



METROPOLITAN WASHINGTON
AIRPORTS AUTHORITY

Airport Bulletins



Washington Dulles International Airport

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AIRPORT BULLETINS – WASHINGTON DULLES INTERNATIONAL AIRPORT

TABLE OF CONTENTS

- 01 Orders & Instructions IAD 6-4-1D
Subject: Washington Dulles International Airport Identification Badge Requirements,
dated January 13, 2009
27 Pages**
- 02 IAD Security Bulletins:
Escorting Rules, dated February 6, 2009
Applications for Renewal, dated February 23, 2009
2 Pages**
- 03 Airport Bulletin IAD 4/8.1
Subject: Airport Security / Vehicle Inspection Procedure, dated October 31, 2001
3 Pages**
- 04 Orders & Instructions IAD 2/6A
Subject: Contractor Parking Permits for Parking in Contractor Laydown Areas and
Other Nonpublic Parking Areas, dated March 8, 2002
5 Pages**
- 05 Orders & Instructions IAD 9-2-1
Subject: Runway, Taxiway, and Taxilane Closure at Washington Dulles International
Airport, dated August 30, 1999
6 Pages**

AIRPORT BULLETINS – WASHINGTON DULLES INTERNATIONAL AIRPORT

Orders & Instructions IAD 6-4-1D

**Subject: Washington Dulles International Airport
Identification Badge Requirements**

Dated January 13, 2009

27 Pages

Metropolitan Washington Airports Authority

Date Issued: JAN 13 2009

ORDERS & INSTRUCTIONS

SUBJECT: WASHINGTON DULLES INTERNATIONAL AIRPORT
IDENTIFICATION BADGE REQUIREMENTS

1. PURPOSE

This Orders & Instructions (O&I) sets forth requirements and procedures for issuing, replacing, displaying, accounting for, and retrieving Dulles ID badges granting unescorted access to a Secured Area, Security Identification Display Area (SIDA), Sterile Area or Air Operations Area (AOA) of Washington Dulles International Airport.

2. DISTRIBUTION

This O&I is distributed to the Airports Authority's department level and above, and to all air carriers, tenants, and concessionaires at Dulles Airport.

3. CANCELLATION

This O&I cancels O&I IAD 6-4-1C, Washington Dulles Airport Identification Card Requirements, dated May 25, 1993, and Investigation Requirements, dated January 31, 1996.

4. REFERENCES

- a. 49 CFR Parts 1540, 1542, 1544, 1546, and 1548.
- b. Washington Dulles International Airport Security Program (ASP), August 2004.

5. ENCLOSURES

- a. Sample Dulles ID Badges
- b. Rates and Charges
- c. ID Badge Application Form
- d. Sample Dulles Airport ID Badge Request Letter
- e. Request for Refund Claim Payment Form
- f. Request for Contractor Credentials Form

6. DEFINITIONS

- a. Airport Security Program (ASP). Written in accordance with CFR 49 Part 1542. It provides for the safety and security of persons and property on an aircraft operating in air transportation or intrastate air transportation against an act of criminal violence aircraft piracy, and introduction of an unauthorized weapon, explosives, or incendiary onto an aircraft.
- b. Air Operations Area (AOA). A portion of an Airport, specified in the ASP, that includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under 49 CFR Part 1544 or 1546, and any adjacent areas, such as general aviation areas, that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area.
- c. Airport Security Coordinator (ASC). The Airport's primary and immediate contact for security related activities and communications with the Transportation Security Administration (TSA).
- d. Automated Access Control System (AACS). A computer-based automated access control system. The system components include computers, keyboards, monitors, printers, cameras, video recorders, communication lines, photo ID badges, and badge readers.
- e. Contractor/Vendor. A contractor/vendor is an individual or individuals who represent a service company with a contractual agreement to do work at Dulles Airport. Contractors are not tenants of the Airport.
- f. Employer. An employer is the entity representing an organization or individual who has a working relationship with Dulles Airport. The employer is responsible for the activities of the organization or individual. In the case of the Airports Authority, the employer is the Department and Division Managers.
- g. Escort. Escort means to accompany or monitor the activities of an individual who does not have unescorted access authority into or within a secured area or SIDA.
- h. Personal Identification Number (PIN). A number used in conjunction with identification media to gain access to restricted areas.

- i. Secured Area. A portion of the Airport, specified in the ASP, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where aircraft operators and foreign air carriers that have a security program under 49 CFR Part 1544 or 1546, enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.
- j. Security Identification Display Area (SIDA). A portion of an Airport, specified in the ASP, in which all Airport approved personnel IDs must be displayed on the outermost garment, above the waist and below the neck of the individuals to whom they were issued. This area includes the secured area and may include other areas of the Airport.
- k. Sterile Area. Facilities and areas used at the Airport defined in the ASP that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under 49 CFR Part 1544 or a foreign air carrier under 49 CFR Part 1546 through the screening of persons and property.
- l. Transportation Security Administration (TSA). The TSA is a component of the Department of Homeland Security and is responsible for security of the nation's transportation systems.

7. GENERAL

The federal laws and regulations governing Airport security require that only those individuals who are required by their employment duties to be in areas of the Airport controlled for security purposes are authorized entry. For this reason, Dulles Airport uses a computer-based AACS which requires all people working at the Airport to apply for an ID badge. This ID badge serves as a photo ID, entry control device, and if appropriate, an AOA Permit. All individuals who are issued ID badges by the Airports Authority must comply with this O&I.

8. AUTOMATED ACCESS CONTROL SYSTEM

To enhance security, and meet the requirements of 49 CFR 1542.207, the Airports Authority utilizes an AACS. This system manages access to areas of Dulles Airport that are controlled for security purposes. It ensures that only those individuals authorized to have unescorted access to certain areas are able to gain entry, ensures that an individual is immediately denied entry when that person's access authority for that area is withdrawn, and provides a means to differentiate between individuals authorized to have access to an entire area and individuals authorized access to only a particular portion of an area.

Access portals (doors) that are integrated with the AACS are equipped with badge readers. Access through these portals requires swiping the magnetic stripe on the back of the ID badge through the badge readers. In addition, some access portals require inputting a PIN on the keypad located on the front of the badge reader after swiping the ID badge.

9. DULLES AIRPORT ID BADGE

ID badges are issued to individuals who are assigned to or who have continuing, frequent presence at Dulles Airport, such as air carriers, concessionaires, service firms, government agencies, and others who have been authorized unescorted access by Airport Management. Each badge is issued to a specific person and is not transferable to anyone else. Each ID badge holder's PIN is confidential and should not be shared with anyone. Use of an ID badge and PIN by anyone other than the person to whom it was issued will result in the confiscation of the ID badge by Airport Management and potential prosecution by the TSA. Dulles ID badges serve as a photo ID and entry control device. In addition, if appropriate; they may indicate that the holder is authorized to have a weapon on the airport, to drive a motor vehicle on the AOA, to escort others in restricted areas, or to enter the area controlled by Customs and Border Protection without escort. All badge holders must continuously display their ID badges on their outermost garment, between the neck and waist, while in the SIDA or AOA of the Airport. All concessions/retail personnel working in the Sterile Area must continuously display their ID badge on their outer garment between the neck and waist.

a. Description

ID badges are valid for a 12-month period, expiring on the last day of the individual's birth month. The only exceptions are:

- (1) Contractor's ID badges which expire on the job completion date or 12 months, whichever is less.
- (2) If the badge holder has AOA driver status, the expiration of the ID badge may coincide with the expiration of the individual's state driver's license.
- (3) Badge expiration dates of applicants who are under immigration status will not exceed dates of work permits or whichever immigration form they are covered under.

b. ID Badge Colors

The color designates the areas of access authorized to the badge holder (Enclosure A).

