

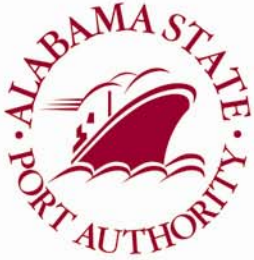


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# Alabama State Port Authority

## REQUIREMENTS FOR ACCESS AND ESCORTING

August 2010  
[www.asdd.com](http://www.asdd.com)



# ASPA Access Policy


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## Who must have a TWIC and ASPA ID:

- ✓ All ASPA staff, **tenants and their employees**, surveyors, agents, **stevedores**, **longshoremen**, chaplains, **contract labor**, delivery persons, vendors, contractors, and **temporary workers** must have an ASPA issued photo ID badge.
- ✓ A valid TWIC must be presented to ASPA credentials officers to initiate the application process.

# EXAMPLES OF ASPA ACCESS CREDENTIALS


6850



Jimmie L. Flanagan  
Alabama State Port Authority

*Badge Expires on or Before*  
**Nov. 15, 2010**


6850



Jimmie L. Flanagan  
Alabama State Port Authority

*Badge Expires on or Before*  
**Nov. 15, 2010**

6850



Jimmie L. Flanagan

**TE** Alabama State Port Authority

*This Badge Expires on or Before*  
**Nov. 15, 2010**

6850




Jimmie L. Flanagan  
Alabama State Port Authority

**CONTRACTOR**

*Badge Expires on or Before*  
**Nov. 15, 2010**

6850




Jimmie L. Flanagan

**FSO** Alabama State Port Authority

*Badge Expires on or Before*  
**Nov. 15, 2010**

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Jimmie L. Flanagan

**EO** Alabama State Port Authority

*Badge Expires on or Before*  
**Nov. 15, 2010**

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**ESCORT**

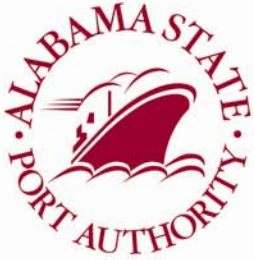


**REQUIRED**

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**TWIC**

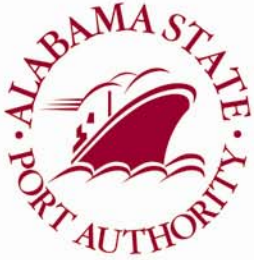


# ASPA Access Policy

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Who does not need a TWIC and ASPA ID:

- **Federal officials.** However, a federal official must present his/her agency issued official credential.
- **State or local law enforcement officials in the normal performance of their duties.** Such officials must present his/her agency issued credential.
- **Emergency responders** at the State or local level. Such officials may be required to present his/her agency issued credential.
- Operators of over-the-road cargo vehicles, who present a valid TWIC, a valid CDL and proper cargo documentation, do not have to have an ASPA ID, but must remain with their vehicles at all times while on port property.



# ASPA TWIC Escorting Policy

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- All persons requiring unescorted access to restricted access areas of ASPA facilities must possess a **TWIC** and an **ASPA ID**.
- Persons who do not possess a TWIC may only enter ASPA facilities with an ASPA approved TWIC escort as a side-by-side companion for the duration of their visit.

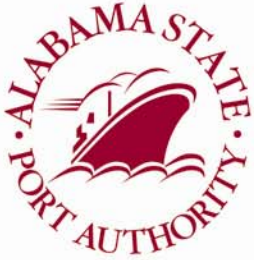


# ASPA TWIC Escorting Policy

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## Who may apply for escorting privileges:

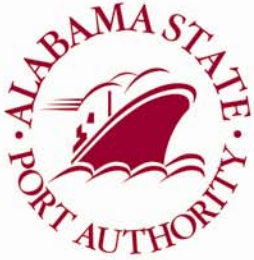
- Tenants leasing space within restricted areas at ASPA facilities
- Steamship agents licensed by ASPA
- Transportation services licensed by ASPA
- Guard services licensed by ASPA
- Regulated public utilities
- ASPA port police officers
- ASPA employees designated by the FSO



# ASPA TWIC Escorting Policy

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- The sponsoring employer must submit the application for escort privileges via an online form and must upload a **color copy** of the sponsored employee's TWIC.
- The sponsoring employer must agree to accept any fine or liability imposed by the Coast Guard for failure of its employees to fulfill escort responsibilities.

