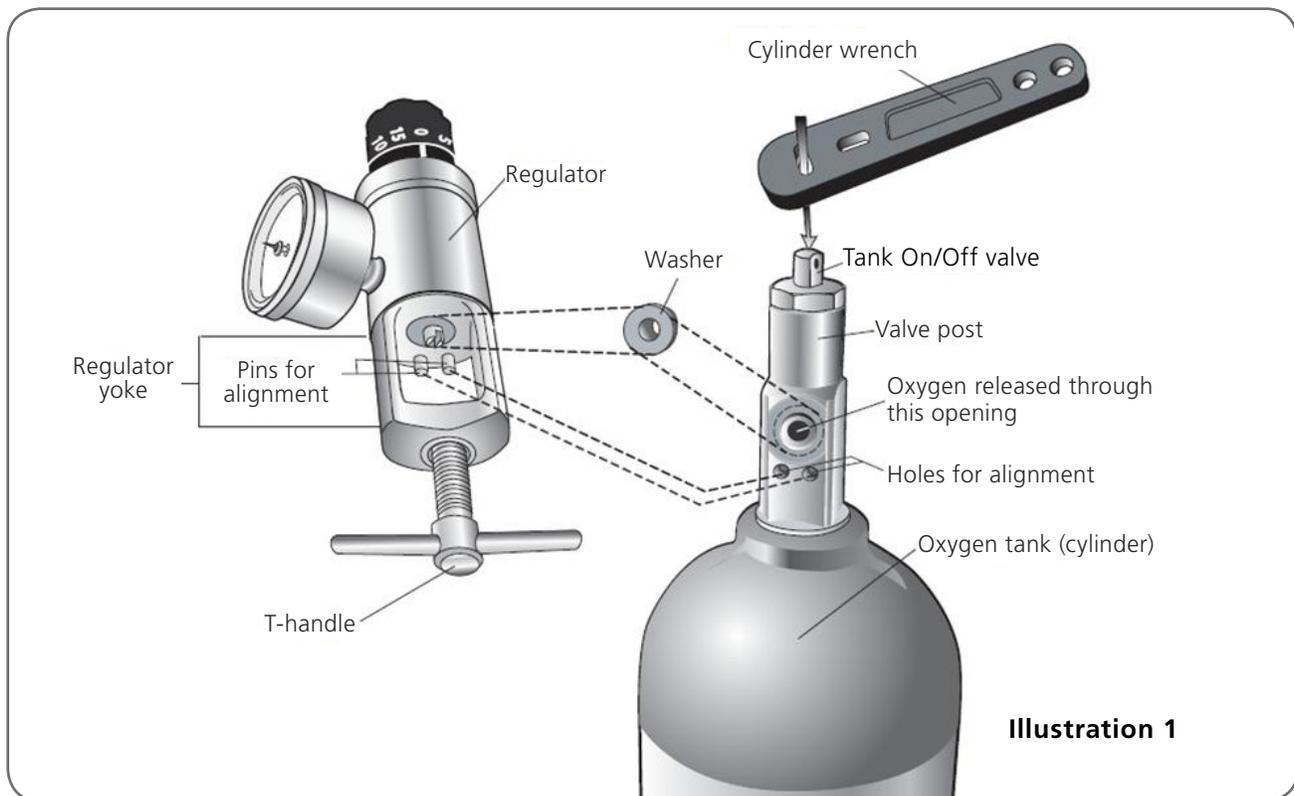


Portable Oxygen Cylinders

Training and Safety Guidelines



For your safety

It is very important to understand that oxygen can be dangerous if not used correctly. Oxygen makes things burn more easily and can even explode. Following these safety guidelines will help reduce potential risks. See the manufacturer website for more information about your equipment.

- Post the *Oxygen in Use* sign that comes in your oxygen kit where visitors can see it.
- Keep your oxygen tanks (cylinders) away from all heat sources, including radiators, heat ducts, stoves, fireplaces, matches, and lighters.
- Do not permit open flames, sparks, or burning tobacco in the room where oxygen is being used.
- Use only as prescribed by your physician.
- While using oxygen, do NOT use:
 - Aerosols such as hair spray or paint
 - Oil-based face creams or lotions on your nose or face
 - Petroleum-based products such as Vaseline
- Keep the cylinder you are using in a stand or cart.
- Store extra cylinders lying on their sides. Block them so they do not roll around. If the valve post were to break off of a cylinder, it could cause considerable harm to anything in its path.

