

MPA
PO BOX 220
PRINCETON, MN 55371

ADDRESS SERVICE REQUESTED

PRESORTED
STANDARD MAIL
U.S. POSTAGE PAID
ZIP CODE 55371
PERMIT NO. 1

Class Locations

Alexandria-Holiday Inn	5637 State Hwy 29	320-763-6577
Detroit Lakes- Holiday Inn	1155 Hwy 10 East	218-847-2121
Duluth-Canal Park Lodge	250 Canal Park Dr	218-279-6000
Grand Rapids-Timberlake Ldg	144 SE 17th St	218-326-2600
Mankato-Country Inn & Suites	1900 Premier Dr	507-388-8555
Mankato- Verizon Center	1 Civic Center Plaza	507-389-3000
Marshall-Merit Center	1001 W Erie Rd	507-532-4484
Princeton-MPA Office	501 4th Street South	763-633-4271
Rochester-Wood Lake Mtg Ctr	210 Wood Lake Dr SE	507-288-1282
Rockville Terminal		
St. Cloud-Kelly Inn	100 4th Ave. S	320-253-0606

*Wood Lake Meeting Center, Merit Center, Verizon Center & MPA Office
do NOT have Hotel accommodations*

Country Inn & Suites, 1900 Premier Dr., Mankato 507-388-8555

Ramada, 1500 E College Dr., Marshall 507-532-3221

AmericInn, 910 S Rum River Dr., Princeton 763-389-9312

Country Inn & Suites, 77 Wood Lake Dr., Rochester , 507-287-6758



2018 MPA SCHEDULE

Employees participating will receive the benefit of hands on training with equipment, group discussion with industry members, in-depth explanation of codes & test material, review of real life scenarios & opportunities to discuss specific industry related issues.

Training Requirements

National Fire Protection Association (NFPA) Pamphlet 58 Liquefied Petroleum Gas Code

Note: NFPA 58 is adopted by the state of Minnesota as the Liquefied Petroleum Gas Code for the state. It is adopted as part of the State Fire Code.

NFPA 58 (2017) edition states: Section 4.4 Qualification of Personnel.

4.4.1 Person whose duties fall within the scope of this code shall be provided with training that is consistent with the scope of their job activities and that includes proper handling and emergency response procedures.

4.4.2 Persons whose primary duties include transporting LP-Gas, transferring liquid LP-Gas into or out of stationary containers, or making stationary installations shall complete training that includes the following components:

1. Safe work practices.
2. The health and safety hazards of LP Gas.
3. Emergency response procedures.
4. Supervised, on-the-job training
5. An assessment of the person's ability to perform the job duties as signed.

4.4.3 Refresher training shall be provided at least every 3 years.

4.4.4 Initial and subsequent refresher training shall be documented.

US DOT CFR 49 Transportation: The Department of Transportation (DOT), Hazardous Materials Division is responsible for the guidelines for the safe transportation of propane. The rules governing training are found in 49 CFR (Code of Federal Regulations), section 172.700. Below is a summary of the training requirements:

• Each hazmat employer is responsible for ensuring that each employee receives function specific and product specific training. The training may be done by the employer or a third party. The training must be documented. Training must include: General awareness/familiarization training, function-specific training, safety training, security awareness training, in-depth security training, OSHA, EPA and other training as necessary

• A new hazmat employee must be trained to the above standard within 90 days of employment. During that 90 days they may work doing hazmat tasks only under the direct supervision of a qualified hazmat supervisor. Each hazmat employee must receive recurrent training at least every 3 years.

