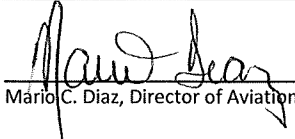




**Operating Instruction**

<p>TITLE</p> <p style="text-align: center;"><b>ID Badging</b></p>	<p>OI Category   No. 05-02</p>
<p>Authorized Signature:           Mario C. Diaz, Director of Aviation</p>	<p>Date Original Approved: May 5, 2005</p> <p>Revised Date: May 21, 2019</p>

**I. PURPOSE**

- A. To explain the rationale for use and control of the Houston Airport System (HAS) Identification Badge (ID Badge).
- B. To establish procedures for tenants and others authorized by the Houston Airport System (HAS) to sponsor individuals for badging and access and additionally, for those so sponsored, to acquire HAS ID badges from the Houston Airport System for access to the security areas defined by Transportation Security Administration (TSA), Title 49 Code of Federal Regulations (CFR) 1540 and 1542, Title 14 CFR 139 and other secure, restricted or regulated areas.
- C. To establish procedures and set charges for ID Badges.

**II. POLICY BASIS**

As stated in the City of Houston Code of Ordinances (Chapter 9 Aviation, Article 1, Section 9-4), the Director of Aviation has the authority to "... promulgate and enforce or cause to be enforced reasonable and necessary administrative rules and regulations governing the use, control, and operation of the city airports and any other property placed under the jurisdiction of the department. The regulations shall not be inconsistent with applicable state, federal, or local laws, rules, and regulations."

This policy is also adopted pursuant to Title 49 CFR 1540 and 1542, Title 14 CFR 139 and HAS Airport Security Plans.

**III. BACKGROUND**

HAS has designated certain areas within its airports as regulated and/or restricted access areas, plus other areas that are by their nature, non-public access areas. These areas are restricted for two basic reasons:

- A. Access to certain areas is restricted to enhance security and thereby better protect the traveling public and aviation industry assets. These areas are required to be regulated by 49 CFR 1540 and 1542 and/or other applicable laws, rules, regulations, Airport Security Plans or Security Programs;
- B. Other areas are restricted by the airport to facilitate or support business flow at the airport or across the airport system to ensure that only authorized personnel are able to gain access.

**IV. POLICY APPLICABILITY**

- A. This Operating Instruction (OI) applies to any individual or entity who uses, desires to use, or should be using the HAS ID Badging System at any one or more of the HAS airports or facilities. Changes made to the attachments of this OI will not affect the validity or main body of the OI document.
- B. This OI and the OI entitled "Violations - Offenses - Charging Instrument - Due Process Provisions", as applicable per airport, also apply to airline crews, airline mechanics and others who are allowed access to regulated or restricted areas based upon identification or access media issued by their employers (included in the definition of "Authorized ID Badges") and who are not otherwise required to possess an HAS issued

ID Badge shall be required to submit to and undergo the same sanctions as if they had an HAS issued ID Badge. Failure to submit to and undergo such sanctions for violations shall make them a trespasser after warning and subject to being so charged under the Penal Code of the State of Texas.

- C. This OI and the OI entitled "Violations - Offenses - Charging Instrument - Due Process Provisions", as applicable per airport, also apply to any individual who comes upon HAS owned, leased or controlled property for the purpose of providing any work, goods or services to HAS or any of its contractors, subcontractors, lessees, concessionaires, etc. and in so providing said work, goods or services enters into any area of such HAS owned, leased or controlled property that is other than an area that is normally open to the general public. The individuals described in this subparagraph shall be required to submit to and undergo the same sanctions as if they had an HAS issued ID Badge. Failure to submit to and undergo such sanctions for violations shall make them a trespasser after warning and subject to being so charged under the Penal Code of the State of Texas.

## V. RESPONSIBILITY

- A. It shall be the duty, obligation and responsibility of each tenant or other sponsoring entity to ensure that those sponsored by them who obtain and use ID Badges are fully aware of the regulations, penalties, and enforcement procedures contained in this Operating Instruction, as well as all other applicable laws, rules and regulations, before starting work in the areas or using the privileges covered by this OI, and all other applicable laws, policies, procedures, rules and regulations. It shall be the duty, obligation and responsibility of each tenant or other sponsoring entity to produce to HAS, immediately upon request and without redaction of any kind, any documents of any kind that the tenant or entity is required by law, ordinance, policies, procedures, rule and/or regulations to maintain. It shall be the duty, obligation and responsibility of each tenant or other sponsoring entity to ensure that everyone sponsored by them is kept advised of all changes and revisions to the regulations, penalties and enforcement procedures contained in this Operating Instruction and other applicable laws, policies, procedures, rules and regulations.
- B. It shall be the responsibility, duty and obligation of each and every individual (including HAS employees) to whom an ID Badge is issued, as a condition precedent to being issued and retaining an ID Badge, to know the limitations of their access, to know the laws, ordinances, policies, procedures, rules and regulations governing access, safety and security at the HAS airports and to timely and faithfully carryout their duties and obligations to the same, including, but not limited to, obeying each and every law, policy, procedure, rule and regulation and to strictly avoid any violation(s) of the same and by acceptance and/or retention of an ID Badge they represent that they have complied with these responsibilities, duties and obligations.
- C. No badged individual may enter a Sterile Area for the purpose of boarding an aircraft as a passenger without submitting to TSA screening and inspection of his or her person and accessible property in accordance with the procedures being applied to control access to that area or aircraft.
- D. All Sterile Area Concessionaire Employees without unescorted SIDA access authority who are employed or preform duties in the Sterile Area must access the Sterile Area through a TSA screening checkpoint.

