



## DIRECTIONS

### South/East and North/West I-90/I87 NYS Thruway

- Take Exit 23, puts you onto I787; take 787 to first exit, Port of Albany.
- Take exit ramp to end – flashing light – take a right. Follow down past the truck stop, go through the ‘S’ turn.
- After the ‘S’ turn you’ll see a chain link fence on the left. Look for the main gate.

### From I90 Freeway

- Take 787 South to exit 3B – Port of Albany. At light at end of ramp, take a left.
- Road curves to the left, under the overpass and at the next light take a right. Follow that to end and take a left.
- Follow down past the truck stop, go through the ‘S’ turn.
- After the ‘S’ turn you’ll see a chain link fence on the left. Look for the main gate.

Stop at the security trailer just inside the gate. Have papers ready and proceed to white building labeled Shipping/Receiving.

## PICKUP/DELIVERY OF CARGO INFORMATION NEEDED

Appointments must be made with Shipping and Receiving one day prior to dispatching a truck to the terminal. Call **518.463.2880** to schedule an appointment.

### Delivering cargo to the terminal, driver MUST know/possess the following:

- Name of vessel
- Final destination port
- Commodity and marks
- Weights and measurements
- Booking number
- Appointment date/time
- Shipper name/release

### Picking up cargo from terminal, driver MUST know/possess the following:

- Name of vessel
- Bill of lading number
- Amount to be picked up
- Marks and numbers
- Delivery order
- Appointment date/time
- Release order

Cargo will be released if it has been cleared to deliver by U.S. Customs, the steamship line and if you have been authorized by the shipper/broker to pick it up.

## HOLIDAY CLOSURES

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

## TERMINAL GUIDE

**Federal Marine Terminals, Inc.  
Port of Albany**

**Federal Marine Terminals, Inc.  
Port of Albany**

**106 Smith Blvd.  
Albany, NY 12202**

**Phone: 518.463.0237  
Fax: 518.463.0238**

As part of FMT's commitment toward the environment, we ask that you turn off your engines to avoid unnecessary idling.

## Shipping & Receiving

**Russell McClure, Superintendent**

**Mary Pasquini, Traffic Coordinator**  
Email: [mpasquini@fedmar.com](mailto:mpasquini@fedmar.com)

**S/R Phone: 518.463.2880  
S/R Fax: 518.433.1570**

**Main Phone: 518.463.0237  
Main Fax: 518.463.0238**



## OPERATING HOURS

The terminal will typically operate on a Monday through Friday schedule.

Operating hours will be 8 a.m. to 5 p.m.

Terminal is closed Saturdays and Sundays unless prior arrangements have been made.

## APPOINTMENT SYSTEM

All trucks are unloaded/loaded in the order received, based on appointments made by 3 p.m. the previous day.

When calling for appointments on a day in which the terminal will be closed, please be sure to make your appointment by 3 p.m. the previous working business day.

Trucks with appointments will be unloaded/loaded first. Trucks without appointments will be loaded/unloaded after trucks with appointments, time permitting.

Trucks should arrange to arrive at the gate prior to 4 p.m. to allow time to process documentation. Any trucks received after 4 p.m. risk not being loaded/unloaded by 5 p.m.

Overtime arrangements must be made in writing by 3:30 p.m.



## SAFETY RULES

### SPEED LIMIT ON TERMINAL:

**\*\* 15 MPH \*\***

- All truck drivers must remain in their vehicles during loading/unloading operations
- If it is necessary for a truck driver to leave his/her vehicle, proper PPE (vest and hardhat) must be worn. The truck driver must also remain a minimum of 20 feet from any truck/trailer or chassis being loaded or unloaded.
- All truck drivers carrying loads that will be suspended overhead during the loading/unloading operation are required to exit their vehicle. Proper PPE must be worn and driver must remain a minimum of 20 feet from any loading/unloading area.
- Yield right of way to forklifts/container handlers
- DO NOT cut through cargo staging areas
- Be observant and watch movement of cargo handling equipment.
- Be alert for other trucks
- No commercial vehicles permitted on the dock face
- Follow instructions of terminal personnel
- **Reflective vests are required and can NOT be provided by FMT at this time**

## SECURITY NOTICE

**A Transportation Worker Identification Credential (TWIC) card** will be required for all personnel requiring unescorted access to secure areas of maritime facilities. The enrolment locations and directions to these sites will be available on the TWIC website at:

[www.tsa.gov/TWIC](http://www.tsa.gov/TWIC)



## KEY POINTS

### Appointments are required.

Call Shipping and Receiving at the number listed on the front of this brochure.

**Stay in your truck.** If you need to leave your truck for any reason, please leave release visible.

**Have truck ready** to load or discharge ASAP upon arrival at designated terminal location.

**If you have further questions**, please ask any of our terminal personnel.

## TRUCK DRIVER GUIDELINES

- Delivery and/or cargo release documentation provided by truckers must be complete and match delivery information provided by steamship line/shipper.
- HAZMAT information must be complete and accurate.
- Drivers are ALWAYS responsible for ensuring the correct cargo is loaded on their trucks.
- Truckers are responsible for directing how cargo is to be loaded to their trucks.
- Truckers must provide their own dunnage. If you do not have any, FMT is not equipped to provide any at this time and you will have to make other arrangements.
- **Trucks must be locked at all times while left unattended for security reasons.**
- As part of FMT's commitment to the environment we ask that you please turn off your engines whenever possible to avoid any unnecessary idling.