


**PORT AUTHORITY OF GUAM**  
**Jose D. Leon Guerrero Commercial Port**  
**1026 Cabras Highway**  
**Suite 201**  
**Piti, Guam 96925**

**POLICY MEMORANDUM NO.:** 2007-04

<b>To: Port Employees and Users</b>	<b>Subject: Port Facilities Access Procedures</b>
Effective Date: <b>SEPTEMBER 5, 2007</b>	Revision Dates: 4-12-84; 5-26-86 / 4-14-92 and 5-01-91
Rescind: P.M. 02-8 (Vehicle Regulations within Port Terminal Area); P.M. 01-84 (Issuance of Decals/Gate Passes); P.M. 01-91 (Issuance of Identification Cards)	
References: Motor Vehicle Code; Insurance Requirements (P.M. 97-01); Port Facility Security Plan (SSI), IAW 33 Code of Federal Regulation 105.	
Approved By:	 KENNETH A. TAGAWA, General Manager

**I. PURPOSE:** To establish policies and procedures to regulate the ingress/egress of persons and vehicles; and to control access to restricted areas of Port facilities during any period of time.

**II. OBJECTIVES:**

- 1) To allow entry to persons authorized by virtue of employment with the Port Authority Guam and its users for the purpose of transacting official business through official Port Authority identification badges or temporary I.D. cards.
- 2) To allow access to vehicles and motor trucks displaying a valid Port Authority Guam decals or temporary passes for the purpose of transacting official business or otherwise authorize by the Port General Manager or his/her designee; but not limited to persons and vehicles under special circumstances (e.g., handicap placard or license plate) upon availability of specific designated parking slots.
- 3) And for the protection of Port properties; and proper accountability of cargoes while in the custody of the Port Authority Guam.

**III. DEFINITIONS:**

**Authority or Agency** means the Port Authority of Guam.

**Badge** means daily use identification with photo, place of employment and signature of bearer.

**Card** means temporary short-term use identification.

**Commercial vehicle** means a vehicle of a type required to be registered hereunder, used or maintained for the transportation of persons for hire, compensation or profit or designed, used or maintained primarily for the transportation of property.

**Gates** means access entrance to any Port facilities.

**Insurance** means Commercial General Liability, encompassing business auto liability; motor truck cargo; workers compensation; or any other insurance appropriate to protect against any loss, damage property and/or bodily injuries while on the Authority's premises (PM 97-01).

**Motor bus** means a motor vehicle operated for the carriage of passengers.

**Motor truck** means a motor vehicle designed, used or maintained primarily for the transportation of property.

**Port facilities** mean areas such as the Terminal Compound and its amenities (warehouses, container yard storage, buildings and offices).

**Trailer** means a vehicle designed for carrying persons or property on its own structure and for being drawn by a motor vehicle.

**User** means tenants, agents, transportation companies or any established private entity licensed to conduct business on Guam and its employees.

#### IV. POLICY

- A. All persons authorized access into any Port facilities by virtue of employment with the Port Authority Guam and its users are required to have an official Port Authority issued identification badge on their person. Visitors', contractors, vendors, etc. of short-term stay with legitimate business will be required to obtain temporary I.D. cards prior to entering the compound. All issued I.D. badges and/or cards must be visible for inspection and display upon request.
- B. All vehicles authorized access into any Port facilities are required to obtain and display a legitimate Port Authority Guam issued decals or temporary passes to conduct official business; vehicles with special circumstances (i.e., handicap placard or license plate) will be afforded access only with the operator specified to conduct legitimate business with the Port Authority and its users.
- C. All persons and vehicles authorized access into any Port facilities are required to follow Safety rules and regulations, policies and procedures of the Port Authority of Guam, instructions and directions from Port Police personnel or competent authority; and comply with all local laws and federal regulations applicable.

