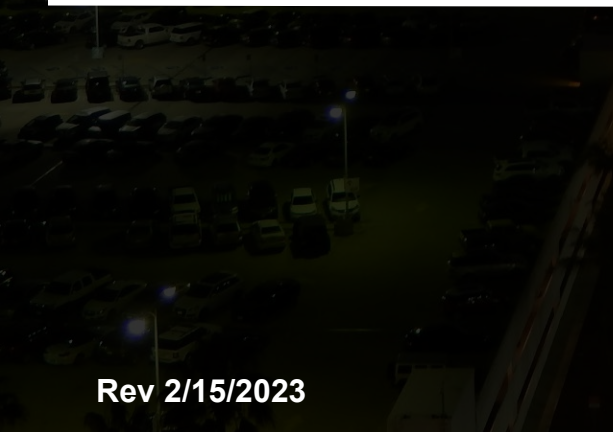
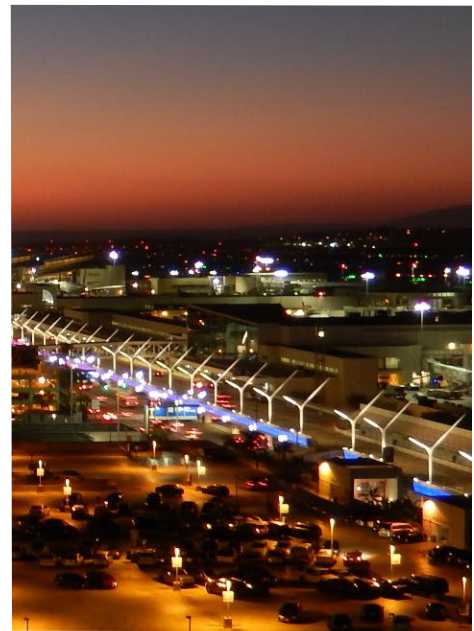
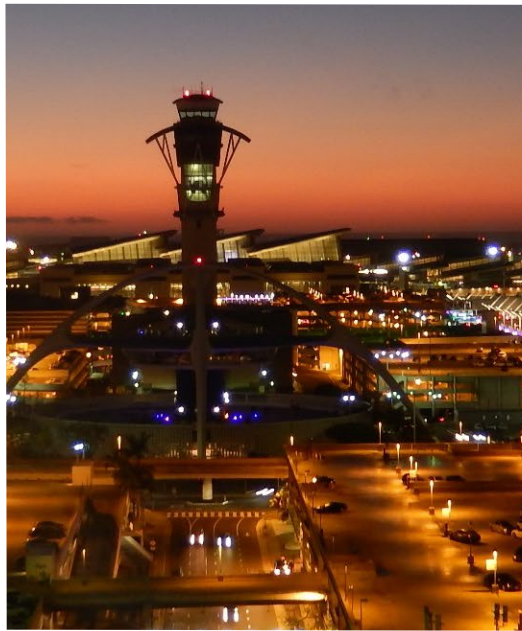




# LOS ANGELES INTERNATIONAL AIRPORT



Rev 2/15/2023

# RULES AND REGULATIONS

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## **Change Log**

This Rule and Regulation edition, effective 2/15/2023, incorporates the following principal changes since the last update on 9/19/2022.

| <b>Section</b> | <b>Type</b> | <b>New/Revised Regulation</b>                                                                                                                                                                                                                                                                                                                                |
|----------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.19.3         | Change      | Outside Public Areas - Unless otherwise posted, smoking is prohibited within 20 feet of any entrance or podium.                                                                                                                                                                                                                                              |
| 4.5.1          | Change      | Any non-flight crew member who taxis, tows, or otherwise moves an aircraft on the Aircraft Movement Area (AMA) a distance of more than 1,500 feet (long tow) must be appropriately trained by their company, successfully complete the LAWA Aircraft Surface Movement (ASM) Training course and hold an ASM icon on their LAX Security Identification Badge. |
| 5.3.5          | Add         | No person shall place, store, discharge or abandon any item in a public area, corridor, stairwell, restroom, delivery area, loading dock or trash dock.                                                                                                                                                                                                      |
| 5.4.7          | Add         | All users of the TBIT West shared breakrooms shall comply with Appendix 17 - Shared Break Room Policy TBIT West Gates.                                                                                                                                                                                                                                       |
| 5.4.8          | Add         | All users of shared conference rooms shall comply with Appendix 18 – Airport Shared Conference Room.                                                                                                                                                                                                                                                         |
| 5.10.14.h      | Add         | Cooking Oil Bins/Caddies shall only be placed in designated areas approved by Airport Operations.                                                                                                                                                                                                                                                            |
| 7.3.2          | Change      | All escorted vehicles shall be taken through the Los Angeles World Airports' (LAWA's) Security Vehicle Access Post #4 or #5 unless otherwise authorized.                                                                                                                                                                                                     |
| 11.1.1.s       | Change      | Passing or overtaking is only permitted within the confines of the solid VSR markings. Passing is not permitted within the zipper markings or within 50 ft of a service road intersection, taxiway intersection, stop sign/marking or stop for aircraft sign/marking.                                                                                        |
| 15.5.1         | Change      | A valid LAX Non-Exclusive Revocable Fuel Delivery Permit (FDP) is required to deliver, sell, purchase, or dispense fuel that will be stored or used by any entity at LAWA. NOTE: Into-plane fueling companies must maintain a CSPLA in lieu of a FDP. Please refer to <a href="http://www.lawa.org/fdp">www.lawa.org/fdp</a> for additional information.     |
| 15.5.2         | Change      | A separate FDP is required for each LAWA campus (LAX & VNY).                                                                                                                                                                                                                                                                                                 |
| 16.4.1         | Add         | During a Public Health Emergency, tenants shall comply with all Public Health orders issued by the U.S. CDC, State of California, County of Los Angeles and/or City of Los Angeles.                                                                                                                                                                          |
| 16.4.2         | Add         | During a Public Health Emergency, tenants shall comply with all disease reporting requirements, including any local, state and/or Federal requirements. Any report that is required to be sent to LAWA shall be sent to <a href="mailto:ccd@lawa.org">ccd@lawa.org</a>                                                                                       |
| Appendix 18    | Add         | Appendix 18 – TBIT & MSC Conference Room Policy                                                                                                                                                                                                                                                                                                              |

## **1. Preface**

### **1.1. Authority**

The Rules and Regulations Manual for Los Angeles International Airport (LAX) is published under the authority contained in the Los Angeles City Charter, Sections 632 (b) and 633 (a) and (b), which empowers Los Angeles World Airports (LAWA) to make rules and regulations governing the use and control of City airports, subject to the powers of the United States respecting commerce.

The Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA) have issued Federal Aviation Regulation (FAR) Part 139 and Transportation Security Regulation (TSR) Part 1540 and 1542, which require Airport management to establish operational and safety procedures and to institute certain security measures to meet FAA and TSA requirements for airport certification.

LAWA shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or to restrict any flight or other aircraft operation, to refuse takeoff permission to aircraft, and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group, when any such action is considered necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport. In the event LAWA determines the condition of the Airport or any part thereof to be unsafe for landings or takeoffs, a Notice to Airmen (NOTAM) shall be issued or cause to be issued, closing any affected area or the entire Airport.

### **1.2. Purpose**

The primary purpose of this manual is to provide airport users with a single document representing a compendium of rules, regulations, procedures, and general information governing their activities at LAX. The objective of the manual is to promote the safe and efficient use of LAX facilities.

### **1.3. Contents**

The regulatory provisions of this manual are established by LA City ordinances and municipal codes, resolutions adopted by the Board of Airport Commissioners (BOAC), directives issued by Airport management, and provisions of FAR Part 139 and TSR Part 1542. Selected maps and other documents are included as necessary to accomplish the purpose of the manual.

### **1.4. Compliance**

All persons on the Airport property shall be governed by the rules and regulations herein prescribed and by orders and instructions of the General Manager or designee relative to the use or occupation of any part of the Airport property and shall comply with written or oral instructions issued by the General Manager or designee to enforce these regulations.

LA City ordinance provides that any person violating or failing to comply with regulations established by the BOAC governing the conduct of persons, ground operations, and air traffic over and on the Airport, shall be guilty of a misdemeanor and upon conviction thereof shall be



punished by a fine of not more than \$500, or by imprisonment in the LA City jail for a period of not more than six months, or by both a fine and imprisonment.

Any person or persons who refuse to comply with these rules and regulations, after proper request to do so by the General Manager or designee, shall be subjected to Security Badge confiscation or revocation.

### **1.5. Enforcement**

The General Manager is assigned the overall responsibility of enforcing the Rules and Regulations. On a day-to-day basis, this responsibility and authority is exercised by LAX Airport Operations and Airport Police.

Successful enforcement, however, depends on the full and active cooperation of all Airport users. Recurring training will provide a clear understanding of the Rules and Regulations Manual and its application.

All persons, while on the Airport, shall comply with all lawful orders or directives given by representatives of Airport Police and/or LAX Airport Operations. This obligation also applies to orders issued by persons exercising legal powers within the scope and course of their employment and duties, i.e., the Los Angeles Fire Department, Los Angeles Police Department, Federal Aviation Administration, U.S. Customs and Border Protection, and Transportation Security Administration.

### **1.6. Deviations**

LAWA may authorize deviations from the Rules and Regulations (in writing) when action is necessary to maintain established standards of operational safety and airport security, or in situations which affect life and/or property under the jurisdiction of LAWA.

In case any section(s) (wholly or partly) of these Rules and Regulations is found invalid for any reason, the remainder shall remain in force and effect. Therefore, all sections are separate and independent of each other.



Los Angeles International Airport  
Rules and Regulations  
**Reserved**

## 2. **RESERVED**

**3. General**

This section establishes conditions relating to the use of Airport facilities, including the limitations and restrictions on commercial activities and the personal conduct and behavior applicable to all persons.

**3.1. Accidents/Incidents/Property Damage**

- 3.1.1.** Any accident involving injury or death to any person shall be reported immediately to the Airport Police at (424) 646-7911 or 911.
- 3.1.2.** No person or company shall destroy, damage, or deface any Airport property, nor intentionally abandon any company or personal property.
- 3.1.3.** Any person or company responsible for accidents causing damage, disturbance, or injury shall be reported immediately to the Airport Police at (424) 646-7911.
- 3.1.4.** Any accident involving an aircraft and/or a vehicle shall be reported immediately to the Airport Response Coordination Center (ARCC) at (424) 646-5292.
- 3.1.5.** Upon demand by Los Angeles World Airports (LAWA), the company of the employee responsible for the damage shall reimburse the Airport for the full amount of the property repair or replacement.
- 3.1.6.** Any person or company causing or failing to report and/or reimburse the Airport for injury, destruction, damage, or disturbance of Airport property, may be refused the use of any facility until and unless said report and/or reimbursement has been made.
- 3.1.7.** All persons involved in an accident and all witnesses shall remain at the scene of the accident unless otherwise authorized by a LAWA representative.
- 3.1.8.** Any employee who is determined to have caused an accident and/or property damage is subject to citation.

**3.2. Advertisements**

- 3.2.1.** No person shall post, distribute, or display signs, circulars (printed or written matter) of an advertising nature at the Airport without written approval of the General Manager or designee.

**3.3. Airport Signage and Wayfinding**

All posted and surface painted signs (Airside, Landside, Terminals, Ramps) shall be followed and obeyed.

- 3.3.1.** No tenant signage or terminal wayfinding signs shall be installed on the Airport without prior approval from LAWA. All signage and wayfinding shall conform to the requirements of the LAX Signage Standards and LAX Wayfinding Standards which can be found on the following link: [Design & Construction Handbook](#).

**3.4. Animals**

**3.4.1.** No unleashed animals allowed inside the terminals - LAMC Section 171.02.

**3.4.2.** No animals allowed inside the terminals except leashed licensed service animals or one that is ready for shipment.

**3.4.3.** All other animals shall remain outside the terminal buildings and shall be leashed or restrained.

**3.5. Code of Conduct**

**3.5.1. Intoxicants and Drugs**

- a.** Any person, including those who operate a motor vehicle or automotive equipment on LAWA property shall not consume or be under the influence of any intoxicating beverages or controlled substance; nor shall any person possess any alcoholic beverage or controlled substance while in the course of their work assignment.
- a.** Consumption, possession, use, display, transfer, distribution, sale, transportation, advertisement, marketing or growth of any controlled substance or possession of paraphernalia on LAWA property is prohibited.

**3.5.2.** Vandalism and graffiti are strictly prohibited.

**3.5.3.** No person shall block access to electrical/mechanical rooms and panels unless authorized.

**3.5.4.** All employees shall be responsible for the cleanliness of their areas, the removal of all unserviceable equipment, and proper disposal of all trash and debris.

**3.5.5.** No person shall place any solids in, or pour any liquid other than water down floor drains, manholes, storm water drains, or sewer connections.

**3.5.6.** No skateboards, skates, scooters, or similar types of personal transportation devices may be used by badged or uniformed employees anywhere on Airport property.

**3.5.7.** No scavenging allowed - LAMC Section 66.28

**3.5.8.** All company equipment/material shall be housed on their respective company leasehold; any violators will be subject to confiscation.

**3.5.9.** All persons shall comply with the lawful orders of Airport Operations and/or Airport Police.

**3.5.10.** No person shall be on the AOA, in the baggage makeup area and/or operate a vehicle/equipment while wearing headsets/earbuds that cover, rest on, or are inserted into both ears. Approved hearing protection and hearing assistive devices are exempt.

**3.5.11.** No supervisory level employee shall knowingly authorize, approve or direct a subordinate employee to violate any of the LAX Rules & Regulations.

- 3.5.12.** When there is a City, County, or State mandate in effect requiring face coverings in public areas due to a health crisis, all LAX badge holders must wear a face covering and while on airport property when there is, or can be, contact with other employees or the public.

**3.6. Commercial Activity**

- 3.6.1.** No person while on Airport property shall sell, peddle, trade merchandise/ property, request donations, or perform services (including surveys) of any kind without the express written consent of the General Manager or designee.

**3.7. Construction Requirements**

- 3.7.1.** All tenant construction shall receive prior written consent from the General Manager or designee and conform to the requirements as contained in the tenant's City of Los Angeles Lease Agreement, Section 2 - Improvements and Alterations.

**NOTE:** For further information, see the following website for Tenant Projects:  
<https://www.lawa.org/en/lawa-tenants-411/construction-approval-process>

**3.8. Crane Operations**

- 3.8.1.** An aeronautical study (Federal Aviation Administration (FAA) Form 7460-1, Notice of Proposed Construction) shall be conducted whenever temporary obstructions will be raised/erected at or near the Airport. The operator must comply with all conditions outlined in the aeronautical study determination letter.

**NOTE:** For further information, go to the Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website: <http://oeaaa.faa.gov>

- 3.8.2.** The operator shall contact the ARCC at (424) 646-5292 prior to and after completion of temporary obstruction (crane etc) operations.

**3.9. Employment**

- 3.9.1.** Airlines and contractors are responsible for ensuring that applicants and employees can work safely in the airport environment. When making these decisions, airlines and contractors are responsible for adherence to the Americans with Disabilities Act (ADA), Air Carrier Access Act (ACAA), Section 504 of the U. S. Rehabilitation Act, and such other rules and regulations that may be in place regarding the selection of individuals for employment at LAWA airports.

**3.10. Filming and Photographing**

- 3.10.1.** Production companies, airport tenants, students, and all others shall contact the LAX Film Office at (424) 646-6843 and be issued a permit in advance of any film, video, or photographic projects at the Airport.
- 3.10.2.** Filming activity shall be authorized in approved locations as stated in the permit.

**3.10.3.** Filming shall not be allowed on any lessee's premises or facilities unless permission is granted by the lessee.

**3.10.4.** Filming may be denied and the permit, revoked for failure to follow the permit's terms and conditions.

**3.11. Foreign Object Debris (FOD)**

**3.11.1.** All ramps and leaseholds shall be kept free of FOD at all times.

**3.11.2.** FOD on VSR and Movement Areas

**a.** All FOD on service roads shall be reported to the ARCC (424) 646-5292 or picked up if safe to do so.

**b.** All FOD on taxiways and runways shall be immediately reported to the ARCC (424) 646-5292.

**3.11.3.** Plastic sheeting to cover cargo, pallets or containers shall only be used on the Air Operations Area (AOA) when properly secured to prevent FOD.

**3.11.4.** Plastic sheeting shall not be disposed of in any public waste receptacles located in the ramp area.

**3.11.5.** All debris, refuse, and FOD after aircraft servicing shall be disposed of properly immediately.

**3.11.6.** All non-motorized Ground Service Equipment (GSE) and motor vehicles operating on the AOA shall be free of any trash or debris that may potentially become FOD.

**3.12. Labor Demonstrations**

**3.12.1.** Demonstrators shall not interfere with the flow of passengers and/or interrupt the performance of tenants and employees.

**3.12.2.** Due to security regulations, no labor demonstrations shall be allowed within restricted areas or the AOA.

**NOTE:** For any questions regarding demonstrations at the Airport, contact Los Angeles Police Department's (LAPD) Labor Relations Unit (213) 486-0630 or LAWA Airport Police (424) 646-5292.

**3.13. Loitering**

**3.13.1.** Loitering shall not be permitted on airport property unless conducting official airport business.

**3.14. Lost and Found Articles**

**3.14.1.** Any person finding lost articles at the Airport shall deposit them with the Airport Police Division. If found on the airfield, the lost articles shall be placed at Security Vehicle Access Post # 2.



- 3.14.2.** Articles unclaimed by the owner after the authorized period (91 days) will be turned over to the finder thereof, unless found by LAWA employees.

**NOTE:** For further information, go to the Lost and Found website:  
<https://www.flylax.com/en/lax-baggage-lost-and-found>.

**3.15. Reflective Clothing**

- 3.15.1.** All employers, tenants, permittees and contractors must provide all respective employees who have access to the AOA or baggage makeup areas with retro-reflective clothing.

- 3.15.2.** All persons on the AOA or in baggage makeup areas must wear retro-reflective clothing.

**NOTE:** All retro-reflective clothing must meet Class 2 or 3 Type R retro-reflectivity per the Standard for High-Visibility Safety Apparel (ANSI/ISEA 107-2015). Personnel in transit between a vehicle and an adjacent building, flight crewmembers in transit between the terminal building and an aircraft or flight crewmembers within the footprint of their aircraft are exempt from section 3.15.2 (however all personnel are encouraged to wear retro-reflective clothing anytime on the AOA).

