

Apprentice & Journeymen Training Trust Fund

Of the Southern California Plumbing & Piping Industry

Compressed Gas Cylinder Policy & Procedure

1. Transporting/handling:
 - A suitable hand truck or bottle cart must be utilized when moving cylinders.
 - Cylinders must be secured to hand truck or bottle cart.
 - **NEVER** drag or roll cylinders.
 - **NEVER** leave cylinders free-standing unattended.
 - Regulators must be removed before transporting cylinders.
 - Verify valve is fully closed.
 - Valve protection cap must be in place, straight and snug.

2. Cylinder storage:
 - Must be kept in designated area, determined by gas hazard and type.
 - Incompatible gases and materials must be stored separately.
 - Secured in the vertical position, valve closed and protection cap in place.
 - Empty and full cylinders must be segregated.
 - Empties must be tagged as “Empty” and dated.
 - Storage area shall be properly ventilated and free of trash and debris.
 - Access and egress to storage area must be unrestricted.
 - Cylinder storage area must be secured.
 - Access to cylinder storage is limited to A&J Authorized Staff and students, under the direction of an A&J Authorized Staff Member.
 - Cylinders must be protected from being struck, excessive heat, flame & sparks.
 - Cylinders must be used in the order received.

3. Inspection:
 - Must be inspected upon delivery from gas supplier and before each use.
 - Verify gas cylinder contents are correct type and size ordered.
 - Verify the compressed gas cylinder contains the proper type needed for the task being performed.
 - If you are not sure if the gas is correct, stop and ask.
 - Damage to the bottle, including dings, dents, cracks, arc marks, corrosion, etc. should be reported immediately.
 - Valve protection cap should be in place, on straight and free from damage and is easily removed.
 - Valve handle should be in place and undamaged.
 - Valve body should be free from damage, corrosion, oil and grease.
 - Fusible plug should be in place, undamaged and with no signs of tampering.
 - **NEVER use a cylinder if it does not meet all parts of inspection**
 - Remove cylinder from service immediately.
 - Clearly mark cylinder as “unsafe”, with a short description of issue, time and date.
 - Inform Instructor or Supervisor. Supervisor will inform the gas supplier.

4. Use after compressed gas cylinders have passed inspection:
 - Cracking, while standing behind or to the side of the valve outlet, **NEVER** in front of the valve outlet.

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- Slightly open and close cylinder valve to dislodge any dirt and debris that may be present in valve. Always crack valves in a well-ventilated area.
 - If a valve key is needed to open and close a compressed gas cylinder, it must be left in place while the cylinder is in use.
5. Regulators:
- **NEVER** use a compressed gas cylinder without the proper regulator.
 - Verify regulator is the correct type for cylinder contents.
 - Inspect regulator body and connections for damage.
 - Regulator must be free of oil and grease.
 - Connect regulator to cylinder and snug with a wrench.
 - While standing with the cylinder between you and the regulator, **NEVER** in front of or behind the regulator, perform cracking procedure.
NEVER use a regulator if it does not meet all parts of inspection
 - Remove from service immediately.
 - Clearly mark as “unsafe”, with a short description of issue, time and date.
 - Inform Instructor or Supervisor.

Regulators must be cleaned and repaired by a qualified technician