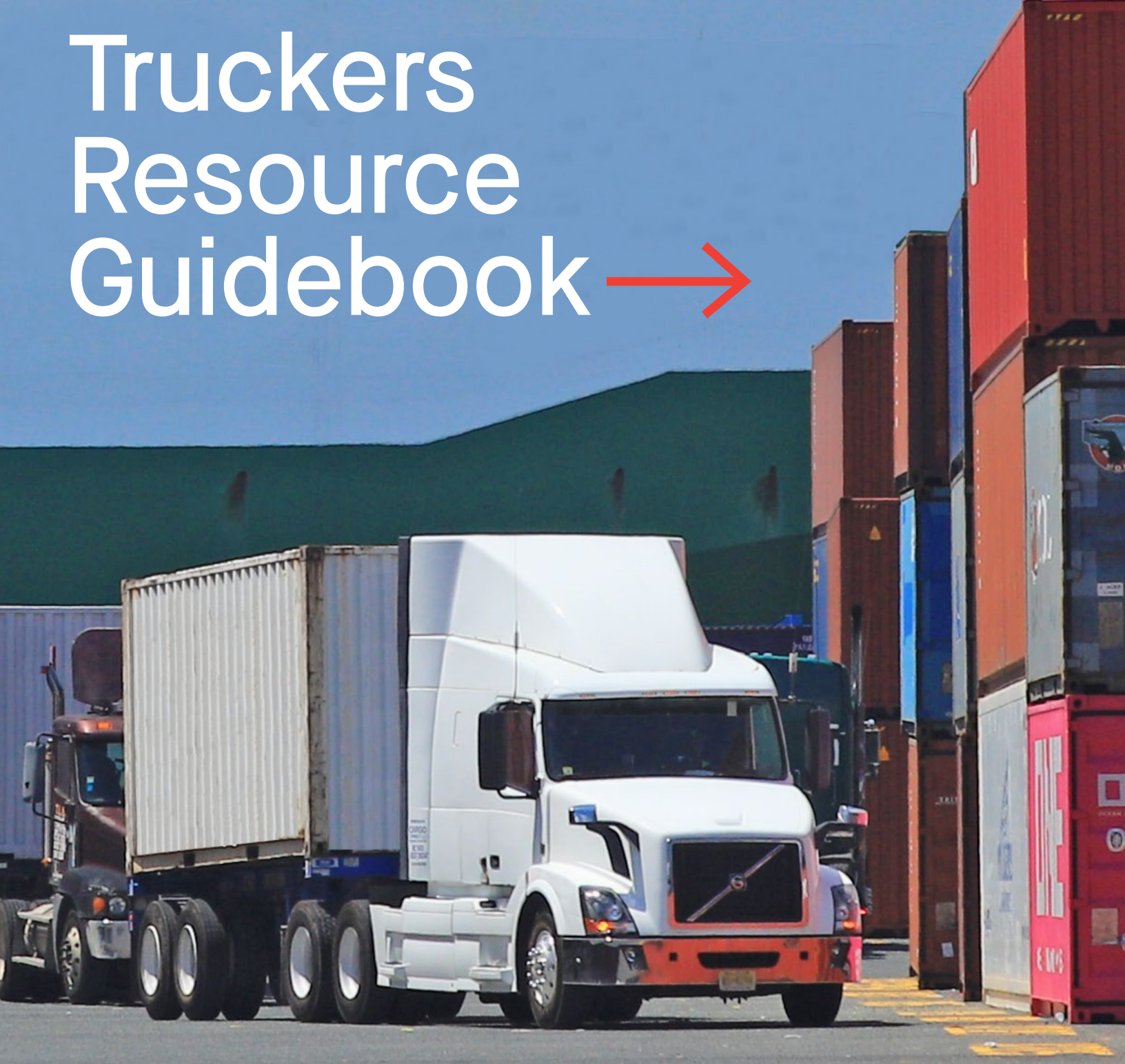


# Truckers Resource Guidebook →



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# Welcome to The Port of New York and New Jersey

With 85 percent of our cargo staying in the local area, our drayage truck community is a vital part of our port. We welcome you to the Port of New York and New Jersey and thank you for your help in making us the East Coast's premier port.

This guide was developed to help make your trip to the Port run smoothly. We consulted experienced stakeholders through our Council on Port Performance (CPP) from all areas of ocean transportation to develop this guidebook with the intention of helping truckers successfully navigate through our terminals. Truckers Resource Guide online: [www.panynj.gov/truckers-resources](http://www.panynj.gov/truckers-resources)

Thank you for your support.

## The Port of New York and New Jersey





# General Information

## WHAT TO HAVE PRIOR TO ARRIVING AT GATE

- ☑ If applicable, have a reservation.
- ☑ A valid driver's license, Transportation Worker Identification Credential (TWIC), and SeaLink®.
- ☑ A valid RFID tag.
- ☑ Proof that your trucking company is registered with the Uniform Intermodal Interchange and Facilities Access Agreement (UIIA).
- ☑ Proof that your trucking company has valid insurance and credit with the steamship lines you are hauling for.
- ☑ Import pickups must have the following:
  - Freight release form.
  - Container number.
  - Bill of Lading (BOL) number.
- ☑ Empty pickups must have the following:
  - Valid booking number.
  - Steamship line.
  - Container length, height, and type.
- ☑ Export delivery or Drop moves must have the following:
  - Valid booking number.
  - Steamship line.
  - Container length, height, and type.
  - If applicable, you must have:
    - Hazardous cargo documentation.
    - Titles for cars.
    - Over-dimensional measurements.
    - Reefer commodity and temperature.
- ☑ Empty delivery or Drop moves must have the following:
  - Steamship line.
  - Container length, height, and type.

## Transportation Workers Identification Credential (TWIC)

The Transportation Worker Identification Credential (TWIC) is required by federal law for all workers, including drayage and truck drivers, that need access to secure or restricted areas of maritime facilities. The TWIC is administered by the U.S. Transportation Security Administration (TSA) and the U.S. Coast Guard. Please visit TWIC at: [www.tsa.gov/for-industry/twic](http://www.tsa.gov/for-industry/twic) for further information.

## TWIC Renewal Notice to All Truckers

Enrollment services for TWIC applications are available at Universal Enrollment Service (UES) Centers. Stakeholders are encouraged to enroll at least six to eight weeks in advance of TWIC requirement. If you have questions about the availability of card services, please contact UES at: 855-DHS-UES1 (855-347-8371) between 8 a.m. and 10 p.m. EST, Monday through Friday. For additional information about TWIC application program enrollment services, visit: [universalenroll.dhs.gov](http://universalenroll.dhs.gov).

## TWIC Care and Handling Instructions

You must present your original TWIC for inspection when requesting unescorted access to a secure or restricted area of a marine terminal or vessel. Presenting a photocopy in place of an actual TWIC may lead to criminal prosecution.

It's important to treat your TWIC with care as the technology imbedded in the TWIC can be damaged if it is not handled correctly. Follow these guidelines to protect your TWIC:

- Do not punch a hole in the TWIC to hang it on a lanyard. Doing so will damage the antenna and obstruct security features on the card.

## **TWIC Care and Handling Instructions** (continued)

- Do not bend the TWIC or leave it in your back pocket unprotected.
- Do not put your TWIC in a tamper-proof case that prohibits it from being removed for proper visual inspection.
- Do not leave your TWIC in direct sunlight for extended periods of time (i.e. hanging on your rearview mirror). Doing so may melt and damage the chip.
- Do not place any stickers, photos, or tape on your TWIC as they will obscure security features from visual inspection.

## **SeaLink®**

SeaLink® is the Port Authority's uniform truck driver identification system. This system enables trucks to move quickly and safely through our marine terminal gates, helping to speed the flow of thousands of containers in and out of the port each day. SeaLink® is mandatory for all truckers doing business at the Port of New York and New Jersey. For a SeaLink® application visit: [www.panynj.gov/Sealink-Drivers-ID-Application](http://www.panynj.gov/Sealink-Drivers-ID-Application)

SeaLink® cards are issued within the Port at the following location:

### **Truck Service Center**

ExpressPort Plaza  
1160 Mclester Street, Unit #3  
Elizabeth, NJ 07201

## **TWIC and SeaLink®**

Anyone with SeaLink® identification must also have a TWIC. You must register your TWIC with the Port Authority at the Truck Service Center. (Registration is free.)

For more information, visit: [www.panynj.gov/port/truck-service-center.html](http://www.panynj.gov/port/truck-service-center.html).

## **Radio-Frequency Identification (RFID)**

All Class 8 drayage trucks seeking entry onto any Port of New York and New Jersey Marine Terminal must be registered in the Drayage Truck Registry (DTR) and have a valid RFID tag properly mounted on the vehicle. You can register in electronic format via the Port Truck Pass (PTP) website: [www.porttruckpass.com](http://www.porttruckpass.com).

### **As a reminder:**

- No tag, no entry.
- Each unique vehicle (VIN/license plate) must be associated with only one RFID tag in the DTR and each RFID tag must be associated with only one unique vehicle (VIN/license plate).
- Trucks with pre-1998 engine models are prohibited and will be denied access to port terminals.
- Beginning August 1, 2020, drayage trucks equipped with an engine model year 1997 or older will not be able to service the Port of New York and New Jersey.
- Only drayage trucks equipped with engines that meet or exceed federal EPA on-road emission standards for 2010 model year heavy-duty diesel-fueled engines shall be permitted to register in the DTR via the Port Truck Pass website.

If the truck is not clear for access at entry, the trucker will receive a void-out ticket indicating the reason entry was not granted. Entry will be denied because of the following:

- Truck not found in DTR.
- Truck has not been approved for entering the port.
- Truck engine is pre-1998.

**If you receive one of these messages, contact the PTP Help Desk at: 877-822-9296 or proceed to the Truck Service Center (old SeaLink® office) for resolution.**

If your tag has had successful reads in the past, but is not currently reading, you may be directed to reposition your truck in the lane or try another lane. If this happens more than once, have your tag checked at the Truck Service Center where a test reader can determine the problem with the tag or truck.

### To ensure a proper read of your RFID tag:

- Ensure your tag is properly mounted on the driver's side view mirror. Do not hold the tag out the window or mount it under the rear view mirror. For more information, refer to the instructions received with the tag.
- Place any additional tags in a foil bag and store them in glove box, or keep them at your home or office. You will receive error messages, and be denied entry, if more than one tag is read.
- Ensure the tag is properly registered for your truck in the PTP database at: [www.porttruckpass.com](http://www.porttruckpass.com).
- Do not "piggyback" or ride too close to the truck in front of you as it could block a proper read of your tag.

## IMPORTANT CONTACT NUMBERS

### Police–Emergency/Suspicious Activity

In case of emergency or suspicious activity at a Port Authority Marine Terminal, contact the Port Authority Police Department as follows:

**Port Newark, Elizabeth, Bayonne, and Jersey City:**  
973-578-2180.

**Brooklyn Piers:** 718-330-2958 or 201-239-3500  
(after hours).

**Howland Hook:** 718-390-2501.

At any other Port Authority facility, call 800-828-7273 or dial 911.

### Security

- Unauthorized entry is a breach of security and could result in criminal trespass charges and suspended/revoked access.
- Entering the facility is deemed consent to security screening/monitoring via security cameras.
- Alcohol, illegal drugs, firearms, or other dangerous weapons are prohibited.

## COMMUNICATIONS AND NOTICES

**PortNYNJAlerts** is a subscription service that notifies customers via text and/or e-mail about operational changes, service disruptions, terminal closures, and traffic conditions at the Port of New York and New Jersey marine terminals. When you register for PortNYNJAlerts you:

- Receive free, timely alerts via e-mail or text message.
- Choose the information for the facility and marine terminal you wish to monitor.

