#### PRODUCTION MEASUREMENT AND SITE SECURITY LAST UPDATE 2015

#### NOTE TO INSPECTOR:

Before issuing an INC for an apparent violation, verify from on-site records or communications with the appropriate office that no waivers exist concerning said violation.

#### **MEASUREMENT OF LIQUID HYDROCARBONS**

#### DOES THE OPERATOR ENSURE THAT ROYALTY METER FACILITIES INCLUDE THE FOLLOWING APPROVED COMPONENTS (OR OTHER MMS-APPROVED COMPONENTS) WHICH ARE COMPATIBLE WITH THE SYSTEMS TO WHICH THEY ARE CONNECTED:

#### M-100 A METER EQUIPPED WITH A NON-RESET TOTALIZER? Authority: 30 CFR 250.1202(b)(1)(i) Enforcement Action: W/C INSPECTION PROCEDURE:

- 1. Determine by visual inspection of, and/or from onsite records, that the royalty meter in use is of a type approved by the Regional Supervisor.
- 2. Visually inspect recording device and determine by make and model information that the counter head being used has a totalizer intended for non-resetable service.
- 3. Determine continuity of totalizer service by reviewing run tickets and/or meter proving reports. Where a break in totalizer service occurs determine cause and document findings in the inspection report.

#### **IF NONCOMPLIANCE EXISTS:**

Issue a warning (**W**) INC if records indicate there was a break in totalizer service. Issue a component shut-in (**C**) INC if:

- 1. Royalty meter in use is not of a type approved by the Regional Supervisor.
- 2. Meter is not equipped with a non-reset totalizer.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each meter inspected.

#### M-101

## A CALIBRATED PROVER TANK, A MASTER METER, OR A MECHANICAL DISPLACEMENT (PIPE) PROVER?

#### Authority: 30 CFR 250.1202(b)(1)(ii)

Enforcement Action: W/C

#### **INSPECTION PROCEDURE:**

- 1. Determine by on-site inspection that the facility is equipped with either a prover tank, a master meter, or a mechanical displacement prover.
- 2. Confirm from on-site records that the prover tank, master meter, or mechanical displacement prover has been calibrated within specified time frames.

#### IF NONCOMPLIANCE EXISTS:

Issue a warning (W) INC if on-site records show last calibration to be outside of specified time period. Issue a component shut-in (C) INC if:

- 1. Facility is not equipped with a prover tank, a master meter, or a mechanical displacement prover.
- 2. Prover tank or mechanical displacement prover has not been calibrated within the last five (5) years.
- 3. Master meter has not been calibrated within the last 42 days.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each prover inspected.

#### M-102 A PROPORTIONAL TO FLOW SAMPLING DEVICE WHICH IS PULSED BY THE METER OUTPUT? Authority: 30 CFR 250.1202(b)(1)(iii) Enforcement Action: C INSPECTION PROCEDURE:

Visually inspect the sampler system for a sampling device which is pulsed by the meter output.

#### IF NONCOMPLIANCE EXISTS:

Issue a component shut-in (C) INC if:

1. Sampling device does not exist.

- 2. Sampling device is not pulsed by the meter output.
- 3. Sampling device is not proportional to flow or is inoperable.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each meter inspected.

#### A TEMPERATURE MEASUREMENT OR TEMPERATURE COMPENSATION DEVICE? **M-103** Authority: 30 CFR 250.1202(b)(1)(iv) **Enforcement Action:** C **INSPECTION PROCEDURE:** Visually inspect the metering system for one of the following temperature devices: 1. The ATC (Automatic Temperature Compensator) - non-resetable. 2. The ATG (Automatic Temperature Gravity) - gravity selective. 3. Recording temperature device (circular chart). 4. Other. **IF NONCOMPLIANCE EXISTS:** Issue a component shut-in (C) INC if: 1. Temperature device does not exist. 2. Temperature device is inoperable. **INSPECTION COUNT/ INC COUNT:** Enter one item checked/ issue one INC for each temperature device inspected. M-104 IS EACH ROYALTY METER FACILITY MAINTAINED TO ENSURE THAT METERS ARE OPERATED WITHIN THE GRAVITY RANGE SPECIFIED BY THE MANUFACTURER? Authority: 30 CFR **Enforcement Action: W/C** 250.1202(b)(3)(i) **INSPECTION PROCEDURE:** 1. Visually inspect the gravity setting of each ATG and compare these findings with the gravity range specified by the manufacturer. 2. Check previous run tickets to ensure meter has operated within gravity range specified by the manufacturer. 3. Document any instances when the meter was operating out of range found in the inspection report. **IF NONCOMPLIANCE EXISTS:** Issue a warning (W) INC if records indicate that meter has previously operated beyond manufacturer's specified limits. Issue a component shut-in (C) INC if meter is presently operating outside of manufacturer's specified limits. **INSPECTION COUNT/ INC COUNT:** Enter one item checked/ issue one INC for each meter inspected. M-105 IS EACH ROYALTY METER FACILITY MAINTAINED TO ENSURE THAT METERS ARE OPERATED WITHIN THE MANUFACTURER'S SPECIFICATIONS FOR MAXIMUM AND MINIMUM FLOW RATES? Authority: 30 CFR 250.1202(b)(3)(ii) Enforcement Action: W/C **INSPECTION PROCEDURE:** 1. Confirm from on-site records the manufacturer's specifications for maximum and minimum flow rates. If accessible, these rates can also be confirmed from visually inspecting the I.D. plate located on the meter body. 2. If meter is in operation, verify the flow rate and compare findings with the flow rate specified by the manufacturer. 3. Check previous meter proving reports to ensure that meter has operated within manufacturer's specified range for maximum and minimum flow rates. Document any instance the meter operated out of flow rate range in the inspection report. **IF NONCOMPLIANCE EXISTS:** 1. Issue a warning (W) INC if records indicate that meter has previously operated beyond manufacturer's limits. 2. Issue a component shut-in (C) INC if meter is presently operating outside of manufacturer's specified limits. **INSPECTION COUNT/ INC COUNT:** Enter one item checked/ issue one INC for each meter inspected. **M-106** IS EACH ROYALTY METER FACILITY MAINTAINED TO ENSURE THAT METERS ARE RE-PROVEN WHEN CHANGES IN METERING CONDITIONS AFFECT THE METERS PERFORMANCE? Authority: 30 CFR 250.1202(b)(3)(iii) Enforcement Action: W/C **INSPECTION PROCEDURE:** Check on-site records to ensure meters are re-proven when changes in metering conditions affect meter performance. Changes include but are not limited to: 1. Pressure 2. Temperature 3. Gravity 4. Viscosity 5. Flow rate 6. Water cut 7. Malfunction **IF NONCOMPLIANCE EXISTS:** Issue a warning (W) INC if records indicate that meter has previously operated during conditions which affected its performance without being re-proven, but at present is operating within specified limits. Issue a component shut-in (C) INC if meter is presently operating under conditions that affect meter integrity without having been re-proven. **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each meter inspected.

