



PORT OF PORTLAND

Marine Terminal Security Guidelines

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**PORT OF PORTLAND
MARINE TERMINAL
SECURITY GUIDELINES**

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INTRODUCTION

The Port of Portland ("Port") extends a welcome to all users of Portland Marine Terminals 4 (T4), and 6 (T6). In order to promote a safe and efficient environment, the Port has enacted the following Security Guidelines for activity on the Port Marine Terminals 4 and 6. These Security Guidelines should be read in conjunction with the Port Ordinances, all applicable provisions of the Charter and Code of the City of Portland, other governing local regulations, all individual contracts that a user may have with the Port, and all applicable state and federal laws. These Guidelines are subject to change at any time in order to remain current with changing laws, regulations, and terminal operations.

PREFACE

ADMINISTRATION AND RESPONSIBILITY

These "Security Guidelines" apply to activities, operations, and use of Port of Portland Marine Terminals 4, and 6. Copies of these Guidelines may be obtained during normal business hours at the Port's Marine Security Office, located at Terminal 6 Administration Building, 7201 N. Marine Dr., Portland, OR 97203. Every person and entity doing business at the marine terminals is responsible for maintaining a current knowledge of / and complying with all Security Guidelines that are applicable to their activities at the marine terminals.

ADDITIONS, AMENDMENTS, AND CANCELLATIONS

These Guidelines may be supplemented, significantly amended, or canceled from time to time by the Port. These Guidelines will also be regularly updated to reflect errata corrections, changes in contact information, changes to implement federal security directives, or changes to those process and procedural documents used in managing marine security.

CONSTRUCTION

These Guidelines shall be construed to be consistent with, and not in limitation of, federal, state, or local laws; Port and City Ordinances; United States Coast Guard (USCG), Customs and Border Protection (CBP) and Transportation Security Administration (TSA) directives and regulations; and in addition to all obligations contained in any lease or other contract between the party subject to these Security Guidelines and the Port.

OTHER IMPORTANT DOCUMENTS

DOCUMENT	WHO SHOULD REVIEW	CONTACT
Port Ordinance No. 367-R	Port Staff and Tenants	(503) 240-2243 or (503) 737-3707

MARINE TERMINAL EMERGENCY NUMBERS AND OTHER IMPORTANT NUMBERS

24-Hour Marine Emergency Contact	(503) 240-2230
Marine Security Manager 1/Office	(503) 240-2243 or (503) 737-3707

Marine Security Lead Officer	(503) 240-2106
Terminal 4 Main Gate	(503) 240-2104
Terminal 4 & 5 Operations Manager	(503) 240-2235
Terminal 6 Main Gate	(503) 240-2230
Terminal 6 Operations Manager	(503) 415-6542
Marine Facility Maintenance	(503) 978-2410
Marine Environmental	(503) 415-6566
United States Coast Guard (USCG) Facility Office	(503) 240-9333
United States Customs and Border Protection (CBP)	(503) 240-6700
Transportation Security Administration (TSA)	(866) 289-9673
City of Portland Fire Bureau – Harbormaster	(503) 823-3767
City of Portland Police Bureau	(503) 823-3333
City of Portland Fire Bureau – Harbormaster	(503) 823-3969

USEFUL WEBSITES

Port of Portland	www.portofportland.com
Transportation Security Administration	www.tsa.gov
U.S. Coast Guard	www.uscg.mil
U.S. Customs and Border Protection	https://www.cbp.gov/
U.S. Department of Homeland Security	www.dhs.gov

DEFINED TERMS

The following definitions shall apply to these Security Guidelines. Specific sections where the defined terms are used provide the full context of each term.

"Access Control System" means the computerized access system used by the Port to control access through doors and gates into the Secured Area of the marine terminals.

"Access Device" means any key, lock combination or other device, besides a Security Badge, manufactured or created for the purpose of accessing the marine terminals through a door or gate.

"**Access List**" means a written list provided by a tenant, contractor, Port business group, or other entity that lists the names of persons requiring access to the Port marine terminals.

"**Authorized Designee**" means a person(s) designated by the Port, a marine terminal Tenant or a Port contractor who will sign for the company and will verify that each Security Badge and/or Access Device applicant from the company has a valid need for a Port Security Badge or Access Device. Access Lists shall also be accepted only from an Authorized Designee.

"**Authorized Vendor**" means an entity that has a written contractual agreement with a Port Tenant or the Port to deliver a product or provide a service to the marine terminals. For an entity providing service to visiting ships, inclusion on the access list provided by the ship agent is the proof of a contractual relationship with the agent and ship.

"**Badge holder**" generally means either a person who has been issued a valid Marine Security Badge or an individual who has a valid TWIC and has been granted unescorted access to the marine terminals based on a request from an Authorized Designee. Thus, the Guidelines contained herein apply to those individuals even if they do not hold an access badge specifically issued by the Port.

"**Business Day**" means Monday through Friday, except those holidays on which the Port's administrative office is closed.

"**Chief Public Safety Officer**" means the Port manager in charge of public safety and security for Port facilities.

"**Commercial Activity**" means any activity undertaken at the Port for profit or personal gain including, but not limited to leasing of real and personal property, the sale of goods and services, and the operation of vehicles transporting ship crew onto or off the marine terminals. "**Customs and Border Protection**" or —**CBP** means the federal agency within the U.S. Department of Homeland Security that has the authority to regulate marine transportation security with emphasis on cargo and seafarers. The lead person for the CBP is the Area Port Director.

"**Dangerous Substance or Device**" means any material, substance, or item that reasonably has the potential to cause a transportation security incident.

"**Director of Marine and Industrial Development**" means the Port's designated Director who oversees marine operations and who reports directly to the Port's Executive Director.

"**Executive Director**" means the chief executive officer of the Port.

"**Facility Security Officer**" or "**FSO**" means the person appointed by the Port to serve as the primary and immediate contact for security-related activities and communications with the USCG. The Facility Security Officer performs duties, as specified in 33 CFR 105. Reference to Facility Security Officer shall include his/her designee.

"**Facility Security Plan**" or "**FSP**" means the marine terminal security program required by 33 CFR 105 and approved by the USCG.

"**Hazardous Substance**" or "**Hazardous Material**" Hazardous materials means hazardous materials subject to regulation under 46 CFR parts 148, 150, 151, 153, or 154, or 49 CFR parts 171 through 180.

"Marine Security Office" means the administrative offices of the Port staff responsible for marine terminal security. The offices are located in the **T6 Administration Building 7201 N. Marine Drive, Portland, OR 97203. The phone numbers are (503) 240- 2243 or (503) 737-3707**

"Port Security Badge" means a Port-issued Security Badge.

"Permit and Right-of-Entry" means a permit issued to carry on any non-exclusive activities in general non-exclusive areas at the Port for a limited duration of time, which must be issued by the Port in advance of any such activities.

"Photography/Filming Permit" means a permit and right-of-entry for photography and filming purposes, which must be issued by the Port in advance of any filming.

"Port-Approved Security Badge" means those security badges recognized by the Port, as set forth in the Security Chapter of these Guidelines.

"Port of Portland" or **"Port"** means the port district of the State of Oregon that owns Marine Terminals 4, and 6.

"Port Ordinance No. 367-R" means that certain Port Ordinance No. 367 pertaining to activities at and use of marine terminals, adopted by the Port Commission, as the same may be amended from time to time.

—**Port Tariff** means the means the Guidelines adopted from time to time by the Executive Director to govern activities at, and establish procedures for the utilization of, the marine terminals and includes any regulatory provisions in any Terminal Tariffs adopted by the Executive Director.

"Public Safety and Security Department" means the Port's department that is responsible for developing, administering, and enforcing the Facility Security Plan and these Guidelines on matters of security.

"Restricted Area" Restricted areas mean the infrastructures or locations identified in an area, vessel, or facility security assessment or by the operator that require limited access and a higher degree of security protection. Restricted areas of the marine terminals are defined in the Facility Security Plan and are generally defined as the vessel berths and cargo storage and handling areas. Restricted areas may be subsets of Secure Areas or synonymous in scope.

"Secure Area" means the area at a marine terminal which the owner/operator has implemented security measures for access control in accordance with a Coast Guard approved FSP.

"Security Badge" means any badge approved or issued by the Port for access authority in a portion of the Restricted Area or Secure Areas.

"Security Training" means the Port's security training program based on federal requirements found in 33 CFR 105.

"Security Badging Office" means the Port office responsible for the issuance of Security Badges and keys. For marine activity, it is in the Marine Security Office in the T6 Administration Building.

"Security Screening Checkpoint" means a checkpoint used for the screening of persons and vehicles and their possessions prior to entering the Secure Area of a marine terminal. Usually, this is the main gate of the terminal and is staffed when the terminal is open.

"Security Threat Assessment" or **"STA"** means the Transportation Security Administration process of verifying that an individual is not a threat to maritime transportation security by checking the individual against various Department of Homeland Security records.

"Sensitive Security Information" means any information, the release of which is controlled and restricted by 49 CFR 1520.

"Tenant" means any person or business leasing or renting space at the Port.

"Terminal" means the area controlled by access control including vessel berths, buildings, cargo handling and storage areas, and other infrastructure used in marine transportation operations.

"Transportation Security Administration" or **"TSA"** means the federal agency within the U.S. Department of Homeland Security that was created by the Aviation and Transportation Security Act to regulate transportation security. The lead person for the TSA at most airports is the Federal Security Director (FSD).

—**Transportation Security Incident** or **"TSI"** means a security incident resulting in a significant loss of life, environmental damage, transportation system disruption, or economic disruption in a particular area.

"Transportation Worker Identification Credential" or **"TWIC"** means the federal identification card required for unescorted access in Secure and Restricted Areas of regulated marine terminals as required by 49 CFR 1572. The TWIC is based on an STA conducted by TSA.

"United States Coast Guard" or **"USCG"** means the federal agency within the U.S. Department of Homeland Security that has primary authority to regulate marine transportation security. The lead person for the USCG is the Captain of the Port (COTP) and his/her designees.

1. GENERAL GUIDELINES

Marine facilities are regulated by various federal statutes aimed at preventing any incident that results in a significant loss of life, environmental damage, transportation system disruption, or economic disruptions to a particular area. The Port of Portland provides security services to manage regulatory compliance and to provide a safe and secure work environment at T4, and T6. While the Port works directly with the federal agencies tasked with security oversight, it also works with tenants, contractors, labor, and visitors to put security measures in place for the benefit of all. These Security Guidelines are intended to educate those working on the Port marine terminals 4, and 6 and provide a baseline for security procedures to manage access control on those facilities.

