



LAMPTON-LOVE, INC.

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Date: July 8, 2013
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – July 2013

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the "Monthly Safety Meeting Minutes and Attendance Record" (see attached form). **Please detach the Monthly Safety Meeting Minutes and Attendance Record, fill out and e-mail or fax a copy to Lynn Eldridge. Please keep the original for your records.**

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Record is to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of July 2013. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Lampton-Love Trailer Use Policy & Meter Creep Test)
2. Safety Meeting: (Bloodborne Pathogens)

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material may be referred to or used to train new employees from the website. This manual should be kept in an area of the office that is easily accessible to all employees.

Be Smart.... Be Safe and Be Courteous!!!



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

Lampton-Love Trailer Use Policy

Prior to use of any company trailers or company vehicles towing rented/borrowed equipment, ALL of the safety equipment must be functioning properly. In this safety meeting, we will be discussing the use of company trailers and what you must do before it leaves our facility.

In a recent event, a company trailer towing a company lawn mower became a runaway trailer. The hitch pin was believed to have broken, causing the trailer to detach from the vehicle; flipping the mower into a 9ft deep ditch. Could this accident have been avoided? Yes. The proper use of safety chains could have made all the difference in the world. Although this accident was bad and expensive, it could have been much worse. In some cases, runaway trailers have damaged not only the equipment being towed, but other vehicles and in some cases, it has KILLED innocent drivers. Don't let this be you! Please see example below of a trailer check list and make sure the equipment is road ready. If you find something not working, fix the problem or report it to your supervisor.

Trailer Hitch Hookup Checklist

- ✓ Correct size trailer ball in use.
- ✓ Trailer ball tightly secured to the ball mount.
- ✓ Ball mount pinned securely in the receiver.
- ✓ Trailer coupled all the way onto the ball.
- ✓ Trailer coupler release latched down.
- ✓ Trailer jack retracted or removed.
- ✓ Trailer wiring harness connected to vehicle.
- ✓ Safety chains crossed and hooked from underside.
- ✓ Weight distributing hitch spring bars firmly attached to the hitch.
- ✓ Weight distributing hitch spring bars tension set correctly.
- ✓ Breakaway switch cable securely attached to vehicle.
- ✓ All trailer lights – running, brake, turn signals working.
- ✓ Trailer brake controller working and adjusted correctly.

Performing Meter Creep Test

It has come to our attention that some of our bobtail drivers may not be performing a Meter Creep Test on the trucks discharge system or they are not sure how to perform the test. By performing this test we are insuring that the Internal Self-Closing Stop Valve (we refer to it as a belly valve) is operating properly. If for some reason it is not operating properly and the truck is involved in an accident and the discharge piping system sustains an uncontrollable leak, there is a chance that we could dump a load of liquid propane.

The Meter Creep Test is required by DOT and is an out of service item if the valve is not working properly. The creep test should be performed daily and monthly and documented. The daily Creep test is included on the Driver's Daily vehicle Inspection Report, under item titled Discharge System Checked. The monthly check is documented on the Monthly Hose Inspection Report. It is recommended that a copy of the ticket that was used to perform the monthly creep test be kept in the truck's door pouch.

I have included section 49 CFR Part 180, Appendix B – Acceptable Internal Self-Closing Stop Valve Leakage Test for Cargo Tanks, along with Step-by-Step Meter Creep Test.

DRIVER'S DAILY VEHICLE INSPECTION REPORT

Lampton-Love, Inc. Group of Affiliated Companies

Company: _____ Month/Year: _____

City/St: _____ Vehicle #: _____ Odometer Start: _____

As required by the D.O.T. Federal Motor Carrier Safety Regulations (Part 396) start a new form each month. This form must be carried in the vehicle.

