**Dispensing Propane Safely - Dispensing Station Equipment**

**Pre-requisite:** Dispensing Propane Safety NFPA 58 (2020), Section 4.4

**OBJECTIVE:** The objective of OJT for this task is to (1) determine whether the student has the appropriate level of knowledge in performing this task and (2) to help the student reach a comfort level in performing this task so that they are confident when performing the task on their own.

**EQUIPMENT NECESSARY TO PERFORM THIS TASK:**  Working Dispensing Station

**TASK PERFORMED:** [ ]  Live in the Field [ ]  At Plant [ ]  By Simulation

**ADDITIONAL PROPS NECESSARY TO PERFORM THIS TASK BY SIMULATION:** Not Applicable; Assessment should be done at a live dispenser

**INSTRUCTOR GUIDANCE**: OJT assumes that the Dispensing Propane Safely program has been completed and knowledge test passing grade achieved. It is acceptable to coach and reinforce that knowledge in practical application to achieve the OJT Program objective.

Skill Verification:

[ ]  Student can identify by name each component of the dispensing station

 [ ]  Internal Valve [ ]  Flow Control Valves

 [ ]  Fill Hose [ ]  Pump

 [ ]  Break-away Device [ ]  Meter

 [ ]  Hose End Valve

[ ]  Student can articulate the appropriate PPE for use during dispensing propane

[ ]  Student demonstrates correct start-up procedure

 [ ]  Inspect piping and valves [ ]  Inspect hose and adapters

 [ ]  Inspect for leaks

[ ]  Student can articulate actions to take if dispenser equipment fails inspection

[ ]  Student secures the dispenser when not in use

Student Name: Date:

Instructor Name: Signature:

**Dispensing Propane Safely – Uncontrolled Release – Emergency Procedures**

**Pre-requisite:** Dispensing Propane Safety NFPA 58 (2020), Section 4.4

**OBJECTIVE:** The objective of OJT for this task is to (1) determine whether the student has the appropriate level of knowledge in performing this task and (2) to help the student reach a comfort level in performing this task so that they are confident when performing the task on their own.

**EQUIPMENT NECESSARY TO PERFORM THIS TASK:**  Working Dispensing Station

**TASK PERFORMED:** [ ]  Live in the Field [ ]  At Plant [ ]  By Simulation

**ADDITIONAL PROPS NECESSARY TO PERFORM THIS TASK BY SIMULATION:** Not Applicable; Assessment should be done at a live dispenser

**INSTRUCTOR GUIDANCE**: OJT assumes that the Dispensing Propane Safely program has been completed and knowledge test passing grade achieved. It is acceptable to coach and reinforce that knowledge in practical application to achieve the OJT Program objective.

Skill Verification:

[ ]  Student can define an uncontrolled release

[ ]  Student can identify Emergency Shutdown Station and how to operate it

[ ]  Student can identify the fire extinguisher location

[ ]  Student can articulate what to do in an emergency

[ ]  Student demonstrated evacuation procedure

[ ]  Student articulated what the fire extinguisher is for

[ ]  Student knows the only way to put out a propane fire is to stop the source

Student Name: Date:

Instructor Name: Signature:

**Dispensing Propane Safely – Cylinder Components**

**Pre-requisite:** Dispensing Propane Safety NFPA 58 (2020), Section 4.4

**OBJECTIVE:** The objective of OJT for this task is to (1) determine whether the student has the appropriate level of knowledge in performing this task and (2) to help the student reach a comfort level in performing this task so that they are confident when performing the task on their own.

**EQUIPMENT NECESSARY TO PERFORM THIS TASK:**  Various types of cylinders

**TASK PERFORMED:** [ ]  Live in the Field [ ]  At Plant [ ]  By Simulation

**ADDITIONAL PROPS NECESSARY TO PERFORM THIS TASK BY SIMULATION:** Not Applicable; Assessment should be done at a live dispenser

**INSTRUCTOR GUIDANCE**: OJT assumes that the Dispensing Propane Safely program has been completed and knowledge test passing grade achieved. It is acceptable to coach and reinforce that knowledge in practical application to achieve the OJT Program objective.

Skill Verification:

[ ]  Student can state different types of cylinders

[ ]  Student can identify DOT/Canadian cylinder specification markings

[ ]  Student can show and state different parts of cylinder construction

 [ ]  Collar [ ]  Foot Ring

[ ]  Student can show and state different valves within the collar (as applicable)

 [ ]  Service Valve [ ]  Relief Valve

 [ ]  Filler Valve [ ]  Forklift / Mower Connector

 [ ]  Fixed Maximum Liquid Level Gauge [ ]  Variable Liquid Level Gauge

[ ]  Student can show an OPD Valve and state OPD requirements

[ ]  Student can show and explain cylinder markings

[ ]  Student can explain requalification requirements

Student Name: Date:

Instructor Name: Signature:

**Dispensing Propane Safely – Cylinder Pre-fill Inspection**

**Pre-requisite:** Dispensing Propane Safety NFPA 58 (2020), Section 4.4

**OBJECTIVE:** The objective of OJT for this task is to (1) determine whether the student has the appropriate level of knowledge in performing this task and (2) to help the student reach a comfort level in performing this task so that they are confident when performing the task on their own.

**EQUIPMENT NECESSARY TO PERFORM THIS TASK:**  Various types of cylinders

**TASK PERFORMED:** [ ]  Live in the Field [ ]  At Plant [ ]  By Simulation

**ADDITIONAL PROPS NECESSARY TO PERFORM THIS TASK BY SIMULATION:** Not Applicable; Assessment should be done at a live dispenser

**INSTRUCTOR GUIDANCE**: OJT assumes that the Dispensing Propane Safely program has been completed and knowledge test passing grade achieved. It is acceptable to coach and reinforce that knowledge in practical application to achieve the OJT Program objective.

