Ethyl Alcohol

Ordering and Control

Cornell must comply with federal laws set by the U.S. Department of Treasury when purchasing Ethyl Alcohol. Special procedures are in effect to govern the ordering, use, control and reporting of tax-free alcohol required for University use.

End user/Unit/FTC/BSC:
All locations where Ethyl Alcohol will be used or stored must appear on Cornell's license to buy tax-free alcohol. To have a new location added or to delete a location no longer applicable to the license, please contact Procurement Services.

Procurement Services will maintain the license for ethyl alcohol, including annual renewal.
Entry Permits USDA

Cornell must comply with the federal laws that govern plant material, seeds and animals purchased from outside the limits of the United States. The requisitioning department will be responsible for obtaining the necessary U.S. Department of Agriculture Entry Permits. The Address to obtain the proper permit is:

USDA
APHIS-PPQ
Federal Building
Hyattsville, MD 20782
Isotopes and Radioactive Materials and Items Requiring
Radiation Safety Approval

Prior to purchase, radioactive materials and items which either use radiation sources or produce
radiation must be approved by the Office of Environmental Health and Safety (EH&S), Radiation
Safety. The KFS requisitions for radioactive materials are automatically routed to EH&S for
approval based on the UNSPSC classification.

End User/Unit/FTC/BSC:

1. Radioactive Material
   - The initiator of a requisition will enter the permit number and permit holder’s name under
each line item.
   - Radioactive Material may be purchased with a purchase order through KFS or through e-
SHOP. Use of a procurement card is not permitted.
   - The ship-to address of the requisition must list EH&S as the destination. Enter the permit
holder on the attention line in the ship-to address.
   - Only authorized personnel within a unit may call Procurement Services for an emergency
order number or confirming order for radioactive material.

2. Sealed sources, Instruments containing sealed sources, and Radiation producing
equipment

When the unit needs to requisition any items that fall under the following list of categories, early
development of specifications should be coordinated and approved through the responsible
representative of EH&S (Radiation Safety). Contact them at 255-7397 or 254-8300.

The Procurement Services’ Agent will ad hoc route the requisition to the EH&S radiation
specialist for approval.

Category List
   - Nuclear Density Gauges,
   - Gas Chromatographs (GC)
   - Electron Capture Detectors (ECD)
   - Liquid Scintillation Counters (LSC or LS)
   - X-Ray Equipment
   - Electron Microscopes
   - X-Ray Diffractors
   - X-Ray Accelerators
   - TEM’S
   - SEM’S
   - Static Eliminators
   - Neutron Moisture Probe
   - Defibrillators
   - Implanter
   - XPS-X-Ray Photo Spectrometry
   - SIMS-Secondary Ion Mass Spectrometry
Laminar Flow and Fume Hoods

To ensure that the hood is adequately designed to handle the research for which it is being used, Environmental Health and Safety must approve all chemical fume hood, biosafety cabinets and laminar flow clean bench purchases. In addition, all vented hoods must be approved by Facilities Engineering.

End User/Unit/FTC/BSC:
The requisition is processed normally. A notation that this is a laminar flow and/or fume hood is entered on the requisition. Individuals should contact EH&S for their advice before submitting the requisition or pre-approval.
Narcotics

The procurement of Narcotics requires a permit from the Drug Enforcement Administration (DEA)

End User/Unit/FTC/BSC:
It is the unit’s responsibility to obtain a permit. Each requisition for controlled substances (Narcotics) must be accompanied by a properly prepared DEA form signed by the permit holder. If the vendor does not currently have a copy of the permit, then a copy of the permit must accompany the requisition. The vendor will not ship the items without a copy of the permit on file. For more information, visit www.usdoj.gov/dea.

Procurement Services has no responsibility for the permit.
Orders for Lab Animals

Cornell purchases a variety of animals for research and teaching that are housed in campus facilities. All animals must be received, housed and cared for in compliance with federal and state regulations as well as Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC) guidelines. It is the responsibility of each Animal Facility Manager to adhere to these regulations.

