



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

- 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.

**For Office Use Only**

**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  Ontario Corporation No., if applicable  
2324260 Ontario Inc.

Operator Name (if different from above)  
Jugjiwan Kumar

Telephone No. 905-409-2992 Fax No.  E-mail ultrashine98@gmail.com

**B** Street No. 3343 Street Name / 911 Number / Address, if applicable Lakefield Road

Town / City or Township / County Lakefield Province ON Postal Code K0L 2H0

Mailing address if different from above.

**C** Street No. Same Street Name / 911 Number / Address, if applicable

Town / City or Township / County  Province  Postal Code

**Information on Container Refill Centre or Filling Plant**

**D** Location of facility.

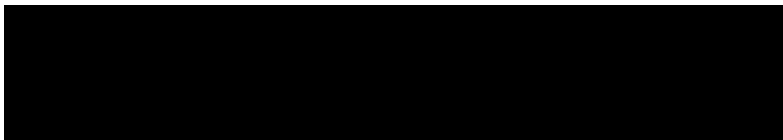
Street No. 3343 Street Name / 911 Number / Address, if applicable Lakefield Road Nearest Major Intersection 8th Line and Lakefield Road

Town / City or Township / County Lakefield Province ON Postal Code K0L 2H0

Name of Licence Holder  
2324260 Ontario Inc.

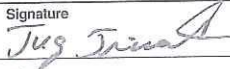
Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT). ROT type  
Jugjiwan Kumar 100-01

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.

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 <u>2324260 Ontario Inc.</u>		<u>12-06-2012</u>
Name of Senior Management person as defined in the Regulation holding the Record of Training <u>Jugjiwan Kumar</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

**SECTION A: GENERAL INFORMATION (cont'd)**

Indicate the year the facility was established. by Kelly's approx June 2004      Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment. approx 2006 auto dispenser removed

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

	PSIG	Serial Number
Tank1:	<u>250</u>	<u>349-01</u>
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: 1000 USWG      Portable: 337 uswg      Mobile: 0

**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) <u>Jugjiwan Kumar</u>	Official Title <u>President</u>
Signature 	Telephone No. <u>905-409-2992</u> Date (dd-mm-yyyy) <u>12-06-2012</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

**SECTION A: GENERAL INFORMATION (cont'd)**

Activity Information

Name of Propane Supplier(s) Kelly's Propane			For Office Use - Party No.	
Street No. 2085	Street Name / 911 Number / Address, if applicable Whittington Drive			
Town / City or Township / Country Peterborough			Province ON	Postal Code K9J 7H6
Telephone No. (705) 745-4629	Fax No. (705) 745-3622	Contact Name Kevin Dupuis		
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 None		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.

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) Jugjiwan Kumar	Official Title President	Date (dd-mm-yyyy) 12-06-2012
Signature 	Telephone No. 905-409-2992	





**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 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.

80,000 litres regular gasoline, supreme gasoline 20,000 litres, no diesel

50 x 4 litre containers of Windshield Washer Fluid

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

B149.2 code requires at least 1 X 20 bc extinguisher. It is located in the cabinet. More extinguishers are at the gasoline dispensers.

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 ISC Valve is automatically shut off when the 100 degree C fusible link is melted. The ISC valve is the valve that is opened in the storage tank when propane is to be pumped.

Maintenance and testing schedule for fire protection controls and devices.

Extinguishers- semi-annually by third party contractor

Fusible Link- annually by licenced propane contractor

Emergency Stops- annually by licenced propane contractor

**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) Jugjiwan Kumar	Official Title President	
Signature 	Telephone No. 905-409-2992	Date (dd-mm-yyyy) 12-06-2012



