

New Member **ORIENTATION**



Compressed
Gas Association

Compressed Gas Association New Member Orientation Packet

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CGA Overview

Founded in 1913, the Compressed Gas Association (CGA) represents members from all facets of the industrial and medical gases and equipment industry in the United States and Canada. Our mission is to promote the ever-improving safe, secure, and environmentally responsible manufacture, transportation, storage, transfilling, and disposal of industrial, medical, and food gases and their containers.

We fulfill this mission by:

- maintaining an extensive library of technical publications for our industry;
- distributing safety information or warnings about gases and their containers;
- coordinating with other industries to advance the interests of the industry;
- harmonizing standards globally with other standards organizations;
- providing technical advocacy and leadership in support of industry self-regulation;
- developing training materials for use by industry participants; and
- promoting security in the industrial and medical gas industry.

The scope of CGA activities includes the manufacture, transportation, storage, transfilling and disposal of gases (liquified, nonliquefied, dissolved, and cryogenic), and the containers and valves which hold the compressed gases. The scope also includes related apparatus for the safe dispensing or delivery of the gases in a commercial, industrial research or medical application. Additionally, the scope covers providing safety information or warnings about the chemical or physical properties of gases and their containers, including basic safety considerations for end use.

CGA membership is open to any company engaged in the manufacture, sale, transportation, or distribution of industrial or medical gas, or of equipment, materials, or supplies used specifically in connection with, or services provided specifically to, the industrial or medical gas industry. You can view a current list of CGA members [here](#).

As a CGA member, you and all of the employees at your company have free access to our full electronic library which includes safety publications, alerts, position statements, technical reports, eLearning modules, on-demand webinar recordings, and more as well as discounted access to our technical seminars and webinars. You also have a right to participate in the CGA committees responsible for setting and maintaining our industry's safety standards.

CGA Member Benefits

CGA is the recognized leader in the development of gas and equipment standards in North America and around the world, many of which are referenced by regulators at all levels of government. CGA members enjoy a number of services that benefit their businesses.

Setting the Industry Standard

CGA members lead the way in developing and maintaining safety and technical standards. As a member of CGA's committees, you have an equal voice in the development of standards that promote a safer industry, no matter the size of your company. Our members also set the priority for committee work, ensuring that we're always focused on the issues that are most important to you.

CGA's electronic publication library is available [here](#).

Bringing the Best Minds Together

Our meetings and seminars are designed to share information about current best practices, learnings from incidents and near misses, and new technologies and are often available only to CGA members. These meetings allow you to learn from industry experts about practices to help make your operations safer and more cost-effective.

A complete list of CGA Committees is available [here](#).

Avoiding Unnecessary Regulation

On behalf of our members, CGA maintains strong relationships with key officials so that members are given early warning regarding regulatory and legislative developments, and an opportunity to participate in the policy debate. We interface with numerous regulatory, state, provincial, code, and standards bodies to support the development of safe and effective requirements for industry.

Promoting Global Standards

We recognize that consistent standards are an important aspect of today's global marketplace. We work directly with the regional gas associations forming the International Harmonization Council (IHC), the International Organization for Standardization (ISO), and the United Nations (UN) to promote the global harmonization of industry standards.

Reducing Your Training Costs

CGA members have free access to all electronic format CGA publications and training materials, and enjoy substantial discounts on seminars, webinars, and hardcopy publications.

CGA's electronic training materials are available [here](#), and a list of our live events is posted [here](#).

Keeping You Informed

CGA members receive *CGANews*, our biweekly newsletter, in addition regular updates on association news, industry news, and CGA events.

Marketing Your Business

Sponsorships at meetings and exhibiting at select seminars provide opportunities to promote your company and products with hundreds of senior industry representatives.

Membership Benefit	Member Type		
	Active Doing business or operating in North America	Associate Doing business or operating outside of North America	Consultant >50% of sales from consulting in North America
Attend Committee Meetings	✓	✓	✓
Vote at Committee Meetings	✓	✗	✗
Attend Seminars & Webinars	✓	✓	✓
Free access to CGA's Electronic Publications	✓	✓	✓
Discount on Hard Copy Publications	✓	✓	✓
Free access to CGA's Training Materials	✓	✓	✓
Eligible for Board Seat	✓	✗	✗
Access to CGA Technical Staff	✓	✓	✓

CGA Website Overview

Any employee of a current CGA member company can access [CGA's member website](#). If you haven't already registered, you can create your CGA account [here](#). Be sure to use your company email address so that you can access member content.

Once you have logged in to the member website, please take a few minutes to browse the member website and see all of the information that is available to you. The most frequently used pages on our website are the personal page, publications page, and education page – these are where you can find access to many free member resources.

Personal Page

Your personal page contains an announcements section where you'll see information about upcoming events, links to access CGANews, and more.

