



REPUBLIC OF LIBERIA  
**ENVIRONMENTAL PROTECTION AGENCY**

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**REGULATORY INSTRUMENT**

**GUIDELINES FOR THE IMPORTATION,  
TRANSPORTATION, HANDLING AND STORAGE  
OF LIQUIFIED PETROLEUM GAS (LPG) IN  
LIBERIA**

REGULATORY INSTRUMENT No: RI/C&E-002-04/24

## 1. BACKGROUND

As part of its mandate under Part IV Sections 37 & 38 and Part V Section 52 of the Environmental Protection Agency Act and Part IV Section 37(d) and Part V Section 52 of the Environmental Protection and Management Law of Liberia, the EPA formulates these guidelines for subsequent promulgation. These guidelines are intended for person(s), companies and other stakeholders involved in any act of importation, handling, transportation, and storage of Liquefied Petroleum Gas (LPG) or its admixtures in Liberia.

These guidelines is to ensure the safe, efficient, and environmentally sound management of LPG to protect human health, property, and the environment of Liberia. These guidelines apply to all stakeholders (importers, transporters, and storage operators) involved in the LPG value chain.

The term LPG embraces several products which, while related, have important physical differences which affect safety. Admixtures are raw materials blended to produce LPG.

## 2. REGISTRATION AND IMPORTATION

**Registration and Import Licenses:** No person or entity shall import LPG into Liberia without a valid Chemical Import License obtained from the EPA.

**Documentation:** Importers must submit technical data, including the chemical composition, quantity, and source of LPG, along with a safety management plan.

**Prohibited Action:** Importation of LPG that does not meet international quality standards (e.g., ISO) or lacks proper odorization is prohibited.

**Storage Approval:** Before importing, the importer must have an EPA-approved storage facility or a contract with a licensed third-party storage terminal.

### 2.1. Application

The importation of LPG or its admixtures to Liberia requires a license for importation from the EPA. An applicant wishing to import LPG or its admixtures into Liberia shall provide the following to the EPA:

- I. Application letter on company's letter head (with telephone/GSM Numbers and e-mail) which shall be addressed to "The Executive Director, Environmental Protection Agency, Bright's Building 302-A, Sekou Toure Avenue, Mamba Point, 1000 Monrovia, 10 Liberia".
- II. The applicant shall indicate the quantity to be imported in standard/metric units and the intended uses of the LPG or its admixtures in both hard and soft copies (Microsoft excel).

- III. The applicant shall obtain and duly fill the application form which shall be signed by a Technical Officer or the Managing Director/CEO of the company/ consignee. Any person serving as Technical Officer should have a minimum of Bachelor's degree in natural science or engineering or equivalent in any related science/engineering disciplines and shall submit the following:
- a. Copy of certificate of incorporation of the consignee (Original for sighting)
  - b. Copy of Current Tax Clearance of the consignee (Original for sighting)
  - c. Proforma Invoices or unsigned IPD (of the chemicals intending to import)
  - d. Credentials, medical certificate of fitness, and letter of appointment/acceptance of the technical officer.
  - e. LPG or its admixtures Safety Data Sheet from the manufacturer which shall have the following information:
    - i Product Name
    - ii Proper Shipping Name
    - iii Other Names
    - iv Recommended Use and Restrictions on Use
    - v Supplier details
    - vi Classification of the substance or mixture
    - vii Label elements
    - viii Composition and information on ingredients
    - ix Description of first aid measures
    - x Fire-fighting measures
    - xi Accidental Release Measures
    - xii Handling and Storage Precautions and Conditions
    - xiii Information on Exposure Controls and Personal Protection
    - xiv Physical and Chemical properties
    - xv Stability and Reactivity information
    - xvi Toxicological Information
    - xvii Ecological Information
    - xviii Disposal Considerations
    - xix Transport Information

xx Regulatory Information

xxi Other information

### **3. PROCESSING OF LICENSE/REGISTRATION**

Upon successful submission of application to the Agency, a vetting process to deem the application satisfactory will be carried out. Upon satisfactory vetting of the application, a response letter with payment advice is sent to the company. A print-out of the payment advice and the bank payment slip shall be presented at EPA accounts department for issuance of EPA official receipt. The Agency then processes the license after satisfactorily assessing the company's ability to suitably manage the hazardous product (LPG) or its admixtures. The duration between application for a license and arrival of the shipment shall not be less than 90 days.

