

Privately Owned Vehicle (POV) & Vehicle Carrier Guide

for the
**BREKBUK
FACILITIES**

- 1.** Terminal working hours are Monday - Friday 7:30 - 11:30 and 1:00 - 3:30 All Deliveries and Pickups need to be scheduled 24 hrs in advance. See Step 3 for information required at time of scheduling. For Scheduling and Directions please contact (800) 382-4577.
- 2.** Vehicle Carriers/Towing Companies need to present a TWIC card for identification and terminal entry. For TWIC info please visit www.tsa.gov
*Individuals picking up/delivering personal vehicles do not require a TWIC.
- 3.** Upon entering terminal report to dock office. (Building 115) Driver's paperwork should provide the following:

For Delivery to SPA - Per Vehicle

Exporter/Shipper/Owner
Commodity Description
Weight (Gross)
Measurement/Dimensions
Identification Marks/VIN
Exporting Carrier/Vessel and Voyage Number
Booking Number
Port of Discharge
Freight Forwarder and Reference Number
Hazardous Certificate, When Required
Bill to Party and Reference Number

For Pick Up From SPA - Per Vehicle

(Tally) Pick Up Number
Release Paperwork - Agent and Customs
Government Agency Issued Picture ID

*If an individual is picking up a vehicle and is not the owner specified on documents, or a carrier, a power of attorney is required.

South Carolina State Ports Authority
PICK-UP CARDS

Trailer Number: _____ Date: _____

Serial Number: _____

Tally Company: _____

Tally (Pick-up) Number: _____

Number of Containers: _____

Signature: _____

SP-422 (Rev. 01/08) Size 11 version

SCSPA Pick-Up Card
Received at check-in

* Agent/Shipper needs to have all hazardous cargo pre-approved before delivery

- 4.** After checking in at the Dock Office, Drivers/Individuals will be instructed to the proper delivery/pick-up area.
- 5.** Upon completion the proper paperwork will be signed and distributed as follows. For Deliveries the driver/individual will have his/her Dock Receipt or Pro-Bills signed by the Cargo Supervisor. For Pickups the driver/individual will receive a signed copy of the loading order.

DOCK RECEIPT

DATE: _____ TIME: _____ LOCATION: _____

CHARGE: _____

REMARKS: _____

SIGNATURE: _____

Dock Receipt

SCSPA LOADING ORDER

DATE: _____ TIME: _____ LOCATION: _____

CHARGE: _____

REMARKS: _____

SIGNATURE: _____

SCSPA Loading Order

- 6.** Driver/Individual will present appropriate paperwork at Guard Gate upon exiting terminal.

Security/Safety Measures: *Driver must stay in or around truck at all times.
*Passengers are not permitted on Terminal

CST Driver Assistance Telephone Numbers

Voice: (843) 577-8672

Fax: (843) 577-8662

