

# PROPANE TO GO!®

## Safety and Procedures Training Manual



**THOROUGHbred**  
INDUSTRIAL CYLINDER EXCHANGE®

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# **Propane Safety and Procedures Training Manual**

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# The Exchange Transaction

**When a customer brings in a propane cylinder to exchange:**

**1. Charge for the contents**

**2. Charge for a cylinder valve upgrade if incoming cylinder does not have an OPD (Overfill Protection Device) valve.  
(20lb, 30lb & 40lb Only)**

**CYLINDER VALVE UPGRADE**



**SKU #5019119**

**20lb, 30lb & 40lb Only**


1. Scan selected size **CONTENTS** barcode.
2. Scan **CYLINDER VALVE UPGRADE** barcode.

**CYLINDER EXCHANGE**

THIS TRANSACTION REQUIRES AN EMPTY PROPANE TANK EXCHANGE!

IF NO EMPTY TANK REFER TO THE PURCHASE SCAN BELOW.

**CONTENTS**  
**30lb**




**SKU #5019143**

**CYLINDER PURCHASE**


CYLINDER + GAS CONTENTS.

**MUST SCAN BOTH BARCODES.**

**CYLINDER**  
**30lb**  


**SKU #5019169**

+

**CONTENTS**  
**30lb**  


**SKU #5019143**

PROPANE 30  
SIZE 2

# The Purchase Transaction

**When a customer buys a Thoroughbred cylinder:**

**1. Charge for the contents**

**2. Charge for cylinder**

**CYLINDER EXCHANGE**

THIS TRANSACTION REQUIRES AN EMPTY PROPANE TANK EXCHANGE!

IF NO EMPTY TANK REFER TO THE PURCHASE SCAN BELOW.

**CONTENTS 30lb**

8 53967 60048 2

**SKU #5019143**

**PROpane 30**

**SIZE 2**

**CYLINDER PURCHASE**

CYLINDER + GAS CONTENTS.

**MUST SCAN BOTH BARCODES.**

**CYLINDER 30lb**

8 53967 60049 9

**SKU #5019169**

**CONTENTS 30lb**

8 53967 60048 2

**SKU #5019143**

**And that's it. Convenient, simple and easy, because Nobody makes it easier to exchange a cylinder than we do®!**

# Basic Propane Cylinder Handling Guidelines

## Applications

Propane also known as liquefied petroleum(LP) gas, is a by product of natural gas and crude oil refining and is a popular fuel source for residential, commercial and farm use. Propane is colorless, tasteless and odorless. An odorant that smells like rotten eggs or boiled cabbage is added to propane prior to consumer distribution. Under certain circumstances, propane may lose this smell; Physical conditions such as competing odors, common colds, allergies and smoking may lessen a persons ability to detect the odor.

Propane is safe, useful and necessary in many applications when handled properly. Misuse or negligence can be very dangerous.

## Sizes (sold and exchanged thru the Thoroughbred program)

**20 lb** - Primarily used in gas grills, outdoor gas lights and small camping equipment

**30 lb** - Mobile home and RV applications

**40 lb** - Portable heaters, weed burners and torches

**100 lb** - Construction applications such as roofing and tar wagons for sealing blacktop

**Each of the following Basic Cylinder Handling Guideline are very important.** You should memorize and apply them for the safety and well being of your customers and yourself.

1. Use extreme caution when handling and transporting cylinders.
2. Identify cylinder contents by the D.O.T. label only. The D.O.T. label provides the Gas Type and the UN number. Never sell or exchange a cylinder without the D.O.T. label.
3. Always treat a cylinder as if it is full.
4. Cylinders with badly damaged or missing collars can not be exchanged. **Note:** Badly damaged or missing collars will not protect the cylinder valve from being damaged or broken.
5. Cylinders with badly damaged or missing foot rings can not be exchanged. Note: Badly damaged or missing foot rings will not keep the cylinder in the correct upright position.
6. Cylinders with valve assemblies that are bent or missing cannot be exchanged.
7. Cylinders with unacceptable dents, cuts or gouges which diminish the cylinder wall thickness can not be exchanged.
8. Cylinders with excessive rust, corrosion or pitting on more than 50% of the surface area of the cylinder can not be exchanged.
9. Verify the cylinder has the correct type of valve. (OPD for 20, 30 and 40lb / POL for 100lb)
10. Always keep cylinders in the upright position. Never roll a cylinder on it's sidewall.
11. Always use the Thoroughbred cylinder cart to move cylinders.
12. Never smoke or have an Open Flame within 25 feet of a cylinder. This includes the cylinder cage.
13. Never load a cylinder into an enclosed vehicle such as cars, vans, trucks, trailers or campers due to HIGH RISK OF EXPLOSION OR FIRE.
14. If you smell or hear a cylinder leaking keep all sources of ignition away from the cage. Determine the exact size, type and cylinder then call 911 for further assistance.

# UNACCEPTABLE CYLINDERS



**MISSING OR DAMAGED COLLARS**



**MISSING OR DAMAGED FOOT RINGS**



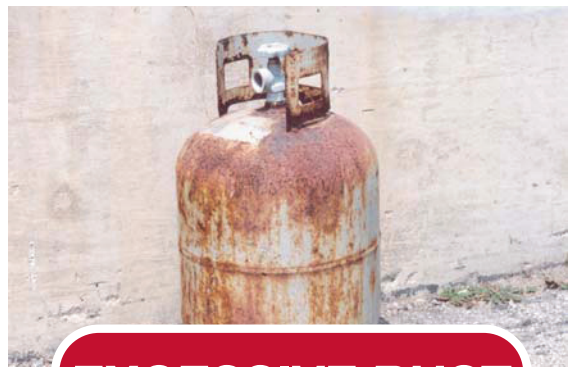
**MISSING VALVE ASSEMBLIES**



**DAMAGED VALVE ASSEMBLIES**



**DENTS**



**EXCESSIVE RUST**



**COLLARS THAT ARE NOT 4"**



**NONCOMPLIANT VALVE (20LB, 30LB AND 40LB ONLY)**



## **How To Fill Out The Cylinder Ownership Acknowledgement Form**

**This form must be filled out as a part of every transaction – without exception.**

**To complete the form:**

**1st. Write in the quantity of the type of gas or gases being purchased.**

**2nd. Write in the size of the cylinder or cylinders under the DOT-E Number/Remarks Column.**

**3rd. Assist the customer in filling out his/her name, address, phone number, and driver's license or Government issued ID number in the lower right hand corner. Don't forget to check I.D.!**

**4th. Get the customer's signature in the space provided.**

**5th. Sign and Date the form in the lower left hand corner.**

**6th. The Loader signs the retailer verification at the top of the form.**

**It may be helpful to explain to the customer the form is required by the Department of Transportation (D.O.T.) for transporting the cylinder(s) and that emergency information is on the back of the form.**

**When completed, keep the white copy and give the yellow copy to the customer. The white copy should be kept on file for one 25 months.**



# CYLINDER OWNERSHIP ACKNOWLEDGEMENT AND RELEASE

CUSTOMER ACKNOWLEDGES OWNERSHIP OF TRADE IN CYLINDER TO PARTICIPATE IN EXCHANGE.  
 LEASED OR RENTED CYLINDERS WILL NOT BE ACCEPTED. THOROUGHbred DOES NOT ACCEPT NON-THOROUGHbred  
 SIZE 4 (ACETYLENE), SIZE 5 (OXYGEN) AND SIZE 6 (ARGON AND ARGON/CO2 MIX) CYLINDERS FOR EXCHANGE.  
 ONLY CUSTOMER OWNED CYLINDERS WILL BE EXCHANGED.



**THOROUGHbred**  
 INDUSTRIAL CYLINDER EXCHANGE, LLC

## DOT HAZARDOUS MATERIALS MANIFEST

For 24-Hour Chemical Emergency Response During Transport Call INFOTRAC 1-800-535-5053

SHIPPED QTY IN CYLS	RQ	DOT SHIPPING NAME	DOT HAZARD CLASS	DOT I.D. NUMBER	DOT-E NUMBER / REMARKS	ER GUIDE NUMBER
		Acetylene, dissolved	2.1	UN1001	#3	116
		Oxygen, compressed	2.2	UN1072		122
		Compressed gas, n.o.s. argon, carbon dioxide)	2.2	UN1956		126
1		Petroleum gases, liquefied or Liquefied petroleum gas	2.1	UN1075		115
		Nitrogen, compressed	2.2	UN1066		121
		Helium, compressed	2.2	UN1046		121
		Carbon dioxide	2.2	UN1013		120
		Argon, compressed	2.2	UN1006		121

This is to certify that the above named materials are properly classified, described, packaged, marked, labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

### Thoroughbred Industrial Cylinder Exchange Program Retailer Verification: Loader Signature

The undersigned customer in purchasing industrial or cylinder gases from an authorized Thoroughbred Industrial Cylinder Exchange Program Retailer acknowledges the following:

- CUSTOMER ACKNOWLEDGES OWNERSHIP OF TRADE-IN CYLINDER TO PARTICIPATE IN EXCHANGE. LEASED OR RENTED CYLINDERS WILL NOT BE ACCEPTED. THOROUGHbred DOES NOT ACCEPT NON-THOROUGHbred SIZE 4 (ACETYLENE), SIZE 5 (OXYGEN) AND SIZE 6 (ARGON AND ARGON/CO2 MIX) CYLINDERS FOR EXCHANGE. ONLY CUSTOMER OWNED CYLINDERS WILL BE EXCHANGED.**
- Customer is familiar with and understands the hazards associated with the transportation and use of industrial and specialty gas cylinders under high or low pressure that may be flammable which are being purchased from Thoroughbred Industrial Cylinder Exchange Program Retailer.
- Customer has received Material Safety Data Sheet/Emergency Response Information with regard to the hazards of the industrial or specialty gases as listed on the reverse side of this form. A complete **MSDS** may be obtained by calling **1-877-GAS-PONY** or by visiting **www.gaspony.com**. Upon request, this may be faxed to the purchase location before leaving with the cylinder(s).
- The Thoroughbred Industrial Cylinder Exchange Program Retailer considers the transport of compressed gas cylinders in an enclosed motor vehicle of any type **DANGEROUS** and a practice to be avoided. The Thoroughbred Industrial Cylinder Exchange Program Retailer will not assist any customer in loading a compressed gas cylinder into an enclosed vehicle.
- The cylinder(s) should be transported in an open truck in a vertical, valve-end up position. It is my responsibility to ensure the cylinder(s) is properly secured in a vertical, valve-end up position for safe transporting.
- CUSTOMER ACKNOWLEDGES NO CREDIT IS GIVEN ON RESIDUAL PRODUCT.**
- Customer understands that 100lb. propane cylinders are used for construction applications.
- Customer understands that propane cylinders are filled with the following pounds of products;  
 20lb. Cylinder = 17lb. of product.    30lb. Cylinder = 27lb. of product.    40lb. Cylinder = 37lb. of product.    100lb. Cylinder = 98lb. of product.

SAMPLE

In further consideration of the sale of industrial or specialty gases from the Thoroughbred Industrial Cylinder Exchange Program Retailer, the customer signing below on behalf of himself/herself, his/her employer or other principal, forever **RELEASES, DISCHARGES AND HOLDS HARMLESS** Thoroughbred Industrial Cylinder Exchange and the Thoroughbred Industrial Cylinder Exchange Program Retailer, their employees, directors and officers and their industrial/specialty gas supplier, their retail outlets and vendors, from any and all liability of any kind to any person for loss or damage to any property arising from my purchase, transportation and use of industrial and specialty gases purchased from a Thoroughbred Industrial Cylinder Exchange Program Retailer.

DON'T FORGET TO CHECK I.D.

WITNESS

Cashier Signature

DATE Date

**1-877-GAS-PONY**

TB-DHMM-00



**5.1**

REV. 092011

Required Information

NAME (PRINT) Joe Customer

ADDRESS Route 1, Anywhere, KY 44415

PHONE # 323-111-5678

DRIVER LICENSE or GOVERNMENT ID # 467C172

CUSTOMER SIGNATURE Joe Customer

# MATERIAL SAFETY DATA SHEETS (MSDS)



The screenshot shows a web browser window displaying the MSDS page on the gaspony.com website. The browser's address bar shows the URL <http://www.gaspony.com/MSDS.htm>. The website header features the logo for THOROUGHbred INDUSTRIAL CYLINDER EXCHANGE® and navigation links for careers, press releases, distributor opportunities, and training. Below the header is a banner image of a person wearing a welding mask, with the text "Safety Regulations and Manuals" overlaid. A navigation menu includes links for ABOUT US, SAFETY, LEGAL, PROGRAMS, LOCATIONS, and CONTACT US. The main content area is titled "Material Safety Data Sheets (MSDS)" and includes the instruction "Download the Material Safety Data Sheet you need below." followed by a list of gas types with hyperlinks: Acetylene, Argon, Carbon Dioxide, Nitrogen, Tri-Mix, Helium, Oxygen, and Propane. A dark blue footer bar contains the slogan "Nobody Makes It Easier To Exchange A Cylinder Than We Do!" and the phone number "1-877-GAS-PONY". Small text at the bottom of the footer provides copyright information for 2007 and contact details for website development and technical support.

**ARE AVAILABLE AT  
[gaspony.com](http://gaspony.com)**

# SAFE HANDLING AND STORAGE OF LIQUEFIED PETROLEUM

Test on Materials PAGE 1 OF 2

1. The primary means of identifying the contents of a cylinder:
  - A. Color of cylinder
  - B. The D.O.T. Shoulder label
  - C. Cylinder markings
  - D. Shipping papers
  
2. Propane is a Liquefied Petroleum Gas.
  - True
  - False
  
3. An odorant is added to indicate Propane is present and this odorant smells like:
  - A. Rotten Eggs or Boiled Cabbage
  - B. Perfume
  - C. Lilac
  - D. Onions
  
4. The D.O.T. label provides the:
  - A. Home phone number of the store manager
  - B. Gas Type and U.N. number
  - C. Directions to the store
  - D. None of the above
  
5. Which of the following is not a recommended safe site storage practice for propane gas cylinders?
  - A. Store with the valve protection cap on
  - B. Separate empty cylinders from full ones
  - C. Keep outlet cap and plugs in place
  - D. Store near elevators, exit routes and walkways for easier access
  
6. For the safe handling of propane gas cylinders always:
  - A. Treat all cylinders as if they are full
  - B. Keep in vertical valve-end up position
  - C. Use cylinder cart to transport
  - D. All of the above
  
7. A cylinder purchase will require two scans, one scan for the "Cylinder" and one scan for the "Contents"
  - True
  - False

# SAFE HANDLING AND STORAGE OF LIQUEFIED PETROLEUM

Test on Materials PAGE 2 OF 2

8. Never smoke or have an open flame within \_\_\_\_\_ feet of a cylinder or cylinder cage.
- A. 5
  - B. 10
  - C. 50
  - D. 25
9. For convenience, always leave the cylinder cage door unlocked.
- True
  - False
10. If a customer wishes to exchange a cylinder that is unacceptable you should:
- A. Tell him/her to get off your property
  - B. Ask him/her to come back when a manager is present
  - C. Point out the safety concerns and offer to sell the customer a new cylinder
  - D. Give the customer what he/she wants
11. If you smell or hear a cylinder leaking, what should you do?
- A. Keep all sources of ignition away from the cylinder and cage
  - B. Determine the exact size, type, and cylinder
  - C. Call 911 for further assistance
  - D. All of the above
12. It's ok to roll a cylinder on it's side wall.
- True
  - False
13. The Customer Ownership Acknowledgement Form is only filled out when a customer purchases a new cylinder.
- True
  - False

# Certificate of Retail Safety and Procedure Training

## GENERAL HAZARDOUS MATERIAL, SAFETY, AND SECURITY TRAINING OVERVIEW

All employees that handle hazardous materials or are exposed to hazardous materials must be trained on the Thoroughbred training video and the following hazardous material, safety, and security training:

- 1) General Awareness
  - a. Each Trainee will be provided general awareness training to enable them to recognize and identify hazardous materials.
  
- 2) Function-Specific
  - a. Trainee will be trained on the functions of selling, handling, and storing hazardous material as it pertains to the Thoroughbred Industrial Cylinder Exchange (TICE) program.
  
- 3) Safety
  - a. Trainee will receive safety training concerning:
    - i. Emergency response information.
    - ii. Measures to protect the trainee from the hazards associated with hazardous materials to which they may be exposed to in the work place, including specific measures the hazmat employer has implemented to protect trainee from exposure.
    - iii. Methods and procedures for avoiding accidents, such as proper procedures for handling packages containing hazardous materials.
  
- 4) Security Awareness
  - a. Recognize and respond to possible security threats.

**CAUTION:** Certain uses of Thoroughbred Industrial Cylinder Exchange products are inherently dangerous and even the most benign Thoroughbred product can cause serious injury or death if not stored, handled or used properly. The information contained in this Manual is obtained from sources believed to be reliable and is based upon data and experience currently available on the date of publication. Any advice, guidance or other information provided in this Manual cannot completely anticipate your situation. While Thoroughbred will strive to keep the information in this Manual accurate and up-to-date, Thoroughbred cannot warrant that all information contained is correct.

The signature(s) below certify the completion of the training outlined above, and that the trainee fully understands the material presented in this course. The trainee agrees to abide by the Thoroughbred Industrial Cylinder Exchange (TICE) program

Trainee Name (Printed)

Trainee Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Mo. Day Year

Store Mgr. Name (Printed)

Store Mgr. Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Mo. Day Year

Store Name

City, State

Store Number

MUST BE COMPLETED IN BLUE OR BLACK INK. PRINT MUST BE LEGIBLE.

