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DFW RAMP OPERATIONS MANUAL

The purpose of this manual is to provide information and guidance to airline and ground service and support personnel on the established rules and useful guidance for conducting safe and efficient ramp operations at the Dallas/Fort Worth International Airport.

NON EMERGENCY PHONE NUMBER
Airport Operations Center – (972) 973-3112

EMERGENCY PHONE NUMBERS

Police/Fire/EMS – 911 (Request response from DFW if calling from a cell phone.)

The following situations should be reported to 911:

- Fire or Smoke reports
- People ill or injured with immediate care needs.
- Fire Alarms
- Trapped or unconscious people
- Auto accidents
- Altercations between people
- Crime in progress
- Reckless drivers
- Suspicious activities or incidents
- Spills of unknown substances
- Fuel spills or hazardous conditions

It is recommended that you not try to intervene in police matters especially if a suspect is armed. The best option for your safety and those around you is to gather detailed information to pass on to the 911 operator and the first arriving officer.

When making a 911 call, you can expect to asked questions such as:

- What is the location?
- What is happening?

FIRE

- Where is the problem?
- Do you hear an alarm?
- Do you see or smell smoke?
- Do you see flames?
• Is anyone hurt or ill?
• Can everyone in the area get to a place of safety?
• Do you know of any hazardous materials stored in the area?

MEDICAL – You will be asked the following questions while the operator is sending paramedics.
• Where is the patient?
• Are you with the patient?
• Will someone be available to direct EMS to the exact location?
• What is the patient complaining about? (Illness or Injury)
  o Illness
    ▪ Has this happened before?
    ▪ Does the patient take any medications?
  o Injury
    ▪ How was the patient injured?
    ▪ Is there anyone with the patient?
• Does the patient want to see EMS? If conscious, their permission is necessary for treatment.

POLICE
• Where do the police officers need to go?
• What is the problem?
• Is anyone injured?
• Are the involved parties still at the location?
• Did anyone see who was involved?
  o What do they look like? (Race, Sex, Height, Weight, Clothing)
  o Do you know him/her?
• Does anyone have a weapon?
  o What kind?
• Does the suspect have a vehicle?
  o What does it look like?
  o Where did they go?
  o What kind?
• What is the suspect vehicles license plate number?
• What is the direction of travel?
DEFINITIONS

Identification Media or “Badge” means any credential, card, badge, or other media issued by the Airport for identification purposes and use at the Airport.

Airport Security Coordinator (ASC) means the Airport’s primary contact for security-related activities and communications with the Transportation Security Administration (TSA) and Airport tenants.

Air Operations Area (AOA) is a portion of the airport that encompasses the landing, takeoff, taxiing and parking areas for aircraft.

Airport Operations Center (AOC) is the communication and coordination center for the airport.

Identification Media Holder or “Badge Holder,” means an individual who has been issued a Badge by the Airport in accordance with the DFW Airport Security Program.

Sponsoring Authority means a person authorized to approve a Badge media application for an individual who requires unescorted access into secured areas or the SIDA.

Department of Public Safety (DPS) Officers of the Department of Public Safety are duly authorized peace officers under the laws of the State of Texas. DPS encompasses the Airport’s police, fire and rescue, and paramedic units.

Non-Movement Area The Non-Movement Area includes all aircraft parking areas, loading ramps, gates, aircraft maintenance ramps and cargo ramps. Within ramp areas, taxilanes are used by aircraft to taxi from parking areas or gates to taxiways and runways. Radio contact with the FAA Tower is not required to operate within the Non-Movement Areas.

DFW Non-Movement Areas include West Air Freight ramp, East Air Freight ramp, United Parcel Service (UPS) ramp, American Airlines’ Hangar ramps 1 through 4, and American Airlines’ Hangar 5 on the east side of the Airport, 5E Cargo Ramp, 1E, Taxilane H1, and International Freight I, II, and III.

Security Identification Display Area (SIDA) means a portion of the Airport, specified in the Airport Security Program, Inc. which security measures specified in 49 CFR part 1540 are carried out. The SIDA includes the secured area an AOA.

Secured Area means a portion of the Airport, specified in the Airport Security Program, in which certain security measures specified in 49 CFR Part 1542 are carried out. The AOA or “Ramp” and adjacent baggage processing areas are secured areas.
Sterile Area (Non-SIDA) means the portion of an airport terminal accessible to the traveling public that is controlled through the screening of persons and property and provides passengers access to boarding aircraft.

AOA/SIDA BADGES

Badge Holders Responsibilities:

- Prominently display your badge on the outermost garment above the waist and below the neck with the picture facing forward so that it is in plain view at all times when within the SIDA secure, Restricted and Sterile Area.
- Challenge any person observed in the SIDA who is not prominently displaying a badge and is not obviously under the escort of a properly SIDA badged person by asking to see their badge and telling them that their badge should always be clearly displaced at all times.

