

Feb 2011

PROPOSED REVISION TO:

Ethyl Alcohol


REG 04.20.2

Rationale:

Department changed from Central Stores to Materials Support.

Assistant Director changed to Business Officer

Review Process:

 Director

Jan 3-11 AVC for Finance and Business authorizes transmittal of PRR for review

TW 1.5.12 General Counsel preliminary review

1-18-12 VC for Finance & Business review

N/A (Relevant NCSU committee or other body) review, if applicable

TW 1.5.12 General Counsel final review, if changes have been made

1-24-12 EOM, or official with delegated authority to approve PRR

N/A University Council (review/notification), if applicable

N/A Board of Trustees (review/notification), if applicable

NC STATE UNIVERSITY
Policies, Regulations and Rules

Authority	Vice Chancellor for Finance and Business
Title	Ethyl Alcohol
Classification	REG04.20.2
PRR Subject	Health, Safety and Welfare
Contact Info	<u>Assistant Director of Central Stores (919-515-2198). Business Officer – Materials Support (919-515-2197).</u>

History: First Issued: October 10, 2001.

1. Purpose

To dispense ethyl alcohol for use by campus personnel.

2. Intent:

To maintain documentation and control as required by the Industrial Alcohol User Permit issued by the Bureau of Alcohol, Tobacco and Firearms.

3. Ethyl Alcohol

The Board of Trustees designates the Manager of Materials Support as the Curator of Alcohol and the Warehouse Manager of Materials Support as Assistant Curator of Alcohol and authorizes each individual to sign applications, requisitions, reports, and all other documents or communications with the United States Government relating to the use of tax-free alcohol.

Materials Support ~~Central Stores~~ is the only department on campus authorized to dispense ethyl alcohol. Ethyl alcohol is a controlled substance with strict storage, dispensing and reporting requirements. The university is required, as an Industrial Alcohol User Permit holder to account for all ethyl alcohol used on campus.

Secure storage, accountability, and reporting rest with Materials Support~~Central Stores~~. Therefore, all users are required to purchase ethyl alcohol through Central Stores~~Materials Support~~. Certain documentation must be furnished at the time of the purchase. See the Materials Support ~~Central Stores~~ Web Site for details.