

DIRECT

REV. 0912

WELDING GAS TO GO![®]



Safety and Procedures Training Manual



THOROUGHbred
INDUSTRIAL CYLINDER EXCHANGE[®]

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/CARBON DIOXIDE MIX) CYLINDERS FOR EXCHANGE. ONLY CUSTOMER OWNED CYLINDERS WILL BE EXCHANGED.

INTRODUCTION

REV. 0712

Thoroughbred Industrial Cylinder Exchange...
Nobody makes it easier to exchange a cylinder than we do!®

Welding gases have traditionally only been available through welding gas distributors. Through Thoroughbred Industrial Cylinder Exchange® your customers can purchase a full gas cylinder or exchange an empty customer-owned cylinder for the same size full cylinder.

The availability of welding gas has proven to enhance the sale of all welding equipment and related items.

Be sure to let your customers know that you now have Welding Gas to Go!®

The Thoroughbred Training Manual must be read in its entirety and used in conjunction with the latest Thoroughbred Training Video/DVD.

For the safety of your customers and yourself, use extreme caution when handling and storing the cylinders as they contain Hazardous Materials under high pressure. These elements when handled and stored properly represent a safe and valuable product line to your employer and a cost savings convenience to your customers.

However, improper handling and storing of either the non-flammable or the flammable gases may result in serious injury or death.

For your convenience this manual is separated into three sections:

Transaction

Safety

Inventory Control

Safety and Procedures Training Manual

Transaction

- 1 How To Identify The Cylinder Contents
- 2 How To Identify The Cylinder Size
- 3 How To Identify A Full Or Empty Cylinder
- 4 How To Identify Unacceptable Cylinders
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How to Identify the Cylinder Contents

An acceptable cylinder always has a legible Department Of Transportation (DOT) label located on the shoulder of the cylinder to identify the contents or type of gas within the cylinder. Always identify the contents of a cylinder by the **DOT label.**

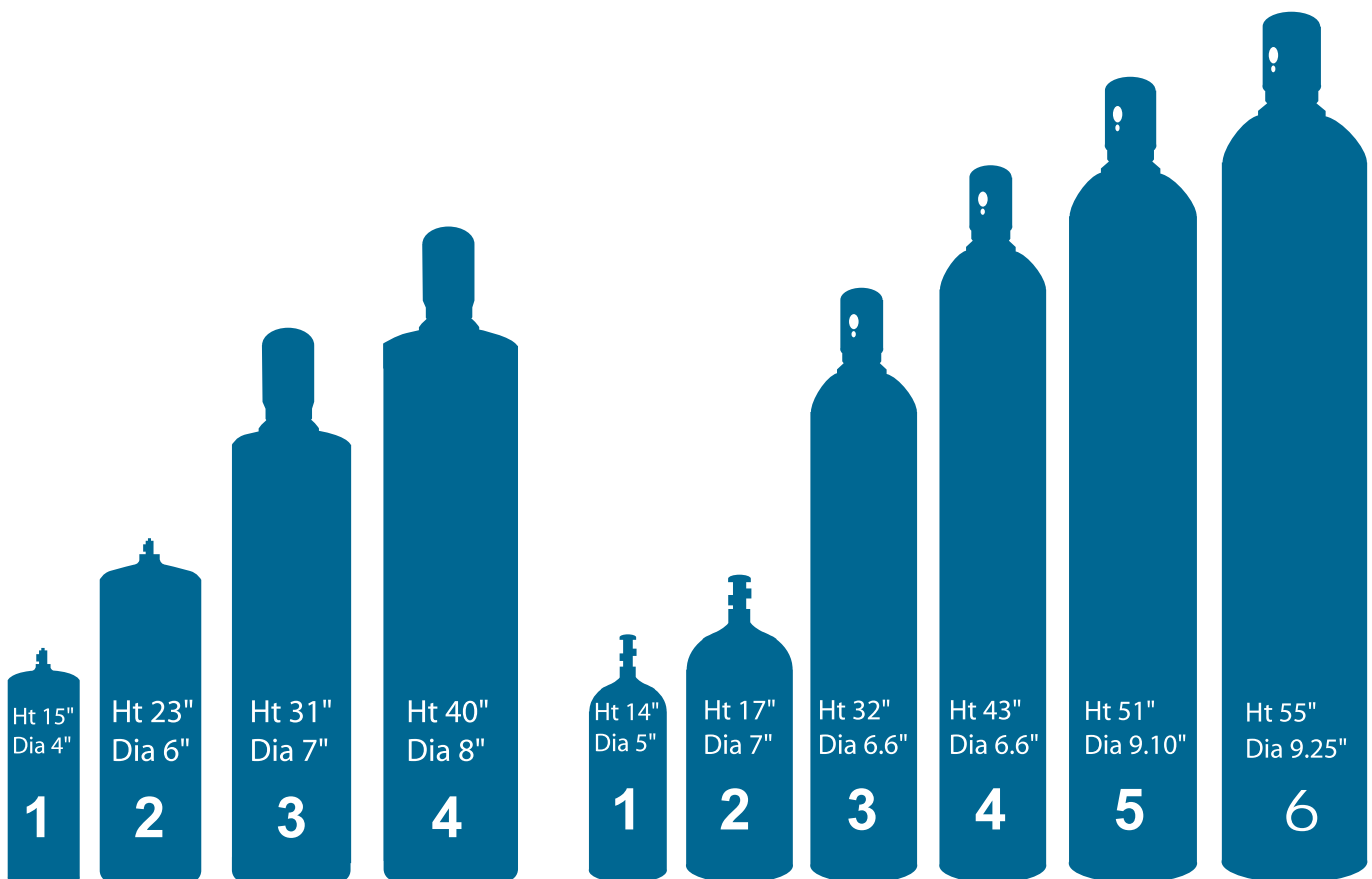


How to Identify the Cylinder Size

Each Thoroughbred cylinder is numbered 1 through 6. To determine the SIZE - just look for the number.



