



The following are minimum requirements for entry into Intercontinental Terminals Company LLC (ITC):

1. **Prior Personnel Information** – Contractors, Inspectors, Pilots, Boatmen, Agents, Transport Companies, Seafarers' Center and Tankerman are required to provide ITC, in advance, with a detailed list of all personnel that may visit ITC. The information requested includes (1) First and Last Names, (2) Title, and (3) *Vehicle license plate number, vehicle number or driver license.*
2. **Information Up-Date** – If there are any changes to the personnel information, the company is required to notify those changes to ITC 24 hours in advance unless a waiver is granted by Facility Security Officer (FSO) and/or FSO Alternates.
3. **Security Office** – *All visitors seeking entry to ITC must check in at the Security Office at Gate # 35. On occasion, certain visitors, contractors, and deliveries may be processed at Gate # 21.*
4. **Identification** – All visitors, Contractors, Inspectors, Pilots, Boatmen, Agents, Transport Companies, Seafarers' Center and Tankerman will be required to provide a minimum of two forms of identification – one of which must be a valid Transportation Worker Identification Credential (TWIC) and the other will be their company identification (proof of employment). *Government Personnel will be required to show their Agency issued credential.* Note: If the individual will be operating a motor vehicle within the facility then they must also present a valid driver's license.
5. **Insurance Check** – All visitors, Contractors, Inspectors, Pilots, Boatmen, Agents, Transport Companies, Seafarers' Center and Tankerman will be required to have a Certificate of Insurance that meets ITC's minimum insurance requirements and a signed copy of a contract or insurance requirements form on file with ITC before being allowed entry. *Government Personnel will not be required to have a Certificate of Insurance.*
6. **Safety Council Requirements** – Inspectors, Tankerman and Contractors are required to have the following Houston Area Safety Council (HASC) training courses: Basic Plus or Refresher (19BH or 19BHREF), ITC Site Specific (19ITC or 19ITCSP), and Facility Security Awareness (19FSA). NOTE: Contractors performing "Fire Watch" duties for hot work must take the following three courses: 19FIRE, 19EXT10, and 19EXT 20. In addition, those performing "Hole Watch" duties for confined space must take 19CS.
7. **Visitor Orientation** – All non-ITC personnel, except those who are required to have HASC training, will be required to watch a short safety and security video orientation presentation once every year.
8. **Securing Gates** – All visitors, Contractors, Inspectors, Pilots, Boatmen, Agents, Transport Companies, Seafarers' Center and Tankerman have the responsibility to maintain ITC Security and perimeter integrity. After going through a gate, they are required to lock and secure the gate behind them.
9. **Vehicle Passes** – Vehicle passes will be issued to personnel who have appropriate authorization and insurance to enter facility, *except for Government Personnel.* *Identification will be left at the security office and will be exchanged for the return of vehicle pass when leaving the facility.*
10. **Vehicle Signs** – All non-ITC vehicles, other than Houston Pilots and government operated, are required to have two appropriate signs (such as magnetic signs) on their vehicle containing company information that can be read at a distance of 50 ft.
11. **Vehicle Inspection** – All non-governmental vehicles that enter and leave ITC property are subject to search and inspection.
12. **Pilots** – If needed, ITC will arrange an escort for all Pilots to and from their ship. Only ITC and approved personnel on the Houston Pilots roster may provide transportation for pilots. If a pilot's vehicle is to be left for an extended period of time, parking will be provided in the marine area.
13. **Mechanical Repairs** – Mechanical repairs affecting operation or product movement of a vessel will require 24 hours advance notice with details to include names and vehicle information of the repair company, unless a waiver is granted by FSO and/or FSO Alternates.



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14. **Emergency Medical Leave** – Crewmembers who are injured or become sick may require emergency medical leave. Security will work with the ship and the agent in arranging for proper medical transportation. *Crewmembers shall provide picture identification and an Immigration Form I-95, D-1/D-2 Immigration Shore Pass from their vessel.*
15. **Lightering Operation** – Lightering operations will require 24hr advance notification to marine@iterm.com or fax to 281-884-0399 with details of the operation and the barge and tugboat identification.
16. **Contractor's Obligations** –Contractors will ensure that access chains are put back up and gates secured when they leave their work site.
17. **Refusal of Entry** – Refusal of entry will be based on individuals not meeting all applicable Entry Requirements.

