

# CONTRACTOR SECURITY INSTRUCTIONS

October 14, 2024

1. **GENERAL AIRPORT SECURITY**
2. **PERIMETER FENCE AND GATE SECURITY**
3. **DOORWAY SECURITY**
4. **AIRPORT IDENTIFICATION BADGES**
5. **CHALLENGE PROCEDURES**
6. **DRIVING ON REGULATED AREAS OF THE AIRPORT**
7. **ESCORTING VEHICLES**
8. **CHIEF OF SECURITY**
9. **PENALTIES / FINES**
10. **COMMUNICATIONS SECTION**

Attachment 1 – **Tool Inventory Form Procedures**

Attachment 2 – **Prohibited Items Permit Application Process**

Attachment 3 – **Contractor Access**

Attachment 4 – **Airport Security Notice of Violation Program**

## **1. GENERAL AIRPORT SECURITY**

- 1.1. The Federal Government has established strict and detailed security requirements that all air carriers and airport operators must comply with to guard against terrorist acts and other threats to civil aviation security. Security regulations and requirements have been designed and implemented to prevent or deter unlawful acts against civil aviation. These regulations include prohibiting persons from gaining unauthorized access to an aircraft or restricted areas of the Airport (any area where aircraft operate or park, including runways, taxiways, ramps, hangars, aprons, and other aircraft parking areas). All contractors, vendors, consultants, and service providers (Contractor) must comply with these security regulations as they apply to their work at San Diego International Airport (SAN).
- 1.2. Aviation Security and Public Safety (Airport Security) personnel, Transportation Security Administration (TSA) officials, San Diego Unified Port District Harbor Police Department (HPD) Officers, Airport Operations (Airside and Terminal) personnel, Construction Administration personnel, Airport Maintenance personnel, and Airport Facilities personnel monitor airport contractor activities. However, it is the responsibility of the Contractor and the designated Chief of Security (see section 8), if applicable, to ensure compliance with these requirements. The Contract Manager, Airport Security, and Airport Operations will insist on total adherence to all applicable federal, state, local, and Airport rules and regulations.
- 1.3. The following review of the security rules pertaining to SAN is provided for the Contractor's direction and guidance. This review may not discuss all security requirements but serves as a guideline to familiarize the Contractor with general Airport Security requirements.
- 1.4. No work on the Airport can begin until Contractor personnel, including the Contractor's Chief of Security if required, have been briefed by the Manager, Aviation Security and Law Enforcement, or an Airport Security Coordinator. All instances in any location requiring modification of any window, wall, door, fence, gate, locking mechanism, or other security systems shall be coordinated and approved by Airport Security. The amount of time required to submit such modifications to the Authority is dependent upon the duration and scope of the project to allow for review and approval by appropriate stakeholders and regulatory entities. Contractor personnel and the project sponsor shall submit a written work plan to Airport Security. The work plan shall include phasing maps and a detailed description of each construction phase.

- 1.4.1. For projects less than six (6) months in duration, a written work plan must be submitted to Airport Security within 45 calendar days.
- 1.4.2. For projects greater than six (6) months in duration, a written work plan must be submitted to Airport Security within 60 calendar days.

**NOTE: The above requirements are minimal submittal times for any work on airport property. All notifications must be made via email to the Manager, Aviation Security, and Law Enforcement or Director, Aviation Security and Public Safety. Construction 72-hour look-ahead schedules and pre-construction meetings do not meet the requirements for proper notifications.**

## **2. PERIMETER FENCE AND REGULATED SECURITY SIGNAGE**

- 2.1. If the project requires access through the airport perimeter fence, the Contractor:
  - 2.1.1. Shall use only designated perimeter access gates and follow a pre-approved travel route.
  - 2.1.2. May be issued and be responsible for media allowing access to pre-determined and approved gates.
  - 2.1.3. Shall not install any locking device that is independent of the airport-controlled locking system.
- 2.2. Airport Security approval is required for any proposed modifications to the Airport perimeter security system. Security fencing and/or gate construction shall be in conformity with applicable Transportation Security Regulations and Federal Aviation Administration Advisory Circular(s), which are available through Airport Operations-Airside. The integrity of the perimeter fence and gate system shall always be strictly maintained. There shall be no exceptions. Spaces between gate end posts and fence support posts shall not exceed two (2) inches. Spaces from fence end posts to adjacent building structures shall not exceed three (3) inches. Spaces beneath fencing shall not exceed three (3) inches from the bottom of the fence fabric to surface grade. These standards shall also apply to any fencing erected for landside construction activities unless otherwise approved by the Authority. Additionally, all applicable security signage must be provided and installed by the responsible Contractor, as approved by the Authority. Approved signs include, but are not limited to;

2.2.1. Warning Air Operations Area Sign

36" X 24" .063 aluminum with VIP IX reflective background and EC Clear Film. Application – Perimeter Security Fence and Vehicle Gates.



2.2.2. Warning – Gate Closure Sign

8" x 11" .040 aluminum with VIP IX reflective background and EC Clear Film. Application – Vehicle Gates.



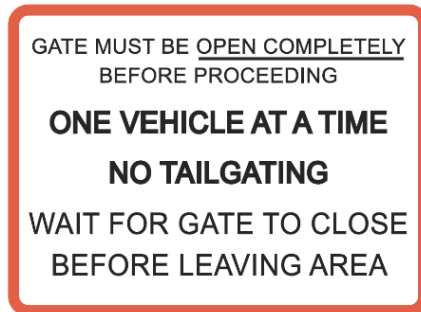
2.2.3. Authorized Vehicles Only Sign

12” x 18”, .063 aluminum with VIP IX reflective background and EC Clear Film. Application – Vehicle Gates.



2.2.4. One Vehicle at a Time Sign

24” x 18” .063 aluminum with VIP IX reflective background and EC Clear Film. Application – Vehicle Gates.



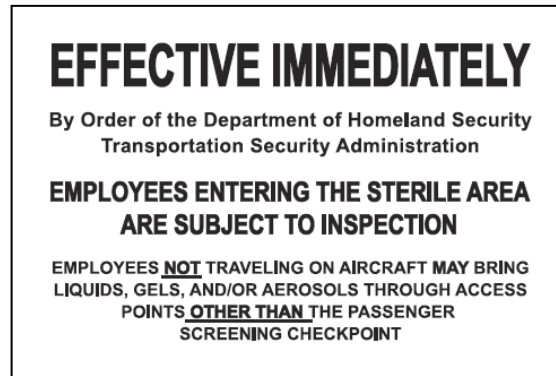
2.2.5. Attention – No Photography

24” x 18” .063 aluminum with VIP IX reflective background and EC Clear Film. Application – Perimeter Security Fence and Vehicle Gates.



2.2.6. Sterile Area Sign

Black on White and White on Clear– 6” X 4” Vinyl Sticker. Application – Security Portals within the building.



2.2.7. Attention Security Controlled Area Sign

9” X 6” and 16 3/8” X 13 3/8” Vinyl Sticker. Application – Security Portals within the building.



2.2.8. Emergency Exit Only Sign

6” X 24” Vinyl Sticker. Application – Security Portals within the building.



2.3. No items, including, but not limited to, any structure, electrical/mechanical housing, light pole, equipment, or any other physical barricade, shall be placed, installed, or stored within ten feet (10') of any Security Perimeter Fence Line unless approved by the Manager, Aviation Security & Law Enforcement.

### **3. DOORWAY SECURITY**

- 3.1. During Contractor activities, positive security controls shall be maintained to prevent unauthorized access to restricted areas of the Airport. Full-height barrier walls, if installed, shall be maintained to provide a secure barrier at all times. Existing doorways and temporary doorways, if installed, shall be secured or guarded with authorized personnel at all times. These requirements may cause substantial revision of routine construction procedures and modification of workforce requirements in some areas. Temporary doors that allow access to restricted areas installed for use by Contractor personnel shall be secured with a lock issued by Airport Security or Airport Operations or by other means approved by Airport Security.
- 3.2. THE CONTRACTOR SHALL:
  - 3.2.1. Never allow a security access door to be propped open unless a guard is posted at the door to prevent unauthorized access. Guards must be approved and trained by Airport Security and equipped with a current Stop List.
  - 3.2.2. Not modify a security access door closure device or automatic locking mechanism. All security access doors must close and lock automatically unless otherwise approved by Airport Security.
  - 3.2.3. Never use an emergency exit (alarmed door) for access unless authorized by Airport Security or Airport Operations.
  - 3.2.4. Complete a Tool Inventory Form (TIF) (Attachment 1 of this Exhibit) and Prohibited Items Permit (PIP) application (Attachment 2 of this Exhibit), if applicable, as directed by the Authority, when working within regulated areas of the Airport. For TIFs, this includes the Sterile Area (i.e., passenger boarding areas within the terminal buildings, beyond the security screening checkpoint) for all prohibited items entering and exiting the Sterile Area. For PIPs, this includes the Sterile Area (i.e., passenger boarding areas within the terminal buildings, beyond the security screening checkpoint) for all prohibited items entering and exiting the Sterile Area, as well as the Secured Area (ramp area). These forms shall be made available to Airport Security or Airport Operations (or a designated representative) for verification of compliance upon request.

#### 4. AIRPORT IDENTIFICATION BADGES

##### 4.1. GENERAL GUIDELINES

- 4.1.1. Airport security identification badges are required for individuals to be allowed unescorted access to the restricted, Secured, Security Identification Display Area (SIDA) or Sterile areas of San Diego International Airport. All individuals accessing or moving within the restricted, Secured, SIDA, or Sterile areas must either possess and properly display a valid picture SAN ID badge or Sterile Area Access badge or display a SAN Visitor, Escort Required (Visitor) ID badge and be under approved escort AT ALL TIMES while in these areas
- 4.1.2. There shall be at least one (1) Contractor supervisor/foreman with a valid SAN ID badge in each work area at all times. An individual with a valid SAN ID badge with Escort Authority (red ESCORT stripe) may escort up to five (5) visitors at a time, as long as all individuals being escorted remain within a twenty-five-foot (25') escort control zone of the person conducting the escort. The Contractor supervisor/foreman shall escort and vouch for all Contractor or subcontractor personnel issued a SAN Visitor ID badge in the work area. Detailed escorting procedures are explained in both the SIDA and Aviation Security Awareness Training (ASAT) training programs.
- 4.1.3. *Escort means to accompany or supervise an individual who does not have unescorted access authority to areas restricted for security purposes, as defined in the Airport Security Program (ASP), in a manner sufficient to take action should the individual engage in activities other than those for which the escorted access is granted. The Contractor may be required to meet additional escort requirements as conditions necessitate (e.g., Attachment 3 to this Exhibit - or as amended). Individuals who are issued a SAN ID badge or Sterile Area Access badge but are not in possession of the badge may not be escorted. Any individual on-premises for more than five (5) calendar days must be in the background investigation process to obtain a SAN ID badge or Sterile Area Access badge, as appropriate. Individuals who have failed to successfully complete a background investigation conducted by the Authority may not be escorted.*

##### 4.2. PROCEDURES TO OBTAIN AN AIRPORT IDENTIFICATION BADGE

- 4.2.1. A SAN ID / Sterile Area Access badge is requested by the Contractor's Chief of Security or Project Manager and approved by Airport Security. The Access Control Office (ACO) collects all data and issues badges.



- 4.2.2. A Fingerprint-Based Criminal History Records Check (CHRC) Access Investigation and Security Threat Assessment (STA) are required for all SAN ID / Sterile Area Access badge applicants. Airport Security will perform investigations at a current cost to the Contractor of thirty-eight dollars (\$38.00) per applicant. All fees are subject to change. The fee includes one reprint when the applicant returns as unclassifiable. Should an individual's fingerprints be deemed unclassifiable more than twice and the Contractor still desires to obtain a SAN ID / Sterile Area Access badge for that individual, an additional thirty-eight-dollar (\$38.00) fee shall apply for submittal until the individual's record is cleared, or the individual's information may be sent to the TSA for a manual records check. This manual check may exceed sixty (60) days in duration. Applicants should note that the STA requires that a significant amount of information be provided to TSA. They should be prepared to provide information regarding their identity, citizenship, and work authorization status. Applicants may be randomly selected for a ten (10) year employment/reference investigation conducted by Airport Security through a third-party private investigator. These investigations are at no cost to the Contractor. Investigations are not required for individuals issued a SAN Visitor ID badge. Investigation application details will be explained to individuals applying for a SAN ID / Sterile Area Access ID badge or the Contractor's Chief of Security. The Contractor shall explicitly follow investigation procedures and ensure the applicant obtains all required information before submitting an individual for an investigation. Failure to complete the badging process within thirty (30) days of notification of clearance shall result in the applicant being required to restart the process.
- 4.2.3. When the Contractor applies for a SAN ID / Sterile Area Access ID badge, the Contractor is certifying to the best of their knowledge and judgment that:
- 4.2.3.1. The Access Investigation has been accomplished for the individual applying for a SAN ID / Sterile Area Access ID badge in accordance with prescribed guidelines;
  - 4.2.3.2. There are no discrepancies between what the applicant stated versus what the Access Investigation revealed; and
  - 4.2.3.3. The applicant is eligible to have unescorted access to restricted areas of the Airport and is not a security risk.
- 4.2.4. Security training and testing are required for all SAN ID / Sterile Area Access ID badge applicants. Security education consists of administering an approved training program conducted by Airport Security. The ACO will test SAN ID badge applicants on their knowledge of security procedures. Successful applicants will be issued a SAN ID / Sterile Area Access ID badge.

- 4.2.5. A SAN ID badge allows the following privileges:
- 4.2.5.1. Access to a work area within restricted areas of the Airport.
  - 4.2.5.2. Upon issuing Escort Authority, authorization to escort workers with a SAN Visitor ID badge to, from, and within restricted areas of the Airport.
  - 4.2.5.3. All employees with unescorted access and those under escort are subject to employee inspections conducted at random throughout the Airport.

*NOTE: A Sterile Area Access ID badge allows an individual access to the Sterile Area ONLY. Access is granted only after undergoing the passenger screening process. The Sterile Area Access ID badge allows the escort of personnel in the Sterile Area only after such escorted personnel have undergone the passenger/employee screening process. Escorted personnel must display a valid Orange Visitor identification badge at all times while in the Sterile Areas of the airport.*

- 4.2.6. A SAN twenty-four (24) hour Visitor ID badge does not contain the badge holder's picture. A SAN Applicant Visitor ID badge will be issued when the badge applicant starts the background process, and security training is not a requirement for the use of either Visitor ID badge. Twenty-four (24) hour Visitor badges are issued daily and are valid for up to twenty-four (24) hours. Applicant Visitor ID badges are valid for twenty-five (25) days. Visitor badges are issued either by Airport Security, Airport Operations, the project, the contract manager, or the Contractor. Visitor badges shall be accounted for by the use of a sign-in/sign-out log. When all badges are no longer needed or expired, affix the badge to the space provided on the log and return the log and badges to the ACO. If the log is full, utilize a standard 8.5" x 11" sheet of paper if needed.
- 4.2.7. All SAN ID / Sterile Area Access ID badges shall be surrendered at the completion of the project or at the direction of Airport Security, Airport Operations, or the project or contract manager. Failure to return any SAN ID / Sterile Area Access ID badge at the completion of the project or the request of Airport Security or Airport Operations may result in the withholding of contract payments or criminal prosecution against the individual badge holder, as appropriate. The current fee for a replacement SAN ID or "no badge return" is seventy-five dollars (\$75.00); Sterile Area Access ID replacement fee/no badge return is fifteen dollars (\$15.00). Any individual with a loss/theft of three (3) SAN ID / Sterile Area Access ID badges shall have their badge privileges revoked permanently. Please note: all SAN ID/Sterile Area Access ID badges that have expired must be returned to Airport Security immediately.

