

Checklist for Importers

OCEAN CARRIER

- ☐ **Confirm ocean carrier is receiving empties at the terminal or at an off-dock location.**
(Especially important for weekend or night gates).
- ☐ **Trucker is assigned to the container in Marine Terminal Operator (MTO) system.** *Best Practice: send this to the terminal at least 48 hours in advance of vessel arrival, especially if using a peel pile and/or with Terminal 30 and Terminal 5, which don't schedule appointments but rely on Trucker Assignment.*
- ☐ **Ocean Carrier has cleared all fees.** *Best Practice: ensure close coordination with the ocean carrier on clearing and paying fees to avoid delays in cargo availability. These charges may be separate from fees due to the marine terminal.*

TRUCKER

- ☐ **Peel pile request made at least 48 hours in advance** of vessel arrival with truckers assigned to each container. *Best Practice: establish a common SCAC if utilizing multiple dray providers.*
- ☐ **Cargo is cleared and all fees are paid.** *Best Practice: Cargo may show as unavailable in the system due to its local AND/OR fees being due. Please check. If container is in an available location, by paying outstanding fees container can be picked up immediately.*

TERMINAL

- ☐ **Empty container is "on-hired" in the marine terminal operator's system.** This is required for the terminal to accept the empty and prevent delay in the transaction. This is generally only applicable when an ocean carrier shifts vessel calls to a different terminal.
- ☐ **Empty container has been "pre-arrived" in the terminal system (if applicable for the terminal).** (Container information has been submitted electronically to the terminal in advance of the container arrival.)
- ☐ **Schedule appointment for import pick up.** *Best Practice: some terminals are accepting exemption requests for same day, advance appointments, etc. Please contact terminal directly if an exemption is needed.*
- ☐ **Fee payment.** *Best Practice: consider establishing an online account directly with the terminal to facilitate faster payment.*
- ☐ **Advise terminal of any hot cargo at least 48 hours in advance** of vessel arrival to try preventing it from going into closed area, advising it will be picked up immediately.

CONTACT

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