



**Tampa
International
Airport**

**Hillsborough County Aviation
Authority**

Ground Operations Manual

April 2018

RECORD OF CHANGES

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BACKGROUND

The Hillsborough County Aviation Authority (Authority) is an independent special district of the State of Florida, with exclusive jurisdiction, control, supervision and management of Tampa International Airport (Airport) and all publicly owned airports in Hillsborough County. The Authority's mission is to be a major driver in the economic growth of the Tampa Bay region. As the Airport continues to grow, airport ground operations continue to expand and become more complex. Ensuring safe ground operations is a top priority for the Authority.

A key component to safety and compliance is ensuring easy access to Policies, Standard Procedures, Operating Directives and Rules and Regulations, which, in pertinent part, govern the use of the airside, aprons, baggage handling locations, and ramp areas the Airport. This Ground Operations Manual (GOM) combines these relevant Airport Rules and Regulations, Policies, Standard Procedures and Operating Directives into one document.

Disclaimer

Every person or company conducting business at the Airport is subject to governmental laws and regulations, as well as the Rules and Regulations, Policies, Standard Procedures and Operating Directives of the Authority. This GOM does not list or reference all such applicable government laws and regulations that may apply. Persons or companies conducting business at the Airport are expected to familiarize themselves with and comply with applicable laws and regulations. In the event of a conflict or inconsistency between the terms and conditions in the GOM and any applicable law or regulations, the applicable law or regulation shall prevail.

The terms and conditions set out in the GOM are incorporated by reference into the Authority's contracts, agreements and leases with Airport community members.

LIST OF ACRONYMS

AC	Advisory Circular, issued by the Federal Aviation Administration
ACM	Airport Certification Manual
ACS	Access Control System
AEP	Airport Emergency Plan
AFSS	Apron Fuel Shutdown System
AOA	Aircraft Operations Area
AOM	Airport Operations Manager
ARFF	Aircraft Rescue and Firefighting
ASP	Airport Security Program
ATCT	Air Traffic Control Tower
BMP	Best Management Practices
BIDS	Baggage Information Display System
CAD	Computer Aided Drafting
CAV	Clean Air Vehicle
CBP	U.S. Customs and Border Protection
CCTV	Closed Circuit Television
CFR	Code of Federal Regulation
DBA	Doing Business As
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FBO	Fixed Base Operator
FDA	Food and Drug Administration
FEDEX	FedEx Corporation
FIS	Federal Inspection Service
FOD	Foreign Object Debris
GA	General Aviation
GRE	Ground Run-Up Enclosure
GOM	Ground Operations Manual
GSE	Ground Service Equipment
GPU	Ground Power Unit
HAZMAT	Hazardous Material(s)
HVAC	Heating, Ventilating and Air Conditioning
ID	Identification
IRROPS	Irregular Operations
MAT	Movement Area Trained
NFPA	National Fire Protection Association
NOTAM	Notice to Airmen
PBB	Passenger Boarding Bridge
PCA	Preconditioned Air
PPR	Prior Permission Required
PLWS	Precision Lightning Warning System
RON	Remain Overnight
SIDA	Security Identification Display Area
SMS	Safety Management System
SWPPP	Storm Water Pollution Prevention Plan
TSA	Transportation Security Administration
ULD	Unit Load Device
VDGS	Visual Docking Guidance System

DEFINITIONS

Airport shall mean the Tampa International Airport.

Air Operations Area (“AOA”) shall mean restricted ground areas of the Airport, including taxiways, runways, loading ramps, vehicle roadways and parking areas.

Airfield consists of Movement and Non-Movement Areas.

Air Traffic Control Tower (“ATCT”) shall mean the FAA Air Traffic Control Tower located on the Airport.

Airfield shall mean any area(s) of Tampa International Airport where aircraft, vehicles and/or equipment may operate within 1,000 ft.

Airline shall mean any FAR Part 121 operator and/or FAR Part 135 operator of aircraft(s).

Airport Service Equipment shall mean the vehicles and equipment routinely used for service, maintenance or construction at the Airport.

Airport Police Department shall mean the organization authorized by the Authority to administer the continuing enforcement of Florida State Laws, Rules and Regulations, Policies and Standard Procedures applicable to the Airport and its operations and acting under the direction of the Airport Director of Public Safety or designee.

AOC shall mean the Airport Operations Center, which is the point of contact for all operational matters pertaining to the Airport.

Approval shall mean permission, in writing, by the Chief Executive Officer or designee.

Apron shall mean the defined area of the Airport intended to accommodate aircraft for the purposes of loading or unloading passengers or cargo, refueling, parking or maintenance. See “Ramp.”

Authorized shall mean acting under or pursuant to a written contract, permit or other evidence of right issued by the Authority.

Authority shall mean the Hillsborough County Aviation Authority.

Baggage Claim shall mean the baggage claim areas located on the north and south sides on the first level of the Main Terminal, including, but not limited to, doorways, exterior curbs, elevator and escalator landings, and tenant offices.

Baggage Information Display System (BIDS) shall mean the screens utilized to display baggage claim information to passengers throughout the Main Terminal and Baggage Claim areas.

Best Practice shall mean the strategy, process, approach, method, tool or technique that is generally recognized as being effective in helping an Airline/Operator/Ground Handler achieve operational objectives.

Common Use Facilities shall mean Airline/Operator/Ground Handler Premises, other than Preferential Use Facilities and Exclusive Use Facilities that are assigned by the Authority from

time to time for use and occupancy by an airline and paid for on an activity basis. Common Use Facilities may be designated as such from time to time in the Authority Policies, Standard Procedures and/or Operating Directives.

Driver or Vehicle Operator shall mean the person who is driving or is the vehicle device operator in physical control of a motorized vehicle or Ground Vehicle Device.

Exclusive Use Facilities shall mean those portions of the Passenger Terminal available for use and occupancy for a fixed monthly amount, and assigned to an Airline/Operator/Ground Handler on an exclusive basis pursuant to an Airline/Operator/Ground Handler-Airport Use and Lease Agreement. Exclusive Use Facilities may be designated as such from time to time in the Authority Policies, Standard Procedures and Operating Directives.

Escort shall mean an authorized person who escorts another person(s) and/or vehicles that does not have access to a particular location on the Airport. Escorts must at all times be able to direct and control the activities of the person and/or vehicle being escorted, pursuant to Authority escort policies and procedures.

Federal Inspection Service (FIS) shall mean a location where CBP officers or employees are assigned to accept entries of merchandise, clear passengers, collect duties, and enforce the various provisions of CBP and related laws.

Foreign Object Debris (FOD) shall mean any item located on the AOA that can be ingested or blown by an aircraft engine causing damage to property or personnel.

Gate Planner shall mean the designated Authority staff member responsible for reviewing and managing scheduled gate assignments (Airline schedule changes only, not day-to-day gate assignments or changes and issues).

Ground Handler shall mean any company, organization or individual contracted by a commercial air carrier to service their aircraft and/or passengers at the Airport.

