



## Los Angeles World Airports Los Angeles International Airport Tom Bradley International (TBIT) Baggage Handling System Standard Operating Procedures (SOPs)

### **General**

Phase I1 of the Baggage handling System (BHS) will be placed into service March 2009. This first phase is titled "North Outbound Sortation." In this phase there will be eight new sortation piers (four double stacked) available. Eleven airlines will be assigned to the new North Outbound System. When the system is complete there will be a total of twenty four sortation piers available for use.

In order to address the changes in operating procedures and the entirely new baggage system in the interstitial area of the Tom Bradley International Terminal (TBIT), there are new Standard Operating Procedures (SOPs) that all stakeholders must follow. This is to maximize efficiency and safety. TBIT ticket counters and new outbound baggage pier assignments are under the supervision and control of LAX Terminal Operations. However, Siemens will be the sub-contractor responsible for the operations and maintenance of the BHS under the direction of the Terminal Operations Bag Boss. Please direct questions or comments to the Manager, Terminal Operations, at (310) 417-0721.

### **Baggage Handling Safety and Operations Rules**

- The Terminal Operations Bag Boss has the final authority in the TBIT BHS for the assignment of piers and enforcing all Los Angeles World Airports (LAWA) rules and regulations.
- Do not stand, sit, or walk on the belts. Belts can start moving without warning.
- All oversize bags (skis, golf clubs, surf boards, etc) exceeding 26" in height are considered oversize and must go to elevator 5 or 6. When BHS is complete there will be a north and south oversize baggage belt.
- Do not pull jammed bags off belts, a strap or lock caught on a belt could cause additional damage if not removed properly.
- Please call 310-417-0721 or 310-417-2142 whenever there is a bag jam or system failure.
- Do not attempt to restart the system, call the Bag Boss.
- All bags shall be placed on conveyor wheels up.
- Bags should be placed so they are not touching or overlapping.
- All loose bag accessories shall be removed and placed inside the bag.
- All backpacks, garment bags, light pieces, and any piece of luggage that has straps shall be placed in the baggage tubs provided.
- LAXTEC will be responsible either directly or through a contractor to ensure each ticket counter has a sufficient number of tubs. They will also be responsible for the transportation of the tubs from the outbound piers to the ticket counters.
- Outbound baggage piers should be staffed a minimum of four hours prior to flight departure. This should match the ticket counter opening times. Failure to staff the pier and remove the bags will result in jamming the entire system thereby causing potential delays.

- A maximum of 20 bags can accumulate on one pier before it impacts the entire BHS.

## **BHS Drop Down Ladder Safety Rules**

- Ensure the service road in the interstitial area is clear of traffic before dropping the ladder.
- Use traffic cones to place a five foot perimeter around the ladder as barricades, to help prevent collisions.
- Always face the ladder and hold on with both hands when climbing up or down. Remember a **Hard Hat** and **Safety Vest** is required when working in this area.
- When climbing, always maintain 3-points of contact (2 hands 1 foot or 1 hand 2 feet) with ladder. Use a tool belt or hand line to bring tools to the work height.
- Once the BHS Technician is in position on the catwalk he/she needs to raise the Drop Down Ladder and secure it so that the traffic on the interstitial service road can continue to follow.
- When you are finished with the job do not remove your safety cones until the ladder is raised and stowed away properly, and remember to place the Traffic Cones back in their proper storage area.
- **Note: If for any reason these five rules can't be met contact LAWA Terminal Operations (BHS Bag Boss) for assistance at (310) 417-0721 before attempting to lower the drop down ladder to start your work.**

## **Interstitial Baggage Pier Assignment Guidelines**

- Piers will be assigned by the LAWA Terminal Operations bag boss. Assignments will be made in a manner to promote the efficient and balanced utilization of the system.
- Piers will be assigned based on the principal of minimizing the amount of delay to the greatest number of passengers.
- Outbound baggage pier assignments will be managed with the RMS system of TASS. However, until TASS is fully implemented, baggage pier assignment will be entered manually through the contractor in the Baggage Control Room.
- There will be a total of 4 double stacked piers (8 total) coming on-line for the first phase of the BHS.
- LAWA will use reasonable efforts to provide all airlines sufficient presentation space for baggage carts and dollies to accommodate operational requirements.
- In the allocation and assignment of piers LAWA shall use reasonable consideration to consolidate airline assignments by ground handlers.
- LAWA will use reasonable efforts to assign an airline the same piers on a day-to-day basis. However, if flights are delayed more 15 minutes LAWA reserves the right to make pier assignment changes as necessary to balance operational needs.
- LAWA will make a reasonable effort to incorporate airline specific operational parameters related to passenger departure patterns.
- The assignment of piers will be in four hour blocks when operationally possible taking into account the consolidation of ground handling operations.
- LAWA may reduce the number of pier position assignments to the airlines demonstrating a pattern of not staffing assigned pier positions.
- LAWA shall reserve the right to deviate from these protocols in the allocation of pier assignments.

- LAWA will assign the Bag Boss in the interstitial to enforce all LAWA rules and regulations. Any infractions in the interstitial area are subject to LAWA's SAFE program that is based on a point infraction system.

## **Interstitial Traffic and Safety Rules**

- Speed limit is 5 mph.
- All baggage carts, LD7, LD8, and LD11 dollies shall be transported in the interstitial area with the curtains and doors stowed and secured. No dollies or carts can enter the interstitial area with the curtains or hard-sided doors resting on top of the dollies or carts, violators will be issued citations under the SAFE program.
- Do not stand or park at an entrance or exit of the building.
- No diesel or gasoline powered equipment is allowed in the Interstitial area.
- Close all container doors before moving.
- Do not transport baggage or cargo on top of carts or containers.
- Keep arms and legs inside vehicle at all times.
- No positioning of LD7, LD8, or LD11 dollies side-by-side between the new outbound baggage sortation piers. However, positioning of a LD7 and LD3 dolly is authorized.
- Three LD3 dollies or three baggage carts, or any combination thereof for outbound baggage only can be transported in the interstitial. A total of four baggage carts and dollies or any combination thereof can be transported to the in-bound baggage carousels on the west side only.
- No empty dollies or baggage carts are allowed to be stored in the bag room.
- The west roadway is one-way from the north to the south only. The east roadway is one-way from south to north only. Drive on the right side of all lanes even if designated as one-way.
- All dollies and bag carts are to be parked on their respective side of the white centerline between sortation piers.

## **Contingency Plan**

- If there are any maintenance or operations problems with the system please contact the TBIT Bag Boss at 310-417-0721 or 310-417-2142.
- If a pier is out of service for maintenance or because of a bag jam the Bag Boss will assign an alternate pier based on resources.
- If no piers are available the carrier can use elevators 5 and 6. There will be two new oversize belts installed, however, that will not be complete until the entire BHS is complete.
- In a complete and lengthy loss of the TBIT BHS alternate terminals 3 and 6 will be utilized based on availability.

The Tom Bradley International new outbound sortation piers are under the supervision of Los Angeles Work Airports Terminal Operations Division. Please see detailed polices in the LAX Rules and Regulations Manual under sections 9 and 10.