



RAILROAD COMMISSION OF TEXAS

Oversight and Safety Division
Alternative Fuels Safety Department

LPG FORM 501

COMPLETION REPORT FOR LP-GAS INSTALLATIONS OF LESS THAN 10,000 GALLONS AGGREGATE WATER CAPACITY

RRC USE ONLY	
Site ID:	_____
Plan ID:	_____

Please Type or Print

Section 9.101(b) of the *LP-Gas Safety Rules* requires this report to be filed with the Commission, along with the applicable fees. The report must be postmarked or physically delivered to Alternative Fuels Safety, **within 30 calendar days** from the date of installation completion. An LPG stationary container(s), a cylinder storage rack(s) or secured cylinder storage area(s) without a storage rack installed at any commercial LPG installation of less than 10,000 aggregate water gallon capacities shall be reported.

Name of Facility Where Container(s) or System is Installed _____

_____	_____	_____	_____
(Facility's Mailing Address)	(City)	(State)	(Zip Code)

Physical/geographical location same as mailing address. (You must still provide the county of installation.)

_____	_____	_____	_____
(Physical/Geographical Location or 911 Address)	(City)	(State)	(Zip Code)

_____	Lat: _____
County of installation (required)	GPS Coordinates: Lon: _____

TYPE OF INSTALLATION

CHECK APPLICABLE BOX(ES)

<input type="checkbox"/> Retail Cylinder Filling/Service Station-CFSS	<input type="checkbox"/> Cylinder Exchange Rack-CEXR	<input type="checkbox"/> Bulk Storage-BS
<input type="checkbox"/> Cylinder Filling Plant-CFP	<input type="checkbox"/> Service Station-SS	
A license is required for the above facility types. Please provide the installation's license number: _____		
<input type="checkbox"/> Emergency Stand-by Generator-EMSB	<input type="checkbox"/> Commercial-COMM	<input type="checkbox"/> Forklift Refueling-INFL
<input type="checkbox"/> Non-retail Cylinder Storage (UCXR)	<input type="checkbox"/> Industrial Equipment-INEQ	<input type="checkbox"/> Agricultural-AGRI
<input type="checkbox"/> Private Motor/Mobile Fuel-PMMF	<input type="checkbox"/> School-SCHL	<input type="checkbox"/> Public-PUBL
<input type="checkbox"/> Private Cylinder Filling-PVCF	<input type="checkbox"/> Other (describe): _____	

Date LPG installation was completed and placed in service: _____ (MM/DD/YYYY)

APPLICATION TYPE:

New Installation Relocation Addition Replacement Only

LPG CONTAINER INFORMATION:

	Container 1	Container 2	Container 3
Manufacturer Name	_____	_____	_____
Serial Number	_____	_____	_____
Working Pressure	_____	_____	_____
Aboveground/Underground (AG/UG)	_____	_____	_____
ASME/DOT	_____	_____	_____
Year Built	_____	_____	_____
Water Capacity (gallons)	_____	_____	_____

(If additional tanks, use separate page)

LPG CYLINDER RACK OPERATIONS (List each rack separately)

Number of Cylinders Rack holds _____ Cylinder Size _____

Number of Cylinders Rack holds _____ Cylinder Size _____

Number of Cylinders Rack holds _____ Cylinder Size _____

(If additional racks, use separate page)

SECURED /FENCED CYLINDER STORAGE AREA WITHOUT THE USE OF CYLINDER RACKS:

Number of cylinders in storage _____ Cylinder Size _____

Gas Systems: System Pressure/Leak Tested Appliance Operation Checked N/A

Fee submitted: \$ _____

For **original report submissions**, a **\$10** non-refundable filing fee is required for **each item listed above**, including:

- ASME container or DOT cylinder that is installed for use as a stationary LPG container installation;
- DOT cylinder storage rack; and
- site where DOT cylinders awaiting use are stored in a secured storage area without a storage rack(s)

If the report is returned, due to missing or incorrect information, the non-refundable resubmission fee is **\$35 per report**.

