

New Jersey Liquefied Petroleum Gas Education and Safety Board
Meeting Agenda for October 10, 2017
(no formal minutes available)

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comments
6. Approval of Minutes of May 16, 2017
7. Committee Reports
 - a) Licensing and Training Committee
 - b) LPG Incident and Analysis Committee
 - c) Awards Committee
 - d) Public Education Committee
 - e) Regulation Redundancy Review Committee
8. Old Business
 - a) CETP for LPG employees – report of audit findings
 - b) Filling fleet vehicles from a bobtail proposed rule
 - c) Nominations to the Board
9. New Business
 - a) NFPA 58 2017 edition
 - b) Hearth Licensing
10. Information
11. Board Comments
12. Next Meeting Date: December 12, 2017
13. Adjournment

New Jersey Liquefied Petroleum Gas Education and Safety Board
Meeting Agenda for May 16, 2017
(no formal minutes available)

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comments
6. Approval of Minutes of October 18, 2016
7. Committee Reports
 - a) Licensing and Training Committee
 - b) LPG Incident and Analysis Committee
 - c) Awards Committee
 - d) Public Education Committee
 - e) Regulation Redundancy Review Committee
8. Old Business
 - a) Cylinder “Do not bring indoors” Stickers
 - b) Filling fleet vehicles from a bobtail
9. New Business
 - a) Natural Gas companies disconnecting LP-Gas installations
 - b) NFPA 58 adoption follow-up
 - c) Customer owned tanks
 - d) Nominations to the Board
 - e) Requests from companies for CETP Certifications
 - f) Selections for Chairman & Vice-Chairman
10. Information
11. Board Comments
12. Next Meeting Date: October 10, 2017
13. Adjournment

New Jersey Liquefied Petroleum Gas Education and Safety Board
Meeting Agenda for October 18, 2016
(no formal minutes available)

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comments
6. Approval of Minutes of May 10, 2016
7. Committee Reports
 - a) Licensing and Training Committee
 - b) LPG Incident and Analysis Committee
 - c) Awards Committee
 - d) Public Education Committee
 - e) Regulation Redundancy Review Committee
8. Old Business
 - a) LP-Gas Training
 - b) Cylinder “Do not bring indoors” Stickers
 - c) Proposed amendment to 5:18 - 6.1 Plans for Liquid Transfer
 - d) Amendment to “Permit to Fill” form
9. New Business
10. Information
 - a) Adoption of NFPA 58-14
11. Board Comments
12. Next Meeting Date: December 6, 2016
13. Adjournment

**MINUTES OF THE MAY 10, 2016 MEETING OF THE LIQUEFIED PETROLEUM
GAS EDUCATION AND SAFETY BOARD
WILLIAM ASHBY DEPARTMENT OF COMMUNITY AFFAIRS BUILDING**

Call to order: The Meeting was called to order by Chairman William Curcio at 1:40 PM.

Board members present: William P. Curcio (Chairman), Louis Kilmer, Thomas Leahy, Charles Feinberg, Michael Merrill, Gerald Stocker

Department staff present: Director Edward Smith, Michael Baier, John Tomasone, Carrie Battista

Member of the public present: None

Agenda: The agenda was approved with no additions

Public comments: None

Approval of minutes: A motion was made to approve the Minutes of January 28, 2016. The motion passed unanimously.

Committee Reports: There were no committee reports.

Old Business

1. **Natural Gas Disconnects** - Mr. Baier presented the Board with a letter that the Department drafted to the Board of Public Utilities which explained that some natural gas companies are disconnecting LP-Gas containers from the structure when a conversion from LP-Gas to natural gas is made. The BPU forwarded the letter to the utility companies. The Board also stated that if there were specific instances (time and location) where this was known to have happened they would follow up.
2. **LP-Gas Training** – There were no new developments on this since the last meeting. Mr. Curcio stated that the NJPGA was interested in starting a number of training initiatives possibly through funding from the Propane Education and Research Council (PERC). The training will be held somewhere in central NJ.
3. **Cylinder stickers** – There is a new uniform OSHA label that the industry is using for cylinders that are 40 pounds or less. While the label has the language about not bringing cylinders indoors it is really too small to be effective and is only in English, not both English and Spanish as the rule requires. The new OSHA label requirement becomes effective on June 30, 2016. The Board was presented with several graphics showing that cylinders should not be brought into buildings which would be more effective for the consumer. The graphic has the advantage of being easier to identify and being understood across languages. The Department stated that they thought that such a graphic met the intent of the rules but that the actual language of the rule would need to be amended. The

Board selected A1 of the graphics presented. Staff will draft a rule change for the next meeting.

