

**Petroleum Facilities
Proactive Inspection Criteria & Staffing**

Proactive Action	Operator Responsibilities	Resources/Staff Required
PETROLEUM CODE		
Annual Well Required Inspection: <ul style="list-style-type: none"> • Mechanical well operation and equipment • Pressure test Piping Systems • Secondary containment • Drainage Piping • Cellars • Fencing • Identification Signs • Prime Mover/Unit • Solid Waste • Stuffing Box seals • Vegetation • Waste Gases • Wellhead seals/operation • Well Servicing Area • Pollution • Emission Control • Grading 	<ul style="list-style-type: none"> • Comply with Codes • Make the required corrections within the timeline given by Petroleum Inspector. • Provide copies when needed of Certified Inspections and other documents. • Hydro Testing and/or other inspections as required. • Provide training to employees 	<ul style="list-style-type: none"> • Petroleum Inspector • Office Professional
Annual Facility Required Inspection: <ul style="list-style-type: none"> • Drilling & Well Surfacing operations • Secondary containment • Drainage Piping • Piping Systems • Storage Tanks • Vessels 	<ul style="list-style-type: none"> • Comply with Codes • Make the required corrections within the timeline given by Petroleum Inspector. • Provide copies when needed of Certified Inspections and other 	<ul style="list-style-type: none"> • Petroleum Inspector • Fire Protection/ Petroleum Engineer • Office Professional

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<ul style="list-style-type: none"> • Fencing • Identification Sign • Loading Area • Machinery • Pressure Vessel • Vegetation • Tank & Connections • Heaters • Hazardous Equipment • Pollution • Emission Control • Grading • Other/General 	<p>documents including SPCC, etc.</p> <ul style="list-style-type: none"> • Hydro Testing and/or other inspections as required. • Provide training to employees 	
<p>New Well & Tank Permitting:</p> <ul style="list-style-type: none"> • Check application for completeness • Create Permit • Create Well File <p>1st Site Inspection:</p> <ul style="list-style-type: none"> • Set up and testing of piping and equipment • Review drilling procedures • Distance from Roads • Length of road • Amount of grading required • Nearest watercourse • Potential for erosion <p>2nd Site Inspection:</p> <ul style="list-style-type: none"> • To ensure Petroleum/LUP conditions are adhered to. 	<ul style="list-style-type: none"> • Submit drilling applications to: Land Use, DOGGR, and Petroleum • Follow drilling and safety procedures required by code • Notify Petroleum of commencement of drilling operations • Maintain safe working conditions and spill prevention program is in place • Comply with Codes and notify Petroleum for 	<ul style="list-style-type: none"> • Petroleum Inspector • Office Professional

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<p>3rd Site Inspection:</p> <ul style="list-style-type: none"> • Inspect for Annual Well Requirements. • Create Inspection Report • Add Well to Well Index • Send FPD Copy of Well Info. 	<p>required inspections</p>	
<p>Soils Restoration:</p> <ul style="list-style-type: none"> • Review project Submittal • Work Plan Review/Approval • Create/Issue Permit • Pre Construction meeting <p>• Petroleum to Perform the following inspections as necessary:</p> <ul style="list-style-type: none"> • Excavation • Post excavation • Verification sampling • Stockpile and/or general erosion control compliance • Backfill completed/post site • Re-Seeding of site <p>• Issue letter stating site is restored and project is completed.</p>	<ul style="list-style-type: none"> • Contact Petroleum for Pre-Project Planning • Submit Copies of: <ul style="list-style-type: none"> • Work Plan • Completed SMU/LUFT record • Application to Conduct Clean-up operations. • Schedule required construction inspections and meetings to ensure project remaining within permit conditions • Comply with Codes 	<ul style="list-style-type: none"> • Petroleum Inspector • Office Professional
<p>Well Abandonment:</p> <ul style="list-style-type: none"> • Review Abandonment plans <p>1st Site Inspection:</p> <ul style="list-style-type: none"> • Inspect well site area to ensure all surface equipment has been 	<ul style="list-style-type: none"> • Inform Petroleum of Intent to Abandon well, equipment, and/or facility. • Submit Abandonment 	<ul style="list-style-type: none"> • Petroleum Inspector • Office Professional

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<p>properly removed</p> <ul style="list-style-type: none"> • Well Casing properly removed and clear from stagnant oil or water • Installation water Zonal Plugs to protect water from entering into environment • Property seal well casing install casing plug to protect from oil entering into environment <p>2nd Site Inspection:</p> <ul style="list-style-type: none"> • All equipment and well casing welded and permanently sealed and or removed from site <p>3rd Site Inspection:</p> <ul style="list-style-type: none"> • Excavation/Grading for compliance with permit • All oil, refuse and waste material removed from drill site. <ul style="list-style-type: none"> • Create well abandonment report <p>Once abandonment is complete:</p> <ul style="list-style-type: none"> • Remove well from Index book. • Remove well from annual well billing count • Move well file to abandonments files 	<p>Plan and obtain required permits</p> <p>Perform all required soil testing and submit reports to all County and State agencies</p> <ul style="list-style-type: none"> • Schedule required construction inspections and meetings to ensure project remaining within permit conditions <p>Clean and restore well site to oil pre-well conditions</p> <ul style="list-style-type: none"> • Comply with Codes 	
<p>Petroleum Inquiry/Research Review:</p> <ul style="list-style-type: none"> • Review all Petroleum files for 	<ul style="list-style-type: none"> • If issues are found, previous land owner or 	<ul style="list-style-type: none"> • Petroleum Inspector • Office Professional

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<p>requested information</p> <ul style="list-style-type: none"> • Provide copies of all files to applicant • Provide information to applicant of general public • Correspondence with other agencies and/or specialists for historical information • Stamp of approval or recommendations as needed 	<p>operator would be responsible for remediation.</p>	
<p>Enforcement:</p> <ul style="list-style-type: none"> • Perform initial inspection or respond to complaint or unauthorized spill • Issue stop work/shut down order if necessary • Issue Notice to Correct violations • Conduct follow-up inspections for compliance • Send Violation abatement notifications (15 day) letter • Issue Notice of Violation (NOV) • Issue Notice of Determination of Fines (NOD) • Conduct Appeal Hearings • Case Close process 	<ul style="list-style-type: none"> • Comply with Codes • Maintain facilities in safe operating condition at all times • Make the required corrections within the timelines issued by Petroleum Inspector. • Call for re-inspections on corrected items within required timelines • Adhere to process and procedures for filing appeals 	<ul style="list-style-type: none"> • Petroleum Inspector • Office Professional

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FIRE CODE		
Annual Fire Code Inspection	Maintain compliance with the Fire Code	Fire Protection/ Petroleum Engineer Office Professional
Fire Code Re-Inspection	Correct outstanding Fire Code Violations	Fire Protection/ Petroleum Engineer Office Professional
Fire Code Enforcement	Correct outstanding Fire Code Violations	Fire Protection/ Petroleum Engineer Office Professional
Fire Code Operational Permit	Permit condition compliance	Fire Protection/ Petroleum Engineer Office Professional