- RedAccess to the Sterile Area.
- Green.....Unescorted access to the AOA, SIDA, secured area, and sterile area.
- BlueUnescorted access to the AOA, SIDA, secured area, sterile area, and Incident Command Post.
- PurpleUnescorted access to the AOA, SIDA, secured area, sterile area, and Incident Command Post at Dulles Airport and Ronald Reagan Washington National Airport.
- Blue Stripes.....Blue stripes on the back of a Dulles Airport ID badge indicate a badge holder’s authorization to carry a firearm while on the Airport. Authorization is restricted and approved by the ASC in coordination with the Airports Authority’s Police Department.

c. Fees Associated With ID Badge Issuance

- (1) Criminal History Records Checks (CHRC) - All applicants are required to submit to a CHRC and a TSA Security Threat Assessment before an ID badge can be issued. The current fee for this process is listed in Enclosure B and is posted in the Pass & ID and Terminal Agents offices.
- (2) ID Badge Re-issuance - There are fees associated with the re-issuance of lost or stolen ID badges. The current fees are posted in the Pass & ID and Terminal Agents offices. If a badge holder requests a replacement ID badge for the third time (due to it being lost or stolen), written authorization for replacement will be required by the ASC. Replacement of accidentally damaged or inoperable ID badges is free of charge.

d. Payment of ID Badge Fees

Fees (CHRC or replacement) are payable by one of the following methods:

- (1) Cash or credit card payment by the applicant.
- (2) Cash or check paid by the employer.

Checks should be made payable to the “Metropolitan Washington Airports Authority.”

Note: If a check is returned for insufficient funds, all associated ID badges will be deactivated. The fee for reactivation of the badges will be at the highest replacement rate. In addition, a fee will be assessed for each returned check. The current fee for returned checks is posted at the Terminal Agents offices.

e. ID Badge Re-issuance Fee Refund

A badge holder who properly reported the loss of his/her ID badge, paid for and was reissued a badge, but subsequently recovered the lost badge, is entitled to a refund. The current refund schedule is posted in the Pass & ID and Terminal Agents offices.

f. ID Badge Ownership

All ID badges are the property of the Airports Authority and shall be surrendered upon demand. Surrender ID badges to the following properly identified Airport security officials on demand: Airport Manager, Airport Operations Manager, Airport Operations Duty Managers, Airport Operations (including Pass & ID and Safety & Security Specialists), Airport Police, and contracted security guards. In addition, an employee's supervisor is authorized to confiscate their ID badge, if that is their company policy.

g. Multiple Employers

If an individual is employed by more than one employer at Dulles Airport, the employee must complete a separate ID Badge Application Form (Enclosure C) for each company, but only the primary employer will be identified on the individual's ID badge. When an employee who has multiple employers resigns, is furloughed, or is dismissed from one employer, all access privileges for that individual will be deactivated until confirmation of continued employment is received from any of the other employers. A badge is required to be reissued if the employee is furloughed, resigns, has a break in employment or is dismissed from his primary employer listed on his ID badge.

10. RESPONSIBILITIES

Title 49 USCS Section 46301 - Civil penalties states: any employer (other than a governmental entity or airport operator) who employs an employee to whom an Airport security badge or other identifier used to obtain access to a secure area of an Airport-issued before, on, or after the date of enactment of this paragraph (enacted Dec. 26, 2007), and who does not collect or make reasonable efforts to collect such badge for the employee on the date that the employment of the employee is terminated and does not notify the operator of the Airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.

a. Airport Manager/Airport Operations Responsibilities

The Airport Manager is responsible, directly or by delegation, for the overall operation, maintenance, and security of the Airport, which includes the ID badge component. The Airport Manager has delegated the responsibility for Airport security to the Manager, Airport Operations, who has in turn designated one or more ASCs to its security program. The ASC serves as the Airport's primary and immediate contact for security-related activities and communications with the TSA. This responsibility is also carried out by the Airport Operations Duty Managers, Safety & Security Specialists, and the Pass & ID office staff. All of these entities have the responsibility to ensure that all provisions of this O&I are enforced and carried out. A primary responsibility of the ASC in the ID badging process is to determine the access levels granted to companies and their employees at Dulles Airport and to initiate corrective action for any known instance of noncompliance with 49 CFR Part 1542, the ASP and applicable security directives.

The Airport Manager's staff has the responsibility to:

- y Conduct security checks on a continuous basis in the secured area, SIDA, sterile area, AOA, parking areas, along perimeter fences, and roadways.
- y Conduct random tests of the door controls for security purposes and random checks for the proper display of ID badges in the secured area, SIDA, sterile area, and AOA.

During the hours that the Pass & ID office is closed, the Airport Operations staff has the responsibility to:

- y Immediately deactivate all ID badges reported lost or stolen.
- y Immediately deactivate the ID badges of individuals reported to have resigned, been furloughed, or dismissed.

b. Airport Police Responsibilities

The Vice President of Public Safety has full responsibility for exercising the police powers granted the Airports Authority by Federal, Commonwealth of Virginia, and District of Columbia laws. These security responsibilities are carried out by the Airport Police. The Dulles Airport Police Department operates 24 hours a day, 7 days a week.

The Airport Police have the following responsibilities:

- y Conduct random patrols on a continuous basis in the secured area, SIDA, sterile area, AOA, parking areas, along perimeter fences, and roadways.
- y Conduct random tests of the door controls for security purposes and random checks for the proper display of ID badges in the secured area, SIDA, sterile area, and AOA.
- y Monitor and respond to door alarms, and take appropriate law enforcement action.

c. Pass & ID Office Responsibilities

Under the direction of the ASC, the Pass & ID office has the responsibility to ensure that all ID badge applications are completed correctly and are processed in a prompt and courteous manner. Among its responsibilities the Pass & ID office has the following additional responsibilities:

- y Ensure that badge holders understand how to properly use their badges.
- y Conduct periodic audits to provide employers with needed information on their employees, and to monitor the percentage of un-recovered ID badges.
- y Immediately deactivate all ID badges reported lost or stolen.
- y Immediately deactivate the ID badges of individuals who have resigned, been furloughed, or dismissed.
- y Ensure that an “approved letter of request for ID badges”, with a designated certification official (Enclosure D), is current and available in the Pass & ID office.
- y Monitor the security training provided to employees and ensure that training is available during published training hours.
- y Issue and account for all ID badges and stock and make available the ID badge application forms.
- y Assist badge holders with the refund process for returned lost badges, and stock and make available the Request for Refund Claim Payment Form (Enclosure E).

d. Accounting and Terminal Agents Responsibilities

The Accounting Division, Revenue & Collections office is responsible for collecting the information it needs related to ID badge fees from the Pass & ID office. The Terminal Agents office is responsible for collecting funds associated with the ID badging process.

e. Employer Responsibilities (Includes Airports Authority Department and Division Managers)

Only companies that provide continued, frequent service to the Airport and/or its tenants will be issued ID badges. All organizations requesting ID badges for their employees must submit a letter of request and justification to the Airport Operations Manager, Washington Dulles International Airport, P.O. Box 17045, Washington, DC 20041. The request must be signed (signature stamps will not be accepted) by an official who has authority to bind the company, and must designate a Certification Official(s), who has the responsibility to certify every application that is submitted by the organization. If the request for ID badges is approved, this letter will be kept on file in the Pass & ID office.

The employer has the following responsibilities:

- y Ensure that all ID badge applications are submitted to the Pass & ID office.
- y Ensure that while an employee is in the AOA, sterile, or secured areas, that the employee is actively engaged in a purpose dictated by the business.
- y Define the access requirements, based on location of company activities, for each employee, and ensure that the Pass & ID office is immediately notified of any changes to these requirements.
- y Immediately (reference Section 10 RESPONSIBILITIES) provide the Pass & ID office or Airport Operations, notification when an employee voluntarily resigns, is furloughed, or dismissed from an organization. The ID badge will be immediately deactivated upon notification. The employer must follow up this notification with written confirmation as soon as possible, e.g., letter, fax, or e-mail.
- y Immediately (reference Section 10 RESPONSIBILITIES) provide the Pass & ID office or Airport Operations, notification when the services of a contractor or vendor have terminated, followed by written confirmation as soon as possible, e.g., letter, fax, e-mail.

