Appendix A

Standard Operating Procedure (SOP)
Dye Testing Notification

<table>
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<th>SOP No.</th>
<th>MG-0012</th>
<th>Revision:</th>
<th>0</th>
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<td>Department:</td>
<td>Maintenance &amp; Environmental Health &amp; Safety</td>
<td>Date:</td>
<td>8-31-17</td>
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<tr>
<td>Dept. Head Approval:</td>
<td>[Signature]</td>
<td>8/31/17 Keith Lawrence</td>
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<tr>
<td>Director Approval:</td>
<td>[Signature]</td>
<td>8-31-17</td>
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**Purpose:**
Purpose is to establish guidelines for notification of dye testing of stormwater, sanitary, steam condensate and other lines, maintained by maintenance and safety personnel at West Virginia University.

**Responsibility:**
1) The following people are responsible for following this SOP.
   a. Maintenance Operations Managers
   b. Leads and Trade Specialist
   c. Environmental Health & Safety Employees
   d. Assistant Directors of Maintenance and Environmental Health & Safety
   e. Director of Maintenance
   f. Director of Environmental Health & Safety

**Definitions:**
1) Dye- Biodegradable dye used to trace flow in pipes.

**Procedure:**
Prior to conducting any dye testing of stormwater, sanitary sewer, steam condensate, or any other lines, the following departments must be notified.

- MS4 Stormwater Specialist 724-493-9203
- Plumbing Shop Manager 304-293-8125
- Environmental Health and Safety 304-293-3792
- University Police Department 304-293-3136
- WVDEP 304-368-3960
- Morgantown Utility Board 304-292-8443
- Morgantown Energy Associates (Steam Condensate Only) 304-284-2536

**Statement:**
Calling to inform you that WVU is conducting dye testing in case anyone reports it.

*Give general location of work.

**Give name of receiving stream that may be effected.