To register for alerts, go to:

[www.paalerts.com/usersubscribe](http://www.paalerts.com/usersubscribe).

Our goal is to effectively communicate to customers and other port users, timely information that will help route your cargo through our port facilities and marine terminals. Please direct any comments, requests, or suggestions to: [eAlert@panynj.gov](mailto:eAlert@panynj.gov).

**Breaking Waves** is a Port Authority newsletter that offers the latest advisories, updates, news, and business developments in and around the Port of New York and New Jersey.

To sign up for Breaking Waves go to:

[www.portbreakingwaves.com](http://www.portbreakingwaves.com)

## NOTABLE LOCATIONS

### Truck Service Center

#### ExpressPort Plaza

1160 Mclester Street, Unit #3

Elizabeth, NJ 07201

**Phone: 908-354-4044**

**Fax: 908-355-5018**

Office hours: Monday-Friday 6:30 a.m. - 4:45 p.m.

[www.panynj.gov/port/truck-service-center.html](http://www.panynj.gov/port/truck-service-center.html)

### Restrooms/Rest Area

- Corner of Marlin Street and Kellogg Street, Newark
- 365 Gilligan Street, Newark
- Building 166 on Corbin Street, Elizabeth

### Seaman's Church Institute

118 Export Street

Port Newark

**Phone: 973-589-5828**

**Fax: 973-817-8565**

Hours: Monday-Friday 8 a.m. - 9 p. m.

Email: [Chaplain@seamenschurch.org](mailto:Chaplain@seamenschurch.org)

[www.seamenschurch.org/port-newark-center](http://www.seamenschurch.org/port-newark-center)

### Services and Amenities Available at Seaman's Church

- Wi-Fi and computers
- International telephone service and low cost phone cards
- Money transfers and money orders
- Recreation (basketball, table tennis, sports field, and more)
- Worship, prayer, and counseling
- Restrooms
- Notary
- Truckers can receive dispatch orders by fax or general email. (Small fee).

### Secured Parking Areas

#### 635 Secure Parking

[www.635secureparking.com](http://www.635secureparking.com)

635 Delancey Street, Newark NJ 07105

**Phone: 973-344-5972**

24-hour on-site security

#### Port Kearny Security

[www.portkearnysecurityinc.com](http://www.portkearnysecurityinc.com)

61 Hackensack Avenue, Kearney, NJ 07032

**Phone: 973-466-9271**

24-hour on-site security

#### Bayonne Port Security Yard

[www.bayonneportcontaineryard.com](http://www.bayonneportcontaineryard.com)

18 Pulaski Street, Bayonne, NJ 07002

**Phone: 201-858-2800**

24-hour on-site security

#### Columbia Security Parking

[www.secureparkingnewarknj.com](http://www.secureparkingnewarknj.com)

252 Doremus Ave, Newark, NJ 07105

**Phone: 973-465-7100**

24-hour on-site security



## **INTERNATIONAL LONGSHOREMAN'S ASSOCIATION (ILA) HOLIDAYS**

New Year's Day  
Martin Luther King Day  
President's Day  
Gleason's Birthday  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Election Day  
Veteran's Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day  
New Years Eve

Terminal gates typically closed but exceptions can be made and will be announced via eAlerts and on Port Truck Pass (PTP) website.

Check the PTP website and/or your marine terminal website for updates on gate hours and cargo availability.

## **RAIL TERMINALS OPEN TO OUTSIDE TRUCKERS**

### **Millennium Marine Rail**

2380 Tripoli Street and Formosa Street  
Port Elizabeth, NJ 07201

### **Contact**

Dianne Cifelli  
908-527-0147

### **Hours of Operation**

3rd Party Gate on Tripoli Street  
Monday-Friday 6:00 a.m. - 3:45 p.m.,  
excluding holidays

### **Gate Procedures**

All third-party truckers must have a valid TWIC and SeaLink®.

#### Drop-offs:

- Must have rail billing.
- Hazmat import 20-foot containers must be 5 feet tall.

#### Pick-ups:

- Must have a chassis prior to entry, there are no chassis available at MMR.
- Release to the trucker must be authorized by the declared shipper.
- Trucker must be registered with Maher Terminal.

## **CENTRALIZED EXAMINATION STATIONS (CES) INFORMATION**

### **East Coast CES**

1130 Polaris Street, Port Elizabeth, NJ

Main: 908-351-2800

[www.eastcoastwarehouse.com](http://www.eastcoastwarehouse.com)

Routing/Delivery hours

Office hours: 7:00 a.m. - 5:00 p.m.

Shipping and Receiving: 7:00 a.m. - 4:00 p.m.

CBP Deputy Chief Officer on site: Steven Long,

[Steven.Long@dhs.gov](mailto:Steven.Long@dhs.gov)

### **GCT CES**

241 Western Avenue, Staten Island, NY

Main: 718-683-3210

AQI Strips/CET/MET/Export: 718-568-1749

AQI Backin-Ins/VACIS: 718-568-1748

[www.GCTCES.com](http://www.GCTCES.com)

Routing/Delivery hours

Office hours: 7:00 a.m. - 5:00 p.m.

All Pick Up and Chassis Flip: 7:00 a.m. - 11:30 p.m.

Dry Cargo: 1:00 p.m. - 3:30 p.m.

Reefer and Chassis Flips: 1:00 p.m. - 3:30 p.m.

Loose Cargo Pick Up: 8:00 a.m. - 11:30 a.m.,

1:00 p.m. - 3:30 p.m.

CBP Deputy Chief Officer On Site: Noel Maloney,

[noel.maloney@cbp.dhs.gov](mailto:noel.maloney@cbp.dhs.gov)

### **H & M International Transportation**

700 Belleville Turnpike, Kearny, NJ

Main: 732-510-4640

[www.hmit.net](http://www.hmit.net)

Routing/Delivery hours

Office hours/Customer Service: 7:00 a.m. - 4:00 p.m.

Routing Hours: 7:00 a.m. - 3:30 p.m.

Night pass appointment process: 24/7

CBP Deputy Chief Officer On Site: Derrick Peter,

[derrick.j.peter@dhs.gov](mailto:derrick.j.peter@dhs.gov)

### **Salson Logistics, Inc.**

888 Doremus Avenue, Newark, NJ

Main: 973-986-0295

[www.salson.com](http://www.salson.com)

Routing/Delivery Hours

Office hours: 7:00 a.m. - 7:00 p.m.

Routing hours: 8:00 a.m. - 4:00 p.m.

Night pass appointment process: 24/7

CBP Chief Agriculture Specialist on site: Basil Liakakos,

[basil.w.liakakos@dhs.gov](mailto:basil.w.liakakos@dhs.gov)

## CHASSIS DEPOTS

### C&C Marsh Street Depot

88 Marsh Street

Newark, NJ, 07714-3324

Phone: 908-838-4851

Website is Under Development

Yard 1 Hours (Dry Container and Chassis):

Dispatching: Monday-Friday 6:00 a.m. - 4:30 p.m.

Receiving: Monday-Friday 4:30 p.m. - 6:00 p.m.

Yard 2 Hours (Reefer and GenSet Chassis):

Dispatching: Monday-Friday 8:00 a.m. - 4:00 p.m.

Receiving: Monday-Friday 4:00 p.m. - 5:00 p.m.

Chassis Providers: DCLI, Metro Pool, Milestone,  
GenSet Pool

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### Columbia Group

Website: [www.columbia-group.com](http://www.columbia-group.com)

Office hours: 7:00 a.m. - 4:00 p.m.

### Elizabeth Chassis Depot

1510 S. Bay Avenue

Elizabeth, NJ, 07201-2923

Phone: 908-848-4220

Hours: Monday-Friday 6:00 a.m. - 7:00 p.m.

Chassis Providers: DCLI, TRAC

### Bayonne Chassis Depot

42B Military Ocean Terminal (at Pulaski Street)

Bayonne, NJ, 07002

Phone: 201-620-9653

Hours: Monday-Friday 6:00 a.m. - 5:00 p.m.

Chassis Providers: TRAC

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### Ironbound Intermodal

Website: [www.ironboundintermodal.com](http://www.ironboundintermodal.com)

Office Hours: Monday-Friday 8:00 a.m. - 4:00 p.m.

### Doremus Yard (Steamship Lines, Empty Dispatch)

921 Delancey Street

Newark, NJ, 07105-4835

Phone: 973-491-5151

Hours: Monday-Friday 7:00 a.m. - 5:00 p.m.

Chassis Providers: DCLI, TRAC, FLEXI VAN

### Hyatt Yard (Reefer, Leasing, Load Dispatch)

19 Hyatt Avenue

Newark, NJ, 07105

Phone: 973-491-2852

Hours: Monday-Friday 7:00 a.m. - 5:00 p.m.

Chassis Providers: DCLI, TRAC, FLEXI VAN

DISCLAIMER: Check website for updates/changes to the truck replacement program.

## EMPTY CONTAINER DEPOTS

### Columbia Group

1100 Polaris Street

Elizabeth, NJ, 07201

Phone: 973-589-8055

Website: [www.columbia-group.com](http://www.columbia-group.com)

Hours: Monday-Friday 6:00 a.m. - 6:00 p.m.

### C&C Marsh Street Depot

88 Marsh Street

Newark, NJ, 07714-3324

Phone: 908-838-4851

Website is Under Development

Hours: Monday-Friday 6:00 a.m. - 4:30 p.m.

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### Ironbound Intermodal

Website: [www.ironboundintermodal.com](http://www.ironboundintermodal.com)

Office Hours: Monday-Friday 8:00 a.m. - 4:00 p.m.

### Doremus Yard

921 Delancey Street

Newark, NJ, 07105-4835

Phone: 973-491-5151

Hours: Monday-Friday 7:00 a.m. - 5:00 p.m.

### Hyatt Yard

19 Hyatt Avenue

Newark, NJ, 07105

Phone: 973-491-2852

Hours: Monday-Friday 7:00 a.m. - 5:00 p.m.

## Truck Stops

### Pilot Express

400 Doremus Avenue

Newark, NJ 07105

Phone: 973-589-3090

Hours: Monday-Friday 5:00 a.m. - 10:00 p.m.,

Saturday-Sunday 7:00 a.m. - 6:00 p.m.

**Services/Amenities:** nine bulk diesel exhaust fluid lane(s), nine diesel lane(s), 33 parking spaces, two shower(s), CAT scale, diesel mobile fueling, gas mobile fueling, hot deli.

## Port Truck Pass (PTP)

The Port Truck Pass is a service provided by Sustainable Terminal Services, Inc., a nonprofit corporation created by the Port of New York and New Jersey marine terminal operators to promote secure, environmentally sensitive, and efficient marine terminal operations in the Port.

The PTP truck registration service implements Port Authority sub rules as published in its FMC Schedule No PA-10 (including revisions). Its common portal, known as “TIPS” (Terminal Information Portal System), allows motor carriers and cargo interests to efficiently manage and deploy their resources when delivering or picking-up cargo at the Port of New York and New Jersey.

### Use TIPS To:

- Get Port and terminal updates.
- Learn about container availability.
- Search export booking status.
- Review vessel schedule.
- Review empty container information.
- Make reservations in the GCT-Bayonne appointment system.

### Any Questions? Contact Port Truck Pass:

Phone: 877-822-9296

Website: [www.porttruckpass.com](http://www.porttruckpass.com)

Email: [customerservice@porttruckpass.com](mailto:customerservice@porttruckpass.com)

## TRUCK REPLACEMENT PROGRAM

### Who is Eligible?

Independent owner operators or licensed motor carriers that own port drayage trucks with Engine Model Years (EMY) 2006 or older that frequently serve the port (at least 150 times in the last 12 months) and who agree to continue to serve the port frequently with the replacement truck for five years.

