

## **GPA TWIC Policies and Procedures**

### **Policy**

The Georgia Ports Authority (GPA) will adhere to the regulations and enforce the provisions of the Maritime Transportation Security Act (MTSA), as applicable, at each of its federally regulated maritime facilities (Garden City Terminal, Ocean Terminal, Colonel's Island and Mayor's Point).

All persons seeking entry to GPA terminals must possess a Transportation Worker Identification Credential 'TWIC' and a current GPA credential or be properly escorted within the restricted area pursuant to 33 CFR Parts 101 and 105. The GPA reserves the right to deny entry to any person regardless of TWIC status.

All persons specifically authorized to conduct escorts on GPA terminals must be properly trained in advance.

Authorized visitors may be granted access with a visitor pass up to five (5) times in one (1) year before authorization to enter is permanently denied.

GPA will not allow persons without a TWIC escorted access unless previously arranged with both the escort and port police gate personnel.

All trains entering GPA terminals must have at least one rail worker with a valid TWIC.

On a limited and approval only basis, GPA will allow properly trained and authorized persons to escort visitors who do not possess a TWIC.

Any person found in violation of GPA TWIC regulations will forfeit his/her access privileges and in addition, said person may be banned from GPA terminals permanently.

## **Procedures General**

The following is an outline of all procedures for the federally mandated TWIC program and how said program will be integrated into GPA facility operations and enforced by GPA security. The program will function in two federally mandated phases: (1) the flash pass phase, (2) the biometric phase.

Phase one requires all terminal users and workers to possess and present a valid TWIC to GPA security personnel. GPA further requires that all port users and workers also possess a valid GPA issued credential which must also be presented to port security personnel.

Phase two requires implementation of biometric readers to authenticate the TWIC and validate the identity of the TWIC holder. The TWIC will also be checked against a current card cancellation list of revoked or stolen cards.

GPA is working to accelerate its security operations to phase two. This is allowed by federal regulations and will help reduce personnel requirements as well as facilitate the flow of cargo while meeting and exceeding federal security regulations.

## **Statements**

- Only authorized persons are permitted to conduct escorts.
- Escorting is defined as "side-by-side" accompaniment and must be conducted in strict compliance with federal law.
- Any escort who does not perform satisfactorily may be required to leave the terminal and may be disqualified from conducting escorts in the future. Furthermore, said person shall be liable for any payment of any fine levied by the United States Coast Guard (USCG).
- While on the terminal, all persons must be able to present a valid TWIC within ten (10) minutes to the (USCG) or GPA Police.
- Persons authorized to enter but subsequently unable to produce a valid TWIC will be escorted off the terminal and could be subject to criminal prosecution. Furthermore, said persons shall be liable for the payment of any fine levied by the USCG.
- GPA may, in its sole discretion, ban any person for any period of time for violation of federal laws or GPA rules and regulations.
- All persons entering any GPA terminal will be required to have a TWIC or be escorted by an approved GPA user who has a TWIC during the entire duration of their visit.
- Visitors needing access to any GPA terminal shall arrange for an authorized escort in advance pursuant to the GPA visitor/escort policy.

- As a general rule, visitors without a TWIC will not be permitted to operate a motorized vehicle on GPA terminals. Special circumstances will be evaluated on a case-by-case basis.
- No pedestrian traffic is allowed on GPA terminals except for those locations specifically authorized by GPA.

### **Visitors (in POV's):**

- Visitors with a TWIC in a POV may be authorized by Port Police to enter through general traffic gates upon presentation of required credentials.
- The visitor must establish a convincing business need to enter the facility.
- Authorized visitors will be issued a distinctive pass that must be displayed at all times while on the terminal.
  - Visitors are required to show Port Police personnel a valid form of photo identification.
- Visitors are required to surrender their visitor pass to Port Police upon departure.
- Visitors needing an escort shall not go to any GPA access gate(s) to meet, await or look for their escort. All visitors must report to the respective terminal's visitor parking area. They are as follows:

### **Garden City Terminal:**

- Designated visitor parking areas are located at Gate(s) 1 and Gate 5. Escorted visitors may ride onto the terminal with their escorts from these locations.

### **Ocean Terminal:**

- Visitors shall park their vehicles in the Designated Visitor's parking area located at Gate 2 only.

### **Colonel's Island:**

- Designated visitor's parking is located within ILA lot in close proximity to the main gate.

### **Mayor's Point:**

- Designated parking is located at the Administrative Building parking lot.

**Visitors (Commercial Vehicles):**

- Drivers and passengers without a TWIC will be denied access to GPA terminals. Escorting is not permitted.
- Drivers and passengers with a TWIC but without a valid GPA credential shall be issued a visitor's pass.
- Upon departure the driver or any passenger in the driver's vehicle must surrender their visitor pass to Port Police personnel.