- Always keep oxygen cylinders in a well-ventilated area because it is normal for small amounts of oxygen to leak. Do not store cylinders in a closet unless there is a vent in the closet door. If you keep cylinders under the bed, make sure the covers do not interfere with the air circulating.

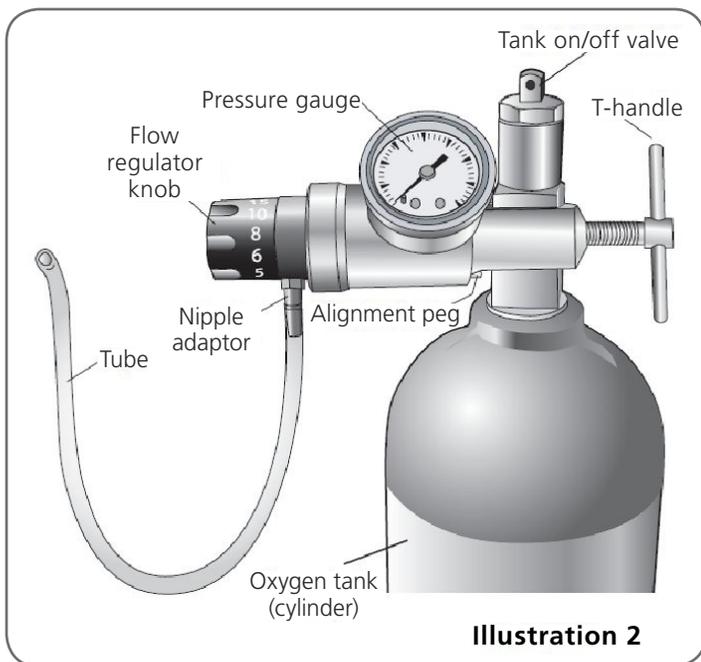


Illustration 2

How to use oxygen cylinders

- 1 Be sure the flow regulator knob is set at zero (see *illustration 2*).
- 2 Make sure the T-handle is tight.
- 3 Place the cylinder wrench on the cylinder's on/off valve, located at the top of the cylinder.
- 4 Open the valve by turning it counter-clockwise one full turn. As the valve opens, the gauge on the regulator will show the amount of pressure in the cylinder. A full cylinder will read about 2000 psi (pounds per square inch).
- 5 Adjust the flow regulator knob to the flow rate your doctor prescribed.
- 6 Attach tubing to the nipple adaptor on the regulator.

How to use the nasal cannula

You will receive an oxygen kit that has two lengths of tubing, a connector, and nasal cannulas. You'll use a nasal cannula to breathe the oxygen. The cannula is a narrow tube with soft prongs that are placed in the nostrils. Be sure to place the prongs in your nostrils with the curve facing down.

- Change your cannula every 2–4 weeks to avoid infection. Also change it after you've been sick.
- Change your oxygen tubing every 3–6 months. If it's damaged, change it right away.

When to change your oxygen cylinder

Check your pressure gauge often to make sure you don't run out of oxygen (see the Cylinder Use Timeline on page 4). Always check the gauge when the valve is turned on. When the needle gets to the lower part of the red section on the gauge, it is time to change the cylinder. Be sure to change the cylinder before the needle gets below 200 psi.

It is important to keep a sufficient supply of full cylinders in your home in case of an emergency. Intermountain Homecare & Hospice will supply you with enough oxygen cylinders to last 1 month. Call to order more cylinders when your supply gets down to two cylinders or about 20% of the amount you received at your first delivery.

How to change your oxygen cylinder

Turn off the oxygen flow

- 1 Using the small cylinder wrench, turn the cylinder on/off valve clockwise to close it.
- 2 Bleed off the pressure in the valve by opening the flow regulator knob.
- 3 When the gauge reads zero, turn the flow regulator knob to zero.