M-107	IS THE SAMPLING DEVICE INSTALLED SUCH THAT THE SAMPLING POINT IS IN THE FLOW STREAM IMMEDIATELY UPSTREAM OR DOWNSTREAM OF THE METER OR DIVERT SYSTEM? Authority: 30 CFR 250.1202(b)(4)(i) Enforcement Action: C INSPECTION PROCEDURE: Confirm location of sampling point by visual inspection of its placement in reference to the meter or divert valve. IF NONCOMPLIANCE EXISTS: Issue a component shut-in (C) INC if sampling point is improperly placed. INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each sampling point inspected.
M-108	IS THE SAMPLING CONTAINER FOR THE SAMPLING DEVICE VAPOR-TIGHT? Authority: 30 CFR 250.1202(b)(4)(ii) Enforcement Action: C INSPECTION PROCEDURE: Verify the integrity of the sample container by visual inspection of the container, container cover, connections, sight glass, piping and other fittings. IF NONCOMPLIANCE EXISTS: Issue a component shut-in (C) INC if sample container is not vapor-tight and visible leakage exists. INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each sample container inspected.
M-109	DOES THE SAMPLE CONTAINER FOR THE SAMPLING DEVICE INCLUDE A MIXING DEVICE TO PERMIT COMPLETE MIXING OF THE SAMPLE PRIOR TO REMOVAL FROM THE CONTAINER? Authority: 30 CFR 250.1202(b)(4)(ii) Enforcement Action: C INSPECTION PROCEDURE: Verify from on-site records of manufacturer's specifications and/or by visual inspection that the mixing device for the sample container is capable of complete mixing of the sampling prior to removal. IF NONCOMPLIANCE EXISTS: Issue a component shut-in (C) INC if mixing device does not permit complete mixing. INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each mixing device inspected.
M-110	IS THE SAMPLING DEVICE INSTALLED SUCH THAT THE SAMPLE PROBE IS IN THE CENTER OF THE FLOW PIPING IN A VERTICAL RUN OR DOWNSTREAM OF A MIXING DEVICE IF IN A HORIZONTAL RUN? Authority: 30 CFR 250.1202(b)(4)(iii) Enforcement Action: C INSPECTION PROCEDURE: Verify the sample probe is in the center of the flow piping in a vertical run or downstream of a mixing device if in a horizontal run by visual inspection. IF NONCOMPLIANCE EXISTS: Issue a component (C) shut-in INC if the sample probe is not in the center of the flow piping in a vertical run or downstream of a mixing device if in a horizontal run. INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each sample probe inspected.
M-111	IS THE SAMPLING DEVICE INSTALLED SUCH THAT THE SAMPLE PROBE IS LOCATED AT LEAST THREE PIPE DIAMETERS DOWNSTREAM OF ANY PIPE FITTING WITHIN A REGION OF TURBULENT FLOW? Authority: 30 CFR 250.1202(b)(4)(iii) Enforcement Action: C INSPECTION PROCEDURE: Verify location of the sample probe by visual inspection and use of a measuring tape to insure that the probe is at least three (3) pipe diameters downstream of any fitting. IF NONCOMPLIANCE EXISTS: Issue a component shut-in (C) INC if the sample probe is not located at least three (3) pipe diameters downstream of any piping fitting. INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each sample probe inspected.

M-112	IS THE MMS REPRESENTATIVE(S) PERMITT Authority: 30 CFR 250.1202(d)(1) INSPECTION PROCEDURE: Verify the MMS representative(s) are permitted to wi requested by the Regional Supervisor. IF NONCOMPLIANCE EXISTS: Issue a warning (W) INC if MMS representative(s) ar requested by the Regional Supervisor. INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each provi	Enforcement Action: W tness regularly scheduled provings or any proving re not permitted to witness regularly scheduled provings or any proving
M-113	<ul> <li>TYPE OF PROVER TRACEABLE TO TEST ME NATIONAL INSTITUTE OF STANDARDS AND AT LEAST ONCE EVERY 5 YEARS (API MPMS Authority: 30 CFR 250.1202(d)(2) 30 CFR 250.1202(f)(1)</li> <li>INSPECTION PROCEDURE: Verify from on-site or field office records that the intermechanical displacement prover, prover tank, or any of Institute of Standards and Technology.</li> <li>IF NONCOMPLIANCE EXISTS: Issue a warning (W) INC if certification cannot be ve Note: State on the INC that the prover cannot be use INSPECTION FORM: INSPECTION COUNT/ Enter one item checked/ issue one INC for each prove</li> </ul>	Enforcement Action: W egrity of the calibration (i.e., waterdraw) of each other type of prover has been certified by the National rified. d until certification is verified. / INC COUNT: er inspected.
M-114	MASTER METER TO ESTABLISH AN OPERAT Authority: 30 CFR 250.1202(e)(1) INSPECTION PROCEDURE: Verify the master meter is calibrated to obtain a master operating meter factor. IF NONCOMPLIANCE EXISTS:	Enforcement Action: C er meter factor before using the master meter to establish an r is not calibrated to obtain a master meter factor before using the master
M-115	AND TEMPERATURE AS FLOWS THROUGH T Authority: 30 CFR 250.1202(e)(2) INSPECTION PROCEDURE: Verify the master meter is calibrated with a fluid of si the operating meter. IF NONCOMPLIANCE EXISTS:	<b>Enforcement Action:</b> C milar gravity, viscosity, flow rate, and temperature as flows through r is not calibrated with a fluid of similar gravity, viscosity, flow neter.
M-116	BETWEEN CALIBRATION NOT EXCEEDING 4 DISTRICT MANAGER)? Authority: 30 CFR 250.1202(e)(3) INSPECTION PROCEDURE: Verify by the operator's records if the master meter ca 42 days. IF NONCOMPLIANCE EXISTS:	

M-117	DOES THE LESSEE CALIBRATE A MASTER METER BY CONDUCTING AND RECORDING RUNS? Authority: 30 CFR 250.1202(e)(4) Enforcement Action: C INSPECTION PROCEDURE:		
	Verify by on-site inspection and lessee records if the master meter is being calibrated by conducting and recording runs.		
	IF NONCOMPLIANCE EXISTS:		
	Issue a component shut-in (C) INC if the inspection or the records show the lessee is not calibrating the master meter by		
	conducting and recording runs.		
	INSPECTION COUNT/ INC COUNT:		
	Enter one item checked/ issue one INC for each master meter not calibrated properly.		
M-118	IS THE AVERAGE OF THE RUNS WHICH PRODUCED THE ACCEPTABLE RESULTS USED TO COMPUTE		
	THE MASTER METER FACTOR?         Authority: 30 CFR 250.1202(e)(4)         Enforcement Action: W		
	<b>INSPECTION PROCEDURE:</b> Verify if the average of the runs which produced the acceptable results were used to compute the master		
	meter factor. IF NONCOMPLIANCE EXISTS:		
	Issue a warning (W) INC if the average of the runs was not used to compute the master meter factor. <b>INSPECTION COUNT/ INC COUNT:</b>		
	Enter one item checked/ issue one INC for each master meter not calibrated properly.		
M-119	IS THE MASTER METER INSTALLED UPSTREAM OF ANY BACK-PRESSURE OR REVERSE FLOW CHECK		
IVI-117	VALVES ASSOCIATED WITH THE OPERATING METER?		
	Authority: 30 CFR 250.1202(e)(5)Enforcement Action: CINSPECTION PROCEDURE:		
	Verify by on-site inspection if the master meter is installed upstream of any back-pressure or reverse flow check values associated with the operating meter.		
	IF NONCOMPLIANCE EXISTS:		
	Issue a component shut-in (C) INC if the master meter is not installed upstream of any back-pressure or reverse flow		
	check valves associated with the operating meter.		
	<b>INSPECTION COUNT/ INC COUNT:</b> Enter one item checked/ issue one INC for each master meter not calibrated properly.		
	Liner one nem enceked, issue one nye for each master meter not canonated property.		
M-120	IS EACH OPERATING ROYALTY METER PROVED TO DETERMINE THE METER FACTOR EACH		
101-120	MONTH, WITH THE TIME BETWEEN METER FACTOR DETERMINATIONS NOT EXCEEDING 42 DAYS?		
	Authority: 30 CFR 250.1202(d)(3)Enforcement Action: W/C		
	INSPECTION PROCEDURE:		
	Verify from appropriate office records or from on-site calibration records that each meter has been proven within specified time limits.		
	IF NONCOMPLIANCE EXISTS:		
	Issue a warning (W) INC if records show that proving occurred outside of specified time periods. Issue a		
	component shut-in (C) INC if operating meter(s) have not been proven within 42 days.		
	INSPECTION COUNT/ INC COUNT:		
	Enter one item checked/ issue one INC for each royalty meter not proved properly.		
M-121	WHEN ESTABLISHING AN OPERATING METER FACTOR WITH A PROVER TANK, ARE PROOF RUNS		
	MADE AND RECORDED?Authority: 30 CFR 250.1202(h)(3)Enforcement Action: W/C		
	INSPECTION PROCEDURE:		
	Verify by on-site witnessing of proof runs and by reviewing calibration records of prover tank. IF NONCOMPLIANCE EXISTS:		
	Issue a warning (W) INC if proof runs are not recorded and calibration records are not available.		
	Issue a component shut-in (C) INC if proof runs were either not run or not recorded for the prover tank.		
	INSPECTION COUNT/ INC COUNT:		
	Enter one item checked/ issue one INC for each prover tank inspected.		