Minnesota Propane Association

PO Box 220

Princeton, MN 55371

763-633-4271

info@mnpropane.org



2018 TRAINING SCHEDULE

PLEASE NOTE: Classes may be added or cancelled as needed. Please refer to the Bi-Weekly NewsBrief or check the training calendar on www.mnpropane.org

**** All classes run from *8:00am-5:00pm unless otherwise noted****

Basic Principles & Practices-\$85.00

April 10-11	Duluth
April 24-25	Mankato
June 5-6	Alexandria
August 7-8	Detroit Lks
August 21-22	Rochester
September 18-19	Princeton

Bobtail Delivery-\$85.00

April 12-13	Duluth
April 26-27	Mankato
June 7-8	Alexandria
August 9-10	Detroit Lks
August 23-24	Rochester
September 20-21	Princeton

Vapor Distribution 4.1 -\$115

June 12-14	Mankato
August 28-30	Duluth

Plant Operations -\$115.00

August 1-3	St. Cloud
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Railcar Operations - \$65.00

September 5	Rockville
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Office Basics-\$65.00

9:00am-3:00pm

April 18	St. Cloud
May 15	Princeton

Bobtail Delivery Refresher-\$65.00

April 17	St. Cloud
May 10	Grand Rapids
May 16	Detroit Lakes
May 22	Marshall
June 15	Mankato
August 20	Rochester
August 31	Duluth

September 6

September 6	St. Cloud
September 11	Princeton

Vapor Distribution 4.1 & 4.2 Refresher \$65.00

April 16	St. Cloud
May 9	Grand Rapids
May 17	Detroit Lakes
May 23	Marshall
September 12	Princeton

Propane Cyl Recertify & Codes-\$35

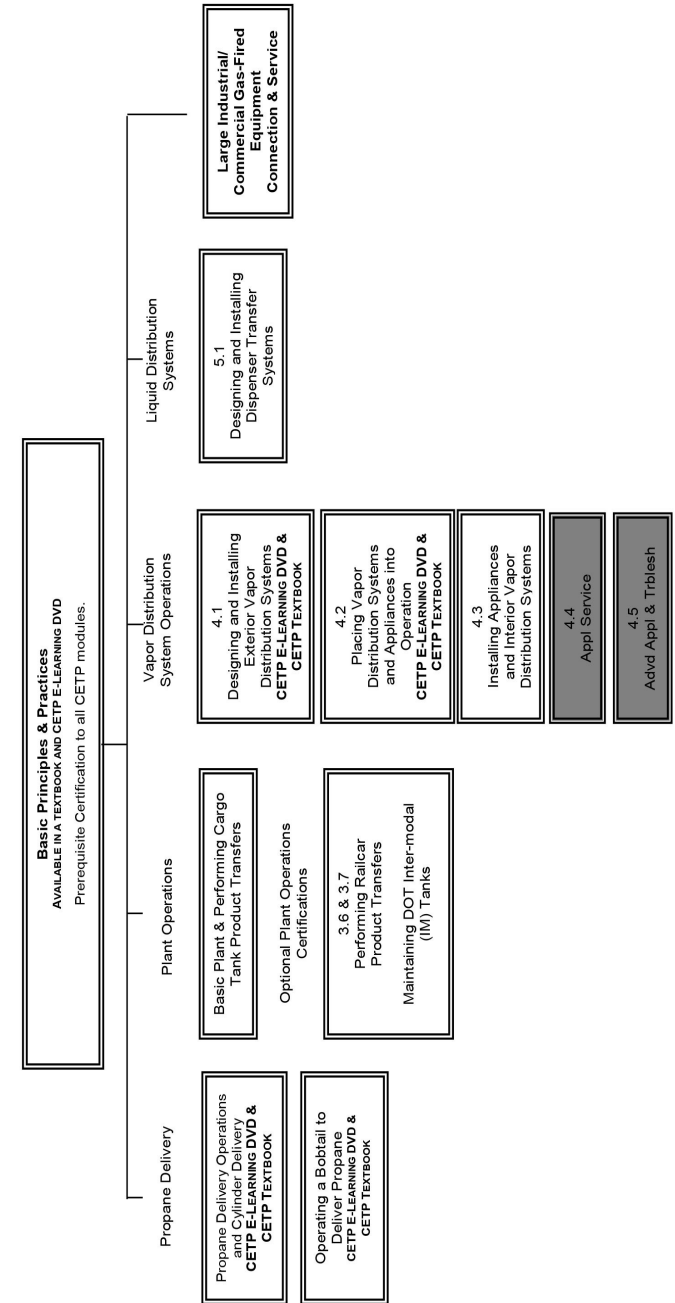
April 19	Princeton	9-noon
May 11	Grand Rpd	9-noon
May 24	Marshall	9-noon
June 11	Mankato	1-4 PM
July 31	St. Cloud	1-4 PM
September 13	Princeton	9-noon

Class locations, addresses, and phone numbers are on the back cover of this booklet.