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

1. Contacts for Emergency Response

<b>1. Facility Contact Personnel - Key Contact</b>		<b>5. Facility 24-Hour Contact Person</b>	
Name Jugjiwan Kumar	For Office Use - Party No.	Name Jugjiwan Kumar	For Office Use - Party No.
Official Title President		Official Title President	
Telephone No. 905-409-2992	Fax No.	Cell No. 905-409-2992	Fax No.
E-mail ultrashine98@gmail.com		E-mail ultrashine98@gmail.com	
Role and responsibilities in emergency First responder. See Supervisor Responsibilities in "Schedule 1" for complete list.		Role and responsibilities in emergency First responder. See Supervisor Responsibilities in "Schedule 1" for complete list.	
<b>2. Facility Contact Personnel - Alternate Contact</b>		<b>6. Name of Facility Manager</b>	
Name Dusyant Joshi	For Office Use - Party No.	Name Jugjiwan Kumar	For Office Use - Party No.
Official Title Son		Official Title President	
Telephone No. 289-892-0023	Fax No.	Telephone No. 905-409-2992	Fax No.
E-mail		E-mail ultrashine98@gmail.com	
Role and responsibilities in emergency Act as alternate first responder with same responsibilities as above.		Role and responsibilities in emergency First responder. See Supervisor Responsibilities in "Schedule 1" for complete list.	
<b>3. Local Fire Services - Key Contact</b>		<b>7. Propane Supplier Key Contact Person</b>	
Name Gord Jopling	For Office Use - Party No.	Name Kevin Dupuis	For Office Use - Party No.
Official Title Fire Chief	E-mail gjopling@nexicom.net	Official Title Facility Manager	E-mail kdupuis@kellysfuel.com
Telephone No. (705)292-7282	Fax No. (705) 292-8634	Telephone No. (705) 745-4629	Fax No. (705) 745-3622
Role and responsibilities in emergency Coordinate Emergency Response		Role and responsibilities in emergency Proceed to site if required - Activate if ERAP is required	
Fire Services Address 833 Ward St. P.O. Box 270 Bridgenorth ON K0L 1H0		Propane Supplier Address 1085 Whittington Drive P.O. Box 1447 Peterborough ON K9J 7H6	
<b>4. Local Fire Services - Alternate Contact</b>		<b>8. Municipal Contact</b>	
Name Mike Cavanagh	For Office Use - Party No.	Name Angela Chittick	For Office Use - Party No.
Official Title Fire Prevention Officer	E-mail mcavanagh@nexicom.net	Official Title Clerk	
Telephone No. (705) 292-7282	Fax No. (705) 292-8634	Telephone No. (705) 292-9507 ext 212	Fax No. (705) 292-8964
Role and responsibilities in emergency Coordinate Emergency Response if Fire Chief not available.		E-mail achittick@nexicom.net	
Fire Services Address 833 Ward St. Bridgenorth ON K0L 1H0		Municipality Name and Address P.O. Box 270 Bridgenorth ON K0L 1H0	

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) Alex Beatty	Official Title Beatty Petroleum Consulting Inc.
Signature 	Telephone No. 519-848-5800
	Date (dd-mm-yyyy) 12-06-2012





**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 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.  
*Emergency Stop is located on the south east corner of the building. See site plan for location.*

Lined area for describing additional safety measures.

**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) <i>Jugjiwan Kumar</i>	Official Title <i>President</i>	
Signature <i>Jugjiwan Kumar</i>	Telephone No. <i>905-409-2992</i>	Date (dd-mm-yyyy) <i>12-06-2012</i>



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 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-mm-yyyy) 12-06-2012	Print Name of Training Provider: <u>Beatty Petroleum Consulting Inc.</u>
	Print Name of Instructor: <u>Alex Beatty</u>
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) 15-06-2012	Print Name of Training Provider: <u>2324260 Ontario Inc.</u>
	Print Name of Instructor: <u>Jugjiwan Kumar</u>
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) 15-06-2012	Print Name of Training Provider: <u>2324260 Ontario Inc.</u>
	Print Name of Instructor: <u>Jug Jiwan Kumar</u>
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:

**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) <u>Alex Beatty</u>	Official Title <u>Beatty Petroleum Consulting Inc.</u>
Signature 	Telephone No. <u>519-848-5800</u>
	Date (dd-mm-yyyy) <u>06-12-2012</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

**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) 01-06-2013	Print Name of Training Provider: 2324260 Ontario Inc.
	Print Name of Instructor: Jugjiwan Kumar
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) 01-06-2013	Print Name of Training Provider: 2324260 Ontario Inc.
	Print Name of Instructor: Jugjiwan Kumar
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) 01-06-2013	Print Name of Training Provider: 2324260 Ontario Inc.
	Print Name of Instructor: Jugjiwan Kumar
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:

**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) Jugjiwan Kumar	Official Title President
Signature 	Telephone No. 905-409-2992
	Date (dd-mm-yyyy) 12-06-2012





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 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).

See "Schedule 1"

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).

See "Schedule 1"

**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).

See "Schedule 1"

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

Screening at the bottom of tank allows application of water/foam/chemical is required

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

See "Schedule 1"

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

Jugjiwan Kumar approximately 60 minutes but is moving to the area when he buys a house

Dusyant Joshi approximately 60 minutes but is moving to the area with his father

**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)

Alex Beatty

Official Title

Beatty Petroleum Consulting Inc.

Signature

Telephone No.

519-848-5800

Date (dd-mm-yyyy)

12-06-2012

## SCHEDULE 1

<b>NAME:</b>	<b>EMERGENCY RESPONSE PLAN POLICY AND PROCEDURES</b>
<b>PURPOSE:</b>	To provide all staff with the required actions and responsibilities that will be required for any emergency situation, so that in the event of any emergency situation <u>personnel safety is considered the number one priority.</u>
<b>DATE:</b>	June-2012
<b>PROCEDURES:</b>	<p>A good way to remember how to properly assess an emergency situation is to think of PPE:</p> <p><b>P= People</b> <b>P=Property</b> <b>E= Environment</b></p> <ul style="list-style-type: none"><li>• <b>P:</b> People’s safety is always most important, whether it is your personal safety or the safety of those around you, always start to assess an emergency by ensuring that all people are safe!</li><li>• <b>P:</b> Property is second, because quite often people are associated with property. A building or house can have people inside that are not visible from the outside.</li><li>• <b>E:</b> Environment is third because we can clean up the environment and even though in some cases it may be costly; it is not as costly as losing a human life!</li></ul>
<b>FIRE EXTINGUISHER TRAINING</b>  <b>ACRONYM FOR P.A.S.S</b>	<ol style="list-style-type: none"><li>1. Call 911.</li><li>2. Evacuate all persons off site prior to using a fire extinguisher.</li><li>3. Remove the extinguisher from the holder</li><li>4. Only attempt to use a fire extinguisher if you can do so without placing yourself at unnecessary risk!</li><li>5. Approach the fire with the wind at your back so the flames and smoke are going away from you.</li><li>6. As you approach the fire, think of the acronym P.A.S.S.</li></ol> <ul style="list-style-type: none"><li>• <b>Pull</b> – The pin from the handle, breaking the plastic clamp</li><li>• <b>Aim</b> – The nozzle towards the base of the fire</li><li>• <b>Squeeze</b> – The handle to discharge the dry chemical</li><li>• <b>Sweep</b> – From side to side, at the base of the fire until the fire is extinguished, or there is no more agent “dry chemical”</li></ul>



