



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

Dec 29

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.

Company Name Ontario Corporation No., if applicable

A 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.

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-mm-yyyy)
Name of Licence Holder <input type="text" value="Elgin Feeds Limited"/>		
Name of Senior Management person as defined in the Regulation holding the Record of Training <input type="text" value="Wilf Saarloos"/>		<input type="text" value="20-12-2011"/>



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SECTION A: GENERAL INFORMATION (cont'd)

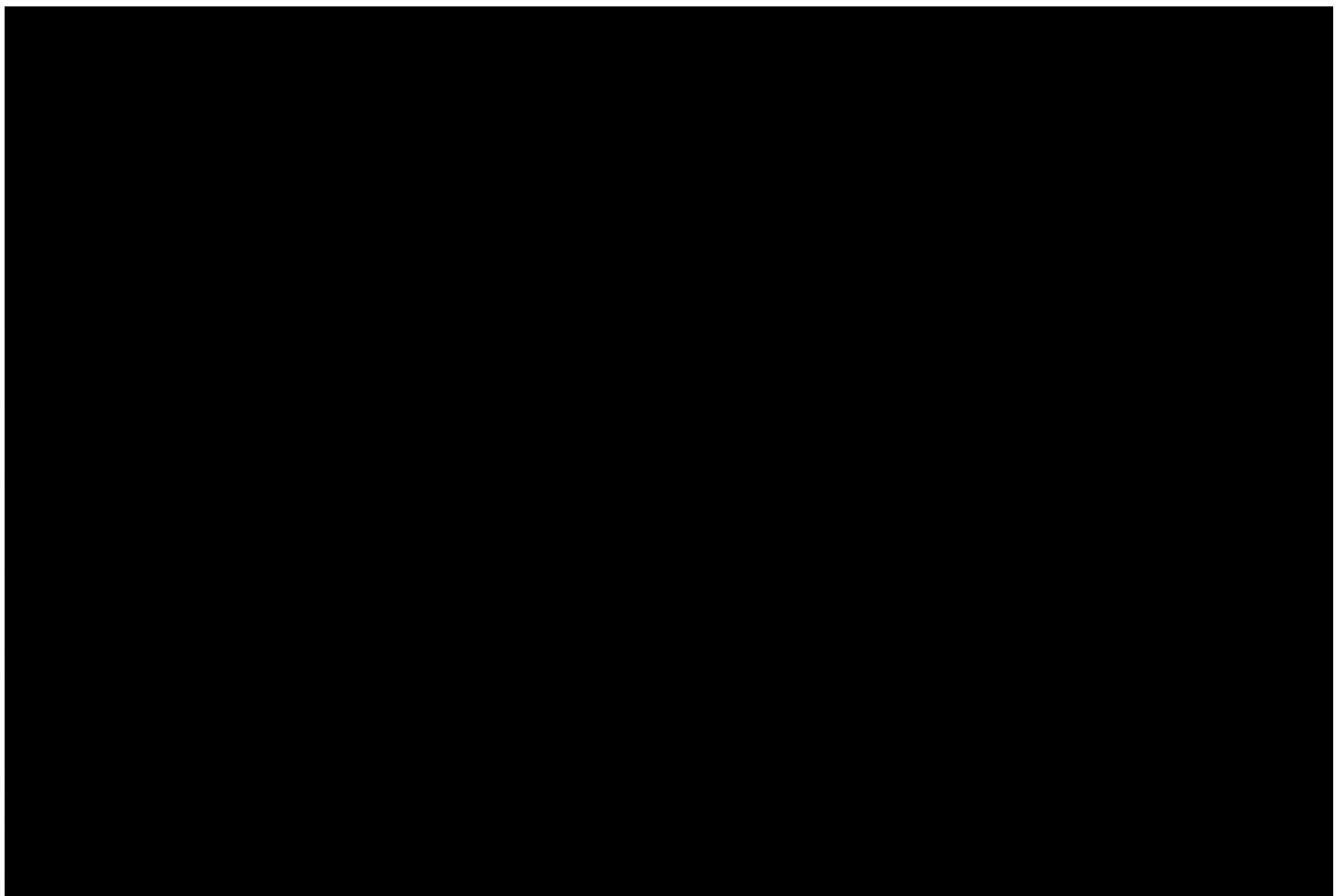
Indicate the year the facility was established. Late 1970's	Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment. 2005 - tank moved to accommodate greenhouse construction
--	---

