

5.1 Americans with Disabilities Act (ADA)

- 5.1.1 ADA passenger carts shall be driven at walking speed only, approximately three (3) mph.
- 5.1.2 One only ADA passenger cart may be staged at each gate at the Tom Bradley International Terminal (TBIT). Two small carts may be staged along the south wall of the bus gate area. Larger (six passenger) carts may be not staged or used anywhere in the TBIT bus gate area.
- 5.1.3 A wheelchair attendant can push only one wheelchair at a time.

5.2 Bag Room (Interstitial/Interline/Inbound Bag Drop)

- 5.2.1 No short cutting through TBIT Interstitial Bag Room.
- 5.2.2 Speed shall be kept at five (5) mph at TBIT Interstitial Bag Room and three (3) mph for the Interline Bag Room.
- 5.2.3 All posted signs and roadway markings shall be followed.
- 5.2.4 Interline traffic is ONE-WAY only.
- 5.2.5 No passing allowed.
- 5.2.6 No diesel or gasoline powered equipment allowed. Propane or electric powered equipment only unless approved by LAWA due to operational needs.
- 5.2.7 No idling of engines allowed. Vehicle or equipment engines shall be turned off when not in use.
- 5.2.8 No parking or staging of vehicles or equipment on the painted yellow-hashed pedestrian walkways.
- 5.2.9 All baggage containers and carts shall be transported with its curtains and/or doors closed, stowed, and secured.
- 5.2.10 No transporting of baggage or cargo allowed on top of carts or containers.
- 5.2.11 Only the approved service provider's equipment is allowed to park or stage in the bag room.
- 5.2.12 No storage of equipment allowed. Staged equipment shall be for operating flights only.
- 5.2.13 No more than eight baggage carts, dollies, or combination thereof, are allowed to be staged at any TBIT sort pier.

NOTE: Only seven baggage carts, dollies, or combination thereof, are allowed to be staged at TBIT Sort Pier 01.

- 5.2.14** Towing of equipment shall be restricted to the following:
- a. One (1) – LD 7 Dolly
 - b. Two (2) – LD 8 or LD 11 Dollies
 - c. Three (3) – Baggage Carts
 - d. Four (4) – LD 3 Dollies
- 5.2.15** Only dollies of the respective ground service provider are allowed to park abeam the sort pier being utilized at TBIT. No encroaching past the white centerline allowed.
- 5.2.16** No smoking and use of E-cigarettes allowed. See **Section 03 - General** Paragraph 3.19 Smoking and **Appendix 01 - LAX Designated Smoking Areas** on the AOA.
- 5.2.17** All trash or refuse shall be disposed of in an appropriate receptacle. See **Section 03 - General** Paragraph 3.22 Trash and Recycling.

5.3 Code of Conduct – Terminals

- 5.3.1** No badged or uniformed employee is allowed to lounge, sleep, or eat in common areas (gate hold rooms or lounge areas) intended for passengers use.
- 5.3.2** All bicycles shall be secured on bike racks only. Any bicycles secured other than to a bike rack, i.e. hand rails, are subject to confiscation.
- 5.3.3** No badged or uniformed employee may rearrange or move terminal furniture unless authorized.

5.4 Common Use Equipment/Areas

- 5.4.1** All common use areas and equipment shall be kept orderly and to be left in proper working condition for the next user.
- 5.4.2** Each air carrier shall inspect its assigned common use equipment/area for functionality at the beginning and end of each assignment period. Discrepancies shall be reported immediately to the Los Angeles World Airports (LAWA) Airport Response Coordination Center (ARCC) at (424) 646-5292.
- 5.4.3** All common use areas and equipment configurations shall be returned to their normal condition after the end of each air carrier's assigned period.
- 5.4.4** Ticket Counters - TBIT
- a. An air carrier shall use a position only when it is confirmed by LAWA ARCC at (424) 646-5292.
 - b. At any time that a position is not assigned to an air carrier, the air carrier with leased office space directly behind the counter may use a position to sell tickets or to provide other passenger assistance. An air carrier may



- c. use a maximum of one position in this manner.
- d. Air carriers shall not use drawers or cabinets for permanent storage. All drawers and cabinets will be emptied and left unlocked at the end of their assigned period.
- e. All common use equipment at each ticket counter position shall remain in a configuration that will allow any air carrier to perform its required check-in processes at that counter. All air carriers shall log off and blank out overhead displays and rear wall signage when the flight closes.
- f. No stock unique to a specific air carrier shall be left in printers.
- g. Each air carrier shall ensure that bag belt doors are properly secured during and at the end of the assignment period. This is a security issue; failure to comply may result in fines to the carrier.

