Serving Alcohol at Berkeley Lab Events

Brief

<table>
<thead>
<tr>
<th>Title:</th>
<th>Serving Alcohol at Berkeley Lab Events</th>
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<tbody>
<tr>
<td>Publication date:</td>
<td>3/6/2017</td>
</tr>
<tr>
<td>Effective date:</td>
<td>7/1/2013</td>
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BRIEF

Policy Summary

- Alcoholic beverages must not be served at any Berkeley Lab site, defined as including the main site; Laboratory offices on the UC Berkeley campus; and all off-site offices, warehouses, and buildings leased by Berkeley Lab. (See Workplace Substance Abuse Policy.)
- Alcoholic beverages must not be consumed on a Berkeley Lab site, or stored in buildings or in areas where work is performed. (See Workplace Substance Abuse Policy.)
- Department of Energy (DOE) funds must not be used to purchase alcoholic beverages. (See Events, Planning and Financial Policy, Section D.13.4.)
- Berkeley Lab personnel hosting off-site social gatherings are reminded of the general rule “to drink responsibly,” and that attendees under the age of 21 must not be served alcohol.
- Exception: For certain limited circumstances, alcohol may be served with prior written review and approval by the Laboratory Director or his authorized designee. Contact the office of the Laboratory’s Deputy Director for Operations for further information. To initiate an approval, complete this form.

Who Should Read This Policy

All persons considering a Berkeley Lab-sponsored event.

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Related Policies

- Events, Planning and Financial Policy, Section D.13.4
- Workplace Substance Abuse Policy

Contact Information

Berkeley Lab Deputy Director for Operations

Policy

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POLICY

A. Purpose

This policy summarizes rules regarding on the serving, consumption, or storage of alcoholic beverages at Lawrence Berkeley National Laboratory (Berkeley Lab) events.

B. Persons Affected

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
Any individual or group considering a Berkeley Lab-sponsored event.

C. Exceptions

For certain limited circumstances, alcohol may be served with prior written review and approval by the Laboratory Director or his authorized designee. Contact the office of the Laboratory’s Deputy Director for Operations for further information or to initiate an approval.

D. Policy Statement

- Alcoholic beverages must not be served at any Berkeley Lab site, defined as including the main site; Laboratory offices on the UC Berkeley campus; and all off-site offices, warehouses, and buildings leased by Berkeley Lab. (See Workplace Substance Abuse Policy.)
- Alcoholic beverages must not be consumed on a Berkeley Lab site, or stored in buildings or in areas where work is performed. (See Workplace Substance Abuse Policy.)
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- Exception: For certain limited circumstances, alcohol may be served with prior written review and approval by the Laboratory Director or his authorized designee. Contact the office of the Laboratory’s Deputy Director for Operations for further information. To initiate an approval, complete this form.

E. Roles and Responsibilities

All persons hosting Berkeley Lab events are responsible for following the restrictions of this policy.

F. Definitions/Acronyms

None

G. Recordkeeping Requirements

None

H. Implementing Documents

None

I. Contact Information

Berkeley Lab Deputy Director for Operations

J. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tr>
<td>3/6/2017</td>
<td>3.2</td>
<td>M. Stoufer</td>
<td>&quot;Chief Operating Officer&quot; position title updated to &quot;Deputy Director for Operations&quot;</td>
<td>All</td>
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<td>1/28/2014</td>
<td>3.1</td>
<td>L. Young</td>
<td>Add Exception Approval Form</td>
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<td>Add Exception pr 7/1/2013 UCOP letter</td>
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<td>Policy Change</td>
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<td>New policy published on RPM html site</td>
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Document Information

**DOCUMENT INFORMATION**

| Title: | Serving Alcohol at Berkeley Lab Events |
Source Requirements Documents

- National Minimum Drinking Age Act of 1984 |
- California Health and Safety Code Section 11999-11999.3
- DOE FAR 31.205-51, Costs of Alcoholic Beverages
- DOE Acquisition Letter AL-2012-05, Meal Costs in Management and Operating Contracts
- UCOP July 1, 2013 Letter, Limited Service and Use of Alcoholic Beverages at LBNL

Related Berkeley Lab Policies

- Berkeley Lab Workplace Substance Abuse Policy
- Berkeley Lab Events, Planning and Financial Policy, Section D.13.4

Implementing Documents

none