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

	PSIG	Serial Number
Tank1:	2000 uswg	5-1
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: 58 uswg Mobile: _____



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Name of person completing this form (please print) Wilf Saarloos	Official Title Owner and President	
Signature <i>Wilf Saarloos</i>	Telephone No. 519-773-8481	Date (dd-mm-yyyy) 20-12-2011



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SECTION A: GENERAL INFORMATION (cont'd)
Activity Information

Name of Propane Supplier(s) Dowler-Karn Limited			
Street No. 43841	Street Name / 911 Number / Address, if applicable Talbot Line		
Town / City or Township / Country St. Thomas		Province Ontario	Postal Code N5P 3S7
Telephone No. 519-631-3810	Fax No. 519-631-4755	Contact Name Propane Manager, Ralph Harvey	
E-mail ralphharvey@dowlerkarn.com			

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	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.	
Self serve key-lock fuel operation - above ground tanks	2x420 Propane tanks for heating
23,000 Litre Clear Diesel tank.	Furnace Oil tank
10,000 Litre Unleaded Gas and a 5000 Litre Dyed Diesel compartment tank.	
1400 gallon chlorine tank (see location of items on site map)	
Description of fire and emergency equipment indicated on facility site map.	
Fire Extinguishers at the dispenser, in the building and with each pump.	
Master hydro shutoff in kiosk at front of the building	
Emergency stop on the kiosk at the front of the building	
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.	
E stop shutoff allows for shut down of dispenser, closing valve and stopping flow of propane in the system.	
Fusible links on tank as described under B-149 of the Ontario gas code - heat sensitive automatic closure valve - main spring closes when the link breaks, restricting the flow of gases/ liquid.	
Maintenance and testing schedule for fire protection controls and devices.	
Annual inspection - supplier of tank and system as required per B-149 gas code - copy left on site.	
Fire extinguishers - annual inspection (external)	
Dispenser - weekly inspection to be started in December 2011 (draft included)	

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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 Wilf Saarloos		Name Wilf Saarloos	
Official Title Owner and President		Official Title Owner and President	
Telephone No. 519-773-8481	Fax No. 519-765-4182	Cell No. 519-859-8481	Fax No. 519-765-4182
E-mail elgfeeds@amtelecom.net		E-mail elgfeeds@amtelecom.net	
Role and responsibilities in emergency Ensure emergency response plan executed. Alert authorities following confirmation that staff/ customers are evacuated.		Role and responsibilities in emergency Ensure emergency response plan executed. Alert authorities following confirmation that staff/ customers are evacuated.	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name John Vanderploeg		Name Wilf Saarloos	
Official Title Manager		Official Title Owner and President	
Telephone No. 519-773-3647	Fax No. 519-765-4182	Telephone No. 519-773-8481	Fax No. 519-765-4182
E-mail elgfeeds@amtelecom.net		E-mail elgfeeds@amtelecom.net	
Role and responsibilities in emergency Ensure emergency response plan executed. Alert authorities following confirmation that staff/ customers are evacuated.		Role and responsibilities in emergency Ensure emergency response plan executed. Alert authorities following confirmation that staff/ customers are evacuated.	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name Sam Taylor		Name Ralph Harvey	
Official Title Fire Chief		Official Title St Thomas Propane Manager	
Telephone No. 519-741-2496	Fax No.	Telephone No. 519-631-3810	Fax No. 519-631-4755
E-mail staylor@town.aylmer.on.ca		E-mail ralphharvey@dowlerkarn.com	
Role and responsibilities in emergency Coordination of municipal fire services and resources during an emergency.		Role and responsibilities in emergency Alert support services as necessary and address any concerns - implement supplier erp plan if required.	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name Bill Rochus		Name Nancie Irving	
Official Title Deputy Chief		Official Title Clerk	
Telephone No. 519-741-2496	Fax No.	Telephone No. 519-773-3164	Fax No. 519-765-1446
E-mail n/a		E-mail nirving@town.aylmer.on.ca	
Role and responsibilities in emergency Coordination of municipal fire services and resources during an emergency.		Municipality Town of Aylmer	

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2. Additional Safety Measures

Describe any other measures in place at the facility that exceed the minimum Code and Standards requirements.
This dispenser has been installed to code and to achieve compliance with all regulatory standards.