2. COMPLIANCE REQUIREMENTS

2.1 Security Guidelines

No person or vehicle may access or be in any Secure Area or Restricted Area of the Port marine terminals unless they are in strict compliance with these Security Guidelines.

2.2 Federal Security Regulations

Federal security requirements are summarized below.

Operating Area	Legal, Statutory, and Other Regulatory Security Requirements	Agency
Terminals 4, and 6	Marine Transportation Security Act [33 CFR §101, 105]	U.S. Coast Guard
Terminals 4, and 6	Transportation Worker Identification Credential [49 CFR §1572, 33 CFR §101, 105]	Transportation Security Agency and U.S. Coast Guard
Port Headquarters, Terminals 4, and 6	Protection of Sensitive Security Information (SSI) [49 CFR §1520]	Transportation Security Agency

2.3 Security Violation Enforcement

Persons who are in violation of these Security Guidelines shall be subject to potential loss of access to the marine facilities. The Facility Security Officer (FSO) reserves the right to exercise reasonable discretion in determining the necessary actions to ensure facility security and regulatory compliance.

2.4 Trespassers

Any person, whose presence is not authorized on the marine terminals, will be reported to the Portland Police Bureau for action including citing for trespassing and removal from the terminal.

2.5 Escort Restrictions

Absent the approval of the FSO, it is prohibited for any other person who has been granted access to the Port marine terminals to knowingly escort into the Secure Area or the Restricted Area any other person whose access privileges have been suspended, revoked, or denied by the Port.

2.6 Disqualifying Conviction Access Restrictions

Persons who are denied a Transportation Worker Identification Credential (TWIC) are prohibited from accessing the Secure or Restricted Areas of the marine terminals.

2.7 Compliance Testing Authorization

Security compliance testing may only be performed by those individuals authorized by the FSO for a specific time period for testing, the specific measures to be tested, and the manner of testing. This provision does not apply to the FSO and his/her designees who are authorized to test compliance at any time and by any method deemed appropriate.

3. FACILITY SECURITY PLAN

Each person in possession of a Facility Security Plan (FSP), must provide signed certification to the FSO indicating receipt of a FSP and must protect the FSP as Sensitive Security Information and store it in a secure manner in accordance with federal regulation. The FSO shall be the sole approving authority for permission to issue a copy of the FSP.

4. APPROVED SECURITY BADGES AND IDENTIFICATION

Unless revoked or suspended, the following unexpired Security Badges or identification credentials, when used or displayed by the persons to whom they are issued, are recognized as valid Security Badges to be used in determining access to Port marine terminals.

4.1 Transportation Worker Identification Credential (TWIC)

A TWIC issued and controlled by TSA under 49 CFR §1572, is an authorized credential for fulfilling the identification requirements of access control. Possession of a TWIC itself does not, on its own, guarantee access to Port marine terminals. The individual must also have a valid reason to access the terminal as determined by Marine Security personnel. There may be instances where a second credential is required to validate the identification of a person possessing a TWIC such as a Pacific Maritime Association (PMA) badge or employer badge.

4.2 Port Marine Security Badge

A Port marine security badge issued to an employee, tenant, contractor, or other frequent visitor to the marine terminals will be accepted as both identification and authorization to enter a Port marine terminal. Port marine security badges will be based upon the applicant already possessing a valid TWIC.

4.3 Federal Officials Credentials

Federal officials are not required to obtain or possess a TWIC to gain unescorted access to secure areas. However, federal officials must present federal identification that meets the HSPD-12 or DoD Common Access Card standards. Possession of a federal credential does not guarantee unescorted access.

4.4 Federal, State or Local Law Enforcement Officials Credentials

Law enforcement officials at the federal, state or local level are not required to obtain a TWIC to gain unescorted access to secure areas. Law enforcement officials must present their law enforcement credentials for examination upon request. Possession of a law enforcement credential does not guarantee unescorted access.

4.5 State or Local Emergency Responders

State or local government emergency responders are not required to display a TWIC to gain unescorted access to secure areas during an emergency situation. However, the

individuals must present appropriate identification that meets the standard below and provide evidence that confirms their status as a state or local emergency responder. Classification as a state or local government emergency responder does not guarantee unescorted access.

4.6 Other Identification Standards

Unescorted access may not be granted to individuals who do not possess an identification noted above. For personnel requesting escorted access, an individual must present personal identification that must, at a minimum, meet the following requirements:

- (1) Is laminated or otherwise secure against tampering.
- (2) Contains the individual's full name (middle initial is acceptable).
- (3) Contains a photo that accurately depicts that individual's current appearance; and
- (4) Bears the name of the issuing authority.

The issuing authority in paragraph 4.7.4 of this section must be:

- (1) A government authority, or an organization authorized to act on behalf of a government authority; or
- (2) The individual's employer, union, or trade association.

4.7 New Hires

Port and tenant new employees who have applied for but not yet received a TWIC may apply for temporary access by following the provisions contained in Appendix A. This procedure is for Port and tenant new employees only and the Port is authorized to grant the individual accompanied access to secure areas of the facility for a maximum of 30 days. Note that the standard for —accompanied access is not as stringent as the escort standard but does require knowledge of the person's whereabouts and a timescale for their time when they are not with other employees. See Appendix A for more detail.

4.8 Lost, Stolen, or Damaged TWIC

Procedures for individuals with lost, stolen, or damaged TWICs are contained in Appendix B. Using this procedure, the Port is authorized to grant the individual unescorted access to secure areas of the facility for a maximum of 7 days.

5. RESPONSIBILITY

5.1 Possession of an TWIC, Approved Security Badge or Other Identification

Each unescorted person within the Secure Area of a Port marine terminal must maintain possession of the identification used to gain access on their person. In the event the nature of the individual's work requires the identification to not be on the person, it should be kept in a safe place and produced within 10 minutes of a request by a federal

enforcement official or the FSO or his/her designee. Holders of Port Marine Security Badges must also possess their TWIC at all times.

5.2 Security Screening

Port Marine Security Badges may not be used to bypass, or escort others in a manner that bypasses Security Screening Checkpoints in order to gain access to a Port marine terminal.

5.3 Use of Another Person's Security Badge or Identification

The use of a Security Badge by anyone other than the Badge holder for the purpose of unescorted access to a Secure or Restricted Area is prohibited.

5.4 Providing a Security Badge to Another Person

Badge holders are prohibited from providing their Security Badge to any other person for the purpose of obtaining unauthorized or unescorted access to a Secure or Restricted Area.

5.5 Providing or Obtaining Access Device

Persons are prohibited from providing an Access Device to others, or from obtaining an Access Device, for the purpose of unauthorized access to a Secure or Restricted Area.

5.6 Unauthorized Duplication of Access Device Prohibited

Persons are prohibited from the unauthorized duplication of an Access Device that provides access to a Secure or Restricted Area.

5.7 Identification Challenge Compliance

If challenged while in a Secure or Restricted Area by a federal enforcement agent or Port employee, the challenged individual must immediately and fully display his/her TWIC, Approved Security Badge if escorting non TWICed person(s) or other identification.

6. ACCESS CONTROL PROCEDURES

The following Security Guidelines have been established for access to the Secure and Restricted Areas of Port marine terminals including rules for Marine Security Badge holders who have been granted automatic access permissions to certain doors or gates.

6.1 Door and Pedestrian Gate Access

Each unescorted Secure Area Badge holder entering the Secure or Restricted Area through any exterior door or gate, must swipe his/her own Marine Security Badge through the card reader to gain automated access to enter or use another Access Device (such as a key). Only one (1) unescorted Marine Security Badge holder may

access the Secure or Restricted Area through any door or gate, at a time, unless otherwise approved by the FSO. Each Marine Security Badge holder accessing the Secure or Restricted Area must ensure that no other unescorted individuals access the Secure or Restricted Area while the door or gate is open. "Piggybacking" occurs when a badge holder fails to ensure that a door or a gate closes behind the badge holder and an unescorted person slips in behind without swiping his/her Security Badge or using an approved Access Device.

6.2 Access Control System Audible Alarms

If an audible door alarm sounds at an access control door or gate that a Badge holder has opened, the Badge holder should immediately close the door or gate and ensure that it is secured.

6.3 Forcing Open Security Doors or Gates

Persons are prohibited from forcing open a door or gate providing access to the Secure or Restricted Area for the purpose of unauthorized access.

6.4 Reporting Malfunctions

Any Badge holder who has used his/her Marine Security Badge or other Access Device to open an Access Control System controlled door or gate is required to immediately take action to report to the appropriate marine terminal security gate any apparent malfunction of the alarm or locking mechanism. Any Badge holder in the vicinity of an Access Control System controlled door or gate emitting an audible alarm shall check the vicinity for unauthorized personnel. After completing the inspection, the person will attempt to secure the door and immediately notify the marine terminal security gate of the results of such inspection.

6.5 Vehicle Access

The following Security Guidelines for access through vehicle access shall apply.

6.5.1 Security Screening Checkpoints

Upon arrival at a security screening checkpoint, all persons in the vehicle seeking access to the Port marine terminals shall present appropriate identification and state a purpose for entry. The vehicle and occupants shall comply with the directions of the Marine Security Officer including submission to screening as required by federal regulation.

6.5.2 Passengers Prohibited

Passengers in vehicles who are accompanying the entrant and do not have a business need (see Section 7) to enter the terminal are prohibited from entering. This includes ride-along in trucks. Permission for passengers must be obtained prior to requesting entry from the Duty FSO and usually this will be for

professional reasons such as truck driver training. If previously authorized, passengers must present acceptable identification. The sole exception to this policy is a team driver who must produce the appropriate DOT logs to support this claim along with appropriate identification.

6.5.3 Remote Gates

Only one vehicle may enter an Access Control System controlled vehicle gate upon the swipe of a Marine Security Badge. The Badge holder who opens the vehicle gate to enter the Secure or Restricted Area must ensure that the gate is closed and secured behind the Badge holder before driving away from the gate. No escorting of other vehicles is allowed through an Access Control System remote vehicle gate unless previously approved by the FSO. If exiting from a Secure or Restricted Area with other vehicles, the last vehicle in line must stop and ensure that the gate is closed and secured behind the vehicle before driving away.

6.5.4 Pedestrian Access Prohibited

Pedestrians are not allowed to access a Secure or Restricted Area through any vehicle gate.

6.5.5 Vehicle Restrictions — T6 Container and Intermodal Yard

Personal vehicles are prohibited from entering the T6 container and intermodal yard.