4. **HVACR/Propane service work** – The Board was given copies of the HVACR law and rules. The law and rules allow HVACR contractors to perform propane service work. The educational requirements in the HVACR rules relative to propane service work are the same as those that the Board of Examiners of Master Plumbers included in their rules to justify being able to perform propane service work under a Master Plumbers license. Though the Board was concerned that this might not be enough training, they did not propose to take any action at this time.
5. **Thrifty Propane** – Chairman Curcio asked about the status of Thrifty Propane. Staff reported that they had applied for a license but that the license had not been issued yet.
6. **Propane Filling from a Bobtail** – There was discussion about whether it was permissible to fill a fleet of vehicles directly from a Bobtail. Staff responded that it was their opinion that this practice would not be allowed because the activity described would, by definition, be a Vehicle Dispensing System and have to follow those requirements. The Board agreed that there were safety concerns about the practice. The Board recommended that section 6.1 of the rules be amended, since it can be read to require a plan approval for any liquid transfer from one container to another including a bobtail delivery to a stationary container. Staff will draft a change for the next meeting.

New Business

1. **Permit to fill** - A Board member asked the department to look at Part III of its permit to fill form. The form requires the engineer of record to attest that the system was installed in accordance with the code and the approved drawings. In many cases the contract between the applicant and the designer does not provide for construction management services. Where the engineer is not acting as a construction manager he cannot attest to portions of the installation that were concealed when he was not present. In as much as marketers are required to be licensed and their employees certified, it might be more appropriate to have the installer attest to the condition of the installed system. The Department agrees and will amend the form.

Board Comments – None

Next Meeting – The next Board meeting is scheduled for October 18, 2016 at 1:30 pm

Adjournment – The meeting was adjourned at 3:10 pm.

**MINUTES OF THE JANUARY 28, 2016 MEETING OF THE LIQUEFIED
PETROLEUM GAS EDUCATION AND SAFETY BOARD
WILLIAM ASHBY DEPARTMENT OF COMMUNITY AFFAIRS BUILDING**

Call to order: The Meeting was called to order by Chairman William Curcio at 1:34 PM.

Board members present: William P. Curcio (Chairman), Louis Kilmer, Thomas Leahy, Charles Feinberg, Michael Merrill, Gerald Stocker, Robert Zander

Department staff present: Bureau Chief Michael Baier, John Tomasone,

Member of the public present: None

Agenda: The agenda was approved with no additions

Public comments: None

Approval of minutes: A motion was made by Thomas Leahy seconded by Louis Kilmer to approve the Minutes of October 20, 2015. The motion passed unanimously.

Committee Reports: There were no committee reports.

Old Business

1. **Natural Gas Disconnects** - Mr. Curcio reported that some natural gas companies are disconnecting the LP-Gas from the structure when a conversion from LP-Gas to natural gas is made. He stated that the NJPGA would be submitting a letter outlining their concerns with this practice.
2. **LP-Gas Training** – Mr. Curcio stated that the NJPGA was interested in starting a number of training initiatives possibly through funding from the Propane Education and Research Council (PERC). The training will be held somewhere in central NJ.

New Business

1. **Cylinder stickers** – There is a new uniform label that the industry is using for cylinders that are 40 pounds or less. While the label has the language about not bringing cylinders indoors it is really too small to be effective and is only in English; not English and Spanish as the rule requires. The new label meets a Federal requirement that becomes effective on June 30, 2016. The Board questioned whether a graphic showing that cylinders should not be brought into buildings would be more effective for the consumer. The graphic has the advantage of being understood across languages. The Department stated that they thought that such a graphic met the intent of the rules but that the actual language of the rule would need to be amended. Chairman Curcio will investigate what graphics are available. Staff will draft a rule change for the next meeting assuming that an adequate graphic can be found.

2. **HVACR/Propane service work** – The Board was concerned about whether HVACR contractors can perform propane service work under their law. The Board was not convinced that the exception that is provided for plumbers should be extended to HVACR contractors. The Board asked staff to check the law and will decide to reach out to the HVACR board based on what the law says.

3. **Thrifty Propane** – A board member asked whether Thrifty Propane was licensed as a propane marketer in New Jersey. Staff reported that they are not currently licensed but that we issued them a letter recently advising them that if they were selling LP-Gas in New Jersey that they would be required to obtain a marketers license. There were additional questions about the enforcement of the CETP requirements for out of State marketers. The Board recommended that the Department require a list of employees and their CETP certifications on at least an annual basis. The Department responded that it could do this.

