

***NEW* Clear Personal Bag Policy**

- **Who:** All employees of any company accessing the Secured and Sterile Areas as part of their official duties.
- **What:**
 - One clear personal bag not to exceed 37' (L+W+H)
 - One lunch bag not to exceed 32" (L+W+H)
- **When:** Beginning February 1, 2017, employees will be required to use the clear bag. Those who do not comply will be denied access and will be required to return their unauthorized bag to their vehicle. Beginning March 1, 2017, citations will be issued to those who do not comply with the Clear Personal Bag Policy.
- **Where:** Secured and Sterile Areas. Any employee accessing the Secured Area from the Public or Sterile Area **MUST** have a clear bag. Opaque (non-clear) bags will not be allowed, with the exception of the lunch bag. Employees working in the Sterile Area may use an opaque (non-clear) bag as long as they enter through a screening checkpoint and they do not enter the Secured Area with the opaque (non-clear) bag.
- **Why:** The Airport's intent is to strengthen security, particularly in the Secured and Sterile Areas, while balancing the need for employees to carry personal items.
- **How:** Current employees with access to the Secured or Sterile Areas will be issued a clear bag and will be expected to adhere to the Clear Personal Bag Policy.
 - The City's Aviation Department will provide one clear bag to all employees accessing the Secured or Sterile Areas as a part of their official duties. The Department will not provide replacement bags for any reason.
 - Clear bags will be issued beginning mid-January 2017. All companies listed as occupants at the Airport will be notified when their date of issuance will be. Authorized signers will be responsible for distribution to their employees.

***NEW* Clear Personal Bag Policy – Frequently Asked Questions**

- **What type of lunch container is acceptable?** Coolers and lunch boxes/bags measuring 32" (L+W+H) or smaller are acceptable.
- **Can exceptions be made for people with medical issues to use a clear roller bag instead of carrying the clear bag?** Yes, as long as the clear roller bag meets the size standards. The bag cannot exceed 37" (H+W+D).
- **For employees who need to bring medication or other personal care items to work, can they put those items in a smaller bag that you cannot see through and then place that bag in the clear bag?** Yes. A small cosmetic or privacy bag can be placed in the larger clear personal bag. Please note, the small cosmetic or privacy bag is still subject to inspection.
- **Are wallets and purses/handbags still allowed for those who carry them?** Yes, but they must be placed completely inside the clear personal bag which is not to exceed 37" (H+W+D). Opaque (non-clear) wallets and purses/handbags placed inside the clear bag should be no larger than 6.5"x4.5", similar to the size of a small clutch or cosmetic bag. Please note, the purse/handbag is still subject to inspection.
- **Who is exempt from this policy?**
 - Employees moving baggage or other 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.
 - Employees transporting required medical devices.
 - Credentialed Transportation Security Inspectors (TSIs) for purposes of inspection activities.
 - One-time events approved by the Airport Security Coordinator (ASC).
- **What happens if my issued bag gets stolen, lost, or damaged?** You will be responsible for purchasing a new one. Clear bags may be purchased from Amazon.com, Geiger.com, Walmart, Target and other retailers. The new bag cannot exceed 37" (H+W+D).
- **Do escorted persons have to comply with the Clear Personal Bag Policy?** No. It is the responsibility of the escort to ensure that no prohibited items are brought into the Secured Area.
- **Can a breast pump and bag be brought into the Secured Area?** Yes. With ASC approval, this may be considered a third bag.
- **Are there stipulations of what can go into a bag?** Anything that is placed in the clear bag that is opaque (non-clear), such as a small cosmetic pouch, will be subject to further inspection. The goal is to have no opaque (non-clear) items in the clear bag so inspections are seconds instead of minutes. Of course prohibited and illegal items are still not permitted in the clear bag.

- **How can new employees who start work at the Airport after the bags are distributed get one?** The Airport will provide one bag to each current employee with access to the Secured Area. Only those who are employees at the time the bags are distributed will receive one from the Airport. New employees beginning work after the distribution date will be responsible for obtaining their own clear bag that meets the requirements set forth in the Clear Personal Bag Policy.
- **If we supply our own bag, can it have colored zippers and additional pockets?** Yes, as long as visual access of all contents is not compromised and the bag meets the specified dimension requirements.
- **Does the supplied bag have any pockets?** Yes. The bag is a backpack style with at least one small pocket, a large area in the backpack, and a mesh water bottle holder.
- **Do I need to have a clear bag if I'm entering the Secured Area on my day off or if I'm just going into the Secured Area to clock in?** Yes. Only clear bags are allowed in the Secured Area, regardless of the reason for being there.