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PORT EVERGLADES FRANCHISE APPLICATION

An application will not be deemed complete and ready for processing until all required documents and fees are received.

A separate application must be filed for each type of franchise applied for.

FRANCHISE TYPE

CHECK ONE

STEAMSHIP AGENT

STEVEDORE

CARGO HANDLER

TUGBOAT & TOWING

VESSEL BUNKERING

VESSEL OILY WASTE REMOVAL

VESSEL SANITARY WASTE WATER REMOVAL

MARINE TERMINAL SECURITY

MARINE TERMINAL SECURITY

FIREARMS CARRYING SECURITY PERSONNEL

NON-FIREARMS CARRYING SECURITY PERSONNEL

Note: Applicant is the legal entity applying for the franchise. If the Applicant is granted the franchise, it will be the named franchisee. All information contained in this application shall apply only to the Applicant, and not to any parent, affiliate, or subsidiary entities.

Applicant's

Name

Port Everglades Terminal LLC

(Name as it appears on the certificate of incorporation, charter, or other legal documentation as applicable, evidencing the legal formation of the Applicant)

Applicant's Business Address 2541 SW 27th Avenue

Phone # (305) 374-0012, ext. # 406 E-mail address rrovirosa @ petpev.com

Fax #: (305) 371-6874

Name of the person authorized to bind the Applicant (Person's signature must appear on Page 13.)

Name Richard G. Rovirosa

Title C.E.O. & General Manager

Business Address 2541 SW 27th Avenue, Miami, Florida 33133

Phone # (305) 374-0012, ext. # 406 E-mail address rrovirosa @ petpev.com

Fax #: (305) 371-6874

Provide the Name and Contact Information of Applicant's Representative to whom questions about this application are to be directed (if different from the person authorized to bind the Applicant):

Representative's Name Richard G. Rovirosa

Representative's Title (same as above)

Representative's Business Address (same as above)

Representative's Phone # () (same as above)

Representative's E-mail address (same as above) @

Representative's Fax # () (same as above)

PLEASE COMPLETE THIS APPLICATION AND LABEL ALL REQUIRED BACKUP DOCUMENTATION TO CLEARLY IDENTIFY THE SECTION OF THE APPLICATION TO WHICH THE DOCUMENTATION APPLIES (I.E....., SECTION A, B, C, etc.).

Section A

1. List the name(s) of Applicant's officers, including, CEO, COO, CFO, director(s), member(s), partner(s), shareholder(s), principal(s), employee(s), agents, and local representative(s) active in the management of the Applicant.

Officers:

Title **C.E.O. & General Manager**
First Name **Richard** Middle Name **G.**
Last Name **Rovirosa**
Business Street Address **2541 SW - 27th Avenue**
City, State, Zip Code **Miami, Florida 33133**
Phone Number (305) **374-0012, ext. # 406** Fax Number (305) **371-6874**
Email Address **rrovirosa @ petpev.com**

Title **Director**
First Name **Frank** Middle Name **V.**
Last Name **Rovirosa**
Business Street Address **2541 SW - 27th Avenue**
City, State, Zip Code **Miami, Florida 33133**
Phone Number (305) **374-0012, ext. # 405** Fax Number (305) **371-6874**
Email Address **@**

Title **Chief of Security, Safety & FSO**
First Name **Mario** Middle Name **A.**
Last Name **Garcia**
Business Street Address **2541 SW - 27th Avenue**
City, State, Zip Code **Miami, Florida 33133**
Phone Number (305) **915-5844** Fax Number (305) **371-6874**
Email Address **mgarcia @ petpev.com**

Title **Superintendent Security, Safety**
First Name **Fernando** Middle Name **.**
Last Name **Noriega**
Business Street Address **2541 SW - 27th Avenue**
City, State, Zip Code **Miami, Florida 33133**
Phone Number (305) **786 312-7587** Fax Number (954) **524-9901**
Email Address **fnoriega @ petpev.com**

Attach additional sheets if necessary. Title: Controller, Rene C. Arencibia, 2541 SW - 27th Avenue, Miami, Florida 33133
Tel.: (305) 373-4765, ext. # 326, Fax (305) 373-7593, e-mail: rarencibia@petpev.com

2. RESUMES: Provide a resume for each officer, director, member, partner, shareholder, principal, employee, agent, and local representative(s) active in the management of the Applicant, as listed above.

See attached resumes

Section B

1. Place checkmark to describe the Applicant:
() Sole Proprietorship () Corporation () Partnership () Joint Venture (X) Limited Liability Company
2. Provide copies of the documents filed at the time the Applicant was formed including Articles of Incorporation (if a corporation); Articles of Organization (if an LLC); or Certificate of Limited Partnership or Limited Liability Limited Partnership (if a partnership). If the Applicant was not formed in the State of Florida, provide a copy of the documents demonstrating that the Applicant is authorized to conduct business in the State of Florida.

Section C

1. Has there been any change in the ownership of the Applicant within the last five (5) years? (e.g., any transfer of interest to another party)
Yes___ No **X** If "Yes," please provide details in the space provided. Attach additional sheets if necessary.
2. Has there been any name change of the Applicant or has the Applicant operated under a different name within the last five (5) years?
Yes___ No **X** If "Yes," please provide details in the space provided, including: Prior name(s) and Date of name change(s) filed with the State of Florida's Division of Corporations or other applicable state agency. Attach additional sheets if necessary.
3. Has there been any change in the officers, directors, executives, partners, shareholders, or members of the Applicant within the past five (5) years?
Yes___ No **X** If "Yes," please provide details in the space provided, including:
Prior officers, directors, executives, partners, shareholders, members
Name(s) _____
New officers, directors, executives, partners, shareholders, members
Name(s) _____
Also supply documentation evidencing the changes including resolution or minutes appointing new officers, list of new principals with titles and contact information, and effective date of changes. Attach additional sheets if necessary.

Section D

Provide copies of all fictitious name registrations filed by the Applicant with the State of Florida's Division of Corporations or other State agencies. If none, indicate "None" None.

Section E

1. Has the Applicant acquired another business entity within the last five (5) years?
Yes ___ No X If "Yes," please provide the full legal name of any business entity which the Applicant acquired during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.
If none, indicate "None" none.

2. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the acquired firm's officers, managers, employees and/or the acquired firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary.

Not applicable

3. Has the Applicant been acquired by another business entity within the last five (5) years?
Yes ___ No ___ If "Yes," provide the full legal name of any business entity which acquired the Applicant during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.
If none, indicate "None" None.

4. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the parent firm's officers, managers, employees and/or the parent firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary.

Not applicable

Section F

Provide the Applicant's previous business history, including length of time in the same or similar business activities as planned at Port Everglades.

See attached previous business history

Section G

1. Provide a list of the Applicant's current managerial employees, including supervisors, superintendents, and forepersons.

See attached managerial employees

2. List the previous work history/experience of the Applicant's current managerial employees, including their active involvement in seaports and length of time in the same or similar business activities as planned at Port Everglades.

See attached their previous work history/experience

Section H

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. **Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed).**

If none, state "None" _____.

Seaport **Port Everglades** _____ Number of Years Operating at this Seaport **16 years**

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has Provided Services to this Client
MSC Containers	10 years
Maersk Line	10 years
Zim Line	6 years
Hamburg Sud	4 years

Section I

1. Provide a description of all past (within the last five (5) years) and pending litigation and legal claims where the Applicant is a named party, whether in the State of Florida or in another jurisdiction, involving allegations that Applicant has violated or otherwise failed to comply with environmental laws, rules, or regulations or committed a public entity crime as defined by Chapter 287, Florida Statutes, or theft-related crime such as fraud, bribery, smuggling, embezzlement or misappropriation of funds or acts of moral turpitude, meaning conduct or acts that tend to degrade persons in society or ridicule public morals.

The description must include all of the following:

- a) The case title and docket number
- b) The name and location of the court before which it is pending or was heard
- c) The identification of all parties to the litigation
- d) General nature of all claims being made

If none, indicate "None" None.

2. Indicate whether in the last five (5) years the Applicant or an officer, director, executive, partner, or a shareholder, employee or agent who is or was (during the time period in which the illegal conduct or activity took place) active in the management of the Applicant was charged, indicted, found guilty or convicted of illegal conduct or activity (with or without an adjudication of guilt) as a result of a jury verdict, nonjury trial, entry of a plea of guilty or nolo contendere where the illegal conduct or activity (1) is considered to be a public entity crime as defined by Chapter 287, Florida Statutes, as amended from time to time, or (2) is customarily considered to be a white-collar crime or theft-related crime such as fraud, smuggling, bribery, embezzlement, or misappropriation of funds, etc. or (3) results in a felony conviction where the crime is directly related to the business activities for which the franchise is sought.

Yes ___ No X

If you responded "Yes," please provide all of the following information for each indictment, charge, or conviction:

- a) A description of the case style and docket number
- b) The nature of the charge or indictment
- c) Date of the charge or indictment
- d) Location of the court before which the proceeding is pending or was heard
- e) The disposition (e.g., convicted, acquitted, dismissed, etc.)
- f) Any sentence imposed
- g) Any evidence which the County (in its discretion) may determine that the Applicant and/or person found guilty or convicted of illegal conduct or activity has conducted itself, himself or herself in a manner as to warrant the granting or renewal of the franchise.

Section J

The Applicant must provide a current certificate(s) of insurance. Franchise insurance requirements are determined by Broward County's Risk Management Division and are contained in the Port Everglades Tariff No. 12 as amended, revised or reissued from time to time. The Port Everglades Tariff is contained in the Broward County Administrative Code, Chapter 42, and is available for inspection on line at: <http://www.porteverglades.net/development/tariff>.

The Security staff working exclusively for the purpose of securing the Port Everglades Terminal LLC- MSC Container Terminal do not have an independent financials; the staff is compensated for their duties, as contract employees. Thus, if Port Everglades Terminal LLC financials require to be reviewed (need to know staff only), same may be accomplished during a visit at Port Everglades Terminal LLC offices located in Miami, Florida.

Section K

1. The Applicant must provide its most recent audited or reviewed financial statements prepared in accordance with generally accepted accounting principles, or other documents and information which demonstrate the Applicant's creditworthiness, financial responsibility, and resources, which the Port will consider in evaluating the Applicant's financial responsibility.

2. Has the Applicant or entity acquired by Applicant (discussed in Section E herein) sought relief under any provision of the Federal Bankruptcy Code or under any state insolvency law filed by or against it within the last five (5) year period?

Yes ___ No X

If "Yes," please provide the following information for each bankruptcy or insolvency proceeding:

- a) Date petition was filed or relief sought
- b) Title of case and docket number
- c) Name and address of court or agency
- d) Nature of judgment or relief
- e) Date entered

3. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for the business or property of the Applicant?

Yes ___ No X

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court
- d) Reason for appointment

4. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for any entity, business, or property acquired by the Applicant?

Yes ___ No X

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court
- d) Reason for appointment

Section L

List four (4) credit references for the Applicant, one of which must be a bank. Use this format:

Name of Reference Synovus Bank Nature of Business bank
Contact Name Anita Aedo Title Senior Vice President Regional Executive
Legal Business Street Address 5900 Bird Road, Second Floor
City, State, Zip Code Miami, Florida 33155
Phone Number (305) 669-6361

(Provide on a separate sheet.)

Sims Crane & Equipment, P.O. Box # 11825, Tampa, FL 33680, Phone (813) 626-8102

Kelly Tractor Co., 8255 N.W. 58th Street, Miami, FL 33166 -Juan O. Alvarez, Tel.: (305) 592-5379

GDZ Computer Services, 18001 Old Cutler Road, Suite # 562, Miami, FL 33157, Gaston de Zarraga, Tel.: (305) 256-4600

Section M

1. Security: Pursuant to Port Everglades Tariff 12, Item 960, all Franchisees are required to furnish an Indemnity and Payment Bond or Irrevocable Letter of Credit drawn on a U.S. bank in a format and an amount not less than \$20,000 as required by Broward County Port Everglades Department.

Indemnity and Payment Bond of \$ 20,000 attached

2. Has the Applicant been denied a bond or letter of credit within the past five (5) years?

Yes ___ No x

If "Yes," please provide a summary explanation in the space provided of why the Applicant was denied. Use additional sheets if necessary.

Section N

1. Provide a list and description of all equipment currently owned and/or leased by the Applicant and intended to be used by the Applicant for the type of service(s) intended to be performed at Port Everglades including the age, type of equipment and model number.

2. Identify the type of fuel used for each piece of equipment. **Gasoline**

3. Indicate which equipment, if any, is to be domiciled at Port Everglades. **Three security vehicles**

4. Will all equipment operators be employees of the Applicant, on the payroll of the Applicant, with wages, taxes, benefits, and insurance paid by the Applicant?

Yes X No ___

If "No," please explain in the space provided who will operate the equipment and pay wages, taxes, benefits, and insurance, if the franchise is granted. Use additional sheets if necessary.

Section O

Provide a copy of the Applicant's current Broward County Business Tax Receipt (formerly Occupational License).

See attached

Section P

1. Provide a copy of Applicant's safety program.
2. Provide a copy of Applicant's substance abuse policy.
3. Provide a copy of Applicant's employee job training program/policy.
4. Provide information regarding frequency of training.
5. Include equipment operator certificates, if any. **N/A**

Section Q

1. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from any federal, state, or local environmental regulatory agencies?
Yes ___ No **X**

2. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or civil penalties from the U.S. Coast Guard?
Yes ___ No **X** **PET Security has never failed a USCG inspection.**

3. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from the Occupational Safety and Health Administration?
Yes ___ No **X**

If you responded "Yes" to any of this section's questions 1, 2, or 3 above, please provide a detailed summary for each question containing the following information:

- a) Name and address of the agency issuing the citation or notice
- b) Date of the notice
- c) Nature of the violation **Not Applicable**
- d) Copies of the infraction notice(s) from the agency
- e) Disposition of case
- f) Amount of fines, if any
- g) Corrective action taken

Attach copies of all citations, notices of violations, warning notices, civil penalties and fines issued by local, state, and federal regulatory agencies, all related correspondence, and proof of payment of fines.

4. Provide a statement (and/or documentation) which describes the Applicant's commitment to environmental protection, environmental maintenance, and environmental enhancement in the Port. **Port Everglades Terminal LLC, its officers, directors and employees are fully committed to protect, maintain and whenever possible enhance the environment of or workplace at the Port.**

Section R

Provide written evidence of Applicant's ability to promote and develop growth in the business activities, projects or facilities of Port Everglades through its provision of the services (i.e., stevedore, cargo handler or steamship agent) it seeks to perform at Port Everglades. For first-time applicants (stevedore, cargo handler and steamship agent), the written evidence must demonstrate Applicant's ability to attract and retain new business such that, Broward County may determine in its discretion that the franchise is in the best interests of the operation and promotion of the port and harbor facilities. The term "new business" is defined in Chapter 32, Part II of the Broward County Administrative Code as may be amended from time to time.

If you have checked an Applicant box for VESSEL BUNKERING, VESSEL OILY WASTE REMOVAL, VESSEL SANITARY WASTE WATER REMOVAL, OR MARINE TERMINAL SECURITY, the following additional information is required:

VESSEL BUNKERING

Section T- A Letter of Adequacy from the U.S. Coast Guard and a copy of the applicant's operations manual approved by the U.S. Coast Guard.

Section V- A copy of the applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

Section W- A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

Section Z- An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.

VESSEL OILY WASTE REMOVAL

Section S - Certificate of Adequacy in compliance with the Directives of MARPOL 73/75 and 33 CFR 158, if applicable.

Section T- A Letter of Adequacy from the U.S. Coast Guard and a copy of the Applicant's operations manual approved by the U.S. Coast Guard.

Section U- A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

Section V- A copy of the Applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

Section W- A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

Section X- A Used Oil Collector, Transporter, and Recycler Certificate from the Florida Dept. of Environmental Protection.

Section Y- An Identification Certificate from the U.S. Environmental Protection Agency.

Section Z- An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the Applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.

VESSEL SANITARY WASTE WATER REMOVAL

Section U- A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

Section Z1- A copy of the Applicant's operations manual.

Section Z2- A Septage Receiving Facility Waste Hauler Discharge Permit from the Broward County Water and Wastewater Services Operations Division.

MARINE TERMINAL SECURITY

Section N1- A list of all metal detection devices, walk-through and hand held, as well as all luggage and carryon x-ray machines owned or leased, to be used or domiciled at Port Everglades. Listing must include brand name and model. **Not applicable**

Section N2- A copy of all manufacturers recommended service intervals and name of

company contracted to provide such services on all aforementioned equipment. **Not applicable**

Section N3- A description of current method employed to assure all equipment is properly calibrated and functioning. **see below**

Section N4- current training requirements and training syllabus for employees operating x-ray equipment. Highlight emphasis on weapon and contraband identification. **Not applicable**
Include equipment operator certificates, if any.

Section O1- Provide copies of all local, state and federal licenses, including:

- a. A copy of the Applicant's State of Florida Business License.
- b. A copy of security agency's Manager's "M" or "MB" License and a copy of the security agency's "B" or "BB" License issued by the Florida Department of Agriculture and Consumer Services.

Section P3- SECURITY GUARDS / SUPERVISORS

- a. Provide Applicant's background requirements, education, training etc., for personnel hired as security guards.
- b. Provide historic annual turnover ratio for security guards.
- c. Provide a copy of Applicant's job training program/policy including a copy of training curriculum and copies of all manuals and take-home materials made available to security guards. Include information regarding frequency of training.
- d. Provide background requirements, experience, licensing and any and all advanced training provided to supervisory personnel.
- e. Provide present policy for individual communication devices either required of security guards or supplied by the employer. **Not applicable**
- f. Provide procurement criteria and source as well as Applicant's certification requirements for K-9 workforce. **Not applicable**
- g. Provide information on the number of security guards / supervisors currently employed or expected to be employed to provide security services at Port Everglades.

Supervisors	<u>2</u>
Class D Guards	<u>13</u>
Class G Guards	<u>0</u>
K-9 Handlers	<u>0</u>

Section N3-A: Does not apply to us because we do not use this equipment, as it is used in marine operations.

Section N4: Does not apply to PET security cargo.

- Section O1:** (a) Copy of the applicant's State of Florida Business License.
(b) Copy of security agency's manager (M) license and copy of the security agency (B).

Section P3: Security Guards/Supervisors

- (a) See attached -PET security's management & supervisory staff have been with the company since it was created in 2009.
- (b) Not applicable
- (c) See attached
- (d) See attached
- (e) Not applicable, as we do not use communications devices
- (f) Not applicable, as we do not employ K-9 devices

All security officers are required to have a State of Florida, Class "D" license, TWIC card and undergo regular training conducted by BSO.

PET Security was evaluated by the U.S. Department of Homeland Security, CTPAT and has been given best practices for

security operations. Attached is a copy of supporting documentation.

Port Everglades Tariff 12

References to the Port Everglades Tariff 12 as amended or reissued: <http://www.porteverglades.net/development/tariff>

Application Fees

The following fees have been established for franchised businesses at Port Everglades. Initial processing fees are nonrefundable. A franchise is required for each category of business.

Stevedore

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00
Annual Fee
\$ 4,000.00

Cargo Handler

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00
Annual Fee
\$ 4,000.00

Steamship Agent

Initial processing fee, assignment fee, or reinstatement fee \$
4,000.00
Annual Fee
\$ 2,250.00

Tugboat and Towing

Initial processing fee, assignment fee, or reinstatement fee \$ 26,000.00
Annual Fee
By Contract

Vessel Bunkering, Vessel Oily Waste Removal,

Vessel Sanitary Waste Water Removal

Initial processing fee, assignment fee, or reinstatement fee \$ 4,000.00
Annual Fee
\$ 2,250.00

For first-time franchise Applicants, both the initial application fee and the annual fee must be submitted at time of application. Thereafter, annual franchise fees are due and payable each year on the franchise anniversary date, which is defined as the effective date of the franchise.

Note: Check(s) should be made payable to:

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS and be mailed with this application to:
Port Everglades Business Administration Division
1850 Eller Drive, Fort Lauderdale, FL 33316

Required Public Hearing

Staff review of this application will not commence until such time as all of the above requested information and documentation has been provided and the franchise application has been determined by staff to be complete. All of the above requested information and Sections are required to be completed prior to the scheduling of the public hearing. Staff will request that the Broward County Board of County Commissioners set a public hearing to consider the franchise application and hear comments from the public. The Applicant will be notified of the Public Hearing date and must plan to attend the Public Hearing.

By signing and submitting this application, Applicant certifies that all information provided in this application is true and correct. Applicant understands that providing false or misleading information on this application may result in the franchise application being denied, or in instances of renewal, a franchise revoked. Applicant hereby waives any and all claims for any damages resulting to the Applicant from any disclosure or publication in any manner of any material or information acquired by Broward County during the franchise application process or during any inquiries, investigations, or public hearings.

Applicant further understands that if there are any changes to the information provided herein (subsequent to this application submission) or to its officers, directors, senior management personnel, or business operation as stated in this application, Applicant agrees to provide such updated information to the Port Everglades Department of Broward County, including the furnishing of the names, addresses (and other information as required above) with respect to persons becoming associated with Applicant after its franchise application is submitted, and any other required documentation requested by Port Everglades Department staff as relating to the changes in the business operation. This information must be submitted within ten (10) calendar days from the date of any change made by the Applicant.

Applicant certifies that all workers performing functions for Applicant who are subject to the Longshore and Harbor Workers' Act are covered by Longshore & Harbor Workers' Act, Jones Act Insurance, as required by federal law.

This application and all related records are subject to Chapter 119, F.S., the Florida Public Records Act.

By its execution of this application, Applicant acknowledges that it has read and understands the rules, regulations, terms and conditions of the franchise it is applying for as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended, and agrees, should the franchise be granted by Broward County, to be legally bound and governed by all such rules, regulations, terms and conditions of the franchise as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended.

The individual executing this application on behalf of the Applicant, personally warrants that s/he has the full legal authority to execute this application and legally bind the Applicant.

Signature of Applicant's Authorized Representative *Mario A. Garcia* Date Signed 1-27-2020

Signature name and title - typed or printed MARIO A. GARCIA - CHIEF OF SECURITY, SAFETY, FSD

Witness Signature (*Required*) *F. Rovirosa*
Witness name-typed or printed FRANK V. ROVIROSA

Witness Signature (*Required*) *Elsa M. Perez*
Witness name-typed or printed ELSA M. PEREZ

If a franchise is granted, all official notices/correspondence should be sent to:

Name Richard Rovirosa Title C.E.O

Address 2541 SW 27 AVE MIAMI FL Phone (305) 3734765 ext 404

Department of Port Everglades Business Administration Division

Page 2, Section A.1-Officers:

Richard E. Rovirosa, Manager
Frank V. Rovirosa, Manager

Page 7, Section K-Financial Statements:

The security staff working exclusively for the purpose of securing the Port Everglades Terminal LLC-MSC Container Terminal does not have an independent financials; the staff is compensated for their duties, as contract employees. Thus, if Port Everglades Terminal LLC financials require to be reviewed (need to know staff only), same may be accomplished during a visit at Port Everglades Terminal LLC offices located in Miami, Florida.

Page 8, Section P.4-Frequency of Training:

PET Security officers are provided training on a weekly basis, quarterly and yearly as it is required by the USCG. A few examples include such topics as; Access control, first aid, hazmat communication, identification of suspicious persons, report writing, emergency mobilization, hurricane preparedness and terrorism awareness.

Page 9,Section R-Promoting Growth at Port Everglades:

Not applicable to us, this is a license renewal, thus the question does not have any relationship with the services Port Everglades Terminal LLC-MSC Container Terminal Security performs at the moment.

Page 11, Section P.3.a.d-Background requirements.

All security officers and supervisors are required to possess a State of Florida Class D Security Officers license, a TWIC Card issued by MTSA, U.S. Department of Homeland Security. The security manager is required to possess a State of Florida Class M license as well as TWIC Card issued by MTSA, U.S. Department of Homeland.

Additionally, all security officers and supervisors are required to possess a Broward Sherriff's Office Port Everglades Identification card, and undergo a background check.

Page 11, Section P.3.b , Annual Turned Over ratio:

PET security personnel are paid above minimum wage, and thus do not have a high turnover ratio of security personnel. During the past six years, our turnover rate is about 3 per year and is due to either retirement, change of job location or leaving for self improvement.

Page 11, Section P .3.f-K9 Workforce:

NOT APPLICABLE. We do not use K-9 units.

Page 11, Section P.3.g-Number of Security Officers & Supervisors:

- a. Security Officers 13.**
- b. Supervisors: 2**

Richard G. Rovirosa
5400 SW 86th Street
Miami, Florida 33143
Tel.: 305-665-5793/cell.: 305-992-7397
Fax: 305-371-6874/e-mail: richard@farovi.com

Profile.-

Accomplished Logistics and Transportation Senior Executive in Domestic and International multimodal, Supply Chain Management in numerous facets of the transportation business including Trucking, warehousing, Shipping Agency, Shipping Container Terminals . Demonstrated capabilities in area's of Management and Operations with P & L responsibility throughout career experience.

Summary.-

- Result driven executive with strong diversified skills to plan and develop programs to optimize results
- Capable of leading a significant organization to be creative, innovative via analytical and conceptual and technical reasoning
- Proven success in working via team environment with competent professionals in high energy, task oriented environment

Professional Experience.-

Port Everglades Terminal LLC (Port Everglades, Florida) **2004-Present**

Port Everglades Terminal LLC is a joint venture terminal partially owned by MSC to provide shipping Container Terminal services and Cruise Stevedoring Services provider in Port Everglades, Florida.

CEO & General Manager (2004 – Present)

P & L responsibility for all aspects of the firms growth including Strategy and Account Creation and Maintenance , Terminal Operating systems , labor negotiations , Insurance , Management of both Costs and Revenue's.

FLORIDA STEVEDORING, INC./FAROV SHIPPING CORPORATION **1983-2004**

Responsibilities include:

- ◆ Extensive shipping agency management
- ◆ Technology inter-phasing with carriers
- ◆ Human resource management
- ◆ Labor negotiations for trucking, terminal and repair operations
- ◆ Trucking/Intermodal operation and administration
- ◆ Chassis pool management of an owned fleet
- ◆ Chassis maintenance repair
- ◆ Terminal/Stevedoring management
- ◆ Equipment budgeting
- ◆ Equipment repair budgeting/costing
- ◆ Terminal/Vessel planning systems and inter-phasing
- ◆ Inter-phasing with U.S. authorities
- ◆ Container pool management/Logistics

Richard G. Rovirosa
5400 SW 86th Street
Miami, Florida 33143
Tel.: 305-665-5793/cell.: 305-992-7397
Fax: 305-371-6874/e-mail: richard@farovi.com

- ◆ Container repair administration management
- ◆ Vessel sharing agreement/Management
- ◆ Budgeting
- ◆ Financial analysis
- ◆ Accounting/Finance/Tax/Investments
- ◆ Logistic Management
- ◆ Warehouse Management
- ◆ NVOCC Operation management (American Container Lines L.C.)
- ◆ NVOCC Latin America management

University Education.-

Loyola University – New Orleans La.

Bachelor of Business Administration –with a primary Major in Economics and a minor in Financial Accounting.

Frank V. Rovirosa
4080 El Prado Boulevard
Coconut Grove, Florida 33133
Tel.: 305-284-9790 /cell.: 305-785-1092
Fax: 305-371-6874 -e-mail: frankv@farovi.com

Attributes.-

- Experienced in the international and domestic maritime, transportation and logistics arenas
- Senior Management experience in various operating companies, stevedoring, agency, terminal and trucking
- International travel developing contacts in Europe, Far East, Central & South America
- Managed labor within collective bargaining and negotiated local ILA agreements

Professional Experience.-

- 2004 - present **Port Everglades Terminal LLC**
Port Everglades Florida
(stevedoring and terminal operators serving Port Everglades)
Director
- 1995 - present **Port of Miami Terminal Operating Co., LLC (POMTOC)**
Miami, Florida
(container terminal operating company at Port of Miami)
Member of Board of Directors
- 1990 - present **FLORIDA STEVEDORING, INC.**
Miami, Florida
(stevedoring & terminal operators serving Miami and Port Everglades)
Executive Vice-President
- 1978 - present **FAROVI SHIPPING CORPORATION**
Miami & Port Everglades, Florida
(steamship agents & stevedoring contractors serving Miami & Port Everglades)
Executive Vice President
- 1986 - 1998 **Florida Container Transport, Inc.**
Miami & Port Everglades, Florida
(container hauling company which served South Florida ports)

Education.-

Business Administration
Loyola University of New Orleans
Specializing International Business and Finance

Professional Membership .-

Management Trustee ILA Container Royalty Fund
Member Greater Miami Chamber of Commerce
CAMACOL Member
President Alumni Miami Chapter Loyola University
Advisor to the Faculty College of Business Administration of Loyola University
Founder and Director of the Rowing Program at Belen Jesuit School

Mario A. Garcia

6500 S.W. 124 Street, Miami, Fl. 33156 · (305)915-5844 · lt4201@bellsouth.net

PROFESSIONAL SUMMARY

A veteran of the City of Miami Police Department & Port Everglades Terminal LLC with extensive executive level experience in managing, supervising, conducting security & safety operations, action plans, and standard operations procedures. Experienced in budget preparations, and labor relations. An effective leader, mentor with exceptional leadership skills with the ability to develop employee groups into highly productive and successful teams.

EDUCATION

Administrative Officers Command and Staff Course, 1992	<i>Louisville, Kentucky</i>
Southern Police Institute, University of Louisville	
Management and Business Administration Graduate Courses, 1981	<i>Miami, Florida</i>
Nova Southeastern University	
Police Certification, 1981	<i>Miami, Florida</i>
South Florida Institute of Criminal Justice	
Bachelors of Science, 1980	<i>Miami, Florida</i>
Florida International University	

EXPERIENCE

Chief of Security, Safety & FSO, Port Everglades Terminal LLC 2009 - Present

- Created and implemented a Maritime Safety & Security Services Division licensed by the State of Florida, thus significantly reducing the cost of security
- Developed and conducted defensive security & safety operations, including threat assessments, risk analysis, risk management, security surveys, Facility Security Plans (FSP) and USCG audits, and standard operating procedures
- Designed and implemented the "Maritime Security Anti-Terrorism Maritime Security Officers" training course
- Established and managed budgets for the Maritime Security Services Operations Division, and reduced overall costs of security operations, while maintain the integrity of defense
- Obtained MTSA and FDLE Port Security Protocols Accreditation
- C-TPAT compliance officer

- Instituted an employee recognition safety & security rewards program, creating notable increases in employee morale, productivity and a significant reduction in accidents, injuries and claims
- Published an article in Signal Safety National Publications *Signal Soundings* regarding the importance of leadership in security and safety operations

Chief of Security Operations, Seaport Security, Port of Miami 2008

- Managed all civilian security & safety operations for cruise & cargo operations, consisting of 110 Security Enforcement Specialists
- Devised and implemented new security & safety procedures, action plans while managing access controls and electronic security systems
- Taught "Port Security Operations" to members of the U.S. Department of Defense Inter-American Defense War College
- Prepared and managed the division's budget
- Obtained MTSA and FDLE Port Security Protocols Accreditation

City of Miami Police 1980 – 2008

Served the City of Miami, achieving several awards, recognitions, and promotions through the following roles:

Commander, Criminal Investigations Section, Robbery Unit 2006 – 2008

- Managed and conducted investigations of kidnappings, bank robberies, armed robberies, and extortion
- Guest lecturer for the Anti Defamation League (ADL) and conducted training on "Preventing Terrorism."

Commander, Criminal Investigations Section, Burglary, Theft and Economic Crimes (Fraud and Embezzlement) Units 2004 – 2006

- Managed and conducted investigations of fraud, embezzlement, burglary and grand theft
- Reduced consumption of overtime by 45%
- Awarded three Departmental Unit Citations for outstanding investigative performance
- Prepared and managed the unit's budget

Deputy Commander, Community Relations Section 2003 - 2004

- Implemented and conducted crime prevention programs
- Designed and commanded the security operational plans for FTAA Hemisphere Leadership Conference

- Created and implemented the Miami's "Good Will Ambassadors" Program
- Taught crime prevention as well as drug awareness to community groups and schools
- Established the Community Policing Strategy at the district level
- Initiated the Crisis Intervention Teams and conducted internal investigations

District Commander, Major of Police, South District Substation 2001 - 2003

- Managed the South District Police Operations, consisting of 284 officers
- Taught leadership, administration and management courses to law enforcement officers from Honduras, Peru, Ecuador, Nicaragua, Brazil, Haiti, Dominican Republic.

NET Commander, Lieutenant, Wynwood/Edgewater NET Area 1996 - 2001

- Implemented Community Policing strategies, including the Crime Prevention Through Environmental Design (CPTD)
- Launched DARE drug awareness, gang prevention, youth leadership, and school dropout prevention programs
- Earned over 2.2 million dollars in Crime Prevention Grants for the Wynwood/Edgewater Net Service Area

Sergeant, Special Investigations Section 1987 - 1996

- Supervised investigations of narcotics, gambling, and money laundering
- Led security protection operations and special investigations
- Directed the security operations for the "Summit of the Presidents of the Americas" conference of the Western Hemisphere
- Published the research paper "Developing and Implementing Employee Upward Evaluation Systems".

Police Officer 1980 - 1987

- Coordinated and instructed in officer training
- Conducted background investigations

School Teacher, Miami-Dade County Public Schools 1979 - 1980

- Taught physical and health education, as well as coaching high school football

PROFESSIONAL LICENSES

Security Instructor License

State of Florida, 2008 - Present

Class "M" Security Manager

State of Florida, 2008 - Present

Concealed Weapons License

State of Florida, 2008 - Present

Private Investigations

State of Florida, 2008 - Present

Certified Police Instructor

State of Florida, 1984 - Present

TWIC - Transportation Workers Identification Card

AWARDS

- Inter-American Defense War College Rear Admiral Mora Flanders Commendation, 2009
- Miami Police Departmental Unit Citations and Administrative Excellence Awards - 1985, 1989, 1996, 1997, 1998, 1999, 2000, 2001, 2004, and 2005
- City of Miami Mayor's Commendations and Proclamation - 2000, 2001, 2002, 2004
- White House Executive Office of the President Commendation - 2003
- MADD (Mothers Against Drunk Driving) Excellence Award - 1998, 1999
- Miami Police Departmental Awards - Distinguished Service, Good Conduct, Safe Driver, Public Service, Community Service, and Administrative Excellence Medals.

PROFESSIONAL ORGANIZATIONS

- Southeast Florida Fusion Center, Joint Terrorist Task Force
 - LinkedIn
 - Professional Speakers & Seminar leaders
 - Association of Threat Assessment Professionals
 - Security Managers Network
 - Police Executive Research Forum
 - Law Enforcement & Security Network
 - Florida International University Alumni Association
 - University of Louisville Alumni Association
- Training and professional development documentation available upon request.



Maritime Security Services Division

Mario A. Garcia
Chief of Security & Safety
Port Everglades Terminal LLC & Florida Stevedoring Inc.



Maritime Security Services Division

[F:\Image:Logo-rccl-de.gif](#)

Mario A. Garcia, Chief of Security & Safety

Mario A. Garcia is a former Major of Police with the City of Miami Police Department (MPD) and has held numerous executive and leadership positions throughout his 29 year law enforcement career. Chief Garcia is a graduate from Florida International University & holds a Bachelors' Degree in Education. He is also a graduate from the Southern Police Institute Administrative Officers Command and Staff School of the University of Louisville, Kentucky. Throughout his extensive career, Mario directly commanded various divisions and units, essential in managing MPD's daily operational requirements. As such, Mario Garcia has directly commanded or overseen:



- Chief of Security Operations Port of Miami, Seaport Maritime Cruise Terminal & Cargo Security Enforcement Operations
- Southeast Florida Fusion Center, Terrorism Liaison Officer
- Vessel Security Officer & Company Security Management Systems
- Commander, Police Security Operations & Incident Command Systems
- Commander, Crime Prevention Through Environmental Design (CPTD)
- Assessor, U.S. State Department Anti-Terrorism Assistance (ATA) Program
- Training Advisor (TA), MPD. Specialized Police & Security Training
- National Response Plans, Emergency Operations & Hurricane Preparedness
- Commander, Burglary Unit, Robbery Unit, Thefts Unit, Fraud, Forgery and Economic Crimes Unit.
- Commander, Complex Narcotics Smuggling Investigations
- Commander, Money Laundering Investigations
- Security Operations Commander, Free Trade of The Americas (FTAA) Conference
- Police Presidential security details
- Guest Lecturer Inter-American Defense War College, Port Security Procedures
- Guest Lecturer University of Miami, Florida International University, Behavioral Pattern Recognition Analysis & Interviewing Techniques
- Blue Lighting Strike Force, U.S. Customs Crossed Designated Officer
- Commander, High Intensity Drug Trafficking Area (HIDTA), Conspiracy, Drug Trafficking and Asset Forfeiture Investigations
- Guest Lecturer, Miami Dade Police Department Cargo Theft Prevention International Conference

In January 2008, Mario A. Garcia retired from the City of Miami Police Department and became the Chief of Security operation for the Port of Miami Seaport Cruise Terminal & Cargo Security Enforcement Operations Division of the Port of Miami. Chief Mario A. Garcia holds a State of Florida Security Manager's "M" License, and is a member of the Miami Dade County Chiefs of Police Association, Fraternal Order of Police, International Chiefs of Police Association, and American Society of Industrial Security (ASIS). Chief Mario A. Garcia is currently the Chief of Security Safety & FSO for Port Everglades Terminal LLC & Florida Stevedoring Inc.

1210 S.W. 84 Ave
Miami, FL 33144
(786) 312-7587

Fernando A. Noriega

Summary Experienced professional in Transportation/Safety and Security. Strong planning and organizational skills with the ability to act independently, and develop contingency plans for any eventuality. Maintain high degree of organization in a fast-paced environment requiring ability to respond quickly to problems and requests. Excellent interpersonal communications skills. Ability to multi-task and work under very tight timelines. Fluent in English and Spanish.

Experience **2005- Present Port Everglades Terminal LLC Fort Lauderdale, FL**
Safety/Security & Cargo Superintendent & DFSO

- Safety inspection of all Cargo OOG (flat-rack)
- Supervise all heavy and OOG lift in the terminal
- Manager Security Officers in the terminal, scheduling SO for vessel operation as well terminal operation
- Safety Inspection of all terminal's equipment(electric Gen., fire extinguishers, light, fire/smoke alarms, ETC)
- Supervise all Terminal Operation (Truck/Top-Loader/TT & ILA personal)
- Supervise ILA training and Certification / Re-certification for Top-Loader and TT

Florida Stevedoring

- Cargo Superintendent and Vessel Agent

2003 – August 2005 Trucking Company

- Supervise and Dispatch over 30 Truck Drivers
- Look for new accounts
- Schedule Truck's Drivers payment (weekly)
- 24 hour on call

2001- September 2003 Maher Chassis Management, LLC Miami, FL

Depot Manager at Miami FEC

- Implement MIAMI ON WHEEL program at the FEC depot in Miami
- Coordinate information and equipment from Ocean Line /Customs Brokers/Consignee and Trucking Company in order to maximize the utilization of the chassis pool
- Responsible for all bare chassis in the FEC terminal, and supervise all M&R for such units.
- Provide customer service for the Florida East Coast Rail Ways
- Responsible for the coordination of the unloading of all COFC units, and bare chassis in the terminal for the south bound trains
- Responsible for all daily inventory, and data collection in order to utilized and maximize all available space in the terminal

Later Achievements

Due to my job performance, the terminal operator (Parsec) and the FEC has accomplish the following:

Parsec (terminal operator)

1. Improvement on daily operations - unload and load of all trains and terminal as well
2. Reduction of unnecessary lifts in the terminal (before use to do 250-300 extra lift a day)
3. Improved and maintained the out gate move (550-720 move daily)
4. Reduction of the turn time of Truck Drivers in the terminal from 2-3 hours to 20 minute

FEC Rails Ways

1. Reduction of all extra handling or reposition of the southbound trains (cost saving 3-5 Millions a year)
2. Turn around all train in less than four hours in order to maintain schedules

2000-2001 B&R Agencies Miami, FL

Operation Manager

- Attend all vessels, boarding, and supervise all cargo operations in Port of Miami, and Port Everglades, FL
- Supervise equipment control, MNR & Transportation Services. Keep equipment inventory control. Repair equipment at the low cost maintaining high quality results
- Review and approve all invoices – Stevedoring/Terminal/Transportation & MNR – assure all charges are correct (as per contract agreement)

- Suggest new ways of business to make B&R Agencies successful and profitable
- Supervise all cargo loading, and vessel operations. Check and provide all vessels with load plan, and correct storage location for all cargo (Dry, O.O.G., Reefer and Hazardous cargo). Supply with the proper documentation before vessel sailing in order to provide a safe voyage

My Achievements

1. Bring invoices up-to-date (were behind 8 months)
2. Control all M&R. Reduction from \$450 to \$150 per unit
3. Inventory reduction (Empty and Out of Services units) in the port
4. Increase of hires and maximize the utilization of the existing equipment

Combined inbound move with export move, resulting in company savings of \$150 per unit

1999–2000

Columbus Line

Miami, FL

Documentation Department

- Inbound specialist. Responsible for all daily data entry for local and foreign documentation
- Customer service. Dispatching all inbound cargo as per consignee request
- Data entry for all export cargo load on the Port of Miami, FL. Responsible for all data entry for the export cargo load on Central American and the Caribbean with final destination Europe, and other countries
- Data entry for all inbound cargo in the AMS system (U. S. Customs)
- Arrive all vessels in the AMS system

1997-1999

Lykes Line Limited, LLC

Miami, FL

Logistics Department

- Responsible for daily activities/inventory of all equipment
 - Responsible for keeping record/ordering of all M&R done on equipment
 - Forecast on all empty equipment for repo to another area (port)
 - Find the fastest and least expensive way to move equipment to other states
- Arrange equipment dispatching with local truckers for all inbound and outbound cargo

1996–1997

First Caribbean Management

Fort Lauderdale, FL

Boarding Agent / Operation Department

- Responsible for boarding of all vessels
- Prepared all forms for entry and clearance vessels
- Responsible to order with P.E.V. crane and gangs for vessel arrival, berthing
- Responsible for keeping vessel supplied at all times or ordering supplies when needed

1987-1996

Contship Agencies Inc./ Strachan Shipping

Miami, FL

Boarding Agent / Operation Department

- Responsible for the boarding of all vessels
- Supply stevedoring with loading guide and discharging list
- Supervise cargo operation discharge and loading (special cargo- O.O.G.)
- Operation Report (T.D.R.), Booking forecast, Final booking report, Transshipment report, O.O.G. Report, Vessel report and Complete manifest
- Approve and process invoices for services rendered by stevedoring, pilot, tug, doctors.
- Commercial department, Inside Sale, Verify all quote request and answered
- Quote all O.O.G. cargo (boat, heavy equip.), reduce loading cost for mention cargo
- Traffic department, Assist in processing all documentation, Rate Bill of Loading, process and endorse original documentation.
- Knowledge of Inbound and Equipment Department
- Receive and process all cargo claims for inbound and outbound

Education

1984-1986 Miami Dade Community College, Miami, FL
1981-1984 South Miami Senior High School, Miami, FL

Interests

Racket-ball, computers, and Scuba Dive

RENE C. ARENCIBIA

435 Campana Ave Coral Gables, FL 33156 Home (305) 662-1201 Cell (786) 493-4753

CAREER OBJECTIVE: Accounting/Financial Management Positions

Seek affiliation with a company that provides strong opportunity to make measurable contribution and support for continued growth and advancement.

EDUCATION:

University of Miami; Coral Gables, Florida
Bachelor of Business Administration - in Accounting May 1987

WORK EXPERIENCE:

PORT EVERGLADES TERMINAL LLC June 1999 – Present 2541 SW 27th Ave Miami, FL 33133

CONTROLLER:

- Responsible for all the accounting and reporting functions.
- Coordinate and prepare with the outside CPA firm in preparation of the annual audit.
- Negotiate all contracts (Health, Dental, Disability, Phones, Internet, 401K plan & Copiers)
- Responsible for the monthly & year-end financial statements analysis and reporting to V.P. & C.E.O.
- Head the MIS Department in implementing a new e-mail system, upgrading the servers, installing T-1 lines, firewall, anti-virus program and procuring new computers hardware
- Manage cash management, investments and acquire financing for equipment and line-of-credit

FLORIDA STEVDORING INC May 1995 - May 2004 125 NE 9TH ST Miami, FL 33101 Company dissolved in June 1999

ASSISTANT CONTROLLER:

- Responsible for ensuring that all accounting functions for the stevedoring, agencies, container transport companies and shipping lines were processed according to agency contracts, including areas such as: A/P, A/R, G/L, V.D.A., gate moves, union reports, reviewed gantry crane billing and corporate issues
- Supervision fifteen A/P & A/R personnel
- Processing & reviewing payroll for approx. 150 employees in seven different states
- Responsible for the monthly & year-end financial statements analysis

VERDEJA & GRAVIER CPA's August 1987 - May 1995 201 Alhambra #900 Coral Gables, FL 33134

SENIOR ACCOUNTANT/AUDITOR:

- Supervised audits, reviews & compilations engagements
- Worked with various Big Five Accounting firms on audit engagement, in joint ventures engagements
- Preparation & reviewing corporate, partnership & individual federal income tax returns
- Preparation of Medicare, Medicaid & H.M.O. cost reimbursement reports
- Audited a stevedoring company & various shipping agencies

BUSINESS SKILLS:

- My professional philosophy is consistent with that of team goals & team work and have found it to be the most efficient management strategy. My strengths include excellent analysis, efficiency and organizational skills as well as the ability to form conclusions and make practical decisions.
- I am proficient with most business software including Microsoft Great Plains, Taxes, Excel & Word.

REFERENCE: Furnished upon request

State of Florida

Department of State

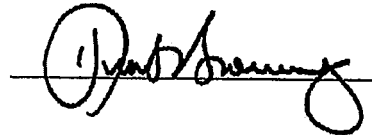
I certify from the records of this office that PORT EVERGLADES TERMINAL, LLC is a limited liability company organized under the laws of the State of Florida, filed on July 16, 2004.

The document number of this limited liability company is L04000053050.

I further certify that said limited liability company has paid all fees due this office through December 31, 2009, that its most recent annual report was filed on April 29, 2009, and its status is active.

I further certify that said limited liability company has not filed Articles of Dissolution.

*Given under my hand and the Great Seal of
Florida, at Tallahassee, the Capital, this the
Twenty Second day of February, 2010*



Secretary of State



Authentication ID: 300170135483-022210-L04000053050

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>

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ARTICLES OF ORGANIZATION

OF

PORT EVERGLADES TERMINAL, LLC.

The undersigned members to these Articles of Organization hereby associate themselves together to form a Limited Liability Company under the laws of the State of Florida.

ARTICLE I
NAME

The name of this Limited Liability Company is: PORT EVERGLADES TERMINAL, LLC.

ARTICLE II
GENERAL NATURE OF BUSINESS

The Limited Liability Company may engage in any activity or business permitted under the laws of the United States and of the State of Florida.

ARTICLE III
TERM OF EXISTENCE

This Limited Liability Company is to exist perpetually. The Limited Liability Company's business will continue without regard to the death, retirement, resignation, expulsion, bankruptcy or dissolution of a member or the occurrence of any other event which terminates the continued membership of a member in the Limited Liability Company.

ARTICLE IV
ADDRESS

The principal office and mailing address of this Limited Liability Company in the State of Florida is 125 NE 9TH STREET, MIAMI, FL 33132. The Board of Managers may from time to time move the principal office to another address in Florida.

ARTICLE V
REGISTERED OFFICE, REGISTERED AGENT

That PORT EVERGLADES TERMINAL, LLC, desiring to organize under the laws of the State of Florida, with its principal office as indicated in the Articles of Organization at the County of Miami-

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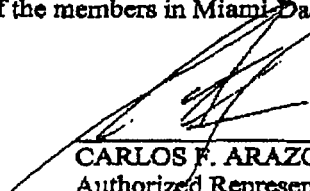
H04000147811 3

Dade, State of Florida, hereby designates ARAZOZA & FERNANDEZ-FRAGA, P.A., as its Registered Agent to accept services within the State. The registered office of the Limited Liability Company shall be 2100 SALZEDO STREET, SUITE 300, CORAL GABLES, FL 33134.

ARTICLE VI
MANAGEMENT

The Limited Liability Company is to be managed by one or more managers and is, therefore, a manager - managed company. The Initial Manager of the Company shall be RICHARD ROVIROSA of 125 NE 9TH STREET, MIAMI, FL 33132.

WITNESS the hand and seal of the members in Miami-Dade County, State of Florida, this 16th day of July, 2004.

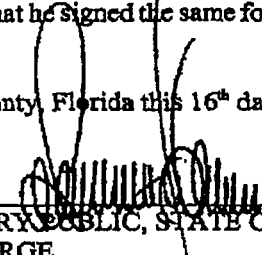


CARLOS F. ARAZOZA
Authorized Representative of Member

STATE OF FLORIDA)
) SS:
COUNTY OF MIAMI-DADE)

PERSONALLY appeared before me, CARLOS F. ARAZOZA, who is personally known to me, who being by me first duly sworn, acknowledge that he signed the same for the purposes therein expressed.

WITNESS my hand and seal at Miami-Dade County, Florida this 16th day of July, 2004.



NOTARY PUBLIC, STATE OF FLORIDA
AT LARGE

My commission expires:



Laura Kohn
Commission #DD319617
Expires: May 16, 2008
Bonded Through
Atlantic Bonding Co., Inc.

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CERTIFICATE DESIGNATING PLACE OF BUSINESS OR DOMICILE FOR THE SERVICE OF PROCESS WITHIN FLORIDA, NAMING AGENT UPON WHOM PROCESS MAY BE SERVED.

In compliance with Section 48.091, Florida statutes, the following is submitted:

FIRST: That PORT EVERGLADES TERMINAL, LLC., desiring to organize or qualify under the laws of the State of Florida, with its principal place of business at the County of Miami-Dade, State of Florida, designates ARAZOZA & FERNANDEZ FRAGA, P.A., as its Registered Agent to accept services within the State. The registered office of the Limited Liability Company shall be 2100 SALZEDO STREET, SUITE 300, CORAL GABLES, FL 33134.

Having been named to accept service of process for the above stated Limited Liability Company, at the place designated in this certificate, I hereby agree to act in this capacity, and I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties.

REGISTERED AGENT


CARLOS F. ARAZOZA
Managing Director
Arazoza & Fernandez-Fraga, P.A.
July 16, 2004

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***Port Everglades Terminal, LLC
Maritime Security Services Division***



***Maritime Cargo Terminal Operations – Port Everglades
Security Services Division***

March 2010

***Port Everglades Terminal, LLC
Maritime Security Services Division***

Mission Statement

“To provide our clients, and customers with excellent security services while ensuring, and maintaining a safe and profitable environment for their employees, contractors, and customers by implementing security measures and systems that are costumed designed, customer friendly, dependable, efficient and cost effective.”

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Maritime Security Services Division

Background

As Marine Terminal Operators cope with both increased regulatory demands and the realities of an environment in which credible threats exist, increased security has become not only a critical component of International Trade, it has also become an intricate member of the logistics chain.



Compliance with ISPS Code and MTSA requirements as well as other governing authorities such as State and Local agencies is an ongoing process that requires long term commitment to the design and implementation of an effective Security Management Program. The consequences of non compliance with these standards can be severe. For Marine Terminal Operators, remaining compliant is a necessity.

Marine Terminal Operators, mandated by multiple governing authorities, must ensure that security compliance and protocols are maintained while facilitating the efficient movement of cargo within their facility. Maritime Security Service Providers must also maintain an ongoing dialogue with external regulatory entities, including the USCG, CBP, BSO, and FDLE in order to actively monitor and evaluate credible threat activities and adjust their operational posture to meet all threat risk thresholds.



Additionally, Facility Security Officers are relegated to man key security points such as controlling access by vetting personnel into Restricted Areas, Vessels, Key Side and other operational areas. This demands effective communication between a Terminal's management team their Security counterparts such as Facility Security Officers, Security Supervisors, and Facility Security officers.



Maritime Security Services Division

Business Model Overview

Having a well managed security program contributes to operational efficiencies, limits the risk of fines and other regulatory action by Federal and State Agencies, and, most importantly mitigates the risk of credible threats posed by both criminal and terrorist groups. The Security Division of Port Everglades Terminal, LLC (PET Security) is an enterprise that provides comprehensive, turn-key security solutions prepared to meet the security needs of Maritime Port Terminal Operations.



Through contractual means, PET Security shall ensure its clients remain in FULL compliance with the regulations set forth by MTSA (USCG), the State of Florida (FDLE), Broward Sheriffs Office (BSO), and the Facility Security Plan. As such, PET Security become “**Force Multipliers**” in ensuring a safe and secure environment as well as a critical adjunct to Maritime Port Terminal's operations by providing Maritime Security Services that include:

- Turn Key-Marine Cargo & Ship Terminal Security Solution
- On site – Hands on Sr. Management
- Facility Security Officers Trained in Marine Terminal & Stevedoring Operations
- Schedule & Conduct Periodic Drills and Exercises as required by USCG
- Participate in Annual Audits
- Intra-port Security Force Dispatch Center
- Prepare and Maintain Security Records and Related Documentation
- Manage Seamless Flow of Truck Traffic and Support Personnel
- Florida Licensed and Accredited Security Officers
- Florida Licensed and Accredited Class B Maritime Security Agency



Maritime Security Services Division

Portfolio of Services

Our extensive experience in Managing Security Operations of Marine Cargo Terminals and Stevedoring Operations provides much insight into Maritime Terminal Cargo Operation's daily needs. This awareness becomes critical as Port Hours are generally planned well in advance of a vessel's call to Port requiring Hands-on management approach. As a result the "Security Solution" provided within includes:



Maritime Security Services

As a Service Provider, Maritime Cargo Terminal Operators can be confident they will consistently receive high level quality and performance from Pet Security, whether in the scope of providing Guard services, training, consulting, or any of the other services available. Throughout the course of a contractual term, Pet Security shall consistently provide a highest level of service achievable to ensure Maritime Cargo Terminal operations remains viable and efficient.

Additional Services

- Prepare Vulnerability Assessment (CG-6025)
- Conduct Facility Security Assessment (FSA)
- Prepare Threat Assessment
- Comprehensive Facility Security Plan Development
- Liaison with Regulatory Agencies
- Grant Research and Development for Seaport Security Initiative Funding Programs
- On-site Security Training Courses for Terminal Facility Personnel with and without Security Duties
- Conduct Independent Annual Review in preparation for USCG and Port Annual Inspections

- Organize and Plan Mandated Security Exercises and Drills
- Provide Skilled and Highly Trained TSO's and Supervisors
- Facility Security Guards Specializing Cargo Terminal & Vessel Operations
- K-9 Security Screening Services
- 2-way Radio Communication Ready (400 MHz)
- D1 Services, Gang Way and Ship Side Security



Maritime Security Services Division

Value Added Services Provided

- Command & Control Experienced Law Enforcement Staff
- On-Site Centralized Command Center
- Intra-Port Security Force Dispatch Center
- Maritime Security Operations Training
- Security Consulting & Internal Investigations Services
- Liaison with Broward Sheriffs Office (BSO), USCG, FDLE, U.S. Customs
- Security Patrol Vehicles
- Customs -Trade Partnership Against Terrorism (C-TPAC) Program
- Miami Police Department's Operation Shield Businesses Against Terrorism (BAT) Program
- Liaison with Miami Police Department's Office of Emergency Management & Homeland Security
- C-TPAT Compliance.

All overtime will be compensated upon completion of a regular **8 hour shift** at time and half.

Note: Staffing and deployment of security personnel will be conducted in the most Effective Manner in order to reduce the cost services without compromising MTSA, FDLE and BSO requirements.



Maritime Security Services Division

Mario A. Garcia, Chief of Security & Safety

Mario A. Garcia is a former Major of Police with the City of Miami Police Department (MPD) and has held numerous executive and leadership positions throughout his 28 year law enforcement career. Chief Garcia is a graduate from Florida International University and holds a Bachelors' Degree in Education. He is also a graduate from the Southern Police Institute Administrative Officers Command and Staff School of the University of Louisville, Kentucky. Throughout his extensive career, Mario directly commanded various divisions and units essential in managing MPD's daily operational requirements.



As such, Mario Garcia has directly commanded or overseen Police Tactical Operations, Presidential Security Details, and Seaport Security Operations in South Florida, that include:

- Chief of Security Operations, Port of Miami, Seaport Maritime Security Enforcement Operations
- Company/Vessel Security Officer & Company Security Management Systems
- Commander, Police Security Operations & Incident Command Systems
- Commander, Crime Prevention Through Environmental Design (CPTD)
- Assessor, U.S. State Department Anti-Terrorism Assistance (ATA) Program
- Training Advisor (TA), MPD Specialized Police & Security Training
- National Response Plans, Emergency Operations & Hurricane Preparedness
- Commander, Burglary, Robbery, Thefts, and Economic Crimes Unit
- Commander, Complex Narcotics Smuggling Investigations
- Commander, Money Laundering Investigations
- Security Operations Commander, Free Trade of The Americas (FTAA) Conference - 2003
- Guest Lecturer Inter-American Defense War College, Port Security
- U.S. Customs Crossed Designated Officer, Blue Lighting Strike Force
- Commander, High Intensity Drug Trafficking Area (HIDTA), Conspiracy, Drug Trafficking and Asset Forfeiture Investigations
- Security Commander, President's Summit of the Americas 1993 Conference

In January 2008, Mario A. Garcia retired from the City of Miami Police Department and became the chief of Security Operations for the Seaport Security Enforcement Operations Division of the Port of Miami. During his tenure at the Port of Miami he was instrumental in successfully obtaining Substantial Compliance and Accreditation from the Florida Department of Law Enforcement (FDLE) after two back to back

seaport security inspections. Chief Mario A. Garcia is a State of Florida certified law enforcement officer, holds a State of Florida Security Manager's "M" License, and is a member of the Miami Dade County Chiefs of Police Association, Fraternal Order of Police, International Chiefs of Police Association, and American Society of Industrial Security (ASIS).

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 02/25/2020
PRODUCER SOUTHEAST INSURANCE BROKERAGE 2665 SOUTH BAYSHORE DIVE - SUITE 1001 COCONUT GROVE, FL 33133	Serial # 147342	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED PORT EVERGLADES TERMINAL, LLC 4200 MCINTOSH ROAD FORT LAUDERDALE, FL 3316	INSURERS AFFORDING COVERAGE	
	INSURER A: EVEREST NATIONAL INS CO	NAIC#
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		

COVERAGES
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	ADD'L NSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A		WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	5300001245201	2-27-20	2-27-21	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 500,000 EL DISEASE - EA EMPLOYEE \$ 500,000 EL DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 LOCATION: 4200 MCINTOSH RD, FORT LAUDERDALE, FL 33316

*Yamaguchi D.K.
Risk Manager
2-26-2020*

CERTIFICATE HOLDER BROWARD COUNTY PORT EVERGLADES ATTENTION: BIANCA ALEXANDER 1850 ELLER DRIVE FT. LAUDERDALE, FL 33316	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 21454 SOUTHEAST INSURANCE GROUP
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CERTIFICATE OF INSURANCE

This certificate is issued for informational purposes only. It certifies that the policies listed in this document have been issued to the Named Insured. It does not grant any rights to any party nor can it be used, in any way, to modify coverage provided by such policies. Alteration of this certificate does not change the terms, exclusions or conditions of such policies. Coverage is subject to the provisions of the policies, including any exclusions or conditions, regardless of the provisions of any other contract, such as between the certificate holder and the Named Insured. The limits shown below are the limits provided at the policy inception. Subsequent paid claims may reduce these limits.

Certificate Holder: BROWARD COUNTY 1850 ELLER DR FT LAUDERDALE, FL USA 333164202	Named Insured: PORT EVERGLADES TERMINAL, LLC 2541 SW 27TH AVE MIAMI FL 33133-2163
--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------

Automobile Liability			
Insurer Name: Allstate Insurance Company			
Policy Number: 048931511			
<input type="checkbox"/> 1 -- Any Auto	<input type="checkbox"/> 2 -- Owned Autos Only	<input type="checkbox"/> 3 -- Owned Priv. Pass. Autos Only	
<input type="checkbox"/> 4 -- Owned Autos Other Than Priv. Pass. Autos Only	<input checked="" type="checkbox"/> 5 -- Owned Autos Subject to No Fault	<input type="checkbox"/> 6 -- Owned Autos Subject to a Compulsory UM Law	
<input checked="" type="checkbox"/> 7 -- Specifically Described Autos	<input checked="" type="checkbox"/> 8 -- Hired Autos Only	<input checked="" type="checkbox"/> 9 -- Nonowned Autos Only	
Policy Effective Date : 03-06-2020		Policy Expiration Date: 03-06-2021	
Limits of Insurance:	\$1,000,000	Combined Single Limit (each accident)	
	BI Per Person	BI Per Accident	PD Per Accident
Description of Operations/Locations/Vehicles/Endorsements/Special Provisions			
			
Interested Party Type: Additional Insured - All Other			
THIS CERTIFICATE DOES NOT GRANT ANY COVERAGE OR RIGHTS TO THE CERTIFICATE HOLDER. IF THIS CERTIFICATE INDICATES THAT THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED, THE POLICY(IES) MUST EITHER BE ENDORSED OR CONTAIN SPECIFIC LANGUAGE PROVIDING THE CERTIFICATE HOLDER WITH ADDITIONAL INSURED STATUS. THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED ONLY TO THE EXTENT INDICATED IN SUCH POLICY LANGUAGE OR ENDORSEMENT.			

Producer: BORBOLLA INS AGENCIES	
Authorized Representative:	
Date: 01-09-20	

Includes copyrighted material of Insurance Services Office, Inc., with its permission

POLICY NUMBER: 048931511

COMMERCIAL AUTO
CA 20 48 10 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: PORT EVERGLADES TERMINAL, LLC

Endorsement Effective Date: 03-06-2020

SCHEDULE

Name Of Person(s) Or Organization(s):

BROWARD COUNTY
1850 ELLER DR
FT LAUDERDALE, FL USA 333164202

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.



INDEMNITY AND PAYMENT BOND

Effective Date: February 27, 2009

BOND NO. 70673580

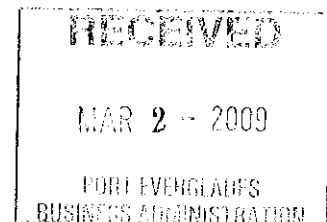
KNOW ALL BY THESE PRESENTS:

That we, Port Everglades Terminal, LLC as INDEMNITOR and WESTERN SURETY COMPANY as SURETY, a surety company authorized to do business in the State of Florida, are held and firmly bound unto BROWARD COUNTY, as OBLIGEE, a political subdivision of the State of Florida, in the full sum of Twenty Thousand and no/100 DOLLARS (\$20,000.00), for the payment of which we bind ourselves, our heirs, successors, assigns and personal representatives for the performance of the obligations hereinafter set forth:

NOW THEREFORE, the condition of this obligation is such that if INDEMNITOR, its heirs, executors, administrators, successors and assigns shall well and truly save harmless and keep indemnified BROWARD COUNTY, its successors and assigns, from and against all loss, costs, expenses, damages, injury, claims, actions, liabilities and demands of every kind (including but not limited to all reasonable attorney's fees to and through appellate, supplemental and bankruptcy proceedings) which arises from, is caused by, or results from or on account of:

- (i) failure of INDEMNITOR to pay to BROWARD COUNTY, when due, any and all tariff or other charges that have accrued at Port Everglades (whether relating to the furnishing of services or materials to INDEMNITOR, its principals, agents, servants or employees at Port Everglades; or, due to injury to property of Port Everglades; or, stemming from the use of Port Everglades facilities by INDEMNITOR, its principals, agents, servants or employees; or, otherwise); or
- (ii) non-compliance by INDEMNITOR, its principals, agents, servants or employees with applicable laws, ordinances, rules and regulations of the federal, state and local governmental units or agencies (including but not limited to the terms and provisions of the BROWARD COUNTY Code of Ordinances, Administrative Code, and all procedures and policies of the Port Everglades Department), as amended from time to time; or
- (iii) any act, omission, negligence or misconduct of INDEMNITOR, its principals, agents, servants or employees in Port Everglades (whether causing injury to persons or otherwise;

then these obligations shall be null and void, otherwise to remain in full force and effect.



AS A FURTHER CONDITION of this obligation that it shall remain in full force and effect until and unless the Surety provides at least ninety (90) days prior written notice to BROWARD COUNTY of its intention to terminate this Bond.

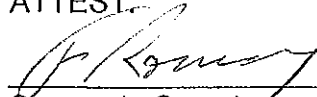
Any notices required herein shall be given in writing and be delivered to: Broward County's Port Everglades Department, Attn: Director of Administration, 1850 Eller Drive, Fort Lauderdale, Florida 33316, with a copy to: Broward County Administrator, Governmental Center, 115 S. Andrews Avenue, Fort Lauderdale, Florida 33301.

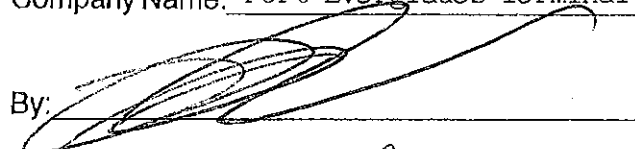
IN WITNESS WHEREOF, INDEMNITOR has caused this Bond to be executed by Port Everglades Terminal, LLC, and attested to by its Secretary and its corporate seal to be affixed, and the Surety has caused this Bond to be executed in its name by its Attorney-in-Fact duly authorized to do so.

