



**U.S. Customs and
Border Protection**

PUBLIC INFORMATION NOTICE

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FOR FURTHER INFORMATION
CALL: 703-661-2800

**SUBJECT: Access to CBP REGULATED SECURITY AREAS at
Washington Dulles International Airport and Ronald Reagan Airport (19 CFR Part
122, Subpart S)**

CBP Security Area

The “Customs and Border Protection (CBP) Security Area” means the Federal Inspection Services (FIS) area that accommodates international passengers, crew, their baggage and effects, and cargo arriving from and departing to foreign countries. The CBP Security Area also includes the aircraft deplaning and ramp areas and other restricted areas as designated by the CBP Port Director.

The CBP Security Area is divided into two levels of security. Security Zone I encompasses the federal inspection facilities, the jet ways and corridors leading to all arriving and departing international flights, and the interior of the aircraft prior to clearance of arriving passengers and crew.

Only personnel who have been issued a Security Zone I seal are authorized access to a Security Zone I area.

Security Zone II encompasses the aircraft interior AFTER the departure of passengers and crew and AFTER the aircraft has been examined by CBP officers. Security Zone II also includes the ramp area surrounding the arriving or departing aircraft. Only personnel who have been issued a Security Zone II Seal are authorized to be in a Security Zone II area.

- **Zone I:** Encompasses the FIS, including the aircraft, sterile corridors, jet way, elevators, stairways leading into the FIS, and in-transit facilities, as well as all areas designated by the Port Director or designee for the processing of passengers and baggage of arriving international aircraft.
- **Zone II:** Encompasses those areas outside the FIS including the envelope of an aircraft (with NO passengers or crew on board) arriving or departing international (outside the U.S.), the ramp, tarmac, and baggage/cargo staging areas where activities related to international arrivals and departures occur. The following example further clarifies what falls within Zone II:

The "envelope of an aircraft" (with NO passengers or crew on board) refers to the area around the aircraft and everything that encompasses or comes in contact with the aircraft - such as ground personnel, equipment, baggage carts and baggage, fuel trucks, loading equipment, etc.

NOTE – CBP Seals for Zone I **WILL NOT** be issued or reissued to **employees of catering companies, ramp service companies or to any employee whose job function is dedicated to service of the aircraft.** Zone I seals are restricted to only those persons whose **primary job function** is passenger service or within the federal inspection area.

The CBP seal should be used ONLY in the scope of the cardholder's duties. The seal is not to be used for meeting family or friends, loitering, etc...

Access and Escort Authority within the CBP Security Area

- Access to and physical presence in CBP Security Area requires CBP approval in the form of a CBP seal embedded in the Metropolitan Washington Airports Authority (MWAA) ID.
- MWAA cannot authorize access to CBP regulated areas.
- MWAA escort approval authority does not extend into CBP regulated areas.
- No one has escort authority to CBP areas without CBP notification and approval.

Temporary Access to the CBP Security Area

- Temporary access may be granted on a limited basis for time needed - not to exceed 30 days - at the sole discretion of the Port Director or his designee.
- Temporary access is not authorized for anyone with a pending Seal application.
- Temporary access to CBP Security Area areas must be coordinated through the CBP Seals Office at least three (3) business days in advance of the requested access date.
- Application can be made at the CBP Seals Office by submitting a letter containing the visitor's biographical information, Zone access requested (I or II) and justification for such.
- CBP will notify the requesting party of its decision.

Zones are established for the purpose of prohibiting unauthorized entries or contact with persons or objects. For this purpose jet ways, and jet way doors and the steps must be kept clear or personnel not directly involved in the clearance of passengers or crew. **No non-federal inspection related business will be conducted in the jet way area. Catering personnel are NOT authorized to open an aircraft access door or enter an aircraft until after it has been cleared by CBP officers. If necessary, only a lead mechanic, who is authorized "CBP Zone I access" may enter the jet way for the sole purpose of conversing with arriving flight crews to identify aircraft operation issues. All other personnel will not enter the Jet way until the passengers and crew have departed the area and the aircraft has been designated "clear".**

It is recognized that CBP officers may not meet every aircraft upon arrival. In these instances Airline Gate agents are authorized to consider the flight “cleared” for CBP purposes if no CBP officer is present after the last crewmember and passenger has left the jet way. In these instances the Airline is responsible for ensuring that the integrity of the Security Zone is enforced until the aircraft is cleared of passengers and personnel.