	<p>After an extinguisher had been discharged, even if only partially discharged it must be re-charged by a professional fire extinguisher company/person.</p> <p><b>Remember:</b> Do not use a Fire extinguisher to extinguish propane fed fires. To extinguish a propane fire: <b><i>SHUT OFF THE PROPANE SUPPLY IF IT IS SAFE TO DO SO!</i></b></p>
<p><b>ALL STAFF:</b></p>	<p>Upon noticing a fire or a leak of propane shouts “<b>FIRE, FIRE, FIRE</b>” (even if this is a leak or some other emergency situation. This is your verbal emergency notice.)</p> <ol style="list-style-type: none"> <li>1. Upon hearing “fire, fire, fire” all staff must immediately ensure that all persons (customers and staff) are evacuated from the building and yard, and proceed to the muster point at the <u>eastern side of the driveway</u>.</li> <li>2. If fire or leak is severe or escalating, consider evacuating all persons to the <u>parking lot of Lakefield Secondary High School</u>.</li> <li>3. Call 9-1-1</li> <li>4. A head count will follow to ensure that everyone is off site.</li> <li>5. Contact or call your supervisor –<u>Jugjiwan Kumar at 905-409-2992</u> to notify him of the emergency.</li> <li>6. Do not return to the building or yard until emergency personnel have given the all clear to return.</li> </ol>
<p><b>PROPANE R.O.T. HOLDER RESPONSIBILITES:</b></p>	<p>Upon noticing a fire or a leak of propane shouts “<b>FIRE, FIRE, FIRE</b>” (even if this is a leak or some other emergency situation. This is your verbal emergency notice.)</p> <ol style="list-style-type: none"> <li>1. Upon hearing “<b>Fire, Fire, Fire</b>” the R.O.T. holder must immediately ensure that all persons (customers and staff) are evacuated from the buildings and yard, and have proceeded to the muster point at <u>the eastern side of the driveway</u>.</li> <li>2. If fire or leak is severe or escalating, consider evacuating all persons to the <u>parking lot of Lakefield Secondary High School</u>.</li> <li>3. If there is a fire that is being fed by propane, do not attempt to extinguish the fire, but <i>if it is safe to do so</i>, shut-off the supply of propane that is feeding the fire. There are several ways to shut-off the propane at the tank:</li> </ol> <p style="text-align: center;"><b>Note: the following locations of points a), b) and c) are shown on the site map.</b></p> <ol style="list-style-type: none"> <li>a) The regular <b>ON/OFF switch</b> can be turned to the OFF position. If you are not able to safely get to the ON/OFF switch, then;</li> </ol>



	<ul style="list-style-type: none"> <li>b) Press the <b>Emergency Stop (E-Stop)</b> on the South East corner of the buiding. If you cannot safely get to the E-Stop then;</li> <li>c) There is a remote shut-off <b>breaker switch</b> located on the <b>breaker panel</b>, in the store is on the left hand side of the wall. If you are not able to safely get to the remote breaker switch/panel, then;</li> <li>d) Evacuate yourself from the yard.</li> </ul> <ol style="list-style-type: none"> <li>4. <b>Call 911.</b> Even if you think this is a small type of fire or leak, it is better to have emergency people responding and send them away if they are not needed, than to need them and not have them on site!</li> <li>5. Contact or call your supervisor –<u>Jugjiwan Kumar 905-409-2992</u> to notify him of the emergency.</li> <li>6. Do not return to the building or yard until emergency personnel have given the all clear to return.</li> <li>7. If your supervisor is not on site, be prepared to: <ul style="list-style-type: none"> <li>a. liaison with the Fire Department or other first responders.</li> </ul> </li> </ol>
<p><b>SUPERVISOR RESPONSIBILITIES:</b></p>	<p>Upon noticing a fire or a leak of propane shouts “<b>FIRE, FIRE, FIRE</b>” (even if this is a leak or some other emergency situation. This is your verbal emergency notice.)</p> <p>If the supervisor is on site then he/she follows the same procedures as the R.O.T. holder plus the supervisor will continue with the emergency plan starting at 3. below.</p> <p>If the supervisor is off site and receives a call stating that there is an emergency then the supervisor shall:</p> <ol style="list-style-type: none"> <li>1. Ensure that all the steps above have been followed. If they have not been followed, provide clear direction to: <ul style="list-style-type: none"> <li>a) Evacuate the premises.</li> <li>b) Stop the flow of product if it is safe to do so. (This step is skipped if the person calling the supervisor is not an R.O.T. holder)</li> <li>c) Call 911.</li> <li>d) Proceed immediately to the muster point.</li> </ul> </li> <li>2. Upon arrival the supervisor shall ensure that all persons are safe.</li> <li>3. Communicate with any first responders that have arrived on site. If no first responders are on site, set up a command post on the <u>Eastern side of the driveway</u> until the first responder arrives.</li> <li>8. If fire or leak is severe or escalating, consider evacuating all persons to <u>the parking lot of Lakefield Secondary High School.</u> Knock on doors of nearest neighbours to advise them that there is a situation with the propane tank and that you are</li> </ol>