Ground Service Equipment (GSE) shall mean vehicles and equipment approved and used on the aircraft aprons or parking areas in support of aircraft operations.

Ground Vehicle Devices shall mean motorized equipment or motor vehicles which are used for transporting goods, passengers or equipment upon land.

Hazard A hazard is a condition that is a prerequisite to an accident or incident.

Hazardous Material shall mean any substance or material capable of posing an unreasonable risk to health, safety and/or property: includes gasoline, diesel fuel, other petroleum hydrocarbons, natural gas liquids, antifreeze, chemical de-icing materials, lavatory chemicals, and any substance, whether solid, liquid, or gaseous in nature, which is defined as a hazardous substance or hazardous waste under any federal, state, or local statute, regulation, rule or ordinance, including, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act, the Clean Air Act, the Clean Water Act, and/or the Hazardous Materials Transportation Act.

Jet Blast shall mean the high velocity air behind an operating aircraft engine.

Landside shall mean the central terminal complex that connects to all Airsides.

Marshaller shall mean the individual who is responsible for safety of aircraft movement during aircraft arrival or departure from gate areas and for directing the aircraft with respect to safety conditions and guidance.

Movement Area Trained (MAT) shall mean individuals possessing MAT qualifications and endorsements from the Authority badging office, signifying such individual's authorization to operate on the Movement Area. MAT operators must be in compliance with all established (local and Federal) regulations, policies and procedures.

Irregular Operation (IRROPS) shall mean any flight operating off schedule or delayed.

Movement Area shall mean the designated area of the AOA that is under the control of the ATCT, i.e. runways / taxiways.

Non-Movement Area shall mean the area, other than that described as the Movement Area, used for the loading, unloading, parking and movement of aircraft on an airside of the Airport (including Ramps, ramp areas and on-airport fuel farms).

Operator shall mean the individual(s) working on behalf of an Airline and/or Ground Handler.

Passenger Terminal shall mean the enclosed space where passengers check in, claim baggage and board flights.

Power Back shall mean a procedure where an aircraft backs up under its own power using reverse engine thrust.

Preferential Use Facilities shall mean those portions of the Passenger Terminal and Terminal Aprons assigned to an Airline/Operator/Ground Handler pursuant to an Airline/Operator/Ground Handler-Airport Use and Lease Agreement for use and occupancy for a fixed monthly amount and to which such Airline/Operator/Ground Handler will have scheduling priority over other users.

Push Back shall mean a procedure where an aircraft is moved (generally backwards), normally by a tug.

Ramp shall mean a defined area of the Airport intended to accommodate an aircraft for purposes of loading or unloading passengers, cargo, or mail, refueling, parking or maintenance. This area is part of the Non-Movement Area.

Restricted Area shall mean any area of the Airport where access is restricted by tenants or the Authority for their operations only.

Runway Incursion shall mean any occurrence at the Airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.

Safety Management System (SMS) shall mean the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of safety risk controls. Includes systematic procedures, practices, and policies for the management of safety risk.

RON Parking shall mean Remain Overnight or Remain on Gate and shall apply to any aircraft approved to occupy a gate or parking position in excess of 5 hours.

Security Identification Display Area (SIDA) shall mean an area designated for the wearing of security identification media at all times, as defined by the ASP.

Scheduled Operations shall mean aircraft operations conducted in accordance with a published schedule between points within the continental United States (domestic), or into or out of the continental United States (international).

Secured Area shall mean a portion of the Airport, specified in the ASP, in which certain security measures are specified by federal regulations. This area is generally where Airlines/Operators/Ground Handlers enplane and deplane passengers and sort and load baggage. This includes Ramps and Aprons where aircraft park.

Service Provider shall mean any company permitted by the Authority to provide ground and passenger handling services.

Sterile Area shall mean a portion of the Airport defined in the ASP that provides passengers access to boarding aircraft and which access is generally controlled by TSA through the screening of persons and property.

Surface Incident shall mean an event during which authorized or unauthorized/unapproved movement occurs within the Movement Area or an occurrence in the Movement Area associated with the operation of an aircraft that affects or could affect the safety of flight.

Storm Water Pollution Prevention Plan (SWPPP) shall mean a fundamental requirement of storm water permits. A SWPPP identifies all potential sources of pollution which may reasonably be expected to affect the quality of storm water discharges from the Airport.

Terminal Aprons shall mean the Non-Movement Areas where aircraft are parked and ground handling activities, such as onloading/offloading of luggage, catering servicing, fueling and other arrival and departure activities, occur for commercial air carriers.

Tenant shall mean any person holding any right to use the passenger facility complex or airfield under any type of agreement with the Authority and the agents, employees, contractors and subcontractors of such person; includes, but is not limited to, airlines, permittees, and badge holders.

Unit Load Device (ULD) shall mean any container used to place and store baggage or cargo for transport on an aircraft.

Visual Docking Guidance System (VDGS) shall mean the automated parking system found on some Authority gates that may be used by trained and qualified individual(s) to program and provide Marshaller guidance to safely park an aircraft at a gate.

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1.0 INTRODUCTION

1.1 AUDIENCE

This document explains important aspects of airport operations as well as outlined roles, responsibilities and requirements on a variety of subjects for Airlines/Operators/Ground Handlers, commercial users, tenants, contractors, employees and others working on the airside and airfield of the Airport.

1.2 HOW TO USE THIS DOCUMENT

The GOM is a companion document to the Airport Rules and Regulations. While that document delineates the Rules and Regulations that govern all Airport operations both Landside and Airside, the GOM is focused on operations on and around the Airside or AOA. The GOM brings together the Airport's Rules and Regulations, Policies, Standard Procedures and Operating Directives in to one document. It is a useful reference for Airlines, Operators, Ground Handlers, commercial users, Tenants, contractors, employees and others working at the Airport to ensure both their success and the success of the entire Airport community.

1.3 SPECIAL NOTE – PRIOR TO OPERATING AT THE AIRPORT

Any persons or companies operating at the Airport will require the appropriate Authority approved licenses, leases, operating agreements, insurance, and payment security before conducting any kind of commercial operation on the Airport.

Requirements will differ depending on the nature of the activity.

Contact the Authority's Real Estate office for more information at 813-870-7861.

2.0 ROLES AND RESPONSIBILITIES

2.1 ROLES

(a) Primary Roles and Responsibilities and Contact Information

The following groups are available 24 hours a day, 7 Days a week.	Role	Contact Information
Emergencies	Life Threatening Emergencies	Dial 911
Airport Operations Center	Contact for operational issues, requests and queries	813-870-8770
Airport Operations Manager	Command/Oversight of Airport Operations	813-870-8752

2.2 AIRPORT OPERATIONS CENTER (AOC)

The AOC is the Airport's communication and information hub. It brings together all aspects of the Airport's daily activities in servicing customers, stakeholders and partners. This group includes Airport Police, fire and medical response dispatchers. The AOC is made up of several key operational groups which serve to foster improved control, communication and decision making.

