



Port of Gulfport Construction Site Access Policy & Procedures

Policy Statement

The Mississippi State Port Authority (MSPA) is responsible for the management and oversight of the Port of Gulfport Restoration Program (PGRP) which is located on property owned and managed by the MSPA (Project Site). To ensure the security of the Project Site and the verification of authorized personnel and entities on the Project Site, the MSPA is adopting the policy and procedures set forth herein. Such procedures shall be effective as of the date set forth below and shall be applicable to any personnel or entity requesting access to the Project Site.

PGRP Construction Site Access Procedures

Prior to obtaining access to the MSPA property, all General Contractors and Subcontractors, shall be required to have received proper authorization, according to the PGRP Construction Site Access Policy, to enter and/or work on the Project Site by MSPA. General (or Prime) contractors and Subcontractors obtain such approval through the PGRP Subcontractor Policy & Procedure (Subcontractor Approval Policy). All General Contractors and/or Subcontractors are required to adhere to the policies and procedures set forth herein for any of its subcontractors, vendors and/or suppliers requiring access to the Project Site. Should this policy and procedures not be complied with, the entity will be denied access to the Project Site until such authorization has been approved by MSPA.

The following process will be required for any entry to gain access to the Project Site:

1. MSPA will place its designee at the gate of entry to the Project Site to identify, verify and log all parties requesting entry onto the Project Site. The designee shall record, in writing, the identity of each individual who enters the MSPA property and verify his or her identity using any form of state or federal photo identification (*e.g.*, driver's license, TWIC card, etc.). Additionally, the designee shall record the identity of that individual's employer.
2. MSPA's designee shall collect the same information set forth in Paragraph 1, above, for any individual who is denied access to the MSPA property.
3. Prior to its initial access of the Project Site, any subcontractor, vendor and/or supplier must either be approved pursuant to the Subcontractor Approval Policy, or in the case of suppliers and vendors, be included on the access list. Once an entity and its personnel are approved to perform its agreed upon scope of services on the Project Site, the Contract Administrator will inform the designee of the approved entity.



4. If an entity and/or its personnel are not on the approved access list, then access to the Project Site will not be granted until required approvals are obtained from MSPA.
5. The Contract Administrator will ensure a "Project Site Access Log" is maintained daily. The Project Site Access Log shall be retained in the files of the MSPA Contract Administrator.
6. In the event the designee identifies an entity which does not possess the required approval to access the Project Site, then the designee shall instruct the individual to contact the General Contractor to ensure that the required approvals are obtained before granting access to the Project Site.
 - a. If an entity is determined to be unauthorized upon its attempted entry, the designee shall direct the entity to contact the General Contractor to complete the documentation required under the Subcontractor Approval Policy or alternative documentation necessary to perform work. MSPA, will use its best efforts to evaluate the approval request form and issue a determination in writing to entity.
 - b. Once the appropriate documentation has been provided to MSPA, and MSPA is fully satisfied with the necessary documentation, then MSPA will issue an approval for access to the General Contractor. Only final approval as set forth in the Subcontractor Approval Policy authorizes a Subcontractor access to MSPA property to commence the work. If approval of a proposed subcontractor is not granted, the MSPA shall provide the Contractor with notice, and the Contractor may resubmit all information and documentation as set forth in the Subcontractor Approval Policy or submit another candidate for approval as prescribed therein.
7. Once it has been determined that an entity is working on any project without MSPA approval or otherwise in violation of the Subcontractor Approval Policy, the contract administrator will inform the unauthorized party that they are in violation of the applicable MSPA policies, are not approved for access to the Project Site and must leave the Project Site immediately.
8. MSPA shall utilize the record of all individuals entering the MSPA property, created by its designee, to monitor each General Contractor and Subcontractor's compliance with applicable Federal labor standards which require, among other things, regular and timely submission of certified payrolls to MSPA.
9. The policies and procedures set forth herein shall apply to all points of access to the MSPA property.
10. During the course of monitoring compliance with this policy, instances have been discovered where General Contractor and Subcontractor employees, who are listed on certified payrolls, were not signed in on the Project Site Access Logs. Monitoring has shown this to be an immaterial number. As such, MSPA will allow a tolerable misstatement of up to 5% for discrepancies associated with these instances due to human error. Additionally, instances have been discovered where General Contractor and Subcontractor employees, who are signed in on the Project Site Access Logs were not listed on certified payrolls. Monitoring has



shown this to be an immaterial number. As such, MSPA will allow a tolerable misstatement of up to 5% for discrepancies associated with these instances due to human error. Monitoring of the policy will continue to ensure contractor compliance with applicable Federal labor standards.

Effective Date: October 1, 2017