

DIVISION 1 - GENERAL REQUIREMENTS

Section 01567 - Airport Personnel Identification/Access Control

DO NOT CHANGE OR MODIFY WITHOUT AIRFIELD LOB CONCURRENCE

PART 1 – GENERAL

1.01 RELATED WORK DESCRIBED ELSEWHERE

The provisions and intent of the Contract, including the General Conditions, Supplementary Conditions and General Requirements, apply to this work as if specified in this section. Work related to this section is in accordance with current Federal Aviation Administration (FAA) regulations.

1.02 SECURITY REQUIREMENTS

A. Identification/Access Badges:

1. All Contractor personnel working in secured and/or restricted areas or beyond the screening checkpoint (sterile areas) on this project shall have Port of Seattle airport-issued identification/access badges.
2. A portion of this Contract requires work to be performed within an area of the Airport controlled for security reasons. That area is defined as the area within the Air Operations Area security fence, and all other restricted and/or secured areas and sterile areas indicated on applicable drawings, or as posted on the Airport premises (“restricted/secured area”), or otherwise defined under Federal Aviation Regulation 107. No Contractor personnel are allowed to work in these restricted/secured areas or sterile areas without a valid identification/access badge.
3. Persons working in sterile areas will have an identification/access badge to show they are authorized to work in that area.
4. Badges must be worn on the outermost garment above waist height in order to gain access to and remain in restricted and/or secured areas and sterile areas.

B. Security Identification Display Area (SIDA) Training:

1. All persons requiring unescorted access to restricted and/or secured areas will be required to attend Security Identification Display Area (SIDA) training in accordance with Seattle-Tacoma International Airport’s Comprehensive Airport Security Plan (CASP) and Federal Aviation Regulation (FAR) 107.25. Personnel working in sterile areas are encouraged to attend SIDA training. This training must be completed prior to the issuance of an approved ID/access badge allowing unescorted access. At a minimum, this training shall consist of a forty-five minute session discussing airport security procedures. The training session shall be conducted by the Port’s Airfield L.O.B. Training Coordinator.
2. Walk-in registration at the ID/Access Office is required for pre-registration. Those located outside the main terminal may fax registration to (206) 439-7713.

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1.03 ISSUANCE OF IDENTIFICATION BADGES

A. In order to obtain an Identification/Access badge:

1. The Contractor must request and complete the forms necessary to join the Port of Seattle Identification Program. They must be submitted to the ID/Access Office. Each employee authorized by a company to sign badge applications that allow unescorted access to restricted and/or secured areas of the airport is required to have a Signature Capture Card on file in the ID/Access Office. This Signature Capture Card must be signed by an individual designated by the company as an authorizing signatory; e.g., a chief executive officer, owner, senior manager, etc. Even if the authorizing signatory does not obtain a badge, that individual's signature must also be on file in the ID/Access office, and they must have completed an Identification/Access badge application and been fingerprinted and cleared by the Port of Seattle.

B. Obtaining an ID Badge:

1. Submit a properly completed Identification/Access badge application and an Application for Fingerprinting form for each employee requiring access to restricted and/or secured areas (sample attached to this section). Submit only an Identification/Access badge application for each employee working in sterile areas.
2. The Contractor shall fill out the "Company" portion of each Identification/Access badge application form for each employee requiring access.
3. Each employee requiring access shall fill out the "Applicant" section of the Identification Badge/Access application form. The form shall be signed by the employee on the front as well as the back of the blue form.
4. The Contractor or his Authorized delegate shall review the Applicant section prior to signing, certifying that the information provided by the employee is correct. Prior to submitting applications to the ID/Access Office, the contractor will obtain the appropriate co-signatures.
5. Applicants must go to the ID/Access Office with their completed badge application, badge fees (if applicable), and federal or state issued picture identification. If everything is in order, they will be fingerprinted.
6. Companies will be notified by the ID/Access Office when their employees have been cleared. They may then return to the ID/Access Office to pick up their ID badges.

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C. Miscellaneous Badge Information

1. Nonrefundable badge fees are as follows:

	New Badge	Renewal
Blue Badge	\$58	\$20
Red Badge	\$53	\$15
Yellow Badge (w/out fingerprints)	\$10	\$10

(Green badges are no longer issued; they have been replaced with blue, red, or yellow badges.)

