



Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario M9W 6N6
Tel: 416.734.3300
Fax: 416.231.4078
Customer Service: 1.877.682.8772
propanelicensing@tssa.org
www.tssa.org

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 <i>Technical Standards and Safety Act</i> Licence Number Check applicable type of propane operations. ☒ Cylinder ☒ Motor Fill ☐ Filling Plant ☐ Card/Maylock Submit along with this completed application a Facility Site Plan and a Map of the Surrounding Area.	For Office Use Only
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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 Lyndhurst Lumber Co. Ltd.	Corporation No. 1000800350
	Operator Name (if different from above) Spencer Roberts	
	Telephone No. 613-928-2828	Fax No. 613-928-2818
	E-mail spencer.roberts@homehardware.ca	
B	Street No. / Street Name / 911 Number / Address, if applicable 397 Lyndhurst Rd	
	Town / City or Township / County Lyndhurst	Province ON
	Postal Code K0E 1N0	
C	Mailing address if different from above.	
	Street No. / Street Name / 911 Number / Address, if applicable 397 Lyndhurst Road	
	Town / City or Township / County Lyndhurst	Province ON
	Postal Code K0E 1N0	
Information on Container Refill Centre or Filling Plant		
Location of facility.		
D	Street No. 397	Street Name / 911 Number / Address, if applicable Lyndhurst Road
	Nearest Major Intersection Lyndhurst Road and Outlet Road (County Road 3)	
	Town / City or Township / County Lyndhurst	Province ON
	Postal Code K0E 1N0	
Name of Licence Holder Lyndhurst Lumber Co. Ltd.		
Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT). Spencer Roberts		
Municipality (or municipalities if the facility or its hazard distance touches multiple borders) Township of Leeds and the Thousand Islands		
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 Lyndhurst Lumber Co. Ltd.		
Name of Senior Management person as defined in the Regulation holding the Record of Training Spencer Roberts		17-03-2025



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SECTION A: GENERAL INFORMATION (cont'd)

Indicate the year the facility was established. 2025
Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment.

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

	PSIG	Serial Number
Tank1:	250 psig	654-01
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 usg Portable: 139.2 usg Mobile: NIL

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Name of person completing this form (please print) Spencer Roberts	Official Title President
Signature [Redacted]	Telephone No. 613-928-2828
	Date (dd-mm-yyyy) 20-03-2025



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) P38 Energy Inc.			For Office Use - Party No.	
Street No. 81	Street Name / 911 Number / Address, if applicable County Road 32			
Town / City or Township / Country Gananoque			Province ON	Postal Code K7G 2V3
Telephone No. 6133825157	Fax No.	Contact Name Roger Mumford		
E-mail mumford@p38energy.com				

Name of Propane Transporter. If same as above, please check box. ☒			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 NIL		Capacity stored off-site, in USWG	For Office Use - Party No.	
Street No.	Street Name / 911 Number / Address, if applicable			
Town / City or Township / Country			Province	Postal Code
Telephone No.	Fax No.	Contact Name		

Note: Customer storage is not considered off-site storage.

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Signature 	Telephone No. 613-928-2828	Date (dd-mmm-yyyy) 20-03-2025	



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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN

The licence holder will complete Section B in consultation with the local Fire Services.

Description of the maximum volume, types and storage location of other hazardous materials on site, if any.

One 2250 litre aboveground double wall diesel tank at rear of storage warehouse

One 2250 litre aboveground double wall gasoline tank at rear of storage warehouse

One 420 lb cylinder at rear of store building

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

1 x 20 lb fire extinguisher at propane dispenser

One E-stop at dispenser

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.

Internal Safety Control (ISC) valves

Emergency shutdown button closes ISC valves and shuts off pump

Fusible link on ISC valve melts and closes ISC valve in the event of a fire

Maintenance and testing schedule for fire protection controls and devices.

Fire extinguishers are inspected visually monthly

Propane tank and dispensing system including controls and safety equipment to be inspected annually by licenced propane fitter

Each time dispenser is used, operator to check for observable leaks

Facility inspection by TSSA to be completed as required.

