

PEP 2025

Wisconsin Propane Education Research Council

In-Classroom Training

April & May

Fundamentals of Propane	April 9 & 10
Safe Driving & HAZMAT	April 11
Fundamentals of Propane	April 15 & 16
Cathodic Protection	April 17
Fundamentals of Propane	April 22 & 23
Cylinder Requalification	April 24
Bobtail Delivery Operations	April 29 & 30
Crane Training	May 1

June

Bobtail Delivery Operations	June 3 & 4
Safe Driving & HAZMAT	June 5
Bobtail Delivery Operations	June 10 & 11
Safe Driving & HAZMAT	June 12

July

Fundamentals of Propane	July 8 & 9
Vapor Refresher 4.1 & 4.2	July 10
Fundamentals of Propane	July 15 & 16
Office Basics	July 17
4.2 Placing Distribution Systems	July 22 - 24

August

Fundamentals of Propane	Aug 12 & 13
Crane Training	Aug 14
Bobtail Delivery Operations	Aug 26 & 27
Crane Training	Aug 28

September

Fundamentals of Propane	Sept 8 & 9
Bobtail Delivery Operations	Sept 10 & 11
Bobtail Delivery Operations	Sept 16 & 17
Safe Driving & HAZMAT	Sept 18

NOTE: Classes are color-coded to the location of the class.

EAU CLAIRE

Holiday Inn & Suites
2703 Craig Road
Eau Claire, WI 54701
715-839-7852

GREEN BAY

UW Green Bay
2430 Campus Court
Green Bay, WI 54311
920-465-2233

MADISON

Exit #87 on I90/94/39
W9250 Prospect Drive
Lodi, WI 5355
608-592-1450

CLASS SCHEDULE

Class schedules are as follows unless otherwise noted:

7:45 am Registration
8:00 am Class begins
12:00 pm Lunch
5:00 pm Course concludes

- Students are encouraged to bring laptop or tablet.
- Registration fees cover lunch and study guide.

TRAINER CONTACT INFORMATION

Don Houde WiPERC Safety Director
dhoude@erisksolutions.com | (920) 370-9696

Propane Training is now ONLINE!

All employees should have an account in the Learning Center.

Propane.com/login #

On the Job Training (OTJ)

OTJ training has replaced skills assessments. Each course provides OTJ worksheets for students to keep and complete on the job.

Fundamentals of Propane New PEP Course

NOTE: This course replaces CETP 1.0 Basic Principles and Practices.

PEP Fundamentals 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 work in the industry.

This "entry level" course provides basic knowledge of propane and the propane industry including:

- 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 Systems

Bobtail Delivery Operations (New PEP Course)

NOTE: This course replaces CETP 2.2 Bobtail Delivery

Operations. PREREQUISITE REQUIRED: **Fundamentals of Propane or CETP 1.0 Basic Principles and Practices**

This course provides information for drivers who operate commercial motor vehicles to deliver propane. It provides pathways listed in the Propane Education Program: Fundamentals of Propane including practices and procedures that support many general delivery tasks. Primarily designed to train employees who operate a bobtail, the most common vehicle used for transporting and delivering propane to individual customers. 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.
- 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

Basic Plant Operations 3.0

PREREQUISITE REQUIRED: **Intro to Propane or CETP 1.0**

Basic Principles and Practices

The Basic Plant Operations course provides information, practices, and procedures to safely and efficiently perform bulk plant operations tasks, mainly 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.
- Unloading cargo tank motor vehicles
- Bulk plant systems and equipment maintenance.

Designing & Installing Exterior Distribution Systems 4.1

NOTE: This class focuses on CETP 4.1 Vapor Distribution Systems.