- y Collect or make reasonable efforts to collect, (reference Section 10 RESPONSIBILITIES) ID badges from individuals whose employment with the organization or a contractor of the organization on the date that the employment of the employee has ended, due to a voluntary resignation, furlough, or dismissal. These ID badges must be returned immediately to the Airport's Pass & ID office or Airport Operations. Employers who fail to comply with this requirement may be assessed a penalty for each unreturned badge at the highest replacement rate, and risk a suspension of the processing of any future badges until all assessed fees are collected.
- y Ensure that employees who require the use of a motorized vehicle possess a valid state permit for the type of vehicle being operated and have obtained a Dulles Airport AOA operator's permit.
- y Ensure that company vehicles are inspected and marked in accordance with the related Airport O&Is, and that the Airports Authority is listed as an additional insured under the vehicle insurance policy.
- y Ensure that the ID badge audits provided by the Pass & ID office are verified and returned promptly.
- y Ensure that all badge applicants read and understand the Dulles Airport security training and related training documents.
- y Ensure that employees properly display their ID badge and challenge other employees whose ID badges are not displayed correctly.
- y Pay any TSA fine(s) levied against the Airport, caused by their employees' failure to adhere to the Dulles Airport ASP as required by 49 CFR Part 1542.
- y In accordance with 49 CFR Part 1542, ensure that each employee has successfully completed a fingerprint-based CHRC.
- y Ensure that no employer's lock, cipher lock, or other security device is used on any door, gate, or jet bridge that has an Airport access control system card reader or other Airport locking device installed.

f. Employee Responsibilities

Employees who are issued ID badges have the following responsibilities:

- y Never tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure.
- y Never enter, or be present within, the secured area, SIDA, sterile area, or AOA without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
- y Never use, allow to be used, or cause to be used, any airport-issued or Airport-approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in the secured area, SIDA, sterile area, or AOA in any manner other than that for which it was issued by the Airport.
- y Display ID badges on the outermost garment above the waist and below the neck in the secured area, SIDA, sterile area, and AOA.
- y Enter secured area access points that are located prior to the security screening checkpoint one person at a time.
- y Ensure that any secured area, SIDA, sterile area, or AOA access point that is opened is closed securely, and that no unauthorized person(s) are allowed to enter.
- y Immediately report security door alarms to Airport Police/Airport Operations and remain with unsecured doors until the Airport Police respond.
- y Challenge employees in the secured area, SIDA, sterile area, and AOA who are not displaying Airport approved ID badges and do not have a properly badged escort. Summon Airport Operations or the Airport Police by telephone or radio contact, keeping the individual under observation, if possible.
- y Surrender ID badges to the security guard at each vehicle access point to enable the guard to verify the badges authenticity.
- y Surrender ID badges to the following properly identified Airport security officials on demand: Airport Manager, Airport Operations Manager, Airport Operations Duty Managers, Airport Operations (including Pass & ID and Safety & Security Specialists), Airport Police, and Airport contracted security guards. In addition, an employee's supervisor is authorized to confiscate their ID badge, if that is their company policy.

- y Never share an ID badge or PIN with another person.
- y Never attempt to use another person's ID badge.
- y Never copy an ID badge.
- y Never attempt to bypass, or assist others in their attempt to bypass, the Airport access control system.
- y Immediately (reference Section 10 RESPONSIBILITIES) report the loss or theft of an ID badge to the Pass & ID office or Airport Operations.
- y Immediately (reference Section 10 RESPONSIBILITIES) report any security equipment malfunction to Airport Operations.
- y Immediately (reference Section 10 RESPONSIBILITIES) report any security violations to the Pass & ID office or Airport Operations.
- y Never prop open the door at any access point, or in any way interfere with the lock or closing mechanism or other access control device, unless specifically authorized by Airport Operations.
- y Safeguard and maintain ID badges in good working condition without alteration of any kind (including stickers, pins, or additional punched holes). Reissue of an altered ID badge, if approved, will be at the highest replacement rate.
- y Immediately return ID badges to the employer, the Pass & ID office, or Airport Operations when an employment position ends, whether voluntarily (resignation) or for cause (furlough, break in employment or dismissal).

Employees who fail to comply with any requirement or responsibility are subject to the Airport's progressive security violation enforcement process that includes confiscation of the employee's ID badge, security re-training, increasing fines, and a three violation limit before an individual loses the privilege of having an ID badge.

11. PROCEDURES

The procedures detailed below are arranged in step-by-step order and must be followed for a person to obtain, amend, renew, replace, or reissue an ID badge. These procedures presume that the employer/certification official has been approved by the Airport Operations Manager to apply for ID badges.

a. New ID Badge Procedures

- (1) The employer will provide the employee with an ID Badge Application Form. These forms are available in the Pass & ID Office and on the Airports Authority web site www.mwaa.com (Enclosure C).

Note: Section I must be typed. The rest of the application may be hand printed in block fashion. Copies will not be accepted.

- (2) The individual applicant must complete Sections I and read and initial Section II of the application form. The applicant must read, understand, and agree to comply by signing and dating Section III, the Security Responsibility Agreement on the reverse side of the application form. Failure to comply with this agreement may result in loss of access privileges.

Note: Employers are responsible for ensuring that applicants understand the Security Responsibility Agreement.

- (3) The designated Certification Official(s) must complete Section IV of the application form. The employer must define the access requirements, based on location of the company activities, for each employee. Access will be limited to only those gates and doors necessary for an employee to perform his or her job duties.
- (4) If an AOA Operator's Permit is requested, the applicant must be prepared to be tested on the Dulles Airport AOA driving rules and regulations as defined in the Airports Authority's O&I IAD 3-2-2 (current edition). No ID badge will provide access through a vehicle gate until the applicant successfully passes the driver's tests.
- (5) The applicant must submit to a fingerprint-based CHRC and Security Threat Assessment (STA). Air carrier employers who are certifying that a fingerprint-based CHRC was conducted must have their designated Certification Officials complete and sign Section V of the application form.
- (6) Section VI must be completed and signed by a security or SIDA Instructor who has been approved by Airport Management. If security training is completed in the Pass & ID office, a representative of that office will complete this section.

- (7) Section VII must be completed by the Pass & ID Training Room Monitor after the applicant has successfully completed the secured area/AOA Driver Training Class and test.
- (8) The Pass & ID office will verify the identity of the applicant by visually checking two forms of government issued identification (driver's permit, walker's permit, passport, etc.). In addition, applicants under the age of 16 will be required to provide a copy of a valid work permit.

Note: If the address listed in Section I of the application form is different from the address on the identification presented for identity verification, the ID badge will be issued for a time period not to exceed 30 days. Applicants are required to present verification of a corrected address prior to the issuance of a permanent ID.

- (9) Once all of the information needed to process the application is completed and successful CHRC/STA results are returned to the Airport, the Pass & ID office will issue the ID badge. The applicant will choose a PIN, which will be recorded in the badge holder's electronic file.
- (10) The applicant will be asked to test the new ID badge and PIN at the Pass & ID Office before leaving.

b. Additional Requirements for Contractors/Vendors and Concessionaires

ID badges will only be issued to contractors and sub-contractors who have been issued an Airport work permit to perform work for the Airports Authority or Airport tenants. ID badges will be for the duration of the specified project/contract or 12 months, whichever is the shorter period.

Badge applications for contractors must be submitted to, and reviewed by, the Parsons Management Consultant's (PMC) Contract Manager or the Authority's Engineering Project Manager prior to processing by the Pass & ID office. The Pass & ID office will not accept applications that do not have a signed original PMC or Authority Engineering Division cover letter detailing the project and a Company Information Sheet (Enclosure F).

Vendors and concessionaires must present a signed copy of their contract for performing work on the Airport.

Vendors and concessionaires must enter the Airport through a security screening checkpoint. While in the sterile area all vendors and concessionaires are required to display ID badges.

c. Updates to Application Information

If the information submitted on a badge holder's application changes, such as name, address, or access requirements, the employer must notify the Pass & ID office in writing within 24 hours. The updated information will be entered into the badge holder's electronic file. No fee is charged for this service.

d. Renewed or Replaced ID Badge Procedures

- (1) ID Badge Renewal. ID badges expire on the last day of the badge holder's birth month, which is indicated on the front of the badge. During the expiration month, the badge holder must go to the Pass & ID Office to renew the badge. The Pass & ID office will review the original application data with the badge holder to ensure that all information is still correct.

If there are no changes, the expiring ID badge will be retrieved and a new badge with an updated expiration date will be issued free of charge. If there are changes to the information provided on the original application, the badge holder may be asked to provide proof of the changes, and may be asked to complete a new application with updated information.

If an ID badge holder does not renew his/her ID badge within 30 days of the expiration date, renewal will require a written request from their employer specifically stating that the badge holder is still a current employee. If any of the personal information has changed, such as name or address, a new application form is required.