2.3 AIRPORT OPERATIONS MANAGER (AOM)

The AOM maintains overall operational management at the Airport. The AOM is the decision making authority in relation to operational issues of safety and security for the Authority. In addition, the AOM is the 24 hour management representative for the Authority.

3.0 OPERATING POLICIES AND REQUIREMENTS

3.1 SECURITY

All employees of Airlines/Operators, Tenants, Ground Handlers and other personnel must be properly badged through the Authority Badging Office, in accordance with current TSA requirement and Authority Badging Office Policies, Standard Procedures and other guidance.

Employees must ensure their Authority issued ID badge is visible, on the outer most garment, above the waist and is not defaced or damaged in any way. Failure to comply could result in penalties from the Authority and/or the TSA, up to and including the confiscation of an employee's Authority issued ID badge.

All Airport employees are responsible for ensuring anyone not properly wearing or having Authority issued ID when in an area where such ID is required is challenged and/or visually monitored until Authority staff and/or Police respond. **Security is every employee's responsibility.** Any suspicious person(s) and/or activity should be reported immediately to the Airport Police by calling (813) 870-8760.

3.2 NEW OR INFREQUENT AIRCRAFT TYPE CHANGE

Proposed new, regularly scheduled aircraft types to operate at the Airport for any Airline or aircraft operator shall be communicated to the Authority at least four (4) weeks prior to the first anticipated operational day at the Airport.

3.3 OPERATOR POLICY REQUIREMENTS

All Airlines, Operators and Ground Handlers (including aircraft maintenance, grooming, catering, fueling agent service providers) operating at the Airport are expected to have internal polices, standards, and procedures governing their operations at the Airport.

(a) These standards and policies are applicable to:

- (1) All self-handling air carriers;
- (2) All third party ground handlers providing services on Authority-controlled areas;
- (3) Aircraft and passenger handling service (if different from ground handler) including passenger handling service inside the terminal buildings as required by the air carrier; and
- (4) Cargo handling services, inclusive of handlers operating under a lease agreement at the Airport.

(b) Airlines/Operations/Ground Handlers at the Airport are required at all times to:

- (1) Be in compliance with all Airport Operating Directives, Standard Procedures and Rules and Regulations;
- (2) Operate in a safe, efficient and cooperative manner;
- (3) Advise the Authority of any new, amended or terminated ground handling contracts 30 days prior to any such change becoming effective;

- (4) Advise the Authority of any changes in or new acquisition of Ground Service Equipment to be used at the Airport 30 days prior to any such changes becoming effective; and
- (5) Ensure regular attendance at all Authority safety meetings and events.

(c) Air carriers at the Airport are required to:

- (1) Ensure that their Ground Handler is in compliance with all Airport Operating Directives, Standard Procedures, and Rules and Regulations including, but not limited to, the content of this GOM;
- (2) Participate in operational audits as required; and
- (3) Advise the Authority of any changes to their ground handling contract including, but not limited to, changes to their selection of Ground Handler 30 days prior to such change coming into effect.

3.4 OPERATING STANDARDS AND PRACTICES

In addition to the Standards and Recommended Practices found in this document, the following are the general operating standards and Best Practices specific to the Airport:

- (1) Equipment must be in safe operating condition, safely operated, parked with brakes applied and staged in designated assigned areas in a neat and orderly fashion.
- (2) Parked and staged equipment must have a serviceable braking system engaged.
- (3) Equipment must not be left on or around common use gate areas or any other area that has not been assigned to the Ground Handler and must be removed immediately after flight departure unless the Ground Handler has the next operation assigned to that gate or area. Other areas include, but are not limited to, inbound and outbound baggage areas, carousels and laterals, baggage halls and all passenger processing areas.
- (4) The practice of misusing equipment, such as, but not limited to, moving carts and dollies with a fork lift, will not be permitted. This practice causes damage to steering and braking systems and creates a serious risk to property and personnel.
- (5) Equipment and supplies, such as, but not limited to, galley units and supplies, cabin service supplies, pillows, blankets, tie down straps, garbage bags and skids, shall not be left at the gate or on the ground. These items will be considered FOD and will be removed and destroyed.
- (6) Potable water hoses, conditioned air hoses, chocks, tow-bars, access ladders and steps, Ground Power Unit (GPU), and VDGS cables must be neatly and properly stowed when not in use.
- (7) Passenger loading bridges must be returned to their designated parked position, clear of defined ground painted containment areas, when not in use.
- (8) Photo eyes on baggage laterals must be kept clear at all times to avoid unnecessary stoppages which can impact up-line systems.
- (9) Inbound baggage carousels must be cleared during induction as required and all unclaimed bags must be removed immediately and placed in designated secure areas for processing. Security doors (where applicable) must be closed upon induction of the last item.

- (10) ULDs shall be secured in approved areas or on serviceable and compatible dollies, with the corresponding locks and guides engaged. Unsecured ULDs shall not be left anywhere on the Apron. The practice of placing or storing ULDs on the ground is prohibited.
- (11) All Operators on the Movement Area must ensure that goods being transported on carts, dollies, trucks or other means are properly secured. Extra care must be taken when transporting "live" shipments to prevent animals from becoming loose.
- (12) All employees that conduct routine (daily) business on the Airfield must wear high visibility reflective vests, in good condition, free of tears and fading. Airlines/Operators/Ground Handlers and those conducting business on the Airfield must ensure employees have hearing protection and eye protection on at all times and have extras readily available for quick replacement.
- (13) Operator signage and logos on Operator equipment must be clearly visible, where appropriate and required, not faded, and in good, clean condition.
- (14) Operators must make available appropriate wands for directing and marshalling aircraft (daytime and lighted night wands) that are in good working condition and have extras readily available to appropriate staff and personnel.
- (15) Cones, barricades and other equipment with reflective material must ensure that such reflective material is maintained in good working order, not soiled, damaged, and/or fading.
- (16) Extra caution must be exercised during high wind conditions to ensure that all equipment is secured to prevent damage to property and injury to personnel.

3.5 CONTRACTUAL REQUIREMENTS

All those conducting any commercial, non-commercial and/or General Aviation ground handling operations at the Airport shall be authorized to do so by the Authority prior to commencing such operations at the Airport.

- (a) Airlines/Operators/Ground Handlers shall:
 - (1) Remain in compliance with the requirements set forth in the applicable license, permit and/or lease agreement;
 - (2) Operate in a safe, efficient and cooperative manner;
 - (3) Advise the Authority of any new, amended or terminated ground service contracts 30 days prior to any such change becoming effective;
 - (4) Advise the Authority of any changes in or new acquisition of equipment to be used at the Airport 30 days prior to any such changes becoming effective; and
- (b) Air Carriers shall:
 - (1) Ensure that their Ground Handlers and service suppliers are in compliance with all Airport Rules and Regulations including any Operating Directives provided by the Authority as well as this GOM;
 - (2) Actively participate in operational audits as required; and

- (3) Advise the Authority of any changes to their Ground Handling contract including, but not limited to, changes to their selection of Ground Handler prior to such change coming into effect.