PREREQUISITE REQUIRED: **Intro to Propane or CETP 1.0 Basic Principles and Practices**

This class 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
- How to analyze and prevent corrosion
- Regulator placement and operation
- Making the final connections to the propane system
- Purging air out of the gas lines
- How to adjust burners on appliances
- Installing containers
- Other installations
- Appliance controls and safety
- Installing regulators and meters
- Installing lines
- System tests
- New appliances start up
- Validating the container

Placing Distribution Systems & Appliances into Operation 4.2

PREREQUISITE REQUIRED: **Intro to Propane or CETP 1.0 Basic Principles and Practices**

This course addresses the different system tests and checks required when installing new piping, regulators and appliances or restoring service to an existing vapor distribution; validating the container, piping, and regulator; how and when to make the final connections; how to purge the system of air, appliance controls and safety devices and how to adjust the burner.

The topics covered are:

- Vapor distribution system tests
- Validating vapor distribution systems
- Identifying venting requirements and characteristics
- Validating combustion air
- Leak Check procedures
- Purging air from a piping systems
- Placing appliances into operation
- Appliance controls and safety devices
- Spillage test
- Identifying burning characteristics of propane

Cylinder Requalification

This class covers general requalification requirements, visual inspection, pressure retest, cylinder rejection and condemnation, re-tester markings, and record keeping. After completing this course, you will be able to:

- Identify the properties and characteristics of propane.
- Identify the different types of DOT cylinders.
- Identify DOT requirements for cylinder requalification.
- List the process steps for DOT cylinder requalification by visual inspection.
- Requalify DOT cylinders by visual inspection and document findings.
- Review code requirements for cylinder storage at plant and customer locations
- Review installing cylinder cages

Cylinder Requalification course book will be provided to participants.

Safe Driving & HAZMAT New Content utilizing PEP Courses

NOTE: This course replaces Haz-Mat Refresher/ HM126.

Refresher Training is for students who have previously completed the certification process and need to complete the 3-year certification. This class covers CMV Driver Requirements, Vehicle Inspection, Cylinder Safety, Materials of Trade, Security and Hazardous Materials. This includes the Hazardous Materials Required training Per DOT/PHMSA

Office Basics/CSR New PEP Course

NOTE: This course replaces Old CSR Safety Program

This class provides an overview of key concepts and skills for office personnel when handling safety related calls or sales calls for residential properties. The goal is for CSRs to be knowledgeable and confident in the way they handle customer calls, whether it is safety related, or working to provide a solution to their residential propane use needs. Having the skill set for both types of customer interactions will help to mitigate risk and show that you care and are there to help.

- Identifying the basic components of propane tanks and cylinders
- Identifying industry standards, safety codes and regulations
- Procedures that promote customer safety for leak and order complaints
- Procedures for handling out of gas calls

Vapor Distribution 4.1 and 4.2 Refresher - New PEP Course Material

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 covers:

- 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)

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

Cathodic Protection

Training material intended for propane technicians who install residential and small commercial underground ASME tanks and piping. The program provides basic knowledge and requirements for the technician to properly and efficiently provide cathodic protection for underground steel ASME tanks and piping from corrosion. This class covers:

- An introduction covering the basics of corrosion, the principles of cathodic protection, and the methods to achieve protection.
- Galvanic Protection including anodes, pre-installation procedures, installation procedures, electrical isolation, testing equipment, tank-to-soil potential tests, troubleshooting and retrofitting.
- Impressed Current Overview which briefly covers installation and maintenance

Mobile Crane Training

A training program designed to teach crane operators, field technicians, and managers the best practices and procedures for the safe operation of a mobile crane in the propane industry. A mobile crane will be available in the parking lot for hand-on experience.

PEP 2025

Sign-up Form



Mail or email this page and payment to:



PO Box 436 | Poynette, WI 53955 EMAIL Pamela@wipga.org

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COMPANY

ADDRESS

CITY STATE ZIP

PHONE

FAX

EMAIL for Registration Confirmation

Check Make checks payable to Wisconsin Propane Gas Association

MasterCard Visa

CREDIT CARD NUMBER

EXP DATE 3-DIGIT CODE

NAME AS IT APPEARS ON THE CREDIT CARD

SIGNATURE

TOTAL