

THE CITY OF PHILADELPHIA
DEPARTMENT OF AVIATION


PHILADELPHIA INTERNATIONAL AIRPORT RULES AND REGULATIONS MANUAL

(Revised as of April 3, 2024, effective as of May 3, 2024)

The City of Philadelphia is the owner and operator of Philadelphia International Airport. The City of Philadelphia, through its Department of Aviation, hereby promulgates these changes to Section 7 of the Philadelphia International Airport Rules and Regulations Manual. All existing provisions of Section 7 of the Rules and Regulations Manual, as they apply to the Philadelphia International Airport, are hereby repealed and superseded by the Rules and Regulations Contained in Exhibit A attached hereto and made apart hereof.

All other existing Rules and Regulations, as they apply to the Philadelphia International Airport shall continue in full force and effect except as those expressly modified herein.

THE CITY OF PHILADELPHIA
DEPARTMENT OF AVIATION

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By: 
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Atif Saeed, A.A.E., IAP
Chief Executive Officer &
Director of Aviation
Philadelphia International Airport

Filed: _____

Exhibit A

SECTION 7 - AIRPORT SECURITY

A. PURPOSE

PHL has adopted, maintains, and enforces an Airport Security Program ("ASP"), as mandated by the U.S. Department of Homeland Security through its Transportation Security Administration ("TSA"). These security Rules and Regulations are adopted in support of the ASP for the safety and security of all those who enter and utilize PHL. Those who violate these Rules and Regulations, or applicable federal regulations will be subject to the appropriate penalty indicated herein.

B. COMPLIANCE REQUIREMENTS

1. All persons using the Airport (as defined in Section 1 of these Rules and Regulations) are subject to the ASP and these security rules and regulations, as amended from time to time.
2. No one may cause another person to, tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure or procedure implemented pursuant to or in association with the ASP.
3. **Penalty for Noncompliance.** Persons who violate security regulations and procedures, including those set forth herein may:
 - i. Be denied future access to the Secured, Air Operations, SIDA or Sterile Areas.
 - ii. Have their access or driving privileges and/or PHL ID Badge suspended.
 - iii. Have their access or driving privileges and/or PHL ID Badge permanently revoked; and/or
 - iv. Be fined or otherwise penalized in accordance with applicable regulatory measures.

C. DESCRIPTION OF AIRPORT AREAS

1. **Public Areas** (sometimes referred to as "Landside") are normally accessible to the General Public. They include public portions of

all Terminal Buildings, parking lots, and Airport roadways. See Exhibit 7-1.

2. **The Security Identification Display Area** (“SIDA”) is that portion of the Airport in which each person is required by the Department of Aviation (DOA) to display PHL-issued or PHL-approved identification continuously and prominently between the neck and waist on the outermost garment unless that person is under a PHL approved escort. See Exhibit 7-1.
3. **Restricted Areas** are those parts of the Airport that are not open to the public and include, but are not limited to, baggage make up areas, passenger and cargo loading ramps, hangar areas, runways, and taxiways. Restricted areas are a part of the SIDA. See Exhibit 7-1.
4. **The Air Operations Area** (“AOA”) is the portion of the Airport designed and used for landing, taking off or surface maneuvering of Aircraft. The AOA is that area contained within the security boundary established by buildings and chain link fencing along the perimeter of the Airport. It includes all aircraft movement areas i.e. runways, taxiways etc., aircraft parking areas, loading ramps and safety areas used by commercial aircraft and any adjacent areas that are bounded by the outer service road. The Air Operations Area is a part of the SIDA. See Exhibit 7-1.
5. **The Secured Area** (sometimes referred to as “Airside” and including the Restricted, SIDA and AOA areas) is that area of the Airport where access is controlled by a system, method, or procedure to control authorized access and deny access to unauthorized persons. At PHL, the Secured Area is comprised of that portion of the Air Operations Area bordered on the north by the perimeter fence line and Terminal and cargo buildings (as well as associated cargo facility ramps), on the east by the grass area adjacent to the “F” Ramp, on the South by the Outer Service Road, and on the west at the intersection of the Deicing Apron and the Outer Service Road including the RON Apron Area. The Secured Area therefore includes all the baggage tunnels, the east and west aprons, as well as the fuel loading and truck parking apron. See Exhibit 7-1. The boundary of the Secured Area may be changed, from time to time, either temporarily or permanently.
6. **The Sterile Area** (sometimes referred to as the Terminal Area or the “Terminal”) is the portion of the Airport that provides

passengers access to board aircraft and to which access is controlled through the screening of persons and property. It includes the area past Security Screening at Terminals/Concourse A West, A East, B, C, D, E and F. See Exhibit 7-1.

D. PROCEDURES FOR ACCESS TO RESTRICTED AREAS

1. Security Screening

- a. **Who Must be Screened.** Persons who enter the Secured Area, AOA, SIDA or Sterile Area are subject to, and consent to, security screening, questioning, inspection and search of their persons and accessible property as required by law and must comply with the system, measures or procedures being applied to control access as defined in these rules.
- b. **Random Screening of Badge holders.** Badge holders may be subject to random screening and searches by Philadelphia Police Department ("PPD"), the Transportation Security Administration ("TSA"), or PHL security and its authorized representatives at any time while attempting to access, or in, restricted areas.
- c. **Inspection of Badges.** Any time a PHL ID Badge holder attempts to pass through a federally regulated checkpoint or a staffed perimeter security checkpoint, the individual responsible for checking PHL ID Badges will stop the individual; verify/compare the photograph on the badge to the person; and check the badge's expiration date.
- d. **Handling Invalid Badges.** If the person attempting to access the checkpoint or vehicle gates does not match the photograph on their PHL ID Badge, or if the PHL ID Badge is expired, altered, or counterfeit, the person responsible for checking the PHL ID Badge will:
 1. Deny that person access to the restricted area;
 2. Confiscate the PHL ID Badge; and
 3. Immediately report the incident to the Airport Police at (215) 937-6711 or the Airport Security Department at (215) 937-5452.

2. General Requirements for Access

- a. The only persons authorized to enter restricted areas are:
 - i. Authorized and properly identified PHL personnel, tenants, tenant employees, and airline employees assigned a duty or aviation activity or who have an operational need to be in a particular area;
 - ii. Passengers, who under appropriate supervision, are entering to enplane or deplane an aircraft;
 - iii. Persons under appropriate supervision or escort as discussed in Section D.6. below;
 - iv. Those having prior written authorization from PHL; and
 - v. Properly identified FAA, TSA, or DHS employees or representatives.
- b. **Removal of Unidentified and Unauthorized Persons.** Unidentified and unauthorized persons in the Secured, Sterile, SIDA or Air Operations Areas may be detained or removed by authority of the Airport Chief Executive Officer or their duly authorized representative, Airport Police, or the TSA.

3. Approved Identification for Unescorted Access to Restricted Areas:

- a. Valid PHL ID Badge indicating that individual has unescorted access privileges to that area; or
- b. In the case of aircraft crewmembers, dressed in the full uniform of their company, a photo ID issued by an authorizing airline; or
- c. In the case of an FAA Aviation Safety Inspector conducting their assigned duties, an FAA Form 110 A in their possession; or
- d. TSA identification badges worn by authorized TSA agents.