Each department/college/unit has specific individuals who purchase animals. If a department/college/unit needs to order animals, the purchaser must coordinate the order through the animal facility manager responsible for the animal facilities where the animals are to be housed. Purchase orders will be routed based on UNSPSC classification to the appropriate approving authority.
Respiratory and Hearing Protection

Cornell's Office of Environmental Health and Safety maintains programs for respiratory and hearing protection. Before a worker may use this protective equipment, the environment they work in may need to be evaluated for particular hazards. In all cases, respiratory and other protective equipment needs to be properly selected and individually fitted for each worker. The Office of Environmental Health and Safety sells this equipment directly to University departments.

Prior to placing an order for the purchase of any respiratory or hearing protection devices, the requisitioner must contact Environmental Health and Safety for evaluation and approval of the purchase. For further information, please contact Procurement Services (255-3804) or Environmental Health and Safety (255-5623).
Poison Inhalation Hazards

Poison inhalation hazards are normally gases or liquids which form gases at room temperatures and have an NFPA or CERCLA rating of 3 or 4. To ensure that these gases are received, stored and used in a safe manner with the proper engineering controls and conforming to inventory reduction regulation, prior approval from Cornell’s Office of Environmental Health and Safety (EH&S) is recommended. For additional information please refer to the [EH&S web site](#).

End User/Unit/FTC/BSC:
It is the unit’s responsibility to contact EH&S prior to ordering, receiving, or storing gases. The requisition is processed normally.
Energy Procurement

Statement: Cornell University’s administration is authorized to procure energy, energy related financial instruments (both physical and financial) and power purchase agreements with the intent of reducing volatility and controlling costs. This requires the procurement of certain energy hedges, some of which will extend across multiple fiscal years. The Utilities and Energy Management sections (of Facilities Services’ Energy and Sustainability Department) cost of energy procurement will be applied to all central Utilities and Energy Management customers through the appropriate utility rate.

Purpose: Allow forward purchases in energy (physical or financial) and power purchase agreements to control and stabilize energy costs.

Goals of this policy include:
- Limit transaction risk and size
- Give guidance on diversification of the energy portfolio
- Define the approval processes

Entities Affected by This Policy
- All Ithaca campus units that receive energy services via Cornell Utilities and Energy Management
- Division of Financial Affairs
- Office of Budget and Planning
- Office of the Treasurer

Authorization: The aggregate present value of energy-related contracted cash flows shall not exceed $36 Million in any fiscal year. The discount rate used to perform the present value calculations shall be the university’s cost of capital provided by the Treasurer’s Office.

Authorized Instruments
The following instruments are authorized and may be used independently or in combination:

1. Purchasing contracts for physical delivery or financial settlement over multiple year windows.
2. Establishing energy reserves in the Utility budget to cover variability in annual energy expense. These reserves will be funded by utility rates.
3. Purchasing of futures (either over-the-counter or exchange backed) from an energy broker. Such instruments may be taken to physical delivery, if necessary, with a pre-specified delivery point.
4. Purchasing derivatives (swaps, collars and options) in the over the counter markets.
5. Purchasing weather derivatives, based on an over the counter swap contract using degree days or other weather based statistics.
6. Entering into long term (not to exceed 50 years) power purchase agreements (or equivalent financial instruments) for energy.

Use of Consultants
When buying in the forward energy markets, an independent third party consultant may be retained to give advice on pricing, counterparty credit, portfolio management, and to develop portfolio performance reports. A portfolio manager may be retained to establish
recommendations to meet the policy guidelines, manage the layering, prepare any solicitations and execute the rollover of the instruments.

**Oversight**  Requests for approval shall be presented with an analysis of the following:

A. An explanation of the proposed purchase  
B. The aggregate present value of contracted cash flows and pro forma projections  
C. Project risks and benefits  
D. Demonstrate compliance with buying manual or request for exception

Requests for approval (and exception) will be made by the Vice President of Facilities Services to the Vice President for Finance and CFO.

