

2010 CETP REGISTRATION FORM

PLEASE COMPLETE A SEPERATE FORM FOR EACH EMPLOYEE ATTENDING

Attendance at all CETP Classes is by **PRE-REGISTRATION ONLY**. Classes are limited to 25 students.

REGISTRATION FEE : \$ 100.00 per class per person

REGISTRATION INCLUDES ALL MATERIALS, CONTINENTAL BREAKFAST, LUNCH EACH FULL DAY, AND BREAKS.

PLEASE NOTE: Registration fee will be waived when the registrant (or a substitute) attends the training. If registrant does not attend, with out prior written notification to OPGA (4 business days), then the registration fee will be charged to the credit card listed below. Checks will NOT be accepted.

Registrant Name: _____

Company: _____ Company Contact: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email: _____

Please debit my (Check one): Visa MasterCard Discover AmEx

Card # _____ Exp Date: _____ CCID #: _____

Name of Cardholder: _____

Checkmark each class this person will be attending. **Registration deadline is 2 weeks before the start of each class. Each class Must have a minimum of 6 attendees or it will be cancelled.** For meeting location and Coarse Descriptions please see other side. Registration and Continental Breakfast begins at 7:30 a.m. Each class begins at 8 AM unless otherwise noted.

1.0 Basic Principles & Practices of Propane

(This is **prerequisite** for ALL CETP classes)

- April 8, 9 – Columbus
- July 15, 16 – Columbus
- October 25, 26 – Columbus

2.1 Propane Delivery Operations

(This is **prerequisite** for CETP classes 2.2, 2.4, 2.5)

- April 26 – Columbus
- May 17 – Columbus
- August 11 - Columbus
- September 8 – Columbus
- November 8 - Columbus

2.2 Bobtail Delivery Operations

- April 27, 28 – Columbus
- August 12, 13 – Columbus
- November 9, 10 – Columbus

2.4 Cylinder Delivery

- May 18 – Columbus
- September 9 - Columbus

2.5 Loading & Transporting ASME Tanks

- May 19 – Columbus
- September 10 – Columbus

3.1 Plant Operations

- June 7, 8, 9 - Columbus

4.2 Vapor Distribution System Operations (Tank Settings)

- June 2, 3, 4- Columbus
- October 12, 13, 14- Columbus

6.0 Appliance Installation

- June 28, 29, 30 – Columbus

Gas Check

- May 14 – N. Baltimore
- October 15 – Chillicothe

HM 126F

- April 12 – Chillicothe
- September 24 – N. Baltimore
- October 22 – Columbus

Customer Service Representative Training **NEW Starts at 9 am**

- June 25 – Zanesville
- July 19 – N. Baltimore

Propane Emergencies Seminar **NEW Starts at 9 am**

- May 20 – Chillicothe
- June 24 – Zanesville
- August 30 – N. Baltimore

Send registration form to: CETP Registration
17 South High Street, Ste. 200
Columbus, OH 43215 or fax it to 614-221-1989

2010 NEW Training Classes Description & Schedule



CUSTOMER SERVICE REPRESENTATIVE TRAINING

This one day, non-certified, classroom seminar has been created to provide or enhance the Propane CSR with knowledge of the nearly 100 year history of propane as an 'energy of choice' for persons living beyond the service reach of typical gas mains. A variety of topics will be discussed including:

- Properties and Characteristics of Propane
- Odorization and Handling Odor Complaints from Customers
- Basic Propane Equipment, Installations and Associated Terminology
- Propane Bulk Plant Storage Equipment and required Safety Devices/Operation
- Propane Office Safety including Fire Extinguisher Familiarization and use Professional Interaction and Priority Customer Service (through enhanced Product knowledge) with categorized customers:
 - Identify areas of propane utilization and customer service variances
 - Procedures that promote customer Safety
 - Procedures that promote customer satisfaction
- Procedures for Handling Safety Complaints including:
 - Handling Gas Leak Complaints—General Industry Practices
 - What do you know about Carbon Monoxide, Aldehydes and Excessive Water Vapor? What do they have in common?
 - How to react to customer complaints suggesting the Presence of Carbon Monoxide
- Creating Lifetime Customers

