



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: January 10, 2019

To: All Branch Managers

From: Gene Maddox *gm*
Safety Director

Subject: Branch Office Monthly Safety Meeting – January 2019

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 or fax a copy to Lynn Eldridge.** *Please keep the original for your records.*

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records 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 January 2019. You may add topics, but please document the following topics:

1. News Briefs!!! (Black Ice Avoidance)
2. Safety Meeting: (Dispensing Propane Safely – DOT 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 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

NEWS BRIEFS!!!

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

Black Ice Avoidance

Winter driving is tough enough without the worry of black ice. Roads covered in snow are challenging, but on most drives we can know what we are dealing with. Black ice, however, is invisible and often appears where it is least expected. Black ice is not, as the name might suggest, actually black. Although called black, it is its transparency that permits it to blend into the road pavement no matter the type – whether asphalt, concrete, or other. It forms when light rain or fog encounters a road surface whose temperature is at or below freezing. Black ice can form suddenly, so it is important to know how to prepare for, detect, and handle this type of condition. To help avoid accidents involving black ice, consider these tips:

When Can Black Ice Form?

Black ice can form at any time, but tends to form most in the early morning and evening. It is more likely to form during rain, fog, and mist in cold weather, when the ground is cold and there is moisture. Black ice can also form when roads are wet, but the temperature suddenly drops. The air temperature need not be at or below 32°F; only the ground temperature must be at or below freezing.

Bridges and overpasses ice over before roads do because they do not have the benefit of being surrounded by insulating soil, which can trap warmth. They are entirely exposed to the ambient temperature. Black ice can form at tunnel entrances when there is a water source nearby, such as runoff. Because tunnel interiors are not lit by sun, black ice can form on the pavement within the tunnel if there is a source of water. Black ice can form in the shadows of buildings if the ground temperature is at or below freezing.

What Are Some Signs of Black Ice?

If the pavement shows signs of darker and duller colors than other parts of road, there may be black ice. If it is misting or raining, the back of the vehicle mirrors will start to freeze with no notable signs of water dripping off them. Though the environment is wet, no water sprays up from the tires of nearby vehicles.

What Not to Do?

Do not brake hard. If there is a concern that black ice exists, slow down and gently apply brakes before approaching an icy patch. Lift the foot off of the accelerator and glide over the ice before braking and accelerating again. Don't make any sudden movement, such as turning or changing lanes, which could cause the vehicle to skid. Do not tailgate. Safe following distance is essential

to avoiding collisions under black ice conditions. Avoid the use of cruise control in icy conditions.

What to Do?

Before starting to drive, evaluate the weather. Understand road conditions before the vehicle moves. Evaluate the tires and make sure the tire tread is in good condition. Have the tires and brakes evaluated prior to the winter season and maintain proper tire pressure. Wear your seat belt.

Start out slowly. Drive with low beam headlights even in the daytime to help make your vehicle most visible. Increase the following distance from vehicles ahead. Allow for reaction time and plenty of gentle braking to stop or maneuver safely. Use the car thermometer only as a gauge of determining temperature and the risk for black ice, as it might not always be accurate.

Before coming upon black ice, downshift to a lower gear. Keep the steering wheel straight. If the vehicle starts to slide, turn the steering wheel into the direction of the skid.

Listen to the news and weather forecasts. It's a good way to hear of icy conditions or even accidents that could indicate icy roads.

Communicate internally with management and drivers to discuss the weather and road conditions.

JANUARY 2019 SAFETY MEETING

Dispensing Propane Safely – DOT Cylinders

There will be one or two branches that do not fill cylinders but have customers that have filling stations.

All branches please review.

4. DOT CYLINDERS

Most propane cylinders in service today are manufactured according to DOT specifications and are commonly referred to as "DOT cylinders."

Small, portable cylinders are filled at various locations and are used with hand torches, plumbers' pots, gas lanterns, camp stoves, barbecue grills, and on many recreational vehicles.

