
General FAQ's for Carrier's Requesting Access to Kinder Morgan Terminals

1. What is a Carrier Access Agreement?

- The Carrier Access Agreement (“CAA”) is an agreement between a Kinder Morgan entity and a Carrier regarding transportation, rights, and requirements where a Carrier agrees to follow the rules and regulations for gaining access to a Kinder Morgan Terminal.

2. Who needs to sign a Carrier Access Agreement?

- A representative of the Carrier who is trying to load or offload at a Kinder Morgan Products Pipelines facility needs to sign the CAA.

3. What information should a Carrier include in a request?

- Indicate the Terminal, or Terminals to which the Carrier desires access.
- The name of the Carrier's company.
- All signed required documents; otherwise, processing time will be delayed. (See Question #7)

4. Where and to whom should the required documents be submitted?

- The Carrier Request Team can be contacted Monday through Friday 7am-5pm CST
- Here is our contact information:
 - Email: carrier_request@kindermorgan.com
 - Phone: 713-420-5432
 - Fax: 713-336-4011

5. Which Terminals are supported by the Carrier Request Team?

- Please refer to the list found at the end of this document.

6. What is the process for setting up a new Carrier in the system?

- Carrier submits request for access to Terminal along with all required documents (See Ques. #7)
- Carrier Request Team receives and reviews the paperwork submitted by the Carrier.
- The Kinder Morgan Risk Management Department reviews the insurance documents and either approves or denies.
 - If approved, the Risk Management Department will inform the Carrier Request Team who will put the Carrier in queue to be set up in our system. Once setup is complete, the Carrier will be notified. This typically takes 5 business days provided that all paperwork was submitted and the insurance documents were approved.
 - If denied, the Carrier will need to increase their coverage amounts, verify the certificate holder information, and/or fix the waiver of subrogation. The Carrier will then resubmit the updated documents to Carrier_Request@kindermorgan.com.

7. What documents are required for a Carrier to enter a Terminal?

- Carrier Access Agreement
- IRS Form W-9
- Security Plan Acknowledgement
- Certificate of Insurance
- Vehicle paperwork (varies based on requirements of individual Terminals)
- The necessary documents can be found at the website below or by contacting the Carrier Request team at Carrier_Request@kindermorgan.com
- Link to website: <http://www.kindermorgan.com/Operations/Products/Carrier-Access-Agreement>

8. What happens if a Carrier arrives at a Terminal on the weekend?

- All valid and fully completed paperwork should have been submitted to the Carrier Request Team at least 5 business days prior to arrival in order to ensure entrance to the Terminal. If the paperwork is submitted without sufficient time for processing, access to the Terminal cannot be granted. Carrier must receive an email confirmation of acceptance from the Carrier Request Team prior to attempting entrance to the Terminal.

Applies to SFPP Terminals only

How are driver and truck registrations processed for the SFPP Terminals?

- The Carrier submits the company name, driver's name, license number, and expiration date to the Carrier Request Team email - Carrier_Request@kindermorgan.com.
- The Carrier also provides any information about a driver's previous employment if transferring companies for registration.
- The Carrier submits vehicle registration, including any information regarding a transfer of ownership.

Certificate of Insurance FAQ

1. What are the requirements for a Certificate of Insurance (“COI”)?

- ADDITIONAL INSURED
 - Certificate Holder needs to be named additional insured on all required policies.
- WAIVER OF SUBROGATION
 - Certificate Holder needs a waiver of subrogation on all required policies.
- GENERAL LIABILITY, AUTO LIABILITY, AND WORKER’S COMPENSATION
 - The Carrier Access Agreement (CAA) requires \$1,000,000 of coverage. The total for each coverage needs to be \$6,000,000.
 - *See more on Worker’s Compensation below.
- UMBRELLA LIABILITY
 - The CAA requires \$5,000,000 of Umbrella Liability coverage. The total for each coverage needs to be \$6,000,000.
- CERTIFICATE HOLDER
 - Certificate Holder should read:
 - [Insert name of KM Entity]*
 - 1001 Louisiana St., Suite 1000
 - Houston, Texas 77002
- UMBRELLA or EXCESS
 - Need statement needed that states, “Umbrella/Excess policy follow form of underlying policies with regard to additional insured and waiver of subrogation.”
- PER STATUTE
 - Need to have the “Per Statute” box on the Worker’s Compensation row checked.