Change the cylinder

- 1 Remove the regulator by loosening the T-handle.
- 2 Slide the pegs out of the holes on the valve post and remove the regulator.
- 3 Remove the tab from the valve post on the new cylinder (see *illustration 1*).
- 4 Make certain there is a washer on the large post on the regulator.
- 5 Attach the regulator to the cylinder by slipping the regulator over the valve post of the cylinder.
- 6 Align the pegs located on the inside of the regulator yolk with the holes in the valve post.
- 7 Slide the regulator forward so the pegs go into the holes (see *illustration 1*).
- 8 Turn the T-handle on the regulator until it is tight. If the handle is not tight enough or if the washer is not in place, the cylinder will leak when the valve is opened (see *illustration 2* for proper placement).

Turn on the oxygen flow

Be sure that the flow regulator knob is set to zero.

- 1 Make sure the T-handle is tight.
- 2 Place the cylinder wrench on the cylinder's on/off valve, located at the top of the cylinder.
- 3 Open the valve by turning it counter-clockwise one full turn. As the valve opens, the gauge on the regulator will show the amount of pressure in the cylinder. A full cylinder will read about 2000 psi (pounds per square inch).
- 4 Adjust the flow knob on the regulator until the gauge reaches the flow rate your doctor prescribed.
- 5 Attach tubing to the nipple adaptor on the regulator.

How to travel with your oxygen cylinders

- Secure oxygen cylinders in your vehicle so they do not roll or bump against other cylinders or objects.
- Crack a window in the vehicle to increase ventilation.
- Keep cylinders out of direct sunlight.
- Do not store cylinders in the trunk of a vehicle.
- If you will be traveling outside of our service area for an extended amount of time, please call us. We will help you coordinate appropriate oxygen services while you travel.

Call your doctor if...

- You think the amount of oxygen you are receiving should be changed.

Call Intermountain Homecare & Hospice if...

- You experience any problems with your oxygen equipment.

If you are observed in violation of any of these oxygen safe use guidelines, Intermountain Homecare & Hospice reserves the right to discontinue your oxygen services for your safety and the safety of those around you.

Oxygen Cylinder Use Timeline

	Flow Rate	Full Tank 2000 PSI	¾ Tank 1500 PSI	½ Tank 1000 PSI	¼ Tank 500 PSI
M - Cylinder	1/32	76 days	56 days	38 days	18 days
	1/16	38 days	28 days	19 days	9 days
	1/10	24 days	18 days	12 days	6 days
	1/8	19 days	14 days	9.5 days	4.5 days
	1/4	9.5 days	7 days	4.5 days	2 days
	1/2	4.5 days	3.5 days	2 days	1 day
	1	2.4 days	43 hours	28.75 hours	14 hours
E - Cylinder	1/10	100 hours	75 hours	50 hours	25 hours
	1/8	83 hours	62 hours	41 hours	20 hours
	1/4	41 hours	30 hours	20 hours	10 hours
	1/2	20 hours	15 hours	10 hours	5 hours
	1	13 hours	9 hours	6 hours	3 hours
	2	5 hours	3.5 hours	2.5 hours	1.1 hours
	3	3.4 hours	2.3 hours	1.5 hours	0.7 hours
	4	2.5 hours	1.75 hours	1.1 hours	0.5 hours
D - Cylinder	1/32	160 hours	96 hours	64 hours	48 hours
	1/16	80 hours	48 hours	32 hours	24 hours
	1/10	50 hours	30 hours	20 hours	15 hours
	1/8	40 hours	24 hours	16 hours	12 hours
	1/4	23 hours	17 hours	12 hours	6 hours
	1/2	11 hours	9 hours	6 hours	3 hours
	¾	8 hours	6 hours	4 hours	2 hours
	1	5 hours	3 hours	2 hours	1.5 hours
	2	2.5 hours	1.5 hours	1 hour	0.75 hours
C - Cylinder	1/32	80 hours	60 hours	40 hours	20 hours
	1/16	40 hours	30 hours	20 hours	10 hours
	1/8	20 hours	15 hours	10 hours	5 hours
	1/4	11.5 hours	8.6 hours	5.6 hours	2.8 hours
	1/2	5.5 hours	4.1 hours	2.75 hours	1.4 hours
	1	2.5 hours	1.9 hours	1.25 hours	0.63 hours
	2	1.25 hours	0.95 hours	0.75 hours	0.31 hours
	3	0.75 hours	0.56 hours	0.38 hours	0.2 hours

This chart shows about how long a cylinder will last if you use your oxygen all the time. Use this chart to help you plan when to order more cylinders.