

**PART 1 GENERAL**

**1.01 REQUIREMENTS**

- A. Work related to this section is in accordance with current Department of Homeland Security / Transportation Security Administration (DHS / TSA) regulations.
- B. Failure to comply with TSA rules and the Airport Security Plan may result in a fine from the TSA or the Port.
  - 1. Fines assessed by the TSA or the Port against a Contractor, a Contractor's employee, Supplier or a Subcontractor shall be paid by the Contractor. Reference the following:
    - a. CFR Title 49
    - b. SEA Airport Security Violations Handbook
    - c. SEA Airport Tariff No. 1.
- C. Current information, forms, fines and fees associated with badging, custom bond seals and security access and key requests can be found on the Credential Center and Training page on the Port of Seattle public website.

**1.02 SECURITY REQUIREMENTS**

- A. Identification/Access Badges:
  - 1. All Contractor personnel working in restricted areas (including Air Operations Area (AOA), Secured, Security Identification Display Areas (SIDA) and Sterile areas) on this project shall have Port of Seattle airport-issued identification/access badges in accordance with Title 49, Code of Federal Regulations (CFR), Part 1540/1542 and the Airport Security Plan.
  - 2. All or 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 areas indicated on applicable drawings, or as posted on the Airport premises ("restricted/secured area"), or otherwise defined under Airport Security Plan (ASP). No Contractor personnel are allowed to work in these restricted areas without a valid identification/access badge.
  - 3. Badges must be worn on the outermost garment above waist height in order to gain access to and remain in restricted areas.
- B. Security Identification Display Area (SIDA) Training:
  - 1. All individuals requiring unescorted access to restricted areas (excluding sterile areas) will be required to attend Security Identification Display Area (SIDA) training in accordance with the Airport Security Plan (ASP) and Title 49, CFR, Part 1542.213 (b). This training must be completed prior to the issuance of an approved ID/access badge allowing unescorted access.
  - 2. At a minimum, this training shall consist of a forty-minute session discussing airport security procedures. Training session(s) shall be conducted in the Port's Airport Badge Training Center. Training is Walk-in only; no appointment is required. Security checks must be cleared prior to taking training.

3. Required Training
  - a. Initial Training - All Port SIDA badge applicants (either RESTRICTED AREA BADGES or DRIVING BADGES) must successfully complete SIDA training, and if applicable, any required driving training.
  - b. Recurrent Training – it is a requirement that all persons renewing Port of Seattle badges successfully complete SIDA training and, if applicable, any required driving training prior to receiving renewed badges.
4. Recurrent Training Requirements:
  - a. SIDA and AOA/Driving Training are required every two (2) years and must be completed prior to badge renewal.
  - b. If an applicant is authorized to drive on the AMA, known as Air Movement Areas, recurrent training is required annually.

#### 1.03 ISSUANCE OF IDENTIFICATION BADGES

- A. New Company Setup (One time):
  1. Companies initiating badges with the Port of Seattle for the first time, must complete a New Company setup package (available online or in the Credential Center). A company set-up fee (per company) will be billed on the first statement.
  2. The Contractor must complete the New Company Agreement to join the Port of Seattle Authorized Signer Portal. Each company must make an appointment with the Credential Center and have two representatives present at the time of the company setup. Both representatives must complete the badge process and complete the Authorized Signer Training Class. To meet current Transportation Security Administration (TSA) regulations, any Authorized Signatory must hold a current SIDA badge to show proof of clearing all required background checks by the Port of Seattle. All Authorized Signers must attend, at minimum, SIDA training and additional training required by TSA for Authorized Signers. Upon completion of the required training, the representatives will be processed as Authorized Signers and badge holders. Recurrent training is required every two years.
    - a. Contractors shall have the Engineer co-sign as Sponsor and enter the Contract start and end dates on Contractor new company agreements before they are submitted to the Credential Center.
    - b. Companies will be notified by the Credential Center when the company Authorized Signers have been cleared and ID badges are available for pickup.
      - (1) The two company Authorized Signers must have completed and received their ID badges prior to submittal of badge applications by Contractor employees, Suppliers or Subcontractors.
  3. The Contractor shall designate one primary and one secondary point of contact (POC) for all matters pertaining to the badges and keys issued to

the Contractor for their company. The Contractor shall provide contact phone numbers where at least one of these POCs can be reached 24 hours a day, seven days a week.