Information

Some of the CETP training numbers have changed. In March the New Jersey Propane Gas Association will be offering Basic Principles and Practices and Delivery training.

Board Comments – Chuck Feinberg reported that the alternate fuel garbage truck fire that occurred in Hamilton township in Mercer County was CNG not LPG.

Next Meeting – the next Board meeting is scheduled for March 22, 2016 at 1:30 pm

Adjournment – A motion was made by Mr. Leahy, seconded by Mr. Kilmer to adjourn. The meeting was adjourned at 2:28 pm.

**MINUTES OF THE OCTOBER 20, 2015 MEETING OF THE LIQUEFIED
PETROLEUM GAS EDUCATION AND SAFETY BOARD
WILLIAM ASHBY DEPARTMENT OF COMMUNITY AFFAIRS BUILDING**

Call to order: The Meeting was called to order by Chairman William Curcio at 1:34 PM.

Board members present: William P. Curcio (Chairman), Louis Kilmer, Thomas Leahy, Charles Feinberg, Michael Merrill, Gerald Stocker

Department staff present: Division Director Edward M. Smith, Bureau Chief Michael Baier, John Tomasone, Chrystene Wyluda, Carrie Battista

Member of the public present: None

Agenda: The agenda was approved with the following additions: Under Old business – 2) CETP Module Changes, 3) Checking for CETP training during the triennial audit 4) Reduction in the amount of time for new employees to get CETP training 5) Natural Gas Companies disconnecting LP-gas tanks. Under New Business – 2) Resignation of Larry Horowitz 3) Emergency response training.

Public comments: None

Approval of minutes: A motion was made by Gerard Stocker seconded by Louis Kilmer to approve the Minutes of May 12, 2015. The motion passed unanimously.

Committee Reports: There were no committee reports.

Old Business

1. **Adoption of NFPA 58 – 2014** – The Board had several questions about shifting jurisdiction for LP-gas filling structures from chapter 10 of NFPA to the Uniform Construction Code. The committee was concerned about whether the electrical provisions of the Uniform Construction Code adequately cover the classification of areas in LP-Gas fill areas. Staff will work with Mr. Stocker to ensure that it does. There was also concern about having to get UCC approval for small scale houses associated with cylinder filling operations. Staff reported that they would consider creating an exception in the UCC similar to the one that exists for garden type utility sheds. Staff will also clarify the jurisdiction for liquid LPG piping inside buildings.
2. **CETP Module Changes** – Chairman Curcio advised staff that there had been changes to the CETP module numbers since the rule requiring certification for propane service work had passed. He advised that though the rule accounts for such changes it might be worth advising the people who process the certifications that the changes occurred. Staff stated they would notify the appropriate people in the Department about the changes.

3. **Checking for CETP Certification** – Chairman Curcio asked staff to verify that they are checking for the appropriate CETP certifications during the triennial audit provided for in the rules. Staff reported that they are checking.
4. **Amount of Time for Certification of CETP Certifications** – Mr. Curcio asked about a proposal that was before the Board, which would reduce the amount of time that new hires have to obtain the appropriate CETP certifications. Staff reported that the Board had passed the proposal but that it was being held so that it could be bundled with other proposed changes prior to being submitted to the New Jersey Register.
5. **Natural Gas Companies Disconnecting LP-Gas Tanks** – Mr. Curcio reported that some natural gas companies are disconnecting the LP-Gas from the structure when a conversion from LP-Gas to natural gas is made. He stated that the NJPGA would be submitting a letter outlining their concerns with this practice.

