



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: November 13, 2025

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – November 2025

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 November 2025. You may add topics, but please document the following topics:

1. Bulk Plant Operation
2. Access to Tanks

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

Lamton-Love, Inc., Group of Affiliated Companies

Manual ID: Lamton-Love Inc. Operating Procedures

Level of Use: Information Use

Document #: LLIOP-OP-002.00

Issue Date: January 2, 2024

Revision Date:

Bulk Plant Operation

Summary of Revisions

Location	Description of Change
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1.0 PURPOSE

The purpose of this procedure is to provide a safe, clear, and consistent method for loading bobbins at Lamton Love bulk plants.

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

- PVC coated/insulated gloves
- Shirt with sleeves & pants
- Fully enclosed/leather footwear
- Safety glasses, goggles or face shield

Equipment & Tools

- Spanner Wrench
- Argus Tablet

References

- Propane Education & Research Council Operations & Maintenance Handbook for LP-Gas Storage Facilities (5.1, Bulk Plant Operating Procedure)

3.0 DEFINITIONS

- N/A

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4.0 CRITICAL POINTS AND KEY FACTORS

Safety and Health

- If a tank or line rupture occurs at any time during this procedure, bulk plant emergency shutoff valve switch must be flipped to off position and the area evacuated for emergency response.

Environmental

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

5.0 PREREQUISITES

- N/A

6.0 PROCEDURE

6.1 Operate Bulk Plant

- 6.1.1. **POSITION** bobtail within reach of bulk plant liquid hose and vapor hose.
- 6.1.2. **SET** park brake on bobtail.
- 6.1.3. **TURN OFF** bobtail engine.
- 6.1.4. **PLACE** one set of wheel chocks underneath rear tires on bobtail.
- 6.1.5. At rear of bobtail, **FLIP** switches for the following to ON position:
 - Emergency Shut Off
 - Vapor Valve
- 6.1.6. **LOOSEN AND REMOVE** dust cap from vapor valve at rear of bobtail.
- 6.1.7. **LOOSEN AND REMOVE** dust cap from spray fill at rear of bobtail.
- 6.1.8. **LOOSEN AND REMOVE** dust cap from 2" liquid hose.
- 6.1.9. **CONNECT** 2" liquid hose to spray fill port at rear of bobtail.
- 6.1.10. Using spanner wrench, **TIGHTEN** liquid hose to spray fill connection until snug.
- 6.1.11. **OPEN** spray fill valve at rear of bobtail.

This document is considered UNCONTROLLED if printed or found outside the Document Control system. Always verify you have the current version.

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- 6.1.12. **LOOSEN AND REMOVE** dust cap from vapor hose.
- 6.1.13. **CONNECT** vapor hose to vapor port at rear of bobtail.
- 6.1.14. **OPEN** vapor valve at rear of bobtail.
- 6.1.15. **OPEN** yellow vapor line valves on each bulk tank at bulk plant.
- 6.1.16. **FLIP** bulk plant emergency shutoff valve switch to ON position.
- 6.1.17. **OPEN** hose end valve on liquid hose.
- 6.1.18. **OPEN** hose end valve on vapor hose.
- 6.1.19. **FLIP** bulk plant pump switch to ON position.
- 6.1.20. To check for product flow, **PLACE** hand on spray hose near bobtail connection.
 1. **IF** movement cannot be felt in spray hose,
THEN FLIP bulk plant pump switch to off position **AND CONTACT** supervisor.
- 6.1.21. **WHEN** liquid level gauge at rear of bobtail reaches 80%,
THEN FLIP bulk plant pump switch to OFF position.
- 6.1.22. At rear of bobtail, **FLIP** switches for the following to OFF position:
 - Emergency Shut Off
 - Vapor Valve
- 6.1.23. At rear of bobtail, **CLOSE** the following:
 - Vapor valve
 - Spray fill valve
- 6.1.24. **CLOSE** hose end valve on vapor hose.
- 6.1.25. **CLOSE** hose end valve on liquid hose.
- 6.1.26. **UNSCREW** bleeder valve on side of vapor hose end until vapor begins to flow from valve.

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1. **WHEN** vapor no longer flows from bleeder valve,
THEN SCREW IN bleeder valve to close.
- 6.1.27. **IF** spray fill valve on bobtail is equipped with bleeder valve,
THEN OPEN spray fill bleeder valve on bobtail.
ELSE UNSCREW bleeder valve on side of liquid hose end until vapor begins to flow from valve.
 1. **WHEN** vapor no longer flows from bleeder valve,
THEN CLOSE bleeder valve.
- 6.1.28. **DISCONNECT** vapor hose from vapor port on bobtail.
- 6.1.29. **REPLACE** dust cap on vapor hose.
- 6.1.30. Using spanner wrench, **DISCONNECT** liquid hose from spray fill on bobtail.
- 6.1.31. **REPLACE** dust cap on liquid hose.
- 6.1.32. **FLIP** bulk plant emergency shutoff valve switch to OFF position.
- 6.1.33. **CLOSE** yellow vapor line valves on each bulk tank at bulk plant.
- 6.1.34. **ENTER** gallons of propane on bobtail into tablet.

END of Instructions

7.0 RECORDS

- N/A

Access to Tanks

Please remember that we **do not pump customer tanks unless there is a proper driveway or access road leading to the tank.**

Our trucks are **not to leave driveways or established access paths** to reach a tank. Doing so risks getting stuck, damaging property and creating unsafe conditions.

As we **set new tanks or relocate existing ones**, be sure they are positioned so that:

- 💧 The tank is **within the reach of the hose** on the back of the truck
- 💧 The delivery location remains **accessible by driveway or solid access road** in all weather conditions

If a tank site does not meet these requirements, please communicate that to the customer before installation or delivery and work with them to determine an appropriate location.

**NOVEMBER 2025
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:

Bulk Plant Operations
Access to Tanks

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