M-122	IS THE AVERAGE OF THE RESULTS OF TWO ACCEPTABLE CONSECUTIVE RUNS ON A PROVER TANK USED TO COMPUTE THE METER FACTOR?		
	Authority: 30 CFR 250.1202(h)(3) INSPECTION PROCEDURE:	Enforcement Action: C	
	Verify by on-site inspection or by reviewing calibration records that:		
		t the difference between results is not greater than 0.0005.	
	2. The average of these two runs is used to compute the meter factor.		
	IF NONCOMPLIANCE EXISTS:		
		neter factor was established without following the prescribed	
	procedure.		
	<b>INSPECTION COUNT/ INC COUNT:</b>		
	Enter one item checked/ issue one INC for each p	rover tank inspected.	
M-123	WHEN ESTABLISHING AN OPERATING METER FACTOR WITH A MASTER METER, HAS THE OPERATOR RECORDED PROOF RUNS UNTIL 3 CONSECUTIVE RUNS PRODUCE A TOTAL METER FACTOR DIFFERENCE OF NO GREATER THAN 0.0005?		
	Authority: 30 CFR 250.1202(h)(2) INSPECTION PROCEDURE:	Enforcement Action: C	
	a master meter.	runs were made to establish an operating meter factor with	
	IF NONCOMPLIANCE EXISTS:		
	Issue a component shut-in (C) INC if proof runs INSPECTION COUNT/ INC COUNT:	were not made to establish an operating meter factor with a master meter.	
	Enter one item checked/ issue one INC for each n	naster meter inspected.	
M-124	IS THE VOLUME OF EACH PROOF RUN A THE OPERATING METER?	T LEAST 10 PERCENT OF THE HOURLY RATED CAPACITY OF	
	Authority: 30 CFR 250.1202(h)(2) INSPECTION PROCEDURE:	Enforcement Action: W	
	IF NONCOMPLIANCE EXISTS:	percent of the hourly rated capacity of the operating meter.	
	meter.	uns is not at least 10 percent of the hourly rated capacity of the operating	
	<b>INSPECTION COUNT/ INC COUNT:</b> Enter one item checked/ issue one INC for each o	perating meter inspected.	
M-125	IS THE AVERAGE OF THE RESULTS OF T FACTOR?	HREE RUNS USED TO COMPUTE THE MASTER METER	
	Authority: 30 CFR 250.1202(h)(2) INSPECTION PROCEDURE:	Enforcement Action: W	
	Verify that the average of the results of three runs <b>IF NONCOMPLIANCE EXISTS:</b>		
		ults of three runs was not used to compute the master meter factor.	
	<b>INSPECTION COUNT/ INC COUNT:</b>		
	Enter one item checked/ issue one INC for each n	naster meter inspected.	
M-126	WHEN ESTABLISHING AN OPERATING METER FACTOR WITH A MECHANICAL-		
	DISPLACEMENT PROVER, ARE PROOF R		
	Authority: 30 CFR 250.1202(h)(1) INSPECTION PROCEDURE:	Enforcement Action: C	
	Verify by witnessing of proof runs and by review	ing calibration records of mechanical-displacement prover.	
	· · · ·	were either not run or not recorded for the mechanical- displacement	
	prover. INSPECTION FORM: INSPECTION COU	NT/ INC COUNT:	
	Enter one item checked/ issue one INC for each n		

M-127	IS THE AVERAGE OF THE RESULTS OF THE FIVE OUT OF SIX C DIFFERENCE BETWEEN INDIVIDUAL RUNS OF NO GREATER T PERCENT, WITH A MECHANICAL-DISPLACEMENT PROVER US FACTOR? Authority: 30 CFR 250.1202(h)(1) Enforcement Ac INSPECTION PROCEDURE: Verify by on-site inspection or by reviewing calibration records that:	HAN .05 ED TO COMPUTE THE METER :tion: C	
	<ol> <li>Five out of six consecutive runs produce results such that the difference between the results is not greater than</li> <li>The average of the results of the five runs is used to compute the meter factor.</li> <li>IF NONCOMPLIANCE EXISTS:</li> </ol>		
	Issue a component shut-in (C) INC if meter is operating with a meter factor t procedure for mechanical-displacement prover. INSPECTION FORM: INSPECTION COUNT/ INC COUNT:	hat was not established as per required	
	Enter one item checked/ issue one INC for each mechanical displacement pro	over inspected.	
M-129	ARE SAMPLES FROM AN ALLOCATION METER TAKEN CONTIN TURBINE METERS, TAKEN PROPORTIONAL TO THE FLOW ON Authority: 30 CFR 250.1202(k)(1) Enforcement Ac 30 CFR 250.1202(k)(2)	LY?	
	<b>INSPECTION PROCEDURE:</b> Verify there is equipment that allows for sampling of product that passes thro are taken continuously or daily. <b>IF NONCOMPLIANCE EXISTS:</b>		
	Issue a warning (W) INC if records indicate that samples were not taken con <b>INSPECTION FORM: INSPECTION COUNT/ INC COUNT:</b> Enter one item checked/ issue one INC for each allocation sampling device in		
M-130	ARE ALLOCATION METERS MEASURING 50 BARRELS OF OIL PER DAY OR MORE PROVEN MONTHLY?		
	Authority: 30 CFR 250.1202(k)(3)Enforcement AcINSPECTION PROCEDURE:		
	Verify by inspection of field records or other appropriate records that allocat 50 barrels of oil per day is proven at least monthly. <b>IF NONCOMPLIANCE EXISTS:</b> Issue a warning ( <b>W</b> ) INC if:	ion meter measuring more than	
	<ol> <li>An operating allocation meter measuring more than 50 barrels per day has</li> <li>A review of records reveals that a period greater than a month has elapsed INSPECTION COUNT/ INC COUNT:</li> </ol>		
	Enter one item checked/ issue one INC for each operating allocation meter m inspected.	easuring more then 50 barrels of oil per day	
M-131	ARE ALLOCATION METERS MEASURING LESS THAN 50 BARRE EACH CALENDER QUARTER?	LS OF OIL PER DAY PROVEN	
	Authority: 30 CFR 250.1202(k)(4)Enforcement AcINSPECTION PROCEDURE:		
	Verify by inspection of field records or other appropriate records that allocat 50 barrels of oil per day is proven at least each calendar quarter. <b>IF NONCOMPLIANCE EXISTS:</b>	ion meter measuring less than	
	Issue a warning ( <b>W</b> ) INC if operating allocation meter measuring less than 5 each calendar quarter.	0 barrels of oil per day has not been proven	
	<b>INSPECTION COUNT/ INC COUNT:</b> Enter one item checked/ issue one INC for each operating allocation meter minspected.	easuring less then 50 barrels of oil per day	

