



LAMPTON-LOVE, INC.

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Date: February 27, 2008
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – March 2008

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 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 March 2008. You may add topics, **but please document the following topics:**

1. Review of 5% Rule When Transporting ASME Containers (19 pages)

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 “2008 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!!!

Gene Maddox
Safety Director
Lampton-Love, Inc.
Office: 800-647-2434 or 601-933-3416
Cell: 662-633-2755



PROPANE
EXCEPTIONAL ENERGY

**MARCH 2008 SAFETY MEETING
REVIEW OF 5% RULE WHEN TRANSPORTING
ASME CONTAINERS**

In this month's safety meeting I really want us to focus on the requirements of SPECIAL PERMIT 13341 that apply when we are transporting an ASME tank, containing more than 5% propane, from the customer's location back to our tank yard.

If you remember we covered this in a Special Safety Meeting January 2007, but we still have some employees that are not following the requirements of this special permit. To give you an idea of some of the violations, paperwork not complete, copy of permit not in vehicle when transporting a tank, lifting straps not DOT approved, saddles not being used under tank when being transported, and the list goes on. Also review what the permit says about the use of tank trailers.

These requirements are not going to go away. DOT will write citations for permit violations and the fines can be expensive. It's a must that we follow the rules and requirements of this Special Permit.

I am not including any other safety information in this Safety Meeting so that we can focus our attention on this issue. If you have any questions about the permit please call me.

5% RULE Special Permit 13341 SR – 13341

As most of you are aware on June 16, 2006 the U.S. Department Of Transportation issued, SPECIAL PERMIT 13341, to allow the transportation of customers storage tanks with greater than 5% propane. This permit applies to tanks 125 – 500 gallon water capacity and will remain in affect until May 31, 2008. By this time DOT will know if the permit is being complied with.

Under this permit if a tank 125 – 500 gallons has over 5% propane DOT has some requirements we have to meet to transport a tank back to the bulk plant or office. I have attached these requirements, along with a copy of the Special Permit and a copy of the Authorization Letter. Also in these requirements, prior to loading the container, a trained and qualified person must inspect the tank for conditions that may render the tank unsafe to transport. We must record our findings and retain this inspection in a company file for 2 years. Attached is an inspection form that has all required information listed or you may use a company work order if you list all required information on it.

The attached instructions will serve as the training that DOT is requiring. Let's be sure that each employee involved in transporting a container has reviewed and understands these requirements. After reviewing this information, employees must sign attendance sheet to verify the training. A copy of the attendance sheet must be kept at the branch and a copy faxed to Safety Dept. in Jackson.

A copy of the SPECIAL PERMIT and THE AUTHORIZATION LETTER must be kept in the vehicle when transporting a tank.

Remember if the tank has 5% or less propane in it the attached requirements are not applicable.

If you have any questions please call me. Cell - 662-633-2755
Office – 601-933-3416

NPGA Reports

The official weekly newsletter of the U.S. propane industry



DOT PUBLISHES EXEMPTION FROM 5% RULE, WILL LEAD TO A MAJOR INCREASE IN SAFETY

On June 16, 2006, the U.S. Department of Transportation (DOT) issued **Special Permit 13341 (SP-13341)** to allow the transportation of consumer storage tanks with greater than 5% propane. The permit applies to tanks up to 500 gallons water capacity and will remain in effect until May 31, 2008.

SP-13341 is the result of over 12 years of effort by NPGA to overcome DOT's longstanding reluctance to accept such a change to their rules. Since November 2003, when we dramatically ramped up our activity level on this issue, NPGA has held numerous meetings with agency officials and engaged in frequent exchanges of technical information. Ultimately, NPGA was able to convince the regulators that an exemption to the 5% rule under certain circumstances will dramatically increase safety compared with current requirements.

It is very important to note that DOT has specified several operational and documentation requirements within SP 13341 that must be complied with by the industry.

NPGA expects active DOT enforcement to ensure that all companies utilizing this permit are strictly adhering to its requirements. Companies are strongly urged to read carefully the terms of the special permit to ensure compliance.

Attached is a copy of the authorization letter and text of SP-13341, both of which should be kept in the vehicle at all times when transporting these tanks.

If you have any questions on SP-13341, please contact either Phil Squair (psquair@npga.org) or Mike Caldarera (mcaldarera@npga.org) at NPGA.

Our advocacy work on your behalf in Washington never ends.

NPGA delivers increasing value to you and your business every day.

