

OIL WELL INSPECTIONS

- Oil well inspections are inspected once every fiscal year (July 1 – June 30). Primarily before winter and spring. September and October are ideal months.
- Pull file for scheduled inspection and review file i.e directions and past inspections:
 - Call operator of each oil site and arrange/schedule (date & time) for an escort to inspect the wells.
- View new “Oil Well Field Inspections” report and update with past well names, print and place in file for escorted inspection.
- Travel to site at scheduled date and time of inspection and meet with operator. Visit each oil well and make note(s) on form. See form for requirements of inspection.
- Upon your return to the Office update form electronically. Complete the Field Inspection report and accounting memo (see attached). E mail both memo and completed Field Inspection form to (Accounting) Michelle Bass, Cc: Margie Pham and Mary Fitzgerald and Chuck Stanfield.
- Save copy to Oil fields computer file (V:\Building & Grading Inspection\Oil wells), print two (2) copies. Place the first copy in the oil field file and re-file. Place the 2nd copy, in chronologically order, in the “Oil Well Inspections Directors Report” (3 ring binder).
- After each inspection is made and the reports have been sent to accounting, update spread sheet, V:\Building & Grading Inspection\Oil wells, (see attached) save update and E mail as attachment to Chuck Stanfield.