

# **PITTSBURGH INTERNATIONAL AIRPORT**

## **MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES**

**ALLEGHENY COUNTY AIRPORT AUTHORITY  
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PITTSBURGH INTERNATIONAL AIRPORT  
PITTSBURGH, PA 15231-0370**

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## **I. PURPOSE**

These regulations prescribe minimum standards established by the Allegheny County Airport Authority for the conduct of commercial aeronautical activities at the Pittsburgh International Airport.

## **II. INTRODUCTION**

Prudent and proper administration requires that standards be adopted to establish the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to conduct commercial aeronautical activities at the Airport. The requirement to impose standards on those preparing to conduct commercial aeronautical activities on a public-use airport is necessary to provide protection from irresponsible, unsafe or inadequate service. Minimum standards also insure that those who have undertaken to provide commodities and services as approved, are not exposed to unfair or irresponsible competition.

These Minimum Standards were developed taking into consideration the current aviation role at Pittsburgh International Airport facilities, the services being offered at the Airport, future planned development and the promotion of fair competition at the Pittsburgh International Airport.

The adoption and enforcement of such standards ensures that the Operator is willing and able to discharge both its service obligations to patrons and its economic obligations to the Airport community and thereby protects the aviation user, and the public.

The standards established for any particular commercial aeronautical activity must be relevant to that activity, must be reasonable in scope and must be applied objectively and uniformly. Standards thus established and applied, promote economic stability and the level of services desired by those who utilize the Airport by discouraging unqualified applicants.

The Minimum Business Standard for Commercial Aviation Operations and Service shall be applicable, but not limited, to full-service and limited service Fixed Base Operators (FBO) which includes the sale of aviation petroleum products, air taxi and charter operations, air cargo services, aircraft sales and services, aircraft cleaning, aircraft painting and modification, repair and maintenance of aircraft, aircraft parts and equipment including installation, or sale of aircraft parts and aircraft storage (which include avionics, instruments and propellers) and other services such as baggage, ticketing services and deicing.

### III. APPLICABILITY

The effective date of these Minimum Standards shall be the 22nd day of September 2000.

### IV. DEFINITIONS

As used in these regulations, the following terms shall have the subsequent meanings:

A. "Aircraft" means aeronautical device including, but not limited to powered aircraft, gliders, kites, helicopters, gyroscopes, gyrocopters, parachuting, ground-effect machines and balloons.

B. "Aircraft Maintenance" means the repair, adjustment or inspection of aircraft.

1. Major Repairs – major alterations to the airframe, powerplant, propeller, and accessories as defined in Part 43 of the Federal Aviation Regulations.

2. Minor Repairs – normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories.

C. "Airport Authority" or "Authority" means the Allegheny County Airport Authority (ACAA), incorporated under the Municipal Authorities Act of 1945 of the Commonwealth of Pennsylvania, and such public officials and public bodies as may, by operation of law, succeed to any or all of the rights, powers or duties which as of this date reside in the Board of Directors of the Authority.

D. "Airport" means the Pittsburgh International Airport, owned and operated by the Allegheny County Airport Authority (ACAA), as it now exists and hereinafter may be changed, modified or expanded.

E. "Building" means the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms, and docks, carports, canopies, eaves and porches. Paving, groundcover, fences, signs and landscaping shall not be included.

F. "Commercial Aeronautical Activity" means any commercial activity which relates to the operation or use of aircraft. Such activity includes, but is not limited to charter operations, and aerial photography, aerial

surveying, air taxi operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft and the sale of aircraft parts.

G. "Commercial Activity" means any other activity taking place on Airport property that is not included in Commercial Aeronautical Activity.

H. "County" means the County of Allegheny, a political subdivision of the Commonwealth, and such public officials and public bodies as may, by operation of law, succeed to any or all of the rights, powers or duties which as of the date of this agreement reside in the County Council and County Executive.

I. "Executive Director" shall mean the Executive Director or Acting Executive Director of the Airport Authority, as from time to time as appointed by the Board of the Allegheny County Airport Authority and shall include such person or persons as may from time to time be authorized in writing by the Board of the Allegheny County Airport Authority or by the Executive Director to act for him with respect to any or all matters pertaining to this Contract.

J. "Entity" means a person, corporation, partnership or association.

K. "Equipment" means all machinery, together with the necessary supplies, tools and apparatus necessary to the proper conduct of the activity being performed.

L. "Exclusive Rights" means the power, privilege or other right excluding or debarring another from enjoying or exercising a like power, privilege or right. An exclusive right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties by excluding others from enjoying or exercising a similar right or rights would be an exclusive right. The granting of an exclusive right to conduct a commercial aeronautical activity or commercial activity on an airport developed or improved with federal funds is expressly forbidden by law, except for the noted exceptions.

M. "FAA" means the Federal Aviation Administration.

N. "FAR" means Federal Aviation Regulation.

O. "Full Service Operator," "Full Service FBO," "FBO" means an entity which maintains facilities at the Airport for the purpose of engaging in the sale of aviation fuels and providing aircraft line services as detailed in Appendix 1.

P. "Improvements" means all buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on with the concurrence of a lessee. Plans and specifications for all improvements must be approved, in writing, by the Airport for conformity with its buildings and construction standards and Tenants are required to follow the Authority's Tenant Request Program as periodically updated.

Q. "License" means a contractual agreement between the Airport and an entity, granting a concession or otherwise authorizing the conduct of certain activities which is in writing and enforceable by law.

R. "Limited Fixed Based Operator," "LFBO," "Limited Operator" means an entity that provides any one of the services listed in Appendix 2 with the exception of fuel sales

S. "Repair Facility" means a facility utilized for the repair of aircraft to include; airframe, powerplant, propellers, radios, instruments, and accessories. Such facility will be operated in accordance with pertinent Federal Aviation Regulations.

T. "Operator" means a person or business that is licensed to conduct a commercial aeronautical activity or commercial activity or ground handling at the Airport.

## V. APPLICATION

The granting of a FBO or LFBO license at the Pittsburgh International Airport is done at the sole discretion of the Authority in conformity with the Minimum Standards and Ordinances as may be amended from time to time governing the operation of the Airport. The applicant acknowledges that he has read and understands the Minimum Standards and Ordinance of the Airport and agrees to be bound thereby, and by the conditions of any license granted.

### A. Contents

The written application shall contain at minimum:

1. Name of Applicant (If a corporation or other business entity, the identity and title of the individual making application on its behalf).
2. Address of principal business location of applicant.

3. If a corporation, the state of incorporation and a Certificate of Good Standing from Pennsylvania.
4. If a non-resident corporation, the identity of the registered agent.
5. Names, addresses and title of each principal and officer of the applicant.
6. The nature of the business to be conducted at the Airport. A business plan may be used to express the proposed business (see business plan outline at Appendix I).
7. The facility that will be used, if existing, if not, the size of facility and ramp to be constructed.
8. A detailed description of any aircraft deicing/defrosting operations and facilities.
9. List of businesses operated at airports during the last ten years with an airport contact name and phone number for each.
10. If the Applicant has contracts for operations at the airport, a list of clients to be serviced.
11. List of Bank references and borrowing credit history; financial references and authorization for the Authority to obtain a credit report for the company.
12. A copy of the applicant's most recent annual financial statement including income statement and balance sheet prepared by a Certified Public Accountant.
13. The identities and background of the individuals responsible for the management of the applicant's operations at the Airport.
14. The hours of operation.
15. Full Service Operators must provide a detailed description of all hazardous and petroleum material storage and transfer equipment and procedures and a listing of any fuel spill incidents over twenty five (25) gallons that occurred in the last five years.

16. The identity of any subsidiary or other entity related to the applicant, which the applicant anticipates will be making any use of the Airport's facilities.
  17. Such other information as the Airport may require.
  18. List any FAA actions that were sent to you over the last five (5) years and the disposition of those actions.
- B. Applications may be denied for one or more of the following reasons:
1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
  2. The applicant's proposed operations or construction will create a safety or operating hazard on the Airport.
  3. The granting of the application will require the expenditure of Airport funds, labor or materials on the facilities described in or related to the application.
  4. There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant or the development or use of the area requested will result in undue interference with the operations of any present Tenant on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to an existing Tenant's leased premises pursuant to an existing lease.
  5. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
  6. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
  7. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, Federal Aviation Regulations, or ordinances applicable to this or any other Airport.
  8. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement



with the Authority or Allegheny County or any lease or other agreement at any other airport or has any past due payment liability to the County or its predecessor.

