



# Iowa Propane Gas Association 2018 Training Descriptions

## CETP Classes

### BASIC PRINCIPLES & PRACTICES OF PROPANE - 2 days

Basic Principles and Practices is a prerequisite to the more advanced classes. The full-color CETP Basic Principles and Practices of Propane course offers an "entry level" course that provides pre-requisite instruction about propane's physical and combustion properties, and how propane is produced and transported.

The course is updated to NFPA 54, 2015 edition and NFPA 58, 2014 edition. 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 System

This is the foundation course of the entire National Propane Gas Association/Propane Education & Research Council. "Certified Employee Training Program" (CETP) and is a prerequisite for certification in any of the other duty areas.

Attendees are provided current copies of NFPA 54 and NFPA 58.

### BOBTAIL DELIVERY OPERATIONS - 3 days

This course provides information for drivers who operate commercial motor vehicles to deliver propane. It provides practices and procedures that support many general delivery tasks. Primarily designed to train employees who operate a bobtail, the most common vehicle used for transporting and delivering propane to individual customers, the course is updated to NFPA 54, 2015 edition and NFPA 58, 2014 edition.

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.
- Procedures for safely loading a bobtail using the plant pump
- DOT requirements for bobtail inspections
- Reviews the features and installation requirements of ASME tanks at customer locations

Prerequisite – CETP Basic Principles & Practices 1.0

Attendees Should Bring or Purchase: NFPA 54 & NFPA 58

## **4.1 DESIGNING AND INSTALLING EXTERIOR VAPOR DISTRIBUTION SYSTEMS – 3 days**

This CETP training manual focuses on the design and installation of the exterior portions of a vapor distribution system for both residential and small commercial markets. This course addresses how to select and install containers, prevent corrosion, size and install regulators and meters, and select and install outdoor piping and tubing. The course is updated to NFPA 54, 2015 edition and NFPA 58, 2014 edition.

The topics covered are:

- 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
- Other installations
- System tests

Prerequisite – CETP Basic Principles & Practices 1.0

Attendees Should Bring or Purchase: NFPA 54 & NFPA 58

## **4.2 PLACING VAPOR DISTRIBUTION SYSTEMS AND APPLIANCES INTO OPERATION – 3 days**

This course addresses the different system tests and checks required when installing new piping, regulators and appliances or restoring service to an existing vapor distribution; validating the container, piping, and regulator; how and when to make the final connections; how to purge the system of air, appliance controls and safety devices and how to adjust the burner. The course is updated to NFPA 54, 2015 edition and NFPA 58, 2014 edition.

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.

Prerequisite – CETP Basic Principles & Practices 1.0 and 4.1 Designing and Installing Exterior Vapor Distribution Systems

Attendees Should Bring or Purchase: NFPA 54 & NFPA 58

## **REFRESHER TRAINING**

NFPA 58 and Iowa Administrative Code states that “Refresher training shall be provided at least every 3 years”, and the Iowa Administrative Code [661-226] states refresher training shall include both a written qualification assessment (closed-book test) and a hands-on skills assessment.

### **BASIC PRINCIPLES & PRACTICES – REFRESHER TRAINING – 1 day**

This course is designed for individuals who have completed the NPGA/PERC Basic Principles & Practices CETP course training, or other “initial” training, and are seeking additional training relative to propane. This course will provide “renewal” for those possessing a CETP certification for Basic Principles and Practices, as well as comply with the “refresher” training requirements within the Iowa Administrative Code, Chapter 226, “Liquefied Petroleum Gas”.

This training program is updated to NFPA 54, 2015 edition and NFPA 58, 2017 edition and is designed to help keep employees and CETP certification holders up-to-date with new industry codes, safety procedures, and technology. The course utilizes PERC's refresher training for the CETP certification area “Basic Principles and Practices” as the basis of the program, and includes pertinent code requirements and updates within the state of Iowa.

The CETP certification holder needs to complete the refresher training once every 3 years for each CETP certification they hold to remain current, and comply with Iowa Administrative Code qualification of personnel requirements [661—226.4(101)].

Individuals will receive training on:

- Recent Code Updates and Content Clarifications
- Important Concepts, Tasks, and Added Content
- Sources and Physical Properties of Propane
- Odorants and Service Interruptions
- Safe Working Practices and Protective Equipment
- Fire Prevention Rules and Procedures, and Uncontrolled Propane Release
- Receiving Propane at a Bulk Plant, and Delivering Propane to Customers
- DOT/ICC Cylinders: Construction and Features
- State of Iowa Specific Policy (and Updates)

**Who Should Attend:** Propane plant office personnel, delivery drivers, installation & service technicians, or any individual expected to work in the propane industry seeking additional information.

