



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: 1.877.662.8772

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.

Oct 24 11

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 0076596469-C

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 Recreational Sales & Storage Ontario Corporation No., if applicable 800347 Ontario Ltd

Operator Name (if different from above) _____

Telephone No. 705-741-0878 Fax No. 705-749-1285 E-mail ann@recreationalsales.com

B Street No. 1574 Street Name / 911 Number / Address, if applicable Chemong Rd RR#1

Town / City or Township / County Smith Ennismore Lakefield Twp County of Peterborough Province ON Postal Code K9J6X2

Mailing address if different from above.

C Street No. 1574 Street Name / 911 Number / Address, if applicable Chemong Rd RR#1

Town / City or Township / County Peterborough Province ON Postal Code K9J6X2

Information on Container Refill Centre or Filling Plant

D Location of facility.

Street No. 1574 Street Name / 911 Number / Address, if applicable Chemong Rd Nearest Major Intersection County Rd 19 and Chemong Rd

Town / City or Township / County Smith Ennismore Lakefield Twp County of Peterborough Province ON Postal Code K9J6X2

Name of Licence Holder 800347 Ontario Ltd o/a Recreational Sales & Storage

Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT) Douglas Abbott ROT type PPO-3

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

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-mm-yyyy)
Name of Licence Holder <u>800347 Ontario Ltd o/a Recreational Sales & Storage</u>	<u>Douglas Abbott</u>	<u>21-06-2011</u>
Name of Senior Management person as defined in the Regulation holding the Record of Training <u>Douglas Abbott</u>		



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SECTION A: GENERAL INFORMATION (cont'd)

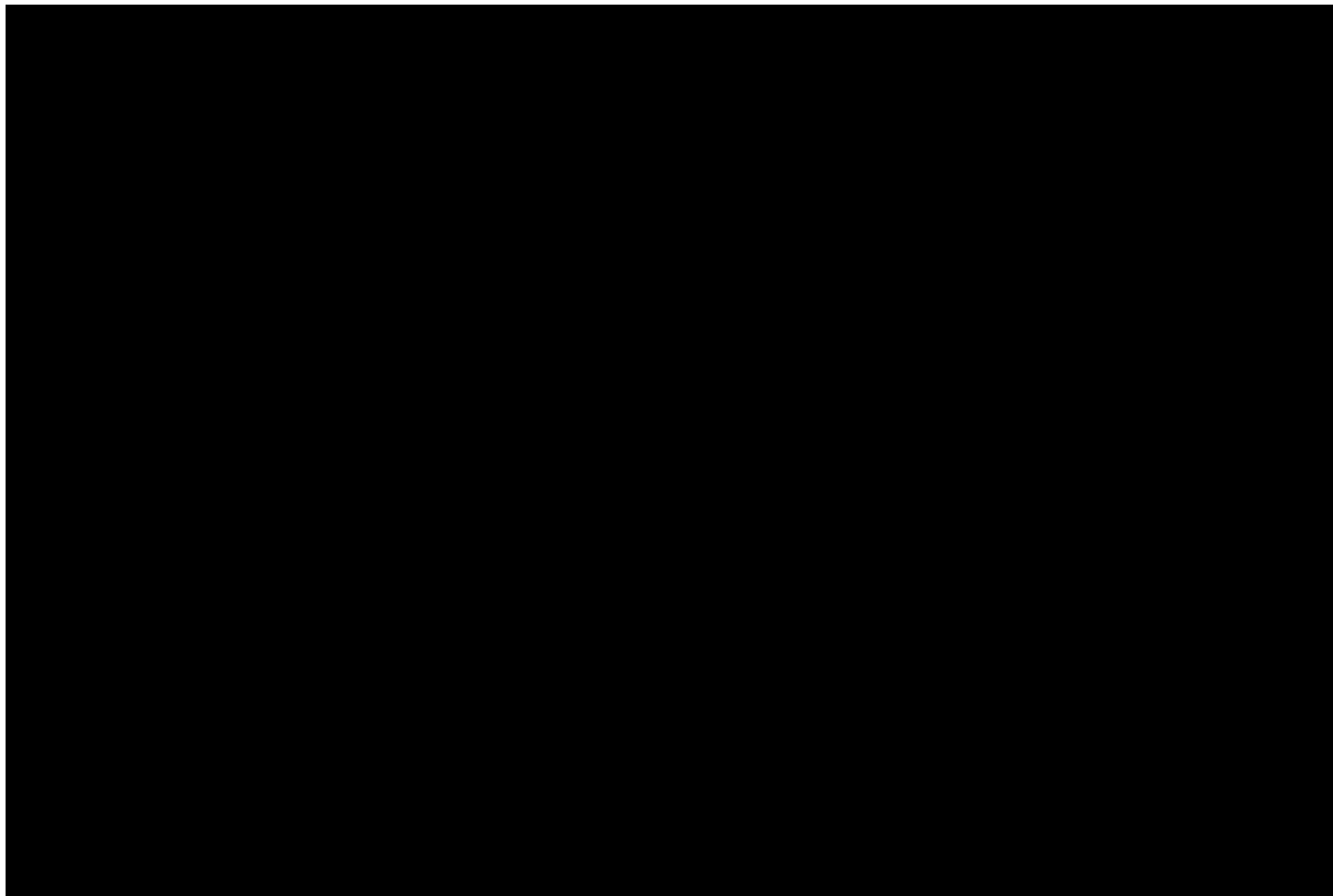
Indicate the year the facility was established. Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment.
2001 No modifications