4.2.8. SAN ID / Sterile Area Access ID badges are issued to specific individuals and are not transferable. Harbor Police, Airport Security, Airport Operations, or the TSA may perform random ID checks at any time to monitor compliance.

**4.3. REQUIREMENTS FOR WEARING IDENTIFICATION BADGES**

4.3.1. When working in restricted areas of the Airport, continuous display of a valid SAN ID / Sterile Area Access ID badge or SAN Visitor ID Badge is **MANDATORY** for all personnel. Procedures regarding proper identification display are explained in the security training program.

4.3.2. The badge shall be worn on an individual's outermost garment, at waist level or above, to be readily visible by casual observation. The ID badge shall not be covered by other identification or clothing.

**4.4. REQUIREMENTS FOR NON-SIDA BADGE CONSTRUCTION ACCESS THROUGH WASHINGTON ST. POST**

4.4.1. Construction personnel not accessing a security-regulated area and not in possession of a SAN ID must follow the guidelines below for access to the Public/Restricted area between the Washington St. guard post and the Vehicle Perimeter gates.

4.4.1.1. Contractor-provided company ID card with name and photo

4.4.1.2. If Contractor-provided company ID is not available, a state-issued driver's license or identification card is acceptable

4.4.1.3. Contractor vehicles must display company decals. Paper or cardboard decals will not be accepted.

**5. CHALLENGE PROCEDURES**

5.1. Complying with approved challenge procedures is the responsibility of ALL individuals issued a SAN ID badge. All Contractor personnel issued a SAN ID badge, not just leads and supervisors, shall challenge anyone in restricted areas of the Airport not properly displaying a SAN ID badge or under approved escort. Challenge procedures are explained in the Security Training Program.

**6. DRIVING ON REGULATED AREAS OF THE AIRPORT  
[Airport Operations Area (AOA) & Secured Area]**

**6.1. AIRSIDE VEHICLE PERMITS/PLACARDS**

6.1.1. All Contractor vehicles licensed for public roads operating in Regulated Areas of the Airport shall display either an Airside Vehicle Permit or an Airside Vehicle Escort Placard unless otherwise authorized by Airport

Security or Airport Operations.

- 6.1.2. The length of the construction project, among others, will be a determining factor as to whether an Airside Vehicle Permit or an Airside Vehicle Escort Placard will be issued.
- 6.1.3. Airside Vehicle Permits are requested by the project/contract manager or by the Contractor's Chief of Security. Airside Vehicle Permits are authorized by Airport Security and issued by the ACO.
- 6.1.4. Each vehicle requesting access to the Regulated Areas must apply for a SAN AOA Airside Vehicle Permit. Proper proof of insurance must be furnished at the time of application. The Contractor must provide insurance as required in the Special Conditions.
- 6.1.5. Airside Vehicle Permits shall be displayed and affixed to the outside of the windshield on the lower left-hand corner of the driver's side and controlled as directed by Airport Security.
- 6.1.6. Airside Vehicle Permits shall not be transferred from one vehicle to another unless specifically authorized by Airport Security.
- 6.1.7. Airside Vehicle Permits are valid for specific Airport areas and specified lengths of time.
- 6.1.8. Airside Vehicle Permits shall be surrendered at the completion of the project/contract or at the direction of Airport Security, Airport Operations, or the project / Contract Manager. Failure to return any Airside Vehicle Permit at the completion of the project or the Airport's request may result in the withholding of contract payments or criminal prosecution against the Contractor, as appropriate. The current replacement/no return fee for Airside Vehicles Permits is fifteen dollars (\$15.00) per permit.

## 6.2. VEHICLE IDENTIFICATION AND MARKINGS

- 6.2.1. All vehicles operated without escort within Regulated Areas of the Airport shall be marked to be readily identifiable. The Contractor's company logo, name, or other distinctive markings, as approved by Airport Security or Airport Operations, shall be visible from both sides of the vehicle at all times while driving within Regulated Areas of the Airport. Magnetic decals or painted logos are acceptable to comply with this requirement. Homemade paper, cardboard, or hand-printed signs/logos are not acceptable and do not comply with this requirement. Vehicles under escort are exempt from the requirements under paragraph 6.2.1 but must display a valid Airside Vehicle Escort Placard on the vehicle's mirror.
- 6.2.2. Amber rotating rooftop beacons are required for any Contractor vehicle operating within Regulated Areas at night or in inclement weather. All

Contractor Visitor vehicles and non-permitted heavy construction equipment operating within Regulated Areas during daylight hours shall display an orange and white, 3' x 3' checkerboard flag to identify them as Contractor/construction vehicles.

### 6.3. VEHICLE CONTROL

6.3.1. Properly authorized vehicles having official business at the Airport may operate within specified areas of the Regulated Area. Vehicles shall not be operated within one hundred feet (100') of any runway or taxiway unless authorized and escorted by Airport Operations.

6.3.2. Vehicles are restricted to the Contractor's work location and within the prescribed travel (haul) route. All vehicles shall follow the prescribed travel route and the identified Vehicle Service Roads. All traffic control signs and instructions shall be adhered to at all times.

### 6.4. AOA DRIVER TRAINING

6.4.1. All individuals who operate any vehicle within Regulated Areas, except for Visitors, **MUST** possess a valid SAN AOA Driver endorsement. Individuals requesting the privilege to drive a vehicle within Regulated Areas must be authorized by Airport Security, Airport Operations, or the Contractor's Chief of Security. All AOA driver applicants must attend an approved AOA driver training program class administered by Airport Security or Airport Operations. AOA driver applicants will be tested on their knowledge of AOA driving rules and regulations. Successful applicants will be issued a SAN AOA Driver endorsement on their SAN ID badge at the ACO. AOA driving privileges may be revoked at any time by Airport Security, Airport Operations, or the Contractor's Chief of Security for AOA driving infractions. *The operator of any vehicle who drives onto a runway or taxiway without authorization from Airport Security or Airport Operations violates safety and security regulations and will not be authorized to operate a vehicle within Regulated Areas for the remainder of the project or contract.*

## 7. ESCORTING VEHICLES

7.1. Vehicles operating within the Regulated Areas of the Airport without an Airside Vehicle Permit **MUST** be under the control of an approved escort at all times. Vehicle escort procedures are as follows:

7.1.1. The vehicle performing the escort shall be issued and display an Airside Vehicle Permit.

7.1.2. The vehicle being escorted shall display an Airside Vehicle Escort Placard unless otherwise authorized by Airport Security or Airport Operations.

- 7.1.3. The driver of the vehicle performing the escort shall have a valid SAN ID badge w/ Escort Authority and a valid SAN AOA Driver endorsement.
- 7.1.4. Approved escort procedures shall apply to the driver and the vehicle being escorted at all times, as authorized by Airport Security or Airport Operations. Drivers of vehicles being escorted are required to display a SAN Visitor ID badge. Vehicle escorts are “one for two” (1:2), meaning one escort vehicle for every two Visitor vehicles unless a deviation is approved by Airport Operations or Airport Security specifically for that escort situation.
- 7.1.5. The definition of a vehicle escort is: In view and under the positive control of those responsible for the escort at all times.
- 7.2. Airport Operations shall coordinate with and authorize the movement, positioning, and parking of exceptionally large, tall, or slow vehicles (e.g., a large crane, vehicles carrying an oversized load, backhoes, earthmovers, dump trucks, etc.).

