

How to Process Requisitions for Gases

The following guidelines are intended to provide assistance for individuals entering requisitions for Gases in TechBuy. The Environmental Health and Safety (EH&S) and Purchasing Departments have made every effort to ensure that the guidelines are in compliance with any relevant regulations. However, in the event of conflict between these guidelines and any operating policies, statutes or regulations, the policies, statutes and regulations shall prevail.

Purchasing has worked with Environmental Health and Safety (EH&S) to develop workflows in TechBuy to route any hazardous or controlled substance or select agent to EH&S for prior approval. In addition, we will be routing anything on the Department of Homeland Security's Chemical Facility Anti-Terrorism Standards (CFATS) list to EH&S for prior approval. Departments are required to enter gases on a Punch-out, a Showcased Supplier (hosted catalog vendor), or the non-catalog form or, for the few gases listed in this guideline, on a standing order. **In addition, departments are now required to list on the requisition the principal investigator's name and the building and room number where the gases will be stored.**

Please note, for gases use your standard Ship To address in the Shipping field.

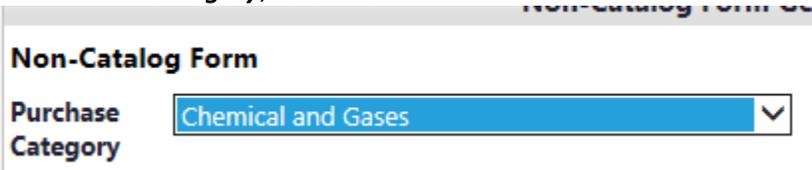
Punch-out Vendors

The majority of gases should be purchased on contract from our two gas vendors Airgas/Cuevas or Praxair/Summus. Exceptions will be permitted upon approval by the purchasing office.

Non-Catalog Vendors

If you are purchasing gases from an off-contract vendor or if you have a special quote from a Punch-out, enter the order on the **Non-Catalog Form Master**. (Note, be sure your quote includes demurrage and special handling or hazmat fees, if applicable. These should be listed as separate line items on your requisition. If you are ordering from Airgas/Cuevas or Praxair/Summus, each vendor charges a one-time cylinder fee. This fee is not charged for customer-owned cylinders.)

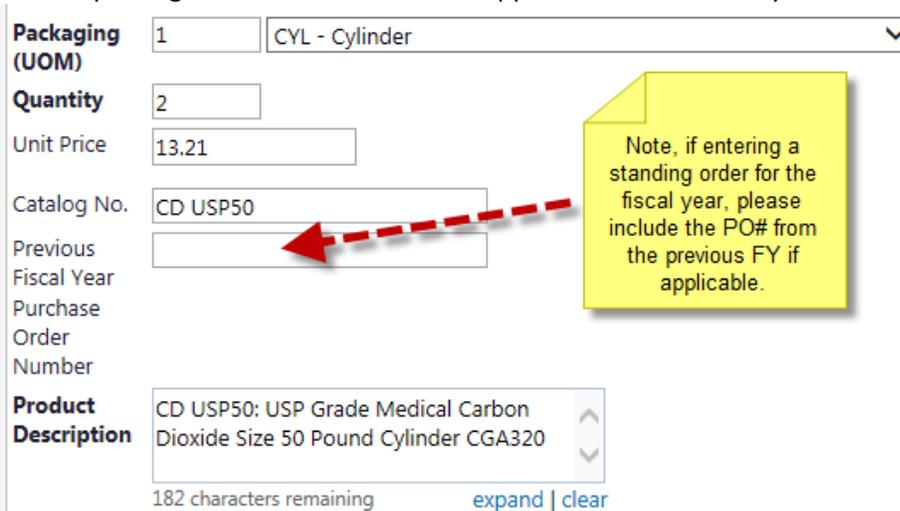
1. Select your supplier and check the appropriate shipping information selection.
2. For **Purchase Category**, select "Chemicals and Gases."



Non-Catalog Form

Purchase Category

3. Each gas must be listed separately; do not lump the purchases together as "1 lot" on the form. This will allow each required gas to be routed for EH&S approval when necessary.



