



PICKUP/DELIVERY OF CARGO INFORMATION NEEDED

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

- ≡ Name of vessel + voyage number
- ≡ Bill of Lading number
- ≡ Delivery order
- ≡ Amount to be picked up
- ≡ Marks and numbers
- ≡ Appointment date/time
- ≡ Release order

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

- ≡ Name of vessel + voyage number
- ≡ Final destination port
- ≡ Appointment date/time
- ≡ Commodity and marks
- ≡ Weights and measurements
- ≡ Booking number
- ≡ Shipper name/release

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

Holiday closures

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

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



DIRECTIONS

South/East and North/West I-90/I87 NYS Thruway

- ≡ Take Exit 23 (I-787); take 787 to first exit, Port of Albany
- ≡ Take exit ramp to end; at the flashing light, turn right
- ≡ Follow down past the truck stop, go through the "S" turn
- ≡ On the left is a chain link fence; look for the main gate

From I-90 Freeway

- ≡ Take 787 South to exit 3B – Port of Albany
- ≡ At light at end of ramp, turn left
- ≡ The road curves to the left, under the overpass and at the next light, turn right
- ≡ Continue to the end and turn left
- ≡ Continue past the truck stop, go through the "S" turn
- ≡ On the left is a chain link fence; look for the main gate



TERMINAL GUIDE

Federal Marine Terminals, (Albany) Inc.



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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 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 area without authorization
- ≡ Follow instructions of terminal personnel
- ≡ **Reflective vests are required and CANNOT be provided by FMT at this time**
- ≡ 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.



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 \$80 fee for each time an escort is needed through the facility as it is a secure area, which includes deliveries and pick-ups.



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 toward the environment, we ask that you turn off your engines to avoid unnecessary idling.