



Fuels Safety Program	Ref. No.: FS-244-19
ADVISORY	Date: November 7, 2019

Subject: Training Requirements for Refueling Propane Powered Vehicles

The Fuels Industry Certificates regulation (O. Reg. 215/01) was amended in July 2019 to exempt fueling personnel at propane cardlock/keylock facilities and private outlets from the requirement to hold the appropriate Propane Plant Operator (PPO) certificate or record of training for refuelling propane powered vehicles, so long as certain annual training requirements are met (section 55(6), reproduced below).

More specifically, the exemption only applies if the following conditions have been met:

- the authorization holder for the facility provides training to the person **at least once annually**
- the training provided to the person is **appropriate for the dispensing equipment and receiving equipment of the vehicle**
- the authorization holder for the facility **maintains a record of the training** provided to the person.

To minimize the risk of injuries during refuelling, attendants must be trained in the proper refuelling of propane powered vehicles at a cardlock/keylock facility or a facility that is a private outlet.

Each facility is unique; therefore, training must address the equipment present at that location. Attendants and operators must be trained on the use of the specific equipment at their facility and the propane components and accessories that are part of the vehicles being fuelled.

Training should, at minimum, include the following:

- 1. Understand the properties and hazards associated with propane**
 - Specific gravity of propane vapour
 - Pooling in low lying areas
 - Accumulation and possible explosion hazards
 - Frostbite and blinding hazards
 - Sources of ignition
 - Explosive potential
- 2. Use of personal protective equipment (PPE)**
 - Long sleeves
 - Neoprene gloves
 - Eye protection
- 3. First aid and MSDS procedures**
 - Treating frostbite
 - Oxygen displacement/inhalation
 - Understanding MSDS procedures for immediate treatment
- 4. Safe filling procedures**
 - Identify the standard equipment for propane vehicle filling station; i.e., emergency stop button, dispensers, nozzle, ISC valve (manual operation) and fire extinguishers
 - Understand the operation of dispensers, nozzles, ISC valves, emergency stop button and fire extinguishing equipment

- Identify the different dispensing nozzles and vehicle receiving components (compatible or not compatible)
- Understand when an adapter is required and how an adapter is to be used

Each facility's training requirements should be documented, and any training provided must be recorded. Facilities falling under the PPO exemption may be inspected or audited to confirm the training requirements are being met.

APPENDIX A: Text of PPO Exemption

55. ... (6) A person is exempt from the requirement in subsection 3 (1) to hold a PPO-1 certificate, PPO-2 certificate, PPO-3 certificate or record of training for the activity of refuelling a propane powered vehicle at a cardlock/keylock facility or a facility that is a private outlet if,

(a) the authorization holder for the facility provides training to the person at least once annually;

(b) the training provided to the person is appropriate for the dispensing equipment and receiving equipment of the vehicle; and

(c) the authorization holder for the facility maintains a record of the training provided to the person.

(7) In subsection (6),

“cardlock/keylock facility” means a facility not used by the general public where propane is dispensed unsupervised into a propane powered vehicle;

“private outlet” means any premises where propane is put into the fuel tanks of motor vehicles or into cylinders, but does not include any premises to which the public is invited and at which propane is sold.

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