6.5.6 T6 Launch Access

The Port facilitates access to a launch ramp at T6 as a courtesy to the marine industry. Access control procedures apply for all personnel transiting T6 to access the launch and when coming ashore. This service is for maritime professionals holding a TWIC and government agents. To be able to escort non TWICed personnel to and from the launch you must possess a Port Marine Security Badge with an escort endorsement. When escorting non TWICed personnel from the Launch, you must call the T6 gate house via the phone located on the launch platform and state you will be escorting non TWICed persons thru the Launch access gate. When not escorting other personnel only the Badge holder can proceed thru the Launch access gate after swiping their Port Marine Security Badge and entering their PIN code. Do not allow others to enter T6 thru the Launch gate without swiping their Port Security Badge and entering their PIN. All personnel that do not possess a Port Marine Security badge must contact the T6 gate house via the phone located on the launch platform and an officer will be sent to check the person's TWIC and then grant same access to T6 thru the Launch gate.

7. GRANTING ACCESS TO ENTER THE SECURE AND RESTRICTED AREAS

Federal regulations require two elements for the granting of access to a regulated marine facility. They are: (1) appropriate identification and (2) a legitimate need to be on the terminal. A TWIC alone does not satisfy the second condition.

7.1 Marine Security Badge Holders

Upon approval for an individual to receive a Port Marine Security Badge, access permissions for Port marine terminals will be programmed in the badge. A Port Marine Security Badge holder will be allowed access at the Security Screening Checkpoint or remote access point per the badge encoding. If the holder desires access to other terminals not originally included in the badge encoding, a request should be submitted through the appropriate Authorized Designee. Possession of a Port Marine Security Badge satisfies both the identification and business need elements to allow entry.

7.2 Tenants

Tenants requiring unescorted access to the Secure or Restricted Areas are required to have a TWIC. Most tenants may obtain a Port Marine Security Badge to facilitate routine access.

7.3 Other Entrants with a Standing Business Need to Enter the Terminal

While appropriate ID is required, the following personnel, by nature of their business, satisfy the business need element:

- ILWU members reporting to a work assignment.
- Railroad employees (for the appropriate railroad on the terminal)
- Truck drivers picking up or dropping off cargo (e.g., cars, flour, containers, steel slab, etc.) – this does not include contractors, vendors or chandlers who must establish a business reason. (Cargo trucks are vetted by the clerks or tenant facilities that will ensure the manifest is correct.)
- Columbia River Pilots reporting to and from a ship berthed at the terminal as well as the Pilots and other maritime professionals using the T6 launch access.
- Government agents conducting official business.

7.4 Visitor Notification for Port and Tenant Contractors, Visitors, and Deliveries

If Port staff or tenants have contractors, visitors, or deliveries coming and needing to access the Secure or Restricted Areas, an Authorized Designee needs to provide a written list of personnel who will be accessing the terminal the day prior to arrival regardless of whether the individuals have a TWIC or not. This visitor form is available on the Port network and the internet with a secure username and password available to tenants from the Marine Security Office. See Appendix C for details of the marine terminal access request form.

Notification is required 24 hours in advance of entry. A form is valid for one day. Entry on multiple days requires a submission each day. Visitors appearing at the terminal security gates without notification may be denied access and requested to contact the sponsoring Port employee or external business partner to make access arrangements.

If the visitor/contractor is already an individual who has a Port Marine Security Badge with escort and access privileges, the visitor/contractor does not need to be on an access list. Personnel without a TWIC must, in all cases be escorted.

This system is not designed for use by construction contractors or ship agents. These groups currently use separate visitor notification systems described in a relevant contract or in Appendix D respectively.

7.5 Ship Visitors and Ship Stores Delivery

Vendors, chandlers, and other service providers visiting ships must have a valid and acceptable form of identification and be listed on the access list provided by the ship's agent, Master, or Vessel Security Officer. If the persons lack a TWIC, they will be directed to a waiting area and the ship or ship's agent will be called at the number they provided to come to the Security Screening Checkpoint and provide an escort. Delivery trucks and delivery personnel must be registered with the Marine Security Office and, in some cases, provide proof of liability insurance. Detailed requirements for Ship Visitors and Ship Stores Delivery may be found in Appendix D.

7.6 Seafarers' Access

The Ship's crew is prohibited from walking from the ship to the Main gate or from the Main gate to the ship on the Port of Portland Marine Terminals 4 and 6. Shuttle services are provided by the Port at T4 and T6 to and from the main gate and the vessel. For unescorted Taxi access at T4, taxi company must be on the Agent's Vessel Access/Gate List and driver must possess a valid TWIC. Taxi companies not on the Vessel Access List or drivers that do not possess a valid TWIC will be escorted to and from the Vessel at T4. At T6 Taxis will pick up/drop off crew members at Main Gate. Generally, no Taxis are permitted in the T6 Restricted area unless under escort by Marine Security.

7.7 Port Construction Contractors

Access requirements including identification, escort requirements, and the need to provide access lists are detailed in the Marine Security Specification portion of Port contracts that are open to public bid.

7.8 Misplaced or Lost Credentials or Identification

Personnel who have lost, had damaged, or had stolen their TWIC or Port Marine Security Badge must follow the provisions of section 4.8 and 13.3.

8. KEYS AND LOCKS

8.1 Port Issued Keys

The Port controls all keying of Port managed facilities but not to property leased to tenants. Keying and lock repair is done by a licensed and bonded locksmith employed by the Port. Requests for the issuance of keys must be made following the appropriate application process and must be submitted to the Marine Security Office for processing. After the request has been processed, keys will be available for distribution at the Marine Security Office. Please refer to the Port marine terminal Key Program, which is available upon request from the Marine Security Office at (503) 240-2235/2243.

Note that keys may not be shared with personnel other than the individual to whom they were issued as noted in Section 5.5.

8.2 Locked Out Procedure

In the event a Tenant or contractor's employee is locked out or has forgotten or lost the keys to the premises, the employee must contact the tenant or contractor's manager for assistance in accessing the premises.

9. PROHIBITED ITEMS IN THE SECURE AND RESTRICTED AREAS

Pursuant to federal regulations, no persons, except authorized law enforcement officers, shall bring any dangerous substances or devices onto the Port marine terminals. Dangerous substances and devices mean any material, substance, or item that reasonably has the potential to cause a transportation security incident.

10. SECURE AND RESTRICTED AREA ACCESS THROUGH TENANT- OCCUPIED FACILITIES

Tenants are responsible to prevent access from their areas into the Secure and Restricted Areas of the marine terminals if they are not subject to the federal security regulations in 33 CFR 105. Tenants, contractors, and visitors must enter the Secure and Restricted Areas through a Security Screening Checkpoint.

11. ESCORTING REQUIREMENTS

11.1 Eligibility to Escort

It is the Port of Portland policy that any personnel who require regular access to marine terminals should obtain a TWIC and may not be escorted onto the marine terminals. This includes Port employees, tenant employees, and longshoremen. All escorts must possess a TWIC. Having a TWIC does not entitle an individual to be an escort. The following personnel are authorized to act as an escort:

Port Marine Security Badge Holders — Persons with a Port of Portland Marine Security Badge that have a TWIC escort endorsement are eligible to escort non-TWIC personnel. Escorts may only be conducted in areas the badge holder has approved access.

Ship Agents and Chandlers — Ship agents and chandlers, registered with the Port, having received escort training and having Company identification on the transporting vehicle are authorized to escort, only, to and from the appropriate ship for ships business only.

Other Persons — Other personnel may escort only by pre-arrangement with the Port Marine Security Office and upon completion of an escort permission form. The form establishes an understanding of the escort requirements and responsibilities and is an agreement to accept any liability imposed upon the Port of Portland by the U.S. Coast Guard, or other federal entities for failure of the escort to fulfill those responsibilities. The form is contained in Appendix E and is also available from the Marine Security Office.

11.2 General Escort Requirements

Escorts must ensure that individuals being escorted have a legitimate need to be within the Secure or Restricted Areas by passing through a security screening checkpoint for identification verification and the granting of access. Escort permission forms, if applicable, must be completed at the security screening checkpoint.

Escorting must be accomplished by side-by-side accompaniment with a TWIC holder. Side-by-side accompaniment requires continuous physical proximity to and visual contact with the escorted individual(s) in order to enable the TWIC holder to witness the escorted individual's actions and identify whether the escorted individuals are engaged in any activities other than those for which the escort was granted. Personnel who fail the federal background check and are ineligible for a TWIC are prohibited from being escorted onto the Port marine terminals.

Persons seeking access to Port facilities who do not possess a TWIC may only enter with a Port approved TWIC escort as a side-by-side companion. It is not the Port's responsibility to provide an escort to individuals who have not obtained a TWIC. Each approved TWIC escort will be allowed to escort a maximum of five (5) individuals at any one time unless otherwise arranged with the Port of Portland Facility Security Officer.

11.3 Escorting Persons in Secure or Restricted Areas

While regulations allow a more relaxed escort ratio in Secure Areas, the Port of Portland policy is to treat each escort as if it were in a Restricted Area. Appropriate physical accompaniment exists with one TWIC holder escorting no more than five non-TWIC holders (1:5).

11.4 Vehicle Escorts

Escorting ratios do not apply when non-TWIC holders are transported in an enclosed vehicle. In this case, one TWIC holder who is driving or riding in the vehicle can escort any number of passengers as long as they are only allowed to depart the vehicle in a location where other TWIC holder will be able to escort them or where they will not need to be escorted (e.g. a public access area or outside the facility). This applies in both Secure and Restricted Areas. Escorting requirements must be met if the non-TWIC holders depart the vehicle inside of the terminal security perimeter.

11.5 Training

No person may act as an escort unless and until such person has been approved by the Port and has met the training requirements listed in 33 CFR §105.215 (Security training for all other vessel/facility/OCS facility personnel). Specifically, escorts must have knowledge of this escorting procedure and how to make emergency notification if the escorted individual(s) is engaged in activities other than those for which escorted access was granted.

11.6 Ship's Crew

Crew members not possessing a TWIC, who wish to disembark from the vessel while at berth, must be escorted side-by-side from the vessel to a designated access point or from a designated access point to the vessel by an approved TWIC escort.

The TWIC escort requirements do not apply to mariners not possessing a TWIC 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.

11.7 Reporting Unauthorized Activities

If an escorted individual engages in activities other than those for which escorted access was granted, and the escorted individual fails to disengage from such activities when requested, the person providing the escort is responsible for immediately taking action to report the incident to the marine terminal security screening checkpoint (main gate).

