



**SSA MARINE MIT  
(MANZANILLO INTERNATIONAL TERMINAL – PANAMA, S.A.)**

**MIT RULES AND GUIDELINES**  
December 2025

The following replaces all previous correspondence into one reference document. In addition, **SSA MARINE MIT** has reviewed and modified our procedures and guidelines to reflect actual operating conditions. Some rules and guidelines have been deleted while others have been added. As **SSA MARINE MIT** continues to grow, we will be relying upon our customer's observation of the terminal rules to assist **SSA MARINE MIT** in providing the best possible service at all times. As always, we pledge flexibility as circumstances permit.

Yours truly,  
**SSA MARINE MIT (MANZANILLO INTERNATIONAL TERMINAL – PANAMA, S.A.)**

A handwritten signature in black ink that reads "Tom Newman".

Tom Newman  
Port Administrator

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## SSA MARINE MIT RULES AND GUIDELINES

### A. TUGS, PILOTS AND ANCILLARY SERVICES

#### ○ SERVICE

- The ship's agent is responsible for contracting the tugs, pilot, and ancillary services. It is mandatory to use tugs and pilots for the berthing maneuvers at the terminal.
- Any/all contractors selected by the customer/agent must satisfy all of SSA Marine MIT's approval criteria prior to receiving permission to operate at SSA Marine MIT, as outlined by the Security Department.
- The ship's agent is responsible for notifying the tug, pilot, and other ancillary service providers of the vessel's arrival and departure information. Access to be coordinated with and approved by the relevant SSA Marine MIT department.

### B. ARRIVAL AND DEPARTURE REQUIREMENTS

#### ○ ARRIVAL

- All traffic is considered to have arrived SSA Marine MIT waters when:
  - Arriving at SSA Marine MIT sea buoy, or
  - Arriving at Mole buoy traveling northbound.
- Vessel ETA must be confirmed in writing 24 hours in advance of arrival.
  - All times should be at the SSA Marine MIT sea buoy.
  - SSA Marine MIT must be updated with subsequent changes.

#### ○ DEPARTURE

- All vessels must be prepared to depart within 30 minutes after completion of operations, such completion being confirmed by the acknowledgment of the Lashing Acceptance Certificate.
- Late Departure: Failure to depart through no fault of stevedores within 30 minutes of completion of operations will be subject to an Extra Dockage penalty unless receiving prior written consent of SSA Marine MIT to remain on berth.
- All requests to remain on berth longer than 30 minutes must be submitted for and receive written approval from SSA Marine MIT operations in advance of completion of operations.
- A customer's vessel representative must be available on the final shift.
- The date and hour the Lashing Acceptance Certificate has been duly stamped and acknowledged shall constitute the official record of all vessel completion of operations as a support for validating operational timelines.

### C. BERTHING

#### ○ PRIORITY

- The berthing policy will be based on a first-come, first-served basis, except for the shipping lines with berths assigned by contract arriving on proforma and for operational flexibility.

- DOCUMENTATION (Inbound and Outbound Cargo List): Discharge, Load, in-transit and empty request.
- Berthing may not be permitted unless there is full compliance with the required documentation that will guarantee the safe and secure handling of vessels and cargo as required by the authorities or SSA Marine MIT a minimum of 18 hours prior to start of shift of vessel cargo operations basis ETA in the last 24 hours.
- A complete inbound discharge list of all containers/cargo full/empty must be received by SSA Marine MIT not later than 24 hours prior to start of shift of vessel cargo operations basis ETA in the last 24 hours. For calls from short distance ports (less than 18-hour steaming time) this list is to be received not later than 18 hours.
- A complete outbound load list of all containers/cargo full/empty must be received by SSA Marine MIT not later than 24 hours prior to start of shift of vessel cargo operations basis ETA in the last 24 hours. For calls from short distance ports (less than 18-hour steaming time) this list is to be received not later than 12 hours.
- A complete in-transit or ITT (by rail or truck) list of all containers/cargo full/empty must be received by SSA Marine MIT not later than 24 hours prior to start of shift of vessel cargo operations basis ETA in the last 24 hours.
- Any cancellation of empty requests while the vessel is under operation will incur a penalty of one-yard re-handle per container.
- Any change of discharge port, vessel, or cargo status will incur a penalty of one-yard re-handle per container.
- CARGO AVAILABILITY AND CARGO CUTOFF TIMES - CONTAINERS
- Berthing may not be permitted if outbound and/or connecting full/empty containers are not on the terminal and if this situation may impede the berthing of another vessel waiting a berth.
- LATE ENTRY
- All outbound and/or connecting full/empty containers must be readily available at the SSA Marine MIT container yard prior to the established cargo cut off time. A Late Entry per container charge will be assessed for each Late Entry container/cargo unit not declared or physically not received prior to the SSA Marine MIT cutoff. Any exception must be permitted by and subject to approval by SSA Marine MIT under a Late Entry request.
- Late Entry Cut-off for Local Cargo:
  - For weekdays: After 1800 prior to the ensuing night vessel operations shift or after 1200 for the ensuing day vessel operation shift.
  - From Saturday night through Monday day shift included: After 1200 for Sunday and Monday day shift.
- Late Entry Cut-off for Inter-terminal Cargo:
  - For vessels with a proforma time of 06:00 hrs, the operational cutoff is 03:00 hrs.
  - For vessels with a proforma time of 18:00 hrs, the operational cutoff is 15:00 hrs.
- Late Entry Request must be submitted in writing and include as minimum:
  - a) Start and end times of Late Entry activity.
  - b) Vessel/Voyage of Late Entry containers.