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

	PSIG	Serial Number
Tank 1:	250	246-98
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: 2000 Portable: _____ Mobile: _____



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Name of person completing this form (please print) Douglas Abbott	Official Title Owner/Operator
Signature <i>Douglas Abbott</i>	Telephone No. 705-741-0878
	Date (dd-mm-yyyy) 21-06-2011



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) Kelly's Fuel & Transfer Co. Ltd		For Office Use - Party No.	
Street No. P.O.Box1447	Street Name / 911 Number / Address, if applicable 2085 Whittington Drive		
Town / City or Township / Country Peterborough		Province ON	Postal Code K9J7H6
Telephone No. 705-745-4629	Fax No.	Contact Name Bill Miller <i>864668</i>	
E-mail info@kellysfuel.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 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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Name of person completing this form (please print) Douglas Abbott		Official Title President	
Signature <i>Douglas Abbott</i>	Telephone No. 705-741-0878	Date (dd-mm-yyyy) 21-06-2011	



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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.
There is no storage of any other hazardous materials on site.

Description of fire and emergency equipment indicated on facility site map.
Fire extinguisher located in the dispenser cabinet. There is an emergency shut-off switch located next to the dispenser cabinet that is depicted in the facility site map.

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 2000 USWG upright tank is equipped with 2 fusible links. The links are located under the tank and in case of fire they will melt and isolate the tank from the rest of the dispensing equipment. There is also a cable mechanism that will turn off the main liquid withdrawal valve. There is a vapour return line valve that can also be closed. Closing both these valves will prevent liquid propane from continuing to flow from the tank.

Maintenance and testing schedule for fire protection controls and devices.

Yearly inspection on the fire extinguisher and a visual check of all hoses and equipment daily when the propane dispensing cabinet is open for business.

