SOP-E033

CO₂ / NitrogenTank- Replacing / Re-ordering

Objective: To exchange the empty CO₂ tank for a full one, and get a new one ordered.

Procedure:

- 1. When the CO₂ tank is ready to be changed, first turn the main valve on the tank off (the big knob on top of the tank). Then turn the regulator off (little black knob located on the regulator).
- 2. Using the large wrench loosen the nut that holds the regulator onto the tank, and remove the regulator.
- 3. Put the safety cap back on the old tank before moving it anywhere. They are kept on top of the breaker box to the right of the tank.
- 4. Take the safety cap off the new tank, and place on top of the breaker box.
- 5. Make sure there is a washer in place inside the nut on the regulator (it usually stays put). If not, the new tanks always have one, but you only need one. Put the extra one on top of the breaker box.
- 6. Put the regulator on the new tank and tighten the nut with the wrench.
- 7. Check for leaks by taking some very soapy water (can use micro-cleaner) and sponging it all around the nut and watching and listening for air bubbles. If a leak is detected, tighten the nut again. If still leaking you may need to put some plummers (teflon) tape (located in the top of the tool box) on the threads.
- 8. Move the new tank to the back position (closest to the wall) and securely fasten to the wall with the strap.
- 9. Put a piece of tape labelled "EMPTY" and the date on the empty tank. The empty tank can either be temporarily secured to the new one with the red strap, or may be taken directly to the dock at the back of HANSEN. Use the tank trolley located near the back exit of the tissue culture area. There are labels on the wall at the dock as to where the full and empty tanks go. Make sure the empty tank is secured by the chain provided.
- 10. New tanks are delivered to the dock on thursdays. So once a tank has been ordered, it should be there in the new tank area thursday the following week. (NOTE: this depends on what day of the week General Stores receives the order, it may take longer). I always order the new tank as soon as one is emptied that way there is always a new one when you need it.
- 11. To order a new tank, call **MMAD** (**4-9736**) before noon on Monday and have a form 100 to them by tuesday noon and the tank will be delivered that thursday to the dock.
- 12. Fill out a stores form 100 cat#23-110050 for CO2 tank 50lb. \$7.66 cat# 23-150224 for nitrogen tank 50lb. \$3.86 Object code: 5-4201

13. Send completed form 100 to General Stores at MMAD. Note gas tanks must be on a form 100 of their own, so you may not order other items on same form 100.

NOTE: You may omit the phone call if you don't need the tank that week; just send in the form 100.

Created by: Kathy Ragheb DATE: 2/25/99

Verified by: Date:

Print Name

Sign Name