SOUTH JERSEY PORT CORPORATION
TWIC ESCORT TRAINING ACKNOWLEDGEMENT and VEST RECEIPT

I, _____(full name), completed the South Jersey Port Corporation (SJPC) Transportation Worker Identification Credential (TWIC) Escort Training on _____(date) and acknowledge and understand the requirements of a TWIC Escort at the Balzano Marine Terminal and the Broadway Terminal and confirm receipt of the TWIC Escort vest and acknowledge the use policy and replacement cost of $25. Furthermore, I understand the TWIC escorting privileges are granted at the sole discretion of the SJPC, for a period determined by the SJPC, and the SJPC reserves the right to deny granting escorting privileges or to suspend, revoke or deny renewal of escorting privileges previously granted, as follows:

1. Submittal of false or misleading information.

2. Failure to adhere to the policies, rules and regulations of the SJPC or other applicable federal, state or local laws and regulations, including, but not limited to:

    - Any attempt to gain entrance to the SJPC's facilities, or restricted areas within its facilities, through fraud or deception;

    - Any attempt to bypass established entry points;

    - Use or attempted use of a credential issued to anyone other than the approved TWIC escort, or loaning of an approved TWIC escort credential to another person;

    - Failure to perform escorting duties in the manner prescribed in this policy.

3. 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 the Port Corporation.

4. Failure to present a TWIC upon request, loss of TWIC privileges or expired TWIC card.

5. Leaves the employment of the company for which escorting privileges were approved.

    - TWIC Escort Privileges expire when the application TWIC card expires. Escort must reapply and retrain when issued a renewal TWIC card.

_____
Signature

Any escort who fails to perform satisfactorily may be required to leave the visited facility and may be disqualified from conducting escorts in the future. Furthermore, said person shall be liable for the payment of any fine levied by the United States Coast Guard (USCG) and subject to other disciplinary actions. Persons unable to produce a valid TWIC will be escorted out and may be subject to criminal prosecution.

TWIC Escort Information:

_____
Full Name (First, Middle, Last)

_____
Company

_____
Street Address

_____
City, State, Zip

_____
Telephone Number

TWIC Card #:_____(eight digit number locate on lower back of card)

TWIC Card Expiration Date:_____

Please attached and submit with this acknowledgement a color copy of both side of your valid TWIC card.

SJPC Minimum Security Requirements

- **SJPC's Balzano and Broadway Terminals are currently at MARSEC Level 1.**
- SJPC's Executive Director and CEO is David Mayer.
- SJPC's General Manager of Security, Public Safety & Emergency Management is TJ Daddino.
- SJPC's Security Captains are Stephen Scott and Luis Ditomaso.
- SJPC has the right to deny entry to anyone.
- SJPC requires **Gate Access Lists** to verify authorized access to vessels in accordance with 33 CFR 105.200(9) and 33 CFR 105.250(4). The Responsible Party for a vessel calling the Balzano or Broadway Terminals is required to submit a Gate Access List via emailed to security@southjerseyport.com prior to the vessel's and visitor's arrival, Monday through Friday, from 8:00 a.m. – 5:00 p.m. The gate access list request is to be submitted for ***ALL*** vessels calling at SJPC facilities. The responsible party must make any arrangements for TWIC Escorts prior to arrival for non-TWIC visitors. The only authorized agencies to submit a Gate Access List are the
  "Responsible Party/Agent" for the vessel in berth. The gate list form must be faxed on company letterhead and minimally include the following: Responsible Party contact information (phone, cell, fax, email), Authorized Person(s) Name, ID number (i.e. Drivers License, State ID, Passport, TWIC), and Company Name, terminal name and vessel name. Email gate access requests are not accepted.
  Each Gate Access List must be specific to the vessels current call at the Balzano Marine Terminal or Broadway Terminal or specific to a tenant's leasehold or SJPC department.
- SJPC requires a **Visitor Gate Request** form (form SVGR-01) to verify authorized access the facilities for visitors, deliveries and contractors for SJPC employees and tenants in accordance with 33 CFR 105.200(9) and 33 CFR 105.250(4). The SJPC employee or tenant scheduling a visitor, delivery or contractor is required to submit a Gate Access List via facsimile to 856-757-4903 prior to the visitor's arrival, Monday through Friday, from 8:00 a.m. – 5:00 p.m. The authorized SJPC employee or tenant must make any arrangements for TWIC Escorts prior to arrival for non-TWIC visitors. All requests must include the full name, company of department and a phone number for the responsible party to be accepted, as well as the terminal, visitor name, company and ETA for the visitor(s).
- Access to facilities shall be treated as border search & constitutes consent to search all vehicles and persons. Person(s) refusing to such searches will be denied access.
- All who enter SJPC facilities must possess and present an approved **valid** picture ID.
- Person(s) requesting un-escorted access must possess a valid TWIC. A SJPC approved TWIC Escort must escort all non-TWIC holders.
- To become a SJPC Approved TWIC Escort, additional training is required per 33 CFR 105.215.
- IDs consist of pictured State Driver's License, Government ID, Seaman Card, Military, Federal, State or Local Government cards, Port IDs.
- A valid State issued Driver's License is required to operate any motor vehicle within the terminals.
- No motorcycles or bicycles are permitted to be operated within the terminals.
- **NO weapons, firearms, alcohol or illicit drugs allowed on facility.**
- No unauthorized boarding of vessels.
- **NO UNAUTHORIZED PHOTOGRAPHY or VIDEOGRAPHY.**

