

# **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

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. Following these rules does not exempt any individual or entity from duties and obligations under the law.

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, including Unmanned Aircraft, 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 asserts and exercises its right to take any reasonable oversight or assurance actions to confirm and verify compliance and conformity with these rules and regulations and State and Federal safety requirements, including, but not limited to, facility, equipment, GSE and vehicle inspections and maintenance audits, review and observation of procedures, practices, standards and training records. Compliance responsibility and cost to correct or mitigate any non-conforming safety issues remains the obligation of the operator.

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-ISSUED ID MEDIA”**

Airport-issued ID Media, including Sterile Area ID Media, AOA/Driving ID Media, and Restricted Access Area ID Media.

### **“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 AMAs of the airport.

### **“AUTHORIZED SIGNATORY”**

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

### **"AUTOMATED VEHICLE"**

Any vehicle equipped with driving automation technologies (as defined in SAE J3016). This term can refer to a vehicle fitted with any form of driving automation. (SAE Level 1-5.)

**“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.

**“DRIVER’S LICENSE”**

A valid driver’s license is defined as a license, issued by an appropriate government authority that has not expired and does not have any court ordered limitations or requirements.

**“ELECTRONIC DEVICE”**

Any device capable of making or transmitting still or moving photographs, video recordings, or images of any kind; any device capable of creating, transmitting, or receiving text or data; and any device capable of receiving, transmitting, playing or recording sound other than a hearing aid or instrument for the improvement of human hearing. This includes, but is not limited to, earbuds, headphones, cell phones, mobile devices and portable speakers.

**“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 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

**“IGNITION INTERLOCK DEVICE”**

An ignition interlock is a device which prevents a vehicle from starting if the driver has been drinking alcohol.

**“HAZARDOUS MATERIAL”**

Any substance, including but not limited to, any material, liquid, or vapor, now or hereafter defined or designated as a hazardous, toxic, dangerous, or extremely dangerous waste or substance, or as radioactive, or as a pollutant or pollution, or as a contaminant, or otherwise regulated by any environmentally related local, state or federal laws, regulations, rules, ordinances, standards, permits and permit requirements, decrees, or orders (including without limitation, any final order of any court of competent jurisdiction). This includes but is not limited to diesel, gasoline, petroleum products, solvents, paints, acids, lubricants, curing compounds, form release agents, adhesives, sealants, and epoxies.

**“HAZARDOUS WASTE”**

A waste is hazardous waste if it is listed in Title 40, Section 261 of the Code of Federal Regulations.

**“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.

**“OPERATIONAL IMPACTS”**

Disruption to the delivery of service of an airline, tenant, concession, government agency or other airport-based business. This includes delays or relocation of flights or equipment.

**“PARKING BRAKE”**

A separate brake system in a vehicle used to prevent the vehicle from rolling when it is parked and in case of failure of the regular brakes. Also called emergency brake, often operated by hand. This includes braking systems located on the tongue of dollies and trailers.

**“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 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.

**“SECONDARY CONTAINMENT”**

Placing tanks or containers within an impervious structure capable of containing 110% of the volume contained in the largest tank within the containment structure. Double - walled tanks do not require additional secondary containment. Dike volume must be sufficient height to provide a volume of either 10% of the total enclosed container volume or 110% of the volume contained in the largest container (whichever is greater).

**“SECURITY KEY”**

Electronic and metal 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.

**“UNMANNED AIRCRAFT”**

An aircraft operated without the possibility of direct human intervention from within or on the aircraft.

**“UNMANNED AIRCRAFT SYSTEM” or “(UAS)”**

The system of unmanned aircraft airframe, ground control station, command and control links, and crewmembers.

**“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, passengers or invitees on the Airport property or anyone 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 or Conditions of Entry as herein described or who behaves or conducts themselves in an inappropriate, unruly, threatening, or dangerous manner or if engaged in illegal or unauthorized activities 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, badged employees with a business need when engaged in activities related to their business, and other authorized users only. 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:

1. working at the Airport;
2. engaging in permitted commerce at the Airport;
3. conducting an activity for which a permit has been issued under these Rules and Regulations;
4. arriving or departing from the Airport as a ticketed airline passenger; or
5. 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, other approved individuals 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:

1. 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
2. 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.

Any person or persons who utilize their airport badge or access privileges for anything other than business purposes for which it was issued may be subject to permanent revocation of a Port badge and/or Airport access.

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 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**

Public parking rates are set by the Port of Seattle (Port); drive-up parking customers are charged the posted rate in effect at the time and date of entry into the garage. Charges are calculated for the duration of stay from the time of garage entry until the time of garage exit. Payment is due upon exit.

Customers who pre-purchase their parking in advance of garage arrival are charged the rate in effect at the time and date of purchase on the Seattle-Tacoma International Airport (Airport) e-commerce website ([booking.portseattle.org](http://booking.portseattle.org)), with any overstay more than the pre-purchased duration of stay charged at the posted rate in effect at the time and date of entry into the garage. Charges are calculated for the duration of overstay from the time of the pre-purchased

exit until the time of actual garage exit. Any overstay payment is due upon exit. 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, the scan of a booking QR code, license plate image, or the use of an access card provided to customers after enrolling in a parking program (collectively, Entry Ticket). An Entry Ticket used at facility entry, are the sole confirmations of vehicle entry and are used to calculate parking fees.

Customers who are unable to produce the issued parking ticket upon exiting the facility may be 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 the Airport.

Customers who pre-purchase parking but are unable to produce a booking reference or scan a QR code upon entry or exiting the garage may be subject to fees. A customer must request customer service assistance at an exit gate and provide requested information to locate their booking and calculate any fees due at exit.

Vehicle owners are required to notify the Airport's 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. Landside Operations will comply with all legally required attempts to contact legal and registered owners prior to exercising removal options available to the Airport. 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 provides a limited number of charging stations in the parking garage for customers with electric vehicles. Stations may provide Level 1 (equivalent to household current) or Level 2 charging depending on garage location, and customers must provide their own cords and/or adapters for electrical charging connection. The Airport and/or the Port make no guarantee of station availability, nor acceptance of liability for compatibility and/or use or for 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 on airport property without written permission from Airport Operations. The Port of Seattle is not responsible for injury or damage caused by animals.

### **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 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**

Animals must be handled humanely, and their carriers handled gently at all times.

Any carrier being transported on airport property must be secured in a manner so it cannot bounce or be jolted suddenly.

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

If an animal requires water, and in only extreme situations food, it can be done only if using a remote delivery device so the carrier door can remain closed at all times.

**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.

**5. Removal of Animals from the Terminal**

Police, or any authorized Port or airline representative, may direct an animal handler to remove the animal from the Terminal when:

- a. the animal or handler violates any provisions of these Rules and Regulations;
- b. the animal is not housebroken, defined as trained to urinate and defecate outside or in designated spaces; or
- c. the animal is not under the handler’s control and the handler is not taking effective action to control the animal. Animals that are growling, biting, nipping, barking, interfering with operations or exhibiting similar behavior are considered “not under control.”

**J. CONDITION OF ENTRY / PROHIBITED CONDUCT OR BEHAVIOR**

Entry and access to airport property, facilities, equipment or conveyances, and consent to remain on such property, is conditioned upon adherence to, and compliance with, these rules and regulations.

**Prohibited Conduct/Behavior:**

Prohibited conduct/behavior includes any unlawful activity, possession or use of illegal substances or weapons, or any activity or action that threatens or endangers others. Such prohibited conduct/behavior includes, but is not limited to, the following:

- 1) Violence against, spitting upon, punching or willfully cause physical injury or harm to, or inappropriately touching/groping another person, nor threatening to do any of the above;
- 2) Willful damage, destruction or vandalization of property.
- 3) Engaging in disruptive or offensive behavior
- 4) Disrupting or preventing the peaceful and orderly operation of the Airport or any of the operations/businesses thereon, Including, but not limited to:
  - a. Obstructing the free movement of persons and vehicles in any place to which these rules apply.
  - b. Entering upon and remaining in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct authorized use by others.
  - c. Willfully inciting violence or others to commit any of the acts herein prohibited with specific intent to procure them to do so.
  - d. Refusing to leave any building or facility after being reasonably requested to do so by an authorized Airport official or employee.
  - e. Disorderly conduct, erratic behavior or conduct which creates loud or unusual noise, interferes with or obstructs the ordinary use of entrances, foyers, corridors, offices, meeting rooms, elevators, stairways, ticket counters, restaurants, shops, buses, gate hold areas or parking lots, creates a safety or health hazard or otherwise impedes Airport personnel’s ability to safely perform their duties and responsibilities
  - f. Blocking, Interfering, disrupting, or vandalizing any communication, utility, life safety/emergency egress systems, Alarms, Public Address/displays, fire suppression or any other emergency systems, including the use or playing of loud music or other amplified sounds that may interfere with or drown out public announcements and alerts.
- 5) Engaging in unsafe or unsanitary activities or any activities which may pose harm to others, including but not limited to:
  - a. Extending cords, ropes or banners/flags that create a trip or nuisance hazard or obscure line of sight
  - b. Skateboarding, skating, or riding cycles, scooters, or Segways inside buildings/terminals, on buses, on pedestrian walkways/sidewalks, concourses or other facilities/areas unless specifically authorized and approved to do so
  - c. Horseplay, fighting, running,
  - d. Playing on or in escalators/elevators, luggage carts and baggage carrousel or riding/using these conveyances in a manner for which they were not intended, designed, or authorized.

## **SECTION 3: FIRE REGULATIONS**

Any violations of this section will be subject to penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1.

### **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, or which impedes the path or progress of

emergency vehicles/operations, snow clearing or deicing operations, or any aircraft movements, including blocking access to hydrants or otherwise preventing their use.

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**

Every Airport employee shall undergo training 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.

All Port of Seattle employers shall take provided fire extinguisher training.

All Airport employees, tenants or shippers shall provide this training to their employees and maintain records this training occurred.

**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 metallicly 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. This applies to both vehicles and aircraft.
- 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 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 40-B-C rated. At least one (1) extinguisher shall be available from either side of the fuel servicing tanker.
- ABC multipurpose dry chemical fire extinguishers (ammonium phosphate) shall not be placed on aircraft fueling vehicles, airport fuel servicing ramps or aprons, or at airport fuel facilities that are located within 500 feet of aircraft operating areas.
- 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.
- A minimum of ten (10) feet [3 meters] clear space must be maintained around parked fuel tank vehicles for accessibility and fire department control.
- Vehicle keys are not to be left in fuel trucks or vehicles containing hazardous materials.

**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**

Any violations of this section will be subject to penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1.

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. ENVIRONMENTAL STEWARDSHIP**

#### **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**

The Airport operates under the requirements of an individual National Pollutant Discharge Elimination System (NPDES) Permit issued by the Washington State Department of Ecology. The NPDES Permit imposes controls that assure that Airport industrial wastewater, industrial stormwater, and construction stormwater discharges meet applicable water quality standards. NPDES controls are implemented by the Airport through the Airport Stormwater Pollution Prevention Plan (SWPPP). Under the terms of the Permit, the Airport is the sole permittee and is therefore responsible for all industrial and stormwater discharges originating on Airport Property.

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 Port's National Pollutant Discharge Elimination System (NPDES) permit and 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. Port Environmental Staff generate WPCPs for tenants after compliance inspections have been completed.

All persons with duties in areas of industrial activity shall undergo annual SWPPP training. SEA tenant specific SWPPP training is available on the SEA Airport

Employee Training Portal: <https://www.portseattle.org/page/airport-training>. Training completed using the SEA Airport Employee Training Portal will be automatically logged in the Port’s Learning Management System (LMS). If alternate SWPPP training is completed outside the Port’s Tenant LMS, documentation of training must be submitted to Airport Environmental Department 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 (UST), or above ground storage tank (AST).

All storage containers 55 gallons and larger shall be labeled with the contents, the name of the company to which it belongs, and the responsible party's phone number.

Secondary containment for tanks and containers must be provided regardless of drainage area at SEA per applicable Fire Code, SWPPP, and SPCC requirements.

**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, as the term “generator” is defined in Title 40 of the Code of Federal Regulations or Title 173 of the Washington Administrative Code. These wastes or materials must be stored, transported and disposed of at a fully-permitted off-site disposal facility 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**

Any violations of subsections A through N of this section will be subject to penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1.

### **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 postings 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. The carrier 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, including Automated Vehicles. 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 (wildlife) 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 that collision 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 webpage.
2. Feeding wildlife is prohibited except as authorized by Airport Operations. No person shall create an attractant for rodents, birds or other wildlife by leaving food or debris in any open and exposed area. No person shall feed or do any other act to encourage the congregation of birds, rodents or other animals on the Airport. Similarly, tenants are required to properly close dumpsters, trash compactors and refuse containers after use. It is the responsibility of the tenant to maintain its leasehold areas in a manner that does not promote wildlife/pest hazards and prevents wildlife from entering the AOA.
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.