**3.16. Passenger Baggage Carts**

- 3.16.1.** Passenger baggage carts (Smarte Carte) are for passenger use only. No badged or uniformed employee shall utilize a passenger baggage cart anywhere in the Airport unless when assisting passengers, present or not present.

- 3.16.2.** No badged or uniformed employee may transport company materials using passenger baggage carts.

- 3.16.3.** No passenger baggage carts allowed on escalators or moving walkways.

**3.17. Security and Airport Safety Enforcement (SAFE) Program**

The Security & Airport Safety Enforcement (SAFE) program is an awareness and enforcement program designed to promote the safety and security of the airport through the enforcement of LAX Rules and Regulations, LAX Airport Security Program and applicable Code of Federal Regulations, State of California regulations and City of Los Angeles regulations. The SAFE program does not limit or otherwise replace any other laws, rules or regulations. For further details, see Appendix 04 - SAFE Program

**3.18. Shutdown Requests (Area/Utility)**

- 3.18.1.** All contractors, prior to commencing work, shall have a corresponding approved Area Shutdown Request (ASR)/Utility Shutdown Request (USR).

- 3.18.2.** All contractors shall adhere to the specific terms and restrictions of the ASR/USR. Failure to do so is subject to cancellation of the contractor's work by the General Manager or designee.

**NOTE:** ASR/USRs are approved individually and may deviate from standard protocols (Equipment sharing, staging, etc.)

### **3.19. Smoking**

The provisions of this subsection shall be interpreted and applied pursuant in the same manner as provided in Section 41.50 of the Los Angeles Municipal Code. Accordingly, the use of electronic smoking devices is prohibited anywhere smoking of tobacco is prohibited.

- 3.19.1.** AOA - No person shall smoke cigarettes, cigars, pipes, or carry any open flames on the AOA except in the designated smoking areas outlined. See Appendix 01 – LAX Designated Smoking Areas.
  - a.** The use and possession of e-cigarettes and vaping devices is prohibited on the AOA.
- 3.19.2.** Buildings - Smoking is prohibited inside any building at the Airport (LAMC Sec. 41.50)
- 3.19.3.** Outside Public Areas - Unless otherwise posted, smoking is prohibited within 20 feet of any entrance or podium.

### **3.20. Soliciting**

- 3.20.1.** No person shall solicit funds for any purpose at the Airport without approval from the Board of Airport Commissioners.
- 3.20.2.** Solicitors shall not interfere with the flow of passengers and/or interrupt the performance of tenants and employees.

### **3.21. Special Event Requests**

Airlines and other Airport tenants may be permitted to deviate from normal operations as defined herein or by agreement in writing with LAWA, to conduct activities or special events on the airport. Requests will be considered, provided the deviation/event does not negatively impact airport operations or the safety and security of persons at the Airport.

- 3.21.1.** All special events shall have a corresponding approved special event request.
- 3.21.2.** Any special event(s) not approved by the General Manager or designee is/are subject to cancellation.
- 3.21.3.** No airline or other Airport tenant will be permitted to deviate from normal operations for more than seven days each calendar year.
- 3.21.4.** Requests to deviate from normal operations shall be made by completing the Special Event Request/Authorization form provided by Airport Operations available at <https://www.lawa.org/en/lawa-tenants-411/special-event-request-authorization> and submitted to the office of the Director of Operations at [LAXEventRequest@LAWA.ORG](mailto:LAXEventRequest@LAWA.ORG) no less than 30 days prior to the scheduled deviation/event.

**3.21.5.** The deviation/event shall not exceed a continuous 24 hour period.

**3.22. Trash and Recycling**

- 3.22.1.** No person shall place, discharge, or deposit in any manner paper, trash, rubbish, litter, or other refuse anywhere on the Airport including ramps, stairwells, jet bridges, parking areas, etc., except in proper receptacles and other places designated by LAWA. To prevent leakage or discharge, all trash must be secured when transported. All trash must be disposed of properly; any spillage must be cleaned up immediately in an effective manner.
- 3.22.2.** All wood pallets, cardboard, glass, paper products and plastic waste shall be deposited in proper recycling receptacles.
- 3.22.3.** No person shall deposit recyclable items outside the receptacle.
- 3.22.4.** No person shall remove any recycled or other material from receptacles with the exception of authorized personnel.
- 3.22.5.** All trash cans/bins/dumpsters located on the AOA, when equipped with wheels, shall have an internal (built-in) wheel locking device to prevent inadvertent movement. The device shall be engaged whenever the unit is left unattended. If not so equipped the wheels shall be removed.
- 3.22.6.** All trash cans/bins/dumpsters located on the AOA shall have a lid/cover which shall be fixed to the unit and left in the closed position when unattended and in a manner which prevents FOD.
- 3.22.7.** All trash cans on the AOA shall be secured to prevent inadvertent movement.
- 3.22.8.** All trash cans/bins/dumpsters shall have a minimum of 3" diameter reflectors or reflective tape on all sides.

**3.23. Unmanned Aircraft Systems (Drones)**

- 3.23.1.** The use of unmanned aircraft systems or drones is not permitted on, over, or adjacent to airport property unless a specific location and operation is approved by ATC.

**3.24. Wildlife Hazard**

- 3.24.1.** In accordance with FAA Regulations, no person shall feed, provide habitat, or otherwise introduce or encourage the introduction of factors on the Airport that attract or may attract birds and other wildlife.

**3.25. Americans with Disabilities Act (ADA)**

- 3.25.1.** All tenants must notify LAWA's Office of Disability Awareness, Compliance, and Accessibility at [ADAOFFICE-LAWA@lawa.org](mailto:ADAOFFICE-LAWA@lawa.org) on a quarterly basis of all ADA-related complaints that they have received, results of their investigation, and the action that was taken.

**NOTE:** See section 5.1 for additional ADA regulations

**4. Aircraft Operations****4.1. Operation of Aircraft**

- 4.1.1.** All persons who navigate, land, service, maintain, or repair aircraft shall do so in conformity with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), National Transportation Safety Board (NTSB) and California Department of Transportation (CA DOT) Rules and Regulations, and the Rules and Regulations contained herein.
- 4.1.2.** No person shall interfere or tamper with any aircraft.
- 4.1.3.** No person shall enter an aircraft without the consent of the owner or representative in-charge.
- 4.1.4.** No person shall start the engine of any aircraft without the owner's/operator's consent.

**4.2. Air Traffic Rules**

- 4.2.1.** No motorless or ultralight aircraft shall be permitted to land or to take off.
- 4.2.2.** No touch and go landings are permitted.
- 4.2.3.** No formation takeoffs and landings are permitted. Exceptions may be approved by the General Manager or designee on a case-by-case basis.
- 4.2.4.** No person shall land on, fly the approach to, or takeoff from any runway during the time that said runway is closed, except in cases of emergency.
- 4.2.5.** No person shall land or takeoff or attempt to land or takeoff any aircraft from any runway, which is at the time being used by another aircraft, except in cases of emergency and as directed by the FAA Air Traffic Control (ATC) Tower.
- 4.2.6.** Landing aircraft shall exit the runway as safely and promptly as possible.

**4.3. Training Flights and Student Pilots**

- 4.3.1.** No aircraft shall land, takeoff, or taxi while the aircraft is under the control of a student pilot.
- 4.3.2.** Except for familiarization or training flights conducted by tenant air carriers, no training flights shall be conducted.

**4.4. [Rescinded]****4.5. Taxiing or Moving Aircraft**

- 4.5.1.** Any non-flight crew member who taxis, tows, or otherwise moves an aircraft on the Aircraft Movement Area (AMA) a distance of more than 1,500 feet (long tow) must be appropriately trained by their company, successfully complete the LAWA Aircraft

Surface Movement (ASM) Training course and hold an ASM icon on their LAX Security Identification Badge.

NOTE: See <https://www.lawa.org/groups-and-divisions/operations-and-emergency-management/airport-operations/programs/classes> for additional information.

**4.5.2.** [Rescinded]

- 4.5.3.** Whenever an aircraft is being taxied/towed across, or onto, a runway by a non-flight crew member:
- a.** The aircraft must be escorted by LAX Airport Operations
  - b.** If the aircraft is under tow, the tow driver must have at least 3 months of aircraft long tow experience or conducted at least 30 aircraft long tows (unless receiving training by an authorized company trainer)
- 4.5.4.** Whenever any aircraft is being taxied, towed, or otherwise moved on the apron, ramp or airfield, there shall be a person in the aircraft or tow vehicle to communicate on or monitor the designated FAA ATC Tower frequency.
- 4.5.5.** Aircraft shall not be taxied, towed, or otherwise moved on any part of the operational areas until specifically cleared to do so by the FAA ATC Tower.
- 4.5.6.** In the event of radio equipment failure, the FAA ATC Tower may use an Aldis Lamp for communication, or dispatch an LAX Airport Operations representative to provide an escort.
- 4.5.7.** No aircraft shall be taxied, towed, or otherwise moved on any non-operational area unless specifically cleared to do so by the FAA ATC Tower and authorized by the ARCC (424) 646-5292.
- 4.5.8.** All aircraft being taxied, towed, or otherwise moved on movement areas shall adhere to company policies and best practices, as described in FAA Advisory Circular 00-65. No aircraft shall be towed, or otherwise moved on any aircraft movement area using a conventional tow vehicle without a trained and authorized person attending the controls and the aircraft braking system.
- 4.5.9.** No aircraft shall be taxied, towed, or otherwise moved on the airport in a careless or negligent manner or in disregard of the rights and safety of others or without due caution and circumspection, or in a manner which endangers persons or property, and at a speed that cannot ensure complete control at all times
- 4.5.10.** No aircraft shall be taxied, towed or otherwise moved on any airport surface except upon designated taxiways, ramps and aprons, unless otherwise restricted; and, without first ascertaining by visual inspection that it is safe to proceed without danger of collision with persons or property.
- 4.5.11.** No aircraft shall be moved or towed on the airport except by a vehicle of a type recommended or approved for such purpose. Said vehicles are restricted to routes prescribed by the General Manager.



- 4.5.12.** All aircraft towing vehicles which tows aircraft over 1,500 feet (long tow) in the AMA shall be able to maintain an average speed of at least 10 MPH.
- 4.5.13.** All long tow operations shall follow the rules outlined in the Long Tow Program, (Appendix 10 - Long Tow Program), which includes identification of approved towing vehicles.
- 4.5.14.** Power-back operations are only permitted on a case-by-case basis upon approval by the General Manager or designee.
- 4.5.15.** No aircraft shall be taxied into or out of a hangar.
- 4.5.16.** All aircraft being taxied or towed shall proceed with navigational lights illuminated during the hours between sunset and sunrise or during periods of low visibility.
- 4.5.17.** All aircraft shall have taxi lights illuminated when taxiing during the hours between sunset and sunrise.
- 4.5.18.** All aircraft taxiing or towing on the movement areas shall have its transponder, or the vehicle's transponder, on and squawk codes assigned by FAA ATC Tower.
- 4.5.19.** Jet aircraft under power shall not execute 180 degree turns in position on aprons, ramps, and taxiways, except when authorized by LAX Airport Operations via the ARCC (424) 646-5292.
- 4.5.20.** Aircraft that begin a turn into a parking position (gate) and come to a stop prior to being parked, must be stopped and towed into the gate.
- 4.5.21.** A wing walker must be positioned near each wing whenever an aircraft is being pushed-out or towed-into a gate.

#### **4.6. Operation of Aircraft Engines**

- 4.6.1.** No aircraft engine shall be started or run unless a licensed pilot or certified mechanic is attending the controls.
- 4.6.2.** Prior to starting the engine(s), wheel blocks or chocks to deter aircraft movement, shall always be in place, unless the aircraft is secured by functional brakes.
- 4.6.3.** Running of aircraft engines at the gates is prohibited except when operationally necessary.
- 4.6.4.** The starting or operating of aircraft engines inside any hangar is prohibited.
- 4.6.5.** All aircraft run-ups shall only be conducted at designated locations with an appropriate jet blast fence, unless otherwise authorized by the General Manager or designee.
- 4.6.6.** Maintenance running of an aircraft engine at the gate is prohibited unless approved by the General Manager or designee and in compliance with the LAX noise abatement procedures. See Section 13 - Noise Abatement.

- 4.6.7.** No aircraft engine exhaust, jet blast, and/or propeller wash shall be directed in such a manner as to cause injury, damage, or hazard to any person, structure, or property. Compliance may require engine(s) to be started, shut down and/or the aircraft to be towed.
- 4.6.8.** No aircraft shall use excessive power when taxiing onto a gate.
- 4.6.9.** [Rescinded]
- 4.6.10.** Aircraft engines shall not be operated during refueling or defueling operations.
- 4.6.11.** Cross-bleed starts must be approved by the General Manager or designee.
- 4.6.12.** Installed Ground Power Units (GPU) shall be utilized whenever practicable.

#### **4.7. Maintenance/Engine Run-Up Restrictions**

See Section 13 - Noise Abatement for additional Rules and Regulations

- 4.7.1.** Operators unable to perform run-ups on approved leasehold run-up pads must obtain approval and instructions from the ARCC (424) 646-5292 prior to conducting such activity.
- 4.7.2.** The run-up of mounted aircraft engines for maintenance or test purposes on both leased and non-leased areas is prohibited between the hours of 2300-0600 unless waived on a case-by-case basis for urgent cause by the General Manager or designee upon receiving prior notification from Operators that the run-up is necessary.
- 4.7.3.** Idle engine checks, run-ups and auxiliary power units shall be operated at minimum time required to accomplish the necessary maintenance or preflight check.

**NOTE:** See 13.8.3 for additional APU restrictions

- 4.7.4.** Maintenance or test running of jet engines not mounted on an aircraft is prohibited unless performed in a test cell of adequate design. Said cell shall meet noise level criteria at a measurement distance of 250 feet from the center thereof, as follows:

| <b><u>Octave Band</u></b><br><b><u>Mid-Band Frequency, Hz</u></b> | <b><u>Sound Pressure Level</u></b><br><b><u>dB re: 20 uPa</u></b> |
|-------------------------------------------------------------------|-------------------------------------------------------------------|
| 31.5                                                              | 86                                                                |
| 63                                                                | 82                                                                |
| 125                                                               | 77                                                                |
| 250                                                               | 73                                                                |
| 500                                                               | 71                                                                |
| 1000                                                              | 69                                                                |
| 2000                                                              | 67                                                                |
| 4000                                                              | 65                                                                |
| 8000                                                              | 59                                                                |

- 4.7.5.** Operators who violate the Maintenance/Engine Run-up restrictions described in this section are subject to the following penalties:

| <b>Violation</b>                                                  | <b>Penalty</b>         |
|-------------------------------------------------------------------|------------------------|
| First offense                                                     | Letter of Admonishment |
| Second offense within one year of first offense                   | Up to \$2,000 fine     |
| Third offense within one year of first offense                    | Up to \$4,000 fine     |
| Fourth and/or subsequent offense within one year of first offense | Up to \$8,000 fine     |

- 4.7.6.** Any person who counsels, aids, assists, or abets any other person in the operation of any aircraft in violation of this section is also subject to the same penalties specified above.

- 4.7.7.** Other conditions pertaining to maintenance/engine run-ups specified in Ordinance No. 186390 (Appendix 14) shall be followed.

**4.8. Aircraft Incident/Accident Reporting**

- 4.8.1.** Any aircraft incident/accident causing personal injury shall make an immediate notification to the Airport Police Emergency Dispatch (424) 646-7911.

**NOTE:** This rule is in addition to all other reports required to be made to other agencies.

- 4.8.2.** The operator of any aircraft involved in an accident/incident, regardless of ownership or severity, shall make an immediate notification to ARCC (424) 646-5292.

**4.9. Disabled Aircraft Recovery Operations (DARO)**

- 4.9.1.** Aircraft owners, agents, or pilots shall be responsible for the immediate removal of the disabled aircraft, its parts, and any associated clean-up unless required by proper officials to delay such action pending an investigation.
- 4.9.2.** Failure to remove the disabled aircraft and its parts immediately upon demand will result in the General Manager or designee removing the disabled aircraft and parts at the expense of the aircraft owners, agents, or pilots. Additional fees may apply pursuant to BOAC Resolution 24833, Section 4.
- 4.9.3.** Aircraft owners, agents, or pilots (by use of this Airport), agree that any costs incurred by Los Angeles World Airports (LAWA) for any such removal or disposal of any aircraft shall be paid to the City.

- 4.9.4.** LAWA, the City of Los Angeles, the Board of Airport Commissioners (BOAC), and any of their officers, agents, or employees shall be held harmless for any and all loss or damage sustained to any such disabled aircraft.
- 4.9.5.** As part of the Air Carrier Operating Permit (ACOP), all airlines shall have a DARO Plan on file with Airport Operations.
- 4.9.6.** Any changes to any airlines' DARO Plan shall be submitted to Airport Operations immediately.

**NOTE:** See Appendix 03 - DARO and Emergency Contact Information.

#### **4.10. Aircraft Parking**

- 4.10.1.** Aircraft shall be parked in designated areas only and in the manner mandated by the General Manager or designee. Aircraft parking requires prior approval from the General Manager or designee.
- 4.10.2.** No aircraft shall be parked on a ramp or apron area in such a way that any portion protrudes beyond the ramp or apron limit lines, unless previously authorized by the General Manager or designee.
- 4.10.3.** When instructed by the General Manager or designee, the operator of any aircraft parked or stored shall move said aircraft. If the operator refuses to comply, the General Manager or designee may order removal of the aircraft at the expense of the owner or operator, and without liability for the damage which may result.
- 4.10.4.** Every aircraft parked on the ramp or apron during the hours between sunset and sunrise or during low visibility periods must be delineated, i.e., reflective cones, navigational lights, or other conspicuous methods, except in areas which are clearly illuminated during these hours.
- 4.10.5.** General aviation, private, business or corporate aircraft shall not enter or use terminal area gates or public parking positions. Such aircraft shall use fixed-base operator (FBO) facilities for overnight parking and services. Exceptions to this may be granted on a case-by-case, space available basis, and only when the request is initiated by the FBO who cannot fully accommodate these aircraft.
- 4.10.6.** Requests for a public parking position for a general aviation, private, business, or corporate aircraft must be in compliance with the following instructions:
- a.** Contact the ARCC (424) 646-5292.
  - b.** Approvals may be granted for up to 3 days.
  - c.** All servicing associated with the aircraft/flight, i.e., passenger loading or unloading, fueling, and catering shall be performed only on the FBO leasehold.
  - d.** The FBO shall be responsible for the aircraft parking fees.
- 4.10.7.** When parked, all aircraft must be adequately chocked to prevent inadvertent movement.
- 4.10.8.** The use of wooden chocks is prohibited.

