



LAMPTON-LOVE, INC.

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Date: June 4, 2012
To: All Branch Managers
From: Gene Maddox *GM*
Subject: Branch Office Monthly Safety Meeting – June 2012

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 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 June 2012. You may add topics, **but please document the following topics:**

1. News Briefs!!! (DOT Requirements for Transporting ASME Tanks)
2. Safety Meeting: (Lockout/Tagout Annual Training)

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)

Below is information regarding safely transporting ASME tanks containing more than 5% product. As you are aware the permits you are currently using expired the end of May. You are no longer required to have a permit in the trucks, but there are rules and regulations that still must be followed. Please read and follow the attached directions when transporting tanks. As before, The External Visual Inspection Report must be completed before loading the tank and we have to keep the report on file a minimum of two years.

DOT Requirements for Transporting ASME Tanks

- ◆ One ASME tank, 125-500 (WC) water gallon capacity may be transported, one way, by private motor carrier, from the consumer to the tank owners nearest bulk plant, legally over public roads containing up to the normal maximum filling density specified in §173.315(b).
- ◆ ASME tanks over 500 gallons may **NOT** be transported over public roads when containing propane in excess of 5%.
- ◆ These requirements do not affect ASME tanks up to 124 water gallon capacity. The existing law remains for transporting these ASME tanks over public roads when filled to the normal maximum filling density specified in §173.315(b).

Necessary Equipment

- ◆ Only certified slings may be used under the tank. Refer to 49 CFR §173.315(j), (3) /§177.834(a)
- ◆ Two lifting methods may be considered.
 - Choker lift
 - Basket lift
- ◆ Lifting lugs (ears) may not be used.
- ◆ Only tanks of 125 to 500 (WC) water gallon capacity may be transported.
- ◆ Portable saddles (cradles) **must** be used when transporting a tank containing more than 5% product. The existing tank legs are not designed to handle the weight during transportation. This also protects valving that may exist on the bottom of some tanks.
- ◆ Tie-down straps must meet minimum capacity requirements. Refer to 49 CFR§393.102 and §393.106.
 - **NOTE:** A 500 gallon tank containing 80% product will weigh approximately 3,000 pounds. Therefore tie-down straps, assuming the usage of a minimum of two, each must have 2,400 pounds of breaking strength.

Other Conditions

- ◆ ASME tanks must have a legible data plate with a “U” stamp, serial number and water capacity (WC) in gallons.
- ◆ Tanks containing more than 5% product must be transported from the customer location to your nearest bulk plant where the tank will be removed.
- ◆ Only one tank at a time may be transported.
- ◆ Prior to transportation, tanks must be inspected by a trained, qualified employee and the inspection must be documented using the *ASME U-Stamp Container External Visual Inspection Report*. Completed inspection reports must be retained in company files for two years. (Sample inspection form included with this information.)
- ◆ Transported tanks must be completely contained within the body of the vehicle. In other words, must not hang over or out of the vehicle to protect from side or rear impact.
- ◆ Tank set trailers do not currently meet these provisions and may not be used unless they are modified according to FCMSR 393.86.

Tank Inspection

- ◆ **Inspection Procedures**
 - A visual inspection of all tanks must be performed before they may be transported.
- ◆ **Data Plates**
 - The tank must have a legible data plate showing the ASME “U” stamp, serial number and water gallon capacity (WC).
- ◆ **Leaks**
 - Inspect tank for leaks using DOT criteria. Leaks that are audible, visible, or detectable without the use of leak detector are not permissible.
- ◆ **Dents**
 - Dents are damage caused by a blunt object creating curved depressions in the steel of the tank.
 - Dents on or near wells are considered more serious than dents on the shell or heads of the tank.
- ◆ **Cuts and Gouges**
 - Cuts and gouges are caused by damage from sharp objects.
 - Cuts and gouges are more serious damage than dents because they create greater stress in the steel.
- ◆ **Corrosion**
 - Use a wire brush or other suitable tool to clean all paint, rust, scale and debris from the corroded area.
 - Probe under any blistered coating to ensure no corrosion is occurring.
- ◆ **Valves and Fittings**
 - Ensure the dome cover is in place and protecting valves and fittings from damage.
 - Plug or cap all valve openings.
- ◆ **Tank Inspection Form**
 - Complete, sign and date entire form. As a reminder, the completed form must be retained for a minimum of two years.