If you are unsure of the size of an empty incoming cylinder - simply compare it to a numbered Thoroughbred cylinder with the same gas type identified by the DOT label.



ACETYLENE
(FLAMMABLE)

HIGH-PRESSURE
(NON-FLAMMABLE)

How to Identify a Full or Empty Cylinder

Look for the Tamper Evident Device (T.E.D.)

Thoroughbred has made it easy with our exclusive Tamper Evident Device. So Look for the T.E.D.!

All full Thoroughbred cylinders have the Tamper Evident Device in-place over the valve and secured by its heavy zip-tie band.

The T.E.D. should be removed by the manager or cage key holder after the purchase just prior to transferring it to the customer.

If a cylinder does not have the Thoroughbred Tamper Evident Device, or if any part of the T.E.D. or its zip-tie band has been removed or is not fully intact, the cylinder is considered EMPTY.

For transaction purposes, all incoming Customer Owned Cylinders are considered EMPTY - always. Again there are no exceptions. Be sure to verify empty cylinders being returned have the T.E.D. removed prior to placing in the cage.



FULL
WITH T.E.D.



EMPTY
WITHOUT T.E.D.

How to Identify Unacceptable Cylinders

Your thoroughness in examining and identifying potentially dangerous incoming cylinders is very important.

To avoid creating expensive hazardous material disposal fees for your company, it is mandatory that all incoming cylinders be customer owned with the same size Thoroughbred cylinders with the same type of D.O.T. label.
(See Safety: 10 Step Quick Reference Guide)

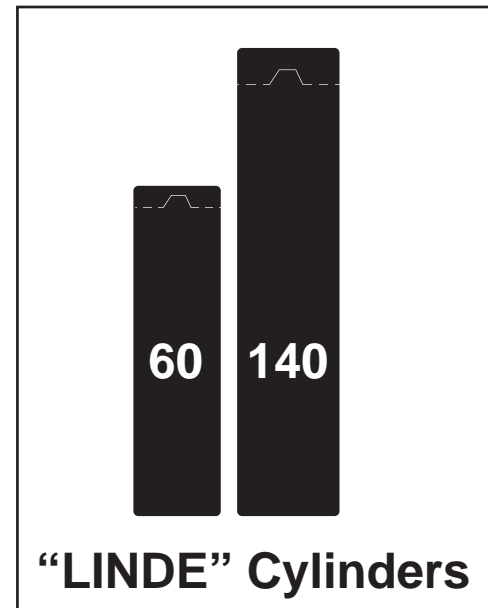
In identifying unacceptable cylinders you will be looking for anything out of the ordinary. This may include an expired test date, gouges, dents, excessive rust (or pitting), arc burns, missing DOT labels, illegible or X'ed out serial numbers, damaged valves, cylinders containing any gas other than those offered by Thoroughbred Industrial Cylinder Exchange and in the case of cylinders with threaded neck rings - missing screw on metal cylinder caps. (See examples on next page)

Brand new cylinders without DOT labels are acceptable. For example: New cylinders in GASPONY Products (See below)



How to Identify Unacceptable Cylinders

When a customer brings in a threaded neck ring cylinder without a screw on metal cylinder cap, it is your job to sell them a cap from your store's inventory. Otherwise, because of Federal law, Thoroughbred will not pick-up and transport these size cylinders with threaded neck rings unless they have a screw-on metal cylinder cap. The only exception is the Linde style acetylene cylinder which does not require a screw-on metal cylinder cap because the valve is protected by the high collar.



See Visually Unacceptable Cylinders 

UNACCEPTABLE CYLINDERS also include the following:

- Leased or rented cylinders
- Cylinders containing any gas other than those offered by Thoroughbred Industrial Cylinder Exchange
- Non-Thoroughbred (Non-Blue) Size 4 Acetylene Cylinders
- Non-Thoroughbred (Non-Blue) Size 5 Oxygen Cylinders
- Non-Thoroughbred (Non-Blue) Size 6 Argon & Argon/CO₂ Mix Cylinders

Questions? Call Thoroughbred Customer Service 877-GAS PONY

UNACCEPTABLE CYLINDER SAFETY GUIDELINES



ARC BURN



DAMAGED THREADS



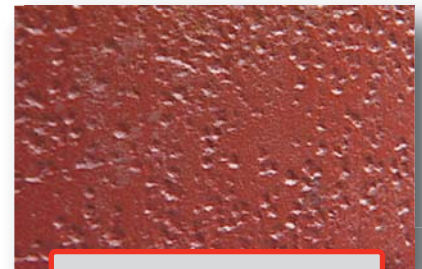
PRESSED ON FOOT RINGS



MISSING PRESSURE RELIEF DEVICE



MISSING HAND WHEEL



PITTING



X'ed OUT SERIAL #'s



DENTS



GOUGES



EXPIRED TEST DATE

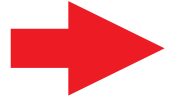


DAMAGED D.O.T. LABEL



MISSING CYLINDER CAP

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 size column.

3rd. Write in the DOT-SP number if applicable.

4th. 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.!

5th. Get the customer's signature in the space provided.

6th. Sign and Date the form in the lower left hand corner.

7th. The Loader signs the shipper certification 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 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/CARBON DIOXIDE MIX) CYLINDERS FOR EXCHANGE.
 ONLY CUSTOMER OWNED CYLINDERS WILL BE EXCHANGED.

