



TENANT DIRECTIVE

Tenant Directive No.: BWI 803.1

Distribution List: A

Effective Date: July 19, 2023

Original Date: August 18, 2006

Revised: July 19, 2023

Approved by: *Dwight W. Sobel*
Director, Office of Airport Operations

Date: 7/19/23

EXPLOSIVE AND DANGEROUS ARTICLE SHIPMENTS

Purpose

The purpose of this Directive is to:

- A. Provide a reasonable level of safety, property protection, and public welfare from the possible hazards associated with the transportation, storing, and handling of explosives and dangerous articles being transported through Baltimore/ Washington International Thurgood Marshall (BWI Marshall) Airport by ground and or air transportation.
- B. Provide a communication process for situational awareness to Airport Operations, Fire, Police, and Emergency dispatch at BWI Marshall Airport.

Reference(s)

- A. Code of Maryland Regulations (COMAR) 11.03.01.03-1 Dangerous Articles.
- B. COMAR 29.06.01 Fire Prevention Code.
- C. National Fire Prevention Association (NFPA), NFPA-495, Explosive Materials Code.
- D. Code of Federal Regulations (CFR), 49 CFR Subtitle B, Chapter I, Subchapter C, Hazardous Materials Regulation.
- E. 14 CFR 139.321, Handling and Storing of Hazardous Substances and Materials.

Scope

This Directive is applicable to all BWI Marshal Airport tenants, employees, shippers, freight agents, and cargo handlers.

This Directive supersedes BWI Tenant Directive 803.1 dated August 18, 2006.

Definitions

See page 3.

Responsible Party:

Division Chief
Office of the Fire Marshal – Fire Prevention Division
410-859-7511

DIRECTIVE

I. Directive Statements

- A. This Directive does not replace or alter any State or federal regulatory requirements.
- B. This Directive is not applicable to dangerous article shipments being transported on passenger only aircraft.
- C. This Directive is not applicable to dangerous articles being stored and or used for the support of day to day airport and aircraft operations.
- D. Aircraft involved in loading, unloading, reloading, or temporarily retaining Class A explosives or blasting agents shall be parked on the air operations area in areas authorized by the Maryland Aviation Administration (Administration).
- E. Class B and C explosives shall be handled in the same manner when compliance is considered necessary by the Administration to ensure public safety.
- F. Explosives shall be transported to and from the designated aircraft parking areas only by pre-authorized routes designated by the Administration.
- G. Explosives needing to be temporarily retained during ground transportation before being loaded onto aircraft shall be retained in areas authorized by the Administration.
- H. Explosives needing to be retained beyond the time necessary to load and be transported will be required to be stored in a Maryland State Bomb Squad approved explosive magazine or be exempted due to exigent circumstances outlined in the Procedures section of this Tenant Directive.

- I. BWI Marshall Airport does not provide explosive storage magazine facilities.
- J. The primary aircraft parking location designated for explosive loading, unloading, and reloading is the south apron air operations area.
- K. The Airport Fire Marshal shall make notifications of explosives being transported through BWI Marshall Airport to the Administration to include Airport Operations, Fire, Police, and Airport Security.
- L. Only designated personnel are to receive and handle dangerous articles.
- M. Shippers, cargo handlers, and carriers are responsible for assuring that dangerous articles can be handled safely, including any special handling procedures required for safety.
- N. Dangerous articles excluding explosives shall only be stored in designated areas of Airport cargo buildings while awaiting transfer and transportation.

II. **Definitions**

For the purposes of this Directive, the following words have the following meanings:

- A. Administration means the Maryland Aviation Administration of the Maryland Department of Transportation.
- B. Air Operations Area means the nonmovement area (taxilanes, loading ramps, apron, parking, cargo areas, and vehicle service roads within the airport operations area used for servicing aircraft and movement of vehicles), and movement area (runways, taxiways, and other areas of the Airport which are used for taxiing, takeoff, and landing aircraft).
- C. Airport means Baltimore/Washington International Thurgood Marshall Airport, owned by the State of Maryland and operated by the Maryland Aviation Administration, as it exists or may be developed.
- D. Authorized means acting under or pursuant to a written contract, permit, or other evidence of right issued by the Maryland Aviation Administration.
- E. Bill of Lading means a document that is issued by the carrier. It contains essential information necessary to transport a shipment.

