



THE BELOW PROCESS WILL BE IMPLEMENTED IN FULL, AT THE START OF BUSINESS ON APRIL 10TH FOR SERVICE AT THE WEST YARD ONLY. DRIVERS NOT FOLLOWING THE INSTRUCTIONS BELOW MAY NOT BE PERMITTED TO RETURN FOR UP TO 5 DAYS.

Inbound Empty Container Process

1. **In the yard, Portland Container personnel and drivers are to remain six (6) feet apart at all times.**
2. Once the driver arrives, the parking brake is to be set, and the engine turned off.
3. If dropping a chassis, turn on the chassis lights and hazards.
4. Driver should exit the vehicle and walking along the left side of the truck and chassis will unlock the left front, then left rear twist-lock followed by the right rear and right front twist-lock. Once the container is fully unlocked, the driver is to proceed to the right rear door and await the arrival of the gate inspector.
5. The driver will need to be ready to relay and advise what steamship line the container is for and if there are any known damages.
6. Once instructed, the driver is to open the right rear door completely until standing next to the right front tire, holding onto the door tightly to ensure the door cannot swing loose in the wind. The driver is to remain to hold the door until instructed by the gate clerk to close and secure the door.
7. The Gate Inspector will advise the driver if any damages were noted and if the unit is subject to further inspection (STFI) if the damage requires an estimate of repairs.
8. Once instructed by the Gate Inspector, the driver will walk on the left side of the container and return to the cab of their vehicle.
 - a. **AT NO TIME WILL A DRIVER ENTER THE SCALE HOUSE WITHOUT EXPLICIT PERMISSION FROM THE GATE INSPECTOR.**
9. The Gate Inspector will return to the office and confirm the unit status and generate the interchange (EIR). Once all paperwork is processed and confirmed, the inspector will direct the waiting driver to the unloading point within the facility.
10. If the trucker is on our paperless system, the EIR will be auto-sent to the trucker's designated email address. If the trucking company is not setup the Gate Inspector will hand the driver a paper copy of the interchange.
11. Once the driver is unloaded and has dropped the chassis (if doing so), the driver may leave the facility or proceed to pick up a loaded container.

Outbound Empty Container Process

1. **In the yard, Portland Container personnel and drivers are to remain six (6) feet apart at all times.**
2. Once the driver arrives at the empty gate, the parking brake is to be set, and the engine turned off.
3. Drivers are to remain in their vehicles. The gate inspector will verbally engage with the driver.
4. The Gate Inspector will note all of the details required, including the trucking company, booking number, truck number, container, and chassis number, etc.
5. It is requested that drivers have their booking number written in large easy to read print and held in the driver's window so the Gate Inspector can see it.
6. When possible, trucking companies should provide daily booking notifications in advance via email to cy@pdxcontainer.com.
 - a. The notification should include SCAC, Trucking Company Name, Truck Number, Booking Number, and unit size (40HC/40STD/FLEX/ETC).
 - b. Providing advanced information will allow the inspector to quickly verify the booking and expedite the driver through the yard.
 - c. Please use the link below to download a template form.
7. The Gate Inspector will return to the office and confirm the unit status and generate the interchange (EIR). Once all paperwork is processed and confirmed, the inspector will grant permission for the driver to depart the facility. The EIR will be auto-sent to the trucker's designated email address.

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