

# Louisiana Propane Gas Association Emergency Contact Center

Companies that distribute hazardous materials are required by law to have a 24-hour emergency contact in place. Your company has the option of using the Louisiana Propane Gas Association—Emergency Contact Center as its 24-hour contact for a fee of **\$500.00** per year. This is a cost-and time-efficient way of staying in compliance with current regulations.

One benefit of placing membership with the LPGA, however, is being able to register with the Emergency Contact Center at a discounted price. The cost to members to register is **\$250.00**.

If you wish to become an LPGA member and begin receiving the numerous benefits of membership, fill out the enclosed dealer membership statement. Return it along with your dues. Remember, if you register as an LPGA member, your LPGA-ECC cost is only **\$250.00**! Please feel free to call me with any questions you may have.

If your company chooses to register with the LPGA-ECC, return a completed registration agreement, MSDSs, and any additional information that may be needed or useful to the Association.

Please read the below LPGA-ECC Registration Agreement & fill out the form on the 1st sheet. We must have the requested information returned and in the files at the Emergency Contact Center as soon as possible.

## ***EMERGENCY CONTACT NUMBERS***

In the event of an emergency involving your liquefied petroleum gas products, please designate the following telephone number (s) for us to contact your company.

- I. You may designate a 24-hour number.
- II. If an attended 24-hour telephone number is not available, please provide your during-work-hour contact and telephone numbers, as well as the names and telephone numbers for us to contact after working hours. (Numbers and contacts must provide LPGA-ECC with 24-hour, 7-day per week access to your company.)
- III. Please provide a separate medical emergency contact number if you wish us to call your medical staff directly for medical treatment advice.
- IV. Special instruction/comments: (You may include only special instructions about your contacts or products in this section.)
- V. Please specify an administrative contact for questions about the information and updating of this form

## **Louisiana Propane Gas Association (LPGA) Emergency Contact Center (ECC) Registration Agreement**

There are six tasks that the LPGA asks each registrant to do as conditions for registration with LPGA-ECC. These are set forth below.

### **1. LPGA-ECC Telephone Number**

LPGA-ECC services are typically triggered by a first-responder (police, fire fighter, transporter, etc.) calling LPGA-ECC from the scene of a liquefied petroleum gas incident or accident. In order to obtain emergency response advice from LPGA-ECC, the first-responder will need to identify quickly and clearly LPGA-ECC's telephone number. Moreover, new 49 C.F.R. Paragraph 172.604 (a) (3) requires the shipper to place on the shipping papers the telephone number of the organization that the shipper has designated as its 24-hour contact. This regulation further requires the telephone number to "immediately follow the description of the hazardous material" or be entered after a clearly visible designation that the number is for emergency response, such as after "Emergency Contact."

Therefore, if your company uses LPGA-ECC as its 24-hour contact, your company should place on each hazardous material shipping paper for every shipment that occurs in whole or in part in the United States LPGA-ECC's telephone number: 1-318-255-5395 immediately after the description of the hazardous materials or after the clearly visible reference "Emergency Contact." (If your company uses the LPGA-ECC number on its labels and MSDSs, you should clearly note that the number is to be used only in case of emergencies involving a spill, leak, fire, exposure, or accident involving liquefied petroleum gas.)

### **2. MSDSs**

Upon receiving a call from a first-responder, LPGA-ECC typically provides immediate information to the responder on the emergency response and accident mitigation procedures that should be taken for the liquefied petroleum gas that has been released. This emergency response information comes primarily from information the shipper has provided the LPGA-ECC on the liquefied petroleum gas. It is essential that the information be accurate, up-to-date and legible. Moreover, new 49 C.F.R. Paragraph 172.604 (a) (2) and (b) require a shipper that designated LPGA-ECC as its 24-hour contact to provide LPGA-ECC with "current (and) comprehensive emergency response and accident mitigation information for the (shipped hazardous) material..." before it is offered for transportation.

Therefore, your company should provide LPGA-ECC with comprehensive emergency response and accident mitigation information for each hazardous material it ships prior to such shipment. You can do this by providing LPGA-ECC complete, up-to-date and legible or data entry-readable information in the form of material safety data sheets (MSDSs), for each hazardous material you ship in whole or in part in the United States. If you prefer to provide this information in a format other than the MSDS, please call us to discuss the alternative.

Finally, as your company revises, adds, deletes or modifies MSDSs, please send us the modified documents promptly, and please confirm annually that the MSDS information your company has provided LPGA-ECC is up-to-date.

### **3. Product Names**

LPGA-ECC can retrieve emergency response information from its database by the product name of the hazardous material has that product name appears on the MSDS. In order for LPGA-ECC to provide that information promptly, it is necessary that the first responder who calls the LPGA-ECC be able to identify the "product name." To do this, the product name must generally appear on the shipping papers for each hazardous material that could be involved in a spill.

Therefore, your company should place legibly on each shipping paper the "product name" of the hazardous material as such "product name" appears on the MSDS for such hazardous material.

### **4. Name(s) and Telephone Number(s) of the Registrant's 24-hour Contact(s)**

After providing immediate emergency response information, LPGA-ECC will attempt to contact the shipper to link the shipper to the responders at the scene so that the shipper can provide additional advice and assistance as necessary. For this, we must have up-to-date names and telephone numbers of your company's LPGA-ECC contacts. Moreover, new 49 C.F.R. Paragraph 172.604 (a) (2) requires LPGA-ECC to have immediate access to the shipper's 24-hour contact. This regulation also necessitates LPGA-ECC having the names and telephone numbers of your LPGA-ECC contacts.

Therefore, your company must provide LPGA-ECC with the name(s) and telephone number(s) of a contact or contacts that can be reached 24 hours a day, seven days a week. Your company must promptly update this information as the contacts and/or their telephone numbers change and confirm at least once a year that the names and numbers are up-to-date.

### **5. Name of Registrant Company**

LPGA-ECC will typically retrieve emergency response information first by company name, then from product names from information on MSDSs submitted by the registrant company. The registrant company's name should appear clearly on the shipping papers in order to contact the proper registrant and to provide the emergency response advice given LPGA-ECC by the registrant.

Therefore, your company should register each company separately as its name appears on the shipping papers.

### **6. Contacting the Accident Scene**

Most releases of hazardous materials will require follow-up advice and assistance from the shipper in addition to the immediate advice given by LPGA-ECC. To facilitate this follow-up, LPGA-ECC will provide the shipper with the telephone numbers or other means of contacting the responders. To ensure that follow-up advice and assistance is provided, when necessary, it is imperative that your company, if called by LPGA-ECC, communicate with the on-scene responders to provide all necessary assistance.

Therefore, your company should contact the responder(s) at the scene and provide advice and assistance, as appropriate, promptly upon being notified by LPGA-ECC that your company's shipment is involved in a hazardous materials incident.

**PLEASE ENSURE THAT THE CORPORATE OFFICER OR OWNER THAT SIGNS THIS LPGA-ECC REGISTRATION AGREEMENT HAS REVIEWED THE CONDITIONS OF PARTICIPATION AND AGREED TO THEM ON BEHALF OF YOUR COMPANY. PLEASE ENCLOSE YOUR MSDSs WITH THE SIGNED ECC PORTION OF 2024 MEMBERSHIP STATEMENT (1<sup>ST</sup> SHEET).**