

# School of Chemical Engineering

## Cylinder Handling Procedures

Due to several safety issues, a gas cylinder storage area has been designed and installed outside of Forney. This document describes the new cylinder handling procedures.

Cylinders will be segregated into three categories according to the signs in the storage area (Figure 1):

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

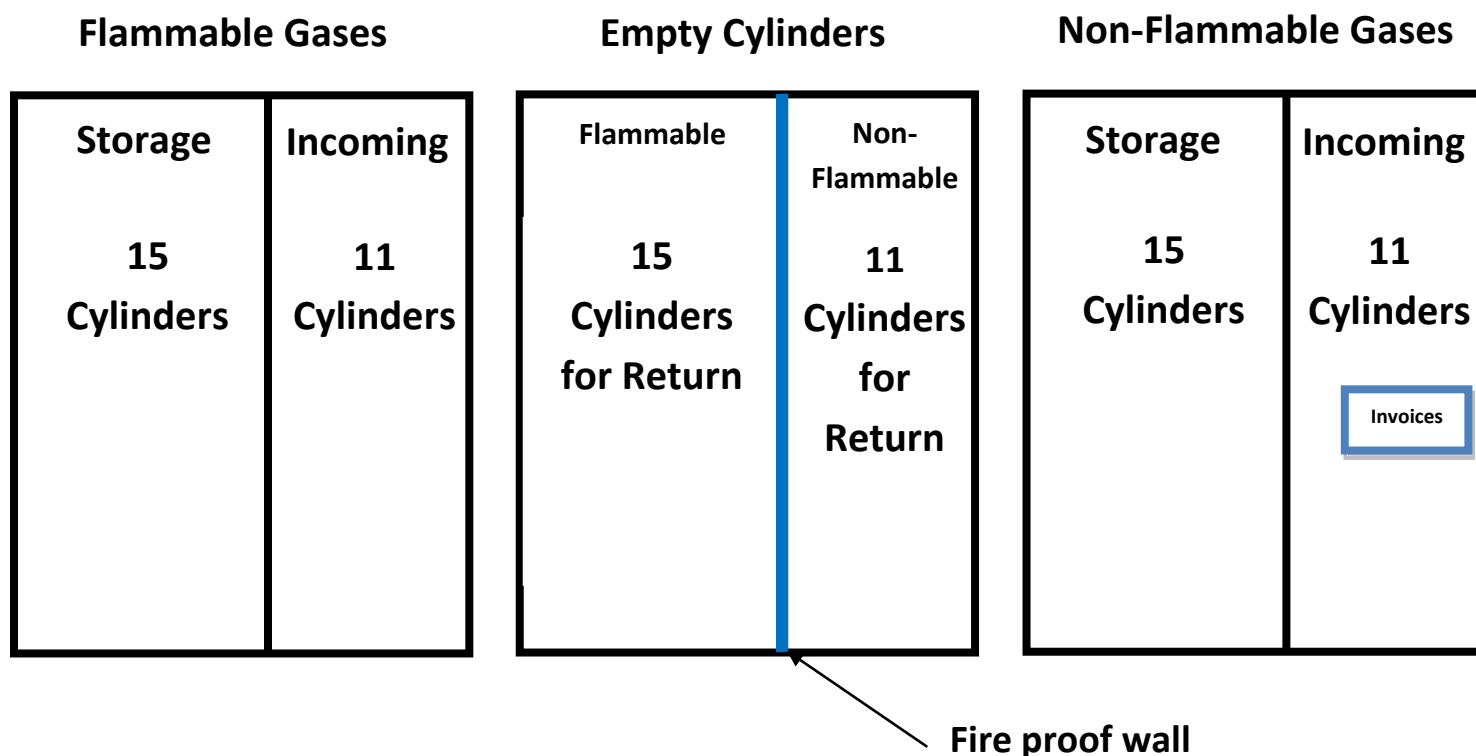


Figure1: Segregation of cylinders in cages

### Cylinder Receipt Procedure:

1. As in the past, 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 incoming cylinder area and should be kept in a secure place accessible to all the group members.
3. The cylinder carts will be available for check out in G134.

4. The route to access the cylinder storage area is shown in Figure 2.
5. The individual picking up the cylinder should sign the invoice that is associated with the cylinder. All of the invoices are located in the “Non-Flammable Incoming” cage.
6. After the cylinder is secured in the lab, the cart should be returned to G134.

### Cylinder Return Procedure:

1. Check out a cart from G134.
2. Return the cylinder to the appropriate empty cylinder storage cage and secure the cylinder using a provided chain.
3. Return the cart to G134.

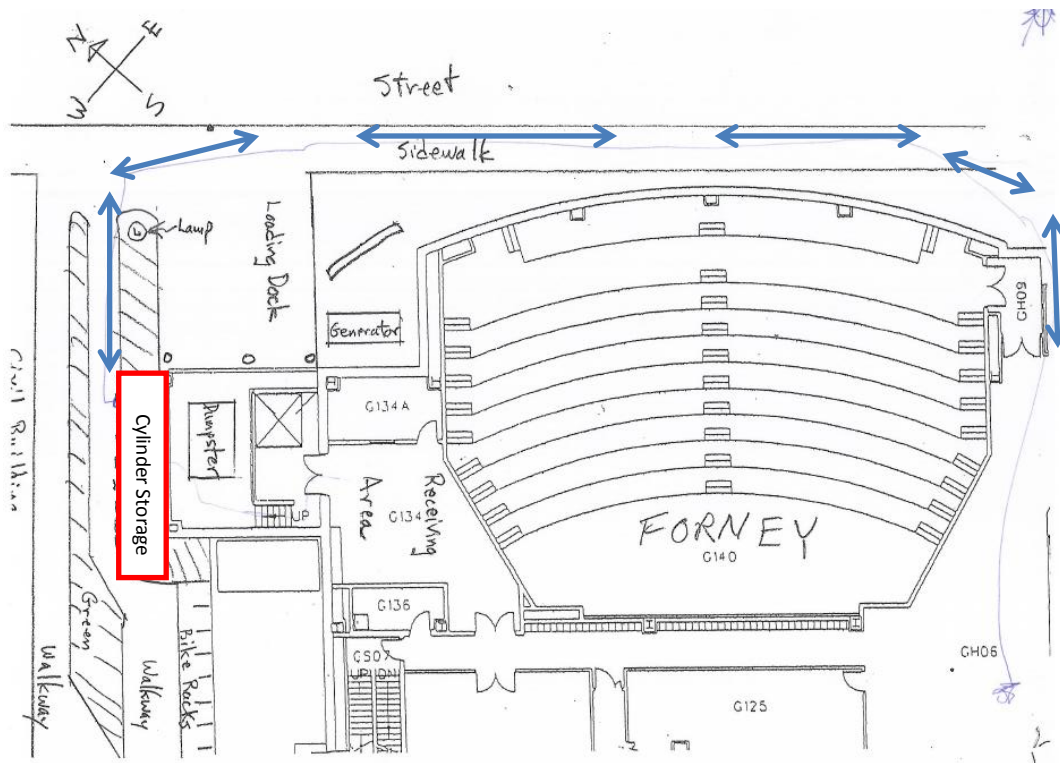


Figure 2: Route to and from the new cylinder storage area

### General Notes:

- ❖ A cylinder should be picked up or moved from the incoming cage within 2 days of notification.
- ❖ If you receive a cylinder that will not be used right away, you should move the cylinder from the incoming cage to the storage cage and sign the associated invoice located in the “Non-Flammable Incoming” cage.