## VI. DEFINITIONS

- A. Wherever an attachment or form is referred to anywhere in this OI, the attachment or form originally provided with this OI are provided for your convenience only as a general assistance and do not constitute a legal description. Whenever an attachment, form, or map is referred to anywhere in this OI, the attachment or form is the then current version of that document used by HAS. Attachments, forms and maps change from time to time; the then current version of attachments and forms can be obtained from HAS, Airport Security Coordinator (ASC) for ID Badging and the then current version of maps and other documents can be obtained from the Airport Security Manager (ASM).
- B. Word and Phrase Definitions:
1. Air Operations Area (AOA): A portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR 1540 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by

adequate security systems, measures, or procedures. Portions of the AOA may concurrently have more restrictive and controlled designations. The AOA is more specifically delineated in attachments to the Airport's ASP.

2. Air Operations Area Non-Movement Drivers Training: FAA requirement to operate a motor vehicle while in the non-movement areas of the airport. Training is provided via the Houston Airport System eLearn web-based training platform. User login credentials are issued by the ID Badging & Access Control Office.
3. Airport General Manager: The individual designated as such by the Houston Airport System for each HAS Airport. The term "Airport General Manager" shall include the individual designated by the Airport General Manager for Airport Services as the Acting or Interim Airport Manager, when the Airport Manager is on leave or unable or unavailable to fulfill their normal duties. Each Airport General Manager that is primarily responsible for an HAS facility that is not technically part of an airport proper is also the Airport Manager for matters stated herein that concern that facility.
4. Airport Identification Badge (ID Badge): Any single identification media or combined identification media and access control media which is, and does always remain, the property of the Houston Airport System and is issued by HAS to provide identification, authorization, and access to regulated and/or restricted airport areas and other HAS facilities. Anytime the term "ID Badge" is used, it is referring to an ID Badge issued by HAS, ID Badging, unless otherwise specifically noted. The term shall also include any medallions, HID tags, etc. designated and authorized by HAS to be attached to the ID Badge.
5. Airport Security Awareness Training (ASA): Security training media, including, but not limited to, film, videotapes, web pages, CDs, and DVDs, required by 49 CFR 1542 to be viewed by individuals who have been granted an HAS badge, whether receiving SIDA access or not, prior to exercising the privileges of their Airport ID Badges, keys, PINs or other access media or IDs.
6. Airport Security Coordinator (ASC): The individual that occupies the position as defined in 49 CFR 1542.3 and as designated in the Airport Security Program. The "Airport Security Coordinator", as used herein, is the Airport Security Manager. Each HAS Airport will have an Alternate Airport Security Coordinator designated to address regulatory responsibilities at their respective airport. The ASC is primarily responsible for matters stated herein.
7. Airport Security Plan (ASP): An airport's security program developed for and approved by the Transportation Security Administration under the provisions of 49 CFR 1542.101. The Airport Security Plan is commonly referred to as the Airport's Security Program.
8. Airport Tenant Security Program (ATSP): The agreement, if applicable, between the airport operator and an airport tenant that specifies the measures by which the tenant will perform security functions, and approved by TSA, under 49 CFR 1542.113.
9. Apron Areas/Ramps: Any area at an HAS airport where aircraft operate or park without being under direct control of the Air Traffic Control Tower, excluding corporate hanger areas, Fixed Base Operators (FBO) areas, and general aviation areas. Access to apron areas is regulated for security/safety reasons as defined in 49 CFR 1540, 1542, 1544 and 1546 and/or other applicable laws, rules and regulations.
10. Authorized ID Badge: Includes not only HAS issued ID Badges, but also the ID Badges and federally approved access media of airline crews, airline mechanics or others who are allowed access to regulated or restricted areas based upon identification or access media issued by their employers and who are not otherwise required to possess an HAS ID Badge.
11. Authorized Signatory Authority: The individual authorized or designated, and approved by an HAS ID Badging Office, to sponsor individuals and request airport identification media for them.
12. Company Offense: An offense that is chargeable against an organization, as opposed to, or in addition to, an individual. In a company offense, the sanction shall be performed by the highest ranking officer, project manager, station manager, superintendent, division manager, substantial owner or other

management individual of a rank similar to the foregoing that is directly connected with the business, operation, or project of the charged organization for the Airport or HAS facility related to the business, operation or project.

13. Controlled Areas: Those areas controlled by card readers, key lock, PIN pad or other access control device. These areas include, but are not limited to, certain parking areas, certain restricted areas, secured areas, sterile areas, apron areas, SIDA areas, AOA or any other area as defined in this OI or other applicable law, rule, regulation, Airport Security Plan, Security Program, lease, contract, agreement or by signage as off-limits to anyone not authorized to be in that area.
14. Criminal History Records Check: A fingerprint-based check of criminal history record information conducted by the Federal Bureau of Investigation.
15. Current Picture: A picture of the applicant that is clear enough and close in appearance so that a reasonable individual can readily conclude that the document with the picture and the individual presenting the document with the picture as being their own picture are one and the same individual.
16. Disqualifying Condition: A pattern of criminal intent or activity as evidence by arrest records or convictions, irrespective of the type of the criminal offense(s) alleged or time period as determined by the Airport Security Manager (e.g. Termination of Badging/Access Rights or similar thereto, at any airport in the world within the 10-year period prior to seeking badging at an HAS Airport).
17. Enforcement: The Houston Airport System is primarily responsible for enforcement of security and airport operations related offenses described in this Operating Instruction and associated OI's. Authorized Operations and Security personnel are responsible for the enforcement of security offenses under 14 CFR 139 and 49 CFR 1542. Airport Operations is primarily responsible for non-security related offenses as designated under 14 CFR 139 and other non-security related offenses. However, Airport Security and Airport Operations may also enforce offenses not under their primary area. Additionally, Notices of Violations for violations of this OI and OI's associated herewith may also be issued by other Divisions provided that they have entered into a Memorandum of Understanding with Airport Security and Airport Operations, as to their respective primary offenses.
18. Escort: To accompany or monitor and physically and visually control the activities of an individual who does not have unescorted access authority into or within a TSA Regulated Area as defined in the ASP. New employees shall have successfully submitted a badge application to the ID Badging & Access Control Office prior to being authorized to be escorted within Secured or Regulated Areas. New applicants in the badging process may work in public areas unescorted.
19. HAS Airports: All land and improvements which are owned, leased, controlled and/or operated by the City of Houston under the auspices of the Houston Airport System at, or in conjunction with and/or support of, any one or more of the City owned airports.
20. ID Badge Application and/or Application: Includes, but is not limited to, the Security Clearance Request form and the Security Clearance Renewal Request form, and any other application, clearance or request forms promulgated and used by HAS ID Badging & Access Control Offices for the purpose of badging or issuance of access media.
21. ID Badging & Access Control Office: The HAS ID Badging & Access Control Office is primarily responsible for reviewing, approving, issuing, and accounting to TSA for, and/or governing authorized ID Badges, PINs and other access media. This office is also responsible for Criminal History Record Checks (CHRCs), other security background checks, designation, signing and entry of access privileges, programming and deprogramming ID Badges, PIN data, etc. into the HAS access control system. ID Badges, PINs and other media are issued by the Badging & Access Control Office located at each of the HAS airports. In addition, HAS may, from time to time, specially and/or temporarily designate other locations.
22. Immediately or Timely: Without delay, right there and then, time is of the essence, something to be accomplished before proceeding with other tasks, either business or personal.