INDEMNITOR:

Company Name: Port Everglades Terminal, LLC

ATTEST:


Corporate Secretary

By: 

FRANK V. ROVINOSA
(Print Name of Secretary)

RICHARD G. ROVINOSA
(Print Name of Pres./Vice Pres.)

(SEAL)

Title: C.E.O. & Gen. Manager
(Print)

2 day of MARCH, 2009

SURETY:

Company Name: WESTERN SURETY COMPANY

ATTEST: 
H. Dahlstrom, Asst Sec.
See Power of Attorney

By: M. Bent

(SEAL)

M. Bent
(Print Name of Pres./Vice Pres.)

Title: Assistant Secretary
(Print)

27th day of February, 2009

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

STATE OF SOUTH DAKOTA }
County of Minnehaha } ss

On this 27th day of February, 2009, before me, a Notary Public in

M. Bont, Ass't. Sec.

and for said County, personally appeared _____ personally known to me, who being by me duly sworn, did say that he is the aforesaid officer of WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, that the said instrument was signed, sealed and executed on behalf of said corporation by authority of its Board of Directors, and further acknowledge that the said instrument and the execution thereof to be the voluntary act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

My commission expires
H. STVERAK
My Commission Expires 4-10-2011



Notary Public

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

M. Bent of Sioux Falls,
State of South Dakota, with limited authority, its true and lawful Attorney-in-Fact, with full power and authority hereby conferred to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One PORT EVERGLADE USER COUNTY OF BROWARD

bond with bond number 70673580

for PORT EVERGLADES TERMINAL, LLC
as Principal in the penalty amount not to exceed: \$20,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Senior Vice President with the corporate seal affixed this 27th day of February, 2009

ATTEST

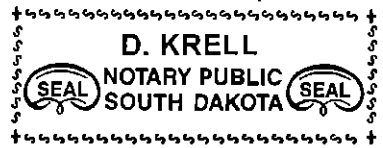
A. Vietor
A. Vietor, Assistant Secretary

WESTERN SURETY COMPANY
By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President



STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 27th day of February, 2009, before me, a Notary Public, personally appeared Paul T. Bruflat and A. Vietor,
who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Senior Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



D. Krell
Notary Public

My Commission Expires November 30, 2012



January 22, 2019

Southeast Insurance Group, LLC
2665 South Bayshore Dr., Suite 1001
Coconut Grove, FL 33133

PRINCIPAL: Port Everglades Terminal, LLC
BOND NO.: 70673580
BOND TYPE: Indemnity
BOND AMOUNT: \$20,000.00

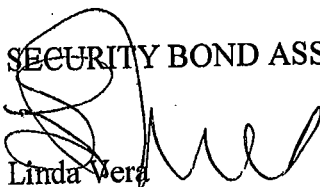
CONTINUATION NOTICE

Please be advised the above captioned bond is renewed as of **February 27, 2019**. The Bond is a continuous bond, therefore no Continuation Certificate is required.

Should you have any questions, please do not hesitate to contact this office.

Yours truly,

SECURITY BOND ASSOCIATES, INC.


Linda Vera

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

CONTRACTUAL LIABILITY ENDORSEMENT

This endorsement modifies insurance provided under:

Marine General Liability Coverage Form

When the **Named Insured** on this policy is required by a **written contract** to name other entities as **Additional Insured(s)** on this policy and/or to indemnify, and/or defend/ and/or hold harmless such entities, the Insured may provide evidence to the Additional Insured per the following wording:

It is understood and agreed that

*and the commissioners, officers, directors and employees thereof while operating in their capacity as such are hereby named as **ADDITIONAL INSUREDS** under this policy as respects liabilities to third parties and defense of claims and lawsuits arising out of the use of premises of the Additional Insured and/or negligent work or operations and/or ownership or operation of vessels by or on behalf of **the Named Insured and its officers, employees and/or sub-contractors** during the term of this policy and subsequent to the making of a written contract between the Named Insured and the Additional Insured to provide coverage under this policy.*

*This policy shall be **the principal coverage** as respects the liabilities of the NAMED INSURED and any other insurance carried by the ADDITIONAL INSURED shall **not be contributory** as respects the liabilities of the Named Insured. Nor shall the Additional Insured be responsible for any premium or deductibles hereunder.*

This Endorsement shall include "Severability of Interest" as respects the liabilities of each Insured named hereon, but the naming of Additional Insured(s) hereto shall not increase the limit of liability of this policy arising out of any one accident or occurrence.

In the event of cancellation of the policy or this endorsement or material change in coverage of this policy, 30 days written notice shall be given to:

Subject otherwise to all policy clauses and conditions.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

Any other terms or modifications required by contract, must be agreed by Underwriters and a specific Endorsement will be issued. **Any modification of any provision of the above Endorsement form shall void the Endorsement.**

Insured agrees to send to the Company a copy of each endorsement when issued.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

INSURED: Total Terminals International, LLC
Houston Terminal, LLC dba Freeport Terminal LLC
New Orleans Terminal, LLC
Port Everglades Terminal, LLC

POLICY NUMBER: MAPL1910000441-01

POLICY PERIOD: July 9, 2019 to July 9, 2020

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED / BLANKET WAIVER OF SUBROGATION ENDORSEMENT

This endorsement modifies insurance provided under:

Marine General Liability Coverage Form

It is understood and agreed that

and the commissioners, officers, directors and employees thereof while operating in their capacity as such are hereby named as **ADDITIONAL INSURED**s under this policy as respects liabilities to third parties and defense of claims and lawsuits arising out of the use of premises of the Additional Insured and/or negligent work or operations and/or ownership or operation of vessels by or on behalf of the Named Insured and its officers, employees and/or sub-contractors during the term of this policy and subsequent to the making of a written contract between the Named Insured and the Additional Insured to provide coverage under this policy.

This policy shall be **the principal coverage** as respects the liabilities of the NAMED INSURED and any other insurance carried by the ADDITIONAL INSURED shall **not be contributory** as respects the liabilities of the Named Insured. Nor shall the Additional Insured be responsible for any premium or deductibles hereunder.

Subrogation is hereby waived against the Additional Insured.

This Endorsement shall include "Severability of Interest" as respects the liabilities of each Insured named hereon, but the naming of Additional Insured(s) hereto shall not increase the limit of liability of this policy arising out of any one accident or occurrence.

In the event of cancellation of the policy or this endorsement or material change in coverage of this policy, 30 days written notice shall be given to:

Subject otherwise to all policy clauses and conditions.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

Date of Issue:

PARTICIPATION: 100% Ascot Insurance Company

Signed: Christopher A. Johnson



A handwritten signature in black ink, appearing to read "Christopher A. Johnson".

- b. To sue us on this Coverage Part unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an assured; but we will not be liable for damages that are not payable under the terms of this policy or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the assured and the claimant or the claimant's legal representative.

4. Other Insurance

If other valid and collectible insurance is available to the assured for a loss we cover under Coverages A or B of this policy, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when Paragraph b. below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in Paragraph c. below.

b. Excess Insurance

(1) This insurance is excess over:

(a) Any of the other insurance, whether primary, excess, contingent or on any other basis:

(i) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(ii) That is Fire insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(iii) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner; or

(iv) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. and h. of Section I - Coverage A - Bodily Injury And Property Damage Liability.

(b) Any other primary insurance available to you covering liability for damages arising out of the premises or operations, or the products and completed operations, for which you have been added as an additional assured by attachment of an endorsement.

(2) When this insurance is excess, we will have no duty under Coverages A or B to defend the assured against any "suit" if any other insurer has a duty to defend the assured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the assured's rights against all those other insurers.

(3) When this insurance is excess over other insurance, we will pay only our share of

the amount of the loss, if any, that exceeds the sum of:

- (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-assured amounts under all that other insurance.
- (4) We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this policy.

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

5. Premium Audit

- a. We will compute all premiums for this policy in accordance with our rules and rates.
- b. Premium shown in this policy as advance premium is a deposit premium only, unless otherwise noted as "flat" or "minimum". At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Assured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Assured.
- c. Examination Of Your Books And Records
 - (1) We may examine and audit your books and records as they relate to this policy at any time during the policy period and up to three years afterward.
 - (2) The first Named Assured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

6. Representations

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000
VALID OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020

DBA:
Business Name: PORT EVERGLADES TERMINAL LLC

Receipt #: 372-55
Business Type: WHOLESALE PETROLEUM (WHOLESALE)
PETROLEUM

Owner Name: RICHARD G ROVIROSA
Business Location: 4200 MCINTOSH RD
HOLLYWOOD
Business Phone: 305-373-4765

Business Opened: 08/24/2004
State/County/Cert/Reg:
Exemption Code:

Rooms Seats Employees Machines Professionals

For Vending Business Only						
Number of Machines:				Vending Type:		
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
112.50	0.00	0.00	0.00	0.00	0.00	112.50

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

**THIS BECOMES A TAX RECEIPT
WHEN VALIDATED**

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

PORT EVERGLADES TERMINAL LLC
2541 SW 27 AVE STE 201
MIAMI, FL 33133-2163

Receipt # 1CP-18-00007074
Paid 07/10/2019 112.50
Effective Date 07/08/2019

2019 - 2020

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

**ADAM H. PUTNAM
COMMISSIONER**

DIVISION OF LICENSING

01/31/18
DATE ISSUED

05/29/21
DATE OF EXPIRATION

B 2900096
LICENSE NUMBER

PORT EVERGLADES TERMINAL, LLC

2541 S.W. 27 AVENUE
MIAMI, FL 33133


ROVIROSA, RICHARD G., OTHER
ROVIROSA, FRANCISCO V., OTHER

THE *SECURITY AGENCY* NAMED ABOVE IS LICENSED AND REGULATED UNDER THE PROVISIONS OF
CHAPTER 493, FLORIDA STATUTES.



**ADAM H. PUTNAM
COMMISSIONER**

PRIVATE INVESTIGATOR LICENSE
STATE OF FLORIDA



LICENSE NUMBER
C 2700634

GARCIA, MARIO AGUSTIN

BIRTH DATE: **01/19/1956** SEX: **M** RACE: **W**

ISSUED: **02/14/2019** EXPIRES: **07/02/2021**

The above named individual is licensed by the Department of Agriculture and Consumer Services, Division of Licensing in accordance with Chapter 493, Florida Statutes.

Nicole Fried
NICOLE "NIKKI" FRIED
COMMISSIONER

SECURITY/INVESTIGATIVE AGENCY MGR
STATE OF FLORIDA



LICENSE NUMBER
M 2700059

GARCIA, MARIO AGUSTIN

BIRTH DATE: **01/19/1956** SEX: **M** RACE: **W**

EXPIRES: **01/16/2022**

The above named individual is licensed by the Department of Agriculture and Consumer Services, Division of Licensing in accordance with Chapter 493, Florida Statutes.

Nicole Fried
NICOLE "NIKKI" FRIED
COMMISSIONER

SECURITY OFFICER INSTRUCTOR LICENSE
STATE OF FLORIDA



LICENSE NUMBER
DI2700126

GARCIA, MARIO AGUSTIN

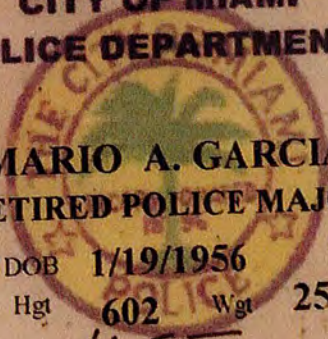

BIRTH DATE: **01/19/1956** SEX: **M** RACE: **W**

EXPIRES: **01/16/2022**

The above named individual is licensed by the Department of Agriculture and Consumer Services, Division of Licensing in accordance with Chapter 493, Florida Statutes.

Nicole Fried
NICOLE "NIKKI" FRIED
COMMISSIONER

CITY OF MIAMI
POLICE DEPARTMENT



MARIO A. GARCIA
RETIRED POLICE MAJOR

DOB: **1/19/1956**
Hgt: **602** Wgt: **250**

John F. Timoney

R2167

12/13/2007 10:31:36 AM

SECURITY OFFICER
STATE OF FLORIDA

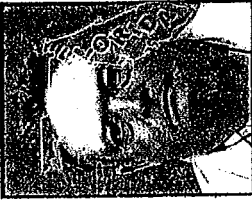
LICENSE NUMBER
D. 2624281

NORIEGA, FERNANDO A.


BIRTH DATE: 07/15/1964
SEX: M
RACE: W
EXPIRES: 10/16/2018

This is a Florida Driver License issued by the Department of Agriculture and Consumer Services, Division of Licensing in accordance with Chapter 320, Florida Statutes.

Adam H. Putnam
ADAM H. PUTNAM
COMMISSIONER

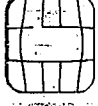


T W I C



**NORIEGA,
FERNANDO A.**


Expires: 2021 JUL 07



Transportation Worker Identification Credential

10280

Seaport Security Identification Card




Fernando Noriega
Passport
Petrol

**FERNANDO
NORIEGA**
P.E. TERMINAL (MTSA-TRN)
EXP: Nov 14, 2020

BR WARD

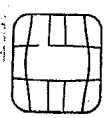
PORT EVERGLADES

**T
W
I
C[®]**




**CHARLES,
EDOUL**

Expires
2022 NOV 29



Transportation Worker Identification Credential

553756
Seaport Security Identification Card

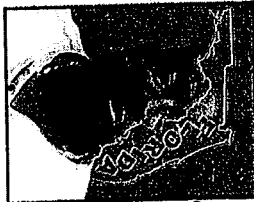


**Cargo
Dock**

Passngr

**EDOUL
CHARLES**
P E TERMINAL (MTSA-TRN)
EXP: May 6, 2020

**BROWARD
COUNTY**
PORT EVERGLADES



CHARLES, EDOUL
STATE OF FLORIDA

LICENSE NUMBER
D 2000318

SECURITY OFFICER
STATE OF FLORIDA

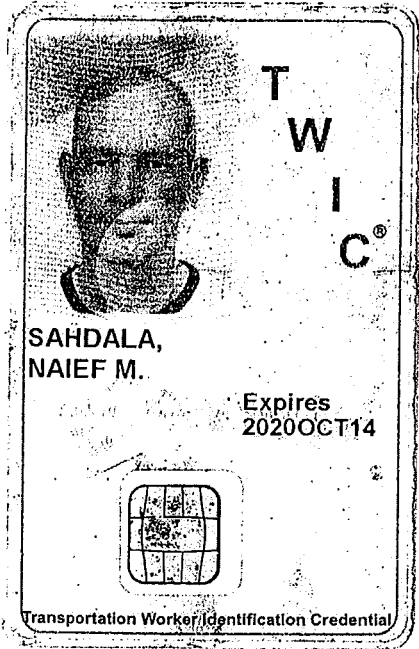
CHARLES, EDOUL
STATE OF FLORIDA
B
RACE

08/01/1972
DATE OF BIRTH

0804149558
IDENTIFICATION NUMBER

MIKE FRIED
COMMISSIONER

The above information is provided for the Department of Transportation and Consumer Services, Division of Licensing in accordance with Chapter 349, Florida Statutes.

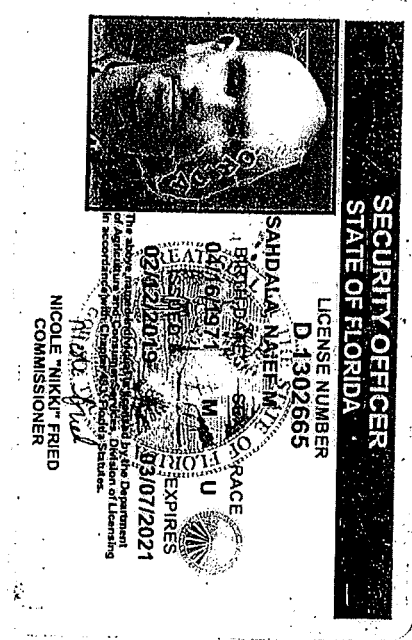


**T
W
I
C**

SAHDALA,
NAIEF M.

Expires
2020 OCT 14

Transportation Worker Identification Credential



**SECURITY OFFICER
STATE OF FLORIDA**

LICENSE NUMBER
D-1302665

SAHDALA, NAIEF M.

BRIDGE PLACES
04/01/1971
M
FLORIDA
EXPIRES
02/02/2019
03/07/2021

NICOLE "NIKKI" FRIED
COMMISSIONER

606092
Seaport Security Identification Card

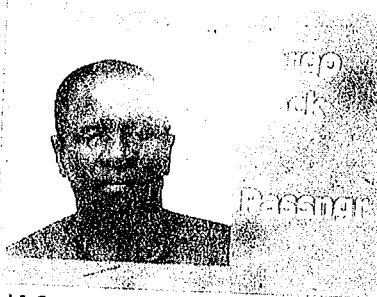
**Cargo
Dock**

Passngr

NAIEF
SAHDALA
P.E. TERMINAL (MTSA-TRN)
EXP: Sep 20, 2020

**BROWARD
COUNTY
FLORIDA
PORT EVERGLADES**

622585
Seaport Security Identification Card




JACQUES
JEAN
P. E. TERMINAL (MTSA-TRN)
EXP: Mar 6, 2020
BR WARD

Passport

SECURITY OFFICER
STATE OF FLORIDA

LICENSE NUMBER
D. 2924979



JEAN JACQUES D. RACE B



BOYD J. BROWN
GOVERNOR

NICOLE "NIKKI" FRIED
COMMISSIONER

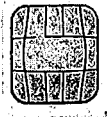
The above license is issued by the Department of Agriculture in accordance with Chapter 349, Florida Statutes.



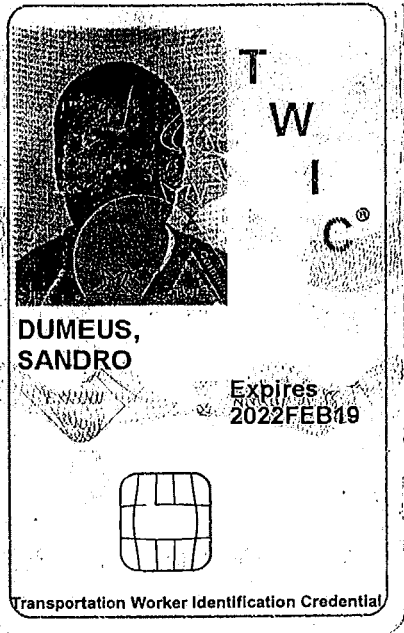
T
W
I
C[®]

JEAN,
JACQUES D.

Expires
2021 FEB 16



Transportation Worker Identification Credential

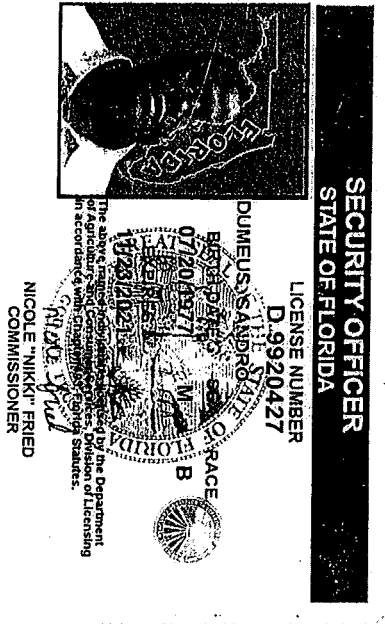


TWIC®

DUMEUS, SANDRO

Expires **2022FEB19**

Transportation Worker Identification Credential



SECURITY OFFICER
STATE OF FLORIDA

LICENSE NUMBER
D.9920427

DUMEUS, SANDRO

EXP: FEB 19 2022

07201577

SEX: M

RACE: B

DOB: 02/28/1977

Signature: *Sandro Dumeus*

NICOLE E. "NIKKI" FRIED
COMMISSIONER

The above license is issued by the Department in accordance with Chapter 320, Florida Statutes.

17517

Seaport Security Identification Card

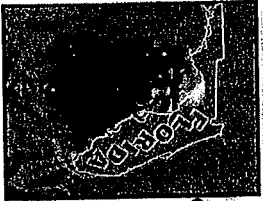


Cargo Dock

Passngr

SANDRO DUMEUS
P.E. TERMINAL (MTSA-TRN)
EXP: Sep 26, 2020

BROWARD COUNTY
PORT EVERGLADES



SECURITY OFFICER
STATE OF FLORIDA

LICENSE NUMBER
D1529125

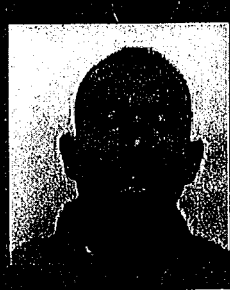
COLON, EROLD
BROWARD COUNTY
021719611
082614222

B

THE STATE OF FLORIDA
Department of Transportation
Division of Licensing
in accordance with the provisions of
Chapter 349, Florida Statutes

Nicole "Nikki" Fried
NICOLE "NIKKI" FRIED
COMMISSIONER


621367
Seaport Security Identification Card



Cargo Dock
Passngr


EROLD COLON
P.E. TERMINAL (MTSA-TRN)
EXP: Jan 26, 2020

BROWARD COUNTY
FLORIDA
PORT EVERGLADES



COLON, EROLD

Expires
2020DEC29



Transportation Worker Identification Credential

**SECURITY OFFICER
STATE OF FLORIDA**

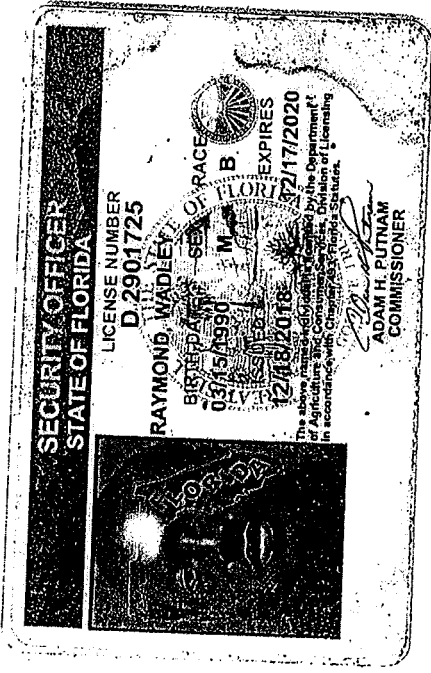
LICENSE NUMBER
D 2901725

RAYMOND WADLEY

BIRTHDAY: 05/15/1990
SEX: M
RACE: B
EXPIRES: 12/17/2020

**ADAM H. PUTNAM
COMMISSIONER**

The State of Florida is an Equal Opportunity Employer. The Department of Agriculture, in accordance with Chapter 120, Florida Statutes, is an affirmative action employer.

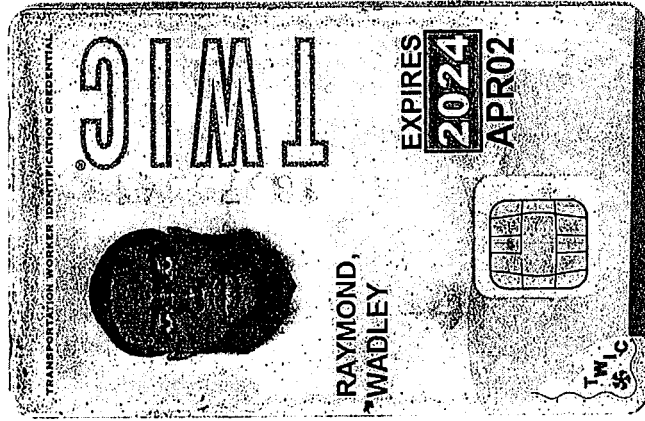


SPILT

TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL

RAYMOND WADLEY

EXPIRES **2024** APR02



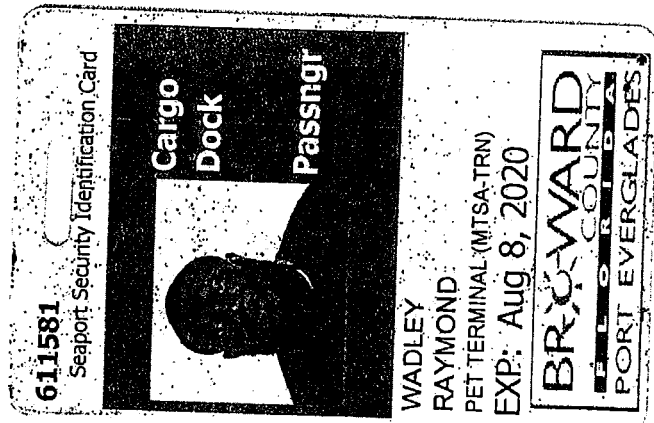
611581
Seaport Security Identification Card

**Cargo
Dock
Passing**

**WADLEY
RAYMOND
PET TERMINAL (MTSA-TRN)**

EXP: Aug 8, 2020

**BROWARD
COUNTY
FLORIDA
PORT EVERGLADES**



**SECURITY OFFICER
STATE OF FLORIDA**



LICENSE NUMBER
D.2507776

PLAISIR, EDITH

BIRTH DATE: **07/21/1955** SEX: **F** RACE: **B**

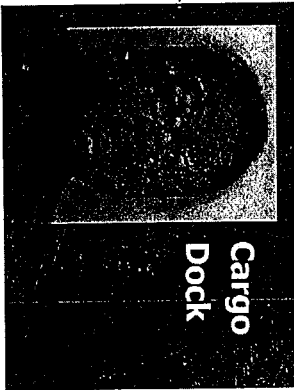
EXPIRES: **03/30/2021**

The above photo and identification issued by the Department of Agriculture and Consumer Services, Division of Licensing in accordance with Chapter 349, Florida Statutes.

Nicole "Nikki" Fried
**NICOLE "NIKKI" FRIED
COMMISSIONER**

592497

Seaport Security Identification Card



**Cargo
Dock**

EDITH

PLAISIR

P.E. TERMINAL (MTSA-TRN)

EXP: Feb 7, 2020

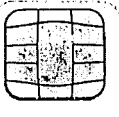
**BROWARD
COUNTY
FLORIDA
PORT EVERGLADES**

**PLAISIR,
EDITH**



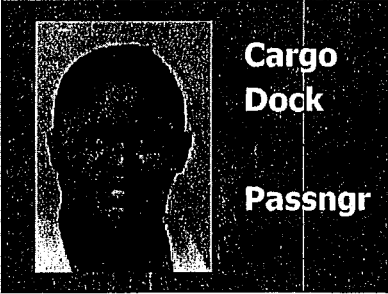
**T
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Expires
2021AUG02



Transportation Worker Identification Credential

594298
Seaport Security Identification Card



Cargo
Dock
Passngr

ALINE
ULYSSE ANDRE
PET SECURITY (MTSA-TRN)
EXP: Sep 26, 2020



SECURITY OFFICER
STATE OF FLORIDA

LICENSE NUMBER
D-1628119

ULYSSE ANDRE ALINE

BIRTH DATE: 06/24/1984
SEX: F
RACE: B
EXPIRES: 07/15/2020

By Adam H. Plitman, Chairman of the Department of Licensing
in accordance with Chapter 349, Florida Statute.

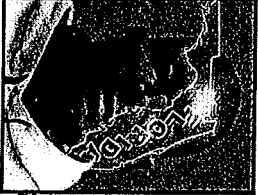
ADAM H. PLITMAN
COMMISSIONER

Transportation Worker Identification Credential

ULYSSE ANDRE, ALINE

Expires 2021/09/05

T
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SECURITY OFFICER
STATE OF FLORIDA

LICENSE NUMBER
D.2942067


SUFFRIN, JEAN PAVULU
 BIRTH DATE 06/07/1964
 SEX M
 HAIR BRN
 EYES BRN
 RACE B

Nicole "Nikki" Fried

The above image is a duplicate of the license issued by the Department of Transportation, and is not valid for use in any other state. It is not valid for use in any other state.

NICOLE "NIKKI" FRIED
COMMISSIONER


579975
Seaport Security Identification Card



Cargo
Dock
Passngr

JEAN
SUFFRIN
P.E. TERMINAL (MTSA-TRN)
EXP: Mar 15, 2020

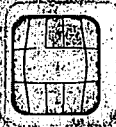
BROWARD
COUNTY
FLORIDA
PORT EVERGLADES



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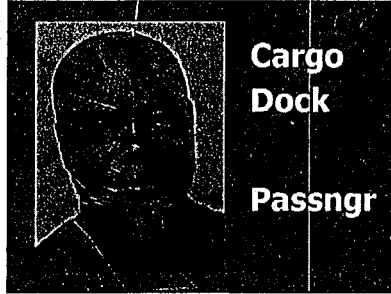
SUFFRIN,
JEAN P.

Expires
2020APR02

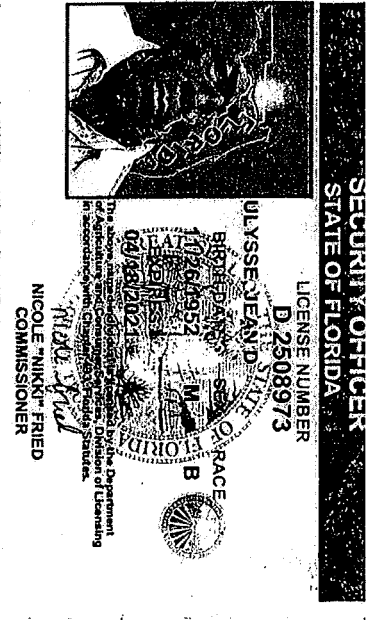
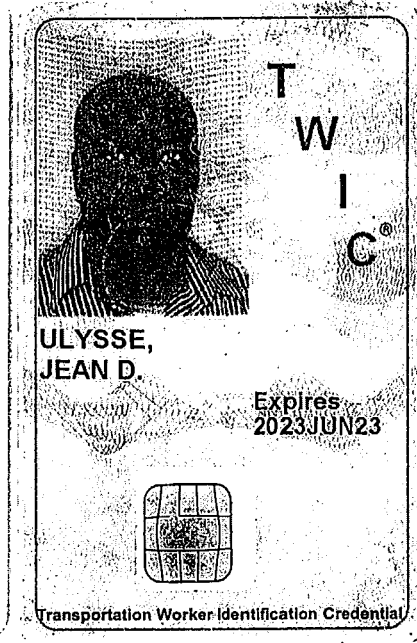


Transportation Worker Identification Credential

604033
Seaport Security Identification Card



JEAN
ULYSSE
P.E. TERMINAL (MTSA-TRN)
EXP: Mar 6, 2020



**SECURITY OFFICER
STATE OF FLORIDA**

LICENSE NUMBER
D 1816037


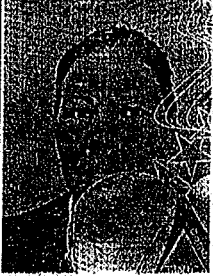
CRUZ WANDA I.

BIRTH DATE: 02/27/86
ISSUED: 07/10/18
EXPIRES: 07/10/20

RACE: W

ADAM H. PUTNAM
COMMISSIONER

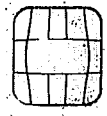
The above name and photograph is issued by the Department of Agriculture and Consumer Services' Division of Licensing in accordance with Chapter 350, Florida Statutes.

**T
W
I
C®**

**CRUZ VAZQUEZ,
WANDA I.**


Expires
2022SEP13



Transportation Worker Identification Credential

630355

Seaport Security Identification Card

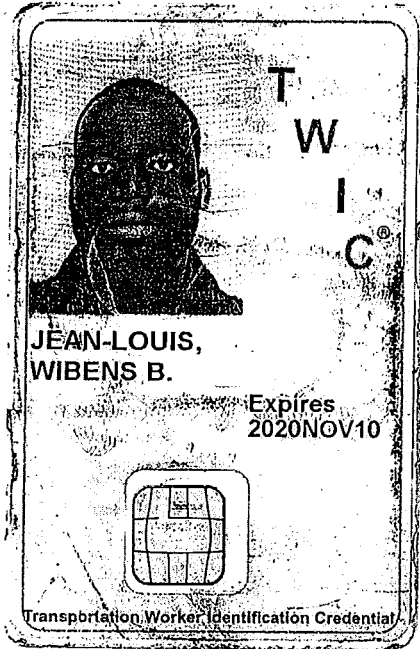


**Cargo
Dock
Passngr**

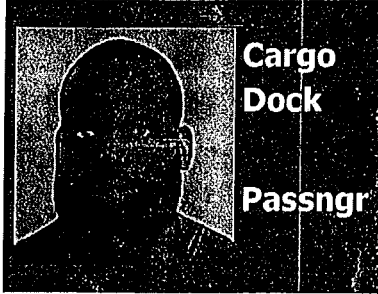
**WANDA
CRUZ VAZQUEZ**
P.E.T. TERMINAL SECURITY (MTSA-TRN)

EXP: Jul 10, 2020

**BROWARD
COUNTY
PORT EVERGLADES**

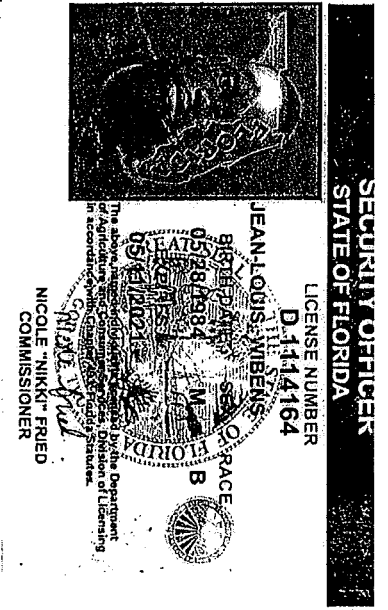



620325
Seaport Security Identification Card



**WIBENS
JEAN-LOUIS
P.E. TERMINAL (MTSA-TRN)
EXP: Oct 24, 2020**

**BROWARD
COUNTY
FLORIDA
PORT EVERGLADES**





SECURITY OFFICER
STATE OF FLORIDA


LICENSE NUMBER
D 1611939

SAINT FELIX, GUYTO

SEX: M RACE: B
DOB: 05/10/1976 EXP: 07/25/2020

The above information is provided by the Department of Transportation and Consumer Services, Division of Licensing in accordance with Chapter 349, Florida Statutes.

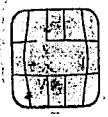
Nicole "Nikki" Fried
NICOLE "NIKKI" FRIED
COMMISSIONER



T W I C®

SAINT FELIX, GUYTO

Expires
2021NOV12



Transportation Worker Identification Credential

626052 Seaport Security Identification Card



Cargo Dock
Passng

GUYTO
SAINT FELIX
P.E. TERMINAL (MTSA-TRN)
EXP: Jul 25, 2020

BROWARD COUNTY
FLORIDA
PORT EVERGLADES

SECURITY OFFICER
STATE OF FLORIDA


LICENSE NUMBER
D. 2624281

NORIEGA, FERNANDO A.


BIRTH DATE: 04/25/1964
SEX: M
RACE: W
EXPIRES: 11/14/2020

The above information is provided by the Department of Agriculture and Consumer Services, Division of Licensing in accordance with Chapter 349, F.S.

Adam H. Putnam
ADAM H. PUTNAM
COMMISSIONER

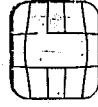


T W I C



NORIEGA, FERNANDO A.


Expires: 2021 JUL 07



Transportation Worker Identification Credential

10280

Seaport Security Identification Card



FERNANDO NORIEGA
P.E. TERMINAL (MTSA-TRN)
EXP: Nov 14, 2020

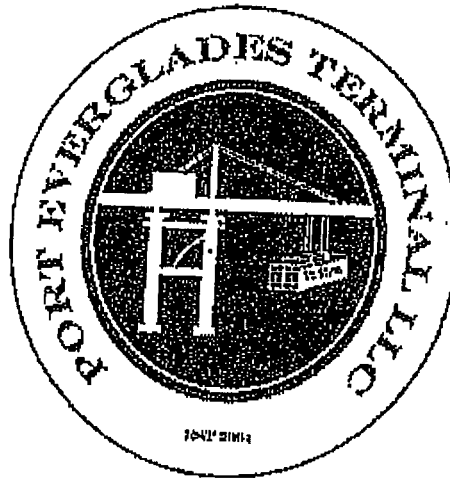
BR WARD
PORT EVERGLADES

Cargo Dock
Passenger Petrol

Safety Manual



FLORIDA STEVEDORING INC.
Miami - Fort Everglades



Richard G. Rovirosa

Revised July 2008

EML

EML		
Emergency Contacts	Office	Mobile
Broward Sheriff's Office, Special Operations Center	954 831-3911	
Broward Sheriff's Office, Hazmat Response Team	954-766-5386	
USCG - Sector Miami		305-535-4472
National Response Center	800-424-8802	
Broward General Hospital	954-356-4400	
Florida Power & Light	954-583-2473	
City of Hollywood Water & Sewer Department	954-831-3250	
Port Everglades Harbor Master's Office	954-488-0212	
Port of Miami Security Operations Division	305-322-1181	
PET Staff (Terminal Operations)		
Javier Miranda, Terminal Manager		305-218-7605
Alvaro Perez, Terminal Superintendent		305-218-7568
Arturo Martinez Terminal Superintendent		305-877-7779
Erick Alexander Terminal Superintendent		305-2153742
Julio Cordova Terminal Superintendent		305336-3768
PET Staff (Equipment & Fleet Maintenance)		
Eddie Clavijo, Equipment Maintenance Manager		786-253-7842
Mike Benitez, Shop Foreman		305-360-4640
PET Staff (Security & Safety)		
Mario Garcia, Chief of Security, Safety & FSO		305-915-5844
Fernando Noriega, Security & Safety Superintendent		786-312-7587
PET Main Gate / 24hrs Guard		305-218-7582
Administration		
Richard Rovirosa, PET CEO & General Manager		305-992-7387
Frank Rovirosa	305-786-1092	305-374-0012
Rolando Gomez, VP Finance		305-298-3084
IT Support		
Jeff Palmer, IT Support		954-224-0444
Jorge Morales		305-298-6650
SECR Container M&R		
Arnaldo Mesa, Port Coordinator		305-357-9794
German Gonzalez, Shop Foreman		786-252-4897
George Novo President		305-863-0040

PEV - RTG Cranes		
Miguel Hernandez RTG Manager		786-255-8173
Yankler Gonzalez RTG Supervisor		786-955-3890
PEV Staff (Stevedoring Operations)		
Juan Velazquez, Manager - Stevedoring Services		305-218-7536
Marco Sanchez, Vessel Planning Supervisor		954-552-2677
Jimmy Martinez, Operations Manager		305-793-9704
Chiquita Banana		
Tony Caranna - Southeast Dist. Manager	954-627-7816 x25	228-365-7977
MSC Representative - PEV		
Paris Penaherrera	843-971-4100	786-817-7128
BEA Construction		
Bruno Ramos		305-491-7178
Adrian Price		305-338-0094
John Colao Construction Foreman		786-301-5210
Ernesto Hernandez Construction Supervisor		786-351-2090
Dyna Electric		
Nick Vice president		954-417-9595
IIA Contacts		
Bobby Florie (1922)	305-798-8691	305-798-5845
Nelson Iffa (19220)		786-299-3617
Chris Roland (1526)		954-319-4221
Leon Taylor (1526)		954-774-5485
Other		
Roland Santos, Alpha Marine Surveyors		305-803-1944
BV Oil & Fuels	305-593-0705	
BV Oil & Fuels, Dispatch Office	305-216-8904	
Cliff Berry Inc	954-763-3390	

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2	B	CLIFF BERRY INC CLEANUP CONTRACTS.
3	B	TRUCK COMPANIES P&T SAFETY MANUAL.
4	B	RTG TRAFFIC SAFETY
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1.3 PROGRAM OBJECTIVES

The success of the FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC SAFETY AND HEALTH PROGRAM depends on the sincere, constant, and cooperative effort of all Plan officials, management, and employees. Their active participation and support of the safety program and implementation of its procedures will make it a success.

Annual review: The following objectives and goals have been established to gauge the success of our program, as a minimum guideline, and will be reviewed annually by the Safety Superintendent and or its designate to evaluate the Plan's safety performance:

Objectives:

To provide a Safety and Health Program consistent with good operating practices and maintain compliance with applicable safety and health regulations, and any other codes, rules, or practices consistent with this company.

To create an attitude of safety consciousness in management, supervision, and employees: We will establish a spirit of cooperation and teamwork throughout all operations regarding all health and safety matters.

In order to accomplish these objectives, our safety program will include:

- Preplanning for safety in every portion of the operation through the active cooperation and participation of management personnel. We will draw upon their experience and expertise to anticipate and mitigate or eliminate accident-producing situations through ongoing Safety meetings during vessel's operations.
- Provide mechanical and physical safeguards to the maximum extent possible in compliance with government regulations, i.e., State or Federal OSHA, Fire Codes, etc.
- Conduct a program of safety and health inspections to discover and correct unsafe working conditions or practices; to control health hazards; and to comply fully with the safety and health standards for each job, operation, and facility.
- Training for all employees on good safety and health practices.
- Providing the necessary personal protective equipment and instructions for its use and care.
- Developing and enforcing safety and health rules and requiring all employees to cooperate with these rules as a condition of employment.
- Investigating every accident promptly to find its cause and correcting the problem in order to prevent recurrence.

Limitations:

All operations are not the same, and the policies and procedures set forth in this manual need to be tailored to the specific operations and characteristics of each operation. The successful implementation of this manual will largely depend on the enthusiasm and common sense of each supervisor, Manager and Officer.

ASSIGNMENT OF RESPONSIBILITY

2.1 EXECUTIVE MANAGEMENT

Management will oversee the administration of the safety and health program. Any member is committed to providing a safe and healthful place of employment for all employees. In addition, it is the primary goal of administrative management to comply with all applicable State, Federal, and local safety and health regulations.

Management will rely on the involvement and participation of any and all management representatives to fulfill their individual responsibilities in the administration, coordination, and implementation of the safety and health program.

It is without question that management would hope that all employees comply with the safety and health program voluntarily. Should any individual fail to comply with their responsibility for the safety and health of their workforce, they will be held accountable within the guidelines and restrictions of the disciplinary program outlined within this program.

2.2 SAFETY SUPERINTENDENT AND OR ITS DESIGNATE RESPONSIBILITY

The Safety Superintendent and or its designate will advise management, as well as the supervisors and employees, of unsafe conditions and problems related to accident prevention and recommendations for safety and health. The Safety Superintendent and or its designate will assist and advise management and supervision in how best to provide a safe work environment, necessary safety equipment needed on the job, safety training that may be required, or sample safety inspections in the interest of accident prevention.

The General Manager will appoint a member of top management as the company's Safety Superintendent and or its designate. The Safety Superintendent and or its designate responsibilities for FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC. will be implemented by Julio Cordoba (MIA) & Fernando Noriega (PET). The duties of the Safety Superintendent and or its designate will include but are not limited to the following activities:

- The development and administration of the safety and health program.
- Development of methods and procedures for the implementation of the program.
- Provide support and direction in the training and development of personnel.
- Monitor the implementation of the program and develop means of accountability and enforcement.
- Publish and distribute the minutes of any safety meetings to appropriate management staff.
- Monitor the supervisor's performance in the investigation of accidents and documentation.
- Monitor corrective action necessary to prevent recurrence.
- Assist in the preparation of safety and health bulletins, posters, and publicity as needed.

2.3 SUPERVISOR'S SAFETY RESPONSIBILITY

Each supervisor, and every employee with supervisory authority, has full responsibility for the safe actions of their employees under their control and the safe performance of machines and equipment within their operating area. The full potential of an effective safety program can only be realized when all levels of supervision cooperate in all phases of the program. The following is a list of responsibilities of each Supervisor:

Each supervisor shall assume full responsibility and authority to enforce the provisions of this SAFETY POLICY AND PROCEDURES MANUAL AND PROGRAM

DISCIPLINARY POLICIES:

- Each supervisor must assume full responsibility for the safe and healthful working areas for his/her employees.
- Each supervisor must be fully accountable for preventable injuries, collisions, and liabilities caused by his employees.
- Each supervisor must make sure the necessary safety equipment and protective devices for each job are available, used, and maintained properly.
- Each supervisor must take the initiative in recommending correction of deficiencies noted in work procedures, equipment, facilities, employee job training, or attitudes that adversely affects our efforts to control accidents and injuries.
- Each supervisor must be firm in the enforcement of work policies by being impartial in taking disciplinary action, as defined in this MANUAL against those who fail to conform. And at the same time each supervisor is encouraged to be prompt with positive recognition to those who perform well.
- Each supervisor must ensure that each employee is fully trained for the job he is assigned to do, that each employee is familiar with published procedures and work rules, and that each employee certifies in writing that he or she understands compliance is mandatory.
- Each supervisor must ensure that each new employee receives, reads, and understands the company CODE OF SAFE PRACTICES. A copy of the Code, signed by the new employee, must be forwarded to the Safety Superintendent and or his designate. A copy of the Code, signed by the employee, must be given to the employee.
- Each supervisor must continually observe and evaluate job conditions and work procedures to detect and correct any unsafe conditions and/or unsafe work practices.
- Each supervisor should periodically meet personally with each employee to review and discuss safety policies and procedures that pertain to their jobs and the operations.
- Should an employee have a work related injury or illness, it is the responsibility of the supervisor to investigate the claim and provide the necessary "Employee Report of Injury" forms to the employee when informed of the injury or illness.
- Each supervisor must fully cooperate with the Safety Superintendent and or its designate, Insurance Company Safety Personnel and OSHA Compliance Officers in shutting down operations considered to be an imminent danger to employees, or in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.
- Each supervisor must attend any management Safety Meetings when held and participate in the promotion of safety awareness.
- Each supervisor should encourage their employees to participate in the recognition, correction or reporting of any safety or health problems without fear of reprisal.

2.4 EMPLOYEE RESPONSIBILITIES

EMPLOYEE: For the purpose of this Manual, the term "EMPLOYEE" shall include members of Management, Supervisors, Superintendents and their subordinates, and ILA affiliated employees.

All employees are required, as a condition of employment, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their fellow workers, and conserve material resources and time.

The items listed below are part of the employee responsibilities as outlined by OSHA. However, they are only minimum guidelines. It is important that each employee assist in the safety program on a voluntary basis. Failure to do so will mean that disciplinary guidelines will be implemented. Promptly report to your supervisor all accidents, near misses and injuries occurring within the course of their employment.

NOTE: All ILA affiliated employees must undergo the minimum training requirements as outlined by OSHA. Training courses and certification for ILA employees is provided through the Southeast Florida Employers Port Association (SEFEPA).

- Cooperate with and assist in investigation of accidents to identify correctable cause and to prevent reoccurrence.
- Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.
- Become familiar with and observe approved safe work procedures during the course of their work activities.
- Keep work areas clean and orderly at all times.
- Avoid engaging in any horseplay and avoid distracting others.
- Obey all safety rules and follow published work instructions.
- Wear protective equipment when working in hazardous areas or jobs, and/or as required by supervision.
- Inspect all equipment prior to use and report any unsafe conditions to your supervisor immediately.
- Safety feedback is encouraged from all staff (Management & Labor) either through discussions and safety meetings or through written suggestions. Same may be done without fear of reprisal, which may assist in improved working conditions or work practices to your immediate supervisor.

DISCIPLINARY POLICY

3.1 INTRODUCTION

This policy is intended to provide rules and guidelines for administering disciplinary action to employees, who violate safety rules and procedures or who, by their record or actions, indicate a disregard for safety.

Safety related disciplinary action will be administered through the Safety Superintendent and or its designate.

3.2 PURPOSE

The purpose of this policy is to enhance safety awareness in all employees, and to motivate them to perform their work safely, in accordance with established safety rules, procedures, and instructions.

3.3 CIRCUMSTANCES LEADING TO DISCIPLINARY ACTION

Listed below are conditions that could be considered for disciplinary action under the provisions of this policy:

- Violation of a supervisor's safety related instructions.
- Violation of established safety rules and/or procedures.
- Violation of instructions on posted safety related signs.
- Obvious unsafe actions as may be indicated by the improper use of equipment, horseplay or practical joking, poor housekeeping practices, etc.
- Lack of concern toward safety instructions and programs.

The above circumstances are not intended to be all-inclusive. Any other circumstances that indicate an employee's disregard for their own safety, the safety of others, or the neglect of proper care for equipment, may also result in disciplinary action under the provisions of this policy.

3.4 PROCEDURE:

- This program is effective as of February 1 2008.
- The twelve (12) month period is a continuous period.

Whenever a supervisor or other member of management observes an employee committing an unsafe act or creating or allowing a hazardous condition to exist, a Safety Violation Notice should be completed. A copy of the violation form should be retained in the employee's personnel folder, and each time a new violation form is received, the employee's file will be reviewed for previous violations. Where previous violations appear during a 12-month period, the sanctions listed below will be implemented.

The Safety Superintendent and or its designate will investigate any violation of the safety procedures and any accident where the cause is not clear. Their recommendation as to cause, preventable or non-preventable, will be made to the management.

If the employee feels they have been treated unjustly, they will be allowed to appeal the decision. The appeal will be reviewed by the Safety Superintendent and or its designate, and the employee's supervisor.

3.5 EMPLOYEE SANCTION GUIDELINES and CORRECTION ACTIONS TO BE TAKEN AS PER THE SOUTH FLORIDA EMPLOYER ASSOCIATION (SEFEPA) GUIDE LINES WHEN THE SAME CONCERN ILA LABOR.

The following sanctions apply for violations of safety procedures or involvement in a preventable accident:

First Incident:	Verbal warning with documentation, and possible recertification
Second Incident:	Written warning with possible suspension / ILA HEARING
Third Incident:	Disciplinary action which may include discharge through grievance forum.
Fourth Incident:	Discharge.

3.6 GUIDELINES FOR SUPERVISORY LEVELS EMPLOYEES:

The above sanctions also apply to supervisory level employees that will also be subject to disciplinary action: when their employee receives some form of disciplinary action as noted above, or who demonstrate negligence in their implementation or enforcement of written policy. Supervisory level employees may be subject to these disciplinary guidelines as an individual or as a member of management.

3.7 SUMMARY

The above disciplinary actions are a minimal guideline. Depending on the circumstances or the severity of the violation or incident, any level of discipline, which is most appropriate for the time and action up to, and including termination, employee or supervision, may be implemented?

Approved by: See Employee Safety Handbook for signature

3.8 SUPERVISORS' DISCIPLINARY ACTION

As a member of the management team you will be in the position to enforce the Safety Policies in this manual. Many of us consider the acts of Discipline and Enforcement difficult and uncomfortable to administer. However you must remember that when it comes to a broken bone, a severed limb, or the death of our co-workers, it is impossible to place a value on these things.

The first definition of "Discipline" in the dictionary is "Instruction". Another definition is "Training that corrects, molds, and perfects". The following statement will be the foundation of our Disciplinary Policy:

"ASKING ME TO OVERLOOK A SIMPLE SAFETY VIOLATION WOULD BE ASKING ME TO COMPROMISE MY ENTIRE ATTITUDE TOWARD THE VALUE OF ONE'S LIFE."

SAFETY VIOLATION NOTICE

3.9 EMPLOYEE WARNING

Date / Time of Notice: _____

Employee's Name: _____

Management, Supervisor, or Labor Union and Local # Affiliation: _____

Date and Time of Warning: _____

Was warning initially issued verbally: YES / NO ?

Date and Time of Safety Procedures Violation: _____

Reported By: _____

Location of Safety Violation: _____

Witness(es) Name(s) and Contact Information: _____

Explanation of Safety Violation: _____

3.10 VIOLATION CONSIDERATIONS DEEMED:

Date / Time of Considerations Deemed: _____

Extremely Serious _____ Serious _____ Minor _____ Other _____

1st Notice _____ 2nd Notice _____ 3rd Notice _____

COMMENTS: _____

SUPERVISOR'S COMMENTS: _____

SUPERVISOR'S SIGNATURE: _____ Date: _____

EMPLOYEE'S COMMENTS: _____

EMPLOYEE'S SIGNATURE: _____ Date: _____

4.1 MANAGEMENT & SUPERVISORY LEVEL EMPLOYEES

PERSONAL ORIENTATION

- All Management & Supervisory level employees shall receive safety orientation, no later than the first workday on the job.
- In addition to orientation material made available, each supervisor must explain the safety criteria for individual jobs.

4.2 MANAGEMENT & SUPERVISORY LEVEL EMPLOYEES

CHECKLIST INSTRUCTIONS

- Management & Supervisory level employees shall complete the following form indicating they have explained the Safety policy, programs, procedures, and requirements as indicated, to the new employee prior to the employee beginning their job assignment.
- The enclosed form is used as a matter of personnel policies and procedures and is part of the overall program.
- By using this checklist, you ensure the new employee is properly instructed in the safety rules that apply to their job assignment.

4.3 MANAGEMENT & SUPERVISORY LEVEL EMPLOYEES SAFETY ORIENTATION GUIDELINE

- Management & Supervisors are responsible to discuss with each new employee the following items in their entirety.
- Each of the following elements should be reviewed with each employee personally by either reading or general discussion, unless other means are available.

4.4 SAFETY POLICY

Located in the front of the Safety Manual; review with each Management & Supervisory level employee.

4.5 EMPLOYEE RESPONSIBILITIES FOR SAFETY

All Management & Supervisors are required, as a condition of employment and as outlined in the OSHA regulations, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves and their fellow workers. It is the policy of FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC that all employees shall:

- Immediately report to their supervisor, all accidents, near misses and injuries, no matter how slight occurring within the course of their employment.
- Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent recurrence.
- Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.
- Become familiar with and observe approved safe work procedures during the course of their work activities.
- Keep work areas clean and orderly at all times.
- Avoid engaging in any horseplay and avoid distracting others.
- Obey all safety rules and follow published work instructions.

4.5 EMPLOYEE RESPONSIBILITIES FOR SAFETY (continued)

- Wear personal protective equipment when working in hazardous operations area, and/or as required by the supervisor.
- Inspect all equipment prior to use and report any unsafe conditions to their immediate supervisor.
- Submit any suggestions for accident prevention, without fear of reprisal, to their immediate supervisor, which may assist in improved working conditions or work practices.

EMPLOYEE SAFETY ORIENTATION GUIDELINE

4.6 USE OF EQUIPMENT

We have established special guidelines for the use of special equipment. Only trained and authorized employees are permitted to operate this equipment.

4.7 FIRST AID EQUIPMENT

First Aid supplies are kept Facility Offices. Should you have an injury, no matter how slight, report it to your supervisor immediately. With minor injuries it is important to reduce the potential of infection or more serious complications by reporting the incident immediately. First Aid can then be given to minimize any serious problem.

4.8 FIRST AID RESPONDERS

All employees are also encouraged to become first aid trained as a benefit to themselves and their families.

4.9 EMPLOYEE CONDUCT

The company has established and endorsed various rules and regulations for the safety of their employees. However, sometimes it is necessary to impose sanctions or restrictions on an employee who is not following proper work procedures, safety procedures or other elements of stated policy. Each supervisor is held accountable for their employee's proper work performance. Thus, it is the supervisor's responsibility to hold the employee accountable for their performance. Each employee's voluntary compliance with these rules will assist in providing a safe and productive worksite. On the other hand, the rules and regulations must and will be strictly enforced.

4.10 ALCOHOL AND DRUG ABUSE POLICY

The organization has established an "alcohol and non-prescription drug abuse policy" for the protection of its workforce and resources. No one is permitted on a site that may be using, selling, or handling alcohol or drugs. Employees suspected of being "under the influence" are subject to search and screening.

4.11 HAZARD COMMUNICATION

The use of hazardous chemicals may be a part of some jobs. On any job where it is known to have hazardous chemicals or employees are required to work with hazardous chemicals, the employees will be instructed in the "Hazard Communication Training" program. The purpose of the program is to inform and train employees how to work safely with hazardous chemicals.

4.12 SANITATION AND PERSONAL HYGIENE

Employees are encouraged to maintain good personal hygiene.

4.13 SPECIAL CHEMICAL HAZARDS

Certain other chemicals used on the job are "extremely hazardous". Most employees will not be exposed to them during normal operations or work. However, your supervisor will provide you with special information to safely handle these chemicals should it be necessary that an employee work with the chemicals or on equipment that is exposed to them.

4.14 SPECIAL TRAINING

Special safety training in the use of equipment, new procedures, new equipment, or other items may be required periodically. Any employees involved in these jobs or equipment use will be required to complete this special training prior to beginning the job (Certification); same and conduct under supervision of SEFEPA.

4.15 PERSONAL PROTECTIVE EQUIPMENT

Hard Hat / Vests / Safety Shoes / Globes are required in some areas in this facility. Other types of personal protective equipment will be assigned as the job may require.

4.16 SPECIAL CLOTHING

On some jobs, it requires that employees wear protective clothing. This may include long sleeve shirts, wrist and arm gauntlets, and gloves. Your supervisor will inform you of the individual requirements for the job when the occasion arises. On most jobs, employees not wearing any shirt or wearing a T type shirt will not be allowed to work.

4.17 SAFETY RULES

(Read Safety Rules that apply to the job and employee. - See applicable procedures throughout Manual).

4.18 EMPLOYMENT DOCUMENTS

The new immigration law of 1986 requires that all employees hired after November 6, 1986 must provide proof of work eligibility. Applicants will be required to submit originals of one document from Group "A" or, one document from both Groups "B" and Group "C".

GROUP A (Office staff and company Employee)

- 1 U. S. PASSPORT
- 2 CERTIFICATE OF U. S. CITIZENSHIP
- 3 UNEXPIRED FOREIGN PASSPORT WITH UNEXPIRED WORK AUTHORIZATION ENDORSEMENT OF THE ATTORNEY GENERAL 1-551 ALIEN REGISTRATION RECEIPT CARD WITH PHOTOGRAPH.

GROUP B (Office staff and company Employee)

- 1 SOCIAL SECURITY CARD (ABSENT NO-WORK ENDORSEMENT)
- 2 U. S. BIRTH CERTIFICATE OR CERTIFICATE ESTABLISHING U. S. SAFETYITY AT BIRTH.
- 3 OTHER DOCUMENT APPROVED BY ATTORNEY GENERAL AUTHORIZING EMPLOYMENT BY THE APPLICANT IN THE U. S.

GROUP C (ILA Personnel)

- 1 I-9 Form
- 2 Valid Port ID
- 3 OTHER DOCUMENT APPROVED BY THE ATTORNEY GENERAL AUTHORIZING EMPLOYMENT IN THE CONTAINER/PORT (TWIC).

4.19 ORIENTATION CHECKLIST FOR NEW EMPLOYEES

- I-9 Form for employment completed and signed (Proof of citizenship on file, per attached requirements.) (Office Personnel also)
- W-4 Form completed
- Informed of labor laws (as posted)

4.20 SAFETY & HEALTH PROGRAM – ACKNOWLEDGEMENT FORM

Discussed the company safety program and received copy of applicable safety rules including:

- Safety & Health Policy.
- Code of Safe Practices.
- Disciplinary Policy & Enforcement Practices.
- Accident Reporting Procedures.
- Reporting Unsafe Conditions.
- Proper Lifting Techniques.
- Special Protective Equipment Requirements.
- Shown location of fire alarms, fire extinguishers, fire exits, and evacuation plan.
- Discussed job training requirements and how assignments are made, reviewed job description and trained for this job (copy attached).
- Provided PPE, Vest, glasses, gloves, etc. if required.
- Discussed proper clothing for the job.
- Given instructions regarding Personal appearance and Proper Footwear.

I, _____ have discussed and understood all above statements and instructions.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

DISTRIBUTION: OFFICE (ORIGINAL) - SUPERVISOR - SAFETY SUPERINTENDENT

4.21 CODE OF SAFE PRACTICES

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. Your supervisor is obligated to hold you responsible for your safety by enforcing these rules and by providing you a safe place to work.

- I will immediately report to my supervisor all accidents or near misses, and injuries, no matter how slight, that may occur on the job.
- I will cooperate with and assist in investigation of accidents to identify the causes and to prevent recurrence.
- I will promptly report to my supervisor all unsafe acts, practices, or conditions that I observe.
- I will become familiar with and observe safe work procedures during the course of my work activities.
- I will keep my work areas clean and orderly at all times.
- I will avoid engaging in any horseplay and avoid distracting others.
- I will obey all safety rules and follow published work instructions.
- I will wear personal protective equipment when working in hazardous areas, and/or as required by my supervisor.
- I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.
- I will submit any suggestions for accident prevention, which may assist in improved working conditions or work practices to my immediate superior.
- I will smoke in authorized locations only.
- I will not bring onto the job, have in my possession or in my car, any weapons or ammunition of any kind.
- I will not have in my possession, use, or introduce any kind of intoxicating liquor or illegal drugs on any customer's property or work area or facility, or I will accept possible discharge for these illegal actions.
- I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

4.22 EMPLOYEE ACKNOWLEDGEMENT FORM

CODE OF SAFE PRACTICES

I, _____ hereby acknowledge that I have received, read, and understood the "Code of Safe Practices" for FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC and agree to conform to all practices, safety rules, and regulations relating to safe work performance. I also understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

- It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.
- I am encouraged to inform my immediate superior of any hazards on the job without fear or reprisal, and that should my assistance create any such action or related intimidation, that I am encouraged to contact the Safety Superintendent and or its designate or management.

Signature of Employee

Date

Signature of Supervisor

Date

4.23 EMPLOYEE RECOGNITION

ENCOURAGE POSITIVE PERFORMANCE

Monitoring performance is a constant reminder that safety should be practiced at all times. Proper safety practices will result in an easier job, and better working conditions for everyone. Each supervisor shall set the example and shall be held responsible for monitoring performance.

Whenever an unsafe practice is observed, it must be immediately brought to the attention of the employee. On the other hand, when an employee is observed making an effort to approach a problem in a safe manner, a gesture of recognition and approval should be immediately made.

Performance is monitored to encourage safety consciousness and to convince employees that unsafe working habits will not be tolerated. Where a continued failure to comply with safety procedures is observed, the employee will receive a written warning from their supervisor according to written policy. See the disciplinary policy for establishing corrective action.

SAFETY AWARDS AND RECOGNITION

The company will periodically conduct incentive programs to recognize the significant contributions that have a positive impact on the safety and health program. Awards will be established for individual accomplishments, for the recognition of groups of employees, or by job location. It is the company's belief that these programs will improve the accident/injury performance by encouraging individuals as well as groups of workers to a higher level of safety awareness. These programs are designed to stimulate interest and recognize special achievement and personal contributions to the safety program and concepts.

EMERGENCY PROCEDURES

Provisions must be made for prompt Medical attention in case of serious injury. The location and phone number of emergency service providers will be posted in the office and provided to each supervisor to keep in their vehicles.

5.1 PURPOSE

To establish a system for the planning and implementation of emergency procedures.

5.2 OBJECTIVES

To provide for the recognition, evaluation, and proper response in the event of an emergency situation. To provide minimum guidelines for employee involvement in emergency preparedness.

5.3 PROCEDURE

Planning for Emergencies:

The company, under the direction of the Safety Superintendent and or its designate, will establish an emergency plan. The supervisor and Safety Superintendent and or its designate will be in charge of:

- Supervising the development of plans and coordinating the planning with appropriate authorities.
- Setting up cooperative emergency plans and arrangements with the customer's plans, if any.
- Consulting with local police and fire department as applicable.
- Putting the basic procedures in written form.
- Keeping the plans simple and up-to-date.
- Arranging for special training of employees as needed.
- Instructing personnel in the company, in their responsibilities in case of fire or any emergency.

5.4 GENERAL EMERGENCY PROCEDURE GUIDELINES

The Safety Superintendent and or its designate will follow the Emergency Procedure guidelines listed below, at minimum, when completing the procedures for the company. The following procedures, when appropriate, can be established for any job as may be applicable or amended as necessary to meet their needs.

EMERGENCY ACTION PLAN

5.5 NOTIFICATION

The person first encountering the emergency condition should notify the telephone operator and give the LOCATION and DESCRIPTION of the emergency. (See the "Site Emergency Phone List") Upon verification of the need to evacuate the facility, the evacuation signal must be announced via RADIO.

5.6 FIRE EMERGENCY, EXPLOSION, OR CHEMICAL SPILL

If a fire is discovered or an explosion occurs, the supervisor must:

- Remove their people from the immediate area of the fire and evacuate to the pre-designated safe area.
- Notify the telephone operator to sound the alarm (or call 911 as instructed), stating the location of the fire and what is burning or the actual emergency. Then notify the Emergency Officer.
- Make a head count of employees at the assigned assembly area to ensure that they are all there.
- Return to the fire and attempt to extinguish it only if you have been trained to do so.
- Assign an employee to meet and direct the fire department to the location of the fire.
- Notify the Safety Superintendent and or its designate and Jimmy Martinez (MIA) or Alvaro Perez (PET) immediately of any fire that involved personnel, equipment, or liability.

If a chemical spill occurs, in addition to the above steps make every effort to contain the spill to as small area as possible without further endangerment to human health or the environment.

5.7 EMERGENCY OFFICER'S RESPONSIBILITIES

Whenever there is an imminent or actual emergency at the FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC.'s buildings/facility, the Emergency Officer or one of the alternates shall immediately:

- Notify all personnel and evacuate the buildings.
- Notify the Fire Department if their help might be needed.
- Make every reasonable effort to contain the fire or chemical spill to as small an area as possible, and keep incompatible chemicals separated without further endangerment to human health or the environment.
- Identify what caused the emergency (which chemical or fire), exact source, and amount of released material.
- Assess all possible hazards to human health or the environment, considering direct and indirect effects of the release, fire or explosion, such as toxic or irritating gases, water runoff from chemical agents used to control the emergency, etc.

