Information in this document will assist you in obtaining or amending an FT contract. Users can view FT contract path via a graphical presentation.
# Table of Contents

- Overview ................................................................................................................................. - 3 -
- Capacity Availability .................................................................................................................. - 3 -
  - Unsubscribed Capacity .......................................................................................................... - 3 -
  - Expansion Projects ................................................................................................................. - 4 -
  - Permanent Capacity Release ................................................................................................. - 4 -
  - Rate Schedule Change ........................................................................................................... - 5 -
  - Capacity Relinquishment / Notice of Termination ................................................................. - 5 -
- Requesting Services/Capacity ..................................................................................................... - 5 -
  - Form of Service Agreement .................................................................................................. - 6 -
  - Rate Schedules ....................................................................................................................... - 7 -
  - Review and Approval Process ............................................................................................... - 8 -
- Amending a Contract ................................................................................................................ - 8 -
- Terminating a Contract ............................................................................................................. - 9 -
- Viewing Contracts/Amendments .............................................................................................. - 9 -
- Contract Rights Map ................................................................................................................ - 10 -
- Overview ................................................................................................................................... - 10 -
  - View Contract Path at a High level ....................................................................................... - 12 -
  - View Individual Segments .................................................................................................... - 13 -
  - View Contract Rights Map - Released .................................................................................. - 14 -
  - View Individual Segments .................................................................................................... - 15 -
- Contract Rights Map – Scheduled ........................................................................................... - 17 -
  - View Individual Segments .................................................................................................... - 18 -
- Bar Chart ................................................................................................................................... - 19 -
- Other Resources Available ......................................................................................................... - 20 -
Contracts III - FT

Overview

This material will cover the creation, amendment, and termination of Firm Transportation and Storage contracts. Users can also view the contract path of Firm Transportation via a graphical presentation. Available firm capacity is posted on Transco’s Info Postings page on the left hand navigation menu: Navigation > Capacity > Unsubscribed. In addition to this capacity and any new capacity created through expansion projects, a shipper may obtain capacity from another firm capacity holder through capacity release. New agreements are written when there is an expansion project, a new service offering, or a conversion from one type of service to another. All questions related to obtaining new firm capacity, or amending or terminating firm capacity contracts should be directed to your Customer Services Representative.

Capacity Availability

Capacity may be available on Transco’s pipeline in the following forms: unsubscribed capacity, expansion projects, capacity release, or relinquishment of capacity by existing shippers.

Unsubscribed Capacity

To determine where unsubscribed capacity exists on Transco’s system, go to Transco’s Info Postings page and from the left hand navigation menu, select Capacity > Unsubscribed.
This will open the **Unsubscribed Capacity** report which is generated daily.

### Expansion Projects

If an expansion project to create new capacity is proposed by the pipeline, an open season for bidding on the capacity is held. Shippers that win bids for this new capacity will execute new agreements for this service. Open seasons will be announced on Transco’s Info Postings page as a Non-Critical notice.

### Permanent Capacity Release

A shipper may obtain firm capacity on a temporary or permanent basis through capacity release. While the majority of capacity releases are on a temporary basis and do not require a written agreement, a new service agreement is written when a releasing shipper permanently releases capacity. The replacement shipper accepts all obligations of the releasing shipper. More detail on capacity release can be found in the Capacity Release training module, found under 1Line > Training from the Transco’s Info Postings page.
Rate Schedule Change

New service agreements are written if the pipeline creates a new rate schedule. New rate schedules are added from time to time to reflect a change in services offered by the pipeline. Rate Schedule EESWS, effective in March of 2007 with the unbundling of Emergency Eminence Storage Service from Rate Schedule FT, is an example. Historically, customers have also had opportunities to convert from one rate schedule to another. Changing from Rate Schedule WSS to WSS-OA or from LG-A to LNG are examples of these types of changes.

Capacity Relinquishment / Notice of Termination

When a Firm Transportation holder turns back capacity to the pipeline, an open season is held for that capacity. For more details please see the Terminating a Contract section later in this document.

Requesting Services/Capacity

In the event that a shipper wishes to change their service or subscribe to available capacity, a request must be made in writing through either a letter, email, or the applicable Service Request Form. This form is located on Transco’s Info Postings page under Resources > Agreements/Forms.
Form of Service Agreement

Once a request for service has been received and the terms of the contract have been negotiated, a transportation or storage service agreement is written using the appropriate Form of Service Agreement from Transco’s FERC Gas Tariff. There is a Form of Service Agreement for every transportation and storage service that Transco provides. The Form of Service Agreement provides the language that must be used for each type of service agreement. All of these agreements can be found in Transco’s online Tariff, located on the left-hand menus of Transco’s Info Postings page.
Unlike IT and Pooling contracts which can be executed electronically, all FT and Storage contracts (except for those generated through a temporary release of capacity) must have a written agreement.

The term “Conforming” Agreement is used to describe service agreements which adhere to the language in the Form of Service Agreement.