**4.11. Aircraft Repairs/Maintenance**

- 4.11.1.** All non-routine repair, maintenance, and overhaul work shall be performed at an approved maintenance facility unless authorized by the General Manager through the ARCC (424) 646-5292.
- 4.11.2.** Routine aircraft maintenance at public parking positions shall comply with the following conditions:
- a.** Maintenance/repairs occurring between flight operations at terminal gates shall not exceed 60 minutes.
  - b.** No displacement or delays are caused to other companies, personnel, or airport operations.
  - c.** Maintenance/repairs requiring more than 4 hours to complete shall receive approval from the ARCC (424) 646-5292.
  - d.** Aircraft fluids shall not make contact with the surface.
  - e.** All evidence of maintenance activities shall be contained, maintained, removed, and/or cleaned immediately upon the completion of the work performed.f
  - f.** Major repairs such as complete engine replacement, flight control replacement, airframe repairs, etc. shall be conducted at an approved maintenance facility.
  - g.** Repairs requiring engine run ups above idles shall be relocated to an approved maintenance facility and comply with the noise abatement policy.
- 4.11.3.** Any aircraft operator found to be non-compliant with the requirements of Section 4.11.1 and 4.11.2 shall be required to cease activity or relocate to an approved maintenance facility.

**4.12. Aircraft Washing**

- 4.12.1.** No aircraft shall be wet washed at any public parking position.
- 4.12.2.** Dry washing and polishing of an aircraft at in a public parking space is allowed provided the ramp remains clean and free of debris.
- 4.12.3.** All non-storm water discharge to the storm drains is forbidden. All wet washing shall be conducted in accordance with the best management practices (BMPs) of the Storm Water Pollution Prevention Plan. Contact the Environmental Services Division at (424) 646-6500 for further information.

**NOTE:** See Section 14 - Environmental. A list of BMPs is located in Appendix 02 - Best Management Practices.

**4.13. Passenger Enplaning and Deplaning**

- 4.13.1.** All aircraft shall be loaded or unloaded and passengers enplaned or deplaned in designated areas, unless otherwise permitted by the General Manager or designee.
- 4.13.2.** All passengers shall be directed through designated routes to and from the terminal buildings.

**4.13.3.** Airline or airport personnel shall be stationed to assist and to direct passengers during ground level enplaning and deplaning.

**4.13.4.** There shall be no enplaning or deplaning of passengers on the ramp when aircraft engines are operating.

**4.13.5.** No pedestrian traffic is allowed to cross any taxiway or terminal ramp between boarding areas.

**4.14. Helicopter Operations**

**4.14.1.** Helicopter aircraft shall operate under the direction of the FAA ATC Tower at all times while operating within regulatory airspace.

**4.14.2.** Helicopters shall have braking devices and/or rotor mooring tie-downs applied to the rotor blades.

**4.14.3.** Helicopters shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least 25 feet in all directions from the outer tips of the rotor blades.

**4.14.4.** No helicopter shall be left running unless a certificated helicopter pilot or a certificated mechanic is at the controls.

**4.15. Charter and Itinerant Aircraft**

**4.15.1.** All scheduled airlines shall advise the General Manager through LAX Airfield Permits Unit (424) 646-5880, at least 48-hours in advance of any charter aircraft operation other than their own.

**4.15.2.** All non-permitted charter or itinerant air carrier and/or their ground handlers are required to notify the General Manager through LAX Airfield Permits Unit (424) 646-5880, as soon as possible in advance of any aircraft operation.

**4.15.3.** Access to the AOA is subject to prior approval by the General Manager or designee.

**4.15.4.** Charter Operations under escort shall ingress and egress only via authorized access posts or from their leaseholds.

**4.15.5.** Charter and itinerant operators will be responsible to ensure that non-screened charter passengers are not allowed to intermingle with screened passengers.

**NOTE:** See Section 15 - Airfield Operating Permits and Fees Paragraph 15.2 Single Use Operating Certificate.

**4.16. Fees**

**4.16.1.** The payment of rentals, fees, and charges relating to the use of Airport premises and facilities shall be made before takeoff.



- 4.16.2.** In lieu of such payments, the pilot or owner of the aircraft shall make satisfactory credit arrangements with the General Manager through LAX Airfield Permits Unit (424) 646-5880.

**4.17. Compliance**

- 4.17.1.** The General Manager shall have authority to deny the use of the Airport to any aircraft or pilot violating LAWA or FAA Regulations regardless of where the infraction occurred.

**5. Terminal Operations****5.1. ADA Wheelchair Service**

For purposes of this section, disability is defined per ADA Amendments Act, 29 CFR Part 1630, as amended. Passengers shall be considered disabled if the passenger states that any of the provisions listed in 29 CFR Part 1630 applies to them. Evidence of such disability is not required. This section shall apply to any passenger requesting wheelchair service, see 3.25 for additional ADA regulations.

**5.1.1.** ADA Terminal Transportation Vehicles (TTV) shall not exceed walking speed.

**5.1.2.** The following regulations apply to the Tom Bradley International Terminal (TBIT) and Midfield Satellite Concourse (MSC):

- a.** ADA TTV's shall only be parked in areas approved in writing by the General Manager.
- b.** TTV shall be used for disabled passengers only. Accompanying party may use the TTV if it will not delay or negatively impact any other ADA requests.

**NOTE:** The TTV between TBIT and TBIT West is available for use to all persons.

- c.** Six passenger or larger TTV's are prohibited in the TBIT Bus Gate Area (IWBAT).
- d.** Wheelchair Service Providers shall store equipment in leasehold areas only. At no time shall equipment impact accessible routes, the clear flow of traffic or prohibit free access to emergency exits.
- e.** Wheelchair Service Providers shall not leave unoccupied equipment unattended

**5.1.3.** Wheelchair Service Providers shall not push more than one occupied wheelchair at a time.

**5.1.4.** Wheelchair Service Providers shall ensure a sufficient number of attendants are present to meet routine operational demand.

**5.1.5.** Wheelchair Service Providers shall meet the ADA shuttle within 15 minutes of notification.

**5.1.6.** Wheelchair Service Providers shall not place more than one medical device, bag and one carry-on on a passenger's lap.

**5.1.7.** Unless dismissed by the passenger, wheelchair Service Providers shall not leave passenger unattended for more than 30 minutes

- a.** Wheelchair Providers/airlines shall check with passenger requesting such services at least every 30 minutes when not continually in their care.

- 5.1.8.** Wheelchair Service Providers shall accompany passenger with connecting flights until appropriately transferred to the receiving airline, ADA shuttle or dismissed by the passenger.
- 5.1.9.** Wheelchair Service Providers shall not solicit gratuities from passengers, nor make any inference that gratuities are necessary.

**5.2. Bag Room (Interstitial/Interline/Inbound Bag Drop)**

- 5.2.1.** No short cutting through TBIT Interstitial Bag Room.
- 5.2.2.** Speed shall be kept at five (5) mph at TBIT Interstitial Bag Room and three (3) mph for the Interline Bag Room.
- 5.2.3.** All posted signs and roadway markings shall be followed.
- 5.2.4.** Interline traffic is ONE-WAY only.
- 5.2.5.** No passing allowed.
- 5.2.6.** No diesel or gasoline powered equipment allowed. Propane or electric powered equipment only unless approved by LAWA due to operational needs.
- 5.2.7.** No idling of engines allowed. Vehicle or equipment engines shall be turned off when not in use.
- 5.2.8.** No parking or staging of vehicles or equipment on the painted yellow-hashed pedestrian walkways.
- 5.2.9.** All baggage containers and carts shall be transported with its curtains and/or doors closed, stowed, and secured.
- 5.2.10.** No transporting of baggage or cargo allowed on top of carts or containers.
- 5.2.11.** Only the approved service provider's equipment is allowed to park or stage in the bag room.
- 5.2.12.** No storage of equipment allowed. Staged equipment shall be for operating flights only.
- 5.2.13.** No more than eight baggage carts, dollies, or combination thereof, are allowed to be staged at any TBIT sort pier.
- 5.2.14.** Towing of equipment shall be restricted to the following:
  - a.** One (1) – LD 7 Dolly
  - b.** Two (2) – LD 8 or LD 11 Dollies
  - c.** Three (3) – Baggage Carts
  - d.** Four (4) – LD 3 Dollies

**5.2.15.** Only dollies of the respective ground service provider are allowed to park abeam the sort pier being utilized at TBIT. No encroaching past the yellow centerline allowed.

**5.2.16.** [Rescinded]

**5.2.17.** All trash or refuse shall be disposed of in an appropriate receptacle.

**NOTE:** See Section 3.22 Trash and Recycling.

**5.3. Code of Conduct – Terminals**

**5.3.1.** No badged or uniformed employee is allowed to lounge, sleep, or eat in common areas (gate hold rooms or lounge areas) intended for passengers use.

**5.3.2.** All bicycles shall be secured on bike racks only. Any bicycles secured other than to a bike rack, i.e. hand rails, are subject to confiscation.

**5.3.3.** No badged or uniformed employee may rearrange or move terminal furniture unless authorized.

**5.3.4.** No LAWA Badged employee, vendor or contractor shall utilize conveyances at TBIT/MSB, except service elevators, to transport goods of any type, unless authorized by Airport Operations.

**5.3.5.** No person shall place, store, discharge or abandon any item in a public area, corridor, stairwell, restroom, delivery area, loading dock or trash dock.

**5.4. Common Use Areas/Equipment**

**5.4.1.** All common use areas and equipment shall be kept orderly and to be left in proper working condition for the next user.

**5.4.2.** Each air carrier shall inspect its assigned common use equipment/area for functionality at the beginning and end of each assignment period. Discrepancies shall be reported immediately to the Los Angeles World Airports (LAWA) Airport Response Coordination Center (ARCC) at (424) 646-5292.

**5.4.3.** All common use areas and equipment configurations shall be returned to their normal condition after the end of each air carrier's assigned period.

**5.4.4.** Ticket Counters - TBIT

- a.** An air carrier shall use a position only when it is confirmed by LAWA ARCC at (424) 646-5292.
- b.** At any time that a position is not assigned to an air carrier, the air carrier with leased office space directly behind the counter may use a position to sell tickets or to provide other passenger assistance. An air carrier may use a maximum of one position in this manner.
- c.** Air carriers shall not use drawers or cabinets for permanent storage. All drawers and cabinets will be emptied and left unlocked at the end of their assigned period.

- d. All common use equipment at each ticket counter position shall remain in a configuration that will allow any air carrier to perform its required check-in processes at that counter. All air carriers shall log off and blank out overhead displays and rear wall signage when the flight closes.
- e. No stock unique to a specific air carrier shall be left in printers.
- f. Each air carrier shall ensure that bag belt doors are properly secured during and at the end of the assignment period. This is a security issue; failure to comply may result in fines to the carrier.

**NOTE:** See Appendix 11 - TBIT Ticket Counter Policy

- 5.4.5.** The Airline Name Display System (ANDS) panel above the TBIT ticket counters shall be utilized no more than thirty minutes before the scheduled use of the respective air carrier.

**NOTE:** The information on the back-wall monitors are based automatically on the schedule from the Resource Management System (RMS).

- 5.4.6.** All deviation from normal protocols/procedures/operations i.e. festive decorations, on shared or public areas shall adhere to the following:

- a. Approval from the respective terminal manager.
- b. A copy of the approval from the terminal manager on hand when the deviation occurs.

**NOTE:** Terminal Operations will assign TBIT ticket counters, as well as sort piers and baggage carousels, to the respective air carriers ahead of time. Assignment charts are distributed to station management via e-mail seasonally, or when operational needs dictate, or can be confirmed daily with LAWA ARCC at (424) 646-5292. Changes in the assignments due to day to day operations will be made by LAWA ARCC (424) 646-5292, in conjunction with the airline consortium and its baggage handling system (BHS) contracted company

- 5.4.7.** All users of the TBIT West shared breakrooms shall comply with Appendix 17 - Shared Break Room Policy TBIT West Gates.

- 5.4.8.** All users of shared conference rooms shall comply with Appendix 18 – Airport Shared Conference Room.

**5.5. Electronic Visual Information Display (EVID)**

- 5.5.1.** No one is allowed to tamper with any of the terminal EVID regardless of information being displayed (flight, gate, announcements, advertisements) unless authorized.

**5.6. Fire/Life Safety**

See Section 08 - Fire and Safety for Fire/Life safety rules and regulations.

- 5.6.1.** [Rescinded]

- 5.6.2.** Do not block, obstruct, impede access to, tamper with, or steal equipment intended for life saving purposes (Automated External Defibrillators (AED), Panic Buttons, Emergency Phones, Emergency Stair Chairs, etc.)

**5.7. Gates**

LAWA strives to achieve optimum utilization of all passenger processing, baggage handling, and aircraft gate resources. While some Airlines have negotiated commercial agreements for preferential access to passenger processing and aircraft gate resources, LAWA maintains a specific number of theoretical level common use gates with a consistent and transparent process in the allocation of common use resources. “Minimum Utilization Requirements” (MUR), a factor derived collaboratively with stakeholders, is applied and monitored to ensure optimization of available resource across the LAX campus. LAWA has also adopted a resource allocation policy that not only recognizes and promotes synergies of airline partnerships and alliances, but also ensures common use resources are assigned equitably and consistently.

The core principles of scheduling access are intended to provide incentive and benefits to airlines that actively support effective and efficient operations at LAX. The following sections provide further information and guidance on this philosophy:

- 5.7.1.** (Reserved for LAX Gate Scheduling Protocols).
- 5.7.2.** (Reserved for minimum gate utilization for preferential gate use lease).

**NOTE:** See Appendix 12 - TBIT Gate Assignment Protocols and Appendix 11 - TBIT Ticket Counter Assignment Policy

**5.8. Passenger Baggage Carts (Smarte Carte)**

See “Section 03 – General” for Passenger Baggage Carts rules and regulations

- 5.8.1.** [Rescinded]

**5.9. Public Address (PA) System**

- 5.9.1.** Use of PA systems other than business related messages or announcements is prohibited. Messages or announcements shall be done so in a professional manner, brief, concise, and kept to a minimum.

**5.10. Ramp**

- 5.10.1.** No vehicle or equipment is allowed to park or block ramp emergency vehicle parking spaces.
- 5.10.2.** No vehicle is allowed to park more than four hours on common use ramp parking spaces.
- 5.10.3.** Only authorized vehicles are allowed to park on assigned ramp parking spaces.
- 5.10.4.** No vehicle or equipment is allowed to park, stage, or traverse on the red-hash marked areas around the passenger boarding bridges.



- 5.10.5.** No ground service equipment at aircraft gates shall be staged more than thirty minutes before the aircraft arrives and shall not interfere with ongoing aircraft service operations unless authorized by LAWA.
- 5.10.6.** All ground service equipment shall be removed from the respective aircraft gate ramp immediately after the serviced aircraft has departed. Exceptions may be granted if the same ground service provider will be servicing the next aircraft arrival on the same aircraft gate ramp within thirty minutes.
- 5.10.7.** No equipment staging is allowed other than areas identified with a white-hashed marking that indicates “GSE” or ground service equipment or on areas identified as Restricted Standby Areas.
- 5.10.8.** No trash or refuse from aircraft cabins is allowed on the ramp and in ramp trash bins. Trash or refuse collected from aircraft cabins shall be disposed of immediately in trash compactors.
- 5.10.9.** No ramp trash bins shall be overfilled.
- 5.10.10.** No trash bins shall be blocked.
- 5.10.11.** No areas designated for deliveries, i.e. loading docks, airport/vendor delivery areas, and compactors shall be blocked.
- 5.10.12.** Airport/Vendor Delivery Program
- a.** AOA deliveries to any terminal shall comply with the delivery locations, times and/or restrictions outlined in the current version Appendix 09 - Airport/Vendor Delivery Areas Map.
  - b.** All drivers shall clearly display the current Airport/Vendor Delivery Areas Map with his/her appropriate contact either on the vehicle dashboard or window, while on the AOA.
  - c.** Airport/Vendor delivery drivers shall undergo additional airfield training before being allowed to make deliveries to any terminal via the AOA.
  - d.** The driver will be subject to a citation for any violation of the Airport/Vendor Delivery Program.

NOTE: For propane cylinders, see Section 9.2.4 and 9.2.5.

- 5.10.13.** Grease Interceptors
- a.** Tenants shall maintain the grease interceptor areas safe, clean, and free of refuse.
  - b.** Tenants shall immediately clean up waste spills, leaks, or drips with approved materials and/or methods.
  - c.** Tenants shall contact the ARCC (424) 646-5292 option 4, then option 2 in the event that a significant spill or leak (half-gallon or more) and/or if it entered into a storm drain.
  - d.** Tenants shall give notice of no less than two (2) weeks in advance to their respective Terminal Operations Manager when servicing the grease interceptors if access to the airfield is required.

**5.10.14. Used Cooking Oil Bins/Caddies**

- a. Tenants shall keep bins/caddies maintained in serviceable working condition, tops clean, and securely closed when being stored.
- b. Caddies shall be completely empty while on the ramp level.
- c. Tenants shall immediately clean up waste spills, leaks, or drips with approved materials/methods.
- d. Tenants shall keep spill kits within close proximity of bins/caddies ready for immediate use and replenish after every use.
- e. Tenants shall contact the ARCC (424) 646-5292 option 4, then option 2 in the event that a significant spill or leak (half-gallon or more) and/or if it entered into a storm drain.
- f. Tenants shall follow up to ensure cleanup has been mitigated to an acceptable standard per the Terminal Operations Manager and Commercial Development Group (CDG) personnel.
- g. Tenants shall keep the spill containment berm area clean at all times to prevent grease accumulation on the floor.
- h. Cooking Oil Bins/Caddies shall only be placed in designated areas approved by Airport Operations

**5.11. Shutdown Requests (Area/Utility)**

See Section 03 – General for Shutdown Requests (Area/Utility) Rules and Regulations.

**5.11.1. [Rescinded]****5.12. Signs**

See Section 03 – General for Airport Signage and Wayfinding Rules and Regulations.

