

# **SCHEDULE OF RULES AND REGULATIONS NO. 5**

(CANCELS SCHEDULE OF RULES AND REGULATIONS NO. 4  
IN ITS ENTIRETY)

*SEATTLE-TACOMA INTERNATIONAL AIRPORT*



Effective: February 12, 2015

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## AIRPORT AUTHORITY AND LIABILITY

As authorized under Chapter 14 Revised Code of Washington, these Rules and Regulations are fully enforceable, applicable and valid within the boundaries of the Seattle-Tacoma International Airport.

The Seattle-Tacoma International Airport is owned and operated by the Port of Seattle, a municipal corporation, organized under statutory authority of the State of Washington.

The Port of Seattle is governed by five elected commissioners who have adopted the following Rules and Regulations with respect to the Seattle-Tacoma International Airport to provide for the safety and proper conduct of persons using the Airport. The following Rules and Regulations are to be construed in conformity with all Federal, State and Local laws.

In case any section(s) or part of any section(s) of these Rules and Regulations shall be found invalid for any reason, the remainder shall not thereby be invalidated but, in accordance with the intention of the Commission herein expressed, shall remain in full force and effect. All sections and individual provisions are hereby declared separable and independent of all others.

Air traffic control tower and Federal Aviation Administration (FAA) Rules and Regulations as established by the FAA and currently in effect are hereby adopted by reference and made a part of these rules as fully as if the same and each of them were set forth herein.

The Airport Director or designee may suspend or restrict any or all aircraft operations on the Airport whenever such action is deemed necessary in the interest of safety.

In addition to these regulations, the Director is empowered to issue such other instructions, standards, policies, procedures or practices as may be deemed necessary for the safety and well-being of Airport users or otherwise in the best interests of the Port.

All conditions set forth in these Rules and Regulations shall be in conformity and consistent with current FAA and other governmental rules and regulations.

The Port of Seattle assumes no responsibility for damage, loss or injury on Airport property.

## **SECTION 1: DEFINITIONS**

### **“AIRPORT”**

Realty and improvements generally known and designated as the “Seattle-Tacoma International Airport.” The improvements on the realty consist of the runways, aircraft taxiways and parking aprons, the passenger and freight terminal buildings, hangars, vehicle roadways and parking facilities, and all other improvements on such realty. The term "Airport" shall also include any adjacent or nearby realty hereafter acquired for purposes of the Airport by the Port and all improvements hereafter constructed on such realty.

### **“AIR CARRIER”**

Carrier certificated by the Secretary of Transportation under 49 U.S.C. § 41102 and 49 U.S.C. § 41103.

### **“AIR OPERATIONS AREA” or “AOA”**

Any area enclosed by the Airport security fence, including ramps, aprons, runways, taxiways, gate positions, airport parking areas, and FAA facilities.

### **“AIRPORT MOVEMENT AREA” or “AMA”**

The runways, taxiways, and other areas of the airport which are used for taxiing or hover taxiing, air taxiing, takeoff, and landing aircraft, exclusive of loading ramps and aircraft parking areas.

### **“AIRPORT IDENTIFICATION BADGE”**

A Port issued security badge, including Sterile Area Badge, AOA/Driving Badge, and Restricted Access Area Badge.

### **“AIRPORT SECURITY APPEALS BOARD or “ASAB”**

A group of members that are comprised of a cross-section of agencies, tenants and organizations that review an appealed Violation and make a final determination of action to be taken.

### **AIRPORT SECURITY COORDINATOR or “ASC”**

Director, Airport Security or designee responsible for all federal compliance and coordination.

### **“AIRPORT TRAFFIC CONTROL TOWER” or “ATCT”**

A facility operated by the FAA to manage and control operations on the AMA’s of the airport.

### **“AUTHORIZED SIGNER”**

TSA defines an Authorized Signer as an individual or designated representative authorized to sponsor, request and terminate airport identification media.

### **"COMMISSION"**

The Port of Seattle Commissioners.



**“COMMON USE GATES”**

Gate not assigned by the Port for preferential use by a Signatory Airline.

**“CREDENTIAL CENTER”**

Port of Seattle office responsible for the issuance of Airport Identification Badges and keys.

**“DIRECTOR, AIRPORT OPERATIONS”**

Director of Airport Operations of the Port of Seattle or his/her designee.

**“EMERGENCY RESPONSE VEHICLES”**

Fire, Police, Medical and Operations vehicles using emergency lights and/or sirens.

**“EMPLOYEE BYPASS PORTAL”**

Employee portals that allow Airport Identification Badge holders to gain access between the public and sterile area between the gate and ticket counter levels.

**“FEDERAL AVIATION ADMINISTRATION” or “FAA”**

Federal Aviation Administration created by the Federal Government under Public Law 89-670 and Executive Order 11340 dated March 30, 1967, or to such other governmental agency which may be successor thereto or be vested with the same or similar authority.

**“FEDERAL CREDENTIALS”**

A current certification, license, or degree of training and experience to meet federally accepted standards, provide particular services and/or functions or perform specific tasks under special conditions during an incident.

**“FIRST AMENDMENT ACTIVITIES”**

See Section 7: Terminal Operations, F. First Amendment Activities

**“FOREIGN OBJECT DEBRIS” or “FOD”**

Any object foreign to an aircraft vehicle’s systems or engine inlets including, but not limited to, bag tags, plastic sheeting, rocks, cans, paper products, nuts and bolts, wood and garbage.

**“GROUND SERVICE EQUIPMENT” or “GSE”**

Vehicles, carts, and devices which are used in the process of servicing aircraft on the Airport.

**“GROUND SERVICE OPERATORS”**

All firms or persons operating on the Airport under a contract with an air carrier to provide ground handling support service to aircraft including: aircraft fueling (includes into plane agents), loading/unloading aircraft baggage, mail and cargo, aircraft movement (includes towing) and/or aircraft maintenance, interior/exterior aircraft cleaning, and aircraft water, lavatory and de-icing services.

**“LEASEHOLD”**

Area leased or subleased under a Signatory Agreement, Operating Permit, Lease Agreement, License, Concession Agreement and any other agreement by which the employer is permitted to use Port property.

**“VEHICLES”**

Automobiles, trucks, motorcycles, or any other device so defined in the Chapter 47.04.010 Revised Code of Washington and when operating an aircraft for repositioning or towing as defined by the FAA, Advisory Circular 150/5210-20A

**“MOVEMENT AREA” or “AMA”**

See “AIRPORT MOVEMENT AREA.”

**“NON-MOVEMENT AREA”**

Any area intended and constructed for the use of aircraft which is not under direct ATCT control. These areas can include ramps, aprons, hangars, parking stands and vehicle roads.

**“PERIMETER ROADS”**

The roadways inside the security perimeter of the AOA which are intended for vehicle use.

**“PERSON”**

Any individual, firm or organization, Air Carrier co-partnership, corporation, company, association, or body politic.

**“POINTS SYSTEM”**

See “SEATTLE AIRFIELD ENFORCEMENT PROGRAM.”

**“PREFERENTIAL USE GATE”**

A Gate assigned by the Port for preferential use by a Signatory Airline.

**“RAMP TOWER ADVISORY AREA”**

The Non-Movement Area of the airfield that is under control of the Seattle Ramp Tower.

**“RECREATIONAL ACTIVITIES”**

Horseplay, playing catch, racing, and activities typically limited to recreation, games, and other pursuits not related to the business of the Airport, its tenants/customers or associated with any work activities, roles or functions.

**“RESTRICTED ACCESS AREA”**

Sterile area, security identification display area (SIDA), secured area, or any other part of the Airport grounds or property for which access is controlled through security checkpoint screening, security doors, gates or other means. This includes any security checkpoint at the point that an individual begins the screening process.

**“RUNWAY INCURSION”**

The occurrence of an unauthorized intrusion onto a runway, regardless of whether or not an aircraft presents a potential conflict.

**“SEATTLE AIRFIELD ENFORCEMENT PROGRAM,” “SAFE PROGRAM,” or “SAFE”**

A program which establishes a system for the Port of Seattle to institute corrective actions and/or penalties in conjunction with the program’s point system, as well as these Rules and Regulations.

**“SEATTLE RAMP TOWER”**

A Port-contracted air traffic control facility that serves as a focal point for the safe, efficient and expeditious ground movement of aircraft within the Ramp Tower Advisory Area.

**“SECURITY KEY”**

Electronic keys that are assigned/tracked and control high security doors or gates that provide access with higher security locks.

**“SIGNATORY AIRLINE”**

Air Carrier that has entered into a Signatory Lease and Operating Agreement (“Signatory Agreement”) with the Port.

**“TERMINAL”**

Gates, Ticket Counters, Baggage Areas, office space, storage areas, concourses, lobbies, VIP lounges, international arrivals areas, employee break rooms and public areas located within the “drip-line” of the passenger terminal building at the Airport. For purposes of this definition, the “drip-line” shall mean the footprint (improved or unimproved) inside the outer limits of the passenger terminal building, which in all cases should not extend beyond the roof-drip line.

**“TEXTING” or “TEXT MESSAGING”**

The use of a cell phone or other device to converse or exchange brief written, sound, video or picture messages to another device or cell phone via Short Message Service (SMS), Multimedia Messaging Service (MMS), Text Messaging Service (TMS), or other texting services.

**“TRANSIENT AIR CARRIER”**

Unscheduled Air Carrier operating at the Airport without a current signed Operating Permit or Signatory Agreement.

**“SURFACE INCIDENT”**

The occurrence of a vehicle entering the AMA without authorization of Seattle ATCT, or the failure of a vehicle to abide by the instruction of the ATCT.

**“VIOLATION”**

The commission of an act that violates Port Rules and Regulations, SAFE Program, Ground Vehicle Program, Security Plan, or Code of Federal Regulation (CFR) Part 1500.

## **SECTION 2: PUBLIC USE OF AIRPORT**

### **A. GENERAL PROVISIONS**

All persons on the Airport property or operating or handling any aircraft, vehicle, apparatus, or equipment shall be governed by, and in compliance with, the rules and regulations herein prescribed, by orders and instructions of the Commission and the Director relative to the use or occupation of any part of the Airport property, and shall comply with written or oral instructions issued by the Director or Port employees to enforce these regulations.

Any person or persons who shall refuse to comply with these applicable rules and regulations may be regarded as a trespasser.

Due to the physical limitations of the Airport, high volumes of passenger traffic, and concern for general safety, security and welfare of the traveling public, use of the airport is limited to arriving and departing passengers, their guests, and other authorized users. No one who is unable to provide a satisfactory explanation for his or her presence may loiter in or about any area or facility of the Airport. Satisfactory explanations, which must be supported by verifiable information and are subject to determination in the reasonable discretion of the Port and its authorized personnel (including law enforcement), include: (i) working at the Airport; (ii) engaging in permitted commerce at the Airport; (iii) conducting an activity for which a permit has been issued under these Rules and Regulations; (iv) arriving or departing from the Airport as a ticketed airline passenger; or (v) waiting for or escorting an individual engaged in one of the other permitted activities. Notwithstanding the foregoing, the areas beyond the passenger screening checkpoints are specifically reserved to appropriately badged Airport employees, ticketed airline passengers, and their authorized escorts only.

Authorized users of the Airport may not place tables, chairs, benches, or other similar furniture or erect any form of shelter or tent on or about the Airport except in space leased for that purpose or as specifically permitted by the Director. No one may sleep in or remain in the Airport for the purpose of lodging unless: (i) the person has arrived at, is in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours, as evidenced by a valid travel itinerary, ticket, or boarding pass matching the person's valid identification; or (ii) the person is awaiting the arrival of an airline passenger due to arrive within two (2) hours or the arrival of an airline passenger on a flight that has been unexpectedly delayed or cancelled and the passenger is expected to arrive within four (4) hours, as evidenced by flight information verifiable with the Port. Notwithstanding this prohibition on lodging, the stated time periods may, in the discretion of authorized Port personnel (including law enforcement), be extended in individual cases to account for extraordinary circumstances. In addition, the Director may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the Port and causing disruption to Airport activity.

All penal laws of the State of Washington are applicable to the area of the Airport, and any violators thereof are subject to arrest by authorized police officers.

All tenants, lessees, licensees, permittees or concessionaires at the Airport shall comply with all requirements of applicable State and/or Federal laws and Commission resolutions relating to the establishment of nondiscriminatory requirements in hiring and employment practices and shall assure the service of all patrons or customers without discrimination in compliance with State and/or Federal laws.

No person shall navigate, land, service, maintain or repair any aircraft on the Airport, or conduct any aircraft operations, or servicing thereof, on or from the Airport other than in conformity with current FAA, Port of Seattle permitting requirements, and other applicable government rules and regulations, and must be appropriately licensed or permitted to perform such duties and functions from the appropriate licensing/permitting agency/agencies.

**B. SMOKING**

Smoking is prohibited at the Airport and on transit vehicles except in designated smoking areas in compliance with Chapter 70.160 RCW; RCW 9.91.025 and the King County Board of Health. This includes electronic cigarettes.

**C. ADVERTISING, DISPLAY, SIGNS AND WRITTEN MATTER**

No person shall post, distribute or display advertisements, branded signage, literature, circulars, pictures, sketches, drawings, signs, placards, or other forms of printed or written matter for commercial or non-commercial purposes:

- Without first entering into a written agreement with the Port, which may require the payment of fees and providing documentation of a current insurance policy and security, all in accordance with the Port’s requirements.
- Except concessionaires, tenants or licensees may do so subject to the terms of their contract with the Port, with the Port’s written consent and consistent with these rules and regulations.
- Except greeters of arriving aircraft (subject to Port approval).
- Except persons engaged in approved First Amendment Activities, to the extent explicitly approved.

Except in connection with approved First Amendment Activities, no signs posted on or about the Airport may:

- Advertise or espouse the use of tobacco or any tobacco-related product or depict the use of tobacco or any tobacco-related product.
- Advertise or espouse the use of any illegal product or service or depict any person engaged in the use of any illegal product or service.

- State or imply an endorsement of or opposition to any person, product, service, or cause by the Port of Seattle, unless such position is expressly authorized in writing by the Port of Seattle.
- Constitute “Political Advertising” as that term is defined in Chapter 42.17 of the Revised Code of Washington.
- Pertain to any publicly controversial issue or advocate for or against any particular position in connection with such an issue.
- Disparage or defame any person, product, service or cause.
- Otherwise violate any applicable law or Port policy.

(See also SECTION 5: DOING BUSINESS AT THE AIRPORT; Signs, Advertisements and Media.)

**D. PHOTOGRAPHY/FILMING**

No person except representatives of the press (including television) on duty or during official assignments shall take still, motion, or sound pictures for commercial purposes on the Airport without permission of the Director, Airport Operations.

**E. LOST OR ABANDONED ARTICLES OR EQUIPMENT**

No person, business or operator shall abandon any personal or commercial property or equipment on Airport property. Any property so abandoned shall be disposed of pursuant to applicable Washington State laws. Any person finding lost, misplaced or abandoned articles in the public area may deposit them at the Lost and Found Office, or at the Police Department if the Lost and Found Office is closed.

**F. PUBLIC PARKING**

Rates are set by the Port; customers are charged the rate in effect at the time and date of entry into the garage. Charges are calculated from the time of entry until the time of payment.

Varying rate structures are applicable for designated parking areas. Customers agree to the terms and conditions at the point of entry when activating the entry gate by the taking of a parking ticket, insertion of an accepted credit card, or the use of an access card provided to customers after enrolling in a Port of Seattle parking program.

Parking tickets issued at facility entries, or the use of a customer’s qualifying credit card at an entry, are the sole confirmations of entry and are used to calculate parking fees. Customers who are unable to produce the issued parking ticket or credit card upon exiting the facility are subject to fees. These fees are calculated based upon the full daily rate of the chosen parking area for each calendar day that the vehicle appears on inventory reports, which are maintained by Port.

Vehicle owners are required to notify the Port Public Parking office of intended vehicle stays beyond 30 days. Vehicles parked continuously for more than 30 days without notice may be declared abandoned and subject to removal from the garage at the owners' expense. Port of Seattle Landside Operations will comply with all legally required attempts to contact legal and registered owners prior to exercising removal options available to the Port.

Each floor of the parking garage has five sectional zones: Blue, Orange, Purple, Yellow and Green. Each section is serviced with a color-coded elevator bank providing access to all floors of the garage.

The Airport parking garage provides a limited number of charging stations for customers with electric systems. The system is equivalent to household current and customers must provide their own cords and adapters for connection. The Port of Seattle makes no guarantee of availability, nor acceptance of liability, for compatibility or charging efficiencies.

