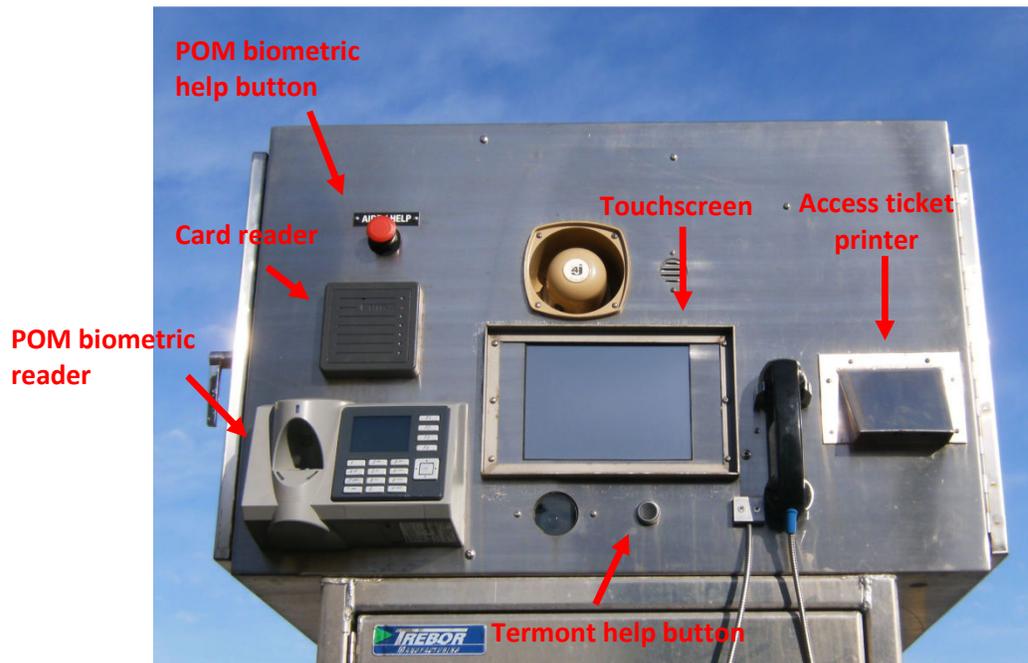


**Termon t Montreal Inc. truck entrance/exit complex: Driver's procedures**

This document has been prepared to guide you through the procedures that must be followed by all truck drivers during the delivery or pick up of containers at Termon t Montreal; it will also facilitate your first interactions with Termon t's new truck entrance/exit complex. These gates work in concert with the new installations constructed by the Montreal Port Authority (MPA) at the container/truck entrance located on south-west corner of Notre Dame and de Boucherville Streets. The following outlines the procedures which must be completed at each one of the three required steps.

**Step 1: Entering the Port Of Montreal**

The Port of Montreal entrance portal is composed of 27 truck lanes, of these 27 lanes, 8 lanes (lanes 19 to 26) are reserved for the exclusive use and entry on to Termon t Montreal's Terminal. The use of one of these lanes is compulsory for the delivery or pick up of containers at Termon t. Once you have arrived in one of the 8 Termon t lanes, you will find on to your left an automated service pedestal as displayed below.

**Pedestal Registration Process:**

- Proceed to one of the Termon t lanes.
- You must follow all traffic signage and you must make a complete stop before arriving at one of the service pedestals. If no lanes are free, wait at the stop line for a lane to become free.
- Once you have arrived at the service pedestal, your vehicle must come to a complete stop and you must apply the parking brake.

- Once your parking brake has been applied you must turn on your hazard lights.
- Complete the Port of Montreal Driver Biometric Identification procedure. If you are experiencing any problem with this procedure, you may press the red button on the upper left corner of the pedestal to request assistance. A Port of Montreal representative will come to assist.
- Place your Port of Montreal Access card within 2-4 inches of the card reader on top of the biometric reader, a beep will confirm the reading of your port access card and will then activate the touch screen.
- Answer all questions asked of you on the touch screen, these questions are to ensure the proper registration of the container(s) for delivery and/or pick up. You must complete a registration for every transaction you are to make. The choices of transactions are as follows:
  - 1) Delivery of a full container (export)
  - 2) Delivery of an empty container
  - 3) Pick up of a full container (import)
  - 4) Pick up of an empty container
  - 5) Container in transit (container which is destined elsewhere than Termont). These containers have to be registered; failure to do so will result in delays at the terminal entrance gate.