DOT HAZARDOUS MATERIALS MANIFEST

SHIPPED QTY IN CYLS	CYLINDER SIZE	TYPE OF CONTAINER	DOT I.D. NUMBER	DOT SHIPPING NAME	DOT HAZARD CLASS	DOT-SP NUMBER	ERG NUMBER
1	#3	CYL	UN1001	Acetylene, dissolved	2.1		116
		CYL	UN1072	Oxygen, compressed	2.2 (5.1)		122
		CYL	UN1956	Compressed gas, n.o.s (argon, carbon dioxide)	2.2		126
		CYL	UN1075	Liquefied petroleum gas	2.1		115
		CYL	UN1066	Nitrogen, compressed	2.2		121
		CYL	UN1046	Helium, compressed	2.2		121
		CYL	UN1013	Carbon dioxide	2.2		120
		CYL	UN1006	Argon, compressed	2.2		121

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

Thoroughbred Industrial Cylinder Exchange Program Shipper's Certification: 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/CARBON DIOXIDE 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 a 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 size 100 propane cylinders are used for construction applications.
- Customer understands that propane cylinders are filled with the following pounds of products:
 Size 20 Cylinder = 15lb. of product. Size 30 Cylinder = 27lb. of product. Size 40 Cylinder = 37lb. of product. Size 100 Cylinder = 98lb. of product.

SAMPLE

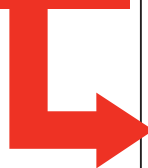
In further consideration of the sale of industrial or specialty gases from the Thoroughbred Industrial Cylinder Exchange Program Retailer, the customer signing below on behalf of himself/herself, his/her employer or other principal, forever **RELEASES, DISCHARGES AND HOLDS HARMLESS** Thoroughbred Industrial 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.

WITNESS

Cashier Signature _____

DATE Date

DON'T FORGET TO CHECK I.D.



Required Information

NAME (PRINT) Joe Customer

ADDRESS Route 1, Anywhere, KY 44415

PHONE # 323-111-5678

DRIVER LICENSE or GOVERNMENT ID # 467C172

CUSTOMER SIGNATURE _____

X Joe Customer



THOROUGHbred
 INDUSTRIAL CYLINDER EXCHANGE, LLC

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

1-877-GAS-PONY

FORM-HAZ-G

RECORD RETENTION: 25 MONTHS

How, What and When to Charge the Customer

Charging the customer is easy too. There are only 4 items to charge for:

- **The Contents**
- **The Cylinder**
- **A Screw On Metal Cylinder Cap (If Applicable)**
- **A Hydrostatic Re-test Fee (When Applicable)**

Screw On Metal Cylinder Cap

When a customer brings in a threaded neck ring cylinder without a screw on metal cylinder cap, it is your job to sell them a cap from your store's inventory. Otherwise, because of Federal law, Thoroughbred will not pick-up and transport these size cylinders with threaded neck rings unless they have a screw-on metal cylinder cap.



Flammable



Non-Flammable

The Exchange Transaction: THOROUGHbred CYLINDER

1. Charge for the **contents**
2. Charge for a **screw on metal cylinder cap** if its missing from cylinders with a threaded neck ring
3. Charge for the Hydrostatic **Re-test fee** on a non-flammable cylinder if the test date has expired



ALL CYLINDERS SIZES 3, 4, 5 & 6 MUST HAVE CAPS IN PLACE WHEN EMPTY AND FULL!



NOTE: Customer must purchase a cap if attempting to exchange a cylinder (size 3 and above) without a cap.

CYLINDER EXCHANGE

THIS TRANSACTION REQUIRES AN EMPTY WELDING GAS TANK EXCHANGE!

IF NO EMPTY TANK REFER TO THE PURCHASE SCAN BELOW.

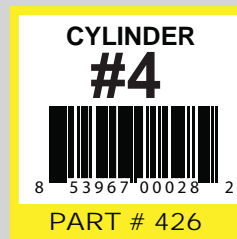
NOTE: If incoming exchange is not a Thoroughbred Cylinder refer to the Non-Thoroughbred Cylinder Exchange Fee Scan.



CYLINDER PURCHASE

CYLINDER + GAS CONTENTS.

MUST SCAN BOTH BARCODES.



+



OXYGEN

SIZE
4

The Exchange Transaction: NON-THOROUGHbred CYLINDER

1. Charge for the **contents**
2. Charge for a **screw on metal cylinder cap** if its missing from cylinders with a threaded neck ring
3. Charge for the Hydrostatic **Re-test fee** on a non-flammable cylinder if the test date has expired.

The customer must own the cylinder offered for exchange. Leased or rented cylinders will not be accepted. **Size #5 Oxygen and #6 Argon or Argon/CO2 – called a MIX and #4 Acetylene cylinders must be Thoroughbred blue to be exchanged.**



RETEST FEE

8 5396770000 117
PART # 500

ALL CYLINDERS SIZES 3, 4, 5 & 6 MUST HAVE CAPS IN PLACE WHEN EMPTY AND FULL!



HIGH PRESSURE CYLINDER CAP
(OXYGEN, ARGON, ARGON/CO2 MIX)
Fits size 3 thru 6 high pressure cylinders only





8 53967 50002 7

NOTE: Customer must purchase a cap if attempting to exchange a cylinder (size 3 and above) without a cap.

CYLINDER **EXCHANGE**

THIS TRANSACTION REQUIRES AN EMPTY WELDING GAS TANK EXCHANGE!

IF NO EMPTY TANK REFER TO THE PURCHASE SCAN BELOW.



CONTENTS #3


8 53967 00023 7
PART # 425

CYLINDER **PURCHASE**

CYLINDER + GAS CONTENTS.

