

Cylinder Exchange Training Manual

This manual must be read and signed by all employees authorized to handle LP-Gas cylinder exchanges. Only employees who have read and signed this manual may engage in cylinder exchanges.

This manual must be produced on request of any LP-Gas Safety Inspector of the Railroad Commission of Texas. Failure to produce this manual upon the request of an LP-Gas Safety Inspector will result in a Cease Operations order being issued.

BECK AND ROOT EMERGENCY NUMBER:

1-800-845-7070

**This manual and training program is provided by
Beck & Root Propane Company (Category E)**

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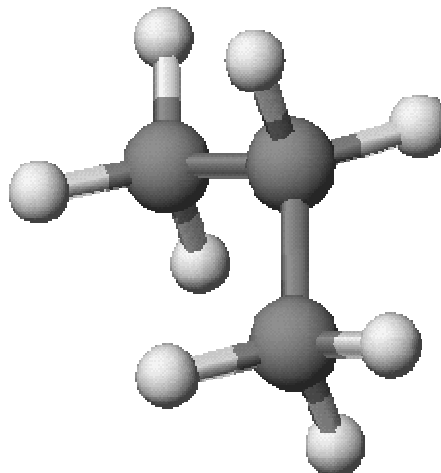
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1. Description and Characteristics of Propane.

What Is Propane?

Propane is a hydrocarbon (C_3H_8) and is sometimes referred to as liquefied petroleum gas, LP-gas or LPG. **Propane is produced from both natural gas processing and crude oil refining, in roughly equal amounts.** It is nontoxic, colorless and virtually odorless. As with natural gas, a strong identifying odor is added so the gas can be readily detected.



In its natural state, propane is an odorless and colorless gas that is widely used to fuel appliances for heating, cooking, and other uses. While propane is used as a gas for fueling appliances, it is transported and stored as a liquid under high pressure in specially designed containers referred to either as tanks or cylinders. When liquid propane changes into a gas vapor, it expands in volume by about 270 times, meaning that propane is very economical to store and transport as a liquid rather than as a gas vapor. However, this characteristic also means that even a small leak of liquid propane can result in a much larger quantity of propane vapor, which can be especially dangerous in a confined space.

Similar to any other flammable gas or flammable liquid, propane is very safe when stored and handled properly. However, if propane is not properly and safely stored and handled, it can cause property damage, injuries, or even death. For this reason, it is important for the safety of the members of your household that they have a thorough understanding of the properties and characteristics of propane, and the hazards and risks associated with its use. Contact Beck and Root Propane with questions you have about propane at 800-845-7070.

Properties and Characteristics of Propane

- In its natural state, propane is an odorless and colorless gas.
- A chemical odorant has been added to propane to give it a distinct smell.
- Propane is stored as a liquid under pressure in tanks and cylinders.
- In most residential applications, propane is used as a vapor.
- If propane comes in contact with your skin, it can result in frost burns.
- Concentrations of propane may cause flash fires or explosions.
- Propane vapor is heavier than air, and it may collect initially at floor levels or in other low areas before it begins to dissipate; therefore, to check for the presence of propane, carefully smell all over a room, especially in low spots.
- Even a slight gas odor may signal a serious propane gas leak, and you should take immediate action if you smell gas or suspect a leak.
- Consult your propane dealer for detailed information about using propane safely.

Know the Odor of Propane

In its natural state, propane is odorless and colorless. A chemical odorant has been added to give a distinct smell to the propane. The purpose of the odorant is to help people detect the presence of propane. It is important that members of the household are able to distinguish the smell of odorized propane. Under certain conditions, a person may be prevented from smelling the odorant such as:

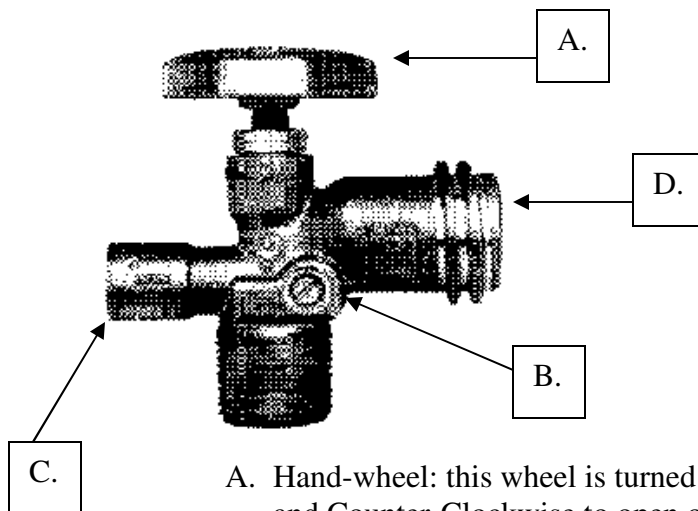
- Colds, allergies, congestion, or other similar medical conditions.
- Use of tobacco, alcohol, and/or drugs.
- Decline in a person's sense of smell.
- Olfactory fatigue from being exposed to the odorant for a period of time.
- Odor masking where strong odors can overpower the smell of the odorant.
- Leaking gas passing through soil may reduce the smell of the odorant.
- The odorant in the propane may not awaken a sleeping person.

