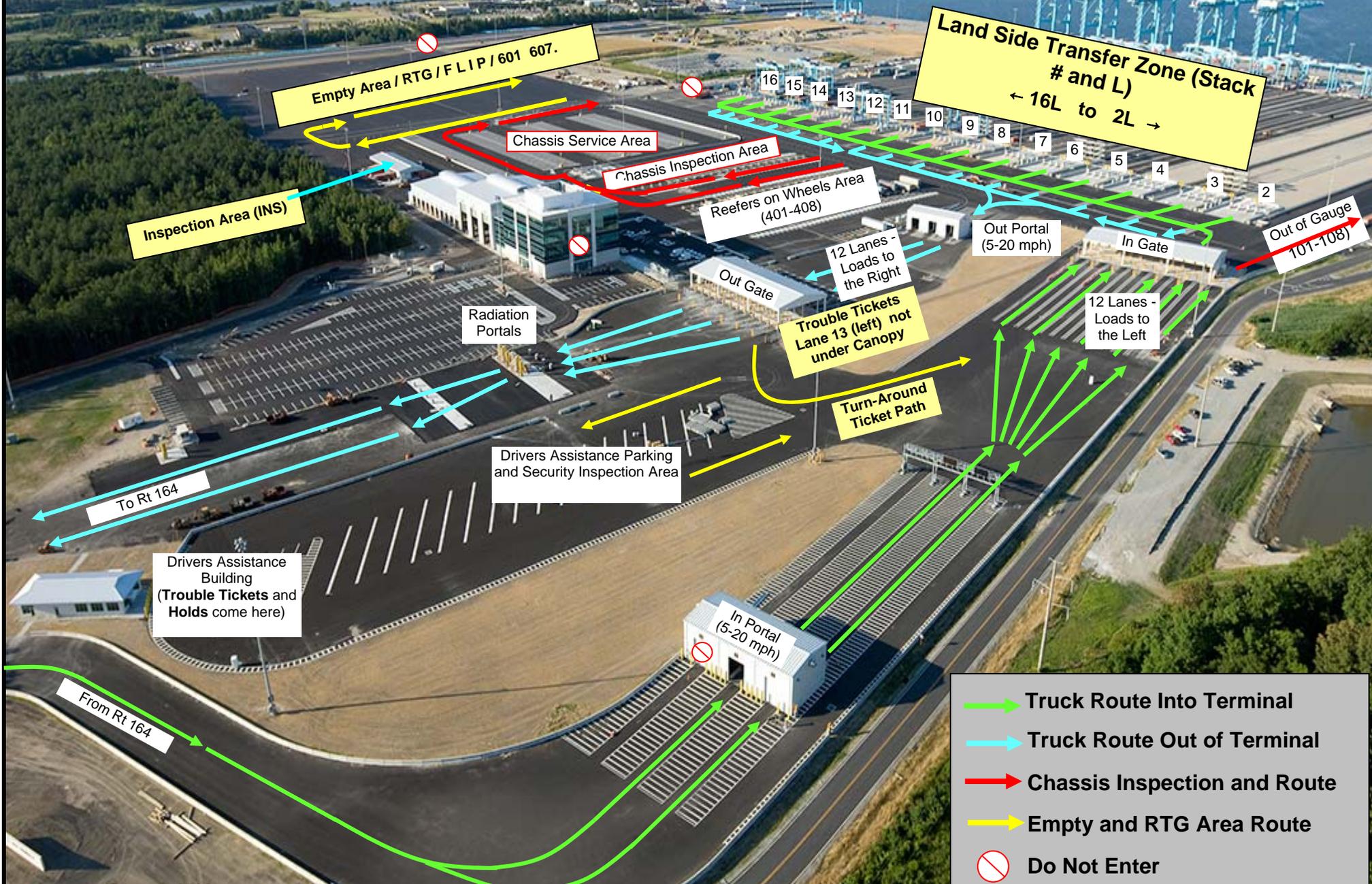


Professional Trucker Orientation

APM TERMINALS VIRGINIA



- ➔ Truck Route Into Terminal
- ➔ Truck Route Out of Terminal
- ➔ Chassis Inspection and Route
- ➔ Empty and RTG Area Route
- ⊘ Do Not Enter

To Contact Personnel at APM Terminals Virginia regarding the quality of our service:

Mailing Address:

Terminal Manager, **Ed McCarthy**
1000 APM Terminal Boulevard,
Portsmouth, Virginia 23703