[Large empty area with horizontal lines for describing additional safety measures.]

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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) December 2011	Print Name of Training Provider: In-house
	Print Name of Instructor: John Vanderploeg
Training Date (dd-mm-yyyy) ROT when required 3 year expiry	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) December 2011	Print Name of Training Provider: Inhouse training
	Print Name of Instructor: John Vanderploeg
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) Every 3 years based on expiry	Print Name of Training Provider: Canadian Propane Association - formerly OPA (certified trainer)
	Print Name of Instructor: Ralph Harvey, Dowler-Karn Limited
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) August 1, 2012	Print Name of Training Provider: Inhouse
	Print Name of Instructor: John Vanderploeg
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) August 1, 2012	Print Name of Training Provider: Inhouse
	Print Name of Instructor: John Vanderploeg
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) In advance of expiry date (3 yrs)	Print Name of Training Provider: Canadian Propane Association - formerly OPA (certified trainer)
	Print Name of Instructor: Ralph harvey, Dowler-Karn Limited
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).
The emergency coordinator will implement the ERP plan in the event of an emergency and will give verbal warning to customers and staff per the ERP.
In the absence of the primary EC, the secondary EC will assume the lead role. All other warnings will be made through emergency response personnel once on site. Specifics are noted in the ERP attached.

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).
In the event that a warning has been issued, authorities will be contacted via 911 and all employees and customers evacuated to the evac point as noted on the facility plan and as noted in the ERP. If safe to do so, the E stop will be activated to stop the flow of propane. These steps are noted in the ERP.

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).
In the event of a suspected spill, fire, leak or explosion, the emergency coordinator will immediately call 911 once customers and employees have been ushered to safety. Steps are noted in the ERP attached.

Describe provisions for fire department entry when there are no operations or staffing at the propane site.
All dispensing equipment is readily accessible and out in the open. Shutoffs on the kiosk in front of the building may be behind a gated temporary fence in the summer months. A lock cutter may be required for after hours access. It will be open during regular business hours.

Describe how the licence holder will ensure continual flow of updated information to authorities.
In an emergency, this will be done via phone or cellphone until emergency response services arrive. At that point, they will assume control of the location
In a proactive manner, Elgin Feeds ownership will provide site and facility information along with a copy their ERP to the Aylmer Fire services when the RSMP is submitted for their review.

How long will it take the facility liaison person to respond to the site.
10-12 minutes from home.

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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"/> (WEEKLY)
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 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 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>53.5m</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
<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Contacted via email on Dec. 2, 2011.

*SPARE TO HIM ON DEC. 19, 2011 TO REVIEW
KAROCOPY SENT 12/22/2011 FAX REVIEW*

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-mm-yyyy)

LOCAL FIRE SERVICES

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

Print name	Signature	Date (dd-mm-yyyy)
Local Fire Services Name Chief Sam Taylor		

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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) 11-29-2011	Capacity of single largest propane storage vessel (USWG) 2000
Tank setback coordinates. Indicate placement on the map.	
Front: <u>27.4m</u>	Right side property line: <u>50.8m</u>
Rear: <u>141.3m</u>	Left side property line: <u>11.8m</u>
GPS coordinates of single largest vessel: <u>42deg46'47.07"N / 80deg58'59.62"W</u>	

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SECTION C: SUBMISSIONS (cont'd)

