

STANDARD PROCEDURE

Aviation Authority

Number: S343.04

Effective: 8/23/17

Revised: 04/11/18

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Subject: Smoking and Open Flames on the Apron and Ramp Areas of Tampa International Airport

PURPOSE: To establish procedures for smoking and open flames on the apron and ramp areas of Tampa International Airport.

PROCEDURES:

- A. No person shall use or carry a lighted cigar, cigarette, pipe, lighter, match, nor use or cause to be used, any open flame (including cooking grills), in or upon any Fuel Storage Area, Landing Area, Ramp or Apron Area, Passenger Ramp and Apron Area, Cargo Ramp and Apron Area or Aircraft Parking and Storage Area, open deck, gallery or balcony contiguous to and overlooking any such area located at Tampa International Airport.
- B. Employee events or other activities that involve grills or other similar types of open flame equipment may only be used in the Airside truck courts and may not be used on and around the Apron and Ramp Areas of the Airport. A written notification of such an event must be submitted to the Director of Operations or designee no later than ten (10) business days prior to the requested started date(s). Final approval will be provided, in writing, within three (3) days of receipt of such request. The written request must contain the following:
 - 1. Date of the event
 - 2. Start and end time
 - 3. Number of fire extinguishers on hand (minimum of one required)
 - 4. Make and Model number of open flames equipment
 - 5. Identify person(s) who will remain with the equipment while in use
 - 6. Identify person(s) conducting a pre and post FOD walk inspection
 - 7. List a point of contact for the event
- C. Tenants may provide a written plan requesting Airport approval for a tenant maintained designated smoking area. Such written plan must be submitted to the Director of Operations for review and must include the following:
 - 1. Proposed location of tenant designated smoking area.
 - 2. How area will meet all current and future NFPA 407 standards.
 - 3. Area signage plan.
 - 4. Maintenance and cleaning schedule of the proposed location.

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5. Debris disposal container types, locations and schedule for cleaning, clearing and maintaining such debris disposal containers.
6. Placement and maintenance of fire extinguisher(s) at the location.
7. Map outlining any and all potential ignition sources (i.e. fueling areas, hazardous storage area, flammable material lockers, fuel sumps, equipment and the like) in relation to the proposed location.

PENALTIES AND ENFORCEMENT PROCEDURES:

Any person in violation of this Standard Procedure is subject to the following penalties, as determined by the Airport Operations Manager:

1. Written citation will be electronically filed and provided to the violating employee and the violating employee's supervisor, if any, through email. Electronic acknowledgement of such written citation must be received from the violating employee's supervisor within 5 business days. If such acknowledgement is not received from the supervisor, the violating employee's Airport ID (SIDA) badge will be disabled until acknowledgement is received. If a violating employee does not have a supervisor, paragraph (2) below will immediately apply.
2. Confiscation of such violating employee's SIDA badge for a period of 24 hours.

APPROVED: Joe Lopano

DATE: 4/11/18