

## **Appendix A: Abbreviations and Glossary**

## Abbreviations

AACDH	Anne Arundel County Department of Health
ACORD	Agent-Company Organization for Research and Development
AIC	Ampere Interrupting Capacity
ALP	Airport Layout Plan
AM/PM	Morning / Afternoon
ANN	Approved as Noted
ANSI	American National Standards Institute
AOA	Airport Operations Area
APP	Approved
ASD	Airport Security Division
ASHRAE	American Society of Heating, Refrigerating, and Air Conditioning Engineers
ATCT	Airport Traffic Control Tower
BAA	BAA USA
BAZA	Board of Airport Zoning Appeals
BFP	Back Flow Preventer
BGE	Baltimore Gas and Electric
Bldg	Building
BMS	Building Monitoring System
BTUH	British Thermal Units per Hour
BP	Building Permit
BWI	Baltimore/Washington International Thurgood Marshall Airport
C&R	Correct and Resubmit
CAD	Computer Aided Drafting
CD	Compact Disk
CFR	Code of Federal Register
COMAR	Code of Maryland Regulations
CPR	Cardiopulmonary Resuscitation
DDC	Direct Digital Control
Dwgs	Drawings
EES	Emergency Evacuation System
FAA	Federal Aviation Administration
FM	Fire Marshal, BWI Fire and Rescue Department
FMC	Flexible Metallic Conduit
FOD	Foreign Object or Debris
FT	Feet
HVAC	Heating Ventilation and Air Conditioning
HVACR	Heating, Ventilation, Air Conditioning, and Refrigeration
IBC	International Building Code
IDF	Intermediate Distribution Frame
IES	Illuminating Engineering Society
IP	Installation Permit
IT	Information Technology
JCI	Johnson Controls Inc
KVA	Kilo Volt Ampere
LEL	Lower Explosive Level

MAA	Maryland Aviation Administration
MD	Maryland
MDE	Maryland Department of the Environment
MOSH	Maryland Occupation Safety and Health
MSL	Mean Sea Level
MTN	Martin State Airport
N.S.E.W.	North South East West
N/A	Not applicable
NAVAID	Navigational Aid
NEC	National Electric Code
NFPA	National Fire Protection Association
No.	Number
NOTAM	Notice to Airmen
OAT	Office of Airport Technology
OFM	Office of the Fire Marshal, BWI Fire and Rescue Department
OSHA	Occupational Safety and Health and Regulations
PA	Public Address
PPE	Personal Protective Equipment
PVC	Polyvinyl Chloride
SA/RA/EA/MA	Supply Air / Return Air / Exhaust Air / Mixed Air
SCBA	Self Contained Breathing Apparatus
SMACNA	Sheet metal and Air Conditioning Association
SPCC	Spill Prevention Control and Countermeasures
SPF	Security Perimeter Fence
Tel.	Telephone
TIS	Tenant Improvements Section
UL	Underwriters Laboratory
VAV	Variable Air Volume
VOC	Volatile Organic Compound

## Glossary of Terms

Term	As Defined By	Definition
Airport Operations Area (AOA)	MAA	The portion of an airport designed and used for landing, taking off or surface maneuvering of airplanes.
Airport Operator	MAA	An entity holding an FAA Airport Operating Certificate who operates an airport regularly serving scheduled passenger operations or public charter operations. These entities are regulated under TSR 1542. The MAA is the Airport Operator for BWI Airport.
Airport Security Contractor	MAA	The private company currently under contract to the Maryland Aviation Administration (MAA) providing personnel and equipment to perform all assigned security duties at BWI.
Airport Security Coordinator	MAA	The Director, Office of Airport Security and who serves as the primary contact for all security-related activities and communications with the Transportation Security Administration (TSA).
Airport Terminal Building	NFPA	A structure used primarily for airport passenger enplaning or departing, including ticket sales, flight information, baggage handling, and other necessary functions in connection with air transport operation. This term includes any extensions and satellite buildings used for passenger handling or aircraft flight service functions. Aircraft loading walkways and mobile lounges are excluded.
Office of Airport Security	MAA	The organization within the MAA charged with coordinating and directing all airport security functions at BWI.
Applicant	MAA	A person who has applied for a permit.
Application	MAA	See Section 4.6.
Approved	IBC	Acceptable to the code official or authority having jurisdiction.
Aviation Security Regulatory Unit (ASRU)	MAA	Aviation Security Regulatory Unit. The section within the TSA responsible for conducting tests of an Airport's Security Program. They perform especial emphasis assessments and comprehensive assessments of the airport's security posture.

<b>Term</b>	<b>As Defined By</b>	<b>Definition</b>
Building	IBC	Any structure used or intended for supporting or sheltering any use or occupancy.
Building Official	MAA	The officer or other designated authority charged with the administration and enforcement of codes, regulations and design standards, or a duly authorized representative.
Challenge Procedure	MAA	Airport-approved process by which individuals with unescorted access to the SIDA or other areas controlled for security purposes, contact, approach, or point out to appropriate authorities, individuals or vehicles present in those areas but not displaying appropriate airport-approved identification media.
Commercial Vehicle	MAA	Any vehicle operated in connection with a commercial activity at the airport.
Concessions	MAA	The operation of a business, under a contract with the MAA, or an approved sub-contract with another entity which holds a contract with the MAA, for which the MAA is paid a fixed or variable fee for the privilege of holding such a contract and being able to operate such business on Airport property.
Confined Space	MAA	See Section 5.3.
Construction Documents	IBC	Written, graphic and pictorial documents and prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit.
Contractor	MAA	The term applies to the Primary Contractor and all Subcontractors engaged by the Primary Contractor awarded an MAA Contract or working for a tenant. Although all Subcontractors are equally bound by all security rules, regulations and procedures/requirements in effect at BWI, the Primary Contractor is responsible for overseeing all Subcontractors and ensuring full compliance with all security rules and regulations for all work performed under the subject contract.
Criminal History Records Check (CHRC)	MAA	A fingerprint based check of an individual's criminal history performed through the FBI's Criminal Fingerprint Database to determine if an individual has been convicted of one of 36 disqualifying crimes in accordance with Public Laws 106-528 and 107-71. This is required of all new applicants for Unescorted SIDA Access after December 23, 2000, by Public Law 106-528 and for all

<b>Term</b>	<b>As Defined By</b>	<b>Definition</b>
		Airport Employees having unescorted SIDA access by Public Law 107-71.
Escort	MAA	The act of a BWI ID badge holder who accompanies one or more non-badge holders into any of the airport's restricted areas for a legitimate airport business purpose. The term applies to both personnel and vehicles entering the restricted areas and all related activity must fully conform to the procedures established by the ASD under applicable State and Federal security rules and regulations.
Escorted Access	MAA	Authorized to be in the SIDA only when properly accompanied by an escorter in accordance with the Airport Security Program. Proper escort procedures at BWI require the badged employee providing the escort to know the individual(s) they are escorting and that they remain within sight and reasonable speaking distance of that individual while in the SIDA.
Escortee	MAA	The individual non-badge holder who seeks to enter any airport restricted area under proper escort procedure.
Escorter	MAA	The individual BWI ID badge holder, having escort authority, who undertakes to accompany one or more non-badge holders into an airport restricted area.
Finalled	MAA	Refers to status of an issued permit meaning that all required inspections by MAA have been satisfactorily completed.
Hot Work	OSHA	Riveting, welding, flame cutting or other fire or spark-producing operation.
Issued	MAA	Refers to status of a permit application. It indicates that the application has been approved and Applicant may request a preconstruction meeting.
Jurisdiction	IBC	The government unit that has adopted this code under due legislative authority.
Occupancy	NFPA	The purpose for which a building or other structure, or part thereof, is used or intended to be used.
Maryland Aviation Administration (MAA)	MAA	The unit within the Maryland Department of Transportation (MDOT) charged with the administration of all Maryland State-owned aviation facilities.

<b>Term</b>	<b>As Defined By</b>	<b>Definition</b>
Permit	IBC	An official document or certificate issued by the authority having jurisdiction which authorizes performance of a specified activity.
Person	IBC	An individual, heirs, executors, administrators or assigns, and also includes a firm, partnership or corporation, its or their successors or assign, or the agent of any of the aforesaid.
Primary Contractor	MAA	The contractor bidding directly for an MAA Contract or tenant construction work and on whose behalf all Subcontractors will perform work under the contract.
Private Security Contractor (ASD Approved)	MAA	Any appropriately licensed private security contractor that can demonstrate the knowledge, experience, and ability to carry-out security contractor duties within BWI airport Restricted Areas as defined below.
Professional Engineer	DLLR	To practice as a Professional Engineer in Maryland, the person must be licensed by the Maryland Division of Occupational and Professional Licensing, Department of Labor, Licensing and Regulation (DLLR).
Project Security Manager	MAA	The individual BWI ID badge holder, having escort authority, designated by the primary contractor to be responsible for overseeing and coordinating the implementation of and compliance with all established security rules, regulations, and procedures. He/she is also responsible for designating individual Security Liaisons for each work site operating under the subject MAA contract. The Project Security Manager or an alternate must be available to respond to the ASD 24 hours per day, 365 days per year for the duration of the contract.
Proposed Design	NFPA	A design developed by a design team and submitted to the authority having jurisdiction for approval.
Public Law 106-528	MAA	An act (law) passed by the United States Congress on November 23, 2000, entitled, "The Airport Security Improvement Act".
Public Law 107-71	MAA	An act (law) passed by the United States Congress on November 19, 2001, entitled, "The Aviation And Transportation Security Act".
Registered Architect	DLLR	To practice as a Registered Architect in Maryland, the person must be licensed by the Maryland Division of Occupational and Professional Licensing, Department of

