

# **NSLS COMPRESSED GAS PROCUREMENT/STORAGE/ GUIDANCE:**

How to get gases:

Non Specialty Gases (stock gases):

If it's a BNL stock gas (such as Nitrogen, Argon, Helium and etc) go to the stock room and sign a bottle out (you will be signing a FULL bottle out). The stock room attendant will issue you a key and a cart for transportation of the gas from the West Roll Up door. Make sure the area where you will be using the gas has a Static Inventory posted, and that you are not exceeding the allowable quantity.

## **Example of Cylinder Tag for Static Inventory**



Specialty Gases:

You CAN order gas from any VENDOR however you will be responsible for sending back the cylinder (empty or with gas) back to the vendor. You will need to make arrangements with the vendor. However if you order from Welco all you have to do is return the cylinder to the empty/return rack located outside of the West Roll Up door.

## **Example of Cylinder Tag for Non-Static Inventory**



New Gases Delivery:

If you ordered a specialty gas it will be delivered to the NEW GAS DELIVERY Area the unlocked racks. BNL Stock gases will be delivered to that same area however they will be delivered to the locked racks (you will need to go to the stock room and check a bottle out as discussed above).

**GAS STORAGE Area**

This is where the user/emp OWNED gases can be stored. You would move the gas from the NEW GAS DELIVERY Area, bring it to your beamline or directly to the storage cage. If you bring it to your beamline and don't use the entire cylinder you are encouraged to bring it to the Gas STORAGE AREA instead of storing it at the beamline. There are three cages for segregation of gases. The Control Room has the key, which opens all three cages. If you are not sure where your gas should be stored, contact a member of the ESH group.

Special Notes:

-If the gas type/quantity is not part of the Laboratory's stock gas inventory, the requester generates a purchase order for the specialty gas. The requester must select the purpose category "CMS Trackable Chem/Fuels/Gases" and provide the CMS-related information.

-If you do not order the gas cylinder through the PO system or stock room, you will need to notify CMS team so it can be bar coded.

**-Note:** Cylinders are critical application items and are on the [Restricted Item List](#) in the [Credit Cards, Procurement](#) Subject Area.

**-Note:** Ensure toxic/highly toxic or pyrophoric gases are not ordered/received prior to approved controls being implemented. Quantities should be consistent with inventory limits set by work planning.