Packaging (UOM)

Quantity

Unit Price

Catalog No.

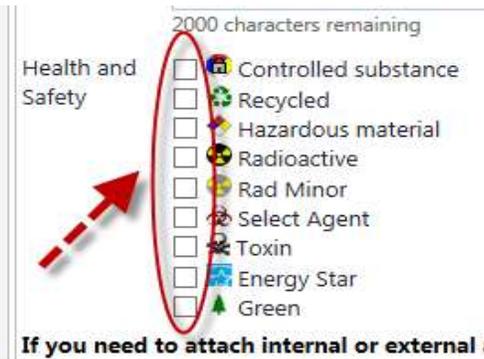
Previous Fiscal Year Purchase Order Number

Product Description

182 characters remaining [expand](#) | [clear](#)

Note, if entering a standing order for the fiscal year, please include the PO# from the previous FY if applicable.

4. Be sure to mark the item as a Controlled Substance, Hazardous Material, Select Agent, or Toxin as applicable. **It is the responsibility of the submitter to identify these classifications on non-catalog items.**



5. After completing each item, add it to your cart and return.



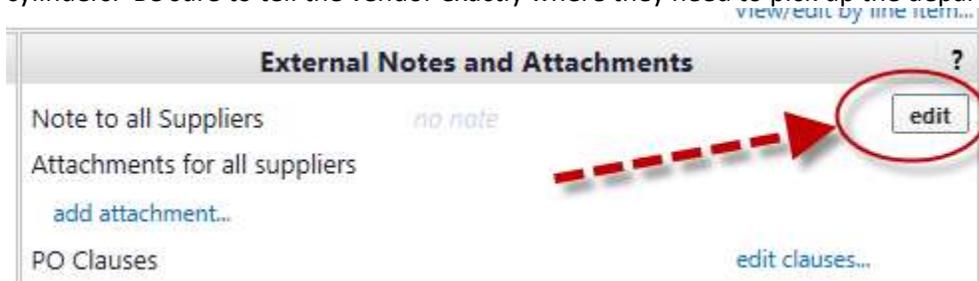
6. After you have entered the last item, click on Add and go to Cart.



7. If you have a special quote from your vendor, be sure to attach a copy in the **External Notes** section.



8. For Airgas/Cuevas or Praxair/Summus orders, add a note in the **External Notes** section if the TTU owns the cylinders. Be sure to tell the vendor exactly where they need to pick up the department-owned cylinders.



Gases Allowed on Standing Orders:

You may set up a **standing order for the following items only**, as they have been pre-approved by EH&S (blanket orders for gases are **not** allowed):

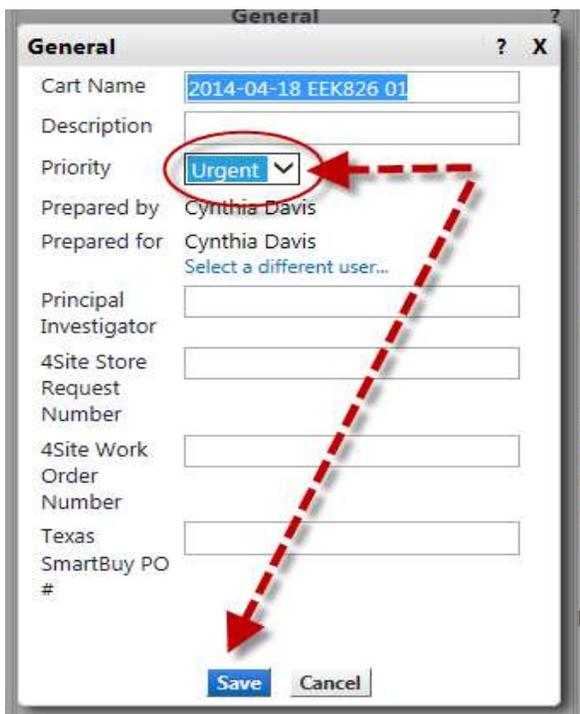
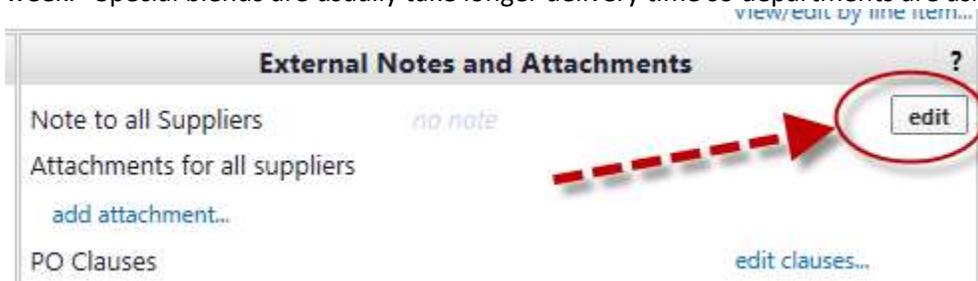
- Air, breathing (any grade)
- Argon (any grade/any size)
- Liquid Argon (any grade/any size)
- Carbon Dioxide (any grade/any size)
- Helium (any grade/any size)
- Liquid Helium (any grade/any size)
- Hydrogen (any grade/any size)
- Nitrogen (any grade/any size)
- Liquid Nitrogen (any grade/any size)
- Oxygen (any grade/any size)
- Zero Grade Compressed Air (any grade/any size)
- Dry Ice (any grade/any size)
- Annual cylinder rental
- Liquid Oxygen (any grade/any size)
- Softener Salt Pellets

