TORCH OPERATION GUIDELINES
KEEPING THE FLAME OF HOPE® BURNING BRIGHTLY

LAW ENFORCEMENT TORCH RUN® FOR SPECIAL OLYMPICS
TORCH OPERATION GUIDELINES

• This presentation is for the benefit of all LETR Torch Runners and Torch Operators.

• This presentation will cover;
  
  • Torch Instructions
  • Torch Warnings
  • Torch Transportation
  • Torch Supplier
TORCH OPERATION GUIDELINES

• Torch Instructions

• Torches are made from resin and are very fragile when dropped
• Use only lamp oil, i.e., “Coleman Camping Fuel” (suggested).
• Read all labels and work in a well-ventilated area away from any heat and flame.
• Unscrew the wick assembly and remove from torch bowl.
• Remove screw from wick assembly and pull wick to ensure it is clear of the metal assembly by minimum of ¾ “ (20mm) and maximum of 1” (30mm). Replace screw.
• Place the wick assembly into the plastic fuel container.
• Add enough fuel, to fully saturate the wick.
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• Torch Instructions Cont.

• When ready for use, remove wick assembly from plastic fuel container and install wick assembly into torch bowl.
• Do not force parts or over-tighten wick assembly.
• It is recommended to tighten wick assembly and then back off ¼ turn as assembly heats up and expands.
• Keep threads clean and lubricated with petroleum jelly to avoid jamming.
• Discard any excess fuel left in the container.
• Ignite torch using a match or lighter away from person.
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• Torch Instruction Cont.

• To extinguish, place the metal snuff cup over flame.
• A snuff cup should be accessible at ALL TIMES.
• Allow torch bowl to cool before handling.
• If reusing torch for the same event, make sure torch wick is completely cooled off before soaking in plastic fuel container.
• Post event remove wick assembly from torch and let dry thoroughly before placing torch in case or a cool, dry place for storage.
• Keep wick assembly separate from torch at all times.
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• Torch Instruction Cont.

• The torch wick is made from fiberglass.
• This allows the flame to burn brightly and more efficiently than most torches.
• The burning time for the torch may vary due to usage and weather conditions.
• The recommended burning time for best results is 30 to 45 minutes before re-soaking the wick.
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• Torch Warnings.

  • **Never** pour fuel directly into torch bowl.
  • Overfilling can result in spillage and potential burns to person and property.
  • Always use the plastic fuel container provided.
  • Caution of fuel spillage from container to torch.
  • Read and follow all fuel warnings on labels.
  • Keep torch and fuel away from children.
  • Torch bowl gets very hot – do not touch or hold when torch is in operation.
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• Torch Warnings Cont.

• Always check for proper ventilation when preparing, lighting and carrying the torch.
• Always remove wick from torch and let dry before storage.
• Always store fuel in cool dry area.
• Never store fuel in an environment of more than 100.4 degrees Fahrenheit (38 degrees Celsius) as contents may flash when opened above these temperatures.
• Avoid heat, sparks or other ignition whilst storing or preparing torch for an event.
TORCH OPERATION GUIDELINES

• Torch Transportation.

• The best way to transport a torch is in purpose made aluminum travel case.

• The hard case fits stock torches.

• Includes a foam insert to hold the torch, fuel canister and snuff cap (not included). 26½" x 11¾" x 7½"

• Case can be purchased from MTM Recognition for approximately $100.00 USD.
Torch Transportation Cont.

- If you do not wish to purchase the case you should unscrew the bowl from the torch and wrap both torch and bowl in bubble wrap separately.
- Then place in travel bag or similar.
- If you are shipping your torch, separate bowl from torch handle and wrap in bubble wrap and place in packing box securing items with more bubble wrap or paper to ensure there is no movement inside box.
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• Torch Transportation Cont.

  • Please ensure that the torch bowl is cleaned and has no fuel odors.

  • To clean bowl use PAM cooking spray or Brasso with clean cloth.

  • Do not place a used wick in postage box.
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Recommended Torch Supplier

• Whilst there is no requirement on LETR Programs to use a specific manufacturer for the purchase of torches, the LETR International Executive Council has a Preferred Vendor arrangement with MTM Recognition which has been in place for many years.

• MTM is able to supply torches (from basic models to intricate custom designs), spare parts and accessories (such as mounting stands and acrylic flickering flame for indoor use).
TORCH OPERATION GUIDELINES

Recommended Torch Supplier

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