



OHIO  PROPANE GAS
ASSOCIATION

**2018 EMPLOYEE TRAINING
CETP & NON-CERTIFIED**

COURSE INFORMATION

The Ohio Propane Gas Association offers certified and non-certified employee training for those working in the propane field or looking to obtain propane training certification in the state of Ohio. Training season runs from April until October and we offer a wide-range of CETP (Certified Employee Training Program) classes, as well as important safety and training classes outside of the CETP curriculum. Classes are open to members and non-members in Ohio.

COURSE LOCATIONS

- Doubletree Columbus-Worthington | 175 Hutchinson Avenue, Columbus, OH 43235
- Arrick's Propane | 9157 US Hwy. 23, Lucasville, OH 45648
- Courtyard by Marriott | 5211 Forest Drive, New Albany, OH 43054
- Prism Propane | 1399 Business Park Drive South, Suite A, North Baltimore, OH 45872
- Christopher Conference Center | 20 N. Plaza Blvd., Chillicothe, OH 45601

GENERAL INFORMATION

- Attendance at all training classes is by pre-registration only.
- Classes are limited to 20 students.
- The registration deadline is two weeks before the start of each class.
- OPGA reserves the right to cancel a class if there is a lack of participation.
- Classes are held from 8:00 a.m. to 5:00 p.m.
- Registration includes all materials, continental breakfast, breaks and lunch.

REGISTRATION FEES

\$100 per person, per class, from a company in Ohio*
\$300 per person, per class, from a company outside of Ohio

**OHIO-BASED COMPANIES: The registration fee will be waived when the registrant (or a substitute) attends the training and is from an Ohio-based company. If the registrant does not attend and does not provide written notification to OPGA at least four (4) business days prior, the registration fee will be charged to the credit card provided at registration. Checks will not be accepted.*

The NPGA's training is directed to assist in education service and delivery personnel in the LP gas industry. This training program is not intended to be an exhaustive treatment of the subject covered. It should not be interpreted as precluding the use of other procedures and/or compliance with more extensive federal, state, and local codes and/or regulations.

The NPGA, OPGA, and the training supervisor assume no liability for reliance on: (1) the material used; (2) the manner in which the training was conducted; or (3) the knowledge gained, or not gained, by the employee. Those courses are offered as assistance to help employers train personnel in their organizations.

NON-CERTIFIED COURSES

CSR TRAINING SEMINAR

Formatted as a multi-media seminar that covers many issues that the company CSR deals with routinely and includes relevant topics such as telephone customer service, basic and advanced CSR skills. Other topics will include a review of the physical properties and characteristics of propane and how these properties correlate with problems or issues raised by customer. Of interest to CSR's in past training sessions, and presented again will be national and international marketplace issues that impact local propane availability and pricing volatility and propane storage and logistics issues that create supply shortfalls and price spikes, both of which generate inquiries from local customers. In addition, out of gas (again) calls, reports of gas leaks and interruption of services response.

August 31.....Columbus
September 27.....New Albany

OSHA AND DOT FIRST 90-DAY HAZMAT TRAINING

This seminar includes the newly required Global Harmonization Standards for labeling and marking hazmat containers and shipments. VERY IMPORTANT new employee 90-day compliance opportunity.

USDOT hazmat Transportation Safety will touch upon the requirements, but not the details of specific individual company's written Emergency Action Plan and Security Awareness Action Plan. Other hazmat training will focus on the employee's "Right to Know;" the risk associated with the hazardous material they work with; and the suggested safe handling procedures and personal protective equipment that are recommended as risk mitigation tools. This training, when combined with an effective on-the-job training program and ongoing safety training regiment, will assist with meeting the training requirements of the Hazardous Materials Regulation.

Loading a transport using a plant pump, compressor, or auxiliary inlet; walk-around inspection of a cargo tank motor vehicle (CTMV) after loading; safe driving techniques, emergency discharge, and delivery hose assembly inspections; purging propane containers, unloading a transport, and reducing vapor pressure using a plant compressor; unloading using a plant or CTMV pump; and performing post-trip inspections and monthly inspections and tests on emergency discharge systems and delivery hose will also be addressed.

