

2019 MPA Training 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 assigned.

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.

2019 TRAINING SCHEDULE

PLEASE NOTE: Classes may be added or cancelled as needed. Please refer to the weekly news brief or check the training calendar on www.mnpropane.org

Basic Principles & Practices-\$85.00

April 9-10	Duluth
May 7-8	Mankato**
June 4-5	Detroit Lks
July 9-10	Grand Rapids
August 6-7	Rochester
September 10-11	St Cloud
September 24-25	Princeton

Bobtail Delivery-\$85.00

April 11-12	Duluth
May 9-10	Mankato**
June 6-7	Detroit Lks
July 11-12	Grand Rapids
August 8-9	Rochester
September 12-13	St Cloud
September 26-27	Princeton

Vapor Distribution 4.1 -\$115

March 26-28	Detroit Lks
June 18-20	Princeton
August 19-21	Mankato*

Plant Operations -\$115.00

August 13-15	Princeton
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Railcar Operations - \$85.00

August 16	Federated-Cambridge
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*Country Inn & Suites-Mankato

**Courtyard By Marriot-Mankato

Office Basics-\$65.00

9:00am-3:00pm

June 17	Princeton
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Bobtail Delivery Refresher-\$65.00

March 25	Detroit Lakes
April 23	Mankato*
May 22	Duluth
June 21	Princeton
June 25	Alexandria
August 5	Rochester
August 22	Marshall

Vapor Distribution 4.1 & 4.2

Refresher-\$65.00

April 24	Mankato*
May 23	Duluth
June 26	Alexandria
August 23	Marshall

Propane Cyl Recertify & Codes-\$35

March 29	Detroit Lks	9-noon
April 22	Mankato*	1 -4 PM
May 24	Duluth	9-noon
June 27	Alexandria	9-noon

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

MPA Class 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.

Company: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Class Name (circle one): Basic P & P - Bobtail Delivery - VDS 4.1 - Plant Ops - Railcar Office Basic - Bobtail Refresher - VDS Refresher - Propane Cylinder Recertify

Employee Name (s)	Class Date	Class Location	Fee
Total Due:			\$

To Register:
 Online: www.mnpropane.org
 Email: info@mnpropane.org
 Fax: 763-631-4272
 Phone: 763-633-4271



Payment Type: _____ Check Enclosed _____ Bill Me (members only) _____ Visa/MC/Amex

CC # _____ Exp: ____/____/____ Sec. Code: _____

Billing Address of credit card if different than above: Address: _____

City, State, Zip: _____

CETP Class Descriptions and Certification Areas

CETP 1.0 Basic Principles and Practices of Propane

CETP Basic Principles and Practices of Propane offers an “entry level” course that provides pre-requisite instruction about propane’s physical and combustion properties, how propane is produced and transported and will aid in preparing for NPGA’s CETP certification. The course objectives are:

- Introduction to Basic Principles and Practices of Propane
- Propane Customer Applications and Customer Service
- Sources and Physical Properties of Propane
- Odorants and Service Interruptions
- Complete and Incomplete Combustion Characteristics
- Standards, Regulations, and Safety
- Bulk Plants
- DOT Cylinders, Propane Piping, and Residential System



CETP 2.2 Bobtail Delivery Operations

CETP Bobtail Delivery Operations is primarily designed to train employees who operate a bobtail, the most common vehicle used for transporting and delivering propane to individual customers. This course provides information for drivers who operate commercial motor vehicles to deliver propane. It provides practices and procedures that support many general delivery tasks.

The topics covered are:

- DOT Licensing and Driving Requirements
- Vehicle Inspections, Identification, and documentation
- Safely handling hazardous materials
- Handling Out-Of-Gas Calls
- Driving defensively
- Vehicle parking, servicing and security
- Bobtail equipment and systems, including cargo tank, gauges, valves, pumps, meters, delivery hoses and emergency discharge control equipment.
- Procedures for safely loading a bobtail using the plant pump
- DOT requirements for bobtail inspections
- Reviews the features and installation requirements of ASME tanks at customer locations

CETP 3.1 - 3.5 Basic Plant Operations

The Basic Plant Operations course provides information, practices, and procedures to safely and efficiently perform bulk plant operations tasks, perform cylinder inspection, filling and requalification, and plant and equipment maintenance.