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	Telephone No. 613-928-2828	



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SECTION 8- EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

Contacts for Emergency Response

1. Facility Contact Personnel - Key Contact		4. Facility 24-Hour Contact Person	
Name Spencer Roberts	For Office Use - Party No.	Name Spencer Roberts	For Office Use - Party No.
Official Title President		Official Title President	
Telephone No. 613-928-2828	Fax No. cell 647-523-6585	Cell No. 647-523-6585	Fax No.
E-mail spencer.roberts@homehardware.ca		E-mail spencer.roberts@homehardware.ca	
Role and responsibilities in emergency Initiate Emergency Response Plan, alert employees, call 911 and act as liaison with emergency responders		Role and responsibilities in emergency Same as 1. Site liaison with emergency responders.	
2. Facility Contact Personnel - Alternate Contact		5. Name of Facility Manager	
Name Wade Burns	For Office Use - Party No.	Name Wade Burns	For Office Use - Party No.
Official Title Store Manager		Official Title Store Manager	
Telephone No. 613-928-2828	Fax No.	Telephone No. 613-928-2828	Fax No.
E-mail wade.burns@homehardware.ca		E-mail wade.burns@homehardware.ca	
Role and responsibilities in emergency Co-ordinate site response if key contact is unavailable. Liaison with emergency responders.		Role and responsibilities in emergency Same as 2. Site liaison with emergency responders.	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name Mike Prior	For Office Use - Party No.	Name Guy Marchand	For Office Use - Party No.
Official Title Fire Chief	E-mail firechief@townshipleeds.on.ca	Official Title Owner	E-mail guy@budgetpropane.com
Telephone No. 613-659-2415 ext 222	Fax No.	Telephone No. 450-370-6594	Fax No.
Role and responsibilities in emergency Coordinates incident response activities and assigns resources as required during emergencies.		Role and responsibilities in emergency Organize P38 Energy resources as required Initiate CPA Emergency Response Plan as required.	
Fire Services Address 1233 Price Street, Lansdowne, ON, K0E 1LA		Propane Supplier Address 683 Chem. Laroque, Salaberry-de-Valleyfield QC J6T 4E1	
8. Local Fire Services - Alternate Contact		9. Municipal Contact	
Name * Susie Allan	For Office Use - Party No.	Name Stephen Donachey	For Office Use - Party No.
Official Title Admin Coordinator	E-mail fireadmin@townshipleeds.on.ca	Official Title CAO	
Telephone No. 613-659-2415 ext 222	Fax No.	Telephone No. 613-645-2415 ext 213	Fax No.
Role and responsibilities in emergency Alternate contact will assist the Fire Chief in coordinating Fire Dept response and resources in the event of an emergency		E-mail	
Fire Services Address 1233 Price Street, Lansdowne, ON, K0E 1LA		Municipality Name and Address 1233 Price Street, Lansdowne, ON, K0E 1LA	

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Telephone No. 613-928-2828	Date (dd-mmm-yyyy) 20-03-2025



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

2. Additional Safety Measures

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

Internal Safety Control (ISC) valves are equipped with electric actuators with fusible links

ISC and other valves in closed position when unattended

The pumping equipment will be located within a locked cabinet underneath or adjacent to the propane tank. This will be locked and the system will be de-energized / the liquid withdrawal opening will be closed when not in operation.

Emergency shutdown button shuts off pump and closes ISC in the event of an emergency.

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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-mmm-yyyy)	Print Name of Training Provider: P38 Energy Inc.
New with commissioning	Print Name of Instructor: TBD
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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

Training Date (dd-mmm-yyyy)	Print Name of Training Provider: Lyndhurst Home Building Centre
New with commissioning	Print Name of Instructor: Spencer Roberts
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mmm-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-mmm-yyyy)	Print Name of Training Provider:
New with commissioning	Print Name of Instructor: P38 Energy Inc.
Training Date (dd-mmm-yyyy)	Print Name of Training Provider: TBD
	Print Name of Instructor:
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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Spencer Roberts	President	
Signature	Telephone No.	Date (dd-mmm-yyyy)
	613-928-2828	20-03-2025



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

4. Emergency Training Plan for Coming Year

Training on Emergency Response Plan and Procedures provided to facility key contacts

Target Date (dd-mmm-yyyy)	Print Name of Training Provider: P38 Energy Inc.
New with commissioning	Print Name of Instructor: TBD
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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

Target Date (dd-mmm-yyyy)	Print Name of Training Provider: Lyndhurst Home Building Centre
New with commissioning	Print Name of Instructor: Spencer Roberts
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-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-mmm-yyyy)	Print Name of Training Provider: P38 Energy Inc.
New with commissioning	Print Name of Instructor: TBD
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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Spencer Roberts	President
	Telephone No.
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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

5. Emergency Response Communications Plan

Warnings and Actions

Describe who gives warnings to whom, and how and when the warning will be given (including public notification as appropriate).
Operator on site will notify staff and individuals on site of the situation after pressing the ESD switch and closing ISC valve.