4. Airport Badge Description/Authorization

- a. PHL issues four (4) different colored PHL ID Badges to identify personnel and designate their access privileges based on their need to be at a given work station (See Exhibit 7-2):

Color	Access Authorization	Escort Privileges	Expiration
BLUE	Unescorted access to areas of the Sterile, Secured, SIDA and Air Operations Areas where badge holder has an operational need.	-Indicated by PHL issued escort designation -Authorized to escort in Sterile Area, Secured Area, SIDA and AOA	Expires in two (2) years
RED	Access to Sterile Area only, i.e. Non-SIDA/Non-Secured Areas; no access to AOA	None	Expires in two (2) years
YELLOW	Temporary unescorted access badge issued to contractors giving them access to areas of the Sterile, Secured, AOA and SIDA areas where they will be working	-Authorized to escort individuals within AOA work area only -May not escort vehicles through a gate or within the AOA	Expires in one (1) year
BLACK	Unescorted access to areas of the Sterile, Secured, SIDA and Air Operations Areas where badge holder has an operational need.	-Indicated by PHL issued escort designation -Authorized to escort in Sterile Area, Secured Area, SIDA and AOA	Expires in one (1) year

b. **Specialized Media Access Identifiers**

1. PHL has developed and implemented the following special badge media access identifiers to improve recognition of individuals who have an operational need to enter or leave areas of operation in a quick and efficient manner to uphold the safety and security of the airport environment:

i. **Law Enforcement Officer (“LEO”) Identification**

-Issued to PHL and Federal Law Enforcement Personnel who have been authorized to carry a firearm into the AOA, SIDA, Secured and Sterile Areas;

-Distinguished by a solid red line at the top of the badge and a red box below the expiration date.

ii. Aircraft Rescue and Firefighting (“ARFF”) Personnel

-Issued to ARFF personnel who must access the AOA, SIDA, Secured and Sterile Areas in the event of an emergency;

-Distinguished by solid orange line at the top of the badge and an orange box below the expiration date.

iii. Emergency Response Personnel

-Issued to PHL employees, law enforcement and emergency response personnel who must access the AOA, SIDA, Secured and Sterile areas in the event of an emergency.

-Distinguished by yellow/gold box on the Expiration Date.

2. FAA Aviation Safety Inspector Identification

-FAA Aviation Safety Inspectors possessing FAA Form 110A have unescorted access to those portions of the SIDA in which it is necessary for them to conduct their assigned duties of inspection.

-FAA Aviation Safety Inspectors must have Form 110A in their possession at all times.

-Restriction on Use of Form 110A. While Form 110A is considered an official identification medium while in secured areas, it does not provide an inspector access to areas that are not being inspected. Access to other secured areas must be gained through PHL procedures.

3. Airline Carrier Identification Media

a) Flight crewmembers regulated under 49 CFR 1544 who are in uniform and wearing their air carrier issued identification medium readily visible at waist level or above may access the following portions of the Secured Area:

i. The immediate vicinity of the aircraft to which the flight crew is assigned;

- ii. The flight crew operations/flight office, or its equivalent; and points in between as authorized by PHL.
 - iii. Other ID media as specified in approved Exclusive Area Agreements only within the areas specified in the agreement.
- b) If there is an operational need for cabin crew members to have unescorted access to the area within the immediate vicinity of the aircraft to which the crew is assigned, the flight crew operations/flight office or points in between, the ASC or their designee may approve such access.
- c) Foreign air carrier crewmembers under 49 CFR 1546 are authorized for unescorted movement in the immediate vicinity of the aircraft to which the flight crew is assigned and their respective operations office or equivalent.
- d) Foreign air carrier crewmembers do not have unescorted access from the air carrier's operations office or equivalent and the immediate vicinity of the aircraft. Crewmembers must have an escort from a badged air carrier representative with escort authorization going from the carrier's operations office to the aircraft.
- e) Foreign Airline Crewmembers can only have unescorted access if they
 - i. are in uniform;
 - ii. display their air carrier issued identification media at waist level or above to be readily visible; and
 - iii. access the Sterile area through a TSA screening checkpoint if originating at PHL. Crewmembers on inbound international flights that are "quick-turning" on domestic flights do not need to leave the Sterile area and therefore do not need to be rescreened through a TSA checkpoint.

4. TSA Inspection Authority

The TSA may enter and be present within Secured areas, the AOA and SIDA without access media or identification media issued or approved by an airport operator or aircraft operator to inspect or test compliance or perform other such duties as TSA may direct pursuant to applicable federal law.

5. Prohibited Items in Restricted Areas of the Airport

- a. Those persons entering or who are within the Restricted Area may not possess or carry any items, (except liquids and gels that are allowed through employee access points), that the TSA prohibits from carriage through Screening Checkpoints or in carry-on luggage unless those items are required for job-related activities.
- b. A list of items prohibited by the TSA, including, but not limited to, weapons; sharp objects; sporting goods; firearms and ammunition; martial arts and self-defense items (including stun guns and shocking devices); tools; explosive materials, flammable items and disabling chemicals or other dangerous items, is available on the TSA website at www.tsa.gov. The TSA will update the prohibited items list from time to time as necessary.
- c. Those who possess or carry items otherwise prohibited by the TSA into or within the Restricted Area for job related purposes, particularly tools relating to authorized construction projects, are prohibited from leaving said items unattended unless they are secured in a room or storage area inaccessible to screened passengers.
- d. Violators of this section will, at the CEO's or designees' sole discretion, be fined a minimum of \$100.00, and their access privileges may be suspended or permanently revoked depending on the severity of the incident.

6. Badge holders' Responsibilities

a. PHL Identification Badge Display

1. All individuals requiring unescorted access to the secured area of the Airport must wear their PHL ID Badges at waist level or above, prominently displayed and readily visible on their outer clothing.
2. The PHL ID Badge is the sole property of PHL, and badge holders may not alter the appearance of the PHL Identification Badge by covering up the picture or applying or wearing tenant ID badges, objects, stickers other than those authorized by the PHL, or other encumbrance over the PHL ID Badge.

3. Badge holders must immediately have the PHL ID Badge replaced if it is damaged in any way i.e. the badge holder's name, badge holder's picture, company name, or badge expiration date becomes indistinguishable or the badge is torn or split in any way.

b. Proper Use of PHL Identification or Access Medium

1. **Badge Must be Used for Purpose Issued.** No person may use, allow to be used or cause to be used, any PHL-issued or PHL approved access medium or identification medium that authorizes the access, presence or movement of persons or vehicles in Secured, Air Operations or SIDA Areas in a manner other than that for which it was issued by the PHL.
2. **Use of Another Person's Badge Prohibited.** PHL ID Badge holders are prohibited from using another person's PHL ID Badge or providing their PHL ID Badge to any other person for the purpose of unescorted access to a restricted or secured area.
3. **Badge Must be Valid.** Badge holders are responsible for renewing their badges before they expire and may not use or attempt to use an expired or otherwise invalid badges to access the restricted area.
4. **Badge for Use during Designated Work Hours for Job-Related Purposes.** Off-duty badge holders traveling on commercial airline flights may not use PHL Identification badges or access media to bypass or escort others around the TSA security screening checkpoint process.
5. **"Piggybacking" or "Tailgating" Prohibited.** Badge holders must ensure that door or gates that they open are securely closed behind them and must not allow anyone else to enter behind them without that person utilizing their own PHL issued identification or access media. Propping open or leaving a direct access point unattended will result in an alarm and subsequent response by the Philadelphia Police and/or the Airport Operations Department. **Penalty:** Any person who gains or allows another person unauthorized access into the Secured Area and Air Operations Areas by "piggybacking" or "tailgating," which involves holding a gate or door open for someone to allow them to enter a secured or restricted area

without using their PHL ID Badge, as described in the TSA approved SIDA training program, will be subject to the penalties in Section B herein and/or a monetary fine in accordance with the schedule in Appendix G and may be denied future access to the Secured, Air Operations or Sterile Areas.

6. **Swiping of Badges in Elevators.** Badge holders who gain access to a restricted area via an elevator must ensure that each unescorted person on the elevator swipes their own PHL Identification Badge and gets a green light on the card reader before proceeding.

c. Challenge Responsibilities

1. Badge Challenge Requirement

- a. **When to challenge.** Any PHL badge holder who has unescorted access to the AOA, SIDA and Secured Areas that identifies a person who is not visibly or properly displaying a PHL ID badge must challenge that individual to ascertain their identity.
- b. If a badge holder feels that challenging someone would endanger their safety, they must immediately contact Airport Police at (215) 937-6711 or the Airport Security Department at (215) 937-5452, observe the person while on the phone, if possible, and provide a description of the person and their location.

2. Badge Challenge Procedure

- a. The challenger should proceed as follows:
 - i. Approach the individual in question and request to verify their PHL ID Badge;
 - ii. Do not touch, grab, or threaten the individual in question;
 - iii. If the individual is unable to produce a PHL ID Badge, immediately contact the Airport Security Department by radio or by phone at

(215) 937-5452 or the Airport Police by radio, or by phone at (215) 937-6711;

- iv. The Airport Security Department or Airport Police will take appropriate action to identify the violator;
- v. Violators will be immediately escorted out of the secured area by the responding enforcement personnel with possible violations issued.

- b. PHL will maintain a record of each violation for a minimum of 180 days.

3. Badge Challenge Compliance

Badge holders must cooperate and immediately present their identification badges when challenged.

d. Responsibility for Reporting Suspicious Activity

- i. All badge holders, including PHL personnel, tenants, vendors, contractors, and their employees must immediately report any suspicious activity to Airport Police at (215) 937-6711.
- ii. Suspicious activities include surveillance of the airport, including videotaping, photographing and note taking; persons exhibiting unusual behaviors; persons asking unusual questions or questions about airport security; persons or vehicles in the same location for an extended period; persons wearing improper clothing for their job or the weather; unattended bags, etc.

7. Procedures for Escorting Individuals through Restricted Areas

- a. **Who May be Escorted.** (1) Persons who do not have unescorted access authorization to the SIDA, Secured, Restricted, Sterile or Air Operations Areas who have been fully vetted and have a short term operational need to be in those areas, including but not limited to contractors, subcontractors etc.; and (2) New employees

that have a PHL badge appointment or are “in process” and have a valid, government-issued picture identification.

- b. **Restriction on Escorting those with Lost or Stolen Badges.**
An individual who has reported their PHL ID Badge lost or stolen may not be escorted. The employee must notify the PHL Security Department at 215-937-5452 that their ID badge has been lost or stolen. They may come down to the badging office to receive a new ID.
- c. **Those Who May Not Be Escorted.** (1) Individuals who have been denied a PHL ID badge because of a disqualifying crime; (2) individuals who have failed PHL’s vetting process; (3) individuals whose badges are no longer valid, i.e. their badges are expired or have been confiscated, or whose access privileges have been suspended due to a violation; or (4) Any employee that has a lost/stolen badge.
- d. **Who May Escort.** (1) Those possessing a blue and or black PHL ID Badge with a proper PHL-issued escort designation or a law enforcement officer badge are permitted to escort individuals or vehicles in the Sterile, Secured, Air Operations and/or SIDA areas; and (2) those possessing yellow badges may escort individuals in the AOA work area only.
- e. **Escorting Authorization.** Prior to being authorized to escort others, potential escorts must sign the “Escorting Rules and Responsibilities” section of the PHL Security Badge Application stating that they understand the escort policy rules, responsibilities and consequences for noncompliance and will be held responsible in accordance with the penalties listed therein. See Exhibit 7-3.
- f. **Rules and Responsibilities.** Rules for escorting found at Exhibit 7-3, and include but are not limited to:
 - i. Escorts must also be approved by their authorized signer to be escorts.
 - ii. Escorting shall be for business purposes only.
 - iii. In no event shall a person be escorted more than 21 days during a full calendar year.
- g. **Control of Escorted Individuals**

1. Authorized individuals being escorted must remain under the immediate sight and control at all times of the person performing the escort while in a Secured or Sterile Area. Controlled escort access is established through: (i) the escort having direct eye contact or being no greater than 10 feet away from the individual(s) being escorted while they are within the Sterile Area, and/or Secured Area; and (ii) the escort being able to monitor the individual being escorted in a manner sufficient to identify whether the escorted individual is engaged in actions other than those for which escorted access was granted.
 2. Prior to escorting anyone into a Secured or Sterile area, the escort must be within eyesight of the escorted individual , or the escorted individual must be no greater than ten (10) feet away from the escort. If the escorted individual and escort should get separated, the escorted individual must stop, locate a white courtesy phone, call the operator at 3111 or the police dispatch at 6711, and advise the operator or dispatcher of their name, location, and the name of their designated escort. The escorted individual must wait until their escort or a law enforcement officer is able to locate them.
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- h. **Loss of Control of Escorted Individual:** If an escort loses control of the individual(s) they are escorting or those being escorted engage in activities other than those for which access was granted, that escort must contact the Airport Operator at 3111 or Airport Police at (215) 937-6711 immediately.
 - i. **Points through which Escorting may be initiated.** All authorized escorting in the main terminal facility must take place through Gate V01 (or other authorized, access-controlled gate) or through a security-screening checkpoint.
 - j. **Number that May Be Escorted.** Authorized escorts may only escort one (1) person at a time through Gate VO1 (or other authorized, access-controlled gate) or up to three (3) individuals at a time through a security screening checkpoint into a Secured or Sterile area, unless otherwise authorized by the ASC.
 - k. **Escorting in Cargo Areas.** All escorting in the PHL's cargo facilities or in Cargo City is at the discretion of the Airport Security Coordinator ("ASC") and must be based on an operational need.

Up to three (3) individuals may be escorted at one time in cargo areas. Only DHL and Amerijet may escort through Gate C-2.

- l. **Escort Authorization Limits.** Each tenant must determine which of its employees should be granted escort authorization. Currently, PHL will grant up to 25% of each tenant's blue or black badge population. The ASC or designee may elect to grant escort authority to more than the allotted 25% limit if the tenant has a justifiable operational requirement to exceed the 25% limit. Escort authorization limits are subject to change at any time.
- m. **Maintenance of Escort List.** Each tenant must keep its escort list current and available for review and notify the ASC or authorized designee immediately, at (215) 937-5452, if an employee's escort authorization has been revoked. If an employee's escort authorization is revoked, the employer or employee must return that badge to PHL so that the escort designation may be removed from the badge. A tenant's failure to properly maintain its escort list may result in the revocation of escort authority for the entire company or violations to be issued by PHL.
- n. **Tenant Responsibility for Ensuring Escorts Know Procedures.** Each tenant must ensure that its escorts know the rules and responsibilities of escorting individuals as in the above section and Exhibit 7-3.

8. Vendor/Contractor Access to Restricted Areas

Vendors or contractors requiring access to a Restricted, Sterile or Secured area must: (i) be sponsored by the Department of Aviation ("DOA"), an air carrier or a tenant that will certify that the vendor or contractor has legitimate business at PHL; and (ii) comply with PHL security Rules and Regulations in order to retain PHL security privileges.

E. OPERATOR, CARRIER, VENDOR, CONTRACTOR, and TENANT RESPONSIBILITIES

- 1. **Security, Safety and Passenger Handling Program.** Aircraft operators/air carrier Tenants must have a written, TSA approved, security, safety, and passenger handling program.

2. **Dissemination of Information to Employees.** Each air carrier, tenant, vendor, or contractor is responsible for disseminating PHL security rules, regulations and procedures and any changes made to them and ensuring their employees' compliance with those rules, regulations and procedures and will certify, upon request, to PHL that all employees have received the same.
3. **Security Doors.** Any entity with a leased premise within PHL shall be responsible for security doors located in their leased areas. Those tenants who fail to control unauthorized access into the Secured Area or AOA through doors located in tenant leased space may be subject to monetary fines in accordance with the schedule in Appendix G and may be subject to TSA civil penalties.
4. **Seeking Prior Written Approval Before Making Modifications.** Each air carrier, tenant, vendor, or contractor must seek written approval and authorization before making modifications including making changes to security boundaries, fencing, access control systems or any audio/visual media/surveillance equipment. The Tenant seeking that approval must agree to share the feeds of that equipment, in a format that is acceptable to the DOA, with the PHL.
5. **Fines and Penalties.**
 - a. Airport Tenants, Air Carriers, Vendors, Contractors, their employees or Airport Users may be held liable for monetary fines for failure to comply with federal and PHL Rules and Regulations.
 - b. Fines or monetary penalties assessed against PHL by the TSA or other regulatory agencies may be passed on to the airline/tenant involved or equally assessed between the airline/tenant and PHL. PHL has the sole responsibility, in its discretion, to contest or not contest fines.
 - c. All tenants agree to cooperate fully with PHL in any investigation into a possible security violation.
6. **Reporting Suspicious Activity.** All PHL personnel, tenants, vendors or contractors and their employees must immediately report any suspicious activity to Airport Police at (215) 937-6711.

F. PHL ID BADGE PROCEDURES

1. Determination of Eligibility for Issuance of a PHL Identification Badge

- a. **TSA Authorization.** Before PHL can issue a PHL ID badge to a new employee, the TSA must complete a Security Threat Assessment (“STA”) and authorize the issuance of an identification badge to that individual. If approved, PHL will issue a PHL ID Badge to the individual allowing access to those portions of the Airport where the employee has an operational need and is authorized to be.
- b. **ASC Determination.** The ASC, or designee will evaluate each request for a PHL ID Badge to determine if there is an operational need for the applicant to have access to a restricted or secured area on a regular basis.
- c. **Government Employees.** Employees of federal, state, and local government agencies who as a condition of their employment have been subjected to an employment investigation that includes a criminal history background check and who have a need for regular access to restricted areas of the Airport will be issued a PHL ID Badge which authorizes access to the restricted area. Their governmental agency identification badges will be accepted as verification that a prior employment check has been completed.
- d. **Requests for Change of Access.** Once an access request has been approved, all subsequent access requests (change of access) must be submitted to the ASC or designee in writing.

2. Applicant Responsibilities

- a. Submit to a Security Threat Assessment, conducted by the TSA, pursuant to 49 CFR § 1540.205;
- b. Submit to a fingerprint-based Criminal History Records Check (CHRC);
- c. Submit to Rapback through the FBI criminal database;
- d. Complete a PHL security badge application and submit it to the PHL Badging Office;

- e. Complete SIDA, Human Trafficking, and other trainings based on employer prior to obtaining and when renewing a PHL Security Badge;
- f. Complete airfield driver's training course for the operation of vehicles on the airfield in accordance with FAR 139, if required to operate a vehicle on the airfield; and
- g. Comply with any other PHL and/or TSA requests and/or requirements.

3. Employer or Sponsoring Company Responsibilities

- a. **Ensure Compliance with Application Process.** Air Carriers are required to ensure that their employees (including flight crew members) and other PHL tenants sponsored by air carriers submit to the application process, which includes a STA and a CHRC and enrollment in Rapback.
- b. **Background Checks.** PHL reserves the right to require that Airlines or Tenants perform the required employment background checks for their contractors or agents, and not to delegate this authority to their contractors or agents. The Airline or Tenant will be held responsible for ensuring these checks are completed in accordance with federal regulations.
- c. **Designation of Authorized Signers.** Each Air Carrier, Tenant, Vendor, Contractor, or Sponsoring Agent must designate one or more authorized signer(s) who will serve as the primary point of contact for Airport Security and is responsible for signing for fingerprints, CHRC, PHL ID Badges, vehicle permits, access changes, access control reporting and any other business relating to Airport Security. PHL reserves the right to determine the number of authorized signers each company may have.
- d. **Requirements for Authorized Signer Designation.** All authorized signers must: (i) be fingerprinted and cleared via the STA process and CHRC; (ii) attend SIDA training; (iii) attend PHL authorized signer's training and are subject to comparison against TSA watch lists.
- e. **CHRC Certified Signature and Sponsorship Letters.** Each authorizing company or sponsor must submit a signed Fingerprint-based CHRC Certified Signature Letter and/or CHRC Company

Sponsorship letter that: (i) authorizes a direct employee or a sponsored company employee to proceed with the fingerprint process; and (ii) certifies that there is an operational need for the applicant to have unescorted access. All Authorizing Signers signatures must be authentic. Stamped, photocopied or facsimile signatures will not be accepted.

4. Security Threat Assessment

- a. **Purpose.** The TSA checks each applicant against its databases to determine whether there is any outstanding immigration, terrorist or federal open wants or warrants pending against a potential employee.
- b. **Application.** The PHL Security Badge Application must be signed by the applicant and include: (1) applicant's legal name, including first, middle and last; any applicable suffix and any other names used previously; (2) current mailing address, including residential address if different from the current mailing address and all other residential addresses for the previous five years; (3) date and place of birth; (4) social security number; (5) gender; (6) country of citizenship and if naturalized in the United States, date of naturalization and certificate number; (7) alien registration number, if applicable; and (8) Privacy Act Notice.
- c. **PHL's Responsibility.** PHL must submit each applicant's background information to the designated aviation channeling service, which acts as a conduit between the PHL and the TSA.

5. Authentication of Applicant's Identity

Prior to fingerprinting an applicant, PHL must authenticate the identity of the applicant by reviewing two (2) forms of identification, one of which must be a government-issued picture identification. The TSA has determined that the documents listed in Exhibit 7-4 may be used to establish identity.

6. Criminal History Records Check

- a. **Requirement.** PHL must ensure that no individual is granted unescorted access authority if the individual has undergone a fingerprint based Criminal History Records Check (CHRC) that discloses a disqualifying criminal offense listed in Exhibit 7-5 and 7-6.

- b. **Rapback.** All individuals that are seeking a PHL ID that are not government employees will be enrolled in Rapback. Aircraft Operators that fingerprint their own individuals must include the Rapback certification number and date they were enrolled on the badge application and any subsequent reissue forms.

c. Fingerprint Application

1. Prior to being fingerprinted, each applicant will be required to complete and sign a PHL ID Badge application that includes the following:
 - i. A statement that the individual signing the application does not have a disqualifying criminal offense;
 - ii. A statement informing the individual that Federal Regulations under 49 C.F.R. § 1542.209 (1) impose a continuing obligation to disclose to PHL within 24 hours if that individual is convicted of any disqualifying criminal offense that occurs while they have unescorted access authority; and
 - iii. A statement confirming that the information the applicant has provided is true, complete, and correct and is provided in good faith and that a knowing and willful false statement on the application can be punished by fine, imprisonment or both.

d. Disqualifying Criminal Offenses

An individual will be disqualified from unescorted access if that individual has been convicted within the past fifteen years of one of the criminal offenses listed in Exhibit 7-5. An individual will be disqualified from escorted access if that individual was indicted for one of the offenses listed in Exhibit 7-5 but found not guilty by reason of insanity. The conviction or indictment must be within 15 years of the date of the individual's application for unescorted access, and such indictment or conviction can be filed in any jurisdiction. Any conviction or verdict of innocent by reason of insanity for any of the offenses listed in Exhibit 7-6 at any time, however

distant, and in whatever jurisdiction will render an individual disqualified from unescorted access.

e. Determination of Arrest Status

When a CHRC reveals that an individual seeking unescorted access authority, who is not covered by a certification from an Air Carrier, has been arrested for any disqualifying criminal offense listed above without indicating a disposition the following must occur:

1. The ASC or designee must investigate the arrest to determine whether it involves a disqualifying offense;
2. If there is no disposition, or if the disposition did not result in a conviction or a finding of not guilty by reason of insanity of one of the offenses listed in Exhibit 7-5, unescorted access may be authorized;
3. PHL maintains the discretion to restrict, terminate or deny unescorted access authority when necessary to maintain the integrity of the Airport Security Program.

f. Notification of Disqualification

The ASC or designee will do the following prior to making a final decision to deny unescorted access to an individual because of a disqualifying offense:

1. Inform the applicant in writing with a Disqualifying Crime Letter that the FBI criminal record revealed information that would disqualify them from receiving a PHL ID Badge or restrict their unescorted access authority;
2. Provide the applicant with a copy of the FBI record, if they request it in writing;
3. Will deny unescorted access authority if an applicant does not notify PHL of their intent to correct the information revealed in the CHRC or provide documentation to refute or correct the information within 30 days of receipt of the Disqualifying Crime Letter.

g. Corrective Action by Applicant

1. An applicant has thirty (30) days from receipt of the letter to notify PHL in writing of their intention to correct or provide case disposition information to assist PHL in making a final decision;
2. An applicant must provide a revised/corrected FBI Criminal Investigation Record or a certified true copy of the disposition information from the appropriate municipal or government court;
3. The ASC or designee will review the information provided prior to making a final decision regarding the applicant's unescorted access.

h. Limitations on Dissemination of Results of CHRC

The ASC or designee will not disseminate the results of the CHRC to anyone other than:

- i. The individual to whom the results pertain or that individual's authorized representative;
- ii. Authorized officials of other Airport Operators who are determining whether to grant unescorted access to the individual under this part;
- iii. Aircraft operators who are determine whether to grant unescorted access to the individual or authorize the individual to perform screening functions; and/or
- iv. Others designated or authorized by the TSA.

i. Procedure for Obtaining Copies of CHRC Results

1. Requests for copies of the results of a Criminal History Records Check must be submitted in writing to:

PHL Fingerprint Copy Request
Attention: Safety and Airport Security Coordinator
Airport Security Department
Philadelphia International Airport, Terminal D/E
Philadelphia, PA 19153;

2. Employees must include a legible photocopy of one government issued photo-identification with their request; and

3. Copies of records requested by an employee will be sent to the address on file at PHL for that employee.

j. Continuing Responsibility to Report Disqualifying Criminal Offenses

1. Each individual with unescorted access authority who is convicted or found guilty by reason of insanity for a disqualifying criminal offense must:
 - i. Report the offense to the Airport Security Department at (215) 9375452 or ASC at (215) 937-5462; and
 - ii. Surrender the SIDA access medium to the issuer within 24 hours of the conviction or the finding of not guilty by reason of insanity.
2. If information becomes available to PHL, Air Carrier, Tenant or Contractor indicating that an individual with unescorted access has a disqualifying criminal offense:
 - i. The Air Carrier, Tenant or Contractor must report the offense to the Airport Security Department at (215) 937-5452 or ASC at (215) 9375462 within twenty-four (24) hours of the conviction or finding of not guilty by reason of insanity;
 - ii. The ASC must determine the status of the conviction; and
 - iii. If a disqualifying offense is confirmed, the ASC shall immediately revoke any unescorted access authority.

k. Certification by Aircraft Operators

PHL will accept CHRC, Rapback Certification, and enrollment date from an Aircraft Operator for its employees and contractors seeking access authority. If PHL accepts a certification from an Aircraft Operator, the ASC may not require the Aircraft Operator to provide a copy of the criminal history record check completed by the Aircraft Operator. The CHRC and Rapback subscription numbers will be provided to PHL on the application and reissue forms. If the Airline becomes aware of a Rapback notification on one of their employees, they have 24 hours to notify PHL. Failure to notify the ASC or designee will result in revocation of authorized signer privileges.

7. Suitability Determinations

PHL may deny issuance of an ID badge to an individual when it is reasonably believed that a person poses a threat to the safety and security of the airport or the people who use the airport (a “Suitability Determination”). Denials based upon Suitability Determinations may be appealed to the DOA.

8. Fees

- a. The ASC or designee must ensure payment for all fingerprints in a form and manner currently approved by the TSA and PHL;
- b. The TSA currently requires a fee to conduct a CHRC for each individual. Fee amounts are available through the Airport Security Department and are subject to change.

9. Recordkeeping

- a. The ASC or designee will maintain and control the following information until 180 days after the termination of an individual's unescorted access authority.
 - i. Employment history investigation files, including the criminal history results portion or appropriate certifications for investigations conducted before December 6, 2001;
 - ii. Certifications provided by Air Carriers on or after December 6, 2001;
 - iii. Badging information including social security number; date of birth; description/physical characteristics including height, weight, color of hair and eyes, sex and ethnic origin; home address; driver's license number (if applicable); badge issue date; criminal history record information;
 - iv. Signed STA application and any communications with the TSA regarding the individual's application.
- b. **Confidentiality.** PHL will maintain all records in a manner that protects the confidentiality of the individual.

10. Accountability Procedures

a. General Accountability Procedures

- i. **PHL's Responsibilities.** PHL is responsible for control, accountability and issuance of PHL ID Badges.
- ii. **Tenant Accountability.** Each tenant or company is required to: (1) provide the PHL ID Badging Office with an authorized/certified signature letter to be kept on file at the PHL ID Badging Office; (2) keep a record of its active authorized badge holders and the corresponding expiration date for each badge; (3) immediately notify the Airport Security Department at (215) 937-5452 of a change in an employee's status, i.e. extended sick leave, reassignment, suspension, termination, abandonment of position, etc.; (4) immediately notify the Airport Security Department at (215) 937-5452 when an employee reports a PHL ID Badge as being damaged, lost, stolen or otherwise invalidated; (5) retrieve and return to the PHL Badging office expired or invalid PHL ID Badges from employees who are resigning or terminated.
- iii. **PHL Reservation of Right to Audit Tenants' Badge Records.** PHL reserves the right to audit tenants' badge records at any time, without prior authorization or notification.

b. Badge Reconciliation Audit

1. **Frequency.** The ASC or designee will conduct an audit of all active badges that allow access to the AOA, Sterile and/or Secure Areas annually and in addition will audit 10% of badge populations annually, or whenever there is a reason to suspect that the PHL Badge Identification System has been compromised;
2. **Process.** The authorized signer for each tenant will be emailed that they need to send PHL a list of their employees working at PHL. PHL will then use its own internal list to compare the list that was given by the tenant. Any discrepancies will be noted and sent back to the authorized signer. The authorized signer must return the completed reconciled list within fifteen (15) days of receipt. If the authorized signer does not return a list in fifteen (15) days of receipt, they will be emailed again and given another five (5) days to respond. If no response is given from the authorized signer, then penalties will be

issued by DOA to the tenant for failure to comply. If there are no discrepancies the authorized signer must certify in an email that the reconciled list is true and accurate to the ASC or designee. Completed lists will be returned to the ASC or designee through email for processing purposes and kept on file for a minimum of 12 months. If the tenant and PHL lists are the same this will officially close out the audit process which will be maintained as verification of a completed audit for a minimum of 12 months.

3. Determination of the Need for New or Revalidated Identification.

If the ASC or designee determines that 5% or more of issued media are unaccounted for (lost, stolen or destroyed) the badge system is deemed to have been compromised and new or revalidated identification must be issued within 120 days of that determination. Only PHL ID Badges that have been issued and are not expired, and which are available for use by anyone in possession of the media are to be counted toward the base number against which the lost, stolen or unaccounted for percentage will be taken. The base number of auditable ID media does not include previously issued media or those that have been destroyed by PHL.

c. Lost, Stolen or Destroyed ID Media

- i. **Reporting Responsibility.** If a PHL ID Badge is lost, stolen, or destroyed, the badge holder must immediately notify the Airport Security Department at (215) 937-5452. Lost, stolen, or destroyed PHL ID Badge reports may be made by telephone, seven days a week, 24hours a day.
- ii. **Lost or Stolen Badge Limitation.** Lost or stolen PHL ID badges can only be reported for active and current employees, not for employees that resigned, transferred, terminated, or otherwise left employment at PHLand failed to return the PHL ID Badge. Badges belonging to former employees must be reported as terminated or unaccounted for.
- iii. **Termination of Access.** Upon notification of a lost, stolen, destroyed or unaccounted for card PHL will terminate all access associated with that badge and note the badge record accordingly.
- iv. **Reapplication for PHL ID Badge.** A badge holder whose card has been lost, stolen, or destroyed must:

- a. Submit a fully completed application for reissuance;
 - b. Schedule an appointment with the PHL Badging Office for reissuance; and
 - c. Pay up to a \$100 replacement fee as determined by the ASC or their designee. The replacement fee will be increased in \$50 increments with each subsequent occurrence. After the 3rd lost badge the employee forfeits the right to another SIDA badge. The penalty cannot be billed to the employer without the express written authorization of the Employer's Authorized Signer.
- d. **Confiscation of Badges**
1. **PHL Ownership of Identification Badge.** The PHL Identification Badge is the sole property of PHL and must be returned upon expiration, separation from employment or upon demand.
 2. **Penalty for Violation of Rules and Regulations.** PHL may restrict access privileges and confiscate PHL Identification Badges of badge holders who violate PHL Rules and Regulations. Violators may also receive a monetary fine and be required to re-attend the SIDA Training Class.
 3. **Penalty for Inappropriate Conduct on Airport Premises.** PHL reserves the right to restrict access privileges and confiscate PHL Identification Badges of badge holders who engage in inappropriate conduct, which includes but is not limited to, using offensive or threatening language and/or gestures; insubordination; refusing to cooperate with law enforcement; tampering or interfering with the PHL's access control system; interrupting or disrupting PHL operations; or damaging PHL property.
 4. **Confiscation of Badge for Conviction of Crimes Committed on PHL Property.** PHL will permanently revoke the PHL identification badge and all access privileges of any badge holder who is convicted of a misdemeanor or felony committed on PHL property. PHL reserves the right to suspend access privileges of a badge holder who has been arrested for a crime on PHL Property until that badge holder's matter is adjudicated.

5. Confiscation of Badge for Conviction of Disqualifying Crime.

Badge holders are obligated to report to the ASC or their designee within 24 hours if they have been convicted, plead no contest, or found not guilty by reason of insanity of any of the disqualifying crimes listed in Exhibit 7-5. Their PHL Identification Badges will be deactivated and confiscated immediately.

6. Reinstatement. The ASC or their Designee will determine reauthorization of the individual's access privileges pending the violator's completion of SIDA training, reissuance of Employer/Company justification for clearance and timely payment of any fines incurred by PHL.

e. Employment Termination and Expired ID Media

i. **Mandatory Return of Expired Badges.** Whenever employment status is terminated or the badge holder transfers to another station, or there is no longer an operational need for a badge holder to have access to the AOA, SIDA, Secured or Sterile Areas, the PHL Identification Badge must be returned to the PHL ID Badging Office.

ii. **Penalty for Failure to Return Badges.**

1. Both the employer and employee will each be charged \$100 for any employee PHL ID Badge not returned to the DOA within 10 days of expiration or the employee's separation;
2. PHL will not reissue an identification badge to an employee who has not accounted for a previously issued badge and is hired by another tenant at PHL;
3. No additional badges will be issued to any employees of companies that have reached their total allotment of unaccounted for media. The allotments are as follows:

COMPANY BADGE TOTAL	UNACCOUNTED FOR LIMIT
100 plus	3% of badge total
51-100	5 badges
16-50	3 badges

1-15	1 badge
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G. **VEHICLE ACCESS REQUIREMENTS**

1. **Liability Insurance and Registration Requirement**

a. Every organization requiring vehicular access to the AOA is required to:

1. Have, and provide proof of, automobile liability insurance covering liability arising from the maintenance and use of all owned, non-owned, hired, leased and rented trucks, automobiles, with a minimum combined single limit of Five Million Dollars (\$5,000,000.00);
2. List the City of Philadelphia Division of Aviation as an additional insured in its automobile insurance policy; and
3. Be registered with the Airport Operations Department.

b. Organizations may contact the Airport Operations Department at (215) 937-6914 for the appropriate forms and specific requirements.

c. An updated insurance list of authorized operators and vehicles will be maintained at Gate VO1 and other authorized access controlled gates.

2. **Issuance of Permits for Access to the Airfield**

The CEO or designee reserves the right to issue Motor Vehicle Operating Permits for the Airfield.

3. **Vehicle Access Procedures**

a. **Proper Identification and Authorized Driver Required.** All vehicles seeking to access the AOA must be properly identified, i.e. painted or have a decal in company colors that coincide with other owned equipment with the company's name and/or logo and an identification number in 3" high, plainly visible, letters and/or numbers on the vehicle's sides or

preapproved by DOA Operations and operated by an individual authorized by PHL to access the AOA.

b. **Vehicles Subject to Inspection.** Vehicles seeking to access the AOA are subject to inspection of the interior of the vehicle including the area under the seats and glove compartments; truck bed/cargo areas; and the undercarriage of the vehicle. Any large open containers, including large trash bags and trash cans found in the vehicle will also be inspected. Vehicles are also subject to search while in the AOA.

c. **Screening of Vehicle Operators and Passengers.** The driver and all occupants attempting to access the AOA are subject to screening and must have valid identification in their possession.

i. If a vehicle operator is attempting to access the AOA through Gate VO1 or other authorized access-controlled gate, **the driver and each badged occupant in the vehicle must swipe their PHL ID Badge at the access reader.**

-If the badge reader displays a green light, the gate arm and gate will open;

-If the badge reader displays a red light for the driver's PHL ID Badge, the attendant will reference the access control screen or a stop list to determine if the PHL ID Badge is no longer valid. If the PHL ID Badge comes up red in the screen or does not appear on the list, the attendant will contact the Airport Security Department at (215) 937-5452 and establish the status of the PHL ID Badge.

- If the Airport Security Department advises that the PHL ID Badge is valid: (a) the Badge will be returned; (b) access will be granted; and (c) the attendant will direct the holder of the defective Badge to go to the PHL ID Badging Office to determine the problem and/or receive a new Badge.
- If Airport Security Department advises that the PHL ID Badge is invalid, the attendant shall

confiscate the PHL ID Badge and deny access to that individual.

- ii. If the gate is not equipped with a card reader the driver and occupants must present their PHL ID Badges to the guard for inspection. That guard will utilize a stop list at those gates.

4. **Vehicle Escort Requirements and Procedures**

- i. Vehicle Escorting shall be for business purposes only.
- ii. Motor Vehicles that provide an escort into the Secured Area, must be authorized to operate in that Area.
- iii. Persons driving the escorting motor vehicle must: (1) have a blue or black badge with escort authorization; (2) have completed the PHL's driver's training program; and (3) must have a driving privilege identifier on their PHL ID Badge.
- iv. Drivers who are only authorized to drive in Non-Movement Areas, as indicated by a "D" designation on a green background on their PHL ID Badges, may only escort vehicles that will remain in the non-movement areas.
- v. Drivers possessing movement area driver's authorization, identified with a "D" designation on an orange background on their PHL ID Badges, may escort vehicles in both the movement and non-movement areas.
- vi. All vehicles must be escorted through Gate VO1 or other authorized access-controlled gates that may be installed in the future or through the security screening checkpoint.
- vii. Drivers providing an escort are required to exit the airfield and register at Gate VO1 or whichever other authorized, access-controlled gate through which they entered by swiping their PHL ID Badge at the reader.
- viii. The driver of the vehicle that is under escort must provide the guard with their driver's license and vehicle information.

- ix. Only one (1) motor vehicle containing one (1) person can be escorted at one time, unless otherwise authorized by the ASC.
- x. Drivers of motor vehicles being escorted must stay with the motor vehicle until it leaves the Secured Area.
- xi. The escorted vehicle must follow and stay with the vehicle providing escort.
- xii. A written record of escorted vehicles is maintained at Gate VO1 or other authorized, access-controlled gate.
- xiii. Prior to escorting a vehicle into the AOA, an escort shall inform their escorted individual that, should they get separated the escorted individual must immediately stop the vehicle; call Airport Police dispatch at (215) 937-6711; advise the dispatcher of their name, location, and the name of their designated escort; and wait until their escort or a law enforcement officer is able to locate them.

5. **Contractor Vehicular Access and Insurance Requirements**

- i. Unless otherwise authorized by the DOA, all contractors' Motor Vehicles requiring access to the AOA will be required to utilize Gate VO1, an authorized, access-controlled gate, or a gate designated by the DOA that is controlled by a DOA lock and key.
- ii. All contractor Motor Vehicles shall be escorted by an individual possessing a blue or black PHL ID Badge.
- iii. Gate VO1 and other authorized access-controlled gates will be staffed by a security guard who will deny any unauthorized access and notify PHL Systems Control at 215-937-5452 of any such attempt.
- iv. Gate VO1 and other authorized, access-controlled gates are for vehicular traffic only and no pedestrian access will be allowed.
- v. Any contractor, construction manager or other party engaged by the Airline of subcontractor or other party

engaged by a contractor, construction manager or other party that is engaged by Airline, in either case, to perform any construction, renovations or repairs at PHL shall obtain and maintain in full force and effect during any construction period:

- a. A commercial general liability insurance policy in minimum limits, unless otherwise specified, of \$1,000,000.00 per occurrence for bodily injury (including death), \$1,000,000.00 per occurrence for property damage, and \$2,000,000 in the general aggregate.
- b. An automobile liability insurance policy covering owned, non-owned and hired vehicles in minimum limits, unless otherwise specified, for \$1,000,000.00 per person, \$1,000,000.00 per occurrence for bodily injury and \$1,000,000.00 per occurrence for property damage liability \$5,000,000.00 if in Airfield Area.
- c. A worker's compensation policy affording statutory coverage and containing statutory limits and employer's liability insurance at limits of \$100,000.00 per accident/\$100,000.00 each employee/\$500,000.00 policy limit.
- d. Professional liability insurance shall be maintained when any architect or engineer performs directly or indirectly, work for or on behalf of Airline at PHL or involving Airline's operations and/or the Total Airline Lease Premises with a \$1,000,000.00 policy limit.

H. AIRPORT SECURITY PERIMETER FENCE

1. PHL has established a perimeter around the secured areas of the airport and is formed by various facilities and non-scalable structures connected with a chain-linked fence.
2. A clear zone of 10ft, designated by signage, has been established and maintained on each side of the perimeter fence.

3. The clear zone area is to be kept free and clear of any vehicles, equipment, dollies, etc., to ensure that they are not to be used for improper purposes.
4. The CEO or authorized representative may remove unidentified or unauthorized vehicles parked in the “no parking zones” along the perimeter fence at the owner’s expense. Violators may be subject to a monetary fine in accordance with the schedule in Appendix G.
5. The CEO or authorized representative may remove and/or dispose of stored materials and unattended equipment left in the clear zone at the owner’s expense. Violators may be subject to a monetary fine in accordance with the schedule in Appendix G or other applicable parking regulations.

