

# LP-GAS QUALIFYING FIELD ACTIVITIES

## TABLE OF CONTENTS

- I. General Instructions
- II. Task Information
- III. Advancd Field Training Activities Checklist
- IV. Employer Record of Advancd Field Training Activities

## 2.1 OPERATING A PROPANE DISPENSER TO FILL DOT CYLINDERS AND ASME MOTOR/MOBILE FUEL TANKS

# ADVANCED FIELD TRAINING ACTIVITIES

## I. GENERAL INSTRUCTIONS

### **To the Company Representative or Operations Supervisor:**

The Advanced Field Training activities checklist must be completed within 30 calendar days of the date the employee attended a Railroad Commission Texas Propane Training class. Railroad Commission rules require these checklists to be retained in the employee's file and made available for inspection by an authorized representative of the Commission.

### **To the Skills Evaluator:**

Review Section II, Task Information, to ensure that the prerequisites and standards reflect your company's Standard Operating Procedures (SOP). You must witness and verify that the employee completed each task satisfactorily. Place a check mark in the box below each activity that the employee performs. Write "Not Applicable" or "N/A" on the form next to any listed activity that your company does not perform, per company policy or procedures.

### **To the Employee:**

This Advanced Field Training exercise is designed to document your ability to perform the LP-gas activities authorized by your Railroad Commission LP-gas certification. Make sure you know your company's Standard Operating Procedures (SOP) related to these activities, and take all necessary safety precautions while performing each activity.

## II. TASK INFORMATION

**Standard:** The propane dispenser must be installed, maintained and operated in compliance with the applicable Railroad Commission LP-Gas Safety Rules, federal regulations and NFPA 58 standards.

**Prerequisites:** Successful completion of Texas Propane Training course 2.1, “Operating a Propane Dispenser To Fill DOT Cylinders and ASME Motor/Mobile Fuel Tanks”

**References:** Applicable LP-gas codes, standards and company policies

**Method:** Tasks 1 through 7, inclusive

**Check Method of Evaluation Used:**

- ☐ Written and oral
- ☐ Performance on the job
- ☐ On-the-job training

## III. ADVANCED FIELD TRAINING ACTIVITIES CHECKLIST

### Task 1 - Inspecting and Preparing the Propane Dispenser for Operation

Inspect the dispenser using the checklist on pp. 18–19 of the Railroad Commission manual for course 2.1.

The employee is ☐ qualified  
☐ not qualified to perform Task 1.

### Task 2 - Inspecting Platform Scales; Verifying Proper Scale Operation

Inspect a platform scale to verify that it is certified and operates properly.

1. Does the scale display current Texas Department of Agriculture certification decals?
2. With no weight on the platform, set the index to zero. Does the beam center with the counterweight holder attached and no counterweights added?
3. Does the beam center with a known calibration weight on the platform and the index set to the calibration weight?

The employee is ☐ qualified  
☐ not qualified to perform Task 2.

### **Task 3 - Inspecting DOT Cylinders**

Inspect and properly classify three DOT cylinders that have been in LP-gas service, to determine whether they may be filled and continued in service.

1. Did the employee inspect all items listed in the performance guide on each cylinder?
2. Did the employee indicate accurately the basis for accepting or rejecting each cylinder?
3. If the employee incorrectly accepted or rejected one or more cylinders, did the skills evaluator show the employee why the cylinder was accepted or rejected incorrectly?
4. If the employee incorrectly accepted or rejected one or more cylinders, did the employee correctly inspect and classify an additional cylinder for each cylinder that was incorrectly classified?

The employee is ☐ qualified  
☐ not qualified to perform Task 3.

### **Task 4 - Purging a New DOT Cylinder Prior to Filling**

Demonstrate the ability to purge a new DOT cylinder in compliance with applicable codes and standards and your company's Standard Operating Procedures.

The employee is ☐ qualified  
☐ not qualified to perform Task 4.

### **Task 5 - Filling a DOT Cylinder by Weight**

Inspect and properly fill by weight three DOT cylinders that have previously been in LP-gas service.