General Terminal Restrictions

1. **Facial Hair Inspection** –All individuals who will be handling chemicals or performing work will not have facial hair within the sealing surface for respiratory protection (no more than one day's growth). Individuals that do not meet this requirement will not be allowed into the facility.
2. **PPE** – The minimal personal protective equipment (PPE) required inside the perimeters of ITC is a long sleeve shirt, *leather shoes with substantial heels*, safety glasses or prescription glasses with side shields or wrap-around style and hardhat. *In special circumstances, ITC will loan a hard hat, safety glasses and or a long sleeve lab coat to visitors.* In addition to the minimal PPE, Contractors, Inspectors, and Tankerman are also required to be fit tested and have a half-mask/full face respirator with Organic Vapor Acid Gas (OVAG) cartridges.
3. **Nylon Clothing** – Visitors are prohibited from wearing any clothes (jackets, coats, windbreakers, insulated coveralls, etc.) with a nylon outer-shell. The only exception is nylon hosiery.
4. **Food**- All food is prohibited on ITC property, except in areas designated by ITC Management.
5. **Smoking** – Smoking is prohibited on ITC property except behind the Changehouse, in the parking lot south of the Traffic Building, the parking lots by the Administration building, and the parking lot west of the Safety Building. A bench surrounded by yellow chains identifies these areas.
6. **Taxis** – Taxis are not allowed in facility at anytime – **NO EXCEPTIONS**
7. **Traffic Rules** – All ITC employees and visitors must obey the traffic rules and regulations of the terminal. Everyone must be aware of and obey all posted traffic signs. All persons must wear safety belts. The speed limit within the terminal is 14¼ mph, unless otherwise posted.
8. **Drug & Alcohol** – If a person is exhibiting signs of being alcohol/drug impaired, they will not be allowed into the facility.
9. **Non-intrinsically Safe Equipment** – Non-intrinsically safe electronic equipment including but not limited to portable music players, portable televisions, cameras, electronic pagers and electronic games are prohibited on ITC property without authorization from ITC management.
10. **Weapons** – Except for US Government and authorized law enforcement personnel, all firearms and other weapons are prohibited on ITC property without authorization from the Senior Vice-President of Operations, Terminal Operations Manager, and/or Vice-President of Safety, Health, and Environmental. Other weapons include, but are not limited to, the following: Any pistol, revolver, rifle, shotgun, other firearm, explosive weapon, chemical dispensing device, illegal knife, switchblade knife, hoax bomb, knuckles, club, stun gun, taser, bow, crossbow, or any other item deemed as a weapon by ITC Management. This includes persons who are authorized to carry a concealed firearm in the State of Texas.



11. **Photography/Video**– No photography or video is allowed on ITC property without authorization from the Senior Vice-President of Operations, Terminal Operations Manager, and/or Vice-President of Safety, Health, and Environmental.
12. **Bicycles/Motorcycles** – Riding bicycles and operating motorcycles inside the facility is prohibited.
13. **Motor Vehicles** – Motor vehicles, including those with internal combustion engines, golf cart, or other motorized transportation may not be operated within cargo handling areas without a written permit.
14. **Restricted Areas** – Loading areas and tank farms are designated as restricted areas and a permit is required for vehicle entry. Signage, gates, fencing, chains, or yellow lines restrict these areas.
15. **Emergency Notification** – If anyone observes any emergency situation or suspicious activity, contact ITC Security at 281-884-0339 and stay on the line until you have provided your name, company, phone number and location. If you cannot reach a phone, contact the nearest ITC employee to report the emergency.
16. **Waste Handling** – The ITC Utility dept. is responsible for all waste handling on ITC property. Only the ITC Utility dept. is authorized to schedule deliveries and pick up of any waste containers, frac tanks, boxes, bins, etc. If you require this service or have any questions concerning ITC waste handling procedures, please contact a member of the ITC Utility dept. at 281-507-3829/281-384-9519 or by email at environmental@iterm.com.

