



## 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

**Shaun Michaud, Superintendent**  
Email: [smichaud@fedmar.com](mailto:smichaud@fedmar.com)

**Koren Little, Traffic Coordinator**  
Email: [klittle@fedmar.com](mailto:klittle@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
- Chock wheels at loading dock prior to loading or unloading
- No commercial vehicles permitted on the dock face
- Follow instructions of terminal personnel
- **Reflective vests are required and CANNOT 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 ADPC charges non-TWIC holders a \$75 fee for each time an escort is needed through the facility as it is a secure area, which includes deliveries and pick-ups.



## 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.