



LAMPTON-LOVE, INC.

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Date: July 2, 2007
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – July 2007

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 this form, fill out and mail or fax it to Polly Cox.** 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 2007. You may add topics, but please document the following topics as well:

1. Brief News Briefs!!! (2 pages)
2. Suggested Procedures for Pressure Testing (1 page)
3. Purging Tanks and Cylinders (2 pages)
4. Company Policy – Tank & Cylinder Purging Procedures (1 page)
5. Company Policy – Methanol Injection (1 page)
6. Dispenser & Dock Purge Kit (1page)
7. Regulatory Compliance Charge Explanation (1 page) **Tennessee & Alabama Only**

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 all of your "2007 Monthly Safety Meetings"!!! This material may be referred to or used to train new employees. 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!!!

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PROPANE
EXCEPTIONAL ENERGY

BRIEF NEWS BRIEFS!!!

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

Inspect Your Slings: Inspecting your synthetic web slings prior to use is one of the easiest ways to prevent a serious accident from occurring. By adhering to the following suggestions, you can spot potential problems before you find yourself, literally, over your head in trouble.

1. Inspect your equipment before, during and after use.

This increases your chance of catching a defective sling before anyone uses it.

2. What do you look for when you inspect a sling?

Look for obvious abnormalities in the integrity of the material. Run your hands along the fabric and feel for irregularity such as tears, holes, snags and frayed areas. If your sling is exposed to sharp edges, broken and/or worn stitches may be evident. Most slings are made with a red warning string in the core of the material. If the sling is heavily worn, the warning string will show through. Also, check the fittings to make sure they are not distorted out of normal shape.

3. What if you find something defective about a sling?

Take it out of service immediately. Don't use it for even one more pick. Cut it into pieces and throw it away!! Also, do not use it at home!! If you wouldn't use a defective sling at work, why would you use it at home?

4. Do chemicals or heat affect slings?

Yes!! Slings can be affected by chemicals without showing any real signs of wear. This is where a good visual and hands-on inspection can pay off. Know what chemicals your slings are contacting and how they affect the material your slings are made of. Check for burns or melted areas when working around hot work operations. Remember, your sling is made from man-made materials, and all synthetics break down after prolonged exposure to the ultraviolet rays of the sun. Inspect carefully for such damage.

5. Know the rating of your sling.

Your sling is marked to show the trademark or name of the manufacturer, the stock number and most importantly, the load rating and types of hitches to be used. If the specifications on the sling do not match what you will be doing with it, this sling is not rated for your purpose!! Do not use if it isn't rated for the capacity you need!!

6. Document your sling inspection.

Maintain documentation on all sling inspections that you perform while the sling is in use. This assures that inspections take place and lessens the chance of an accident due to sling failure.

Slings are expected to wear out and be replaced at regular intervals. How heavily they are used, and how they are used, should indicate how often they need to be replaced. A good sling inspection program will assure that slings with the potential of causing an accident are not being used in your operation. Don't risk damaging goods—or worse yet, injuring workers—due to a worn out sling!!

Take Good Care of Your Equipment!!!

Pressure Testing: Just a reminder that a Pressure Test has to be performed on all new piping and any newly installed piping to an existing system. The test medium shall be air, nitrogen, carbon dioxide or an inert gas. The test pressure shall be 1½ times the maximum working pressure of the system, but not less than 3 psig. The test should hold for a minimum of 10 minutes. The tank, regulators or appliances shall not be connected to the system; newly added piping should be tested separately from the existing system. After the test is preformed and there is no leaks, document the test pressures on a work order or a company approved document.

Review the attached company policy “Suggested Procedures for Pressure Testing”. You can also find these procedures in the 2006 EDITION OF NFPA 54 – CHAPTER 8 “INSPECTION, TESTING AND PURGING” SECTIONS 8.1 THRU 8.1.4.3 Pages 60 & 61.

