



**Intercontinental Terminals Company LLC**  
**Pasadena, Texas**

**Entry Requirements**

Our company has a strong concern for the safety of our associates as well as all persons working on or visiting our premises. We make every effort to eliminate accidents and sources of injury to all personnel and expect you to promote safety at all times. For this reason, we expect all of our employees, contractors, inspector/surveyor, agents, tankerman, truck drivers, visitors, etc. to observe the safety rules and procedures we have established. Below is a list of rules that must be adhered to by all persons who enter ITC property. Failure to comply may result in expulsion and possible banning from the facility.

**General Terminal Restrictions**

1. **Conduct** – All personnel are prohibited from engaging in certain activities while on company property. Prohibited actions include, but are not limited to, dishonesty, insubordination, neglect of duty, disregard of safety, running, speeding, yelling, horseplay, gambling, inflicting or attempt to inflict bodily injury to another individual, and damaging company property or damaging the property of others. You are also strictly prohibited from disrespecting or disregarding others and making profane, obscene, abusive, racial or inappropriate ethnic comments, violating ITC's Harassment Policy, and violating common decency or morality.
2. **Language/Communication** – Primary communication, verbally and written, concerning job duties and safety is to be English so that operations may function safely and efficiently. *In special circumstances, with senior management approval the following exceptions shall be allowed:*
  - For contractors with non-English speaking personnel
    - Line management must be immediately available to communicate in English and translate to their personnel's primary language.
    - When line management is not immediately available, the crews are to have one person who is immediately available to communicate in English and translate to the remaining personnel in their primary language.
  - In all circumstances the lone worker must be able to speak and comprehend English so that he or she may communicate with personnel who speak English, take directions regarding his or her work from personnel who may only speak English, and comprehend/safety-related communications.
  - In accordance with USCG tankerman and one crewmember that are stationed at the deck manifold must speak and understand English.

**NOTE:** This rule does not apply to casual, non-work-related conversations between employees on break, lunch, or who are not otherwise performing a job-duty.

3. **PPE** – The minimal personal protective equipment (PPE) required inside the perimeters of ITC are:
  - Flame Retardant Clothing (FRC) or Nomex (Minimum HRC rating 1). FRC must be worn as dictated by the manufacturer whereas to completely cover the torso, arms (long sleeves), and legs (i.e. FRC shirt and pants must maintain shirt tails tucked inside pants).
  - Leather shoes with substantial heels
    - NOTE:** No Tennis shoes, sandals, open type shoes, or other non-ANSI approved footwear, or garments with a nylon exterior, allowed to be worn.
  - Safety glasses or prescription glasses with side shields
  - Hardhat
    - Exceptions: Certain personnel such as vessel visitors and delivery personnel may be exempt from FRC, Nomex, and footwear requirement at ITC's discretion. *In special circumstances, ITC may loan a hard hat, safety glasses, and/or a FRC smock to visitors.*
  - 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. **Facial Hair Inspection** – No individuals who will be handling chemicals or performing work will have facial hair within the sealing surface for respiratory protection.

