



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.

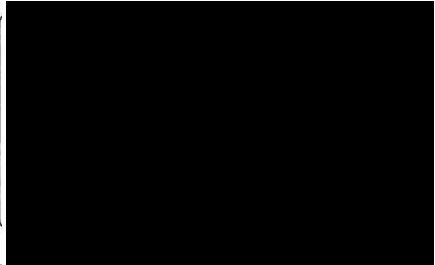
Failure to fully complete this form may result in rejection.  
Making a false statement may result in a fine or prosecution under the *Technical Standards and Safety Act*.

Licence Number: N/A

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: Canada Post Fleet Management    Ontario Corporation No., if applicable: \_\_\_\_\_

Operator Name (if different from above): \_\_\_\_\_

Telephone No.: 613-734-7789    Fax No.: 613-734-3230    E-mail: THIBERT, Renald [renald.thibert@canadapost.postescanada.ca]

**B** Street No.: 2701    Street Name / 911 Number / Address, if applicable: Riverside Drive Suite B-0260

Town / City or Township / County: Ottawa    Province: Ontario    Postal Code: K1A 0B1

Mailing address if different from above.

**C** Street No.: \_\_\_\_\_    Street Name / 911 Number / Address, if applicable: Same as Above

Town / City or Township / County: \_\_\_\_\_    Province: \_\_\_\_\_    Postal Code: \_\_\_\_\_

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

**D** Location of facility.


Street No.: 355    Street Name / 911 Number / Address, if applicable: Industrial Avenue    Nearest Major Intersection: Industrial Avenue & Riverside Drive

Town / City or Township / County: Ottawa    Province: Ontario    Postal Code: K1A 0B1

Name of Licence Holder: Canada Post Fleet Management

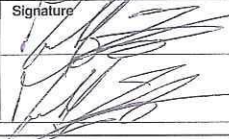
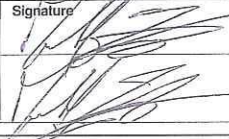
Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT): Renald (Ron) Thibert    ROT type: PPO-3

Municipality (or municipalities if the facility or its hazard distance touches multiple borders): City of Ottawa

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>Renald Thibert</u>		<u>06-11-2011 Nov 25 / 11</u>
Name of Senior Management person as defined in the Regulation holding the Record of Training: <u>Renald Thibert</u>		<u>06-11-2011 Nov 25 / 11</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)**