Larger cylinders are filled typically at a propane facility or plant and delivered to industrial, commercial, or residential customers.

Common Elements

Cylinder bodies are most commonly made from either aluminum or some type of alloy steel, and consist of either two or three pieces. A third type is made from composite material and is discussed in Module 8, which highlights emerging technologies.

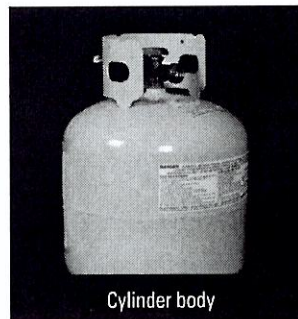
Every aluminum or steel cylinder has a **foot ring**—a wide metal band that is welded or brazed to the bottom or non-service end of the cylinder. It is used to protect the bottom of the cylinder body from corrosion or other damage and also functions as a support stand or base.

Openings for valves and fittings are located in the **service end of the cylinder**, with threaded fittings welded to the opening. The number of openings depends on how the cylinder will be used.

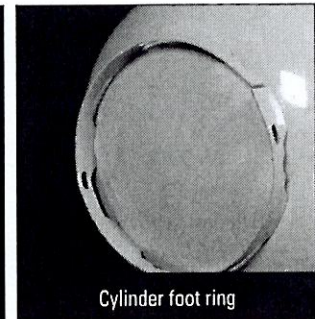
Portable and exchange cylinders rarely have more than one fitting that is threaded to a 3/4" female National Pipe Thread (NPT) fitting and raised above the surface. As a result, the fitting is often called the neck of the cylinder. A combination service valve and pressure-relief valve is installed in the fitting.

Vertical cylinders with 4- to 40-lbs. propane capacity used in vapor service must be fitted with an **overfilling prevention device (OPD)**.

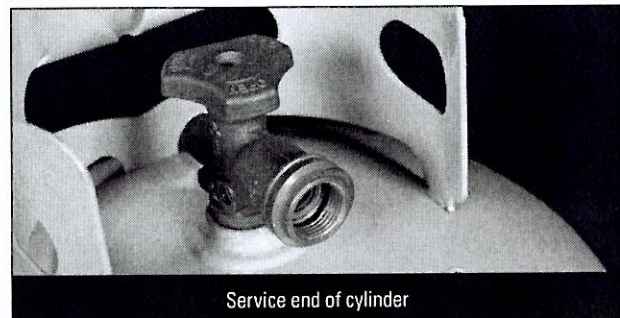
OPD cylinder valves are distinctively marked and equipped with a unique handwheel in the shape of a modified triangle. The **OPD marking is molded into the handwheel and the valve body** to ease identification.



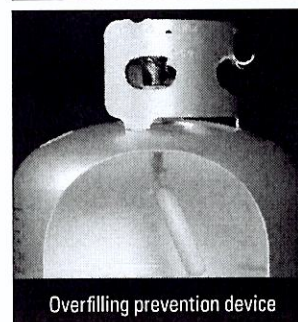
Cylinder body



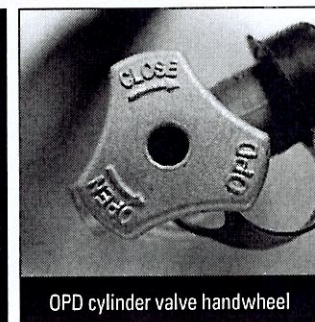
Cylinder foot ring



Service end of cylinder



Overfilling prevention device



OPD cylinder valve handwheel

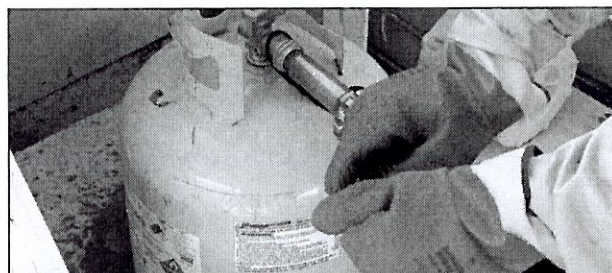
OPDs should not be treated as the primary means of preventing overfilling. It is still the dispenser operator's responsibility to close the hose end valve when the proper filling level has been reached.

