



LAMPTON-LOVE, INC

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Date: October 12, 2021

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – October 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 October 2021. You may add topics, but please document the following topics:

1. News Briefs!!! (1. Violations & Enforcement; 2. Recordkeeping Retention Period)
2. Safety Meeting: (Expert Help: Question of the Month)

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)



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.

Medical facility

Penalty amount: \$8,820

- Offered and transported UN3373, Biological Substance, Category B, 6.2, in unauthorized packaging.
- Failed to properly mark the package.
- Transported UN3373, Biological Substance, Category B, 6.2, when employees were not knowledgeable of the requirements of 173.199(e).

Firearm manufacturing company

Penalty amount: \$1,920

- Offered and transported a hazardous material in UN certified 330-gallon Intermediate Bulk Container (IBC), when they had not been closed in accordance with the manufacturer's closure notification, thereby failing to bring the package into compliance with the manufacturers test report.
- Failed to register as a shipper of hazardous materials with PHMSA.

Biotechnology company

Penalty amount: \$10,250

- Offered DOT specification 7A packaging containing a hazardous material, without maintaining the required documentation for a DOT 7A Type A specification package.
- Offered a hazardous material in a DOT specification packaging, without applying closures consistent with the manufacturer's closure instructions.
- Offered a hazardous material without providing emergency response information required for hazardous material on or with the shipping papers and maintain it in a location that is immediately accessible to facility personnel where it is offered, transported and stored.
- Offered a hazardous material in a Specification 7A packaging without stamping, embossing, burning, printing, or otherwise marking on the packaging the name and address of the package manufacture and the complete specification markings with adequate permanency on the outside of the package.

Propane supply company

Penalty amount: \$5,925

- Offered and transported UN1075, Liquefied Petroleum Gas, 2.1, while failing to develop and adhere to a security plan.
- Offered and transported UN1075, Liquefied petroleum gas, 2.1 contained in cargo tank motor vehicle (CTMV) in which the company failed to carry on or within the CTMV written emergency discharge control procedures for all delivery operations.
- Offered and transported UN1075, Liquefied petroleum gas, 2.1, in a CTMV without creating and maintaining a monthly hose assembly and piping system report for each CMTV.
- Offered and transported hazardous materials requiring placarding of the transport vehicle, while failing to register as an offeror and carrier of hazardous materials with the U.S. DOT, Hazardous Materials Registration Program and pay a registration fee.
- Failed to provide general awareness, function-specific, safety, security awareness, and in-depth security training.

Office supply company

Penalty amount: \$4,240

- Failed to provide a hazardous materials shipping paper.
- Failed to provide initial general awareness, function-specific, safety, and security awareness training.

Propane supply company

Penalty amount: \$10,550

- Represented, marked, and certified DOT-specification cylinders as having been successfully requalified while failing to maintain complete and accurate test records.
- Represented, marked, and certified DOT specification cylinders as having been successfully retested in accordance with the Hazardous Materials Regulations (HMR), without holding a current requalifier identification number (RIN). ♦

Recordkeeping Retention Period

A good recordkeeping system is vital to a compliant and efficient inspection and maintenance program.

The following table summarizes the recordkeeping requirement of Part 396:

DOUMENT(S)	RETENTION
General identification, inspection, repair, and maintenance records for all vehicles controlled for 30 days or more, as follows (§396.3(b)): ◆ An identification of the vehicle, including company number (if so marked), make, serial number, year, and tire size. (If the vehicle is not owned by the carrier, then the name of the person furnishing the vehicle must be maintained as well.) ◆ A means to indicate the nature and the due date of the various inspection and maintenance operations to be performed. ◆ A record in inspection, repair, and maintenance indicating their date and nature. ◆ A record of test conducted on pushout windows, emergency doors, and emergency door marking lights on buses. NOTE: Intermodal equipment providers must also maintain (or cause to be maintained) the above records for each unit of intermodal equipment they tender or intend to tender to a motor carrier.	1 year (After a vehicle leaves the motor carrier's control, the records must be kept for 6 months.)
Original Driver Vehicle Inspection Report (DVIR), including all required signatures and certifications (§396.11(c)(2))	3 months*
For intermodal equipment providers, all documentation required under Sec. 396.12, including the original driver report, the certification of repairs on all intermodal equipment, and the certification of the driver's pre-inspection review (§396.12(d)).	3 months
Documentation of periodic inspection (a report or other document such as a sticker or decal) (§396.17(c))	Continuously, in or on vehicle
Annual inspection report (original or copy) (§396.21(b))	14 months
Copy of roadside inspection form (§396.9(d)(3))	12 months from date of inspection
Evidence of an individual's qualifications to conduct annual inspections (§396.19(b))	Until 1 year after employee stops performing inspections
Evidence of a brake inspector's qualifications (§396.25(e))	Until 1 year after employee stops performing inspections
Records of engine changes (Part 379, App. A)	Until 3 years after the vehicle leaves the motor carrier's control
Records of equipment number changes (Part 379, App. A)	Until 3 years after the vehicle leaves the motor carrier's control
*NOTE: If a DVIR serves as the only documentation of a repair (that is, if no other repair orders are generated to document the defect or its repair), then that DVIR should be kept for 1 year, the same as other general repair records.	

OCTOBER 2021 SAFETY MEETING

Expert Help: Question of the Month

Question: is it a requirement for all vehicles that transport hazardous materials to have a copy of the Emergency Response Guidebook (ERG)?

Answer: No, regardless of whether your load requires placarding, drivers are not required to have a copy of the ERG.

The Hazardous Materials Regulations (HMR) require emergency response information to accompany most shipments of hazardous materials. The emergency response information can be provided in several ways:

- ◆ It can be entered on the hazmat shipping papers;
- ◆ It can be provided in another document, other than the shipping paper, that includes the basic description (and technical name if appropriate) of the hazardous material, such as a Safety Data Sheet; or
- ◆ It can be provided in a separate document, other than the shipping paper, that cross-references the description of the hazardous material on the shipping paper, such as the ERG.

Although not the original intended use for the ERG, keeping an ERG with the hazmat shipping papers is an easy way for a driver to comply with the emergency response information requirements in the HMR. While it is not mandatory for drivers to use an ERG to comply, may err on the side of caution and carry an ERG in their vehicles to cover any hazmat they may transport.

Our Emergency Response Information in on the back of Shipping Papers.

OCTOBER 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. Violations & Enforcement; 2. Recordkeeping Retention Period _____
 2. Safety Meeting: Expert Help: Question of the Month _____
- _____

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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