File No.: 1/1/36

Document No: MEEA-HSEM-A002

Rev. 0 – September 2012

|  |  |
| --- | --- |
| Applicant File Ref. No. | Click to enter text |
| MEEA File Ref. No. |  |

****

**REPUBLIC OF TRINIDAD AND TOBAGO**

**The Ministry of Energy and Energy Affairs**

**Application for Storage Approval of Liquefied Petroleum Gas (LPG) at ‘End-user’ Facilities**

**………………………………………………………………………..**

**1.0 Legal Authority:**

Liquefied Petroleum Gas (LPG) storage systems which are in excess of 100 Imperial Gallons must be approved by the Ministry of Energy and Energy Affairs as stipulated in Regulation 1 of Part II of the Petroleum Act, Chapter 62:01. This state:

*“No crude petroleum, petroleum or dangerous petroleum above the quantity of 100 imperial gallons shall be stored in any place save in a warehouse authorized by licence under the Act.”*

This application form is issued for compliance under section 42(k) of the Petroleum Act, Chapter 62:01 which states:

*‘A licensee shall comply with all instructions issued from time to time by the Minister that are reasonably necessary for securing the health, safety and welfare of persons employed for the purpose of operations.’*

**2.0 Applicability:**

This application form must only be used for LPG storage systems with cumulative capacities that exceed 100 Imperial Gallons. This is inclusive of 20 lbs cylinders. If tanks/cylinders are not part of the same storage system then a separate application form must be completed and submitted.

It is not applicable to:

* terminals and other energy based facilities for which the LPG systems are considered part of the entire facility and for which the facility is approved by the Ministry of Energy and Energy Affairs.
* marine storage systems, e.g. barges, boats, vessels, etc..
* other refined petroleum products (e.g. diesel, kerosene, jet Ai, gasoline) storage systems. See Document No. MEEA-HSEM-A001
* the road transportation of LPG.
* LPG storages at Service Stations.
* the re-approval of LPG storage systems.
* expansion of LPG storage systems that are currently approved by the MEEA.

**………………………………………………………………………………………………………………………………………………….**

**Please complete the application form and forward to the address in the footnote for processing. Information must only be entered in the gray shaded boxes.**

**Instructions on completing the form are provided in the Guidance Document (MEEA-HSEM-AG002 – Guidance Document for completing the application form for Storage Approval of Liquefied Petroleum Gas at End-user Facilities).**

|  |  |  |  |
| --- | --- | --- | --- |
| Title e.g. Mr | Name: |  | Click to enter date |
| Title | Click to enter name |
| Position: | |
| Click to enter name | |
| *Applicant’s Name and Position* | | *\*Applicant’s Signature* | *Date of Application (dd/mm/yy)* |

*Affix company stamp here, (optional).*

**\*Applicant: By your signature above, you hereby certify that the information submitted herein is true and correct and that you are authorised by the installation owner(s) to act on his/their behalf.**

Note: This document contains five (5) pages inclusive of the cover page.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Section A - Owner Information | | | | |  | | |
| *1Company/ Owner/ Leasee of Storage System:* | Click to enter text | | | | | | |
| *2Mailing Address:* | Click to enter text | | | | | | |
| *3Contacts:* | *Tel.:* | Click to enter text | *Fax:* | Click to enter text | | *Email:* | Click to enter text |
|  | | | | | | | |
| Section B – Installer Information | | | | |  | | |
| *1Name of Installer:* | Click to enter text | | | | | | |
| *2Mailing Address:* | Click to enter text | | | | | | |
| *3Contacts:* | *Tel.:* | Click to enter text | *Fax:* | Click to enter text | | *Email:* | Click to enter text |

