

Registration Form Submission Procedures

Policies and Procedures

LP-Gas Safety Unit

Division of Codes and Standards

Information

- Verify usage of the correct and most recent form version. All required forms are available on the NJDCA website here; <https://www.nj.gov/dca/codes/offices/lpgas.shtml>
- Read the form fully, ensure an understanding of the form, and gather all pertinent information prior to submission. Please **DO NOT SUBMIT** the form if all the required information has not been obtained and/or entered.
- The form prompts either in a line item or a check box to enter the requested information. Please do not leave it blank unless it prompts you to do so.
- When composing an email, the subject shall be the DCA system registration number and operator name. The body of the email should have a short reason why you are submitting a form to DCA. i.e., an inspector prompt, on behalf of an owner, a change. If a change in ownership is triggered, then please refer to the “**Comprehensive LPG procedures**” and follow those instructions.
- When submitting forms to DCA, please do not copy an inspector or other staff to that submission. All forms are to go to the LPGas@dca.nj.gov email only.
- After submission, an auto reply is generated, in that reply there are answers to questions as to why it was rejected or other instruction for submitted documents. Please do not disregard as it contains pertinent information.
- The auto reply is receipt and confirmation of your submission. DCA staff will only reply, if necessary, please do not request a confirmation.

Example R-1 form.

1. First task; Check the system type. This is the most overlooked item on submissions and 90% of the forms are left blank.
2. Second task; Check appropriate task; change/update.
3. Third task; Fill out all prompted line items, only leave a line item blank if the prompt in parentheses is not required.
4. Fourth task; Fill out the LPG supplier and your DCA LPG license number, LPG-XXX. If you don't know your license number, you may submit an inquiry to LPGas@dca.nj.gov and office staff will provide it to you.
5. Fifth task; Number and size of container(s) / tank(s).
6. Sixth task; Type of LP-Gas. This is a dropdown box, if you're not utilizing a pdf, you will not be able to access it.

7. Seventh task; Dispensing system Training – list all names and provide supporting documentation. Those documents are to be retained by the marketer and operator for inspection purposes. DCA will maintain submitted documents for our records.
8. Eighth task; Industrial plants – only fill out if applicable.
9. Ninth task; Certification – This is an electronic signature not handwritten. Also, added new is the NJDCA registration number for that system and must be included. If you don't know it, then you may request it from the inspector or send an email to LPGas@dca.nj.gov. Please read the certification and that all submitted information is correct.

Note: All forms from the NJDCA website or forms issued by NJDCA staff are official government documents. No business, company, entity, or person may alter a NJDCA official document. Scanning the form alters it and doesn't allow office staff to electronically utilize the portion in the shaded box relevant to our office. We are reiterating that any alteration to an NJDCA official form is to discontinue immediately.