Attendees should bring or purchase:

- CETP Course Manual for “Basic Principles and Practices”, and
- NFPA 54
- NFPA 58

## **BOBTAIL DELIVERY OPERATIONS – REFRESHER TRAINING - 1 day**

This course is designed for individuals who have completed the NPGA/PERC Bobtail Delivery Operations CETP course training, or other “initial” propane delivery training, and are seeking additional training relative to propane. This course will provide “renewal” for those possessing a CETP certification for Bobtail Delivery Operations, as well as comply with the “refresher” training requirements within the Iowa Administrative Code, Chapter 226, “Liquefied Petroleum Gas”.

This training program is updated to NFPA 54, 2015 edition and NFPA 58, 2017 edition and is designed to help keep employees and CETP certification holders up-to-date with new industry codes, safety procedures, and technology. The course utilizes PERC's refresher training for the CETP certification area “Bobtail Delivery Operations” as the basis of the program, and includes pertinent code requirements and updates within the state of Iowa.

The CETP certification holder needs to complete the refresher training once every 3 years for each CETP certification they hold to remain current, and comply with Iowa Administrative Code qualification of personnel requirements [661—226.4(101)].

Individuals will receive training on:

- Recent Code Updates and Content Clarifications
- Important Concepts, Tasks, and Added Content
- DOT Licensing and Driving Requirements
- Vehicle Inspections, Identification, and Documentation
- Safely Handling Hazardous Materials
  - Methanol
  - Leak Check
  - Restoration of Service
- Driving Defensively and Handling Accidents and Emergencies
- Vehicle Parking, Servicing, and Security
- Bobtail Equipment and Systems
- Bobtail Inspections
- Loading & Unloading Bobtails
- Injecting Methanol and Evacuating Containers
- State of Iowa Specific Policy (and Updates)

**Who Should Attend:** Propane delivery drivers, tank setting technicians, service technicians, management, or any individual expected to deliver propane.

Attendees should bring or purchase:

- CETP Course Manual for “Bobtail Delivery Operations”, and
- NFPA 54
- NFPA 58

## **SMALL PROPANE CONTAINERS/INSPECTING, REQUALIFYING, FILLING & TRANSPORTING (CYLINDER SCHOOL) - 1 day**

This session is designed to guide propane company employees, dispenser operators, or other individuals who desire to inspect, requalify, and fill propane containers of less than 1000 pounds, water capacity, in the proper procedures to promote safe filling and transportation of small propane containers. Safe and efficient inspection, requalifying and filling of propane containers are more effectively accomplished if individuals have been instructed in the proper procedures.

**For those that DO NOT perform requalification functions/duties, please contact our office regarding different course material.**

Attendees Should Bring or Purchase: NFPA 58

**NOTE:** Federal law requires the following pamphlets at your facility if your company is re-qualifying cylinders: CGA C6 Pamphlet and CGA C6.3 Pamphlet. They can be ordered directly by calling Compressed Gas Association, Inc @ 703-788-2700 or order through the web site at [www.cganet.com](http://www.cganet.com). We do not carry these at IPGA.

## **UNDERGROUND TANK INSTALLATION, TESTING & MAINTENANCE - 1 day**

Corrosion is the single most important consideration when installing ASME tanks, underground or mounded. There is more to it than relying on the manufacturer's special coating to protect the UG or mounded tank and appurtenances.

### **Individuals Attending this Session Will Be Expected To:**

- Identify personal protective equipment necessary for the safe preparation of underground ASME tanks,
- Identify necessary tools and test equipment to install, inspect, test and maintain underground tank systems,
- Identify ASME underground tank design and marking requirements,
- Identify required appurtenances for underground ASME tanks,
- Identify installation requirements for underground ASME tanks,
- Size and select cathodic protection systems for underground ASME tanks,
- Identify procedures to install cathodic protection systems on underground ASME tanks,
- Identify tank purging procedures,
- Identify procedures for injecting methanol into tanks,
- Identify procedures for placing propane tanks into service,
- Identify procedures to test and maintain cathodic protection systems on underground ASME tanks,
- Identify procedures to test for propane leakage around underground ASME tanks, and
- Identify tank evacuation procedures.

**Who should attend:** Tank setting technicians, service technicians, propane delivery drivers, or any other individual who will be expected to install, inspect, test, maintain, or verify adequate corrosion protection.

