

CHMS Ethanol Purchase Request

Campus policy and the IRS requires that the distribution and use of tax-free ethanol be closely monitored. Records of ethanol use must be kept and the department is subject to campus and IRS audits. For a brief summary of these policies, our responsibilities, and hazard information, see the reverse.

Please fill out this form and submit it with your ethanol purchase request.

1. Persons Ordering/Using the Ethanol

List the names of each person who will be using this ethanol.

Name _____	Email _____@ucdavis.edu
Name _____	Email _____@ucdavis.edu
Name _____	Email _____@ucdavis.edu
Name _____	Email _____@ucdavis.edu

2. Location and Uses of the Ethanol

Building and Room _____

Storage Location _____

Is this location secure (see item II.C.1 on the reverse) Yes No

How will the ethanol be used?

- Research – scientific, medicinal, and mechanical purposes
- Teaching – scientific, medicinal, and mechanical purposes
- Other _____

How will the unused ethanol be disposed of?

- All of it will be consumed during the experiment/procedure
- EH&S waste disposal will pick it up
- Other _____

3. Authorization

P.I./Supervisor _____
Please Print Signature

Date _____

Alcohol Custodian _____ Please Print Signature
Date _____

U.C. Davis Policy and Procedure 350-20

Below are a few sections from this policy that address the purchase, use and storage of tax-free ethanol. The complete P&P is available on line at

<http://manuals.ucdavis.edu/ppm/350/350-20.htm>

II.C. Storage

1. The using department shall provide locked storage space adequate in size and construction to provide adequate ventilation and in a suitable location. It must be secured by a cylinder-type lock or a substantial padlock. The hinges must be recessed when the door is closed, or the hinge pins must be altered in such a manner that they cannot be removed. The key of this storage area must be in the sole possession of the person responsible for dispensing alcohol.
2. The Conditions of Use of Tax-Free Alcohol, Exhibit A, shall be posted in a conspicuous place within the locked storage area.

II.D. Use

1. Tax-free alcohol shall be used only for scientific, medicinal, and mechanical purposes.
2. Under no circumstances may tax-free alcohol be used for beverage purposes, or in any food product, or in any preparation used in preparing beverage or food products.

III.B. Purchase

1. Ethyl alcohol must be ordered separately from all other items on a Central Storehouse Order Form (Calcode 71461-134).
2. The designated department custodian is the only person authorized to sign the Storehouse receipt for ethyl alcohol. For this reason, designated custodians must submit their orders, in person, to the Storehouse.

III.C. Effacing and disposal of alcohol containers

Effacing of all alcohol containers immediately after emptying is required by Section 22.33 of the Code of Federal Regulations. Individuals responsible for the control of alcohol within the department must assure that each bottle, can, drum, and carton is effaced in such a manner as to remove all traces of information pertaining to the contents.

III.D. Record keeping

The designated department custodian must keep a record of receipts and disbursements on the Alcohol Stock Control Custodian's Inventory Records, available from the Central Storehouse at no charge. This form is audited twice each year by EH&S.

Federal Regulations

Relevant Federal regulations are given in the U.S. Code of Federal Regulations, Title 27, Part 22.