



Introduction

Compressed gases can expose users to a number of physical and chemical hazards, which are dependent on the properties of the particular gas and the nature of the cylinder. These hazards must be kept in mind during all phases of the cylinder life cycle including receipt, handling, storage and return in order to ensure that cylinder integrity is maintained and cylinders no longer in use are disposed of promptly

Prudent procedures for the use of compressed gas cylinders include purchasing cylinders as appropriate to the process, selecting the smallest cylinder that meets the research need, ensuring proper transportation and storage, identification of contents, handling and use, and marking and timely return of empty cylinders.

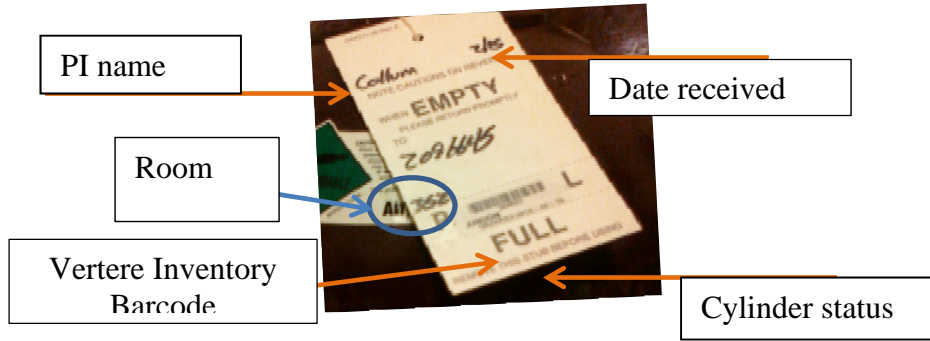
The practice of purchasing un-returnable lecture bottles is discouraged as it leads to the accumulation of partially filled cylinders which can prove costly to dispose of. If you must purchase lecture bottles, ensure that they are clearly labeled and included in the chemical inventory.

I. Ordering & Delivery of Compressed Gas Cylinders

The University's compressed gas supplier offers just-in-time service. This means that in most cases, cylinders will arrive as early as one day following placement of an order. The vendor will deliver the gases to the appropriate designated area.

Prior to ordering compressed gases, users should check their inventory in Vertere to ensure that they do not have unused stores of the desired compressed gas. Users should also verify that there is space available in the use area to safely store the number of cylinders being ordered.

Facilities management personnel will place a cylinder tag on each container. This tag will be used primarily to differentiate between empty and full cylinders. The tag will be labeled with the PI name, date received, room and order number. A Vertere inventory barcode will be created and affixed to the cylinder tag.



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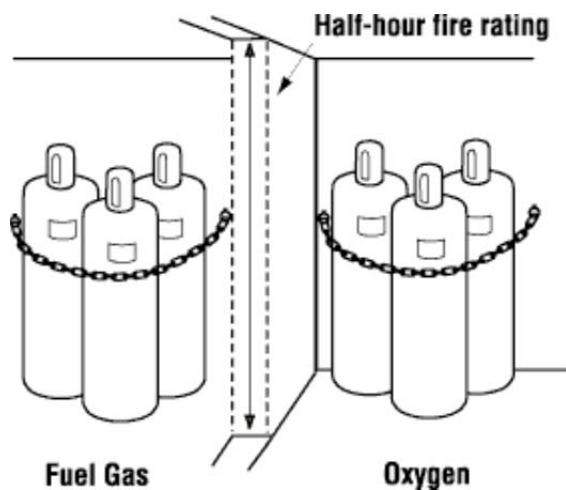
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II. Storage of Compressed Gas Cylinders

Once processed, compressed gas cylinders will be stored temporarily either in Room BG36 or Room BG40 of Clark Hall until they can be picked up by the research group.

New York State Fire Code requires that compressed gas cylinders protected from temperature extremes and physical damage. Cylinders cannot be stored in hallways or otherwise block means of egress. Cylinders must not be placed in an area where they might come in contact with or become part of an electrical circuit. Additionally, compressed gases must be segregated based on the hazard class of their contents. Cylinders containing oxygen or oxidizing gases must be separated from cylinders containing flammable gases by a minimum distance of 20 feet or by a barrier at least 5 feet high having a fire-resistance rating of at least one-half hour. Empty cylinders must also be separated from full cylinders using the same segregation scheme. Cylinders must be stored in an upright position with the valve end up unless designed for horizontal use. An upright position includes conditions where the cylinder axis is inclined as much as 45 degrees from the vertical.