**G. PRESERVATION OF PROPERTY**

No person shall in any way destroy, vandalize, place graffiti on, injure or disturb any building or other structure, sign, equipment, marker, landscaping or other public property on the Airport. Any person damaging, vandalizing, placing graffiti on, injuring, or destroying Airport property, either by accident or otherwise, shall be liable for the reasonable value of the property so damaged or destroyed and subject to all applicable enforcement or penalties.

**H. FIREARMS AND EXPLOSIVES**

No person may carry firearms on or about the Airport except as allowed by federal and state law.

(See also SECTION 8: SECURITY, Firearms and Explosives)

**I. DOMESTIC ANIMALS AND PETS**

No person shall raise, release, or set free any animal in any stream, pond, or upland area without written permission from Airport Operations.

**1. Animals on Port Property**

Without prior written permission from Airport Operations, no person shall enter the parking garage, terminal building, ramp, or air movement area of the Airport with an animal unless the animal is a law enforcement canine, a service animal, or is under the physical control of its guardian. A physically-controlled animal is one that is enclosed in an appropriately-sized, structurally sound carrier or is properly leashed. An animal, even in the hands or arms of its guardian, must also be leashed.

**2. Carrier Condition and Handling**

Only animal carriers with all of its original hardware, fastened securely in place, are allowed on Airport property. All carrier doors and zippers must be secured with a cable

tie or in some other manner that prevents them from being opened. This **regulation** also applies to carriers coming off aircraft.

**3. Caring for Animals**

Only carriers located inside a room that is fully enclosed by four walls with an intact ceiling and a closed door, may be opened.

**4. Animal Relief Areas**

The animal's guardian shall allow his/her animal to relieve itself only in areas designated for that purpose. All animal waste must be immediately picked up and properly disposed of in the receptacle provided for that purpose.



## **SECTION 3: FIRE REGULATIONS**

### **A. GENERAL PROVISIONS**

The Fire Chief and authorized representatives, as may be in charge at the scene of a fire or other emergency involving the protection of life and/or property or any part thereof, shall have the power and authority to direct such operation as may be necessary to:

- Extinguish or control any fire;
- Perform any rescue operation;
- Investigate the existence of suspected or reported fires, gas leaks or other hazardous conditions or situations;
- Take any other action necessary in the reasonable performance of their duty.

Fire inspections shall be conducted at regular intervals in accordance with Port of Seattle procedures. The International Building Code, International Fire Code and National Fire Protection Association Codes will be referenced on Fire Department inspection correspondence that reports discrepancies for correction. Copies of the codes are available for review at the Port of Seattle Fire Department.

### **B. SPECIFIC PROVISIONS**

#### **1. Open-Flame/Spark-Generating Operations**

No tenant, shipper, individual or other entity shall conduct any open-flame, welding or spark-generating operations on any Airport property or in/on any hangar or building, or part thereof, unless specifically authorized by a permit issued by the Fire Department. Some work areas, because of their nature (i.e., auto body shops, baggage cart repair, and machine shops), may be designated by the Fire Department as permanent welding shops. A partial list of operations requiring an open-flame permit is as follows:

- Any type of welding or cutting using high-temperature equipment
- Tar kettle (roofing)
- Lead pot (plumbing)
- Solder torches
- Candles
- Fireworks
- Barbeque

#### **2. Storage**

No tenant, shipper, individual or other entity shall store or stock material or equipment in such a manner as to constitute a fire hazard, or in a manner which would render firefighting abnormally dangerous or difficult.

Materials shall be arranged in height not to exceed twenty-four (24) inches [61 cm] below the lower or bottom side of roof trusses or ceilings, and shall not be closer than eighteen (18) inches [46 cm] below sprinkler heads.

Aisles of no fewer than forty-four (44) inches in width for passage of Fire Department personnel and equipment throughout all storage areas shall be provided and maintained.

**3. Storage of Flammable or Combustible Material**

No tenant, shipper, individual or other entity shall possess or store any flammable or combustible liquids, gasses, explosives, rapid-burning substances, or large quantities of ordinary combustibles in hangars, buildings or grounds of the Airport except in rooms, buildings or areas on the Airport specifically approved for such storage by the Fire Chief.

No tenant, shipper, individual or other entity shall permit, or cause to be permitted, the discharge of flammable or combustible liquids or any waste liquid containing crude petroleum or its products into or upon any street, highway, drainage canal or ditch, storm drain or flood control channel, lake or tidal waterway, or the ground.

**4. Care of Waste**

All tenants, shippers, individuals and other entities on Airport property shall provide self-closing containers for the temporary storage of petroleum wastes, soiled rags, and other rubbish and trash.

No tenant, shipper, individual or other entity shall store an excess of 500 cubic feet [15 cubic meters] of combustible empty packing cases, boxes, barrels, pallets or similar containers, rubber, cork, plastic, excelsior, or similar combustible packing material except where and when specifically designated by the Fire Chief.

**5. Cleaning Fluids**

No tenant, shipper, individual or other entity shall use flammable, combustible or toxic vaporizing liquids to clean aircraft, automotive parts, or floors of buildings on the Airport. Any cleaning of aircraft, automotive parts, or floors of buildings on the Airport will be done in a manner approved by the Fire Chief.

**6. Painting and Application of Flammable Finishes**

Any location used for the application and storage of flammable finishes shall conform to the applicable article of the International Fire Code.

**7. Care of Floors, Aprons, Ramps or Aircraft Parking Areas**

All tenants, shippers, individuals and other entities shall keep the floors of the respective hangars, ramps, terminal aprons, fuel and service pits, and areas adjacent thereto free and clean of oil, grease or other flammable or combustible material or liquid.

## 8. Fire Appliance Instructions

All Airport employees, tenants, shippers, individuals and other entities shall be trained with respect to the operation of fire extinguishers, fire alarms, and fixed fire extinguishing systems in the immediate vicinity of their usual and accustomed place of employment.

## 9. Maintenance of Exitways

### a. Obstruction

No obstruction or storage shall be placed in a required exit except for projections as permitted by the International Building Code.

### b. Overcrowding

The number of occupants of any building or portion thereof shall not exceed the permitted or posted capacity.

### c. Aisles

In every portion of a building or area where seats, tables, merchandise, equipment or similar materials are installed, required aisles shall be maintained free of all obstructions.

### d. Storage of Materials

No tenant, shipper, individual or other entity shall place, store or keep (or permit to be placed, stored or kept) any materials that the presence or burning of which would obstruct or render hazardous to an exit. No exit or part thereof shall be altered in any way unless approved by the Fire Department.

## 10. Hazardous Materials

All tenants, shippers, individuals and other entities who handle, store, transport or use hazardous materials at the Airport must comply with the International Fire Code and Title 49 of the Code of Federal Regulations. In accordance with Title 49, all shippers shall obtain product-specific training and certification in the safe handling of all hazardous materials under their control. The proper handling of hazardous material training shall be product specific. Training records shall be made available upon request. The Airport retains the right to limit and/or exclude any type, quantity or use of hazardous materials at the Airport. The Airport also reserves the right to inspect all premises where any hazardous material is handled, stored or used. Secondary containment shall be provided for all liquid hazardous materials including glycol de-icing agents in accordance with the International Fire Code.

## 11. Additional Fire Regulations

All tenants, shippers, individuals and other entities shall comply with all applicable articles of the International Fire Code, International Building Code, National Fire Codes,

or National Electric Code. Any applicable State or Federal laws that are more restrictive than those listed above will take precedence.

## 12. Aircraft Fueling and Defueling

### a. Transferring Fuel

No flammable or combustible liquid shall be dispensed into or removed from the fuel system of an aircraft within any aircraft hangar.

No flammable or combustible liquid shall be dispensed into or removed from a container, tank, vehicle or aircraft except in a location approved by the Fire Chief.

### b. Electrically-Operated Devices

No person shall operate any electrical switch or device in an aircraft, nor shall any electrical or motor-driven device be connected to or disconnected from any aircraft at any time that fueling operations are in progress on such aircraft.

### c. Bonding

All fuel transfer apparatus shall be metallically interconnected with the tank, chassis, axles and springs of every aircraft refueler unit.

Every aircraft refueler unit shall be provided and maintained with substantial heavy-duty bonding cable of sufficient length to be bonded to the aircraft to be serviced.

No person shall transfer fuel into or out of any aircraft without bonding the fueling or defueling vehicle to the aircraft.

### d. Overflow Prevention

Any person involved in the fueling or draining of aircraft shall exercise care to prevent overflow or spillage of fuel.

Tenant responsibility in the event of a spill requires the following:

- Fuel servicing shall be stopped and the Fire Department immediately advised.
- A tenant supervisor shall be notified and will ensure cessation of all further operations. A fire guard standby will be assigned with a fire extinguisher until the Fire Department arrives. The supervisor will evacuate anyone within the confines of the spill, and will prevent unauthorized entry into the area.
- There shall be no walking or driving through spill areas, and no starting of engines until the Fire Department determines the situation to be safe for further operations.
- The tenant supervisor will ensure immediate evacuation of the aircraft if the spill poses a fire danger threat to the aircraft.

- All mobile equipment should be shut down and left in place until the Fire Department determines security for removal of said equipment.
- No person shall start the engine of any aircraft or vehicle when there is fuel on the ground under such aircraft or vehicle. No person shall drive any engine-driven vehicle through the fuel spill.

**e. Operation of Fueling Equipment**

Aircraft fueling shall be performed only in strict compliance with International Fire Code and National Fire Protection Association.

Compatible with design, during fueling operations there shall be adequately trained personnel available to quickly shut off the flow of fuel from the servicing equipment in an emergency.

Locking of self-closing nozzles or dead-man switch controls in an open position, even momentarily, shall be prohibited. Kinks and short loops in fueling hoses shall be avoided. The fuel nozzle shall never be allowed to drag along the ground.

**f. Passengers**

Passenger traffic may be permitted during the time fuel transfer operations are in progress, provided the following provisions are strictly enforced by the owner of such aircraft or his authorized employee.

- No person shall smoke or produce any open flame in the cabin of the aircraft or on the outside thereof within 50 feet of such aircraft. A qualified employee of the air carrier shall be responsible for seeing that the passengers are not allowed to smoke when remaining aboard the aircraft nor while going across the ramp from the gate to the aircraft, or vice versa.
- Passengers shall not be permitted to linger about the plane, but shall proceed directly between the loading gate and the aircraft.
- If passengers remain onboard an aircraft during fuel servicing, at least one qualified person trained in emergency evacuation procedures shall be in the aircraft at or near a door which has either integral stairs, or a passenger loading aircraft walkway or stairs in place. A clear area for emergency evacuation of the aircraft shall be maintained at no less than one additional exit. A “NO SMOKING” sign shall be displayed in the cabin(s) and the rule enforced.

Passenger loading stands shall be left in loading position until all fuel transfer operations are completed.

Fuel transfer operations shall not be performed on the main exit side of any aircraft containing passengers except when the owner of such aircraft, or a capable and qualified employee of such owner, shall remain inside the aircraft to direct and assist the escape of such passengers through regular and emergency exits in the event fire should occur during such fuel transfer operations.

The operator of the aircraft may request a Fire Department standby for fuel transfer operations under unusual and extraordinary circumstances, such as but not limited to, non-ambulatory passengers onboard or military high seat density troop carriers.

**g. Fire Extinguishers**

Portable fire extinguishers are required on all ramp areas where fueling or refueling is conducted. The following are minimum requirements:

- Where fuel transfer capacity is in excess of 200 gallons [750 liters] per minute but not in excess of 350 gallons [1,300 liters] per minute, one (1) 80-B-rated extinguisher shall be provided.
- Where fuel transfer capacity is in excess of 350 gallons [1,300 liters] per minute, two (2) 80-B-rated extinguishers shall be provided.
- Maximum travel distance from aircraft being serviced to extinguisher shall not exceed 100 feet [30 meters]. Extinguishers over 50 pounds [25 kg] shall be wheeled type.
- There shall be at least two (2) fire extinguishers mounted on each fuel servicing tanker and one (1) fire extinguisher on each fuel servicing hydrant vehicle. These extinguishers shall be at least 20-B rated. At least one (1) extinguisher shall be available from either side of the fuel servicing tanker.
- Extinguishers shall be protected from ice and other weather conditions that could render the extinguisher inoperable.
- Extinguishers shall be maintained in accordance with recommended good practice for the maintenance of extinguishers and Airport Fire Department Procedure 503.

**h. Parking of Fuel Tank Vehicles and Fuel Filter Trucks**

No aircraft fueling operation shall be conducted within 25 feet [7.5 meters] of any building or structure (loading bridges excluded) per the following:

- No fuel tank vehicles (i.e., jet fuel tankers, automotive fuel trucks, etc.) shall park within fifty (50) feet [15 meters] of any building or structure.
- Fuel filter trucks shall park no closer than twenty-five (25) feet [7.5 meters] from any building or structure.
- No fuel tank vehicles or fuel filter trucks shall park within twenty-five (25) feet [7.5 meters] of any property line, including public ways.

**Note:** The violation of any item listed in the above paragraph may result in the impoundment of violator vehicles (at owner's expense).

Any regulation not specifically contained herein pertaining to aircraft fueling or defueling shall comply with recognized National and State Standards.

## **SECTION 4: ENVIRONMENTAL**

The following rules shall apply to all activities and operations that take place on Airport property. This includes activities performed by Port staff, emergency response personnel, tenants, contractors, suppliers, service providers, holders of operating agreements, licenses and all others who enter Airport property under their authorization.

### **A. SANITATION**

All persons shall sort and dispose of waste and recyclable materials in collection and disposal receptacles provided for that specific type of material.

All persons utilizing Port provided receptacles shall follow posted procedures and utilize keys necessary for proper operation of equipment.

All persons shall dispose of putrescible and other food wastes in an enclosed receptacle designed to prevent rummaging and access by birds and other animals. The device shall be kept closed at all times except when a person is in attendance.

All persons shall use the restroom facility in a clean and sanitary manner.

#### **1. Sanitary Sewer System**

No discharge of non-domestic wastewater, including stormwater, is permitted into the sanitary sewer system unless pre-approved in writing by Facilities and Infrastructure department.

All discharges to the sanitary sewer system must meet the requirements of Local, State and Federal law.

#### **2. Storm Drainage System and the Industrial Waste System**

At no time shall any person knowingly cause or allow the release of any pollutant, hazardous material or waste, except in strict compliance with the applicable Best Management Practices (BMPs).

A site-specific Water Pollution Control Plan (WPCP) shall be prepared for all activities and operations that Airport Environmental determines as having the potential to contribute to the discharge of pollutants. Each WPCP shall contain site-specific BMPs designed to prevent and reduce to the maximum extent practicable, tenant discharges of pollutants. A copy of the final WPCP shall be provided to the Airport Environmental department.

All persons with duties in areas of industrial activity shall undergo annual training using the training module provided by the Airport Environmental department or an equivalent training module. Documentation of training must be submitted to Environmental annually.



### 3. Storage Tanks

All persons, activities, and operations with relevant duties must comply with any Federal, State, and Local regulations as they apply to the tenant's specific operations related to 40 CFR 112 (Spill Prevention Control and Countermeasures), 40 CFR 280-282 and WAC 173-366 (Underground Storage Tank Requirements). The Airport Environmental department must be notified prior to commissioning or decommissioning of any underground storage tank.

### 4. Hazardous Materials, Hazardous Waste and Contaminated Soil

All hazardous materials and hazardous wastes stored or generated from operations at the Airport are owned by the generator of that waste or material. These wastes or materials must be stored, transported and disposed of at an off-site location that meets all requirements in federal law (e.g., 40 CFR 261, and 49 CFR 171), and state law (e.g., WAC 173-303), as well as any other applicable regulations.

Generators must notify the Airport Environmental department prior to any excavation or disposal of contaminated soil.

### 5. Natural Resources

No activities or operations are allowed in wetlands, wetland buffers, areas protected by a restrictive covenant, or areas otherwise identified as protected in the Airport's Natural Resource Mitigation Plan without prior approval from the Airport Environmental department.

### 6. Environmental Enforcement

Any person observed to be in violation of these environmental rules and regulations will be notified in writing by Airport Environmental department.

Failure to resolve or correct the violation may result in a fine of up to \$2,500 per day. Any instances of recurring violations may result in a fine of up to \$5,000 per day.

Notwithstanding, and in addition to the preceding, in the event any violation of environmental rules and regulations results in imposition of a penalty on the Airport by any governmental authority or jurisdiction, the responsible person(s) shall reimburse the Airport for the amount of the penalty plus Airport response and administrative costs. The Airport will notify the Airline's corporate environmental staff or AAAC representative of an Airline environmental violation, including related regulatory agency communication within twenty-four (24) hours of the violation citation.



