

# Filling Forklift Cylinders by Weight

⚠ Before you begin, make sure you are wearing the appropriate PPE required by your company.

1

## CONNECT

1. Make sure all cylinder valves are closed.
2. Set the platform scale to the cylinder's total filled weight,\* plus the weight of the hose and fitting.
3. Place the cylinder on the scale.
4. Select the proper hose end adapter to fit the cylinder valve.
5. Remove the protective cap from the valve.
6. Connect to the cylinder.

2

## FILL

1. Start the pump.
2. If filling through a service valve, open the hose end valve and then slowly open the cylinder service valve.
3. When target weight is reached, close the hose end valve.

3

## DISCONNECT

1. Shut off the pump if no other cylinders are being filled.
2. Make sure the service valve is closed.
3. Loosen the connection and wait for any trapped liquid to bleed off.
4. When trapped liquid is vented, disconnect the hose end fitting.

4

## INSPECT

1. Verify the filled weight, as required by regulations.
2. Use an approved method to check for leaks.
3. Reinstall appropriate valve caps and plugs.
  - If the cylinder has a filler valve, reinstall the cap.
  - Replace any caps and plugs that are missing.

**\*Follow these steps to determine the total filled weight of a cylinder:**

1. Check the WC and TW stamped on the cylinder or its protective collar.
2. Determine propane capacity by using the following formula: **WC (lb) x .42 = propane capacity (lb)**
3. Add the TW and propane capacity together to determine the total.

# Filling Forklift Cylinders by Volume

 **Before you begin, make sure you are wearing the appropriate PPE required by your company.**

## 1

### CONNECT

1. Make sure all cylinder valves are closed.
2. Select the proper hose end adapter to fit the filler valve or service valve.
3. Remove the protective cap from the valve.
4. Connect to the cylinder.
5. Open the vent valve on the fixed maximum liquid level gauge.  
If mist appears when the gauge is opened, stop! The cylinder is already full.

## 2

### FILL

1. Start the pump.
2. Open the fixed maximum liquid level gauge.
3. If filling through a filler valve, slowly open the hose end valve.
4. When a white mist begins to escape from the fixed maximum liquid level gauge, immediately close the hose end valve.
5. Close the vent valve on the fixed maximum liquid level gauge. Failure to shut off the propane promptly will result in an overfilled cylinder. An overfilled cylinder may discharge propane if the temperature rises, posing a risk of fire or personal injury to anyone nearby.

## 3

### DISCONNECT

1. Shut off the pump if no other cylinders are being filled.
2. Loosen the connection and wait for any trapped liquid to bleed off.
3. When trapped liquid is vented, disconnect the hose end fitting.

## 4

### INSPECT

1. Reinstall appropriate valve caps and plugs.
  - If the cylinder has a filler valve, reinstall the cap.
  - Replace any caps and plugs that are missing.
2. Position the cylinder securely, using the locating pin on the truck and the hole in the cylinder collar. Secure the hold-down straps properly.
3. Reconnect the fuel line and check the cylinder and its valves for leaks with a non-corrosive leak detector solution, inspecting the gaskets and O-rings in the filler valve, and the service valve connector for defects or leaks.
4. After the cylinder is filled, or at any time the dispensing station is unattended, shut off the pump, close valves at the storage tank, and disconnect and store the hose to secure the dispenser against tampering.