

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

UPTOWN FACILITIES:

The Uptown portion of the Port of New Orleans is bounded by the four (4) Facility Access Stations located at Felicity Street, Louisiana Avenue, Napoleon Avenue and Nashville Avenue. All facilities within the confines of these F.A.S.'s are considered to be either a Restricted or a Secure area.

UPTOWN FACILITIES - RESTRICTED AREAS UPTOWN FACILITIES - SECURE AREAS

Leased to Ports America Louisiana Inc.:

Henry Clay Avenue Wharf
Nashville Avenue A, B, and C Wharves
Napoleon Avenue Container Terminal

Leased to Ceres Gulf Inc./New Orleans Terminals:

Milan Street Wharf
Napoleon Avenue Container Terminal

Leased to Coastal Cargo Company Inc.:

Louisiana Avenue Wharf
Harmony Street Wharf
Seventh Street Wharf

Leased to Empire Stevedoring (LA) Inc.:

First Street Wharf

All non-Restricted Areas, including:

Port Cargo Service Inc.
New Orleans Public Belt Railroad
U.S. Customs
I.L.A Office
Stuy Docks Intermodal Terminal
Dupuy Storage and Forwarding
Silocaf New Orleans, Inc.
Clarence Henry Truckway

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:

A non-TWIC holder may be granted access to a Secure Area as long as the activities of the non-TWIC holder can be properly monitored to insure the non-TWIC holder is not engaging in unauthorized activities. This monitoring can be accomplished by utilizing close-circuit television monitoring and appropriate security patrols. The Harbor Police Department currently provides this required monitoring.

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 agree 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 off 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.

RELEVANT PROVISIONS OF TERMINAL FACILITY SECURITY PLANS

Approved Escorts are required to know the following information:

<u>Facility</u>	<u>Restricted Areas</u>	<u>Facility Security Officer</u>	<u>Contact</u>
Ports America Louisiana Inc.	All	Gus Bertucci	504-894-6342
Ceres Gulf Inc.	All	Robbie Daigre	504-952-7892
Coastal Cargo Company, Inc.	All	Dave Clement	504-494-7634
Empire Stevedoring (LA) Inc.	Portions of Shed	Ray Abercrombie	504-274-1763
Pacorini Global Services	Shed	Lenny Godwin	504-416-8042
NOCS	Shed/River Apron	Nathan Deville	504-214-4570

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 security officer at the Facility Access Station. 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 at the Facility Security Station upon their departure. This check-in/check-out process may be repeated by security personnel at any Restricted Area at the terminal operators discretion. Approved Escorts may escort a maximum of five (5) non-TWIC holders.

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 vessels' 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 a Facility Access Station.

Crew members, who wish to disembark from the vessel while at a 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 a Facility Access Station.

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.