



APPOINTMENT SYSTEM RULES AND REGULATIONS

WINDOWS (ALL TYPES)

HOOT SHIFT		
Window	Start	End
First	0300	0500
Second	0500	0700

- Hoot Shift Appointments will NOT carry over into the day shift. If you have an 0500 to 0700 window and you fail to reach the pedestal by 0700 you will be turned and your appointment will be canceled. There will be no exceptions to this policy as we transition to dayside labor.
- Empty reefers will not be accepted or delivered during the hoot shift

DAY SHIFT		
Window	Start	End
First	0700	0900
Second	0900	1000
Third	1000	1100
Fourth	1100	1300
Fifth	1300	1400
Sixth	1400	1500

- All appointments will be set in 1 hr increments with a 1 hr grace period given following the appointment window
 - Example: 0900 – 1000 appointment window will be given a 1hr grace period from 1000 to 1100
 - Exception: You will see an import timeslot of 0700 to 0900. We will use the time of 0700 to 0800 period to stage the yard and then begin servicing the trucks at 0800. The grace period will be from 0900-1000.
 - Adherence to the appointment windows will be strictly enforced. If you cannot arrive within your appointment window then we ask you to cancel your appointment and reschedule. This will allow others to utilize your appointment time slot.

IMPORTS

- All Imports in the RTG runs will require an appointment
- Same day appointments will be allowed for imports as long as there is an appointment available.
- Exceptions: Peel Pile imports, Import reefers and imports on Wheels DO NOT require an appointment

EXPORTS

- All Exports will require an appointment
- Dispatchers will be able to make export drop appointments up to 7 days in advance once the export receiving schedule is published and up to the end of the appointment slot window
- Same day appointments will be allowed for exports as long as there is an appointment available

- Dummy empty numbers can be used to hold the appointment however a verified container will need to be entered prior to arrival
- Seals are required for exports. If your export does not require a seal, type in "N/A" into the seal field. *If you use a dummy seal number then it must be updated prior to your appointment window.*

EMPTY PICK UP

- NO appointment required

EMPTY DELIVERY

- ALL empty deliveries will require an appointment
- **Dual Transactions** – If you have an existing Import appointment, you will be able to add an Empty drop appointment to your visit, regardless of available empty slots.
 - Empty appointments attached to a DUAL transaction are not capped each day.
- **SINGLE Empty Transactions** will be limited to a set amount each day
 - Single empty appointments are released between 1130 -1200 each day for the following day
 - Additional single appointments will be made available each morning based on fluidity in the yard and overall appointment usage
 - Same day appointments will be allowed for single empty transactions as long as there is an appointment available
 - Dummy empty numbers can be used to hold the appointment however a verified container will need to be entered prior to arrival
- **Specialty Equipment (Empty Reefers, Flat racks, Open Tops...etc.)**
 - Appointments will be required
 - When making the appointment, please use the below table for entering the proper ISO code so the system recognizes it is specialty equipment
 - Dummy equipment numbers can be used to hold the appointment however a verified number will need to be entered prior to arrival

ISO	Type	Length	Height
20FH	Flatrack	20'	9'6"
20FR	Flatrack	20'	8'6"
20OH	Open Top	20'	9'6"
20OT	Open Top	20'	8'6"
20RF	Reefer	20'	8'6"
20RH	Reefer	20'	9'6"
40FH	Flatrack	40'	9'6"
40FR	Flatrack	40'	8'6"
40OH	Open Top	40'	9'6"
40OT	Open Top	40'	8'6"
40RF	Reefer	40'	8'6"
40RH	Reefer	40'	9'6"

NOTE: *If you make an empty appointment and are not going to utilize it then you must cancel it in the system to allow others an opportunity to utilize the appointment slot. Failure to do so is strictly forbidden.*

- The rules and monitoring program for empties will continue to be evaluated with adjustments made as needed, including the frequency of appointment cancelations and additional slot

GENERAL RULES

- Truckers should not be arriving into F Lot before their appointment window. This prohibits drivers from reaching the pedestals who are within their appointment window. *Any driver found to be parking inside of F Lot will be subject to future penalties.*
- If you are not going to make your appointment then it needs to be canceled immediately. High cancelation volumes or repeated "no-shows" will be monitored and addressed at the individual trucking company level.

FOR ISSUES WITH EMODAL PLEASE VISIT <https://www.adventemodal.com/emodalsupport.html> OR CALL (866) 758-3838. FOR ANY ISSUES WITH THE APPT SYSTEM, PLEASE REACH OUT TO CUSTOMER SUPPORT TEAM AT CustomerSupport@huskyterminal.net OR CALL AT (833) 487-5927. PLEASE PROVIDE SCREENSHOTS OF THE ISSUES WHERE APPLICABLE. THIS WILL ACCELERATE THE CORRECTION PROCESS.