



Seattle-Tacoma
International
Airport

STERILE Badge Training Preparation Class

Revision date: June 13, 2023

PURPOSE OF THIS CLASS

This training is for the use of the Port of Seattle (POS) to prepare individuals for employment at Seattle-Tacoma International Airport. The POS and local Transportation Security Administration (TSA) Compliance have reviewed the contents of this training and determined that it does not contain Sensitive Security Information (SSI) that is controlled under Transportation Security Regulations, Title 49 Code of Federal Regulations (CFR), Parts 15 and 1520. However, future training provided to you by the POS or TSA may contain SSI. SSI is information that you are not permitted to disclose to persons without a “need to know,” as defined by Transportation Security Regulations.

PURPOSE OF THIS CLASS

- This class will help you get ready for the SEA Security Training for your Sterile Area Badge.
- This class is not required to take the SEA Sterile Area Training.
- The SEA Sterile Area Training teaches you about your security responsibilities at SEA Airport.
- When you are ready, you will go to the Employee Service Center to take the Sterile Area Training.



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This preparation class is
facilitated by **AIRPORT JOBS**

a program of

PORT JOBS

HOW THE STERILE AREA TRAINING WORKS

- Watch videos about important security rules at SEA Airport.
- You will answer questions to check your understanding.

No cell phones, no Google translate, no pictures, no recording, no translation allowed when taking the Sterile Area training/test, no talking to others during test.

- ማንም ሰው ስልክ መጠቀም አይችልም, ማንም በጉግል ተርጓሚ መጠቀም አይችልም, ማንም ሰው ፎቶ ማንሳት አይችልም, ማንም ሰው ቪዲዮ መቅዳት አይችልም, የሲዳ የስልጠና ፈተና ሲወስዱ ምንም ትርጉም አይፈቀድም, በፈተና ወቅት እርስ በርስ መነጋገር አይቻልም::
- No puede grabar ni tomar fotografías con un celular o cualquier otro dispositivo. No puede hablar con personas cercanas a usted o usar el traductor de Google o cualquier otra aplicación de traducción al tomar el examen SIDA.
- Vous ne pouvez pas enregistrer ou prendre de photos avec un téléphone portable ou tout autre appareil. Vous ne pouvez pas parler à des personnes proches de vous ou utiliser Google Traducteur ou toute autre application de traduction pendant la formation ou le test du SIDA.
- Використання мобільних телефонів або Google перекладу заборонено. Також заборонено робити фотографії, звукозапис або переклад під час SIDA тренування і тесту. Заборонено розмовляти під час тесту.

- تيليفون حخه استفادی- گوگل اپ سره ترجمه کول- عکس نیول او رکورد کول- تيليفون کی خبری کول- یو بل سره دامتحان ! په وخت خبری کول- د ترینینگ موضوعاتو او سوالونه ترجمی کول د کورس او امتحان به سالون کی منع دی
- استفاده ازتيليفون- ترجمه توسط گوگل اپ- عکس و ريكورد نمودن- در صحنه امتحان با يکديگر صحبت کردن- ترجمه مطالب ترینینگ و سوالات درصنف درسی و سالون امتحان منع است



STERILE AREA AT SEA AIRPORT



Roadway - Car Drop Off

STERILE AREA

begins at the TSA screening checkpoint

- This area includes the shops, restaurants, and gate areas inside the airport.



ID BADGES PURPOSE & TYPES OF BADGES

ID BADGE PURPOSE



- Your ID badge has two purposes:
 1. It provides access to the Sterile Area through the TSA or the Port of Seattle Full Employee Screening Checkpoint
 2. Your ID badge is a form of identification. It shows you have permission to work in the Sterile Area
- Your ID badge is a layer (a part) of airport security
- Only use your ID badge for official business while on duty at the airport.

TYPES OF ID BADGES AT SEA

- The Employee Service Center issues three (3) types of badges to airport employees.
- The ID badge shows what areas of the airport that you can access for your job.

Sterile (orange)



Security Identification Display Area (SIDA) red



Air Operations Area (AOA) bleue



STERILE ID BADGE



- Orange ID badge
- For employees who only need to access the Sterile Area for their job
- These ID badges do not provide access to the SIDA or the AOA
- ID badge holders are prohibited from escorting.