Re: (Please insert the Subject of your Comment)

Phone Contact Numbers:

Safety

(757) 567-1351 or (757) 567-5601

Security Concerns:

(757) 686-6100

Gate Department

(757) 686-6000, ext 6008

Website <http://apmtva.org/express.jsp>

Yard Department

(for Landside Transfer Area concerns)

(757) 686-6000, ext 5517 and 5518

Operational Control Center

For other Business Concerns

(757) 686-6000, ext 6060

Or

(757) 686-6000, ext 6070

Terminal Solutions

1-866-855-8552

Booklet Version — FEB 08

Truck Drivers Safety and Security Rules

- ◆ Unauthorized entry is a **BREACH OF SECURITY** and will result in suspended or revoked access.
- ◆ Entering this facility is deemed consent to security screening and monitoring via security cameras. Video recording is taking place at all times throughout the terminal.
- ◆ **NO PASSENGERS**...However, those 18+ may remain at the Driver's Assistance Building.
- ◆ **NO TALKING ON CELL PHONES** while operating a **MOVING** vehicle or access will be Suspended.
- ◆ **NO BACKING UP** in the **In-gate lanes or Out-gate lanes** without the assistance of an APM Terminals Employee
- ◆ Maximum speed is 20 MPH in the YARD...**Wear Seat-belts**...Comply with All Signage.
- ◆ **STAY ON THE MAT** at the landside area **UNTIL CONTAINER IS FULLY LANDED** and the **EXIT Light** comes on permitting departure from the booth.
- ◆ Use **EXTREME CAUTION** in the Chassis Service Area – 5 MPH – People working
- ◆ Movement to the dock is prohibited.
- ◆ Alcohol, illegal drugs and firearms or other dangerous weapons are prohibited.
- ◆ No urinating on terminal surfaces. Use rest-rooms at Driver's Assistance or porta-johns at stacks 8 and 16.
- ◆ **CLASS-1 high visibility vests are required**
Enforcement to begin 1 March 2008
Vests are available for \$10 at the vending machine at Driver Assistance; Vests are also available through Safety Zone at 382-0300

Traffic Flow from Route 164.



If truck in far left lane requires a second scan, all gates will close, do not backup.

Drivers only have to wait for the gate to open by Customs and Border Patrol personnel. The trucker whose container caused the alarm will be directed to the single portal—line up for this as soon as possible because the lane is narrow.



Radiation Detection Portal



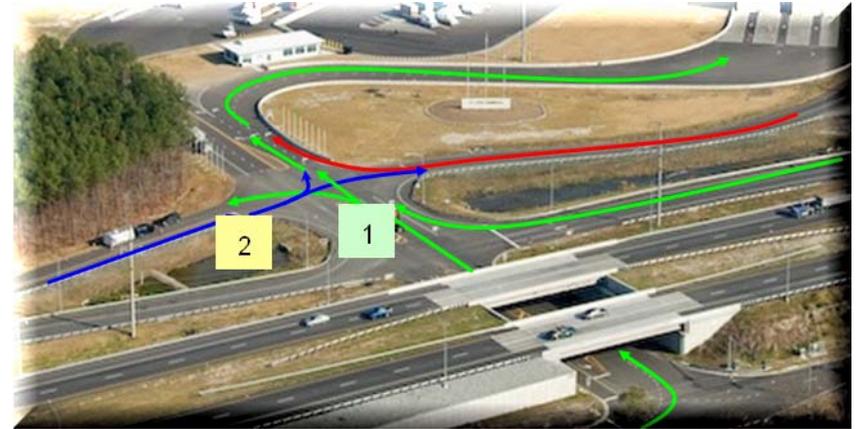
4 Lanes, Radiation Detection (a passive device) It is safe for people.

Gate at the end of the lane by the portal is used to control traffic going to secondary Portal by USCBP Station.

This is a secondary detection device used in case an alarm is received at the first portal.

The clearance is very tight between posts at this Radiation Detection Portal—the distances was an engineering necessity to safeguard US.

Traffic Awareness Needed at the intersection of Wild Duck Lane, Lollipop Lane and APM Terminals Boulevard.



APM Terminals Virginia is required to keep traffic from backing up on Route 164. Traffic patterns maintain a ‘first-come, first-served’ entry at the terminal. There are 3 streets that are used to funnel traffic into the gate area. They are APM Terminals Boulevard, Lollipop Lane, and Wild Duck Lane.