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June 19, 2006



U.S. Department
of Transportation

400 Seventh Street, S.W.
Washington, D.C. 20590

**Pipeline and Hazardous
Materials Safety Administration**

SPECIAL PERMIT AUTHORIZATION

DOT-SP 13341

EXPIRATION DATE: May 31, 2008

GRANTEE: Persons represented by their agent, The National Propane Gas Association (On File with the Office Hazardous Materials Special Permits and Approvals) Arlington, VA

In response to your November 12, 2003 application for Special Permit DOT-SP 13341, The National Propane Gas Association is hereby granted authorization under DOT-SP 13341 in accordance with 49 CFR § 107.105.

Copies of this special permit may be obtained by accessing the Hazardous Materials Safety Homepage at http://hazmat.dot.gov/sp_app/special_permits/spec_perm_index.htm. Photo reproductions and legible reductions of this special permit are permitted. Any alteration of this special permit is prohibited.

If you have questions regarding this action please call the Office of Hazardous Materials Special Permits and Approvals at (202) 366-4535.

Issued in Washington D.C. on **June 16, 2006.**

Robert A. McGuire
Associate Administrator
for Hazardous Materials Safety

June 16, 2006



U.S. Department
of Transportation

400 Seventh Street, S.W.
Washington, D.C. 20590

**Pipeline and Hazardous
Materials Safety Administration**

DOT-SP 13341

(FOR RENEWAL, SEE 49 CFR § 107.109)

1. GRANTEE: (See individual authorization letter)
2. PURPOSE AND LIMITATION:
 - a. This special permit authorizes the one-way transportation in commerce of liquefied petroleum gas (LPG) in certain non-DOT specification storage tanks by private carrier motor vehicle. This special permit provides no relief from the Hazardous Materials Regulations (HMR) other than as specifically stated herein.
 - b. The safety analyses performed in development of this special permit only considered the hazards and risks associated with transportation in commerce. The safety analyses did not consider the hazards and risks associated with consumer use or other uses not associated with transportation in commerce.
 - c. Unless otherwise stated herein, this special permit consists of the special permit authorization letter issued to the grantee together with this document.
3. REGULATORY SYSTEM AFFECTED: 49 CFR Parts 106, 107 and 171-180.
4. REGULATIONS FROM WHICH EXEMPTED: 49 CFR § 173.315(j)(4) in that the transportation of storage containers containing LPG charged to more than 5 percent of their water capacity is not authorized except as specified herein; and the marking requirement in § 172.302(c) is waived.

June 16, 2006

5. BASIS: This special permit is based on the application of the National Propane Gas Association dated November 12, 2003 and additional information dated December 29, 2004 and January 23, 2006 submitted in accordance with § 107.105 and the public proceeding thereon.
6. HAZARDOUS MATERIALS (49 CFR § 172.101):

Hazardous Materials Description			
Proper Shipping Name	Hazard Class/ Division	Identi- fication Number	Packing Group
Petroleum gases, liquefied or Liquefied petroleum gas	2.1	UN1075	N/A
Propane	2.1	UN1978	N/A

7. SAFETY CONTROL MEASURES:

a. PACKAGING - Packagings prescribed are non-DOT specification storage containers for liquefied petroleum gas, designed for permanent installation on a consumer premises. Each container must conform to the following description:

- (1) be ASME Code "U" stamped; and
- (2) have a water capacity not exceeding 500 gallons.

b. OPERATIONAL CONTROLS -

- (1) Maximum permitted filling density must not exceed that specified in § 173.315(b).
- (2) Prior to loading the container on the vehicle, a trained and qualified person must inspect and record each container for leaks, corroded or abraded areas, dents, distortion, defects in welds and any other condition that might render it unsafe for transportation. The record of this inspection must be legibly signed and dated by the person performing the inspection. The signature on the inspection record represents a certification that the container has been

June 16, 2006

inspected and has no defects that would render it unsafe for transportation under this special permit. The inspection record must be maintained by the grantee for two years and contain the following information for each tank:

- (i) Container serial number;
 - (ii) Container size - water capacity;
 - (iii) Estimated quantity of propane in the container;
 - (iv) Container disposition (dents, rust, etc.); and
 - (v) Origin and destination of shipment.
- (3) Only one storage container tank at a time may be transported on a motor vehicle.
- (4) Containers must be lifted by slings, which must be completely wrapped around the container. Lifting lugs may not be used to move the container.
- (5) Slings must be rated to a weight sufficient to accommodate the container and lading, and shall comply with ASME B30.9 on slings used for lifting purposes. Slings must be visually inspected prior to each use. A sling showing tears, fraying, or other signs of excessive wear may not be used.
- (6) Storage containers must be placed on the vehicle in a cradle so that supporting legs will not have any weight placed on them during transportation.
- (7) Bracing of the storage container must conform with the requirements of § 177.834(a) and § 173.315(j) (3) and National Fire Protection Association (NFPA) Publication 58, Section 6-5.2 (*Transportation of containers*). 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 - 393.106.
- (8) Each tank transported under this special permit must be loaded and secured on a motor vehicle such that the tank is completely within the envelope of the vehicle and does not extend beyond the vehicle frame.
- (9) Tow trailers used for carriage of tanks covered by this special permit must provide adequate rear end protection for the tank that meet 49 CFR § 393.86.

June 16, 2006

8. SPECIAL PROVISIONS:

- a. Only private carriers are authorized under this special permit.
- b. Only one-way transportation is authorized, from the consumer premises to the tank owner's nearest bulk plant facility.
- c. The marking requirement in § 172.302(c) is waived.

9. MODES OF TRANSPORTATION AUTHORIZED: Motor vehicle.10. MODAL REQUIREMENTS: A current copy of this special permit must be carried aboard each motor vehicle used to transport packages covered by this special permit.11. COMPLIANCE: Failure by a person to comply with any of the following may result in suspension or revocation of this special permit and penalties prescribed by the Federal hazardous materials transportation law, 49 U.S.C. 5101 et seq:

- o All terms and conditions prescribed in this special permit and the Hazardous Materials Regulations, 49 CFR Parts 171-180.
- o Persons operating under the terms of this special permit must comply with the security plan requirement in Subpart I of Part 172 of the HMR, when applicable.
- o Registration required by § 107.601 et seq., when applicable.

Each "Hazmat employee", as defined in § 171.8, who performs a function subject to this special permit must receive training on the requirements and conditions of this special permit in addition to the training required by §§ 172.700 through 172.704.

No person may use or apply this special permit, including display of its number, when this special permit has expired or is otherwise no longer in effect.

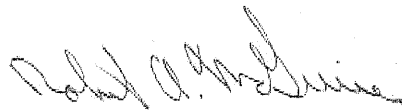
Under Title VII of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)—"The Hazardous Materials Safety and Security Reauthorization Act of 2005" (Pub. L. 109-59), 119 Stat.

June 16, 2006

1144 (August 10, 2005), amended the Federal hazardous materials transportation law by changing the term "exemption" to "special permit" and authorizes a special permit to be granted up to two years for new special permits and up to four years for renewals.

12. REPORTING REQUIREMENTS: Shipments or operations conducted under this special permit are subject to the Hazardous Materials Incident Reporting requirements specified in 49 CFR §§ 171.15 - Immediate notice of certain hazardous materials incidents, and 171.16 - Detailed hazardous materials incident reports. In addition, the grantee(s) of this special permit must notify the Associate Administrator for Hazardous Materials Safety -- OHMSPA, in writing, of any incident involving a package, shipment or operation conducted under terms of this special permit.

Issued in Washington, D.C.:



Robert A. McGuire
Associate Administrator
For Hazardous Materials Safety

Address all inquiries to: Associate Administrator for Hazardous Materials Safety, Pipeline and Hazardous Materials Safety Administration, Department of Transportation, Washington, D.C. 20590. Attention: PHH-31.

Copies of this special permit may be obtained by accessing the Hazardous Materials Safety Homepage at http://hazmat.dot.gov/sp_app/special_permits/spec_perm_index.htm Photo reproductions and legible reductions of this special permit are permitted. Any alteration of this special permit is prohibited.

