

How to Submit and Process Internal Alcohol Orders

From Judd Johnson, Tel 2-8259, Room G-109

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 and University of Chicago Hospitals (UCH) 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

- 7.1. University or Hospital personnel shall properly list the type and volume of alcohol to be ordered on a 62 Form. Personnel may contact the BSD Director of Facilities Services at 2-8259 to verify current prices. The types and container sizes available are given below-

Alcohol Type	Container Size
95% Natural Ethyl Alcohol	1 gallon bottles
100% Natural Ethyl Alcohol	1 gallon bottles (~\$6.90/gal)
100% Natural Ethyl Alcohol	1 pint bottles (~ \$9.20 / 8 pints = 1gal)

- 7.2. University or Hospital personnel shall complete the remaining portions of the 62 Form to allow proper processing by BSD and the University Comptroller's Office. The information must include an authorized signer, delivery contact name, delivery location and an account number.

- 7.3. University or Hospital personnel shall deliver completed 62 Forms to Room G-109 of the Medical Center. The 62 Forms shall be placed in the "Alcohol Order Drop Box" in Room G-109. **Personnel should deliver the completed 62 Forms by 12 PM on Wednesday to allow for delivery the following Friday.**

- 7.3.1. Orders should not be delivered to other locations or directly to delivery personnel.
- 7.4. The BSD Director of Facilities Services will review each 62 Form for completeness. If deficiencies are identified, the BSD Director of Facilities Services will contact the requestor to resolve deficiencies.
 - 7.4.1. The BSD Director of Facilities Services shall hold 62 Forms until deficiencies are resolved.
 - 7.4.2. Personnel may contact the BSD Director of Facilities Services at 2-8259 to determine if the order has been received and if any deficiencies exist.
- 7.5. The BSD Director of Facilities Services shall place the "Ethyl Alcohol Delivery" stamp on the Service Center copy of the completed form. The BSD Director of Facilities Services shall complete the appropriate portions of the stamp in preparation for delivery.
- 7.6. UCH Materials Management personnel will pick up completed 62 Forms by 4 PM each Wednesday from G-109.
- 7.7. UCH Materials Management shall remove the required alcohol from storage in the FMI Alcohol Vault and prepare for delivery.
- 7.8. UCH Materials Management shall deliver alcohol orders to personnel in the Medical Center during their normal package delivery activities. Alcohol orders are to be routinely delivered on the Friday following receipt of a completed 62 Form.
 - 7.8.1. **Personnel outside of the Medical Center shall contact the Manager of Receiving Department- UCH Materials Management at 2-3190 to arrange pickup of their order.**
 - 7.8.2. Personnel may contact the Manager of Receiving Department- UCH Materials Management at 2-3190 to check the delivery status of their order.
- 7.9. Personnel receiving alcohol shall sign and date the appropriate portion of the Ethyl Alcohol Delivery stamp. The University's Industrial Users License requires this information.
- 7.10. The Manager of Receiving Department- UCH Materials Management shall return the signed 62 Forms to the BSD Director of Facilities Services.
- 7.11. The BSD Director of Facilities Services shall forward the Comptroller copy of completed 62 Forms to the Comptroller's Office for processing. The BSD Director of Facilities Services shall keep a copy of the completed 62 Form for information and audit purposes shall maintain the Service Center Copy.