



## 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.

| DAY SHIFT |       |      |
|-----------|-------|------|
| Window    | Start | End  |
| No Hoot   | 0700  | 0800 |
| First     | 0800  | 0900 |
| Second    | 0900  | 1000 |
| Third     | 1000  | 1100 |
| Forth     | 1300  | 1400 |
| Fifth     | 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. This is no longer used
  - 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 and Peel Piles will require an appointment
- All import reefers require an appointment
- Peel Pile requests and appointments can be made by contacting [HuskyPeelPile@huskyterminal.net](mailto:HuskyPeelPile@huskyterminal.net)
- Same day appointments will be allowed for imports if there is an appointment available.
- Exceptions: 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. If you no longer need the appointment, cancel your dummy appointment at least 1 hour prior to the appointment window
- 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

- Effective 7/20 – Empty pick up's will require an appointment

#### 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 If you no longer need the appointment, cancel your dummy appointment at least 1 hour prior to the appointment window
- **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 If you no longer need the appointment, cancel your dummy appointment at least 1 hour prior to the appointment window

| 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 slots

#### 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.
- Do not block the entrance to the Scales inside F-Lot. Only proceed to the scales once your appointment window has started. Those found block others from entering during their appointment window will be addressed.

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**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](mailto:CustomerSupport@huskyterminal.net) OR CALL AT (833) 487-5927. PLEASE PROVIDE SCREENSHOTS OF THE ISSUES WHERE APPLICABLE. THIS WILL ACCELERATE THE CORRECTION PROCESS.**