

A monthly report, showing all Crestwood reports received, should be sent to Crestwood on the 1<sup>st</sup> of every month.

1. Open the Crestwood General Incident log located in the Chemical Report Manager
2. In the right hand corner of the log, change the *From* and *To* dates to correspond to the period of time you want the report to cover

- Typically the report goes from the 1<sup>st</sup> of the month to the last day of the month

3. Click on the Excel spreadsheet icon
4. Click OK on the Report Completed pop up
5. The Excel spreadsheet will be generated and open for your review. No changes are necessary

**\*DO NOT CLOSE THE SPREADSHEET**

6. Open the Crestwood Pipeline log located in the Chemical Report Manager
7. In the right hand corner of the log, change the *From* and *To* dates to correspond to the period of time you want the report to cover

- Typically the report goes from the 1<sup>st</sup> of the month to the last day of the month

8. Click on the Excel spreadsheet icon
9. Click OK on the Report Completed pop up
10. The Excel spreadsheet will be generated and open for your review. No changes are necessary

**\*DO NOT CLOSE THE SPREADSHEET**

11. On the General Incident Excel spreadsheet, go to the following:

- *File*
- *Options*
- *Advanced*
- Scroll down about halfway, and click *Show sheet tabs*
- Click *OK*

12. Copy the first tab located on the Pipeline Incident Excel spreadsheet and paste it onto the second tab of the General Incident Excel spreadsheet

13. Rename the first tab *General Incidents*

14. Rename the second tab *Pipeline Incidents*

15. Rename the Excel spreadsheet Crestwood (month) (year) Monthly Report

- Example: *Crestwood January 2020 Monthly Report*

16. Send a copy of the updated spreadsheet to Dana Chapman and Robert Dinyon

- [Dana.Chapman@crestwoodlp.com](mailto:Dana.Chapman@crestwoodlp.com) [Robert.Dinyon@crestwoodlp.com](mailto:Robert.Dinyon@crestwoodlp.com)
- The subject line should be *(month) (year) Report*
- Body of email should read *The (month) monthly report is attached*