## **SECTION 5: DOING BUSINESS AT THE AIRPORT**

### **A. SIGNS, ADVERTISEMENTS AND MEDIA**

Airport tenants, concessionaires, and licensees (“tenants”) shall not post or display any notices or advertisements, signs, symbols, placards or other written media, or visual displays (“signs”) in the airport, including in the Terminal and AOA, except as may be provided under the terms of the tenant’s agreement, including obtaining the Port’s written consent. Political or collective bargaining signs, events, and meetings must have prior approval.

Tenant signs on the AOA must be in compliance with the signage requirements/standards set forth in the Airport’s Regulations for the Airport Construction, as may be amended. Signage visible from off-airport property must comply with Section II F of Attachment A-4 to the Interlocal Agreement between the Port of the City of SeaTac set forth below:

- Flashing signs, rotating signs, billboards, roof signs, signs placed on fences, and signs painted on exterior surfaces of vehicles used as signs are not permitted unless required for airport security and approved by the Port. For the purposes of these rules, a billboard shall be defined as being a large (greater than 85 square feet) outdoor advertising sign, containing a message (commercial or otherwise) unrelated to the use on the property on which the sign is located, and which is customarily leased for commercial purposes.
- Where a tenant leases ground area any sign on the face of the building must be stationary. The total area of the signage may not exceed ten percent (10%) of the face of the wall on which it is mounted. Illuminated signs must be non-flashing.
- Freestanding signs within ground lease areas must be stationary, non-flashing, and may not exceed 50 square feet in area and 15 feet in height, including the structure and component parts as measured from the grade immediately below the sign. A drawing showing the sign layout and location shall be submitted for the Port’s approval prior to the installation of any sign.
- Business Identification Signs:
  - All freestanding business identification signs shall be located at least fifteen (15) feet from the curb line adjacent to the Port-owned and maintained streets. In order to preserve lines of sight, signs located within ten (10) feet from any street curb line shall not exceed three (3) feet in height.
  - One (1) freestanding business identification sign will be allowed per street frontage for each development. Freestanding signs may use internal illumination or backlighting. Low-intensity spotlights are permitted if they do not create glare and the fixture itself is screened from view.
  - One (1) business identification wall sign may be placed on an exterior building or structure wall in each development. Tenant’s signs shall be placed in a “sign band” of equal height above finish grade. Only the name or business title will be allowed. Sign size is limited by the vertical wall surface upon which the sign occurs and not the entire building elevation plane.

- Wall signs may also use internal or backlit illumination. Bare neon signs and spotlighted wall signs are not permitted. No other wall signs used for advertising shall be permitted. Painted super graphic signage used in an effort to advertise and unify a development or number of different structures shall not be permitted.

(See Also SECTION 2: PUBLIC USE OF AIRPORT: Advertising, Display Signs and Written Matter)

**B. OPERATING PERMIT OR SIGNATORY AGREEMENT REQUIRED**

No Air Carrier shall conduct scheduled operations at the Airport without entering into an Operating Permit or Signatory Agreement with the Port and providing documentation of a current insurance policy and security, all in accordance with the Port’s specifications.

An Operating Permit must be held by any Air Carrier conducting scheduled operations and holding the necessary certificates from federal or state agencies having jurisdiction to provide air transportation of passengers, mail or cargo at the Airport and who elects not to become a Signatory Airline.

The landing fee rate to be paid by Air Carriers under and Operating Permit shall be computed in the manner set forth in the Seattle-Tacoma International Airport Tariff No. 1, as may be amended.

**C. TRANSIENT AIR CARRIER**

A Transient Air Carrier shall be subject to Seattle-Tacoma International Airport Schedule of Rules and Regulations and Seattle-Tacoma International Airport Tariff No. 1, and shall provide documentation of a current insurance policy and security, all in accordance with the Port’s specifications.

**D. REQUIREMENTS FOR GROUND SERVICE OPERATORS**

No Ground Service Operator shall provide services on the Airport without first having executed a Ground Service Operator Licensing Application and Agreement in form and content approved by the Director, providing documentation of a current insurance policy meeting the Airport’s specifications and having paid the appropriate fees and/or charges as provided in said Ground Service Operator Licensing Application and Agreement.

**E. REQUIREMENTS FOR COMMERCIAL ACTIVITIES**

All Persons occupying space or conducting any business, commercial enterprise or other form of revenue-producing activity, including food and beverage sales at the Airport, must first enter into a written agreement with the Port, or show proof of an agreement with a tenant, which may require the payment of fees, and providing a current insurance policy and security, all in accordance with the Port’s requirements. Employees, contractors, sub-contractors and service providers for such Persons working throughout the Airport area must display a form of identification, above the waist, containing employee and company name.

Employees, contractors, sub-contractors and service providers for such Persons must comply with SIDA badge requirements under Title 49, CFR Part 1500. (See also SECTION 5: DOING BUSINESS AT THE AIRPORT; Operating Permit or Signatory Agreement Required; and Transit Air Carrier, for additional Air Carrier requirements.)

## **F. GROUND TRANSPORTATION**

Companies or operators who wish to provide commercial transportation services at the Airport must be in compliance with all federal, state, county, city and Port rules and regulations. Companies or operators must have a valid and current Ground Transportation Operating Agreement on file and must adhere to all the terms, conditions, and attachments set forth in that document. The Ground Transportation Office is located on the third floor of the Airport parking garage and can be reached at 206-787-5906.

## **G. WILDLIFE HAZARD MANAGEMENT**

1. Wildlife Incidents – Within 24 hours of an incident where wildlife has damaged property, and for every aircraft-animal (bird) strike, Airport users must report the occurrence to the Airport Duty Manager. A Port-provided bird-strike reporting kit should be used for collecting the required information on the bird strike event. The required monetary loss and time-out-of-service information can be updated later by conveying the information to the Airport Duty Manager or online via the FAA Wildlife Strike Database.
2. Feeding wildlife is prohibited except as authorized by Airport Operations.
3. Coyote Deterrent Fence – gaps in or under the AOA fenceline larger than 3 inches square must be reported to the Airport Duty Manager within 24 hours after being identified.
4. Except as specified in the Port of Seattle’s Natural Resource Mitigation Plan or as otherwise approved by Airport Operations, all containers or other features capable of holding standing water longer than 48 hours shall be immediately emptied, permanently repaired in a way not to hold water in the future, or covered to reduce wildlife hazards which includes the prevention of mosquitoes from breeding and potentially transmitting disease.

## **H. LANDSCAPING AND WATER MANAGEMENT**

Within 10,000 feet of the Air Operations Area (AOA) Fenceline, an area designated by the FAA as the “Critical Area,” approval is required from Airport Operations for all Port of Seattle associated projects involving any landscaping or surface water management.

All landscaping must be done in accordance to the current version of the Airport’s Landscape Design Standards (Standards).

These Standards include an Airport-Approved Plant List and Landscaping Zones for areas inside and outside the AOA. More specifically, no new vegetation other than the grass type(s) specified in the Port of Seattle Construction Standards may be planted inside the general perimeter of the AOA.

Landscaping within 1,000 feet of the runways:

1. No new trees may be planted that exceed a height of 15 feet
2. No new tree shall grow higher than the elevation of the runway surface
3. Drip line to drip line spacing between trees shall exceed 15 feet
4. The use of conifers (Evergreen) trees shall be kept to a minimum and shall not exceed a total of 30 percent of the total landscaping cover or tree number, whichever is less.
5. Shrubs and groundcover shall not be planted in areas where undesirable vegetation cannot be kept reasonably suppressed to ground level on a regular maintenance schedule.

Emergency Maintenance:

Any landscaping feature that has been determined to compromise aviation safety (e.g., becoming a hazardous wildlife attractant) will be altered or immediately removed by the responsible organization in a way that alleviates the hazard.

No replacement landscaping shall be required when an aviation safety issue is the reason for the landscaping feature to be altered or removed.

Exceptions:

- Approval from Airport Operations is required to obtain a variance from these regulations.
- No action in areas identified as wetland, protected by a restrictive covenant or otherwise specified in the Port of Seattle’s Natural Resource Mitigation Plan(s) may occur without prior approval from Airport Operations.

## **I. CLEANLINESS AND INTEGRATED PEST MANAGEMENT**

### **1. Cleanliness**

Rodent control, aviation safety, public safety, and facility appearance require high cleanliness standards. All tenants and lessees are responsible for the cleanliness of their areas and for the removal of all unserviceable equipment and proper disposal of all trash and debris. Leased areas and any written condition report (e.g., Site Inspection Reports, “Pest Evidence Log”) will be periodically inspected by Port of Seattle representatives to determine acceptability, cleanliness and general upkeep of their area(s). Discrepancies will be noted and prompt corrective measures will be required of the tenant.

All putrescible wastes, other garbage and recycling materials shall be disposed of in a receptacle designed to prevent access by birds and other animals. The designated waste receptacle shall be opened only when in use or when a person is in attendance. Waste shall be disposed of in accordance with the posted waste-stream management protocols (e.g., “operate compactor immediately after waste disposal”).

Floors and other active surfaces (e.g., countertops) where food is stored, prepared, served or eaten shall undergo daily cleaning to make the area ready for business.

Areas within the establishment that cannot be thoroughly cleaned daily (e.g., beneath/behind appliances, grills, shelves, cabinets, etc.), shall be cleaned (vacuumed, swept and/or mopped) at least weekly. A wet/dry vacuum is required to be onsite for each food-serving establishment.

No person shall place any solids in, or pour any liquid other than waste water down floor drains, manholes, storm water drains or sewer connections, unless permission is first obtained from the Director or designee (e.g., for cleaning agents used to remove organic matter in drains).

Foreign Object Debris (FOD) containers shall be used only for disposal of foreign object debris found on the airfield.

## 2. Integrated Pest Management

All pest occurrences or evidence must be reported to 206.787.SAFE within 24 hours.

Airport tenants and lessees are responsible for:

- Adhering to the Port's Best Management Practices (BMPs) for keeping their areas pest free.
- Providing monthly, or more frequently if needed, pest control service using their own or the Port's contractor.
- Continuous pest monitoring even if the presence of pests is unknown.
- Sealing and securing their spaces to prevent or discourage pests from entering the premises (e.g., weather-stripping under doors, sealing and repairing holes and cracks in the walls and ceiling). Rodent exclusion, for example, requires filling spaces greater than 1/4 inch.
- Storing food in a sealed container when not open for business.

Products and supplies shall be inspected for pests and shall not be accepted if pests are found.

A "Pest Evidence Log" or information on how to report pest issues (e.g., 206.787.SAFE) shall be posted for employees next to lockers or where food is served or eaten.

Employee lockers shall be inspected at least every 6 months. If pest issues are identified, lockers shall be inspected at least every 2 months until the pest issue is eliminated.

## J. TENANT IMPROVEMENTS AND ALTERATIONS

All tenant improvements must be approved by the Port's Business Development department. A description of the improvements and necessary plans, drawings, and estimated cost may be submitted for the Port to evaluate during approval process and determine necessary construction guidelines.

## K. VEHICLES

All vehicles that operate normally on public rights of way must be properly licensed and registered. The Port reserves the right to impound abandoned vehicles or those that pose an environmental or safety hazard to the general public.

## L. RADIO FREQUENCY

The Airport must approve the installation of all radio frequency systems and spectrums. All tenants, lessees, permittees or concessionaires at the Airport using any types of radio frequency systems and equipment shall comply with the following:

- Must be in compliance with Federal, State, Local and Port of Seattle regulations.
- Must hold a valid license from Federal Communications Commission (FCC) for the right to use the RF spectrum.
- Must contact the Airport Facilities and Infrastructure Department for system approval.

Radio frequencies, systems, or spectrums that interfere with airport operations are not authorized. The Airport may grant exclusive government spectrums exceptions in emergency situations so long as the need is communicated to Airport Operations.

The radio spectrum range covers 3 kHz to 300 GHz.

## M. NETWORK INFRASTRUCTURE

The Airport provides a robust campus-wide network infrastructure available to all tenants. The infrastructure consists of a backbone of fiber optic cable (single-mode and multi-mode); Category six copper cable; and a distributed 802.11 wireless network. The dark fiber infrastructure serves as a conduit from tenant communications rooms to networked equipment at gates, ticket counters and other leased spaces.

### 1. Network Communication Rooms and Equipment

The Airport maintains the physical cable plant in Main Distribution Rooms and communication rooms distributed throughout in the terminal and airfield. Tenants are responsible for all network equipment in their leased spaces, e.g., switches, routers, gateways, hubs or firewalls. The Airport's staff will not perform troubleshooting, triage or diagnostic investigation on tenant owned and operated network equipment: switches, routers, gateways, hubs and firewall.

### 2. Network Change Management

The Airport conducts routine scheduled maintenance on the campus-wide network infrastructure from 12:00 a.m. to 4:00 a.m., Monday through Friday. Tenants are given 24-hour advance notice prior to all scheduled maintenance. The Airport conducts 2-hour planned maintenance per week on the network.



All unscheduled maintenance activities is performed with the coordination of tenants, Airport Operations staff and the Airport's network administrators. The duration and start of the unplanned maintenance is chosen to minimize impact to tenant and airport operations.

### 3. Network Availability

The Airport's campus-wide network infrastructure availability target is 99.95% uptime for the dark fiber, copper and wireless networks. This target does not include routine nor unscheduled maintenance activities. Availability is computed and communicated to tenants on a rolling 6-month cycle.

### 4. Network Interruptions

Tenants experiencing disruptions in service within the Airport's campus-wide network infrastructure report problems to the Port of Seattle ICT Service Desk (206.787.3333). Tenants are expected to diagnose their proprietary network and telecommunications systems before contacting the ICT Service Desk. The Port of Seattle's issue management processes are based on the information technology infrastructure library (ITIL).

The ICT Service Desk will notify the appropriate on call Network Support team via electronic pages in response to notification from a tenant regarding a network outage. A second page will be sent out five (5) minutes from the initial alert, if a response to the initial alert has not been received by the ICT Service Desk. Additional pages will continue every fifteen (15) minutes until communication is established with the Network Support team or their managers. Management escalations are invoked in fifteen (15) minute increments until a response has been received.

## N. FOOD SERVICE WARE AND PACKAGING

Effective April 1, 2017, food service businesses that sell or provide food within the Terminal for consumption, whether on or off premises, shall use only durable (reusable) or Port-approved compostable or recyclable single-use, throw-away food service ware. These food service businesses include Airport Dining and Retail concessionaires, lounges, and other tenants that operate full-service restaurants, quick-service restaurants, cafes, coffee shops, and other similar businesses. Expanded polystyrene "foam" food service ware is neither compostable nor recyclable by airport recycling service providers and is thus prohibited from use in the terminal. Food service ware affected by this regulation includes containers, plates, bowls, "clamshells," serving trays, hot and cold beverage cups, wrappers, utensils, bags, deli sheets, portion cups, and other common food service ware items. Food service businesses are encouraged to use additional durable and compostable products whenever possible.

In applying this rule, food service businesses shall utilize durable, compostable and recyclable food service ware and packaging in the following order of priority.

1. **Durable or reusable** service ware is preferred, and its use is generally expected at full and limited-service restaurants with sit-down dining.
2. Where durable or reusable products are not practical, **compostable** single-use service ware is preferred, particularly for items that contact food. Compostable items must be approved as accepted items by Cedar Grove Composting, the Airport's current composting service provider. A list of commercially acceptable items (including items made of 100% paper or wood) is available at:  
<http://cedar-grove.com/compostable/accepted-items/?/commercial/accepted-items/>.
3. Where neither durable nor compostable products are practical, **recyclable** single-use service ware may be used. Recyclable items must be approved as accepted items by the Airport's current recycling service provider. A list of commercially acceptable items is available at:  
[http://www.cleanscapes.com/seatac/recycling\\_guidelines/recycling/recyclable\\_materials\\_list/](http://www.cleanscapes.com/seatac/recycling_guidelines/recycling/recyclable_materials_list/).

These requirements are subject to revision from time to time, including to maintain alignment with local or regional waste diversion policies and regulations, in response to recycling and composting industry trends and service provider arrangements, or to meet airport waste diversion program performance goals.

Excluded from these requirements are pre-packaged food and beverage items and certain service ware and packaging items that the City of Seattle has found cannot currently be either properly composted or effectively recycled. This includes pre-packaged items such as candy bars, snacks, condiments, yogurt, bottled and canned beverages, instant soups, wrapped sandwiches, and other pre-packaged food items prepared or filled offsite prior to receipt by airport food service businesses. It also excludes certain service ware and packaging items such as disposable plastic cutlery, drinking straws (except when used with compostable cups and lids), cocktail straws and picks, metal foil, metal foil-faced papers, and engineered composite papers used to wrap hot food such as hamburgers and burritos, and portion cups (two ounces and under) if used for hot foods and requiring lids.