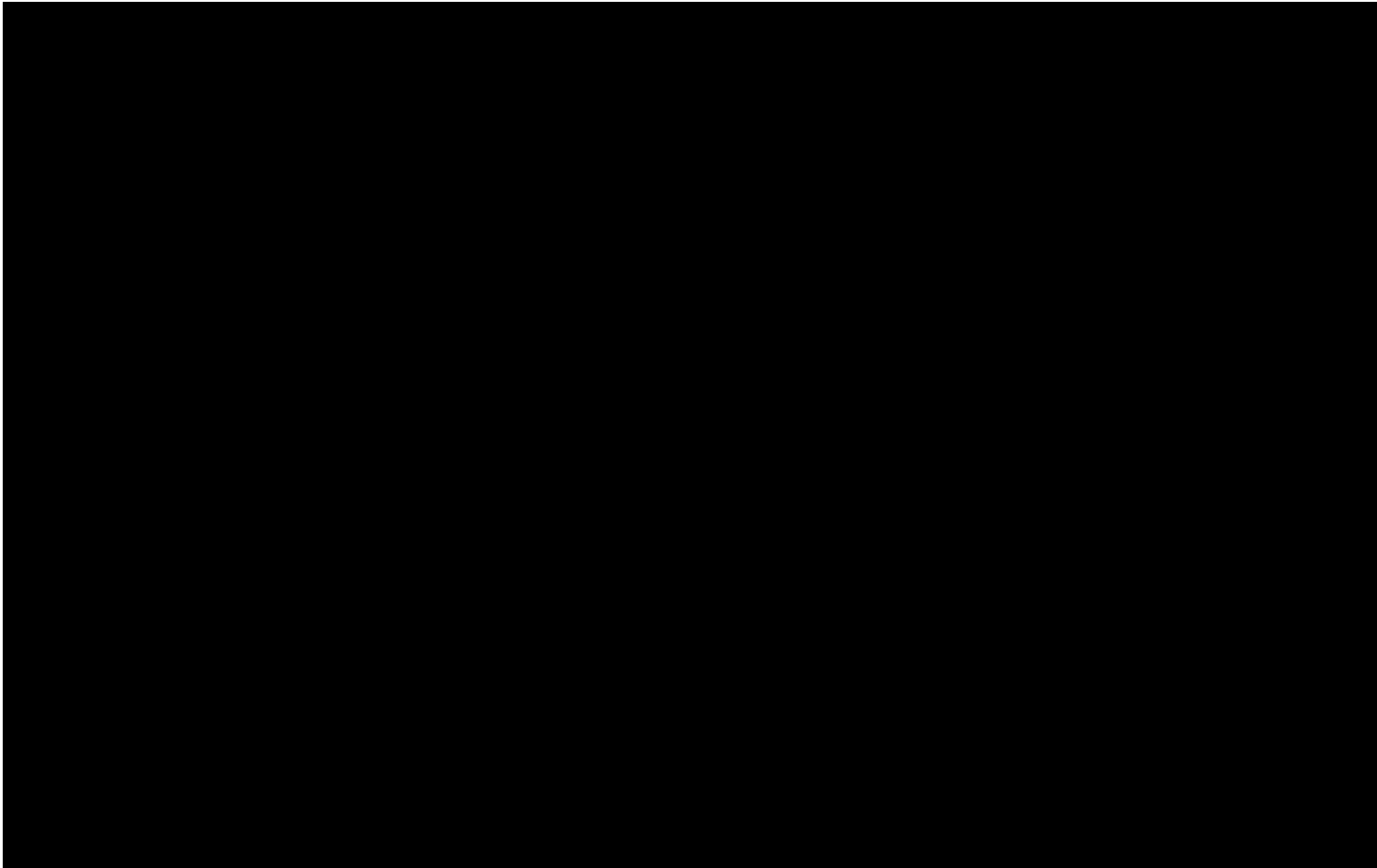
Indicate the year the facility was established. 2011      Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment. New Site no History

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

	PSIG	Serial Number
Tank 1:	<u>250</u>	<u>1311-94</u>
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: 5000 USWG      Portable: 0 USWG      Mobile: 0 USWG



**Declaration: I am aware that it is an offence to give false information in this document and I hereby declare that the information I have given here is true and complete.**

Name of person completing this form (please print) <u>Renald Thibert</u>	Official Title <u>Manager, Fleet Operations</u>	
Signature 	Telephone No. <u>613-734-7789</u>	Date (dd-mm-yyyy) <u>06-11-2011</u>

*NOV. 25 0/11*



**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

<b>Name of Propane Supplier(s)</b> Superior Propane				
Street No. 63	Street Name / 911 Number / Address, if applicable Roydon Place			
Town / City or Township / Country Nepean			Province Ontario	Postal Code K2E 1A3
Telephone No. 1-613-223-8493	Fax No. 1-613-727-1316	Contact Name Heather Ross		
E-mail RossHe@superiorpropane.com				

<b>Name of Propane Transporter.</b> If same as above, please check box. <input type="checkbox"/>				
Trimac Transportation				
Street No. #300-950	Street Name / 911 Number / Address, if applicable boule Gerard Cadieux			
Town / City or Township / Country Sallaberry-de-Valleyfield			Province Quebec	Postal Code J6T 6L4
Telephone No. 1-800-895-3554	Fax No. 450-377-2800	Contact Name N/A		
E-mail				

<b>Off-site Cylinder and/or Mobile Storage</b> 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.

**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) Renald Thibert	Official Title Manager, Fleet Operations
Signature 	Telephone No. 613-734-7789
	Date (dd-mm-yyyy) 06-11-2011

*Nov. 20/11*



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.

There are some acetylene cylinders in the maintenance garage and small amounts of oil and cleaning supplies for mechanics trade work. Aerosol containers are stored in the cabinets and storage rooms and waste-oil tank is located on the west side of the garage. The oil based substances are not considered hazardous

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

There are fire extinguishers at the propane tank where the dispenser is and there are fire extinguishers within the garage and office areas as shown on the Emergency Plan P-100

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 propane tank is equipped with a fusible link at the tank which will melt at 212 F and release the handle on the ISC valve to close the pump suction opening. See RSMP for details. The facility has 24/7 camera security that will be able to determine if there is a problem at the propane location or if any other issues are present. If a problem arises then a call will be made to 9-1-1

Maintenance and testing schedule for fire protection controls and devices.