For additional information, please visit our site at:

<https://www.panynj.gov/port/en/our-port/sustainability/truck-replacement-program.html>

### How Does the Program Work?

It covers up to 50 percent of the cost of a replacement truck or a maximum of \$25,000, whichever is less. Applicants may only apply for grant funding for a maximum of two replacement trucks. The process may take from 45 to 60 days before one can receive their new truck.

### What Are the Benefits?

- Newer, cleaner vehicle
- Newer trucks with cleaner, lower emitting engines.
- Newer trucks with greater fuel efficiency and less maintenance.

### How Do I Apply?

- Check out the list of dealers in the TRP Dealership Network online at: <https://www.panynj.gov/port/en/our-port/sustainability/truck-replacement-program.html>
- To obtain an application: [www.panynj.gov/Truck-Replacement-Application](http://www.panynj.gov/Truck-Replacement-Application)
- For assistance in filling out the grant application: 866-515-1716 or [panynj@tetrattech.com](mailto:panynj@tetrattech.com).

## OVERWEIGHT CORRIDORS AND PERMITTING NEW JERSEY

### Regular Operations

The gross weight of vehicles in regular operations (operating without a special permit) is governed by state axle limits and the state's table of maximum gross weights.

#### Summary of New Jersey Truck Weight Limits for Vehicles in Regular Operations

<b>Single Axle</b>	20,000 lbs. on Interstate highways 22,400 lbs. on non-Interstate highways
<b>Tandem Axle</b>	34,000 lbs.
<b>Tridem Axle</b>	n/a
<b>Gross Weight</b>	80,000 lbs. 5 Axles
<b>Other</b>	5 percent weight tolerance*

### Permits for Overweight Vehicles

The Chief Administrator of the New Jersey Motor Vehicle Commission sets the rules and regulations for issuing special written permits. These permits authorize applicants to operate or move vehicles, vehicle combinations, or special mobile equipment for transporting one-piece loads that cannot be dismembered, dismantled, or divided to comply with the state's weight limits.

To apply for a permit for overweight vehicles visit: [nj.gotpermits.com](http://nj.gotpermits.com)

**For more information on applying for a New Jersey over-dimensional permit visit:**

[www.state.nj.us/transportation/freight/trucking/oversize.shtm](http://www.state.nj.us/transportation/freight/trucking/oversize.shtm)

## OVERWEIGHT CORRIDORS AND PERMITTING NEW YORK

### Regular Operations

The gross weight of vehicles (GVW) in regular operations (operating without a special permit) is governed by state axle limits and the state bridge formula, which is adopted from the Federal Bridge Formula (FBF). Vehicles with a GVW under 71,000 pounds may use the state bridge formula or an alternative equation of 34,000 pounds plus 1,000 pounds for each foot of distance between the extreme axles. Vehicles with GVW greater than 71,000 pounds must use the federal bridge formula.

#### Summary of New York Truck Weight Limits for Vehicles in Regular Operations

<b>Single Axle</b>	20,000 lbs. on Interstate highways 22,400 lbs. on non-Interstate highways
<b>Tandem Axle</b>	34,000 lbs. on Interstate highways 36,000 lbs. on non-Interstate highways
<b>Tridem Axle</b>	Per Federal Bridge Formula (FBF)
<b>Gross Weight</b>	80,000 lbs. 5 Axles
<b>Other</b>	800 lbs. per inch of tire width 11,200 lbs. per wheel

### Permits for Overweight Vehicles

The Commissioner of Transportation and the Department of Transportation (DOT) issues permits for the movement of overweight vehicles. These permits are not valid on any highway within any city not wholly included within one county. The New York State Department of Transportation (NYSDOT) is authorized to declare rules and regulations concerning overweight permits.

For help with permitting, contact the NYSDOT at: 518-485-2999 or 888-783-1685.

**For more information on applying for NYSDOT over-dimensional permits visit:** [www.dot.ny.gov/nypermits](http://www.dot.ny.gov/nypermits)

## OVERWEIGHT CORRIDORS AND PERMITTING NEW YORK CITY

### Permits for Overweight Vehicles

Unless otherwise signed, vehicles not exceeding the size and weight restrictions (13 feet 6 inches high, 8 feet wide, and 55 feet long) are permitted to travel on most city roadways providing they follow the Truck Route Network. Vehicles exceeding the maximum dimensions must obtain a daily over-dimensional vehicles permit for each portion of a trip. For example: one permit is needed to travel to a destination within the city and another is needed to travel back out. Over-dimensional permits are payable by certified bank check or money order to the New York City Department of Transportation (NYCDOT). A 48-hour lead-time is needed from the date of the receipt of the application and the applicable payment. (Overnight payments are accepted for a fee of \$35.00 each.) For help with daily over-dimensional permits, contact the NYCDOT at: 212-839-6341.

### Port Authority Goethals Bridge

At the Goethals Bridge, semi-trailers up to 73 feet six inches in total length that do not exceed a total weight of 90,000 pounds and are carrying sealed shipping containers are allowed to use a specified route without daily over-dimensional permits from NYCDOT.

### Checklist for Obtaining an Authorization Letter from the Port Authority of New York and New Jersey to Cross the Goethals Bridge with an Overweight Sealed Ocean Container:

1. Obtain a valid Annual Ocean Borne Containerized Cargo multiple-trip permit from the New Jersey Department of Transportation (NJDOT). Truck drivers must have this permit in their possession at time of transport. For more information about NJDOT permits visit: [www.state.nj.us/transportation/freight/trucking/oversize.shtml](http://www.state.nj.us/transportation/freight/trucking/oversize.shtml)
2. Obtain a coterminous annual approval letter from the Port Authority by submitting a request and a copy of a valid NJDOT permit to: [SIBOperations@panynj.gov](mailto:SIBOperations@panynj.gov). Once approved, the Port Authority will issue an annual authorization letter that that will expire on the same date as the NJDOT Annual Ocean Borne Containerized Cargo multiple-trip permit. Allow three to five business days for processing.
3. Contact the Staten Island Bridge communications desk at: 718-390-2501, 15 to 30 minutes prior to your desired crossing time, to obtain permission to use the desired time slot. The operator must:
  - Possess a copy of the valid letter from the Port Authority authorizing such movements and a valid Annual Ocean Borne Containerized Cargo multiple-trip permit issued by the NJDOT.
  - Maintain a minimum separation of 1,000 feet between the individual tractor trailer units moving the container cargo, when crossing the Goethals Bridge.

**For more information on applying for NYCDOT over-dimensional permits visit:**

[www.nyc.gov/html/dot/html/motorist/oversize.shtml](http://www.nyc.gov/html/dot/html/motorist/oversize.shtml)

## Port Authority Bridge and Tunnel Restrictions

### Vehicular Size Limitations

#### Height Limits

George Washington Bridge/Lower	13 feet 6 inches
George Washington Bridge/Upper	13 feet 6 inches
Lincoln Tunnel*	13 feet
Holland Tunnel*	12 feet 6 inches
Goethals Bridge	14 feet
Outerbridge Crossing	14 feet
Bayonne Bridge*	14 feet

**\*No trucks with three or more axles allowed.**

#### Width Limits

George Washington Bridge/Lower	8 feet 6 inches
Lincoln Tunnel*	8 feet 6 inches
Holland Tunnel*	8 feet
Goethals Bridge	8 feet 6 inches
Outerbridge Crossing	8 feet 6 inches
Bayonne Bridge*	8 feet 6 inches

**\*No trucks with three or more axles allowed.**

#### Oversized Vehicles

Operators of oversized vehicles must call the applicable Facility Communications Desk (See the Important Telephone Numbers section on next page) prior to their trip for approval.

### Additional Restrictions

#### George Washington Bridge

All trucks must use the upper level of the George Washington Bridge. Violators are subject to summons and/or fines.

#### Holland Tunnel

The following restrictions are in place until further notice: Only two- and three-axle single-unit trucks are allowed. No tractor trailers, three-axle dual-unit trucks, or trucks with four or more axles are allowed in either direction.

#### Lincoln Tunnel

No trucks are permitted in the center tube of the Lincoln Tunnel.

#### Bayonne Bridge

Due to construction, no oversized vehicles are permitted until further notice.

#### Propane Restrictions

Propane may not be transported through the Lincoln or Holland tunnels or across the lower level of the George Washington Bridge.

#### E-Z Pass Speed Limits

Toll lane speed limits may vary in dedicated E-Z Pass and staffed toll lanes. All posted speed limits at Port Authority crossings must be obeyed. Motorists who speed risk fines and/or summons, points on their licenses, as well as suspension or revocation of E-Z Pass privileges.

#### Cashless Tolling

The Outerbridge Crossing joins the Bayonne Bridge and later in 2019 the Goethals Bridge with all cashless tolling. Cash is no longer accepted. Toll payment is accepted via E-ZPass tag or Tolls by Mail. Sign up for E-ZPass at [www.ezpassny.com](http://www.ezpassny.com).

### Important Telephone Numbers

#### Facility Communication Desk Telephone Numbers (Available 24/7)

George Washington Bridge	201-346-4100
Lincoln Tunnel	201-617-8115
Holland Tunnel	201-360-5000
Goethals Bridge	718-390-2502
Outerbridge Crossing	718-390-2502
Bayonne Bridge	718-390-2502

#### Customer Connection

800-221-9903 (Recorded information 24/7)

**For additional Truck and Special Vehicle Resources visit:** [www.panynj.gov/truckersresources](http://www.panynj.gov/truckersresources)





## DO'S AND DON'TS FOR A TROUBLE FREE VISIT

### DOs

- ✔ **DO** have your TWIC, RFID TAG, and SeaLink® card in your possession and readily accessible when entering the facility.
- ✔ **DO** check your insurance with the Steamship Line prior to arriving at the terminal.
- ✔ **DO** check PTP/TIPS, terminal websites or mobile app for vessels open for receiving and confirm both insurance and booking numbers are valid prior to dropping off an export container. You should also call the Steamship Line for any additional instructions pertaining to dropping off the export load.
- ✔ **DO** check websites or mobile app for direction of empty returns prior to dropping off an empty container.
- ✔ **DO** ensure there are no holds on the container (freight, customer, demurrage, customs, etc) prior to picking up an import load.
- ✔ **DO** your research and confirm with the Steamship Line about gen set needs prior to dispatching to the pier.
- ✔ **DO** refer to PTP/TIPS or terminal website for reefer processing guidelines and gen set requirements.
- ✔ **DO** obey all speed limit regulations on terminal. Please check the terminal tabs for specific speed limits.
- ✔ **DO** wear your safety vest at all time on terminal.
- ✔ **DO** travel in designated roadways only. Keep travel lanes open for all RTG's and RMG's.
- ✔ **DO** park in designated areas only.
- ✔ **DO** stay inside your vehicle prior to being serviced on the straddle line. Once the straddle carrier has arrived, do stand outside of your vehicle and inside the designated box painted on the ground next to your cab. (Maher & PNCT)
- ✔ **DO** follow all instructions (signage or verbal) in order to prevent delays and the possibility of having to be escorted back to a previous processing area.
- ✔ **DO** proceed to the "Red Zone" and call the number printed on the T.I.R. should you have questions regarding your T.I.R.
- ✔ **DO** ensure that you are properly parked in the correct designated spot. (Maher & PNCT)
- ✔ **DO** proceed to pressure pad and stand on it in order for the gantry crane to load a container onto your chassis. This is for GCT Bayonne only.

