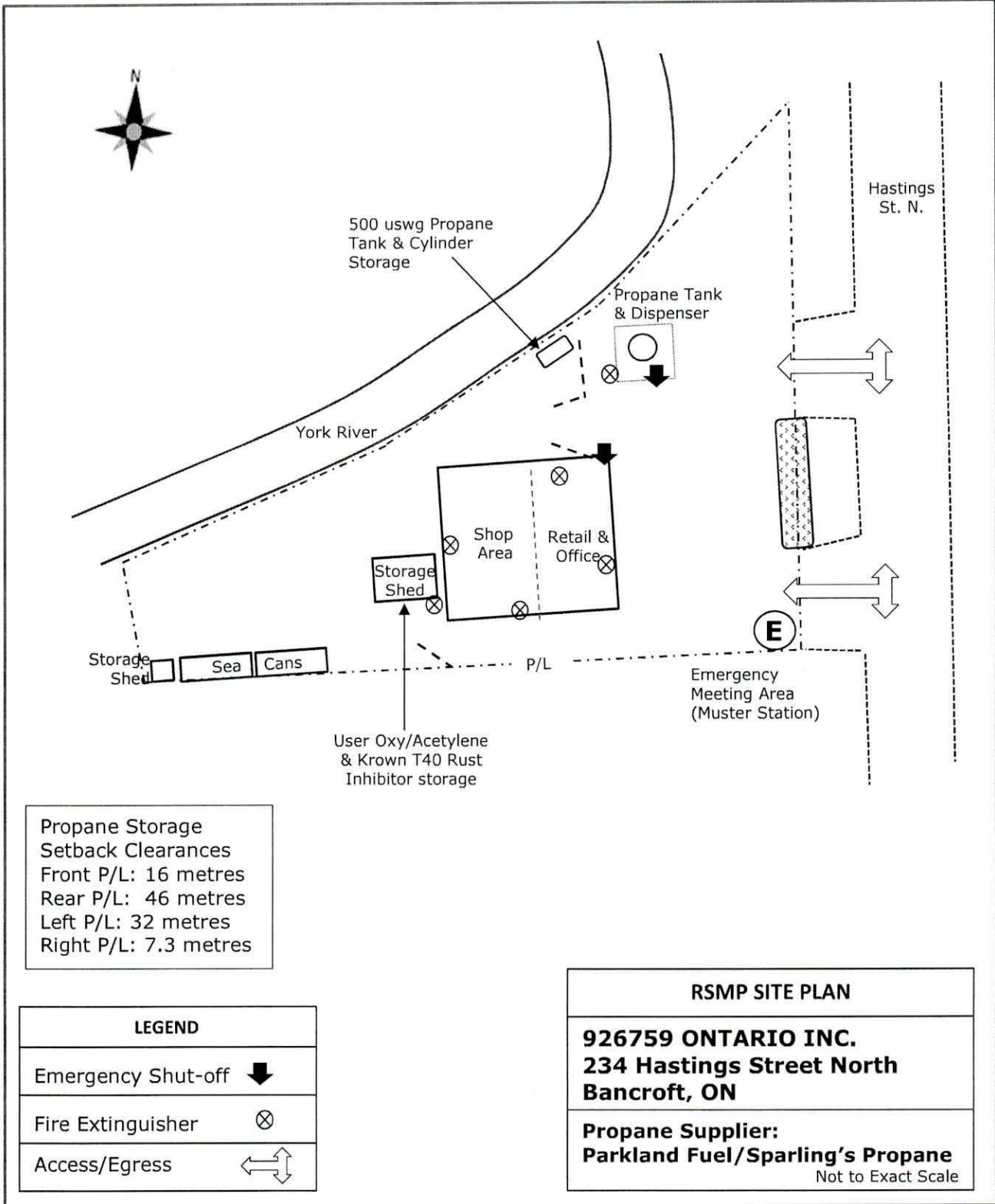
Tank Size In USWG	Quantity	Total Volume in USWG
Total Tank Capacity	0	

Total Cylinder Capacity	1480
Total Tank Capacity	0
Total Portable Capacity (Total Cylinder Capacity + Total Tank Capacity)	1480

HAZARD RADIUS AERIAL MAP for 926759 ONTARIO INC.



Facility Address: 234 Hastings Street, Bancroft, Ontario	
Municipal Contact Information: Hazel Lambe CAO/Clerk, Bancroft hlambe@bancroft.ca 613-332-0399	Date Map Revised: July 13, 2017



Propane Storage
 Setback Clearances
 Front P/L: 16 metres
 Rear P/L: 46 metres
 Left P/L: 32 metres
 Right P/L: 7.3 metres

LEGEND	
Emergency Shut-off	⬇
Fire Extinguisher	⊗
Access/Egress	↔

RSMP SITE PLAN
926759 ONTARIO INC. 234 Hastings Street North Bancroft, ON
Propane Supplier: Parkland Fuel/Sparling's Propane <small>Not to Exact Scale</small>