

APPENDIX D JEFFERSON LAB PROPERTY MANUAL

Title: Acquisition & Control of Potable Alcohol	Requirement: DOE Order 580.1 Personal Property Management
Number: Appendix D 1 Rev 0	Effective Date: 1 December 2009

I. PURPOSE

This administrative procedure defines the process that will be followed in order to comply with the requirements for acquisition and use of potable alcohol contained in DOE Order 580.1.

II. APPLIES TO

This procedure applies to all staff members involved with the acquisition, approval or use of potable alcohol.

III. PERTINENT JEFFERSON LAB DIRECTIVE

The Jefferson Lab Property Management and Policy Manual.

IV. RESPONSIBILITY

Jefferson Lab Division Heads:

1. Designates authorized potable alcohol custodian.
2. Provides managerial oversight of control and use of potable alcohol

Division Potable Alcohol Custodian:

1. Ensures State Department of Alcoholic Beverage Control Permits are current
2. Makes all required usage reports to the State Beverage Control Board
3. Maintains potable alcohol in a locked cabinet.
4. Issues alcohol for approved scientific or industrial use only.
5. Coordinates annual inventory with Property Coordinator
6. Provides access to records and on hand inventory for state inspection.

Commodity Manager:

1. Has signatory approval for all purchase requests for potable alcohol.
2. Receives potable alcohol shipments and ensures all potable alcohol is transferred to the potable alcohol custodian.
3. Informs Controlled Substances Auditor of all portable alcohol arrivals.

Controlled Substance Auditor:

1. Conducts annual inventory of on hand potable alcohol and consumption records.
2. Provides results of inventory to Jefferson Lab Property Manager.

V. PROCESS

The following individuals are designated:

Physics Division Custodian: Jack Segal
 Commodity Manager Bill Brisiel
 Control Substance Auditor Lawrence Ferbee

Ordering/Receiving/Delivery:

Only a designated potable alcohol custodian shall order potable alcohol (using a purchase request (PR) with the correct account code for potable alcohol 43-020). The Purchase Request will be electronically routed to the Commodity Manager for approval. When item is received the Commodity Manager will ensure prompt delivery directly to the proper Custodian and shall retain a copy of the bill of lading or shipping invoice, accurately reflecting the date received.

Permits, Documentation and Inventory:

The Division Potable Alcohol Custodian will ensure that the Commonwealth of Virginia Department of Alcoholic Beverage Control Permit is current prior to placing an order. Upon receipt of potable alcohol the Custodian shall provide the transaction documentation required by Commonwealth Department of Alcoholic Beverage Control. The Custodian shall maintain accurate log of all withdrawals – showing date, amount, purpose and individual to whom the alcohol was issued. The Custodian at the end of the calendar year will submit the following information to the Department of Alcoholic Beverage Control:

- Quantity on hand at the start of the previous calendar year
- Amount purchased during the year.
- Amount withdrawn during the year
- Amount on hand at the end of the year

At the end of the fiscal year the Controlled Substance Auditor will inventory the on hand alcohol, withdrawal log and receipt records and submit an audit report to the Jefferson Lab Property Manager.

APPROVAL

 Author Date

Thomas H. Briggs, Property Manager
 Name and Title Date

 Director Facility & Logistic Date

John Sprouse, Director FM&L Division
 Name and Title Date