APM Terminals Blvd is the Primary route used to enter the terminal property indicated with the **GREEN LINES (Route A)** on the map). Lollipop Lane is to the left of APM Terminals Blvd (**Route B** on the map) and is used as the first overflow area if APM Terminals Blvd is backed up beyond the jersey barrier at the APM Terminals sign at the entrance to the terminal property and is indicated with the **BLUE LINES** on the map. Wild Duck Lane is to the right of APM Terminals Blvd and leads to the COGENTRIX Power Plant (**Route C** on the map). This route is indicated with **RED LINES** on the map and is used as an additional waiting area if Lollipop Lane is full.

If OVER-THE-ROAD Trucks are backed up beyond the APM Terminals sign at *Point 1*, take the extension route to the left onto Lollipop Lane (**Route B**). There is a turn-around 0.4 miles down this road.

If the traffic pattern is full when you reach *Point 2*, the secondary back-up lane is down Wild Duck Lane towards the COGENTRIX Power Generation Plant (**Route C**). There are 2 turn-around points on Wild Duck Lane. The first is a RIGHT around a fire hydrant on the right side of the road. The second is near the end of the road where the road splits to the entrance to the power plant and the terminal entrance for Marine Labor.

Thank you for your cooperation when these alternate traffic routes become necessary.

Welcome to APM Terminals Virginia

1000 APM Terminal Boulevard,
Portsmouth, Virginia 23703

To Use this Guide—Large and Bold Type indicates **Need to Read now**. **BOLD and RED is a very important tip**.

Smaller text is nice to know details that can be read at your leisure.



Driver's Assistance Building (DA Building)

Driver's Assistance Building is on your left as you make the initial right turn onto the Terminal. **RFID tags are issued here**.

7 phones are available to call Terminal Solutions Center (APM Customer Service Center). These phones are answered 24 hours a day, 7 days a week. Just pick up a phone and it dials for you.

There are two pay phones and rest rooms here too.



View after Out-Gate:



US Customs and Border Patrol (CBP) Radiation Detection Portal (4 lanes)

Out of Gauge Portal By-Pass (requires stop next to outer US CBP station for manual scanning).

Driver's Assistance Parking Area for Trouble Tickets and Custom's Holds.

By-Pass for Trouble Tickets and Custom Holds



Trouble Tickets may exit using Lane 13— outside the canopy at the left side of the Out-Gate area as shown in the photo above.

You should be able to swipe your badge and the gate arm will raise.

Trouble Tickets still require passage through the In-Gate to verify the corrected information and ensure the Terminal Operating Software contains the information necessary to support your transactions.



Drive through In-Portal at 5-20 MPH.

Speed range is important so camera in Portal can take good pictures of chassis and/or container.



Beyond the Portal is a Message Sign— Please Read.

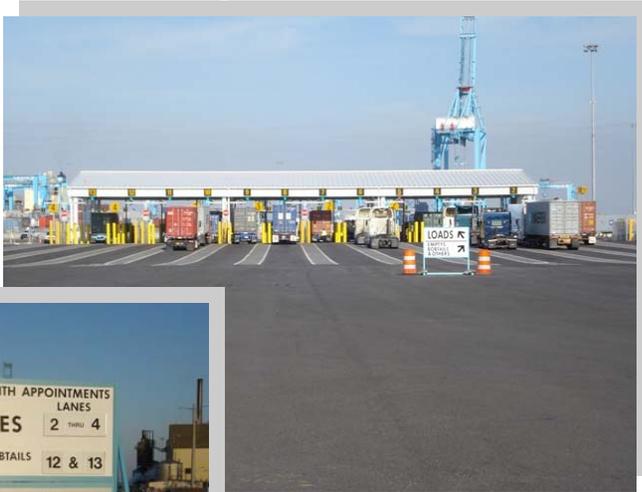
If you get an RFID Error sign after driving through the Portal, please go to Driver's Assistance.

Turn Left and park in the big parking-lot by DA Building to get an RFID.

To check registration in our system and possibly get a new RFID.

RFID identifies the truck at different points during your visit to the terminal—allowing the computer to show that your 'Missions' are in progress.