## **8. CHIEF OF SECURITY**

- 8.1. Based on the project's complexity or contract, its length, and the number of employees involved, Airport Security shall specify whether the Contractor shall employ a full-time, dedicated Chief of Security (COS). Typically, the Contractor shall be required to provide a COS serving as a point of contact for all security matters. Under all circumstances, the COS must have supervisory authority and not be a general non-supervisory employee or laborer.
  - 8.1.1. If required, the Contractor shall assign one employee to the full-time Chief of Security (COS) position. This individual shall be identified to and approved by the Manager, Aviation Security & Law Enforcement (MASLE), or an Airport Security Coordinator (ASC) before starting any work on the Airport. The COS must also complete a brief orientation/training with the MASLE before assuming roles as COS. The designated COS must also attend a computer-based training signatory module and a classroom-style Policy and Procedures training. The Contractor's COS shall work closely with the project or contract manager and the MASLE or an ASC to ensure that all Airport security requirements are implemented and explicitly followed.
- 8.2. Responsibilities of the Contractor's COS include, but may not be limited to:
  - 8.2.1. Knowledge of Transportation Security Regulations pertaining to Airport Security and the SAN Airport Security Program;
  - 8.2.2. Knowledge of Airport Security, TSA, Harbor Police, and Airport Operations security enforcement procedures;
  - 8.2.3. Managing the scheduling of employees with the ACO for the TSA-

required Fingerprint-Based Criminal History Access Investigation and STA and issuance of SAN ID / Sterile Area Access ID badges;

- 8.2.4. Ensuring the procedures for control, issue, use, and retrieval of SAN ID / Sterile Area Access ID badges and SAN AOA Driver endorsements are followed. Conduct audits on all access media as required by the Airport Operator;
- 8.2.5. Ensuring the procedures for control, issue, use, and retrieval of SAN Visitor ID badges are followed;
- 8.2.6. Ensuring the procedures for control, issue, use, and retrieval of Permanent and Airside Vehicle Escort Permits are followed;
- 8.2.7. Ensuring the procedures for control, issue, use, and retrieval of keys and other access media are followed;
- 8.2.8. Ensuring all applicable security education and AOA driver education training is administered and all applicable records are complete and accurate. Contractor employee or subcontractor employee security training (initial and recurring) requirements should include, but not be limited to:
  - 8.2.8.1. Proper control, use, display, and protection of the SAN ID/Sterile Area Access ID badge;
  - 8.2.8.2. Badge recognition, area authorization, and expiration (color coding and expiration dates);
  - 8.2.8.3. Procedures for reporting lost, stolen, and damaged ID badges;
  - 8.2.8.4. Condition of custody (escort) procedures;
  - 8.2.8.5. Key control procedures;
  - 8.2.8.6. Vehicle authorization and AOA driving procedures;
  - 8.2.8.7. Challenge procedures (making and responding to);
  - 8.2.8.8. Protection of the Airport perimeter and perimeter gate control;
  - 8.2.8.9. Protection of Secured, AOA, and Sterile areas;
  - 8.2.8.10. Protection of secure terminal area doors and gates;
  - 8.2.8.11. Restrictions on divulging and non-disclosure of Airport Security-related information.

**9. PENALTIES / FINES**

- 9.1. Each violation of the SAN Airport Security Program subjects the Contractor to a potential civil penalty assessment by the TSA. Civil penalties are assessed at a minimum of thirteen thousand nine hundred ten dollars (\$13,910) per person per violation occurrence. Fines levied against SAN due to a Contractor's actions, or any of its employees or subcontractors, will be withheld from the Contractor's final payment or reimbursed to SAN by the Contractor as appropriate.
  
- 9.2. Violations of the Authority Code, Airport Rules and Regulations, SAN Airport Security Program, or TSA regulations by ANY individual, regardless of badge holder status, shall be subject to the provisions of the Notice of Violation (NOV) Program (Attachment 3 to this Exhibit – or as amended) or criminal prosecution, as appropriate.



## 10. CONTRACTOR COMMUNICATIONS

This section will instruct Contractors on how to properly notify the Authority of construction actions affecting Security and Life Safety Systems. Such information includes Fire Alarm Systems, Automated External Defibrillators, and 800 MHz Radios.

### 10.1. FIRE AND LIFE SAFETY SYSTEMS

- 10.1.1. The airport is equipped with a fire alarm system that consists of audible and visual alarm capabilities for immediate notification to all persons within the affected area. There are multiple alarm points, such as smoke detectors, heat detectors, duct detectors, water flow detectors, and manual pull stations installed throughout the Airport campus. These devices allow the system to notify persons of a potential emergency via automatic and manual means. For these security instructions, Contractors must understand how their actions affect the system and which steps need to be taken to prevent the accidental “activation” of the fire alarm system.
- 10.1.2. Additionally, all construction personnel must place the fire control panel into test mode before construction and must appoint a qualified fire watch to monitor and report any alarms. The fire watch must be physically located inside the fire control room and be qualified to monitor the fire panel for alarms. This person shall understand and report all trouble and fire alarms both within their construction areas and throughout the entire building.
- 10.1.3. Before conducting any construction work near a fire alarm system alarm point, the Contractor, in coordination with an Authority Construction Inspector, must ensure that every smoke detector in the immediate work area has been identified and covered to protect the device from dust in a manner approved by the Authority. All covered smoke detectors must be reported to the Airport Communications Center (ACC) at (619) 400-2710.
- 10.1.4. Contractors must take every precaution not to affect the operational integrity of the Fire and Life Safety System. This includes but is not limited to:
  - 10.1.4.1. Not correctly covering smoke detectors;
  - 10.1.4.2. Cutting or damaging system conduit;
  - 10.1.4.3. Accidental activation of the system via a manual pull station;
  - 10.1.4.4. Activating the alarm via “water flow” activations.
- 10.1.5. If the Fire and Life Safety System is accidentally activated, the Contractor must immediately contact the ACC at (619) 400-2710 and

notify an Airport Operations Duty Manager that the system was activated. A detailed location of the incident and the time of the activation should be included. If Airside Operations personnel are not available, please contact the Harbor Police Department at (619) 686-8000. The Contractor should also be ready to evacuate the area after the alarm activation.

## 10.2. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

10.2.1. The Authority has installed Automated External Defibrillators (AEDs) throughout the public areas of the Airport Terminal Complex, including the Terminal Two West Parking Plaza, the Quieter Homes Program office, and a select number of tenant spaces. The AED units are housed in special cases that are prominently displayed and easily accessible.

10.2.2. In the event of an AED deployment, an audible alarm will sound, and a signal will be sent to alert the ACC that a specific AED unit has been deployed. Harbor Police Department (HPD) units are dispatched to all AED activations.

Note: Some AED units located in non-public areas are not wired to the ACC and do not generate an alarm when opened.

10.2.3. The Contractor must understand that signals carried to the ACC are carried via copper cable. The AED cable typically shares conduit with other electrical wiring and phone lines. In conjunction with Authority inspectors, the Contractor shall identify all such cable runs from AEDs in the construction area and take precautions not to sever these lines during construction activities. If an AED wire is accidentally cut, the Contractor must immediately contact the ACC at (619) 400-2710 to report this incident.

