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IN THE MATTER OF

THE TECHNICAL STANDARDS AND SAFETY ACT 2000

and

Ontario Regulation 211/01 (Propane Storage and Handling), as amended

TAKE NOTICE THAT:

In accordance with the provisions of subsection 3.1 (0.2) of Ontario Regulation 211/01 (Propane Storage and Handling), as amended and made under the *Technical Standards and Safety Act 2000*, the attached document entitled "Level 1 Risk and Safety Management Plan", dated November 26, 2010, has been issued by the Technical Standards and Safety Authority.

Dated this 26th day of November, 2010

John Marshall

Director, Ontario Regulation 211/01
(Propane Storage and Handling),
made under the Technical Standards and Safety Act 2000



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Level 1 Risk and Safety Management Plan

A small propane transfer facility with a total propane storage capacity of 5,000 USWG and less would complete the Level 1 RSMP. Furthermore, a facility with fixed propane storage of 5,000 USWG and less than 500 USWG in additional portable propane storage would also complete the Level 1 RSMP.

Section 1: General Information

- 1) Legal business name and business name registration documents
- 2) Type of propane operations (e.g., cylinder fill, motor fill, filling plant, etc.)
- 3) Name of licence holder and name of facility manager (if different)
- 4) Complete address of the operation's location (including postal code and nearest major intersection)
- 5) Name of the officer, director, partner, proprietor or other senior management person designated of the company holding the Record Of Training (ROT) under the regulations and the ROT type
- 6) Mailing address of the facility (if different from above)
- 7) Facility phone and fax numbers and 24-hour contact name, cell phone number and email
- 8) Hours of operation
- 9) Municipality or municipalities as identified in the map of the surrounding area
- 10) The year the facility was established
- 11) The year of any modifications (as defined in Section 1., O. Reg. 211/01) since establishment
- 12) Total capacity of propane, including the maximum number of and capacity for each type and size of vessel: fixed, portable and mobile
- 13) The p.s.i.g. rating for each fixed propane storage tank on the site
- 14) Name of the local fire service
- 15) The address and the maximum storage capacity of all off-site cylinder storage, if any

Section 2: Activity Information

Newly built facilities are to complete this section with best available estimates. To protect the confidentiality of this information, it will be protected by the Technical Standards and Safety Authority (TSSA) and fire services as sensitive, competitive information under provincial and municipal privacy legislation.

- 16) The monthly throughput for each month of the past licence year
- 17) The daily throughput on the ten highest throughput days of the past licence year and the dates. If throughput exceeds the fixed storage capacity of the site, provide an explanatory note as to the cause.

- 18) Maximum number of transfers per month in the past licence year (number of deliveries received, number of cylinder-fills, number of motor-fills)
- 19) Name of propane supplier(s) and transporter (if different)

Section 3: Updated Facility Site Plan

The licence holder will submit a copy of the current facility site plan updated with the following information (in addition to the information already required by the regulation):

- 20) The storage location of fixed, portable and mobile vessels
- 21) The maximum volume, types and storage location of hazardous materials
- 22) Location of permanent structures on site
- 23) Access and egress points and location of barriers
- 24) 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
- 25) Location of emergency shut off/shut down switches/valves

Section 4: Map of Surrounding Area

The licence holder will submit a scaled aerial map of the surrounding area which shows:

- 26) The capacity and placement of the single largest propane storage vessel, including its setback from the front, rear and side property line
- 27) GPS co-ordinates of the single largest vessel
- 28) 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
- 29) Clear indication of the municipality or municipalities present within the circle
- 30) Visual indication of property line information, and the location and name of roads within or abutting the site
- 31) 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
- 32) The address and contact information for each municipality (municipal clerk or secretary-treasurers of planning board) identified above including, if applicable, both lower- and upper-tier municipalities (e.g., Town of Markham, Region of York).

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

33) As an accompaniment to the map, provide the following information about the buildings and features present within the circle (Table 2)

Table 2: Buildings and Features in the Surrounding Area

Where buildings are multi-unit, count each unit as “1”.