5. Tenants may be charged in accordance with airport tariffs for any violations related to wildlife or pests.

## 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. SANITATION

### 1. Cleanliness

All tenants must operate at the Airport while maintaining a standard of clean, neat, safe, sanitary and in good order.

Pest 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., Pest Service Report or Sanitation Audit Report ) 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 persons shall use the restroom facility in a clean and sanitary manner.

To comply with 21 CFR 1250-70(a), sanitary facilities must be accessible for employees, and maintained in a clean and sanitary condition at all times.

All putrescible wastes (something that is liable to decay), 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.

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. Waste Sorting, Handling, and Disposal

All persons shall comply with 40 CFR 243.200-1 by:

- a. Storing materials in a manner which does not constitute a fire, health or safety hazard.
- b. Disposing of putrescible and other food wastes in enclosed receptacles designed to prevent rummaging and access by birds and other animals. The container shall be kept closed at all times except when a person is in attendance.

- c. Maintaining containers in a clean condition so they do not constitute a nuisance, and to retard the harborage, feeding and breeding of vectors.

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

All persons using Port-provided receptacles shall follow operational procedures, posted signage and access control procedures necessary for proper operation of equipment.

All tenants are responsible for the proper disposal of waste streams generated by tenant operations. Waste streams not accepted by the Port include (but are not limited to): large bulky items/equipment, hazardous wastes, CFC containing equipment/appliances, and electronics/e-scrap. Owners of these wastes shall dispose of such wastes according to local, State and Federal regulations.

All persons must immediately notify ACC at **206.787.SAFE** of non-compliance with cleanliness standards, such as spills, improper disposal or dumping which impacts health and safety and/or pest mitigation.

### **3. Integrated Pest Management**

All pest occurrences or evidence must be reported to **206.787.SAFE** immediately.

Airport tenants and lessees are responsible for:

- Adhering to the Port’s Best Management Practices (BMPs) for keeping their areas pest free.
- Attending Port-provided sanitation training as required to correct discrepancies related to cleanliness.
- 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.

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.

To prevent spread of pests, tenants must inspect all employee lockers and break rooms at least every 6 months. Results or confirmation of this audit must be provided to Port of

Seattle. If pest issues are identified, lockers shall be inspected at least every 2 months until the pest issue is eliminated. In the event of pest issues the Port must be notified by immediately calling **206.787.SAFE**.

#### **4. Violations**

Due to the operational, health and safety impacts associated with improper sanitation practices, upon discovery, the Port shall execute corrective action and may charge the tenant per the appropriate means.

Additional costs may apply for:

- Cost-recovery fees for Port response labor to properly clean and sanitize.
- Costs for damages incurred due to tenant actions which results in imposition or charged a penalty, surcharge, or fee on the Airport by any governmental authority, jurisdiction, or service provider. The responsible tenant or person(s) shall reimburse the Airport for the amount of the penalty plus Airport response and administrative costs.
- Cost the Airport incurs reimbursing other tenants who are impacted by the improper sanitation.

#### **5. Lavatory Dump / Triculator / Biffy Dump**

- a. Effective March 9, 2019, all lavatory carts and trucks must utilize a top-mounted connection on their tanks to empty lavatory waste.
- b. Each company shall purchase and install spill response kits on each lavatory cart. Spills on the apron must be cleaned up using absorbents, not water.
- c. Lavatory cart waste tanks shall be emptied as soon as possible, but no later than forty-eight (48) hours after receiving waste.
- d. The drain hose shall be properly capped and hung up after emptying.
- e. The drain on the cart shall be capped before individuals leave the area.
- f. After waste is emptied, the area shall be hosed completely clean with no blue fluid staining paper or solids visible.
- g. Hard objects, such as cell phones, flashlights, aluminum cans, plastic cups, or clothing, shall not be allowed to enter the triculator. These need removal using tongs or other tools. Hard objects and other non-paper debris (rubber gloves, paper towels, underclothing, kitty litter, chemical bottles, absorbents, etc.) shall be disposed of in trash cans with liners.
- h. Lavatory carts shall be rinsed at the triculator site or inside a building with a sanitary sewer drain, never on the apron or near storm grates.
- i. Citations can be issued to both responsible individuals and the individual's company of employ.

## **6. Potable Water Cabinets**

- a. Potable Water Cabinets must be maintained with strict cleanliness to maintain health standards.
- b. No personal items, trash or debris shall be left in the Potable Water Cabinets.
- c. Potable Water hoses shall be properly capped and stored in the cabinets when not in use.
- d. Citations can be issued to both responsible individuals and the individual's company of employ.

## **J. TENANT IMPROVEMENTS AND ALTERATIONS**

In addition to any permits required by the Port's Building Department or Fire Department, all tenant improvements must be approved per the Tenant Construction and Design References. 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. Information on Tenant Improvements can be found on the Airport's website at <https://www.portseattle.org/sea-tac/leasing-tenant-resources/tenant-construction-and-design-reference-documents>.

## **K. VEHICLES**

All vehicles that operate normally on public rights of way, the Airfield or other designated areas must be properly licensed, insured and registered. The Port reserves the right to impound or remove abandoned, disabled or non-conforming vehicles or those that create a negative "operational impact" to airport operations or pose an environmental or safety hazard to the general public or personnel and to take reasonable oversight actions, inspections, reviews or audits of vehicles, equipment to assure conformity with safety requirements. "Operational Impacts" can include disruption to the delivery or service of an airline, tenant, concession or other airport-based business, including delays or relocation of flights or equipment.

## **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 Port's 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.



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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 are 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 (Information and Communications Technology) 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:  
<https://www.recology.com/recology-cleanscapes/seatac/faq/>.

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.

## **O. MINIMUM LABOR STANDARDS FOR CERTAIN AIRPORT EMPLOYERS EXPRESSLY EXCLUDED FROM SEATAC PROP 1**

Pursuant to the authority granted to the Port of Seattle by Ch. 14.08 RCW, and in accordance with direction contained in Port of Seattle Commission Resolution No. 3789, the following minimum labor standards shall apply to Subject Employers.

### **1. Supplemental Definitions.**

In addition to the general definitions set forth in Section 1 of these Rules & Regulations, the following specific definitions apply to this Subsection O:

- a. "Implementation Date" means August 2, 2021.
- b. "Predecessor Subject Employer" means the Subject Employer that provided substantially similar services at the Airport prior to the Successor Subject Employer.

- c. “Proposition 1” means City of SeaTac Proposition 1, codified at Ch. 7.45 SMC.
- d. “Retention Employee” means any Subject Employee who:
  - i. Was employed by a Predecessor Subject Employer for at least thirty (30) workdays; and
  - ii. Was either:
    - 1. Laid off or discharged for lack of work due to the closure or reduction of a Predecessor Subject Employer’s operation during the preceding two years; or
    - 2. Is reasonably identifiable as a worker who is going to lose his/her job due to the closure or reduction of the Predecessor Subject Employer’s operation within the next six (6) months.
- e. “Subject Employee” mean any nonmanagerial, nonsupervisory individual employed by a Subject Employer.
- f. “Subject Employer” means an employer that provides goods or services at the Airport from facilities that are located on property owned by the Port within the City of SeaTac, and that was excluded from the minimum labor standards established by Proposition 1 because the type of good or service provided by the employer is expressly excluded in the text of Proposition 1. This specifically applies to companies preparing food or beverage to be served in-flight by an airline. For avoidance of doubt, a Subject Employer does not include an employer that is a certificated air carrier performing services for itself or an employer that was excluded from Proposition 1 based on its size or number of employees.
- g. “Successor Subject Employer” means a new Subject Employer that succeeds the Predecessor Subject Employer in the provision of substantially similar services at the Airport.

**2. Minimum Wage Requirement for Subject Employers**

Beginning on the Implementation Date and at all times thereafter, all Subject Employers will be required to pay their Subject Employees at the Airport no less than the minimum wage set forth in Resolution No. 3789. For calendar year 2021, this minimum wage is \$16.57 per hour.

As set forth in Resolution No. 3789, the minimum wage under this Subsection O is subject to annual adjustment by the rate of inflation, as contained in SMC 7.45.050, so that it meets, but does not exceed, any adjusted minimum wage imposed on employers subject to Proposition 1. By November 15 of each year, or as soon thereafter as is reasonably practicable, the Port will notify Subject Employers of any adjustment to the minimum wage they will be required to pay the following calendar year. Each Subject Employer shall thereafter provide written notification of the wage adjustment to its affected employees and make necessary payroll adjustments by January 1 of the following year.

Nothing herein shall prevent any Subject Employee who is not paid the required minimum wage in accordance with this Subsection O from submitting a wage enforcement claim to the Washington Department of Labor & Industries as contemplated by Ch. 49.48 RCW, initiating a private cause of action against the Subject Employer, or utilizing any other method for obtaining relief available under the law.

**3. Worker Retention Requirement for Subject Employers**

- a. Notice to Employees.** No less than sixty (60) days prior to the termination of a Predecessor Subject Employer’s contract, the Predecessor Subject Employer shall notify all Retention Employees in writing that they have been placed on a qualified displaced worker list and that the Successor Subject Employer may be required to offer him/her continued employment. The notice shall include, if known, the name, address, and contact information of the Successor Subject Employer. A copy of this notice, along with a copy of the qualified displaced worker list, shall also be sent to the Port’s Director of Aviation Commercial Management.
- b. Retention Offer.** Except as otherwise provided herein, a Successor Subject Employer shall, before hiring off the street or transferring workers from elsewhere, offer employment to all qualified Retention Employees of any Predecessor Subject Employer that has provided similar services at the same facility. If the Successor Subject Employer does not have enough positions available for all qualified Retention Employees, the Successor Subject Employer shall hire the Retention Employees by seniority within each job classification. For any additional positions that become available during the initial ninety (90) day period of the new contract, the Successor Subject Employer will hire qualified Retention Employees by seniority within each job classification.
- c. Retention Period.** A Successor Subject Employer shall not discharge a Retention Employee without just cause during the initial ninety (90) day period of his/her employment.
- d.** An employee is “qualified” within the meaning of this subsection if he/she has performed similar work in the past (and was not discharged for incompetence) or can reasonably be trained for the duties of a position through an amount of training not in excess of the training that has been provided by the employer to workers hired off the street.
- e.** The requirements of this subsection shall not be construed to require any Subject Employer to offer overtime work paid at a premium rate nor to constrain any Subject Employer from offering such work.

**4. Enforcement.**

Section 9 of the Rules & Regulations (“Enforcement”) shall not apply to the requirements set forth in this Subsection O. The requirements of this Subsection O shall be enforceable by the Port, at its sole discretion, as provided in the Subject Employer’s lease or contract with the Port.

Subject Employers shall retain records documenting hours worked by each Subject Employee and wages provided to each such employee for a period of two (2) years and shall allow the Port access to such records, with appropriate notice and at a mutually agreeable time, for the purpose of enforcing this Subsection O. Subject Employers shall not be required to modify their recordkeeping policies to comply with this Subsection O, as long as records reasonably indicate the hours worked by Subject Employees and the wages provided to each such Subject Employee.

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

Any violations of this section will be subject to penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1.

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

#### **1. General Aircraft Operating Provisions**

- a. Aircraft shall not taxi in or out of any hangar; aircraft shall not 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 Airport Traffic Control Tower (ATCT) by a qualified operator in the flight deck, who is sufficiently trained and proficient in the Airport's and Aircraft's operations systems, ATCT communications and protocols, and familiar with the layout and configuration of the airport including distinguishing between movement and non-movement areas.
- b. Power-back operations are not authorized; turbo prop engines starting immediately prior to pushback and/or taxi are exempt.
- c. 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.
- d. No aircraft shall be taxied between a gate, building, another aircraft, or pushed back across a roadway or taxi lane except under the guidance of a ground marshal with sufficient wing walkers to ensure safe clearance with other aircraft, vehicles or equipment, and shall maintain visual contact with between push-back operator and wing walkers.
- e. No operator or airline shall remain on a designated hardstand or gate location for a period or duration longer than authorized or beyond their "Period of Use" as outlined in the appropriate lease agreements.
- f. Parked aircraft must be chocked with the brake set.
- g. Transient Air Carrier and General Aviation operations will not be allowed access to the leased areas of the airport without authorization of the Director, Airport Operations or designee. General Aviation aircraft will be directed to the fixed based operator or other appropriate area once authorized.

#### **2. Penalties**

- a. Aircraft or Equipment Occupancy at Common Use Gates and Areas
  - i. If directed by Airport Operations, should an airline fail to relocate an aircraft capable of movement from a gate at a specified time or occupy a gate longer than the maximum gate occupancy period, it will be subject to penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1 until the aircraft is moved.

**3. Low Visibility Operations**

Operators intending to operate on the Airport during low visibility conditions must have on file with the Port an approved site-specific low-visibility non-movement area plan that indicates their procedures and practices during low visibility operations. Operators should suspend all non-essential operations and activities during low visibility conditions and restrict activity to those essential to aircraft operations only.

