



Gas Systems Certificate of Installation FAQs

1. When do I have to fill out and sign a Gas Systems Certificate of Installation (SBD-9656-E)?

A: A new Gas Systems Certificate of Installation must be completed and signed for:

- 1.) Every new system installation.
- 2.) Every time there is an interruption in service.
- 3.) Every time you test the system for any reason. It is also an industry best practice to do a Gas Systems Certificate of Installation if you are servicing a tank for the first time or if you have not serviced the tank for an extended period of time.

2. If the propane tank has been in service for 1, 2, 5, 10 or more years, and the customer doesn't have a Gas Systems Certificate of Installation, do I need to provide one before I fill the tank?

A: Yes AND before you sign the certificate, you must do a leak test.

3. Does a test always have to be done before the Gas Systems Certificate of Installation is signed?

A: Yes. You are certifying that the system meets all Wisconsin administrative rules (SPS 340) and all standards adopted by reference (NFPA 58 – 2004 Edition and NFPA 54 – 2002 Edition). The required test provides you with the assurance to do the certification.

4. Do I do a pressure test or a leak test before I sign a Gas Systems Certificate of Installation?

A: You are required to do a pressure test with air, nitrogen, carbon dioxide, or an inert gas, if the system is new or a new branch or has been run from the existing pipe to a new appliance. Oxygen shall never be used. You are required to do a leak test if there has been an interruption of service or if you are issuing a new Gas Systems Certificate of Installation for an existing tank system.

5. My customer has a signed Gas Systems Certificate of Installation but it was not signed by me or anyone from my company. Do I need to do a new test and Gas Systems Certificate of Installation?

A: No. If you fill the tank and there is an accident, you may be in an uncertain legal position if you use the existing certificate.

6. I don't have a Gas Systems Certificate of Installation in my file for a customer but they told me on the phone that they have one. Can I fill the tank?

A: No. You or the delivery person must see the certificate before the tank is filled.

7. Who gets a copy of the Gas Systems Certificate of Installation?

A: 1.) The tank owner, 2.) the tank installer, 3.) in some cases, the local fire department.

It is also a good idea to give the tank operator a copy if it is a leased tank or rented real estate.

8. When do I have to give the fire department a copy of the Gas Systems Certificate of Installation?

A: For tanks of less than 2000 gallons, only when local code requires it. ALWAYS provide a copy to the fire department if the tank holds 2000 gallons or more, or if there are multiple tanks that all together hold a total of 4000 gallons or more.

9. Where can I get a Gas Systems Certificate of Installation (SBD-9656-E) form?

A: You can download a copy from the [Gas System program webpage](#) or purchase printed triplicate forms from [Wisconsin Document Sales](#).