MUST SCAN BOTH BARCODES.


CYLINDER **#3**



8 53967 00027 5
PART # 424

+

CONTENTS **#3**



8 53967 00023 7
PART # 425

OXYGEN

SIZE 3

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 WELDING GAS TANK EXCHANGE!

IF NO EMPTY TANK REFER TO THE PURCHASE SCAN BELOW.

CONTENTS #3

8 53967 00033 6

PART # 435

CYLINDER PURCHASE

CYLINDER + GAS CONTENTS.

MUST SCAN BOTH BARCODES.

CYLINDER #3

8 53967 00037 4

PART # 434

CONTENTS #3

8 53967 00033 6

PART # 435

ARGON/CO2 MIX SIZE 3

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

10 Step Quick Reference Guide

- 1** Customer must own cylinder(s).
(No leased or rented cylinder(s) allowed!)
- 2** Identify contents of cylinder by dot
Shoulder label.
(Do not accept cylinders without dot shoulder label)
- 3** Visually inspect cylinder(s) to confirm
Acceptable size and condition.
(See sign in cage and in section 5)
- 4** Verify the screw-on metal cylinder cap is
Tight before moving.
(Applies to cylinder(s) with threaded neck ring) if the cap is
Missing sell the customer a cap from your stores' inventory.
- 5** Verify retest certification
- 6** Confirm transaction type with the customer
Sales receipt.
- 7** Confirm customer has signed the cylinder
Ownership acknowledgement and release
Form.
- 8** "Loader" must confirm gas type and size by
Signing release form.
- 9** Never load a cylinder into an enclosed
Vehicle.
- 10** Always thank the customer for the business!

Safety Overview

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 Employee(s) will be provided general awareness training to enable them to recognize and identify hazardous materials.

2) Function-Specific

a. Employee(s) 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. Employee(s) will receive safety training concerning:

i. Emergency response information.

ii. Measures to protect the employee(s) 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 employees 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.

Product Knowledge

NOTICE: ALL THOROUGHbred INDUSTRIAL CYLINDER EXCHANGE OXYGEN CYLINDERS ARE FOR INDUSTRIAL USE ONLY

General Awareness

Safety begins with Product Knowledge – which is your understanding of what you are selling and how it is used.

Acetylene (C_2H_2) – Is a colorless flammable/explosive gas with garlic like odor and should be considered dangerous. For this reason smoking and open flames within a twenty- five foot area is strictly prohibited. It is primarily used as a fuel gas for welding and cutting applications.

Oxygen (O_2) - Is a colorless, tasteless, odorless, non-flammable, oxidizing gas that readily supports/accelerates combustion. It is imperative that oil, grease, or oil based lubricants of any kind do not come in contact with any part of the oxygen cylinder, regulator or fitting. Failure to observe this rule could lead to serious injuries. Clothing or other material saturated with oxygen can readily ignite. Oxygen is used along with acetylene to increase the flame temperature in welding and cutting applications.

Argon/Carbon Dioxide (Ar/CO_2) - Is a colorless, odorless, non-flammable inert gas. Argon/ CO_2 is a mixture of two gases consisting of 75% Argon and 25% Carbon Dioxide. It is an asphyxiant gas that may cause suffocation by displacing the oxygen in the air necessary to sustain life. Its purpose is to blow away particles or shield the immediate work area from contamination in steel MIG welding applications.

Helium/Argon/Carbon Dioxide ($He/Ar/CO_2$) - Is a colorless, odorless, non-flammable inert gas. It can cause rapid asphyxiation by displacing oxygen in the air necessary to sustain life. This gas mixture increases the heat input to the weld, which improves fluidity in the weld bead profile. This blend is widely used for the welding of stainless steel in all welding positions.

Argon (Ar) – Is a colorless, odorless, tasteless, non- flammable inert gas. It is an asphyxiant gas that may cause suffocation by displacing the oxygen in the air necessary to sustain life. It is used to blow away particles or shield the immediate work area from contamination in an aluminum MIG welding application.

Helium (He) - Is a colorless, odorless, tasteless, non-flammable inert gas. It can cause rapid asphyxiation by displacing oxygen in the air necessary to sustain life. It is used as an inert shield for arc welding as well as filling party balloons. Pure Helium is also the preferred shielding gas for laser welding applications.

Nitrogen (N₂) - Is a colorless, odorless, tasteless, non-flammable almost completely inert gas. It can cause rapid asphyxiation by displacing oxygen in the air necessary to sustain life. It is used as a protective shield gas in welding and soldering operations. It can be used in HVAC, auto/racing, and many other applications.

Carbon Dioxide (CO₂) - Is a colorless, odorless, non-flammable gas. It can cause rapid asphyxiation by displacing oxygen in the air necessary to sustain life. It can produce a sour taste in the mouth and a stinging sensation in the nose and throat. It is used in many applications from fire extinguishers to a shield gas in MIG welding where it protects the weld against oxidation by the surrounding air. Carbon Dioxide in its solid form (dry ice) is used for refrigeration, cooling, and sandblasting.

Propane (C₃H₈) – Is a colorless, flammable gas that contains an artificial odorant that smells like rotten eggs or boiled cabbage. Under certain circumstances, the odorant may weaken and become less noticeable. Physical conditions such as competing odors, common colds, allergies and smoking may lessen a person's ability to detect the odor. Propane is a Liquefied Petroleum (LP) gas which is a by-product of natural gas and crude oil refining. It is a popular fuel source for residential, commercial and farm use.

All of these gases can be considered safe and are useful and necessary in many applications if handled and stored properly, misuse or negligence can be very dangerous. If you would like more information visit our website at www.gaspony.com and download a Material Safety Data Sheet (MSDS).

