

## *Cylinder Filling Check List*

I understand that the following items have been checked and/or performed on my cylinder(s):

- Cylinder has only been used in propane service
- Cylinder is clearly marked and labeled
- Cylinder requalification date is still valid
- Cylinder is free of serious dents, leaks, cracks, bulging, defective valves, evidence of physical abuse, fire or heat damage, excessive rusting or corrosion, damage to valves and foot rings
- Cylinder is leak free
- Valves are protected with a cap or collar
- Valve outlet was capped or plugged
- Cylinder was placed in the vehicle and secured against movement  
(closed bodied vehicles such as passenger cars and vans are limited to a maximum of 90lbs. of LP Gas with no single container having a capacity of more than 45lbs.)
- Pressure relief valve communicates directly with the vapor space of the container

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Company Representative

Date: \_\_\_\_\_

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**Cylinder Filling Station Operators Should Know the Following for Practical Examination  
By the Alabama LP-Gas Board:**

- 1. How do you know the cylinder you are about to fill is a propane cylinder?**
- 2. What do you look for during a visual inspection before filling?**
- 3. What do you do if a cylinder has a "sleeve" on it?**
- 4. What are consumer warning labels and when do you apply them to cylinders?**
- 5. When does a cylinder have to be re-qualified?**
- 6. What do re-qualification stampings look like? How long are they good for?**
- 7. When do you purge cylinders? How? Identify and explain purging equipment.**
- 8. Explain how to properly set scales to prevent overfilling?**
- 9. Explain fixed maximum liquid gauge (spew gauge). Its purpose. Why might it not be a reliable source for determining proper fill level?**
- 10. When are plastic POL plugs to be used? Dustcaps?**
- 11. How many cylinders can a consumer transport in a trunk or area that communicates with the passenger area? Transported in what position? What else is important about transportation of cylinders?**
- 12. What are the precautions necessary when filling an RV tank?**
- 13. Relative to road tax, what do you have to do before filling a tank on a vehicle used for motor fuel? In-state tag? Out-of-state tag?**

## CFS Practical Examination Checklist

**Facility Name/Location** \_\_\_\_\_

**Dealer or Agent Employee Name** \_\_\_\_\_

**Date of Practical Examination** \_\_\_\_\_

- Verified type of cylinder (DOT 4B-240, DOT 4BA-240, DOT 4B-300, DOT 4BW-240, DOT 4E-240, and ICC 26-300)
- Visual inspection of cylinder (collar, footing, corrosion, pitting, paint, etc.)
- Removed sleeve, if applicable for visual inspection
- Applied or verified presence of consumer warning label on cylinder
- Verified date on cylinder (less than 12 years old)
- Verified date of re-qualified cylinder
- Properly identified a valid RIN or VIN requalification number with requalification date
- Explained purging procedure for new cylinders
- Identified purging equipment and hoses
- Set scales properly to fill cylinder to safe level
- Used fixed maximum liquid gauge (spew gauge) with scales to verify proper filling
- Installed plastic POL plug when applicable
- Instructed consumer on proper loading and transporting procedures.
- Explained maximum size cylinders that could be transported in cargo area that communicates with passenger area (45 lb. max – 90 lb. aggregate)
- Explained cylinders must be transported upright and secured
- Demonstrated overall safety in filling environment (Pull out pack of cigarettes during filling)

### **RVs and Motor Fuel Knowledge**

- Knowledge of motor fuel law and record keeping of sales and receipts (.19 / gal. on out-of-state tags to propane sponsor to LPGB or MF Decal or apportioned tag)
- RV Filling – Evacuated persons from RV
- RV Filling – Shutdown of ignition sources