Maintenance inspection is done twice a year by the supplier (SPI) and once a year for testing and tune-up, leak checks, piping condition, pump seals, hose condition, rust removal etc.

**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) Renald Thibert	Official Title Manager, Fleet Operations	Date (dd-mm-yyyy) 06-11-2011
Signature 	Telephone No. 613-734-7789	<i>Nov. 28 / 11</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)**

1. Contacts for Emergency Response

<b>1. Facility Contact Personnel - Key Contact</b>		<b>5. Facility 24-Hour Contact Person</b>	
Name Marc Seguin	For Office Use - Party No.	Name Renald Thibert	For Office Use - Party No.
Official Title Superintendent Fleet Management		Official Title Manager, Fleet Operations	
Telephone No. 613-844-1658	Fax No. 613-844-1692	Cell No. 613-715-1445	Fax No. 613-734-3230
E-mail marc.seguin2@canadapost.ca		E-mail renald.thibert@canadapost.ca	
Role and responsibilities in emergency To initiate the Emergency Response Plan and alert employees and contact 9-1-1 and act as liaison with Emergency Responders		Role and responsibilities in emergency Insures Safety programs are being done and main liaison with outside contacts	
<b>2. Facility Contact Personnel - Alternate Contact</b>		<b>6. Name of Facility Manager</b>	
Name James Whipple	For Office Use - Party No.	Name John Willis	For Office Use - Party No.
Official Title Superintendent Fleet Management		Official Title Area Manager, Fleet Management	
Telephone No. 613-844-1614	Fax No. 613-844-1692	Telephone No. 1,519.646,1156 Ext: 2001	Fax No.
E-mail james.whipple@canadapost.ca		E-mail john.willis@canadapost.ca	
Role and responsibilities in emergency To initiate the Emergency Response Plan and alert employees and contact 9-1-1 and act as liaison with Emergency Responders		Role and responsibilities in emergency To initiate the Emergency Response Plan and alert employees and contact 9-1-1 and act as liaison with Emergency Responders	
<b>3. Local Fire Services - Key Contact</b>		<b>7. Propane Supplier Key Contact Person</b>	
Name Duncan McNaughton	For Office Use - Party No.	Name Heather Ross	For Office Use - Party No.
Official Title Fire Protection Engineer		Official Title Manager, Greater Ottawa	
Telephone No. 1-613-580-2424 Ext: 29603	Fax No. 1-613-580-2866	Telephone No. 1-613-223-8493	Fax No. 1-613-727-1316
E-mail duncan.mcnaughton@ottawa.ca		E-mail RossHe@superiorpropane.com	
Role and responsibilities in emergency Fire Engineer with knowledge of the Propane RSMP process and Emergency Procedures for City of Ottawa		Role and responsibilities in emergency Coordinate any propane transfer equipment and also activate the OPA Emergency Response Plan process as required.	
<b>4. Local Fire Services - Alternate Contact</b>		<b>8. Municipal Contact</b>	
Name	For Office Use - Party No.	Name Michael Boughton	For Office Use - Party No.
Official Title		Official Title Planner	
Telephone No.	Fax No.	Telephone No. 1-613-580-2424 Ext: 27588	Fax No. 1-613-
E-mail		E-mail	
Role and responsibilities in emergency		Municipality The City of Ottawa 110 Laurier Avenue West, Ottawa, ON. K1P 1J1	

**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) Renald Thibert	Official Title Manager, Fleet Operations
Signature 	Telephone No. 613-734-7789
	Date (dd-mm-yyyy) 06-11-2011

Nov. 30 / 11



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.

This installation is equipped with a fusible link on an ISC valve and has no other features required over and above the Code. This site has a large lockable equipment enclosure that houses the pump, valves, scale and other equipment so it cannot be tampered with after hours but the facility is fenced so this is an added layer of protection.