**V. ISSUANCE OF PORT IDENTIFICATION BADGES/CARDS, VEHICLE DECALS AND TEMPORARY PASSES PROCESS**

**A. Port Authority Guam Identification Badges:**

1. This applies to all persons accepting employment with the Port Authority of Guam; and persons employed with agents and users who must access any Port facilities:
  - a. It shall be the responsibility of Human Resources office to provide notification to the Port Police division of any new persons employed with the Agency.
  - b. It shall be the responsibility of the users to furnish a list of names of their authorized representatives to the Port Police division, **who must have access** into any Port facilities in order to perform their respective functions.
2. Port identifications are classified into six (6) color-code system categories:
  - a. Port Authority of Guam Employees are blue background; Port Police with red background.
  - b. Agents, tenants and users are green background;
  - c. Visitor Escorts (temporary) are purple with watermark background
  - d. Vendors (temporary) are green with watermark background
  - e. Contractors (temporary) are yellow with watermark background
  - f. PAX vessel tours (temporary) are orange with watermark background.
3. Identifications in categories 2a and 2b are considered daily-use, having full-face colored photo, place of employment, signature of the bearer and authorize area.
4. Port Identification badge process:
  - a. Obtain application (one per applicant) at the Port Police Division, each application have a control number for accountability;
  - b. Submit with required information and documentation for screening process; application lacking information or documents will not be accepted;
  - c. Upon completion of application screening and approval, it is return to the applicant for payment at the Accounting section, located on the 2<sup>nd</sup> floor of the Port Administration Building.

POLICY MEMORANDUM NO.: 2007-04  
SUBJECT: Port Facilities Access Procedures

- d. Cost of identification card is \$5.00.
  - e. Return application with payment validated stamp by Accounting to Port Police to begin issuance process.
5. Port Police will process by assigning a control number for each badge and maintain a register by date issued, to whom, expiration date and issuing Port Police personnel for accountability. Port identification badges are valid for one year after date of initial or renewal application approval.
6. Replacement of identification badges will expire on the date of initial or renewal application, not the year after the replacement date. The letter "N" stands for "new"; letter "R" will stand for "renewal"; and "D" stands for "duplicate or replacement".

**B. Port Temporary Identification Cards**

1. Identification cards falling in the categories of 2c, d, e and f are of **temporary use only**. A written 24-hour advance notification to Port Police division is required from users requesting to have persons with legitimate business providing services access the facility for a specified period of time. In exchange with a pictured I.D. of the bearer a temporary I.D. is issued.
2. In lieu of a pictured photo on the temporary identification card, a control number will be assigned to each I.D. Card and documented onto a log book of issuance and return for accountability. **The card will be issued daily for only the time necessary, but not for more than one (1) day and must be returned to the Port Police Office upon exiting the Port facility.**
3. For contractual work [for the Port] of more than 3 days, a letter must in writing and submitted 24-hours in advance to the Port Police Chief requesting to obtain and retain such I.D. for extended period. Request must be on company letter head addressing: reason; how many I.D. cards needed, length of time, company and employees names, and agent/tenant responsible for the accountability and return of temporary I.D. Temporary I.D. card numbers will be assigned by Port Police personnel according to the request and listing submitted.

4. Persons not meeting the Port's insurance requirements must be sponsored and escorted by the user into the Port facilities. Escorting party must meet the insurance requirement and submit on their letter head in writing stating individual(s) name(s), purpose and time frame within the Terminal area. Those picking up or dropping off cargo must be represented and escorted by their shipping agent and present a valid bill of lading/permit to load document for such cargo to the Port Police Office for clearance to obtain a temporary I.D. prior to entering the Main Gate.

**C. Replacement and return of Port Identification Badges and Cards**

1. If the identification badge or card is lost or mutilated, a replacement fee of \$5.00 will be assessed for re-issuance by all categories. The holder of the badge and/or card must notify and file a report with the Port Police Division for replacement.
2. Temporary I.D. cards (issued to contractual party for the Port) not accounted for and returned by responsible user, will be disapproved on their next request and must follow daily issuance procedure. Individual assigned temporary I.D. number will then be denied entry up to a period of one year.
3. Users will be responsible for obtaining identification badges from personnel upon separation from employment and forward to the Port Police division for disposal.
4. Port employees separating from employment with the Agency must surrender their identification badges to Human Resources office to be forward to the Port Police division for disposal.

**VI. ISSUANCE OF PORT VEHICLE DECALS AND TEMPORARY PASSES**

**A. Port Vehicle Decals**

1. Decals shall be issued to **vehicles that must have access** into the Port facilities, provided that such vehicles fulfill the Port's insurance requirement policy; comply with the motor vehicle code; registered under the company name; and have company logo on both the driver and front passenger vehicle doors. Magnetic door logos will not be permitted.

