

SECTION 6

NOMINATION INSTRUCTIONS

6.1 Batch Number System

6.2 .1 General

Numbers will be assigned to batches to identify the movement with the Shipper, Pipeline Operating Personnel, and the Accounting Department.

6.1.2 Batch Number

The batch number identifying shipments through Explorer will contain the following information:

Shipper	(A.)
Grade of Product	(B.)
Cycle Number	(C.)
Flexible Batch	(D.)
Cycle & Number of Shipment of Grade in Cycle	(E.)
Point of Origin	(F.)

PHP-46-271-PTA
(A)-(B)-(C)(D&E)-(F)

- A. The shipper will be identified by a three letter symbol as shown in **Appendix A.**
- B. Grades of products and crudes will be identified by numerical codes shown in **Appendix C.**
- C. Cycle number will be identified by the numerical code shown in **Section 5** of Schedule Calendar.
- D. An alpha code will be used to designate Flexible Batches.
- E. A numeric code will be used to designate the shipment number.
- F. Point of origin will be identified by a three letter symbol shown in **Appendix B.**

6.1.3 Cycle and Shipment Within A Cycle

This will consist of a 3-digit number, the first two of which will indicate the cycle in which the product was originated. The third digit indicating the number of shipments of a particular grade in each cycle for each company, from each

location; but not necessarily in sequential order. An alpha code will be used in place of cycle number to designate Flexible Batches.

6.1.4 **Batch Numbering Illustration (Refined Products)**

Using PHI-46-271-PTA as an example, batch number would identify the movement as follows:

PHI Phillips Petroleum Company - Shipper
46 87.0 R+M/2 North of Tulsa Unleaded Gasoline
27 Scheduled for Shipment in 27th Cycle; to Originate Gulf Coast Area approximately September 25th; The Last Digit Indicating First Nominated Movement of 87.0 R+M/2 - Leaded Gasoline by ConocoPhillips in 27th Cycle.
PTA Port Arthur, TX – Point of Origin

6.1.5 **Joint Batches**

To identify a "Joint Batch" movement tendered by more than one shipper, the symbol "JBA" will be used in lieu of shipper identification while in transit. Tickets covering receipt and delivery of Joint Batch product shall bear a batch number which contains shipper and origin information. Once the product is brought into the line under this procedure, the Joint Batch Identification shall take over and remain in effect until the product moves out of the system. The purpose of this procedure is to enable the Central Control Technicians to track the Joint Batch product through the line and distribute same without regard to the order of lifting. Supporting information will be furnished to all concerned.

6.1.6 **Deliveries of multiple Origin Batches**

For accounting purposes, when a single batch consists of product from two or more originating points for the same shipper, deliveries will be made to cover each origin's portion of the batch.

6.1.7 **Transmix Identification**

Transmix is commingled product that is generated in the mainline that does not meet shippers marketing specifications. This product is accumulated in transmix tanks and managed by Explorer Pipeline.

6.2 **General Forecasting Instructions**

A. Any shipper desiring to tender Gasoline, Distillates, or any Special Grade for transportation shall on or before the 10th day of the month give notice on Transport 4, that includes an **origin, destination and volume** for the product to be shipped in the following month. Unless such notifications are made, the carrier shall be under no obligation to accept petroleum products from such shipper and late nominations will not be accepted that must travel through prorated sections.

Example: Nominations due February 10th should cover nominations for March Cycles 7, 8 and 9.

- B. Carrier will prepare and furnish to each shipper schedules showing the estimated time that each shipment will be received for transportation at origin points and estimated time of arrival at destinations. Such schedules may be revised from time to time to the extent reasonable to facilitate the efficient and economical use and operation of carrier's facilities and to accommodate shipper's revised schedules when issued.
- C. Shipper shall have each shipment available in tankage connected to carrier's stations at least eight hours before the schedule time for receipt by carrier. When a product is not available in tankage within the time limits as aforesaid, acceptance of said product will be at the discretion of the carrier.

6.3 **Special Nominating Instructions**

Seventy two (72) hours prior to lifting, Explorer's scheduling office must be notified regarding changes in volumes, origins, tankage, consignees, and delivery locations, with Transport 4 verification to follow within twenty four (24) hours. If changes to the Nominations are not received within this period, Explorer is not obligated to accept the changes.

6.4 **Transmix (Interface Material)**

Explorer will handle transmix as set forth under Item No. 75 of current tariff.

6.4.1 **General Procedure - Mainline**

Explorer Pipeline takes responsibility for managing all transmix generated in mainline segments.

6.4.2 **General Procedures - Lateral, or Stub Lines**

Shippers who participate in movements on lateral or stub lines, which generate transmix, are required to provide for receipt of transmix (interface).