

E&B Chemical Delivery Procedures

Updated: April 24, 2014

The purpose of these procedures is to inform and continually remind E&B Oilfield Services Inc. (E&B) employees of the steps involved in safely delivering chemicals. These procedures apply to all E&B employees involved in any part of the chemical delivery process. Deviation from these procedures can only be authorized by an E&B Supervisor. The following procedures are presented in the order they are to be performed.

- Conduct Department of Transportation pre-trip inspection of truck and trailer.
- Ensure that transfer and metering equipment is working properly.
- Ensure that proper / current Material Safety Data Sheets (MSDS) are located in vehicle and accessible by anyone that may be exposed to the chemical being delivered.
- Have additional copies of MSDS, tubes and mounting hardware for delivery locations
- Ensure that proper placards are displayed for specific chemical being delivered.
- Ensure that all relevant trip / access permits are in order and current.
- Ensure that proper Personal Protective Equipment (PPE) is being worn and is available in the vehicle.
- Ensure that other safety equipment like grounding cable and proper emergency response equipment is in vehicle.
- Execute Job Safety Analysis (JSA) and obtain E&B signatures.
- Ensure that E&B Supervisory staff is notified of delivery schedule.
- Document chemical levels.
- Load chemical using proper safety precautions relevant to specific chemical noted in MSDS.
- Document chemical levels.
- Check for leaks or spills and take appropriate action.
- Travel to delivery area.
- Update JSA with site specific conditions and collect additional signatures.
- If applicable, install tank and related equipment in a clean and organized manner to include any customer guidelines and chemical specific requirements.
- Ensure that container receiving chemical delivery complies with MSDS guidelines and is in proper working order.
- Ensure that container receiving chemical is properly displaying placards and has a MSDS tube with current MSDS that are in good condition.
- Ensure that pumping and metering equipment are in proper working order and set at customer required rates.
- Transfer chemical using MSDS guidelines such as grounding and PPE.
- Check for leaks or spills and take appropriate action.
- Ensure that delivery area is clean and E&B tools are collected.
- Document chemical levels.
- Make appropriate notifications.
- Complete field ticket or document delivery using the E&B app.
- Leave delivery area.

When working around others, always ensure that clear communication is used via radio or telephone, or in person. **Never take any action** without alerting others, as such could result in serious harm or accident. Always work in a calm orderly fashion as to not create an unsafe environment. Be conscious of your surroundings and use your **STOP WORK AUTHORITY** when necessary.

I _____ have read and understand the **E&B Chemical Delivery Procedures**

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I understand that I am required to follow these procedures. I also understand that my failure to do so may result in disciplinary action, termination and or increased personal liability.

Employee Signature

Date

Supervisor Signature

Date