



*SemCAMS 2007-April 16
Customer Tie-In Manual*

Customer New Well Tie-in Checklist:

The purpose of this checklist is to capture the specific steps required to be completed by the Customer prior to a new well coming online. Following these steps will hopefully reduce the confusion over the process details and ensure an efficient and effective T/I results.

1.0 Initial Contact with SemCams:

- Contact Area Pipeline Supervisor; as per contact summary in section 2.2.1.1
- Complete "New Well Kick-off Form" (TIP 101) and forward to Area Pipeline Supervisor

2.0 Tie-in Detailed Review:

- Discuss details of various T/I options
- Review initial Tie-in guidelines to clarify Pipeline, Plant, and Measurement requirements. Review specific Pipeline Specification Sheets.
- Request Fee Schedule to understand associated fees for the preferred T/I point.

3.0 Lease Information:

- Complete "Customer New Well / Facility Form" (TIP 102) and forward to Area Pipeline Supervisor.
- Additional information required along with TIP 102
 - Gas Analysis
 - Condensate Analysis
 - Water Analysis, if required
 - Calibration Reports
 - P&ID's

Note: Delays in providing this information to SemCams, will result in New Well startup delays.

4.0 Communication:

- Maintain regular communication with Area Pipeline Supervisor to ensure all issues are addressed on a timely basis.

5.0 Pre-startup Activity:

- Ensure Gas and Liquid Sales contracts and nominations are in place
- Review process in place to provide daily production information to SemCams Plant CSO.
- Work with Area Pipeline Supervisor to coordinate the completion of the "NW Customer Lease Inspection" (TIP 104).
- Request approval from SemCams Area Pipeline Supervisor to bring well online, minimum 48 hour notification required.

6.0 Online Activity:

- Advise SemCams Area Pipeline Supervisor when well is brought online.
- Ensure all Lease Inspection deficiencies are completed.
- Work with SemCams Metering Integrity Administrator to maintain regular sampling and calibration requirements.