



Exploration & Production

GENERAL SPECIFICATION

GEOSCIENCES

GS EP GSR 003

**Instructions for expedition of fluid samples at
atmospheric conditions and in small tank volumes**

00	01/2012	First issue
Rev.	Date	Notes

Owner: EXPLO/TE

Managing entity: DEV/GIS/FGO



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1. Scope

The purpose of this general specification is to detail the conditions and information provided before, during, and after the transportation of fluid samples at atmospheric conditions, at less than atmospheric conditions and/or in small tank volumes (less than one liter) to the corporate storage warehouse and/or to the storage of services companies. That is concerning samples of low pressure gas (vacutainers, isotubes) individual tank of low volume (some milliliters) and samples of liquids in tank volume less than one litre.

This document applies to all E& P operational entities, headquarters and subsidiary companies alike, whenever a shipment of crude-oil sample under pressure is initiated.

Each E&P subsidiary company must use the hereafter instructions in addition to the existing and applicable laws, procedures, conventions as well as internal and local regulations.

Please refer to **GS EP GSR 002** for instructions for the expedition of pressurised fluids.

2. Reference documents

The reference documents listed below form an integral part of this General Specification. Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the EFFECTIVE DATE of the CONTRACT.

Standards

Reference	Title
Not applicable	

Professional Documents

Reference	Title
Not applicable	

Regulations

Reference	Title
Not applicable	

Codes

Reference	Title
Not applicable	



Other documents

Reference	Title
Not applicable	

Total General Specifications

Reference	Title
GS EP GSR 002	Instructions for expedition of pressurised fluids

3. Context

In the frame of this general specification, the definition of fluid samples at atmospheric conditions and in small tank volumes refers to samples of gas or liquid in individual tank volume less than one liter including:

- Gas samples at low pressure: isotubes, vacutainers etc...
- Field dead oil samples
- Water formation samples
- Oil based mud samples
- Liquid Samples with hydrocabons and organic solvents.

To be sent to the Total CST in Pau and/or to a Servicing Laboratory to perform the requested analyses.

4. Requirements

4.1 General

In order to comply with this regulation and facilitate the management of the pressurised samples, it is formally required that the procedure of shipment of all fluids include documents containing the following elements:

- 1- **Formal auditable communication** between the requesting entity, the shipment agency and the ultimate recipient as each and every stage of the trip:
 - a) As soon as the expedition is requested,
 - b) When dispatching has started,
 - c) Upon ultimate reception of the packages;
- 2- **Correct and complete address details** of the recipient
This full address shall be provided to the shipment agency and the samples shall be delivered exclusively to the named recipient and at the defined location.
- 3- **Adequate labelling** of the products sent according to the risk level of the contains.



4.2 Packing conditions

The instructions of labelling indicated in the present general specification constitute an informative recall.

It is expressly advised with the persons in charge of sampling on the one hand, then with the person in charge of transportation to refer to the international regulations of the transport of the dangerous matters. (refer to appendix 1).

In addition to the lawful safety and security labelling, the supervisor of the sampling shall mention mandatory information on every sample or group of samples (in case of isotubes and vacutainers...) as per Appendix 2.

Note two key points:

- **presence of H₂S, of mercaptans, of traces of potential radioactivity or any dangerous compounds, other than hydrocarbons must be expressly mentioned .**
- The Material Safety Data Sheet (MSDS) of each fluid sample sent shall also be present in the packaging.

The person in charge of transport shall make sure that the types of conditioning dispatched are in conformity with the international regulation and the internal rules of Total.

The forwarding of pressurized samples shall imply specific packaging, which shall not contain samples of another nature such as crude oil samples, or any other type of fluids.

4.3 Communication

The communication between the entity in charge of transport and the recipient of the goods who is also in charge of the crude-oil storage management must be effective and formal as soon as the process for crude-oil expedition is initiated.

1- **The person or the entity in charge of transport** shall inform by "email" to the address above of the effective packing expedition:

- for In-house entities: EP-DEV-GIS-FGO FLUIDS-SAMPLES
- for external companies: ep-dev-gis-fgo.fluids-samples@total.com

and shall provide with the package and by separate post mail a document comprising following information :

- The "pro-forma" invoice,
- The official shipping document (LTA for flight fret for instance),
- Safety labelling for each container or bottle of the packing,

2- **The person in charge of the packing reception** shall inform the entity or person in charge of the expedition upon reception of the packages and specify whether or not they comply with the instructions of this general specification.



4.4 Destination Addresses

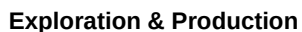
Any shipment of liquid crude oil samples from explorations wells, production wells and production tests shall carry the following address:

TOTAL S.A
MAGASIN
A l'attention du Laboratoire Fluides – PVT
CSTJF Avenue Larribau
64018 PAU Cedex
(FRANCE)

Appendix 1 International pictograms

Pictogram of danger of products for the transport (secondary packaging (or primary)) [Resp. : The person in charge of the expeditions]						
Pictogram of danger of products for the labelling (primary packaging) (a) [Resp. : The person in charge of the activity " fluid or rock sampling"]						
			Icons describing the level of risk of transported product			
Sample types	Classe	Code ONU	Inflammable	Toxic	Gas under pressure	Radioactive Material
Gas reservoir with H2S	2.6	1964 / 3161 (b)	X	X	X (c)	
Liquid reservoir with H2S	3.6	1965	X	X		
Gas reservoir without H2S	2	1964 / 3161 (b)	X	X	X(c)	
Liquids reservoir without H2S	3	1965	X	X (d)		
Atmospheric hydrocarbons: fluids production and fluids shows	3	1267	X	X (d)		
Mud and core gas	3	1202 / 1267 (e)	X	X (d)		
Oil based mud						
Water and ecotoxic Mud						

(a) These labels correspond to the new GHS format (Globally Harmonised System of Classification and Labelling of Chemicals). The goal of the United Nations is broad international adoption by 2008. (b) 3161 for condensate gas; (c) The label "gas under pressure" is not required for toxic and flammable gases for the transport; (d) The number 2 within pictogram danger (for gas) becomes 6 (for solid and liquid materials); (e) 1202 if gas-oil - 1267 if reservoir oil;



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Appendix 2

Appendix 2 Information table

Mandatory information to be filled in.

* The official name and number of the well, as well as the Unique Well Identifier (publicly delivered by IHS).