Food service businesses shall submit a complete list of food service ware items intended for use at the airport to their designated Airport Dining and Retail manager for review and approval. For new leases, the list shall be provided following lease execution but prior to commencing airport operations. For existing leases, the list shall be provided not less than sixty (60) days prior to the deadline set forth above. Submittals shall identify all food service ware items including item description, manufacturer's item number, and applicable food service ware standard that has been met (durable, compostable, or recyclable). The list shall also indicate any categories of pre-packaged or other items excluded from these requirements. Food service businesses shall repeat the submittal process for new items not included in the initial submittal.

The airport recognizes compostable or recyclable alternatives to some food service ware items that meet performance and food health and safety standards may be unavailable. In such cases, or where commonly used recycling and composting technology cannot process



the food service ware, food service businesses may request waivers to the above standards. Food service businesses may request waivers by submitting a letter to their designated Airport Dining and Retail Manager that demonstrates how specific service ware item(s) are not available to meet these standards. Port staff will review waiver requests and respond within a reasonable timeframe either granting or denying the request.

## **SECTION 6: AIRFIELD OPERATIONS AND DRIVING**

### **A. GENERAL PROVISIONS FOR AIRCRAFT OPERATIONS**

Aircraft shall not be taxied into or out of any hangar; no aircraft shall be moved (pushed, towed or taxied) or have engines started or operated without establishing and maintaining two-way radio communications with either the Seattle Ramp Tower or the FAA Air Traffic Control Tower.

Power-back operations are not authorized; turbo prop engines starting immediately prior to pushback and/or taxi are exempt.

Aircraft operations will be conducted in such a manner as to prevent or minimize jet blast or propeller slipstream (prop wash) danger to other aircraft, equipment or personnel.

No aircraft shall be taxied between a gate, building, or another aircraft, or pushed back across a roadway or taxi lane except under the guidance of a ground marshal.

#### **1. Low Visibility Operations**

Operators intending to operate on the Airport during low visibility conditions must provide the airport with a site-specific low-visibility non-movement area plan that indicates their procedures and practices during low visibility operations.

### **B. AIRCRAFT ENGINE OPERATIONS**

Other than for taxiing to/from the runway, engine run-ups or engine runs shall be conducted as follows:

- Wheels will be chocked.
- A licensed pilot or mechanic will be at the controls.
- Adequate fire extinguishing equipment shall be manned.
- Engines will not be operated above absolute minimum idle throttle setting except as noted, and limited, below.
- Engines will not be operated or performed in a hangar or any gate location.

Engine run-ups above absolute minimum idle throttle setting may be conducted only at designated engine run-up locations assigned by the Seattle Ramp Tower during the following times:

<b>Hours of Operation</b>	<b><u>Above Absolute Minimum Idle Run-ups ONLY at Designated Engine-Run-up Locations</u> Assigned by Seattle Ramp Tower</b>
7:00 a.m. to 10:00 p.m.	Permitted - as assigned
6:00 a.m. to 7:00 a.m.	For flights regularly scheduled to depart between 6:00 a.m. and 8:30 a.m. only
10:00 p.m. to 7:00 a.m. <b>“Quiet Period”</b>	<b>Prohibited</b> – run-up locations not available. <b>Except:</b> for a duration of no more than two (2) minutes and only if necessary for pre-departure (return to revenue service) engine checks.

Aircraft movements shall:

- Not be initiated without establishing and maintaining two-way radio communications with the Seattle Ramp Tower or the FAA Air Traffic Control Tower. Aircraft shall not leave Seattle Ramp Tower or FAA ATCT frequency without instruction to do so.
- Be taxied/towed at speeds that will ensure complete control at all times.
- Not be allowed access to leased areas of the airport without authorization of the Director, Airport Operations or designee. Such aircraft will be directed to the Transient Aircraft Parking Area.
- Execute turnout operations under aircraft power in designated locations only.

### **C. AIRCRAFT PARKING**

Aircraft shall park only in their designated area or location. Such designation may be established via contract, agreement, or by specific assignment for the duration, time, and location designated by the Director or designee. Secondary use of leased gate positions shall not be made without consent of the Director, Airport Operations or designee.

The Director, Airport Operations or designee may move or require the removal of or change in position of any parked aircraft deemed to be creating a safety hazard or in any way adversely affecting the overall operation of the Airport.

The Director, Airport Operations or designee may impound in-place or move to an impound area any aircraft found parked in violation of these rules and regulations. Any aircraft so impounded will be retained in impoundment pending payment of applicable fees as established by the Commission. The full risk for the impoundment shall be assessed against

the owner of the aircraft without liability of any nature to the Port, the Director, Airport Operations or agents.

**1. Disabled Aircraft**

Any aircraft or parts thereof interfering with the normal runway, taxiway, taxi lane, apron or ramp shall on request by the Director, Airport Operations or designee be removed from such area. If the owner, operator pilot, or agent fails to comply with such request and the Director, Airport Operations or designee finds such aircraft or parts interfering with the safe operation of the Airport, it may cause removal of such aircraft or parts at his or her discretion and as he or she deems appropriate under the circumstances. The full risk and expense of such removal shall be assessed against the owner without liability of any nature to the Port, the Director, Airport Operations or agents.

**2. Pilot Training**

Training flight operations, which include multiple Touch and Go landings between 2200 and 0700 hours daily, must be approved by the Director or designee according to established noise abatement practices.

**3. Use of Port-Owned Equipment – Remote Parking Operations**

The Port may permit the use of Port-owned equipment, such as mobile steps and lift trucks, by Ground Service Handlers when performing remote parking operations on behalf of an Air Carrier operating at the Airport. Prior to using Port-owned equipment, Ground Service Handlers shall (i) execute a Hold Harmless Agreement – Use of Port Equipment for Remote Parking Operations (“Hold Harmless”), and (ii) maintain the type and amount of insurance required under the Hold Harmless. Ground Service Handlers shall not maintain or repair any Port-owned equipment.

**D. ACCIDENTS AND SAFETY**

**1. Reports of Accidents/Incidents**

After contacting emergency services any person involved in or aware of any accident, incident, near-miss, wildlife strike on or in the vicinity of the Airport or within the airport environment, and all witnesses thereto, are requested to notify Airport Operations immediately.

**2. Report of Hazardous Conditions**

Any person observing a condition or hazard that would jeopardize life, health, public safety, or damage to property, including FOD, should immediately report to Airport Operations.

**3. Equipment Maintained in Safe Working Order**

All equipment, vehicles, and moving apparatus shall be operated in a reasonably safe condition, and be maintained in proper working order with periodic inspections of safety features, including brakes, brake lights, headlights, seatbelts, parking brakes, tow

attachments, etc. Any conveyance or safety feature thereof found to be inoperative or ineffective shall be taken out of service, red tagged, and repaired before it is returned to service. All tenants and lessees are responsible for the inspection of all equipment and removal of all unserviceable equipment.

#### 4. Use of Chocks

All equipment shall be chocked under no less than one wheel and set on both sides of the wheel when equipment is unattended and parked at the Airport. Vehicle parking break must be set when vehicle is not running or attended.

#### 5. Safety Procedures

ANSI 2 (American National Standards Institute) Reflective Garments: All personnel operating beyond 15 feet from any building structure on the Non-Movement Area of the AOA are required to wear an ANSI 2 approved reflective outer garment. Aircraft flight crews and emergency situations are exempt.

Personal Protection Equipment (PPE), including hardhats, hearing protection, eye protection, respirators and gloves, shall be utilized, properly fitted, and maintained as appropriate and necessary for the work or environment in which work is performed. Use of hearing protection is required on the airfield.

Use of audio, electronic and video devices, and other electronic devices not authorized for usage on the job is prohibited. The use of these devices, ear buds or headphones instead of, or in conjunction with, hearing protection is prohibited. Use of cell phones radios, and other electronic devices shall be limited to operational purposes only while on the AOA or in the bagwell, and shall in no way distract or affect the safe operation of a vehicle or equipment.

#### 6. Obstruction of Aircraft or Vehicle Operations Prohibited

No person, vehicle or equipment shall obstruct or impede the path or safe operation of:

- Aircraft
- Bagwell route
- Roadway
- Taxiway
- Taxi lane
- Taxiing routes
- Aircraft gate lead-in path
- Hardstand or parking locations, including parking improperly or in an improper location
- Parking in the object free area or on a roadway

No person, vehicle, or equipment shall:

- Fail to follow or use designated roadways, walks, or crosswalks.

- Walk or operate between or across airport facilities, such as ramps, taxiways, or runways.
- Fail to yield to aircraft.
- Fail to follow roadway markings or signage.

All equipment, vehicles, and apparatus must be properly stowed and parked after each aircraft operation or use.

**7. Recreational Activities**

Recreational Activities not related to the business of the Airport, aircraft operations/ servicing, or its tenants/customers is prohibited.

**E. AIRFIELD DRIVING**

Motor vehicle operations within and on the Airport premises shall be governed generally by the provisions of the Washington State Motor Vehicle Codes and Traffic Direction procedures, and signals for turns, lights and safe-driving precaution shall be in conformity therewith. Motor vehicles shall conform to all special regulations prescribed by the Commission or procedures imposed pursuant to Commission regulation by the Director.

Traffic on perimeter roads, enplaning and deplaning drives, public thoroughfares, and parking areas of the Airport is limited to those vehicles properly licensed and insured to operate on public streets and highways.

All motor vehicle operators must have a valid, current driver's license in their possession while operating any powered vehicle anywhere on Airport property.

All motor vehicle operators and passengers must use and secure a seatbelt and all other safety equipment on vehicles so equipped.

Operators of vehicles which because of design/function have restricted operator visibility to sides and rear of vehicle, shall utilize the ground marshal for guidance during backing operations or when operating within restricted space areas.

No person shall operate any vehicle or equipment on the Airport under the influence of any alcohol, narcotics, drugs, or prescription or over-the-counter medication which might impair the operator's ability to operate a vehicle.

No person or vehicle shall carry or transport more persons than seats are available. All occupants of any vehicle must be seated while the vehicle is in motion. No workers shall ride in or on any vehicles and equipment with legs hanging over the end or sides.

All motorized equipment of any type on any area of the Airport shall be operated in a careful and prudent manner and at a rate of speed fixed by this section and at no time greater than is reasonable and proper under the conditions existing at the point of operation, taking into

account traffic and road conditions, visibility, and all other conditions so as not to endanger the life, limb or property or rights of others entitled to the use thereof. Stunt driving, horseplay or other careless operation with vehicles and equipment is prohibited.

No person operating a vehicle shall follow too close to any vehicle or object around them. A safe distance must be maintained at all times, considering factors of speed, size and environmental conditions.

No person shall use a cell phone (voice or data entry), text or use web services while driving a vehicle unless stopped and out of the way of any aircraft, equipment or other vehicle operations.

Any person operating equipment prior to entering into or exiting from any tunnel area, bagwell, or other area where vision is impaired shall, within three (3) feet [1 meter] of any exit or obstruction, bring the equipment to a complete stop before entering the apron or adjoining area.

All vehicles operating on the Airport shall be maintained in good working condition at all times and be equipped with safety equipment, including brakes, seatbelts, tow hooks, roll cages, lights, etc. All vehicles must be inspected prior to each use and be free of any defects, inoperability or oil and gas leaks. Battery-type vehicles shall be recharged in well-ventilated areas designated by the Fire Department. Each tenant operator shall keep individual areas clean of vehicle liquid spills.

All non-working or inoperable equipment or vehicles must be taken out of service and removed from the AOA. While repairs are being made, vehicles and equipment may be stored on the AOA for a period of no more than 30 days in approved locations. In accordance with [RCW 46.55.230](#), all inoperative, surplus or infrequently used vehicles or equipment left on the Airport in excess of 30 days shall be deemed a public nuisance and may be removed at the owner's/operator's expense.

No person shall park any motor vehicle or other equipment or materials on the airport except in a neat and orderly manner, nor within an object-free area, within 15 feet [4.5 meters] of any fire hydrant or standpipe, in a fire lane or fire zone, or in any location so prescribed by the Director, Airport Operations. At no time shall any equipment be left in common use areas without prior written authorization from the Director, Airport Operations.

No person shall operate any vehicle or equipment on the airfield without first being adequately and sufficiently trained by their employer in the safe and proper operation of each type and class of vehicle (or aircraft when taxiing or towing on the airport surface without intent of flight) to a level consistent with industry practice and standards.

#### **1. AOA Perimeter Fence Buffer Zone**

A five-foot buffer, or clear, zone must be maintained on both the secure and non-secure sides of all primary AOA security fencing except in those specific areas adjacent to the

AOA where a five-foot clear zone is not feasible on the non-secure side. All vehicles, equipment, and/or material must be located at least five (5) feet from the fenceline where fencing is less than twelve (12) feet in height. Signs are posted approximately every fifty (50) feet giving such notification.

No person shall operate any motor vehicle or motorized equipment in the AOA except:

- Persons assigned to duty in such areas.
- Persons who are authorized by the Director, Airport Operations.
- Persons who possess authorized ID.
- Persons who possess current proof of liability insurance.

All vehicles and equipment shall:

- Possess exhaust systems which are protected with screens, mufflers or other devices adequate to prevent the escape of sparks or the propagation of flame.
- Not be permitted within 50 feet (15 meters) of aircraft during fuel servicing operations, except those vehicles and equipment performing aircraft servicing functions.
- Be equipped with reflectors or functioning lights on front, rear and sides, and comply with FAA Advisory Circular [150/5210-5D](#) (latest version) related to painting, marking and lighting of vehicles.
- Display signs of commercial design on both sides of the vehicle identifying vehicle's operator, tenant, construction firm, or vendor. Firm names must appear in letters a minimum of two (2) inches [5 cm] high.
- Maintain a safe distance around aircraft. This distance shall be increased when the aircraft engines are running, or if the aircraft is in motion.
- Yield right-of-way to all aircraft (whether moving or parked), emergency response vehicles, and vehicles on the roadway. Unless otherwise posted or indicated, the vehicle to the right shall have the right of way at roadway intersections.
- Be equipped with a two-way radio and in radio contact with the Airport Control Tower, or escorted by vehicles so equipped, when operating on the runways or taxiways ([14 CFR Part 139.329](#)) or Seattle Ramp Tower when repositioning aircraft in the Seattle Ramp Tower Advisory Area.
- Not be painted, repaired, maintained, or overhauled in the AOA except in locations and under conditions designated by the Director, Airport Operations.

All persons, drivers and operators shall:

- Comply with any lawful signal or direction of Port employee and follow all traffic signs, pavement markings, lights, and signals unless otherwise directed by Port employees.



- Abide by all existing FAA and other governmental rules and regulations in addition to these rules and regulations.
- Be trained and qualified with the proper level of Port vehicle driver training to access the Movement Areas or Seattle Ramp Tower Advisory Area, unless escorted by a properly trained and qualified driver/operator ([14 CFR Part 139.303](#)).
- Have prior permission to maintain contact with and adhere to directions of Air Traffic Control or Seattle Ramp Tower, as applicable, at all times prior to and when operating on the AMA.
- Utilize and follow drive lanes to the maximum extent possible, where provided, unless specific authorization to the contrary is given by a Port employee.
- Complete Port AMA level vehicle driver training annually for AMA and Ramp Tower Advisory driver access, and biannually (every two [2] years) for Non-Movement Area driver access.
- Restrict any and all travel or vehicle/equipment movements during low visibility conditions to essential operations or movements only, or support thereof.

No person, driver or operator may:

- Leave a vehicle parked or unattended in a location in which they are not specifically authorized and without appropriately chocking tires, setting parking brake and shutting off ignition or power.
- Tow or tug more than six (6) baggage or cargo carts by a single baggage tug or other motor vehicle at any one time, and will not exceed fifteen (15) miles [24 km] per hour.
- Operate on the vehicle roadway system or Non-Movement Area of the airport at a speed in excess of twenty (20) miles [32 km] per hour unless otherwise posted, or less when conditions warrant.
- Hinder, cutoff, stop, slow or otherwise interfere with the operations of any aircraft on the airport.

**2. Bicycles Operating on the Airfield**

Bicycles operating on the Airfield must be company-owned, must operate only within their leased areas, and must comply with all rules and regulations applicable to motor vehicles. Bicycles operating from dusk until dawn or with restricted visibility will be equipped with adequate lights and reflectors. Riders are required to wear reflective vests and helmets at all times.

**F. AIRCRAFT TOWING/REPOSITIONING**

Tow movement of aircraft require a team of a tug driver and a person present in the cockpit of the aircraft to manage aircraft systems. The Port requires that the Person operating the radio communication function with ATCT or Seattle Ramp Tower is the Person responsible for the proper conduct of the tow movement in respect to air traffic rules, clearances, and instructions.