5.8 EMPLOYEE RESPONSIBILITIES FOR SAFETY

If the emergency situation could threaten human health or the environment, and assessment indicates evacuation of the local areas is advisable, contact the FIRE DEPARTMENT @ 911 immediately and assist them however possible. Also notify the STATE OFFICE OF EMERGENCY SERVICES and report the following:

- Name and telephone number;
- Company name and address;
- Time and type of incident;
- Name and quantity of materials;
- Extent of injuries, if any; and
- Possible hazards to others or the environment.

6.8 EMPLOYEE RESPONSIBILITIES FOR SAFETY (continued)

- When the emergency situation is under control, cleanup or neutralization can begin using appropriate tools, safety equipment, and outside services as necessary, depending on the type of emergency. All hazardous materials must be cleaned up, stored properly or hauled to an appropriate dump site for disposal.
- Before normal operations begin again, all tools, emergency equipment and devices listed on the Emergency Equipment List must be operational and ready for use

EMERGENCY OFFICERS

PRIMARY OFFICERS

Miami Operations

Julio Cordoba
Tel: 305-358-0627
Cell:954-254-6445
Home:305-556-5616

Jimmy Martinez
Tel: 305-358-0627
Cell: 305-793.9704
Home:305-255-3580

Port Everglades Operations

Fernando Noriega
Tel: 954-524-7520, ext 210
Cell:786-312-7587
Home:305-261-3138

Javier Miranda
Tel:954-524-7520, ext 205
Cell:305-218-7505
Home:305-412-1046

ALTERNATE OFFICERS

Miami Operations

Port Everglades Operations

Alvaro Perez
Tel:954-524-7520, ext 207
Cell:305-218-7505
Home:954-693-4673

Jeff Palmer
Tel:954-524-7520, ext 214
Cell:954-224-0444
Home:954-625-7550

Jurica Elez
Tel:954-524-7520, ext 207
Cell:561-452-6646
Home:561-965-4369

One of the Emergency Officers will be available at all times. The Primary Officer is to notify one of the alternates if he will be out of town, on vacation, etc.

5.9 LIST OF EMERGENCY EQUIPMENT AND SUPPLIES BY LOCATION

Miami Operations

<u>ITEM</u>	<u>QUANTITY</u>	<u>LOCATIONS</u>
Fire Sprinkler System	multi	See Facility Layout for locations
Fire Extinguisher (shop area)	4	Wall mounted throughout shop
First Aid Kits	1	Main Office- Mounted on Fencing
Fire Extinguisher – Office	1	Inside by front door
Fire Extinguishers – Top-Loaders	8	Located inside Cabs
Yard Mules	24	Located inside Cabs
Yard Pick up Trucks	10	Located inside Cabs
Fork Lifts	21	Located inside Cabs
Fuel Truck	1	Located inside Cab

See page #- Diagram for the facility location of the Fire Extinguishers / Hydrant

Port Everglades Operations

<u>ITEM</u>	<u>QUANTITY</u>	<u>LOCATIONS</u>
Fire Extinguishers (50lbs)	2	Power Shop and Container Repair Shop
Fire Hydrant	5	See Facility Layout for locations
Fire Extinguisher 10 lbs (Yard)	9	Marked Light Post throughout facility
Fire Extinguisher 10 lbs (Shop)	4	Throughout Shop Facility
Fire Extinguisher 10 lbs (Shop)	1	Inside Shop Facility
First Aid Kits	1	Main Office- Kitchen
Fire Extinguisher – Offices	7	Server Room, Hallways & Private Offices
Fire Extinguishers – Top-Loaders	16	Located inside Cabs
Yard Mules	30	Located inside Cabs
Yard Pick up Trucks	19	Located inside Cabs
Fork Lifts	8	Located inside Cabs
Fuel Truck	1	Located inside Cab
Container Repair Trucks	9	Located inside Truck Cabs

See page #- Diagram for the facility location of the Fire Extinguishers / Hydrant

FIRE PREVENTION AND EMERGENCY PREPAREDNESS

5.10 FIRE AND EXPLOSION HAZARDS

There are three (3) elements necessary for a fire:

- Fuel - Combustible material, i.e., wall coverings, paper products, furniture, etc. Flammable liquids, i.e., paints, thinners, lacquers, gasoline, and others.
- Heat - Sufficient to raise the material to its ignition temperature. Primary causes can be cigarette smoking, electrical fires, grease fires, and fires caused by explosions.
- Oxygen to sustain combustion. Oxygen is the one element that could be controlled by closing doors and isolating the fire as much as possible.

6.11 FIRE AND EXPLOSION PREVENTION

Each supervisor will be responsible for the following fire prevention activities:

- Make routine inspections of fire prevention and protection systems regularly and keep in good operating condition.
- Review evacuation routes, as applicable with employees on a regular basis for each work area. Follow the designated routes and know the pre-designated safe areas previously established.
- Train key employees, if necessary, in the use of fire protection equipment (extinguishers, hose, etc.).
- Be familiar with known hazards that may affect your operations inside and outside any building.
- Coordinate with the public fire department on pre-fire plans, training and evacuation procedures, as they may apply.

5.12 FIRE EXTINGUISHERS & EQUIPMENT

General Requirements

- Portable fire extinguishers must be maintained in a fully charged and operable condition and kept in their designated places at all times when they are not being used.
- Extinguishers must be conspicuously located where they will be readily accessible and immediately available for use.
- The selection of fire extinguishers for a given situation will depend upon the characteristics of a potential fire, the construction and occupancy of the individual property, the vehicle or hazard to be protected, ambient temperature conditions, and other factors.
- The number of extinguishers required must be determined by reference to the layout criteria included in this manual.
- Only UL or FM approved fire extinguishers are permitted.
- Only employees who have been trained in their proper use are permitted to use fire extinguishers.

FIRE PREVENTION AND EMERGENCY PREPAREDNESS (Continued)

Maintenance

- At regular intervals, not less than annually, or when specifically indicated by an inspection, extinguishers must be thoroughly examined, recharged and/or repaired to ensure operability and safety, or replaced as needed.
- Extinguishers removed from their locations to be recharged must be replaced by spare extinguishers during the period they are gone.
- Each extinguisher must have a durable tag securely attached to show the maintenance or recharge date and the initial or signature of the person who performs this service.

5.13 FLAMMABLE AND COMBUSTIBLE LIQUID AND MATERIALS

- Flammable liquid containers must be clearly labeled and stored in a protected, separate area.
- Flammable liquids must be used only in small quantities and in approved (UL or FM), self-closing containers.
- Do not refuel a hot or running engine. Clean up spills before restarting.
- Never use gasoline as a cleaner or solvent. Anyone who may do so is subject to immediate discharge.
- Only use approved containers for the transportation of flammable liquids, especially gasoline.
- Never use air or machines to pump flammables out of barrels.

5.14 SCRAP RECEPTACLE TYPE, LOCATION AND USE

This procedure outlines types, location, and use of containers for trash, scrap metal, and similar materials.

Type

- All receptacles must be constructed of metal or other suitable type containers of non flammable materials.
- Paper or pasteboard cartons, wooden boxes or crates, and similar type containers must not be used for collection of combustible materials.
- Receptacles, located outside of buildings, for combustible trash must be located at least 15 feet from the building or combustible materials.

Use

- Employees must be instructed to use trash receptacles for the disposal for paper, lunch, remnants, and all small scraps of a combustible nature.
- Cigarette and cigar butts, matches, etc., should never be thrown in trash receptacles.
- Glass (broken, empty jars, etc.), scrap metal, and similar material should be placed in special trash containers or wrapped in paper before being placed in the trash.

FIRE PREVENTION AND EMERGENCY PREPAREDNESS (continued)

5.15 SPECIFIC HAZARDS

Smoking

Smoking is permitted in designated areas only. Don't use ashtrays as waste paper receptacles, or don't use waste paper receptacles as ashtrays.

Electrical

Make sure that all electrical cords are not frayed and that the connections with the receptacles and the machinery are intact. Do not overload wiring. If cords become warm, this is the first sign of a possible overload.

Housekeeping

- Don't allow excess paper or combustible products to pile up in the open, near equipment, or buildings.
- Don't allow materials or boxes to be placed in the way of exit travel.
- Keep material away from access to electrical panels.

5.16 SITE EMERGENCY COMMUNICATION & CONTACT

Port Everglades Operations

Port Everglades Terminal, LLC
125 NE 9th Street
Miami, FL 33132

Physical Address

Port Everglades Terminal, LLC
4200 McIntosh Road
Hollywood, FL 33316

First Responders

BSO Fire Rescue & HazMat Division
BSO Local Law Enforcement
National Response Center (U.S. Coast Guard)
OSHA office
Poison Control Center
Chemical Transportation Emergency Center
(CHEMTREC 24 hour hotline)
Nearby Hospitals -Broward General
Electric Utility Service – FPL
Water & Sewer Utility Service

Telephone Number(s)

911 – Port Office 954-765-5386
911 – Port Office 954-765-4511
954-920-7899 Port Everglades USCG
305-527-7292
800-424-9300
800-424-9300
954-355-4400
954-583-2473
954-831-3250

Site Contact Information

Javier Miranda, Terminal Manager
Tel:954-524-7520, ext 205
Cell:305-218-7505
Home:305-412-1048

Alvaro Perez, Terminal Superintendent
Tel:954-524-7520, ext 207
Cell:305-218-7505
Home:954-693-4673

Fernando Norlega, Safety & Security
Tel: 954-524-7520, ext 210
Cell:786-312-7587
Home:305-261-3138

Jeff Palmer, IT & Systems Support
Tel:954-524-7520, ext 214
Cell:954-224-0444
Home:954-625-7550

Jurica Elez
Tel:954-524-7520, ext 207
Cell:561-452-6646
Home:561-965-4369

Juan Velazquez, Manager Stevedoring Service
Tel: 954-524-7520, ext 206
Cell: 305-218-7518

Marco Sanchez, Vessel Planner
Tel: 954-524-7520, ext 211
Cell: 786-303-5078

5.16 SITE EMERGENCY COMMUNICATION & CONTACT

Miami Operations

Florida Stevedoring, Inc
125 NE 9th Street
Miami, FL 33132

Physical Address

Florida Stevedoring, Inc
Port of Miami Warehouse C -- Equipment Shop
Port of Miami -- Warehouse B -- Operations

First Responders

MDFD Fire Rescue & HazMat Division
MDPD Local Law Enforcement
National Response Center (U.S. Coast Guard)
OSHA office
Poison Control Center
Chemical Transportation Emergency Center
(CHEMTREC 24 hour hotline)
Nearby Hospitals --Jackson Memorial
Electric Utility Service -- FPL
Water & Sewer Utility Service

Telephone Number(s)

911 -- HazMat -- 786-331-5000
911 -- Port Office 305-329-4059
305-535-4498 Miami USCG
305-527-7292
800-424-9300
800-424-9300
305-585-1111
877-209-2948
305-865-7488

Site Contact Information

Jaime Martinez, Manager
Tel:305-358-0627
Cell:305-793-9704
Home:305-255-3580

Julio Cordoba, Safety Superintendent
Tel:305-358-0627
Cell:954-254-6445
Home:305-556-5816

Eddie Clavijo
Tel: 305-377-2003
Cell: 786-253-7942

6.17 FIRE AND EMERGENCY PLAN CHECKLIST

The Safety Superintendent and Supervisors (as applicable) should complete the following checklist:

SELF STATUS

- Site emergency telephone list completed.
- Emergency plans established for site.
- Evacuation areas designated and routes assigned.
- Fire prevention equipment inspected regularly.
- Key employees trained in the use of fire protection equipment. Pending BSO for training course
- Special hazards of the site identified and reviewed (toxic or explosive). No explosives permitted on site.
- Smoking policy established and reviewed with employees. Same will be reflected on diagrams for terminal, office, and shop(s)
- Electrical equipment inspected regularly. (reefers plugs, power shop)
- Housekeeping program put into operation.
- Plans for emergency communication established. (see "5.16 – Emergency Communication & Contact List)
- Key personnel training in first aid procedures
- HPP is revised yearly.

ACCIDENT/LOSS REPORTING PROGRAM

6.1 PURPOSE

To establish a standard system for the notification and reporting of accidents involving occupational injury or illness, property damage of public or private property.

6.2 OBJECTIVES

- To obtain the information necessary for the local, state and federal agencies and the insurance carriers.
- To inform management of accidents resulting in serious employee injury or illness and property damage.

6.3 PROCEDURE

GENERAL REQUIREMENTS

Timely reporting, within 8 hours, of any accident or loss is mandatory. The supervisor shall thoroughly investigate the cause of each accident or loss occurring within their area of operation and record their findings and recommendations on the appropriate reporting form. The office copy shall be critically reviewed and signed by the Safety Superintendent and or its designate, where applicable. A copy may be retained in the supervisor's file for their record.

All accidents, regardless of their severity shall be report to a supervisor. It shall become the responsibility of the supervisor to determine if a Marine Surveyor's Report is warranted. In the event a Marine Survey is warranted, the supervisor and/or its designate shall contact/contact:

ALPHA MARINE SURVEYORS
1330 NW 7th Street
Miami, FL 33125

Contact: Mr. Roland Santos

Office: 305-324-1555
Fax: 305-324-1524
Cell: 305-803-1944
Home: 305-665-9216

REPORTING EMPLOYEE INJURIES

Regardless of the degree of injury, the employee must report to his supervisor that he was injured. **THIS FORM MUST BE COMPLETED WITHIN 24 HOURS AS REQUIRED BY YOUR STATE OF OPERATION.** First aid/medical treatment will be provided or arranged for by the supervisor. If necessary, the injured employee will be taken to the designated medical facility as applicable.

The supervisor must complete the form "ACCIDENT INVESTIGATION REPORT" within 24 hours. Once the supervisor is told by the employee or is aware of the work-related injury, **IT MUST BE REPORTED TO THE OFFICE WITHIN 24 HOURS EVEN IF THEY THINK THE INJURY:**

- Is minor;
- Or might have been caused by unsafe actions such as inattention;
- Or negligence;
- Or aggravated an old injury;
- Or is not work-related.

If the supervisor thinks any of the four above items are applicable, it should be stated on the "report" forms. **AT NO TIME SHOULD A SUPERVISOR WITHHOLD OR HINDER THE FILING OF AN EMPLOYEE INJURY REPORT TO THE OFFICE.**

A SUPERVISOR MUST NOT ALLOW AN EMPLOYEE TO RETURN TO WORK AFTER AN OCCUPATIONAL INJURY OR OCCUPATIONAL ILLNESS UNLESS THEY RECEIVE A SIGNED AUTHORIZATION TO RETURN TO WORK FROM THE TREATING PHYSICIAN. IF THE INJURED EMPLOYEE HAS BEEN OFF WORK MORE THAN 30 CALENDAR DAYS AND IS IN A NON-SEDENTARY POSITION, HE/SHE WILL BE REQUIRED TO TAKE A SPECIAL PHYSICAL EXAM.

Upon their return to work, we will make every attempt to put employees to work within the limitations specified by the treating physician.

BECAUSE OF THE COMPLEXITY OF WORKER'S COMPENSATION LAWS, RULES, AND PROCEDURES, THE SUPERVISOR SHOULD NOT ATTEMPT TO ANSWER ANY QUESTIONS ABOUT WORKERS' COMPENSATION INSURANCE. REFER THE INJURED EMPLOYEE TO THE HUMAN RESOURCES OFFICE.

6.4 SERIOUS EMERGENCY REPORTING

- **SERIOUS EMERGENCIES** are accidents that are life threatening or require more than routine first aid. If it is necessary to call for emergency medical service and transportation outside of the facility, by dialing the number 911, tell them you have a serious accident. Describe the nature of the accident, i.e. burn, fall, electrical shock, cut, etc.
- Tell them the **ACCIDENT LOCATION**. Give them directions to the accident site, especially the specific location. If the location is difficult to find, send an employee to meet and direct emergency vehicles.
- **Insist on an immediate response**. Note the time you called and with whom you talked. Make sure transportation for the injured to a doctor or a hospital is immediately dispatched. Give the doctor and/or hospital notice that the injured is in transit to them.
- **Attend to the injured**. Make sure that there is no chance of further injury to the injured employee or anyone else. Provide immediate first aid as necessary until the emergency personnel arrive.
- **Clear and secure the area** so that emergency treatment can be administered to the employee and there is clear access to the accident site for emergency vehicles and personnel.
- After the injured has been removed from the area, **roped off the area** and do not allow access to anyone until completion of all investigations, and authorization to proceed by the Safety Superintendent and or it's designate.
- **Report to the office** any sudden severe illness or injury occurring to employees during regular hours requiring **EMERGENCY MEDICAL TREATMENT** (such as possible heart attacks, strokes, seizures, fainting, serious injuries, etc.). These must be reported to the Safety Superintendent and or it's designate and Personnel Department by telephone as soon as possible. They should then contact the family of the injured employee.
- **OSHA NOTIFICATION**. Serious injuries must also be reported to OSHA within 8 hours. Serious injury is defined as "any injury or illness which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement".
- **IN CASES WHERE THE INJURED PARTY REQUIRES EMERGENCY MEDICAL RESPONDERS SUCH AS FIRE RESCUE PARAMEDICS AND/OR AMBULANCE (FOR TRANSPORT), THE FOLLOWING PERSONELL MUST BE CONTACTED AND MADE AWARE OF THE SITUATION:**

Lamorte Burns & Co, Inc
Tel: 954-923-6774

After Hours Contacts

Kimberly: 786-486-1315
Tony: 954-461-9131

6.5 HANDLING NON-SERIOUS ACCIDENTS

- Provide first aid for the injured employee. First aid supplies are available in the kits provided in the office.
- Arrange for the employee to be seen by a doctor if there is any question that the first aid treatment may not be adequate. If the employee receives medical treatment he may not return to work unless he has a release from the doctor or treatment center.
- All non-serious accidents and injuries are warning signs that a serious accident may occur. Report all non-serious accidents (see ACCIDENT REPORTING SECTION) as soon as possible to the Safety Superintendent and or its designate and the Office, but don't delay in taking corrective action at the site.

6.6 FIRST AID TREATMENT

- The first priority in the treatment of an injured employee is to obtain proper medical attention. In an extreme emergency, immediate first aid may be necessary.
- Normally we send our employees to a medical facility where first aid treatment is readily available. In the event that there may be a delay in getting to a medical facility or that there is not one reasonably accessible to provide treatment to the injured, a person with a valid certificate in FIRST AID training must be available at the site.
- Each shift must have at least one supervisor on site at all times who is trained in First Aid. First Aid Training should be American Red Cross or American Heart Association, or their equivalent. Employees are encouraged to be CPR trained also.

6.7 PROPERTY/EQUIPMENT DAMAGE

- When property or equipment, including vehicles, is damaged or stolen, it must be reported on the proper report form provided by our insurance company. A formal investigation should follow within 24 hours. The "ACCIDENT INVESTIGATION REPORT" should be used and filled out immediately.

6.8 VEHICLE ACCIDENT REPORTING

- When an employee is involved in a collision while operating a company or personal vehicle during business hours, and if jurisdictionally warranted he/she must call the police to the scene for investigation. Supervision must not interfere with police investigation.
- The supervisor of the employee must also investigate the collision and complete the appropriate "ACCIDENT INVESTIGATION REPORT" within 24 hours.
- Employees, supervisors and Safety Superintendent and or its designate must follow the Vehicle Policy.

6.9 CITIZEN / PUBLIC ACCIDENTS (NON-AUTO)

- Public accidents must be reported on blue and forwarded to the Safety Superintendent and or its designate within 24 hours of the time the incident occurred. The "Accident Investigation Report" form should also be completed within 24 hours. However, when there is a serious injury, it must be reported by telephone immediately to the Safety Office and followed by the reports listed above.

6.10 ACCIDENT INVESTIGATION REPORT

This report is to be used for the reporting or investigation of serious employee accidents/injuries, accidents involving property damage, or vehicle accidents, and any others.

6.11 STATE OF FLORIDA - EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS

- This form will be used by the office when filing an employee injury report under Workers' Compensation. (form # LS-202).
- The information supplied by the "supervisor" on the "ACCIDENT INVESTIGATION REPORT" will be placed onto the file. Also, the information available on the medical reports and personnel records will be included.

6.12 EMPLOYEE'S CLAIM FOR WORKER'S COMPENSATION BENEFITS (Form # LS-202).

- It is imperative that any employee who has an injury, no matter how slight, be given this form by the Supervisor to fill out and return. Should we fail to provide the form, Workers' Compensation benefits will be increased and will be subject to reprimand.

6.13 RECORDKEEPING

- All accidents or injuries of any type must be recorded, logged, and filed in their respective office and personnel folders as may be applicable.

6.14 EMPLOYEE INJURIES

OSHA LOG OF RECORDABLE INJURIES

- When an injury occurs which is more than a first aid injury (See definition below), this would be classified as a "recordable injury" by OSHA definition. This log of injuries will be maintained by **SAFETY SUPERINTENDENT AND OR ITS DESIGNATE** on the OSHA log (see OSHA Record-keeping Guidelines).

NOTE: A "FIRST AID" injury is one which only minor injuries occur and which can normally be handled by a trained first aid person. This also includes initial treatment and a one time follow-up visit even if treated by a physician. However, once prescription medication is provided or stitches are required, the injury is then required to be classified as a "recordable injury" per OSHA.

FIRST REPORT OF INJURY

- A copy of the "First Report of Injury" form (OSHA Form LS-202) must be attached to the Supervisor's "Accident Investigation Report" for all accidents entered on the OSHA log by **SAFETY SUPERINTENDENT AND OR ITS DESIGNATE** office and must be retained for at least 5 years.

6.15 VEHICLE, PROPERTY DAMAGE, AND PUBLIC LIABILITY ACCIDENT REPORTS

- All other accidents and injuries reported to the office will be kept in separate accident files in order to maintain and monitor the accident history for each type category; I.E. vehicle accidents, customer property damage, and public liability. The files will identify the persons involved, i.e., driver, etc., site/location, supervisor, a short description of the accident, injury, time, date, and estimated cost.

7.1 ACCIDENT INVESTIGATION

ALL ACCIDENTS MUST BE INVESTIGATED BY THE SUPERVISOR OR SAFETY MANAGER

- A supervisor's Accident Investigation Report form must be filled out, signed by the supervisor, and then sent to the Safety Superintendent and or its designate for each and every accident.
- The main purpose of the investigation is not to determine who was at fault, but to understand what occurred and how to prevent it from happening again.
- A sample copy of the Supervisor's Accident Investigation Report has been included in this manual. Additional copies are available from the Safety Superintendent and or its designate or the office.

7.2 ACCIDENT INVESTIGATION PROCEDURE

PURPOSE

The purpose of accident investigation is to identify those unsafe conditions and acts which contribute to injuries in order that solutions for accident prevention may be proposed.

Accident investigation is an invaluable tool in controlling losses. Each accident must be considered a total loss unless its true cause is objectively determined and all contributing deficiencies are corrected. Thorough investigation, reporting, recording and corrective follow up of each incident/accident can be time consuming. However, putting forth the necessary time and effort to prevent the recurrence of each accident is an invaluable investment that will pay compounded benefits to employees and management as the number of accidents decreases.

7.3 EMPLOYEE ACCIDENTS

All accidents regardless of whether or not they result in injury should be thoroughly investigated by the employee's immediate Supervisor and reported to the Safety Office within 24 hours. This should include "near miss" accidents. The investigation should be extensive enough to allow the Supervisor to suggest practical corrective action.

A written report should be made which includes:

- Injured employee's statement concerning the accident.
- Statements from other witnesses.
- Complete description of the accident including the type of work in which the employee was involved.
- Evaluation of unsafe conditions and acts.
- Recommendations for action to prevent similar accidents.

7.4 DEFINITIONS

- **Industrial Injury:** An injury arising out of and during the course of employment.
- **Occupational Illness:** A disease caused by specific hazardous conditions or materials when there is a direct relationship between the conditions under which the work is performed and the occupational disease.

PROCEDURES FOR INVESTIGATING AN ACCIDENT / LOSS

7.5 CHECK THE SCENE

- Begin where the accident occurred. The first step is to carefully examine where the injury occurred.
- Reconstruct as much as possible the chain of events leading up to the injury, and attempt to determine the single event that caused the injury. Have the employee tell you what happened. If necessary, have he /her show you up to the point where the injury occurred. **DO NOT** let them do the part of the incident that resulted in the injury.
- Draw a diagram of the location if it will be helpful in arriving at a conclusion.
- Sketch in machinery, equipment and any other nearby physical objects, together with the places where witnesses were standing.

7.6 WRITE IT DOWN

- Make notes on all facts that may relate to the cause of the injury. As an example: employee had complained of dizziness or employee had not used proper equipment, etc.
- Write down any procedure used, i.e. unsafe act, or unsafe procedure, etc.
- Write down any unsafe conditions in the work area, i.e. defective tools or faulty equipment noted.
- Write down other items such as: the time of your investigation, the lighting conditions, the weather conditions, if pertinent a description of supplementary evidence, and conversations having a bearing on the case.

7.7 COLLECT THE EVIDENCE

- If an injury or near miss occurs when machine parts or structures fail, it is essential to determine what failed and why. This can frequently be done without laboratory analysis and corrective action can be initiated without great expense. If, however, a detailed study is determined to be essential, then all components must be collected and submitted for study immediately if cost of analysis is economically feasible.

7.8 INTERVIEW WITNESS

- It is important to interview witnesses at the scene or as soon thereafter as possible. Make brief notes and identify who gave the information.

7.9 INTERVIEW THE VICTIM

- Timing is important. If the injury is minor, the interview should be made as soon as the investigation of the scene and a review of the medical report are complete.
- If the injury is serious, selecting the right time is a judgment factor. Too soon afterward and the victim may be confused and inaccurate; waiting too long may cause them to be cautious and evasive. Let the employee tell the story as they wish without actual interrogation, but a complete picture should be encouraged. The interview must be complete, and it may be necessary to question the employee or witnesses several times in order to verify information and stories.

7.10 WEIGH THE EVIDENCE

- It is essential to eliminate any inconsistencies in the testimony of the injured or witnesses even if further questioning is required.
- When assembled, all facts should be reviewed for completeness before submission on the "Accident Investigation Report" Form to the Office.

ACCIDENT INVESTIGATION REPORT

REPORT NUMBER:

EMPLOYEE INJURY OR ILLNESS		DATE		FLEET OR PROPERTY DAMAGE	
NAME		PROPERTY DAMAGED			
OCCUPATION		PART OF BODY		ESTIMATED COST	
NATURE OF INJURY OR ILLNESS		NATURE OF DAMAGE		ACTUAL COST	
OBJECT/EQUIPMENT/ELEMENT INFLECTING INJURY OR ILLNESS		OBJECT/EQUIPMENT INFLECTING DAMAGE		VEHICLE SPEED	
PERSON WITH MOST CONTROL OF OBJECT/EQUIPMENT/ETC.		PERSON WITH MOST CONTROL - INFLECTING DAMAGE		REGISTRATION NO.	
JOB OR ACTIVITY AT TIME OF ACCIDENT		DEPARTMENT			
EXACT LOCATION		DATE OF OCCUR.		TIME AM/PM	
				DATE REPORTED	
DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED (WHAT HAPPENED?) FOR ALL MOTOR VEHICLE ACCIDENTS, DRAW A DIAGRAM ON THE OTHER SIDE					
THE CAUSE OF THE ACCIDENT: WHAT ACTS, FAILURE TO ACT, AND / OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT? DESCRIBE UNSAFE ACTS AND/OR UNSAFE CONDITIONS					
EXPLAIN SPECIFICALLY WHY THESE ACTS AND/OR CONDITIONS EXISTED?					
LOSS SEVERITY POTENTIAL			PROBABLE RECURRENCE RATE		
MINOR		SERIOUS	FREQUENT		OCCASIONAL RARE
WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE? (LIST ITEMS, THEN PLACE AND 'X' BY ITEMS COMPLETED AND DATE)					
SUPERVISOR OF INJURED PERSON		DATE		REVIEWED BY MANAGER	
				DATE	

8.1 INSPECTIONS & HAZARD CORRECTION

Employee injuries and liability claims resulting from the unsafe actions by an employee or because of an unsafe condition constitutes a significant financial drain upon capital. While some conditions are beyond our control, we must use our best efforts toward eliminating the causes. It is the responsibility of every employee to assist in the identification of hazardous conditions, or unsafe actions of employees, in order to prevent losses and injury. These are also key responsibilities on the part of every supervisor in conducting their every day duties. The following procedure outlines the role of all employees for hazard recognition:

8.2 PURPOSE

To establish a plan for the systematic recognition and control of work place hazards (unsafe acts and conditions) through periodic safety surveys.

8.3 OBJECTIVE

- Eliminate or control unsafe acts and conditions before they result in accidents or exposures that may produce injury and/or damage.
- Stimulate regular employee hazard detection and control activity.
- Provide a mechanism for employees to formally report hazards and to make safety recommendations.

8.4 PROCEDURE

DEFINITIONS

- **HAZARD:** An unsafe act or unsafe condition that may cause an exposure, accident or injury.
- **UNSAFE ACT:** Means not following proper work procedures or the violation of the safety rules. It is what the employee did or failed to do that has or could have resulted in an exposure or accident (There are various factors which influence the employee to act in an unsafe way including mental, emotional, physical, and attitudinal problems).
- **UNSAFE CONDITION:** Any hazardous physical condition that is unguarded or uncontrolled is an "unsafe condition". It is any part of employee's physical surroundings that has or could have resulted in an accident or exposure (factors such as the deterioration of equipment, poor design of equipment, inadequate maintenance; even the unsafe actions of employees are the source of unsafe conditions).

8.5 PROGRAM PHILOSOPHY

It is the responsibility of ALL employees to identify any hazardous condition on the job. However, it is each supervisor's responsibility to make a planned systematic daily survey of his area for hazard detection and control.

Thoughtful preparation for hazard detection produces a greater likelihood of identifying critical high-risk hazards. It is generally the more obscure high-risk hazard that produces the severe injuries and illnesses. The supervisor of the employee performing the work is in the best position to detect and control high risk, unsafe acts.

8.6 HAZARD RECOGNITION AND CONTROL

Minimum Action Standard - At least monthly, the actions listed below should be incorporated into each supervisor's work activities. It is their responsibility to monitor the job for unsafe acts or unsafe conditions by implementing the following actions:

- Conduct observations of employees performing job/task, record any unsafe acts and take the required hazard control action.
- Make a survey of work areas, machines, equipment, or other elements to identify any unsafe condition and take any required hazard control action.
- Record and act on any unsafe acts or unsafe conditions brought to their attention by others.

Corrective Action - When any unsafe act or unsafe condition is observed, it requires that the supervisor take one or more of the following actions within 24 hours after identifying and recording a hazard:

- Eliminate or control the detected hazard. Always take IMMEDIATE TEMPORARY CONTROL (ITC) action. For those hazards that cannot be immediately controlled or eliminated, the action necessary for correction should be documented with a date established for completion.
- Complete the form "REQUEST FOR CORRECTIVE ACTION" for follow-up, for those hazards that cannot be controlled within 24 hours.
- A copy of this report is to be sent to the Safety Superintendent and or its designate who will maintain a log of incomplete items, which will be reviewed monthly. Any item that has not been corrected will be identified in the review of inspection items at that time.

Imminent Danger: Should an imminent danger be associated with any job, the hazard must be immediately corrected before work continues or the job shut down and all personnel removed from the area until corrected. If it is necessary for personnel to enter the area of "imminent danger" to correct the hazard, then only the minimum numbers of personnel necessary are permitted to re-enter the area using extreme caution and with the necessary safeguards, protective equipment, and provisions that will minimize their exposure to the hazard.

- Schedule for correction those hazards, which may require more than 24 hours for control and provide protection against the hazards until they are corrected.
- Pass to higher supervision all hazards, which may require assistance due to limitations of responsibility or authority. The supervisor will retain the responsibility for follow-up and corrective action until the hazard is corrected.

The form, "REQUEST FOR CORRECTIVE ACTION", should be used for this purpose.

SAFETY INSPECTION FORM

- The "SAFETY INSPECTION FORM" is to be used on a monthly basis to record all job/task observations, and hazard detection and control activity. The form will be sent to the office. The Safety Superintendent and or its designate will maintain the Inspection Forms and monitor completion of the items.
- The reports will remain on file for five (5) years for audit and reference purposes.
- Job/task observation and unsafe act recording: The name of employee(s) should be recorded for necessary follow-up.
-

8.7 EMPLOYEE PARTICIPATION

Each supervisor should encourage employees to bring hazards to their attention without fear of reprisals. When an employee advises the supervisor of a hazard, the supervisor should immediately record the hazard and note the employee's name on the SAFETY INSPECTION FORM. The supervisor should discuss the employee's views on the significance or urgency of the hazard in question to avoid any possible misconceptions concerning control timing. After the supervisor has evaluated and/or controlled the hazard, he should personally advise the employee of what action was taken.

In the event the supervisor and the employee differ regarding the existence of a hazard and, in the supervisor's best judgment, no action is necessary; the following steps should be taken:

- Avoid any rejecting comments during the initial contact.
- Provide impersonal, objective reasons for the rejection after review.
- If the employee persists, review the question with the Safety Superintendent and or it's designate for final disposition.

SUPPLEMENTAL SHEET #1

8.8 JOB/TASK OBSERVATION

Job/task observation simply involves determining whether employees are performing their work (duties) safely. The intent is to conduct a planned observation, i.e. to observe the employee(s) at work; what job/task are being done and when, etc. for unsafe practices rather than mere casual looking. Among other benefits, the technique is excellent for identifying whether employees are following the general safety rules or the job safety procedures.

TARGETS OF OBSERVATION

TYPES OF EMPLOYEES	OBSERVATION PROCESS
1. Inexperienced employee	1. Prepare
2. Accident repeater	2. Conduct observation
3. Chronic unsafe behavior	3. Mental notes
4. Poor performer	4. Contact employee
5. Troubled employee	5. Record results
6. Unusual/infrequent jobs	6. Follow-up
WHAT TO OBSERVE FOR	MODIFYING UNSAFE BEHAVIOR
1. Positions of employees	1. Re-instruction
2. Actions of employees	2. Education/training
3. Tools/Equipment	3. Reasoning/persuasion
4. Protective equipment	4. Counseling
5. Work methods/procedures	5. Warning/reprimand
6. Orderliness	6. Discipline

8.10 REQUEST FOR CORRECTIVE ACTION

REQUEST # _____ DATE: _____ TIME: _____

REQUESTED BY: _____ TITLE: _____
TO: _____ TITLE: _____

UPON RECEIPT OF THIS REQUEST YOU ARE ASKED TO COMPLETE THIS FORM
INDICATING THE CORRECTIVE ACTION TAKEN, IF NECESSARY, ON THE PROBLEM
STATED BELOW

PROBLEM: _____

NOTICE OF CORRECTIVE ACTION MUST BE FURNISHED WITHIN 10 DAYS TO THE
SAFETY SUPERINTENDENT AND OR ITS DESIGNATE OR A MEMBER OF EXECUTIVE
MANAGEMENT

ANALYSIS OF PROBLEM

CAUSES: _____

ANALYSIS: _____

CORRECTIVE ACTION (to prevent recurrence) _____

SIGNED: _____ EFFECTIVE DATE: _____

COPIES TO: OFFICE (ORIGINAL), SAFETY SUPERINTENDENT AND OR ITS DESIGNATE,
AND SUPERVISOR

EMPLOYEE SAFETY & HEALTH SUGGESTIONS

9.1 INTRODUCTION

On occasion, employees may not notify anyone of impending danger or hazards on the job. This may be due to a fear of reprisal, fear of rejection, lack of encouragement by their supervisor, or many other reasons.

An informal, and when desired, anonymous method will provide another means for a bashful employee to inform us of important safety information.

9.2 PURPOSE

The "EMPLOYEE SAFETY & HEALTH SUGGESTION FORM" is to be used by employees to formally report hazards not handled directly by their superior or for the presentation of suggestions to improve the safety & health of their job.

The form is designed to be used to ensure that:

- The employee is provided with a means of reporting a safety or health problem without fear of reprisal.
- Feedback is provided to the employees on their suggestions, whether positive or negative.

9.3 PROCEDURE

- Management and supervision should encourage employees to utilize the Safety & Health Suggestion Form at any time they would like to make a safety or health suggestion or observation.
- The forms will be made available within the facility where employees may easily find them. The location will be readily identifiable and a means for depositing the completed forms provided. The deposit "boxes" will be made secure so that only the person(s) designated by the Safety Superintendent and or its designate can collect them.
- The forms should be collected daily. For if a hazard of imminent danger was to go unnoticed, the potential for a serious accident increases. Any suggestion found to identify a condition of imminent danger would require that immediate corrective action be taken. Otherwise all other items will follow the same procedures for corrective action as those noted during regular inspections. The Safety Superintendent and or its designate will make a review of the suggestions.
- If the employee has given their identity, it is important for the Safety Superintendent and or its designate to provide a response on the action to be taken. The employee should also be thanked for their participation.

9.4 EMPLOYEE SAFETY & HEALTH SUGGESTION FORM

I WOULD LIKE TO REPORT, WITHOUT FEAR OF REPRISAL, WHAT I BELIEVE TO BE IS A SAFETY/HEALTH HAZARD THAT MAY CAUSE INJURY, ILLNESS, DEATH, OR DAMAGE TO AN EMPLOYEE, OR THE PUBLIC.

DESCRIBE SAFETY / HEALTH PROBLEM _____

LOCATION: _____

SUGGESTION (TO CORRECT PROBLEM): _____

EMPLOYEE'S NAME (OPTIONAL) _____

RECEIVED BY: _____ DATE: _____

REVIEW & COMMENTS: _____

REVIEWED BY: _____ DATE: _____

COMMENTS: _____

REVIEWED BY: _____ DATE: _____

COMMENTS: _____

REVIEWED BY: _____ DATE: _____

ACTION TO BE TAKEN

APPROVED BY: _____ EFFECTIVE DATE _____

DISTRIBUTION: CEO, Safety Committee & Safety Superintendent

10.1 OSHA REPORTS AND SPECIAL REQUIREMENTS

Every employer, with a few exceptions, must keep occupation injury and illness records for their employees. The recordkeeping forms are available in the booklet entitled the "Recordkeeping Requirements under the Occupational Safety and Health Act", published by the State, Occupational Safety & Health Administration. **FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC** is classified as one of the employers who must comply with this requirement.

10.2 SPECIAL OSHA REQUIREMENTS

- **Posting Requirement:** The law requires that employees be informed of the job safety and health protection provided under the Act. All employers must post and maintain in a conspicuous place of major travel (time clock, employee bulletin boards) copies at each establishment of the OSHA Notice, "Safety and Health Protection on the Job". This poster notice may be obtained from the State Occupational Safety and Health Administration Office.

Note: The poster briefly states the intent and coverage of the Act and the responsibilities of employers and employees to maintain safe and healthful working conditions.

- **Recording Requirement:** Occupational injuries and illnesses must be recorded on OSHA Form #300, Log and Summary of Occupational Injuries and Illnesses. A new Log must be kept for each calendar year for the period of January 1 to December 31. Each "recordable" injury and illness must be entered on the Log within six (6) working days.
- At the end of each calendar year, a summary of those entries on the Log (OSHA Form #300, Log and Summary of Occupational Injuries and Illnesses) must be made for the calendar year. The law requires that the Summary be posted "in the place or places where notices to the employees are customarily posted" for the period beginning February 1 and must remain in place until April 30, annually.
- **Supplementary Records Of Each Occupational Injury or Illness (Form #202):** Retention of the Workers' Compensation First Report of Injury submitted to the insurance carrier is acceptable in lieu of OSHA Form #202, providing that the Form contains all items that are found on the OSHA No. 202 Form
- Employers must report orally or in writing to the nearest OSHA office within 24 hours, any case involving serious injury or death from an accident or health hazard that results in one or more fatalities or hospitalization.

Note: Serious injury is defined as "any injury or illness which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement.

- The records must be retained for a period of at least five (5) years (7 years Federal) following the end of the calendar year to which they relate, and be made available to OSHA Compliance Officer upon request.
 1. For detailed instructions in preparing these forms, refer to Record Keeping Requirements pamphlet available from OSHA.
 2. Records maintained by an employer and reports submitted pursuant to and in accordance with the requirements of an approved State Plan under Section 18 of the Act shall be regarded as compliance with this part of the Act.

10.3 POSTING REQUIREMENTS

- OSHA Poster "Safety and Health Protection on the Job"
- EMERGENCY PHONE NUMBERS
- NOTICE OF WORKER'S COMPENSATION COMPANY

10.4 OTHER SUGGESTED POSTINGS

- EXIT SIGNS
- MATERIAL SAFETY DATA SHEETS and/or EMERGENCY RESPONSE GUIDE BOOK
- SUGGESTION BOX LOCATION

SAFETY INFORMATION AND RESOURCES

10.5 SAFETY RESOURCE SAFETY CENTER

S.E.F.E.P.A.
1588 Port Blvd
PORT OF MIAMI, FL 33132
Contact: Chuck Maravolo
Off. Phone: 305-374-2374

If your facility is located in an OSHA-approved State-plan state, you must comply with the Hazard Communication requirements of the state. OSHA -approved state plans are required to promulgate standards that are "at least as effective" as the Federal rule but they may differ in some respects.

Consultation programs provide free services to employers who request help in identifying and correcting specific hazards, want to improve their safety and health programs, and/or need further assistance in training and education. Funded by OSHA and delivered by well-trained professional staff of state governments, consultation services are comprehensive, and include an appraisal of all workplace hazards, practices, and job safety and health programs; conferences and agreements with management; assistance in implementing recommendations; and a follow-up appraisal to ensure that any required corrections are made.

In a typical review of a company's operation, the consultant will examine the structural condition of the building, check equipment such as equipment, examine storage conditions, check control of toxic substances and other environmental hazards, and confer with management about employee supervision and job training. The ultimate benefits of a successful consultation experience may include a highly effective safety and health program as well as recognition by OSHA.

For more information on consultation programs, contact the appropriate office in your state listed in this Appendix.

SAFETY RESOURCE CENTERS

Offices and Addresses

Florida

Onsite Consultation Program
Bureau of Industrial Safety & Health
Department of Labor & Employment Security
Lafayette Building, Room 204
2551 Executive Center Circle, West
Tallahassee, Florida 32301
(904) 488-3044

Fort Lauderdale Area Office
Jose J. Sanchez, Area Director
US Department of Labor - OSHA
Federal Building Rm. 302
299 East Broward Boulevard
Fort Lauderdale, Florida 33301
Comm. Phone: 305-527-7292
FTS Phone: 820-7292

Jacksonville Area Office
Richard M. Dayoub, Area Director
US Department of Labor - OSHA
3100 University Blvd. South Rm. 303
Jacksonville, Florida 32216
Comm. Phone: 904-791-2895
FTS Phone: 946-2895

Tampa Area Office
Lawrence J. Falck, Area Director
US Department of Labor - OSHA
700 Twiggs Street Rm. 624
Tampa, Florida 33602
Comm. Phone: 813-228-2821
FTS Phone: 826-2821

OSHA Regional Hazard Communication Officers

This Appendix contains a list of the Regional Officers for the Hazard Communication Standard and a directory of OSHA's Regional and Area Offices and other relevant addresses. These offices may be contacted for any further information on the Standard.

Region IV

Atlanta Regional Hazard Communication Officer
Attn: Cynthia Wolfe
US Department of Labor - OSHA 1375 Peachtree Street, N.E.
Suite 587
Atlanta, Georgia 30367
Comm. Phone: 404-347-3573
FTS Phone: 404-257-2281

Region IV (continued)

Atlanta - Region IV (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee)

Atlanta Regional Office
Attn: R. Davis Layne (Acting), Regional Administrator
US Department of Labor - OSHA
1375 Peachtree Street, N.E., Suite 587
Atlanta, Georgia 30387
Comm. Phone: 404-347-3573
FTS Phone: 257-3573/ 2281

Atlanta Area Office
Attn: Joseph L. Camp, Area Director
US Department of Labor - OSHA
Building 10 Suite 33
LaVista Perimeter Office Park
Tucker, Georgia 30084
Comm. Phone: 404-331-4767/0353
FTS Phone: 242-4767

Savannah District Office
Attn: Richard Graeser, District Supervisor
US Department of Labor - OSHA
1600 Drayton Street
Savannah, Georgia 31401
Comm. Phone: 912-944-4393
FTS Phone: 248-4393

Birmingham Area Office
Raymond C. Finney, Area Director
US Department of Labor - OSHA
Todd Mall
2047 Canyon Road
Birmingham, Alabama 35216
Comm. Phone: 205-731-1534
FTS Phone: 229-1541

Mobile District Office
David Barnhill, District Supervisor
US Department of Labor - OSHA
951 Government Street Suite 502
Mobile, Alabama 36604
Comm. Phone: 205-690-2131
FTS Phone: 537-2131

11. ELECTRICAL SAFETY

ELECTRICAL EQUIPMENT INSPECTION AND REPAIRS

The Safety Superintendent and appropriate Supervisors and Foremen will maintain a record of all electrical equipment in use. The record will include all portable equipment. All of this equipment must undergo an inspection prior to being made available to the employees and is to be re-inspected when returned.

11.1 EXTENSION CORDS, DROP LIGHTS, PORTABLE HAND TOOLS

- If any electrical equipment is in need of repair, it is the employee's responsibility to turn it in to their supervisor for the needed repairs.
- No repairs should be made on electrical equipment other than by a competent electrical repairman.
- It is the responsibility of each supervisor who has the equipment under his control to ensure that the equipment is returned when it is determined to be defective. No defective equipment should be used unless prior permission has been obtained.
- Prior to issuing any portable electrical tools or equipment to employees, the supervisor will check the equipment to ensure that it is safe to use at that time.

11.2 ELECTRICALLY POWERED SHOP EQUIPMENT

- All electrical powered shop equipment, which is wired according to local the local building code, from main switches to equipment, will be inspected on a regular basis. Any equipment found to be in an unsafe condition will be removed from service until repairs are made.
- Grounding rods and attachments are required and must be used.

11.3 OFFICE ELECTRICAL EQUIPMENT

- The Safety Superintendent and or its designate will inspect all electrically operated office equipment periodically. This includes fans, water coolers, electrical heaters, air conditioners, etc.
- Any equipment found to be defective will be taken out of service and tagged "do not use".

11.4 GROUNDING OF ALL EQUIPMENT

- Upon installation of any electrical power service to any apparatus or device, grounding circuits will be run, attached, and inspected by a qualified electrician.

12. LOCKOUT / TAGOUT

In accordance with 29 CFR part 1910.147, The control of Hazardous Energy (Lock Out / Tag Out)

12.1 SCOPE

This standard covers the servicing and maintenance of machines and equipment in which the unexpected "energization" or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

This standard does not cover the following:

- Construction, agriculture.
- Installations under the exclusive control of electric utilities for the purpose of power generation, transmission, and distribution, including related equipment for communication or metering.
- Exposure to electrical hazards from work on, near, or with conductors or equipment in electrical utilization installations, which is covered by Subpart S of this part.

Note: This standard and section is for FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL Facilities only.

12.2 APPLICATION

This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.

Normal production operations are not covered by this standard. Servicing and/or maintenance which take place during normal production operations are covered by this standard only if:

- An employee is required to remove or bypass a guard or other safety device.
- An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

12.3 PURPOSE

This section requires employers to establish a program and utilize procedures for affixing appropriate lockout/tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored energy in order to prevent injury to employees.

GENERAL

12.4 ENERGY CONTROL PROGRAM

The employer shall establish a program consisting of an energy control procedure and employee training to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start up, or release of stored energy could occur and cause injury, the machine or equipment shall be isolated, and rendered inoperative.

12.5 LOCKOUT / TAGOUT

If an energy-isolating device is not capable of being locked out, the employer's energy control program shall utilize a tag-out system.

After October 31, 1989, whenever major replacement, repair, renovation or modification of machines or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.

12.6 EMPLOYEE PROTECTION

When a tag-out device is used on an energy-isolating device that is capable of being locked out, the tag-out device shall be attached at the same location that the lockout device would have been attached, and the employer shall demonstrate that the tag-out program will provide a level of safety equivalent to that obtained by using a lockout program.

In demonstrating that a level of safety is achieved in the tag-out program which is equivalent to the level of safety obtained by using a lockout program, the employer shall demonstrate full compliance with all tag-out related provisions of this standard together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device. Additional means to be considered as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent "energization".

12.7 ENERGY CONTROL PROCEDURE

Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section.

The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:

- A specific statement of the intended use of the procedure.
- Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
- Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them.
- Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

12.8 PROTECTIVE MATERIALS AND HARDWARE

Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

Lockout / Tagout devices shall be singularly identified; shall be the only device(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

Durable (see addendum #1)

- Lockout/Tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Tag out devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
- Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored

Standardized

- Lockout/Tagout devices shall be standardized within the facility in at least one of the following criteria: Color; Shape; Size; and additionally, in the case of tag out devices, print and format shall be standardized.

Substantial

- Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.
- Tagout devices including and their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of non-reusable type, attachable by hand, self locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one piece, all-environment-tolerant nylon cable tie.

Identifiable

- Lockout/Tagout devices shall indicate the identity of the employee applying the device(s). Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as: DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, AND/OR DO NOT OPERATE.

12.9 PERIODIC INSPECTIONS

The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed. (need records indicating same) Luis can perform same w/ Fernando or other designate

- An authorized employee other than the one(s) utilizing the energy control procedure being inspected shall perform the periodic inspection.
- The periodic inspection shall be designed to correct any deviations or inadequacies observed.
- Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.
- Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected.
- The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

12.10 ENERGY ISOLATION

Only authorized employees shall perform implementation of lockout or the tagout system.

12.11 NOTIFICATION OF EMPLOYEES

Affected employees shall be notified by the employer or authorized employee of the application and removal of lockout / tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

LOCKOUT / TAGOUT POLICIES AND PROCEDURES

12.12 PURPOSE

This procedure establishes the minimum requirements for the lockout/tagout of energy isolating devices. It shall be used to ensure that the machine or equipment are isolated from all potentially hazardous energy, and locked out/tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury (Type(s) and Magnitude(s) of Energy and Hazards).

12.13 RESPONSIBILITY

Appropriate employees shall be instructed in the safety significance of the lockout/tagout procedure. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout/tagout procedure.

12.14 PREPARATION FOR LOCKOUT/TAGOUT

Make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

12.15 SEQUENCE OF LOCKOUT/TAGOUT SYSTEM PROCEDURE

1. Notify all affected employees that a lockout/tagout system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. Lockout/Tagout the energy isolating devices with assigned individual lock(s) or tag(s) (Method(s) Selected; i.e.: Locks tags, additional safety measures, etc.).
5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
6. CAUTION: Return operating control(s) to "neutral" or "off" position after the test.
7. The equipment is now locked out or tagged out.

12.16 RESTORING MACHINES OR EQUIPMENT TO PRODUCTION OPERATIONS

1. After the servicing and/or maintenance are complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout/tagout devices to restore energy to the machine or equipment.

12.17 PROCEDURE INVOLVING MORE THAN ONE PERSON

In the preceding steps, if more than one individual is required to lockout/tagout equipment, each shall place his/her own personal lockout/tagout device on the energy isolating device(s). When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout/tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet. As each person no longer needs to maintain his/her lockout protection, that person will remove his/her lock from the box or cabinet.

12.18 BASIC RULES FOR USING LOCKOUT/TAGOUT SYSTEM PROCEDURE

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device where it is locked or tagged out.

EQUIPMENT OR FACILITIES

12.19 LOCKOUT/TAGOUT SEQUENCE

1. The worker places the tag on all controls to warn others that the equipment is not to be operated. The worker writes the reason on the tag(s), identifies the equipment and dates and signs each tag.
2. The worker will pull power switches and/or circuit breakers and place a lockout clip(s) and a lock(s) on the controls to make them inoperative. Other power sources such as air, steam, or hydraulic may require blinding, disconnection, or valve locking.
3. After the worker has tagged and locked the equipment, the equipment should then be tried to assure that it will not operate.
4. All company locks and tags should be installed first and removed last, if possible.
5. When other workers are required to work on equipment, they must place their personal locks and tags on each piece of equipment.
6. All workers must "try" equipment after installing their personal locks to assure, once again that it will not start.
7. Locks and tags must remain on controls until work has been completed and it is safe to start the equipment. If maintenance or electrical work is to continue into the next shift, persons going off shift must remove their "personal" lock and leave their tag on the equipment. Persons coming on shift must install their own personal lock(s) and tag(s) if they will be working on the equipment.
8. Upon completion of work, all other workers will remove their locks and tags first. All company locks and tags are to be removed last after it is determined that the equipment is safe to operate.
9. No equipment should be started by anyone (including bumping to check rotation) without permission from the Safety Superintendent and or its designate or supervisor responsible for the equipment.

12.20 APPLICATION OF CONTROL

The established procedure for the implementation of lockout/tagout system procedures shall cover the following elements and actions and shall be done in the following sequence:

12.21 PREPARATION FOR SHUTDOWN

Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

12.22 MACHINE OR EQUIPMENT SHUTDOWN

The machine or equipment shall be turned off or shut down using the procedures required by this standard. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of equipment de-energization.

12.23 MACHINE OR EQUIPMENT ISOLATION

All energy-isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

12.24 LOCKOUT OR TAGOUT DEVICE

Authorized employees shall affix lockout or Tag out devices to each energy-isolating device. Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.

Tag out devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

RELEASE FROM LOCKOUT OR TAGOUT

12.25 LOCKOUT/TAGOUT DEVICE REMOVAL

Each lockout/tag out device shall be removed from each isolating device by the employee who applied the device. The only exception is when the authorized employee is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented, and incorporated into the employer's energy control program. The employer shall demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements:

1. Verification by the employer that the authorized employee who applied the device is not at the facility.
2. Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout/tag out device has been removed.
3. Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

12.26 OUTSIDE PERSONNEL

1. Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer shall inform each other of their respective lockout/tag out procedures.
2. The on-site employer shall ensure that his/her personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures.

12.27 SHIFT OR PERSONNEL CHANGES

Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout/tag out protection, including provision for the orderly transfer of lockout/tag out devices between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization, start-up of the machine or equipment, or release of stored energy.

12.28 LOCKS

1. Only individual keyed locks will be used. The key will remain in the possession of the person placing the locks.
2. A master series of locks to be used specifically for lockout may be provided to each department that requires them. Master keys for the department will remain in the possession of the Safety Superintendent and or its designate.

12.29 DANGER TAGS

Danger tags are not to be considered as a positive means of securing equipment, but are to be used in conjunction with locks. Tags will be used only to identify that work is being done on a valve, switch, or piece of equipment when injury or property damage could result from the operation. No work is to be done on any operable equipment until the operation of it is prevented by the use of this procedure.

12.30 WARNING

Any person who operates a switch or device to which a "DANGER" tag are attached or removes a tag without authorization will be subject to dismissal.

12.31 EMPLOYEE TRAINING:

All employees who are responsible for following this procedure must receive training in the procedure. This includes all employees who perform the following duties: maintenance, repair, or construction personnel, janitorial or clean-up personnel. The employer shall provide training to ensure that the purpose and function of the energy control program are understood by all employees and that the knowledge and skills required for the safe application, usage, and removal of energy controls are required by employees. The training shall include the following:

- Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means of necessary for energy isolation and control.
- Each affected employee shall be instructed in the purpose and use of the energy control procedure.
- All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

When tagout systems are used, employees shall also be trained in the following limitations of tags:

- Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- Tags must be legible and understandable by all authorized, affected and all other employees whose work operations are or may be in the area, in order to be effective.
- Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace.
- Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Employee retraining shall be provided for all authorized and affected employees annually, or whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

12.31 EMPLOYEE TRAINING (continued):

Additional retraining shall also be conducted whenever a periodic inspection, or whenever the employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and the dates of training. Each training session shall include at minimum the following:

- Lecture regarding this procedure including its purpose, scope, and application.
- Visual support materials including but not limited to video or film presentation of "Lockout Safety Procedures".
- Written quiz to establish the proficiency of the student.

12.32 ENFORCEMENT / INSPECTION:

Due to the severity of injury that could occur while not following these procedures, the company will strictly enforce this policy. The primary responsibility lies with each supervisor for monitoring performance of their workers. Those employees found to be in violation of this procedure will be subject to the "Disciplinary Policy".

All surveys of worker performance shall be documented on the District's "Safety Inspection Report" form. The "inspection" must include the following information:

- Identify of the machine or equipment on which the "Lock Out" procedure was being utilized
- Date of inspection
- Employees included in the inspection
- The person performing the inspection

12.33 LOCK-OUT/TAG-OUT PROCEDURE

Name of Company
Type(s) and Magnitude(s) of energy and hazards
Name(s)/Job Title(s) of employees authorized to lockout or tagout
Name(s)/Job Title(s) of affected employees and how to notify
Type(s) and Location of energy isolating means
Type(s) of Stored Energy - methods to dissipate or restrain
Method(s) Selected ie: Locks, Tags, additional safety measures, etc
Type(s) of Equipment checked to ensure disconnection
Name(s)/Job Title(s) of employees authorized for group lockout or tagout

12.34 GLOSSARY

- **Affected Employee:** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- **Authorized Employee:** A person who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment that must be locked or a tagout system implemented.
- **Capable Of Being Locked Out:** An energy-isolating device will be considered to be capable of being locked out either if it is designed with a hasp or other attachment or integral part to which, or through which a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be considered to be capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.
- **Energized:** Connected to an energy source or containing residual or stored energy.
- **Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip bind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button, selector, and any other control circuit type devices.
- **Energy Source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- **Lockout:** The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- **Lockout Device:** A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.
- **Normal Production Operations:** The utilization of a machine or equipment to perform its intended production function.
- **Servicing and/or Maintenance:** Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or un-jammings' machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.
- **Setting Up:** Any work performed to prepare a machine or equipment to perform its normal production operation.
- **Tagout:** The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- **Tagout Device:** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Port Everglades Terminal LLC Lockout Procedures

Prepared By

Miguel Hernandez PET Supervisor

December 15, 2015

Port Everglades Terminal LLC Lockout Procedure

12.15.1 Power Outlets for Reefers Plugs Work Area; USDA Wheel Inspection Dock (1-4-116)

This equipment contains the following energy sources

- Electric (All Reefers Plugs Related Panes Breakers)

The following Equipment contained in this "zone" must be locked out During periods of out of service or while performing maintenance on equipment.

- Power Outlets for reefers (12.12)

12.15.2 Upon discovery of a non-working Reefer Plug ,Lock out / Tag out procedure is as follows:

- Identify Location and Plug ID (Number) Reverify Procedure.
- Place Lock Out Tag on appropriate location.
- Communicate and inform Management Team Fernando Noriega, Miguel Hernandez, Arturo Martinez overs sing this function of location, Plug #, and Particulars.
- Reverify Prior Steps for accuracy.

In certain cases, it may be necessary to disconnect the source breaker (which may also power other Plug(s)). The procedure for shutting off breaker(s) is as follows:

- Identify the location of the corresponding Main Switch Board (MSB) and Reefer Plug Breaker; Reverify Procedure.
- Open the Door marked with the corresponding and appropriate MSB and Plug identifiers.
- Locate appropriate breaker using PET'S Main Switch Board Directory
- Throw toggle into the "OFF" position,

Note: In the event in which the corresponding Panel Breaker was previously tripped. Write the condition on the Lock out / Tag out report and inform the Management Team accordingly.
(12.11)

Place the key(s) in your pocket. Test the lock(s).

12.15.3

Verify that the power is locked out by visual inspection. Pay close attention to verify that the Power Outlet Reefer Plug Affected is the one that you locked out and is in the "Off" position.

12.15.4

The Reefer Power Outlet Plug is now locked out. The Plug can safely be worked on. (12.15)

Only persons who have been trained in these lockout procedures are authorized to work on this equipment

12.15.5

Restoring equipment to service

1. Check the location of the Reefer Power Outlet Plug and the immediate area around it to ensure that non-essential items have been removed, tools have been stored, and the Plug components are operationally intact.
2. Check the work area to ensure that all workers have been safely positioned or removed from the area and removed the blocking device.
3. Remove the lockout devices and re-energize the Power Outlet Reefer Plug.
4. Notify all affected employees that the Power Outlet Reefer Plug is now ready for operation. (12.16)

Note: It is Your Responsibility to follow the described Lock out / Tag out Procedures Closely. Verify and Reverify each Step and Documented as Noted by printing your name and contact number on the tag. (12.10)

RSV: Miguel Hernandez, December 14, 2015

Only persons who have been trained in these lockout procedures are authorized to work on this equipment

Port Everglades Terminal LLC Lockout Procedure

12.16.1 Power Disconnect Switch for Main Switch Board on Pad Transformer

Work Area; Main Switch Board (MSB)

This equipment contains the following energy sources

- Electric (All Main Switch Boards Related Panels Breakers for Reefers Plugs)

The following Equipment contained in this "zone" must be locked out During periods of out of service or while performing maintenance on equipment.

- Main Switch Board Panel MSB1-1A & MSB1-1B
- Main Switch Board Panel MSB1-2A (12.12)

Note: In the event in which the corresponding Panel Breaker was previously tripped. Write the condition on the Lock out / Tag out report

12.16.2 Upon discovery of a non-working Main Switch Board Panel for Reefer Plug ,Lock out / Tag out procedure is as follows:

- Identify Location and Main Switch Board Panel ID (label) Reverify Procedure.
- Place Lock Out Tag on appropriate location. Refer to Appendix A
- Communicate and inform Management Team Fernando Noriega, Miguel Hernandez, Arturo Martinez oversing this function of location, Main Switch Board Panel ID (label) , and Particulars.
- Reverify Prior Steps for accuracy.

In certain cases, it may be necessary to disconnect the source breaker (which may also power other Main Switch Boards(s)). The procedure for shutting off breaker(s) is as follows:

- Identify the location of the corresponding Main Switch Board (MSB) Breaker
- Reverify Procedure.
- Open the Door marked with the corresponding and appropriate MSB identifiers.
- Locate appropriate breaker using PET'S Main Switch Board Directory Refer to Appendix A
- Throw toggle into the "OFF" position,

Only persons who have been trained in these lockout procedures are authorized to work on this equipment

Note: in the event in which the corresponding Panel Breaker was previously tripped. Write the condition on the Lock out / Tag out report and inform the Management Team accordingly. (12.11)

Place the key(s) in your pocket. Test the lock(s).

12.16.3

Verify that the power is locked out by visual inspection. Pay close attention to verify that the Main Switch Board Affected is the one that you locked out and is in the "Off" position.

