



City of Charlotte
Aviation Department

Subject/Title

Personal Bags in Sterile and Secured Areas

February 1, 2017

Date Effective

July 11, 2017

Revision Date Effective

16-004

Policy Number

Operations - Security

Business Unit

Aviation Director

PURPOSE: To balance the requirements of security and public safety, and the need for employees to carry personal items into their work areas inside the Secured and Sterile Areas of the Airport.

AUDIENCE: All employees of any company accessing Sterile and Secured Areas as part of their official duties.

OWNER: Airport Security

SCOPE: CLT seeks to provide a safe and secure work environment and supports a proactive and multi-layered approach to ensure the safety of all airport employees and customers. Questions should be directed to the Airport Security Coordinator (ASC), or their designee, at 704-359-4012.

DEFINITIONS:

Known Crew Member (KCM) - A screening system that enables Transportation Security Administration (TSA) security officers to positively verify the identity and employment status of flight crew members.

Secured Area - The area where aircraft operators and foreign air carriers enplane and deplane passengers as well as sort and load baggage. This includes the ramp around the Main Terminal and the baggage make up areas.

Sterile Area - The area of an airport that provides access for passengers to board aircraft and that is generally controlled by the TSA through the screening of persons and property.

POLICY: The size and number of personal bags carried into the Secured and Sterile Areas by employees is limited as follows:

- One **clear bag** no larger than 37" (H + W + D), a typical measurement may be 18" x 13" x 6". The clear bag will allow visual observation of all contents and will not be compromised by design, logos or patterns. All contents must fit inside the bag.
- One **lunch bag** no larger than 32" (L + W + H), a typical measurement may be 12" x 8" x 12". This bag may be used only for food, drinks and associated items (e.g. utensils, napkin), and

medication. NOTE: Only rounded-edge one-piece knives are allowed (e.g. butter knife).

- Other Criteria:
 - All bags are subject to search either at the door, or anywhere in the Secured Area.
 - Employees whose work location is in the Sterile Area may bring opaque bags after they are screened at a security checkpoint prior to entering the Sterile Area. These bags cannot be brought to the Secured Area at any time.
 - Employees planning to fly from CLT following their shift are not allowed to bring their baggage (i.e. luggage) to work in the Secured Area at the start of their shift. Those bags must be left in their vehicles, or other location outside of the Secured Area, until they are ready to process through screening for their flight.

A limited number of exceptions are permitted, they include:

- Employees moving baggage or items in the course of their duties as required for the job.
- Airline flight crews when entering through the KCM portal.
- Badged employees that arrive on a flight just prior to starting their shift at CLT. Must be able to present a boarding pass or proof of travel upon request.
- Airline mechanics in uniform traveling for official business.
- Law enforcement officers on official duty.
- Required medical devices.
- Credentialed Transportation Security Inspector (TSI) for purposes of inspection activities.
- One-time events approved by the ASC.

By Order of the Department of Homeland Security
Transportation Security Administration, employees entering the
Sterile or Secured Area are subject to inspection.

Penalties for violations are as follows (effective 3-1-17):

- ***First Offense:*** Badge suspension for 3 working days; SIDA retraining; \$25 badge re-activation fee.
- ***Second Offense:*** Badge suspension for 7 working days; SIDA retraining of violator plus their manager/supervisor; \$50 badge re-activation fee.
- ***Third Offense:*** Permanent revocation of badge.