Ask your propane dealer to demonstrate the smell of odorized propane and an explanation of the odorant.

2. Cylinders and Appurtenances.



1. Valve: The valve is used for both filling and discharging fuel from the cylinder. It is comprised of a hand wheel, 80% bleeder, and relief valve and discharge outlet.
2. Top ring: This is used to protect the valve from impacts and accidental opening during transport.
3. Body: This is the actual vessel containing the liquid propane gas.
4. Foot Ring: A ring is attached to the bottom of the cylinder body to hold the cylinder in an upright position.



- A. Hand-wheel: this wheel is turned Clockwise to Close the supply of fuel and Counter-Clockwise to open or discharge fuel.
- B. 80% Bleeder: This outage bleeder valve is only used during the filling process and should be closed at all times.
- C. Relief Valve: The purpose of this valve is to relieve excess pressure due to extreme heat or possible overfilling. If you hear a hissing sound coming from this valve, DO NOT put your hand over the opening to see of that is where it is coming from. This could result in injury.
- D. Discharge Outlet: This outlet is fitted for both the old style screw in fitting and the new style screw over fitting for filling and discharge of fuel.

3. Transportation of Cylinders

Cylinders will be stored in the upright position when transported. Closed bodied vehicles such as passenger cars, vans and station wagons shall not be used for transporting more than 90lbs of LP-gas but not more than 45 lbs LP-gas per container, unless the driver's and engine compartments are separated from the cargo space by a vapor-tight partition which contains no means of access to the cargo space. (NFPA 58 6-2.2.5)

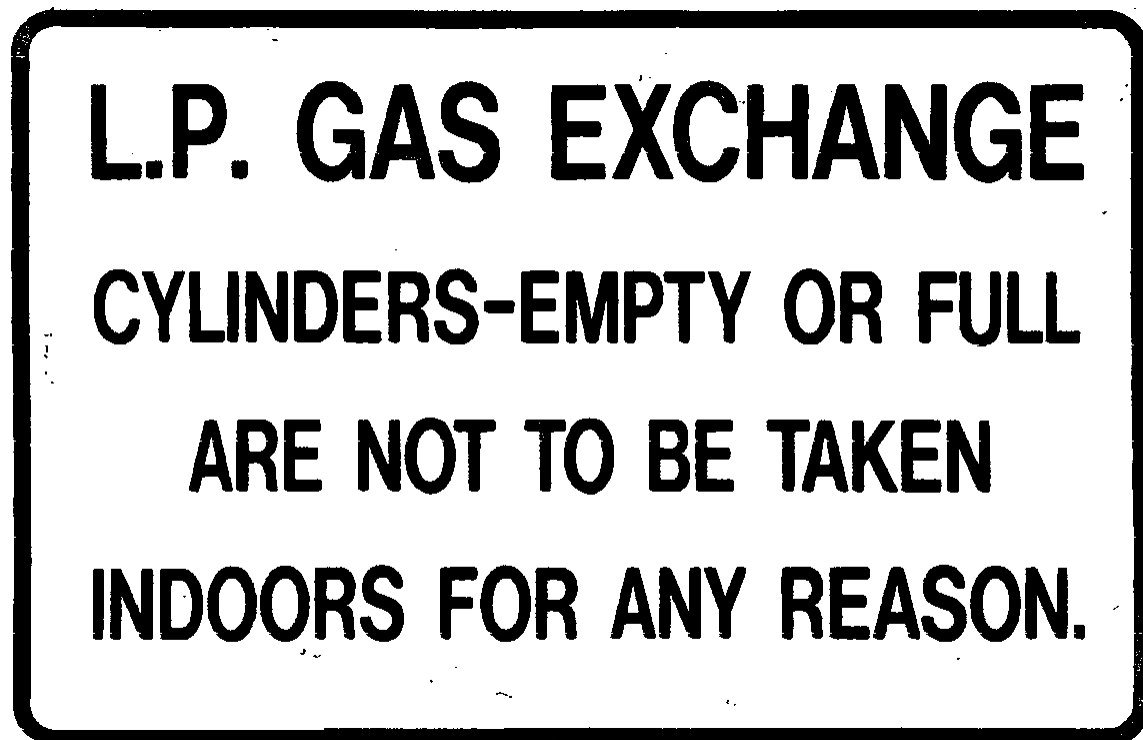
4. Moving and Installation of Cylinder Racks

All racks are to be installed per the Texas Natural Resources Code. Once in place, no rack is to be moved or removed from their original position without notifying the Category E Supervisor for approval. Moving of racks without prior approval will result in suspension and the Texas Railroad Commission will issue a cease and desist order for your location. All racks should be located at least 10' from any single entry building and 5' from any doorway in a building having 2 entry ways per NFPA 58.