**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) Renald Thibert	Official Title Manager, Fleet Operations
Signature 	Telephone No. 613-734-7789
	Date (dd-mm-yyyy) 06-11-2011

Nov, 20<sup>th</sup> '11



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) When License Issued	Print Name of Training Provider: Superior Propane
	Print Name of Instructor: Moe Bourcier
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) When License Issued	Print Name of Training Provider: Superior Propane
	Print Name of Instructor: Moe Bourcier
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) TBD	Print Name of Training Provider: Superior Propane
	Print Name of Instructor: Moe Bourcier
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) Renaud Thibert	Official Title Manager, Fleet Operations
Signature 	Telephone No. 613-734-7789
	Date (dd-mm-yyyy) 06-11-2011

Nov. 25<sup>th</sup> '11



**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) TBD	Print Name of Training Provider: In House
	Print Name of Instructor: Marc Seguin
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) TBD	Print Name of Training Provider: In House
	Print Name of Instructor: Marc Seguin
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) TBD	Print Name of Training Provider: Superior Propane
	Print Name of Instructor: Moe Bourcier
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) Renald Thibert	Official Title Manager, Fleet Operations
Signature 	Telephone No. 613-734-7789
	Date (dd-mm-yyyy) 06-11-2011

Nov 25 / 11





**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).  
The Key contact or Alternate will be in attendance at the site most times. They will provide the warning to the employees once an incident is confirmed. They will notify staff and local Fire Services provider by dialing 9-1-1. If necessary, a call to the propane supplier will also be made.

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).  
The Key Contact(s) are responsible for insuring the area is evacuated and the personnel will meet at the "Muster Point" and a head count will be taken. In the absence of the Key Contact a designated employer will assume these responsibilities and he/she will also assist the Key Contact as required.

**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).  
The Key Contacts are usually on site or a designated employee will be assigned. In an Emergency either person will be able to assess the situation and then take the necessary steps and call 9-1-1 call with the local phone or cell phone and then explain the nature of the problem to 9-1-1 operator and ask for Fire Services and/or Police to respond. Both Key Contacts have cell phones so a call will be made.

Describe provisions for fire department entry when there are no operations or staffing at the propane site.  
The facility has two road accesses off of Industrial Avenue. The gates can be opened by the Security Company remotely once an incident has been identified and confirmed.

Describe how the licence holder will ensure continual flow of updated information to authorities.  
The Key Contact or designated employee will be on site during working hours and will wait for the ER's to arrive so the information about the situation can be relayed to the ER's. They will stay until the all clear is given or asked to leave or to close the facility.

How long will it take the facility liaison person to respond to the site.  
The Key Contact or Alternate can respond to the site in 30 minutes of notification. Other contacts may respond in less time but at this time Canada Post has not established a contact list.

**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) Renald Thibert		Official Title Manager, Fleet Operations	
Signature 		Telephone No. 613-734-7789	Date (dd-mm-yyyy) 06-11-2011

NOV-25/11



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 type="checkbox"/>	<input checked="" type="checkbox"/>
6. Are weighing systems validated for accuracy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are storage areas clearly marked with the vessels' capacity status (i.e., filled, empty, purged and other hazardous materials)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are quality assurance procedures in place to ensure that all valves are closed after the propane cylinders are filled?(e.g., QCC valves)	<input type="checkbox"/>	<input checked="" 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>71 m</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) <b>Renald Thibert</b>	Official Title <b>Manager, Fleet Operations</b>	
Signature 	Telephone No. <b>613-734-7789</b>	Date (dd-mm-yyyy) <b>06-11-2011</b>

*Nov. 28/11*



**Technical Standards and Safety Authority**  
www.tssa.org

14th Floor - Centre Tower  
3300 Bloor Street West  
Toronto Ontario M8X2X4  
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

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

Fire services comments, if any:

**To be completed by the Licence Holder**

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

The licence holder will respond to the Local Fire Services comments by: \_\_\_\_\_ (dd-mm-yyyy)

**LOCAL FIRE SERVICES**

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

Print name	Signature	Date (dd-mm-yyyy)
Local Fire Services Name <b>Duncan McNaughton</b>		07-11-2011

*Nov 2/11*

**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) <b>Renald Thibert</b>	Official Title <b>Manager, Fleet Operations</b>
Signature 	Telephone No. <b>613-734-7789</b>
	Date (dd-mm-yyyy) <b>08-11-2011</b>

*NOV. 28/11*



**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) <b>16-10-2011</b>	Capacity of single largest propane storage vessel (USWG) <b>5000 USWG</b>
Tank setback coordinates. Indicate placement on the map.	
Front: <b>67.9 m</b>	Right side property line: <b>8.3 m</b>
Rear: <b>6.1 m</b>	Left side property line: <b>201.9 m</b>
GPS coordinates of single largest vessel: <b>Lat:45 24'44.19"N Long75 39'10.46"W</b>	

