

Security Violations Handbook

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Your Role Working at Sea-Tac Int'l

As an employee of the airport community, you will play an important role in assisting us with ensuring an environment that is safe and secure. The Port of Seattle works closely with the Transportation Security Administration (TSA) to implement and enforce security regulations.

It is **IMPORTANT** that you take the time to become familiar with the following security violations and the penalties and fines associated with each. As a badge-holder at Sea-Tac, you will be held accountable for violations of security procedures and regulations. If you are unclear on a particular violation, please ask your SIDA trainer or your supervisor for clarification.

As a community working together to serve the customers at Sea-Tac airport, we depend on each other to be diligent in our jobs, keep our eyes and ears open, and to report suspicious activity in our working environment.

The Airport Security Team thanks you in advance for your support of our efforts to ensure a safe and secure environment for all, employees and travelers alike. Welcome aboard!



Important Information about Security Violations

A combination of any three (3) or more security violations within two (2) years may result in ***permanent revocation of the offender's ID badge.***

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

Security Violation Procedures/Penalties

Violations of the following Airport Rules and Regulations may be cause for penalties. Violations of the Airport Security Plan (ASP) and/or Transportation Security Administration (TSA) Title 49 of the Code of Federal Regulation (CFR), Parts 1540 and 1542 not listed below do not incur penalties unless three (3) or more violations are committed within a 2-year period. A violation deemed severe by the Airport Security Coordinator (ASC) or designee is cause for permanent revocation of the offender's ID badge. A citation and a letter from the ASC to the offender with a copy to the offender's employer applies to all offenses.

In all circumstances, the Port of Seattle reserves the right to penalize companies conducting business at Seattle-Tacoma International Airport for security infractions (example: knowingly encouraging employees to commit violations; not being responsible by supporting the Violation Program, failing to review and return "active badge lists" provided by the Port, ID/Access Office). Penalties may be assessed and determined based on consultation and coordination with TSA.

APPEAL PROCESS

An appeal process is available to those who receive Violation Notices. This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. Individuals cited for TSA Title 49 of the Code of Federal Regulation, Parts 1540 and 1542 and/or the Airport Security Plan (ASP) violations will be ***granted fourteen (14) calendar days from the dated violation notice within which to file an appeal in writing*** before penalties are assessed. The Airport Security Appeals Board (consists of agencies representing security) is the reviewing body for all such appeals. If no appeal is received, permanent penalties will be assessed based upon the offense cited.

CIVIL PENALTIES ASSESSED BY THE TSA

Fines or penalties assessed by the TSA for infractions/violations of applicable TSA regulations and/or the Airport Security Plan may be passed on to the airline/tenant involved.

Ten PENALTIES you want to KNOW

Pay attention to the following 10 PENALTIES identified in this booklet—they can have a major impact on your employment at Seattle-Tacoma International Airport.

Loaning/Borrowing an ID Badge: *Permanent revocation* of your ID badge on 1st offense.

Abuse of Security Key Privilege (loaning/borrowing keys to/from others): *Permanent revocation* of your ID badge.

Duplication/Reproduction of Port of Seattle Media: *Permanent revocation* of ID badge on 1st offense.

Leaving a Security Door In “Timed Override” Unattended: *Permanent revocation* of ID badge on 3rd offense.

Piggybacking: *Permanent revocation* of ID badge on 3rd offense.

Violation of Escort Procedures: *Permanent revocation* of ID badge on 3rd offense.

Forcing a Security Door: *Permanent revocation* of ID badge on 3rd offense.

Using a Secured Door for Other than Official Use: *Permanent revocation* of ID badge on 3rd offense.

Display or Use of an Invalid ID Badge (lost, stolen, deactivated, expired): *Permanent revocation* of your ID badge on 3rd offense.

Improper Use of Air Crew PIN: *Permanent revocation* of ID badge on 3rd offense.

Failure to Display Proper Identification

ID badge not displayed and/or ID badge does not meet the requirements of valid identification and does not fit into any other violation category.