9. Any party applying, or having an interest in the business, is not sufficiently creditworthy and responsible or does not have sufficient financial capability, in the judgment of Authority, to provide, maintain and operate the business to which the application relates or to promptly pay amounts due under the license or lease.
10. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.
11. The applicant has committed any crime, violated any federal, state or local law or local ordinance, rule or regulation, which adversely reflects on its ability to conduct the FBO/LFBO or other activity for which it has applied. Such violations may include, but are not limited to; violation of safety procedures, breach at Airport Security or local fire/building codes, violation of FAA aircraft maintenance standards or any Federal, State or Local Environmental law.

## **VI . STANDARDS AND LIMITATIONS**

- A. The standards for business activities as set forth in Appendices A & B have been developed after consideration of the above elements with special attention to their applicability at the Airport. The standards set forth are applicable to the specific commercial aeronautical activities addressed and must be met by any applicant desiring to conduct such activities at the Airport.
- B. The standards set forth are the minimum which the Airport will require in agreements authorizing commercial activities and unless specifically limited, do not preclude applicants from seeking greater operating authority.
- C. FBO's and LFBO's shall deliver to the Executive Director, upon execution of an agreement, a security deposit in the form of a cashier's check, performance bond or Letter of Credit in an amount equal to fifty percent (50%) of any annual license fees expected to be due under their license agreement.

In addition, Full Service FBO's shall also deliver to the Executive Director upon execution of a license agreement, a cashier's check, performance bond or Letter of Credit in an amount equal to three times the average monthly fuel flowage fee due for the prior year's operation. If the applicant was not an FBO at the Airport at the time of application, a security deposit of Thirty Thousand Dollars (\$30,000) will be required for the first year of operation. A security deposit of equal to three times the average monthly fuel flowage fees due for the prior year of operation at the Airport will be required for all subsequent years of operation.

D. Personnel

1. The Operator shall have in his employ and on duty during all operating hours, trained uniformed personnel in such numbers as are required to meet the Minimum Standards and requirements set forth herein, in an efficient manner, for each aeronautical service being performed. The Operator shall also provide a responsible person to supervise the operations in the leased area and with authorization to represent and act for and on behalf of the Operator during all business hours.
2. All personnel shall hold Federal Aviation Administration certificates and ratings, as they are required.
3. Employees must meet all current requirements for issuance of Airport ID badges, as established by Authority and function in compliance with FAA security mandates.

E. Indemnity, Liability Insurance

The Operator shall indemnify and hold harmless the Authority, its Board, officers, employees and representatives; (to include reasonable attorneys and other professional fees) from and against all claims and demands of the Operator or third persons for death or personal injury or for property damage arising out of the use and occupancy of the space by the Operator or out of any other acts or omissions of the Operator, its officers, employees, on the space or out of the acts or omissions of others on the space with the consent of the Operator whether or not such claims, demands, causes of action, liabilities, etc., are made or asserted before or after termination or expiration of an agreement.

F. Insurance

Operator shall maintain at minimum the insurance required for their type of license and activity, as set forth in Appendix 2. The Executive Director will have the right to waive or modify insurance type and limit required.

G. Fees

The Operator shall pay such fees as specified by the Airport. Such fees shall be specifically included in an agreement executed with the Airport. Fees for multiple activities will not be cumulative with the exception of aircraft sales.

H. Non-Serviceable equipment

Any non-serviceable equipment, which shall include but is not limited to, aircraft, tugs, dollies, ground support equipment, is prohibited from being stored on Airport property unless it is stored inside the operator's hangar(s) or garage.

**VII. GENERAL REQUIREMENTS**

A. Requirement of a written agreement with the Airport

Prior to the commencement of operation, the Operator will be required to enter into a written agreement with the Authority. Such agreement will set the terms and conditions under which they will operate their business on the Airport, including, but not limited to; the length of the agreement, the fees and charges payable to the Authority, the rights and obligations of the respective parties. The conditions forth in these Minimum Standards do not represent a complete recitation of the provisions to be included in the written agreement. Such agreement provisions, however, will neither change nor modify the Minimum Standards, nor be inconsistent therewith.

B. Operators, shall at all times during the term of its License comply with and meet the Minimum Standards relating to its Licensed Activity.

C. The Minimum Standards described herein may be supplemented or amended and new classes of operators and standards related thereto created by the Authority from time to time, and in such manner and to such extent as is deemed appropriate by Authority. Any such supplements or amendments shall be uniformly applicable

to all Operators that would be affected and all Operators shall be given written notice of proposed amendments and/or supplements. Written comments regarding the change(s) will be accepted up to twenty (20) days from the notice of proposed amendment or supplement. Any lease, license, contract or agreement between the Authority and an Operator, shall be terminated or cancelled at the Authority's option in the event of failure by said Operator to comply with any such supplements or amendments to these Minimum Standards, after notice thereof shall have been given.

- D. The Minimum Standards are not intended to be all inclusive, and Operators shall also be subject to and comply with all applicable federal, state and local laws, codes, ordinances, rules, regulations and directives including, the rules, regulations and directives of the Airport.

## APPENDIX 1

### Minimum Fixed Base Operator Standards Pittsburgh International Airport

#### 1. FULL SERVICE FIXED BASE OPERATORS

Except as otherwise provided in any Agreement between the Authority and Licensee, Operators engaged as Full Service Fixed Base Operators (FBO) at the Airport shall provide and/or meet, at a minimum the following facility, equipment, and service obligations:

##### 1.01 Required minimum FBO facilities shall include the following:

(a) Ground Area – Operator must lease sufficient ground area for hangar, office space, customer facilities, fuel storage, ramp areas and parking for customers and personnel. The minimum ground area required for facilities is 365,000 square feet.

(b) Hangar, Office and Customer Facilities – Operator must construct, own or lease aircraft hangar, office and additional facilities sufficient in size to accommodate all services provided. Hangars shall be constructed to the appropriate industry standards and airport design standards for quality and durability in sufficient number to handle the expected aircraft utilizing such hangars. Customer facilities shall include restrooms, telephones, and lobby area for customers, sublessees, and employees. A flight planning area with appropriate seating, work areas, communications facilities, directories, access to weather data, and all items necessary to complete flight planning separate from other public areas, a pilot lounge and waiting area for transition of air passengers to ground transportation and vice versa separate from other public areas. The minimum space is as follows: Terminal/Office Facility of 7,000 square feet; a hangar of not less than 20,000 square feet; a shop/parts/storage facility; and a fixed above ground fuel farm with a minimum of one 5,000 gallon tank for Aviation gas and a jet fuel storage capacity of at least 24,000 with a minimum of two storage tanks.

(c) Aircraft Ramp – The occupancy, construction or lease of adequate ramp immediately adjacent to operator's hangar(s) to accommodate aircraft to be serviced and parked. Authority has established minimum ramp space as 300,000 square feet.

(d) Vehicle Parking – The Operator shall provide adequate area to accommodate personnel and customer parking with proper

lighting and access control measures. Authority has established minimum parking area as 20,000 square feet.

1.02 Required minimum FBO personnel: One (1) person may fulfill more than one of the requirements below. The Authority reserves the right to determine or specify, at any time, what constitutes sufficient number of personnel.

(a) Three management level representatives who are qualified and experienced and vested with full power and authority to act in the name of the FBO with respect to the method, manner and conduct of FBO one of which shall be on duty at all times.

(b) One Supervisor or Shift Lead Foreman who has the authority to resolve day-to-day and emergency issues that may arise. This position must be staffed on site 24 hours per day, 7 days a week. Supervisor must have a minimum of five years experience in FBO line service with at least three years as a supervisor.

(c) Two (2) fully trained and qualified ground handling and customer service agents on duty a minimum of 24 hours per day, seven (7) days per week.

(d) Three (3) fully trained and qualified fuel service employees, on duty 16 hours per day between the hours of 6:00 a.m. and 10:00 p.m., and two (2) fuel service employees between the hours of 10:00 p.m. and 6:00 a.m. Personnel engaged in dispensing aircraft fuels shall be properly trained in all fueling, handling and associated safety procedures and shall in all fueling and plane handling operations conform to all of the practices for such operations established in Appendix 4.

1.03 Basic Aeronautical Services – Full Service FBO

(a) Fuel and Petroleum Products Sales – The FBO shall sell aviation fuel and petroleum products to most types of general aviation aircraft using the Airport to include both 100LL Avgas and Jet fuel.

(b) Aircraft Fueling – to provide into-plane fueling services from the Airport Hydrant Fuel system, subject to the terms and conditions of that agreement and associated interline agreements. FBO must also provide into-plane delivery of recognized brand or brands of aviation fuels, lubricants and related aviation petroleum products, storage, delivery and into-plane services requiring specific authorization as a Licensed activity with the Airport and

being subject to the further requirements of Appendix 3 to these Minimum Standards.

