

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 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.

3.2 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

- 3.3.1** All posted and surface painted signs (Airside, Landside, Terminals, Ramps) shall be followed and obeyed.
- 3.3.2** 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 \(http://www.lawa.org/laxdev/DCHandbook_2017.aspx?id=Sig\)](http://www.lawa.org/laxdev/DCHandbook_2017.aspx?id=Sig)

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. All employees including those who operate a motor vehicle or automotive equipment on Airport property shall not consume or be under the influence of any intoxicating beverages, drugs, or narcotics while on duty; nor shall any person drive a motor vehicle, or attend or assist in any aircraft operation, while under the influence of alcohol, drugs, or any controlled substance.
 - b. No person shall have in his or her possession any alcoholic beverage at any time unless in the performance of his or her scope of work or while attending or assisting in any aircraft operation on the Airport.
- 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.

3.6 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](http://www.lawa.org/welcome_LAX.aspx?id=4162): http://www.lawa.org/welcome_LAX.aspx?id=4162

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 crane operations will be performed at or near the Airport.

NOTE: For further information, go to the [Obstruction Evaluation / Airport Airspace Analysis](http://oeaaa.faa.gov) (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 crane 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 FOD on ramps and service roads shall be picked up safely or reported to the ARCC (424) 646-5292.

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

3.11.3 Plastic sheeting to cover pallets or containers shall only be used on the Air Operations Area (AOA) when completely secured by netting.

3.11.4 Plastic sheeting shall not be disposed of in any public waste receptacles located in the Central Terminal Area (CTA).

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

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](http://www.lawa.org/welcome_lax.aspx?id=1590) website:
http://www.lawa.org/welcome_lax.aspx?id=1590

3.15 RESCINDED/RESERVED

3.16 Passenger Baggage Carts

3.16.1 Passenger baggage carts (Smarte Carts) 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 Airfield Enforcement Program (SAFE)

3.17.1 When a SAFE Violation Notice is issued and within 72 hours of issuance, the supervisor of the notice recipient must return the signed notice to the Airport Police Division identifying the corrective action taken.

3.17.2 Failure to do actions as prescribed on 3.17.1 will result in deactivation of the notice recipient's Security Identification Badge.

NOTE: See **Appendix 04 - SAFE Program** for further details

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**.

3.19.2 Buildings - Smoking is prohibited inside any building at the Airport (LAMC Sec. 41.50)

3.19.3 Outside Public Areas - Smoking is prohibited within 20 feet of any entrances or podiums.

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 <http://www.lawa.org/tenants411/default.aspx?id=4504> and submitted to the office of the Director of Operations at 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.

3.23 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.

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.