**5.12.1. All permanent signage shall be approved by the General Manager or designee.****5.12.2. No temporary signs may be posted on any surface unless approved by the General Manager or designee.****5.12.3. All stand-alone and standee signs used by tenants shall be displayed only during the tenants' hours of operation. The stand-alone and standee signs shall be placed in the tenants' leasehold when not in use. Any stand-alone and standee signs left on display or abandoned are subject to confiscation.****5.12.4. [Rescinded]****5.13. Smoking**

See Section 03 - General for Smoking Rules and Regulations and Appendix 01 for Designated Smoking Areas on the AOA.

**5.13.1. [Rescinded]****5.13.2. [Rescinded]**

**5.14. Special Events**

See Section 03 - General for Special Event Requests Rules and Regulations

**5.14.1. [Rescinded]****5.15. Stanchions (TBIT)**

- 5.15.1.** A minimum of five stanchions will be provided for each ticket counter position.
- 5.15.2.** At the start of the assignment period, the stanchions will be clustered in front of each counter position as close to the counter as possible with no ribbons extended.
- 5.15.3.** The locations of the stanchions and the arrangement of the ribbons can be done at the discretion of the assigned carrier during the period of authorized ticket counter occupancy, with the proviso that the outermost line of stanchions must be at least ten feet away from the center of the aisle.
- 5.15.4.** Only placards complying with LAWA's applicable signage criteria may be placed on the stanchions in placard frames specified by LAWA.
- 5.15.5.** The stanchion arrangement will not extend beyond the area directly in front of the assigned ticket counter positions, unless conditions in the terminal require a different configuration.
- 5.15.6.** At the end of the assigned period, the carrier whose assignment is ending will be responsible for returning the stanchions to the original positions of five or so stanchions clustered against the front of each counter, with no ribbons extended. However, after the last flight of the evening, the stanchions shall be left clustered just far enough away from the counters to allow for cleaning of the stainless steel surfaces.
- 5.15.7.** The assigned carrier should check stanchions for working condition at the start and end of each assignment period.
- 5.15.8.** Damage to stanchions shall be reported immediately to the LAWA ARCC (424) 646-5292.
- 5.15.9.** No stanchions are allowed at TBIT boarding gates except for Gates 136 - 146.

**6. Cargo Operations**

In addition to all other Rules and Regulations, this section sets forth additional rules that pertain to the Los Angeles World Airports (LAWA) public owned cargo parking positions.

**6.1. Los Angeles International Airport (LAX) Cargo Gate Assignments**

- 6.1.1.** Contact the Airport Response Coordination Center (ARCC) at (424) 646-5292 for assignments for cargo aircraft parking on public gates.
- 6.1.2.** Aircraft shall not park on LAWA public parking spots longer than the scheduled ground time and no longer than 24 hours or for the express reason of staging aircraft without prior approval of the ARCC.
- 6.1.3.** Additional or extended aircraft parking requests, including weekend layovers, shall be approved by the ARCC (424) 646-5292 on a daily basis.

**NOTE:** Aircraft with a scheduled ground time greater than 12 hours may be required to relocate to another aircraft parking position or a tenant controlled facility; relocation may also occur at any time deemed necessary by LAWA operational needs in order to clear the gate for other aircraft.

- 6.1.4.** A 24-hour emergency contact shall be provided to the ARCC (424) 646-5292 for each carrier and ground handler.

**6.2. General Cargo Rules**

- 6.2.1.** Notify the ARCC at (424) 646-5292 with the following special circumstances:
  - a.** Transfers of any livestock or other animals to and from transportation equipment
  - b.** Any hazardous materials or fluids spills on the ramp
  - c.** Oversized loads
- 6.2.2.** Do not block any wheeled fire extinguisher(s).

**NOTE:** See Section 8.4. Fire Protection Systems and Fire Extinguishers.
- 6.2.3.** Building or breaking down of cargo on the gate area is prohibited unless approved by LAWA Operations.
- 6.2.4.** Storing of cargo, equipment, or vehicles beyond the building lease limit line is prohibited.
- 6.2.5.** Designated equipment parking locations may only be used by loaders and tail stands. All other equipment in these locations is subject to impound.
- 6.2.6.** Aircraft parking position setup is restricted to one hour prior to flight arrival unless the gate is occupied.

- 6.2.7.** All equipment shall be cleared from aircraft parking positions immediately after completion of aircraft servicing activities.
- 6.2.8.** All fluid or cargo spills shall be cleaned up immediately.
- 6.2.9.** Aircraft shall not park in LAWA public parking spots for longer than the scheduled ground time, longer than 24 hours, or for the express reason of staging aircraft without prior approval of LAX Airport Operations.
- 6.2.10.** If for any reason a carrier requests additional extended parking in addition to scheduled times including weekend layovers, the ARCC (424) 646-5292 must be contacted for approval on a daily basis.
- 6.2.11.** Extended stays will only be approved in 24-hour increments and will be granted or denied on a case-by-case basis, dependent upon the operating and scheduling needs of the airport. The airline shall be responsible to make any necessary arrangements to move its aircraft immediately when directed by the ARCC.

**NOTE:** Aircraft with a scheduled ground time greater than 12 hours may be required to relocate to another aircraft parking position or a tenant-controlled facility; relocation may also occur at any time deemed necessary by LAWA operational needs in order to clear the gate for other aircraft.

**7. Airport Security****7.1. Airport Security Program**

- 7.1.1.** All badged employees using the airport are subject to the Airport Security Program (ASP) issued by the General Manager pursuant to Code of Federal Regulations (CFR) Title 49, Transportation Security Regulations (TSR) Part 1542.
- 7.1.2.** All persons using the airport are subject to CFR Title 49, TSR Part 1540.
- 7.1.3.** The ASP contains Sensitive Security Information (SSI) controlled by CFR Title 49 Parts 15 and 1520. Unauthorized release of SSI may result in civil penalty or other action.
- 7.1.4.** Badged employees shall follow all procedures in accordance with any prescribed security training

**7.2. Access**

- 7.2.1.** Only authorized and properly identified personnel and vehicles are allowed access into the Secured Area (Air Operations Area (AOA), Security Identification Display Area (SIDA), or Sterile Area.
- 7.2.2.** Any badged employee(s) who allows another person(s) unauthorized access onto the Secured Area (AOA), SIDA, or Sterile Area by tailgating or piggybacking will be subject to a citation or badge confiscation.
- 7.2.3.** All persons and vehicles entering the Secured Area (AOA), SIDA, or Sterile Area are subject to security screening.
- 7.2.4.** Unidentified or unauthorized personnel in the Secured Area (AOA), SIDA, or Sterile Area may be detained, arrested, and/or removed by the General Manager or designee.
- 7.2.5.** The General Manager or designee may remove unauthorized vehicles on airport property at the owner's expense.
- 7.2.6.** Security doors shall be kept secured as required by the ASP.
- 7.2.7.** No badged employee responsible for activating an audible-alarmed door shall leave that door unattended.
- 7.2.8.** Any badged employee shall report an activated audible-alarmed door to the Airport Police (424) 646-7911.
- 7.2.9.** Tenants shall be responsible for doors located in their leased areas.
- 7.2.10.** Tenants shall be responsible for controlling access into the Secured Area (AOA), SIDA, or Sterile Area through doors located on their leasehold. Any tenants that fail to properly control access will be subject to a citation and may lose their access to the Secured Area (AOA), SIDA, or Sterile Area.

- 7.2.11.** Aircraft operators shall prevent unauthorized access to aircraft.
- 7.2.12.** Each security badge holder is responsible for presenting his/her own access media when transitioning through ACAMS controlled portals, including gates, turnstiles, etc., wherever there is a reader present.
- 7.2.13.** In conjunction with a LAWA issued security badge, LAFD personnel in possession of both access medias shall be granted access via the exit lane at the SSCP. LAFD Access media:



### **7.3. Escorting Procedures**

- 7.3.1.** All escorts shall be conducted by an authorized employee possessing an LAX issued Security Identification Badge with an appropriate escort icon.
- 7.3.2.** All escorted vehicles shall be taken through the Los Angeles World Airports' (LAWA's) Security Vehicle Access Post # 4 or #5 unless otherwise authorized.
- 7.3.3.** All tenant escorts shall be documented except escorts taken through LAWA's Security Vehicle Access Posts.

**NOTE:** Escorts shall record their information on the standard issued LAWA escort form (Appendix 15). All escort logs shall be retained for twelve months for auditing purposes. For escorts originating at LAWA Security Vehicle Access Posts, a log is not required because the information will be captured by security personnel assigned to the post.

- 7.3.4.** No more than one vehicle shall be escorted unless approved by General Manager or designee. All escorted vehicles shall be continuously controlled and monitored.
- 7.3.5.** All vehicles left unattended must comply with vehicle identification and access media requirements.
- 7.3.6.** No more than five persons shall be escorted by any individual unless approved by General Manager or designee. All escorted individuals shall be continuously controlled and monitored.
- 7.3.7.** All escort logs must be completed with proper information prior to conducting an escort. The escorted person must possess valid government identification. The escort logs must be kept in possession of the escorter, until the conclusion of the escort. It must be presented upon demand for inspection from Airport Police personnel.
- 7.3.8.** Any person conducting an authorized escort must be within visual line of sight in order to monitor and control the escorted person(s). Failure to follow all escort procedures may result in revocation of escorting privileges and/or badge confiscation.

**NOTE:** Contact LAWA Airport Police - Vulnerability Assessment and Analysis Unit (VAAU) at (424) 646-8228 for more information.



- 7.3.9.** Badged employees escorting individuals and/or vehicles into the Secured/Sterile Area shall ensure the escortee does not possess any firearm, ammunition, explosives or incendiary devices.

**7.4. AOA Perimeter Fence**

- 7.4.1.** The perimeter fence shall have a 10-foot clear zone on the exterior and 5-foot clear zone on the Secured Area (AOA) side. The clear zone shall remain free of any equipment, vehicles, and obstructions, including trees, brush, and poles.
- 7.4.2.** The General Manager or designee may remove at the owner's expense unidentified or unauthorized vehicles parked in posted "no parking" zones along the AOA perimeter fence's clear zone.
- 7.4.3.** Stored materials or unattended equipment along the AOA perimeter fence's clear zone may also be removed and/or disposed of at the owner's expense.
- 7.4.4.** Clear zones may be modified at the discretion of LAWA Airport Police.

**7.5. Security Responsibilities of LAX Security Identification Badge Holders**

- 7.5.1.** Any badged employee who violates security regulations may be denied future entry into the Secured Area (AOA), SIDA, or Sterile Area.
- 7.5.2.** No badged employee may circumvent, compromise, modify, interfere, or tamper with any security system, measure, or procedure implemented under the Airport's ASP and TSA Requirements Section 1500, et al.
- 7.5.3.** [Rescinded]
- 7.5.4.** No badged employee may use or allow use of any Airport-issued access medium or identification system that authorizes the access, presence, or movement of persons or vehicles in the Secured Area (AOA), SIDA, or Sterile Area in any other manner than for what it was issued.
- 7.5.5.** All LAX issued Security Identification Badges shall be worn on the outer-most garment above the waist and below the neck while in the Secured Area (AOA), SIDA, or Sterile Area.
- 7.5.6.** Each person issued an LAX Security Identification Badge granting restricted area access is responsible for challenging any individual who is not properly displaying an LAX issued Security Identification Badge appropriate for the area.
- 7.5.7.** Any person who is not properly displaying or who cannot produce a valid LAX issued Security Identification Badge shall be referred to LAWA Airport Police for proper handling.
- 7.5.8.** All prohibited item logs shall be complete.
- 7.5.9.** The badge holder is responsible for ensuring all badges are kept free from mutilation, damage or defacement.

- 7.5.10.** Only company purchased and LAWA authorized prohibited items, which are essential to the operation of the business, are allowed in the sterile area.
- 7.5.11.** Any person in possession of one's own LAX issued Security Identification badge that has been reported lost or stolen must immediately report it to the Security Badging Office. If the badge is discovered lost or stolen after business hours, the employee shall report such discovery to their immediate supervisor or manager. The immediate supervisor or manager shall contact the Airport Police immediately at (310) 646-4268.
- 7.5.12.** Any act of violence or criminal activity committed on LAWA property is strictly prohibited.

**7.6. Carriage of Firearms**

- 7.6.1.** No person except peace officers, federal law enforcement officers (LEO), or members of the armed forces of the United States on official duty shall carry any firearm or explosives in the Secured Area (AOA), SIDA, or Sterile Area without prior written permission from the Chief of Airport Police or designee.

**7.7. Armed Guards**

- 7.7.1.** Armed guards with an authorized Blue Star Icon are permitted on Secured Area (AOA) and SIDA with the approval of Chief of Airport Police or designee.
- 7.7.2.** Armed guards are not permitted within the Sterile Area.

**7.8. Prohibited Items**

- 7.8.1.** Any badged employee in possession of an approved prohibited item in the sterile area must maintain control of the item until it is properly secured, removed from the sterile area or returned to their supervisor/manager
- 7.8.2.** Badged employee must immediately report any lost or stolen prohibited items to their supervisor.
- 7.8.3.** No person shall possess an unauthorized prohibited item in the Sterile Area.
- 7.8.4.** No person shall bring into the Secured/Sterile Area any real or replica of an improvised explosive device, unless approved by Airport Police.

**8. Fire and Safety**

All fire and fire related safety provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of the Los Angeles Fire Code (LAFC), California Fire Code (CFC), and/or the National Fire Protection Association (NFPA) Codes and Standards, and all applicable laws, rules, and regulations as enforced by the Los Angeles Fire Department (LAFD) Airport Fire Inspector.

**8.1. Fire Inspector/Inspections**

- 8.1.1.** The LAFD Airport Fire Inspector(s) shall enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention, and fire spread control and shall be allowed to inspect any Los Angeles International Airport (LAX) facility.
- 8.1.2.** All buildings, structures, and premises shall be inspected periodically by the LAFD Airport Fire Inspector, or his duly authorized representatives, to ensure compliance with these Rules and Regulations.
- 8.1.3.** In addition, any representative of LAX Airport Operations or Airport Police is authorized by the General Manager to check for fire hazards or flammable conditions on airport property.

**8.2. Handling of Explosives and Other Hazardous Materials**

- 8.2.1.** Hazardous materials regulated in this section shall include but not be limited to the materials cited in the following:
  - a.** Regulations of the U. S. Department of Transportation published in Title 49 CFR Parts 100 through 199, as amended
  - b.** Director's List, as amended, issued by the Director of the California Department of Industrial Relations in Title 8, California Code of Regulations, Section 339
  - c.** Sections 66680 and 66685 of Title 22 of the California Administrative Code, as amended, as a hazardous and/or extremely hazardous material or hazardous and/or extremely hazardous waste or non-waste form
  - d.** List of Environmental Protection Agency (EPA) pollutants, 40 CFR, Section 401.15, as amended
  - e.** List of hazardous materials prepared by the Director of Health pursuant to the Health Code
- 8.2.2.** Class 1.1 explosives and explosives not acceptable for transportation under applicable federal regulations are not permitted on the Airport unless a written waiver authorizing such materials is granted by the General Manager or designee.
- 8.2.3.** No person shall transport Class 1.3 explosives in or upon the Airport unless in compliance with the following:
  - a.** The Federal Aviation Administration (FAA) Air Traffic Control (ATC) Tower, LAFD Fire Station 80, and LAX Airport Operations are notified in advance of the type and amount whenever these explosives are in transit through the Airport.
  - b.** All federal, state and city laws are adhered to by the operator of the aircraft.
  - c.** Aircraft malfunctions divert landings from a military installation.

- 8.2.4.** Storing explosives on the Airport is prohibited unless a prior written waiver authorizing the storage of such materials is granted by the General Manager.
- 8.2.5.** No person shall store, keep, handle, use, dispense, or transport, in or upon the Airport, any explosives, blasting agents, flammable liquids, combustible liquids, flammable solids, oxidizers, organic peroxides, corrosive materials, flammable gases, nonflammable gases, and Poisons A.
- 8.2.6.** Poisons B, irritating materials (ORM A, B, C, D and E), or cryogenic liquids shall not be stored, kept, handled, used, dispensed or transported in or upon the Airport at such time or place or in such a manner or condition as to unreasonably endanger (or as to be likely to endanger) persons or property. For purposes of this hazardous class scheme, the U.S. Department of Transportation (DOT) definitions as stated in Title 49-Code of Fire Regulations (CFR) Parts 171-177 as amended shall be utilized.
- 8.2.7.** Hazardous materials regulated in this section shall also include any material which has been determined to be hazardous based upon any appraisal or assessment by or on behalf of the party storing this material in compliance with the requirements of the EPA or the California Department of Health Services; or which should have been, but was not determined to be hazardous due to the deliberate failure of the party storing the material to comply with the requirements of the EPA and/or the Department of Health Services.
- 8.2.8.** All applicable regulations governing explosives which are acceptable for transportation must be strictly adhered to. Any other material subject to federal or state regulations governing hazardous materials must be handled in strict compliance with those regulations and any other more restrictive regulations that the General Manager might deem necessary to impose. Any waiver of such regulations, or any part thereof by the FAA or by any other competent authority, shall not constitute or be construed to constitute a waiver of this rule by the General Manager or an implied permission by him/her.
- 8.2.9.** Advance notice of at least twenty-four hours shall be given to the General Manager through the Airport Response Coordination Center (ARCC) (424) 646-5292 for any operations requiring permission pursuant to this rule.
- 8.2.10.** Permission may be given for the movement of radioactive materials only when such materials are packaged, marked, labeled, and limited as required by regulations applying to transportation of explosives and other dangerous articles and if they do not create undue hazard to life or property at the Airport. The LAFD shall provide the General Manager or designee with information relative to the hazards of any material subject to this section.
- 8.2.11.** All Airport tenants involved with the handling of hazardous materials shall provide the Airport with a Hazardous Materials Removal Plan. The plan will include the name of the company used for removal of hazardous materials and the names and 24-hour telephone numbers of tenant staff authorized to handle such removals. The plan will be updated annually.

**8.3. Hazmat Transport**

**8.3.1. Transportation of Hazardous Material**

- a. Exceptional care shall be exercised when transporting hazardous material.
- b. The freight/cargo must be secured before movement on the Air Operations Area (AOA).
- c. Any violations shall be reported to the ARCC (424) 646-5292.