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

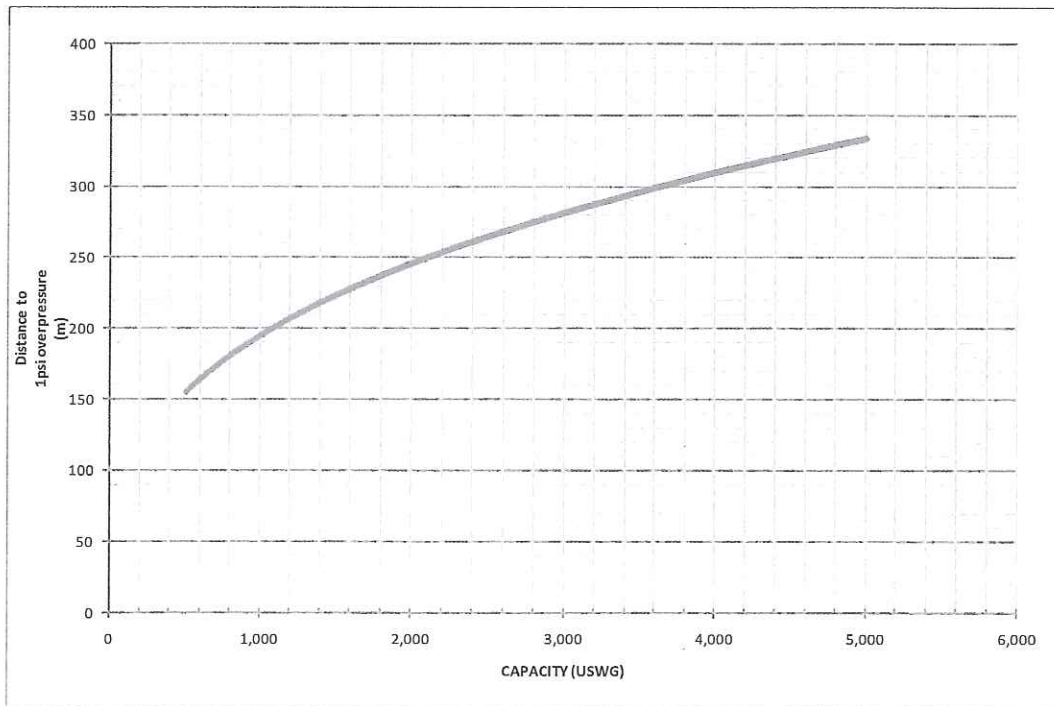
Table 1: Distance Table

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)



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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: Former Imperial Tobacco Building Address: _____ City: Aylmer Province Ontario Postal Code N5H 1A1			x		70.6 m
Residential building units specifically permanent single family dwellings, condominiums, and apartments [Redacted]				x	74.1 m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: APC Auto Part - Corporate Store Address: 487 John Street City: Aylmer Province Ontario Postal Code N5H 2B5			x		54.5 m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: n/a 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: n/a Address: _____ City: _____ Province _____ Postal Code _____	x				_____ m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: Aylmer Police Station Address: 20 Beech Street East City: Aylmer Province Ontario Postal Code N5H 3H6		x			130.9 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) Wilf Saarloos	Official Title Owner and President
Signature 	Telephone No. 519-773-8481
	Date (dd-mm-yyyy) 20-12-2011



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)

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		
# 100	29.5		
# 40	11.75		
# 33.3	9.62		
# 30	8.8		
# 20	5.8	10	58 uswg
# 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		