M-132	IS A COPY OF EACH ALLOCATION METER PROVING REPORT KEPT AT THE FIELD LOCATION FOR A PERIOD OF 2 YEARS?
	Authority: 30 CFR 250.1202(k)(5)Enforcement Action: WINSPECTION PROCEDURE:
	Verify by on-site inspection that meter proving records are retained and completed for two (2) years at the field location.
	<b>IF NONCOMPLIANCE EXISTS:</b> Issue a warning ( <b>W</b> ) INC if two (2) years of prior proving records are not present for review at the field location.
	INSPECTION FORM:
	Enter one item checked for each allocation meter measuring more then 50 barrels of oil inspected.
	<b>INSPECTION COUNT/ INC COUNT:</b> Enter one item checked/ issue one INC for each allocation meter inspected.
	Enter one term enceked/ issue one invertor each anocation incert inspected.
M-133	IF AN ALLOCATION METER PROVING RESULTS IN A METER FACTOR WHICH DIFFERS FROM THE PREVIOUS METER FACTOR BY AN AMOUNT GREATER THAN 2 PERCENT AND LESS THAN 7 PERCENT, IS THE ALLOCATION METER ADJUSTED AND RE-PROVEN PRIOR TO RETURN TO SERVICE?
	Authority: 30 CFR 250.1202(k)(6)Enforcement Action: W
	<b>INSPECTION PROCEDURE:</b> Verify from on-site proving records that for any episode when the meter factor differs from the previous
	meter factor by more than 2 percent but less than 7 percent, the allocation meter is:
	1. Adjusted
	<ol> <li>Re-proven so that meter factor differs by less than 2 percent from previous good meter factor.</li> <li>Returned to service.</li> </ol>
	IF NONCOMPLIANCE EXISTS:
	Issue warning (W) INC if:
	1. Review of proving records reveals that the allocation meter had a meter factor that differed from prior factor by more than 2 percent but less than 7 percent and was not adjusted and re-proven to acceptable tolerance.
	2. The allocation meter is operating with a meter factor that differs from prior meter factor by more than
	2 percent but less than 7 percent and has not been adjusted and re-proven.
	<b>INSPECTION COUNT/ INC COUNT:</b> Enter one item checked/ issue one INC for each allocation meter inspected.
M-134	IF AN ALLOCATION METER PROVING RESULTS IN A METER FACTOR WHICH DIFFERS FROM THE
	PREVIOUS METER FACTOR BY AN AMOUNT EQUAL TO OR GREATER THAN 7 PERCENT, IS THE ALLOCATION METER REPAIRED AND RE-PROVEN PRIOR TO RETURN TO
	SERVICE? Authority: 30 CFR 250.1202(k)(8) Enforcement Action: W
	INSPECTION PROCEDURE:
	Verify from on-site proving records that for any episode when the meter factor is greater than or equal to a 7 percent difference from the previous meter factor, the allocation meter is: 1. Repaired or replaced
	2. Re-proven so that meter factor differs 7 percent or less from the previous good meter factor.
	3. Returned to service.
	IF NONCOMPLIANCE EXISTS: Issue a warning (W) INC if:
	1. A review of proving records reveals that allocation meter had a meter factor greater than or equal to
	7 percent difference from the prior factor and was not repaired and re-proven to acceptable tolerance. 2. The allocation meter is operating with a meter factor that is greater than or equal to 7 percent from prior factor and has not
	been repaired and re-proven.
	INSPECTION COUNT/ INC COUNT:
	Enter one item checked/ issue one INC for each allocation meter inspected.
105	
M-135	IS EACH ROYALTY AND INVENTORY TANK FACILITY DESIGNATED AS A LOCATION ON WHICH ROYALTY SHALL BE BASED EQUIPPED WITH A VAPOR-TIGHT THIEF HATCH? Authority: 30 CFR
	250.1202(l)(1) Enforcement Action: C
	<b>INSPECTION PROCEDURES:</b> Verify by on-site inspection that a vapor-tight thief hatch exists at designated royalty tank facilities and there is no visible
	evidence of leakage and gasket is in good working condition.
	IF NONCOMPLIANCE EXISTS:
	Issue a component shut-in ( <b>C</b> ) for sales tank facilities that: 1. Do not have a thief hatch that can be secured vapor-tight.
	2. Show visible signs of leakage

Show visible signs of leakage.
 INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each royalty tank inspected.

M-136	<ul> <li>IS EACH ROYALTY OR INVENTORY TANK DES SHALL BE BASED EQUIPPED WITH A VENT-LIP Authority: 30 CFR 250.1202(l)(1)</li> <li>INSPECTION PROCEDURE: Verify by on-site inspection of designated royalty tank fa 1. A vent-line valve is installed.</li> <li>2. The valve is operable.</li> <li>3. The valve is operable.</li> <li>3. The valve is in the closed position when not in service IF NONCOMPLIANCE EXISTS: Issue a component shut-in (C) INC for royalty tank facil:</li> <li>1. Are not equipped with a vent-line valve.</li> <li>2. Have a valve which is not fully functional.</li> <li>3. Have a valve which is found in the open position when INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each royalty to</li> </ul>	Enforcement Action: C acility that any of the following exists:
M-137		ILITY DESIGNATED AS A LOCATION ON WHICH A FILL LINE DESIGNED TO MINIMIZE FREE FALL AND
	Authority: 30 CFR 250.1202(l)(1)	Enforcement Action: C
	<b>INSPECTION PROCEDURE:</b> Verify by on-site inspection that a fill line designed to m designated royalty tank facility.	inimize free fall and splashing is installed at
	<b>IF NONCOMPLIANCE EXISTS:</b> Issue a component shut-in (C) INC for royalty tank facili splashing.	ity that is not equipped with a fill line designed to limit free fall and
	<b>INSPECTION COUNT/ INC COUNT:</b>	
М 120	Enter one item checked/ issue one INC for each royalty t	-
M-138	Authority: 30 CFR 250.1202(b)(2)(i) INSPECTION PROCEDURE:	VENT REVERSAL OF FLOW THROUGH THE METER? Enforcement Action: C
	Verify by on-site inspection that the royalty meter facilit royalty meter by the presence of a check valve (FSV) up <b>IF NONCOMPLIANCE EXISTS:</b>	
		facility that is not equipped to prevent reversal of flow through the
	<b>INSPECTION COUNT/ INC COUNT:</b> Enter one item checked/ issue one INC for each royalty t	ank inspected.
M-139	DOES EACH ROYALTY METER FACILITY PROT OR SURGES?	FECT METERS FROM PRESSURE PULSATIONS
	Authority: 30 CFR 250.1202(b)(2)(ii)	Enforcement Action: C
	<b>INSPECTION PROCEDURE:</b> Verify by on-site inspection that the royalty meter facilit	y is designed to protect meter from incidental
	pressure surges by the presence of one of the following d	
	<ol> <li>Surge tank</li> <li>Expansion chamber</li> </ol>	
	3. Other acceptable means of protection	
	<b>IF NONCOMPLIANCE EXISTS:</b> Issue a component shut-in (C) INC for the royalty meter	facility that:
	1. Is not equipped to protect meter from pressure surges.	
	2. Has an inoperative pressure surge protection device. INSPECTION COUNT/ INC COUNT:	
	Enter one item checked/ issue one INC for each meter in	spected.

**M-140** DOES EACH ROYALTY METER FACILITY PREVENT THE METER FROM BEING SUBJECTED TO SHOCK PRESSURES WHICH ARE GREATER THAN ITS MAXIMUM RATED WORKING PRESSURE? Authority: 30 CFR 250.1202(b)(2)(iii) **Enforcement Action:** C **INSPECTION PROCEDURE:** Verify by on-site inspection and review of related records that the royalty meter facility is designed to prevent shock pressures to meter in excess of maximum rated working pressure by the presence of one of the following devices upstream of the meter: 1. Pressure-limiting valve (pressure regulator) 2. Relief valve (PSV) 3. Other acceptable means of protection **IF NONCOMPLIANCE EXISTS:** Issue a component shut-in (C) INC for the royalty meter facility that: 1. Is not equipped to prevent the meter from being subjected to shock pressure. 2. Has an inoperative shock pressure protection device. **INSPECTION COUNT/ INC COUNT:** Enter one item checked/ issue one INC for each meter inspected. IS THE LESSEE USING PROCEDURES AND CORRECTION FACTORS ACCORDING TO THE APPLICABLE M-141 CHAPTERS OF API MPMS, AS INCORPORATED BY REFERENCE IN 30 CFR 250.198, WHEN OBTAINING NET STANDARD VOLUME AND ASSOCIATED **MEASUREMENT PARAMETERS?** Authority: 30 CFR 250.1202(a)(3) Enforcement Action: C **INSPECTION PROCEDURE:** Verify by a review of the records that the lessee is using procedures and correction factors according to the applicable chapters of API MPMS, as incorporated by reference in 30 CFR 250.198. **IF NONCOMPLIANCE EXISTS:** 

Issue a component shut-in (C) INC if the lessee is not using procedures and correction factors according to the applicable chapters of API MPMS, as incorporated by reference in 30 CFR 250.198.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each meter inspected.

#### M-142 WHEN REQUESTED BY THE MMS REGIONAL SUPERVISOR, DOES THE LESSEE PROVIDE THE PIPELINE (RETROGRADE) CONDENSATE VOLUMES AS ALLOCATED TO THE INDIVIDUAL LEASES OR UNITS? Authority: 30 CFR 250.1202(a)(4) Enforcement Action: C INSPECTION PROCEDURE:

Verify that, when requested by the MMS Regional Supervisor, the lessee has provided the pipeline (retrograde) condensate volumes as allocated to the individual leases or units.

#### **IF NONCOMPLIANCE EXISTS:**

Issue a component shut-in (C) INC if the lessee, when requested by the MMS Regional Supervisor, has not provided the pipeline (retrograde) condensate volumes as allocated to the individual leases or units. **INSPECTION COUNT/ INC COUNT:** 

Enter one item checked/ issue one INC for each lease or unit inspected.

#### **RUN TICKETS**

#### M-143 FOR ROYALTY METERS AND ROYALTY TANKS, DOES THE LESSEE ENSURE THAT THE RUN TICKETS CLEARLY IDENTIFY ALL OBSERVED DATA, ALL APPLICABLE CORRECTION FACTORS, ON/OFF SEAL NUMBERS, AND THE NET STANDARD VOLUME?

Authority: 30 CFR 250.1202(c)(1)

Enforcement Action: W/C

#### **30 CFR 250.1202(c)(2) INSPECTION PROCEDURE:**

1. Verify that the royalty meter or royalty tank run tickets are available for review.

2. Review the royalty meter or royalty tank run tickets to verify that they clearly identify all observed data, all correction factors, on/off seal numbers, and the net standard volume.

#### **IF NONCOMPLIANCE EXISTS:**

- 1. Issue a warning (W) INC if the royalty meter or royalty tank run tickets are not available for review.
- 2. Issue a component shut-in (C) INC if the royalty meter or royalty tank run tickets do not clearly identify all

observed data, all correction factors, on/off seal numbers (royalty tank only), and the net standard volume. **INSPECTION COUNT/ INC COUNT:** 

Enter one item checked/ issue one INC for each run ticket inspected.

#### DOES THE LESSEE PULL A RUN TICKET AT THE BEGINNING OF THE MONTH AND IMMEDIATELY AFTER ESTABLISHING THE MONTHLY METER FACTOR OR A MALFUNCTION METER FACTOR?

### Authority: 30 CFR 250.1202(c)(3) INSPECTION PROCEDURE:

**M-144** 

M-200

Enforcement Action: C

Enforcement Action: W/C

Verify that the lessee pulled a run ticket at the beginning of the month and immediately after establishing the monthly meter factor or a malfunction meter factor.

#### IF NONCOMPLIANCE EXISTS:

Issue a component shut-in (C) INC if the lessee has not pulled a run ticket at the beginning of the month and immediately after establishing the monthly meter factor or a malfunction meter factor.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each run ticket inspected.

#### MEASUREMENT OF LIQUID HYDROCARBONS

M-150 ARE LIQUID ROYALTY METERS TAKEN OUT OF SERVICE, REPAIRED OR REPLACED, AND REPROVEN IF THE DIFFERENCE BETWEEN THE METER FACTOR AND THE PREVIOUS METER FACTOR EXCEEDS 0.0025?

Authority: 30 CFR 250.1202(i)(1)(i)

#### 30 CFR 250.1202(i)(1)(ii)

30 CFR 250.1202(i)(1)(iii)

#### 30 CFR 250.1202(i)(1)(iv)

- **INSPECTION PROCEDURE:**
- 1. If a malfunction occurs during witnessing:
  - A. Ensure that the meter remains out of service until the malfunction is corrected.
  - B. Ensure that the average of the malfunction factor and the previous factor is applied to the production measured through the meter between the date of the previous factor and the date of the malfunction factor.
  - C. Ensure that proving reports indicate that a malfunction occurred and show all appropriate remarks regarding subsequent repairs or adjustments.
- Note: If A through C above are accomplished, an INC is not warranted.

2. Check proving reports for previous meter malfunctions.

#### **IF NONCOMPLIANCE EXISTS:**

Issue a warning (**W**) INC if proving reports indicate that a previous meter malfunction occurred, the meter was taken out of service, repaired or replaced, and reproved; but information as to production averaging and meter repair or replacement is not available.

Issue a component shut-in (C) INC if proving reports indicate that a previous meter malfunction occurred and the meter was not taken out of service, repaired or replaced, and reproved.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each meter inspected.

#### **MEASUREMENT OF GAS**

## IS THE GAS MEASURING EQUIPMENT INSTALLED AND OPERATED IN ACCORDANCE WITH THE RECOMMENDATIONS CONTAINED IN API MPMS, AS INCORPORATED BY REFERENCE IN 30 CFR 250.198?