Badge holders commit offenses if they:

- Enter the secure area or SIDA through an Automated Access Control System (AACS) portal without first presenting their personally issued Airport ID/access badge for authorized and recorded entry.
- Allow another person to enter behind them, also known as "piggybacking" or "tailgating."
- Do not possess or fail to prominently display a Badge while in the SIDA, secure, Restricted or Sterile area.
- Display a defaced Badge or a badge that has information purposely covered.
- Allow another person to use his/her Badge.
- Gains access to the SIDA, secure, Restricted or Sterile area by using another person’s badge.
- Fail to challenge unbadged individuals (including those known badge holders who do not have their badge prominently displayed) in the SIDA, secure, Restricted or Sterile area.
- Fail to “properly escort” a person(s) that was escorted into the SIDA, secure, Restricted or Sterile area. Proper escort means that once the escort has begun, the escorting person must maintain visual and audible contact with the person being escorted at all times.
- Carry/possess firearms or escorts an individual carrying a firearm in the SIDA, secure, Restricted or Sterile area without approval of the Airport Security Coordinator.
- Use their Badge to facilitate the commission of a federal or state criminal violation.
Badge Sponsor’s Responsibilities

Sponsoring Authorities (Airport staff, tenant airlines, tenants who have a direct lease with the Airport and who are responsible for one or more security access points leading into the SIDA, and government agencies with direct responsibilities to DFW Airport) are the primary points of contact with the Access Control Office of the Airport Board for notification of badging policy changes and security issues relevant to the conduct of persons who have been granted SIDA, Sterile, secure or Restricted area access and shall be responsible for:

- The individuals to whom they grant access privileges.
- Denying access to their areas, as they deem necessary.

Increased enforcement for AOA safety and Security

DPS has been empowered to increase enforcement of safety and security regulations on the AOA. These regulations are listed in The Code of Rules and Regulations of Dallas-Forth Worth International Airport Board (Code)

RAMP OPERATIONS

Safety must remain our number one priority, and it is, therefore, the responsibility of each and every person on the ramp to comply with all safety guidelines and procedures identified in this manual at all times. To report a safety issue, please contact the Terminal D Ramp Tower at (972) 973-8630.

Personal Protection. Everyone outside a vehicle on the AOA is required to wear a reflective safety vest. These areas are to include the ramp, bag room, hardstand area, and the 4W ramp.

Safety Equipment
For personal safety, it is recommended that safety equipment appropriate to the work area be utilized by all personnel. Using items such as safety vests with reflective striping, hearing protection, break-away neck lanyards, and others may reduce the risk of injury in the workplace.
Personal Communications Devices
Refraining from the use of cellular phones at all times while operating a vehicle is an important safety consideration.

OPERATION OF MOTOR VEHICLES ON AOA

Authorization and Registration of Vehicles
No motorized vehicle shall enter the AOA unless:

- The driver thereof is duly authorized to operate such vehicle on state or municipal highways and is authorized access to the Security Identification Display Area (SIDA) (if required).
- The vehicle displays an AOA Vehicle Access Permit issued by the Airport, or is under proper escort by Airport, FAA or tenant representative, and is properly identified with the company name.
- All persons authorized unescorted access to the SIDA display an Airport Access/Identification Badge issued by the Airport on their outermost garment above the waist and below the neck so that it is in plain view at all times while within the SIDA.

All Traffic: All traffic within the AOA shall comply with all lawful orders, signals, or directions of any authorized representative of the Airport. When signs or pavement markings control such traffic, they shall be obeyed unless otherwise directed by an officer or agent of the Airport.

Safe Operation of Vehicles: No vehicle shall be operated within the AOA, in a careless or negligent manner, in disregard of the rights and safety of others, at a speed or in a manner which endangers persons or property, while the driver thereof is under the influence of an intoxicant, or if such vehicle is so loaded or poorly maintained as to endanger persons or property. Vehicles operating on the ramps, aprons and operational areas of the airport shall proceed with care. Erratic driving and excess speeds on these areas are forbidden. Judgment of such excess speed or erratic driving shall lie with the Department of Public Safety (DPS), Airfield Operations and other authorized agents of the Airport.

Night or Low Visibility Operations: For night or low visibility operation, all headlights, taillights, and running or clearance lights on the vehicle shall be operational. The driver of each vehicle shall be responsible for the proper operation of such lights.

Vehicles to Stay to the Right: All vehicles on the AOA shall remain on the right side of a roadway, shall pass any vehicle approaching on an open unmarked traffic area to the right, and shall yield the right-of-way to vehicles approaching from the driver’s right unless otherwise directed by sign, signal or agent of the Airport or when necessary to maintain the safe operation of the vehicle relative to traffic flows.
Vehicle Speed: The maximum speed limit on all ramps is 20 mph and is enforced by the Department of Public Safety.

Involvement of Vehicles in Accidents: The driver of any vehicle involved in an accident within the AOA, which results in injury or death to any person or damage to any property, shall:

- Stop at the scene of the accident and render such assistance as may be needed.
- Provide their name, address and operator's license number to the person injured or to the representative of the owner of the property damaged or to any officer or witness of the injury.
- Immediately call 911 if emergency response is needed or injuries are present.
- Notify the Airport Operations Center and the Department of Public Safety.

Parking Vehicles: The parking of a vehicle on a ramp in other than designated areas at Terminal D and other non-exclusive leased gates requires approval by Terminal Management. Any vehicle that is disabled, parked in violation of this guidance, or represents an operational hazard may be removed or towed away and impounded by the Airport at the operator's or owner's expense and without liability for any damage to the vehicle which may occur from such removal or towing. These expenses shall become a lien against the vehicle and payment in full is necessary before the operator or owner can reclaim the vehicle.

No person shall stop or park a vehicle:

- So as to block a driveway, an AOA gate, an aircraft gate or a fire lane.
- In other than authorized areas.
- Within fifteen (15) feet of a fire hydrant.
- Against an AOA fence. (A 10-ft. clearance zone must be maintained between vehicles/property and an AOA fence.)
- Under Jet Bridges or designated obstacle free zones marked with red striped paint.

Right-of-Way: All motor vehicles on the ramps shall yield the right-of-way to aircraft in motion at all times.

Prohibited Vehicles: The following vehicles are prohibited from operating on the AOA:

- Motorcycles, bicycles, and two-wheeled motor scooters unless under proper escort.
- Vehicles that do not have adequate lights, horn, brakes, and clear vision from the driver's seat.
• Trailers and semi-trailers shall be equipped with proper brakes so that when disengaged from towing vehicle, neither aircraft engine blast nor wind shall cause them to move.
• Towed equipment without positive couplings.

