



TENANT DIRECTIVE

BWI: 700.7
DATE: October 16, 1986
DISTRIBUTION: B

TITLE: OPERATION OF OUTBOUND BAGGAGE SYSTEMS

I. REFERENCE:

This Directive supersedes BWI Tenant Directive 700.7, dated June 9, 1982.

II. DIRECTIVE STATEMENT:

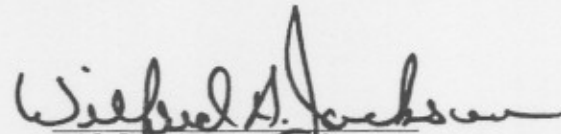
- A. It is incumbent upon all tenants who utilize or have access to an outbound baggage conveyor system to understand the proper procedures for operating that system. This includes being familiar with the principal hardware components which cause the system to accomplish its purpose. Careful use of the system will prevent excessive maintenance costs and ensure its operability.
- B. The outbound baggage conveyor belt exit door/barrier behind each ticket counter is an integral part of the BWI Security Line, as described in the BWI Security Plan. Any breach in this line is a violation of Federal and State regulations. All who use an outbound baggage conveyor system must be aware of required security procedures.

III. PROCEDURES:

- A. System power for an outbound baggage conveyor can be turned on by pressing any one of the "START" push buttons located on the baggage conveyor control panel behind each ticket counter, by each curve, and in the baggage make-up area. Once started, a conveyor will run for a preset time to clear any bags left on it. Baggage should not be placed on a belt system prior to starting the system because such action can damage the drive motors.
- B. All curves, except those in the ticket counter area, have jam detector eyes which if blocked for more than the preset time period will shut down the curve and all conveyors preceding it. A yellow

light will be illuminated on each ticket counter station and a jam alarm will sound in the baggage make-up area. The jam alarm can be silenced by pressing any of the "RESET JAM ALARM" push buttons located at the ticket counter and baggage make-up area stations. The jam must be manually cleared and the "START" button at that curve where the jam occurred must be pressed to restart the conveyor.

- C. Push-pull type "EMERGENCY STOP" buttons are located at the ticket counter stations and the baggage make-up stations. When any of these buttons are pushed, the entire system stops and red lights are illuminated at all stations. The system cannot be restarted from any other station until the "EMERGENCY STOP" button which was pressed, is reset (pulled out). The "EMERGENCY STOP" buttons are for emergencies only and should not be used to routinely stop a conveyor system. If an "EMERGENCY STOP" button is activated before a conveyor belt has run for a prescribed time limit, baggage will be left on the belt.
- D. To prevent jams, baggage should be spaced three feet apart on the conveyor; large bulky items should not be placed on the belts because the items will jam at the curves. Soft bags, or those with long straps, or overcoat/clothing, will be placed in special baskets. Such items can become stuck between belts, severely damaging the items and the belts.
- E. Security of this system is mandatory. There is a manually operated security door/barrier behind each ticket counter at the outbound baggage conveyor belt exit point. This must be raised prior to belt operation. When a belt is not in use and the ticket counter is unmanned, the security door/barrier must be closed and secured with a padlock.


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