New Business

1. **Resignation of Larry Horowitz** – Chairman Curcio announced that Larry Horowitz had resigned from the Board. He stated that the New Jersey Propane Gas Association (NJPGA) would make a nomination for a replacement. There was a question about what constitutes a quorum and whether it is based on the total seats on the Board or just the filled seats. Carrie Battista will check the by-laws for the Board and advise the Chair before the next meeting.
2. **Status of Certified LP-Gas Installers** – Staff presented a draft that would require that contractors record their propane service certification number on UCC permit applications when such work is performed. Staff reported that they have received inquiries from prospective applicants regarding the skills assessment portion of the certification process. There have been two areas of concern reported to the Department. The first problem is that small businesses with one technician are having difficulty finding someone to oversee the assessment. The second problem is that the certification may require contractors to be assessed on work that they do not normally perform as part of their business. This makes the availability of a place to do the work difficult. The Board stated that the skills assessment must be performed. Mr. Curcio and Mr. Merrill stated that they would see if there are third parties available that might be able to oversee the skills assessment and relay the names of those parties to the Department. A motion was made by Mr. Stocker seconded by Mr. Merrill to accept the proposal. The motion passed unanimously.
3. **LP-Gas Training** – Mr. Curcio stated that the NJPGA was interested in starting a number of training initiatives possibly through funding from the Propane Education and Research Council (PERC). Among the topics they are interested in providing training for are NFPA 58/54 training. Auto-gas training and emergency response training. The Director reported that the Department would be interested in partnering with the NJPGA on NFPA 58/54 training. Mr. Kilmer stated that the Division of Fire Safety would be

interested in discussing emergency response training. Mr. Feinberg would be interested in discussing training on AutoGas.

Information

Board Comments – there were no Board comments.

Next Meeting – the next Board meeting is scheduled for December 2, 2015 at 1:30 pm

Adjournment – A motion was made by Mr. Kilmer, seconded by Mr. Leahy to adjourn. The meeting was adjourned at 2:47 pm.

**MINUTES OF THE MAY 12, 2015 MEETING OF THE LIQUEFIED PETROLEUM
GAS EDUCATION AND SAFETY BOARD
WILLIAM ASHBY DEPARTMENT OF COMMUNITY AFFAIRS BUILDING**

Call to order: The Meeting was called to order by Chairman William Curcio at 1:33 PM.

Board members present: William P. Curcio (Chairman), Larry A. Horowitz, Louis Kilmer, Thomas Leahy, Gene Dougherty, Michael Merrill, Gerard Stocker

Department staff present: Division Director Edward M. Smith, Bureau Chief Michael Baier, Program Manager John Tomasone

Member of the public present: None

Agenda: The agenda was approved.

Public comments: None

Approval of minutes: A motion was made by Louis Kilmer seconded by Larry Horowitz to approve the Minutes of March 10, 2015 with the following corrections: Mr. Stockers name was incorrectly listed as Gerald in the minutes; it will be changed to Gerard in the corrected minutes. In item 3 of old business, under pipe dope there was a typo; the term “daft” will be corrected to “draft” in the corrected minutes. The motion passed unanimously.

Committee Reports: There were no committee reports.

Old Business:

1. **Adoption of NFPA 58 – 2014** – The Board discussed the proposal in response to comments made by Mr. Stocker who had not had a chance to review the proposal prior to the last meeting. There was discussion about whether Chapter 10, which is proposed for deletion in the proposal, should be retained. Staff reported that since chapter 10 deals with building construction it is more appropriate to delete the provisions in deference to the Uniform Construction Code. The Board was concerned that the UCC requirements might not be as comprehensive and that local building officials might not have the expertise to review “fill” buildings since they would not encounter them very often. Staff reported that they were uncomfortable with joint jurisdiction between the UCC and the Liquefied Petroleum Gas rules because it could potentially result in conflicts between the LP-Gas Safety Unit and the local building Departments leaving applicants in limbo. Staff stated that they would present a list of what NFPA 58 requires compared to what the UCC requires for the next meeting.
2. **Training for Autogas personnel** – Mr. Merrill confirmed that PERC provides training on autogas. The draft rule presented to the Board was revised since the last meeting to require the training be documented prior to the “permit to fill” rather than as part of the plan approval process. A motion was made by Mr. Leahy seconded by Mr. Kilmer to approve the rule change. The motion passed unanimously.

3. **Customer Owned Containers** – The Board reviewed the proposed changes to the consumer bill of rights to address the customer responsibilities when a customer owns their own tank. The Board suggested that under equipment fees, a sentence be added that states that maintenance is the responsibility of the owner for customer owned tanks. The Board also suggested that the cathodic protection provisions only apply prospectively from the adoption of the 2011 edition of NFPA 58 (January 5, 2015). A motion was made by Mr. Horowitz seconded by Mr. Merrill to approve the changes to the document with the modifications discussed. The motion passed unanimously.

New Business

1. Status of Certified LP-Gas Installers – Mr. Curcio asked what the status of the rule was that requires a certified propane installer to install LP-Gas appliances and tanks. Staff reported that the rule is in 5:18 at this time; but, that a companion change to the UCC to require proof of certification at the time a UCC permit is applied for has not been proposed and therefore enforcement is not rigorous. The Board felt that since the plumbers exemption is complete that making an amendment to the UCC was appropriate. Staff indicated that they would work on this for the next meeting.

