

## AIRPORT SECURITY ID CARDHOLDER RESPONSIBILITIES

**In order to comply with federal regulations as they pertain to the Security Identification Display Area (SIDA) and the Sterile Area, the following procedures apply for the Port Authority Airport ID Card.**

1. Any person issued an Airport Security ID Card **MUST** display the card at ALL times when in SIDA or Sterile Area, above the waist and on the outermost garment. ID card holders or pouches must use clear plastic and the ID must not be obscured in any way.
2. The Airport Security ID Card is to be used for business purposes only. Fraudulent or improper use of an Airport Security ID Card may result in arrest or administration fees up to and including permanent revocation of your Airport Security ID Card. If you are travelling as a passenger, you must:
  - a. access the Sterile Area only through a TSA passenger screening checkpoint with any accessible property you intend to carry on board the aircraft
  - b. also remain in the Sterile Area after entering.
3. **YOU ARE REQUIRED TO CHALLENGE** any individuals in the SIDA area not displaying an Airport Security ID Card pursuant to TSA Regulations and Port Authority Airport Rules and Regulations. If you are challenged for your Airport Security ID Card, you must comply and present your ID for inspection. You do not need to physically hand your ID as part of the challenge, unless requested by a Port Authority representative or a Law Enforcement Officer.
4. Employees with Sterile Area access Airport Security ID Cards (Blue) must enter the Sterile Area through a TSA screening checkpoint. If the TSA screening checkpoint is equipped with access control card readers, then this mechanism must be used to enter the Sterile Area.
5. To gain access to the SIDA through an authorized access point, you must use your encoded Airport Security ID Card and enter your selected Personal Identification Number (PIN) on the keypad. **DO NOT FORGET YOUR SELECTED PIN and DO NOT WRITE YOUR PIN ON YOUR AIRPORT SECURITY ID CARD.** After three (3) consecutive unsuccessful attempts, your Airport Security ID Card will be locked out of the access control system and may be confiscated by security personnel.
6. **EACH TIME** you access SIDA or Sterile area, you must ensure that no one follows behind you. If passing through a door, turn around and close the door. **DO NOT** commit or allow piggybacking or tailgating.
7. It is unlawful to **MISUSE, LOAN, DUPLICATE OR ALTER** your Airport Security ID Card or PIN. It may be a violation of federal regulations and result in criminal prosecution and permanent revocation of Airport Security ID Card privileges.
8. **NEVER** tamper with or abuse an access card reader or any other security system. Offenders will lose all Airport Security ID Card privileges and may be subject to arrest. Report offenders immediately.

9. The Airport Security ID Card is an important access tool, which must be handled with care. A fee will be assessed for lost, stolen or non-returned Airport Security ID Cards pursuant to Airport Security policy. Upon a second occurrence of a lost or stolen Airport Security ID Card, an administrative review will take place, and your Airport Security ID Card privileges may be revoked.
10. If your Airport Security ID Card is lost or stolen, immediately report this to your company Authorized Signatory. You are not permitted to be escorted into the Sterile Area and/or SIDA. If you find your Airport Security ID Card after it was reported lost or stolen, DO NOT USE IT. Immediately return the Airport Security ID Card to your company Authorized Signatory.
11. If your employment status on record with the Port Authority Security Credentialing Office changes for any reason, you are required to immediately return your Airport Security ID Card to your company Authorized Signatory.
12. Individuals who are approved to serve as an escort must abide by proper escort procedures. These individuals will have an “EP” or “EV” endorsement on their Airport Security ID Card.
  - a. The escorting employee must maintain verbal and visual command during escort at all times with the escorted party.
  - b. You may only conduct an escort for an authorized business purpose and must ensure that the escorted party remains in the areas needed.
  - c. The escort ratio is 1 escort per every 5 escorted individuals and every 2 vehicles.
  - d. Cardholders must have an EP or EV endorsement on the ID card in order to perform an escort. If a Cardholder does not have any of these endorsements, they cannot perform an escort.
  - e. All escorts in the Sterile Area must originate at the screening checkpoint and all persons under escort must submit to screening by the TSA.
  - f. All persons under escort in the SIDA and Sterile Area must have a current, valid form of government issued photo identification with them at all times.
13. In the event an Airport Security ID Cardholder is in the vicinity of a restricted access point door at the time of an alarm (i.e. jetway gate, employee access or fire egress doors) in the airport, such Cardholder must observe the exact situation and conditions and immediately notify a police officer or security guard of their observations. The Cardholder must remain at an access door when the alarm is triggered until the alarm has been investigated and resolved.
14. You are required to ensure all restricted access points in your work area are closed and secured.
15. I understand that non-compliance with aviation security requirements may result in the suspension/revocation or denial of an Airport Security ID Card at all Port Authority of NY & NJ operated airports.