**Advisory**  The Energy Risk Oversight Committee (EROC), with representatives from Utilities and Energy Management, Procurement Services, Treasury, Budget, the Investment Office and major customers. The committee chair shall be the Associate Vice President of Energy and Sustainability or another designate from Energy and Sustainability. This committee will perform the following:

- Evaluate the performance of the energy portfolio on an annual basis and report to the CFO.  
- Meet with representatives of Utilities and Energy Management to discuss strategy and manage the implementation process.  
- Recommend all hedge requests and annual budgets for fuel and electric rates.

**Strategy**  The strategy to guide the Energy Risk Oversight Committee (EROC) includes:

- Fuel instruments shall not have terms longer than 5 years.  
- Renewable energy power purchase agreements shall not have terms longer than 50 years.  
- Energy portfolios shall be layered over time in order to diversify the portfolio and minimize the financial impact on annual budget cycles.  
- The goal of natural gas hedging is to provide relative price certainty for budget purposes.

**Other rules related to Portfolio Management**

- The University may hedge energy using futures purchased in its name or purchased on account by a third party.  
- Instruments for physical delivery will be competitively procured when possible.  
- No more than 15% of the value of any instrument shall be paid in advance of delivery or the equivalent closings.  
- To the extent possible, positions shall be capable of being unwound if conditions change. This specifically allows the reselling of instruments and the resale of an energy commodity or its transportation basis on the secondary market.  
- Derivative based instruments (swaps, collars, options) will be written, to the maximum extent possible, in accordance with the International Swaps and Derivatives Association’s (ISDA) or the Edison Electric Institute’s master documents.  
- All transactions will be accounted for and audited in accordance with existing and appropriate accounting procedures.
Deviations to this policy within the limits of transaction authority may be approved by the Vice President for Finance and CFO.

Requirements for Counterparties

Counterparties for energy instruments where payment is made at or after physical delivery will have a minimum credit rating determined by the Senior Director of Procurement Services.

For instruments where the commodity is not to be taken to physical delivery, or significant payment (>5%) is to be made prior to physical delivery, the counterparty must have a credit rating of "A3" as defined by Moody's Investor Service or "A-" as defined by Standard & Poor's. For counterparties with a split rating, each rating must be at least at the minimum of A3 or A-.

Exceptions to these requirements are permitted with approval from the Vice President for Finance and CFO.

Transaction Authority

The Vice President for Finance and CFO has transaction authority for the purchase of energy or energy instruments as defined in this policy.
Requisitioning of Signs

All signs located on Cornell property must be in compliance with Cornell's Sign Program policies and specifications and must conform to existing zoning and sign ordinances. Development of specifications for signage must be coordinated through the responsible representative as listed below:

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Responsible Representative</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Building Mounted Cast Aluminum Letters</td>
<td>Customer Service Humphreys Service Building</td>
<td>255-5322</td>
</tr>
<tr>
<td>Interior Signage and Graphics</td>
<td>Customer Service Humphreys Service Building</td>
<td>255-5322</td>
</tr>
<tr>
<td>Traffic Control Signs</td>
<td>Transportation &amp; Mail Services</td>
<td>255-4600</td>
</tr>
<tr>
<td></td>
<td>116 Maple Avenue</td>
<td></td>
</tr>
<tr>
<td>Temporary Signs: Construction Projects</td>
<td>Transportation &amp; Mail Services</td>
<td>255-4600</td>
</tr>
<tr>
<td></td>
<td>116 Maple Avenue</td>
<td></td>
</tr>
<tr>
<td>Temporary Signs: Special Events, Conferences, Orientations, etc.</td>
<td>Transportation &amp; Mail Services</td>
<td>255-4600</td>
</tr>
<tr>
<td></td>
<td>116 Maple Avenue</td>
<td></td>
</tr>
<tr>
<td>All Other Exterior Signs</td>
<td>Transportation &amp; Mail Services</td>
<td>255-4600</td>
</tr>
<tr>
<td></td>
<td>116 Maple Avenue</td>
<td></td>
</tr>
</tbody>
</table>

