

Transportation Workers Identification Credential (TWIC) Card at the Port of New Orleans

***Information for Port of New Orleans Design-Build Applicant Entities
and Their Construction Contractors, Design Consultants, Suppliers, Vendors and Others
Providing Services for the
Riverfront Cold Storage Facility Project***

November 2009

Note: This information is provided so that the short-listed firms which are invited to submit a proposal have advance notice of the security requirements necessary to attend the pre-proposal site visits arranged by the Port of New Orleans at the existing cold storage facility at Jourdan Road Terminal and the future cold storage facility site at the Henry Clay Avenue Terminal. There are no site visits to either of these terminals prior to the pre-proposal site visit conducted by Port staff.

General Requirements

In January 2009, the Transportation Safety Administration Transportation Worker Identification Credential (TWIC) program was implemented at the Port of New Orleans. Federal regulations require that persons seeking entry to restricted areas of United States ports must present a valid Transportation Workers Identification Credential (TWIC) card and must maintain possession of the TWIC at all times in secure port areas.

All persons entering the Port of New Orleans' restricted port areas must show a TWIC card in order to access the port's restricted facilities. Persons without a TWIC seeking entry to these restricted facilities must have valid identification to be in compliance with the Maritime Transportation Security Act (MTSA) and must be escorted into and remain in the presence of a person who is an authorized TWIC escort at the Port of New Orleans.

The Henry Clay Avenue Terminal (future cold storage facility site) and the Jourdan Road Terminal (existing cold storage facility site) are restricted port areas.

Obtaining a TWIC Card

For rules, procedures, requirements, and frequently asked questions go to www.tsa.gov/twic . The current cost is \$132.50 and the card expires after five years. Allow several weeks for processing before receiving a TWIC card.

Obtaining Status as an Approved TWIC Escort at the Port of New Orleans

Neither the Port of New Orleans nor its tenants and terminal operators recognize or accept third-party trained TWIC escorting companies. In order to be a Port of New Orleans Approved TWIC Escort (Approved Escort), the individual must be employed in one of the following work categories:

- Tenants leasing space within restricted areas
- Licensed steamship agents
- Licensed transportation services
- Regulated public utilities
- Port chaplains
- Port of New Orleans employees
- **Professional consultants and construction contractors conducting Port business**

TWIC CARD ESCORTING PROCEDURES FOR MISSISSIPPI RIVER FACILITIES UPRIVER OF FELICITY STREET (UPTOWN FACILITIES)

UPTOWN FACILITIES:

The Uptown Facilities area referred to herein is the portion of the Port of New Orleans bounded by the four Facility Access Stations (FAS) (located at Felicity Street, Louisiana Avenue, Napoleon Avenue and Nashville Avenue) between Clarence Henry Truckway and the Mississippi River. All facilities within the area bounded by these confines are considered to be either a Restricted or a Secured Area of the Uptown Facilities.

RESTRICTED 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:
Napoleon Avenue Container Terminal
Milan Street Wharf

Leased to Coastal Cargo Company Inc.:
Louisiana Avenue Wharf
Harmony Street Wharf
Seventh Street Wharf

Leased to Empire Stevedoring (LA) Inc.:
First Street Wharf

SECURED AREAS

All non-Restricted Areas, including:

Port Cargo Service Inc.
New Orleans Public Belt Railroad
U.S. Customs
I.L.A Office

Stuyvesant Docks Intermodal Terminal
Dupuy Storage and Forwarding
Silocaf New Orleans, Inc.
Clarence Henry Truckway

**TWIC CARD ESCORTING PROCEDURES FOR MISSISSIPPI RIVER FACILITIES
DOWNRIVER OF FELICITY STREET FACILITY ACCESS STATION AND ON THE
INNER HARBOR-NAVIGATIONAL CANAL AND ON THE GULF INTRACOASTAL
WATERWAY/MISSISSIPPI RIVER-GULF OUTLET (DOWNTOWN FACILITIES)**

DOWNTOWN FACILITIES:

Downtown facilities shall be considered as those Port of New Orleans facilities covered under the requirements of the Marine Transportation Security Act that lie outside the area defined above as the Uptown Facilities. This includes port facilities on the Mississippi River, the Inner Harbor-Navigational Canal (Industrial Canal), and the Gulf Intracoastal Waterway/Mississippi River-Gulf Outlet.

RESTRICTED AREAS

SECURED 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)

All non-Restricted Areas are non-Secured Areas

Most facilities do have private security restrictions

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) card.

NON-TWIC CARD HOLDERS

However, those persons who do not possess a valid TWIC card may be granted access to a Restricted or a Secured Area utilizing appropriate escorting procedures as stated herein.

ESCORTING PROCEDURES TO UPTOWN FACILITIES SECURED AREAS:

A non-TWIC holder may be granted access to a Secured 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 at the Uptown Facilities.

ESCORTING PROCEDURES-UPTOWN &DOWNTOWN FACILITITES 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 by the Port of New Orleans Harbor Police Department. 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 provides the necessary training and issues 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 card.
- (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 then one employer.
- (4) Complete the training requirements listed in 33 CFR 105.215, as provided by the Harbor Police Department.
- (5) Must posses 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) **Invitees of the Port of New Orleans, its tenants, or vessels who provide necessary services to facilities or vessels, such as professional consultants and construction contractors.**

An Approved Escort Application/Certification Form (provided herein) must be filled-out and returned as directed on the form prior to scheduling the required Approved Escort training. The form is also available at www.portno.com by linking to "Doing Business with the Port" and linking to "Port Entry Policies".

