

Procedure for
TOOLS ENTERING
LGA TERMINAL BUILDINGS POST SECURITY AREAS

LGA Tool Log Form

LGA CSO
MAY 2019



Agenda

- Tool log introduction
- Flowchart
- Q&A session
- Discussion



TOOL LOG

- In pursuant to Port Authority and TSA directive for tools entering LGA terminal buildings post security areas
 - Tools cannot be brought into LGA terminal buildings post security areas through the TSA Checkpoint
- To achieve best security practice and compliance
 - Procedure for LGA Tool Log Form to enter LGA terminal buildings post security areas
- To be used in the Port Authority designated escort locations, entering the LGA terminal buildings post security areas- NOT applicable for AOA



STANDARD PROCEDURE

TWO ESCORTERS ARE NEEDED:

1. Red badged escort person for tools
2. Escort person must stay with vendor

LGA PA Designated Escort Locations

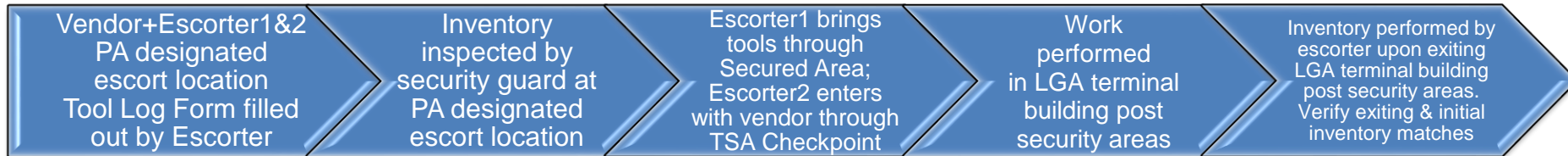
Terminal A Doors: 11A / 11B

Terminal B East and West

Employee Screening Checkpoints

Terminal C East and West

Employee Screening Checkpoints



EXITING INVENTORY

What if exiting inventory
doesn't match initial inventory?

- Person conducting escort of tools in and out of LGA terminal buildings post security areas is responsible for contacting LGA Operations immediately 718 533-3700



Q&A



Would LGA Tool Log Form be required for AOA escorts?

No, this form is for escorting with tools in LGA terminal buildings post security areas.



Are tools allowed through TSA checkpoint(s) with this form?

No, tools have to be escorted through PA designated escort locations.



Who is conducting the tool inventory?

- Escorter will fill out the tool inventory information on the LGA Tool Log Form.
- Security Guard at the PA designated doors will inspect the initial inventory.
- Upon departing LGA terminal building post security areas, escorter will conduct exiting inventory.



What are considered tools?

Instruments or utensils that are going to be utilized for work within within LGA terminal buildings post security areas must be listed.

TSA prohibited tools should be added to the Tool Log Form i.e. tools greater than 7" in length



Where do LGA Tool Log Forms have to be submitted?

- One copy will be kept by the security guard upon entrance.
- Another copy stays with escorter & the tools at all times while work is being performed in within LGA terminal buildings post security areas.
- Upon completion of work, please turn in Tool Log Form to Issuing Officers. Forms are to be retained for one year.



Will LGA Tool Log Form be used to go into terminal buildings post security areas during passenger hours when TSA Checkpoint is open? How about after TSA Checkpoint is closed?

All escorts with tools must use LGA Tool Log Form upon entering any LGA terminal building post security areas. After TSA Checkpoint is closed, Tool Log Form is still needed.



Will escorter be filling out Section A and Section C of form or is individual under escort filling out LGA Tool Log Form?

Person escorting will be filling out the form, and the security guard at each designated escort location will inspect the tool inventory.



What happens if initial and exiting inventory does not match?

If initial inventory and exiting inventory does not match, the escorter is responsible for contacting LGA Operations immediately (718) 533-3700.



For construction work do screws, anchors, zip ties etc. have to be inventoried going in and out of LGA terminal buildings post security areas?

Only tools used need to be inventoried in the tool log form. Screws, anchors and zip ties are not tools.



Questions?

Please direct your questions
pertaining to tools to
LGAIDCARD411@panynj.gov



An aerial photograph of an airport tarmac. Several commercial and private aircraft are visible on the ground. In the background, a multi-lane highway with many cars is visible. The text "Thank You" is overlaid in large, bold, yellow letters across the center of the image.

Thank You