Safety Belts: Safety belts shall be worn at all times by occupants traveling in a vehicle equipped with safety belts.

Driving Under Aircraft: It is prohibited to drive under any portion of an aircraft.

Aircraft Movement Area: Only Airport authorized vehicles may operate within the aircraft movement area (outside of the ramp areas) without an escort.

The Aircraft Movement Area consists of the runways, taxiways, and other areas of an airport, which are utilized for taxiing, air taxiing, takeoff, and landing of aircraft, not including loading ramps and aircraft parking areas.

Driving Between Aircraft and Loading Gate: No person shall drive a vehicle between an aircraft and a loading gate, when passengers are using the surface walkway between the gate and aircraft, or between an aircraft signal person and an aircraft being pushed out or preparing to taxi.

Driving Distance from Exhaust: Jet aircraft produce exhaust velocities that can be hazardous to vehicle operations as much as 70-ft. behind the aircraft at idle thrust. At the thrust levels required for an aircraft to start moving from a stop, that distance can increase to as much as 300-ft. Therefore, extreme caution must always be exercised whenever passing behind large jet aircraft.
Towing Conveyances (Baggage Carts): The number of baggage carts being towed by single motorized vehicle shall not be more than five (5).

Fueling or De-fueling of Vehicles: No person shall fuel or de-fuel vehicles, or other equipment, in an enclosed space without the prior approval of the DPS Fire Prevention Bureau.

Enforcement of Ramp Procedures: Violations of any of these procedures may, at the discretion of the Vice President of Public Safety or his/her designated representative(s) and depending on the severity of the violation, result in the following:

- A verbal and/or written warning.
- The individual or vehicle in violation being temporarily or permanently removed from the AOA.
- The individual’s AOA access privilege being suspended or permanently revoked.

SAFEDOCK – Docking Guidance Systems (DGS)

All gates at Terminal D are equipped with a visual Docking Guidance System (DGS). It can be used on all types of aircraft and automatically guides an aircraft smoothly and safely to the gate. At gates D-16 through D-40, flight information is automatically programmed into the (DGS) system which identifies the next aircraft type at the gate. Gates D6-D15 is set on a manual mode which requires manually programming the type of aircraft into the system via the soft-key operator’s panel before each arrival. The DGS is a laser based system enabling an aircraft to park without the assistance of wing walkers if desired or in inclement conditions. The system defaults to “Stop” if malfunctioning or if safety is compromised.

Contact the Airport Operations Center at extension (972) 973-3112 for any problems associated with the docking system.

GROUND POWER 400HZ/28v

Where 400HZ or 28v external ground electrical power is provided for aircraft parked at the gate, all airline ramp personnel or authorized ground handlers must be trained on the system before operating it.

DFW has purchased portable 400hz Ground Power Carts that are available to any airline tenant or ground handler to support the Terminal D Hardstand Operation.

Contact the Airport Operations Center at (972) 973-3112 for any repairs associated with the 400hz or 28v ground power system.
PRE-CONDITIONED AIR (PCA)

All airline ramp personnel and authorized ground handlers must be trained on pre-conditioned air systems before operating them. The following is offered as reminders to ensure continued serviceability of this equipment:

- Positioning the PCA hose between the main landing gears and trailing it along the underside of the fuselage will prevent the hose from being damaged while the lavatories are being serviced and the catering is being done.
- The PCA hose must be rolled up and returned to stowage basket when not in use to prevent damage.

DFW has purchased portable Pre Conditioned Air Carts that are available to any airline tenant or ground handler to support the Terminal D Hardstand Operation.

Contact the Airport Operations Center at (972) 973-3112 for any repairs associated with the pre-conditioned air system.

POTABLE WATER SERVICING

All airline ramp personnel and authorized ground handlers must be trained on the potable water system before operating it.

All gates are equipped with potable water systems. Fresh water from this system is used for coffee, and is piped to lavatory washbasins.

Personnel engaged in the removal/disposal of wastes will not perform potable water service or handle potable water equipment during the same shift or until such time as they have showered and changed into clean uniform.

Do not dispose of water in storm Sewer System.

Contact the Airport Operations Center at extension (972) 973-3112 for any repair needs associated with the potable water system.

DFW has purchased a potable water cart(s) available to any airline tenant or ground handler to support the Terminal D Hardstand operation.

JET BRIDGE OPERATION

All airline personnel and authorized ground handlers must have completed training on jet bridge systems before operating them. The following is offered as reminders to ensure continued serviceability of this equipment:
• An operational checklist should be used to ensure a jet bridge is in proper working order before the arrival of an aircraft.
• The jet bridge should be pre-positioned for the arriving aircraft upon completion of the checklist ensuring its proper height and positioning.
• The floor bumper should positioned ½ inch from the fuselage of the aircraft and the auto level function turned on anytime a jet bridge is positioned on an aircraft to avoid damage to the jet bridge or the aircraft.
• The area on the ramp surrounding the jet bridge should be examined to ensure all personnel and equipment are clear of the jet bridge’s intended path before move it.
• The jet bridge should always be returned to home base box clearly identified on the ramp when removing it from an aircraft.

Contact the Airport Operations Center at extension (972) 973-3112 for all repairs associated with a jet bridge.

ENPLANING AND DEPLANING PASSENGERS ON THE RAMP

When it is necessary to enplane or deplane passengers via an aircraft’s air stairs or by mobile passenger stairs and passengers are required to walk across an area of the ramp to/from the terminal building, it is imperative that utmost attention be given to ensuring the safety and security of those passengers. Passengers are not generally aware of the potential dangers that surround them, and it is, therefore, your responsibility to ensure their safety and security by utilizing these procedures.