**4. Aircraft Engine Operations**

- a. Other than for taxiing to/from the runway, engine run-ups or engine runs shall be conducted as follows:
  - 1) Wheels will be chocked.
  - 2) A licensed pilot or mechanic will be at the controls.
  - 3) Adequate fire extinguishing equipment shall be manned.
  - 4) Engines will not be operated or performed in a hangar or any gate location.
  - 5) Engines will not be operated above absolute minimum idle throttle setting except as noted, and limited, as below.
- b. 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 Assigned by Seattle Ramp Tower</u></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.

- c. Aircraft movements shall:
  - 1) not be initiated without establishing and maintaining two-way radio communications with the Seattle Ramp Tower or the FAA Airport Traffic Control Tower. Aircraft shall not leave Seattle Ramp Tower or FAA ATCT frequency without instruction to do so.
  - 2) be taxied/towed at speeds that will ensure complete control at all times.
  - 3) execute turnout operations under aircraft power in designated locations only.



## 5. Auxiliary Power Unit (APU)

- a. Effective January 1, 2021, Aircraft Operators are required to use 400Hz ground power and pre-conditioned air sources where available and practicable. Operators will be required to connect to those sources, and discontinue APUs promptly (within seven minutes) after chocking the aircraft wheels upon parking at the apron, regardless of the duration at the gate.
  - 1) APU use is not authorized during the use of ground power and pre-conditioned air until a set amount of time prior to the scheduled time of departure as follows:
    - a) 15 minutes for Code C aircraft (specified in ICAO Annex 14); or
    - b) 25 minutes for Code D or above aircraft (specified in ICAO Annex 14), except A380 aircraft.
- b. Exemptions from this requirement will be approved by the Director, Airport Operations or their designee. Prior permission is required for exemptions of the APU usage for aircraft turns, aircraft maintenance and custodial activities.
- c. During the “Quiet Period” from 10:00 pm to 7:00 am auxiliary power units are to be operated only for the minimum time required to accomplish the necessary maintenance or preflight check.

## 6. Aircraft Parking

- a. 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, Airport Operations or designee. Secondary use of leased gate positions shall not be made without consent of the Director, Airport Operations or designee.
- b. 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.
- c. 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 Seattle-Tacoma International Airport Tariff No. 1. 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.

## 7. Disabled Aircraft

- a. 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.

## **8. Pilot Training**

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

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

- a. 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.

## **10. Aircraft Towing/Repositioning**

- a. 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. AMA tow teams must meet and maintain proficiency with any and all FAA and IATA minimum requirements for training, the documentation of practical competence and skills as outlined by Airport Operations.
- b. This radio operator shall maintain primary and secondary means of direct communication with the other team member.
- c. Radio communications must be maintained with the appropriate control tower throughout the towing/repositioning operation and prior permission granted before entering onto a taxilane or taxiway.
- d. Aircraft being towed or repositioned, whether under power or not, must have an operating transponder and transmit code 0200 (or other code as may be assigned) while operating.
- e. Aircraft under tow that are required to tow across or onto runways at the Airport must be escorted by Airport Operations.

## 11. Aircraft Push-Back Operations

- a. 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, including FAA and IATA 611 requirements.
- b. 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.
- c. Texting, use of cell phones, or engagement in other distracting activities by marshals or wing walkers is prohibited during push-back operations.
- d. Continuous communication and line-of-sight between tug operators, marshals, wing walkers and pilots must be maintained throughout the push-back operation.

## 12. Foreign Object Debris (FOD)

- a. Each individual with access to the AOA should understand their role in the prevention of FOD. These personnel include: airport operations; construction; aircraft maintenance and permanent/seasonal servicing staff (e.g. catering, fuel, cabin cleaning, baggage and cargo handling, waste disposal, etc.), and any other contractors. A formal orientation/indoctrination program familiarizing new employees with safety, security, communications, and vehicle operations should include FOD management training. This training shall be provided by an individual's company and be in addition to the general FOD awareness incorporated in the driver training curriculum.
- b. It is the responsibility of each lessee or other occupant of ramp and apron areas to place suitable containers, as determined by the Airport, labeled FOD or "foreign object debris," at every gate, remote aircraft parking area, cargo, and maintenance facilities at locations determined by the Airport.
- c. All persons operating or conducting business on the AOA shall ensure that any owned/operated equipment that could be repositioned or moved by winds over 30 miles per hour or other weather-related forces shall be properly secured at all times to ensure that the equipment will not move from its parked position. The cost of any damage to airport or tenant property that is caused by unsecured equipment shall be the responsibility of the owner/operator of the unsecured equipment.
- d. Any airport business operating on the AOA shall be required to keep its leasehold clean and free of FOD at all times. The Airport shall monitor all leaseholds within the AOA to ensure that they are properly clean and free of FOD. Any airport business whose leasehold the Airport deems to not be satisfactorily clean and free of FOD shall be notified in writing of the non-compliance. If the airport business fails

to clean their leasehold sufficiently, the Airport may have the leasehold cleaned and require the airport business to pay for the expenses related to the cleaning.

## **B. ACCIDENTS AND SAFETY**

### **1. Reports of Accidents/Incidents**

- a. After contacting emergency services and rendering assistance as necessary, 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 required to notify Airport Operations immediately.
- b. All accidents must be reported to Port of Seattle Airport Operations to 206-787-7233. The safety and well-being of personnel is the primary concern, so contacting emergency services as well as rendering aid if someone is injured takes precedence to this notification. The responsibility for reporting accidents is shared among company's personnel, including supervisors. Employees and their supervisors can be cited for failure to report an accident in the company's leasehold, area of responsibility or the immediate area of their flight operations in common use facilities.

### **2. Report of Hazardous Conditions**

- a. 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 at 206-787-7233.

### **3. Parking Brake**

- a. Any vehicle parked on the airfield or bagwell shall have an appropriate parking brake set. For street legal vehicles this requirement can be met by placing the vehicle's transmission to the parked setting. Delivery vehicles and large vehicles must utilize their emergency brakes. For other ground support equipment this requirement should be met by a parking brake or a separate brake system in a vehicle used to prevent the vehicle from rolling when it is parked and in case of failure of the regular brakes. Any vehicle that cannot have its parking brake appropriately set must have its wheels chocked.

### **4. Use of Chocks**

- a. All equipment, vehicles and aircraft that are equipped with chocks or required to use chocks 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. Any vehicle left running or unattended shall have its wheels chocked. Equipment found on the AOA ramp or in the bagwell without wheels chocked or a parking brake set will be corrected at the owner's expense.

## 5. Safety Procedures

- a. ANSI 2 (American National Standards Institute) Reflective Garments, including safety vests: All personnel working in the bagwell must wear safety vests. 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, including safety vests. Emergency situations or passengers traveling between an aircraft and either a building or a bus are exempt.
  - i. Aircraft flight crew and cabin crew members who are actively working on U.S. certificated aircraft are exempt from wearing the safety garments specifically when they are in the immediate vicinity (footprint) of the aircraft to which flight crews and cabin crews are assigned or directly inbetween the flight crew and cabin crew operations/flight office or equivalent. These employees must wear vests if operating beyond the vicinity or footprint of the aircraft.
- b. 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. Protective footwear must be worn at all times while on the airfield or in bagwell. Flip-flops, sandals and open-toed shoes are prohibited.
- c. Use of hearing protection is required on the airfield and in the bagwell. The use of electronic devices, ear buds or headphones instead of, or in conjunction with, hearing protection is prohibited other than a hearing aid instrument for the improvement of defective human hearing.
- d. Exceptions for PPE in marked painted walkways – employees only transitioning through the bagwell in between work areas are exempt from wearing safety vests and protective footwear.

## 6. Electronic Device Usage

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. No person shall use such a device while driving or walking on the AOA or bagwell. Personnel authorized to operate vehicles on the AOA may utilize electronic devices only after stopping the vehicle in a safe manner and at a safe location out of the way of aircraft, equipment and other vehicle operations. Personnel are prohibited from walking in the bagwell or on the ramp while using any electronic device that may be distracting, including headphones or earbuds. Electronic devices can only be used when personnel are not walking or moving and while at a safe location.

a. Recreational Activities

- 1) Recreational activities not related to the business of the airport, aircraft operations/servicing, or its tenants/customers is prohibited.

**7. Obstruction of Aircraft or Vehicle Operations Prohibited**

a. No person or company, vehicle or equipment shall:

- 1) Obstruct or impede the path or safe operation of a hardstand aircraft operation or their parking locations, including blocking access or parking in an improper location.
- 2) Park equipment or vehicles inside an aircraft safety envelope (except fuel carts in designated fuel cart locations) or under the wing of any aircraft (except for servicing).
- 3) Fail to follow or use designated roadways, walks or crosswalks.
- 4) Drive between the nose of an aircraft and the terminal building.
- 5) Walk or operate between or across airport facilities, such as ramps, taxiways or runways.
- 6) Fail to yield to aircraft.
- 7) Fail to follow roadway signage.
- 8) Improperly stow or park equipment, vehicles or apparatus following an aircraft operation.

b. Nor shall any person or company impede or obstruct in any way the operation of:

- 1) Aircraft
- 2) Taxiways/Taxilanes
- 3) An OFA (object free area)
- 4) Wingtip clearance areas
- 5) Bagwell route
- 6) Roadway or Vehicle Service Road
- 7) Taxiing routes
- 8) Aircraft gate lead-in path
- 9) Adjacent Gate Operations
- 10) AOA Perimeter Fence Buffer Zone – A 5-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 5-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.

## 8. Fueling Safety Training

- a. At the determination of the Director, Airport Operations, any employee violating fueling or fire safety regulations may be required to take remedial fuel safety training, including company provided training or retaking training meeting the requirements of Line Service Fuel Safety Training Program as outlined in AC 150/5230-4 *current version* Aircraft Fuel Storage, Handling, Training and Dispensing on Airports. This training can be required in addition or in lieu of standard SAFE Airfield Citations outlined in Appendix 1. This is applicable to any violation of these Rules and Regulations, NFPA 407, FAA Advisory Circulars related to fueling and ATA 103 or otherwise determined to be a hazard by the POS Fire Department.

## 9. Compliance with Safe Operating Practices, Procedures and Standards

To assure a safe operating environment and adherence with safety standards, operators are required to maintain and adhere to industry and regulatory safety practices and procedures. Further, the airport has an obligation to reasonably surveil and assure compliance with and enforce such standards, contractual safety requirements, and these Rules & Regulations.

Because latent organizational and systemic gaps and failures lead to unsafe behavior and enable incident precursors the Port has established an operational non-compliance assurance program to hold companies accountable for persistent, unabated safety trends, and conditions.

## C. 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 Rules and Regulations.

1. **Appropriate Equipment:** Traffic on the Airfield, 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 the airfield, public streets and highways.
2. **Valid Driver's License:** All motor vehicle operators must have a valid driver's license in their possession while operating any powered vehicle anywhere on Airport property. Operators must notify the Credential Center when their driver's licenses status is changed or limited.
3. **Ignition Interlock Vehicles:** Ignition interlock vehicles are prohibited on the airfield. Individuals with ignition interlock driver's license restrictions will not be permitted to operate ignition interlock vehicles on the airfield, either personal vehicles or modified company vehicles. Any individual seeking approval must clarify this restriction when

applying for construction permits or lease agreements and disclose the limitation whenever it occurs.

4. **Seatbelt Use Required:** All motor vehicle operators and passengers must use and secure a seatbelt and all related safety equipment on vehicles so equipped.
5. **Ground Marshals For Vehicles with Restricted Visibility:** Operators of vehicles which because of design/function have restricted operator visibility to sides and rear of vehicle, shall utilize a ground marshal for guidance during backing operations or when operating within restricted space areas.
6. **Driving While Impaired is Prohibited:** 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, while fatigued, or which might impair the operator's ability to operate a vehicle.
7. **Occupants Must be Appropriately Seated – no bumper riding:** 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.
8. **Unsafe, Reckless Driving Prohibited:** 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 in 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 and considered reckless.
9. **Maintain Safe Distance / Tailgating:** No person operating a vehicle shall follow too close to any vehicle, aircraft or object around them. A safe distance must be maintained at all times, considering factors of speed, size and environmental conditions. This distance shall be increased when the aircraft engines are running or if the aircraft is in motion.
10. **Stop Prior to Exiting Tunnels/Bagwells:** 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.
11. **Comply with or Follow Instructions, Traffic Signs, Markings Lights and Signals:** Operators must 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.
12. **Abide by All Existing and Applicable FAA or Governmental Rules:** Operators must abide by rules and regulations required by governing bodies appropriate to the work they



perform.

- a. 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).
- b. Have prior permission to maintain contact with and adhere to directions of Airport Traffic Control or Seattle Ramp Tower, as applicable, at all times prior to and when operating on the AMA.
- c. 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.