“Non Conforming” Agreements do not adhere to the Form of Service Agreement filed in the Transco’s Tariff at the time the agreement is executed. Transco must file with FERC any contracts which materially deviate from the Form of Service Agreement in its Tariff. Non Conforming contracts can be found in Section VI, Part 1 of the Tariff.

**Rate Schedules**

For each type of Transportation and Storage Service that Transco offers there is an applicable Rate Schedule in Transco’s Tariff. They can be found by clicking on **Tariff > Rate Schedules** on the left hand navigation menu of **Transco’s Info Postings page**.
Rate Schedules incorporate the General Terms and Conditions of Transco’s FERC Gas Tariff. Rate Schedules also describe in detail:

- Who the Service is available to, and under what conditions
- Specific terms of the Service Agreement
- Rates and Charges
- The receipts and deliveries allowable
- The responsibilities of the Buyer and Seller

**Review and Approval Process**

Once a request has been reviewed and approved by Transco, a new service agreement (or amendment) is written, it is reviewed by a Customer Services Representative, a Manager in Customer Services, and Transco’s Legal Department. Upon completion of these reviews, two identical, original, unsigned agreements are sent to the customer for execution. Section 8.2 of the Rate Schedule FT requires that the shipper execute the new service agreement with 30 days of receipt from Transco or their request will be void. Once both originals have been signed by the customer and returned, they must be signed by Transco. Once Transco has signed both original contracts, one original is returned to the customer.

**Amending a Contract**

Amendments are written when the shipper and Transco agree to change the terms of the original agreement. Service Agreements can only be modified through the execution of an
amendment or by executing a new Service Agreement (see Section 16 of the General Terms and Conditions (GT&C)).

Typical Amendments to contracts include:

a) Contract extensions – See Section 44 of the GT&C

b) Consolidations – Requirements and Conditions for Consolidations are in Section 22 of the GT&C

c) Partial Permanent Capacity Releases

Amendments to releasing shipper’s contracts due to permanent capacity releases are automatically created in 1Line and are noted in the auto-amendment column on the Amendments page. To see this page, login to 1Line and select: Navigation > Contracts > Contracts/Amendments.

Terminating a Contract

Existing shippers or Transco may give a Notice of Termination depending on the terms of the Service Agreement. If the termination of the contract results in capacity becoming available, an open season will be posted in 1Line to solicit bids for the capacity. An open season is a period of time during which potential customers can bid for pipeline services.

Viewing Contracts/Amendments

On the day prior to the effective date of a contract or an amendment, a posting is made to the applicable Transactional Contracts Report (TCR). The TCR reports may be accessed under the Transactional Reporting heading on the left hand navigation menu of Transco’s Info Postings page.

In addition to the TCR, contract information is available on the Index of Customers (IOC) which is posted quarterly. The IOC lists all Firm Transportation and Storage Agreements (except for
those generated through a temporary release of capacity), and is filed with the FERC and also posted on Transco’s Info Postings page. Information on the TCR and IOC is public information and is accessible to all interested parties. A 1Line User ID and password are not necessary to access this information.

**Contract Rights Map**

**Overview**

The Contract Rights Maps provide different views of firm contracts in a graphical presentation of the pipeline map. The first page is a high level view of a firm contract’s maximum daily quantity with a breakdown of the selected primary and/or secondary capacity rights along the contract path. The second page reflects firm volumes released by contract and the releasable amounts still available along the contract path. The third page reflects firm volumes scheduled by contract and the underutilized amounts still available along the contract path by the last completed cycles (Post, Timely, Evening, ID1, ID2, and Retro). A specified path of firm volumes by receipt and delivery locations can also be selected and viewed as well as a display of a bar chart depicting the primary and secondary underutilized view for each map segment. Each map has a legend that provides an explanatory list of the symbols on the graphical map, and next to the map there are options to view different items on the map, including hiding the legend.
Select **Navigation>Contracts>Contract Rights>Maps>Contract Rights Map**

1. Page Defaults with the following filters:
   - **Rate Schedule**: All FT
   - **Effective Date**: Current day – the rights of the contracts are based on the effective day
   - **Contract ID**: All

2. Select **Retrieve**

3. The page will load a contract table with contract ID, rate schedule, and contract MDQ (Maximum Daily Quantity)
**View Contract Path at a High level**

4. Select highlighted **View Segment Rights** from action menu. Your highlighted contract will be overlaid on a map of the pipeline providing a visual representation of contract capacity primary rights at a high level.

5. The map will default to all layers displayed on the map. The user can leave default to all layers or check desired layers only. If user selects another contract the layer displayed on previous contract will be displayed until layer is changed.

- **Locations** – locations identified on customer’s contract in 1Line.
- **Primary Rights** – Map Legend
- **Secondary Rights** – Map Legend
- **Pools and Constraints** – a view of pools and constraints along the pipeline
- **Legend** – The legend will provide an explanatory list of the symbols on the graphical map. If the Legend is unselected it will not be displayed on the map.

You can select the action from the button or by right click action menu.

