



**West Virginia University**

Environmental Health and Safety

# ETHANOL DELIVERY REQUEST PROCEDURES

Updated – November 2017

**WEST VIRGINIA UNIVERSITY**  
**Standard Operating Procedure (SOP)**  
**for**  
**Requesting Ethanol Delivery**

**1. PURPOSE/SCOPE.....3**

**2. ROLES/RESPONSIBILITIES.....3**

**3. PROCEDURE.....5**

## 1 PURPOSE

To provide guidelines for requesting WVU Environmental, Health and Safety (EHS) services in delivering ethanol for research purposes. It is the intent of this SOP to ensure that delivery of the product be conducted in the safest manner with the regard to students, faculty, staff and the public.

### SCOPE:

WVU EHS will provide delivery services of ethanol used for research on the Evansdale and Downtown campuses. Requests will be taken, and product delivered, according to the guidelines established in this SOP.

## 2 ROLES AND RESPONSIBILTIES

### Environmental, Health and Safety

- Receive written request for ethanol delivery.
- Assign personnel to conduct delivery within 5 to 7 business days from the receipt of the Request for Services Form.
- Utilize a state vehicle to conduct delivery.
- Ensure ethanol is delivered in a safe manner. **EHS is responsible for determining safe conditions.**
- Ensure Bill of Lading is completed properly.
- Ensure that transportation records are filed monthly with the WV Alcohol Beverage Control Commission.

### Receiving Zones

- Purchase and order the necessary amounts of ethanol. **Note: It is the responsibility of the purchaser to ensure that product will be ready to be picked up and delivered by EHS. If product is not available for delivery when EHS arrives, a new request must be made by the purchaser via the “Request for Services Form”**
- Complete and submit a Request for Services Form. Explain that a delivery is needed.
- Ensure you allow 5 to 7 business days for the delivery to take place, once the Request for Services Form has been received by EHS.
- Have personnel onsite to receive the delivery.
- Sign the Bill of Lading certifying the delivery has been received.
- Maintain Zone government ethanol research license for that zone (Downtown, HSC and Evansdale).

### Health Science Center

- Receive ethanol orders from Receiving Zones, as requested.
- Purchase ethanol to be used by Receiving Zones.
- Prepare order to be picked up by EHS.
- Assist EHS with completing the Bill of Lading.
- Ensure the product is properly labeled.
- Submit paperwork to the WV Alcohol Beverage Control Administration, as required.

### 3 PROCEDURE

- To order product, log into Mountaineer Market Place. Type in Alcohol in the Search Hosted Products, Advanced Search area. The first 4 selections are for WVU Facilities & Services. Select which one you want and complete the order as if you were ordering from a vendor. After completing the order, contact the Health Sciences Center to receive the paperwork required to complete the process.
- Once the ethanol has been ordered, **and received by HSC**, submit a Request for Services Form. The online form can be found by the following link: [http://wvu.qualtrics.com/jfe/form/SV\\_0kNXsb0SVc8NXr7](http://wvu.qualtrics.com/jfe/form/SV_0kNXsb0SVc8NXr7). This should request that the ethanol be picked up and delivered. The request form must include the following:
  - The exact type of ethanol to be delivered.
  - The amount of ethanol to be delivered.
  - The person making the request.
  - Contact number of the person making the request.
  - Person to receive the delivery.
  - Contact information of person receiving the ethanol.
  - Building and room number where the ethanol is to be delivered.
- **EHS will do everything possible to ensure the delivery will be executed within 5 to 7 business days from the receipt of the request. However, based on staffing, emergencies, weather, etc. there may be instances when this timeframe could be extended. In these instances, EHS will communicate to the purchaser that there is a delay.**
- EHS personnel will contact HSC, as well as, the designated recipient to coordinate the delivery.
- EHS personnel will complete the Bill of Lading and transfer the ethanol into a **state owned vehicle**. EHS will ensure the security of the material. **Transfer/transport of ethanol in personal vehicles by EHS is strictly prohibited.**

- EHS will meet the designated recipient for the delivery.
- The following signatures shall be listed on the Bill of Lading:
  - Shipper
  - Carrier
  - Recipient
- The completed Bill of Lading will be scanned. Copies will be sent to the shipper and receiver. EHS will file the original Bill of Lading.