First Offense: Confiscation of ID badge for 1 day and \$50.00 fine. SIDA retake.

Second Offense: Confiscation of ID badge for 3 days and \$100.00 fine. Offender and manager/supervisor retake SIDA.

Third Offense: Confiscation of ID badge for 7 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.



Remember: ID badges must be displayed above the waist and on the outermost garment. It is recommended that the identification be displayed above the waist and below the neck.

Violating The Five-Foot Clear Zone

Signs are posted in areas where parking can be no closer than 5 feet from the perimeter fence line.

First Offense: Confiscation of ID badge for 1 day and \$50.00 fine. Retake SIDA.

Second Offense: Vehicle or equipment impounded. Confiscation of ID badge for 3 days and \$100.00 fine. Offender and manager/supervisor retake SIDA.

Third Offense: Vehicle or equipment impounded. Confiscation of ID badge for 7 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.

Improper Signs on Vehicles

Vehicles must meet sign requirements. Signs must be of commercial design on both sides of the vehicle, firm names must appear in letters a minimum of two inches (5 cm) high.

First Offense: Vehicle removed from AOA. Confiscation of ID badge for 1 day and \$50.00 fine. Retake SIDA.

Second Offense: Vehicle removed from AOA. Confiscation of ID badge for 3 days and \$100.00 fine. Offender and manager/supervisor retake SIDA.

Third Offense: Vehicle removed from AOA. Confiscation of ID badge for 7 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.



Example: You are required to operate a vehicle on the AOA for your company. Your manager/ supervisor tells you to use another vehicle due to the fact your regular vehicle is in the shop for repairs.

You are responsible to ensure that the vehicle you are operating meets the requirements of proper signage (commercial design with a minimum of 2-inch lettering). If it doesn't, bring it to the attention of your manager/supervisor.

Challenging—Failure to Challenge or Failure to Respond to a Challenge

Failing to challenge someone in a restricted area who is not displaying an ID badge or who is piggybacking. Failing to show ID when challenged.

First Offense: Confiscation of ID badge for 1 day and \$50.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 3 days and \$100.00 fine. Offender and manager/supervisor retake SIDA.

Third Offense: Confiscation of ID badge for 7 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.



Example 1: You are performing your assigned job duties on the ramp. While you are loading baggage onto an aircraft, you observe an individual who doesn't look comfortable/familiar with their surroundings even though they are in uniform. *What do you do?*
Approach the individual and *ask to see their ID badge.*

Example 2: You report to work, approach the secured door, swipe your ID badge, and gain access to your work site. After entering the area, you observe an individual who enters behind you, but didn't appear to swipe for access. *STOP!* Ask to see their ID badge. *If they can't produce one, inform them they are not authorized to enter the area.*

If you feel threatened, report immediately to Port of Seattle Police.

Piggybacking

Piggybacking occurs when *someone follows* through an access point without using one's own ID badge or security key (unless following the escort procedures-see page 21).

If a person *knowingly allows someone* through an access point without the other person using their own ID badge/security key, both persons will be cited for piggybacking.

If a person follows someone through an access point without using one's own ID badge or security key and without the other person's knowledge, the individual following is cited for *piggybacking* and the other person is cited for *failure to follow stop and wait procedures* (see page 18).

First Offense: Confiscation of ID badge for 3 days and \$200.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 7 days and \$400.00 fine. Retake SIDA with manager/supervisor.

Third Offense: Permanent revocation of ID badge.

Example: You are running late for work. You must get to the job site on time because you have been warned by your supervisor not to be late again.

As you rush towards the secured door, an individual has swiped and cleared entry to the area, you run towards the door to grab it before it closes.

Whew! You got it just in time, made it to the jobsite on time, THINK! You made it to work on time, but have now incurred an infraction against your record. The 3rd offense permanently revokes your ID badge. Does this affect your EMPLOYMENT!

The individual who opened the door will be cited for failure to follow the stop and wait procedures and you will be cited for piggybacking.