NOTE: See **Appendix 11 - TBIT Ticket Counter Policy**

5.4.5 The Airline Name Display System (ANDS) panel above the TBIT ticket counters shall be utilized no more than thirty minutes before the scheduled use of the respective air carrier.

NOTE: The information on the back-wall monitors are based automatically on the schedule from the Resource Management System (RMS).

5.4.6 All deviation from normal protocols/procedures/operations i.e. festive decorations, on shared or public areas shall adhere to the following:

- a. Approval from the respective terminal manager.
- b. A copy of the approval from the terminal manager on hand when the deviation occurs.

NOTE: Terminal Operations will assign TBIT ticket counters, as well as sort piers and baggage carousels, to the respective air carriers ahead of time. Assignment charts are distributed to station management via e-mail seasonally, or when operational needs dictate, or can be confirmed daily with LAWA ARCC at (424) 646-5292. Changes in the assignments due to day to day operations will be made by LAWA ARCC (424) 646-5292, in conjunction with the airline consortium and its baggage handling system (BHS) contracted company.

5.5 Electronic Visual Information Display (EVID)

5.5.1 No one is allowed to tamper with any of the terminal EVID regardless of information being displayed (flight, gate, announcements, advertisements) unless authorized.

5.6 Fire/Life Safety

5.6.1 See **Section 08 - Fire and Safety** Paragraph 8.4 Fire Protection Systems and Fire Extinguishers.



5.6.2 Do not block, obstruct, impede access to, tamper with, or steal equipment intended for life saving purposes (Automated External Defibrillators (AED), Panic Buttons, Emergency Phones, Emergency Stair Chairs, etc.)

5.7 Gates

LAWA strives to achieve optimum utilization of all passenger processing, baggage handling, and aircraft gate resources. While some Airlines have negotiated commercial agreements for preferential access to passenger processing and aircraft gate resources, LAWA maintains a specific number of theoretical level common use gates with a consistent and transparent process in the allocation of common use resources. “Minimum Utilization Requirements” (MUR), a factor derived collaboratively with stakeholders, is applied and monitored to ensure optimization of available resource across the LAX campus. LAWA has also adopted a resource allocation policy that not only recognizes and promotes synergies of airline partnerships and alliances, but also ensures common use resources are assigned equitably and consistently.

The core principles of scheduling access are intended to provide incentive and benefits to airlines that actively support effective and efficient operations at LAX. The following sections provide further information and guidance on this philosophy:

5.7.1 RESERVED FOR LAX GATE SCHEDULING PROTOCOLS

5.7.2 RESERVED FOR MINIMUM GATE UTILIZATION FOR PREFERENTIAL GATE USE LEASE

NOTE: See **Appendix 12 - TBIT Gate Assignment Protocols** and **Appendix 11 - TBIT Ticket Counter Assignment Policy**

5.8 Passenger Baggage Carts (Smarte Carte)

5.8.1 See **Section 03 - General Paragraph 3.16 Passenger Baggage Carts**

5.9 Public Address (PA) System

5.9.1 Use of PA systems other than business related messages or announcements is prohibited. Messages or announcements shall be done so in a professional manner, brief, concise, and kept to a minimum.

5.10 Ramp

5.10.1 No vehicle or equipment is allowed to park or block ramp emergency vehicle parking spaces.

5.10.2 No vehicle is allowed to park more than four hours on common use ramp parking spaces.

5.10.3 Only authorized vehicles are allowed to park on assigned ramp parking spaces.

5.10.4 No vehicle or equipment is allowed to park, stage, or traverse on the red-hash

marked areas around the passenger boarding bridges.

- 5.10.5** No ground service equipment at aircraft gates shall be staged more than thirty minutes before the aircraft arrives and shall not interfere with ongoing aircraft service operations unless authorized by LAWA.
- 5.10.6** All ground service equipment shall be removed from the respective aircraft gate ramp immediately after the serviced aircraft has departed. Exceptions may be granted if the same ground service provider will be servicing the next aircraft arrival on the same aircraft gate ramp within thirty minutes.
- 5.10.7** No equipment staging is allowed other than areas identified with a white-hashed marking that indicates “GSE” or ground service equipment or on areas identified as Restricted Standby Areas.
- 5.10.8** No trash or refuse from aircraft cabins is allowed on the ramp and in ramp trash bins. Trash or refuse collected from aircraft cabins shall be disposed of immediately in trash compactors. See **Section 03 - General** Paragraph 3.11 Foreign Object Debris and Paragraph 3.22 Trash and Recycling.
- 5.10.9** No ramp trash bins shall be overfilled.
- 5.10.10** No trash bins shall be blocked.
- 5.10.11** No areas designated for deliveries, i.e. loading docks, airport/vendor delivery areas, and compactors shall be blocked.
- 5.10.12** Airport/Vendor Delivery Program
- a.** AOA deliveries to any terminal shall comply with the delivery locations, times and/or restrictions outlined in the current version **Appendix 09 - Airport/Vendor Delivery Areas Map**.
 - b.** All drivers shall clearly display the current Airport/Vendor Delivery Areas Map with his/her appropriate contact either on the vehicle dashboard or window, while on the AOA.
 - c.** Airport/Vendor delivery drivers shall undergo additional airfield training before being allowed to make deliveries to any terminal via the AOA.
 - d.** The driver will be subject to a citation (one point) for any violation of the Airport/Vendor Delivery Program.