The lower section of your personal page has tabs that allow you to:

- track your personalized participation summary which includes upcoming events and RSVP options, action items, publication review deadlines, etc.;
- view your personal profile and update your contact information, CGA password, emergency contact;
- access previous issues of CGA's newsletter, *CGANews*; and
- review your purchase history with CGA.

Calendar Page

The [calendar page](#) displays all scheduled CGA meetings and events. You can use the default filter setting to show all scheduled events or only events that you are assigned to as a participant.

Pro Tip: Hover your mouse over an event listing to view the event title, date, and time; double click to open the event detail page.

Publications Page

CGA maintains a library of more than 350 industry publications including standards, guidelines, position statements, safety alerts, and technical reports. Visit the [publication page](#) to access all CGA publications. Use the search bar or the advanced filters to find the publication you're looking for and click the publication ID or title to view the publication detail page.

Pro Tip: Need the entire CGA library in a combined file? Enter CGA Library in the search bar to download PDF files with CGA's complete library (NOTE – due to the large file size, the CGA Library is currently divided into two files, LI-L and LI-L_B).

Each publication detail page displays basic information including the complete title, edition number, publication date, CGA committee responsible for maintenance, and an abstract describing the publication. You can select Access E-Pub to view the electronic publication, which will take you to CGA's publication delivery platform.

Pro Tip: Highlight a portion of publication text and use the Annotate feature to write and save your own notes into a CGA publication or use the Track feature to be alerted of any changes to that section of text. These notes and alerts are only visible to you.

If you would like to propose a revision to a CGA publication, use the Propose Change button to submit your comments. These changes will be reviewed by the committee responsible for the publication after the proposed change (PC) cutoff date. If you believe that there is an urgent need to review your proposed change, please contact cga@cganet.com.

Education Page

The [education page](#) provides access to CGA's training materials including on-demand access to recorded webinars, past seminar and webinar presentations, eLearning modules, member training presentations, and safety posters for industrial and end user environments. Use the search bar or the advanced filters to find the training content you're looking for and click the publication ID or title to view the publication detail page.

Each training material detail displays information including the full title, the date published or revised, the length of video or eLearning content, and a brief abstract describing the content. You can view the training material from this page.

Pro Tip: CGA's safety posters are available as a free resource to members and non-members, so feel free to share them with your contacts and customers!

Committees Page

CGA committees are populated by volunteers from our member companies. They are responsible for developing and maintaining CGA publications and programs. Each committee has CGA staff assigned as an Administrator or Project Manager, and as a Technical Manager.

The [committees page](#) provides access to a complete list of CGA's committees including our technical committees, Canadian Committees, leadership committees, and expedited work process committees. Use the search bar or the advanced filters to find the committee that you are looking for and click the committee ID or title to view the committee detail page. You can also use the default view filter in the upper right to

change your view from all CGA committees (All) to only the committees that you are assigned to (Mine).

Pro Tip: Are you looking for the committee responsible for a specific CGA publication or topic, but aren't sure which committee owns the resource? Look up the topic on the publication or work item page and click the item that you're interested in, and the committee responsible for that topic will be listed on the publication or work item detail page.

Committee detail pages include information about the committee's mission statement, leadership, staff, upcoming events, work items, publications, people assigned, and more. If you're interested in joining a specific committee, you can email the CGA Administrator listed at the top of the page in the Committee Summary section.

[Events Page](#)

CGA hosts many different types of events including committee and work item meetings, educational seminars and webinars, our Annual Meeting, and more.

The [events page](#) lists all schedule events by date, title, and owner. Use the search bar or the advanced filters to find the event you are looking for and click the event title to view the event detail page. You can also use the default view filter in the upper right to change your view from all upcoming CGA events (All) to only the events that you are assigned to (Mine).

The event detail page includes information about the committee responsible for the event, the assigned CGA staff, schedule, participation details, the people assigned to the event, and any documents that have been posted for the event.

[Work Items Page](#)

Work items are individual projects being managed by CGA committees. Work items can include the development or revision of a publication, management of a seminar or webinar, creation of a petition to a regulatory agency, oversight of an awards program, response to an external group's publication or inquiry, monitoring and reporting on a long-standing issue, conducting testing to validate industry positions, and more.

The [work items](#) page lists the individual projects being managed by CGA committees, called work items, by ID, title, status, and owner. Use the search bar or the advanced filters to find the work item you are looking for and click the work item ID or title to view the work item detail page. You can also use the default view filter in the upper right to change your view from all CGA work items (All) to only the work items that you are assigned to (Mine).

The work item detail page includes information about the committee responsible for the work effort, the assigned chair, the publication associated with the work item (if applicable), the timeline for the work, associated events, the people assigned, and the original new work item proposal (NWIP) submitted to justify the work.

