Bayport Container Terminal
Terminal Gate Process

Before Arriving at the Terminal

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

When You Arrive at the Terminal - INBOUND

- Enter Terminal Inbound Facility via the OCR Pedestal and Canopy. Retain the "GATE PASS".
- Scan the "Gate Pass" at the Inbound canopy
- Pick up the phone and wait for a Coordinator to respond in the order the trucks arrived.
- When on line, the Coordinator will have a dialogue which includes questions for your Transaction.
- Please terminate any cell phone conversation, give full attention to the coordinator and have all information for all container moves (drop-off/pick-up) available and ready.
- Please be sure and be very clear, if you want to DROP or KEEP a Pool Chassis.
- Verify that the correct information has been printed on your ticket.
- Ensure that you receive separate tickets for **each** transaction (Drop-off/ Pick-up)

- If a Trouble ticket has been printed, pull forward to the Trouble lanes, inform your dispatcher.
- Enter the Trouble Kiosk to speak with Customer Service and to retrieve a good ticket IF the issue is rectified.
- If a good ticket was received then Proceed to the TWIC checkpoint for entry into the terminal.
- If your transaction was rejected due to an unresolved trouble issue, proceed to the EXIT/REJECT Gate. A coordinator will then cancel your ticket.
- After the TWIC checkpoint, safely proceed to the yard location printed on your ticket.
- Traffic flow to all areas are unidirectional so, please obey signage and be alert.

When Leaving the Terminal - OUTBOUND

- After your mission has been completed, proceed to towards the terminal exit.
- At the Pre-Out stage, only one truck is allowed to drive through the RPMs so, follow the signs and stop at the designated marker.
- At the Pre-Out Pedestal scan the ticket you received at Inbound. The Gate arm will open.
- Pay attention to the TRAFFIC LIGHTS, GREEN means GO. RED means STOP and listen for instructions from the speaker on the pedestal.
- If the light is RED, a Customs Officer will instruct/inform you how to proceed.
- If the light is GREEN, proceed to the OUTBOUND canopy and scan your ticket.
- If your transaction is immediately successful, an Equipment Interchange Receipt (EIR) will be printed automatically.
- Ensure that you received an EIR for all transactions.
- If an auto print was not generated, press the button and wait for a Coordinator to respond in the manner the trucks arrived.
- When on line, please provide the Coordinator your TICKET NUMBER.
- If a trouble ticket is printed, you may have to return to the terminal to exchange equipment via the lane to the East of the canopy.
- The Coordinator will print an EIR if all the outbound equipment matches the original transaction.
- This completes the transaction and you may exit the Terminal.