

**INSTRUCTIONS FOR PICK-UP OF BREAKBULK CARGO
FROM WESTWOOD SHIPPING LINES AT TERMINAL - 7 TACOMA WA**

Our purpose for this checklist, is to make your cargo pick up go as smoothly as possible. Westwood includes the Truck Loading Charge in our service to our customers in order to improve safety and cargo care. It is also our desire to make it easier for you to ship with Westwood, as you will no longer receive separate charges from the terminal or the trucker for loading services. We appreciate your compliance, which will support us in these efforts.

Loading:

Terminal 7 in Tacoma will not bill importers for *truck* loading charges (this **does not** include **re-working** the load after the truck has been loaded) when the freight can be loaded with their regular yard equipment. Instead, these costs will be borne by Westwood.

"Regular yard equipment" means fork lift machinery capable of handling individual pieces up to 66,138 lbs./30.00 metric tons. For heavier or unusual items, special arrangements will be required. Contact the Westwood Breakbulk Team at 888-539-5154 for costs.

Appointments: Terminal 7: 2311 East 11th Street, Tacoma Washington 98421

Appointments can be scheduled up to 5 days prior to the cargo becoming available for pick up and **must** be made at least one working day, by 10:00 AM, in advance of preferred loading time or delays will result. *Appointment must be made or the truck will have to wait until next working day for cargo to be loaded.*

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

If an appointment isn't made or, information isn't available, it is likely, that service will be delayed until others with appointments and proper information have been serviced. Please keep in mind that any extra cost - i.e. stand by, detention, re-working truck loads etc., are borne by the consignee/receiver

Information Required for Appointment:

- Westwood Vessel / Voyage
- Westwood Bill of Lading (does not need the actual B/L but must know the B/L number)
- Case Number and Identifying Mark

Driver must have above information plus the following:

***All drivers entering T-7 are required to have an approved Safety Vest & valid TWIC card.**

** Safety Vests MUST be worn any time truckers are out of the cab.*

- Load plans
- Number of items to be picked-up (load plans will work)
- Delivery Order or Trucker Short Bill Lading
- Truck driver must bring their own dunnage
- Cargo must be loaded to flatbed, step deck or double drop trucks. All other types of equipment subject to inquiry

Trucker Directions to Terminal - 7

Address: **2311 East 11th Street, Tacoma Washington 98421**

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 pick up point.