

Hawk Energy, LLC Chemical Delivery Procedures

Updated: December 12, 2014

The purpose of these procedures is to inform and continually remind Hawk Energy, LLC 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 a Hawk Energy 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 Safety Data Sheets (SDS) are located in vehicle and accessible by anyone that may be exposed to the chemical being delivered.
- ☐ Have additional copies of SDS, 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 Hawk Energy, LLC signatures.
- ☐ Ensure that Hawk Energy Supervisory staff is notified of delivery schedule.
- ☐ Document chemical levels.
- ☐ Load chemical using proper safety precautions relevant to specific chemical noted in SDS.
- ☐ 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 SDS 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 SDS guidelines such as grounding and PPE.
- ☐ Check for leaks or spills and take appropriate action.
- ☐ Ensure that delivery area is clean and Hawk Energy tools are collected.
- ☐ Document chemical levels.
- ☐ Make appropriate notifications.
- ☐ Complete field ticket or document delivery using the Hawk Energy 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 **Hawk Energy Chemical Delivery Procedures**

Updated: December 12, 2024.

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