5. **Respirator Requirement** – In addition to the minimal PPE, contractors, inspectors, tankerman, and certain visitors who access operating areas of the facility are also required to be fit tested and have a half-mask/full face respirator with Organic Vapor Acid Gas (OVAG) cartridges. Respirators must be maintained and stored properly.
6. **Fall Protection** - Areas where fall prevention may not exist, ANSI approved fall protection (harness with lanyard or personal fall arrest system) is required at heights greater than six feet from a lower level, within six feet from an unprotected edge, or while in confined space, etc.
7. **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 VP of Operations, and/or VP of SHES. 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.
8. **Smoking** – Smoking is prohibited on ITC property except in designated smoking areas. This includes cigars, cigarettes, pipes, e-cigars, e-cigarettes, vapor and smokeless type devices, etc.
9. **Food & Tobacco** – The following are prohibited on company property, except designated areas: food, smoking materials, other related tobacco materials, and strike-anywhere matches and lighters that do not have covers to protect their mechanisms. Food is allowed in designated break areas only.
10. **Drug & Alcohol** – Drugs and alcohol are prohibited on ITC property. If a person is exhibiting signs of being alcohol and/or drug impaired, they will not be allowed into the facility. While on company property, you are strictly prohibited from use, possession, distribution, or sale of any substance that are used with the intent of, or which have the effect of, inducing intoxication, excitement, or dulling the central nervous system illegal drugs, inhalants, or other substances, including alcohol.
11. Personal electronic equipment, including, but not limited to, portable AM, FM, AM-FM radios, portable televisions, cameras, electronic pagers and electronic games, I-Pods, cellular phones, and laptops are prohibited in the plant. Exceptions include the change house, central control room, traffic building, administration office, warehouse, maintenance shop, vehicles, dock operations, and other specific locations without authorization from the Senior VP of Operations, Terminal Operations Manager, or the VP of SHES.
12. **Non-intrinsically Safe Equipment** – At no time will non-intrinsically safe electronic equipment be allowed into areas of product movement in the facility such as tank farms, manifolds, loading and unloading areas, or on the docks without authorization from the Senior VP of Operations, Terminal Operations Manager, or the VP of SHES and appropriate permit or waiver issued.
13. **Photography/Video** – No photography or video is allowed on ITC property without authorization from the Senior VP of Operations, VP of Operations, and/or VP of SHES.
14. **Bicycles/Motorcycles** – Riding bicycles and operating motorcycles inside the facility is prohibited.
15. **Motor Vehicles** – All personnel must comply with the rules in this document, posted signs, all applicable safety standards and laws (OSHA, DOT, EPA, PHMSA) requirements and all state, local, and federal motor vehicle requirements at all times while on ITC property. Everyone must be aware of and obey all posted traffic signs. All occupants of vehicles must wear seat belts. The speed limit within the terminal is 14½ mph, unless otherwise posted. 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.
16. **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.
17. **Underage** – Persons under 18 years of age are not permitted in the facility without prior authorization from ITC management.
18. **Emergency Notification** – If anyone observes an emergency or suspicious activity, contact ITC Security at 832-780-6699 or 832-557-6443 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 associate to report the emergency.
19. **Waste Handling** – ITC's environmental department is responsible for all waste handling on ITC property. Only the Environmental Department 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 Environmental Department at 281-884-0357 or 281-884-0359 or by email at [environmental@item.com](mailto:environmental@item.com).
20. **Chemical Approval** – All chemicals (i.e. solvents, degreasers, lubricants, cleaning agents, etc.) brought onto ITC property must be approved by ITC's safety department and be accompanied with a current and valid safety data sheet (SDS). A copy of the SDS shall be provided to and approved by the Safety Department

before the material is used. If you have any questions regarding this topic, please contact a member of the Safety Department or email to [safety@iterm.com](mailto:safety@iterm.com).

## Security

1. **Personnel Information** – Contractors, inspectors, pilots, boatmen, agents, jitney transport companies, Seafarers' Center and tankerman are required to provide ITC advance notification of all personnel that may visit the terminal. Submit requested info to include first and last names and company by email to [pasadenasecurity@iterm.com](mailto:pasadenasecurity@iterm.com).
2. **Information Update** – If there are any changes to the personnel information, the company is required to notify ITC of those changes in advance by email to [pasadenasecurity@iterm.com](mailto:pasadenasecurity@iterm.com).
3. **Security Office** - *All visitors seeking entry to ITC must check in/out at the Security Office at 1030 Ethyl Rd.*
4. **Identification** – All visitors, contractors, inspectors, pilots, boatmen, agents, jitney 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, they must also present a valid driver's license.
5. **Insurance Check** – All visitors, contractors, inspectors, pilots, boatmen, agents, jitney transport companies, Seafarers' Center and tankerman will be required to have a Certificate of Insurance on file with ITC that meets ITC's minimum insurance requirements and a signed copy of a contract or insurance requirements form before being allowed entry. *Government personnel are not 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 (19ITCP or 19ITCPS), 19ITCBZ, and 19VPP (OSHA Voluntary Protection Program). NOTE: Contractors performing "fire watch" duties for hot work must take 19FIRE and hands on fire extinguisher training approved by ITC. In addition, those performing "confined space attendant" duties for confined space must take 19CS. Additional courses such as 19ITCBD may also be required depending on job scope.
7. **Visitor Orientation** – All non-ITC personnel, except those who are required to have HASC training, will be required to watch a safety and security video orientation presentation once every year. Visitors include ship crew, delivery drivers, chemical transport, crew transport drivers, vendors, and United States Coast Guard.
8. **Securing Gates** – All visitors, contractors, inspectors, pilots, boatmen, agents, jitney 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. Handwritten signs will not be allowed.
11. **Screening/Inspection** – Screening or inspection of vehicles and personnel entering the facility may occur at any time. Personnel who refuse to submit to screening or inspection will be denied access and escorted from the facility immediately. This does not include government personnel.
12. **Pilots** – If needed, ITC will arrange an escort for all pilots to and from their ship, using approved transportation only.
13. **Mechanical Repairs** – Mechanical repairs affecting operation or product movement of a vessel will require advance notification, with details to include first and last names and company, by email to [pasadenasecurity@iterm.com](mailto:pasadenasecurity@iterm.com) and [marine@iterm.com](mailto:marine@iterm.com).
14. **Contractor's Obligations** – Contractors will ensure that access chains are put away and gates secured when they leave their work site.
15. **Refusal of Entry** – Refusal of entry is for individuals not meeting all applicable Entry Requirements.