4. New Company Setups apply to the Contractor and its Suppliers and Subcontractors that will need to access restricted areas.

**B. Obtaining an ID Badge (each applicant):**

1. A properly completed Identification/Access badge application, Disqualifying Crimes Statement and Privacy Act Notice shall be submitted for each employee requiring access to restricted areas.
2. The Company Authorized Signer shall confirm the applicant information is accurate and the authorization document and identification requirements have been met and verified prior to submitting the application to the Credential Center through the Authorized Signer Portal.
3. Applicants must schedule a badging appointment online with the Credential Center and bring two forms of acceptable identification.
4. When applications are completed and required documentation has been supplied, the applicant will be fingerprinted in accordance with Title 49, Code of Federal Regulations (CFR), Part 1542.209. Each applicant will also be submitted for a Security Threat Assessment.
5. Company Authorized Signers will be notified by the Credential Center when their employees have been cleared. Background checks typically take 3-5 business days to process. Applicants may return to the Credential Center to complete their training and then pick up their ID badges after training is complete.

**C. Miscellaneous Badge Information**

1. Nonrefundable badge fees will be assessed per SEA Airport Tariff No. 1.
2. See Article 1.07 for details pertaining to working in a U.S. Customs and Border Protection restricted or secured areas. Additional time will be required to develop and process credential documents for these areas.
3. Permanent identification/access badges are valid for two years or the term of the Contract, whichever is shorter. At project completion, Contractors must return the badges to the Credential Center or reapply for a new identification/access badge if performing additional work at the Airport.
  - a. The Contractor Authorized Signers are responsible for tracking and ensuring the surrender of all badges issued for purposes of the Work to its employees, Suppliers or Subcontractors.
4. Approval of an Identification/Access Badge Application may be withheld in the event the criminal history records check is found to be unsatisfactory or the applicant is unable to pass any other applicable TSA background checks.
5. Appointments must be scheduled for New Company Setups, issuance of new badges, and renewal of badges. Training is Walk-in only; no appointment required. The Credential Center is closed weekends and

holidays. Special scheduling arrangements may be made if necessary. Hours are subject to change. Each applicant may make their own appointment online at:

- D. All work and expenses required to obtain identification/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 provide access to a default list of security access points. See Appendix 1.
- B. Any employee found in a restricted area without an airport-issued identification/access badge will be issued a citation and escorted from that location and not be allowed to return until wearing a proper identification/access badge.
- C. Employees shall be allowed access to the restricted areas only as necessary to travel to and from the construction/job site. Any employee found in any portion of the restricted 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 area.
- D. All vehicles will be inspected as they enter the Airfield Operations Area at the airfield access gates.
- E. Employees and their personal items (e.g., backpacks, lunch boxes, and tool boxes) will be inspected as they enter the restricted areas of the Airport. This inspection will either occur:
  - 1. At the airfield access gates and vehicles enter the Airfield Operations Area
  - 2. At the Contractor Parking Lot as employees board the Contractor provided shuttle (refer to Section 01 50 00 – Temporary Facilities and Controls).
- F. 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/access badge;
  - 4. Upon demand by the Port of Seattle.
  - 5. If convicted of, or found not guilty by reason of insanity of, one of the crimes listed in Title 49, CFR, Part 1542.209 (d). A complete list is on the back of the Fingerprint Application.
- G. The Contractor shall immediately notify the Port of personnel, Suppliers or Subcontractors whose work is terminated or completed and shall ensure badges are returned within 30 days of notification.
  - 1. Notifications shall be in writing to the Credential Center and copied to the Engineer as a submittal in accordance with Section 01 33 00 Submittals.

