Finance & Operations Procurement and Business Services Policy FO-PUR-18
Management of Compressed Gases & Cylinders

The purpose of this procedure is to establish central management of compressed gases and cylinders used on the University campus. The quantity of gases used in a fiscal year dictate they be centrally bid and that one contract be established for all gas purchases.

MANAGEMENT OF COMPRESSED GASES PURCHASE, INVENTORY AND PAYMENT PROCESS
A Project Coordinator assigned to the Facilities Planning and Construction office of the Physical Plant will oversee the contract management of compressed gases purchase, inventory and payment process. All questions related to these processes will be referred to the assigned Project Coordinator.

REQUISITION OF COMPRESSED GASES
Two months before the beginning of each fiscal year, the Projector Coordinator shall review the compressed gas usage for all departments during the previous year. Based on this analysis of past history, departments will be notified of approximate charges they will incur for compressed gases and a requisition will be initiated by the Physical Plant using account numbers provided by each of the departments. A single vendor will be selected by the Procurement and Business Services Department based on University purchasing rules and specifications compiled jointly by the Project Coordinator and the Procurement and Business Services Department.

RECEIVING COMPRESSED GASES
Each department will order gases as needed directly from the vendor. The vendor shall deliver compressed gases directly to the respective departments as orders are placed. Departments will be responsible for verifying the delivery of compressed gases and the return of empty cylinders in their area of responsibility. Upon receiving compressed gases, each department shall forward the receiving ticket or copy thereof to the Project Coordinator. Documentation indicating the quantity, type, and location of compressed gases delivered will be used for determining payment against the appropriate department account.

MONITORING INVENTORIES OF COMPRESSED GAS CYLINDERS
The Project Coordinator shall monitor and maintain a list of all compressed gas cylinder locations and provide the list to the University Safety Coordinator for periodic inspection and compliance in accordance with all life safety codes.

COMPRESSED GAS CYLINDERS
Compressed gas cylinders shall remain the responsibility of the selected vendor. Departments will not own gas cylinders.

COMPRESSED GAS CYLINDERS SAFETY
Departments who store and use compressed gases are responsible for safety compliance and will follow the University’s policy on Safe Handling of Compressed Gases and Cylinders at [www.shsu.edu/safety](http://www.shsu.edu/safety). The University Safety Coordinator will periodically inspect all cylinder operations and locations for compliance with all life safety codes. Discrepancies will be noted and corrected.

Reviewed by: John C. Hitzeman - Director of Procurement and Business Services - 03/28/11
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