

Sam Houston State University
A Member of The Texas State University System

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 staff member of Facilities Management in coordination with Procurement and Business Services will oversee the contract management of compressed gas purchases, inventory and payment processing. All questions related to these processes will be referred to the Facilities Management staff member responsible.

REQUISITION OF COMPRESSED GASES

Each fiscal year, the Facilities Management staff member shall review the compressed gas usage for all departments during the previous year. Based on this historical analysis, departments will be notified of approximate charges they will incur for compressed gases and a requisition will need to be initiated by the departments in BearKatBuy. A single vendor will be selected by Procurement and Business Services based on University purchasing rules and specifications compiled jointly by the Facilities Management staff member 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 Facilities Management staff member. Departments are responsible for receiving each ticket in BearKatBuy to facilitate timely payment.

MONITORING INVENTORIES OF COMPRESSED GAS CYLINDERS

The Facilities Management staff member shall monitor and maintain a list of all compressed gas cylinder locations and provide the list to the University's Environmental Health, Safety and Risk Management Office 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 that 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. The University Environmental Health, Safety and Risk Management Office will periodically inspect all cylinder operations and locations for compliance with all life safety codes. Any discrepancies will be noted, The University Environmental Health, Safety and Risk Management Office will work with the department to ensure any discrepancies are corrected.

Reviewed by: Tessy Rappé, AVP Finance & Operations
 Reneé Starns, Exec. Director Procurement & Business Services

Next Date: January 2020