| Section C: Storage Information | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *1Total volume of LPG to be stored:*  *(e.g. 3 X 100 US Gallons)* | |  |  |  | | --- | --- | --- | | Number of tanks/cylinders, e.g. 2 | Volume of tank/cylinder e.g. 100 | Measurement Unit e.g. Imperial Gallons | | Click to enter volume | Click to enter | Click tochoose unit of measure | | Click to enter volume | Click to enter | Click tochoose unit of measure | | Click to enter volume | Click to enter | Click tochoose unit of measure | | Click to enter volume | Click to enter | Click tochoose unit of measure | | Click to enter volume | Click to enter | Click tochoose unit of measure | | Click to enter volume | Click to enter | Click tochoose unit of measure | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *2Physical address of LPG storage system:* |  | Same as in A2 above. (If not, specify below) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *3Purpose/ use of the storage system:* |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *4Operational status of storage system:*  *(click to choose e.g. currently in use)* |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *5Date installed or to be installed:* |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *6Buildings on the same premises are:*  *(Tick all that apply)* |  | | Residential | | | | |  | | | Commercial | | | | | | |  | | | Agricultural | | | | | | | |  | | | Public Assemblage | | | | |
|  | | Industrial | | | | |  | | | Government | | | | | | |  | | | Parking/ storage | | | | | | | |  | | | Other | | | | |
| *If other, specify below:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *7Type of establishment where product is to be stored, e.g. school:*  *(click to choose)* |  | | | | | | | | | | | | | | | If other, specify: | | | | | |  | | | | | | | | | | | | | | |
| *8First application for approval of this storage system:* |  | Yes | | | | | |  | | | | No (if no, specify date of last application) | | | | | | | | | |  | | | | | | | | | | | | | | |
| *9Terrain in the vicinity of the tanks/ cylinders is:*  *(click to choose e.g. flat)* |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *10Location of tanks/ cylinders:*  *(Tick all that apply)* |  | | Outdoor | | | | |  | | | Aboveground | | | | | | | |  | | | | | | Roof | | | | |  | | | Basement | | | |
|  | | Indoor | | | | |  | | | Underground | | | | | | | |  | | | | | | Under Eave | | | | | |  | | | Other | | |
| *If other, specify below:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *11Tanks/ cylinders are:* |  | | New | | | | |  | | | Used | | | | | | | | | | | | | | | | | | | | | | | | | |
| *12Installation is:* |  | | Permanent | | | | |  | | | Temporary | | | | | | | | | | | | | | | | | | | | | | | | | |
| *13Tanks/ cylinders readily accessible to the public?* |  | | Yes | | | | |  | | | No | | | | | | | | | | | | | | | | | | | | | | | | | |
| *14Installation area prone to flooding?* |  | | Yes | | | | |  | | | No | | | | | | | | | | | | | | | | | | | | | | | | | |
| *15If more than one tank/ cylinder are (to be) installed, are they in the same location?* |  | | Yes | | | | |  | | | No | | | | | | | |  | | | | | Not applicable (NA) | | | | | | | | | | | | |
| *16Number of LPG end users connected to the storage system?* |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *17Auxilliary Equipment:*  *(If provided, attach manufacturer’s specification sheets)* |  | | | Pump | | | |  | | | Compressor | | | | | | | | |  | | | | Dispenser | | | | | | | |  | | | Not applicable | |
|  | | | Vapouriser | | | |  | | | Meter | | | | | | | | |  | | | | Other | | | | | | | |  | | |  | |
| If other, specify below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Click to enter text | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *18Is an enclosure (to be) installed around the tanks/ cylinders?* |  | | Yes | | | | |  | | | No | | | | | | | | | | | | | | | | | | | | | | | | | |
| a) If yes, enclosures is: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | Less than 50% open to the surroundings? | | | | | | | | | | |  | | | Greater than 50% open to the surroundings? | | | | | | | | | | | | | | | | |
| b) If yes, specify material of construction of enclosure below, e.g. steel chain linked fence and steel louvered gate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *19Is a leak detection sensor (to be) installed near the tanks/ cylinders?* |  | | | | Yes | | | |  | | No | | | | | | | | |  | | | | Indecisive | | | | | | | | | | | | |
| *20Tanks/ cylinders foundation material of construction?*  *(Tick all that apply)* |  | | Soil | | | | |  | | | Steel | | | | | | | | |  | | | | Concrete | | | | | | | |  | | | Wood | |
|  | | Asphalt | | | | |  | | | Aggregate (e.g. stone, pebbles) | | | | | | | | |  | | | | Sand | | | | | | | |  | | | Other | |
| If other, specify below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *21Other storages on the same premises that are not part of this application:*  *(Tick all that apply)* |  | LPG | | | | |  | | | Kerosene | | | | | | | | | | | | |  | | | Liquid/ Gaseous Hydrogen | | | | | | | | | | |
|  | Diesel | | | | |  | | | Oxygen | | | | | | | | | | | | |  | | | Gasolene | | | | | | | | | | |
|  | Jet A1 | | | | |  | | | Crude Oil/ Condensate/NGL | | | | | | | | | | | | |  | | | NA | | | | | | | | | | |
| *22Has the area City/Regional/ Borough Corporation been advised of the installation?* |  | | Yes | | | | | | | | | |  | | No | | | | | | | | | | | | | | | | | | | | | |
