

BAGGAGE HYGIENE REQUIREMENTS

Oversize Dimensions: 54”L x 34”W x 34”H

**Tub Use
(Includes but
is not limited
to)**

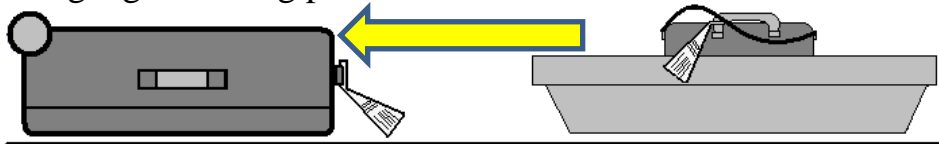
- ONE bag/item per tub
- Items that must go in a tub:
 - Child car seats, booster seats, and strollers
 - Soft side bags (duffels, garment bags, or bags with loose fabric)
 - Rounded bags or over packed bags
 - Bags with non-removable straps, hooks, or handles
 - Odd shaped items or items which do not lie flat on the conveyor
 - Low profile or flat packages (items with a measurement of 27” x 18” or less)
 - Items less than 5 lbs. or less than the size of 12”L x 12”W x 4”H
 - Poster tubes or items which will roll on the conveyors (Use tape to prevent round objects from rolling in tubs)

Bag Spacing

Allow at least 12 inches of space between bags

**Bag
Orientation**

- Bags and tubs must be oriented lengthwise and centered on belt
- Lay bag down as low as it can go
- Bags should be placed so the largest surface area is face down
- Wheels up and forward leading position
- DO NOT stack bags on top of one another
- Bag tag in trailing position



**Bag Tag
Placement**

- Remove ALL old bag tags
- Bag tag and barcode should ALWAYS be clearly visible
- Optimum placement for tag is on the handle opposite of wheels or directly on top of the bag
- DO NOT place bag tag on retractable handle

BEST PRACTICES

Methodology: Do not rush. The time spent to load properly, even during high bag volume periods, will pay off in reduced jams and system backups. If a bag does not sit stable on the belt, it should be in a tub. If there is any doubt about whether a bag should be on the belt, place it in a tub.

Tag Printer: Proper printer maintenance is essential in the Baggage Handling System (BHS). Ensure that barcodes are free from dirt, streaks, misalignment, and bleed-over. Each station needs to conduct a printer cleaning program that includes a visual check of the print quality. Please immediately report any cases of poor tag print quality to the maintenance team.

Gun Cases

Weapon cases longer than 54 inches must not be introduced onto the conveyor system; they must be manually taken to CBRA/CBIS.

Golf Bags

Golf bags should be sent down the normal ticket counter conveyors unless the bag length exceeds 54 inches.

**Additional
Bag Hygiene**

- Remove ALL hooks and straps; secure hand straps to each other (if unable, place bag in a tub).
- Remove or cover ALL old tags or bar codes (including those inside or outside of the baggage tubs) from previous flights.
- Ensure stickers are never placed on the bar coded section of the bag tag.
- DO NOT place “tear off tags” (Bingo Tags) on bags.
- Stow the pull handle down on roller bags.
- All zippers and pockets should be closed.
- Car seats, strollers, backpacks, or items with multiple pockets should be placed in a plastic bag with the excess air removed, then placed in a tub. Car seats should be placed in a tub with the back facing up and with head of the car seat entering first into the BHS.
- When using a tub, avoid hiding the bag tag and DO NOT let any part of the bag overhang edges.
- Make sure the bag tag is the last thing that leaves your hand!
- It is the individual Airlines’ responsibility to have tubs brought from Baggage Makeup to the Ticket Counters.

DO NOT:



Figure 1: Stack Bags



Figure 5: Stand Bags Straight Up



Figure 9: Cover the Barcode



Figure 2: Let Items Hang Outside Tub

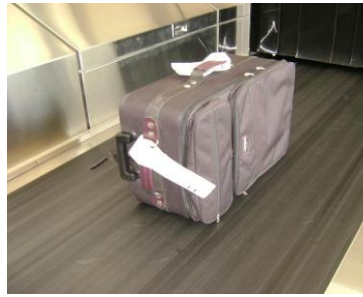


Figure 6: Place Bags Sideways



Figure 10: Cover Barcode with Handle



Figure 3: Place Two Items in One Tub



Figure 7: Place Wheels Face Down



Figure 11: Allow Loose Straps



Figure 4: Abut Bags



Figure 8: Allow Bag Tag Leading



Figure 12: Place Round Bags on Conveyor without a Tub