



Process Safety Management Division Meeting Minutes

350 Sparks Street, Suite 805 (CIAC Boardroom), Ottawa, Ontario

February 20, 2014, 9:00 – 17:00

(Members Present: Roland Andersson, Michelle Payne, Adrian Pierorazio, Morley Brownstein, Marcello Oliverio, Graeme Norval, Max M. Alsayer, Manny Marta, Gilles Laurin, Jyoti Patel, Graham Creedy, John Shrives; Members Present Teleconference: *David Guss, Melanie Wilson*, Guests : Chantal Vienneau, *Michael Leering, Susan Roe, Salah Berro*) (Italics indicate not present for entire meeting)

1. Introductions

- The PSM Chair (Oliverio) welcomed everyone, full introductions of everyone in attendance by phone and in person were made
- Some requests for changes to the agenda:
 - Marta asked to have some time in other business to discuss PSM Certification and integration with CIAC PSN
 - Andersson asked to add in Quebec Alliance PSM Document and Transport Canada Phase 2 Input Letter

2. Review and Approval of minutes from October 24th meeting in Fredericton

- Update on action items from minutes:
 - LNG document – two letters were to be sent, first was sent and had a response back to it, the 2nd letter will be sent within the next two weeks
 - CSA Proposal – will discuss later in meeting
 - Workshop - Phillips emails gone back and forth, but no outline as yet
 - Risk Assessment Conference Call – took place, Oliverio sent around summary minutes
- Changes to minutes:
 - Brownstein says there is a reference to him as Morley, change to Brownstein
 - Srikanth Mangalam – correct his name
- Motion to approve with changes: Pierorazio, Secunder: Brownstein, approved

3. Identify a chair for the 2015 PSM session of the CSChE2015 Conference

- Gord Winkle is unavailable, want someone from Calgary
- Discussion to piggyback this with APSS 2015 (agenda item 6), need more information before we can make a decision
- Action Items:
 - Andersson will contact Jan Windhorst for more info about APSS2015
 - Andersson will send excel spreadsheet of Calgary CSChE PSM Members to PSM Committee Members
 - Patel will consider taking on role of 2015 PSM Chair

4. Draft Charter Discussion

- Brownstein summarized the process of review and revisions for the proposed charter (3 rounds of comments and re-writes)



- In response to a question about referencing “chronic” hazards in the charter, it was agreed that the draft wording was flexible and non limiting, thus no change would be made
- Motion to approve draft Charter and submit to CSChE Board for approval: Brownstein, Seconder: Creedy, approved
- Action items:
 - Brownstein to forward to Guss

At this point it was decided to discuss agenda items 5 and other business and save Standard Discussion until Environment Canada representatives arrived.

5. Review 2013 External Organizations Report from Jan Windhorst
 - Discussion about how what role this has for PSM Division, again need more information
 - Action items:
 - Marta will contact Jan Windhorst to find out his recommendation, is this a good fit for PSM Division, is there value in us doing this, what are their goals, what is the financial risk to PSM Division, etc.
6. Other Business
 - a. Tanker Safety letter sent to David Fung
 - Discussion as to what information will be provided with PSM Division response
 - Action items:
 - Brownstein, Shives and Pierorazio will draft letter, will be circulated to PSM Executive for review before being sent out
 - b. Document from Quebec Alliance for Safe Management of Hazardous Substances
 - Asking for an endorsement from PSM Division by 28th of February
 - Discussion about whether we can endorse a draft document
 - Action items:
 - Laurin, Creedy and Shives will take the lead in drafting a response, indicating PSM Division cannot endorse a draft document, but that we support and agree with the principles of the document
 - c. Marta - PSM Certification and integration with CIAC PSN
 - Do we want to have something out there like “PSM Certified”, as a way to get our Standard out there, get people using it
 - CIAC meeting April 14th in Toronto, present the idea there and see what the feedback is, will people go for this or is it dead in the water
 - Same idea with integration between CSChE PSM Division and CIAC PS Network
 - Want to get municipalities on board with Process Safety
 - Action items:
 - Marta will attend April 14th CIAC meeting and open lines of communication
 - Creedy will get information to Marta about Emergency Management Ontario (to help with getting the word out to municipalities)
 - Marta will then communicate with Laurin, and start working on outreach to municipalities



7. PSM Standard – CSA Certification (60 minutes)
 - Leering gave an overview of CSA, lots of questions/concerns about technical committee makeup
 - Next big step is getting funding – 89,400CAD estimated
 - Oliverio – wants “hazardous materials” removed
 - Concern over how people will get access to CSA Standard, payment vs. free online view access, vs. preferential access for funders
 - Next Steps:
 - Guarantee funding
 - Sign contract
 - Assign committee
 - Action Items:
 - Andersson to look into current PSM standard copyright
 - PSM Division needs to submit a formal request for funds to CSChE board
 - Oliverio to lead the charge for funding
8. Update of 2004 Risk Assessment Guideline for Municipalities and Industry and/or Risk Based Land-Use Planning Guidelines
 - Questions about breadth of risks included in mandate
 - Srikanth Mangalam of TSSA wants environmental risks, and what about chronic risks
 - Do we need to be spelling these things out?
 - Consensus to leave as is for now and revisit in a year, need to keep focus on CSA Proposal
9. PSM Standard – Workshop
 - Not much progress has been made on moving this forward
 - Phillips agreed to take lead, but hasn’t done anything yet
 - Still want this to go forward this year
 - Guss says a Calgary company ACM Consulting is offering something similar in April
 - Creedy will work with Phillips to get the ball rolling
10. Risk Assessment Teleconference
 - Oliverio took minutes and distributed them earlier in the week
 - Action Items:
 - Creedy to get word version to Payne
 - Marta will ask his boss if he wants to get involved with this group
11. Administrative
 - Andersson distributed text of an email head office will be sending out to recruit new members, asked for comments
 - Website needs updating, Brownstein knows someone who might want to host for us, will get a quote
12. Next Meeting
 - Calgary, June 18th or 19th, need a host



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