

New Cylinder Handling Procedures (Rev. 01/04/2012)

Due to safety concerns, new gas cylinders storage area is under development and will be outside of FRNY. This document is to clarify the new handling procedures.

The cylinders will be segregated according to the signs in the storage area into three categories as shown in Figure 1:

1. Flammables gases.
2. Empty cylinders.
3. Non-flammables gases.

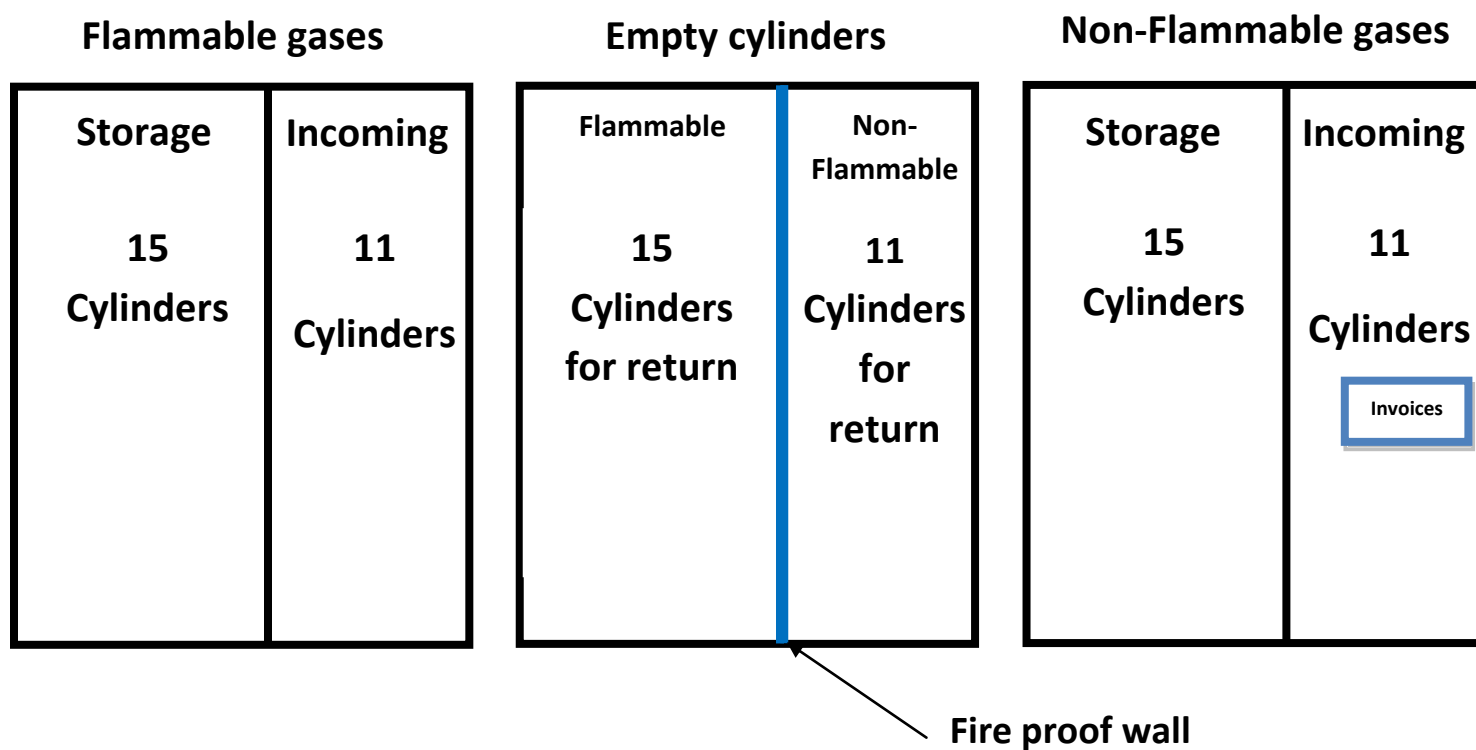


Figure1 Segregation of cylinders in different cages according to the signs

Receiving procedures:

1. As usual, the individual who ordered the cylinder will be notified by email when the cylinder arrives.
2. Each research group will be issued one key. This key should be used to gain access to the cylinder receiving area, and should be kept in a secure place accessible to all the group members.
3. The cylinder carts will be available for checking out in G134.
4. The walking way to get the cylinders is shown in Figure 2.