#### Authority: 30 CFR 250.1202(b)(2)

Enforcement Action: W/C

#### **INSPECTION PROCEDURE:**

- 1. Determine by visual inspection and review of on-site records that the gas measuring equipment is installed and operated in accordance with specifications and recommendations contained in API MPMS, as incorporated by reference in 30 CFR 250.198. Use of gas meter inspection form will ensure compliance with this requirement.
- 2. Verify from on-site records that all data which determines the hourly meter factor is correctly recorded, including static and differential range, meter tube I.D., and orifice plate size.

#### IF NONCOMPLIANCE EXISTS:

#### Issue a warning (W) INC if:

- 1. Records indicate that the meter has operated outside the limits prescribed in API MPMS, as incorporated by reference in 30 CFR 250.198.
- 2. Data which determine the hourly meter factor are incorrectly recorded.

Issue a component shut-in (C) INC if meter is operating outside of the limits prescribed in API MPMS, as incorporated by reference in 30 CFR 250.198.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each meter inspected.

M-201	IS THE MMS REPRESENTATIVE(S) PERMITTED TO METER CALIBRATIONS OR CALIBRATIONS REQU Authority: 30 CFR 250.1202(c)(5) E INSPECTION PROCEDURE: Verify the MMS representative(s) is permitted to witness all r any gas meter calibration requested by the MMS Regional Su IF NONCOMPLIANCE EXISTS: Issue a warning (W) INC if MMS representative(s) is not per INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each calibration ne	ESTED BY THE REGIONAL SUPERVISOR? nforcement Action: W regularly scheduled gas meter calibrations or pervisor. mitted to witness the gas meter calibrations.
M-202	<b>INSPECTION PROCEDURE:</b> Verify from visual inspection of on-site calibration records th <b>IF NONCOMPLIANCE EXISTS:</b>	<b>Enforcement Action: W/C</b> hat gas meter was calibrated within last 42 days. not available for inspection at the field location, or if review of of greater than 42 days. Is last calibrated more than 42 days ago.
M-203	IS THE METER CALIBRATED ACCORDING TO THE Authority: 30 CFR 250.1202(c)(1) E INSPECTION PROCEDURE: Verify by lessee records that the meter has been calibrated ac IF NONCOMPLIANCE EXISTS: Issue a warning (C) INC if the records show the meter has no specifications. INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each meter inspec	<b>Enforcement Action:</b> C ecording to the manufacturer's specifications.
M-204	ARE METER CALIBRATIONS CONDUCTED AS CLO RATE OF FLOW SINCE THE LAST CALIBRATION? Authority: 30 CFR 250.1202(c)(3) F INSPECTION PROCEDURE: Verify by on-site witnessing if meter calibrations are conduc rate of flow since the last calibration. IF NONCOMPLIANCE EXISTS: Issue a warning (W) INC if the meter calibrations were not c flow since the last calibration. INSPECTION COUNT/ INC COUNT: Enter one item checked/ issue one INC for each meter inspec	<b>Enforcement Action: W</b> ted as close as possible to the average hourly onducted as close as possible to the average hourly rate of
M-205	YEARS? Authority: 30 CFR 250.1202(c)(4) E INSPECTION PROCEDURE: Verify from appropriate on-site records that calibration test d IF NONCOMPLIANCE EXISTS:	data are not maintained at the field location for a period of 2

WHENEVER A GAS METER IS NOT FUNCTIONING OR NOT REGISTERING WITHIN THE LIMITS OF ACCURACY PRESCRIBED BY THE MANUFACTURER, IS IT REMOVED FROM SERVICE AND NOT RETURNED TO SERVICE UNTIL REPAIRED OR ADJUSTED TO READ ACCURATELY?

#### Authority: 30 CFR 250.1202(d)(1)

#### Enforcement Action: C

#### **30 CFR 250.1202(d)(2)**

- **INSPECTION PROCEDURE:**
- 1. Verify from on-site records of manufacturer's specifications and visual inspection if a gas meter is operating within the limits of accuracy.
- 2. Verify by on-site records and visual inspection that a gas meter operating outside the limits of accuracy prescribed by the manufacturer is removed from service.
- 3. Verify that repairs or adjustments are made so that gas meter will again read accurately.

#### IF NONCOMPLIANCE EXISTS:

Issue a component shut-in (C) INC if a gas meter is operating outside the limits of accuracy as prescribed by the manufacturer.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each gas meter inspected.

#### M-207 ARE BOEMRE REPRESENTATIVES PERMITTED TO INSPECT THE MEASUREMENT AND SAMPLING EQUIPMENT OF NATURAL GAS PROCESSING PLANTS THAT PROCESS FEDERAL PRODUCTION? Authority: 30 CFR 250.1202(e)(2) Enforcement Action: W INSPECTION PROCEDURE.

#### **INSPECTION PROCEDURE:**

Notify the lessee or gas plant operator that inspection procedures will be conducted on the measurement and sampling equipment associated with Federal production.

#### IF NONCOMPLIANCE EXISTS:

Issue a warning (W) INC if the lessee or gas plant operator attempts to prevent inspection procedures on the measurement and sampling equipment associated with Federal production.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each meter inspected denied.

#### M-208 UPON REQUEST, DOES THE OPERATOR PROVIDE THE MMS REGIONAL SUPERVISOR A COPY OF THE MONTHLY GAS PROCESSING PLANT ALLOCATION STATEMENT, AND THE GROSS HEATING VALUES OF THE INLET AND RESIDUE STREAMS WHEN NOT REPORTED ON THE GAS PLANT STATEMENT? Authority: 30 CFR 250.1202(e)(1)(i) Enforcement Action: W 30 CFR 250.1202(e)(1)(ii)

INSPECTION PROCEDURE:

Verify that the operator, upon request, has provided the Regional Supervisor with a copy of the monthly gas processing plant allocation statement, and the gross heating values of the inlet and residue streams when not reported on the gas plant statement.

#### **IF NONCOMPLIANCE EXISTS:**

Issue a warning (W) INC if the operator, after requested, has not provided the Regional Supervisor a copy of the monthly gas processing plant allocation statement, and the gross heating values of the inlet and residue streams when not reported on the gas plant statements.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each allocation statement inspected.

#### M-209 DOES OPERATOR MAINTAIN CONSISTENT LEVELS OF ACCURACY FOR MEASUREMENT COMPONENTS THROUGHOUT THE SYSTEM? Authority: 30 CFR 250.1202(b)(3) Enforcement Action: W

#### INSPECTION PROCEDURE:

Verify through records that operator ensures measurement components demonstrate consistent levels of accuracy throughout the system.

#### **IF NONCOMPLIANCE EXISTS:**

Issue a warning (W) INC if the operator, does not maintain consistent levels of accuracy for measurement components throughout the system.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each measurement component inspected.

M-206

## M-210 DID OPERATOR TAKE PROPORTIONAL-TO-FLOW OR SPOT SAMPLES UPSTREAM OPR DOWNSTREANOF THE METETR AT LEAST ONCE EVERY SIX MONTHS? Authority: 30 CFR 250.1202(b)(5) Enforcement Action: W INSPECTION PROCEDURE: Verify through records that operator obtained proportional-to-flow or spot samples upstream or downstream

of the meter at least once every 6 months. **IF NONCOMPLIANCE EXISTS:** 

Issue a warning (W) INC if the operator, did not obtain proportional-to-flow or spot samples upstream or downstream of the meter at least once every 6 months.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each meter inspected.