Documents Page

Documents are records such as meeting minutes and agendas, committee information, bylaws and policies, and more that are internal for CGA and its members. These records are not typically made publicly available.

The [documents page](#) lists all documents by date posted, document type, and document title. Use the search bar or the advanced filters to find the document you are looking for and click the document title to view the document detail page. You can also use the default view filter in the upper right to change your view from all CGA documents (All) to only the documents that you are assigned to (Mine).

The document detail page includes information about the committee associated with the document, the date the document was posted, and access to download the document.

Directory Page

CGA's [directory](#) allows you to look up individuals, companies, and CGA staff. Members are not permitted to use the directory for marketing purposes. Use the search bar or the advanced filters to find the record you are looking for and click the person or company name to view more information.

Use the People tab to look for individuals. Person records are listed by name, title, and company. Click on a person's name to visit their detail page where you can see their name, contact information, and CGA assignments.

Use the Companies tab to look for member companies. Company records are listed by name and the year the company originally joined CGA. Click on a company's name to visit their detail page where you can see key company contacts, general information, a list of employees registered with CGA, and a list of their employees assigned to CGA committees and work items.

Pro Tip: In the Employee Committee Assignments Section, select "Load Work Items With Attendance" at the top of the page to see participation details for each committee and associated active work items for a specified date range.

Use the Staff tab to look up a CGA staff member. Click on a staff member's name to view their contact information and CGA assignments.

Actions Page

Action items are assigned to CGA committee and work item participants to request further follow up on an item discussed at a meeting.

The [actions page](#) lists all actions by action item ID, due date, and description. Use the search bar or the advanced filters to find the action item you are looking for and click the action item ID or title to view the action item detail page. You can also use the default view filter in the upper right to change your view from all CGA action items (All) to only the action items that are assigned to you (Mine).

The action item detail page includes a detailed description of the action requested, the committee responsible for the topic, the date the action item was assigned, the due date, the person(s) assigned, and the status.

If an action item is assigned to you, go to the Action Team section and use the Report link to update your status and mark your portion of the action item complete.

Frequently Asked Questions – Website and Publication Access

Do I need permission from my company to register for member access?

Employees of member companies do not need permission to register for member access. Use our [self-service registration form](#) to create your member account; be sure to use your member company email address to receive immediate access.

Can multiple people share a CGA login?

CGA's portal website is designed for individual access and there are no limits to the number of employees that any member company can have. Multiple concurrent logins or access by multiple machines may cause your CGA account to be locked for a security review. Please [register](#) for an individual account.

Can I give a copy of a CGA standard to someone who is not a CGA member?

CGA publications are licensed for individual use and may not be transferred to another individual without CGA's permission.

If you wish to provide copies of any CGA publications to someone who is not a member, you may purchase hardcopies (bulk discounts are available), or direct that individual to create a CGA customer account and purchase the publication.

If you wish to provide copies of any CGA publications to someone who is a member, we recommend asking that person to register for a CGA account and access the publication from their own account. This approach ensures that we have contact information for all users in the event that we need to communicate a correction to the publication.

Committees & Work Process Overview

Committee Information

CGA has 28 standing committees populated by more than 700 industry company employees. You can access a complete list of our committees and view each committee's mission statement [here](#). The members of these committees work together to:

- develop and maintain our publication library;
- review and respond to regulatory notices and code updates;
- review and respond to external organizations' work;
- collaborate with regional associations to develop internationally harmonized standards;
- work with contractors to perform research and testing;
- track topics of interest to the committee;
- produce safety seminars and webinars; and
- administer awards and special programs.

Any employee of a CGA member company is welcome to participate in our technical committees. To join a committee, use our [committee page](#) to find the group you're interested in, click on the committee ID or title, and contact the CGA staff member listed as the Administrator in the Committee Summary section.

Work Process Information

Frequently Asked Questions – Committees & Work Process

Why should I participate on a CGA committee?

By joining a CGA committee, you are taking direct action to advance industry safety through the development and improvement of our industry publications. This work also demonstrates your company's commitment to safety, and by participating directly, you ensure that your company positions are considered as the standards are being written.

Committee members get a lot of value out of their participation, too. You'll have a chance to share and learn about best practices, new technologies, incident practices, and stay up to date on current industry news. You'll also gain a network of industry contacts in your field.

What is the difference between committee voters, non-voters, and corresponding members?

Individuals may join committees in three different roles: voter or interim voter, non-voter, or corresponding.

Voters or interim voters are typically very active contributors to CGA's committee work. Each company is permitted one voter on each CGA committee; voting members must be approved by the company's Official Representative. They are expected to attend meetings regularly and must have the authority to vote on behalf of their company. Voters will lose their voting privileges if they miss more than 3 consecutive meetings.