***The information required to register a container are no different that with the former manual system, no additional information is required.***

- Once all transactions have been completed, an access ticket with printed bar codes for each transaction will be printed by the automated pedestal. The access tickets are required for the following steps.
- Once the gate has opened you may then proceed, following the signs directing you to Termont Montreal.

***If for any reason you require assistance with the process, you may contact a Termont clerk by way of the intercom by pressing the HELP button located beneath the touch screen on the automated pedestal.***

## Transaction registering assistance guide

Once you have completed the biometric and Port of Montreal access card reading, the transaction registry process begins. This process takes place in the form of a question/answer routine. The questions will appear on the pedestal touchscreen. Answer these questions by selecting the corresponding answer on the touchscreen. You will be guided through this process in the next pages.

### Language choice:

The first question will be language. Select the 1 or 2 key on the touchscreen to choose the corresponding language. Once you have made your choice, it will be displayed in the window in the top right corner of the screen. Note that every time you will make a choice in the registering process, it will be displayed in that window. If the displayed language corresponds to your choice, then press the “enter” key in the lower right corner of the screen.

### Transport company selection:

The following question concerns your trucking company. A keypad will be displayed on the screen and you will be asked to choose the first letter of your transport company name. As soon as you will select the key, a list of company will appear as displayed in the figure below.

Select company  
or Page for more

Ver 1.40  
47/11

1 G STACEY TRANSPORT	6 G.S.TRANSPORT
2 G T I TRANSPORT	7 GABRIEL REMORQUAGE ET
3 G W TRANSPORT	8 GAC LTD
4 G.G. TRANSPORT	9 GAETAN AUDETTE TRANSP
5 G.M. SMITH	0 GALLANT TRANSPORT

1 2 3 4 5 6 7 8 9 0

START OVER PAGE ENTER

French translation Press Enter after each selection

If your transport company is displayed in the list, select the corresponding number on the keypad. If it is not in the list, press the page key under the keypad. This will display the next ten companies for the selected letter. The companies are displayed in alphabetical order.

**Please note that you can restart the registering process at all time by selecting the “Start Over” button.**

### Transaction type selection:

The next step is to choose the type of transaction you want to register. Possibilities are: delivery of a full container, delivery of an empty container, pick-up of a full container and pick-up of an empty container.

The screenshot shows a user interface for selecting a transaction type. At the top left, there is a list of options: 1 = Deliver full container, 2 = Deliver empty container, 3 = Pickup full container, and 4 = Pickup empty container. To the right of this list is a small white rectangular box and the text 'Ver 1.28 3/18/11'. Below the list are four buttons labeled '1', '2', '3', and '4'. Further down, there are two buttons labeled 'START OVER' and 'ENTER'. At the bottom, there is a line of text: 'French translation Press Enter after each selection' followed by a small square icon.

Once you have selected one of the options, as shown above, press on the “enter” key and answer the questions related to that transaction type.

**Confirming the transaction:**

Once the data has been entered, a summary of the transaction data is displayed as per below.

The screenshot shows a terminal window with a grey background. At the top left, it asks "Is this correct?". To the right of this question is a white rectangular box. In the top right corner, it says "Ver 1.28" and "3/18/11". Below the question, the following transaction data is displayed: "Container = TEST1234567", "Booking = TE1234", "Weight = 25000", and "Seal = SEAL123". In the center of the screen, there are two square buttons labeled "Y" and "N". At the bottom left, there is a rounded rectangular button labeled "START OVER". At the bottom right, there is a rounded rectangular button labeled "ENTER". Below the "START OVER" and "ENTER" buttons, the text "French translation Press Enter after each selection" is displayed, followed by a small square icon with a dashed border.

If the data is exact, press on the “Y” key and the “enter” key to complete the transaction.

**Registering a second transaction or terminating the registering process:**

When the transaction is completed, the following menu will appear on the screen:

The screenshot shows a driver interface menu with the following elements:

- Top right corner: Ver 1.28, 3/18/11
- Menu list:
  - 1 = Deliver full container
  - 2 = Deliver empty container
  - 3 = Pickup full container
  - 4 = Pickup empty container
  - 5 = Transit container
  - 6 = Done
- Numbered buttons: 1, 2, 3, 4, 5, 6
- START OVER button
- ENTER button
- French translation: French translation, Press Enter after each selection
- A small square button with a dashed border.