2. The Contractor will be charged a fine per non-returned badge.
  3. If badges are not returned at Project Completion, the Credential Center will issue an invoice to the Contractor. Non-payment will result in the standard Port collections process.
- H. Escorting:
1. Any individual with a Port ID authorized access to a particular door/gate, may escort any individual(s) with an airport approved ID but without access to that particular door/gate; e.g., a badge with a lower access level or an escort badge. THE ESCORT MUST REMAIN WITH THE INDIVIDUAL(S) BEING ESCORTED AT ALL TIMES WHILE IN RESTRICTED AREAS.
    - a. Escorts shall be limited to five (5) individuals, or less, depending on the circumstances to ensure positive control is maintained at all times.
    - b. A non-badged person can be escorted a maximum of five (5) times in a calendar year, starting the day of the first escort.
      - (1) A longer period must be approved by Airport Security Coordinator and coordinated through the Engineer and Aviation Security.
  2. Proper escort of another vehicle CANNOT be accomplished with the escort riding in the SAME vehicle as the individual being escorted. The escort must be in a separate vehicle from the individual being escorted and both must meet the requirements as stated in Division 1, Section 01 35 13.13 - Operational Safety on Airports during construction.
    - a. Vehicle Signs: Vehicles must have signs of commercial design with lettering 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.
  3. All badges that are lost, stolen, or otherwise unaccounted for must be immediately reported to the Credential Center at (206) 787-6859 or POS Alarm Response at (206) 787-4022. Any misuse of or willful failure to return a Port of Seattle airport-issued identification/access badge is subject to criminal prosecution. A fine will be charged for a lost or stolen badge. The fine may be waived if documentation is received and verified from a law enforcement agency specifically indicating the badge was stolen. The Contractor must apply for a replacement identification badge for the employee as provided in Article 1.03; paragraph B, this Section of these specifications. 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 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 individual attempting unauthorized access to restricted areas.
- I. Contractors requiring access through vehicle gates not normally staffed must make arrangements for access through the Airport Communications Center, (206)

787-5229, who will make arrangements for either Access Controller or Senior Access Controller support.

**1.05 FAILURE TO COMPLY**

- A. Compliance with these regulations and TSA directives will be monitored by the Airport Security Coordinator, other Airport Security 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 TSA 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 FOR WORK IN AIRPORT TERMINAL**

- A. Pre-construction meetings with Security
  - 1. The Contractor must schedule a preconstruction meeting with the Engineer and the Security Construction Support Specialist, a week prior to performing the initial erection of any barricades in the terminal to confirm layout and identify the type of keys required on the barricade. Any special situation that may affect the security of the airport shall be identified and discussed in the meeting.
  - 2. As soon as a new barricade installation is completed the Contractor shall schedule a site inspection of the enclosure with the Security Construction Support Specialist to obtain approval to proceed with the construction work at the site.
  - 3. Prior to performing any work that modifies an existing security wall such as the removal of a window in the terminal or a penetration through a security wall shall require that a preconstruction meeting be scheduled with Security a week in advance of the work. Contractor shall describe the work plan to the Engineer and Security. The Port will schedule a Security Construction Support Specialist to be on site when the work is performed. No work shall proceed without first having this meeting.
- B. Barricaded sites must be locked except for the delivery of materials, equipment and personnel to the job site. There are two standard locks used in construction barricades:
  - 1. High Profile (High Security Risk) Areas: PG-2 padlock installed on construction doors daisy chained with a unique lock for Contractor use. Self-closing man-doors shall be keyed with a PG-2 core. First responders must be able to have access to the jobsite at all times.
  - 2. Low Profile (Low Security Risk) Areas: AP-2 padlock installed on construction doors daisy chained with a unique lock for Contractor use. Self-closing man-doors shall be keyed with an AP-2 core. First responders must be able to have access to the jobsite at all times.
- C. Barricade Security
  - 1. Contractor and its employees will be held accountable for barricade security at their work sites that provide direct or indirect access to restricted or secured areas of the Airport by unauthorized individuals.

2. Openings that provide such access must NOT under ANY circumstances be left open and unattended. Individuals who have been issued Port of Seattle identification badges are required to challenge any individual attempting unauthorized access to restricted areas. If at any time there is a security breach, the Port may require Port-provided security staffing at the opening for the duration of the work. The Contractor will be responsible for all costs associated with additional security requirements.
3. If a violation is found, the work site will immediately be shut down until an appropriate security plan is approved. Penalties and fines for a security breach will be incurred by the Contractor.

Review project and determine additional requirements for barricades, walk-throughs, approvals - adjust or add to language below as needed – or delete. Coordinate with ABD, Port FD, and AV Security for requirements.

4. A walk through of the work to be conducted and completed needs to be reviewed by a [Senior Access Controller] [AV Security] to ensure the construction site is secured.
- D. Leaving Prohibited Items Unattended in a Secured Area
1. When tools or equipment are in a secured sterile area (SIDA), control of them must be maintained 100% of the time.
    - a. The area shall be secured with a lock. If there is a possibility that someone may gain unauthorized access, take any TSA prohibited items with you.
    - b. Offenses cited by Security result in penalties and fines that increase after the first offense as defined in SEA Airport Tariff No. 1.
- 1.07 SPECIAL REQUIREMENTS, WORK IN U.S. CUSTOMS AND BORDER PROTECTION (CBP)

Review location of the project and determine if work will be performed within a CBP controlled area. Discuss with CBP if assistance is needed to determine type of badge to require. It is possible some subs can rely on temporary while others would benefit from permanent badges – adjust language in A. below to align with project needs.

- A. Work conducted within areas controlled by the U.S. Customs and Border Protection (CBP), will require special clearance and a temporary (up to 60 days) or permanent (2-year) identification seal issued by the U.S. Customs and Border Protection. In addition, unless granted otherwise, permanent seals will require that a bond be provided to CBP by the Contractor as security for all work conducted within the controlled area. Work for this project [will be] [will not be] conducted within controlled areas [and a [temporary] [permanent] seal will be required]. See Appendix 2 for more details related to CBP areas.
- B. For permanent (2-year) CBP seals, it shall be the Contractor's responsibility to coordinate with the CBP and provide an airport security bond, as required. All costs for securing special clearance via identification seals and the associated

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. Bond amounts are set by CBP and may vary from the example below:
    - a. Company has less than 15 employees: \$25,000
    - b. Company has between 15 and 25 employees: \$50,000
    - c. Company has more than 25 employees: \$100,000
  2. The Contractor is advised:
    - a. Seattle specific information on Customs bonds can be obtained by contacting the Cargo Security Officer, CBP Trade Office at (206) 553-1581 referencing CBP Form 301. For more information on bonds visit: <https://www.cbp.gov/trade/priority-issues/revenue/bonds>
    - b. The Contractor shall initiate the bonding process upon notification of Intent to Award as all bond applications are processed at the national level and may take several weeks for approval and issuance of bonds.
    - c. The Contractor may choose to acquire a bond that extends beyond the Contract time. The Port of Seattle issues identification seals specific to the project. It is the Contractor's responsibility to coordinate issuance of the seal specific to the Contract duration and properly notify CBP of any changes in status of issued badges (see 107.B.2.b).
- C. The Contractor shall ensure all their suppliers and subcontractors have special clearance identification seals as required. CBP will determine if a temporary seal (up to 60 days) or a permanent seal (2-year) is required for suppliers and subcontractors. If a permanent seal is required, the suppliers or subcontractors must be included under the Contractor's bond or have their own bonds.
- D. Customs Seal Application Process
1. The permanent (2 year) Customs Seal application process includes:
    - a. Electronic Application for CBP security seal requiring Authorized Signer to complete the form.
      - (1) Scan of Real ID compliant identification is required as part of application process
      - (2) Letter from employer on company letterhead justifying issuance and describing duties to be conducted in the areas controlled by CBP. The letter shall include:
        - (a) Who (Name, DOB, Citizenship, SIDA Badge number)
        - (b) What (type of work and project(s))
        - (c) When (Date and time)
        - (d) Where (Specific Location of work)