Leaving a Security Door In “Timed Override” Unattended

Putting a security door in timed override and leaving the area unattended.

First Offense: Confiscation of ID badge for 3 days and \$200.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 7 days and \$400.00 fine. Retake SIDA.

Third Offense: Permanent confiscation of ID badge or access cancelled.

Example: You report to work and are assigned to a secure jetway door. You place the door into timed override so that the crew can perform their assigned duties. You need to leave the area to board the aircraft for a few minutes. *Is this what you should do?* No, unless you take steps “downstream” to monitor or control access to the ramp or airplane from the jetway.

Using Secured Doors for Other than Official or Authorized Use

Using the door when not on duty or for unofficial business.

First Offense: Confiscation of ID badge for 3 days and \$200.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 7 days and \$400.00 fine. Retake SIDA with manager or supervisor.

Third Offense: Permanent revocation of ID badge or access canceled.

Example: You are excited, you are heading to catch your flight to Mexico for a long awaited vacation. The lines at the checkpoint are extremely long. You are anxious and don't want to wait because you might miss your flight. You decide to use your ID badge through the bagwell to avoid the checkpoint.

You are NOT granted this privilege just because you hold an ID badge. Your badge is the property of the Port of Seattle and is ONLY used for OFFICIAL business directly related to your job. THINK about it! Do you want an extended vacation? Furthermore, an airport worker cannot bypass screening if flying as a passenger on a plane, even if traveling on official business.

Forcing a Security Door

Pushing a secured door or gate open instead of using an ID badge or security key.

First Offense: Confiscation of ID badge for 3 days and \$200.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 7 days and \$400.00 fine. Retake SIDA with manager or supervisor.

Third Offense: Permanent confiscation of ID badge or access cancelled.

Example: You have come into the terminal to get a cup of coffee. You are in a hurry to get back to work because you only have a few minutes before your break is over.

As you approach the secured door to the AOA, you swipe your ID badge, enter your PIN, but nothing happens. You are frustrated! You must get back to work now. You think you will just hit the panic bar to open the door. **WRONG!** If you cannot gain access by using your ID badge and or security key, **DO NOT ENTER!**

Use the intercom located next to the card reader to contact Security Personnel who can help with your situation. You will be better off communicating the problem, than to risk a citation because you gained access the wrong way.

Display or Use of an Invalid ID Badge (Lost, Stolen, Deactivated, Expired)

Displaying and/or using an ID badge that has been reported lost or stolen, has been deactivated, or has expired.

First Offense: Confiscation of ID badge for (3) days and \$200.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 7 days and \$400.00 fine. Retake SIDA with manager or supervisor.

Third Offense: Permanent revocation of ID badge/access cancelled.

Example: You report to work and swipe your ID badge to enter a restricted access point. The reader does not validate your entry.

You try to swipe a second time and still do not receive an "OK" to proceed. You're frustrated because you need to get to your jobsite. WHAT is WRONG!

STOP! Use the intercom located next to the reader to ask Security Personnel for assistance. You will be provided with an explanation of the problem. Your badge may have expired the previous day. At some point you may have reported it lost/stolen, only later to retrieve it—but you forgot to notify the ID/Access Badge Office.

Even if your ID badge may show as valid (expiration date not yet met), you are not granted access without an approval tone from the reader. DO NOT proceed to a worksite if both criteria's are not met (valid badge/acknowledgement from card reader).

This problem requires immediate resolution. If you fail to pay attention to the warnings, the third offense will not grant you access on a permanent basis.

Improper Use of Air Crew PIN

Anyone other than Air Crew using the PIN.

First Offense: Confiscation of ID badge for 3 days and \$200.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 7 days and \$400.00 fine. Retake SIDA with manager or supervisor.

Third Offense: Permanent revocation of ID badge.

Example: Your manager/supervisor has provided YOU with your company PIN for official use while on duty and for your specific job function. Another employee of your company asks for the PIN code to access a restricted area. WHAT do you do?

