

2. **NOMINATING AND SCHEDULING**

2.1 **NOMINATING PROCEDURES**

All shippers are required to submit a monthly nomination of shipments to each location on West Shore Pipe Line Company. West Shore uses an online Shipper Information System (Transport4). Transport4 can be accessed from any personal computer with an Internet connection and Internet Explorer 6.0 or greater. All Shippers on West Shore are required to submit their nominations by using the Transport4 system. Nominations should be submitted via Transport4 no later than the 10th day of the month proceeding the month of scheduled shipment. Requests for shipments received after the 10th day of the month will be handled on a best-efforts basis only.

To obtain access to Transport4 for the first time, submit an email request to:
Woody Reynolds at woody.reynolds@transport4.com

Include the following information:

- Name of your company administrator (an employee within your company designated to assign Transport4 user accounts)
- Phone number
- Email address
- List of carriers for which access should be granted (each of the carriers must approve your request)

Required Nomination Data

A nomination submitted via Transport4 must include the following information:

Batch Information

1. *Shipper* (Automatically filled by Transport4 unless you are a company agent for multiple Shippers. Shipper codes can be found in section 6.5, Uniform Codes.)
2. *Product*
3. *SCD* (Pipeline system. SCD codes can be found in section 6.5, Uniform Codes.)

Note: Only one Batch Id is generated for each nomination entry. Do not try to submit a group of nominations as one entry.

Supplied Nomination Data

West Shore Pipe Line Company uses an automatic batch assign process for the phase number only. This process completes the batch information based upon the supplied requested event date. Batch calendar information for West Shore Pipe Line Company can be found on Transport4 by selecting the CCIM button followed by selecting West Shore's logo

1. *Cycle* desired (Transport4 automatically furnishes the cycle based upon the first receipt event's requested date.)
2. *Phase* desired (Transport4 automatically furnishes the phase based upon the first event's requested date.)

Event Information (See Tables 2.1, 2.2 and 2.3 for average in-transit times.)

1. *Event Type* (Each nomination has, at a minimum, one receipt and one delivery event.)
2. *Vol* (Volume is specified as 25.0 or 25000. You must select the correct units.)
3. *Units* (Select Mbarrels or Barrels. West Shore does not use Gallons.)
4. *Loc* (Location Codes can be found in section 6.5, Uniform Codes)
5. *S/C* (Supplier/Consignee – The S/C for a receipt event is the supplier and the S/C for a delivery event is the consignee of the batch. The S/C is not a required field. Use this field to specify a party who has ownership of the commodity yet does not own the facility from/to which the commodity will lift or deliver.)
6. *Tnk* (The Tanker is the tankage party to which the commodity will originate or deliver. Upon initial entry of a nomination, only delivery event tankers are required. Prior to the batch lifting to the pipeline, receipt event tankers need to be entered into the Transport4.)
7. *Add TPT* (Currently, this field is not processed in West Shore's internal system.)
8. *Requested Event date* (Requested event dates for delivery events should be supplied for all nominations.)

NOMINATION VALIDATION

Transport4 validates the submitted nomination data if the following rules are met:

1. The product code must be a valid product code for West Shore.
2. The total receipt volumes must equal the total delivery volumes.
3. All receipt events must have a requested event date.
4. All delivery events must have a valid tanker.
5. Transport4 will only accept valid tankers for the specified locations.
6. The SCD for West Shore is "S".
7. The locations specified are valid locations for SCD "S".
8. All S/C's must be a valid supplier or consignee on West Shore.

2.2 SCHEDULING PROCEDURES

Nominations Notification

Nominations received through Transport4 will be reviewed for requested receipt event date accuracy and subsequently approved by a Transportation Department scheduler. The scheduler can reject the nomination through Transport4. Transport4's Alert functionality blinks when a nomination has been rejected by West Shore.

Changing a Nomination

Any nomination can be changed in the Transport4 system by querying for the specific nomination and performing the necessary changes to the event data. The batch data (Shipper – Product – Cycle/Phase/SCD) cannot be changed in the Transport4 because West Shore always assigns the Batch Id automatically. All nomination changes are automatically pushed to the Transportation's Computer-Aided Scheduling system where they will be processed and scheduled. It is at the discretion of the Transportation Department to accept or reject this change or any nomination that does not comply with West Shore's business rules as stated in our published FERC tariffs.

