

**LOOP LLC**  
**VESSEL SCHEDULING PROCEDURE**

This procedure supplements LOOP's Terms and Conditions of Service and provides a method for collecting vessels' anticipated arrival times so that positions in the queue can be established and accurate loading and offloading times determined. Terms as defined in the Terms and Conditions of Service shall have the same meaning here. This procedure will be applied without discrimination among Shippers and may be revised as required.

**I. Nominations and Assignment of Arrival Windows**

**A. Shipper Nomination**

1. Not later than the fifteenth (15<sup>th</sup>) day of the month (or if not a business day then on the last business day prior to the fifteenth) prior to the Shipping Month, each Shipper may submit to LOOP a Vessel Nomination Form (Appendix 2) specifying for such shipping month: (1) volumes of Crude Petroleum by crude type; (2) Crude Petroleum specifications as defined by Item 1 of the Terms and Conditions of Service as required; (3) name of vessel; and (4) projected date of arrival.
2. For Load Nominations, the Shipper must submit to LOOP a completed Load Nomination Form containing the information set forth in Appendix 1.

**B. Assignment of Arrival Windows**

1. Not later than the nineteenth (19<sup>th</sup>) day of the month (or if not a business day then on the next business day) prior to the Shipping Month, LOOP will notify each Shipper of the Arrival Window for each Nomination and any special conditions under which the Nomination is accepted.
2. Late Nominations may be assigned Arrival Windows after consideration of those Arrival Windows previously established. LOOP will advise Shippers of changes which occur to their Arrival Windows.
3. If more than one Shipper nominates to arrive on the same day, the Shipper with the higher Shipper Accuracy Record shall be given priority for window assignments.
4. LOOP may prescribe specific periods of time in a Shipping Month for offloading and loading Arrival Windows in order to facilitate efficient deepwater port operations.

**II. Disposition Schedule**

For volumes offloaded, a schedule for disposition of proposed shipments ("Disposition Schedule") designating deliveries from the System by volume in barrels per day, crude type and receiving pipeline must have been submitted to and approved by LOOP prior to assignment of a firm Arrival Window as provided for in III below. If Shipper fails to obtain LOOP's approval of its Disposition Schedule, LOOP may withdraw the Arrival Window assigned pursuant to I. B.

### **III. Assignment of Firm Arrival Windows**

On the last business day prior to six (6) days before the start of each vessel's Arrival Window, as revised, Shipper will provide the vessel's name, if not previously given, the Disposition Schedule approved by LOOP, the crude type and volume of Crude Petroleum to be loaded and offloaded (the "Pumping Plan") and LOOP will then provide that Shipper with a firm Arrival Window designating an arrival time span which if met by the vessel will preserve its rights to a position in the queue. The firm Arrival Window shall be expressed in terms of a three (3) day period and will be changed if: (i) the vessel does not tender its Notice of Readiness prior to the end of its three (3) day firm Arrival Window, (ii) required by LOOP for operational considerations as described in Paragraph V below, or (iii) requested by the Shipper and if such change will not adversely affect another Shipper.

### **IV. Late Arrival**

If the vessel tenders its Notice of Readiness after its three (3) day firm Arrival Window expires, a new Arrival Window shall be established as the first available Arrival Window which does not adversely affect another Shipper.

### **V. Berthing Priority**

When a buoy becomes available, the vessel with the earliest firm Arrival Window will be berthed provided that vessel has issued its Notice of Readiness. LOOP may adjust a vessel's position in the queue a maximum of two (2) positions when such adjustment is necessary for optimum operation of the LOOP System.

LOOP may also reschedule a Cargo transfer when one or more of the below conditions apply:

1. A Shipper has not removed or acquired Crude Petroleum within the scheduled storage time.
2. The Cargo transfer will adversely affect the port's operation by delaying the commencement of other vessels.
3. U.S. Coast Guard vessel requirements, such as a vessel Certificate of Compliance, are not current with the U.S. Coast Guard prior to arrival.

### **VI. Notices**

Shipper must provide LOOP with the Estimated Time of Arrival (ETA) of vessels at 168 hours (7 days), 72 hours (3 days), 48 hours (2 days) and 24 hours (1 day) in advance of their ETA. Each notice shall be sent to Vessel Traffic Controllers and Schedulers at [vtc@loopllc.com](mailto:vtc@loopllc.com). The 24 hour ETA shall also be sent to the United States Coast Guard Captain of the Port.

## VII. Shipper Accuracy Record

A. A Shipper Accuracy Record shall be determined as follows:

1. A percentage for each Shipper will be calculated each Shipping Month by dividing the total number of firm Arrival Windows met by Arrival Windows assigned.
2. A second percentage for each Shipper will be calculated each Shipping Month by dividing the total number of barrels shipped by 90 percent of the total number of barrels assigned a firm Arrival Window. This percentage cannot exceed 100 percent.
3. The two percentages shall be combined and then divided by two. This will provide the Shipper Accuracy for one month.
4. The calculation will be made monthly and the average of the preceding three months' calculation is the Shipper's Accuracy Record.
5. A Shipper who has not been assigned an Arrival Window for a Shipping Month shall have a Shipper Accuracy of 100% for that month. Zero divided by zero in this calculation equals 100 percent.
6. If two Shippers have the same accuracy record, preceding months will be included in the calculation until the tie is broken.
7. The following is an example of a Shipper Accuracy Record calculation for August Nominations:

### NOMINATIONS

Vessel Name	Volume (MMBLS)	Date	Window Assigned by LOOP
Alpha	500	August 10	August 9-11
Beta	1,500	August 20	August 19-21
Gamma	750	August 30	August 29-31

### ACTIVITY

1. Firmed Alpha window of August 9-11 for 495 MBBLs
2. Alpha arrived on August 11 and discharged 480 MBBLs
3. Changed Beta window to August 21-23 and firmed the window for 1,525 MBBLs
4. Beta arrived on August 22 and discharged 1,300 MBBLs
5. Withdrew August 29-31 window

### ACCURACY CALCULATION

2 firm Arrival Windows met / 3 Windows Assigned equals 66.67%  
1,780 MBBLs Shipped / (2,020 MBBLs firmed x 90%) or 1,818 MBBLs equals 97.91%  
 $66.67\% + 97.91\% / 2 = 82.29\%$  for August  
August           82.29%  
July               92.34%  
June               100.00%  
Accuracy Record for August nominations  $274.63\% / 3 = 91.54\%$

# Load Nomination Form

## Shipper Information

Shipper Name \_\_\_\_\_

Scheduling Contact \_\_\_\_\_

## Vessel Info

Vessel Name \_\_\_\_\_

Date of Arrival \_\_\_\_\_

Load Volume(s) \_\_\_\_\_

Load Crude Type(s) \_\_\_\_\_

Confirm vessel's ability to segregate crudes (if needed) \_\_\_\_\_

## Will the vessel offload at LOOP prior to loading?

If YES

- Offload Volume(s) \_\_\_\_\_
- Offload Crude Type(s) \_\_\_\_\_
- Disposition Schedule (bbls/day & receiving pipeline) \_\_\_\_\_

If NO

- Linefill (535 MBbbls) crude type to be acquired (if known) \_\_\_\_\_

## Linefill Management / Push Barrels

Will the original linefill crude be discharged at LOOP after loading? YES  NO

What crude type(s) will be used as push barrels to complete loading the vessel?

\_\_\_\_\_

## Vessel Nomination Form

### Shipper Information

Shipper Name \_\_\_\_\_

Scheduling Contact \_\_\_\_\_

Date of Arrival	Vessel Name	Volume	Crude Type	Load* / Offload?

\* Please complete Load Nomination Form (Appendix 1) and submit with Nominations for any vessel submitted for loading.

For volumes offloaded, a Disposition Schedule must be submitted with nominations, designating deliveries in barrels per day, crude type and receiving pipeline.

Disposition Schedule		
Crude Type	Barrels per Day	Destination