Information

1. Staff reported that the document on pipe dope had been forwarded for inclusion in the Construction Code Communicator that is distributed to code officials and other interested parties. The Document may be freely distributed by Board members.
2. Mr. Merrill asked about the Departments practice of testing ESV's and back check valves. Staff responded that in some cases they will open the valve to verify that it is working. The Department will revise this practice to only witness the test and have the actual operation of the valve as well as the control of the adjoining site performed by employees of the facility.
3. Mr. Stocker asked if the Department was aware of any incidents involving propane in Newark. Staff reported that they were unaware of any incidents but would research whether there were any.
4. Current staffing for the unit is three field inspectors plus John Tomasone. The two newly hired inspectors are undergoing CETP training which will continue over the summer.

Board Comments – there were no Board comments.

Next Meeting – the next Board meeting is scheduled for October 20, 2015 at 1:30 pm

Adjournment – a motion to adjourn was made by Thomas Leahy seconded by Louis Kilmer . The motion passed. The meeting ended at 2:31 pm.

**MINUTES OF THE MARCH 10, 2015 MEETING OF THE LIQUEFIED PETROLEUM
GAS EDUCATION AND SAFETY BOARD
WILLIAM ASHBY DEPARTMENT OF COMMUNITY AFFAIRS BUILDING**

Call to order: The Meeting was called to order by Chairman William Curcio at 1:33 PM.

Board members present: William P. Curcio (Chairman), Larry A. Horowitz, Robert Zander, Louis Kilmer, Thomas Leahy, Gene Dougherty, Michael Merrill, Gerard Stocker

Department staff present: Division Director Edward M. Smith, Bureau Chief Michael Baier, Program Manager John Tomasone

Member of the public present: None

Agenda: The agenda was approved.

Public comments: None

Approval of minutes: A motion was made by Louis Kilmer seconded by Larry Horowitz to approve the Minutes of January 13, 2015. The motion passed unanimously.

Committee Reports: There were no committee reports.

Old Business:

1. **Adoption of NFPA 58 – 2014** – The rule proposal had been approved at the last meeting with the recommendation that section 4.4 be looked at in the context of autogas training. There was some discussion that PERC might be working on something for autogas training; the Board will continue to research any available PERC training that may become available.
2. **Customer Owned Containers** – The Board approved the Bulletin that was drafted to Code Officials reminding them that customer owned tanks must meet the same requirements as those owned by a marketer. Corresponding amendments to the customer bill of rights rules and template will be presented at the next Board meeting. There was significant discussion about the cathodic protection requirements and how they apply to customer owned tanks and what the potential liability is if the supplier fills a tank that has not been tested to ensure that the cathodic protection system is still working. The consensus of the group was that it is ultimately the owner's responsibility to ensure that the proper maintenance has been done – including ensuring that the cathodic protection system is both tested and still functioning.
3. **Use of Pipe Dope in LP Gas Systems** – This draft counter document was approved by the Board with the provision that it be amended to address Teflon tape also. The Board directed staff to make the changes without the need for approval of the final document by the Board.

4. **Training for Autogas personnel** – The Board reviewed the draft rule but suggested that the training program be submitted prior to the “permit to fill” rather than as part of the plan approval process. In many cases proposed filling stations are not constructed and the submission of the training program becomes a wasted exercise in those cases. Staff agreed and will redraft the rule for the next meeting.

New Business

Mr. Curcio noted that several member’s terms expire in May. He encouraged members to submit their renewal forms promptly.

Information – none

Board Comments – there were no Board comments.

Next Meeting – the next Board meeting is scheduled for May 12, 2015 at 1:30 pm

Adjournment – a motion was made by Thomas Leahy seconded by Gene Dougherty. The motion passed. The meeting adjourned at 2:23pm.

**MINUTES OF THE JANUARY 13, 2015 MEETING OF THE LIQUEFIED
PETROLEUM GAS EDUCATION AND SAFETY BOARD
WILLIAM ASHBY DEPARTMENT OF COMMUNITY AFFAIRS BUILDING**

Call to order: The Meeting was called to order by Chairman William Curcio at 1:40 PM.