	<p>evacuating the area. You cannot tell them to leave their homes, but you can advise them of the situation.</p> <ol style="list-style-type: none"> <li>4. When emergency personnel arrive, remain in contact with them and provide updates and assistance as required.</li> <li>5. If additional resources are required, contact <u>Kelly's Fuel at (705)745-4629</u>. Depending upon the severity of the situation you could ask them to: <ol style="list-style-type: none"> <li>a. Respond with trained staff</li> <li>b. Activate the Emergency Response Assistance Plan (ERAP)</li> </ol> </li> <li>6. When the situation is over, please inform all parties that have been contacted that the situation is now closed. This includes but is not limited to advising <ol style="list-style-type: none"> <li>a. TSSA @ (877) 682-8772</li> <li>b. <u>Kelly's Fuel at (705)745-4629</u></li> <li>c. ERAP Response Centre</li> <li>d. Any other contacts that were made.</li> </ol> </li> </ol>
<p><b>SUPPLIER RESPONSIBILITIES:</b></p>	<p>Upon being notified of an emergency situation at <u>2324260 Ontario Inc.</u> you shall determine from the nature of the call if you should select one or all of the options noted below:</p> <ol style="list-style-type: none"> <li>1. Send staff to the site to assist.</li> <li>2. Follow the Emergency Response Assistance Plan (ERAP) policy and procedures to activate the plan and proceed to the site.</li> <li>3. Control leak by sending trained service personell if required.</li> <li>4. If the <u>2324260P Ontario Inc.</u> supervisor is not available to attend to the site, then you or your staff must be dispatched immediately to assist in any way possible.</li> <li>5. Notify ERAP Response Centre when situation is over.</li> </ol>

I have been trained on the above policy and procedures and will comply with all of the above.

JUG JIWAN KUMAR  
PRINT NAME

Jug Jwan  
SIGNATURE

ALAN BEATTY  
NAME OF TRAINER

[Signature]  
SIGNATURE

June 12 / 2012  
DATE TRAINED

<b>POLICY:</b>	<b>RISK AND SAFETY MANAGEMENT PLAN POLICIES AND PROCEDURES</b>
<b>NAME:</b>	<b>PRE-USE INSPECTIONS</b>
<b>PURPOSE:</b>	To ensure that all ROT holders perform and record the results of a Pre-use Inspection prior to beginning any propane pumping procedures.
<b>DATE:</b>	June, 2012
<b>PROCEDURES:</b>	<p><b>Approach:</b>  <i>Note: Ensure that all sources of ignition are extinguished at least 10 feet (3 metres) from the storage tank and dispenser prior to approaching the site.</i>  <b>When approaching the storage tank and cabinet:</b></p> <ol style="list-style-type: none"> <li>1) Look for evidence of propane leaking out of the cabinet or tank or hoses. If there is leakage you may see vapour escaping or you may see a "snowball" forming around the leak area.</li> <li>2) Listen for evidence of a hissing sound prior to opening the cabinet door.</li> <li>3) Smell the air to see if there is an unusually strong smell of propane. Remember; mercaptan is added as an odorant so propane is easier to detect but you cannot tell how much is leaking just by smell alone.</li> </ol> <p>Open the door of the cabinet:</p> <ol style="list-style-type: none"> <li>1) When opening the door be immediately aware if there are propane vapours trapped inside the cabinet. If there are vapours present and it is not apparent where the vapour came from, use a soapy solution to check for leaks.</li> <li>2) If no vapours are present check the following items; <ol style="list-style-type: none"> <li>a. Check all hoses for evidence of cracks or damage. If damage is found do not use equipment until repairs are made.</li> <li>b. Check the operation of the cable that is attached to the ISC valve and ensure that the valve is actually closing when the cabinet door is opened and closed. If the valve does not close repairs must be made prior to operation as this is the main safety control of the equipment.</li> <li>c. Check the condition of the scale and ensure that it weighs zero when there is nothing on the platform.</li> <li>d. Check that fire extinguisher is in the "normal" operating range.</li> </ol> </li> <li>3) Sign off on Daily Log sheet that installation has had daily inspection. See attachment below for sample of log sheet.</li> </ol>

I have been trained on the above policy and procedures and will comply with the above when filling cylinders for propane.