23. Media: Includes ID Badges, keys, PIN numbers and other equipment and devices for identification and/or access.
24. Non-Regulated Employer: Companies which are not government entities or domestic aircraft operators.
25. Notice of Violation (NOV): Written notice on a form, or in a format designated by HAS, officially charging an individual or entity with a violation of security, or non-security, laws, ordinances, policies, procedures, rules or regulations including, but not limited to the Airport Security Program or Airport Security Manual.
26. PIN Code: Personal Identification Number, normally identifiable to just one individual, but which may, under some circumstances, be issued to more than one individual, but often identifiable to a specific group of similarly engaged individuals, needing access through a PIN restricted portal and normally used for access to Restricted Areas not covered by conventional locks or card readers.
27. Portal: Any opening through which an individual or object can enter into a place or exit from a place; a portal may be controlled or uncontrolled; a portal includes, but is not limited to, doors, windows, baggage conveyor doors, doorways, cutouts in walls and floors, gates, openings in fences, docks, driveways into and out of a building or area, conveyor openings, construction openings, etc.
28. Rap Back: A Federal Bureau of Investigation (FBI) program in which authorized agencies receive ongoing status notifications of any criminal history reported to the FBI of individuals who hold positions of trust (e.g. airport employees).
29. Regulated Area: Areas that have a defined regulatory standard and are controlled by regulation, be it federal, state or municipal, that requires a grant of permission to enter and remain in from a federal, state or municipal individual or entity having greater rights of possession and control of the area than the individual seeking to enter or remain therein.
30. Remedial Training: Such training as may be required by HAS of any individual or entity receiving a Notice of Violation.
31. Restricted Area: Areas not otherwise classified, and which require a grant of permission to enter and remain in from either HAS or an individual or entity having greater rights of possession and control of the area than the individual seeking to enter or remain therein.
32. Secured Area: A portion of an airport, specified in the Airport Security Program, in which certain security measures specified in 49 CFR 1542 are carried out. This area is where aircraft operators and foreign air carriers that have a security program under 49 CFR 1544 or 1546 enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures. The Secured Area is more specifically delineated in attachments to the Airport's ASP.
33. Security Identification Display Area (SIDA): A portion of an airport, specified in the Airport Security Program, in which security measures specified in 49 CFR 1542 are carried out. *The Secured Area is always a SIDA but a SIDA is not always a Secured Area; other areas of an airport besides the Secured Area may be defined as SIDA.* The Secured Identification Display Area is more specifically delineated in attachments to the Airport's ASP.
34. Security Identification Display Area (SIDA) Training: Individuals are not authorized unescorted access to secured or SIDA areas unless they have successfully completed the required training. Training is provided via the Houston Airport System eLearn web-based training platform. User login credentials are issued by the ID Badging & Access Control Office. This is also a TSA requirement for individuals performing security-related functions.
35. Security Threat Assessment (STA): A check conducted by TSA of databases relevant to confirming (1) that an individual does not pose a security threat, (2) that an individual possesses lawful status in the United States, and (3) an individual's identity.

36. Sponsoring Authority: Includes the terms sponsoring organization and sponsoring company. A Sponsoring Authority is the entity who has a direct or indirect business and/or contractual relationship with HAS and that HAS ID Badging has approved and authorized to be a sponsor for the purpose of ID Badging.
37. Station Manager: The top individual in charge of the day to day overall operations of a company or organization at an HAS airport on the date of the issuance of an NOV. It is an affirmative defense that an individual receiving an NOV is not the individual meeting the foregoing definition, however, any individual claiming this affirmative defense must provide a sworn statement naming the correct individual in his/her company or organization that meets this definition.
38. Sterile Area: A portion of an airport defined in the Airport Security Program that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under 49 CFR 1544 or a foreign air carrier under 49 CFR 1546, through the screening of individuals and property.
39. Suspension: Suspension from being within the Sterile, SIDA, Secured SIDA or AOA owned, leased or controlled by HAS for any reason, save and except being a bona fide passenger or a flight crew or cabin crew member on a flight arriving, transiting or departing an HAS airport or appearing for an HAS required hearing. This does not mean a violator cannot work in a non-secured area.
40. Transportation Security Administration (TSA): Division of the U.S. Department of Homeland Security responsible for administering Airport and other transportation venue Security Programs.
41. Under-Badged: Not having ID Badging and access rights of the appropriate level for accessing, being in, and/or remaining in an area unescorted.
42. Violation: The failure to, in whole or in part, strictly perform in a faithful and timely manner any duty or obligation, whether or not the duty or obligation is to do or not to do a general or specific matter imposed upon an HAS ID Badge holder by any federal, state or local (including HAS) law, ordinance, policy, procedure, rule or regulation.