12.16.4

The Main Switch Board Affected is now locked out. The Main Switch Board Affected can safely be worked on. (12.15)

12.16.5

Restoring equipment to service

1. Check the location of the Main Switch Board Affected and the immediate area around it to ensure that non-essential items have been removed, tools have been stored, and the Main Switch Board components are operationally intact.
2. Check the work area to ensure that all workers have been safely positioned or removed from the area and removed the blocking device.
3. Remove the lockout devices and re-energize the Main Switch Board.
4. Notify all affected employees that the Main Switch Board is now ready for operation. (12.16)

Note: It is Your Responsibility to follow the described Lock out / Tag out Procedures Closely. Verify and Reverify each Step and Documented as Noted by printing your name and contact number on the tag. (12.10)

RSV: Miguel Hernandez, December 14, 2015

Only persons who have been trained in these lockout procedures are authorized to work on this equipment

Appendix A

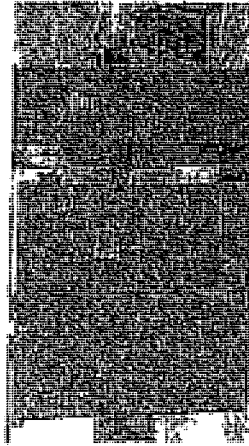
Chapter 12.15 Port Everglades Terminal LLC FPL Power Distribution

FPL Vault Main Feeder Switch Board



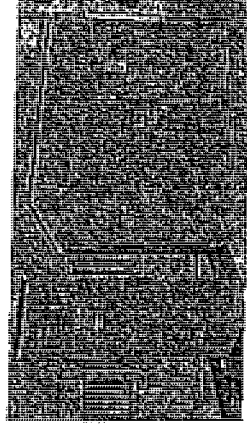
Appendix A

Chapter 12.15 Main Switch Board
Panel Disconnect (SWBD) PAD MOUNTED
BOOST TRANSFORMER
MSB1-1A & MSB1-1B



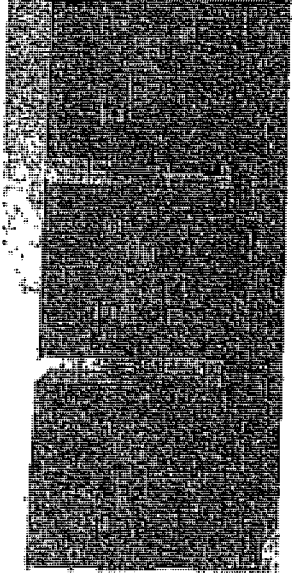
Appendix A

Chapter 12.15 Main Switch Board
Panel Disconnect (SWBD) PAD
MOUNTED BOOST TRANSFORMER
MSB1-2A



Appendix A

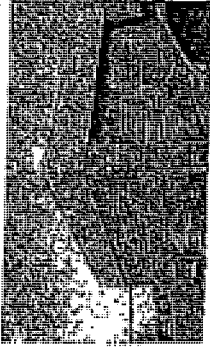
Chapter 12.15 Power Outlets for Reefers Plugs USDA Wheel Inspection Dock Reefer Panel



Appendix A

Chapter 12.15 Port Everglades Terminal LLC FPL Power Distribution

FPL Vault Main Feeder Switch Board

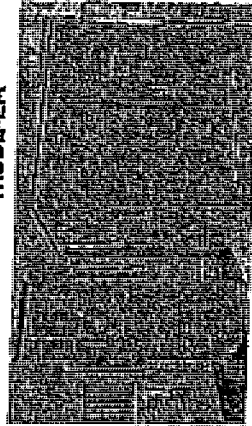


Appendix A

Chapter 12.15 Main Switch Board Panel Disconnect (SWBD) PAD MOUNTED TRANSFORMERS MSB2-5, MSB2-6 & MSB3

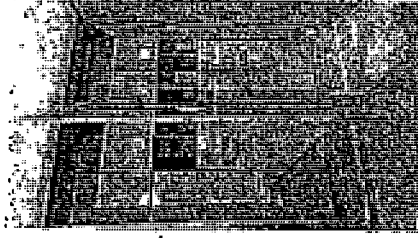
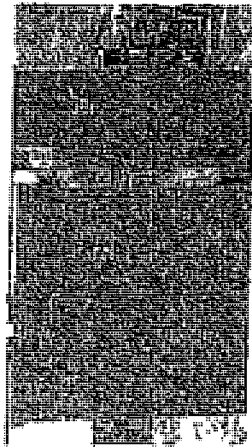
Appendix A

Chapter 12.15 Main Switch Board Panel Disconnect (SWBD) PAD MOUNTED BOOST TRANSFORMER MSB1-2A



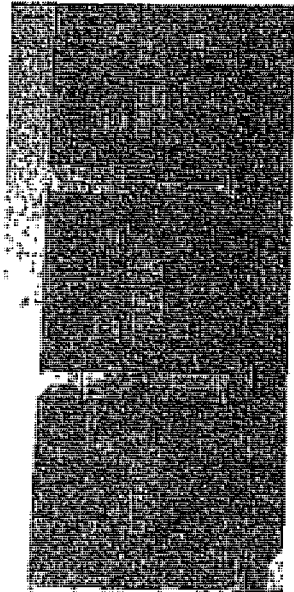
Appendix A

Chapter 12.15 Main Switch Board Panel Disconnect (SWBD) PAD MOUNTED BOOST TRANSFORMER MSB1-1A & MSB1-1B



Appendix A

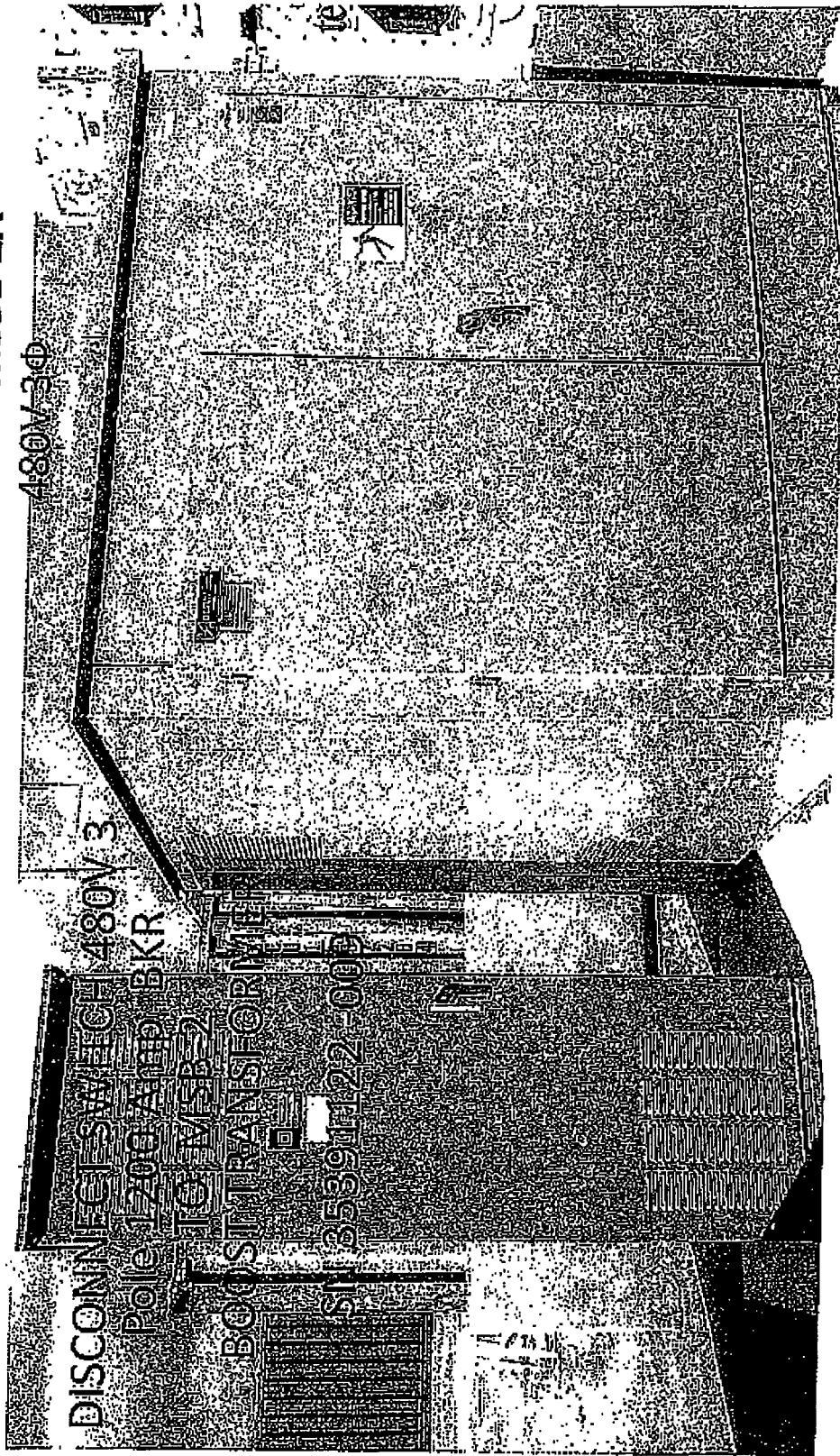
Chapter 12.15 Power Outlets for Reefers Plugs USDA Wheel Inspection Dock Reefer Panel



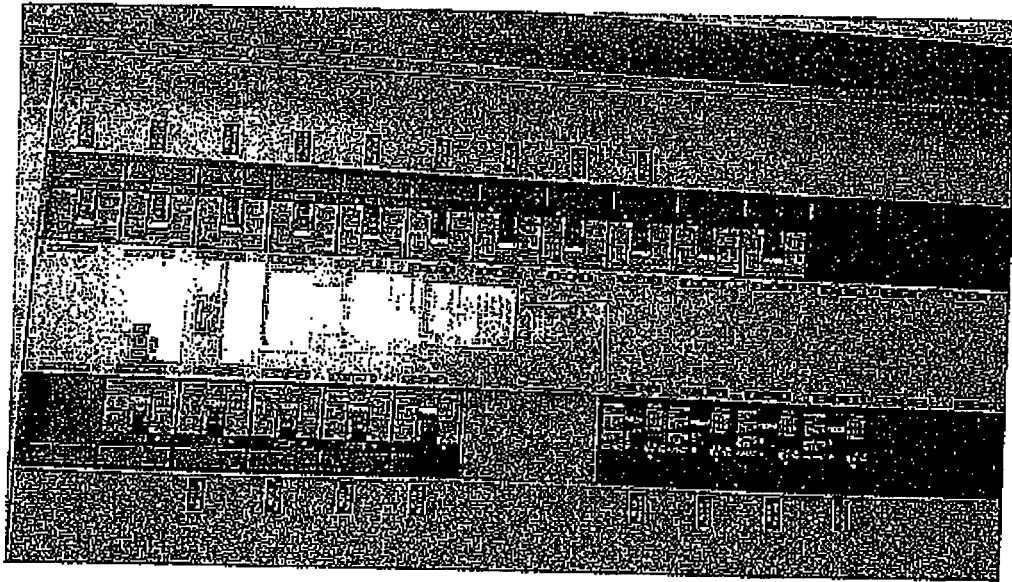
Appendix A. Chapter 12.15 Power Outlets for Reefers Plugs

FEED FORM FLP VAULT
DISCONNECT SWITCH FOR PAD
MOUNTED BOOST TRANSFORMER
USDA WHEEL INSPECTION DOCK

PAD MOUNTED BOOST TRANSFORMER
1000 KVA 480V 3 Φ TO FEED WHEEL
INSPECTION DOCK
SWBD Panel MSB1-2A



REEFER Panel MSB1-1A



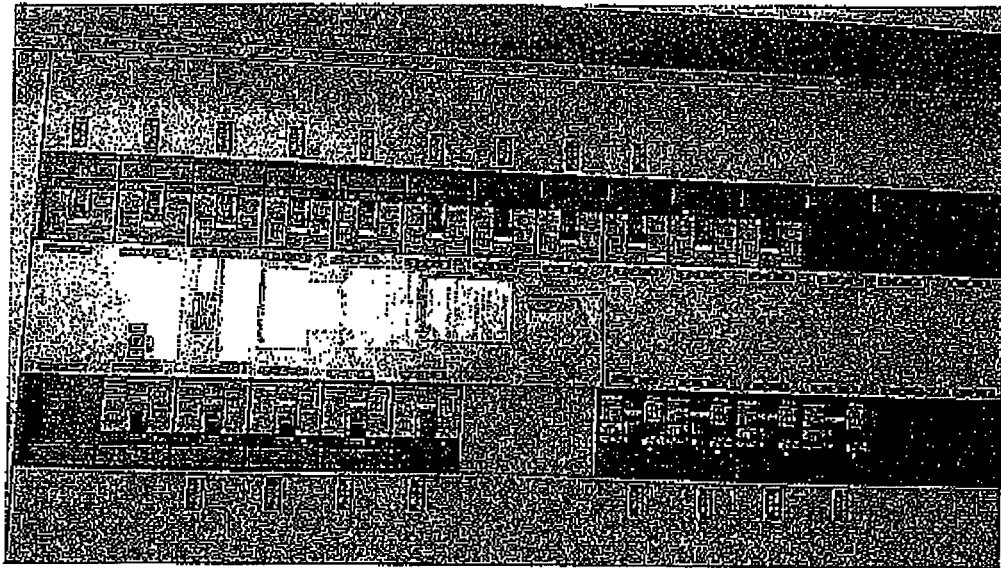
INSPECTION TRUCK BODY REEFER Panel
480V 500 FEEDER SWRD MSB1-1 BRK
(COMP 4-11-10)

2000VA Main disconnected MSB1-1A

1		
2		
3		
4		REEFER
5		PLUG # 113 & 114
6		
7		REEFER
8		PLUG # 127 & 28
9	BRK ROT-IG	
10		
11		
12		
13		
14		
15	REEFER	
16	PLUG # 25 & 26	
17		
18		
19		
20		
21	REEFER	
22	PLUG # 11 & 12	
23		
24		
25		
26	REEFER	
27	PLUG # 17 & 18	
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31	REEFER	
32	PLUG # 13 & 14	
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50		
51	REEFER	
52	PLUG # 9 & 10	
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56		
57	REEFER	
58	PLUG # 1 & 2	
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61		
62		
63	REEFER	
64	PLUG # 5 & 6	
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66		
67		
68	REEFER	
69	PLUG # 119 & 120	
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INSPECTED BY: [blank]
DATE: [blank]
TERMINALS: [blank]

REEFER Panel MSB1-1A



450V 3Ø FEEDER SWRD MSB01 1000 A (HALO)
INSPECTION/BLUCK DOCK REEFER Panel

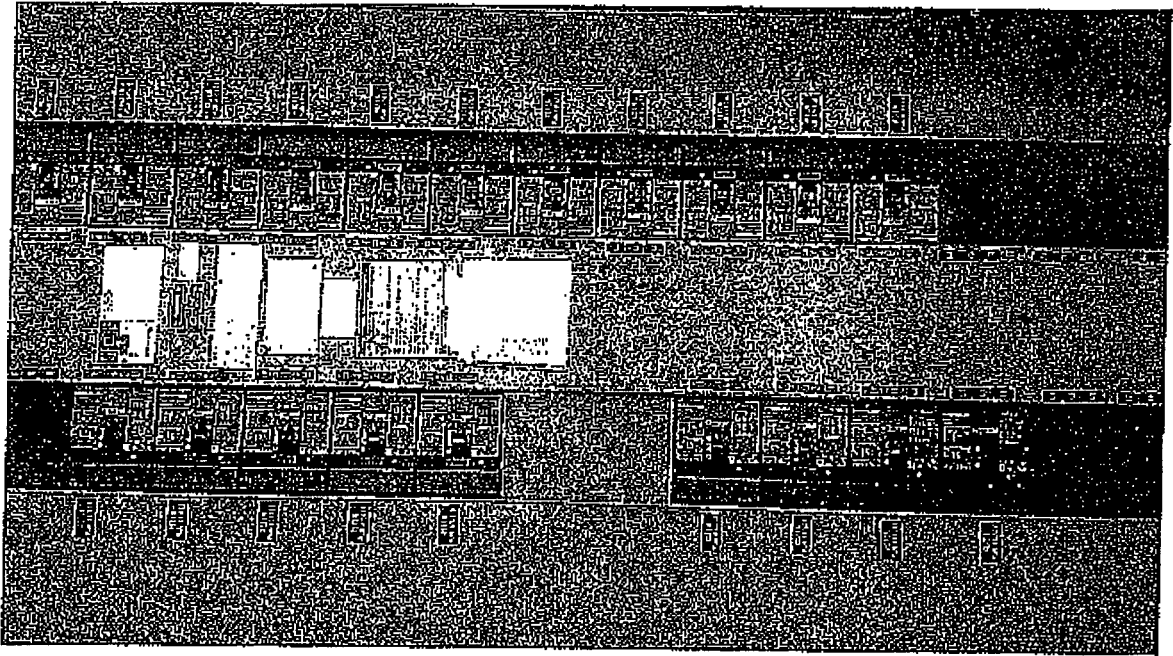
1000A Main disconnected MSB01-1A

1		
2		REEFER
3		PLUG # 113 & 114
4		REEFER
5		PLUG # 27 & 28
6		REEFER
7		PLUG # 29 & 24
8		REEFER
9	BK NOT-6	
10		PLUG # 23 & 24
11		REEFER
12		PLUG # 19 & 20
13		REEFER
14		PLUG # 15 & 16
15		REEFER
16		PLUG # 11 & 12
17		REEFER
18		PLUG # 7 & 8
19		REEFER
20		PLUG # 3 & 4
21		REEFER
22		PLUG # 17 & 18
23		REEFER
24		PLUG # 13 & 14
25		REEFER
26		PLUG # 9 & 10
27		REEFER
28		PLUG # 1 & 2
29		REEFER
30		PLUG # 5 & 6
31		REEFER
32		PLUG # 19 & 20
33		REEFER
34		SPARE
35		SPARE
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MSB01
MSB01

MSB01
MSB01

REFER Panel MSB1-1B



MSB1-1B REFER SWRD MSB01
SERI 1200 A 10/10/71

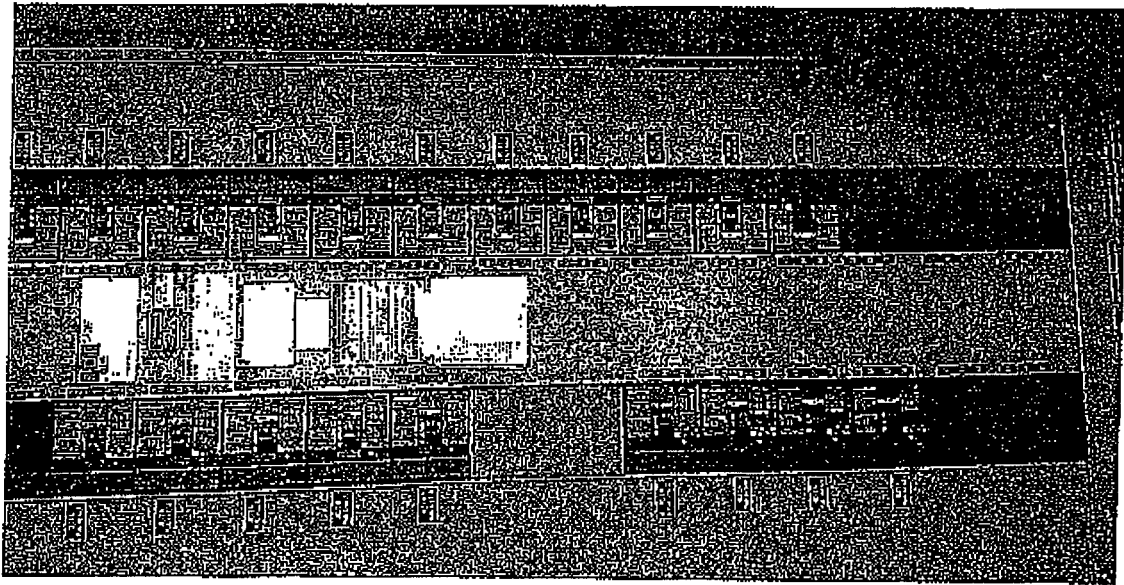
30000A Main disconnected MSB1-1A

1	
2	RESER
3	PLUG # 11B & 11A
4	RESER
5	RESER
6	RESER
7	RESER
8	RESER
9	RESER
10	RESER
11	RESER
12	RESER
13	RESER
14	RESER
15	RESER
16	RESER
17	RESER
18	RESER
19	RESER
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78	RESER
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80	RESER
81	RESER
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85	RESER
86	RESER
87	RESER
88	RESER
89	RESER
90	RESER

IMPACTED BY
MSB1-1B

DATE
11/25/81

REEFER Panel MSB1-2A



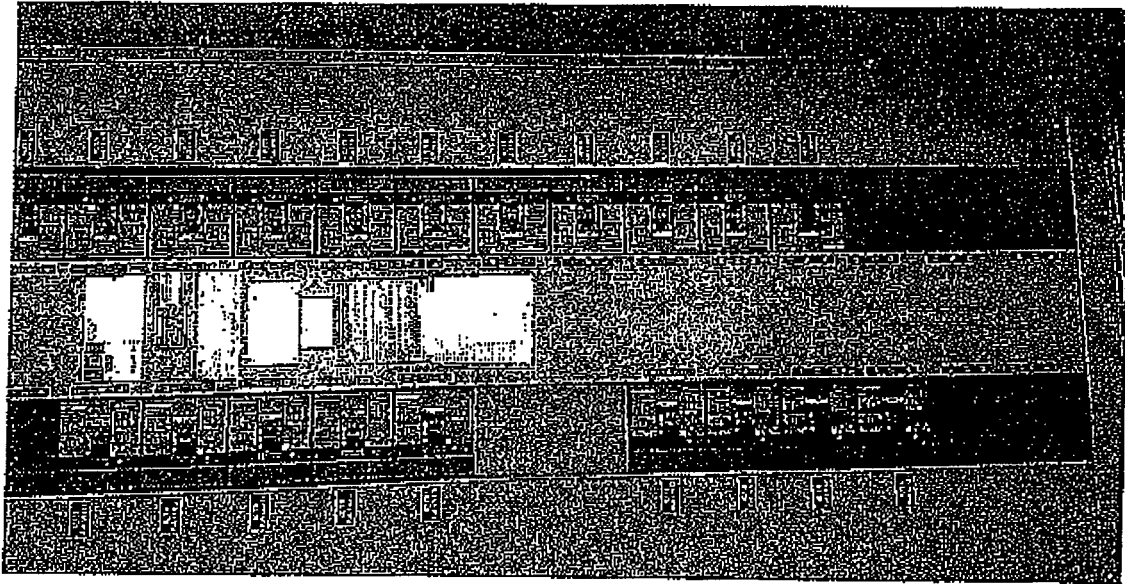
480V 3Ø FEEDER SAWS MSB101, 8WR
(3000 A.M.L.D.)

INSPECTION THRU JACK REEFER Panel
1000A Main disconnected MSB1-2A

1	
2	
3	
4	REEFER
5	
6	PLUG # 113 & 114
7	
8	
9	3K MOP-G
10	
11	
12	REEFER
13	
14	PLUG # 27 & 28
15	
16	REEFER
17	
18	REEFER
19	PLUG # 29 & 24
20	
21	REEFER
22	
23	REEFER
24	
25	PLUG # 19 & 20
26	
27	REEFER
28	
29	PLUG # 17 & 18
30	
31	REEFER
32	
33	PLUG # 15 & 16
34	
35	REEFER
36	
37	PLUG # 11 & 12
38	
39	REEFER
40	
41	PLUG # 7 & 8
42	
43	REEFER
44	
45	PLUG # 5 & 4
46	
47	
48	REEFER
49	
50	PLUG # 17 & 18
51	
52	REEFER
53	
54	PLUG # 9 & 10
55	
56	REEFER
57	
58	PLUG # 1, 2, 3
59	
60	REEFER
61	
62	PLUG # 5, 6
63	
64	REEFER
65	
66	PLUG # 113 & 114
67	
68	REEFER
69	
70	PLUG # 115 & 120
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INSPECTED BY: MSB-114
DATE: 11/25/2014

REEFER Panel MSB1-2A



INSPECTOR/INSPECTOR DOCK REEFER PANEL
480V 3Ø REEFER 5WPD MSB1-2A
(2000 A.M.H.L.D.)

1000A Male disconnected MSB1-1A

1		
2		REEFER
3		PLUG # 115 & 114
4		REEFER
5		PLUG # 27 & 26
6		REEFER
7		PLUG # 23 & 24
8		REEFER
9	3K NOT-G	REEFER
11		PLUG # 25 & 28
13		REEFER
14		PLUG # 21 & 22
15		REEFER
17		PLUG # 17 & 18
18		REEFER
19		PLUG # 23 & 24
21		REEFER
23		PLUG # 15 & 16
25		REEFER
27		PLUG # 11 & 12
29		REEFER
31		PLUG # 7 & 8
33		REEFER
35		PLUG # 9 & 10
37		REEFER
39		PLUG # 1 & 2
41		REEFER
43		PLUG # 3 & 5
45		REEFER
47		PLUG # 19 & 20
49		REEFER
51		SPARE
53		SPARE
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Port Everglades Terminal LLC 2014 Facility Security Plan



Appendix I: PET LLC Substance Abuse, Random & Annual Examination Policy

PORT EVERGLADES TERMINAL LLC & FLORIDA STEVEDORING INC. SUBSTANCE ABUSE, RANDOM & ANNUAL EXAMINATION PROGRAM

1. Policy
2. Organization
3. Responsibilities
4. Procedures

4.1.10. Drug Screening Procedures

4.1.20. Procedure for Positive results on Substance Abuse Screening Tests

1. **POLICY**: It is the policy of Port Everglades Terminal LLC & Florida Stevedoring Inc. to maintain a drug free environment through the use of a reasonable substance abuse testing program. Therefore, in order to ensure the integrity of Port Everglades Terminal LLC & Florida Stevedoring Inc. and to preserve the trust and confidence of our customers, clients, USCG, and the law enforcement community a substance abuse mandatory testing program to detect prohibited drug use by company employees and job applicants is being implemented. Substance abuse screening and testing shall be conducted pursuant to existing company rules, regulations and directives from emanating from the company Chief Executive Officer and executive staff.
2. **ORGANIZATION**: The Substance Abuse Examination program will be a function of the Human Resource Department and the Security & Safety Division. This program will be administered by a qualified and competent health care facility, experienced in carrying out such a testing and examination program. Concentra Inc. testing centers currently provides such a service.
3. **RESPONSIBILITIES**: The Chief of Security & Safety shall be responsible for the identification and notification of all employees which have been identified to be administered the Substance Abuse Examination. In cases involving job applicants, the Human Resources Department Vice President will be responsible for providing the information and details of the testing site. All Random & Annual Substance Abuse Examinations will be directed and supervised by the Chief of Security & Safety.
4. **PROCEDURES/PROHIBITIONS**: The following rules and prohibited activities shall apply to all employees, while working on duty.
 - 4.1.1. No employee shall illegally possess any controlled substance.
 - 4.1.2. No employee shall ingest any controlled or other dangerous substance, unless as prescribed specifically to them by a license medical practitioner.
 - 4.1.3. Employees shall notify their immediate supervisor when required to use medicine which they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication, and the prescribe period of use.

Port Everglades Terminal LLC 2014 Facility Security Plan



- 4.1.4. Supervisors shall document this information through the use of an internal memorandum and will maintain this memorandum in a secure file.
- 4.1.5. The employee may be temporarily reassigned to other duties, where appropriate.
- 4.1.6. No employee shall ingest any prescribed over-the-counter medication in amounts beyond the recommended dosage.
- 4.1.7. Any employee who intentionally ingests, or is made to ingest a controlled substance shall immediately report the incident via memorandum to their supervisor, so that appropriate medical steps may be taken to ensure the employee's health and safety.
- 4.1.8. Any employee having reasonable basis to believe that another employee is illegally using, or is in possession of any controlled substance, shall immediately report the facts and circumstances to the Chief of Security & Safety.
- 4.1.9. Discipline of employees for violation of this policy shall be in accordance with the due process rights provided in the company's discipline and grievance procedures and the existing rules and regulations.
- 4.1.10. **Drug Screening Procedure:** The Security & Safety Division and Human Resources Department shall coordinate the all job applicant and the Company's annual random drug screening program and shall be in compliance with the procedures outlined in this policy.
- 4.1.11. The random selection program shall be restricted to a designated site.
- 4.1.12. Personnel who are selected for testing and are not on-duty at the time of notification, shall have their names re-entered into the selection process for future selection.
- 4.1.13. The Chief of Security & Safety shall provide the names of personnel selected for testing to the appropriate employee supervisors. This may be accomplished in person, in writing or by telephone call.

USDA WHEEL INSPECTION DOCK
1500KVA 480-480V
SWBD Panels
MSB1-1A & MSB1-1B

MAIN
DISCONNECT SWITCH
USDA WHEEL INSPECTION
DOCK

MSB1-1A & MSB1-1B

USDA WHEEL INSPECTION DOCK
1000KVA 480-480V
SWBD Panels
MSB1-2B?

MAIN
DISCONNECT SWITCH
USDA WHEEL INSPECTION
DOCK

MSB1-2A

USDA WHEEL INSPECTION DOCK
1500KVA 480-480V
SWBD Panels
MSB1-1A & MSB1-1B

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1000KVA 480-480V
SWBD Panels
MSB1-2B?

MAIN
DISCONNECT SWITCH
USDA WHEEL INSPECTION
DOCK

MSB1-2A

C))

DISCONNECT SWITCH
MSB1-1A & MSB1-1B

DISCONNECT SWITCH
MSB1-2A

REEFER POWER OUTLET
DISCONNECT SWITCH
MSB1-1A

REEFER POWER OUTLET
DISCONNECT SWITCH
MSB1-1B

REEFER Panel

REEFER POWER OUTLET
DISCONNECT SWITCH
MSB1-2A

For Emergency Service call Dynalectric Jeff Mandy at
954-336-5434 or email jmandy@dyna-fl.com. Leave
contact name and return Number. Thank You.

Please fill out incident date, time, location and contact
information of reporter. Short description of fault
include if its only one Plug unit with issue or number of
units with problem.

Electrical Incident Report Log

PET MSC YARD INSPECTION DOCK

Dynalectric Company
2601 SW 10th Avenue, Suite 500
Miami, FL 33137
Phone: 954.824.0000
Fax: 954.824.0008
www.dyna-fl.com

An EMCOR company



Basic Terminal Tractor Preshift Checklist

Inspection Date _____

TF MULE #

Hour Meter Reading _____

Shift Checked for _____

Visual /Operation Check by: _____

(Initial in SAT/UNSAT column & record comments in each of the number box)

ITEMS TO CHECK	SAT	UNSAT
1. Mirrors-(In place, unbroken and properly adjusted)		
2. Windshield washer Fluid- Check washer fluid level & wiper blades		
3. Fire Extinguisher- (Charge, functional and properly mounted, also safety pin in place tide-rat and label in place)		
4. Step, Ladders & Handholds-(in place free of oil, grease & unobstructed) Anti-slip surface adequate or provided)		
5. Tire - Check for cut, air pressure, foreign objects		
6. Fifth Wheel- Functioning and lubricated		
7. Spreader - Excessive wear, leak, cracked or modified		
8. Operator Cab- Free of clutter, organized & controls labeled and legible		
9. T>Truck Operations/Damage- Report any damage discovered and/or any unusual operations or noises		
10. Windows - Clean, uncracked and unobstructed operating views		
11. Operator Manuals- Manual legible and mounted with equipment		
12. Safety Equipment- Flashing/Rotating Lights, Backup Alarm, Horn, Operator restraint System & all equipment in place and operational		
13. Leaks- Any fluid leaks		
14. Brakes- Check brake pedal, travel and parking operational		
15. Steering - Operational and no excessive play		
16. Air Hoses/Glad Hands - Functioning properly		
17. Operating Lights- Check for proper operation		

Basic Toploader Preshift Checklist

Inspection Date _____ TOP LOAD #

Hour Meter Reading _____

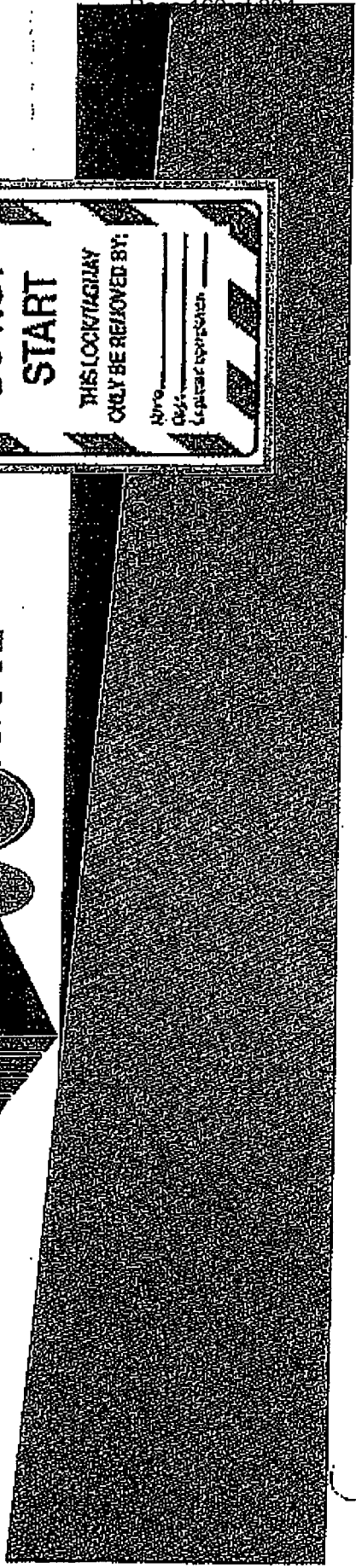
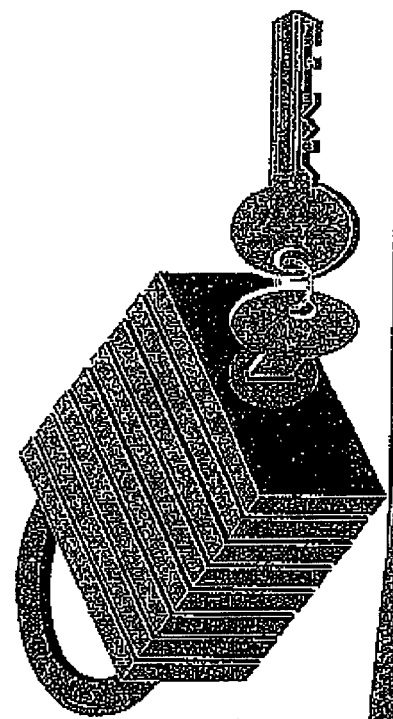
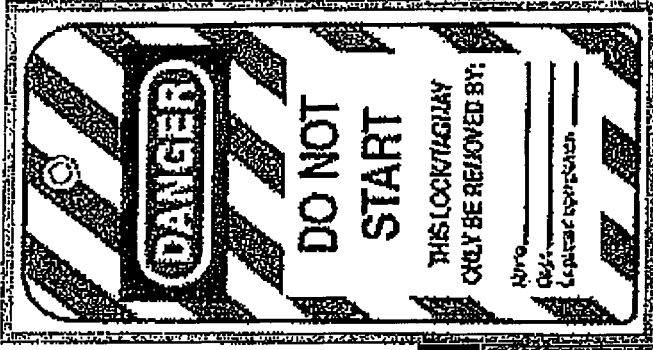
Shift Checked for _____

Visual /Operation Check by: _____
(Initial in SAT/UNSAT column & record comments in each of the number box)

ITEMS TO CHECK	SAT	UNSAT
1. Mirrors-(In place, unbroken and properly adjusted)		
2. Fire Extinguisher- (Charge, functional and properly mounted, also safety pin in place tide-rat and label in places)		
3. Step, Ladders & Handholds-(In place free of oil, grease & unobstructed) Anti-slip surface adequate or provided)		
4. Tire - Check for cut, air pressure, foreign objects		
5. Spreader - Excessive wear, leak, cracked or modified		
6. Operator Cab- Free of clutter, organized & controls labeled and legible		
7. Top-Load Operations/Damage- Report any damage discovered and/or any unusual operations or noises		
8. Windows - Clean, uncracked and unobstructed operating views		
10. Operator Manuals- Manual legible and mounted with equipment		
11. Safety Equipment- Flashing/Rotating Lights, Backup Alarm, Horn, Operator restraint System & all equipment in place and operational		
12. Leaks- Any fluid leaks		
13. Brakes- Check brake pedal, travel and parking operational		
14. Steering - Operational and no excessive play		
15. Operating Lights- Check for proper operation		



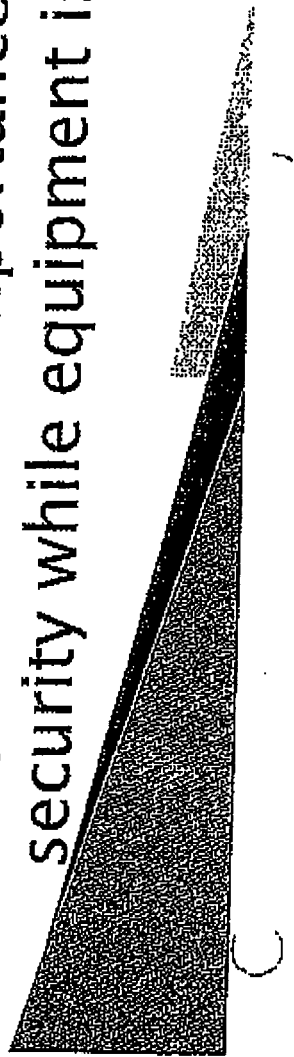
Lock Out Tag Out Refresher Training





History

- ▶ Recently, at 2 separate Port Operations in USA, employees performed Lock Out Tag Out before performing maintenance on fixed equipment and failed to adequately secure the keys for their personal locks that were being used for Lock Out Tag Out.
- ▶ This training is to refresh employees on proper Lock Out Tag Out Practices and to emphasize the importance of lock and key security while equipment is locked out



Why Lock Out Tag Out?

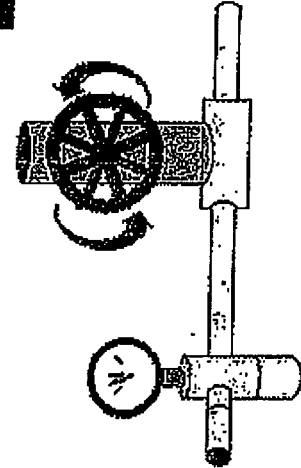
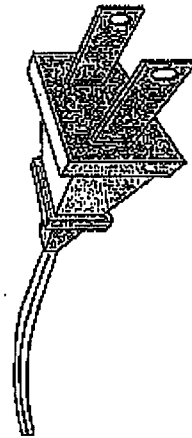
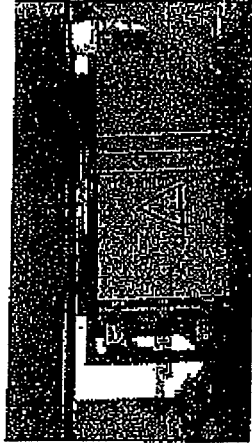
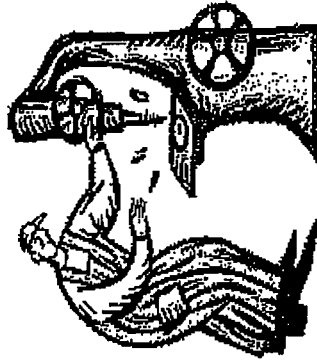
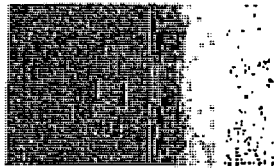
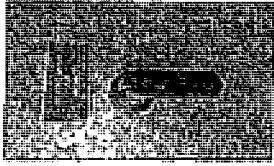


- The ultimate goal of Lock Out Tag Out is to **Protect the Safety and Health of Employees** when they are performing maintenance or working around mechanical equipment and hazardous energy sources.
- **Lock Out** is a technique used to isolate forms of hazardous energy sources.
- **Tag Out** is a means to identify who is working on the equipment and who is the owner of the lock that is being used to isolate the energy source.

The placement of a lock and tag on an isolating device ensures that the equipment being controlled cannot be re-energized until the locking device is removed.

Sources

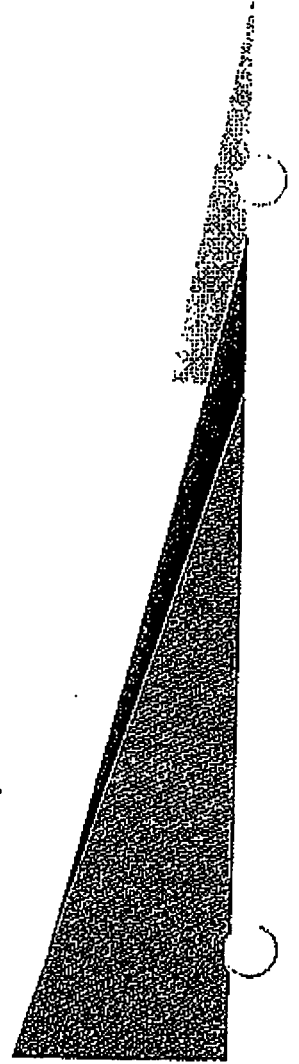
- ▶ Electrical
- ▶ Mechanical
- ▶ Hydraulic
- ▶ Pneumatic
- ▶ Thermal
- ▶ Potential
- ▶ Other?



Steps to effective Lock Out Tag Out



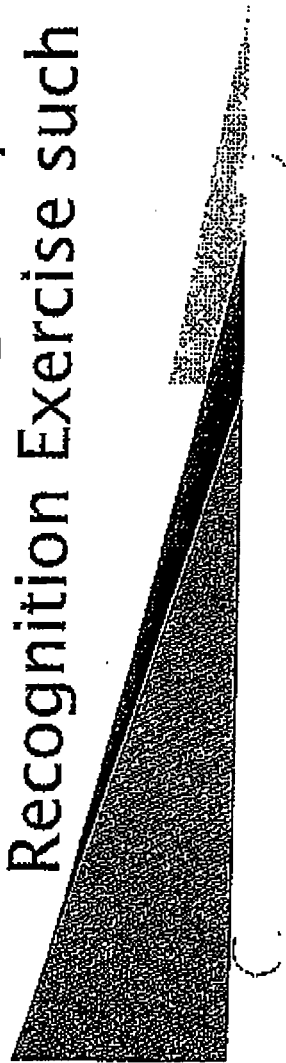
- Prepare for Shutdown
- Machine or Equipment Shutdown
- Machine or Equipment Isolation
- Lock Out Tag Out Device Application
- Releasing Stored Energy
- Verification of Isolation (“Try”)
- Removal of Lock Out Tag Out Device





Preparing for Shutdown

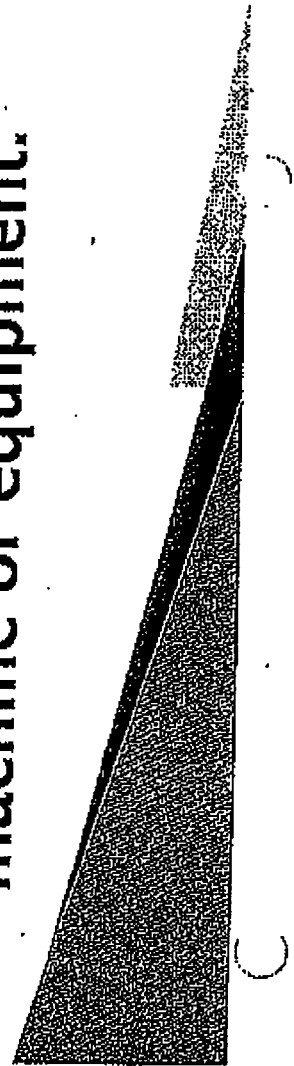
- Before an employee turns off a machine or equipment, the employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.
- This knowledge shall be acquired by review of **the Facility's specific Lock Out Tag Out Procedure(s)** associated with the equipment they are working and performing a Hazard Recognition Exercise such as a Take 5 or JHA.





Machine or Equipment Shutdown

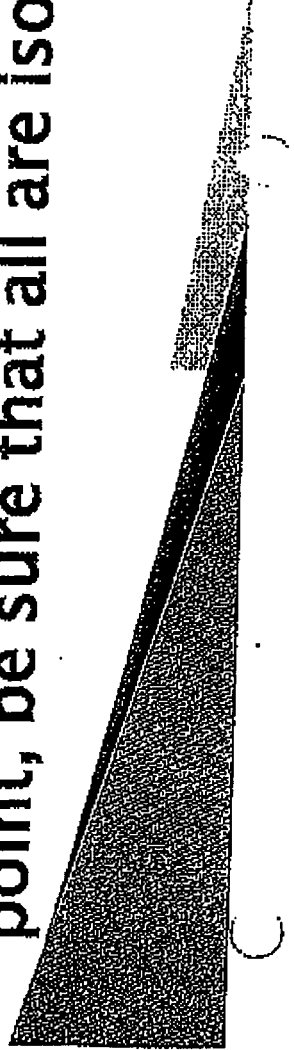
- Before powering down equipment, notify employees that Lock Out Tag Out is about to take place to avoid any additional or increased hazard(s) as a result of the equipment stoppage.
- The machine or equipment shall be turned off or shut down at the power source using the facility specific procedures established for the machine or equipment.





Machine or Equipment Isolation

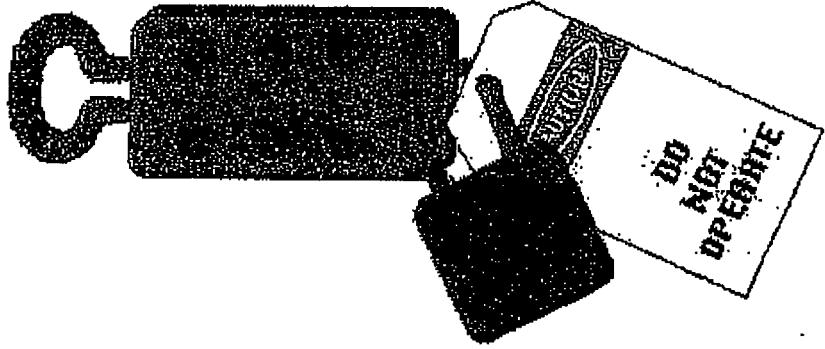
- All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).
- This step involves flipping a power switch, breaking a circuit, closing a valve, etc. If the equipment has more than one shutdown point, be sure that all are isolated from power



Lock Out Tag Out Device Application



1. **Personal Locks** shall be affixed to each energy isolating device as prescribed by the specific Lock Out Tag Out Procedure by every employee working on that piece of equipment in order to lock it in a "Safe" or "Off" position.
2. **Tags** shall be affixed to the locks and contain the following information:
Employee's name, date and nature of work being performed
3. **Keys** for locks shall be kept in a safe location to secure the lock and prevent access to the lock(s) from other employees. Failure to secure your keys is a violation of the Lock Out Tag Out



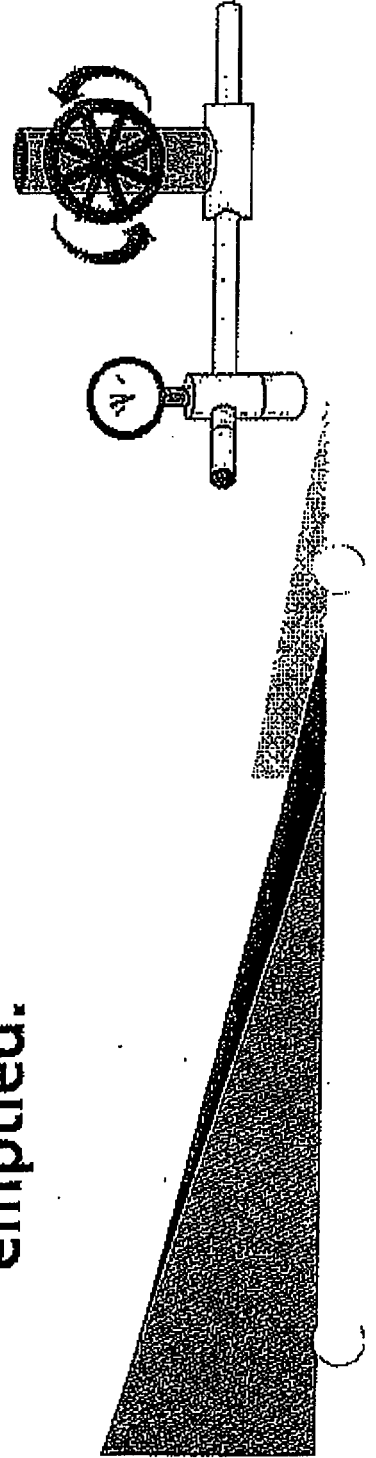
Zero Tolerance Policy!

C



Releasing of Stored Energy

• After all LO/TO devices have been applied, employees must ensure that no hazardous energy is still stored in the equipment or machinery. This kinetic energy may be found on conveyors, flywheels, steam lines, hydraulic systems, springs, capacitors, etc. Energy may need bleeding from capacitors or grounded from electrical circuits. Steam lines and hydraulic and pneumatic systems need activated to determine all energy has been released. Additionally, any water, chemical, sewer, or other liquid lines need emptied.





Verification of Energy Isolation ("Try")

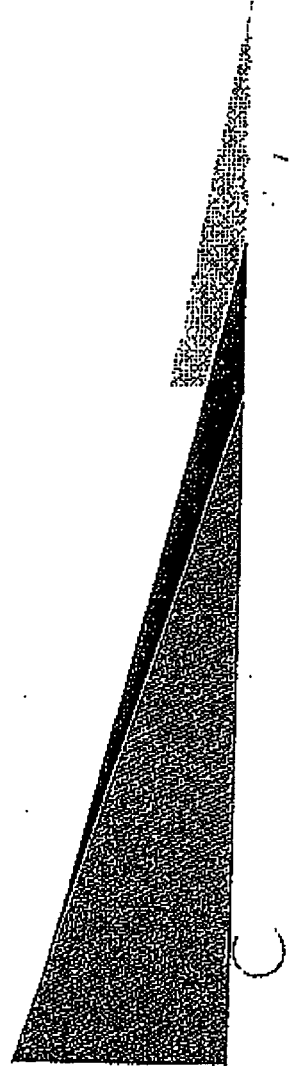
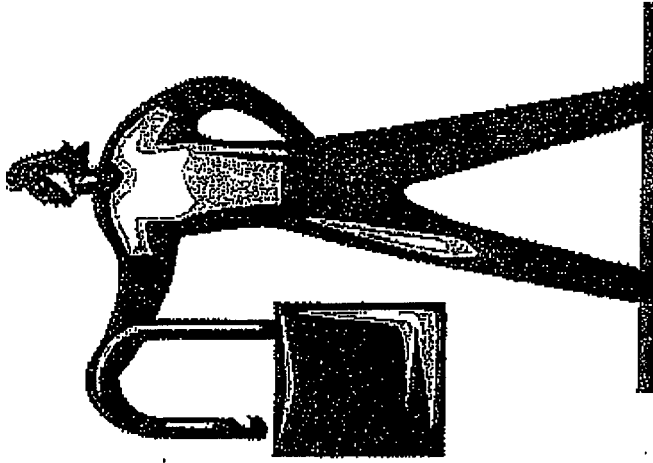
- Prior to starting work on equipment that have been locked out and tagged out, the employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.
- This step requires the employee to turn all controls of the equipment or machinery in the "ON" position and try to start it to confirm that it will not start up while work is being performed on it. Before trying to power up and start the equipment, make sure no one is near or inside the equipment or machinery in case the equipment should operate.
- **Once it has been confirmed the equipment is completely de-energized, the employee can then perform work on the equipment.**

C



Removal of Lock Out Tag Out Device

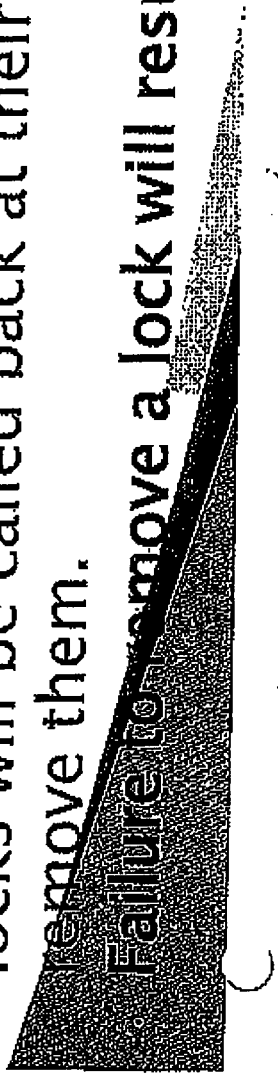
- Before Lock Out Tag Out devices are removed and before machines or equipment are energized, the work area shall be checked to ensure that all employees have been safely positioned or removed from the area, all tools, blocking device have been removed and all guards are securely in place.



What if an employee forgets to remove their Lock(s)?



- Attempts will be made by the employee's Supervisor to locate the employee and confirm they are not still working on the equipment.
- Once it has been confirmed that the employee is not working on or is still in the equipment a Lock Removal Form shall be completed by the employees Supervisor and the lock can be removed.
- Only the plant manager has the approval to remove a lock.
- Employees who leave work without removing their locks will be called back at their own expense to remove them.

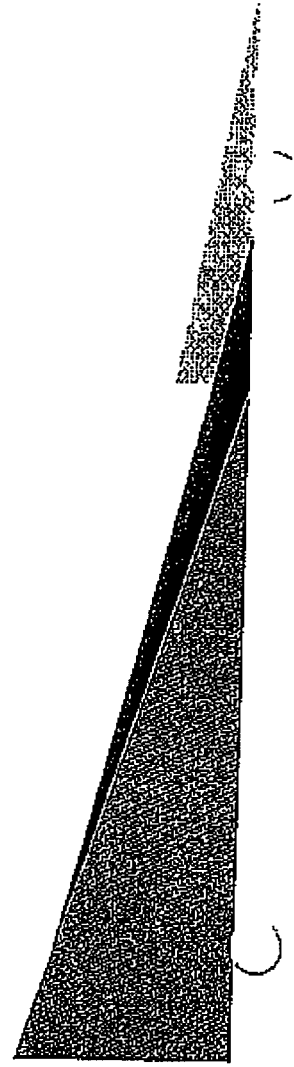


Failure to remove a lock will result in disciplinary.



Discipline Policy

- **Failure to correctly perform Lock Out and Tag Out is a Zero Tolerance Violation and will result in the Employee's Termination.**



13.1 MACHINE GUARDING PROCEDURE

The purpose of this machine guarding procedure is to prevent injury or death to FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC's personnel by requiring that certain precautions be taken before machine operation begins.

- All wheels, pulleys, belts, pinch point or points of operation must be securely guarded before any machining operations begin.
- Control systems must be in place using scissors, manual input and more selections. Interlocking and decision-making circuitry and output elements to a machine operating mechanism shall be in place.
- An authorized person with authority and responsibility will perform specific inspections of all operating machine mechanisms to assure proper guarding.
- All flywheels, belts, pulleys or nip-points less than seven feet off the ground must be guarded with a device which encloses the pulley, belt or wheel.
- Prime movers to include steam, gas, oil, air engines, motors, steam and hydraulic turbines and other equipment used as a source of power, will be guarded at all points of operation where cutting, shaping, or forming is accomplished upon stock. And, shall include such other points as may offer a hazard to the operator in inserting or manipulating stock in the operation of a machine.

13.2 WARNING

- Any person responsible for operating a machine that removes or otherwise defeats a guarding system without authorization will be subject to dismissal.

13.3 EMPLOYEE TRAINING

- All employees who are responsible for following this procedure must receive training in the procedure. This includes employees who perform any machine operations.
- Following initial training in machine guarding principals, each employee will receive an annual follow-up refresher training session.

These sessions shall include at a minimum the following:

- Lecture regarding this procedure including its purpose, scope, and application.

13.4 ENFORCEMENT / INSPECTION

Due to the severity of injury that could occur while not following these procedures, FLORIDA STEVEDORING INC. & PORT EVERGLADE TERMINAL LLC. will strictly enforce this policy. The primary responsibility lies with each supervisor for monitoring performance of their workers. Those employees found to be in violation of these procedures will be subject to the disciplinary policy.

13.6 SELF AUDIT GUIDE TO CHECK EXISTING CONTROLS

REQUIREMENTS FOR ALL SAFEGUARDS

Y__N__ Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?

Y__N__ Can the machine be oiled without removing the safeguard?

Y__N__ Is there a system for shutting down the machinery before safeguards are removed?

13.7 ENVIRONMENTAL

Y__N__ Have appropriate measures been taken to safeguard workers against noise hazards?

Y__N__ Have special guards, enclosures, or personal protective equipment been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation?

13.8 ELECTRICAL HAZARDS

Y__N__ Is the machine installed in accordance with SAFETY Fire Protection Association and SAFETY Electrical Code requirements?

Y__N__ Are there loose conduit fittings?

Y__N__ Is the power supply correctly fused and protected?

MECHANICAL HAZARDS

13.9 THE POINT OF OPERATION:

Y__N__ Is there a point-of-operation safeguard provided for the machine?

Y__N__ Does it keep the operator's hands, fingers, and body out of the danger area?

Y__N__ Could changes be made on the machine to eliminate the point-of-operation hazard entirely?

13.10 TRAINING

Y__N__ Do operators and maintenance workers have the necessary training in how to use and why?

Y__N__ Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection, and what hazards they protect against?

Y__N__ Have operators and maintenance workers been trained in how and under what circumstances guards can be removed?

Y__N__ Have workers been trained in the procedures to follow if they notice guards that are damaged, missing or inadequate?

EQUIPMENT SAFETY

14.1 SELECTING EQUIPMENT OPERATORS

The selection of employees who will be required to drive full or part-time should be done with care. Equipment's Driver can be considered qualified when they meet the following criteria:

- Successfully pass the SEFEPA training program.

14.2 OPERATOR TRAINING

All company drivers are trained by SEFEPA. The course is providing repeatedly throughout the year teaching the following skills:

- General Equipment Driving Skills
- Split-second decision-making.
- Backing-up rules.
- Safe Operations.

14.3 PREVENTIVE MAINTENANCE

Establishment of a preventive maintenance program for all company equipment is essential. Record jackets should be maintained on all equipment so that a log can be maintained on all planned maintenance, as well as repairs made from noted defects.

14.4 EQUIPMENT INSPECTION

The operator shall inspect each vehicle or piece of equipment on a daily basis before and after operation. Each operator is responsible for the safe condition of the equipment. Any vehicle having steering or brake problems is not to be operated until a mechanic has made repairs. Any other unsafe conditions are to be reported to the Mechanic's supervisor as soon as possible.

14.5 EQUIPMENT OPERATION

All company equipment and equipment are to be operated in a safe manner and adhere to all applicable laws. The operator is totally responsible for the safe operation of the equipment. The vehicle operator shall report any accidents or damage to the supervisor.

PICK UP TRUCKS AND ELECTRIC GOLF CARTS

The use of company pick up trucks and electric golf carts are strictly limited to an individual's job roles. Company vehicles such as pick up trucks and golf carts are limited for use within the facility and adjoining berths, including Passenger Terminals and off-site locations such as Dole & Chiquita.

Company vehicles may not be parked or used under shore cranes. Parking vehicles berth-side is limited to areas along the Facility's perimeter fence.

DRIVER SAFETY PROGRAM

14.6 INTRODUCTION

The operation of equipment is indispensable in conducting company business. The way in which each vehicle is handled will directly affect the loss picture of the entire company. Fleet losses are potentially one of the most costly types of losses that an operation can incur.

The types of exposure that involve the fleet program include: property damage, bodily injury, fatalities, liability suits, and Workers' Compensation cases.

The claims cost that would result from losses incurred can mount to dollars that will adversely affect our efforts to accomplish company objectives. To help prevent vehicle accidents and the type of loss exposures associated with them, the following guidelines have been established:

14.7 POLICY

The success and the safety of our employees depend on the mutual cooperation of each employee who has been entrusted with the responsibility of driving a company vehicle. In order to reduce vehicle accidents and to limit the company's liability because of driver negligence, the company has adopted a Driver Safety Program.

14.8 PROCEDURE

The procedures set forth in the Driver Safety Program will be the guidelines for management adherence to this policy.

14.9 RESPONSIBILITY

SEFEPA thru its safety programs has primary responsibility for the Driver Safety Program. The ILA LOCALS will appoint a responsible representative to report all driver information requested by our insurance broker.

14.10 MONITORING

SEFEPA and the ILA labor management are the responsible for the records of the Driver Safety Program. Duties will include, but not be limited to:

- Monitor the Driver's Safety Program and report to management any suggestions for improvement or needed changes.
- Review each vehicle accident report or infraction with management.

14.11 DRIVERS

Drivers of equipment that are owned, rented, or leased by the company will be required to follow defensive driving techniques and practices. The basic defensive driving practice is to plan ahead and do everything that one can reasonably do to prevent an accident. This is to include the use of seat belts. The following guidelines will also be followed:

- Drivers must adequate training in order to operate any company vehicle
- The driver should be physically capable of driving the vehicle he/she is assigned to drive, whether the vehicle is a car, van, or equipment, mule or top-loader.

14.12 PREVENTABLE ACCIDENT

A preventable accident is defined by SEFEPA "Any vehicle accident involving a vehicle which results in property damage and/or personal injury regardless of who was injured, what property was damaged, to what extent, or where it occurred in which the driver in question failed to exercise reasonable precaution to prevent the accident."

14.13 VEHICULAR ACCIDENT

Any accident occurring between a company vehicle and another vehicle, pedestrian, animal or fixed object.

14.14 SPECIAL NOTE

The occurrence of a vehicle accident may or may not be the fault of the employee. Therefore, it is imperative that the same investigative procedure which was outlined for the industrial accidents be used to determine the cause of accident and corrective action taken by the employee's immediate supervisor.

14.15 QUESTIONS TO HELP DETERMINE IF A VEHICLE ACCIDENT WAS PREVENTABLE

One basic question in determining preventability is: "Did our employee take every reasonable precaution to avoid the auto accident?" If "No," our driver was not driving defensively and, thus, the accident should be judged "preventable." Please note that legal liability or any citations should never influence the decision of determining preventability of an accident.

14.16 OPERATION OF COMPANY VEHICLES

- Top Loaders
- Mules (ITT)
- Pick Up Trucks
- Fork Lifts

All PET LLC & Florida Stevedoring Inc. (FSI) vehicles will be operated in a safe and prudent manner. All company personnel included but not limited to ILA longshore men, ILA & SFCR mechanics and supervisors will not operate motorized equipment while using cell phones or Bluetooth devices. The below listed OSHA 1917.44 General rules are applicable to all company vehicles, including private vehicles within the terminal.

1917.44 (b)

Vehicle parking within the terminal shall be allowed only in designated areas.

1. PET Pick Up trucks- all company pick up truck vehicles used by the PET ILA checkers and security personnel will be parked only in the designated areas located behind the PET Offices.
2. Mules- all Mules (ITT) and chassis will be parked at the designated area located in the north yard located on B-9 across the street from the PET terminal.
3. Top Loaders- all top loaders will be parked only in the designated area located in the PET terminal.
4. Fork Lifts- all fork lifts will be parked at the designated areas located within the mechanic shops.

1917.44(d)

The employer shall direct motor vehicle operators to comply with any posted speed limits and other traffic control signs or signals, and written traffic instructions.

1. All PET employees, truck drivers and visitors will comply with the traffic control instructions, signs and devices located throughout the terminal.
2. All PET employees operating company vehicles will possess a valid State Florida driver's license.

1917.44(e)

Stop signs shall be posted at main entrances and exits of structures where visibility is impaired, and blind intersections, unless direct traffic control or warning mirror systems or other systems of equivalent safety are provided.

1. All traffic control devices, rules and regulations posted at the direction of the Terminal Manager, Chief of Security & safety and Safety Superintendent will be obeyed.

1917.44(f)

Vehicular traffic routes, traffic patterns, traffic rules, and parking areas will be established, identified, and used.

2. All vehicular traffic routes, traffic patterns, traffic rules, and parking areas will be established, identified, by the terminal manager and will be adjusted according to the scope of the terminal and vessel operations. Any changes will be immediately convey to all members of the staff and all employees.

1917.44(j)

No unattended vehicles (top loaders, fork lifts, Mules, Pickup trucks, autos) shall be left with its engine running unless secured against movement.

1. All PET LLC & FSI employees will turn the ignition off when parking and exiting the vehicles. No company operated vehicles shall be left with the Ignition on and the engine running. All vehicles will be left in the parked position in the designated parking space.

1917.44(n)

Vehicles used to transport employees within the terminal shall be maintained in safe working order and safety devices shall not be removed or made inoperative.

2. The mechanic shop supervisor and fleet manager shall ensure proper maintenance of all company vehicles (top loaders, fork lifts, Mules, Pickup trucks) and will conduct quarterly safety and mechanical inspections of all company vehicles (top loaders, fork lifts, Mules, Pickup trucks) . They will log the results of the inspections on the vehicle maintenance log for each company vehicle.

Mario Garcia

From: Mario Garcia
Sent: Wednesday, August 17, 2016 2:37 PM
To: Alvaro Perez; Frank J. Rovirosa; Fernando Noriega; Julio Cordoba Farow; Juan Velazquez; Marco Sanchez; Arturo Martinez; Jeff Palmer; Jorge Morales; Miguel Hernandez; Arnaldo; Grovo; Eric Alexander; Andres; Tino Dominguez; Henry Mejia; 'enriquercardo@yahoo.com'; dalderman@flpev.com; Javier Miranda; Eddie Clavijo Bellsouth; Chief Clerk; 'crolandila1526@bellsouth.net'; operations; Jimmy; Alvaro Perez; 'germango2001@yahoo.com'
Cc: Rolando Gomez - FSMA; Frank V. Rovirosa; Richard Rovirosa
Subject: PET LLC & FSI Safety Manual Addition Operation of Company Vehicles
Attachments: PET SAFETY MANUAL 14.16 OPERATION OF COMPANY VEHICLES AUGUST 17 2016.pdf

Attached is an update to the safety manual. Please disseminate this information to all personnel under your command and ensure compliance.

Fernando, make sure that all ILA personnel get a copy of this safety regulation.

Thank you for your cooperation,

Mario

Mario A. Garcia, Major (Ret) City of Miami Police
Chief of Security, Safety & FSO
Port Everglades Terminal LLC & Florida Stevedoring Inc.
4200 McIntosh Road, Hollywood, Florida 33316
Mobile: (305) 915-5844
mgarcia@petpev.com
www.petpev.com

15.1 OPERATING RULES & PROCEDURES – ALL EQUIPMENT

The company has adopted the OSHA rules and regulations on the following pages as the basic minimum guidelines for the safe operation of equipment. The key to the success of our program is the use of qualified and competent drivers that have been pre-approved by South East Florida Employers Port Association (SEFEPA).

NOTE: SEFEPA is the only entity authorized to train and certify operators for Florida Stevedoring, Inc and Port Everglades Terminal, LLC.

The company will ensure that all operators are "qualified" or trained prior to allowing anyone to operate a equipment. Each driver's performance is reviewed regularly for his or her ability to perform using the equipment safely. This will be done by utilizing a planned program review by qualified oversight personnel within the company such as SEFEPA or to use the services of an outside agency to "Certify" our equipment operators.

Both drivers and employees who work around these vehicles are required to follow these operating rules and procedures:

- Only authorized drivers who are trained in safe operation may operate equipment.
- Passengers are not allowed on any equipment.
- Do not place any part of your body outside the running lines of a equipment, or between the mast uprights or other parts of the truck where shearing or crushing hazards exist.
- Do not stand, pass, or work under the empty or loaded elevated portion of any industrial truck, unless it has been blocked effectively to prevent it from falling.
- Check the vehicle at least once each shift to ensure that the following are operating properly:

<i>TIRES</i>	<i>LIGHTS</i>	<i>FUEL SYSTEM</i>	
<i>BATTERY</i>	<i>STEERING MECHANISM</i>	<i>CONTROLLER</i>	
<i>HORN</i>	<i>LIFT SYSTEM</i>	<i>BRAKES</i>	<i>BACK-UP ALARM</i>

- Any vehicle in need of repair should not be used until repairs have been made.
- Look in the direction of travel, and don't move the vehicle until you see that your path is clear of people and objects.
- Do not drive toward anyone standing in front of a bench or other structure; if the vehicle fails mechanically, or you misjudge distance, that person may be trapped between your truck and the structure.
- Do not exceed the authorized safe speed.
- Carry the forks as low as possible consistent with safe operation.
- Do not load industrial trucks in excess of their rated capacity.
- Do not move a loaded vehicle until the load is secure.
- If the load obstructs forward view, drive backwards.
- Ascend or descend a grade slowly with the load upgrade.
- Do not tilt the load with the mast extended past the center of gravity.
- Before you drive your vehicle on a floor, platform, or into rail cars, trucks, or trailers be certain the structure will support the loaded vehicle.
- When you leave the fork lift bring the mast to the vertical position, place the forks on the floor, shut the power off and curb or block the wheels (if parked on an incline).