3.6 ONSITE MANAGEMENT PRESENCE

A 24/7 emergency and non-emergency management contact shall be provided to the Authority, along with current names and titles of the management teams responsible for the Airline/Operator/Ground Handler.

Operational management shall be on site at the Airport any time that the Operator's service(s) are being performed (e.g. aircraft handling, ground service, etc.). The operational management of the Airline/Operator/Ground Handler shall have the equivalent training and qualifications as line workers, including, but not limited to, an appropriate SIDA badge that validates proper training to access and operate on the AOA.

3.7 STAFFING

Although it is understood that staffing levels may fluctuate according to an Airlines/Operators/Ground Handlers contractual obligations, all Operators and Ground Handlers shall ensure that sufficient staff is available to prevent any adverse effect on the operations, business or activities of other Tenants, air carriers, ground service providers, Airport systems and facilities, including, but not limited to, terminal check-in areas and counters, outbound and inbound baggage systems, passenger boarding bridges, gates and Apron areas. Operators must also have documented contingency plans for IRROP events.

Anticipated labor or day-of staffing irregularities shall be reported to the Authority well in advance in order to support IRROPs and other contingency planning for the Airport.

3.8 TRAINING

All Airlines/Operators/Ground Handlers shall have an in-depth training program with records confirming that all personnel are properly trained on all activities and equipment required to perform their duties.

Training shall include, but shall not be limited to, HAZMAT, passenger boarding bridges, VDGS, transportation of dangerous goods, environmental awareness and spill response as required, in addition to any other training as may be required by the Authority at its discretion or as may be required by applicable laws or standard industry practice.

3.9 EQUIPMENT AND RESOURCES

Airlines/Operators/Ground Handlers shall have adequate and proper GSE required to perform duties according to their contracted activity. Equipment shall be maintained in good clean working condition and must not be used to perform any tasks other than the specific tasks for which such equipment was designed. No surplus equipment shall be stored at the Airport. Any equipment that is unserviceable or no longer in use must be removed from Airport property within 30 days.

Equipment must be parked and staged in Authority-designated areas only and may not be parked or staged on a gate where another Airline/Operator/Ground Handler has or is scheduled to have an active flight. Excess equipment shall be stored or kept at the Ground Handlers' Authority authorized locations and shall in no event be stored or kept on the Apron. Ground Handlers shall provide on-site equipment counts upon request.

Equipment must be maintained in good, safe working condition by means of a manufacturer-approved maintenance program. Equipment maintenance is not permitted on the Apron and must be conducted in a suitable area designated and equipped for such activity. Unserviceable, unsafe or defective equipment must be tagged as such and promptly removed from service. Excess, unserviceable, unsafe, defective or obsolete equipment shall not be stored or parked at the Airport, including (without limitation) on Authority-Controlled Areas. Any unsafe or defective equipment, including, but not limited to, carts, dollies and ULDs, which are not removed from the Authority-Controlled Areas by the Ground Handler, will be removed by the Authority at the expense of the owner thereof. Applicable fees and charges will be applied and assessed to the Ground Handler of record.

3.10 GROUND SERVICE RAPID RESPONSE PROTOCOL

Ground handling providers must have a Rapid Response Protocol (protocol and supporting resources) to immediately (within a maximum of 10 minutes) address and rectify situations where equipment must be moved or secured to eliminate a safety concern or clear a congested area to allow for unimpeded operations. Rapid Response Protocols shall also include responses to spills or other cleanup activities and to remove equipment that has become disabled or is preventing access or usage to other users of Airport and Authority facilities.

3.11 MAINTENANCE AND INSPECTION PROGRAM

Equipment shall be maintained in good, safe, working condition by means of a manufacturer-approved Maintenance Program. Equipment maintenance is not permitted on the Apron areas and must be conducted in a suitable area designated and equipped as such.

Any unsafe or defective equipment, including, but not limited to, carts, dollies and ULDs, which are not removed from the Authority-Controlled Areas by the service provider will be removed by the Authority. Associated cost of removal and storage may be incurred by the Airline/Operator/Ground Handler of the equipment being removed.

3.12 AIRCRAFT REMOVAL

All Airlines/Operators/Ground Handlers at the Airport are required to have aircraft removal services in place in order to clear disabled aircraft from runways and taxiways once released by Fire & Emergency Services (ARFF or the Federal Aviation Administration and/or National Transportation Safety Board). Removal may be arranged by the Authority for aircraft disabled in critical operational areas.

3.13 AIRCRAFT AND OTHER MAINTENANCE

All Airlines/Operators/Ground Handlers shall have agreements in place with licensed maintenance staff for aircraft and ground support equipment. Heavy maintenance is not permitted on Airport stands and gates, without prior permission from Airport Operations. Airlines/Operators/Ground Handlers conducting maintenance runs in any location are fully and solely responsible and liable for any and all injury to persons or damage to property resulting from their activity. All engine runs should be conducted in the Airport's Ground Run-Up (GRE) enclosure.

3.14 EQUIPMENT PARKING

Equipment shall be safely parked with brakes applied and staged in designated assigned areas in a neat and orderly fashion. No equipment will block or impede emergency exits (including stairwells) nor will it impede access to Emergency Fuel Shutoff stations at each Airside.

Equipment must not be left on or around gate areas or any other area that has not been assigned to a service provider and must be removed immediately after flight departure unless the provider has the next operation assigned to that gate, inbound and outbound baggage areas, carousels and laterals, baggage halls hardstand parking areas.

3.15 WING WALKERS / MARSHALLERS

The Airline/Operator/Ground Handler is responsible for the safe movement of aircraft entering or exiting the gate, cargo, and/or Apron areas.

Such movement, whether under power, tow, or Push Back shall be accomplished safely and efficiently, with due care for all users of the Apron.

The Airline/Operator/Ground Handler shall ensure operational safety through the use of Wing Walkers or other industry accepted Best Practice.

3.16 DEPARTING AIRCRAFT

Airline/Operator/Ground Handler personnel shall return all aircraft servicing equipment to its proper location. In the case of Authority controlled per-use gates and hardstand parking positions, equipment must be removed in order to allow for the gates or parking location to be utilized by another Airline/Operator/Ground Handler. All gates and aircraft parking locations must be free from debris or other waste as well as conduct a post departure FOD inspection.

3.17 ARRIVING AIRCRAFT

Airline/Operator/Ground Handling staff shall prepare for the arrival of the aircraft according to company procedures and this GOM, which includes, but is not limited to:

- (1) Inspecting the gate for FOD prior to arrival.

- (2) Ensuring the passenger boarding bridge is parked properly within its designated space.
- (3) Ensuring ground equipment is properly pre-positioned prior to aircraft arrival and clear of the taxiing aircraft.

3.18 UNATTENDED EQUIPMENT

No motorized equipment shall be left running and unattended at any time.

3.19 DUE CARE OF EQUIPMENT

The practice of misusing equipment, such as moving carts and dollies with a fork lift, is not permitted. This practice causes damage to steering and braking systems and creates a serious risk to property and personnel.