The topics covered are:

- Main components of a bulk plant
- Propane liquid supply system
- Inspection and filling of DOT cylinders
- Inspection and filling of vehicle mounted ASME tanks
- DOT cylinders visual inspection and requalification
- Maintaining cylinders and ASME tanks
- Unloading cargo tank motor vehicles
- Bulk plant systems and equipment maintenance

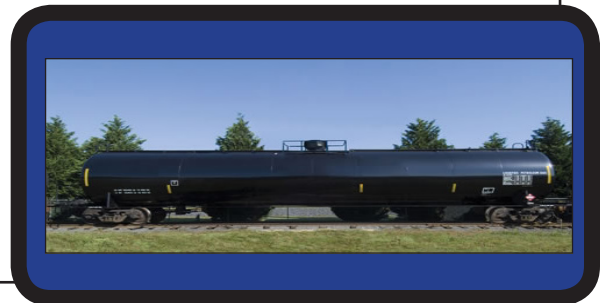


3.6 - 3.7 Performing Railcar Product Transfers and Maintaining DOT Intermodal (IM) Tanks

This course provides an overview of key concepts and strategies for field personnel, primarily on safely loading and unloading railcars and maintaining DOT intermodal tanks. This course provides information, practices, and procedures that support employees working in propane bulk plants that accept and dispatch railcar deliveries and/or handle and maintain DOT intermodal tanks.

The topics covered are:

- Identifying the hazards associated with handling and transferring propane and the appropriate personal protective equipment (PPE).
- Bulk plant railcar loading/unloading systems and components, verifying the presence of odorant.
- Railcar documentation, condition requirements and spotting procedures.
- Loading and unloading railcar procedures.
- Testing and inspection requirements for DOT intermodal (IM) tanks.
- Preparing DOT intermodal tanks for transport.
- Maintenance of DOT intermodal tanks.



4.1 Designing and Installing Exterior Vapor Distribution Systems

This CETP training manual focuses on the design and installation of the exterior portions of a vapor distribution system for both residential and small commercial markets. This course addresses how to select and install containers, prevent corrosion, size and install regulators and meters, and select and install outdoor piping and tubing.

- The topics covered are:
- Designing vapor systems: container and lines
- Designing vapor distribution systems: regulators and meters
- Preparing system components for transport
- Installing containers
- Installing lines
- How to analyze and prevent corrosion
- Installing regulators and meters
- Other installations
- System tests

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

NON-CETP TRAINING PROGRAMS

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



Propane Cylinder Requalification and Codes:

This is half 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 employees in the propane industry.

Vapor Distribution Refresher

This class combines the best of the very 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:

- 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)

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:

- 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.

Class Locations

Alexandria-Holiday Inn	5637 State Hwy 29, Alexandria, MN	320-763-6577
Cambridge-Federated Co-op	Cambridge, MN (exact location TBD)	763-689-1751
Detroit Lakes-Holiday Inn	1155 Hwy 10 East, Detroit Lake, MN	218-847-2121
Duluth-Canal Park Lodge	250 Canal Park Dr, Duluth, MN	218-279-6000
Grand Rapids-Timberlake Lodge	144 SE 17th St, Grand Rapids, MN	218-326-2600
Mankato-Country Inn & Suites	1900 Premier Dr, Mankato, MN	507-388-8555 (VDS, BT & VDS Refreshers)
Mankato- Courtyard by Marriot	901 Raintree Rd, Mankato, MN	507-388-1234 (Basic & Bobtail)
Marshall-Merit Center	1001 W Erie Rd, Marshall, MN	507-337-6163
Princeton-MPA Office	501 4th St S, Princeton, MN 55371	763-633-4271
Rochester-Wood Lake Mtg Center	210 Wood Lake Dr SE, Rochester, MN	507-288-1282
St. Cloud-Kelly Inn	100 4th Ave S, St. Cloud, MN	320-253-0606

Wood Lake Meeting Center, Merit Center, & the MPA Office DO NOT have Hotel accommodations

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

~ Ramada, 1500 E College Dr. ~ Marshall 507-532-3221 ~AmericInn, 910 S Rum River Dr., Princeton 763-389-9312

Minnesota Propane Association
 P O Box 220
 Princeton MN 55371

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