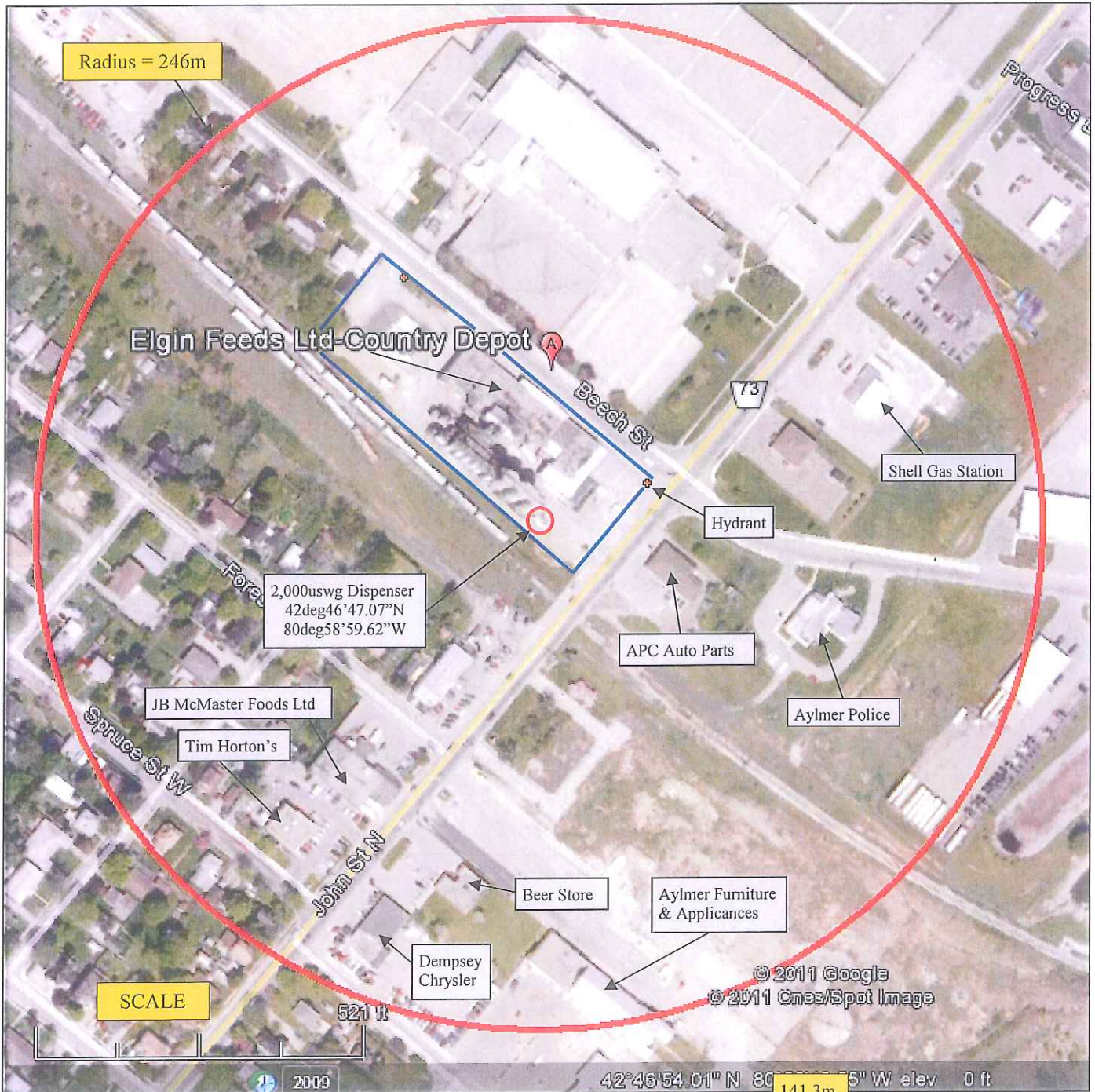
Total Cylinder Capacity	58 uswg
Total Tank Capacity	2000 uswg (fixed)
Total Portable Capacity	58 Uswg

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.

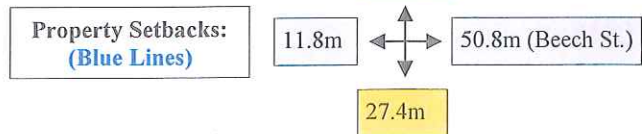
Name of person completing this form (please print) Wif Saarloos	Official Title Owner and President
Signature 	Telephone No. 519-773-8481
	Date (dd-mm-yyyy) 20-12-2011

