

## **COMMONLY ASKED QUESTIONS**

### **Requalifier Identification Number (RIN)**

#### **Question 1: How do I obtain a Requalifier Identification Number (RIN)?**

You must submit an application to DOT registering your facility as one that requalifies cylinders by the external visual inspection method. The application must be signed by the facility manager, certifying that the facility will operate in compliance with the applicable hazardous materials regulations.

#### **Question 2: Once I complete the application, where do I send it?**

The following options are permitted for submittal of the application:

- a) Send the completed application by mail to:

Associate Administrator for Hazardous Materials Safety  
Attention: Approvals, PHH-32  
Pipeline and Hazardous Materials Safety Administration  
U.S. Department of Transportation, East Building  
1200 New Jersey Avenue, SE  
Washington, D.C. 20590-0001

- b) Fax it to: (202) 366-3753 or (202) 366-3308

- c) Email it to: [approvals@dot.gov](mailto:approvals@dot.gov)

#### **Question 3: Does the Requalifier Identification Number (RIN) apply to the person performing the requalifications or the facility where the requalification is performed?**

The RIN applies only to the facility where the requalification is performed. It does not apply to each individual that performs requalification. Further, although there may be several individuals at one facility performing requalifications by visual inspection, it is not necessary to list the names of these individuals on the application.

#### **Question 4: What if my company maintains several facilities where cylinder requalification by visual inspection is performed?**

If your company has multiple facilities where cylinder requalification by visual inspection is performed, then each facility must have its own unique RIN. Therefore, it is necessary to submit a separate application for each facility. It is acceptable to submit all facility applications at one time from a company's main office, although each application must be signed by the manager in charge of each respective facility.

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If a company employs a regional manager who is responsible for overseeing several facilities, then it is also acceptable for the regional manager to sign the application for each facility he/she is responsible as long as the manager understands they are certifying that each facility is operating in compliance with the applicable regulations.

**Question 5: Once I submit my application, how long does it take to receive approval?**

Expect the approval process to take approximately 2 to 4 weeks, depending on the number of applications you submit and DOT's available resources to review and approve them.

**Question 6: Once I obtain my RIN, how long does it remain in effect?**

The RIN is valid for a period of five (5) years from date of issuance.

**Question 7: If my RIN is about to expire, how do I renew it?**

You must submit an application for renewal to DOT at least 60 days prior to the expiration date. It must be filed in the same manner as the original application.

**Question 8: If a facility manager is no longer employed at a facility they have previously certified for purposes of obtaining the RIN, is the RIN still valid?**

Yes, the RIN is still valid until its original expiration date. It is not necessary to resubmit a certification application.

**Question 9: Are there circumstances where re-submittal of a certification application prior to the original RIN expiration date is necessary?**

Yes. If, prior to the expiration date of a RIN, a company's name changes or if requalification of cylinders to a DOT specification not previously listed on the original application is performed, then you should submit a new certification application. Upon approval, a new 5-year period will become effective.

**Question 10: Do I need to arrange for an inspection of my facility by an Independent Inspection Agency (IIA) in order to obtain a RIN?**

No. NPGA has verified with DOT that it is not necessary to have your facility inspected by an IIA if your facility requalifies cylinders using the visual inspection method only.

**Question 11: Is there a fee associated with applying for a RIN?**

Currently, there is no fee required to apply for a RIN.

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**Question 12: In the sample application, on the line that asks for a list of DOT specification/special permit cylinders to be inspected, what specific information should be provided here?**

You should list any, or all, of the DOT Specification numbers that are provided in the explanatory text (e.g. DOT 3A, 3AA, 3A480X, 3B, 4B, 4BA, 4BW, 4E). These are the specifications to which these cylinders are originally manufactured. So, for example, if a facility knows that they only requalify welded steel cylinders, then they should list DOT 4B, 4BA and 4BW on the sample application. As a matter of background, the DOT 3-series cylinders refer to seamless steel cylinders, and the DOT 4-series cylinders refer to welded steel cylinders, except for DOT 4E, which refers to aluminum cylinders.