Some cylinders are not required to be fitted with an OPD. These include cylinders:

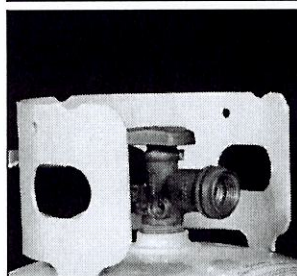
- Used in industrial truck service.
- Manufactured prior to 1998 and designed for use in the horizontal position.
- Used for industrial welding and cutting gases.

To protect the cylinder valves, a wide metal band called a "**collar**" is welded to the cylinder body and partially surrounds the neck of the service end. Larger cylinders may have a cap or a collar.

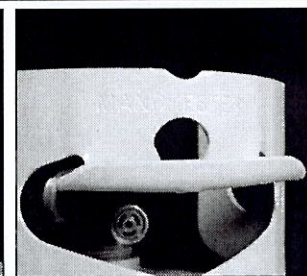
Collars often incorporate **handles for lifting** and moving. Cylinder valves should never be used to lift or move a cylinder.



Operator closing hose end valve



Cylinder collar



Handle for lifting

Cylinder Markings

Markings are required by DOT and are the ID card for the cylinder. Markings must be legible and clearly and permanently marked on the collar or cylinder body.

The markings include information for selecting cylinder valves, the **specification design code**, cylinder **tare weight (TW)**, **water capacity (WC)** in pounds, and the manufacturer name and test or requalification date.

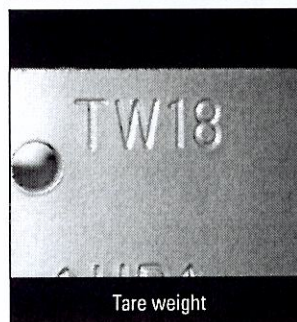
Cylinder specification markings consist of two basic parts: the design code and the service pressure. DOT-4BA240 is one of several specifications for cylinders. The term "4BA" indicates that the cylinder is a welded (series 4) alloy steel (series BA) cylinder. The number "240" indicates the service pressure is 240 pounds per square inch gauge (psig).

Cylinder size is marked by the amount of water it can hold in pounds. Propane capacity is 42% WC. Portable cylinders usually range from 1 pound to 100 pounds propane capacity.

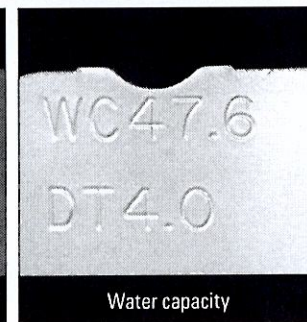
TW is the weight of the cylinder when empty and includes the weight of the cylinder valves, but not the filling hose and nozzle. Cylinders with the same WC can have different TWs, so each cylinder should be treated individually.



Specification design code



Tare weight



Water capacity

Requalification

All refillable cylinders must be requalified at regular intervals. Requalification is not normally handled at dispenser locations, and should be performed only by trained individuals whose facility is registered with the DOT.

When reading requalification markings:

- 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 requalified 7 seven years of the marked date.
- The letter "E" following the date indicates that requalification is required again within 5 years of the marked date.
- The most recent requalification date is marked on the cylinder. Cylinders that are out of qualification must NOT be refilled; rather, they should be marked and set aside in a designated safe area.

Knowing about cylinder construction, components, and markings will assist you in safely refilling your customers' cylinders.