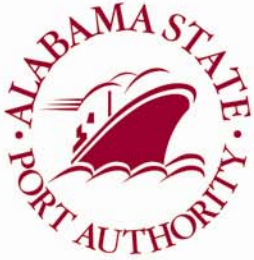


# ASPA TWIC Escorting Policy

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- Persons who are granted escort privileges must possess a valid TWIC and a valid ASPA escorting credential and must be sponsored by their employers.
- TWIC escorts must be direct full-time employees of the employer submitting the nomination, and may not be nominated by more than one employer.

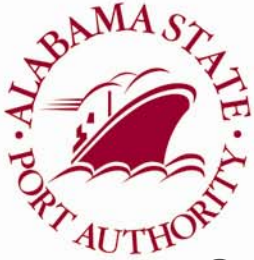




# ASPA TWIC Escorting Policy

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- No person may act as an escort until they have met the training requirements listed in **33 CFR 105.215** and have been approved by ASPA.
- Escorts must have a working cell phone and knowledge of ASPA escorting procedures.
- Escorts must know what is required if an individual they are escorting engages in activities other than those for which escorted access was granted.

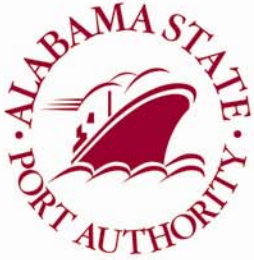


## 33 CFR 105.215

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### Security training for facility personnel.

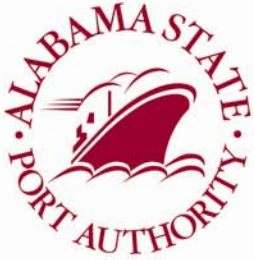
- All other facility personnel, including contractors, whether part-time, full-time, temporary, or permanent, must have knowledge of, through training or equivalent job experience, in the following, **as appropriate**:
  - (a) The meaning and the consequential requirements of the different MARSEC Levels as they apply to them, including emergency procedures and contingency plans;
  - (b) Recognition and detection of dangerous substances and devices;
  - (c) Recognition of characteristics and behavioral patterns of persons who are likely to threaten security; and
  - (d) Techniques used to circumvent security measures.



# ASPA TWIC Escorting Policy

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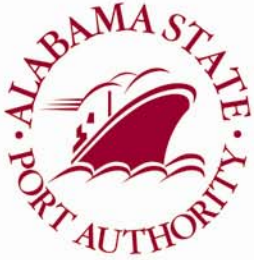
- Enclosure (3) to **USCG Navigation and Vessel Inspection Circular (NVIC) 03-07** addresses escorting in restricted areas as follows:
- “Escorting must be accomplished by **side-by-side** accompaniment with a TWIC holder. Side-by-side accompaniment requires **continuous physical proximity to and visual contact with** the escorted individual in order to enable the TWIC holder to witness the escorted individual’s actions.”



# ASPA TWIC Escorting Policy

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- One (1) approved TWIC escort may escort a maximum of five (5) persons on foot or the capacity of one vehicle.
- Truck drivers who do not have a TWIC must be escorted by an approved TWIC escort, **as a side-by-side companion** for the duration of their visit.
- ASPA will allow escorting in the vehicle or with an escort vehicle, as long as the requirements of “escorting”, as defined in the policy, are met.
- **Each TWIC escort may only escort one vehicle at any time**, whether the escort is in the escorted vehicle or in an accompanying escort vehicle.



# ASPA TWIC Escorting Policy

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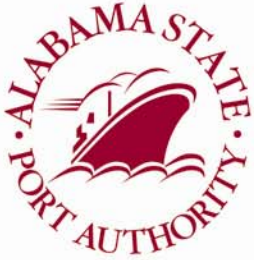
- Escorted persons must be logged into the custody of the approved TWIC escort upon arrival at designated access points and logged out upon departure.
- The TWIC escort will not be relieved of responsibility for escorted persons until they have been properly released from his or her custody by port security officers at designated access points.