If the employee does not have knowledge of the PIN, only your management is authorized to release the assigned PIN. DO NOT provide a PIN to a co-worker based on ID badge, uniform, etc. You are the only one authorized by your manager to utilize the code provided and do not have the authority to grant it to another.

Violation of Airport Escort Procedures

Citation issued to the person who is escorting. Escorting someone into a restricted area and not following the procedures related to proper identification, vehicle signs, and the requirement to remain with the individual/vehicle being escorted.

****SPECIAL NOTE**** If you have been issued a POS ID badge but it is not in your possession (for reasons that may include; leaving it at home, left in vehicle, etc.) you may NOT be escorted. If this occurs both the escorter and the escortee will be cited.

The Airport Security Coordinator (ASC) or designee may review/evaluate emergency circumstances and is the only official authorized to make exceptions to the escorting procedure with prior approval.

First Offense: Confiscation of ID badge for 3 days and \$200.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 7 days and \$400.00 fine. Retake SIDA with manager or supervisor.

Third Offense: Permanent revocation of ID badge.

Leaving Prohibited Items Unattended In A Secured Area

When tools or other office equipment is brought into a secured sterile area or SIDA, control must be maintained 100% of the time. If the items are left in an area, that area MUST be locked and secured OR responsible personnel MUST be within sight of the items. If you are not sure if the area will be secured with a lock, or if there is a possibility that someone may gain unauthorized access, take any prohibited items with you. If you are unsure as to which items are “prohibited” see the list at the appendix or refer to the TSA website at: www.tsa.gov . Go to “Our Travelers”/ “Air Travel”/”Prohibited Items”

First Offense: Confiscation of ID badge for 3 days and \$200.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 7 days and \$400.00 fine. Retake SIDA with manager or supervisor.

Third Offense: Permanent revocation of ID badge.

Failure to Follow Stop and Wait Procedures at Vehicle Gates, Pedestrian Gates, or Secured Doors

Opening a gate/door to a restricted area and leaving the area without securing the gate/door. (EXCEPTION: POS AV-SEC employee directs you to do otherwise).

First Offense: Confiscation of ID badge for 1 day and \$50.00 fine. Retake SIDA.

Second Offense: Confiscation of ID badge for 3 days and \$100.00 fine. Offender and manager/supervisor retake SIDA.

Third Offense: Confiscation of ID badge for 7 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.

Example: You need to access the airfield via vehicle gate. You swipe your badge, enter your PIN, the vehicle gate opens to allow you access.

You proceed through the gate and continue driving to your job site.

STOP! Someone is following through the open gate behind you. Have they swiped a badge?—Do they have access? Are they AUTHORIZED?

You are responsible to ensure the vehicle/persons entering behind you do not do so. Once you have entered the AOA side, STOP, WAIT, then proceed.

Loaning/Borrowing an ID Badge to/from Another Person

Citation issued to owner of ID badge loaned to someone else and to the person borrowing (if already issued their own Port ID badge).

Example: You are ending your shift. Your co-worker reporting to work realizes he has forgotten his ID at home. He asks if he can use your badge for the day. You agree to let him borrow it as long as you get it back by the time you report to work the next day. You report to work, to find out you are no longer granted the privilege to hold an ID badge. *Do you still have a job?*

First Offense: Permanent revocation of ID badge.

Abuse of Security Key Privilege (Loaning/Borrowing Keys to/from Others

Citation issued to owner of a Security area key loaned to someone else and to individual borrowing from another (if already issued own Security key and/or ID badge).

First Offense: Permanent revocation of Security area keys and ID badge.

Duplication/Reproduction of Port of Seattle ID Media

A person knowingly, willingly, intentionally using materials, data, etc. to duplicate or reproduce Port of Seattle approved official ID media.

First Offense: Permanent revocation of ID badge.

LOST/STOLEN PORT OF SEATTLE ID BADGE

Citation issued to person who lost their POS ID Badge.

EXAMPLE: You just left work and needed to stop at the store for milk. You don't want to wear your POS ID Badge into the store so you place it on your rearview mirror. While you are in the store someone breaks into your vehicle and steals your POS ID Badge.