## DON'Ts

- ❌ **Do not** arrive at terminal without checking container status first and ensuring the container is fully available.
- ❌ **Do not** arrive at the pier without knowing if a gen-set is required or what temperature is required for a reefer load.
- ❌ **Do not** arrive at the pier with an export load that is off temperature.
- ❌ **Do not** travel with passenger(s) while on terminal; strictly prohibited.
- ❌ **Do not** exceed the posted speed limit or “piggy back” the driver in front of you when entering the inbound or outbound portal. Doing so can create delays to your visit by being directed to manual processing areas. You should always keep at least 10 ft. between your tractor and the container in front.
- ❌ **Do not** sound truck horns except for an emergency while on terminal.
- ❌ **Do not** drive on the straddle field.
- ❌ **Do not** video tape or photograph while on terminal; strictly prohibited.
- ❌ **Do not** deface terminal property. This will result in prosecution to the fullest extent of the law and a permanent ban from conducting any type of business at the terminal.
- ❌ **Do not** talk on cell phone, text, use social media, play video games, watch movies or any other distracting activities while driving or being serviced on terminal.
- ❌ **Do not** repair or clean equipment while on terminal.
- ❌ **Do not** get involved in any physical or verbal altercations with terminal personnel. Immediately call terminal security. Be clear as to what location you are at in order for a timely response.
- ❌ **Do not** leave terminal without first ensuring any noticeable damage is indicated on the TIR. You will be held responsible for damages unless indicated.
- ❌ **Do not** leave the area once you have been slotted in your designated interchange spot.



# Terminal Specific Information

## APM TERMINALS

### Location

APM Terminals  
5080 McLester Street  
Elizabeth, NJ 07207  
[www.apmterminals.com](http://www.apmterminals.com)

### Hours of Operation

Receiving and delivery: 6:00 a.m. - 5:00 p.m.  
Reefer receiving and delivery: 6:00 a.m. - 5:00 p.m.

## Gate Procedures

### Delivering an Empty

- Driver pulls under the house, exits truck, and opens container doors for empty inspection by TIR mechanic.
- Upon completion of inspection, driver advances to the Pedestal, presses the alert button, picks up the phone, and awaits contact by the routing checker.
- The following information will be requested by the routing clerk: trucker SeaLink® number, trucking company, Genset number (if reefer), dual move request (if applicable), and owner chassis confirmation (if applicable).
- Once the routing process is complete, a trucker receipt will be generated showing the location where the container should be dismounted or parked.
- Potential problems that could result in equipment rejection or trouble ticket include: an empty container that is dirty or placarded, a trucking company that is banned, no SeaLink® card, the container is not in the system, the container is not to be returned to this terminal, an invalid or missing RFID.

### Picking up an Empty

- If bobtailing, the trucker should enter through the bobtail lanes (to the right of building). If these lanes are congested the trucker is allowed to enter any other Inbound lane for routing.
- If the driver is making a dual move, they should notify the gate clerk of their intention during Inbound processing.
- Driver advances to the Pedestal, presses the alert button, picks up the phone, and awaits contact by routing checker.
- The following information will be requested by the routing clerk: Trucker SeaLink® number, trucking company, and booking number.
- **Important! All drivers must have in their possession a valid SeaLink® card and driver's license to exit the terminal.**
- If all is in order, the driver will be issued a "Pickup Ticket" that assigns a container with a yard location.
- The driver goes to the row and picks up his container. (For example: the container is in row 423, slot 47).
- Since the driver is picking up an empty, chances are the container will be substituted for a more accessible empty within the stack. The driver should advance to the row and hand his pickup ticket to the yard checker (in a white pickup truck).
- Once mounted, the driver needs to go through Roadability for container/chassis inspection.

## Roadability

- All equipment exiting the terminal must go through Roadability inspection. Failure to do so will result in the driver being turned back.
- Roadability inspections are performed at the Main Roadability building, lanes 1 through 12, and the three adjacent speed lanes. The speed lanes should only be used if the chassis is in good condition.
- All chassis' requiring minor repair must go through lanes 1 through 12.
- Reefer Roadability is performed at the Reefer shop.
- Two additional speed lanes are available in the yard as mobile units. If a chassis cannot be easily repaired, a "swing bay" is available for chassis swaps.

## Outgate Processing

- After the driver has passed through Outbound Roadability, the trucker advances to Outbound processing (Lanes 24 through 30, under the main building).
- Driver advances to the Pedestal and swipes his pickup ticket through the barcode reader and presses the alert button.
- Driver waits for his Outbound trucker receipt.

## Additional APM Contacts

**Booking Releases:** [US.Empty.Delivery@maersk.com](mailto:US.Empty.Delivery@maersk.com)

**Street Turn Group:** [NAMDSPGSC@Maersk.com](mailto:NAMDSPGSC@Maersk.com)

**Empty Termination/Rail Billing Group:**

[NAMEQUEDO@Maersk.com](mailto:NAMEQUEDO@Maersk.com)

**Redelivery Group:** [NAMOUTFLTGSC@Maersk.com](mailto:NAMOUTFLTGSC@Maersk.com)

**Loaded Rail Billing:** [NAMRAILBIL@Maersk.com](mailto:NAMRAILBIL@Maersk.com)

**Export Customer Service:** [US.EXPORT@Maersk.com](mailto:US.EXPORT@Maersk.com)

**Import Customer Service:** [US.Import@Maersk.com](mailto:US.Import@Maersk.com)

## Outbound Security

- After receiving the trucker receipt, the driver advances to the security booth, exits truck, and opens rear door for inspection (empties only).
- Driver hands the guard his driver's license, SeaLink® card, and trucker receipt for verification.
- If the information on these three items matches, the trucker is allowed to exit the terminal. If there is a discrepancy, he is directed back to driver's assistance.

## Problem Resolution

- If a driver receives a trouble ticket at Port Elizabeth, he is instructed to the "Driver's Assistance Parking Area" located inside the gate, to the right. There is clear signage to then call 833-APM-TELZ for assistance.
- At Driver's Assistance, trouble clerks will assist the driver and/or contact one of APM's analysts in the Terminal Solutions Center.
- After the problem has been resolved, the driver proceeds to one of two Driver Assistance kiosks, inserts their SeaLink® card, and takes a new ticket, which will complete the transaction.

## Terminal FAQ

### What is APMT FIRMS code?

- The FIRMS code is E425.

## APM TERMINAL PORT ELIZABETH / EMPLOYEE CONTACT LIST

TITLE	NAME	OFFICE		FAX	E-MAIL
		PHONE 908-558	CELL PHONE		
<b>SENIOR LEADERSHIP TEAM</b>					
Managing Director - Port Operations	David Gledhill	6006	908-858-4414	6481	david.gledhill@apmterminals.com
Chief Operations Officer	Justin Weir	6317	310-507-4858	6378	justin.weir@apmterminals.com
Sr. Director - Labor Relations	Carthas, Dick	6304	908-966-1845	6481	richard.carthas@apmterminals.com
Assitant to Managing Director/Office Manager	Ricks, Elvira	6267	908-966-1279	6481	elvira.ricks@apmterminals.com
Director - Finance	Alexander Thomson	6402	201-563-7285	6481	alexander.thomson@apmterminals.com
General Manager - Client Services	Giovanni Antonuccio	6292	908-966-2779	6481	giovanni.antonuccio@apmterminals.com
Director - HSSE	Lawrence Maglin	6334	908-507-2427	6169	lawrence.maglin@apmterminals.com
Director - Planning	Craig Komar	6240	908-399-3201	6146	craig.komar@apmterminals.com
Director - Yard, Gate & Rail Operations	Joseph W. Stelke	6292	908-966-2694	6146	joseph.w.stelke@apmterminals.com
Director - Vessel Operations	Jones, Daniel	6224	908-966-1821	6146	daniel.L.jones@apmterminals.com
Director - Terminal Operations, IT & Planning	Courtney Robinson	6219	908-966-1837	6146	courtney.robinson@apmterminals.com
Director - Maintenance & Equipment	Pieter Leo	6000	862-373-4131	6378	pieter.leo@apmterminals.com
Director - Transformation and Strategy	Michael Wingle	6194	(704) 530-6225	6481	Michael.S.Wingle@apmterminals.com
Director - Training & Recruitment	Kevin Duffy	6201	908-966-1812	6146	kevin.s.duffy@apmterminals.com
<b>CUSTOMER SERVICE</b>					
Terminal Solutions Center	1-866-855-8552	-	-	-	tsc@apmterminals.com
<b>STRATEGIC RESOURCE CENTER &amp; PLANNING</b>					
SRC - Manager	TBD				
Vessel Planning - Manager	Meyers, Bill	6232	908-966-1822	6146	William.j.meyers@apmterminals.com
Vessel Planning - Assitant Manager	Orzechowski, Rich	6293	908-966-1825	6146	Richard.Orzechowski@apmterminals.com
Vessel Planning - Assistant Manager	Storek, Stacey	6234	908-966-1831	6146	Stacey.Storek@apmterminals.com
Yard/Gate/Rail Planning	Nick Sarna	6229	862-272-2120	6146	nicolas.sarna@apmterminals.com
<b>VESSEL OPERATIONS</b>					
Shift Manager	Michael McAteer	6224	862-272-2346	6146	michael.mcateer@apmterminals.com
Shift Manager	Anthony Venterosa	6224	908-967-1691	6146	anthony.venterosa@apmterminals.com
Shift Manager	Michael Rogers	6224	908-370-9849	6146	michael.rogers@apmterminals.com
Shift Manager	TBD				
<b>YARD OPERATIONS</b>					
Yard Manager	Adam DiPasquale	6224	862-400-7021	6146	adam.dipasquale@apmterminals.com
Equipment Control Manager	Fisher, Jamie	6234	908-966-2685	6146	jamie.fisher@apmterminals.com
Pre-Mounts, CDL Drays, Misc.	Fitzgerald Fraser	6131	862-571-3715	6146	fitzgerald.fraser@apmterminals.com
Exports	Courtney Daley	6290	347-816-7610	6146	courtney.daley@apmterminals.com
Heavy Lift/OOG	Fazio, Paul	6294	908-966-1814	6146	paul.fazio@apmterminals.com
<b>MAINTENANCE</b>					
Manager - Facility Maintenance	Tom Hollowell	6498	908-324-1961	6378	Tom.Hollowell@apmterminals.com
Manager, RTG & Container Handling Equipment	TBD (Tom Hollowel -Interim)				
Power Shop Manager	Christopher Macisaac	6320	908-966-0791	6378	christopher.macisaac@apmterminals.com
<b>GATE OPERATIONS</b>					
Manager	Catherine Hunt	6291	862-400-7186	6456	catherine.hunt@apmterminals.com
Process/GOS Manager	Grado, Bob	6531	908-966-1857	6456	Robert.Grado@apmterminals.com
Asst. Manager	Hughes, Pat	6127	908-433-6156	6456	Patrick.hughes@apmterminals.com
<b>CRANES</b>					
Crane Manager	Grech, Chris	6419	908-966-9137	6393	Chris.D.Grech@apmterminals.com
<b>ROADABILITY</b>					
Manager	Capriotta, Cathy	6204	908-966-1603	6378	cathy.capriotta@apmterminals.com
<b>REEFER</b>					
Manager	TBD (Chris Macisaac-Interim)	-	-	-	-
<b>RAIL</b>					
Manager	TBD (Joe Stellke - Interim)				
Assitant Manager	Vincent Darpino	6210	908-966-2783	6289	vincent.darpino@apmterminals.com
<b>IT SYSTEMS AND SUPPORT</b>					
Manager	Ward, Matt	6302	908-966-1815	6168	matthew.ward@apmterminals.com
Asst. Manager	Romano, Scot	6301	908-966-1422	6168	Scot.E.Romano@apmterminals.com
<b>SAFETY &amp; SECURITY</b>					
Manager (Safety)	Conenna, Marc	6333	908-966-1813	6378	Marc.P.Conenna@apmterminals.com
Manager (Security)	Dan Zaleski	6320	908-447-7507	6378	daniel.zaleski@apmterminals.com
<b>PERSONNEL AND TRAINING</b>					
Manager, ILA Hiring & Workforce Development	John Williams	6250	908-966-1991	6216	John.D.Williams@apmterminals.com
Manager, ILA Labor	Larry Molloy	6280	908-966-1859	6216	Lawrence.Molloy@apmterminals.com
Manager, Business Process & Training	Jennifer Murphey	6275	908-966-2119	6168	Jennifer.Murphey@apmterminals.com

## GCT BAYONNE

### Location

GCT Bayonne  
 302 Port Jersey Blvd.  
 Jersey City, NJ 07035  
[www.globalterminalsbayonne.com](http://www.globalterminalsbayonne.com)

### Hours of Operation

Single Move: 6:00 a.m. - 4:00 p.m.  
 Reefer: 6:00 a.m. - 3:00 p.m.  
 Out of Gauge: 6:00 a.m. - 3:00 p.m.  
 Double Move: 6:00 a.m. - 3:30 p.m.  
 Reservation Required: 6:00 a.m. - 1:00 p.m.

