



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 EGEbadging@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:

- Confirming that the individual needing or requesting an active badge is necessary for airport access. Collecting that individuals legal name, telephone number and accurate email address so that you, the Authorized Signatory can then begin to initiate an application through our online portal: <https://ege.airportbadges.com/#/login>.
- Overseeing that the online application and identifications submitted by the applicant are indeed correct and accurate.
- Following up with your applicant to assure that they are scheduling correct and accurate appointment types through: <https://ege.airportbadges.com/#/login>, once applications have been validated by EGE.
- Maintaining appropriate badge types for all employees and/or applicants.
- Enforcing EGE's Airport Security Protocol and Security Bulletins/Policies.
- Responding to **ALL** Airport Security and TSA audits.
- Ensuring **ALL** 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 (to be completed during badge renewal for existing signatories).
 - Individuals will read and sign, in person, an "Authorized Signatory Training and Procedures" form in order 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 initiate badge requests.
- **NEVER** initiate a badge application request for an unknown individual or without proper reason.
 - 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 made by contacting the Airport Badging Office at EGEbadging@eaglecounty.us or 970-328-2680 during business hours, and by contacting Airport Operations at 970-328-2688 after hours. As an Authorized Signatory, you must also "Deactivate" the individual's badge in AirBadge.
 - 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:

EGEBadging@eaglecounty.us

Location:

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

Fingerprinting Processing

Hours:

Monday 2:30 - 3:45 PM
Tuesday 10:00 - 11:15 AM
Thursday 2:30 - 3:45 PM
Select Fridays 10:00 - 11:15 AM

Testing Hours:

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

New AOA Badging Process:

1. The **Authorized Signatory** initiates the badge application in AirBadge.
2. The **Applicant** completes the online application and uploads **two approved forms of identification**.
3. The **Authorized Signatory** reviews and approves the application and uploaded IDs in AirBadge.
4. **EGE** validates the application and begins background clearance processing.
 - a. Clearances for U.S.-born applicants typically take **3-5 business days**.
 - b. Clearances for applicants born outside the U.S. may take **up to 21 business days**.
5. Once clearances are complete, the **Applicant** will receive an AirBadge email to schedule their testing appointment.
6. **Testing Appointment Requirements:**
 - a. Applicants **must bring the same two physical IDs** submitted in AirBadge (photocopies are not accepted).
 - b. A list of acceptable ID forms can be found [HERE](#).
 - c. Please allow **at least 90 minutes** for computer testing and training.

New SIDA/CAB Badging Process:

1. The **Authorized Signatory** initiates the badge application in AirBadge.
2. The **Applicant** completes the online application and uploads **two approved forms of identification**.
3. The **Authorized Signatory** reviews and approves the application and uploaded IDs in AirBadge.
4. **EGE** validates the application. Once validated, the **Applicant** will receive an AirBadge email to schedule a **fingerprinting appointment**.
5. At the **fingerprinting appointment**, the **Applicant** must bring the same two physical IDs submitted in AirBadge. Fingerprints will be collected and submitted for a background check.
 - a. Clearances for U.S.-born applicants typically take **3-5 business days**.

- b. Clearances for applicants born outside the U.S. may take **up to 21 business days**.
6. After clearance, the **Applicant** will receive an AirBadge email to schedule their **badge testing appointment**.
7. At the **badge testing appointment**:
 - a. The **Applicant** must return to EGE's Administrative Office.
 - b. Testing and computer-based training will take **90-120 minutes**.

Renewal AOA/SIDA/CAB Badging Process:

1. The **Authorized Signatory** initiates the badge application in AirBadge.
 - a. Cannot be started more than 30 days prior to the expiration date.
2. The **Applicant** completes the online application and uploads **two approved forms of identification**.
3. The **Authorized Signatory** reviews and approves the application and uploaded IDs in AirBadge.
4. **EGE** validates the application and begins background clearance processing.
 - a. Clearances for U.S.-born applicants typically take **3-5 business days**.
 - b. Clearances for applicants born outside the U.S. may take **up to 21 business days**.
5. Once validation is complete, the **Applicant** will receive an AirBadge email to schedule their testing appointment.
6. Testing Appointment Requirements:
 - a. Applicants **must bring the same two physical IDs** submitted in AirBadge (photocopies are not accepted).
 - b. Applicant **must bring their old badge**.
 - c. A list of acceptable ID forms can be found [HERE](#).
 - d. Please allow **90-120 minutes** for computer testing and training.

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: \$150
2. Second offense: \$250
3. Third offense: \$350
4. Fourth offense: Loss of badge privileges

Lost badges returned to the EGE Admin office are subject to a full refund if returned before their expiration date. 970-328-2680.

Lost badges should be reported immediately to the EGE Admin office. If the EGE Admin team is unavailable please contact EGE ARFF at 970-328-2688.

- EGE Admin Hours: Monday - Thursday 8AM- 5PM and Friday 8AM - 3PM
- EGE ARFF: 7 Days a Week 5:45AM- 10:15PM

Badge Reconciliation Fee:

Fees issued to a company or individual for an Airport ID badge not accounted for on the annual 100% audit and 10% audit will be **\$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 will 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.
6. How long does it take for my lost badge fee and/or badge suspensions to fall off my "record"?
 - a. The airport maintains a 5-year rolling calendar for badge violations. After 5 years an individual will be moved back to the prior offense. For example, if an individual loses a badge and then loses a badge again 5 years and a day later, it will be counted as their first offense and they would be charged \$150.00.