



PROCEDURE FOR PROCESSING DRY ICE AND LIQUID NITROGEN DURING A WEATHER EMERGENCY

PURPOSE

To provide for the efficient acquisition and delivery of dry ice and liquid nitrogen during weather emergencies.

POLICY

All requests for dry ice and liquid nitrogen are to be coordinated through Logistics Materials Management before and during declared emergencies.

PROCEDURES

DRY ICE

Predefined Emergency Requirements

All predefined emergency requirements for dry ice are coordinated with the help of the Office of the Dean of Medicine, by utilizing the Material Management's Emergency Preparedness Data Entry Website.

The Emergency Preparedness website may be found on Logistics' Materials Management Warehouse Operation's Emergency Page.

http://www.utmb.edu/logistics/materials_management/warehouseops/emerg_hurricane_info.htm

The information entered through this website will be combined to account for UTMB's total dry ice needs for emergency situations. This will allow for a single order to be placed and distributed to campus. The shipment will be prepackaged and divided by the various loading docks on campus with the total combined dry ice needs associated with the loading dock location. The list of loading docks is available when entering your dry ice needs.

When defining your requirements for dry ice the quantity is based on the number of 10 pound blocks not the number of pounds. 10 lb blocks will be the only choice for dry ice. No pellets or other sizes will be available.

Obtaining or Updating your current EMERGENCY Number Information

If you do not have an EMER # what do you do? Please go to Logistics Materials Management's Emergency Preparedness Supply Entry web page. <http://logistics-nts.utmb.edu/emergency/>

Click on "Emergency Form Entry" tab, fill out form and click on the submit tab when completed. Someone with Materials Management will contact you with your EMER # for use.

If you already have an EMER # please validate your information and make the necessary changes for this hurricane season.

Materials Management's Responsibility with Managing the EMER Info

For the 2009 Hurricane season Materials Management will de-activate any EMER #'s that have not been updated by June 15th, 2009. If a department needs to have the account re-activated after June 15th please call 21161 and you will be forwarded to someone that can help you. By the start of 2010 hurricane season if an EMER # was de-activated and not used the information associated with the account will be deleted and the EMER # will be issued out to another user for the 2010 Hurricane season.

Logistics Ordering of the Predefined Requirements of Dry Ice and Vendor Requirements

Logistics Materials Management will need to order dry ice as defined below per the contractual agreement with current dry ice supplier Continental Carbonics.

SUPPLIER will be required to deliver dry ice, per the itemized listing, to UTMB's stated location per the below:

<u>Dry Ice Quantities</u>	<u>Delivery Time to Materials Management from Initial Phone Call</u>
1 - 6,000 pounds	24 hours
6,001 - 20,000 pounds	48 hours
20,001 – 60,000 pounds	72 hours
60,001 – 80,000 pounds	96 hours
80,001 – 100,000 pounds	120 hours

How will the Dry Ice be Delivered to the End User

Materials Management will delivery all pre-defined dry ice request entered through the "Emergency Preparedness Supply Entry" within an 8 hour

period after receipt from the vendor. Each department within a building will be required to have an individual(s) go to the loading dock, pick up the departments predefined quantities, and make internal deliveries of the dry ice to their predefined areas. Due to elevator issues around campus for 2009 it may be impossible to transport to other floor areas as agreed in previous years.

Non-Predefined Dry Ice Emergency Requirements

During times of weather emergencies the availability of dry ice from the supplier is based on a requirement set by Logistics Materials Management based off the predefined list supplied by each department through the "Emergency Preparedness Supply Entry Form". Unless the department has registered its needs to be included in the Predefined Emergency Requirements, the availability of dry ice cannot be guaranteed. Therefore it is very important to enter the information prior to any emergency situation.

How to Request Emergency Dry Ice Not Predefined

All requests for dry ice are to be called directly to Logistics Materials Management, extension 21161. These requests will not be handled until all predefined requirements have been delivered to the appropriate areas.

When calling the requestor must provide:

- ◆ Quantity of 10 lb blocks required
- ◆ Caller's name, department, telephone number
- ◆ FRS budget number for charging

If dry ice is available it will need to be picked up at the Materials Management Warehouse by the requesting department. It is not possible to make inside deliveries of non predefined dry ice orders once UTMB reaches Stage 1 of an Emergency situation.

Dry Ice Communication Updates

Materials Management will provide updates on the status of dry ice and other emergency supplies through the Research Listserv, e-mail's to Clinic and Lab Administrator's, through the UTMB Emergency Operations Center, and by staffing x21161 to handle status requests.

LIQUID NITROGEN

Predefined Emergency Requirements

All predefined emergency requirements for liquid nitrogen are coordinated with the help of the Office of the Dean of Medicine, by utilizing the Material Management's Emergency Preparedness Data Entry Website.

