



# OPS Bulletin

## **Baggage Hygiene**

*March 26, 2019*

Baggage hygiene is the collective responsibility of all who induct baggage at any point in the TBIT BHS. Poor hygiene is a significant factor in bag jams and ticket counter cascading, which may contribute to BHS disruptions and flight delays. Baggage hygiene affects the entire BHS and is therefore crucial to the operation as a whole that the proper procedures be followed.

Baggage Hygiene includes topics such as:

- Oversize/oddsized items
- Tub use
- Bag Spacing
- Bag Orientation
- Bag Visibility

As of April 30, 2019, all employees who induct baggage into the TBIT BHS will be required to display a TBITEC issued Baggage Hygiene Badge. These badges may only be obtained by attending a TBITEC Baggage Hygiene Training and completing an assessment.

Additionally, as of May 1, 2019, TBITEC will be conducting audits on ticket counter operations to ensure that all employees inducting baggage into the BHS have been qualified to do so.

Classroom trainings are being held multiple times a week, in both the mornings and evenings to ensure that all have an opportunity to attend. TBITEC will also provide training upon request.

For any questions or concerns, contact the **TBITEC Manager on Duty** at **310-646-9378**

Although it is not a substitute for Baggage Hygiene Training, adhere to the following guidelines until Baggage Hygiene Training is received:



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## **DO NOT PERFORM THE FOLLOWING:**



Figure 1: Stack Bags



Figure 5: Stand Bags Straight Up



Figure 9: Cover the Barcode



Figure 2: Let Items Hang Outside Tub



Figure 6: Place Bags Sideways



Figure 10: Cover Barcode with Handle



Figure 3: Place Two Items in One Tub



Figure 7: Place Wheels Face Down



Figure 11: Allow Loose Straps



Figure 4: Abut Bags



Figure 8: Allow Bag Tag Leading



Figure 12: Place Round Bags on Conveyor without a Tub