Inspect each applicable item daily. Note any defects on the reverse side of this form.	Day of Month	Vehicle Safe To Operate		Pre-trip Inspection (Initials)	Odor Verification (Note 3)	Post-trip Inspection (Driver's Signature)	Number of Miles Driven Today
		Yes	No				
Oil, Coolant Leaks	1						
✧ Fluid Levels	2						
✧ Windshield / Wipers	3						
✧ Mirrors	4						
✧ Tires	5						
✧ Wheels / Rings / Lugs	6						
✧ Suspension Springs	7						
✧ Fire Extinguisher / Seals	8						
✧ Cab Clutter	9						
✧ Seatbelts	10						
✧ Shipping Papers	11						
✧ Door Pouch / Paperwork	12						
✧ Warning Tags	13						
✧ Decals / Placards	14						
✧ Triangles	15						
✧ Horn	16						
✧ Gauges & Warning Devices	17						
✧ Battery / Wiring	18						
✧ Lights / Reflectors	19						
✧ Steering	20						
✧ Brakes, Parking / Service	21						
✧ Hose Reel / Switch / Motor	22						
✧ PTO / Pump	23						
✧ Meter / Seals	24						
✧ Emergency Shutdown	25						
✧ System (Test @ 150 ft.)	26						
✧ Hose Condition	27						
✧ Hose End Safety Valve	28						
✧ Piping / Valves	29						
✧ Propane Leaks	30						
✧ Tank Bolts / Brackets	31						
✧ Chocks							
✧ Cargo Secured							
✧ Spare Bulbs / Fuses							
✧ Chassis / Tank Damage							
✧ Discharge System							
✧ Checked							
✧ Any condition that affects safe operation of vehicle.							
NOTE: All defects shall be immediately communicated to the Branch Manager.							

✧ These items must be in good working order to use.

Note 1: Retain this report for 90 days in the appropriate file in the Branch Manager's office.

Note 2: See reverse side for description of defects and authorized signatures.

Note 3: Insert the following for Odorant Verification "Sniff Test": (W - Weak, M - Moderate, S - Strong).

Step-by-Step Meter Creep Test



Follow these general steps when performing a meter creep test. It's important to note that the steps provide general guidelines and that each operation may vary depending on your company policy.

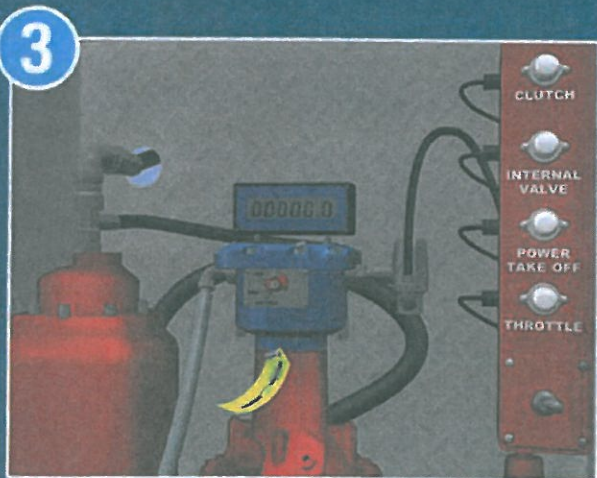
The purpose of a meter creep test is to verify that the internal valves will close when the emergency discharge control equipment is activated and that there is no detectable leakage through the valve in the closed position.



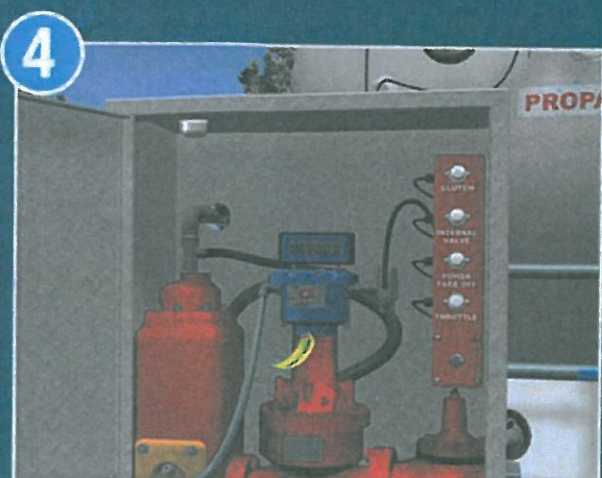
Connect the delivery hose-end valve adapter to the cargo tank liquid fill connection (using a male-to-female ACME adapter) or to the vapor equalizing connection.



