

# AirGas Procedures

## Procedure prior to delivery:

### Labeling:

1. If the lab space is shared make sure that the area that is for your department is clearly labeled. For example: if HCl has multiple labs in an open shared area that the area for the department and/or lab name is labeled (HCl Transcription Supergroup/Joshua Schiffman Lab) and (Pathology/Leffler Lab ). This will ensure the driver delivers product to the correct space.
2. Label empty tanks to prevent the removal of incorrect gases/full tanks. This will be critical for AirGas as AirGas is not authorized to pick up unlabeled tanks which could result in unfilled tanks, unremoved tanks, delay in product delivery, and possible increased cost to the department.

### Connections:

1. Regulators, all equipment, must be disconnected from tanks and hoses. If this is not done the tank will not be removed. This is critical as this may create a delay and increase cost to the department as AirGas operators are not authorized to touch University equipment.
2. Cylinder tanks must have the correct cap on the corresponding tank AirGas is not authorized to pick up a tank if it does not have a cap on it.

### Inventory management:

1. Ensure that the product that is ordered will have a designated space to be delivered to with a strap to secure the product.
2. Ensure the staff knows that there is a requirement to have the correct number of wall mounts for the tank quantity (this applies more to cylinder tanks, then the liquid tanks).



- Caps: Ensure that the correct cylinder cap size (fine thread cap vs coarse thread) is used.
- For deliveries: It is best practice to ensure that someone is present to receive the AirGas driver and to sign for the delivery. This will also ensure that the cylinder is placed in the correct place.