



## SCIENCE GROUP INSTRUCTIONS FOR ORDERING AND RETURNING GASES AND CRYOGENS USED IN PALESTINE, TX OR FT. SUMNER, NM

### 1 GENERAL INFORMATION

All CSBF balloon flight candidates submit a Balloon Flight Support Application that details the operational support requirements for their flight, including gases and cryogens. Because the application is submitted in advance of the actual flight, it is used primarily by Operations for planning and scheduling, not purchasing supplies or equipment.

CSBF orders helium and other commonly used laboratory gases as required by each science group scheduled to launch from Palestine, Texas or Ft. Sumner, New Mexico.

### 2 DOCUMENTATION REQUIRED

All science groups planning to use gases and/or cryogenic materials are required to submit special ground and flight safety plans to address hazards associated with these items. Refer to the *CSBF Ground Safety Plan* for details.

### 3 DELIVERY LEAD TIMES

Ordering gases and cryogens based on the schedules outlined in this section will help ensure timely delivery for integration and flight.

#### IMPORTANT

**PLEASE SUBMIT YOUR ORDER TO CSBF AT LEAST 15 WORKING DAYS PRIOR TO YOUR REQUIRED DELIVERY DATE (EXCLUDING WEEKENDS AND U.S. GOVERNMENT HOLIDAYS).**

#### 3.1 GASES AND CRYOGENS

The following schedules apply when ordering gases and cryogens.

##### 3.1.1 PALESTINE, TX FACILITY

- Cryogens and gases are delivered on Wednesday.
- Orders received by CSBF Cryogens Purchasing by 4:00 p.m. (Central) will be processed on the next business day. If the request is received on Friday or a Federal Holiday, the order will be processed on the next business day. Allow at least 5-7 business days for delivery.

##### 3.1.2 FT. SUMNER, NM FACILITY

- Cryogens and gases are delivered on Thursday.
- Orders received by CSBF Cryogens Purchasing by 4:00 p.m. (Central) will be processed on next business day. If the request is received on Friday or a Federal Holiday, the order will be processed on the next business day. Allow at least 5-7 business days for delivery.

### 3.2 LIQUID HELIUM

The following schedule applies in both Palestine, TX and Ft. Sumner, NM for liquid helium orders:

- Orders must be placed at least **three weeks** in advance.
- Liquid helium deliveries are scheduled when CSBF places the order.

## 4 NONSTANDARD GASES AND CRYOGENS

Gases and cryogens not listed on the *Gas/Cryogen Order Form* may be ordered through the Flight Operations Manager or designee.

Place orders a minimum of 15 working days prior to the required delivery date.

## 5 HOW TO PLACE A GAS/CRYOGEN ORDER

### 5.1 OBTAIN A GAS/CRYOGEN ORDER FORM

Order forms are available through any of the methods listed in Table 1.

Table 1. Obtaining a gas/cryogen order form

REQUEST TYPE	INSTRUCTIONS
Web Download	Log on to <a href="http://www.csbf.nasa.gov/bids.html">http://www.csbf.nasa.gov/bids.html</a> and download the Gas/Cryogen Order Form to your PC.
E-mail	Send an e-mail requesting an order form to <a href="mailto:cryogens@csbf.nasa.gov">cryogens@csbf.nasa.gov</a> , Subject: Gas/Cryogen Order Form Request.
Fax	Fax your request for an order form to 903-723-8054, Attn: Cryogens. Please call 903-729-0271 to verify the fax was received.

### 5.2 COMPLETE THE ORDER FORM

Press the **TAB** key to move to each of the fields in the order form document, or click directly in a field to place the cursor in it.

1. When the order form is opened, the cursor should be automatically positioned in the first field, *Payload Name*. Type in the name and press **TAB** to move to the *Contact Name* field.
2. Continue in this manner and type in all requested information in the Customer Information section of the form.
3. Click in the *Qty for 1<sup>st</sup> Delivery* field to the left of the type of gas or cryogen you wish to order. Type the quantity you want in the initial delivery.
4. Press **TAB** to move to the *Date 1<sup>st</sup> Delivery Required* field. Type the date you want the initial gas/cryogen order delivered to the site.
5. Press **TAB** to move to the *Replenish Rate Qty* field. Type the number of containers wanted for subsequent deliveries.

6. Press **TAB** to move to the *Replenish Rate Frequency* field. Click the drop-down arrow (▾) and select how often subsequent deliveries need to occur. If **OTHER** is selected, enter the frequency in the *Notes* column.
7. Press **TAB** to move to the *Notes* field. Type any additional information you feel will be helpful to CSBF Cryogenics Purchasing in placing your order.
8. Repeat steps 3 through 7 until your order is complete.
9. Save the document and e-mail or fax to CSBF (see section 5.3 for instructions).

### 5.3 SUBMIT THE ORDER FORM TO CSBF

E-mail or fax the order form to CSBF Cryogenics Purchasing (Table 2).

Table 2. Submitting a gas/cryogen order form

REQUEST TYPE	INSTRUCTIONS
<i>E-mail</i>	Send as an e-mail attachment to <a href="mailto:cryogenics@csbf.nasa.gov">cryogenics@csbf.nasa.gov</a> , Subject: Gas/Cryogen Order Form Attached.
<i>Fax</i>	Fax your order form to 903-723-8054, Attn: Cryogenics. Please call 903-729-0271 to verify the fax was received.

## 6 RECEIVING GASES AND CRYOGENS

Please plan to have personnel on hand to receive the delivery. Check each container to verify that the quantity of gases and cryogenics received is the same as ordered.

If science group personnel will not be available to receive the delivery, the CSBF Campaign Manager and/or Crew Chief will be happy to work with you to arrange for receipt of the order.

### IMPORTANT

**IT IS THE RESPONSIBILITY OF EACH SCIENCE GROUP TO CHECK ALL CONTAINERS FOR CORRECT VOLUME AND WEIGHT UPON RECEIPT.**

## 7 RETURN EMPTY GAS/CRYOGEN CYLINDERS

Notify the CSBF Campaign Manager and/or Crew Chief when cylinder(s) are empty or before you leave the site.

You may also e-mail [cryogenics@csbf.nasa.gov](mailto:cryogenics@csbf.nasa.gov), Subject: Gas/Cryogen Returns. Please include the following return information for each cylinder:

- Science group name
- Product/cylinder type
- Product/cylinder quantity
- Serial number