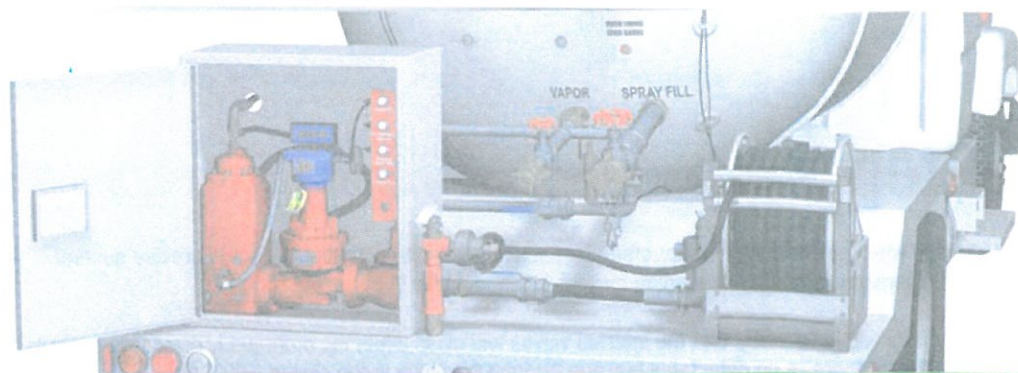
Start the vehicle engine and run it at idle. Prepare the truck meter according to your company's operating procedures and/or the truck manufacturer's instructions.



Open all necessary valves, including the liquid internal valve, the differential bypass valve, and other shutoff valves that may be in the piping system.



Engage the Power Take-Off (PTO) to start the pump. NOTE: To prevent pump damage, do not increase the engine speed above idle.



Open the delivery hose-end valve and the cargo tank fill line valve(s), as well as other valves in the cargo tank discharge system to establish product flow through the truck's meter.



After establishing product flow, close the liquid internal valve using the emergency discharge control equipment on the truck. **NOTE:** Do not use the off-truck remote control device during this test because it could shut off the truck engine.



Carefully observe the truck's meter. All product flow must stop within 30 seconds. Continue the test for a maximum of 5 seconds after the meter stops. Any detectable meter creep within five seconds indicates the liquid internal valve is not fully closing and is cause to remove the vehicle from service until repairs or replacements are made.



Document the test according to your company operating procedures and DOT requirements.

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49 CFR Ch. I (10–1–12 Edition)

the date (month and year) of the most recent periodic retest. The marking must be placed on or near the metal certification plate and must be in accordance with §178.3 of this subchapter. The letters and numerals must not be less than 3 mm (0.118 inches) high when on the metal certification plate, and 12 mm (0.47 inches) high when on the portable tank, except that a portable tank manufactured under a previously authorized specification may continue to be marked with smaller markings if originally authorized under that specification (for example, DOT Specification 57 portable tanks).

(1) *Record retention.* The owner of each portable tank or his authorized agent shall retain a written record of the date and results of all required inspections and tests, including an ASME manufacturer's date report, if applicable, and the name and address of the person performing the inspection or test, in accordance with the applicable specification. The manufacturer's data report, including a certificate(s) signed by the manufacturer, and the authorized design approval agency, as applicable, indicating compliance with the applicable specification of the portable tank, must be retained in the files of the owner, or his authorized agent, during the time that such portable tank is used for such service, except for Specifications 56 and 57 portable tanks.

[Amdt. 180–2, 54 FR 25032, June 12, 1989, as amended at 67 FR 15744, Apr. 3, 2002; 68 FR 45042, July 31, 2003; 74 FR 53189, Oct. 16, 2009]

APPENDIX A TO PART 180—INTERNAL SELF-CLOSING STOP VALVE EMERGENCY CLOSURE TEST FOR LIQUEFIED COMPRESSED GASES

1. In performing this test, all internal self-closing stop valves must be opened. Each emergency discharge control remote actuator (on-truck and off-truck) must be operated to ensure that each internal self-closing stop valve's lever, piston, or other valve indicator has moved to the closed position.

2. On pump-actuated pressure differential internal valves, the three-way toggle valve handle or its cable attachment must be activated to verify that the toggle handle moves to the closed position.

[64 FR 28052, May 24, 1999, as amended at 67 FR 15744, Apr. 3, 2002]

APPENDIX B TO PART 180—ACCEPTABLE INTERNAL SELF-CLOSING STOP VALVE LEAKAGE TESTS FOR CARGO TANKS TRANSPORTING LIQUEFIED COMPRESSED GASES

For internal self-closing stop valve leakage testing, leakage is defined as any leakage through the internal self-closing valve or to the atmosphere that is detectable when the valve is in the closed position. On some valves this will require the closure of the pressure by-pass port.

(a) *Meter Creep Test.*

1. An operator of a cargo tank equipped with a calibrated meter may check the internal self-closing stop valve for leakage through the valve seat using the meter as a flow measurement indicator. The test is initiated by starting the delivery process or returning product to the cargo tank through the delivery system. This may be performed at an idle. After the flow is established, the operator closes the internal self-closing stop valve and monitors the meter flow. The meter flow must stop within 30 seconds with no meter creep within 5 seconds after the meter stops.