ID BADGE - FRONT

- 1) A photograph of your face
- 2) Your last and first name
- 3) Your employer
- 4) Your unique personal identification number (UPID)
- 5) An ID badge number
- 6) The ID badge expiration date*

*Expiration date= the date your ID badge ends. You cannot use it after this date



ID BADGE - BACK

- ❖ Your ID badge is the property of the Port of Seattle
- ❖ Your responsibilities as an ID badge holder
- ❖ The mailing address to return a lost badge to the Port of Seattle

Port 
of Seattle

P.O.Box 68727
Seattle, WA 98168

This badge is the property of the Port of Seattle and shall be displayed at all times while in restricted areas. It shall be presented for inspection if requested; surrendered upon termination of employment or conviction of any crime listed in CFR 1542.209 or surrendered upon demand by the Port of Seattle; is non transferable; and shall not be loaned or given to anyone else. The employee is responsible for keeping this badge current, descriptive and legible. Fines will be assessed for all badges that are lost, stolen or not returned. Use of this badge by anyone other than the person shown on reverse is a violation of RCW Title 9A.60.040 and other applicable laws. This badge shall be used for official business only.

IF FOUND, DEPOSIT IN ANY MAILBOX

ID BADGE PROCEDURES

HOW TO DISPLAY YOUR ID BADGE

While working in the Sterile Area, you must continuously display your ID badge.

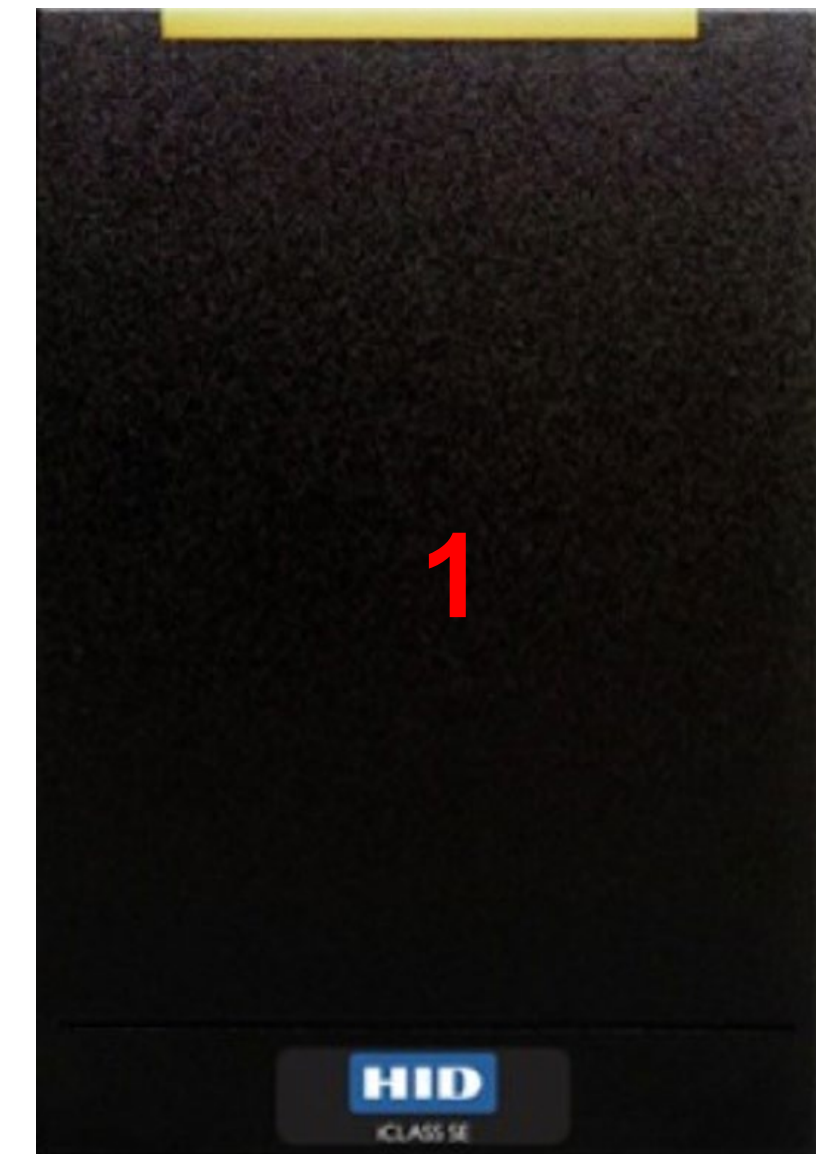
YOU MUST WEAR YOUR ID BADGE:

- ✓ Where it is visible (can be seen)
- ✓ Between your neck and waist
- ✓ On your outermost clothing



ID BADGE ACCESS PROCEDURE

- 1) Present your ID badge to the access control reader.
- 2) Place your finger on the pad.
- 3) Enter your personal identification number (PIN). If you are approved access, the door will unlock.
- 4) Go through the door by yourself.
- 5) Stop, wait, and turn around to make sure the door is closed and completely secure.



LOST AND STOLEN ID BADGE

If your ID badge is lost or stolen:

- ✓ Notify your Authorized Signer at your company immediately
- ✓ The ID badge will be deactivated to prevent unauthorized use
- ✓ Never leave your ID badge in your car to prevent theft
- ✓ You'll pay a fine to replace a lost or stolen ID badge

If you find an ID badge that belongs to another employee:

- ✓ Take it to the Employee Service Center immediately or drop it in any Post Office mailbox

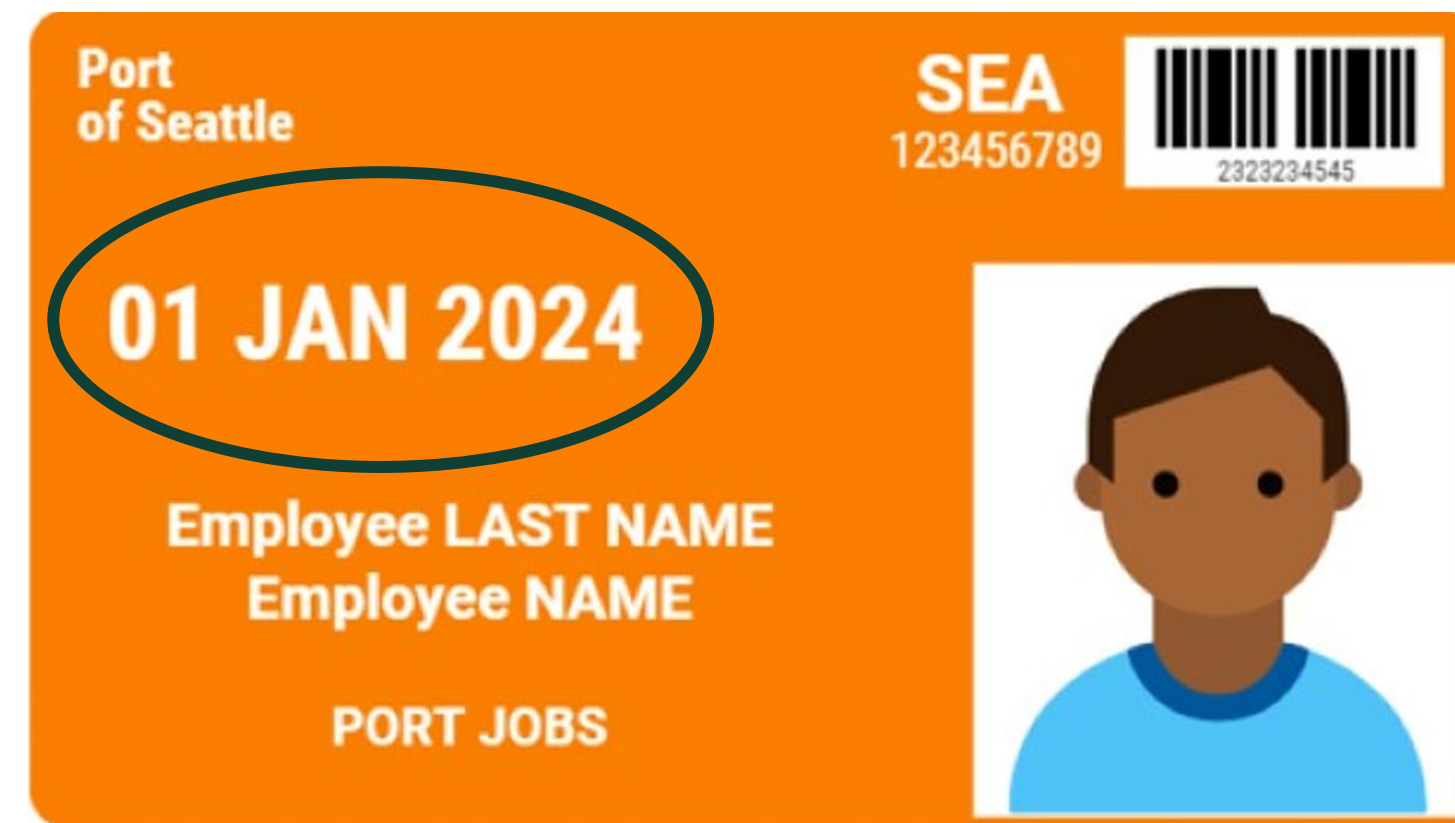
NEVER USE YOUR ID BADGE TO TRAVEL

- When you travel as a passenger, you must always go through the TSA screening checkpoint.
- It is a serious violation to use your ID badge to bypass the TSA screening checkpoint.
- Your ID badge will be confiscated and will be subject to fines by the TSA.



EXPIRED ID BADGE

Your ID badge will expire on the date displayed on the front of the ID badge.



It is your responsibility to renew your ID badge before it expires.

It is not your employer's responsibility to renew your ID badge.

INSPECTION & CHALLENGING

RANDOM INSPECTIONS

- All badge holders and their accessible property are subject to random inspection and search by the TSA or the Port of Seattle Full Employee Screening.
- Inspections may happen after you have entered the Sterile Area. The purpose of the inspections is to ensure you are displaying a valid ID badge and do not have any prohibited items.
- If you are selected for a random inspection, you are required to comply (you must do it). If you refuse, your ID badge may be permanently revoked (taken away).



CHALLENGING IS EVERYONE'S RESPONSIBILITY

