LAMPTON-LOVE, INC

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Date: **February 10, 2014**

To: **All Branch Managers**

From: **Gene Maddox** GM

Subject: **Branch Office Monthly Safety Meeting – February 2014**

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 February 2014. You may add topics, **but please document the following topics**:

1. Safety Meeting: (Cylinder Requalification Markings)
2. News Briefs!!! (Fire Extinguisher Safety)

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!!!

50th ANNIVERSARY 1956 2006

PROPANE
EXCEPTIONAL ENERGY

FEBRUARY 2014 SAFETY MEETING

Cylinder Requalification Markings

A number of branches have applied and received an RIN number that certifies them to re-qualify out-of-date cylinders. There has been some discussion about how the requalification markings should be applied to the cylinder after it has been inspected and approved for requalification.

The discussion being can we use written labels that stick onto the cylinder or pressure sensitive labels that attached to the cylinder, or does the qualification date and RIN number have to be stamped onto the cylinders protection ring. Below is information that will clarify how we are to mark the cylinders after re-qualification.

As you will see in the information below, the cylinders must be permanently marked on the metal of the cylinder, and the markings must be made by Stamping, Engraving, Scribing or other method that will produce a legible mark. The size of the markings must be at least ¼" high, except RIN characters must be at least 1/8" high.

Prior to 2007 the RIN numbers were comprised of a letter and 3 numbers; this changed after 2007. The RIN numbers issued now have a letter and 6 numbers. The reason I bring this up is that when the RIN number consist of 4 characters we were required to set the RIN number in a square pattern, between the month and year of the requalification date. We can't do this now because we are dealing with seven (7) characters. See photo below that illustrates how to stamp the requalification date and the RIN numbers.

49 CFR 180: Continuing Qualification and Maintenance

§180.213 Requalification markings.

General. Each cylinder of UN pressure receptacle re-qualified in accordance with this subpart with acceptable results must be marked as specified in this section. Required specification markings may not be altered or removed.

Placement of markings. Each cylinder must be plainly and permanently marked on the metal of the cylinder as permitted by the applicable specification. Unless authorized by the cylinder specification, marking on the cylinder sidewall is prohibited.

(1)Requalification and required specification markings must be legible so as to be readily visible at all times. Illegible specification markings may be remarked on the cylinder as provided by the original specification. Requalification markings may be placed on any portion of the upper end of the cylinder excluding the sidewall, as provided in this section. Requalification and required specification markings that are illegible may be reproduced on a metal plate and attached as provided by the original specification.

(2) Previous requalification markings may not be obliterated, except that, when the space originally provided for requalification dates becomes filled, additional dates may be added as follows:

(i) All preceding requalification dates may be removed by peening provided that –

(A) Permission is obtained from the cylinder owner;
(B) The minimum wall thickness is maintained in accordance with manufacturing specifications for the cylinder; and
(C) The original manufacturing test date is not removed.

(ii) When the cylinder is fitted with a footring, additional dates may be marked on the external surface of the footring.

Requalification marking method. The depth of requalification markings may not be greater than specified in the applicable specification. The markings must be made by stamping, engraving, scribing or other method that produces a legible, durable mark.

(1) A cylinder used as a fire extinguisher (§180.209(j)) may be marked by using a pressure sensitive label.
(2) For a DOT 3HT cylinder, the test date and RIN must be applied by low-stress steel stamps to a depth no greater than that prescribed by the cylinder manufacturer, near the original manufacturer's label. Stamping of the composite surface is not authorized.
(3) For a composite cylinder, the requalification marking must be applied on a pressure sensitive label, securely affixed in a manner prescribed by the cylinder manufacturer, near the original manufacturer's label. Stamping of the composite surface is not authorized.