2. Any employee working in a U.S. Customs restricted and/or secured area must also contact the Customs Office in the South Satellite of the Airport after receipt of an identification/access badge. To gain access into the U.S. Customs restricted and/or secured area a Contractor must have either a Customs Seal attached to their Port issued ID/Access badge or a temporary badge issued by the U.S. Customs Office. U.S. Customs determines whether a seal is required or a temporary badge will suffice. See Article 1.06 for details.
3. Permanent identification/access badges are valid for the term of the Contract only. Upon expiration of the Contract, Contractor must return the badges to the ID/Access Office or reapply for a new identification/access badge if performing additional work at the Airport.
4. Approval of an Identification/Access badge application may be withheld in the event the criminal history records check is found to be unsatisfactory.
5. The ID/Access Office is closed weekends and holidays. Special scheduling arrangements may be made if necessary. Business hours are 7:00 A.M. to 11:30 A.M. and 12:30 P.M. to 5:30 P.M. Monday through Friday. Hours are subject to change. Please contact in advance at (206) 248-4818.

- D. All work and expenses required to obtain ID/Access badges or for other activities required in this section shall be borne by the Contractor as part of the contract.

1.04 RULES AND REGULATIONS REGARDING IDENTIFICATION BADGES

- A. Identification/Access badges must be worn at all times on the outermost garment above waist height in order to gain access to and remain in restricted and/or secured areas and sterile areas.
- B. Any employee found in a restricted and/or secured area or sterile area without an identification badge will be issued a citation and escorted from that location and not be allowed to return until wearing an identification/access badge.
- C. Employees shall be allowed access to the restricted and/or secured areas or sterile areas only as necessary to travel to and from the construction/job site. Any employee found in any portion of the restricted and/or secured areas other than the construction/job site or the area to and from the construction/job site will immediately have the employee's identification/access badge confiscated and will no longer be permitted to work at the Airport in a restricted and/or secured area.

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- D. All identification/access badges issued by the Port of Seattle are the property of the Port of Seattle and must be immediately returned under the following conditions:
1. Upon expiration;
 2. Upon separation of employment (for any reason);
 3. When job function no longer requires a Port of Seattle airport-issued identification badge;
 4. Upon demand of the Port of Seattle.
 5. If convicted of, or found not guilty by reason of insanity of one of the crimes listed in FAR 107.31 (b)(2) plus those added by the Airport Security Improvement Act of 2000. A complete list is on the back of the Identification/Access Badge Application.

All badges that are lost, stolen, or otherwise unaccounted for must be immediately reported to the ID/Access Office at (206) 248-4818 or the Duty Airport Supervisor at 439-6630. Any misuse of or willful failure to return a Port of Seattle airport-issued identification/access badge is subject to criminal prosecution. Effective March 1, 2000, a fee will be charged to replace a lost/stolen or otherwise unaccounted for badge. It is a graduated replacement fee structure based on a 24-month period. The fee will be waived if documentation is shown within 7 calendar days that the badge was lost in the line of duty.

- E. The Contractor shall return identification/access badges to the Port immediately after Contractor's employee's badge expires and/or whose work is terminated. If badges are not returned within 30 days, the contractor will be charged \$50.00 per non-returned badge.
- F. Escorting:
1. Any person authorized access to a particular color level with "escort privilege" may escort any person or persons with employee badges of a lower access level, or with a valid white Visitor badge or other airport approved identification. The escort **MUST REMAIN WITH THE PERSON BEING ESCORTED AT ALL TIMES** while in restricted and/or secured areas of the airport.

Exception: Individuals with yellow badges cannot perform work in restricted and/or secured areas under escort. The key word is *work*. They may be escorted from Point A to Point B; e.g., during a tour. Individuals performing work in restricted and/or secured areas must have blue or red badges (or green if issued under the old badge system).
 2. Proper escort of another vehicle **CANNOT** be accomplished with the escort riding in the **SAME** vehicle as the person being escorted. The escort must be in a separate vehicle from the person being escorted and both must meet the requirements as stated in Division 1, Section 01140 - Operational Safety on Airports During Construction.
 3. Individuals providing escorts **MUST** have ESCORT PRIVILEGE indicated on their ID/access badges.