Elgin Feeds Limited
 26 Beech Street West
 Aylmer, Ontario N5H 1A1

Aerial Map of Surrounding Area
 Created: November 30, 2011

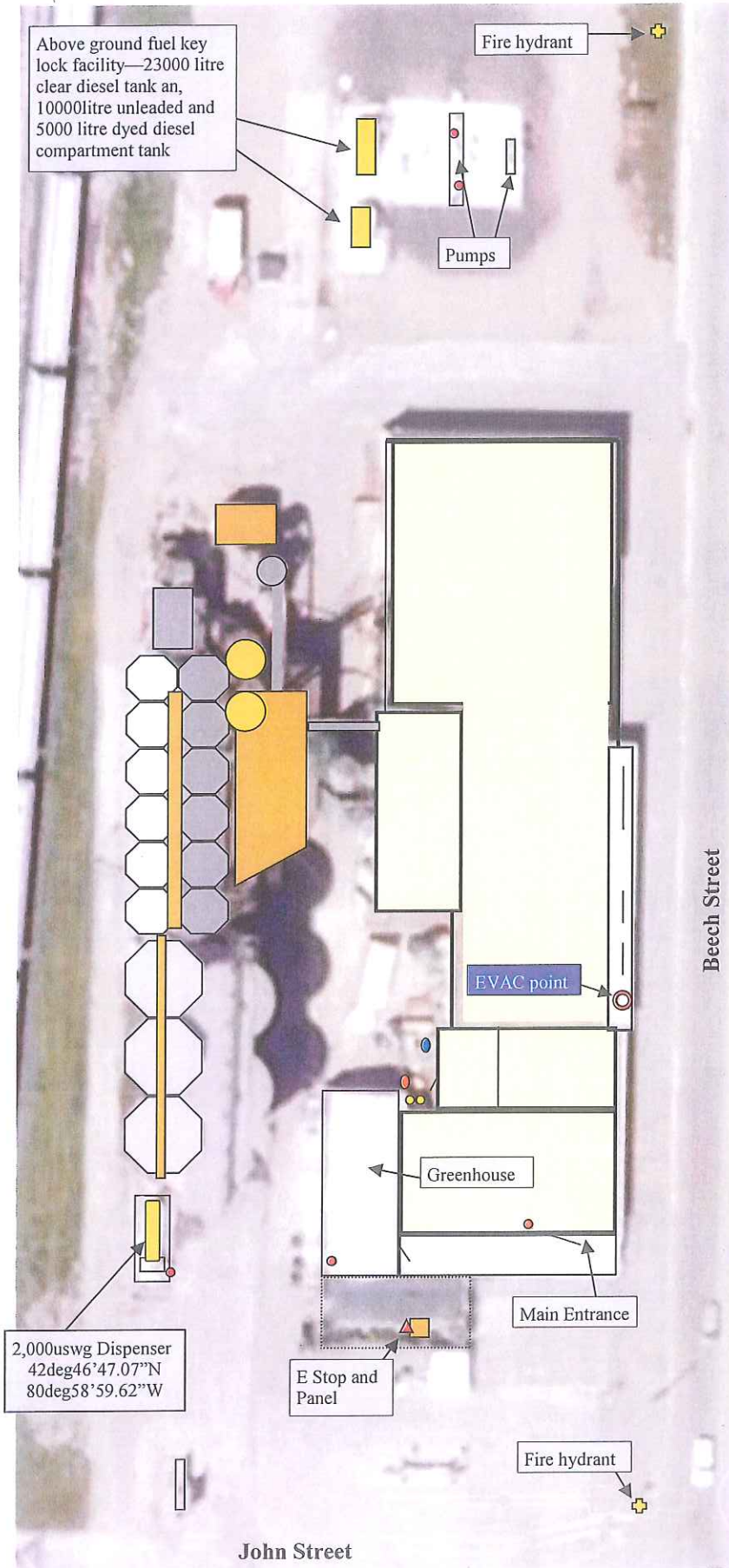


Municipality : Town of Aylmer
 Clerk: Nancie Irving
 Phone: 519-773-3164
 Email: nirving@town.aylmer.on.ca



