

BUREAU OF STANDARDS

Effective Date: 8/19/2016

Section No. 4

Version: 1.2

Procedure No. 5-2

TITLE: LP Gas Dispensing Unit Routine Inspection

PURPOSE: This document details the procedures used to conduct a Routine Inspection of a Liquefied Petroleum Gas Dispensing Unit.

The standard for installation and maintenance of a LP Gas dispensing unit is covered in Chapter 527 Florida Statute, Rule 5J-20 Florida Administrative Code and NFPA 58. All data and observations are recorded on the inspection worksheet.

1. Pre Inspection Review

1.1. Access the license in the data base

1.1.1. Confirm the license type and status

1.1.1.1. Note the license type and prepare to review the scope of the license

1.1.1.2. Address status with Owner/Manager/Supervisor if expired

1.1.1.3. If the status is other than Original Issue (OI) or Renewed (RN), meet with the Owner/Manager/Supervisor to discuss accordingly.

1.1.2. Note the qualifiers listed and prepare to review with the Owner/Manager/Supervisor

1.2. License and Qualifier Review

1.2.1. If the license is expired, review with the Owner/Manager/Supervisor to discuss the status and the placement of Stop Use Order.

1.2.2. If the license is in Cancelled License Status, review with the Owner/Manager/Supervisor and ask for a copy of the current Certificate of Insurance (COI). Request the COI be emailed to lpgasinsurance@freshfromflorida.com or faxed to 850-410-3804 attention LP Gas Licensing. If the license has not been reinstated or COI not provided upon completion of the inspection, the placement of a Stop Use Order is required

1.2.3. Confirm the qualifiers listed for the license are still employed at the business and at least one is full time.

1.2.3.1. Qualifiers no longer employed at the facility should be removed from the list. The Owner/Manager/Supervisor must notify the Bureau of Compliance at 850-921-1600 to request removal.

1.2.3.2. Where there is a vacancy in qualifier and the vacancy occurred more than 20 days prior to the inspection, a Stop Use Order is required.

NOTE: The inspector shall contact the supervisor to discuss the issue of a Stop Use Order.

1.3. Review training documentation for all employees dispensing propane

2. Security and protection

2.1. Fire Extinguisher

- 2.1.1. Minimum 18 lb B:C rated within 50 ft; fully charged and current certification

NOTE: Fire extinguishers having more than one letter classification with the B:C rating included are acceptable.

- 2.1.2. Any fencing utilized to enclose the area of 100 sq ft or greater, verify the 2 required means of egress are not blocked.

3. Container inspection

- 3.1. Inspect the data plate for legibility and attached properly

- 3.2. Visibly inspect the container surface

- 3.2.1. It should be properly painted (a light reflected coating is preferred) and show no signs of corrosion, pitting, or other shell damage that could compromise the integrity of the container wall.

- 3.2.2. If pitting is observed the pits should be measured and compared to the thickness listed on the tank data plate and the information noted on the inspection report.

- 3.3. Visibly inspect required signage for legibility

- 3.4. Visually inspect container legs for damage and or corrosion

- 3.4.1. If the container is an ASME vertical container, verify required fire resistant coating is maintained

- 3.5. Insure the area within 10 feet of the container is clear of loose or piled combustible materials, weeds and long dry grass.

- 3.6. Where a supplemental temperature-sensitive element is used inspect to insure and it is not painted.

- 3.7. Inspect emergency shut off valve (ESV) pneumatic operation and check for forced open inoperable ESV valves

NOTE: This would be objects or mechanisms in place to forcibly hold the ESV in the open position which would have to be manually removed for the ESV to close.

- 3.7.1. Check the valve for operation

- 3.8. Inspect the container relief valves to insure they are covered and drain opening is clear.

NOTE: When inspecting relief valves avoid looking directly into the relief valve. A mirror should be utilized for this part of the inspection.

4. Piping System

- 4.1. Observe any evidence of the installation of new piping. Any new piping shall meet required ratings per NFPA 58 Table 6.9.3.5

- 4.2. Visually inspect for rust, corrosion or damage which will affect integrity of the piping system.

- 4.3. Verify color coding of piping is maintained in accordance with Rule 5J-20.025, Florida Administrative code

- 4.4. Inspect piping for leakage in accordance with the departments adopted procedure for the detection of leaks

- 4.4.1. If any leaks are observed the inspector shall contact the supervisor to discuss the issuance of a Stop Use Order.

5. Equipment/Point of Transfer

- 5.1. Visually inspect proper filling instructions confirm legibility

5.2. Confirm electrical equipment, switches, and wiring is maintained in accordance with NFPA 58, Section 6.22

5.3. Check the operation of the remote switch or circuit breaker

NOTE: This is best accomplished by requesting the dispensing operator to turn on the pump, walk over to the switch and turn it off while you remain at the dispensing equipment.

5.4. Verify the emergency breakaway device is installed and secured to insure operation

5.5. Inspect the quick-acting shutoff valve installed at the discharge end of the transfer hose for damage and proper operation

5.6. Inspect the hoses and hose assembly for the following:

NOTE: Hoses must be approved for application per NFPA 58 5.9.6.

5.6.1. Damage to outer cover that exposes reinforcement

5.6.2. Kinked or flattened hose

5.6.3. Soft spots or bulges in the hose

5.6.4. Couplings that have slipped on the hose, are damaged, have missing parts, or have loose bolts

5.6.5. Leakage other than permeability

5.7. Where hose damage or leakage is observed the inspector shall contact the supervisor to discuss the issue of a Stop Use Order.

5.8. Verify the meter window on the register is not damaged, missing or broken; the window is clear to the extent the numbers can be easily read

NOTE: The numbers must be definite original markings, unaltered, not faded or worn to the point in which they are not recognizable.

5.9. Verify the meter can be set to zero

NOTE: If the meter is not set to zero, request the dispensing operator resets the meter in your presence to verify the operator has the knowledge to reset. Review the requirement to reset to zero at each sale.

5.10. Check to be sure the scale balances at 0

5.11. Check for required supplies, approved liquid leak solution, consumer warning labels, and Flammable Gas or Propane.

5.12. Inspect the purge system to insure it is maintain to provide safe disbursement of propane vapor during the purging process

6. Containers in storage

6.1. Where the facility offers cylinder exchange or stores containers on site check for the following

6.1.1. Cylinders are not stored within 5 feet of the dispenser

6.1.2. Cylinders stored in an area open to the public are in a lockable cabinet or rack

6.1.3. Cylinders are equipment with a collar or cap

6.1.4. Cylinders are capped, plugged, effective seal

6.1.5. Cylinders are protected from vehicular damage

Version	Rev. Date	Change Control Comments	Approver
1.1	9/19/16	Updates to Section 5.6 added new section to 5.7. Renumbered through 5.12.	AES
1.2	12/13/16	Updates to Section 1.1.1.3, 1.2.2, 1.2.3.1, 5.9	AES