



Technical Standards and Safety Authority  
www.tssa.org

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Application for Renewal of  
Level 2 Propane Licence  
Technical Standards and Safety Act  
Propane Storage and Handling Regulation

**GENERAL INFORMATION**

The Undersigned applies to TSSA for a renewal under Ontario's *Technical Standards and Safety Act*,  
Propane Storage and Handling Regulation.

Company Name		Corporation No.	
Parkland Fuel Corporation		2020141186	
Operator Name (if different from above)			
Telephone No.	Fax No.	E-mail	
403-567-2514	403-567-2599	pierre.magnan@parkland.ca	
Street No.	Street Name / 911 Number / Address, if applicable		Nearest Major Intersection
333	96th Avenue, Unit 5101		96th Ave and Harvest Hills Blvd
Town / City or Township / County		Province	Postal Code
Harvest Hills		Alberta	T3K 0S3
Mailing address (if different from above)			
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 (if different from above)

Street No.	Street Name / 911 Number / Address, if applicable	Nearest Major Intersection	
010097	Highway 6	Highway 6 and Grey Road 17	
Town / City or Township / County		Province	Postal Code
Warton		Ontario	N0H 2T0

**Supplier**

Sparling's Propane Co. Ltd.			
Street No.	Street Name / 911 Number / Address, if applicable		
774304	Highway 10 North		
Town / City or Township / County		Province	Postal Code
Flesherton		Ontario	N0C 1E0

**Facility Contact Personnel - Key Contact**

Name	Official Title	
Fionna Gosetto	Branch Manager	
Telephone No.	Fax No.	E-mail
1-800-747-9560	877-608-1379	fig@sparlings.com
Role and responsibilities in emergency: Company contact, provide technical and logistical assistance, activate Emergency Response Plan, if required		

You are required by law to notify TSSA of any change of information contained in the Risk and Safety Management Plan within 15 days.

**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 of person completing this form.	Official Title	
Bruce Coomber	Regulatory Advisor	
Signature	Telephone No.	Date (dd-mmm-yyyy)
	705-706-0986	21-08-2017



## **Commitment to "Best of Class" Practices.**

### **Emergency Response and Preparedness Procedures RSMP (Wiar-ton)**

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**In accordance with Sparling's RSMP & E2 Plan and Ontario Regulations, the following Emergency Response and Preparedness Procedures apply.**

#### **WHAT TO DO IN CASE OF EMERGENCY - IN CASE OF FIRE OR GAS RELEASE**

- Press Emergency Stop Button.
- Call 911.
- If the fire is small (i.e. can be managed safely) use a fire extinguisher to control the fire.
- In case of gas release, approach with caution and shut off source of gas escape if possible. Evacuate the area.

The facility is equipped with a number of emergency shutdown systems:

- Emergency stop buttons
  - a. Located at each truck loading and unloading position – shuts down all loading pumps and valves at the tanks and at the loading and unloading positions.
  - b. Located at building – shuts down all loading pumps and valves at the tanks and at the loading/unloading positions.
- Thermal protection
  - a. The facility is equipped with thermal protection. Polyethylene lines run through the facility and in the event of a fire melt, releasing the pressure in the system. All tank and loading/unloading station valves are closed and pumps are shut off when the system loses pressure minimizing further product escape.
  - b. Contact emergency dispatch at 911. During business hours report the situation to the office immediately who will contact 911. After business hours contact 911 from a safe location.

## **FACILITY EMERGENCY PROCEDURES**

### **Fire involving propane plant or propane delivery vehicle**

- Activate closest emergency stop on plant and/or on delivery vehicle.
- Contact 911.
- If the fire is small (i.e. can be managed safely), use a fire extinguisher to control the fire.
- Fire extinguishers are located at the plant and on delivery trucks.
- Do not attempt to control anything other than a small fire.
- Evacuate the entire facility to the designated location.
- During business hours the ERAC ERAP #2-0010-050 may be activated by management at the office 1-519-924-3331.
- After hours call the 24 hour line 1-800-747-9560. In a safe location wait for emergency services to arrive.
- Ensure all personnel are accounted for.