All security seals must be openly displayed, and be in the possession of the person in whose name it is issued, whenever they are working in a CBP Security Area. The security seal remains the property of the CBP and the bearer must immediately surrender it upon demand of any authorized CBP officer.

It is the responsibility of each employer operating in the CBP Security Areas to advise all employees of the provisions of the CBP regulations relative to those areas, require employees to familiarize themselves with those provisions and to insure employee compliance. Failure to comply with these regulations shall be considered default of the conditions of the employers bond and shall make the employer liable for liquidated damages.

Security provisions/ Subject to inspection

All personnel must have an Airport SIDA badge issued prior to applying for a CBP Security Seal. Escorting into CBP security areas is prohibited unless CBP has given prior authorization on an individual basis. No personnel are authorized to work in a CBP security area until all security application requirements have been met.

Prohibited items include, but are not limited to: any food product (except for liquid beverages), purses larger than a clutch bag, coolers, briefcases, backpacks, fanny packs, and cinch bags, luggage of any kind, computer bags and camera bags or any bag larger than the permissible size.

All persons, their vehicles and effects are subject to search by a CBP officer in any CBP Security Area.

CBP will permit only one of the below types of bags into the CBP Security Areas:

- Clear plastic, vinyl or PVC and do not exceed 12” x 6” x 12.”
- One-gallon clear plastic freezer bag (Ziploc bag or similar).

An exception will be made for medically necessary items after proper inspection by a CBP officer. A small clutch bag maybe used for these items, if it is approximately the size of your hand, with or without a handle or strap in addition to one of the aforementioned clear plastic bags.

Piggybacking into and out of CBP Security Areas

All SIDA cardholders must swipe their airport SIDA ID prior to entering or exiting a CBP Secured Areas. Do not allow anyone to enter the secured area under your swipe or access (escort). Each authorized person must swipe their own Airport Security ID Card when they enter all CBP areas. Piggybacking others is not allowed. A card holder may not escort another card holder.

Types of Violations

Violations that could result in an assessment of liquidated damages. (The following list is not comprehensive and is merely an example of violations).

Employee/Employer Violations

- *Failure to openly display or produce, upon demand any CBP approved identification card with seal.
- *Entry into an unauthorized area: (example: access given for Zone II, employee enters Zone I.)
- *Entry into CBP security zones for a purpose other than to perform duties associated with their work.
- *Unauthorized use and possession of an approved CBP seal by another employee or individual.

Employer Violations

- *Failure to perform employment history background checks and maintain records on those checks.
- *Failure to return CBP approved identification card, strip, or seal.
- *Failure to report to CBP the loss or theft of an approved CBP seal.

Replacement access seal:

A new CBP access seal may be obtained from the CBP Port Director in the following circumstances, without the completion of an additional application, except as determined by the Port Director in his discretion:

- (1) A change in employee name or address;
- (2) A change in the name or ownership of the employing company;
- (3) A change in employer or airport authority identification card format; or
- (4) Loss or theft of the CBP access seal (see § 122.185 of this part).

Surrendering an access seal:

Where the employee no longer requires access to the CBP security area for an extended period of time at the airport of issuance due to a change in duties, termination of employment, or other reason, or where the 2-year period expires and a new application has not been approved, the employer shall notify the Port Director in writing, at the time of such change, and shall return the CBP access seal to CBP. The notification shall include information regarding the disposition of the approved CBP access seal of the employee.

NEW Zone Seals



ZONE I

ZONE II

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Any questions may be addressed to the CBP Security Seals Enforcement Team at 703-661-2840/2815 (M-F), or by e-mail @ dullesapplicants@cbp.dhs.gov