

DSS AND DEPARTMENT OF CHEMISTRY GAS CYLINDER POLICY

These instructions are specific to the DSS customers in the Department of Chemistry. The Gas Cylinder Policy and Procedure for the purchase of high pressure gases, liquid helium, liquid nitrogen, and cylinders of specialty gases from Matheson has been updated to provide clearer information.

ORDERING FROM MATHESON IN PANTHEREXPRESS:

Matheson is available as a Hosted Catalog supplier in PantherExpress (PEX). Matheson stocks all common high pressure gases and delivers to the Department of Chemistry Monday through Friday. Orders placed in PantherExpress and submitted to Darlene by 1 p.m. on Monday through Thursday will be received the next business day. Orders placed on Friday will be delivered Monday. Orders for specialty gases have a 1 - 2 day turnaround depending on the specific gases requested. Please keep this in mind when ordering specialty, non-routine gases. **NOTE:** Liquid helium must be ordered before noon on Monday for delivery on Thursday. Orders for liquid nitrogen will require 1 - 2 days after order placement for delivery. To comply with the Department of Chemistry's new cylinder management initiative and to reduce the number of cylinders stored in the building awaiting use, end users are encouraged to limit orders from Matheson to quantities necessary for 1 week only. If placing large and frequent orders for a specific purpose, please add a note in the INTERNAL NOTES field on your Matheson PantherExpress order explaining the need for additional cylinders of gas. Please remember to add your research group/laboratory Matheson customer number¹ to the EXTERNAL NOTES portion of your order.

DIETRICH SCHOOL SHARED RESEARCH SUPPORT SERVICES ALSO OFFERS PITT CRYOGENICS

<http://researchservices.pitt.edu/facilities/pitt-cryogenics>

ORDERING HIGH PRESSURE GASES FROM THE DSS:

The DSS, in conjunction with MATHESON, maintains a "Safety Net" supply of high pressure gas cylinders. Nitrogen, Helium, and Argon cylinders are available to provide the Department of Chemistry immediate access to the most frequently used gases, on an emergency basis. The *Chevron Services Safety Net is intended to eliminate the need for individual users or research groups to keep a backup supply of gas cylinders for emergency use.

*The **Safety Net** is only for emergencies and is not intended to replace your need to order gases directly from Matheson on a regular basis.*

Accordingly, the Dietrich School Scientific Stockroom, through its punchout in PantherExpress, will be available for emergency orders only. It will not accept orders for high pressure gas cylinders of Nitrogen, Helium, and/or Argon if your order is for a quantity greater than 1 cylinder. These cylinders are available to prevent running out of gas at critical time. Gases are only for situations when running out would negatively affect your research. For example, Friday at 5 p.m. you notice you only have 10 lbs of argon left in the tank connected to your glove box and you know this will not last until Monday when the delivery is made. You may then use the Stockroom Gas Cylinder Safety Net.

To place an emergency order for a high pressure cylinder of Nitrogen, Helium, or Argon, submit an order in PantherExpress through the Dietrich School Scientific Stockroom Punchout. For tracking purposes,

enter your Matheson customer number in the EXTERNAL NOTES field, and in the INTERNAL NOTES field, you need to note a reason for the emergency order.

Go to the Cylinder Cage on the 2nd Floor of Chevron just INSIDE the loading dock garage door. The LOCK COMBINATION is listed along with the description of the gases in the Hotlist description. Fill out the sign out sheet with your name, PEx requisition number, and Research Group/Laboratory Matheson customer number¹ on the line with your cylinder barcode number. Use a cylinder cart and the freight elevator to transport your cylinder to your lab. Please remember to lock the cage when you are done. If you do not know your Matheson Research Group Customer number¹, refer to the Matheson Customer Numbers in this document. If you still cannot find it or if you need a customer number created, contact Darlene at buychem@pitt.edu.

WHAT DO I DO WITH MY EMPTY CYLINDER?

Continuing in the interest of safety, we ask that you mark any cylinder you wish to return using one of the following methods prior to taking the cylinder to the chained EMPTY/RETURN containment location on your floor:

1. For empty cylinders, write "EMPTY" or "MT" with chalk somewhere visible on the cylinder, or attach a tag to the cylinder noting "EMPTY" or "MT".
2. Place an External Note in PantherExpress on your new gas cylinder order that references any cylinders that you would like to be returned regardless if they are empty.

This department policy is subject to change. Registered PantherExpress users will be notified by e-mail when changes are made to this policy and related procedures.

*Chevron Services has an asterisk to keep that list and other category lists above the brand lists in the company dropdown menu for My Lists.

¹MATHESON CUSTOMER NUMBERS ARE ON THE FOLLOWING PAGE.

CSC Account Listing

Faculty Name	Account #	Phone #
Shigeru Amemiya	U5000	412-624-1217
Sanford Asher	U5001	412-624-8570
Kay Brummond	U5002	412-624-1955
Jennifer Laaser	U5003	412-383-0125
Raul Hernandez Sanchez	U5004	412-648-4218
	U5005	
Theodore Cohen	U5006	412-624-8220
Dennis Curran	U5007	412-624-8240
Paul Floreancig	U5008	412-624-8727
X-Ray	U5009	412-624-1131
Joel Gillespie	U5010	412-624-0312
Michael Golde	U5011	412-624-8390
Joseph Grabowski	U5012	412-624-8632
Seth Horne	U5013	412-624-8700
Geoffrey Hutchinson	U5014	412-648-0492
	U5015	
Kaz Koide	U5016	412-624-8767
NMR	U5017	412-624-8403
Xinyu Liu	U5018	412-624-6932
Haitao Liu	U5019	412-624-2062
Tara Meyer	U5020	412-624-8635
Adrian Michael	U5021	412-624-8560
Scott Nelson	U5022	412-624-4290
	U5023	
Rena Robinson	U5024	412-624-8167
Nathaniel Rosi	U5025	412-624-3987
Sunil Saxena	U5026	412-624-8680
Megan Spence	U5027	412-383-6932
Alex Star	U5028	412-624-6493
Michael Trakselis	U5029	412-624-1204
P-Chem	U5030	412-624-2861
David Waldeck	U5031	412-624-8430
A-Chem	U5032	412-624-8064
Stephen Weber	U5033	412-624-8520
Craig Wilcox	U5034	412-624-8270
Mass Spec	U5035	412-624-8406
Peter Wipf	U5036	412-624-8606
Electronic Shop	U5037	412-624-8410
Glass Shop	U5038	412-624-8413
Machine Shop	U5039	412-383-8803
Research Stockroom	U5040	412-624-8550

University of Pittsburgh • Dietrich School of Arts and Sciences Scientific Stockroom (DSS)

David D' Emillio	U5041	412-624-8620
Undergraduate Stockroom	U5042	412-624-8554
Jill Millstone	U5043	412-624-8645
Sean Garrett-Roe	U5044	412-624-1283
Yiming Wang	U5045	412-624-0028
Alex Deiters	U5046	412-624-5515
Kabirul Islam	U5047	412-624-5061
Peng Liu	U5048	412-383-5065
W. Seth Childers	U5049	412-624-3058
Kitty Lingfeng Liu	U5050	412-624-3111