



Department of Aviation

MAYOR

Renard U. Johnson

DATE: June 3, 2026

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Cynthia Boyar Trejo

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Chris Canales

CITY MANAGER

Dionne Mack

SUBJECT: Aviation Worker Screening (AWS)
Authorized Tools of the Trade, Temporary Confiscation, and
Enforcement Procedures

TO: ELP Aviation Workers

To ensure compliance with Airport Security Program requirements and maintain the integrity of Aviation Worker Screening (AWS), the following procedures apply to the introduction of prohibited items into the Sterile Area or Secured Area at the El Paso International Airport.

1. Authorized Tools of the Trade Through AWS

- a. Employees introducing otherwise prohibited items through the AWS checkpoint into the Sterile Area or Secured Area must possess a valid "T" endorsement on their airport-issued identification media. A completed EPIA Tool Inventory Form signed by the employee's supervisor is required when introducing multiple prohibited items, a tool kit, tool bag, or other collection of tools into the Sterile Area or Secured Area. Individual tools of the trade authorized under Section 2 are exempt from the Tool Inventory Form requirement.
- b. AWS Screening Guards shall conduct a screening assessment, verify the employee possesses a valid "T" endorsement, verify the Tool Inventory Form is complete and supervisor-signed when required, and confirm any inventoried items match the Tool Inventory Form.
- c. Employees introducing otherwise prohibited items without a valid "T" endorsement or required Tool Inventory Form may be subject to enforcement action under the Airport Security Violation Notice Program (SVNP), including issuance of a Notice of Violation (NOV).
- d. "T" endorsement requests are made in writing from the company signatory, on behalf of the employee, to the Airport Security Superintendent or Airport Security Manager.

2. Routine Tools of the Trade Exception

- a. Employees carrying a single tool of the trade on their person may be exempt from the Tool Inventory Form requirement if they possess a valid "T" endorsement and the tool is determined by the AWS Screening Guard to be reasonably necessary for the employee's assigned duties. Employees introducing multiple prohibited tools, a tool bag, tool kit, or



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other collection of tools into the Sterile Area or Secured Area must present a completed Tool Inventory Form.

- b. The AWS Screening Guard shall assess the item and determine whether it is reasonably necessary for the employee's assigned job duties before authorizing entry into the Sterile Area or Secured Area. The "T" endorsement serves as authorization for routine tools of the trade determined by the AWS Screening Guard to be necessary for the employee's assigned duties.
- c. This exception does not apply to prohibited / illegal items such as firearms, ammunition, explosives, incendiaries, self-defense weapons, or other items not reasonably associated with the employee's assigned job duties.
- d. Employees who attempt to circumvent AWS procedures, misrepresent the operational necessity of an item, or introduce items inconsistent with their assigned job duties may be subject to enforcement action under the SVNP, including issuance of an NOV and/or suspension of airport-issued identification media privileges and will be reported to TSA for future investigation.

3. Temporary Confiscation and Release of Prohibited Items

- a. Any prohibited item not authorized for entry into the Sterile Area or Secured Area shall be temporarily confiscated by the AWS Screening Guard. The AWS Screening Guard shall maintain a log of all confiscated items.
- b. At the conclusion of each AWS screening shift, all confiscated items and associated logs shall be transferred to Airport Dispatch for secure storage and recordkeeping. Upon receipt of confiscated items and logs, Airport Dispatch shall notify Airport Operations of the confiscation for documentation purposes.
- c. Upon discovery of an illegal item during AWS, Airport Dispatch shall immediately notify the El Paso Police Department (EPPD) and Airport Operations for response and documentation.
- d. Confiscated items shall remain secured at the Airport Dispatch Office until retrieved by the employee's supervisor or authorized company signatory. The receiving supervisor or authorized company signatory must sign for the item upon release.

4. Airport Operations Documentation and Enforcement

- a. Airport Operations shall document the employee involved, the item(s) involved, the AWS Screening Guard's assessment, and any actions taken. Airport Operations shall complete an Incident Report and/or initiate enforcement action under the Airport Security Violation Notice Program, including issuance of a Notice of Violation, as applicable.



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5. Questions and Examples

- a. Examples of prohibited or illegal items can be found on Attachment 1. Examples of an EPIA Tool Inventory Form can be found on Attachment 2. Example of a “T” endorsement on a badge may be found on Figure 1. Questions regarding this memorandum may be directed to Shawn Naegele, Airport Security Manager at naegeleSK@elpasotexas.gov or Richard Seitz, Airport Security Superintendent at seitzRJ@elpasotexas.gov.

Thank you,

Shawn Naegele
Airport Security Manager



Figure 1 – “T” Endorsement



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Attachment 1

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Prohibited or Illegal items examples

ILLEGAL

- Any type of firearm (LEO exempt)
- Incendiaries
- Explosives
- Primers
- Detonation cords
- Blasting caps
- Fireworks (black powder or smokeless)
- Drugs or drug paraphernalia listed as illegal under Texas State Law

PROHIBITED

- Knives or hatchets (not for work-related purposes)
- Ammunition and firearm magazines
- Flammable substances
- Alcoholic beverages
- Self-defense weapons
 - Brass knuckles, pepper spray, key knives, etc.
 - Including weapons or devices designed for concealment rather than utility.
- Items that resemble realistic firearms or weapons
- Animals (pets)
- *Suspicious Items deemed non-work related. ASC, or designee, has final determination on what items do not enter the security areas.*



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Tenant Tool Inventory List

Attachment 2

Company Name:

Date/Time In:

Location of Work:

Date/Time Out:

[illegible]

Print Name

Signature