Staff and individuals will be asked to proceed to the Emergency Muster Point while manager or owner calls 911 and requests Fire Department response.

Facility contact will contact propane supplier key contact who will activate ERAP (if necessary) and report to TSSA through Spills Action Centre.

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).
Staff will hit the emergency shut off and announce a propane emergency.

If necessary, all employees and visitors will immediately vacate the building and premises and meet at the muster point.

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).

All employees are instructed and authorized to activate emergency response authorities by calling 9-1-1 upon occurrence of fire and/or significant leak.

Continuous flow of information to be provided as it occurs by the facility contact or person of responsibility to the Fire Department.

In the event of an emergency, the person in charge at the time of an emergency is required to be present to provide updated information.

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

The dispenser is accessible to fire department entry at all times.

Fire extinguisher and Emergency stop accessible at all times

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

Key facility contact will provide information to authorities via cell phone.

Fire Department will be invited for a full site review on an annual basis

Site specific emergency procedures are reviewed annually with all employees.

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

Facility Contact will respond in approximately 30 minutes.

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Spencer	President	
Signature	Telephone No.	Date (dd-mm-yyyy)
	613-928-2828	17-03-2025



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

The licensee 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)?	☒	☐
2. Is there adequate night lighting at the site?	☒	☐
3. Are procedures in place that ensure access routes, aisles, storage area, filling areas and the grounds are kept clear from unwanted materials?	☒	☐
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?	☒	☐
5. Does the facility have procedures that include a process to isolate and purge any overfilled propane cylinders?	☒	☐
6. Are weighing systems validated for accuracy?	☒	☐
7. Are storage areas clearly marked with the vessels' capacity status (i.e., filled, empty, purged and other hazardous materials)?	☒	☐
8. Are quality assurance procedures in place to ensure that all valves are closed after the propane cylinders are filled?(e.g., QCC valves)	☒	☐
9. Is the schedule of maintenance and testing activities retained on site?	☒	☐

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?	☐	☒
2. Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location?	☐	☒
3. What is the unobstructed distance to the closest water supply that could be used for firefighting activities? (distance in metres only)		
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)	475 metres *	

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

The licence holder will complete Section B in consultation with the local Fire Services.

8: Licence holder and local Fire Services Review

To be completed by the Local Fire Services

Has the local fire service had an opportunity to review the Emergency Response and Preparedness Plan?

Yes

No



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

Fire services comments, if any:

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-mmm-yyyy)

LOCAL FIRE SERVICES

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

Print name Local Fire Services Name	Signature	Date (dd-mmm-yyyy) 24-April, 2025
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Sign	Telephone No. 613-928-2828	Date (dd-mmm-yyyy) 17-03-2025



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SECTION C: SUBMISSIONS

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

Facility Site Plan.

The licence holder will submit a copy of the original facility site plan updated with the following information:

1. The storage location of fixed, portable, and mobile vessels.
2. The maximum volume, types and storage location of hazardous materials.
3. Location of permanent structures on site.
4. Access and egress points and location of barriers.
5. Location of fire and emergency equipment (e.g., sprinkler systems, extinguishers, suppression systems) on site and location of fire hydrant or water supply where available.
6. Location of emergency shut off/shut down switches/valves.

Map of Surrounding Area.

The licence holder will submit a scaled aerial map of the surrounding area showing the following information:

7. The capacity and placement of the single largest propane storage vessel, including its setback from the front, rear and side property lines.
8. GPS co-ordinates of the single largest vessel.
9. Visual indication of the single largest fixed vessel and a circle made using the distance in Table 1 as the radius from the single largest fixed vessel.
10. Clear indication of the municipality or municipalities present within the circle.
11. Visual indication of property line information.
12. The location and name of roads within or abutting the site.
13. Key note to the drawing indicating the facility's municipal address, municipal lot number(s) and concession lines as applicable, and the date the map was prepared.
14. Address and contact information for each municipality (municipal clerk or secretary-treasurers of planning board). (Refer to page 5.)
15. Complete "Required Mapping Information from Updated Site Plan" in table below.

