



## 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)?**

**Answer:** 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?**

**Answer:** 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?**

**Answer:** 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?**

**Answer:** 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?**

**Answer:** 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?**

**Answer:** 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?**

**Answer:** 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?**

**Answer:** 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?**

**Answer:** You can download a copy from the Safety and Buildings Division forms Website as a Word fillable form or an Adobe Acrobat form. You can purchase printed triplicate Gas System Certificate of Installation forms from Wisconsin Document Sales, 608-264-9429. The cost at the time of this writing is \$15.25 for a package of 25.