



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 464
VERSION: 2

SUBJECT: PORTABLE COMPRESSED GAS TANKS

POLICY:

The Facilities Division is responsible for ordering and maintaining an inventory of compressed gas tanks.

PURPOSE:

To ensure that all users of compressed gas tanks, at The High Desert Health System (HDHS) and its outside health care clinics, are supplied with an adequate stock of compressed gas tanks.

PROCEDURE:

The General Maintenance Shop shall:

1. Send a worker to all locations using portable compressed gas tanks, when necessary.
 - a. Change any tanks that read $\frac{1}{2}$ or less.
 - b. Replace any empty tanks.
 - c. Secure any free-standing tanks by chaining them to a wall or placing them in a stand or cart.
 - d. Tag all empty tanks.
 - e. Gas tanks should be rotated so that oldest tanks are used first.
2. Inventory and ordering compressed gas tanks:
 - a. Inventory and ordering of portable tanks shall be done through the warehouse.
 - b. All new tanks are to be tagged and dated.

The Plumbing Shop shall:

1. Inventory and order Type K compressed gas tanks.
 - The o₂ K Tank inventory will be in accordance with the Medical Gas PM policy.

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