JUG TIWARI KUMAR  
PRINT NAME



Jug Tiwari  
SIGNATURE

ALEX BEATTY  
NAME OF TRAINER

[Signature]  
SIGNATURE

June 12, 2012  
DATE TRAINED



<b>POLICY:</b>	<b>RISK AND SAFETY MANAGEMENT PLAN POLICIES AND PROCEDURES</b>
<b>NAME:</b>	<b>CLOSED VALVES</b>
<b>PURPOSE:</b>	Because some valves do not bleed off propane vapours when the valve is left in the open position and because Transportation of Dangerous Goods states that all valves must be in the closed position when transporting there must be verification that QCC and or OPD valves are not shipped with the valve in the open position and in order to comply with the new regulations for RSMP Level 1.
<b>DATE:</b>	June, 2012
<b>PROCEDURES:</b>	<p>Explanation:</p> <p><b>QCC Valves:</b> These valves are identified (picture below), as they are equipped with both external ACME threads and internal POL threads.</p>  <p><b>OPD Valves:</b> This valve has the Overfill Protection Device installed internally and while that is not visible what sets this valve apart from other cylinder valves is that the hand wheel is a triangular, non-removable wheel stamped with the letters OPD.</p>  <p>After completing the filling process, the R.O.T. holder is instructed to close all valves and disconnect the hose, check for leaks and plug or cap the cylinder valves if the cylinder is less than 45 pounds (20 kilograms).</p> <p><b><u>AFTER PLUGGING OR CAPPING PLEASE TURN/CHECK THE VALVE HANDLE AGAIN TO ENSURE THE VALVE IS IN THE CLOSED POSITION!</u></b></p>

I have been trained on the above policy and procedures and will comply with the above when filling cylinders for propane.

JUG TIWARI KUMAR  
PRINT NAME

*Jug Tiwari*  
SIGNATURE

ALEX BEATTY  
NAME OF TRAINER

*[Signature]*  
SIGNATURE

*June 12, 2012*  
DATE TRAINED

<b>POLICY:</b>	<b>RISK AND SAFETY MANAGEMENT PLAN POLICIES AND PROCEDURES</b>
<b>NAME:</b>	<b>GENERAL HOUSEKEEPING</b>
<b>PURPOSE:</b>	In order to provide a safe work environment, to provide an environment that is appealing to our clients and customers and to provide a means of access to emergency crews that may attend this site; it is imperative that all access routes, storage areas, aisles, filling areas and the grounds in general are kept free from debris and all vehicles are parked in designated parking areas so that their location never impedes access to the propane filling plant. The clean-up is not a "once per day" ritual but rather it must be a constant way of doing business.
<b>DATE:</b>	June, 2012
<b>PROCEDURES:</b>	
<b>ROT HOLDERS</b>	In order to bring structure and vigilance to general housekeeping the following procedures are recommended as a minimum: <b>Start of Day:</b> <ul style="list-style-type: none"> <li>• On the employees way out to do the "Daily Inspection" of the propane facility they should also be aware of any debris that may have accumulated overnight. Often people drop off expired propane cylinders at a locked gate or in front of the propane dispenser. These must immediately be safely stored in the locked area that is identified for propane cylinders.</li> <li>• The access route to the cylinder filling area may also have vehicles parked in access routes or aisles that would impede an emergency crew proper access to the filler plant. These areas must be cleared prior to starting to fill cylinders or vehicles.</li> <li>• All storage areas are to be kept in an orderly fashion with all cylinders stored upright with the pressure relief valves in the vapour space of the cylinder.</li> </ul> While any circumstance during the work day that violates the above standards must be dealt with immediately it is recommended that at a minimum the above points are checked at <b>mid point on your shift</b> and also repeated at the <b>end of your shift</b> . Extra vigilance must be taken during busy seasons for BBQ tanks, as line-ups of vehicles can occur prior to long weekends and congest the area. Work with your supervisor to provide adequate parking for your customers.
<b>SUPERVISORS</b>	It is the responsibility of supervisors and or management personnel to ensure that the above noted procedures are followed by your employees.  <i>It is critical that emergency crews have access to the propane filler plant at all times.</i>

I have been trained on the above policy and procedures and will comply with the above during the course of the work day.

JUG JIVANKUMAR  
PRINT NAME

Jug Jivankumar  
SIGNATURE

Alex Beatty  
NAME OF TRAINER

Alex Beatty  
SIGNATURE

June 12, 2012  
DATE TRAINED

<b>POLICY:</b>	<b>RISK AND SAFETY MANAGEMENT PLAN POLICIES AND PROCEDURES</b>
<b>NAME:</b>	<b>OVERFILLED CYLINDERS</b>
<b>PURPOSE:</b>	For safely removing propane from an overfilled cylinder so that all persons and property are never placed in any jeopardy and in order to comply with the new regulations for RSMP Level 1.
<b>DATE:</b>	June, 2012
<b>PROCEDURES:</b>	<p>How to reduce liquid propane from a cylinder that has been inadvertently overfilled.</p> <p><i>Note: Prior to starting this procedure you must notify your supervisor!</i></p> <ol style="list-style-type: none"> <li>a. Attach the propane purge kit to the valve of the cylinder and open all valves to discharge any liquid propane to the air.</li> <li>b. When liquid propane is no longer coming from the exhaust then a burner must be attached to burn off the product until there is no more than 80% in the cylinder. You can only tell when it is at 80% the same way as when the cylinder was filled. It must be weighed!</li> </ol> <p><b>Note: Do not leave the cylinder unattended while the product is blowing off.</b></p>

I have been trained on the above policy and procedures and will comply with the above when cylinders have been overfilled.