CYLINDER REQUALIFICATION METHODS	
EXTERNAL HYDROSTATIC EXPANSION	
LETTER STAMP	NEXT REQUALIFICATION
NONE	12 YRS
DATE 10/05	DATE 10/17
INTERNAL HYDROSTATIC	
LETTER STAMP	NEXT REQUALIFICATION
S	7 YRS
DATE 10/05 S	DATE 10/12 S
EXTERNAL VISUAL INSPECTION	
LETTER STAMP	NEXT REQUALIFICATION
E	5 YRS
DATE 10/05 E	DATE 10/10 E

5. INSPECTING, FILLING, AND LABELING SMALL CYLINDERS

Note: Before you begin the process of inspecting and filling small cylinders, make sure that the dispenser is properly prepared. Module 3 gives you step-by-step instructions on how to properly get the dispenser ready to fill cylinders and containers. Please review this module if you have not already done so.

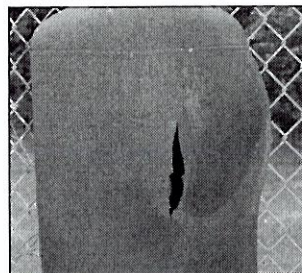
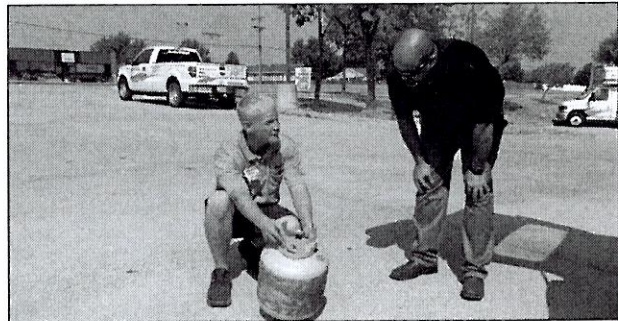
Pre-fill Visual Check

Customers are often unaware of the many safety procedures that must be performed before having their cylinders filled, such as inspection, requalification, purging, and filling requirements. And you may have no idea what happened to the cylinder prior to its arrival for refilling. However, the safety of yourself, your customers, and the public is the highest priority, so use great care in handling and assessing a small cylinder before filling.

DOT regulations require a visual check before a small cylinder can be filled or refilled to verify that it is fit for continued service. Prior to inspecting a cylinder, remove any plastic or paper sleeve so you are easily able to spot any problems. After inspection, if any of the following are found, the cylinder must not be refilled and should be marked and set aside in a designated safe area.

Problems that prevent refilling a cylinder include:

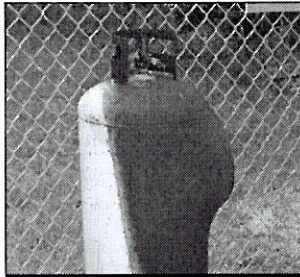
- Cracks or leaks.
- Bulging, serious denting, or gouging.
- Defective valves unless properly repaired or replaced.
- Defective or leaking pressure-relief device, unless properly repaired or replaced.
- Damage to the cylinder valve, valve protection, and cylinder foot rings.
- Out-of-date requalification.
- Evidence of physical abuse, fire or heat damage, or excessive rusting or corrosion.



Fire damage, cracks and bulging



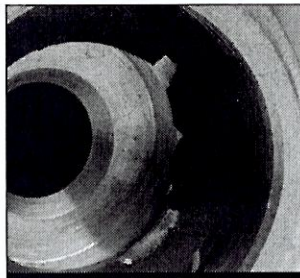
Excessive rusting



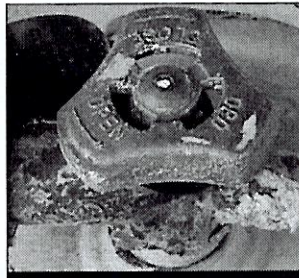
Fire damage



Condemned cylinders



Damaged valve



Anhydrous ammonia stain



Paint-covered valves and gauges

Steel cylinders subjected to fire must be requalified, reconditioned, or repaired by the original manufacturer or a DOT-authorized repair facility before being placed back in service. Aluminum cylinders subjected to fire must be removed from service permanently.