PCard Use:

- For PCard purchases, you can only purchase the items listed above that are allowed on standing orders, unless you have prior written approval from EH&S. Please email purchasing.pcard@ttu.edu for prior approval. You should attach a copy of the approval to the pcard reconciliation.

Notes:

- All transactions for gases that fall into a hazardous or radioactive category or have a CAS number identified by the Chemical Facility Anti-Terrorism Standards (CFATS) as a risk, will route to EH&S for pre-approval.
- If you need expedited delivery, be sure to add that to the **Internal Notes** section, mark the requisition as "Urgent", and send an email to techbuy.purchasing@ttu.edu. Some vendors only deliver on certain days of the week. Special blends are usually take longer delivery time so departments are asked to plan accordingly.



- If you are purchasing from Matheson Tri Gas, use the Non-Catalog Form Master as described earlier, select Matheson from the vendor search. Hazmat charges on cylinder rental will be charged on a one-time basis on the first invoice only. If they are included on subsequent invoices, the charges will be deducted per the E & I contract. Hazmat charges can be added when needed using the non-catalog item function.
- Punchout with Airgas/Cuevas**
The Airgas punchout will allow end-users to purchase gases from Airgas/Cuevas. All transactions will give 100% HUB Credit. Users will receive discounted E&I pricing for these transactions. For questions about orders please contact Kirston Stafford: sales@cuevasdistribution.com or: (800)328-3827 Fax: (817)626-7316. For products not available on the punch-out, send an email to mike.martin@airgas.com. It will take forty-eight hours for any product additions to be loaded into the punch-out. Airgas delivers to the University two days a week—Tuesdays and Thursdays. If you need something delivered on one of those days, the requisition needs to be submitted by

noon the work day prior to delivery, with an email to techbuy.purchasing@ttu.edu, to allow Purchasing time to process the requisition. Purchasing must email the PO to Cuevas (Airgas) by 9 a.m. to ensure delivery. Deliveries on other days must be pre-arranged with Cuevas/Airgas. This could result in additional charges to the department.

- **Punchout with Praxair/Summus**

The Praxair punchout will allow end-users to purchase gases from Praxair/Summus. All transactions will give 100% HUB Credit. For questions about orders please email gary_mahan@praxair.com or cody_adamson@praxair.com. Praxair delivers to the University every day. If you need "Same Day Delivery", the requisition must be submitted by 10 a.m., and you must email to techbuy.purchasing@ttu.edu, to expedite processing. Requisitions entered after 10 a.m. will be delivered the next working day.

For Fiscal Year 2015, gases have been assigned new account codes:

7C0063 Gases

7C0931 Gases—Lab

If you are preparing standing orders for gases for FY15, please be sure to use these new account codes.