

Standard Operating Procedure for Handling Compressed Gas Cylinders

- Before working with cylinders, check to see that you are wearing correct personal protective equipment (safety glasses, closed toe shoes, clean, dry hands)
- All cylinders are kept in the hall between 3069 and 3081. Observe designated areas for full and empty cylinders.
- All cylinders are clearly labeled and tagged with identification numbers, contents label.

Moving a Cylinder

- Check to see that the protective cap is securely screwed to the top of the cylinder. Never move a cylinder without its cap, even short distances.
- Unchain the cylinder and move it to the gas cart. REMEMBER TO RECHAIN the remaining cylinders.
- Secure the cylinder on the cart with the chain. Carefully lower the cart to use all four wheels.

Changing a Cylinder

- Ensure the regulator on the tank in use is closed and properly vented of residual gases.
- Turn off the tank at the top valve.
- Remove the regulator by carefully and slowly loosening the connecting adaptor (clock-wise for non-flammable gasses, and counter-clock-wise for flammable gasses).
- Return the cylinder cap to the tank and ensure it is properly secured.
- Unchain the tank and move it away from the chain.
- Carefully exchange the tanks by turning them. DO NOT MOVE TANKS BY ROLLING THEM ON THEIR EDGES!
- Ensure both tanks are properly secured at the bench or on the cart.
- Remove the cap, fasten the regulator to the tank, using a wrench to ensure the regulator is properly secure.
- Slowly and carefully open the tank valve to ensure no violent movement if there is a leak at the regulator.
- Return empty tank to empty tank location, remove the tag to read "empty," inform person in charge of cylinders of change so they can document the tank's departure. ENSURE ALL TANKS ARE PROPERLY CHAINED at empty location. Chain extender is found next to tank cart in the IR room.