### **4. ISSUANCE OF LPG OR ITS ADMIXTURES REGISTRATION/IMPORTATION LICENSE**

Once the license is approved, the applicant is notified via letter, email or mobile phone. The applicant may proceed to the Department of Environmental Research and Radiation Safety to collect their license.

Registration license is specific for individuals or group or company involved with the production of LPG in Liberia; whereas Importation license is granted to individuals or group or company importing LPG or its admixtures into Liberia.

### **5. CLEARING OF LPG or its admixtures FROM PORT OF ENTRY**

Authorization to clear must be obtained prior to the shipment of goods into Liberia. Applicant shall apply to "The Executive Director, Environmental Protection Agency, Bright's Building 302-A, Sekou Toure Avenue, Mamba Point, 1000 Monrovia, 10 Liberia ", on company's letter head attaching the following documents

- i Copy of chemical importation license issued by EPA
- ii Copies of shipping documents as follows:-
  - a. Single goods declaration (SGD) Form
  - b. Bill of lading/Airway bill
  - c. Application form

- d. Risk Assessment Report (RAR)
- e. Pre-Arrival Assessment Report (PAAR)
- f. Certificate of value/commercial invoice

Permission shall be issued upon satisfactory evaluation. Applicants should note that issuance of license to import LPG does not authorize the importer to clear the consignment without first obtaining an approval from the EPA to clear.

## 6. TRANSPORTATION OF LPG or its admixtures

**Accredited Transporters:** Transportation from the port of entry to storage facilities must be done by EPA-accredited transport companies.

**Transport Safety:** Vehicles must be designed specifically for LPG transport (tankers or specialized cylinder vehicles).

### **Safety Requirements:**

- Vehicles must be properly grounded/bonded to prevent static electricity.
- Vehicles must carry appropriate fire extinguishers (e.g., dry powder) and be fitted with emergency shut-off systems.
- Vehicles must be labeled with appropriate hazardous material signage (Class 2.1 Flammable Gas).

**Cylinder Transport:** LPG cylinders must be transported upright, secured, and in well-ventilated vehicles. Do not transport cylinders in enclosed vehicle trunks.

No person shall handle, offer for transport, or transport LPG or its admixtures unless he or she is trained or under the direct supervision of a trained person. An “Approval to transport” must be obtained prior to the transportation of the goods from the port of entry to the storage facility. Applicant shall apply to “The Executive Director, Environmental Protection Agency, Bright’s Building 302-A, Sekou Toure Avenue, Mamba Point, 1000 Monrovia, 10 Liberia”, on company’s letter head attaching a copy of authorization to clear issued by EPA. The applicant shall obtain and duly fill up the application form and return same to the EPA. An approval shall be granted after the review of the application. The EPA shall dedicate a technician to accompany (escort) its transportation from the port of entry to the storage facility. The cost of transportation and escort shall be covered by the importer. The technical officer of the company shall be present during the transportation of the consignment.

The transportation of LPG or its admixture from the port of entry to the storage facility shall be done only by an EPA accredited transporting company. All drivers of the transporting company shall be trained in Emergency Response and preparedness to adequately respond to emergency. Each transporting vehicle shall be assessed and cleared by the EPA escort before approval of the transportation.

## **7. RENEWAL OF LICENSE TO IMPORT/PRODUCE LPG OR ITS ADMIXTURES**

Renewal of license to import/produce LPG or its admixtures in Liberia is annually and shall be initiated at at least 90 days before the expiration of the previous license. Application for renewal of license shall be addressed to the Executive Director, Environmental Protection Agency, Bright's Building 302-A, Sekou Toure Avenue, Mamba Point, 1000 Monrovia, 10 Liberia , stating the description of the product; quantity required in standard/metric unit and intended uses of the chemicals in both hard and soft copies (Microsoft excel). The following documents should be attached:-

- i Duly filled application form
- ii Copy of the expired permit
- iii Copy of current tax clearance (original for sighting)
- iv Net weight/volume

## **Activities requiring ESIA in line with Part III Section VI of the EPML**

- Bulk storage facility
- Manufacturing & Processing Plant
- Retailing outlets & refilling stations
- Retailing Storage Provision

## **8. FEES**

The fees for importation and clearing for individuals or group or company requesting importation of LPG or its admixtures is ONE THOUSAND FIVE HUNDRED UNITED STATES DOLLARS (USD \$ 1,500.00) per annum.

