

BUREAU OF STANDARDS

Effective Date: 2/12/2016
Version: 1.2

Section No. 4
Procedure No. 1

TITLE: LP Gas Cylinder Cage Inspection

PURPOSE: This document details the procedures used to perform inspections of LP Gas cylinder exchange cages by bureau inspectors and the policies associated with this procedure.

These testing procedures for LP Gas cylinder exchange cages incorporate the requirements of NFPA 58 for cylinder exchange cages. All data and observations will be recorded on the inspection worksheet. Inspections are performed in conjunction with other inspection types in order to increase efficiency of the program. Data is collected in the field and entered into the LP Gas Database by field office personnel.

1.0. Inspection

- 1.1. When possible, complete Cylinder Cage Inspections concurrently with other inspections at the same location.
- 1.2. Inspections are carried out by visual inspection of the items on the cylinder cage inspection checklist (Appendix A).
- 1.3. Displays and cylinders are checked for safety, proper signage and proper spacing from and around the facility.
- 1.4. If no violations are observed, the inspection is complete. Completed inspection worksheets (checklists) are sent to the field office through BoS Field labeled as CYL Username Date.

2.0. Violations

- 2.1. If violations are observed, they must be documented. Complete an inspection report to document the failure (Appendix B).
- 2.2. Out of Service violations include: (1) non-OPD valves, (2) missing cap or collar, (3) missing 'Flammable Gas' label, (4) collar or foot-ring damage, (5) non-safe-use condition of cylinder, (6) leaks. Leaky cylinders are removed from service by the issuance of a LP Gas Stop Use Order (red tag) FDACS 03564. Facility personnel should remove the affected cylinder(s) from the sales area into a safer environment and contact their distributor.
- 2.3. Other violations are given a 30 day correction period.
- 2.4. After the inspection report is completed and signed it must be emailed as detailed in 1.4.

3.0. Re-Inspection

- 3.1. After the inspection report is received by the field office, the distributor will be issued a Notice of Required Correction (NORC) as required by Rule.
- 3.2. The receipt of the NORC, typically within 1 business day of receipt of the violation from the field, is the beginning of the correction time listed on the inspection report.
- 3.3. Re-inspection will occur after the end of the correction time, taking into account the NORC processing period, and documented on a separate inspection. If violations are found uncorrected

an assessment will be processed by the inspector for failure to correct the deficiency.

4.0. Inspection Report

- 4.1. Fill in the necessary information for the LP Gas Facility Inspection Report when a non compliant item or items are listed on the Cylinder Cage Inspection Checklist.

Cylinder Exchange Inspection Checklist	
Compliant	Description of Condition
☒	21 Fire extinguisher located within 50 ft of Display and readily available
☒	21 Approved BC or ABC rated extinguisher—adequate size (Min 10 lb < 720 lb/Min 3.6 lb > 720 lb)
☒	21 Fire extinguisher recertification is current (Annual inspection / certification required)
☒	25 Fire extinguisher is fully charged
☒	12 Display protected adequately protected from vehicular traffic
☒	10 Display located 5 ft from ignition source
☒	10 Display located 5 ft from openings into or underneath building
☒	9 Display minimum 5 ft from LP Gas Dispensing Stations
☒	6 Business with 2 or more means of egress—Display minimum 5 feet from door
☒	6 Business with 1 means of egress—Display minimum 20 feet from door
☒	8 Display minimum 20 feet from any automotive service station fuel dispenser
☒	11 Minimum 10 ft between storage amounts of aggregate capacity of 720 lbs
☒	2 Cage 50% ventilated
☒	2 Cage Tamperproof
☒	2 Cage lockable and locked
☒	3 Display Set on a secure, non combustible base
☒	4 "No Smoking Signage" or Universally recognized symbol for "No Smoking" affixed on all approach sides
☒	4 "Flammable Gas" or "Propane" signage affixed to all approachable sides
☒	5 Supplier name and emergency telephone number must prominently posted on the front of display
☒	13 Number of cylinders
☒	13 Number of full-ready to use cylinders
☒	13 Number of empty cylinders
☒	13 Number of empty slots
☒	14 Minimum 15 lbs LP Gas capacity
☒	13 Containers positioned with pressure relief valve in direct communication with vapor (above) (right)
☒	17 Cylinder Markings legible—WC, TWI, Mfg Code, Mfg date/recertification date
☒	16 Cylinder valves are OPD or quick disconnect
☒	19 Cylinders are properly secured and chained
☒	19 Cylinders for resale have Flammable Gas/Propane label
☒	20 Cylinder Collars and feet rings are not damaged
☒	18 Cylinders are leak free
☒	20 Cylinder condition safe use—No Excessive Corrosion, pitting, denting, bulging, or gouging

Inspector Name: EARL DAVIS Date: 10-8-2015 Time: 9:30 AM

Notes: Cylinder F889913 has an expired manufacturing date of 11-01. Placed out of service tag #8260.

- 4.2. These items include:

- Inspector ID.
- Total storage capacity (lbs).
- Business Name.
- Business License Number.
- Supplier Name.
- Reference, violation and correction days.
- Inspection start time.
- Inspector name.
- Store personnel acknowledgement.

- 4.3 When conducting a re-inspection write "Re-Inspection" at the top of the checklist.

- 4.4 If the license number is unavailable write "none found" on the inspection report.

- 4.5 Record the supplier name, address and phone number in the notes section of the checklist and in the supplier section of facility inspection report.