(c) Line service for General Aviation aircraft including apron servicing, ramp assistance, itinerant parking and storage, and flight line servicing of General Aviation aircraft both locally based and itinerant. Each Fixed Base Operator (FBO) shall monitor the Control Tower and Unicom frequencies, and provide arrival guidance and aircraft parking direction, and shall also furnish information about and assistance to General Aviation users with respect to arrangements for motels, hotels, restaurants, and rental cars. At a minimum, line services shall be provided in conformity with the recommendations and standards set forth in the current edition of FAA Advisory Circular 00-34A "Aircraft Ground Handling and Servicing."

(d) Basic repair and maintenance services for General Aviation aircraft, engines and components, provided in conformance with the requirements for such services as contained in Section 5 of this Appendix 1 attached hereto: provided, however, that no additional leasehold interest beyond that contained in Subsection 1.01 hereof shall apply. At a minimum, the certification required by Section 5 shall include at least Class III Airframe and Class I Powerplant certification, with limited ratings for the aircraft commonly fueled by the FBO; provided, however, that these requirements shall not mean that the FBO must itself provide more than basic services (e.g., minor repairs and required aircraft inspections). The FBO shall have the right to utilize letter arrangements as permitted by FAR Part 145 with respect to demonstrating arrangements with other operators for major maintenance services (e.g., airframe or engine overhaul).

(e) The FBO shall have the right to perform any one or more of the following additional Aeronautical Activities at the Airport subject to said activity being added as a Licensed Activity to its License with the Authority and the Licensee meeting the requirements applicable thereto.

1. Air Taxi/Air Cargo Services
2. Aircraft Rental/Management
3. Aircraft Sales
4. Specialized Aircraft Repair Service
5. Specialized Flight Services
6. To operate and maintain a deicing facility and fluid collection system.
7. To operate and maintain a fuel farm

8. To park and store aircraft
9. To provide corporate aircraft charter services

1.04 Basic Supplies, Equipment Requirements and Plan & Procedures – Full Service FBO

(a) Two (2) aircraft tugs capable of towing expected customer aircraft types including single engine business aviation aircraft, multi engine jet corporate aircraft and large aircraft the FBO is expected to or does ground handle including any disabled aircraft.

(b) Aircraft tow bar (s) and associated/required universal head(s) compatible with expected customer aircraft types including single business aviation aircraft, multi engine jet corporate aircraft, and large aircraft the Operator is expected to or does ground handle. If Operator does not purchase this equipment the Operator must present written proof of Agreements that this equipment is available to Operator at the Airport on a twenty four (24) hour basis. Owned or contracted equipment must be available within a 30 minute notification by the Authority.

(c) Aircraft dolly capable of lifting and relocating disabled aircraft from the aircraft movement area to the Operator's leased space. Dolly should be compatible with expected customer aircraft types including single piston engine general aviation aircraft, multi engine jet corporate aircraft, and large aircraft the Operator is expected to or does ground handle.

(d) Two (2) passenger courtesy vans capable of accommodating at least seven (7) passengers and baggage.

(e) An aircraft deicing facility of sufficient area, with a stormwater containment, diversion and collection system, and with sufficient fluid storage capacity to be able to contain and collect essentially all spent aircraft deicing fluid and contaminated stormwater from the deicing of all customer aircraft types and temporarily store all collected fluid for removal by the Authority's designated contractor. All deicing facilities must be environmentally compliant.

(f) Operator will be required to use polypropylene glycol or such other fluid that the Authority approves. This requirement may be met directly by Operator or by third party contractor.

(g) Mobile "aviation gasoline" (AVGAS) and Jet Fuel single-product dispensing trucks (at least two of each) clearly marked and



labeled to indicate the type and grade of fuel with adequate and appropriate filtering devices, meters, grounding cables and of sufficient capacity to refuel the largest general aviation aircraft likely to be serviced.

Trucks must meet current NFPA and airport safety guidelines for the types of fuel offered for sale.

(h) Snow removal equipment or contracted services adequate to clear leased aircraft apron space in a safe, timely and efficient manner.

(i) Trailer/tug mounted electrical power supply and air conditioning units compatible with expected customer aircraft types including single engine business aviation aircraft, multi engine jet corporate aircraft, and large aircraft the Operator is expected to or does ground handle.

(j) Specialized equipment needed for customer aircraft including stairways, maintenance access stands/ladders.

(k) Aircraft jacks compatible with expected customer aircraft types including single engine business aviation aircraft, multi engine jet corporate aircraft, and large aircraft the Operator is expected to or does ground handle.

(l) Pennsylvania Department of Environmental Protection (Pa DEP) permitted and registered Fuel storage tanks - at least one 5,000 gallon tank for aviation gas and jet fuel storage capacity of 24,000 gallons with a minimum of two tanks, all with secondary containment.

(m) Standard starting equipment, oxygen, appropriate amount and type of fire extinguishers, towing equipment, and adequate fuel spill containment and absorbent equipment.

(n) Additional facilities as required to comply with these Minimum Standards with respect to any other Aeronautical Activity to be provided by the Operator pursuant to its License with the Authority.

(o) Vehicles should be clearly marked depicting name of tenant. All vehicles shall be maintained and operated in accordance with current airport motor vehicles rules, attached hereto as Appendix 5.

(p) Pa DEP approved Emergency Response, and Spill and Leak Prevention and Response inspection, record-keeping, reporting, maintenance, and clean-up plans and procedures for all hazardous and petroleum based materials stored, transferred, or used by or on behalf of the Operator.

**APPENDIX 2**  
**Minimum Limited Fixed Base Operator Standards**  
**Pittsburgh International Airport**

**1. AIR TAXI / AIR CARGO / AIR CHARTER**  
**AND MANGEMENT SERVICES**

Operators engaging in air taxi service and/or cargo services shall provide and/or meet, as a minimum, the following facility, equipment, and service obligations;

1.01 Required ratings and certificates shall include the following:

- (a) Operators must hold, at a minimum, an FAA Air Taxi operator Certificate with ratings appropriate to the services to be provided.
- (b) FAA certified Pilot Rating(s) must be held or obtained as necessary to conduct the air taxi service permitted by the Air Taxi Operator Certificate held.
- (c) A copy of each required certificate or rating described herein shall be delivered to the Authority, and the Operator shall immediately notify the Authority in the event its Certificate(s) or Rating(s) shall be amended, suspended or revoked, or in the event that the FAA notifies Operator of a violation.

1.02 Required leasehold interests shall be as follows:

- (a) Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings, aircraft parking, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.
- (b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work, and provide office space, storage, and public waiting area that includes indoor rest room facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

1.03 Personnel required shall be as follows:

(a) At least one FAA certificated commercial pilot appropriately rated as described in Subsection 2.01 (b) of this Section.

(b) At least one contact person available 24 hours per day, seven (7) days a week by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

1.04 Aircraft required shall be as follows:

(a) At least one aircraft meeting all of the requirements of the Air Taxi-Commercial Operator Certificate held shall be owned or leased by agreement in writing and meet all the relevant requirements of Part 135 of the Federal Aviation Regulations.

1.05 The minimum hours of operation shall be as follows:

(a) The minimum hours of operation shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be provided during other hours.

## **2. AIRCRAFT SALES**

Operators engaging in the sale of new or used aircraft to the public must provide and/or meet, as a minimum, the following facility, equipment, and service obligations:

### **2.01 Required leasehold interest shall be as follows:**

(a) Leased land of a size sufficient to support Operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work and provide office space, storage, and public waiting area that includes indoor rest room facilities and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

### **2.02 Personnel required shall be as follows:**

(a) At least one (1) qualified employee having reasonable, thorough knowledge of the aircraft being sold.

(b) At least one contact person available 24 hours per day seven (7) days a week by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

### **2.03 Dealership requirements shall be as follows:**

(a) New aircraft dealers shall hold an authorized factory dealership or sub-dealership and provide documentation of such to Authority.

(b) The normal operational hours will be at the Operator's discretion, but he should be reasonably available to the public.

**3. AIRCRAFT AND/OR POWERPLANT REPAIR**

Operators engaging in airframe and/or powerplant repair service must provide and/or meet, as a minimum, the following facility, equipment and service obligations

**3.01 Required leasehold interests shall be as follows:**

(a) Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work and to provide office space, storage, and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

**3.02 Personnel required shall be as follows:**

(a) At least one full time FAA certificated airframe and/or powerplant mechanic with appropriate ratings for the work to be performed.

