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Developed By: University Department of Safety and Health

Standard Operating Procedures For Compressed Gas Cylinder Deliveries

Purpose

The purpose of this document is to establish standard operating procedures for the delivery of compressed gas cylinders:

Standard Operating Procedures

1. Compressed gas cylinder deliveries must be made between the hours of 7:00 am and 5:00 pm. Deviation from these hours must be agreed upon by the person ordering the material.
2. The vendor must secure all delivered compressed gas cylinders immediately upon delivery with the exception of large Nitrogen cylinders. If there is no securing mechanism present at the loading dock then the vendor must contact the responsible party to deliver the cylinder directly. If responsible party is not available please contact the Department of Environmental Health and Safety at 215-895-5907.
3. Highly flammable and air inhalation hazard gases that are not delivered to the responsible party must be locked in the storage cages present at the loading dock facilities.
4. Compressed gas cylinders must be stored according to hazard classification to prevent incompatible storage (i.e. flammable gases must not be stored with oxidizing gases). If the area is insufficient to store properly then contact the responsible party to deliver the cylinder directly.
5. All delivered cylinders must be labeled with the following:
 - Purchase Order Number or Account Number
 - Department
 - Room Number

6. The vendor will remove all empty cylinders upon request by the laboratory occupants and/or the Department of Environmental Health and Safety.
7. Failure to comply with these procedures will result in confiscation of the compressed gas cylinder(s) by the Department of Environmental Health and Safety. The vendor will be contacted immediately to remove the cylinder from the facility at no charge to the University with-in one (1) business day.