

CIDB Compressed Gases Management for Science Complex

Scope

The scope of the procedure pertains to the tracking and maintenance of compressed gases in relation to chemical inventory. The procedure refers to the ordering, receipt, transport, storage, and removal of compressed gases in the Science Complex building. Compressed gases mentioned are limited to individual, portable items that are gas cylinders (including lecture bottles) and dewar tanks.

Responsibilities

A. Environmental Health & Safety (EHS)

1. EHS will periodically inspect compressed gas storage within Science Complex, including Gas Dock.
2. EHS will provide desktop printer training as it relates to CIDB and Compressed Gas Cylinder Program training.

B. Other Departments/CIDB Coordinator

1. CIDB Coordinators will responsibly use desktop printer unit(s) as it relates to CIDB.
2. It is the responsibility of CIDB Coordinators to print tags.
3. It is the responsibility of CIDB Coordinators to inform EHS that members require training.

C. Other Departments/End User

1. It is the responsibility of end users to order or request compliant items and tags.
2. It is the responsibility of end users to receive, transport, store, and remove items safely with the appropriate equipment and PPE.
3. It is the responsibility of end users to affix tags to items upon receipt and to dispose tags upon removal.
4. It is the responsibility of end users and their departments to notify EHS that employees (new or current) require Compressed Gas Cylinder Program training.

Procedure

A. Manage Gas Cylinders/Dewar Tanks

1. Order Compressed Gas Item
 - a) Request a specific item to be ordered from a Supplier through the CIDB Coordinator for gas cylinders/dewar tanks. The Purchaser will need to know the Item Name, Amount and Unit of Measure, Product Number (if applicable), Supplier, Owner and Location, and PO Number. This information will be entered into the CIDB.

2. Receive, Store, & Transport Compressed Gas Item

- a) When the item arrives, it may be delivered to the Gas Dock for storage or directly transported to its use location.
- b) Tags should be printed by the CIDB Coordinator upon request. The receiver or the end user will request tag(s) from CIDB Coordinator, notifying the coordinator by phone or e-mail that item has arrived.
- c) The receiver or end user will tag the item by attaching the tag directly to the vessel or to a hang tag, tying a hang wire to the hang tag, threading the hang wire through the cylinder cap, and securing it (as shown in Figure 1), or in the case of a dewar tank, tying the hang wire to the halo ring (the handling ring on the tank).
- d) To transport a full, gas cylinder/dewar tank, go to the Gas Dock with the appropriate cylinder/dewar transport cart and PPE. Secure the item to the cart. If the vessel is fitted with caster wheels, handle with caution.
- e) Use elevators to transport the item between floors. Avoid floor obstructions and striking the item.
- f) Store gas cylinder items in location by securing in rack, bracket, or support with appropriate restraints. Store dewar tanks in an area that does not block entryways or passageways.
- g) Confirm delivery to location with the coordinator for item(s), and that tag(s) match intended storage location. Pass along any relevant documentation for records.



Figure 1. Gas Cylinder Example. The figure displays a compressed gas cylinder with CIDB inventory tag on suspended hang tag.

3. Remove Compressed Gas Item

- a) When a gas container is empty or no longer desired, transport it to the Gas Dock following Steps 2d and 2e above.
- b) Assure that the hang tag matches the fill status of the container (e.g. Empty, Partially Full).
- c) Remove the label from the item and either dispose in CIDB or deliver it to the CIDB Coordinator for disposal.
- d) The CIDB Coordinator will report the empty/partially full container to the Supplier prior to the next pick-up date.

B. Current Departmental Coordinators/CIDB Coordinators

1. Biology
 - a) Jennifer L. Scott
 - b) Pam Healey

2. Chemistry
 - a) Jennifer Streb
 - b) Francis Knapp

3. Physics, Astronomy, Geological Sciences (PAGS)
 - a) Trevor Lowing
 - b) Mark Edmonston
 - c) Samuel Hulett