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4. Vehicle Signs: Vehicles must have signs of commercial design at least 2" in height on BOTH sides of the vehicle. Magnetic signs are acceptable. The company name on the driver's badge MUST match the company name on the vehicle.
5. Visitor Badges: Visitor badges are NOT intended for use by employees who "forget" their badges. These Visitor badges are intended solely for one-time VISITS of short duration such as deliveries of material or equipment or pick-up of material or equipment to/from the work site. Visitor badges are available at the staffed access points or through the ID/Access Office. These badges MUST be returned at the completion of the visit and are not to be taken from POS property.
- G. If an identification/access badge is lost or stolen, the Contractor or its employee must notify the ID/Access Office immediately. Contractor must apply for a replacement identification badge for the employee as provided in Article 1.03, paragraph A, this Section of these specifications. A fee will be charged to replace a lost/stolen or otherwise unaccounted for badge. It is a graduated replacement fee structure based on a 24-month period. The fee will be waived if documentation is shown within 7 calendar days that the badge was lost in the line of duty.
- H. Visitor badges are to be used for deliveries or others not performing work and whose site visit could not have been anticipated but otherwise requires access. All personnel using a Visitor badge must be escorted by an authorized individual at all times. Visitor badge(s) must be returned upon leaving the site.
- I. The Port may withhold final payment to the Contractor for work performed under the Contract until all identification badges have been surrendered or the \$50.00 per badge charge has been paid to the Port of Seattle.
- J. Unsecured Doors: Contractors and their employees will be held accountable for doors located within their work sites that provide direct or indirect access to restricted and/or secured areas of the airport by unauthorized individuals. Doors that provide such access must NOT under ANY circumstances be left open and unattended. Individuals who have been issued Port of Seattle airport-issued identification are required to challenge any person attempting unauthorized access to restricted areas.
- K. Contractors requiring access through vehicle gates not normally staffed must make arrangements for access through the Duty Airport Supervisor, (206) 439-6630, who will make arrangements for either Access Controller or Senior Access Controller support.

1.05 FAILURE TO COMPLY

Compliance with these regulations and FAA directives will be monitored by the Airport Security Coordinator and other Airfield Line of Business personnel or other regulatory agencies. Failure on the part of the Contractor to comply may result in fines or other monetary considerations levied against the Port. In the event an action, or absence of action, by the Contractor with regard to the FAA directive leads to any damages against the Port, the Contractor shall be liable for, and reimburse the Port for, all costs involved.

1.06 SPECIAL REQUIREMENTS, WORK IN U.S. CUSTOMS AREA

- A. Work conducted inside areas controlled by the U.S. Customs Service in the South Satellite, may require special clearance and identification issued by the Customs Service. In addition, the

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Customs Service may require that a bond be provided by the Contractor, as security for all work conducted within their area.

- B. It shall be the Contractor's responsibility to coordinate with the U.S. Customs Service, secure necessary clearance from them, and provide bonds as required. All costs for securing U.S. Customs identification and clearance, and the providing of their required bonding, shall be at the Contractor's expense. No separate or extra payment of any kind will be made to the Contractor for satisfying these requirements.

1.07 AIRPORT SECURITY KEYS

Contractors that require keys to perform work at the project work site shall complete a key application form (sample attached to this Section) requesting key(s) and reason for request. Contractors requiring an Intellikey must determine which access points they require prior to submitting the key request. The Port of Seattle ID/Access Office requires a deposit of \$100.00 per security key prior to issuance of the key(s), which will be forfeited if key is lost or not returned.

Upon completion of the contract, separation of employment or when job function no longer requires use, keys are to be returned. The key deposit(s) will be refunded to the Contractor after return of the key(s). All costs for obtaining airport security key(s) shall be at the Contractor's expense. No separate or extra payment of any kind will be made to the Contractor for satisfying this requirement.

Security keys are tracked via computer and tied to the employee's identification badge number. Security keys cannot be requested in multiples (no more than one per employee). Keys will only be issued to the individual requesting the key(s). An identification/access badge is required prior to issuance.

1.08 ACCESS AUTHORIZATION

Companies must submit an ID Badge Control Authorization Request Form (sample attached to this section) to gain or delete access to controlled entry points. An exact description of the point to include location and door number is required.

1.09 RETURN OF BADGES, KEYS, PERMITS

All badges, keys and permits issued under the requirements of this Section, for this project, must be returned prior to project closeout.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the (Schedule of Unit Prices) (Lump Sum price bid for the Project).

END OF SECTION