CSR Training Dates and Locations
9:00 am until 4:00pm
April 13 - Chillicothe, OH
June 25 - Zanesville, OH
July 19 - North Baltimore, OH

PROPANE EMERGENCIES SEMINAR

This one day, non-certified seminar (6-6 1/2 hrs) has been bring awareness to, or enhance, the awareness of the Retail Propane Marketer Manager, Propane transporter or Cylinder Filling Operator with the requirements of USDOT and OSHA for dealing with Propane Emergencies. This seminar will document and review prominent compliance issues including:

- Emergency Action Plan (*Mandatory where fire extinguishers are required*), Employee Training and Documentation
- Fire Prevention Plans (*Mandatory where fire extinguishers are required*) Employee Training and Documentation
- Fire Safety Analysis (Mandatory as required by NFPA 58)
- Handling Propane Emergencies Involving Delivery Equipment on Public roads
- USDOT Accident and Incident Reporting Requirements by telephone and written follow up.
- Working with First Responders (Mandatory for Employer)
- Public and Media Relations during a Propane Emergency (Do your employees know what to say or not to say and who to say it to?)
- Using Knowledge, Protection and Prevention to Avoid Propane Emergencies

EAP Training Dates and Locations
9:00 am until 4:00pm
May 20 - Chillicothe, OH
June 24 - Zanesville, OH
August 30 - North Baltimore, OH

Registration and additional information is available on www.ohiopropanegas.org

Contact OPGA/PERC with any questions.

Ohio Propane Gas Association
17 S. High St. Ste. 200 | Columbus, OH 43215
Ph: 614-221-1900 | Fax: 614-221-1989 | Email: opga@assnoffices.com

Hotel/Meeting Location Information

Columbus

Holiday Inn - Worthington (formerly Radisson)
7007 N. High Street
Worthington, OH 43085
614-436-0700

Chillicothe

Comfort Inn/Christopher Conference Center
20 N. Plaza Blvd
Chillicothe, OH 45601
740-775-3500

North Baltimore

Prism Propane
1399 Business Park Dr. S.
N. Baltimore, OH 45872

Zanesville

Muskingum County Convention Center
205 N. Fifth St.
Zanesville, OH 43701

2010 CETP Course Descriptions

1.0 Basic Principles and Practices of Propane

The newly updated, full-color CETP Basic Principles and Practices course offers an "entry level" course that provides pre-requisite instruction about propane's physical and combustion properties, and how propane is produced and transported. Some of the other topics covered are:
Organizations that influence, publish or enforce codes and standards.
How basic functions are performed in a bulk plant, including primary safety concerns, and customer service.
Odorants and service interruptions.
Complete and incomplete combustion characteristics, and much more.

2.1/2.4 Propane Delivery Operations and Cylinder Delivery

The newly updated, full-color CETP Propane Delivery Operations and Cylinder Delivery course provides information for drivers who operate commercial motor vehicles to deliver propane. It also covers:
DOT Licensing and Driving Requirements. Discusses 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. Discusses the hazards of handling a variety of flammable and combustible liquids and the associated safety measures.
Driving defensively and handling accidents and emergencies. Also vehicle parking, servicing, and security.
Preparing cylinders for filling.
Filling cylinders and delivering cylinders.

2.2 Bobtail Delivery Options

The newly updated, full-color CETP Bobtail Delivery Operations course provides information for drivers who operate commercial motor vehicles to deliver propane. This course also covers:
Bobtail equipment and systems. Explains a bobtail's basic equipment and systems, including the cargo tank, gauges, valves, pumps, meters, delivery hoses and emergency discharge control equipment.
Presents detailed procedures for safely loading a bobtail using the plant pump.
Discusses DOT requirements for bobtail inspections.
Reviews the features and installation requirements of ASME tanks at customer locations.
Recommend completing the appropriate Propane Delivery Operations and Cylinder Delivery modules for certification to Operate a Bobtail to Deliver Propane.