User can zoom in and zoom out to...
View Individual Segments

6. To view more detail, expand the contract row to reveal segment details in a table. Select highlighted **Secondary Layer on the map** to view detail segment.

7. Select **View Segment Rights** from action menu. Your highlighted segment will be overlaid on a map of the pipeline providing a visual representation of your contract secondary rights at a more detailed level.
8. The map will display according to selected layers (Secondary is a red line).
   - If user selects another segment the layer displayed on previous segment will be displayed until layer is changed.

View Contract Rights Map - Released

Select Navigation>Contracts>Contract Rights>Maps>Contract Rights Map – Released

This page reflects released and/or underutilized volumes by firm contract.

1. Input the appropriate Filters, Retrieve, Highlight contract row, and select View Segment Rights from action menu.
2. The map will default to locations, primary released, secondary released, pools and constraints and the legend displayed on the map. The user can leave default layers or check desired layers for several different views.

View Individual Segments

3. To view an individual segment, highlight the selected Row.

4. Select View Segment Rights from action menu. Your highlighted segment will be overlaid on a map of the pipeline providing a visual representation of your contract Primary Released rights.
5. The user can leave the default layers or choose different options and the map will display according to selected layers. In this example the **Primary released path is being displayed**.

In this example the **Specified path is selected using Receipt location and Delivery location**. If your selected segment is less than 20 miles long and hidden by other objects on the map, you will receive the warning message below.
Contract Rights Map – Scheduled

Select **Navigation>Contracts>Contract Rights>Maps>Contract Rights Map – Scheduled**

This page reflects firm volumes **scheduled** by contract and the underutilized amounts still available along the contract path by the last completed cycles (Post, Timely, Evening, ID1, ID2, and Retro).

1. Input the appropriate **Filters, Retrieve, Highlight** contract row, and select **View Segment Rights** from action menu.

2. Your highlighted contract will be overlaid on a map of the pipeline with the last completed cycle.

3. The map will default to locations, scheduled, pools and constraints with the legend displayed on the map. The user can leave default layers or check desired layers for different views.
### View Individual Segments

4. To view an individual segment, highlight the selected **Row**.

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Rate Schedule</th>
<th>MDQ</th>
<th>Primary</th>
<th>Secondary</th>
<th>Scheduled</th>
<th>Underutilized</th>
<th>Begin Segment (Loc Prop, Loc Name, Milepost)</th>
<th>End Segment (Loc Prop, Loc Name, Milepost)</th>
<th>Flow Direction</th>
<th>Line</th>
<th>From Zone</th>
<th>To Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>30000026</td>
<td>LEDV</td>
<td>054</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>054</td>
<td>1001251, ZONE BOUNDARY 5 TO 8, MP 1003.971</td>
<td>10090178, LC 13 MH MIL 1722.24, MP 1722.24</td>
<td>Both</td>
<td>TRANSCO MAINLINE</td>
<td>ZONE 6</td>
<td>ZONE 6</td>
</tr>
<tr>
<td>054</td>
<td>0</td>
<td>795</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>054</td>
<td>1000093, S JERSEY GA CO, RIP 48.50</td>
<td>10090178, LC 13 MH MIL 1722.24, MP 1722.24</td>
<td>Both</td>
<td>TRANSCO MAINLINE</td>
<td>ZONE 6</td>
<td>ZONE 6</td>
</tr>
<tr>
<td>054</td>
<td>0</td>
<td>795</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>054</td>
<td>1000093, S JERSEY GA CO, RIP 48.50</td>
<td>10090178, LC 13 MH MIL 1722.24, MP 1722.24</td>
<td>Both</td>
<td>TRANSCO MAINLINE</td>
<td>ZONE 6</td>
<td>ZONE 6</td>
</tr>
</tbody>
</table>

5. Select **View Segment Rights** from action menu. Your highlighted segment will be overlaid on a map of the pipeline providing a visual representation of your contract **Underutilized** rights. In this example, the underutilized volumes can be seen if you hover over the path.
Bar Chart

You can view a contract’s rights in a dynamic bar graph based on selected layers. There are several combinations of **Primary, Secondary, Released, Scheduled, Underutilized or a Specific path** that can be viewed via the bar chart at a high level or an individual segment.

1. **To view contract rights in a bar chart** format, the user must **Retrieve** a contract, then select **View Segment Rights**. The contract rights will be displayed on a chart located under the map; the chart can be expanded or collapsed.
2. This chart is displaying from the previous map the individual **Underutilized** segment of 39 Dts.

![Chart](chart.png)

### Other Resources Available

**Description of Services**

A description of the services offered by Transco is available under **Customer Info > Services** from **Transco’s Info Postings page**. This resource gives a detailed description of all services and rate schedules offered under section 284 of the FERC regulations.

**Contract Information**

1Line training modules are available to provide you with information on conducting your daily business with Transco, including contract information. The Training Modules may be accessed from **Transco’s Info Postings page** under **1Line (top banner) > Training**.

Contact your Customer Services Representative for additional information or assistance with your FT contracts.