



EAGLE COUNTY
Regional Airport

AIRPORT SECURITY AUTHORIZED SIGNATORY

INFORMATION BOOKLET



Authorized Signatory recurrent training is required and will be administered through the EGE Badging office. All authorized signatories are required to review and sign the Authorized Signatory Training Certification Form.

Information contained in this booklet is subject to change. The Airport Badging Office will share changes and updates out to current Authorized Signatories.

Contact the Airport Badging Office with any questions at ecair@eaglecounty.us.



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AUTHORIZED SIGNATORY REQUIREMENTS

An Authorized Signatory is designated for each company participating in the Airport Security Program. The airport is required to limit to an operational minimum those authorized signatories for each aircraft operator, foreign air carrier, or tenant who is authorized to attest AOA, SIDA, and Sterile Area ID media applications.

Primary responsibilities include but are not limited to:

- Overseeing the background check process for all employees; and
- Signing and certifying the accuracy of all applications and forms submitted to airport security **AFTER** applicants have filled out the form; and
- Coordinating badge appointments through ecair@eaglecounty.us; and
- Maintaining appropriate badge types for employees; and
- Enforcing EGE's ASP and Security Bulletins/Policies; and
- Responding to Airport Security and TSA audits; and
- Ensuring company applicants are trained on and remain compliant with the Rules and Regulations Governing the Eagle County Regional Airport to include any and all new security changes and regulatory requirements.

All Authorized Signatories must:

- Be the EGE point of contact for Security Related Incidents involving your employees.
- Attend an Authorized Signatory training annually (completed during badge renewal for existing signatories).
 - Individuals will read and initial an Authorized Signatory Training and Procedures sheet to complete their training.
- Maintain an "active" Airport ID badge (equivalent to the level of badge authorizing) at all times.
 - If your airport badge is not valid, you **CANNOT** sign forms or submit badge requests.
- **NEVER** sign an incomplete or blank form.
 - Violation notice will be issued, loss of Authorized Signatory privileges & possible civil penalties can be assessed to the Authorized Signatory by the TSA along with badge suspension.
- Airport ID badges must be terminated immediately upon employee separation. Immediate termination of the Airport ID badge is critical to maintain security of the Access Control System.
 - Terminating Airport ID badges can be accomplished by contacting the Airport Badging Office 970-328-2686 during business hours, and by contacting Operations at 970-328-2688 after hours.
 - Airport ID badges and Keys must be returned to Airport Security immediately following separation of the employee.
- Develop a company plan (off-boarding policy) to ensure Airport ID badges are terminated & returned to Airport staff immediately following employee separation.
- Comply with announced and unannounced badge and key audits (upon request)
- Maintain an updated list of Authorized Signatories at all times.
- Maintain a list of current badged employees for audit purposes.
- Maintain the number of Authorized Signatories per company to the minimum amount operationally needed.



SENSITIVE SECURITY INFORMATION (SSI)

Sensitive Security Information is information that, if publicly released, would be detrimental to transportation security, as defined by Federal Regulation 49 C.F.R. part 1520

(http://www.tsa.gov/sites/default/files/ssi_best_practices_guide_for_non-dhs_employees.pdf)

Although SSI is not classified information, there are specific procedures for recognizing, marking, protecting, safely sharing, and destroying SSI. As persons receiving SSI in order to carry out responsibilities related to transportation security, you are considered “covered persons” under the SSI regulation and have special obligations to protect this information from unauthorized disclosure.

SSI Requirements

The SSI regulation mandates specific and general requirements for handling and protecting SSI.

- **You Must – Lock Up All SSI:** Store SSI in a secure container such as a locked file cabinet or drawer (as defined by Federal Regulation 49 C.F.R part 1520.9 (a)(1)).
- **You Must – When No Longer Needed, Destroy SSI:** Destruction of SSI must be complete to preclude recognition or reconstruction of the information (as defined by Federal regulation 49 C.F.R. part 1520.19).
- **You Must – Mark SSI:** The regulation requires that even when only a small portion of a paper document contains SSI, every page of the document must be marked with the SSI header and footer. (As defined by Federal regulation 49 C.F.R. part 1520.13). Alteration of the footer is not authorized.



AIRPORT SECURITY BADGING OFFICE

Contact:

ecair@eaglecounty.us

Location:

219 Eldon Wilson Rd.
Gypsum, CO 81631
970-328-2680

Fingerprinting/Paperwork

Processing Hours:

Tuesday 1:00 - 2:00 PM
Thursday 9:00 - 10:00 AM

Testing Hours:

Tuesday 2:00 - 4:00 PM
Thursday 9:30 - 11:30 AM

New AOA Badging Process:

- Authorized signatory drops signed application off to the EGE admin office and coordinates an appointment to test *at least 10 days out*.
 - Badge applications can be found [HERE](#).
- Individuals arrive at their appointment and tests. Pass your test - get your badge.
 - Must have hard copy, signed application to test.
 - **MUST** have 2 forms of approved ID at the appointment or you will be sent away.
 - Acceptable forms of ID can be found [HERE](#).
- Please allow at least 90 minutes for computer testing and training

New SIDA/CAB Badging Process:

- Authorized Signatory coordinates an appointment for the individual to get fingerprinted.
- Individual will drop off their signed application at appointment #1 and get fingerprinted.
 - Authorized signatory must have signed the application.
 - Badge applications can be found [HERE](#).
 - MUST have 2 forms of approved ID at appointment #1 or you will be sent away.
 - Acceptable forms of ID can be found [HERE](#).
- Wait for fingerprints to clear.
- Once cleared, schedule appointment #2 for badge testing.
- Arrive at appointment #2 and test. Pass your test – get your badge.