- (2) ID Badge Replacement. If an ID badge becomes accidentally damaged or inoperable, the badge holder should return the badge to the Pass & ID office during normal business hours and request a replacement. The Pass & ID office will review the original application data with the badge holder to ensure that all information is still correct. If there are no changes, the damaged or inoperable ID badge will be retrieved and a replacement badge will be issued free of charge. If there are changes to the data provided on the original application, the badge holder may be asked to provide proof of the changes, and may be asked to complete a new application with the updated information.

e. ID Badge Reissue Procedures

If an ID badge is lost or stolen, the badge holder must notify the Pass & ID office or Airport Operations immediately (reference Section 10 RESPONSIBILITIES) .

To have an ID badge reissued, the badge holder must report to the Pass & ID office during normal business hours and complete a Badge Replacement Form. Replacement fees must be paid before the badge will be issued. The current fees are posted in the Pass & ID and Terminal Agents offices.

f. Forgotten Badge

The Airports Authority does not issue temporary badges. If a badge holder leaves his ID badge at home, he/she must return home and get it. A badge holder may not be escorted into the SIDA, secured area, or sterile area by another badge holder.

12. WHEN AN EMPLOYEE, CONTRACTOR, OR VENDOR TERMINATES EMPLOYMENT

- a. Employers immediately (reference Section 10 RESPONSIBILITIES) notify the Pass & ID office or Airport Operations when an employee, contractor, or vendor leaves voluntarily (resigns) or for cause (furlough, break in employment, or dismissal). When notified the Pass & ID office or Airport Operations will immediately deactivate the ID badge for the individual. The employer must follow up this notification with written confirmation as soon as possible, e.g., letter, fax, or e-mail.
- b. Employers must collect and return the ID badges for employees, contractors, or vendors who have voluntarily left, or been dismissed, to the Pass & ID office or Airport Operations immediately (reference Section 10 RESPONSIBILITIES). Employers who fail to comply with this requirement will be assessed a penalty for each unreturned badge at the highest replacement rate and risk a suspension of the processing of any future badges until all assessed fees are collected. Failure to collect and return ID badges may also result in civil penalties levied by TSA.

13. UNAUTHORIZED USE OF A DULLES AIRPORT ID BADGE

- a. If an authorized Airport security official discovers that an ID badge has been, or is being used by a person other than the person to whom it was issued, the ID badge will be confiscated until authorization to reissue the badge is provided by the ASC.
- b. If a badge holder willfully allows another person to use his or her ID badge or PIN, their ID badge will be confiscated and deactivated, and the violation will be reported to the individual's employer. Allowing another person to use an ID badge is a serious security violation and will be reported to the TSA. This violation may result in Airport fines, TSA fines, and permanent loss of access privileges. ID badge re-issuance will be at the discretion of the ASC.

- c. Any person witnessing the unauthorized use of an ID badge should immediately contact Airport Operations or the Airport Police.

14. CONFISCATED ID BADGES

If an ID badge is confiscated for a security violation, the Airport reserves the right to deny re-issuance of the badge.

15. CHALLENGE PROCEDURES

Each badge holder has the responsibility to challenge any individual who is clearly observed in the secured area, SIDA, or AOA and not properly displaying a valid Airport-issued or approved ID badge. Badged persons who see an individual in the secured area, SIDA, or AOA, who appears not to be properly displaying a valid ID badge should approach and question the individual in a non-threatening and helpful manner. If the challenged individual fails to produce an ID badge or a proper escort, the challenger should contact Airport Operations or the Airport Police by telephone or radio, keeping the individual under observation, if possible.

16. ESCORT PROCEDURES

- a. Escort procedures are used when individuals have business in the secured area, SIDA, sterile area, or AOA and do not possess a Airport-issued or approved ID badge. An escort is a properly approved and badged person who accompanies an individual who does not have access authority. The escort must remain with the individual so as to maintain control of their actions should the individual engage in activities other than those for which the escorted access was granted.
- b. Personnel being escorted, and their tools and equipment, must be within 20 feet and under the control and observation of the escorting employee at all times (even if their business takes them into the public area) until they are escorted from the security controlled area.
- c. The escorting person should not escort more people than he/she can control (approximately 10, depending on the circumstances). Each person acting as an escort must inform all individuals being escorted that they are in a security controlled area of the Airport and all security rules and regulations must be followed. If escorted individuals engage in activities other than those for which escorted access was granted, the escort must notify Airport Operations or the Airport Police immediately.

- d. There are rules that apply specifically to escorts at construction sites. Escorted individuals, and their tools and equipment, must be in the job site boundaries within line-of-site (approximately 100 feet), and under the control and observation of the escorting person at all times, until they are escorted from the security controlled area.
- e. Personnel that have been issued an ID badge and have lost it, left it at home, or have had it confiscated may not be escorted.

Note: Failure to properly perform an escort will result in confiscation of the escorter's ID badge and possible civil/criminal enforcement. If an escort log is available, the person who signed the escort log will be held responsible for the person being escorted.

17. ID BADGE HOLDER SECURITY SCREENING REQUIREMENTS

- a. All ID badge holders must use the employee or passenger security screening checkpoint when traveling. Employees may take family members or traveling companions through the employee screening checkpoint provided they have their aircraft boarding passes.

Failure to follow these procedures is a serious security violation and will be reported to the TSA. This violation may result in Airport fines, TSA fines, and permanent loss of access privileges.

- b. All concession/retail employees must always use the security screening checkpoint before beginning work.
- c. All red ID badge holders are not authorized to utilize vehicle access gates and they may not be escorted into the sterile area.

18. AUDIT

- a. From time to time, but at least once every 12 months, the Pass & ID office will send each Sponsor a list of active badges. Sponsors must review the list, update it, and certify that all the remaining badge holders continue to need unescorted access to restricted areas. A sponsor may request a list at any time.
- b. If some of those listed no longer need access, the Sponsor must retrieve their badges and turn them over to the Pass & ID office.

- c. If the number of a Sponsor's unexpired, deactivated badges that remain outstanding exceeds 5 percent of the total number of badges that the Sponsor has requested, the Pass & ID office will no longer process any replacement badges or new badges applications for the Sponsor until the number of outstanding, unexpired, deactivated badges falls below 5 percent.

- d. If after 30 days, the Sponsor has failed to reduce the number of outstanding unexpired, deactivated badges below 5 percent, the Sponsor will be charged \$200 for each such badge that has not been reported lost or stolen before the letter initiating the audit was sent.



Christopher U Browne
Airport Manager

12 January 09

Date

Enclosures (6)

Pass & ID Rates and Charges

Initial Issuance		<i>Rates</i>
	Fingerprinting for Criminal History Record Check (CHRC)	\$27.00
	Fingerprinting for CHRC and Customs Seal	\$43.50
Renewal		<i>FREE</i>
Replacement of Lost Badge		
	1st Replacement Badge	\$50.00
	2nd Replacement Badge	\$100.00
	3rd Replacement Badge	\$200.00
Confiscation		
	1st Violation	\$50.00
	2nd Violation	\$100.00
	3rd Violation	\$200.00

+ letter from employer to the Airport Manager

+ letter from employer to the Airport Manager

Fingerprint Date _____	NEW	Renewal	Issued Badge Number _____
Fingerprint Approved _____	Blue Stripe Approval (LEO)		
Fingerprint Case Number _____	Badge Color: Red Green Blue	Customs Seal Date _____	
Fingerprint T/A Initials _____	Issued: Purple Yellow Orange		
STA Approval _____ (T/A Initials _____)			

Metropolitan Washington Airports Authority ID Badge Sterile or Secured Area/AOA Motor Vehicle Operator Permit Application

- Ronald Reagan Washington National (T/A Initials _____)
- Washington Dulles International (T/A Initials _____)

Section I – Applicant (this section must be typed)

Full Legal Name: Last _____ First _____ Middle _____

Social Security Number _____ (Providing your SSN to TSA is voluntary; however, failure to provide it may delay or prevent completion of a Security Threat Assessment)

Other Names Used _____ (former name, nickname, maiden name)

Daytime Telephone _____

Current Mailing Address:

Street _____ City/State/Zip _____

Height _____ Weight _____ Gender _____ Country or State of Birth _____

Citizenship _____ Race _____ Hair Color _____ Eye Color _____

Date of Birth(MM/DD/YYYY) _____ Driver/Walker State _____ Number _____ Exp Date _____

Employer/Company _____ **Job Title** _____ Date of Hire _____

Section II – Identification and Work Authorization

Every applicant must present two forms of identification, at least one of which must have been issued by a government authority and at least one of which must have a photo. The only forms of identification that are acceptable are those set forth in the "List of Acceptable Documents" attached to the most current "Form I-9, Employment Eligibility Verification," issued by the U.S. Citizenship and Immigration Service (see www.uscis.gov/files/form/I-9.pdf).