# ASPA Truck Escorting Procedures

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- ASPA issues a Truck Escort Pass and assigns TWIC escorts at its Truck Control facility for all arriving cargo trucks that do not have TWICs.
- General cargo trucks proceed directly to the Main Gate with their TWIC escort and continue on to the destination designated by the receiving stevedore.
- Freezer trucks proceed without an escort to a designated holding area where they are met by a TWIC escort and continue to the Main Gate and on to the freezer facility.
- At the completion of loading/unloading, the TWIC escort accompanies the cargo truck back to the Main Gate and completes the releasing paperwork.



# ASPA Truck Escorting Procedures

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- Log in/log out procedures at the port police building are not required for cargo trucks **during normal working hours**, but are required for visitors, vessel crew, delivery vehicles, vendors, maintenance personnel, etc.
- All licensed Transportation Services, Guard Services and Cargo Handlers are authorized to escort cargo trucks at such reasonable rates as they may impose for their services. **ASPA does not provide escorts for cargo trucks.**

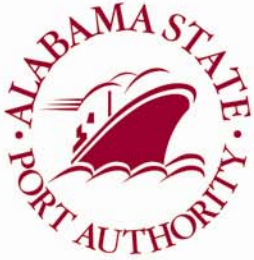
## The following information is given to each non-TWIC driver:

- A Truck Escort Pass is issued at ASPA Truck Control for all arriving cargo trucks that do not have TWICs. General cargo trucks will proceed directly to the Main Gate with their escort and continue on to the destination designated by the receiving stevedore.
- Freezer trucks will proceed without an escort to the holding area at the south side of the Hope Overpass, where they will be met by an escort and continue to the Main Gate and on to the freezer facility.
- At the completion of loading/unloading, the escort will escort the cargo truck back to the Main Gate and complete the releasing paperwork.
- U.S. Coast Guard regulations require that escorting must be accomplished by side-by-side accompaniment and requires continuous visual contact by the escorting individual for the duration of your visit.
- You will receive a copy of the Truck Escort Pass when you depart the ASPA Main Gate and you should check to be sure information shown on the Truck Escort Pass is accurate.
- All ASPA licensed Transportation Services, Guard Services and Cargo Handlers are authorized to escort cargo trucks at such rates as they may impose for their services. **ASPA does not provide escorts for cargo trucks.**
- Also, the following transportation and guard services have been authorized by ASPA to provide escort services:

### **(AUTHORIZED ESCORT SERVICES LISTED HERE)**

- Operators of over-the-road cargo vehicles, who present a valid TWIC and a valid CDL with a recognizable photograph, and who possess proper cargo documentation, will be granted unescorted access to port facilities, but must remain with their vehicles at all times.
- You may obtain information about the Transportation Workers Identification Credential (TWIC) online at [www.tsa.gov/twic](http://www.tsa.gov/twic) or by calling 1-866-347-8942.
- If you experience a problem with the ASPA escort procedures you may contact ASPA Port Police at 251-441-7777 or at 251-441-7200 for general information.





# ASPA Truck Escort Pass

ASPA Logo

Control Number

## ALABAMA STATE PORT AUTHORITY Truck Escort Pass

Date \_\_\_\_\_

Time Arrived at Truck Control \_\_\_\_\_

Driver's Name \_\_\_\_\_

Driver's CDL Number \_\_\_\_\_

Trailer License Number \_\_\_\_\_

Receiving Stevedore \_\_\_\_\_

Escort Name \_\_\_\_\_

Escort Company \_\_\_\_\_

Escort Cell Number \_\_\_\_\_

Time Escort Accepted Driver \_\_\_\_\_

Escort Fee Charged \_\_\_\_\_

Driver Departure Time \_\_\_\_\_

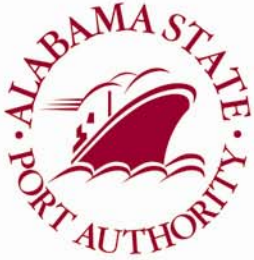
ASPA Releasing Official \_\_\_\_\_

I certify that escorting was accomplished by continuous side-by-side accompaniment and visual contact with the escorted driver during the time the escorted driver was in my custody.

