



IDENTIFICATION (ID) BADGE INITIAL ISSUANCE & REVALIDATION
TERMS, CONDITIONS AND SECURITY RESPONSIBILITIES FOR
LEHIGH VALLEY INTERNATIONAL AIRPORT (ABE) ID BADGE HOLDERS



This is to certify that I have received a _____ Airport ID Badge numbered _____.
(color)

This Airport ID Badge authorizes my access to _____ portions of the terminal/AOA unless otherwise authorized by the Lehigh Northampton Airport Authority (LNAA).

COMPLIANCE WITH RULES: I agree to comply at all times with the rules, regulations and policies of LNAA; the rules, regulations and policies of the Transportation Security Administration (TSA), including the provisions of Title 49 of the Code of Federal Regulations (CFR) Parts 1540, 1542 and 1544, and all applicable local and federal laws. I further understand and acknowledge that violation of these rules, regulations or policies will result in administrative action to include Airport ID Badge reinstatement fees, retraining, possible fines or civil penalties and may also result in permanent revocation of my Airport ID Badge and Airport access privileges.

DISQUALIFYING CRIMINAL OFFENSES: I agree to immediately notify my employer supervisor and the Airport Operations Center at 610-266-6000 if I am arrested for any disqualifying criminal offense listed under Title 49 CFR Parts 1542.209(d) or 1544.229(d).

LOST, STOLEN OR DESTROYED ID BADGES: I will immediately notify my employer supervisor and the Airport Operations Center at 610-266-6000 of the loss, theft or destruction of my Airport ID Badge. In the event of the loss of my Airport ID Badge, a Badge replacement fee will be collected by LNAA before a replacement Airport ID Badge may be issued. A replacement Airport ID Badge will only be issued if I declare in writing that my Airport ID Badge has been lost, stolen, or destroyed.

RIGHT TO REVOKE ACCESS: I understand that the LNAA reserves the right to revoke the authorization of individuals with Airport ID Badges when such action is determined to be in the best interest of LNAA. I agree to immediately return my Airport ID Badge to the Airport Operations & Safety Office within 24 hours of notification that my authorization has been revoked or at the end of my employment at the Airport.

CONSENT: I understand and acknowledge that by accepting an Airport ID Badge I am giving my consent for search and monitoring by LNAA employees, contract employees authorized by the LNAA and/or TSA personnel of both my person and property whenever entering, being within or leaving a secure area of the Airport, or while present on LNAA property, including but not limited to the AOA, SIDA or Sterile Area of the Airport in order to ensure I have a valid Airport ID Badge and am not carrying any prohibited items. Further, I understand and acknowledge that my refusal to comply with a consent search may result in my Airport ID Badge being confiscated and my access to the Airport denied.

DUTY TO CHALLENGE: I agree to challenge any individual(s) who does not display, or properly display, their Airport ID Badge while inside the AOA, SIDA or Sterile Area. The challenging procedure is to inform the individual they are in a secured Airport area and must properly display a valid Airport ID Badge. If the person I challenge fails to produce or properly display a valid Airport ID Badge, I agree to immediately report the observation to the Airport Operations Center at 610-266-6000. I agree to ensure that the individual(s) is properly escorted outside the AOA or released to the Airport Authority Police Department.

ESCORTING OF AUTHORIZED PERSONNEL: I assume responsibility for any person(s) I am escorting at all times. Before acting as an escort, I will ensure the person(s) I am escorting has an operational need to access secure areas of the Airport. Persons I am escorting must be in visual and audible contact with me and I must exert control of each escortee at all times. If I lose contact or control of the person I am escorting, I will immediately report it to the Airport Operations Center at 610-266-6000.

CONTRACTORS: I agree that my Airport ID Badge is valid only within those areas authorized by LNAA and only until the designated expiration of my Airport ID Badge or until the contract is closed, terminated or suspended. I agree to immediately return my Airport ID Badge to the Airport Operations & Safety Office within 24 hours of the end of my employment at the Airport or in the event my Airport access privileges are revoked.

AIRPORT ID BADGE OWNERSHIP AND USE REQUIREMENTS: My Airport ID Badge is issued to support my job duties and responsibilities at the Airport and shall only be used for official business purposes. My Airport ID Badge remains the property of the LNAA and is not transferable to other individuals and shall not be used for any purpose by another individual. I further agree that I will not use another individual's Airport ID Badge. My Airport ID Badge must be visibly displayed at all times on my outermost garment, above the waist and below the neck, while in the AOA, SIDA and Sterile Area. Once I have been issued an Airport ID Badge, I cannot be escorted anywhere on the Airport. If I report to the Airport for duty without my Airport ID Badge, I must leave the Airport and not return to duty until I have my Airport ID Badge. I will never utilize my Airport ID Badge for personal or off duty use. In the event that I change Airport employers or would like to work for additional Airport employers, I must notify the Airport Operations & Safety office of any change in my employment status. I understand that I may be required to return my original Airport ID Badge to the LNAA and obtain a new Airport ID Badge that lists my new employer. I will not use my Airport ID Badge to work for any other employer other than the one identified on my Badge. I will not bypass the security screening checkpoint when traveling as a commercial passenger, or for any other non-work related reason. When traveling, I will proceed through the security screening checkpoint with all accessible property I intend to carry onboard the aircraft and once myself and my belongings have been screened, I will remain in the Sterile Area.

AIRPORT SECURITY REQUIREMENTS: I agree not to breach, disobey or disregard any security directive, plan or program at the Airport. I will immediately notify the Airport Operations Center at 610-266-6000 if I witness any unattended bags, suspicious activity or anyone circumventing or attempting to circumvent any access control system or security measure at the Airport. I agree to use my Airport ID Badge at the corresponding door/gate cardreader every time I enter a secure area and I will not allow or participate in "piggy-backing" (allowing unauthorized access by others through a secure access door/gate). I will ensure that I pull/push a door closed after entering/exiting secure areas of the Airport to ensure the door is properly locked/latched. If a door does not secure properly, I will notify the Airport Operations Center immediately at 610-266-6000 and stay at the door to prevent unauthorized access by others until LNAA personnel arrive. I will not prop open any secure door unless I am continuously monitoring the door to prevent unauthorized access. I will ensure doors are properly closed and locked when I leave the area. If I cause a door alarm, I will wait at the door until an LNAA Police Officer arrives. I agree to only enter a vehicle gate by using my Airport ID Badge at the cardreader for that gate and I will remain at the vehicle gate until it has completely closed. If the gate does not close completely, I will notify the Airport Operations Center immediately at 610-266-6000 and stay at the gate to prevent unauthorized access by others until LNAA personnel arrive.

VALID DRIVERS LICENSE: Failure to maintain a valid driver's license will result in revocation of my Airport driving privileges. If my driver's license is suspended, revoked or changes in status, I will immediately inform the Airport Operations Center at 610-266-6000 and take any necessary actions to update information on file with my employer supervisor and the Airport Operations & Safety Office. I understand I may need to have a new badge issued or my Airport ID Badge suspended or revoked.

By my signature below, I understand and agree to comply with the Terms, Conditions and Security Responsibilities for Lehigh Valley International Airport ID Badge Holders listed in this Identification Badge Initial Issuance & Revalidation Form and agree to comply with any changes or amendments to the terms, conditions or security responsibilities imposed by LNAA/TSA. Failure to comply may result in suspension or revocation of my Airport ID Badge, Airport access privileges and/or levying of fines or civil penalties.

BADGE HOLDER NAME (PRINT)

BADGE HOLDER SIGNATURE

LNAA OPERATION & SAFETY DEPARTMENT
WITNESS SIGNATURE

DATE