2.5 Operating a Truck, Tank Trailer or Tractor/Trailer to Deliver or Relocate ASME Tanks

This course identifies equipment and operating procedures for examining, maintaining, and operating ASME tank-setting trailers. Also covers:
• Verifying ASME tank condition.
• Loading/securing ASME tanks using cranes.
• Operating a dispenser to fill vehicle-mounted ASME tanks.
• Transporting ASME and Intermodal tanks, identifying safe driving techniques, and post-trip inspections.

3.1 Plant Operations

Plant operations are more safely and efficiently completed by individuals who have a thorough knowledge of ASME and DOT container maintenance, proper dispenser equipment operation, plant equipment inspections and maintenance, and proper procedures for product transfer. This book contains four courses in one.

Book 3.1 covers:

- Maintaining American Society of Mechanical Engineers (ASME) Tanks - including personal protective equipment (PPE).
- Combustible liquids, ammonia contamination, purging/evacuating, flaring.
- Replacing valves/fittings, corrosion protection, and protective coatings.

Book 3.2 covers:

- Maintaining DOT Cylinders - examining, evacuating, and purging cylinders.

- Replacing valves/fittings, requalification, and preparing for scrap.

Book 3.3 covers:

- Operating dispensing equipment to fill containers - by weight or volume.
- Preparing cylinders for transportation and filling vehicle mounted ASME tanks.

Book 3.4 covers:

- Maintaining bulk plant equipment.

4.2 Preparing and Installing Vapor Distribution Systems

Today's gas utilization equipment demands more precise control of pressure and supply. Codes for new regulator systems and piping component designs require individuals to receive training for proper installation. This course instructs individuals in the safe and proper methods of designing, installing, and testing propane vapor distribution systems. Specific areas covered are:

- Preparing tanks and cylinders for transporting.
- Locating underground utilities and services.
- Preparing foundations, installing DOT (exchange and stationary) above-ground ASME and underground ASME containers.
- Manifolding, installing PE tubing and fittings, installing regulators, copper tubing, steel piping, and corrugated stainless steel tubing.
- Performing pressure tests on gas distribution lines, installing vapor meters, purging gas distribution lines, and performing leak checks.
- Placing appliances into service, documenting and recordkeeping, communicating safety information to customers.

6.0 Appliance Installation

The installation and initial setup of gas utilization equipment is critical to proper operation and safety for the user. Manufacturers have designed equipment with specific requirements to be adhered to during the installation process. In addition, more precise analysis and adjustment is necessary for the appliance to achieve maximum efficiency. Considerable attention is devoted to:

- Combustion analysis, as well as, venting and ventilation requirements for proper combustion. Carbon monoxide production is also discussed.
- Venting problems, as well as, proper vent sizing methods are defined and explained.
- Current codes covering pressure and leak testing adjustment are taught in this course.
- The Appliance Installation course is specifically designed to provide the minimum training to certify the appliance installer/serviceperson.

Gas Check

The GAS Check Inspection program clearly defines what a GAS Check is, and what a GAS Check is not. The Program offers two types of inspections, depending upon your company's GAS Check inspection policies. 1. A 'Gas System' Check which can be completed on the gas delivery system, including the containers, regulators, and appurtenances; and 2. A 'Gas Appliance System Check' which can be completed on both the gas delivery system and all propane-burning appliances. The program focuses on items that should be included in a Gas Check Inspection. Additional training information is included in the Gas Check Training Resources, Cross Reference to CETP Modules sections.

HM126F

HM126 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. It is anticipated that the training provided, as described in the proposal, when combined with an effective on-the-job training program and the employer's on-going safety training regiment will assist with meeting the training requirements of the Hazardous materials Regulation.