Board members present: William P. Curcio (Chairman), Larry A. Horowitz, Chuck Feinberg, Robert Zander, Louis Kilmer

Department staff present: Bureau Chief Michael Baier, Program Manager John Tomasone

Member of the public present: None

Agenda: A motion was made by Louis Kilmer seconded by Larry Horowitz to approve the agenda. The motion passed unanimously.

Public comments: None

Approval of minutes: A motion was made by Larry Horowitz seconded by Louis Kilmer to approve the Minutes of October 21, 2014. The motion passed unanimously.

Committee Reports: There were no committee reports. However, the Chairman discussed that the purpose and makeup of the committees should be looked at during a future meeting. In some cases the committees have not met in a long time and the Board should look at making the committees more active, consolidating them or perhaps eliminating them. There was discussion that perhaps the Awards committee could partner with the clean cities program to rejuvenate the program. In addition, there was discussion about making a better effort in the public education realm through grants, which might also involve the clean cities program.

Old Business:

1. **Adoption of NFPA 58 – 2014** – Staff reported that the 2011 edition of NFPA 58 has been approved with an effective date of January 5, 2015. The review committee met prior to the Board meeting to go over the proposed adoption of the 2014 edition of NFPA 58. The review committee discussed whether the continuing education requirements of NFPA should be retained. Currently there is a proposed continuing education program under the CETP program. The review committee agrees in concept with having a continuing education requirement, but is in favor of waiting to see what is developed under the CETP program. The committee did feel that a change to the rules was needed to address the need for specialized training for auto-gas dispensing. The current dispensing propane safely does not have enough detail to be adequate training for autogas.
2. **Enforcement of Installers Certification** - The Chair asked the Department about the status of enforcement of the certification requirement for people installing LP-Gas appliances and tanks. Staff responded that the Department is not actively enforcing the

rule. Part of the reason is that the rules that exempt Master Plumbers are not in place yet. Therefore a strict enforcement of the rule would require Master Plumbers to get the Department's certification. It is possible that when the rules are all finalized that the provision will be enforced at the time of permit application as the Master Plumbers Licensing Law and the Electrical Contractors laws currently are.

3. **Out of State Marketers Requirements** – The Chair asked whether the Department was checking the CETP certifications of out of state Marketers. Staff responded that they did as part of the initial license application and also upon renewal (every three years). The Department has not been doing any monitoring of employee activities though. On a typical audit the Department will follow a bobtail operator to make sure that they are following the companies standard operating procedures but does not do this for out of state marketers. The Department will look into their existing procedures for out of State Marketers to try to do additional field monitoring of their employees.
4. **Status of plumbers training certifications** – as discussed above in item 2 the Department is not aware that these rules have ever been adopted.

New Business:

1. **Customer Owned Containers** – The Board suggested that a Bulletin be drafted to Code Officials reminding them that customer owned tanks must meet the same requirements as those owned by a marketer. There are cases where customer owned tanks are not properly marked. In addition, there was discussion that customers should be aware that they are responsible for the safe maintenance of their tank when they own it. The Board felt that this warrants inclusion in the consumer bill of rights. Staff will prepare both an amendment to the consumer bill of rights rules and a bulletin for the next Board meeting.
2. **Use of Pipe Dope in LP Gas Systems** – This item was discussed at a previous Board meeting. The result of that discussion was a recommendation that staff develop a counter document that discussed the importance of using the proper pipe dope in installations. Staff will prepare a document for the Board's review at the next meeting.
3. **CETP proper documentation for employees** – A board member expressed concern that there are people doing propane deliveries without the proper certification. The Board recommended more diligent enforcement of this provision both during the audits and during the license renewal process. We discussed that the DCA include in their audit a review of the CETP certification of employees by asking for the certification from Industrial Training Services which provides information on all CEPT certified personnel. Every employee would have this in their file for review - DCA could inform the licensee who would be audited in their letter of notification of the impending audit.
4. **Training for Autogas personnel** – As discussed above there was discussion that the current training document referenced for dispensing propane is not comprehensive enough for dispensing autogas. The Board is in favor of requiring that as part of a new system approval that appropriate training be given to operators. Currently there is no

training available that is specific to autogas dispensing. The Board recommended that a rule change be made that requires that as part of the approval that the supplier or manufacturer of the equipment provide training to the operator. That training could vary from installation to installation but would be subject to approval by the Department.

5. **Permit Process** – The Board discussed a problem of propane installations being done without permits. This is being driven by Home Depot and Lowes selling tanks directly to consumers and is further compounded by homeowners buying generators that run on propane. The Department thought that this was a difficult problem for the municipalities who cannot always police installations performed without permits in their jurisdiction. The Department will reiterate the importance of permits for customer installed tanks as part of its bulletin to code officials discussed in item 1 above.

