

PURCHASE AND STORAGE OF GRAIN ALCOHOL (190 PROOF OR GREATER)

Version	Date	Comments
1	June, 2013	Initial <i>Purchasing and Storage of Grain Alcohol Guide</i>

A. INTRODUCTION

This *Purchasing and Storage of Grain Alcohol Guide* outlines the necessary procedures for the purchase of tax free ethanol, and/or the purchase and transportation of grain alcohol (pure ethanol of 190 proof or greater), and the proper storage of these materials once received. This Guide does not apply to the purchase or use of denatured or reagent alcohol, which is exempted from these requirements.

B. SCOPE

This Guide applies to all university personnel who purchase or order grain alcohol. All employees placing an order for or use grain alcohol in the course of their work are responsible maintaining the appropriate permits, understanding purchasing procedures, and requirements for using or storing grain alcohol. The Principal Investigator or Laboratory Supervisor requiring grain alcohol is ultimately responsible for ensuring that the appropriate permits are maintained and on file prior to ordering and using grain alcohol.

C. REQUIRED PERMITS

Two separate permits are required for an individual and/or department to order, store, and use grain alcohol. Purchasers of grain alcohol must be in possession of the following permits before placing an order for alcohol. One permit is maintained by the Environmental Health and Safety Office (EHS) and is available upon request; the second permit requires users to complete two separate forms and renewed annually.

1. Industrial Alcohol User Permit is issued by the Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB) to the university; there is a separate permit for each campus. Industrial Alcohol User Permits are maintained by the EHS. Departments must submit a written request to labsafe@gmu.edu with the following information to receive a copy of this permit:

- Full Name
- Title
- Principal Investigator or Laboratory Supervisor (if different from the name listed above)
- Department
- Laboratory where alcohol will be used and stored
 - Campus
 - Building

- o Room Number

Copies of the TTB permit will be sent to the requestor electronically once EHS has confirmed the identity of the requestor and verified a legitimate use of grain alcohol. Once a copy of the permit is received, it must be kept on file wherever the alcohol is used or stored.

2. Virginia ABC Permit issued by the Virginia Department of Alcoholic Beverage Control must be obtained by each department, or individual, seeking to purchase and/or transport grain alcohol. This permit is free of charge and must be renewed annually. There are two forms that must be completed, submitted, and approved by the state to permit the purchasing of grain alcohol:

- a. Application for a Permit to Purchase Alcohol and/or Alcoholic Beverages form
 - o This form must be completed, submitted, and returned prior to beginning the second form (*Permittee Order and Permit for Transportation of Alcohol*).
 - o User must name George Mason University and their respective department (e.g., George Mason University / College of Science.)
 - o User must list the address(es) where the deliveries will be made; separate permits are required for each physical address.
 - o User must identify the use of the alcohol (generally scientific research), the type (proof) of alcohol, and the estimated annual quantity expected to be purchased.

- b. Permittee Order and Permit for Transportation of Alcohol form
 - o This form requires a permit number that is issued after the *Application for a Permit to Purchase Alcohol and/or Alcoholic Beverages* (first form above) is received.
 - o Completed forms must be printed front to back on one page.
 - o Users must verify that they may purchase specified quantities alcohol from the specified vendor and have it transported to the specific address designated on the first form.
 - o Users must also include the number and kind of packages, and number and kind of individual containers, kind of alcohol and total amounts. Refer to the following example:

Number of Packages	Kind of Packages	No. and Kind Individual Containers	Type of Alcohol	Totals
20	1 pint to 5 gallon glass, steel, or plastic containers shipped in UN rated cardboard boxes	32 x 1 pt. glass containers 10 x 4L glass containers 10 x 5 gallon steel cans 10 x 5 gallon plastic jugs	200 proof alcohol for research <i>not for consumption</i>	112 gallons

Sign and date the bottom of this form and submit it to the state for verification. The state will complete the form with the assistance of the vendor and will return the original form when it is complete. Once you have received the original you are approved to purchase alcohol. This form

must be renewed annually using the procedure above to continue purchasing grain alcohol. Both forms are available online: <http://www.abc.virginia.gov/enforce/forms/enfforms.htm#newlic>. Completed forms must be mailed to:

Virginia Department of Alcoholic Beverage Control
P.O. Box 27491
Richmond, VA 23261-7491

D. STORAGE OF GRAIN ALCOHOL

All departments and individuals who purchase grain alcohol must securely store the alcohol in accordance with 27CFR22.92. The storage facilities must be secured from unauthorized access at all times, and locked when unattended. Records of receipt, use, and loss must be maintained and logged at the address on file. All grain alcohol should be stored in a locked flammable storage cabinet to ensure safe and secure storage.