The fees for individuals or group or company requesting registration license for the production of LPG or its admixtures is ONE THOUSAND UNITED STATES DOLLARS (USD \$ 1,000.00) per annum.

## **9. TIME FRAME FOR PROCESSING REQUEST**

A processing period of ten (10) working days shall be allowed between the time of submission of application and a satisfactory storage yard inspection for import or registration license to be issued. The authorization to clear a consignment of LPG or its admixtures takes five (5) working days, while the approval letter to transport takes three (3) working days to process. The clock stops whenever compliance directive is raised on a process and will continue upon full compliance.

## **10. LOCATION OF CONTAINERS**

The installation of a container(s), complete with all associated equipment and appliances and any subsequent repair or modifications to the installation, shall be carried out by a registered installer qualified to the appropriate grade (domestic or commercial grade).

- Each container shall be located in an upright position with the valve uppermost and shall be so placed on a firm level base that there can be no danger of the container tilting or falling over.
- Containers shall be so located in an accessible position that
  - full and empty containers can be changed easily,
  - they can be disconnected and removed quickly in case of an emergency, and
  - the container valve can be easily operated.
- In the selection of a location for containers, the following locations shall be avoided:
  - any position in which the containers are likely to cause obstruction, to become damaged or to be exposed to conditions likely to affect their safety;
  - any position that is subject to extremes of temperature;
  - any position near corrosive or readily combustible substances; and
  - any position adjacent to cellars, drains, hollows, etc., where escaping gas might collect.

## **11. STORAGE FACILITIES AND INSPECTION**

Applicant shall have storage facilities for LPG or its admixtures to be imported. The facility shall be inspected for compliance with good storage practices. The selection of a storage facility shall be subject to the Environmental and Social Impact Assessment (ESIA). Routine inspections of storage facilities shall be done annually by EPA prior to importation to ascertain compliance with good distribution practice.

The storage facility shall comply as follows:

i Location:

LPG or its admixtures storage facility shall be selected in an industrial area, and LPG or its admixtures cylinders should be stored in a well-ventilated area. The storage facility shall not be located less than 100m from a wetland or water course.

In event where an existing storage facility is found in a residential area, LPG or its admixtures shall not be stored in buildings less than 100m from where people reside or in such a manner as to pose health hazards and/or environmental risk to the public.

ii Bulk Storage and Handling:

- The location of storage should be considered in conjunction with the nature and scale of the LPG operations and of external risks.
- Safety systems and procedures should prevent uncontrolled releases of LPG or its admixtures and the over-filling of storage tanks.
- Passive safety features and fail-safe safety systems should be incorporated into bulk storage and handling facilities.
- LPG or its admixtures storage facilities shall have well written instructions (Standard Operating Procedure (SOP) and records), which document all activities relating to the storage, housekeeping and distribution of LPG or its admixtures.

iii Space:

The space for storage of the LPG or its admixtures shall be adequate to allow for proper and orderly arrangement.

iv Storage Condition:

- a. LPG or its admixtures shall be stored under conditions specified by the manufacturer
- b. Admixtures shall be stored according to their hazard Class and rating.
- c. Flammable chemicals shall be stacked away from Sources of ignition or sparks

v. Access

Access to storage facilities of LPG or its admixtures shall be restricted to trained staff and/or inspectors. The storage facilities shall be adequately ventilated.

## 12. Handling and Operations

**Trained Personnel:** Handling, filling, and transferring LPG must only be done by trained personnel.

**PPE:** Personnel must use appropriate Personal Protective Equipment (PPE), including gloves, goggles, and fire-resistant clothing.