Skill Verification:

[ ]  Student can state and show the steps of cylinder pre-fill inspection:

 [ ]  Is the DOT specification for propane?

 [ ]  Is the cylinder within its qualification date?

 [ ]  Can the student state and show damage that would prevent filling?

 [ ]  Can the student state and show damage to cylinder valves that would prevent filling?

 [ ]  Can the student state action to take if a cylinder cannot be filled?

 [ ]  Does the student understand XXX over the DOT specification?

 [ ]  Can the student explain blue-green stain and action to take?

Student Name: Date:

Instructor Name: Signature:

**Dispensing Propane Safely – Filling Cylinders**

**Pre-requisite:** Dispensing Propane Safety NFPA 58 (2020), Section 4.4

**OBJECTIVE:** The objective of OJT for this task is to (1) determine whether the student has the appropriate level of knowledge in performing this task and (2) to help the student reach a comfort level in performing this task so that they are confident when performing the task on their own.

**EQUIPMENT NECESSARY TO PERFORM THIS TASK:**  Various types of cylinders

**TASK PERFORMED:** [ ]  Live in the Field [ ]  At Plant [ ]  By Simulation

**ADDITIONAL PROPS NECESSARY TO PERFORM THIS TASK BY SIMULATION:** Not Applicable; Assessment should be done at a live dispenser

**INSTRUCTOR GUIDANCE**: OJT assumes that the Dispensing Propane Safely program has been completed and knowledge test passing grade achieved. It is acceptable to coach and reinforce that knowledge in practical application to achieve the OJT Program objective.

Skill Verification:

[ ]  Student can explain the concept of “fill by weight”: [ ]  Not Applicable

[ ]  Using the cylinder markings, student can explain the calculation to determine maximum permitted filling level

[ ]  Student explained scale inspection steps

[ ]  Student demonstrated steps for filling by weight

[ ]  Student filled three (3) cylinders by weight

[ ]  Student verified the filled weight

[ ]  Student can explain the concept of “fill by volume”: [ ]  Not Applicable

 [ ]  Student demonstrated steps for fill by volume

 [ ]  Student filled three (3) cylinders by volume

[ ]  Student followed appropriate shutdown procedures

Student Name: Date:

Instructor Name: Signature:

**Dispensing Propane Safely – Post Cylinder Filling Procedures**

**Pre-requisite:** Dispensing Propane Safety NFPA 58 (2020), Section 4.4

**OBJECTIVE:** The objective of OJT for this task is to (1) determine whether the student has the appropriate level of knowledge in performing this task and (2) to help the student reach a comfort level in performing this task so that they are confident when performing the task on their own.

**EQUIPMENT NECESSARY TO PERFORM THIS TASK:**  Various types of cylinders

**TASK PERFORMED:** [ ]  Live in the Field [ ]  At Plant [ ]  By Simulation

**ADDITIONAL PROPS NECESSARY TO PERFORM THIS TASK BY SIMULATION:** Not Applicable; Assessment should be done at a live dispenser

**INSTRUCTOR GUIDANCE**: OJT assumes that the Dispensing Propane Safely program has been completed and knowledge test passing grade achieved. It is acceptable to coach and reinforce that knowledge in practical application to achieve the OJT Program objective.

Skill Verification:

[ ]  Student can explain post filling procedures:

[ ]  Test cylinder for leaks using a non-corrosive liquid leak detector solution

[ ]  Student explained what to do if the cylinder leaks

[ ]  Student demonstrated labeling requirements:

 [ ]  Shipping name and hazard class

 [ ]  Consumer Warning Label where applicable

 [ ]  OSHA Warning Label where applicable

[ ]  Student replaced applicable caps, plugs, dust caps as appropriate

[ ]  Student followed appropriate shutdown procedures

Student Name: Date:

Instructor Name: Signature:

**Dispensing Propane Safely – Transporting DOT Cylinders**

**Pre-requisite:** Dispensing Propane Safety NFPA 58 (2020), Section 4.4

**OBJECTIVE:** The objective of OJT for this task is to (1) determine whether the student has the appropriate level of knowledge in performing this task and (2) to help the student reach a comfort level in performing this task so that they are confident when performing the task on their own.

**EQUIPMENT NECESSARY TO PERFORM THIS TASK:**  Various types of cylinders

**TASK PERFORMED:** [ ]  Live in the Field [ ]  At Plant [ ]  By Simulation

**ADDITIONAL PROPS NECESSARY TO PERFORM THIS TASK BY SIMULATION:** Not Applicable; Assessment should be done at a live dispenser

**INSTRUCTOR GUIDANCE**: OJT assumes that the Dispensing Propane Safely program has been completed and knowledge test passing grade achieved. It is acceptable to coach and reinforce that knowledge in practical application to achieve the OJT Program objective.

Skill Verification:

[ ]  Student can explain DOT cylinder transportation requirements:

 **Enclosed Vehicle:**

 [ ]  No more than 90 pounds total propane weight

 [ ]  No single cylinder greater than 45 pounds propane weight

 **Open Bed Vehicle:**

 [ ]  Maximum 1000 pounds aggregate weight (tare plus propane)

 [ ]  Consumer Warning Label applied where applicable

 [ ]  Cylinders must be upright and secured

 [ ]  Student advised customer about transportation (Point A to B)

 [ ]  Student advised customer about Consumer Safety Education Material

Student Name: Date:

Instructor Name: Signature: