

BUREAU OF STANDARDS

Effective Date: 7/15/2016

Section No. 4

Version: 1.0

Procedure No. 7

TITLE: LP Gas Inspection Data Evaluation

PURPOSE: This document details the procedures used to evaluate data following LP gas inspections by bureau inspectors and the policies associated with this procedure.

Following collection of inspection and testing data the results and observations are evaluated to determine compliance with adopted standards. All data must be evaluated and appropriate actions taken before the inspection is complete. If any questions arise regarding the interpretation of data and the required actions, consult your supervisor immediately.

All data and observations will be recorded on the inspection worksheet. Worksheets must be transmitted to the Bureau of Standards email account along with all associated inspection records and reports upon completion of the inspection and before the inspector leaves the premises. Any deviation from this procedure requires supervisory approval and must be documented on the inspection worksheet.

1.0. System Leaks

- 1.1. Class I leaks are addressed by the issuance of a Stop Use Order prohibiting use of the system until repairs have been made. The licensee must provide an action plan to the department within 24 hours detailing a remedy including the time needed to return the system to be repaired. The requirement for submittal of an action plan shall not delay or prevent a licensee from performing immediate repairs.
- 1.2. Class II leaks are addressed by the issuance of a 10 day correction notice detailed on the facility inspection report. Class II leaks will require the system to be repaired, isolation of the leak or making the system safe by other means such as reducing the system to tank pressure within the required correction period. Facility personnel will be advised to monitor Class II leaks during the correction period to ensure that the leak severity does not increase.
- 1.3. Class III leaks are addressed by the issuance of a 30 day correction notice detailed on the facility inspection report. Class III leaks will require the system to be repaired, isolation of the leak or making the system safe by other means such as reducing the system to tank pressure within the required correction period. Facility personnel will be advised to monitor Class III leaks during the correction period to ensure that the leak severity does not increase.

2.0. Notification

- 2.1. All reports must be emailed to the field office immediately and Notice of Required Correction must be processed during the same business day.
- 2.2. Class I leaks require the inspector to contact the equipment owner while on-site to notify them of the hazard found during the inspection.
- 2.3. Class II and III leaks require the inspector inform on-site personnel of the leak found during the inspection.
- 3.0. Report Requirements – Inspection reports and worksheets must contain the following information when leaks are documented.
 - 3.1. The inspection report must contain the applicable violation including code reference, descriptive location of the leak and assigned classification/correction period as detail above.
 - 3.2. The inspection report for Class II or Class III leaks must contain the following comment pertaining to the leak: “A Class II or III leak has been detected. While determined to be a minimally hazardous leak at this point, it must be monitored and repaired within the timeframe above. Appropriate precautions must be taken by the equipment owner/operator to ensure safety of persons and property. If the leak worsens the Bureau of Standards should be notified at 850-921-1545.”
 - 3.3. Inspection reports containing Class I leak violations must also include the following statement: “A Class I leak has been detected. The licensee must contact the Bureau of Standards within 24 hours, at 850-921-1545, notify the Department of actions to stop the leak. Appropriate precautions must be taken by the equipment owner/operator to ensure safety of persons and property.”
 - 3.4. Inspectors must record the name and title of the person contacted on behalf of the licensee as required above in sections 2.2. and 2.3.

Version	Rev. Date	Change Control Comments	Approver