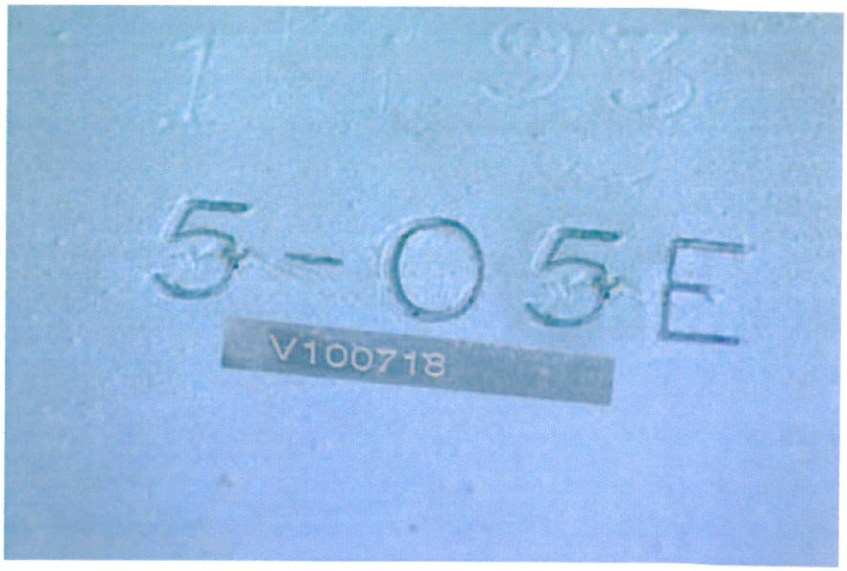
Size of markings. The size of the markings must be at least 6.35 mm (1/4 inch) high, except RIN characters must be at least 3.18 (1/8 in) high.

Re-qualifications

All refillable DOT cylinders must be re-qualified at regular intervals. Re-qualification is performed only by qualified individuals whose facility is registered with the DOT and is normally not handled at dispenser locations.

- A date without a letter indicates the next requalification must be within **12 years**.
- The letter "S" following the date indicates the cylinder must be re-qualified within **seven years** of the marked date.
- The letter "E" following the date indicates that requalification is required again within **five years** of the marked date.

The most recent requalification date is stamped on the cylinder along with the RIN number stamped below the requalification date. Cylinders that are out of qualification must NOT be refilled.



Properly Process the Cylinder According to the Results of the Inspection

It is very important to understand the responsibilities with a cylinder after the inspection procedure is completed. When a cylinder has been rejected (RM) in any step, then it is the inspector's responsibility to make sure that the cylinder is sent out for repair before it is placed back into service by the company.

1. When a cylinder must be scrapped or condemned (SC), it is the inspector's responsibility to be sure that it is immediately removed from service.
2. Stamp a series of X's over the DOT specification number and pressure stamping, or
3. Stamp "CONDEMNED" on the shoulder, top head, or neck using a steel stamp.

DOT Required Re-qualification Records (49 CFR 180.215)

Facility Records. Facility records must be maintained at each location where cylinders are re-qualified, rebuilt or repaired. Replacing a cylinder valve or fitting is not considered a cylinder repair under the regulations. Therefore you would not be required to record this as a repair on the visual inspection report form. You will be required to document your actions on a company work order.

Required facility Records Include:

- Current re-qualifier identification number (RIN) issuance letter;
- If the RIN has expired and renewal is pending, a copy of the renewal request;
- Copies of applications and notifications sent to DOT relating to facilities, re-qualification methods, cylinder specifications, and personnel training submitted for the purpose of obtaining an RIN;
- Current copies of DOT regulations applicable to cylinder re-qualification done at the facility;
- A copy of Compressed Gas Association (CGA) or American Society for testing and Materials (ASTM) standards applicable to cylinder re-qualification done at the facility.

Re-qualification Records

- The person who performs the re-qualification must maintain daily records of visual inspections and pressure tests until either:
- The expiration of the re-qualification period (5 years for external visual inspections),
- Or until the cylinder is again re-qualified, whichever occurs first.

NEWS BRIEFS!!!

