



LAMPTON-LOVE, INC

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Date: May 19, 2026
To: All Branch Managers
From: Kelly Meeks 
Safety Director
Subject: Branch Office Monthly Safety Meeting – May 2026

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 a copy to Lynn Mathis or LLSafety@lamptonlove.com.** *Please keep the original for your records.*

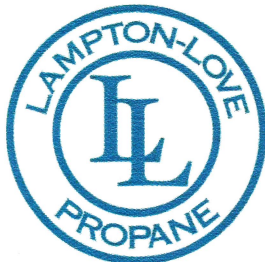
NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of May 2026. You may add topics, but please document the following topics:

Pumping Off Bobtail Into Bulk Tank

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.



PROPANE
EXCEPTIONAL ENERGY

Be Smart...Be Safe and Be Courteous!!!

May 2026 Monthly Safety Meeting

The following pages consist of your procedures for Pumping Off Bobtail Into Bulk Tank.

NOTE: The PDF version will reflect the insertion of the procedure that is taken from the Lampton-Love Policy and Procedures Manual.

Lampton-Love, Inc., Group of Affiliated Companies

Department ID: Lampton-Love Operating Procedures

Level of Use: Information Use

Document #: LLIOP-OP007.00

Issue Date: May 12, 2026

Revision Date:

Pumping Off Bobtail Into Bulk Tank

Table of Contents

Subsection	Title	Page
1.0	PURPOSE	1
2.0	EQUIPMENT, TOOLS AND REFERENCES	1
3.0	DEFINITIONS	2
4.0	CRITICAL POINTS AND KEY FACTORS	2
5.0	PREREQUISITES	2
6.0	PROCEDURE	3
6.1	Pumping Off Bobtail Into Bulk Tank.....	3
7.0	RECORDS.....	4

Summary of Revisions

Location	Description of Change
N/A	New issue.

1.0 PURPOSE

The purpose of this document is to provide a safe, clear, and consistent method to pump off propane from bobtail trucks into bulk tanks at all Lampton-Love, Inc. Group of Affiliated Companies bulk tanks.

2.0 EQUIPMENT, TOOLS AND REFERENCES**Personal Protective Equipment**

- Safety shoes compliant with Protective Footwear Policy
- Safety glasses
- Refrigerant gloves

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Equipment & Tools

- Filler hose adapter (part number 7577V)
- 3 x 1-3/4" Acme adapter (part number 5776)
- Spanner wrench
- LP hose with bleeder valve

References

- LLIOP-PO-001 Protective Footwear Policy

3.0 DEFINITIONS

- ESV - Emergency Shutoff Valve
- PTO - Power Take Off

4.0 CRITICAL POINTS AND KEY FACTORS

Safety and Health

- Only trained personnel shall perform this task.
- Contact with liquid propane will cause severe burns.
- Propane is extremely flammable. Exercise caution when working with propane.

Environmental

- All propane releases must be reported to direct supervision and the Lampton-Love Safety Director.

Quality

- N/A

Other

- N/A

5.0 PREREQUISITES

- **ENSURE** ONLY trained personnel perform this task.

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6.0 PROCEDURE**6.1 Pumping Off Bobtail Into Bulk Tank**

- 6.1.1. **PARK** bobtail at transport bulkhead **AND CHOCK** wheels.
- 6.1.2. **REMOVE** dust caps on liquid AND vapor port.
- 6.1.3. **INSTALL** Acme adapter on transport bulkhead liquid line **AND** using spanner wrench, **TIGHTEN**.

WARNING

Injury hazard: Failure to install filler hose adapter will result in propane release.

- 6.1.4. **INSTALL** filler hose adapter on to Acme adapter **AND TIGHTEN** by hand.
- 6.1.5. **CONNECT** delivery hose from bobtail to filler hose adapter.
- 6.1.6. **IF** transport bulkhead has vapor line,
THEN USE transport bulkhead vapor line.
- 6.1.7. **IF** transport bulkhead does NOT have vapor line,
THEN CONNECT branch's LP hose to vapor port on transport bulkhead AND vapor port on bobtail.
- 6.1.8. **TURN ON** ESV switch.
- 6.1.9. **OPEN** hose end valve on delivery hose **AND OPEN** ALL belly valves, ball valves, AND gate valves necessary for loading bulk tank.
- 6.1.10. **SET UP** computer for starting pump off.
- 6.1.11. **ENGAGE** PTO Pump on bobtail.
- 6.1.12. **WHEN** desired amount of gas has been removed from bobtail,
THEN DISENGAGE PTO Pump on bobtail.
- 6.1.13. **TURN** meter to "Print".
- 6.1.14. **TURN OFF** truck.

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- 6.1.15. **CLOSE** hose end valve on delivery hose AND **CLOSE** ALL belly valves, ball valves, AND gate valves necessary for loading bulk tank.
- 6.1.16. **TURN OFF** ESV switch.
- 6.1.17. **OPEN** bleeder valve on filler hose adapter.
- 6.1.18. **BLEED** ALL pressure off of liquid line.
- 6.1.19. **OPEN** bleeder valve on vapor line.
- 6.1.20. **BLEED** ALL pressure off of vapor hose.
- 6.1.21. **DISCONNECT** delivery hose.

NOTE

Filler hose adapter and Acme adapter can remain together when removing them from transport bulkhead.

- 6.1.22. Using spanner wrench, **REMOVE** Acme adapter AND filler hose adapter from transport bulkhead.
- 6.1.23. **DISCONNECT AND REMOVE** vapor hose.
- 6.1.24. **REPLACE** dust caps on liquid AND vapor port.
- 6.1.25. **RETURN** delivery hose to truck.

END of Instructions**7.0 RECORDS**

- Delivery ticket

MAY 2026
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments: Safety Meeting:

Pumping Off Bobtail Into Bulk Tank

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: _____

Date: _____

E-Mail or fax this sheet only to: Lampton-Love, Inc. to:

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

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

Fax #:601-933-3417