## VII. PROCEDURES

### A. Identification Badge:

The ID Badge operated access control system in use at HAS airports provides control of access to specific areas and maintains a record of which cards were used to gain access into those areas.

1. Since the ID Badge, and the access control system, as a whole play a key role in HAS's security efforts, the issuance of these ID Badges shall be tightly controlled and limited in number to the smallest number of individuals possible and even then, to the lowest level of access necessary to perform their duties.
2. Issuance of certain ID Badges will grant escort authority to the ID Badge holder in his/her authorized access area for non-badge holders and for badge holders who have a valid ID Badge on their person with a lesser or no access authorization.
3. Only those individuals in physical possession of their approved HAS photo ID Badge may escort individual(s) who do not have unescorted access authority into the HAS Secured Area, SIDA, AOA or Sterile Area. Individuals issued but not in physical possession of their approved HAS security ID Badge authorizing unescorted access authority may not, under any circumstances, escort or be escorted into any portion of the Secured Area, SIDA, AOA or Sterile Area.
4. Everyone working at the HAS Airports must have an ID Badge issued by an HAS ID Badging Office or be under escort, unless the individual or the class of employment of the individual is expressly waived in writing by the Director of Aviation, or his designee. Employees who are in the badging process may work in public areas unescorted.

5. If the cardholder is employed by more than one entity on the airport, a separate ID Badge must be authorized by each employer and issued.

B. Eligibility:

1. Any individual who has been certified by his/her sponsoring organization as having a need for access and/or a need for airport identification and who has submitted to the Badging & Access Control Office a properly completed ID Badge application, and meets the criteria for language competency and required training and is not otherwise excluded or denied access pursuant to this OI or any other law, ordinance, policy, procedure, rule or regulation is eligible. Specifically, ID Badges will be issued only to individuals who can justify, to the satisfaction of the Airport Security Coordinator (as defined in 49 CFR 1542.3 and as designated in the Airport Security Program) or the Alternate Airport Security Coordinator, in their sole discretion, that the applicant for an ID Badge is legally eligible to be issued an ID Badge, that a valid and security-wise acceptable recurring need exists for the specific individual to access one or more regulated and/or restricted areas of the airport. If there is any doubt whether an ID Badge should be issued and/or access should be provided, the ID Badge will not be issued, and access will be denied.
2. Anyone who has been convicted of any of the disqualifying crimes and/or conditions listed in Attachment A or has been charged with any of the disqualifying crimes for which an individual could receive one or more years of confinement and has not reached final resolution of accusation in their favor (i.e., dismissal by a court of competent jurisdiction or acquitted by a judge or jury) is not eligible to receive, renew, change, and/or maintain an ID Badge.
3. HAS requires all badge applicants to successfully pass the airport operators CHRC and a TSA STA to be eligible for a Security Badge or ID card. Under no circumstances shall HAS issue a Security Badge or ID card until the STA is returned with a favorable result. Any badge holder who has been on any type of leave from their employer for more than thirty days must renew their CHRC upon return to an active work status by submitting a new application to the Airport ID Badging & Access Control Office. If the badge holder has a current Rap Back enrollment, then a new finger print submission is not required.
4. SIDA training is required for all HAS badge holders regardless of their areas of work assignments. Successful completion of the Air Operations Area Non-Movement Drivers Training for each airport is required for any badge holder having a need to operate a motor vehicle for job purposes within the SIDA and AOA.

C. Areas Requiring HAS ID Badges:

As defined, the areas identified herein are those areas restricted and/or regulated for security/safety reasons as defined by 49 CFR 1540 and 1542, 14 CFR 139, and/or by HAS policies, rules and regulations; therefore, it is required that individuals entering such regulated areas must have a valid HAS ID Badge authorizing the individual's access. The HAS ID Badge must be displayed above the waist and below the neck on the outermost garment, with photo side visible during their operational/work period. All badge-holders must allow an HAS authorized representative to momentarily make physical contact with the ID Badge for inspection at each vehicle gate providing access from a public to the Secured Area.

D. Exceptions to Areas Requiring HAS ID Badges:

For personnel who are not based at an HAS Airport where they need to work and don't have HAS ID Badges for that particular airport, such as federal safety inspectors, flight crewmembers, and airline mechanics, the following procedures apply:

1. Aviation Safety Inspectors (ASIs) - FAA Form 110A is recognized as authorizing FAA ASIs unescorted access to those portions of the Secured Area or AOA necessary to conduct his/her assigned duties, subject to the following conditions:
  - Must be prominently displayed;
  - Does not authorize entry into or movement within the Secured Area or AOA by vehicle;