The Emergency Preparedness website may be found on Logistics' Materials Management Warehouse Operation's Emergency Page.

http://www.utmb.edu/logistics/materials_management/warehouseops/emerg_hurricane_info.htm

The information entered through this website will be combined to account for UTMB's total liquid nitrogen needs for emergency situations.

When defining your requirements for liquid nitrogen the quantity entered is based on the size of tank you currently have in your lab or department. The various sizes are 160's, 180's, 230's, and 240's.

When entering your liquid nitrogen needs you are also required to state if you would like the tank automatically swapped out prior to/during the Stage 1 of a declared emergency. If you choose no, then there will be no guarantee you will receive any liquid nitrogen. If you choose yes, Materials Management will continue the swap out process until the release of all UTMB staff due to the weather emergency situation.

What if I need Additional Liquid Nitrogen Cylinder's for the Hurricane Season

If you need additional tanks beyond what you currently use on a daily basis you must make arrangements with Logistics Materials Management. It normally takes 60 – 90 days to receive additional tanks from the vendor. You can call 21161 and ask for the Cylinder Area. These will be handled on a first come first serve basis.

Processing Requests for Liquid Nitrogen

All predefined customers who choose automatic swap outs and those that make arrangements for additional cylinders will be handled first. All other orders for emergency liquid nitrogen will be processed on a first come first serve basis until time or product runs out.

How to Request Emergency Supply of Liquid Nitrogen

All orders for liquid nitrogen are to be called directly to Logistics Materials Management, extension 21876 or 21161, at the discretion of and by the departmental emergency supply coordinator. The caller must provide:

- ◆ Caller's name, department, telephone number and order number
- ◆ FRS budget Number
- ◆ Cylinder size and quantity required
- ◆ Delivery location for inside local delivery

How Liquid Nitrogen is Ordered During a Weather Emergency

UTMB has contracted with our bulk Nitrogen gas supplier “Praxair” to fill our bulk Nitrogen tank as needed while filling the dewars for end users. The contracted vendor will continue to refill the bulk storage tank as needed until it becomes impossible to send their drivers into harms way or the closing of the island. This is expected to provide sufficient quantities of liquefied product to allow each predefined user.

How Liquid Nitrogen will be Delivered on Campus

Materials Management will process, fill, and deliver all predefined liquid nitrogen orders asking for automatic swap outs and predefined extra cylinders first. Based on 2008 weather related activity the delivery process will take a minimum of 72 hours to complete. Once all the automatic swap outs are delivered and if time and product remains all other requests will be handled on a first come first serve basis.

Additional Types of Hurricane Preparedness Supplies

For all other supplies like batteries, plastic bags, flash lights, etc you will need to preplan and begin ordering now to assure your areas of the needed supplies. Do not wait until a storm is in the Atlantic or Gulf because normal deliver operations will be discontinued at Stage 1 of the Galveston’s Emergency Weather Plan.

For additional information contact:

Basil Arnold, Logistics Program Manager - Managed Inventories
(Extension 21161 or pager 643-2821)

Tracey Geml, Logistics Supply Coordinator – Managed Inventories
(Extension 21161 or pager 643-1141)

Greg Rozycki, Logistics Warehouse Operations Supervisor - Logistics Inventory/Cylinders (Extension 25364)

EMERGENCY WEATHER SUPPLY LIST

Materials Management Warehouse, 14th & Strand, phone 21161

72600 ea.	Bags Plastic 43 x 48 Clear (Heavy Duty)
72602 ea.	Bags Plastic 10 gal Clear 24x24
72601 ea.	Bags Plastic 30 gal Clear 30x37
32153 ea.	Flashlight 2 cell
04309 ea.	Bulb Lamp Flashlight 2.38 Volt
32407 ea.	Distilled Water (1 gallon)
04201 ea.	Battery Sz AAA Penlight Alkaline
04202 ea.	Battery Sz AA Flashlight Alkaline
04203 ea.	Battery Sz C Flashlight Alkaline
04204 ea.	Battery Sz D Flashlight Alkaline
04205 ea.	Battery Transistor 9-Volt Alkaline
50449 ea.	Tape, Duct: Vinyl Silver
52437 ea.	Tape, Plastic: Electrical, Black
72723 roll	Sheeting: Polyethylene, Clear 20 x 100 ft
19023 pkg.	Dry Ice Solid Carbon Dioxide 10 lbs.
63000 cyl.	Cylinder Carbon Dioxide Sz D
63001 cyl.	Cylinder Carbon Dioxide Sz O w/tube
63002 cyl.	Cylinder Compressed air Sz H Human Breathable
63003 cyl.	Cylinder Nitrogen Sz H
63004 cyl.	Cylinder Nitrogen Oxide Sz E
63005 cyl.	Nitrous Oxide, Sz H Cylinder
63006 cyl.	Cylinder Oxygen Medical Sz E
63007 cyl.	Cylinder Oxygen Medical Sz H
63009 liter	Liquid Nitrogen Product
63010 cyl.	Cylinder Carbon Dioxide Sz E