**8.4. Fire Protection Systems and Fire Extinguishers**

- 8.4.1.** Do not block, wedge, obstruct, or otherwise causing or allowing impairment of the operation of a fire assembly as listed below pursuant to the corresponding Los Angeles Municipal Code (LAMC).
  - a. Fire Doors - LAMC 57.703.2
  - b. Fire Alarms - LAMC 57.901.8
  - c. Fire Department Connection (FDC) or Fire Hydrants - LAMC 57.507.5.4.1
  - d. Fire Extinguishers - LAMC 57.906.2.3
  - e. Fire Hoses - LAMC 57.905.5
- 8.4.2.** A minimum of 18 inches of clear space shall be afforded around automatic sprinkler and standpipe control valves and Fire Department inlet connections pursuant to LAMC 57.903.3.9.
- 8.4.3.** Do not block, impede, or obstruct any exit pursuant to LAMC 57.1030.2.
- 8.4.4.** Do not block, impede, or obstruct any hallways pursuant to LAMC 57.1030.2.
- 8.4.5.** Keep space clear under stairways and shall not be used for any purpose pursuant to LAMC 315.3.12.3.
- 8.4.6.** Fire extinguisher equipment shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention.
- 8.4.7.** All fire extinguishers and fire protection systems shall be inspected for conformity with NFPA and any other applicable codes/regulations.
- 8.4.8.** Tags showing the date of the last inspection of the fire extinguishers and fire protection systems shall not be removed.
- 8.4.9.** Fire extinguishers of the type recommended by the NFPA for specific materials are required at all locations handling flammable materials.
- 8.4.10.** Emergency fuel shut-offs for underground hydrant fueling systems shall be conspicuously located, marked, and easily accessible.
- 8.4.11.** Blocking of any emergency fuel shut-off (EFSO) is strictly prohibited.
- 8.4.12.** Airport fire protection systems and equipment shall not be tampered with at any time.
- 8.4.13.** Only person(s) authorized by the Los Angeles Fire Marshalls Office shall operate, maintain, or repair any fire protection system(s).

- 8.4.14.** Tenants in their respective leaseholds shall have their own fire protection systems. Each system shall be maintained and tested annually by a certified tester authorized by the Los Angeles Fire Marshalls Office.
- 8.4.15.** Los Angeles World Airports (LAWA) Central Utility Plant (CUP) (424) 646-6639 / (424) 646-6640 or (310) 646-3276 shall be notified anytime a fire protection system is not operating.
- 8.4.16.** Use of a fire extinguisher under any circumstances shall be reported to Airport Police Dispatch (424) 646-7911, and as soon as practical, the ARCC (424) 646-5292.

**8.5. Open Flames (Welding)**

- 8.5.1.** Prior to commencing open flame welding at gate positions or buildings, the ARCC (424) 646-5292 shall be notified at least 12 hours in advance.
- 8.5.2.** Open flame welding at gate positions or buildings requires a special welding permit to be obtained from the LAFD (213) 473-7770 / (213) 473-7776 at least 2 working days prior to commencing.
- 8.5.3.** A fireguard is required at all times during welding.
- 8.5.4.** Open flame welding within 50 feet of aircraft fueling operations is prohibited.
- 8.5.5.** A fire extinguisher must be present at the site during welding operations.

**8.6. Reporting Fires**

- 8.6.1.** Any fire on the Airport premises shall be immediately reported to Airport Emergency Dispatch at (424) 646-7911 or 911 and when able, the ARCC (424) 646-5292.
- 8.6.2.** No person or company shall make any regulation or order, written or verbal, which would require any person to take any unnecessary delaying action prior to reporting such fire.

**8.7. Litter and Cleaning of Allotted Space**

- 8.7.1.** Each tenant shall keep his or her leasehold free from rubbish and debris.
- 8.7.2.** All floors shall be clear of fuel, oil, and litter.
- 8.7.3.** The use of volatile or flammable solvents for cleaning floors is prohibited.
- 8.7.4.** Flammable materials shall be stored only in approved containers and shall be clearly marked as flammable.
- 8.7.5.** Approved metal receptacles with tight-fitting, self-closing covers shall be used for the storage of oily waste rags and similar materials.
- 8.7.6.** The contents of the approved metal receptacles shall be removed daily.

**8.7.7.** Clothing lockers shall be constructed of metal or fire-resistant materials.

**8.8. Cleaning Ramps and Other Surfaces**

**8.8.1.** Any spillage or discharge of fuel, oil, grease or any other material shall be removed immediately by suitable procedures in a manner satisfactory to the General Manager or designee. The ARCC (424) 646-5292 shall be contacted immediately for any spills.

**8.8.2.** The responsibility for the immediate removal of such fuel, oil, grease, or other material shall be assumed by the operator of the equipment causing the spill.

**8.9. Control of Contaminants**

**8.9.1.** No fuel, oil, grease, flammable liquids, or contaminants of any kind, including detergents used to wash aircraft or other surfaces, shall be allowed to flow into or to be placed in any sewer system or open water areas without a separator unless connected to an industrial waste system.

**8.9.2.** Equipment used to scrub pavement surfaces must have the capability of picking up all cleaning water for disposal at a location equipped with a permitted clarifier authorized for such use.

NOTE: See Appendix 02 - Best Management Practices (BMPs).

**8.10. Aviation Fuel Delivery Permits**

**8.10.1.** Section 15 - Airfield Operating Permits and Fees Paragraph 15.5 Non-Exclusive Fuel Delivery Permit.

**8.11. Tenant Fueling Services**

**8.11.1.** Tenants, who perform fueling services, must have for their employees an approved training program conforming to regulatory standards.

**8.11.2.** Tenants must provide annual written certification to the General Manager through LAX Airport Operations certifying that the training required by this section has been accomplished.

**8.12. Aircraft Parts Cleaning Materials**

**8.12.1.** Cleaning of aircraft parts and other equipment shall be done preferably with non-flammable cleaning agents.

**8.12.2.** If flammable combustibles must be used, only liquids having flash points in excess of 100 degrees Fahrenheit (38 degrees Celsius) shall be used, and special precautions shall be taken to eliminate ignition sources complying with good practice recommendations of the uniform fire code and the NFPA.

**8.13. Paint, Varnish, and Lacquer Use**



- 8.13.1.** Paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation, and protection of spraying booths and the storing and handling of materials shall be in accordance with the standards of the uniform fire code and the NFPA.

**8.14. Sewage, Industrial Waste, Toxic, and Hazardous Waste**

- 8.14.1.** Tenants shall comply with the requirements of LAWA Hazardous Materials Management Policy (BOAC Resolution No. 15945) regarding the discharge of sewage and industrial waste.
- 8.14.2.** No person shall generate, store, keep, handle, transport, treat, or dispose of hazardous waste (as defined by the Resource Conservation and Recovery Act, Title 40, CFR Part 261 or succeeding legislation) in or upon the Airport.

**8.15. Methanol Storage**

- 8.15.1.** Methanol shall be treated in the same manner as gasoline.
- 8.15.2.** A maximum of two containers of methanol may be stored at gate positions and only in areas which are not in or under buildings or stairways.
- 8.15.3.** The bulk storage of methanol will be on leaseholds only.

**9. Fueling**

Current National Fire Protection Association (NFPA) 407, International Fire Code (IFC), and the Los Angeles Fire Code (LAFC) shall be adhered to in addition to these Rules and Regulations regarding fueling.

**9.1. Aircraft Fueling Operations**

- 9.1.1.** All fueling operations shall be conducted by trained personnel in accordance with FAA Advisory Circular 150/5230-4.
- 9.1.2.** No fueling is allowed while engines are running (auxiliary power units exempt).
- 9.1.3.** Fueling operations shall be discontinued when lightning has been detected within 5 miles of the airport and shall not resume until at least 15 minutes has passed since the last lightning strike within 5 miles.
- 9.1.4.** All fuel servicing vehicles shall be properly bonded with the aircraft being serviced during all fueling operations.  
  
**NOTE:** Fuel servicing vehicles are defined as fuel tankers, fuel hydrant trucks, and fuel hydrant carts unless otherwise specified.
- 9.1.5.** The bond shall be maintained until fueling connections have been removed.  
  
**NOTE:** Bonding of an under wing refueling nozzle to the aircraft is not required when there is metal contact between the nozzle and the filler connection.
- 9.1.6.** Unattended fuel servicing tank vehicles shall not be parked within 50 feet of any parked aircraft or building (other than fuel servicing tank vehicle maintenance facilities & garages).
- 9.1.7.** Unless attended, all fuel tankers shall have a clear space of at least 10 feet from other vehicles, equipment or barriers.
- 9.1.8.** At least one wheeled fire extinguisher meeting the requirements of NFPA shall be immediately available for use during fueling operations.
- 9.1.9.** Sparks, ignition sources, and open flames shall not be allowed within 50 feet of any aircraft during fueling operations or any fueling service vehicle(s).
- 9.1.10.** No airborne radar equipment shall be operated or ground tested on any passenger ramp, apron area, or any other area when the directional beam of the high-intensity radar is within 300 feet or when the low intensity beam (less than 50kw output) is within 100 feet of another aircraft, aircraft refueling operation, aircraft refueling truck, or flammable liquid storage facility.
- 9.1.11.** No passenger shall be permitted to remain onboard, to enter, or to depart an aircraft during fueling operations except when both of the following exist:

- a. A means of safe egress is in position for the rapid debarkation of passengers (i.e., Passenger Boarding Bridges or stairs).
- b. A qualified attendant is at each door that is in use.

**9.1.12.** No motorized ground equipment shall be allowed to stop under an aircraft's wing tip during fueling operations. Fueling operations shall be immediately terminated if anyone positions a vehicle under a wing tip.

**NOTE:** Aircraft fuel tanks are vented through the wing tips which may produce a dangerous and explosive mixture.

**9.1.13.** The transfer of bulk aircraft or commercial fuel from one fueling service vehicle to another is prohibited.

**9.1.14.** All fueling service tankers require a current Los Angeles City Fire Permit.

**9.1.15.** Every fueling service vehicle shall have visible signs identifying the type of fuel contained in accordance with NFPA, Section 407.

**9.1.16.** No smoking is allowed by any person within 50 feet of a fueling service vehicle or anywhere not listed on Appendix 01- LAX Designated Smoking Areas.

**9.1.17.** The delivery of fuel shall at all times be under the control of the vehicle operator. Latching or fastening devices on the control units (deadman) are not permitted.

**9.1.18.** The operator of any fueling service vehicle shall be outside the vehicle and in constant control at all times when refueling an aircraft.

**9.1.19.** No fueling service vehicle shall be left unattended when attached to an aircraft or fuel hydrant pit.

**9.1.20.** [Rescinded]

**9.1.21.** All fueling service vehicles shall have the parking brake engaged and chocks set on the front and back of a tire whenever parked, fueling or being refueled.

**9.1.22.** No fueling service vehicles (except fuel hydrant carts) shall be left unattended in the gate area.

**9.1.23.** Fueling service vehicles shall be positioned for immediate dispersal at all times.

**9.1.24.** When 5 or more refueling tank vehicles are parked in the same location, a 150-pound dry chemical wheel-type fire extinguisher shall be positioned no more than 100 feet from any vehicle.

**9.1.25.** Fueling service vehicles shall not be parked in any public area except as designated by the General Manager or designee.

**9.1.26.** The engine of any fueling service vehicle shall be turned off in these situations:

- a. During fueling operations - both filling the tank and making/breaking the fuel filling connections
  - b. During maintenance repairs to the fuel handling system
- 9.1.27.** No more than one fueling service vehicle shall be positioned to fuel each wing of an aircraft.
- 9.1.28.** When high-capacity aircraft are refueled, additional fueling service vehicles (tankers only) shall remain at least 100 feet from the aircraft being serviced and parked only in areas approved by the General Manager or designee.
- 9.1.29.** All aircraft fuelers shall have readily available a sufficient quantity and quality of absorbent material to contain accidental fuel spills at all times.
- 9.1.30.** No tank truck fueling will be permitted on terminal gates except when the following occur:
  - a. The cost of fuel delivered is greater than using a hydrant system
  - b. The hydrant systems are not available or do not exist
  - c. The hydrant system is not available for use by the carrier's fuel supplier because of the proprietary nature of the hydrant system, i.e., the owner of the system will not allow the delivery of the product into the system
  - d. The fuel delivered from a hydrant system does not meet acceptable quality control standards
  - e. Written approval from the General Manager or designee is granted prior to conducting any operation
- 9.1.31.** All fuel tankers that are out of service and empty must have a LAWA provided "Tanker Empty" placard clearly visible from 50 ft away on the front and rear of the tanker.
- 9.1.32.** All newly introduced fueling service vehicles/carts shall be inspected and approved by Airport Operations prior to initial operation in the AOA.
- 9.1.33.** [Rescinded]
- 9.1.34.** All fire extinguishers and fire protection systems on Jet-A fueling vehicles, at fuel loading racks (fuel farms) and at aircraft parking positions, shall conform to applicable codes/regulations.
- 9.1.35.** Prior to commencing aircraft defueling:
  - a. Airport Operations must be notified
  - b. The receiving fueling tanker must be physically dipped to ensure it has sufficient capacity
  - c. An appropriate amount of absorbent material shall be accessible and not further than 50 feet from the tanker
  - d. The aircraft should be outdoors and away from storm drains when practicable

**9.2. Automotive/Vehicle/Equipment Fueling**

**Section 9 - Fueling**

- 9.2.1.** Automotive and ground service equipment (GSE) shall be fueled only by authorized contractors, at prescribed locations, and from approved dispensing systems.
- 9.2.2.** No automotive fuel dispensing vehicles shall dispense fuel unless properly bonded and in accordance to NFPA standards.
- 9.2.3.** Automotive fuel dispensing vehicles shall carry at all times a sufficient quantity and quality of absorbent material to contain accidental fuel spills.
- 9.2.4.** Propane cylinders shall be properly stored, handled, and used to prevent damage to persons, equipment, and property.
- 9.2.5.** No propane cylinders shall be left abandoned anywhere in the Airport. Abandoned propane cylinders are subject to confiscation.
- 9.2.6.** All fueling service vehicles shall have the parking brake engaged and chocks set on the front and back of a tire whenever parked, fueling or being refueled.

**9.3. Fuel Delivery**

- 9.3.1.** No fuel storage tanks shall be filled beyond the designated safe fill level.
- 9.3.2.** All drivers/operators or attendants shall be present at the fuel delivery vehicle at all times.
- 9.3.3.** The fueling service vehicle, the tank truck filling rack, and the flammable liquid discharge piping shall be grounded to a point of zero electrical potential.
- 9.3.4.** All personnel who receive/supply aviation fuel shall use the proper fuel storage area and delivery facilities.

**NOTE:** During a period where these facilities are not available, the operators may make other arrangements with their suppliers of aviation fuel for delivery. These arrangements are subject to the approval of the General Manager or designee.

**9.4. Fuel Spills**

- 9.4.1.** All fuel spills shall immediately be reported to the ARCC (424) 646-5292 and/or Airport Police Emergency Dispatch (424) 646-7911.
- 9.4.2.** In the event that an aircraft is evacuated because of a fuel spill, passengers shall not be re-admitted to the passenger boarding bridge or aircraft until permitted by LAFD.
- 9.4.3.** In the event of a fuel spill, fueling service vehicles and any other vehicles or equipment shall not be moved until the spill is mitigated and approval has been given by LAFD.
- 9.4.4.** All fuel spills shall be immediately secured, and appropriate absorbent material deployed to prevent fuel from entering into drains or contaminating soil. Spills shall be

cleaned up without delay in an approved manner using appropriate materials and methods.

**NOTE:** As part of the Los Angeles World Airports (LAWA) Storm Water Pollution Prevention Program (SWPPP), a number of BMPs related to aircraft vehicle and equipment fueling have been developed. Questions on the SWPPP and BMPs should be directed to the LAWA Environmental Services Division at (424) 646-6500. A list of BMPs is located in Appendix 02 - Best Management Practices.

## **9.5. Records**

- 9.5.1.** A current list of fueling equipment inventories shall be submitted on a monthly basis to [regulatorycompliance@lawa.org](mailto:regulatorycompliance@lawa.org), no later than the last day of each calendar month.
- 9.5.2.** [Rescinded]
- 9.5.3.** On each shift, fuelers shall inspect their vehicle/cart prior to use to ensure that it meets all applicable standards. This inspection shall be documented on a company provided inspection sheet that shall be kept with the vehicle/cart for the duration of the shift and presented to LAWA for inspection immediately upon request. Fuelers shall continuously monitor their vehicle/cart when in use for any unsafe conditions that may develop.
- 9.5.4.** All into-aircraft fueling personal, and vehicles must comply with the Fueling Inspection Program (Appendix 16).



Los Angeles International Airport  
Rules and Regulations  
**Reserved**

**10. RESERVED**

**11. Airside Motor Vehicle Operations**

This section specifies the operating procedures for all vehicles at the Airport except in cases of emergency involving the protection of life and/or property. All motor vehicles shall be operated in strict accordance with the rules prescribed by this section and the California Vehicle Code, 49 CFR 383 governing the safe operation of a motor vehicle.

Specific procedures covering the use of fueling vehicles and equipment for fueling operations are provided in Section 09 – Fueling.

**11.1. Airside Driving Rules**

**11.1.1.** All operations of motor vehicles/equipment shall adhere to the following:

- a. Vehicle and equipment fleets limited to the absolute minimum required on the Air Operations Area (AOA)
- b. Not be operated in a careless or negligent manner or in a way that would endanger persons or property
- c. Not be operated if constructed, equipped, or loaded in a manner that would endanger persons or property
- d. Stay on the roadways (refer to Appendix 08 - Airfield Driving Routes)
- e. Use only designated entry and exit points onto the ramp and apron areas
- f. Drive to the outside but in proximity of the white ramp/apron limit (wing clearance) line on ramps/aprons or taxilanes
- g. Not run engines unnecessarily
- h. Use a guide person whenever the vehicle operator's vision is restricted
- i. Obey all reserved, posted, or restricted parking area signs
- j. Obey all traffic signs/lights, directions, and markings
- k. Not hinder or endanger the movement of aircraft
- l. [Rescinded]
- m. Exercise caution at all times and especially during poor visibility and/or poor road conditions
- n. Not drive across taxilanes (alleyways) between terminals unless they are marked with appropriate (zipper) markings
- o. All occupants use seat belts when equipped while operating on Airport Vehicle Service Roads (VSR)
- p. Obtain approval from Airport Operation via the Airport Response Coordination Center (ARCC) (424) 646-5292 if said vehicle/equipment is over 14 feet in height prior to accessing VSRs.

