

## ***Standard Operating Procedure***

### **Procurement & Use of Tax-Free Alcohol for Research**

<b>Document#:</b> CHEo26.01	<b>Distribution:</b> External
<b>Section:</b> Chemical Safety-Chemical Hygiene Program	<b>Effective Date:</b> 1/01/2022
<b>Total Pages:</b> 3	<b>Revision Date:</b>

This Standard Operating Procedure (SOP) outlines the procedures for the research and/or laboratory acquisition and use of tax-free alcohol (TFA) at Temple University (TU). Its is called tax-free because the University has an Industrial Alcohol User Permit that allows us to purchase pure ethyl alcohol (190-proof 200- proof) free of feral tax.

The Principal Investigator (PI) is responsible for the proper storage, recordkeeping, and ensuring the appropriate permits are acquired and prior to ordering and working with pure ethyl alcohol. EHRS can provide guidance on any of the procedures listed below.

#### **PROCEDURES**

##### **1. Obtain Required Permits**

Two separate permits (federal and state) are required for an individual and/or department to order, store, and use pure ethanol. Purchasers of pure ethanol must be in possession of the following permits before placing an order for pure ethanol.

###### **1.1. Federal Industrial Alcohol User Permit**

This 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. All physical locations where pure ethanol is used and/or stored must be listed on the permit.

Copies of Industrial Alcohol User Permits are available upon request through Environmental Health and Radiation Safety (EHRS). Departments/Individuals must submit a written request to [ehrs@temple.edu](mailto:ehrs@temple.edu) with the following information to receive a copy of this permit:

- Full Name

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

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

#### 1.2. Pennsylvania Liquor Control Board (PLCB) Alcohol Permit

These permits are issued by the Pennsylvania Liquor Control Board (PLCB) and must be obtained by each department, or individual seeking to purchase and/or transport pure ethanol. Obtain a PLCB Permit.

- Application(s) for either an Alcohol-Tax Exempt (AE) or an Alcohol-Non-Beverage (AN) permit are required to be completed via the PLCB website located at <https://plcbplus.pa.gov/pub/Login.aspx>
- The application must be completed, submitted, approved and permit issued prior to placing an order through PALCB.
- User must name Temple University and their respective department (ex. Temple University-Chemistry Department)
- User must list the addresses (s) where the deliveries will be made; separate permits are required for each physical address.

## 2. Ordering

### 2.1. Follow Pa State Protocol

- When placing an order for pure ethanol in the state of PA, you must first go through the Pennsylvania Liquor Control Board (PLCB) for approval.
- If you possess an AE permit from the PLCB, you may order the ethanol on-line at

[www.lcb.state.pa.us](http://www.lcb.state.pa.us). Click Licensing›Resources for Licensees›” Bulk Alcohol Purchase Orders.” (Have your permit and LID numbers ready)›Choose your Supplier

- If you possess an AN permit from the PLCB you must order the ethanol by filling in a Bulk Purchase Order request form and mailing it to the PLCB. These forms are not available on-line. AN permit holder must receive their approval letters via standard mail prior to ordering. Please contact the PLCB at (717)-772-6943 for additional information.

2.2. Utilize a university approved vendor for the purchase of tax-free alcohol. Follow the ordering procedures of the selected vendor.

### 3. Storage of Pure Ethanol

3.1. All departments and individuals who purchase pure ethanol must properly secure and store the ethanol. The storage facilities must be always secured from unauthorized access and locked when unattended. Aggregate quantities should be kept to a minimum. All material should be stored in a locked flammable liquid storage cabinet or a locked dedicated liquid storage room.

3.2. All materials on hand must be inventoried in CEMS.

3.3. All empty containers must be defaced prior to disposal.

3.4. Records of receipt, use and loss must be maintained and logged at the address on file.

### 4. Recordkeeping

4.1. Permits and all records of receipt, use and loss must be maintained and on file wherever the alcohol is used or stored.

## REFERENCES

- [Title 27: Alcohol, Tobacco and Firearms, Part 22-Distribution and Use of Tax-Free Alcohol](#)
- [Pennsylvania Liquor Control Board](#)