Product Knowledge

Hazardous Material is a substance or material, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce.

- Labeling:
 - Identify cylinder contents by the Department of Transportation (DOT) product label only. The DOT product label provides the gas type and the UN number.
- Hazardous Materials Manifest:
 - Infotrac phone number- 24 hour chemical emergency during transportation
 - Shipped Quantity
 - Container Type
 - DOT Shipping Description
 - DOT ID Number
 - Shipping Name
 - Hazard Class
 - DOT-E Numbers/Remarks
 - Emergency Response Guide Number
- Placarding :
 - 1000 pound rule-Never load or allow a customer to load over a thousand pounds total cylinder weight into a vehicle unless it has the required DOT placards (all four sides of the vehicle) and the driver has a Commercial Drivers License with a hazardous materials endorsement. The placards must correspond with the material being hauled, and be in good condition with the correct shade (no faded colors).

See chart below for approximate cylinder weights.

Acetylene	(MC) # 1 = 8.5lbs.	(B) # 2 = 25.5lbs.	(75) #3 = 49.5lbs.	(145) #4 = 82.0lbs.	
Argon/CO2*	(20) #1 = 14.0lbs.	(40) #2 = 27.0lbs.	(80) #3 = 53.0lbs.	(125) #4 = 75.0lbs.	(330) #6 = 143.0lbs.
Oxygen	(20) #1 = 13.0lbs.	(40) #2 = 25.0lbs.	(80) #3 = 53.0lbs.	(125) #4 = 79.0lbs.	(251) # 5 = 114.0lbs.

Note: Cylinder weights may vary. This chart is provided as general rule of thumb.
 *Argon cylinder information is the same as Argon/CO2 cylinder information.

Product Knowledge

Function Specific

All Compressed gas cylinders are under extreme pressure and should be handled and stored safely to prevent an accident or injury.

- Cylinders that have a threaded area on the shoulder to accommodate the screw-on cylinder cap (Flammable and Non-Flammable) must have a metal screw on cylinder cap and must not be stored or moved without the cap securely in place.
- Always wear gloves when handling a compressed gas cylinder.
- Do not load a cylinder into an enclosed vehicle such as a car, van, camper, or closed body truck/trailer, doing so could result in an explosion or fire.
- Compressed gas cylinder damage:
 - May be damaged by arc burns from an electric welder.
 - Salt used to melt ice can cause rusting and pitting.
 - Extreme temperatures (minus 20°F and below and above 125°F).
 - Dropping causes dents.
 - Careless handling can cause gouges (dragging rolling on side etc...)
- Keep all oxidizing gases, such as Oxygen, 20 feet from flammable gases - unless oxidizing gases and flammable gases are separated by ½ hour fire rated wall that is a minimum of 5 feet in height.
- The only aluminum cylinder that can be exchanged is Helium.
- Never rely on cylinder color as a means of product identification.
- All cylinders, except new cylinders (new cylinders will not have a label, almost perfect paint and will have a bright colored brass valve) that have never been filled, must have a DOT product label attached to the cylinder while in storage or while being transported.
- Never sell or exchange a cylinder without a DOT product label, unless it is a new cylinder and has never been filled.
- Always perform a thorough visual inspection on a cylinder.
- Always lock the cylinder cage when unattended.

Product Knowledge

Safety

Emergency response information:

- Each employer has the responsibility to ensure that employees know what to do and who to call in the event of an emergency.
 - If a valve on a compressed gas cylinder is leaking, never try to repair it. Isolate the cylinder and keep all ignition (heat) sources away if safe to do so.
Call 911. Then contact Thoroughbred.

Measures to protect employee:

- Use extreme caution when handling and transporting compressed gas cylinders.
- Always treat a cylinder as though it is full.
- Always wear gloves when handling a compressed gas cylinder.
- Never lift or pull a compressed gas cylinder by the cap.
- Always use a cylinder cart when moving a compressed gas cylinder.
- A compressed gas cylinder should be secured with a chain while in use, or anytime cap is removed.
- If a customer advises you that a valve does not operate easily, never use a hammer to loosen it. Simply give the customer another cylinder, mark the cylinder in question, set it aside and call Thoroughbred at 1-877-427-7669.
- Oxygen itself is a non flammable gas and can react violently to lubricants, greases and oils. These hydrocarbons must be kept away from Oxygen or any other type of oxidizing gas.
- In high concentrations, Oxygen will make items burn that normally would not burn.
- Never open a cylinder valve to check if the cylinder has pressure. Always treat the cylinder as though it is full.

Product Knowledge

Methods and procedures for avoiding accidents:

- Always utilize proper PPE (gloves, steel-toed shoes).
- Always separate flammable and non-flammable cylinders and keep them secure in the correct side of the cylinder cage.
- Smoking and open flames within a 25 foot area is strictly prohibited.
- Always keep cylinders upright.
- Never use a magnet to pick up a compressed gas cylinder.
- Never roll a cylinder on its sidewall.
- Do not drop cylinders, especially those containing Acetylene gas.
- Always use a Thoroughbred cylinder cart to move cylinders.
- Always look at the DOT product label to identify the contents of a cylinder. Never rely on the color.
- Always store a compressed gas cylinder with the vertical valve end up. Never store the cylinder on its side.
- Always store compressed gas cylinders in a well ventilated area.
- The common hazard associated with any compressed gas cylinders is pressure. The hazards associated with Acetylene gas are: pressure, fire, and explosion. Keep all ignition (heat) sources at least 25 ft. away.
- The hazards associated with an Argon/CO2 Mix is pressure and asphyxiation. If you smell or hear a cylinder leaking, keep all sources of ignition (heat) away from cylinder cage.
 - If safe to do so, determine the exact size and type cylinder that is leaking.
 - **Call 911 immediately for further assistance.**
Then contact Thoroughbred.

