



# governmentattic.org

*"Rummaging in the government's attic"*

Description of document: Tables of Contents for Transportation Security Administration (TSA) Standard Operating Procedures (SOP) for Screening Management, Checked Baggage Screening, and a list of procedures manuals produced by the Security Operations (SecOps) Procedures Branch, 2007-2008

Requested date: 03-February-2009

Released date: 02-June-2009

Posted date: 27-August-2012

Source of document: Freedom of Information Act Request  
Transportation Security Administration  
TSA-20, East Tower  
FOIA Division  
601 South 12th Street  
Arlington, VA 20598-6020  
Fax: (571) 227-1406  
Email: [FOIA.TSA@dhs.gov](mailto:FOIA.TSA@dhs.gov)

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



**Transportation  
Security  
Administration**

JUN - 2 2009

**FOIA Case Number: TSA09-0303**

This letter is in response to your Freedom of Information Act (FOIA) request dated February 3, 2009, in which you are requesting the following information.

1. A copy of the SecOps Procedures Branch – Management Standard Operating Procedures (Table of Contents Only)
2. A copy of the SecOps Procedures Branch – Checked Baggage Screening Standard Operating Procedures (Table of Contents Only)
3. A printout of a listing or index of manuals and procedures manuals produced by the SecOps Procedures Branch.

Your request has been processed under the FOIA, 5 U.S.C. § 552.

A search within the Transportation Security Administration (TSA) was conducted and documents (nine pages) responsive to your request were located. These documents have been reviewed and eight pages are being released to you in their entirety. However, portions of one page are being withheld pursuant to Exemption 2 of the FOIA. A more complete explanation of this exemption is provided below.

Exemption 2 of the FOIA exempts from mandatory disclosure records that are “related solely to the internal personnel rules and practices of any agency.” The courts have interpreted the exemption to encompass two distinct categories of information: (1) internal matters of a relatively trivial nature – often referred to as “low 2” information; and (2) more substantial internal matters, the disclosure of which would risk circumvention of a legal requirement – often referred to as “high 2” information.

We have determined that certain portions of the requested records are properly withheld from disclosure as “high 2” information, in that they contain internal administrative and/or personnel matters to the extent that disclosure would risk circumvention of a regulation or statute or impede the effectiveness of law enforcement activities. A more detailed explanation follows.

Sensitive materials are exempt from mandatory disclosure under “high 2” when the requested documents are predominantly internal, and disclosure significantly risks circumvention of a

regulation or statute, including civil enforcement and regulatory matters. Whether there is any public interest in disclosure is legally irrelevant. Rather, the concern under “high 2” is that a FOIA disclosure should not benefit those attempting to violate the law and avoid detection.

The fees incurred to process your request do not exceed the minimum threshold necessary for charge and, therefore, there is no fee associated with the processing of this request.

In the event that you may wish to appeal this determination, an administrative appeal may be made in writing to Kimberly Walton, Special Counselor, Office of the Special Counselor, Transportation Security Administration, 601 South 12<sup>th</sup> Street, East Building, E7-121S, Arlington, VA 20598-6033 Your appeal **must be submitted within 60 days** from the date of this determination. It should contain your FOIA request number and state, to the extent possible, the reasons why you believe the initial determination should be reversed. In addition, the envelope in which the appeal is mailed in should be prominently marked “FOIA Appeal.” Please note that the Special Counselor’s determination of the appeal will be administratively final. If you have any questions pertaining to your request, please feel free to contact the FOIA Office at 1-866-364-2872 or locally at 571-227-2300.

Sincerely,



*for* Kevin J. Janet  
FOIA Officer  
Freedom of Information Act Office

Enclosure

---

# AVIATION SECURITY

---

## SCREENING MANAGEMENT STANDARD OPERATING PROCEDURES



Transportation  
Security  
Administration

Transportation Security Administration (TSA) personnel and contractors must use and implement these standard operating procedures in carrying out their functions related to security screening of passengers, accessible property and checked baggage. Nothing in these procedures is intended to create any substantive or procedural rights, privileges, or benefits enforceable in any administrative, civil, or criminal matter by prospective or actual witnesses or parties. See *United States v. Caceres*, 440 U.S. 741 (1979).