5. Sign on the invoice that is associated with the cylinders that you pick up. All the invoices are located in the Non-flammable incoming cage.
6. After securing the cylinder in your lab, return the cart to G134.

Returning empty cylinders procedures:

1. Check out the cart from G134
2. Get the cylinders that you need to return from your lab.
3. Make sure that you place them in the empty cylinders storage area according to the signs and to be secured.
4. Return the cart.

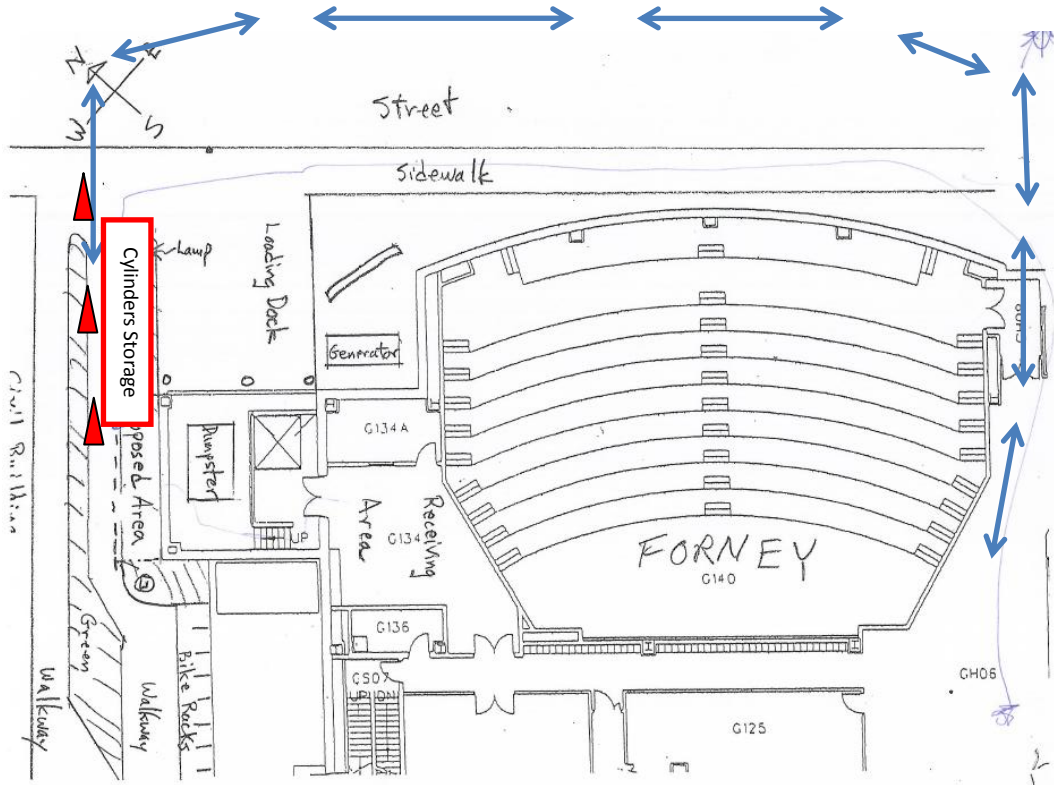


Figure 2 Walking way to and from the new cylinder storage area

General notes:

- ❖ A cylinder should be picked up or moved from the incoming cage within 2 days of notification.
- ❖ If you received a cylinder that will not be used, you should move it from the incoming cage to the storage cage and sign on the associated invoice located in the non-flammable incoming cage.
- ❖ Before unlocking any cylinder cage, check if 3 orange cones are placed on the bike track from both sides of cylinder storage area and in the center to warn bikers of obstructions (see Fig.2).
- ❖ Oxidizing gases are considered non-flammable. Do not store/return oxidizing gases along with flammable gases!
- ❖ If you need to access a cylinder at the back end of the cage, move the cylinders in front (one by one) out of the cage and secure them with chains to the door of the adjacent cage. Do not leave any cylinders unsecured at any time.