

## **Procedure and Timeline, Compressed Gas Orders from AirGas via ShowMe Shop**

W. Dave Satterfield, Nov. 13, 2020

Here are some practical requests and suggestions regarding gas orders as well as some background information about the processing of the orders and the delivery timeline.

**Request:** Use the order form posted at <https://chem.mst.edu/research/chem-shop/>; it makes record keeping easier and more consistent.

**Suggested Best Practice:** Most labs in the recently renovated side of the building have sufficient built-in gas cylinder storage. It is my recommendation to have one active tank and one spare for all of your normal working gases. Order a new tank at the time when the spare tank replaces an empty tank. Do not wait until it gets low.

**Order Processing and Delivery Timeline:** Our local AirGas distributor places one weekly order with their filling and distribution centers; usually on Tuesday afternoon. Any orders that DoC places to AirGas, must be received by AirGas by mid-day on Tuesday. Note that there are various steps in the approval chain and they require time. A requisition made by DoC on Tuesday morning might not receive all of the necessary in-house and S&T approvals in time. Obviously, orders placed Wednesday through Friday will not be acted on by AirGas until the following Tuesday.

Once those orders are finalized on Tuesday and transmitted to AirGas filling/distribution centers, the ordered cylinders will get loaded onto a truck for delivery to the Rolla facility by Thursday. Those cylinders and dewars will be delivered to DoC on the following Tuesday, our regular delivery day.

Hence, if you order on a Wednesday (or even late on a Tuesday), it may take as much as two full weeks for your gases to be delivered. Special blends/special orders require special handling, and will often take even longer to arrive. Occasional shortages (especially helium) may also impact delivery. Anticipation and a little planning will address most of these issues.

To use the current month, Nov. 2020 as an example: Orders placed and approved on Friday, Nov. 13 will be transmitted to AirGas filling/distribution centers on Tuesday, Nov. 17. Unless there is a shortage, those orders will be received at the Rolla facility on Thursday, Nov. 19 and then delivered to DoC the following Tuesday, Nov. 24.

Orders placed Tuesday – Friday in the week of Nov. 17-20 will be transmitted by Airgas on Tuesday, Nov. 24, then received in Rolla on Thursday, Nov. 26 (or more likely the day after Thanksgiving), and delivered to DoC on Tuesday, Dec. 1.

I hope this helps clear up any confusion.

Respectfully,

Dave S.