

Propane Employee Training Classes



Basic Principles & Practices Book 1 *2-day class*

Pre-requisite to all CETP classes.

The topics covered are:

- Introduction to Basic Principles and Practices of Propane
- Propane Customer Applications and Customer Service
- Sources and Physical Properties of Propane
- Odorants and Service Interruptions
- Complete and Incomplete Combustion Characteristics
- Standards, Regulations, and Safety
- Bulk Plants
- DOT Cylinders, Propane Piping, and Residential Systems

Bobtail Delivery Operations Book 2.2 *2-day class*

The topics covered are:

- DOT Licensing and Driving Requirements
- Vehicle Inspections, Identification, and documentation
- Safely handling hazardous materials
- Handling Out-Of-Gas Calls
- Driving defensively
- Vehicle Parking, Servicing and Security
- Bobtail equipment and systems, including cargo tank, gauges, valves, pumps, meters, delivery hoses and emergency discharge control equipment.
- Presents detailed procedures for safely loading a bobtail using the plant pump.
- Discusses DOT requirements for bobtail inspections.
- Reviews the features and installation requirements of ASME tanks at customer locations.

Operating a Truck / Trailer to Deliver or Relocate ASME Tanks Book 2.5 *1½ day class*

- Identify Equipment and operating procedures typically used on ASME tank delivery vehicles
- Examining, maintaining and operating ASME tank setting trailers
- Verify proper ASME tank condition prior to loading
- Loading & securing ASME tanks using truck-mounted company owned cranes
- Coordinating loading and unloading of ASME tanks using contractor- operated construction cranes
- Operating a propane dispenser to fill vehicle mounted ASME tanks
- Transporting ASME, DOT portable and intermodular IM tanks
- Identify driving techniques for safe operation of a straight truck

Plant Operations Book 3 *3-day class*

The topics covered are:

- Main components of a bulk plant
- Propane liquid supply system
- Inspection and filling of DOT cylinders
- Inspection and filling of vehicle mounted ASME tanks
- DOT cylinders visual inspection and requalification
- Maintaining cylinders and ASME tanks
- Unloading cargo tank motor vehicles
- Bulk plant systems and equipment maintenance

Designing & Installing Exterior Vapor Distribution Systems **Book 4.1** 3-day class

Topics covered are:

- Introduction to designing vapor distribution systems
- Designing vapor systems: container and lines
- Designing vapor distribution systems: regulators and meters
- Preparing system components for transport
- Installing containers
- Installing lines
- How to analyze and prevent corrosion
- Installing regulators and meters
- Others installations
- System tests
- Safety information



Placing Vapor Distribution Systems & Appliances into Operation **Book 4.2** 3-day class

The topics covered are:

- Vapor distribution system tests.
- Validating vapor distribution systems.
- Identifying venting requirements and characteristics.
- Validating combustion air.
- Leak Check Procedures.
- Purging air from a piping system.
- Placing appliances into operation.
- Appliance controls and safety devices.
- Spillage test.
- Identifying burning characteristics of propane.

Propane Cylinder Requalification 1-day class

- Identify the properties and characteristics of propane.
- Identify the different types of DOT cylinders.
- Identify DOT requirements for cylinder requalification.
- List the process steps for DOT cylinder requalification by visual inspection.
- Requalify DOT cylinders by visual inspection and document findings.

Dispensing Propane Safely – Cylinder Filling ½ day class

The first five modules in the program apply to almost all propane dispensing operations, including those at retail locations:

- Introduction to Dispensing Propane Safely
- Properties and Characteristics of Propane
- Dispensing Station Equipment
- DOT Cylinders
- Inspecting, Filling, and Labeling Small Cylinders
- Refueling, Maintaining, and Troubleshooting Forklift Cylinders
- Refueling ASME Motor Fuel and RV Tanks
- Emerging Technologies
- Retail Cylinder Exchange Operations
- Bulk Plant Dispensing Equipment and Purging
- Safely Fueling Propane Lawn Equipment
- Safely Fueling Propane-Powered School Buses

Propane Employee Training Classes



Gas System & Appliance System Check *1 ½ day class*

GAS Check is a set of guidelines for inspecting residential gas systems.

This class covers:

- Container Inspection
- System Leak Checking
- Regulator Performance Testing
- Customer Awareness Information
- Odor Testing
- Pressure Testing
- An Appliance Inspection
- A Venting Inspection

Basic & Delivery Refresher Training *½ day class*

National Fire Protection Association NFPA-58 2020 Edition

4.4 Qualification of Personnel

Persons whose primary duties include transporting LP-Gas, transferring liquid LP-Gas into or out of stationary containers, or making stationary installations shall complete CETP training. Refresher training shall be provided every 3 years.

DOT Hazardous Material *½ day class*

The Federal hazardous materials transportation law (49 U.S.C. § 5101 et seq.), is the basic statute regulating the transportation of hazardous materials (hazmat) in the United States. This law requires the training of ALL hazmat employees. The purpose is to increase a hazmat employee's safety awareness and be an essential element in reducing hazmat incidents. Recurrent Training is required at least once every 3 years.

Customer Service Representative CSR Training – Office Personnel *1-day class*

This class is for anyone that spends more time answering those calls for propane, taking directions, answering customer questions and getting messages to the right person. Maybe you aren't the boots on the ground but you are certainly the voice of the company in your customers eyes.

What you say, do, and document are important (sometimes lifesaving) jobs in the propane industry. This Propane Basics for CSR/ Office Personnel will increase your propane knowledge, provide critical safety information, demonstrate tools you can use to assist your company and your customers.

Customer Service Representatives are a vital asset to every propane organization. They are on the front line of many customer calls.