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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 Douglas Abbott	For Office Use - Party No.	Name Doug Abbott	For Office Use - Party No.
Official Title Owner/ Operator		Official Title Owner/ Operator	
Telephone No. 705-741-0878 / 705-657-7469	Fax No. 705-749-1285	Cell No. 705-657-7469	Fax No.
E-mail ann@recreationalsales.com		E-mail ann@recreationalsale.com	
Role and responsibilities in emergency Emergency Coordinator Responsible for the management off all incident operations. See attached		Role and responsibilities in emergency	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name Doug Lumsden	For Office Use - Party No.	Name David Dunn	For Office Use - Party No.
Official Title Sales		Official Title Service Manager	
Telephone No. 705-876-9968	Fax No.	Telephone No. 705-742-9287	Fax No.
E-mail fw20@hotmail.com		E-mail	
Role and responsibilities in emergency Liaison with the various agencies involved in the incident See attached Trained as an alternate emergency coordinator		Role and responsibilities in emergency Licenced Propane Technician Also trained as an alternate Emergency Coordinator. See attached	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name Gord Jopling	For Office Use - Party No.	Name Bill Miller	For Office Use - Party No.
Official Title Fire Chief		Official Title Operations Coordinator	
Telephone No. 705-292-7282	Fax No. 705-292-8634	Telephone No. 705-745-4629	Fax No.
E-mail gjopling@nexicom.net		E-mail bmiller@kellysfuel.com	
Role and responsibilities in emergency Administrator of Fire Services and coordination of its' resources during an emergency along with being an advisor to the municipal council.		Role and responsibilities in emergency Can activate the National Emergency Response Team. Fuel supplier providing technical and logistical support in case of an emergency	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name Mike Cavanagh	For Office Use - Party No.	Name Angela Chittick	For Office Use - Party No.
Official Title Fire Prevention Officer		Official Title Township Clerk	
Telephone No. 705-292-7282	Fax No. 705-292-8634	Telephone No. 705-292-9507	Fax No. 705-292-8964
E-mail mcavanagh@nexicom.net		E-mail achittick@nexicom.net	
Role and responsibilities in emergency Provides a support role and alternate to the Fire Chief above. Acts as a liaison with the property owner		Municipality Township of Smith-Ennismore-Lakefield	

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	Date (dd-mm-yyyy) 21-06-2011



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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.

See attached

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Signature <i>Doug Abbott</i>		Telephone No. 705-741-0878	Date (dd-mm-yyyy) 21-06-2011



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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)	Print Name of Training Provider: All Employees took part in the RSMP study putting together Emergency Response Plan
	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:

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

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:

On-site specific training provided to certificate holders / persons with Records of Training.

Training Date (dd-mm-yyyy)	Print Name of Training Provider: Kelly's Fuel PP03 ROT Training
22-12-2010	Print Name of Instructor: Bruce Howson
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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Doug Abbott	President	
Signature	Telephone No.	Date (dd-mm-yyyy)
	705-741-0878	21-06-2011



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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) 01-11-2011	Print Name of Training Provider: Kellys Fuel
	Print Name of Instructor: Bruce Howson
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) 01-11-2011	Print Name of Training Provider: Kellys Fuel
	Print Name of Instructor: Bruce Howson
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) 01-11-2011	Print Name of Training Provider: Kellys Fuel
	Print Name of Instructor: Bruce Howson
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 first responder to the incident will give a warning to the Licence Holder. If a release of propane cannot be remedied then the Licence Holder will give warning to the Fire Department and Fuel Supplier. If the release of propane can be remedied then the Fuel supplier will be notified. In case of fire then Emergency Services 911 will be called as well as the fuel supplier.

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).

When a warning is issued and an emergency is identified after Emergency Services 9-1-1 is called all employees will meet at the rear of the building to discuss activating the safe evacuation of the building if necessary. The Licence Holder will become the Emergency Coordinator and decide to activate evacuation plan if necessary. See attached Emergency Preparedness Plan

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 case of fire ANY employee will call Emergency Services 911. If the release of Propane cannot be contained then the Licence Holder will call Emergency Services 911 to inform the Fire Department of the potential hazard as well as informing the Fuel Supplier

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

The propane storage vessel is visible from the county road immediately west of the building on the property.
There is a driveway on both sides of the property that the Fire Department can gain entry.

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

The Licence Holder will become the Emergency Coordinator See attached Emergency Preparedness Plan

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

10-15 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
2. Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location?	<input type="checkbox"/>	<input checked="" 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>1460</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>1460</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).

Fire services comments, if any:

Please see attached page - 2 comments.

To be completed by the Licence Holder

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

Changes required by the fire department were already completed in study.

