



## DIRECTIONS

### From I-10:

- Take I-10 to I-210 Loop
- Exit at Lake Street (exit #5) and continue north on Lake Street
- Turn left on Sallier Street and continue on Marine Street to the Port of Lake Charles administrative office

## PICKUP/DELIVERY OF CARGO INFORMATION NEEDED

24 hours before picking up cargo, a fax or an email ([trafficlc@fedmar.com](mailto:trafficlc@fedmar.com)) must be sent to FMT detailing what will be picked up the following day. Any changes will require a revised pick up form to be sent to the terminal before cargo will be loaded. The pick up form must include the following:

- Pick up number (must be unique)
- Name of the vessel the cargo came in
- Owner of cargo at the Port
- Ocean Bill of Lading numbers for cargo being picked up
- Number of units being picked up
- Marks of cargo that were placed on B/L of said cargo

**When checking in at traffic window please fill out form that is provided. All information must be filled out before you approach the check in window. Thank you.**



## HOLIDAY CLOSURES

- New Year's Day
- Martin Luther Kings Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

*The above holiday schedules are subject to change. Please verify terminal closures by call 24 hours prior to arrival.*

## Federal Marine Terminals, Inc. Port of Lake Charles

150 Marine street, #15  
Lake Charles, LA 70601

Tel: 337.433.3362  
Fax: 337.433.3262

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



## TERMINAL GUIDE

### Federal Marine Terminals, Inc. Port of Lake Charles

## Shipping & Receiving

Tel: 337.433.3362  
Fax: 337.433.3262  
Email: [trafficlc@fedmar.com](mailto:trafficlc@fedmar.com)



## OPERATING HOURS

**Monday- Thursday  
8 a.m.- 3.30 p.m.**

**Terminal will be closed on Friday, Saturday and Sunday unless prior arrangements have been made.**



## SAFETY RULES

### **SPEED LIMIT ON TERMINAL:**

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

- No parking within 500 ft of ship
- All trucks must yield to tow motors
- Shut trucks off when in warehouse
- Stay by your truck while waiting to be loaded
- Drivers are responsible for ensuring correct cargo is loaded onto truck
- Drivers must provide own dunnage
- All drivers must remain no less than 20 feet away from any truck, trailer and/or chassis while it is being loaded or unloaded
- All drivers must stay a safe distance away (no less than 20 feet) from any area where loads are being suspended overhead
- All must sound horns at all intersections, blind corners, and exiting any warehouse
- Chock wheels at loading dock prior to loading or unloading
- **Drivers will be required to wear reflective safety vests while on the premises if they leave their truck**
- **DRIVERS NOT WEARING VESTS WILL NOT BE LOADED.**

## SECURITY NOTICE

**TWIC cards are required for unescorted access to secure areas on Port of Lake Charles.**



## SAFETY FIRST

Federal Marine Terminals, Inc. operates in a manner that consciously safeguards our employees, customers, and staff. We are committed to providing the necessary resources to ensure the safety of anyone that enters our facility. You will be required to follow all safety mandates and policies while on our premises. Failure to follow these rules and regulations will result in refusal to enter the premises.

## TRUCK DRIVER GUIDELINES

- Loading and unloading of cargo at Federal Marine Terminals, Inc., Port of Lake Charles shall be under the supervision of the truck driver of the truck.
- It shall be a primary duty of the trucking company and/or its drivers to take delivery of the cargo for which the trucking company entered FMT's premises.
- Federal Marine Terminals, Inc. shall not be responsible for any trucking costs resulting from the trucker taking other than their intended cargo from Federal Marine Terminals, Inc.
- Drivers are responsible for picking up the right loads.
- Drivers must **stay by their cab during loading**, but must check load for accuracy when loading is complete **before** signing the final paperwork (waybill) from Federal Marine Terminals, Inc.
- Trucks must be **locked at all times while left unattended** for security reasons.