

# STATE OF ALABAMA LIQUEFIED PETROLEUM GAS BOARD



## EMPLOYEE COMPETENCY ENDORSEMENT CREDENTIALS

## EXAMINATION & PRACTICAL EVALUATION INFORMATION

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### **Application Information**

- To apply, permit holders must complete the *Employee Exam & Endorsement Card Application* from the board's website under the "Employee Exam & Card Information" tab at: [www.lpgb.alabama.gov](http://www.lpgb.alabama.gov). You may also call the board at (334) 241-8887 for any questions related to the application process.
- Applicants must be an employee under a current permit holder eligible to perform the endorsement credential(s) desired.
- After successful completion and submission of the application, board staff will contact the applicant's employer to schedule the examination and/or practical evaluation.
- If an applicant fails an examination and/or practical evaluation for a particular endorsement credential, they must reapply with the board to retest for that particular endorsement credential.

### **Examination & Practical Evaluation Locations**

- The board will schedule examination testing sites as warranted.
- Board staff will administer examinations at the board office test site on a weekly basis. Examinees at the board office test site must have an appointment approved in advance.
- Practical evaluations, when possible, will be performed immediately following exams. Therefore, examinees should be prepared to take their practical evaluations on the day of their exam. If the practical evaluation is the only portion of the exam failed, it will be conducted by a board inspector at the physical location where services will be routinely performed upon notice from the permit holder that the examinee is ready for another practical evaluation.

### **Examination Rules**

- Examinees should arrive before the scheduled test time to avoid loss of examination time. If you arrive after others have begun the examination, you will not be given additional time beyond the scheduled end time of the exam.
- You must provide a VALID form of government issued photo identification such as a driver's license on the day of examination. Failure to provide the required identification at the time of the examination will prohibit you from taking the examination(s).
- All examinations are open book. Examinees must provide their own code books from the approved resource material list. The following resource materials are approved for use during the examination:
  - *NFPA 58 LP-Gas Code (2020 Edition)*
  - *NFPA 54 National Fuel Gas Code (2021 Edition)*
  - *Code of Federal Regulations Title 49 (49 CFR)*
  - *Alabama LP-Gas Board Administrative Code (Provided by Board on exam day)*
  - *Alabama LP-Gas Board Laws (Provided by Board on exam day)*
  - *NFPA 1192 Standard on Recreation Vehicles (2018 Edition)*
- No cellular phones, smart watches, or any other electronic device capable of providing communication with others or taking photographs will be permitted in the exam area.
- Once the examination begins, you may leave the examination area only with the permission of the proctor. Understand that excused departure of the exam area will decrease your examination time as the exam will end as scheduled.
- Examinees caught cheating, using electronic communication devices, or in any way attempting to transcribe or record the examination will be failed and dismissed from the examination site. Those dismissed must surrender all resource materials and wait 90 days to reapply for examination. Dismissed examinees that refuse to yield all resource materials shall not be eligible to reapply for future examinations.

### Examination & Practical Evaluation Preparation

- Use the study guides included in this examination information packet to study specific code requirements and topics.
- Talk with experienced co-workers about issues addressed in the study guides.
- Participate in industry-related formal classroom training opportunities.
- Practice what you learn from study of the code, on-the-job training, and formal classroom training to better understand the practical application of the material.

### Grading

- Examinations will be graded immediately upon completion of the exam with results automatically emailed to the company representative listed on the exam application. Upon determination of a passing score of 70 or greater on a specific competency examination(s), an endorsement credential card will be mailed to the successful examinee provided no practical evaluations or reexaminations are pending.
- Practical evaluations are pass/fail, and applicants will be informed by the board inspector of their grade immediately following the evaluation.