First Offense: 48 hour waiting period in hopes to find your badge. \$250 fine.

Second Offense: 48 hour waiting period in hopes to find your badge. \$ 250 fine.

Third Offense: Permanent revocation of ID Badge.

How Do I Escort Vehicles?

The ESCORTING OF VEHICLE AND DRIVER must meet the following criteria:

1. The vehicle is marked with commercially designed signs with lettering at least 2 inches high. The signs must be on both driver and passenger sides of the vehicle. Magnetic signs are acceptable. The company name on the vehicle must match the company name on the driver's ID badge.
2. The driver has a valid ID badge allowing ramp access and the company has up-to-date ramp insurance.
3. The driver is certified to drive on the AOA. This is denoted by a specific color type (ask your supervisor if you don't know the current color) ID badge.

The ESCORTED VEHICLE AND DRIVER must meet the following criteria:

1. The vehicle is marked with commercially designed signs with lettering at least 2 inches high. The signs must be on both driver and passenger sides of the vehicle. Magnetic signs are acceptable. A vehicle without proper signs may use Vehicle Under Escort magnetic signs.
2. The driver has a valid ID badge. An escort badge may be used if proper procedures are followed (see "Escort Badges" on page 21).
3. Vehicle Under Escort magnetic signs and escort badges are available from the staffed access points. Vehicle signs must be returned to the same access point at the completion of the visit and are not to be taken from the Port of Seattle property.

NOTE: All DRIVERS must have a VALID DRIVER'S LICENSE

How Do I Escort Persons?

Any person with Port issued ID badge with an "E" authorized access to a particular door/gate, may escort any person(s) with an airport approved ID badge but without access to that particular door/gate, e.g. a badge with a lower access level or an escort badge. *The escort must remain with the individuals being escorted at all times* while in restricted areas. If you release the person you are escorting to another badge holder within your company, you must acknowledge to the other that you are placing the escort under their authority and control.

ESCORT BADGES – If you are bringing a person on to the SIDA area that is not badged by the Port, you MUST have an "ESCORT REQUIRED" (Multi colored) badge issued. You will be required to sign a form acknowledging that you accept FULL responsibility for the person you are escorting and that you will NEVER allow this person out of your line of sight while in the SIDA. The "ESCORT REQUIRED" badge must be turned in when you leave the SIDA. "ESCORT REQUIRED" badges may be obtained at the staffed vehicle gates or Port of Seattle Security Department.

Port of Seattle airport-issued identification/access badges are for official business only. They are not to be used to escort family/friends into restricted areas. Any exceptions must be authorized in advance by the ASC or the ASC's designee.

The number of individuals should be limited to a reasonable number depending on circumstances and ensuring positive control is maintained at all times. Unless using an alternative process, one person should never escort more than five (5) others.

If you escort someone, you must maintain positive control of the person you are escorting at all times while on the AOA or in restricted areas. Your access privileges may be temporarily suspended or permanently revoked for failing to follow proper escort procedures. Airline personnel with a Port of Seattle SIDA badge and "E" can escort same-company employees *with an airline issued media*.

How Do I Challenge?

Challenging is being observant of others in your working environment. If you observe someone entering your work area (a designated restricted area), you are encouraged to approach an individual if they are not displaying an ID badge which is visible to you.

If someone enters a restricted area behind you, and they do not display an ID badge or appear to have gained access by entering their PIN on an access card reader, CHALLENGE! If at any time you feel threatened by the individual or afraid to approach them, immediately notify the Port of Seattle Police while keeping the individual in your sight if possible.

On a consistent basis, *we are tested* by TSA Officials, Security Officials, and other government authorities on the detection of persons not displaying or entering an area with proper ID badge or access methods.

We ask for your cooperation in assisting the Port of Seattle, Seattle-Tacoma International Airport by being observant of your working environment and helping to promote a safe and secure environment and helping to promote a safe and secure environment for all of us.