3.20 GATE SYSTEMS

Potable water hoses, pre-conditioned air hoses, access ladders and steps and GPU cords must be neatly and properly stowed when not in use. GPU cables shall be stored such that the cable and connection point are free from damage and exposure to damage.

Passenger boarding bridges shall be returned to their designated parked position outside of the safety envelope markings painted on the ground, with passenger boarding bridge doors closed and secured when not in use.

3.21 UNIT LOAD DEVICES (ULDS)

ULDs shall be secured in approved areas or on serviceable and compatible dollies, with the corresponding locks and guides engaged. Unsecured ULDs shall not be left anywhere on the Apron. The practice of dumping ULDs on the ground is prohibited. Unsecured ULDs represent safety hazards and may result in gate closures if not rectified.

3.22 FOREIGN OBJECT DEBRIS (FOD) BINS

It is the responsibility of all ground service providers to ensure that FOD bins are provided to use for employees, that such bins are secured from debris escaping and that such bins are emptied on a regular basis and do not reach a state of overflowing.

3.23 SECURED LOADS

All Airline/Operators/Ground Handlers must ensure that goods being transported on carts, dollies, trucks or other means are properly secured. Extra care must be taken when transporting "live" shipments to prevent animals from becoming loose. The Authority may levy additional fees for the capture of animals deemed to be improperly crated or handled.

3.24 AUTHORIZATION OF USE

All those using aircraft support systems made available by the Authority shall be authorized, trained to do so by their own company, and deemed competent to safely use such systems.

3.25 SYSTEM DOCUMENTATION AND TRAINING PROGRAMS

Documentation is available from the Authority on all aircraft service systems in use the Airport. In most cases, a train-the-trainer model is employed so that supervisory or other training personnel are trained by the Authority to operate these systems, in turn passing this knowledge along as part of larger Airline/Operator/Ground Handler training programs.

When changes are made to aircraft service systems, documentation and training material will be updated and made available to Airline/Operators/Ground Handlers.

3.26 FAULT REPORTING

Faults or operating irregularities with any system shall be reported immediately to the AOC at 813-870-8740 to be corrected. Faulty or problematic systems and equipment shall not be used.

3.27 PASSENGER BOARDING BRIDGES

TPA utilizes passenger boarding bridges to provide passengers with a dry, climate-controlled passage from the terminal boarding lounges to the aircraft.

In rare circumstances, some operations require passengers to board and deplane directly from the Apron under the close supervision of Airline staff. Any such operations must first be approved by the AOM.

(a) Safety and Operating Precautions

A comprehensive set of operating procedures and training material are available from the Authority. A simplified overview is including but not limited to the following:

- (1) Prior to aircraft arrival on the gate, the Operator shall ensure the bridge is established in its correct parking position with canopy and self-leveler retracted and cab oriented 90 degrees to the lead-in line.
- (2) Air, power, and water attachments shall be retracted out of the way of the arriving aircraft.
- (3) The gate shall be clear of all equipment, FOD, or other material that may interfere with the aircraft arrival.
- (4) When the aircraft has been stopped, chocked, engines shut down, and ground personnel clear, the bridge may be extended to the door according to established procedures.

3.28 FIXED GROUND POWER SUPPLY SYSTEMS

There are aircraft ground power systems at all gates. There is no permanent aircraft ground power available at any hardstand position.

The use of ground power reduces the noise, air pollution, and additional cost of running GPUs, aircraft engines, or onboard auxiliary power units.

To provide power of the correct voltage and phase for onboard use, the aircraft ground power systems transfer electricity from commercial alternating current power and convert it to 400 Hz high-amperage alternating current or 28 Volt direct current, depending on the unit.

The aircraft ground power systems incorporate built-in safety devices to help ensure that aircraft and personnel are protected from short circuits and electrical surges.

These units also automatically:

- Check all critical components prior to supplying power
- Monitor all critical operating parameters
- Indicate potential problems if operating parameters approach critical levels
- Cut off power delivery if operating parameters exceed critical factory-set levels

(a) Safety and Operating Precautions

- (1) No person shall operate GPU systems without formal training.
- (2) Connections and power heads are easily damaged. They must be stowed properly when not in use and refrain from running over them with vehicles and equipment.
- (3) Never disconnect GPU systems from aircraft when they are in use.
- (4) Only qualified maintenance personnel shall open enclosures or make repairs to this equipment.
- (5) Equipment must not be operated near combustible materials.

3.29 AIRCRAFT CABIN PRE-CONDITIONED AIR (PCA) SUPPLY SYSTEM

The PCA system is designed to provide heating, cooling, and ventilation, depending on the cabin temperature of gated aircraft. Sensors located in the PCA unit and the aircraft provide temperature information which allows the unit to maintain a comfortable environment for passengers and crew while at the gate.

(a) Safety and Operating Precautions

- (1) Hoses must be stowed neatly without kinks in the baskets provided.
- (2) Improperly stowed hoses can be damaged and are at risk of being ingested by aircraft engines.
- (3) Access panels should not be opened. High voltage conditions are present.

3.30 AIRCRAFT POTABLE WATER SYSTEM

There are potable water cabinets that supply drinking water to aircraft at each airside. Each airside varies in the amount and location of potable water cabinets. The cabinets are equipped with a potable water hose and aircraft coupling, a pressure regulator, a solenoid valve for automatic flushing of the hose, isolation valves, and most have a motorized hose reel. Potable water aboard aircraft is regulated by the EPA, FDA and FAA.

(a) Safety and Operating Precautions

- (1) Personnel engaged in the removal/disposal of waste must not perform potable water service or handle potable water equipment.
- (2) The hose nozzle must not come in contact with the ground as this may contaminate and damage the nozzle assembly.
- (3) A vehicle must not be used to transport the hose between the cabinet and the aircraft.
- (4) Cabinets must be closed when aircraft filling is complete with the hose neatly rolled and stored.
- (5) Leaks must be reported to Work Control or the AOC.

3.31 FUELING OPERATIONS AND SAFETY SYSTEMS

Aircraft fueling is undertaken by agencies contracted directly to the Operators.

(a) Fueling Operations

- (1) No aircraft may be fueled or defueled while inside any building or structure.
- (2) Any person, including owner or operator of an aircraft, causing overflowing or spilling of fuel, oil, grease or other contaminants anywhere on the Airport will be responsible for ensuring the immediate cleanup of such spillage. In the event of failure or refusal to comply with such cleanup requirements, the spillage may be cleaned up by the Authority at the responsible party's expense.
- (3) Any fuel spillage must be reported immediately to the Airport Police via telephone by dialing 9-1-1. Details of all spillages must be reported to the Authority, in compliance with the procedures contained in the AEP. Aircraft, fuel delivery devices and other vehicles will not be moved or operated in the vicinity of the spill until the spillage is removed. The person causing the spill will promptly post a fire guard.
- (4) If a fire occurs in or near a fuel delivery device while servicing an aircraft, the Airport Police must be notified by dialing 9-1-1. Fueling must be discontinued immediately and all emergency valves and dome covers must be shut down at once.
- (5) No fuel vehicle designed for or employed in the transportation of fuel may be operated on a taxiway or runway at any time without prior permission from the Authority.
- (6) Aircraft fuel servicing hydrant transfer vehicles and fuel tenders are allowed to engage in fueling on the Airside terminal ramps or Aprons; provided, however, that no fuel tender will operate on any of the Airside terminal ramps or Aprons without first entering into a written agreement with the Authority as to the specifics for such operation.