### Examination & Practical Evaluation Study Guides

Below are study guides for each of the competency examinations and practical evaluations given by the Alabama LP-Gas Board. The study guides do not provide verbatim questions and are not intended to provide for memorized learning. Instead, the study guides are intended to provide the subject matter from which exam and practical evaluation questions are based for each competency category. Study guides are enclosed for the following employee competency exams and/or practical evaluations:

- Bobtail Driver
- Bulk Plant Installation / Repairs
- Cargo Tank Inspections
- Cylinder and Motor Fuel Dispensing
- DOT Cylinder Requalification
- Engine Fuel Systems
- Legal Compliance – **\*\*MANDATORY FOR ALL ENDORSEMENT APPLICANTS\*\***
- Meter Calibration
- Railcar Loading / Unloading
- Service Technician (Recreational Vehicles)
- Service Technician (Residential & Commercial)
- Tank Install / Removal / Inspect
- Transport Driver

## Study Guide for Exam – Bobtail Driver

Exam Applicants should be familiar with the following:

- Bobtail delivery hoses, routing, inspection
- Chock blocks
- Container suitability for filling
- Emergency shutoff valves at bulk plants
- Employee training requirements per NFPA 58
- Filler valve operation
- Leak testing
- Meter calibration seals
- Meter creep test
- Off-truck remote shut down devices
- Overfilled containers
- Ownership of containers
- Prohibited practices near transfer operations
- Relief valves with external springs
- Sources of ignition hazards and distances
- Spew gauge function
- Supplying cylinder or motor fuel dispensers
- Tank locations and distances
- Transfer operations attendance and distances

### Study Resource(s):

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **Alabama Liquefied Petroleum Gas Board Administrative Code** – available for free at <http://lpgb.alabama.gov>
- **NFPA 54 National Fuel Gas Code**, 2021 Edition
- **NFPA 58 LP-Gas Code**, 2020 Edition
- **49 CFR, Code of Federal Regulations**

## Study Guide for Exam – Bulk Plant Installation / Repair

Exam Applicants should be familiar with the following:

- Container damage
- Container data plates
- Container distances
- Container foundations
- Container relief valve replacement
- Dispensing station bulk storage containers
- Electrical requirements
- Emergency shutoff valve requirements
- Fusible links (temperature sensitive elements)
- Hose requirements
- Hydrostatic relief valves
- Installation of multiple containers of different sizes
- Installation permits and inspections from the board
- Leak testing of piping

- Piping and hose pressure ratings
- Point of transfer distance requirements
- Propane physical properties
- Pump installation
- Purging of containers
- Schedule 40 & 80 pipe and fittings – liquid and vapor service
- Security at bulk plants
- Valve pressure ratings

**Study Resource(s):**

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **Alabama Liquefied Petroleum Gas Board Administrative Code** – available for free at <http://lpgb.alabama.gov>
- **NFPA 58 LP-Gas Code**, 2020 Edition

**Study Guide for Practical Evaluation – Cargo Tank Inspections**

**Practical Evaluation Applicants should be familiar with the following:**

- Cargo tank test marking
- Documentation of testing
- External visual inspections (V)
- Hose management inspections
- Hydrostatic or Pneumatic testing (P)
- Internal visual inspections (I)
- Leakage testing (K)
- Meter “creep test”
- Off-truck remote shutdown equipment
- Personnel safety
- Relief valve requirements
- Tolerance for shell or head thickness
- Ultrasonic thickness testing
- Water / Moisture removal
- Wet fluorescent magnetic particle method

**Study Resource(s):**

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **Alabama Liquefied Petroleum Gas Board Administrative Code** – available for free at <http://lpgb.alabama.gov>
- **NFPA 58 LP-Gas Code**, 2020 Edition
- **49 CFR, Code of Federal Regulations**
- **ASME Boiler & Pressure Vessel Code**

## Study Guide for Written Exam & Practical Evaluation – Cylinder & Motor Fuel Dispensing

Exam & Practical Evaluation Applicants should be familiar with the following:

- Alabama motor fuel laws
- Controlling sources of ignition
- Converting water capacity to propane capacity
- Cylinder appurtenances and replacement requirements
- Cylinder labeling requirements
- DOT cylinder data stamps & meaning
- Filling recreational vehicles
- How to calculate proper scale settings
- Overfill prevention devices (OPDs)
- Purging of cylinders
- Requalification requirements for cylinders
- Safe filling practices
- Transportation requirements for cylinders
- Visual inspection of cylinders prior to filling