**NOTE:** This requirement does not apply to vehicles operating on VSR “F” between VSR “A” and VSR “C” or VSR “C” between VSR “F” and Taxilane “C1.”

- q. All vehicles/equipment shall be operated in a safe manner.
- r. Vehicles/motorized equipment can only be towed/moved by equipment designed for such purposes (i.e. tow trucks). Disabled vehicles/equipment can only be pushed to the extent required to be removed from imminent danger.
- s. Passing or overtaking is only permitted within the confines of the solid VSR markings. Passing is not permitted within the zipper markings or within 50 ft of a



service road intersection, taxiway intersection, stop sign/marking or stop for aircraft sign/marking.

**11.1.2. Speed Limits**

- a. Vehicles shall be operated on the AOA in strict compliance with the following speed limits:
  - 1) 20 mph on all vehicle roadways unless otherwise posted or indicated below
  - 2) 10 mph on Vehicle Service Roads "K", "L" & "M".
  - 3) 10 mph on all ramp/apron areas outside the aircraft limit line
  - 4) 3 mph or walking speed on all ramp/apron areas inside the aircraft limit line
  - 5) At no time shall speeds exceed a reasonable and prudent speed, consistent with existing traffic, lighting, and weather conditions.

**11.1.3. Use of Cell Phones while Operating Vehicles**

- a. No person shall use mobile devices (talk or text) while operating vehicles on the AOA unless using hands-free equipment.

**11.1.4. Authorized Vehicles on the AOA**

- a. Access to the AOA is subject to prior approval by the General Manager or designee.
- b. All motorized vehicles operating on the AOA shall adhere to the following:
  - 1) Vehicles are specifically authorized by LAWA to be operated on the AOA including specialty vehicles used to facilitate the loading, unloading, fueling, maintaining, and servicing of aircraft, and/or is authorized by LAWA to be driven on the AOA Roadways. Or
  - 2) Vehicles are legally authorized and/or equipped to be operated on public roads.
  - 3) All airfield drivers shall meet the qualifications set forth under the California Vehicle Code, and when applicable 49 CFR 383 and such other rules and regulations governing the safe operation of a motor vehicle
- c. All operators shall enter the AOA through an established LAWA access post Refer to Appendix 08 - Airfield Driving Routes or through approved tenant access points

**NOTE:** Refer to Section 7.3 - Escorting Procedures

**11.1.5. Right-of-Way**

- a. All vehicles on the AOA shall yield the right-of-way to all aircraft, pedestrians and the following vehicles:
  - 1) Aircraft that are being taxied, towed, or otherwise moved, including their towing and guiding vehicles.

- 2) Emergency equipment responding to an emergency displaying a red flashing light (e.g., Aircraft Rescue and Firefighting (ARFF), Airport Operations, Airport Police and LAFD vehicles).
  - 3) LAWA busses operating on taxiways and displaying a rotating yellow beacon when responding to an emergency.
  - 4) Aircraft tow/pushback vehicles exiting a taxiway/taxilane.
- b. Vehicles operating on roadways take precedence over vehicle traffic in adjacent areas (e.g. leaseholds, aircraft parking ramps and equipment parking areas).

**11.1.6. Movement Area**

- a. Vehicles and pedestrians are prohibited on taxiways/taxilanes, unless approved by Airport Operations.
- b. All vehicles operating in the movement area shall be equipped with a lighted rotating beacon and have two-way radio communications with the FAA ATC Tower unless under escort by Airport Operations.
- c. Vehicles and pedestrians are prohibited on runways, unless approved by Airport Operations.
- d. Pedestrians are prohibited outside of the apron limit line and on all Vehicle Service Roads.

**11.1.7. Driving on Aircraft Parking Positions**

- a. No vehicle may operate in an aircraft parking position except when actively involved in aircraft servicing.
- b. Vehicles stopped on aircraft parking positions shall be attended at all times.
- c. All equipment shall be cleared from aircraft safety envelopes within the aircraft parking positions immediately after completion of aircraft servicing.

**NOTE:** Parking positions about to be occupied by an aircraft may have the taxi-in area cleared up to the white line and vehicles/servicing equipment near the line. Parking positions equipped with passenger boarding bridges may also display an amber rotating light. Aircraft preparing to depart a parking position may have a red strobe/beacon flashing, the wheel chocks removed and vehicles/servicing equipment may be cleared out from the immediate vicinity.

**11.1.8. Driving Under Aircraft**

- a. Vehicles, GSE and other personal conveyances shall not be driven under any portion of an aircraft unless required to service the aircraft.
- b. Vehicle(s) shall be driven at the slowest speed possible paying attention to height restrictions when driving under an aircraft.
- c. A guide person shall be used any time that the vision of a driver is obstructed.

**11.1.9. Driving Behind Aircraft Engines**

- a. Minimum safe distances shall be maintained when operating a motor vehicle in front of or behind aircraft with running aircraft engines.

- b. When engines are running at high power, such as during maintenance runs, taxi or takeoffs, vehicles shall remain well clear until the run has subsided or the aircraft has departed.

**11.1.10. Driving Between Aircraft and Loading Gate/Bus**

- a. No vehicle shall be driven in any area between a bus and an aircraft, loading gate, or building when the area is actively being used as a walkway for passengers.

**11.1.11. Stopping, Parking, and Unattended Vehicles/Equipment**

- a. All vehicles/equipment shall be parked with parking brake engaged.
- b. All vehicles/equipment shall be turned off unless required for auxiliary functions.
- c. No vehicles/equipment shall block ramp fire hydrants.
- d. No vehicles/equipment shall block emergency fuel shutoff devices
- e. No vehicles/equipment shall block access to the Visual Docking Guidance System (VDGS) control panel
- f. No vehicle shall be stopped or parked on any taxiway, taxilane, access lane, or area marked with solid red or red hashed lines.
- g. No vehicle or equipment shall be stopped or parked in an area that blocks the ingress/egress of emergency vehicles.
- h. Vehicles/GSE equipped with raising or lowering attachments and/or extensions (e.g. aircraft stairs, maintenance lifts etc.) shall be left in the lowered position when unattended or when not in use (boom lifts are exempt).
- i. Vehicle ignition keys must be secured at all times to prevent unauthorized use.

**11.1.12. Reversing and Driving Backwards**

- a. Reversing and driving backwards is permitted only if existing conditions make it impossible to drive forward.
- b. A guide person shall be used any time that the vision of a driver is obstructed.

**11.1.13. Low/Reduced-Visibility Vehicle Operations**

- a. Special caution is necessary if markings on the road surface (traffic signs, stop lines, etc.) are not visible because of adverse weather and road conditions.
- b. All persons operating a motor vehicle shall drive at speeds that are reasonable and prudent under the prevailing conditions.
- c. Vehicle lights shall be switched on during the hours between sunset and sunrise.
- d. Driving with parking lights only or high beam headlights is prohibited.

**NOTE:** See Appendix 06 - Surface Movement Guidance and Control System (SMGCS) Plan.

**11.2. Vehicle/Equipment Requirements****11.2.1. Insurance Requirements**

- a. All vehicles operated on the AOA shall have liability insurance as required by the General Manager.

**11.2.2. Motor Vehicle Operating Permit (MVOP) (See Section 15.6 Annual Motor Vehicle Operating Permit)**

- a. All vehicles operated on the AOA shall comply with the MVOP process.

**11.2.3. Vehicle/Equipment Identification**

- a. All motor vehicles other than LAWA, Los Angeles Fire Department (LAFD), law enforcement, and government agencies shall display either a yearly restricted area permit decal or a monthly airfield access permit.
- b. Each vehicle operating on the AOA shall display a logo or company name on both sides of the vehicle in a conspicuous location.
- c. Each baggage cart shall display a logo or company name displayed on both the front and rear of the cart
- d. The name of the company or tenant shall be spelled out in letters no less than 3 inches in height. Company logos or symbols shall be at least 18 inches in diameter when not accompanied by approved lettering. To enhance visibility, all markings shall be on a background of sharply contrasting color.
- e. Short-term/temporary use of placards or magnetic identification panels are not allowed unless prior approval has been given by the General Manager through the Duty Manager at the ARCC (424) 646-5292.
- f. All aircraft Ground Support Equipment (GSE) shall have its company name and company equipment number stenciled on two sides of each piece of equipment.
- g. Any cart or piece of equipment being towed after darkness must have 3" diameter reflectors, reflective tape, or operable lights on both sides and rear.
- h. Rotating/flashing beacons must be amber in color. The use of any other color requires approval by Airport Operations.

**11.2.4. Vehicle Licensing**

- a. A valid California license plate is not required on vehicles or equipment operated solely within the AOA.

**11.2.5. Vehicle/Equipment Roadworthiness**

- a. All Vehicle/GSE operators must conduct a physical inspection of their vehicle/GSE prior to use anytime that the vehicle/GSE has not been in their control.
- b. All headlights, taillights, brake lights, turn signal lights, and running or clearance lights on a vehicle shall be in proper working order.

**11.2.6. Trailer Restrictions**

- a. Trailers shall not be permitted unless equipped with reflective markings and equipped with proper brakes so that when they disengaged from a towing vehicle, neither aircraft engine blast nor wind will cause such equipment to become free rolling.

- b. Positive lock coupling shall be required for all towed equipment.
- c. The yokes of trailers shall also be inspected frequently for metal fatigue by the owner/operator to preclude yoke malfunctions.
- d. No single vehicle or a tractor semi-trailer unit shall exceed 50 feet in length.

### **11.3. Driver Requirements**

#### **11.3.1. Restricted Area Drivers (RAD)**

- a. All operators driving a vehicle or motorized equipment on the AOA (e.g. vehicle service roads and ramp areas) must have a Restricted Area Drivers (RAD) Icon on their active SIDA badge and a valid U.S. State issued driver's license.

**NOTE:** Drivers receiving behind the wheel training by a LAWA authorized RAD trainer in the front passenger seat and/or drivers operating exclusively within tenant leaseholds are not required to hold a RAD icon.

- b. Operators driving a vehicle or motorized equipment on the AOA shall present their SIDA badge and driver's license promptly to Airport Police or Airfield Operations personnel upon request.
- c. [Rescinded]
- d. A transferred employee who establishes permanent residence in the State of California shall adhere to the State of California's motor vehicle driver requirements.
- e. Suspension or revocation of any driver license shall be immediately reported to the LAX Security Badge Office (424) 646-5500.

**NOTE:** LAWA reserves the right to check whether the driver of any motor vehicle holds a valid driver license.

- f. All persons upon termination of employment, revocation, or suspension of their driver license shall return their (SIDA) Badge to the LAX Security Badge Office without being expressly requested to do so.

#### **11.3.2. Driver's Training and Testing**

- a. All RAD applicants who operate a vehicle shall be familiar with the pertinent provisions of the State of California Vehicle Code and LAX Rules and Regulations.
- b. The RAD applicant shall be trained in the vehicle(s) to be operated in the course of their duties.
- c. All RAD applicants must receive at least eight hours of supervised behind the wheel training on the AOA (with a minimum of 2 hours during periods of darkness) with a LAWA Approved RAD Trainer providing training from the front passenger seat.

**NOTE:** Please refer to <https://www.lawa.org/groups-and-divisions/operations-and-emergency-management/airport-operations/programs/classes> for additional information, requirements and processes.

- d. Only LAWA Approved RAD Trainers who have completed the LAWA RAD Trainer Course may provide behind the wheel drivers training on the AOA.
- e. [Rescinded]
- f. Any badged employee who requires access to remote areas, areas not supported by the service road system, and/or areas specified by Airside Operations will be required to successfully complete the AOA Familiarization Course and obtain the AOA Familiarization Icon on their LAX SIDA badge prior to entering such areas.
- g. RAD applicants shall be trained to operate on Ramp/Apron areas and all Vehicle Service Roads.

**11.3.3. Vehicle Escorts**

- a. A driver without Restricted Area Driver access shall not drive on the AOA unless guided by an escort vehicle driven by an authorized Restricted Area Driver with an Escort Icon. See Section 7.3 - Escorting Procedures.

**11.4. Baggage and Cargo Transport****11.4.1. Towing of Freight/Cargo or Baggage**

- a. No more than (five) 5 baggage carts shall be towed on the AOA.
- b. No more than 4 LD-3/LD-7 dollies or any other combination of equipment shall be towed on the AOA.
- c. Only one 20 ft dolly may be towed at a time. No other equipment may be towed concurrently with a 20 ft dolly.
- d. All freight, cargo and baggage shall be transported in a manner that prevents spillage.
- e. The driver shall check that the load and all trailers are properly secured and connected prior to starting.
- f. All freight/cargo or baggage being transported that are not secure shall be detained by Airport Operations and/or Airport Police and not allowed to continue until properly secured.
- g. The maximum total length of a combination of tractor and towed trains allowed on the AOA shall not be more than 85 feet.
- h. All baggage and cargo containers shall be transported on the Vehicle Service Roads with its curtains and/or doors closed, stowed, and secured.
- i. No freight, cargo or baggage shall exceed the width of the vehicle/equipment being used for transport. Any load exceeding 4' beyond the length of the vehicle/equipment being used for transport must be flagged or lighted. Exceptions may be requested by contacting Airport Operations prior to transport at 424-646-5292.
- j. At no time shall the load being towed exceed the vehicle's rated towing capacity.

- 11.4.2.** No baggage or cargo Unit Load Devices (ULD)/cans shall be left on the ground or unsecured on its corresponding ground support equipment/dollies.

- 11.4.3.** Chocks and cones shall be transported either inside a vehicle, in an enclosed container or tethered to the vehicle.

**11.5. Unauthorized Use of Equipment**

- 11.5.1.** The use of another company's GSE is not allowed without written agreement between the companies' authorized representatives.
- 11.5.2.** A current copy of the written agreement between the two companies shall be sent to the Airport Operations GEIP Office at: [GEIP@lawa.org](mailto:GEIP@lawa.org)

**11.6. Specialty and Miscellaneous Vehicles (Other Vehicles)****11.6.1. Motorcycles and Bicycles**

- a.** The use and storage of bicycles, motorcycles, skateboards and other personal transportation devices on AOA roadways and ramp/apron areas is prohibited except on exclusive leaseholds.

**11.6.2. Lightweight Vehicles / Golf Carts**

- a.** Lightweight vehicles such as golf carts are prohibited from traversing AOA Roadways.
- b.** Operating lightweight vehicles such as golf carts on any passenger or cargo ramp and apron area, or other non-leasehold areas shall have prior approval by the General Manager, through the Airport Operations Airside Manager (424) 646-7489.

**11.6.3. In-flight Kitchen / Cabin Service Trucks**

- a.** All trash or service items shall be secured inside the vehicle to prevent spillage.
- b.** All service vehicles shall not have open doors or personnel on the rear landing while the vehicle is in motion.

**11.6.4. Passenger and Employee Transportation**

- a.** Passengers and employees may only be transported in vehicles designed for such purpose, provided the driver is appropriately trained to operate said vehicle.
- b.** Each occupant must be in a seat with the seat belt fastened (if equipped). The number of occupants on-board may not exceed the number of seating positions and vehicle seating capacity.

**11.6.5. Special Safety Rules**

- a.** Hydraulic stabilizers on vehicles may be extended only after all persons are clear of the danger area.
- b.** The use of forklifts for cargo handling at terminal gates is prohibited unless approved by the ARCC (424) 646-9071
- c.** Moving scissors-type vehicles, with scissors extended, is prohibited except to position the vehicle against an aircraft for servicing.
- d.** Scissors-type vehicles shall not be extended behind an aircraft with engines running.
- e.** When scissors are extended, a safety lock is required.



- f. Vehicles operating on the aircraft movement area shall be fitted with a yellow beacon. The use of other colors is prohibited, except on authorized vehicles.

## **11.7. Construction Contractor Vehicle Operations**

- 11.7.1. Contractor vehicles will not be permitted without permission of the General Manager or designee. These vehicles shall have a Monthly Airfield Access Permit and meet, as a minimum, the following requirements:
  - a. Construction contractors working in the AOA that need to operate vehicles on runways, taxiways, and ramp/apron areas shall do so in a manner approved by Airport Operations via the ARCC (424) 646-5292 and shall furnish flag persons and traffic signals as required by LAWA.
  - b. All construction activity adjacent to any portion of the movement area shall be coordinated prior to starting work with Airport Operations via the ARCC (424) 646-5292 on a daily basis.
  - c. Construction contractors working on the Airport who require frequent access to the AOA through gates not normally controlled by security guards shall furnish guard personnel to control such gates and to prevent access to the AOA by unauthorized persons and vehicles.
  - d. A construction flag is required on all construction vehicles, cranes, and high-profile equipment.
  - e. An FAA approved light fixture is required on all cranes and high-profile equipment at night and during periods of low visibility.

## **11.8. Maintenance and Fueling of Vehicles and GSE**

- 11.8.1. No repairing, dismantling, or servicing of vehicles and GSE in any area other than the tenant's approved leasehold is allowed.

**NOTE:** Exceptions may be made on a temporary case-by-case basis by contacting the ARCC (424) 646-5292.

## **11.9. Inspection Programs**

The primary goal of the LAX GEIP is to increase safety awareness on the airfield to reduce equipment/property damage caused by defective ground service equipment and untrained staff.

- 11.9.1. Ground Equipment Inspection Program (GEIP). The primary goal of the LAX GEIP is to increase safety on the airfield by focusing on and investigating GSE inspections, incidents and accidents. GSE operators are subject to the following:
  - a. Physical inspection of equipment
  - b. Follow-up of repairs
  - c. Investigation of breakaway incidents
  - d. Review owner/operator inventory/maintenance/training records
  - e. Items identified in the CSPP ([LAWA Official Site | Certified Service Provider License Agreement \(CSPLA\)](#)).



**NOTE:** Additional Ground Service Equipment safety awareness training is available upon request but is ultimately the responsibility of the owner/operator.