#### SURFACE PRODUCTION AND COMMINGLING

# M-248HAS THE LESSEE SUBMITTED A WRITTEN APPLICATION AND RECEIVED APPROVAL<br/>FROM THE MMS REGIONAL SUPERVISOR BEFORE DOING THE FOLLOWING:<br/>(1) COMMENCING GAS OR LIQUID HYDROCARBON PRODUCTION, (2)<br/>COMMENCING THE COMMINGLING OF PRODUCTION, OR<br/>(3) MAKING CHANGES TO THE PREVIOUSLY-APPROVED PRODUCTION<br/>MEASUREMENT OR COMMINGLING PROCEDURES?

Authority: 30 CFR 250.1202(a)(1)

Enforcement Action: C

30 CFR 250.1202(b)(1)

30 CFR 250.1204(a)(1)

#### **INSPECTION PROCEDURE:**

Review the records to verify the lessee has submitted a written application and did receive approval from the MMS Regional Supervisor before (1) commencing production, (2) commencing the commingling of production, or (3) making changes to the previously-approved production measurement or commingling procedures.

#### **IF NONCOMPLIANCE EXISTS:**

Issue a component shut-in (C) INC if the lessee did not submit a written application and/or approval was not received from the MMS Regional Supervisor.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each lease commingling observed.

M-249

#### UPON REQUEST, HAS THE LESSEE DELIVERING STATE LEASE PRODUCTION INTO A FEDERAL COMMINGLING SYSTEM PROVIDED THE MMS REGIONAL SUPERVISOR WITH VOLUMETRIC FRACTIONAL ANALYSIS DATA ON THE STATE LEASE PRODUCTION THROUGH THE DESIGNATED SYSTEM OPERATOR? Authority: 30 CFR 250.1202(a)(2) Enforcement Action: C

Authority: 30 CFR 250.1202(a)(2) INSPECTION PROCEDURE:

Emoreciment Action. C

Verify that lessee delivering State lease production into a Federal commingling system has, upon request, provided the MMS Regional Supervisor with volumetric fractional analysis data on the State lease production through the designated system operator.

#### **IF NONCOMPLIANCE EXISTS:**

Issue a component shut-in (C) INC if the lessee, upon request, has not provided the MMS Regional Supervisor with the volumetric fractional analysis data on the State lease production through the designated system operator.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each lease commingling observed

M-250

#### DOES THE LESSEE CONDUCT A WELL TEST FOR ALLOCATION PURPOSES AT LEAST ONCE EVERY 2 MONTHS (1 TIME EVERY 60 DAYS) (OR AS OTHERWISE APPROVED BY THE BOEMRE REGIONAL SUPERVISOR), AND FOLLOW THE WELL TEST PROCEDURES IN 30 CFR PART 250,SUBPART K?

Authority: 30 CFR 250.1204(b)(1) 30 CFR 250.1204(b)(2) **Enforcement Action: W** 

#### INSPECTION PROCEDURE:

Verify from appropriate records that each well has been tested for allocation purposes at least once every 2 months (1 time every 60 days) (or as otherwise approved by the MMS Regional Supervisor), and the well test procedures in 30 CFR part 250, Subpart K, are followed.

#### IF NONCOMPLIANCE EXISTS:

Issue a warning (W) INC if records show that well tests occurred outside the 2-month period or the lessee did not follow the well test procedures in 30 CFR part 250, Subpart K.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each producing well inspected.

DOES THE LESSEE RETAIN TEST DATA AT THE FIELD LOCATION FOR A PERIOD OF M-251 2 YEARS? Authority: 30 CFR 250.1204(b)(3) Enforcement Action: W **INSPECTION PROCEDURE:** Verify from on-site records that test data are maintained at the field location for a period of 2 years. **IF NONCOMPLIANCE EXISTS:** Issue a warning (W) INC if records show that test data are not maintained for a period of 2 years. **INSPECTION COUNT/ INC COUNT:** Enter one item checked/ issue one INC for each producing well inspected. SITE SECURITY IS THE LESSEE PROTECTING FEDERAL PRODUCTION AGAINST PRODUCTION LOSS OR THEFT? M-298 Authority: 30 CFR 250.1205(a)(1) Enforcement Action: C/S **INSPECTION PROCEDURE:** Conduct an on-site inspection to verify the lessee is protecting Federal production against any, and all, production loss or theft. **IF NONCOMPLIANCE EXISTS:** Issue a component shut-in (C) INC for the component involved in the production loss or theft. Issue a facility shut-in (S) INC if the lessee is not protecting Federal production against production loss or theft. **INSPECTION COUNT/ INC COUNT:** Enter one item checked/ issue one INC for each measurement facility inspected. IF THEFT, MISHANDLING OF PRODUCTION, TAMPERING OR BYPASSING OF ANY COMPONENT OF **M-299** THE ROYALTY MEASUREMENT FACILITY. OR THE FALSIFYING OF PRODUCTION MEASUREMENT HAS OCCURRED, DID THE LESSEE REPORT IT TO THE MMS REGIONAL SUPERVISOR AS SOON AS POSSIBLE, BUT NO LATER THAN THE NEXT BUSINESS DAY AFTER DISCOVERY? Authority: 30 CFR 250.1205(a)(4)(i) Enforcement Action: W 30 CFR 250.1205(a)(4)(ii) 30 CFR 250.1205(a)(4)(iii) **INSPECTION PROCEDURE:** Verify that if any of the above violations have occurred, the lessee reported the violation(s) to the MMS Regional Supervisor as soon as possible, but no later than the next business day after discovery. **IF NONCOMPLIANCE EXISTS:** Issue a warning (W) INC if the lessee failed to report any of the above violations to the MMS Regional Supervisor within the time prescribed. **INSPECTION COUNT/ INC COUNT:** 

Enter one item checked/ issue one INC for each violation not reported.

#### M-300 ARE THE COMPONENTS OF ROYALTY MEASURING DEVICES (METERING UNITS AND TANKS) SEALED IN A MANNER TO PRECLUDE TAMPERING? Authority: 30 CFR 250.1205(b)(1) Enforcement Action: W/C INSPECTION PROCEDURE: Vorify by on gita inspection that the components of royalty measuring daviage are cooled in a memory to

Verify by on-site inspection that the components of royalty measuring devices are sealed in a manner to preclude tampering.

#### IF NONCOMPLIANCE EXISTS:

Issue a warning (**W**) INC if seals have been broken and records do not address reason or justification. Issue a component shut-in (**C**) INC if components of royalty measuring devices are not sealed in a manner to preclude tampering.

#### **INSPECTION COUNT/ INC COUNT:**

Enter one item checked/ issue one INC for each metering unit or tank inspected.

