

# PORT OF HOUSTON AUTHORITY

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Barbours Cut Container Terminal  
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August 13, 2009

## **To: All PHA Container Terminals Users**

In an effort to improve the flow of documentation for export container movements of hazardous materials at the Barbours Cut and Bayport Container Terminals, PHA is implementing a new paperless hazardous pre-advise system which will go into effect September 1, 2009. PHA will no longer accept hazardous documents from the driver at the gate. Our goal is to improve the safety of the facilities as well as create greater efficiencies for the trucker at the gate for processing hazardous containers.

The following process will be implemented:

1. Through the booking process, steamship lines will advise suppliers of PHA's hazardous materials pre-advise requirements.
2. Suppliers, Forwarders, Steamship Lines, or Truckers will email the required hazardous documents (please see our current requirements at <http://www.portofhouston.com/maritime/container/barbours/docrequirements.html>) to the email address [haz@poha.com](mailto:haz@poha.com), twenty four (24) hours prior to container arrival at terminal. The preferred format is PDF, but we will accept any format.
3. The newly revamped PHA Hazardous Team will receive the email.
  - a. Check the documents to ensure that all requirements are met for USCG regulations.
  - b. Check the booking for vessel information and hazardous details.
  - c. If all are in correct order, the PHA associate will create the Hazardous Pre-advise in Express, upload the emailed document(s) to the container record in Express and the container will show 'to come' status in Express.
  - d. Once uploaded, these documents will be available to all users via Navis WebAccess.
  - e. If the documents are not in order, the PHA associate will contact via phone or email the email originator detailing the problem and follow up with all necessary entities as needed.
  - f. When all deficiencies are corrected, the above process will be implemented.
4. When the container arrives to the terminal:
  - a. The driver will no longer be destined to the hazardous lanes only.
  - b. The PHA Associate will process the container.
  - c. Placards will be visually checked and confirmed.

- d. If all is in order, the driver will be given a drop off ticket.
- e. If the container is not pre-advised the driver will be turned away.
- f. If the unit is placarded incorrectly, the driver will receive a trouble ticket. The process for improperly placarded containers will not change.

If you or your associates do not have WebAccess, it is time to register because you will have visibility to all attached documents by container number. For WebAccess, please contact Amy West at 281-470-5205 or email address; [awest@poha.com](mailto:awest@poha.com).

We look forward to working with each of you and please contact me or Rob Sawyer if you have any questions or system issues.

Regards,

Sara Van Sickler  
Port of Houston Authority  
Container Terminals Customer Service Manager