Disclaimer

This course should be reviewed to assure that the information conforms to recommended procedures, as well as to any federal, state or local laws regarding any facility’s operation.

The producer makes no warranty, expressed or implied, that the information in this course is accurate or appropriate for any particular facility’s environment, or any individual employee’s situation.

Training Segments

Introduction
Pre-Trip & Vehicle Inspection
Traveling to the Lease
Actions At the Lease Site
Actions At the Drivers Station
Post Trip & Vehicle Inspection
Notification of Accidents & Spills
Summary
The lease operator owns the oil as it comes from the well. We are the pipeline company which transports the oil to the buyer. The operator, pipeline company and buyer all measure and test the oil at different times. This program will make you familiar with our procedures for testing and measuring the oil we haul.

**Our Business**

Upon arrival to the office you should check-in, report any concerns or ask any questions which relate to the previous day's work.

Upon receipt of your dispatch(s) make sure you know your route to the lease site and any lease operator's requirements for your loading and hauling.

Now you are ready for your Pre-Trip Vehicle Inspection.
Pre-Trip & Vehicle Inspection

To protect you, the public and the environment we require a pre-trip vehicle inspection to assure the safe working condition of your vehicle.

This inspection is to be performed daily before you leave the yard.

Any condition that warrants concern should be brought to the immediate attention of the appropriate personnel and corrected.

---

DAILY PRE-TRIP INSPECTION

Equipment Check:
General condition of vehicle.

The walk-around…
Do a walk around your vehicle correcting any hazards you see such as……

Caps which are not screwed tight.
Pre-Trip & Vehicle Inspection

**DAILY PRE-TRIP INSPECTION**

**Equipment Check:**
- General condition of vehicle.
- Do a walk-around your vehicle correcting any hazards you see such as......
- Or any other condition which requires your immediate action to correct.
- These are often the most overlooked conditions which require attention.
- The Engine; transmission, clutch and drive line.

**REMEMBER**
- Take Corrective Action as Needed!
Pre-Trip & Vehicle Inspection

DAILY PRE-TRIP INSPECTION

Equipment Check:
The Oil, water & fluid levels; look for leaks – water, oil & fuel.

REMEMBER
Take Corrective Action as Needed!

---

Pre-Trip & Vehicle Inspection

DAILY PRE-TRIP INSPECTION

Equipment Check:
The Exhaust system & steering system.

REMEMBER
Take Corrective Action as Needed!

---

Pre-Trip & Vehicle Inspection

DAILY PRE-TRIP INSPECTION

Equipment Check:
The Instruments & gauges; horn, wipers, defroster, heat.

REMEMBER
Take Corrective Action as Needed!

---
Pre-Trip & Vehicle Inspection

DAILY PRE-TRIP INSPECTION

Equipment Check:

- Seatbelts, mirrors, windshield, & windows.
- Low air warning device; tractor protection valve.
- The brake hoses & connections; brake adjustment.

REMEMBER
Take Corrective Action as Needed!
DAILY PRE-TRIP INSPECTION

Equipment Check:
The service & parking brake.

REMEMBER
Take Corrective Action as Needed!

DAILY PRE-TRIP INSPECTION

Equipment Check:
The wheels, tires, lugs, studs, lube, springs.

REMEMBER
Take Corrective Action as Needed!

Don’t Let This Happen!

DAILY PRE-TRIP INSPECTION

Equipment Check:
Suspension; fifth wheel, king pin, safety chains, & tow bar.

REMEMBER
Take Corrective Action as Needed!
Pre-Trip & Vehicle Inspection

**DAILY PRE-TRIP INSPECTION**

**Equipment Check:**
- Load & securing devices.
- Emergency equipment; extinguisher, triangles.
- Placards; Other.

**REMEMBER**
- Take Corrective Action as Needed!
Pre-Trip & Vehicle Inspection

**DAILY PRE-TRIP INSPECTION**

**Equipment Check:**

- PTO Operation and Inspection.
- The emergency shutdown valve operation & inspection.
- The hoses & valves are to be inspected.

**REMEMBER**

Take Corrective Action as Needed!
DAILY PRE-TRIP INSPECTION

Equipment Check:

Inventory of fittings & measurement equipment.

REMEMBER
Take Corrective Action as Needed!

Gauging Equipment

Hydrometers

REMEMBER
Take Corrective Action as Needed!
DAILY PRE-TRIP INSPECTION

Equipment Check:
Inventory of fittings & measurement equipment.

Gauging Equipment

REMEMBER Take Corrective Action as Needed!
Pre-Trip & Vehicle Inspection

DAILY PRE-TRIP INSPECTION

Equipment Check:

Inventory of fittings & measurement equipment.

REMEMBER
Take Corrective Action as Needed!

Gauging Equipment

Sample Thermometer

REMEMBER
Take Corrective Action as Needed!

Pre-Trip & Vehicle Inspection

DAILY PRE-TRIP INSPECTION

Equipment Check:

Centrifuge and heater inspection & operation.

REMEMBER
Take Corrective Action as Needed!

Pre-Trip & Vehicle Inspection

DAILY PRE-TRIP INSPECTION

Equipment Check:

Monotox

REMEMBER
Take Corrective Action as Needed!
Pre-Trip & Vehicle Inspection

Items for Vehicle Check:

1. Solvent Container and Label

REMEMBER
Take Corrective Action as Needed!

Hard hat.

Safety glasses.

Steel toed boots.

Gloves

DAILY PRE-TRIP INSPECTION

Equipment Check:
The following personal protective equipment is required to be used by all Gulfmark employees:

REMEMBER
Take Corrective Action as Needed!

Pre-Trip & Vehicle Inspection

Items for Vehicle Check:

Condition of the inside of the cab.

Condition of the inside of the tool boxes.
Pre-Trip & Vehicle Inspection

Items for Vehicle Check:

- Tractor Registration
- Trailer Registration
- Tractor Lease Agreement (if needed)
- Tractor Lease Registration Certificate – Original (if needed)
- Current Insurance Card
- Current Railroad Commission Certificate – Original (cab card)
- Current County Permits (if required)
- Updated Railroad Commission List of Approved Saltwater Disposals
- Updated Railroad Commission List of Approved
- Annual D.O.T. Vehicle Inspection Report
- Hours-of-Service Oil Field Exemption Letter
- Current D.O.T. Hazardous Materials Registration Certificate
- Accident Packet
- Trailer Inspection Report

Run Tickets:

- Saltwater
- Oil

Training Segments

- Introduction
- Pre-Trip & Vehicle Inspection
- Traveling to the Lease
- Actions At the Lease Site
- Actions At the Drivers Station
- Post Trip & Vehicle Inspection
- Notification of Accidents & Spills
- Summary
As professional drivers we drive everyday.

Most Accidents are caused by one of FIVE factors:

- Distraction
Most Accidents are caused by one of FIVE factors:

- Distraction
- Frustration
- Fatigue
- Poor Vehicle Condition
Most Accidents are caused by one of FIVE factors:

- Distraction
- Frustration
- Fatigue
- Poor Vehicle Condition
- Alcohol and/or Drug Use

The use of alcohol is a factor in over 50% of all fatal accidents.

When we are driving, distraction comes in many forms.
When we are driving, distraction comes in many forms. Eating, reading a map and talking on the phone are a few.

Pull over to a safe area to accomplish these tasks.

Staying calm and alert is critical when driving. STRESS, FRUSTRATION and ANGER can cause you to lose focus. If you feel out of control, take a pause and count to ten.
Pull over if you can and safely step out of the vehicle and regain your composure.

If you feel drowsy, open a window or turn on the radio. If necessary, find a rest stop and take a break.

It is OUR COMPANY POLICY to have a drug and alcohol free workplace. Alcohol and drug use while operating a vehicle or on the job is unacceptable.
Always inform your supervisor if you are taking a prescription drug given by your doctor which may impair your ability to operate a vehicle or do your job.

Other indicators which make driving less dangerous are:
- Obey traffic & speed limits
- Signal early for lane changes & turns
- Watch for trouble on the road
- Don’t tailgate

Exercise good judgement when weather conditions make the road more hazardous. Allow extra time to reach your destination. Be aware that alternate routes may be necessary.
Dusk and dawn are the most dangerous times to drive.

Turn on headlights to be sure others can see you.

Use even more caution if road conditions are poor due to weather or other factors when driving at this time.
Traffic accidents happen to the safest drivers. In case of an accident, stay calm and do not move the vehicles unless someone is in immediate danger. Turn off the engine and check for injuries. Do not move anyone until qualified medical help arrives.

If an accident occurs, contact your supervisor as soon as possible and call the police or ask passer-by to do so immediately.