Areas used for the storage of compressed gases must be secured against unauthorized access.

Approved: 04/26/2012 Authored by: Keane Leitch Revision date: 11/15/2012	Receipt, Handling & Storage of Compressed Gas Cylinders Page 3 of 5
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Room BG36 in Clark Hall has been designated as the storage area for flammable, toxic and/ or pyrophoric gases.

CLARK HALL [2082] Room BG36				
Contact	Name	Campus Address	Day Phone	Night Phone
Primary	Robert M Kenyon (rmk16)	Clark Hall, Room G22	607/255-5079	539-7927
Secondary	No secondary contact on file			
Tertiary	No tertiary contact on file			
Bldg Coord	Robert M Kenyon (RMK16)	Clark Hall, Room G22	607/255-5079	
Access Limitations				
Research group members				
Other Individuals with Permission				
Area Hazards				
Warnings				
Eating and drinking prohibited				
Door must be kept locked at all times				
Eye Protection required at all times.				
Emergency Response				
Storage Room for Gas Cylinders				
In case of emergency, call 911				
Audit Info				
HASP last updated: 03/23/2012				

Room BG40 in Clark Hall has been designated as the storage area for oxidizing and corrosive gases.

CLARK HALL [2082] Room BG40				
Contact	Name	Campus Address	Day Phone	Night Phone
Primary	Robert M Kenyon (rmk16)	Clark Hall, Room G22	607/255-5079	539-7927
Secondary	No secondary contact on file			
Tertiary	No tertiary contact on file			
Bldg Coord	Robert M Kenyon (RMK16)	Clark Hall, Room G22	607/255-5079	
Access Limitations				
Research group members				
Other Individuals with Permission				
Area Hazards				
Warnings				
Eating and drinking prohibited				
Door must be kept locked at all times				
Eye protection required at all times.				
Emergency Response				
Storage Room for Gas Cylinders				
Audit Info				
HASP last updated: 03/23/2012				

Approved: 04/26/2012 Authored by: Keane Leitch Revision date: 11/15/2012	Receipt, Handling & Storage of Compressed Gas Cylinders Page 4 of 5
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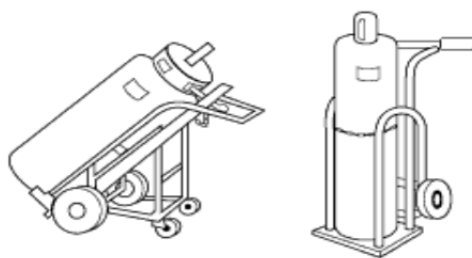
III. Distribution of Compressed Gas Cylinders

Users will be notified when the requested cylinder has arrived and been placed in the storage area. Users will have a period of 30 days in which to remove cylinders from the storage area. Facilities management will notify a user or user group when a cylinder is approaching the 30-day storage limit. Cylinders not retrieved within a week of the 30-day notification will be returned to the vendor.

IV. Retrieving Compressed Gas Cylinders from Storage

When retrieving a cylinder from storage, the user must employ a suitable hand truck or cart. Handle cylinders carefully. Rough handling, knocks and falls are likely damage the cylinder, valve or other safety devices resulting in leakage. Do not drop cylinders or permit them to strike anything violently. Users must verify that the valve protection cap is in place prior to transporting the cylinder.

Cylinders of toxic or highly toxic compressed gases must have their valve outlets capped or plugged by an approved closure device. Cylinders must be individually secured to the cart using an appropriate restraint such as a chain about the mid body of the cylinder.



Cylinder Trolleys

V. Empty Cylinders

Cylinders are considered “empty” when a residual positive pressure of 25psig or less remains in the cylinder. Users must close the valve to prevent air and moisture from being drawn into the cylinder. The cylinder should be marked “empty” and the valve protection cap replaced and the barcode removed and placed on the disposal sheet. Empty cylinders should be returned to the designated area of the Clark Hall loading dock. Cylinders are to be secured using the chain assembly. Empty cylinders will be picked up by the vendor on the following business day.



Approved: 04/26/2012 Authored by: Keane Leitch Revision date:11/15/2012	Receipt, Handling & Storage of Compressed Gas Cylinders Page 5 of 5
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