

**BOARD OF COMMISSIONERS OF THE
PORT OF NEW ORLEANS
TWIC ESCORTING PROCEDURES
DOWNTOWN FACILITIES**

DOWNTOWN FACILITIES:

Downtown facilities shall be considered as those facilities not located within the confines of the four (4) uptown Facility Access Stations and whose activities are covered under the requirements of the Marine Transportation Security Act. This would include facilities on the Mississippi River, the Industrial Canal and the M.R.G.O.

DOWNTOWN FACILITIES - RESTRICTED AREAS

Leased to Pacorini Global Services
Alabo Street Wharf

Leased to New Orleans Cold Storage
Jourdan Road Terminal

Portions of the Erato Street Cruise Terminal
Portions of the Julia Street Cruise Terminal
Governor Nicholls Street Wharf (when used for MTSA-regulated vessel operations)
Poland Avenue Wharf (when used for MTSA-regulated vessel operations)
Other facilities (when used for MTSA-regulated vessel operations)

FEDERAL REQUIREMENTS:

In accordance with 33 CFR 101.514, all persons requiring unescorted access to Restricted or Secure areas must possess a valid Transportation Workers Identification Credential (TWIC)

NON-TWIC HOLDERS

However, those persons who do not possess a valid TWIC may be granted access to a Restricted or a Secure area utilizing appropriate escorting procedures.

ESCORTING PROCEDURES TO SECURE AREAS:

There are currently no Secure Areas in the Downtown Facilities.

ESCORTING PROCEDURES TO RESTRICTED AREAS:

A non-TWIC holder may be granted access to a Restricted Area with side-by-side accompaniment of a TWIC-holder who has been granted Approved Escort privileges. Side-by-side accompaniment by an Approved Escort requires continuous physical proximity to and visual contact with the escorted individuals so that the Approved Escort can witness the escorted individual's actions.

GRANTING OF APPROVED ESCORT PRIVILEGES:

The Harbor Police Department of the Port of New Orleans will provide the necessary training and will grant Approved Escort privileges. The number of Approved Escorts will be limited to only those persons necessary to perform the functions of the Employer.

APPROVED ESCORT REQUIREMENTS:

Persons who are granted Approved Escort privileges must:

- (1) Possess and maintain a valid TWIC.
- (2) Be sponsored by their employer to serve as a TWIC escort within the Restricted Access areas.
- (3) Be direct full-time employees of the employer submitting the nomination, and may not be nominated by more than one employer.
- (4) Complete the training requirements listed in 33 CFR 105.215, as provided by the Harbor Police Department.
- (5) Must possess a working cellular telephone while engaged in Approved Escort duties.

APPLICATION FOR APPROVED ESCORT PRIVILEGES:

Both the Employee and the Employer must apply for the employee to be considered for Approved Escort privileges. The following Employers are eligible to apply for TWIC Approved Escort privileges for their employees:

- (1) Tenants leasing land, buildings, or office space within the boundaries of the Port of New Orleans
- (2) Steamship Agents with vessels routinely calling on the Port of New Orleans.
- (3) Companies who provide transportation for vessel crews, agents, or tenants.
- (4) Security companies contracted by the Board or its tenants, and clients to perform security functions within the restricted areas.
- (5) Employees of the Board of Commissioners of the Port of New Orleans.
- (6) Port of New Orleans Harbor Police.
- (7) Contractors or other invitees of the Port of New Orleans, its tenants, or vessels who provide necessary, on-going services to facilities or vessels.

Those Employers listed above who desire to have their employees designated as Approved Escorts must contact Lieutenant Michael Sawyer of the Harbor Police Department, the Port's Facility Security Officer, at (504) 891-7585 ext. 108, to make necessary Approved Escort arrangements. Lieutenant Sawyer will provide the Employer with an Approved Escort Application/Certification Form which must be filled-out and returned to Lieutenant Sawyer prior to the Employee receiving the required Approved Escort training.

The Employer of the Approved Escort shall accept full responsibility for ensuring their Approved Escort personnel adhere to all Approved Escort requirements and agrees to accept any fine or liability imposed upon the Board of Commissioners of the Port of New Orleans by the United States Coast Guard, or any other federal regulatory agency, for failure of such employees to fulfill those responsibilities.