Buildings and Features Present within the Circle on the Map of the Surrounding Area	Number of Buildings and Features (mark with an “X”)				Distance from Tank to Closest Building or Feature	Name And Address Of Closest Building or Feature
	0	1	2-10	11+		
Industrial buildings, parks, golf courses						
Residential building units (e.g., permanent single family dwellings, condominiums, apartments)						
Commercial building units (e.g., retail, restaurants, entertainment, theatres, sporting complexes)						
Commercial building units – continuous occupancy (e.g., hotels, campgrounds, resorts)						
Sensitive institutions (e.g., hospitals, schools and day cares, nursing and retirement homes, mental health institutions, prisons)						
Emergency responders (e.g., fire stations, ambulance stations, police stations)						

Section 5: Emergency Response and Preparedness Plan

This section is to be completed in consultation with local fire services.

- 34) Description of the maximum volume, types and storage location of other hazardous materials on site, if any
- 35) Description of fire and emergency equipment indicated on facility site map
- 36) List of fire protection controls (e.g., fire detection systems, fire notification systems, alarm systems, automatic shut off devices, fusible links, etc.) and descriptions of their function, use and operation
- 37) Maintenance and testing schedule for fire protection controls and devices
- 38) Complete Charts 1, 2, 3, 4, 5 and 6

Chart 1: Additional Safety Measures

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

Chart 2: Key Contacts for Emergency Response

Facility Contact Personnel	
Key Contact: name, title, role and responsibilities in emergency	Contact information
Alternate Contact: name, title, role and responsibilities in emergency	Contact information
Local Fire Services	
Key Contact: name, title, role and responsibilities in emergency	Contact information
Alternate Contact: name, title, role and responsibilities in emergency	Contact information

Chart 3: Emergency Response Communications Plan

Warnings and Actions
Describe: <ul style="list-style-type: none"> • who gives warnings to whom, and how and when the warnings will be given (including public notification as appropriate) • who takes what action when a warning is issued (including details of a meeting place in a safe identified area and activating the evacuation plan, if necessary)
Communication with Emergency Response Authorities
Describe: <ul style="list-style-type: none"> • 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) • how long will it take the facility liaison person to respond to the site • provisions for fire department entry when there are no operators or staffing at the propane site • how the licence holder will ensure continual flow of updated information to authorities

Chart 4: Facility Training Plan

Record of Emergency Training for Year Previous to Licence Renewal	
Facility key contacts provided training on emergency response plan and procedures	Dates and name of trainer
Staff provided training on the facility's emergency management procedures	Dates and name of trainer
Certificate holders / persons with Records of Training provided with site-specific training	Dates and name of trainer
Plan for Emergency Training for Coming Year	
Facility key contacts provided training on emergency response plan and procedures	Target dates
Staff provided training on the facility's emergency management procedures	Target dates
Certificate holders / persons with Records of Training provided with site-specific training	Target dates

Chart 5: Building and Site Security and Procedures

	Yes	No
Does the propane location have controlled access to limit unnecessary risk and entry (lock-out procedures)?		
Is there adequate night lighting at the site?		
Are procedures in place that ensure access routes, aisles, storage area, filling areas and the grounds are kept clear from unwanted materials?		
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?		
Does the facility have procedures that include a process to isolate and purge any overfilled propane cylinders?		
Are weighing systems validated for accuracy?		
Are storage areas clearly marked with the vessels' capacity status (i.e., filled, empty, purged and other hazardous materials)?		
Are quality assurance procedures in place to ensure that all valves are closed after the propane cylinders are filled? (e.g., QCC valves)		
Is the schedule of maintenance and testing activities retained on site?		

Chart 6: 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
Is a pressurized water system available at the propane facility site?		
Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location?		
What is the unobstructed distance to the closest water supply that could be used for firefighting activities? (distance in feet or metres)		
What is the unobstructed distance to the closest approved water supply with year round access if there are no hydrants? (distance in feet or metres)		

Section 6: Attestation

The Level 1 RSMP would include an overall attestation, signed and submitted by:

- the licence holder, and
- the facility's director, officer, proprietor, partner or other designated senior management person holding the Record of Training as required in Regulations 211/01 and 215/01.

The Level 1 RSMP will note that failure to fully complete this form may result in rejection, and making a false statement may result in a fine or prosecution under the *Technical Standards and Safety Act, 2000*.

Section 7: Attachments

The licence holder would attach to the Level 1 RSMP:

- Updated facility site plan
- Map of surrounding area