## 10.3. CONTRACTOR PROJECT RADIOS (800 MHZ)

10.3.1. Select contracts require that the Contractor purchase Regional Communications System (RCS) 800 MHz radios to be utilized during their daily construction duties while on Airport property. The radio shall be a Motorola APX 4000 model II or III, purchased from Motorola Solutions (858-537-0709). Along with the purchasing of radios, the Contractor shall be responsible for purchasing associated radio chargers. The radio charger shall be a Motorola Impress Single Unit Rapid Rate Charger (Part # WPLN4232). All Contractors utilizing 800 MHz Radios at the Airport must have completed an Authority-offered one-hour Radio Training Class on the basic use of the radios, the radio system, and radio communications protocols at least five (5) business days before commencing work on the Airport Operations Area (AOA).

- 10.3.2. The Contractor shall coordinate with the Authority to ensure that all project radios are compatible and can communicate at no additional cost to the Authority. The Contractor shall purchase the radios to meet the communication requirements defined above. These radios and all associated accessories and documentation will become the Authority's property after the project's completion. For additional questions, please contact Airport Security at (619) 400-2762.

**These Security Instructions are intended to cover most contracts performed at SAN and do not include all measures that may be required.**

*[END OF CONTRACTOR SECURITY INSTRUCTIONS]*

## Attachment 1

### Tool Inventory FORM Procedures (TIF)

**POLICY AND INTENT:** The policy and intent of the following procedures are to allow workers to carry operationally required tools while working within the Sterile Areas of San Diego International Airport (SDIA). These procedures are in place to ensure that individuals comply with Transportation Security Administration (TSA) and Airport Authority security measures.

**PURPOSE:** The purpose of these procedures is to provide Contractors and other construction and maintenance workers with guidelines for transporting prohibited tools into and out of Sterile Areas of SDIA’s terminal buildings.

A Sterile Area is any area within a terminal building past the TSA-managed security checkpoint and is the area intended for the enplaning and deplaning of passengers.

#### **TOOL INVENTORY FORM (TIF) PROCEDURES:**

1. Before entering the Sterile Area:
  - A. The worker shall complete the appropriate sections of the TIF as follows:
  - B. Approximately 15 to 30 minutes before start time, the worker shall contact their designated “Inspector”/ “Supervisor” to agree on when and where the TIF verification will occur.
  - C. The “Inspector”/ “Supervisor” will verify the “Quantity” and that the tools listed by the worker in the “Description of Tools” column of the form are those shown to them by the worker. Next, the “Inspector”/ “Supervisor” must print their name and sign, certifying that they have verified the form.
  
2. Entering the Sterile Area:
  - A. Individuals with SIDA badges: The worker will retain the signed TIF and tools and enter the Sterile Area in accordance with applicable Contractor Access guidelines. The worker will complete the “Entry” column of the form.
  - B. Individuals utilizing a visitor badge: The “Inspector”/ “Supervisor” will retain the TIF and tools and allow the worker to enter the Sterile Area through the TSA-controlled Security Checkpoint. Once within the Sterile Area, the worker shall meet the “Inspector”/ “Supervisor” or their assigned escort in the Sterile Area and proceed directly to the work area. Once within their work area, all applicable tools and the signed TIF will be transferred to the worker.
  
3. Before leaving the Sterile Area:

*NOTE: Refer to “Contractor Access” guidelines, Attachment 3, of this Exhibit.*

- A. The worker shall ensure that all the tools brought into the Sterile Area are brought out of the Sterile Area. All tools must be listed on the respective TIF. The worker will complete the “Exit” column of the form.
- B. The worker shall contact their designated “Inspector”/ “Supervisor” to agree on a place and time at which the “exit” verification will take place.
- C. The “Inspector”/ “Supervisor” will verify that the tools listed by the worker in both the “Entry” and “Exit” columns of the TIF are identical. If there is an exact match, the worker is authorized to exit the Sterile Area.

***CAUTION:*** *Should any information contained in the “Exit” column not identically match its corresponding information in the “Entry” column, the “Inspector”/ “Supervisor” must stay with the worker and immediately **contact the Airport Coordination Center (ACC) at (619) 400-2710.** The ACC will dispatch a representative from the Aviation Security and Public Safety Department or other Airport Operations staff to assist with the resolution of the situation. The highlighted section for “reason for contact” must be completed.*

- D. The Inspector must retain the form for seven (7) days for audit by AVSEC or the TSA if requested.

**ATTACHMENT:**

Attached is the Tool Inventory Form. Read all instructions before completing.

The above procedure, revised on February 23, 2024, is effective upon receipt and remains in effect until further notice. Please direct all questions to the Manager, Aviation Security and Law Enforcement (MASLE) or the Manager, Airside Operations.

**-TIF FORM ON NEXT PAGE-**



## TOOL INVENTORY FORM (TIF)

**WORKER WITH TOOLS:** Fill out all items except those in *italics within the red outline*.  
**INSPECTOR/VERIFIED:** Verify all information and fill out all items in *italics*.  
**BOTH:** Comply with instructions specified in the “TOOL INVENTORY VERIFICATION PROCEDURES.”

<b>NAME OF WORKER:</b>		<b>NAME OF CONTRACTOR:</b>			
<b>NATURE OF WORK:</b>		<b>WORK LOCATION:</b>			
<b>DATE:</b>			<b>ENTRY</b>	<b>EXIT</b>	
		<b>TIME:</b>			
ITEM NO.	DESCRIPTION OF TOOLS: LIST HERE ALL SHARP, POINTED, OR BLADED OBJECTS OR TOOLS, E.G., KNIFE, SCREWDRIVER, HAMMER CHISEL, SCISSORS, CARPET CUTTER, NAIL GUN, ETC.	QUANTITY		REMARKS	
		ENTRY	EXIT		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>WORKER SIGNATURE:</b>					
<b>INSPECTOR/SUPERVISOR NAME:</b>		<b>INSPECTOR/SUPERVISOR SIGNATURE:</b>			

## Attachment 2

### PROHIBITED ITEMS PERMITS (PIP)

**PURPOSE:** The purpose of these procedures is to allow individuals with an operational need to carry and utilize prohibited tools, which could be considered a weapon, within the Sterile/Secured Areas of San Diego International Airport (SDIA). Such tools are defined in Authority Code §7.01(c), and §7.02(c)

**APPLICABILITY:** For all persons in possession of an airport-issued Security Identification Display Area (SIDA) identification badge (SAN ID), please note that sterile badge holder applications will be denied.

**SCOPE:** Individuals who have an operational need to carry box cutters, pocket knives, multi-tools, long pointed objects such as pics, or other bladed objects in the performance of their duties may apply to receive a PIP. Final approval of all applications will be granted by the Aviation Security & Public Safety Department. All PIPs will be issued on a case-by-case basis.

#### The following steps must be completed to receive a SDIA PIP:

1. **Prohibited Items Permit (PIP).** Applications must be submitted via the Prohibited Items Permit Request Form on Smartsheets (scan QR code on page 1-24). All fields found on the request form are required to be completed. Below is a list of all required fields:

- **Company Name** (as listed on the back of the SIDA badge)
- **Company Address**
- **Company Telephone** (input a local company number if available)
- **General Manager's first and last name**
- **General Manager's email address**
- **Employee Name** (as listed on the back of the SIDA badge)
- **UPID Number** (the 7-digit number found on the back of the SIDA badge)
- **Requested Prohibited Items:** Input up to three items. For example, Knife\*, Multi-Tool, & Box Opener. Do not enter standard tools such as screwdrivers, wrenches, scissors less than 4" from the tip to the fulcrum, etc.; \*Specific type of knife required (e.g., utility knife, leatherman, pocketknife).
- **Letter of Approval (LOA)** (attached on Smartsheets PIP request form)
  - Specific instructions for LOA are below.