April 17.....Lucasville
May 11.....Lucasville
July 9.....North Baltimore
September 28.....New Albany

CERTIFIED EMPLOYEE TRAINING PROGRAM (CETP)

Note: Many courses are offered only once in 2018. The 1.0 Basic Principles and Practices of Propane course is a prerequisite for all classes.

1.0 BASIC PRINCIPLES AND PRACTICES OF PROPANE

Pre-requisite to participate in more advanced classes.

An entry level course that provides prerequisite instruction about propane's physical and combustion properties; how propane is produced and transported; the organizations that influence, publish or enforce codes and standards; how basic functions are performed in a bulk plant; primary safety concerns; customer service; odorants and service interruptions; complete and incomplete combustion characteristics; and much more.

April 18-19 Chillicothe
June 4-5 New Albany
July 10-11 North Baltimore
July 23 (Blended Learning*) Columbus
September 5-6 Columbus
October 8-9 New Albany

2.2 BOBTAIL DELIVERY OPERATIONS

This course provides information for drivers who operate commercial motor vehicles to deliver propane and covers a bobtail's basic equipment and systems including the cargo tank, gauges, valves, pumps, meters, delivery hoses and emergency discharge control equipment. Detailed procedures for safely loading a bobtail using the plant pump and DOT requirements for bobtail inspections will also be discussed, as well as the features and installation requirements of ASME tanks at customer locations. It is recommended to complete the appropriate Propane Delivery Operations and Cylinder Delivery Operations modules for certification to operate a bobtail to deliver propane.

May 21 (Refresher Training) Lucasville
July 12 (Refresher Training) North Baltimore
August 9 (Blended Learning*) Columbus
August 22-24 North Baltimore
September 11-13 New Albany
October 22-24 New Albany

2.4 CYLINDER DELIVERY OPERATIONS

Information for drivers who operate commercial motor vehicles to deliver propane. This course covers DOT licensing and driving requirements; driving requirements and restrictions for drivers who operate commercial motor vehicles (CMVs) to deliver propane; vehicle inspections; identification, and documentation highlights; safely handling hazardous materials, the hazards of handling a variety of

flammable and combustible liquids; and the associated safety measures. In addition, driving defensively and handling accidents and emergencies; vehicle parking, servicing, and security; preparing cylinders for filling; filling cylinders and delivering cylinders; NFPA 54 and NFPA 58.

October 10-11 New Albany

3.0 PLANT OPERATIONS

This course is primarily designed to train employees that inspect and fill DOT cylinders and ASME tanks at the bulk plant, requalify DOT cylinders, maintain cylinders, tanks, and bulk plant equipment systems, and other propane employees who could benefit from sections of this course, including plant managers and plant office personnel.

After completing this course, you will be able to identify the main components of a bulk plant; operate the propane liquid supply system; inspect and fill DOT cylinders; inspect and fill vehicle mounted ASME tanks; requalify DOT cylinders by visual inspection; maintain cylinders and ASME tanks; unload a cargo tank motor vehicle; and maintain bulk plant systems and equipment.

May 7-9 Chillicothe

4.1 DESIGNING AND INSTALLING EXTERIOR VAPOR DISTRIBUTION SYSTEMS

This course focuses on designing and installing the exterior portions of a vapor distribution system for both residential and small commercial markets. It addresses how to select and install containers, prevent corrosion, size and install regulators and meters, and select and install outdoor piping and tubing. In addition, designing vapor systems (container and lines); designing vapor distribution systems (regulators and meters); preparing system components for transport; installing containers, lines, regulators and meters; system tests; safety information; NFPA 54 and NFPA 58.

April 24-26 New Albany
May 22 (Refresher Training) Lucasville
July 13 (Refresher Training) North Baltimore
August 27-29 Columbus
August 30 (Refresher Training) Columbus

4.2 PLACING VAPOR DISTRIBUTION SYSTEMS & APPLIANCES INTO OPERATIONS

This course will cover the different system tests required for vapor distribution systems and appliances; 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.

It will address 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; safety information; NFPA 54 and NFPA 58.

September 24-26 New Albany

*New Blended Learning Classes

The Ohio Propane Gas Association is pleased to announce the offering of blended learning classes. Blended learning classes provide less time away and consist of pre-coursework and one day of review and testing. Instructions for the pre-coursework requirements will be provided upon registration for the class. Learn more at www.mipga.org.



605 N. High Street #214 | Columbus, Ohio 43215



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