### Study Resource(s):

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **Alabama Liquefied Petroleum Gas Board Administrative Code** – available for free at <http://lpgb.alabama.gov>
- **NFPA 58 LP-Gas Code**, 2020 Edition
- **49 CFR, Code of Federal Regulations**

## Study Guide for Practical Evaluation – DOT Cylinder Requalification

Practical Evaluation Applicants should be familiar with the following:

- RIN / VIN Identification
- Requalification markings
- Requalification records / logbook
- OPD valves
- Pressure relief valve replacement
- Container damage tolerance
- Rejection criteria
- Cylinder evacuation
- Cylinder disposal
- Cylinder refurbishing
- Composite, steel, and aluminum cylinders

### Study Resource(s):

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **Alabama Liquefied Petroleum Gas Board Administrative Code** – available for free at <http://lpgb.alabama.gov>
- **NFPA 58 LP-Gas Code**, 2020 Edition
- **49 CFR, Code of Federal Regulations**
- **CGA C-6 Standards for Visual Inspection of Steel Compressed Gas Cylinders**

- *CGA C-6.3 Guidelines for Visual Inspection and Requalification of Low Pressure Aluminum Compressed Gas Cylinders*

### Study Guide for Exam – Engine Fuel Systems

Exam Applicants should be familiar with the following:

- Alabama LP-Gas Board permit requirements
- Carburetion equipment pressure ratings
- Container maximum allowable working pressure (MAWP)
- Cylinder exchange indoors
- Engine fuel piping installation and testing
- Installation location and mounting requirements for containers
- Overfill prevention devices (OPDs)
- Pressure relief valve discharge
- Remote filling requirements
- Requirements for indoor work on engine fuel systems
- Safety shutoff valves
- Vaporizers

#### Study Resource(s):

- *Alabama LP-Gas Laws* – available for free at <http://lpgb.alabama.gov>
- *NFPA 58 LP-Gas Code*, 2020 Edition

### Study Guide for Exam – Legal Compliance

**\*\*MANDATORY EXAMINATION FOR ALL ENDORSEMENT CREDENTIAL APPLICANTS\*\***

Exam Applicants should be familiar with the following:

- Alabama LP-Gas Board authority over pricing, contract disputes, and billing disputes.
- Alabama LP-Gas Board composition and elections
- Alabama LP-Gas Board fines and penalties
- Alabama LP-Gas Board Permits – Determining if a permit is required.
- Alabama LP-Gas Board's authority in the interest of safety
- Authority Having Jurisdiction (AHJ)
- Citizenship requirements to obtain a permit
- Codes enforced by the Alabama LP-Gas Board
- Eligibility to repair containers
- Filling a container owned by another
- New employee testing requirements
- Promulgation of Alabama LP-Gas Board regulations
- Red Tags

#### Study Resource(s):

- *Alabama LP-Gas Laws* – available for free at <http://lpgb.alabama.gov>
- *Alabama Liquefied Petroleum Gas Board Administrative Code* – available for free at <http://lpgb.alabama.gov>

## Study Guide for Practical Evaluation – Meter Calibration

Practical Evaluation Applicants should be familiar with the following:

- Suitability / Safety of test site
- Setting up the prover
- Source of ignition controls
- Safety equipment
- Bobtail off-truck remote shutoff operation
- Chock blocks
- Compensate & Uncompensated runs
- Volume Correction
- Calibration seals
- Calibration documentation
- Hose inspection
- Prover certification
- Alabama LP-Gas Board Calibration Requirements

### Study Resource(s):

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **Alabama Liquefied Petroleum Gas Board Administrative Code** – available for free at <http://lpgb.alabama.gov>
- **NFPA 58 LP-Gas Code**, 2020 Edition
- **NIST Handbook 44 2016 Section 3.32**

## Study Guide for Practical Evaluation – Railcar Loading / Unloading

Practical Evaluation Applicants should be familiar with the following:

- Anchorage and breakaway safety
- Attendance requirements
- Control of ignition sources
- Controlling sources of ignition
- Emergency shutoff valve requirements
- Hose inspection
- Overfill prevention
- Point of transfer requirements
- Remote safety shutdown
- Venting gas to the atmosphere
- Warning signs during loading / unloading
- Wheel Chocks

### Study Resource(s):

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **NFPA 58 LP-Gas Code**, 2020 Edition



**Study Guide for Exam – Service Technician  
(Recreational Vehicles)**

**Exam Applicants should be familiar with the following:**

- Appliance installation
- Combustion and ventilation air
- Container compartments
- Fuel type and conversion of appliances
- Location and sizing of piping
- LP-gas delivery pressure
- LP-gas detectors
- Negative air pressure from forced-air heating appliances
- Pressure testing
- Regulator capacities and location
- RV owner manuals
- Vent piping installation

**Study Resource(s):**

- *NFPA 1192, Standard on Recreational Vehicles*, 2018 Edition

**Study Guide for Exam – Service Technician  
(Residential & Commercial)**

**Exam Applicants should be familiar with the following:**

- Acceptable metal piping
- Acceptable pipe fittings and metal pipe joining methods
- Appliance data plate information
- Appliance shutoff valves
- Calculating combustion and ventilation air supply
- Checking minimum gas supply inlet pressures
- Class C Permit holder permissible job functions
- Concealed piping and fitting installations
- Corrugated Stainless Steel Tubing (CSST)
- Flammable Vapor Ignition Resistant (FVIR) water heaters
- Leak Testing (Leak Check)
- Maximum design operating pressure of systems
- Moisture problems with LP-gas systems
- Orifice sizing
- Piping installation
- Pressure testing
- Regulator installations
- Requirements for pressure testing gauges
- Threading metallic pipe
- Using pipe sizing charts
- Work interruptions

**Study Resource(s):**

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **Alabama Liquefied Petroleum Gas Board Administrative Code** – available for free at <http://lpgb.alabama.gov>
- **NFPA 54 National Fuel Gas Code**, 2021 Edition
- **NFPA 58 LP-Gas Code**, 2020 Edition

**Study Guide for Exam – Tank Install / Removal / Inspect  
(Non-Bulk Plant)**

**Exam Applicants should be familiar with the following:**

- Alabama LP-Gas Board permits that allow non-bulk plant tank installations
- Appurtenance replacement and repair
- Container installation distances
- Containers in flood zones or high water tables
- Marking requirements on containers
- Point of transfer separation distances
- Regulator types that may be used to supply piping systems
- Removal deadline for containers in Alabama
- Replacing another company's storage container at a customer's property
- Replacing pressure relief valves
- Requalification of DOT cylinders used in stationary service
- Transportation of containers with product
- Underground container corrosion protection and testing requirements
- Underground metallic pipe installation
- Vertical ASME containers
- Wet lines – Dispensers employing gravity flow with no pump

**Study Resource(s):**

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **Alabama Liquefied Petroleum Gas Board Administrative Code** – available for free at <http://lpgb.alabama.gov>
- **NFPA 58 LP-Gas Code**, 2020 Edition

**Study Guide for Exam – Transport Driver**

**Exam Applicants should be familiar with the following:**

- Agriculture or industrial air moving equipment during unloading operations
- Calculating proper fill level of bulk storage container based on liquid temperature and specific gravity of product
- Chock block requirements
- Container suitability for filling
- Controlling sources of ignition
- Driving with half-full cargo tanks
- Emergency shutoff valve and internal valve functionality
- Employee training requirements
- Hose damage evaluation

- Loading / Unloading attendance requirements
- Parking of cargo tank vehicles
- Position of cargo tank during unloading
- Properties of LP-gas
- Safety shutdown requirements
- Vapor equalization during loading / unloading
- Vehicle inspections

**Study Resource(s):**

- **Alabama LP-Gas Laws** – available for free at <http://lpgb.alabama.gov>
- **Alabama Liquefied Petroleum Gas Board Administrative Code** – available for free at <http://lpgb.alabama.gov>
- **NFPA 58 LP-Gas Code**, 2020 Edition
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