The department must contact the appropriate Sign Program representative (as listed above) to coordinate the development of the sign specifications for compliance with policy. When the specifications are finalized, the department may request that Procurement Services obtain pricing and delivery information. Procurement Services will then process the Request for Quote or Requisition.
Recycling and Disposal of Equipment

To provide for the proper methods of disposal for refuse and materials destined for waste disposal. The University has implemented a recycling program to comply with all applicable regulations.

Solid Waste Management is a program of the Grounds Department. The primary goal of the program is to provide environmentally sound solid waste disposal alternatives to the Cornell campus. The program promotes reduction and reuse of materials in addition to offering a comprehensive, convenient recycling program that even includes free removal and recycling of old computers.

For a list of equipment accepted for disposal, please consult the Grounds Department’ Recycling web site at [http://www.fm.cornell.edu/fm/recycle/fmn_recycle.cfm](http://www.fm.cornell.edu/fm/recycle/fmn_recycle.cfm).

For more information, contact the University Solid Waste Manager at [recycle@cornell.edu](mailto:recycle@cornell.edu).
Use of Cornell Logo, Name & Insignia

The purpose of this policy is to advise schools, units and organizations of procedures for processing orders that involve the use of Cornell’s name, logos, trademarks, insignia, or nicknames on items such as T-shirts, mugs, hats, memorabilia, and other clothing and products.

“Most major colleges and universities, including Cornell, have a licensing program that regulates the use of school names, trademarks, insignias, Logos, etc. on merchandise produced for use by college and university units and students groups, or the sale on and off campus. Cornell participates in national and international licensing programs administered by the Collegiate Licensing Company (CLC). These programs prevent bootlegging and insure that Cornell names and artwork are used on only those products approved by the University.”

The User/Unit/FTC/BSC is responsible for getting approval from Cornell’s Office of Communications, which is the responsible entity for approving and screening requests for logo approval. You may also visit the website, http://cornelllogo.cornell.edu/ for guidelines on using the Cornell logo or insignia, or to acquire a copy of the approval form.

Any club, organization, or university department that wishes to use the Cornell name or artwork on novelty items such as mugs, pens, shirts, etc. must obtain written approval from the Student Activities Office. The Cornell Name and Artwork website (http://dos.cornell.edu/sleca/event-planning/use-of-cornell-name-logo-artwork) which explains the procedure and allows you to download the appropriate form. This form is available electronically at http://dos.cornell.edu/sites/dos.cornell.edu/files/sleca/documents/Use-Cornell-Logo.pdf.

For your request to be approved, you must select a manufacturer that is licensed by Cornell University or the Collegiate Licensing Company. A list of licensed manufacturers is available from the Student Activities Office, 521 Willard Straight Hall, the Office of University Communications, 308 Day Hall or can also be found online at http://cornelllogo.cornell.edu/downloads/Licensed_Companies.pdf or http://cornelllogo.cornell.edu/list.cfm.

Please do not attach the approval form to the requisition. You may mention that you have approval from the Office of Communications in the “Department Notes” section of the requisition.

- A separate request form must be submitted for each manufacturer selected. Because your signature and artwork are required, this request must be submitted in writing.
- Once approved, a copy of this form and artwork must be presented to the manufacturer before the items can be ordered.
- Please note that an approved design will not require subsequent review and approval provided a licensed manufacturer is used and there is no change in the design.
- Generally, approvals will not place limits on the quantity of goods to be produced.
If you have any questions or need assistance, contact:

General logo questions: identity@cornell.edu or 607-255-1167
Web guidelines and graphics: identity@cornell.edu or 607-255-3854
Audio visual guidelines: tv33@cornell.edu or 607-254-3369
Merchandise guidelines: ffp1@cornell.edu or 607-255-1573
New York State Appropriated Orders

Funds Procedures

Orders that are funded by New York State (NYS) appropriated funds must comply with both Cornell University policy and New York State policy. Please review the individual grant requirements prior to procuring goods and/or services.