DO NOT SEND CASH. Make Checks or Money Orders Payable To: **The Railroad Commission of Texas**. To pay by credit card please visit our website www.rrc.texas.gov/alternative-fuels/ and submit a copy of the online payment receipt with the report.

CERTIFICATION: I hereby notify the Commission that the LPG installation described above has been completed, complies with the Texas Natural Resources Code and the *LP-Gas Safety Rules* of the Railroad Commission of Texas; and is now ready for Commission inspection. I understand that failure to provide the Commission with timely written notification of this installation as required by §9.101 of the *LP-Gas Safety Rules* and/or placing a container or installation in LPG service that is not in full compliance with the requirements of the Texas Natural Resources Code and the *LP-Gas Safety Rules*, may subject me or my company to enforcement proceedings as provided in the Texas Natural Resources Code. I declare under penalties prescribed in Sec. 91.143, Texas Natural Resources Code, that I am authorized to make the representations set out above on the behalf of the licensee named above, that this report was prepared by me or under my supervision and direction, and that the statements made are true, correct, and complete to the best of my knowledge.

By filing this report via facsimile transmission, submitter voluntarily stipulates and agrees that the filed facsimile copy shall be treated as an original document for all purposes in any court or administrative proceeding.

Additionally, submitter agrees that this report may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

_____ Name of Authorized Company Representative	_____ Signature of Authorized Company Representative	_____ Date
_____ Company Name	_____ LPG License No.	
_____ Telephone No.	_____ Email address.	

Return to:
Railroad Commission of Texas
Alternative Fuels Safety
PO Box 12967
Austin, TX 78711-2967
SafetyNoticeReply@rrc.texas.gov

Fax (512) 463-0649

RAILROAD COMMISSION OF TEXAS

ALTERNATIVE FUELS SAFETY

INSTRUCTIONS FOR COMPLETING LPG FORM 501

Legible Document: To avoid delays in processing the Completion Report, all information must be legible. Reports which are not legible will not be processed and will be returned and a non-refundable resubmission fee will be assessed.