This radio operator shall maintain primary and secondary means of direct communication with the other team member.

Aircraft under tow that are required to tow across runways at the Airport will require an escort from Airport Operations.

## **G. AIRCRAFT PUSH-BACK OPERATIONS**

Push-back operations may not occur without sufficient numbers of appropriately trained personnel to ensure safety of operations, and to assess for and adequately respond to surrounding aircraft, vehicle, and equipment traffic hazards and operations. Aircraft push-back operations must be done in a manner in compliance with industry standards, practices and requirements.

Safety agents, marshals or wing walkers shall hold or stop all vehicular or equipment traffic during aircraft push-back operations that will cross a vehicle roadway or intersect traffic.

Texting, use of cell phones, or engagement in other distracting activities by marshals or wing walkers is prohibited during push-back operations.

Continuous communication and line-of-site between tug operators, marshals, wing walkers and pilots must be maintained throughout the push-back operation.

## **H. BAGWELL**

### **1. Baggage or Cargo Carts**

No more than four (4) connected carts shall be towed into, through or out of the bagwell at any time. All items or baggage shall be secured on top of carts.

### **2. Bagwell Speed Limit**

Speeding is prohibited. All traffic regulations must be observed, including authorized bagwell speed limits. Driving speed shall not exceed five (5) mph unless otherwise posted. Five (5) mph is generally considered to be walking speed, as well as a speed that will permit carts to be brought to a stop in a safe manner. Drivers must slow down on wet and/or slippery floors and ramps. Speed must be reduced to a safe level when negotiating turns.

### **3. Workaround Conveyors**

All personnel (EXCEPT Port Conveyance System Operating Engineers and Electricians) are prohibited from sitting, standing or climbing on conveyor belts at any time. Emergency stops (E-stops) shall be used only to stop belts in emergencies, not to slow down the flow of bags.

**4. Lavatory Service Vehicles**

Lavatory service vehicles shall not be driven into the bagwell for any reason.

**5. Driving in the Bagwell**

Vehicles shall be driven on the right side of the bagwell drive lanes. Access to fire aisles, stairways, and fire equipment must be kept clear. Vehicles and equipment shall not block fire aisles, stairways, and fire equipment.

## **SECTION 7: TERMINAL OPERATIONS**

### **A. USE OF APPLIANCES AND MACHINES**

All appliances and machines (i.e., refrigerators, space heaters, air conditioners, etc.) used by tenants in either daily operation or construction must have Port of Seattle approval prior to plugging into/connecting to the electrical or other utility systems. Tenants will pay the minimum applicable current monthly rate as established in the Seattle-Tacoma International Airport Tariff No. 1 for each unit.

### **B. UTILITY CONNECTIONS**

Any connection into the utility infrastructure systems (electrical, water, sewer, steam, gas, etc.) requires prior Port of Seattle approval and payment per the Seattle-Tacoma International Airport Tariff No. 1.

### **C. BLOCKING OF ELECTRICAL/MECHANICAL ROOMS**

Nothing shall be placed such as to block access in front of any electrical/mechanical rooms and panels.

### **D. STANCHIONS AND PASSENGER QUEUING IN FRONT OF COUNTERS**

Stanchions used to queue passengers in front of counters will be placed only as far out from the counter as allowed by the Port of Seattle. These stanchions will be moved in closer to the counter when passenger volumes allow for less queuing space need. Tenants will control the queuing of passengers so not to block escalators, elevators or traffic flows.

### **E. OPERATION OF EQUIPMENT IN TERMINAL**

Any person operating equipment within the passenger terminal building will abide by all posted speed regulations in these areas and in any event not exceed five (5) miles [8 km] per hour.

Permanent parking of internal combustion engine-driven vehicles is prohibited in any of the terminal buildings. The parking of tugs or towing vehicles while baggage carts are loaded is permitted. This regulation is not intended to prohibit the normal operation of airline baggage handling.

All riding of bicycles, skate boards or roller skates/blades, scooters, or any self-propelled vehicle or device is prohibited in all areas of the baggage makeup area and passenger terminal. Exceptions will be made for wheelchairs or other medically necessary devices for the injured or infirm. Port of Seattle and tenant-owned bicycles may be allowed for company business in the tenants' respective leased areas.

Electric passenger carts used in transporting passengers will:

- Be driven only by Skycaps and Special Service Agents.
- Be operated in a safe and careful manner at approximately walking speed and shall be equipped to prevent speeds in excess of 5 miles per hour.
- Give pedestrians the right of way
- Use horn as necessary to warn of cart’s presence.
- Use extreme caution at corners and congested areas.
- Be equipped with continuously flashing amber lights or other approved lights.
- Be stowed and charged only in designated areas.
- Be used for elderly, special assistance passengers and other customers.

**F. FIRST AMENDMENT ACTIVITIES**

**1. Types of First Amendment Activities Covered by these Regulations**

a. “Distribution” means and includes:

the distribution of materials, including but not limited to leaflets, pamphlets, flyers, books, photos, or any other written or printed material, for the expression of ideas and opinions; provided, however, the distribution of commercial materials shall not be treated as a First Amendment activity but instead shall be subject to the license or concession for advertising at the Airport.

b. “Solicitation” means and includes:

the solicitation of funds on behalf of not-for-profit organizations for charitable, patriotic, political, social justice or religious purposes; or

the solicitation of petition signatures or votes on behalf of not-for-profit organizations for charitable, patriotic, political, social justice or religious purposes.

c. “Demonstration” means and includes:

a gathering of persons for the purpose of expressing a group opinion to observers through the use of speech, signs and/or expressive conduct; provided, however, the expression of a message for commercial purposes shall not be treated as a First Amendment activity.

d. “Survey” means and includes:

conducting surveys on behalf of not-for-profit organizations for charitable, patriotic, political, social justice, religious, or educational purposes.

**2. Purposes of Regulating First Amendment Activities**

- a. To ensure the free and orderly flow of pedestrian traffic into and through terminals of the Airport and of the vehicular traffic outside the terminals;

- b. To protect persons using the Airport from repeated communications or encounters that is or might be perceived as harassment or intimidation;
- c. To protect travelers from being an unwilling captive audience;
- d. To maintain security by restricting the activities allowed hereunder to public-use, non-secured areas in the Airport and by implementing additional restrictions where necessitated by increased security threats;
- e. To accommodate the requests of persons and groups to engage in First Amendment activities by providing designated areas within the Airport;
- f. To resolve conflicts between different persons and groups who may otherwise arrive with the intent to use the same areas at the same time for competing interests; and
- g. To protect the integrity of the Port of Seattle’s contractual relationships with concessionaires and lessees at the Airport.

**3. Permit Required to Engage in First Amendment Activities**

- a. Any persons or groups seeking to engage in Distribution, Solicitation, Demonstration, or Survey at the Airport must first obtain a written permit from the Airport Operations Director or designee of the Seattle-Tacoma International Airport Operations Department (“Department”). To obtain a permit, the applicant shall ensure the Department has received a written permit application no later than 72 hours before the date requested for the activity. The application shall be found on a form on the Airport’s website at <http://www.portseattle.org/business/pages/default.aspx>, and can also be provided by the Department, which shall set forth the location where such permit application shall be filed. The application shall contain the following:
  - 1) If application is on behalf of an individual, provide the full name, mailing address, telephone number and email address (“contact information”) of the person who will conduct proposed activity; if the application is for a group, then provide name and contact information of the representative for each organization sponsoring and/or conducting the proposed activity.
  - 2) The full name, mailing address, telephone number and email address of the person who will supervise and be responsible for the conduct of the proposed activities (“supervisor”) if application is for a group.
  - 3) A brief description of the proposed activities, including method of communication and which type of permit is requested, whether for distribution, solicitation, demonstration, or survey.
  - 4) Dates and times of the proposed activities; provided that a permit will not be issued for a period in excess of thirty (30) days.
  - 5) The number of people who will participate in each proposed activity.
  - 6) Where a permit for solicitation is requested, the application must include as an attachment reliable documentary evidence of the not-for-profit status of the organization sponsoring and/or conducting the solicitation.

- b. Within 72 hours after the Department receives a completed permit application, the Airport Operations Director or designee shall issue the permit or provide a written response explaining the reasons for any denial. The 72 hours for the decision of the Airport Operations Director or designee on the permit application does not begin to run until the permit application is received with all required information. Reasons for denial shall be limited to the following:
- 1) Non-compliance with the permit application requirements set forth in subsection F.3.a. above. If an applicant files another application to comply with requirements, the 72-hour review period shall start over.
  - 2) Insufficient space available in the areas designated for First Amendment activities at the time(s) requested, in which case the Department shall offer the applicant, in writing, a substitute date(s) or time(s) for the permit and/or shall issue a permit for a smaller number of persons or a permit allowing participation by a limited number of persons at any given time.
  - 3) Any alert on the National Terrorism Advisory System issued by the United States Department of Homeland Security, with regard to security conditions for operations at the Airport. In such cases, based on the totality of the security situation, including the availability of security resources in light of increased demands and requirements by the federal government, the Airport Operations Director or designee may deny a permit request in its entirety and/or designate alternate sites for the conduct of those activities outside the core area of the Airport. Where a permit is denied in its entirety, the Department, where feasible, shall designate a location for the posting of written information as an alternative means of disseminating information covered by the permit request.
  - 4) Failure to comply with prior permits.
  - 5) In the event of an emergency or unforeseen circumstances that might adversely affect the efficient transit of passengers or affect the security, health and safety of passengers and Airport workers.

#### **4. Permit Denial Appeal Process**

Any person whose permit request is denied in full or in part may appeal the decision to the Managing Director of the Airport by means of a letter stating the grounds therefore, within five (5) business days of receiving a response from the Airport Operations Director or designee. The Managing Director of the Airport or designee shall review the initial permit decision and the appeal, and shall issue a written decision affirming the denial or challenged limitation, or granting or modifying the permit requested, within five (5) business days of receipt of such appeal. This decision shall be sent by certified mail to the supervisor or the proposed activity at the address provided on the application, with a copy by email, and shall be effective upon such service. It shall constitute a final decision of the Department.



## 5. Permitted Locations and Limitations on Numbers of Participants for First Amendment Activities

All Distribution, Solicitation, Survey and Demonstration activities shall be limited to their designated areas and limited in the number of participants as set forth in this Section F.5. and in the applicable Exhibits to these Regulations.

### a. Distribution and Survey activities:

The Airport Operations Director or designee shall designate areas in and around the Airport's terminal buildings, skybridges and parking garage where permitted Distribution and Survey activities may be located as set forth and depicted on the Airport's plans published on the Airport's website at <http://www.portseattle.org/business/pages/default.aspx>. Up to two (2) persons may engage in permitted activity on any one skybridge at any one time. Up to ten (10) persons may engage in permitted activity in the North Ground Transportation Plaza in the parking garage at any one time.

### b. Demonstration activities:

The Airport Operations Director or designee shall designate areas in the parking garage and close to terminal buildings where permitted demonstrations may be located as set forth and depicted on the Airport's plans published on the Airport's website at <http://www.portseattle.org/business/pages/default.aspx>. Up to ten (10) persons may engage in permitted activity in the North Ground Transportation Plaza in the parking garage at any one time. Up to twenty-five (25) persons may engage in permitted activity at the Flag Pavilion at any one time. Groups of more than 25 persons may engage in permitted activity at the North Charter Bus Lot or the empty lot on the west side of the 17000 block of International Boulevard (Pacific Highway S.); provided, however, for the North Charter Bus Lot, the supervisor shall ensure all participants arrive and depart by vehicles approved by the Department and following the demonstration, clean up and restore the area to the condition it was in prior to the demonstration; the applicant shall be responsible for expenses associated with transport to the North Charter Bus Lot. For all permitted areas, upon demonstration completion, applicant shall be responsible for cleaning up and restoring the area to its original condition.

### c. Solicitation activities:

Solicitation activities shall be confined to the area within the Airport terminal specified by the Airport Operations Director or designee, and as set forth and depicted in the Airport's plans published on the Airport's website at <http://www.portseattle.org/business/pages/default.aspx>. Any person engaged in solicitation must wear a permit badge, displayed above the waist, at all times while engaged in solicitation. Any applicant for a permit to engage in solicitation must also apply to Airport Operations for a badge. Any lost or stolen badges must be immediately reported to the Department upon discovery that the badge is missing. The applicant must also reserve time on the sign-up sheet for use of the

specified area consistent with sign-up procedures which shall be published and updated from time-to-time on the Airport's website at <http://www.portseattle.org/business/pages/default.aspx>.

- d. Each permit shall specify the designated area in which the particular activity may take place; provided that the Airport Operations Director or designee may move such permitted activities from one designated area to another upon written notice to the applicant/permit holder, when, in the judgment of the Airport Operations Director or designee, such relocations are or becoming necessary to the safe and efficient operation of the Airport.

## 6. Labor Related Activities

- a. Generally, labor-related activity shall not be treated as a separate permit category. If labor-related activity takes the form of Distribution, Survey, Solicitation or Demonstration, all of the provisions of F.1 through F.5, above, and F.7 through F.11, below, shall apply – except as provided for in F.6.b, F.6.c and F.6.d below.
- b. Employers may permit employees, their representatives or others to undertake Distribution, Survey, Solicitation or Demonstration in the employer's leased area, subject to the provisions of Section F.8.
- c. Subject to the provisions of Section F.8, one or more employees of an employer doing business at the Airport may engage in conversations with other employees regarding matters of mutual benefit of other employees of the employer without providing notice and without first obtaining a permit in any location as long as the conduct in that location does not interfere with Airport operations or pose a safety or security concern.
- d. Subject to the provisions of Section F.8, any person may discuss wages, benefits, or terms and conditions of employment with any employee of an employer doing business at the Airport without providing notice and without first obtaining a permit in any location even if the activity involves a distribution of material as long as such distribution is associated with the conversation about wages, benefits or terms and conditions of employment.

## 7. Off-Limits Areas

Under no circumstances shall any Distribution, Solicitation, Survey, or Demonstration take place in any of the following locations:

- a. In any secured area;
- b. Beyond the passenger security screening checkpoints through which passengers and visitors are required to pass when moving toward an aircraft departure gate, or within fifty (50) feet of any security screening checkpoint;
- c. In any restroom facilities, elevators, escalators, stairways, terminal doors, vestibules or storage areas or within ten (10) feet thereof;

- d. Within ten (10) feet of the entrance to or exit from any area leased by an Airline or concessionaire or other business;
- e. On paved portions of streets, roadways, driveways, or any drive lanes within the parking garage;
- f. In any area used by a concessionaire, Airline or other business under a lease, contract or other agreement with the Port of Seattle, except with the express permission of the concessionaire or lessee;
- g. Within ten (10) feet of any person waiting in line or any person loading or unloading luggage;
- h. At any ticket or baggage check-in counter;
- i. At any baggage pick-up or collection area except designated solicitation areas;
- j. In any parking area, including the parking garage except designated areas within the parking garage;
- k. In any portion of the Airport's transit system, including shuttles and trains.

The Airport Operations Director or designee is authorized to exercise his/her discretion to revise the above list in the interest of protecting the security, health and safety of passengers and workers and when necessary to ensure the free flow of passengers and the efficient operation of the Airport on an emergency basis. Any revision to this list shall be published on the Airport's website at <http://www.portseattle.org/business/pages/default.aspx>.

## **8. Rules Governing Conduct of Permitted Activities**

No person or group, while conducting Activities governed by these Regulations, shall:

- a. Harass, intimidate, threaten or invade the privacy rights of any person;
- b. Physically or verbally obstruct, delay or interfere with the free movement of any person at the Airport;
- c. Use sound or voice amplifying apparatus in or adjacent to the terminal building complex. No chanting, dancing, or similar conduct is permitted;
- d. Use or place upon Airport premises, tables, stands, chairs, or other structures;
- e. Store placards, boxes, or supplies on Airport premises other than in authorized public lockers;
- f. Obstruct, delay or interfere with any vehicle;

- g. State or represent that he or she or the organization is a representative or otherwise affiliated with the Port of Seattle or the Airport;
- h. Fail to wear the required identification when required by the Department;
- i. Carry any banners or signs that are posted on poles or sticks of any type or that exceed the following size limitation: banners or signs may be held by a person or worn on an individual's person so long as such banners or signs do not protrude beyond the person's front or back or above the person's head or exceed the person's body width.
- j. Violate any federal, state or local law or regulation;
- k. Destroy, damage or deface Airport property;
- l. Incite others to violence or other criminal activity or engage in any activity that jeopardizes the health, safety, or security of customers or workers at the Airport.