New York State Contracts

The New York State Office of General Services Procurement Services Group (OGS) establishes contracts for commodities, services, and technology. These contracts are available for use by eligible entities across New York State. These contracts are established through a competitive bidding system and awarded on the basis of lowest price and/or best value to a responsive and responsible vendor. Most OGS contracts can be used to make direct purchases. All requisitions should include the OGS customer number and the NYS contract number.

New York State Preferred Sources

To advance special social and economic goals, New York State grants certain providers a “preferred source” status under the law. The purchase of commodities and/or services from Preferred Sources is exempted from statutory competitive procurement requirements. State University of New York (SUNY) defines preferred sources as the correctional industries program of the New York State Department of Corrections, approved charitable non-profit agencies for the blind, any employment program serving mentally ill persons which is operated by the New York State Office of Mental Health, any qualified charitable non-profit-making agency for severely disabled persons approved by the New York State Commissioner of Education, or veterans workshops operated by the United States Department of Veterans Affairs and approved by the New York State Commissioner of Education. Appropriate backup information designating the vendor as a preferred source must accompany the requisition.

Resources

For assistance with these orders, please contact procurement@cornell.edu or the Procurement Services Help line at 254-5300.
Orders Using Sponsored Funds

Orders that are funded by Sponsored Funds (KFS fund group CG) must comply with both Cornell University policy and the policies of the sponsor and/or the federal government.

Agency Specific Terms

There are frequently used terms and conditions associated with a particular funder (e.g., the federal government) or agency (e.g., USDA). These terms are typically contained in the sponsored agreement either explicitly or by reference. Federally-funded acquisitions must also be in accordance with the Cost Principles (OMB Circular A-21) and the Administrative Requirements for Grants and Agreements (OMB Circular A-110). The End user and their unit must be aware of the requirements of their particular award and must notify the FTC/BSC of any special requirements that must be referenced on the purchase order.

Frequent terms seen in sponsored agreements include:
- Need for diverse spending to groups such as MBE, WBE, etc.
- Lease-purchase analysis as part of the justification of the acquisition
- Inclusion of certain award-specific terms and conditions in the purchase document

Some purchase requisitions on sponsored funds may be pre-reviewed by Sponsored Financial Services to assist in compliance with sponsor requirements.

If you have further questions about a particular procurement or award, please contact Sponsored Financial Services or Office of Sponsored Programs.
Artwork Loans and Purchases for the Herbert F. Johnson Museum of Art

The Herbert F. Johnson Museum of Art (Museum) purchases and/or borrows works of art. Because the Museum routinely conducts such transactions, the Museum is not required to utilize a purchase order for such transactions as long as the following conditions are met.

Conditions for Purchase Order Requirement Exception

1. The Museum will determine the artwork authenticity prior to finalizing a purchase or loan agreement with a vendor.
2. The Museum will execute an Acknowledgement of Objects Received form as they take possession of artwork.
3. The Museum will place the artwork under its Museum Collection and Temporary Loans insurance policy prior to taking possession of the artwork. (Note: The Museum Collection and Temporary Loans insurance policy is maintained by the Office of Risk Management and Insurance.)
4. The Museum will add all artwork purchases to its department artwork inventory.
Editors, Indexers, and Designers for Cornell University Press

Cornell University Press will utilize a generic Independent Contractor Agreement for all editors, indexers, and designers. The agreement template will incorporate the standard terms and conditions of a purchase order, i.e., insurance and indemnification, necessary to protect the University and mitigate any possible risk.

