

## BAGGAGE HYGIENE REQUIREMENTS

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

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

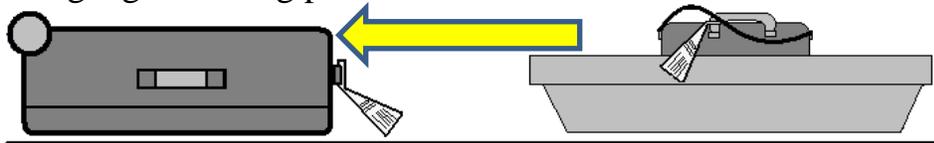
- ONE bag/item per tub
- Items that must go in a tub:
  - Child car seats, booster seats, and strollers
  - Soft side bags (duffels, garment bags, or bags with loose fabric)
  - Rounded bags or over packed bags
  - Bags with non-removable straps, hooks, or handles
  - Odd shaped items or items which 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



## INTERNATIONAL TERMINAL BAGGAGE HYGIENE POLICY

### 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