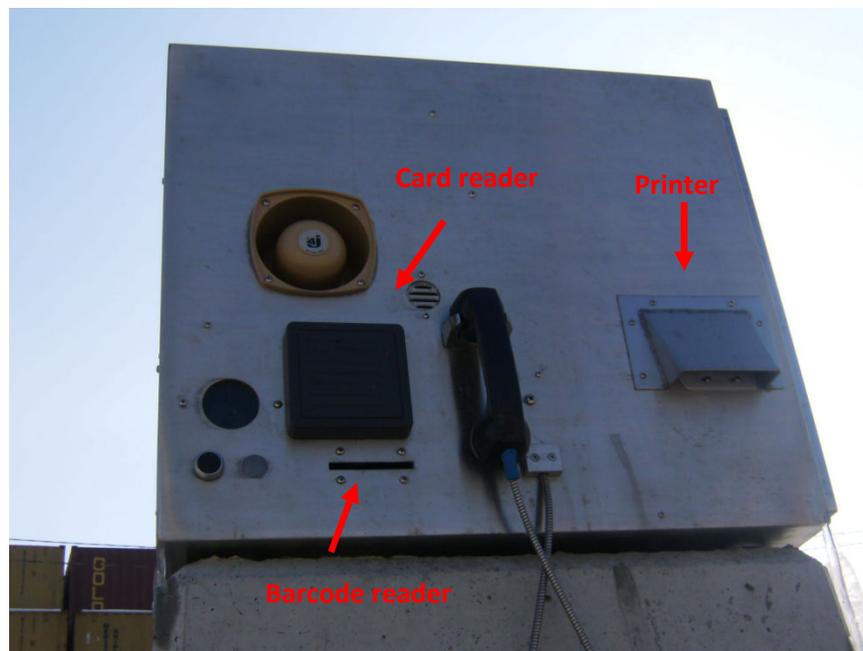
This menu presents the choice of registering one of the initial four types of transactions, as well as, the possibility of registering a transit container. You must use this option if you are carrying a container bound for another terminal and that this container will enter and exit the Termont terminal. Finally, if you have no other transaction to register, choose the done option and your routing slips will be printed.

**STEP 2: Entering the terminal**

- Once at the terminal entrance, proceed through one of the three entrance lanes.
- You must follow all traffic signage and you must make a complete stop before arriving at one of the service pedestals. If no lanes are free, wait at the stop line for a lane to become free.
- Once you have arrived at the service pedestal, your vehicle must come to a complete stop and you must apply the parking brake.
- Once your parking brake has been applied you must turn on your hazard lights.

**IMPORTANT: For the security of all truck lane personnel, you must follow the above procedures. Checkers will not inspect the security seal installed on your container until you completely immobilize your vehicle. Any deviation from this procedure will result in disciplinary measures, which may include the expulsion from the terminal.**

- Place your Port of Montreal Access card within 2-4 inches of the card reader, a beep will confirm the reading of your port access card and then place your access ticket with bar code into the appropriate slot in the automated pedestal. A beep will confirm the reading of your access ticket.



- Once the Checker has completed his inspection of the security seal, your receipt for delivery will be printed by the automated pedestal and the gate before you will open.
- Ensure that truck lane personnel are at a safe distance before driving away.
- Take note of the new traffic configurations on the terminal, this particularly but not exclusive to the entrance/exit complex. A traffic layout of the area surrounding the gate complex is supplied at the end of this document.

**STEP 3: EXITING THE TERMINAL**

Proceed to one of the four exit lanes.

- You must follow all traffic signage and you must make a complete stop before arriving at one of the service pedestals. If no lanes are free, wait at the stop line for a lane to become free.
- Once you have arrived at the service pedestal, your vehicle must come to a complete stop and you must apply the parking brake.
- Once your parking brake has been applied you must turn on your hazard lights.
- Place your Port of Montreal Access card within 2-4 inches of the card reader, a beep will confirm the reading of your port access card and then place your access ticket with bar code into the appropriate slot in the automated pedestal. A beep will confirm the reading of your access ticket.
- If the **container is empty**, you must exit your vehicle and open the containers doors for a security inspection. This will be performed remotely by way of video camera. Once the inspection has been completed the gate before your truck will open, close the container doors, take the receipt from the automated pedestal and proceed to leave the terminal.
- **IMPORTANT:** If the **container is full**, you may not, at any time, break the security seal or open the containers doors. You must remain in your truck, and wait for the automated pedestal to print your exit receipt. Take the receipt and proceed to exit the terminal once the gate has opened.

