

PMIC LP Supplement (page 1 of 3)

Name: _____

Address: _____

City: _____

State: _____

Operations:

- LP Delivery
- New LP Tank Installation
- New Gas Line & Regulator Installation
- Repair, Replace & Service of Existing Installations
- Installation of Appliances
- Repair of Appliances
- Other (Explain) _____

Residential Sales ___% Commercial Sales ___% Industrial Sales ___% Institutional Sales ___%

What percentage of customers on Scheduled Delivery _____ %

Annual LPG Sales \$ _____ Annual Gallons LPG sold _____

Number of LP gas delivery trucks _____ Capacities of delivery trucks? _____

Number of semi delivery trucks? _____ Capacities of trailers? _____

Number of LP gas drivers ? _____

Number of customers ? _____

LP PLANTS:

Tanks Equipped with:

- Y N Excess flow valves
- Y N Hydrostatic relief valves
- Y N Emergency shut-off valves
- Y N Back-check valves
- Y N Properly capped 7' risers on relief vents
- Y N Proper labeling and emergency information
- Y N Explosion proof, properly grounded electrical equipment
- Y N Tank(s) properly fenced w/ locked gate and tank valves
- Y N All plant inspections and deficiencies documented
- Y N Approved load out bulkhead

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Training

Certified Employee Training Program (CETP)

- Y** **N** CETP Certificates on file for each driver (current cert. within last 5 years)?
 Y **N** CETP Certificates on file for employees who handle or deliver LPG
 Y **N** Have delivery drivers (including substitute drivers) completed Book One & Two?
 Y **N** Have tank and fuel line installers completed Book Four
 Y **N** Have appliance Installers or service technicians completed Book Six and Seven

* The National Propane Gas Association sponsors CEPT

* CEPT Training Materials Includes:

- Book One – Basic Principals and Principals
- Book Two – Propane Delivery
- Book Four – Distribution System Operations
- Book Six – Appliance Installations
- Book Seven- Appliance Service

System Checks

- Y** **N** Are LP drivers required to use Deliver Log Books?
 Y **N** Do LP delivery drivers refuse to fill the tank on out-of-gas fills?
 Y **N** Do LP delivery drivers re-light on ALL out of gas fills?
 Y **N** Is the age of each customer's regulator documented in a logbook?
 Y **N** Are regulators replaced when age exceeds 15 years? Charge for service \$_____
 Y **N** How do you track regulator age?
 Y **N** Are leak checks performed? How are the leak checks documented?
 Y **N** Are pressure tests documented? How are the checks documented?
 Y **N** Leaks checked with: Water Manometer ___ Pressure Gauge ___ Other ___?
 Y **N** When are leak checks preformed?

- Y** **N** New Customers / First Service?
 Y **N** Out of gas fills?
 Y **N** Change in occupancy?
 Y **N** Systems Interruption?
 Y **N** Suspected Leaks?

Who performs the leak checks? Driver ___ Service Technician ___

Where are the rotating leak check records kept? _____

- Y** **N** Customer systems leak checked on a rotating basis (20% per year)?
 Y **N** Are individual files kept for each customer?
 Y **N** Have all public buildings you service leak checked and documented?
 Y **N** Are all public buildings you service leak checked annually?
(schools, churches, main street businesses, apartment buildings, duplexes, cafes, offices, etc.)
 Y **N** Is there a documented leak check on file for all residential customers?
 Y **N** Have ALL employees been trained to handle "I Smell Gas" phone calls?
 Y **N** "I Smell Gas" phone call training documented?

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Warning Literature

- Y** **N** Has a "Duty to Warn" mailing been done this year? If so, when?
- Y** **N** Was a "Duty to Warn" mailing done last year? If so, when?
- Y** **N** Was each mailing documented with the following?
- Y** **N** Copy of mailed leaflet
- Y** **N** Copy of address list
- Y** **N** Postal Receipt
- Y** **N** Are all new customers provided with safety and warning information?
- Y** **N** Is a signature obtained from all new customers acknowledging receipt of safety and warning materials?
- Y** **N** Are safety / warning decals available and used for all LPG bottles?
- Y** **N** Are safety leaflets provided to cylinder fill customers at the time of fill or exchange?
- Y** **N** Is LP gas safety information included with company newsletters?
- Y** **N** Is warning information placed on the back of invoices? (bulk deliveries)?

Precautions

- Y** **N** Has your business been involved in a LPG claim? Circumstances _____?
- Y** **N** Are employees empowered to say "NO" when unsafe practices or situations are observed?
- Y** **N** Are all LP gas procedures / policies in writing?
- Y** **N** Do you sell LP gas "wholesale" to any other LP Retailers (for bulk delivery or bottle fill)?

If yes:

- Y** **N** Is a legal/signed supply contract in place with hold harmless language in your favor?
- Y** **N** Is your business named as an additional insured on their policy?
- Y** **N** Do you have a Cert of Ins. Showing proof of at least \$1 million GL coverage?
- Y** **N** Do you have documented proof the employees have received proper training?
- Y** **N** Are employees under the age of 18 prohibited from filling LP Gas bottles?
- Y** **N** Do you own any bottle fill stations that are operated by individuals who are not employees of your business? (Certificate of Insurance on File?)
- Y** **N** Do you interchange LP gas/NH3 tanker transports? Bobtails or tanks for consumer use? (Should only be done on a one-time basis and interchange documented)
- Y** **N** Are drivers paid an incentive? How? _____ (Safety becomes secondary to Gallons Delivered)
- Y** **N** Do you deliver to customers who draw LP gas off one tank (i.e. Mobile home parks, places of public assembly) Unacceptable risk
- Y** **N** Do you know of any customers that are filling LP Gas bottles (20-100 lb) off their residential or tank farms?
- Y** **N** If yes, do customers receive bottle fill safety, OPD information and "Duty to Warn" and safety literature?
- Y** **N** Any employees under the age of 18 filling LP gas bottles? (Must be 18 years old).

Producers Signature: _____ Facility Manager/ Owner Signature: _____