- c) Total amount and list of Late Entry containers.
  - d) Contact details of requesting party (name, email and 24-7 phone).
  - e) Pre-confirmation of Late Entry cost approval.
- o CARGO AGAINST VESSEL
- All outbound and/or connecting full/empty containers must be readily available at the SSA Marine MIT container yard prior to the established cargo cut off time. A Cargo Against Vessel per container charge will be assessed for each container/cargo unit physically not received prior to the start of shift of vessel cargo operations. The acceptance of Cargo Against Vessel once it commences work is not automatic and is subject to approval by SSA Marine MIT under a Cargo Against Vessel request. Prior authorization and mutual consent of both SSA Marine MIT and Line's port captain/representative/agent. If the acceptance of cargo against the vessel jeopardizes her on-time sailing and the berthing of another vessel, SSA Marine MIT can reject such cargo.
- Cargo Against Vessel request must be submitted in writing and include as minimum:
  - a) Vessel/Voyage of Cargo Against Vessel containers.
  - b) Total amount and list of Cargo Against Vessel containers.
  - c) Contact details of requesting party (name, email and 24-7 phone).
  - d) Pre-confirmation of Cargo Against Vessel cost approval.
- o LATE ADDITION:
- SSA Marine MIT normally will not accept adding cargo for a vessel after it commences work. All outbound and/or connecting full/empty containers must be declared in Discharge and Load List prior to the established cargo documentation cut off times. A Late Addition per container charge will be assessed for each any NEW addition to the Load or Discharge list accepted against the vessel. The acceptance of Late Addition is not automatic and is subject to approval by SSA Marine MIT under a Late Addition request. Prior authorization and mutual consent of both SSA Marine MIT and Line's port captain/representative/agent. If the acceptance of Late Addition the vessel jeopardizes her on-time sailing and the berthing of another vessel, SSA Marine MIT can reject such cargo. SSA Marine MIT does not take any responsibility for the unforeseen impact that these Late Addition create including but not limited to vessel delays, stowage changes, late submission of stowage plans to the vessel and/or prolonged port stays.
- Late Addition request must be submitted in writing and include as minimum:
  - a) Vessel/Voyage of Late Addition containers.
  - b) Total amount and list of Late Addition containers.
  - c) Contact details of requesting party (name, email and 24-7 phone).
  - d) Pre-confirmation of Late Addition cost approval.
- o BUNKERING
- Bunkering/fueling of a vessel at SSA Marine MIT from a tank truck or barge alongside the vessel or offshore side of the ship will only be permitted subject to the formal written request by the agent with written authorization from SSA Marine MIT prior to the commencement of operations.
  - Bunkering start time, duration, and finish time must be submitted with each request.
  - All approved requests must have a SSA Marine MIT stamp and signature.
- All bunkering/fueling operations must be completed prior to the completion of cargo operations unless otherwise agreed to by SSA Marine MIT operations in writing.

- Failure to finish bunkering/fueling operations on time will be penalized with the Extra Dockage charge.
- A bunker fee per vessel/barge is applicable.
  - o DAMAGES
- SSA Marine MIT's primary course of action to recover damages caused by a vessel will be against the steamship line.