13. **Utilize and Follow Drive Lanes** to the maximum extent possible, where provided, unless specific authorization to the contrary is given by a Port employee.

14. **Low Visibility Travel Restrictions:** Operators shall restrict any and all travel or vehicle/equipment movements during low visibility conditions to essential operations or movements only, or support thereof.

15. **Tow Limits:** Operators shall not tow or tug more than six (6) baggage or cargo carts or four (4) carts in the bagwell or three (3) in International Arrivals Facility (IAF) & South Satellite bagwell by a single baggage tug or other motor vehicle at any one time. Additional restrictions may exist and operators shall not tow more carts than posted in any other area. These tows will not exceed fifteen (15) miles (24 km) per hour.

16. **Speed Limits:** Operators shall not exceed posted or marked speed limits or 15 miles per hour when towing carts or equipment or 20 miles per hour when operating on the vehicle roadway system or non-movement area of the airport, and 5 miles per hour in the bagwells.

17. **Interfere with Operation of Aircraft/Emergency Vehicles:** Operators shall not hinder, cut off, stop, slow or otherwise interfere with the operations of any aircraft or emergency vehicle on the airport.

18. **Yield Right-of-Way:** Operators shall 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.

19. **Cutting off or Impeding Aircraft Operations:** No operator shall cut off, cut in front of or negatively impact the movement, pushback or taxiing of an aircraft.

20. **Driving Privileges:** Operation of any motor vehicle or equipment on the airfield is a privilege. Failure to abide by the rules and regulations can result in the loss of that privilege as outlined in the current citation procedures.

21. **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.

## D. VEHICLE AND GROUND SERVICE EQUIPMENT MAINTENANCE, OPERATIONS AND MINIMUM REQUIREMENTS

Compliance with WAC 296-863-100 – Powered Industrial Truck: Washington State Labor and Industries considers tow, lift and other GSE vehicles and equipment as “Powered Industrial Trucks” (PITs) and as such all operators must operate, maintain, and inspect all GSE, in strict accordance and compliance with these requirements and standards, and shall be subject to inspection/audit and any other action necessary to assure compliance with WAC 296-863-100 and all other safety requirements.

1. All vehicles operating on the Airport shall:
  - a. 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 POS Fire Department. Each tenant operator shall keep individual areas clean of vehicle liquid spills.
  - b. Be equipped with functioning lights or reflectors (if cart) on front, rear or sides, seatbelts, horn, beacon and all other factory recommended safety equipment as applicable. Any container, cart, or piece of equipment being towed at night that does not have operable lighting must have 3-inch diameter reflectors or reflective tape measuring two (2) inches by six (6) inches (2”x6”) installed on both sides (front and rear) and on the rear (left and right) at the highest location.
  - c. Have headlights on while operating within the AOA from sunset to sunrise, or when visibility is limited, a vehicle’s lights must be turned on and switched to low beam. All headlights, tail lights, turn signal lights and running or clearance lights on a vehicle shall be in proper working order.
  - d. Possess exhaust systems which are protected with screens, mufflers or other devices adequate to prevent the escape of sparks or the propagation of flame.
  - e. Not be permitted within 50 feet (15 meters) of aircraft during fuel servicing operations, except those vehicles and equipment performing aircraft servicing functions.
  - f. 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. (Magnetic or temporary signs are not allowed or sufficient in meeting this requirement unless approved by Airport Operations.)
  - g. 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.

- h. Not be painted, repaired, maintained or overhauled in the AOA except in locations and under conditions designated by the Director, Airport Operations.
2. No personal vehicles are allowed on the airfield, only company owned or leased vehicles specifically covered under the Company's insurance are allowed on the airfield.
3. Only GSE absolutely needed for the servicing of aircraft will be permitted to be staged at aircraft gates. GSE not necessary for the daily servicing of aircraft must be stored in leased areas or areas specifically designated for GSE storage by the Airport.
4. All aircraft operators or contract ground services companies are prohibited from staging GSE, to be used for a flight, more than 15 minutes prior to or after a flight arrival or departure to a "common use" gate. All GSE shall be removed as soon as the flight departs. The only exception is if for consecutive flights by the same airline/service provider at the same "common use" gate. Companies will receive financial penalties for equipment that delays or impacts other aircraft operations. At no time shall any equipment be left in common use areas without prior written authorization from the Director, Airport Operations.
5. Equipment that is disabled, infrequently used or not absolutely needed for a flight shall not be stored, parked or remain at the gate or parking areas.
6. Access to fire lanes aisles, stairways, crosswalks, screening areas, entry and exit points, doors, access ladders, and fire equipment must be kept clear and shall not be blocked. 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.
7. 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 such as IATA Airport Handling Manual (AHM) and FAA AC 150/5210-20 or equivalent, as applicable, and manufacture recommended standards and practices.
8. Operator shall, upon request, provide a copy to the Airport of their equipment training curriculum, employee training records, and other evidence necessary to establish compliance with these training requirements.
9. Any company operating GSE on the airfield shall have a corporate program that specifies standards for operation of GSE in all areas of operations, including tow/reposition, pushback, Airport Rules and Regulations, maintenance requirements, safe operation of equipment, and airfield marking and standards.

10. Any person expected to operate on the movement area must demonstrate a functional knowledge of the English language and demonstrate their proficiency in operating a vehicle on the airside before authorized operating privileges as per AC 150/5210-20, Ground Vehicle Operations on Airports.
11. Movement Area Violations – driving violations in the AMA will result in the removal of the individual(s) from all AMA duties as soon as possible. The individual(s) involved will not be allowed to perform any AMA function until appropriate actions, including but not limited to retraining, are completed.

**E. NON-WORKING OR INOPERABLE EQUIPMENT**

1. 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. All inoperative, surplus or infrequently used vehicles or equipment left on the Airport in excess of 30 days may be removed at the owner’s/operator’s expense.
2. Fees
  - a. Fees for the removal of equipment are outlined in the Seattle-Tacoma International Airport Tariff No. 1.
3. Borrowing/Loaning of Equipment/Vehicles is Prohibited
  - a. The owner of any equipment is solely responsible for any parking violations, damage, accidents, injuries or other effects of their equipment, regardless of whether such equipment is loaned to or borrowed by other parties.

**F. BAGWELL OPERATIONS**

1. Bagwell Speed Limit
  - a. Speeding is prohibited in the bagwell. 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.
2. Business purpose only – Operations within the bagwell that are not directly associated or necessary for business purposes are prohibited. Dropping off or picking up employees or coworkers to catch a bus, take lunch/break, etc., is prohibited.
3. Operation of combustion engine-driven vehicles in the bagwell shall be limited to transit operations only. No vehicle shall be left parked or stopped (except to observe stop signage or to yield to other vehicles/pedestrians) with the engine running.

4. Baggage or Cargo Carts Limitations. No more than four (4) connected carts, or three (3) in the South Sat or IAF bagwell shall be towed into, through or out of the bagwell at any time and additional restrictions must be followed where posted. All items or baggage shall be secured on top of carts.
5. Lavatory Services – Lavatory service vehicles shall not be driven into the bagwell for any reason.
6. Tire chains/studs prohibited – Use of studded tires or tire chains are prohibited in the bagwell.
7. Driving in the Bagwell
  - a. 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. Long-term idling in the bagwell creates a health hazard with internal combustion engines. All vehicles should be turned off when unloading baggage in the bagwell or when not being driven. Idling should be limited to fifteen (15) seconds for any vehicle not in motion.
8. Workaround Conveyors
  - a. 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.

## **SECTION 7: TERMINAL OPERATIONS**

Any violations of this section will be subject to penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1.

### **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. All stanchions purchased after March 6, 2019 must not have a locking mechanism that prevents the stanchion strap from breaking away during an emergency or evacuation.

### **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.

Manual wheelchairs should have automatic braking system and will be required after January 2023.

Wheelchair pushers:

- May only push one (1) occupied wheelchair at a time. They cannot push, pull or chain together any other wheelchairs or luggage carts.
- Wheelchair pushers should push forward on declines or inclines.

Luggage carts must:

- Have an automatic braking system.

While on duty, badged airport employees shall in no event utilize contracted luggage carts that are designated for Airport customers (i.e., Smarte Carte) for any reason, either in performing their work duties or for personal reasons.

## **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 <https://www.portseattle.org/sea-tac/first-amendment-activities>, 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 <https://www.portseattle.org/sea-tac/first-amendment-activities>. Up to two (2) persons may engage in permitted activity on any one skybridge 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 <https://www.portseattle.org/sea-tac/first-amendment-activities>. Up to twenty-five (25) persons may engage in permitted activity at the Flag Pavilion at any one time. 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 for the immediate receipt of funds anywhere on Port property is prohibited.

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 <https://www.portseattle.org/sea-tac/first-amendment-activities>. 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 <https://www.portseattle.org/sea-tac/first-amendment-activities>.

- 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 <https://www.portseattle.org/sea-tac/first-amendment-activities>.

## 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.
- m. Solicit for the immediate receipt of funds anywhere on Port property.

**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**

Any violations of this section will be subject to penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1.

### **A. GENERAL RULES**

Any Transportation Security Administration (TSA) fines and/or penalties assessed against the Port for noncompliance with the Port Airport Security Program (ASP) and/or

49 CFR §1500 et. seq., as may be supplemented or amended, and arising from the actions of any entity leasing, occupying, or using space (including all tenants, subtenants, permittees, licensees, contractors, service providers, invitees and/or operators) anywhere in the Airport, will be passed through to the entity named as the source of the violation on the TSA fine, but only after the Port exhausts its administrative corrective actions under the TSA appeal process.

### **B. COMPLIANCE REQUIREMENTS**

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

No person or vehicle may access or be in any Restricted Access Areas (Sterile, SIDA, Secured, AOA) within the Airport unless they are compliant with the Rules and Regulations and the Airport Security Program.

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

All persons in possession of, or applying for an Airport-Issued ID media, and those with authority to approve the Airport-Issued ID Media application, must comply with the 49 CFR §1520, 49 CFR §1540, and 49 CFR §1542.

TSA Regulations may be obtained through the Airport Security Coordinator (ASC) based on a need to know.

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

Persons who are in violation of the Rules and Regulations pertaining to security are subject to enforcement and penalties described in SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix.

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

Any Airport-Issued ID Media holder whose access privileges have been suspended or revoked is prohibited from accessing the Restricted Access Areas. Violators of security related Rules and Regulations may be subject to arrest for criminal trespass.

**5. Escort Restrictions**

Absent the approval of the ASC or designee, it is prohibited for any Airport-issued or Airport-Approved ID Media (defined below in Section C.1) holder to knowingly escort into the Restricted Access Areas any person whose access privileges have been suspended or revoked, or anyone who has failed the required background requirements to obtain and Airport-Issued ID Media, Security Threat Assessment (STA) or the Criminal History Records Check (CHRC). The ASC may limit or restrict escort privileges for an existing Airport-Issued ID Media holder if the escorted individual is in possession of a prohibited item.

**6. Disqualifying Conviction Access Restrictions**

Airport-Issued ID Media applicants who fail the TSA-mandated CHRC, as specified in 49 CFR §1542.209, and/or fail the STA are prohibited from accessing the Restricted Access Areas with or without an escort.

**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 or designee may conduct compliance testing without written authorization.

**C. AIRPORT-ISSUED AND AIRPORT-APPROVED ID MEDIA**

The Port retains ownership of Airport-Issued ID Media. The ASC reserves the right to deny new applicants, suspend existing Airport-Issued ID Media; and with cause, revoke Airport-Issued ID Media and unescorted access privileges. Unless revoked, suspended, or expired, the following three (3) Airport-Issued ID Media, when used or displayed by only the person to whom they are issued, are recognized as valid:

**1. Airport-Issued ID Media**

***Sterile Access Area ID Media (Orange)***

Issued to applicants authorized for unescorted access to the Sterile Area for official business use only when on duty at the Airport, but not authorized for unescorted access to the SIDA, Secured, AOA areas. This Airport-Issued ID Media is issued only to those persons who have passed TSA-mandated background requirements and it does not permit escort privileges. When applicable, applicants must successfully complete the Port’s Sterile Area Training.

***AOA/AMA Driving ID Media (Blue)***

Issued to applicants authorized for unescorted access to the Restricted Access Areas for official business use only when on duty at the Airport. This Airport-Issued ID Media is issued only to

applicants who have passed TSA-mandated background requirements. Applicants must successfully complete the Port AOA Driver and AMA Driver Training as applicable.

***Restricted Access Area ID Media (Red)***

Issued to applicants authorized for unescorted access to the Restricted Access Areas for official business use only when on duty at the Airport. This Airport-Issued ID Media does not include driving privileges. This Airport-Issued ID Media is issued only to applicants who have passed TSA mandated background requirements. Applicants must successfully complete applicable training.