• An airline representative will be positioned on the ramp providing security escort and direction to the deplaning passengers.
• The airline representative(s) shall meet the aircraft and escort the passengers to/from the gate and monitor them until the last passenger is safely inside the terminal or onboard the aircraft.
• Passengers must be transported by vehicle when the distance is in excess of 200 ft.
• In situations where other aircraft are between the deplaning/enplaning aircraft and gate, an intermediate airline representative(s) shall be positioned between that aircraft and gate.
• The airline representative(s) shall be within sight and sound and in constant control of enplaning/deplaning passengers at all times.
• No passengers shall be allowed to walk under any part of an aircraft.
• No aircraft operation shall be permitted to interfere with passenger enplaning/deplaning.
• An airline representative, parent or guardian must accompany small children at all times.
• NO ONE is allowed to smoke while on the ramp.
• Ramp vehicles shall not drive within 25-ft. of passenger movements on the ramp.

FOREIGN OBJECT DAMAGE

Foreign Object Damage, (FOD) is any debris or object that can be ingested into jet engines or cause other damage to aircraft or injury to persons, and causes an enormous cost for aircraft repair and millions of dollars in lost revenue annually when aircraft are out of service. Facilities and ramp areas must be kept clean if we are to avoid FOD caused personal injury, which can result in lost wages or even permanent disability or aircraft damage that can cause flights to be late or canceled.

FOD barrels are located at strategic locations on the ramps (i.e. at each gate at Terminal D).

If FOD is near a movement area use caution and do not cross the line into the movement area. If the FOD has the potential to blow across the movement area line, please notify AOC at (972) 973-3112 who will dispatch someone to assist. Under no circumstances should you cross over into the movement area unless properly escorted.

FOD PREVENTION

FOD prevention is your responsibility. Effective FOD prevention requires your daily attention to these very important procedures:

• Checking the ramp and gate areas for cleanliness and deterioration.
• Checking ground equipment staging and parking areas for cleanliness.
• Checking ground equipment for debris.
• Checking bag belt areas for cleanliness.
• Checking dumpsite areas for cleanliness.
• If Dumpster is noticed close to overflowing or overflowing, please notify the AOC at (972) 973-3112.
• Ensure there are no loose parts on ground equipment (powered and non-powered) that could fall.
• Ensure that gate areas are clear of FOD prior to any aircraft arrival or departure.

STOP! PICK IT UP! DISPOSE OF IT PROPERLY!
It is your responsibility to prevent FOD. When you see FOD material, pick it up and dispose of it in the proper receptacle.

**AIRCRAFT TAXILANES**

Terminal taxilanes shall remain clear of all obstructions, including parked equipment, parked aircraft, or immovable objects that penetrate a taxilane’s Object Free Area (OFA) – generally this is the inside edge of the tail roadways. Using these taxilanes or any other purpose than for the transitioning of aircraft to and from the terminal gates must be approved by Airfield Operations.

**AIRCRAFT PARKING/GATES**

Terminal ramp aircraft parking areas are under the control of Terminal Management for all non-exclusive leased areas. Any changes to parking or gate assignments must be authorized by Terminal Management.

**AIRCRAFT POWER BACKS**

Aircraft power back operations may be performed only as authorized by the FAA in the Airline’s Operations Specifications.

**AIRCRAFT MAINTENANCE**

“Airline may perform minor line maintenance, but shall not perform any heavy maintenance, at the Terminals. Airline shall not perform any maintenance or aircraft, vehicles or equipment at the Terminals which violates the DFW Board’s fire or building codes or which is unreasonable unsightly, offensive or annoying to the public. Any maintenance activities at the Airport shall only be performed at DFW Board designated locations and performed in compliance with applicable rules and regulations of the DFW Board.”

**GROUND SUPPORT EQUIPMENT PARKING AND REPAIR**

All ground support equipment must be parked in designated locations approved by Terminal Management.

Except for minor repairs, (oil changes or any activities involving fluids are not considered minor repairs), all vehicle repairs must be accomplished in a suitable maintenance facility approved by the DFW Airport Department of Public Safety, Fire Prevention Office, Environmental Affairs, and DFW Energy and Asset Management (EAM) Building Standards for that purpose.
HARDSTAND PARKING

Aircraft hardstand parking is available on the D Terminal south ramp area across from gates D-6 through D-16. Pads DA, DC, DD, DF and DG can accommodate aircraft up to a B-767. Pads DDA, DB, DE, DDE and DH can accommodate up to a 747-400. Only minor maintenance is permitted on the hardstand. Aircraft power off operations is prohibited on the pads. Aircraft must be towed into the available pad position and towed off. The exception to this is at pads RJ1, RJ2 and RJ3.

The use of these parking locations must be requested through the DFW D-Terminal Ramp Tower at 972-973-8630 during the hours of 06:15 to 22:00 daily. After hours request need to be coordinated with the Airport Operation Center (AOC) at (972) 973-3112.

HARDSTAND/BUSsing OPERATION

In situations where the number of aircrafts desiring terminal parking exceed the gate capacity at Terminal D, a bussing operation was established to accommodate any aircraft on the Terminal D Hardstand. To determine which flights will be on the hardstand, gate prioritization is listed in the DFW Terminal Operations Manual located on the DFWAIRPORT.COM website.

DFW will provide the buses and ground support equipment for all hardstand operations. On arrival, the buses will be pre-positioned on the hardstand awaiting the flight. Once the buses are full, our guest will be transported to the D-12 Bus Station at the Terminal. The Bus Station can accommodate International or Domestic flights. Outbound flights will be worked in similar manner using the gate podiums at gate D-12. The outbound passengers will board the buses at the station and transported to the aircraft. All Bussing Operations should be arranged through the Terminal D South Ramp Tower at (972) 973-8630.

