

Port of Port Arthur
Navigation District of Jefferson County, Texas
Requirements for
Identification Badges/Cards
And
Access to Marine Terminal

Introduction

The Port of Port Arthur (POPA) (<http://www.portofportarthur.com/>) will issue Identification Badges/Cards to individuals who have a legitimate need to enter the POPA marine terminal located off of West Lakeshore Drive in Port Arthur, Texas. These Identification Badges/Cards shall be prominently displayed on a person's outer clothing at all times while the individual is on the POPA terminal. Individuals who regularly access the terminal will be issued permanent Identification Cards. Visitor Identification Badges are available for persons who only require periodic access to the terminal. Visitor Identification Badges are only available and issued on a daily basis.

Visitor Identification Badge

POPA Visitor Identification Badges will be issued at the marine terminal's Command Center located at the Main Access and Security Gate on West Lakeshore Drive. Individuals, who require access to the terminal on an occasional basis for a legitimate need, must obtain a Visitor Identification Badge prior to being allowed access to the terminal. Visitors are required to provide advance notice to the POPA Facility's Security Officer (FSO) in the form of a fax or letter on Company/Organization letterhead with the full name, social security number of the employee, purpose of the visit and date of the visit.

Visitors are required to present a valid government issued form of identification to Port Security Officers at the terminal's Command Center (State issued driver's license/ State issued Identification Card/ INS Identification Card/ Valid Passport/ Military Identification Card/ Company issued Identification Card, with the prior approval of the POPA FSO/ any other Government issued Identification). This form of identification will be retained at the Command Center. The visitor will be provided with a Visitor Identification Badge to be visibly displayed on the person at all times, while on the

marine terminal. When the visitor departs from the terminal, the visitor will exchange the Visitor Identification Badge for the form of identification used to gain entry to the terminal.

Permanent Port Identification Card

Companies/Organizations requesting Permanent POPA Identification Cards for their employees must first complete a Company/Organization Registration Form (**POPA Form No. FS-01**) and submit the completed form to the POPA FSO. The Company/Organization shall: state the purpose and exact need for access to the POPA marine terminal; identify specific facility job sites/locations the firm's employees need to access; identify any POPA employees to be contacted; and state the frequency of the employees visits to the marine terminal. The completed Company/Organization Registration Forms will be forwarded to the POPA Port Director for approval. The Company's/Organization's Representative (points of contact) will be notified when the approval process is complete. The approval process will normally take 2 to 3 days. Only one Company/Organization Registration Form is required for each Company/Organization.

The Company/Organization requesting access will be required to provide a point of contact and an alternate, who will have authority to request Identification Cards for employees, on behalf of the Company/Organization. The points of contact for the Company/Organization are required to submit an application requesting a POPA Identification Card in their own name, for informational purposes only. The points of contact shall notify the POPA FSO of the separation of the Company's/Organization's employees, who have been issued POPA Identification Cards.

After the Company/Organization Registration Form is approved, a POPA Identification Card Request Form (**POPA Form No. FS-02**) must be submitted to the POPA FSO for each employee who routinely requires access to the marine terminal. Employees requesting a POPA Identification Card must complete an application form.

Additionally, the person's employer must request that an Identification Card be issued to the employee by completing Section B of the POPA Identification Request Form. The POPA FSO or his designated representative will enter the information from the Identification Card Request Form into the system and will notify the Company/Organization Representative when the employee can pick up the Identification Card. All Identification Cards will be issued at the Command Center located at the facility's Main Access and Security Gate (see below for location, phone number and hours of operation).

The POPA Identification Card Request Form and Company Registration Form is subject to change. The POPA web site should be checked for the most current information regarding the Identification Card application procedures. Downloadable forms are located on the POPA web site.

Cost

There will be no charge for the initial issuance of a POPA Identification Card. Lost Identification Cards shall only be replaced by the POPA FSO at the Command Center for a replacement fee of \$50.00.

Waterfront Access

For reasons of safety and security, access to the waterfront and to any vessels, which may be berthed, shall be strictly controlled. Access will be controlled by the POPA FSO, Port Security Officers and other POPA designated representatives through the use of Identification Cards, which will identify persons who have legitimate business on the waterfront. The POPA Identification Cards which permit access to the waterfront will be specially marked. Waterfront facilities are those areas beyond the waterside face of the transit sheds exterior walls and generally include the wharf and the east and west end open storage areas. When requesting a POPA Identification Card specifically marked for waterfront access, the Company's/Organization's Representative shall be required to provide the purpose for which the employee needs access to the waterfront. Persons who regularly access the waterfront more than five (5) times in a thirty (30) day period should request waterfront access. At the sole discretion of the POPA FSO and based on information received from the marine terminal operations management, the FSO shall have the authority to grant or deny access to waterfront facilities. The Company's/Organization's employees denied access to the waterfront may appeal the decision to the POPA Port Director.

Port Security Awareness

The Department of Homeland Security and the United States Coast Guard have mandated the POPA Facility Security Plan (FSP) be in compliance with Title 33 of the Code of Federal Regulations section 105. The POPA FSP requires a basic security awareness-training program be provided for all personnel who regularly conduct business on the POPA marine terminal. All applicants for a POPA Identification Card must receive the POPA Security Awareness Training. The Security Awareness Training can be downloaded from the POPA web site.