Escort \_\_\_\_\_

(Signature)

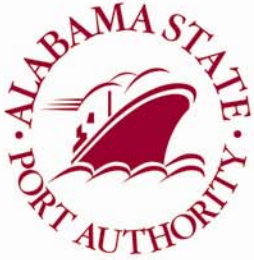
Yellow-Truck Control; Green-Escort; Blue-Driver; White- ASPA Releasing Official



# Port Access for Crew Members

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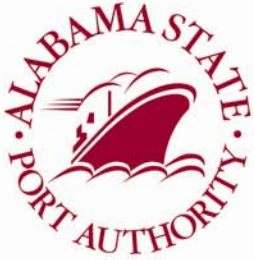
- Ship's visitors who do not have a TWIC and ASPA ID must report to the ASPA Police Department, or designated access control facilities at the McDuffie Coal Terminal or Middle Bay Port and must be escorted side-by-side to the vessel and side-by-side from the vessel to an approved exit by an ASPA approved TWIC escort.
- Crew members, who do not have a TWIC and ASPA ID, and who wish to disembark from the vessel while at berth, must be escorted side-by-side from the vessel to any destination within ASPA facilities by an approved TWIC escort.



# Vessel Escorting Procedures

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- Vessels with a USCG Approved Security Plan – The TWIC escort must transfer responsibility for the escorted person to the custody of the ship’s Vessel Security Officer (VSO) or his/her alternate using the **TRANSFER OF VISITOR CUSTODY FORM**, which must be signed by the VSO and returned to ASPA security officers at the access point through which entrance was gained by the visitor and TWIC escort.
  - ✓ Persons who have been transferred into the custody of a VSO may only depart the vessel and transit ASPA facilities in the custody of an ASPA approved TWIC escort who must log the visitor out at a designated ASPA access point.
  - ✓ **TRANSFER OF VISITOR CUSTODY** forms are issued by ASPA security personnel at designated ASPA access points.



# ASPA Transfer of Visitor Custody Form

**ASPA Logo**

**Control Number**

## ALABAMA STATE PORT AUTHORITY Transfer of Visitor Custody to Vessel

Date \_\_\_\_\_

Time Arrived at ASPA Access Point \_\_\_\_\_

Visitor Name \_\_\_\_\_

Visitor Driver's License Number \_\_\_\_\_

**Name of Vessel** \_\_\_\_\_

**Time Vessel Accepted Visitor** \_\_\_\_\_

**Vessel Security Officer** \_\_\_\_\_

(Signature)

**Escort Name** \_\_\_\_\_

**Escort Company** \_\_\_\_\_

**Escort Cell Number** \_\_\_\_\_

**Escort Fee Charged** \_\_\_\_\_

Escort Departure Time \_\_\_\_\_

ASPA Releasing Official \_\_\_\_\_

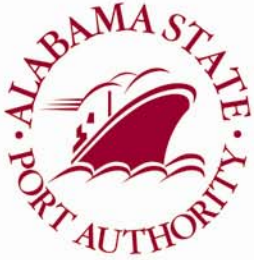
(Signature)

I certify that escorting was accomplished by continuous side-by-side accompaniment and visual contact with the escorted person during the time the escorted person was in my custody.

**Escort** \_\_\_\_\_

(Signature)

Yellow-ASPA Access; Green-Escort; Blue-Vessel; White- ASPA Releasing Official



# Vessel Escorting Procedures

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- Barges and vessels that do not have a USCG Approved Security Plan – The TWIC escort must remain with the escorted person as a side-by-side companion for the duration of the visit. **Hand-off of escorted persons to crew members on such vessels, or to a second TWIC escort, is not permitted except as noted below:**
  - ✓ If the visitor remains on such vessel more than eight (8) hours, the TWIC Escort may transfer custody of the visitor to another ASPA approved TWIC escort by reporting to the access point through which entrance was gained by the visitor and the TWIC escort and logging the visitor into the custody of another ASPA approved TWIC escort.