AIRCRAFT ENGINE RUN-UPS

Jet or turboprop aircraft engine run-ups shall only be conducted in areas pre-designated for that purpose.

Leak checks, engines at idle thrust only, may be performed at aircraft parking areas provided that the operator provides adequate measures to protect personnel and equipment operating behind the aircraft and the leak check does not interfere with the use of adjacent gate operations.
Contact the Airport Operations Center (AOC) at (972) 973-3112 for Airfield Operations Approval for engine run-ups.

AIRCRAFT DE-ICING

Refer to the current version of the DALLAS/FORT WORTH INTERNATIONAL AIRPORT WINTER WEATHER OPERATIONS MANUAL for current de-ice policies and procedures.

FUELING AND FUEL SPILLS

Requirements Aircraft Fueling:

- All fueling of aircraft shall be done in accordance with nationally recognized practices and the adopted Airport Fire Code including the prohibition of connecting to or disconnection from an aircraft of any electrical and motor-driven devices while fueling operations are in progress.
- The aircraft fueling-system operator shall establish internal procedures to follow in the event of a fuel spill. These procedures shall be comprehensive and shall provide for at least all of the following:
  - Eliminating the Source of the spill. The immediate stop in the delivery of fuel upon observing a fuel spill by releasing hand pressure from the fuel flow-control valve.
  - Activation of the appropriate emergency fuel shutoff device in the event of a failure of the fuel control valve to stop the continued spillage of fuel.
  - Immediate response to the spill site by a supervisor for the fueling-system operator.
  - Notifications to:
    - The Airport Operations Center (AOC) at (972) 973-3112
    - 911 if there is an immediate danger to life, health or property. (Remember to ask for response from DFW if using a cell phone.) Consider it to be an immediate danger if it meets one or more of the following criteria:
      - Any dimension of the spill is greater than 10-ft.
      - The spill area is greater than 50 square feet.
      - The fuel flow is continuous.
    - Notifications to State and Federal agencies when applicable.
  - Containing the spill before it enters any drainage system and as a secondary precaution insert the drain blockers into the drain inlets at the respective gate.
  - Collecting all spilled material using a dry clean-up method
    - Vacuum Type System
- Absorbent Material (i.e. pads, booms or kitty litter)
  - Removing drain blocks once all of the released material has been collected.
  - Properly dispose of material (Do not place absorbent material in solid waste container).
  - Ensuring that all individuals directed to respond to a spill are:
    - Properly trained.
    - Have the proper equipment and material to conduct the steps outlined above.
    - Cooperate with DFW Airport Personnel (i.e. Airfield Operation, DPS, & Environmental)
  - Provisions for controlling and mitigating unauthorized discharges through providing:
    - Spill cleanup kits
    - Training & Procedures
    - Documentation and Reporting

Note: The cleanup of a fuel spill may be initiated by the fire department or by an authorized individual or firm when deemed necessary by the Department of Public Safety or DFW Environmental Affairs. All costs associated with such cleanup shall be borne by the owner, operator or other person responsible for the spill or release.

Requirements for Vehicle Fueling:

- All vehicle fueling shall be conducted in accordance with nationally recognized practices and the Airport Fire Code.
- The vehicle fueling operator shall develop a Spill Prevention and Response Plan (SPRP) in the event of a fuel spill. This plan should be made available upon request by the DFW Airport Board. It shall be comprehensive and must contain at least the following:
  - Eliminating the source of the spill. The immediate stop in the delivery of fuel by releasing hand pressure from the fuel flow-control valve upon observation of a fuel spill.
  - Activation of the appropriate emergency fuel shutoff device in the event of a failure of the fuel control valve to stop the continued spillage.
  - Immediate response to the fuel spill area by a supervisor for the fueling-system operator.
  - Location of fueling operations.
  - Spill response equipment available/location.
  - Notifications – 24 hour phone numbers
  - Containment/Remediation activities (Response Action to be taken).
  - Disposal methods.
  - Name and telephone number of Emergency Response contractor, if applicable.
In the event of a fuel spill, the vehicle fueling operator shall:
  o Notify DFW Airport Operations Center (AOC) at (972) 973-3112.
  o Notify DFW Department of Public Safety at 911 if the spill is of immediate
danger to life, health or property. (Remember to ask for response from
DFW if using a cell phone.)
  o Eliminate the source of the spill to minimize the impact.
  o Contain the spill before it enters any drainage system and as a secondary
precaution insert the drain blockers into the drain inlets at the respective
gate.
  o Collect all spilled material using a dry clean-up method.
    ▪ Vacuum Type System
    ▪ Absorbent Material (i.e. pads, booms or kitty liter)
  o Remove the drain block once all of the released material has been
collected.
  o Properly disposal of material (Do not place absorbent material in solid
waste container).
  o Ensure that the individuals directed to respond to a spill are:
    ▪ Properly trained.
    ▪ Have adequate and proper response equipment to remEDIATE the
spilled or released area.
    ▪ Cooperate with DFW Airport Personnel (i.e. Airfield Operation,
DPS, & Environmental)
  o Responsible Party shall notify State and Federal agencies when
applicable.
  o Repair or remove from service any container that is involved in a spill or
release caused by primary container or equipment failure.
  o Institute and complete all actions necessary to remedy the effects of any
spill or release, whether sudden or gradual, at no cost to the Airport
Board.

Note: The cleanup of a fuel spill may be initiated by the fire department or by an
authorized individual or firm when deemed necessary by the Department of Public
Safety or DFW Environmental Affairs. All costs associated with such cleanup shall be
borne by the owner, operator or other person responsible for the spill or release.

Investigations: All fuel spills requiring notification to the AOC, Fire Department and/or
Federal/State Agencies shall be investigated by the fueling operator. The
investigation shall provide conclusive proof of the cause, impact to the environment,
and verification of the appropriate use of emergency procedures. Where it is
determined that corrective measures are necessary to prevent future incidents of the
same kind, they shall be implemented immediately.
OUTDOOR WASH OPERATIONS

The introduction of wash waters produced from vehicle, equipment or aircraft into the storm water runoff system is prohibited. Chemical residue is defined as any cleaning agent used to remove dirt or other material from the object being washed (i.e. Exterior building surfaces, aircraft, vehicles, ramp equipment, etc.) and/or any chemical solution or suspension removed from the object being washed except that wash water generated from external washing of building or pavements (in areas where spills have not occurred or heavy staining is not present) without the use of chemicals/surfactants may be discharged to the storm water collection system.

The washing of aircraft requires approval of a Wash/Waste Water Management Plan (WWMP) by the DFW Environmental Affairs Department (EAD).

General Guidelines

- All Wash water Management Plans (WWMP) must be approved by EAD.
- Outdoor wash water produced as a result of wash down operations not conducted in an approved containment facilities (i.e. vehicle wash house) must be contained, collected, and disposed of in approved sanitary waste water sites.
- Approved disposal sites for collected wash/rinse water are located between Terminal A and C at PAD Mary.
- Outdoor washing is prohibited during a rain event or immediately prior to a forecast rain event.
- Washing activities intended to remove toxic or hazardous chemicals must be approved in advance by submission of a written disposal plan to DFW Engineering and Asset Management (EAM) and DFW Environmental Affairs Department (EAD) for review.
- Introductions or potential discharge of wash water to the storm water system is prohibited.
- Spills or releases to the storm water system must be immediately reported to the Airport Operations Center (AOC) at (972) 973-3112.

Ramp Cart Wash Down Areas

Wash down areas are provided specifically for the wash down of mechanized ramp equipment. These areas provide for the collection and proper disposal of oil, grease, hydraulic fluid, and other regulated wastes that fall from the vehicles when washed. Conducting wash down operations in other than approved areas is prohibited.

An approved wash down area for mechanized ramp equipment is located between Terminal A and C at PAD Mary.
Contact the Airport Operations Center (AOC) at (972) 973-3112 for any problems with these facilities.

Do not allow wash water to enter Storm Sewer Systems.

**DAMAGE TO PROPERTY OR EQUIPMENT**

All incidents resulting in damage to property or equipment must be reported immediately to the Airport Operations Center (AOC) at (972) 973-3112 and to Terminal Management at (972) 973-8630

All accident claims filed against the Board involving potential liability and/or property damage shall be investigated and reported to Risk Management.

When an incident occurs involving Board property the Accident/Incident Report (RM-219) shall be completed and forwarded to Risk Management within 24 hours.

At the time of the incident all relative information regarding the incident should be gathered (name of individual, name of company with contact information, witness information, photos of the incident if possible).

**FIRE EMERGENCY PROCEDURES**

Fire emergencies may occur in an aircraft, on the ramp, or in conjunction with a fuel spill. Whenever a fire emergency occurs, you should follow these general procedures:

- Immediately call 911 for assistance. (Remember if you are using a cell phone, you need to request response from DFW.)
- Find and use the appropriate extinguisher for the type of fire you are combating.
- If the extinguisher has a hose, it must be completely unrolled before you attempt to put out the fire.
- Do not stand too close to the fire. Take advantage of your extinguisher's range.
- **Never** block your escape route.
- Always remain upwind and at a safe distance from the smoke during the extinguishing procedure.
- Always remain in the area until the Fire Department arrives, even if the flames appear to be completely out.
- **Never** return a used fire extinguisher to its storage area without first having it serviced. Contact the Airport Operations Center (AOC) at (972) 973-3112 for fire extinguisher servicing.
FIRE PREVENTION

FIRE ALARMS

Fire alarms are monitored by DPS, and their activation will result in a response by DPS Fire Service personnel.

Anyone that is aware of a damaged, malfunctioning or non-serviceable fire alarm component or fire protection system should report it to the Airport Operations Center (AOC) at (972) 973-3112.

FIRE EXTINGUISHERS

Wheeled fire extinguishers are provided at each terminal gate that is capable of fuel service. These extinguishers contain 125 lbs. of agent suitable for combating fuel and electrical fires.

Vehicles used for towing aircraft must be equipped with at least one portable fire extinguisher with a minimum rating of 20 BC.

All fire extinguishers that are used or otherwise in need of service shall be reported to Airport Operations Center (AOC) at (972) 973-3112.

Ramp Fire Extinguishers:

- Vehicles used for towing aircraft shall be equipped with one portable fire extinguisher with the capability of extinguishing a 20 sq. ft. flammable liquid fire (rating 20 BC).
- All gates with capability for fuel service are provided with a minimum of one wheeled fire extinguisher containing at least 125 pounds of agent that is capable of extinguishing an 80 sq. ft. flammable liquid fire. These fire extinguishers must remain in their designated, conspicuous locations when not in use.
- Access shall be provided to fire extinguishers at all times. During inclement weather such as snow or ice, the persons or employees working at the gate or overseeing the fueling must keep the fire extinguishers clear of weather-induced obstructions.

