

LOOP LLC
VESSEL LOADING 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 times determined. Terms as defined in the Terms and Conditions of Service shall have the same meaning here. This procedure may be revised as required.

I. Nominations and Assignment of Arrival Windows; Load Contract

A. Shipper Nomination

1. Only Shippers with a valid Load Contract in place may submit Load Nominations. Not later than the fifteenth 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, the Shipper must submit to LOOP a completed Load Nomination form containing the information set forth in Appendix 1. Shippers wishing to nominate a Back to Back Loading must submit completed Load Nomination forms for such Back to Back Loading not later than the fifteenth day of the month (or if not a business day, then on the last business day prior to the fifteenth) two months prior to the Shipping Month.

B. Assignment of Arrival Windows

1. Not later than the nineteenth day of the month (or if not a business day then on the next business day) prior to the Shipping Month, LOOP will notify the Shipper of the Arrival Window for the vessel to be loaded, and any special conditions under which the Load Nomination is accepted. LOOP will not schedule loading Arrival Windows that commence during the last three days of any calendar month.

C. Load Contract

1. The Load Nomination process and the assignment of Arrival Windows and Final Arrival Windows shall be subject to any Terms and Conditions set forth in the applicable Load Contract.

II. Disposition Schedule

If the Shipper intends to leave Crude Petroleum in the System, 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, and the Pumping Plan (as hereinafter defined), 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 VI below; or, (iii) requested by the Shipper and if such change will not adversely affect another Shipper. "Pumping Plan" shall mean the crude type and volume of Crude Petroleum to be loaded and offloaded.

IV. Late Arrival

If the vessel tenders its Notice of Readiness to load 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

SPM 104 will be used for loading vessels. Berthing priority is determined based on firm Arrival Windows for both loading and unloading vessels; provided, however, that a vessel must have issued its Notice of Readiness. LOOP may adjust a vessel's position in the queue a maximum of two positions when such adjustment is necessary for optimum operation of the System. LOOP may also reschedule a Cargo transfer when such Cargo transfer will adversely affect the port's operation by delaying the Cargo transfer of other vessels.

VI. Notices

Shipper must provide LOOP with the estimated time of arrival (ETA) of vessel 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 both the Vessel Traffic Controllers and Schedulers at 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.
- B. The following is an example of a Shipper Accuracy Record calculation for August Nominations:

NOMINATIONS

Tanker 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	<u>100.00%</u>

Accuracy Record for August nominations 274.63% / 3 = 91.54%

Appendix 1

Typical Load Nomination Information Required

Tanker Name:

Projected Date of Arrival:

Will the vessel offload prior to loading? (Y/N)

If yes:

Volume to be offloaded:

Crude type to be offloaded:

Preferred schedule for distribution:

If No:

Line fill (535 MBbbls) crude type to be loaded:

Loading

Volume(s) to be loaded:

Crude type(s) to be loaded:

Will line fill crude be discharged at LOOP after loading? (Y/N)

If yes:

Confirm ship's ability to segregate line fill crude.

Is there a follow up ship to load? (Y/N)

If yes:

Follow up ship crude type load: