

CMS Project Procedures

NOTE: this information will be added to the CMS procedures page on the SLAC ES&H website (http://www-group.slac.stanford.edu/esh/cms/procedures.html#Deliveries_Supplier)

🔥 SLAC Ethanol Purchasing Procedure

Ethanol is regulated by the Bureau of Alcohol, Tobacco, and Firearms (ATF) and carries a tax of \$26 per 200-proof gallon. Tax-free alcohol may be used for scientific, medicinal and mechanical purposes (see the following website for details: http://www.ttb.gov/publications/alctob_pub/5150-4.htm). SLAC receives its research-use ethanol through an agreement with Stanford University stores as the University has a permit under the tax-free exemption.

To simplify the purchasing/authorization of ethanol the following procedure has been implemented:

1. A requester may place an order for ethanol through the HaasTCM tcMIS.
2. The approver of this order shall be ESH Chemical and General Services (CGS). If CGS has questions about the quantity and/or use of the material, they will review the request with the requestor.
3. Upon approval, HaasTCM shall place the order with Stanford Stores using Stanford's Ethanol acquisition order. The order must indicate the designated delivery location.
4. Stanford University issues ethanol and delivers it to the designated user location. Note: individuals may not pick up and transport ethanol in personal vehicles.
5. Delivery paperwork from Stanford Stores is provided to the HaasTCM Onsite Representative. HaasTCM closes out the order in tcMIS and then sends a copy to SLAC Accounts Payable for financial tracking.