(b) At least one contact person available by telephone pager or Answering Service who has the authority to act for the company in the event of an emergency situation.

(c) Must demonstrate that the Company has follows a drug testing plan with FAA approval number.

3.03 The minimum hours of operation shall be as follows:

(a) Operating hours shall be from 8:00a.m. to 5:00p.m., five (5) days a week. On-call service shall be available at all other hours for reasonably requested mechanical services.

3.04 Equipment and Plans and Procedures required shall be as follows:

(a) Sufficient equipment and adequate supplies and availability of parts to perform maintenance in accordance with manufacturer's recommendations or their equivalent shall be maintained.

(b) Vehicles should be clearly marked depicting name of tenant. All vehicles shall be maintained and operated in accordance with current airport motor vehicles rules, attached hereto as Appendix 5.

**4. SPECIALIZED AIRCRAFT REPAIR SERVICES**

Operators engaging in a radio, instrument, or propeller repair service must provide and or meet, as a minimum, the following facility, equipment, and service obligations:

**4.01 Required leasehold interest shall be as follows:**

(a) Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings, storage, employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work and to provide office space, storage, and a public telephone, subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

**4.02 Personnel required shall be as follows:**

(a) At least one FAA certificated repairman with appropriate ratings for the Repair Station Certificate shall be employed.

(b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation.

(c) Must demonstrate that the Company has follows a drug testing plan with FAA approval number.

**4.03 The minimum hours of operation shall be as follows:**

(a) Operating hours shall be from 8:00a.m. to 5:00p.m., five (5) days a week. On-call service shall be available all other hours for reasonably requested mechanical services.



4.04 Required equipment shall be as follows:

- (a) Sufficient equipment and adequate supplies and availability of parts to perform maintenance in accordance with manufacturer's recommendations or equivalent shall be maintained at the Airport.

## **5. AIRCRAFT PARTS AND SUPPLY SALES**

Operators desiring to engage in aircraft parts and supply sales must provide and/or meet, as a minimum, the following facility, equipment and service obligations:

5.01 Required ratings and certificates shall include the following:

(a) FAA Certificates and Ratings as required for the sales being performed, when, if, and to the extent said requirements are established by FAA.

(b) A copy of each required certificate or rating described herein shall be delivered to the Authority, and the Operator shall immediately notify the Authority in the event its Certificate(s) or Rating(s) shall be amended or revoked, or in the event that the FAA notifies the Operator of a violation.

5.02 Required leasehold interests, if necessary and appropriate to Operator's activities, shall be as follows:

(a) Leased land area of size sufficient to support Operator's activities shall be maintained to provide space for all buildings and employee and customer parking, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(b) Properly heated and lighted building space of size sufficient to support Operator's activities shall be maintained to perform work and to provide office space, storage, and public waiting area that includes indoor rest room facilities and a public telephone, the size of said area and facilities to be subject to such minimum requirements as may reasonably be established by the Executive Director.

(c) Aircraft storage and ramp area of size sufficient to support Operator's activities must be provided, the size of said area and facilities.

5.03 Operator shall meet the following requirements for its aircraft parts and supplies inventory offered for sale.

(a) A general inventory of aircraft parts, supplies and accessories for aircraft makes and models commonly frequenting the Airport's facilities and which is reasonably adequate to meet

parts and supply demands of Operator's customers shall be maintained.

(b) An extensive inventory of aircraft parts, supplies and accessories for any model of aircraft for which the operator is an authorized dealer shall be maintained.

(c) Operator's parts and supplies inventory shall meet FAA certification requirements for new and remanufactured parts to the extent applicable to Operator's inventory.

5.04 Personnel required shall be as follows:

(a) At least one (1) qualified employee having a reasonably thorough knowledge of the aircraft parts and supply business. The employee shall meet applicable certification requirements as the FAA may prescribe from time to time.

(b) At least one contact person available by telephone pager on Answering Service who has the authority to act for the company in the event of an emergency situation..

5.05 The minimum hours of operation shall be as follows:

(a) Operating hours shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week. On-call service shall be available during non-operating hours, where necessary and appropriate.

5.06 Required equipment and plans and procedures

(a) Vehicles should be clearly marked depicting name of tenant. All vehicles shall be maintained and operated in accordance with current airport motor vehicles rules, attached hereto as Appendix 5.

## **6. AIRCRAFT GROUND HANDLING SERVICE**

Operators engaged in providing services to scheduled and charter aircraft including but not limited to; baggage handling, ticketing, aircraft cleaning, boarding service and deicing must provide or meet, as a minimum the following:

### **6.01 Facilities and/or equipment storage areas:**

- (a) Operators must identify the area that will be used to park ground handling equipment such as tugs, baggage carts, lavatory trucks and cleaning equipment.
- (b) The following is applicable if Operator is providing deicing services: An aircraft deicing facility of sufficient area, with a stormwater containment, diversion and collection system, and with sufficient fluid storage capacity to be able to contain and collect essentially all spent aircraft deicing fluid and contaminated stormwater from the deicing of all customer aircraft types and temporarily store all collected fluid for removal by the Authority's designated contractor.

### **6.02 Personnel required shall be as follows:**

- (a) At least one contact person available by telephone answering service or telephone pager who has the authority to act for the company in the event of an emergency situation.
- (b) All personnel who are operating in the Aircraft Operations Area must obtain a security clearance and badge from the Airport.

### **6.03 Equipment required shall be as follows:**

- (a) Sufficient equipment to perform the services for which entity is licensed, i.e., baggage handlers must have tugs, baggage carts and conveyers, aircraft cleaning companies must have approved lavatory trucks.

### **6.04 Deicing service providers must adhere to airport regulations regarding defrosting and deicing, including maintaining records with each deicing activity including type and gallons of deicing fluids used and date and time of each activity.**

6.05 Ground handling service providers must have written plans/procedures for responding to and handling an aircraft for which they are responsible, during emergency situations. These written procedures must include personnel responsibility, designated recovery equipment lists and passenger service/media contact personnel. Should this service be contracted to a third party, such agreement must be provided to the Airport Authority Operations Department on an annual basis. This service must be available 24 hours a day, 7 days a week.

## APPENDIX 3

### MINIMUM REQUIREMENTS FOR A BUSINESS PLAN

1. All services that will be offered.
2. Amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number and type of aircraft that will be based at PIA.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed (full and part time).
7. Resume for each of the owners and "investors".
8. Resume of the managers of the business (if different from "7" above) including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained.
11. Income of the projections for the first fiscal year and the succeeding 4 fiscal years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.
15. Income and Balance Sheet projections for a five-year period.
16. Explanation of personnel training programs.

## APPENDIX 4

### SCHEDULE OF INSURANCE: FULL SERVICE FBO LICENSEE

Licensee shall procure and maintain in effect the following policies of insurance with respect the minimum limits which are fixed in the schedule set forth below:

<u>MINIMUM POLICY</u>	<u>LIMIT</u>
1. Commercial Comprehensive General Liability Insurance, with the Authority and its Board of Directors named as additional insured, written on a per occurrence basis at a combined single limit for bodily injury but may not be limited to the following: contractual liability; independent contractors; products/completed operations, including fueling operations; personal injury; fire legal liability with a sub-limit of \$50,000.	\$25,000,000
2. Comprehensive Automotive Liability Insurance covering all owned, hired and non-owned vehicles at a combined single limit for bodily injury and property damage.	\$ 5,000,000
3. Comprehensive liability insurance covering all owned, hired and non-owned vehicles and mobile equipment utilized in fueling operations at a combined single limit for bodily injury and property damage.	\$10,000,000
4. Workers Compensation as required by law.	
5. Aircraft Liability Insurance providing a combined single limit for each aircraft owned, leased or used by Licensee.	\$ 5,000,000
6. Hangar Keeper's Legal Liability with a limit of liability sufficient to cover any non-owned aircraft stored in the Leased Premises, but in no event less the minimum limits specified.	\$50,000,000
7. Personal Property Insurance written on an all risk basis in an amount equal to not less than its replacement cost.	

8. Fire Insurance written on an all risks basis in an amount equal to not less than its replacement cost.
9. Environmental/Pollution Liability in an amount of not less than ten (10) million dollars will be required upon installation and operation of the fuel farm. \$10,000,000
10. Environmental/Pollution Liability in an amount of not less than one (1) million dollars will be required upon installation and operation of an aircraft deicing operation without a fuel farm. \$ 1,000,000
11. Other Insurance as required by the Executive Director from time to time.
12. All insurance certificates shall contain certifications that the policies cannot be cancelled or changed in any manner without thirty (30) days prior written notice to the Executive Director.
13. Executive Director, at his sole discretion, may waive or modify required insurance coverages or limits.



