



P•T•I 100-08

Filling Propane Cylinders



Course Overview

This course has been designed for individuals who fill propane cylinders generally in a retail setting. Individuals who require instruction on both cylinder filling and auto propane tank filling should take P•T•I's 100-01 Propane Pump Attendant course. The student may attend an instructor-led training course or gain initial knowledge through self-study by reading the course manual in conjunction with viewing the course video, followed up with a demonstration of correct procedures by a P•T•I certified Trainer or Examiner. In either case, the certification requirements listed below must be achieved in order to successfully complete the course.

Key Learning Objectives

The student will gain knowledge in the following key areas:

- **Product Knowledge and Propane Safety**
Includes instruction on the properties and characteristics of propane; personal protective equipment required; preventative measures and first aid tips specific to propane; understanding sources of ignition and testing for leaks; emergency preparedness.
- **Propane Filling Plant Equipment**
Includes instruction on the major components of the filling system including the internal safety control valve; the propane pump, auto propane dispensing equipment; cylinder filling equipment; filling site signage requirements; when and how to safely purge a propane cylinder.
- **Filling Propane Cylinders**
Includes instruction on the components of propane cylinders; using the information stamped on the cylinder; the calculation of maximum permitted filling densities; the pre-fill inspection; filling cylinders using the weigh-in, weigh-out method; filling cylinders by volume; determining which filling method to use.



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- **WHMIS and TDG**
Includes instruction on basic WHMIS requirements; WHMIS labels on propane containers; the propane Material Safety Data Sheet; Transportation of Dangerous Goods requirements including the total number and size of cylinders that a customer can transport at once.

Regulatory References

This course has been designed to satisfy regulatory requirements of the most current CAN/CSA-B149.2 Propane Storage and Handling Code, Transportation of Dangerous Goods regulations and WHMIS regulations. While this course has been written to satisfy national requirements, the P·T·I certified Trainer or Examiner will also ensure that the student is aware of any additional requirements as outlined by the authorities in their jurisdiction.

This course satisfies national and provincial regulatory requirements including partial *PPO-3* ROT requirements in Ontario; partial *RBV* ROT requirements in Quebec; partial *Class F* ROT requirements in Nova Scotia; partial *PPO-2* ROT requirements in New Brunswick; partial *Dispenser Unit Operator* ROT requirements in Prince Edward Island; and partial *Container Refill Centre Operator* ROT requirements in Newfoundland & Labrador.

Certification Requirements

The student must successfully complete both a written and practical hands-on exam provided by a P·T·I certified Trainer (classroom instruction) or Examiner (self-study learning). A temporary Record of Training will be issued to the student by the P·T·I certified Trainer or Examiner valid for ninety days. The Propane Training Institute will issue the student a paper wall certificate and a plastic wallet card certifying successful completion of the course. P·T·I certification is valid for three years from the date of training.

Course Duration

Classroom instruction of this course will take approximately six hours. In addition, it will take approximately two hours to complete the written exam, the demonstration of correct procedures and the practical hands-on exam, depending on the number of students in the class. In cases where the student has learned via the self-study method, the duration of the demonstration and exams will take approximately two hours.

The cost of classroom instruction is determined by the Trainer or Examiner and is dependent on where the training will be held and for how many students.



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