The licence holder will respond to the Local Fire Services comments by:

10 07 2011

(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 Gord Jopling		13/07/2011

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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) 30-05-2011	Capacity of single largest propane storage vessel (USWG) 2000 USWG
Tank setback coordinates. Indicate placement on the map.	
Front: <u>7.62m</u>	Right side property line: <u>28.92m</u>
Rear: <u>42.67m</u>	Left side property line: <u>6.10m</u>
GPS coordinates of single largest vessel:	<u>N 44 20.436' W 078 21.156'</u>

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SECTION C: SUBMISSIONS (cont'd)

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

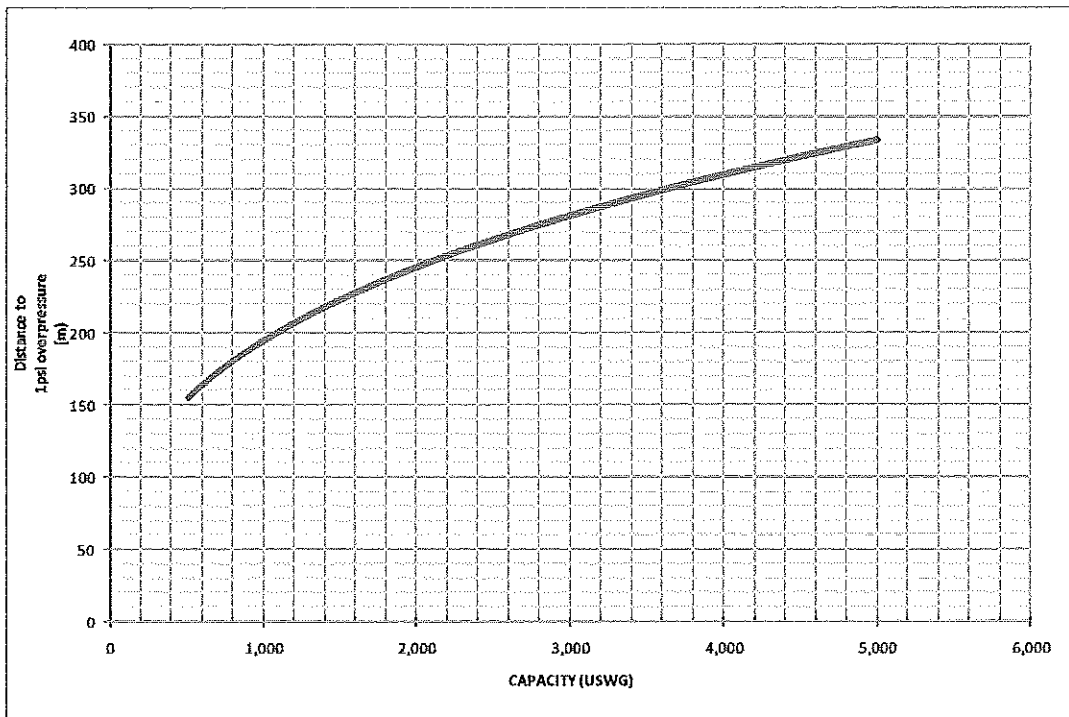
Table 1: Distance Table

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
16,900	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: _____ Address: _____ City: _____ Province _____ Postal Code _____	x				_____ m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. [Redacted]			x		164 m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: Lester Awnings Address: 1582 Chemong Road R.R.#1 City: Peterborough Province Ontario Postal Code K9J 6X2				x	22.3 m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: Knight's Court Motel Address: 1596 Chemong Road R.R.#1 City: Peterborough Province Ontario Postal Code K9J 6X2		x			49.1 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) Doug Abbott	Official Title President
Signature 	Telephone No. _____ Date (dd-mm-yyyy) 21-06-2011