Remember...
- Vehicle Accidents are the #1 Cause of Death on the job
- We're Professionals, so let's perform like it
- Stay Focused, Alert and Sober when Driving
- Take Time to Inspect your Vehicle & Learn how it handles
- Always Wear Your Seatbelt
- Obey Speed Limits, Traffic Signs & Signals
- Make Allowances for Poor Road Conditions
- Know how to Handle and What to do in Driving and Accident Emergencies
Traveling to the Lease

- Vehicle Accidents are the #1 Cause of Death on the job
- We're Professionals, so let's perform like it
- Stay Focused, Alert and Sober when Driving
- Take Time to Inspect your Vehicle & Learn how it handles
- Always Wear Your Seatbelt
- Obey Speed Limits, Traffic Signs & Signals
- Make Allowances for Poor Road Conditions
- Know how to Handle and What to do in Driving and Accident Emergencies
Vehicle Accidents are the #1 Cause of Death on the job
We're Professionals, so let's perform like it
Stay Focused, Alert and Sober when Driving
Take Time to Inspect your Vehicle & Learn how it handles
Always Wear Your Seatbelt
Obey Speed Limits, Traffic Signs & Signals
Make Allowances for Poor Road Conditions
Know how to Handle and What to do in Driving and Accident Emergencies

Remember….
Traveling to the Lease

Remember:

• Vehicle Accidents are the #1 Cause of Death on the job
• We’re Professionals, so let’s perform like it
• Stay Focused, Alert and Sober when Driving
• Take Time to Inspect your Vehicle and Know the Hazards
• Always Wear Your Seatbelt
• Obey Speed Limits, Traffic Signs
• Make Allowances for Poor Road Conditions
• Know how to Handle and What to do in Driving and Accident Emergencies

Training Segments

Introduction
Pre-Trip & Vehicle Inspection
Traveling to the Lease
Actions At the Lease Site
Actions At the Drivers Station
Post Trip & Vehicle Inspection
Notification of Accidents & Spills
Summary

Actions at the Lease Site

General Overview-Oil
Sampling
Pipeline companies may test the oil they receive at any time. To assure that the oil we accept is acceptable, we test the oil before loading.
Actions at the Lease Site

Sampling Methods
While there are many methods to sample the oil, we sample by the use of the thief, or core, sampling.

Actions at the Lease Site

Types of Samples
We sample from different parts of the tank to obtain an average sample of the oil.

Actions at the Lease Site

General Overview-Oil Measurement & Testing
From the sample we must determine the volume of oil we are going to load.
Temperature Measurement

The temperature of oil in lease stock tanks generally is close to that of the air surrounding the tanks unless the oil has just been recently produced and still has a higher temperature. We measure temperature by lowering a special thermometer into the oil.

Gravity and S&W Content Measurement

The S&W content and the API gravity (specific gravity, or density, measurement) of oil in stock tanks are measured from samples taken from the tanks. We utilize a centrifuge test, also called a shake-out test, to determine the S&W content of the samples we have taken.

We use an instrument called a hydrometer to measure the API gravity of the oil. We drop the hydrometer into a cylinder of oil. It floats at a certain level in the crude (the higher it floats, the lighter the oil). Since gravity or density of oil varies with its temperature, you must correct the gravity readings of oil other than 60 F.
**Actions at the Lease Site**

**Actions at Lease Site Check List:**

- Keep gates and locks secure at lease site
- Check tank stencil / numbers
- Check all valves
- Grounding of yourself and equipment
- Safe climbing and descending of stairs & ladders
- Check top valves
- Caution in opening in the tank
- Checking the oil
- Reading shakeout tubes
- Rejecting or accepting oil
- Following attendance rules for loading
- Truck pump and PTO operation
- Timing loads/unloads – watch the tanks
- Emergency shutdown valve operation
- Understanding the valve system
- Correct loading procedures
- Closing and securing tank valves
- Final cleanup, secure equipment, & double check of valves after loading
- Entering correction information on Crude run tickets
- Entering correction information Pipeline meter tickets
- Notify supervisor of amount of oil left at lease
- Reading trailer sight gauge
- Proper unload procedures
- Getting closing gauge
- Disposal of used seals, pads and rags
- Closing out the ticket
- Completion and turn in of paperwork

---

**Actions at Lease Site Check List:**

- Keep gates and locks secure at lease site when entering and leaving the lease.