**9. Emergency Closure or Suspension**

- a. After consultation with the FAA, the Managing Director of the Airport may order the emergency closure of the Airport, or any portion thereof, on account of emergency security, health or safety conditions, catastrophe or disaster, unusually congested or extreme weather conditions, or government orders.
- b. When the federal government declares an alert on the National Terrorism Advisory System issued by the United States Department of Homeland Security with regard to security conditions for operations at the Airport, the Airport Operations Director or designee may suspend First Amendment activities in their entirety or limit the size and scope of such activities and/or designate a location for the posting of written information as an alternate means of disseminating the information covered by the permit request. The Airport Operations Director or designee will take into account the totality of circumstances relating to security, including the availability of security resources at the Airport in light of increased demands and requirements by the federal government.

**10. Violations**

- a. For purposes of this subsection F.10, a "violation" shall mean one or more of the following:
  - 1) A false or misleading material statement or omission on a permit application;
  - 2) Engaging in any of the activities covered by these Regulations in a location outside the area designated in the permit;
  - 3) Engaging in any of the activities covered by these Regulations without a valid permit;
  - 4) Violating any of the rules governing conduct set forth in subsection F.8 of these Regulations;

- 5) Failing to cease or alter activities, even if covered by a permit, during an emergency or increased security threat, as required in subsection F.9 of these Regulations.
- b. The occurrence of any violation shall result in:
  - 1) immediate temporary suspension of the permit; and
  - 2) institution of proceedings for the revocation of the permit.

Depending on the circumstances, the Airport Operations Director or designee may refrain from suspending or instituting proceedings to revoke the permit.

- c. Three (3) or more violations by any person participating as part of a group or in his/her individual capacity, may, at the discretion of the Airport Operations Director or designee, become the basis for denial of future permit applications. However, depending on the egregiousness of a violation, the Airport Operations Director or designee may deny a permit application after only one violation.
- d. In addition to the other remedies in this subsection F.10, the Airport Operations Director or designee may apply to a court of competent jurisdiction for injunctive relief barring any group or individual who has violated these Regulations or the terms of a permit, or has otherwise engaged in or expressed an intent to engage in activities that have the potential to impair or interfere with security or the orderly and efficient use of Airport property for the Airport’s travel and transportation functions, from engaging in future Activities at the Airport.
- e. The remedies described in this subsection F.10 are in addition to the Airport’s remedies at common law and under criminal statutes. Any person who engages in First Amendment activities in off-limits areas or locations outside the area designated in a permit, and any person who engages in First Amendment activities without a valid permit or who violates these rules, may be subject to arrest for trespass if such person refuses to leave when requested to do so by Airport personnel or police.

**11. Permit Revocation Hearing Process**

- a. Within one (1) business day of a permit suspension under subsection E.10.b above and/or where the Airport Operations Director or designee has determined that a permit should be revoked, the Department shall provide notice by email and by certified mail to: (a) the supervisor or person(s) otherwise responsible for the conduct of activities under the permit; and (b) the person(s) who allegedly committed the violation. Such notice shall reference the permit, permit status, and the nature of the violation. Such notice shall also state that a hearing on the temporary suspension and/or proposed revocation will take place before a hearing officer who shall be designated by the Managing Director of the Airport. No person who has been involved in any aspect of citing the permit holder for a

violation, and no person who has been involved in any aspect of the decision to suspend or revoke the permit, may serve as a hearing officer.

- b. At the hearing, the Department shall present evidence, including from one (1) or more witnesses with personal knowledge of the alleged violation. The supervisor or other person responsible for the conduct of activities under the permit, or his/her counsel or designee, may do some or all of the following at the hearing: (a) present documentary evidence and/or witness testimony related to the alleged violation; (b) cross examine any witness called by the Department. Strict rules of evidence shall not apply. All testimony shall be recorded. The Managing Director of the Airport or designee shall preserve the recorded testimony and copies of all documents related to the hearing. To revoke a permit, the Department must show, by a preponderance of the evidence, that the alleged violation occurred. If the supervisor or other person responsible for the conduct of activities under the permit fails to appear for a hearing without having received prior permission from the hearing officer to reschedule the hearing, the permit holder and persons who allegedly committed the violation will be considered in default and the hearing officer may revoke the permit.
- c. Within five (5) business days following the hearing, the hearing officer shall issue a written decision stating whether the permit is revoked. If a permit is revoked, the decision shall state the grounds for revocation. If the decision is that there was insufficient evidence for a permit revocation, the suspension of the permit shall be dissolved and the permit reinstated. This decision shall be effective upon sending it by email and by certified mail to the supervisor or other person responsible for the conduct of activities under the permit to the address provided at the time of the application for the permit. If the permit holder or persons associated with the permit holder engage in First Amendment activity after the decision is issued, as an alternative to sending the decision by email and by certified mail, the Department may serve a copy of the decision on the persons engaging in the First Amendment activity. In that event, the decision shall be effective upon hand delivery to those persons. The decision issued by the hearing officer shall constitute the final decision of the Department for purposes of a permit holder's ability to appeal to court.

## **SECTION 8: SECURITY**

### **A. GENERAL RULES**

Any TSA fines and/or penalties assessed against the Port for noncompliance with the ASP and/or Part 1500, Title 49 Code of Federal Regulations and arising from the actions of any entity leasing, occupying or using space (including all tenants, subtenants, permittees, licensees, service providers, invitees and/or operators) anywhere in the Airport, will be passed through to the entity, tenant subtenant, lessee, permittee, service provider, individual and/or operator names as the source of the violation on the TSA fine, but only after the Port exhausts its administrative remedies under the TSA appeal process.

### **B. COMPLIANCE REQUIREMENTS**

#### **1. Rules Pertaining to Security**

No person or vehicle may access or be in any Restricted Access Area within the Airport unless they are in compliance with the Rules and Regulations.

#### **2. Federal Security Regulations**

All persons in possession of, or applying for an Airport Identification Badge, and those with authority to authorize the application for or possession of Airport Identification Badges for use at the Airport must comply with the 49 CFR 1520, 49 CFR 1540 and 49 CFR 1542.

All Transportation Security Regulations may be obtained through the Airport Security Coordinator.

#### **3. Security Violation Enforcement**

Persons who are in Violation of the rules pertaining to security are subject to enforcement and penalties described in Appendix 2.

#### **4. Suspended or Revoked Access**

Any person whose Airport Identification Badge privileges have been suspended or revoked is prohibited from accessing the Restricted Access Area (Exception: Subject is in the possession of a valid airline ticket with boarding pass that has an arrival or departure time scheduled within four (4) hours of entry into the Sterile Area). Violators of security related rules may be subject to arrest for criminal trespass.



## 5. Escort Restrictions

Absent the approval of the ASC, it is prohibited for any badge holder to knowingly escort into the Restricted Access Area any person whose access privileges have been suspended or revoked, or anyone who has failed the required background checks, the security threat assessment or the criminal history records check.

## 6. Disqualifying Conviction Access Restrictions

Airport Identification Badge applicants who fail the TSA-mandated fingerprint-based criminal history background check, as specified in 49 CFR 1542.209, and/or fail the security threat assessment are prohibited from accessing the Restricted Access Area or the Sterile Area with or without an escort (Exception: Subject is in possession of a valid airline ticket with a boarding pass with an arrival or departure time scheduled within four (4) hours of entry into the Sterile Area).

## 7. Compliance Testing Authorization

Security compliance testing may be performed only by those individuals authorized by 49 CFR 1540.105(b). The ASC may issue written authorization for testing to tenants or other operators. The authorization must identify a specific time period for testing, the specific measures to be tested, and the manner of testing. The ASC may conduct compliance testing without written authorization.

## 8. Limitations on Personal Bag Size from Public to Secure Area

All persons issued an Airport Identification Badge and have access from public to secure areas throughout the airport shall have in his/her custody or control no more than two (2) total accessible personal items (bags, purses, backpacks, totes, messenger bags, computer bags, luggage, fanny packs, briefcases, coolers, boxes or any other type of container or combination thereof), unless the bags are:

- required for official business purpose; or
- required to transport medically necessary items.

Each bag may not be larger than 8"x12"x21" (or volumetric equivalent thereto, i.e., not larger than 2,016 cubic inches), unless the bag is:

- required for official business purpose; or
- required to transport medically necessary items.

This does not include Employee Bypass Portals (Public to Sterile).

Items that do not meet this policy must be screened at a TSA security checkpoint.

## C. APPROVED AIRPORT IDENTIFICATION BADGES

The Port retains ownership of Airport Identification Badges, and the ASC reserves the right to deny new applicants an Airport Identification Badge, suspend an existing badge, and with cause revoke a badge and unescorted access privileges. Unless revoked, suspended, or

expired, the following three (3) Airport Identification Badges, when used or displayed by only the person to whom they are issued, are recognized as valid:

## 1. Airport Identification Badges

### ***Sterile Area Badge*** (Orange)

Issued to the persons authorized for unescorted access to the Sterile Area for employment purposes only, but not authorized for unescorted access to the Restricted Access Area or AOA. The Sterile Area Airport Identification Badge is issued only to those persons who have passed TSA-mandated background requirements.

### ***AOA/Driving Badge including AMA*** (Blue)

Issued to those persons authorized for unescorted access to the Restricted Access Area of the Airport including the Air Operations Area (AOA) and the Sterile Area of the Airport for employment needs only. The AOA/Driving Airport Identification Badge is issued only to those persons who have passed TSA-mandated background checks.

### ***Restricted Access Area Badge*** (Red)

Issued to those persons authorized for unescorted access to the Restricted Access Area. This badge does not include driving privileges. The Restricted Access Area Airport Identification Badge is issued only to those persons who have passed TSA-mandated background checks.

## 2. Aircraft Operators Issued Security Badges

Airport Identification Badges issued and controlled by Aircraft Operators with an approved Airport Operator Standard Security Program (AOSSP) under 49 CFR 1544 or 49 CFR 1546, are authorized in the following conditions:

- Airline Identification Badges issued to flight crew and cabin crew members are authorized for unescorted movement in the following portions of the secured area:
  - The immediate vicinity of the aircraft to which the flight crews and cabin crew are assigned;
  - Flight crew and cabin crews operations/flight office or the equivalent;
  - Those areas of the Security Area between the areas described above.
- Flight crew and cabin crew members must be in uniform and wear airline identification at waist level or above. Identification must be worn only by the crew member to whom it was issued.
- Valid airport identification badges issued by aircraft operators with a TSA-approved personnel identification system meeting the requirements of 49 CFR 1544.231(c) to their transient aircraft mechanic personnel not based at the Airport are valid in the following portions of the Restricted Access Area:
  - The immediate vicinity of the aircraft to which the transient mechanics are assigned;
  - Transient mechanics' operations/flight office or the equivalent;
  - Those areas of the secured area between the areas described above adjacent to the Terminal utilized for aircraft parking.

### 3. FAA Pilots Certificate

The FAA pilots Certificate for Federal Aviation Regulation (FAR) Part 139 pilots (along with another photo ID) who are outside the secured area and are either in the vicinity of their aircraft, operations/flight office, or at a location in between is required. General Aviation pilots are responsible for the identification and control of any passengers/visitors.

### 4. FAA Form 110A

FAA Form 110A, Aviation Safety Federal Credentials, is recognized as authorizing FAA Aviation Safety Inspectors unescorted access to Restricted Access Areas or the AOA when conducting assigned duties.

### 5. TSA/FAA Special Agent Credentials

TSA Agents and FAA Agents with respective Federal Credentials and Federal Security Directors, Deputy Federal Security Directors, and Assistant Federal Security Directors with TSA credentials are approved for unescorted presence in the Restricted or Sterile Areas when conducting business.

### 6. FBI Special Agents

Federal Bureau of Investigations Special Agents with official credentials issued by the FBI are approved for unescorted access to the Restricted Access Areas or Sterile Areas of the Airport when conducting business.

### 7. Other Security Identification Badges

Other airport identification badges may be temporarily approved from time to time by the Director of Security or the Airport Security Coordinator. The acceptance of these other Security Identification Badges or identification media by the Port does not give the bearers permission to be in any part of a Restricted Access Area unless access is job-related.

## D. SECURITY VIOLATIONS / BADGE HOLDER'S RESPONSIBILITY

Violation notices will be issued to alleged violators within five (5) business days of an incident. Notices will be delivered either by e-mail or certified mail or in person. "Issued" is defined as sent by e-mail or placed in U.S. Mail or accepted by an employee or company by personal delivery. It is the responsibility of every Airport Identification Badge holder to ensure the correct e-mail address and/or mailing address is on file in the Port of Seattle Credential Center.

*Unless otherwise stated, if an offender does not commit another offense within a twenty-four (24) month period, a future offense will be treated under the Rules and Regulations as a first offense.*

**1. Airport Identification Badge Display**

Each unescorted person in a Restricted Access Area must continuously display an unexpired authorized Airport Identification Badge on the outermost garment above waist level so as to be visible at all times. Any person in a Restricted Access Area without an Airport Identification Badge must be escorted as described in the Rules and Regulations.

**2. TSA Security Screening/Bypassing**

Airport Identification Badges may not be used to bypass or escort others in a manner that bypasses TSA security screening checkpoints in order to board an aircraft as a passenger in violation of 49 CFR 1540.105 or 49 CFR 1540.107. Once a passenger screening at a TSA screening checkpoint has been conducted, badge holders and their accessible property may not leave the sterile area prior to boarding an aircraft.

**3. Use of Another Person's Airport Identification Badge/Improper Use of Airport Identification Badge**

The use of an Airport Identification Badge by anyone other than the person originally issued to is strictly prohibited. Airport Identification Badge holders employed by multiple employers must wear the proper, company representative Airport Identification Badge when representing each company. The Airport Identification Badge is not interchangeable.

**4. Providing an Airport Identification Badge to Another Person**

It is strictly prohibited to lend or share an Airport Identification Badge to another individual for any purpose.

**5. Unauthorized Use or Duplication of Port Issued Keys**

It is strictly prohibited to lend, share or duplicate a Port issued key to any another individual.

**6. Airport Identification Badge Challenge Requirement**

All persons authorized and issued a Restricted Access Area (Red) or AOA/Driving (Blue) Airport Identification Badge has the responsibility to challenge individuals without clearly visible Airport Identification Badges in the Restricted Access Area/SIDA unless the individuals are clearly under escort.

**7. Airport Identification Badge Challenge Procedure**

The person performing the challenge must approach and require the person they are challenging to present their Airport Identification Badge. If an Airport Identification Badge is presented, the challenger will ensure it is valid for the area, belongs to the person in possession, and has not expired. If the challenger has reason to fear for personal safety or is otherwise uncomfortable in making a challenge, they must immediately take action to report the incident to the appropriate authority.

## E. ACCESS CONTROL PROCEDURES

The following rules pertaining to security apply to access through Restricted Access Area doors and gates:

### 1. Restricted Access Area

Each Airport Identification Badge holder entering the Restricted Access Area through any door or gate, must use only the Airport Identification Badge issued specifically to them and the reader must indicate that access is allowed by showing a “green light” prior to entering. Only one (1) unescorted badge holder may access the Restricted Access Area through any door or gate approved by the ASC. Each badge holder accessing the Restricted Access Area must ensure that no other unescorted individuals access the respective area while the door or gate is open. “Piggybacking” occurs when a badge holder fails to ensure that a door or a gate closes behind the badge holder and an unescorted person gains access without presenting a valid Airport Identification Badge.

### 2. Access Control System Audible Alarms

When an audible alarm sounds at a door controlled by an access control device that a badge holder has opened, the person responsible should immediately close the door, ensure that it is secured, and contact the Airport Security department either by intercom or by phone.

### 3. Forcing Open Security Doors or Gates

All persons are prohibited from forcing open a door or gate providing access to the Restricted Access Area.

### 4. Reporting Malfunctions

Any Airport Identification Badge holder who has attempted to use his/her Airport Identification Badge to open an access controlled point but finds a malfunction of the alarm or the locking mechanism to reduce or negate control, must report the malfunction to the Airport Security department immediately either by intercom or by phone. Any Airport Identification Badge holder in the vicinity of an access control point emitting an audible alarm shall check the vicinity for unauthorized personnel. After completing the inspection, the person must attempt to secure the door and immediately notify the Airport security department.

### 5. AOA Gates

Only one vehicle may enter an access control point onto the AOA per driver badge unless the badge holder gaining access is escorting other vehicles. The driver must have a valid AOA or AMA (Blue) badge indicating they are authorized to drive on the AOA. The badge holder who opens the vehicle gate to enter must ensure the gate is completely closed prior to driving away. If exiting from an AOA point with other vehicles, the badge

holder driving the last unescorted vehicle is responsible to ensure the gate closes and is secure before driving away.

