

# SFPP, L.P.

## Pre Delivery Form

### PRE-DELIVERY INFORMATION REQUIRED ON ALL NON-SFPP OPERATED TANKS

#### INFORMATION SUBMITTED BY SFPP TO SHIPPER REPRESENTATIVE (herein called "DT")

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

#### INFORMATION TO BE PROVIDED BY DT

This form must be completed and submitted to SFPP 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 SFPP 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 SFPP 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				

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

**13. Int.** \_\_\_\_\_

15. Total \_\_\_\_\_

17. Total \_\_\_\_\_

18. Tank(s) Listed Will Hold NET Barrels to be Delivered by SFPP      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" 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.

Dated: July 1, 2002

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### **Instructions and Definitions**

The Pre-Delivery Form is to be submitted by the local terminal (except for West Sacramento deliveries which are to be faxed to the SFPP Controller) from the receiving entity (herein called "DT"), no later than 1½ hours prior to the scheduled delivery.

### **INFORMATION SUBMITTED BY SFPP 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 SFPP representative.
3. Date. The date the Pre-Delivery form is completed by the SFPP representative.
4. SFPP 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 SFPP name for the batch being delivered.
8. Product. This can be simply the E3 designation or the common term used to describe the product; i.e. **unleaded, premium, mid-grade**.
9. Estimated Start Time & Date. The estimated delivery time is the most accurate, calculated under current operating conditions.
10. SFPP Representative Signature. Signature of the person completing Items 1-10.

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### **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 SFPP 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, SFPP cuts the batch volume and the Pre Delivery Form must be reissued.
18. Tank(s) Listed Will Hold Net Barrels to be Delivered by SFPP. 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 SFPP 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 SFPP 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 SFPP 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.