---

**Actions at Lease Site Check List:**

- Check tank stencil / numbers
Actions at the Lease Site

ACTIONS AT LEASE SITE CHECK LIST:

- Check for leaks and distortions

ACTIONS AT LEASE SITE CHECK LIST:

- Check all valves

ACTIONS AT LEASE SITE CHECK LIST:

- Properly Ground yourself and your equipment
Actions at the Lease Site

Actions at the Lease Site

- Safe climbing and descending of stairs & ladders
- Always check the top valves &
- Use caution when opening tank as fumes are present

Procedures For GulfMark Energy Inc. Company Employees to Gauge and Test Oil in the Tanks With a Capacity or 1,000 Barrels or Less

Step 1: Inspect all valves connected to the tank. Check tanks for leaks.
Actions at the Lease Site

Step 2: Lower the thermometer half-way in the column and anchor it.

Procedures for GulfMark Energy Inc. for Company Employees to Gauge and Test Oil in the Tanks With a Capacity of 1,000 Barrels or Less

Step 3: Using the thief obtain a sample in the upper 1/3 portion of the oil or one foot below the surface of the oil.

Step 4: Insert the hydrometer in the thief full of oil allowing it to stand for a minimum of 3 minutes. Read the observed gravity even with the surface of the oil and the observed temperature on the hydrometer to be recorded on the run ticket as observed gravity and observed temperature.
Step 5: Pour the oil from the thief into the centrifuge tube to the 50 ml. mark in a 100 ml. Tube of the 100% mark in a 200% tube. Pour the remaining oil from the thief into the tank.

Step 6: Pour a sample from the same height as the bottom of the pipeline connection (usually 12”) into another centrifuge tube and 100% in a 200% tube.

Step 7: Pour oil from the thief slowly into the tank to identify where the consistency of the oil changes to determine the height of the bottom. Merchantable oil should be present 4” below the pipeline connection (usually 8”) which is your clearance sample. Merchantable oil is defined as oil with a BS&W of 2% or less. Tank bottoms are usually not merchantable oil.
Step 8: Gauge the tank with a gage line making sure that tension remains on the line while gauging. Read the gauge line of the nearest ¼ inch for all tanks of 1,000 barrels or less capacity to be recorded on the run ticket as “tank temperature”. Pour the oil from the cup into the tank.

Step 9: Pull the tank thermometer from the tank retaining the oil in the cup. Read the temperature to be recorded on the run ticket as “tank temperature”. Pour the oil from the cup into the tank.

Step 10: Clean the equipment and the top of the tank if any spillage occurred.
Procedures For GulfMark Energy Inc. for Company Employees to Gauge and Test Oil in the Tanks With a Capacity or 1,000 Barrels or Less

**Actions at the Lease Site**

**Step 11:** Fill the two centrifuge tubes containing the samples with solvent to 100ml, mark for 100ml, tubes and the 200% mark 200% tubes. Shake the tubes well and heat to 140 degrees F.

**Procedures For GulfMark Energy Inc. for Company Employees to Gauge and Test Oil in the Tanks With a Capacity or 1,000 Barrels or Less**

**Step 12:** Place the tube in a centrifuge machine of 125 degrees F after the centrifuge process is completed.

**Procedures For GulfMark Energy Inc. for Company Employees to Gauge and Test Oil in the Tanks With a Capacity or 1,000 Barrels or Less**

**Step 13:** Read the BS&W on each tube. On 100ml tubes double the results on each tube and divide the sum by 2. On 200% tubes add the results and divide the sum by 2. Record the average BS&W on the run ticket.
Step 14: A driver should refuse any tank with an average BS&W over 1% or a clearance sample above the acceptable level by leaving the refusal ticket. To deviate from the refusal policy would require supervisor approval.

Step 15: Once the gauging procedures are all completed and found to be acceptable, the driver should load the oil on the truck.

Step 15A: Check all valves on Truck & Tanks before Loading Hookup.

Step 15B: Check connector from tank.
Procedures For GulfMark Energy Inc. for Company Employees to Gauge and Test Oil in the Tanks With a Capacity of 1,000 Barrels or Less

Step 15: Loading Truck

Step 15C: Connect Hose
Make sure Snaps are Engaged

Step 15D: Remove Vent Cap

Step 15E: Make the Connection & Open Valves
Step 15: Loading Truck.

Step 15F: Engage PTO to start loading. The time it takes to load depends on the amount of oil being loaded and the oil's API gravity.

Step 15G: Monitor loading until truck is loaded.