**SCHEDULE OF INSURANCE: LIMITED FBOs**

Licensee shall procure and maintain in effect the following policies of insurance with respect to the minimum limits which are fixed in the schedule set forth below:

<b><u>MINIMUM POLICY</u></b>	<b><u>LIMIT</u></b>
1. Commercial Comprehensive General Liability Insurance with the Authority and its Board of Directors named as additional insured, written on a per occurrence basis at a combined single limit for bodily injury and property damage. Coverage shall include but may not be limited to the following : contractual liability; independent contractors; products/completed operations; personal injury; fire legal liability with a sub-limit of \$50,000.	\$25,000,000
2. Comprehensive Automotive Liability Insurance covering all owned, hired and non-owned vehicles at a combined single limit for bodily injury and property damage.	\$ 5,000,000
3. Workers Compensation as required by law.	
4. Aircraft Liability Insurance providing a combined single limit for each aircraft owned, leased or used by Licensee. (Insert from approved schedule.)	
(a) Single prop engine fixed wing aircraft.	\$ 1,000,000
(b) Twin prop fixed wing aircraft.	\$ 1,000,000
(c) Twin turbo-prop engine fixed wing aircraft.	\$ 5,000,000
(d) All other turbine engine fixed wing aircraft.	\$ 5,000,000
(e) Single-engine rotorcraft.	\$ 1,000,000
(f) Twin-engine rotorcraft.	\$ 5,000,000

5. Hangar Keeper's Legal Liability with a limit of liability sufficient to cover any non-owned aircraft stored in the Leased Premises, but in no event less than the minimum limits specified. \$50,000,000
6. Environmental/Pollution Liability in an amount of not less than one (1) million dollars will be required upon installation and operation of an aircraft deicing operation without a fuel farm. \$ 1,000,000
7. Personal Property Insurance written on an all risk basis in an amount equal to its replacement cost.
8. Fire Insurance written on an all risks basis in an amount equal to its replacement cost.
9. Other Insurance as required by the Executive Director from time to time.
10. All insurance certificates shall contain certifications that the policies cannot be cancelled or changed in any manner without thirty (30) days prior written notice to the Executive Director.
11. Executive Director, at his sole discretion, may waive or modify required insurance coverages or limits

## APPENDIX 5

### MINIMUM REQUIREMENTS FOR FUELING LICENSEES

1. FBO shall conduct the business of selling aviation fuel and aircraft lubricants or dispensing the same into plane for aircraft operated by air taxi, scheduled commuter, general aviation and itinerant aircraft operators adequate to meet all demands at the Airport upon request by the operators of aircraft (herein called "Aircraft Fueling Service"). Licensee shall also provide services to assist aircraft pilots and aircraft as part of its services.
2. FBO shall have available and shall sell in its Aircraft Fueling Service the types of aviation fuel and aircraft lubricants used by the customer's aircraft including, but not limited to, Jet A-type fuel and 100 octane aviation gasoline and shall conduct the Aircraft Fueling Service in accordance with the highest standards for safety and security in the aircraft fueling industry and in accordance with the procedures contained in the Authority's Airport Fueling Procedures as they may be supplemented and amended from time to time.
3. FBO shall at all times during the term of this License comply with and meet the Airport Fueling Procedures which are attached as Appendix 6.
4. The Airport Fueling Procedures described herein may be supplemented or amended by the Authority from time to time, and in such manner and to such extent as deemed appropriate by the Authority; provided, however, any such supplements or amendments shall be uniformly applicable to all FBOs providing affected fueling service at the Airport. Prior to any such amendment or supplement to these Fueling Procedures, FBOs that would be affected shall be given written notice of proposed amendments and/or supplements, not less than ten (10), nor more than thirty (30), days after the date of said written notice, at which time any FBO receiving such written notice may appear in person or by counsel, and state its objection, if any, to such proposed amendments, and/or supplements. Any lease, license, contract or agreement between the Authority and a FBO, in the event amended or supplemented Airport Fueling Procedures are adopted by the Authority, shall be terminated or cancelled at the Authority's option in the event of failure by said FBO to comply with any such supplements or amendments to these Fueling Procedures after notice thereof shall have been given.

5. The Fueling Procedures are not intended to be all inclusive, and FBOs shall also be subject to and comply with all applicable federal, state and local laws, codes, ordinances, rules, regulations and directives including all other rules, regulations and directives of the Airport. FBO fueling operations, including fuel farm, shall be subject to inspection, without notice by the Authority and or State and Federal agencies to ensure compliance with all guidelines, rules and regulations.

6. FBO shall comply with all federal, state and local environmental laws, codes, rules regulations and directives (Environmental Laws) with respect to its Fueling Service and the Handling and storage of fuel and petroleum products (Fueling Operations) and shall provide such insurance and indemnity obligations to the Authority to cover any and all loss, cost, damage, expense and liability under said Environmental Laws arising out of its Fueling Operations as Authority may require by the terms and conditions of this License including the Endorsements thereto.

PITTSBURGH INTERNATIONAL AIRPORT  
STANDARDS FOR THE STORAGE, HANDLING  
AND DISPENSING OF FUEL

ALLEGHENY COUNTY AIRPORT AUTHORITY  
PITTSBURGH INTERNATIONAL AIRPORT  
PITTSBURGH, PA. 15231-0370

Appendix 6  
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FUEL SPILL REPORT	

## **PURPOSE**

The following standards outline the proper operating procedures for fuel dispensing, maintenance of fuel servicing equipment, fuel storage and the general handling of fuel. Conformance to these procedures is expected from all tenants and their personnel at Pittsburgh International Airport.

## **SECTION 1 - AIRCRAFT FUELING PROCEDURES**

### **A. PERSONNEL**

1. Fueling personnel shall be of a sufficient number to safely operate the fueling system and perform periodic checks/inspections essential to the systems proper functioning. Only qualified personnel shall operate fueling equipment or fuel aircraft. Fuel unloading and fueller loading shall be carried out only with qualified personnel present.
2. At least one supervisor must have completed an aviation fuel training course at an approved FAA/Industry sponsored fueling course.
3. Only authorized personnel trained by a properly trained supervisor (as above in #2) or in conjunction with an approved outside agency (Airport Fire Department), shall fuel or defuel aircraft. After this training the personnel must:
  - a. Be able to identify, understand the major characteristics of, distinguish between the various characteristics of, and distinguish between the various types of fuel (using flammability, color, odor and feel) found on the airport.
  - b. Be able to identify and understand the basic purpose of the required components of the fuel farm and mobile fueling equipment, pits and fueling components of the fuel farm and mobile fueling equipment, pits and fueling cabinets they normally use and the safety features associated with each.
  - c. Be able to understand the purpose of and safely perform periodic inspections/checks needed to keep the equipment operational and functioning safely.
  - d. Understand what must be done when a required component of the fuel farm, mobile fueling vehicle/dispenser, pit or cabinet is inoperable.

## Appendix 6

e. Understand the basic "fire triangle" and be able to identify the more common ignition sources on the airport.

f. Understand what must be done if a fuel leak or spill occurs (per NFPA 407, section A-3-2; Advisory Circular 150/5230-4, part 17-E and their companies "Spill Prevention Control and Countermeasure Plan"). Which would include at a minimum: How to stop fuel flow; Notification procedures to contact Airport Operations and/or Fire Department; Notification procedures to contact the fueler's supervisor for clean-up and assistance; Required evacuation procedures / safety zone; and any other relevant emergency measures required before assistance arrives from their company supervisor and/or the various responding airport departments.

g. Understand static-generation/retention misting of fuels and the dangers associated with filtering and pumping fuels to and from storage tanks, fueling equipment and aircraft.

h. Understand the hazards of atmospheric electrical phenomena, including lightning and static charges of the aircraft in flight.

i. Understand the main features of proper firefighting techniques using and demonstrating the use of, the fire extinguishers normally used at the fuel farm and on fueling vehicles/dispensers, pit or cabinets.

j. Understand the dangers of defueling.

k. Understand the safe operation of the equipment they use.

l. Know the operation of the emergency controls of the equipment and areas in which they operate.

m. Know the procedures to be followed in an emergency.

4. Training and recurrent training for fuelers of commercial aircraft must meet the training requirements of FAA Part 139.

5. Fueling personnel shall be appropriately clothed. They should not be wearing garments made of silk, polyester, nylon with wool or other static generating fabrics; shoes containing no metal taps, hobnails or other material, which could generate sparks on pavement.