Chemong Road

2000 USWG Upright Storage Tank and Dispenser

Barriers

Driveway

Emergency Shut Off Switch

1 Storey Frame Building

Laneway

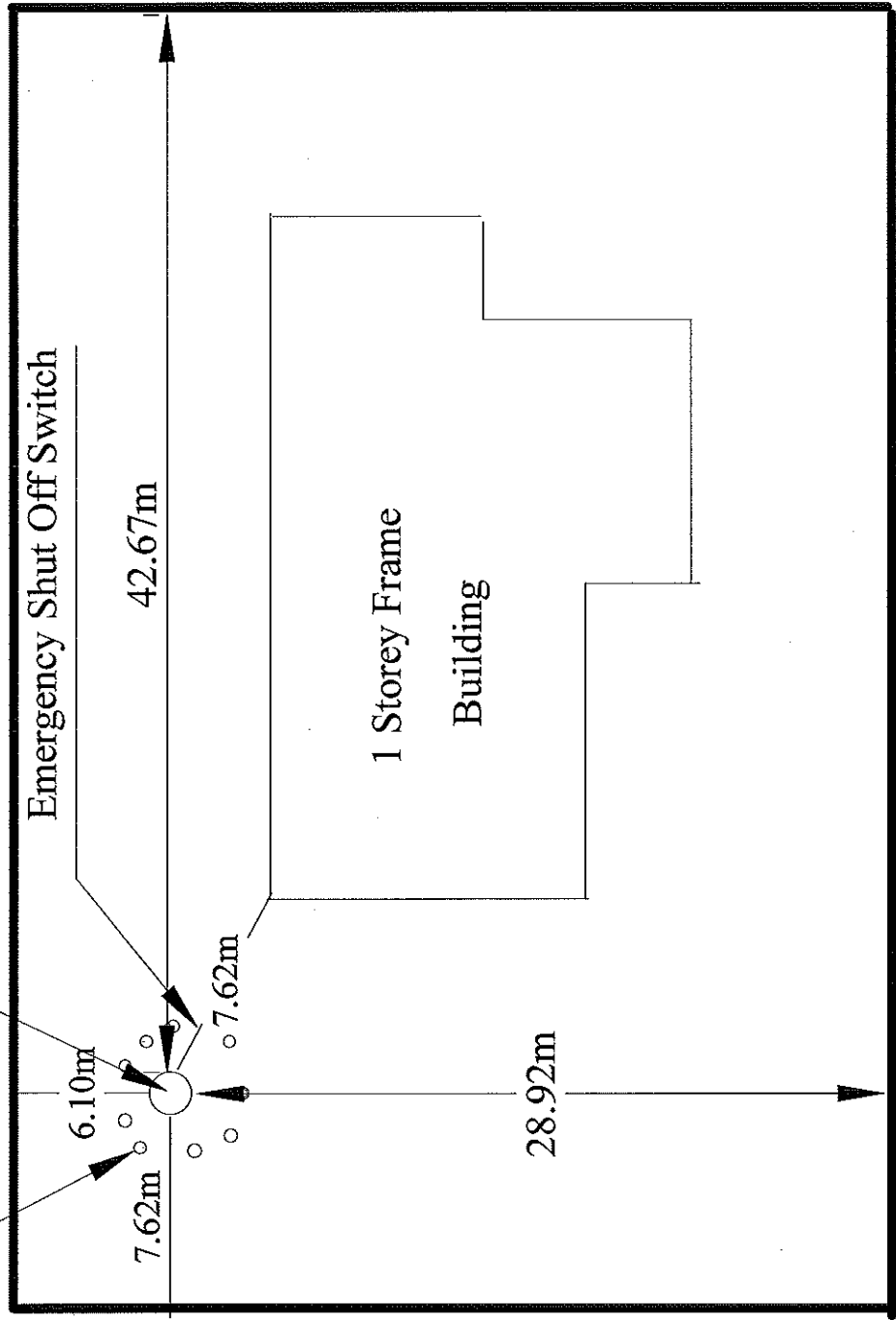
