



## PICKUP/DELIVERY OF CARGO INFORMATION NEEDED

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

- ≡ Pick up number (must be unique)
- ≡ Name of vessel
- ≡ Bill of Lading number
- ≡ Amount to be picked up
- ≡ Marks and numbers
- ≡ Owner of cargo

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

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

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.

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 AND HOLIDAY CLOSURES

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

Operating hours for the are from 8 a.m. to 3:30 p.m.

### Holiday closures

New Year's Day, Martin Luther King Day (Third Monday of January), Good Friday (Friday preceding Easter Sunday), Memorial Day (Last Monday of May), July 4<sup>th</sup>, Labor Day (First Monday in September), Thanksgiving Day (Fourth Thursday of November), Friday after Thanksgiving, Christmas Day.

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



## 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



# TERMINAL GUIDE

Federal Marine Terminals, (Lake Charles) Inc.



### Shipping and Receiving

T 337.433.3362 | F 337.433.3262 | E [trafficlc@fedmar.com](mailto:trafficlc@fedmar.com)

### Physical address

150 Marine Street, #15  
Lake Charles, Louisiana 70601

### Mailing address

150 Marine Street, #15  
Lake Charles, Louisiana 70601

T 337.433.3362 | F 337.433.3362

## KEY POINTS

**24 hour notice before picking up cargo is necessary.** Fax or email (listed on the front of this brochure) 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.

**Stay in your truck.** If you need to leave your truck for any reason, please leave release visible.

**Safety first.** 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.

**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 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



- ≡ 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
- ≡ 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

**A Transportation Worker Identification Credential (TWIC) cards are required for unescorted access to secure areas on Port of Lake Charles.**



## TRUCK DRIVER GUIDELINES

- ≡ Loading and Unloading of cargo at Federal Marine Terminals, Inc., Port Manatee 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.



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