**NOTE:** Failure to include any of the above information or submit the information incorrectly will delay your PIP application.

2. **Letter of Approval (LOA).** Additionally, obtain a typed LOA on company letterhead from the appropriate General Manager containing the following mandatory information:

- Company Name / Date;
- Full Employee Name (as listed on the back of the SIDA badge);
- Employee UPID Number (7-digit number found on the back of the SIDA badge);
- Clearly state the business justification for each prohibited item;
- General Manager name and signature;
- General Manager contact telephone;
- A maximum of three (3) items can be listed for every one (1) PIP application;
- For every one (1) PIP application, there must be one (1) LOA. For example, do not list multiple employees on one (1) LOA.

**NOTE:** Failure to include any of the above information or submit incorrect information will delay your PIP application.

3. The signed LOA from a general manager or commensurate position must be attached to the online submission of the PIP Request Form. Hand-written or delivered PIP requests will not be accepted.

4. Once received by Aviation Security via Smartsheets, an initial review will be made to determine information accuracy and request legitimacy.

5. If APPROVED, the requestor will receive an email containing a PDF version of the PIP for the General Manager to sign. The signature must be an electronic “like-representation” \* of the original signature or in wet ink. Once signed, the PDF PIP must be submitted to Aviation Security personnel in a direct reply to the previously stated email.

*\* Default Adobe PDF signatures will not be accepted, and the PIP application will be denied.*

a. If DENIED, the requestor must address the issues indicated in the notice of denial email and resubmit via Smartsheets.

6. Once complete with signature and received by Aviation Security personnel, the PIP will be stamped with a holographic SAN sticker and placed in the Access Control Office (ACO) for pickup by the requestor.

a. *Please allow up to 72 hours for the PIP(s) to be available in the ACO.*

7. **The PIP must be laminated prior to use.** Non-laminated or altered PIPs will be considered null and void if presented to inspection officers and will be subject to confiscation. PIPs are valid for one (1) year from the month of issuance.



8. PIP Inquiry.

- a. Individuals may inquire about their PIP application status by:
  - i. Phone: (619) 400-2572
  - ii. Email: [SERCS@san.org](mailto:SERCS@san.org) to inquire about their PIP applications.

*Note: It is the requestor's responsibility to follow up on the status of the PIP application.*

- b. Users must repeat the application process above to renew a previously held PIP.

**NOTE:** *PIPs must be displayed or made available for inspection by the Authority, security contractors of the Authority, TSA, or Law Enforcement personnel. Failure to display a current PIP during the inspection process may result in the issuance of an Airport Notice of Violation (NOV) and denial of access through the access point. Prohibited Items in possession of an employee in the Sterile or Secured Area that are not listed on the PIP may be subjected to confiscation by HPD or returned to the owner's vehicle, resulting in a warning for the incident/or loss of PIP privileges.*

**PROHIBITED ITEMS PERMITS (PIP)**



<b>PROHIBITED ITEMS PERMIT (PIP)</b>	
Employee Name:	
Employee UPID #:	
Description of Prohibited Items:	
Expiration Date:	Date Issued:
AVSEC&PS: [Print]	[AVSEC Signature]
Name of Company:	
Company Telephone:	
Company Address:	
General Mgr: [Print]	[GM Signature]
<small><i>My signature certifies that the aforementioned employee has an operational need to carry a PIP. The employee understands a PIP must be laminated and displayed or made available for inspection by the Authority, security contractors of the Authority, TSA, or Law Enforcement personnel. Failure to display a valid PIP during the inspection process may result in the revocation of PIP, denial of access through the access point, and/or the issuance of an Airport Notice of Violation (NOV).</i></small>	
<small>[05/22]</small>	

Fold Here

## Attachment 3

### CONTRACTOR ACCESS

#### 1. REGULATED AREAS OF THE AIRPORT:

- Contractors are allowed access to Regulated Areas of the Airport provided they comply with all applicable Federal and Airport regulations.

#### 2. INSIDE TERMINALS:

- Areas open to the public (before the checkpoints): NO RESTRICTIONS.
- Areas beyond the checkpoint (Sterile Area):

All personnel must be SIDA badged, security-screened, and have the authority of escort. All employees escorted into Regulated Areas must properly display SAN-issued "Visitor" badges and have been appropriately screened. During the period when the checkpoint is closed, only personnel with SAN-issued "Visitor" badges, under escort by Authority or Authority-consultant personnel, may enter the Sterile Area without security screening.

#### 3. ROOFTOPS:

- All personnel must be badged; all other persons must display a SAN-issued "Visitor" badge and be escorted.
- All personnel must remain within the designated work area and must use designated access points only.
- All personnel must notify the Airport Coordination Center (ACC) before accessing or leaving the roof.

#### 4. SECURITY RACK ROOMS:

Access to security rack rooms will be granted on a per-case basis. Access to any security rack room must be submitted in writing to the Manager, Aviation Security and Law Enforcement (MASLE). Security rack room access will require site-specific training from Airport Security personnel before access is granted.

To request rack room orientation, click link below.

[Rack Room Orientation](#)

**5. DEFINITION OF “ESCORT”**

- Each “escort” must be properly badged (w/Escort Authority) and shall not “escort” more than five (5) “escortees.”
- Escortees must be within twenty-five (25) feet of escort unless compliance with this distance violates OSHA or other safety regulations. In this case, the escort is to use the shortest safe distance to comply with the regulations.
- Escort has positive control of the escortees (i.e., the escortee is able to receive, understand, and comply with the escort’s instructions).

## Attachment 4

### AIRPORT SECURITY NOTICE OF VIOLATION PROGRAM

**PURPOSE:** To develop and ensure continuous security awareness and compliance among San Diego International Airport (SDIA / Airport) employees, tenants, vendors, and contractors.

**APPLICABILITY:** All persons in possession of an airport-issued identification badge (SAN ID / Sterile Area Access ID) or other airport-authorized identification medium as outlined in the Authority Code (Code); Airport Security Program (ASP) or Airport Rules and Regulations (ARR), members of the Airport Security Participant Program (Participant), tenants of SDIA, and contractors/vendors/visitors of any tenant of SDIA.

**SCOPE:** The Airport Security Notice of Violation (NOV) Program is designed to specifically address non-compliance by individuals with security regulations as outlined in the ARR and ASP. Any violation not attributable to an individual shall be addressed to the senior representative responsible for the area in which the violation occurred.

The President/CEO may designate individuals to issue an NOV to any person who violates the Rules and Regulations or to such person's employer. Designated Departments include the Harbor Police Department (HPD), Aviation Security and Public Safety Department, Terminal and Airside Operations Department, and the Environmental Affairs Department.

Failure to comply with **any** policy, procedure, or regulation contained within the ASP, ARR, Participant Manual, Tenant Advisory (TA) of a regulatory nature, or San Diego County Regional Airport Authority (SDCRAA) Code as related to airport security may result in the issuance of an Airport NOV.

**The NOV consists of a written notice issued to the offender. The notice (see attached) contains, at a minimum:**

1. Violator Name;
2. SAN ID / Sterile Area Access UPID Number (if applicable);
3. Employer;
4. Violation;
5. Date of Violation.

Upon issuance of an NOV, the employee will be advised that this, and future violations, may result in:

1. Monetary penalties;
2. Suspension and/or revocation of the employee's SAN ID;
3. Issuance of a Notice to Appear (NTA) citation;
4. Arrest and prosecution as appropriate.