11.8 Failure to Provide a Proper Escort

The Port will seek to recoup any financial penalties or losses due to regulatory action as a result of a failure of an authorized individual who does not provide a proper escort. Failure to comply with these escort provisions, as with other violations of the security guidelines, will result in loss of entry privileges at Port of Portland marine terminals and possible trespassing charges by the police.

12. MARINE SECURITY BADGE AND ACCESS DEVICE APPLICATION AND RECORDKEEPING

12.1 Authorized Designee Assignment

Authorized Designees shall be designated by the tenant or contractor manager. The Marine Security Office will keep a record of Authorized Designees on file. The Authorized Designee for Port employees is their manager.

12.2 Authorized Designee Responsibilities

Authorized Designees should only sign a Marine Security Badge application form or Access Device request form for their employees who have a routine and legitimate need to access areas of the terminal, as designated by the Authorized Designee on the form. Authorized Designees are prohibited from signing any Marine Security Badge application form or Access Device request form that does not include complete information that is personally verified.

12.3 Marine Security Badge or Access Device Application

A completed Marine Security Badge application or Access Device request form must be submitted to the Marine Security Office within thirty (30) days of being signed by the Authorized Designee or it will be considered invalid. Specific steps for obtaining a Marine Security Badge are listed in Appendix F.

12.4 Security Training

A Marine Security Badge or Access Device may not be issued to any person who has not been in possession of a valid Marine Security Badge or Access Device during the previous thirty (30) days, unless that person has completed appropriate marine security training during the previous one (1) year, as demonstrated by supporting documentation approved by the FSO. Security Training is the responsibility of the requesting entity. Training materials are available from the Marine Security Office.

13. CONTROL AND ACCOUNTABILITY OF MARINE SECURITY BADGES AND ACCESS DEVICES

The following Guidelines govern the control and accountability of Marine Security Badges and Access Devices.

13.1 Employer Responsibilities

Each employer shall ensure that a Badge holder leaving his/her employment for any reason shall surrender the Port Marine Security Badge and Access Devices in accordance with the agreement on the application forms and return them to the Port of Portland Marine Security Office. Each employer should notify the Port of any lost or stolen Security Badges or Access Devices issued to their company personnel and of all Badge holders leaving their employment.

13.2 Badge holder Responsibilities

Badge holders are responsible for the following:

13.2.1 General Responsibilities

Each Badge holder shall surrender his/her Marine Security Badge and Access Device to the employer or to the Marine Security Office personnel when unescorted access in a Secure or Restricted Area is no longer required. Each Badge holder shall immediately notify the Port if the Badge holder's Marine Security Badge or Access Device is lost or stolen.

13.2.2 Reporting Subsequent Disqualifying Criminal Convictions

Any Badge holder who has been issued a Marine Security Badge and who is subsequently convicted of a disqualifying crime listed in 49 CFR 1572 must report the conviction and surrender the Marine Security Badge and Access Device to the Marine Security Office within twenty-four (24) hours, or as soon thereafter as is practical if immediately after conviction the person is imprisoned. If the Marine Security Office is closed, the Marine Security Badge and Access Device must be surrendered within the same time frame to a Marine Security Officer.

13.2.3 Return of Marine Security Badges and Access Devices

When a Marine Security Badge or Access Device is no longer required for any reason, the Authorized Designee or the Badge holder will deliver the Marine Security Badge or Access Device to the Marine Security Office during normal business hours on the day the change is effective, or on the first Business Day after the effective date of such change. If the Marine Security Badge or Access Device is not available for return to the Security Badging Office, then the Authorized Designee or the individual will notify the Marine Security Office within the same time frame.

13.3 Lost or Stolen Security Badge or Access Device and Disqualification Notification Requirements

Immediate notification from the employer to the Port is required whenever the employer becomes aware of any of the following instances:

- (a) when a Port Marine Security Badge or Access Device issued to one of their employees is lost or stolen.
- (b) when employment is terminated for a Badge holder and their Port Marine Security Badge or Access Device is not obtained by the Authorized Designee at the time of termination.
- (c) the company considers one of their employees to be a threat to marine terminal security; or

- (d) a Badge holder employed by the employer is convicted of a disqualifying crime.

The Authorized Designee will immediately contact the Marine Security Office during normal business hours and request immediate deactivation of the Marine Security Badge. This request must be confirmed, in writing, to the FSO as soon as possible. If the Security Badging Office is closed, the Authorized Designee will contact the terminal main gate and request immediate deactivation of the Marine Security Badge. This request must be confirmed, in writing, to the FSO as soon as possible.

14. SECURITY GUIDELINES ENFORCEMENT

14.1 Reporting Security Violations or Suspicious Activity

All Badge holders must report, or take reasonable steps to report, any suspicious activity, violation or suspected violation of the Security Guidelines to the appropriate terminal main gate.

14.2 Investigating Reported Security Violations

The FSO or his/her designee will investigate all alleged and reported violations of the Security Guidelines. After an alleged violation, the individual suspected of violating the Security Guidelines and/or the witness will be interviewed and have an opportunity to provide an account of the incident. Upon the conclusion of the investigation phase, the FSO will determine if further action is needed to modify procedures, notify the employer, or make any required federal notification.



TWIC New Hire Access Procedure	Appendix A
	Date: August 8, 2019
	Revision: 2
	Owner: Marine Security

Quick Guide for Managers

To allow new Port (and some tenant) employees who have not yet received their Transportation Worker Identification Credential (TWIC) unescorted access to the secure and restricted areas of Terminals 4, and 6, follow these steps:

1. See the table below to ensure that the employee is eligible for this provision.
2. Ensure the employee has completed their enrollment for a TWIC.
3. Have the employee fill out the New Hire Access Form and provide it to you. The form is available at the end of this procedure.
4. Complete the form as the sponsoring manager. Refer to the detailed policy as needed.
5. Have the employee present the form in person to the Marine Security Office at T4 with appropriate identification (typically a valid U.S. state Driver License).
6. Marine Security staff will enter the information in the secure U.S. Coast Guard database and should receive results in about 3 days.
7. Once approved, the employee returns to the Marine Security Office to receive a temporary Port Marine Security Badge.
8. Once the employee receives their TWIC, they will make arrangements with the Marine Security Office to present their TWIC and receive permanent access.

New Hire TWIC Provision Summary	
Individual must meet <u>all</u> the following criteria:	<ul style="list-style-type: none"> • Is a newly hired direct employee. Has completed the application process for a TWIC but has not yet received TWIC • Has not applied for a waiver or is not in appeal process • Needs immediate access to secure areas for performance of duties • Is not a Facility Security Officer (FSO) or does not perform security as a primary duty • Can present another form of identification for access • There are no other circumstances that would cause reasonable suspicion

<p>Facility must meet <u>all</u> the following criteria:</p>	<ul style="list-style-type: none"> • Work unit does not exceed 25 individuals. • The number of new hires allowed at any time must be no more than 25% (rounded up to the nearest whole number) of the number of employees requiring TWICs within the work unit. • Monitoring of the individual if engaged in work in restricted areas
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1.0 PURPOSE

The new hire provisions in the TWIC program is intended to limit the risk presented by certain individuals who have not undergone a full security threat assessment and have not been issued a TWIC, while balancing the need to enable individuals to begin work as soon as possible. Recognizing that there may be a time lag between when individuals may need to begin work and when they receive a TWIC, this provision enables individuals to work with limited access to secure areas after a name-based security check has been completed. This provision is granted at the owner/operator discretion and only applies to direct employees. Therefore, owners/operators cannot use this provision for other individuals who require unescorted access to secure areas such as longshoremen, truck drivers (unless hired as direct employees), or contractors.

If an individual is a newly hired vessel or facility employee who has applied for but not yet received a TWIC (hereafter referred to as a new hire), the owner/operator may grant the individual accompanied access to secure areas of the vessel or facility. Accompanied access is explained below. This accompanied access may be granted for a period of up to 30 consecutive calendar days from the date of TWIC enrollment, after notification through Homeport that the individual has passed the name-based check. Accompanied access may be extended for an additional 30 days by the cognizant Captain of the Port (COTP) (the COTP of the zone where the applicant enrolled) if TSA has not yet issued the new hire's TWIC.

Note: This procedure is derived from U.S. Coast Guard requirements contained in Navigation and Vessel Inspection Circular (NVIC) 03-07. Port specific requirements and steps to meet these requirements (shown in normal type) are presented in *italicized type*.

2.0 PROCEDURE

The following steps must be completed prior to granting accompanied access to new hires:

- 2.1. The individual has applied for a TWIC in accordance with 49 CFR part 1572 by completing the full enrollment process and paying the user fee and is not currently engaged in a waiver or appeal process, and the owner/operator has the individual sign a statement affirming this. There is no required format for this statement. A form can be developed by the owner/operator as needed. This form must be retained until the new hire receives his/her TWIC. *[A copy of the Port of Portland New Hire Access Request form is available at the end of this procedure. The sponsoring manager must fill in the form and provide the noted documentation to the Marine Security Office.]*

- 2.2. The owner/operator or FSO shall be able to articulate an adverse impact to vessel or facility operations if each new hire is not granted accompanied access before being issued their TWIC. This impact may be requested by Coast Guard personnel during inspections and spot checks. *[The sponsoring manager shall provide this information in the New Hire Access Request form.]*
- 2.3. The individual can present another identification credential that meets the requirements of 33 CFR §101.515. *[A U.S. Driver License or Passport that meet the standard of being accurate, valid and in good condition will be accepted and must be presented by the applicant at the Marine Security Office.]*
- 2.4. There are no other circumstances that would cause reasonable suspicion regarding the individual's ability to obtain a TWIC, and the owner or operator has not been informed by the cognizant COTP that the individual poses a security threat. Examples of these circumstances include known criminal history and known immigration violations. This information can be obtained through job applications, job interviews, or the employer's own background check. The owner or operator need not seek these circumstances out; however, if they are known to the owner or operator, they must not allow the individual to have accompanied access under this provision. *[The sponsoring manager shall provide a statement to this effect on the New Hire Access Request form.]*
- 2.5. The owner/operator or FSO must enter the new hire's personal data and employer contact information listed below into the Coast Guard's Homeport website. Homeport is the Coast Guard's portal for sharing information with the public and security officers. Material that is SSI is shared through a secure part of the website with security personnel only, while public information is shared through a non-secure part of the portal. For the new hire provision only, the FSO registered in Homeport for that facility may use Homeport to view the status of the name-based security check of their newly hired employees. In order for this status to be posted for the owner/operator, or FSO to view, the following information must be entered exactly as it was entered at the enrollment center:
- Full name*
 - Date of birth*
 - Social Security number (optional)*
 - Employer point of contact and 24-hour contact information
 - Date of TWIC enrollment

***If the information is not entered exactly as it was at the enrollment center, the status of the name-based check will not be able to be returned and the new hire entry will need to be repeated. For example, if the first name was given as Michael at the enrollment center but was entered into Homeport as Mike, the status of the name-based check will not be returned.**

3.0 ACCESS CONTROL

- 3.1. **Restrictions** — This section may not be used to grant temporary unescorted access to an individual being hired as a FSO or any individual being hired to perform security as a primary duty. These positions have greater security responsibility; therefore, a full

security threat assessment be completed before they are granted any form of unescorted access.