Attendees Should Bring or Purchase: NFPA 58

## **DESIGNING & INSTALLING EXTERIOR VAPOR DISTRIBUTION SYSTEMS – REFRESHER TRAINING – 1 day**

This course is designed for individuals who have completed the NPGA/PERC Designing and Installing Exterior Vapor Distribution Systems CETP course training, or other "initial" propane exterior vapor distribution system training, and are seeking additional training relative to propane. This course will provide "renewal" for those possessing a CETP certification for Designing and Installing Exterior Vapor Distribution Systems, as well as comply with the "refresher" training requirements within the Iowa Administrative Code, Chapter 226, "Liquefied Petroleum Gas".

This training program is updated to NFPA 54, 2015 edition and NFPA 58, 2017 edition and is designed to help keep employees and CETP certification holders up-to-date with new industry codes, safety procedures, and technology. The course utilizes PERC's refresher training for the CETP certification area "Designing and Installing Exterior Vapor Distribution Systems" as the basis of the program, and includes pertinent code requirements and updates within the state of Iowa.

The CETP certification holder needs to complete the refresher training once every 3 years for each CETP certification they hold to remain current, and comply with Iowa Administrative Code qualification of personnel requirements [661—226.4(101)].

Individuals will receive training on:

- Recent Code Updates and Content Clarifications
- Important Concepts, Tasks, and Added Content
- Designing Vapor Distribution Systems:
  - Container and Lines
  - Regulators and Meters
- Preparing System Components for Transport
- Installing Containers, Lines, and Regulators – Aboveground & Underground
- Tank-to-Tank Transfer
- System Tests
- Safety Information
- State of Iowa Specific Policy (and Updates)

**Who Should Attend:** Propane tank setting technicians, service technicians, management, or any individual expected to design, install and test the exterior portions of a vapor distribution system.

Attendees should bring or purchase:

- o CETP Course Manual for “Designing and Installing Exterior Vapor Distribution Systems”, and
- o NFPA 54
- o NFPA 58

### **PROPANE PIPING SYSTEMS – A to Z - (4 Hour Class):**

Propane piping systems are covered by certain codes which include specific requirements relative to acceptable materials, allowable pressures, the location of components, pressure testing procedures for new piping, and recommended methods for leakage testing every time an interruption of service occurs.

**Course Content: Individuals attending this session will be expected to identify in current applicable codes the following:**

- Propane industry standards, codes and regulations within the State of Iowa,
- Acceptable materials for use in propane gas piping systems,
- Acceptable pressures (by code and by manufacturer’s guidelines) for –
  - o Single Stage Regulator Systems
  - o Two-Stage Regulator Systems
  - o Integral Two-Stage Regulator Systems
  - o Elevated (Three-Stage) Pressure Regulator Systems,
- Installation, adjustment and maintenance requirements of pressure regulators including positioning or protection, distances to exposures, testing and replacement,
- Requirements for testing of new piping prior to acceptance and initial operation,
- Requirements for leakage testing on piping systems and connected equipment immediately after service is initiated or immediately after a service interruption, and,
- Customer education and documentation of all work performed.

**Who should attend:** Plumbers, heating & cooling contractors, architects, management, or any individual expected to design propane-piping systems, perform work on propane piping systems, or initiate or restore gas service in gas piping systems & connected equipment for new & existing customer’s.

**\*Prior to any test, the instructor must see photo ID and a Social Security number must be provided. PMSB license number (if applicable) must be provided.**

**Attendees are provided current copies of NFPA 54 and NFPA 58.**

*An optional closed book test will be available to all participants. To attain CEU credits the test is not required, however, to meet the “Qualifications of Personnel” as detailed in IAC 661-226.4(101) the successful completion of the test is required. The test will be retained by the Iowa Propane Gas Association, for evaluation and record keeping. Upon course completion a certificate will be provided by mail for you to submit to Iowa Department of Public Health for CEU’s. [For those taking the test, upon successful completion of the written assessment and skills assessment, a certificate will be provided by mail.] **Propane Piping Systems – A to Z provides 4 hours of continuing education in all four Disciplines for the Plumbing & Mechanical Systems Board.** (Plumbing, HVAC, Refrigeration & Hydronics)*

*The Iowa Propane Gas Association recommends the participating employee keep a copy for their records also.*

**Prior to any test, the instructor must see Photo ID & a Social Security Number must be provided (card not required).**

**\*Fees are non-refundable without prior cancellation notice.**