

Metropolitan Washington Airports Authority

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ORDERS & INSTRUCTIONS

SUBJECT: BAGGAGE PRESENTATION AND BAGGAGE TUB USAGE AT
WASHINGTON DULLES INTERNATIONAL AIRPORT

1. **PURPOSE**

This Orders & Instructions (O&I) establishes procedures for properly placing baggage and baggage tubs onto the baggage handling systems at Washington Dulles International Airport (Dulles Airport).

2. **DISTRIBUTION**

This O&I is distributed to Airports Authority department level and above, contractors, airlines, and the Transportation Security Administration (TSA) at Dulles Airport. Receiving organizations shall ensure that their employees are familiar with the contents of this document.

3. **GENERAL**

Users of the baggage handling systems at Dulles Airport must comply with the procedures outlined in Section 5 of this document. Failure to comply could result in baggage jams, late baggage arrival, equipment damage, and delayed flights.

4. **DEFINITIONS**

Baggage – Enclosed container holding belongings of a passenger (suitcase, boxes, etc.)

Baggage Entry Point – The starting point at which baggage is introduced into the baggage handling system to include ticket counters, curbside check-in, recheck, and recirculation lines.

Baggage Handling System – Automated equipment (e.g. conveyors, carrousel,) used to transport baggage.

Baggage Presentation – The orientation at which a passenger's baggage is placed onto the baggage handling system.

Odd Size Baggage – Baggage that cannot be introduced into the In-line Explosive Detection System (EDS) due to shape, size, or weight.

Tub – A bin used for transporting oversize or odd size items through the baggage handling system.

5. PROCEDURES

Proper baggage presentation must start at all baggage entry points. The EDS screening machines are restricted to a maximum bag size of 48 inches long, 28 inches wide, and 20 inches high and weighing 15 to 100 pounds. Baggage that differs from the above-stated dimensions must be transported to the odd size screening room.

Baggage Presentation:

Bag tag/barcodes must be clearly visible to the human eye and automatic tag readers.

- a. Wheeled bags must have the wheels placed up in the direction of travel or on the side for better stability.
- b. Baggage must be placed onto the conveyor straight and centered.
- c. There must be a minimum space of 36 inches between bags as they are placed on the conveyor.
- d. Baggage susceptible to rolling and bags with straps must be placed in a tub.
- e. Boxes must be positioned on the conveyor with tag attached on top and the leading edge.
- f. Car seats must be placed in a tub upside down and facing forward.
- g. **Declared firearms, kennels containing animals, hazardous materials, or special handling items (i.e. diplomatic materials, valuables) must be presented to the lobby CTX machines.**

Tub Usage:

- a. When placing a bag in a tub always ensure the bag tag is visible to the human eye and the automatic tag readers.
- b. Only low profile type tubs can be processed through the EDS.
- c. **Only one bag per tub.**

Odd Size Baggage:

- a. Bags or packages over 100 pounds and larger than 48 inches long, 28 inches wide and 20 inches high are considered odd size.
- b. Bags or packages less than 6 inches in height and weighing less than 15 pounds are to be treated as an odd size bag.



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15 March 2012

Date