



LAMPTON-LOVE, INC

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Date: June 7, 2021

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – June 2021

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 June 2021. You may add topics, but please document the following topics:

1. News Briefs!!! (1. HazMat Training Requirements; 2. FMCSA Audits: 2020 At A Glance; 3. Violations & Enforcement)
2. Safety Meeting: (Handling, Storing, and Transferring Methanol and Other Flammable Liquids)

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)

HazMat Training Requirements – HM126

HAZMAT TRAINING REQUIREMENTS



49 CFR 171.8

WHO NEEDS TRAINING?

Hazmat employees who:

- Load, unload, or handle hazardous materials.
- Prepare hazardous materials for transportation.
- Are responsible for the safety of transporting hazardous materials.
- Operate a vehicle used to transport hazardous materials.
- Are involved designing, manufacturing, repairing, or testing packaging use for transporting hazardous materials.

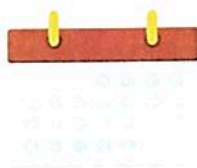
WHAT MUST TRAINING INCLUDE?

Training must include at a minimum:

- General awareness/familiarization training.
- Function-specific training.
- Safety training.
- Security awareness training.
- In-depth security training (if a security plan is required).



49 CFR 172.704



49 CFR 172.704

WHEN MUST RETRAINING OCCUR?

Retraining is required every 3 years, but may be needed sooner if:

- The regulations change and the change affects an employee's job functions.
- An employee takes on new or different job functions or roles regarding hazardous materials.
- The security plan changes.

WHAT TRAINING DOCUMENTATION IS REQUIRED?

Hazmat employers must:

- Keep training records for 3 years for active hazmat employees (and for 90 days after no longer active).
- Ensure the training records include:
 - The hazmat employee's name.
 - Most recent training completion date.
 - Description/copy/location of the training materials used.
 - Name and address of the person providing the training.
 - Certification that the hazmat employee has been trained and tested.

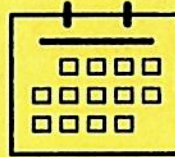


49 CFR 172.704

FMCSA Audits: 2020 At a Glance

FMCSA AUDITS: 2020 AT A GLANCE

11,444
TOTAL AUDITS



SLOWEST MONTH:
November (801 audits)

BUSIEST MONTH:
April (1,141 audits)

SAFETY RATINGS ISSUED:



Unsatisfactory:
140



Conditional:
1,060



Satisfactory:
1,007

TREND TO WATCH:

MORE OFF-SITE AUDITS



THE FOCUS IS ON SMALL CARRIERS:

82% of carriers audited had 20 or fewer power units

54% had 6 or fewer power units

MOST AUDITS RESULT IN VIOLATIONS:

1+

93% found at least one violation



27% resulted in enforcement action

TOP 5 'ACUTE' OR 'CRITICAL' AUDIT VIOLATIONS

1. Not using ELDs or logs when required
2. Falsifying hours-of-service records
3. Failing to keep driving records
4. Using a driver with a suspended or revoked CDL
5. Failing to inspect vehicles annually

Violations & Enforcement



VIOLATIONS & ENFORCEMENT

PHMSA's inspection and enforcement staff inspect companies and individuals who ship hazardous materials as well as those companies who manufacture, maintain, repair, recondition, or test packages used for transporting hazardous materials. The following table shows recent violations and fines published by PHMSA.

Well surveying company

Penalty amount: \$6,800

- Offered and transported explosive materials with no valid competent authority approval number.
- Offered a hazardous material in a DOT specification 7A packaging without maintaining complete documentation of tests and an engineering evaluation or comparative data.
- Offered hazardous materials in a UN standard 4G fiberboard boxes when the box had not been closed in accordance with the manufacturer's closure notification and failed to maintain closure instruction.

Propane supply company

Penalty amount: \$2,220

- Offered and transported UN1075, Propane, 2.1, while failing to develop a written security plan.

Propane supply company

Penalty amount: \$9,975

- Filled and offered a hazardous material in a DOT specification package that was past due for periodic requalification.
- Filled, offered, and transported a hazardous material in a MC 331 cargo tank that was overdue for the prescribed periodic retest (External visual and Leakage).
- Offered a hazardous material in a MC 331 cargo tank while failing to document all required information on the 30 Day Monthly Hose Inspection report.

Construction company

Penalty amount: \$1,440

- Offered and transported hazardous materials accompanied by shipping papers that failed to include a shipping description in the required sequence, and the number and type of packages.
- Failed to provide hazardous materials training in accordance with the HMR.

