

INSTRUCTIONS FOR DELIVERING CARGO TO WESTWOOD SHIPPING LINES AT TERMINAL 7

Our purpose for this checklist is to make your cargo delivery go as smoothly as possible, as well as to allow us to handle your cargo without damage. We appreciate your compliance, which will support us in these efforts.

Packaging:

- For dock handling, items should be suitable for handling by forklift.
- For lifting to the ship, items will be handled by means of wire or nylon slings, or lifting lugs should be supplied (we do not have a roll-on, roll-off ramp!)
- Lashing on board: if we cannot lash to the cargo itself, we want to lash to the main members of the skid.
- Any contrary lifting and lashing arrangements must be pre-approved. We must understand these prior to or at the time of booking to avoid unpleasant surprises later.

Marking

The following information must be marked on each piece, located where the individual operating the lifting machine can see the weight and center of gravity marks:

- Origin port
- Case number or piece number
- Booking number
- Vessel/voyage
- Discharge port
- Dimensions (L, W, H and weight)
- Center of gravity
- Lifting and lashing points

Paperwork Required for Delivery to Dock:

- Domestic Bill of Lading on which is marked the same information as above (excluding center of gravity and lifting/lashing points) plus the commodity description.
- Certified Scale Ticket

Delivery Appointments: 2311 East 11th Street, Tacoma Washington 98421

Appointments can be made up to 5 working days in advance or ***must*** be made by 10:00 AM one working day in advance of preferred unloading time or delays will result. **If Appointment is not made the truck(s) will not be unloaded until next working day.**

****PLEASE NOTE SAFETY VESTS ARE REQUIRED ON DOCK** ALL DRIVERS ARE REQUIRED TO HAVE VALID TWIC CARD.**

Contact: WCTS Gate Office - Heidi Timmons (Primary) or Joel Argudo (Secondary)

Email: ShedOps@portsamerica.com

Primary Phone (Heidi): (253) 779-6511

Secondary Phone (Joel Argudo): (253) 779-6516

- Cargo must be loaded to flatbed, step deck or double drop trucks. All other types of equipment subject to inquiry.

Trucker Directions to T-7

Address:

I-5 South: Take exit 136, Turn right at the light onto Port of Tacoma Rd. Continue on Port of Tacoma Rd. to the end. (Stay in left lane of Port of Tacoma Rd. to avoid other container terminals truck queues) I-5 North: Take exit 136B toward Port of Tacoma Rd., merge onto Port of Tacoma Rd., Continue on Port of Tacoma Rd. to the end. (Stay in left lane of Port of Tacoma Rd. to avoid other container terminals truck queues)

Once you reach the end of Port of Tacoma Rd., at the stop light, continue through the intersection and stop to show TWIC at the Security guard shack. After check in with Security, turn left. Follow this road approximately 900 ft. Turn right at the sign showing T-7. Pull up to the sign stating "Westwood BreakBulk Check In." Stay in your truck. BreakBulk personnel will meet you to check your paperwork. Personnel will then lead you to either pick up or drop off point.