Elgin Feeds Limited
 26 Beech Street West
 Aylmer, Ontario N5H 1A1

Facility Site Plan
 Created: November 30, 2011

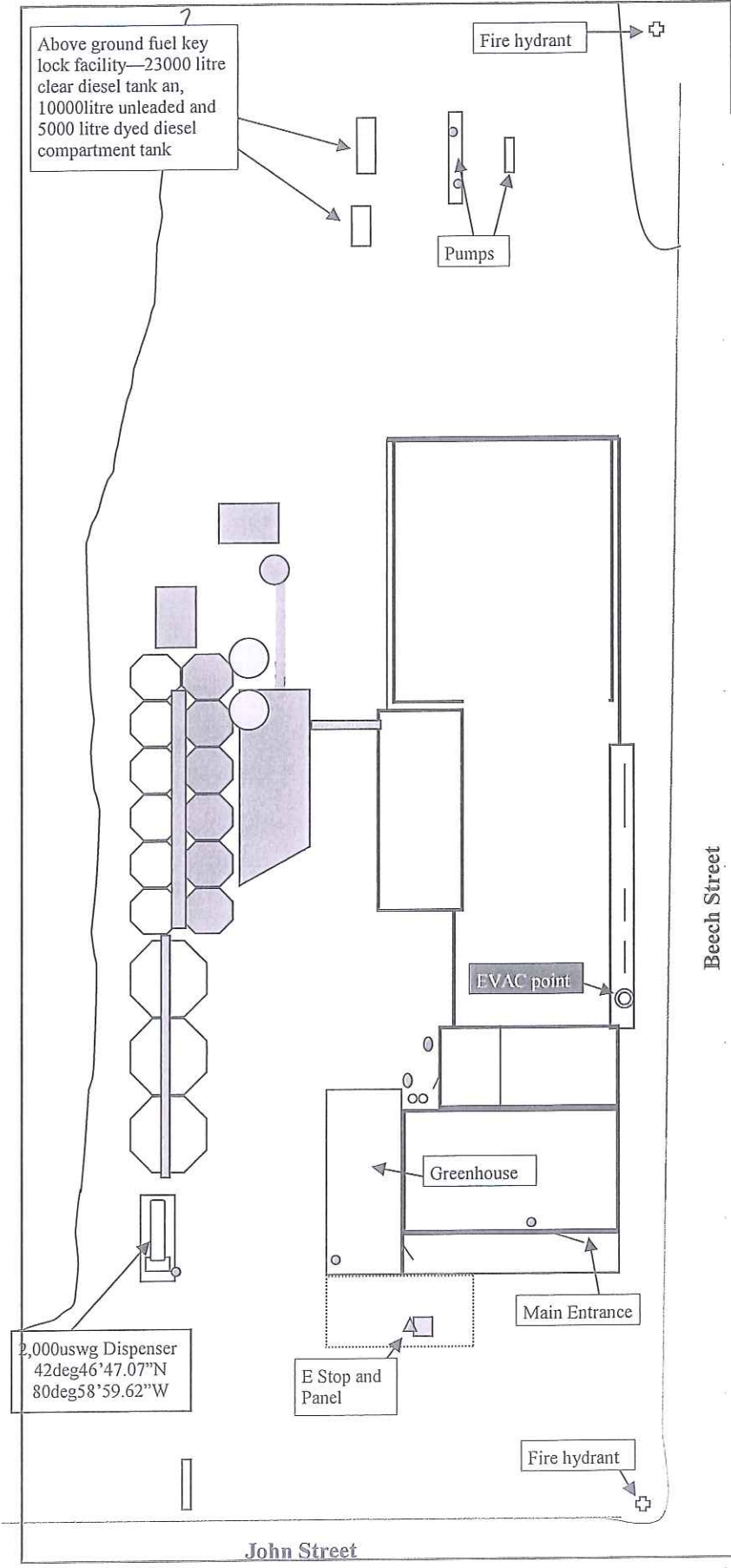


LEGEND

- 2x420's—propane heating for greenhouse
- Heating oil tank
- Chlorine Tank
- Fire Extinguishers

Elgin Feeds Limited
 26 Beech Street West
 Aylmer, Ontario N5H 1A1

Facility Site Plan
 Created: November 30, 2011



LEGEND

- 2x420's—propane heating for greenhouse ○
- Heating oil tank ●
- Chlorine Tank ●
- Fire Extinguishers ●