

# **Barbours Cut Terminal Terminal Gate Process**

## **Before Arriving at the Terminal**

- All Trucks MUST be registered in the Lynx Trucker Registration program
- All Trucks must have a License Plate, which, must be mounted in the proper location (on or around the front bumper)
- You must have a valid TWIC
- Ensure that your UIIA information is valid and you are approved by the steamship line to haul their equipment.
- Log into Lynx or PHA mobile App, for smart phones, to check the status of your container whether Export or Import. Also, check the daily announcements for Chassis and Empty Container Instructions and container availability
- Verify that your Hazardous load has been Pre-Advised.
- All empty containers must be returned clean. Get Steamship Line approval for damage empty return.
- Wear Personal Protective Equipment (PPE) and be prepared to follow all posted signs within the Terminal.
- Know your Seal Number
- Reefer Temperature is applicable
- Know the booking number and steamship line to avoid delays
- Log into Lynx to check the status of your container and ensure Hazardous has been pre-advised to avoid delays.

## **When You Arrive at the Terminal**

### OCR (Ingate)

1. Pull up to the pedestal and press button
2. Pull OCR ticket
3. Proceed to Pre-Check lanes

### Stage 1- Pre-Check

1. Scan OCR Ticket, pick up the phone, and wait for a coordinator to respond.
2. Give the Logistics Coordinator the container number you are picking up or dropping off. (Booking number if you are picking up an empty)
3. Be sure to let the coordinator know if you are dropping your chassis or keeping it as own. (Daily chassis rules apply – check Lynx for updates)
4. Dropping off an Export: The Logistics Coordinator will also ask you for the booking number & seal Number
5. If unit is a reefer, you will be asked for the reefer temperature & Genset Number if applicable.

6. If picking up a chassis ONLY, please give the Logistics Coordinator your EDO release number.
7. A Gate Pass will be issued if the container/chassis information is valid and driver can proceed to the Scales (Stage 2)
8. A trouble ticket will be issued if there are any issues that need to be resolved, driver should proceed to the Trouble Kiosk and call dispatcher.
  - Enter the trouble booth, press button, and pick up the phone to talk to the customer service associate.
  - When the trouble ticket is resolved, you will be issued a Gate Pass, Proceed to the Scales (Stage 2)

### Stage 2 - Scales

1. Scan your Gate Pass and wait for your Pick up or Drop off ticket
2. If you do not receive a ticket contact one of the Lane Clerks
3. Proceed to the location specified on the Pick-up/Drop-off Ticket to pick up/drop off the container/chassis.

### Inside the Yard

1. After the container is loaded on the chassis, inspect the container for damages.
2. If picking up a chassis, make sure the stencil on the chassis matches the SS Line on the Pick-Up Ticket to verify the chassis is correct.
3. Proceed to Out-gate, Customs RPM and then OCR

### Stage 3- OCR (out-gate)

1. Scan Pick up/Drop off Ticket and then proceed to Out-gate Lanes

### Stage 4 – Out-gate

1. Scan you Pick up/Drop off Ticket and an Equipment Interchange Receipt (EIR) will be issued. If you did not get a ticket or are missing one of your tickets, press the button, and pick up the phone.
2. Wait for Logistics Coordinator to processes your EIR.
3. Once you have gotten all of your EIRs you may leave the terminal.

**\*\*\*Always check the information on your ticket before leaving the lanes\*\*\***