

# CHAMPAGNE'S ENERGY

**PROPANE / HEATING OIL / K-1 / DIESEL**

**RESIDENTIAL ♦ COMMERCIAL ♦ INDUSTRIAL**

844 Old Post Road ♦ Arundel, Maine 04046 ♦ 1-800-564-1518 or 283-1518

Web site: [www.champagnesenergy.com](http://www.champagnesenergy.com) ♦ E-mail: [info@champagnesenergy.com](mailto:info@champagnesenergy.com)

*"Providing Honest Service at a Fair Price"*

## Emergency Procedures for Propane

Dear Propane Customer,

This letter serves as general guideline procedures for propane leaks, fires, explosions and interruptions in gas service. Please make all of your employees and/or personnel are familiar with these procedures and post these guidelines in a common area.

Procedures for propane leaks, fires or explosions:

1. If you have or suspect a propane leak, fire or explosion, evacuate the building or area.
2. Extinguisher all open flames, including appliance burners, pilots and smoking material and shutoff the gas supply if possible.
3. Do NOT operate any electrical switches or thermostats, ring doorbells; use the telephone or light matches or lighters.
4. Do NOT to start a vehicle if the gas leak is outside.
5. Notify the resident manager or maintenance person.
6. Call Champagne's Energy, the fire department or other appropriate emergency response officials.
7. If you experience an interruption in gas service for any reason including a gas leak, out of gas incident, or when repairs have been made, gas service is not to be resumed until all conditions are corrected for safe operation, and all pressure/leak tests are satisfactorily performed.

## Emergency Telephone Numbers

Champagne's Energy	207-283-1518	1-800-564-1518
Police	911	
Fire	911	
Ambulance	911	

LPG  
Public Awareness Plan  
For  
Champagne's Energy

**Introduction, Scope and Objective:**

Public awareness and understanding of jurisdictional propane pipeline operations are vital to the continued safe operations of the pipelines. Jurisdictional propane pipeline operators' public awareness programs are an important factor in establishing communications and providing information necessary to help the public understand that propane pipelines are in many locations. The programs provide pipeline function education, as well as the public's responsibilities in preventing damage to propane pipelines.

**Purpose and Reliability of a Jurisdictional Pipeline System:**

The purpose of jurisdictional propane pipeline facilities is to provide an efficient, safe and reliable supply of propane to the operator's customers.

The US Department of Transportation and the Maine Public Utilities Commission imposes rigorous standards for pipeline design, construction, maintenance, testing, and operation. The Commission's, Gas Safety Section periodically inspects these jurisdictional propane pipeline systems for compliance.

Jurisdictional propane pipeline systems are inherently safe. Before they are put into operation, they have been inspected, pressure tested and leak tested. These systems receive annual inspections and periodic maintenance as needed.

**Public Awareness Message must include:**

Twice a year, operators of jurisdictional propane pipeline systems must provide the following information to its customers and persons controlling the property on which the system is located.

- 1) A description of the purpose and reliability of the pipeline
- 2) An overview of the hazards of the pipeline and prevention measures used.
- 3) Information about damage prevention
- 4) How to recognize and respond to a leak
- 5) How to get additional information

**Sample Message**

Propane for your appliances is delivered through a jurisdictional propane pipeline system. This system is a safe, reliable and efficient way to deliver propane for your heating, water heating, cooking, and clothes drying needs. Although safe, tested, and regulated, the system's most common hazard is from 3<sup>rd</sup> party damage from excavation. Before any excavations are done, contact Dig Safe at 888-344-7233 or 811 and call Champagne's Energy at 207-283-1518 before digging or excavating near an underground utility. The included brochure has safety information to help recognize and respond to a propane leak and other useful information. For more information, please contact Champagne's Energy at 207-283-1518.

Attachment: Public Awareness Brochure (PERC brochure #003121)

### **Hazards of Jurisdictional Propane Pipeline Systems:**

The most common hazard to the company's jurisdictional propane pipeline system is 3<sup>rd</sup> party damage caused by improper excavation practices. Customers of jurisdictional propane pipeline systems should also be notified of the need for caution while digging in the area of buried underground facilities and the need to monitor customers' buried piping for corrosion.

Before any excavations are done, contact Dig Safe at 888-344-7233 or 811 and Champagne's Energy at 207-283-1518.

As required by the Code of Federal Regulations, 49 CFR 192.16 (see below), the operator (Champagne's Energy) is required to notify customers of jurisdictional pipeline systems once in writing of the following:

The operator, Champagne's Energy, shall maintain the customer's buried piping up to entry of the first building downstream, or if the customer's buried piping does not enter a building, up to the principal gas utilization equipment or the first fence (or wall) that surrounds that equipment. Also, "maintain" means monitor for corrosion according to 192.465. If the customer's buried piping is metallic, survey for leaks according to 192.723, and if an unsafe condition is found, either shut off the flow of gas or advise the customer of the need to repair the unsafe condition. (If repairs or unsafe conditions are found, repairs may be at owners' expense.)

Note: For the purpose of this section, "customer's buried piping" does not include branch lines that serve yard lanterns, pool heaters, or other types of secondary equipment.

#### 192.16

- (b) Each operator shall notify each customer once in writing of the following information:
- (1) The operator does not maintain the customer's buried piping.
  - (2) If the customer's buried piping is not maintained, it may be subject to the potential hazards of corrosion and leakage.

3. **SHUT OFF THE GAS.** Turn off the main gas supply valve on your propane tank if it is safe to do so. To close the valve, turn it to the right (clockwise).
4. **REPORT THE LEAK.** From a neighbor's home or other nearby building away from the gas leak, call your propane retailer right away. If you can't reach your propane retailer, call 911 or your local fire department.
5. **DO NOT RETURN TO THE BUILDING OR AREA** until your propane retailer determines that it is safe to do so.
6. **GET YOUR SYSTEM CHECKED.** Before you attempt to use any of your propane appliances, your propane retailer or a qualified service technician must check your entire system to ensure that it is leak free.

Jurisdictional propane pipeline customers may be instructed on the potential hazards of the product through the use of the Propane Education & Research Council's "Important Propane Safety Information" brochures and other industry related materials. This safety information explains what to do if you suspect a leak. It has a 'scratch and sniff' area for customers to familiarize themselves with the odor of propane and other safety related information.

**Customers should be reminded that:**

**If repairs are made by other than the operator's qualified employees, for your safety and to maintain accurate customer records required by federal regulations, we request that our office is contacted so we may review and check repairs for compliance with state and federal regulations.** Note that only workers qualified in accordance with 49 CFR 192 Subpart N may repair jurisdictional propane systems.

**How to get more Information:**

Jurisdictional propane pipeline customers also need to know how to get additional information. For more information, contact the company at 207-283-1518.