

# ***Company Owner or Principal Officer***

***(INSERT COMPANY LOGO, NAME, ADDRESS AND PHONE NUMBER HERE)***

**(Sign and Place This Plan in Your Security File)**

## **SECURITY PLAN FOR THE TRANSPORTATION OF PETROLEUM PRODUCTS**

### **STATEMENT OF PURPOSE**

This written security plan has been developed pursuant to 49 CFR Part 172 *Hazardous Materials: Security Requirements for Offerors and Transporters of Hazardous Materials* promulgated by the U.S. Department of Transportation's Research and Special Programs Administration (68 FR 14509). ***(Insert Company Name Here)*** is committed to the safety and security of every hazardous material shipment conducted by the company and its employees. Petroleum products are extremely volatile materials that alone, or in combination with other chemicals, can produce a catastrophic explosion.

The U.S. Transportation Security Administration has reported that international terrorist groups are interested in obtaining hazardous materials, such as petroleum products through both legal and illegal means in order to use such material *in this country* as weapons of mass destruction against both civilian and military targets. In fact, fully laden petroleum cargo tank motor vehicles have already been used as weapons of mass destruction in a number of foreign countries over the past several years. The shipment of hazardous material petroleum products by ***(Insert Company Name Here)*** puts the company, its employees, our customers as well as our friends and neighbors, at an elevated risk of terrorist attack.

In order to enhance the security of hazardous material shipments, all employees must take the risk of terrorist attack against this company's hazardous materials shipment *seriously*. It is company policy that all employees make every effort, on a daily basis, to ensure the security of each hazardous material shipment from the time the product is assigned to company control until it is safely delivered to the ultimate purchaser.

The following written security plan is company policy. ***All employees must read it***, become familiar with and understand its requirements and implement its procedures at all times as a condition of continued employment. Security of all hazardous material petroleum product shipments, whether on route in a cargo tank motor vehicle or in storage awaiting delivery at the bulk plant, is the company's top priority.

# SECTION I: DESIGNATED SECURITY CONTACT

## **Centralizing the Flow of Security Related Information.**

All security related questions, information, reports of suspicious activity or incidents involving the shipment of company controlled petroleum products must be reported immediately to:

*(Insert the name and telephone number(s) and other contact information of employee responsible for being the point of contact for all security related information here)*

The designated security contact will relay security related information immediately to the appropriate person or persons within the company as well as to state local and federal law enforcement officials.

# SECTION II: PERSONNEL SECURITY

## **Security Requirements for Personnel with Access to Petroleum Cargo Tank Motor Vehicles or Storage Areas Where Bulk Petroleum Product is Located.**

*(Insert Company Name Here)* will implement the following procedures as company policy to ensure that no HAZMAT driver (commercial driver's license holder with hazardous material endorsement) poses a security risk that in any way endangers a company shipment of petroleum product. These procedures also apply to current non-driver HAZMAT employees (and applicants for hire) whose duties require periodic safety training under existing federal hazardous material regulations.

- Ensure that a detailed background check for criminal activity and security risk is performed on all applicants for HAZMAT driver and HAZMAT employee positions with the company,
- Contact previous employers and references of all applicants for HAZMAT driver or HAZMAT employee positions,
- Investigate gaps in applicant employment history or any other information that seem suspicious,
- To the extent possible, require at least ten years consecutive employment and/or education records for all HAZMAT driver and HAZMAT employee applicants,
- Ensure HAZMAT driver applicants have current CDL license with appropriate endorsement and other forms of identification (e.g. current medical qualification certificates, etc.),
- Verify that all HAZMAT drivers, HAZMAT employees and applicants for those positions are U.S. citizens or have appropriate legal alien status and work authorization documents issued by the U.S. Immigration and Naturalization Service,
- Upon termination of employment of any HAZMAT driver or HAZMAT employee, secure petroleum shipments by:

- 1) Collecting employee identification cards, photos or other items that demonstrate employment with the company, keys to petroleum cargo tank motor vehicles, bulk plant security equipment, secured buildings and other secured areas, cell phones and two way radios,
- 2) Canceling all computer passwords and other access codes that would allow former employees to gain access to hazardous material shipments or to sensitive information such as delivery schedules, routes and destinations,
- 3) Updating company records, web sites and other material that lists employee names or authorizes access to hazardous material shipments,
- 4) Informing company employees, terminal operators, bulk plant personnel or other product suppliers when a former employee is no longer authorized by the company to have access to hazardous material shipments or information.