3.2. **Granting Access** —The FSO must wait for a notification that the new hire has passed the name-based check in Homeport before accompanied access can be given to the individual. The FSO may log into Homeport at any time after submitting the new hire's information to check the status of the name-based check. However, the Homeport system is designed to automatically send an email to the FSO, which will prompt them to log in to Homeport when the new hire has passed the name-based check (or if the information needs to be resubmitted). Due to privacy and security concerns, Homeport will not email information on the status of a new hire directly to the FSO. Instead, users must log in to Homeport to access this information. The name-based check should be completed in 3 days or less after enrollment. One way to speed up the process is for individuals to provide their Social Security numbers at the enrollment center; this improves the ability to distinguish between two individuals with the same name. However, submission of the Social Security number is optional. If an individual does not provide his/her Social Security number at the enrollment center, providing it on Homeport will not speed up the process. *[When the Marine Security Office receives the results of the check, they will contact the sponsoring manager. The Marine Security Office will not provide the information to any other person including the applicant.]*

3.3. **Accompanied Access** — New hires do not need to be escorted as other non-TWIC holders do. However, they must be accompanied in accordance with certain criteria. This includes:

- 3.3.1. No more than 25% of the total facility work unit TWIC-holding employees may be allowed to have access under this provision at any time.
- 3.3.2. All security measures for access control and monitoring from the currently approved security plan must be followed, with the addition of the TWIC requirements.
- 3.3.3. The new hire is assigned to work-units of no more than 25 employees.

The individual may be considered accompanied in his/her assigned work area if all criteria in above are met for work in secure areas. The FSO will make this determination.

For a new hire working in a restricted area, the new hire must also be monitored. This is a higher threshold than in a secure area but not to the level of side-by-side escort.

Protocols for monitoring must enable sufficient observation of the individual with a means to respond if they are observed to be engaging in unauthorized activities or in an unauthorized area.

The sponsoring manager will be responsible to make monitoring arrangements and present a monitoring plan in the New Hire Access Request form. Failure to adhere to the plan will result in revoked access for the individual.

Port of Portland New Hire Access Request Form

Applicant – Please fill out the fields below and sign the document. Note: If the information is not entered exactly as it was at the TWIC enrollment center, the name-based security check will not be successful.

Last Name First Middle DOB (mm/dd/yyyy)

SSN (Optional) Date of TWIC Enrollment (mm/dd/yyyy)

I acknowledge that I have applied for a TWIC in accordance with 49 CFR §1572 by completing the full enrollment process and paying the user fee and I am not currently engaged in a waiver or appeal process. I also possess a valid Driver License issued by a state government.

Signature of Applicant Date (mm/dd/yyyy)

Manager – Please fill out the information below.

Applicant's job title: _____

Access is requested to (circle): T4 T6

Adverse impact to facility operations if not granted accompanied access before being issued their TWIC.
(This field is required by the U.S. Coast Guard.)

If access is requested to restricted areas, please provide a monitoring plan to meet federal requirements.

I verify that there are no other circumstances that would cause reasonable suspicion regarding the individual's ability to obtain a TWIC. Examples of these circumstances include known criminal history and known immigration violations. This information can be obtained through job applications, job interviews, or the employer's own background check. I understand that I am responsible for ensuring the provisions of monitoring are adequately met if applicable.

Signature of Sponsoring Manager Date (mm/dd/yyyy)

Port of Portland New Hire Access Request Form

Marine Security Use – Application

1. Verify the following

- Granting access will not violate the 25% rule.
- All other security measures are in place and functioning.
- Applicants identification credential meets the requirements of 33 CFR 101.515
- Appropriate adverse impact is provided.
- A reasonable monitoring plan, if applicable, is in place.

2. Enter information on Homeport.

3. Staff initials and date of the above actions: _____
Initials Date (mm/dd/yyyy)

Marine Security Use – Results

Date name-based check was returned: _____

Results of name-based check (circle): Cleared Not Cleared

Staff initials and date that results were communicated to Sponsoring Manger: _____
Initials / Date (mm/dd/yyyy)

Note that temporary access may be granted only for 30 days. A second 30 day extension may only be granted by the U.S. Coast Guard.

This document is to be kept on file in accordance with federal requirements.



Lost, Stolen, or Damaged TWIC Procedures	Appendix B
	Date: 4 December 2018
	Revision: 2
	Owner: Marine Security

1.0 PURPOSE

Federal regulations require that all persons requiring unescorted access to restricted Port marine terminals 4, and 6 (T4, and T6) possess a Transportation Worker Identification Credential (TWIC) before such access is granted. On occasion, persons may attempt entry where their TWIC has been lost or stolen or is damaged so that the security features may not be verified, or the card may not be electronically “read.” This procedure applies to these situations.

2.0 PROCEDURE

- 2.1. Federal regulation requires, if an individual’s TWIC is lost, stolen, or damaged, he/she must report it immediately to TSA either at an enrollment center or the TSA TWIC help desk at 1-866-DHS-TWIC.
- 2.2. An applicant with a lost, stolen, or damaged TWIC must present the following information at a terminal main gate to request entry without a TWIC:
 - 2.2.1. Present a valid form of photo identification as described in the Port Marine Terminal Security Guidelines. There is no exception to this element based on personal recognition.
 - 2.2.2. Present a re-enrollment receipt from a TWIC enrollment center with the individual’s name and date of receipt. The Marine Security Officer will make a copy of the receipt for Port records. If the receipt date is over seven (7) days old, it will not be accepted.
 - 2.2.2.1. For Port Marine Security Badge holders, the Port will not require the re-enrollment receipt for 24 hours if the individual acknowledges that they have notified TSA of the lost, stolen, or damaged card. The receipt from the enrollment center must be supplied to the Port Marine Security Office within 24 hours. Note that the receipt will indicate the \$60 TWIC replacement cost.

- 2.2.2.2. For tenant direct employees without a Port Marine Security Badge, a tenant Authorized Designee (a tenant supervisor with a Port Marine Security badge holder) may come to the main gate and verify that the employee did possess a TWIC and attest to the notification of TSA. In this case, the Port again will not require the re-enrollment receipt for 24 hours. The receipt from the enrollment center must be supplied to the Port Marine Security Office within 24 hours. Without the presence of a tenant supervisor who is a Marine Security badge holder, access will not be granted.
- 2.2.3. Applicants must satisfy the Marine Security Officer that there are no suspicious circumstances associated with the individual's claim of loss, theft, or damage. Examples of suspicious circumstances include repeat claims of loss, theft, or damage, questionable explanations for the loss, or coming to work with the TWIC a day or two after claiming it was lost, stolen, or damaged.
- 2.2.4. The applicant must state and verify a valid business reason for entering the terminal.
- 2.3. The applicant must fill out a Lost, Stolen, or Damaged TWIC form with the Marine Security Officer on duty. The form will provide a receipt that serves as a pass to Port terminals for up to 7 days. An individual with a lost, stolen, or damaged TWIC must present their identification and the original Port receipt at an access control point each time they request entry into secure or restricted areas.
- 2.4. Upon completion of these steps, the Port may grant unescorted access to the individual for up to seven (7) days from the date of the receipt. If a person's card is not ready within seven (7) days of reporting to TSA, it is the individual's responsibility to request an extension of the seven-day limit from the local Coast Guard office and coordinate their communication to the Facility Security Officer. The phone number to the local Coast Guard office to request an extension is 503.240.9311.



Marine Terminal Access Request Form & TWIC / Escorting / Monitoring Protocols	Appendix C
	Date: 4 December 2018
	Revision: 2
	Owner: Marine Security

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Introduction

The Port of Portland has developed a visitor notification form for Port Tenants and Port employees to notify the security gates at marine terminals T4, and T6 of visitors. This provides the Marine Security Officers with advance notice of personnel not holding Port Marine Security Badges or tenant employer specific identification. Access guidelines vary for TWICed and non – TWICed visitors. For these specifics, please review TWIC/Escorting/Monitoring Protocols section of this document.

Tenant Users computer network systems are outside of the Port of Portland's and thus cannot use the Ports Web Form. Thus, the Port has created a Word document that can be filled in and sent via e-mail. This Form must be requested by the tenant from Marine Security.

Port of Portland employees are to use the Web based form provided for their use thru the Ports Navigator website.

Visitor Notification Policy

Notification is required 24 hours in advance of entry. A form is valid for one day. For visitors requiring multiple consecutive days of access please make an entry in the Additional Information section of the Access Form. Visitors appearing at the terminal security gates without notification will be denied access and requested to contact the sponsoring Port employee or Tenant to make access arrangements.

Point of Contact

Problems with the access request form should be reported to the Marine Security Office at 503.737.3707 or 503.240.2243 to report the trouble and request visitor access if the system is unavailable. If after normal hours, the Duty Facility Security Officer (FSO) can be reached at 503-240-2226.

Tenant Users Process

Tenant users should use the following procedure to request access to T4, and/or T6 for visitors to their facility:

1. User fills out and submits the Port of Portland Tenant Access Request form (see Figure 1). To receive a working copy of this form, contact the Marine Security Office at 503-240-2243 or 503-737-3707
2. Send the completed form via e-mail to the applicable Terminal Gate house & Duty FSO.
 - a. Terminal 4: t4gate@portofportland.com; dutyfso@portofportland.com
 - b. Terminal 6: t6gate@portofportland.com; dutyfso@portofportland.com
3. If the form does not include a *Requestor* with valid contact information, access will not be granted.

Port Employee Users Process

Internal users are typically Port of Portland employees who are requesting the Marine access request form from an internally routed IP address.

1. Users go to Port Navigator – Divisions – Trade & Economic Development Marine (click on +) Port of Portland- Terminal Access Form
Fill in as required.
2. User fills out and submits the form (see Figure 2).
3. A visitor notification e-mail is automatically transmitted to the appropriate terminal security gate as well as the Duty Facility Security Officer (FSO) (see Figure 3).
4. If the form does not include a valid *Requestor* with contact information, access will not be granted.