<b>Term</b>	<b>As Defined By</b>	<b>Definition</b>
		Labor, Licensing and Regulation (DLLR).
Registered Design Professional	IBC	An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.
Restricted Area	MAA	Are defined as all areas within the BWI airport complex that require that an individual possess Unescorted Access Authority prior to gaining entry into these areas. Unescorted Access Authority is defined as authority to be in the Security Identification Display Area (SIDA), or other controlled areas for security purposes. An individual must possess and properly display a BWI SIDA Access Badge or approved air carrier identification in order to have unescorted SIDA access privileges.
Secured Area	MAA	An area whose access control system meets the requirements specified in TSR 1542.201. This area is also referred to as the SIDA-Secured. It is made up of the aircraft ramps and loading areas around the main terminal building.
Security Identification Display Area (SIDA)	MAA	Any area identified in the Airport Security Program as requiring each person to continuously display airport-approved identification badge, unless the person is under airport-approved escort. The proper way to display a badge is face out, above the waist but below the neck and on the outermost garment. At BWI, the SIDA is considered to be everything within the airport's security fence-line.
Security Liaison	MAA	The individual(s) responsible for compliance with security rules and regulations within a specific work site. The Security Liaison may exercise other responsibilities as long as they do not interfere with the monitoring and control of work site security. The Security Liaison must be able to monitor all construction activities from his/her location in order to ensure compliance with security requirements may control more than one work area within the work site. The individual responsible for security on all work sites under the subject MAA Contract is the Project Security Manager and is the primary point of contact for issues encountered during

<b>Term</b>	<b>As Defined By</b>	<b>Definition</b>
		non-working hours.
Security Perimeter Fence	MAA	Any portion of perimeter fence that controls access to any of the BWI Airport Restricted Areas.
Sterile Area	MAA	An area to which access is controlled by the inspection of persons and property in accordance with an approved Security Program. Sterile Areas at BWI Airport are restricted to ticketed passengers only and appropriately badged employees. As of April 1, 2003, individuals working in the sterile area must have undergone a criminal history records check via fingerprinting. The Sterile Areas at BWI Airport are the Concourses or Piers.
Subcontractor	MAA	All contractors hired directly or indirectly by the Primary Contractor to perform work under an MAA Contract or for tenant construction.
Tenant	MAA	Any party with whom the Maryland Aviation Administration (MAA) has a written agreement.
Tenant Directive	MAA	A definite, written directive, course of action, method, or procedure conveyed to tenants at BWI Airport of a permanent nature to supplement Code of Maryland Regulations (COMAR). A BWI Tenant Directive is in effect until rescinded or suspended.
Tenant Information Advisory (TIA)	MAA	A codified announcement used to convey information of a short-term nature to tenants at BWI.
Trench	OSHA	Trench (Trench excavation) means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.
TSA	MAA	Transportation Security Administration. An agency of the United States Federal Government (Executive Branch) responsible for Civil Aviation Security through the enforcement of regulations (Under Title 49) designed to safeguard Civil Aviation Operations against acts of violence or acts of unlawful interference. TSA is responsible for the safety and security of passengers,

<b>Term</b>	<b>As Defined By</b>	<b>Definition</b>
		flight crews, ground operations personnel and the general public.
Unescorted Access	MAA	Authorized to be in the SIDA or other controlled areas for security purposes. An individual must possess and properly display a BWI SIDA Access Badge or approved air carrier identification in order to have unescorted SIDA access privileges.
Withdrawn	MAA	Refers to the status of a permit application. It indicates that the application has been returned to the Applicant at his/her request.
Work Site	MAA	The Work Site refers to largest area within which the Security Liaison can exercise reasonable control of all activities. The work site may be comprised of any number of smaller work areas; however, if a security violation occurs anywhere within the work site as a whole, penalties may be assessed against both the violator and the Security Liaison. Security Liaison must be able to ensure that he/she have positive control of all escorts within the work site. A single escort is comprised of the escorter and up to five escorted. The escorter is the primary responsible party for keeping all escorted within sight and reasonable speaking distance at all times. The Security Liaison must be able to report the number of escorts being conducted and the number of escorted within the work site. A single construction project may be comprised of numerous work sites. The Project Security Manager is responsible for designating Security Liaisons for each work site under the subject MAA Contract.