



PROPANE CUSTOMER SAFETY INFORMATION

www.edwardsoilandpropane.com

VIRGINIA COOK HIBBING ELY GRAND RAPIDS
 218-741-9634 218-666-5312 218-236-8311 218-365-6444 218-326-1300

Your safety is very important to everyone at Edwards. Your tank, regulators, home gas piping, appliances and furnaces are all a part of a "system". We don't stop being concerned about your system after we make a delivery. Please read this important safety information and let us help you become more efficient AND SAFE with gas. Schedule a GAS CHECK with our office and a HoM Heating Technical Services technician will come and look at your home system anytime you add or remove a gas appliance.

Customer Printed Name: _____

Customer Signature: _____

Date: _____

WARNING SIGNS OF A POTENTIAL GAS LEAK

- When the smell of gas lasts more than an instant after igniting a gas burner.
- When the presence of gas/foul odor persists.
- When you cannot find the reason for a foul odor. What you think may be garbage, sewage or a dead animal, may be a serious leak.
- When you hear a hissing noise near a gas appliance, piping or propane tank.

CALL BEFORE YOU DIG

Prior to digging or performing any type of excavation, you should contact your Edwards office to confirm the location of gas service lines. In addition, you should notify the organization/agent in the state the excavation will take place:

STATE	AGENCY	CALL
Minnesota	Gopher State One-Call	8-1-1
Wisconsin	Diggers Hotline	8-1-1
Michigan	Miss Dig	8-1-1
Iowa	Iowa One-Call	8-1-1
South Dakota	South Dakota One-Call	8-1-1
North Dakota	North Dakota One-Call	8-1-1

WHAT TO DO IF YOU SMELL PROPANE GAS OR SUSPECT A GAS LEAK

1. DO NOT smoke, light matches or have any open flames.
2. DO NOT operate a light switch, telephone, cigarette lighter, appliance or thermostat. Any spark in the area where propane gas is present may ignite the gas.
3. GET EVERYONE OUT OF THE BUILDING OR AREA IMMEDIATELY.
4. If you are able, shut off the gas supply at the tank, cylinder or meter. (See below)
5. Call your Edwards office or FIRE DEPARTMENT (9-1-1). Use your neighbor's telephone if you suspect gas in the building.
6. Have your Edwards service person locate and repair the leak. Have your Edwards service person air out the area and perform a leak test. He will then check and re-light each of your gas appliances. Do not return to the building until you are advised all leaks have been repaired and it is safe to return.

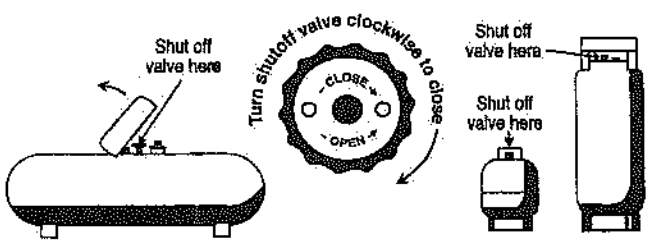
For your safety, propane has an odor added so you can detect leaks. You and each person using or handling propane in your household must know the smell or odor. Ask for a Scratch-N-Sniff brochure to demonstrate the odor. If anyone is unable to recognize the odor of propane, call us immediately. A Material Safety Data Sheet (MSDS) is also available at any Edwards office. Propane is heavier than air; therefore, leaks will tend to settle to floor or ground levels. To check for propane, carefully smell in low spots.

UNDER SOME OF THE FOLLOWING CONDITIONS, YOU MAY NOT BE ABLE TO SMELL A GAS LEAK. FOR EXAMPLE:

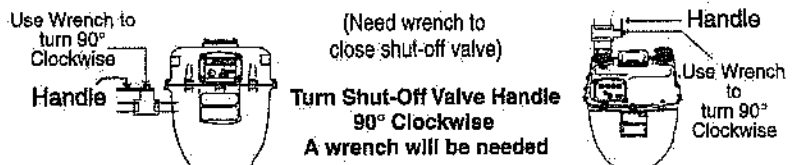
Age, colds, allergies, sinus congestion or the use of tobacco, alcohol or drugs may diminish your sense of smell. Cooking or other strong odors may cover up the smell of gas. Some people are physically unable to detect the smell of gas and others may be unable to smell gas when they are sleeping. If you are one of these people, call us immediately. Sometimes propane gas can lose its odor if a leak occurs underground.

For those reasons, it is recommended that you purchase and install a propane gas detector(s) according to the manufacturer's instructions as a back-up warning device. If anyone using or handling propane is unable to recognize the odor of propane, you should not use it until you have purchased and installed gas detector(s).

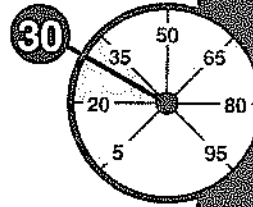
How To Close Propane Gas Supply Valves Off – Tanks, Cylinders and Meters



METERED CUSTOMERS



Your gauge is located under the hood of your propane tank. When the gauge reads 30% call Edwards to order a delivery. If you are unable to locate or read the gauge, ask your Edwards representative for help. Please be aware the gauge is a mechanical device and can be susceptible to sticking. When checking the gauge it is a good practice to tap the side of the gauge to see if there is any movement in the needle. If you observe the same reading on the gauge over a period of time when you should be using gas, contact your Edwards office to have it checked as soon as possible. If the gauge is not moving you could be in danger of running out of gas.



