

Procedure VII.7002.A.b, Alcohol Usage in College Programs

Associated Policy

Policy VII.7002.A, Alcohol Usage at Events on College Property

Procedures

Procedures for alcohol use in academic curriculum programs or class (culinary arts).

1. Alcohol is a controlled substance used in laboratory kitchens. All spirits are controlled and distributed by instructors in appropriate portions for recipes using specified liquor, beer, or wine.
2. Alcohol cannot be consumed by student, faculty, or staff prior to cooking in its natural form.
3. Alcohol evaporates at 172 degrees F (78 degrees C). All prepared food with alcohol must reach this temperature prior to testing.
4. Alcohol purchases will follow the following process:
 - Alcohol may only be purchased from a liquor store.
 - Purchases of alcohol from general grocery, convenience, or drug stores will not be permitted.
 - A college approved pcard (purchasing card) must be used to make the purchase. Use of a purchase order or personal funds will not be allowed.
 - Prior to making the purchase, the cardholder must contact the pcard administrator. The pcard administrator will open the merchant code in order for the purchase to be enabled.
 - The purchase of alcohol shall be limited to cooking use only, and is not to be purchased for the purpose of food pairings or drinking.
5. All alcohol will be handled and portioned only by culinary faculty.
6. Alcohol will be placed in a locked cabinet in the culinary instructional area and will be accessed by faculty only.

Definitions

Alcohol: A controlled substance to include liquor, beer, or wine.

Liquor Store: A retail shop licensed to sell prepackaged alcoholic beverages.

Pcard: A purchasing card utilized and approved by the San Jacinto College Business Office.

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Associated Policy	Policy VII.7002.A, Alcohol Usage at Events on College Property
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	Provost, North Campus