2014 CETP Certifications and Curriculum Map

Bold Type Numbers and Titles and Double-Line Boxes Designate NPGA CETP Certifications



Bobtail Delivery Refresher

This course is designed to provide the essential review of key safety issues and regulatory requirements that affect bulk propane delivery to customers. In addition, students will receive any updated information on propane bobtails and applicable DOT Regulations. The course will include:

This training will include an end of session test and certificates of completion.

- Identifying NFPA 58 requirements for residential propane supply container installation
- ‘Out of Gas’ and ‘Odor’ complaint call procedures;
- Performing a gas system leak check
- Review the basic features of a bobtail delivery system
- Procedures for maintaining and operating pumps and associated circuits on the vehicle
- Review the bobtail discharge system and DOT mandated inspection of the system;
- Review components of bulk plant loading and unloading systems;
- Loading procedures for a bobtail and proper filling limits;
- Examining customer exterior equipment and installation per NFPA 58 requirements
- Procedures for evacuating ASME tanks and transporting them back to the plant.

Propane Basics for Office Training (Office Basics)

This is a one-day course that will help office personnel identify propane characteristics and equipment procedures basic to supporting the services of the propane marketer. Included in the course:

- Identifying the basic components of propane tanks and cylinders
- Identifying industry standards, safety codes and regulations;
- Procedures that promote customer safety for leak and odor complaints;
- Procedures for handling out of gas calls.
- Procedures for handling customer complaints • Procedures to help improve customer relations.

Vapor Distribution 4.1 and 4.2 Refresher

This class combines the best of the essential parts of Vapor Distribution 4.1 and 4.2. This class will review all the appropriate inspections, tests and procedures necessary to put a vapor propane system back into operation after an interruption of service, alteration of the system, out of gas situation or after a ‘leak’ or ‘I smell gas’ type of service call. In addition the class will review the tasks and procedures required in selecting, delivering and installing propane containers, piping systems and regulators for customers. The class will cover the following:

This training will include an end of session test and certificates of completion.

- A brief review of the exterior propane system & 2 stage systems; 2# systems
- Conducting interior site assessment of piping and appliance
- Review and inspection of venting and ventilation
- Procedures for leak checking a system
- Purging air from gas piping systems & Placing appliances into operation
- Selecting, loading and transporting legal containers
- Underground tank installation and cathodic protection
- Installing containers and lines,
- Proper line sizing and line material selection
- Selecting and installing regulators and meters
- Conducting performance tests for installed regulators (flow and lock-up)

MPA Training Registration Form

Registration Deadline: Registrations for a Training Session conducted by MPA requires that participants register 7 business days prior to the event.

Registration after that time (if event space is available) will be subject to a \$40.00 late registration fee.

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

<u>Class, Date and Location (Please Print)</u>	<u>Fee</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Event Cancellation Policy: Registrants who cancel from an event within 7 business days of the event will forfeit all registration fees.

To Register:

Online: www.mnpropane.org

Email: info@mnpropane.org

FAX: 763-631-4272

Phone: 763-633-4271



CEPT Class Descriptions and Certification Areas

CEPT 1.1 Basic Principles and Practices

This program was developed by the Propane Education & Research Council & many others as part of the industry commitment to promote the safe & efficient use of propane gas as a preferred energy resource. This course provide an overview of key concepts & strategies for field personnel & will aid in preparing for NPGA's CETP certification. Basic Principles & Practices of propane is an essential tool for ensuring employee safety & continuing success. Passage of this course is a pre-requisite for receiving certification in other CETP areas. The course objectives are:

