

**Department Application and Authorization
for Alcohol Purchased Through U Stores**
(100% and 95% Ethyl Alcohol)

This form is used to register researchers for placing alcohol orders. Complete form and fax to U Stores at (612) 624-5778. Department – keep this information current at U Stores.

1. Application for:

Department:	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>	Phone #:	<input type="text"/>
Fax #:	<input type="text"/>	E-Mail:	<input type="text"/>

2. List storage locations to be used for Alcohol:

Signature: _____ Date: _____

U Stores will forward a copy of this form to Environmental Health & Safety (EH&S) who will schedule the required site inspection.

EH&S must inspect and approve each storage site prior to final authorization or upon any change to information above. After the inspection, EH&S will forward a copy of their Storage Inspection Report to U Stores to be retained with this Application Form.

Once this Application Form and the EH&S Storage Inspection Report are complete and on file with U Stores, researcher may place orders for alcohol through U Stores on-line ordering system.

U Stores Responsibility: Because the U Stores holds the U of M Site license for alcohol purchases with the Federal Bureau of Alcohol, Tobacco, and Firearms (BATF), U Stores is responsible for maintaining a list of customers for audit purposes, along with the volume and dollar amount of alcohol sold to them.

Researcher Responsibility: It is recommended that departments maintain a sign out sheet for alcohol near their flammable storage cabinet. If a BATF audit occurs, these department sign out sheets will provide a list of the alcohol users and the volumes used by each researcher.

Disposition records must be maintained by registrant when alcohol is transferred to another authorized user, who is not listed on the Application Form on file in U Stores.