#### **D. GANGS**

- o ORDERING GANGS – DEADLINES
- Notification of vessel ETA and arrival information must be received 48 hours in advance of, and as a prerequisite to, ordering gangs.
- Gang-ordering Monday night shift thru Saturday deadlines are as follows:
  - Day Shift: Noon of the previous day.
  - Night Shift: 1600 the previous day.
- Sunday thru Monday Gang ordering are as follows:
  - Sunday Day: By 1200 Saturday
  - Sunday Night: By 1200 Saturday
  - Monday: by 1200 Saturday

**Note:** Exception – Monday Night Shift can be ordered by noon (1200) Monday.

- o CANCELLATION OF GANGS
- Day Gangs
  - Prior to 1700 the day before: 8-hour minimum to be billed.
- Night Gangs
  - Before 1200 same day: 8-hour minimum to be billed.
- Day or Night Gangs (Saturday, Sunday, and Monday)
  - Before 1200 Saturday: 8-hour minimum to be billed.
- o GANG ALLOCATION
- By SSA Marine MIT discretion based on availability, vessel priority and commitments.
- Gangs may not be allocated as requested if required documentation is not received prior to the designated documentation cut-off times.
  - o START TIMES
  - Normal shift starting times:
    - Day Shift: 0700
    - Night Shift: 1900
  - o MINIMUM GANG CHARGE
  - Minimum Gang Charge: Minimum fee for the use of one (1) gang.

- HOLIDAYS

- The following holidays are observed at SSA Marine MIT:
  - 1 January New Year's Day
  - 9 January Martyrs' Day
  - Moveable Carnival Day
  - Moveable Good Friday
  - 1 May Labor Day
  - 3 November Independence from Colombia
  - 5 November Day of Colon
  - 10 November Independence's First Call
  - 28 November Independence from Spain
  - 8 December Mother's Day
  - 20 December National Mourning
  - 25 December Christmas Day
  - Others declared National mourning days, etc.
- The cargo gate will be closed during SSA Marine MIT holidays except that:
  - Special holiday late gates can be arranged under the specific terms and conditions posted in the SSA Marine MIT circular published prior to the ensuing holiday.
- Vessel operations will be conducted 365 days.
- A 20 (twenty) percent cargo-handling surcharge is applicable during all National Holidays.
- Free time for local cargo will be extended one additional day to compensate for the observed holiday, when it falls Monday through Saturday.
  - Only one free-time extension will be granted when multiple holidays fall within the original free-time period.

**E. LINESMEN**

- Provided by SSA Marine MIT one half hour before posted ETA or ETD of vessel at the terminal.

**F. TERMINAL**

- GATE

- Normal gate hours are:
  - Import cargo and empty containers: 0800 to 1700 Monday through Friday, and 0800 to 1200 noon on Saturday.
  - Export cargo: 0800 to 1800 Monday through Friday, and 0800 through 1200 noon on Saturday.
- Late gate is a gate operation performed outside the normal gate hours.
  - Late gates may be arranged by request of the steamship line agency only. Late gate charges are the responsibility of the requesting steamship line agency. Steamship Lines Agencies may not pool or combine multiple requests to pay a single late gate fee; each request is billed individually.
  - Late gate requests must be filed no later than 1500 same day up to midnight.
  - Late gate requests must be filed no later than 24hrs prior notice for a Full Late Gate until 0500AM next day.
- All late gate requests must be accompanied by a complete list of containers to be received or delivered by SSA Marine MIT.

