



Iowa Propane Gas Association

2017 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. Some of the other topics covered are: - Organizations that influence publish or enforce codes and standards - How basic functions are performed in a bulk plant, including primary safety concerns, and customer service - Odorants and service interruptions - Complete and incomplete combustion characteristics, and much more.

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

Propane Delivery includes inspecting, maintaining and operating propane delivery vehicles, filling propane storage containers, and making customer deliveries of propane.

Bobtail Delivery Operations course provides information for drivers who operate commercial motor vehicles to deliver propane. This course also covers: Bobtail equipment and systems. Explains a bobtail's basic equipment and systems; including the 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, Covers Modules 1-6 of Propane Delivery Operations and Cylinder Delivery modules to prepare you for certification to operate a bobtail to deliver propane.

Prerequisite – CETP Basic Principles & Practices 1.0

Attendees Should Bring or Purchase: NFPA 54 & NFPA 58

VAPOR 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

Attendees Should Bring or Purchase: NFPA 54 & NFPA 58

BASIC PLANT OPERATIONS (3.1 – 3.5) – 3 Days

The Basic Plant Operations course provides information, practices, and procedures to safely and efficiently perform bulk plant operations tasks, mainly cylinder inspection, filling and requalification, and plant and equipment maintenance. The course is updated to NFPA 54, 2015 edition and NFPA 58, 2014 edition.

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

Prerequisite – CETP Basic Principles & Practices 1.0

Attendees Should Bring or Purchase: NFPA 58

REFRESHER TRAINING

BASIC PRINCIPLES & PRACTICES – IOWA REFRESHER TRAINING – 1 day

This course is designed for individuals who have completed the NPGA/PERC Basic Principles & Practices Certified Employee Training, or other initial training, and are seeking additional training relative to propane. Chapter 226, “Liquefied Petroleum Gas,” Iowa Administrative Code requires both initial training and refresher training. This refresher training reviews important concepts from CETP Basic Principles and Practices and any changes in procedures, requirements, or applications that affect the employee’s primary duties that fall within the scope of this training.

Individuals will receive refresher training on:

- Sources and Physical Properties of Propane
- Odorants and Service Interruptions
- Complete and Incomplete Combustion Characteristics
- Standards, Regulations and Safety

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: NFPA 54 & NFPA 58

BOBTAIL DELIVERY – IOWA REFRESHER TRAINING - 1 day

This course is designed for individuals who have completed the NPGA/PERC Bobtail Delivery Operations Certified Employee Training, or other initial propane delivery training, and are seeking additional training relative to propane. Chapter 226, “Liquefied Petroleum Gas,” Iowa Administrative Code requires both initial training and refresher training. This refresher training reviews important concepts from CETP Bobtail Delivery Operations and any changes in procedures, requirements, or applications that affect the employee’s primary duties that fall within the scope of this training.

Individuals will receive refresher training on:

- DOT Licensing and Driving Requirements regarding Drug and Alcohol Awareness
- Vehicle Documentation Requirements
- Safely Handling Hazardous Materials
 - Methanol and Other Flammable Liquids
 - Verifying Propane Odorization
 - Out-of-Gas Calls and Leak Checks
- Handling Accidents and Emergencies

- Vehicle Parking, Servicing, and Security
- Bobtail Inspections
 - Monthly, Annual, and Five-Year Inspections
 - Safe Driving and Handling Emergencies
- Unloading Bobtails
- Evacuating Containers (Equipment & Procedures)

Who should attend: Propane delivery drivers, tank setting technicians, service technicians, management, or any individual expected to deliver propane.

Attendees Should Bring or Purchase: NFPA 54 & NFPA 58

We encourage individuals to bring samples of their post/pre-trip inspection reports, monthly & yearly inspection reports, and examples of routing procedures.

CUSTOMER SERVICE TRAINING – Partial Day

All persons involved in activities related to the transportation and distribution of propane gas are accepting a role that is critical to its safe and efficient use. Therefore, it is important that you acquire a basic knowledge of acceptable work practices within the propane industry. This course will identify product characteristics, equipment and procedures basic to supporting the services of propane marketers. The class will include:

- Physical, chemical, and burning properties of propane
- Shipping paper regulations including preparation and retention
- Container (tanks and cylinders) valves, fittings and functions
- Characteristics of effective customer service communication techniques
- Factors to consider related to interruption of service call procedures
- How to respond to customer-reported odor calls
- Proper responses to your company's Hazardous Materials Security Plan

This course is a **non-certification** course, but a certificate of attendance will be mailed.

NFPA Pamphlet 58 & Pamphlet 54 are useful for class but not required.

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. We do not carry these at IPGA.

INTERRUPTED SYSTEM STARTUP (ISS) – 1 day

Every year there are fires and explosions as well as loss of lives due to systems being placed into service without sufficient inspection and testing. This session is designed for individuals who are placing a customer's system into service, whether a new system, an existing system new to you, or a system which has been out of service.

Individuals will be expected to:

1. Possess an understanding of various codes and manufacturer's requirements for
 - Pressure testing of new gas piping,
 - Leakage testing of new and existing gas systems including connected equipment,
 - Performance testing of the piping and regulators to ensure proper operation and safety,
2. Recognize acceptable methods to test gas utilization equipment when placing it into operation, and how to document the work performed.
3. Identify proper procedures to follow for documentation of work performed
4. Understand the need for communication with the customer
5. Possess an understanding of methods to communicate safety and warning information to consumers using propane.

Who should attend: Propane delivery drivers, tank setting technicians, service technicians, plumbers, heating contractors, management, or any individual **expected to initiate gas service in gas piping systems and connected equipment** for new and existing customers.

Attendees Should Bring or Purchase: NFPA 54

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

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 –
 - Single Stage Regulator Systems
 - Two-Stage Regulator Systems
 - Integral Two-Stage Regulator Systems
 - 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.**