Bulk Plant Flexible Connectors, Do's and Don'ts: Piping systems, including interconnecting of permanently installed containers, shall compensate for expansion, contracting, jarring, vibration, and settling. The following is some do's and don'ts for flex connectors installed in our bulk plant piping systems:

- The use of metallic flexible connectors shall be permitted.
- The use of non-metallic pipe, tubing, or hose for permanently interconnecting containers shall be prohibited.
- The flexible connector should always be sized and installed so there is no pre-existing stress on the connector.
- Flexible connectors should not be used to compensate for misalignments in the plant piping or to take the place of elbows.
- If the flexible connectors are utilized improperly, they tend to lose their flexibility and ability to perform properly.
- Flexible connectors should not be painted.
- Flexible connectors shall not exceed a maximum of 36 inches.

The above information was taken from NFPA 58 and NPGA – Bulletin 5.1

SUGGESTED PROCEDURES for PRESSURE TESTING

The purpose of these procedures is to set forth general safety practices for the installation, operation, and maintenance of LP-gas equipment. It is not intended to be an exhaustive treatment of the subject, and should not be interpreted as precluding other procedures which would enhance safe LP-gas operations. Issuance of these procedures is not intended to nor should they be construed as an undertaking to perform services on behalf of any party either for their protection or for the protection of third parties. The Alabama Propane Gas Association assumes no liability for reliance on these procedures. Members of the Alabama Propane Gas Association are not required to use these suggested procedures.

A pressure test shall be performed before any connections are made to the container, regulators, and/or appliance. The following procedures shall be performed on a system of new piping or newly installed branch piping. The test shall be performed using air, nitrogen, carbon dioxide or an inert gas. **Oxygen shall never be used. Propane gas is not permitted as a pressure source for a pressure test.**

- A visual inspection shall be performed on the piping system to ensure compliance with the requirements of NFPA 54 in regards to design, installation, fabrication, and materials utilized.
- Disconnect all gas burning appliances. To do this, remove the appliance connector(s) and the equipment shutoff valve(s) from the piping system and cap those pipe openings.
- Select proper pressure measuring device. When using a pressure gauge, code requires the test gauge scale be no greater than 5 times the test pressure. The test pressure to be used shall be no less than 1½ times the proposed maximum working pressure but not less than 3 psi, irrespective of design pressure. (Example: for a 3 psi test, the scale shall be no greater than a 0-15 psi gauge. For a 15 psi test, the scale shall be no greater than a 0-75 psi gauge.)
- Attach pressure measuring device at the point in the piping system requiring the pressure test.
- Pressurize system with air, nitrogen, carbon dioxide or an inert gas.
- You **must** hold test pressure for a minimum of 10 minutes.
- If system **does not** hold test pressure for a minimum of 10 minutes, locate and repair leak(s) and repeat pressure test.
- When the system holds the test pressure for a minimum of 10 minutes, record in writing, on a service order or company approved document, the beginning and ending test pressure as well as the amount of time pressure was held.
- After properly documenting the test results, you must uncap the gas lines, install valves on each line that will be connected to an appliance, install appliance connectors and then perform a leak check of the entire system including the newly installed valves, appliance connectors, regulators and tank connector.

*Requirements covering pressure testing are contained in the
National Fuel Gas Code (NFPA 54), 1999 Edition, Chapter 4.*

If this block is not red, this is NOT a controlled copy.

PURGING TANKS and CYLINDERS

Purging a tank or cylinder is an operation that is designed to remove air and moisture from within a propane container. If allowed to remain, these substances can create rust and corrosion that could in turn lower the effectiveness of the propane odorant, Ethyl Mercaptan (EM). This process is often referred to as odorant fade. Another important issue is that if air is left inside a tank that air could interfere with the burning and normal operation of the appliance system. This is especially important on a vapor withdrawal system. And lastly, depending on the circumstances, air inside a container can cause vapor pressures inside the container to rise above normal, possibly causing the pressure relief valve to open.

This meeting is to remind managers, drivers and technicians of the importance of ensuring that only purged tanks and cylinders are filled with propane.