Version	Rev. Date	Change Control Comments	Approver
1.0	2/12/16	Section 2.2 - SUO	RTK

1.0	2/12/16	Section 2.3 - 30 day notice	RTK
1.0	2/12/16	Appendix A Worksheet reorganized	RTK
1.1	6/9/16	Section 4.3-4.5 Re-inspection	AES

Appendix A

CYLINDER EXCHANGE INSPECTION CHECK LIST

Facility Name: _____ License Number: _____

Address: _____

Compliant Ref Description of Condition

	21	Fire extinguisher located within 50 ft of Display and readily available
	21	Approved BC or ABC rated extinguisher--adequate size (Min 10 lb < 720 lb/Min 18 lb > 720 lb)
	21	Fire extinguisher recertification is current (Annual Inspection / certification required)
	21	Fire extinguisher is fully charged
	12	Display protected adequately protected from vehicular traffic
	10	Display located 5 ft from ignition source
	10	Display located 5 ft from openings into or underneath building
	9	Display minimum 5 ft from LP Gas Dispensing Stations
	6	Business with 2 or more means of egress--Display minimum 5 feet from door
	6	Business with 1 means of egress--Display minimum 10 feet from door
	8	Display minimum 20 feet from any automotive service station fuel dispenser
	11	Minimum 10 ft between storage amounts of aggregate capacity of 720 lbs
	2	Cage 50% ventilated
	2	Cage Tamperproof
	2	Cage lockable and locked
	3	Display Set on a secure, non combustible base
	4	"No Smoking Signage" or Universally recognized symbol for "No Smoking" affixed on all approach sides
	4	"Flammable Gas" or "Propane" signage affixed to all approachable sides
	5	Supplier name and emergency telephone number must prominently posted on the front of display
	13	Containers positioned with pressure relief valve in direct communication with vapor space (upright)
	14	Maximum Cylinder size--45 lbs. LP Gas capacity
	x	Number of Full-ready to use cylinders
	x	Number of Empty cylinders
	x	Number of Empty slots
	17	Cylinder Markings legible--WC; TW; Mfg Code; Mfg date/recertification date
	16	Cylinder valves are OPD or quick disconnect
	15	Cylinders have caps or collars and valves are closed
	19	Cylinders for resale have Flammable Gas/Propane label
	20	Cylinder Collars and foot rings are not damaged
	18	Cylinders are leak free
	20	Cylinder condition safe use--No Excessive Corrosion; pitting; denting; bulging; or gouging

Inspector Name: _____ Date: _____ Time: _____

Notes:

THIS CYLINDER EXCHANGE INSPECTION CHECKLIST MUST BE SCANNED AND SENT TO THE BOSFIELD AND IF ANY FAILURES ARE FOUND MUST ALSO INCLUDE A COMPLETED FACILITY INSPECTION REPORT in the format as - CYL username 00-00 00

Appendix B

 ADAM H. PUTNAM COMMISSIONER	Florida Department of Agriculture and Consumer Services Division of Consumer Services Bureau of Standards FACILITY INSPECTION REPORT Sections 527.055 and 527.061, Florida Statutes Rule 5J-20.004, Rule 5J-20.078 Florida Administrative Code	Bureau of Standards 3125 Conner Blvd, Bldg 2 Tallahassee, FL 32399-1650 Attn: Field Administrator Phone: (850) 921-1545 Fax: (850) 921-1548																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Inspector ID: 213</td> <td style="width: 20%;">Inspection Type: A</td> <td style="width: 20%;">Facility Type: 21</td> <td style="width: 20%;">County Code:</td> <td style="width: 20%;">Total Storage: 360</td> </tr> </table>			Inspector ID: 213	Inspection Type: A	Facility Type: 21	County Code:	Total Storage: 360																																	
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BUSINESS NAME: ABC Food Mart LICENSE #: 98765 STATUS: EXP. DATE:																																								
PHYSICAL LOCATION: 123 Main Street, Tallahassee, FL 12345 BUSINESS PHONE: (850) 123-1234 FAX: () - -																																								
OWNERSHIP CHANGE? YES ☐ NO ☒ If yes, describe below																																								
SUPPLIER NAME: ABAC PROPANE SUPPLIER LICENSE #:																																								
SUPPLIER LOCATION: ANYTOWN, USA INSURANCE EXPIRATION DATE: / /																																								
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OWNED BY: ☐ SUPPLIER ☐ LICENSE/OPERATOR ☐ OTHER CONTAINER SIZE (WATER CAPACITY):																																								
CONTAINER MFG: SERIAL NUMBER:																																								
METER MFG: SERIAL NUMBER:																																								
An inspection of the LP gas facility listed above was conducted on this date and the findings of this inspection are indicated below. Any code deficiencies noted must be corrected. Deficiencies marked "Past Due" are required to be corrected immediately and deficiencies with a "Correct By" time frame must be corrected within the time frame specified. Re-inspection will be conducted at the end of the designated time period to verify correction. Any deficiencies not corrected at the time of re-inspection will be subject to the penalties provided in Rule 5J-20.080, F.A.C.. Requests for time extensions will be considered if submitted in writing to the address in the upper right hand corner of this form prior to the end of the "Correct By" time frame. The reason(s) for and length of the requested extension must be clearly stated. The department will approve or deny the request pursuant to Rule 5J-20.078, F.A.C.. NOTE: Deficiencies noted as "Past Due" are not eligible for time extensions.																																								
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INSPECTOR TIME OF ARRIVAL: 10:40 am LP GAS INSPECTOR NAME: Earl T Davis																																								
I ACKNOWLEDGE RECEIPT OF THIS REPORT (SIGNATURE):																																								
PRINTED NAME/TITLE OF SIGNEE: DATE:																																								
FDACS-03522 Rev. 02/14																																								