## **SECTION III: UNAUTHORIZED ACCESS**

### **Preventing Unauthorized Persons From Gaining Access to Petroleum Cargo Tank Motor Vehicles, Storage Areas Where Bulk Petroleum Product is Located and Shipment Information.**

The following procedures are adopted as company policy to prevent unauthorized access to petroleum product shipments and related information:

- All outside visitors and vendors to company facilities where petroleum bulk plants or cargo tank vehicles are present must first obtain a visitor's pass before gaining entry,
- All cargo tank motor vehicles and related equipment, bulk plant security devices and company offices where petroleum shipment information is located must be locked and keys stored in a secure area when unattended or not in use,
- Periodic inspections of cargo tank motor vehicles, bulk plant security equipment and company office buildings where bulk petroleum products are located will be conducted to detect evidence of tampering or vandalism,
- When not in use cargo tank motor vehicles must be emptied of petroleum product intended for sale, locked and parked in a well lit, secure area,
- Access to information regarding delivery schedules, routes and destinations must be limited to employees on a need to know basis,
- The status of and changes in the nation's threat level as determined by the Department of Homeland Security will be communicated to all employees,
- HAZMAT drivers and HAZMAT employees will receive periodic information on security precautions for petroleum shipments,
- More stringent security precautions to prevent unauthorized access may be required during periods when the nation's threat level increases,

- In the case of a security emergency or incident, all information must be relayed immediately to the employee responsible for petroleum shipment security. The designated security contact must immediately alert state and local police authorities and the local Office of the FBI of any security incident involving any shipment of petroleum product. The following emergency contact numbers should be called in the order listed:

1) *(Insert name and telephone number of local police or sheriff's department)*

2) *(Insert state police name and emergency telephone number)*

3) *(Insert the telephone number of the local FBI office)*

## **SECTION IV: EN ROUTE SECURITY**

### **Protecting the Security of Petroleum Shipments in Transit.**

The following procedures are adopted by *(insert company name here)* as company policy to enhance the security of petroleum shipments during transportation. All

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HAZMAT drivers must learn, fully understand and adhere to these procedures at all times:

- HAZMAT drivers are required to inspect cargo tank motor vehicles for unauthorized alternations, tampering or other suspicious activity at the beginning of each shift as part of the normal daily pre-trip vehicle inspection,
- HAZMAT drivers are required conduct a “walk around” inspection of the cargo tank motor vehicle after each delivery or stop to check for unauthorized alteration, tampering or other suspicious activity,
- Any time a HAZMAT driver leaves the cargo tank motor vehicle (e.g. loading and unloading operations, break time, down time, end of shift, etc.) the keys must be removed from the ignition, the windows fully rolled up and the doors locked,
- HAZMAT drivers are forbidden to pick up hitchhikers, allow any unauthorized person in the truck cab, stop for motorists in distress or pull over at the behest of any person unless instructed to do so by a law enforcement official,
- HAZMAT drivers may not deviate from a planned route or delivery schedule unless the dispatcher is notified before the change is made,
- HAZMAT drivers must notify the dispatcher when deliveries fall more than one hour behind schedule (e.g. traffic delays, delays at terminal, bulk plant, etc.),

- Whenever a HAZMAT driver parks a cargo tank motor vehicle for any reason other than during loading and unloading operations, the parking area selected must be well lit, safe and have reasonable visibility and security,
- HAZMAT drivers should to the maximum extent practicable, minimize “down time” during the assigned delivery route,
- HAZMAT drivers should not talk to unauthorized persons about the delivery route, delivery schedule or ultimate destination of any petroleum shipment,
- HAZMAT drivers should be alert to any suspicious activities that may endanger the petroleum shipment (e.g. talkative strangers inquiring about the shipment, roadside distractions such as disabled vehicles, occupants of vehicles pulling along side the cargo tank motor vehicle attempting to catch your attention or distract you. Be especially weary of vehicles with three or more male occupants,
- In the case of a security emergency or incident, all information must be relayed immediately to the employee responsible for petroleum product security. The designated security contact must immediately alert state and local police authorities and the local Office of the FBI of any security incident involving any shipment of petroleum product. The following emergency contact numbers should be called in the order listed:

1) *(Insert name and telephone number of local police or sheriff's department)*

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3) *(Insert the telephone number of the local FBI office)*

## **SECTION V: EMPLOYEE AWARENESS**

### **Understanding Security Risks and Implementing the Security Plan.**

- All HAZMAT drivers and HAZMAT employees are responsible for understanding the security risks associated with transporting petroleum products and learn to identify and respond to those risks should they occur. A security risk assessment is attached to this document to aid in identifying potential risks that may occur during shipment. *(attach your risk assessment determination).*
- In addition, All HAZMAT drivers and HAZMAT employees who fail to read this security plan, understand its requirements and implement its procedures *at all times* will be subject to termination of employment,
- This security plan is subject to change as circumstances or federal law requires. An updated copy of the company's security plan will be provided to all HAZMAT drivers and HAZMAT employees as soon as it becomes available,

- If there is any uncertainty regarding the written security plan, the security risk assessment or any other security related matter, it is the duty of all HAZMAT drivers and HAZMAT employees to seek clarification from the company's designated security contact
- The company will provide news, updates and other pertinent information relating to security matters to HAZMAT drivers and HAZMAT employees on a regular basis,

This written security plan prepared by (*Insert Company Name Here*) is designed to protect the security of every shipment of petroleum products (Class III hazardous materials) during transportation in commerce, as defined by the U.S. Department of Transportation, while under the control of this company. This plan will be updated as circumstances or federal law requires.

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Company Owner or Principal Officer

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Date