**2. Airport-Approved ID Media**

**a) Air Carrier ID Media Issued to Crewmembers Regulated Under 49 CFR §1544**

The Port authorizes the use of air carrier ID Media issued to the flight crewmembers and cabin crewmembers of aircraft operators regulated under 49 CFR §1544 to allow unescorted movement in the following portions of the Airport:

- i. The immediate vicinity of the aircraft to which the flight crewmembers and cabin crewmembers are assigned;
- ii. The aircraft operator’s operations office or the equivalent; and
- iii. Points directly in between

Flight crewmembers and cabin crewmembers must be in uniform and display their Airport-Approved ID media on the outermost garment above the waist. Airport-Approved ID Media must be worn only by the crewmember to whom it was issued.

Valid air carrier ID Media 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 airport:

- i. The immediate vicinity of the aircraft to which the transient mechanics are assigned;
- ii. Transient mechanics’ operations/flight office or the equivalent; and
- iii. Those areas of the Restricted Access Area between the areas described above adjacent to the terminal utilized for aircraft parking

**b) Foreign Air Carrier ID Media Issued to Crewmembers Regulated Under 49 CFR §1546**

The Port authorizes the use of air carrier ID media issued to the flight crewmembers and cabin crewmembers of aircraft operators regulated under 49 CFR §1546 to allow unescorted movement in the following portions of the airport:

- 1. The immediate vicinity of the aircraft to which flight crew members are assigned.
- 2. The foreign air carrier’s operations office or equivalent.

Flight crewmembers and cabin crewmembers must be in uniform and display their Airport-Approved ID Media on the outermost garment above the waist. Airport-approved ID media

must be worn only by the crewmember to whom it was issued.

**3. FAA Pilot's Certificate**

The FAA Pilot's Certificate for Federal Aviation Regulation (FAR) Part 139 pilots, along with another valid photo ID, is required when in the Restricted Access Area and in the vicinity of their aircraft, operations/flight office, or at a location in between. General Aviation pilots are responsible for the identification and control of any passengers and/or visitors.

**4. FAA Form 110A**

FAA Form 110A, Aviation Safety Federal Credentials, is recognized as authorizing FAA Aviation Safety Inspectors unescorted access to the Restricted Access Area ~~or~~ 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 access in the Restricted Access Area when conducting official business.

**6. FBI Special Agents**

Federal Bureau of Investigations (FBI) Special Agents with official credentials issued by the FBI are approved for unescorted access to the Restricted Access Area when conducting official business.

**7. Other Security ID Media**

Other Security ID media may be temporarily approved from time to time by the Director of Security or the ASC. The acceptance of other Security ID media by the Port does not give Security ID media holder permission to be in any part of a Restricted Access Area unless while conducting official business.

**D. SECURITY VIOLATIONS / AIRPORT-ISSUED ID MEDIA HOLDER'S RESPONSIBILITY**

Violation notices will generally be issued to alleged violators within ten (10) business days of an incident. Violation notices will be delivered by e-mail, certified mail or in person. "Issued" is defined as sent via email, placed in U.S. Mail, or accepted by an employee or company by personal delivery. It is the responsibility of every Airport-Issued ID Media holder to ensure the correct e-mail address and/or mailing address is on file in the Port Credential Center.

A combination of any three (3) or more security violations within a two (2) year period may result in **revocation of the offender's Airport-Issued ID Media.**

If the offender does not commit another offense within two (2) years from the previous, a future offense will be treated accordingly to the rules as a first offense.

**1. Airport-Issued ID Media Display**

**a. Failure to Properly Display Airport-Issued ID Media**

**b. Display or Use of an Invalid Airport-Issued ID Media**

Each unescorted person in the Restricted Access Areas must continuously and visibly display an unexpired, Airport-Issued ID Media on the outermost garment above the waist. Any person in the Restricted Access Areas without an Airport-Issued ID Media must be escorted as described in the Port Rules and Regulations.

**2. TSA Security Screening / Bypassing**

Airport-Issued ID Media may not be used to bypass or escort others in a manner that bypasses the TSA security screening checkpoints 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, the passenger and their accessible property may not leave the Sterile Area prior to boarding an aircraft.

**3. Airport-Issued ID Media Usage**

- a. Using an Airport-Issued ID Media for Non-Official Business**
- b. Use of Another Person’s Airport-Issued ID Media**
- c. Improper Use of Airport-Issued ID Media**
- d. Providing an Airport-Issued ID Media to Another Person**
- e. Duplication or Alteration of Airport-Issued ID Media**

Airport-Issued ID Media are for official business use only when on duty at the Airport unless approved in writing by the ASC. The use of an Airport-Issued ID Media by anyone other than the person originally issued to is strictly prohibited. The Airport-issued ID Media is not interchangeable. It is strictly prohibited to lend or share an Airport-Issued ID Media to another individual for any purpose. Duplication or alteration of an Airport-Issued ID Media is strictly prohibited.

**4. Port Issued Keys**

- a. Unauthorized Use of Port Issued Keys**
- b. Unauthorized Duplication of Port Issued Keys**
- c. Loaning or Borrowing Port Issued Keys**

Port issued keys are for official business use only when on duty at the Airport. It is strictly prohibited to lend, share, or duplicate Port issued keys.

**5. Airport-Issued/Airport-Approved ID Media Challenge Requirement and ID Media Challenge Procedure**

- a. Failure to Challenge**
- b. Failure to Respond to a Challenge**

All Airport-Issued ID Media holders have the responsibility to challenge individuals without clearly visible Airport-Issued or Airport-Approved ID Media in the Restricted Access Areas unless the individuals are clearly under escort.

The person performing the challenge must approach and require the person they are challenging to present their Airport-Issued/Airport-Approved ID Media. If Airport-Issued/Airport-approved ID Media is presented, the challenger will ensure it is valid for the area, belongs to the person in possession, and it has not expired/been altered/damaged. If the challenger has reason to fear for their personal safety or is otherwise uncomfortable in making a challenge, they must immediately take action to report the incident to 9-1-1. If the person being challenged fails to respond to the challenge or fails to present an Airport-Issued/Airport-Approved ID Media, report the incident immediately to 9-1-1.

#### **6. Prohibited use of an Airport-Issued/Airport-Approved ID Media**

Under CFR 49, 1540.105, the use of an Airport-Issued/Airport-Approved ID Media for any other purpose other than the manner for which it was issued is prohibited unless approved in writing by the ASC.

#### **7. Failure to return Airport-Issued ID Media**

Airport-Issued ID Media is property of the Port of Seattle and must be surrendered upon termination of employment or conviction of any crime listed in CFR 1542.209 or surrendered upon demand by the Port of Seattle. Failure to surrender Airport-issued ID Media will result in a security violation and associated penalties.

### **E. ACCESS CONTROL PROCEDURES**

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

#### **1. Restricted Access Area**

##### **a. Piggybacking**

##### **b. Failure to Follow Stop & Wait Procedures – Restricted Access Areas**

Each Airport-Issued ID media holder entering the Restricted Access Areas through any door or gate, must use only the Airport-Issued ID media issued specifically to them and the card reader must indicate that access is granted by displaying a “green light” prior to entering. As mandated by the ASC, only one (1) Airport-Issued ID media holder may access the Restricted Access Area through any door or gate at a time. Each Airport-Issued ID Media holder accessing a Restricted Access Area or exiting a Restricted Access Area must ensure that no other individual accesses the respective area while the door or gate is open. The term “Piggybacking” is the unauthorized act of gaining access to Restricted Access Areas by immediately following another individual through an access point accessing a Restricted Access Area with an Airport-Issued ID media.

#### **2. Security Access Doors**

Designated Security Access Doors, such as boarding doors, are programmed to operate with a timed override function which allows for the Security Access Doors to be opened for a specific time period only for operational need. The person initiating the timed override is responsible for monitoring the security of the access point until the door is relocked and properly secured.

**a) Leaving a Security Door in Timed Override**

**b) Leaving an Access Point Unsecured/Unattended**

**3. Access Control System Audible Alarms**

When an audible alarm sounds at a door controlled by an access control device that an Airport-Issued ID Media holder has opened, the person responsible should immediately close the door, ensure that it is secured, and contact the Airport Communication Center (ACC) either by intercom or by phone (206-787-5229 Option 3).

**4. Forcing Open Security Door or Gate**

When an audible alarm sounds at a door controlled by an access control device, the Airport-Issued ID Media holder who opened the door has a responsibility to close and secure the door, and contact the ACC. All persons are strictly prohibited from forcing open a door or gate which provides access to Restricted Access Areas.

**5. Reporting Malfunctions**

**a. Failure to Secure a Restricted Access Area Door or Gate**

**b. Failure to Report an Incident That Could Be Detrimental to the Security of the Airport**

Any Airport-Issued ID media holder who has attempted to use their Airport-Issued ID Media to open an access-controlled point but finds a malfunction of the alarm or the locking mechanism reducing or negating control, must report the malfunction to the ACC immediately either by intercom or by phone. Any Airport-Issued ID Media holder in the vicinity of an access control point emitting an audible alarm shall check the vicinity for unauthorized individuals. The Airport-Issued ID Media holder must attempt to secure the door and immediately notify the ACC. It is the responsibility of all Airport-Issued ID Media holders to report any incident or accident that may be detrimental to the security of the Airport.

**6. Security Incident Investigation**

**a) Failure to Cooperate with a Security Incident Investigation**

It is the responsibility of the Airport-Issued ID media holder to cooperate with Aviation Security investigations.

**7. AOA Gates**

**a) Failure to Follow Stop & Wait Procedures – AOA Gates**

Only one vehicle may enter onto the AOA per driver unless the Airport-Issued ID Media holder

gaining access is escorting other vehicles. The driver must have a valid AOA/AMA Driver (Blue) Airport-Issued ID media indicating they are authorized to drive on the AOA. The Airport-Issued ID Media 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 Airport-Issued ID media holder driving the last unescorted vehicle is responsible to ensure the gate is closed and secured before driving away.

### **8. Pedestrian Access**

Pedestrians may only access the AOA through Pedestrian Gates and only if they have access privileges. Pedestrians are strictly prohibited from walking through a vehicle gate without prior authorization from the ASC or designee.

### **9. Security Keys – Failure to Report Lost/Stolen Security Key**

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). The Airport-Issued ID Media holder to which the key(s) is assigned must immediately report the lost/stolen key(s) to their Authorized Signatory and the ACC. The

Authorized Signatory must immediately contact the Credential Center and complete the Lost Key Report.

## **F. FIREARMS, AMMUNITION, AND EXPLOSIVES**

### **1. Possession**

No persons, except authorized Law Enforcement Officers “LEO” (this does not include Contracted LEO), Qualified Wildlife personnel employed or contracted by Port, may possess any firearms, ammunition or explosives when entering or within a Restricted Access Areas or in any Port of Seattle owned facility and/or property without written permission from the ASC unless under escort by a Port Police Officer. Requests for permission to possess firearms, ammunition or explosives when entering or within Restricted Access Areas or in any Port of Seattle owned facility and/or property 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 regarding firearms and/or explosives will result in a non-appealable Security Violation with a minimum two (2)-year Airport-Issued ID Media revocation and may bring possible civil and criminal charges when applicable. Security violations related to the possession of ammunition will result in a citation. (See also SECTION 2: PUBLIC USE OF AIRPORT, Firearms)

### **2. Storage**

Except for firearms, ammunition and explosives belonging to authorized LEO and Qualified Wildlife personnel, firearms and explosives may not be stored within a Restricted Access Area of



the Airport unless a TSA or Port approved storage and safety plan is on file in the office of the ASC. Failure to comply with this requirement regarding firearms and/or explosives will result in a non-appealable Security Violation with a minimum two (2)-year ID Airport-Issued ID Media revocation and may bring possible civil and criminal charges. Security violations related to ammunition will result in a citation. (See also SECTION 2: PUBLIC USE OF AIRPORT, Firearms)

**3. Firearms and/or explosives discovered**

Firearms and/or explosives discovered as part of any Port employee screening or inspection processes is considered a non-appealable security violation with a minimum two (2) year Airport-Issued ID Media revocation. Ammunition discovered as part of any Port employee screening or inspection processes will result in a citation. Airport-Issued ID Media holders that submit to Port or TSA inspection process as a condition to entering a Restricted Access Areas are liable for prohibited items discovered and potential violations once the inspection process is initiated.

**G. PROHIBITED ITEMS IN THE RESTRICTED ACCESS AREAS**

Airport-Issued ID Media holders and individuals under escort may not possess or carry prohibited items, including but not limited to knives, firearms, ammunition, and explosives when entering or within the Restricted Access Areas of the Airport that are otherwise prohibited by the TSA regulation, including through the TSA security screening checkpoints and/or the Port Full Employee Screening checkpoints. Certain items may be considered exceptions if they are approved by the ASC or designee and deemed “tools of the trade”. A list of prohibited items is available on the TSA website at:

<https://www.tsa.gov/travel/security-screening/whatcanibring/all>

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

**H. EXCEPTIONS TO THE TSA PROHIBITED ITEMS LIST (PIL) IN STERILE AREA**

Concessionaires and restaurants operating in the Sterile Area are authorized to have items that are listed on the TSA prohibited item list (PIL). All items must be approved by the ASC or designee. 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 the traveling public or in a locked storage container. Failure to comply may result in a security citation.

