



PACIFIC ATLANTIC TERMINALS MARTINEZ TERMINAL

Martinez Terminal Authorized Entry Control Procedures

The purpose of this document is to set forth authorized entry procedures for Martinez Terminal.

The procedures listed below are in accordance with Pacific Atlantic Terminals facility security plan and Plains All American Pipeline, L.P. operations manual.

The following applicable list of Entry and Access Control Procedures are in accordance with 33CFR-Maritime Security (USCG) section 105.255.

1. Explosives, firearms, alcohol, illegal drugs are not allowed on Pacific Atlantic property and are ***strictly prohibited***. Any person caught in possession of these items will be prosecuted. (Law Enforcement agencies exempted)
2. The main point of contact and communication shall be with operations at 925-229-3200.
3. Access control coverage is 24 hours a day.
4. During vessel operations, entry personnel will be given a time frame on the expected arrival of vessel and updated on schedule changes by email communications.
5. Entry personnel will demand government issued identification of ***all*** persons entering the facility. No person shall be allowed to enter the facility without U.S. government issued photo identification or foreign government issued passport. Any person refusing to surrender proper identification will not be allowed to enter the facility and future entry privileges will be revoked.
6. Once personnel has established identification, the persons' identity will be cross-referenced with the Authorized Entry List ***on a daily basis*** If the visitor or contractor is not listed, contact operations for authorized entry and/or check email correspondence (Please reference exemption)

7. Identification badges will be supplied to all persons granted entry to the facility. Identification badges shall be displayed in a clear and visible manner. All persons shall wear identification badges for the duration of stay on the facility. All persons shall notify security when an identification badge is lost or stolen. All persons issued badges are responsible for their return to entry personnel or main office receptionist.

8. In accordance with the Facility Security Plan, a minimum of 15% of vehicle traffic shall be inspected ***before*** entry to the facility is granted. This number may be exceeded if a change of MARSEC level is instituted by the COTP or if entry personnel deems necessary.

9. Before allowing entry, entry personnel ***must notify operations*** to the presence of the contractor or visitor ***before opening the gate and allowing entry***.

10. All persons allowed entry are restricted to their assigned work area. Any person seen in a restricted area will be immediately removed from the facility. However, access to smoking and restroom facilities are allowed.

11. Entry personnel maintain the ***right and authority to deny*** any person entry to the facility if: any person entering the facility displays suspicious behavior, appears to be under the influence of alcohol and or drugs, or is engaged in unsafe conduct.

12. If any person becomes hostile or refuses to cooperate with these set procedures, ***do not confront*** the individual, call Martinez Police Department at 925-372-3440 and notify operations and Terminal Manager immediately.

13. No contractor or regulating agency is allowed to bring an “observer” who has no regulatory authority over operations of the terminal, without prior written approval from the Terminal Manager.

14. No person who does not have a professional relationship, i.e....friends, family members or children are allowed entry.

15. Vessel and Barge ***crew changes are restricted***, per the Facility Security Officer. (Please reference exemption below)

- ***Exemptions***: Plains All American Pipeline employees, Tankermen, local and government regulating agencies.
- Prior written approval from the FSO/Terminal Manager granting authorization of said crew members.

16. All vehicles are subject to screening. Vehicles granted access to the wharf is subject to inspection of the following areas: exterior, interior, trunk space, tool bins and any form of packages.

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