

HARBOR-UCLA MEDICAL CENTER

SUBJECT: MEDICAL GAS CYLINDER POLICY

POLICY NO. 437

PURPOSE:

To establish processes for controlling and maintaining accountability of medical gases and cylinders at Harbor UCLA-Medical Center.

POLICY:

Facilities Management Department will be the control point and have accountability for ordering, receiving, returning, and maintaining inventory of medical gases and cylinders. Los Angeles County and hospital policies and procedures will be followed.

PROCEDURE:

A. Ordering Medical Gas Cylinders

1. Facilities Management Department will be responsible for the ordering of medical gas cylinders. Facilities Management Department will maintain an order log that will include:
 - a. Date order was placed.
 - b. Type of medical gas ordered.
 - c. Quantity ordered.
2. Orders that must be placed during non-regular working hours must abide by the above policies and procedures. The person(s) designated to place emergency orders will be instructed on the above policies and procedures.

B. Receiving of Medical Gases and Cylinders

1. The medical gas supplier's delivery ticket shall be signed by the County employee receiving the cylinders as verification that the delivery ticket reflects the actual quantity received.
2. The Maintenance Supervisor shall retain the shipping orders.

C. Delivery to Using Department

1. To prevent damage or injury, medical gas cylinders must be stored properly on a 4-wheeled cart, a cylinder stand or storage rack, or properly chained to the wall.

D. Return of Gas Cylinders

EFFECTIVE DATE: 07/86

SUPERSEDES:

REVISED: 12/95, 2/99, 2/05, 1/08, 3/13, 8/17

REVIEWED: 12/95, 2/99, 2/02, 9/04, 1/09, 3/13, 8/17

REVIEW COMMITTEE:

APPROVED BY: _____

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Chief Nursing Officer

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1. Empty gas cylinders shall be retrieved from a department and properly stored in a secure holding area to await supply vendor pick up.
2. At the time of actual pick up, the vendor will verify the number and type of empty cylinders returned, and documentation will be signed by the vendor and County employee.

E. Physical Inventory

Facilities Management Department is responsible for conducting a physical inventory to ascertain that an adequate supply of medical gases, including "special mixtures and types" is always in stock. The inventory shall be based upon actual usage and a "best guess" as to additional product that maybe required.

F. Storage of Nonflammable Gases

As required by **NFPA 99-2012, Chapter 11, section 11.3.3.1**, storage for nonflammable gases with a total volume compressed equal to or less than 300 cu. ft. shall comply with the requirements in 11.3.3.1.

11.3.3.1: Individual cylinder storage associated with patient care areas, not to exceed 22,500 ft., shall not be required to be stored in enclosures.

Small "E" cylinders are equivalent to 25 cubic feet x 12 cylinders = 300 cubic feet

Large "H" cylinders are equivalent to 250 cubic feet, therefore 1 "H" and several "E" is a violation of the code.

G. Cylinder Identification

The type of gas is indicated by the correct color of the cylinder. The contents of the cylinders should be verified by both the label and the cylinder color. Do not, however, rely solely on the color as variability exists between manufacturers.

Cylinder colors:

- Oxygen: Green
- Compressed Air: Yellow
- Nitrous Oxide: Light Blue
- Carbon Dioxide: Gray
- Helium: Brown
- Nitrogen: Black