**Visitor/ Escort Policy:**

- Visitors will be allowed only for legitimate business purposes as determined by GPA.
- The visitor must possess a valid form of photo identification.
- All visitors are subject to random screening.
- Visitors will be issued a visitor pass and must maintain the pass in their possession the entire length of their visit.
- The escort must remain in "side-by-side" contact with their visitor the entire time they are on a GPA terminal.
- The escort must contact the Georgia Ports Authority Police Department immediately if they lose contact with their visitor or the visitor is observed engaging in unlawful or suspicious activity.
- Escorts will be required to meet their visitors in designated areas.
- Escorts are not permitted to park in the visitor parking areas.
- A visitor who requires restricted area access more than five times a year will be required to obtain a TWIC and a GPA credential.

**Mantraps / Pedestrian Turnstiles:**

- All GPA users who report to work using the turnstiles will be required to possess a valid TWIC and a GPA credential.
- Escorting of non-TWIC personnel will not be permitted through GPA turnstiles.

**Cargo Vessel Crewmembers:**

- When a vessel visits a GPA terminal, the vessel's crew commonly needs to work in the immediate vicinity of their vessel (handling lines, taking draft readings, etc.). Some vessel crew may not have a TWIC, or they may not be U.S. Merchant Mariners. Although the dock, pier, or platform the vessel

is moored to be defined as a restricted area, there is no requirement to escort any of the vessel crewmembers that do not have a TWIC while they work alongside their vessel in the Crewmember Confinement Area (CCA).

- If a vessel crewmember has a need to enter the restricted area outside of the CCA then he/she is to be escorted by an authorized TWIC holder.
- As a general rule GPA will not allow vessel crewmembers that do not possess a TWIC, escorted access unless prior arrangements have been made with both the escort and Port Police gate personnel.
- Cargo vessel crewmembers without a TWIC needing access to any GPA terminal shall arrange an escort in advance through their vessel agent or authorized shipping company representative.
  - Cargo vessel crewmembers will be required to show Port Police a current and valid form of photo identification accompanied by joining papers and/or a shore pass.
  - Cargo vessel crewmembers without a TWIC shall not arrange an escort at any GPA gate.
  - Cargo vessel crewmembers will need to be verified against supporting documentation provided to Port Police personnel prior to entry/exit being allowed.
- Cargo vessel crewmembers requiring an escort shall not leave the designated Crewmember Confinement Area (CCA) to meet, await or look for their escort.
- Port Police will conduct a security interface with the Vessel Security Officer (VSO), or his/her designee, of all vessels making port calls at the MTSA regulated facilities owned and operated by the GPA.
- Port Police will brief the VSO, or his/her designee, on all pertinent GPA facility security rules and regulations during the security interface to include:
  - MARSEC Level of the facility
  - Restricted and secure areas of the facility
  - Access control points
  - Escorting procedures
  - Emergency contact procedures
  - Crew Confinement Areas
- A cargo vessel crewmember may not enter/exit the terminal through personnel turnstiles. If a vessel crewmember is discovered outside of his/her vessel's designated CCA without an escort or a TWIC, they will be escorted back to their vessel by Port Police. Federal authorities will be notified for MTSA violations.

### **Rail Gates / Rail Workers:**

- A rail worker who possesses a valid TWIC may act as an escort for those workers on the train who do not possess a TWIC.
  - A rail worker with a valid TWIC may not escort more than five other rail workers and must ensure that the other non-TWIC rail workers do not leave the rolling-curtilage of the train while on any GPA terminal.
  - All rail workers entering any GPA terminal must possess a valid and current credential from their rail employer.
- All trains entering GPA terminals will be subject to Port Police inspection of the rail worker's TWIC and to ensure authorized access.
- Rail workers who do not possess a TWIC will not be permitted to exit the train and go beyond the rolling-curtilage of the train or train tracks.

### **Emergency Response Personnel:**

- Police Officers, Firefighters and EMS personnel who are responding to requests for emergency services are not required to possess a TWIC, or be escorted by an individual who does, to enter any GPA terminal.
- Any off-duty state or local law enforcement official employed as a security guard is not acting in the course of their official duties and must have a TWIC.

### **Other Government Officials:**

- All other Government officials will be required to possess a TWIC and shall enroll their TWIC in the GPA credentialing system.
- Government officials will not be permitted to conduct escorts on any GPA terminal.

### **Federal Officials:**

- Federal officials, who include any employee of the Federal government, may only gain unescorted access during the course of their official duties. They must present their current agency credentials for visual inspection.
- Federal government contractors with Federal government-issued HSPD-12 compliant credentials may be considered Federal officials.