



LAMPTON-LOVE, INC.

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
Mirror Lake Plaza
2829 Lakeland Drive, Suite 1505 • Jackson, Mississippi 39232
(601) 933-3400 • Fax (601) 933-3420

Date: March 5, 2013
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – March 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 March 2013. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Truck Placards and Labels)
2. Safety Meeting: (Inspecting and Labeling Cylinders)

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)

TRUCK PLACARDS AND LABELS

The DOT regulation state in part, that bobtails must be labeled and placarded while operating. The markings must identify the:

- ◆ Shipping name of the product (Propane or Liquefied Petroleum Gas)
- ◆ Hazard class of the product (2 or 2.1)
- ◆ Identification number of the product (1075)

Trucks transporting cylinders also have to be similarly marked if they are transporting more than 1,000 lbs. of cylinders combined with the weight of propane. Fuel oil and gasoline trucks have similar requirements, obviously with different product names and hazard class and UN numbers.

Drivers have the most responsibility on a day-to-day basis to ensure their truck is properly placarded and labeled. Many a roadside stop has been initiated by the DOT and other law enforcement officials because trucks are either missing placards and labels or they are damaged or faded.

Here are some general regulatory requirements concerning this subject matter:

- ◆ Placards and labels (shipping name of the product) must be mounted on each end and each side of the motor vehicle.
- ◆ It is typically recommended by the DOT that both the labels and placards be affixed to the cargo tank, not the cab or chassis. NOTE: many jurisdictions allow the front placard and labels to be placed on the grill or bumper.
- ◆ Placards must be 10.8 inches on each side.
- ◆ Placards must be mounted on point with the text and numbers on a horizontal plane.
- ◆ Colors on a placard must not be faded.
- ◆ Font size on “PROPANE” or “LIQUEFIED PETROLEUM GAS” labels should be at least 2” in height.
- ◆ Font color of labels should contract with the background of the truck’s paint scheme.
- ◆ The font size of the “1075” within the placard must be 3.5” in height.
- ◆ The hazard class ID number cannot be more than 18 points high.
- ◆ Trucks should have the company name and telephone number on each side.
- ◆ Your company’s DOT number should be affixed to both sides of the truck.
- ◆ 5 year pressure test and annual visual and leakage test decals should be displayed near the data plate.
- ◆ Railroad crossing warning labels affixed to the rear of the truck are required in some jurisdictions.

Listed below are some check items that you should be performing on a daily basis concerning this topic:

- ◆ Placards and labels must be applied to each side and end of a subject vehicle. It is important to ensure that these decals are easily viewed from each direction. NOTE: check your front placard if it is applied to the front head of the tank barrel. It cannot be mounted below the roofline of the cab or you could be cited!

- ◆ Make sure your placards and labels are not faded, torn or defaced – “when in doubt change them out!”
- ◆ It is generally recommended that the shipping name on the label match with the product name on the Shipping Paper inside the cab. For instance, do not have a Shipping Paper name with “Propane” as the product name and labels with “Liquefied Petroleum Gas”.
- ◆ Check your truck for a current P, K and V decals indicating the cargo tank is compliant with all inspections and test. Some cargo tanks will also need an “I” inspection (internal inspection) decal.
- ◆ While you’re at it, look to see that the cargo tank data plate(s) is/are in good condition.
- ◆ If you have flip-over placards that are typically installed on a cylinder truck, make sure the placards are in good shape and the flip-over mechanism is working correctly.

All of the issues discussed in this meeting are easily recognized and corrected. Drivers are reminded of their responsibility to carefully inspect each truck before they leave the plant location. A quality pre-trip inspection of the vehicle should cover inspecting these items. Plant managers should have replacement labels and placards on hand for quick and easy replacement.

Remember also that poorly placarded and labeled trucks are often the reason why trucks are stopped in the first place. Don’t allow the condition of your placards and labels to degrade to a point that you are pulled over for a roadside inspection!