Figure 1 — Tenant Form

Port of Portland Tenant Access Request

Enter Company.

Requestor:	Date:	<i>Enter Date.</i>
Phone:	Facility:	<i>Enter Terminal.</i>
E-Mail:	Reason:	

#	Name	Company/Agency
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Comments: Page: 1/1

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Figure 2 — Web Form

The screenshot shows a web browser displaying the "Terminal Access Form" on the Port of Portland website. The header includes the Port of Portland logo and navigation links: "OUR PORT", "OUR COMMUNITY", "OUR BUSINESS", and "PDX AIRPORT". A search icon and "FULL MENU" are also present. The main heading is "TERMINAL ACCESS FORM". Below the heading is a breadcrumb trail: "Home / Marine / Terminal Access Form". The form contains several input fields: "Facility" (a dropdown menu showing "Select Facilities"), "Date" (a date picker showing "12/05/2018 12:00 AM"), "Tenant" (a text input field), "Sponsor" (a text input field), "Phone" (a text input field), "Email" (a text input field), and "Verified Email" (a text input field). Below these fields is a list of four numbered instructions regarding facility access. At the bottom, there are "Name" and "Company" text input fields, a green "Add Person" button, and an "Additional Information" text area.

PORT OF PORTLAND OUR PORT OUR COMMUNITY OUR BUSINESS PDX AIRPORT 🔍 FULL MENU ☰

TERMINAL ACCESS FORM

[Home](#) / [Marine](#) / Terminal Access Form

Facility Date

Tenant

Sponsor Phone

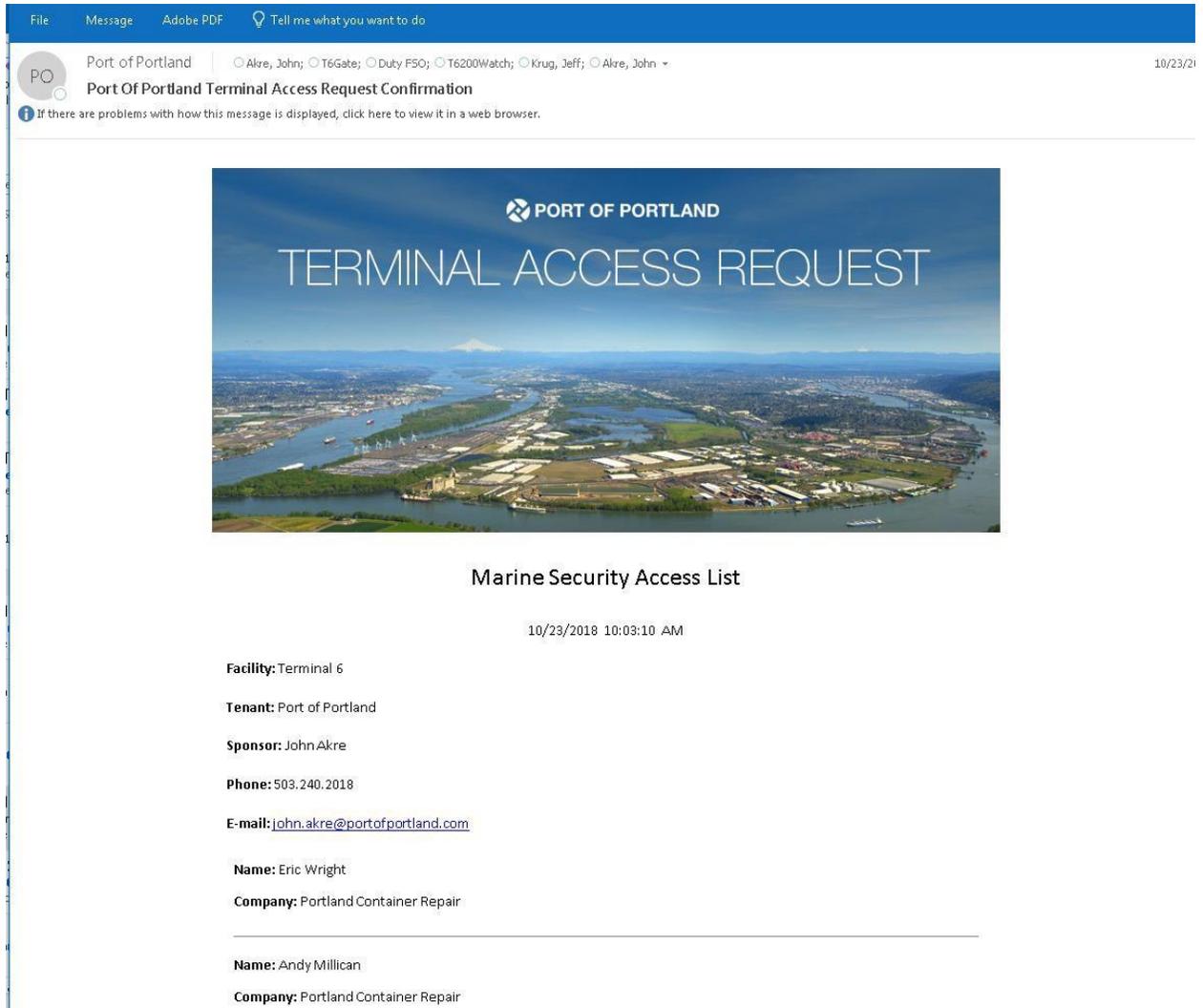
Email Verified Email

1. The following personnel require access to the above facility for official business and have been authorized by an Authorized Designee of the above organization.
2. Any security threats or incidents will be reported to the Port of Portland Marine Security staff.
3. Personnel attending the above facility will comply with all aspects of the Port of Portland Marine Terminal Security Guidelines including the escort provisions for non-TWIC holders.
4. Long-term or extensive visitor notifications such as construction projects, large tour groups, etc. can be coordinated with the Port of Portland Marine Security Office by calling at 503.240.2235 or 2243.

Name Company

Additional Information

Figure 3 —E-mail Format



I. TWIC Card requirement and Business reason

1. TWIC - Who is required to have one?

- a. Anyone that has regular work at or requires regular access to a federally regulated Marine Terminal.
 - i. Regular work/access defined as;
 - 1. Seeks Access - more than 11 visits a year and/or more than once a month.
 - a. **Exceptions** to these standards, for requiring a TWIC are located in
 - i. **III. Escorting / Monitoring Protocols**; sections: 1.a.3.a & b; “Sales personnel non-contracted service, warranty service providers, equipment repair etc.” and 3.a; *Exceptions*
 - 2. Provides regularly scheduled contracted services to Port or its tenants.
 - 3. All Longshoremen.
- b. Federal Agencies, Police and Emergency Providers are exempt from TWIC card rule under the following conditions:
 - i. Federal Agency must be on the exemption list and in performance of their official duties.
 - 1. Personnel must provide valid Agency ID.
 - ii. Police / Emergency Providers
 - 1. Must be in the performance of their duties.

2. Must have a business reason for terminal entry with TWIC.

- a. Terminal Tenants
 - i. Possess Port of Portland Marine Security or Tenant ID badge.
- b. Persons seeking entry without Port of Portland or Tenant ID badge
 - i. Sponsoring Tenant will notify the terminal Gate house via e-mail on the following form;
 - 1. **“Port of Portland Tenant Access Request”** form.
 - a. At least one (1) day before entry required.
 - b. Failure to provide notification will delay access to terminal.
 - i. Port’s action – call tenant to verify access request.
 - 1. Upon verification allow access per tenant responsibilities.
 - a. **Enter person(s) in Visitor Log.**
- ii. Exception(s) to notification;
 - a. Specialized trucks
 - i. Grain
 - ii. Fertilizer/Acid
 - iii. Car transporters
 - 2. Driver has bill of lading or service ticket addressed to tenant.
 - 3. Longshoremen
 - a. Should have a dispatch slip from the hall.

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II. TWIC Card Issues

1. TWIC card: initial enrollment / renewal receipt

- a. Only initial enrollment Receipt.
 - i. Port's action; **Deny access**.
 - ii. Optional - Early access can be granted by applying for and passing "TWIC New Hire Request Data" (USCG) – See Port of Portland Marine Terminal Security Guidelines Appendix A
 1. New Hires can be granted earlier access when they have passed their TWIC background check, before their TWIC card arrives.
 - a. To apply – See Marine Security Management in T4 Admin.
 - i. bring new hire and their TWIC enrollment receipt and required Port forms from Appendix A.
- b. New Hire, with TWIC Receipt, Coast Guard TWIC New Hire Request Data (Status: passed), and Government ID
 - i. Port's action; **allow access** until TWIC arrives or expiration date on "TWIC New Hire Request Data" form is reached.
- c. TWIC renewal receipt - See parts 4 & 5 of this section.

2. TWIC; lost, stolen or damaged; i.e. delaminating, chip removed, looks tampered with, picture has faded – can't make out face etc.

- a. Port's action; **Deny entry**
 - i. Lost or stolen – have person call and report lost or stolen TWIC to 1-866-347-8942. They will instruct you where to go to replace TWIC.
 - ii. Damaged - Send to TWIC enrollment center; 10643 NE Sandy Blvd, Suite C, Portland Oregon, 97220-2584, to apply for TWIC replacement.
 - iii. When they return with TWIC replacement receipt, \$60.00; the Port will issue them a "**Port of Portland Lost, Stolen or Damaged TWIC Temporary Access Permit.**"
 1. To issue temporary pass personnel will need to present the following:
 - a. a valid government issued ID
 - b. TWIC replacement receipt (\$60.00).
- b. Accessing Terminal after issued Temporary Access Permit
 - i. Personnel will need to present the following three items;
 1. TWIC Temporary Access Permit;
 2. TWIC Replacement Receipt;
 3. Valid Government issued ID.

3. TWIC card expired

- a. Port's action; **Deny entry**
 - i. Port will send them to TWIC enrollment center; 10643 NE Sandy Blvd, Suite C, Portland Oregon, 97220-2584, to apply for TWIC.
 - ii. Escorting not allowed. Must wait until they receive their new TWIC.