Information – none

Board Comments – there were no Board comments.

Next Meeting – the next Board meeting is scheduled for March 10, 2015 at 1:30 pm
Adjournment – a motion was made by Lary Horowitz seconded by Louis Kilmer. The motion passed.

**MINUTES OF THE OCTOBER 21, 2014 MEETING OF THE LIQUEFIED
PETROLEUM GAS EDUCATION AND SAFETY BOARD
WILLIAM ASHBY DEPARTMENT OF COMMUNITY AFFAIRS BUILDING**

Call to order: The Meeting was called to order by Chairman William Curcio at 1:30 PM.

Board members present: William P. Curcio (Chairman), Larry A. Horowitz, Gerard C. Stocker, Thomas A. Leahy, Michael Merrill, Michael Ticktin

Department staff present: Director Edward M. Smith, Bureau Chief Michael Baier, Carrie Battista, John Tomasone

Member of the public present: None

Agenda: A motion was made by Michael Ticktin seconded by Gerry Stocker to approve the agenda. The motion passed unanimously.

Public comments: None

Approval of minutes: A motion was made by Michael Ticktin seconded by Thomas Leahy to approve the Minutes of May 14, 2014. The motion passed unanimously.

Committee Reports: There were no committee reports.

Old Business:

- 1. Adoption of NFPA 58 – 2014** – With the appearance of the proposal of the 2011 edition of NFPA 58, the committee has delayed looking at the proposal that would adopt the 2014 edition because the adoption of the 2011 edition must be finalized first. The comment period ends prior to the next Board meeting. It was decided that the draft changes be circulated prior to the scheduled December 3rd Board meeting. The NFPA 58 review committee will meet prior to the Board meeting at 10:00 am on that day.

New Business:

- 1. CETP proper documentation of employees** – members of the Board were concerned about the qualifications of people handling propane. The rules require employees of LP-Gas marketers to hold the proper CETP certifications but the Board questioned how the Department enforces the requirements. Mr. Baier responded that the Department checks the CETP certifications of employees as part of the audit it performs. The Board thought that being able to check online through ITS (the group that issues the certifications) might be helpful. A Board member asked if the Department was still issuing wallet cards for CETP appliance training. Staff reported that they are and pointed out that the CETP module numbers have changed again and are not the same as the ones in the rules.

2. Dispenser Training – A Board member questioned whether the current document used for training those who dispense propane at fill stations was appropriate for those who dispense autogas. The concern was that the current document used for training (“Dispensing Propane Safely”) might not be the best training. There was discussion about the use of other training that might be more appropriate and whether the rules allow for other equivalent training. After discussion it was decided that other training could be submitted to the Department for equivalency.
3. Use of proper pipe dope – a board member expressed concern that mechanics assembling propane piping systems or installing appliances may be using the wrong type of pipe dope, which could lead to leaks in the system. The Board suggested that the Department develop a counter document for local building Departments as an informational document for those applying for permits reminding them to check the label to make sure the product is appropriate for LP-Gas.
4. Customer owned containers – there was discussion about customer owned tanks and the potential safety concerns associated with them. A Board member was concerned that most consumers are not aware of their responsibility when they own the tank, in that they have the same obligations for the maintenance of the tank as if they were a marketer. The issue of a phone number on the tank was also discussed. The problem is becoming more prevalent as box stores such as Home Depot begin selling 100 gallon containers. These containers are often installed without the proper pressure test being performed as required by the rules. The Board suggested giving local building inspectors a heads up as this practice becomes more prevalent. In addition to the leak test not being performed, in some cases the installation of the container is also improper. While those installations that are clearly at odds with the code should be resolved by the supplier not filling the container, in some cases the supplier will fill non-conforming installations. There was a suggestion that something be sent to the industry reminding them that it is illegal to fill a tank that does not meet the regulations even if it is customer owned. In addition to the sales of tanks at box stores, the installation of home generators is also driving the practice of customer tanks. There was additional discussion about whether LP-Gas tanks could be treated similar to backflow preventers and pressure vessels under the Uniform Construction Code requiring a periodic inspection. It is also a consumer protection issue since resold tanks are not covered under the container manufacturer’s warranty.

Information – none

Board Comments – the Board felt that the list of Committees of the Board should be updated.

