COMPLETE CARE

Standard Operating Procedure

Procedure Title:	**Opening and Using an Oxygen Tank**
Date:	**9.15.2026**
Version:	**1.0**
Department:	**Back Office**
Approved By:	**Cece Carvajal**

Purpose:
To provide staff with simple, standardized instructions for safely opening and using a portable oxygen tank.

Step 1: Prepare

- **Confirm the oxygen tank is secured upright.**
- **Verify the tank is labeled OXYGEN.**
- **Check the pressure gauge to ensure oxygen is available.**
- **Inspect the regulator, tubing, and oxygen delivery device for damage.**

Step 2: Open the Tank

1. **Make sure the regulator is properly attached to the oxygen tank.**
2. **Ensure the flow control is set to 0/OFF.**
3. **Slowly turn the oxygen tank valve counterclockwise to open. (quarter to half turn)**
4. **Check the pressure gauge to confirm oxygen pressure is present.**
5. **Check for any hissing or signs of a leak.**
6. **If a leak is detected, turn the tank off and notify the appropriate staff member.**

Step 3: Set the Oxygen Flow

1. **Connect the oxygen tubing to the regulator.**
2. **Connect the other end to the prescribed oxygen delivery device (nasal cannula or mask).**
3. **Set the flow meter to the ordered oxygen flow rate (L/min). (typically 1 or 2)**
4. **Confirm oxygen is flowing through the tubing.**
5. **Apply the oxygen delivery device to the patient.**

Step 4: When Finished

1. **Remove the oxygen delivery device from the patient.**
2. **Turn the oxygen tank valve clockwise to close.**
3. **Follow the regulator manufacturer's instructions for releasing any remaining pressure from the regulator/tubing.**
4. **Return the flow control to 0/OFF.**
5. **Return the oxygen tank to its designated secured storage location.**
6. **Attach a new mask bag to the tank. This is to make sure we can quickly assist a patient in an emergency.**

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Important

- **Do not change the prescribed oxygen flow rate unless directed by an authorized provider or emergency protocol.**
- **Never use oil, grease, or petroleum-based products on oxygen equipment.**
- **Keep oxygen away from flames, smoking, heat, and sparks.**
- **Do not use a tank or regulator that appears damaged or is leaking.**
- **Contact for replacement or further training: Susan James with Adapt 541-727-1920 or susanj@adapthealth.com**