If you encounter a cylinder with XXXs over the DOT specification number or marked with "CONDEMNED" on the shoulder, head, or collar, do not refill. Instead, mark and set aside in a designated safe area.

Valves and accessories should also be inspected prior to filling. Many cylinder valves are made with non-metallic or soft parts such as nylon, rubber, and Teflon®. When these materials become damaged or worn out, propane liquid or vapor can leak out of the valve and create a potentially hazardous situation. They should be checked regularly for signs of aging and wear.

Valve accessories may become broken or lost, allowing dirt or moisture to enter the valve. Inspect and replace any faulty or missing dust caps.

Valves may also be damaged through improper cylinder maintenance. For example, service personnel may fail to use proper brushes or applicators around cylinder openings when painting them. As a result, gauge faces, "weep" holes in filler valves, and discharge openings of relief valves may become covered or blocked with paint.

If you find a blue-green stain on the brass portion of the cylinder valve, the cylinder may have come in contact with anhydrous ammonia, which is often used to manufacture illegal drugs. In this instance, place the cylinder in an outdoor area where hazards from ejection of the valve and product loss would be minimized, and contact your supervisor.

*Teflon is a registered trademark of E.I. du Pont de Nemours and Company.

Requalification

All refillable cylinders must be requalified at regular intervals. Requalification is not normally handled at dispensing locations, and should be performed only by trained individuals whose facility is registered with the DOT.

When reading requalification markings:

- 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 requalified within 7 years of the marked date.
- The letter "E" following the date indicates that requalification is required again within 5 years of the marked date.

Cylinders that are out of qualification should not be refilled. Instead, they should be marked and set aside in a designated safe outdoor area.

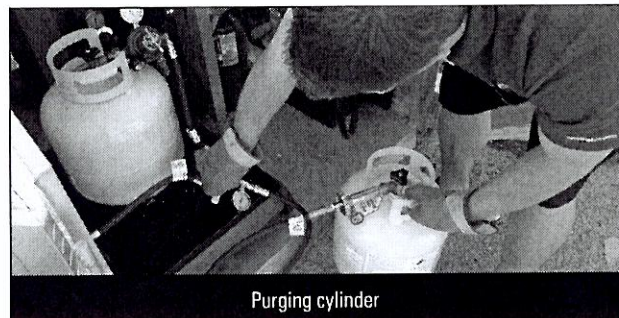
CYLINDER REQUALIFICATION METHODS	
EXTERNAL HYDROSTATIC EXPANSION	
LETTER STAMP	NEXT REQUALIFICATION
NONE	12 YRS
DATE 10/05	DATE 10/17
INTERNAL HYDROSTATIC	
LETTER STAMP	NEXT REQUALIFICATION
S	7 YRS
DATE 10/05 S	DATE 10/12 S
EXTERNAL VISUAL INSPECTION	
LETTER STAMP	NEXT REQUALIFICATION
E	5 YRS
DATE 10/05 E	DATE 10/10 E

Purging

In order for equipment to operate properly and to keep customers safe, both new cylinders that have not been vacuum purged by the manufacturer and those that have been opened to the atmosphere must be purged of air or moisture before filling. If air or moisture enters a cylinder, it can slow down the filling process, create unusually high service pressures, cause regulator freeze-up, or cause fading of the odorant in the cylinder.

Never purge with liquid propane. This may cause the liquid to flash into vapor, chilling the cylinder and condensing any moisture vapor on the walls. In addition, only a small percentage of the air will be removed.

When purging cylinders with propane vapor, it's important to note that the steps involved may vary depending on your company policy and the type of equipment installed at the facility. Always consult your supervisor for more information.



Purging cylinder

PURGING CYLINDERS WITH PROPANE VAPOR

Using propane vapor to force the air out of the cylinder is an effective purging method that is used often at refilling stations. Cylinders should always be purged in an approved area where there are no ignition sources.