APPENDIX/RESOURCES

Permitted and Prohibited Items

The prohibited and permitted items list is not intended to be all inclusive and is updated as necessary. To ensure traveler's security, transportation security officers (TSOs) may determine that an item not on the prohibited items chart is prohibited. In addition, the TSO may also determine that an item on the permitted chart is dangerous and therefore may not be brought through the security check point.

Please pay careful attention to the "Notes" included at the bottom of each section. They contain important information about restrictions and exceptions.

The chart applies to flights originating within the United States. Please check with your airline or travel agent for restrictions at destinations outside of the United States.

<u>Personal Items</u>	<u>Carry-on</u>	<u>Checked</u>
Cigar Cutters	Yes	Yes
Corkscrews	Yes	Yes
Cuticle Cutters	Yes	Yes
Eyeglass Repair Tools - (including screwdrivers)	Yes	Yes
Eyelash Curlers	Yes	Yes
Knitting & Crochet Needles	Yes	Yes
Knives - except for plastic or round bladed butter knives.	No	Yes
Nail Clippers	Yes	Yes
Nail Files	Yes	Yes
Personal care or Toiletries - with aerosols, in limited quantities such as hairsprays, deodorants, etc.	Yes	Yes
Safety Razors - including disposable	Yes	Yes
Scissors - plastic or metal with blunt tips	Yes	Yes
Scissors - metal with pointed tips and blades shorter than four inches in length	Yes	Yes
Toy Transformer Robots	Yes	Yes
Toy weapons - if not realistic replicas	Yes	Yes
Tweezers	Yes	Yes
Umbrellas - (allowed in carry on baggage once they have been inspected to ensure that prohibited items are not concealed)	Yes	Yes
Walking Canes - (allowed in carry on baggage once they have been inspected to ensure that prohibited items are not concealed)	Yes	Yes

Note: Some personal care items containing aerosol are regulated as hazardous materials. The FAA regulates hazardous materials. This information is summarized at www.faa.gov. Click on *Passenger*, then *Preparing to Fly*.

<u>Medication and Special Needs Devices</u>	<u>Carry-on</u>	<u>Checked</u>
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Braille Note-taker, Slate and Stylus, Augmentation Devices	Yes	Yes
Diabetes - related Supplies and Equipment (once inspected to ensure prohibited items are not concealed) including : insulin and insulin loaded dispensing products; vials or box of individual vials; jet injectors; pens; infusers; and preloaded syringes; and an unlimited number of unused syringes, when accompanied by insulin; lancets; blood glucose meters; blood glucose meter test strips; insulin pumps; and insulin pump supplies. Insulin in any form or dispenser must be properly marked with a professionally printed label identifying the medication or manufacturer's name or pharmaceutical label.	Yes	Yes
Nitroglycerine - pills or spray for medical use - (if properly marked with a professionally printed label identifying the medication or manufacturer's name or pharmaceutical label)	Yes	Yes
Open My Scissors - all scissors with blades four inches or less	Yes	Yes
Prosthetic Device Tools & Appliances - including drills and drill bits, allen wrenches, pull sleeves used to put on or remove prosthetic devices, if carried by the individual with the prosthetic device or his or her companion.	Yes	Yes

<u>Sharp Objects</u>	<u>Carry-on</u>	<u>Checked</u>
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Box Cutters	No	Yes
Ice Axes/Ice Picks	No	Yes
Knives - except for plastic or round bladed butter knives.	No	Yes
Meat Cleavers	No	Yes
Razor-type Blades - such as box cutters, utility knives, razor blades not in a cartridge, but excluding safety razors.	No	Yes
Sabers	No	Yes
Scissors - metal with pointed tips and blades shorter than four inches in length	Yes	Yes
Swords	No	Yes

Note: Any sharp objects in checked baggage should be sheathed or wrapped to prevent injury to baggage handlers and security officers.