**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 all personnel must abide by all pertinent rules of

operation as applicable to the AOA/SIDA requirements found in 49 CFR §1500 et. seq. Inspections and audits by the TSA and Port may be conducted on a regular basis. Any deficiencies will be addressed, and associated fines may be assessed. Cargo facility tenants, subtenants, lessees, contractor permittees, and/or operators are responsible to ensure all security measures are met, including maintaining appropriate lines of demarcation within the facility and control the movement of persons accessing the AOA/SIDA within their facility. Any TSA fines and/or penalties assessed against the Port for noncompliance with the ASP and/or 49 CFR §1500 series 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 named as the source of the violation on the TSA fine, but only after the Port exhausts its administrative corrective actions under the TSA appeal process.

## J. AOA ACCESS THROUGH TENANT-OCCUPIED FACILITIES

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

## K. ESCORTING

There are two distinct categories of escorting at the Airport: individual(s) and vehicle(s). All escorting must follow the TSA Regulations, which mandate positive control over anyone being escorted into Restricted Access Areas. It is the responsibility of the Airport-Issued ID Media holder acting as the escort, to ensure all rules are followed, to include, but not limited to: Must ensure the individual being escorted is not in possession of any prohibited items, unless considered “tools of the trade”. The Airport-Issued ID Media holder is responsibly and may be held liable for prohibited items discovered during any inspection process for individuals they are escorting.

1. The ASC has the authority to place a non-Airport-Issued ID Media holder on a Do Not Badge list (up to a 2-year period) if a firearm or explosive is discovered in their possession as part of any TSA or Port security screening or inspection process, including intentions of entering the Restricted Access Areas.
2. The person being escorted must have an unexpired, government-issued photo identification in their possession.
  - Always under control
  - Maintain visual contact
  - Be within listening distance

Escort responsibility can be transferred to another Airport-Issued ID media holder upon acknowledgment and acceptance of escort responsibility.

Failure to do so may result in loss of escorting privileges for two (2) years and associated penalties. Any badged employee acting as an escort, where the escorted individual is found in possession of an unapproved prohibited item may be subject to a Security Violation.

**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, tours, or as determined by the ASC or designee. Persons being escorted will not apply for an Airport-Issued ID Media.

Any Airport-Issued ID Media (Red or Blue) holder in good standing may escort and is always responsible for maintaining positive control while the person(s) being escorted is in the Restricted Access Area. The Airport-Issued ID Media holder must ensure the individual being escorted is not in possession of any prohibited items, unless considered “tools of the trade”. The person being escorted must have an unexpired, government-issued photo identification in their possession. Preferably, no more than three (3) persons may be escorted by one Airport-Issued ID Media holder (Red or Blue); up to five (5) is allowed under certain circumstances provided positive control is assured. Requests to escort more than five (5) people must have written approval from the ASC or designee. Five (5) days is the maximum duration a person can be escorted. Escort privileges may be suspended or permanently revoked due to failure to follow proper escort procedures. If the person being escorted is found to have undeclared prohibited items, they may be ineligible to obtain an Airport-Issued ID Media in the future or as determined by the ASC.

**2. Escorting of Individuals Waiting for Airport-Issued ID Media**

Any Airport-Issued ID Media holder (Red or Blue) in good standing may escort and is always responsible for maintaining positive control while the person(s) being escorted is in the Restricted Access Area. Preferably, no more than three (3) persons may be escorted by one Airport-Issued ID Media holder; up to five (5) is allowed under certain circumstances, provided positive control is maintained at all times. Requests to escort more than five (5) people must have written approval from the ASC or designee. Five (5) days is the maximum duration a person can be escorted. Escort privileges may be suspended or permanently revoked due to failure to follow proper escort procedures. If the person being escorted is found to have undeclared prohibited items, they may be ineligible to obtain an Airport-Issued ID Media in the future or as determined by the ASC.

**L. AUTHORIZED SIGNATORY RESPONSIBILITIES**

**1. General Responsibilities**

The Authorized Signatory is required to maintain a valid Airport-Issued ID Media and comply

with all rules set forth by the Credential Center. The Authorized Signatory is responsible for adhering to all terms in the Authorized Signatory Agreement. Authorized Signatories must complete the required annual Port Authorized Signatory Training as required by the TSA regulations. Authorized Signatories are also responsible to comply with all TSA-mandated Airport-Issued ID Media audits to ensure the accountability of ID Media issued to their company. Badge holders of companies with a high number of unaccounted ID Media may be issued an ID media which expires in one (1) year at the discretion of the ASC.

Failure to uphold the responsibilities of an Authorized Signatory per the Port Authorized Signatory Training, Authorized Signatory Agreement, and the Airport-Issued ID Media Application may result in a Security Violation, associated penalties, and revocation of Authorized Signatory status.

**2. Notification Requirements**

Authorized Signatories are required to immediately notify the Credential Center via the Authorized Signatory Portal whenever an Authorized Signatory becomes aware of any of the following:

- An Airport-Issued ID Media and/or Port issued key(s) is lost or stolen.
- An Airport-Issued ID Media 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-Issued ID Media and/or Port issued key(s) is convicted of a Disqualifying Crime as described in 49 CFR §1542.209

If the Authorized Signatory is unable to access the Authorized Signatory Portal, they must contact their assigned Credential Center Specialist. In the event of an immediate Airport-Issued ID Media deactivation need when the Credential Center is closed, the Authorized Signatory must contact the ACC.

The ASC has the authority to limit the length of Airport-Issued ID Media issuance for failure to retrieve and return Airport-Issued ID Media to the Credential Center to maintain established compliance measures in the Airport Security Program.

**M. AIRPORT-ISSUED ID MEDIA AND SECURITY KEY HOLDER RESPONSIBILITIES**

**1) General Requirements**

An Airport-Issued ID media holder and/or Port issued key(s) holder is responsible for safeguarding their respective Airport-Issued ID Media and/or Port issued key(s) and for returning each to the Credential Center if access to Restricted Access Area of the Airport is no longer required. When an Airport-Issued ID Media and/or Port issued key(s) is no longer required, the

Authorized Signatory or the employee will surrender the Airport-Issued ID Media and/or Port issued key(s) to the Credential Center during business hours within twenty-four (24) to forty-eight (48) 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-Issued ID Media and Port issued key(s) may be mailed to the Credential Center, 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. The mailing address is located on the back of each Airport-Issued ID Media.

**2) Lost Airport-issued ID Media and/or Port Issued Key(s)**

If an Airport-Issued ID Media and/or Port issued key(s) is lost, the Airport-Issued ID media holder must immediately notify their Authorized Signatory who will update the ID media status via the Authorized Signatory Portal and notify the Credential Center. If the Airport-Issued ID Media holder has not been able to contact their Authorized Signatory, notify the Port either by contacting the ACC., contacting the Credential Center in person, or by whatever means possible to report the status of the Airport-Issued ID Media and/or Port issued key. Lost Airport-issued ID media not reported within the first 24 hours may be subject to a seventy-two (72) hour waiting period for reissuance, in addition to associated monetary fines.

***FINES***

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

**3) Stolen Airport-issued ID Media and/or Port Issued Key(s)**

If an Airport-Issued ID Media is stolen, the Airport-Issued ID Media holder must notify their Authorized Signatory who will update the ID media status via the Authorized Signatory Portal and notify the Credential Center. If the Airport-Issued ID Media holder has not been able to contact their Authorized Signatory, notify the Port either by contacting the ACC, contacting the Credential Center in person, or by whatever means possible to report the status of the Airport-Issued ID Media and/or Port issued key. Stolen Airport-Issued ID Media not reported within the first 24 hours may be subject to a seventy-two (72) hour waiting period for reissuance, in addition to associated monetary fines. The Airport-Issued ID Media holder must request their Authorized Signatory to submit a new ID media application, present a valid police report indicating that the

theft is under investigation, meet all general requirements as directed by 49 CFR §1542 requirements and pay all associated fees.

#### **4) Receipts for Returned Airport-Issued ID Media and/or Port Issued Key(s)**

When an Airport-Issued ID Media and/or Port issued key(s) is/are returned to the Port, the Credential Center will issue a receipt upon request. Receipts should be retained as proof of the returned items.

#### **5) Reporting Subsequent Disqualifying Criminal Convictions**

Any individual possessing an Airport-Issued ID Media must report to their Supervisor and Authorized Signatory within twenty-four (24) hours if /they have been convicted, given a deferred sentence, found not guilty by reason of insanity, or have been arrested and are awaiting judicial proceedings of any felony charge in accordance with 49 CFR §1542.209.

#### **6) Inspection/Screening through Access Points Other than Full Employee Screening Checkpoints or TSA Checkpoints**

Airport-Issued ID Media holders are specifically subject to random inspection/screening by the Port or the TSA when accessing, or present within, the Restricted Access Areas of the Airport. The inspection/screening may extend to both the Airport-Issued ID Media holder's person and property, for purposes of determining whether the Airport-Issued ID Media holder is in possession of any prohibited item(s) listed on the TSA PIL. All Airport-Issued ID Media holders acknowledge that consent to an inspection/screening is a condition for the Port to issue an Airport-Issued ID Media and thereby, agree to submit to and cooperate with such an inspection/screening if requested. Failure to submit to or cooperate with such an inspection/screening, may result in the immediate suspension or revocation of the Airport-Issued ID Media and associated TSA fines and/or civil penalties may be assessed.

a. After an Airport-Issued ID Media holder presents for inspection/screening by agreeing to search of their person and personal belongings, the Airport-Issued ID Media holder must remain with their personal belongings and wait for the inspection/screening to be completed in its entirety which is indicated by the release of their personal belongings. Failure to comply will result in a violation (see reference: Security Violation Handbook page 34).

#### **7) Inspection/Screening through Full Employee Screening Checkpoints or TSA Checkpoints**

Airport-Issued ID Media holders are specifically subject to inspection/screening by the Port or the TSA when accessing, or present within, the Restricted Access Areas of the Airport. The inspection/screening may extend to both the Airport-Issued ID Media holder's person and property, for purposes of determining whether the Airport-Issued ID Media holder is in possession of any prohibited item(s) listed on the TSA PIL. All Airport-Issued ID Media holders acknowledge that consent to an inspection/screening is a condition for the Port to issue an Airport-Issued ID Media, and thereby, agree to submit to and cooperate with such an inspection/screening if requested. Failure to submit to or cooperate with such an inspection/screening, may result in the immediate suspension or revocation of the Airport-Issued

ID Media and associated TSA fines and/or civil penalties may be assessed.

- a. After an Airport-Issued ID Media holder presents for inspection/screening by agreeing to search of their person and personal belongings, the Airport-Issued ID Media holder must remain with their personal belongings and wait for the inspection/screening to be completed in its entirety which is indicated by the release of their personal belongings. Failure to comply will result in a violation

## **N. AIRPORT-ISSUED ID MEDIA TRAINING (SIDA)**

### **1. General Requirements**

General requirements for Airport-Issued ID Media 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 Airport-Issued ID Media training. Contact the Credential Center to discuss accommodations prior to scheduling training.

### **3. Emergency Training**

As a requirement of maintaining an Airport-Issued ID Media, the Airport Director or designee may require completion of Airport Emergency Training for the safety and well-being of Airport users, or otherwise in the best interests of the Port.

## **O. SECURITY VIOLATION ENFORCEMENT**

### **1. Investigating Reported Security Violations**

The ASC or designee will investigate all alleged and reported security violations. After an alleged security violation, during these investigations, the Airport-Issued ID Media holder and any witness(es) will be interviewed and have an opportunity to provide an account of the incident. The ASC or designee will make proper notifications as warranted based upon the conclusion of the investigation. Security citations may be issued to the responsible party and associated penalties/fines may be assessed.

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

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

Upon either suspension or revocation of an Airport-Issued ID Media holder's access privileges, the ASC or designee may authorize the deactivation and confiscation of any Airport-Issued ID Media issued to the affected employee. The Airport-Issued ID Media holder must:

- Not enter Restricted Access Areas
- Surrender the Airport-Issued ID Media to the Credential Center, Port Police, Aviation Security personnel, ASC, or designee.

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

Upon either suspension or revocation of an Airport-Issued ID Media holder's access privileges, the Aviation Security Director, ASC, or designee may authorize the deactivation and confiscation of any or all Airport-Issued ID Media held by the affected employer, including the Airport-Issued ID Media of all employees, contractors, and agents whose access privileges were authorized by that employer. The Airport-Issued ID Media holder must:

- Not enter Restricted Access Areas
- Surrender all company Airport-Issued ID Media to the Credential Center, Port Police, Aviation Security personnel, ASC, or designee.
- If an Airport-Issued ID Media holder is within the Restricted Access Areas 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-Issued ID Media unless waived by the ASC or designee.