APPROVED ESCORT TRAINING

The Harbor Police Department will provide required approved Escort training on a routine basis. Please check the Harbor Police Department website at www.portno.com for the times and locations of this required training.

APPROVED ESCORT LIST

Upon successful completion of the required Approved Escort training, as determined by the Harbor Police Department, the Employer will receive via FAX a completed Approved Escort Training/Certification Form, signed by the Harbor Police Department, indicating that the Employee is to be considered an Approved Escort. A copy of the form should be retained by the Employer and the Employee.

A listing of the names of all Approved Escorts will be maintained by Lieutenant Sawyer of the Harbor Police Department and will be made available to the Facility Access Stations, as well as, the Facility Security Officer at each Restricted Area.

ESCORTING PROCESS

Approved Escorts must check-in with the terminal operator's security officer at the entrance to the Restricted Area. The security officer will confirm that the Approved Escort is current on the Approved Escort list and will log in the Approved Escort and the non-TWIC holders being escorted. The Approved Escort, and the non-TWIC holders being escorted, must sign-out upon their departure from the Restricted Area. Approved Escorts may escort a maximum of five (5) non-TWIC holders.

Any questions regarding this procedure should be addressed to the terminal operator of the Restricted Area.

Approved Escorts must possess a working cellular telephone while engaged in escorting duties in Restricted Areas and must immediately report loss of side-by-side contact with escorted individuals, or any suspicious activity engaged in by such escorted individuals, to the Harbor Police Department at (504) 891-7585. The Approved Escort will not be relieved of custody or responsibility for escorted persons until the Approved Escort, and each of the non-TWIC holders being escorted by the Approved Escort have checked-out at the Facility Access Station.

VESSEL CREW

Requests by a non-TWIC holder to visit with vessel's crew should be referred to the vessel's agent and an Approved Escort employed by the vessel's agent must provide side-by-side escort of the visitor to/from the vessel and to/from the entrance of the Restricted Area. Any questions regarding this procedure should be addressed to the terminal operator of the Restricted Area.

Crew members, who wish to disembark from the vessel while at berth, should make arrangements with the vessels' agent. The vessel's agent shall provide an Approved Escort to provide a side-by-side escort of the crew members to/from the entrance to the Restricted Area. Any questions regarding this procedure should be addressed to the terminal operator of the Restricted Area.

The TWIC escort requirements do not apply to mariners working immediately adjacent to the vessels they are employed aboard while in the conduct of normal operations in support of the vessel (e.g. attach shore ties, perform maintenance, read load lines, load stores, etc). Such mariners will be permitted limited access to the area immediately adjacent to their vessels without escort.

REVOCAION OF APPROVED ESCORT PRIVILEGES:

Approved Escort privileges are granted at the sole discretion of the Board, through the Harbor Police Department, for a period determined by and at the sole discretion of the Board, and the Board, through its Harbor Police Department, reserves the right to deny granting escorting privileges or to suspend, revoke or deny renewal of Approved Escort privileges previously granted, as follows:

- (1) Submittal by an employer or nominated applicant of false or misleading information.
- (2) Failure to adhere to the Tariffs, policies, rules and regulations of the Board or other applicable federal, state or local laws and regulations, including, but not limited to:
 - LRS 14-61 - unauthorized access to a critical infrastructure
 - any attempt to gain entrance to the Board's facilities or restricted areas within its facilities, through fraud or deception.
 - any attempt to bypass established entry points.
 - misrepresentation by someone other than the Approved Escort in an attempt to gain entry to a restricted area,

- failure to perform escorting duties in the manner prescribed by this policy.
- (3) Submittal by an Approved Escort of false and misleading information or refusing to cooperate in a security-related investigation.
- 4) Conviction of an Approved Escort of any offense for which he or she would have initially been denied approval in accordance with the policies of the Board.
- (5) Failure to present a TWIC upon request or loss of TWIC privileges.
- (6) An employer no longer meets the criteria under which its eligibility was initially established or an Approved Escort leaves the employment of the company for which escorting privileges were approved.