1. Name of Facility – Name of the facility where the container/rack/cylinders are installed.
2. Facility Mailing Address – Address where mail can be received regarding this installation.
3. Physical/geographical location same as mailing address – If the mailing address and physical location are the same check the box and leave the Physical/Geographical Location/911 Address fields blank.
4. Physical/Geographical Location/911 Address – Physical location of the installation. If the location has a 911 address (usually the same as mailing address), then that address is preferred. If the location does not have a 911 address, then provide a description of the installation's location using the nearest major intersection as the point of reference. (I.e. 1 mile north of the intersection of IH-35 and 290 on the left.)
5. County of installation – Name of the county where the installation is located.
6. GPS Coordinates – Latitude and Longitude in Decimal Degrees. The coordinates from Google Earth are preferred.
7. Type of Installation – Choose the correct installation type.
 - Retail Cylinder Filling/Service Station (CFSS) – Dispensing of LPG into DOT cylinders and dispensing into motor/mobile fuel containers. LPG is sold to the public. May include the storage of filled cylinders.
 - Cylinder Exchange Rack (CEXR) – Storage and exchange of DOT cylinders at retail establishments. LPG is sold to the public.
 - Bulk Storage (BS) – Storage that is filled by an LPG transport and used to load bobtail units for transportation and delivery.
 - Cylinder Filling Plant (CFP) – Dispensing LPG into DOT cylinders for retail delivery.
 - Service Station (SS) – Dispensing of LPG into motor/mobile fuel containers. LPG is sold to the public. Does not include filling DOT cylinders.
 - Emergency Stand-by Generator (EMSB) – Storage with vaporizer and/or gas/air mixer installation (usually at a commercial or industrial location) to be used in the event of a natural gas curtailment.
 - Site Built Subdivision (SBSD)
 - Commercial (COMM) – Businesses or industries not frequented by the public using LPG for heating, to make a finished product, as an ingredient of a product, or to power equipment for industrial/commercial purposes.
 - Forklift Refueling (INFL) – Stationary container used to fill DOT cylinders for LPG systems used as the source of power on forklifts.
 - Industrial Equipment (INEQ) – Stationary container used to fill DOT cylinders for LPG systems used as the source of power on industrial equipment such as buffers or sweepers.
 - Agricultural (AGRI) – One or more containers used to supply agricultural structures such as greenhouses or broiler (poultry) houses.
 - Non-retail Cylinder Storage (UCXR) - Exchange rack for industrial DOT cylinder storage while awaiting use. This includes forklift and buffer cylinders.
 - School (SCHL) – Installations at public and private schools accredited by TEA and TSPCA which service buildings and facilities frequented by the students, excludes concession stands and bus barns/maintenance facilities.
 - Private Motor/Mobile Fuel (PMMF) – Dispensing into motor/mobile fuel containers by an ultimate consumer. Private installation. Gas is not sold to the public.
 - Public (PUBL) – Any LPG installation on a premises open to the public, includes retail business establishments.
 - Private Cylinder Filling (PVCF) - Dispensing into DOT cylinders by an ultimate consumer. Private (non-licensee) installation. Gas is not sold to the public.
 - Other - Any installation that does not fit into a listed installation type. If selected a description of the installation is required. A full list of installation types is available on the Commission website.
8. Installation License Number – The following installation types require a license to operate. Verify the facility operator's license number prior to placing into service. Place the facility's license number here to avoid the report being returned for resubmission, which requires a resubmission fee.
 - Retail Cylinder Filling/Service Station (CFSS)
 - Cylinder Exchange Rack (CEXR) – The licensee whose name is on the receipt for cylinder exchange/sales is required to have the license and should be listed as the Name of Facility and the Installation License Number.
 - Bulk Storage (BS)

- Cylinder Filling Plant (CFP)
 - Service Station (SS)
9. Installation Completion Date – Date the installation was completed, verified as safe and meeting all rule requirements, and placed in service.
10. Application Type – Select if the application is submitted for:
- New Installation: this is the first LPG container/rack/area installation at this location.
 - Relocation: an existing container/rack/area at this location/property was moved within the same location/property.
 - Addition: a container/rack/area has been added to a location with an existing container/rack/area, where the original container/rack/area will remain in service.
 - Replacement: a container/rack/area has been installed at a location to replace an existing container/rack/area. (The original container/rack/area has been removed.)
11. LPG Container Information:
- Manufacturer Name: The name of the container manufacturer
 - Serial number: The manufacturer’s serial number listed on the container’s manufacturer data plate
 - Working Pressure: The working pressure listed on the container’s manufacturer data plate
 - Aboveground/underground: Is the container installed aboveground (AG) or underground (UG). Initials can be used.
 - ASME/DOT – The specification to which the container was built. American Society of Mechanical Engineers (ASME) or US Department of Transportation (DOT).
 - Water Capacity – The water capacity in gallons listed on the container’s manufacturer data plate.
 - Year Built – The year the container was manufactured as listed on the container’s manufacturer data plate.
12. LPG Cylinder Rack Operations – List each rack separately and provide the number and size of cylinders in the rack.
13. Secured/Fenced Cylinder Storage Area (without the use of racks) – Provide the number of cylinders in the secured or fenced area and the size of the cylinders being stored.
14. Fee submitted – The fee amount being submitted for the containers/racks/area listed on the report. EACH container, rack and area require a \$10 filing fee for original filings. If the report is returned for resubmission, due to missing or incorrect information, then a \$35 resubmission fee is required for the report.

Type	Quantity	Fee Amoun	Fee Due
Containers		x \$10	\$
Cylinder racks		x \$10	\$
Storage areas		x \$10	\$
Total Fee Due			\$

15. Email address: Providing an email address is optional. If provided, the filer’s address will become part of the public record.