

OPERATING DIRECTIVE

Aviation Authority

Number: D342.00.08

Effective: 12/22/05

Revised: 06/20/19

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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 the Main Terminal at Tampa International Airport (TPA) 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 the Rental Car Center and off-airport locations such as cruise ships, hotels, and convention centers. As all air carriers operating at TPA 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 or ticket counter induction points, and must be coordinated with the Authority Maintenance Systems team.

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 thirty days 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 air carrier and sorted by airline and flight number prior to being introduced into the in-line baggage system.
- C. The input locations for each airline/airside are shown on Attachment A. The primary induction point locations are to be used unless operational events prevent their use. When that is the case, secondary induction point locations are to be used.
- D. Bags at the Rental Car Center will be handled by a company under agreement with the Authority to oversee the handling of bags following an approved TSA security program.
- E. Other approved off-site bags received from customers prior to their scheduled flight departure must be held out of the airport in-line system until three hours prior, but no less than forty-five minutes prior to the scheduled flight departure.

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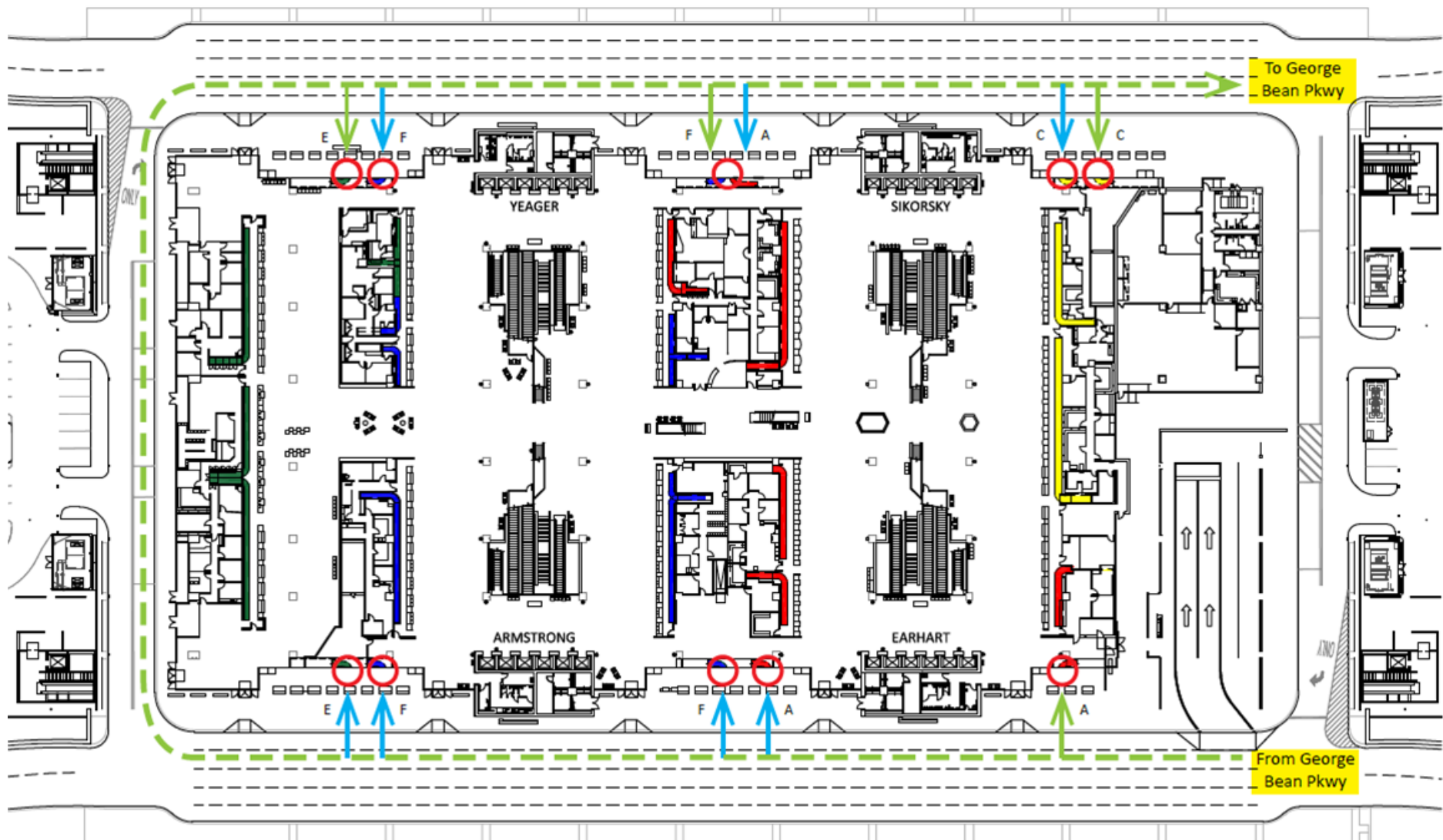
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- F. All off-site accepted bags requiring special handling, e.g. oversized, firearms, animal carriers, etc., must be brought to the oversized TSA screening area at the north central area of the blue side ticket level for special handling. Those bags must be carted to the TSA area.
- G. Baggage delivery vehicles must not exceed a weight of 15,000 pounds per axle.
- H. Baggage delivery vehicles must be actively unloading when positioned on the curb and are not permitted to park or be unattended. Offloading locations must be coordinated in advance with Airport Operations and Traffic.
- I. 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.
- J. During heightened aviation security periods, these procedures may be modified or suspended as necessary.

APPROVED: Michael Stephens

DATE: 6/20/19



**Airside A**  
 United  
 Jet Blue  
 Spirit  
 Silver  
 Alaska  
 Sun Country

**Airside C**  
 Southwest

**Airside E**  
 Delta  
 Air Canada  
 West Jet  
 Frontier

**Airside F**  
 American  
 British Airways  
 Cayman  
 Copa  
 Lufthansa  
 Edelweiss  
 Icelandair  
 Eastern  
 Swift

Baggage Belt to Airside A █  
 Baggage Belt to Airside C █

Baggage Belt to Airside E █  
 Baggage Belt to Airside F █

  Baggage Induction Point

← Primary Induction Point by Airside

← Secondary Induction Point by Airside