In-Gate Interchange

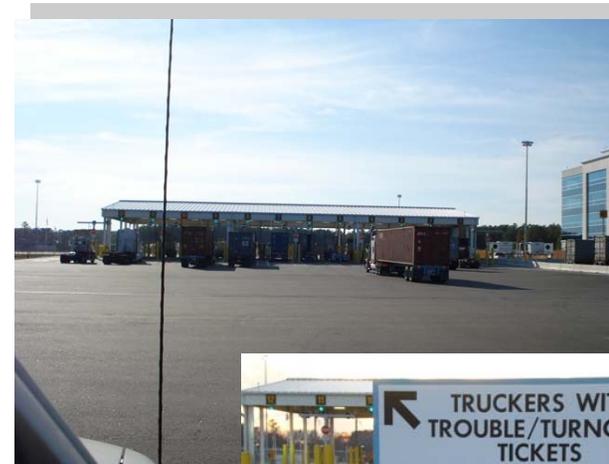


- Drive into the shortest line. **Loads recommended to be in Lanes 8 and higher.**
- **Red X** is a closed lane; usually has a chain link gate closed as well and it could be because of gate arm, printer or camera problem.
- **Green Arrow** ↓ is an open lane.
- **Appt. Lanes—yellow lights** ● are for use by drivers with appointment times only. All others will be turned back at the booth!
- Follow signs for Loads or Empties, Bobtails and Others.

Out Gate



Drive through Out-Portal at 5-20 MPH. Speed range is important so camera in Portal can take good pictures of chassis and/or container.



Loads recommended in Lanes 6 and lower (to the right).



Chassis Corral (Chassis Service Area or CSA)

Entry under Chassis Inspection Canopy



5 MPH in CSA Please.



CSA by-pass in left most lane

CSA Exit



Scan Card (VPA ID card— later a TWIC Badge) when you get under the Canopy.

Temporary cards are available at Driver's Assistance Building.

Do not backup if you pass this card scan, without APM Terminals Employee Assistance.

Do not change lanes after arriving on the scales, RFID has been read even if you have not scanned in—your transaction will be delayed.

Lightly touch card to the scanner and move it up and down.

Gate Checkers are in the Building to the left. Call Button can be used—it is put into the work queue.

Much goes on behind the scenes:

- Damage inspection based on photos taken in portal
- Chassis are classified as Owner, CO-OP (or Pool) or Maersk
- Containers are classified by size and load status, and presence of seals may help decide load or empty status
- Empty Inspection by Mechanical Inspectors
- On-Hire of Non-Maersk Containers (Hapag-Lloyd, APL, etc).

Interaction with the Driver by a Clerk is often the last step.

Your display screen may shut off after a time. This is normal. Please continue to wait.

Empty Container Inspection

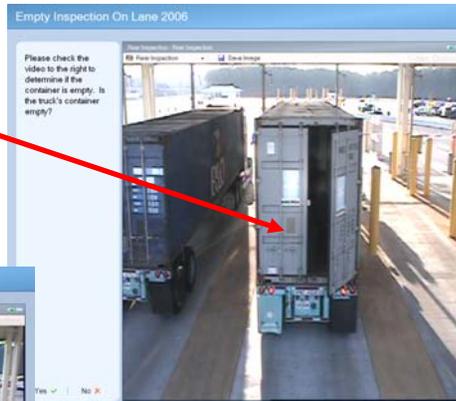
is performed on inbound and outbound gates.

If you have an empty container— Scan your Card and **Open both doors on Empty Containers for inspection as soon as you get under the Canopy at the gate** . Inspection is made by camera above and behind the truck. If you see damage that we may not see, let the mechanic know via the handset by your cab.

Gate Processing can be delayed by not being ready for Inspection.

Clerk can not proceed with IN or OUT processing until the Mechanical Inspection is completed.

Open both doors for an Empty Container Inspection



PERFECT!!!!

Chassis Inspection:



Owner chassis do not need inspection by Container Service Area (CSA) mechanics.

All Maersk Chassis must be inspected prior to loading a container or departing the Terminal with a bare Maersk Chassis. In

addition, Co-op chassis must be inspected prior to loading if stated on routing ticket.

Entering the Chassis Service Area for a Chassis Inspection with container may become a problem. If there is a mechanical problem that can't be repaired immediately the container will have to be removed in the Empty Area; the chassis changed and the container reloaded on the chassis in the Empty Area.

Chassis with containers can be inspected—use the far left lane to by-pass the Chassis Service Area.

Refrigerated Container (aka Reefer Container)



Reefers on Wheels are in 401 to 407 areas.

Road Ready Reefer: Has GENSET on. It also must be unplugged for you to take it.

If you receive a Reefer from the Stacks and there is no GENSET on—come to 401 to 407 areas to have one installed.



If dropping off a Reefer on Wheels in 401 area, **please wait for temperatures to be read.**

A technician in a van like the one on the left will assist you.



What our Mechanical Inspectors Can See.

If you see something that will cause the container to be rejected by your customer, please point it out.

Get tickets – follow routing instructions. **You must complete the missions printed on the tickets.** The mission on the ticket is what the terminal will do for the trucker. **Tickets can not be changed while on the Terminal. To change anything you must exit, cancelling current tickets and then enter the terminal again.**

Trouble Tickets and Custom Holds need you to go to Driver's Assistance. Use left most lane at Out-Gate (Lane #13).



Route Cards (General) :

Mission, not receipt (Route)

Container Number if Import, Export or specific Empty

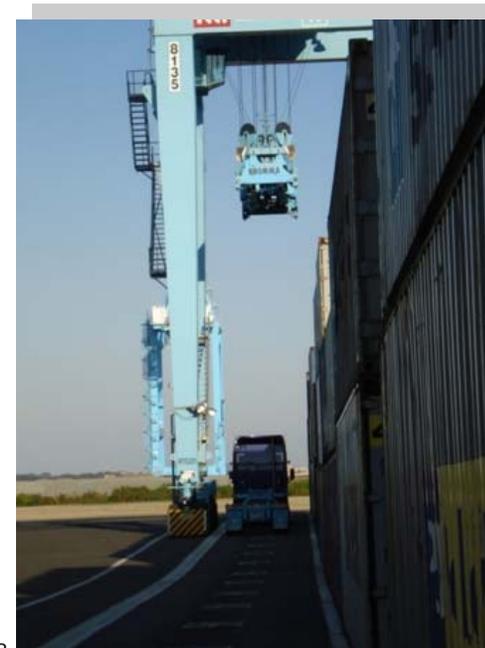
Type and Size of Container
DR = Dry; RE= Reefer
86= Standard, 96= High Cube

APM TERMINALS		ROUTE	32722
Line: MSK	TTPV	TOTAL TRANSPORTATION SERVIC	
Deliver Import Container		11/7/2007 5:43:04 PM	
Container Number: POCU1194915		Size / Type: 40	
Chassis Number:		Size / Type:	
Seals: TR0632450		Gross Weight: 13.83	
Container Directions:			
Pick-up container at yard position		14L	
Chassis Inspection Required - if advised below:			
Chassis requires an Inspection.			

Yard Location (Stack No., FLIP, Empty Area (601... to 607...) or Reefer Area (401.. to 407), Out of Gauge Area and Reefer Overflow area—101 to 104

If printed on your ticket, chassis inspection is required.

Empty Area Container Handling Equipment - Top Pick in foreground; RTG in background.



Empty Delivery method via Rubber Tired Gantry (RTG).

Correcting Wrong Direction Container

- Trucker is asked to go to Empty Area for transfer to Chassis in the correct direction.
- Empty Area is labeled “Empty Area, RTG, Flip Area, 601...—607... on Cover Map”.
- **The empty area can also be used to remove a Reefer if you need to change chassis—flat tire or other chassis problem.**
- **If a container is set on your chassis at the Land-side Transfer Zone and you can not close your pins— adjustments can be made at the Empty Area.**



Empty Area—with RTG (Rubber Tired Gantry) in view.

Cards issued at Interchanges:

“THIS INTERCHANGE IS SUBJECT TO THE TERMS AND CONDITIONS OF THE CURRENTLY EFFECTIVE TRAILER INTERCHANGE CONTRACT BETWEEN THE STEAMSHIP LINE AND THE CARRIER; THE STEAMSHIP LINE’S REGULAR BILL OF LADING, AND THE STEAMSHIP LINE’S TARIFF. IT IS THE DRIVER’S DUTY TO INSPECT THE EQUIPMENT CAREFULLY AT THE TIME OF INTERCHANGE IN THE EVENT THERE IS DAMAGE TO THE EQUIPMENT OR ANY SECURITY SEAL, OR A DISCREPANCY IN THE SEAL NUMBER OR OTHER WRITTEN INFORMATION RELATING TO THE EQUIPMENT, THE DRIVER MUST REPORT IT TO THE TERMINAL PRIOR TO DEPARTURE. FAILURE TO ENSURE THAT ANY SUCH EXCEPTIONS ARE INCLUDED IN THE INTERCHANGE RECEIPT WILL RESULT IN A WAIVER AND FORFEITURE OF ALL RIGHTS TO CLAIM SUCH EXCEPTIONS AT A LATER TIME.”
MAEWHI

On the back of every ticket printed is this waiver—Make sure all equipment is in good order before you leave the terminal.



Photograph on page 16 is of 16L, lanes 1, 2, 3, 4 and 5.

Note that 1-4 have booths, **No. 5** has a pedestal - **no shelter** from wind, sun or rain.

Notes on Yard Position Instructions on Route Tickets:

02L through 16L means Landside Stack Buffer Area— Signs say 2 through 16,

“0” (02L on ticket) is a place holder and L means the Landside.

See Map on cover for locations of Empty Area to find FLIP or 601-607 and Inspection (INS) areas.

APM TERMINALS		ROUTE	43887
Line:	MSK	RLDP	RAIL DIRECT TRANSPN CO
Deliver Empty Container		11/27/2007 8:32:30 AM	
Container:	Size/Type: 20 DR 86		
Chassis:	Size/Type:		
Generator:			
Booking Number:	855541278		
Container Directions:			
Pick-up empty container at yard position		INS23	

This Trucker entered the terminal as a bobtail (no chassis number) - looking for a 20 foot Import Container.

Will have to have a 20 foot chassis, available also in the Chassis Service Area (CSA).

Pickup location is **INS23** (see the **Inspection Area** indicated on the front cover map). INS area is used for US Department of Agriculture visual inspections.

APM TERMINALS		ROUTE	32713
Line:	MSK	CKKI	C&K TRUCKING
Receive Empty Container		11/7/2007 5:30:25 PM	
Container:	PONU7262672	Size/Type:	40 DF 96
Chassis:	OWN	Size/Type:	
Generator:			
Directions:		Take empty container to yard position 11L	
Chassis Inspection Required to take chassis back out -if advised below:			
It is the Driver's Responsibility to either return equipment or bring equipment to the Chassis Service Area (CSA) when transiting APM Terminals - if there are equipment concerns.			

This Trucker entered the terminal with Owner or CO-OP Chassis (also known as Pool Chassis) with an **Empty 40 High Cube** (96 inch high) to be removed at **Stack 11**, in any lane there.

Wrong Direction Container:

Occasionally Containers will be stowed in the stack with doors toward landside.

A "backwards box" can not be landed on a 40' or 45' Chassis without damaging Chassis and/or Container and will not be in a road-safe condition.

- Container will be landed to Cassette backed in by Yard Hustler (UTR).
- Cassette will be hauled to Empty Area for handling by RTG or Top Loader/Top Pick as available.



- 20' containers can be landed on your 20' chassis but needs to be reversed at Empty Area with the RTG or Top Loader.

Landside Transfer Zone Safety Guidelines:

- Wear Safety Vest
- Use Seatbelt when operating vehicles
- Do not use cellular phones when operating machinery
- Stepping off mat while "Wait in Booth" light is on will prevent continuation of container handling operation on that lane.
- Crane Stop button will stop crane for a problem in any Lane at Stack. **If activated for a Safety Reason, let APM Terminal Personnel reset it.**



APM TERMINALS TROUBLE		26034
Line:	11/7/2007 4:25:32 PM	
Deliver Import Container	HDDR	HUDD DISTRIBUTION SVCS INC
Container:	Size / Type:	
Chassis:	Size / Type:	
Booking Number:	Vessel:	
6370:No suitable container found		
47150:No imports are available for this group!		
To proceed to Drivers Assistance (DA) -		
Please drive thru Out-Gate Portal (white bldg) to the Out-Gate Lanes and swipe your security badge. At DA use phones to resolve Trouble.		
After resolved, proceed from DA back to In-Gate Lanes.		
License Plate: DTC005		

This Trucker entered the terminal with a Booking Number that has a problem that must be corrected with Terminal Solutions on the phones at Driver's Assistance Building.

Please note the driving instructions at the bottom of the card.

Trouble Tickets will only be issued at the In-Gate side of the Interchange.

TURN AROUND		
TROUBLE: No Exit Turn Around		
AGS Lane ID	2001	Date: 11/8/2007 5:13:56 PM
SCAC CODE	Container No	
License Plate: XB2377	Chassis No	

Turn Around tickets are issued at Out-Gate side of the Interchange.

This may happen when a Driver does something that doesn't match the booking or the mission that was created at the In-Gate side of the Interchange.

Careful reading of the Route Ticket will avoid wasting time on a transaction that can not be completed within the rules.

APM TERMINALS		ROUTE	32721
Line: MSK	BTTM BRIDGE TERMINAL TRANSPORT		
Dray Off Export Container		11/7/2007 4:41:13 PM	
Container Number: PONU4731230	Size / Type:	40	
Chassis Number: NEDZ401119	Size / Type:		
Generator:	Temp:		
Seals: SL0009884	Gross Weight: 13.84		
Directions:			
Pick-up container at yard position	FLIP		

This Trucker has a Maersk Chassis and is going to receive a loaded container in the Empty Area. This may be a container that went through VACIS inspection (US Department of Agriculture Inspection searching for contraband).

FLIP is conducted at the Empty Area—transfer of a container from one chassis to another. Occasionally it is to transfer a Refrigerated Container from a Maersk chassis to Own or CO-OP Chassis.

This Trucker is advised to have a 40 foot chassis to accept this container. Maersk Chassis can be exchanged in the CSA area

Substitutions or changes of dispatch for container pickups while inside the Interchange are not possible.

APM does not grade empty containers and if a specific container age or quality is needed, we will make every attempt to help you.

Often a trucking company dispatcher will give information about a container size verbally or in a printed dispatch to a trucker. If this dispatch information does not match the Route Ticket, the Route Ticket will likely be more accurate.

SCAN CARD

Use your VPA ID Card and scan only once.

Press call button if **ERROR**. Operator will respond.

CHECK CHASSIS

- Indicates good badge scan
- Light stays on until **Order in Progress** light comes on.
- Check pins
 - If a pin is stuck, press call button
- Back wheels touching curb.
- Return to mat

WAIT IN BOOTH—Driver must be on mat.

EXIT—Driver may leave the mat when they feel it is safe to do so.

ERROR—Press call button

Landside Transfer Zone Operating Panel



APM TERMINALS EIR		32714
Line: MSK	NFCH	NASH FINCH /MDV
Receive Export Container	In:	11/7/2007 5:31:57 PM
	Out:	11/7/2007 5:45:09 PM
Container: TTNU2953099	Size / Type:	20 DR 86
Chassis: OWN	Size / Type:	
Generator:		
Booking Number: USM949308	Gross Weight:	20820
Vessel: 57S 0720		
Seals: 2001218		
License Plate: XA10161		
Thank you		

EIR is an Equipment Inventory Receipt. We are required to issue one for the container (has the Chassis number on for a complete reference as well).

Another EIR is required by law for the Chassis. We understand the apparent duplication in this.

APM TERMINALS EIR		32656
Line: MSK	TTPV	TOTAL TRANSPORTATION SERVICE
Receive Empty Container		11/7/2007 5:28:58 PM
Container: TRLU6681470	Size/Type:	40 DR 96
Chassis: MAEC761893	Size/Type:	45 CZ
Generator:		
License Plate: XA6617		
Thank you		

APM TERMINALS CHSEIR		32656
Line: MSK	TTPV	TOTAL TRANSPORTATION SERV
Chassis Out		11/7/2007 4:19:42 PM
Chassis: MAEC761893	Size / Type:	45 CZ
Booking Number:		
License Plate: XA6617		
Have a nice day		
Thank you		

These are two EIRs—one for the Container that has the Chassis number on it, and one for the Maersk Chassis that was gated out.

Each EIR is a legal document with their own requirements. Thank you for not leaving the Chassis EIR on the terminal.

Import or Export:

- Back into the lane completely as shown in the photo at right.



- If all 5 lanes are full, wait for next available. APM Terminal Virginia Policy is that first come, first served, regardless of current position.



Large Signs are Stack Numbers—
Small Signs are the lanes.
 Stack is Assigned on Route Ticket, choose any lane that is available.

- Lanes 1, 2, 3 or 4, go to Booth on driver's side and scan your (VPA ID—later the TWIC Badge) Card.
- In Lane 5 go to Pedestal and Scan Card. **Scan it only once.** Scan your Badge as soon as you can. It may take time for the system to put your work into the proper order.



Booth
View from Stack side

In Lane 5 Only.



Pedestal at Lane 5 has no shelter from weather.