- Does not afford escort privileges.
2. Airline flight crews and non-based airline aircraft mechanics may be granted unescorted access within the Secured Area or AOA without an HAS-issued ID Badge, only under the following conditions:
    - Must display their company identification badge at all times;
    - Must proceed directly to/from his/her aircraft and remain within the aircraft's "shadow" or "footprint";
    - Does not afford escort privileges.
- E. ID Badge Display in SIDA and Sterile Areas:
1. All individuals within the SIDA, Secured Area, AOA, and Sterile Area of the airport shall always be required to display a valid unexpired HAS-issued ID Badge or HAS-approved photo ID/access badge on their person, above the waist and below the neck, on the outermost garment, with photo side visible.
  2. The SIDA area includes, but is not limited to, all cargo areas, all terminal aircraft aprons and the service roads leading to these aprons from the respective security checkpoint to the terminal buildings.
- F. Challenge Procedures and Requirements:
1. Any individual who has been issued an ID Badge **is required to and is responsible** for challenging any individual they observe who is not properly displaying an HAS issued ID Badge issued to the individual being challenged and/or is in an area that exceeds the level of their access. Additionally, such individual shall be immediately reported to the Airport Communications Center (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD).
  2. Any individual who has been issued an ID Badge **has a mandatory duty** to challenge any other individual, whether said individual has an ID Badge or not, that circumvents or attempts to circumvent, in any manner, including, but not limited to "tailgating" or "piggybacking", any access control device. Additionally, such individual shall be immediately reported to the Airport Communications Center (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD).
  3. Each individual who has been issued an ID Badge **has a mandatory duty** to constantly be on the lookout for those that are not properly displaying their ID Badge, not displaying an ID Badge at all, and/or is in an area that is not authorized by the level of their ID Badge and to immediately report the incident to the Airport Communications Center (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD).
  4. In the event that an individual with a duty to challenge reasonably believes their personal safety would be in jeopardy by making such a challenge, they shall still be obligated to immediately report the incident to the Airport Communications Center (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD) and monitor the individual until resolved.
- G. Duty to Ensure Secured Portals:
- Individuals with a valid ID using an AOA or SIDA vehicle access gate, **whether they are entering or leaving the AOA or SIDA, must STOP AND WAIT** to ensure the gate is fully closed and secured behind them before continuing on, save and except, whenever more than one (1) vehicle is exiting an area of more security to lesser security, every vehicle, except for the last vehicle in the exit line may proceed without stopping and waiting, and it shall be the duty of the driver of the last vehicle in the exit line to stop and wait to ensure the gate is fully closed and secured behind them. During the period of a line of vehicles exiting, the drivers of all exiting vehicles shall ensure that no vehicle enters without the gate first closing and the driver of the incoming vehicle uses their access media to properly operate the gate indicating they are approved for entry. This duty is in effect even if the exiting drivers know the party seeking entry is authorized.
- H. Use of ID Badge by Other than the Individual to Whom it was Issued:



Use of the ID Badge by an individual, other than the individual to whom it was issued, is strictly prohibited under any and all circumstances. Unauthorized use is grounds for immediate confiscation and revocation of the ID Badge and access rights, and additionally, is a violation of 49 CFR 1542 and other laws, rules and regulations. Anyone who does not match the ID Badge photograph or who presents an expired or otherwise invalid ID Badge shall be immediately reported to the Airport Communications Center (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD). The individual discovering the use of an expired or invalid ID Badge will immediately attempt to peacefully confiscate the ID Badge and escort the individual presenting such ID Badge out of any restricted or regulated area and immediately return the ID Badge to the ID Badging & Access Control Office. If the individual with the invalid ID Badge refuses to comply and/or surrender the ID Badge, the individual discovering the same shall request **immediate assistance** from the Airport Communications Center (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD).

I. Individual Issued ID Badge but not in Possession of it:

1. Anyone who has been issued an ID Badge but is not in physical possession of their ID Badge may not enter, be in, or remain within a restricted or regulated area.
2. Anyone who has been issued an ID Badge but is not in physical possession of their ID Badge, may not be escorted into or remain within any restricted or regulated area.
3. No one shall escort anyone who has been issued an ID Badge but is not in physical possession of their ID Badge into or in any restricted or regulated area. It is the responsibility of each individual escorting someone to ensure that the escorted party does not have a ID Badge.
4. Current badge holders may be escorted to their business office when applicable to initiate an application for a lost, stolen, or damaged badge.

J. Authorized Signatory Authority:

1. The senior local official of a Non-Regulated sponsoring organization shall designate a limited number of personnel who are authorized to sign the authorization portion of each ID Badge application on behalf of the sponsoring organization. Individuals so designated must themselves successfully complete a fingerprint based Criminal History Records Check (CHRC) prior to receipt of their HAS ID badge.
2. A copy of the signatures of individuals so authorized will be provided to the Airport Security Manager or his designee and kept on file in the appropriate HAS ID Badging & Access Control Office for reference purposes. A specific form is provided for this purpose (Authorized Signatory Authority Form) and only that form is acceptable.
3. ID Badge applications will only be processed after the applications are signed by an authorized signatory authority meeting all regulatory requirements. All authorized signatory authorities must possess an HAS issued badge unless specifically exempt by the Airport Security Manager/Assistant General Manager, Security & Emergency Preparedness.
4. Companies or organizations that desire to have regulated area access must demonstrate in writing to the satisfaction of the Airport Security Coordinator or an Alternate Airport Security Coordinator, in their sole discretion, that the applicant for an ID Badge is legally eligible to be issued an ID Badge, and that a valid and security-wise acceptable recurring need exists for the specific individual to gain access to one or more regulated and/or restricted areas of the airport. Badges will not be granted solely for the convenience of any individual, company or organization.

K. Insurance Requirements:

All sponsoring companies and organizations shall have and maintain sufficient insurance coverage in favor of the City of Houston to the required limits of their Airport Use Agreements, Contracts, Leases, or Ordinances, whichever is greater.