Challenging means: Stopping a person you see working in the Sterile Area who is not displaying their ID badge.

You must challenge:

- Any person who is not displaying their ID badge
- Any person without an ID badge who is not being escorted by someone authorized (SEA ID badge holder).



Ask this question:
May I see your ID badge?

HOW TO DISPLAY YOUR ID BADGE

While working in the Sterile Area, you must continuously display your ID badge.

YOU MUST WEAR YOUR ID BADGE:

- ✓ So it is visible (can be seen)
- ✓ Between your neck and waist
- ✓ On your outermost clothing

CHALLENGE CARD

Help keep the airport secure.
Challenge!



Do you see something unusual?

- Is their badge **visibly displayed** above the waist on the outside of their clothing?
- Is their badge the **correct color** for the work area?
- Does the **photo match** the badge holder?
- Is their badge **expired, altered or damaged**?
- Do they **belong** in the work area?



Dial 911 for emergencies. Call 206-787-5229 (Option 3) for unusual badge activity.

ID BADGE CHALLENGE

If you challenge a person and they do not show their ID badge or their escort:

- ✓ Contact the Airport Communications Center immediately at 206-787-5229 (option 3)

If you challenge a person and they are uncooperative:

- ✓ Watch the person if possible
- ✓ Do not try to physically restrain the person
- ✓ Call 911 (police)

NOTIFY THE AIRPORT COMMUNICATIONS CENTER

WHEN TO NOTIFY THE AIRPORT COMMUNICATIONS CENTER

Call 206-787-5229 (option 3) if you see any of the below.

- Violations of the security procedures in this training.
- A person without a badge who is in the SIDA, Secured Area, or Sterile Area.
- Open and unattended access-controlled doors or gates.
- Signs of forced entry into the SIDA, Secured Area, or Sterile Area.
- Unattended items such as passenger's bags without their owner.



Thank You!



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a program of

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SEA

Seattle-Tacoma
International
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Operated by the
Port of Seattle

FlySEA.org