6.10m

7.62m

7.62m

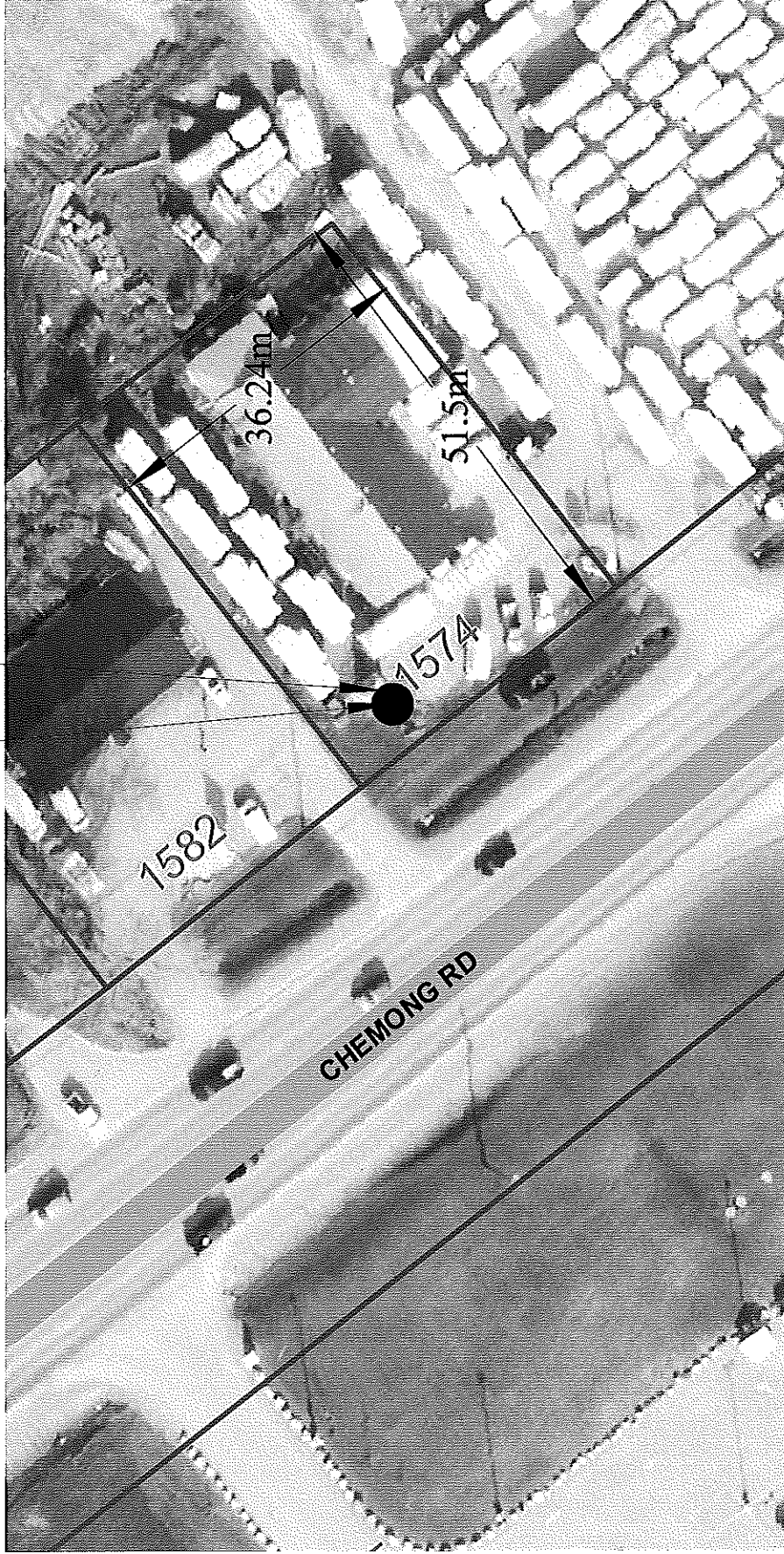
42.67m

28.92m



2000 USWG Vertical Storage Tank

N44 20.436' W 078 21.156'