4. TWIC card expired but applied for TWIC renewal before old TWIC expired

- a. Port's action;
 - i. Request TWIC renewal receipt (\$125.25).
 - ii. Request expired TWIC.
 - iii. If they have both, they can be issued a "TWIC Temporary Access Permit."
- b. Accessing Terminal after issued Permit.
 - i. Personnel will need to present the following three items;
 1. TWIC Temporary Access Permit;

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2. TWIC renewal receipt;
 3. Expired TWIC card;
5. **TWIC renewal receipt but no expired TWIC card.**
- a. Port's action; **Deny entry**
 - i. To get temporary TWIC pass they must present their expired TWIC along with the TWIC renewal receipt (125.25) so Port can validate that they applied for their TWIC renewal before their TWIC expired.
 1. Escorting not allowed. Must wait until they receive their new TWIC.

III. Escorting / Monitoring Protocols

1. Non-TWIC holders - Who are eligible to be escorted/monitored

- a. Person(s) who do not have regular work at or require regular access to federally regulated Marine Terminal;
 - i. Non-regular work / access defined:
 1. Seeks Access - 11 times a year or less and/or not more than once a month and does not provide regularly scheduled contracted services to the Port or its tenants. This generally applies to the following;
 2. Non-route assigned drivers for Courier service, freight companies, parcel post
i.e. Federal Express, UPS, and DHS.
 - a. These persons access frequency will be **tracked by the Port**, in the "**Non-TWIC Holder Escort Record**".
 - b. **Note:** Substitute/Fill in route drivers will not be able to be escorted due to the fact that they usually need to go to multiple tenants inside the terminal. As well as coming multiple days in a week.
 3. Sales personnel, non- contracted, warranty service providers, equipment repair etc.
 - a. Tenant(s) must submit a completed – "**Port of Portland Tenant Access Request**" via e-mail, at least one (1) day before entry is required.
 - i. If person(s) under this category will be here for more than one day in the month. All additional days, "**Exception Days**", must be noted in the "Comments" section of the form stated above. Failure to do so will prevent them from gaining access to the terminal on the subsequent day(s).
 - ii. These person(s) access frequency will **be tracked by the Port**, in the "**Non-TWIC Holder Escort Record.**"
 - b. By submitting a **Port of Portland Tenant Access Request** form with additional days, the monthly limitation can be waved. But the yearly requirement still applies.
 - i. **Exception Days** will be **tracked by the Port**, in the "**Non-TWIC Holder Escort Record.**"
- b. Construction Contractors work crews, working on Port or Tenant projects.
 - i. Tenant - submit one of the following with crew names, via e-mail.
 1. "**Port of Portland -Project Access List**" form, provided by the Port.

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- a. Please send completed form at least one (1) day before entry is required.
 - 2. **“Port of Portland Tenant Access Request”** form.
 - a. Please note duration of project, beginning & ending dates, and Contractor POC(s) with phone number(s) in “Comments” section.
 - b. Please send completed form at least one (1) day before entry is required
 - c. Tour groups and visitors
 - i. Submit on **“Port of Portland Tenant Access Request”** via e-mail
 - d. Person who have a valid TWIC but not in their possession.
 - i. Local TWIC holders will not be able to be escorted and will be sent to retrieve their TWIC.
 - ii. Out of town personnel can be escorted after approval from the Duty FSO.
 - 1. **Enter person(s) in Visitor Log.**
 - e. State regulators, while in performance of their official duties
 - i. DEQ, OSHA, BOLI
 - 1. Personnel must provide valid Agency ID.
 - 2. Monthly/ Yearly limits do not apply.
- 2. All persons being escorted or monitored must**
- a. Present valid Government issued ID to be granted access to Terminal.
- 3. Exceptions**
- a. Exceptions to these escorting protocols shall be at the discretion of the Duty FSO who will follow-up any approved exceptions in an e-mail with the rationale to the FSO.
- 4. Port / Tenant Procedures for Escorting / Monitoring at Terminal 4**
- a. Port responsibilities:
 - i. Call Toyota Security and inform them they have person(s) coming that need to be escorted.
 - 1. Provide the following info to Toyota Security
 - a. Vehicle; make, model,color and number of occupants.
 - 2. Monitor via security cameras. (Arrival and Departure)
 - ii. IRM – Call IRM, inform them they have person(s) coming that need to be escorted.
 - 1. Monitor via line of sight by gate officer.
 - iii. Kinder Morgan – Call Kinder Morgan and inform them they have person(s) requiring escort waiting at terminal entrance.
 - 1. Hold non-TWIC person at entrance until KM escort arrives.
 - iv. Grain Craft – Call Grain Craft, inform them they have person(s) requiring escort waiting at terminal entrance.
 - 1. Hold non-TWIC persons at entrance until Grain Craft escort arrives.
 - b. Tenant responsibilities:

- i. Toyota
 - 1. Arrival
 - a. If person(s) does not show up at Toyota entrance, in a reasonable amount of time (approximately a minute), Toyota Security is to call POP Marine Security immediately and report same, (503-240-2104).
 - i. Escort non-TWIC person(s) at all times while on your facility.
 - 2. Departure
 - a. Toyota personnel must call POP Marine Security, (503-240-2104) when person(s) depart facility.
 - i. Provide the following information to PoP Security
 - 1. Vehicle; make, model, color and number of occupants
- ii. IRM (International Raw Materials)
 - 1. Arrival
 - a. When notified of person(s) needing escort are on their way, IRM personnel are to meet them, upon arrival and escort non-TWIC person(s) at all times.
 - 2. Departure
 - a. Prior to departure, IRM personnel are to notify POP Marine Security, (503-240-2104), of non-TWIC person(s) departure and to monitor via, line of sight, until they exit terminal.
- iii. Kinder Morgan
 - 1. Arrival
 - a. Must proceed to terminal entrance and escort non-TWIC person(s) at all times
 - 2. Departure
 - a. Must escort all non-TWIC person(s) to terminal exit.
- iv. Grain Craft
 - 1. Arrival
 - a. Must proceed to terminal entrance and escort non-TWIC person(s) at all times
 - 2. Departure
 - Must escort all non-TWIC person(s) to terminal exit.

Note: Escorting; requires an actual physical presence with the non-TWIC card holder.

Monitoring; primarily involves the use of cameras to view terminal and / or non-TWIC card holder. It does not require a physical presence with the individual. Monitoring of non-TWIC individuals not specified in this document require Duty FSO approval.



Ship Visitor and Ship Stores Delivery Access Procedure	Appendix E
	Date: 4 December 2018
	Revision: 3
	Owner: Marine Security

1.0 PURPOSE

Vendors, ship agents, and chandlers all have official business that requires them to access Port of Portland marine terminals and visit ships on berth. However, they must comply with certain security procedures to be allowed onto the terminals. These requirements are generated by federal regulation in the Marine Transportation Security Act (MTSA) and specifically in 33 CFR §105.255, 260, and 270.

2.0 POLICY

The Port of Portland marine terminals 4, and 6 are federally regulated and have security procedures in place to manage access control. Failure to comply with any of the provisions of this policy will result in immediate denial of entry, ejection, and possible suspension from future business at Port of Portland marine terminals.

3.0 PROCEDURE

3.1 Advance Registration

Prior to being granted authorization to enter Port of Portland marine terminals vendors, chandlers, agents, and surveyors who wish to enter a terminal, in a vehicle shall complete the following steps:

3.1.1 Provide complete contact information for the company including; name, address, company point of contact, and all desired phone contacts including a 24-hour point of contact.

3.1.2 Provide a Certificate of Insurance showing proof of automobile liability insurance and general liability insurance with the Marine Security Department c/o Port of Portland as the certificate holder. The general liability policy shall name the Port of Portland its employees, officers and commissioners as additional insured parties. Coverage shall be in an amount no less than \$1,000,000 per occurrence. The insurance is required of companies that are moving equipment, supplies or other goods across the shore to ship

interface. Agents and surveyors, for example, do not need to provide this insurance.

3.1.3 Provide a complete list of vehicles that will be accessing the terminal to carry out business. The list shall include the vehicle make, model, year, color, license plate number including State of issuance, description of identifying markings (company name log etc.) on the vehicle and name of insurance company carrying coverage for the vehicle. Valid vehicle insurance is required for driving on the terminals.

3.1.4 Provide a list of employees who will be accessing the terminal to carry out business. The list shall include the employee's complete name as it appears on their driver license.

3.1.5 Provide documentation that each employee has received training from the Port of Portland Marine Security Department on security measures for vendors and visitors. This training can be arranged by calling 503.240.2226.

Note that any vehicles or personnel not on the authorization list will not be permitted to enter the terminal.

3.2 Notification Policy

3.2.1 Required Submissions to the Port of Portland Marine Security

Advance notification is required for ships berthing at T4, and T6. Included must be:

- Crew list on the U.S. Customs and Border Protection Form I-418
- Ship visitor list.

(This is not a substitute for the insurance, driver, and vehicle information required in advance as noted above in Section 3.1.)

Visitor lists must include:

- the name of authorizing ship agency and agent, the name of
- the company delivering goods or services or ship visitor(s), the nature of the items being delivered, the date of delivery
- and/or services, or ship visit and the terminal, terminal berth
- number and name of the vessel
- An example template for a visitor list may be obtained from the Marine Security Office. Do not send text in an e-mail. A separate formatted file is required for easy use to verify entrants.

3.2.2 Sending “Notification of Visitors” to the Port of Portland Marine Security

Notifications to the Port of Portland Marine Security may be done by the following means:

T4 – t4gate@portofportland.com (staffed 24x7)

T6 – t6gate@portofportland.com (staffed 24x7)

In all cases, you must **also include** the following e-mail addresses in addition to the specific terminal noted above:

Duty Facility Security Officer – DutyFSO@portofportland.com

Lead Officer / Dispatcher – t6200watch@portofportland.com

Phone notifications are not acceptable. All notifications of visitors to vessels berthed at any of the Port of Portland’s Marine Terminals must be done by one of the two above mentioned means of notification.

At the Maritime Security (MARSEC) Level 1, an e-mail or fax of the required information by the ship’s agent prior to the arrival of the vessel vendor/chandler and the time frame may span the ship’s anticipated moorage. is considered sufficient notification.

3.3 **Entry Policy**

3.3.1 **Vehicle Policy**

3.3.1.1. Personal Vehicles Personal vehicles are prohibited from entering any ship berth areas as well as the T6 CY and IY. Note: See the exceptions concerning Agents, Portland Lines Bureau and surveyor’s vehicle’s in Section 3.3.1.2 below.

3.3.1.2. Commercial Vehicles and Identifying marks: Company vehicles delivering equipment, supplies, etc. or otherwise used in official business in the ship berth areas must be clearly marked either by permanent markings or temporary markings (such as magnetic signs) on both sides of the vehicle. Another marking option is window stickers. If window stickers are to be used, they must be displayed in the front and rear windshields on the driver’s side of the vehicle and be at least 3”X3”. Agent, Portland Lines Bureau and surveyor personal vehicles are considered commercial vehicles as long as they are clearly identified by proper window stickers in their front and back windshields on the driver’s side or by magnetic door signage on both sides of the vehicle’s front vehicle doors.

