

## 2008 - 2009 Gas

We have contracted with two vendors for our bottled gas:

### Liquid Nitrogen - Air Gas

### Compressed Gases - Air Liquide

We are trying to keep a minimum of tanks on-site to better manage the rental fees charged to us. We are charged for each tank shipped to us (whether it is being used, not being used or empty) that is on-site on the last business day of the month. If one of our tank's is moved to another department we continue to be charged rental fees until that tank is returned to Air Liquide (we are financially responsible for all tanks shipped to our department). To this end the following measures have been implemented:

1. **No CO<sub>2</sub> tanks** will be left in the outside gas cylinder cage (this is to reduce the number of tanks which are "borrowed" from us by other departments). Other gases can be left in the gas cylinder cage as we have not seen this problem with them.
2. **Do NOT lend or borrow** tanks with other departments. We can **TRANSFER** a tank if it is an emergency. The transfer can **ONLY** occur if the other lab is using **Air Liquide** for their gas, otherwise the tank may **NOT** be transferred. You **MUST** notify **Syndi Espinosa** in the CGEN department office when a transfer occurs and provide her with the **tank's barcode # or serial number and the other department's name/ Lab**.
3. **Fill out a tank return form** when you return an empty or no longer in use tank to the gas cylinder cage so that a pick-up can be scheduled to return the tank to Air Liquide. All returned tanks **MUST** be placed on the **LEFT** side of the cage. The **RIGHT** side of the gas cylinder cage is **ONLY for FULL, UNUSED** tanks. Tanks placed there will **NOT** be returned to Air Liquide and will continue to incur a rental charge.
4. When you **remove a tank** from either the gas cylinder cage or RES 368 (where we have tie-downs for 2 back-up CO<sub>2</sub> tanks) make sure to **fill out a Gas Order Form** so that a replacement tank can be ordered. Failure to do so can result in there not being a tank there when you or someone else needs it.

5. We are also joining with other departments which use Air Liquide to subscribe to Air Liquide's **on-line gas cylinder tracking program (S.C.O.U.T.)** which will allow **Syndi Espinoza and Larry Oakford** to check what tanks Air Liquide says we have. Hopefully this will allow us to head off any accounting errors by either us or Air Liquide before they become a catastrophe. We cannot afford to lose another gas vendor. The only option which we will be left with is a vendor which we have used before and had **MAJOR** problems with and cost the department a great deal of money to resolve.

**It is critical that everyone follow these policies in order to maintain the department's financial health.**

**Your co-operation is very important and appreciated. Thank you.**