
	<b>STANDARD OPERATING GUIDELINE</b>				
	EQUIPMENT				
	OXYGEN BOTTLE EXCHANGE				
	Effective: 01/Jun/99	Revised: 01/Nov/2020	S.O.G. #: E-216	Page: 1 of 1	

**1.0 Objective**

1.1 The purpose of this guideline is to establish when to exchange oxygen bottles on Fire Department apparatus and provide guidance on replacing empty bottles to insure reserve bottles are full and available for use.

**2.0 Responsibility**

2.1 It is the responsibility of all Department personnel to understand and follow the procedures documented in this Standard Operating Guideline.

**3.0 Safety**

- 3.1 Never stack oxygen cylinders on top of one another.
- 3.2 Do not use your oxygen in an area where combustible materials such as oils, greases, aerosol sprays, lotions, cleaning fluid, paint thinner, gasoline, or alcohol-containing sprays, or solvents are present.
- 3.3 Never use oil-based or petroleum-based face creams, Vaseline, or ChapStick when using oxygen. Using these products actually burns or irritates the skin more. Oil and alcohol are flammable and could potentially ignite. Use water-based products only.
- 3.4 Oxygen cylinders should not be stored in an area where the temperature goes above 125 degrees Fahrenheit.
- 3.5 Always “crack” the oxygen cylinder valves before attaching regulators in order to get rid of dirt and debris from the outlet port of the valve.

**4.0 Guideline**

- 4.1 The Highland Park Fire Department has all oxygen cylinders refilled by a third party oxygen service.
- 4.2 All empty oxygen cylinders (D [small cylinders] and H [large cylinders]) will be dropped off at Station #33.
- 4.3 When there are five (5) or more empty O<sub>2</sub> bottles at Station #33 the Officer or Acting Officer will contact AmeriGas at 847-623-1555 and advise them of the number of bottles that require exchanging.
- 4.4 The following pressure guidelines will be followed for the replacement of oxygen cylinders on apparatus with reserve bottles:
  - 4.4.1 Small “D” cylinders - 1000 psi.
  - 4.4.2 Large “H” cylinders - 400 psi.

**5.0 Reference**

5.1 Highland Park Fire Department

Approved:  Fire Chief