



TENANT DIRECTIVE

BWI: 200.3
DATE: October 3, 2011
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TITLE: IDENTIFICATION OF EQUIPMENT WITHIN THE AIR OPERATIONS AREA AT BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL AIRPORT (BWI MARSHALL)

I. REFERENCES

Code of Maryland Regulations 11.03.01, Definitions

II. DEFINITIONS

- A. Air Operations Area (AOA) – The nonmovement area (taxilanes, loading ramps, apron, parking, cargo areas, and vehicle service roads within the airport operations area used for servicing aircraft and movement of vehicles) and movement area (runways, taxiways, and other areas of the Airport which are used for taxiing, takeoff, and landing of aircraft).
- B. Equipment – Equipment referred to in this Directive is defined as all items of equipment used on the AOA that do not require a permanent airfield registration sticker. Items such as ladders, jacks, baggage carts, hand trucks, dollies, storage containers, tow bars, lifts, and other items of equipment used within the AOA.

III. PURPOSE AND APPLICABILITY

- A. This Directive establishes procedures for the identification of equipment within the AOA at BWI Marshall. Unmarked equipment on the AOA presents a problem to authorities attempting to move and/or identify the equipment. Unmarked equipment also poses a security risk in that authorized users of the equipment cannot be authenticated.
- B. This Directive is applicable to all BWI Marshall tenants, sub-tenants, contractors, sub-contractors, Fixed Base Operators, and the Maryland Aviation Administration who utilize equipment within the BWI Marshall AOA.

IV. DIRECTIVE STATEMENT

- A. Each item of equipment within the AOA is required to have markings clearly showing the identity of the responsible owner/operator of the equipment.
- B. When the ownership and/or operator of equipment changes, the current owner/operator will be responsible for removing their ownership/operator markings from the equipment and the new owner/operator will be responsible for placing clearly visible markings on the equipment to identify the new owner/operator.
- C. If the previous owner/operator markings are not removed when equipment is transferred to a new owner, the previous owner will remain responsible for the placement/movement of the equipment within the AOA. The new owner may also be responsible for placement/movement of the equipment within the AOA if the new owner can be identified.

V. PROCEDURES

- A. When purchasing new equipment to be used within the BWI Marshall AOA, the equipment owner/operator must ensure the new equipment is labeled with identifiable markings. The markings must be clearly visible on the equipment identifying the responsible party to be contacted when/if movement of the equipment is requested.
- B. Equipment owner/operator must properly maintain all equipment used within the AOA to insure the equipment is operable and that ownership/operator markings are clearly visible at all times. Periodic painting/replacement of markings is required to ensure compliance with this Directive. All inoperative equipment must be removed from the AOA.
- C. If ownership of equipment cannot be quickly ascertained, Airport Operations may have the equipment moved and once ownership is established, the owner/operator shall be responsible for the costs to move the equipment in accordance with owner/operator contractual agreement(s) with the Airport. Contractor shall reimburse Administration for any expense it incurred plus an administrative handling fee or not less than 25 percent of said Administration expenses. Immediate identification of equipment is essential for the safe and efficient management of the BWI Marshall AOA areas.

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