

STANDARD PROCEDURE

Aviation Authority

Number: S343.04

Effective: 8/23/17

Revised: 04/03/19

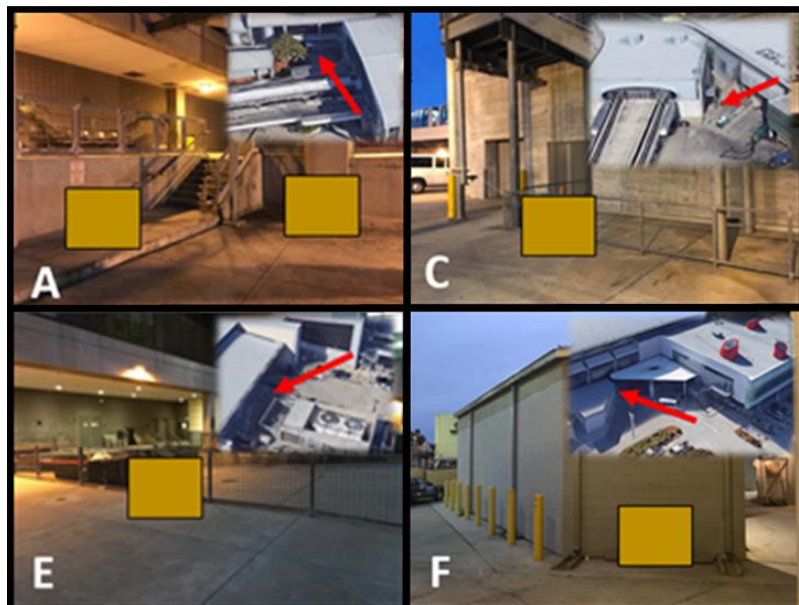
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Subject: Smoking and Open Flames on the Apron and Ramp Areas of Tampa International Airport

**PURPOSE:** To establish procedures for preventing smoking and open flames on the ramp areas of Tampa International Airport (TPA) 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. 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, Movement Area, Non-Movement Area, Ramp Area, Cargo Ramp Area, Aircraft Parking and Storage Area, open deck, gallery or balcony contiguous to and overlooking any such area located at TPA.
  
- B. 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 TPA, 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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- C. 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 Director 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
- D. Tenants may request TPA approval for a tenant maintained designated smoking area. Such requests must include a written plan submitted to the Director of Operations for review, with the following information:
1. POC responsible for ensuring tenant compliance with TPA 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.

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**PENALTIES AND ENFORCEMENT PROCEDURES:**

A. Any person in violation of this Standard Procedure is subject to the following penalties:

1. Written citation issued by Airport 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 Airport 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 Airport Operations.

If a person(s) in violation of this Standard Procedure 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: 4/3/19