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

Fire Extinguisher Safety

Fire safety is the primary function of all propane and refined fuels industry employees. If a fire does break out it is important to be able to respond to such an emergency. This safety meeting reviews some of the basic elements of fire extinguisher operation, limitations and safety.

TYPES OF FIRES AND FIRE EXTINGUISHERS

A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. Fire extinguishers must be used on the appropriate "class" of fire they are called to extinguish and they must be used by a person who is well trained. The successful performance of a fire extinguisher in a fire emergency largely depends on its proper selection, inspection, maintenance, and use by trained individuals.

There are five difference types of fires:

Class A – ordinary combustibles such as wood, cloth, paper, rubber and many plastics.
Class B – flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas
Class C – energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances
Class D – combustible metals such as magnesium and potassium (uncommon)
Class K – cooking media, vegetable and animal oils and fat.

NFPA #58 indicates all propane trucks should be fitted with a fire extinguisher with a minimum 18 B: C rating. Similar extinguishers should be placed in and around the bulk storage facility. Note: an A: B: C rate fire extinguisher is acceptable (and even preferred) to replace a B: C rated unit.

ALL EMPLOYEES SHOULD KNOW

- Where the fire alarm boxes are in your area. They should be well marked and easy to access.
- Where the exit routes are in your building/area.
- Where all fire extinguishers are located. The extinguishers must be mounted in a designated location, well marked and easy to access.
- The facility specific procedures to follow in the event of a fire. What steps to follow, where to go and how to use a fire extinguisher if needed.

GENERIC PROCEDURES FOR FIRE EMERGENCIES

Each propane facility should have fire evacuation procedures in place; employees should be familiar with them. The below procedure identifies generic actions, each employee is responsible for complying with their respective facility specific procedures.

- Notify the fire department immediately.
- Evacuate the building/area as soon as the alarm sounds using the closest, safe emergency exit assisting the disabled and visitors on your way out.
- **Do not extinguish a propane-fueled fire unless the gas supply can be shut off simultaneously.**
- Close inner doors if time permits o your way out.
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire you may do so. Be sure you have a safe exit path available and leave if your fire extinguisher does not put out the fire.
- If trapped, close your office/room door and call 911. Place clothes or other material under door to limit smoke entry.

REMEMBER THE P-A-S-S WORD

Although extinguishers can vary in size, color and type of extinguishing agent, all devices operate basically the same way. If the fire is small and heavy smoke is NOT present and you have an exit available to you for evacuation purposes, grab the nearest appropriate extinguisher and operating following the P-A-S-S procedure:

P – Pull the pin located in the extinguisher's handle
A – Aim the nozzle at the base of the fire.
S – Squeeze the handle
S – Sweep from side to side at the base of the fire until the fire is out.

Typically, fire extinguisher use in the propane industry is for early (incipient) stage fires. Remember, some fires are just too big and out of control to stand and fight. Know your limitations and those of the fire extinguisher. Never extinguish a propane-fueled fire unless you know you can turn off the gas supply. And in some cases, the best plan is to evacuate the area, keep other a safe distance away and call in professional fire fighters.

Discuss location of all fire extinguishers and consider having the class member inspect all fire extinguishers for functionality.

Daily External Visual Inspection Report Form

Company: _____

Reference: 49 CFR § 180 Subpart C [1]

Date: _____ month / day / year

Plant: _____

Responsible Manager: _____

RIN: _____

Cylinder Identification					Protective Coating		Cylinder Inspected for:								Disposition		
Serial Number	Identifying Symbol	ICC/DOT Spec. Number	Mfg.	Date of Mfg.	Type	Condition	Corrosion and Pitting	Dents	Cuts, Digs, & Gouges	Leaks	Fire Damage	Bulges	Neck Defects	Attachements	Disposition	Date Inspected	Inspector's Initials

Disposition Codes: "**OK**" - Return to Service; "**R**" - Hold for Authorized Repair; "**SC**" - Scrap (Condemned)

Remarks:

FEBRUARY 2014 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.
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