

## SECTION 7

### TERMINAL FACILITIES

#### 7.1 BAGGAGE POLICIES *(rev. 12/07/2017)*

##### **Baggage Hygiene**

When placing checked baggage on a ticket counter conveyor, allow at least 12 inches of space between bags. Wheels should be up and front facing. Bag tag and barcode should ALWAYS be visible. Handles on hard side bags (Samsonite style) should face towards the counter for Alaska Airlines and towards the back wall at common use counters. Remember: the time spent to load properly, even during high bag volume periods, will pay off in reduced jams and system backups.

Maximum dimensions for items placed on the ticket counter baggage conveyor are 31"W x 52"L x 20" H. Any item exceeding this size must be taken to TSA's oversized baggage acceptance area. Other items that may not be placed on conveyors include any item exceeding 100lbs, skis, snowboards, firearm cases, hockey bags with sticks, golf bags, strollers, bicycles, and antlers. Items that appear to be leaking or improperly packaged must be refused, to avoid damage to airport conveyors. Checked items with lids, such as coolers and totes must have a strap or tape in place to secure the lid and prevent items from falling out.

FAI provided tubs must be used for the following items: child car seats, booster seats, backpacks, soft side or rounded bags (duffels, garment bags, etc.), and items with sharp edges (metal tool boxes). Small items (less than 12"W x 12"L x 4"H) and/or lightweight items (less than 5lbs.) should be placed in a tub. If there is any doubt about whether an item should be on the belt, place it in a tub.

FAI's baggage systems require printed bag tags using IATA 2 of 5 standard. It is recommended that a small printed bag tag (bingo tags) be utilized in conjunction with standard bag tags to ensure maximum efficiency in baggage scanning and sorting. All bag tags, including bingo tags from previous flights must be completely removed or covered with dark colored marker. Please ensure only one small bag tag is placed on each bag. If there is a baggage jam, or oversize baggage fault on the ticket counter conveyors, it is the airlines' responsibility to clear the jam and/or reset the ticket counter conveyor system.

To request additional tubs or report a baggage system outage, contact FAI Building Maintenance 24/7 through the Airport Communications Center at 907-474-2530.

##### **Baggage Make-up Area (Bagwell)**

The baggage carousel system is not to be operated without trained baggage personnel being present at all times in the immediate baggage delivery drive-through area. The baggage system is for handling checked passenger baggage only. Other items, including incoming and outgoing air freight, are to be handled and routed through other appropriate freight facilities. During all cold temperatures, do not start the carousel until both entry and exit drive-through doors are completely closed.

Only those entities with lease agreements for space in the bagwell may store items not in use within designated areas. Flammables and other hazardous materials must be stored in approved containers and cabinets.

### **Ground Support Equipment (GSE) in the Bagwell**

Parking of motorized vehicles and GSE inside the bagwell is prohibited. However, an air carrier may stage GSE in the bagwell when attended and in use, not more than 2 hours prior to a flight. Biffy carts may not be stored or staged in the bagwell. GSE must not block or impede others from accessing/using the baggage system. Vehicles and carts must not block reasonable access to building mechanical rooms or immediate access to installed fire extinguishers and eye wash stations. All vehicles and carts must be immediately removed or relocated upon the direction of Airport staff.

The overall combined length of a baggage tug and cart combination cannot exceed that which can be wholly contained within the drive-through area of the bagwell. Crew vehicles (vans, pick-ups, etc.) are prohibited from using the bagwell for warm storage.

The use of tire chains or cables is prohibited on GSE that access the bagwell. An exemption may be granted for inside staging, provided that floor protection is utilized. Prior permission must be obtained from FAI Building Maintenance before use.

### **Overhead Entry/Exit Bagwell Doors**

The overhead entry/exit bagwell doors are to be closed immediately after they are used. After opening an overhead door, vehicles must precede completely through the door and then stop on the other side and verify the door has been closed. During the summer season, defined as May 1-September 15, it is permissible to leave the bagwell doors open, provided there are trained baggage personnel in the immediate vicinity. Do not park vehicles under overhead doors.