2. What happens during the Certificate of Insurance approval process?

- The Carrier submits the documents to the Carrier Request Team
- The Carrier Request Team submits the information to the Kinder Morgan Risk Management Department.
- The Risk Management Department reviews the documents.
 - If approved, Risk Management will send them to the Carrier Request Team for setup.
 - If denied, Risk Management will require the Carrier to update their information to meet the Certificate of Insurance requirements. The Carrier will then be required to resubmit the updated documents to Carrier_Request@kindermorgan.com.
- The Carrier Request Team will put the Carrier in queue for entry/update in our system. It typically takes 5 business days to reach completion of set up.

3. What happens when the Certificate of Insurance expires?

- Carrier needs to confirm with their insurance provider that the Certificate Of Insurance has been submitted to: Carrier_Request@kindermorgan.com
- If the insurance is due to expire over the upcoming weekend, all updated documentation must be submitted by to Carrier_Request@kindermorgan.com before 5:00 PM Central Time on the preceding Tuesday for processing.
 - *Example:* Carrier needs to access Terminal on Saturday, April 11th, but insurance has expired, or is due to expire. Carrier must submit all valid, updated documentation via email to Carrier_Request@kindermorgan.com no later than 5:00 PM Central Time on Tuesday, April 7th.

Worker's Compensation

Any carrier who is coming on to Kinder Morgan property must carry Worker's Compensation. This rule applies regardless of the number of employees that the Carrier employees. Many states allow business owners to be exempt from Worker's Comp if they have less than a certain number of employees (this number varies from state to state).

The only exemptions Kinder Morgan allows for Worker's Comp are:

1. The driver is an Owner-Operator.
2. The company is employing independent contractors to pick up product (this is allowed because the Carrier Access Agreement has indemnity language within in it which specifically addresses this situation)

If a Carrier says that they are exempt from Worker's Comp because of either of the two reasons above then they will need to either:

1. Provide state documents if they formally applied to their state for an exemption or
2. Send a letter to Kinder Morgan on the Carrier's letterhead explaining why they are exempt from Worker's Comp. This letter will need to be updated either annually, or at every insurance renewal.

List of Terminals Supported by Carrier Request Team

CFPL – Central Florida Pipeline LLC

STATE	TERMINAL	ADDRESS
Florida	Orlando (“Taft”)	9919 South Orange, Orlando, FL 32824