USING A EQUIPMENT TRUCK TO ELEVATE EMPLOYEES

15.2 THE PLATFORM

- When equipment is used to elevate employees, the lift must be equipped with a "safe" work platform.
- The platform must be at least 24" x 24" square and it must be large enough to accommodate the employee and the material to be elevated.
- The platform must be securely attached to the forks and/or must be equipped with a standard guardrail with mid-rails on all open sides.
- The platform must have a slip-resistant floor and cannot have spaces or holes between the floor sections larger than 1 inch in size.
- The side of the platform resting against the equipment mast must be equipped with a substantial covering so that an employee cannot reach into the operation of the lifting mechanism. This covering or guard must extend from the floor of the platform to a minimum of 7 feet above the workers feet.

15.3 THE EQUIPMENT

- The equipment must be the proper size and capacity for the intended job.
- The equipment must be equipped with overhead protection whenever it is operated under conditions that expose the operator to danger from falling objects.

15.4 THE OPERATOR

- The operator of the equipment must be at the control position of the lift while employees are on the elevated platform.

15.5 OPERATING RULES WHEN ELEVATING EMPLOYEES ON FORK LIFT

- Use a securely attached "safety platform".
- Make sure the lifting mechanism is operating smoothly.
- Place the mast vertical and never tilt it forward or rearward when it is elevated.
- Place the gears in neutral and set the parking brake.
- Lift and lower the work platform smoothly and with caution.
- Watch for overhead obstructions.
- Keep hands and feet clear of controls other than those controls being used.
- Never travel with personnel on the work platform other than to make minor adjustments for final positioning of the platform.

16.1 FORMS AND OSHA STANDARD

16.2 CONTENTS

16.3 FORMS

- Employee Training Record – Located at SEFEPA
- Class Training Record – Located at SEFEPA
- Use of Personal Protective Equipment
- Exposure Incident Report
- Exposure Incident Follow-up Record
- Exposure Incident Log

16.4 MANAGEMENT & SUPERVISORY TRAINING RECORD

Employee Name		Home Tel #
Date of Employment		Emergency #
Driver's License #		Expiration Date
Job Title		Department
Training Received		Instructor
New Employee Orientation		
Lifting Safety		
Fire Extinguisher Use		
First Aide - CPR		
Personal Protection Equipment		
Reporting Incidents		
Other Programs		
	1	_____
	2	_____
	3	_____
	4	_____
Distribution: Personnel File (original), Supervisor, Safety Superintendent		

16.5 CLASS TRAINING LOG

I CERTIFY THAT THE EMPLOYEES LISTED BELOW RECEIVED TRAINING IN THE SUBJECT (S) AS INDICATED.

Subject / Course:

Date:

Titles of film(s), video(s), or powerpoint slide presentation(s):

Scope / Outline of training / course discussed: *(see attached file for course perspective)*

Instructor's Name:

Signature:

Date:

Employees in Attendance

Employee name:

Initials:

Employee name:

Initials:

Employee name:

Initials:

Employee name:

Initials:

Employee name:

Initials:

Employee name:

Initials:

Employee name:

Initials:

Employee name:

Initials:

Distribution: Personnel File (original), Supervisor, Safety Superintendent

OXYGEN ACETYLENE WELDING AND CUTTING SAFETY - ALL DEPARTMENTS

17.1 OXYGEN - FUEL GAS APPARATUS

Oxygen-fuel gas welding depends on the heat produced by the combustion of a fuel gas in the presence of oxygen. The equipment is relatively portable and does not require an electric power source. Basic equipment consists of a cylinder of oxygen, a cylinder of fuel gas, two regulators, two hoses and a welding torch. The regulators are used to reduce the pressure of the gas in the cylinder to the required work pressure. Other protective equipment (safety check valve) in the piping system prevents the backflow of oxygen into the fuel gas system, stops a flash from entering the fuel gas system, and prevents an excess of pressure from oxygen in the fuel gas system. These devices help to prevent fires and explosions and are basic and permanent parts of the apparatus.

17.2 SAFE HANDLING OF CYLINDERS

Explosions of fuel gas or oxygen cylinders are not common occurrences due in part to the healthy regard that workers have developed for the disastrous consequences of unsafe handling procedures. Cylinders must be stored in dry well ventilated areas where they are not likely struck or knocked over. They should be secured "upright" by some substantial (chain, heavy wire, etc.) means so they will not fall. They should never be stored near stairways, gangways, or elevators. Keep sources of ignition at least 20 feet away from the storage area. Store oxygen and fuel gas cylinders separately (at least 20 feet apart or by a noncombustible barrier 5 feet high) and do not store oxygen with reserve stocks of carbides or other combustible materials. It is particularly important not to store oxygen cylinders in the same area as oil, grease or other petroleum products. **CONTACT BETWEEN OXYGEN AND ANY PETROLEUM BASED PRODUCTS CAN RESULT IN FIRE AND EXPLOSION.**

Always attach the valve protection cap (hand tight) when the cylinder is not being used. The cap is designed to protect the valve from damage that could cause the sudden release of the contents of the cylinder.

Make sure the cylinder is clearly marked with their contents, i.e. oxygen, acetylene, etc. When a cylinder is emptied, make it EMPTY or M T.

17.3 VALVE EXAMINATION AND REGULATORS

Use the proper wrench when attaching the regulator to the cylinder. **DO NOT** use a pipe wrench or a pair of pliers. If the valve is equipped with a hand wheel do not attempt to open or close it with a hammer.

Watch the needle of the regulator after the torch valves have been closed. If it begins to creep upward replace the regulator immediately. **DO NOT** try to repair regulators or torches. Repair work should be done by a qualified person.

17.4 CONNECTIONS AND HOSES

Replace hoses that have leaks, burns, or worn places. Cut out the damaged section and splice the two cuts together. **DO NOT** attempt to repair hoses with tape. You can test for leaks by submerging the hose in water and looking for bubbles. Leaks in connections and hoses can also be detected by painting on a leak test solution of soapy water and checking for bubbles. Never test for leaks by using a flame.

Use only approved bronze or brass fittings. When making up connections do not use white lead, grease, pipefitting compounds or other petroleum products.

17.5 COLOR CODE THE HOSES

All welding gas hoses used in the operation should conform to the following color code schedule:

GREEN.....OXYGEN
RED.....ACETYLENE
BLACK.....AIR / INERT GAS

17.6 ELECTRIC ARC WELDING

Electric arc welding is a fusion process in which adjoining pieces of metal are melted together forming a joint that is as strong as the original metal. Heat is supplied by an electric arc drawn between the work and an electrode. There are two types of electrodes, Carbon and Tungsten. The only function of a carbon or tungsten electrode is to carry current. As current is applied to the electrode the electrode melts supplying filler metal to the joint.

In addition to carrying current and supplying filler metal, these electrodes are coated with a substance that vaporizes as the electrode melts. The vapor, which is formed, provides a gaseous shield around the arc and the work that prevents the formation of oxides and nitrides in the weld metal. While vapor from the coating of the electrodes has not been identified as an occupational hazard, filler metals, which are introduced to the joint as the electrode melts, may contain cadmium, nickel, or fluorine compounds. In all instances precautions must be taken to avoid contact with the metal fumes or the flux itself.

OSHA regulations require that when the filler metal contains cadmium the containers must be labeled:

WARNING - CONTAINS CADMIUM - POISONOUS FUMES MAY BE FORMED ON HEATING

When fluxes contain fluorine compounds the containers must be labeled:

CAUTION CONTAINS FLUORINE

Adequate ventilation and/or respirators must be used to avoid breathing the fumes.

WELDING PROCEDURES – ALL DEPARTMENTS

17.7 FIRE PROTECTION

Misuse of portable welding equipment is a frequent cause of industrial fires. Stationary equipment is less hazardous because it is usually located in an area designed with fire prevention in mind. Portable equipment can be carried to almost any location on the job and improper use of the equipment can result in a fire and/or explosion.

Do not allow welding in areas that have not been made fire safe.

17.8 BEFORE BEGINNING WELDING OPERATIONS

- Clear the floor of paper, wood shavings and other unsecured flammable materials for a space of 35 feet. Move other flammable materials at least 35 feet from the work area, or cover them with fire resistant shields.
- Cover the cracks and openings in the floor to prevent sparks from falling through to the lower floors. If it isn't possible to do this, check the lower floor and make sure there are no combustibles, which could be exposed to, sparks.
- When possible move the work to be welded to a safe location.
- Cover wooden floors with a fire resistant material.
- Cover nearby combustible walls and partitions with fire resistant shields. If the walls are made of metal, remove the combustible material from the other side. If they cannot be removed, station a "fire watch".
- Shut down ventilation and close ducts if there is a chance they could transmit sparks to other areas in the plant.
- Maintain a "fire watch" during the work and for ½ hour after the work is completed.
- Train "fire watchers" in the proper use of fire extinguishing equipment and how to sound alarms. Provide fire extinguishers or sprinkler systems in welding areas. Portable welding equipment should be equipped with an extinguisher.

17.9 WELDING EQUIPMENT

- Check both the weld lead cable and the work lead cable for damaged insulation and for exposed wires.
- Check the electrode holders for loose or exposed connections. DO NOT splice weld lead within 10 feet of the holder. Replace it.
- DO NOT coil the electrode cable around your body.
- Check the composition of fluxes, rods, and coatings. If there is a potential hazard find out how to protect yourself.
- Ground both the frame of the welding equipment and the metal being welded. DO NOT attach the ground wires to pipes carrying gas or flammable liquids or to metal conduits carrying electrical wires. Ground as close to the machine as possible.
- When floors are wet take precautions against shock.
- DO NOT allow metal parts in contact with the electrode to touch your skin or wet clothing. Wear dry work gloves.
- DO NOT cool electrode holders by putting them in water.
- Electrically disconnect the welding equipment when changing electrodes in gas tungsten arc electrode holders.

17.10 PERSONAL PROTECTIVE GEAR – ALL DEPARTMENTS

Personal protective gear for welders is required to protect the operator's eyes from radiation and to protect the operator from hot weld slag.

Sunglasses or colored glass will not provide sufficient protection against radiation. Specially designed helmets equipped with filter plates to protect against ultraviolet, infrared and visible radiation must be worn when arc welding.

Cover bare skin to protect against both sparks and radiation. Woolen clothing gives better protection than cotton because it is less flammable. If cotton clothing is worn it should be treated chemically to reduce flammability. Clothing should be free of grease and oil and other substances that may burn. Do not wear clothing with cuffs or pockets where sparks can lodge. Flameproof gauntlet gloves, a leather or asbestos apron and high top shoes provide good protection against sparks and hot slag.

PERSONAL PROTECTIVE EQUIPMENT – ALL DEPARTMENTS

17.11 RESPONSIBILITY

- It is recognized that no set of safe job procedures can cover all possible exposures where personal protective equipment may be needed. For this reason, we depend on your good judgment to wear the personal protective equipment that is necessary to protect your safety and health while on the job.
- Each employee is also responsible for maintaining the personal protective equipment that is provided by the company for his or her protection.

17.12 HAZARDS

- Foot injuries that result from object that drop or fall onto the foot while handling, moving or working with heavy materials.
- Eye injuries, particularly flash burn that could occur when looking at arc welding operations without benefit of eye protection.
- Foreign particle in eye injuries that result from flying or falling particles generated during production operations.
- Burns to hands, fingers, arms and body from accidental contact with hot surfaces during or after welding or cutting operations.
- Hearing impairment that results from prolonged exposure to high noise levels without benefit of hearing protection.
- Head injuries that may occur when there is a possibility of falling or flying objects or bumping into suspended or traveling stock.

17.13 SAFE JOB PROCEDURE -- ALL DEPARTMENTS

- Wear safety glasses in all welding areas. Small foreign particles are generated throughout the weld shop department, and these particles could enter the eye causing severe eye irritation. For this reason, it is essential that eye protection be worn.
- Wear safety-toe shoes in all areas. The shoes worn in the weld department should provide adequate protection against heavy objects that could fall or drop. Canvas covered shoes and/or sandals are not permitted in work areas of the plant.
- Hearing protection, insert plugs or muffs, must be worn in all areas where high noise levels are generated.
- For arc welding, approved hoods with shaded lenses adequate for the type of welding being done must be worn. It is also necessary to wear goggles under hoods to protect the eyes when chipping or grinding after the weld operation.
- Adequate gloves must be worn to protect against burns or cuts while performing work in the weld areas. It is recommended that leather gloves be worn to provide protection against the hot surfaces and sharp edges that are basic to our operation.
- Wear adequate clothing for this type of operation. Synthetic shirts and pants should not be worn since some of these areas are highly combustible and can burn with even a slight spark. Heavy cotton shirts with long sleeves, buttoned at the wrist, are preferred. Padded leather aprons or similar protection is recommended for welders.
- When welding operations produce irritating or noxious fumes, you must wear a disposable filter mask.

17.14 SAFETY TIP

It is essential that you take care of your personal protective equipment. Safety goggles and shields must be kept clean to be sure that you have good vision at all times.

OXY GAS TORCH CUTTING -- ALL DEPARTMENTS

17.15 HAZARDS

- Fire or possible explosion damage to the plant and equipment because of faulty torch, gas fuel leaks, or improper operation of the torch.
- Burns resulting from contact with open flame or slag during cutting operations and from accidental contact with hot material or scrap produced during operation.
- Eye injury caused by looking at point of operation without protective eye shields.
- Caught in or between and struck by accidents caused when handling moving materials to be cut or when removing materials after the cutting operation is performed.

17.16 SAFE JOB PROCEDURE

- Know the correct procedure for setting up the cutting operation, turning on the torch and completing the cut before attempting to use the torch-cutting machine. If you have questions on proper set-up, ask your supervisor.
- Inspect the torch body, gauges, and hose for damage or defects before making any cuts. Report gas, oxygen leaks immediately for repairs.
- Keep oil and grease away from all oxygen valve connections, hoses and gauges.
- Make sure all hose and torch body connections are tight and not cross threaded. Remember that gas hose connections have left-handed threads. Never interchange oxygen with gas hose.
- When setting up for a cut, visually check for congestion, combustibles, and other conditions that could impair the safety of the operation.
- Wear proper protective equipment when working on torch cutting operations. Properly tinted safety glasses with side shields, safety shoes, gloves and clothing suitable for this job must be worn. DO NOT wear clothing with synthetic materials that can burn rapidly when exposed to sparks.
- Be alert for leaks when opening natural gas valves. If a strong odor of gas is present, shut the system off and check out the problem.
- When lighting the torch, open the torch fuel gas valve one-half turn. Reduce the fuel pressure to get rid of black smoke. Open the torch oxygen valve to get the proper flame. If torch backfires, try relighting. If there is another flashback, stop using the torch and get it inspected.
- During cutting, keep hands and arms out of the scrap fall area and be alert for sparks during the operation.
- When torch-cutting lead painted steel or galvanized materials, wear a respirator.
- Make sure that a fire extinguisher is readily available during cutting operations. The fire extinguisher should be located in close proximity and easily accessible.
- After making the cut, turn off torch valves and fuel/oxygen supply. Mark all hot materials with the work "HOT" if other employees are working close to this operation.
- Make sure work area is clean and ready for next operation after completing work or at the end of the shift.

17.17 SAFETY TIPS

- By far the greatest exposure in the cutting operation is from burns because of a flame, hot materials, or slag. You must use good judgment in performing the operation and wearing the proper clothing and equipment to prevent these injury exposures.
- Shaded safety glasses should be worn whenever torch cutting, to protect your eyes from burns.
- Never permit flammable liquids or combustible materials to be located close to the cutting operation. The work area should be clean and un-congested.
- Always be on the alert for pinch points caused from material being placed onto the torch table by hoist or manually. Never place your fingers into an area that could result in a crush injury because of something being dropped or moved.
- Torch bodies and tips must be kept clean if they are going to do the right job. Always be sure that the tip and the torch body are in good condition. When lighting torches, don't use cigarettes, matches or cigarette lighters. The best method is to use the spark lighter.
- Never interchange hoses on gas-oxygen welding equipment. If hose is damaged or defective, have it repaired or replaced.
- Always on the alert for natural gas leaks. If strong odor of gas is present, shut down the system and check out the problem.
- Always keep your mind on what you are doing when operating the torch-cutting machine.

17.18 ARC WELDING HAZARDS

- Burns resulting from accidental contact with hot surface during welding operation or immediately after, before materials have been cooled.
- Flash burns to eyes resulting from looking at the arc too closely without proper eye protection.
- Respiratory irritation resulting from breathing in fumes or particles generated through some welding operations.
- Electric shock or burns because of accidental contact with electrical energy source.
- Strains that result from manually moving material during the welding fit-up operation.

17.19 SAFE JOB PROCEDURE

Proper protective clothing should be worn whenever performing arc-welding operations. The following clothing is recommended:

- Gauntlet gloves and aprons of leather should be worn as protection against radiated heat and sparks.
- Shirt sleeves should be kept buttoned about the wrist with nothing in shirt pockets.
- It is not advisable to wear low cut shoes unless the ankles area covered with protective leggings. It is easy for sparks and hot flux particles to fly into open shoes, causing severe burns to feet.
- Safety glasses with proper side shields and shaded lenses should be worn under arc helmets to protect against flying particles that area generated during cleaning operations.
- Helmets or hand-held shields should be used whenever arc welding and the shields should contain the proper filter lenses and sheer protective glass cover. We recommend the following shades of filter type for lenses:

<u>AMPERAGE</u>	<u>SHADE</u>
Below 30	6-7
30-70	8
75-200	10
200-400	12
Over 400	14

Or, if shade is based on rod diameter:

<u>ROD DIAMETER</u>	<u>SHADE</u>
1/16"	10
3/32"	10
1/8"	10
5/32"	10
3/16"	12
7/32"	12
1/4"	12
5/16"	14
3/8"	14

17.19 SAFE JOB PROCEDURE (continued)

- Visually inspect protective equipment, particularly helmets and hand shields frequently for damage. If the equipment has a damaged shield or is badly cracked, it shall be replaced.
- Always check general safety of work area before starting operations. Be considerate of others working in the immediate area. If necessary, place suitable shields or screens around the operation to prevent your arc flash and ultra-violet rays from causing injury to other workers.
- If welding on zinc or cadmium plated metals, wear a fume respirator. **NOTE: REEFER PANELS ARE ZINK PLATED**
- Plan ahead. Make sure that jig or worktable is ready for operations to be done. Good judgment should be used in setting up for the welding operation so that manual handling or moving parts to be welded is minimized. Be sure that all the tools and materials needed for the job are close at hand, but yet not in the way.
- Before starting welding operation, check all electrical connections. Be sure that the electrical connections are secure and firmly attached to the work. The ground rod should be securely connected to the work or to the work jig.
- Keep work leads as short as possible to minimize damage and reduce trip hazards to yourself and others working in area. When laying out leads, be considerate of others who work or walk in the area, don't create tripping hazards with your equipment or welding leads.
- Carefully examine the electrical insulation on holders and cable at the beginning of each shift. Badly worn or frayed insulation and damaged holders should be replaced or repaired. Report any unsafe condition to your supervisor.
- Make sure electrode is clear of conductor before starting the work. If the electrode does touch a good ground, an accidental flash can result with injury to your eyes and
- the eyes of another. It is also important to keep yourself insulated from the ground or metal when changing electrodes.
- Remove electrodes from holder when not in use.
- Always shut off power source at machine and make sure that arc is not in contact with ground lead whenever leaving the work area.
- Be alert for possible burn hazards. Always be watchful of others working in the area who may be burned as a result of heat generated from your welding operation. Be certain that material is cool before you touch it without gloves.
- Good housekeeping is critical to safety in welding operations. Maintaining good housekeeping is an on-going job, but it is very important in this operation.

17.20 METAL INERT GAS WELDING

- Secure inert gas cylinders in upright position at all times. DO NOT leave bottles unsecured since they could fall over causing injury to others or property damage.
- Caps must be kept on gas cylinders not hooked up to regulators. Never store gas cylinders without the cap being secure.
- Exercise good lifting techniques when lifting electrode wire onto spools. The wire is heavy, so lift it with slightly bent knees, and keep the back nearly straight. DO NOT bend at the waist to pick spools up.
- Check regulator, gas flow settings before starting weld. Make sure that gas line connections are tight and that the regulator is properly adjusted. DO NOT use regulators that are in damaged condition. Have them repaired.
- Exercise caution when changing inert gas bottles. The bottles are heavy so good material-handling techniques must be used. Always be extra careful with fuel bottles that do not have protective caps in place. The bottle must be secured before removing the protective cap.
- Check torch body and electrode holder for defects prior to starting to weld. Damaged insulation hoses or other noticeable defects should be reported.

17.20 METAL INERT GAS WELDING (continued)

- Never look directly at work when striking an arc without adequate eye protection. Always be alert to the danger of flash burns to yourself and others. Remember, arc welding produces infrared and ultraviolet rays that can easily burn unprotected eyes.
- Prior to starting weld, be sure that wire electrode spool is not binding.

17.21 CAUTION - TOXIC SUBSTANCES MAY BE PRESENT WHEN WELDING

When hazardous substances are used as base metals, fluxes, plating or filler metals, local exhaust ventilation must be used. Beryllium, cadmium, chromium, fluorides, lead, mercury, zinc, or any inert gas metal arc welding, and oxygen cutting of stainless steel, all require the use of local exhaust ventilation to bring toxic concentrations within the Permissible Exposure Limit (PEL). If it is not possible to supply adequate ventilation, use supplied air respirators.

Remove coatings along the line of the weld (lead paint, galvanize, coal tar pitch, plastic, etc.) so they can't burn. Clean all work which has been degreased, and do not operate electric arc welding equipment near a degreasing operation. The degreasing agents' trichloroethylene and perchlorethylene (or any other agents) decompose when exposed to the arc and can irritate the eyes and respiratory tract.

17.22 WELDING IN CONFINED SPACES

The threat posed by toxic gases, fumes, and dust is intensified when the welding work is done in a confined space.

Concentrations of toxic substances can rapidly reach hazardous levels without adequate ventilation.

OSHA regulations governing work in confined spaces require that the area be adequately ventilated and free from flammable or explosive substances. No welding or cutting may take place until the atmosphere has been tested and shown not to be dangerous or likely to become dangerous.

Workers in the confined space must be equipped with a safety belt and lifeline. A trained worker with approved respiratory equipment must remain on "standby" outside the confined space ready to provide assistance in case of emergency.

18. GENERAL SAFETY MEETING

18.1 INTRODUCTION - GENERAL SAFETY

Safety communication is important for all levels of the company. But there is no place more important than within the management organization.

In order to keep managers, supervisors, and labor informed on safety issues that pertain to the company, a General Safety Meeting will be held periodically, but at least quarterly.

The company relies upon supervision to communicate the safety policies and set the example for safety on the job for employees to follow. The General Safety Meeting will provide the necessary forum for the above objectives to be implemented and maintained.

18.2 PURPOSE

To establish a program of safety communication, education, and training for all personnel on a regular basis, as required by applicable laws and regulations.

18.3 OBJECTIVES

- Communicate job safety and health procedures and requirements established either by the company or others.
- To communicate accident statistics respective of their jobs and the company as a whole.
- To provide an educational forum on applicable safety subjects and issues.
- To provide information and training on legal issues of job safety and health that affects the job.
- To review job safety surveys and issues affecting the jobsite to which they are assigned.

18.4 PROCEDURES

Minimum Action Standard - At least quarterly, a safety meeting will be held where all supervisors, superintendents, and key labor staff are required to attend. These meetings will be held under the direction of senior management. A senior member of management or the Safety Superintendent and or its designate will chair the meetings. The following standards should be met for all meetings:

- The meetings (at least quarterly) will be held at the end of the workday. The meetings should be held on the same day of the month (such as the second Wednesday of each month scheduled.)
- The meetings should last from 30 minutes to 1 hour in length in order to adequately cover the material to be presented.
- An agenda and notification should be prepared in advance in order to inform the attendees of the material to be discussed. It will serve as a reminder for the meeting. (See attached).
- Minutes of the meeting should be recorded on "General Safety Meeting" report form.
- The completed minutes will be posted in the office and given to each job supervisor within 7 days of the meeting.
- The topics and material to be discussed will be prepared in advance in order to maintain time and attention of those attending.

18.4 PROCEDURES (continued)

Preparation and Plan - Prior to each meeting the Safety Superintendent and or its designate will prepare the information necessary for review. This will include:

- A review of the minutes from the previous safety meeting.
- A review of past accidents and claims since the last meeting. This would include all areas of loss exposure.
- A progress report on what has been accomplished on any previous recommendations.
- A review of jobsite safety surveys and supervisor's safety inspection completed since the last meeting.
- An outline of subject material to be presented; such as, company policy or procedures, safety rules and regulations of the company or State, educational programs or information.
- A review of any alleged hazardous conditions brought to the attention of any committee member since the last meeting.
- A review of any employee safety suggestions submitted since the last meeting.

18.5 TAIL GATE or SHIFT SAFETY MEETINGS

Each supervisor is the official management representative for his group of employees. It is the supervisor who the company as well as employee looks to who sets the example of company policy, philosophy, and communication. Safety communication is a key to employee safe work behavior. The Tailgate or Shift Safety Meeting is one method of providing this line of communication with employees, which in time will assist in enhancing job safety performance.

18.6 OBJECTIVES

- To encourage safety awareness.
- To get employees actively involved.
- To motivate employees to follow proper safety practices.
- To encourage employees to report or discuss job hazards.
- To introduce workers to new safety rules.
- To provide vital information on accident causes and types.

18.7 PROCEDURES

Minimum Action Standard - Each job supervisor will meet *DAILY, WEEKLY, BI-WEEKLY, AT THE START OF SHIFT* with his employees in a group meeting to communicate on safety issues.

- The meetings should be held at the beginning of the shift, preferably on the first workday of each week.
- The meeting should last from 5 to 10 minutes.
- The topic of the meeting should be prepared in advance in order to maintain employees' attention.
- Minutes of the meeting should be recorded on the "Safety Meeting Report Form".
- The completed reports, with the signatures of all employees who attended would be turned into the office within 24 hours of being completed.

Preparation and Planning - Prior to each meeting, the supervisor may receive a written and prepared safety talk from the office. This tool can be effectively used and presented directly to the employees by reading it. However, in some instances the written topic may not be available. Under these circumstances, the supervisor will be required to formulate a meeting "script" on his own. The following outline will assist the supervisor to develop his own meeting topic:

Choose your topic carefully: Such things as a recent accident, new equipment or dangerous new work will be impressive.

- **Gather your facts and figures:** Be sure they are complete and accurate; use visual aids if possible.
- **Map out your presentation:** Outline your topic; what you hope to accomplish; try to anticipate employees' questions and reactions.
- **Keep within a time limit:** The meeting should last from 5 to 10 minutes, or longer; set a timetable and stick to it; employees will pay more attention when the time does not drag on unreasonably.
- **Devise strategies to get employees involved:** Discuss safety; ask questions that require more than a yes or no reply of the employee.

How to Conduct a Meeting - If you have done your preparation and planning, the meeting will practically run itself. While some supervisors are not in the habit of conducting weekly safety sessions and may not be comfortable doing so, experience usually will stop these feelings. Whether presenting a safety topic in written form from the office, or preparing one yourself, the basic steps listed below should be followed in order to maintain employee attention and interest:

- **Introduce the Topic:** Begin with the meat of the subject matter or the reason for the meeting. Use some humor if appropriate.
- **Present the Facts:** Be concise as possible when providing any information to the employees. Use only credible facts and figures. Present them in as interesting a manner as possible.
- **Demonstrate:** Use visual aids to demonstrate your point. Use employees to "act out" or role-play a new safety procedure or policy to give the meeting added impact.
- **Open the meeting up for discussion:** Use this time for questions and answers, clarify any misunderstandings, and obtain feedback from the employees.
- **Summarize the major points:** Recap the key points you have discussed. End the meeting on a note of things that the employee should remember.
- **When you have selected a topic or been provided one for your weekly meeting, review the material in advance to familiarize yourself with the information. Use any supplemental material you can think of to reinforce or illustrate the meetings' subject matter. Make a note on the outline material where you may want to emphasize important information or add any appropriate facts, or accident statistics.**
- **When presenting the meeting from a prepared topic, try not to read the information word for word, but if it is necessary to do so, this method is better than no meeting. It is better to be prepared and know what you are to say, visual aids readily accessible, support equipment available, and demonstration rehearsed. This will allow the meeting to run more smoothly and keep employees attention. Employees will otherwise be distracted by disorganization, rambling discussion, or ill planned demonstration.**

18.8 GENERAL SAFETY MEETING

I. Attendance

Job Site: _____

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |

II. Items Discussed:

1. Prepared safety topic.
2. Review unsafe situations mentioned at previous meeting.
3. Review any safety suggestions from the crew.
4. Review of hazards expected in today's work.
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

III. Comments: _____

This safety meeting conducted by: _____ Date: _____

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18.9 MINUTES

GENERAL SAFETY MEETING

Minutes of the meeting of _____ (year) at _____

The meeting was called to order at _____ Hrs by _____

Supervisors in attending were: _____

Minutes of the previous meeting were reviewed. A review of past accidents and claims was also performed by _____

Progress reports were given on what has been done about previous recommendations as described _____

The Supervisor's Safety Inspection reports were reviewed and their recommendations were discussed.

Any recommendations are listed: _____

Other business discussed. _____

The meeting adjourned at _____ Signature of Superintendent _____

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18.10 AGENDA

GENERAL SAFETY MEETING

Date of Meeting: _____

Time of Meeting: _____ Hrs

Location of Meeting: _____

Those invited to attend: _____

1. Call to order by Chairman.
2. Review of minutes of prior meeting.
3. Review of all past accidents and claims with identification of trends and accident-prone areas or type of accidents since last meeting.
4. Progress reports on what has been done accomplished on previous recommendations.
5. Review of findings of the most recent hazard surveys and new recommendations.
6. Review of hazards brought to the attention of the safety committee members.
7. Review of employee suggestions or recommendations.
8. Other business:

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

Adjournment & Comments: _____

DISTRIBUTION: OFFICE (ORIGINAL)

JOBSITE FILE

SAFETY SUPERINTENDENT

20. DRUG AND ALCOHOL FREE WORKPLACE

DRUG AND ALCOHOL FREE WORKPLACE

20.1 PURPOSE

FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC recognizes the problems which drug abuse have created in the Maritime Industry and the need to develop drug abuse prevention programs. Accordingly, in order to enhance the safety of the workplace and to maintain a drug-free environment, **FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC** has amended its Drug and Alcohol Prevention Program to comply with Federal Regulations Part IV, Department of Transportation, Research and Special Programs administration, 49 CFR Part 199, "Control of Drug Use in Natural Gas, Liquefied Natural Gas, and Hazardous Liquid Pipeline Operations.

20.2 SCOPE

This revised Drug and Alcohol Prevention Program is effective on February 1, 2008. The provisions of this Drug and Alcohol Prevention Program are applicable to all employees of **FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC**.

Implementation and continued enforcement of the Drug and Alcohol Prevention Program is subject to appropriate local, state, and federal laws as well as any collective bargaining agreements, and customer requirements.

20.3 GENERAL PROVISIONS

It is the intent of **FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC** to provide a drug free working environment by maintaining a strong drug and alcohol prevention program as part of our safety program which ensures that all employees are healthy and fit for work.

20.4 EMPLOYEE ASSISTANCE PROGRAM

The use, possession, transfer or sale of illegal drugs, narcotics, or other unlawful substances is absolutely prohibited and may be considered grounds for termination of employment. When discussed with management, employees experiencing problems prior to being identified through a positive drug test will be referred to SEFEPA when some concern with the ILA staff and to their respective supervisor when same relate to the staff employees.

20.5 REASONABLE SUSPICION

Non ILA employees who exhibit through identification of abnormal job performance or behaviors, which suggest that drug or alcohol abuse may be a factor, may be requested to test for the presence of alcohol or drug test.

20.6 RANDOM TESTING

All Superintendents & ILA employees may undergo unannounced drug testing based on SEFEPA supervised drug testing programs

Please review addendum #1 attached

20.7 POST ACCIDENT TESTING

Post Accident Testing shall involve any employee in an accident or contributing to an accident as defined in this policy.

20.8 ALCOHOL

Being under the influence of alcohol by any employee while performing company business is prohibited to the extent that such use or influence may affect the safety of co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the company facility.

20.9 LEGAL DRUGS

Except as provided below, the use or being under the influence of any legally obtained drug by any employee while performing company business is prohibited to the extent such use or influence may affect the safety of co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the company equipment.

An employee may continue to work, even though under the influence of a legal drug if management has determined, after consulting with the Medical Department and Employee Relations, that the employee does not pose a threat to his or her own safety or the safety of their co-workers and that the employee's job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action determined by Management.

20.10 ILLEGAL DRUGS

The use, sale, purchase, transfer or possession of an illegal drug by an employee while at the company or while performing company business is prohibited. The presence in detectable amount of any illegal drug in an employee while performing company business or while in a customer or company facility is prohibited.

20.11 DISCIPLINARY ACTION

Violation of the Policy can result in disciplinary action, up to and including suspension and or termination, even for the first offense.

20.12 CUSTOMER OR OWNER REQUIREMENTS

It is understood that FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC. may, under the provisions of the contract, retain the right to search employees and their belongings for drugs, controlled substances, alcohol, or firearms while on the customer's property.

SEARCHES

20.13 SCOPE AND PROCESS

Searches of an employee and their personal property may be conducted when there is Reasonable Suspicion that the employee is impaired from performing his/her job or: in an "Unfit Condition"; and "Incident on duty"; "Post Accident", "Reasonable Suspicion", or when management believes the possession of alcohol or drugs may be occurring in violation of the company policy.

Searches and/or screening of employees and their personal property may otherwise be conducted who contributed to an accident or where there is Reasonable Suspicion to believe that the accident resulted from drug abuse. In addition to paragraphs 1 & 2 and in accordance with 33 CFR part 105.255 (e) (1), (e) (2) (i), (e), (3), (ii), entering the facility is deemed valid consent to screening or inspection and failure to consent or submit to screening or inspection will result in denial or revocation of authorization to enter.

- An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.
- Searches of company facilities and property can be conducted at any time and do not have to be based on Reasonable Suspicion.
- Searches of clothing and personal effects will be conducted under the direct supervision of management accompanied by a witness.

20.14 DISPOSITION OF UNCOOPERATIVE EMPLOYEES

Employees who refuse to cooperate with the search procedures will not be forced to comply, but will be informed that failure to comply will be grounds for removal for the customer's premises. Those employees who refuse the search procedures will not be granted admittance to the facility since they have failed to comply with the basic company policy.

20.15 CONTRACT PERSONNEL

The policy provisions stated in all sections above are applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the company's barring contract personnel from company facilities or participating in company operations. All contract personnel refusing to abide by the company policies will be referred to SEFEPA for further action.

20.16 EMPLOYEE'S REPORTING REQUIREMENTS - LEGAL DRUGS

For certain job positions, an employee's use of a legal drug can pose a significant risk to the safety of the employee or others. Employees who feel or have been informed that the use of a legal drug may present a safety risk are to report such drug use to the Personnel Department or management to determine job related consequences. Supervision that is aware of such a situation is to instruct the employee to report to the Personnel Department or the Management.

20.17 DEFINITIONS

- "Under the influence" means, for the purposes of this policy, that the employee is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion, a scientifically valid test and, in some cases such as alcohol, by a layperson's opinion.
- "Legal drug" means any drug; (a) which is not legally obtained, or (b) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. It also includes marijuana.

20.18 NOTIFICATION

- When an employee is observed in an "Unfit Condition" such as any of those specified in this policy that requires further investigation, testing, or searches, this "Condition" shall be immediately reported by the employee's supervisor to the supervisor's manager and the Safety Superintendent and or its designate.
- While at the facility, the designated company representative must also be notified.
- Upon notification from the employee's supervisor to the supervisor's manager and/or the Safety Superintendent and or its designate, appropriate action as outlined in this policy is to be taken, i.e., testing of the employee, implementing search procedures, etc.

20.19 UNFIT CONDITION

- All supervisory company personnel will be trained in the recognizing the specific, contemporaneous physical, behavioral, and performance indicators of possible drug or alcohol abuse.
- The decision to test a company employee for alcohol and drugs while on duty will be done by a meeting of the employee's supervisor and at least one other supervisor and the Safety Superintendent and or its designate. While at the facility, the designated company representative must also be notified.
- The search procedure shall be initiated as part of any observation as an integral part of the screening process.
- The employee shall be escorted to a designated "off-site" medical facility for actual screening.
- The employee will be excluded from further work at the facility pending the outcome of the test results.

20.20 INCIDENT ON DUTY

- The decision to test a company employee for alcohol and drugs while on duty will be done by a meeting of the employee's supervisor and at least one other supervisor and the Safety Superintendent and or its designate. While at the facility, the decision to test must be made in conjunction with their designated representative.
- Any company employee refusing to submit to the alcohol and drug test will be immediately suspended from all work responsibilities without pay until all requested tests are completed; for a period not to exceed five (5) working days. If the employee chooses not to submit to the drug and alcohol screen during the initial 24 hour period, the employee may be considered to have voluntarily terminated employment.
- The company employee will be excluded from further work at the facility pending the outcome of the test results.

20.21 REASONABLE SUSPICION TESTING

FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC will drug test an employee for drugs and alcohol when there is Reasonable Suspicion to believe the employee is using a prohibited drug or under the influence of alcohol.

A decision to test will be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug use such as:

- Discovery of an employee in possession of drugs or alcohol while on duty;
- Sudden change in work performance;
- Sudden change in attitude;
- Minor, yet consistent avoidable accidents;
- Observations of extreme behaviors, i.e.;
- Slurred speech;
- Uneven gait;
- Mood swings;
- Violent outbursts of temper.
- Excessive Absenteeism;
- Pattern of consistent tardiness;
- Disappearing/missing from designated work site without the supervisor aware of whereabouts;
- Consistently in areas where employees should not be or has reason to be.

Before an employee is asked to test for Reasonable Suspicion, two of the company's supervisors will substantiate and concur in the decision to request a drug test. One of the two supervisors must have observed the behavior. The two supervisors may concur by telephone.

When a negative test result is received, the employee will be put back to work.

When a confirmed positive test result is received, the employee will be advised in writing of his/her termination of employment. The written notification will include the reason for the termination, the conditions under which rehire could be considered and specific recommendation to seek professional assistance.

Any employee refusing to submit to the alcohol and drug test will be suspended from all work responsibilities without pay until all requested tests are completed; for a period NOT to exceed 24 hours. If the employee chooses not to submit to the drug and alcohol screen during the 24 hour period, the employee may be considered to have voluntarily terminated employment.

See specific requirements of Customer Substance Abuse policies, which will be distributed as appendices to this Drug and Alcohol Prevention Program.

20.22 ACKNOWLEDGEMENT OF DRUG & ALCOHOL PREVENTION PROGRAM

I, _____ the undersigned employee of **FLORIDA STEVEDORING INC. & PORT EVERGLADE TERMINAL LLC.** acknowledge that I have received, read, and understand the Company's Policy and Procedure for responding to drugs and alcohol in the workplace. I have had an opportunity to have any / all aspects of this Policy and Procedure explained to me. I understand that this Policy and Procedure are terms and conditions of my employment. Violation of this Policy or any aspect of the Procedures may result in my termination. I agree to abide by the contents herein described.

EMPLOYEE'S SIGNATURE

DATE

WITNESS'S SIGNATURE

DATE

Distribution: Original: OFFICE

Copies: Supervisor

HAZARD COMMUNICATION AND CONTROL PROGRAM

21.1 TITLE AND PURPOSE

This document is the FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC'S program for HAZARD COMMUNICATION AND CONTROL. Its purpose is to set forth guidelines and procedures for the proper handling, storage of hazardous substances in order to ensure a healthful and safe environment for all persons engaged in activities at the company's facility.

Upon request, this document shall be made available to employees, their designated representative, and authorized, State, or Federal safety officials.

21.2 LEGAL REFERENCES

It is the intent of this document to reflect and incorporate the legal requirements of: OSHA Section 1910.1200, as they apply to Hazard Communication Standards.

21.3 SITE OFFICER

The Safety Superintendent and or its designate will be the site Officer for the Hazard Communication Program. The Safety Superintendent and or its designate will be responsible to coordinate and manage the company Hazard Communication Program.

As appropriate, the Safety Superintendent and or its designate may designate key personnel to assist with the Hazard Communication Program.

It is the responsibility of Safety Superintendent and or its designate to ensure that storage, handling of hazardous substances takes place in accordance with the guidelines and procedures set forth in this document.

21.4 HAZARD DETERMINATION AND DISCLOSURE

Hazardous substances are those chemicals that are designated as hazardous by one of the following: the manufacturer; by the Material Safety Data Sheet or Emergency Respond Guide Book (ERG); or if they are listed on the "Directors List" of hazardous chemicals, or similar Government List.

Manufacturers and suppliers are required to provide health and safety information to their customers on hazardous substances purchased. This is done through the use of Material Safety Data Sheets (MSDS) or Emergency Respond Guide Book (ERG), which must be provided to the purchaser prior to, or at the time of shipment.

HAZARD COMMUNICATION AND CONTROL

The company is mandated by law to maintain copies of the required MSDS for each hazardous substance in the work place and to ensure that these are readily accessible to employees when they are in their work area(s).

- An ongoing inventory shall be taken and a complete and current list, including quantity, of all hazardous substances shall be compiled for each area where such substances are stored. The inventory shall be reported to the Safety Superintendent, Security Officer and or its designate.
- It shall be the responsibility of Safety Superintendent and or its designate to ensure that current copies of Emergency Response Guide Book and Hazardous inventory are maintained in a current status, and posted or filed in the work place.

HAZARD COMMUNICATION AND CONTROL (CONTINUED)

- In the event of an incident and further information is required the Safety Superintendent and or its designate will rely upon the manufacturer's determination of hazardous material as stated in the information provided on their published Material Safety Data Sheet (MSDS) or Emergency Response Guide Book (ERG) and the designated government lists of hazardous substances.

HAZARD COMMUNICATION AND CONTROL

21.5 LABELS AND OTHER FORMS OF WARNING

- In accordance with 49 CFR parts 100-185 each Shipping Container, which contains hazardous substances, must be properly labeled, tagged, or clearly marked with: (1) appropriate hazard warnings.
- Substances that do not have the proper label and/or cannot be identified shall not be used, handled, or stored. In such cases the Safety Superintendent and or its designate must be notified immediately. The material must then be identified and properly labeled or removed from the site under the direction of the Safety Superintendent and or its designate.

21.6 EMPLOYEE INFORMATION AND TRAINING

At each department, or area where hazardous substances are used or stored, employees shall be provided with information and training on:

- How to handle hazardous materials safely and use personal protective equipment.
- Where to find and how to use Material Safety Data Sheets (MSDS) and Emergency Response Guide Book (ERG) and Hazardous Inventory.
- Potential physical and health hazards associated with the use of hazardous substances or mixtures.
- Methods and observations used to detect the presence or release of hazardous substances in the work place.
- General safety precautions necessary to prevent or minimize exposure to hazardous substances.
- Throughout the company, employees shall be informed whenever any temporary activity involving the use of hazardous materials is to take place. In such cases, employees shall be informed of the nature of the activity and advised of any necessary precautions or potential hazards to be avoided.
- Employees shall be advised of the location and availability of the company's written Hazard Communication and Control program.

Employees shall be advised:

- Of the right of the employee and/or the employee's physician to receive information regarding hazardous substances to which the employee may be exposed.
- That the employee is protected against any form of discrimination due to the employee's exercise of the rights afforded to the provisions of the Hazardous Substances Information and Training Act.

21.7 OUTSIDE CONTRACTORS

Whenever outside visitor, trucker, contractors, vendors, suppliers, or emergency responders enter or work at/in the company where hazardous substances are stored or utilized, the Safety Superintendent and or its designate, or supervisor shall inform them that their employees may encounter hazardous substances while performing their work, and provide the visitors with access to Material Safety Data Sheets (MSDS) and suggested appropriate protective measures.

Whenever it becomes necessary for an employee to perform an unfamiliar, non-routine task, which involves exposure to or utilization of a hazardous substance, the employee's supervisor shall ensure that the employee receives appropriate safety and hazard awareness training prior to the work.

21.8 STORAGE OF HAZARDOUS SUBSTANCES

- To the maximum extent possible, all poisons, acids, and flammable chemicals shall be stored separately from all other substances, preferably in designated storage areas or cabinets that are approved for the type of exposure anticipated.
- The Safety Superintendent and or its designate shall schedule periodic inspections to ensure that all hazardous substances within the company are appropriately labeled and stored.
- Chemicals and substances utilized in maintenance, and which are particularly vulnerable to incompatibility and possible adverse reaction or accident due to improper storage, should be minimized. To the maximum extent possible, for storage purposes, chemicals and substances should be separated into organic and inorganic groupings and further sorted into compatible families within the two major groupings.

21.9 HAZARDOUS WASTES DISPOSAL PROCEDURES AND REGULATIONS

Federal, state, and local environmental regulations require strict control of the handling, storage, and disposal of all materials identified as being hazardous or toxic to human health or the environment. Once such materials have been used within the operations, specific restrictions and procedures apply as to their disposal. The Safety Superintendent and or its designate will maintain a monthly inventory based on information gathered during his survey and reporting by the department, accordingly, the following procedures shall be carried out for all departments that generate hazardous waste:

- No hazardous waste may be dumped in drains, sewers, dumpsters, or onto the ground. The only exception is small quantities of some chemicals may be disposed of by drain or dumpster, in accordance with local Sanitation District rules or OSHA guidelines or the Material Safety Data Sheet (MSDS).
- The Safety Superintendent and or its designate shall be the contact point for all information regarding storage and disposal of hazardous materials. It will arrange for periodic removal (a minimum of quarterly, or as required by law) of hazardous waste by a licensed hazardous waste hauler as needed.
- Department of Transportation (DOT) storage drums are required for storage of waste oils, sludge, oil and hydraulic filter, batteries, tires, paint and solvents. Prior to removal, above mention waste shall be stored in compliant with the Department of Transportation (DOT) approved and labeled storage drums with lids. Labels shall clearly identify the material being stored for removal and the date it was placed in the drum. The average monthly quantity of each category and waste name shall be maintained and reported to the Safety Superintendent and or its designate.
- Hazardous wastes designated for disposal or treatment must be removed from the company by a licensed hazardous waste hauler. Arrangements for any hazardous materials disposal MUST be made through the Safety Superintendent's office. For removal, send an inventory sheet to the Safety Superintendent's office with name, quantity, and location of hazardous materials. Before choosing the hauler, his identification and record will be checked.

21.9 HAZARDOUS WASTES DISPOSAL PROCEDURES AND REGULATIONS (continued)

- When hazardous waste is disposed of from a given site, a manifest list must be prepared by the hauler. Each list must identify the name and amount of each material for disposal. A copy of the Environmental Protection Agency (EPA) manifest list and any related documents MUST be forwarded to the Safety Superintendent's office as soon as they are completed. The ORIGINAL shall be kept on file.

Note: PORT EVERGLADES TERMINAL LLC. Does not handle HAZARDOUS material as described.

- After the waste has been deposited at an approved dumpsite, another copy of the manifest will be returned to the Safety Superintendent's office to document proper disposal and site location.
- The Safety Superintendent and or its designate shall be responsible for keeping an on-going Hazardous Waste Disposal Manifest File, with copies of all information for the master file. As provided by law, the site Disposal Manifest File is subject to regular inspection by the local HEALTH DEPARTMENT. Appropriate fines may be levied for noncompliance.

21.10 DISCLOSURE PROCEDURE FOR EMERGENCY RESPONDERS AND EMERGENCY RESPONSE PLAN FOR HAZARDOUS SPILLS

Compulsory Federal Law provides that counties adopt ordinances mandating that businesses or persons using, handling, or storing hazardous materials provide information regarding the location, type and health risks of such materials to emergency responders such as fire department and paramedics.

To comply, the company will provide the designated area agencies the Hazardous Chemical Inventories and Emergency Response Plans. Currently the law applies only to businesses or persons using, storing or handling hazardous materials where:

THERE IS AN ESTIMATED TOTAL YEARLY USE IN EXCESS OF 55 GALLONS OF LIQUIDS, 500 POUNDS OF SOLIDS, OR 200 CUBIC FEET OF GASEOUS SUBSTANCES. ONCE THE COMPANY HANDLES THIS AMOUNT OF PRODUCT, IT IS NECESSARY TO DETERMINE HOW MUCH WASTE IS THEN BEING GENERATED. IF IT IS NECESSARY TO RECYCLE OR DISPOSE OF WASTE THROUGH A LICENSED WASTE HAULER, RECYCLER, ETC., THEN THE COMPANY MUST THEN BECOME LICENSED AS A GENERATOR OF HAZARDOUS WASTES.

NOTE : PORT EVERGLADES TERMINAL LLC.(PET) HANDLES IN EXCESS OF THE QUANTITIES DESCRIBE OUT IS NOT A "USER" OR "CONSUMER" ONLY STORE FOR SHIPPING.

Each department shall maintain an inventory of all hazardous chemicals, the quantities, and the Emergency Response Guidebook. The updated inventories shall be sent to the Safety Superintendent's office on a monthly basis.

The Safety Superintendent's shall assist in coordinating the program.

APPENDIX "A"

21.11 HAZARDOUS CHEMICAL (PRODUCT) INVENTORY

SITE LOCATION _____ SITE OFFICER _____

INVENTORY DATE _____

Product Name	Maximum Quantity on hand	Unit of Measure	Vendor
Motor Oil 15W40	250	Gal	BV Oil
Hydraulic Oil	250	Gal	BV Oil
Gear Oil	250	Gal	BV Oil
Transmission Fluid	55	Gal	BV Oil
Mineral Spirits	55	Gal	BV Oil
Degreaser	55	Gal	Ronac Ent
Truck Soap	55	Gal	Ronac Ent
Parts Wash w/ Mineral Spirits	40	Gal	BV Oil
Anti-freeze	55	Gal	BV Oil
Waste Motor Oil	250	Gal	EMC Oil Co
Brake Fluid	2	Gal	NAPA Auto Parts
Spray Paint	24	Spray Cans	NAPA Auto Parts
Brake Cleaner	48	Spray Cans	NAPA Auto Parts
Glass Cleaner	48	Spray Cans	NAPA Auto Parts
Chain & Cable Lube	48	Spray Cans	NAPA Auto Parts
Starter Fluid	48	Spray Cans	NAPA Auto Parts
WD 40 Lube Oil	24	Spray Cans	NAPA Auto Parts
Contact Cleaner	24	Spray Cans	NAPA Auto Parts
Gear Shield Lube	36	Spray Cans	NAPA Auto Parts
Paint (assorted colors)	15	Gal	NAPA Auto Parts

APPENDIX "B"
21.12 LIST OF APPROVED VENDORS

VENDOR-disposal
CLIFF BERRY, INC. — 1 500 - 899 - 7745

IMPORTANT REFERENCE INFORMATION

MATERIAL SAFETY DATA SHEETS

Valuable information for the safe use, handling and disposal of chemical materials on the site may be obtained from the manufacturer or supplier in the form of a Material Safety Data Sheet (MSDS). Each MSDS describes the physical and chemical properties of one chemical material or substance. It also provides information for first aid treatment and special personal protection, procedures for cleanups, and precautions for storing and handling that are appropriate to the material.

The Material Safety Data Sheet is designed to inform the user of the properties of the material and to suggest proper controls for protecting employees, property and the environment against injury or damage. The data sheet also helps the user set up and maintain appropriate controls so that he can avoid preventable accidents.

Below is an outline of the contents of a Material Safety Data Sheet.

22.1 MANUFACTURING IDENTIFICATION

Name, address and phone number of the manufacturer. Material and trade names, chemical family and other designations. Pay particular attention to the EMERGENCY TELEPHONE NUMBER. Should an emergency occur, this information should be readily available. The date the MSDS was prepared is important because you should always refer to the most recent MSDS for accurate information. Not only does new information on chemicals become available with time, but also product formulas change.

22.2 HAZARDOUS INGREDIENTS

Hazardous ingredients and the percent (%) concentrations in the material, as well as their toxicity; also hazardous mixtures of other substances.

22.3 PHYSICAL DATA

Properties such as boiling point, vapor pressure and density, solubility in water, evaporation rate, percent (%) volatile, and characteristic appearance and odor.

22.4 FIRE AND EXPLOSION HAZARD INFORMATION

Properties such as flash point (method of ignition), auto-ignition temperature, and lower and upper limits in the air. This information is very important for materials used near sources of ignition or within poorly ventilated spaces. Also, means of extinguishment and special procedures for fire fighting.

22.5 HEALTH HAZARD DATA

Threshold limit value (TLV), effects of overexposure, and first aid treatment for eye or skin contact and inhalation. This information offers a guideline for monitoring exposure during use or handling.

22.6 REACTIVITY DATA

Stability of the material and related conditions to avoid. Other materials that are incompatible. Hazardous decomposition products and hazardous polymerization with related conditions to avoid. This information outlines conditions of use and storage under which the material will remain stable, as well as likely conditions that could cause a dangerous chemical reaction.

22.7 SPILL OR LEAK PROCEDURES

Recommended action for safe clean-ups and for final disposition without posing a hazard to people, property, or the environment.

22.8 SPECIAL PROTECTION INFORMATION

Suggestions covering the need for ventilation, respiratory protection, eye protection, gloves, and other protective equipment during exposure to the material.

22.9 SPECIAL PRECAUTIONS

Information on safe storage and handling to avoid hazardous reactions, and Department of Transportation classification.

EMERGENCY CONTACT NUMBERS:

FOR MIAMI OPERATION, SEE 5.16 (PAGE 29)

FOR PORT EVERGLADES OPERATION, SEE 5.16 (PAGE 28)

GLOSSARY OF MATERIAL SAFETY DATA SHEET TERMS

Information sheets, such as Material Safety Data Sheets for hazardous or toxic substances contain words that may be unfamiliar. The following explanation of terms will help you to understand the MSDS.

ACGIH: The abbreviation for the American Conference of Governmental Industrial Hygienists. A private organization of occupational safety and health professionals. The ACGIH recommends occupational exposure limits for numerous toxic substances and it updates and revises its recommendation as more information becomes available.

CARCINOGENIC: Capable of causing cancer.

CEILING LIMIT: The maximum amount of toxic substance allowed to be in workroom air at any time during the day.

COMBUSTIBLE: Able to catch fire and burn.

CONCENTRATION: The amount of one substance in another substance.

DECOMPOSITION: Breakdown of a chemical.

DENSITY: How much space a given weight of substance takes up. Gold is a very dense substance because a small piece of it weighs a lot. Styrofoam is not very dense because it weighs very little but takes up a lot of space. The density of a substance is usually compared to water, which has been given a density value of one (1). Substances more dense than water (which sink in water) have a density greater than one (1); substances that float on water have a density of less than one (1).

DERMAL: By or through the skin.

EMERGENCY RESPONSE GUIDE BOOK-(see book)

EXPLOSIVE LIMITS: The amounts of vapor in air sufficient to form explosive mixtures. Explosive limits are expressed as LOWER EXPLOSIVE LIMITS and UPPER EXPLOSIVE LIMITS; these give the range of vapor concentrations in air that will explode if heated. Explosive limits are expressed as a percentage of vapor in the air.

FLAMMABLE: Catches on fire easily and burns rapidly.

FLAMMABLE LIMITS: See EXPLOSIVE LIMITS

FLASH POINT: The lowest temperature at which the vapor of a substance will catch on fire, and then go out, if heat is applied. Provides an indication of how flammable a substance is. Not to be confused with IGNITION TEMPERATURE.

HEALTH HAZARD: Anything that can have a harmful effect on health under the conditions in which it is used or produced. There can be both ACUTE and CHRONIC health hazards.

IGNITION TEMPERATURE: The lowest temperature at which a substance will catch on fire and continue to burn. The lower the ignition temperature, the more likely the substance is going to be a fire hazard.

GLOSSARY OF MATERIAL SAFETY DATA SHEET TERMS (CONTINUED)

INFLAMMABLE: Same as FLAMMABLE.
INGESTION: Swallowing.

LC50: The concentration of a substance in air that causes death in 50% of the animals exposed by inhalation. A measure of acute toxicity.

LD50: The dose that causes death in 50% of the animals exposed by swallowing a substance. A measure of acute toxicity.

mg/kg: A way of expressing dose: milligrams (mg) of a substance per kilogram (kg) of body weight. Example: a 100 kg (220 pound) person given 10,000 mg (about 0.02 pounds) of a substance would be getting a dose of 100 mg/kg (10,000 mg/100 kg).

mg/m: A way of expressing the concentration of a substance in air: milligrams (mg) of substance per cubic meter (m) of air.

MILLIGRAM: One one-thousandth of a gram.

MUTAGENIC: Capable of changing cells in such a way those future cell generations are effected. Mutagenic substances are usually considered suspect carcinogens.

NIOSH: Abbreviation for the SAFETY Institute for Occupational Safety and Health, U.S. Department of Health and Human Services. NIOSH does research on occupational safety and health questions and makes recommendations to OSHA.

ODOR THRESHOLD: The lowest concentration of a substance's vapor, in the air, that can be smelled. Odor thresholds are highly variable depending on the individual who breathes the substance and the nature of the substance.

OXIDIZER: Any substance that reacts violently with oxygen or that gives off large amounts of energy in a chemical reaction.

PEL: Permissible Exposure Limit: means the same as TLV. PEL is often used in OSHA Standards instead of TLV.

PH: A measure of how acidic or caustic (basic) a substance is on a scale of 1-14. Ph 1 indicated that a substance is very acidic; Ph 7 indicates that a substance is neutral; and Ph 14 indicates that a substance is very caustic (basic).

PPM: Parts per million: Generally used to express small concentrations of one substance in a mixture.

REACTIVITY: The ability of a substance to undergo change usually by combining with another substance or by breaking down. Certain conditions, such as heat and light, may cause a substance to become more reactive. Highly reactive substances may explode.

SOLUBILITY: The amount of a substance that can be dissolved in solution, usually water.

SUSPECT CARCINOGEN: A substance that might cause cancer in humans or animals, but has not been proven to do so.

TERATOGENIC: Capable of causing birth defects.

GLOSSARY OF MATERIAL SAFETY DATA SHEET TERMS (CONTINUED)

TLV: Abbreviation for Threshold Limit Value (TLV). The average 8-hour occupational exposure limit. This means that the actual exposure level may sometimes be higher, sometimes lower, but the average must not exceed the TLV. TLV's are calculated to protect most workers for a working lifetime.

TOXIC SUBSTANCE: Any substance that can cause acute or chronic injury to the human body, or that is suspected of being able to cause disease or injury under some conditions. Many toxic substances are chemicals or chemical mixtures, but there are other kinds of toxic substances as well (bacteria and viruses, for example).

VAPOR: The gas given off by a solid or liquid substance at ordinary temperatures.

VAPOR DENSITY: The density of the gas given off by a substance. It is usually compared with air, which has a vapor density set at 1. If the vapor is denser than air (greater than 1) it will sink to the ground; if it is less dense than air (less than 1), it will rise.

VOLATILITY: A measure of how quickly a substance forms vapors at ordinary temperatures. Vapor pressure is a measure of volatility. The lower the vapor pressure, the lower the volatility.

24. HAZARDOUS WASTE MANAGEMENT PROGRAM

Disposal records for Florida Stevedoring, Inc and Port Everglades Terminal, LLC are maintained at Florida Stevedoring's Shop Office in Miami . Records may be shared or viewed upon request.

HAZARDOUS WASTE MANAGEMENT PROGRAM

24.1 TITLE AND PURPOSE

This document is FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC. program for HAZARD WASTE MANAGEMENT. Its purpose is to set forth guidelines and procedures for the proper disposal of hazardous substances. Upon request, this document shall be made available to employees, their designated representative, and authorized State, or Federal safety officials.

24.2 LEGAL REFERENCES

The Federal Emergency Planning and Community Right to Know Act of 1986, as they apply. Also as applicable is the Resource Conservation and Recovery Act (RCRA).

24.3 SITE OFFICER

The Safety Superintendent and or its designate will be the site Officer for the Program. The Safety Superintendent and or its designate will be responsible to coordinate and manage the Program in conjunction with the company's Hazard Communication Program. It is the responsibility of Safety Superintendent and or its designate to ensure that storage, handling, and disposal of hazardous substances takes place in accordance with the guidelines and procedures set forth in this document.

24.4 STORAGE OF HAZARDOUS SUBSTANCE

To the maximum extent possible, all poisons, acids, and flammable chemicals shall be stored separately from all other substances, preferably in designated storage areas or cabinets that are approved for the type of exposure anticipated. All flammable liquids must be stored in UL or FM approved flammable storage cabinets.

The Safety Superintendent and or its designate shall schedule periodic inspections to ensure that all hazardous substances within the company are appropriately labeled and stored. Chemicals and substances utilized in maintenance, and which are particularly vulnerable to incompatibility and possible adverse reaction or accident due to improper storage, should be minimized. To the maximum extent possible, for storage purposes, chemicals and substances should be separated into organic and inorganic groupings and further sorted into compatible families within the two major groupings.

24.5 HAZARDOUS WASTES DISPOSAL PROCEDURES AND REGULATIONS

Federal, state, and local environmental regulations require strict control of the handling, storage, and disposal of all materials identified as being hazardous or toxic to human health or the environment. Once such materials have been used within the operations, specific restrictions and procedures apply as to their disposal. The Safety Superintendent's office will maintain a monthly inventory based on information gathered during his survey and reporting by the department, accordingly, the following procedures shall be carried out for all departments that generate hazardous waste:

No hazardous waste may be dumped in drains, sewers, dumpsters, or onto the ground. The only exception is small quantities of some chemicals may be disposed of by drain or dumpster, in accordance with local Sanitation District rules or OSHA guidelines or the Material Safety Data Sheet (MSDS).

The Safety Superintendent's office shall be the contact point for all information regarding storage and disposal of hazardous materials. It will arrange for periodic removal (a minimum of quarterly, or as required by law) of hazardous waste by a licensed hazardous waste hauler as needed.

Department of Transportation (DOT) storage drums are required for storage of waste oils, sludge, and solvents. Prior to removal, waste oils, sludge, and solvents shall be stored in Department of Transportation (DOT) approved and labeled storage drums with lids. Labels shall clearly identify the material being stored for removal and the date it was placed in the drum. The average monthly quantity of each category and waste name shall be maintained and reported to the Safety Superintendent and or its designate.

Hazardous wastes designated for disposal or treatment must be removed from the company by a licensed hazardous waste hauler. Arrangements for any hazardous materials disposal MUST be made through the Safety Superintendent's office with name, quantity, and location of hazardous materials. Before choosing the hauler, his identification and record will be checked.

When hazardous waste is designated for disposal or treatment from our site, a "MANIFEST LIST" must be prepared by the hauler. Each list must identify the name and amount of each material for disposal. A copy of the Environmental Protection Agency (EPA) manifest list and any related documents MUST be forwarded to the Safety Superintendent's office as soon as they are completed. The ORIGINAL shall be kept on file. After the waste has been deposited at an "approved dump site", another copy of the manifest will be returned to the Safety Superintendent's office to document proper disposal and site location.

The Safety Superintendent and or its designate shall be responsible for keeping an on-going Hazardous Waste Disposal Manifest File, with copies of all information for the master file. As provided by law, the site Disposal Manifest File is subject to regular inspection by the local HEALTH DEPARTMENT. Appropriate fines may be levied for noncompliance.

24.6 DISCLOSURE PROCEDURE FOR EMERGENCY RESPONDERS AND EMERGENCY

(see 21.11 Appendix A and 21.12 for Vendor)

24.7 RESPONSE PLAN FOR HAZARDOUS SPILLS

Compulsory Federal Law provides that counties adopt ordinances mandating that businesses or persons using, handling, or storing hazardous materials provide information regarding the location, type and health risks of such materials to emergency responders such as fire department and paramedics.

To comply, FLORIDA STEVEDORING INC. & PORT EVERGLADES TERMINAL LLC. will provide the designated area the Hazardous Chemical Inventories and Emergency Response Plans. Currently the law applies only to businesses or persons using, storing or handling hazardous materials where:

THERE IS AN ESTIMATED TOTAL YEARLY USE IN EXCESS OF 55 GALLONS OF LIQUIDS, 500 POUNDS OF SOLIDS, OR 200 CUBIC FEET OF GASEOUS SUBSTANCES.

ONCE FLORIDA STEVEDORING, INC & PORT EVERGLADES TERMINAL, LLC HANDLES THIS AMOUNT OF PRODUCT, IT IS NECESSARY TO DETERMINE HOW MUCH WASTE IS THEN BEING GENERATED. IF IT IS NECESSARY TO RECYCLE OR DISPOSE OF WASTE THROUGH A LICENSED WASTE HAULER, RECYCLER, ETC., THEN EACH COMPANY MUST THEN BECOME LICENSED AS A GENERATOR OF HAZARDOUS WASTES.

Each department shall maintain an inventory of all hazardous chemicals, the quantities, and the Material Safety Data Sheets. The updated inventories shall be sent to the Safety Superintendent's office on a monthly basis. The Safety Superintendent's office shall assist in coordinating the program.