NOVs will be recorded in a computerized database. Violations will be tracked

cumulatively and across companies. Three (3) violations may result in suspension, up to permanent revocation, of the individual's SAN ID / Sterile Area Access ID and access privileges to restricted areas at SDIA. This revocation shall apply universally at SDIA. An employee of an organization who has access privileges revoked shall lose access privileges with any other employer at SDIA. **Revocation of an employee's access privileges is permanent.**

SAN ID / Sterile Area Access ID suspensions are for a minimum of ten (10) calendar days. The employee's suspension shall begin the Monday following: (1) the expiration of the appeal or (2) an unsuccessful appeal. During the suspension, the individual shall be denied access to restricted areas of SDIA, even if an appropriate escort is provided. Individuals violating or assisting in the violation of this suspension may lose access privileges to SDIA for a minimum of 90 days, up to permanent revocation of the individual's access privileges. Any individual on suspension discovered within any non-public restricted area, Secured Area, Security Identification Display Area (SIDA), or beyond any SDIA Access Control Portal leading to a non-public area may be removed for trespassing.

During the suspension, the employee must attend security training administered by the Airport. Training is facilitated by the Airport Monday through Thursday at the San Diego County Regional Airport Authority's Access Control Office, located on the 1<sup>st</sup> Floor of Terminal 2 East.

Should an individual's appeal start date or end date, suspension start date or end date, or recurrent training date fall on an Authority holiday, the individual will be advised at the issue/appeal/disposition of the NOV what effective dates apply.

Any suspension or revocation of the SAN ID / Sterile Area Access ID badge may be appealed in writing to the Director, Airside and Terminal Operations, within ten (10) Business Days from the date of any suspension, revocation, or administrative penalty. The following describes possible consequences when an individual does not follow security requirements, which may also be found in the Airport Rules and Regulations and Authority Code.

**SCHEDULE OF ADMINISTRATIVE PENALTIES**

<b>Section Number:</b>	<b>Violation:</b>	<b>Consequences (*):</b>	<b>Authority Code Reference:</b>
2.3 Smoking	Smoking in Violation of California State Law	G	<b>Authority Code § 7.03, Authority Code § 8.12 (i).</b>
2.11 Obstructions and Roadway Use	Violation of Obstructions and Roadway Use provisions	G	<b>Authority Code § 7.12 (a, b &amp; c).</b>
2.18 Restricted Areas	Improper Entrance or allowing unauthorized entrance into Restricted Area(s)	G	
2.18.3 Restricted Areas	Improper personnel escort procedures	G	
2.19.A Badges/Display of SAN Identification (ID) Badge	Failure to display or properly display SAN Identification (ID) badge	G	
2.19.D Badges/Unauthorized Uses of Badges	Use of Another Person's SAN Identification (ID) badge or permitting use of One's own SAN Identification (ID) badge by another person	R, G	
2.19.G Badges/Lost or Stolen	Lost or Stolen badge	M, G (\$75 per occurrence. After third loss, badge privilege will be permanently revoked)	
2.20 Security Equipment and Directives	Unauthorized testing of checkpoint, screening, or security systems	G	
2.20 Security Equipment and Directives	Failure to remain at an inadvertently activated security alarm until an authorized officer of the Authority or other security representatives arrive, determine cause of activation, and verify the individual's authority to access that portion of such facilities or airports	G	<b>Authority Code § 7.07 (d)</b>
3.2.3 Airport Use Regulations			<b>Authority Code § 9.40</b>
3.2.5A Ramp Operations	Failure to keep ramp areas clean and free of all debris; failure to provide and maintain proper FOD containers	G	
3.2.7.C Charter Flight and Itinerant Operations	Improper vehicle escort procedures	G	

**SAN DIEGO INTERNATIONAL AIRPORT – Airport Security Program**

<b>Section Number:</b>	<b>Violation:</b>	<b>Consequences (*):</b>	<b>Authority Code Reference:</b>
3.2.11 Maintenance and Repair of Aircraft	Cleaning, maintenance and repair of aircraft or Ground Service Equipment (GSE) without authorization and/or in unauthorized locations	G	
3.3.1 Air Operations Area (AOA) Driver's Permits	Driving on the Airside Operations Area (AOA) without State-issued Driver's License or Airport-issued drivers permit	G	
3.3.4.A Vehicle Operations/Motor Vehicle and Equipment Operations around Aircraft	Failure to yield right-of-way to aircraft; driving a vehicle or equipment in front of taxiing aircraft	G	
3.3.4.A.7 Vehicle Operations/Motor Vehicle and Equipment Operations around Aircraft	Driving a vehicle or equipment across any active loading lane, that is, between the aircraft and the terminal gate or bus when passengers are being boarded or disembarking	G	
3.3.4.B Vehicle Operations/Parking	Parking violations on the Air Operations Area (AOA)	G	
3.3.4.C Vehicle Operations/Speed Limits and Operations on the Air Operations Area (AOA)	Speeding on the Air Operations Area (AOA)	G	
3.3.5 Vehicle Operations/Vehicles Operating on Movement Areas	Unauthorized vehicle operations on movement areas	R, G	
3.4.5 and 3.4.6 Fueling Operations and Fuel Service Vehicles	Violation of any fuel service vehicle provisions	G	<b>Authority Code § 8.11 (b, c, d, e, f, g, h &amp; i)</b>
3.4.7.C Fuel Spills/Safety and Clean Up Procedures	Failure to clean up any fuel spills or failure to follow any other fuel spill response procedures, which include making all proper notifications	G	<b>Authority Code § 8.11 (j)</b>



**SAN DIEGO INTERNATIONAL AIRPORT – Airport Security Program**

<b>Section Number:</b>	<b>Violation:</b>	<b>Consequences (*):</b>	<b>Authority Code Reference:</b>
3.4.8.A & B Lavatory Chemical and/or Lavatory Waste Spills/Reporting and Safety and Clean Up Procedures	Failure to clean up any lavatory chemical and/or lavatory waste spills or failure to follow any other spill response procedures, which include making all proper notifications	G	
3.4.9 Foreign Object Debris	Failure to keep ramp areas clean and free of all debris; failure to provide and maintain proper FOD containers	G	
4.2.A Conducting Business in Common Areas	Conducting business in common areas; prohibited use of premises	G	<b>Authority Code § 8.41 (a &amp; b)</b>
4.3 Cleanliness	Keeping leased area clean and free of rubbish and trash	G	
4.5.B.3 Security/Construction/ Perimeter Fence and Gate Security	Perimeter fence and gate security	G	
4.5.B.4 Security/Construction/ Doorway	Doorway Security	G	
4.7 Care of Building	Care of building; windows and doors, baggage storage cases, tenant restrooms, exterior surfaces, utility systems, isolated operations (i.e., hallways, passageways, stairwells, employee ramp side restrooms, trash compactor areas, etc.)	G	
4.9 Signage and Tenant Advertising	Signage and Tenant Advertising	G	