General Requirements for Fire Extinguishers:

- Fire extinguishers should always be placed in conspicuous locations where they will be readily accessible and available for immediate use.
• Fire extinguishers should not be obstructed or obscured from view. In areas where visual obstruction cannot be completely avoided, some means must be provided to indicate the fire extinguisher location (e.g. a sign showing where the fire extinguisher is located).
• Hand-held fire extinguishers that are not housed in cabinets shall be installed on the hangers or brackets supplied with the extinguisher that are securely anchored to the mounting surface.
• Cabinets used to house fire extinguishers shall not be locked.
• Fire Extinguishers subject to malicious use or damage may be locked, but that means of locking must provide for ready access.
• Fire extinguishers must be mounted so that the top of the extinguisher is no more than 5-ft. above ground or floor level.

It is also important for you to recognize the different types of fire extinguishers and how they are used. Selecting the right extinguisher is essential because the wrong equipment could cause the fire to spread further.

• A water extinguisher is used to put out a Class A fire. This would involve the combustible materials: wood, paper or cloth.

• A dry chemical extinguisher is used to put out a Class B fire. This is a liquid fuel fire.

• A carbon dioxide extinguisher is used to put out a Class C fire. This involves electrical equipment or wiring.

NOTE: A dry chemical extinguisher may be used on
any type of fire if the above extinguishers are not readily available.

The following chart shows the three types of fire and the correct extinguisher to be used on each.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Material</th>
<th>Recommended Extinguisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Wood, Paper, Cloth</td>
<td>WATER</td>
</tr>
<tr>
<td>B</td>
<td>Fuel, Oil, Paint</td>
<td>DRY CHEMICAL</td>
</tr>
<tr>
<td>C</td>
<td>Electrical Wiring</td>
<td>CARBON DIOXIDE (CO2)</td>
</tr>
</tbody>
</table>

SMOKING AND OPEN FLAMES – FIRE HAZARD

Smoking is authorized only in designated areas on the ramps which are listed below.

Gatehouse D6-7  
Gatehouse D8-10  
Gatehouse D11-12  
Gatehouse D14-15  
Gatehouse D16-17  
Gatehouse D18-20  
Gatehouse D22-23  
Gatehouse D28  
Gatehouse D31  
Gatehouse D33-34  
Gatehouse D36-37  
Gatehouse D38-40  

Smoking is specifically prohibited:

- In aircraft ramp servicing areas when aircraft are parked, being serviced or fueled.
- Within 50-ft of any aircraft while parked or during servicing or fueling.
- Any area where combustible materials are present.

Smoking materials must never be discarded in such a manner that they could cause ignition of combustible materials.
Open Flames (welding, charcoal burners, etc.) are prohibited on the ramps except as approved under a permit issues by the Department of Public Safety Fire Prevention Office.

RUBBISH, WASTE AND STORAGE OF COMBUSTIBLE COMMODITIES AND GOODS

Combustible waste material that has the potential of creating a fire hazard shall not be allowed to accumulate on the premises. This includes wastepaper, wood, hay, straw, weeds, litter, combustible or flammable waste or rubbish,

Storage of combustible rubbish shall not produce conditions that will create a nuisance or a hazard to the public health, safety or welfare.

Combustible rubbish, and waste material kept within a structure shall be stored in accordance with the following requirements:

- Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container.
- Containers with a capacity exceeding 5.33 cubic feet (40 gallons) shall be provided with lids. Containers and lids shall be constructed of noncombustible materials or approved combustible materials.
- Dumpsters and containers with an individual capacity of 1.5 cubic yards (40.5 cubic feet) or more shall not be stored in buildings or placed within 5-ft. of combustible walls, openings or combustible roof eave lines.
- Dumpsters or containers located in areas protected by an approved automatic sprinkler system are exempt from the above.

Storage of combustible materials in buildings shall be orderly, a minimum of 18-in. clear space will be maintained below sprinkler head deflectors in sprinkler equipped buildings, and shall not be stored in exits or exit enclosures.

Clearance between ignition sources, such as light fixtures, heaters and flame-producing devices, and combustible materials shall be maintained by distance or shielding so that ignition cannot occur (i.e. Electric appliances = 12” minimum, gas/fuel fired = 3’ minimum).

FIRE CODE PERMITS

The following operations require a permit issued by the DFW Airport Public Safety Fire Prevention Office:

<p>| Aerosol Products | To manufacture, store or handle aerosol |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusement Building</td>
<td>To operate a special amusement building</td>
</tr>
<tr>
<td>Aviation Processes</td>
<td>To use any portion of a building for aircraft service, repair and aircraft fuel-servicing vehicles.</td>
</tr>
<tr>
<td>Battery Systems</td>
<td>To install stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.</td>
</tr>
<tr>
<td>Compressed Gases</td>
<td>To store, use or handle compressed gases</td>
</tr>
<tr>
<td>Cutting and Welding</td>
<td>To conduct cutting or welding operations</td>
</tr>
<tr>
<td>Exhibits and Trade shows</td>
<td>To operate exhibits and trade shows</td>
</tr>
<tr>
<td>Explosives</td>
<td>To store, handle or use any quantity of explosives</td>
</tr>
<tr>
<td>Fire Hydrants &amp; Valves</td>
<td>To use or operate fire hydrants or valves intended for fire suppression.</td>
</tr>
</tbody>
</table>
| Flammable/Combustible Liquids  | To store or use Class 1 liquid over 5 gallons in a building or 10 gallons outside.  
                        | Except: Liquids in the fuel tanks of vehicles, aircraft, or mobile equipment. |
                        | Class I = gasoline, acetone, MEK, Thinner                                    |
                        | Class II = Kerosene, Diesel, Solvents                                       |
                        | Class III = Oils, grease, Solvents, Hydraulic Fluids                         |
| Hazardous Materials            | To store, transport on site, dispense, use or handle hazardous material.      |
| Hot Work – brazing, soldering, | To conduct hot work.                                                          |
| grinding                       |                                                                             |
| Liquid or gas fueled vehicles/equipment in the Terminal Public Areas | To display, operate or demonstrate vehicles or equipment in the terminal       |
| Miscellaneous Combustible Storage | To store in excess of 2,500 cu. ft of combustible boxes, cases, tires, rubber,  
                        | cork or similar materials                                                     |
| Open burning                   | To kindle or maintain an open fire                                           |
| Open Flames & Candles          | To use a torch to remove paint, or in a hazardous fire area. Open flames or  
                        | candles in public areas                                                       |
| Pyrotechnics                   | To use and handle pyrotechnic special effects material.                      |
| Repair Garages and Service Stations | To operate a repair garage or an automotive or fleet service station.       |
| Tires and Tire Scrap           | To establish, conduct or maintain storage of tires and scrap tires over 2,500 cu. ft. |
| Tents & Membrane Structures    | To operate an air supported membrane structure or a tent in excess of 200 sq. ft.  
                        | or a canopy larger than 400 sq. ft.                                           |
Posting the permit. Issued permits shall be kept on the premises designated on the permit at all times and shall be readily available for inspection by the Fire Marshal.