**Leak Detection:** Regular routine leak detection and defect monitoring must be conducted on all valves and pipelines.

**Fire Prevention:** No smoking or open flames within 15 cm of any storage or handling area.

## 13. BASIC SAFETY PRINCIPLES

- While flammability is the major safety concern with LPG or its admixtures, it is not the only one. Good safety practice addresses the various hazards from production to consumption.
- If more than one type or grade of LPG or its admixtures is being handled, each should be clearly identified and segregated. All should be within specification, especially with respect to maximum permitted vapor pressure.
- Large LPG installations should be constructed in industrial areas and not close to large or sensitive populations.
- Space and separation distances are fundamental to safety at LPG and its admixtures facilities (large and small) and should be assessed for each type and size of location and observed.
- Participants in the LPG industry should actively promote a safety culture within their own businesses and at industry level.
- Personnel engaged in LPG operations should receive formal training by competent persons for their normal activities and for emergencies. LPG facilities should have emergency planning and response programs appropriate to the hazards and risks which they represent. These include correct handling procedures to avoid injury.

## 14. Emergency Preparedness and Response

**Health & Safety Plan:** All operators must submit a Health & Safety Plan (HSP) and an Emergency Preparedness & Response Plan (EPRP).

**Emergency Equipment:** Fire detection and suppression systems (extinguishers, sprinkler systems) must be installed at storage and handling locations.

**Reporting:** Any leak or accidental release must be immediately reported to the EPA

## **15. Inspection and Monitoring**

**Right of Entry:** EPA environmental inspectors may enter premises, inspect equipment, and review records at any reasonable hour.

**Periodic Audits:** Licensed facilities shall be audited periodically by the EPA to ensure compliance with these guidelines.

## **16. IMPORTANT NOTE**

It is an offence for any company to import LPG or its admixtures or produce LPG or its admixtures without an “Import/Registration License”. The License granted is an authorization for the applicant to import/produce and shall therefore be obtained before order is placed or shipped or before the start of production. In order to obtain LPG or its admixtures Import or Registration License, applicants are required to have a storage facility duly approved by the Agency. All documents submitted to the EPA must be in the English language.

## **17. IMPLEMENTATING AGENCY**

The Environmental Protection Agency is responsible for the full implementation of these guidelines. The Agency is responsible for communicating these guidelines to all stakeholders to ensure compliance and implementation. The EPA remains committed to working with relevant line ministries, agencies and commissions for the full implementation and enforcement of these guidelines.

## **18. AMENDMENT**

Any provisions of these guidelines may be amended as recommended by the EPA’s Senior Management Team and approved by the Board.

**19. EFFECTIVE DATE**

These guidelines shall become effective immediately upon approval by the Board.

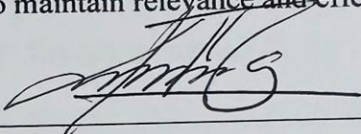
**20. BINDING FORCE**

These guidelines shall be binding in its entirety and directly applicable to all aspects of LPG or its admixtures registration, importation, handling, transportation and storage.

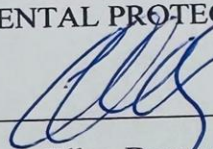
Done on the 6<sup>th</sup> day of January, A.D 2026, in the City of Monrovia, Montserrado County, Republic of Liberia.

This document has been reviewed and is hereby approved for implementation. The approval confirms that the document aligns with applicable standards and objectives and may be acted upon by the responsible authorities.

The EPA will oversee implementation, coordination, and any necessary follow-up to ensure the document is effectively applied. Periodic review and oversight will be undertaken as required to maintain relevance and effectiveness.

Signed:  \_\_\_\_\_

Dr. Emmanuel K. Urey Yarkpawolo  
**EXECUTIVE DIRECTOR/SECRETARY OF THE BOARD AND POLICY COUNCIL**  
**ENVIRONMENTAL PROTECTION AGENCY**

Approved:  \_\_\_\_\_

Hon. Magdalene Ellen-Dagoseh  
Minister, Ministry of Commerce  
**CHAIRPERSON**  
**EPA BOARD AND POLICY COUNCIL OF LIBERIA**