



Kerrville Fire Marshal

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Section 8 Propane Exchange

These guidelines are to be followed when a building or facility within the City of Kerrville proposes to install a propane exchange cage within the City of Kerrville City Limits.

Propane exchange operations shall conform to the *International Fire Code* as adopted and amended by City of Kerrville and *NFPA 58, Standard for the Storage and Handling of Liquefied Petroleum Gases*.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Installation Requirements

1. Installations stored next to buildings are limited to an aggregate capacity of 720 pounds.
2. Cages shall be located at least 20 feet from openings into buildings, fuel dispensing devices, or any portion of a building used as a means of egress.
3. Cages shall be located at least 10 feet from the public way and fire lanes.
4. Cages shall be located a minimum of 3 ft. from any exterior wall.
5. When stored outside of buildings protected with an automatic sprinkler system, the eaves, canopies, or overhangs where the cages are located shall be protected by sprinklers.
6. Cages and cage areas shall be kept free and clear of all combustible materials, including storage, for a distance of at least 10 feet on all sides. This includes merchandise displays.
7. Ground striping will be required on the floor to identify the 10 ft. clear area around the cages.
8. Cages shall be a lockable ventilated metal locker or rack that prevents tampering and pilfering.
9. Cages shall be so located a minimum of 10 ft. from any source of ignition.
10. Cages shall be designed so that containers cannot be stacked on top of each other and designed so that containers are positioned upright with the pressure-relief valve in direct communication with the vapor space of the container.
11. All containers shall be protected by screw-on type caps or collars and container outlet valves shall be closed and plugged when in storage.
12. All containers shall be provided with an OPD valve.
13. Defective containers or containers showing denting, bulging, or excessive corrosion shall be removed from service and properly disposed of.
14. NO SMOKING signs and approved *NFPA 704* hazard identification signs shall be posted on the exchange cage. No Smoking signage shall be posted at the exchange cages and within 25 ft. of the surrounding area.
15. Signs listing exchange procedures, company name and 24 hour phone numbers shall be posted on the cage.
16. Signs requiring that customers leave LPG containers outside shall be posted at the building entrance(s).
17. Cages shall be protected from vehicle damage (bollards) in accordance with *IFC*, Section 312, as follows:
 - a. Install 4-inch steel pipes filled with concrete.
 - b. Pipes shall be spaced no more than 4 feet apart.
 - c. Pipes shall be set not less than 3 feet deep in a concrete footing of not less than 15-inch diameter.

- d. The top of the post shall be a minimum of 3 feet above the ground.
- e. Posts shall not be located less than 3 feet from the cage.
- 18. The Fire Marshal's Office may approve alternate methods and material as needed.

Operational Requirements

- 19. All employees with access to the exchange cage shall be trained in the proper handling and operating procedures, including the procedure for handling defective containers.
- 20. A written inspection checklist for receiving empty containers as well as giving out full cylinders shall be available and used by employees when handling containers.
- 21. Provisions shall be made for controlling and mitigating unauthorized discharges. A Hazardous Materials Management Plan shall be readily available on site.

To expedite the plan review and inspection processes, please refer to the information listed below.

Permitting and Submittal Requirements

- 22. Provide a written description of the propane exchange operations.
- 23. Site plan drawings of the existing site location and conditions, to include;
 - a. All buildings and structures.
 - b. Fire lanes and fire hydrants.
 - c. Location of tanks with regards to building exits.
- 24. Drawings shall be submitted for review and approval, **PRIOR** to installation.
- 25. Drawings shall be generated by the installing company specific to the removal operation. Drawings shall show plan view and other pertinent information.
- 26. The submittal package must include all above requirements and such requirements shall be identified in the submittal package.
- 27. No propane tanks or cages may be installed or otherwise manipulated on the site until a Propane Exchange Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of **Section 105.6.17** of the *International Fire Code*.

General Submittal Requirements

- 28. Each submittal shall have a completed Kerrville Plan Review/Permit Application.
- 29. Plans approved by the Fire Marshal's Office give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
- 30. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office. Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
- 31. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.