### **3. Reauthorization of Unescorted Access Privileges**

In all cases, if an Airport-Issued ID Media holder's access privileges have been suspended or revoked and the ASC has authorized the access privileges to be reinstated, the Airport-Issued ID Media holder must have the Authorized Signatory submit a new Airport-Issued ID Media application, meet all general requirements as directed by 49 CFR §1542 and pay all associated fees when applicable.

### **4. Immediate Threats to Security**

If the Aviation Security Director, the ASC, or Port Police determine for any reason that a violation, a criminal act, or threat of violence or harm by an Airport-Issued ID Media holder constitutes an immediate or continuing threat to the security of the Airport or the safety of people at the Airport, the Aviation Security Director, the ASC or Port Police may immediately suspend the Airport-Issued ID Media holder's access privileges. Non-Airport ID Media holders may be prohibited from obtaining an Airport-Issued ID Media for a minimum of two (2) years based on cause. The ASC or designee 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-Issued ID Media Holder Penalties**

Seattle-Tacoma International Airport Rules and Regulations No. 5, SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix will be used as a guideline to determine fines for security violations. Either the ASAB 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 right(s) or corrective action(s) available to the Port.

### **6. Security Violation Penalties for Airport-Issued ID Media Holders**

The fines and penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1 and the Seattle-Tacoma International Airport Rules and Regulations No. 5, SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix 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-Issued ID Media Holder Suspension***

A suspension may be levied against an Airport-Issued ID Media holder who has committed a violation. This will result in the deactivation of the violator’s Airport-Issued ID Media for the time period outlined in SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix. SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix.

#### ***Airport-Issued ID Media Revocation***

A revocation may be levied against an Airport-Issued ID Media holder who has committed an egregious security violation or several security violations. This will result in the deactivation of the violator’s Airport-Issued ID Media for a period of up to two (2) years. The Airport-Issued ID Media holder may not be escorted into any Restricted Access Areas of the Airport and may work only in public areas of the Airport. After the penalties have been satisfied, the violator must reapply in writing to the ASC for any new Airport-Issued ID Media.

#### ***Penalties***

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

described in SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES,

## 7. Appeal Process

An appeal process is available to Airport-Issued ID Media holders who receive a security citation. If the person chooses to use the appeal process, decisions made by the ASAB are binding and final. This process allows the person an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. Persons cited for 49 CFR §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 violation cited. The ASAB will generally convene once per month. Airport-Issued ID Media holders who wish to appeal a citation for a violation must attend the next scheduled ASAB meeting or request an extension in writing outlining specific and valid reasons for the request. Appeals are scheduled by contacting the Port Aviation Security Department either in person, by phone, or in writing within the time limits allowed, as noted above. Security violations involving an unauthorized attempt to bring a firearm or explosive material into the Restricted Access Areas are not appealable; to include, but not limited to, Full Employee Screening Checkpoints and airfield perimeter vehicle /pedestrian gates.

**8. Security Violation Matrix**

<b>SEA SECURITY ENFORCEMENT MATRIX</b>				
<b>T Y P E I</b>	<p><b>First Offense</b> -Airport-Issued ID Media confiscation (1 day) -\$100 Fine -Retake SIDA training Notification to Manager and/or Authorized Signatory</p> <p><b>Second Offense</b> -Airport-Issued ID Media confiscation (3 days) -\$200 Fine -Retake SIDA training -Employee's Manager or Supervisor is required to retake SIDA training</p> <p><b>Third Offense</b> -2-year Airport-Issued ID Media revocation. Must re-apply in writing to ASC.</p>	<p>Failure to Properly Display Airport-Issued ID Media</p> <hr/> <p>Failure to Follow Stop and Wait Procedures</p> <hr/> <p>Failure to Follow Employee Bypass Procedures</p>	<p style="text-align: center;"><b>Security Violation Penalties for Airport-Issued ID Media Holders</b></p> <p>The fines and penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1 and the Seattle-Tacoma International Airport Rules and Regulations No. 5, SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix 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</p> <hr/> <p style="text-align: center;"><b>Penalties</b></p> <p>Enforcement of penalties is based on the number and type of security violations which occur over a two (2) year period. If multiple security violations occur in a shorter time period, the penalties are likely to be more severe, up to and including suspension or revocation of the Airport-Issued ID Media. Revocation, in this case, is defined by removal of the Airport-Issued ID Media and all unescorted access to Restricted Access Areas of the Airport. Persons who have had Airport-Issued ID Media and associated access revoked may not apply for a period of two (2) years. Depending on the circumstances, this period may be extended or shortened based on mitigating or exacerbating circumstances at the discretion of the ASC. The penalty components are described in SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix.</p>	
	<b>T Y P E II</b>	<p><b>First Offense</b> -Airport-Issued ID Media confiscation (3 days) -\$200 fine -Retake SIDA training Notification to Manager and/or Authorized Signatory</p> <p><b>Second Offense</b> -Airport-Issued ID Media confiscation (7 days) -\$400 fine -Retake SIDA training -Employee's Manager or Supervisor is required to retake SIDA training</p> <p><b>Third Offense</b> -2-year Airport-Issued ID Media revocation. Must re-apply in writing to ASC.</p>	<p>Display or Use of an Invalid Airport-Issued ID Media which is Lost, Stolen, Deactivated, Expired</p> <hr/> <p>Using an Airport-Issued ID Media for Non-Official Business</p> <hr/> <p>Unauthorized Use of POS Issued Keys</p> <hr/> <p>Failure to Challenge</p> <hr/> <p>Failure to Respond to a Challenge</p> <hr/> <p>Piggybacking</p> <hr/> <p>Leaving a Security Door in Timed Override</p> <hr/> <p>Leaving an Access Point Unsecured/Unattended</p> <hr/> <p>Forcing a Security Door</p> <hr/> <p>Failure to Secure Restricted Access Area Door or Gate</p> <hr/> <p>Failure to Report an Incident That Could be Detrimental to the Security of the Airport</p> <hr/> <p>Failure to Cooperate with a Security Investigation</p> <hr/> <p>Failure to Report Lost/Stolen Security Key</p> <hr/> <p>Prohibited Items in the Sterile and Restricted Areas</p> <hr/> <p>Failure to Comply with ADRPIP &amp; Procedures</p> <hr/> <p>Violation of Airport Escort Procedures</p> <hr/> <p>Failure to Comply with Authorized Signatory Requirements</p>	<p style="text-align: center;"><b>Airport-Issued ID Media Holder Suspension</b></p> <p>A suspension may be levied against an Airport-Issued ID Media holder who has committed a violation. This will result in the deactivation of the violator's Airport-Issued ID Media for the time period outlined in SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix. SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violations Matrix</p> <hr/> <p style="text-align: center;"><b>Airport-Issued ID Media Revocation</b></p> <p>A revocation may be levied against an Airport-Issued ID Media holder who has committed an egregious security violation or several security violations. This will result in the deactivation of the violator's Airport-Issued ID Media for a period of up to two (2) years. The Airport-Issued ID Media holder may not be escorted into any Restricted Access Areas of the Airport and may work only in public areas of the Airport.</p> <hr/> <p style="text-align: center;"><b>Appeal Process</b></p> <p>An appeal process is available to those Airport-Issued ID media holders who receive a security citation. If the person chooses to use the appeal process, decisions made by the ASAB are binding and final. If deemed pertinent to the safety and security of the Airport, the public, and its employees; the Aviation Security Director has the sole right to adjust, modify or reverse the ASAB decision. This process allows the person an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. Persons cited for Title 49 CFR §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 violation cited. The ASAB will generally convene once per month. Airport-Issued ID media holders who wish to appeal a citation for a violation must attend the next scheduled ASAB meeting or request an extension in writing outlining specific and valid</p>

T Y P E III	<p><b>First Offense</b> -2-year Airport-Issued ID Media revocation. Notification to Manager and/or Authorized Signatory Must re-apply in writing to ASC.</p>	Bypassing TSA Checkpoint to Board a Flight	<p>reasons for the request. Appeals are scheduled by contacting the POS Aviation Security Department either in person, by phone, or in writing within the time limits allowed, as noted above. Security violations involving an unauthorized attempt to bring a firearm or explosive material into the Restricted Access Areas are not appealable; to include, but not limited to, Full Employee Screening and Perimeter Vehicle Gates.</p>
		Use of Another Person's Airport-Issued ID Media	
		Improper Use of Airport-Issued ID Media	
		Providing an Airport-Issued ID Media to Another Person	
		Duplication or Alteration of Airport-Issued ID Media	
		Unauthorized Duplication of POS Issued Keys	
		Loaning or Borrowing POS Issued Keys	
Failure to Submit to Inspection/Screening	<p><b>Non-Appealable Violations</b></p>		
T Y P E III	<p><b>First Offense Non-Appealable</b> --2-year Airport-Issued ID Media revocation. Notification to Manager and/or Authorized Signatory No ability to appeal. Must re-apply in writing to ASC.</p>	Firearms and Explosives	<p>Security violations involving an unauthorized attempt to bring a firearm or explosive material into the Restricted Access Areas are not appealable; to include, but not limited to, Full Employee Screening and Perimeter Vehicle Gates.</p>
M I S C	<p>The ASAB or ASC will determine the offense type based on the nature of each specific security violation, the timing of its occurrence, and any extenuating information from investigations and that is otherwise not listed above.</p>	<p>Undefined and based on the nature of each specific security violation.</p>	<p>Seattle-Tacoma International Airport Rules and Regulations No. 5, SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix will be used as a guideline to determine fines for security violations. Either the ASAB 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 right(s) or corrective action(s) available to the Port.</p>
O T H E R	<p><b>First Offense</b> -24hr Waiting Period -\$250 Fine <b>Second Offense</b> -24hr Waiting Period -\$500 Fine <b>Third Offense</b> -2-year Airport-Issued ID Media revocation. Must re-apply in writing to ASC.</p>	Lost/Stolen Airport-Issued ID Media	
	<p><b>First Offense</b> -24hr Waiting Period -\$250 Fine <b>Second Offense</b> -24hr Waiting Period -\$500 Fine <b>Third Offense</b> -2-year Airport-Issued ID Media revocation. Must re-apply in writing to ASC.</p>	Failure to Return Airport-Issued ID Media	
	Passed through to the source of the violation	Actions Resulting in TSA Fines to the Port	

## **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 both fines and point-based policies for the enforcement of these Rules and Regulations:

- Environmental - Fine-based system.
- General (Smoking) - Fine-based to correlate with provisions of state law.
- Sanitation or Wildlife - Fine-based system or as per lease/contract.
- Security - Fine-based system to comply with TSA mandates.
- Operations and Safety - For personnel a points-based system (SAFE) to support a philosophy of improved performance over punishment.

**For organizations/tenants/operators** an infraction accountability system to address organizational/systemic non-compliance issues and trends per Tariff # 1

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 seven (7) 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 seven (7) business days to report company or Port management corrective action may result in points being 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.**

#### 4. Recurring Driving Violations

Violators with more than one driving offense in six (6) months will have their driving privileges immediately revoked in the field until they can successfully complete retraining and as appropriate, suspensions served.

(See also Seattle-Tacoma International Airport Tariff No. 1: Schedule of Miscellaneous Violation Fines.)

#### 5. Company Non-Compliance & Miscellaneous Violations

In addition to any provisions or enforcement mechanisms contained in operating licenses, Permits, contracts or as otherwise contractually assigned, violations of Miscellaneous Rules and Regulations, or organizational non-compliance with the provisions of these rules, regulations, or agreements will be cause for progressive actions as noted and depicted in Tariff # 1.

If the operator does not incur another penalty or infraction of a similar type within the same operating area within three (3) years, a future offense will be treated according to the rules as a first offense.

## B. APPEALS

### 1. SAFE Violations Appeals

All violation appeals must be requested via email, and addressed to the Airport Operations SAFE Program at [safe@portseattle.org](mailto:safe@portseattle.org) within fifteen (15) business days of the notice of violation.

Appeals must include employee's name, the citation number, the specifics of what is being contested, the reason/justification for this contest and other pertinent details. The communication requesting the appeal must also include the employee's supervisor or manager so that their supervisor or manager can be included in the appeal hearing. An individual must request a variance to not have a supervisor or manager in attendance.

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. All appeal decisions are final.

### 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 fourteen (14) 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 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, Aviation Environment and Sustainability 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.

### **4. Organizational Non-Compliance Appeals**

Companies or organizations cited for violations related to Organizational Non-compliance may appeal in writing to the Director, Airport Operations within fifteen business days of the day of issuance. Final decision will be made in writing within ten (10) business days of receipt of appeal request.