Follow these steps to purge cylinders:

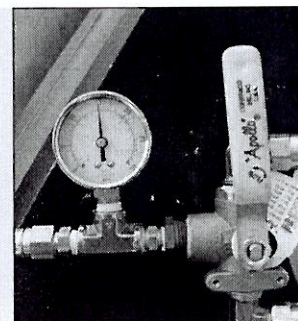
1. Connect the vapor hose to the cylinder.

Ensure that you have the correct fittings installed when connecting the vapor hose to the cylinder service valve. If the service valve on the cylinder does not have a female Prest-O-Lite (POL) opening, attach a cylinder service valve adapter to the POL adapter that is installed in the vapor line hose end valve. Securely tighten the vapor hose assembly to the cylinder service valve.



2. Pressurize the cylinder with propane vapor to 15 psig.

With the service valve closed on the cylinder being purged, open the service valve on the purging cylinder. Gradually position the ball valve on the vapor hose to allow propane vapor to vent into the cylinder being purged. If no leakage is detected, open the service valve on the cylinder being purged. Observe the gauge on the purging manifold until the pressure reaches 15 psig.



3. Bleed off the pressure in the cylinder.

Gradually position the ball valve on the vapor hose to vent a small volume of propane vapor and air until the pressure gauge reaches 0 psig. During this bleed-off process, be very cautious since a small amount of propane vapor and air will be released. To prevent ignition, venting should be done at least 25 feet from any open flame, smoking area, portable electrical tools, and extension lights, and at least 35 feet from any metal cutting, grinding, oxygen-fuel gas cutting, brazing, soldering, or welding.

4. Repeat the purging process.

To be sure that roughly 97% of the air has been purged from the cylinder, continue to pressurize and bleed off the pressure in the cylinder at least four more times. Leave the vapor return hose connected until the final purging has been completed, then re-pressurize the cylinder to 15 psig. Close the service valve on both the purging cylinder and the cylinder being purged and check the cylinder for leakage.

Filling Cylinders

Before filling a cylinder, make sure you are aware of the following information regarding safety and handling procedures:

- Know your facility's fire prevention and emergency evacuation plans, including where and how to operate **emergency shutdown** and pump controls.
- Locate the nearest **fire extinguishers** and make sure they are in proper working condition. Only use fire extinguishers to create an escape route—not to fight a propane fire. The only safe way to extinguish a propane fire is by stopping the flow of propane.
- Before operating a filling station, ensure there are no ignition sources within 25 feet of the points of transfer, or metal-working operations including grinding, oxygen-fuel gas cutting, brazing, soldering, or welding within 35 feet.
- Be sure that valves are protected properly with a valve cap or protective collar, and always use proper cylinder handling techniques.
- The OPD should never be used for determining if a cylinder is full. The OPD will not always stop the flow of propane into the cylinder at the proper fill amount.



Emergency shut-off valve



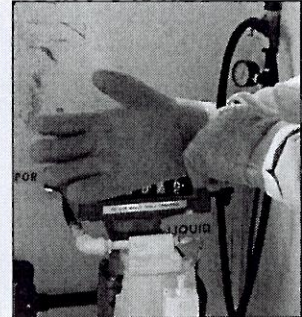
Fire extinguisher



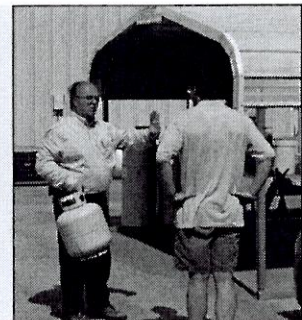
PRE-FILLING PROCEDURES

Before starting the cylinder filling operation, follow these steps to ensure the safety of you, your customers, and your fellow employees:

1. Always put on appropriate PPE before filling cylinders.



2. Do not allow unauthorized people in the filling area.

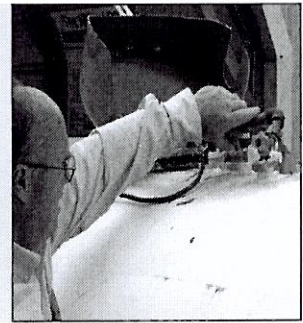


3. Open the secured filling area, and inspect the cylinder filling station equipment.



4. Remove the hose from its secure storage location. If the location isn't weather-protected, remove the dust cap or plug from the hose filling adapter.

