



LP Safety Check Program

1. When a customer calls and informs Two Rivers Coop that their LP tank is empty, the customer will be instructed to shut off all service valves and all appliance valves.
2. When Two Rivers Coop delivery personnel arrive at the customer's location to make the LP delivery, delivery personnel will first determine whether the tank is empty or if there is LP remaining in the tank. If the LP tank is empty, the delivery person shall close the container's outlet valve, lock the tank "**Out Of Service**" and request a LP Safety Check for the customer's location before filling the tank.
3. If the tank is empty a service person **MUST** then perform a pressure check on the entire LP system to check for any leaks prior to the tank being placed back in service. This check shall be done in accordance with the procedures set down in National Propane Gas Association pamphlet #C102. A copy of the pamphlet will be left with the customer when a LP Safety Check is performed. The test will be run following the method shown on page 34 of the LP-GAS SERVICEMAN'S MANUAL supplied by REGO products. Any change in residence will require a LP safety check prior to service being renewed.
4. If a leak is found in the LP system, repairs shall be done immediately or gas service shall not be resumed until the leak is repaired.
5. When setting up new LP systems or repairing existing systems the procedures and regulations outlined in pamphlets #54 and #58 from National Propane Gas Association shall be followed. All new installations require that a complete check of the entire LP system be performed before the system is placed in service. This shall be done in accordance with the procedures outlined in the LP-GAS SERVICEMAN'S MANUAL on pages 29-32.
6. After a LP Safety Check is performed the tank can then be refilled with LP. After the tank has been refilled, the LP service person will place all appliances back in service and make certain all pilots are properly lighted. **Relighting appliances is the responsibility of a qualified person and for safety reasons should not be done by the customer. If the service person does not have access to appliances, the service valve MUST remain locked and tank left in an "Out Of Service" status.**
7. If a customer is on a scheduled fill basis and their charge account is paid to a current position and the customer's tank runs empty, Two Rivers Coop shall provide the LP Safety Check at no charge to the customer.
8. **If the customer reads their own tank and calls for service or is removed from the scheduled fill list due to failure to maintain their charge account in a current position and the customer allows the tank to run empty, there shall be \$50 charge to perform the LP Safety Check. This amount must be paid prior to the LP Safety Check being performed and prior to any LP being placed in the tank. Read your own LP Safety Checks shall be handled during normal business hours (7:30 a.m. to 5:00 p.m., Monday thru Friday). If the out of gas service call requires an after hours LP Safety Check and LP delivery the fee to perform the LP Safety Check shall increase to \$75.**
9. **Under no circumstances shall an empty LP tank be refilled or placed back in service without a LP Safety Check being performed.**
10. For the safety of our customers Two Rivers Coop will check your existing system for a fee of \$30. Please contact our office to schedule this service.