Agents & Transport Driver Responsibilities

In addition to the above requirements, Agents and Transport Drivers have the following responsibilities:

1. **Marine Visitor/Vendor List** - The ship's agent must provide a list of all possible visitors or vendors at least 24 hours in advance of the vessel's arrival and submit the information by email to security@iterm.com or fax to 281-884-0399 unless a waiver is granted by FSO and/or FSO Alternates.
2. **Crew and Gate List** - If there are any expected crew changes, or if any crewmembers are expecting to leave the vessel, the ship's agent will provide a copy of the crew list and a list of any new crewmembers reporting to the vessel while at ITC 24 hours in advance and submit the information by e-mail to security@iterm.com or fax to 281-884-0399 unless a waiver is granted by FSO and/or FSO Alternates.
3. **Delivery of Vessel Stores and Bunkers** – Waterside delivery of vessel stores and bunkers may be permitted with appropriate notification which consists of:
 - 24hrs advance notification to security@iterm.com and marine@iterm.com or fax to 281-884-0399
 - Complete details of the provider of Bunkers/Stores
 - Complete list of items to be delivered (all subject to verification and screening)

Dock side delivery of vessel stores may be permitted if the items can be hand carried and do not require any special equipment (i.e. pallet jack, forklift, crane, vehicle, etc.), with the appropriate notification above. *Special request for waivers may be considered at ITC's discretion on a case-by-case basis.*

NOTE: Any workers that will be used for transporting stores (i.e. stores gang) will be limited to five persons who must obtain additional safety council training requirements (listed on #6, page one) and comply with all other ITC Entry Requirements.

4. **Seafarers' Center Crew List** - If not provided by the agent, ITC will allow the representative of the Seafarers' Center to provide a complete crew list from the master of the vessel. *The Seafarers' Center does not have to meet ITC's 24-hour requirement. Crewmembers shall provide picture identification, and for foreign crewmembers, an Immigration Form I-95, D-1/D-2 Immigration Shore Pass from their vessel.*
5. **Crewmember ID** - Upon entering or returning to ITC, the crewmembers shall provide picture identification, and for foreign crewmembers, *an Immigration Form I-95, D-1/D-2 Immigration Shore Pass from their vessel.*
6. **Approved Transport** - All crew changes must be performed in groups using approved third party transport with four-hour minimum rotation. Seafarers' Center will be allowed a two-hour minimum rotation.



7. **Transport Crew List** - Transport companies or ship agent providing transportation for crewmembers shall provide a detailed list of all crewmembers that will be transported from the vessel at that time prior to facility entrance.

Steps to Transport Crew Members (Shore Access)

Access to the facility is limited to those crewmembers properly escorted by an authorized TWIC escort within the facility. No facility access is allowed for crewmembers that have not requested facility access from facility security and/or unescorted crewmembers; therefore, the following Notifications and Procedures are required to facilitate shore access for crewmembers. Crewmembers found within the facility without an authorized TWIC escort will constitute a Breach of Security.

Step 1 - Crew Muster - Once the agent and/or transport driver has presented a valid TWIC and obtained clearance at the Security Office, the security officer will call the dockman to let vessel know that the crewmembers can muster on the vessel's quarterdeck to be picked up.

Step 2 - Notification – Crewmembers are to wait in the vicinity adjacent to the vessel until the arrival of authorized TWIC escort.

Step 3 - Pick Up – Agents and/or transport drivers will then escort (side-by-side accompaniment) the crewmembers down to their vehicle. One TWIC holder may only escort up to ten crewmembers.

Step 4 - Securing Gates – All agents and/or transport drivers have the responsibility to maintain ITC Security and perimeter integrity. After going through a gate, they are required to lock and secure the gate behind them.

Step 5 - Crewmember Passport – *Under no circumstances will a foreign crewmember be in personal possession of their Passport. The only time a passport will be allowed off the vessel is with written approval from a US government agency if the crewmember has signed off and is departing for home or being taken to a specific place, such as a hospital, under escort. In that case, the passport is to be held by the transport driver.*

Step 6 – Drop Off – Upon clearance for entry, agents and/or transport drivers will escort (side-by side accompaniment) the crewmembers to their designated vessel. One TWIC holder may only escort up to ten crewmembers.