Additionally,

For U.S. Citizens born abroad, one of the forms of identification must be one of the following: (1) U.S. Passport, (2) Certificate of Naturalization, or (3) Certificate of Birth Abroad (Form DS-1350)

For individuals who are not U.S. citizens, one of the forms of identification must be one of the following: (1) Permanent Resident Card or Alien Registration Receipt Card (Form I-551), (2) Arrival-Departure Record (Form I-94) when presented with an unexpired foreign passport bearing the same name and containing an endorsement of the individual's non-immigrant status.

Two forms of identification presented: (ID Verification - T/A Initials _____)						
Driver's License	Walker ID	Social Security Card	Military ID -	Active	Dependent	Retiree
Birth Certificate	State _____	Certificate of Birth Abroad (DS-1350)	Certificate Number	_____		
Work Permit	ICE Card	Alien Registration # A _____	Expiration Date	_____		
Form I-94	Non-Immigrant Visa # _____	Expiration Date	_____			
Passport	_____	Country _____	Expiration Date	_____		
<input type="checkbox"/> Naturalization			Other	_____		

Section III – Criminal History

Public Law 106-528 (49 USCA 40101 NOTE) and 49 CFR 1542.209 forbid anyone who has been convicted or found not guilty by reason of insanity within the previous ten years of the crimes listed on the fingerprint application from being granted unescorted access to the airport's Security Identification Display Area (SIDA). That is, the person may not be given a badge. All applicants must submit fingerprints that will be used to check the person's criminal history records. You may request a copy of your criminal history records sent by the FBI to the Airport Security Coordinator by submitting a written request. If you believe the information is inaccurate, you may directly contact the agency that reported the disqualifying conviction to correct your record.

To print out a completed form from the PDF version, you may type directly on it from your computer. The completed, signed form will only be accepted if printed double-sided on a single sheet of paper. This form may be photocopied to create the double-sided form.

Section IV – Applicant’s Security Responsibility Agreement

I understand that if I am convicted or found not guilty by reason of insanity if any if the crimes on the Fingerprint Application in the future, I must report such a conviction or finding of not guilty by reason of insanity to the Airport Security Coordinator within **24 hours**. _____(initials)

1. I will not allow anyone else to use my ID badge or Secured Area/AOA access key.
2. I will wear my ID badge on my outermost garment at all times when in the SIDA or security controlled area.
3. I will challenge and report any individual who is not displaying an ID badge in the SIDA or security controlled area and report the incident to the Airport Operations Department or Airport Police.
4. I will ensure proper closing and locking of any Secured Area or AOA door or gate I use.
5. I will not allow anyone to follow me or my vehicle through any Secured Area or AOA door or gate.
6. I will report the theft or loss of my ID badge or key immediately to the Airport Operations Department.
7. I will report immediately any security violation I witness to the Airport Operations Department or Airport Police.
8. I will submit to searches of my person as required in the Secured Area, AOA, and Sterile Areas of this airport.

I have read the above security procedures and I understand that failure to comply with any of them may result in the revocation of my ID badge or key, which means that I will not be allowed access to the security controlled areas of the airport.

The Federal Transportation Security Administration requires the Airports Authority to include the following statement on this application and to have each applicant sign and date that statement in order to be issued a badge.

“The information I have provided is true, complete and correct to the best of my knowledge and belief and is provided in good faith. I understand that knowing and willful false statement can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code)”

Applicant’s Signature _____ **Date Signed** _____

Section V – Company Information and Certification (Signature Verification - T/A Initials _____)

Sponsor _____

Employer (if other than sponsor) _____ **Phone Number** _____

Street Address _____ **City/State/Zip** _____

I certify that the applicant needs access as follows to perform his/her duties:

Sterile Area only ___ **Gate Agent Status?** Yes No **Secured Area/AOA Gates** _____

Secured Area/AOA Motor Vehicle Operator Permit required? Yes No **Escort Authority Authorized** **Date** _____

Certification Official’s Name _____ **Title** _____

Company _____

Certification Official’s Signature _____ **Date** _____

Section VI – Air Carrier Criminal History Record Check (CHRC) Certification (T/A Initials _____)

Name of Air Carrier _____

I certify that an FBI CHRC has been conducted for _____
(Applicant’s Name)
on _____ in accordance with FAR Part 1544.229. The **Fingerprint Case No.** is _____
(approval date)

Certification Official’s Name _____ **Title** _____

Certification Official’s Signature _____ **Date** _____

Section VII – Security Trainer (IET T/A Initials _____)

This applicant has completed SIDA training in accordance with the TSA approved curriculum cited in the Airport Security Program.

SIDA Trainer _____ **Signature** _____ **Date** _____

Section VIII – Secured Area/AOA Motor Vehicle Operator Trainer (IET T/A Initials _____)

This applicant has successfully completed the Secured Area/AOA Driver IET Training Class and test.

Driver Non-Movement Area Training **Signature** _____ **Date** _____

Driver Movement Area Training (Annual Re-training) **Signature** _____ **Date** _____

(COMPANY LETTERHEAD)
(To include name, address, and telephone number.)

(SAMPLE TEXT)
(DATE)

Manager, Operations Division
P.O. Box 17045, MA-210
Washington Dulles International Airport
Washington, DC 20041

Dear Sir:

The purpose of this letter is to advise you of (COMPANY NAME) activities at Washington Dulles International Airport and request authorization to apply for security identification badges.

(COMPANY NAME) is engaged in...(a brief description of your activities at Washington Dulles International Airport to include locations on the Airport where proposed activities will occur, a point of contact, and the reason why your employees will require access to the restricted area of the Airport).

To fulfill the requirements of the Washington Dulles International Airport Security Program and Orders and Instructions (O&I) IAD 6-4-1D, the following individual(s) are designated as certification officials(s) (must be a company officer or their local management representative with the authority to bind the company) and their sample signature(s) appear below:

Example:	John T. Doe	Vice President	<u>XXXXXXXXXX</u>
	Jane C. Smith	Secretary	<u>XXXXXXXXXX</u>
	Tom A. Jones	Station Manager	<u>XXXXXXXXXX</u>

The above-named individuals are familiar with the Airport Security Program. They will supervise the verification of employment history for anyone for whom they request access to the restricted areas of the Airport, and will ensure (COMPANY NAME) employees who are issued Washington Dulles International Airport ID badges comply with the Program. (COMPANY NAME) will ensure a strict accounting of all ID badges is maintained, to include prompt reporting of any lost badges and return of ID badges upon termination or transfer of any employee.

Manager, Operations Division
Page 2

I understand that all Airport IDs are and remain property of the Airports Authority and that failure on the part of my company or employees to abide by Airport rules and regulations may result in revocation of access privileges and confiscation of all outstanding IDs.

As a condition of any such grant of access, I agree that any DHS-Transportation Security Administration fine levied against the Airport as a result of the actions or omissions of anyone for whom one of the certification official(s) has requested access to the restricted area of Washington Dulles International Airport will be paid by the (COMPANY NAME).

I certify that I have authority to bind (COMPANY NAME) to this agreement.

Sincerely,

Signature
(COMPANY OFFICER OR LOCAL MANAGER)

COUNTERSIGNED:

Dana A. Pitts

Metropolitan Washington Airports Authority

REFUND/CLAIM PAYMENT REQUEST

PART A. TO BE COMPLETED BY APPLICANT

I am applying for refund/payment of fees or property deposited with the Authority. Payment should be sent to *(Please Print)* :

NAME	DATE <i>(for claims, date of loss)</i>	
ADDRESS	CITY, STATE, ZIP CODE	
ATTN:	CONTACT PERSON	DAYTIME PHONE

PART B. TO BE COMPLETED BY APPLICANT

1. Description of fees or property refund is requested for *(Check one)* :

- Return of Credentials Other *(Describe Below)*:
 Unclaimed Property
 Overpayment
 Claim Payment for

2. Calculation of amount due:

a. _____ credentials returned @ _____ per credential = _____ \$0.00

b. Other *(Describe)* _____

Total = _____ \$0.00

I certify that the information above is correct and that payment has not already been received.