ASME U – Stamp Container External Visual Inspection Report per DOT :

Date: _____

Origin of Shipment:

Customer Name _____

Address _____

City/State/Zip _____

Destination of Shipment:

Company Name _____

Bulk Plant Location _____

Address _____

City/State/Zip _____

Tank Manufacturer _____

Container Serial Number _____

Water Gallon Capacity (WC) _____

Estimated Percentage of Product In Container _____

	Complies	Fails
1.) Shell/heads: condition of welds, dents, gouges, corrosion, abrasion	☐	☐
2.) Service valves and additional withdrawal valve for leakage, proper operation, including handles and dome cover	☐	☐
3.) Pressure relief devices: verify body of valve is not damaged, free of leaks and protective cover is in place	☐	☐

Remarks, defects found, location of defect(s) (2): _____

Tank Disposition:

Ready to Transport ☐ Date _____ Removed product to 5% prior to transporting if tank does not pass inspection ☐

Lifting Slings and Tie Down Straps Inspection

Slings must be rated to a weight sufficient to accommodate the container and lading and shall comply with ASME B30.0 on slings used for lifting purposes.

Lifting slings and tie down straps must be visually inspected prior to each use. A sling showing tears, fraying or other signs of excessive wear may not be used. Knots are not permitted.

Straps or chains used as tie downs must be rated to exceed the maximum load to be transported and comply with the requirements in 49 CFR §393.100 through §393.106.

	Complies	Fails
1.) Condition of lifting slings	☐	☐
2.) Condition of tie down straps	☐	☐

Person performing inspection: _____

Frequently Asked Questions and Answers:

Q. Can a tank without a data plate be transported under the exemption?

A. No. The DOT states the tank must have an ASME “U” stamp. The only place the stamp is located is on the data plate.

Q. Can we make our own saddles?

A. Yes. But saddles and bracing must meet DOT standards. Home made saddles may, in fact, be strong and safe, but their quality and consistency cannot be assured.

Q. What if we have a satellite location closest to the customer location where we are picking up a tank?

A. It is acceptable to take the tank to the closest company location where the tank will be pumped off. In some cases this location may be further than the closest unmanned satellite.

Q. Can I set the tank I just picked up at another customer location if that location is closer than our nearest plant location?

A. NO. The rule is clear.

Q. Can I carry 1-tank with more than 5% and 1-tank with 5% or less?

A. NO. The rule is clear. If you carry a tank with more than 5% products, you may only carry that tank.

Q. What does a new or newer 500 gallon tank weigh empty?

A. Tanks manufactured today weigh approximately 950 pounds. Older tanks were built with heavier gauge steel and consequently will add additional weight.

Q. Why do I need to know the weight of propane?

A. It is always important to calculate your total lifting load prior to proceeding and to determine the proper amount and type of load securement straps.

Q. Where can we buy saddles, slings and tie-down straps that meet the requirements?

A. Many industry suppliers may offer these items or can refer you to a supplier.

Q. Is this more hassle than it's worth?

A. DOT fines for improperly transporting tanks with more than 5% product are very expensive.

MAY 2012 SAFETY MEETING

Lockout/Tagout Annual Training

For our June safety meeting we will conduct our annual Lockout/Tagout Training for our employees. Use your lockout/tagout training manual from your Safety Library to conduct the training. Attached is a blank copy of the 2012 signature sheet. After you have completed the training, have each employee sign the signature sheet and file it in the back of the training manual.

Send Lynn and/or Gene the signed safety meeting minutes.

JUNE 2012
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.
Gene Maddox/Lynn Eldridge
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
LOCKOUT / TAGOUT**

LOCKOUT / TAGOUT

Company Name: _____

Date: _____ **2012** Manager: _____

**I HEREBY CERTIFY THAT I HAVE REVIEWED THE LOCKOUT / TAGOUT
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 _____	_____