Acceptable window stickers / magnetic door signage must have the company name, logo and an identifying number in the body of the markings.

The specific markings of choice for each Vendor, Chandler or Agent will be recorded in the Vendor/Chandler registration data base.

3.3.2 Ship Visitors — Ship visitors including surveyors, owner’s representatives, charitable groups, agents, chandlers, vendors etc. must be listed on the written access list provided by the Master, Vessel Security Officer, or Agent. Verbal authorization over the telephone is not acceptable. All visitors must present valid identification. Designated parking areas will be marked at each berth marked for —Ship Visitors.

3.3.3 Authority to Deliver Ship Stores and Supplies — Businesses that have met all the requirements of this policy will be allowed to deliver ship stores or supplies upon prior notification to Port of Portland Marine Security by the vessel’s agent, Master, or Vessel Security Officer only. If the vessel is working no deliveries will be allowed until the vessel work is complete.

3.3.4 Time of Delivery of Ship Stores and Supplies — Chandlers and vendors are permitted to access the Port of Portland marine terminals at all hours that a terminal is open. The ship’s agent must coordinate delivery of stores during non-operational shifts.

3.3.5 Safety Equipment — Safety equipment consisting of a high visibility vest and a hard hat will be worn at all times while doing business around the vessel and on the docks.

3.3.6 Passengers in Vehicles — Passengers in vehicles that are not on official business and whose information was not previously provided by the business as an employee will not be allowed access onto the terminal.

3.3.7 Identification — Drivers and passengers entering the marine terminal must present a valid Transportation Worker’s Identification Credential (TWIC). Personnel under escort must produce identification that meets federal requirements of:

Be tamper resistant and show no signs of tampering or such disrepair that verification of the veracity of the ID is impossible.

Include a photograph bearing a close resemblance to the person presenting the credential. Be current within a visible expiration date on the ID. Be an original issue document/card – reproductions, copies, enlargements, etc. are not acceptable forms of ID.

Show the relevant details of the holder such as the name, description, and controlling authority (issuer) of the ID.

A Marine Security Officer may request to see the ID of any person on the terminal at any time. Refusal to comply will result in immediate removal from the terminal.

3.4 Prohibitions — The following prohibitions are in place:

- After completing business, all persons shall directly depart the terminal. Vehicles left on the terminal or parking improperly shall be towed at the owner's expense.
- Under no circumstances will Chandlers or Vendors stay overnight on Port of Portland terminals.

3.5 Changes in Maritime Security Level (MARSEC) Level

These provisions apply at MARSEC Level 1. The Port may change the provisions of this policy including advance notification, time frames for deliveries, and detail of information required. Agents should check with the Marine Security Manager upon any changes in MARSEC Level.



PORT OF PORTLAND

TWIC Escort Application and Authorization Form	Appendix F
	Date: 4 December 2018
	Revision: 2
	Owner: Marine Security

Port of Portland TWIC Escort Application and Authorization Form

This form is for person(s) that possess a TWIC but do not qualify for a Port of Portland Marine Security Badge but have business with the Port or one of its Tenants and needs to perform escorting.

Current Form Date: 12/4/2018 See below

PORT OF PORTLAND TWIC ESCORT APPLICATION AND AUTHORIZATION

In accordance with 33 CFR §101.514, all persons requiring unescorted access to restricted Port of Portland facilities must possess a Transportation Worker Identification Credential (TWIC) before such access is granted. Persons seeking access to Port of Portland facilities who do not physically possess a TWIC may only enter with a Port of Portland approved TWIC escort as a side-by-side companion. Each TWIC escort will be allowed to escort a maximum of five (5) individuals at any one time. This authorization is valid for a one-time escort on the date of this authorization.

Persons possessing a valid Port of Portland Marine Security Badge do not need to complete this application. Persons registered with the Port as a ship agent or Chandler through the Columbia River Steamship Operators Association do not need to complete this form for escorting ship's crew or official ship representatives. Note that this does not include permission to escort fellow employees or associates not associated with the ship.

The company and/or person requesting permission to conduct a TWIC escort must complete this application in full. The application shall include allowing the Port to photocopy the TWIC of each approved escort. In requesting to conduct a TWIC escort, the sponsoring company and/or individual assumes all responsibility for each escort to meet the mandated TWIC escorting requirements and agrees to assume any liability imposed by competent Federal authorities for failure of the escort or escorted individual(s) to meet all responsibilities in accordance with all federal law and Port policy.

Sponsoring Company Information:

Company Name:	
Contact Person:	
Address:	
Work Phone:	Cell Phone:

Escort Information:

Full Name (Last, First, MI):	
TWIC Number (make a copy as well):	
Address:	
Work Phone:	Cell Phone:

TWIC escorting privileges are granted at the sole discretion of the Port. The individual signing below assumes all responsibility for each escort to meet the mandated TWIC escorting requirements and agrees to assume any liability imposed by competent Federal authorities for failure of the escort or escorted individual(s) to meet all responsibilities in accordance with all federal law and Port policy.

I understand the escort provisions and requirements and assume all liability for any enforcement actions by the federal authorities due to my or my escort's actions or inactions. I understand the failure to meet federal and Port requirements will result in denial of access to Port facilities. The persons who I am requesting to escort have not failed the federal background check and are eligible to receive a TWIC.

Escort Signature:	Date:
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Marine Security Authorization (also fill out reverse of form):

Officer Name:	Date Escort Granted:
Officer Signature:	(Circle Terminal) T4 T6

PORT OF PORTLAND TWIC ESCORT APPLICATION AND AUTHORIZATION

Escorted Individuals (5 Maximum):

Full Name (Last, First, MI):
ID Type, Number:
ID Expiration Date:

Full Name (Last, First, MI):
ID Type, Number:
ID Expiration Date:

Full Name (Last, First, MI):
ID Type, Number:
ID Expiration Date:

Full Name (Last, First, MI):
ID Type, Number:
ID Expiration Date:

Full Name (Last, First, MI):
ID Type, Number:
ID Expiration Date:

Please note in your DSR that you have authorized an escort and submit this form with your paperwork at the end of your shift. Staple a copy of the authorized escorter's TWIC to this form.



Port of Portland Marine Security Badge Program	Appendix H
	Date: 4 December 2018
	Revision: 4
	Owner: Marine Security

1.0 PURPOSE

The Port Marine Security Badge is a tool to help identify the reason for individuals to access the Port marine terminals. It must, by federal regulation, be based on the Transportation Worker Identification Credential (TWIC) requirements.

2.0 POLICY

A Port of Portland Marine Security Badge may be used to facilitate the identification and access of certain personnel with legitimate business needs to enter the Port of Portland marine terminals 4, and 6. The badges are intended for established business elements such as Port employees, certain tenants, Port contractors, and steady labor positions. It is not intended to be issued to labor or cargo transport drivers. While not intended to cover tenant contractors, there may be occasions where a Port or tenant contractor is a regular visitor arriving more than 10 days in a two-month period where a temporary badge may be issued.

3.0 PROCEDURE

3.1 How to Obtain a Badge

3.1.1 Port Employees

- Submit a Marine Access Badge Form to the Marine Security Office. The form must be co-signed by the employee's manager. The form is available at the Marine Security Office at T4 or online at the Navigator for Port employees.
- Marine Security personnel will approve or disapprove the request and notify the employee upon a decision.
- Individuals must arrange an appointment with the Marine Security Office for photographing, presentation of identification, and pick up of the badge at T6

3.1.2 Tenants and Port or Tenant Contractors

- Tenants must designate an Authorized Designee to manage all tenant badge applications. Typically, this is the terminal or general manager or security coordinator. Contractors must also designate an Authorized Designee to manage all badge applications. Typically, this is the general foreman or security coordinator. This must be communicated to the Marine Security Office
- Submit a Marine Access Badge Form to the Marine Security Office for each employee requiring access. The form must be co-signed by the Authorized Designee for that company. Contractors must include the date that the contract is concluded. Form(s) are available at the Marine Security Office or can be e-mailed upon request.
- A Marine Security manager will approve or disapprove the request and notify the Authorized Designee upon a decision.
- Individuals must arrange an appointment with the Marine Security Office for photographing, presentation of identification, and pick up of the badge at T4.

3.2 Requirements

Applicants must present a valid Transportation Worker Identification Credential (TWIC) to the Marine Security Office.

Upon contract completion, termination or when no longer needed, the Port manager, or Authorized Designee shall notify the Port that the badge is no longer needed and ensure that the badge is returned to the Marine Security Office.

4.0 BADGE ELEMENTS

4.1 Badge Duration

Badges will not be issued for a length of time beyond the expiration date of an individual's TWIC. Badges will be issued for a time period based on the following items:

- Port Employees – For the period that access is required. The period may coincide with the expiration of the TWIC but not past that date.
- Tenants (Direct Employees) - For the period that access is required. The period may coincide with the expiration of the TWIC but not past that date.
- Temporary – Normally for the period of the contract but dependent on the form of identification presented. If a TWIC is presented, the period shall coincide with the

sooner date of either (1) the expiration of the TWIC or (2) the expiration of the period of the contract.

4.2 Badge Features

Badges will contain the following security features:

- Photograph – A recognizable photograph of the individual. Sunglasses and hats are not allowed for the photograph. Corrective lenses are allowed if not tinted.
- Expiration Date – The date of expiration in *mm/dd/yyyy* format.
- Employer – The name of the individual's employer.
- Name – The last, first, and middle initial of the individual as displayed on their TWIC.
- Terminal Endorsement – The terminal(s) to which the individual has been granted access will be noted numerically on the badge.
- Escort Endorsement – A person that has been granted TWIC escort privileges will be noted with an "E" on the badge in the blue, green or red band.
- Port Logo – the Port of Portland logo will be embossed on the badge.

4.3 Types of Badges

There are three types of badges issued:

- Permanent – Port Employee – This badge will have a blue band.
- Permanent – Tenant Employee – This badge will have a green band.
- Temporary – Contractor/Other – This badge will have a red band.

5.0 ACCESS RIGHTS

Access rights are assigned by the Marine Security staff and to meet the users need to access different parts of the terminal. Note that there are specific restrictions on the use of access rights including prohibitions of allowing others to use an individual's badge.

The Marine Security staff has created and maintains a standard matrix of access rights for specific job assignments.