5. Open the appropriate liquid outlet and bypass return valves on the storage tank.



6. Please remember that an operator must be present during the entire filling procedure.

FILLING CYLINDERS BY WEIGHT

Cylinders less than 200 lb. WC and subject to DOT jurisdiction must be filled by weight. Be sure to check with your supervisor for any exceptions.

When filling portable cylinders by weight, it's important to note that the steps involved may vary depending on your company policy and the type of equipment installed at the facility. Always consult your supervisor for more information.

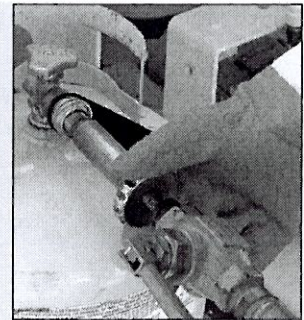
To determine the total filled weight of a cylinder:

1. Check the WC and TW stamped on the cylinder or its protective collar.
2. Determine propane capacity by using the following formula:
 $WC \text{ (lb)} \times .42 = \text{propane capacity (lb)}$.
3. Add the TW and propane capacity together to determine the total filled weight of the cylinder.

Follow these steps when filling cylinders by weight:

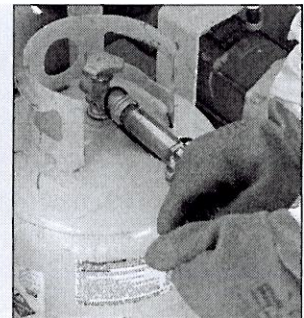
Prepare and Connect

1. Make sure all cylinder valves are closed.
2. Set the platform scale to the cylinder's total filled weight, plus the weight of the hose and fitting.
3. Place the cylinder on the scale.
4. Select the proper hose end adapter to fit the cylinder valve.
5. Remove the protective cap or plug from the valve.
6. Connect to the cylinder.



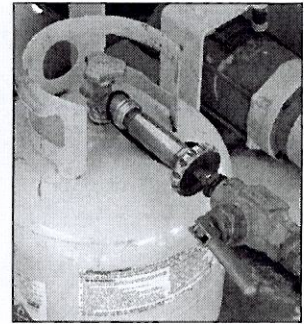
Start Filling

7. Start the pump.
8. If filling through a filler valve, slowly open the hose end valve. If filling through a service valve, open the hose end valve and slowly open the cylinder service valve.



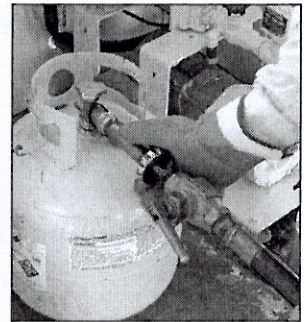
End Filling

9. When target weight is reached, close the hose end valve.



Disconnect from Cylinder

10. Shut off the pump if no other cylinders are filling.
11. Make sure the service valve is closed.
12. Loosen the connection and wait for any trapped liquid to bleed off.
13. When trapped liquid is vented, disconnect the hose end fitting.



Final Inspection

14. Verify the filled weight, as required by regulations.
15. Use an approved method to check for leaks.
16. Reinstall appropriate valve caps and plugs.
 - If the cylinder has a filler valve, reinstall the cap.
 - If the cylinder has a POL service valve, reinstall the valve plug.
 - Replace any caps and plugs that are missing.
17. Apply DOT labels and a cylinder warning label if the manufacturer's label is not legible or you removed a paper or plastic sleeve.



JANUARY 2019
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Black Ice Avoidance _____
2. Dispensing Propane Safely – DOT Cylinders _____
- _____
- _____
- _____

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.

Gene Maddox/Lynn Eldridge

Date: _____

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

Fax #:601-933-3417