1. Inspect each cylinder in the presence of the skills evaluator.
2. Determine whether the cylinder is acceptable to be filled.
3. Determine the proper setting for the platform scale.
4. Fill the cylinder following proper procedures.

The employee is ☐ qualified  
☐ not qualified to perform Task 5.

### **Task 6 - Filling an ASME Motor or Mobile Fuel Tank**

Inspect and properly fill an ASME motor fuel tank or mobile fuel tank that has previously been in LP-gas service.

1. Inspect the tank to determine that it complies with applicable codes and standards and is acceptable to be filled.
2. If the tank is acceptable to be filled, fill the tank following proper procedures.

The employee is ☐ qualified  
☐ not qualified to perform Task 6.

### **Task 7 - Shutting Down and Securing the Dispenser**

Demonstrate proper procedures for shutting down and securing a dispenser that will be left unattended.

1. Stow transfer hoses, verifying that the hose end valves are closed.
2. Close the dispenser piping valves and shutoff internal valve at emergency shutdown station (if so equipped).
3. Close, secure and lock fence gates and/or dispenser cabinet, as applicable.

The employee is ☐ qualified  
☐ not qualified to perform Task 7.



## **IV. EMPLOYER RECORD OF ADVANCED FIELD TRAINING ACTIVITIES**

### **Employee Information** (print or type)

Employee Name: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Date: \_\_\_\_\_

**Class Date:** \_\_\_\_\_

### **Company Representative / Operations Supervisor** (print or type)

Name: \_\_\_\_\_

Organization or Employer: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# RAILROAD COMMISSION OF TEXAS

## Alternative Energy Division

### CLASS EVALUATION

The Railroad Commission welcomes your comments and suggestions about our training and continuing education program. Please take a moment to evaluate the class you just completed. NOTE: Information marked "Optional" is requested in case we need to contact you to better understand your comments and suggestions.

Class date \_\_\_\_\_ Class number and title \_\_\_\_\_

Class location \_\_\_\_\_

Instructor: ☐ Esparza ☐ Gallo ☐ Vyyjala ☐ Watts ☐ Other \_\_\_\_\_

Your name (optional) \_\_\_\_\_

Company affiliation (optional) \_\_\_\_\_

Telephone number or e-mail address (optional) \_\_\_\_\_

Job title or position (optional) \_\_\_\_\_

1. Did the class start and end on time? ☐ Yes ☐ No

Comments \_\_\_\_\_

2. Was the course material (module booklets, handouts, etc.) informative and useful?

☐ Very Good ☐ Good ☐ OK ☐ Poor

Comments \_\_\_\_\_

3. Were the visual aids (slides, graphs, videos, etc.) understandable and informative?

☐ Very Good ☐ Good ☐ OK ☐ Poor

Comments \_\_\_\_\_

4. Was the instructor well prepared, professional in presentation, and easy to understand?

☐ Very Good ☐ Good ☐ OK ☐ Poor

Comments \_\_\_\_\_

5. Were the classroom facilities adequate and conducive to learning?

☐ Very Good ☐ Good ☐ OK ☐ Poor

Comments \_\_\_\_\_

6. What topic or topics covered in the class were most beneficial to you? \_\_\_\_\_

\_\_\_\_\_

7. What topics that were not covered should be added to this class? \_\_\_\_\_

\_\_\_\_\_

8. Overall rating: ☐ Very Good ☐ Good ☐ OK ☐ Poor

General Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please use the back of this page if additional space is needed.)

**THANK YOU for completing this evaluation!**

Please mail to Railroad Commission of Texas, AFRED Training Section, P.O. Box 12967, Austin, Texas 78711-2967; or fax to (512) 475-2532.



TEXAS PROPANE TRAINING

CLASS ATTENDANCE &  
HAZMAT TRAINING  
CERTIFICATE

2.1 OPERATING A DISPENSER TO FILL DOT CYLINDERS AND  
ASME MOTOR/MOBILE FUEL TANKS - 8 HOURS

Student Name (Please Print):

Student Signature:

Class Date (mm/dd/yy):

Class Location:

Instructor Signature:

Date:



RAILROAD COMMISSION OF TEXAS  
ALTERNATIVE ENERGY DIVISION