Hours for containerized cargo that is overweight or overwidth are as follows: **8:00am-3:00pm**

Break bulk and heavy lift cargo moves are by appointment only.

## GCT BAYONNE / EMPLOYEE CONTACT LIST

TITLE	NAME	OFFICE PHONE 201-706	E-MAIL
<b>SENIOR LEADERSHIP TEAM</b>			
Director - Finance	Anita Chester	4038	achester@globalterminals.com
Director - Gate Operations & Appointments	Mike Verney	4014	mverney@globalterminals.com
Director - Marine Operations	Bob Panazzolo	4004	rpanazzolo@globalterminals.com
Director - Terminal Operations	Mark Kiely	4005	mkiely@globalterminals.com
Director - Maintenance & Repair	Vincent Artese	4123	vartese@globalterminals.com
Director - Maintenance & Repair	Matt Norton	201-626-8415	mnorton@globalterminals.com
Director - Power Equipment	Ashleigh Duffy	4040	amatkowski@globalterminals.com
Director - Operational Excellence	Michael Hall	4013	mhall@globalterminals.com
Director - Management Resource Center	Brian Jackson	718-683-3221	bjackson@globalterminals.com
Director - Safety & Security	George Reynolds	4030	greynolds@globalterminals.com
Director - Cranes & Container Handling Equipment	Steve Simpkin	4116	ssimpkin@globalterminals.com
LINE		OFFICE PHONE 201-706	E-MAIL
<b>CUSTOMER SERVICE</b>			
Main		4000	customerservice-admin@globalterminals.com
Customer Service (P)		4100	customerservice-admin@globalterminals.com
Customer Service (F)		201-451-1737	customerservice-admin@globalterminals.com
Truck Reservation Help Desk		4242	truck.reservation@globalterminal.com
<b>DEPARTMENTS</b>			<b>E-MAIL</b>
<b>OPERATIONAL DEPARTMENTS</b>			
Container Handling Equipment			che-nj@globalterminals.com
Human Resources			hr-usa@globalterminals.com
Maintenance and Repair			maintenance-nj@globalterminals.com
Maintenance and Repair, Reefer			maintenance-nj@globalterminals.com
Safety and Security			greynolds@global-terminal.com
Information Technology			it-nj@globalterminals.com
Operations- Marine			marine-nj@globalterminals.com
Operations- Yard			yard-nj@globalterminals.com
Operations- Rail			rail-nj@globalterminals.com
Trucker Assistance			customerservice-usa@globalterminals.com
Finance- Accounts Receivable			ar-usa@globalterminals.com
Finance- Accounts Payable			ap-usa@globalterminals.com
Finance- Billing			billing-usa@globalterminals.com



## Terminal FAQs

### What is GCT-Bayonne FIRMS code?

- The Firm code is E364.

### Making your Visit to GCT Bayonne Quick and Efficient

At GCT Bayonne, the trucking community is a vital part of our business and we want to make sure your visit runs smoothly. There are several ways for you to confirm that the cargo you are coming to pick up is available before entering the facility:

Reservation Required: 6:00 a.m. - 1:00 p.m.

Check cargo availability: <http://payments.gcterminals.com/GlobalTerminal/globalSearch.do>

## Appointment System FAQs

### Can I make an appointment for containers that are still on a vessel?

No. Only containers that are in accessible yard locations are available for appointments. In this scenario, the container would have to be picked up during non-appointment hours.

### Can I make an appointment for a container that has a Customs or freight hold?

No. The container needs to be fully available before you can schedule an appointment.

### Will all steamship lines be participating in the appointment system?

Yes. All containers for all steamship lines require an appointment during the designated time period.

### Can I make an appointment for a container that is already in demurrage?

No. Demurrage must be settled before you can schedule an appointment.

### Will reefers be included in the appointment system?

Yes. Appointments will be required for all container equipment types.

### What information will a dispatcher need to make an appointment?

They will need access to the system through the TIPS website to make the appointment.

For an import pickup, they must know the container number and the truck license plate number.

For an empty return, they need the container steamship line and size/type, and the truck license plate number.

For an export return, they need the container number, booking number, and the truck license plate number.

For an empty pickup, they need the booking number and the truck license plate number.

### Can an appointment be made for an Export Drop off before or after the ship's receiving window?

No. The system will not allow such an appointment. The current receiving and cutoff rules apply to appointments.

### How long does my appointment timeslot last?

The timeslot is booked for one hour. However, we allow a 30-minute lead time on the front and back end of each slot. So, in effect, you have a two-hour window for each appointment.

### What happens if I need to change the truck license plate after I already booked an appointment?

You can edit the license plate on any existing appointment.

### Is it possible to change the timeslot on an existing appointment?

Yes. You can edit the timeslot for an existing appointment to any other available timeslot.

## Appointment System FAQs (continued)

### Can I cancel an existing appointment?

Yes. There is an easily accessible “cancel” button on all appointments. You are strongly advised to cancel any appointment you are unable to keep.

### Will I be allowed to make multiple appointments at one time?

Yes. Motor carriers are able to make multiple appointments at the same time.

### Is there a limit to how many appointments each truck can make per hour?

Yes. Our policy is one appointment per hour per license plate.

### When will the window to book an appointment timeslot begin?

The system is open for scheduling from 6:00 a.m.- 6 p.m. every day the terminal is open.

## GCT Bayonne Truck Reservation Cheat Sheet

- Log on to [www.porttruckpass.com](http://www.porttruckpass.com).
- Click the “Reservations” tab.
- Click “Add Visit” to create a new appointment.

### Single moves

To make a single pickup import reservation:

- Container number.
- Trucker license plate.
- Enter the desired timeslot.

To make a single empty drop off reservation:

- Do not enter the container number.
- Steamship line of container.
- Size/type for container.
- Trucker license plate.
- Enter the desired timeslot.

To make a single export drop off reservation:

- Container number.
- Booking number.
- Trucker license plate.
- Enter the desired time slot.

To make a single pick up empty reservation:

- Booking number.
- Trucker license plate.
- Enter the desired time slot.

### Double moves

To make an empty drop off/pickup import reservation:

- Empty in needs steamship line and size/type. (Do not enter container number.)
- Load out needs container number.
- Trucker license plate.
- Enter the desired time slot.

To make an export drop off/empty pickup reservation:

- Load in needs container and booking number.
- Empty out needs booking number.
- Trucker license plate.
- Enter the desired time slot.

## GCT NEW YORK

### Location

GCT New York  
 300 Western Avenue  
 Staten Island, NY 10303  
[www.globalterminalsnewyork.com](http://www.globalterminalsnewyork.com)

### Hours of Operation

Single move: 8:00 a.m. - Noon, 1:00 p.m. - 4:00 p.m.  
 Double move: 8:00 a.m. - Noon, 1:00 p.m. - 3:30 p.m.  
 Hazmat cargo: 8:00 a.m. - Noon, 1:00 p.m. - 3:00 p.m.  
 Reefers: 8:00 a.m. - Noon, 1:00 p.m. - 3:30 p.m.  
 Out of gauge: 8:00 a.m. - Noon, 1:00 p.m. - 3:00 p.m.  
 (Wednesday and Thursday only)

## GCT NEW YORK / EMPLOYEE CONTACT LIST

TITLE	NAME	OFFICE PHONE 718-568	E-MAIL
<b>SENIOR LEADERSHIP TEAM</b>			
VP Operations	Bob Nixon	1842	bnixon@globalterminals.com
VP Maintenance and Repair	Thomas Fallon	1714	tfallon@globalterminals.com
Director - Finance	Thomas Tsui	1719	ttsui@globalterminals.com
Director - Terminal Operations	Michael Lubrano	1730	mlubrano@globalterminals.com
Director - Marine Operations	Joe Cordero	1828	jcordero@globalterminals.com
Director - Safety & Security	Artie Seaman	1701	aseaman@globalterminals.com
Director - Crane Operations	Douglas Jimenez	1890	djimenez@globalterminals.com
<b>CUSTOMER SERVICE</b>			<b>E-MAIL</b>
Customer Service		718-683-3210 or ext 1700	customerservice-usa@globalterminals.com
<b>DEPARTMENTS</b>			<b>E-MAIL</b>
<b>OPERATIONAL DEPARTMENTS</b>			
Human Resources			hr-usa@globalterminals.com
Finance & Administration- Accounts Receivable			ar-usa@globalterminals.com
Finance & Administration- Accounts Payable			ap-usa@globalterminals.com
Finance & Administration - Billing			billing-usa@globalterminals.com
Information Technology			it-ny@globalterminals.com
Maintenance & Repair			maintenance-ny@globalterminals.com
Operations - Marine			marine-ny@globalterminals.com
Operations - Yard			yard-ny@globalterminals.com
Operations - Rail			rail-ny@globalterminals.com
Power Shop			power-ny@globalterminals.com
Safety & Security			aseaman@globalterminals.com
Toll Reimbursement Program			tolls-ny@globalterminals.com
Vessel Empty Container Requests			marine-ny@globalterminals.com
Yard/Gate/Container Inquiries			yard-ny@globalterminals.com
GCT New York AQI Back-in			aqi-ny@globalterminals.com
Reefer Trailer		718-568-1891	reefertrailer-ny@globalterminals.com
Hiring Agents			hiringagents-ny@globalterminals.com
Strategic Support			atung@globalterminals.com

## Terminal FAQs

### How do I pay for charges?

Companies with credit accounts can guarantee charges online at [www.globalterminalsnewyork.com](http://www.globalterminalsnewyork.com). Visa and MasterCard are accepted. Other payment options include wire transfers, certified checks, and money orders. Company checks are accepted dependent on credit status.

### Where do I return an empty container?

Check terminal website for daily information.

### What is GCT-New York FIRMS code?

The FIRMS code is 114.

### Do I have an account with GCT-New York?

Contact the billing department at [billing-usa@globalterminals.com](mailto:billing-usa@globalterminals.com) or call customer support at: 718-683-3210.

### How much demurrage is due on a container?

Check our website or call customer support at: 718-683-3210.

