

**KINDER MORGAN COCHIN LLC**  
Pre Delivery Form

**PRE-DELIVERY INFORMATION REQUIRED ON ALL PORTLAND AIRPORT DELIVERIES**

**INFORMATION SUBMITTED BY CARRIER TO SHIPPER REPRESENTATIVE (herein called "DT")**

1. DT \_\_\_\_\_ 2. Time \_\_\_\_\_ 3. Date \_\_\_\_\_  
 4. Carrier Representative \_\_\_\_\_ 5. DT Representative \_\_\_\_\_  
 6. Net Barrels to be Delivered \_\_\_\_\_ 7. Batch \_\_\_\_\_ 8. Product \_\_\_\_\_  
 9. Estimated Starting Time & Date \_\_\_\_\_ 10. \_\_\_\_\_  
Carrier Representative Signature

**INFORMATION TO BE PROVIDED BY DT**

This form must be completed and submitted to Carrier no later than 1½ hours prior to scheduled delivery of the batch arrival. A separate form must be completed for each batch to be received.

**Note to DT:** The only tank valves open for Carrier deliveries are tanks currently receiving product from the pipeline and tanks to receive the next pipeline batch as indicated above. Tank valves to receive upcoming batch will be opened a maximum of two (2) hours prior to the scheduled batch arrival. Upon completion of receipt into the tank, the valves are to be closed as soon as possible, but no later than one (1) hour after the delivery has been completed. If the Carrier Operator is required to make manifold switches during the delivery of a batch, DT shall detail such switch requirements under "Special Instructions" below.

|                                | a | b | c | d |
|--------------------------------|---|---|---|---|
| 11. Tanks to Receive Delivery  |   |   |   |   |
| 12. Tank Valve(s) Opened: Time |   |   |   |   |
| Date:                          |   |   |   |   |
| 14. Space Available in Tanks   |   |   |   |   |
| 16. Barrels to be Delivered    |   |   |   |   |

**CARRIER WILL NOT BE RESPONSIBLE FOR ANY DT SWITCHES OR COUNTDOWNS.**

13. Initial \_\_\_\_\_

15. Total \_\_\_\_\_  
 17. Total \_\_\_\_\_  
 18. Tank(s) Listed Will Hold NET Barrels to be Delivered by Carrier Yes \_\_\_\_ No \_\_\_\_  
 19. DT Representative needs to be present to make Manifold Switches Yes \_\_\_\_ No \_\_\_\_  
 20. Special Instructions

I understand the above "Note to DT"(above Item 20) and that only authorized tank valves are open, and all information posted in spaces above is accurate.

21. \_\_\_\_\_  
 DT Representative Signature

All spaces above to be filled in by DT Representative no later than one-and-a-half (1 ½) hours prior to schedule time of batch arrival. All time is Pacific time zone using a 24-hour clock.

## **Instructions and Definitions**

The Pre-Delivery Form is to be submitted by the local terminal from the receiving entity (herein called "DT"), no later than 1½ hours prior to the scheduled delivery.

### **INFORMATION SUBMITTED BY CARRIER PERSONNEL TO SHIPPER REPRESENTATIVE**

1. DT. The entity to whom the delivery is being made (herein called "DT"). This is not always the shipper of record.
2. Time. The time of day the Pre-Delivery form is completed by the Carrier representative.
3. Date. The date the Pre-Delivery form is completed by the Carrier representative.
4. Carrier Representative. The name of the person completing Items 1-10 of the Pre Delivery Form.
5. DT Representative. The name of the person at DT facility intended to complete Items 11-21 of the Pre Delivery Form.
6. Net Barrels to be Delivered. The Net Barrels that are "scheduled" for delivery.
7. Batch. The Carrier name for the batch being delivered.
8. Product. This can be simply the 15 designation or the common term used to describe the product; i.e. **turbine**.
9. Estimated Start Time & Date. The estimated delivery time is the most accurate, calculated under current operating conditions.
10. Carrier Representative Signature. Signature of the person completing Items 1-10.

## INFORMATION TO BE PROVIDED BY THE DT

11. Tanks to Receive Delivery. Identifies the tank(s) that will receive the delivery. The common terminal reference is sufficient.
12. Tank Valve(s) Opened: Time / Date. Signifies the time and date each of the DT's tank valves (for tanks shown in Item 11) were opened and lined for delivery.
13. This box must be initialed by the DT representative. This is an acknowledgement that Carrier is not responsible for any barrel countdowns or DT switches.
14. Space Available in Tanks. Indicate the net barrel space available for each tank shown in Item 11.
15. Total. Sum Item 14 columns a thru d to determine the total net barrel space available in **all** tanks shown in Item 11. This is always equal to or greater than the batch volume to be delivered.
16. Barrels to be Delivered. The net barrels that the DT intends to deliver into each tank shown in Item 11.
17. Total. Sum Item 16 columns a thru d to calculate the total net barrels that will be delivered into the tank(s) shown in Item 11. Item 17 Total should always equal the net barrels to be delivered value shown in Item 6. If not, Carrier cuts the batch volume and the Pre Delivery Form must be reissued.
18. Tank(s) Listed Will Hold Net Barrels to be Delivered by Carrier. Acknowledgement by DT representative that the tank(s) specified in Item 11 will hold the volume indicated in Item 16. If the batch will not fit, please notify Carrier immediately prior to filling out this form.
19. DT Representative needs to be present to make Manifold Switches. Identifies whether the DT representative must be present to switch tanks.
20. Special Instructions. This item is used to alert Carrier Operator and/or Controller to any special instructions. For example: "Call me when you start;" "Call me when you finish" or "Call me 15 minutes before the delivery", etc. Advising Carrier that you need to float a roof at a reduced rate is not a special instruction; this type of instruction should be set-up well in advance.
21. DT Representative Signature. Signature of the DT representative completing Items 11-21 of this form.