After installation of the cylinder racks, no electrically operated equipment (such as vending machines) or combustible materials may be installed within 10 ft. of the exchange racks.

5. Storing or Taking Cylinders Indoors

Cylinders are to be stored in locked racks and located as to be outside. Under no circumstances are cylinders to be taken indoors. (Exception: Only new, unused cylinders, which have never been filled, are allowed to be stored indoors.) Each entry door to your business will have the following sign affixed.



6. Storage of LP Cylinders

Location of storage for Lp Cylinders awaiting use or resale, shall be located at least 5 feet from any doorway in a building frequented by the public, nearest building or group of buildings, line of adjoining property that may be built upon, busy thoroughfares or sidewalks, line of property occupied by schools, churches, hospitals, athletic fields, or other points of public gathering, or fuel dispensing stations. (NFPA 58 5-4.1)

Containers at a location open to the public shall be protected by either an enclosure in accordance with 3-3.6(a) or a lockable ventilated metal locker or rack that prevents tampering with valves and pilferage of the cylinders. (NFPA 58 5-4.2.1)

Protection form vehicle impact shall be provided in accordance with good engineering practice where vehicle traffic normally is expected at the location. (NFPA 58 5-4.2.2)

Storage locations shall provide at least one approved portable fire extinguisher having a minimum capacity of 18lb dry chemical with a B:C rating. (NFPA 58 5-5)

7. Who can Handle Cylinders for Exchange?

Cylinders may only be handled by the Dealer supplying the rack and those authorized and trained whose name appears in the listing on the last page of this book. Unauthorized persons handling cylinders is a violation of the LP-Gas Safety Rules (see Chapter 12) and will result in a cease and desist order being issued by the Texas Railroad Commission.

8. Hazards and Distances from Combustibles

Cylinders for Exchange are classified as Hazardous Materials and should be treated as such. Leaking Lp-gas is heavier than air and may pocket next to the ground. In such an event, any type of ignition source may cause a fire or explosion. Great care is to be used to insure that all cylinders empty or full have the valves closed and is not leaking. Smoking is not permitted within 5 ft of exchange cabinets. Cylinder exchange cabinets shall also be located 5 ft from any source of ignition such as soft drink and ice machines, exhaust fumes, air conditioners, or telephones.

9. Emergency Procedures for Leaking Cylinders

If you smell gas or hear a hissing sound, immediately remove the suspect cylinder and take it to a safe location as specified by the responsible supervisor. Upon removal to a safe location, contact the Category E supplying the exchange rack for further instructions or pick up information. Safety of personnel and the general public are of the up-most importance.

10. Accidents and Reporting

In the event of an accident, you must protect the scene. Immediately contact the Supervisor and describe the events. The Supervisor is to contact the Category E supplying the cylinder exchange rack and give details pertaining to the accident. The Category E will instruct you as to further steps necessary.

11. Category P Licensing Requirements

Each Cylinder Exchange location is to have a Category P License. The Category E supplying the exchange rack will provide the necessary applications and training. All employees that are to handle the cylinders in the exchange rack are to be trained in the safe handling of cylinders as described in this manual.