## Agents & Jitney/Taxi Transport Driver Responsibilities

In addition to the above requirements, agents and transport drivers have the following responsibilities:

1. **Gate 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 [pasadenasecurity@iterm.com](mailto:pasadenasecurity@iterm.com) unless a waiver is granted by FSO and/or FSO Alternates.
2. **Crew List** – If there are any expected crew changes or if any crewmembers are expecting to leave the vessel, the ship's agent must provide a copy of the crew list and a list of any new crewmembers reporting to the vessel while at ITC. Provide this list in advance (prior to vessel arrival) and submit the information by e--mail to [pasadenasecurity@iterm.com](mailto:pasadenasecurity@iterm.com) unless a waiver is granted by FSO and/or FSO Alternates.
3. **Security Services** – In the event that a governmental agency requires a vessel to obtain security services, the ship's agent must provide agency documentation (COTP Order, etc.), along with security officer names prior to entering the facility and submit this information by email to [pasadenasecurity@iterm.com](mailto:pasadenasecurity@iterm.com).
4. **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.*
5. **Lightering Operation** – Lightering operations will require 24-hour advance notification to [pasadenasecurity@iterm.com](mailto:pasadenasecurity@iterm.com), [marine@iterm.com](mailto:marine@iterm.com), and [environmental@iterm.com](mailto:environmental@iterm.com) with details of the operation and the barge and tugboat identification.
6. **Delivery of Vessel Stores and Bunkers** – Waterside delivery of vessel stores and bunkers may be permitted with appropriate notification which consists of:
  - 24-hour advance notification to [pasadenasecurity@iterm.com](mailto:pasadenasecurity@iterm.com) and [marine@iterm.com](mailto:marine@iterm.com).
  - 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.

**Safety Training Requirement:** Personnel that will be delivering stores dock side, must obtain Basic Plus or Refresher (19BH or 19BHREF) safety training course from the Houston Area Safety Council. ITC may consider alternative training programs that meet certain criteria with proof of compliance. For more information, please contact [pasadenasecurity@iterm.com](mailto:pasadenasecurity@iterm.com) or 832-780-6699. *Special request for waivers may be considered at ITC's discretion on a case-by-case basis.*

7. **Crewmember ID** – Upon entering or returning to ITC, the crewmembers shall provide picture identification, and foreign crewmembers, *an Immigration Form I-95, D-1/D-2 Immigration Shore Pass* from their vessel.
8. **Transport Crew List** -- The ship agent, transport driver, or authorized representative providing transportation for crewmembers, must provide a list of all crewmembers that will be transported from the vessel prior to entering the facility.

## 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, transport driver, or authorized representative 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** – The agent, transport driver, or authorized representative must 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, transport drivers, or authorized representatives 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** – *The only time a foreign crewmember may be in personal possession of their passport is with approval from a US government agency and 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, the agent, transport driver, or authorized representative must escort (side-by side accompaniment) the crewmembers to their designated vessel. One TWIC holder may only escort up to ten crewmembers.

### Inspection/Surveyor Companies

In addition to the above requirements, inspection companies have the following responsibilities:

1. **Radios** - Residing inspection/surveyor companies at our facility are responsible and required to carry their company radio to monitor ITC's radio channel. This radio is strictly for business purpose. The inspection/surveyor company must adhere to FCC regulations.
2. **PPE** - While on ITC property inspector/surveyor companies must adhere to ITC personal protective clothing and equipment unless their requirements are more stringent. Inspection/surveyor companies are to supply the PPE.
3. **Escort Inspectors** – Operations personnel shall escort inspectors at all times when inspection company personnel are in certain operating areas of the terminal.
4. **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.)
5. **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, DOT/OSHA placarding and labeling, and (D) a DOT Guidebook or SDS for the samples carried.
6. **Work Vest** – A work vest (flotation device) must be worn anytime personnel from shore are on board and working on a barge.
7. **Housekeeping** – Inspectors are required to police and maintain their areas within ITC, including offices, where inspectors park their vehicles and the designated smoking areas where they smoke.

### 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 do the following:

- a. Maintain visual contact of the escorted.
- b. Notify ITC Security on radio operations channel or immediately by phone at 832-780-6699 or 832-557-6443 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 requirements without deviation. It is our goal and responsibility to ensure a safe and secure working environment for our employees, visitors, and neighboring community. These requirements may not address every situation and are subject to change without prior notice. Your cooperation is greatly appreciated.

If you have any suggestions for improvement, or questions concerning these Entry Requirements, please feel free to contact the Security Supervisor by phone at 281-884-0355 or by e-mail at [oguajardo@item.com](mailto:oguajardo@item.com).