



LAMPTON-LOVE, INC

P.O. BOX 1607 • JACKSON MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: February 15, 2024

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – February 2024

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 it out and e-mail a copy to Lynn Mathis or LLSafety@lamptonlove.com. Please keep the original for your records.**

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are 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 2024. You may add topics, but please document the following topics:

Annual Truck and Monthly Inspections

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 should 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

FEBRUARY 2024 SAFETY MEETING

Annual Truck and Monthly Inspections

As a reminder, annual truck inspections are quickly approaching. As mentioned before, if you are not doing your daily inspections (DVIR), it will show. These inspections help identify safety issues and ensure our trucks/equipment are in safe operating condition. This should be conducted daily, and the forms should be maintained for 90 days.

Additionally, month end procedures for bobtails include:

- Inspect the hose
- Inspect the piping
- Activate the emergency shut down
- Conduct a meter creep test (As a reminder, a copy of your ticket should be kept for your monthly creep test.

Managers are to be involved/engaged in month-end inspections.

Review the attached Policy and Procedures Manual Document #F3 , Pages 1 and 2,

MONTHLY CARGO TANK TRUCK INSPECTION

- A. Monthly hose inspections are required for each cargo tank truck. Inspections must be documented on Monthly Cargo Tank Truck Inspection Form.
- B. These are to be e-mailed to llsafety@lamptonlove.com.

49 CFR 180.416 requires monthly inspections and tests which include the following:

1. The operator must visually inspect each delivery hose assembly at least once each calendar month the delivery hose assembly is in service.
2. The operator must visually inspect the piping system at least once each calendar month the cargo tank is in service. The inspection must include fusible elements and all components of the piping system, including bolts, connections and seals.
3. At least once each calendar month a cargo tank is in service, the operator must actuate all emergency discharge control devices designed to close the internal self-closing stop valve to assure that all linkages operate as designed.
4. The Meter Creep Test is required by DOT and is an out-of-service item if the valve is not working properly. The creep test should be performed daily and monthly. The daily Creep Test is included on the Driver's Daily Vehicle Inspection Report, under item titled Discharge System Checked and does not have to be documented unless it is not working. The monthly check is documented on the Monthly Hose Inspection Report. It is recommended that a copy of the ticket that was used to perform the monthly creep test be kept in the truck's door pouch. **The monthly test shall be documented and performed in the presence of the Branch Manager as a witness.**

The operator must note each inspection in a record. The record must include the inspection date, the name of the person performing the inspection, the hose assembly identification number, the company name, the date the hose was assembled and tested and an indication that the delivery hose assembly and piping system passed or failed the tests and inspections. A copy of each test and inspection must be retained by the operator at its principle place of business or where the vehicle is housed or maintained until the next test of the same type is successfully completed.

Guidelines for these requirements are included in the attached "Monthly Cargo Tank Truck Inspection" form. Please ensure that each route salesman performs these inspections and tests on a monthly basis and that we keep a documented record on file until the inspections and tests are done the next month.

TEST & INSPECTION PROCEDURES:

(Tests are to be performed with the vehicle parked, brakes set and chock blocks in place.)

- A. **Hose Inspection (Hose under normal operating pressure.):**
With the hose fully extended from the hose reel, perform a visual inspection of the hose and hose couplings including the connecting valves. Hose is to closely examined for: (1) Damage to the hose cover that exposed the reinforcement. (2) Wire braid reinforcement that has been kinked or flattened so as to permanently deform the wire braid. (3) Bulging

under pressure or loose outer covering. (4) Damaged, slipping or excessively worn couplings. (5) Loose or missing bolts or fastenings on bolted hose couplings assemblies.

Hose Inspection (Hose depressurized):

Depressurize hose following normal industry safety procedures. Close valve closest to hose reel and proceed to bleed down the liquid propane from the delivery hose. Bleeding off hose should be done very carefully and inspector must ensure that liquid propane is safely bled off. When hose is fully depressurized, the entire length of the hose is to be closely examined for the following conditions: (1) Damage to the hose cover that exposes the reinforcements. (2) Wire braid reinforcements that has been kinked or flattened so as to permanently deform the wire braid. (3) Soft spots when not under pressure, or loose outer covering.

B. Piping System Test:

When performing the piping system test the internal shut-off valve should be opened to allow full operating pressure into the piping system. The inspection must include fusible elements and all components of the piping system, including bolts, connections and seals. The following components pertaining to the piping system under the vehicle should be checked: internal valve, fusible link, flange bolts (if applicable), pump, auxiliary pump inlet (if applicable), flexible connectors, and piping to the meter. The following components pertaining to the piping/metering system should be checked: exposed piping to the meter, meter/vapor eliminator/differential valve, bypass valve, vapor valves and connectors, liquid valves and connectors, hose reel swivel, hose reel piping connections, ACME fittings (check both fittings and caps) and the ACME gaskets.

C. Emergency Shut down Test (Remote Radio Frequency Activation Test):

If the cargo tank truck is equipped with a remote radio frequency device, this must be tested with the engine running. This test can also be performed with the unit pumping. With hose still connected to the rear of the bobtail, open the ISC valve and activate the PTO and begin pumping procedure. Walk **150 feet** away from the cargo tank truck motor vehicle and activate the Remote Radio Frequency Device. The vehicle engine should immediately stop and the ISC valve close. Walk back to the unit and check the valve handle position on the ISC to ensure that it is in the fully closed position.

D. Internal Self-Closing Stop Valve Leakage Test

Extend hose fully from hose reel. Connect hose to vapor or liquid ASME coupling on back of bobtail unit, start vehicle engine, open ISC valve and engage PTO (power take-off). With the engine running at idle speed, and the pump engaged, activate the ISC emergency shut-off mechanism behind the driver's door and observe the meter register. Meter should stop within 30 seconds with no meter creep within 5 seconds. If meter continues to creep, it indicated the ISC is not closing fully. Check adjustment of ISC handle and control mechanism. Readjust as necessary. Repeat test, **if you observe the meter continuing to creep, the ISC is defective and must be repaired or replaced prior to vehicle being placed into service.**

NOTE: The PTO must be engaged (turning) throughout the entire test. If you use the emergency shut off mechanism behind the driver's door, make sure it does not disengage the PTO. If it does, you will have to use the emergency valve switch that is at the back of the truck.

**FEBRUARY 2024
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD**

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments: Safety Meeting:

Annual Truck and Monthly Inspections

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 regulation and curriculum for this monthly safety meeting.

Instructor's Signature: _____

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

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

Date: _____

P. O. Box 1607, Jackson, MS 39215-1607

Fax #:601-933-3417