

# Compressed Gas Safety Plan - Appendix C: Example Department Procedure

## Filling Portable Propane Cylinders from the Sylvania Campus Bulk Propane Tank

**Process Owner:** PCC Facilities Management Services (FMS)

### Hazards of Propane:

- Extremely flammable compressed gas
- Asphyxiant in high concentrations
- Skin contact with liquid propane can cause burns similar to frostbite

### Required Personal Protective Equipment (PPE):

- Long pants and long-sleeve shirt
- Goggles or safety glasses; full-face shield
- Frost-proof (rubberized gloves)

### Key – Obtain From / Return To:

- |                          |                  |       |
|--------------------------|------------------|-------|
| • Grounds Manager        | Jack Lussier     | x4599 |
| • Grounds Shop           | Bill Welty       | x8219 |
| • Custodial Manager      | Lance Nagasawa   | x8491 |
| • Maintenance Manager    | Patrick Danforth | x8083 |
| • Maintenance Tech       | Bill Lohner      | x4872 |
| • Service Request Center | Key Box          | x4800 |

**Cylinder Filling Precautions** – Understanding and following the steps and precautions to take when filling portable propane cylinders can avoid accidents.

- Always inspect the cylinder filling station equipment prior to filling a cylinder
- Use a hand truck and strap when transporting cylinders due to their weight\*
- Make sure that you are always in attendance during the entire filling operation
- Know the facility fire prevention and emergency evacuation plans
- Know where and how to activate the emergency shut down
- Know the location of the nearest fire extinguisher; check inspection tag (inside HP)
- Before operating the filling station, be sure there are no ignition sources, plastics, nylon clothing, or combustible materials within 25 feet of the point of propane transfer
- Be sure that valves are properly protected with a cap and protective collar
- Do not allow unauthorized persons in the point of propane transfer

**\*Propane Cylinder Dimensions and Weights:**

<b><u>Specification</u></b>	<b><u>20# BBQ</u></b>	<b><u>30#</u></b>	<b><u>40#</u></b>
Capacity (gal):	4.7	7.1	9.4
Empty Weight (lbs):	18	24	29
Full Weight (lbs):	38	54	70
Height (in):	18	24	29
Diameter (in):	12.5	12.5	12.5

**Filling Propane Cylinders:**

1. Obtain key to unlock transfer hose
2. Don required PPE (located in cabinet in HP building)
3. Unlock transfer hose attachment from holder
4. Remove valve cap on cylinder to be filled
5. Attach transfer hose to cylinder (note counter-clockwise threads)
6. Open "bleeder screw" on cylinder
7. Open valve on transfer hose and fill cylinder
8. When bleeder screw sprays propane, close hose valve
9. Close the bleeder screw on full cylinder
10. Remove transfer hose and secure it to bulk tank holder
11. Replace valve cap on full cylinder
12. Lock the transfer hose (do not close gravity feed valve\*)
13. Transport full cylinder to vehicle/equipment using hand truck and straps
14. Return PPE to storage cabinet in HP building
15. Return key to source

\*Note: Gravity feed valve it to remain open at all times.

**Keep all sources of ignition at least 25 feet from propane cylinders and/or the bulk tank.**

**Call Public Safety at (971) 722-4444 for emergencies such as a fire or leaking cylinder.**