

Facility Inspection - Standard Operating Procedures

Inspection Procedure Safety

- a. Always wear required personal protection equipment when working at a tank battery/well location.
- b. When arriving at facility, park vehicle upwind from the facility and pointed forward in a direction that allows for expedited evacuation. Do not leave vehicle while engine is running. When exiting vehicle, turn off engine and leave key in the vehicle's ignition. Do not inspect facility while carrying non-intrinsically safe devices (i.e. cell phone, laptop, camera, etc.).
- c. Always ground person and equipment when working near or around production equipment.
- d. Always depressurize tanks before opening thief hatches to gauge or inspect.
- e. Do not work outside of elevated walkways without proper fall protection.

Inspection Procedures

During each of the following inspections collect and record all findings so that necessary repairs/service can be completed in a timely manner. An annual inspection form can be used to assist with recording inspection findings.

General Site Condition Inspection

- a. Confirm well and tank battery location sign is present and readable.
- b. Confirm that the access road to the tank battery is in good condition.
- c. Confirm that the tank battery is free from debris, such as weeds, trash, and unused operational equipment.
- d. Inspect ground and berms around all wells, flow lines, and production equipment to verify no soil staining is present.
- e. If fencing, gates, and/or guards are on location, confirm that each is maintained and in good working condition.
- f. Confirm berms are maintained around storage tanks and separator.

Wellhead(s) Inspections

- a. Confirm wellhead is properly maintained and in good condition.
 - i. Confirm no oil staining on piping at connections;
 - ii. Confirm no audible gas leaks present at wellhead.
- b. If plunger lift installed, confirm plunger lift system operating correctly.
- c. If pump jack installed, confirm pump jack and engine/motor operating in good working condition.

- i. Confirm belt guard in place and in good condition;
- ii. Stuffing box free from leakage;
- iii. Electric motor grounded (if applicable);
- iv. Engine operating with correct fluid levels (if applicable);
- v. Engine operating without fluid leaks (if applicable).

Separator Inspections

- a. Confirm separator is properly maintained and in good condition.
 - i. Confirm no oil staining on piping at connections;
 - ii. Confirm no audible gas leaks present;
 - iii. Confirm liquid level controllers and dump valves are operating correctly and free from leaks;
 - iv. If applicable, confirm burner is lit and T-12 controller is set to the correct temperature;
 - v. Confirm burner exhaust is equipped with a screen at the top;
 - vi. Confirm relief valve and rupture disc are protected from weather.
- b. Confirm all necessary warning labels are affixed to separator.
- c. Visual inspect instrument gas tubing for corrosion and wear.

Engine

- a. Confirm engine is properly maintained and in good condition.
 - i. Confirm no audible gas leaks present;
- b. Inspect oil and coolant levels;
- c. Record engine hours of operation;
- d. If applicable, inspect engine shelter for damage.

Storage Tanks

- a. Inspect outer shell of storage tank for visible signs of wear/leakage.
- b. Confirm all necessary warning labels are affixed to storage tanks.
- c. Confirm storage tank is marked with contents, volume, AIRS ID, and Plains ID.
- d. Confirm stairs, handrails, and walkway are in good condition.
- e. Gauge tank and record fluid levels.
- f. Clean thief hatch area after gauging.
- g. Close and verify thief hatch latches properly.

----Proceed with the following inspection procedures only if tank control unit is installed at location----

- h. Inspect thief hatch and thief hatch gasket condition.
- i. Verify thief hatch weight is correct for facility operation to eliminate venting.
- j. Inspect pressure relief valve and confirm good working condition.
- k. Verify pressure relief valve is correct for facility operation to eliminate venting.

Emission Control Device

- a. Confirm emission control device is properly maintained and in good condition.
 - i. Confirm no audible gas leaks present.
- b. Visual inspect instrument gas tubing for corrosion and wear.
- c. Verify pilot light is lit.
- d. Confirm sight glass is clean and pilot light can be seen through the glass.
- e. Confirm sight glass is at or below eye level.
- f. Confirm emission control device is marked with AIRS ID.
- g. Observe top of emission control device for smoke.
- h. Record inspection results on Reg. 7 Daily Incinerator Inspection sheet.