The Employer of the Approved Escort shall accept full responsibility for ensuring that 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

Those Employers who qualify to have their TWIC card holding 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 (office) or 504-905-5385 (cell) to schedule the required training class. Lieutenant Sawyer will provide training when sufficient requests have been received. Training class is approximately 90 minutes and is held on a weekday at the Port Administration Building, 1350 Port of New Orleans Place, New Orleans, LA.

RELEVANT PROVISIONS OF TERMINAL FACILITY SECURITY PLANS

Approved Escorts are required to have the following contact information for terminal operators' security officers upon entry into restricted areas. Refer to above paragraph for listing of the facilities and their terminal operators:

<u>Terminal Operator</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 Daigle	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
New Orleans Cold Storage	Wharf and Shed	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 authorized as an Approved Escort. A copy of the form must 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 one of the four the Facility Access Station entry points. 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 same Facility Security Station that was entered upon departure. This check-in/check-out process may be repeated by security personnel at any Restricted Area at the terminal operator's discretion. **Approved Escorts may escort a maximum of five (5) non-TWIC holders provided they present valid identification to be in compliance with the MTSA.**

Approved Escorts must possess a working cellular telephone while engaged in escorting duties in restricted areas and must immediately call the Harbor Police Department (504-891-7585) to report loss of side-by-side contact with any non-TWIC holder escorted individual, or any suspicious activity engaged in by such escorted individual. 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, has checked-out at the Facility Access Station that they entered. Any questions regarding this procedure should be addressed to the terminal operator's Facility Security Officer for a particular restricted area. For the purposes of the RFP pre-proposal site visits for the Riverfront Cold Storage Facility Project, contact Deborah Keller, Director of Port Development, 504-528-3297 or kellerd@portno.com.

VESSEL CREW

Requests by a non-TWIC holder to visit with a 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 and from the vessel and to and from a Facility Access Station.

Crewmembers, who wish to disembark from the vessel while at a berth, should make arrangements with the vessel's agent. The vessel's agent shall provide an Approved Escort to provide a side-by-side escort of the crewmembers to and from a Facility Access Station.

The TWIC escort requirements do not apply to mariners working immediately adjacent to the vessels for which 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 employer for which escorting privileges were approved.

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THIS FORM IS DOWNLOADABLE AT www.portno.com/pdfs/PortnoTwicEscortAppl.pdf

**BOARD OF COMMISSIONERS
PORT OF NEW ORLEANS
TRANSPORTATION WORKERS IDENTIFICATION CREDENTIAL (T.W.I.C.)
APPROVED ESCORT APPLICATION AND CERTIFICATION FORM**

The Applicant and the Sponsoring Employer must fill out the top portion of this Application and FAX to Lieutenant Michael Sawyer of the Harbor Police Department, the Port's Facility Security Officer, at FAX 504-528-3374. He can be contacted by phone at 504-891-7585 ext.108 (office) or 504-905-5385 (cell). Upon completion of required training, the Sponsoring Employer shall receive a fully executed copy of the Application/Certification Form, via FAX, certifying that training requirements have been met. A copy of this Application/Certification Form shall be retained by the Applicant and the Sponsoring Employer at all times. Should the Applicant's employment be terminated for any reason, the Employer shall notify Lt. Sawyer immediately.

PLEASE PRINT CLEARLY

APPLICANT:

SPONSORING EMPLOYER:

Name: _____
(as appears on TWIC)

Company Name: _____

Cell Phone: _____
(Required)

Authorized Representative: _____

Signature: _____

Contact Phone: _____

Date: _____

FAX: _____

Signature: _____

Date: _____

By signing above, the APPLICANT and the SPONSORING EMPLOYER hereby request that the APPLICANT receive the training necessary to become an Approved T.W.I.C. Escort as stipulated in 33 CFR 105.215. The APPLICANT and the SPONSORING EMPLOYER fully agree to abide by all provisions and obligations mandated by the Transportation Workers Identification Credential program; agree that they have read a copy of the Port of New Orleans TWIC Escorting Procedure, which is available at the Port of New Orleans web-site www.portno.com; and agree to abide by all provisions and obligations contained in said TWIC Escorting Procedures. The SPONSORING EMPLOYER specifically acknowledges that, as per the Port of New Orleans TWIC Escorting Procedures, the SPONSORING EMPLOYER agrees to accept any fine or liability imposed on the Board of Commissioners of the Port of New Orleans by the United States Coast Guard, or any other regulatory agency, for failure of the Applicant/Approved Escort to fulfill required responsibilities.

The above APPLICANT has received the necessary training, as per 33 CFR 105.215, and is now certified as an APPROVED ESCORT for the purposes of escorting non-TWIC holders into SECURE/RESTRICTED areas of the Port of New Orleans.

The training received by the undersigned included:

- (1) Review of relevant provisions of the Facility Security Plan, including names and contact number of the Port's and each terminal's Facility Security Officer.
- (2) The meaning and the consequential requirements of the different MARSEC levels, including emergency procedures and contingency plans.
- (3) Recognition and detection of dangerous substances and devices
- (4) Recognition of characteristics and behavioral patterns of persons who are likely to threaten port security
- (5) Techniques used to circumvent security measures.

Date: _____

Lt. Michael Sawyer
Harbor Police Department
Board of Commissioners of the Port of New Orleans