

**Kinder Morgan**  
**Guidelines for Retroactive Nomination Change Requests**  
**Arlington Storage Company**

**Purpose**

A Retroactive Nomination ("Retro") is any request to change a nomination after the gas day is over. Retro nomination changes are not intended as a replacement for accurate and timely nominations

**Procedures**

- Retro requests must be submitted via DART along with an email sent to the assigned scheduling rep and/or the Scheduling inbox, [TGPTranssvcs@kindermorgan.com](mailto:TGPTranssvcs@kindermorgan.com), within 7 business days
- Email should clearly state all proposed changes to effective dates, volumes, contracts, and counterparties
- All affected counterparties should be copied on email requesting their approval
- Request must include an acceptable reason from the list below
- Any affected counterparties that have related scheduling changes must also submit their own independent retro request following the same guidelines within the same 7 day period
- Batches submitted should ONLY include the points that are impacted

**List of acceptable and unacceptable reasons when submitting request**

ONLY requests with acceptable reasons as listed below will be reviewed by Scheduling for approval and processing. Once we receive counterparty approvals and related retro requests via email, Scheduling will review

**Acceptable**

- Discrepancies with confirming parties (EDI mismatch, late cuts, etc.)
- Transposed GID or meter number
- EPSQ/system balancing issues
- No currently scheduled volumes at meter preventing allocations of physical flow (1 dth nom)

**NOT Acceptable Reasons for Retro Request**

- Truing up nominations that should have been entered within any of the 5 NAESB cycles
- Customer data entry error (i.e. customer nominated incorrectly or customer mismatches) replacing a valid confirmed, and scheduled nomination
- Request to avoid penalties or charges
- Increased nominations through restricted areas
- Requests that would put any party or meter further out of balance with the pipeline
- Reallocation of supply and/or market after gas day is complete
- New business that was not previously nominated

**Arlington Reserves the Right to Reject**

- Approval for a single retro request is contingent upon approval of all related retro requests
- Requests that are administratively burdensome, such as those that will affect multiple pooling contracts or multiple Buy/Sell transactions

**Disclaimer**

- Exceptions to the above may be considered on a case-by-case and not unduly discriminatory basis
- Retro nomination requests may be approved or disapproved at the pipeline's discretion