EXHIBIT 7-1

DIAGRAM SHOWING DESIGNATION OF AIRPORT AREAS

EXHIBIT 7-2

PHL ID BADGE

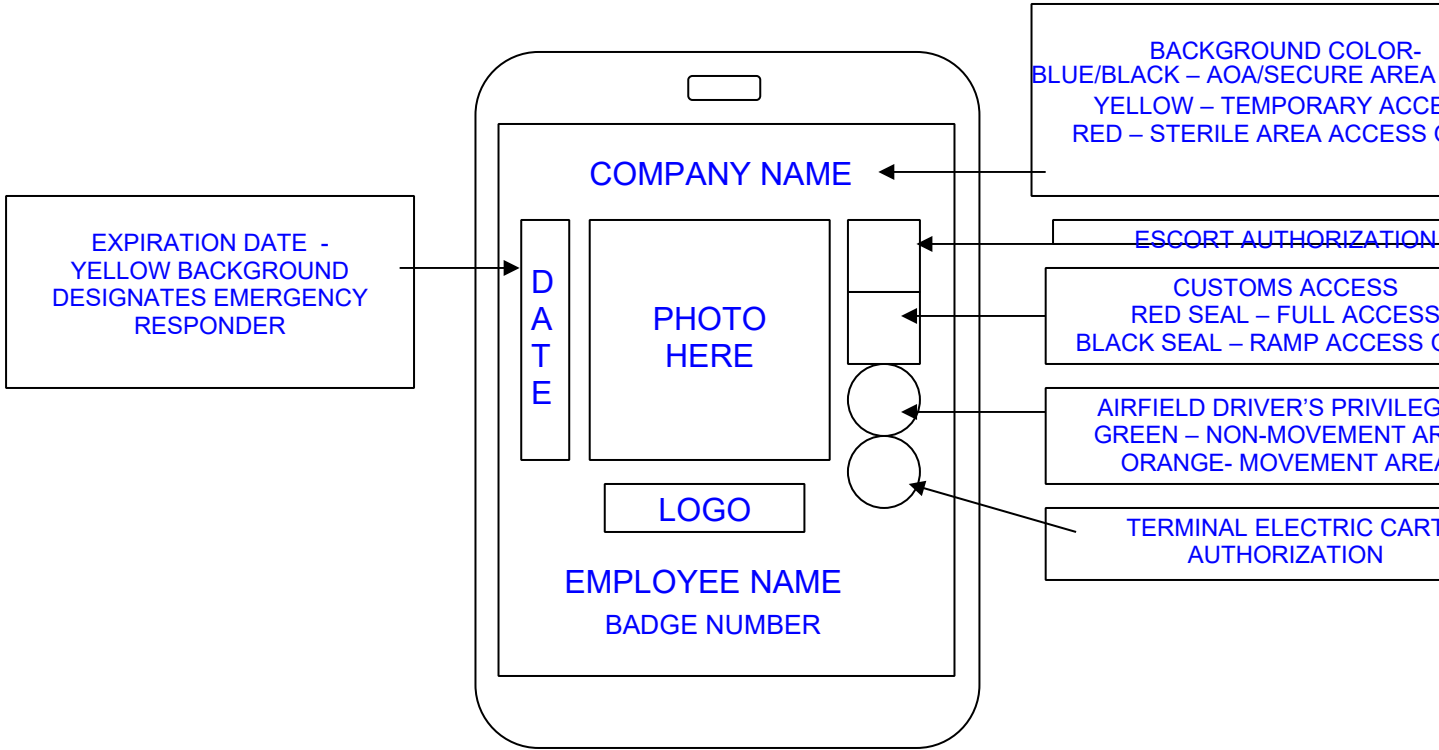


EXHIBIT 7-3

ESCORTING RULES AND RESPONSIBILITIES SECTION OF THE PHL SECURITY BADGE APPLICATION

Escorting Rules and Responsibilities

1. All non-badged "Visitors" must be escorted at PHL.
2. Escorting of a "Visitor" is allowed to take place by authorized BLUE and/or BLACK badge holders with "E" for short term, legitimate, business-related reasons only.
3. Employees who have a **LOST, STOLEN**, or have an **EXPIRED** ID Badge are not considered "Visitors" and **CANNOT BE ESCORTED**.
4. A limited number of BLUE and/or BLACK badged employees, who demonstrate a routine operational need, will be granted ESCORT privileges.
5. ONLY BLUE and/or BLACK badged Escort Authorized personnel may escort individuals into the Secure, Sterile and Restricted areas of the airport.
6. Red and Yellow badges MAY NOT ESCORT in the SECURE, STERILE, or SIDA areas of the Airport.
7. Yellow badges may escort unbadged individuals in the non-secure section of the AOA area of the airport.
8. Authorized Escorting may only begin at Security Screening Checkpoints, Gate V01, or within the cargo facilities at PHL.
9. ESCORT Authorized BLUE and/or BLACK badge holders are designated with an airport applied "E" sticker on the face of their Badge, or with a Solid Red Line that identifies a Law Enforcement Officer.
10. Escort Authorized BLUE and/or BLACK badge holders may only ESCORT Three (3) people at any given time through the checkpoints or within the cargo facilities. Vehicle Escorts may only ESCORT One (1) person and/or One (1) vehicle through gate V01. The ESCORT must take full responsibility for the Visitor(s) and must explain Airport and Escorting Rules to the Visitor(s).
11. Visitors under Escort must be always under direct control of the authorized escort. This means they must always remain within 10 feet and in the direct line of sight of their escort.
12. Individuals ("Visitors") may only be escorted for a total of 21 days per 365-day calendar year
13. Authorized Escorts must notify Airport Police if they lose control of their Visitor(s).
14. Authorized Escorts are responsible to report any suspicious activity to airport police immediately.

FAILURE TO FOLLOW ALL AIRPORT ESCORTING RULES WILL RESULT IN VIOLATION PENALTIES, AS LISTED BELOW:

1st offense: minimum of \$100 monetary fine, removal from the secured and restricted area and loss of Escort Privileges until successful SIDA and Escort retraining is completed.

2nd offense: a minimum of \$100 monetary fine, removal from the secured/restricted area and loss of Escort Privileges. SIDA retraining will be required.

3rd offense: will result in complete loss of access privileges at PHL.

I hereby affirm that I understand the rules and responsibilities with regard to the PHL escort policy. I understand that if I violate any of these rules, I will be held responsible in accordance with the violation penalties listed above.

Name: _____ Date: ____/____/____

DOA Approval: _____ Date: ____/____/____

EXHIBIT 7-4

TSA APPROVED LIST OF DOCUMENTS THAT MAY BE USED TO VERIFY IDENTITY

<ul style="list-style-type: none"> -Valid driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address; -Driver's license issued by a Canadian government authority. -ID card issued by Federal, State, or local government agency or entity provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address; -U.S. Passport (unexpired or expired); -School ID card with photograph; -Voter's registration card; -U.S. Military card or draft record; -Military dependent's ID card; -U.S. Coast Guard Merchant Mariner Card; -Native American tribal document; -Certificate of Naturalization (USCIS Form N-550 or N-570); 	<ul style="list-style-type: none"> -Certificate of U.S. Citizenship (USCIS Form N-560 or N-561); -Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551); -Unexpired Refugee Travel Document (USCIS Form I-571); -Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization; -Unexpired Temporary Resident Card (USCIS Form I-688); -Unexpired Employment Authorization Card (USCIS Form I-688A); -Unexpired Employment Authorization Document issued by USCIS that contains a photograph (USCIS Form I-688B); -Unexpired Reentry Permit (USCIS Form I-327); -School record or report card; clinic, doctor or hospital record; or day-care or nursery school record for persons under the age of 18 who are unable to present a document listed above.
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EXHIBIT 7-5

DISQUALIFYING CRIMINAL OFFENSES

<p>-Forgery of certificates, false making of aircraft and other aircraft registration violation pursuant to 49 U.S.C. 46306;</p> <p>-Interference with air navigation pursuant to 49 U.S.C. 46308;</p> <p>-Improper transportation of a hazardous material pursuant to 49 U.S.C. 46312;</p> <p>-Aircraft piracy pursuant to 49 U.S.C. 46502;</p> <p>-Interference with flight crewmembers or flight attendants pursuant to 49 U.S.C. 46504;</p> <p>-Commission of certain crimes aboard aircraft in flight pursuant to 49 U.S.C. 46506;</p> <p>-Carrying a weapon or explosive aboard aircraft pursuant to 49 U.S.C. 46505;</p> <p>-Conveying false information and threats pursuant to 49 U.S.C. 46507;</p> <p>-Aircraft piracy outside the special aircraft jurisdiction of the United States pursuant 49 U.S.C. 46502 (b);</p> <p>-Lighting violations involving transporting controlled substances pursuant to 40 U.S.C. 46315;</p> <p>-Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements pursuant to 49 U.S.C. 46502(b);</p> <p>-Destruction of an aircraft or aircraft facility pursuant to 18 U.S.C. 32;</p> <p>-Murder;</p> <p>-Assault with intent to murder;</p> <p>-Espionage;</p>	<p>-Kidnapping or hostage taking;</p> <p>-Treason;</p> <p>-Rape or aggravated sexual abuse;</p> <p>-Unlawful possession, use, sale, distribution or manufacture of an explosive or weapon;</p> <p>-Extortion;</p> <p>-Armed or felony armed robbery;</p> <p>-Distribution of, or intent to distribute, a controlled substance;</p> <p>-Felony arson;</p> <p>-Felony involving a threat;</p> <p>-Felony involving: (1) willful destruction of property; (2) importation or manufacture of controlled substance; (3) burglary; (4) theft; (5) dishonesty, fraud or misrepresentation; (6) possession or distribution of stolen property; (7) aggravated assault; (8) bribery; or (9) illegal possession of a controlled substance punishable by a maximum term of imprisonment for more than 1 year;</p> <p>-Violence at international airports pursuant to 18 U.S.C. 37;</p> <p>-Embezzlement;</p> <p>-Perjury;</p> <p>-Crimes associated to terrorism;</p> <p>-Sabotage;</p> <p>-Crimes involving human trafficking (felony or misdemeanor); or</p>
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-Sedition;	-Conspiracy or attempt to commit any of the criminal acts listed here.
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EXHIBIT 7-6

PERMANENTLY DISQUALIFYING CRIMINAL OFFENSES

-Murder	-Crimes related to terrorism
-Espionage	-Drug trafficking
-Sedition	-Felony firearms offenses
-Treason	-Conspiracy or attempt to commit any of the criminal acts listed here.