



PICKUP/DELIVERY OF CARGO INFORMATION NEEDED

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

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

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

- ≡ Final destination of material

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



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), Good Friday (Friday preceding Easter Sunday) Memorial Day (last Monday in May), July 4th, Labor Day (first Monday in September), Veteran's Day, Thanksgiving (fourth Thursday of November), Day after Thanksgiving, Christmas Day.

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



DIRECTIONS

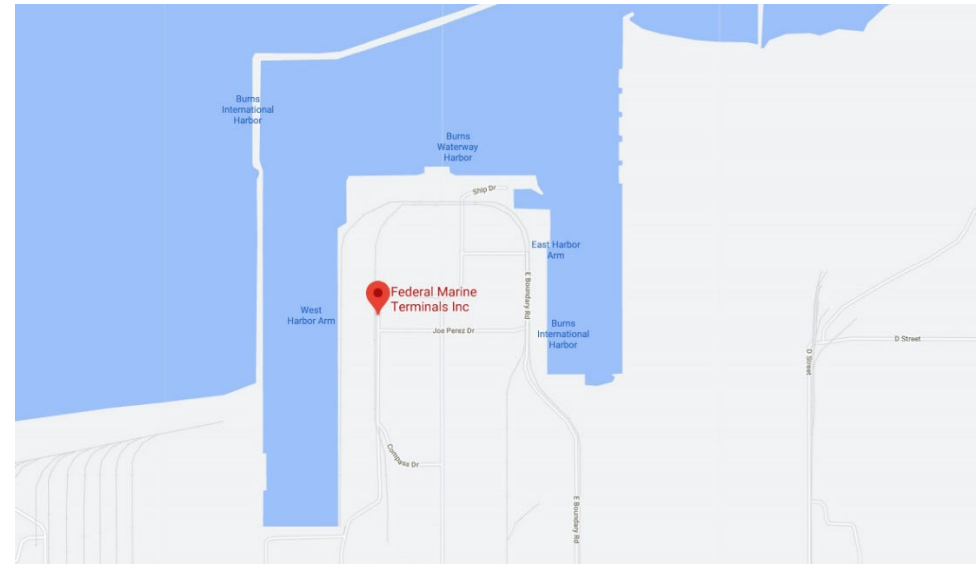
From I-94 or Indiana Toll Road:

- ≡ 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 approximately ¾ mile. Our building is located on the left across from the CCP warehouse.



TERMINAL GUIDE (BREAKBULK)

Federal Marine Terminals, (Burns Harbor) Inc.



Main Office

Justin West, Terminal Manager

T 219.787.2029 | E jwest@fedmar.com

Physical address

415 Salmon Drive
Portage, IN 46368

Mailing address

415 Salmon Drive
Portage, IN 46368

T 219.787.1017 | F 219.787.0003

KEY POINTS

Notification of number of trucks is required. Call Traffic 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 one 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.



APPOINTMENT SYSTEM

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



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
- ≡ Yield right of way to forklifts/container handlers
- ≡ 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.



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