

**OHIO PROPANE
GAS
ASSOCIATION**



2017

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 | P: 614.885.3334
- Arrick's Propane | 9157 US HWY 23 | Lucasville, OH 45648
- Courtyard Marriott | 5211 Forest Drive | New Albany, OH 43054 | P: 614.855.1505
- Muskingum County Convention Center | 205 N. 5th Street | Zanesville, OH 43701

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.



Certified Employee Training Program (CETP)

COURSE SCHEDULE

Note: Many courses are offered only once in 2017. 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 12-13	Lucasville
June 19-20	New Albany
August 24-25	Columbus
September 11-12	Columbus
October 16-17	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.

July 12-14	New Albany
September 18-20	Columbus
October 18-20	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.

September 25-26	Columbus
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3.1 Basic 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.

August 21-23	Columbus
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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.

July 26-28	Columbus
October 2-4	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.

May 8-10, 2017	Lucasville
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5.1 Designing and Installing Dispenser Transfer Systems

Identifying the proper container and location for a dispenser. This course also covers identifying required tank valves, and fitting and verifying that all required components are present, etc.

June 6-7	Zanesville
June 21-22	New Albany

Non-Certified Courses

COURSE SCHEDULE

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.

July 25..... Columbus
October 11..... New Albany

USDOT HAZMAT Transportation Safety (formerly HM126F)

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 10..... Lucasville
April 11..... Lucasville
July 10..... Columbus

Propane Dispenser Safety

Based upon the PERC Non-Certified Training suggestions, this one-day seminar is appropriate for propane dealer employees and employees of remote cylinder refilling locations serviced by retail propane dealers (RV Parks, service stations, etc.).

June 8..... Zanesville

Transport Driving Training

Although the CETP program no longer offers training leading to certification as a Propane Transport Operator, both USDOT and NFPA 58 require driver/operators to receive documented training for the skill functions performed. Training is to be documented including testing and skills evaluation.

NFPA 58 2014, Sections 4.4.1 and 4.4.2 employees should complete training that includes the following categories:

- Safe work practices
- The health and safety hazards of LP-Gas
- Emergency response procedures
- Supervised, on-the-job training
- An assessment of the person's ability to perform the duties assigned

Section 4.4.3 states that a refresher training shall be provided every 3 years. USDOT & OSHA have similar language in regulations regarding hazardous material handling and transportation. Transport Operator Training offers a convenient and low cost opportunity for propane transportation entities, private or common carrier to have documented and written examination compliance with first-time and refresher training requirements.

The goal of the Transport Driving Training is not to teach or instruct drivers how to drive a transport but rather to support and substantiate the ongoing training provided by the transporter's company to ensure operators are COMPLIANT and SAFE with company policies and codes/ regulations applicable to their duties. Transport operators, dispatchers, mechanics and managers are welcome to attend the training.

July 24..... Columbus





COURSE SELECTION

- 1.0 Basic Principles and Practices of Propane
 - April 12-13Lucasville
 - June 19-20 New Albany
 - August 24-25Columbus
 - September 11-12.....Columbus
 - October 16-17 New Albany
- 2.2 Bobtail Delivery Operations
 - July 12-14 New Albany
 - September 18-20..... Columbus
 - October 18-20 New Albany
- 2.4 Cylinder Delivery Operations
 - September 25-26..... Columbus
- 3.1 Basic Plant Operations
 - August 21-23 Columbus
- 4.1 Designing and Installing Exterior Vapor Distribution Systems
 - July 26-28Columbus
 - October 2-4Columbus
- 4.2 Placing Vapor Distribution Systems and Appliances into Operations
 - May 8-10Lucasville
- 5.1 Designing and Installing Dispenser Transfer Systems
 - June 6-7.....Zanesville
 - June 21-22 New Albany
- CSR Training Seminar
 - July 25Columbus
 - October 11..... New Albany
- HAZMAT Transportation Safety - HM126F
 - April 10Lucasville
 - April 11Lucasville
 - July 10Columbus
- Propane Dispenser Safety
 - June 8Zanesville
- Transport Driving Training
 - July 24..... Columbus

REGISTRATION FEE

- Ohio-Based Company..... \$100*
- Company Outside of Ohio\$300

*Ohio-Based Companies: Registration fee will be waived when the registrant or substitute attends the training. If registrant does not attend and does not cancel at least 4 business days prior, the registration fee will be charged to the credit card on file for this registration. Checks will not be accepted.

Class size is limited. Attendance at all training classes are by **PRE-REGISTRATION ONLY**. Please complete a separate registration form for each participant. For assistance, contact the OPGA office at 844.454.5338.

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

Email _____

Phone _____ Fax _____

PAYMENT

Amount Due \$ _____

- Visa
- MasterCard
- American Express

Card Number _____ Exp Date _____

Name on Card _____ CVV _____

Billing Address _____

City _____

State _____ Zip _____

Signature _____

CLASS LOCATIONS

For hotel reservations, please call the hotel directly and indicate that you are with OPGA.

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
Muskingum County Convention Center	2015 N. 5th Street Zanesville, OH 43701

Cancellations: Registration fee will be refunded, less a \$10 processing fee, for cancellations received a minimum of 4 business days prior to the start of class.

Please make checks payable to: Ohio Propane Gas Association
605 N. High Street #214 | Columbus, Ohio 43215 | F: 517.485.9408



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Columbus, Ohio 43215



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