

2. **NOMINATING AND SCHEDULING**

2.1 **NOMINATING PROCEDURES**

All shippers are required to submit a monthly nomination of shipments to each location on:

Buckeye Pipe Line Company, L.P. (Buckeye)
Laurel Pipe Line Company, L.P. (Laurel)
Wood River Pipe Lines LLC (Wood River)
Buckeye Pipe Line Transportation LLC (BPLT)
Buckeye Linden Pipe Line Company LLC (BLPL)

Buckeye, in conjunction with other major pipeline systems, has developed an online Shipper Information System (Transport4). Transport4 can be accessed from any personal computer with an Internet connection. All Shippers on Buckeye are required to submit their nominations by using the Transport4 system. Nominations should be submitted via Transport4 no later than the 15th day of the month preceding the month of scheduled shipment. Requests for shipments received after the 15th 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 the Transport4 help desk at info@transport4.com or call 888-844-9404.

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

Buckeye Pipe Line Company uses an automatic batch assign process. This process completes the batch information based upon the supplied requested event date. Buckeye's Eastern Products System and Laurel Pipe Line System operate on 10-day alternating gasoline/distillate cycles, three cycles per month. The Jet Lines Pipe Line System, Long Island Pipe Line System operate on weekly cycles. Buckeye's Midwest Products System, Paulsboro System, Lower V System, and Wood River System operate on a 10-day cycle, three cycles per month. Batch calendar information

for all of Buckeye's product systems can be found on Transport4 by selecting the CCIM button followed by selecting Buckeye'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 or the shipper may choose an open phase themselves.)

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. Buckeye 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 being lifting to the pipeline, receipt event tankers need to be entered into the Transport4.)
7. *Add TPT* (Currently, this field is not processed in Buckeye's internal system.)
8. *Requested Event date* (Requested event dates for delivery events should be supplied for all Midwest 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 Buckeye.
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 locations specified are valid locations for the specified SCD.
7. The SCD must be a valid SCD for Buckeye.
8. All S/C's must be a valid supplier or consignee on Buckeye.

Note: A nomination can take several minutes before the system assigns a cycle and phase due to the time required to replicate the nomination data back and forth between Transport4's and Buckeye's systems.

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 batch will be presumed accepted, unless otherwise indicated by the Transportation Department Scheduler via T-4. Transport4's Alert functionality blinks when a nomination has been rejected by Buckeye.

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/ & SCD) cannot be changed in the Transport4 because Buckeye always assigns the Batch

Id automatically. All nomination changes are automatically pushed to the Transportation Department's 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 Buckeye's business rules as stated in our published FERC tariffs. [Any changes to nomination that is within the three \(3\) Business Days prior to the scheduled lifting date may be subject to a potential late change penalty as set forth in Item No. 140 in the applicable published Rules and Regulations.](#)

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 a supply source including location, supplier, and tanker into Transport4 for the receipt of the product. The Transportation Department must receive a final confirmed supply source a minimum of three (3) Business Days (as defined below) prior to the scheduled lifting date. Any change to a nomination that is made within three (3) Business Days prior to the scheduled lifting date may be subject to a late change penalty as set forth in Item No.140 in the applicable published Rules and Regulations. Such late changes will be made on a best-efforts basis and coordinated with your scheduler.

To avoid a potential late change penalty, three (3) Business Days prior to the scheduled lifting date is defined in the following examples.

If a batch is scheduled to receipt on a Saturday, Sunday, or Monday, a final confirmed supply source is due by 23:59 pipeline time on the prior Tuesday.

If a batch is scheduled to receipt on a Tuesday, a final confirmed supply source is due by 23:59 pipeline time on the prior Wednesday.

If a batch is scheduled to receipt on a Wednesday, a final confirmed supply source is due by 23:59 pipeline time on the prior Thursday.

If a batch is scheduled to receipt on a Thursday, a final confirmed supply source is due by 23:59 pipeline time on the prior Friday.

If a batch is scheduled to receipt on a Friday, a final confirmed supply source is due by 23:59 pipeline time on the prior Monday.

Any batch that does not have a confirmed supply source will be rejected via Transport4. It will be the Shipper's responsibility to re-nominate for a later date. If the re-nomination is made within three

(3) Business Days prior to the scheduled lifting date, a late change penalty may be assessed to the re-nomination.

Transport4 provides an easy and convenient method of confirming the receipt source. The Transportation Department, through our Pipeline 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.

“Business Day,” as used in this Section, is defined as Monday through Friday.

Receipt Coordination

After the Shipper has confirmed the Supply Source for a shipment, the Transportation Department will then confirm the transaction with the designated terminal by providing a receipt schedule either by fax, Transport4 or via Buckeye’s operating personnel. 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 by either Transport4 or via Buckeye’s operating personnel.

Daily Lifting and Delivery Orders

Transportation Department 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.

Application of Item 140 Late Change Penalties

To clarify the application of Item No. 140 in the applicable published Rules and Regulations, a late change penalty will not be assessed or will be waived in the following circumstances:

1. Any nominations that were receipted or delivered on materially different dates than would be expected by nominations if not due to actions of the Shipper, and that ultimately resulted in the Shipper needing to make changes within the penalty window to mitigate the issue.
2. Any nominations initially published on the receipt schedule no more than three (3) Business Days before the requested date if not due to the actions of the Shipper, and that ultimately resulted in the Shipper needing to make changes within the penalty window to mitigate the issue upon notification of such change to Buckeye.
3. Any nominations received prior to the three (3) Business Day penalty period and initially published on the receipt or delivery schedule by Buckeye within three (3) Business Days of the scheduled receipt date or scheduled delivery date respectively, resulting in the Shipper needing to make a change after the aforementioned schedule was published.
4. Any nomination changes due to a refinery or third-party equipment failure upon notification of such failure by the Shipper to Buckeye.
5. If the Shipper increases the volume of barrels on a nomination, or adds a new nomination, and Buckeye accepts such change after review for impact to pipeline operations.

2.3 TICKETING

Tickets are prepared by our Control Center or field locations and will be provided to the Shipper, the Tankers, and the Suppliers/Consignees by Transport4. The Transport4 user can select Push options, which will automatically supply an email or an EDI 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, Buckeye scheduling will adhere to the policy in Buckeye Pipe Line Company Rules and Regulations, current Tariff filing in Item No. 90A—Proration of Pipe Line Capacity, or any supplement thereto or re-issues thereof. Under normal operating conditions, Buckeye 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 we are forced to prorate a line, we can no longer accommodate changes of any kind.

It has always been Buckeye'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 similarly situated 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 binding nomination for any pipeline, product, origin, or set of destinations.
- Source shifting that would allow a shipper to exceed their allocated binding nomination for any origin.

Changes that will be Accommodated During Periods of Allocation:

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

Note: Shippers who ship less than 85% of allocated binding nominations will be charged transportation for the shortfall per the published policy for prorating the pipeline.