1574 Chemong Road Smith Ennismore Township Scale 1:734 172x87.8m May 30 2011

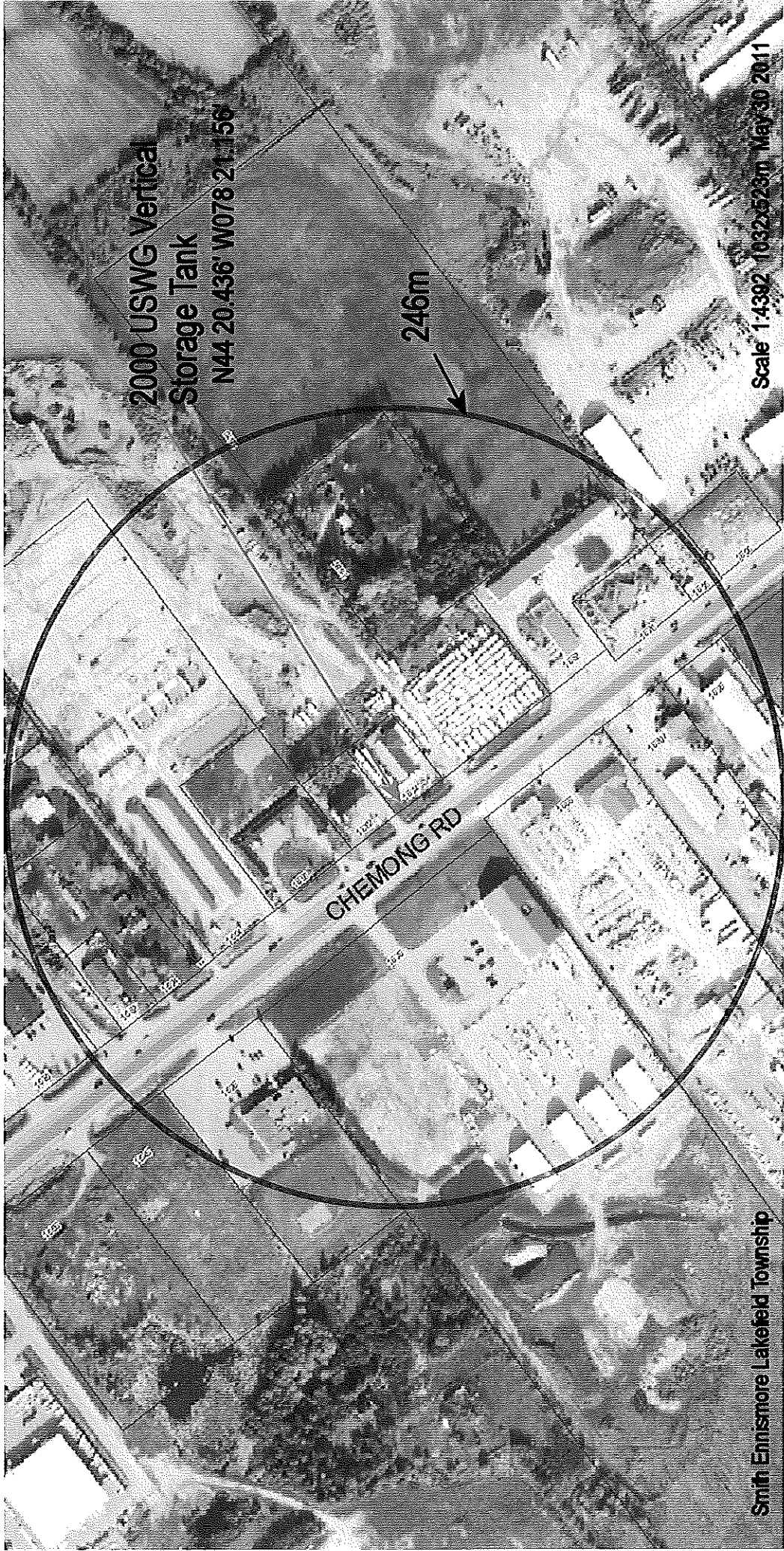
2000 USWG Vertical
Storage Tank
N44 20.436' W078 21.156'