1. B
2. TRUE
3. A
4. B
5. D
6. D
7. TRUE
8. D
9. F
10. C
11. D
12. FALSE
13. FALSE

## **The Propane Delivery Ticket** **Restocking, Receiving and P.O. Process**

Thoroughbred takes a proactive approach in servicing our customers because we understand your time is valuable.

Our goal is to make each delivery accurate, on-time and easy. That's why the Thoroughbred Delivery Ticket reconciles the cage at the time of delivery by identifying:

- 1. Desired inventory**
- 2. Total Cylinders on hand, Full & Empty**
- 3. Full Cylinder Purchases**
- 4. Exchanges Delivered**
- 7. Cylinder Valve Upgrade Fee (when applicable)**
- 8. The UPC for each inventory item**
- 9. The Purchase Order Number for the current delivery**
- 10. And it documents unacceptable cylinders**

We continue to make your relationship with Thoroughbred easy and convenient. The following procedures are necessary to create a fast and accurate delivery. Follow along as we review the Restocking, Receiving and P.O. process as they are recorded on the Propane Delivery Ticket:



# Inventory Control

## The Propane Delivery Ticket (Cont'd) Restocking, Receiving and P.O. Process

1. The delivery truck arrives and the driver notifies the store's Key Holder or Receiver he is there to make a delivery and needs a P.O. Number.
2. The Key Holder or Receiver verifies each step as the driver begins the process of filling out the Delivery Ticket columns:

### Cylinder Exchange

**EMPTIES ON HAND:** This column notes how many empty cylinders are in the propane cage for exchange

**EXCHANGES DELIVERED:** This column notes how many empty cylinders are being exchanged for full cylinders.

### Full Cylinder Purchase

**DESIRED INVENTORY:** Contains the desired inventory from the current cage inventory label found on the inside wall of the propane cage

**TOTAL CYLINDERS ON HAND (EMPTY & FULL):** This takes a tally of how many cylinders you have in your cage total. If you are supposed to have 3 - 30lb propane tanks in your cage at all time, and upon delivery you only have 2 total, that means that a customer has purchased a full propane cylinder

**TOTAL CYLINDER PURCHASES:** By taking the Desired Inventory and subtracting the Total Cylinders on Hand, you will have your Total Cylinder Purchases:  
Desired = 3 – 2 (total on hand) = 1 Full Cylinder Purchase

3. The driver loads the empty cylinders on the truck or he may unload the required full cylinders first and restock the cage, either way the Cage Key Holder verifies the number of unloaded full cylinders is equal to the number recorded in the contents delivered column.  
The cage Key Holder or Receiver:

- a. Issues the PO number
- b. Signs the Delivery Ticket to complete the delivery process.
- c. Retains a copy of the Thoroughbred Delivery Ticket.

The Delivery ticket is used by the receiver along with the Receiver's Scan book to enter the quantity, size and type of contents delivered and cylinders sold into the stores inventory.



# THOROUGHbred

INDUSTRIAL CYLINDER EXCHANGE®

## PROPANE DELIVERY TICKET

STORE NAME \_\_\_\_\_ STORE# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PO # \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

RECEIVED BY \_\_\_\_\_

DELIVERED BY  \_\_\_\_\_

DISTRIBUTOR \_\_\_\_\_

PLEASE FAX COMPLETED FORM TO (859) 737-0373.

GAS SIZE and TYPE	DESIRED INVENTORY	FULL CYLINDERS	CONTENTS UPC	F	CONTENTS DELIVERED	EMPTY CYLINDERS	CYLINDER UPC	F	CYLINDERS SOLD
<b>EXAMPLE</b>	<b>5</b>	<b>- 3</b>	<b>EXAMPLE</b>		<b>2</b>	<b>- 1</b>	<b>EXAMPLE</b>		<b>1</b>
PROPANE #1 20LB		-	8 5396760041 3			-	8 5396760044 4		
PROPANE #2 30LB		-	8 5396760048 2			-	8 5396760049 9		
PROPANE #3 40LB		-	8 5396760042 0			-	8 5396760045 1		
PROPANE #4 100LB		-	8 5396760043 7			-	8 5396760046 8		
CYLINDER VALVE UPGRADE							8 5396760047 5		

SCRAP CYLINDERS BEING PICKED UP

20 LB

30 LB

40 LB

100 LB