Product Knowledge

Security Awareness:

- Security applies to everyone.
- Do not discuss with strangers about hazardous materials unless you know the person has a need to know.
- Keep all hazardous materials secured and access limited.
- Keep hazardous materials in a well lit area.
- Employers should confirm that all information is correct on the employee's application prior to them having access to hazardous materials.
 - With common place equipment such as scanners and color printers personal information can be forged.
- Not all terrorists fit a preconceived picture of a criminal.

General Hazardous Material, Safety, and Security Training Test

1. The primary means of identifying the contents of a cylinder is:
 - A. Color of cylinder
 - B. DOT Label
 - C. Cylinder markings
 - D. Shipping papers

2. The storing and transporting of compressed gas cylinders in automobiles or closed body vehicles can present serious safety hazards.
 - A. True
 - B. False

3. The recommended position for storing compressed gas cylinders is:
 - A. Vertical, valve end up
 - B. Horizontal, valve end parallel to floor
 - C. Vertical, valve end down
 - D. Can vary per the user's safety rules

4. Flammable gas cylinders must be at least _____ feet away from oxidizers, or separated by a properly designed firewall.
 - A. 10 feet
 - B. 20 feet
 - C. 30 feet
 - D. 40 feet

5. Which of the following is a recommended practice for moving compressed gas cylinders?
 - A. Roll cylinders on their side
 - B. Use a cylinder cart
 - C. Pick cylinders up and carry with a moving strap
 - D. Lift and pull cylinders by their valve protection caps

6. If a valve with a hand wheel does not operate easily you may tap it lightly with hammer to loosen it.
 - A. True
 - B. False

7. Which of the following conditions will not damage a compressed gas cylinder?
 - A. An arc burn from an electric welder
 - B. Salt used to melt ice and snow from a cylinder
 - C. A chain used to secure cylinders in an upright position
 - D. Artificially generated temperature extremes below minus 20 degrees and above 125 degrees Fahrenheit.

General Hazardous Material, Safety, and Security Training Test

8. The hazard common to all compressed gases is:
- A. Toxicity
 - B. Flammability
 - C. Pressure
 - D. Inert/asphyxiate
9. The main hazard from Acetylene gas is:
- A. Asphyxiation
 - B. Fire/Explosion
 - C. Toxicity
 - D. Oxidizer
10. When visually inspecting an incoming cylinder you should always look for the following:
- A. Proper labeling, and tightened metal valve caps when applicable
 - B. Cylinders that are badly out-of-round, dented, gouged, or have bent or damaged valves
 - C. Cylinders that show evidence of grease, oil, or arc burns
 - D. All of the above
11. What should you do if a customer wants to exchange a cylinder that does not pass inspection?
- A. Call the closest fire department
 - B. Accept the cylinder to promote goodwill and make friends
 - C. Thank the customer and give him what he wants
 - D. Do not accept the cylinder; instead point out the safety concerns then offer to sell him a Thoroughbred cylinder
12. If you smell or hear a cylinder leaking, what should you do?
- A. Keep all sources of ignition/heat away from the cage
 - B. Determine the exact size, type, and cylinder if safe to do so
 - C. Call 911 for further assistance
 - D. All of the above
13. What can happen if Oxygen comes into contact with a cylinder that is contaminated with grease, oil, or other hydrocarbon material?
- A. It will cause you to laugh
 - B. Nothing
 - C. A violent reaction may occur
 - D. The cylinder will have to be cleaned with peroxide
14. The main hazard from inert gases such as Argon and Nitrogen is:
- A. Fire/explosion
 - B. Asphyxiation
 - C. Toxicity
 - D. Cryogenic burns

General Hazardous Material, Safety, and Security Training Test

15. The main hazard for oxidizers such as Oxygen is the potential for violent reactions with many substances.
- A. True
 - B. False
16. You should always attempt to repair a leaking cylinder or valve.
- A. True
 - B. False
17. If the D.O.T. label on an incoming cylinder is not legible what should you do?
- A. Write in the missing info with a permanent marker
 - B. Place it with other empty cylinders and tell someone later
 - C. Put a new label on it and place it with the other empty cylinders
 - D. Do not accept the cylinder; instead point out the safety concerns then offer to sell him a Thoroughbred cylinder
18. Cylinder cage doors should be unlocked during business hours for quick entry.
- A. True
 - B. False
19. All Thoroughbred cylinders are for industrial use only.
- A. True
 - B. False
20. For safety purposes, cylinders should always be treated as if they are full.
- A. True
 - B. False
21. Oxygen by itself is:
- A. Flammable
 - B. Non-Flammable
22. In order to have combustion, you must have:
- A. Oxygen, fuel, and an ignition/heat source
 - B. Wood, paper, and petroleum
 - C. Argon, Oxygen, and Nitrogen
23. Certain materials which do not burn in air will:
- A. Burn slowly in an Oxygen-rich atmosphere
 - B. Burn vigorously in an Oxygen-rich atmosphere
 - C. Turn bright pink in an Oxygen-rich atmosphere

General Hazardous Material, Safety, and Security Training Test

24. Clothing that has been exposed to Oxygen should be:
- A. Removed as quickly as possible
 - B. Placed in a well-ventilated area away from ignition sources
 - C. Both of the above
25. When not connected to a closed system, Oxygen cylinders should be stored:
- A. In a well-ventilated area
 - B. In a horizontal position
 - C. In an airtight compartment
26. If a cylinder with a threaded neck ring brought in for exchange does not have a screw-on metal cylinder cap you should:
- A. Tell the customer it's ok this time and accept the cylinder
 - B. Pay for a valve protection cap yourself and give it to the customer
 - C. Don't say anything and pretend not to notice
 - D. Inform the customer that federal law requires the cylinder to have a metal valve protection cap and you cannot accept a cylinder without one. Direct the customer to purchase a cap from within your store before completing the transaction.

