

FACILITY VEHICLE AND PERSONNEL SECURITY SCREENING PROCEDURE



Prepared for
Riverside Plant
Ascension Parish, Louisiana

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FACILITY SECURITY SCREENING PROGRAM

1. PURPOSE

1.1. Compliance with 33 CFR 105

- A process to meet the screening requirements of Subchapter H of the Title 33 Code of Federal Regulations 105.
- Compliance with this requirement is demonstrated by screening vehicles of both, employee and contractor vehicles, before entering the Riverside Plant.

2. SCOPE

Screening should be reasonably thorough, but no more intrusive than necessary, to ensure that unauthorized dangerous substances or devices are not being introduced into the facility. The U.S. Coast Guard issues MARSEC Directives that determine the screening rates for each MARSEC level. The Riverside Plant is required to adhere to these directives and screen in accordance with established rates.

3. SCREENING PROGRAM

3.1. Screening Vehicles

All Screening should be conducted prior to the contractor or employee being granted access to the plant.

- **Rates.** Screening must be conducted at the rate established in Section 10 of the approved Facility Security Plan.
- **Random.** Screening selection must be conducted at random in accordance with Section 4 of this document.
- **Technique.** An external visual vehicle examination in combination with visual examinations of internal spaces by screening personnel. Screeners should request that the vehicle operator open vehicle doors, trunk lids, cargo doors, and/or other closures as necessary. Proper screening technique will be demonstrated during the initial training for the personnel conducting the screenings.

3.2. Screening Persons

Screening of persons should coincide with the vehicle that has been randomly selected and should be conducted prior to the contractor or employee being granted access to the plant. The screening of a person should include the following:

- **Identification.** The individual should present photo identification, which should then be recorded in the visitor log book (i.e., driver license, passport, TWIC Card).
- **Visual Examination.** Personnel conducting the screening should screen the person by visual examination only to determine that the person does not possess an unauthorized substance or device. If the person being screened has on a heavy jacket or coat, the screener may request that it be removed.
- **Interview (non employees).** Examples of questions that may be asked:
 - Where do you live?
 - Why are you here?
 - Where do you work?
 - What is your cargo?
 - Do you have an appointment?
 - Who are you here to see?

3.3. Screening Because of Suspicious Activity

- In addition to random screening, personnel should inspect any person, baggage, vehicle, or cargo when there is suspicious activity.
- Suspicious activity means the activity regarding a person, vehicle, baggage or cargo that reasonably prudent person would consider materially out of the ordinary or unusual based on explainable facts and circumstances.

3.4. Notice of Screening

- Advanced notice of screening shall be posted conspicuously near the entrance to the facility.

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3.5. Avoidance of Screening

- A person should be given the opportunity to avoid screening by electing not to enter the facility. The opportunity to opt out of screening need not be communicated unless the person refuses to submit to the screening. Any person who decides to leave the facility in lieu of being screened should be free to exit the premises with his or her vehicle without interference.

3.6. Training

- Initial training will be provided to personnel conducting the screening to ensure such personnel are familiar with the screening process and fully understand their responsibilities while conducting screenings.

4. RANDOM SCREENING

- To be truly random, screening targets should be chosen based on an objective, nondiscriminatory criteria. This objective will be accomplished by following table:

MARSEC LEVEL 1 (Employees)	
Monday	3 rd vehicle
Tuesday	1 st vehicle
Wednesday	3 rd vehicle
Thursday	1 st vehicle
Friday	3 rd vehicle
MARSEC LEVEL 1 (All other)	
Monday	1 out of every 5 vehicle
Tuesday	1 out of every 5 vehicle
Wednesday	1 out of every 5 vehicle
Thursday	1 out of every 5 vehicle
Friday	1 out of every 5 vehicle

MARSEC LEVEL 2 (Employees)	
Monday	3 rd vehicle and 5 th vehicle
Tuesday	1 st vehicle and 4 th vehicle
Wednesday	3 rd vehicle and 5 th vehicle
Thursday	1 st vehicle and 4 th vehicle
Friday	3 rd vehicle and 5 th vehicle
MARSEC LEVEL 2 (Other)	
Monday	Every other vehicle
Tuesday	Every other vehicle
Wednesday	Every other vehicle
Thursday	Every other vehicle
Friday	Every other vehicle

- MARSEC Level 3 will require all vehicles to be screened.

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5. SECURITY INCIDENT PROCEDURES

- In the event of a security threat or an incident is discovered during the screening of a vehicle or a person, the procedures outlined in Section 15 of the Facility Security Plan shall be followed.