- If documents accompanying requests for late gate are incomplete or non-specific, SSA Marine MIT will provide service until the last container provided by list has entered or exited but will collect until the beginning of the next SSA Marine MIT gate period.
- All late gate request requirements must be met by the customer to ensure that customs, quarantine and SSA Marine MIT labor will be available.
- A late gate fee per hour, with the following restrictions:
  - Monday to Friday: one (1) hour extension from 1800 until 1900 hours, then four (4) additional hours minimum after 1900 hours.
  - Weekend/holidays: minimum four (4) hours
- Overweight containers: Any export containers that are determined to be overweight will be rejected and must pay an Overweight Container Handling Fee.
- Over-dimensional containers requiring special handling - All over-dimensional import or export containers requiring the use of cables or straps will be billed a Use of Cables fee. This fee must be cancelled at the demurrage window.
  - EMPTY BOOKOUT/EDO
    - An Empty Bookout fee is applied to all Empty Gate-Out moves that do not return to SSA Marine MIT in a 30-day period.
  - INSPECTION OF EMPTY CONTAINERS – CARGO GATE
- Inbound Empties - Empty container equipment entering through the SSA Marine MIT cargo gate is inspected for damage, cleanliness, overall conditions, and the presence of contraband according to the following procedures:
  - The trucker opens doors of container and places mobile stairs against back end of container.
  - SSA Marine MIT Security K-9 Team randomly conducts checks on empty containers entering the port.
  - SSA Marine MIT Gate Checker enters container and inspects for cleanliness and the presence of holes, cuts, or tears in the container.
    - If the container is dirty (paper, shrink wrap, cardboard, etc.), the trucker is instructed by SSA Marine MIT checker to clean the container. If the amount of rubbish is too excessive or the trucker refuses to clean the container, the container is rejected by SSA Marine MIT and sent back to consignee for cleaning.
    - If a hole, tear, or cut is detected, this damage along with its location on the container is noted on the Equipment Interchange and Inspection Report (EIR), a copy of which is given to the trucker and to the steamship line.
      - If SSA Marine MIT's Container Equipment Maintenance Department (CEM) works with the s/s line, the container is segregated pending CEM inspection/quotation.
      - If CEM does not work with the s/s line, the container is segregated pending evacuation order from the line.
  - SSA Marine MIT clerk inspects the outside of container for overall condition and notes this condition on the EIR.
  - Container is assigned a seal of the s/s line by the SSA Marine MIT seal inspector. Said seal is recorded both in the seal inspector's log as well as SSA Marine MIT's computer system and is printed on the EIR.
  - Seal is applied to container by SSA Marine MIT security.
  - Special requests for inspections or services, such as securing tarpaulins on open-top containers, sealing these units with cable seals, etc. will be agreed upon on a case by case basis, depending on the requirements of the customers.

- Outbound Empties – Empty container equipment exiting SSA Marine MIT is inspected for overall conditions by SSA Marine MIT personnel. The trucker is responsible for inspecting the equipment internally for damage and cleanliness.
  - Trucker is responsible to decide if a container is suitable for the purpose of the consignee. Prior to gating out, containers may be replaced at no additional charge, until the trucker is satisfied with the condition of the unit. SSA Marine MIT will not assume responsibility for the condition of a container once it has gated out.
  - SSA Marine MIT checker inspects overall conditions of exterior of container and notes this on the inspection portion of the EIR.
  - SSA Marine MIT security reconfirms that the container is empty before exiting terminal.
- LOAD LIST/CARGO CUT-OFF TIMES – Ro-Ro Cargo/Breakbulk Cargo
- A complete load list of all Ro-Ro Cargo or Breakbulk Cargo must be received at SSA Marine MIT no later than 1200 (noon) for the night shift and/or the next day shift.
- SSA Marine MIT does not permit the receipt of Ro-Ro Cargo or Breakbulk Cargo after 1500 prior to the ensuing night vessel operations shift or after 1700 for the ensuing day vessel operation shift. A Late Entry per automobile or flatbed/cargo charge will be assessed for each automobile or flatbed/cargo unit not physically received prior to the cutoffs above.
- SSA Marine MIT normally will not accept any cargo for a vessel after it commences work. The acceptance of cargo against the vessel once it commences work is not automatic and is subject to ALL of the following:
  - The vessel working schedule;
  - Prior authorization and mutual consent of both SSA Marine MIT and the lines' port captain/representative.
  - A Late Addition to Load/Discharge per automobile or flatbed/cargo charge is collectable for any NEW addition to the load list accepted against the vessel.
- FREE TIME AND DEMURRAGE
- Domestic cargo is subject to 7 (seven) calendar days of free time.
- Transshipment cargo free time is arranged by Contract.
- Cargo remaining at the terminal over the allocated free time will be subject to Storage.
- All demurrage charges must be paid by the receiver prior to release of the cargo, unless otherwise guaranteed by the steamship line.
  - Only cash or certified check will be accepted for demurrage more than \$500.
- Cargo remaining on SSA Marine MIT property longer than 50 (fifty) consecutive days or when demurrage charges exceed the value of the cargo shall be subject to lien or sale of cargo to pay any/all accrued costs, including legal and collection fees.
- SPECIAL YARD SEGREGATION:
- Special Yard Segregation (Full/Empty): Above and beyond size/type or transport mode that requires dedicated yard slots and/or space. Requests for Special Yard Segregation must be submitted in writing by inbound and outbound documentation list cutoffs specified in the section: DOCUMENTATION. INBOUND AND OUTBOUND CARGO LISTS: DISCHARGE, LOAD, AND IN-TRANSIT will be billed as per rate schedule per Yard Re-Handle Rate/Per move. Subject to prior approval from SSA Marine MIT.

