



UNDERSTANDING COLORADO PROPANE DISPENSER OPERATOR TRAINING REQUIREMENTS

(REVISED 11/2012)

Background

According to the commentary in Section 4.4 of the 2011 Edition of NFPA 58 *LP-Gas Code Handbook*, "A requirement for training in proper handling and operation procedures has been included in NFPA 58 since the first edition in 1932." Because this training requirement was not specific about who is to conduct the training or what kind of training is required, the Colorado Division of Oil and Public Safety (OPS) adopted regulations on September 1, 2005, regarding training requirements that were specific to dispenser operators along with training for other propane related job duties.

On February 1, 2011, new regulations went into effect that clarified the original intent of the 2005 regulations. According to the 2011 regulations, any person who delivers or dispenses LPG (liquefied petroleum gas) shall receive adequate training to perform all related duties safely and in compliance with requirements per sections 4.4 and 7.2.1.1 of NFPA 58, 2011 Edition.

Training Requirements

The employer of any person who dispenses propane is required to:

- Ensure that training is completed prior to operating a propane dispenser.
- Maintain documentation that the person has been trained.
- Maintain the documentation as long as the person is employed to dispense propane.
- Ensure that the training is updated at least every three years and is documented.
- Provide the documentation to the Division of Oil and Public Safety upon request.

The training documentation must include, at a minimum:

- The person's name.
- Dates of the training.
- Name of the trainer.
- Topics covered by the training.
- Certification that the person has demonstrated adequate knowledge and skill to perform the assigned duties.

There are two ways that a person may be trained and certified to dispense propane:

- Completing the Certified Employee Training Program (CETP) *1.0 Basic Principles and practices* as published by PERC; or
- Completing a program that contains at a minimum, certification by the PERC *Dispensing Propane Safely* Program.

Training and certification should be conducted by someone who has been certified in the above programs. The trainer should also have an understanding of the following.

- The operation of the dispensing equipment, the regulations pertaining to it, and the routine inspections which should be performed before each use.
- Inspecting customer containers to ensure that they are safe for filling, filling containers to their proper levels, and ensuring that containers are not overfilled.
- Communicating to the customer product information and warnings such as the proper securing of containers when transporting them.
- Maintaining the security of the propane dispenser and transfer area to control ignition sources and to prevent tampering or release of propane.
- How to shut down and secure the dispenser in the event of an emergency.

In general, this training should be provided by the propane company who installed and/or is supplying propane to the dispenser that is being operated. If this training is not provided by the propane company, the propane company should provide information to the dispenser operator about where they can obtain the proper training. The propane company should also verify that the training and certification has been completed by someone who is qualified to conduct the training, and that all employees who are dispensing propane have been properly trained. This verification should be made by the propane company prior to supplying propane to the dispensing system.

NFPA Training Verbiage (NFPA 58, 2011 Edition)

Section 4.4 Qualification of Personnel

4.4.1 Persons 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 installing stationary systems 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 assigned

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

4.4.4 Initial and subsequent refresher training shall be documented.

Section 7.2 Operational Safety

7.2.1 Transfer Personnel.

7.2.1.1 Transfer operations shall be conducted by qualified personnel meeting the provisions of Section 4.4.

Colorado LPG Regulations Training Verbiage (7 CCR 1101-15)

Section 4-1 General Training Requirements

(a) Any person who delivers or dispenses LPG, or who services or installs exterior piping of LPG vapor distribution systems, shall receive adequate training to perform all related duties safely and in compliance with requirements per sections 4.4 and 7.2.1.1 of NFPA 58 2011 edition.

(b) The employer of any person who delivers or dispenses LPG, or services or installs exterior piping of LPG vapor distribution systems, shall document that person's training and shall make these records available to the division or its agent upon request. The records shall include the following information, at minimum:

- 1) Person's name;
- 2) Training date(s);
- 3) Name of trainer;
- 4) Topics covered by training; and
- 5) Verification by the person's supervisor or certification described in this Article that the person has demonstrated adequate knowledge and skill to perform assigned duties.

(c) For all training required under Sections 4-2 through 4-4, refresher training shall be required at least every three years. The training shall be documented.

(d) The employer of the person who received the training shall maintain that documentation as long as the person remains an employee.

Section 4-2 Dispenser Operator Training

(a) The minimum training requirements for dispenser operators, that shall be completed prior to operating LPG dispensers, may be satisfied by certification by either of the following:

- (1) Certified Employee Training Program (CETP) 1.0 Basic Principles and Practices as published by PERC;
- (2) A training program which contains at minimum, certification by the PERC Dispensing Propane Safely program.

The Colorado LPG regulations are available on the [Regulations and Statutes page](#) on the OPS website.

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