**POLICY MEMORANDUM NO.: 2007-04**  
**SUBJECT: Port Facilities Access Procedures**

2. It shall be the responsibility of the users to furnish a list of vehicles that must have access with pertinent information (i.e. year, model, make, license and VIN) to the Port Police division. There is no cost for decals; however there will be limitations of the number of vehicles allowed. Primary lease-holders with the Agency located inside the Terminal compound, a maximum of two (2) decals may be issued; any sub-leasing will not be permitted to acquire decals.
3. The number of vehicles per company allowed access onto the facilities will depend on the current MARSEC Level.
4. Port vehicle decal process:
  - a. Obtain a vehicle Port decal application (one per vehicle) at the Port Police Division.
  - b. Read, fill application and attach required documentation. Failure to submit required documents.
  - c. The complete application packet will undergo a clearance with the Port Police Division to ensure the validity of vehicle registration, driver's license, insurance coverage, etc. Final disposition will be determined by the Port Police Chief or designee for authorized approval for decal. Applicant will then be referred to the Officer in charge of issuance who will affix decal on the lower left corner of front windshield of approved vehicles. All documentation will be retained by Port Police division for a period of one year.
  - d. Vehicle decals are valid for one year expiring on the date of the Certificate of Insurance of the insured holder.
  - e. Representatives of a company found utilizing decaled vehicles of another company will be classified as "misrepresentation of company" and will be escorted out from the property by Port Police. Decaled vehicles are authorized access for legitimate Port related business and operated only by representatives of authorized company.
5. Decals are non-transferable from one vehicle to another and are considered Port property. Decal discovered or reveals signs of tampering will be denied entry and banned from obtaining a decal or temporary pass for a period of up to one year from discovery.

**B. Vehicle Temporary Passes**

1. Issuance is on a daily basis; and only for a period of one day or less.
2. The requesting company must have fulfilled the insurance requirements of the Port before sponsoring another company to obtain the temporary pass.
3. Users' requesting service from service providers and/or contractors must provide a Letter of Sponsorship 24-hour in advance to Port Police. Letter must identify the company being contracted and must indicate that the sponsoring company will take full responsibility for service provider/contractor of any damages and/or bodily injury occurrences while on Port's facilities releasing the Port Authority of Guam of any liabilities.
4. Vehicle temporary pass process:
  - a. Vehicle registration, current vehicle insurance, operator's license and Letter of Sponsorship must be brought in and verified by Port Police prior to obtaining pass.
  - b. All passes issued are Port property and must be surrendered at the end of the day to the Main Gate, if within Terminal compound; or at Route 11 Security Check point, if within Hotel Wharf or upon demand.
5. For contractual work projects of more than 3 days, a letter must in writing and submitted 24-hours in advance to the Port Police Chief requesting to obtain and retain such passes for extended period. Request must be on company letter head addressing: reason; how many temporary passes needed, length of time, company and employees names, vehicles utilize for the operation requiring passes. Temporary passes will be assigned by Port Police personnel according to the request and listing submitted.

**VII. GATE REGULATIONS**

- A. All individuals entering any Port facilities in commercial or public vehicles shall be requested to identify any personal property or cargo in the vehicle which may be mistaken as consignee's, Port or vessel own cargo or property.
- B. No commercial vehicles, motor truck or motor bus shall be allowed into any Port facilities without a valid decal or temporary pass.

- C. All vehicles entering and exiting the Port facilities gates shall be recorded on the Gate Register and Report of Vehicle Entering form.
- D. During non-vessel operation periods, no vehicles shall be allowed into any Port facilities after 1800 hours (6:00 p.m.). Vehicles requiring entry after-hours must be cleared with the Port Police duty supervisor and properly documented.
- E. All vehicles entering and leaving any Port facilities are subject to search. No cargo or property (Port or vessel owned) shall be allowed exit of the gate without a Cargo Delivery Receipt or Property Pass from approving authority of the Port Authority of Guam; in regards to vessel or company-owned property, a company letter must be provided identifying individual and property being released to exit gates.
- F. All persons authorized access into the Port facilities is required to present a valid Port identification badge or temporary identification card to Port Police gate officer and other competent authority upon request, and displayed on their outer garment.
- G. Persons and vehicles accessing gate onto any Port facilities shall be subject to search of their person, personal effects, baggage and vehicle.
- H. Individuals who refuse to any search of their person, personal effects, baggage and/or vehicle will be denied entry up to a period of one year.