- TERMINAL FUNCTIONS AND MAINTENANCE
- All clerk tallies, inventories, interchanges, dock and delivery receipts, maintenance/monitor of reefers, and repairs of any and all equipment will be performed solely by SSA Marine MIT staff.
- KNOCKING DOWN FLAT RACKS
- All empty flat racks delivered to SSA Marine MIT should be in “knocked down” position. Else SSA Marine MIT will knock down prior to receiving and the line will be billed for one (1) yard re-handle.
- BOATS
- The boat owner or his representative must be present during the operation, must issue a letter of indemnity before starting and must furnish the cradle. He is responsible for the positioning of the nylon straps to hoist the boat. In the case the owner or his representative is not present, a person to be hired by the owner will check the positions of the slings underwater.
- No boat is to come alongside SSA Marine MIT before all proper documentation is ready. Moreover, no boat will go to the water until government clearance has been obtained.
- The owner or his representative is responsible for the positioning of the boat in the cradle. SSA Marine MIT will allow 15 minutes for adjustments to the cradle to receive the boat when loading it. After 15 minutes, SSA Marine MIT will charge the rate of use of crane.
- It is the responsibility of the owner or his representative to prepare the mast, disconnect all electric wires and cables. If the masts are not disconnected, SSA Marine MIT will charge per mast only to hold it while the wires are disconnected and hoist if off.

## **G. ACCESS TO THE TERMINAL**

- HOLD HARMLESS
- Ship agents, vendors, and visitors must complete and receive written approval of SSA Marine MIT’s Hold Harmless Agreement requirements prior to accessing the terminal.
- VESSEL VENDORS
- All vessel vendors must meet all of SSA Marine MIT’s approval criteria as outlined in this publication and future revisions and/or amendments.
- Agents must provide the SSA Marine MIT Operations Department an approved vendors list and/or written request for access to a vessel for anticipated vessel services such as stores, crew change, repair services, etc.
- All deliveries must be coordinated with SSA Marine MIT Security, after Operations approves, and all service vehicles must access the terminal through the M-2 (Administration) gate.
- ACCESS TO OPERATIONAL AREA
- Visitor access to the operations area must be coordinated through the Security Department.
- SHIP’S INFORMATION
- In order to comply with the ISPS Code, the following information from the vessel is required 48 hours prior to its arrival at SSA Marine MIT:

- Vessel crew list
  - Flag
  - Hazardous cargo information
  - Last 10 ports visited
  - Next port of call
- All crew taking shore leave while at SSA Marine MIT must carry picture identification and the SSA Marine MIT shore pass in order to re-enter the terminal.
  - Ship's personnel are not permitted to pass through the terminal on foot. A bus service is operated for transportation of crew and officers to the terminal gate. The gangway security officer will arrange for the transportation.
    - DENIAL OF ACCESS
  - Access may be denied based on lack of notification and/or identification. All visitors and vendors must show valid photographic identification upon arrival at SSA Marine MIT.
  - SSA Marine MIT reserves the right to deny access to any person, vehicle or vessel.

## **H. SECURITY**

- SERVICES
- Vessel security is NOT included in the rate.
  - Vessel security is mandatory.
  - Vessel security is to be contracted directly by the vessel agent or steamship line with SSA Marine MIT's security contractors.
- SEARCH
- All vehicles, persons and vessels upon entering and leaving the terminal are subject to search, seizure, and possible detainment.
  - SEALS
- All full containers must remain sealed on SSA Marine MIT property.
- Seals for full and empty containers are to be supplied by the shipping lines. SSA Marine MIT can store seals for the shipping lines according to the rate schedule below. Additionally, SSA Marine MIT can supply high security seals for an additional cost.
- SSA Marine MIT will place seals on all empty containers destined for the United States and any other destinations, as requested in advance.
- The line will be charged yard rehandles and sealing for units that require sealing.
- A fee will apply for the sealing of full or empty containers while discharging vessels or entering by rail.
  - WEAPONS, ALCOHOL, NARCOTICS
- Weapons, alcohol and narcotics are prohibited on the SSA Marine MIT terminal.

- INSPECTIONS

- The line will be billed for the yard rehandles and movement of containers due to any required inspections by government authorities inside SSA Marine MIT.