#### **6. Pedestrian Access**

Pedestrians may access only the AOA through Pedestrian Gates and only if they have authorized access. Pedestrians are not allowed to access a Restricted Access Area or AOA through any vehicle gate without prior authorization from the ASC.

#### **7. Security Keys**

Keys that control high-security locks are controlled and tracked. Loss of a security key may result in the re-keying of numerous door/locks to ensure the compliance with regulation, as well as the integrity of security at the Airport. Costs for re-keying associated to lost keys may be billed to responsible party(s).

#### **8. Employee Bypass Portals from Public to Sterile Area**

All persons issued a Red/Blue Airport Identification Badge may have business needs to use the Employee Bypass Portals. The portals may be used only for individuals for business purposes. The use of the portals does not allow escorting at any time. In addition, no accessible property (backpacks, purses, luggage, carts, tools, etc.) may be taken through the portal. Failure to comply may result in security violations.

### **F. FIREARMS AND EXPLOSIVES**

#### **1. Possession**

No persons, except authorized law enforcement officers and those authorized for wildlife control may possess any firearms or explosives within a Restricted Access Area without written permission from the ASC unless under escort by a Port Police Officer. Requests for permission to possess firearms or explosives within a Restricted Access Area shall be submitted in writing to the ASC who has the sole discretion in granting or denying such requests. Failure to comply with this requirement is a Type III Security Violation and brings possible civil and criminal charges.

(See also SECTION 2: PUBLIC USE OF AIRPORT, Firearms.)

#### **2. Storage**

Except for firearms and explosives belonging to authorized law enforcement officers, firearms and explosives may not be stored within the Restricted or Sterile Area of the airport unless a Transportation Security Administration or Port approved storage and safety plan is on file in the Office of the ASC. Failure to comply with this requirement is a Type III Security Violation and may result in civil and criminal charges.



## **G. PROHIBITED ITEMS IN THE STERILE AREA**

A person who has an Airport Identification Badge may not possess or carry items into or within the Sterile Area that are otherwise prohibited by Transportation Security Administration regulation, including through security screening checkpoints. A limited list of items may be considered exceptions if job related. A list of prohibited items is available on the Transportation Security Administration website at:

<http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>

This list is subject to change by Transportation Security Administration at any time. Please refer to the above link frequently to be apprised of any changes.

## **H. EXCEPTIONS TO THE PROHIBITED ITEMS IN STERILE AREA LIST**

An Airport Identification Badge holder is authorized to have certain inventoried and logged items in the Sterile Area that are otherwise prohibited by Transportation Security Administration. Tools relating to authorized construction projects and concessionaires may not be left unattended in the Sterile Area unless they are secured in a room inaccessible to screened passengers or in a locked storage container larger than a carry-on bag.

## **I. CARGO AREA SECURITY**

Cargo areas with direct access to the AOA either through the facility or a gate, is considered a Security Identification Display Area (SIDA) and must abide by all pertinent rules of operation as applicable to the AOA/SIDA found in 49 CFR 1540-1548. Inspections and audits by Transportation Security Administration and the Port of Seattle may be conducted on a regular basis. Any deficiencies will be addressed and associated fines may be assessed. Cargo facility tenants, subtenants, lessees, permittees, and/or operators are responsible to ensure all security measures are met including maintaining appropriate lines of demarcation within the facility and control over those who access AOA/SIDA within their facility. Any TSA fines and/or penalties assessed against the Port for noncompliance with the ASP and/or Part 1500, Title 49 Code of Federal Regulations and arising from the actions of any entity leasing, occupying or using space (including all tenants, subtenants, permittees, service providers, invitees and/or operators) anywhere in the Airport, will be passed through to the entity, tenant subtenant, lessee, permittee, service provider, individual and/or operator names as the source of the violation on the TSA fine, but only after the Port exhausts its administrative remedies under the TSA appeal process.

## **J. AOA ACCESS THROUGH TENANT-OCCUPIED FACILITIES**

Tenants are responsible to control access onto the AOA or SIDA from the facilities that they occupy. This includes areas that are contracted or subcontracted. Any and all parties with a documented interest in a specific area are responsible. Additional fines may be assessed by the Port of Seattle to the company and/or the employee.



*Unless otherwise stated, if an offender does not commit another offense within a twenty-four (24) month period, a future offense will be treated under the Rules and Regulations as a first offense.*

## **K. ESCORTING**

There are two distinct categories of escorting at the Airport. All escorting must follow TSA Regulations, which mandates strict control over anyone being escorted into a Restricted Access Area. It is the responsibility of the badged employee acting as the escort, to ensure all rules are followed. Failure to do so will result in loss of escorting privileges for two (2) years and possibly other penalties.

### **1. Escorting of Individual or Group for a Limited Duration (Fewer than Five Days)**

Escorting is permitted only for the purposes of emergency facility issues, inspections, and tours. Persons being escorted will not apply for an Airport Identification Badge. Any Restricted (RED) or Driving (BLUE) badge holder in good standing may escort and is responsible (line of sight) at all times while the person(s) being escorted is in the Restricted Access Area. The person being escorted must have government photo identification in their possession. Preferably, no more than three (3) persons may be escorted by one badged individual; up to five (5) is allowed under certain circumstances, as long as control is assured. Requests to escort more than five (5) people must have approval from the ASC.

### **2. Escorting of Individuals Waiting for Airport Identification Badges**

Any Restricted (RED) or Driving (BLUE) badge holder in good standing may escort and is responsible (line of sight) at all times while the person(s) being escorted is in the Restricted Access Area. Escorting may be conducted by any active employee that has a Restricted (RED) or Driving (BLUE) Airport Identification Badge. Preferably, no more than three (3) persons may be escorted by one badged individual; up to five (5) is allowed under certain circumstances, as long as control is assured. Requests to escort more than five (5) people must have approval from the ASC. All escorted parties must have an Identification access control receipt in their possession. Five (5) days is the maximum duration a person can be escorted.

## **L. AUTHORIZED SIGNER RESPONSIBILITIES**

### **1. General Responsibilities**

The Authorized Signer is required to maintain an active Airport Identification Badge and maintain compliance with all regulations as set forth by the Credential Center. The Authorized Signer is responsible for adhering to all terms in the Authorized Signer agreement. Authorized Signers must take the mandatory Authorized Signer training class provided by the Port as required by TSA Directives.

Failure to comply with the Authorized Signer requirements may result in the removal of the Authorized Signer status, as determined by the ASC.

## 2. Notification Requirements

Immediate notification to the Credential Center from an employer is required whenever an employer or Authorized Signer becomes aware of any of the following:

- An Airport Identification Badge and/or a Port issued key to an employee is lost or stolen;
- An Airport Identification Badge holder's employment status changes through termination, retirement, leave greater than 30 days, or any other form of separation from the company;
- An employee may be considered a threat to Airport security for any reason;
- An employee who has an Airport Identification Badge and/or a Security Key is convicted of a Disqualifying Crime as described in 49 CFR 1542.209.

The employer or the Authorized Signer must contact the Credential Center to request immediate deactivation of the Airport Identification Badge. If the Credential Center is closed, the employer or the Authorized Signer must contact Airport Security personnel to request immediate deactivation of the Airport Identification Badge.

## M. AIRPORT IDENTIFICATION BADGE AND SECURITY KEY HOLDER RESPONSIBILITIES

### 1. General Requirements

An Airport Identification Badge holder and/or a holder of a Security Key is responsible for safeguarding his/her respective Airport Identification Badge and/or Port issued key and for returning both to the Credential Center if access to Restricted Access Areas of the airport is no longer required. When an Airport Identification Badge and/or a Port issued key is no longer required, the Authorized Signer or the employee will deliver surrendered badges and/or key(s) to the Credential Center during business hours within twenty-four (24) hours of the change in status or on the first business day after the change is effective. A receipt providing proof of the return will be provided upon request. The receipt will provide sufficient proof to avoid any potential fines for unreturned items. Airport Identification Badges and Security Keys may be mailed in, with the understanding that it is the responsibility of the employee and/or company to provide specific proof of return to avoid any associated penalties for non-return.

### 2. Lost Airport Identification Badge or Security Key

If an Airport Identification Badge and or a Security Key is lost, the badge holder must immediately notify the Port either by calling the Airport Security department, contacting the Credential Center in person, notifying an Airport Duty Manager, or by whatever means possible to ensure that the badge is immediately deactivated. Lost badges not reported within the first 24 hours may be subject to a seventy-two (72) hour waiting period for re-issue in addition to any monetary fines.

***Fines***

Fines are determined by the number of Airport Identification Badges that have been lost by an employee during a rolling two (2) year period beginning with the date of the first reported lost Airport Identification Badge. Fines paid by an employee will be refunded if the lost badge is located within seven (7) calendar days from date of loss. If a badge is located between eight (8) and thirty (30) days, the employee may apply to the Airport Security Appeals Board to have the fine returned. The Airport Security Appeals Board may uphold the fine or make a determination to return all or a portion of the fine to the employee depending on circumstances and the number of occurrences. If three (3) or more Airport Identification Badges are lost, no further badges will be issued for a period of two (2) years. The ASC or the Airport Security Appeals Board may deviate from this policy using evidence of extenuating circumstances or other contributing factors.

**3. Stolen Airport Identification Badge**

If an Airport Identification Badge is reported stolen, the badge holder must immediately notify the Port by calling the Airport Security department, contacting the Credential Center in person, notifying an Airport Duty Manager or by whatever means possible to ensure that the badge is immediately deactivated. Replacement badges are issued by the Credential Center. The badge holder must submit a new badge application, a valid police report indicating that the theft is under investigation and meet all general requirements as directed by 49 CFR 1542 requirements and pay all associated fees.

**4. Receipts for Returned Airport Security Badges and/or Security Keys**

Receipts are issued by the Credential Center when an Airport Identification Badge and/or a Security Key is returned to the Port. Receipts should be retained as proof of the returned items.

**5. Reporting Subsequent Disqualifying Criminal Convictions**

Any individual possessing an Airport Identification Badge must report to his/her supervisor or Authorizing Agent within twenty-four (24) hours if he/she has been convicted, given a deferred sentence, found not guilty by reason of insanity, or has been arrested and is awaiting judicial proceedings of any felony charge in accordance with 49 CFR 1542.209.

**6. Inspection/Screening through Access Points Other than Screening Checkpoints**

Airport Identification Badge holders are specifically subject to inspection/screening by the Port of Seattle or Transportation Security Administration when accessing, or present within, the secured or sterile area of the Airport. The inspection/screening may extend to both the Airport Identification Badge holder's person and property, for purposes of determining whether the Airport Identification Badge holder impermissibly possesses any explosive materials or other prohibited item in the secured or sterile area. All employees with an Airport Identification Badge may be subject to such inspection/screening, acknowledge that consent to such an inspection/screening is a condition for the Port of

Seattle to issue an Airport Identification Badge, and agree to submit to and cooperate with such an inspection/screening if requested. Furthermore, failure to submit to, or cooperate with such an inspection/screening, may result in the immediate suspension and revocation of the individual's Airport Identification Badge.

## **N. AIRPORT IDENTIFICATION BADGE TRAINING (SIDA)**

### **1. General Requirements**

General requirements for the Airport Identification Badge may be found at <http://www.gpo.gov/fdsys/granule/CFR-2010-title49-vol9/CFR-2010-title49-vol9-part1542/content-detail.html>

### **2. Special Circumstances**

Reasonable accommodations will be considered for SIDA training. Contact the Credential Center to discuss accommodations prior to scheduling training.

## **O. SECURITY VIOLATION ENFORCEMENT**

### **Investigating Reported Security Violations**

The ASC will investigate any and all alleged and reported security Violations. After an alleged security Violation, the badge holder and any witness will be interviewed and have an opportunity to provide an account of the incident. Upon the conclusion of the investigation, the Airport Security department will issue the outcome in writing. If the allegation is found true, appropriate penalties will be issued.

## **P. GENERAL SECURITY VIOLATION PENALTIES**

### **1. Suspension or Revocation of Unescorted Access Privileges**

Upon either suspension or revocation of a badge holder's access privileges, the Port will deactivate and confiscate any Airport Identification Badge issued to the affected badge holder. The Airport Identification Badge holder shall:

- Not enter Restricted Access Areas
- Surrender the Airport Identification Badge to the Credential Center, Port of Seattle Police or ASC

### **2. Suspension or Revocation of Company Access Privileges**

Upon either suspension or revocation of an employee's access privileges, the Port may deactivate and/or confiscate any or all Airport Identification Badges held by the affected employer, including the Airport Identification Badge of all employees, contractors, and agents whose access privileges were authorized by that employer. All affected employees must immediately surrender any Airport Identification Badge authorized by the employer to the Credential Center, Port of Seattle Police Department, or acting ASC. If an Airport

Identification Badge holder is within a Restricted Access Area of the Airport, they must immediately leave that area. The Port may also cancel the affected employer’s ability to request the issuance of Airport Identification Badges, unless waived by the ASC.

**3. Reauthorization of Unescorted Access Privileges**

In all cases, if an Airport Identification Badge holder’s access privileges have been revoked or suspended and the ASC has authorized the access privileges to be reinstated, the badge holder must submit a new badge application, meet all general requirements as directed by 49 CFR 1542 requirements and pay all associated fees.

**4. Immediate Threats to Security**

If the ASC or Port of Seattle Police determine for any reason that a Violation, a criminal act, or the threat of violence or harm by a person holding an Airport Identification Badge constitutes an immediate or continuing threat to the security of the Airport or the safety of people at the Airport, the ASC or Port of Seattle Police may immediately suspend the Airport Identification Badge holder’s Restricted Access Area access privileges. The ASC may temporarily or permanently suspend access privileges if credible information from a Federal, State or Local law enforcement agency deems an individual or an employer as a threat to the security of the Airport. Suspension of access privileges under this section is subject to due process and review.

**5. Airport Identification Badge Holder Penalties**

Seattle-Tacoma International Airport Rules and Regulations No. 5, Section 9: Enforcement and the Enforcement Matrix will be used as a general rule to determine fines for Security Violations. Either the Airport Security Appeals Board or the ASC may make exceptions to the matrix based on the nature of each specific security violation, the timing of its occurrence, and any extenuating information received from investigations. All fines imposed are in addition to any other rights or remedies available to the Port.

**6. Security Violation Penalties for Airport Identification Badge Holders**

The fines and penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1 and Appendix 2: Enforcement Matrix of the Seattle-Tacoma International Airport Rules and Regulations No. 5, illustrate the possible penalties and enforcement actions for various types of Security Violations. The following penalties may be imposed for violations of the rules pertaining to security, or any applicable Federal regulations:

***Airport Identification Badge Holder Suspension***

A suspension may be levied against a badge holder who has committed a Violation. This will result in the deactivation of the offending person’s Airport Identification Badge for the period of time outlined in Appendix 2, Airport Rules and Regulations No. 5.

### ***Airport Identification Badge Revocation***

A revocation may be levied against a person who has committed a serious security Violation, or several security Violations. This will result in the deactivation of a person's Airport Identification Badge for a period of up to two (2) years. The badge holder may not be escorted in any Restricted Access Area of the Airport, and may work only in public areas of the Airport.

### ***Penalties***

Enforcement of penalties is based on the number and type of the security violations which are occurring over a two (2) year period. If successive security violations occur in a shorter period of time, the penalties are likely to be more severe, up to and including suspension or revocation of the Airport Identification Badge. Revocation in this case is defined by removal of the Airport Identification Badge and all unescorted access to Restricted Access Area of the Airport. Persons who have had Airport Identification Badges and associated access revoked may not apply for a period of two (2) years. Depending on the circumstances, in the reasonable discretion of the ASC, this period may be extended or shortened based on mitigating or exacerbating circumstances. The penalty components are described in Appendix 2.

## **7. Appeal Process**

An appeal process is available to those who receive a Violation. This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. Individuals cited for TSA Title 49 CFR Parts 1540 and/or 1542 violations will be granted fourteen (14) business days from the date of the violation notice in which to file an appeal in writing before penalties are assessed. If no appeal request is received, permanent penalties will be assessed based upon the offense cited. The ASAB will convene at least once each month. Employees who wish to appeal a citation for a violation must attend the next scheduled ASAB meeting or request an extension in writing outlining specific, valid reasons for the request. Appeals are scheduled by contacting the Port of Seattle Aviation Security Department either in person, by phone, or in writing within the time limits allowed, as noted above. If a person chooses to use the appeals process, decisions made by the ASAB are binding and final.



