

OPERATING DIRECTIVE

Aviation Authority

Number: D342.00.08

Effective: 12/22/05

Revised: 03/24/17

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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 into the in-line baggage system.
- C. The input locations for each airline/airside are shown below 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 customers 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, firearms, animal carriers, etc., must be brought to the oversized TSA screening area at the north central

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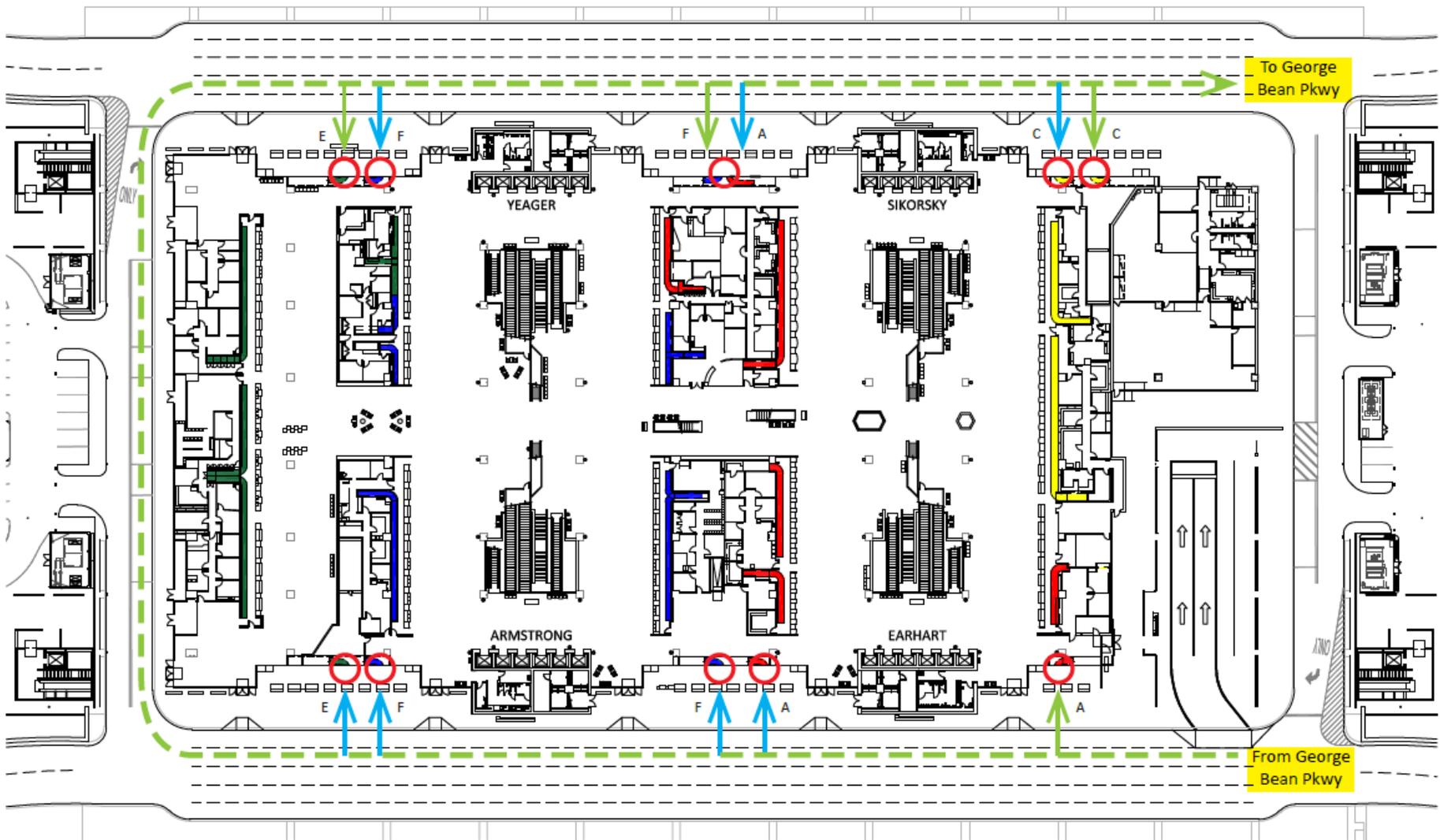
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area of the blue side ticket level for special handling. These bags must be carted to the TSA area.

- 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: Joe Lopano

DATE: 03/24/17



Airside A	Airside C	Airside E	Airside F
United	Southwest	Delta	American
Jet Blue	Frontier	Air Canada	British Airways
Spirit		West Jet	Cayman
Silver			Copa
Alaska			Lufthansa
Sun Country			Edelweiss
			Icelandair
			Eastern
			Swift

Baggage Belt to Airside A	<span style="color: red;">█</span>	Baggage Belt to Airside E	<span style="color: green;">█</span>
Baggage Belt to Airside C	<span style="color: yellow;">█</span>	Baggage Belt to Airside F	<span style="color: blue;">█</span>

- Baggage Induction Point
- ← Primary Induction Point by Airside
- ← Secondary Induction Point by Airside