



TENANT DIRECTIVE

BWI: 700.6
Date: August 30, 1995
Revised
Distribution: B & C

TITLE: LOST AND FOUND ITEMS

I. REFERENCES:

- A. Code of Maryland Regulations 11.03.01.08J., Lost Articles.
- B. This Directive supersedes BWI Tenant Directive 700.6., dated October 16, 1986.

II. DIRECTIVE STATEMENT

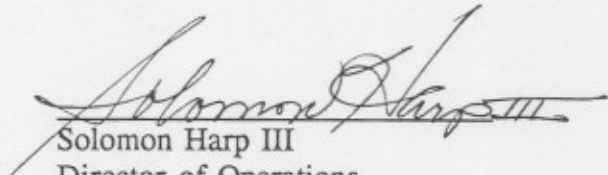
- A. This Directive establishes procedures for the handling of lost and found items at Baltimore/Washington International Airport (BWI) in public areas of BWI Airport property, to include restaurants, public and employee parking lots, and the Air Cargo Complex.
- B. The Division of Transportation and Terminal Services (T&TS) shall be responsible for the receipt and processing of lost and found items recovered from the public areas of BWI Airport property.
- C. Property recovered by airline or other tenant or identifiable as having been in the custody of an airline or tenant operating at BWI Airport, shall remain under the possession and control of that airline or tenant.
- D. Explosives, weapons, drugs, and other illegal items found by an individual shall be reported to the Maryland Transportation Authority Police as soon as found.

III. PROCEDURES

- A. All items lost or found in public areas of BWI Airport property shall be reported to T&TS Customer Services Representatives (CSRs). CSRs will log and store articles in a secured area and be the point of contact for inquiries. Lost and Found is located in Room 107 across from the Pier C public elevator, lower level.

III. PROCEDURES (Cont'd)

- A. CSRs can be contacted at 859-7387, 24 hours/day. T&TS will return items to owners when claimed. Lost and found items, which are not claimed after 30 days, will be disposed of or donated to a local charity.
- B. Requested by owners' items will be mailed by the lowest postal rate available. More expedited return of property will require payment by the owner.
- C. The T&TS will keep records of items found, inquiries, claims, and disposals.



Solomon Harp III
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BWI Airport

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