

# Privately Owned Vehicle (POV) & Vehicle Carrier Guide

for the  
**BREKBUK  
FACILITIES**

**1** Terminal working hours are Monday - Friday 8:00am - 12:00pm, 1:00pm - 5:00pm. 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](http://www.tsa.gov)  
**\*Individuals picking up/delivering personal vehicles do not require a TWIC.**

**3** Upon entering terminal report to dock office. (Building 318) 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
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.**

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

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

## UPT Driver Assistance Telephone Numbers

**Voice: (843) 577-8772**  
**Fax: (843) 577-8771**

