



Office of Environmental Health and Safety

Safety Guideline

Compressed Gas Cylinder Order Guideline

Effective Date: February, 2023

1. Background

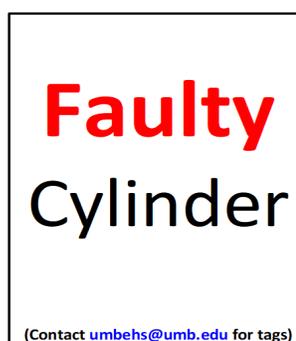
All compressed gases for use in UMB laboratories are purchased through BUYWAYS and approved by the OEHS office. Airgas is an approved vendor for UMass Boston.

2. Purpose

The purpose of this guideline is to familiarize Purchasing Managers and PIs with the compressed gas cylinder ordering process.

3. Procedure

- ✓ Ensure PI has account in AIRGAS system. Lab location should be part of account description. If PI has multiple lab locations, create account for each location (example: **John Smith, Chemistry 020/1/125**). Account shipping/location selected in punchout **MUST** match the shipping address on your requisition. If it doesn't, please contact Airgas (support@airgas.com) to have it updated on their side before placing your order. If PI's contact number is not included in the account information, include it in the order special instructions section.
- ✓ If department has designated individual to process Airgas orders OEHS recommend using the order form available on OEHS website to have all order details and contact information for the order. https://www.umb.edu/ehs/environment_health_saftey_forms.
- ✓ Labs must provide/use right Airgas cylinder code (example: Liquid Nitrogen - **NI 230LTDP** or **NI 230LT22**) before placing the order.
- ✓ Order should include any empties that need to be picked up at the time of delivery by Receiving staff. Make sure you include right cylinder code for the empty as well.
- ✓ **Confirmation email from the Airgas should be forwarded** to Receiving department staff (ReceivingDeptStaff@umb.edu) and OEHS (umbehs@umb.edu).
- ✓ All empty cylinders for removal should be capped (hose removed for liquid tank) and tagged clearly using yellow "**Empty Cylinder**" tag (provided by OEHS, check tag holder in your lab) for Receiving Department to identify and remove. Untagged empty cylinders will not be removed.
- ✓ Receiving Department staff are not responsible for securing the cylinder at the time of delivery. All cylinders including cylinders in use should be secured at all times and capped when not in use.
- ✓ Segregate cylinders by hazard class (Flammable and oxidizers should be separated at least 10 feet) when in storage and in use.
- ✓ Lab personnel accepting the delivery must check cylinder for any visible dents and leaks.
- ✓ All Faulty cylinders should be tagged with all the necessary information. Contact Airgas at 866-935-3370 immediately for replacement. They typically need the **order number and the cylinder barcode**. Make sure Receiving Department is kept posted of any replacement.
- ✓ Contact OEHS office at 617-287-5445 or umbehs@umb.edu for any questions.



Order # _____
Location: _____
Delivery Date: _____
Notes:
(Contact umbehs@umb.edu for tags)