Safety equipment supply company

Penalty amount: \$7,106

- Represented, certified, and marked cylinders as having been successfully retested, when the cylinders did not pass the test.
- Represented, marked, and certified a DOT specification cylinder as having been successfully requalified in accordance with the hazardous materials regulations, while failing to increase test pressure by 10% or 100 psi, whichever is less, when a test is repeated due to equipment malfunction.

Agriculture supply company

Penalty amount: \$9,600

- Offered and transported UN3265, corrosive liquid, acidic, inorganic, N.O.S. (contains aluminum sulfate and sulfuric acid), 8, PGII, packaged in UN standard IBCs under DOT-SP12412, while failing to comply with the requirements of the special permit.
- Offered and transported UN3265, corrosive liquid, acidic, inorganic, N.O.S. (contains aluminum sulfate and sulfuric acid), 8, PGII, packaged in UN standard IBCs, while failing to mark/label the IBCs with the required identification number marking and hazard class warning label.
- Offered and transported a hazardous material packaged in UN standard IBCs, while failing to ensure the UN package certification markings are on the IBCs prior to filling and transporting.
- Offered and transported in commerce a hazardous material packaged in marked and certified UN standard IBCs that had not been closed in accordance with the manufacturer's closure instructions.
- Offered a hazardous material while listing an emergency response telephone number without authorization.

Propane supply company

Penalty amount: \$5,115

- Failed to register as an offeror and carrier of hazardous materials with PHMSA.
- Filled and transported UN1075, Liquefied petroleum gas, 2.1, in a MC 331 specification cargo tank that was overdue the prescribed periodic external, visual, and leakage retest. ♦

JUNE 2021 SAFETY MEETING

Handling, Storing, and Transferring Methanol and Other Flammable Liquids

Propane delivery drivers and plant operations personnel will come into contact with various flammable and combustible liquids that require caution. The most common is methanol, which you may need to inject into propane storage containers to displace moisture. As a toxic substance, methanol must be handled with caution.

HAZARDS OF METHANOL AND PRECAUTIONS:

- 💧 Methanol should never come in contact with your skin, eyes, or mouth. Always wear appropriate personal protective equipment (PPE) whenever you handle methanol.
- 💧 Methanol is highly flammable. Any container used for methanol must be approved for flammable liquids and equipped with a self-closing and sealing spout.
- 💧 Methanol typically does not produce a visible flame or smoke when it burns, thus a methanol fire can be difficult to detect.
- 💧 Methanol vapors in confined spaces have an effect similar to ether. Breathing methanol spilled onto clothing or the tightly closed cab of your vehicle can make you drowsy or unconscious.
- 💧 Methanol is an aggressive solvent and should be used sparingly.

Refer to the Safety Data Sheet for Methanol for additional information and precautions.

OUTDOOR STORAGE REQUIREMENTS:

- 💧 Store methanol and other flammable liquids in approved storage tanks or metal drums.
- 💧 Make sure outdoor storage areas or tanks are at least 20 feet away from propane transfer areas, and isolated from ignition sources and other combustible materials. Flammable liquids should not be stored in cylinder fill rooms or any enclosed area that has open electrical wiring.
- 💧 Make sure that drums and bulk tanks are labeled to indicate their contents and associated hazards.
- 💧 Never store filled containers in direct sunlight or near intense heat sources.

Your company may have additional guidelines regarding outdoor storage and marking for flammable liquids. Check with your supervisor.

RULES WHEN TRANSFERRING METHANOL OR OTHER FLAMMABLE LIQUIDS:

- 💧 Isolate the transfer area from potential ignition sources, and wear proper PPE throughout the operation.
- 💧 When working with metal safety cans, use an electrical bond to connect the can and the storage drum.
- 💧 Ensure liquid storage drums are grounded. Grounding may be by individual electrical wire to a grounds stake, or by connection to a common grounding strip that is electrically grounded.
- 💧 Ensure that receiving containers are approved and labeled for the liquid. The label should state the common name of the liquid, such as GASOLINE, METHANOL, NAPHTHA, or PAINT THINNER.
- 💧 Exercise care to avoid spills. In the event of a spill, clean up promptly, following your company's spill and disposal procedures.
- 💧 Never fill a methanol container 100% full. Allow room for liquids or vapors to expand.

JUNE 2021

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: 1. HazMat Training Requirement; 2. FMCSA Audits: 2020 At A Glance; 3. Violations & Enforcement _____
2. Safety Meeting: Handling, Storing, and Transferring Methanol and Other Flammable Liquids _____

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 39215-1507 Fax #:601-933-3417