



## DIRECTIONS

### QEW Niagara Direction

- Exit at Burlington Street
- Keep driving on Through traffic until you get to the corner of Emerald and Burlington
- Turn right on Emerald
- Turn right at the end of Emerald - just past the railroad tracks
- Drive past the security gate up to the scale house, which will be on your left hand side
- The bulk and steel pickup/delivery windows are right in front of the scale

### PICKUP/DELIVERY OF CARGO INFORMATION NEEDED FOR BREAKBULK DIVISION:

Appointments must be made with Shipping / Receiving one day prior to dispatching a truck to the terminal (before 4:00 pm). Call **905.528.8741 Ext 1** to schedule an appointment.

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

- Steamship release
- Name of vessel + voyage number
- Bill of Lading number
- Amount to be picked up
- Marks and numbers
- Delivery order

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

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



## HOLIDAY CLOSURES

- New Year's Day
- Family Day- third Monday in February
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday- first Monday in August
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

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

## Federal Marine Terminals, (Hamilton) Inc.

Pier 12-14, Hamilton Harbour  
P.O. Box 528, LCD # 1  
Hamilton, Ontario  
L8L 7W9 Canada

Tel: 905. 528.8741  
Fax: 905. 528.9332

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



## TERMINAL GUIDE (BREAKBULK)

### Federal Marine Terminals, (Hamilton) Inc.

## Shipping & Receiving

### Steel Desk

Tel: 905.528.8741 Ex 232  
Fax: 905.528.9332  
Email: [steeldesk@fedmar.com](mailto:steeldesk@fedmar.com)



## OPERATING HOURS FOR BREAKBULK DIVISION

- The terminal will typically operate on a Monday - Friday schedule.
- Operating hours for the Breakbulk Division are 8 a.m. to 5 p.m. (Please note that trucks must arrive to the office before 3:30 p.m. if picking up material offsite or before 4 p.m. if picking up material on site).
- Please note that lunch hour is from noon - 1:00 pm, at which time trucks will not be loaded
- Terminal will be closed on Saturday and Sunday unless prior arrangements have been made.

## APPOINTMENT SYSTEM

All trucks are unloaded/loaded in the order received, based on appointments made by 4 p.m. the day prior for the breakbulk division.

When calling for appointments on a day in which the terminal is closed, please leave a voicemail with Shipping and Receiving, as prompted by the auto attendant.

Trucks with appointments will be unloaded/ loaded first. Trucks without appointments will be loaded/ unloaded after trucks with appointments, time permitting. Overtime arrangements must be made in writing by 3:30 p.m.



## SAFETY RULES

### SPEED LIMIT ON TERMINAL:

**\*\* 20 KMPH \*\***

- Yield right of way to forklifts/container handlers
- 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
- No commercial vehicles permitted on the dock face
- Follow instructions of terminal personnel
- Chock wheels at loading dock prior to loading or unloading
- **Hard hats, reflective vest and safety shoes are required. The truck driver must remain a minimum of 20 feet from any loading/unloading area.**

## SECURITY NOTICE

Due to federal security regulations, all persons entering the terminal must show photo identification.

All vehicles entering the terminal facilities are subject to screening.

Visitors must report and sign in at the main office.



## KEY POINTS

**Appointments are required for breakbulk division.** 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.

**If waiting in the terminal for over 1 hour**, please flag any FMT supervisor to notify them.

**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.
- HAZMAT information must be complete and accurate.
- Truck drivers are ALWAYS responsible for ensuring the correct cargo is loaded on their trucks.
- Truck drivers are responsible for directing how cargo is to be loaded onto their trucks.
- All drivers must stay a safe distance away (not less than 20 feet) from any area where loads are being suspended overhead.
- After the 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
- All drivers must remain a minimum of 20 feet from any truck, trailer and/or chassis while the truck, trailer and/or chassis is being loaded or unloaded.
- Truck drivers must provide their own dunnage. If you do not have any, FMT will provide at fair market price.
- Scaling is available at a charge of \$10.00 for trucks **NOT** loading or discharging at Federal Marine Terminals.
- Prior to cargo being loaded, truck drivers must move or remove racks and tarps and/or slider kits from the area where the cargo will be placed on the trailer. Failure to do so shall exempt FMT from all liability and/or responsibility of any resulting damage to the truck and cargo.
- Trucks must be **locked at all times while left unattended**