General Sales and Transaction Training Test

1. How do you identify the size of a Thoroughbred cylinder?
 A. By the color of the cylinder.
 B. The valve protection cap has been removed.
 C. By the size sticker on the shoulder of the cylinder.
 D. All of the above.
2. How do you identify a full Thoroughbred cylinder?
 A. A full sticker on the side wall of the cylinder.
 B. Only full cylinders have metal valve protection caps.
 C. By the exclusive Tamper Evident Device.
 D. All of the above.
3. The T.E.D. (Tamper Evident Device) indicates the cylinder is full. When should it be removed?
 A. Right after the delivery driver delivers you newly filled cylinders.
 B. When the customer returns with the empty cylinder.
 C. After the purchase just prior to transfer to customer.
 D. All of the above.
4. What should you do if a customer wants to exchange a Non-Thoroughbred, Non-blue size 4 Acetylene?
 A. Exchange and charge the customer a Non-Thoroughbred Cylinder Exchange Fee.
 B. Exchange but only charge the customer for the content.
 C. Complete the Customer Ownership Acknowledgement Form and exchange the cylinder.
 D. Never exchange for a Non-Thoroughbred, Non-blue size 4 Acetylene cylinder.
5. A customer wants to exchange a cylinder with a threaded neck ring, but the valve protection cap is missing. You would charge the customer for a cap from your store inventory.
 A. True
 B. False
6. In which case would you accept a cylinder for exchange?
 A. Customer rents his/hers cylinder(s) from a local welding distributor.
 B. The cylinder has an unreadable or missing D.O.T. shoulder label.
 C. The cylinder has a large gouge and dent on the side wall.
 D. None of the above.

General Sales and Transaction Training Test

7. What should you do if a customer wants to exchange a Non-Thoroughbred, Non-blue size 5 Oxygen cylinder?
- A. Exchange and charge the customer a Non-Thoroughbred Cylinder Exchange Fee.
 - B. Exchange but only charge the customer for the content.
 - C. Complete the Customer Ownership Acknowledgement Form and exchange the cylinder.
 - D. Never exchange for a Non-Thoroughbred, Non-blue size 5 Oxygen cylinder.
8. The Cylinder Ownership Acknowledgement and Release form will only be completed when a customer is purchasing a new cylinder.
- A. True
 - B. False
9. You must always check the customers I.D. when completing the Cylinder Ownership Acknowledgement and Release form.
- A. True
 - B. False
10. During the transaction process which items would you not charge the customer for?
- A. The cylinder and the contents
 - B. The Retest Fee (when applicable)
 - C. A valve protection cap (when applicable)
 - D. The D.O.T. shoulder label
11. What should you do if a customer wants to exchange a Non-Thoroughbred, Non-blue size 6 Argon/CO2 and/or Argon cylinder?
- A. Exchange and charge the customer a Non-Thoroughbred Cylinder Exchange Fee.
 - B. Exchange but only charge the customer for the content.
 - C. Complete the Customer Ownership Acknowledgement Form and exchange the cylinder.
 - D. Never exchange for a Non-Thoroughbred, Non-blue size 6 Argon/CO2 and/or Argon cylinder.

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"/>
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Mo. Day Year

Store Mgr. Name (Printed)

Store Mgr. Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Mo. Day Year

Store Name

City, State

Store Number

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

1. B
2. A
3. A
4. B
5. B
6. B
7. C
8. C
9. B
10. D
11. D
12. D
13. C
14. B
15. A
16. B
17. D
18. B
19. A
20. A
21. B
22. A
23. B
24. C
25. A
26. D

1. C
2. C
3. C
4. D
5. A
6. D
7. D
8. B
9. A
10. D
11. D

The Delivery Ticket

Restocking and Receiving 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. Full and Empty cylinders
3. Cylinders Sold
4. Cylinders Delivered
5. Contents Sold
6. Contents Delivered
7. The UPC for each inventory item (including cylinder caps)
8. The Purchase Order Number for the current delivery
9. 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 and Receiving Process as they are recorded on the Delivery Ticket.

The Delivery Ticket

Restocking and Receiving Process



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

THE DESIRED INVENTORY COLUMN: Contains the desired inventory from the Current Cage Inventory label found on the inside wall of the flammable side of the cage (the driver should discuss any optional inventory increases and make appropriate changes to the label prior to completing this column).

THE FULL CYLINDERS COLUMN: Contains the number of full cylinders in the cage which are identified by the intact tamper evident devices.

THE EMPTY CYLINDERS COLUMN: Contains the number of empty cylinders in the cage which are identified by broken or missing T.E.D.s. (Minus any unacceptable Non-Thoroughbred cylinders)

THE CONTENTS DELIVERED COLUMN: Contains the number of full replacement cylinders to unload from the delivery truck. This number is calculated by subtracting the full cylinders from the desired inventory.

THE CYLINDERS SOLD COLUMN: Contains the number of cylinders sold. This number is calculated by subtracting the empty cylinders from the contents delivered.