Important Information About Your Propane Tank Gauge

Letting your propane tank run empty can be dangerous and expensive.

OUT-OF-GAS PROCEDURE

1. Shut off all gas appliance valves.
2. Close the gas service valve of the tank, cylinder or meter.
3. Call Edwards to arrange for a gas delivery.
4. Someone needs to be home or provide access so the driver can perform a leak test and re-light all gas appliances. If we are unable to get inside, gas will not be delivered.
5. National Fuel Gas Code NFPA54 (2002) 7.2.3 states "Test for leakage. Immediately after gas is turned on into a new system or into a system that has been initially restored after an interruption of service, the piping system shall be tested for leakage. If a leakage is indicated, the gas supply shall be shut off until the necessary repairs have been made."

PROPANE CYLINDER USE GUIDELINES

- Never store cylinders indoors or in an enclosed area.
- Always have the shut-off valve firmly closed when the connected appliance is not in use.
- Never leave cylinders next to a stove, fireplace, hot vehicle or near any other heat source.
- Cylinders must always be secured and in an upright position when used, transported or stored.
- Never transport a cylinder in the passenger compartment of a vehicle or without a seal, cap or plug in the valve opening.
- Never use a propane cylinder without a regulator.
- After reconnect your regulator to the cylinder valve, check for leaks at the connection point. Apply a leak detector solution over and around the connection, turn on the gas slowly with the appliance in the off position. Listen, smell and observe the leak detector solution for bubbles at the connection. If it is determined a leak exists, turn off the gas. Re-check the connection for alignment, seating and tightness. Perform the leak test again. If the problem continues to exist, see your Edwards office.

WORK TO BE PERFORMED BY QUALIFIED PERSONNEL

APPLIANCE INSTALLATION, GAS PIPING CHANGES OR MOVEMENT OF A PROPANE CONTAINER. The installation, alteration, replacement or removal of any gas appliance or gas piping, or the movement of a propane container must be performed by qualified personnel and meet the requirements of the authority having jurisdiction.

APPLIANCE REMOVAL OR GAS LINE ABANDONMENT. Open gas lines resulting from the removal of an appliance must be immediately capped or plugged. Any gas piping that is abandoned must be isolated from the gas source, purged of all combustible gas and be capped or plugged. These actions must be performed by qualified personnel and meet the requirements of the authority having jurisdiction.

LIGHTING PILOT LIGHTS AND PUTTING APPLIANCES INTO SERVICE

CAUTION. It is strongly recommended that a trained professional re-light your pilot lights and perform any service. If you decide to light the pilots yourself, carefully follow all the manufacturer's instructions and warnings listed below as well as those contained in your appliance manuals.

AVOID UNNECESSARY RISKS. It is especially important to have a propane dealer re-light the pilots after an out-of-gas situation. Lighting pilots can be an extremely dangerous task for someone who is not trained to work with propane systems. National fire statistics show that many propane flash fires are associated with attempts to either re-light or repair gas appliances. Do not decide to light pilots without considering the dangerous risks you would be assuming without having received the appropriate training.

DO'S AND DON'TS WHEN LIGHTING PILOTS

- **DO** thoroughly ventilate the entire area before lighting pilots.
- **DO** sniff near the floor area for gas odor prior to lighting pilots.
- **DO** remain alert if any gas odor develops prior to lighting pilots.
- **DO** follow manufacturer's instructions for lighting pilots.
- **DON'T** have any other source of ignition in the area.
- **DON'T** have any extra or unnecessary people in the area.
- **DON'T** attempt to light pilots if you are unfamiliar with or unable to detect the odor of propane.
- **DON'T** light pilots if a musty or damp smell exists.
- **DON'T** force or use tools on the pilot light or its controls.
- **DON'T** use oil on a sticky knob or button on a gas control valve.
- **DON'T** light pilots of any appliances you suspect have been water damaged or have been in a flood.

CARBON MONOXIDE (CO)

Carbon Monoxide (CO) – you can't see it and you can't smell it. It's an invisible killer caused by the incomplete combustion of fossil fuels due to an improper air mixture resulting from restricted fresh air flow to the appliance burner or an obstructed, poorly vented appliance to the outside atmosphere.

Using portable oil or propane appliances or unvented heating equipment inside a tent, RV, camper, vehicle, fish house shelter, building or other enclosed areas can produce deadly carbon monoxide.

CO Poisoning produces flu like symptoms, watery eyes, headaches, dizziness, nausea, fatigue and possible death. If you suspect CO poisoning, immediately go to fresh air and seek medical help. The following symptoms are related to carbon monoxide poisoning and should be discussed with all members of the household:

- **Mild exposure:** Symptoms are often described as flu-like, including slight headaches, nausea, vomiting and fatigue.
- **Medium exposure:** Severe throbbing headaches, drowsiness, confusion and fast heart rate.
- **Extreme exposure:** Unconsciousness, convulsions, cardiorespiratory failure and death.

Many cases of reported carbon monoxide poisoning indicate that while victims are aware they are not well, they become so disoriented that they are unable to save themselves by either exiting the building or calling for assistance. Young children and household pets are typically the first affected. Carbon monoxide alarms are intended to sound at carbon monoxide levels below those that cause a loss of ability to react to the danger of carbon monoxide exposures.