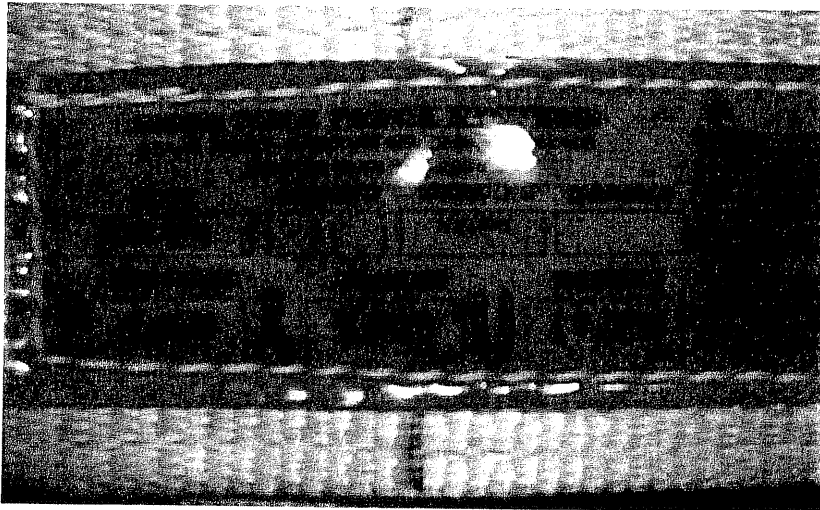
PO: CHHochman

DOT Requirements for Transporting ASME Tanks

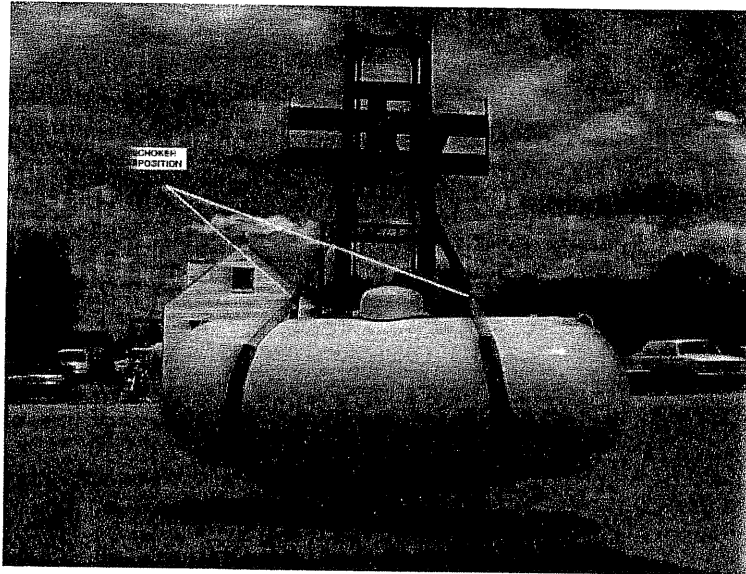
- ❖ One ASME tank, 125-500 (WC) water gallon capacity may be transported, one way, by private motor carrier, from the consumer to the tank owners nearest bulk plant, legally over public roads containing up to the normal maximum filling density specified in §173.315 (b), when the provisions of DOT SP-13341 are followed.
- ❖ ASME tanks over 500 gallons may NOT be transported over public roads when containing in excess of 5% product.
- ❖ The new DOT Special Permit does 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

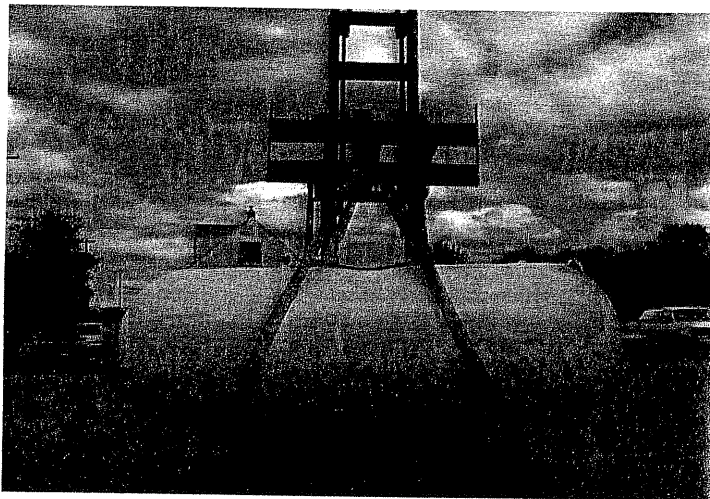
- ❖ The special permit contains these provisions:
 - Only certified slings may be used under the tank.
Refer to 49 CFR §173.315 (j), (3) /§177.834 (a)