**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) <b>J. Ross Keys</b>	Official Title <b>Consultant</b>
Signature	Telephone No. <b>416-526-1405</b> Date (dd-mm-yyyy) <b>04-11-2011</b>



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

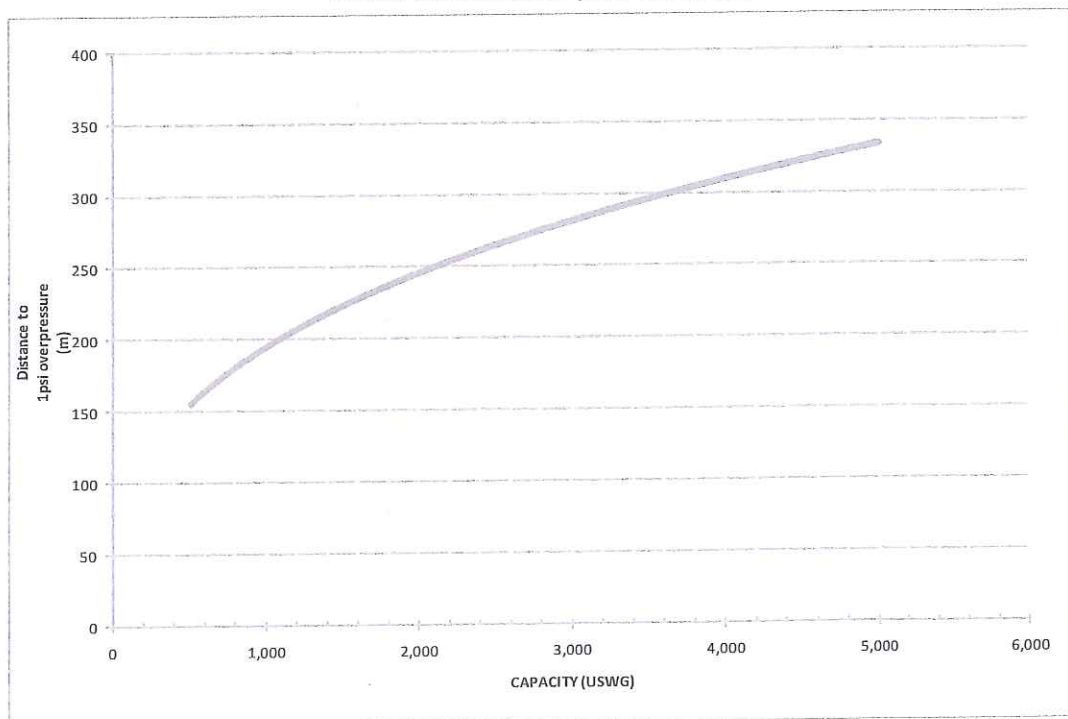
Table 1: Distance Table

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:**  $D = 16.94 \times (1.524 \times C)^{1/3}$   
 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)



**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) <b>J. Ross Keys</b>	Official Title <b>Consultant</b>
Signature 	Telephone No. <b>416-526-1405</b> Date (dd-mm-yyyy) <b>04-11-2011</b>



**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>Ferano Construction Ltd. Door-Lam Manufacturing</u> Address: <u>409 Industrial Avenue</u> City: <u>Ottawa</u> Province <u>Ontario</u> Postal Code <u>K1G 0Z1</u>			X		<u>32</u> m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. [Redacted]				X	<u>193</u> m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>Figure 8 &amp; Hockey One Skate Specialists</u> Address: <u>380 Industrial Avenue</u> City: <u>Ottawa</u> Province <u>Ontario</u> Postal Code <u>K1G 0Y9</u>			X		<u>111</u> m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	X				_____ m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: _____ 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) <u>J. Ross Keys</u>	Official Title <u>Consultant</u>
Signature 	Telephone No. <u>416-526-1405</u> Date (dd-mm-yyyy) <u>28-10-2011</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 C: SUBMISSIONS (cont'd)**  
Applicant must include a Facility Site Plan and Map of Surrounding Area

**Portable Storage Additional Information Sheet**

Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9		
# 100	29.5		
# 40	11.75		
# 33.3	9.62		
# 30	8.8		
# 20	5.8		
# 10	2.9		
# 5	1.5		
<b>Total Cylinder Capacity 0 USWG</b>			