2. On pump-actuated pressure differential internal self-closing stop valves, the valve must be closed with the remote actuator to assure that it is functioning. On other types of internal self-closing stop valves, the valve(s) may be closed using either the normal valve control or the discharge control system (e.g., remote).

3. Rejection criteria: Any detectable meter creep within the first five seconds after initial meter stoppage.

(b) *Internal Self-Closing Stop Valve Test.*

An operator of a cargo tank that is not equipped with a meter may check the internal self-closing stop valve(s) for leakage as follows:

1. The internal self-closing stop valve must be in the closed position.

2. All of the material in the downstream piping must be evacuated, and the piping must be returned to atmospheric temperature and pressure.

3. The outlet must be monitored for 30 seconds for detectable leakage.

4. Rejection criteria. Any detectable leakage is considered unacceptable.

[64 FR 28052, May 24, 1999]

49 CFR Part 180, Appendix B to Part 180 - Acceptable Internal Self-closing Stop Valve Leakage Tests for Cargo Tanks Transporting Liquefied Compressed Gases

There is 1 rule appearing in the Federal Register for *49 CFR 180*. Select the tab below to view, or [View eCFR \(GPOAccess\)](#)

CFR Updates Rulemaking

[View PDF at GPO](#) Pt. 180, App. B

APPENDIX B TO PART 180—ACCEPTABLE INTERNAL SELF-CLOSING STOP VALVE LEAKAGE TESTS FOR CARGO TANKS TRANSPORTING LIQUEFIED COMPRESSED GASES

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1. An operator of a cargo tank equipped with a calibrated meter may check the internal self-closing stop valve for leakage through the valve seat using the meter as a flow measurement indicator. The test is initiated by starting the delivery process or returning product to the cargo tank through the delivery system. This may be performed at an idle. After the flow is established, the operator closes the internal self-closing stop valve and monitors the meter flow. The meter flow must stop within 30 seconds with no meter creep within 5 seconds after the meter stops.
2. On pump-actuated pressure differential internal self-closing stop valves, the valve must be closed with the remote actuator to assure that it is functioning. On other types of internal self-closing stop valves, the valve(s) may be closed using either the normal valve control or the discharge control system (e.g., remote).
3. Rejection criteria: Any detectable meter creep within the first five seconds after initial meter stoppage.

(b) Internal Self-Closing Stop Valve Test.

An operator of a cargo tank that is not equipped with a meter may check the internal self-closing stop valve(s) for leakage as follows:

1. The internal self-closing stop valve must be in the closed position.
2. All of the material in the downstream piping must be evacuated, and the piping must be returned to atmospheric temperature and pressure.
3. The outlet must be monitored for 30 seconds for detectable leakage.
4. Rejection criteria. Any detectable leakage is considered unacceptable.

[64 FR 28052, May 24, 1999]

JULY 2012 SAFETY MEETING

BLOODBORNE PATHOGENS

For our July safety meeting, we want to conduct our Bloodborne Pathogens Annual Training using your manual from your Safety Library.

A pathogen is a microorganism or virus that can carry a disease. Bloodborne pathogens are those that are present in the blood, and are transmitted to another person by contact with the blood or certain other body fluids. There are many diseases that can be conveyed from one person to another through contact with blood or other body fluids.

What does this have to do with you? Think about it for just moment. The worker next to you suddenly yells for help and you see that he or she has been cut badly. Your immediate reaction is to help them – but before you leap to the rescue you need to protect yourself from contact with any of the victim's blood or other body fluids.

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
BLOODBORNE PATHOGENS**

BLOODBORNE PATHOGENS

Company Name: _____

Date: _____ Manager: _____

**I HEREBY CERTIFY THAT I HAVE REVIEWED THE BLOODBORNE PATHOGENS
TRAINING PROGRAM;**

EMPLOYEE NAME and JOB TITLE (please print)	EMPLOYEE SIGNATURE
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____
15 _____	_____

JULY 2013 SAFETY MEETING
MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

By my signature below, I certify that I attended and participated in this Safety Meeting and I understand the material presented.

Employee Name (Please print)	Employee Signature	License Expires*	Endorsements **	DOT Physical Expires ***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

* List driver's license expiration date in this column.

** Check licenses for proper endorsements and re-testing. (For example: "HazMat") List endorsements in this column.

*** List DOT physical expiration date in this column.

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____

Date: _____

E-mail or fax this sheet only to: Lampton-Love Inc.
Gene Maddox/Lynn Eldridge

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