L. Request for ID Badges:

1. At time of presentation of an application for issuance of an ID Badge, (i.e., the Security Clearance Request Form or the Security Clearance Renewal Request Form, as appropriate) the applicant must present positive valid identification documents (via two acceptable documents as set forth below) written in the English language, with the bearer's photo and signature. The documents will be electronically verified if possible. Section 2 and 3 below only need to be produced at time of presentation of application for original ID Badging, any change to ID Badging and/or Renewal of an ID Badge, unless the documents used by the Applicant meet the requirements of the documents set forth in Section 4 and the Applicant desires to use them for those purposes also. On all documents bearing a picture, the picture thereon must be a "Current Picture" as defined in this OI. At the time of pickup of an ID Badge, only one form of government issued photo ID is required.
2. To prove United States of America Citizenship or Identity & Employment Authorization, individuals not born in the United States of America, but who are claiming they are United States of America Citizens must provide valid originals one of the following documents, in addition to the other herein acceptable documents:
  - United States passport or card (unexpired);
  - Certificate of United States of America Citizenship, INS Form N-560 or N-561; or
  - Certificate of Naturalization, INS Form N-550 or N-570.
3. Individuals who are not United States of America Citizens must produce valid originals of one or more of the following documents, in addition to the other herein acceptable documents, verifying foreign citizenship, and immigration status and employment authorization:
  - Unexpired foreign passport that contains the unexpired stamp "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Valid until [DATE] Employment authorized," or has Form I-94 attached and that form bears the same name as the passport and contains an employment authorization stamp with an unexpired endorsement and the proposed employment does not conflict with any restrictions identified on Form I-94;
  - Unexpired Alien Registration Receipt Card with photo, INS Form I-151 or I-551 (does not require an Employment Authorization Document);
  - Permanent Resident Card;
  - Employment Authorization Document with photo, Form I-766;
  - Unexpired Employment Authorization Card, INS Form I-688A;
  - Unexpired reentry permit, INS Form I-327;
  - Unexpired Refugee Travel document, INS Form I-571;
  - Unexpired INS employment authorization document that contains a photograph, INS Form I-688B;
  - Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.
4. The following are acceptable documents that establish identity:
  - A. **Primary** forms of identification (current picture required):
    - State Government issued Driver's License;
    - ID card issued by Federal, State, or local government agency, entity or outlying possession of the U.S. provided it contains a photograph, name, DOB, gender and address;
    - Military Identification Card or draft record, dependent's ID card;
    - Passport (unexpired);
    - Government sponsored school ID card with photograph;
    - Any U.S. State issued Handgun "License to Carry" (LTC).
  - B. **Secondary** forms of identification used as **supporting** documentation to the primary form of identification (if two forms of primary identification are not produced):
    - Social Security Card (Employment Authorization) without restrictions noted on card;
    - Voters Registration Card;

- Certified Copy of Birth Certificate or Original with Official Seal;
  - Certification of Birth issued by U.S. Dept of State (Forms DS-1350, FS-545, FS-240);
  - Naturalization Certificate;
  - United States Government Issued VISA;
  - Government Issued Social Services Identification Card;
  - Native American Tribal document;
  - Temporary Driver's License or ID issued by a State Government;
  - Photo ID Issued by Applicant's Employer in the Normal Course of the Employer's Business.
- C. For persons under 18 years of age:
- School record or report card;
  - Clinic, doctor or hospital record;
  - Day care or nursery record.
5. For safety and security reasons, unescorted access will not be authorized in a regulated or restricted area to individuals who cannot competently read and understand the English language. Badge holders must be able to effectively communicate by voice or written means using the English language.
  6. Vehicle gate access will not be authorized to personnel not having a valid driver's license or having successfully completed an HAS airfield driver training course and not in current good standing with current HAS airfield Operating Instructions.
  7. All applications for airport ID Badges must be made on the appropriate forms furnished by the Houston Airport System.
  8. The Security Clearance Request form is for individuals not previously badged by the Houston Airport System. The Security Clearance Renewal Request form is to be used for replacement of a previously issued badge. These forms are also known as ID Badge Applications.
  9. Photocopies of completed ID Badge applications will not be accepted. All applications must be completely typed and/or printed legibly in blue or black ink. Applications will not be accepted if any preprinted material on the ID Badge application is marked through or otherwise an attempt to alter the wording and/or intent of the wording thereon has been made. Whiteout or liquid paper is not authorized. As other technologies become available and practical to use, the ID Badging Office may accept the applications in other manners providing that the manner of acceptance is lawful and complies with any governing federal laws or regulations. An Amendment to this OI is not required to make this change and the same can be achieved by posting in the ID Badging Office.
  - 10. The sponsoring company or organization and the individual signing on behalf of the sponsoring company or organization, by his/her signature, is certifying that a specific need exists for providing the individual applicant with unescorted access authority and that the representations made on the Security Clearance Request form and/or Security Clearance Renewal Request form are true and correct and that the individual has been made aware of and understands all laws, rules, regulations, policies, procedures and the consequences of violating the same.**
- M. ID Badge Coding:
1. All necessary information which meets the requirements of 49 CFR 1542 and Houston Airport System regulations will be placed on the ID Badge and not otherwise.
  2. Badge design, colors, information, coding, etc. may be changed from time-to-time. Such changes will be publicly posted in the appropriate Airport's ID Badging & Access Control Office until such changes have been formally approved via resubmission of this OI to the Director of Aviation, or his/her designee.
  3. Non-badged individuals must always be under constant escort by an individual with HAS authorized escort authority who is able to maintain physical and visual control of the escort. Upon approval by the

Airport Security Manager / Assistant General Manager, Security & Emergency Preparedness or designee, non-badged individuals who have submitted a badge application may work unescorted in public access areas but must be escorted in restricted or regulated areas while awaiting the results of their Criminal History Records Check (CHRC) and the Security Threat Assessment (STA). Escorts conducted during this badging phase must be closely monitored by the applicant's employer and are approved on a case by case basis for courtesy purposes only. Escort privileges may be revoked at any time prior to receipt of an airport badge. Under-badged individuals, i.e., those whose access level is below that of the area where they wish to enter or remain, must always be under constant escort by an individual with HAS authorized escort authority who is able to maintain physical and visual control of the escort, when in an area for which they do not have sufficiently badged authority.

