



LAMPTON-LOVE, INC

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Date: July 8, 2020
To: All Branch Managers
From: Gene Maddox 
Safety Director
Subject: Branch Office Monthly Safety Meeting – July 2020

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 July 2020. You may add topics, but please document the following topics:

1. News Briefs!!! (Performing Pre- and Post-Trip Vehicle Inspections)
2. Safety Meeting: (5% Rule – Transporting ASME Tanks with More Than 5% Product)

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)

Performing Pre- and Post-Trip vehicle Inspections

Regular Inspections are required by the DOT to ensure your vehicle is in good condition and reduce the chance of an accident or a breakdown. The following guidelines are for pre- and post-trip inspections. Check your company’s procedures for required monthly, annual and other inspections applicable to your particular vehicles.

PREPARING FOR INSPECTIONS:

- ♦ **Select a location** – find a good location to park the vehicle away from people, other vehicles, low-hanging wires or tree limbs, and any other potential hazard.
- ♦ **Prepare the vehicle** – remove the keys from the ignition, set the parking brake, and use wheel stops* correctly to prevent movement.
- ♦ Select the appropriate personal protective equipment (PPE), and have a clean cloth handy to wipe lights and reflectors, along with a tire pressure gauge.

CONDUCTING PRE-TRIP INSPECTIONS:

Pre-trip inspections should be conducted at the beginning of the work day. They require:

- ♦ **A vehicle walk-around** – check oil level, belts, hoses, tires, lights, and gauges to make sure no changes have occurred since the last inspection.
- ♦ **A review of the last Drive Vehicle Inspection Report (DVIR)** – review the last DVIR and sign the report only if no problems were noted. By signing the report, you acknowledge that you’ve read the report and all necessary repairs have been made.

CHECKING FOR ISSUES ON-ROAD:

- ♦ Keep your eye on all gauges for trouble signs and stay tuned to changes in your vehicle’s performance.
- ♦ Inspect your cargo tank discharge system and emergency discharge controls before transferring propane.

CONDUCTING POST-TRIP INSPECTIONS:

Follow company and DOT requirements and prepare a DVIR at the end of the work day. Your post-trip inspection should cover the operation and condition of:

- ♦ Service brakes, including trailer brake connections and parking brake
- ♦ Steering mechanism
- ♦ Windshield wiper(s)
- ♦ Horn
- ♦ Coupling devices
- ♦ Lighting devices and reflectors
- ♦ Tires, wheels, and rims
- ♦ Rear-vision mirror(s)
- ♦ Emergency equipment, including fire extinguisher, reflective triangles, and electrical fuses

Conduct your pre-and post-trip inspections the same way every day. Record any deficiencies or defects on the DVIR. Any issue should be addressed immediately.

JULY 2020 SAFETY MEETING

5% Rule – Transporting ASME Tanks with More Than 5% Product

In this July Safety Meeting I have included the 5% Rule as a refresher/reminder of the regulations surrounding this DOT ruling. Remember this is a company policy, plus a DOT regulation; so we must follow these procedures. Also, I know some of you have new service men, so we need to make sure that they are familiar with these regulations. At the end of the policy there is a “Certificate of Training” that each employee that will be transporting ASME/DOT tanks is to sign acknowledging that he/she understands the Requirements and the Procedures associated with this Policy.

5% RULE

Transporting ASME Tanks with More Than 5% Product According to DOT Regulation 49 CFR 173.315(j)

As of June 1, 2012 we are no longer required to have a permit and/or the Authorization letter in the service truck when we pick up an ASME tank containing more than 5% product, but there are rules and regulations that we must follow.

The information in this policy is to explain the approved methods for transporting ASME tanks between 125 and 500 gallons (water capacity) which contain more than 5% propane.

After reviewing this policy you will understand the following:

- ◆ What type of ASME tanks may be transported containing more than 5% product.
- ◆ Pre-trip tank inspection procedures
- ◆ Equipment mandated by this regulation
- ◆ The record – keeping requirement of this regulation

About this Policy

This policy is a tool for function-specific training required by US DOT prior to transportation of an ASME tank containing more than 5% product. Documentation of training and compliance must be kept on file. Copies of both the training and inspection forms are included; you may make as many copies of the forms as you need.

Restrictions on transporting ASME tanks using CFR 173.315(j)

- ◆ Only one ASME tank, of 125- to 500-gallon water capacity, may be transported, one way, by private motor carrier.
- ◆ The container must be transferred from the consumer site, legally over the public roads, to the tank owner's nearest bulk plant. It must not contain more than the normal maximum filling density of 85%.

YOU CANNOT TRANSPORT FROM ONE CUSTOMER TO ANOTHER.

- ◆ ASME tanks with capacities greater than 500 gallons may NOT be transported over public roads when containing more than 5% liquid propane. This regulation does not affect ASME tanks of less than 125 gallons which may be transported when they contain no more than the normal maximum filling density.

Necessary equipment for CFR 173.315(j)

- ◆ Two lifting methods may be considered:
 - Choker Lift
 - Basket Lift
- ◆ Only certified slings may be used under the tank (See 49 CFR 173.315(j)(v) and 177.834(a).)
- ◆ Lifting lugs (ears) may **not** be used.
- ◆ 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. This also protects valving that may exist on the bottom of some tanks.
- ◆ Tie-down straps must meet minimum capacity requirements. (See 49 CFR 393.102 and 393.106).

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, must have 2,400 pounds of breaking strength.
Other Conditions:

- ◆ Tanks must have a legible data plate showing the ASME “U” stamp, serial number and water capacity (WC) in gallons.

Inspection procedures

- ◆ Prior to transportation, the tank must be inspected by a trained, qualified employee and the inspection must be documented using the ASME “U” stamp Container External Visual Inspection Report. Completed inspection papers must be retained in the company files for two years. (Inspection form is attached).
- ◆ Transported tanks must be completely contained within the body of the vehicle. In other words, the tank must not hang over or out of the vehicle exposing it to direct side or rear impact.
- ◆ Tank set trailers do not currently meet these provisions and may not be used unless they are modified according to FMCSR 393.86.
- ◆ If the tank has a leak that is audible, visible or detectable without the use of a leak detector, it may not be transported per DOT criteria.
- ◆ Dents are damage caused by a blunt object creating curved depression 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 are caused by sharp objects and are considered more serious damage than are dents because they create greater stress in the steel.

- ◆ Use a wire brush or other suitable tool to clean all paint, scale, rust and debris from the corroded area. Probe under any blistered coating to ensure no corrosion is occurring.
- ◆ Ensure the dome cover is in place and protecting valves and fittings from damage. Plug or cap all valve openings.
- ◆ Complete, sign and date the entire inspection form for each trip and retain for a minimum of two years.

Frequently asked questions about transporting ASME tanks with more than 5% product

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

NO. 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?

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 ensured.

Q? What if we have a satellite location closest to the customer location where we will be picking up the tank?

It is acceptable to take the tank to the closest company location where the tank can safely be pumped off. In some cases, this location may be further than the closes unmanned satellite.

Q? Can I set the tank I just picked up at another customer location if that location is closer than our nearest bulk plant?

NO. The rule is clear on this point.

Q? Can I carry one tank with more than 5% and one tank with less than 5% at the same time?

NO. You may only transport one tank under this permit.

Q? How much do tanks and propane weigh?

A new 500-gallon propane tank weighs about 950 pounds; older tanks will weigh more. Propane weighs 4.24 pounds per gallon. You should always calculate the weight of the total load you're lifting.

Q? What parts of 49 CFR do these specifications refer to?

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

Q? Do I need a special permit?

NO. DOT has made this a permanent part of accepted practice. There is no longer a special permit required.

Q? Is this more hassle than it's worth?

DOT fines for improperly transporting tanks with more than 5% product are expensive.

Q? Who will monitor compliance of these standards?

We have worked with the Tennessee Department of transportation, Motor Carrier Services, and with the Tennessee Highway Patrol to ensure that they understand that tanks up to 500 gallons with more than 5% product may now be legally transported over public highways.

ASME U – Stamp Container External Visual Inspection Report
Per DOT Regulation 49 CFR 393.100-106

Person performing Inspection _____

ORIGIN OF SHIPMENT: _____ DATE _____

Customer Name: _____

Address: _____

City/State/ZIP _____

DESTINATION OF SHIPMENT

Company name: _____

Bulk plant location: _____

Address: _____

City/State/Zip: _____

Tank manufacturer _____

Container serial number: _____

Water capacity (WC) gallons _____

Estimated percentage of product in container: _____

TANK INSPECTION

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 _____

Tank disposition: Date: _____

_____ Ready to transport

_____ Removed product to 5% -- Tank does not pass

Lifting slugs and tie-down straps inspection: Slings must be rated to a weight sufficient to accommodate the container and lading and shall comply with ASME B30.9 on slings used for lifting purposes. Lifting slings and tie-down straps must be casually inspected prior to each use. A sling showing tears, fraying or other signs of excessive wear must 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 of 49 CFR 393.100 through 393.106.

COMPLIES

FAILS

Condition of lifting slings

Condition of tie-down straps

(Information taken from Lampton-Love Policy and Procedures Manual, Document #D7, Pages 1-6)

CERTIFICATE OF TRAINING
Function-specific Hazardous Materials Training

CFR 173.315(J)
Transportation of ASME tanks containing
More than 5% propane liquid by volume

This certificate attests that the undersigned has successfully completed
Training with regard to CFR 173.315(j) and is knowledgeable about the
Requirements, responsibilities and procedures associated with CFR 173.315(j).

NAME: _____

SIGNATURE: _____

DATE COMPLETED: _____

SUPERVISOR: _____

JULY 2020
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Briefs: Performing Pre- and Post-Trip Vehicle Inspections _____
2. Safety Meeting: 5% Transporting ASME Tanks with More Than 5%
Product _____

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: _____

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