Port Everglades Terminal LLC 2014 Facility Security Plan



Appendix J: PET LLC Maritime Security Division Rules & Regulations Manual

Port Everglades Terminal LLC.
Security Operations Division
Security Officers Rules and Regulations



The purpose of these rules and regulations is to serve as a guide for each security officer. Each officer's value to the Port Everglades Terminal LLC Maritime Security Services Division will be measured by his/her ability to exercise discretion, sound judgment, and by his/her zeal and activity in properly performing his/her duty on all occasions.

Warning: This record contains sensitive security information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "Need to Know" as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. Government Agencies, Public disclosure is governed by 5 U.S.C. 552 and 49 CFR 15 and 1520. Information contained in this report is confidential pursuant to applicable Federal, State, and Local Statutes.

**PORT EVERGLADES TERMINAL LLC
MARITIME SERVICES SECURITY OPERATIONS
DIVISION**

The purpose of the Port Everglades Terminal LLC Maritime Security Operations Division Rules and Regulations Manual is to provide policy and procedural guidelines for members of the security division in the performance of their duties.

All members are being issued a copy of these rules and regulations to be used during their tenure with the Maritime Services Security Operations Division. All members of the Security Division shall become familiar with these rules and regulations and will be governed by them.



Mario A. Garcia
Chief of Security
Port Everglades Terminal LLC &
Florida Stevedoring Inc.

Section

I. Rules and Regulations

Policy
Organization
Responsibilities
Administration

II. General Rules of Conduct

I. RULES AND REGULATIONS

POLICY: The policy of Port Everglades Terminal LLC Maritime Security Operations Division is to make these Rules and Regulations, which contain information and guidance, available to all security personnel, including administrative personnel with management, supervisory and administrative duties each security officer's value to Maritime Security Operations Division will be measured by his/her ability to exercise sound judgment, discretion, attention to duty, and by his/her zeal and activity in properly performing his/her duty on all occasions.

ORGANIZATION: The Maritime Security Division of Port Everglades Terminal LLC shall be under the general administration and direction of the Chief of Security. The Chief of Security is appointed by the Chief Executive Officer of Port Everglades Terminal LLC. The Chief of Security is directly responsible to the CEO for the efficient conduct and operation of the Maritime Security Operations Division and for conformity to policies, as set forth by the CEO and company staff and officials.

1.1.2 **NUMERICAL STRENGTH:** The numerical strength of the Maritime Security Operations Division shall consist of the Chief of Security, a superintendent of security and safety and additional numbers as approved and provided by the CEO of Port Everglades Terminal LLC.

1.1.3 **TABLE OF ORGANIZATION:** For the purpose of practical operation and the effective, efficient conduct of the Security Division, the table of organization setting forth the various duties and responsibilities of security personnel is established by the Chief of Security with the approval of the CEO and shall embrace all the functions thereby prescribed.

1.1.4 **ORDER OF RANK AND CHAIN OF COMMAND:** The titles of the respective ranks that establishes the chain of command of the Maritime Security Division are:

- A. CEO/ Facility Security Officer (FSO)
- B. Chief of Security
- C. Superintendent of Security and Safety
- D. Deputy Facility Security Officer (DFSFO)
- E. Security Officer

- 1.2 **RESPONSIBILITIES:**
- 1.2.1 **CHIEF OF SECURITY:** The Chief of Security shall, without specific instructions, establish the required special details and assignments necessary to carry out the functions of the Maritime Security Operations Division under his command. He shall be guided in his assignment of personnel by a needs assessment, number of security officers available for assignment, cost projections, and the necessity for assigning personnel where will be most useful and efficient.
- 1.2.3 **SERVICES OF OFFICIAL NOTICES:** The Chief of Security shall be responsible for the **prompt service of all official notices**, policies, procedures, MARSEC level changes, FDLE Port Security Compliance guidelines, or directives sent to him by proper authorities.
- 1.2.4 **DIGNIFIED ATTITUDE:** All security supervisory staff shall maintain a pleasant, courteous, and dignified attitude and shall recognize every caller's presence without delay. The staff shall accord respect, courtesy, sincerity, and patient attention to every employee and customer whom coming in contact with. **Under no circumstances shall they belittle any employees or customer.**
- 1.2.5 **LINE INSPECTIONS:** The Superintendent of Safety and Security will cause to be inspected all members under their command at the beginning of their tour of duty. Findings shall be documented in the member's performance evaluation report and deficiencies identified shall be corrected.
- 1.2.6 **EVALUATIONS:** The Superintendent of Security and Safety shall evaluate all of the security personnel and shall prepare efficiency ratings for each of the security officers under his supervision.
- 1.2.7 **DISCIPLINARY ACTION:** The Superintendent of Security and Safety is responsible for the efficiency, discipline, and morale of all members under his supervision. He shall investigate, or cause to be investigated all accidents, complaints, reports of misconduct, neglect of duty, or any violation of Standard Operating Procedures, Rules and Regulations or any directives.
- 1.2.8 **REPORT OF DISCIPLINARY ACTION:** Any disciplinary action initiated against a subordinate by the Superintendent of Security and Safety will require a disciplinary report for inclusion in the personnel file of the disciplined member.
- 1.2.9 **COMMENDATIONS AND REPRIMANDS:** Supervisory staff of the Security Division shall commend employees, in the presence of their fellow colleagues for good performances. They shall evaluate the need for reprimands for members who have committed breaches of discipline, violations of rules and regulations or failed to fulfill any official directives. Such reprimands shall be issued in privacy and never in the presence of their fellow colleagues unless an emergency dictates otherwise.

Port Everglades Terminal LLC
Security Division Rules and Regulations

- 1.2.10 **INSTRUCTORS**: The supervisory staff of the Security Division shall be assigned the responsibility of actively participating as instructors for all in service security training for all security personnel.
- 1.2.11 **RECORDS**: The Superintendent of Security and Safety will be responsible for properly preparing, transmitting, filing, using, and preserving official records, reports, forms originating within or forwarded to his command and for compliance with USCG, MTSA, and FDLE mandates and guidelines.
- 1.2.12 **WORK SCHEDULE**: The Superintendent of Security and Safety shall be responsible for properly preparing the weekly work schedule and hours for all security officers. This schedule will be conducted in the most efficient and cost effective manner without ever compromising office safety or USCG, MTSA, and FDLE security procedures, mandates, and guidelines.
- 1.3 **ADMINISTRATIVE PARTICIPATION**: The Superintendent of Security and Safety shall under the direction of the Chief of Security, assist in the administration of the Division's program for:
 - 1.3.1 **ORGANIZING** and conducting a progressive program for personnel training.
 - 1.3.2 **IMPROVING** working conditions for maximum efficiency and morale.
 - 1.3.3 **USING PERSONNEL** records, performance and evaluation ratings for individual guidance and improvement.
 - 1.3.4 **IMPROVING EFFICIENCY** and cooperation in areas of command responsibility.
 - 1.3.5 **ADEQUATELY RECOGNIZING** outstanding personnel performances.
 - 1.3.6 **PROMOTING** personnel and fleet safety.
 - 1.3.7 **ADVANCING** good working relations with USCG, FDLE, BSO, Homeland Security Department, employees, contractors, vendors, and truckers.
 - 1.3.8 **DEVELOPING** systems, functions, methods, and procedures for efficient and effective goal accomplishment and organizational development.
 - 1.3.9 **REPORTING INCIDENTS**: The Superintendent of Security and Safety shall maintained the Chief of Security of any and all incidents relating to security, or matters of company concerns such as accidents, labor union incidents, breaches of security, neglect of duty, complaints, grievances, or any unusual circumstances related to the facility of Port Everglades Terminal LLC.

II. GENERAL RULES OF CONDUCT

1. **PURPOSE:** In order to carry out the duties that are imposed on all security personnel assigned to security duties and functions at Port Everglades Terminal LLC, it is necessary to promulgate the rules and regulations which will assist in carrying out these duties in a uniform and orderly manner, with the least amount of confusion to ensure organizational effectiveness.
- 1.1 **MEMBERS TO KNOW RULES AND REGULATIONS:** It shall be the duty of all security officers to familiarize themselves with the provisions of the rules and regulations. This should occur within ten (10) days from the date of issuance, Failure on the part of any member of security to acquaint themselves with the provisions of the rules and regulations, as hereby directed, shall be considered negligence of duty and subject to disciplinary action.
- 1.2 **ACCIDENTS – PERSONNEL AND COMPANY VEHICLES:**
 - 1.2.1 **ACCIDENT REPORTS REQUIRED:** Security personnel shall promptly notify their supervisors of any injury or accident with any company vehicles or equipment operated by them or in their possession. The supervisor will investigate, or cause to be investigated, all personnel, vehicle and equipment accidents and will write, or have a written injury or accident report detailing the injury and accident. This report will be completed by the end of the employee's tour of duty. The employee's supervisor will be responsible for forwarding all reports to Human Resources as well as making all notifications and submitting the employee to the drug testing facility.
 - 1.2.2 **SUPERVISORS TO INVESTIGATE:** The supervisor on duty or a superior assigned by him shall investigate the cause of the accident. If negligence or violation of a law or of the rules and regulations is evident on the part of the member, a report of the same shall be promptly prepared and appropriate action will be initiated.
- 1.3 **ALCOHOL, INTOXICATION, AND OTHER SUBSTANCES:**
 - 1.3.1 **USE ON DUTY:** An on-duty member shall not drink liquor or alcoholic beverages of any kind. Any member who reports for duty or is on duty while under the influence of liquor or drugs, to any degree; or who is unfit for duty because of excessive use; or who has the odor of an alcoholic beverage on his/her breath, when reporting for duty or while on duty, shall be deemed in violation of the rules and regulations.
 - 1.3.2 **LIABILITY:** Members who use company vehicles while physically or mentally impaired shall be administratively, criminally, and civilly liable for their actions.
- 1.4 **RISK INVOLVED:** Members shall distinguish between foolhardiness and courage when investigating suspicious persons. While a certain degree or risk is involved in all security service, security officers will not unnecessarily jeopardize their lives or the lives of others.

1.4.1 **UNNECESSARY FORCE**: Security officers must be firm, resolute, and energetic to exercise the necessary means to properly perform their duties. Members shall not use unnecessary force or violence except in self-defense, to overcome actual physical resistance, or to prevent violence to another person.

1.4.2 **SEARCH OF TRANSPORTATION TRUCKS**: Security officers assigned to the inbound lanes will conduct a search of inbound trucks in accordance with the current MARSEC levels. Such searches will be done immediately for weapons, explosives, or contraband.

1.4.3 **BADGE-OFFICIAL IDENTIFICATION**:

1.4.4 **MEMBERS TO CARRY AT ALL TIMES**: Members of the Security Division shall carry on their person, their designated badge and company identification card. A member has no right to expect obedience or respect for his/her authority until he/she has identified themselves as a security officer performing their lawful duties.

1.5 **BEARING**:

1.5.1 **MILITARY BEARING**: Every member of the Security Operations Division shall maintain a military bearing and an alert and attentive attitude and appearance. All security personnel shall avoid a slouchy attitude of mind and body. He/ She shall not sleep on duty and shall at all times, be attentive to their duties.

1.5.2 **ON-DUTY**: Security members' on-duty shall be in issued uniform and accessories. They shall not lean against any object. They shall not carry or read any newspapers, magazines, book, or any article not necessary in the performance of their assignment.

1.5.3 **PERSONAL APPEARANCE**: Security personnel while on-duty, must be, at all times, neat and clean of body and person. The issued uniform shall be clean and neatly pressed; hairs, neatly cut, clean-shaven; and uniform clothing, in conformity with the uniform of the day, rules and regulations. Members shall as often as necessary, examine and clean their uniforms and issued equipment as well as security vehicles assigned to them.

1.5.4 **SECURITY VEHICLES**: It shall be the responsibility of the security officer assigned to use a security vehicle to make sure that the vehicle is cleaned of all debris and trash at the end of his/her hour of duty.

1.6 **CONDUCT, SECURITY, DIVISION**:

Port Everglades Terminal LLC
Security Division Rules and Regulations

- 1.6.1 **RESPONSIBILITY OF MEMBERS:** Members of the Security Division shall at all times observe all local, state, and federal laws. They shall preserve the public peace, prevent, detect, and report all crimes, and protect life and property.
- 1.6.2 **EFFORT AND MANNER OF MEMBERS:** Members of the Security Division shall direct and coordinate their efforts in carrying out the functions of the Security Division in such a manner as will tend to establish and maintain the highest standards of efficiency and effectiveness.
- 1.6.3 **COURTESY:** Courtesy towards the public and each other is demanded of all members of the Security Division. Members (in their conduct and department) shall always be quiet, civil, orderly, and courteous. Even in the face of provocation, they shall be diplomatic in the performance of their duties; and they shall serve Port Everglades Terminal LLC in their discharge of their duties by controlling their tempers and exercising the utmost patience and discretion. When required, they must act with firmness and with sufficient energy to properly perform their duties. They shall, at all times, refrain from using coarse, violent, profane, or insolent language. An attitude of officiousness gains nothing, except the ill will of those with whom we come in contact with.
- 1.6.3.1 **ELEMENTS OF COURTESY:** Courtesy consists of a quiet, unassuming behavior based on a sincere consideration of the feelings of others. Members of the Security Division shall listen to and answer carefully and courteously all inquiries and give information in the spirit of cheerful willingness with a sincere desire to be helpful. A lack of interest in what is being said to you is a breach of courtesy. Courtesy to all customers, contractors, vendors, visitors, between members of the Security Division and employees of the Port Everglades Terminal LLC is indispensable to discipline.
- 1.6.3.2 **PUBLIC CONTACTS:** Members of the Security Division are required to be courteous in their contact with the public. Attitudes of effrontery, egotism, and superiority by security officers in such contact will not be tolerated.
- 1.6.3.3 **TACT AND CONSIDERATION:** Members of the Security Division shall remember that tact and consideration is a great value in any work that is to be done, and they should cultivate the ability to meet and deal with people easily.
- 1.6.3.4 **UNKIND REMARKS:** Members of the Security Division shall refrain from sharp retorts when carrying on any conversation. They should never make remarks about the infirmities of others or voice prejudices concerning race, ethnicity, religion, sex, or politics.
- 1.6.3.5 **CONDUCT UNBECOMING AN OFFICER:** No member of the Security Division shall conduct him/herself in a disorderly manner at any time, "on or off" duty, or so conduct him/herself in a manner unbecoming the conduct of a member of the Security Division of Port Everglades Terminal LLC.
- 1.6.3.6 **GOSSIP:** A member of the Security Division shall not divulge or tolerate gossip detrimental to any person or other members of the Security Division or employees of Port Everglades Terminal LLC, but shall report to his/her their supervisors (whom it

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Security Division Rules and Regulations

is his duty to inform), any rumors concerning actions, allegations, neglect, or disobedience of orders by his/her fellow officers, which affect the reputation and integrity of the Security Division and Port Everglades Terminal LLC.

- 1.7 **COURTESY TOWARD OTHERS:** Members of the Security Division shall treat their superior officers and supervisors with respect. Their demeanor towards members and employees of Port Everglades Terminal LLC shall be courteous and considerate. They shall guard themselves against envy, jealousy, or other unfriendly feelings and refrain from all communications to their discredit. Courtesy among members of the Security Division and employees of Port Everglades Terminal LLC is indispensable, if discipline and harmony are expected.
- 1.8 **OBEYING AND EXECUTING ORDERS OF SUPERIORS:** Every member of the Security Division is required to strictly obey and to promptly and cheerfully execute the orders of superior officers.
- 1.9 **READING ON DUTY:** Members of the Security Division will not read a newspaper, magazine, or other printed material while on duty except as required in the line of duty.
- 1.10 **PRACTICAL JOKES:** Members of the Security Division shall not while “on duty” and in the capacity of a security officer participate in any practical joke, skit, or activity directly or indirectly to security duties and functions of an employee at Port Everglades Terminal LLC.
- 1.11 **RADIO COMMUNICATIONS:** Members of the Security Division will refrain from using unprofessional language or communication when communicating on the radio. All radio communication transmissions will be conducted in a professional manner.
- 1.12 **TELEPHONE COURTESY:** Members of the Security Division when called to answer the telephone, they shall promptly respond by giving their surname, the division or position to which they are assigned.
- 1.13 **DISCIPLINARY ACTIONS- GENERAL OFFENSES:** Members of the Security Division found guilty of violating a rule, regulation, provision of a general or special order, or any of the offenses listed on this rules and regulations manual, shall be subject to reprimand, suspension, dismissal, or suffer other disciplinary actions as the chief of security may impose.
- 1.13.1 **ASSOCIATING WITH UNDESIRABLE PERSONS:** Members of the Security Division are prohibited from associating in any manner whatsoever with known criminals, person of ill repute, and drug dealers.
- 1.13.2 **DISOBEDIENCE** of standard operating procedures, general orders, rules and regulations, local, state, and federal laws, or any other official directive.

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Security Division Rules and Regulations

- 1.13.3 **BEING UNDER THE INFLUENCE** of intoxicating beverages, drugs, or controlled substances not prescribed by a doctor, while on duty.
- 1.13.4 **MALTREATMENT OF THE PUBLIC**, vendors, customers, or contractors.
- 1.13.5 **INSUBORDINATION** or disrespect towards a supervisor of the Security Division or Port Everglades Terminal LLC.
- 1.13.6 **NEGLECT** or inattention to duty.
- 1.13.7 **GENERAL INCOMPETENCE**
- 1.13.8 **SLEEPING** while on duty.
- 1.13.9 **LAZINESS** or idleness.
- 1.13.10 **BEING** absent from duty without permission.
- 1.13.11 **LEAVING** post without permission.
- 1.13.12 **USING COURSE, PROFANE, INSOLENT, OR DISCOURTEOUS LANGUAGE** to superiors, fellow members or civilian employees of the Security Division or Port Everglades Terminal LLC or any member of the general public.
- 1.13.13 **NOT PROPERLY PATROLLING** or guarding a post.
- 1.13.14 **MAKING A FALSE STATEMENT**, report or entry into any official document, worksheet, required report, or record.
- 1.13.15 **NEGLECTING TO APPEAR CLEAN AND TIDY IN PERSON AND DRESS** or failure to wear the proper uniform on duty in the prescribed manner.
- 1.13.16 **SMOKING ON DUTY**.
- 1.13.17 **ACCEPTING BRIBES**, money, or other valuables, while acting in the capacity of a security officer at Port Everglades Terminal LLC.
- 1.13.18 **PUBLICLY CRITICIZING ORDERS OR POLICY GIVEN BY THE CHIEF OF SECURITY**, a superior officer, or company officials.
- 1.13.19 **COMMUNICATING OR PROVIDING** Port Everglades Terminal LLC company information to any person concerning the business of the company or divulging security protocols or information.

Port Everglades Terminal LLC
Security Division Rules and Regulations

- 1.13.20 **NEGLECTING** to properly record the name, identification credentials, and vehicle information of everyone entering the premises of Port Everglades Terminal LLC.
- 1.13.21 **NEGLECTING** to properly screen and log all information of trucks and containers entering or exiting Port Everglades Terminal LLC.
- 1.13.22 **NEGLECT OR REFUSAL TO COMPLY** with oral or written orders.
- 1.13.23 **FAILURE TO REPORT** or take necessary action in a known violation of the law, rules and regulations.
- 1.13.24 **PARTICIPATING IN THE DISTRIBUTION**, collection or solicitation of any kind of items, pamphlets, moneys, literatures, etc. while in uniform (on-duty) unless authorized by the chief of security.
- 1.13.25 **TARDINESS** in reporting for duty without prior authorization or notification.
- 1.14 **FIREARMS AND WEAPONS**: Members of the Security Division are not authorized to bring or carry firearms or weapons to Port Everglades without authorization from the director of Port Everglades, the Chief of Security of Port Everglades Terminal LLC, and/or the CEO and in accordance with local, state, and federal laws.
- 1.15 **WORKSHEETS**: Each member of the Security Division, unless otherwise ordered by his/her supervisor, shall make a daily worksheet, accurately and completely listing his/her activities during their tour of duty. Worksheets will be turned in at the end of a tour of duty, unless directed otherwise by the supervisor.
- 1.16 **GRIEVANCES**:
 - 1.16.1 **PROCEDURES**: Members of the Security Division who feel aggrieved shall discuss their difficulties and differences with their immediate supervisor and pursue the chain of command (up to and including the chief of security) in an attempt to resolve the grievance. They shall not discuss their grievances with other members of the Security Division or employees of Port Everglades Terminal LLC.
- 1.17 **IDENTIFICATION CARDS**:
 - 1.17.1 **STATE CLASS "D" PORT ID, TWIC, AND CORPORATE IDENTIFICATION CARDS**: Members of the Security Division shall at all times carry or have (on or about their person) the required identification cards.
- 1.18 **LAWS AND MTSA MANDATES**:
 - 1.18.1 **MEMBERS TO HAVE KNOWLEDGE**: Members of the Security Division shall be required to acquire a thorough knowledge of Broward County port ordinances and

requirements, FDLE State of Florida chapter 311.12 LAWS, and 33 CFR MTSA (USCG) mandates.

1.19 **LEAVE OF ABSENCE:**

1.19.1 **ABSENCE WITHOUT LEAVE:** Any member of the Security Division absent from duty without authorized leave will forfeit pay for the time absent and will be subject to disciplinary action.

1.20 **PROPERTY AND EQUIPMENT:**

1.21.1 **VEHICLE DAMAGE:** Members of the Security Division shall be held responsible for damages resulting from accidents when evidence shows carelessness, negligence, or a violation of a traffic laws and traffic control devices. Members will be held strictly accountable for damage caused by abuse or careless handling of company vehicles.

1.21.2 **HANDLING:** roughness or carelessness in handling and use of company property will not be tolerated and will result in disciplinary action up to and including dismissal.

1.21.2 **LOSS:** It shall be prima facie evidence of neglect for a member of the Security Division, through carelessness, to lose his/her badge, identification credentials, other property or equipment, or to fail to immediately report the loss to their immediate supervisor. Negligent loss will result in an assessment for replacement to the negligent employee.

1.22 **SICKNESS AND/OR INJURY:**

1.22.1 **REPORTING PROCEDURES:** As soon as members know that they will not be able to report for duty because of illness or injury, they will call their supervisory staff as soon as possible. Deviation from this directive will result in disciplinary up to and including dismissal.

1.22.2 **ILLNESS OR INJURY OCCURING ON DUTY:** Members of the Security Division who become ill or injured while on duty will immediately notify the on-duty supervisor. The supervisor will make sure that all necessary documentation is completed and submitted to the responsible elements of Port Everglades Terminal LLC administrative offices.

1.22.3 **SITTING BETWEEN TRUCK LANES, INBOUND, OUTBOUND, TERMINAL GATES:**

Security officers will not sit anywhere within the proximity of trucks waiting to be processed or being processed at the inbound, outbound lanes or at the gates being used during vessel operations. Officers will not put themselves in harms way by being careless or not paying attention during their tour of duty.

1.22.4 CELLULAR TELEPHONE, BLUE TOOTH, IPODS USAGE DURING TOUR OF DUTY:

The use of cellular telephones, blue tooth, IPods, or any electronic devices which interferes with the efficient security operations, safety and well being of security personnel is strictly prohibited.

1.22.3 **CONTACT WITH CONTAGIOUS DISEASES:** When members of the Security Division in the line of duty comes in contact with a person having a contagious disease or who has been exposed to contagion, the member will notify his/her supervisor at once in a written report. The supervisor will take whatever steps are necessary to safeguard the member, the public, and other employees from the contagious disease.

1.23 **TRUTHFULNESS:**

1.23.1 **MEMBERS OF THE SECURITY DIVISION TO BE TRUTHFUL:** Members of the Security Division shall be truthful at all times. A violation of this rule and regulation will result in immediate and automatic dismissal from the company.

1.24 **VEHICLES:**

1.24.1 **AUTHORIZED USE:** Members of the Security Division shall not use company vehicles without the knowledge, and permission of their supervisors, except in emergencies when it is impractical to communicate with the on-duty supervisor. Then they will communicate with their supervisor as soon as possible in reference to the unauthorized use of the vehicle.

1.24.2 **UNAUTHORIZED PERSONS:** Members of the Security Division shall not transport unauthorized persons in security vehicles assigned to them for their official use except in an emergency or as directed by their supervisor.

1.24.3 **OPERATION OF:** Members of the Security Division, when driving Port Everglades Terminal LLC vehicles, shall not violate the traffic laws; nor shall they permit persons with whom they are riding to violate traffic laws, except in cases of absolute emergencies, and only in conformity with the law and procedures regulating the same. They shall set an example in the operation of their motor vehicle, private or company. Members and company employees of Port Everglades Terminal LLC when operating any vehicles are required to utilize seat belts pursuant to Florida State Statues.

1.24.4 **LICENSE OPERATOR:** Only qualified and authorized members and company employees shall operate Port Everglades Terminal LLC vehicles. Each operator, at all times, shall have in his/her possession a valid Florida Driver's License.

1.24.5 **OPERATOR ACCOUNTABLE:** Members of the Security Division shall operate security and company vehicles in a safe manner at all times and will be held accountable for their own carelessness and/or negligence. If, in the event of an accident, carelessness, or negligence on the part of the operating member is

Port Everglades Terminal LLC
Security Division Rules and Regulations

determined to be a contributing factor, it shall be made the subject of appropriate disciplinary action up to and including dismissal from the company.

1.24.6 **VEHICLE TO BE INSPECTED BEFORE USE:** Members assigned to operate security or company vehicles shall, before use, examine the vehicle assigned to them and report any unrecorded damage or operational defects at once to their supervisor and make the necessary reports. Failure to report damage or defects will create the assumption that the inspection was made and that the assigned operator is responsible for damages or defects present.

1.24.7 **DRIVING PRACTICE:** Security and company vehicles are objects of attention and driving violations by security personnel are more pronounced than identical violations by private operators. Supervisors must remain alert to take appropriate action when there is evidence of careless operation, misuse of official vehicles, and any other act contrary to good driving habits.

1.24.8 **CLEANLINESS:** Members of the Security Division assigned to operate security or company vehicles and orderliness of such vehicles during their tour of duty.

1.25 **PROGRESSIVE DISCIPLINE APPROACH:**

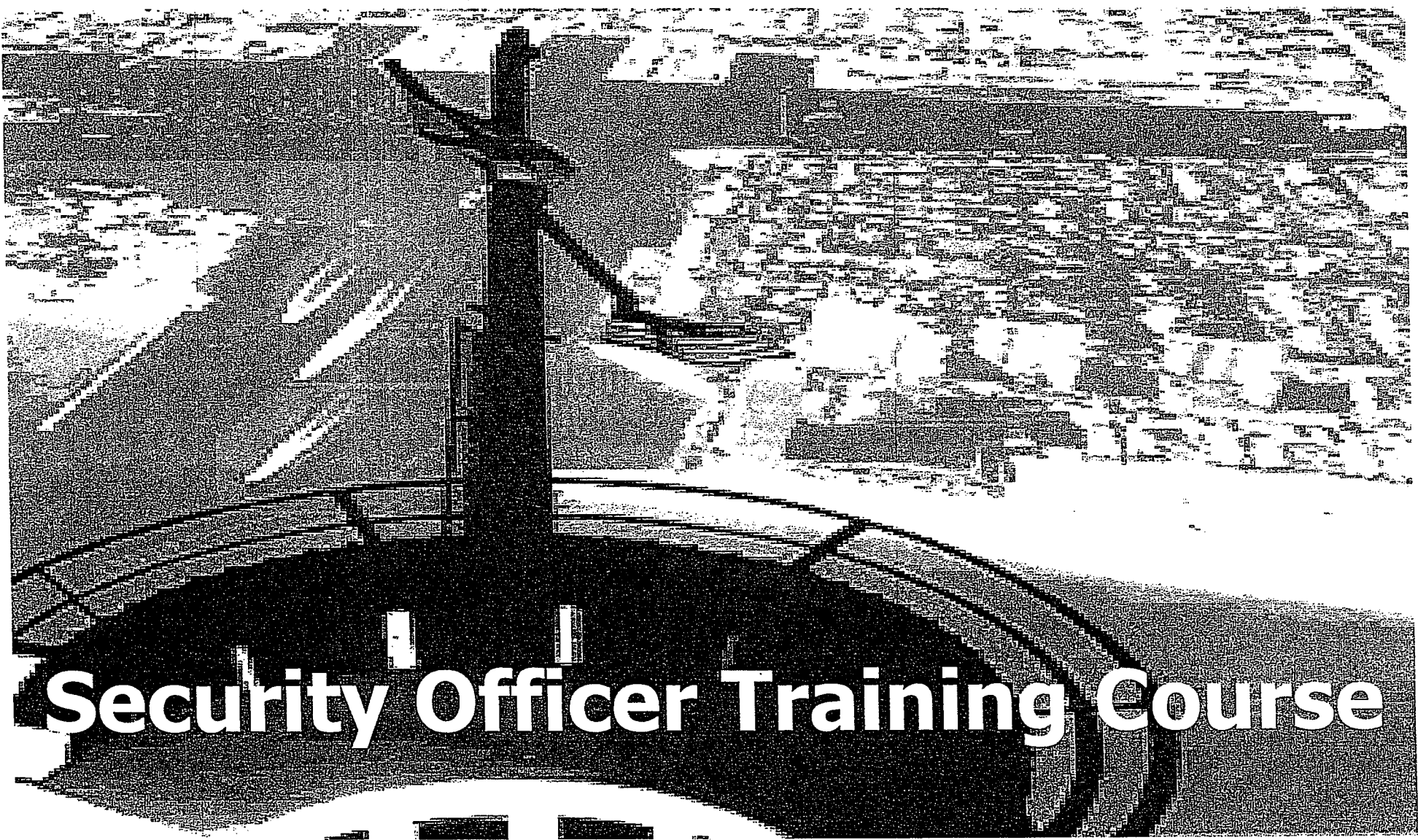
Discipline in Port Everglades Terminal is administered in the most professional, consistent, fair, honest and efficient manner. PET Security management and supervisory staff will ensure that discipline is always applied consistently without prejudice towards, gender, race, personality, sexual orientation, and age. Discipline is an integral function of training and will be applied using a progressive scale.

1.26 **PROGRESSIVE DISCIPLINE SCALE:** The following progressive disciplinary scale will be utilized when exercising discipline with an employee.

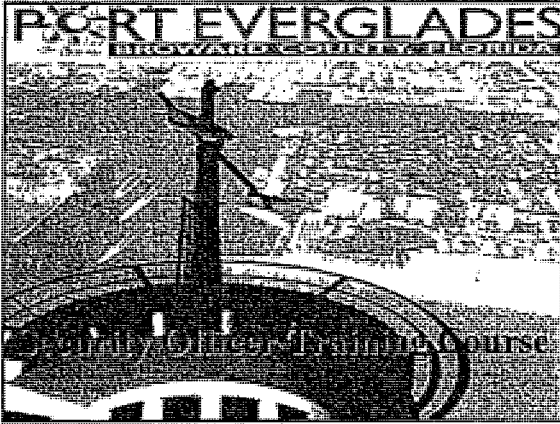
- a. **Training** (documented in unit file)
- b. **Verbal counseling** (documented in unit file)
- c. **Written Warning** (documented in unit file)
- d. **Deficiency Report** (documented in personnel file)
- e. **Reprimand** (documented in personnel file)
- f. **Suspension** (documented in personnel file)
- g. **Termination** (documented in personnel file)

PORT EVERGLADES

BROWARD COUNTY, FLORIDA



Security Officer Training Course



WELCOME

Detective Rhonda Wardlaw
Compliance Unit/Port Everglades

CLASS ORIENTATION

- Sign in roster/ID Card/Diplomas.
- Breaks/Lunch.
- Cell Phones.
- Sleeping or causing disturbances.
- Training Manual.
- Team Work.

CLASS INTRODUCTION

- Port Everglades Map Orientation.
- Abbreviations/Acronyms.
 - BSO.
 - CSA.
 - FDLE.
 - FSO.



CLASS INTRODUCTION

- FTZ.
- MARSEC.
- MTSA
- USCG.
- WMD.



COURSE SUBJECTS

- Security officer standards.
- Patrol methods.
- Report writing, log and record keeping.
- First Aid.
- Use of force and weapons.
- Security problems.
- Cargo handling and documentation.

- Local security response.
- State security response.
- Federal security response.
- Hazardous materials.
- Weapons of mass destruction.
- Labor unrest.
- Introduction to Terrorism.
- Screening.

**Florida Statute 311.12
Port Security Standards**

- Minimum seaport security standards for each seaport identified in Statute 311.09.
- The standards are based on the Florida Seaport Security Assessment of 2000 and are set forth in the Port Security Standards Compliance Plan.

SECURITY GUARD STANDARDS



- Uniforms that are complete, distinct and authoritative.
- 2-way radios with capability to promptly reach law enforcement and back up support.
- Adequate patrols to include roving security, building, perimeter and wharf checks.

SECURITY GUARD STANDARDS

- Will control all exterior and principal interior access points to the port/facilities.
- Will be sufficient in number to provide adequate security 24 hours a day.
- Guards and security personnel will be properly trained and be state certified class D license holders.

EQUIPMENT CHECK

- Inspect/Calibrate your equipment.
- Radio/Phone check.
- Screening equipment.
- Computer equipment.
- Flashlight check.
- Post Orders, any updates or new policies.



PATROL

To maintain the order or security of an area by passing along or through it.

- Foot.
- Mobile.
- Most of the security positions at the port require the officer to maintain a fixed post.

PATROL

- Detection of criminal/unauthorized activity.
- Prevention and deterrence of that activity.
- Assess and report situations/incidents.
- Test and inspect physical security.
- Respond to emergencies.

FOOT PATROL

ADVANTAGES

- Familiarity.
- Contact.
- Senses.

DISADVANTAGES

- Time.
- Weather.

MOBILE PATROL

ADVANTAGES

- Area/Time.
- Additional Capabilities.

DISADVANTAGES

- Less Familiarity.
- Less Contact.

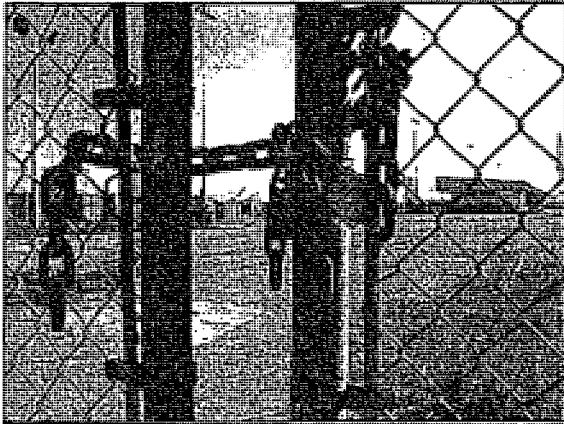
REPORT WRITING, LOG AND RECORD KEEPING

An account or statement describing in detail an event or situation that has occurred during a tour of duty.

- Communicates to the supervisor what has occurred during a specified time.
- Historical document that can be used in detecting problem areas.
- Opinion of your abilities may be based upon your report.

REPORTS

- Criminal Activity.
- Suspicious Activity.
- Accidents.
- Unusual occurrences.
- Breaches of security.
- Physical security measures that need repair.



REPORT WRITING, LOG AND RECORD KEEPING

- Who was involved?
- What happened?
- When (time and date)?
- Where is the location of the incident?
- Why did it happen?
- How did it occur?

SECURITY INCIDENT OR VIOLATION	
1. Date/Time	2. Facility Location
3. Incident Description	4. Reported By
5. Incident Details	6. Incident Status
7. Incident Resolution	8. Incident Outcome
9. Incident Review	10. Incident Follow-up

**REPORT WRITING, LOG AND RECORD
KEEPING KEYS**

- Legible.
- Clear.
- Accurate.
- Brief.
- Complete.

REPORT WRITING PROBLEM AREAS

- Illegible.
- Inaccurate/interpreting the facts.
- Incomplete information.
 - Poor memory of the facts.*
- Timeliness.

VERBAL REPORT

- Who, What, When, Where, Why and How.
- Do not get excited, stay calm when relaying the information (Do not yell/scream when speaking over a radio/phone).
- Take directions from dispatch/supervisor if using a radio/phone.
- Follow up your verbal report with a written report.


BSO DISPATCH
954-765-4511

~~ID OFFICE~~
954-765-4604

POST ORDERS

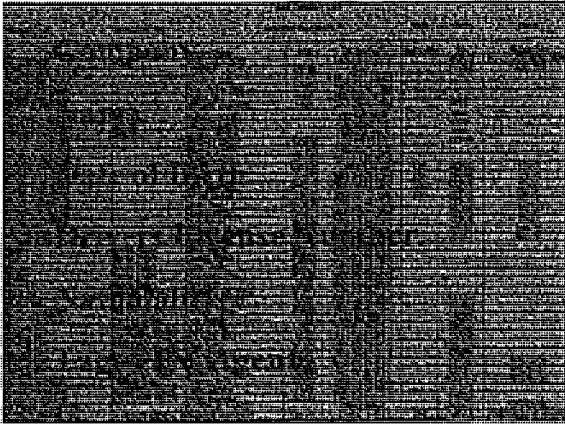
Specify policies, procedures and other basic information that applies to a guard post.

- What is expected of the security officer.
- Do you have a contact/phone list?
- How to handle day to day situations.
- Special instructions.



POST ORDERS

- What are the Emergency procedures?
- What are the Evacuation procedures?
- What do you do if there is a FDLE/USCG security inspection.
- What do you do if there is a HSAS or a MARSEC level change?



FIRST AID

- First aid is covered in the state licensing requirements.
- Personnel should be kept up to date and have continued in service training in this area.
- Immediately notify BSO/Fire Rescue.
- Render first aid if possible.

FIRST AID

- Use words of encouragement in speaking to the individual and gather all possible information about the person and the incident.
- Remember to follow up with a written report.

USE OF FORCE

•A security officer's primary function is to detect and report any suspicious activity, safety or fire hazards, and to act as a deterrent to theft, vandalism or terrorism.

•Security officer's are not responsible for apprehending, arresting, searching any person, taking any physical action against other persons, or performing any act that would risk physical harm or injury to themselves or others.

USE OF FORCE

•Know your security companies and the organization you work for SOP's in reference to use of force

•If you are unsure of what is expected of you, ask your supervisor.

PERSONNEL ACCESS CONTROL

•All personnel permanently employed at the port are required to obtain a port issued picture ID badge.

•A criminal history check will be performed in connection with employment within port property (including tenant areas).



PERSONNEL ACCESS CONTROL

•The port's ID badges are color-coded to clearly indicate areas to which access is authorized. Restricted area badges (green) will be coded in the form of clear text to specify which restricted area the user has access to.

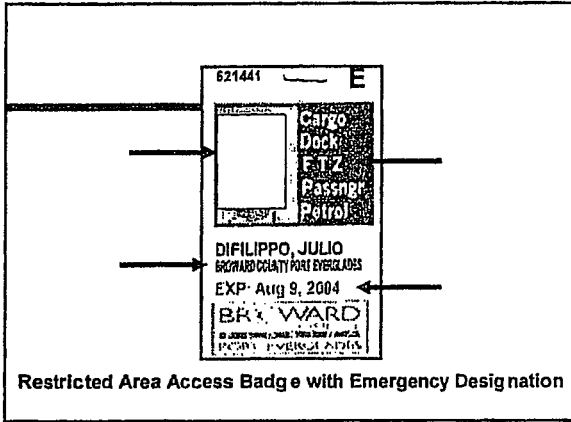
•The badge must be displayed at all time when accessing or working within restricted areas of the port.

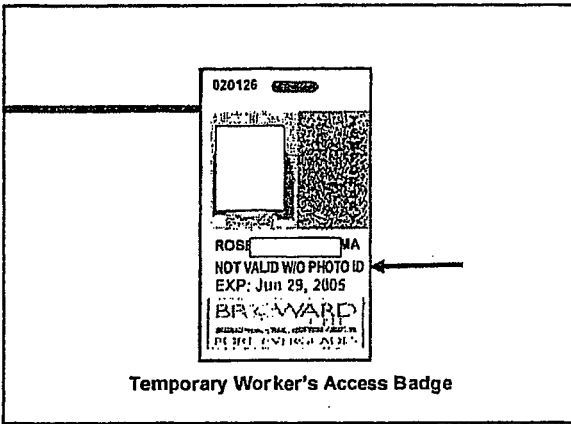
Identification cards are not transferable and must be visibly displayed on the employee's upper torso on the outermost garment at all times. ID badge must be returned to BSO when employment is terminated for any reason. If found, please drop in any U.S. mailbox. Return postage guaranteed.

Broward Sheriff's Office
Port Everglades
P.O. Box 9507
Ft. Lauderdale, FL 33310-9507

RESTRICTED AREAS

- Cargo and staging yards.
- Docks/berths.
- Fuel storage or transfer yards.
- Cruise terminals.
- Foreign Trade Zone.



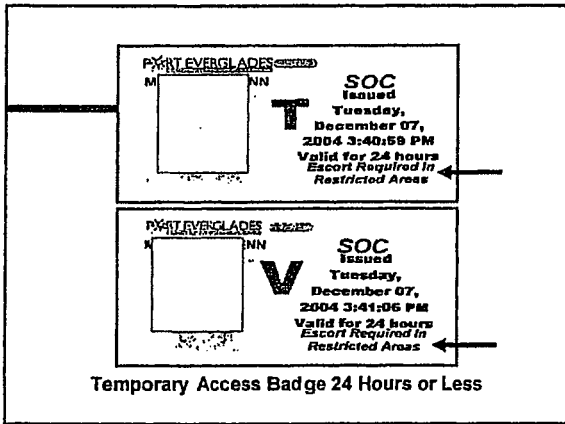


VISITOR ACCESS CONTROL

•In order to visit the port, all visitors must be invited guests of a specific port business, tenant or agency.

•Visitors shall only be authorized access to an area specific to their port business.

•Visitors to a restricted area shall be issued a appropriate badge and be escorted by an individual with access to that specific restricted area.



MEDIA ACCESS CONTROL

•Media representatives shall only be authorized access to an area specific to their port business. Unauthorized roaming through the port is prohibited.

•Port Everglades must approve parking live TV/Satellite trucks within the ports jurisdiction and only within designated staging areas.

VEHICLE ACCESS CONTROL

•Personally Owned Vehicles (POVs) parking for employees, dockworkers and visitors is restricted to designated areas in the port.

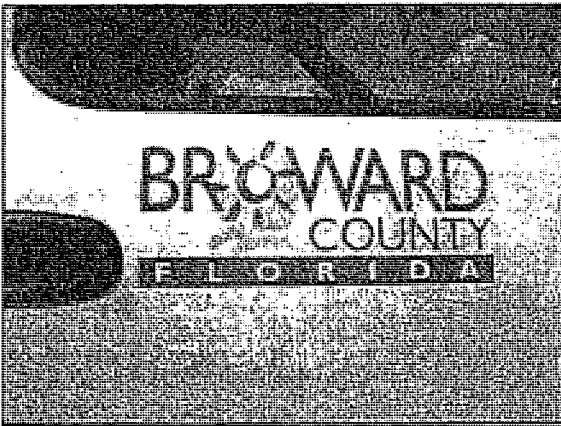
•POV parking decals are red/green and are coded with an assigned parking lot number.

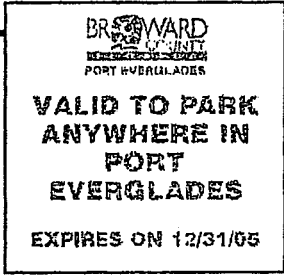
• Decals are issued for a specific person and a specific vehicle and are not transferable.



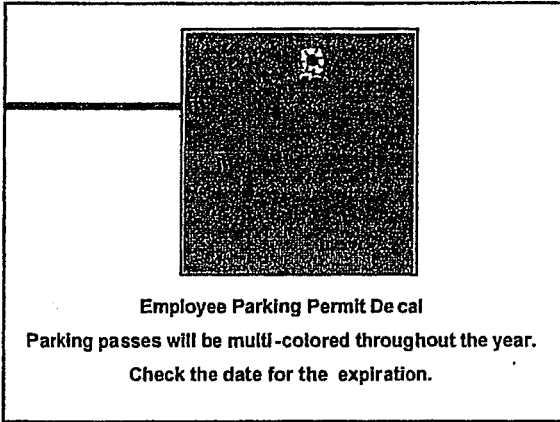
VEHICLE ACCESS CONTROL

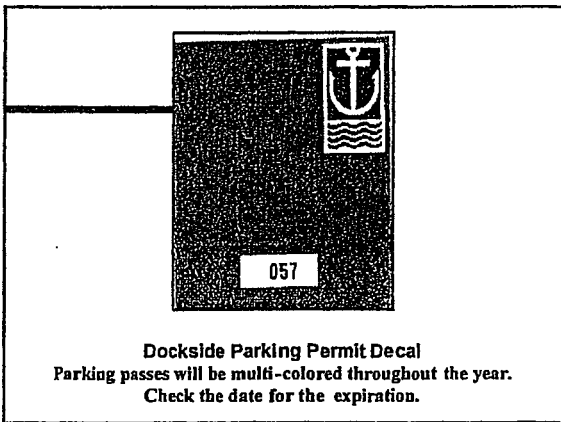
- Visitors to the port will be issued a daily vehicle pass that is color-coded by day and issued for specific areas of the port.
- POV parking areas within the port are situated outside fenced cargo and cruise operational areas.
- Permanently marked, company vehicles do not require a parking decal.

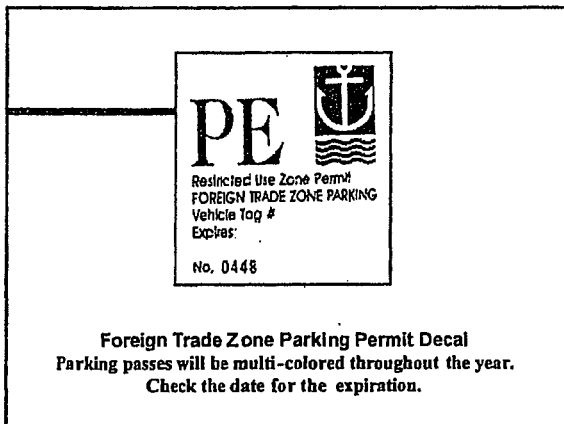


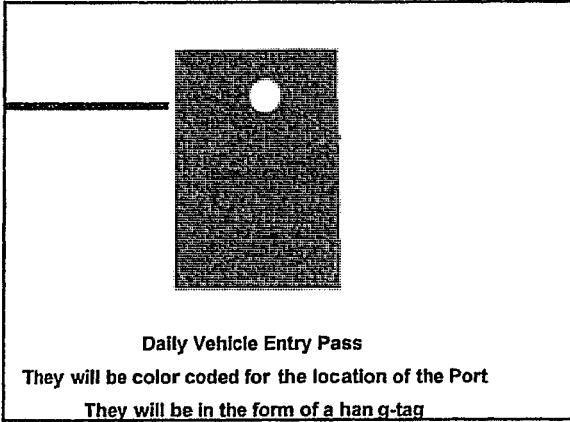


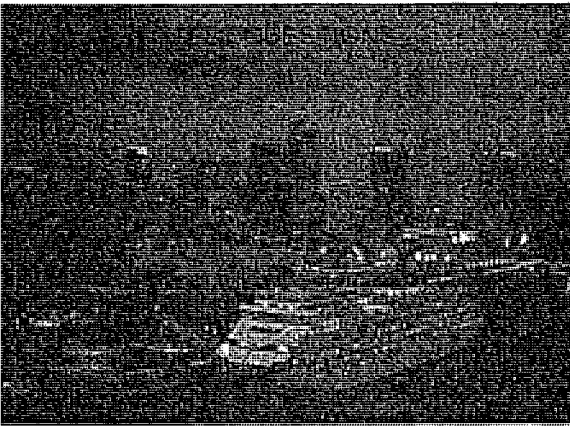
VIP Parking Permit Decal










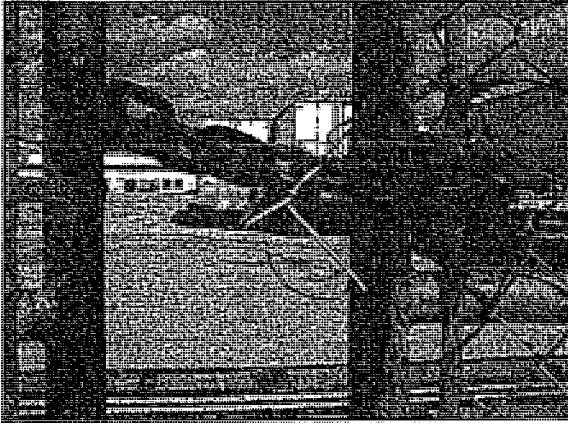


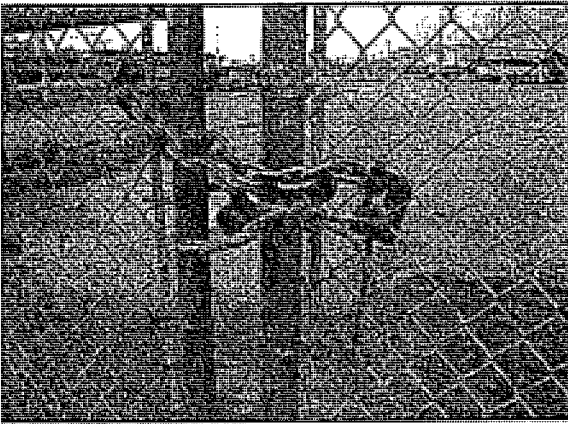
SECURITY PROBLEMS

•What should I be looking for.....

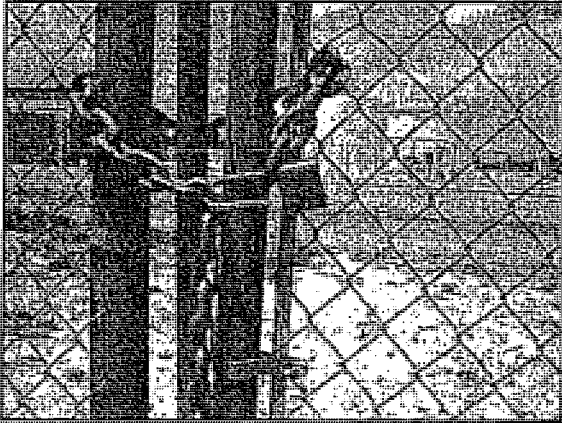


A small circular logo is located in the bottom-left corner of the box.

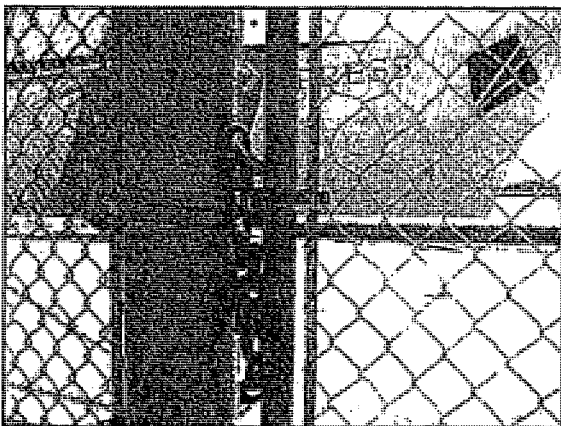


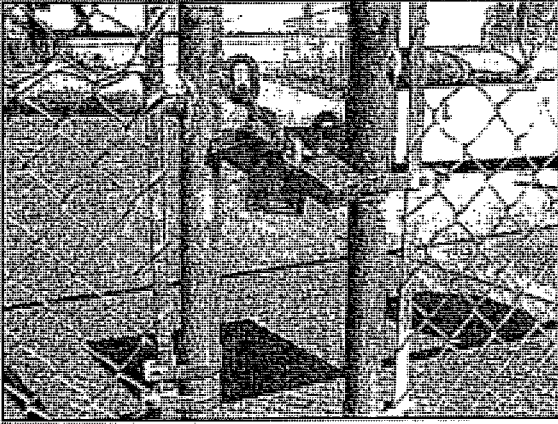


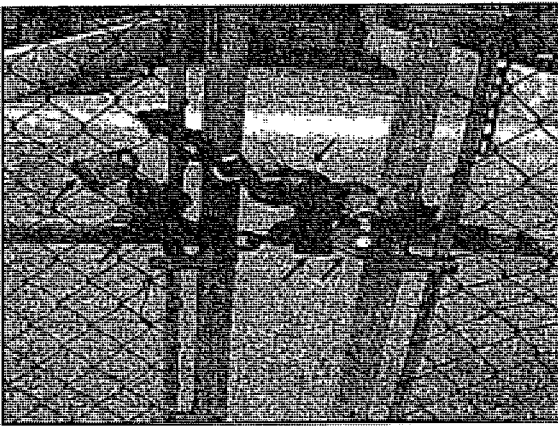


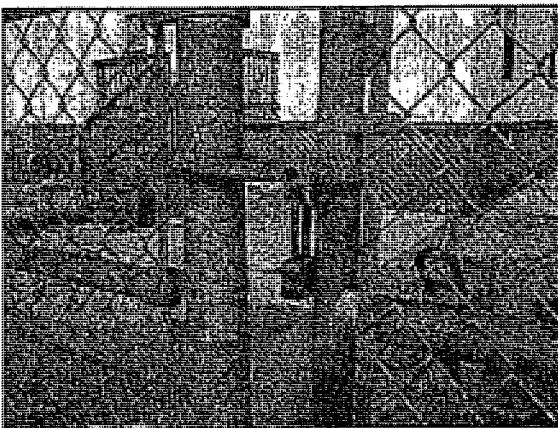


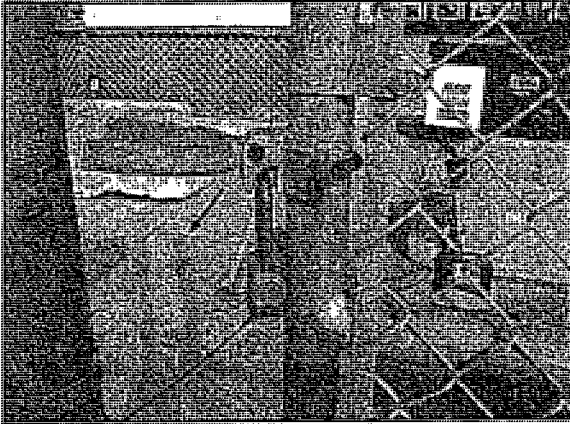


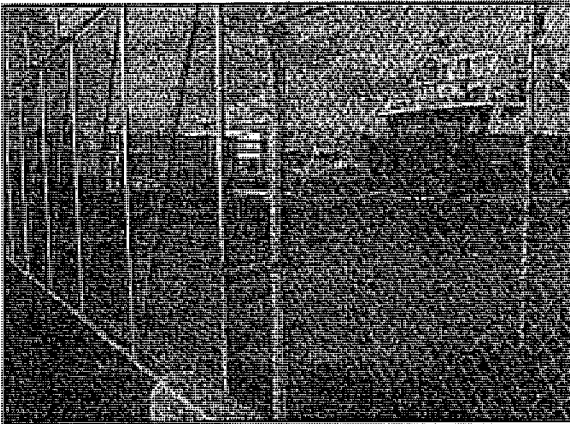


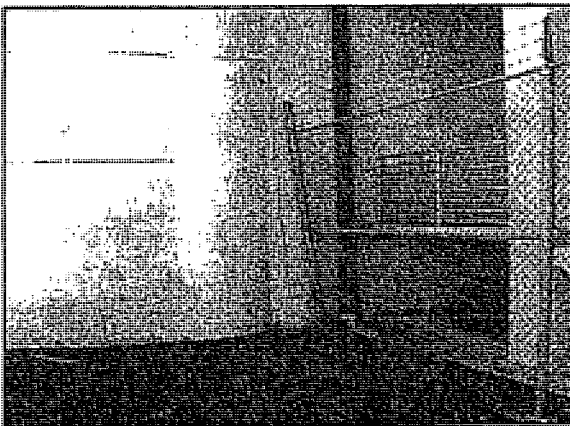


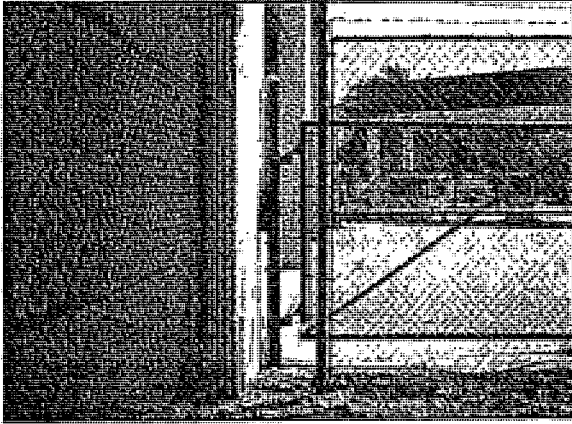


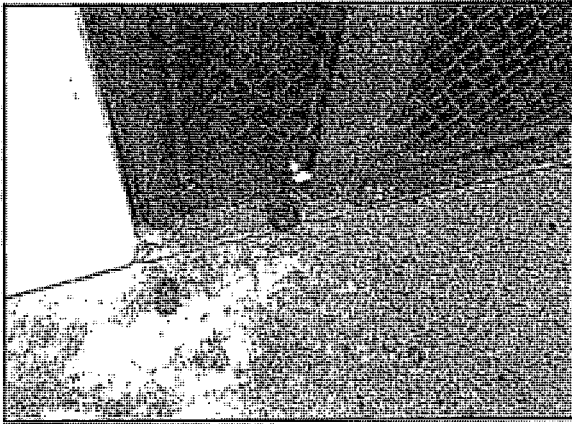


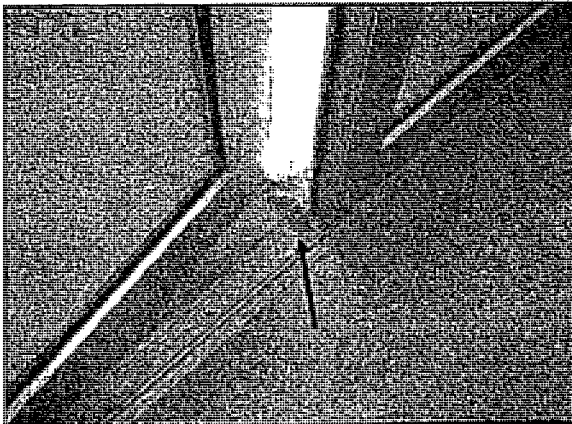


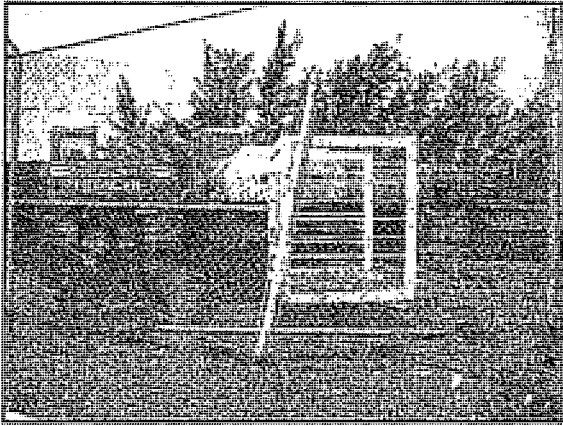


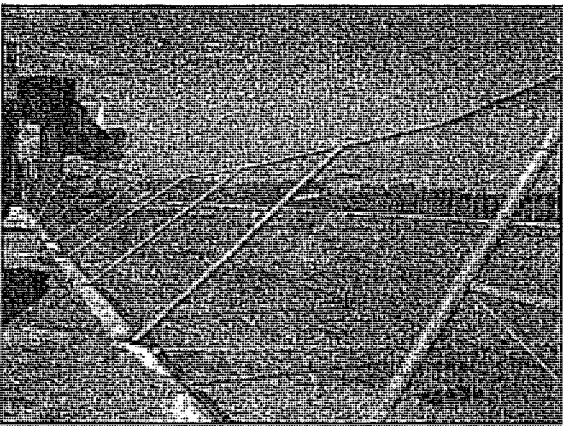


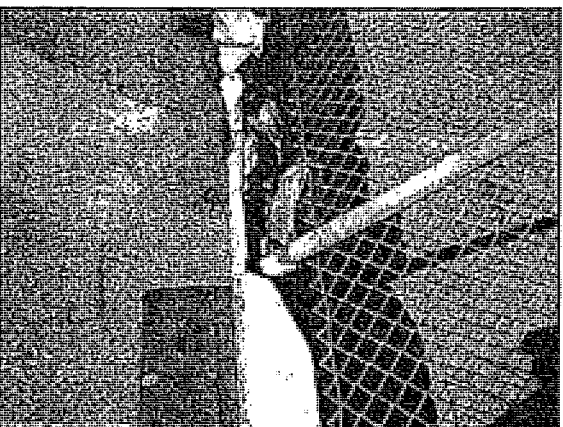




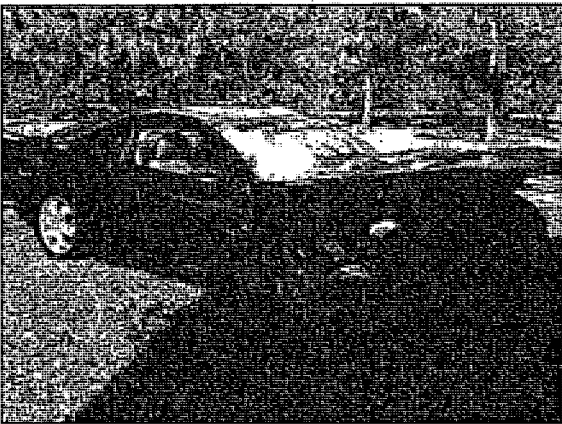




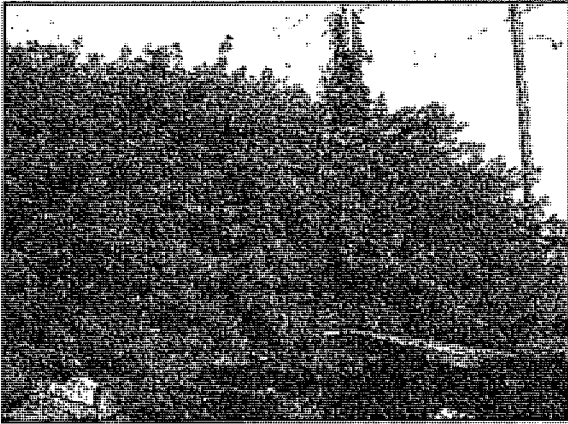


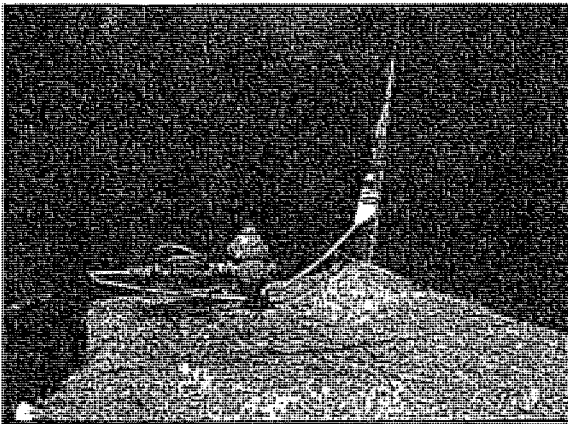


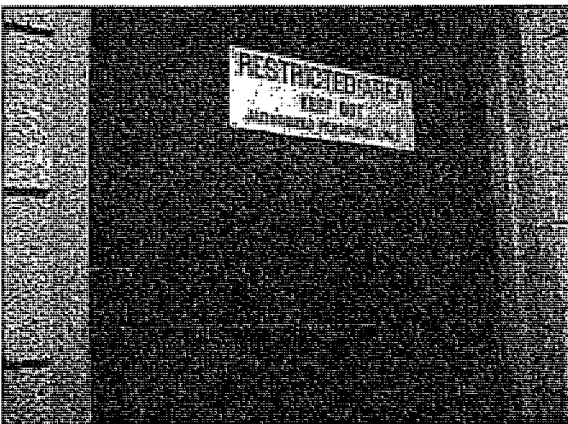


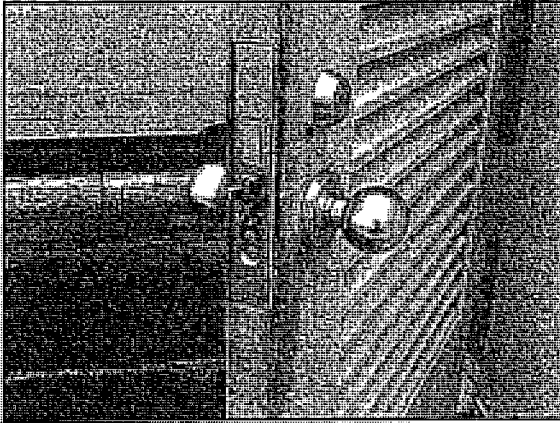


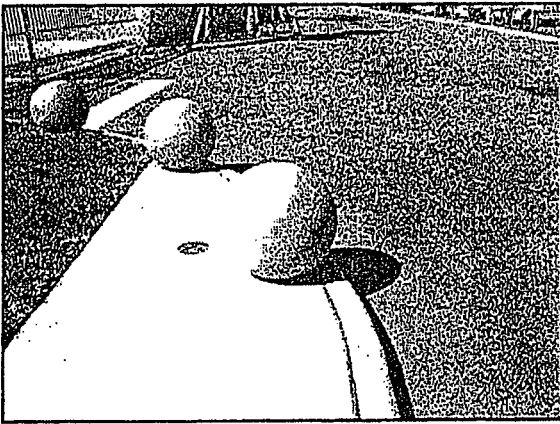


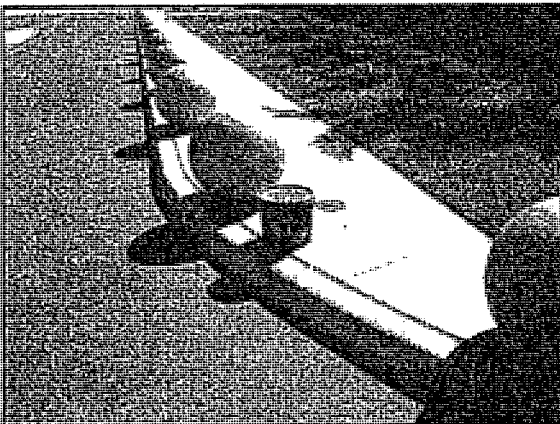


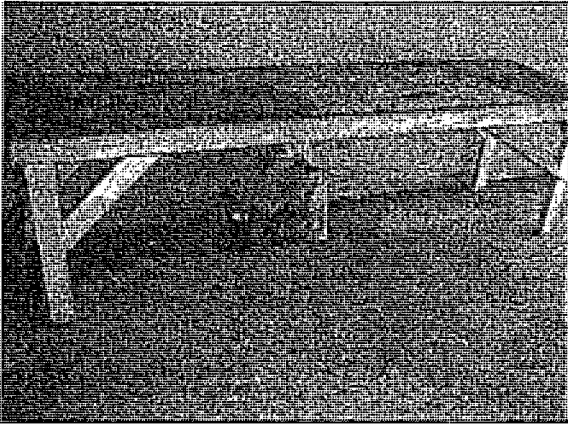


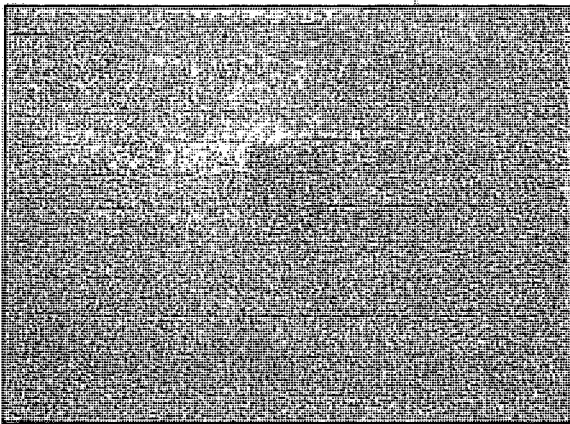


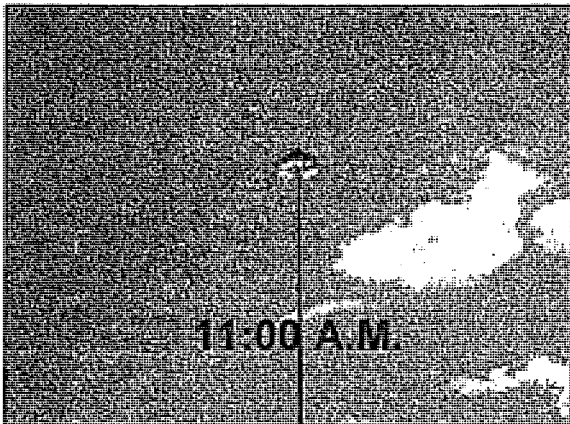


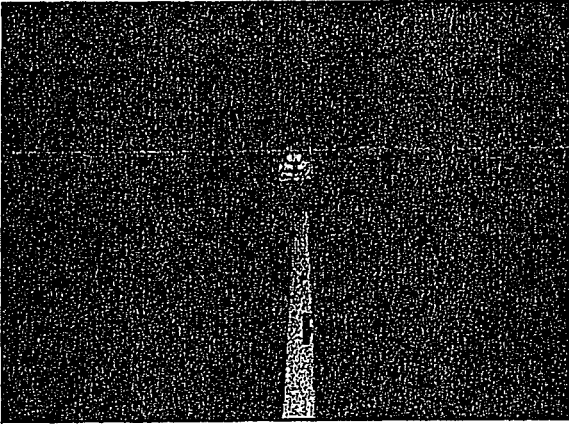


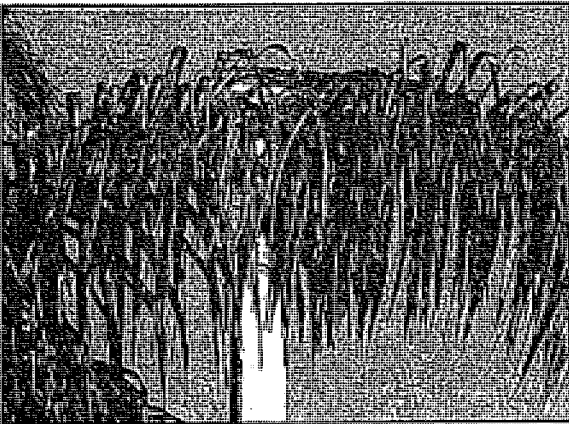




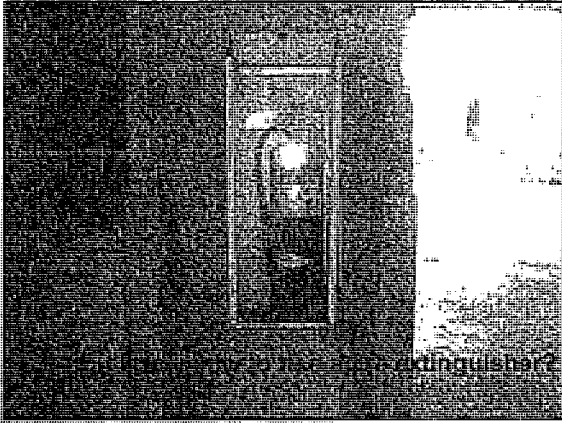


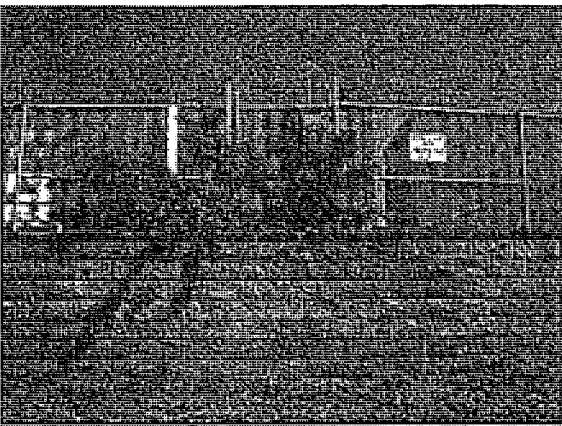


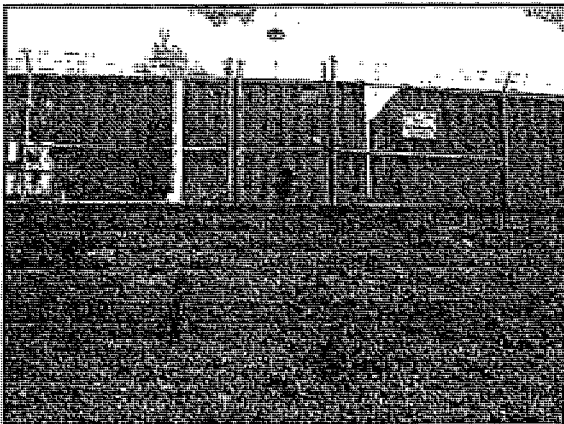


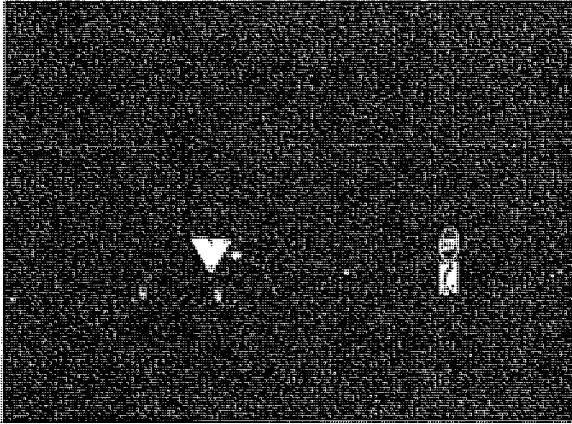


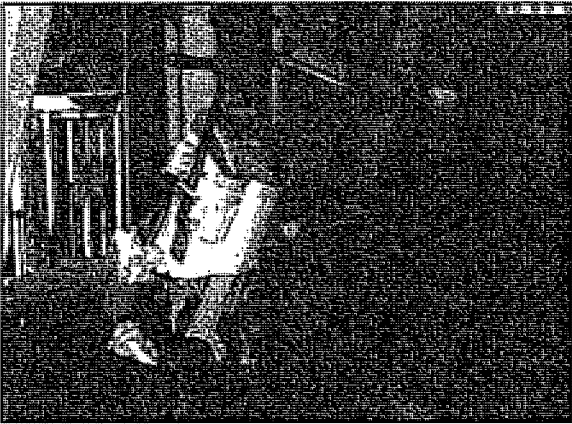
SAFETY PROBLEMS
<hr/>
•What should I be looking for.....