Containers that need purging include:

- New containers not vacuum-purged by the manufacturer;
- Containers that were vacuum-purged but lose negative pressure due to a leak or accidental opening of a valve/fitting; and
- Containers left open to the atmosphere for longer than routine maintenance operations.

Steps to Purging:

1. Open the service valve and bleed any air from the container.
2. Attach the vapor hose-end valve from your supply source to the container's service valve with the appropriate adapter.
3. Pressurize the container with **15 psig propane vapor.**
4. Close the vapor hose valve and bleed off the vapor inside the container. Make sure the vapor is vented to a safe environment.
5. Repeat the above 4 steps 5 times. **Note:** if needed, add methanol to the container on the last purging cycle.
6. Leave the container charged with 15 psi vapor pressure when completed.

Issues to Consider Relative to Purging:

- Drivers should always check to ensure each tank they fill is pressurized. If not, is the condition an out-of-gas situation or has a valve/fitting been left open that will require the container to be purged?
- If you are purging a container only use propane vapor at 15 psig.
- Record on a company document all purging operations with the date and serial number of the container that was purged.
- Always ensure that the air/vapor mixture is vented to a safe atmosphere. Use a purging stack if at all possible.
- Remove all ignition sources within at least 25 feet.
- Always leave all used customer tanks and cylinders that are stored in your yard with the service valve tightly closed.
- If methanol is added to the container, do not overdose it with methanol. Find a dosage chart specific to the size of your container and only add that amount of methanol.

- When working around methanol, use protective gloves and eyewear to prevent injuries. Remember, methanol is extremely poisonous to the skin and internal organs; also, it will burn without a visible flame.
- Be familiar with your company policies and procedures.
- Act only within your skills and knowledge base when it comes to purging.

Attached is a copy of the company policy on purging procedures, review this with your employees.

Do not purge a container with propane liquid. Propane liquid inside a container being purged can freeze water making it impossible for that ice to exit the container during purging operations.

Purging customer containers is a vital activity that needs to be accomplished by skilled and trained individuals. One of the biggest, but simplest steps is to first identify those containers that need purged. Typically, unless the tank is out-of-gas or is de-pressurized for a short period of time to change out a fitting, the container should probably be purged. If there is a doubt it is recommended to purge the container. Be familiar with your company procedures and always be on the lookout for containers that are in need of purging. Lastly, it is recommended to document all purging operations on company paperwork including the container's serial number.

Review Methanol Injection Procedures that is attached. It would not be a bad idea to add methanol to tanks that are being purged. This will eliminate any remaining moisture after the purge.

Also attached is a diagram of a Dispenser and Dock Purge Kit. One of these purge assemblies should be installed at each branch's dispensing station.

TANK / CYLINDER PURGING PROCEDURES

- A. Before DOT cylinders or ASME containers are placed in service for the first time or returned to service after repair or refurbishing (if outside air has entered the container) they must be properly purged with stench LP-gas using the following procedures:
1. The purging of containers shall be performed in an approved area in accordance with NFPA 58, Section 4.3.2.
 2. Determine if the container pressure is zero. If the container has only air pressure, the air may be vented directly to the atmosphere through the service valve. (For a Type 1 service valve, screw in a POL fitting, then open the valve, for a Type 2 service valve, insert adapter then open the valve.)
 3. If water is present in the container, it should be drained.
 4. Pressurize the container to approximately 15 psig with propane vapor. Never purge with liquid propane, which will cause the moisture vapor to chill and remain in the container. **Note:** Some OPD-equipped valves may require a minimum of 15 psi.
 5. Fully open the container service valve and vent using a vent stack system to a safe atmosphere to eliminate any possible fire hazards involving static electricity as an ignition source. (Venting stack systems are described in NFPA 58, Section 4.3.2.1 to 4.3.2.3).
 6. Repeat steps (4) & (5) for a total of five (5) purgings.
 7. Re-pressurize the container with odorized propane gas vapor to 15 psig.
 8. The container is now ready to be filled with liquid propane and placed into service.
 9. Once filled, all fittings and tank openings should be checked for leaks using an approved leak detection solution.