## **SECTION 9: ENFORCEMENT**

### **A. POINTS SYSTEM/OFFENSES**

The Port of Seattle, at its sole discretion, has authority to restrict access to the AOA and/or SIDA areas in response to egregious offenses in which further access may result in serious safety and/or security compromises. The Airport Identification Badge of an offender can be seized immediately, pending results of a timely investigation of an egregious incident or violation. Any egregious incident or violation may result in permanent revocation of AOA privileges. Examples of egregious offenses include intentional or deliberate acts, repeated violations of the same nature, unlawful acts, actions affecting safety of flight, and any violation indicated in Appendix 1: Seattle Airfield Enforcement Program (SAFE) of six (6) or more points.

#### **1. Enforcement Means and Methods**

Due to the very different means of enforcement deployed at the Airport, the Port of Seattle utilizes the following four (4) methods of enforcement of these Rules and Regulations:

- Security – Fine-based system to comply with TSA mandates.
- Operations and Safety – Points-based system (SAFE) to support a philosophy of improved performance over punishment.
- General (Smoking) – Fine-based to correlate with provisions of state law.
- Environmental – Fine based system.

All of these enforcement practices have escalation provisions utilizing either a number of offenses or an accumulation of points as the escalation method (see Appendix 1: Enforcement Matrix for a complete summary of penalties and their associated escalations).

#### **2. Violation**

##### ***Notices***

A Violation Notice is issued to document violations of the Airport Rules and Regulations, Airfield Ground Vehicle Program, the SAFE Program, and Code of Federal Regulations (CFR) Part 1500. The method of notification will be by electronic or regular mail to the company that employs the offender, or if a Port employee to the employee and their manager.

All Violation Notices will be entered into a computer database by Port of Seattle staff. After a Violation Notice is issued, the database will be checked to determine any accumulated points or violations against the offender in the same category, such as, Security (49, CFR, Part 1500), Safety (FAR 139), Driving, Electric Cart, Smoking Policy, Fire Regulation, etc.



Depending upon the results of the computer search, the Port of Seattle will take action as indicated on the Enforcement Matrix (see Appendix 2).

***Procedure***

The Violation Notice is issued as follows:

- The employee, their manager and/or employer are notified. Electronic or regular mail correspondence will be transmitted informing them of the severity of the violation, the accumulated points or fine associated with the violation (if applicable), and the possible consequences if the offender receives another Violation Notice.
- The notice is reviewed by Airport Security and Airport Operations, as applicable.
- The offender and their employer are responsible to ensure appropriate action is taken regarding the violation. The offender’s employer or Port employee’s managers must contact the Port of Seattle within three (3) business days of the issuance of the violation to confirm that they have taken the prescribed corrective action in response to the infraction. This report shall be made to the Airport Operations Office SAFE Program at [safe@portseattle.org](mailto:safe@portseattle.org). Failure to contact the Port of Seattle SAFE Program within three (3) business days to report company or Port management corrective action may result in points assessed to the Station Manager or Port Manager.

**3. Seattle Airfield Enforcement Program (SAFE)**

Port Airport Operations utilizes a progressive point system to record violations to the Airport Ground Vehicle and other safety violations. The system tracks and accumulates points that are associated with violations.

Points will be assessed for each infraction listed on a violation notice. These points will be cumulative and will be maintained by Airport Operations. Violation Notice Points will also be tracked for violations issued to a company.

Points will remain recorded on an individual’s record for twelve (12) consecutive calendar months from issuance of the most recent violation, and assigned for each specific infraction as indicated in Appendix 1: Seattle Airfield Enforcement Program (SAFE). For example, if an offender receives an additional violation during the initial 12-month period of a previous violation, the points are added to the original total and **the twelve (12) month period shall start again.**

**B. APPEALS**

**1. SAFE Violations Appeals**

All violation appeals must be requested in writing, and addressed to the Manager of Airport Operations within fifteen (15) business days of the notice of violation. The request must include a complete statement of the basis of appeal, as well as any and all supporting material. An appeal hearing will be scheduled within seven (7) business days following receipt of appeal statement. Within five (5) business days following the

hearing, a decision on appeal will be mailed or e-mailed to the individual responsible for the conduct and their employer. Any action considered against a Port employee in conjunction with the SAFE Program Matrix (Appendix 1) shall be in accordance with the Port's policies and procedures and Collective Bargaining Agreements.

## **2. Security Violations Appeals**

Individuals cited for TSA Title 49 CFR Parts 1540 and/or 1542 and/or the Airport Security Program violations will be granted twenty-one (21) business days from the date of the violation notice in which to file an appeal in writing before penalties are assessed. This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. The ASAB, whose members are comprised of a cross-section of agencies and organizations representing security, will review the appeal and make a final determination of action to be taken. If no appeal is received, permanent penalties will be assessed based upon the offense cited. For more information regarding the security violation appeals process, please refer to the Security Rules and Regulations.

## **3. Environmental Violations Appeals**

Individuals cited for violations related to environmental practices and procedures may appeal in writing to the Director, Airport Planning and Environmental Services within fifteen (15) business days of the day of issuance. Final decisions will be made in writing within five (5) business days of the receipt of the appeal statement.

**APPENDIX 1**  
**SEATTLE AIRFIELD ENFORCEMENT PROGRAM (SAFE)**

<b>Point Accumulations and Penalties</b>				
<b>Accrued over a rolling 12-month period starting from last infraction</b>				
<p align="center"><b>This matrix applies to all individuals working at the Airport including Port of Seattle employees.</b> Any action considered against Port employee shall be determined by the employee's manager in cooperation with Airport Operations and in accordance with the Port's policies and procedures and Collective Bargaining Agreement.</p>				
	<b>4 POINTS</b>	<b>6 POINTS</b>	<b>9 POINTS</b>	<b>12 POINTS</b>
	<b>Remedial Training Within 7 Days</b>	<b>One- (1) Day Suspension of AOA, SIDA and Restricted Area Privileges</b>	<b>Fourteen- (14) day Suspension of AOA, SIDA and Restricted Area Privileges</b>	<b>Possible Permanent Revocation of AOA, SIDA and Restricted Area Privileges (Hearing Required)</b>
<b>DESCRIPTION OF OFFENSE</b>				<b>POINTS</b>
<b>PHYSICAL IMPAIRMENT:</b> Alcohol, drug use determined (As may be observed, detected or suspected by AOS/ADM/POS Staff, but supported by POS Police Department only)				Loss of Driving Privileges
<b>SMOKING ON THE AIRFIELD – 1st offense</b>				6
<b>ACCIDENT, REPORTING:</b> Leaving the scene of an accident without report to the Airport of the event				6
<b>CUTTING OFF/ BLOCKING AIRCRAFT:</b> Impeding path of taxiing/towed aircraft (cut-off) or blocking path with parked equipment, tugs, materials or vehicle/s including parking equipment/vehicle on or within the taxilane object-free area				4
<b>WALKING:</b> On or across, a runway, taxiway, or taxilane (terminal to terminal)				4
<b>DRIVING</b>	<b>RUNWAY INCURSION:</b> Any unauthorized intrusion onto a runway			6
	<b>RECKLESS DRIVING:</b> Operation of a vehicle in a manner which could cause harm or injury to persons or property and/or speeding in excess of 2-1/2 times the speed limit			6
	<b>SPEEDING:</b> Excess of posted/marked or identified speed limits for operating location			3
	<b>TAXIWAY / VEHICLE CONTROL LINE ENTRANCE:</b> Driving a vehicle, or towing an aircraft, onto or across a taxiway or vehicle control line without proper authorization			3
	<b>SEATBELT USE:</b> Not using a seatbelt or other safety equipment on vehicle so equipped			3
	<b>NOT FOLLOWING ATCT/SRT INSTRUCTIONS:</b> Failure to obtain prior proper authorization, training or follow the instructions of ATCT or SRT while operating on or within the AOA, AMA or Ramp Tower Advisory Area, towing an aircraft, or during pushback.			3
	<b>MECHANICAL CONDITION:</b> Operation of a vehicle that is in unsound or unsafe mechanical condition			3
	<b>TEXTING / DISTRACTED:</b> Texting or use of cell phone while driving a vehicle on the AOA or in Bagwell			3
	<b>OBEYING SIGNS, MARKINGS, INSTRUCTIONS:</b> Failure to obey lawful signals of Airport employee or comply with posted signs, markings, traffic signals			2
	<b>LAV TRUCK IN BAGWELL PROHIBITED:</b> Lavatory vehicle in bagwell			2
	<b>DRIVE LANE VIOLATIONS:</b> Failing to utilize (shortcutting) drive lanes or service roads; yield to through traffic on service road or adhere to posted markings, signage, guidance or notices			2
	<b>ELECTRONIC DEVICE USE:</b> Driving while using an electronic device not authorized or operationally necessary			2
	<b>TOWING/SAFE LOADS:</b> Exceeding authorized tow limits or numbers (bag carts/dollies) / unsafe load			2
	<b>LICENSE:</b> Valid driver's license not in possession (immediate removal from airfield)			2
	<b>TAILGATE:</b> Allowing others to ride on a vehicle tailgate or cabin service vehicle platform or exceeding vehicle design, or designated seating, passenger or storage capacity			2
<b>EMERGENCY / YIELDING RIGHT-OF-WAY:</b> Failure to give right-of-way to any emergency vehicles			2	

	<b>4 POINTS</b>	<b>6 POINTS</b>	<b>9 POINTS</b>	<b>12 POINTS</b>
	<b>Remedial Training Within 7 Days</b>	<b>One- (1) Day Suspension of AOA, SIDA and Restricted Area Privileges</b>	<b>Fourteen- (14) day Suspension of AOA, SIDA and Restricted Area Privileges</b>	<b>Possible Permanent Revocation of AOA, SIDA and Restricted Area Privileges (Hearing Required)</b>
<b>DESCRIPTION OF OFFENSE</b>				<b>POINTS</b>
<b>AIRCRAFT TOW TRAINING:</b> Towing of Aircraft without the proper level of POS drivers training				3
<b>CHOCKING AND BRAKES:</b> Failure to properly chock and set parking brake/s of any parked, unattended or running equipment, vehicle or wheeled apparatus, or while fueling aircraft				3
<b>PARKING:</b> Illegal parking around aircraft parking gates				2
<b>PARKING:</b> Staging or storing of ground support equipment (GSE) or vehicles in an unauthorized area (aircraft parking area, fire lane, Object-Free Area, etc.)				2
<b>WILDLIFE:</b> Feeding wildlife; no pets on airfield				2
<b>FOD:</b> Creating a FOD hazard (littering) or failing to pick up FOD				2
<b>FOD:</b> Leaving a dumpster lid open, creating a FOD or wildlife hazard				1
<b>EQUIPMENT:</b> Driving at night without using headlights or taillights				1
<b>EQUIPMENT:</b> Maintenance of equipment in unauthorized area				1
<b>EQUIPMENT:</b> Failure to remove unserviceable units				*
<b>SAFETY:</b> Horseplay, activities not associated with work				1
<b>BIKES, SKATES:</b> Improper riding of bikes, scooters, skates, not authorized by the Airport				1
<b>VESTS:</b> Failure to wear reflective vest on AOA 15 feet from building				1

\* Letter of correction or Violation notice to tenant/operator

**APPENDIX 2: ENFORCEMENT MATRIX**

INFRACTION	OPERATIONS RELATED			SECURITY RELATED													GENERAL														
	SAFETY			TYPE I					TYPE II					TYPE III			OTHER		MISC.												
	S.A.F.E. Failure to follow Motor Vehicle Operations Rules and Regulations (point accumulation within a rolling 12-month period from most recent violation)			Failure to Display Proper Identification	Failure to Follow Employee Bypass Procedures (items being carried through)	Failure to Follow Stop and Wait Procedures at Vehicle Gates, Pedestrian Gates or Secured Doors	Failure to Challenge or Failure to Respond to a Challenge	Violation of ASP or 49 CFR Part 1500	Failure to Report Security Violations or Suspicious Activity	No or Improper Sign on Vehicle	Violating 5-foot Clearance	Display or Use of an Invalid ID Badge (Lost, Stolen, Deactivated, Expired)	Improper Use of Air Crew PIN	Leaving an Access Point Unattended	Leaving a Security Door in "Time Override" Unattended	Using Security Doors for Other than Official or Authorized Use / Improper Use of Employee Bypass Portal	Forcing a Security Door	Piggybacking/Tailgating	Failure to Comply with Compliance Testing	Violation of Airport Escort Procedures*	Leaving Prohibited Items Unattended in a Secure Area / Failure to Inventory or Log Prohibited Items	Failure to Enforce STEBS Procedures	Loaning/Borrowing an ID Badge to/from Another Person. Using a Different Badge Other than the Company Badgeholder is Working for.	Abuse of Security Key Privilege (Loaning/Borrowing Keys to/from Others)	Duplication/Reproduction of Port of Seattle ID Media	Failure to Pay Any Fine within 14 Days	Failure to Submit to Inspection / Screening	Bypassing Security Checkpoint to Board a Flight or Meet and Assist an Inbound Passenger	Lost/Stolen POS ID Badge	Actions Resulting in TSA Fine to the Port	Violations of Rules and Regulations not Covered Elsewhere
1st Offense	4 Points	Remedial Training within 7 Days	1-Day Confiscation of Badge, \$50.00 Fine, Remedial SIDA Training and Manager Notification					PLUS Vehicle Removal from AOA	3-Day Confiscation of Badge, \$200.00 Fine, Remedial SIDA Training by Offender and his/her Supervisor/Manager. *Revocation of Escorting Procedures for 2 Years.					Permanent Revocation of Airport ID Badge/Security Area Keys/Access Cancelled			48-Hour Waiting Period/\$250.00 Fine	Passed through to the Source of the Violation	Written Warning to Employee		All Fines/Notifications also Applicable to Employer										
2nd Offense	6 Points	1-Day Suspension of AOA, SIDA and Restricted Area Privileges	3-Day Confiscation of Badge, \$100.00 Fine, Remedial SIDA Training by Offender and his/her Supervisor/Manager						7-Day Confiscation of Badge, \$400.00 Fine, and Remedial SIDA Training by Offender and his/her Supervisor/Manager. *Permanent Revocation of Escort Privileges.								48-Hour Waiting Period/\$250.00 Fine		\$50.00 Fine to Employee and Letter to Employer												
3rd Offense	9 Points	14-Day Suspension of AOA, SIDA and Restricted Area Privileges	7-Day Confiscation of Badge, \$300.00 Fine and Remedial SIDA Training by Offender and his/her Supervisor/Manager						Permanent Revocation of Airport ID Badge/Security Area Keys/Access Cancelled								Permanent Revocation of ID Badge		\$100.00 Fine to Employee and Letter to Employer												
4th Offense	12 Points	Permanent Revocation of AOA, SIDA and Restricted Area Privileges	Permanent Revocation of Airport ID Badge/Security Area Keys/Access Cancelled																												

**VIOLATION NOTICES and APPEALS PROCESS PROCEDURES**

Violation notices may be issued by Port of Seattle Management, Airport Duty Managers, Supervisors, Airport Operations Specialists, Senior Access Controllers and Ground Transportation Agents in accordance to the Airport Rules and Regulations, Airport Security Plan, and Title 49, Code of Federal Regulation Part 1500. Airline managers, senior representatives and tenant managers should take corrective action to any violation notice. All notices are stored in a data base controlled by the Port of Seattle. Both the employee and the employer are notified of a violation notice. A letter is sent regarding the severity of the violation and required action to settle the offense cited. Depending on the type of violation, the employee may request to have the violation appealed. This matrix applies to all individuals working at the Airport including Port of Seattle employees. Any action considered against Port employee shall be determined by the employee's manager in cooperation with Airport Operations and in accordance with the Port's policies and procedures and Collective Bargaining Agreements.

**General Violation Appeals** - All General Violation appeals must be requested in writing, addressed to the Manager, Airport Operations within fifteen (15) business days of the notice of the violation. The request must include a complete statement of the basis of appeal as well as any and all supporting material.

**Environmental Fines and Violation Appeals** - All Environmental fines range from \$2,500 to \$5,000 per day depending on impact and if the violations are recurring. Violation appeals can be submitted in writing to the Director, Airport Planning and Environmental Services within fifteen (15) days of issuance.

**Security Violation Appeals** - Individuals cited for TSA Title 49 CFR Parts 1540 and/or 1542 and/or the Airport Security Program violations will be granted twenty-one (21) business days from the date of the violation notice in which to file an appeal in writing before penalties are assessed. This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. The Airport Security Appeals Board (ASAB), whose members are comprised of a cross-section of agencies and organizations representing security, will review the appeal and make a final determination of action to be taken. If no appeal is received, permanent penalties will be assessed based upon the offense cited. For more information regarding the security violation appeals process, please refer to Section 8, Security Rules and Regulations.