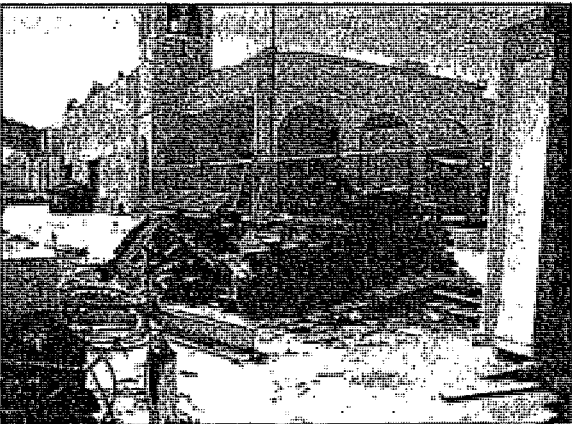


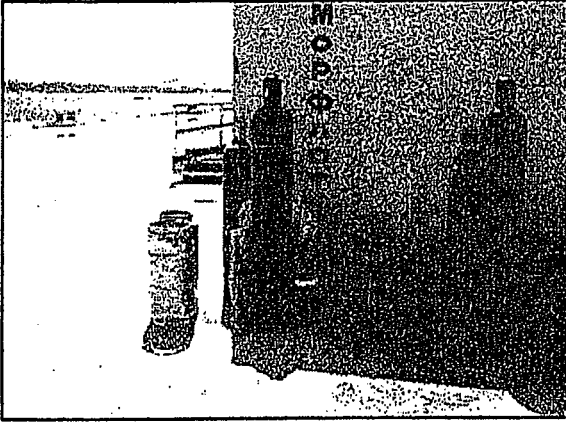












CARGO HANDLING AND DOCUMENTATION

•The area where documentation is processed must be located at the main entry point of each cargo facility and access shall be solely limited to authorized personnel.

•All truck drivers and truck passengers that do not possess a port ID badge, must be issued a temporary visitor badge.

CARGO HANDLING AND DOCUMENTATION

•Visitors to cargo facilities will be logged in upon entry. The individual's name, company, destination, driver's license number, time in and out will be annotated.

• A copy of the log will be faxed daily to BSO for input into an access control database.

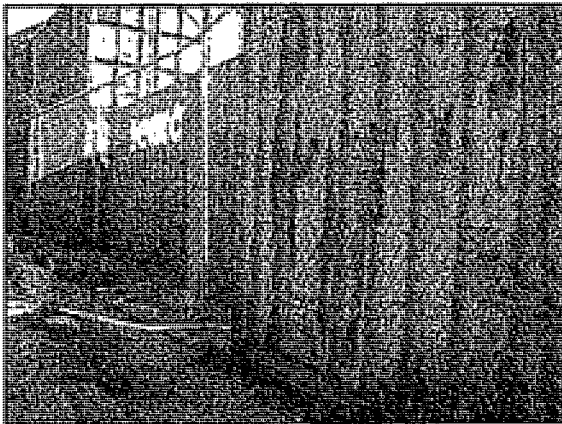
CARGO HANDLING AND DOCUMENTATION

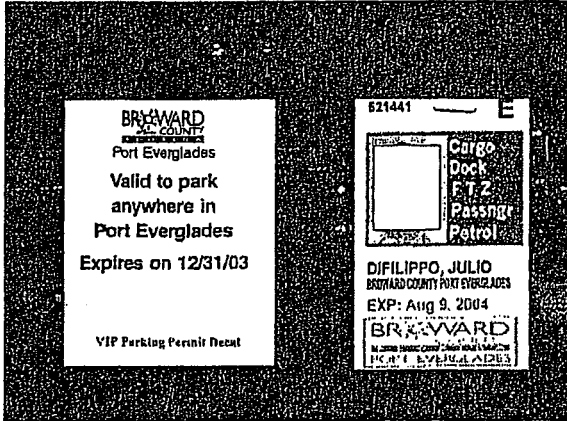
•Cargo will only be released to the carrier specified in the delivery order unless a release authorizing delivery to another carrier is presented and verified by the cargo facility operator.

•Parking for employees, workers and visitors will be restricted to designated areas outside of fenced operational, cargo handling and designated storage areas.

STORING CARGO

•Cargo stored in open areas must be properly stacked and placed at a minimum of 5 feet away from, and parallel to fences and walls to ensure unimpeded views for security personnel.









LAW ENFORCEMENT JURISDICTION

•BSO shares concurrent jurisdiction with U. S. Customs and Border Protection, U. S. Coast Guard, FBI, DEA, Department of Transportation. The cities of Ft. Lauderdale, Hollywood and Dania are expected to interface as necessary.

INTEGRITY CHECKS

- Personnel access control procedures.
- Vehicle access control procedures.
- Response procedures in case of an incident.
- Do you have a radio, post orders and evacuation procedures?
- When did you attend 311.12 security training?



Responsibility to measure the extent to which each seaport in Florida has conformed to the minimum security standards.

- Annual Inspections.
- Spot Inspections.
- Access to the entire port's jurisdictional area.

SOME OF THE STANDARDS INCLUDE:

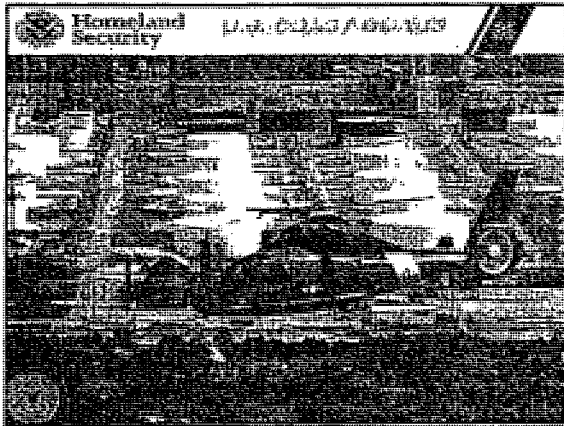
Access Control.	Locks/Keys.
Visitor Access.	Parking.
Access Gates.	Fencing.
Lighting.	Signage.
Cargo Storage.	Cargo Processing.
High Value Cargo.	Cruise Security Operations.

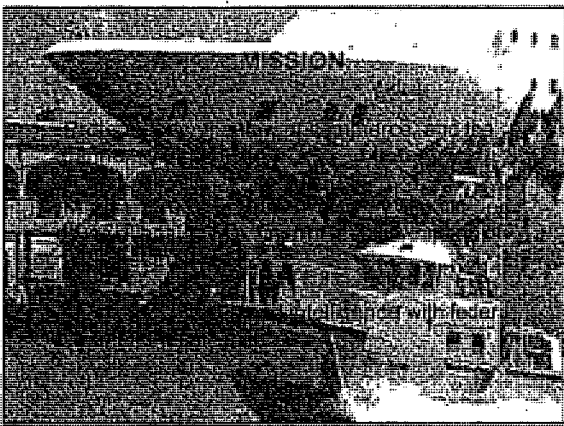
SOME OF THE PAST PROBLEMS WERE:

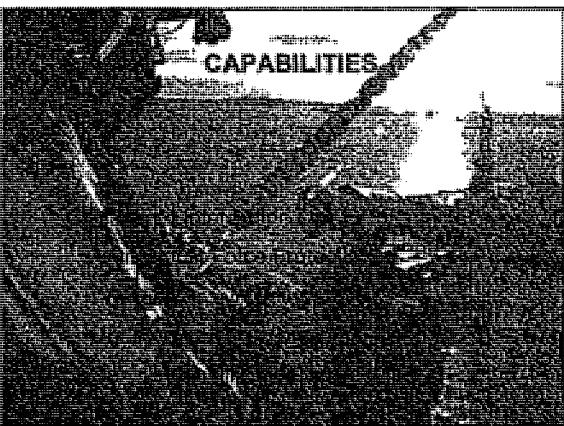
Security officer was not in proper uniform.
Few posts have guidelines in an emergency.
Inspector walked around a restricted area unchallenged.
Visitors not logged in or badged going into a Restricted Area.
Gate found unsecured allowing unauthorized access.

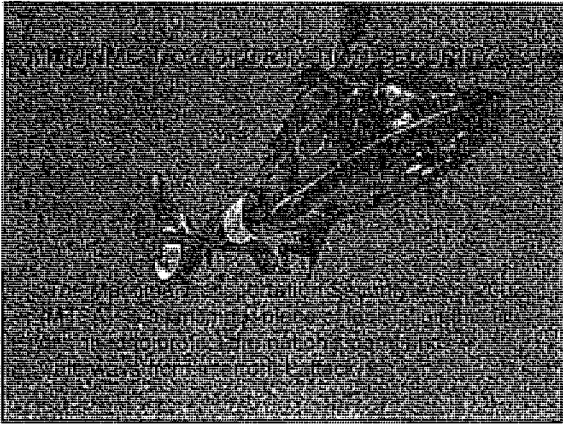
SOME OF THE PAST PROBLEMS WERE:

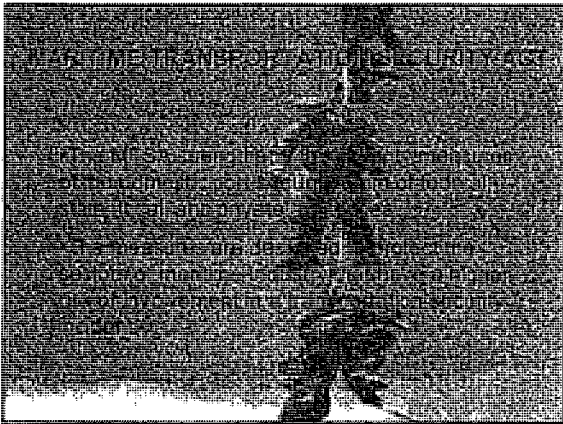
Security officer was found sleeping.
Personnel not wearing ID badges.
Inspector bypassed security by claiming they were vendors.
Unescorted visitor with no badge found in a restricted area.
No decals, out of date decals, obsolete decals on parked vehicles.

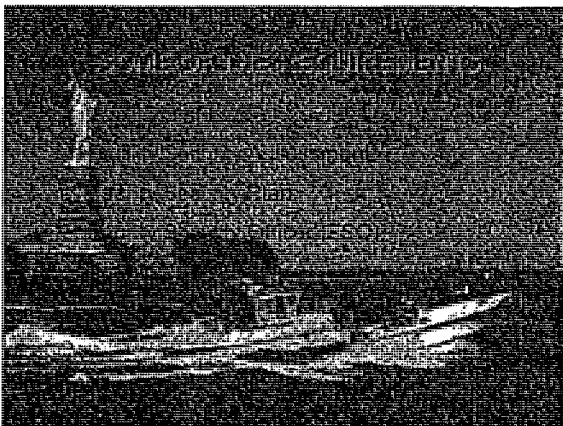












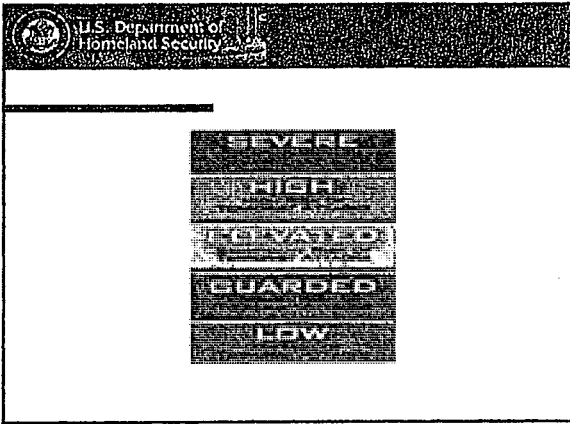


MTSA REPORTING REQUIREMENTS

- The port/facilities are required to report suspicious activities, (defined as activity that is out of the ordinary) to the National Response Center.
- The port/facilities are required to report security breaches, (security measures that have been circumvented or violated) to the National Response Center.

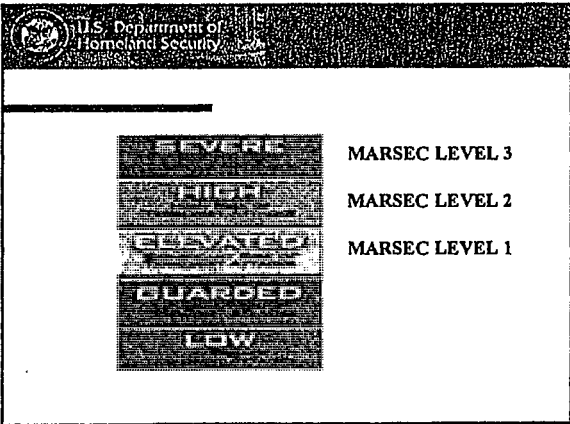
MTSA REPORTING REQUIREMENTS

- The port/facilities are required to report Transportation Security Incidents (TSI), (defined as a security incident resulting in a significant loss of life, environmental damage, transportation system disruption or economic disruption in a particular area) to the Captain of the Port (COTP) and the National Response Center.



MARSEC LEVELS

- Maritime Security (MARSEC) levels were established by the Coast Guard to easily and clearly communicate the security measures to be taken in response to a Homeland Security Advisory System (HSAS) threat.
- Comparable to HSAS, but different.
- Each succeeding level details increased security requirements.



INSPECTION QUESTIONS

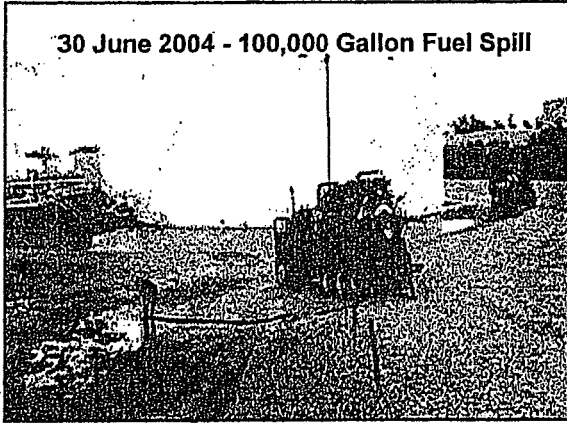
- Who is the FSO and what is their job?
- What is a breach of security and how do you respond to it?
- What is a TSI and how do you respond to it?
- What is a MARSEC Level?
- What is the proper way to screen a person or a vehicle.

INSPECTION QUESTIONS

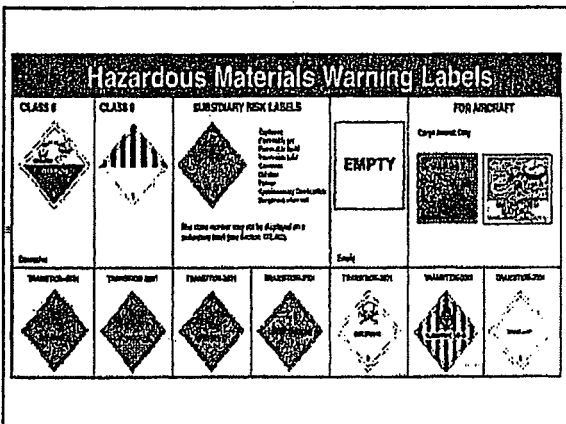
- Who is allowed unescorted into a restricted area?
- How do you contact the FSO if necessary?
- How are you logging visitors into your facility?
- What are the key items to check on a port ID?
- When is the last time you received training on your duties at the facility?

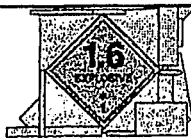
HAZARDOUS MATERIALS

- Definition: Any substance that has the potential to cause people, or the environment harm if allowed to be released in an uncontrolled manner.
- Hazardous materials can be identified by classification, basic color identification codes, material name, identification number or if necessary shipping papers.



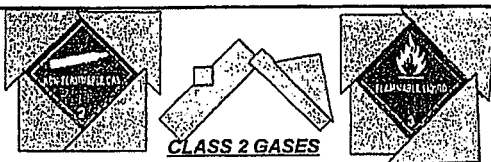






CLASS 1 EXPLOSIVES

- 1.1 Explosives that have a mass explosion hazard.
- 1.2 Explosives that have a projection hazard.
- 1.3 Explosives that have a fire hazard and either a minor blast hazard or a minor projection hazard or both.
- 1.4 Explosive devices that present a minor blast hazard.
- 1.5 Very insensitive explosives.
- 1.6 Extremely insensitive detonating explosives.

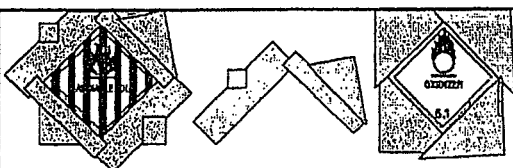


CLASS 2 GASES

- 2.1 Gases that are flammable.
- 2.2 Gases that are non-flammable and non-poisonous.
- 2.3 Gases that are poisonous by inhalation.

CLASS 3 FLAMMABLE AND COMBUSTIBLE LIQUIDS

A flammable liquid has a flash point of not more than 141 degrees F. A combustible liquid has a flash point above 141 degrees F and below 200 degrees F.

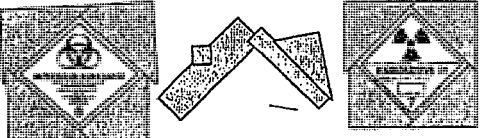


CLASS 4 FLAMMABLE SOLIDS

- 4.1 Solids that are flammable.
- 4.2 Material that is spontaneously combustible.
- 4.3 Material that is dangerous when wet.

CLASS 5 OXIDIZERS AND ORGANIC PEROXIDES

- 5.1 Oxidizer.
- 5.2 Organic Oxidizer.



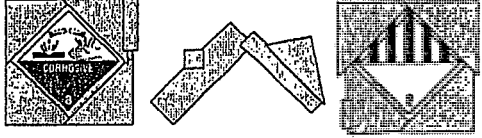
CLASS 6 POISONS

6.1 Material that is poisonous.

6.2 Material that is an infectious substance.

CLASS 7 RADIOACTIVE MATERIALS

Material having a specific radioactive activity greater than 0.002 microcuries per gram.

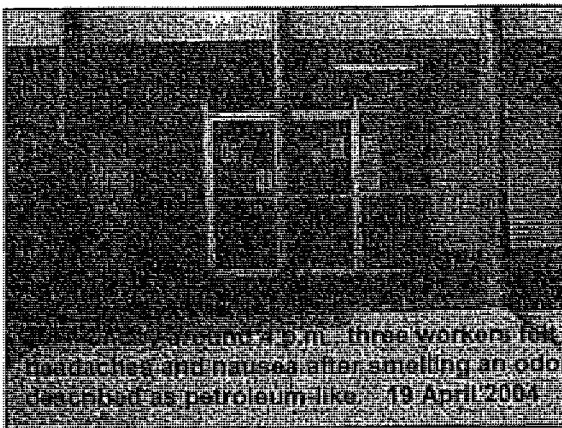


CLASS 8 CORROSIVES

Material that causes visible destruction or irreversible alteration to human skin or a liquid that has a severe corrosion rate on steel or aluminum.

CLASS 9 MISCELLANEOUS

Material which presents a hazard during transport, but which is not included in any other hazard class.



HAZARDOUS MATERIALS IDENTIFICATION

- Orange - Explosives and blasting agents.
- Red - Flammable and combustible materials (solid, liquid or gas).
- White - Poisons, corrosive materials, and other chemicals that can present a severe health hazard.

HAZARDOUS MATERIALS IDENTIFICATION

- Blue - Materials reacting violently upon contact with water, resulting in a fire or generating intense heat and producing a steam burn hazard.
- Yellow - Materials reacting violently upon contact with other chemicals, which can produce toxic and/or flammable gases through spontaneous combustion or detonate if subjected to severe shock.

HAZARDOUS MATERIALS IDENTIFICATION

- Green - Highly pressurized materials that can explode when exposed to intense heat.
- Multicolored - Denotes cargo being shipped is comprised of one or more types of hazardous materials (i.e. white background with red stripes denotes flammable solid).

HAZARDOUS MATERIALS

•Some materials which are not usually hazardous, may become so when mixed with other chemicals or transported in a different form.

•In approaching a hazmat incident be alert for water, gasoline, break fluid etc. These substances could cause a fire or explosion if they come in contact with certain materials.

HAZARDOUS MATERIALS

•Some materials can ignite when exposed to air or at a specific temperature.

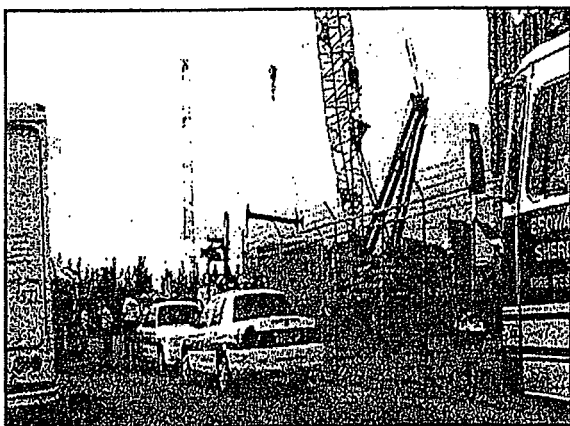
•Most chemical fires cannot be contained by water.

•Unless you know with certainty which hazardous materials are present, you should consider all of them dangerous until they have been identified.



**HAZARDOUS MATERIALS SAFETY
PRECAUTIONS**

- OBTAIN HELP.** All incidents or suspected incidents involving HAZMAT must be reported immediately to BSO/Fire Rescue.
- APPROACH CAUTIOUSLY FROM UPWIND.** Resist the urge to rush in, others cannot be helped until the situation has been assessed.
- SECURE THE SCENE.** Without entering the hazard area, isolate the area and assure the safety of personnel.



**HAZARDOUS MATERIALS SAFETY
PRECAUTIONS**

- IDENTIFY THE HAZARD.**
- ASSESS THE SITUATION.**
 - Is there a fire, spill or leak?
 - Weather conditions and terrain?
 - Who/what is at risk?
 - What action should be taken?
 - What can be done immediately?



WEAPONS OF MASS DESTRUCTION

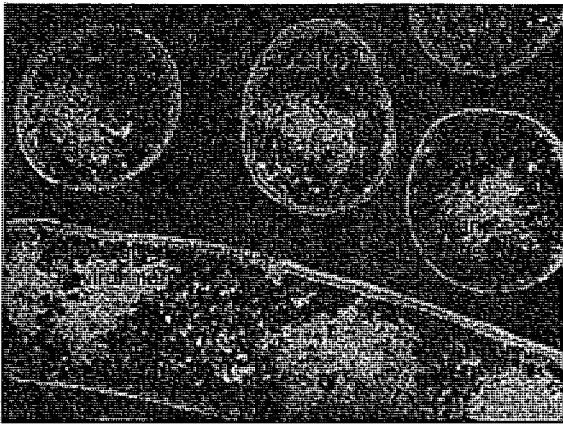
Definition: "Any destructive device that is intended, or capable, of causing death or serious injury to a large number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors, disease causing organisms, radiation or radioactivity or conventional explosives sufficient for widespread lethality."



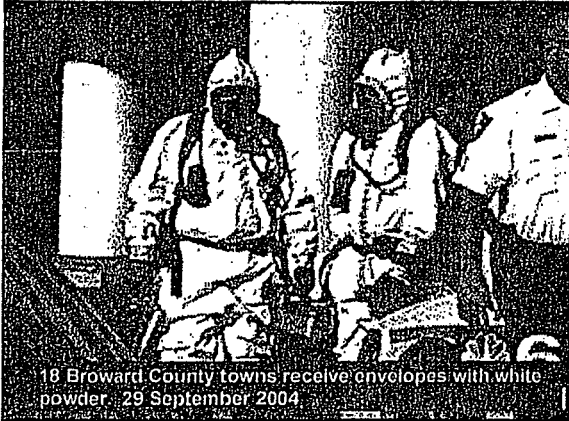
WEAPONS OF MASS DESTRUCTION

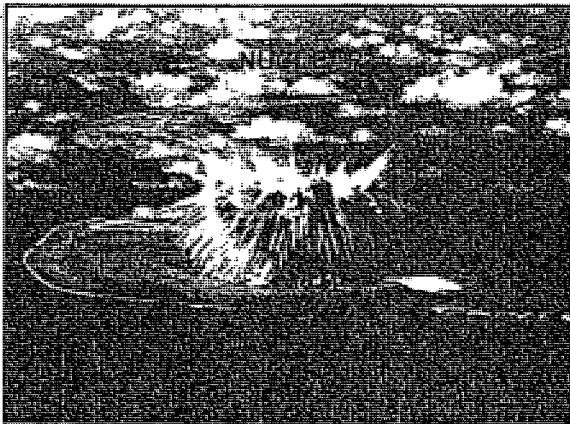
- Biological
- Nuclear
- Incendiary
- Chemical
- Explosives








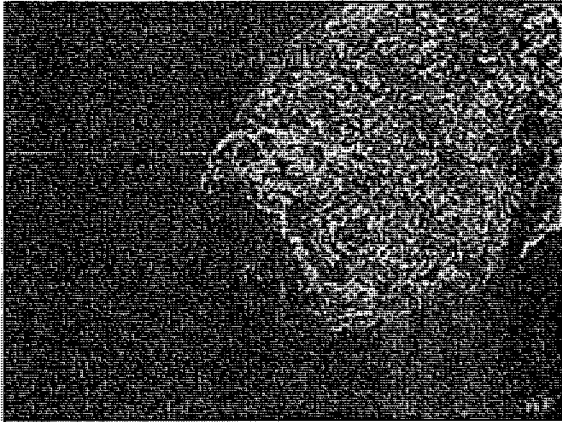


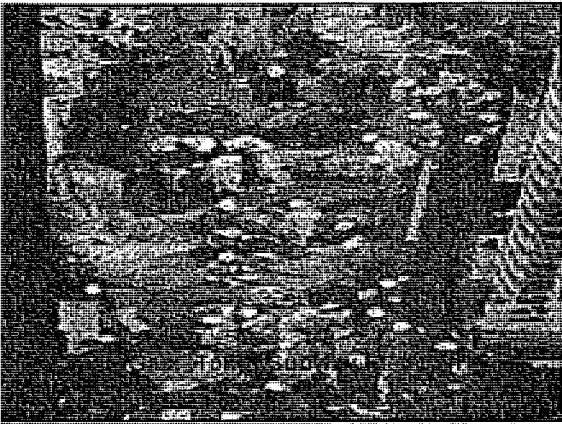


**RADIATION DISPERSAL DEVICE
(DIRTY BOMB)**

- Considered to be the most likely radiation threat.
- Conventional explosive is detonated, dispersing a radioactive material.
- Materials can be found in hospitals, medical facilities, laboratories, and in products with commercial uses.

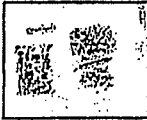









EXPLOSIVES

- Weapon of choice in most terrorist attacks.
- Explosives used can be military, designed for industrial use or home made.





WEAPONS OF MASS DESTRUCTION

Routes of entry

- Respiratory tract.
- Skin.
- Eyes.
- Ingestion.
- Injection.

WMD GENERAL INFORMATION

Why use WMD?

- Available and relatively easy to manufacture.
- Large amounts not needed in an enclosed space.
- Difficult to recognize.
- Strong psychological impact.
- Overwhelms resources.

WMD GENERAL INFORMATION

Limitations of WMD materials.

- Effective dissemination is difficult.
- Counterproductive to terrorist's support.
- Potentially hazardous to the terrorist.
- Development and use require skill.

RECOGNIZING A WMD RELEASE

- Symptoms of victims.
- Mass Casualties.
- Casualty Pattern.
- Dissemination Device.
- Warning given or credit taken.

RECOGNIZING A WMD RELEASE

- Other possible indicators:
 - Dead animals or birds.
 - Victims statements.
 - Unexplained liquids, aerosols, powders or strange odors.



LABOR UNREST

- Economic Strike.
- Unfair Labor Practice Strike.
- Wildcat Strike.
- Lockout.

LABOR UNREST

Security's overriding consideration during a strike is to prevent injury to personnel, damage to property, and preserve the integrity of the work site for the resumption of normal activities after the dispute ends.

LABOR UNREST

Documentary surveillance of workers engaged in legal and legitimate bargaining activities, (such as legal picketing during a strike) can amount to an unfair labor practice in that it interferes with or inhibits striking employees in the exercise of their rights.

LABOR UNREST

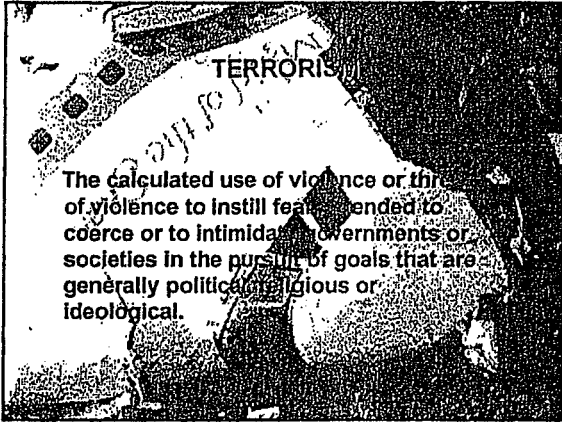
The best defense is early preparation:

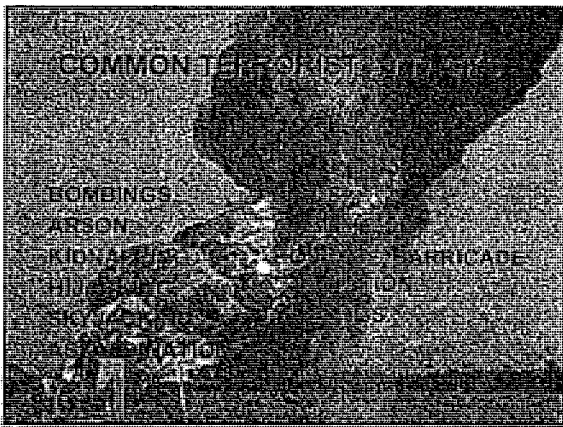
- Review all emergency plans (strike, fire, bomb threat, first aid, legal etc.) decide what is expected from the security officers and ensure that they are trained to those standards.
- Inventory all equipment and inspect for functionality.

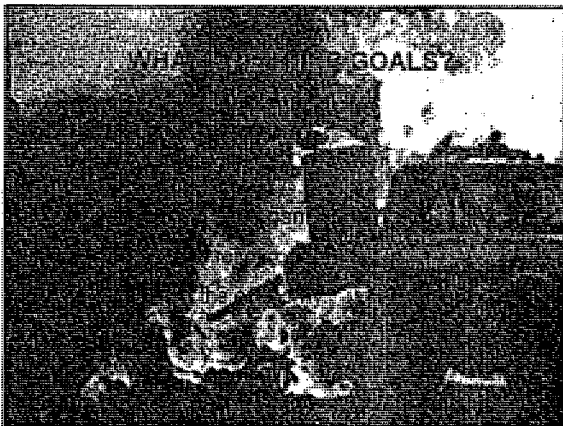
LABOR UNREST

- Conduct physical security inspections of all buildings and the perimeter.
- Repair or strengthen any weaknesses that are discovered.
- Establish lines of communications between the security force, management and law enforcement personnel.

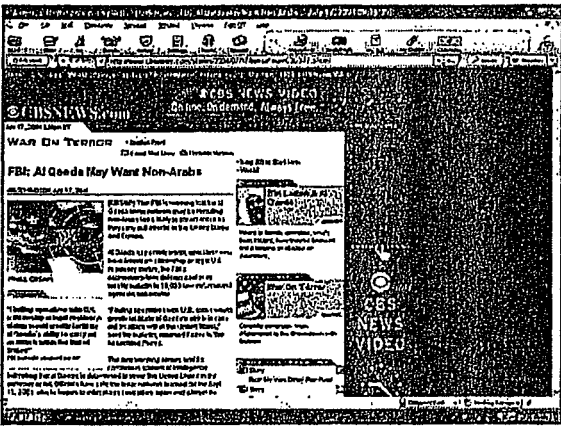






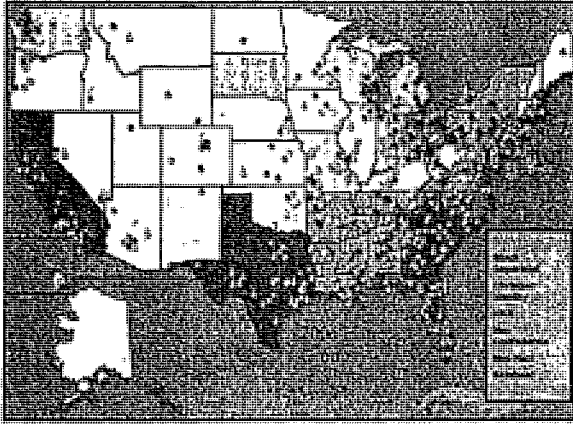






WHO ARE THEY?

- Looking for one specific group of people will blind you into ignoring the many terrorist organizations that exist worldwide.
- Narco-Terrorist.
- Eco-Terrorist.
- Home Grown Terrorist.

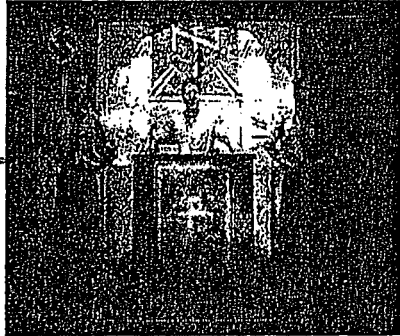


HATE GROUPS

1. Black Separatists
2. Christian Identity
3. Ku Klux Klan
4. Neo – Confederate
5. Neo – Nazi
6. Racist Skinhead



CHRISTIAN IDENTITY



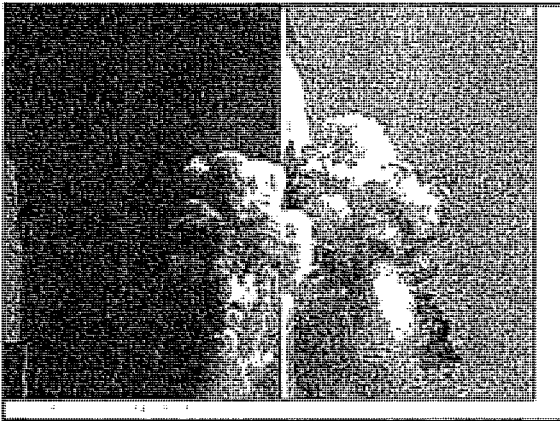
**KU
KLUX
KLAN**

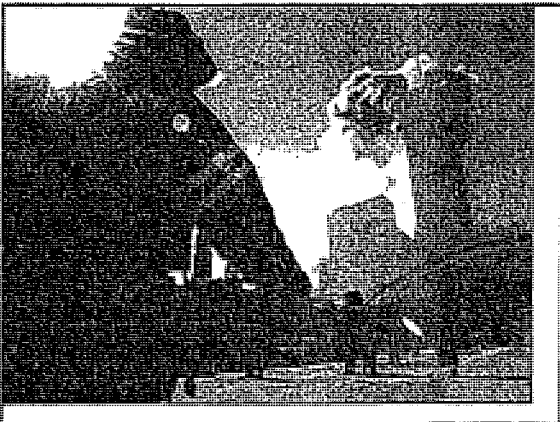


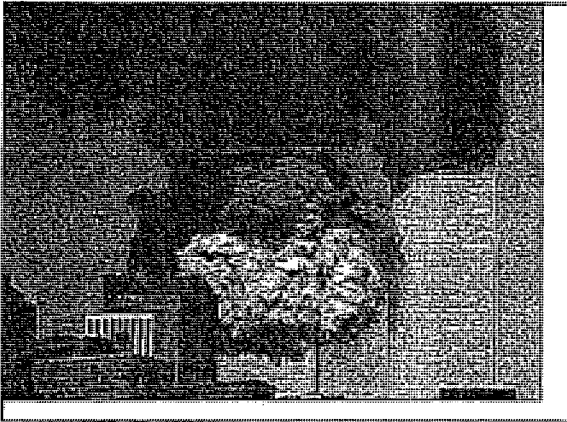
SKIN HEADS

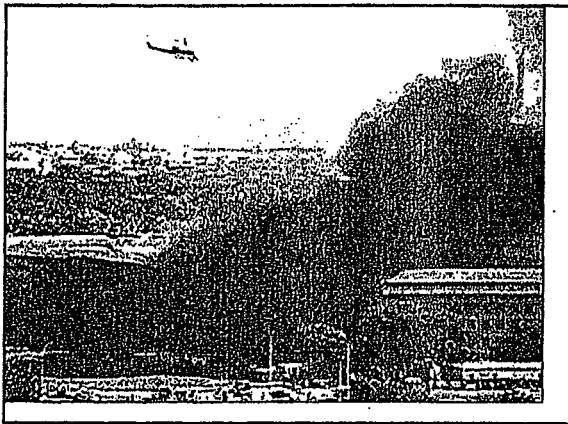






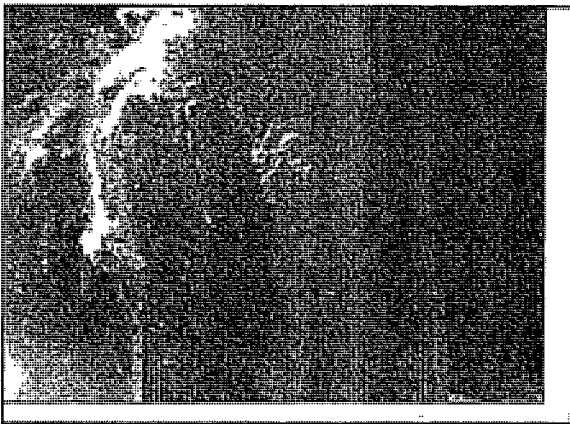




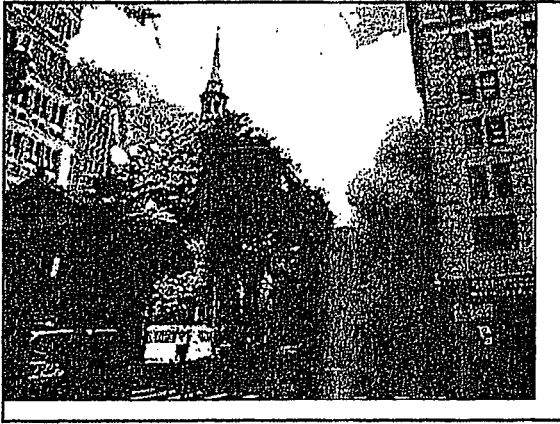


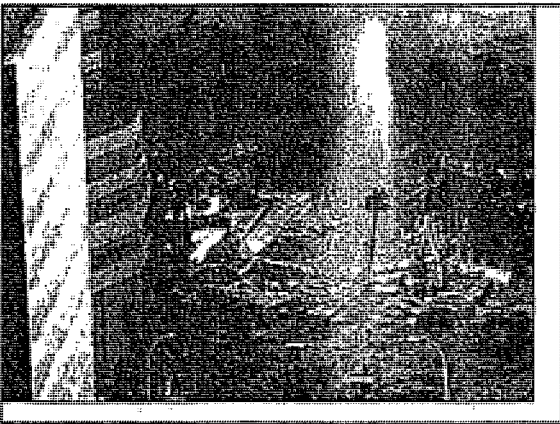














**LOCAL VARIATIONS
INCLUDE:**

- Davie Boys
- Death Squad
- TOYS Taking over your shit
- INP International Posse
- Unfodable Gangsters
- Gangster Disciples
- MPN – Broward / Dade
- Mickey Cobras - Lee
- White Fence
- Westside Disciples
- Zulus
- Thug Life
- Crips
- Bloods
- Sur 13
- Latin Kings
- Latin Souls
- Junky Jits
- MS 13
- 18th Street
- South Beach Posse
- Haitian Mafia
- Zo Pound
- Jamaican Posse

LOCAL VARIATIONS:

- May or may not adopt national colors and signs
- May or may not follow traditional gang history
- Leadership changes frequently
- Ethnically diverse -- No racial problems
- Loose territorial boundaries
- Allies / Enemies change

HOW CAN YOU DETECT THEM?

- Surveillance of a target is the visible hand of the terrorist in that surveillance is necessary for a successful operation.
- Terrorist often use newer less experienced members during the initial surveillance.
- Surveillance generally continues for a substantial period of time.
- Terrorist often conduct rehearsals and dry runs.

GANG LAWS AND DEFINITIONS

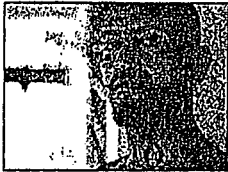
DEFINITIONS:

• "Criminal street gang" means a formal or informal ongoing organization, association, or group that has as one of its primary activities the commission of criminal or delinquent acts, and that consists of three or more persons.



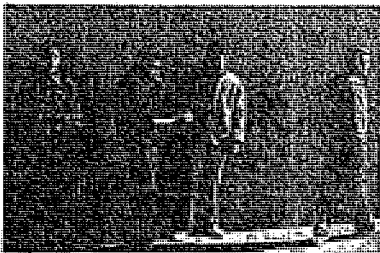
Gang Laws and Definitions:

• Who have a common name or common identifying signs, colors, or symbols and have two or more members who individually or collectively, engage in or have engaged in a pattern of criminal street gang activity.



18th Street Gang Member

Identify individual differences in gang type and behavior within racial, ethnic, gender or modus operandi concerns



OBSERVATION AND DESCRIPTION

- You must be able to recognize the unusual activities that indicate that an operation is planned or under way.
- Personal behavior.
- Vehicle/Vessel movement.
- Equipment: Cameras, binoculars, voice recorders, sketching equipment.

GENERAL CHARACTERISTICS

- Sex of the individual.
- Race.
- Height: Do not describe as short or tall.
- Weight.
- Build: Do not describe as large or skinny.
- Age: Do not describe as young or old.
- General: Clothes to large or small, well groomed, sloppy or dirty etc.

DETAILED CHARACTERISTICS

- Physical characteristics: Hair, eyes, complexion, facial hair, tattoos, scars etc.
- Clothes from head to toe: Hat, shirt, pants, shoes, accessories, jewelry etc.

VEHICLE IDENTIFICATION

- Make/Model/Year.
- Color.
- Body Style: Compact/full size, van/truck/SUV, number of doors.
- License plate number and origin.
- Peculiarities: Tires, hub caps, antenna, damage to vehicle, decals/stickers, racks etc.



Port Everglades Terminal LLC.
Marine Security Division



Security Awareness Manual

January 2014

By

**Mario A. Garcia, Major (Ret) City of Miami Police
Chief of Security & Safety
Port Everglades Terminal LLC**

The purpose of this Standard Operations Procedures Manual is to provide security personnel assigned to this facility with protective measures, security procedures, and security guidelines for security operations at Port Everglades Terminal LLC.

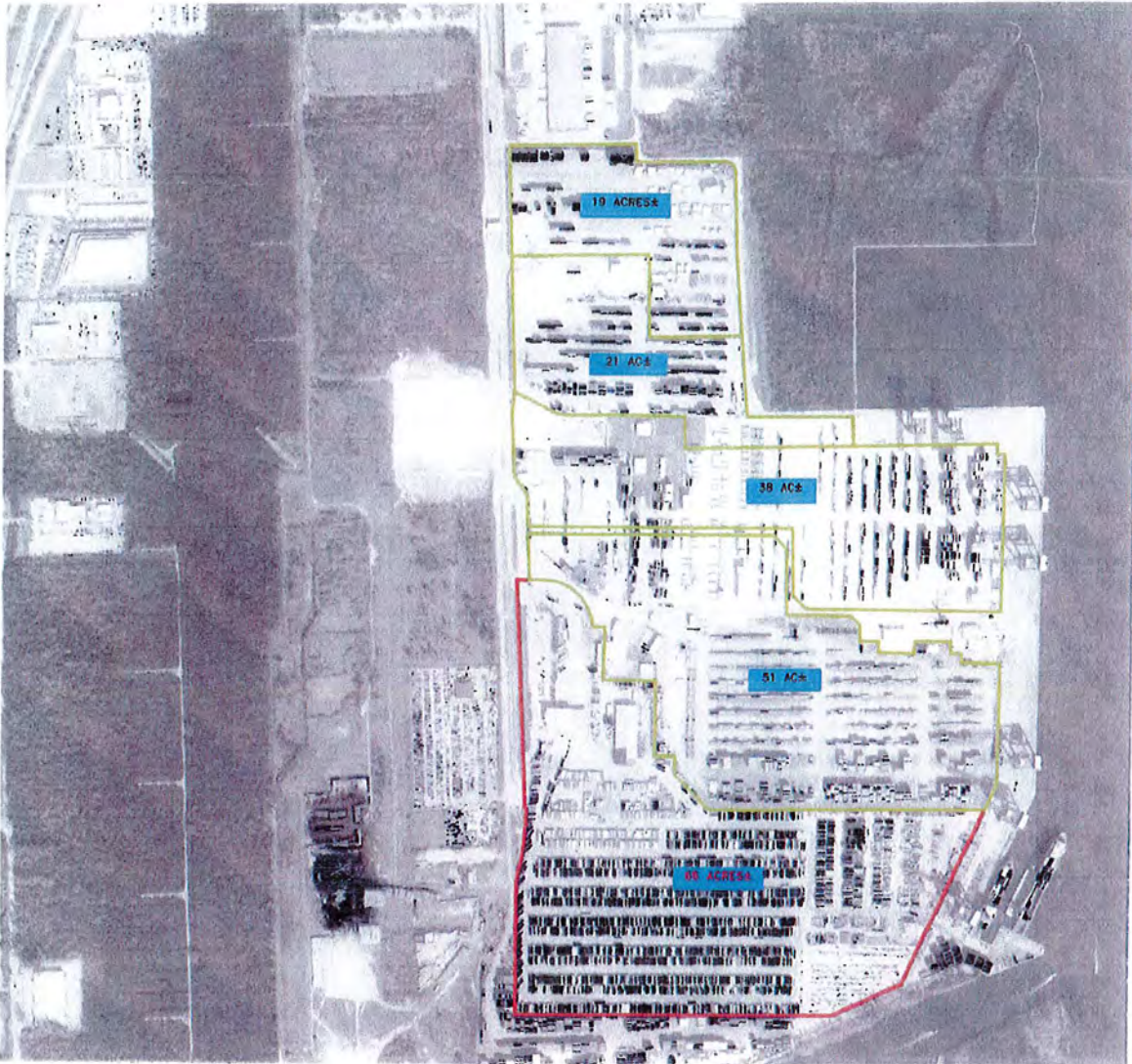
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Facility Name:	Port Everglades Terminal LLC.
Street Address:	4200 McIntosh Road
City, State:	Hollywood, Florida
County:	Broward
Latitude/Longitude (Center of Site):	26.08 North / -80.12 West
Emergency Contact Person / Title:	Mario A. Garcia, Chief of Security
24/7 Contact Telephone Number:	(305) 218-7582
Contact Facsimile Number:	(954) 924-9901
Contact Person Email Address:	mgarcia@petpev.com
Company web site:	www.petpev.com
Policing Jurisdiction/Contact Number:	Broward Sheriffs Office (954) 765-4511
Regulating Agency/Telephone:	USCG (786) 777-0775
Average Number of Employees on Site Daily:	50
Average Number of Visitors on Site Daily:	15
Do Employees or Visitors occupy the Site 24 hours per day? (Y/N)	No
Primary Contact:	Mario A. Garcia, Chief of Security
Type of Facility:	Marine, Cargo/Container Facility
Date of Assessment:	April 20, 2009
Local Fire Department, HAZMAT Team	Broward Fire Dept. Station 6, Seaport Command
Contact Number	(954)522-1528 (954) 765-4191
United States Coast Guard Point of Contact	Petty Officer Larson
Contact Number	(786) 777-0775

Name	Agency	Assignment/Telephone
Fernando Noriega	PET	Supervisor of Security (786) 312-7587
Javier Miranda	PET	Terminal Manager (305) 2187505
Alvaro Perez	PET	Terminal Supervisor (305) 218-7568
Jeff Palmer	PET	IT Security, Support Unit (954)224-0444

Facility Diagrams and Maps



LEGEND:

- PROPOSED LEASES
- EXISTING LEASES

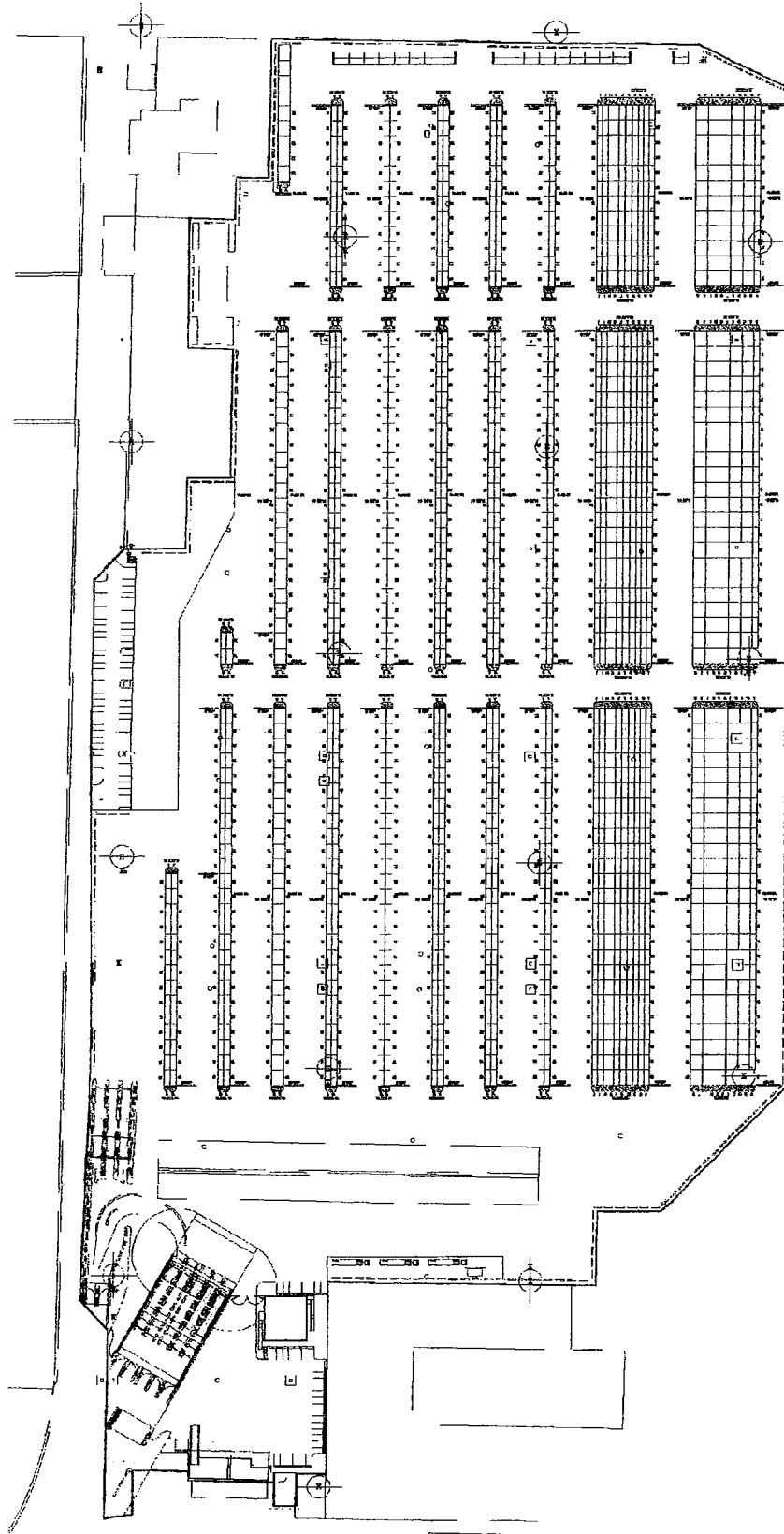
PUBLIC WORKS & TRANSPORTATION DEPARTMENT
 SEAPORT CONSTRUCTION & PLANNING DIVISION
 1650 Eber Drive
 Fort Lauderdale, FL, U.S.A. 33316
 (854) 823-3404

PROJECT:
 PORT EVERGLADES



DATE:	BY:	CHECKED:	APPROVED BY:
6/5/08	JAR	N.T.S.	
DRAW FILE: PROPOSED LEASES			SHEET NO: 1





PATROL METHODS

I. PATROL STANDARDS

Patrol Methods: The security provider is responsible to implement and outline Patrol Procedures for all their personnel and specific to their area of concern. These procedures must include post orders for each designated post.

Patrol methods must include the following minimum standards with the understanding that additional measures may be taken, as each post requires.

- A. Security patrols designed to detect and identify suspicious persons and activity within an area as well as vehicles.
- B. All restricted areas and surrounding or adherents areas must be included in the patrol.
- C. Local Law Enforcement should be notified immediately should security personnel encounter any abnormalities or suspicious activity.
- D. Roving patrols will be conducted throughout the premises of the terminals and will also include the offices of the staff. All office doors will be checked to ensure that they are properly locked. Officers assigned to roving duties will check all locks in all terminal gates.

II. PHYSICAL SECURITY CONCERNS

Physical security concerns which the security officer must check for proper functioning and physical integrity.

- A. Fencing
- B. Lighting
- C. Surveillance Equipment
- D. Locked gates
- E. Any and other security tools and equipment in use at the particular post or assignment.

All security officers must be fully aware of all written policies concerning their post and related operations, as well as be fully knowledgeable of their duties and responsibilities.

LOG KEEPING AND REPORT WRITING

I. REPORTING INCIDENTS

It is the responsibility of all security personnel to maintain an up to date log of all the activities of their post, recognizing that such records are an integral part of the security system. All incidents, which are not routine, should be reduced to a report for future reference if needed.

Reports should be written on all of the following incidents.

- A. Criminal activity
- B. Suspicious activity
- C. Unusual circumstances
- D. Any breeches or attempted breeches of security
- E. Repairs to security measures i.e., fences, lights, etc.
- F. Employee problems
- G. Any intelligence received

II. LOG STANDARDS

Use of Logs must include as minimum standards

- A. All visitors to include:
 - 1. Name
 - 2. ID number, such as drivers license
 - 3. Port ID number
 - 4. Time in/out
 - 5. Date in/out
 - 6. Purpose for visit

- B. All cargo to include:
 - 1. Name of trucking company or company delivering/picking up cargo
 - 2. Name, ID number or Port ID number of driver picking up/delivering cargo
 - 3. Time in/out
 - 4. Date in/out
 - 5. Seal number on the truck/container
 - 6. Bill of lading/account number

All records must be maintained in an organized manner and legible. They must also be properly secured on the site and ready for inspection by the competent authorities within

the local jurisdiction. These procedures previously outlined must be included in the post orders and all security officers working the post must become familiar with the same.

SPECIFIC PROBLEM AREAS

I. POST ASSESSMENT

The security officer assigned to a post has the responsibility to evaluate his/her area of responsibility at the beginning of each tour of duty and continue to monitor the same on a constant basis; and identify and document any area, which could possess a threat to the security of his/her area of responsibility. Any deficiencies noted should be immediately reported and documented in the log. Those threats include, but are not limited to the following situations.

- A. Faults in the integrity of the fence and gate areas
- B. Open/unlocked and unattended doors and gates
- C. Malfunctioning surveillance equipment such as cameras and detection devices
- D. Improper storage of Hazardous Materials, Explosive, and high value cargo
- E. Improper key controls
- F. Access controls
- G. Vehicle controls
- H. Open access to power sources or communication lines
- I. Obstructed emergency routes
- J. Evacuation procedures

NOTE: SECURITY OFFICERS WILL NOT SIT ANYWHERE AORUND OR BETWEEN TRAFFIC LANES AT THE INBOUND, OUTBOUND OR OPEN GATES DURING THE PROCESSING OF TRUCKS ENTERING, EXITING THE TERMINAL OR VESSEL OPERATIONS.

Any violation of security integrity must be reported to the company supervisor and the Local Law Enforcement agency with jurisdiction over the post.

CARGO HANDLING AND DOCUMENTATION

I. DELIVERIES AND VISITORS

It is the responsibility of each security personnel assigned to work a post in the Seaports to be familiar and efficient in the policies and procedures governing the handling of cargo entering and leaving the port.

Gate passes should be issued to all trucks and other vehicles engaged in cargo delivery/pick up to and from the port in order to identify vehicles authorized to engage in said activities.

- A. All truck drivers and passengers in trucks without a Port ID should be issued a temporary visitors pass
- B. Establish procedures for logging in all truck drivers and passengers upon entry and exit from the port.
- C. All traffic entering the port must receive an access pass delineating the area of access and the time and date of the same.
- D. Establish procedures for documenting all lost or destroyed passes.

