Pittsburgh International Airport
Authorized Signatory
List of Responsibilities
2023

ALLEGHENY COUNTY
AIRPORT AUTHORITY

RESPONSIBILITIES OF THE AUTHORIZED SIGNATORY

The Authorized Signatory has a vital role and is responsible for coordinating the airport security needs of the tenant's employees and complying with the security regulations set forth by the Allegheny County Airport Authority. Your diligence in adhering to the listed responsibilities ensures the integrity of the Allegheny County Airport Authority Security Program and serves the travelling public as well.

Responsibilities of an Authorized Signatory include:

- Maintaining a thorough and complete record of all Airport ID Badge applicants sponsored by your company. (including contractors)

    1. This information is to include:
        a. Full name
        b. MyPITID
        c. Badge Number
        d. Employer
        e. Badge Type
        f. Badge Expiration

- Serving as the tenant contact to convey records for mandated TSA audits for badge and/or key control.

    1. Note that non-compliance pertaining to the Authorized Signatory will not be tolerated. Not participating in these audits will include disabling the Authorized Signatory's ID Badge and/or suspending Authorized Signatory status.

- Ensuring GVO compliance for employees with driving privileges. Employees with driving privileges must complete their movement/non-movement certifications ***prior to the last regularly scheduled business day of the month*** to their badge expiring (ex: Expiration in February; complete training by January 29th).
- Initiating and approving The PIT ID Badge Application via the MyPITID Portal.

- Once employees clear background checks, the Authorized Signatory will receive an email notification. The Authorized Signatory will then:

    1. Notify the employee of the next steps required, which will be sent with the notification.

- Utilize the fingerprint scheduler on the MyPITID Portal for new

fingerprint appointments.

1. If individuals are unable to make their appointment, the Authorized Signatory is required to cancel the appointment in the MyPITID Portal. If any company has three or more "no shows", the Airport Access/ID Office reserves the right to cancel future appointments.

- *Initiating and approving Renewal/Reissue/Replacement requests in the MyPITID Portal* which is required for the employee to annually renew their Airport ID Badge, and for replacement of a lost badge. Also, to change the employee's security access level or to alter their driving privilege status.

- Advising the Airport Access/ID Office of any changes in personnel status such as an employee no longer requiring access to secured areas. This includes if an employee will be on a leave of absence longer than 30 days.

  1. Immediately reporting an employee change of status to 412-472-5616 or during off-hours, Airport Operations at 412-472-5630 and following up with the *Employment Status Notification Form*, In the MyPITID Portal.
     a. Returning the Airport ID Badge and all keys that were assigned to the employee within 24 hours of the change of status.
     b. If unable to return the employee's badge or keys, the Authorized Signatory must advise the Airport Access/ID Office on your company's letterhead within one business day of the employee's change of status.
     c. A *TSA Badge Retrieval Form* must be submitted through the MyPITID Portal in the event that a badge is not returned. The Authorized Signatory must make and document three attempts to retrieve the Airport ID Badge.
     d. Should the employee lose their badge or keys, immediately contact the Airport Access/ID Office at 412-472-5616 during business hours or contact Airport Operations at 412-472-5630 during non-business hours. Should the employee refuse to relinquish their Airport ID Badge or keys, contact 911.

- *Submitting a Grant Access Request* in the MyPITID Portal to request employee's required access to secured areas via the ACAA's computerized access control system.

  1. This request is to include:
     a. The individual's name and the specific door(s) required (Door number is located on the door frame.) If door is unmarked or unsure of door number, please contact the Airport Access/ID Office.
     b. Detailed operational need for the access.

- *Submitting a Key Request* in the MyPITID Portal to request an employee's required access to areas via metal keys issued and maintained by the ACAA.

    1. This request is to include:
        a. The individual's name and the specific door(s) requested (Door number is located on the door frame.) If door is unmarked or unsure of door number, please contact the Airport Access/ID Office.
        b. Detailed operational need for the access.

- Immediately notifying the Airport Access/ID Office when:

    1. An employee with driving privileges has had their driver's license suspended or revoked.

    2. An employee may have committed a disqualifying offense that may require revoking their Airport ID Badge.

- Use MyPITID to request promotion of existing badge holder to become an Authorized Signatory.

    1. Note that the Authorized Signatory is required to hold an active ID Badge in order to retain status. In the event an Authorized Signatory's ID Badge expires, their Authorized Signatory role in MyPITID will be revoked.

    2. The Airport Access/ID Office recommends each company maintain two Authorized Signatories at all times.