## I. DOCUMENTATION

- HAZARDOUS CARGO – Pre-Arrival Documentation of Dangerous Goods

- SSA Marine MIT must be notified at least 24 hours in advance of the arrival of ALL Dangerous Goods.
- This policy allows SSA Marine MIT to:
  - PLAN for the cargo's arrival by satisfying cargo documentation and vessel planning needs, yard space availability and segregation requirements, and special handling or mishap response considerations, and to
  - ENSURE that the amount of Dangerous Goods on the Terminal can be safely supported by SSA Marine MIT and will not exceed any national or SSA Marine MIT standard.
- At this time, SSA Marine MIT will accept the following classes or cargo using the minimum 24-hour advance notice policy:
  - Class 2.1
  - Class 2.2
  - Class 3.1
  - Class 3.2
  - Class 3.3
  - Class 4.1
  - Class 4.2
  - Class 4.3
  - Class 5.1
  - Class 6.1
  - Class 8
  - Class 9
- The following basic information is required for all Dangerous Goods in order to comply with the minimum 24-hour advance notice policy:
  - Ship's Name
  - Port of Loading
  - Port of Discharge
  - Proper Shipping Name
  - IMO Class and Division  
(For substances and articles of class 1, the division should be followed immediately by the compatibility group.)
  - United Nations (UN) number
  - Flash Point (°C).
- SSA Marine MIT will base its decision on:
  - Current inventory and SSA Marine MIT's capacity to safely store and contain hazardous material by IMO class; and
  - Quantity of hazardous cargo on hand by line and IMO class during a concurrent period.
- Proper documentation (i.e. hazardous cargo list, IMO data, and Material Safety Data, when requested) must accompany the vessel paperwork.
- SSA Marine MIT will not permit the storage of hazardous cargo remaining on terminal in excess of free time. A 200% demurrage surcharge will apply for all cargo in violation of this rule.

- It is incumbent upon the customer to remove any hazardous cargo that has exceeded its free time period.
- SSA Marine MIT reserves the right to refuse any hazardous cargo, including unmanifested cargo.
- Placards
  - Import, export, and transshipment cargo.
    - SSA Marine MIT will not permit any HAZMAT discharged from a vessel without corresponding placards on all four sides.
    - An application fee of Dangerous Cargo Stickers is collectable for those containers not in compliance.
  - Empty containers.
    - SSA Marine MIT will not permit the storage of empty containers with HAZMAT placards.
    - A removal fee is collectable for those not in compliance
- Hazardous cargo requiring previous arrival approval include:
  - Class 1 (explosives)
  - Class 2.3 (poison gases)
  - Class 5.2 (organic peroxide)
  - Class 6.2 (radioactive)

Other type of hazardous cargo is acceptable at SSA Marine MIT only with a 24 hour notification prior to arrival, based on the International Maritime Dangerous Goods Code (IMDG Code). The need for approval of these previously mentioned classes includes container/cargo coming as any kind of category (import, export, transshipment or transit).
- Additionally, SSA Marine MIT requires the following:
  - All hazardous cargo must maintain the category (import, export, transshipment or transit) for which it received approval.
  - Hazardous cargo class 1 (explosives) declared as import category needs written authorization from the Ministry of Government and Justice and written permit from the Safety Division of the Fire Department. These documents need to be submitted to SSA Marine MIT's Safety Department when requesting previous arrival approval.
  - Approved Hazardous cargo 1, should depart from SSA Marine MIT during the next 24hrs. Demurrage fee for hazardous cargo (200% surcharge) will apply upon container (s) discharge per day.
  - SSA Marine MIT will not accept hazardous cargo missing any or all documentation or improperly declared in cargo documentation.
  - All hazardous cargo needs to be properly segregated inside the container, if applicable. SSA Marine MIT will not accept cargo incompatibility based on the IMDG Code.
  - Containers with dangerous cargo and presenting leaks will be applied a rate per day from the date the leak is detected until the date the leak is corrected.
  - SSA Marine MIT will not allow non-compliance with its Dangerous Goods policy or the IMDG Code.
  - In case of failure to provide all necessary information, the shipping line will be subject to penalties based on the rate set for cargo misdeclaration.

**Note:** Attached is "Dangerous Goods Policy" for more detailed information.

- REFRIGERATED CARGO

- SSA Marine MIT requires prior notification and confirmation by electronic mail prior to the arrival of refrigerated cargo.