Non-voters range in activity level from very active to participating only to listen, but typically attend meetings somewhat regularly. There are no limits on the number of non-voting members a company can assign to a committee, and non-voting participation does not require company approval.

Corresponding members receive all committee correspondence but do not regularly attend committee meetings. There are no limits on the number of corresponding members a company can assign to a committee, and non-voting participation does not require company approval.

How do I join a committee or task force?

You can join any technical committee or task force as a non-voting member by emailing the committee's Administrator, who can be found in the summary section of the committee detail page on our member website.

Each CGA active member company is entitled to one voting member per committee; associate and consultant members are not eligible to vote. To become a voting member, you will need approval in writing from your company's Official Representative to CGA. If you're not sure who this person is, you can find them by going to the [Directory page](#) of the member website and looking up your company on the companies tab.

What different types of working groups does CGA operate?

Committees are groups with broad oversight for a specific topic area. Committees are responsible for projects like developing and maintaining publications, hosting educational seminars and webinars, developing responses to external codes and standards, creating petitions advocating for the acceptance of CGA publications in regulations, managing awards programs, and more. Each committee is populated and lead by volunteers from CGA member companies, along with assigned CGA staff.

Each project managed by a committee is given a unique tracking number and title and is called a **work item**. Work items are also populated by volunteers from CGA member companies and managed by CGA staff; participants are not required to be members of the parent committee. The groups addressing work items are typically called **task forces**.

Task forces do not have the authority to make final decisions and their recommendations are sent to the parent committee for approval.

If a work item is created for the purpose of developing or revising a CGA publication or position, the group addressing the work item is called a task force while the content is being developed, and transitions into an **ad hoc committee** once the proposed change cutoff date has passed and the group is making final decisions on those changes. Ad hoc committees have the authority to make final decisions and their recommendations are sent to CGA's Standards Council for approval.

CGA committees also operate some work item groups called **ad hoc code committees** or the **UN ad hoc committee** which have the authority to respond to certain external groups. These committees also have the authority to make final decisions and their recommendations are sent to CGA's Standards Council for approval.

When external deadlines do not allow for the use of CGA's normal work process, an **expedited work process (EWP) committee** will be formed. EWP committees are limited to addressing a single issue and are generally very fast-paced. The EWP committee has the authority to make final decisions. Their output is not circulated for member input and is sent directly to CGA's Standards Council for approval.

CGA operates a **Young & Emerging Professionals Committee** for members who are age 45 and younger or who are new to their role in the industry.

CGA's **Standards Council** has oversight of all technical committee activities. They are responsible for the final review and approval of all CGA publications and positions, new work item proposals, committee exception issues, and more. They are also responsible for ensuring that committee activities are adequately resourced and include the participation of appropriate experts.

In addition, CGA has several leadership committees including the **Board of Directors, Executive Committee, Canadian Executive Committee, and Legal Committee** which are responsible for organizational oversight of CGA.

Can I submit a request to add an item to a committee's agenda?

Yes. A request to add items to a committee's agenda is considered new business, and must be reviewed and approved by the Committee's Chair, Committee Administrator, and Technical manager before it can be added to the agenda. You can find contact information for these individuals by going to the [committee page](#), selecting the committee you're interested in, and looking at the Committee Summary section.

Please note that a 2/3 of the voting committee members must approve a vote on any new business items added to the agenda less than 30 days prior to the meeting, except for a vote to approve a new work item proposal (NWIP).

Can I still participate if I don't feel that I have the expertise needed to be an active contributor?

Yes! Committees are a great place to listen and learn. Join as a non-voter if you'd like to regularly attend meetings, or as a corresponding member if you would just like to receive committee correspondence.

If you are looking for a non-technical venue to get started, CGA also offers a [Young & Emerging Professionals Committee](#) for industry members who are age 45 and younger or who are new to their role in the industry. This committee plans events and programs related to technical education, leadership and professional development, networking, and new member onboarding.

How can I find out who else on my company is involved in CGA committees?

You can see a list of other participants from your company by going to the [Directory page](#) of the member website and looking up your company on the companies tab. Once you find your company, click on your company name, and then use the Quick Links section at the top of the page to select Employee Committee Assignments.

There, you'll see a list of everyone from your company who is assigned to a committee. If you'd like to see who is assigned to the work items under a committee, select Load Work Items with Attendance and then use the + sign to expand the list shown under any committee.

Where can I learn more about CGA committees?

CGA maintains a series of short member training webinars on the [Education](#) section of our website; type member training into the search bar to view a complete list. If you're just getting started, here are a few suggestions for webinars you might want to view:

- *AV-71, CGA Antitrust Compliance*
- *AV-72: CGA Committee Basics*
- *AV-77: Value of CGA Participation*

You can also reach out to any member of CGA staff for an overview on our committees. We're happy to answer your questions!