## APPENDIX 1

### SEATTLE AIRFIELD ENFORCEMENT PROGRAM (SAFE) PENALTIES FOR INDIVIDUALS

Point Accumulations and Penalties - What do the points mean?				
1-3 Points	4-5 Points	6-8 Points	9-11 Points	12+ Points
A Violation notice letter is sent to manager(s) and employee	Employee retakes Training - Sign up within 7 days	One (1) day badge suspension of AOA, SIDA, and Restricted Area privileges	Fourteen (14) day badge suspension of AOA, SIDA, and Restricted Area privileges.  Employee retakes training.	Permanent Revocation of Driving Privileges
<b>Penalty –</b> Employer gives employee violation notice	<b>Penalty –</b> Employee retakes training within 30 days	<b>Penalty –</b> Manager designates one (1) day suspension and holds badge	<b>Penalty –</b> Manager designates fourteen (14) day suspension and holds badge.  Employee retakes training within 30 days.	<b>Penalty –</b> Employee loses driving privileges, cannot have blue badge
<p>These points are accrued over a rolling 12-month period starting from the last infraction. Any points connected with this citation remain associated with a badge for 12 calendar months, when they will be rescinded, provided no other citation/points are earned.</p> <p>This matrix and points applies to all individuals working at the Airport including Port of Seattle employees.</p> <p><b>Repeat Violations</b> – Any additional citations after 8 points can include penalties requiring retaking the AOA training.</p> <p><b>Warnings</b> - Warnings can be issued for any violation of these Rules and Regulations. Employees’ information will be added to Airport Operations citation database for tracking purposes. Warnings are issued at the discretion of the issuing individual; there is no requirement to issue a warning.</p>				

DESCRIPTION OF OFFENSE		POINTS
<b>D R I V I N G / S A F E T Y</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)	12 Points Loss of Driving Privileges
	<b>SUSPENDED/REVOKED LICENSE:</b> Driving with a suspended or revoked driver's license	Loss of Driving Privileges
	<b>SURFACE INCIDENT:</b> Any action meeting the FAA definition of "an unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight"	8
	<b>RUNWAY INCURSION:</b> Any action meeting the FAA definition of an "occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft"	8
	<b>RECKLESS OR AGGRESSIVE DRIVING:</b> Operation of a vehicle in a manner which could cause harm or injury to persons or property.	6
	<b>SMOKING ON AIRFIELD:</b> Smoking on Airfield	6
	<b>FUELING – GENERAL UNSAFE PRACTICES:</b> Fueling while vehicle running, not properly bonding, operating faulty equipment. ***Additionally requires retake of AOA Training and Fuel Safety Training	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>D R I V I N G / S A F E T Y</b>	<b>TAXILANE OR TAXIWAY VIOLATIONS:</b> Not following Airport Traffic Control Tower or Seattle Ramp Tower Instructions. Driving a vehicle across a vehicle control line without proper authorization. Walking across a taxilane from one terminal to another.	4
	<b>PARKING – SAFETY CONCERN:</b> Parking in an area that limits emergency operations or creates a hazard to aircraft. This includes: Blocking of emergency exits, Fire Lanes, Aircraft Safety Envelope, aircraft parking area, Object Free Area.	4
	<b>AIRCRAFT TOW TRAINING:</b> Towing of Aircraft without the proper level of POS drivers training	4
	<b>FAILURE TO REPORT AN ACCIDENT:</b> Failure to report an accident to the Airport while remaining at the scene	4
	<b>FAILURE TO REPORT A FUEL SPILL:</b> Failure to report a fuel spill	4
	<b>DISTRACTED DRIVING:</b> Operating a vehicle while being distracted, talking on phone or texting while driving or otherwise not paying attention while driving.	4
	<b>DRIVING – GENERAL UNSAFE DRIVING OR OPERATIONS:</b> General unsafe driving, e.g. following too close, driving under a wing of an aircraft, unsafe operations, etc. Failure to properly chock and set parking brake/s of any parked, unattended or running, equipment, vehicle or wheeled apparatus, or while fueling aircraft. Being involved in negatively contributing to an AOA vehicle accident.	3
	<b>DRIVING UNSOUND OR UNSAFE EQUIPMENT:</b> Operation of a vehicle that is in unsound or unsafe mechanical condition. Exceeding authorized tow limits or numbers (bag carts/dollies) / unsafe load. Allowing others to ride on vehicle/ tailgate or exceeding vehicle designed seating or storage capacity.	3
	<b>SPEEDING:</b> Excess of posted/marked or identified speed limits for operating location	3
	<b>DRIVING WITHOUT A SEATBELT:</b> Not using a seatbelt or other safety equipment on vehicle so equipped	3

<b>Y</b>	<b>DRIVING – SHORTCUTTING OR FAILURE TO OBEY SIGNS/MARKINGS/YIELD, ETC:</b> Failure to obey lawful signals of POS employee or comply with posted signs, markings, traffic signals including failure to obey STOP signs or driving the wrong way in a one-way lane. Failing to utilize (shortcutting) drive lanes or service roads; yield to thru traffic on service road or adhere to posted markings, signage, guidance or notices. Failure to give right-of-way to any emergency vehicles.	3
	<b>GENERAL SAFETY VIOLATIONS:</b> Unsafe violations of Port of Seattle Rules and Regulations or other acts that may be deemed unsafe. Contributing to an incident or accident. Including horseplay; e.g. activities not associated with work, improper riding of bikes, scooters, skates or others not authorized by POS. Improper use of baggage system or general unsafe acts.	3

DESCRIPTION OF OFFENSE		POINTS
<b>C O M P L I A N C E</b>	<b>ELECTRONIC DEVICE USAGE:</b> Usage of device (electronic or other) which could cause distraction while on the AOA or Bagwell whether driving or walking	3
	<b>EQUIPMENT – GENERAL:</b> Maintenance or usage of equipment in an unauthorized area or manner. Including the improper storage of equipment or usage of equipment that can lead to property damage of Airport Equipment. Improper storage of 400 hz cords, eGSE charging cords and PC air hoses.	3
	<b>FOD:</b> Creating a FOD hazard (littering) or failure to pick up FOD. Leaving a dumpster lid open, leaving trash outside of dumpster; creating a FOD or wildlife hazard	3
	<b>DRIVING LICENSE NOT IN POSSESSION:</b> Driver's License valid but not in possession ****(Employee is immediately removed from airfield and supervisor advised they cannot drive until license is provided)	2
	<b>VEST OR SAFETY GARMENT:</b> Failure to wear safety vest or reflective garment on AOA 15 feet from building or failure to use proper ANSI 2 level garments	2
	<b>GENERAL COMPLIANCE VIOLATION:</b> Failure to follow Port of Seattle Rules and Regulations	2
	<b>EQUIPMENT – DERELICT EQUIPMENT:</b> Failure to remove unserviceable units	2
	<b>PARKING – COMPLIANCE:</b> Illegal parking in bagwell, or around aircraft parking gates, including staging GSE in unauthorized area including aircraft parking area, No Parking Space, blocking Airport Operations vehicles or parked in other companies' areas	2
	<b>WILDLIFE:</b> Unauthorized wildlife feeding. Possessing unauthorized pets inside leaseholds or Airfield	2

<p><b>T Y P E II</b></p>	<p><b>First Offense</b> -Airport-issued ID Media revocation (3 days) -\$200 fine -Alpha SGA training -Notification to Manager and/or Authorized Signatory <b>Second Offense</b> -Airport-issued ID Media revocation (7 days) -\$400 fine -Alpha SGA training -Employee's Manager or Supervisor is required to make SGA training <b>Third Offense</b> -2-year Airport-issued ID Media revocation. -Must re-apply in writing to ASC.</p>	<p>Display or Use of an Invalid Airport-issued ID Media when a Lost, Stolen, Damaged, Expired  Using an Airport-issued ID Media for Non-Official Business  Unauthorized Use of POS Issued Keys  Failure to Challenge  Leaving a Security Door in Thermal Override  Leaving an Access Point Unsecured/Unauthorized  Leaving a Security Door  Failure to Secure Restricted Access Area Door or Gate  Failure to Report an Incident That Could be Detrimental to the Security of the Airport  Failure to Cooperate with a Security Investigation  Failure to Report Lost/ stolen Security Key  Prohibited Items in the Gate and Restricted Areas  Failure to Comply with ADPSA's Procedures  Violation of Airport Front Procedures  Failure to Comply with Authorized Signatory Requirements</p>	<p>ID Media and all unsecured access to Restricted Access Areas of the Airport. Persons who have had Airport-issued ID Media and associated access revoked may not apply for a period of two (2) years. Depending on the circumstances, this period may be extended or shortened based on mitigating or exacerbating circumstances at the discretion of the ASC. The penalty components are described in SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. SECURITY VIOLATION MATRIX, 8. Security Violation Matrix.</p> <p><b>Airport-issued ID Media Holder Suspension</b></p> <p>A suspension may be levied against an Airport-issued ID Media holder who has committed a violation. This will result in the deactivation of the violator's Airport-issued ID Media for the time period outlined in SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix, SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix</p> <p><b>Airport-issued ID Media Revocation</b></p> <p>A revocation may be levied against an Airport-issued ID Media holder who has committed an egregious security violation or several security violations. This will result in the deactivation of the violator's Airport-issued ID Media for a period of up to two (2) years. The Airport-issued ID Media holder may not be reissued into any Restricted Access Areas of the Airport and may work only in public areas of the Airport.</p> <p><b>Appeal Process</b></p> <p>An appeal process is available to those Airport-issued ID media holders who receive a security citation. If the person chooses to use the appeal process, decisions made by the ASAB are binding and final. If deemed pertinent to the safety and security of the Airport, the public, and its employees, the Aviation Security Director has the sole right to adjust, modify or reverse the ASAB decision. This process allows the person an opportunity to meet any extenuating circumstances which may influence the assessment of penalties associated with the violation. Persons cited for Title 49 CFR §1540 and/or §15.42 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 upon the violation cited. The ASAB will generally convene once per month. Airport-issued ID media holders who wish to appeal a citation for a violation must attend the next scheduled ASAB meeting or request an extension in writing.</p> <p>Outlining specific and valid reasons for the request. Appeals are scheduled by contacting the POS Aviation Security Department either in person, by phone, or in writing within the three limits allowed, as noted above. Security violations involving an unauthorized attempt to bring a firearm or explosive material into the Restricted Access Areas are not appealable; to include, but not limited to, Full Employee Screening and Permittee Vehicle Gates.</p>	
	<p><b>First Offense</b> -2-year Airport-issued ID Media revocation -revocation -Notification to Manager and/or Authorized Signatory -Must re-apply in writing to ASC</p>	<p>Improper Use of Airport-issued ID Media  Providing an Airport-issued ID Media to Another Person  Duplication or Alteration of Airport-issued ID Media  Unauthorized Duplication of POS Issued Keys  Lending or Borrowing POS Issued Keys  Failure to Submit to Inspection/Screening</p>	<p><b>Non-Appealable Violations</b></p> <p>Security violations involving an unauthorized attempt to bring a firearm or explosive material into the Restricted Access Areas are not appealable; to include, but not limited to, Full Employee Screening and Permittee Vehicle Gates.</p>	
	<p><b>First Offense Non-Appealable</b> -2-year Airport-issued ID Media revocation -revocation -Notification to Manager and/or Authorized Signatory -No ability to appeal -Must re-apply in writing to ASC</p>	<p>Firearms and Explosives</p>		
	<p><b>T Y P E III</b></p>	<p>Unauthorized Duplication of POS Issued Keys  Lending or Borrowing POS Issued Keys  Failure to Submit to Inspection/Screening</p>		
		<p><b>First Offense</b> -2-year Airport-issued ID Media revocation -Must re-apply in writing to ASC</p>	<p>Firearms and Explosives</p>	
	<p><b>O T T H E R</b></p>	<p><b>First Offense</b> -2day Warning Period -\$500 fine <b>Second Offense</b> -2day Warning Period -\$500 fine <b>Third Offense</b> -2year Airport-issued ID Media revocation -Must re-apply in writing to ASC</p>	<p>Low/Altered Airport-issued ID Media</p>	
		<p><b>First Offense</b> -2day Warning Period -\$500 fine <b>Second Offense</b> -2day Warning Period -\$500 fine <b>Third Offense</b> -2year Airport-issued ID Media revocation -Must re-apply in writing to ASC</p>	<p>Action Handling in TSA Threat Center</p>	
	<p><b>M I S I S I C</b></p>	<p>The ASAB or ASC will determine the offense type based on the nature of each specific security violation, the timing of its occurrence, and any extenuating information from investigations and that is otherwise not listed above.</p>	<p>Undefined and/or beyond the nature of each specific security violation.</p>	<p>Seattle-Tacoma International Airport Rules and Regulation No. 5, SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix will be used as a guideline to determine time for security violations. Either the ASAB 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 right(s) or corrective action(s) available to the Port.</p>

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