- (e) Why (repair or build)
  - (f) How long (e.g. 4 months daily or 1 year daily)
- b. Once submitted, the clearance time for a Customs seal is approximately 14 days. It is ideal to complete the customs seal application 2 weeks prior to completing the SIDA training in order to have the badge issued with the seal.
- c. Submit renewal requests for Customs seals at least 7 days prior to the expiration dates and prior to the renewal appointments.
- 2. The temporary (up to 60 days) Customs Seal application process includes:
  - a. Email request shall be submitted to: [SEATACTEMPSEALS@CBP.DHS.GOV](mailto:SEATACTEMPSEALS@CBP.DHS.GOV), The email shall include the same information as required for the letter in section D.1.a.(2) above.
  - b. Real ID compliant identification is required as part of application process
  - c. Applications typically vetted within 48 hours.
  - d. If approved, applicant shall report to the Customs office in the South Satellite and will be provided a CBP Temp seal printout showing the validation period with expiration captured as "CBP Seal Required By" date. This duration may extend up to 60 days maximum.
  - e. Temporary seals may be renewed an unlimited amount of times through CBP providing all requirement have been met. A new printout shall be required showing new validation period for each renewal.
- 3. The Contractor is responsible to comply with the Federal Custom Seals program's employer responsibilities including but not limited to the following:
  - (1) Immediately informing CBP of a change in status of badges with a special clearance and identification seal as required by federal regulation. Without limitation, this includes separation of employment, badge expiration, lost badge, or when the job functions for an individual, Supplier or Subcontractor are complete. Copies of any written notifications required to be provided to U.S. Customs and Border Protection shall be copied to the Engineer as a submittal in accordance with Section 01 33 00 - Submittals.
  - (2) Providing quarterly reports with a current list of employees with approved customs seal access and a separate list with all additions and deletions within the last quarter. The list shall be provided to the Custom Seal Office on the first day of each quarter (January, April, July, October) and copied to the Engineer as a submittal in accordance with Section 01 33 00 – Submittals.
    - (a) Each list should identify the employee name, Port issued badge number at upper right corner of the badge and the badge expiration date.

- (b) Submit via email to customs at [Seatacseal@dhs.gov](mailto:Seatacseal@dhs.gov).

For a full list of employer responsibilities see [19CFR122.181-188](#).

4. The Contractor is responsible for all fines assessed by U.S. Customs and Border Protection that arise from Contractor's activities or failure to comply with applicable regulations, whether assessed against the Contractor or the Port in the first instance. The Port has the right to issue a Change Order reducing the Contract Sum by the amount of any fines or other penalties not promptly paid by the Contractor. If fines are not paid at Project Completion, the Port will issue an invoice. Non-payment will result in the standard Port collections process.

#### 1.08 AIRPORT SECURITY KEYS

- A. Contractors that require keys to perform work at a project site shall complete a key application form attached to a Contractor Access Plan (CAP) to request key(s) and provide a reason for the request.
  1. All costs for obtaining airport security key(s) shall be at the Contractor's expense, including Lock Shop costs incurred for making keys. Fees for Security/Tracked keys will be per SEA Airport Tariff No.1.
  2. The Contractor is responsible for keys provided to its Suppliers and Subcontractors for purposes of the Work identified in the Contract.
- B. 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 person). Keys are only issued to the person making the request. An identification/access badge is required prior to issuance.
- C. The Contractor is responsible for tracking and ensuring the surrender of all keys issued for purposes of the Work to its employees, Suppliers or Subcontractors.
- D. Upon completion of the Contract, separation of employment or when job function no longer requires use of keys, the Contractor shall ensure they are returned within 14 calendar days of notification.
  1. Notifications shall be in writing to the Credential Center and submitted in accordance with Section 01 33 00 - Submittals.
  2. No separate or extra payment of any kind will be made to the Contractor for satisfying this requirement.
  3. The Contractor is responsible for tracking and returning all keys issued for the project. The Contractor will be charged a fine per non-returned key plus the cost of Airport rekeying if needed. Cost to be determined by the Engineer based on overall impact.
  4. If keys are not returned at Project Completion, the Credential Center will issue an invoice for the fines net 30 days. Non-payment will result in the standard Port collections process.

#### 1.09 ACCESS AUTHORIZATION

- A. See Section 01 14 13 Appendix 2 for additional information.

- B. Companies must submit an Access Request Form with a project-specific CAP to gain or delete access to controlled entry points. An exact description of the point, including location and door number, is required.

- 1. Contractors shall have the Engineer co-sign as the Port Representative.

**1.10 RETURN OF BADGES AND KEYS AND FINES ASSOCIATED WITH THE PROJECT**

- A. The Contractor is responsible for the return of all badges and keys issued for the project, including those issued to its employees, Suppliers or Subcontractors.
- B. All badges, keys and special clearances issued under the requirements of this Section, for this project, must be returned.
- C. Unpaid fines assessed by the Port against a Contractor, its employees, Suppliers or Subcontractors will be invoiced to the Contractor for payment.

**PART 2 PRODUCTS - Not Used**

**PART 3 EXECUTION - Not Used**

**PART 4 MEASUREMENT AND PAYMENT**

**4.01 GENERAL**

- A. 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
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