Copying a Nomination

The Transport4 system allows the user to inquire a previous nomination, change the location, volume, Tanker, and S/C data (if needed), add the new requested events dates, and submit the nomination as a new entry. This functionality minimizes the amount of data entry required by the user.

Inquire Nominations

The Inquire Nominations functionality on Transport4 allows the user to specify specific criteria in order to view detailed nominations. The user can query by product, cycles, requested event dates, etc. to narrow their search of specific nominations.

Note: If using the requested event dates as your search criteria, only those events with requested events dates will be returned from your query.

Confirmation of Receipt Tanker

It is the responsibility of the Shipper (not the supplier or trading company) to enter the Tanker and/or Supplier/Consignee into Transport4 for the origin of the product. The Transportation Department must receive a confirmation of product source a minimum of three (3) working days prior to the requested receipt date. Any batch that does not have a confirmed source of supply will be taken out of nomination. It will be the Shipper's responsibility to re-nominate for a later cycle. Confirmation of supply source will include the following:

1. Tanker – the refinery, terminal or connecting carrier where the product will become available.
2. Supplier – the refinery, terminal stockholder or connecting carrier Shipper account (not required).

Transport4 provides an easy and convenient method of confirming the supply source. The Transportation Department, through the Computer-Aided Scheduling system, pushes carrier accepts and rejects statuses to Transport4 upon acknowledgment of a change. It is at the discretion of the Transportation department to accept or reject any changes to nominations.

Receipt Coordination

After the Shipper has confirmed the Tanker for a shipment, the Transportation Department will then confirm the transaction with the designated terminal by providing a receipt schedule via Transport4. Terminal employees can be setup in Transport4 to access schedules, which pertain to their specific locale. The Transport4 user can select these options along with Push options to automatically send schedules from one (1) to three (3) times a day.

Terminal Delivery Schedule

The terminal delivery schedule will confirm a shipment's delivery time to within a 2 to 3 hour range. This schedule is sent to local delivery locations via Transport4.

Daily Lifting and Delivery Orders

Transportation personnel coordinate the daily operating information with our Control Center and field personnel. The Control Center personnel and/or field personnel then work with the Tanker operators to complete the actual movements.

2.3 TICKETING

Tickets are prepared by our Control Center and will be provided to the Shipper, the Tankers, and the Suppliers/Consignees via Transport4. The Transport4 user can select Push options, which will automatically supply an email or a fax (a fee will be charged by Transport4 for each fax) copy of all tickets.

Note: Suppliers/Consignees can only receive tickets via Transport4.

2.4 THIRD PARTY TICKETS

Third party tickets (TPT) will be managed through Transport4. It will be the responsibility of the Shipper to assign a TPT to a ticket. The TPT must be a valid company on Transport4. This service will be provided for a nominal fee.

2.5 PIPELINE ALLOCATION

During periods of pipeline allocation, West Shore scheduling will adhere to its published Prorationing Policy. Under normal non-allocated operating conditions, West Shore makes every reasonable effort to be flexible and accommodate requests from shippers for nomination, schedule, and volume changes. Unfortunately, when a system is over-nominated and forced into proration, the Carrier can no longer accommodate additional nominations.

It has always been West Shore's policy to conform to common carrier laws and regulations that require offering all shippers equitable and non-discriminatory access to our pipelines. To operate in a fair and equitable fashion requires that if we accommodate a change for one shipper, we must be able to accommodate the same change for any and all other shippers requesting it. Unfortunately this simply becomes impossible when the pipeline is completely full.

In order that all parties understand the policies that have been put in place to ensure fair and equitable access for all shippers during periods of proration, we feel it is important to clearly state what changes are permissible during periods of allocation.

Changes that will not be Accommodated During Periods of Allocation:

- Any change that would allow a shipper to exceed their allocated nomination for any pipeline, product, origin, or set of destinations.
- Source shifting that would allow a shipper to exceed their allocated nomination for any origin.
- Destination shifting that would allow a shipper to exceed their allocated nomination for a set of destinations.
- Product type shifting from a gasoline to a distillate cycle or distillate to gasoline cycle.

Changes that will be Accommodated During Periods of Allocation:

- Reductions in batches.
- Minor batch timing changes that can be accommodated within the same cycle.