II. "HANDLING" CARGO

Cargo must only be released to the carrier specified in the order for delivery unless authorization has been received releasing the cargo to an alternate carrier and the delivery personnel needs to identify the identity of the trucker and trucking company prior to granting access to any restricted area.

Storage of loose cargo

All cargo stores inside the warehouse facilities, palletized or stacked, must be done in such a way as to not obstruct the views of security personnel. This is accomplished by placing the cargo parallel to the walls and inside fences at least six feet away.

High value cargo

High value cargo, which is not placed inside containers, must be stored inside cribs or caged in areas. Such cages or cribs must be designed to impede forced entry from all sides. A separate log must be maintained for the receipt and release of such cargo.

Security personnel must place high value cargo, which is stored inside mounted containers, in a secure holding area, which is easily observable. A separate log must be kept for the receipt and release of this type of cargo.

High value cargo containers which require storage must be placed in such a way that their location is not readily identifiable to would be criminals. Doors of containers containing high value should be stacked so that the doors of each container face each other.

HAZARDOUS MATERIALS

I. HAZMAT DEFINED

Definition:

Hazardous materials or any substance that is potentially dangerous to people when it is away from its controlled environment. (HAZMAT)

Threat:

Potentially dangerous materials are stored and transported throughout ports in the U.S. and the World. These materials in their controlled environment do not by and in itself represent a threat. However, the accidental or intentional criminal release of hazardous materials results in a potential dangerous situation.

Description:

Hazardous materials exist in thousands of ways. They come in virtually every form. This plan will not make you an expert in HAZMAT; it will however provide you with a general background as to what to expect if you come in contact with hazardous materials.

Hazardous materials vary widely in form and chemical characteristics. HAZMAT can be liquid, solids, gases or any combination of these forms. They can also be corrosive, toxic, water or oil reactive, flammable, explosive, or radioactive. Some of these materials can also become hazardous when contaminated or mixed with other substances. A material can be safe in one form and become extremely toxic when converted to another form, such as liquid or gas.

Basic Response:

A majority of local jurisdictions responsible for responding to a HAZMAT situation have adopted Incident Command System (ICS) for command and control at the scene of a HAZMAT incident.

At the scene of a contamination emergency, usually the senior fire department official is the overall incident commander. He/she is responsible for directing and coordinating all control operations regarding the protection of life and property. The senior high-ranking Law Enforcement officer will command all Law Enforcement Operations, and report to the overall commander.

When the fire department is not at the scene and there is reason to believe that HAZMAT are involved, security personnel must have a basic understanding of the

material involved, method for material identification, potential danger and the proper tactics to be employed to control the incident. Extreme caution must be used when faced with this situation recognizing that security personnel are not experts in this type of scenario.

Rule of thumb:

Unless security personnel knows with certainty which hazardous materials are presenting a danger, they should consider the material present as dangerous until further identified by a competent authority. Security personnel will be considered as first responders only.

NOTIFICATION PROCEDURE:

All incidents or suspected incidents involving HAZMAT must be reported without delay to the local fire department and the local Law Enforcement agency with jurisdiction over the Port where the incident occurs.

Situation estimate:

A situation with the threat of contamination can expand to catastrophic proportions in the time it takes a response force to arrive at the scene. An accurate evaluation of the situation is of importance to determine the necessary resources to control the same; this could mean the difference between a quickly controlled emergency and a prolonged existing danger. The situation estimate must be communicated as soon as possible to communications. The same must include.

- A. Type of emergency
- B. Exact location of emergency
- C. Type of structure and/or vehicles involved
- D. Size of area involved
- E. Number of casualties
- F. Number of additional responders required
- G. Weather conditions
- H. Access routes for emergency vehicles
- I. Assistance required, i.e., fire, ambulance, public utilities

Warning:

Security personnel should not interfere with nor attempt to assist the fire department staff in their duties, unless requested to do so and then only outside the contaminated areas.

HAZMAT CATEGORIES

Hazardous Material incident categories:

Security services should utilize the following incident categories when notifying the competent authorities of a HAZMAT incident.

A. Category I.

Minor incident. Nominal or detrimental effect upon operating staff, the public or the environment.

B. Category II.

Moderate incident. Moderate contamination and no immediate detrimental effect upon the staff, the public or the environment. Agencies will respond as requested.

C. Category III.

Imminent Major Incident/Possible fire, explosion contamination. Notification to HMTF staff will be done and staff will prepare to respond.

D. Category IV.

Major incident, Major contamination, fire or explosion has occurred with severe on staff, the public or the environment. Immediate activation of HMTF for operation in excess of 24 hours.

Note: All incidents involving Class A poisons, Class A explosives as defined in CFR 49, radioactive materials if spill or fire is involved, or released laboratory created etiologic agent will be considered at least a Category III incident.

HAZMAT IDENTIFICATION

Material identification:

During an incident involving HAZMAT, emergency identification is of the utmost importance; this identification, however, should be conducted only if no safety hazards exist.

Requirements:

In order to assist the security staff in identifying the type of material being transported all vehicles must display placards on each side and end of vehicle, rail car, or portable tank. Any person transporting HAZMAT who does not comply with this requirement is guilty of a misdemeanor in the first degree.

Color Placards:

There are different color of placards and labeling in use to identify HAZMAT. The following is a list of the basic colors in use.

COLOR PLACARDS



ORANGE: Explosives and blasting agents



RED: Flammable and combustible materials whether in solid form, liquid or gas.



WHITE: Poisons, corrosive materials and other chemicals, which can represent a severe health hazard.



BLUE: Materials reacting violently upon contact with water, resulting in fire or generating intense heat and producing a steam burn hazard.



YELLOW: Materials that will react violently when in contact with other chemicals, which can produce toxic and or flammable gases through spontaneous combustion or detonate if subjected to severe shock.



GREEN: Highly pressurized materials that can explode when exposed to intense heat.



MULTICOLORED: Shows cargo being shipped is comprised of one or more types of hazardous materials.

Classification Placards:

Besides the color identification codes, placards identify materials by classification, material name or identification numbers. The classification placard is an 11 inch diamond shaped sign which identifies materials that have common characteristics such as corrosive, flammable, oxidizer, water reactive, spontaneous combustible, explosives, radioactive, poison and compressed.

Named Placards:

Materials identified by name such as oxygen, chlorine, and organic peroxide also utilize the 11-inch diamond shaped placard.

Identification numbers:

The Department of transportation implemented a system assigning each hazardous material a permanent four-digit identification number. The identification number is displayed on the 11-inch diamond shaped placard or on a 6 by 16 inch rectangular orange panel, the identification number will be displayed on both ends and/or both sides of the transporting vehicle. The number can also be located on shipping papers, preceded by the letters UN or NA.

HAZMAT symbols:

Below are some of the symbols you may see on HAZMAT placards. Familiarize yourself with these symbols, as they will help you determine contents of shipments.

FLAMMABLE



Hazard: This symbol designates Spontaneously flammable substances, Highly flammable gases, Substances sensitive to moisture, Flammable liquids (with flash point below 210 degrees C).

Caution: Store in cool places. Keep away from open flame, source of heat & sparks.

HARMFUL



Hazard: Inhalation, absorption through skin of these chemicals is harmful & some times causes irreversible damage.

Caution: Avoid inhalation & direct contact with human body.

IRRITANT



Hazard: This symbol designates substances, which may have an irritant effect on skin, eyes & respiratory organs.

Caution: Avoid inhalation & direct contact with the body.

OXIDISING



Hazard: Oxidizing substances can ignite combustible material or worsen existing fires & thus make fire fighting more difficult.

Caution: Keep tightly closed and store in dry atmosphere.

TOXIC



Hazard: The substances are very hazardous to health when breathed, swallowed or in contact with the skin & may even lead to death.

Caution: Avoid contact with the human body. Immediately consult a doctor in cases of malaise.

BIOHAZARD



Hazard: an organism, or substance derived from an organism, that poses a threat to (primarily) human health.

Caution: Avoid contact with the human body and the environment.

RADIOACTIVE



Hazard: Contamination may pose major risks to people and the environment.

Caution: Avoid contact with the human body.

- H. When an accident involves an enclosed semi trailer or vehicle carrying hazardous materials, security staff should not open the trailer or vehicle to inspect the extent of damage.
- I. Staff approaching contamination emergency scenes should take the following precautions.
 - 1. Stay up wind from the scene.
 - 2. Do not touch any suspected material or substance.
 - 3. An investigation should not start until the area has been decontaminated.
 - 4. Gas masks do not provide sufficient protection. Only a self-contained breathing apparatus is acceptable protection.
 - 5. Do not move, touch, or open any container.
 - 6. Do not eat, drink, or smoke at the scene of a contamination emergency
 - 7. Do not enter any contaminated area to evacuate. You may evacuate areas in danger of being contaminated.

Perimeter control, traffic control and evacuation:

- A. Control of access to a contamination area is extremely important because of the dangers involved. Materials spilled in a small area may pose a danger to a much larger area. Affected areas need to be closed to unauthorized and unprotected persons.
- B. The incident commander will determine the proper size of the area to be secured based on type of material involved.

In those cases, where an armed security officer is required, Port Everglades Terminal LLC Security employs a limited number of highly trained and experienced security officers that will be assigned to those tasks and will only utilize them with the express written authorization from the Broward Sheriff's Office and the Director of Port Everglades.

Training the proper use of force, firearm safekeeping, as well as proper maintenance of firearms is given to those officers in addition to any requirements pursuant to licensing by the State of Florida. Port Everglades Terminal LLC recognizes the value of human life over the value of property, and thus restricts the use of firearms.

All security officers employed by Port Everglades Terminal LLC Security are provided with written procedures for each post that requires the use of firearms, and ensures those officers are familiar with the same.

TERRORISM AND WEAPONS OF MASS DESTRUCTION

I. RESPONSES TO WMD's

Security Officers responding to any incident involving Explosive, Nuclear, Biological, or chemical agents should always remember the three U's.

1. Up wind
2. Up hill
3. Up stream

Responses to Weapons of Mass Destruction:

Definition per Title 18 US Code

Weapons of Mass Destruction include:

- A. Poison Gas
- B. Any weapon involving a disease organism
- C. Any weapon designed to release radiation at a level dangerous to human life
- D. Any destructive device as defined in section 921 of this title

Contamination and casualties:

- A. Plan your control efforts according to the suspected hazardous material present.
- B. Security personnel arriving at the scene must be aware of any unusual odors or vapors in the air.
- C. Persons attempting to rescue injured or immobilized persons in a contaminated area need to use extreme caution. If the officer's safety is in question, the officer should wait for the arrival of trained personnel with the proper protective clothing.
- D. Casualties should be relocated upwind, away from other personnel and emergency staff.
- E. Vehicles driven to a contamination emergency need to be inspected and decontaminated if required prior to returning to patrol functions.

FIRST AID

All security officers employed by Port Everglades Terminal LLC Security are properly licensed by the State of Florida and have received the required training for obtaining their license. First Aid is covered by the State license requirements. Personnel are kept up to date and continue to receive service training and updates in first aid. All personnel are required to have a TWIC card as well as Port Everglades issued credentials, Port Everglades identification cards.

USE OF FORCE AND WEAPONS

Port Everglades Terminal LLC Security ensures that all Security Officers employed are fully licensed by the State of Florida and have successfully completed the training for such licensing. Security officers in possession of a class G license must meet stringent requirements for training in the use of firearms mandated by the State of Florida.

As a matter of policy Port Everglades Terminal LLC Security does not use armed security officers, unless the assignment at the time requires such use for the safety of the officer and the present threat to the asset being protected.

Five categories of WMD's

1. Biological
2. Nuclear
3. Incendiary
4. Chemical
5. Explosive

Routes of Exposure to WMD's

1. Inhalation
2. Ingestion
3. Absorption
4. Injection
5. Explosion

IED RECOGNITION FOR SECURITY OFFICERS

What You Know About IEDs

Improvised explosive devices are the use of a "homemade" bomb or destructive device which can destroy, incapacitate, harass, or distract, used by criminals, vandals, terrorists, and suicide bombers.

Because they are improvised, IEDs can come in many forms, ranging from a small pipe bomb to a sophisticated device capable of causing massive damage and loss of life. IEDs can be carried or delivered in a vehicle, put in place, or thrown by a person, delivered in a package or concealed on the street as we witnessed Monday.

IEDs come in many shapes and forms, only limited by the bombers imagination. Most share a common set of components that consist of the casing or package, initiating system, and a main charge. Packaging can be a vehicle, a pack of cigarettes, pop cans, back packs and vests.

Initiating systems set off the main charge to make it detonate. Items such as a cell phone or a toy car remote control are commonly used. The initiator almost always

includes a blasting cap and batteries as a power source for the detonator. Any type of battery can be used such as a 9-volt, AA, or car batteries.

Initiating systems are triggered in three ways:

- 1. Over time:** Timed IEDs are designed to function after a preset delay, allowing the enemy to make his escape or to target his victims.
- 2. On command:** Command initiated IEDs allow the bomber to choose the optimal moment of initiation. They are normally used against targets that are in transit, or where a routine pattern has been established. The most common types of command initiated methods are with wires or radio controlled devices, such as cordless telephones and remote car door openers.
- 3. Victim:** Victim actuated IEDs are initiated by the actions of the victim(s). There are various types of initiation devices to include pull or trip, pressure, pressure release, movement-sensitive, light-sensitive, proximity, and electronic switches.

IED Deployment Techniques

IEDs can be disguised in a variety of things such as trash cans, boxes, backpacks, and placed anywhere potential targets appear. Multiple IEDs have also been linked together with detonation cord or electrical wire so that all charges detonate simultaneously, with the goal to achieve simultaneous explosions.

Bombers often use secondary devices and multiple explosions to further their impact of terrorism by increasing the numbers of victims. Your situational awareness must be at its highest level if you respond to such an event. Bombers are known to use gunfire, small bombs, and other distraction tactics to bait additional victims into the kill zone of a second explosive device.

When you respond, slow your physical actions to the speed no faster than your mind can process the information your senses are absorbing. Scan the crowd, look for additional threats, scan the crowd more and look for potential secondary devices.

Scan the crowd again, look, listen and follow your instincts. That's what great street cops do on a daily basis so don't go screaming on your radio like a banshee out of control. This achieves nothing. Remember, this is a combat game of chess.

Your opponent wants you to get sucked into the mindset of that screaming patrolman so that he can kill you, too. We must still do our jobs: Triage victims, coordinate EMS response, establish crime scenes, crowd control just to mention a few. The key now is to conduct police operations with the mindset that our military combat warriors do in the sandbox.

Multiple locations are common with IED bombers so command officers must be mindful of their resources and put a plan into action immediately after the first explosion, to maintain safety in other areas of your city.

Vehicle Borne IEDs and Suicide VBIEDs

A VBIED is a parked vehicle in a high traffic area with the intent of causing the most damage. An SVBIED is when the driver is willing to give their own life in the process of detonating his explosives. SVBIEDs are very hard to detect and stop because the bomber is mobile and is able to choose his time, place and victims at will. This unpredictability makes them difficult to identify.

Suicide Bombers Personal Borne IEDS (PBIED) commonly attacks with an explosive vest, belt, or baggage attached to their person. When the charges used by bombers are properly packaged and concealed, a suicide bomber could carry up to 45 pounds of explosives.

However, most suicide belts are designed to hold smaller amounts, up to 12 pounds and incorporate fragment materials into the design of these belts and vests.

Indicators of a potential PBIED attack can include persons attempting to circumvent a security checkpoint or gate at a sporting event, those wearing too much clothing for the weather conditions, or a person with suspicious bulges in his or her clothing.

Suicide Bomber Countering Techniques

Some guidelines to counter the suicide bomber include:

1. Evacuate the area immediately. Safe distances will depend on the amount of explosives carried by the bomber and the amount and type of fragmentation used. More space is better.
2. Close and negotiate tactics should never be attempted, since suicide bombers are usually trained to avoid surrender at all costs. You will end up a victim.

3. A cell phone or radio controlled initiator could be used in the event that the bomber is incapacitated or hesitates. This tactic requires a second perpetrator to initiate the device.

4. The use of deadly force is a tactical conundrum for a uniformed officer. The problems are many and the wrong decision can be catastrophic. Taking a shot may eliminate the threat.

However, it may set off the explosive and cost innocent lives. Only you with the real time intelligence can decide which path to travel. One thing is for sure: Don't let a bomber flee from the scene.

If deadly force is taken, be mindful that a bullet impact may initiate or detonate the explosive charge. Deadly force on the suspect should only be undertaken from cover. A trained police sniper will need to achieve an instantaneous non reflex kill shot. The same can be achieved with a patrol rifle however, it's much more challenging. Training with your weapons and knowing you and your rifles limitations will be significant in the decision making process.

5. If the suspect is neutralized and there is no explosion try and fix the bomber in place and request E.O.D. to render the explosive charge safe. Try not to go hands on with the bomber.

The 5 Cs

1. Confirm it is an IED
2. Clear the area at least 300 meters or more as needed
3. Cordon off the area
4. Call the bomb squad and establish incident command
5. Control traffic from entering the area to include both vehicle and pedestrian traffic

If you encounter an IED, the 5-Cs are a simple set of rules to help you navigate the challenge. Always respond with your agencies policies, procedures and training guidelines.

1. Confirm: From a safe distance, look for IED indicators. Use optics to aid your attempt. Then call for a bomb squad. Here's the obvious: don't handle the object.

2. Clear: evacuate the area to a safe distance. Provide adequate distance and cover so to remove potential victims from the danger area. Visually sweep the area for any secondary device or even the bomber for that matter. Once the scene is safe, question, search, and detain people as needed.

Recognition of Improvised Explosive Devices (IED)

Improvised Hand Granades



Recognition of Improvised Explosive Devices (IED)

Brief Case Bomb



3. Cordon: establish an inner and outer perimeter to prevent vehicle and foot traffic from approaching the device.

4. Call: call the bomb squad. Be mindful that if you find an IED, it may be bait for a larger device.

5. Control: control the area until the bomb squad arrives. Set up an entry control point for all first responders. Do not let others go forward to check out or inspect the device. Make contingency plans for secondary or multiple coordinated attacks.

Post blast response is an entirely different topic but I would like to press upon you the need for uniformed officers to get combat casualty training and to carry a tourniquet, and combat gauze on duty at all times.

Recognition of Improvised Explosive Devices (IED)

Brief Case Bomb



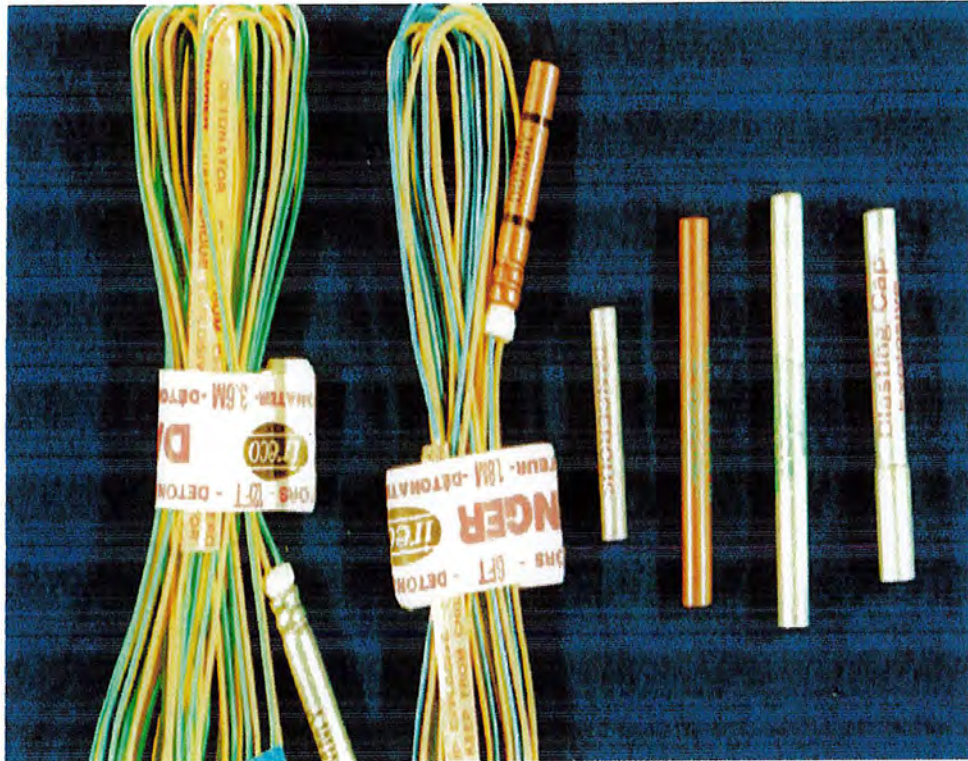
Recognition of Improvised Explosive Devices (IED)

Propane Gas Tank



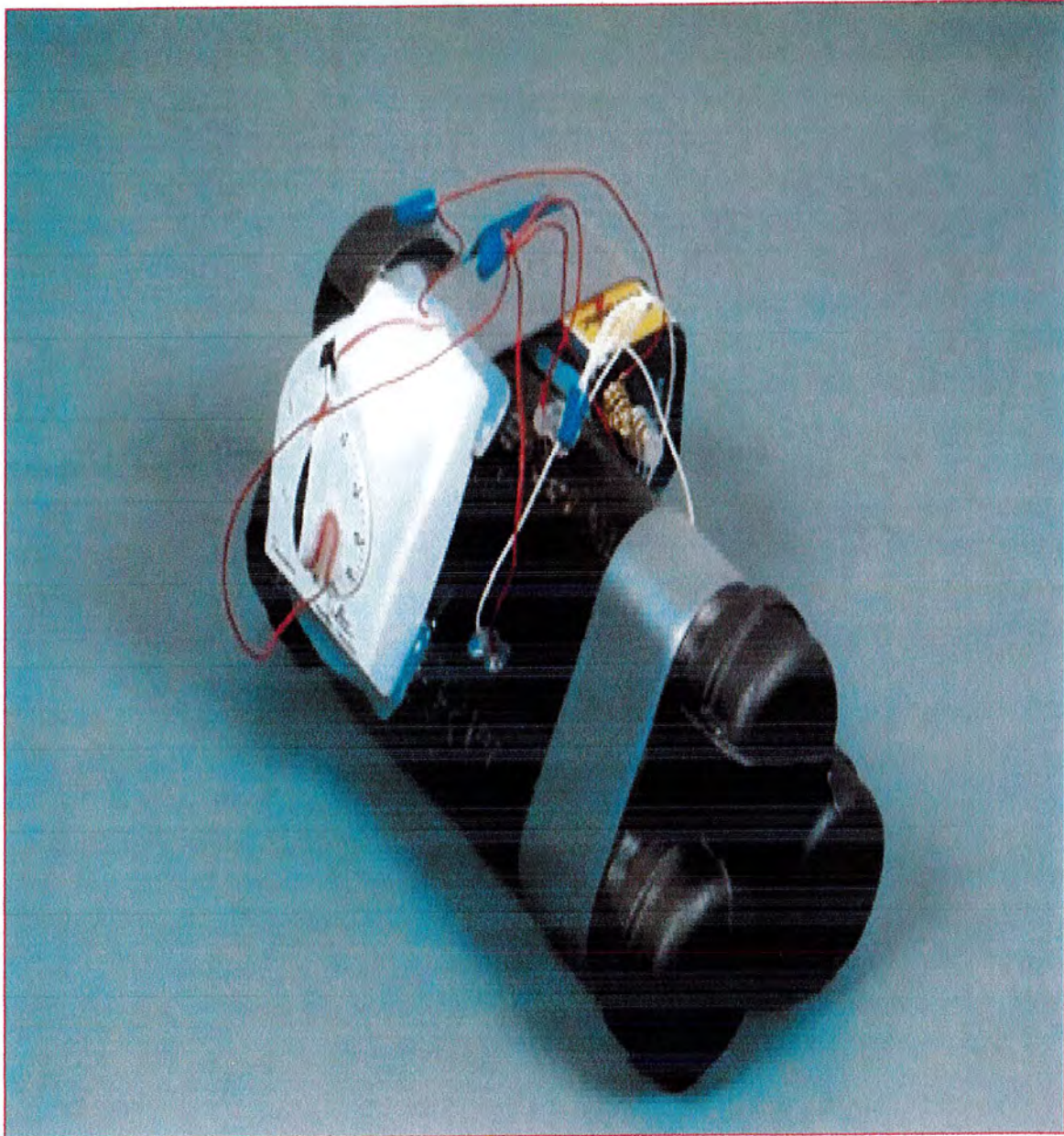
Recognition of Improvised Explosive Devices (IED)

Blasting Caps



Recognition of Improvised Explosive Devices (IED)

Sticks of Dynamite with Timer



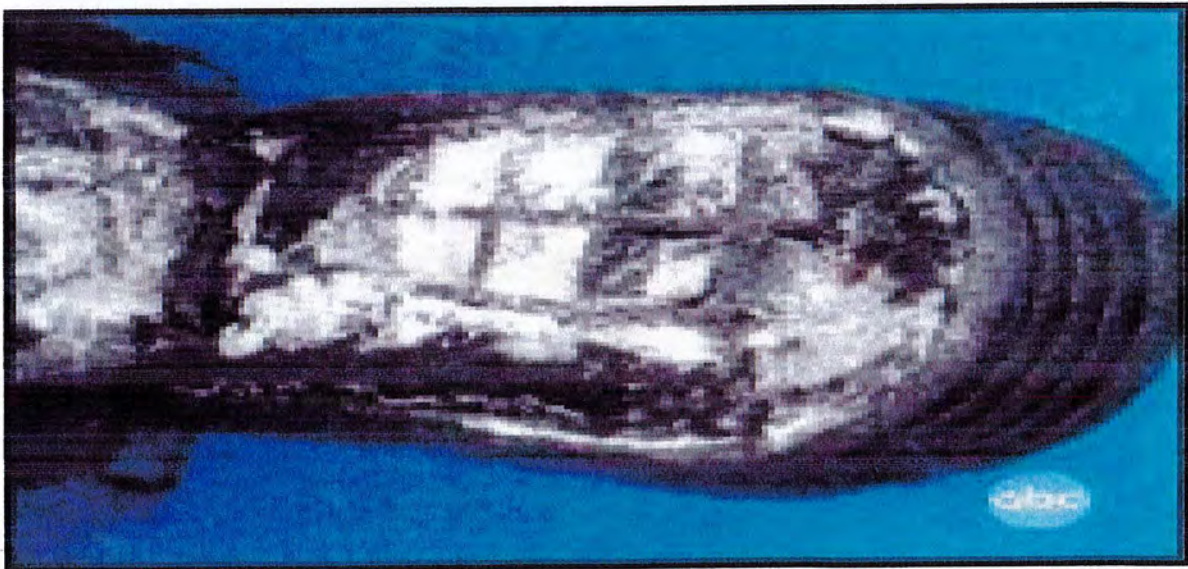
Recognition of Improvised Explosive Devices (IED)

Propane Gas Tank



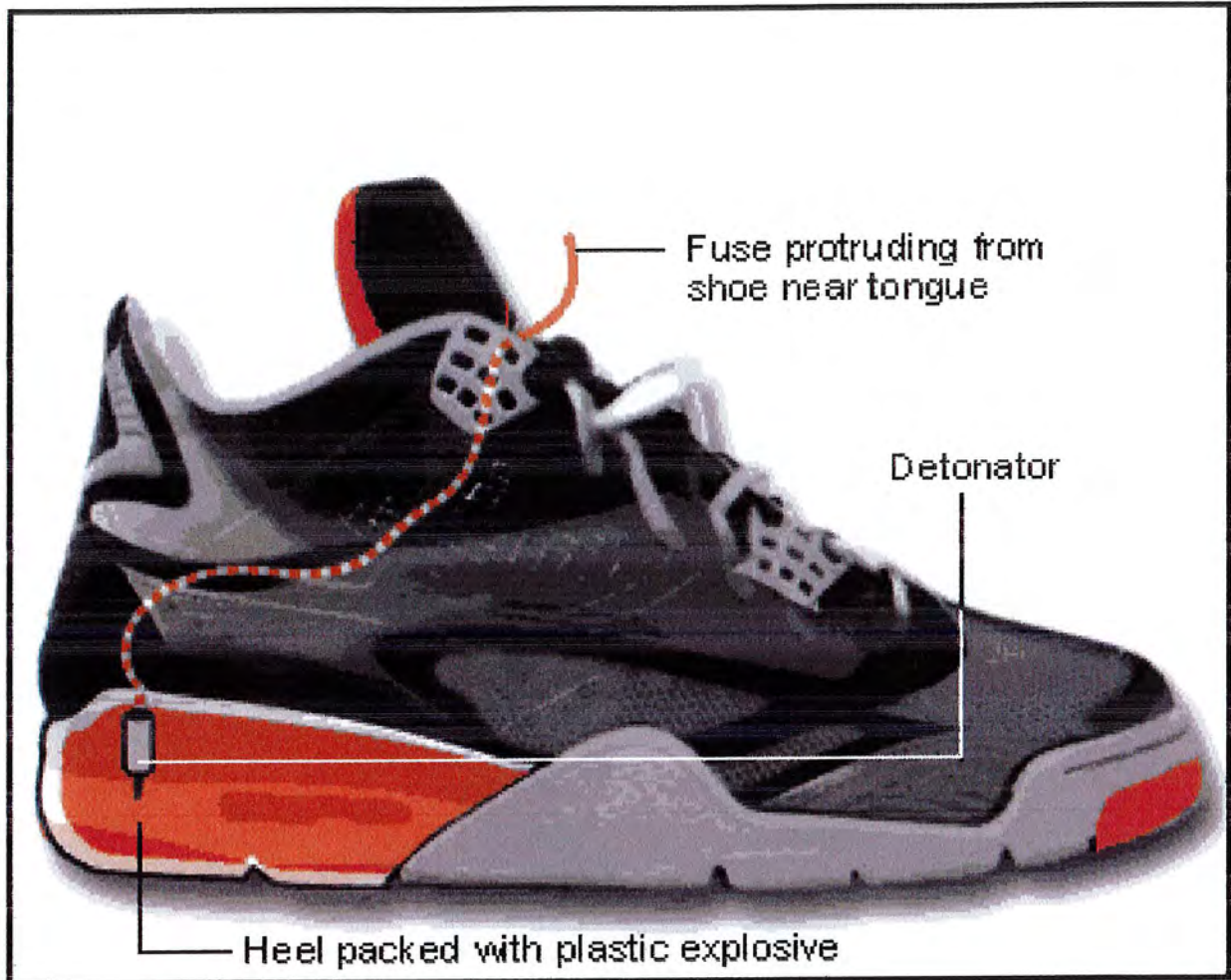
Recognition of Improvised Explosive Devices (IED)

Jihadist Shoe Bomb



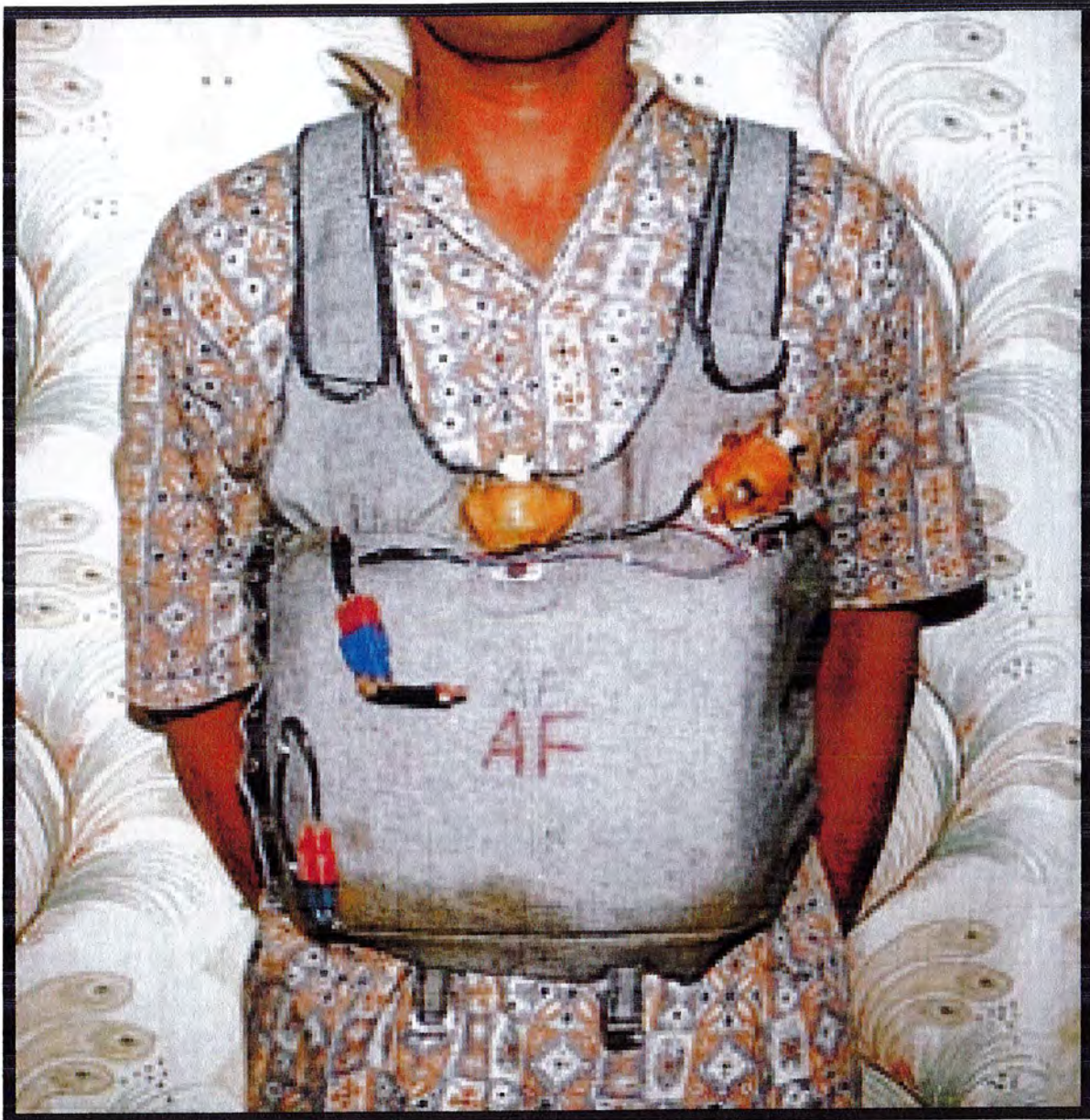
Recognition of Improvised Explosive Devices (IED)

Shoe Bomb Jihadist Shoe Bomber Robert Reed



Recognition of Improvised Explosive Devices (IED)

IED Jihadist's Suicide Vest



Recognition of Improvised Explosive Devices (IED)

IED Pressure Cooker (Boston Marathon Terrorist Attack)

A pressure cooker bomb

Investigators say the bombs detonated at the Boston Marathon were made using a pressure cooker; how a common kitchen utensil becomes deadly:

How a pressure cooker works

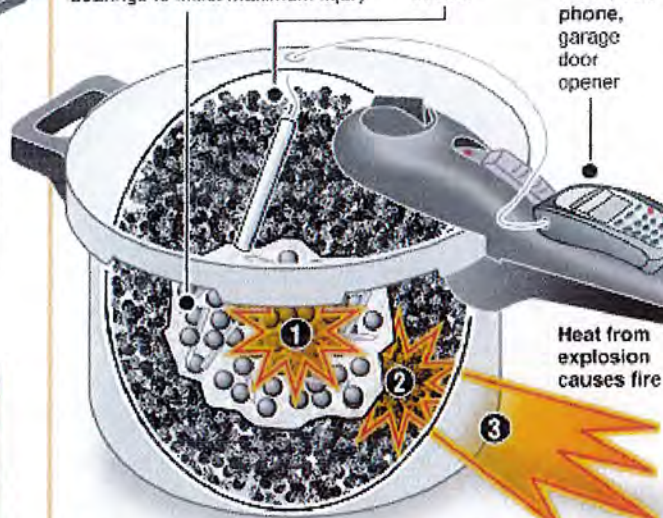


- Cooker uses pressure and steam to cook food faster at a higher temperature
- Air-tight lid keeps steam in pot
- Pressure builds in pot allowing temperature to rise above boiling point of 212 F (100 C)
- Pressure pushes hot steam into food



Building a bomb

- TNT or other explosives put in 6.3- qt. (6-liter) pressure cooker along with metal shards, nails, ball bearings to inflict maximum injury
- Blasting cap attached to top of cooker
- Can be detonated with digital watch, cell phone, garage door opener



- 1 When primary charge explodes, gases heat up, expand rapidly under pressure
- 2 Expansion creates shock waves travelling outward
- 3 Blast fragments cooker, sends pieces of shrapnel outward at high speeds

Heat from explosion causes fire

Why bombs like this can maim

- Police say explosives used in Boston traveled under 3,300 feet per second (1,005 meters per second), but fast enough to propel shrapnel a long distance
- Shrapnel, debris can cause penetrating wounds, blunt injury
- Force of blast can knock people down, throw them in the air, break bones, amputate limbs, cause brain trauma

Earlier uses

- Pressure cooker bombs used in India, Afghanistan, Pakistan, Nepal and 2010 Times Square bombing attempt

Source: AP, How Stuff Works, FastCooking.ca, NBC News, SmartMax Support Fund
 copyright: Jeffrey Treibler, Robert Durrell

© 2012 MCT

Recognition of Improvised Explosive Devices (IED)

IED Pressure Cooker (Boston Marathon Terrorist Attack)



Recognition of Improvised Explosive Devices (IED)

IED Pressure Cooker (Boston Marathon Terrorist Attack)



Recognition of Improvised Explosive Devices (IED)

IED (IRAQ) Anti Tank Mine



IED (IRAQ) 500 lbs Shell



Recognition of Improvised Explosive Devices (IED)

IED (IRAQ) Mock Artillery Shell



Recognition of Improvised Explosive Devices (IED)

IED (IRAQ) Artillery Shell



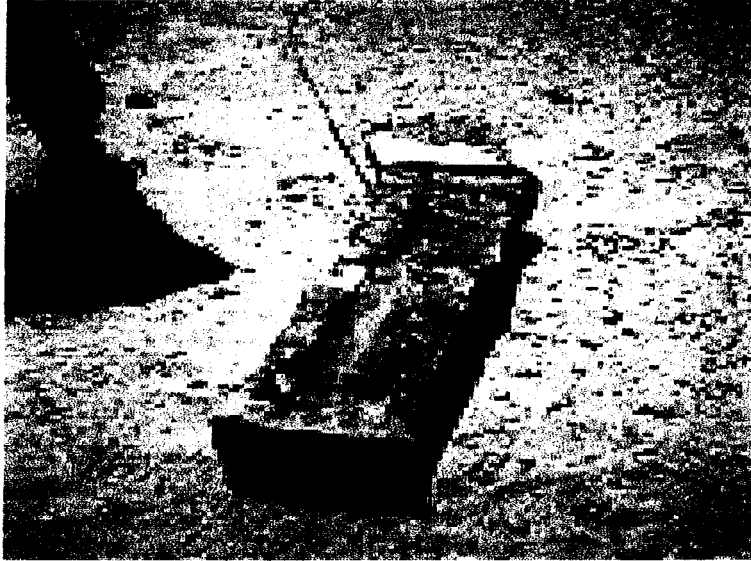
Recognition of Improvised Explosive Devices (IED)

IED (IRAQ) Anti Tank Mine



Recognition of Improvised Explosive Devices (IED)

IED (IRAQ) Concrete Shell



IED (IRAQ) Artillery Shell On Street Curb



Recognition of Improvised Explosive Devices (IED)

IED (IRAQ) Vehicle Tire



Recognition of Improvised Explosive Devices (IED)

IED (IRAQ) Soda Can



Bomb Call Scare Plan and Response

1. Attempt to obtain the following information from the caller.

- A. Exact location of the bomb.
- B. When will it explode?
- C. What does it look like?
- D. What makes it explode?
- E. How is it de-activated?

2. Notify BSO and FSO immediately by dialing 911 and advise them of the following information:

- A. Exact time the call was received.
- B. Exact words used by the person calling.
- C. Description of the caller's voice.
- D. Was it a male or female?
- E. Was it a young, middle age or old person?
- F. What was the tone of voice?
- G. Was it a familiar voice?
- H. Did the caller say he or she was affiliated with any group or organization?
- I. Where any demands made?

If a suspicious item or object is found do not touch it or moved it. BSO will handle the situation.

II. PREVENTION AND DETERRANCE

General Indicators:

Security officers must be constantly looking for indicators and signs of activity indicative of a planned WMD attack.

Terrorists conduct pre-surveillance prior to actually carrying out an attack. This surveillance takes many forms including, but not limited to, videotapes of a potential target, sketching and drawings of floor plans, photographs, and monitoring any security activity.

Security Officers must keep a watchful eye on all areas around potential targets for the following behaviors.

- A. Out of place explosive materials
- B. Chemicals which can be used to manufacture explosives
- C. Possible dispersal devices
- D. Potential target's photographs and maps
- E. Suspicious orders of precursors

If any of the above behaviors or situations is encountered, the local Law Enforcement agency having jurisdiction over the port should be notified.

Notification Procedure:

- A. Identify suspects, victims, and witnesses
- B. Nature of incident
- C. Contaminated areas
- D. Wind direction and speed
- E. Best route of approach

Self-protection tactics:

- A. Parking vehicle to afford protection to the officer
- B. Use tape to determine wind direction

- C. Avoid entering contaminated areas
- D. Avoid secondary contamination
- E. Always use safety vests and hard hats when required

REMEMBER...UP WIND, UP HILL, UP STREAM

LABOR UNREST

It is probable that security officers at some point will encounter situations involving labor unrest. Procedures must be in place to address these situations and the same needs to be included in the post orders. Security officers must be familiar with these procedures in order to properly respond to these types of situations.

The role of security personnel is essential in the planning and response preparation. Security personnel have the obligation to notify the local Law Enforcement agencies immediately upon learning of any scheduled assembly or picket. This notification must include:

- A. The location of this meeting
- B. The amount of people involved
- C. Any criminal violation observed or suspected
- D. The motive for the meeting

If violence occurs prior to the notification and arrival of Law Enforcement, security personnel should shut down their access points to all except emergency personnel. The security personnel should not get involved in the assembly, nor should they attempt to break the same up. Security personnel should attempt to obtain a safe vantage point and maintain Law Enforcement informed until they arrive on the scene.

Maritime Security Condition (MARSEC)

MARSEC Levels align with the five color-coded HSAS Threat Conditions:

MARSEC Level 1 applies when HSAS Threat Conditions Green, Blue, & Yellow are set.

MARSEC Level 2 corresponds to HSAS Threat Condition Orange.

MARSEC Level 3 corresponds to HSAS Threat Condition Red.

Maritime Security (MARSEC) Level: the level set to reflect the prevailing threat environment to the marine elements of the national transportation system, including ports, vessels, facilities, and critical assets and infrastructure located on or adjacent to waters subject to the jurisdiction of the U.S.

MARSEC Level 1: appropriate protective security measures shall be maintained at all times. The "new normal."



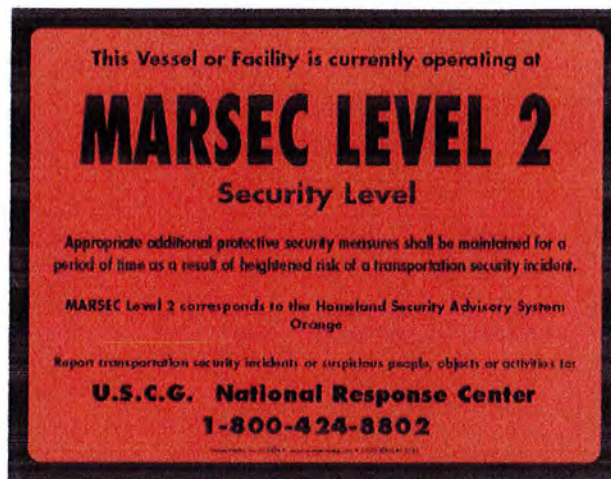
MARSEC Level 2: additional protective security measures shall be maintained for a period of time as a result of heightened risk of a transportation security incident.



MARSEC Level 3: further specific protective security measures shall be maintained for a limited period of time when a transportation security incident is probable or imminent, although it may not be possible to identify the specific target.



Marsec II



Marsec III

Seaport Operations Procedures

During those times in which the security level at Ports are upgraded to MARSEC II or MARSEC III, the following additional security measures are recommended to be added to the normal Port Security Operations.

MARSEC II

A security officer will man all access gates to the property even if the gates are not being utilized during that time; gates are a weak link in the physical perimeter security of the premises and need to be manned during these periods of time. Security personnel must have in their possession keys to the locks securing the gate in case an evacuation is needed; the same can be quickly opened and personnel can evacuate.

An additional roving security office, patrolling in a marked vehicle needs to be added to provide perimeter control and guard relieve for meals and restroom breaks to the guards assigned to a fixed post.

In the case where a ship is working at or near the premises, an additional guard should be posted in the vicinity of the ship whose sole responsibility will be dockside security and prevention of unauthorized individuals near the ship or to gain access to the ship.

A briefing needs to be held at the beginning of each shift with the personnel leaving duty and those coming on duty to communicate any unusual circumstances or special needs that need to be addressed. All personnel will have in their post all emergency numbers, and will be briefed at the beginning of each shift on all security evacuation PROCEDURES. The Port Operation manual, including addendums to MARSEC II AND III will also be at each post.

Containers should be placed near the gates in case they are needed to block the gates during MARSEC III.

MARSEC III

In addition to all the procedure for MARSEC II one additional guard should be added as a second roving patrol and this guard should be an armed guard. A shift supervisor should also be assigned to maintain total supervision of the premises. Guards will communicate with the site supervisor every 15 minutes via radio the situation at their post, or the rovers will communicate the condition of the premises perimeter.

The supervisor will communicate with the security staff at Port Everglades Terminal LLC every 30 minutes and provide situation update.

All gates to the premises will be closed and secured with containers positioned in such a way as to provide egress in case of emergency evacuation, but limited to only the space of one vehicle going through at the time.

The only working gate will be the main gate which will be blocked with containers in a way that incoming traffic has to weave through them; thus preventing any high-speed approach to the gate.

In case an evacuation becomes necessary, security personnel will ensure that the premises are completely evacuated, and all personnel has cleared the area via safe route.

In cases where any emergency presents itself, security personnel will immediately notify the local Police and Fire Department and Port Everglades Terminal LLC Security superintendent as well as the FSO via radio or cellular telephone.

Security Division Radio Codes

01	You have a Call	27	Larceny
02	Call the Office	28	Vandalism
03	Emergency	29	Robbery
04	Elevator Trouble	30	Shooting
05	Come to the Office	31	Homicide
06	Off-Duty	32	Assault
07	Cancel	33	Sex Offense
08	Secure an Area	34	Disturbance
09	On-Duty	35	Intoxicated Person
10	Special Detail	36	Missing Person
11	Personal Break	37	Suspicious Vehicle
12	Meal	38	Suspicious Person
13	Wake-Up Call	39	Arrest by Police
14	Conduct Investigation	40	Wanted Subject
15	Assist an Officer	41	Sick or Injured Guest
16	Employee Escort	42	Request Ambulance
17	Vehicle Accident	43	Sick or Injured Employee
18	Hit & Run	44	Suicide
19	Safe Problem	45	D.O.A.
20	Lost & Found	46	Fire Drill
21	Stolen Tag	47	Bomb Threat
22	Stolen Vehicle	48	Explosion
23	Key Problem	49	Fire
24	Lock Interrogation	50	Fire Extinguisher Inspection
25	Alarm	51	Building Patrol
26	Burglary	52	Safety Walkthrough

"Q Codes"

QSL	Acknowledged	QSK	Proceed with Transmission
QRU	Everything is Okay	QRX	Stand-By
QTH	What is Your Location	QSM	Repeat Transmission

NOTE: Any Signal with a "3" In front of it Means an Emergency



Certificate of Training

No. 236161893

Mario Agustin Garcia

of Port Everglades Terminal, LLC

has completed a

Two-Day Hazardous Materials Training Program

on 27th of June 2017

*comprised of training and testing in safety and security awareness and
general awareness/familiarization concerning the requirements of
The International Maritime Dangerous Goods (IMDG) Code Amdt. 37 provisions with Amdt.38 changes
and*

Title 49, Code of Federal Regulations, Subchapter C

*including specific training on use of the
hazmat tables / appendices, hazard communication and segregation,
shipping papers and emergency response information for international intermodal shipments*

A handwritten signature in black ink, appearing to read 'Mario Agustin Garcia'.

Mario Agustin Garcia
Chief of Security, Safety & FSO on behalf of
Port Everglades Terminal, LLC

A handwritten signature in black ink, appearing to read 'Graeme McPhee'.

Graeme McPhee, Instructor
National Cargo Bureau
1005 W State Road 84, Suite 115
Fort Lauderdale, FL 33315



Certificate of Training

No. 236131386

Mario Agustin Garcia

of PORT EVERGLADES TERMINAL, LLC

has completed a

two-day hazardous materials training program

on November 6, 2013

*comprised of training and testing in safety and security awareness and
general awareness/familiarization concerning the requirements of
The International Maritime Dangerous Goods (IMDG) Code
and*

Title 49, Code of Federal Regulations, Subchapter C

*including specific training on use of the
hazmat tables / appendices, hazard communication and segregation,
shipping papers and emergency response information*

A handwritten signature in blue ink, appearing to read "J. Miranda", written over a horizontal line.

Javier Miranda on behalf of
Port Everglades Terminal, LLC

A handwritten signature in blue ink, appearing to read "Ed Hays", written over a horizontal line.

Edward C. Hays, Instructor
National Cargo Bureau, Inc.
3311 South Andrews Ave., Suite 11
Fort Lauderdale, FL 33316-4103

THE METROPOLITAN POLICE INSTITUTE

CERTIFICATE OF APPRECIATION

PRESENTED TO



MARIO A. GARCIA

In appreciation for outstanding support of the
law enforcement operations of the
Metropolitan Police Institute.

GLOBAL CARGO THEFT SYMPOSIUM

Course

May 1-4, 2018

Date

A handwritten signature in black ink, appearing to read "Mildred", written over a horizontal line.

Director, Metropolitan Police Institute

MIAMI-DADE PUBLIC SAFETY TRAINING INSTITUTE
CERTIFICATE OF APPRECIATION

PRESENTED TO



MARIO GARCIA

In appreciation for outstanding support of the
law enforcement operations of the
Miami-Dade Public Safety Training Institute.

GLOBAL CARGO THEFT SYMPOSIUM

Course

April 30-May 3, 2019

Date


Director, Miami-Dade Public Safety Training Institute

Commission



Certificate

City of Miami

*Know ye that I, Raul Martinez, Chief of Miami Police Department,
having special trust and confidence in the skill and integrity of*

Mario Garcia

Do hereby promote him to the classification of

Police Major

*And I do authorize and enjoin him to execute and perform all duties thereof,
and he is vested with the powers and responsibilities, which, by law, may pertain to
the said office, so long as he shall hold the same by virtue his employment.*

The same to become effective on the



30th day of September, 20 01
Raul Martinez
Chief of Police

Commission



Certificate

City of Miami

*Know ye that I, Donald H. Warshaw, Chief of Miami Police Department,
having special trust and confidence in the skills and integrity of*

MARIO GARCIA

Do hereby promote him to the rank of

POLICE LIEUTENANT

*And I do authorize and enjoin him to execute and perform all duties thereof,
and he is vested with the powers and responsibilities, which, by law, may pertain to
the said rank, so long as he shall hold the same by virtue of his employment.
The same to become effective on the*



26TH day of JULY, 1996

Heer
Chief of Police

Commission  Certificate

City of Miami

Know ye that I, Clarence Dickson, Chief of Police of the City of Miami Police Department having special trust and confidence in the skill and integrity of

MARIO A. GARCIA

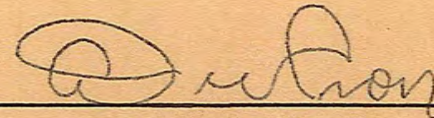
Do hereby promote him to the rank of

POLICE SERGEANT

And I do authorize and enjoin him to execute and perform all duties thereof, and he is vested with the powers and responsibilities which, by law, may pertain to the said office, so long as he shall hold the same by virtue of his employment. The same to become effective on the

8TH day of MAY, 1987





Chief of Police

The
Southeast Florida Fusion Center

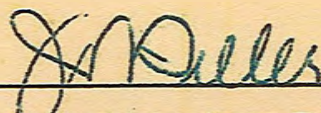
awards the title of

Terrorism Liaison Officer (TLO) Level -I

to

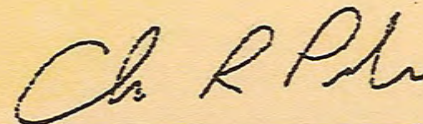
Garcia, Mario

September 9th, 2014



Acting Major Janna Bolinger-Heller

Director



Chief Robert Palestrant

Regional Training Coordinator



SIGNAL ADMINISTRATION, INC.

THIS IS TO CERTIFY THAT:

MARIO A. GARCIA

HAS PARTICIPATED AND SUCCESSFULLY COMPLETED TRAINING IN:

MANAGEMENT BY OBJECTIVES

ON



AUGUST 18, 2016



Arrive Home Alive

Michael D. Crucefix

Michael D. Crucefix, Assistant Vice President
Signal Administration, Inc.

Doug Hirsch

Doug Hirsch, Senior Safety Manager
Signal Administration, Inc.

MIAMI-DADE PUBLIC SAFETY TRAINING INSTITUTE CERTIFICATE OF APPRECIATION

PRESENTED TO



FERNANDO NORIEGA

In appreciation for outstanding support of the
law enforcement operations of the
Miami-Dade Public Safety Training Institute.

GLOBAL CARGO THEFT SYMPOSIUM

Course

April 30-May 3, 2019

Date

Director, Miami-Dade Public Safety Training Institute

THE METROPOLITAN POLICE INSTITUTE
CERTIFICATE OF APPRECIATION

PRESENTED TO



FERNANDO NORIEGA

In appreciation for outstanding support of the
law enforcement operations of the
Metropolitan Police Institute.

GLOBAL CARGO THEFT SYMPOSIUM

Course

May 1-4, 2018

Date

A handwritten signature in black ink, appearing to read 'M. J. ...', written over a horizontal line.

Director, Metropolitan Police Institute



April 16, 2018

Port Everglades Terminal LLC.
Fernando Noriega
2541 SW 27 Ave
Miami, Florida 33133

RE: Accident Incident Investigation February 2018 Miami, Florida

Dear Mr. Noriega;

I want to thank you on behalf of your *Signal Safety Management Team* for setting time aside for you and your employees to attend the Signal sessions. We hope this information was beneficial.

Enclosed are the Certificates of Completion, please distribute to those who attended. Also, please check with your Human Resource Department as they might want to place a copy in each attendees file. We have several Members who have framed these certificates for their employees prior to distribution.

Please let us know if Signal can be further assistance.

Sincerely,

A handwritten signature in black ink that reads 'Terry Swinson'.

Terry Swinson
Safety Resources Project Coordinator
terry.swinson@signal-ct.com

SIGNAL ADMINISTRATION, INC.

THIS IS TO CERTIFY THAT:

FERNANDO NORIEGA

HAS PARTICIPATED AND SUCCESSFULLY COMPLETED TRAINING IN:

ACCIDENT INCIDENT INVESTIGATION

ON

FEBRUARY 6, 2018



Ronald Allen
Ronald Allen, Senior Safety Manager
Signal Administration, Inc.



Arrive Home Alive.

Sonia Vaquerizo
Sonia Vaquerizo, Senior Safety Manager
Signal Administration, Inc.

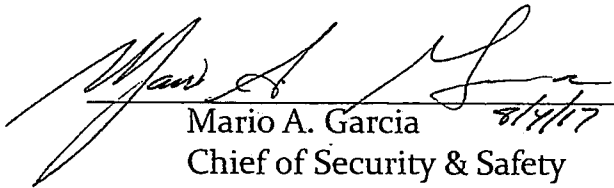
Certificate of Commendation

Fernando Noriega

Superintendent Safety & Security

For Outstanding Performance USCG
Inspection, PET Security LLC

Fernando Noriega
Superintendent of Safety & Security


Mario A. Garcia 8/17/17
Chief of Security & Safety


Certificate of Commendation



Fernando Noriega Superintendent Safety &
Security



For Outstanding Performance
During a USCG PET Security Inspection April 16,
2016



Fernando Noriega
Superintendent of Safety & Security



Mario A. Garcia
Chief of Security & Safety

Florida Stevedoring Inc.

This is to certify that:

Fernando Noriega, Superintendent

has participated and successfully completed training in:

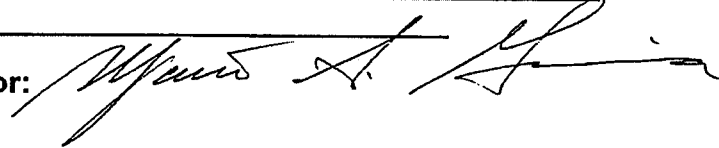
Accident Investigation

on

May 12, 2015

Mario A. Garcia, Chief of Security, Safety & FSO

Instructor:




FSI
&
PET LLC

Certificate of Commendation



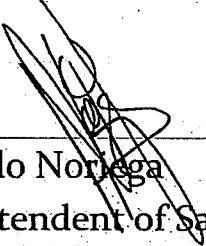
Fernando Noriega

PET Superintendent of Security & Safety

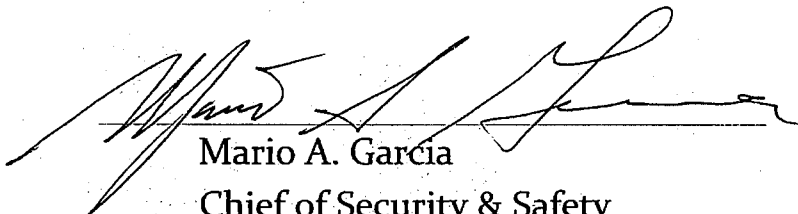


For Outstanding Performance

PET Security LLC USCG Inspection 2015



Fernando Noriega
Superintendent of Safety & Security



Mario A. Garcia
Chief of Security & Safety

THE MANATEE COUNTY
PORT AUTHORITY
certifies

Fernando A. Norieda
DOB: 4/25/1964

successfully completed the

MTSA/ISPS
Facility Security Officer (FSO)
Course

*This course of instruction meeting the professional training requirements outlined
in the Title 33 Code of Federal Regulations, sub-chapter H, sub-section 105.205(b)(2) and
the International Ship and Port Facility Security (ISPS) Code B18.1
for mandated FSO training.*

This course certified by the U.S. Maritime Administration.

Start Date: 9/27/2007
Completion Date: 9/28/2007
Certificate: FSO 2007.09.28-3



Frank J. Holden, Director of Seaport Security



David M. St. Pierre Sr., Certified Instructor



The right turn on Tampa Bay

Manatee County Port Authority
300 Tampa Bay Way
Palmetto, FL 34221



Certificate of Training

No. 236161886

Fernando A. Noriega

of Port Everglades Terminal, LLC

has completed a

Two-Day Hazardous Materials Training Program

on 22nd of June 2017

*comprised of training and testing in safety and security awareness and
general awareness/familiarization concerning the requirements of*

The International Maritime Dangerous Goods (IMDG) Code Amdt. 37 provisions with Amdt.38 changes

and

Title 49, Code of Federal Regulations, Subchapter C

including specific training on use of the

hazmat tables / appendices, hazard communication and segregation,

shipping papers and emergency response information for international intermodal shipments

Mario Agustin Garcia
Chief of Security, Safety & FSO on behalf of
Port Everglades Terminal, LLC

Graeme McPhee, Instructor
National Cargo Bureau
1005 W State Road 84, Suite 115
Fort Lauderdale, FL 33315



Search County Government

Home | County Commission | Doing Business | Visiting

ENVIROS

Enforcement Action Advanced Search

Search Reset

No information was found matching your selection criteria. Please try again.

Enforcement Action Number:

House Number: To:

Street:

Direction Street Name Street Type Suite

City: Zip:

Section: Township: Range:

Respondent:

[Help on this page](#)

Screen ID: 23473



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Florida Department of Environmental Protection

Hazardous Waste Facilities Search Results

Selection Criteria for This Handler Search:

EPAID: % ; **Name:** PORT EVERGLADES TERMINAL, LLC% ; **Address:** % ; **City:** % ; **County:** %

For Facility Data Links:

Activities -- provides a list of RCRA compliance activities and violations.

Mapping in GIS -- this opens a **[NEW IMPROVED]** GIS mapping tool focused on the facility.

Documents -- this provides a list of electronic documents available online.

Error Reporting -- send us feedback to address data errors.

County Verification -- County or RPC verification of Facility and Waste for this site.

For a Generator Status History:

click on the **Status**. - **NOT** indicates a facility is a Non-Notifier and may not have been issued the associated EPAID - **Check with DEP before using that EPAID!**

[Legend of Status Types](#)

EPA ID	Name	County	Address	Contact	Status	As of	Data Links
Search has retrieved 0 Facilities							

Legend of Status Types:

- LQG - Large Quantity Generator
- SQG - Small Quantity Generator
- CES - Conditionally Exempt Small Quantity Generator
- UOT - Used Oil Transporter
- TRA - Hazardous Waste Transporter
- TSD - Treatment/Storage/Disposal Facility
- CLO - Closed
- NHR - Non-Handler of Hazardous Waste



Occupational Safety and Health Administration

Menu

- OSHA ▾
- STANDARDS ▾
- TOPICS ▾
- HELP AND RESOURCES ▾
- Contact Us
- FAQ
- A to Z Index
- English
- Español

Establishment Search

Reflects inspection data through 03/17/2020

This page enables the user to search for OSHA enforcement inspections by the name of the establishment. Information may also be obtained for a specified inspection or inspections within a specified SIC.

Note: Please read important information below regarding interpreting search results before using.

Search By:

Your search did not return any results.

Establishment

(This box can also be used to search for a State Activity Number for the following states: NC, SC, KY, IN, OR and WA)

State

OSHA Office

Site Zip Code

Case Status All Closed Open

Violation Status All With Violations Without Violations

Inspection Date

Start Date

End Date

Can't find it?

- Wildcard use %
- Basic Establishment Search Instructions
- Advanced Search Syntax

NOTE TO USERS

The Integrated Management Information System (IMIS) was designed as an information resource for in-house use by OSHA staff and state agencies which carry out federally-approved OSHA programs. Access to this OSHA work product is being afforded via the Internet to members of the public who wish to track OSHA interventions at particular work sites or to perform statistical analyses of OSHA enforcement activity. It is critical that users of the data understand several aspects of the system in order to accurately use the information.

The source of the information in the IMIS is the local federal or state office in the geographical area where the activity occurred. Information is entered as events occur in the course of agency activities. Until cases are closed, IMIS entries concerning specific OSHA inspections are subject to continuing correction and updating, particularly with regard to citation items, which are subject to modification by amended citations, settlement agreements, or as a result of contest proceedings. THE USER SHOULD ALSO BE AWARE THAT DIFFERENT COMPANIES MAY HAVE SIMILAR NAMES AND CLOSE ATTENTION TO THE ADDRESS MAY BE NECESSARY TO AVOID MISINTERPRETATION.

The Integrated Management Information System (IMIS) is designed and administered as a management tool for OSHA to help it direct its resources. When IMIS is put to new or different uses, the data should be verified by reference to the case file and confirmed by the appropriate federal or state office. Employers or employees who believe a particular IMIS entry to be inaccurate, incomplete or out-of-date are encouraged to contact the OSHA field office or state plan agency which originated the entry.

UNITED STATES DEPARTMENT OF LABOR

Occupational Safety and Health Administration
200 Constitution Ave NW
Washington, DC 20210
☎ 800-321-6742 (OSHA)
TTY
www.OSHA.gov

FEDERAL GOVERNMENT

White House
Severe Storm and Flood Recovery Assistance
Disaster Recovery Assistance
DisasterAssistance.gov
USA.gov
No Fear Act Data
U.S. Office of Special Counsel

OCCUPATIONAL SAFETY AND HEALTH

Frequently Asked Questions
A - Z Index
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Plug-Ins Used by DOL
Accessibility Statement

From: [Osorno-Belleme, Angela](#)
To: [HQS-SMB-FOIA](#)
Subject: Freedom of Information Act
Date: Monday, February 3, 2020 3:40:17 PM
Attachments: [image001.png](#)

Please accept this email as a Freedom of Information Act request for information on any environmental infractions, fines, penalties, and resolutions associated with the following companies:

Eller-I.T.O. Stevedoring Company L.L.C.
1007 N. America Way, Suite 501
Miami, FL 33132

Dothan Security, Inc. d/b/a DSI Security Services
600 W. Adams Street
Dothan, AL 36303

Port Everglades Terminal, LLC
2541 SW 27th Avenue
Miami, FL 33133

Host Terminals, Inc.
500 Plume Street, Suite 600
Norfolk, VA 23510

Starfleet, Inc.
1281 South Main Street
Belle Glade, FL 33430

Metro Cruise Services, LLC
2550 Eisenhower Blvd, Suite 310
Fort Lauderdale, FL 33316

The period of this request is January 1, 2015 through February 3, 2020.

Your response may include redactions (removal) of Personal Information(5 U.S.C. 552(b)(6) and (b)(7)(c) information.

Thank you.



Angela Osorno Belleme, PMP

Franchise & Business Permit Manager

Broward County Port Everglades Department

1850 Eller Drive, Suite 603

Fort Lauderdale, FL 33316

Ph (954) 468-0112 Fx (954) 468-525-1910

aosornobellme@broward.org

www.broward.org