- A reefer manifest indicating the temperature, ventilation (in CBM, CMH or CFM), humidity control, commodity and special circumstances, must be supplied to the Documentation Department and REM (reefer department).
- Special circumstances include, but are not restricted to, cold treatment units, fantainer units, special refrigerated ISO tank units, special refrigeration units manufactured to carry dangerous materials and controlled atmosphere units.
- Any special reefer (cold treatment or controlled atmosphere) that is not declared to SSA Marine MIT prior to 24hrs of arrival, the line will be billed the amount of re-handles necessary to re-segregate the special reefer at SSA Marine MIT's assigned special yard.
- SSA Marine MIT assumes NO liability for refrigerated cargo received without prior notification (i.e. reefer manifest).
- SSA Marine MIT assumes NO liability for errors resulted as a consequence of omissions and discrepancies of any kind in reefer manifests submitted by the shipping line.
- Only authorized SSA Marine MIT personnel or SSA Marine MIT approved refrigeration technicians will be permitted to service customer containers on terminal.
- The line will be billed the amount of yard rehandles necessary to segregate reefers that, as per the Line's request or instructions, require attention/repair to damages or alarms.
- The line will be billed a yard rehandle fee for PTI failed units that are not repaired at SSA Marine MIT.
  - o QUARANTINE CARGO
- The agent/shipping line is responsible for coordinating with the Quarantine Direction of the Ministry of Agriculture for the import/export and transshipment of "high risk" products.
- SSA Marine MIT will not handle or accept cargoes prohibited by Panamanian Government Authorities due to quarantine restrictions or other restrictions beyond our control.
- Any handling costs incurred by or fines assessed to SSA Marine MIT by the Panamanian Government for the customer's failure to comply with the laws and regulations established by the Ministry of Agriculture will be charged to the account of the customer plus 20%.
  - o DOCUMENTATION DISTRIBUTION
- The ship agent or customer representative is responsible for providing SSA Marine MIT and the appropriate Panamanian authorities with all required documentation.
- SSA Marine MIT will distribute outbound plans, load lists, reefer lists and hazardous cargo lists, to the vessel operator's representative and others, as required or designated.
  - o GATE TRANSACTIONS (Rail or Truck)
- CONTAINERS
  - Empty In
    - The trucker must provide authorization/evidence of the correct steamship line.
  - Empty Out
    - The trucker must provide authorization/evidence of the correct steamship line.

- Agency must also submit a list of empties to be received by SSA Marine MIT; or in the case of deliveries by SSA Marine MIT, the booking number, size, type and quantities to be dispatched
- Full Load In
  - Steamship line must present SSA Marine MIT a current booking list on a daily basis indicating booking number, quantities, sizes, types, vessel, voyage, hazardous information, reefer information (vents and temperature settings), and Port of Discharge.
  - Trucker must provide authorized documents matching the same information provided by the steamship line.
  - Security – Container fee per container applies.
- Full Load Out
  - Trucker must provide original bill of lading and valid picture identification with steamship line release, or the steamship line must provide SSA Marine MIT with an electronic release indicating the identification of the trucker and that all freight and demurrage charges have been paid.
  - Security – container fee per container applies.
  - Fumigation – Container fee per container applies.
- AUTOMOBILES AND BREAK BULK
  - Receipt of cargo at SSA Marine MIT
    - Steamship line must present a booking list for all cargo indicating vessel, voyage, quantity, description, marks, labels, weight and cube, and port of discharge.
    - SSA Marine MIT will provide a dock receipt.
    - Security – fee per automobile/per flatbed applies.
- AUTOMOBILES AND BREAK BULK
  - Delivery of cargo from SSA Marine MIT
    - Receiver must provide original release, proof that all freight and demurrage charges have been paid, and valid picture identification.
    - Security – fee per automobile/per chassis applies.
    - Fumigation – fee per automobile/per flatbed applies.
- AUTOMOBILE OPERATIONS
- The following documents are required prior to allowing an automobile vessel to berth at SSA Marine MIT:
  - Legible stowage plan for discharge or pre-stowage plan for loading.
  - Complete set of bills of lading.
  - Vessel manifests.
  - A list of cargo to be transshipped, including:
    - Notification or next vessel/voyage and its ETA at SSA Marine MIT.
    - Estimated quantity of days that the cargo is to remain on terminal.
- RoRo Yard Re-handle fee to be applied for cargo that changes its discharge port/vessel changes or status.
  - FULL or EMPTY CONTAINER HOLDS
- Customers with access to Forecast must place any necessary “HOLD” message on their full or empty containers. A notice must then be sent to SSA Marine MIT regarding special instructions for these units.

- CHANGE OF SIZE/TYPE, OWNER OR STATUS
- Any container that arrives with an incorrect size/type, owner or status will be billed at the line's rate of 1-yard re-handle per error.

