

# DUQUESNE UNIVERSITY

## Ethyl Alcohol Policy

### **Purpose:**

This policy should act as a guideline to ensure safe handling and usage of licensed alcohol. Only authorized Duquesne University employees are to handle, store, and use the alcohol purchased from the Environmental Health and Safety (EHS) Department.

This policy describes procedures for purchasing, storing, and using alcohol that can be read and understood by all employees at Duquesne University. These written procedures must be followed for:

- Purchase of ethyl alcohol from the EHS Department,
- Responsible storage of ethyl alcohol, and
- Safe use of ethyl alcohol.

### **Request to Purchase Procedure:**

Only authorized Duquesne University faculty and staff are permitted to purchase ethyl alcohol from the EHS Department. Those wishing to purchase ethyl alcohol must supply EHS with the appropriate paperwork (see Attachment A). This paperwork will be used as a budget transfer mechanism and for our internal inventory system. Once the paperwork has been completed, the alcohol will be distributed to the permitted individual by EHS personnel. Ethyl alcohol will not be given to any students, teaching assistants, post docs, student aids, etc.

### **Storage Procedure:**

The primary responsibility for properly inventorying and storing the ethyl alcohol rests with the department in which it will be used. Each department can devise and enforce their personal inventory system and storage locations. Some options include:

- Storing ethyl alcohol where there is limited/restricted access by students, faculty, staff, etc.
- Storing ethyl alcohol in a cabinet that can be locked or secured by other means.
- Maintaining a strict inventory system that is checked on a regular basis.

### **Usage Procedure:**

The primary responsibility for properly using ethyl alcohol rests with the department in which it will be used. All ethyl alcohol purchased through the EHS Department is intended for use within the laboratory setting. Please notify the EHS Department immediately if at any time there is any suspicion of an incorrect inventory, loss of possession, improper use, or theft.

Attachment A

NAME:	
DATE:	
DEPARTMENT:	
AMOUNT:	
PRICE #:	
BUDGET:	
SIGNATURE:	