246m

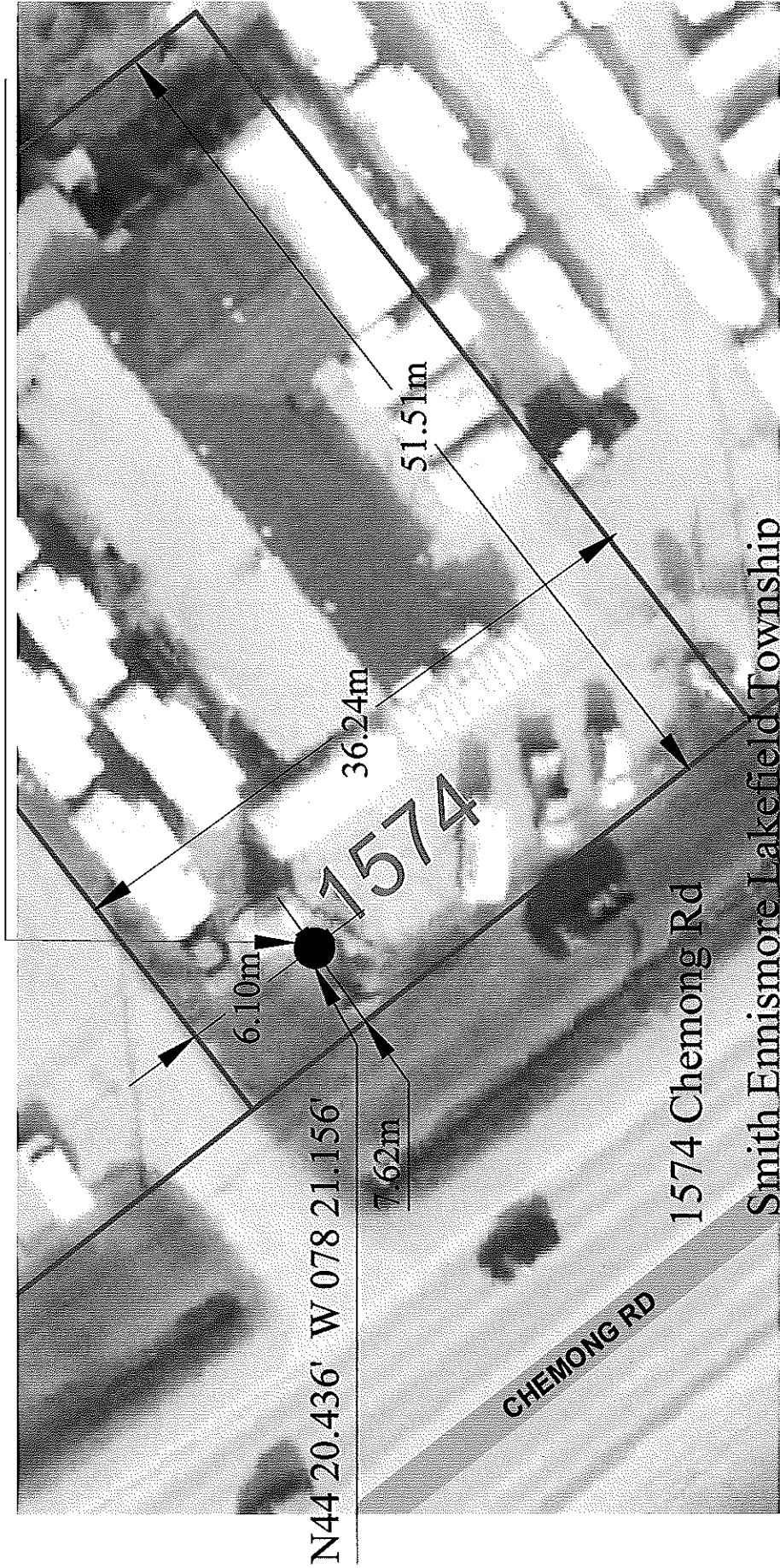
CHEMONG RD

Scale 1:4392 1032x523m May 30 2011

Smith Ennismore Lakefield Township



2000USWG Vertical Storage Tank



Scale 1:367 86.2x43.9m May 30 2011