

## HARVARD UNIVERSITY

### HARVARD FOREST

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## Harvard Forest Gas Tanks

1. Upon ordering gas tanks to be delivered at Harvard Forest, notify the lab manager ([manishapatel@fas.harvard.edu](mailto:manishapatel@fas.harvard.edu)) to expect the delivery.
2. A name tag with your institution, investigator name, and Airgas account # will be placed on each tank by the lab manager when they are delivered. This name tag should remain on the tank at all times.
3. Any tanks that you bring to the Harvard Forest, should also receive a name tag. If a pre-made tag with your information is not available, there are blanks tags in the Gas Shed that can be filled out accordingly and used (If there are no tags, contact the lab manager.).
4. Register all gas tanks into the [Harvard Forest Chemical Registry](#).
5. Empty gas tanks should be securely fastened into the cubicles on the **left side** of the Gas Shed and have an additional RED tag labeled "EMPTY" around it. (Red "EMPTY" tags are hanging in the Gas Shed)
6. It is the responsibility of the gas tanker user to call Airgas (or appropriate vendor) for a pick-up of the empty cylinder.
7. Schedule cylinder pick-ups in a timely manner. **(If cylinders are not pick-up in a timely manner, they will be returned/disposed of by the lab manager and you will be charged a DISPOSAL FEE.)**
8. If you remove a gas tank from Harvard Forest, please return the name tag to the Gas Shed.

### IMPORTANT NOTES:

1. The Gas Shed is for storage of tanks. Tanks in this area should NOT be stored with a regulator on them.
2. Any gas tank that is idle for longer than 1 month should have the regulator removed, and stored with the cap on.

LABEL IT OR LOSE IT!