



## PICKUP/DELIVERY OF CARGO INFORMATION NEEDED

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

- ≡ Name of vessel + voyage number
- ≡ Amount to be picked up
- ≡ Bill of Lading number
- ≡ Marks and numbers

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

- ≡ Name of vessel + voyage number
- ≡ Commodity and marks
- ≡ Final destination port
- ≡ Weights and measurements

Cargo will be released if it has been cleared to deliver by US Customs, the steamship line, and authorization by the shipper/broker to pick it up.



## OPERATING HOURS AND HOLIDAY CLOSURES

The terminal will typically operate on a Monday to Friday schedule. Terminal will be closed on Saturday and Sunday unless prior arrangements are made.

Operating hours are from 8 a.m. to 5 p.m. (Please note that trucks must arrive to the office before 3:30 p.m.).

### Holiday closures

New Year's Day, Martin Luther King Jr. Day (third Monday of January), President's Day (third Monday of February), Patriot's Day (third Monday of April), Memorial Day (last Monday in May), July 4<sup>th</sup>, Labor Day (first Monday in September), Columbus Day, Veteran's Day, Thanksgiving (fourth Thursday of November), Christmas Day.

The above holiday schedule is subject to change. Please verify terminal closures by calling in advance.



## DIRECTIONS

### From the North: 1 & 190

- ≡ Take Route 1 South to Perry
- ≡ Stay on 1 South
- ≡ Exit on East 190
- ≡ Stay straight 7 miles
- ≡ Follow sign to Estes Head Cargo Terminal

### From the south: 1 & 190

- ≡ Take Route 1 North to Perry
- ≡ Stay on 1 North
- ≡ Exit on East 190
- ≡ Stay straight 7 miles
- ≡ Follow sign to Estes Head Cargo Terminal



# TERMINAL GUIDE

Federal Marine Terminals, (Eastport) Inc.



### Shipping and Receiving

**Al Day, General Manager**

T 207.853.6096 x12 | E aday@fedmar.com

**Tom Critchley, Operations Manager**

T 207.853.6096 x13 | E tcritchley@fedmar.com

### Physical address

38 Barron Rd.  
Eastport, ME 04631

### Mailing address

38 Barron Rd.  
Eastport, ME 04631

T 207.853.6096 | F 207.853.4111

## 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.



## APPOINTMENT SYSTEM

All trucks are unloaded/loaded in the order received, based on appointments made by 3 p.m. the day prior. When calling for appointments on a day in which the terminal is 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



STAY ALERT AND YIELD  
TO FORKLIFT TRAFFIC

- ≡ Stay in lanes—DO NOT cut through cargo staging areas
- ≡ Be observant and watch for movement of cargo handling equipment
- ≡ Be alert for other trucks
- ≡ Follow instructions of terminal personnel



## SECURITY NOTICE

**A Transportation Worker Identification Credential (TWIC)** is required for all personnel to have unescorted access to secure areas of maritime facilities.

Information about obtaining a TWIC card can be found at: [www.tsa.gov/TWIC](http://www.tsa.gov/TWIC)



## TRUCK DRIVER GUIDELINES

- ≡ Shut trucks off when in warehouse
- ≡ All drivers must stay a safe distance away (not less than 20 feet) from any area where forklifts are being operated
- ≡ Trailer doors are to be secured prior to backing into loading ramp
- ≡ **Drivers will be required to wear reflective safety vests**
- ≡ **Drivers not wearing vests will not be loaded. The FMT office has vests available**
- ≡ Trucks must be locked at all times while left unattended for security reasons.



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