

**Barbeque Tank Fills – Policies and Procedures**

**I Purpose**

To define policies and procedures involving filling personal barbeque tanks for employees.

**II General**

Tanks will be filled during the week and available for pickup at the end of day Friday. Emails associated with barbeque tanks will be sent to BBQTanks@SantaEnergy.com. When dropping off propane barbeque tanks, they must be brought to the filling station and placed **inside** of the correct containment cage. If the tank is not placed in the containment cage, it will not be filled.

There will be no long-term storage of propane bottles; all bottles must be dropped off and picked up in the same week. The maximum number of barbeque tanks that can be on site is (2) bottles per employee.

The cost of filling your tank is $5 dollars for 4 gallons of propane. Payment for filling the tank should be given to Nancy Velez. Once payment is made, the team will be notified to fill your tank.

Tanks will not be filled past 4 gallons for safety reasons.

**III Tank Condition**

Tanks must be in good condition to be filled. If a tank is deemed to be in unsafe filling condition, the owner will be notified. Santa Energy will dispose of your tank and provide you with a new one for a price of $72 dollars (as of 05.05.2023). This price is subject to change.

All tanks must meet the following requirements:

* Bottles must be in good condition.
* Under 12 years old. Any tank over 12 years old, whether requalified or not, will not be filled.
* Tanks with excessive rusting and pitting will not be filled.
* Owner’s name must be clear and legible on the tank.