## Appendix 6

6. Fueling personnel shall not carry on their person (*at any time when in, on, or within 100 feet of any tank, dock, storage area, fueler or aircraft*) any igniting device, including safety matches, strike-anywhere matches, cigarette lighter or any other item which could become ignition sources if operated, bumped, hit or dropped.

7. Fueling personnel shall be adequately supervised and periodically checked to assure training and knowledge levels are maintained. Supervisors shall insure all equipment and required components are kept fully operational, required periodic safety checks and inspections are made when due and required records are kept.

### **B. PREVENTION AND CONTROL OF SPILLS**

1. Fuel servicing vehicles/dispensers shall comply with the requirements of this standard and be maintained in safe operating condition. Leaking or malfunctioning equipment, which presents a hazard, shall be removed from service.

2. Self-closing nozzles or deadman controls shall not be blocked open or bypassed.

3. Fuel nozzles shall not be dragged along the ground.

4. Kinks or short loops in fueling hose shall be avoided.

5. When a spill is observed, the fuel servicing shall be stopped immediately by release of the deadman control or by operation of the emergency fuel shutoff. The supervisor shall be notified at once and the operation shall not be continued until he has determined that it is safe to do so.

6. The fuel vendor shall notify the Operations Department of the Allegheny County Airport Authority of all jet fuel spills that:

- a. Spread over 10 square foot or greater area.
- b. Continue to flow.
- c. Are in any way a hazard to persons or property.

## Appendix 6

Only general guidance can be given, but decisions to evacuate the area; start up or shutdown or move equipment which may result in a source of ignition; or to flush spills into sewer systems shall be restricted to Airport Management or the Senior Fire Officer at the scene (after consulting with Airport Management). Aircraft on which fuel has been spilled should be thoroughly inspected to assure no fuel or fuel vapors have accumulated in the flap wells or internal wing sections not designed for fuel storage.

Normal operations in the area of the fuel spill will not resume until permission has been granted by the Senior Level of Airport Management present on the scene.

7. If the spill is not spread over 10 square feet and not of a continuing nature, a fireguard shall be posted. The fireguard shall be provided with at least ramp fire extinguishers and shall stand by until the spill is removed. The use of absorbent cleaning agents (such as diatomaceous earth) or emulsion compounds to remove the spill is preferred to the use of rags. Contaminated absorbents or rags should be placed in metal, covered containers until they can be disposed of properly.

8. The Operations Department of the Allegheny County Airport Authority shall be notified of all spills involving JP-4, Avgas or automobile fuel regardless of spill size. (Note: The Operations Department will inturn notify all required parties.)

9. Every fuel spill shall be investigated by the fueling agent to determine the cause and whether emergency procedures are required. For each spill, a copy of the Fuel Spill Report (*see attachment*) or similar form approved by the Airport Authority shall be completed and returned to the Operations Department of the Allegheny County Airport Authority.

### **C. STATIC ELECTRICITY**

1. When a fueller or hydrant equipment is used to service an aircraft, the following static bonding procedures shall be followed and performed in the order below:

a) Connect a bonding cable from the fueling vehicle/dispenser to the approved bonding point.

1) Bonding cables shall be constructed of a conductive, durable and flexible material.

## Appendix 6

2) Bonding connections shall be electrically and mechanically firm. Jacks, plugs, clamps and connecting points shall be clean, unpainted metal to provide a positive electrical connection.

b) Bond the fuel nozzle to the aircraft. For overwing servicing and if required by the particular aircraft's manual, connect a bonding cable from the fuel nozzle to the aircraft *or* as the aircraft manual recommends. For underwing servicing, this bond shall be achieved by metal to metal contact between the aircraft fitting and the nozzle.

c) Disconnection shall be in reverse order on completion of fuel servicing.

2. When a pit or cabinet is used for fuel servicing, static grounding shall be provided in the construction. Grounding straps in the pit shall be checked prior to fueling.

### **D. OPERATION OF AIRCRAFT ENGINES AND GROUND SERVICE EQUIPMENT**

1. Fuel servicing shall not be done on an aircraft while any of its engines are operating.

a) EXCEPTION: In any emergency resulting from the failure of an outboard auxiliary power unit on a jet aircraft and in the absence of suitable ground support equipment, a jet engine mounted at the rear of the aircraft or on the wing on the opposite side from the fueling point may be operated during fueling to provide power, provided that the operation follows procedures published by the operator to assure safety in the operation.

2. Ground service vehicles performing aircraft servicing functions shall not be positioned within a 10-foot radius of aircraft fuel system vent openings.

3. During overwing aircraft fuel servicing or where aircraft fuel system vents are located on the upper wing surface, automotive vehicles shall not be positioned under the trailing edge of the wing.

### **E. OPEN FLAMES ON AIRCRAFT SERVICE RAMPS**

1. Open flames and lighted open flame devices shall be prohibited within 100 feet of any aircraft fuel servicing operation or fueling equipment.

2. Personnel shall not carry lighters or matches on their person while engaged in fuel servicing operations.

## F. MISCELLANEOUS FUEL SERVICING PROCEDURES

1. Aircraft fueling shall be done outdoors unless otherwise approved by the Airport Authority. To gain approval to fuel indoors, a tenant must show to the satisfaction of the Airport Authority that fuel and fire suppressions systems have been installed and operating procedures have been established which will ensure fueling safety.
2. If passengers remain on board an aircraft during fuel servicing, at least one qualified person trained in emergency evacuation procedures shall be in the aircraft at or near a door at which there is a docked jetway or passenger loading stairs. A clear area for emergency evacuation of the aircraft shall be maintained at no less than at one additional exit. Aircraft operators shall establish specific procedures covering emergency evacuation under such conditions for each type of aircraft they operate. All "NO SMOKING" signs shall be displayed in the cabin and the rule enforced.
3. Hand brakes shall be set on fuel servicing vehicles before operators leave the vehicle cab. The tongue of towable hydrant dispensers must be secured in the upright position, thus activating the brake system of the cart. Note: If the brake system on a towable hydrant dispenser is not in proper working order, the dispenser must be taken out of service.
4. The wheels of the fueling vehicles must be chocked before any fueling operation is started (minimum one pair of wheel chocks, with one chock on each side of the same tire). Fuel Tankers/Tenders should be chocked with rubber chocks only. Note: Due to a potential FOD problem, Towable Hydrant Dispensers should not be chocked. However, If a towable hydrant dispenser is attached to another vehicle, then the wheels of that vehicle must be chocked when the dispenser is in use for any fueling operation. If the towable hydrant dispenser has any form of self-propulsion, then the wheels of the towable hydrant dispenser must be chocked in the above manner.
5. When not in use, all Fueling Platforms (for high wing aircraft) must be kept in against the building, placed so that it will not interfere with any aircraft, which may use the gate. The brake system of the platform must be activated, so that it remains in a stationary position.
6. Fuel servicing operations shall be suspended while the PIT Precision Lightning Warning System indicates that the LIGHTNING WARNING LEVEL is HIGH and in the RED. When the system goes into the red, the fueling company

## Appendix 6

dispatcher in the ramp control/US Airways operations tower (where an alarm is located) will be responsible for notifying all of their companies fueling personnel. The alarm will also go out over the airport Com-net system to notify each airline, which will then be responsible for notifying their fueling personnel. Airport Authority Operations will be responsible for notifying any fueling companies who are not alerted by either a direct display or over the Com-net system, who will then be responsible for notifying their individual fueling personnel.

In it's absence or in addition, fueling operations shall be suspended when there are air to ground lightning discharges within a one-mile radius of the Airport or cloud to cloud lightning discharges immediately over the Airport. This can be activated by any of the responsible parties (Airport Authority Operations and/or the fueling company representative), who will then be responsible to notify the other party. The fueling company representative will notify all of their fuelers. Airport Authority Operations will notify all other fueling companies, who will then notify their own fuelers.

7. During use for fuel servicing, fuel pits shall be marked by a fluorescent flag, cone or other method acceptable by the Airport Authority.

8. The Airport Authority shall be advised of all malfunctions to any Emergency Fuel Shut-off System.

9. Fueling vehicles/dispensers shall never park closer than 10 feet from each other, 50 feet from any building or aircraft not being fueled/defueled; and during loading and fueling operations 100 feet from smokers or other visible sources of ignition.

10. Before all unloading, loading, fueling and defueling operations are begun - all motors, engines, radios and other electrical and/or mechanical equipment (except required auxiliary power units) not needed for that specific operation are turned off and kept off.

11. Before commencing the loading of any fueling vehicle or fueling of any aircraft - the operator of the fueling equipment shall ensure that all fuel farm, fueler, pit and cabinet equipment is in good operating condition.