NOTE: For propane cylinders, see **Section 09.2 – Automotive/Vehicle/Equipment Fueling** Paragraphs 9.2.4 and 9.2.5.

5.10.13 Grease Interceptors

- a.** Tenants shall maintain the grease interceptor areas safe, clean, and free of refuse.
- b.** Tenants shall immediately clean up waste spills, leaks, or drips with approved materials and/or methods.



- c.** Tenants shall contact the ARCC (424) 646-5292 option 4, then option 2 in the event that a significant spill or leak (half-gallon or more) and/or if it entered into a storm drain.
- d.** Tenants shall give notice of no less than two (2) weeks in advance to their respective Terminal Operations Manager when servicing the grease interceptors if access to the airfield is required.

5.10.14 Used Cooking Oil Bins/Caddies

- a.** Tenants shall keep bins/caddies maintained in serviceable working condition, tops clean, and securely closed when being stored.
- b.** Caddies shall be completely empty while on the ramp level.
- c.** Tenants shall immediately clean up waste spills, leaks, or drips with approved materials/methods.
- d.** Tenants shall keep spill kits within close proximity of bins/caddies ready for immediate use and replenish after every use.
- e.** Tenants shall contact the ARCC (424) 646-5292 option 4, then option 2 in the event that a significant spill or leak (half-gallon or more) and/or if it entered into a storm drain.
- f.** Tenants shall follow up to ensure cleanup has been mitigated to an acceptable standard per the Terminal Operations Manager and Commercial Development Group (CDG) personnel.
- g.** Tenants shall keep the spill containment berm area clean at all times to prevent grease accumulation on the floor.

5.11 Shutdown Requests (Area/Utility)

5.11.1 See **Section 03 - General** Paragraph 3.18 Shutdown Requests (Area/Utility)

5.12 Signs

5.12.1 All permanent signage shall be approved by the General Manager or designee.

5.12.2 No temporary signs may be posted on any surface unless approved by the General Manager or designee.

5.12.3 All stand-alone and standee signs used by tenants shall be displayed only during the tenants' hours of operation. The stand-alone and standee signs shall be placed in the tenants' leasehold when not in use. Any stand-alone and standee signs left on display or abandoned are subject to confiscation.

5.12.4 See **Section 03 - General** Paragraph 3.3 Airport Signage and Wayfinding

5.13 Smoking

5.13.1 See **Section 03 - General** Paragraph 3.19 Smoking.

5.13.2 See **Appendix 01 - LAX Designated Smoking Areas** on the AOA.

5.14 Special Events

5.14.1 See **Section 03 - General** Paragraph 3.21 Special Event Requests.

5.15 Stanchions (TBIT)

5.15.1 A minimum of five stanchions will be provided for each ticket counter position.

5.15.2 At the start of the assignment period, the stanchions will be clustered in front of each counter position as close to the counter as possible with no ribbons extended.

5.15.3 The locations of the stanchions and the arrangement of the ribbons can be done at the discretion of the assigned carrier during the period of authorized ticket counter occupancy, with the proviso that the outermost line of stanchions must be at least ten feet away from the center of the aisle.

5.15.4 Only placards complying with LAWA's applicable signage criteria may be placed on the stanchions in placard frames specified by LAWA.

5.15.5 The stanchion arrangement will not extend beyond the area directly in front of the assigned ticket counter positions, unless conditions in the terminal require a different configuration.

5.15.6 At the end of the assigned period, the carrier whose assignment is ending will be responsible for returning the stanchions to the original positions of five or so stanchions clustered against the front of each counter, with no ribbons extended. However, after the last flight of the evening, the stanchions shall be left clustered just far enough away from the counters to allow for cleaning of the stainless steel surfaces.

5.15.7 The assigned carrier should check stanchions for working condition at the start and end of each assignment period.

5.15.8 Damage to stanchions shall be reported immediately to the LAWA ARCC (424) 646-5292.

5.15.9 No stanchions are allowed at TBIT boarding gates except for Gates 136, 138, 140, 142, 144, and 146.