

## New Cylinder Handling Procedures (Rev. 11/24/2015)

This document is to clarify the new handling procedures for gas cylinders and the use of the gas cylinder storage area located outside of FRNY.

The cylinders are 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.

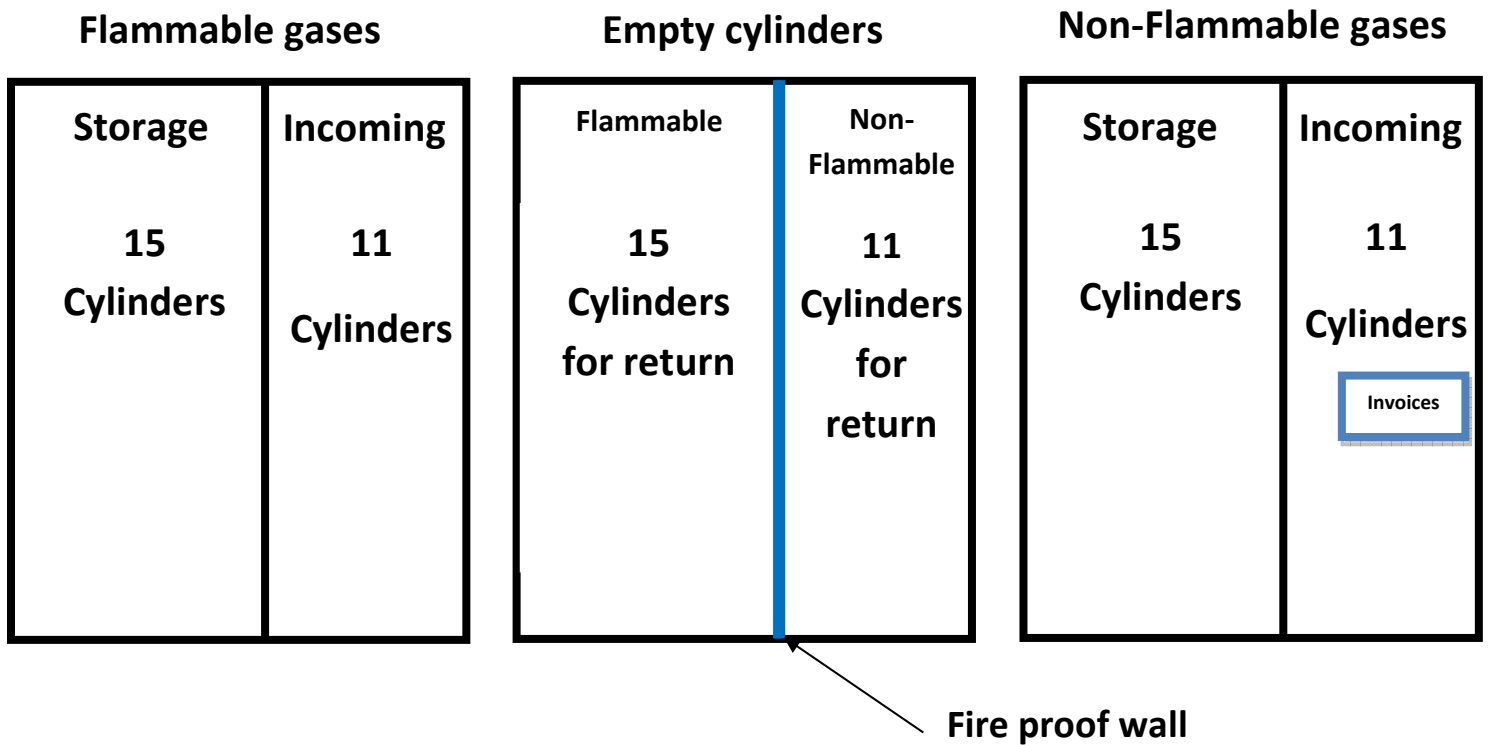


Figure 1. Segregation of cylinders in different cages according to the signs

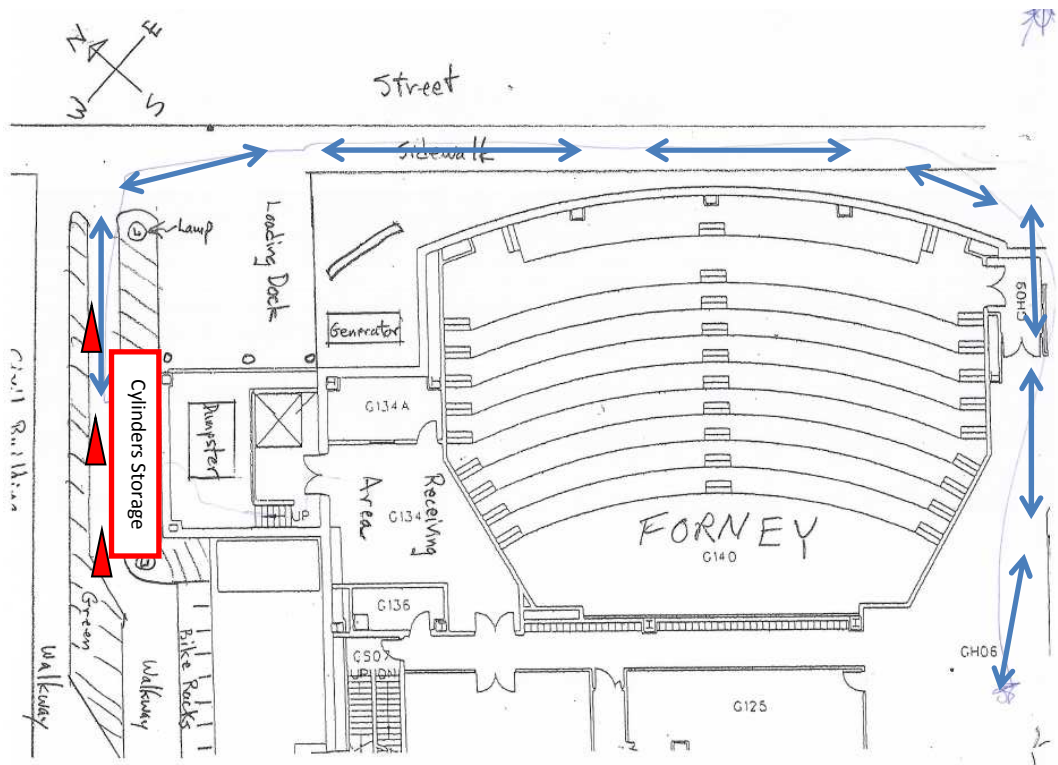
### ***Receiving procedures:***

1. 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 FRNY 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 FRNY 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 to FRNY G134.



**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 your cylinder is obstructed by other cylinders, gain access to it by moving these cylinders and securing them with chains available in each cage. Do not leave any cylinders unsecured at any time.
- ❖ Be aware of inclement weather conditions that could affect the easy movement of gas cylinders. E.g.: do not attempt to move cylinders when there is a snow storm or when the walkways are not cleared. In case the cage locks are frozen, please use the deicer available in FRNY G134 during normal working hours. If necessary, use the lifting platform at the receiving area to bring your full gas cylinder into the building (during normal working hours).
- ❖ Plan ahead for bad weather, holidays or weekends for use of cylinder storage area.
- ❖ Before attempting to move/transport any gas cylinders or liquid nitrogen tanks, visually inspect the cart used for integrity, and make sure the cylinder is safely secured to the cart. Do not use defective carts!
- ❖ Liquid nitrogen tanks should always be handled by two people during transportation.
- ❖ Use the lifting platform at the receiving area to bring the full liquid nitrogen tank into the building. Due to the heavy weight of a full liquid nitrogen tank, it is not safe to bring it inside the building via the ramp on the NE of FRNY.
- ❖ When transporting liquid nitrogen, especially in warm weather and when the Dewar was stored outside, check the pressure and release excess pressure before bringing the container inside the building.
- ❖ It is recommended that other people don't use the elevators while gas cylinders and Dewars are being transported in them. Make sure you communicate this, when necessary.
- ❖ Make sure the gas cylinder comes to room temperature before using it. Very cold/hot weather outside will cause pressure changes in the cylinder.