**Tanks Stored On-site Not Connected for Use**

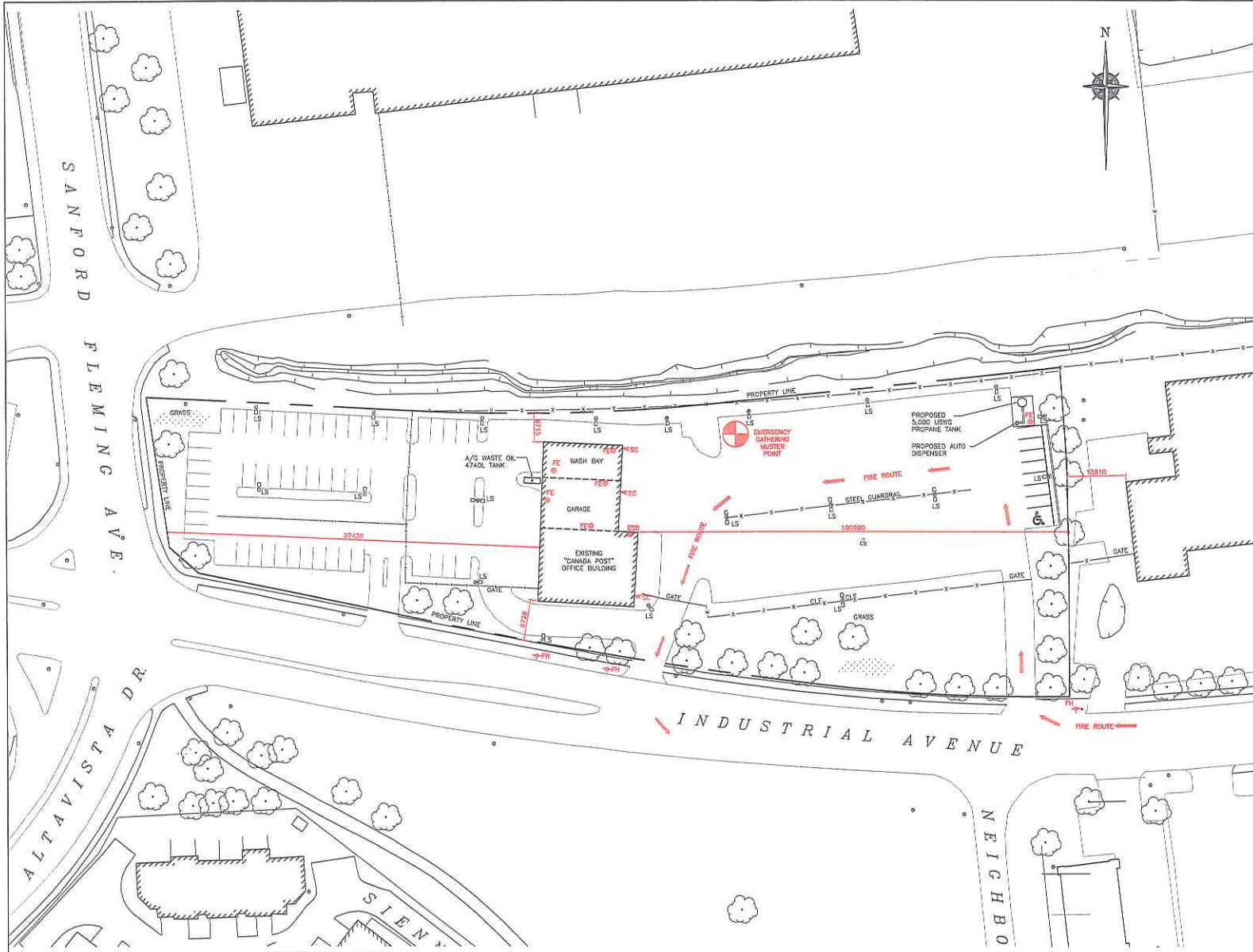
Tank Size In USWG	Quantity	Total Volume in USWG
<b>Total Tank Capacity 0 USWG</b>		

<b>Total Cylinder Capacity</b>	0 USWG
<b>Total Tank Capacity</b>	5000 USWG
<b>Total Portable Capacity</b>	0 USWG

