



DIRECTIONS

From I-94 or Indiana Toll Road:

- Proceed to the Portage, IN exit, HWY 249 N
- Continue driving north towards the Port of Indiana
- Once over the train bridge, stop at guardhouse and show ID (required to enter port)
- Once inside port, continue on the main road approx ¾ mile. Our building is located on the left across from the CCP warehouse.

PICKUP/DELIVERY OF CARGO INFORMATION NEEDED

Driver must possess the following information when picking up cargo:

- Name of the vessel
- Consignee of material
- Bill of Lading number

Cargo will be released from the terminal once it has been cleared by US Customs, the steamship line and if you have been authorized by the shipper/broker to pick up.

Driver must possess the following information when delivering cargo:

- Final destination of material



HOLIDAY CLOSURES

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

The above holiday schedules are subject to change. Please verify terminal closures by calling in advance.



TERMINAL GUIDE (BREAKBULK)

**Federal Marine Terminals, Inc.
Port of Burns Harbor**

**Federal Marine Terminals, Inc.
Port of Burns Harbor**

**415 Salmon Drive
Portage, IN 46368**

**Tel: 219.787.1017
Fax: 219.787.0003**

Main Office

**Tel: 219.787.1017
Fax: 219.787.0003**

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



OPERATING HOURS

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

Office hours are 8 a.m. to 5 p.m. CST

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

PICKUP/DELIVERY OF CARGO

All trucks are loaded/ unloaded on a first in, first out basis. **No appointments are necessary.** However, a pick up request form must be sent in prior to the date of pick up.

Trucks should arrange to be checked in to our office no later than 4 p.m. for coil loading and 3:30 p.m. for all other commodities including deliveries into the terminal.

Requests for overtime must be made in writing.



SAFETY RULES

SPEED LIMIT IN PORT:

**** 30 MPH ****

SPEED LIMIT INSIDE TERMINAL:

**** 15 MPH ****

- Yield right of way to forklifts/cranes
- Stay in lanes— DO NOT cut through cargo staging areas
- Be observant and watch movement of cargo handling equipment
- Be alert for other trucks
- Follow instructions of terminal personnel
- Do not park on railroad tracks
- Hard hats and reflective vests are required

SECURITY NOTICE

Due to Federal Security Regulations, all persons entering the port must show photo identification. All vehicles entering the port are subject to screening.

TWIC cards are required for unescorted access to secure areas of Burns Harbor effective December 1, 2008.



TRUCK DRIVER GUIDELINES

- Pick up request forms must be sent in by 3:30 p.m. on the business day prior to arrival at terminal.
- A commercial driver's license must be produced if requested by the MTO.
- Drivers are responsible for ensuring the correct cargo is loaded on their trucks.
- Drivers are responsible for directing how cargo is to be loaded onto their trucks and they must supply their own dunnage.
- All drivers must remain not less than twenty feet away from any truck, trailer and/or chassis while the truck, trailer and/or chassis is being loaded or unloaded.
- All drivers must stay a safe distance away (not less than 20 feet) from any area where loads are being suspended overhead.
- After a load has been placed on the truck, a minimum of one strap/chain must be used to secure all of the cargo before driving to the checkout area.
- Pull trucks completely into the parking lot and away from the office building before dropping off paperwork to be finalized.
- Trucks must be **locked at all times while left unattended** for security reasons.