



Delivery Instructions



Baltimore, Maryland

Dundalk Marine Terminal
2700 Broening Highway, Lot 200
Baltimore, MD 21222



410-220-0548
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Hours of Operation:

Monday to Friday, 8:00am – 11:30am; 1:00pm - 3:30pm

Vehicle Delivery/ Title Processing Paperwork Requirements:

1. All cargo that requires to be customs cleared must be done so by the person delivering the cargo.
2. Vehicles will **NOT** be accepted to terminal without a Dock Receipt, Title, or Bill of Sale.
 - a. For cargo that requires to be cleared by customs the customs clearance stamp **MUST** be on the D/R otherwise the terminal will not accept the cargo.
3. Titles / Documentation **SHOULD NOT** be left inside vehicles, inside glove box, etc. It is against terminal policy to retrieve ANY items from inside vehicles once delivered for liability reasons.
4. Appointments must be made 24 hours in advance when crane handling is required for cargo receipt/delivery
5. No appointment is needed for self-propelled POVs and other HH units.
6. TWIC is required for entry to the port.
 - a. If the driver does not have a TWIC, they must hire at their own expense one of the following TWIC export companies:
 - i. A1 SECURITY – 302-655-4030
 - ii. AMERICAN SHIP SERVICE – 410-282-8810
 - iii. OPP Police Protective Services – 443-790-2511
 - iv. Chesapeake Vehicle – 201-675-5085
7. In addition to a TWIC card, the driver and truck should be registered with EMODAL (this is a Maryland Port Authority directive). Driver's are allowed a one-time access into the port without being registered with EMODAL. After the one-time access, they must be registered or they will not be able to come back into the facility. The registration for EMODAL is below:
 - a. www.emodal.com – there is a help desk number of 866-758-3838 ext 1 for EMODAL

FREE TIME AT DUNDALK TERMINAL IS 20 DAYS.

Mandatory Documents for US Customs & Agents:

1. (5) Copies of the Dock Receipt
2. Original Title or Bill of Sale, plus (4) copies front and back of the Title or Bill of Sale
3. If title has a lien, Original Lien release, Reassignments, Repo document are required
4. unless the title has a lien release stamp and signature, plus (4) copies of all of the above.

Handling of Keys for Locked Containers/Boxes/Trailers/Non Self-Propelled Cargo:

With immediate effect, when shipping containers, boxes, trailers, or any non-self-propelled cargo that is required to be locked during while in LGL's custody....

- Customers will be required to include a **DUPLICATE SET** of keys with the shipment in the event that local port authorities (ie...customs, police, military, etc...) request to inspect the cargo while in transit.
- **ORIGINAL** keys must be sent to the consignee/receivers. LGL will **NOT** be responsible for lost keys.
- If **DUPLICATE KEYS** are not included with the shipment, LGL will **NOT** be responsible for damaged locks or the expense of a locksmith in the event that local authorities request to inspect cargo while in transit.