



**BP America  
200 Westlake Park Blvd.  
Houston, Texas 77079**

January 31, 2008

Re: Federal Requirements for Transportation Worker Identification Credentials for BP Contractors

To: BP SUPPLIERS

The Federal Government, through the Transportation Safety Administration (TSA) and the US Coast Guard, has issued regulations regarding a new Transportation Worker Identification Credential (TWIC). The TWIC is a biometric credential that all personnel must have in order to gain unescorted access to secure areas of U.S. Coast Guard – Maritime Transportation Security Act of 2002 (MTSA) regulated facilities and vessels. BP is undertaking a number of activities to ensure compliance with this federally mandated access control program. A key component of this effort entails communicating applicable requirements to employees and contractors. To that end, we are establishing a communication program within BP to ensure all of our employees are aware of, and comply with, this program in a timely fashion. By way of this letter, I'd also like to convey to you what our expectations are for our contractors.

To comply with the new access control requirements, BP will require all personnel (BP, consultants, contractors, vendors, and suppliers) seeking unescorted access to our Gulf of Mexico (GoM), Outer Continental Shelf (OCS) facilities possess a Transportation Worker Identification Credential (TWIC), pursuant to 33 CFR 106.200(11). The TWIC regulation requires that all personnel requiring unescorted access to “secure areas” of facilities regulated by the MTSA possess a valid TWIC on or before September 25, 2008. Per the regulation, the entirety of an OCS facility is considered a “Secure Area” and therefore will require all consultants, contractors, vendors and suppliers physically present on such facilities to obtain and possess a valid TWIC. This regulation will be enforced on all BP GoM OCS facilities.

It is incumbent upon you as a consultant, vendor, contractor or supplier, providing personnel or services to any BP GoM OCS facility impacted by the regulation, to ensure each of your workers who may need access to an affected BP facility possess a TWIC card on or before the compliance date of September 25, 2008. Please be aware that obtaining a TWIC card can be a lengthy process and may take as many as sixty (60) days from enrollment to receipt of the card. More detailed information on this program and enrollment process can be found at [www.tsa.gov/twic](http://www.tsa.gov/twic). The cost of the TWIC card is \$132.50. The TWIC cards will belong to the individual worker and are valid for five years. BP will not reimburse contractors for the cost of these cards.

Current government plans indicate that after the U.S. Coast Guard deems the enrollment period to be complete for a given port, our MTSA-regulated facilities in that area will have 90 days from the notification date to fully

comply with the TWIC Program. For your purposes, that means that no employees or contractors will be permitted unescorted access to any BP MTSA-regulated facility without a TWIC card. Therefore, it is imperative that you communicate to your personnel the requirement to possess a TWIC card within the deadline(s) identified by the U.S. Coast Guard. If you have any questions over this program, especially as it pertains to BP, please do not hesitate to contact the BP representative, Dan O'Brien at (281) 366-1690.

Additional information on the TWIC program can be obtained by visiting the US Department of Homeland Security, Transportation Security Administration's website at:  
[http://www.tsa.gov/what we do/layers/twic/index.shtm](http://www.tsa.gov/what_we_do/layers/twic/index.shtm)

Kindest Regards,

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