



Fuels Safety Program	Ref. No.: FS – 153-09	Rev. No.:
ADVISORY	Date: June 17, 2009	Date:

Subject: Filling of Propane Cylinders under 100 Lbs from a Bulk Truck
Sent to: Posted on Web-Site and Distributed to Propane RRG

The following is required for filling propane cylinders under 100 Lbs from a bulk truck:

- Propane facilities are required to be licensed.
“No person shall operate a retail outlet, a filling plant, a vehicle conversion centre, a cylinder handling facility or a container refill centre without the appropriate licence” Ontario. Regulation 211/01, s. 13 (1).
- For filling propane cylinders under 100 Lbs from bulk truck, a Licence to Operate a Propane Container Refill Centre is required.
- Ontario Regulation 211/01, Section 27 describes requirements for Refill Centres.

An applicant for a Licence to Operate a Propane Container Refill Centre, intended for filling cylinders from a bulk truck, shall submit the following to TSSA:

1. **Completed form** “Application for and Ontario licence to Operate a Propane Cylinder Handling Facility, Container Refill Centre or a Filling Plant”;
2. **Application Fee**;
3. **Letter from the municipality** where the container refill centre is located indicating that the use of it for its intended purpose does not contravene the zoning by-laws of the municipality;
4. **Legible plan** in triplicate that shows:
 - (i) the location of a propane bulk truck (s) and cylinder storage within the container refill centre;
 - (ii) the distance from a propane bulk truck(s) and cylinder storage to the property lines;
 - (iii) each building or structure located within 50 feet of a propane bulk truck;
 - (iv) the location of each site where flammable or combustible substances are stored;
 - (v) the capacity in USWG (United States water gallons) of a propane bulk truck (s);
 - (vi) any other relevant information requested by TSSA that is necessary to ensure that the installation is safe;
4. **Completed form** “Pre-Installation Site Checksheet for Propane Filling Plant or Container Refill Centre”;
5. **Calculations confirming compliance with Branch Standard No.9**;
6. **Procedure for Refilling Cylinders from a Bulk Truck**;
7. **Confirmation the cylinders are secured** when being filled;
8. **Confirmation the hoses used for filling cylinders are approved** (the same type as in standard Container Refill Centre);

Note: These facilities are subject to the new regulatory requirements when they come into effect including the requirement for a risk and safety management plan.



Propane Issues

Filling of Propane Cylinders from a Bulk Truck

Briefing Note

Purpose

To address an issue of filling of propane cylinders from a bulk truck at trailer parks, cottages, camping sites, etc.

Background

There have been many inquiries regarding the need for a licence for filling propane cylinders from a bulk truck delivering propane to the trailer, cottage or similar end use location.

Comments

The filling of cylinders from a bulk truck is a container refill operation and requires a licence. These operations are subject to licensing to best ensure safe operation/propane transfer and to enable TSSA to inspect these sites to verify compliance.

Conclusion

Based on the above information TSSA has decided to issue an advisory FS-153-09 addressing this issue and requiring licences for propane filling cylinders under 100 Lbs from a bulk truck in accordance with Ontario Regulation 211/01 "Propane Storage and Handling".

Alternatively, the distributor can remove the cylinder and replace it with a filled cylinder provided the distributor has an initial or comprehensive ten years inspection report on file.

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