MARCH 2013 SAFETY MEETING

Inspecting and Labeling Cylinders

Spring will be here soon and with that comes outdoor cooking season. We should all be aware of the Federal and State rules and regulations that apply to cylinders.

Safely inspecting portable cylinders is an important job that requires training and following specific procedures. Customers are often not aware of cylinder inspection and requalification requirements and you may have to refuse to fill their cylinder. The safety of yourself, the customer, and the public should not be compromised. You have no idea what happened to the container prior to its arrival for refilling, and you have no control over the container after it leaves your location. What you must do is use reasonable care in your handling of the cylinder while it is in your control.

Before filling a cylinder, DOT regulations require a visual inspection to verify that it is fit for continued use. If any of the following are found, the cylinder must not be refilled.

- ◆ Leaks
- ◆ Cracks
- ◆ Bulging
- ◆ Serious dents or gouging
- ◆ Defective valves
- ◆ Defective or leaking pressure relief valves
- ◆ Evidence of physical abuse, fire or heat damage, or excessive rust
- ◆ Damage to the cylinder valve, valve protection, and foot rings
- ◆ Out of date requalification

If any of these conditions are found, identify the cylinder and set it aside in a designated safe area per your company policy.

Steel cylinders that are subject to fire must be re-qualified, reconditioned, or repaired prior to being placed back into service. Aluminum cylinders subjected to fire must be permanently removed from service.

Valves and accessories should be inspected prior to filling. Valves may wear or become damaged creating a potentially hazardous situation. They should be checked for signs of aging and wear. Valves may be damaged from improper maintenance. Painting a cylinder may result in gauge faces and discharge openings of relief valves may be covered with paint. A blue-green stain on the brass portion of the cylinder valve is evidence that it has been in contact with anhydrous ammonia, which is used to make illegal drugs. If you suspect or find a cylinder that contains, or has contained anhydrous ammonia, place it out of service and follow your company policy.

Many companies will not fill a cylinder that is not equipped with an OPD. Follow your company policy for filling or handling cylinders without an OPD.

Valve accessories may be broken or even lost, allowing dirt or moisture to enter the valve. Inspect and replace all faulty or missing dust caps or plugs.

All refillable cylinders must be re-qualified at regular intervals. Re-qualification is performed only by qualified individuals whose facility is registered with the DOT. The most recent re-qualification date is stamped on the cylinder along with the company RIN.

- ◆ A date without a letter indicates the next re-qualification must be with 12 years.
- ◆ The letter "s" following the date indicates the cylinder must be re-qualified within 7 years of the marked date.
- ◆ The letter "e" following the date indicates that re-qualification is required again within 5 years of the marked date.

Cylinders that are out of qualification must not be refilled.

Cylinder wrapping prevents a proper cylinder inspection. Wraps should be removed and the cylinder inspected before filling.

Cylinder labeling is required by NFPA 58, DOT and OSHA. DOT cylinders used to transport propane must be clearly and durably marked with the proper shipping name and hazard class. A consumer information warning label must be present. The label must include information on the potential hazards of propane. Apply a new label if one is not present or legible. If you have any questions regarding the legibility or completeness of the warning label that is on the cylinder, place a new label on the cylinder.

Prior to filling the cylinder, notice how it will be transported. Cylinders placed in a vehicle must be secured against movement. Closed bodied vehicles such as passenger cars and vans are limited to a maximum of 90lbs. of LP Gas with no single container having a capacity of more than 45 lbs. NFPA 58 allows for up to four 20lb. grill cylinders, up to three 30 lb. cylinders and up to two 40lb. cylinders. "Cylinders of 2 ½ lb. pressure relief valve is in direct communication with the vapor space at all times." All cylinders and appurtenances are determined to be leak free.

Properly inspecting and labeling cylinders enables you to safely and legally serve both your customers and your company. At the same time, customers are provided with a safe source of fuel for their cylinder needs.

MARCH 2013
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