

## **Gas Cylinder Processing and Handling**

1. All Gas cylinder orders must be processed by the Department through a PO which must be submitted to [materials.engineering@utoronto.ca](mailto:materials.engineering@utoronto.ca).
2. Once the gas cylinders are delivered you and your supervisor will be informed through e-mail. Cylinders will be temporarily stored in the 'Full cylinder' side of the WB16 MSE Gas cylinder enclosure. The cylinders must be picked up within 2 days of receiving the e-mail notification.

### **Gas Cylinder Pick-Up:**

Upon picking up cylinders you must:

- (A) Inform the Main Office Assistant and
- (B) Provide the bar code to the Main Office Assistant.

\*Please note that unpicked cylinders will be returned, and your supervisor will incur all the charges and fees.

### **Empty Cylinder Returns:**

Upon returning your empty cylinder:

- (A) You must pick up, from the main office, the empty cylinder lab and affix it to the cylinder.
- (B) You must contact the Main Office Assistant and provide the bar codes for each of the returned cylinders, before you move them into the 'Empty cylinder' side of the WB16 MSE Gas cylinder enclosure.