#### VIII. VEHICLE REGULATIONS

- A. The operator of the vehicle must possess a valid driver's license and each passenger must possess a valid Port identification card or temporary ID.
- B. Vehicle registration must be registered under the company name. No privately-owned vehicles will be allowed into the Port facilities.
- C. Only vehicles displaying either a valid Port Authority Guam decal or temporary pass will be permitted entry into the Port facilities.
- D. All vehicles requiring access into the Port facilities must carry insurance before they are allowed access. The following minimum amounts of insurance with additional requirements to reflect on the
  - 1. Truckers and Heavy Equipment Operators:  
Business Auto Liability = \$1,000,000.00 combined single limit liability.



2. Motor Truck Cargo Liability = \$500,000.00 per vehicle.
  3. Maintenance Contractors, Service Providers and other regular users:  
Commercial General Liability (inclusive of Broad form Property Damage and Contractual Liability) = \$1,000,000.00 combined single limit of liability.
  4. All insurance certificate carried by users must name and specify the Port Authority of Guam as an additional insured; and give the Port Authority of Guam thirty (30) days written notice prior to any cancellation, material change, or reduction in coverage.
  5. In lieu of carrying the Certificate of Insurance or policy, the insurance card coverage will be acceptable reflecting the required dollar amount, and must be in possession when required to display proof of insurance.
- E. All entities entering the Port facilities to conduct business is required to provide a copy of the Workers' Compensation Insurance, exception will be sole proprietorship of less than 3 employees.

## IX. TRAFFIC REGULATIONS

- A. The maximum speed limit permitted in any Port facilities is fifteen (15) miles per hour. Exempted to this are emergency vehicles (local and federal) on emergency responses.
- B. With respect to abnormal and/or dangerous cargoes, the speed limit shall be in accordance with the type of cargo being transported.
- C. All vehicles within the Port facilities shall comply with all traffic and safety regulations; Port Police, Safety and Marine Traffic Controller's instructions and orders, to meet special or emergency situations.

## X. PARKING RESTRICTIONS

- A. Port users may park only for active loading and off loading of supplies, provisions and/or fueling; and must be removed immediately upon completion of loading and unloading activity; and no closer than 50' alongside pier or inner side of gantry tracks.

- B. During loading and off loading activities, operator must have control of such vehicle in the event an emergency arises for immediate removal.
- C. All vehicle operators shall comply with the Port Police personnel, Safety Officer and/or Marine Traffic Controller's instructions and orders to meet special or emergency situations.
- D. The Agency reserves the right to tow away any vehicles at the owner's expense for any infractions and/or ban the vehicle(s) and/or driver from entering the Port facilities for failure to comply.
- E. No vehicles shall be left unattended after 1800 hours; exempted from this are Port and federal official vehicles and Port-owned equipment.
- F. Commercial vehicles, motor trucks, motor buses, trailers and other types of motor vehicles are unauthorized to park and/or stay on any part of the waterfront if not in active use. Parking is available outside the perimeter fencing of the regulated facilities. Vehicles carrying equipment to be used for work projects may be parked next to Port Police building until its use is no longer needed.

## **XI. EXEMPTIONS**

- A. Local, federal law enforcement and emergency response agencies shall be exempted from obtaining a Port decal and identification card, while on official capacity.
- B. Local and federal law enforcement agencies utilizing privately-owned vehicles while on official capacity must obtain a temporary placard (law enforcement official business), located at the Main gate, to be placed on the lower left dashboard of such vehicle.
- C. Port management and division heads shall be exempted from obtaining a temporary pass for their privately-owned vehicle during an emergency at the Port requiring their presences at scene.
- D. Local, federal law enforcement and emergency response agencies shall be exempted from any search of their persons, personal effects and vehicles prior to entering and exiting the Main gate.