M-301	Authority: 30 CFR 250.1205(b)(3)	YPES OF SEALS NUMBERED AND RECORDED? Enforcement Action: W/C	
	INSPECTION PROCEDURE:		
	recorded.	propriate records that wire or other acceptable types of seals are numbered and	
	IF NONCOMPLIANCE EXISTS:		
	Issue a warning (W) INC if seals are not recor	ded properly.	
		other acceptable types of seals are not numbered.	
	INSPECTION COUNT/ INC COUNT:	1 1 1	
	Enter one item checked/ issue one INC for eac	h meter or tank inspected.	
M-302 IS THE LOCA	IS A LIST OF THE SEAL NUMBERS MAI ATION MADE AVAILABLE FOR INSPECTION	NTAINED AT THE FIELD LOCATION FOR AT LEAST 2 YEARS AND BY MMS REPRESENTATIVES?	
	Authority: 30 CFR 250.1205(b)(3)	Enforcement Action: W	
	30 CFR 250.1205(b)(4)		
	<b>INSPECTION PROCEDURE:</b>		
		s that a list of the seal numbers is maintained at the field	
	location for at least 2 years.		
	IF NONCOMPLIANCE EXISTS:		
	Issue a warning ( <b>W</b> ) INC if:		
	1. The field location is not made available for		
	2. A list of seal numbers is not maintained at the	he field location for at least 2 years.	
	INSPECTION COUNT/ INC COUNT:		
	Enter one item checked/ issue one INC for eac	n meter site inspected.	
M-304	REGISTER, SEALED IN SUCH A MANN THE SEAL? Authority: 30 CFR 250.1205(b)(1)(i) PROCEDURE:	CONNECTIONS, FROM THE BASE OF THE STACK TO THE ER THAT TAMPERING CANNOT OCCUR WITHOUT DESTROYING Enforcement Action: W/C INSPECTION k component connections are sealed in such a manner that the	
	component cannot be opened, closed, or altered in any way without destroying the seal.		
	IF NONCOMPLIANCE EXISTS:		
	component shut-in (C) INC if a meter stack co	broken and records do not address reason or justification. Issue a mponent connection is not adequately sealed.	
	INSPECTION COUNT/ INC COUNT:	1	
	Enter one item checked/ issue one INC for eac	h meter inspected.	
M-305		G PACKING DEVICES, FITTINGS, SIGHT GLASS, AND CONTAINER AT TAMPERING CANNOT OCCUR WITHOUT DESTROYING THE	
	Authority: 30 CFR 250.1205(b)(1)(ii) INSPECTION PROCEDURE:	Enforcement Action: W/C	
	Verify by on-site inspection that the meter san and container lid, is sealed in such a manner th destroying the seal.	npling system, including packing device, fittings, sight glass, hat the component cannot be opened, closed, or altered in any way without	
	IF NONCOMPLIANCE EXISTS:	an and records do not address reason or justification	
		en and records do not address reason or justification.	
	<b>INSPECTION COUNT/ INC COUNT:</b>	and system and its components are not adequately searca.	
	Enter one item checked/ issue one INC for eac	h meter inspected	
	Eater one term enceked/ issue one inve tor eac	n meter inspected.	

M-306	ARE COMPONENTS OF THE TEMPERATURE AND GRAVITY COMPENSATION DEVICE SEALED IN SUCH A MANNED THAT TAMPEDING CANNOT OCCUP WITHOUT DESTROYING THE SEAL 2
	SUCH A MANNER THAT TAMPERING CANNOT OCCUR WITHOUT DESTROYING THE SEAL? Authority: 30 CFR 250.1205(b)(1)(iii) Enforcement Action: W/C
	INSPECTION PROCEDURE:
	Verify by on-site inspection that the components of the temperature and gravity compensation device are
	sealed in such a manner that the component cannot be opened, closed, or altered in any way without destroying the
	seal.
	IF NONCOMPLIANCE EXISTS:
	Issue a warning ( <b>W</b> ) INC if seal has been broken and records do not address reason or justification. Issue a component shut-in ( <b>C</b> ) INC if the components of the ATC or ATG are not adequately sealed.
	INSPECTION COUNT/ INC COUNT:
	Enter one item checked/ issue one INC for each meter site inspected.
<b>M-307</b>	ARE ALL VALVES ON LINES LEAVING A ROYALTY OR INVENTORY STORAGE TANK INCLUDING
	LOAD-OUT LINE VALVES, DRAIN-LINE VALVES, AND CONNECTION-LINE VALVES BETWEEN
	ROYALTY AND NON-ROYALTY TANKS SEALED IN SUCH A MANNER THAT TAMPERING CANNOT OCCUR WITHOUT DESTROYING THE SEAL?
	Authority: 30 CFR 250.1205(b)(1)(iv) Enforcement Action: W/C
	INSPECTION PROCEDURE:
	Verify by on-site inspection that all lines leaving an oil storage tank are sealed.
	IF NONCOMPLIANCE EXISTS:
	Issue a warning (W) INC if seal has been broken and records do not address reason or justification. Issue a component
	shut-in (C) INC if the lines leaving an oil storage tank are not adequately sealed.
	<b>INSPECTION COUNT/ INC COUNT:</b> Enter one item checked/ issue one INC for each royalty tank inspected.
	Enter one nem checked/ issue one inc. for each royarty tank inspected.
M-308	IS EACH STORAGE TANK (ROYALTY OR INVENTORY) USED IN THE ROYALTY DETERMINATION
	PROCESS IDENTIFIED BY A SIGN THAT CONTAINS THE NAME OF THE FACILITY OPERATOR, THE SIZE
	OF THE TANK, AND THE TANK NUMBER?
	Authority: 30 CFR 250.1205(a)(2)Enforcement Action: WDIGDECTION PROCEDUDE
	<b>INSPECTION PROCEDURE:</b> Verify by on-site inspection that each storage tank used in the royalty determination process is identified by
	a sign that contains the name of the facility operator, the size of the tank, and the tank number.
	IF NONCOMPLIANCE EXISTS:
	Issue a warning (W) INC if each tank used in royalty determination is not identified with the appropriate information.
	INSPECTION COUNT/ INC COUNT:
	Enter one item checked/ issue one INC for each tank inspected.
M-309	IS THERE NO BYPASS OF MMS-APPROVED LIQUID HYDROCARBON ROYALTY METERS AND TANKS?
	Authority: 30 CFR 250.1205(a)(3) Enforcement Action: W/C
	INSPECTION PROCEDURE:
	Verify by on-site inspection and review of appropriate records that no bypass of MMS-approved royalty
	meters and royalty tanks exists. If bypass exists, it must be sealed and recorded.
	IF NONCOMPLIANCE EXISTS: Issue a warning (W) INC if:
	1. An approved bypass is not sealed properly and recorded.
	2. A seal has been broken and records do not address reason or justification. Issue a
	component shut-in (C) INC if:
	1. An unapproved bypass exists on an MMS-approved royalty meter.
	<ol> <li>A sales tank is not sealed and recorded.</li> <li>A seal is broken without authorization.</li> </ol>
	INSPECTION COUNT/ INC COUNT:
	Enter one item checked/ issue one INC for each meter or tank inspected.
M-310	ARE THE BYPASS VALVES OF GAS ROYALTY AND GAS ALLOCATION METERS SEALED IN A MANNER
IVI-310	THAT TAMPERING CANNOT OCCUR WITHOUT DESTROYING THE SEAL?
	Authority: 30 CFR 250.1205(b)(2) Enforcement Action: W/C
	INSPECTION PROCEDURE:
	Verify by visual inspection that bypass valves are sealed in a manner that tampering cannot occur without destroying the
	seal.
	IF NONCOMPLIANCE EXISTS:
	Issue a warning (W) INC if bypass is not sealed properly and recorded. Issue a
	component shut-in (C) INC if: 1. Bypass valves are not sealed.
	2. Seal is broken and justification not recorded.
	INSPECTION COUNT/ INC COUNT:
	Enter one item checked/ issue one INC for each meter or tank inspected.