12. When a mobile fueling vehicle is being loaded and/or aircraft fueling is being conducted, the operator of the fueling vehicles/dispensers shall ensure that the deadman control is operable and used to control fuel flow.

13. All fueling vehicles/dispensers shall be kept neat and free of trash or debris which could cause or contribute to fuel contamination or fire.

## Appendix 6

14. No fueling shall be conducted during any aircraft maintenance, that might provide a source of ignition to fuel vapor's.

15. The operator of the fueling vehicle/dispenser shall be positioned at a point where there is a clear view of the equipment control panel and aircraft fueling points.

16. When not in the process of Fueling an aircraft, all fueling vehicles/dispensers must be disconnected from the fueling system and all of the equipment placed back in its proper storage position and firmly secured.

17. All accessories to fueling vehicles/dispensers (example: flags / step ladders) that are not permanently attached shall have a secure storage location on that apparatus (in order to prevent a FOD problem) and kept secured in that location when not in use.

## **SECTION 2 - FUELING EQUIPMENT AND STORAGE AREAS**

### **A. FUELING EQUIPMENT GENERAL REQUIREMENTS**

1. The fuel operator shall maintain the fuel system, including all mobile/fixed refueling stations and all associated support devices and equipment in accordance with the manufacturer's guidelines, technical bulletins, manuals, notices and County of Allegheny regulations.

2. The Airport Authority reserves the right to shut down or deny any fueling operation that presents a hazard to personnel, property or equipment at any time.

### **B. FUEL FARM / STORAGE AREAS**

1. All fuel farms off the AOA must be fenced and signed to reduce the chance of unauthorized entry and/or tampering. All fuel farms on the AOA must be signed to reduce the chance of unauthorized entry and/or tampering.

2. The fuel farm must be conspicuously and clearly posted with Flammable / No-Smoking signs.

3. The fuel farm must be kept neat, free of materials, equipment, functions and activities which could cause or contribute to fuel contamination or serve as a source of ignition.

## Appendix 6

4. Fuel tanks must be conspicuously and clearly marked with letters at least three inches high, identifying the type/grade of fuel.
5. Piping shall be conspicuously and clearly marked with letters at least three inches high and color coded at each inlet, outlet and valve to clearly identify fuel type and grade.
6. All fueling systems and fueling equipment shall be conspicuously and clearly marked, named, color coded and banded in accordance with the latest FAA Advisory Circular #150/5230-4 and API bulletin #1542.
  1. Aviation gasoline is made up of any of the four grades of aviation gasoline and is generally referred to as "AVGAS" followed by the grade marking (ie: 80, 100LL & 100). AVGAS is color coded with white letters on a red background. Banding must be a single, 4" (minimum) band around the pipe or hose - red for AVGAS80, blue for AVGAS100II or green for AVGAS100. If the pipeline is painted that color then no banding would be needed.
  2. Automobile gasoline which is approved for use in aircraft engines is generally referred to as "MOGAS" followed by the specific description as to its grade and/or type. MOGAS has no specific color code and should be marked in a contrasting color to the surface. No specific banding is required.
  3. Jet Fuel has three classifications, generally described as JETA, JETA-1 and JETB. Jet fuel is marked with white letters on a black background. Banding should be as follows:
    - a. JETA: a single 4" (minimum) black band.
    - b. JETA-1: two 4" (minimum) black bands.
    - c. JETB: three 4" (minimum) yellow bands.
7. If the fuel tanks are filled via fixed piping, they must be equipped with a nonsplashing bottom inlet.
8. The fuel tanks must be closed and equipped with a rainproof and bug-proof vent at least 12 feet above grade.
9. The fuel farm must be equipped with accessible fire extinguishers, which meet or exceed NFPA Standard 407, having at least a 20BC rating.

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10. Piping shall be completely separate by type and grade of fuel.
11. Piping either must be underground or protected from damage by surface vehicles.
12. Hoses, nozzles and outflow connectors shall be:
  - a. Only those specifically designed and tested for the delivery of aviation fuels.
  - b. Equipped with the appropriate unique fuel coupling devices for each product in storage.
  - c. Equipped with a “deadman” control capable of overriding all other controls and stopping, with one physical movement – all fuel flow.
13. Electrical equipment, switches and wiring shall be:
  - a. Reasonably protected from heat, abrasion or other impact which could cause failure of insulation, open spark or other ignition sources.
  - b. Of a type or design approved for use in Class 1, Group D, Division 1 hazardous locations (explosion proof - ie: free of exposed conductors, contacts, switches, connectors, motors, etc. which could generate open spark or other exposed ignition source during normal operations). See *National Fire Protection Association (NFPA) Standard 70, National Electric Code*.
14. Grounding and bonding equipment shall provide that piping, filters, tanks and electrical components are electrically bonded together and interconnected to an adequate electrical ground.
15. Unloading docks and stations shall be:
  - a. Clearly marked and color coded as to fuel type.
  - b. Equipped with accessible fire extinguishers, meeting standards of NFPA Standard 407 (a minimum of two, each having at least a 20BC rating).
  - c. Equipped with bond/ground wire and appropriate connector clamp for grounding tankers.
16. Loading docks and stations shall be:



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- a. Clearly marked and colored as to fuel type.
- b. Equipped with accessible fire extinguishers, meeting the standards of NFPA Standard 407 (a minimum of two, each having at least a 20BC rating).
- c. All top loaded systems, must be equipped with a metallic drop tube (having anti-splash fuel deflector) long enough to reach the bottom of the deepest fueler tank.
- d. Equipped with a "deadman" control capable of overriding all other controls and stopping, with one physical movement - all fuel flow.
- e. Equipped with a boldly marked emergency cutoff capable of overriding all other controls and stopping, with one physical movement - all fuel flow. It shall be placarded "EMERGENCY FUEL SHUTOFF" in letters at least 3 inches high and the method of operations shall be indicated by an arrow and the word "PUSH" or "PULL", as appropriate. Lettering shall be of a color sharply contrasting with it's background for visibility. It shall be located at least 7 feet above grade, and positioned so that it can be seen from a distance of at least 25 feet.
- f. Equipped with a bond/ground wire and appropriate connector clamp for grounding fueler equipment.

17. Work shall not be started on the construction or alteration of an airport fuel system until the design, plans and specifications have been approved by the County of Allegheny. Any area of new construction and alteration shall be inspected by the County of Allegheny before it is put into operation.

### **C. MOBILE FUELING VEHICLES/DISPENSERS, FUELING PITS AND FUELING CABINETS**

1. Only fueling vehicles/dispensers which are constructed and maintained to safety standards normally acceptable to the industry may be used in fuel servicing operations.
2. Any vehicle/dispenser which is leaking fuel or is in an otherwise hazardous condition shall be removed from service, defueled, and parked in a safe area until repaired.
3. All fuel servicing vehicles/dispensers must at all times meet the standards and be operated as established in the Allegheny County Airport Authority Airport Vehicle Rules and Regulations.

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4. Smoking equipment such as cigarette lighters and ashtrays shall not be provided. If a vehicle has such equipment when initially procured, such equipment shall be removed or rendered inoperable.
5. Each aircraft fuel servicing vehicle/dispensers shall be conspicuously legibly marked to indicate that it is "FLAMMABLE" and the nature of cargo/type or grade of fuel in the system (JETA, AVGAS, etc.). The marking shall be on all sides and in the cab. In letters at least 3 inches high on a background of sharply contrasting color.
6. Each aircraft fuel servicing vehicle/dispenser shall be conspicuously legibly marked to show danger, flammability, standard hazardous material placard with ID numbers (*1203 for Avgas; 1223 for JetB and JP-4; 1863 for JetA*). The markings shall be on all sides.
7. A "NO SMOKING" sign shall be prominently posted in the cab of every aircraft fuel servicing vehicle.
8. All aircraft fueling hoses shall be fabricated from materials that are resistant to damage from exposure. In addition, the hose cover shall be designed to be resistant to damage by abrasion, by bending or kinking and by crushing or flattening.
9. Each length of new aircraft fueling hose, recoupled hose or hose being returned to service; shall be hydrostatically tested at a minimum of 150 percent of the working pressure of the hose.
10. All aircraft fueling hoses shall be specifically designed, tested and marketed for the delivery of aviation fuel.
11. The valve which monitors the flow of fuel from an aircraft fuel servicing vehicle/dispenser to the aircraft shall have a deadman control. The use of any means which would bypass or defeat the deadman control shall be prohibited.
12. All fixed fueling locations (*example: pit or fueling cabinet*) shall be equipped with:
  - a. At least one boldly marked emergency fuel cutoff capable of overriding all other controls and stopping, with one physical movement - all fuel flow. This shall be clearly visible and accessible from all normal fueling stations. It shall be placarded "EMERGENCY FUEL SHUTOFF" in letters at least 3 inches high and the method of operations shall be indicated by an arrow and the word "PUSH" or "PULL", as appropriate. Lettering shall be of a color sharply contrasting with it's background for visibility.