- State the advantages of using propane
- Verify characteristics & purposes of odorant
- Describe propane customer applications and strategies for quality customer relations
- Identify sources, physical properties & effects of pressure & temperature on propane
- Identify and respond appropriately to service interruptions
- Identify complete and incomplete combustion characteristics
- Identify which propane industry standards, codes & regulations correspond to job-related tasks
- Recognize & use appropriate personal protective equipment, practices & procedures
- Describe features of bulk plants, DOT cylinders & other propane equipment & systems

CEPT 2.2 Bobtail Delivery

This course is primarily designed to train employees who operate a bobtail for customer delivery of propane. The course provides information, practices, & procedures that support general delivery tasks for those who operate commercial motor vehicles to deliver propane. The instruction of this class will include teaching CETP book 2.1 which covers specific requirements and procedures for all propane delivery operations. Successful completion of Basic Principles and Practices is required to receive certification for this course. The course objectives are as follows:

- Understand CMV licensing and driving requirements
- Identify vehicle inspection, marking and documentation requirements
- Identify procedures for handling out-of-gas calls and leak checking propane systems
- List safe driving strategies and procedures for handling accidents and emergencies
- Explain the purpose and functions of bobtail features and equipment
- Identify the procedures for loading a bobtail using a plant pump
- Describe bobtail inspection procedures
- Identify the features of ASME tanks & procedures for examining containers & installations prior to transferring propane
- Identify procedures for unloading a bobtail at a customer site
- Identify procedures for injection methanol into propane cylinders
- List procedures for evacuating ASME tanks

CEPT 3.0 Basic Plant Operations

This course was designed to train propane employees who work in propane plants. The course provides information, practices and procedures that support general plant operations tasks. Successful completion of Basic Principles and Practices is required to receive certification for this course. The course objectives are as follows:

- Identify the main components of a bulk plant
- Operate the propane liquid supply system
- Inspect and fill vehicle mounted ASME tanks.
- Requalify DOT cylinders by visual inspection
- Maintain cylinders and ASME tanks
- Unload a cargo tank motor vehicle
- Maintain bulk plant systems and equipment

4.1 Designing and Installing Exterior Vapor Distribution Systems

This course covers the activities related to the transportation, delivery and installation of propane containers at consumer sites. Also included are activities and task related to selecting, installing and testing propane piping systems outside of buildings or structures. This course will cover:

- Determining system BTU load
- Container vaporization capacities
- Loading containers on a vehicle
- Installing propane containers
- Tank to tank product transfers
- Installing corrosion protection
- Testing exterior gas piping for leakage
- Customer safety education
- Inspecting propane containers in the bulk plant. Sizing, selecting, and installing exterior gas piping, regulators and meters

This is a 3 day course of instruction and all class sessions begin at 8:00 AM unless otherwise specified.

3.6 Performing Railcar Product Transfers

Performing Railcar Product Transfers and Maintaining DOT Intermodal (IM) Tanks course provides an overview of key concepts and strategies for field personnel and will aid in preparing for NPGA's CETP certification. Performing Railcar Product Transfers is an essential tool for ensuring employee safety and continuing success. Course Objectives: Identify the hazards associated with handling and transferring propane and the appropriate personal protective equipment.

- Explain railcar documentation, condition requirements and spotting procedures.
- Identify bulk plant railcar unloading systems and components.
- Unload a railcar using the plant compressor.
- Explain testing and inspection requirements for DOT intermodal (IM) tanks.
- Prepare DOT intermodal tanks for transport. • Identify railcar security procedures.
- Safely handle flammable and combustible liquids. • Verify the presence of odorant.
- Perform maintenance tasks on DOT intermodal tanks. • Load a railcar

Propane Cylinder Requalification and Codes:

This will be a ½ day class specifically designed around propane cylinders. The class will focus on the codes cylinders are built to; proper procedures for inspection of cylinders; inspection rejection criteria; regulations for requalifying a cylinder; procedures for acquiring or maintaining a 'Requalification Identification Number' (RIN).

Suggested attendees would be employees who oversee cylinder filling and inspection operations; employees who fill, inspect and requalify propane cylinders. This class may be very helpful for cylinder refilling sites at convenience stores, etc. as well as propane industry employees.