

## **PROPANE CYLINDER FILLING PROCEDURES**

- Put on proper PPE- Safety glasses, gloves and Long Sleeves
- Inspect cylinder for leaks, corrosion, denting, bulging, fire damage, or evidence of rough usage to the extent the cylinder is likely to be weakened appreciably.
- Inspect cylinder for retest date. Each cylinder must be requalified for continued use when 12 years have elapsed from the original cylinder test date. External visual inspection is required for an additional 5 years requalification period.
- Inspect the valves, valve protection (guard) and foot ring.
- Inspect the pressure relief valve and date, the 45° adapter, and the weather cap. A new pressure relief valve must be installed within 12 years of cylinder's manufacture date and every 10 years thereafter. Pressure relief valves must have an adapter unless the manufacturer installed the opening at 45°. A weather cap is required with or without an adapter.
- If the cylinder fails any part of this inspection, DO NOT FILL IT until the cylinder and/or the valve(s) have been repaired or replaced.
- Turn off the engine and engage parking brake.

### **Fill the cylinder**

- Ensure that the stationary propane storage tank and related equipment are in a safe operating condition. No ignition sources within 25 feet of the point of transfer.
- Open the main liquid outlet valve on the storage tank. If it is a globe valve, turn it all the way to the left (counterclockwise) until it is fully open. If it is a ball valve, open it one quarter turn.
- Connect the quick-acting hose-end valve to the cylinder fill valve by turning it to the right (clockwise).
- Slowly open the hose-end valve.
- Open the fixed maximum liquid level gauge.
- Fill only until a steady white mist or fog is first emitted from the fixed maximum liquid level gauge. NEVER OVERFILL A PROPANE CYLINDER.
- Close the hose-end valve.
- Shut off the pump.

- Close the fixed maximum liquid level gauge.
- Slowly loosen the hose-end valve. Wait until the propane stops venting and the pressure is relieved. Then completely disconnect the hose-end valve.
- Return propane hose to hanger.
- Close the main liquid outlet valve on the stationary storage tank.

### **Reinstall the full cylinder**

- Lift the filled cylinder using proper lifting techniques and place it on the equipment with the locating pin properly inserted through the locating pin hole in the cylinder's neck ring.
- Reconnect the toggle clamp; be sure the clamp properly secures the cylinder.
- Make sure the propane hose is not cut or chafed and the gasket and O-ring are properly installed in the male quick-connect fitting. Connect and tighten the male and female quick-connect fittings.
- Slowly open the cylinder service valve by turning it to the left (counterclockwise). Check for leaks.
- Make sure the propane hose or cylinder does not extend beyond the sides or rear.
- Make sure the propane cylinder is properly secured against movement or displacement.
- Start engine and resume operation.

### **Store cylinders properly**

- Store propane forklift cylinders in a location set forth in National Fire Protection Association (NFPA) 58, LP-Gas Code, 2001 edition, and the cylinders must be secured against tampering and damage.
- Do not store cylinders or park propane forklifts in areas of excessive heat or near sources of ignition.
- Store propane cylinders and unattended equipment with their service valves closed and the cylinders positioned so that their relief valve is in direct communication with the vapor space of the cylinder.