- ❖ Two lifting methods may be considered.
 - Choker lift

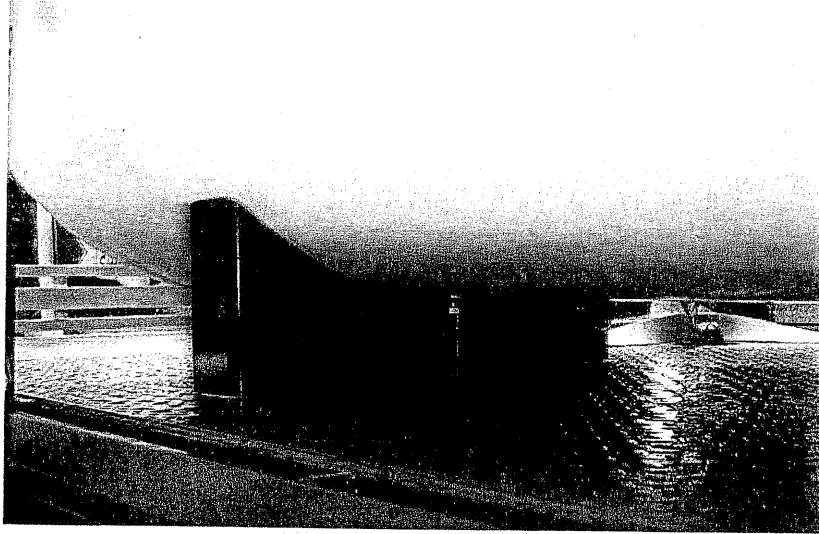


- Basket lift



- ❖ 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.



- ❖ Tie-down straps must meet minimum capacity requirements. Refer to 49 CFR §393.102 and §393.106. (AA's table Attachment).
 - 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.
- ❖ 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.
- ❖ The special permit requires the following:
 - 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 per DOT-SP 13341. Completed inspection reports must be retained in company files for two years. (Inspection form found below)
 - 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.

Tank Inspection (Refer to CETP for Details)

- ❖ **Inspection Procedures**
 - A visual inspection of all tanks must be performed before they may be transported.
 - All inspection procedures follow the National Board of Pressure Vessel Inspectors guidelines.
- ❖ **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 detectible without the use of leak detector are not permissible.

Tank Inspection (Continued)

❖ Dents

- Dents are damage caused by a blunt object creating curved depressions in the steel of the tank.
- Dents on or near welds 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 SP-13341

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: _____

DOT Special Permit Letter

A copy of the special permit letter (5 pages) and the permit provided by the National Propane Gas Association (NPGA) is required in the transporting vehicle at all times during the transportation of tanks under DOT SP-13341.

 U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration	433 Seventh Street SW Washington, DC 20540
SPECIAL PERMIT AUTHORIZATION	
DOT-SP 13341	
EXPIRATION DATE: May 31, 2008	
GRANTER: Persons represented by their agent, The National Propane Gas Association (On File with the Office Hazardous Materials Special Permits and Approvals) Arlington, VA In response to your November 12, 2003 application for Special Permit DOT-SP 13341, The National Propane Gas Association is hereby granted authorization under DOT-SP 13341 in accordance with 49 CFR § 107.105. Copies of this special permit may be obtained by accessing the Hazardous Materials Safety Homepage at: http://hazmat.dot.gov/ry.asp?email=hazmat@hazmat.dot.gov&pass=index.htm. Photo reproductions and legible reductions of this special permit are permitted. Any alteration of this special permit is prohibited. If you have questions regarding this action please call the Office of Hazardous Materials Special Permits and Approvals at (202)366-6535. Issued in Washington D.C. on June 16, 2006.  Robert A. McGuire Associate Administrator for Hazardous Materials Safety	

Accident Reporting

Refer to 49 CFR §171.15 and §171.16 for proper reporting. In addition, notify OHMSPA in writing.

Questions and Answers:

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

A. No. The special permit 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. *Are there company requirements necessary to comply?*

A. Yes. Your company must be a member in good standing with the Michigan Propane Gas Association and the NPGA. The special permit is not valid for non-members of the association.

Q. *Who will monitor compliance of the special permit?*

A. In the state of Michigan, it is the Michigan State Police, Motor Carrier Division.

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.

Questions and Answers (Continued)

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% product, you may only carry that tank.

Q. How would you recommend carrying the Special Permit Letter?

A. One suggestion would be to photo-copy it to the back of the Inspection Form. Therefore, you are assured to always have a copy and eliminate the need for two documents with each job.

Q. What parts of 49 CFR does this special permit affect?

A. Parts §106, §107 and §171-§180, and Part §393.

Q. Is this a permanent new law or rule?

A. No. This is a special permit in effect until May 31, 2008.

Q. Why only until 2008?

A. The U.S. Department of Transportation (USDOT) will monitor our actions and consider a renewal based on our industry's ability to comply.

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. Where can we find copies of this permit?

A. Copies of the permit, letter and text can be found on the NPGA Website, www.npga.org

Questions and Answers (Continued):

Q. How much does propane weigh?

A. Propane weighs 4.24 pounds per gallon.

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.

MARCH 2008
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/Polly Cox
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420