

# Pepsi – Matson

## Matson Marine Terminal

1675 Lincoln Avenue Loop, Building 300, Tacoma WA 98421

- Lincoln Ave Loop may be backed up with trucks entering the marine yard, proceed around them if safe to do so and enter Matson yard on the left
- **See map below for directions & yard map**

## Guard Shack

- Check-in at guard shack
- If gate is closed, pull up to gate and guard will open
- Inform guard you are doing Pepsi delivery or Pepsi trailer pickup
- Park trailer before going to office

## Check-in with Office

- Go inside building to window #3
- Clerk will process paperwork
- Take paperwork to drop trailer location
- **Don't forget to follow through with procedures below**

## Before & After Hours Check-in

- Self check-in
- Go to window #3
- Inside window is a stamp, stamp all Pepsi & HB paperwork
- Leave a copy of Pepsi & HB Paperwork inside window
- **Don't forget to follow through with procedures below**

**Procedures-** If you don't follow procedures, dock workers may not load/unload trailers

- Drive to Pepsi door locations before going to office
- Use Pepsi doors 20 – 25
- Open trailer doors & back into loading dock
- When backed in, make sure you don't bind the loading dock plate
- Chock trailer wheels
- Check-in with office
- Open warehouse door and place processed Pepsi paperwork (not HB BOL) inside trailer behind shrink wrap on last pallet
- Remove load lock strap and hang along inside of trailer
- Pull dock plate
- Okay to leave warehouse loading ramp door open

## Empty Trailer Pickup

- Make sure you are picking up a HB trailer. Only pickup Pepsi trailer when asked to do so from HB office
- Go inside warehouse to make sure trailer is empty
- Any air bags inside trailer are okay to leave if returning trailer to Pepsi

## Dunnage Pick-up

- Clerk may ask you to return dunnage trailer to Pepsi
- Usually during business hours
- Must have Matson dunnage paperwork for trailer
- Make out a HB BOL for dunnage load
- When at Pepsi Tumwater, inform yard hostler of dunnage trailer and check-in with office
- Use caution when opening doors, plastic trays are light and may be unstable during transport

## Checking out

- During business hours, office clerk will give driver a trailer exit ticket for guard shack
- After hours- no trailer exit ticket is issued to driver

