

INSTRUCTIONS

Completing the Confidential Propane Education & Research Council Odorization Report for Terminal Operators

1. This information is requested to be submitted by any owner/operator of a storage cavern, pipeline terminal, loading rack, or similar facility which provides odorization services for its own use or the use of others. If you are also filing a Propane Education & Research Remittance Report, and do **not** provide odorization services to others, you may check the appropriate box on that form and it will serve as your Odorization Report.
2. All information submitted will be kept strictly confidential and will be used by staff of the Propane Education & Research Council or their contractors only for the purpose of verifying the accuracy of reports filed by producers, marketers, and others who are required by U.S.C 6401 to remit an assessment on odorized propane to the Council.
3. This form may be replicated, either manually or by computer, to suit the needs of the submitter, **provided that all information requested is submitted in a similar format.** Use continuation pages if more space is needed.
4. In the table, please enter the commonly used name of the odorization point including city and state (e.g., Tirzah, SC; Hattiesburg, MS), the name of the company for whom odorization services were provided, and the total gallons of propane odorized for that company at that location during the month for which the report is being filed. Following are examples of how purchases at two terminals by two producers along a hypothetical pipeline would be reported.

Name	City	State	Company for Whom Odorization Provided	Gallons
Demop	Demop City	State	XYZ Producer	100,000
Opil	Opil City	State	XYZ Producer	200,000
Demop	Demop City	State	ABC Producer	300,000

5. If you are both the terminal operator and the owner of product at the time it is odorized and you odorize product for your own use, report those volumes just as you would for services performed for a third party. (If you only odorize your own product and do not provide odorization services for anyone else, you may elect to use the Remittance Report as your Odorization Report by checking the block provided on that report form).
6. Please sign, print your name and title, and date the form prior to its submission. Forms must be signed only by a corporate officer or other person who has authority to sign certifications on behalf of the company. Reports are to be submitted by the 25th of each month.

We look forward to working with you in this industry effort.

If you should have any questions please feel free to call us at (202) 464-9023 or e-mail at remittance@propane.com.

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ASSESSMENT CONFIDENTIALITY

Purpose:

- To persuade Terminal Operators to voluntarily remit monthly odorization reports by receiving assurances from PERC that proprietary remitter information will be held in strict confidence.

Policy:

- All terminal operator and remitter assessment information relating to volumes of odorized propane and assessments paid is for strict use by PERC's Management (President & CEO, CFO/Vice President of Administration and Marcum LLP) to insure all propane assessments are paid.
- Under no circumstances can Council members have access to such information.
- Council members may have access to listings naming terminals, remitters and importers to assist management in identifying organizations that could potentially be responsible for paying an assessment.

Procedures:

- All terminal and remitter reports as well as any administrative reports associated with the assessment collection process are to be handled by the approved management of PERC.
- Approved management is responsible for insuring that no Council member views or receives such reports.
- Reports relating to management's performance to collect propane assessments may be provided to Council members in order to meet their governance responsibility. However, under no circumstance may these performance reports contain company specific information relating to propane volumes or assessment amounts.
- Confidentiality policy to be posted on terminal and remitter reports and on PERC's website.