



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: March 5, 2019
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – March 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 March 2019. You may add topics, but please document the following topics:

1. News Briefs!!! (Low Pressure Test Kits)
2. Safety Meeting: (Conducting Regulator Performance Test)

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

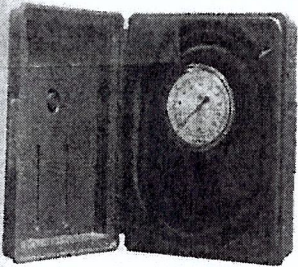
NEWS BRIEFS!!!

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

Low Pressure Test Kits

If you are using one of the "Low Pressure Test Kits" to perform your leak test and flow/lock up, the test gauges have to be checked for accuracy using a water manometer once a month. We started this testing a few years back, but I know that some of you have retired these old gauges and are using the newer type gauge which does not have to be tested monthly. Traveling to some of your locations I see that some of you are still set up at your work tables to perform the test. If you are not set up to do the test, call me and I will walk you through what needs to be done to get you set up.

Below is a photo of the Low-Pressure Test Kit that I am referring to and a monthly documentation sheet to keep the test results on.



LOW PRESSURE TEST KIT

Especially designed for service in the LP gas industry. The gauge/tube assembly is fully protected in the carrying case with improved insulating material. The dial is in three colors to make it easier to read. The gauge can be recalibrated.

CAT. NO.	MFG. NO.	CONNECTION	SERVICE	CASE MATERIAL	MAX. PRESSURE	CASE SIZE	INCREMENT DIVISIONS
1LP1152	2434A	1/4" Hose	LP gas only	Plastic	35" W.C. and 20 Oz. (dual)	2-1/2"	1" W.C. and 1 Oz.

LEAD FITTINGS - NOT FOR USE WITH POTABLE WATER

DEERS, TANKS,
& ACCESSORIES

Dothan, AL (800) 433-8925 Davenport, IA (800) 544-2191 Louisville, KY (800) 467-7541 Jackson, MS (800) 844-0267 Hickory, NC (800) 330-1738 Memphis, TN (800) 238-3284

Office Location

Office Location

[illegible]

MARCH 2019 SAFETY MEETING

Conducting Regulator Performance Test

When a gas appliance is turned on, gas flows through the line to the appliance where it is burned. The regulator ensures that the proper amount of gas is flowing to the appliance and that the pressure is not too high or too low. When the appliance is shut-off, gas pressure will continue to build in the line unless the regulator automatically turns off the flow of gas.

“Flow & lock-up tests” as they are commonly known, are typically performed on vapor distribution systems during start-up to determine if the tank, piping system and regulator are properly sized for the intended British Thermal Unit (BTU) load and that the regulator properly stops the flow of gas when there is no demand from the appliance.

Performing a flow Pressure Test

The regulator flow pressure test is done first, making out-put pressure adjustments if needed.

Step 1: Install a water column manometer or other suitable low-pressure measuring device in the test tap of an appliance shut-off valve at the appliance farthest from the regulator.

Step 2: Re-light all pilots and operate all appliance at full capacity.

Step 3: Check the flow pressure shown on the manometer with all appliances operating. If necessary, adjust the 2nd stage or line regulator to 11 inches water column. Delivery (flow) pressure must not fall to less than the appliances’ required input pressures as given on the manufacturer’s appliance rating plates.

If adequate flow pressure is not maintained with all connected gas appliances operating, check for the following problems:

- ◆ The regulator output capacity may not be adequate to supply the connected appliances.
- ◆ The service regulator upstream may not be properly sized.
- ◆ Piping may be too small and friction losses may be limiting the gas volume and pressure available to the appliance and/or regulator being flow tested.

If the flow tests are satisfactory, the next check is to test the regulator lock-up.

Performing A Regulator Lock-Up Test

Step 1: Turn all appliance controls off.

Step 2: close all appliance shut-off valves.

Step 3: Leave the container service valve open in order to maintain pressure on the system. With the appliance shut-offs in the off position, the pressure will increase slightly then stop. This is the lock-up pressure. The lock-up pressure should not exceed the flow pressure by more than 30 percent.

Step 4: Watch the pressure for one minute. If the flow pressure was 11 inches water column, then the lock-up pressure should not exceed 14.3 inches water column. The pressure should stay steady and not creep up during your observation period. If the regulator fails to lock-up or creeps upward, the regulator is malfunctioning. This problem indicates the regulator must be replaced.

Never exceed the manufacturer's recommendation for flow and lock-up pressures. Never attempt to perform these tests unless you have been properly trained.

Documentation

The job isn't finished until all paperwork is properly completed. All required pressure, flow and lock-up test and leak checks must be documented on the designated company form or report per your company's standard operating procedures (SOP).

Closing

Operating pressure are very critical to proper appliance operation. Many high efficiency appliances will not operate if regulator lock-up pressure is too high or flow pressures are not within operating range. Always consult the appliance manufacturer's operating instruction for required gas pressure information.

MARCH 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. Low Pressure Test Kit _____
2. Conducting Regulator Performance Tests _____
- _____
- _____
- _____

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