



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**PAGE  
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**SUBJECT  
FACILITIES AND SERVICES**

**SUB-TOPIC**

**GASES, CYLINDER**

A. A General Policy: The Receiving function stocks dry nitrogen in 280 cubic foot cylinders for use by authorized UTD personnel who present a Central Stores Requisition form (see Exhibit F4) with authorized signature. Receiving maintains its stock based on "usual quantity" requests. Notification of at least three (3) working days is required to procure enough gas for extraordinary situations. Receiving personnel record the amount of gas issued and charged to each authorized user on the Gas Cylinder Control form. UTD currently has a contract with BOC Gases to supply other gases (specialty gases) in cylinder form. These cylinders are delivered to Central Receiving and subsequently delivered by Central Receiving personnel to the proper department.

NOTE: Demurrage charges are made against the budget account of the using department. The monthly charge is based on \$.16/day/cylinder.

B. Callier Center: At the present time, no gases are stocked at UTD/Callier. Should the need for these arise, Callier Receiving would draw their needs from the UTD stock and holding facilities.

C. Responsibilities of the Requisitioner: Authorized users are charged with the responsibility of:

1. Securely fastening each cylinder against the laboratory wall
  - a. For general safety purposes;
  - b. To comply with Occupational Health and Safety Act (OSHA) standards for cylinder gas storage.
2. Correctly estimating cylinder gas usage requirements.
3. Returning "not needed" gas to Receiving as soon as it is determined that there is a surplus so as not to incur unnecessary demurrage charges.