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

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



THOROUGHbred DELIVERY TICKET

INDUSTRIAL CYLINDER EXCHANGE®

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
	5	3	EXAMPLE		2	1	EXAMPLE		1
ACETYLENE #1			8 5396700011 4	411			8 5396700015 2	410	
ACETYLENE #2			8 5396700012 1	413			8 5396700016 9	412	
ACETYLENE #3			8 5396700013 8	415			8 5396700017 6	414	
ACETYLENE #4			8 5396700014 5	417			8 5396700018 3	416	
OXYGEN #1			8 5396700021 3	421			8 5396700025 1	420	
OXYGEN #2			8 5396700022 0	423			8 5396700026 8	422	
OXYGEN #3			8 5396700023 7	425			8 5396700027 5	424	
OXYGEN #4			8 5396700024 4	427			8 5396700028 2	426	
OXYGEN #5			8 5396700020 6	429			8 5396700029 9	428	
ARGON/CO2 MIX #1			8 5396700031 2	431			8 5396700035 0	430	
ARGON/CO2 MIX #2			8 5396700032 9	433			8 5396700036 7	432	
ARGON/CO2 MIX #3			8 5396700033 6	435			8 5396700037 4	434	
ARGON/CO2 MIX #4			8 5396700034 3	437			8 5396700038 1	436	
ARGON/CO2 MIX #6			8 5396700306 1	441			8 5396700312 2	440	
ARGON #1			8 5396700601 7	443			8 5396700607 9	442	
ARGON #2			8 5396700602 4	445			8 5396700608 6	444	
ARGON #3			8 5396700603 1	447			8 5396700609 3	446	
ARGON #4			8 5396700604 8	449			8 5396700610 9	448	
ARGON #6			8 5396700606 2	453			8 5396700612 3	452	
NITROGEN #1			8 5396700701 4	463			8 5396700705 2	462	
NITROGEN #2			8 5396700702 1	465			8 5396700706 9	464	
NITROGEN #3			8 5396700703 8	467			8 5396700707 6	466	
NITROGEN #4			8 5396700704 5	469			8 5396700708 3	468	
HELIUM #1			8 5396700801 1	525			8 5396700807 3	524	
HELIUM #2			8 5396700802 8	527			8 5396700808 0	526	
HELIUM #4			8 5396700804 2	529			8 5396700809 7	528	
HELIUM #5			8 5396700805 9	531			8 5396700810 3	530	
CO2 #2			8 5396700501 0	541			8 5396700503 4	540	
CO2 #5			8 5396700502 7	543			8 5396700504 1	542	
CO2 #5 (SIPHON TUBE)			8 5396700506 5	545			8 5396700505 8	544	
TRI-MIX #4			8 5396700904 9				8 5396700910 0		
TRI-MIX #6			8 5396700906 3				8 5396700912 4		
CYLINDERS PICKED-UP OUT OF TEST							8 5396770000 7	500	
ACETYLENE CYLINDER REPLACEMENT CAPS							8 5396750001 0	584	
HIGH PRESSURE CYLINDER REPLACEMENT CAPS							8 5396750002 7	583	
NON-THOROUGHbred CYLINDER FEE			UNACCEPTABLE		ACCEPTABLE		8 5396700019 0		

FOR DISTRIBUTOR USE ONLY

TB-UA-ACE#4		TB-UA-OXY#5		TB-UA-MIX#6		TB-UA-ARG#6	
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1-877-GAS-PONY www.gaspony.com

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The Delivery Ticket

Restocking and Receiving Process

Please note: The Receiver's Scan Sheet is different from the Scan book used for retail transactions. The Receiver's Scan Sheet should be kept at the receiving station and used for receiving purposes only!

The new Receiver's Scan sheet is designed to simplify accurate scanning of both the contents and cylinders to help you easily manage your Thoroughbred product inventory.

Example:

If the Contents Delivered Column of the delivery ticket indicates 1 Oxygen #3 contents is delivered and the Cylinders Sold column is blank or zero, the receiver should:

- Scan the Oxygen #3 contents barcode in the Receiver's scan sheet and enter the quantity (1). This indicates an empty cylinder was exchanged for a full cylinder so the ending inventory will balance with the desired inventory card in the cage.

If the delivery ticket indicates 4 Oxygen #2 contents were delivered and 3 Oxygen #2 cylinders were sold:

- Using the Receiver's scan sheet, scan the Oxygen number 2 contents barcode and enter the quantity – in this case 4.
- Then scan the Oxygen #2 cylinder barcode and enter the quantity – in this case 3. This indicates you received a total of four full cylinders. One of them replaced an empty cylinder and the other three were needed to replace the cylinders you sold without receiving an empty cylinder from the customer. The ending inventory will now balance with the desired inventory card in the cage.

Also use the Receivers Scan sheet and the Delivery ticket to enter the Re-Test Fee quantities and cylinder cap replacements. These barcodes are located on the receiver's scan sheet for your convenience.

Thoroughbred drivers are prohibited from entering information into retail store systems.

Following the Safety, Transaction and Inventory Control procedures in this training manual along with the DVD will ensure a positive experience for both you and your customers when they need Welding Gas to Go!

RETEST INFORMATION

CYLINDER TEST DATES ARE FOUND ON THE SHOULDER OF HIGH PRESSURE CYLINDERS, SUCH AS OXYGEN & ARGON/CO2 MIX



CYLINDER TEST DATE SYMBOL DEFINITIONS

03

MONTH

DATE OF MANUFACTURE
OR LAST TEST DATE

04

YEAR

+

10%
OVERFILL



10 YEARS
WITH STAR
5 WITHOUT
OF YEARS UNTIL
EXPIRATION

(EX. 03 04 + ☆ EXPIRES IN MARCH OF 2014)

NOTE: ALWAYS USE THE MOST CURRENT TEST DATE.

FOR MORE INFORMATION CALL: 1-877-GAS-PONY