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b. Fire extinguishers as required by NFPA Standard 407 (a minimum of two, each having at least a 20BC rating), accessible from the ground during fueling operations. The area adjacent to and immediately behind the extinguisher(s) shall be painted with a contrasting color.

13. All mobile fueling systems shall be equipped with:

a. At least one boldly marked emergency fuel cutoff capable of overriding all other controls and stopping, with one physical movement - all fuel flow. This shall be clearly visible and accessible from all normal fueling stations.

b. Fire extinguishers as required by NFPA Standard 407 (Each aircraft fuel servicing tank vehicle shall have a minimum of two, each having at least a 20BC rating, mounted with one on each side of the vehicle. Each aircraft servicing hydrant vehicle shall have a minimum of one, having at least a 20BC rating.), accessible from the ground during fueling operations. The area adjacent to and immediately behind the extinguisher(s) shall be painted with a contrasting color. The extinguisher shall be kept clear of ice, snow, etc. Extinguishers located in enclosed compartments shall be kept readily accessible and their location shall be clearly marked in letters at least 2 inches high.

c. The brake / safety interlock system, on vehicles so equipped, must be checked daily for proper operation. If the interlock system is overridden on a hydrant cart, it shall be repaired as soon as possible.

14. Each fuel servicing system shall contain no feature, which would allow fuel or concentrated fumes to contact (*during normal operations, overfilling or other spill*) the exhaust system, hot gasses or any other ignition source.

15. Any type of fuel servicing system which is equipped with an internal combustion engine, shall be equipped with an air filter/spark arrestor and a leak-free exhaust system terminating in a standard baffled (*original equipment type*) muffler.

16. Fuel Tanks shall be:

a. Closed and equipped with gasketed dome covers which:

1. Contain a 3-psi emergency vapor relief valve.

2. Are adequate to prevent fuel spillage during vehicle movement and the influx of water anytime.

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- b. Equipped with a sump drain with an outlet located to facilitate convenient capture of overflow.
- c. Equipped with a tank bottom outflow cutoff valve which can block flow and spill in the event of piping rupture or other valve failure.
- d. Piping shall be reasonably protected from impact/stress, which could rupture and cause fuel spillage.

### 17. Electrical equipment and wiring shall be:

- a. Reasonably protected from heat, abrasion or other impact, which could cause failure of insulation, open spark or other ignition sources.
- b. Of a type or design approved for use in Class 1, Group D, Division 1 hazardous locations (explosion proof - ex: free of exposed conductors, contacts, switches, connectors, motors, etc which could generate open sparks or other ignition sources during normal operation). *See NFPA Standard 70, National Electric Code.*

### 18. Provide electrical continuity between all metallic or conductive components.

19. When loading tankers, the engine of the tank vehicle shall be shut off before starting to load the tanker.

20. Transferring fuel by pumping from one tank vehicle to another tank vehicle within 200 feet of an aircraft is prohibited.

21. In order to provide easier identification during inclement weather, the fueling company / operator may paint the area around the fuel pits red. The area should be limited to the square around the pit itself (approximately 10' x 10').

22. All gates at which a towable hydrant dispenser is to be used and stored at when not in use, shall have an approved limits box stenciled on the ramp. The location for this box must be approved by the operator /manager of the gate and located so that equipment left in this box will not interfere with any aircraft which may use this gate. No aircraft shall be allowed to taxi into a gate where a towable hydrant dispenser is located outside of the approved box.

## D. REQUIRED INSPECTION AND TESTS

1. For all fuel servicing vehicles/dispensers, all inspections recommended by the manufacturer shall be performed at the specified interval.
2. Equipment for static bonding and grounding will be tested for electrical resistance when initially placed into service and shall be inspected for continuity and integrity at least annually.
3. Fueling hose shall be inspected daily and damaged hose shall be hydrostatically tested at a minimum of 150 percent of working pressure before returning to service. Hoses affected by coupling slippage, leakage, ballooning or which are abnormally twisted shall be immediately removed from service.
4. The fuel handling system, including all valves, meters or fittings and associated components shall be tested for leakage at 100 percent of service pressure for at least 30 minutes on an annual basis. Affected portions of the system must be retested under the same criteria after any failure, leakage or disassembly.
5. All emergency fuel shutoff devices and any collocated fire alarm boxes shall be operationally checked at least every three months. Upon any resetting or failure of the fuel shutoff system, the system loop involved shall be retested.
6. A visual check of every mobile/fixed refueling station shall be made on a daily basis and immediate correction made if any deficiency is found.
7. Ensure before loading any mobile fueling vehicle or refueling any aircraft - that within the preceding 30 days:
  - a. The fueling vehicle/dispenser has been given a careful visual condition check, including a night spark check to identify visible ignition sources.
  - b. Internal combustion engine's exhaust system has been thoroughly checked and found intact and free of leaks.
  - c. The entire fueling vehicle/dispenser is mechanically sound and well maintained.
  - d. The aircraft fueling hose shall be completely extended and inspected (*as per NFPA 407, section 3-16.2*).

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8. Ensure before loading any mobile fueling vehicle or refueling any aircraft that within the past 12 months:

a. Each fueling hose in the system has been stretched to its full length, has had maximum pumping pressure applied and (while this pressure is maintained) has been visually checked and found free of any significant cuts, exposed cords, discoloration, soft spots, blisters, slippage of end connectors or any other indication of a potential failure.

b. Each bonding, grounding device or connection has been checked for electrical continuity.

9. Ensure that all fire extinguishers are checked for charge and condition at least semi-annually.

10. The Airport Authority reserves the right to inspect the fuel system and its components, to observe fueling operations, test emergency shutoffs and review required documentation on a scheduled or unscheduled basis.

### **SECTION 3 - REQUIRED REPORTS AND DOCUMENTATION**

1. A written record of all required inspection and tests will be maintained by the fueling agent for a period of three (3) years.

2. A written report of all fuel spills shall be filed by the fueling agent with the Operations Department of the Allegheny County Airport Authority, using the fuel spill report (*see attached*) or similar form approved by the Airport Authority within three (3) working days.

3. A written report shall be maintained by the fueling agent or every activation of the emergency fuel shut off system noting the reason and corrective actions taken. The records shall be retained for a period of three (3) years.

4. The operator shall respond in writing within three (3) working days to notification by the Airport Authority of any discrepancy, violation or notice of improper procedure found as a result of any scheduled, unscheduled, accompanied or unaccompanied visits, inspections, review or observation.

5. The operator shall complete all necessary forms and reports required by any federal, state or local agency as a result of a spill, leak or other malfunction of the fuel system. Copies of all correspondence related to such accidents shall be provided to the Airport Authority.

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6. The operator shall develop and maintain records for at least 12 months, showing the training given and qualifications/achievements of all fueling staff on the airport.
7. The Airport Authority reserves the right to review required documentation on a scheduled or unscheduled basis.

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**PITTSBURGH INTERNATIONAL AIRPORT**  
**FUEL SPILL REPORT**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION [GATE, TANK FARM, RAMP, ENROUTE, ETC.] \_\_\_\_\_

AIRLINE: \_\_\_\_\_ FLIGHT #: \_\_\_\_\_

AIRCRAFT #: \_\_\_\_\_ AIRCRAFT TYPE: \_\_\_\_\_

ESTIMATED SIZE AND GALLONS OF SPILL: \_\_\_\_\_

FUELING EQUIPMENT TYPE: \_\_\_\_\_ FUELING EQUIPMENT #: \_\_\_\_\_

DESCRIPTION AND CAUSE OF SPILL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

METHOD OF CLEAN UP: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CORRECTIVE ACTIONS TAKEN:

\_\_\_\_\_  
\_\_\_\_\_

AGENCIES NOTIFIED: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FUELING COMPANY INVOLVED: \_\_\_\_\_

NAME OF EMPLOYEE INVOLVED: \_\_\_\_\_ ID #: \_\_\_\_\_

NAME OF SUPERVISOR INVOLVED: \_\_\_\_\_ ID #: \_\_\_\_\_

REPORT PREPARED BY (NAME AND POSITION): \_\_\_\_\_

\_\_\_\_\_



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