JUG JIWAN KUMAR  
PRINT NAME

Jug Jiwant  
SIGNATURE

Aileen BEATTY  
NAME OF TRAINER

[Signature]  
SIGNATURE

June 12, 2012  
DATE TRAINED





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 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>92.5 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>

**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) Jugjiwan Kumar	Official Title President
Signature 	Telephone No. 905-409-2992
	Date (dd-mm-yyyy) 12-06-2012



Technical Standards and Safety Authority  
 www.tssa.org  
 14th Floor - Centro 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 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).

Fire services comments, if any:

see attached sheet, 1 page 2 comments

**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 Gord Jopling, Fire Chief		13/06/2012

**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)	Official Title
Jugjwan Kumar	President
Signature	Telephone No.
	905-409-2992
	Date (dd-mm-yyyy)
	12-06-2012



**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**

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)	Capacity of single largest propane storage vessel (USWG)
12-06-2012	1000 USWG
Tank setback coordinates. Indicate placement on the map.	
Front: 30.5'	Right side property line: 12'
Rear: 180'	Left side property line: 118'
GPS coordinates of single largest vessel: 44°25'09.69"N 78°16'59.91"W	

**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)	Official Title	
Jugjiwan Kumar	President	
Signature	Telephone No.	Date (dd-mm-yyyy)
	905-409-2992	12-06-2012





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

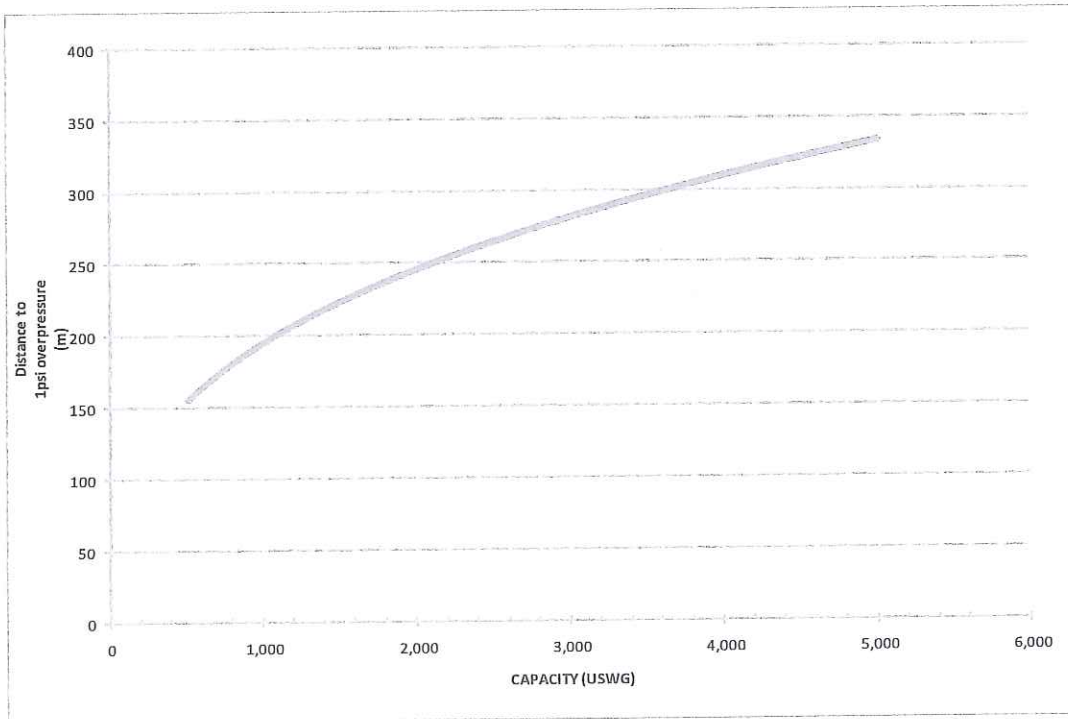
Table 1: Distance Table

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:**  $D = 16.94 \times (1.57^4 \times C)^{1/3}$   
 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  
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