The Company/Organization is responsible for maintaining training records for its employees. The record shall contain the date, description of training (Basic Security Awareness), employee's name, identification number, and name of individual conducting the training. Refresher training must be completed and recorded every two years. The Security Awareness Training Form (**POPA Form No. FS-05**) can also be downloaded from the POPA web site.

The name of the Company's/Organization's points of contact must be submitted to the POPA FSO for coordination during annual audits or random spot checks. The points of

contact's names shall be forward to rhicks@portofportarthur.com or by fax: (409) 985-5555.

Employee Separation

Upon an employee's separation, the Company/Organization Representative is required to notify the POPA FSO of the employee's separation. This notification shall be made by submitting a completed Employee Separation Form (**POPA Form No. FS-04**) to the POPA FSO. The Company/Organization Representative shall not confiscate the POPA Identification Card. The former employee shall return the POPA Identification Card to the POPA Command Center. A receipt shall be provided to the former employee to document that the Identification Card was returned.

Misuse of Port Identification Card

The POPA Identification Cards issued to a Company's/Organization's employees are the property of the POPA. A \$50.00 fee will be charged to the cardholder for failure to return the Port Identification Card upon separation. If an individual is found to have an expired POPA Identification Card, or an Identification Card from a former employer, the Identification Card will be confiscated and the offender will be escorted off POPA property by the POPA FSO, Port Security Officers or designated representative. Possession of another individual's Identification Card may subject the offender to arrest for trespassing. Replacement of a confiscated Identification Card requires a new POPA Identification Card Application Form be faxed to (409) 985-5555.

Non-U.S. Citizens applying for a POPA Identification Badge/Card

All non-U.S. Citizens applying for a POPA Identification Badge/Card shall complete an Identification Card Request Form (**POPA Form No. FS-02**) and a Non-U.S. Citizen Information Form (**POPA Form No. FS-03**). The completed forms shall be presented in person to the POPA FSO, after calling (409) 983-2029 for an appointment, at the Command Center located at the Main Access and Security Gate on West Lakeshore Drive, Port Arthur, Texas. Along with these forms, if the individual is employed by a Company/Organization performing contract work for the POPA, the individual must present documents authorizing the individual to work in the United States. The applicant must present a **U.S. Social Security Card** and one of the following forms:

- Employment Authorization Card with Expiration Date
- Work Visa
- INS Card with "A" Number
- Valid Passport with work authorization endorsement

The completed forms will be accepted during business hours from 8:00 AM until 4:00 PM Monday - Friday, excluding federal, state and POPA observed holidays.

Use of Personally Owned Vehicles on the Marine Terminal

The use of all personally owned vehicles (POV) on the POPA marine terminal is strictly prohibited. All POV will be parked in the parking lot provided by the POPA located north and east of the Command Center and Main Access/Security Gate.

All individuals who have been issued permanent Identification Cards will enter the marine terminal through the personnel turnstile provided at the west end of the POV parking lot and directly north of the Command Center. Individuals with permanent Identification Cards may request relief from this requirement by submitting a request in writing, stating the specific reason why an exception should be granted by the POPA to this individual. Such written requests will be submitted to the POPA FSO for review and action. If the request is denied, the individual may appeal the decision to the Port Director, whose decision in regard to such requests will be final and binding. If such a request is granted, the POPA FSO will issue a POV vehicle pass for the individual's POV, which will be prominently displayed on the dashboard of the POV and readily visible to the Port Security Officers. The continued on-terminal use of POV, after an exception has been granted, is at the sole discretion of the FSO. The POV shall be only operated and parked in terminal areas as designated by the FSO.

Visitors' use of POV on-terminal is solely at the discretion of the POPA FSO. If the FSO allows the Visitor to use a POV, a POV vehicle pass shall be issued for the vehicle, prominently displayed on the dashboard and readily visible to the Port Security Officers.

All POV vehicle passes will be numbered, dated, note the vehicle license registration plate number, driver's name and the date of expiration.

General-Form Availability and Submittal

Copies of all forms can be downloaded off of the POPA web site (<http://www.portofportarthur.com/>) or requested from the POPA FSO. All completed forms may be mailed or faxed to the POPA FSO at the following address:

Facility Security Officer
Port of Port Arthur
221 Houston Avenue
Post Office Box 1428
Port Arthur, Texas 77641
Phone: (409) 983-2029
Fax: (409) 985-5555

Identification Card Issuing Location

PORT OF PORT ARTHUR MARINE TERMINAL

Location: Command Center located at the Main Access and Security Gate off of Houston Avenue and along West Lake Shore Drive

Phone: (409) 983-2029

Hours of Operation: 8:00 am - 4:00 pm, Monday - Friday

For questions or problems concerning the POPA Identification Card process:
Contact the FSO at (409) 983-2029.

In case of emergencies contact the FSO at:

Pager: (409) 723-0961

Office Phone: (409) 983-2029

Fax: (409) 985-5555

E-mail: rhicks@portofportarthur.com