- No unauthorized access to any area designated as "**RESTRICTED SECURE**".
- No unauthorized parking on dock apron or next to or between cargos.
- All entries are logged by time, date, name, tag #, TWIC/Escort status and receipt confirmation of Visitor Security Responsibilities (VSR).
- All cargo and vessel stores entering and/or leaving the Port must have supporting documentation.
- Everyone has a civic duty to report suspicious persons and activity (e.g. anyone not adhering to the policy outlined on this document) to SJPC at **856-757-4978 at the Balzano Terminal and 856-757-4956 at the Broadway Terminal.** If considered life threatening contact **911**.
- Our levels of alert are identified by U. S. Coast Guard MARSEC Levels, identified by:
    - **Level 1** – Normal daily security measures taken.
    - **Level 2** – Heightened threat of an unlawful act against a Port or Vessel.
    - **Level 3** – The threat is probable or imminent, possible temporary closure.
- Screening measures of personnel, vehicles, cargo, and deliveries will be conducted in accordance with existing MARSEC Level and in accordance with the SJPC Facility Security Plan.
- All traffic and safety signs in terminals must be obeyed at all times.
- Only authorized personnel and vehicles are permitted in SJPC warehouses.
- SJPC security personnel patrol the facilities 24/7. City of Camden Police and NJ State Police do have access to patrol terminals, as well as the U.S. Coast Guard, U.S. Customs and Border Protection and other federal agencies.
- Any and all questions must be directed to SJPC at **609-694-4008 or 856-757-4969**.

Basic TWIC & TWIC Escort Information

TWIC
A TWIC is a valid, non-revoked transportation worker identification credential, as defined and explained in 49 CFR part 1572.

TWIC Program
The TWIC program is those procedures and systems that a vessel, facility, or outer continental shelf facility (OCS) must implement in order to assess and validate TWICs when maintaining access control.

TWIC Requirements
In accordance with U.S. Coast Guard regulation 33 CFR 101.514, all persons requiring unescorted access to MTSA facilities must possess a Transportation Worker Identification Credential (TWIC) before such access is granted. A TWIC must be obtained via the procedures established by TSA in 49 CFR Part 1572. Persons seeking access to MTSA facilities who do not possess a federally required TWIC may only enter MTSA facilities with an approved TWIC. Each approved TWIC escort will be allowed to escort in accordance to the Navigation & Inspection Circular 03-07.

TWIC Exemptions
Federal officials are not required to obtain or possess a TWIC. Except in cases of emergencies or other exigent circumstances, in order to gain unescorted access to a secure area of a vessel, facility, or OCS facility regulated by parts 104, 105 or 106 of this subchapter, a federal official must present his/her agency issued, HSPD 12 compliant credential. Until each agency issues its HSPD 12 compliant cards, Federal officials may gain unescorted access by using their agency's official credential. The COTP will advise facilities and vessels within his or her area of responsibility as agencies come into compliance with HSPD 12.

Law enforcement officials at the State or local level are not required to obtain or possess a TWIC to gain unescorted access to secure areas. They may, however, voluntarily obtain a TWIC where their offices fall within or where they require frequent unescorted access to a secure area of a vessel, facility or OCS facility. Emergency responders at the State, or local level are not required to obtain or possess a TWIC to gain unescorted access to secure areas during an emergency situation. They may, however, voluntarily obtain a TWIC where their offices fall within or where they desire frequent unescorted access to a secure area of a vessel, facility or OCS facility in non-emergency situations. The TWIC escorting 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 limited access to the area immediately adjacent to their vessels without escort.

Special Provisions

New hires – This provision 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. 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 COTP (the COTP of the zone where the applicant enrolled) if TSA has not yet issued the new hire's TWIC.

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

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.

2) The owner/operator or CSO/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.

3) The individual can present another identification credential that meets the requirements of 33 CFR 101.515.

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.

