



AUTHORIZATION FOR IDENTIFICATION BADGES (ACCESS MEDIA)

_____, hereinafter referred to as “Company,” is hereby authorized to have El Paso International Airport identification access cards, hereinafter referred to as “access media,” issued to its employees for access to restricted areas of the Airport, as defined in Section 14.16.020 of the El Paso City Code. This authorization is subject to following conditions:

1. CONTROL OF IDENTIFICATION BADGES AND KEYS

It is the sole responsibility of Company to ensure that control is maintained of all the access media issued to its employees. In the event an employee of the Company has any access media including access keys which he or she was issued stolen, lost or otherwise unaccounted for, the Company will immediately, no later than ten (10) minutes of being informed, notify the El Paso International Airport by calling (915) 212-0333. In the event an individual is transferred, or his or her employment is terminated, the Company will collect and secure the access media from that person and return it to the El Paso International Airport within eight (8) business days after said transfer or termination has occurred. When an employee is terminated “for cause,” regardless of whether the access media is or is not recovered, IMMEDIATE NOTIFICATION is required. Notification shall be deemed immediate if provided within forty-five (45) minutes after completing the termination proceeding with the employee. Company shall review a list of badge holders, supplied by EPIA, on an annual basis and notify EPIA within eight business days of validity of the history. All companies must have an active list of all the access media issued to them. When requested, the Company must provide that list of active access media to EPIA for regulatory audits. Failure to comply with all requirements set out in this authorization may result in appropriate action against the Company, including termination of this authorization to be issued and to use access media. All key requests must be submitted by the Company’s Authorized Signatory. EPIA will only issue keys to the Company’s Authorized Signatory. Companies can individually assign those keys to their badged employees only.

2. OBLIGATIONS OF BEARER OF IDENTIFICATION BADGES

All persons possessing access media that have been issued by EPIA shall have the following responsibilities, while in restricted areas.

- A. To visibly display, with photo side showing, identification badges on outer clothing, above the waist, at all times while in the designated restricted areas of airport.



B. To challenge all persons randomly including, but not limited to, not properly displaying an identification badge, traversing restricted areas on foot, traveling in unidentified vehicles or are not being properly escorted by a person with an EPIA access media. In the event the unidentified person does not produce a valid EPIA access media, it is the obligation of the individual with the issued access media to immediately notify an Airport Operations (915) 212-0333. The employee should obtain a general description and monitor the person until Airport PD officers or Airport Operations arrives.

3. DOOR OR GATE ENTRY

All employees of the Company in possession of the access media, with access through any door or gate into a restricted area, shall ensure that the door or gate through which entry into the restricted area is properly secured after passage. All persons who are with access media MUST scan the card media reader when passing through a controlled door or gate. If a door or gate does not close or is not locked, the employee identifying this condition shall immediately notify Airport Operations at (915) 212-0333 or via any other method that is more expeditious. The employee shall stay at the door or gate until Airport Operations or Airport PD arrive.

4. PENALTIES ASSESSED BY TSA

Pursuant to Section 14.16.021 (D) of the El Paso City Code, Aviation Administration assesses a civil penalty against EPIA for any violation of Transportation Security Regulation 49 CFR, 1542.203, as the result of any act or failure to act on the part of Company employees. Company shall reimburse EPIA the full amount of the civil penalty assessed and costs incurred by EPIA in processing/defending a civil penalty against EPIA.

5. BADGE RECOVERY

Company shall be held accountable for all ID badges issued under this contract. The badges are to be returned at the end of this contract relationship. Any badges not returned under this contract will be grounds for EPIA to withhold funds owed to the Company. All badges issued to Company and not returned to EPIA will cost the Company \$110.00 per badge, to be billed to the Company by the EPIA.



6. TERMINATION OF AUTHORIZATION

Authorization to possess identification badges may be terminated upon the occurrence of any of the following conditions:

- A. When company ceases operations at EPIA.
- B. If any of the conditions contained in this Authorization are violated, in whole or in part.
- C. When, in the Director of Aviation's judgment, authorization is no longer necessary for Company to conduct its business, or it is no longer in the best interest of EPIA.

Print Name

Applicant's Signature

Project Name

Sponsor / Program Manager's Signature

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