



**PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT**

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City of Phoenix Aviation Department Rules & Regulations

Number: 05-02

Authority: This Rule and Regulation is promulgated pursuant to City Code Chapter IV Article 1. General Section 4-2.

Rule and Regulation: Security Access-Only Media

The purpose of this Rule and Regulation (R&R) is to establish guidelines for the issuance of Security Access-Only Media.

For the purposes of this Rule and Regulation, Security Access-Only Media refers to media that opens a door or gate to the restricted and/or sterile areas and are:

- 1) Proximity cards for access to trilogy locks and baggage conveyor belts or;
- 2) Electronic smart keys.

Security Access-Only Media is not the same as Personnel Identification Media (SIDA badge) as described in Rule & Regulation 05-01.

1. Security Access-Only Media will only be issued to individuals who also hold a valid, unexpired Security Identification Display Area (SIDA) badge in accordance with Rule & Regulation 05-01.
2. The following categories of individuals are authorized to receive Security Access-Only Media:
 - a. Aviation Department Employees
 - b. Airline and Tenant Employees
 - c. Airline Subcontractor Employees
 - d. Individual Applicants (Utility Companies, Contractors, Consultants, etc.)
3. To obtain Security Access-Only Media, individuals must:
 - a. Complete an application for Security Access-Only Media. Applications can be obtained from the Security Badging Office or online at <https://skyharbor.com/security/Badginginformation>. Select Security Access-Only Media from Downloadable Forms and Information.
 - b. Have the application signed by the company's Authorized Signer. If the application is not signed in person at the Security Badging Office, the Authorized Signer's signature must be notarized.
 - c. Present the completed Security Access-Only Media application to Security Badging Office personnel.



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- d. Security Badging Office personnel will use the photo identification of the applicant and information furnished on the application to confirm that the applicant has an active SIDA badge.
- e. The applicant will receive the requested security access-only media at the Security Badging Office.

4. Returning Security Access-Only Media:

Return Security Access-Only Media to Security Badging Office personnel during business hours. Business hours, address and other relevant badging information can be found online at <https://skyharbor.com/security/Badginginformation>. Select 'Contact Information, Location & Hours of Operation' from the list of options.

5. Reporting Lost or Stolen Security Access-Only Media:

Report lost or stolen Security Access-Only Media to the Security Badging Office immediately at 602-273-2036. The Security Badging Office will coordinate with the Facilities & Services Lock Shop to deactivate the media as soon as possible.

The foregoing R&R is hereby adopted and promulgated this 28 day of February, 2017.


James E. Bennett, A.A.E.
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