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>Kingdon U Store It</u> Address: <u>3335 Lakefield Road</u> City: <u>Lakefield</u> Province <u>ON</u> Postal Code <u>KOL 2H0</u>			X		<u>70</u> m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. Name: <span style="background-color: black; color: black;">[REDACTED]</span> Address: <span style="background-color: black; color: black;">[REDACTED]</span> City: <span style="background-color: black; color: black;">[REDACTED]</span>			X		<u>43</u> m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>Equi-Pet Pet Supplies</u> Address: <u>3347 Lakefield Road</u> City: <u>Lakefield</u> Province <u>ON</u> Postal Code <u>KOL 2H0</u>			X		<u>27.5</u> m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: <u>none</u> Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: <u>none</u> Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: <u>none</u> 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) <u>Jugjiwan Kumar</u>	Official Title <u>President</u>
Signature 	Telephone No. <u>905-409-2992</u> Date (dd-mm-yyyy) <u>12-06-2012</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		
# 100	29.5		
# 40	11.75	2	23.5
# 33.3	9.62		
# 30	8.8	2	17.6
# 20	5.8	50	290
# 10	2.9	2	5.8
# 5	1.5		
<b>Total Cylinder Capacity</b>			<b>336.9 USWG</b>

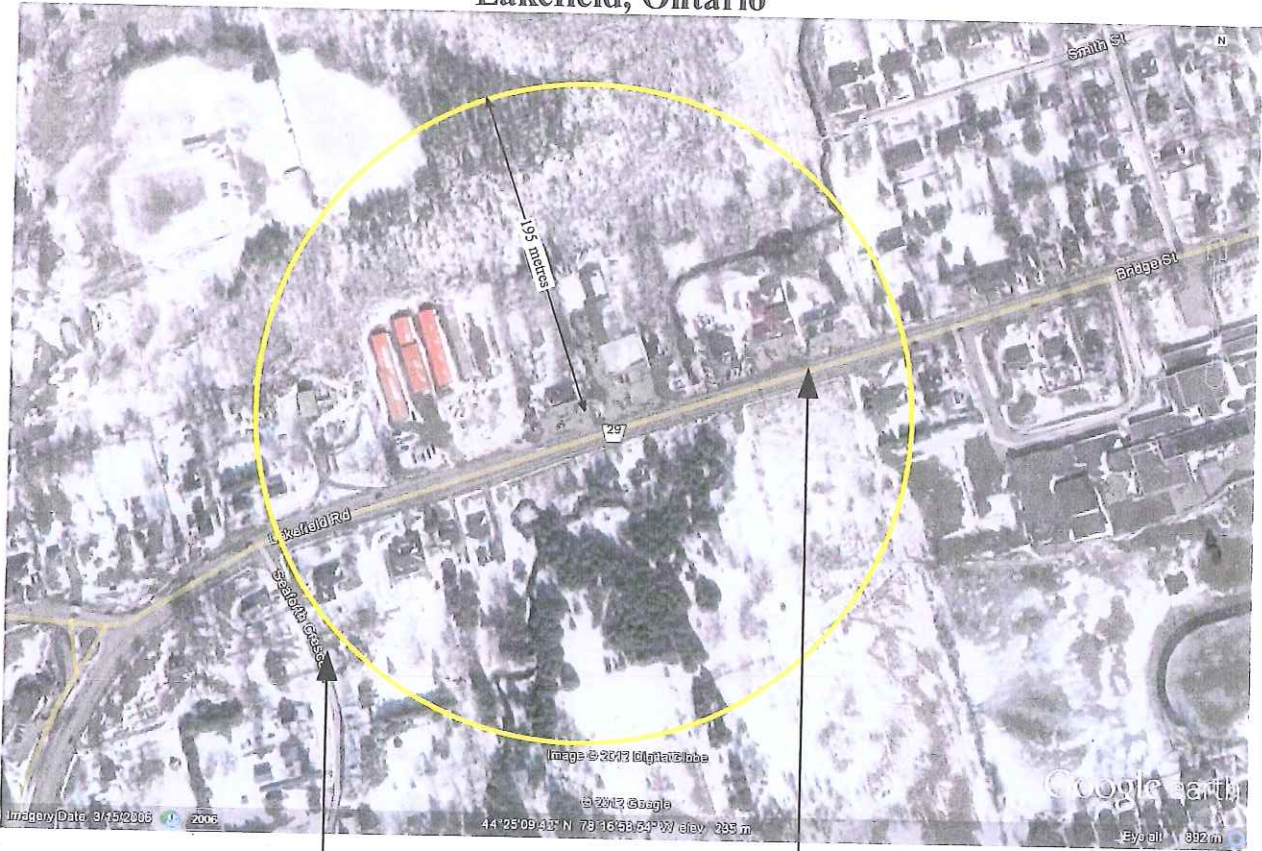
Tanks Stored On-site Not Connected for Use

Tank Size In USWG	Quantity	Total Volume in USWG
	0	
<b>Total Tank Capacity</b>		<b>0</b>

<b>Total Cylinder Capacity</b>	<b>337</b>
<b>Total Tank Capacity</b>	<b>0</b>
<b>Total Portable Capacity</b> (Total Cylinder Capacity + Total Tank Capacity)	<b>337 USWG</b>