### **Major propane leak (plant or propane delivery vehicle)**

- Activate closest emergency stop on plant and/or on delivery vehicle.
- Contact 911.
- Ensure there are no sources of ignition.
- Evacuate the entire facility to the designated location.
- Attempt to close any manual valves to isolate the leak if possible. During business hours the ERAC ERAP #2-0010-050, if necessary will be activated by management at the office at 1-519-924-3331.
- After hours call the 24 hour line 1-800-747-9560. At a safe location wait for emergency services to arrive.
- Ensure all personnel are accounted for.

### **Building Fire (not involving propane facility)**

- Activate the building fire alarm.
- Contact 911.
- Activated closest emergency stop on plant and shut down the propane facility.
- During non-business hours and noticed from outside the building, call the 24 hour line 1-800-747-9560 to report it to management.
- If the fire is small (i.e. can be managed safely), use a fire extinguisher to control the fire.
- Do not attempt to control anything other than a small fire.
- Evacuate the building and facility to the designated location.
- If possible shut off the supply of propane to the building.
- Wait for emergency services to arrive and ensure all personnel are accounted for.

### **Fire, chemical release or major incident at neighbouring facility**

- Activate the building fire alarm.
- Contact 911.
- Activate closest emergency stop on plant and shut down the propane facility.
- Evacuate the building and facility to the designated location.
- Wait for emergency services to arrive and ensure all personnel are accounted for.

## **EXTERNAL EMERGENCY RESPONSE PROCEDURES**

In the event of an emergency where external resources (such as fire services, police, and emergency response personnel) are called and attend the scene, Sparling's personnel shall take direction from the emergency responders. Sparling's personnel shall offer advice to the emergency responders if requested. At no time are Sparling's personnel to undertake any response or actions without approval from the emergency responders. External evacuation will be the responsibility of the emergency responders and Sparling's personnel shall take direction from the emergency responders if further evacuation is required.

## **EMERGENCY RESPONSE PLAN**

Sparling's utilizes the services of the Emergency Response Assistance Canada (ERAC) emergency response assistance plan (ERAP) approved by Transport Canada under the Transportation of Dangerous Goods Regulations. The ERAP number is 2-0010-050. A copy of the plan is maintained at head office. If deemed necessary, the plan is activated to respond to stationary tank incidents such as at a Sparling's facility. The plan can be activated by designated personnel. In the event of emergency, designated personnel can be accessed during business hours at 519-924-3331 and after hours an answering service has contact information and is reached by calling 1-800-747-9560. The 24 hour ERAC ERAP activation number is 1-800-265-0212 and may be activated by management.

## **NOTIFYING ENVIRONMENT CANADA**

In the event of a propane release incident, Sparling's Management will contact the Ontario Ministry of the Environment's Spills Action Centre, 1-800-268-6060. The Spills Action Centre informs Environment Canada of all notifications.

## **EMERGENCY PROCEDURES TRAINING**

All employees of Sparling's accessing the propane facility will be trained in emergency management procedures. Certificate holders or persons with ROT, who perform functions at the facility, are provided with site specific training on emergency management procedures. New employees accessing the facility shall receive the emergency preparedness training as soon as practical after they commence their responsibilities. All other employees shall be made aware of the evacuation procedures. A record of the persons who were trained and the dates on which they were trained and the name of the trainer shall be maintained at the facility.

Visitors to the plant facility will be required to sign in at the office. Visitors without emergency procedures training shall be accompanied by Sparling's personnel trained in emergency management procedures.

External personnel such as contractors and suppliers who access the facility on a regular basis shall receive the same training as Sparling's personnel on emergency management procedures and a record of the persons who were trained and the dates on which they were trained and the name of the trainer shall be maintained at the facility.

Employees and external personnel shall receive training annually in the facility's emergency management procedures and a record of the persons who were trained and the dates on which they were trained and the name of the trainer shall be maintained at the facility.

