UCDHSC Tax-Free Ethanol (190 & 200 proof) Inventory Sheet

Instructions: There is approximately $27 dollars of federal taxes on every gallon of 200 proof ethanol, therefore the United States TTB Division requires researchers using tax-free ethanol (190 & 200 proof) to secure and inventory this product. If you have obtained tax-free ethanol at any UCDHSC campus location, you are required to maintain an accurate inventory of the amount of tax-free ethanol stored in your laboratory at all times. All researchers storing tax-free ethanol are required to complete and send electronic copies of their tax-free ethanol inventories to Ethanol.HSD@UCHSC.edu on the following dates: March 30th, June 30th, September 30th and December 31st. You must track the 190 and 200 proof ethanol on separate inventory sheets.

An inventory sheet is not required for completely "denatured" ethanol that is unfit for human consumption. Tax-free ethanol (190 or 200 proof) should not be purchased whenever completely denatured ethanol will be sufficient.

Make copies of this form for each type (190 & 200 proof) of tax-free ethanol stored in your laboratory. Each time an employee removes tax-free ethanol from the container an accurate entry must be made on the inventory sheet to account for ethanol that was used. Spilled or missing ethanol must also be inventoried on the inventory sheet and reported immediately to EH&S at 4-0345. Tax-free ethanol must be secured inside a locked flammable storage cabinet at all times (return plastic squeeze bottles at end of work day). Notify EH&S immediately whenever containers of tax-free ethanol become lost or stolen. Maintain inventory records for 3 years.

Name of Investigator: _____ Type of Ethanol (190 or 200 proof): _____

Building Name & room number : _____ Office Phone: _____

DATE	**Quantity Ethanol Received**	**Quantity Ethanol Removed** from container	**Total Quantity Ethanol on-hand**	**Specific use of ethanol:** Describe the specific purpose why the ethanol is being withdrawn from the container.	**Initials of employee** withdrawing ethanol from container.