2324260 Ontario Inc.  
 3343 Lakefield Road  
 Lakefield, Ontario

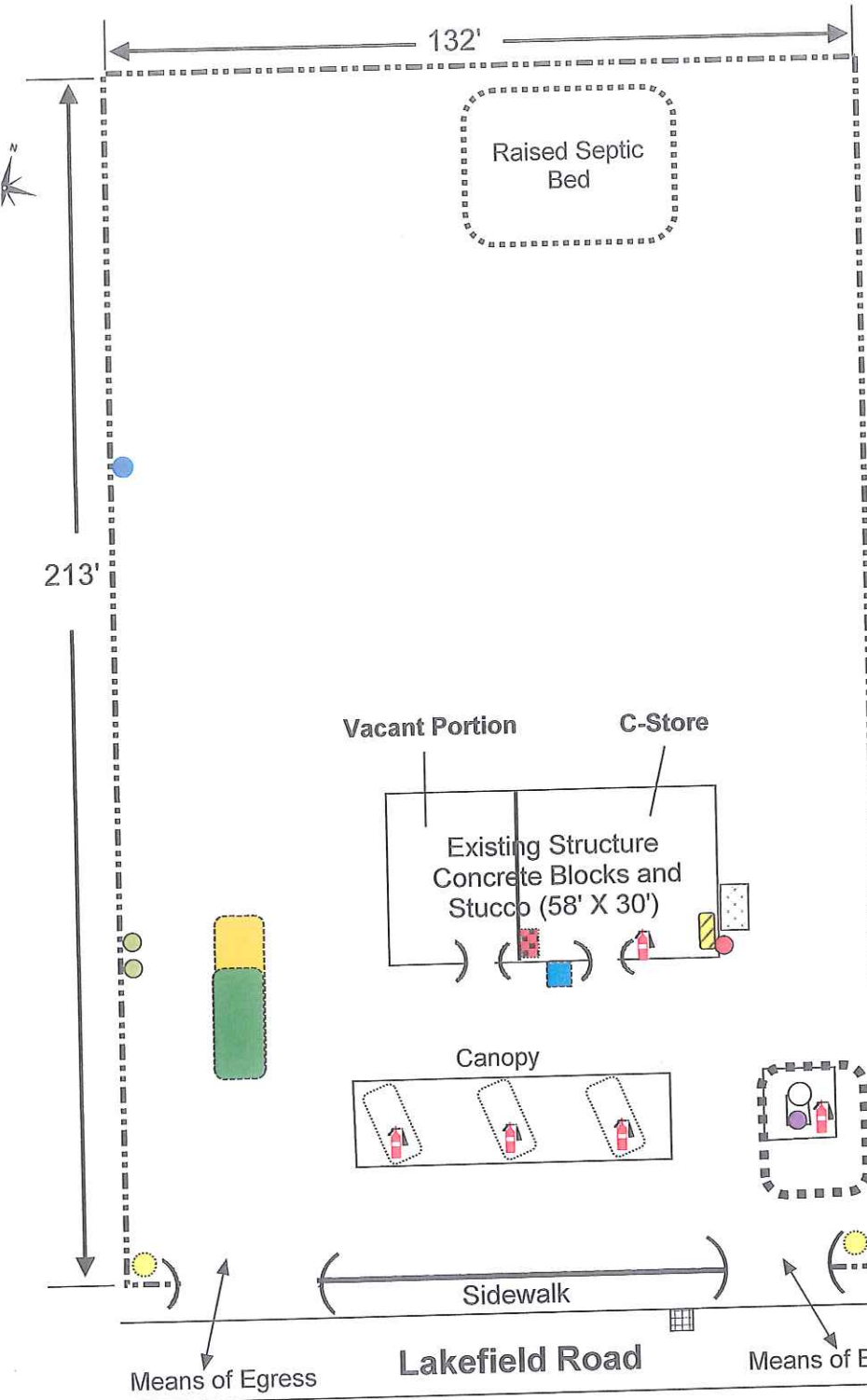


Seaforth Cres.

Lakefield Rd.

Location	3343 Lakefield Rd. Lakefield, ON K0L2H0
Prepared	16/04/2012
Largest Tank	1000 USWG
Tank Set Backs	Front = 30.5' / Back= 180' Left = 118' / Right = 12'
Radius	195 meter radius
GPS Coordinates	44°25'09.69"N 78°16'59.91"W
Municipality 1	Smith-Ennismore-Lakefield Municipality
CAO	Angela Chittick
Address	P.O. Box 270 Bridgenorth ON K0L 1H0
Phone Number	(705) 292-9507 ext 212
Municipality 2	County of Peterborough
CAO	Gary King
Address	470 Water Street Peterborough, ON K9H 3M3
Phone Number	(705)743-0380

2324260 Ontario Inc.  
 3343 Lakefield Road  
 Lakefield ON



	Emergency Shut off
	On/Off Switch
	Fire Extinguishers
	WHMIS/MSDS Sheet
	20x20 lbs. Propane Tanks (116 USWG)
	20,000 L Premium Gas
	80,000 L Regular Gas
	50x4 L Windshield Washer Fluid
	Vehicle Protection (4 in. concrete filled)
	Gas Vents
	Drilled Well
	Storm Sewer
	Lights
	Breaker Panel
	Property Line

5  
6