**11.9.2.** Vehicle/Equipment Inspection Program. The primary goal of this program is to enhance airfield safety, to eliminate airfield accidents, to improve operability of the vehicles/equipment, and to remove efficiently all inoperable vehicles and equipment. The Airport Police shall conduct/enforce the following:

- a. Identify vehicles or equipment in need of repair.
- b. Issue an Airfield Citation and place a Blue Identifier Tag on the defective vehicle and/or equipment.
- c. Repairs shall be completed in 72 hours.
- d. The company which owns the cited vehicle/equipment shall take it to the Inspection Station located at West Imperial Terminal for verification.
- e. If the repair is acceptable, the inspector will remove the Blue Identifier Tag and issue a receipt.
- f. Any vehicle/equipment in use past the 72-hour period with a Blue Identifier Tag will be escorted to the company leasehold and given a Red Identifier Tag. The vehicle/equipment shall remain “out of service” until repaired.
- g. Airport Police will impound vehicles/equipment operating with a Red Identifier Tag.

#### **11.10. Authorization to Move Vehicles/Impound**

**11.10.1.** All vehicles or equipment impeding aircraft access and/or creating a potential safety hazard are subject to immediate impound.

**11.10.2.** Vehicle/Equipment Impound

- a. The General Manager or designee may move or immediately impound (at the owner's/operator's expense) any vehicle(s) or equipment creating imminent safety hazards and/or interfering with airport operations. Any vehicle impounded shall only be released to the owner/operator upon proper identification of the person claiming such vehicle/equipment.

**NOTE:** The Airport shall not be liable for damage to any vehicle/equipment or loss of personal property which might result from removal.

- b. Any vehicle or equipment left unattended, unsecured, or in any condition that poses a hazard to the Airport Operations Area or obstructs Airport operations in any way, will be subject to immediate removal and or impound by authorized LAWA's personnel. For inquiries, contact the ARCC at (424) 646-5292 or GEIP at (424) 646-5883.
- c. Vehicle/equipment operators will be provided 90 minutes from initial contact to remove any vehicle or equipment that is observed outside assigned leasehold or parking areas that do not immediately obstruct airport operations.

**NOTE:** After a period of 90 minutes, said vehicles and equipment will be subject to impound and removal by authorized LAWA's personnel.

- d. Impound charges and storage fees are as follows: \$150.00 impound charge, \$25.00 per day of storage fees or fraction thereof.
- e. Equipment not retrieved within 30 days may be eligible for salvage (Board Order AO-5078).
- f. When requesting a “freeze” on impound fee accrual, payment must be received by the Airport within five business days of date of request or charges will be incurred from initial day and time of impound.
- g. Owners are asked to pay impound charges and make arrangements for equipment pickup at the ARCC, 7333 World Way West, 4th Floor.
- h. The vehicle or equipment owner must present a receipt of impound charges paid before equipment is released.

**11.10.3. Impound Retrieval Process**

- a. Steps for retrieving impound equipment include the following:
  - 5) Equipment owners shall contact Airport Operations via the ARCC (424) 646-5292 to pay impound fees and arrange for access to the impound lot for equipment pickup.
  - 6) The Equipment owner must present a receipt of impound charges paid before equipment is released.

**11.11. [Rescinded]****11.12. Traffic Obstructions**

- 11.12.1.** Any mail sack, package, object or other property observed unattended on ramp/apron area or roadway shall be removed and turned in to Airport Police at Access Post #2 for distribution to the proper agency or owner.
- 11.12.2.** Any condition which creates a hazard or obstruction to traffic in the AOA shall immediately be reported to LAX Airport Operations via the ARCC (424) 646-5292 and removed as soon as possible by the responsible tenant.

**12. Landside Motor Vehicle Operations**

All commercial and private motor vehicles shall be operated in strict accordance with the rules prescribed in this section and the California Vehicle Code, 49 CFR 383 except in cases of emergency involving the protection of life and/or property.

**12.1. Commercial Passenger Vehicles (Ground Transportation)**

Commercial Passenger Vehicle access is a privilege granted by the General Manager and may be suspended or revoked at any time for just cause.

- 12.1.1.** All entities engaged in the transportation of persons by motor vehicle for compensation, all owners and operators of commercial passenger motor vehicles and vehicles for hire regulated by a federal, state and/or municipality, and drivers thereof, at Los Angeles International Airport shall operate in compliance with the applicable rules and regulations as stated. Please refer to [https://www.lawa.org/-/media/lawa-web/group-and--division/files/courtesy\\_transportation\\_permit/courtesy\\_permit/qt-rules-regulations.ashx](https://www.lawa.org/-/media/lawa-web/group-and--division/files/courtesy_transportation_permit/courtesy_permit/qt-rules-regulations.ashx)

**NOTE:** Additional information regarding ground transportation licensing and permit services may be obtained at [LAWA Official Site | Ground Transportation Permits](#)

**12.2. Landside Driving Rules (Traffic Signs, Directions, Signals, and Markings)**

- 12.2.1.** All vehicles shall comply with any lawful order, signal, or direction by authorized personnel.
- 12.2.2.** Where traffic is controlled by traffic lights, signs, mechanical or electrical signals, or pavement markings, such lights, signs, signals, and markings shall be obeyed unless an authorized Los Angeles World Airports (LAWA) representative directs otherwise.
- 12.2.3.** Although airport signs generally conform to the standards set by the California Vehicle Code, in addition, special LAWA signs may be posted to alert drivers to special conditions.
- 12.2.4.** Where conditions preclude the use of post-mounted traffic signs, road surface markings have the same validity. Special caution is therefore advised in case of poor road conditions.
- 12.2.5.** Authorization to Move Vehicles - Vehicle Impound
- a.** The General Manager or designee may move and store, or cause to be removed/impounded (at the owner's/operator's expense), any vehicle which is disabled, abandoned, or illegally or improperly parked, creates a safety hazard, or interferes with airport operations.
  - b.** Any vehicle impounded shall be released to the owner or operator upon proper identification of the person claiming such vehicle and upon payment of the towing charge currently in effect plus accrued storage fees.

**NOTE:** The Airport shall not be liable for damage to any vehicle or loss of personal property resulting from removal.

**12.2.6.** GSE and/or cargo shall not be abandoned on sidewalks or roadways.

**12.3. Central Terminal Area (CTA)**

**12.3.1. Painted Zones/Curbs**

**a. Red or Yellow Zone**

- 1)** No private vehicle shall stop, wait, or park in the red or yellow zone.

**b. White Zone**

- 1)** No vehicle shall stop, wait, or park in the white zone unless actively engaged in the immediate loading or unloading of passengers and/or baggage.
- 2)** No vehicle shall be left unattended in the white zone.
- 3)** All permitted/authorized government vehicles shall only park when operationally necessary.
- 4)** No deliveries of goods or equipment shall be allowed without prior approval from Landside Operations (310) 654-3094

**12.3.2. Traffic Lanes and Sidewalks**

- a.** No scheduled/unscheduled traffic lane(s) or any portion of the sidewalk shall be closed without prior approval by Airport Police or Landside Operations (310) 654-3094.

**12.4. Parking Garages, Lots, and Areas**

**12.4.1. Reserved, Posted, or Restricted Parking Areas**

- a.** Vehicles parked in any garage, parking lot, or other authorized parking area shall comply with all signs and markings.
- b.** Vehicles shall not exceed 5 miles per hour in any garage, parking lot, or authorized parking area.

**12.4.2. Disabled Parking**

- a.** Vehicles displaying either a distinguishing license plate or a placard, issued pursuant to Sections 5007 or 22511.5 of the California Vehicle Code, may park in designated disabled parking sections as indicated by appropriate signs and/or markings. All others not displaying such license plate or placard shall be cited and/or towed at owner's expense.
- b.** All vehicles displaying disability placards or license plates are subjected to the posted fee.
- c.** All other violation(s) will be issued parking citation(s) to offenders pursuant to Section 22507.8 of the California Vehicle Code.

**12.4.3. Parking Space Use**

- a. A vehicle parked in any garage, parking lot, or other authorized parking area reserved for public, private, or employee use shall only occupy one space.
- b. Vehicles shall not park in any hash-marked areas.

**12.4.4. Electric Charging Station**

- a. Only electric vehicles shall park in the designated vehicle electric charging stations.

**12.4.5. Parking Lot Ticket**

- a. Vehicles entering any garage or lot shall pull a ticket to park.

**12.4.6. Motorcycles shall comply with the following:**

- a. Enter and exit around gate arms
- b. Not use a sidewalk
- c. Not take a ticket
- d. Not park in a space for a car
- e. Park at the ends of rows, corners, or other spaces provided they do not block access to parked or moving vehicles, disabled spaces, Smarte Carte machines, doors, elevators, paths, etc.

**NOTE:** Parking for motorcycles is free inside the CTA parking structures.

**12.4.7. Abandoned Vehicles**

- a. Vehicles shall be considered abandoned in any garage or parking lot after 30 consecutive days.
- b. Abandoned vehicles are subject to citation and/or impounding.

**12.4.8. Employee Parking**

- a. Please Visit the LAX Employee Parking site: <https://www.flylax.com/lax-parking-information>

**13. Noise Abatement**

This section sets forth all Los Angeles World Airports' (LAWA) noise abatement procedures, restrictions, and regulations involving aircraft operations.

**13.1. Aircraft Noise Abatement**

- 13.1.1.** All aircraft operators shall comply with Federal Aviation Administration (FAA) regulations and procedures for noise abatement and noise emission standards and with all rules, policies, procedures, resolutions, and ordinances established by the City of Los Angeles, LAWA, and LAWA's Board of Airport Commissioners (BOAC) relative to noise abatement. Air Traffic Control (ATC) is used in this section as a common term for all pertinent FAA air traffic control, including but not limited to those at Los Angeles International Airport's (LAX) FAA ATC Tower and Southern California Terminal Radar Approach Control (SOCAL TRACON).

**NOTE:** No traffic or flight procedures contained herein shall abrogate the authority and responsibility of the pilot in command to ensure the safe operation of the aircraft.

**13.2. Operational Responsibilities**

- 13.2.1.** FAA ATC Tower shall employ the noise abatement preferential runway and taxiway use procedures specified herein while recognizing that under certain conditions, deviations may be necessary due to aircraft emergencies, adverse weather, or field construction and maintenance work.

**NOTE:** Nothing in these procedures shall limit the discretion of either FAA ATC Tower or a pilot regarding full use of airport facilities in an exigent or atypical situation.

- 13.2.2.** Pilots of large aircraft (greater than 12,500 pounds) and pilots of all turbine- powered aircraft who are given a preferential runway assignment by FAA ATC Tower shall use that runway unless the pilot determines that in the interest of safety another runway shall be used, except as provided in 13.4, Traffic and Flight Procedures (Over-Ocean Operations).
- 13.2.3.** Pilots of all westward departing aircraft shall proceed west until past the shoreline before turning their aircraft unless otherwise instructed by FAA ATC Tower pursuant to 13.4.
- 13.2.4.** Pilots shall not request the use of outboard runways (06L/24R and 07R/25L) for departure unless the pilot determines that for safety purposes, use of these runways is necessary.
- 13.2.5.** Pilots of turboprop aircraft shall only request offset on departure in order to avoid wake turbulence and shall not routinely request offset prior to departure.
- 13.2.6.** Airline maintenance managers shall ensure that their personnel observe the maintenance restrictions set forth in 13.7, Maintenance Restrictions.

- 13.2.7.** Airport Operations may monitor ongoing maintenance operations and shall stop all operations not in compliance with 13.7 as well as stop any waived maintenance checks identified by community complaints.
- 13.2.8.** Airport Operations will monitor the use of all airport auxiliary power units (APUs) as set forth in 13.7. When APU violations are detected, LAX Airport Operations will contact a representative from the airline involved to advise them of the violation.
- 13.2.9.** Airport Operations shall stop aircraft operations that are not in compliance with the Imperial Terminal Procedures set forth in 13.8.

**13.3. Reporting and Implementation Responsibilities**

- 13.3.1.** FAA ATC Tower shall report observed pilot deviations from the Traffic and Flight Procedures contained in 13.5 and from the Helicopter Operating Procedures contained in 13.6 to the Airport Response Coordination Center (ARCC) (424) 646-5292.
- 13.3.2.** LAWA's Environmental Services Division (ESD) will track aircraft operations deviating from Subsections 4 and 5 contained herein whereas Airport Operations will receive and record all reported and observed deviations from Subsections 6, 7 and 8 contained herein. ESD will contact LAWA Management, the FAA, aircraft owners, pilots, airline officials, community complainants, or others concerning such deviations as appropriate.

**NOTE:** ESD, in cooperation with the FAA, airline and pilot user groups, and other LAWA offices, will prepare and if necessary revise, the Aircraft Noise Abatement Operating Procedures and Restrictions set forth herein.

**13.4. Runway Use Procedures**

- 13.4.1.** Preferential runway use shall be determined as follows:
- a.** 2200-0700 (noise sensitive hours)
    - 1)** FAA ATC Tower shall maximize use of inboard Runways 06R/24L and 07L/25R and Taxiways C and E;
  - b.** 0000-0630
    - 1)** Over-ocean operation procedures shall be in effect between the hours of as provided in 13.5.
  - c.** At all times
    - 1)** Inboard runways shall be preferred to the outboard runways for departures

**13.4.2.** [Rescinded]

**13.5. Traffic and Flight Procedures**



Due to the prevailing winds, aircraft at LAX normally approach and depart to the west (westerly operations); yet sometimes weather requires operations to reverse, with aircraft arriving and departing to the east (easterly operations). Additionally, between the hours of 0000-0630, aircraft adhere to the over-ocean preferential runway use procedures, approaching over the ocean toward the east and departing over the ocean toward the west (over-ocean operations). Procedures for westerly, easterly, and over-ocean operations are set forth below.

### **13.5.1. Westerly Operations**

- a. Westerly Operation Approach Procedures: Runways 24/25 between 0630-2400 Hours**
  - 1) Traffic Pattern Entry—North and Northwest Traffic**
    - FAA ATC Tower will instruct all turbojet and four-engine turboprop aircraft that will make a visual approach to execute the “45 Degree Visual Approach” as depicted on current aeronautical charts.
    - Pilots are requested to do the following:
      - ◇ Fly outbound via the Santa Monica 068-degree radial during downwind leg until commencing turn to base leg.
      - ◇ Remain at 5000 feet or above until passing LAX 009 degree radial on downwind leg.
      - ◇ Start turn to base leg at or above 3500 feet. Fly base leg over or just east of the Harbor Freeway. When assigned Runways 25, cross the extended centerline of Runways 24 at or above 2500 feet. Turn final approach at or above 2000 feet, east of the Hollywood Park Casino.
  - 2) Traffic Pattern Entry—Other Direction Traffic**
    - Remain at or above 2000 MSL as directed by FAA ATC Tower until intercepting final approach course east of the Hollywood Park Casino.
  - 3) Flight Procedures**
    - Large airplanes (over 12,500 pounds) approaching to land fly at an altitude at or above the ILS glide slope and between the outer marker (or the point of interception with the glide slope if compliance with applicable distance from clouds criteria require interception closer in) and the middle marker, pursuant to FAR 91.129 (e)(2).
    - When weather permits, high altitude low drag minimum thrust approaches are encouraged.
- b. Westerly Operation Departure Procedures: Runways 24/25 between 0630-2400 Hours**
  - 1) Flight Procedures**
    - Except in an unusual situation or at the specific direction of FAA ATC Tower, pilots will be requested to do the following:
      - ◇ After lift-off, fly straight to shoreline prior to commencing any turns.
      - ◇ Maintain runway heading until past the shoreline and reach 4000 feet before making a right turn



- ◇ Maintain runway heading until past the shoreline and reach 3000 feet before making a left turn.
  - ◇ Avoid over-flying communities to the north and south of the airport unless under the specific direction of FAA ATC Tower to do so.
  - ◇ Twin engine piston and turboprop and all propeller airplanes under 12,500 pounds are exempt only from the altitude restriction.
  - ◇ FAA ATC Tower will vector turbojet and four-engine turboprop aircraft straight out and only in an area bound by bearing westward from the shoreline of 210 degrees and 270 degrees until reaching the altitudes stipulated in the paragraph below.
  - ◇ Pilots of civil turbojet powered airplanes should employ the takeoff and departure procedure outlined in FAA Advisory Circular 91.53A dated July 22, 1993. However, this does not imply that a reduced thrust technique cannot be used during westerly direction takeoffs.
- 2) Nighttime Departure Procedures
- During the hours of 2100 until 0700, all IFR jet departures will use the LAXX and Ventura departures. The Gorman and Loop departures will not be utilized during this time period.

### **13.5.2. Easterly Operations**

- a. Easterly Operation Approach Procedure: Runways 6/7 (when weather conditions require)
- 1) Traffic Pattern Entry
    - As directed by FAA ATC Tower.
  - 2) Flight Procedures
    - All aircraft shall conduct over-ocean approaches from west to east.
    - The base leg for visual approaches shall be flown at least one mile west of the shoreline.
- b. Easterly Operation Departure Procedure: Runways 6/7 (when weather conditions require)
- 1) Flight Procedures
    - Pilots of civil turbojet powered airplanes should employ the takeoff and departure procedure outlined in FAA Circular 91.53A dated July 22, 1993. Use of a reduced thrust technique during easterly direction takeoffs is discouraged.

### **13.5.3. Over-Ocean Operations**

- a. Easterly Approach Flight Procedures: Runways 6/7 between 2400 and -0630 hours
- 1) In accordance with the flight procedures delineated above for Easterly Operation Approach Procedures.

- 2) All landings shall be made on Runways 6R and 7L. Deviations are permitted in accordance with 13.1 of this Section.
- b. Westerly Approach Flight Procedures (Due to Weather Limitations) Runways 24/25 between 2400 and -0630 hours
  - 1) FAA ATC Tower may deviate from Over-Ocean Operations and permit all aircraft to land from east to west in accordance with Westerly Operation Approach Procedures when the following conditions exist: a ceiling of 400 feet or less above ground level at the westerly end of the airport, a tail wind component that exceeds ten knots from the west, or the runway visual range (RVR) indicates less than 2400 feet.
- c. Westerly Departure Flight Procedures: Runways 24/25 between 2400 and -0630 hours
  - 1) In accordance with the flight procedures delineated above for Westerly Operations Departure Procedures.
  - 2) All departures shall be made on Runways 24L and 25R. Deviations are permitted in accordance with 13.1.a of this Section.
- d. Easterly Departure Flight Procedures (due to weather limitations): Runways 6/7 between 2400-0630 hours.
  - 1) In the event FAA ATC Tower determines that existing weather provides for only easterly departure traffic flow, including a tail wind component that exceeds 10 knots from the east, FAA ATC Tower shall only permit departures on Runways 6R and 7L. Deviations are permitted in accordance with 13.1.a of this Section.