#### **J. CARGO OPERATIONS**

- PERSONNEL
- Cargo operations will be performed with SSA Marine MIT personnel and equipment or contracted labor.
- Third party contractors, surveyors or company employees will not be permitted to perform any work at SSA Marine MIT without the prior written consent of SSA Marine MIT.
  - SSA MARINE MIT CRANES
  - SSA Marine MIT maintains full control of shore crane allocation.
    - VESSEL GEAR
    - All gear on vessels must be currently certified indicating the safe working load.
    - LASHING
    - Materials can be made available from SSA Marine MIT provided that adequate advance notice is given.
    - Materials will be sold to the account of the vessel/agent, when so ordered, at cost plus 25% (twenty-five percent).
      - CARGO AND CONTAINER EQUIPMENT CONDITION
      - All cargo and container equipment must be in a general safe and clean condition.
      - Acceptance of damaged or distressed cargo is subject to the approval of the Port Administrator.
      - All empty containers and trailers must arrive SSA Marine MIT in a general clean condition, with all hazardous cargo placards removed prior to acceptance.

#### **K. TRANSSHIPMENT CARGO**

- DEFINITION OF TRANSSHIPMENT CARGO
- All cargo loaded or unloaded from a vessel to another vessel without leaving the terminal gate.
  - DEFINITION OF INTER TERMINAL CARGO
  - All cargo discharging from a vessel and leaving by rail bound for another port in the country.
  - All cargo arriving to SSA Marine MIT by way of rail from another port in the country.

- IDENTIFICATION AND CHANGES

- Prior to discharge from the primary vessel, all cargo declared to be in transit must be clearly identified with next vessel/voyage and next port.
- Those containers lacking complete routing information will be charged as Unknown Status which included a local movement and one-yard re-handle.
- Prior to the arrival of cargo by rail or truck from another port, SSA Marine MIT must be provided with an inter-terminal transport list (ITT) which will detail the connecting vessel/voyage and port of discharge for transshipment cargo, as well as domestic and Colon Free Zone bound cargo.
- For transshipment containers (full or empty) in direction between the Atlantic Coast of Panama, SSA Marine MIT shall charge the line the rate of a Domestic Container Lift, which shall include the in or out gate charge and loading/discharging to or from a vessel at SSA Marine MIT-Panama.
- Additional yard moves due to inadequate information upon discharge or receipt at the gate will be for the account of the steamship line.
- Yard moves due to changes in the port rotation and/or the vessel/voyage after the cargo is stowed in the yard are for the account of the steamship line.

**L. BREAKBULK & PROJECT CARGO**

- SSA Marine MIT provides facilities, labor, and equipment to handle breakbulk and project cargo. All breakbulk and project cargo requests should be directed to SSA Marine MIT's Marketing Department.

**M. MISCELLANEOUS**

- CUSTOMS/ADUANA

- SSA Marine MIT is solely responsible for coordinating all Customs/Aduana activity involving SSA Marine MIT's terminal activities. Any special customer requests should be coordinated through the Port Administrator.
- A service facility for Panamanian Customs inspection for both in transit cargo (Ley 6) and cargo liquidations is available at SSA Marine MIT.

- GARBAGE DISPOSAL

- SSA Marine MIT does not provide garbage disposal services. Vessel agents have to request authorization and follow requirements of Panama Quarantine authorities in order to dispose of their garbage. This should be carried out through a garbage disposal service company, provided that subject company complies with section VI of these regulations and has approval from SSA Marine MIT Operations.

- HOT WORK AND DEAD SHIP

- Hot work and dead ship conditions are prohibited without the written consent of the Port Administrator.

- L.T.L. or L.C.L. CARGO (less than full truck/container loads)

- Stuffing/un-stuffing in containers may be coordinated with SSA Marine MIT on a case-by-case basis.

- OFFICIAL NAME FOR CARGO DECLARATION
- The official name of the port for cargo declaration and manifesting purposes is “Port of Manzanillo, Panama”.
- POLLUTION IN PANAMANIAN WATERS
- Any vessel, which spills fuel, flammable liquid or any matter detrimental to humans, fauna or flora, will be penalized with an applicable fine by Panamanian Law, and will be required to immediately eliminate the causes of the contamination and will be responsible for the containment and cleanup of the spill in accordance with the regulations of the Panama Maritime Authority (AMP).
- STORES AND REPAIRS
- Stores and repairs to be coordinated with SSA Marine MIT Vessel Operations.

**N. RATES**

All rates within this document are subject to annual revision and adjustment.