N. Badge Fees:

Refer to Attachment B for a schedule of badge fees.

O. Lost or Stolen ID Badge Procedures and Fees:

1. Lost or stolen ID Badges shall be immediately reported to the ID Badging & Access Control Office during the hours that the ID Badging & Access Control Office is open; if during the hours that the ID Badging & Access Control Office is not open, then an oral report shall be immediately made to the Airport Communications Center (281-230-1300 at IAH --- 713-845-6555 at HOU and EFD) so that the ID Badge can be immediately deactivated. Additionally, a formal report must be made to and a case number obtained from a law enforcement agency for Stolen ID Badge media. The sponsoring authority and the individual badge holder are jointly responsible for contacting the ID Badging & Access Control Office.
2. For ID Badge replacement, refer to Attachment B.

P. Accounting for ID Badges:

1. The sponsoring organization and the Houston Airport System are jointly responsible for control and accountability of ID Badges. However, the sponsoring organization has the primary duty to immediately notify the ID Badging & Access Control Office, both by phone and email or in the event that the ID Badging & Access Control Office is closed, then to immediately report the same to the Airport Communications Center (281-230-1300 for IAH -- 713-845-6555 for HOU and EFD), when individuals whom they have authorized have resigned, been terminated or are no longer associated with the sponsoring organization. ID Badges of individuals no longer associated with the sponsoring organization **must be returned** to the ID Badging & Access Control Office or an Unaccounted-For Security Access Media Form must be completed and submitted to the ID Badging & Access Control Office within forty-eight (48) hours of such resignation, termination or ending of association.
2. The sponsoring organization shall remain liable for any and all damages, including, but not limited to, regulatory fines and/or penalties, contractual, equitable, or claims in tort, and/or property damage including reasonable attorney's fees, and/or allocable internal costs, related to the investigation and/or defense of such claims or fines and/or penalties, suffered by the Houston Airport System, accruing before such ID Badge(s) are delivered to the ID Badging & Access Control Office. If a sponsor fails to return a badge from a badge holder who is no longer employed by the sponsor, the sponsor may be charged a lost badge fee. A civil penalty may be imposed by the TSA as a result of the organization's failure to return badges.

Q. Personnel Identification Number (PIN):

All doors not covered by a keying mechanism will be secured with a locking device requiring the use of an ID Badge and card reader and/or entry of a PIN code to gain access.

1. Employees requiring access to these doors will be so indicated in the Security Clearance Request Form or Security Clearance Renewal Request Form under "Applicant's Assigned Area."

2. PIN codes will be given out at the ID Badging & Access Control Office at the time of ID Badge issue. PIN codes will only be changed on a basis as established by the ID Badging & Access Control Office, in its sole discretion. Individuals requiring PIN codes after the issuance of their ID Badge must complete another Security Clearance Request Form prior to receiving the same.
3. Anytime a PIN code has been compromised, both the holder of the code and the sponsoring authority shall immediately notify the ID Badging & Access Control Office in person or, in the event that the ID Badging & Access Control Office is not then open, the Airport Communications Center for the appropriate airport shall be notified. (IAH (281-230-1300), HOU & EFD (713) 845-6555.)
4. The writing of any PIN code, either in plain language or in code in a manner so that the writing could be viewed by the general public or by an individual who should not have the PIN code, may, in the sole discretion of the Airport Security Manager / Assistant General Manager, Security & Emergency Preparedness result in the removal of the PIN pad device and the replacement thereof with an HAS controlled ID Badge activated device, alarmed to the Airport Communications Center, at the sole cost and expense of the tenant and/or airline which is the primary user of the portal secured by the PIN pad device.

#### R. Enforcement

Violations of any of the duties and/or obligations set forth herein shall be charged via a Notice of Violation (NOV).

#### S. Miscellaneous Clauses

1. In the event that anything herein conflicts with any federal law, rule or regulation and/or any Airport Security Program, including, but not limited to Security Directives and Emergency Amendments, then such federal law, rule or regulation and/or Airport Security Program, shall prevail.
2. This OI is not exclusive on the issues set forth herein but is cumulative of any and all other OIs, and federal, state or local laws, ordinances, policies, rules and regulations.
3. Having an HAS ID Badge and/or access privileges is not a right, but is a privilege, and individuals so having such ID Badge and/or privileges are only entitled to the same for so long as they meet all qualifications, including, but not limited to, being employed with a sponsoring authority and not having been found to have committed a violation or violations which can result in the suspension or termination of the ID Badge and/or access.
4. This OI supersedes any prior OIs as to any subject matter addressed herein.
5. In the event any agency, department, or division named herein shall change its name or its duties be assigned to another agency, department or division, such new name or the name of the successor / replacement agency, department or division shall be substituted in place of any such agency, department or division presently named herein and no amendment to this OI shall be required.
6. In the event that any specifically enumerated law, ordinance, rule or regulation set forth herein shall be renumbered, modified or replaced, then the new number and/or law, ordinance, rule or regulation that, in the sole discretion of the Director of Aviation or his designee deems to be appropriate for replacement of the present law, ordinance, rule or regulation shall be substituted in place thereof and no amendment to this OI shall be required; however, the replacement law, ordinance, rule or regulation so designated shall be posted in the ID Badging Office and shall be obtainable there from.

### VIII. **Attachments**

Attachment A: List of Disqualifying Crimes and Conditions

Attachment B: Badge Fees

## ATTACHMENT A

### List of Disqualifying Crimes and Conditions

Not all disqualifying crimes may be specifically named in this list as the names of crimes often vary from jurisdiction to jurisdiction; therefore, other crimes, including but not limited to, fitting in the same family as one or more of the listed crimes shall also be disqualifying.

