

Your lab wants to use  
95% or 100 (anhydrous) % Ethyl alcohol?

What type of alcohol do you require for your research?

- verify if **denatured alcohol (DA)** will work for your purposes
- there are no licenses required to purchase DA or records to maintain
- DA is ethyl alcohol with an added substance, such as ethyl acetate, methanol, isopropanol etc.
- DA is cheaper to purchase
- DA is available through Science Stores (Emily Slepko SC 133 x7680)

Ethyl alcohol 95% and 100 (anhydrous)%

- if you require either 95% or 100% ethyl alcohol (undenatured) you **must** proceed with the process outlined in this document
- the use of is controlled through regulations imposed by Canada Customs and Revenue (Section 135 Excise Tax Act 2001)

Purchase and Record Keeping of 95% and 100% EtOH

- Trent University has obtained a license through the **Canada Customs and Revenue Agency** which permits the purchase and use of 95% and 100% EtOH as follows;
- it must be used for scientific purposes related to Trent University **only**
  - must only be used by authorized users
  - the required documentation must be maintained up to date at all times
  - failure to do so could result in Canada Customs and Revenue auditing Trent University EtOH accounts, assessing financial charges (\$\$) relating to undocumented EtOH and the loss of our license
  - loss of the license would increase the cost of EtOH to all users
  - all documents relating to the purchase and use of 95% and 100% EtOH must be kept/maintained for seven (7) years after use

### How to purchase 95% or 100 (anhydrous)% EtOH

- complete a **Ethyl Alcohol Requisition Form**
- available from: <https://www.trentu.ca/chemistry/contact/science-stores>
- the form must be signed by any one of the following; the Department Chair, grant holder or the authorized delegate
- send the original form to **Emily Slepkov, Science Store Manager c/o Science Stores Science Complex (SC) 133, phone x7680**
- the Science Store Manager will prepare the requested number of four litre (4L) bottles and prepare the product for pick-up

### Documentation and Record Keeping for 95% and 100% EtOH

- after returning to your lab you must immediately ensure the following legal documents have been completed
- forms are available from:  
<https://www.trentu.ca/chemistry/contact/science-stores>
  - **Authorization form** –the person who is authorized to complete the requisition form must specify who is allowed to dispense and use EtOH within the lab, their start date of EtOH use and complete the end date when known
  - **Inventory log** – this log sheet must be completely filled out by the authorized user after every **use** & after every **purchase** of EtOH
    - the total volume of EtOH you have must be accounted for in the log
    - this includes open and unopened bottles
    - e.g. you have 3.5 L remaining plus a newly purchased bottle of 4L- your inventory would reflect 7.5L (7500 mL) remaining volume
- you must maintain a separate log sheet for each of your 95% and 100% inventories

### Storage of 95% and 100% EtOH

- All bottles (open and unopened) of EtOH must be stored securely within the lab to prevent unauthorized access and use

## Audits of 95% and 100% EtOH

- Audits will be performed by a Trent University designate on all 95% and 100 (anhydrous)% EtOH accounts
- **Failure to comply with the requirements may result in a suspension of your EtOH privileges until all required documentation has been completed and is considered acceptable**

## How to Discontinue Use of 95% and 100% EtOH?

- Are you planning on discontinuing use of EtOH (change of method, retirement etc)?
- **contact Scott Roscoe ([scottroscoe@trentu.ca](mailto:scottroscoe@trentu.ca))** Science Facilities, ext 6398) to arrange for pickup of documentation and (if applicable) remaining EtOH
- you must ensure the documentation is complete and the inventory of actual EtOH matches the inventory log
- remaining EtOH will be taken to Science Stores for disposal
- the authorization sheet and inventory log will be stored by Science Facilities as required (7 years)

**IMPORTANT NOTES FOR MAINTAINING YOUR  
INVENTORY LOG:**

|   |
|---|
| <input type="checkbox"/> Open only 1 bottle of each concentration (95% or 100%) at a time   |
| <input type="checkbox"/> The inventory columns must include total volume of EtOH in millilitres (mL) including both opened and unopened bottles   |
| <ul style="list-style-type: none"> <li>• Did you purchase another bottle? Add the volume to the inventory log on the date of purchase (inventory must include TOTAL volume including opened &amp; unopened bottles)</li> </ul>  |
| <input type="checkbox"/> Each unopened bottle of 95% and 100% contains 4 L ( <b>4000 mL</b> )   |
| <input type="checkbox"/> After opening a bottle, label the bottle with the date and “opened” or “in use”.   |
| <input type="checkbox"/> The “remaining volume” column in the log sheet must match the actual volume you have in inventory e.g. if you have 4500 mL in inventory, you must have 1 full 4L (4000 mL) bottle + 500 mL in an opened bottle   |
| <input type="checkbox"/> Each use of EtOH must be accounted for in the inventory log at the time of use <ul style="list-style-type: none"> <li>• account for all usage (including spills)</li> </ul>  |
| <input type="checkbox"/> Do not start a 2nd inventory sheet until the first sheet is filled   |
| <input type="checkbox"/> Never use EtOH from someone else’s inventory/lab. Each EtOH inventory is assigned to a specific lab location for use   |
| <input type="checkbox"/> Remember to store the bottle in a secure location e.g. in a flammable storage cabinet in your lab<br><b>**only store EtOH (and other flammable materials) in an approved &amp; labelled lab-safe refrigerator/freezer. Commercial or domestic fridges/freezers are not acceptable.</b> |
| <input type="checkbox"/> <b>Check your math</b> —ensure each column is accurate   |
| <input type="checkbox"/> Retain all inventory sheets for at least 7 years. They are a legal document  |
| <input type="checkbox"/> New lab personnel? Ensure you have instructed them on EtOH procedures  |
| <input type="checkbox"/> <b>Questions? Contact Scott Roscoe (<a href="mailto:scottroscoe@trentu.ca">scottroscoe@trentu.ca</a>) x6398</b>  |
| Other notes:  |
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