| *23Located near the tanks/cylinders are:*  *(Check all that apply).*  *(Where applicable, the separation distances must be illustrated on the plot plan).* | a) potential ignition sources within 10 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| b) important building on the same property within 25 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| c) line of adjoining property that can be built upon within 25 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| d) Public roadway within 10 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| e) electrical power lines (>600 V) within 6 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| f) building openings within 10 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| g) tanks (>660 USG capacity) containing liquids with a flash point less than 200oF (e.g. diesel, kerosene, Jet A1, etc.) within 20 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| h) compressed gasses storages within 25 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| i) direct vent and mechanical air intake devices within 10 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| j) drains at a lower elevation within 10 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |
| k) building exit stairways within 15 feet? | | | | | | | | | | | | | | | | | | | | | | | | | |  | Yes | | | | | | |  | No |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section D : Piping Information | | | | | |  | | | | | | | | | | |
| *1LPG piping is located:*  *(tick all that apply)* |  | Aboveground | |  | | | | Outdoor | | | |  | | |  | |
|  | Underground | |  | | | | Indoor | | | |  | | |  | |
| *2Piping schedule and material of construction:*  *(e.g. Schedule 40 Black Steel)* | aLPG Piping (aboveground) | | |  | | | | | | | | | | | | |
| bLPG Piping (underground) | | |  | | | | | | | | | | | | |
| cLPG Vent Piping (indoor) | | |  | | | | | | | | | | | | |
| dLPG Vent Piping (outdoor) | | |  | | | | | | | | | | | | |
| eFirewater Piping | | |  | | | | | | | | | | | | |
| *3Fluid in the LPG piping is:* |  | | Liquid | |  | | | | Gas | |  | | | Liquid & Gas | | |
| *4LPG piping joints are:*  *(tick all that apply)* |  | Threaded | |  | | | | Welded | | |  | | | Flanged | | |
|  | Brazed | |  | | | | Threaded and Welded | | |  | | | Other (specify below) | | |
| If other, specify below: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| *5Minimum depth of LPG underground piping:* |  | NA | | Value e.g. 3.5 | | | | | | Unit e.g. ft. (click to choose) | | | | | | |
|  | | | | | |  | | | | | | |
| *6Type of corrosion protection for LPG underground piping:* |  | NA | |  | | | | | | | | | | | | |
| *7LPG Underground piping is double-walled?* |  | Yes | |  | | | No | | | | | |  | | | NA |
| If yes, material of construction of outer wall: | | |  | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| Section E: Appliances, Equipment and Accessories Details | |  |
| *1Appliance, Equipment or Accessories to be connected to the system:*  *(Specify the number of each type to be installed).* | |  |  | | --- | --- | | Appliance/ Equipment/ Accessory | Number e.g. 3 | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Section F: Attachments | |  | |
| *Attached to this application is/are: (tick all that applies)* | | | |
|  | 1Plot plan of the storage system and surrounding infrastructure |  | 9Manufacturer’s Specification Sheets for Auxiliary Equipment |
|  | 2Isomteric drawings of tank/s and piping |  | 10City/Borough/Regional Corporation letter of approval |
|  | 3Fire equipment / evacuation route drawing |  | 11Deed of Ownership of Land/ Letter of Permission to Install on Land |
|  | 4LPG Piping Pressure Test Certificate |  | 12Certificate of Environmental Clearance (if storage capacity > 17,500 IG) |
|  | 5Standard Operating Procedures |  | 13Other (specify below) |
|  | 6Emergency Response Plan | 1. |  |
|  | 7Fire Service Division report/ approval | 2. |  |
|  | 8Manufacture Specification Sheets for LPG tanks/ cylinders | 3. |  |

|  |  |
| --- | --- |
| Section G: Other Information |  |
|  | |

**…………………………………………………………………………………………………………………………………………………**

**For Official Use Only** *(Do not enter any information in this section)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | **Date** |
| *1Officer/s assigned* |  | | | | | | | |  |
| *2MEEA’s preliminary site visit:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *3MEEA’s site approval:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *4Fire Service Division’s approval:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *5Piping pressure test certificates:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *6OSHA’s approval:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *7EMA’s approval:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *8TCPD’s approval:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *9MEEA’s pre-commissioning inspection:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *10ERP submitted:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *11SOPs submitted:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *12Tank/piping drawings:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *13Site plan:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *14Tanks/ equipment spec. sheets:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *15MEEA’s final approval:* | **☐** | Yes |  | **☐** | No |  | **☐** | NA |  |
| *16Final approval certificate number:* |  | | | | | | | | |

**…End of Application Form…**