SIGNATURE OF REQUESTER <i>(If applicable)</i> Please type/print name below signature	DATE

PART C. TO BE COMPLETED BY AUTHORITY REPRESENTATIVE

The above property (has been):

- Returned
 Deposited With
 Is Due to the Above Named Applicant
 Claimed (Forward Payment to Risk Management, MA-450)

The amount due is _____

Describe any difference between the amount in Part B and Part C:

AUTHORITY REPRESENTATIVE SIGNATURE	DATE	ROUTING SYMBOL	PHONE

PART D. TO BE COMPLETED BY ACCOUNTING

ACCOUNTING CODE <i>(Insert 0s for project number and LITC if applicable)</i>	DATE PROCESSED	INITIALS

Company Information Sheet

Company Name _____

Corporate Address _____

Corporate Phone Number _____

Local Address _____

Local Phone Number _____

Point of Contact - Listed Certified Signer(s)

Name _____

Office Number _____

Cell Phone Number _____

Email Address: _____

Name _____

Office Number _____

Cell Phone Number _____

Email Address: _____

Name _____

Office Number _____

Cell Phone Number _____

Email Address: _____

Name _____

Office Number _____

Cell Phone Number _____

Email Address: _____

Name _____

Office Number _____

Cell Phone Number _____

Email Address: _____

AIRPORT BULLETINS – WASHINGTON DULLES INTERNATIONAL AIRPORT

IAD Security Bulletins

Escorting Rules, dated February 6, 2009

Applications for Renewal, dated February 23, 2009

2 Pages

February 6, 2009

Anyone who expects to be working in a security controlled area (SIDA, Secured, Sterile, AOA) for more than 30 days must apply for an ID badge. The person may be escorted to work, in accordance with all applicable escort procedures, while the badge application is being processed.

FURTHERMORE: When the Airports Authority denies someone an ID badge or revokes someone's ID badge as a result of a Criminal History Record Check (CHRC) or when TSA directs the Airports Authority to deny someone an ID badge or to revoke someone's ID badge as a result of its Security Threat Assessment (STA), that person is not allowed access to a security controlled area (SIDA, Secured, Sterile, AOA), with or without an escort. Attempting to escort such people will subject a badge holder to a Notice of Violation of the airport's Orders and Instructions or civil penalty by TSA.

Please ensure your employees are aware of this activity. If you have any questions or need additional information, please contact Airport Operations, 703-572-2730.

Originator:

Larry Gosnell, ASC

Phone:

703-572-2730

Number:

02052009

Date:

2/5/2009

February 23, 2009

Effective Immediately, when renewing your Washington Dulles International Airport issued ID:

All employees **renewing** their airport issued id will need to submit a new completed application form as well as present their documents for review. This will now become the standard annual process for renewal. However, unlike initial issue, there will be **no** need for an employee to await a Security Threat Assessment (STA) from the Transportation Security Administration (TSA).

There is also a new application form found on the Airports Authority website *mwa.com*. Please download this latest form and also find the recently released regulations covering badging, Orders & Instructions (O & I) 6-4-1D. Previous forms of the application are no longer being accepted in order to comply with the latest TSA Security Directive. What the reapplication will accomplish is satisfy the regulatory requirement for an annual audit. Those ids which are expired over 30 days will be terminated and will require the individual to reapply with a new Criminal History Records Check (CHRC) and new STA. Although an individual is terminated from the badging program, this does not waive the employer obligation to recover and return issued ids to the Airport Pass & ID Office. The intent of this new process is to also insure an up to date biographical picture of all badge holders.

You can retrieve the new applications and other documents (latest O&I and fingerprinting application) at the following URL:

http://www.mwa.com/dulles/airport_services/passid

Please ensure your employees are aware of this activity. If you have any questions or need additional information, please contact Airport Operations, 703-572-2730.

Originator:

Larry Gosnell, ASC

Phone:

703-572-2730

Number:

Date:

AIRPORT BULLETINS – WASHINGTON DULLES INTERNATIONAL AIRPORT

Airport Bulletin IAD 4/8.1

Subject: Airport Security / Vehicle Inspection Procedure

Dated October 31, 2001

3 Pages

AIRPORT BULLETIN

SUBJECT: AIRPORT SECURITY/VEHICLE INSPECTION PROCEDURE

PURPOSE

The Airport Security Alert establishes the new security enhancements necessary to be in compliance with the emergency amendment EA 107-01-07B issued by the FAA on October 24, 2001, to all Category X, I, II, and III airports in the United States.

DISTRIBUTION

This Airport Security Alert is distributed to Authority Department level and above, airlines, tenants, and service companies located at or conducting operations from Washington Dulles International Airport (IAD) and operating vehicles at IAD.

VEHICLE ACCESS POINTS

Effective immediately, the following security measures are in place at IAD. The number of vehicular access points into secure areas at IAD is reduced to an operational minimum. Those gates that remain open are divided into two categories: 1) Vehicular gates for approved vehicles and individuals who hold appropriate and valid airport access media; and 2) Those vehicles that have invalid or no airport access authorization and/or the vehicle operator and passenger(s) do not have valid airport access authorization media.

The access points for vehicle operator and passenger(s) who have appropriate and valid airport access media are Gates 34 and 38. **Vehicles that require escorts of any type are prohibited at those gates.**

All vehicles and personnel that will require an escort must enter the AOA via Gate 1, Gate 4, Gate 29, and the vehicle gate at Cargo 6. The vehicle gates at Cargo 6 and Gate 29 are designated as AOA entry points for vehicles and persons that require an escort and their primary work site is located on the north side of the airport. Gate 1 is designated as the large equipment contractor/construction access point, and Gate 4 is to be used by contractors and employees.

ACCESS PROCEDURES

A. The following procedures will be utilized for all escorted vehicles and AOA approved vehicles with a non-badged passenger seeking entry to the AOA:

- 1) All vehicles are searched.
- 2) All vehicle deliveries must be coordinated in advance. The persons escorting the delivery will coordinate with the gate guard supervisor at 703-314-2764. The vehicle license plate and expected delivery time must be provided. (Note: A contractor can compile the expected daily delivery schedule on one sheet to cover the entire day.)
- 3) The vehicle operator must have in his or her possession a commercial manifest which identifies the contents of the vehicle and/or trailer.
- 4) An escort from the company for whom the shipment is intended must respond to the vehicle access gate and remain with the escorted vehicle until the vehicle exits the secured area.
- 5) A vehicle search will be conducted and once cleared will be permitted escorted access to their delivery point.

B. Any exceptions to the above procedures other than those listed below must have prior approval from the Manager of the Airport Operations Department, or his/her designated representative.

Exceptions: The following vehicles are exempt from the vehicle inspection:

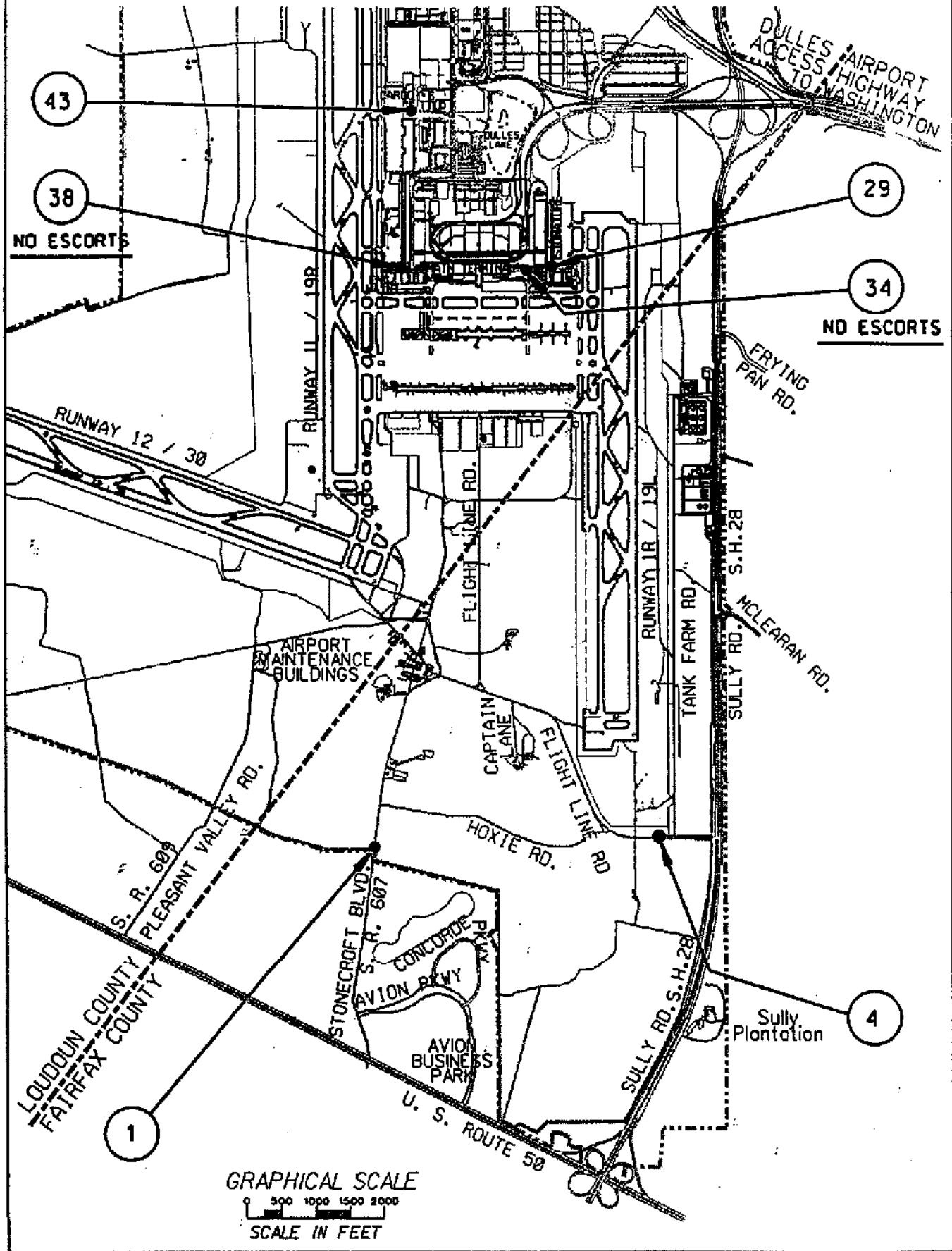
- a) Airport Crash Fire Rescue vehicles.
- b) Marked Airport Operations vehicles.
- c) Federal, State, and local law enforcement vehicles.
- d) Marked U.S. Federal Government agency vehicles.
- e) Marked air carrier services vehicles operated by operators with SIDA ID media.



Keith W. Meupin
Airport Manager

31 October 2001
Date

WASHINGTON DULLES INTERNATIONAL AIRPORT



GRAPHICAL SCALE
0 500 1000 1500 2000
SCALE IN FEET

AIRPORT BULLETINS – WASHINGTON DULLES INTERNATIONAL AIRPORT

Orders & Instructions IAD 2/6A

**Subject: Contractor Parking Permits for Parking in Contractor
Laydown Areas and Other Nonpublic Parking Areas**

Dated March 8, 2002

5 Pages

ORDERS & INSTRUCTIONS

SUBJECT: CONTRACTOR PARKING PERMITS FOR PARKING IN CONTRACTOR LAYDOWN AREAS AND OTHER NONPUBLIC PARKING AREAS

1. PURPOSE

This Orders and Instructions (O&I) establishes the procedures for the issuance of temporary contractor parking permits for use in designated contractor laydown areas and/or other nonpublic parking areas at Washington Dulles International Airport (IAD).

2. REFERENCE

This O&I is issued under the authority of the Metropolitan Washington Airports Regulations (MWAR), Part 4.31(1)(2).

3. DISTRIBUTION

This O&I is distributed to Authority offices at Washington Dulles International Airport at the supervisory level and above, Parsons Management Consultants (PMC), and to all contractors at IAD.

4. POLICY

This parking privilege is granted by the Airport Manager for the sole purpose of providing short-term, no fee spaces for:

- a. Airport contractors that have a designated staging and/or parking area in connection with construction services being provided at IAD.
- b. Airport service contractors conducting occasional short-term work/business on the airport. Airport service contractors will be screened by the Airport Operations Department's Airport Construction Coordinator to determine whether they qualify for a temporary parking permit or should purchase the annual parking permit.
- c. Other nonpublic parking areas are defined as temporary parking areas set aside by the Airport Construction Coordinator for contractors working construction, maintenance, repair, rehabilitation, and alteration projects. Contractors are required to ensure that their employee's park only in these designated parking areas.

5. PROCEDURES

For construction projects administered by PMC, the administration and management of the contractor temporary parking permit program is assigned to the Authority's construction project management firm, PMC, by the Airport Manager. Authority to issue contractor parking permits can be further delegated by the Site Manager at PMC. For tenant projects, or projects controlled by the Engineering and Maintenance Department, the control and issuance of contractor parking permits is delegated to the Manager, Engineering Division, or his or her representative. (Note: It is the individual contractor's responsibility to comply with all provisions of Title I of the Americans with Disabilities Act (ADA) in areas controlled by them. See O&I IAD 3-1-1Y, Motor Vehicle Parking By Employees, Washington Dulles International Airport for details on parking accommodations for persons with a mobility impairment.) The following sections provide issuing instructions:

a. Contractor Permits (Enclosures 1 & 2)

A quantity of numbered temporary permits and their corresponding Parking Activity Logs (Enclosures 1 & 2) will be issued to the PMC Site Manager and Manager, Engineering Division, for distribution to contractors at IAD. The PMC Site Manager, or the Manager, Engineering Division, will designate a representative of their staff to be responsible for administering the contractor parking program. The designated PMC parking administrator may delegate the record keeping and issuance duties to one person in the contract company, provided a written request is submitted and the issuing company agrees in writing to abide by all provisions of this O&I and O&I 3-1-1Y or its current version.

- (1) The designated parking administrator or the authorized contractor representative:
 - (a) Determines if a temporary permit is applicable, and, if so, which designated parking/laydown area is appropriate. (Note: Contractor hangtags are not valid in any parking lot established and controlled by the Airport Manager as listed in O&I IAD 3-1-1Y.)
 - (b) Reviews proper identification and obtains the permit user's name, company, phone number, vehicle description, proof of insurance, license plate number, and state of vehicle registration.
 - (c) Enters the required information and expiration date (expected project completion date) in large, bold, black print on the hangtag.

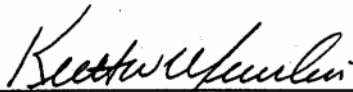
- (d) Provides specific instructions to the permit holder on the location of the designated parking space and the responsibilities associated with granting the permit.
- (e) Maintains the respective parking activity log to manage the use and inventory of temporary parking permits and submits copies of the log to the PMC administrator monthly.
- (f) Advises the permit holder to display the hangtag from the rearview mirror of the registered vehicle. If there is no rearview mirror, the permit may be displayed on the driver's side of the dashboard with the data side facing up.
- (g) Instructs the permit holder to return the permit immediately after their use or upon expiration.

6. ASSISTANCE

General inquiries regarding this O&I should be directed to the Airport Operations Construction Coordinator at 703-572-7306.

7. ENFORCEMENT

Enforcement of this O&I is in accordance with the provisions of the MWAR. Airport management reserves the right to suspend, revoke, or refuse to issue temporary parking permits to persons having outstanding Authority traffic violation notices, or who fail to abide by the provisions of this O&I. The Authority reserves the right to review and audit all records pertaining to the issuance, control and display of the hangtags, prohibit the issuance and control of the hangtags by the contractors, and may further prohibit PMC from delegating the responsibility for issuing permits in the future.



Keith W. Meurlin
Airport Manager



Date

Enclosures

1. HANG FROM MIRROR, THIS SIDE TO REAR OF VEHICLE.
2. MUST BE DISPLAYED WHILE PARKED.
3. LOCK DOORS TO PREVENT THEFT.
4. TAMPERED PERMITS ARE INVALID.
5. CONTACT:

Washington Dulles International Airport

Airport Operations
(703) 572-2730

IAD

CONSTRUCTION

0617

NAME _____

COMPANY _____

LICENSE PLATE _____

VOID AFTER

AIRPORT ID # _____

AUTHORIZED BY: _____

CONSTRUCTION

AIRPORT BULLETINS – WASHINGTON DULLES INTERNATIONAL AIRPORT

Orders & Instructions IAD 9-2-1

**Subject: Runway, Taxiway, and Taxilane Closure at
Washington Dulles International Airport**

Dated August 30, 1999

6 Pages

ORDERS & INSTRUCTIONS

SUBJECT: RUNWAY, TAXIWAY, AND TAXILANE CLOSURE AT WASHINGTON DULLES INTERNATIONAL AIRPORT

1. PURPOSE

This Orders & Instructions (O&I) establishes procedures for the opening and closing of runways and taxiways at Washington Dulles International Airport (IAD) for routine maintenance and inspections, long term projects, and for requesting closures or any work that would impact the unrestricted use of any runway, taxiway, or taxilane.