12. Enforcement of the Texas Natural Resources Code :Chapter 113 Subchapter H.

Sec.A113.231.AAINJUNCTIONS. (a) On request of the commission, the attorney general may bring an action in the name and on behalf of the state to enjoin a person from committing any act that violates or does not comply with any provision of this chapter or of any rule promulgated under this chapter. (b)AAA suit for injunction instituted pursuant to Subsection (a) of this section shall be in addition to any other remedies at law or in equity. (c)AAA district court of any county in which it is shown that all or part of the acts have been or are about to be committed has jurisdiction of an action brought under Subsection (a) of this section. (d)AANo bond for injunction may be required of the commission or the attorney general in relation to a proceeding instituted pursuant to Subsection (a) of this section. Amended by Acts 1979, 66th Leg., p. 2031, ch. 799, Sec. 1, eff. Sept. 1, 1980. Sec.A113.232.AAGENERAL PENALTY. (a) In addition to injunctive relief and other penalties provided in this chapter, a person who knowingly violates or fails to comply with this chapter or rules adopted under this chapter is guilty of a Class C misdemeanor and is punishable by a fine of not less than \$100 nor more than the maximum fine as set out in Section 12.23 of the Penal 31 Code. (b)AAA person previously convicted under Subsection (a) of this section who knowingly violates or fails to comply with this chapter is guilty of a Class A misdemeanor punishable by a fine of not less than the maximum fine allowed by law for a Class C misdemeanor, nor more than the maximum fine as set out in Section 12.21 of the Penal Code. (c)AAA penalty prescribed by this section is in addition to injunctive relief and other penalties provided by this chapter. (d)AAEach day the violation or failure to comply continues constitutes a separate offense. Amended by Acts 1979, 66th Leg., p. 2031, ch. 799, Sec. 1, eff. Sept. 1, 1980; Acts 1983, 68th Leg., p. 5429, ch. 1011, Sec. 2, eff. Aug. 29, 1983; Acts 1987, 70th Leg., ch. 325, Sec. 12, eff. June 11, 1987. Sec.A113.233.AAENTRY FOR INSPECTION AND INVESTIGATION. (a) An inspector, employee, or agent of the commission may enter the premises of a licensee under this chapter or any building or other premises open to the public at any reasonable time for the purpose of determining and verifying compliance with this chapter and the safety rules of the commission. This same authority shall extend to 11 private property with the permission of the owner of such private property or an authorized agent of the owner. (b)AAAny authorized representative of the commission may enter any buildings or premises where an accident has occurred in which LP-gas was a probable cause for purposes of investigating the cause, origin, and circumstances of such accident. The commission may request that any state or local authority having jurisdiction take appropriate action, to the extent permitted by law, as may be necessary for preservation of property and premises. Amended by Acts 1979, 66th Leg., p. 2031, ch. 799, Sec. 1, eff. Sept. 1, 1980; Acts 1985, 69th Leg., ch. 911, Sec. 2, eff. Aug. 26, 1985; Acts 2001, 77th Leg., ch. 1233, Sec. 49, eff. Sept. 1, 2001. Sec.A113.234.AAWARNING TAG. An inspector, employee, or agent of the commission may declare any container, appliance, 32 equipment, transport, system, or LP-gas operation that does not conform to the safety requirements of this chapter or rules

adopted under this chapter, or which is otherwise defective, as unsafe or dangerous for LP-gas service and shall attach a warning tag in a conspicuous location. Amended by Acts 1979, 66th Leg., p. 2031, ch. 799, Sec. 1, eff. Sept. 1, 1980; Acts 1987, 70th Leg., ch. 325, Sec. 13, eff. June 11, 1987. Sec.A113.235.AASUPPLYING OR REMOVING LPG AFTER WARNING TAG ATTACHED. (a) Any person who knowingly sells, furnishes, delivers, or supplies LPG for storage in or use or consumption by or through a container, appliance, transport, or system to which a warning tag is attached is guilty of a misdemeanor and on conviction is punishable by a fine of not less than \$50 and not more than \$2,000. (b)AALP-gas shall be removed from a container to which a warning tag is attached only under the direction of the commission. (c)AAIn an emergency situation and for immediate need, the commission may allow a reasonable amount of LP-gas to be introduced into a container or may allow an LP-gas system or an LP-gas appliance to be placed into LP-gas service, for a reasonable time period provided the reasons for the warning tag have been eliminated. Added by Acts 1979, 66th Leg., p. 2031, ch. 799, Sec. 1, eff. Sept. 1, 1980. Amended by Acts 1991, 72nd Leg., ch. 725, Sec. 13, eff. Aug. 26, 1991. Sec.A113.236.AAPENALTY FOR UNAUTHORIZED REMOVAL OF TAG. An unauthorized person who knowingly removes, destroys, or in any way obliterates a warning tag attached to a container, appliance, transport, or system is guilty of a misdemeanor and on conviction is punishable by a fine of not less than \$50 and not more than \$2,000. Added by Acts 1979, 66th Leg., p. 2031, ch. 799, Sec. 1, eff. Sept. 1, 1980.

13. Description of Training Provided Employees covered by the Category P License.

Training will be provided by the Category E supplying the exchange rack and will consist of the information printed in this manual as well as verbal instruction and question answers. If an employee is unsure as how to handle any situation, they are instructed to contact the Category E supplying the exchange rack at 1-800-845-7070 or 1-580-472-3115.

I agree that by signing this manual I am aware of the following:

1. Characteristics of propane.
2. Smell of Propane.
3. How to check for leaks.
4. Knowledge of the emergency plan.
5. Who to notify in case of an emergency.
6. Penalties involving license requirements.

Do not take these types of cylinders.



Cylinders that are rusted dented or have damage to the top or bottom rings should not be accepted into the exchange program.



This is a Freon Bottle and should NOT be accepted



This cylinder has had something other than LP in it and is evident by the discoloration of the valve.

