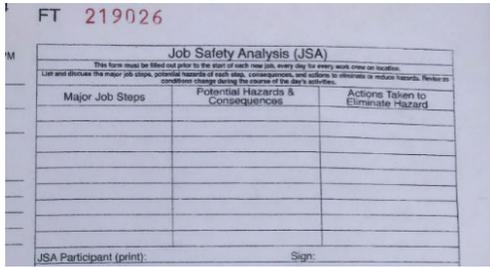
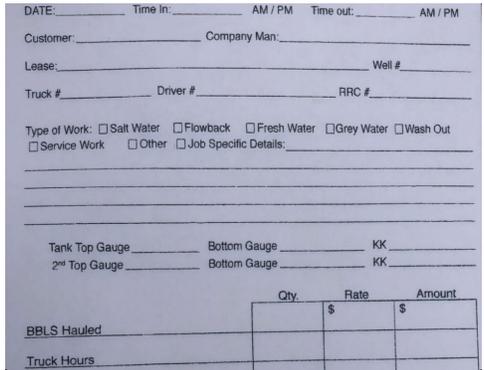


**Purpose:** This Work Instruction provides the minimum requirements and prohibitions for loading produced water.

### Loading Produced Water

No	Task Step	Illustration
1	<p><b>Arrival on Location</b></p> <p>Check to ensure weather conditions are safe and suitable job to start.</p> <p>Scan the site for hazards.</p> <p>Standard PPE shall be worn by all crew members on location.</p> <p>Personal gas monitor turned ON and working.</p> <p>Ensure a JSA is completed.</p>	
2	<p><b>Position the Truck</b></p> <p>Drive across location towards the Tank Farm.</p> <p>Park in position with motor of truck at least fifty-feet (50') from the discharge pod.</p> <p>Set air brakes on truck.</p>	
3	<p>Apply wheel chocks to rear-wheels.</p> <p>Place safety cone (Witch Hat) and Fire Extinguisher in front of parked truck.</p> <p>Unload and place metal bucket below the Hydraulic Pump.</p> <p>Attach a Ground Strap to the Metal Bucket &amp; Truck.</p> <p>Install vent line onto Hydraulic Pump and set to allow to vent upstream of working area.</p>	
4	<p><b>Take Water Reading</b></p> <p>Walk to the Tank Gauge location and note down the Produced Water level reading.</p> <p>Make a note of the Water Level on the Ticket.</p>	

No	Task Steps	Illustration
5	<p><b>Prepare Hoses for Loading</b></p> <p>Unload the Metal Bucket from the Truck.</p> <p>Attach a Ground Strap to the Metal Bucket &amp; Truck.</p>	
6	<p>OPEN bleeder valve to bleed-off trapped pressure from the loading line.</p> <p>Remove Cap from loading line and use Metal Bucket to catch drips from open hose.</p> <p>NOTE: Place Cap somewhere it will not get lost as it is needs to be replaced later.</p>	
7	<p>Visually inspect the "O" Ring.</p> <p>Replace "O" Ring if necessary.</p>	
8	<p>Attach Hose.</p>	

No	Task Steps	Illustration
9	<p>Set the Camlocks.</p> <p>Secure the Hose Camlocks using Plastic Locks, Fiber Straps (“Velcro”) or using metal pins in each connector.</p>	
10	<p>Run the Hose towards the Getty Box (“Pumpkin”).</p>	
11	<p>Install the Bonding Strap from the Truck to the Tank Farm storage location.</p> <p><b>SAFETY: STOP the job if you do NOT have a Bonding Strap.</b></p> <p><b>Call your Supervisor for Guidance.</b></p>	
12	<p><b>Connect the Hose to the Getty Box (“Pumpkin”)</b></p> <p>Visually inspect the Tank Farm Flowline “main valve” to ensure it is in the CLOSED position.</p>	
13	<p>Open the Lid on the Getty Box.</p> <p>Check to make sure it is clear of Fluids.</p> <p>Suck out fluid if necessary.</p> <p>Slowly OPEN the “Bleeder” Valve to relieve pressure in the flowline.</p>	

No	Task Steps	Illustration
14	<p>Remove and store the Cap off the Tank Farm flowline.                      Attach the Hose to the open end of the Tank Farm flowline.                      Set the Camlocks.                      Secure the Hose Camlocks using Plastic Locks, Fiber Straps ("Velcro") or metal pins.</p>	
15	<p><b>Pull the Produced Water</b>                      Engage the Pump.                      NOTE: turning the pump on may be done from inside or outside of Truck Cab –depending on configuration.                      Allow the Truck to build vacuum in the tank.</p>	
16	<p>Walk over and confirm that the Valve at the Water Tank being drained is OPEN.                      If Tank Valve is closed, OPEN it now.                      OPEN the Tank Farm Mainline Valve.</p>	
17	<p>OPEN the Vacuum Valve on the back of the truck.                      NOTE: this will start flow of produced water from the Tank Farm to the Truck.                      SAFETY: Do not get back into the Truck Cab during the Tank filling process.                      SAFETY: Immediately scan for any kind of leaks or other problems.</p>	

No	Task Steps	Illustration
18	<p><b>Monitor Tank Filling</b></p> <p>Check the PSI Gauge and Hose Sight Glass to monitor that Truck Pump is pulling Produced Water.</p> <p>Use the Truck's Tank Fill Gauge to determine when the Truck is loaded.</p> <p>NOTE: Watch carefully to ensure the Tank is not overfilled leading to spillage.</p> <p>NOTE: Continue to walk round and check for leaks.</p>	
19	<p><b>Rig-down Once Finished</b></p> <p>CLOSE the Tank Farm Mainline Valve.</p> <p>NOTE: Please contact the Lease Operator if you notice any leaking valves on location.</p>	
20	<p>Crack OPEN the bleeder valve in the Getty Box.</p> <p>Remove Fiber Straps or Plastic Clips from Camlock.</p> <p>Release Camlocks.</p> <p>Close Bleeder Valve.</p>	
21	<p>Slowly remove the Hose ensuring there is no fluid left in the line or hose.</p> <p>NOTE: Pull end of open hose into vertical position as soon as possible and hold upright during the next steps.</p> <p>Re-attach the Cap onto the Main Flow Line.</p> <p>NOTE: Double check the bleeder valve is CLOSED.</p> <p>NOTE: A spill may occur if Bleeder Valve is Not closed.</p>	

No	Task Step	Illustration
22	Use the hose to suck residual fluid from the Getty Box.	
23	Replace Cap onto end of Truck Hose. Carry Hose back to Truck. CLOSE Vacuum valve on truck. Shut-down the Pump.	
24	Disconnect Hose. Replace Cap on open Vacuum line. Drain hose into metal bucket. Store hose on Truck. Dump any fluid into the Getty Box. Secure as necessary. Disconnect Bonding Cable and tidy away.	
25	<b>Housekeeping on the Truck</b> <ul style="list-style-type: none"> <li>• Remove grounding Cable from the Bucket;</li> <li>• Store Metal Bucket on Truck for transport;</li> <li>• Remove and store the safety cone (Witch Hat) and Fire Extinguisher;</li> <li>• Remove and store the Duck Pond; and</li> <li>• Check all tools, hose swedges and any other DROPS potential has been safely stored on Truck.</li> </ul>	