# Port Access for Crew Members

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

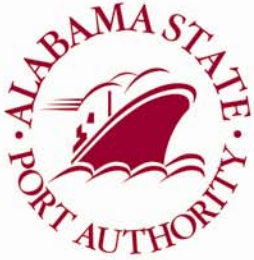
## The following information is delivered to each arriving vessel:

- All persons requiring unescorted access to Alabama State Port Authority (ASPA) facilities must possess a Transportation Worker Identification Credential (TWIC).
- Persons seeking access to ASPA facilities who do not possess a TWIC may only enter ASPA facilities with an ASPA approved TWIC escort as a side-by-side companion.
- TWIC escort requirements do not apply to mariners working immediately adjacent to the vessels they are employed aboard while in the conduct of normal operations in support of the vessel (e.g. attach shore ties, perform maintenance, read load lines, load stores, etc.). Such mariners will be permitted access to the area immediately adjacent to their vessels without escort.
- Crew members that do not possess a TWIC and an ASPA ID, who wish to disembark from the vessel while at berth, for any other reason, must be escorted side-by-side from the vessel to any destination within ASPA facilities by an approved TWIC escort.
- Requests to visit with ship's officers or crew, by individuals who do not possess a TWIC and an ASPA ID, should be referred to the ASPA Police Department, or designated access control facilities at the McDuffie Coal Terminal or Middle Bay Port property, and such persons must be escorted within the restricted access areas of ASPA facilities by an approved TWIC escort.
- **Your agent may be authorized to provide escort services. Also, the following guard and transportation services have been authorized by ASPA to provide escort services:**

### (AUTHORIZED ESCORT SERVICES LISTED HERE)

- Escorts by ASPA personnel may be requested by calling Port Police at 251-441-7777, and will be provided when suitable personnel are available, and at the sole discretion of ASPA, at a rate of \$40.00 per hour (or part) with a minimum charge of \$40.00. ASPA makes no representation that escorts will be available or will be able to remain with persons requesting the service for the duration of their visit.

### (ASPA FSO AND HARBORMASTER CONTACT INFORMATION LISTED HERE)

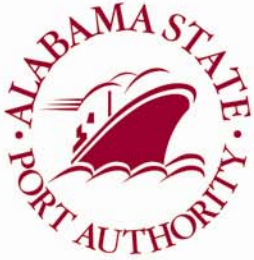


# Port Access for Crew Members

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- Some vessel owners and agents are unfamiliar with USCG regulations, so each arriving vessel is delivered a copy of crew access/escort procedures by port police.
- As a result, all crew members should be aware of the restrictions to shore access.
- However, many crew members who wish to go ashore have not been informed of the free escorting services available to them.
- Crew members who violate ASPA access policies are escorted back to their vessel by ASPA police officers and the **Master/FSO** is delivered a second copy of the crew member escort procedures.

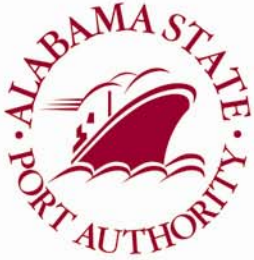




# ASPA TWIC Escorting Policy

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- TWIC escorting privileges are granted at the sole discretion of ASPA, for a period determined by ASPA, and ASPA reserves the right to deny granting escorting privileges or to suspend, revoke or deny renewal of escorting privileges previously granted, as follows:
- Failure to adhere to the policies, rules and regulations of ASPA or other applicable federal, state or local laws and regulations, including:
  - ✓ Any attempt to gain entrance to ASPA facilities, or restricted areas within its facilities, through fraud or deception;
  - ✓ Any attempt to bypass established entry points;
  - ✓ Loaning of an approved TWIC escort credential to another person;
  - ✓ **Failure to perform escorting duties in the manner prescribed in ASPA policies.**
  - ✓ Conviction of an approved TWIC escort of any offense for which he or she would have initially been denied approval in accordance with the policies of ASPA.
  - ✓ Failure to present a TWIC upon request or loss of TWIC privileges.
- **REMEMBER, NO WARNINGS ARE GIVEN, AND NO EXCEPTIONS OR SECOND CHANCES ARE ALLOWED. FAILURE TO PERFORM TWIC ESCORT DUTIES IN ACCORDANCE WITH USCG REGULATIONS AND ASPA POLICIES WILL RESULT IN IMMEDIATE AND PERMANENT TERMINATION OF ESCORT PRIVILEGES.**



# TWIC INFORMATION

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The ASPA Access Policy, TWIC Escorting Policy, TWIC Escort Application and TWIC Escort FAQs may be viewed on the ASPA website: [www.asdd.com](http://www.asdd.com)



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# Alabama State Port Authority

## REQUIREMENTS FOR ACCESS AND ESCORTING

[www.asdd.com](http://www.asdd.com)