



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section:	EMS Operations	SOP:	9.11
Subject:	Oxygen Cylinder Exchange	Executed:	January 1, 2006 as AP-06-02, AP-06-03, and AP-06-04
		Revised:	August 19, 2015 June 9, 2016 August 17, 2016 November 9, 2016
Approved:			
 Allen W. Baldwin, Fire Chief			

PURPOSE

To identify the process for ordering and exchanging of oxygen cylinders.

SCOPE

This SOP applies to all fire & rescue personnel that orders or exchanges oxygen.

PROCEDURE

Exchanging

Oxygen cylinders shall be exchanged at Station 5 when they reach the following PSI:

1. "M" Cylinders 300 PSI
2. "D" Cylinders 500 PSI
3. Empty oxygen cylinders shall be tagged by the person exchanging the cylinder with a Red tag that reads empty.

Recording

1. Personnel shall use the *WFRD Oxygen Cylinder Inventory Log* located on the clipboard at the Oxygen Storage location to record the required information.

Ordering & Receiving

- a. Oxygen orders will be placed on Tuesdays whenever any of the below combination of empty oxygen cylinders is met:
 - i. 2 M cylinders
 - ii. 1 M cylinder and 1 D cylinder
 - iii. 4 D cylinders

- b. Station 5 personnel should contact the other stations by 0800 on Tuesdays to verify if they have any additional oxygen cylinders to exchange.
- c. Prior to ordering, Station 5 personnel should compare the WFRD Oxygen Cylinder Inventory Log to the number of cylinders marked with a Red tag. Personnel shall date and initial the WFRD Oxygen Cylinder Inventory Log once the order is placed.
- d. Oxygen orders will be made when Station 5 personnel call the vendor at **866-505-8979** each week on **Tuesday**. You need to inform them that the order is being placed for **Medical Record Number 713453 South End Fire Company**.
- e. Oxygen delivery will be on Wednesdays.
- f. Full oxygen cylinders will be tagged by on duty personnel with a Green tag that reads full upon receipt.