**Declaration: I am aware that it is an offence to give false information in this document and I hereby declare that the information I have given here is true and complete.**

Name of person completing this form (please print) Renald Thibert	Official Title Manager, Fleet Operations
Signature 	Telephone No. 613-734-7789
	Date (dd-mm-yyyy) 06-11-2011

NOV. 20 2011



**ZONING INFORMATION:**  
 ZONING IS ICS URBAN BY-LAW 2306-230  
 LOT AREA: 12370.91sq.m.  
 BUILDING AREA: 764.65sq.m.  
 LOT COVERAGE OF BUILDING: 6.1%

**NOTES:**  
 1. FACILITY USED FOR AUTO REFUELLING ONLY.

PROPERTY LINE SETBACKS FOR PROPANE TANK	
NORTH	6.1m
SOUTH	67.9m
EAST	0.3m
WEST	201.9m

GPS COORDINATES	
LATITUDE	LONGITUDE
45°24'44.19"N	75°39'10.48"W

- LEGEND:**
- FE ⊕ FIRE EXTINGUISHER
  - FH ⊕ FIRE HYDRANT
  - ESD ⊕ EMERGENCY SHUT-DOWN
  - SC ◀ SECURITY CAMERA
  - ⊕ MUSTER POINT

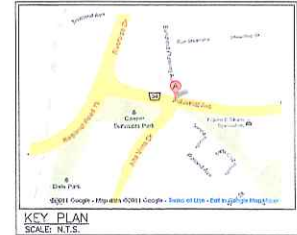
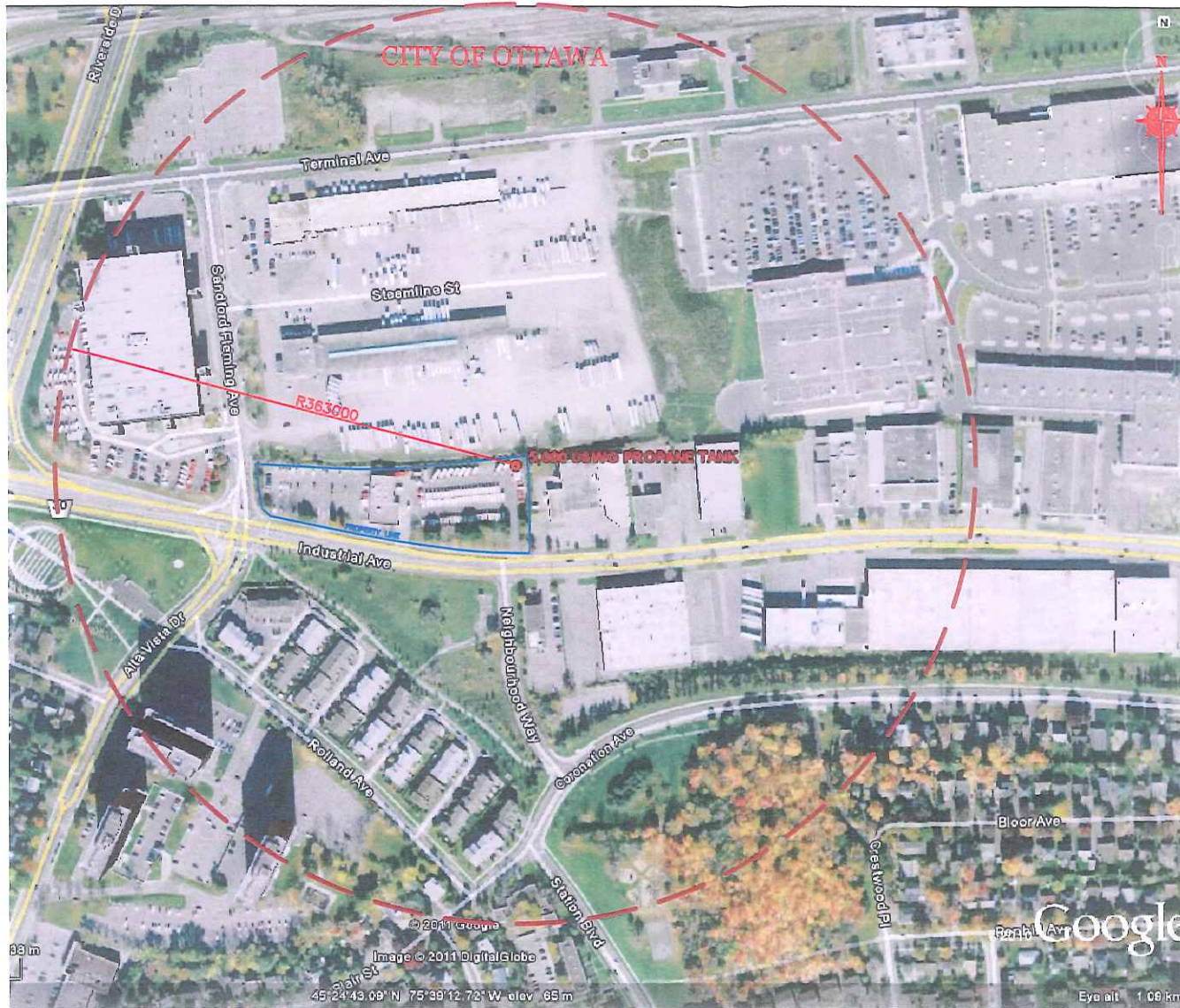
No.	Date	Description	By
1	OCT. 06, '11	ISSUED FOR RDP APPROVAL	JJK
0	SEP. 23, '11	ISSUED FOR ZONING	JJK



