

# P·T·I 100-02

## Filling Auto Propane Tanks



### Course Overview

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This course has been designed for individuals who fill their own auto propane tanks generally through a private propane dispensing system, keylock or cardlock system. The student may attend an instructor-led training course or gain initial knowledge through self-study by reading the course manual in conjunction with viewing the course video, followed up with a demonstration of correct procedures by a P·T·I certified Trainer or Examiner. In either case, the certification requirements listed below must be achieved in order to successfully complete the course.

### Key Learning Objectives

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The student will gain knowledge in the following key areas:

- **Product Knowledge**  
Includes instruction on the properties and characteristics of propane; preventative measures and first aid tips specific to propane; sources of ignition and testing for leaks; emergency preparedness.
- **Propane Filling Plant Equipment**  
Includes instruction on the major components of the filling system including the internal safety control valve; the propane pump, auto propane dispensing equipment; filling site signage requirements.
- **Filling an Auto Propane Tank**  
Includes instruction on the location and components of auto propane tanks; step-by-step instructions on how to fill an auto propane tank; trouble-shooting issues during and after filling.
- **Glossary of Terms**  
The student manual for this course also includes a handy glossary to help the student with the terminology pertaining to this course and the equipment used.





## Regulatory References

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This course has been designed to satisfy regulatory requirements of the most current CAN/CSA-B149.2 Propane Storage and Handling Code, and WHMIS regulations. While this course has been written to satisfy national requirements, the P·T·I certified Trainer or Examiner will also ensure that the student is aware of any additional requirements as outlined by the authorities in their jurisdiction.

This course satisfies national and provincial regulatory requirements including partial *PPO-3* ROT requirements in Ontario; partial *221, 222, and 225* ROT requirements in Quebec; partial *Class F* ROT requirements in Nova Scotia; partial *PPO-2* ROT requirements in New Brunswick; partial *Dispenser Unit Operator* ROT requirements in Prince Edward Island and partial *Container Refill Centre Operator* ROT requirements in Newfoundland & Labrador.

## Certification Requirements

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The student must successfully complete both a written and practical hands-on exam provided by a P·T·I certified Trainer (classroom instruction) or Examiner (self-study learning). A temporary Record of Training will be issued to the student by the P·T·I certified Trainer or Examiner valid for ninety days. The Propane Training Institute will issue the student a paper wall certificate and a plastic wallet card certifying successful completion of the course. P·T·I certification is valid for three years from the date of training.

## Course Duration

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Classroom instruction of this course will take approximately two to three hours. In addition, it will take less than one hour to complete the written exam, the demonstration of correct procedures and the practical hands-on exam, depending on the number of students in the class. In cases where the student has learned via the self-study method, the duration of the demonstration and exams will take less than one hour.

The cost of classroom instruction is determined by the Trainer or Examiner and is dependent on where the training will be held and for how many students.