- (7) No person may start the engine of an aircraft on the Airport if there is any gasoline or other volatile fluid on the ground within the vicinity of the aircraft.
- (8) No person may operate a radio transmitter or receiver, or switch electrical appliances on or off, in an aircraft while it is being fueled or defueled.
- (9) Aircraft fueling vehicles shall be marked with the name of the operator or the responsible organization, in accordance with FAA and NFPA standards. The marking shall be approved by the Director of Operations, or designee, with legible signage on both sides of the exterior of the vehicle.
- (10) Signs shall have letters 75 mm (3 in.) high. Signage shall be of a color that contrasts sharply with the sign background for visibility. The words, "FLAMMABLE", "NO SMOKING", UN four digit material identifier such as "1203" or "1863", and name of the product carried, such as "JET A", "JET B", GASOLINE, or AVGAS, shall appear on each sign.
- (11) Each aircraft fuel servicing tanker and fuel servicing hydrant unit shall have two listed fire extinguishers, each having a rating of at least of 40-B:C and a minimum capacity of 9.0 kg (20 lb.) of dry chemical agent, with one extinguisher mounted on each side of the vehicle.

(b) Fire and Spill Protection Measures

The Apron Fuel Shutdown System is an airport-wide system which shuts off the supply of fuel in case of a spill. Emergency shutoff stations are installed on each gate and are identified by blue lights and emergency fuel shutoff signage. **Emergency Fuel Shutoff stations must remain clear of any obstructions and must remain easily accessible by persons in the event of an emergency.**

After an emergency shutoff station is activated, the aircraft fuel supply to the affected airside is shut down. The fueling agency can further isolate the affected area using manual shutoff valves and restore fuel supply to the rest of the Airport.

(c) Fuel Spill Response Plan

All fuel, chemical, lavatory, or other toxic spills must be immediately reported to the AOC by calling 813-870-8770.

3.32 AIRPORT PRECISION LIGHTNING WARNING SYSTEM (PLWS)

TPA is equipped with a PLWS which provides alerts to Tenants when lightning strikes near the Airfield.

When the system goes into alert mode, strobes and horns located on the rooflines of various buildings will flash and sound a warning. In addition to this visual and audible warning, the AOC shall send a notification to Tenants with outdoor activities noting the presence of convective weather and to be alert to the activation of the strobe system.

When the strobes activate, all Airfield personnel must follow their company procedures for lighting activity.

3.33 PROHIBITED ACTIVITIES

(a) Aircraft Power Back Operations

Aircraft Power Backs are not permitted the Airport.

(b) Aircraft Power-Out Operations

Turbojet power-out (reversing backwards on engine power) is not permitted the Airport.

(c) Aircraft Maintenance

Minor aircraft repairs may be accomplished at airside gates; however, no work which poses a risk of fuel, oil, or hydraulic spills may be performed without prior approval by the AOM.

(d) Aircraft Engine Runs

Warning: Power runs are restricted the Airport. Please refer to Authority Operating Directive D344.00.01 and procedures and information on a designated Ground Run-Up Enclosure located on the airfield for power runs.

3.34 AUDIT AND PENALTIES FOR NON-COMPLIANCE

All Airlines/Operators/Ground Handlers at the Airport are subject to audit upon reasonable notice which may include observance of operational procedures, interview of various levels of management and staff to ensure understanding of operational procedures, and inspection of equipment and systems.

Non-compliance with any aspect of operating requirements outlined in this document may result in the requirement of the Airline/Operator/Ground Handler to develop, implement and report a Corrective Action Plan.

Periodic observations may be conducted on all Airlines/Operators/Ground Handlers. Participation may include, but is not limited to, Airport Operations and Public Safety. Observations may focus on safety and will include, but are not limited to:

- Compliance with applicable driving policies and procedures (refer to Section 9.2).
- Compliance with all security requirements
- Equipment appearance, serviceability, usage, and parking
- Equipment maintenance and maintenance records
- Housekeeping
- Staffing levels including line workers and management
- Environmental safety and compliance
- Plans and programs including Rapid Response protocol, Maintenance, and Spill Response
- Staffing and contingencies for IRROPs and work disruptions

Audit findings, where corrective action is required, will be classified according to two categories:

(a) Minor

- (1) When a single observed nonconformance has been identified with respect to a standard or recommended practice;
- (2) When there are relatively small amounts of reoccurring minor non-conformances against a particular standard or recommended practice; and
- (3) Where an obvious standard or recommended practice was not identified and evaluated which is not likely to create an immediate hazard.

(b) Major

- (1) When a nonconformance is directly related to a failure to identify, evaluate and/or meet statutory requirements, and that action has not been taken in cases of non-compliance;
- (2) When a nonconformance is likely to result in an immediate hazard;
- (3) When there is a misrepresentation in the plan of operation;
- (4) When there are significant amounts of reoccurring minor non-conformances against a particular standard or recommended practice;
- (5) When a minor non-conformance is ignored or unsatisfactorily corrected; and
- (6) Failure to rectify findings given due notice will be considered a violation. The Airline/Operator/Ground Handler will be formally notified where corrective action must be taken within a specified time period before further action is taken.

4.0 GATE ARRIVALS

4.1 OPERATOR AND AUTHORITY RESPONSIBILITIES

The following Operator and Authority responsibilities are identified:

(a) The Airline/Operator/Ground Handler shall:

- (1) The Airline/Operator/Ground Handler is responsible for preparing the gate for the arrival of aircraft to ensure the aircraft can taxi onto the gate expeditiously without stopping. This should take no more than 90 seconds of reaching the lead-in-line.
- (2) Ensure that the gate is cleared to accept the aircraft (i.e. safe taxi, no obstructions or surface contamination, no FOD).
- (3) Ensure that the gate is prepared for aircraft.
- (4) Be in place prior to aircraft arrival and ensure the PBB is in safe position and equipment staged.
 - a. Note: For departures, the operator of the PBB must ensure the entire area behind and around the jetbridge is clear of persons and equipment to ensure that it is safe to move the PBB for aircraft departure.
- (5) Immediately report any damaged or unserviceable PBB and associated equipment to the Authority.
- (6) Visually inspect area for safety concerns, FOD, equipment and any obstructions.
- (7) Set and enforce driving policies and procedures (refer to Section 9.2) giving aircraft priority.