Step 15H: Once truck is loaded, check all valves to make sure they are in the proper position and make your disconnection. Be sure to store equipment properly.
Step 16: Once the truck is loaded and valves closed, the driver should gauge the tank again to the nearest ¼ inch to be recorded on the run ticket as the “second gauge”.

Step 17: Check tank to ensure valves are closed properly. Perform final cleanup and do a vehicle inspection.

ACTIONS AT LEASE SITE CHECK LIST:

- Enter Correct Information on Crude Run Tickets & Pipeline Meter Tickets &
- Notify Supervisor of amount of oil left at lease
Actions at the Lease Site

Finish your paperwork ... do one last check of the lease site to confirm you have not forgot any steps needed to be taken.

Once this is accomplish we are ready to leave the lease.

Training Segments

Introduction

Pre-Trip & Vehicle Inspection

Traveling to the Lease

Actions At the Lease Site

Actions At the Drivers Station

Post Trip & Vehicle Inspection

Notification of Accidents & Spills

Summary

Unloading Procedures

Upon arrival at the unloading site pull to the proper connection to hook up the truck.

Actions at Drivers Station
Actions at Drivers Station

Unloading Procedures

Be sure to properly ground the vehicle.

Check Valves

Read Trailer Gauge

Make Connection

Upon completion of unloading we must take a closing gauge of our tank to determine our oil tank volume. Make a note of these for your paperwork.
Actions at Drivers Station

Unloading Procedures
Upon completion of the closing gauge and have determined our oil tank volume you now must close out your ticket and complete your paper work.
We now have completed our unload procedures.

Actions at Drivers Station

Unloading Procedures
Be sure to properly unhook the truck from the unloading station and once again check all valves to make sure they are in their proper position.
Remove the ground from the truck.

Training Segments

Introduction
Pre-Trip & Vehicle Inspection
Traveling to the Lease
Actions At the Lease Site
Actions At the Drivers Station
Post Trip & Vehicle Inspection
Notification of Accidents & Spills
Summary
Post-Trip & Vehicle Inspection

To protect you, the public and the environment, we require a post-trip vehicle inspection to assure the safe working condition of your vehicle. This inspection is to be performed daily upon your arrival to the yard.

Any condition that warrants concern should be brought to the immediate attention of the appropriate personnel and corrected.

DAILY POST-TRIP INSPECTION

This form is to be used for your Post-Trip inspection. You will note that the items inspected in the Pre-Trip Inspection are once again viewed in the Post-Trip Inspection.

Completion & Turning In Your Paperwork

Turn in all completed paperwork at the end of your workday and download your computer info as required.
Notification of Accident Spills

Driver’s Duty at the Scene:

1. STOP your vehicle (in a safe place off the traffic lane whenever possible) in any accident in which you are involved. Failure to stop is a criminal offense.

2. The driver must set out warning devices immediately and flag traffic as necessary to prevent secondary accidents (state law mandates warning devices must be set out within 10 minutes).

3. Check to see if anyone is injured and assist if possible.

4. Attend to equipment and complete the “Accident Investigation Packet”.

5. Take down the names, addresses and telephone numbers of all witnesses and first persons to arrive at the scene. If names are refused, get license numbers from vehicles.

6. If possible, do not move truck or equipment until the police arrive.

7. Do not discuss the facts of the accident with any one except a GulfMark Energy representative or a properly identified insurance adjuster for GulfMark Energy. Answer the questions of the investigating police office, but do not volunteer any additional information. It is the duty of each driver to ask our insurance company adjuster for positive identification before making any statement. Do not sign any statement without Company approval.

8. Make no statement admitting fault, or authorizing repairs in any way.

9. Do not make statements to anyone about anything if you are not absolutely sure and if you could not repeat it under oath in a court of law. Do not guess!

Notification of Accident Spills

Driver’s Duty at the Scene:
The driver must, unless taken for medical attention, remain at the scene until released by the police and/or a company supervisor. If the driver is instructed to submit to a drug screen and breath alcohol test, the driver must immediately go to the clinic to complete this task. Then the driver must proceed to the nearest telephone and contact GulfMark Energy for further instructions.

11. Exchange information with other parties involved.
   a. Driver’s name, address, driver’s license number and Insurance Co.
   b. Company name and address.
12. Under no circumstances will you promise the owner of a damaged vehicle to repair his vehicle, no matter how slight the damage.
13. If a mechanical failure causes or contributes to the cause of an accident, GulfMark Energy wants to know about it, but DO NOT make statements relative to mechanical failures to anyone other than GulfMark Energy representatives.