

ANNEX 9.12

GAS CYLINDER PROGRAM

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9.12.1 General Information

9.12.1.1 Annex Description

This Annex identifies the Gas Cylinder Program which includes, the acquisition, receipt, inspection, analysis, acceptance, storage, issue, and handling of gas cylinders.

9.12.1.2 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of Government property, supplies, and equipment.

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<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.12.2	Acquisition and Management	The Contractor shall establish and maintain a Government approved program for the acquisition of gasses in accordance with the Federal Acquisition Regulation and compliance with safety standards.	400 gas purchases per year.	See below.
		The Contractor shall receive and review requests for stocked gasses as well as requests for special blends from customers verifying appropriate approvals. The Contractor shall receive requests for picking up empty cylinders. The Contractor shall initiate pick up and delivery of cylinders.	Nothing additional.	Within 1 workday of receiving request.
		The Contractor shall assure purchases are made in accordance with the provisions of NASA Series 5300 coordinating with the Quality Assurance on required specifications or any other information necessary to purchase the item in an accurate manner.	Nothing additional.	Purchase shall be initiated within 1 workday of request. Due-ins are to be input into NSMS within 4 workhours of placing order.
9.12.3	Receipt and Inspection	The Contractor shall establish and maintain a receiving operations program to effectively and safely inspect and receive applicable gasses in accordance with NASA regulations.	400 receipts per year.	See below.
		The Contractor shall inspect to ensure the correct quantity is received against each order. Verify accurate information is provided, correct signatures are present, specifications are met, and that Material Safety Data Sheet (MSDS) is provided by the vendor.	Nothing additional.	Upon inspection and prior to receipt, verify completely and accurately all information on item being received.

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		The Contractor shall make accurate and complete distribution of all documentation. A copy of the certificate of Gas Analysis shall accompany the cylinder and be included in any document distribution concerning that cylinder. The original copy of the certificate of Gas Analysis provided by the vendor shall go to the inventory manager (IM) of the item to be placed in the official procurement file.	Nothing additional.	Make distribution on the same workday as received.
9.12.4	Storage, Issue, and Handling	The Contractor shall establish and maintain a Government-approved system for the effective storage, issue, and handling of compressed gasses for maintenance and testing at the Center.	4,000 cylinders located at SSC (annual average).	See below.
9.12.5	Data Base for Tracking Gas Cylinders	The Contractor shall maintain and utilize the data records in the Cylinder Demurage (CYLDEM) application for the tracking of all gas cylinders. The data elements include, but are not limited to, purchase order (PO) number, date of PO, cylinder identification numbers, location, user, and disposition. The Contractor shall update the CLYDEM for all gas cylinders.	12,00 entries per year. Nothing additional.	Provide current and accurate tracking and status of all gas cylinders located at SSC. Data base shall be updated on the same workday any change in status occurs.
9.12.6	Triennial Inventory	Perform triennial inventory per **NASA Series 4100, NASA Materials Inventory Management** , utilizing the CLYDEM System. Notify the Supply and Equipment Management Officer of the results.	1 inventory every 3 years. Last inventory was December 31, 1997.	Complete inventory every 3 years. Notify Supply and Equipment Management Officer within 1 week after completion.