**Disqualifying Crimes:** An individual has a disqualifying crime if the individual has been convicted, or found not guilty of by reason of insanity, of any of the disqualifying crimes listed in any jurisdiction during the 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The offense (s) must have been committed or tried as an adult.

"Deferred Adjudication" by TSA definition (any finding of guilt, plea of guilty, plea of nolo contendere, or finding of not guilty by reason of insanity followed by deferred adjudication) is considered a conviction.

"Felony" is any crime for which a sentence of confinement for a period of one year or longer could have been imposed, no matter what the confining facility is classified as. The level and name of the crime is based upon the crime charged, until dismissal or conviction and at that time it is based upon the crime for which the individual is punished.

Violations of the Uniform Code of Military Justice (UCMJ) when considering the definition of a felony, and as otherwise used in interpreting this document, is based upon the sentence that could have been imposed under the UCMJ.

The Disqualifying Crimes are:

- (1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306.
- (2) Interference with air navigation; 49 U.S.C. 46308.
- (3) Improper transportation of a hazardous material; 49 U.S.C. 46312.
- (4) Aircraft piracy; 49 U.S.C. 46502.
- (5) Interference with flight crew members or flight attendants; 49 U.S.C. 46504.
- (6) Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.
- (7) Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.
- (8) Conveying false information and threats; 49 U.S.C. 46507.
- (9) Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).
- (10) Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.
- (11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314.
- (12) Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.
- (13) Murder.
- (14) Assault with intent to murder.
- (15) Espionage.
- (16) Sedition.
- (17) Kidnapping or hostage taking.

- (18) Treason.
- (19) Rape or aggravated sexual abuse.
- (20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon. (Felony & Misdemeanor)
- (21) Extortion.
- (22) Armed or felony unarmed robbery.
- (23) Distribution of, or intent to distribute, a controlled substance.
- (24) Felony arson.
- (25) Felony involving a threat.
- (26) Felony involving—
  - (i) Willful destruction of property;
  - (ii) Importation or manufacture of a controlled substance;
  - (iii) Burglary;
  - (iv) Theft;
  - (v) Dishonesty, fraud, or misrepresentation;
  - (vi) Possession or distribution of stolen property;
  - (vii) Aggravated assault;
  - (viii) Bribery; or
  - (ix) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
- (27) Violence at international airports; 18 U.S.C. 37.
- (28) Conspiracy or attempt to commit any of the criminal acts listed in 49 CFR 1542.209(d).

**Disqualifying Conditions:**

- A. A disqualifying condition may result from an aggregate pattern of criminal intent or activity as evidenced by arrest records or convictions, irrespective of the type of the criminal offense(s) alleged or time period as determined by the Airport Security Coordinator.
- B. It shall also be a disqualifying condition if an individual seeking ID Badging has had their ID Badging/Access Rights or anything similar thereto, terminated at any airport in the world within the 10-year period prior to seeking badging at an HAS Airport.
- C. It shall also be a disqualifying condition to present false or counterfeit documents or make any misrepresentation at or to an HAS ID Badging & Access Control Office.
- D. It shall be the discretion of the Houston Airport System and its Representatives to deny any individual ID Badge if, as evidenced by their arrest record(s), the individual's exacerbated criminal conduct threatens the safety and security of the airport.
- E. An applicant and/or badge holder shall have a continuing obligation to disclose to the Airport Security Manager or their Designee within 24 hours if he/she is arrested and/or convicted of any Disqualifying Crime(s), or a DWI/DUI occurs.
- F. The Houston Airport System requires all badge applicants to successfully pass the airport operators CHRC and the TSA STA to be eligible for a Security Badge or ID card.

## ATTACHMENT B Badge Fees

1. ID Badge fees will normally be billed to the company of the employee being badged. A new first-time issue ID Badge fee of \$55 (\$16 at EFD) will be charged to non-regulated employers. The fee for the replacement of an expired, damaged or worn ID Badge is the same as a new ID Badge, i.e., \$16.00. The chart below details all ID Badging charges.
2. A Lost or Stolen ID Badge will be replaced only after:
  - a) The individual to whom it was issued files a written report on the ID Badging Media Lost, Stolen or Damaged Form, and a detailed explanation of the circumstances leading to the loss, misplacement or theft with the ID Badging & Access Control Office as required by TSA regulations.
  - b) In addition, a police report must also be filed for stolen ID Badge media.
  - c) The replacement fee for lost or stolen ID Badges within a 365-day period is:
    - 1<sup>st</sup> Loss / Misplacement / Theft - \$100.00
    - 2<sup>nd</sup> Loss / Misplacement / Theft - \$150.00
    - 3<sup>rd</sup> Loss / Misplacement / Theft - \$200.00
    - Subsequent Losses - \$200.00 for each occurrence
  - d) If the lost, misplaced or stolen ID Badge is returned to the Badging & Access Control Office prior to the expiration date displayed on the badge, then 90% of the replacement fee shall be refunded. A refund form may be obtained at the ID Badging & Access Control Office.
  - e) There will be an administrative fee of \$100.00 for each unreturned expired badge assigned to a badge holder upon application for a new airport badge. There is no time limitation for the administrative fee as it applies to expired badges.

Badge Type	Badge Fee	CHRC (Applies only to IAH & HOU)	Processing Fee	Total Cost
New	\$16.00	\$39.00 (non-regulated employers)	\$0.00	\$55.00 – IAH \$55.00 – HOU \$16.00 – EFD
Renewal	\$16.00	\$0.00	\$0.00	\$16.00
Lost	\$16.00	\$0.00	\$100.00	\$116.00
Stolen	\$16.00	\$0.00	\$100.00	\$116.00
Damaged	\$16.00	\$0.00	\$0.00	\$16.00
Expired (Charged to returning applicants)	\$16.00	\$39.00	\$100.00	\$155.00