Inspection Companies & Tankerman Responsibilities

In addition to the above requirements, Inspection Companies and Tankerman have the following responsibilities:

1. **24-Hour Notification** – Inspection companies not providing services for ITC's customers shall adhere to ITC's 24-hour notification and information requirement.
2. **Escort Inspectors** – Operations personnel shall escort inspectors at all times when inspection company personnel are in certain operating areas of the terminal.
3. **Witnessing** – ITC personnel shall witness all gauging, sampling, and/or other functions that are performed by third-party inspectors while such personnel are on company property. This includes shore tank, tank truck, or rail car gauging/sampling, pipeline sampling, and any other activity that is performed by inspectors while in operating areas of the terminal. (This does not include marine vessel or barge tanks gauging/sampling)
4. **Vehicle Inspection** – All inspectors' vehicles that enter and leave ITC property are subject to search and inspection. Security will look for (A) a DOT compliant transportation box or container, (B) DOT compliant separation and cushion material inside the transportation box, (C) a Bill of Lading or Chain of Custody document, and (D) a DOT Guidebook or MSDS for the samples carried.
5. **Work Vest** – A work vest (flotation device) must be worn anytime personnel from shore are on board and working a barge.



Transportation Worker Identification Credential (TWIC) Requirements

All Associates, Contractors, Vendors, Inspectors, Shore Tankermen, Pilots, Boatmen, Truck Drivers, Agents, and Visitors must possess a valid Transportation Worker Identification Credential (TWIC). Individuals will be required to provide a TWIC upon requesting entry, and those who do not have TWIC may be denied access. **ITC will not be responsible for any delays and/or demurrage caused by individuals not possessing a TWIC.**

Escort Authorization:

ITC may allow non-TWIC holders such as foreign vessel crew, customers, vendors, deliveries, mechanics, technicians, etc. and those who do not frequently access the facility to be escorted by an authorized TWIC escort. Only individuals with a valid TWIC, who have been approved by ITC and met the training requirements listed in 33 CFR Part 105.215, may escort non-TWIC holders. Each company is responsible for training their employees (requesting to be authorized TWIC escorts) in accordance with 33 CFR Part 105.215.

Escorting means ensuring that the authorized ITC TWIC escort is in continuous physical proximity and visual contact with the escorted individual. The authorized TWIC escort must have a clear and constant line of sight and be able to witness all actions of individual(s) being escorted. The person assuming escort responsibility agrees to be responsible for the escorted individual(s) until responsibility is either turned over to another authorized escort, or the escorted individual(s) depart the TWIC area. *One TWIC holder may only escort up to five individuals, except in the case of shore access stated above.*

Vehicle Escorts:

When escorting a vehicle, the TWIC holder must maintain communication and visual line of sight with the vehicle being escorted until it leaves the TWIC area. 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.

Reporting:

In the event the escorted individual(s) departs from the escort and/or exhibits any suspicious behavior or fails to comply with the escort procedure, the authorized TWIC escort shall:

Attempt to gain compliance via verbal request. If this fails, the authorized TWIC escort shall:

- a. Maintain visual contact of the escorted;
- b. Notify ITC Security on radio channel 11 or immediately by phone at 281-884-0339/0372 and state location of the incident, direction of travel, description of individual(s), and situation. Note: DO NOT attempt to physically detain or stop the escorted.

Conclusion

We expect all visitors, contractors, government personnel, pilots, agents, inspectors, etc. to adhere to these strict guidelines without deviation. It is our goal and responsibility to insure a safe and secure working environment for our employees, visitors, and neighboring community. These guidelines may not address every situation; therefore, they are subject to change without prior notice. Your cooperation in this matter will be greatly appreciated.

If you have any suggestions for improvement, please ask ITC Security to provide you with a paper or electronic copy of the ***ITC opportunity for improvement form***.

If you have any questions concerning these Entry Requirements, please feel free to contact the Facility Security Officer by phone at (281) 884-0352 or by e-mail at mescoto@iterm.com.