

MARYLAND PORT ADMINISTRATION POLICY

OFFICE OF SECURITY

OOS 001
Date: March 1, 2007

TITLE: MPA Terminal Identification Credentialing Procedures

I. References:

- A. Code of Federal Regulations Title 33
- B. Maritime Transportation Security Act 2002
- C. Transportation Service Human Resources Policy - Personnel Security Policy
Background Investigations – Section 6I

II. Purpose and Applicability:

- A. The purpose of this policy is to provide for the safety and security of people, cargo and infrastructure assets while facilitating the productive flow of commerce into, within and out of Maryland Port Administration (MPA) marine terminal facilities.
- B. This policy is applicable to all MPA employees and facility personnel; to include contractors, vendors, suppliers and members of the International Longshoremen's Association (ILA), who require either non-monitored or unescorted access to MPA terminal facilities with an approved MPA terminal temporary badge or identification credential.
- C. This policy supersedes and replaces Identification Badge Procedures dated September 20, 2006.

III. Policy Statement:

The MPA requires that all persons who have a legitimate business need to either enter

unmonitored or unescorted on property owned and controlled by the MPA possess and display properly issued and authorized identification credentials. Individuals having MPA approved terminal temporary badges or identification credentials must prominently display their badge or credential on their outer clothing at all times while on MPA restricted or secured facilities. Possession of a MPA temporary badge or identification credential is a means of authenticating or establishing the identification of individuals accessing MPA terminals and may not in all instances guarantee or establish authorization or purpose for access to MPA facilities. Temporary badge or identification credential holders are required at all times to comply with all MPA terminal procedures and requirements as established by the MPA for access to MPA facilities.

All temporary badges or identification credentials issued by the MPA are the property of the MPA and must be immediately returned under the following conditions: upon expiration, upon separation of employment (for any reason), when job function no longer requires a MPA issued terminal temporary badge or identification credential, or upon demand by the MPA.

IV. Procedures:

The following procedures are to be followed for individuals requesting MPA terminal badges and credentials:

A. Application for Temporary Badges and Identification Credentials:

1. Application Process:

- a. All Applicants will complete Section A of the MPA Terminal Identification Badge & Renewal Request Application.
- b. Applicant will submit the application to their agency or company sponsor for completion of Section B.
- c. Completed forms may be hand-delivered to the Office of Security located on the Dundalk Marine Terminal, First Street, Dunmar Building – South (#97C), Suite 123, Baltimore, MD 21222 or faxed to (410) 285-0891.

2. Vetting Process:

- a. Applicant's employer and/or sponsor will be responsible for electronically submitting the full name, date of birth, the employee's

social security number (optional) and alien registration number, if applicable, on the U.S. Coast Guard Personnel Screening Template to mpasecurty@marylandports.com.

- b. Pending completion of the vetting process, applicants will be issued a forty (40) day MPA temporary badge.
- c. Once the Transportation Security Administration's security threat assessment has been completed, or prior to the temporary badge expiring, a permanent MPA identification credential will be issued to authorized individuals.

3. Security Awareness Training:

All facility personnel, including contractors, vendors or suppliers, whether part-time, full-time, temporary or permanent, must have knowledge of facility security awareness measures through training or equivalent job experience. All applicants will be provided with a copy of MPA's Security Awareness Training Study Guide when they are issued a forty (40) day MPA terminal temporary badge. Prior to issuance of a permanent MPA identification credential, each applicant must satisfactorily complete a questionnaire on security awareness topics covered in the study guide. This requirement falls within guidelines established in MTSA (33 CFR 105.215).

4. Temporary Badge or Identification Credential Issuance/Pick-up:

- a. Forty (40) day MPA temporary badges and identification credentials can be obtained at the MPA Office of Security.
- b. Applicants will go to the Badging/Credentialing Station located in the MPA Office of Security on Dundalk Marine Terminal, First Street, Dunmar Building – South (#97C), Suite 123, Baltimore, MD 21222. Badging/Credentialing hours are Monday through Friday 9:00 a.m. until 4:00 p.m. (Except for Maryland State observed holidays or times as may otherwise be posted.)

Note: Except for vendors, all persons issued a MPA temporary badge or identification credential must also obtain a current vehicle decal issued by the Maryland Transportation Authority (MdTA) Police Port Detachment located on Dundalk Marine Terminal, First Street, MdTA Police Building

(#96D). Vendors are still required to be on the MPA vendors list in iVisitor to establish purpose for vendor's need for access.

- c. Individuals must have a valid government issued photo identification card in their possession upon arrival. Examples include an official state driver's license or in the case of non-drivers an official state, federal or military identification. Social Security cards will not be accepted for the purpose of badge or credential issuance. Hats and sunglasses will not be permitted when taking photographs for badge or credential issuance.
- d. Authorized MPA tenant managers may sponsor a long-term contractor, vendor or supplier for an MPA temporary badge or identification credential as long as the following criteria is met. The long-term contractor, vendor or supplier must have 5 visits or more using iVisitor (MPA's computerized visitor system) within a consecutive 30 day period and be contracted to perform work on MPA terminals for not less than twelve months. This requirement falls within guidelines established in MTSA (33 CFR 105.255).
- e. Tenants, vendors and suppliers who possess an MPA temporary badge or identification credential, and who either deliver vessel stores and bunkers to vessels berthed at MPA terminals or who transport vessel stores and bunkers when Certain Dangerous Chemicals are present on MPA terminals, are still required to follow existing MPA Office of Security Procedure OOS 007, titled, "Procedure for the Delivery of Vessel Stores and Bunkers," dated September 20, 2006.

B. Replacement Badges/Credentials.

- 1. All temporary badges or identification credentials that may become lost, stolen or otherwise unaccounted for must immediately be reported to the MdTA Police Port Detachment office located on the Dundalk Marine Terminal, First Street, Building #96D between Monday through Friday during the hours of 7:30 a.m. and 3:30 p.m. Temporary badge or credential holders must also obtain a police report control number at the time of filing the report.
- 2. Once the control number has been obtained, you can report to the MPA Office of Security during badging/credentialing hours for a replacement badge or credential. The MPA Office of Security will complete a

Replacement Badge Data Sheet and collect a fee of \$25.00, which can be paid by cash, check or money order for which you will be issued a receipt.

3. Upon employer verification and approval, a replacement badge or credential will then be re-issued.

C. Identification Credential Renewal Process.

All MPA identification credentials will be valid until the expiration date printed on the front of the identification credential except in the case of contractors, vendors and suppliers who may no longer contractually require unmonitored or unescorted access on MPA terminals prior to the expiration date shown. To renew a MPA Identification Credential, an MPA Terminal Identification Badge & Renewal Request Application must be completed and submitted to the Office of Security following the same procedures as previously outlined above.

APPROVED: ELECTRONIC COPY
SIGNED COPY ON FILE
Homer Williams
Director of Security

DATE: March 2, 2007