HAZARDOUS MATERIALS
GENERAL GUIDELINES FOR HAZARDOUS MATERIALS

Preparation. Provisions should be made for controlling and mitigating unauthorized releases.

Material Safety Data Sheets. Material Safety Data Sheets (MSDS) shall be readily available on the premises for all hazardous materials being handled, transported or stored.

Markings. Individual containers, cartons or packages shall be conspicuously marked or labeled in accordance with 40 CFR 262. Rooms or cabinets containing compressed gases shall be conspicuously labeled: COMPRESSED GAS.

Control. When a primary container failure is discovered, that container shall be repaired immediately or removed from service.

Responsibility for cleanup. The person, firm or corporation responsible for any unauthorized release shall initiate and complete all actions necessary to remedy the effects of the release at no cost to the Airport.

Cleanups of this sort may be initiated by the fire department or by an outside authorized individual or firm when deemed necessary by the Airport. All costs for such a cleanup shall be charged to the owner, operator or other person responsible for the unauthorized release.

HAZARDOUS MATERIALS-STORAGE AND HANDLING

Hazardous Materials are limited in quantity, storage, transport on site, dispense, use or handle hazardous materials in consideration of the occupancy and design of facilities. A permit must be obtained from DPS Fire Prevention (DPS Fire Station #1, located at 2800 E. 28th street) prior to storing, transporting on site, dispensing, using or handling hazardous materials in excess of the amounts listed below.

PERMIT REQUIRED AMOUNTS FOR COMPRESSED GASES

<table>
<thead>
<tr>
<th>TYPE OF GAS</th>
<th>AMOUNT (cu. ft. at NTP*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrosive</td>
<td>200</td>
</tr>
<tr>
<td>Flammable (except cryogenic &amp; LPG)</td>
<td>200</td>
</tr>
<tr>
<td>Liquefied Petroleum Gas</td>
<td>Any Amount</td>
</tr>
<tr>
<td>Highly Toxic</td>
<td>Any Amount</td>
</tr>
<tr>
<td>Inert &amp; simple asphyxiant</td>
<td>6,000</td>
</tr>
</tbody>
</table>
Oxidizing (including oxygen) | 504
Toxic | Any Amount

* Normal Temperature and Pressure

**PERMIT REQUIRED AMOUNTS FOR CRYOGENIC FLUIDS**

<table>
<thead>
<tr>
<th>TYPE OF CRYOGENIC FLUID</th>
<th>INSIDE A BUILDING (gallons)</th>
<th>OUTSIDE A BUILDING (gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flammable</td>
<td>1</td>
<td>60</td>
</tr>
<tr>
<td>Inert</td>
<td>60</td>
<td>500</td>
</tr>
<tr>
<td>Oxidizing (includes oxygen)</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Physical or health hazard</td>
<td>Any Amount</td>
<td>Any Amount</td>
</tr>
</tbody>
</table>

**PERMIT REQUIRED AMOUNTS FOR FLAMMABLE AND COMBUSTIBLE LIQUIDS**

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>INSIDE A BUILDING</th>
<th>OUTSIDE A BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1, gasoline, Acetone, MEK</td>
<td>5 gals</td>
<td>10 gals</td>
</tr>
<tr>
<td>Class 2, diesel, fuel oils, kerosene</td>
<td>25 gals</td>
<td>60 gals</td>
</tr>
<tr>
<td>Class 3A, oils, grease, solvents</td>
<td>25 gals</td>
<td>60 gals</td>
</tr>
</tbody>
</table>

Note: A permit is not required for the storage or use of paints, oils, varnishes or similar flammable mixtures when such liquids are stored for maintenance, painting or similar purposes for a period of not more than 30 days.

**RELEASE OF HAZARDOUS MATERIALS**

Hazardous materials in any quantity shall not be released into a sewer, storm drain, ditch, drainage canal, creek, stream, river, lake or tidal waterway or on the ground, sidewalk, street, highway or into the atmosphere. Exceptions are:

- Use or emission of hazardous materials when in compliance with federal, state, or local governmental agencies, regulations or permits.
- Use of pesticides when used in accordance with registered label directions and manufactures specifications.
- Use of fertilizer and soil amendments when used in accordance with manufacturer’s specifications.

Any release of hazardous materials other than those identified immediately above must be reported immediately to the Airport Operations Center (AOC) at (972) 973-3112.

If a spill is noted in the permit required categories, 911 should be contacted immediately followed up with a call to the AOC.