

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D342.00.08

Effective: 12/22/05

Revised: _____

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Subject: Airport Acceptance of Off-Site
Checked Baggage

PURPOSE: To provide procedures by which bags checked in at locations other than Tampa International Airport are delivered to the airport and enter the in-line baggage screening and sortation system.

GENERAL: For the enhancement of customer service and to increase the capacity of the airport facilities, airlines are encouraged to process the check-in of baggage and passengers at off-airport locations such as cruise ships, hotels and convention centers. As all air carriers operating at Tampa International Airport use the in-line baggage screening and sortation system for all outbound checked baggage, the checked-in baggage must be delivered to the airport in a manageable manner. Each airside screening and sortation facility must be fed by specific input locations at the curbside check-in belts.

Any air carrier wishing to pursue this level of service must satisfy all applicable federal security requirements for their specific operation.

PROCEDURES:

- A. Any air carrier providing this customer service must contact the Authority and provide the specifics of their proposed operation in advance. If a vendor provided service is used, the name and contact information of the vendor must be submitted.
- B. All bags must be tagged according to the airline and sorted by airline and flight number prior to being introduced to the TIA in-line baggage system
- C. The input locations for each airline/airside are shown below and on Attachment A. The primary locations are to be used unless operational events prevent their use. When that is the case, secondary input locations are to be used.
- D. Off-site bags received from the customer prior to their scheduled flight departure must be held out of the airport in-line system until two hours prior but no later than one hour prior to the scheduled flight departure.
- E. All off-site accepted bags requiring special handling, e.g. oversized, odd-sized, firearms, animal carriers, etc., must be brought to the over/odd sized TSA screening area at the

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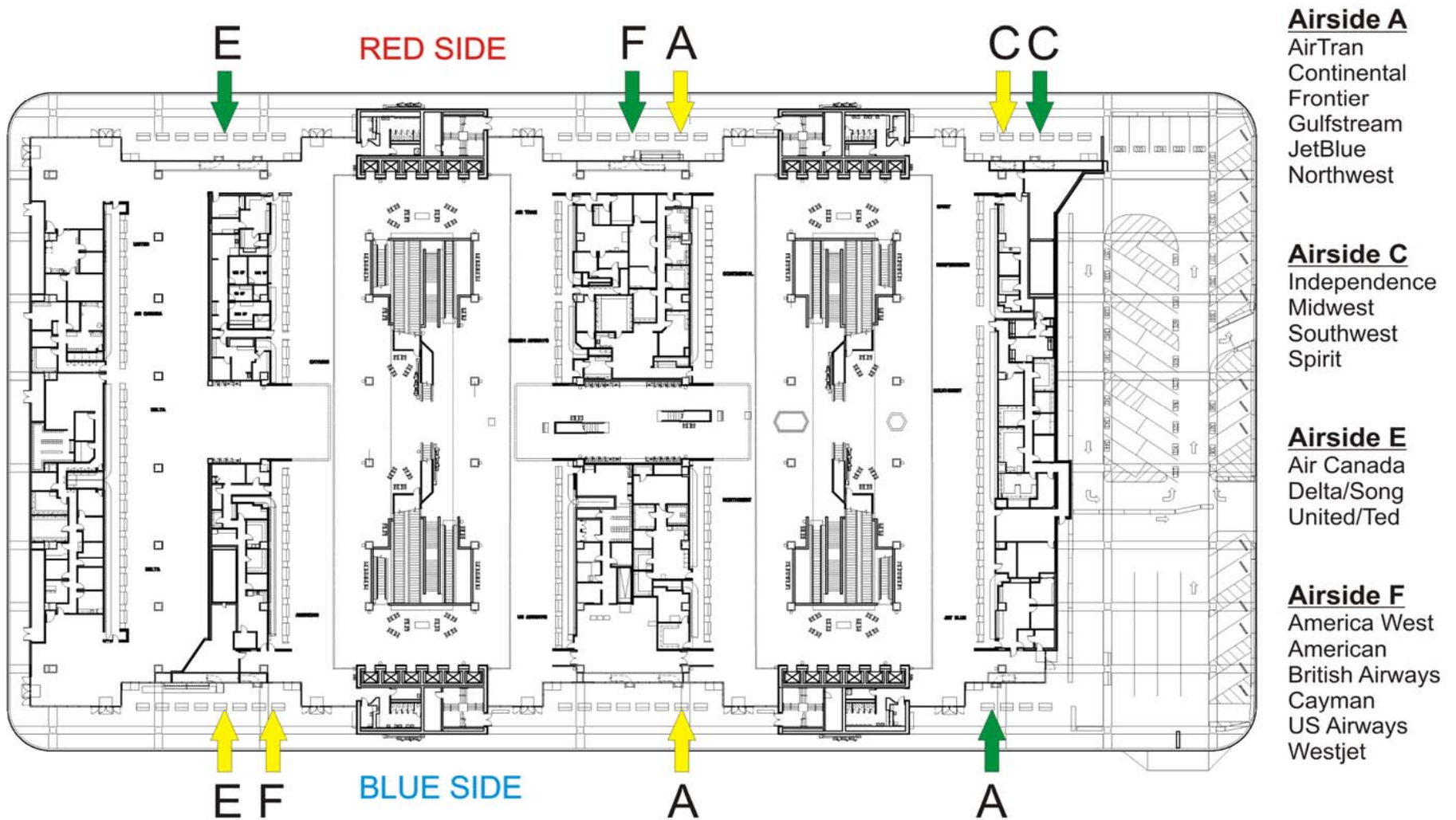
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north central area of the blue side ticket level for special handling. These bags must be carted to the TSA area.

- F. Baggage delivery vehicles must not exceed a weight of 15,000 pounds per axle.
- G. Baggage delivery vehicles must be actively unloading when positioned on the curb and are not permitted to park or be unattended.
- H. The airline or vendor must provide sufficient personnel to effectively deliver off-site baggage to the in-line input device. Baggage must be input into the system in an acceptable manner that will not jam the system.
- I. During heightened aviation security periods, these procedures may be modified or suspended as necessary.

APPROVED: _____ /s/ John Wheat DATE: 12/22/05



Tampa International Airport
 Flight Departure Drives

Attachment A

Off Site Baggage Entry Points

- ← Primary Input by Airside
- ← Secondary Input by Airside