Next Meeting – March 10, 2015 at 1:30 pm

Adjournment – a motion was made by Michael Ticktin seconded by Gerard Stocker. The motion passed.

**MINUTES OF THE MAY 13, 2014 MEETING OF THE LIQUEFIED
PETROLEUM GAS EDUCATION AND SAFETY BOARD
WILLIAM ASHBY DEPARTMENT OF COMMUNITY AFFAIRS BUILDING**

Call to order: The Meeting was called to Order by Chairman William Curcio.

Board members present: William P. Curcio (Chairman), Larry A. Horowitz, Gerard C. Stocker, Thomas A. Leahy, Michael Merrill, Michael Ticktin, Chuck Feinberg, Robert Zander, Lou Kilmer

Board members absent: Gene Dougherty

Department staff present: Director Edward M. Smith, Bureau Chief Michael Baier, John Tomasone, Carrie Battista

Member of the public present: None

Welcome New Board Members: The New Board members were introduced. Chairman Curcio gave a history of the Board.

Agenda: The agenda was approved without objection.

Public comments: None

Approval of minutes: Because of the lack of a quorum for so long, there were no formal Board minutes that were presented. Rather informal meeting summaries were presented to the Board for informational purposes.

Committee Reports: While there were no committee reports the Chairman went over each of the Committees and the current status with some background.

Licensing and training committee: This committee was established to discuss the proper training of employees who handle LP-Gas. It has been dormant for some time.

LPG Incident and Analysis Committee: This committee was established to try to identify accident trends. The committee has been interested in the National Fire Incident Reporting System but at the present time the system does not include enough detail to be useful in identify trends that lead to accidents.

Awards Committee: This committee was established to honor people who have performed outstanding service to the industry.

Public Education Committee: This committee was established to promote safe use and use generally of LP-Gas and has dealt with issues such as safe grilling and educating the public about the dangers of using/storing LP-Gas cylinders indoors.

Regulation Redundancy Review Committee: This committee was established to help eliminate rules about the use of LP-Gas that overlap.

Old Business:

a. Certification tests for propane appliance installers and service workers:

Mr. Baier reported that the Board of Master Plumbers has yet to promulgate rules that would establish alternative training for Plumbers. The rules are required by the legislation that provided the Plumbers with an exception to the requirement to be certified for the installation of LP-Gas piping and containers and installation of LP-Gas appliances. The Board of Examiners of Master Plumbers had agreed to make LP-Gas training a part of their apprenticeship program, as well as to make it required continuing education for existing licensees.

b. Status of NFPA 58 – 2011 proposed adoption/NFPA – 2014: Mr. Baier reported that there was not any movement on the proposal to adopt the 2011 edition of NFPA 58. There was discussion about whether to forgo consideration of the 2011 edition in favor of the 2014 edition. After discussion it was decided that the Board would continue to recommend adoption of the 2011 edition and concurrently work on the adoption of the 2014 edition.

c. Discussion regarding the updated TCPA rules: Mr. Curcio reported that the rules are scheduled to sunset in 2017. The rules are based on Federal requirements and the industry has been tracking how LP-Gas and more specifically propane used as a heating fuel are treated under the rules.

d. Relationship of PERC's new container ownership brochure to the NJ Consumer Bill of Rights program: There was discussion about things that consumers should be aware of if they choose to own their own tank such as once the tank is sold that the manufacturer's warranty is usually voided. Board members reported that the tank usually costs between 4 and 5 thousand dollars. Homeowner tanks also present some problems such as whether leak checks are done when work is performed on the tank.

e. Autogas as it relates to dispensing stations: there were concerns about the vehicular protection requirements and tampering requirements for these applications. Staff reported that if the entire property was fenced that there is no need to have another fence around the container. It was felt that this arrangement would accommodate most places with fleet vehicle fueling. It was mentioned that this could be a larger issue as the federal Energy policy moves toward less use of gasoline with a goal of having 4,000,000 gallons of gasoline displaced by other fuels.

New Business:

a. Election of Officers: The Board voted Mr. Curcio as Chair of the Board and Michael Ticktin as Vice Chair of the Board.

b. Committee to review NFPA 58 – 14: A committee comprised of the following members was constituted to review NFPA 58 – 14. Gerard Stocker (Chairman), Michael Merrill and Robert Zander. Copies of the 2014 edition of NFPA 58 will be distributed to all Board members.

Board Comments: None.

Next meeting: The next meeting is scheduled for October 21, 2014

Adjournment: The meeting adjourned at 2:12 p.m.