

# BEST PRACTICES

For Badge Holder  
Companies

January 2009

**TSA ADVISORY**

*Effective December 26, 2007, 49 USC 46301 (a) was amended by the addition of subparagraph (6): 49 USC 46301(a) (6):*

**FAILURE TO COLLECT AIRPORT  
SECURITY BADGES**

...”any employer ... who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.”



## Best Practices



- 1.** Prepare and maintain a Badge Recovery Plan.  
*Explain what actions your company will take when an employee is terminated or quits.*
- 2.** Require all supervisors to sign off on the Badge Recovery Plan.  
*Sample attached.*
- 3.** Require all new and active employees to sign a Badge Holder Agreement form.  
*Maintain the forms in their Personnel Files.*
- 4.** Implement the use of receipts each time that a badge is taken from a terminated employee.  
*Give a copy to the ex-employee and keep a copy in their Personnel Files.*
- 5.** Require and keep receipts each time that badges are returned to the Badging Office or designated Airport Police location.  
*Maintain receipts in your company Personnel Files.*
- 6.** If badges are returned via the mail, make a copy of the badge(s) and date the copy. Certified or express mail is recommended.



## Best Practices



- 8.** Agree to notify the Badging Office of any employee termination within 24 hours. *(Call, fax or email).*
- 9.** Require all authorized signers to attend one signer session if they haven't done so.
- 10.** When appropriate, utilize Airport Police resources in new hire orientations, including on-site training.
- 11.** Require all employees to notify you when they are hired by another airport company.
- 12.** Ensure that all names on payroll records match the badge holder names. If not, take steps to correct.
- 13.** Remind employees that all name changes require a Badge Renewal/Replacement Form.
- 14.** Revise employee address change forms to include a reminder to update badging record.
- 15.** Maintain good records and be prepared for random in-person audits by the TSA or badging personnel.

# EMPLOYEE BADGE HOLDER AGREEMENT

NAME (please print) \_\_\_\_\_

SSN # \_\_\_\_-\_\_\_\_-\_\_\_\_ Employee ID # (if applicable) \_\_\_\_\_

As part of your employment with our company, you have been issued an airport security ID badge. Under Airport Ordinance 91 Subdivision 3.8, airport-issued personal identification badges are the property of the Metropolitan Airports Commission and **must be returned** to the airport upon revocation, suspension, ending of employment at the airport or upon demand of the Commission.

It is vital to airport security that badges are returned immediately upon termination of employment at MSP.

- Upon ending of employment, I agree that I will return my security ID badge to my supervisor or directly to the Airport Badging Office.
- I understand that a receipt will be issued to me (upon request) showing that the badge has been returned.
- I understand that it is against the law to retain my security ID badge upon ending of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Original to Personnel File*