(b) The Authority shall:

- (1) Maintain the gate such that it is reasonably clear of contamination.
- (2) Maintain the PBB ensuring it is reasonably serviceable.
- (3) Provide a minimum of a fifteen (15) minute gap between flights.
- (4) Maintain functional gate equipment.
- (5) Maintain gate lead-in-lines.

5.0 COMMON USE GATES

5.1 OPERATOR AND AUTHORITY RESPONSIBILITIES

The following Operator and Authority responsibilities are identified:

(a) The Airline/Operator/Ground Handler shall:

- (1) Notify the AOM of any need or request of hardstand and/or common-use gate utilization as early as possible. *Note: All hardstand and common-use gates are assigned on a first-come, first-served basis.*
- (2) Not occupy or cause to be occupied any gate or hardstand position without prior approval from the AOM or designee.
- (3) Notify Airport Operations of any delays impacting the release of a common-use or hardstand parking location, beyond that originally approved by the AOM.

(b) The Authority shall:

- (1) Provide common-use and hardstand aircraft parking on a first-come, first-served basis.
- (2) Make available reasonably adequate lighting to perform aircraft and passenger operations.

5.2 GENERAL

It is imperative for Airline/Operators/Ground Handlers to keep AOM updated with any pertinent information such as aircraft type changes, delayed arrival times or delayed departure times, cancellations, delays due to adverse weather and diversions.

This information allows the AOM to plan and accommodate all customers, while minimizing impact to the operation, such as gate holds or hardstand operations.

To maintain optimum gate capacity, aircraft with excessive ground time may be directed to be towed to a hard stand by the AOM so as not to occupy a gate that could otherwise be utilized by another Operator.

If an Operator is off schedule, the AOM will endeavor to accommodate the air carrier on a suitable gate without causing impact to other carriers. A hardstand operation may be planned as required.

When assessing a gate change request, the AOM will determine potential impact to other carriers prior to any accommodations.

Operators shall not occupy or cause to be occupied a Common Use Gate for RON aircraft when an Operator leased gate is open and available to accept an aircraft. This will ensure Common Use Gates remain open and available as long as possible to other Operators. Operators should take all possible steps to place arrivals before 10:00 p.m. local on Operator leased gates before occupying a Common Use Gate. Approval must be received by the AOM before occupying a Common Use Gate.

6.0 AIRCRAFT TOWING**6.1 ROLES AND RESPONSIBILITIES****(a) The Airline/Operator/Ground Handler shall:**

- (1) Notify the AOM of any planned aircraft towing between hardstand or gate positions that does not have a properly MAT qualified individual in the cockpit of the aircraft being towed.
- (2) Not permit any aircraft to be towed where verbal communication between the tug driver and personnel in the aircraft cannot be maintained at all times. Any instance where verbal communication cannot be maintained requires an escort by Airport Operations, which may be arranged by contacting the AOM.
- (3) Request an escort from the AOM if there is any concern or question about towing or repositioning any aircraft or equipment on the airfield.

(b) The Authority shall:

- (1) Provide an escort or "Follow-Me" service to any Airline/Operator/Ground Handler as expeditiously as possible upon request and upon reasonable notice.

7.0 BAGGAGE DELIVERY

7.1 ROLES AND RESPONSIBILITIES

The following Airline/Operator/Ground Handler and Authority responsibilities are identified:

(a) The Airline/Operator/Ground Handler shall:

- (1) Place bags onto inbound baggage belts with wheels up, properly spaced, with no hanging straps or loose appendages.
- (2) Promptly remove all equipment/vehicles from inbound baggage belts when offloading of baggage is complete. No vehicles may remain in the inbound baggage area while not in use nor serving an operational purpose.
- (3) Not permit any gas powered vehicle to remain running during offload of baggage at domestic baggage claim area(s).
- (4) Provide appropriate resource levels (i.e. staffing and equipment).
- (5) Use only carousels assigned by the Authority.
 - Requests to utilize another carousel must be coordinated and approved by the AOM in advance.
 - If an alternate carousel is utilized, Airline/Operator/Ground Handler shall ensure the correct carousel is updated to display properly on the BIDS and make proper announcements in the baggage claim area, where applicable.
- (6) Ensure proper use of Authority facilities and equipment by trained personnel.
- (7) Contact the Authority when impediments to baggage delivery or inbound baggage belt issues exist (i.e., routes blocked, belt unserviceable, gate contaminated) by contacting the AOC.

(b) The Authority shall:

- (1) Provide sufficient baggage carousel capacity to meet scheduled demand.
- (2) Provide vehicle routes to the inbound baggage area that are clear and do not delay the transport of bags.
- (3) Manage roadways so that equipment/vehicles do not impact inbound baggage in offloading areas.
- (4) Allocate inbound carousels in advance of flight arrivals.
- (5) Proactively manage carousel assignment through consideration of actual baggage demand, passenger flow and customer experience.

7.2 INTERNATIONAL BAGGAGE DELIVERY

(a) The Airline/Operator/Ground Handler shall:

- (1) Ensure any personnel handling inbound baggage off of a non-precleared international arrival has the necessary FIS endorsement to handle international baggage.
- (2) Place bags onto inbound baggage area in accordance with baggage hygiene best practices (properly spaced, wheels up, etc.). Promptly remove all equipment/vehicles from inbound baggage area when offloading of baggage is complete.
- (3) Not permit any gas powered vehicle to remain running during offload of baggage at the international FIS baggage claim area.

- (4) Provide appropriate resource levels (i.e. staffing and equipment).
 - (5) Use only carousels assigned by the Authority.
 - (6) Ensure proper use of Authority facilities and equipment by trained personnel.
 - (7) Contact the Authority when issues impeding baggage delivery occur (i.e. routes blocked, belt unserviceable, gate contaminated) by contacting the AOC.
 - (8) Ensure staff are present in the FIS baggage claim area to assist in clearing baggage off of the belt to minimize jams and increase spacing for passengers to retrieve baggage off of the carousel.
 - (9) Follow all traffic pattern surface markings.
- (b) The Authority shall:
- (1) Maintain the aircraft gates in a condition such that they are sufficiently free of contamination so as to allow for safe offloading of bags from aircraft.
 - (2) Provide vehicle routes to the inbound baggage area that are clear and do not delay the transport of bags.
 - (3) Manage roadways in a manner such that equipment/vehicles do not impact the inbound baggage area.
 - (4) Allocate inbound carousels at least fifteen (15) minutes in advance of flight arrivals.
 - (5) Proactively manage carousel assignment through consideration of actual baggage demand, passenger flow and customer experience.

8.0 FOD PREVENTION

The following Airline/Operator/Ground Handler and Authority responsibilities are identified:

- (a) The Airline/Operator/Ground Handler shall:
 - (1) Ensure secure waste receptacles are made available to all employees to securely discard of any debris.
 - (2) Regularly empty such waste receptacles. Waste receptacles must be emptied when full.
 - (3) Ensure all aircraft parking areas are inspected prior to each arrival.
 - (4) Participate in Airside FOD walks, led by the Authority.
 - (5) Report to the AOM any aircraft damage that is determined to have resulted from FOD the Airport.
 - (6) Notify the Authority of Airline/Operator/Ground Handler led FOD walks.

