

STANDARD PROCEDURE

Aviation Authority

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

Number: S343.04

Effective: 8/23/17

Revised: 08/10/22

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**PURPOSE:** To establish procedures for preventing smoking and open flames on the ramp areas of Tampa International Airport (Airport) in compliance with the City of Tampa Fire Code and applicable portions of which are based on the National Fire Protection Association's (NFPA) Standard for Aircraft Fuel Servicing (NFPA 407).

**PROCEDURES:**

- A. Open flames on aircraft fuel servicing ramps or aprons within 100 ft. of any aircraft fuel servicing operation or fueling equipment is prohibited. Those areas include: Fuel Storage Areas; Movement, Non-Movement, and Ramp Areas; Cargo Ramp Areas; Aircraft Parking and Storage Areas; or open decks, galleries, and balconies contiguous to and overlooking any such areas located at the Airport, except as authorized in accordance with Section D below.
- B. The category of prohibited open flames and lighted open-flame devices includes, but is not limited to, the following:
  - 1. Lighted cigarettes, cigars, pipes, lighters, matches, or cooking grills;
  - 2. Electronic cigarettes (e.g., personal vaporizers or electronic nicotine delivery systems);
  - 3. Exposed flame heaters, liquid, solid, or gaseous devices, including portable and wheeled gasoline or kerosene heaters;
  - 4. Heat-producing welding or cutting devices and blow-torches; and
  - 5. Flare pots or other open-flame lights.
- C. Employee events or other activities that involve grills or other similar types of open flame equipment may only be used in designated areas of the Airside truck courts and may not be used on and around the Ramp Areas of the Airport, or within 100 ft. of a fueling operation or flammable materials. The designated areas of the Airside truck courts include the following locations:

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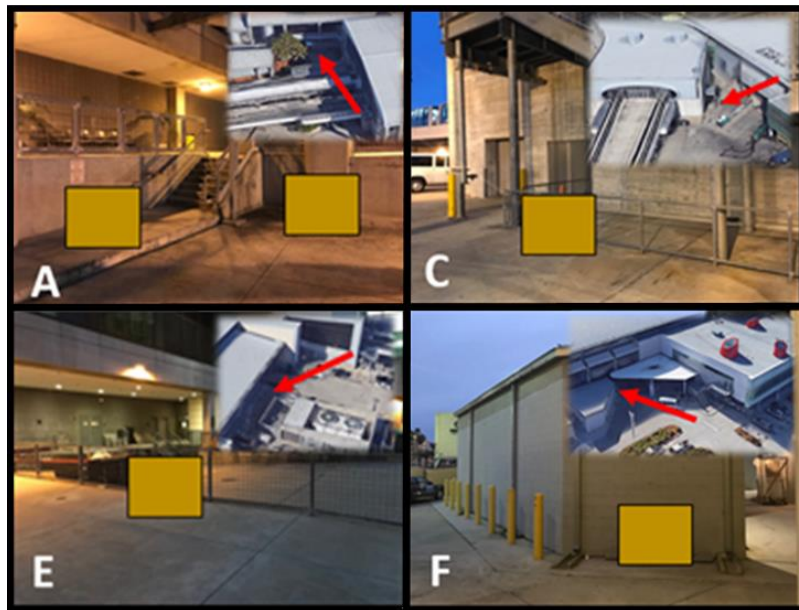
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D. A written notification of employee events or activities involving grills or other similar types of open flame equipment to be conducted in the Airside truck courts must be submitted to the Vice President of Operations or designee no later than ten (10) business days prior to the requested start date(s). Final approval or denial will be provided, in writing, within three (3) days of receipt of such request. The written request must contain the following information:

1. Point of Contact (POC) for the event
2. Date and proposed location of the event
3. Start and end time of the event
4. Number of fire extinguishers on hand (minimum of one required)
5. Make and Model number of open flame equipment
6. Identification of person(s) who will remain with the equipment while in use, in order to ensure the safe operation of the event
7. Identification of person(s) conducting Foreign Object Debris (FOD) walk inspection before and after the event, in order to remove combustible and flammable materials from the area.

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- E. Tenants may request Airport approval for a tenant maintained designated smoking area. Such requests must include a written plan submitted to the Vice President of Operations or designee for review, with the following information:
1. POC responsible for ensuring tenant compliance with Airport Rules and Regulations, as well as NFPA codes and standards for open flames on aircraft fuel servicing ramps.
  2. Proposed location of tenant designated smoking area.
  3. Area signage plan where the proposed smoking area will be located.
  4. Maintenance and cleaning schedule of the proposed location.
  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 materials storage area, flammable material lockers, fuel sumps, equipment, etc.) in relation to the proposed location.

**PENALTIES AND ENFORCEMENT PROCEDURES:**

- A. Any person in violation of this Standard Procedure is subject to the following penalties:
1. Written citation issued by Operations. Citations will be electronically filed and provided to the person(s) involved in the violation, and notification will be made to such person(s) supervisor through e-mail.

Electronic acknowledgement of a written citation must be sent to Operations from the supervisor within 5 business days. If such acknowledgement is not received from the supervisor, the Airport ID (SIDA) badge of the person(s) in violation of this Standard Procedure will be disabled until acknowledgement is received by Operations.

If a person(s) in violation of this Standard Procedure does not have a supervisor, paragraph (2) below will immediately apply.

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2. Disable employee's SIDA badge for a period of 24 hours.

APPROVED: Michael Stephens

DATE: 8/10/22