

Alcohol Order and Delivery SOP at U of C

1. **PURPOSE/SCOPE**

The purpose of this Standard Operating Procedure (SOP) is to describe how internal alcohol orders shall be processed at the University of Chicago (University). This SOP is limited to alcohol orders placed with the Division of the Biological Sciences (BSD) under the University's Industrial Users License. Orders shall only be accepted from University, University of Chicago Hospitals (UCH) and Howard Hughes Medical Institute (HHMI) employees.

2. **POLICY**

It is BSD policy to meet or exceed all federal, state and local regulations and guidelines and to comply with all institutional policies and procedures as they apply to the use of ethyl alcohol in education, research and clinical applications.

3. **DEFINITIONS**

N/A

4. **RESPONSIBILITY**

Director of Facilities Services- BSD
Manager of Receiving Department- UCH Materials Management

5. **MATERIAL**

N/A

6. **REFERENCE DOCUMENTS**

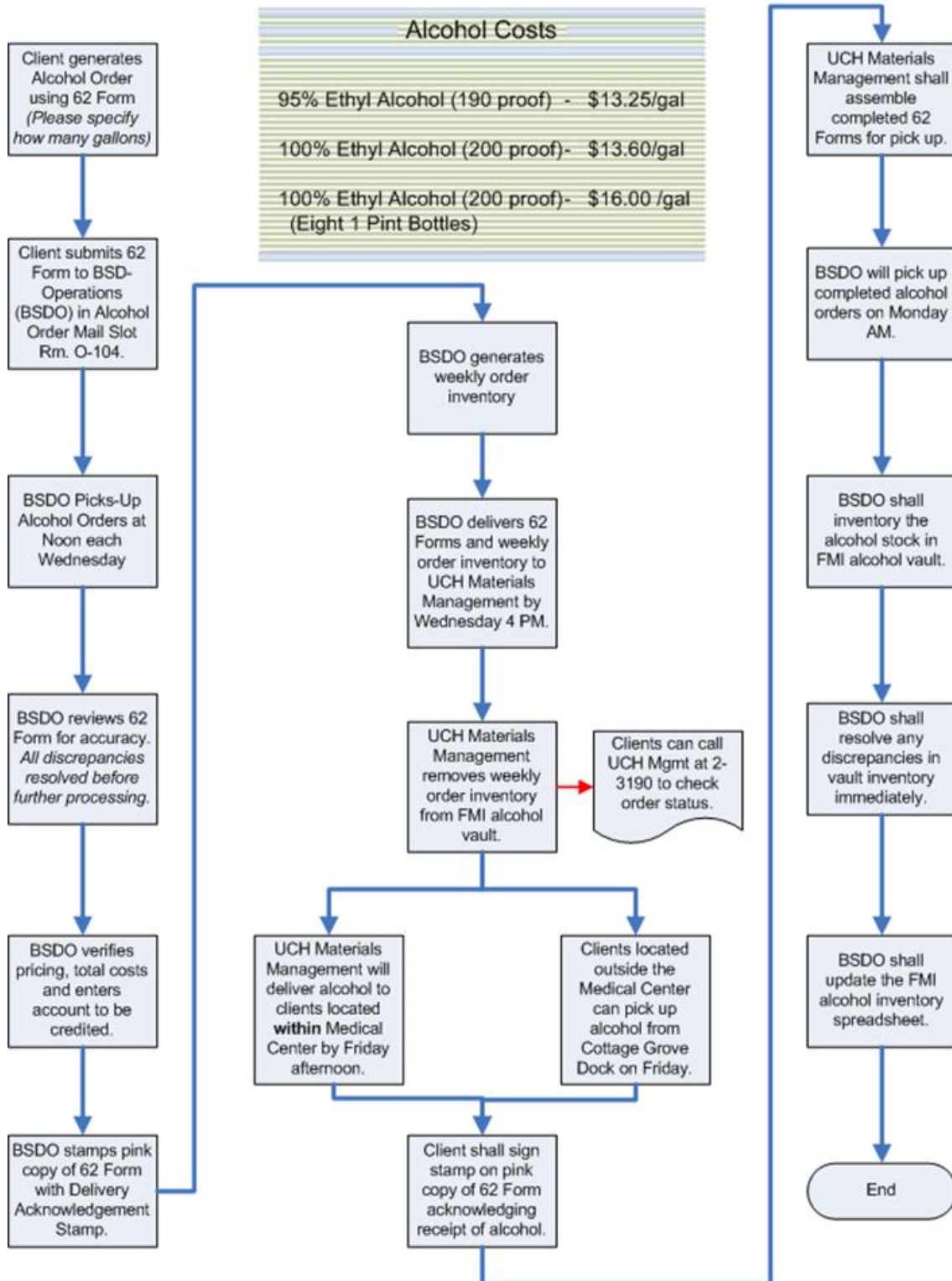
Comptroller Form No. 62

7. **PROCEDURE**

BSD ETHANOL ORDER PROCESS

Revision #1

02/10/2006



2/13/2006