

# **Facility Access Guidelines For the Ports of the Delaware River**

## **I. Information/notification**

- Standardized notification form for faxing purposes – see **Appendix A**.
- Easily accessible database for Facility Security Officer (FSO) contacts: phone/fax & email.
- Standardized form for listing company personnel information to be submitted when requested by terminal FSO's.
- Fax machines at terminal gates for agent communications or some other timely notification system for gate access requests.
- Expectation that the vessel agent shall be the single source of information to the FSO regarding business to be done on and to the vessel.
- Access to the facility shall be understood to include both landside and waterside points of entry.

## **II. Clearance and Access Protocols**

1. Each agent and/or vessel owner will supply a daily list of who will be visiting the vessel. The time this list will be delivered to the FSO will be established with each facility. This list may be delivered by fax, but phone calls may be accepted by the facility if they feel comfortable. No prior notification necessary: USCG, government agencies, Seamen's Church Institute staff, maritime service providers, vessel agents, "regular" contractors approved by the facility. The terminal operator will still maintain control of who will have access to the facility.
  - Photo ID required.
  - FSO maintains list of approved personnel from each company at gate.
2. Up to 48-hour notification – requirements:
  - Agent fax listing ship or location, vendor, date & time needed for access, purpose
  - Photo ID
3. Crew changes
  - 48-hour notification to FSO
  - Coordinated by agent and FSO
4. Crew Shore Leave for domestic and foreign personnel
  - All foreign crew must have shore passes from Immigration before leaving vessel.
  - Normal shore leave transportation from and back to the ship shall be provided by the Seamen's Church Institute. Provision for transportation for medical, repatriation and other business needs should be arranged by the ship's agent.
  - Need for flexible hours for crew transportation (i.e. 10am – 11pm) due to unpredictable and short free time.
  - No seafarer shall be permitted to walk through terminal facilities, unless otherwise allowed by terminal operator.
  - See **Appendix B** for SCI's ship visitation and seafarer transportation protocols.
5. Implications for increased MARSEC levels 2 & 3 need to be addressed to maintain security and commercial activity.

# Facility Access Request Notification

Area Maritime Security Committee  
Ports of the Delaware River

## FAX REQUEST:

To: Terminal \_\_\_\_\_

Fax: \_\_\_\_\_

Date: \_\_\_\_\_

From: Agent/Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Name of company and/or individuals wishing access  
\_\_\_\_\_

Estimated date and time of arrival \_\_\_\_\_

Reason for access \_\_\_\_\_

Destination:

Vessel name: \_\_\_\_\_

Company \_\_\_\_\_

Method of transportation \_\_\_\_\_

Agent Authorization: \_\_\_\_\_

(Signature)

Returned to Sender -- Access denied \_\_\_\_\_

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## **Seamen's Church Institute Ship Visiting Protocols**

### **I. Access to the terminal by chaplains and ship visitors**

1. Identification shall be by photo drivers license, TWIC or other approved ID.
2. SCI will provide each terminal upon request with an up-to-date list of all authorized ship visitors and chaplains and cell phone numbers of supervisory staff in case of emergencies.
3. SCI's ship visitors will normally enter the terminal in marked vehicles, but on occasion senior staff will visit in their personal vehicles, especially in emergency situations. The license number and make of each of these vehicles will be supplied upon request.
4. Access to the ship at the pier with SCI's vehicle should be standard procedure, unless otherwise prohibited.
5. Permission to bring books, magazines and hospitality items aboard ship. SCI grants permission to facility security to search all packages and vehicles upon entry and exit.
6. All SCI ship visitors carry Nextel phones and are in direct contact with their supervisors.

### **II. Ship Visiting**

1. SCI's normal ship visiting schedule is 9am to 11 pm on a daily basis.
2. Visitation times will vary depending upon staffing and number of ships in port.
3. Visitor volunteers may accompany staff and chaplains.
4. For detained crews staff and volunteers may have extended stay aboard ship to provide cell phone and hospitality services.

### **III. Crew Transport**

1. All foreign seafarers must have valid Immigration shore leave documents to leave the ship or board SCI vehicles for transportation outside of the terminal.
2. Terminals, at their option, are encouraged to verify these documents upon leaving and entering terminal.
3. SCI will arrange with Customs & Border Patrol to have sample documents of shore leave forms for gate security personnel.
4. Only authorized SCI staff will be permitted to transport seafarers.
5. Preference to pick up and discharge seafarers at the ship to reduce terminal security costs and expedite transfer of seafarers to and from their ships.
6. Permission for crew members to bring on items from shopping or the SCI Seafarer Center. SCI will permit the terminal to perform security searches of these items as well as vehicles.