Required Mapping Information from Updated Site Plan

Date map prepared (dd-mmm-yyyy) 14-FEB-2025	Capacity of single largest propane storage vessel (USWG) 1000 USG
Tank setback coordinates. Indicate placement on the map.	
Front: 34 feet (west)	Right side property line: 105 feet (South)
Rear: 240 feet (east)	Left side property line: 406 feet (North)
GPS coordinates of single largest vessel: 44.54685° ; -76.12785°	

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SECTION C: SUBMISSIONS (cont'd)

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

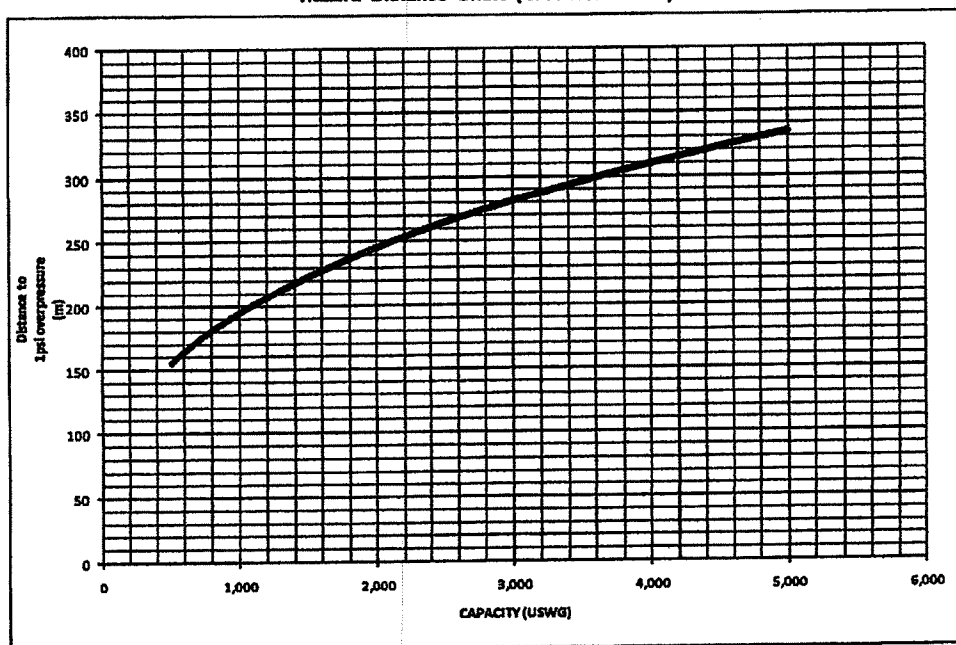
Table 1: Distance Table

Water Capacity (litres)	Nominal Water Capacity (USWG)	Distance to 1 psi overpressure (m)
1,890	500	155
3,780	1,000	195
4,920	1,300	213
6,620	1,750	235
7,130	1,885	241
7,560	2,000	246
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)





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SECTION C: SUBMISSIONS (cont'd)

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

As an accompaniment to the Map of Surrounding Area, provide the following information about buildings and features present within the circle in Table 2.

Table 2: Buildings and Features

Buildings and Features Present within the Circle on the Map of the Surrounding Area AND Name and Address of Closest Building or Feature	* Number of Buildings and Features (mark with an "X")				Distance from Tank to Closest Building or Feature
	0	1	2-10	11+	
Industrial buildings or parks or golf courses Name: N/A Address: _____ City: _____ Province _____ Postal Code _____	X				_____ m
[Redacted] Name: [Redacted] Address: [Redacted] City: [Redacted] Province ON Postal Code K0E 1N0			X		100 m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name Short Point Take Out and Convenience, Petra's Place(closed) Address: 384 Lyndhurst Road, 3756 Cty Rd 3 City: Lyndhurst Province ON Postal Code K6V 5T4			X		75 m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: N/A 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: N/A Address: _____ City: _____ Province _____ Postal Code _____	X				_____ m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: N/A 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) Spencer Roberts	Official Title President
Signature [Signature]	Telephone No. 613-928-2828
	Date (dd-mm-yyyy) 17-03-2025



Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario M9W 6N9
Tel: 416.734.3300
Fax: 416.231.4078
Customer Service: 1.877.682.8772
propanelicensing@tssa.org
www.tssa.org

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		
# 33.3	9.62		
# 30	8.8		
# 20	5.8	24	139.2
# 10	2.9		
# 5	1.5		
Total Cylinder Capacity 139.2			

Tanks Stored On-site Not Connected for Use

Tank Size in USWG	Quantity	Total Volume in USWG
Total Tank Capacity NIL		

Total Cylinder Capacity	139.2
Total Tank Capacity	0
Total Portable Capacity (Total Cylinder Capacity + Total Tank Capacity)	139.2

*Information provided in this application is releasable under the Freedom of Information and Privacy Protection Act and may be disclosed upon request.