**SAN DIEGO INTERNATIONAL AIRPORT – Airport Security Program**

<b>Section Number:</b>	<b>Violation:</b>	<b>Consequences (*):</b>	<b>Authority Code Reference:</b>
4.12 Noise	Noise; violation of any excessive noise between 10 PM and 7 AM or as otherwise directed by Authority tenant advisory, construction notice, or other lawful instruction	G	
4.14 Electronic Equipment	Electronic equipment (Portable radios, iPods, boom boxes, etc.) playing in public spaces	G	
4.15 Queuing Lines and Stanchions	Ticket counter and gate queuing; Unauthorized queuing equipment other than typical 3-foot high chrome stanchions with black straps	G	
5.4 Commercial Transportation Vehicles	Ground transportation permit required	G	<b>Authority Code § 9.11(a)</b>
5.4 Commercial Transportation Vehicles	Permit fees (non-payment)	G	<b>Authority Code § 9.12(b)</b>
5.4.A Commercial Transportation Vehicles	Lawful order	S, G	<b>Authority Code § 9.21(i)1</b>
5.4.A Commercial Transportation Vehicles	Authority Rules and Regulations	G	<b>Authority Code § 9.21(i)2</b>
5.4.A Commercial Transportation Vehicles	Public Utilities Commission Regulations	G	<b>Authority Code § 9.21(i)3</b>
5.4.A Commercial Transportation Vehicles	MTS regulations	G	<b>Authority Code § 9.21(i)3</b>
5.4.B.3. Commercial Transportation Vehicles	Failure to display/maintain transponder	S, G	<b>Authority Code § 9.12 (c)</b>
5.4.B.3. Commercial Transportation Vehicles	Decal/AVI transponder	G	<b>Authority Code § 9.12(c)1</b>
5.4.B.3. Commercial Transportation Vehicles	Evade AVI readers	S, G	<b>Authority Code § 9.12(c)2</b>
5.4.B.5.C. Commercial Transportation Vehicles	Driver permit required	G	<b>Authority Code § 9.13 (a)</b>
5.4.B.6 Commercial Transportation Vehicles	Service complaints (non-compliance)	G	<b>Authority Code § 9.17</b>
5.4.E Commercial Transportation Vehicles	Notify change of address	G	<b>Authority Code § 9.22(j)</b>
5.4.F Commercial Transportation Vehicles	Insurance (failure to maintain)	S, G	<b>Authority Code § 9.14</b>

**SAN DIEGO INTERNATIONAL AIRPORT – Airport Security Program**

<b>Section Number:</b>	<b>Violation:</b>	<b>Consequences (*):</b>	<b>Authority Code Reference:</b>
5.4.F Commercial Transportation Vehicles	Threat to the safety and protection of the public	S, G	<b>Authority Code § 9.22(f)</b>
5.4.G Commercial Transportation Vehicles	Records (failure to provide)	G	<b>Authority Code § 9.16</b>
5.4.I Commercial Transportation Vehicles	Vehicle condition (owner/driver)	G	<b>Authority Code § 9.21(a)1 &amp; 2</b>
5.4.J Commercial Transportation Vehicles	Driver identification	G	<b>Authority Code § 9.21(b)</b>
5.4.K Commercial Transportation Vehicles	Designated Pickup Zone	G	<b>Authority Code § 9.21(c)1</b>
5.4.K Commercial Transportation Vehicles	Must transit hold lot	G	<b>Authority Code § 9.21(c)4</b>
5.4.K Commercial Transportation Vehicles	Driver to remain at vehicle (hold lot)	G	<b>Authority Code § 9.21(c)6</b>
5.4.K Commercial Transportation Vehicles	Driver to remain in vehicle at stand	G	<b>Authority Code § 9.21(c)7</b>
5.4.K Commercial Transportation Vehicles	Failure to move taxi forward	G	<b>Authority Code § 9.21(c)8</b>
5.4.K Commercial Transportation Vehicles	Soliciting by taxi or VFH driver/owner	G	<b>Authority Code § 9.21(c)9</b>
5.4.N Commercial Transportation Vehicles	Driver Attire and Personal Hygiene	G	<b>Authority Code § 9.21(e)</b>
5.4.O Commercial Transportation Vehicles	Duty to transport (taxi & VFH)	S, G	<b>Authority Code § 9.21(f)</b>
5.4.P Commercial Transportation Vehicles	Non-discrimination	S, G	<b>Authority Code § 9.21(g)</b>
5.4.Q Commercial Transportation Vehicles	Fares by meter or tariff, receipts	S, G	<b>Authority Code § 9.21(h)</b>
5.4.S.3 Spare Taxicab Use Policy	Violation of Spare Taxicab Use Policy	G	
5.4.S.6 Commercial Transportation Vehicles	Failure to follow Authority credit card requirements	G	
<b>Section Number:</b>	<b>Violation:</b>	<b>Consequences (*):</b>	<b>Authority Code Reference:</b>

**SAN DIEGO INTERNATIONAL AIRPORT – Airport Security Program**

6.0 Fire, Safety and Hazardous Materials	Violation of fire prevention/protection and/or hazardous material/waste management procedures	G	<b>Authority Code § 7.02 (a), Authority Code § 8.12 (a), Authority Code § 8.12 (b), Authority Code § 8.12 (c), Authority Code § 8.12 (d), Authority Code § 8.12 (e), Authority Code § 8.12 (f), Authority Code § 8.12 (g), Authority Code § 8.12 (h), Authority Code § 8.12 (i), Authority Code § 8.50 (a), Authority Code § 8.51 (a), Authority Code § 8.51 (b), Authority Code § 8.51 (c),</b>
6.2 A Fire Alarms	Violation on non-emergency activation of an airport fire alarm system due to negligent or willful behavior	G, M (1 <sup>st</sup> violation up to \$1,000; 2 <sup>ND</sup> violation up to \$2,000; 3 <sup>rd</sup> violation up to \$4,000; All subsequent violations up to \$8000)	
6.2.B.2 Fire Extinguishers	Violation of duty to provide, maintain or ensure wheeled fire extinguisher at ramp	G	<b>Authority Code § 8.12(g)</b>

G = warning, suspension or revocation of a SAN ID badge, termination of any airport agreement or Airport Ground Transportation Service Permit, loss of AOA driving privileges, monetary administrative, civil penalty, administrative letter of correction, and/or attendance at additional training

S= mandatory suspension

R=mandatory revocation

M= monetary penalty as specified

**Where two letters are listed, the first letter designates a mandatory consequence of the violation. A second letter indicates additional consequences of violation applied at the discretion of the Authority.**

**SAN DIEGO INTERNATIONAL AIRPORT – Airport Security Program**

**San Diego County Regional  
Airport Authority**



ADMINISTRATIVE NOTICE OF VIOLATION

No. **A0001**

Name (Last, First):	
SAN / STERILE ID No.:	
Company Name:	
Date of Violation:	
Time of Violation:	
Location of Violation:	
Driver License No.:	
Vehicle Permit No.:	

Department       37     43     51

R&R/CODE SECTION	DESCRIPTION
1	
2	
3	

NOTES (Include Names of Victims and Witnesses):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If additional space is needed, continue report on paper and attach to NOV

Airport Authority Signature:	Employee ID#:
	Date of Issue:

Without admitting guilt or responsibility, I have been advised of the above listed violation(s) and appeal process.

Recipient's Signature	Date
-----------------------	------

SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS

**EXPLANATION AND APPEAL PROCESS**

Notice of Violation (NOV) recipients have five (5) business days, from receipt of an NOV, to submit a Letter of Explanation to the Aviation Security and Public Safety Department. Letters of Explanation may be submitted in person, by e-mail, or by mail.

NOV recipients may appeal within ten (10) business days of the date the adjudicating decision letter is issued for any suspension, revocation, or administrative penalty. All appeals shall be submitted in accordance with Section 7.6 of the Authority's Rules and Regulations. Appeals may be submitted in person, by e-mail or by mail.

**Hand Deliver to:**  
**Access Control Office**  
**ATTN: NOV Appeals**

**E-mail to:**  
[appeals@san.org](mailto:appeals@san.org)

**Mail to:**  
**Aviation Security and Public Safety**  
**ATTN: NOV Appeals**  
**P.O. BOX 82776**  
**San Diego, CA 92138-2776**

For additional information, please reference Section 7.6 (URL provided below)

<http://www.san.org/rules-regulations>

For additional assistance please e-mail customer support at:  
[appeals@san.org](mailto:appeals@san.org)