<u>Sporting Goods</u>	<u>Carry-on</u>	<u>Checked</u>
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Baseball Bats	No	Yes
Bows & Arrows	No	Yes
Cricket Bats	No	Yes
Golf Clubs	No	Yes
Hockey Sticks	No	Yes
Lacrosse Sticks	No	Yes
Pool Cues	No	Yes
Ski Poles	No	Yes
Spear Guns	No	Yes

Note: Any sharp objects in checked baggage should be sheathed or wrapped to prevent injury to baggage handlers and security officers.

Firearms, Guns and Ammunition

	<u>Carry-on</u>	<u>Checked</u>
Ammunition - check with your airline or travel agent to see if ammunition is permitted in checked baggage on the airline you are flying. If ammunition is permitted, it must be declared to the airline at check in. Small arms ammunitions for personal use must be securely packed in fiber, wood or metal boxes or other packaging specifically designed to carry small amounts of ammunition. Ask about limitations or fees, if any, that apply.	No	Yes
BB Guns	No	Yes
Compressed Air Guns	No	Yes
Firearms - firearms carried as checked baggage MUST be unloaded, packed in a locked hard sided container, and declared to the airline at check in.	No	Yes
Flare Guns	No	No
Gun Lighters	No	No
Gun Powder	No	No
Parts of Guns & Firearms	No	Yes
Pellet Guns	No	Yes
Realistic Replicas of Firearms	No	Yes
Starter Pistols	No	Yes

Note: Check with your airline or travel agent to see if firearms are permitted in checked baggage on the airline you are flying. Ask about limitations or fees, if any, that apply. All of the firearms listed above, as well the frame or receiver of such firearms, carried as checked baggage, MUST be unloaded, packed in locked hard-sided gun case, and declared to your airline at check-in.

<u>Tools</u>	<u>Carry-on</u>	<u>Checked</u>
Axes and Hatchets	No	Yes
Cattle Prods	No	Yes
Crowbars	No	Yes
Hammers	No	Yes
Drills and drill bits - (including cordless, portable power drills)	No	Yes
Saws - (including cordless, portable powersaws)	No	Yes
Tools (greater than seven inches in length)	No	Yes
Tools (seven inches or less in length)	Yes	Yes
Wrenches and Pliers (seven inches or less in length)	Yes	Yes

Note: Any sharp objects in checked baggage should be sheathed or wrapped to prevent injury to baggage handlers and security officers.

<u>personal care or toiletries in limited quantities)</u>		
Fuels - (including cooking fuels and any flammable liquid fuel)	No	No
Gasoline	No	No
Gas Torches	No	No
Lighter Fluid	No	No
Lighters*	No*	No*
Strike-anywhere Matches	No**	No**
Turpentine and Paint Thinner	No	No
Realistic Replicas of Inediarries	No	No

*All lighters are prohibited as carry-on items. Lighters without fuel are permitted in checked baggage. Lighters with fuel are prohibited in checked baggage, unless they adhere to the Department of Transportation (DOT) exemption, which allows up to two fueled lighters if properly enclosed in a DOT approved case. If you are uncertain as to whether your lighter is prohibited, please leave it at home.

** Up to 4 books of safety (non strike anywhere) matches are permitted as carry on items, but all matches are prohibited in checked baggage.

Note: Some personal care items containing aerosols are regulated as hazardous materials. This information is summarized at www.faa.gov. Click on Passengers, then Preparing to Fly.

Glossary of Terms

ADM Airport Duty Manager

SIDA Security Identification Display Area

AOA Air Operations Area

ASC Airport Security Coordinator

TSA Transportation Security Administration

**Part 1540/ Federal Regulations governing Airport Security
1542**

ASP Airport Security Plan

Important Phone Numbers

ARM (Alarm Response Monitor) (206) 431-4022

ID/Access Badge Office (206) 248-4818

Airport Duty Manager (ADM) (206) 433-4664

Airport Security Specialist (206) 439-6634
(Violation Program Coordinator during normal business hours only, call the ADM at all other times)

Port of Seattle Police **for emergencies** 911
non-emergencies (206) 433-5401