- (b) The Authority shall:
 - (1) Provide periodic recognition of Airline/Operator/Ground Handler staff who are observed removing FOD in accordance with the FOD recognition program.
 - (2) Lead regular FOD walks.

8.1 IMPORTANCE OF FOD PREVENTION

The presence of FOD on the Movement Area may pose a significant threat to the safety of aircraft operations. FOD has the potential to damage aircraft during critical phases of flight, which can lead to catastrophic loss of life and airframe, and increased maintenance and operating costs. FOD hazards can be reduced through the implementation of a FOD control program, which would normally include FOD prevention, detection, removal and evaluation. Debris, litter and loose objects on the Apron, if ingested by the aircraft engines or aircraft undercarriage, could lead to costly damage.

While the Authority undertakes regular cleaning of the Apron and parking stands, it is the responsibility of all Airfield personnel, including Airlines, line maintenance and ramp/baggage handling companies, fueling companies, aircraft caterers, cabin cleaning companies and other personnel at the airside, to prevent generation of FOD.

8.2 ENGINE HAZARDS

Airline/Operators/Ground Handlers shall train their personnel of the hazards arising from jet ingress/blast and propeller slipstreams. All vehicles and wheeled equipment must be left properly braked and, where appropriate, on jacks or chocked to minimize the risk of movement when subjected to jet blast or propeller slipstream. Where practicable, equipment should be parked in areas where the risk of jet blast is minimized. FOD can be moved by jet blast creating additional hazards and it is thus necessary to ensure that aprons are kept clean.

(a) Jet Ingestion

The intake suction of jet engines, even at idle power, is a potential hazard to persons in front of the engines. Large engines are quite capable of ingesting objects or even a human body situated several feet away with catastrophic result.

(b) Jet Exhaust

The exhaust of jet engine is just as hazardous as the intake. The high temperature and the velocity of the exhaust can inflict severe injury to persons or ramp equipment positioned inside the blast area.

9.0 GENERAL SAFETY AND HAZARD AWARENESS

There are a large number of activities taking place on the airfield and aprons within a congested and time-sensitive environment.

All personnel working on or around the Airport must comply with the following guidelines in order to keep up the overall standard of safety. Airlines/Operators/Ground Handlers shall incorporate these safety rules and practices with their operations procedures and are responsible for providing safety training to their employees whose duties take place on or around the aprons and airfield.

Airlines/Operators/Ground Handlers have a responsibility to ensure the safety of their specific operations.

For safe and efficient operations, there is a need for close coordination between the Authority and Airlines/Operators/Ground Handlers.

9.1 INCIDENT REPORTING

- (a) **All accidents or incidents shall be reported to the AOC by calling (813) 870-8760. IF IT INVOLVES AN IMMEDIATE EMERGENCY OR LIFE THREATENING SITUATION PLEASE CALL 911.**
- (b) All accidents and incidents resulting in, or with the likely potential to result in, the following must be reported immediately:
 - (1) personal injury;
 - (2) damage to aircraft, vehicles, equipment, or property; and
 - (3) fuel, oil, lavatory, hydraulic or other environmental spills.
- (c) Unless it is unsafe to do so, equipment involved in an accident must be left in place until Airport Police and Airport Operations approve the moving of such equipment.
- (d) Suspicious behavior or behavior that violates safety and/or security rules should be immediately reported to the AOC.

9.2 DRIVING

All persons operating a ground vehicle within the AOA must immediately yield the right-of-way to aircraft, police, ambulance, fire department, or other emergency vehicles. Emergency vehicles will use an audible and/or visual signal.

- (1) The speed limit on the Ramp and AOA Service Roads is 15 MPH.
- (2) The speed limit in baggage areas is 5 MPH.
- (3) All vehicles must have adequate and functional lights (e.g. brake lights, headlights).
- (4) Vehicles and equipment shall not block or impede exit doors, stairwells, emergency fuel shutoffs, emergency equipment (such as fire extinguishers), eye wash stations, or other vehicles, equipment and/or supplies.
- (5) All operators of vehicles within the AOA shall have their driver's license on their person at all times while operating within the AOA.
- (6) **No vehicles or GSE are authorized to drive under any PBB at TPA. There are two exceptions to this rule:**
 - (a) **In order to conduct maintenance on the PBB being driven under.**

(b) It is an operational necessity to do so in order to safely ground handle an aircraft.

9.3 CARELESS AND UNSAFE DRIVING

- (1) No person shall operate a ground vehicle within the AOA in a careless manner. Prudent vehicle operation requires regard for traffic, weather conditions and all other attendant circumstances, so as not to endanger the life, limb or property of any person.
- (2) No person shall operate a ground vehicle within the AOA in an unsafe manner. For the purposes of this GOM, unsafe driving shall mean the operation of a ground vehicle in disregard of the rights of others, or at a speed or in a manner that endangers persons or property.
- (3) All persons operating a ground vehicle (vehicle device operator) must adhere to all signs, markings and other traffic control devices instructing drivers to stop, yield, maintain speed and proceed with caution or other otherwise control movement within the AOA.

9.4 WIRELESS TELECOMMUNICATIONS EQUIPMENT

No vehicle Operator shall use a hand-held wireless telecommunications device while driving or operating a vehicle or vehicle loading device.

9.5 RECOMMENDED BEST MANAGEMENT PRACTICES

- (a) Hearing Conservation: The Ramp is a high-noise area where the use of personal hearing protection is mandatory.
- (b) Reflective Wear: Reflective wear must be worn at all times by persons regularly assigned to the Airfield, including all ramps in the secure area and the AOA.
- (c) Protective Footwear: All personnel working on the airside are recommended to wear appropriate protective footwear to protect from possible foot injury. Footwear should be designed to prevent sparks for fire safety reasons.

APPENDIX A: APPLICABLE AUTHORITY RULES & REGULATIONS, OPERATING DIRECTIVES AND STANDARD PROCEDURES

D342.00.02 – Use of Federal Inspection Clearing Area

D342.00.03 – Aircraft Passenger Disability Boarding Device

D342.00.04 – Assignment of Common Use Baggage Claim Devices

D342.00.05 – Utilization of Authority Controlled Gates, Hardstands, Ticket Counter, and Related Facilities on a Per-Use Basis

D343.00.01 – Air Cargo Apron Operations

D343.00.02 – Washing of Aircraft at Tampa International Airport

D343.00.03 – Airside Aircraft Aprons

D343.00.05 – Restricted Aeronautical Activities

D343.00.06 – Vehicles and Personnel Access to Airfield Movement and Safety Areas

D350.00.01 – Specific Fire Safety Fuel Standards and Inspection

S343.02 – Procedures for Ceremonial Water Salutes at Tampa International Airport

S350.01 – Airport Self-Inspection Program

S350.05 – Airfield Visual Requirements

S350.06 – Training for the Use of AEDs

R340 – Rules & Regulations for TPA

P345 – TPA Ground Operations Manual