Lost, Stolen or Damaged TWIC
If an individual's TWIC is lost, stolen, or damaged, he/she must report it immediately to TSA (through the TSA TWIC help desk at 1-866-DHS-TWIC) as required in 49 CFR 1572.21. TSA will revoke the lost, stole, or damaged TWIC and begin the process of producing a new card, which must be picked up at an enrollment center designated by the individual. The replacement cost is $60.00.

An individual who has reported their TWIC lost, stolen or damaged and had previously been approved to access a facility may request unescorted access to Secure/Restricted Areas of an MTSA facility for the seven consecutive calendar day provision under the following circumstances:

a. The individual must show the receipt for $60.00 proving they have paid for a replacement TWIC and must present another identification credential that meets the requirements of 33 CFR 101.515.

b. Once approved, the individual will have unescorted access for a period of seven consecutive days. If after the seven day period the individual has not received his/her TWIC, he/she can apply to the Facility Security Officer (FSO) to appeal for additional access privileges. Basic TWIC & TWIC Escort Information.

TWIC Escort Responsibilities
TWIC holders who escort non-TWIC holders in secure areas of MTSA regulated vessels, facilities, and OCS facilities are required to meet the training requirements listed in 33 CFR 104.225, 105.215, or 106.220 (Security training for all other vessel/facility/OCS facility personnel). Specifically, escorts must have knowledge of owners'/operators' escorting procedures, and the procedures and contingency plans determined by the owner/operator if an escorted individual is engaged in activities other than those for which escorted access was granted.

No person may act as an escort unless and until such person has taken the approved escort training class 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 facility's escorting procedures, and the procedures and contingency plans determined by the facility if an escorted individual is engaged in activities other than those for which escorted access was granted. Any host company providing a TWIC escort is responsible for the actions of both their visitor and the escort.

Any escort who fails to perform satisfactorily may be required to leave the visited facility and may be disqualified from conducting escorts in the future. Furthermore, said person shall be liable for the payment of any fine levied by the United States Coast Guard (USCG). While inside a MTSA facility, all TWIC holders must be able to present a valid TWIC within ten (10) minutes to the USCG or facility security/police. Persons unable to produce a valid TWIC will be escorted out and may be subject to criminal prosecution.

Furthermore, said person shall be liable for the payment of any fine levied by the USCG. Each facility, in its sole discretion, may ban any person for any period of time for violation of the federal laws or facility rules and regulations.

TWIC Escort Guidance

While escorting in secure areas of a MTSA facility, an escort is allowed to escort as many as 10 persons at a time. The escort must, at the very least, provide a line-of-site escort for those persons being escorted.

While escorting in restricted areas of a MTSA facility, an escort is allowed to escort as many as 5 persons at a time. The escort must provide a side-by-side escort for those persons being escorted.

Exemption 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 not allowed to depart the vehicle.

Any Facility Security Officer or Company Security Officer can make these requirements more restrictive within their areas of control.

Escort Guidance Table:

Escort	Restricted Area	Secure Areas
TWIC Holders	Unescorted access	Unescorted access
Lost or Stolen TWIC cards	Unescorted access for 7 consecutive days	Unescorted access for 7 consecutive days
Non-TWIC New Hires	Accompanied access for 30 consecutive days	Accompanied access for 30 consecutive days
Non-TWIC	Side by side accompaniment (1 to 5 ratio)	Side by side accompaniment (1 to 10 ratio)
Foreign Mariners	Side by side accompaniment (1 to 5 ratio)	Side by side accompaniment (1 to 10 ratio)

Secure & Restricted Areas- Definitions

Secure Area means…at a facility….over which the owner/operator has implemented security measures for access control in accordance with a Coast Guard approved security plan.

Restricted areas are the infrastructure or locations identified in an area, vessel or facility security assessment or by the facility/operator that require limited access and a higher degree of security protection.

*Some MTSA facilities may have secure and/or restricted areas within. Other facilities may designate the entire facility as a secure or even a restricted area.

TWIC Non-compliance Issues

In the event the escorted individual departs from the escort and/or exhibits any suspicious behavior, or fails to comply with the escort procedure, the escort shall attempt to gain compliance via verbal request; if this fails, the escort shall maintain visual contact of the escorted and notify facility security or the FSO of the location of the incident, direction of travel, description of the escorted and the situation. Facility Personnel will treat it as a Transportation Security Incident. An escort shall NOT attempt to physically detain or stop the escorted.

Security Awareness

Personnel may attempt to gain information about facilities and activities to identify patterns and routines, assess vulnerabilities, target selection and choose the time, place, and means of an attack.

A possible indicator of unauthorized surveillance is a person drawing a diagram, taking detailed photographs or video of:

- Camera locations
- Access points
- Perimeter fence
- Location of personnel
- Traffic patterns
- Buildings
- Roadways

Suspicious activity is best described as activity that is unusual or out of place for a particular environment.