### **ANNUAL TEST OF EMERGENCY PROCEDURES**

- An annual test of the emergency procedures shall be held at the facility during normal business hours.
- Evacuation procedures and other emergency procedures shall be reviewed and documented.
- Emergency phone numbers shall be tested and contact list reviewed to ensure they are up to date.
- The training record of the employees and others accessing the plant shall also be reviewed at this time to ensure completeness.
- Local fire service shall be invited to attend and their comments/suggestions shall be recorded.

The results of the annual test shall be recorded and any deficiencies documented with a time frame for correction. The Compliance Coordinator shall attend the annual test and shall review the results with the facilities management.





## **EMERGENCY RESPONSE PLAN - IMMEDIATE ACTION**

**If the emergency is within the Bulk Plant, activate an evacuation.**

**Shut down the plant if safe to do so.**

### **EMERGENCY EVACUATION PROCEDURES**

The receptionist at the front desk will designate the following procedures:

1. Announce the evacuation instructions (below) over the phone paging system, if deemed safe to do so.
2. Ensure 911 has been contacted.
3. Put phones on "Night service"
4. Take the Visitor Sign In/Sign Out register with them to the Emergency Meeting Place.
5. Assign a person to take roll call, once at the Emergency Meeting Place.

### **EMERGENCY EVACUATION ANNOUNCEMENT**

**Attention: All Personnel & Visitors**

**An emergency situation has been detected on the premises.**

**Please evacuate all buildings using the nearest safe exit.**

**Proceed to the designated Emergency Meeting Place.**

**An emergency situation has been detected on the premises, please evacuate all buildings immediately.**

## **WHAT TO DO WHEN SOMEONE CALLS**

**In the event of an emergency call regarding a transportation or storage incident involving propane, do the following:**

- 1. Obtain the name and a call back number immediately**, in the event telephone contact is disrupted. Quickly complete the Emergency Report Form to the best of your ability. Fill in all fields as thoroughly as possible.
- 2. Call your Branch Manager** and relay the specifics to them.
- 3. Remain accessible by phone** to receive further information or instructions from the Home coordinator, Branch Manager or the Response Team.

## EMERGENCY REPORT FORM INCIDENTS INVOLVING PROPANE

### 1.0 WHO IS CALLING?

Is caller a Sparling's Employee? Yes  No

Name: \_\_\_\_\_

Phone # (s) of Caller: \_\_\_\_\_

Contact Person if Different than Caller: \_\_\_\_\_

Phone # (s) of Contact Person: \_\_\_\_\_

Date of Call: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Address: \_\_\_\_\_

### 2.0 WHAT IS THE EMERGENCY?

What Type of Emergency is being reported?

Vehicle Accident  Rollover  Other vehicles Involved

Leak without Fire  Leak with Fire  Carbon Monoxide Poisoning

Other  \_\_\_\_\_

Is product still leaking? Yes  No

**Note: If diesel fuel or other significant fluid leak, notify New Alta @ 1-800-567-7455**

Injuries: \_\_\_\_\_

Property Damage: \_\_\_\_\_

Quantity of Product: \_\_\_\_\_ Type: \_\_\_\_\_

Unit #: \_\_\_\_\_ License #: \_\_\_\_\_

Driver: \_\_\_\_\_

Carrier (if not Sparling's): \_\_\_\_\_

(cont'd)

### 3.0 WHEN and WHERE DID IT OCCUR?

Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### WHERE IS THE EMERGENCY?

Urban

Rural

Customer Site

Bulk Plant

Roadway

Obtain Specific Directions if needed (Always use N, S, E, W)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there homes, businesses, or other buildings with people in the immediate area?

Yes

No

If yes obtain details; how many? types of occupancies?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 4.0 REQUEST FOR ASSISTANCE?

Are Emergency Responders required at incident?

Yes

No

Have Emergency Responders been notified? (call to 911)

Yes

No

Are Emergency Responders already on site?

Yes

No

What response has been requested?

Fire

Police

Ambulance

Evacuations

Branch Manager notified?

Yes

No

Alternate Sparling's responder notified?

Yes

No

(cont'd)