### **13.6. Helicopter Operating Procedures**

The following conditions apply only to helicopter operators with a valid Operating Agreement with LAWA and a signed Letter of Agreement.

- 13.6.1.** All operators conducting helicopter operations at LAX shall carry a current LAX Helicopter Route Chart and shall comply with FAA ATC Tower requirements and procedures pertaining to helicopter routes and altitudes within the Los Angeles Class B airspace and with the procedures set forth herein.
- 13.6.2.** Helicopter operators both arriving and departing shall utilize the flight routes designated by the FAA for Visual Flight Rules (VFR) and Special Visual Flight Rules (SVFR).
- 13.6.3.** During SVFR operations, helicopter operators are requested to utilize the southerly industrial route when arriving or departing the airport unless specifically instructed otherwise by FAA ATC Tower.
- 13.6.4.** While using FAA approved flight routes, helicopter operators shall also maintain an altitude of 2,000 feet, weather, traffic, and safety permitting.

- 13.6.5.** Helicopter operators shall use noise abatement approach and departure flight techniques.
- 13.6.6.** Helicopter operators shall avoid nighttime (2200-0700) operations except in extreme emergency cases.
- 13.6.7.** Helicopter training operations are prohibited (touch-and-go, stop-and-go, and low approach) except for FAA certification flights.
- 13.6.8.** Helicopter operators shall provide a LAWA identification symbol, prescribed and used in LAX servicing, affixed on each of the rotorcraft and readily visible from the ground.
- 13.6.9.** Prior to issuance of a helicopter operating agreement, operators shall develop, implement, and file with the BOAC a “Fly Neighborly Program” that emphasizes noise abatement and community compatibility through actions in the following areas:
- a.** Pilot Awareness
  - b.** Pilot Training and Flight Operations Planning
  - c.** Noise Abatement Techniques
  - d.** Sensitivity to Community Concerns
  - e.** Public Information/Helicopter Identification
  - f.** VFR/SVFR Approach and Departure Routes
  - g.** Hours of Operations
- 13.6.10.** Fly Neighborly Programs shall be kept current and shall be re-filed with the BOAC whenever revised.
- 13.6.11.** All helicopter-operating agreements shall be issued for a period not longer than 5 years and shall be reviewed annually by the General Manager. The General Manager shall submit a compliance report to the BOAC.

**13.7. Maintenance/Engine Run-Up Restrictions**

See Section 04 - Aircraft Operations for additional Rules and Regulations

- 13.7.1.** Operators unable to perform run-ups on approved leasehold run-up pads must obtain approval and instructions from the ARCC (424) 646-9071 prior to conducting such activity.
- 13.7.2.** The run-up of mounted aircraft engines for maintenance or test purposes on both leased and non-leased areas is prohibited between the hours of 2300-0600 unless waived on a case-by-case basis for urgent cause by the General Manager or designee upon receiving prior notification from the operator that the run-up is necessary.
- 13.7.3.** Idle engine checks, run-ups, and auxiliary power units are to be operated for the minimum time required to accomplish the necessary maintenance or preflight check.
- 13.7.4.** Maintenance or test running of jet engines not mounted on an aircraft is prohibited unless performed in a test cell of adequate design. Said cell shall meet noise level criteria at a distance of 250 feet from the center thereof as follows:

| <b><u>Octave Band<br/>Mid-Band Frequency, Hz</u></b> | <b><u>Sound Pressure Level<br/>dB re: 20 uPa</u></b> |
|------------------------------------------------------|------------------------------------------------------|
| 31.5                                                 | 86                                                   |
| 63                                                   | 82                                                   |
| 125                                                  | 77                                                   |
| 250                                                  | 73                                                   |
| 500                                                  | 71                                                   |
| 1000                                                 | 69                                                   |
| 2000                                                 | 67                                                   |
| 4000                                                 | 65                                                   |
| 8000                                                 | 59                                                   |

- 13.7.5.** Operators who violate the Maintenance/Engine Run-up restrictions described in this section are subject to the following penalties:

| <b>Violation</b>                                                  | <b>Penalty</b>         |
|-------------------------------------------------------------------|------------------------|
| First offense                                                     | Letter of Admonishment |
| Second offense within one year of first offense                   | Up to \$2,000 fine     |
| Third offense within one year of first offense                    | Up to \$4,000 fine     |
| Fourth and/or subsequent offense within one year of first offense | Up to \$8,000 fine     |

- 13.7.6.** Any person who counsels, aids, assists, or abets any other person in the operation of any aircraft in violation of this section is also subject to the same penalties specified above.

- 13.7.7.** Other conditions pertaining to maintenance/engine run-ups specified in Ordinance No. 186390 (Appendix 14) shall be followed.

### **13.8. Imperial Terminal Procedures**

- 13.8.1.** All turboprop-powered aircraft over 65,000 pounds maximum gross landing weight or turbojet-powered aircraft (regardless of weight) arriving at the Imperial Terminal will taxi to a position on Taxiway A adjacent to the terminal ramp. At this point, engines will be shut down and aircraft will be towed into their assigned parking positions.
- 13.8.2.** All turboprop-powered aircraft over 65,000 pounds maximum gross landing weight or turbojet-powered aircraft (regardless of weight) departing the Imperial Terminal will be towed to a position on Taxiway A adjacent to the terminal ramp and positioned facing east or west on Taxiway A prior to starting engines.

- 13.8.3.** Jet-engine runs, run-ups, and turbine-based ground power units are prohibited on the ramp, and auxiliary power units may only be operated when required during tow-in or departure.

**14. Environmental**

This section sets forth the Los Angeles World Airports' (LAWA's) environmental requirement for operating on airport property. All businesses operating at LAWA must have valid and appropriate environmental operating permits, comply with environmental regulations, and operate in an environmentally responsible way to reduce airport operational impacts in surrounding communities.

**14.1. Storm Water**

- 14.1.1.** The only material authorized to be discharged into the Airport's Storm Drainage System is uncontaminated storm water, unless a duly adjudicated Discharge Permit is in place.
- 14.1.2.** All tenants and LAWA facility operations shall prevent contaminated storm water and unauthorized non-storm water discharges from occurring and shall report any discharges to the ARCC (424) 646-5292 and the LAWA Environmental Programs Group - Regulatory Compliance Section (EPG) shall be notified by calling (424) 646-6500.

**14.1.3. Industrial Storm Water Discharge**

- a.** All tenants and LAWA facility operations shall comply in full with the requirements set forth in the LAWA Storm Water Pollution Prevention Plan (SWPPP) in accordance with the [State Water Resources Control Board](https://www.waterboards.ca.gov/losangeles/water_issues/programs/stormwater/sw_index.html) Water Quality Order No. 2014-0057-DWQ National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000001 (General Permit) and any subsequent Permit amendments and/or revisions. Refer to: [https://www.waterboards.ca.gov/losangeles/water\\_issues/programs/stormwater/sw\\_index.html](https://www.waterboards.ca.gov/losangeles/water_issues/programs/stormwater/sw_index.html)

**NOTE:** The LAWA SWPPP for each LAWA airport can be found at <https://www.lawa.org/lawa-environment/environmental-programs-group/lawa-stormwater-program>. All tenants that do not obtain an individual NPDES Permit are considered a "co-permittee" to LAWA's Permit and are required to maintain and to perform operations compliant with the appropriate LAWA SWPPP. SWPPP Best Management Practices (BMP) fact sheets are presented in Appendix 2. Additional BMPs from the California Storm Water Quality Association (CASQA) Handbook are also included in the current SWPPP.

- b.** Annually, each co-permittee shall send at least one representative to the SWPPP training session held by EPG. Additionally, each tenant and LAWA facility operation shall make available its designated environmental coordinator/contact person (the facility's Pollution Prevention Team Member (PPT)), or his or her delegate (Alternate PPT (APPT)), to assist EPG staff in performing the permit-required annual storm water facility inspections.
- c.** Any spill of a solid or liquid material which is detrimental to the environment and has entered or may enter the storm drain system shall be reported immediately to the ARCC (424) 646-5292 and the EPG shall be notified by calling (424) 646-

6500. All fuel spills shall be cleaned up in accordance with methods described in Section 9.4 9-4Fuel Spills.

#### **14.1.4. Construction Storm Water Dischargers**

- a. All construction activities occurring within the property of LAWA which disturb an acre of soil or more shall prepare a SWPPP, in conformance with the most up to date version of the LAWA Guidance Manual for Construction Storm Water Pollution Prevention (Construction Storm Water Pollution Prevention ), written by a Qualified SWPPP Developer (QSD), and complying with the requirements as presented in the [State Water Resources Control Board](#) Water Quality Order NPDES General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activities; Order No. 2009-0009-DWQ NPDES No. CAS000002. Refer to the following site: [Construction Stormwater General Permits | California State Water Resources Control Board](#)
- b. LAWA, as the Legally Responsible Party (LRP), is responsible for the overall compliance of the Storm Water Permit, by filing the Notice of Intent and maintaining the Permit Required Documents, and requires full compliance by all contractors performing work within LAWA property. All construction projects disturbing less than one acre of land shall comply with all city, county, and state regulations pertaining to storm water quality standard requirements, absent a formal SWPPP program.
- c. Any noticeable discharges of not visibly clean storm water found emanating from construction sites, lay down yards, or haul routes shall be reported to EPG at (424) 646-6500 or [stormwater@lawa.org](mailto:stormwater@lawa.org)

#### **14.2. Storm Drain and Clarifier Maintenance**

- 14.2.1. Equipment washing, degreasing, etc., shall only be allowed where the effluent can be collected, treated, and properly disposed. Discharge of hazardous materials at both LAWA and tenant facilities directly emptying into the storm drain system is prohibited.
- 14.2.2. Keep all clarifier and related equipment in good working condition as required by the Industrial Waste Permits issued by the Bureau of Sanitation. In addition, clarifiers shall be pumped and cleaned regularly to minimize offsite disposal.

**15. Airfield Operating Permits and Fees****15.1. Air Carrier Operating Permit**

- 15.1.1.** No air carrier shall operate scheduled service unless in possession of a valid LAX Air Carrier Operating Permit (ACOP).
- 15.1.2.** ACOP requests are processed by the Airfield Permits Unit (424) 646-5880. The link to the ACOP application is [LAWA Official Site | Air Carrier Operating Permit \(ACOP\) and LAX](#).

**15.2. Single-Use Operating Certificate**

- 15.2.1.** No air carrier shall operate on-demand or one-time operations unless in possession of a valid LAX Single-Use Operating Certificate (SUOC).
- 15.2.2.** SUOC requests are processed by the Airfield Permits Unit (424) 646-5880. The link to the SUOC application is [LAWA Official Site | Single Use Operating Certificate \(SUOC\)](#).

**15.3. Certified Service Provider License Agreement**

- 15.3.1.** Companies and air carriers providing qualifying services (see 15.3.2) to another company or air carrier shall possess a valid LAX Certified Service Provider License Agreement (CSPLA).
- 15.3.2.** CSPLA requests are processed by the Airfield Permits Unit (424) 646-5880. The link to the CSPLA application is [LAWA Official Site | Certified Service Provider License Agreement \(CSPLA\)](#).

**NOTE:** These services may include, but are not limited to: passenger services; ramp services; interior aircraft cleaning; into-plane fueling; security services; aeronautical maintenance services; cargo services for passenger and freight aircraft; and terminal services.

**15.4. Non-Exclusive License Agreement**

- 15.4.1.** Companies and air carriers providing qualifying services (see 15.4.2) to another company or air carrier shall possess a valid LAX Non-Exclusive License Agreement (NELA).
- 15.4.2.** NELA requests are processed by the Airfield Permits Unit (424) 646-5880. The link to the NELA application is [LAWA Official Site | Non-Exclusive License Agreement \(NELA\)](#).

**NOTE:** These services may include but are not limited to: non-aeronautical maintenance services; delivery services; professional services; catering commissary or food services; maintenance and janitorial services.



**15.5. Non-Exclusive Fuel Delivery Permit**

**15.5.1.** A valid LAX Non-Exclusive Revocable Fuel Delivery Permit (FDP) is required to deliver, sell, purchase, or dispense fuel that will be stored or used by any entity at LAWA.

**NOTE:** Into-plane fueling companies must maintain a CSPLA in lieu of a FDP. Please refer to [www.lawa.org/fdp](http://www.lawa.org/fdp) for additional information.

**15.5.2.** A separate FDP is required for each LAWA campus (LAX & VNY).

**15.6. Annual Motor Vehicle Operating Permit**

**15.6.1.** No motorized vehicles (non-GSE) shall operate on the Air Operations Area (AOA) unless a valid LAX Annual Motor Vehicle Operating Permit (MVOP)/decal is permanently affixed.

**15.6.2.** All permitted motor vehicles shall permanently affix and display a valid MVOP decal in the lower-left area of the windshield.

**15.6.3.** MVOP decals are non-transferable.

**15.6.4.** MVOP requests are processed by the Airfield Permits Unit at (424) 646-5880. The link to the MVOP application is [LAWA Official Site | Motor Vehicle Operating Permit \(MVOP\)](#).

**15.7. Monthly Airfield Access Permit**

**15.7.1.** No motorized street-licensed vehicles operated by construction contractors shall operate on the AOA and other non-public areas unless they possess a valid LAX Monthly Airfield Access Permit.

**15.7.2.** Monthly Airfield Access Permit requests are processed by the Planning & Development Group (PDG) (424) 646-5700.

**15.7.3.** Permits will be issued only after required documentation has been received and insurance requirements have been met per standards required by LAWA's Insurance Compliance Unit.

**15.7.4.** Vehicles may be inspected for safety and compliance with LAWA requirements at any time at the request of the General Manager or designee.

**15.7.5.** All street-licensed vehicles operating on the AOA shall display a Monthly Airfield Access Permit, issued by EFMD. These permits are non-transferable and shall be permanently affixed to the lower left, driver's side of the windshield on the vehicle to which it is assigned.

**15.8. Landing Fees and Other Charges**

**15.8.1.** Companies are required to pay all fees as required by the Board of Airport Commissioners (BOAC).

**15.8.2.** All charges and fees are subject to periodic review and change.

**NOTE:** In accordance with Section 632(a) of the City Charter of Los Angeles, the BOAC is authorized to fix, to regulate, and to collect rates or charges for the use of buildings, grounds, facilities, utilities, and structures controlled by the City in accommodation of air commerce.

**15.8.3.** Inquiries of current charges and fees shall be directed to the Airfield Permits Unit (424) 646-5880.

**15.8.4.** The link to the BOAC Resolution stating the amount for the fiscal year is available at [LAWA Official Site | Air Carrier Operating Permit \(ACOP\) and LAX](#) under LAX Fee Rates and Charges.

**15.8.5.** Landing fees and other charges may include but are not limited the following:

- a.** Landing Fees-Permitted Airlines
- b.** Landing Fees-Non-Permitted Airlines
- c.** Airfield Bus Services
- d.** Ramp Charges
- e.** Aircraft Parking Charges

**16. Emergency Preparedness**

LAWA is required to comply with Federal, State and City emergency management mandates which include the development of emergency response plans and the related training program for all hazards that impact airport operations. These mandates are indicated in the City Charter; ordinances approved by the City Council, which are contained in the Los Angeles Administrative Code; Executive Directives issued by the Mayor; and, other applicable laws and regulations.

LAWA's Emergency Management Division is responsible for providing essential information and fundamental understanding of emergency preparedness and management to preserve life, maintain safety and security, preserve property, communicate with stakeholders, and promptly recover operations. This section establishes conditions for emergency preparedness for all airlines, contractors or stakeholders working at the airport.

**16.1. Emergency Preparedness Training**

- 16.1.1.** All badged employees using the Airport shall have emergency preparedness training.
- 16.1.2.** LAWA's General Manager or designee shall determine the emergency preparedness training requirements.
- 16.1.3.** Companies shall incorporate emergency management and personal preparedness in their new employee orientation.
- 16.1.4.** Any badged employee who fails to obtain emergency preparedness training may have their badge rescinded.

**16.2. Certified Service Providers**

Section 10.37.2(b)(4) of the City of Los Angeles' Living Wage Ordinance (LWO) states that all LAWA Certified Service Providers (CSPs) shall provide sixteen (16) hours of compensated release time annually to their employees to attend and complete 'Emergency Response Training' courses approved by LAWA.

- 16.2.1.** A CSP Employer shall provide a badged employee at the Airport, 16 hours of additional compensated release time annually to attend and complete emergency response training courses approved by the Airport.
- 16.2.2.** By December 31, 2018, and continuing thereafter on an annual basis, an Employee of a CSP Employer shall successfully complete the 16 hours of emergency response training.
- 16.2.3.** An Employee of a CSP Employer hired after December 31, 2018, shall complete the 16-hours of emergency response training within 120 days of the first date of hire.
- 16.2.4.** The 16 hours of compensated release time shall only be used to attend Airport approved annual emergency response training courses. The 16 hours of compensated release time does not accumulate or carry over to the following year.

- 16.2.5.** CSPs must maintain training records to provide evidence that their employees, contractors and vendors are in compliance with training requirements and make those records available upon request for review from LAWA.

**16.3. Emergency Plans**

- 16.3.1.** All companies working at the Airport shall have an emergency plan and all employees shall be oriented to that plan.
- a.** Emergency plans should define the most appropriate protective action for each hazard to ensure the safety of employees and others.
  - b.** Emergency plans should identify how the company will warn workers and occupants of their workspaces to take protective action.
  - c.** Emergency plans should identify protocols and procedures to alert first responders including emergency services, trained employees and management. Emergency plans will identify 424-646-7911 as the LAWA emergency number and 911 as the City of Los Angeles emergency number.
  - d.** Emergency plans should identify how employees and management will communicate during and following an emergency.

**NOTE :** Information on emergency planning may be obtained from [Ready.gov](https://www.ready.gov)

**16.4. Public Health Emergency**

- 16.4.1.** During a Public Health Emergency, tenants shall comply with all Public Health orders issued by the U.S. CDC, State of California, County of Los Angeles and/or City of Los Angeles.
- 16.4.2.** During a Public Health Emergency, tenants shall comply with all disease reporting requirements, including any local, state and/or Federal requirements. Any report that is required to be sent to LAWA shall be sent to [ccd@lawa.org](mailto:ccd@lawa.org).



Los Angeles International Airport  
Rules and Regulations  
**Appendix**

**Appendix**

Appendices referenced in this document may be viewer at [www.lawa.org/rules](http://www.lawa.org/rules).