

Gas Cylinder Procedure

1. Ordering Process

1. POs are submitted to the GL business office (business@ciw.edu) and cc'd to Front Office (aniyonkuru@carnegiescience.edu). When PO is approved, Front Office will order the gas.
2. All orders need to be placed by Front Office.
3. When orders arrive, flammable gases are stored outside in the cylinder cage; non-flammable/oxidizing gases are stored inside within the storage rack. The person who signs the delivery slip must bring it to Front Office.
4. The Front Office will notify PI of the gas delivery and label the cylinder with the PO number and PI name. The delivery slip will be forwarded to the Business Office.
5. PI will pick up the tank in a timely manner.

2. Empty

1. PI brings an empty tank to the empty cylinder storage area, labels empty and notifies Front Office right away with gas type and PO number.
2. Front Office coordinates pickup of empty cylinders.
3. Accountability: new orders will not be placed for those who do not follow 2a, i.e., accumulating tanks in the empty storage area.