**ALTENG Inc.**  
 Alternative Energy Consulting  
 126 Helm Crescent, Thornhill, Ontario L3T 5J3  
 Telephone: (905)764-1644 Fax: (905)764-5986

Project: CANADA POST - V20 355 INDUSTRIAL AVENUE, OTTAWA, ON. K1G 0Z1	Drawn By: D.F. Checked By: J.R.K. Date: SEP 29, '11
Drawing Title: PROPOSED 5,000 USWG VERTICAL PROPANE TANK FOR AUTO REFUELLING SITE PLAN & EMERGENCY FIRE PLAN	ACAD INFORMATION Drawing File: 114100-P-101 Drawing Size: 0 Plotting Scale: 1=1
Drawing Number: P-101	File Number: 114100





**NOTES:**

CONSEQUENCE DISTANCE TO AN OVERPRESSURE LEVEL OF 1 PSI BASED ON TNT-EQUIVALENCY METHOD, AS PER T.S.S.A. GUIDELINES FOR THE IMPLEMENTATION OF THE RISK AND SAFETY MANAGEMENT PLAN

$$D = 17 \times \left( 0.1 \times W \right)^{1/3} \times \left( \frac{HCr}{HOCr} \right) = 332m$$

PROPERTY LINE SETBACKS FOR PROPANE TANK	
NORTH	6.1m
SOUTH	67.8m
EAST	8.3m
WEST	201.8m

GPS COORDINATES	
LATITUDE	LONGITUDE
45°24'44.18"N	75°39'10.45"W

AS PER TSSA GUIDELINES FOR THE IMPLEMENTATION OF THE RISK AND SAFETY MANAGEMENT PLAN, THIS FACILITY ONLY REQUIRES A LEVEL 1 RSIIP SUBMISSION.

**LEGAL DESCRIPTION:**

**PLANNING ADVISORY INFORMATION:**

AS PER TSSA ADVISORY REQUIREMENTS, THE FOLLOWING PLANNING INFORMATION IS PROVIDED BELOW:

CITY OF OTTAWA  
110 LAURIER AVENUE WEST  
OTTAWA, ON: K1P 1J1

JATN: MR. MICHAEL BOUSHON  
PH# 613-969-2424 EXT: 27588

0	OCT. 05, '11	ISSUED FOR RSIIP	dlc
No.	Date	Description	By

REVISIONS



**ALTENG Inc.**  
Alternative Energy Consulting  
126 Helm Crescent, Thornhill, Ontario L3T 5J3  
Telephone: (905)764-1644

Project: CANADA POST - VSD 329 INDUSTRIAL AVENUE, OTTAWA, ON: K1P 0Z1	Drawn By: D.F. Checked by: J.R.H. Date: SEP 20, '11
Drawing Title: PROPOSED 6,000 USWG VERTICAL PROPANE TANK FOR AUTO REFUELLING BLAST RADIUS LAYOUT	Drawing Scale: 1:1500
Drawing Number: P-200	File Number: 11410D
	ACAD INFORMATION Drawing File: 11410D-P-200 Drawing Size: D Plotting Scale: 1=1