With a contract, CU Press may pay editors, indexers, and designers, using the disbursement voucher method. Because these individual’s exercise complete independence in their edits of University Press manuscripts, provide service to multiple customers and university press organizations, do not provide service on the Cornell campus, and do not receive tools or training from the University, the University Tax Office has waived the service provider questionnaire and evaluation worksheet requirements for these service providers only.

Cornell University Press may not pay anyone, who is currently a Cornell employee or who has been a Cornell employee in the past calendar year, for editing, indexing, or design services via disbursement voucher or purchase order.

The University and Small Academic Unit Business Service and CU Press will ensure that the vendors are properly registered as disbursement voucher vendors with valid IRS Form W-9 and ACH registration.
Export Controls

Export Control Laws are a set of federal regulations that restrict the release of certain items, information and software to foreign nationals in the United States and abroad. Those regulations are the Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR), as well as regulations administered by the Office of Foreign Assets Control (OFAC).

Cornell University is fully committed to compliance with all U.S. Government export control laws and regulations.

Export Compliance is the responsibility of all Cornell University faculty and staff. All personnel retained by or working at, consulting to, or volunteering for the University must comply with the Cornell University Export Compliance and Management Plan while teaching, conducting research or providing service activities at or on behalf of the University.

Penalties for non-compliance with export control laws are severe and impact both the institution and the researcher. If an export control violation is determined by an investigating agency, an individual may be subject to civil and criminal penalties, and Cornell may be subject to, among other penalties, debarment from government contracts.

The Office of Sponsored Programs, under the direction of the Office of the Vice Provost for Research, is responsible for helping the University community understand and comply with export control laws and regulations. For additional information, tools to assist in determining how the regulations apply to your activity, and contact information for assistance with export control concerns, please visit http://www.oria.cornell.edu/export/ or email exportcontrols@cornell.edu.

End-User Responsibilities

1. When receiving a quote, contract or agreement from a supplier with terms and conditions that include an Export Control clause, you must contact the Export Control Manager for review of the clause prior to attaching the contract to an I Want Doc or sending the request to your Business Service Center to process a requisition.

2. Please send an email with the contract attached to exportcontrols@cornell.edu. Please include the vendor name, vendor contact person, email and phone number, name of the department, department contact name, email, phone number, quoted item description and how they are using the item, persons that will have access to the item, or will be using the item. Below is a sample email to send to Export Control at exportcontrols@cornell.edu.

   Please review the contract regarding the terms and conditions for (vendor name/ e-doc number). There is an export section in the company’s terms and conditions that needs review. Included is the quote, terms, name of the lab, department contact, quoted item description and how they are using the item. Please respond with approval so a purchase order can be processed.

3. Once you receive approval, you may submit the I Want Doc to your FTC/BSC and attach the email approval and the quote, contract, or agreement.
Export Control Manager Responsibilities

The Export Control Manager will review the contract for the Export Control clause.

Procurement Services Responsibilities

Once Export Control has given the authorization to proceed, Procurement Services will then review the remaining terms in the agreement.

For Help, Please Contact:
Office of Sponsored Programs
T: 607-255-5337
E: exportcontrols@cornell.edu
Software Risk Assessment

When investigating the purchase of a new product or service, especially ones that may handle any regulated data types (see link below), you should engage the ITSO as early in the process as possible. Ideally, the ITSO should be contacted at least four weeks before a purchasing decision must be made.

Regulated Data Types
https://www.it.cornell.edu/security/data/regulated/index.cfm

End User Responsibilities
1. To request a Security Risk Assessment, send a message to the ITSO at security-services@cornell.edu. You should include the contact information for the requester as well as any contact information for the vendor. You should also indicate the timeline for the purchase decision and send along any documentation you may have regarding the product or service to be assessed.
2. Once you receive a risk assessment report and permission to proceed with the purchase, submit your I Want Doc to your FTC/BSC. Attach the risk assessment report and/or approval email from IT Security.

For additional information, refer to Cornell Information Technologies website at http://www.it.cornell.edu/services/security_assessment/process.cfm.