- F. Cargo Handler means airport cargo and ground handling personnel responsible for transferring cargo from ground transportation to air transportation.
- G. Carrier means an entity responsible for delivering the products to buyer or consignee.
- H. Class A Explosive means a Division 1.1 or 1.2 explosive.
- I. Class B Explosive means a Division 1.2 or 1.3 explosive.
- J. Class C Explosive means a Division 1.4, 1.5, or 1.6 explosive.
- K. Dangerous Articles means Class 1 Explosives, Class 2 Gases, Class 3 Flammable solids, Class 5 Oxidizers, Class 6 Poisons, Class 7 Radioactive, Class 8 Corrosive, and Class 9 Miscellaneous Hazardous materials.
- L. Explosive means any chemical compound, mixture, or device of which the primary or common purpose is to function by explosion.
- M. Fire Marshal means an individual from the Airport Fire Marshal's Office or fire prevention inspector who is employed by the BWI Airport Fire and Rescue Department.
- N. Magazine means a building or structure other than an explosives manufacturing building approved for the storage of explosive materials.
- O. Shipper means the supplier in a commerce transaction.
- P. Special Use Permit means a permit from Maryland Aviation Administration identified in Airport Tenant Directives 800.3 that authorizes operations, activities, or the storage and use of hazardous materials to ensure safety is maintained.
- Q. Special Permit means a permit from U.S. DOT authorizing alternative transportation methods, subject to operational controls when a person is unable to comply with the Hazardous Materials Regulations (HMR; 49 CFR parts 171-180 as written).

III. Procedures

A. Explosives

1. The carrier or cargo handler shall request a Maryland Aviation Administration Special Use Permit from the Airport Fire Marshal at fireprevention@bwiairport.com one week prior to the scheduled arrival of explosive shipments.
2. The carrier or cargo handler at the time of request shall provide the shipper's declaration for dangerous goods, air waybill, and the following:
 - a. Brief description of the transfer operation;
 - b. Date and time of the transfer operation;
 - c. Requested aircraft ramp parking location;
 - d. Travel routes onto and through the Airport to the aircraft;
 - e. Escorting and security procedures;
 - f. Ground transportation carrier information and point of contact;
 - g. Air transportation carrier information and point of contact;
 - h. Airport ground handler information and point of contact; and
 - i. Emergency response provider (ERI) phone number.
3. Shipments to be retained on aircraft beyond the time frame necessary to load and go will require additional Maryland Aviation Administration Special Use Permit requirements in the form of an exemption request to the State Fire Marshal. Exemption requests shall be made two weeks prior to the scheduled arrival of explosive shipments and will be processed through the Airport Fire Marshal's Office at fireprevention@bwiairport.com
4. Exemption request instructions:

Provide a letter addressed to the State Bomb Squad commander on the carrier or cargo handler letterhead requesting the exemption with an explanation of whatever exigent circumstances surrounding the situation exist and to include:

 - a. What type of explosive is being requested to be stored, including size and count.
 - b. The specific location the explosives will be stored, including an overhead diagram with measurements and distances from occupied buildings, roadways, aircraft taxiways, etc.
 - c. Explanation of how the explosives will be stored.
 - d. The requested time frame for storage.

- e. The name and contact number of the company's point of contact for the explosives being stored.
 - f. The name and contact number of the 24-hour security company securing the location the explosives are being stored.
5. All requests for exemption are evaluated on a case by case basis for approval. If approval is not granted, the storage of the explosives will comply with State law, via magazine or simply removing it from the State. If the exemption is approved, the shipper or cargo handler responsible for storing the product shall follow the provisions outlined in the Special Use Permit to include contacting the Airport's emergency dispatch center and advising them of the temporary hazard.

B. Dangerous Articles Other Than Explosives

1. The carrier or cargo handler shall request a Maryland Aviation Administration Special Use Permit from the Airport Fire Marshal at fireprevention@bwiairport.com one week prior to the scheduled arrival of dangerous articles at the Airport **that have been issued a U.S. DOT Special Permit for the transportation of articles that are forbidden to be transported by air in the Dangerous Goods Regulations.**
2. The carrier or cargo handler at the time of request shall provide the following:
 - a. Bill of Lading;
 - b. Brief description of the transfer operation and locations;
 - c. Date and time of the transfer operation;
 - d. Requested aircraft ramp parking location;
 - e. Travel routes onto and through Airport to aircraft;
 - f. Escorting and security procedures;
 - g. Carrier information and point of contact;
 - h. Cargo handler information and point of contact; and
 - i. Emergency response provider (ERI) phone number.
3. Delayed shipments of dangerous articles that will be retained in an Airport cargo building/facility meeting the criteria in B1 shall require prompt notification to the Airport Fire Marshal at fireprevention@bwiairport.com.
4. Carriers or cargo handlers with a **large cargo quantity** of dangerous articles and specifically toxic and infectious substances, radioactive materials, and lithium batteries may make voluntary notification, at their discretion, of shipments at the Airport to fireprevention@bwiairport.com. Notifications will be made to first responders for situational awareness.



ADDITIONAL INFORMATION

Contact Information:

Division Chief
Office of the Fire Marshal – Fire Prevention Division
410-859-7511