Renewal AOA/SIDA/CAB Badging Process:

- Authorized signatory will schedule an appointment for badging through ecair@eaglecounty.us
- Arrive with **signed application**. Pass your test – get your badge.
 - **MUST have 2 forms of ID at the appointment or you will be sent away.**
 - **MUST** bring in expired/terminated badge or you will be sent away.



TESTING PROCEDURES

SIDA TESTING

All Applicants applying for an Airport ID badge with unescorted access to non-public areas are required to watch, and successfully pass, the SIDA Computer Based Training (CBT):

- An individual is allowed to take the SIDA test only one (1) time in a business day.
- If an individual is not successful in passing all training concepts, the individual must wait until the following business day to receive the SIDA training again. If the individual fails a second (2nd) time the individual must wait one (1) business day before the individual may re-test for the SIDA training.
- If the individual fails the third attempt, they may not re-apply for the SIDA training for one (1) full calendar month.

Translation Assistance

- If the applicant needs translation assistance please communicate this need prior to scheduling testing.
- The translator must be an EGE Airport ID badge holder for your company.
- Translation assistance can be utilized for SIDA testing (new or renewal).
- Translation assistance is only available for SIDA/AOA training. Non-movement and Movement driver training must be completed without assistance.

BADGE/SECURITY KEY ROSTER AND PHYSICAL AUDITS

Airport Security will conduct unscheduled Airport ID badge and key audits of all companies at EGE. The audits will be conducted using multiple methods:

- In order to complete a Roster Audit, organizations at EGE will be asked to provide Airport Security with a "roster" of their current active Airport ID badge holders and security keys if applicable. This information will be audited and cross referenced with Airport Security's data to ensure the integrity of access control. If any discrepancies are noted in the audit, organizations must correct them within a time frame specified by Airport Security.
- To complete an onsite audit, Airport Security will visit your organization's location at EGE and verify that employees are properly displaying a valid Airport ID badge. Individuals not displaying their Airport ID badges will be issued a Violation Notice. If an individual is displaying an invalid Airport ID badge (terminated, suspended, expired) they will be escorted from the Sterile and or Secured Area. The individual will have to successfully pass their background check before they will be allowed to resume work at EGE. The individual may receive a badge suspension for violating EGE's ASP.
- Door Audits: Airport staff may position themselves near secured portals and perform audits to ensure Airport ID badge holders are appropriately securing doors. Badge holders that fail to ensure doors are secured may receive warnings and/or badge suspensions.



VIOLATION NOTICE PROGRAM

EGE has a comprehensive Security Violation Notice Program to enforce Airport Rules and Regulations. The Program ensures that all Airport ID badge holders are held accountable for their role in maintaining a safe and secure airport operating environment. As an Authorized Signatory, you may serve as a point of contact for this Program. If a Violation Notice is issued to a member of your organization, you are responsible for taking action as recommended by the Airport Security Coordinator overseeing the Security Violation Notice Program.

You will receive e-mail notification if an employee with your company is issued a Violation Notice, regardless of the infraction's severity. When a "Non-Critical Violation" is issued, you will be asked to review the incident with the individual responsible for the infraction and discuss the importance of EGE's security protocols. Other circumstances may require badge suspension or revocation. In this situation the airport will provide a badge suspension letter describing the infraction, badge suspension duration, and any other action that may be required. Action will be taken depending on the infractions' severity, and ranges up to permanent revocation of the individual's Airport ID Badge.

Questions about the Violation Notice Program should be directed to Koltin Howard-Talbott, Airport Security Coordinator at: koltin.howardtalbott@eaglecounty.us

AIRPORT SECURITY FEES

Airport ID Badges:

1. New AOA Badge Fee - \$25
2. New SIDA/CAB Badge - \$35
3. Renewal AOA/SIDA/CAB Badge - \$25

Lost Badges:

1. First offense: \$50
2. Second offense: \$150
3. Third offense: \$250
4. Fourth offense: Loss of badge privileges

Badge Reconciliation Fee:

Fee issued to a company or individual for Airport ID badges not accounted for on the initial annual 100% audit **\$50.00** per occurrence.

- Companies on an active corrective action plan will be eligible for a reconciliation fee.
- All badges below 95% initial accountability will be charged at \$50.00 per badge.
- Companies in good standing or that have greater than 95% accountability will not be assessed this fee.

Unrecovered Badges:

Fee issued to a company for Airport ID badges unrecovered (expired or terminated) for any reason and not returned within ten (10) business days of termination **\$150.00** per occurrence.

- Any badge that is not returned to the Airport will be eligible for the unrecovered fee.

Create a Badge Return Plan for your Company to ensure Airport ID badges are returned when an employee separates from your company.



TRANSPORTATION SECURITY ADMINISTRATION (TSA)

49 U.S. CODE 46301- CIVIL PENALTIES

(6) Failure To Collect Airport Security Badges — Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.

FAQs:

1. Can I be escorted if I forget my badge at home?
 - a. Badge holders who have been issued a badge, but have misplaced, lost, or forgotten it, may NOT be escorted.
2. Can I provide a photocopy of my identification documents?
 - a. No. The badging office may only accept original documents.
3. Do I need to bring in identification documents if the airport already holds a copy of the originals?
 - a. Yes. Every time an applicant comes to the badge office for renewal, the airport must make new copies of the original documents.
4. How long will my background check take?
 - a. The length of time needed for a background check varies for each person, but generally takes 5 to 14 days.
5. When can I renew my badge?
 - a. Your EGE ID badge can be renewed up to 30 days prior to the expiration date shown on your current badge.
 - b. Do not allow your Airport ID Badge to expire. You must renew your ID badge prior to the expiration date located on the badge.