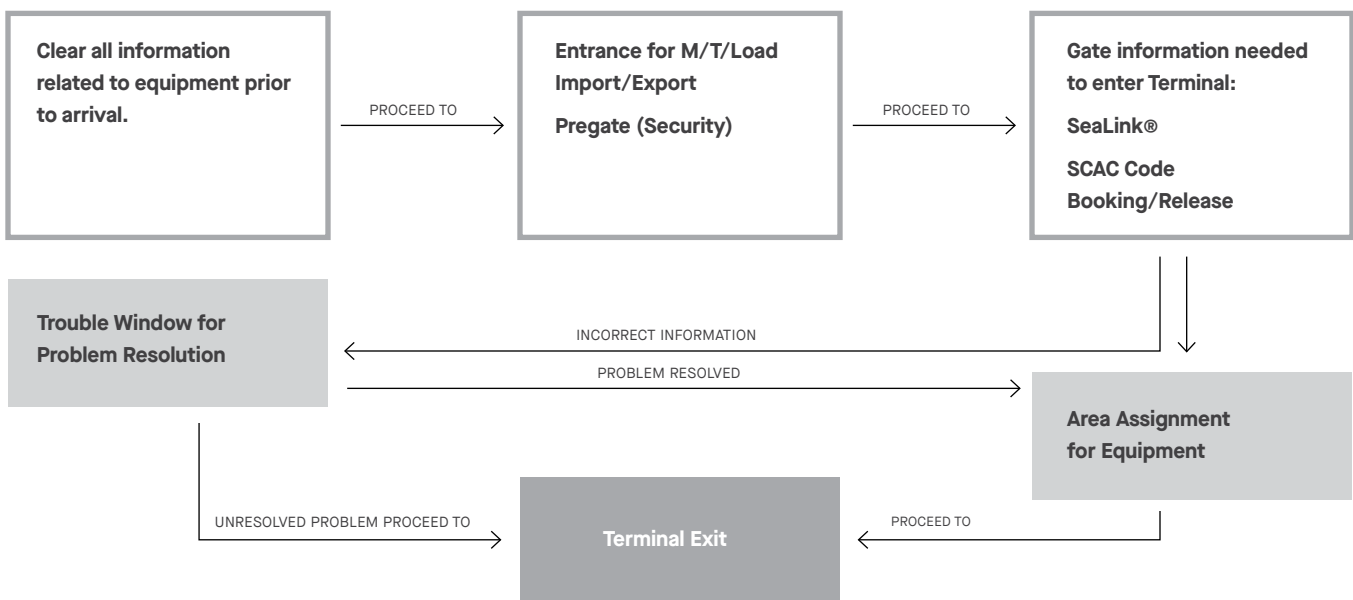
## GCT New York Toll Reimbursement Program

The GCT New York Toll Reimbursement Program was developed to provide relief from toll increases to truckers doing business at the terminal. The program, supported by the Port Authority of New York and New Jersey, reverts tolls back to 2008 rates. It applies to the major Staten Island connectors, including the Goethals Bridge, the Bayonne Bridge, and the Outer Bridge Crossing.

Any trucker that does business with GCT New York LP and uses E-ZPass® to pay Staten Island bridge tolls is eligible to participate in the program. Reimbursements are deposited by Electronic Fund Transfer (EFT) directly into your ACH account each week. If you do not have E-ZPass®, you can sign up at [www.e-zpassny.com/en/home/index.html](http://www.e-zpassny.com/en/home/index.html).

For questions about the program, contact customer service at: 718-683-3245 or visit the FAQ page at [www.globalterminalsnewyork.com/toll-reimbursement-faq](http://www.globalterminalsnewyork.com/toll-reimbursement-faq).

## GCT NY GATE PROCESS



## MAHER TERMINALS

### Location

Maher Container Terminal  
Building 1210  
Corbin Street  
Port Elizabeth, NJ 07201  
Phone: 908-527-8200 (Day)  
908-693-9157 (Night)  
908-370-9538 (Alt. Night)  
<http://www.maherterminals.com>

### Hours of Operation

#### Main Terminal

Single Move Import Delivery: 6:00 a.m. - 7:00 p.m.  
Single Move Export Return: 6:00 a.m. - 7:00 p.m.  
Single Move Empty Delivery: 6:00 a.m. - 6:00 p.m.  
Single Move Empty Return: 6:00 a.m. - 6:00 p.m.  
Double Moves: 6:00 a.m. - 6:00 p.m.  
Hazardous Cargo Receiving: 6:00 a.m. - 4:00 p.m.  
Reefer Processing Single Move  
Import Delivery: 6:00 a.m. - 7:00 p.m.  
Reefer Processing Single Move  
Export Return: 6:00 a.m. - 7:00 p.m.  
Reefer Processing Single Move  
Empty Delivery: 6:00 a.m. - 6:00 p.m.  
Reefer Processing Single Move  
Empty Return: 6:00 a.m. - 6:00 p.m.

#### Off Terminal Depots

Maher Empty Depot at Columbia  
Hours: 6:00 a.m.-6:00 p.m.  
1100 Polaris Street  
Port Elizabeth, NJ 07201  
Phone: 973-589-8055

## MAHER TERMINAL PORT ELIZABETH / EMPLOYEE CONTACT LIST

DEPARTMENTS	OFFICE PHONE 908-527-8200 / EMAIL
<b>OPERATIONAL DEPARTMENTS</b>	
Main	908-527-8200
Customer Service	908-436-4844
Accounts Payable	ext 5411
Billing	ext 5417
Container Yard Operations	ext 4100 (6am-5pm)
Yard Help Line	908-436-4839
Night Field Superintendent	908-693-9157
Night Supervisor	4080 or 908-370-9538
Credit & Collections	ext 5418 credit@maherterminals.com
Webiste and Demurrage Support	908-436-4844 (8am-6pm) customersupport@maherterminals.com
FCL Delivery	ext 4269
FCL Receiving	ext 4266
FCL After 5pm	ext's 4267/4269/4271
Chief Corporate Council	ext 5120
Human Resources	ext 5210
Information Technology Help Desk	ext 5300
Maintenance & Repair	ext 4079
Marine Operations	ext 4322
Marketing Department	ext 5119
Purchasing	ext 5466
Reefer Department	ext 4762
Claims	ext 5205
Safety Department	ext 4593
Security	ext's 4593/5203
Treasury	ext 5445

### Specialized Cargo

A crane appointment is necessary for cargo that is 11-feet or wider. An appointment must be scheduled and payment for crane charges must be guaranteed prior to services being rendered. Contact [customersupport@maherterminals.com](mailto:customersupport@maherterminals.com) for pricing and information on how to set up an appointment with our Yard Department.

Gen-set needs must be confirmed with the Steamship Line prior to dispatching your trucker to the pier.

## Maher Terminals Trucker Receiving and Delivery Requirements

### Import Delivery

- Valid TWIC, SeaLink® and RFID Tag.
- Container number.
- Bill of Lading number.

### Empty Delivery

- Valid TWIC, SeaLink® and RFID tag.
- Steamship Line.
- Booking number.
- Container length, height, and type.

### Receive Export

- Valid TWIC, SeaLink® and RFID tag.
  - Steamship Line.
  - Export Booking number.
  - Container length, height, and type.
  - Hazardous Cargo documentation\*\*\*.
  - Titles for cars\*\*\*.
  - Over dimensional measurements\*\*\*.
  - Reefer commodity and temperature\*\*\*.
- \*\*\* If applicable.

### Receive Empty

- Valid TWIC, SeaLink® and RFID tag.
- Steamship Line.
- Container length, height, and type.

## Terminal FAQs

### How do I pay for charges?

Companies with credit accounts can guarantee charges online at [www.maherterminals.com](http://www.maherterminals.com). Visa and MasterCard are also accepted online. Other payment options include wire transfers, certified checks, and money orders. Company checks are accepted dependent on credit status.

### Where do I return an empty container?

Check company website or use mobile app for daily information.

### What is Maher's FIRMS code?

The FIRMS code is E430

### How do I access Maher's website?

Go to [www.maherterminals.com](http://www.maherterminals.com) and click on the link for the Customer Service Package. Next, fill out the New User form or call 908-436-4844 for assistance.

### Do I have an account with Maher?

Contact the credit department at: 908-527-8200 (Extension 5418)

### How do you find out if a container has been delivered?

Contact customer support at: 908-436-4844 or [customersupport@maherterminals.com](mailto:customersupport@maherterminals.com).

### How much demurrage is due on a container?

Use online Customer Service Package to check container status or contact customer support at: 908-436-4844 or [customersupport@maherterminals.com](mailto:customersupport@maherterminals.com).

### Which trucking company picked up my container?

Contact customer support at: 908-436-4844 or [customersupport@maherterminals.com](mailto:customersupport@maherterminals.com).

## PORT NEWARK CONTAINER TERMINAL

### Location

241 Calcutta Street

Newark, NJ 07114

Phone: 973-522-2200

Fax: 973-465-8826

Website: [www.pnct.net](http://www.pnct.net)

All open trouble tickets will be voided after 6:00 p.m.

### Hours of Operation

Single Move Import Delivery: 6:00 a.m. - 6:00 p.m.

Single Move Export Return: 6:00 a.m. - 6:00 p.m.

Reefer Processing: 6:00 a.m. - 4:30 p.m.

Single Move Empty Delivery: 6:00 a.m. - 6:00 p.m.

Double Moves: 6:00 a.m. - 5:00 p.m.

Hazardous Cargo Receiving: 6:00 a.m. - 4:00 p.m.

Heavy Lift/Out of Gauge Lifts: 8:00 a.m. - 4:00 p.m.  
(Tuesday and Friday only)

## PORT NEWARK CONTAINER TERMINAL / CONTACT LIST

TITLE	NAME	OFFICE PHONE	E-MAIL
<b>SENIOR LEADERSHIP TEAM</b>			
Customer Service and Imports		973-522-2239	customerservice@pnct.net
AMS / Customs		973-522-2256	pnct.ams@pnct.net
Exports		973-522-2228/9	pnct.exports@pnct.net
I.T. Helpdesk		973-522-2511	pnct.it@pnct.net
<b>OPERATIONS</b>			
Terminal Manager	James Jacobsen	973-522-2273	James.Jacobsen@pnct.net
Manager Commercial Services	Mark Ficarra	973-522-2236	Mark.Ficarra@pnct.net
Customer Service Manager	Christine Brady	973-522-2251	Christine.Brady@pnct.net
Gate Operations/Equipment Manager	Louis Leone	973-522-2242	Louis.Leone@pnct.net
Reefer/M&R Manager	Charlie Ferlisi	973-522-2240	Calogero.Ferlisi@pnct.net
Rail Ops Manager	Mike Sullivan	973-522-2205	Pnct.rail@pnct.net
Marine Ops Manager	Daniel Magrino	973-522-2288	Daniel.Magrino@pnct.net

### General Rules for Truckers

- The speed limit is 15 mph. Stop at all intersections, obey all posted signs, and give the right of way to pedestrians.
- Do not speed. You will be voided out.
- No passengers or pets are permitted to enter PNCT with the truck driver. This especially applies to children. The PNCT will, and reserves the right to turn away, any trucker who violates this rule.
- High visibility vests are required.
- While in the Terminal Yard, you must stay in your truck unless otherwise instructed.
- When parked in the Straddle Grid area, you must exit the truck and stand in the marked safety zone — a three-foot red circle near your front left fender.
- When driving near any equipment or vehicles, make sure the operators are aware of your presence before you drive near them.
- Use of cellular phones within the Terminal Yard is strictly forbidden.
- The terminal entrance is on Export Street. When exiting the yard, be aware of the traffic moving on Export Street.
- While on the Terminal, please keep your truck headlights on for safety. This will help all of us.

## RED HOOK MARINE TERMINAL

### Terminal FAQs

#### How do I pay for charges?

Charges can be paid online at [www.pnct.net](http://www.pnct.net) using Visa and Mastercard. Other payment options include PayCargo, wire transfers, certified checks and money orders.

#### What is PNCT's FIRMS code?

The FIRMS code for PNCT is F577.

### Locations

#### Brooklyn Terminal

70 Hamilton Avenue  
Brooklyn, NY 11231  
Phone: 973-522-0999

#### Port Newark Terminal

138 Marsh Street  
Port Newark, NJ 07114  
Phone: 973-522-0999  
[www.redhookterminals.com](http://www.redhookterminals.com)

### Hours of Operation

#### Brooklyn and Port Newark Terminals

All Moves AM: 8:00 a.m.–11:45 a.m.

All Moves Except Doubles PM: 1:00 p.m.–4:00 p.m.

Double Moves PM: 1:00 p.m.–3:30 p.m.

## RED HOOK MARINE TERMINAL / CONTACT LIST

DEPARTMENT	PHONE NUMBER/EMAIL
Customer Service:	973-522-0999 or RHCustServ@RedHookTerminal.com
Deliveries:	RHDel@RedHookTerminal.com
Receiving:	RHRec@RedHookTerminal.com
Vessel Planning:	VPlan@RedHookTerminal.com
General Inquiries:	Info@RedHookTerminal.com

### Terminal FAQs

#### What is Red Hook FIRMS code?

The FIRMS code code are as follows:

Brooklyn = EAB2

Newark = EO66



## TOP TROUBLE TICKETS – WHAT TO AVOID PRIOR TO ARRIVAL

### No reservations

- Make sure you have a reservation if you will be conducting business at a terminal that requires one at certain times. (see GCT Bayonne).

### Booking not on file.

- Check the booking number on the marine terminal website or on the Terminal Information Portal System (TIPS).

### Booking/equipment size/type required.

- Check the booking for equipment type on the marine terminal website or on the TIPS.

### Empty container not allowed.

- Check the marine terminal website at the opening and closing of business each day. This information can also be checked using mobile apps for APM, GCT- Bayonne, Maher, or PNCT.

### Booking quantity exceeded for equipment type.

- Check the booking for equipment type and amount on the marine terminal website or on the TIPS.

### Internal error, duplicate truck transaction.

- Check with your dispatcher to see if another truck has already picked up the box.

### Bkg Haz\*No Preadv\*Ctr Haz

- Check with your marine terminal to see if a pre-advise is necessary to pick up a hazardous box.

### Bill of Lading held by line operator.

- Check the Bill of Lading for freight release on the marine terminal website or on the TIPS.

### Booking Tally already reached.

- Check the booking for a tally amount on the marine terminal website or on the TIPS.

### Trucker contract with line operator expired. Delivery not allowed.

- Check with the marine terminal for your company's status with the ocean carrier.

### Truck driver suspended. Exit the terminal.

- Check with the Truck Service Center about possible Sealink® suspension or expired/invalid TWIC.

### Demurrage only paid through a certain date.

- Check the box availability on the terminal website or on the TIPS.

## GLOSSARY OF COMMON TERMS

### **AQI Exam**

Agricultural Quarantine Inspection is an inspection done in order to intercept prohibited plant life, pests, and other hazardous materials.

### **Bill of Lading (BOL)**

A Bill of Lading is a receipt for the cargo and a contract for transportation between a shipper and the ocean carrier which is used as a document of ownership.

### **Bonded Warehouse**

A warehouse designated by U.S. Customs used for a temporary storage area for goods until fees are paid or otherwise properly released and then cleared from customs.

### **Break Bulk**

Break bulk cargo or general cargo are goods that must be loaded individually, and not in intermodal containers nor in bulk as with oil or grain.

### **C.E.S.**

Centralized Examination Station is an exam site designated by U.S. Customs for various exams such as VACIS, CET, etc.

### **C.E.T. Exam**

Contraband Enforcement Team (CET) Exam is a physical examination of cargo normally done to protect from narcotics, drugs, or weapons.

### **C.F.S.**

Container Freight Station is a shipping dock where cargo is loaded/stuffed or unloaded/stripped from containers.

### **Chassis**

A chassis is a wheeled flatbed trailer on which to mount a cargo container for transport.

### **Delivery Order (D.O.)**

A document issued by the consignee or a customs broker as authority to release the cargo to the inland carrier.

### **FIRMS Code**

Facilities Information and Resources Management System is a code assigned by U.S. Customs to freight terminals. It is required on import paperwork, inbound transit orders, and other Customs documents. Facilities with the ability to transmit information directly to U.S. Customs must have this Customs-assigned code.

### **Gen Set**

A gen set is a portable generator which can be attached to a refrigerated container to power the refrigeration unit during transit.

### **Manifest**

A list of all cargo loaded on board a vessel.

### **OBL**

Original Bill of Lading, is a contract of carriage that serves as a title of the cargo and confirms the carrier's receipt of the cargo. When an original bill of lading is issued, two other identical original bills of lading are also printed, and all three original bills of lading are issued together as one contract of carriage.

### **Per Diem**

A fee charged by the Steamship Line upon a trucker due to late return of equipment.

### **PTT (1W)**

Permit to Transfer is issued by U.S. Customs and allows a container that was on Customs hold to be released to a non-CES authorized trucker.

**RFID tag**

Radio Frequency Identification tagging is an ID system that uses small radio frequency identification devices for identification and tracking purposes. An RFID tagging system includes the tag itself, a read/write device, and a host system application for data collection, processing, and transmission.

**RMG**

Rail Mounted Gantry Crane is - is a mobile gantry crane used in intermodal operations based on two rails (waterside and landside designations)

**RTG**

Rubber tyred gantry crane is a mobile gantry crane used in intermodal operations to ground or stack containers. Inbound containers are stored for future pickup by drayage trucks, and outbound are stored for future loading onto vessels.

**SCAC Code**

Standard Carrier Alpha Code is the recognized transportation company identification code issued by National Motor Freight Traffic Association.

**SeaLink ®**

SeaLink® is the Port Authority's uniform truck driver identification system. This identification system enables trucks to move quickly and safely through any of our marine terminal gates, speeding the flow of thousands of containers in and out of the port each day.

**Shipside Exam (also called Tailgate or Pop and Tap)**

An exam done on terminal in which U.S. Customs pops the seal and looks inside the container without handling the cargo.

**TIR**

Trailer Interchange Receipt is a document showing condition of container/equipment at the time of interchange.

**TWIC**

The Transportation Workers Identification Credential program is a Transportation Security Administration (TSA) and U.S. Coast Guard initiative in the United States. The TWIC program provides a tamper-resistant biometric credential to maritime workers requiring unescorted access to secure areas of port facilities, outer continental shelf facilities, and vessels regulated under the Maritime Transportation Security Act of 2002, or MTSA, and all U.S. Coast Guard credentialed merchant mariners.

**USDA Exam**

United States Department of Agriculture Exam is done to check the condition of pests or insect infestation.

**UIIA**

Uniform Intermodal Interchange and facilities Access Agreement is a standard industry contract between trucker's/drayage companies and water/rail carriers and leasing companies (equipment providers).

**VACIS Exam**

Vehicle and Cargo Inspection Systems Exam uses gamma ray technology to produce images of tankers, commercial trucks, sea and air containers, and other vehicles for contraband such as drugs, weapons, and currency.

## **LINKS AND OTHER HELPFUL INFORMATION**

### **Bi-State Motor Carriers**

[www.bistatemotorcarriers.com](http://www.bistatemotorcarriers.com)

### **Breaking Waves**

[www.portbreakingwaves.com](http://www.portbreakingwaves.com)

### **Direct ChassisLink**

[www.dcli.com](http://www.dcli.com)

### **FDA**

[www.fda.gov](http://www.fda.gov)

### **Flexi-Van**

[www.flexivan.com](http://www.flexivan.com)

### **GenSet Pool**

[www.gensetpool.com](http://www.gensetpool.com)

### **Milestone**

[www.milecorp.com](http://www.milecorp.com)

### **PA eAlerts**

[www.paalerts.com](http://www.paalerts.com)

### **Port Authority of NY & NJ**

[www.panynj.gov](http://www.panynj.gov)

### **PortTruckPass**

[www.porttruckpass.com](http://www.porttruckpass.com)

### **TRAC Intermodal**

[www.tracintermodal.com](http://www.tracintermodal.com)

### **United Intermodal Interchange and Facilities Access Agreement**

[www.uiia.org](http://www.uiia.org)

### **U.S. Customs**

[www.cbp.gov](http://www.cbp.gov)

### **USDA**

[www.usda.gov](http://www.usda.gov)

## **FAQ'S**

### **When will a vessel be open for receiving and when is the receiving cutoff?**

Contact the respective Steamship Line or check terminal website/mobile app for daily receiving schedule.

### **Where are you located?**

Check the marine terminal website or the Terminal Tab of this Guidebook.

### **What are your hours of operation?**

Check the marine terminal website or the Terminal Tab of this Guidebook.

### **What does the driver need to have in order to pick up containers?**

All procedures are listed in this Guide Book in the section--"What to Have with You Prior to Arriving at the Gate."







### **Questions regarding empty containers?**

Check the marine terminal website or use the mobile app for daily information.

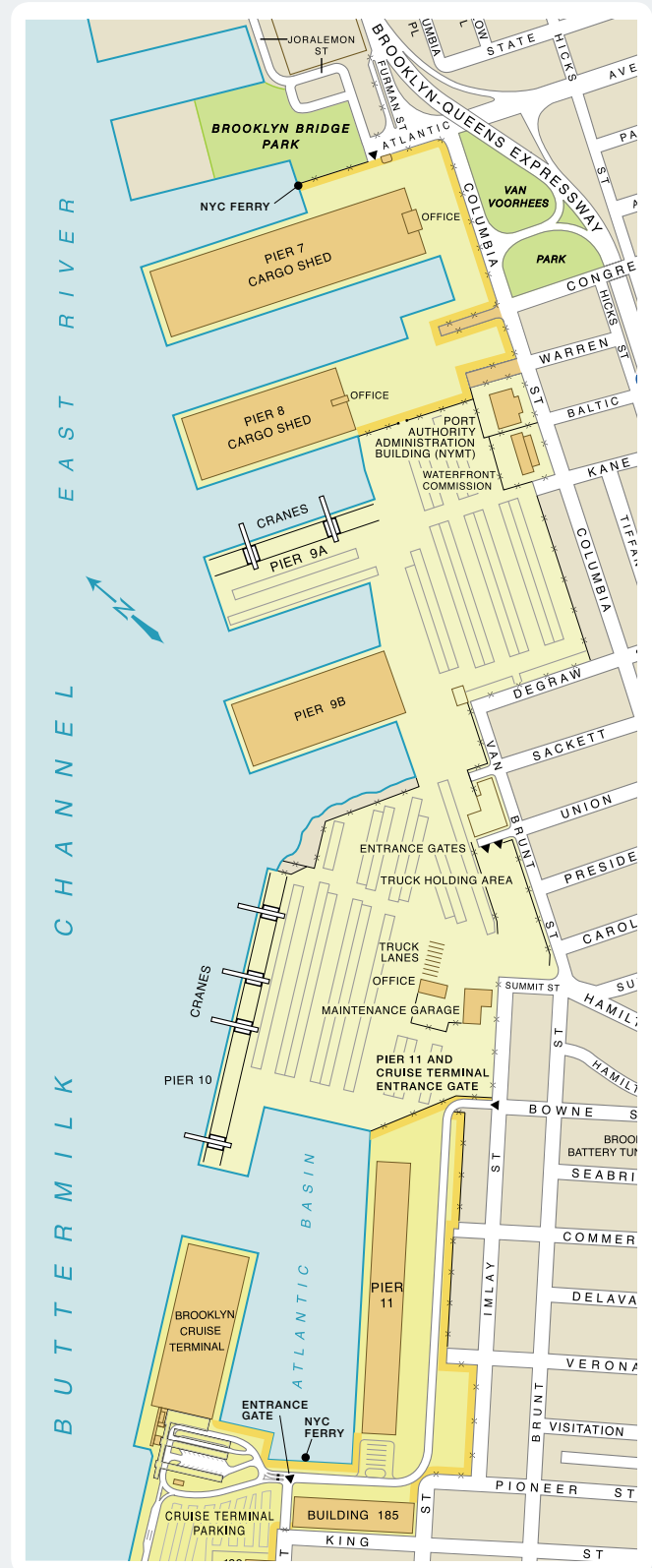
# Terminal Maps

## PORT AUTHORITY FACILITY LOCATOR

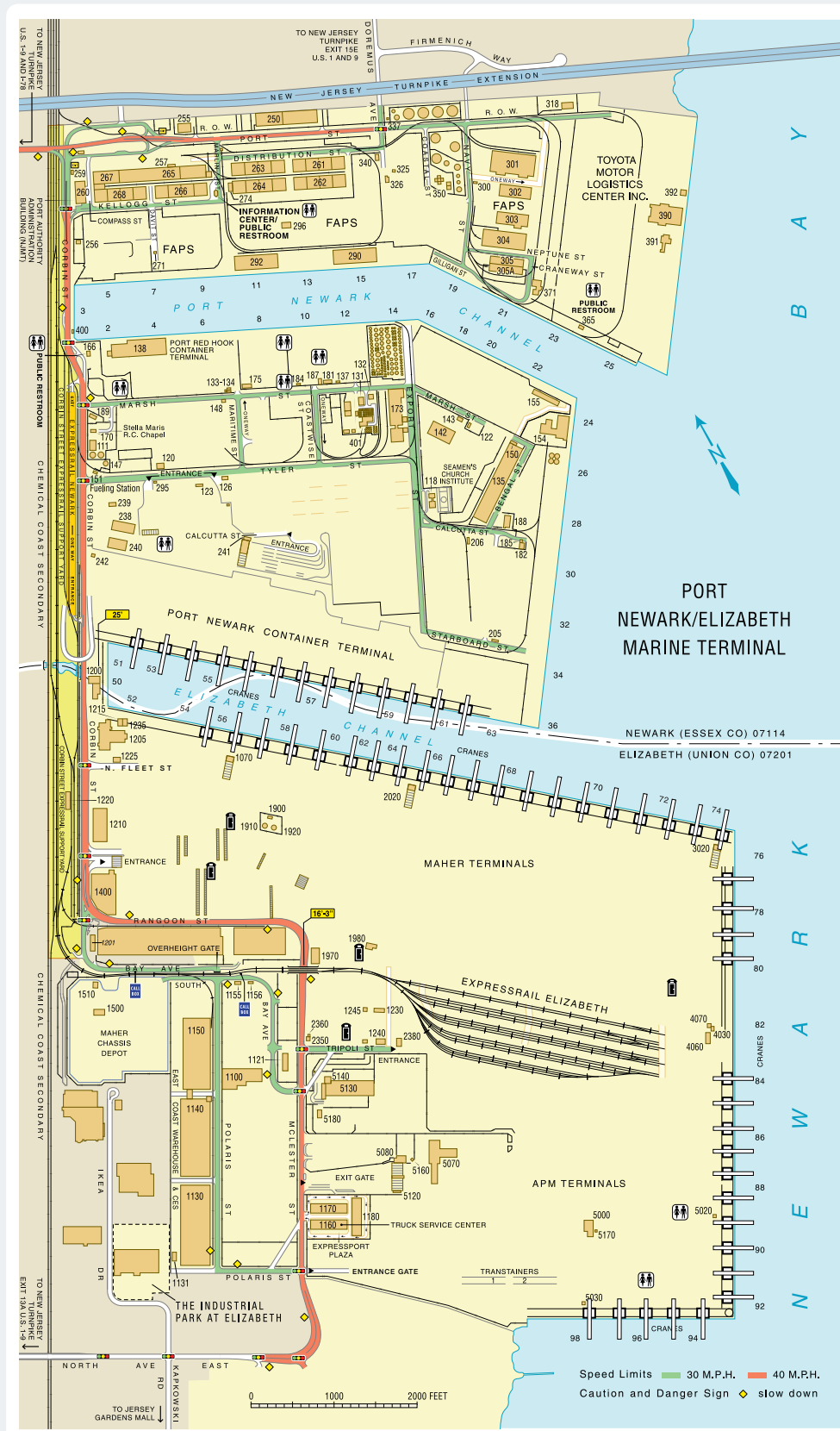


- |   |                      |   |                                       |
|---|----------------------|---|---------------------------------------|
|    | <b>APM TERMINALS</b> |    | <b>MAHER TERMINALS</b>                |
|  | <b>GCT BAYONNE</b>   |  | <b>PORT NEWARK CONTAINER TERMINAL</b> |
|  | <b>GCT NEW YORK</b>  |  | <b>RED HOOK CONTAINER TERMINAL</b>    |

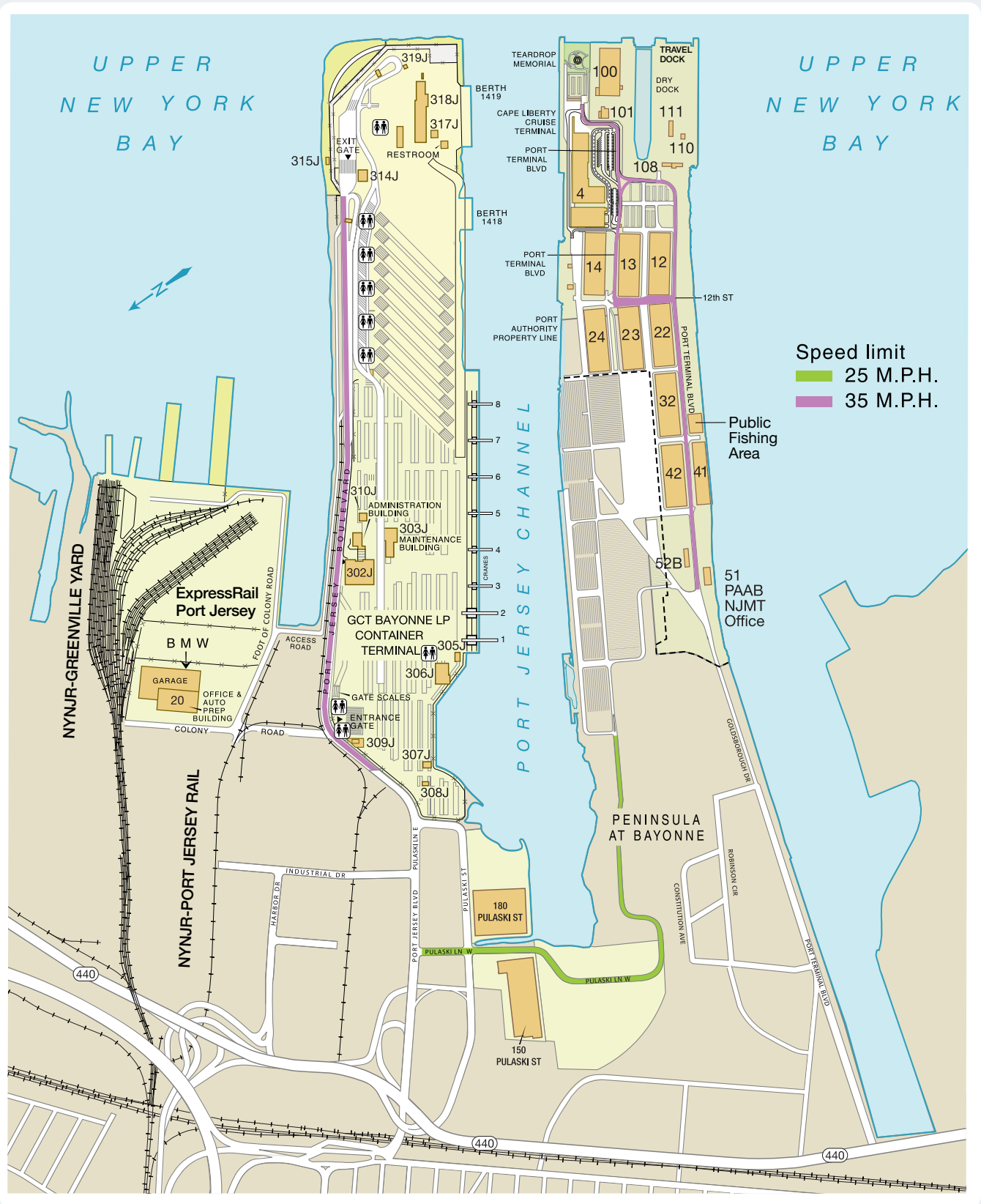
## BROOKLYN-PORT AUTHORITY MARINE TERMINAL



# PORT NEWARK-ELIZABETH MARINE TERMINAL MAP



# PORT JERSEY MARINE TERMINAL MAP

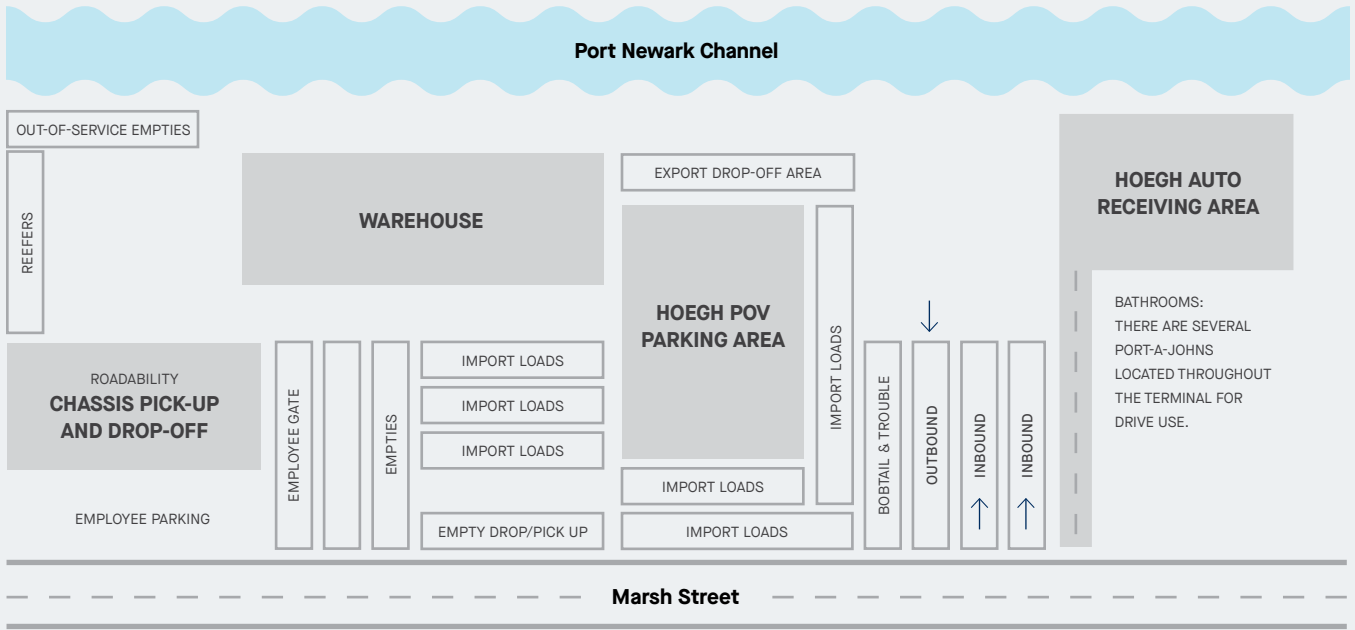


# HOWLAND HOOK MARINE TERMINAL/PORT IVORY





# REDHOOK MARINE TERMINAL NEWARK



ALL LOADS, EMPTIES, AND BARE CHASIS MUST ENTER THE TERMINAL VIA THE MARITIME ST. DRIVEWAY ONEWAY STREET ACCESSD IA TYLER ST. DRIVERS WILL BE ROUTED THRU THE INBOUND LANES FOR SINGLE AND DOUBLE MOVES. THE BOBTAIL WINDOW AND TROUBLE WINDOW ARE LOCATED NEXT TO THE IN/OUT LANES.





1-888-PORTNYNJ  
www.portnynj.com  
  @portnynj

4 World Trade Center  
150 Greenwich Street, 17th Floor  
New York, NY 10007

The Port is a facility of  
the Port Authority of NY & NJ

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