2. DISTRIBUTION

This O&I is distributed to Authority department level and above, contractors, airlines, and the Federal Aviation Administration (FAA) Air Traffic Control Tower at IAD. Receiving organizations shall ensure that their employees are familiar with the contents of this document.

3. GENERAL

Airport Operations has primary responsibility for coordinating the closing and opening of runways and taxiways at IAD. All requests to close or open, or perform work that will impact the unrestricted use of a runway or taxiway, shall be directed to Airport Operations for consideration, approval, processing, and implementation. Contractors, while working on the Air Operations Area, shall be supervised or monitored by the host division/department to ensure compliance with all applicable rules, regulations, Airport O&Is, and FAA Advisory Circulars.

4. DEFINITIONS

Air Operations Area (AOA) - That portion of IAD used or intended to be used for landing, taking off, or surface maneuvering of aircraft. It is that portion of the airport not intended for public use, with the exception of on- and off-loading aircraft.

ATCT - Air Traffic Control Tower.

FOD - Foreign Object Damage (material which causes aircraft damage)

Movement Area - The runways, taxiways, and other areas within the AOA of the airport used for taxiing, taking off, and landing of aircraft, except loading ramps and parking areas.

Non-movement Areas - Paved areas, other than the movement areas, utilized for parking or servicing aircraft, i.e., gate areas, cargo ramps, etc., not under the control of air traffic.

NOTAM - Notice to Airman.

5. PROCEDURES

All closures should be planned during off-peak hours to minimize the impact on ground operations at the airport. Off-peak is defined as from 2300 until 0600(L) the next morning. Closure requests during other than off-peak times shall be granted only on an emergency basis, when failing to complete the work will result in damage or harm to persons and property on the airport. For extended projects that require a total closure, the inclusion of multiple shifts should be explored and utilized to reduce the overall closure time required.

Requestor Responsibilities

Prior to work and closure:

- (a) Submit a written request for a runway/taxiway, ramp apron, or aircraft parking gate closure, (see Attachment 1), through the designated Authority contact, either PMC or the appropriate Authority department, who will forward the original two-sided request form to Airport Operations a minimum of 72 hours in advance of the requested closure time. If available, include as an attachment any drawings or sketches that show the affected areas. Airport Operations shall coordinate the closure and advise via phone whether the request can be honored, delayed, or rescheduled for a different time or date. When the closure is confirmed and coordinated, the completed Runway/Taxiway Closure Request form will be faxed back to the requestor.
- (b) Confirm with Airport Operations by phone (703) 572-2730 or in person eight (8) hours before the scheduled closure that conditions will permit the closure and no unforeseen circumstances will delay or postpone the closure.
- (c) Check in with the Airport Operations Duty Officer by phone or in person one (1) hour before the scheduled closure.
- (d) Contact the Airport Operations Duty Officer as soon as possible if the work is to be canceled.
- (e) For long-term projects it is suggested that all contracts that involve the opening and closure of runways and taxiways, the contractor should submit a bar chart program estimating date of closures and the period required for the duration of the project. This will allow the coordination of the multitude of projects that are occurring on the airport and reduce duplicate closure requests.

During work and closure:

- (a) The requestor shall contact Airport Operations just prior to entering the planned closure area to confirm that the closure is in force and entry is approved.
- (b) Contact the ATCT by radio (121.9/132.45) or Ramp Tower (119.12 Taxilanes A and B, or 129.55/130.55 for Taxilanes C, D, and E) prior to entering the AOA and transiting to the work area. Monitor the frequency at all times while in the work area.
- (c) Position all nonessential vehicles and equipment away from the closed runway/taxiway surface. Note: Keep all vehicles off of the grass and soft areas of the airport to help with controlling FOD and debris on the field.
- (d) When requesting a partial taxiway closure, confirm that adequate barriers (cones, etc.) are available to define the work area.
- (e) Notify the ATCT by radio (121.9/132.45) whenever departing the work area and transiting active movement areas.
- (f) Maintain the worksite, adjacent movement areas, and all haul routes clear of dirt and debris at all times.

After completion of work:

- (a) Clean the closed runway/taxiway and haul routes of all FOD prior to calling the Airport Operations Duty Officer for inspection. The work area should be ready for inspection 30 minutes prior to the time identified for the reopening of the work area. Past experience has proven that 30 minutes is normally needed to allow for inspection and correction of any minor deficiencies. Be prepared, with sufficient resources, to immediately clean and repair any discrepancies.
- (b) Contact the Airport Operations Duty Officer when all personnel and equipment are clear of the movement area and the closed area is ready for inspection.
- (c) A supervisor must remain in the work area until it has been inspected by the Airport Operations Duty Officer and found to be clear of debris and in compliance with all applicable FAA and airport regulations.

Airport Operations Responsibilities:


- (a) Coordinate the closure request and disseminate the information to the ATCT, IAD Work Order Desk, FAA AFS, Ramp Tower, and if applicable, Air Carriers and Fixed Base Operators (FBO). Known closures will be entered into the coordination log in accordance with established procedures. Prepare NOTAM and forward to FAA Flight Service Station (AFSS) for dissemination. (Note: If possible, confirm with ATC scheduled

closures for the following day no later than 1430 hours the day prior.)

- (b) Close the runway/taxiway when work is to begin. Airport Operations shall contact Ground Control via radio to obtain confirmation that the requested work area is closed to all aircraft traffic before turning the area over to the contractor. When it is not possible for Airport Operations to contact Ground Control via the radio, contact shall be made via the dedicated phone line with the ATCT Supervisor.
- (c) If the runway/taxiway will be closed during nighttime, the runway lights will normally be turned off or disconnected so that they cannot be illuminated unless such illumination is needed to perform maintenance operations on or adjacent to the runway, e.g., snow removal, normal light maintenance, etc.
- (d) Notify the airlines, Ramp Tower, and the FBO of the closure via an ARINC and/or facsimile machine.
- (e) Inspect the closed runway/taxiway before opening. Visually ensure that all personnel and equipment are clear of the movement area as required or applicable.
- (f) Advise the ATCT/Ramp Tower that the closed area is clear and available for use by aircraft and cancel NOTAM if necessary.
- (g) If feasible, notify requestor of any cancellation or modification of approved closure upon such determination.

Air Traffic Control/Ramp Tower Responsibilities:

- (a) Broadcast closure on ATIS.
- (b) Turn off lighting on the closed runway/taxiway if requested or not required for work.
- (c) Maintain radio communication with maintenance crews, PMC, or Authority Supervisor or contractor.
- (d) Confirm with the Airport Operations Duty Officer the status of any runway/taxiway before allowing aircraft operations into an area that was closed for work.


 Keith W. Meurlin
 Airport Manager

8/30/99
 Date

1 Enclosure

Metropolitan Washington Airports Authority

RUNWAY/TAXIWAY CLOSURE REQUEST

SECTION I — TO BE COMPLETED BY REQUESTER

PROJECT NAME		REQUEST DATE	
REQUESTER		AUTHORITY POINT OF CONTACT	
PHONE NO.	FAX NO.	CELL PHONE NO.	
START DAY/DATE/TIME		COMPLETION DAY/DATE/TIME	
CLOSURE AREA REQUESTED (INDICATE EXTENT OF CLOSURE, ATTACH SCALE DRAWING FOR REFERENCE)			
PURPOSE (INDICATE PROJECT AND DESCRIBE SPECIFIC TASKS TO BE PERFORMED)			
IS THE WORK WEATHER DEPENDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		RADIO CALL SIGN	EMERGENCY RECALL TIME
CONCURRENCE SIGNATURES			
Project Engineer: PMC/MA-224 _____		Tower/Ramp Tower: _____	
APPROVAL: Operations Officer _____			