Examples are:

- Person exiting from a vehicle's trunk.
- A person running across the dock or cargo area.
- Briefcase or suitcase left unattended (suspicious packages) at a fuel point.
- Evidence of stowaways discovered within shipping containers.

Maritime Security Levels (MARSEC Levels)

Security levels layered to properly handle security threats. As the MARSEC Level increases, the security measures at the port increase. Example, there will be an increase in vehicle screenings and restrictions to visitors, depending on the MARSEC Level. Signs at access points advise of the current MARSEC Level.

National Terrorism Advisory System: The alerts under the new system replaced the five color DHS system will indicate if there is an **"imminent threat"** or an **"elevated threat"**.

MARSEC Level 1 – minimum appropriate security measures in place at all times. **Normalcy** under NTAS

MARSEC Level 2 – additional measures to Level 1 for heightened risk. **Elevated** under NTAS

MARSEC Level 3 – further specific protective measures above Levels 1 & 2 for a probable or imminent threat. **Imminent** under NTAS.

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PORTS

TWIC Escorting and Security Awareness Training Pamphlet

BALZANO TERMINAL GUARD BOOTH:
Main Phone: 856-757-4978
Mobile: 609-685-1740 / 609-685-3414

BROADWAY TERMINAL GUARD BOOTH: Main Phone: 856-757-4956
Mobile: 609-685-1991 / 609-682-2022

Report any suspicious activity immediately to the South Jersey Port Corporation Security Booth Personnel, the FSO, or Security Supervisors.

GM - Security, Public Safety & Emergency Management
TJ Daddino : 609-922-7171 / 856-757-4915
Security Captains
Stephen Scott : 609-315-0996
Louis Ditomaso : 609-820-2395

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TWIC Escorting

All persons entering any SJPC terminal must possess a valid Transportation Workers Identification Credential (TWIC) or be escorted throughout the duration of their visit by an approved SJPC user who possesses both a TWIC in accordance with 33 CFR 101.514.

Persons must have a legitimate business need and have permission to enter SJPC property. All persons are required to maintain possession of a valid form of photo identification that complies with federal law while on the terminal.

Visitors needing escorted access to any SJPC terminal shall arrange for an authorized escort in advance pursuant to the SJPC visitor/escort policy. All visitors and escorts must agree to abide by the provisions outlined within the SJPC TWIC Policy prior to entry.

An approved visitor with a TWIC will not need an escort and may proceed into the terminal after the check-in at the gate.

All non-TWIC visitors must report to the terminal truck/visitor parking area. Signs will be posted identifying the parking areas. Non-TWIC visitors will be checked in at the gate by the SJPC guard.

TWIC escorts are trained as per 33 CFR 105.215.

A visitor without a TWIC must have a continuous side by side escort. A side by side escort, for the purposes of TWIC escorting, is defined as "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." The side by side escort requirement must be conducted in strict compliance with federal law.

Escort Responsibilities

All escorts must sign in at the main terminal guard booth. The escort must contact the SJPC Security Guard Booth immediately if he/she loses contact with his/her visitor or the visitor is observed engaging in unlawful or suspicious activity.

TWIC escorting privileges are granted at the sole discretion of the SJPC for a period determined by the SJPC, and the SJPC reserves the right to deny granting privileges or to suspend, revoke or deny renewal of escorting privileges previously granted. A TWIC Escort must possess a valid TWIC card and provide a color copy of both sides of the card to SJPC.

Any sponsor providing a TWIC escort is responsible for the actions of both their visitor and the escort. Any escort who fails to 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 the payment of any fine levied by the United States Coast Guard (USCG). While on the terminal all TWIC holders must be able to present a valid TWIC within ten (10) minutes to the USCG or SJPC personnel. Persons unable to produce a valid TWIC will be escorted off the terminal and may be subject to criminal prosecution. Furthermore, said person shall be liable for the payment of any fine levied by the USCG. SJPC may, in is sole discretion, ban any person for any period of time for violation of the federal laws or SJPC rules and regulations. Those persons who violate access control procedures may be subject to arrest, prosecution and/or loss of terminal access privileges.

Escort privileges expire on the expiration date of the application TWIC card. Escorts must reapply when issued a new TWIC card.

SJPC will issue a red **TWIC Escort vest**. All escorts must wear the red TWIC Escort vest any time performing escorting duties in any area a safety vest is required. Lost or missing vests must be reported. Replacement vest is $25.

The **Balzano Marine Terminal** (formerly the **Beckett Street Terminal)** is a restricted and secure facility. One authorized TWIC holder may escort up to five (5) non-TWIC visitors within the restricted area of the terminal.

The **Broadway Terminal** is a restricted and secure facility. One authorized TWIC holder may escort up to five (5) non-TWIC visitors within the restricted area of the terminal.

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