

## EXAMPLE PROCEDURES FOR WELDING SUPPLY & DME FIRMS

### A. Recall

Medical gas distribution records will include information about the customer and the product to make a recall easy if it is needed.

Upon notification of a recall, this facility will immediately determine if the affected lot is in storage and/or distribution. All affected lot(s) will be quarantined immediately until further notice from the supplier of the medical gas, Texas Department of State Health Services, and/or the U.S. Food and Drug Administration.

### B. Receipt/Distribution

Upon receipt and distribution of medical cylinders, this facility will ensure that the medical cylinders are checked for the following:

- Drug Label
- Legible Lot Number
- Quantity of Contents
- Valves, gauges,
- Cylinder Condition

Oxygen will only be distributed to individuals on or by the order of a physician or others permitted to possess Oxygen USP (for example, trained emergency medical companies such as EMS and Fire Departments, licensed wholesale drug distributors, pharmacies, physicians, dentists, veterinarians, mid-wives, licensed community health organizations, hospitals, governmental agencies, organizations conducting legal research, and clinics operated by licensed practitioners).

All other medical gases will only be distributed to individuals allowed by law to possess prescription drugs (for example, licensed wholesale drug distributors, pharmacies, practitioners, government agencies, hospitals, and clinics operated by a licensed practitioner).

### C. Inventory & Thefts/Losses

The facility will maintain an inventory of the Nitrous Oxide, USP. If a cylinder of Nitrous Oxide USP has been stolen or lost, the branch manager of the facility will immediately notify the Texas Department of State Health Services and the local police department. The branch manager will record the theft or loss and will review the firm's security procedures to ensure this type of incident will not occur again.

### D. Rotation of Stock

The facility will ensure that the oldest stock is distributed first.

*Notice to industry: This guidance document has been developed to assist regulated firms in their compliance with applicable state and federal regulations. Procedures developed in these areas must be tailored to the general business practices of your business. This document has no official legal status and is not binding on the regulated industry or on the Texas Department of State Health Services.*