KMLT – Kinder Morgan Liquids Terminals LLC

STATE	TERMINAL	ADDRESS
Florida	Tampa	2101 GATX Drive, Tampa, FL 33605

KMST – Kinder Morgan Southeast Terminals LLC

STATE	TERMINAL	ADDRESS
Alabama	Birmingham	2635 Balsam Avenue SW, Birmingham, AL 35211
Georgia	Athens	3460 Jefferson Road, Athens, GA 30607
Mississippi	Collins	31 Kola Road, Collins, MS 39428
North Carolina	Charlotte #1	502 Tom Sadler Road, Charlotte, NC 28214
	Charlotte #2	6801 Freedom Drive, Charlotte, NC 28214
	Charlotte #3	7325 Old Mount Holly Road, Charlotte, NC 28214
	Greensboro #1	6907 West Market Street, Greensboro, NC 27409
	Guilford	6376 Burnt Poplar Road, Greensboro, NC 27409
	Selma #1	2200 West Oak Street, Selma, NC 27576
	Selma #2	2101 West Oak Street, Selma, NC 27576
	Selma #3	4383 Buffalo Road, Selma, NC 27576
	Selma #4	4086 Buffalo Road, Selma, NC 27576
South Carolina	Belton	13970 Hwy 20, Belton, SC 29627
	N. Augusta #1	205 Sweetwater Road, North Augusta, SC 29860
	N. Augusta #2	221 Laurel Lakes Drive, North Augusta, SC 29860
	Spartanburg	200 Nebo Street, Spartanburg, SC 29302
Tennessee	Chattanooga	4716 Bonny Oaks Drive, Chattanooga, TN 37416
	Knoxville	5009 Middlebrook Pike, Knoxville, TN 37921
Virginia	Newington #1	8200 Terminal Road, Newington, VA 22122
	Newington #2	8206 Terminal Road, Lorton, VA 22079
	Richmond #1	2000 Trenton Avenue, Richmond, VA 23234
	Richmond #2	4110 Deepwater Terminal Road, Richmond, VA 23234
	Roanoke #1	835 Hollins Road NE, Roanoke, VA 24012
	Roanoke #2	5280 Terminal Road SW, Roanoke, VA 24018

PSLLC – Petroleum (SE) Services LLC

STATE	TERMINAL	ADDRESS
Mississippi	PSLLC Bio Blend	356 Mississippi Hwy 588, Collins, MS 39428

KMCC KMPT Kinder Morgan Crude & Condensate LLC and Kinder Morgan Products Terminals LLC		
STATE	TERMINAL	ADDRESS
Texas	Dewitt (Cuero)	343 Bell Road, Cuero, TX 77954
	Helena (Karnes)	5784 FM 81, Runge, TX 78159
	Smiley (Gonzales)	5877 CR 210, Smiley, TX 78159
KMCC-Kinder Morgan Crude & Condensate LLC		
Texas	Galena Park Splitter	405 Clinton Drive, Galena Park, TX 77547
SFPP – SFPP, L.P.		
STATE	TERMINAL	ADDRESS
Arizona	Tucson	3841 E. Refinery Way, Tucson, AZ 85713
	Phoenix	49 N. 53 rd Avenue, Phoenix, AZ 85043
California	Bradshaw	2901 Bradshaw Road, Sacramento, CA 95827
	Brisbane	950 Tunnel Avenue, Brisbane, CA 94005
	Chico	2570 Hegan Lane, Chico, CA 95928
	Colton	2359 S. Riverside Avenue, Bloomington, CA 92251
	Fresno	4149 S. Maple Avenue, Fresno, CA 93725
	Imperial	345 W. Aten Road, Imperial, CA 92251
	Mission Valley	9950 San Diego Mission Road, San Diego, CA 92108
	Orange	1350 N. Main Street, Orange, CA 92867
	San Jose	2150 Kruse Drive, San Jose, CA 95131
	Oregon	Eugene
Nevada	Reno (Sparks)	301 E. Nugget Avenue, Sparks, NV 89431
KMPH – KM Phoenix Holdings LLC		
STATE	TERMINAL	ADDRESS
California	Richmond Products	1306 Canal Blvd, Richmond, CA 94804
KMLT-W– West Coast Terminals – Kinder Morgan Liquids Terminals LLC		
STATE	TERMINAL	ADDRESS
California	Richmond Chemicals	1140 Canal Blvd, Richmond, CA 94804
Washington	Harbor Island	2720 13 th Avenue SW, Seattle, WA 98134
KMTC - TRANSMIX – Kinder Morgan Transmix Company LLC		
STATE	TERMINAL	ADDRESS
Virginia	Deepwater	3302 Deepwater Terminal Road, Richmond, VA 23234
Missouri	South St. Louis	4070 South 1 st Street, St. Louis, MO 62118
KM PORTLAND – Kinder Morgan Portland Liquids Terminals LLC		
STATE	TERMINAL	ADDRESS
Oregon	Linnton	11400 NW St. Helens Road, Portland, OR 97283
	Willbridge	5880 NW St. Helens Road, Portland, OR 97210