Note: Once you start purging in step (4) above, it is important that outside air not enter into the container. If outside air should enter the container at this or any time in the future, it is necessary to repeat the entire purging procedure as outlined above.

METHANOL INJECTION

Methanol is used to prevent moisture from freezing and causing operational problems in cold weather. If there is knowledge of, or a suspicion of, water being present in a propane tank then methanol should be added to aid in the reduction of water and/or water vapor in the tank. There are several acceptable methods to inject methanol into ASME tanks including:

- ❖ Pouring methanol directly from a container into a depressurized tank by removing fittings or manways.
- ❖ Placing methanol in a small ASME or DOT container equipped with a liquid withdrawal valve and using a vapor compressor to transfer the methanol.
- ❖ Placing methanol in a hose and injecting it during the delivery process.
- ❖ Placing methanol in a small injector container, injecting it into the filler valve by using a vapor equalizer line and an adapter to depress the filler valve.

Add methanol at a ratio of one pint per 100 gallons of tank water capacity.

Use the following table as a quick reference to determine the proper amount of methanol to add to ASME tanks of various sizes.

Tank Water Capacity	Amount of Methanol to be Added
100 to 120 gallons	1 pint (16 fluid ounces)
250 gallons	1 quart (32 fluid ounces)
500 gallons	5 pints (1 quart + 1 pint)
1,000 gallons	10 pints (1 gallon + 1 quart)
3,000 gallons	30 pints (3 gallons + 3 quarts)
12,000 gallons	15 gallons
18,000 gallons	22½ gallons
30,000 gallons	37½ gallons

DOT cylinders (and ASME tanks such as RV and motor-fuel tanks) require special procedures for methanol injection due to the small amounts required.

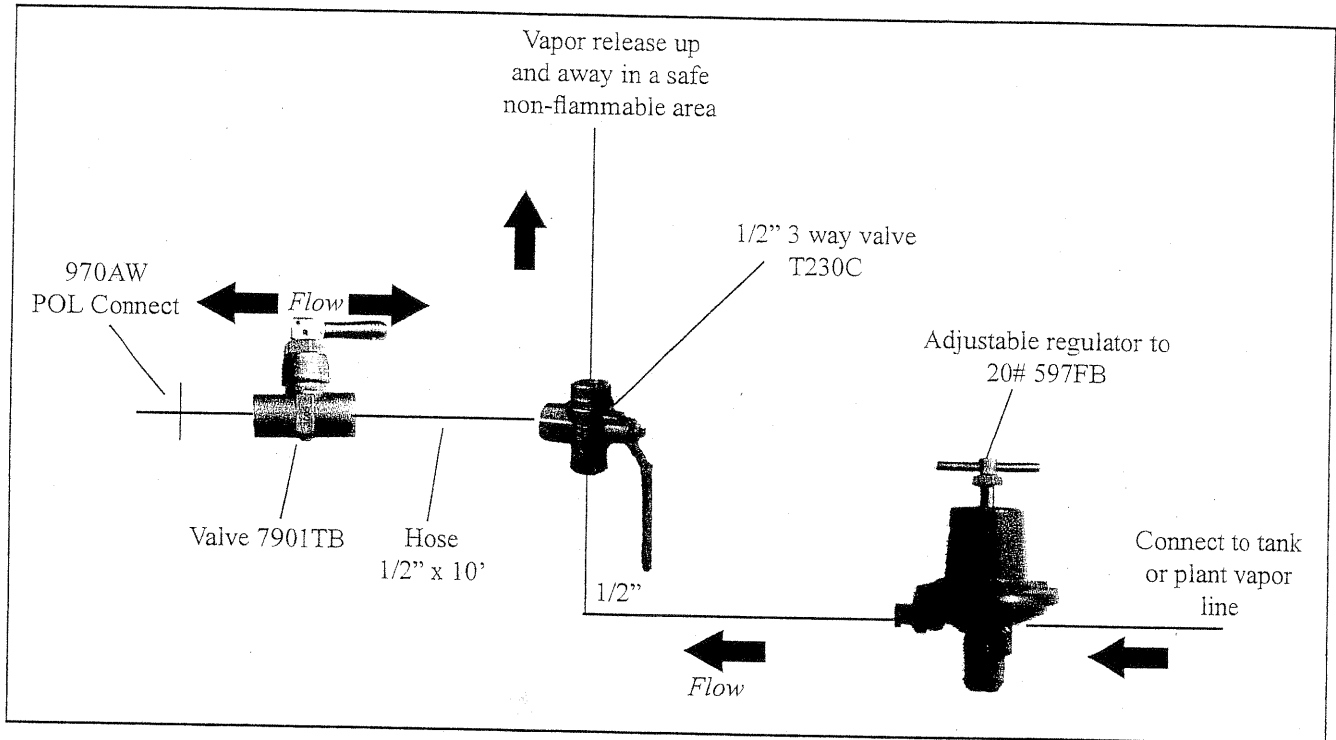
Inject methanol into DOT cylinders using one of the three methods, including:

- ❖ Directly pouring methanol into the cylinder if the valve has been removed.
- ❖ Using a commercial injector pump, following manufacturer's instructions.
- ❖ Using a fabricated injector.

Use this table as a reference to determine proper amount of methanol to add to DOT tanks of various sizes:

Container Size	Amount of Methanol to be Added
20 pound or less DOT cylinder	1 fluid ounce
30 or 33½ pound DOT cylinder	1½ fluid ounce
40 or 43½ pound DOT cylinder	2 fluid ounces
60 pound DOT cylinder	3 fluid ounces
100 pound FOT cylinder	5 fluid ounces

Dispenser and Dock Purge Kit



To eliminate air in the tank being purged:

1. Connect the purge assembly to the tank.
2. Open the MultiValve.
3. Open the 3-Way Valve at least 5 times.
4. Close all valves before disconnecting the purge assembly.

Part Number PURGEKIT

Includes the following Material List:

Qty	Part Number	Description
1	T230C	3-Way Valve
1	597FB	Adjustable Regulator
1	1005-30	0-30 Gauge
1	LPGH-1/2X10'	Hose 1/2" x 10' w/ends
1	7901TB	Quick Acting Valve
1	970AW	POL End

I am including the following Regulatory Compliance Charge Explanation to help answer any questions the customer may have about the FCC charge. Being that we are increasing the FCC fee the customer may want to know what the charge is for. This should be very beneficial and helpful in answering some of their questions.

REGULATORY COMPLIANCE CHARGE **EXPLANATION**

The "RCC" Fee: The Regulatory Compliance Charge (RCC) is an applied charge due to our requirement to:

1. Develop and implement a company-wide security plan.
2. Install emergency shutdown remotes for all of our bobtails.
3. Develop and perform a Fire Safety Analysis for all of our tanks larger than 4000 gallons.
4. Comply with OSHA rules pertaining to Monthly Fire Extinguisher Inspections, Annual Bloodborne Pathogen Training, Personal Protective Equipment Training and Lockout/Tagout Training.
5. Comply with DOT rules pertaining to Drivers Daily Vehicle Inspection and Monthly Cargo Tank Truck Inspections.
6. Court mandated NPGA – CETP (Certified Employee Training Program) Training.
7. Comply with DHS (Department of Homeland Security) Chemical Facility Security Rules including propane facilities with storage quantities greater than 7500 pounds (1785 gallons). *(This threshold may soon be increase to 18,000 gallons or 30,000 gallons.)*
8. Comply with NFPA 58 regulations concerning bulk storage tank valve replacement.
9. And to comply with Many other city, state and federal rules and regulations.

Therefore when a customer asks what the RCC charge involves, you can have somewhat of an idea of what this charge is based upon. *It is suggested that you basically begin with explanation number 9, and proceed from there!!!* Our industry is a very safe industry but it is also a very regulated industry. That is what makes it safe!!

Written: October 2004

Updated: June 2006

Updated: June 2007

JULY 2007
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.				

* 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:** _____

Mail or fax this sheet only to: Lampton-Love Inc.
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