## TABLE OF CONTENTS

- 1. PURPOSE, DEFINITIONS, AND ACRONYMS..... 1-1**
  - 1.1. PURPOSE..... 1-1
  - 1.2. DEFINITIONS..... 1-1
  - 1.3. ACRONYMS..... 1-4
  - 1.4. DOCUMENT CONTROL AND AVAILABILITY ..... 1-5
  - 1.5. APPROVED SCREENING METHODS ..... 1-7
  - 1.6. PROHIBITED ITEMS..... 1-7
  - 1.7. PERMITTED ITEMS ..... 1-7
- 2. PERSONNEL STAFFING, DUTIES, AND RESPONSIBILITIES .....2-1**
  - 2.1. STAFFING .....2-1
  - 2.2. TRANSPORTATION SECURITY OFFICER (TSO) DUTIES.....2-2
    - 2.2.1. X-RAY EXAMINATION OF ACCESSIBLE PROPERTY .....2-2
    - 2.2.2. PHYSICAL SEARCH, ETD INSPECTION, OR LCS OF PROPERTY .....2-2
    - 2.2.3. HHMD OR PAT-DOWN SCREENING OF INDIVIDUALS.....2-2
    - 2.2.4. WTMD SCREENING OF INDIVIDUALS .....2-3
    - 2.2.5. ETP SCREENING OF INDIVIDUALS .....2-3
    - 2.2.6. EXIT LANE MONITOR.....2-3
    - 2.2.7. EDS SCREENING OF CHECKED BAGGAGE.....2-3
    - 2.2.8. TRAVEL DOCUMENT CHECKER (TDC) .....2-3
  - 2.3. LEAD TRANSPORTATION SECURITY OFFICER (LTSO) DUTIES.....2-3
  - 2.4. SUPERVISORY TRANSPORTATION SECURITY OFFICER (STSO) DUTIES.....2-3
  - 2.5. LAW ENFORCEMENT OFFICER (LEO) AND BOMB APPRAISAL OFFICER (BAO) NOTIFICATION 2-6
  - 2.6. GUIDELINES FOR MARKING CHECKED BAGGAGE .....2-6
  - 2.7. PHOTOGRAPHING, VIDEOTAPING, AND FILMING SCREENING LOCATIONS.....2-6
  - 2.8. PRIVATE SCREENING AREA.....2-7
  - 2.9. STERILE AREA.....2-7
  - 2.10.INDIVIDUALS AUTHORIZED ACCESS INTO THE STERILE AREA .....2-7
  - 2.11.INDIVIDUALS WHO REFUSE SCREENING OF THEIR PERSON .....2-8
  - 2.12.INDIVIDUALS WHO REFUSE SCREENING OF ACCESSIBLE PROPERTY .....2-8
  - 2.13.TRANSPORTING CHECKED BAGGAGE WITHIN A SCREENING LOCATION .....2-9
- 3. SCREENING EQUIPMENT .....3-1**
  - 3.1. WALK-THROUGH METAL DETECTOR (WTMD) .....3-1
    - 3.1.1. WTMD CALIBRATION TEST.....3-1
    - 3.1.2. WTMD DAILY OPERATIONAL TEST.....3-3

3.1.3. MOVING, REPLACING, OR ADJUSTING THE WTMD.....3-3

3.2. HAND-HELD METAL DETECTOR (HHMD) TESTING .....3-4

3.3. X-RAY SYSTEM OPERATIONAL TESTING.....3-4

3.4. EXPLOSIVES TRACE DETECTION (ETD).....3-4

    3.4.1. ETD CONTAMINATION CONTROL .....3-5

3.5. EXPLOSIVES DETECTION SYSTEM (EDS).....3-5

3.6. EXPLOSIVES TRACE PORTAL (ETP) .....3-5

3.7. LIQUID CONTAINER SCREENING (LCS).....3-5

    3.7.1. TEST STRIP CONTAMINATION CONTROL .....3-5

3.8. EQUIPMENT RECORDKEEPING .....3-6

3.9. THREAT IMAGE PROJECTION (TIP) SYSTEMS .....3-7

    3.9.1. TIP TRAINING REQUIREMENTS .....3-7

    3.9.2. TIP USER ID REQUIREMENTS.....3-7

    3.9.3. FALSE TIP ALARM RESOLUTION REQUIREMENTS.....3-7

    3.9.4. TIP ACCESS PRIVILEGES AND ASSIGNMENT REQUIREMENTS .....3-8

    3.9.5. TIP SYSTEM ACCESS BY THE STSO .....3-8

    3.9.6. SAFEGUARDING TIP REQUIREMENTS .....3-8

ATTACHMENT 3-1: WTMD TEST CERTIFICATE .....3-9

**4. SPECIALIZED AND ALTERNATIVE SCREENING PROCEDURES.....4-1**

    4.1. DIPLOMATIC POUCHES .....4-1

    4.2. CHECKPOINT SCREENING DOCUMENTATION .....4-2

        4.2.1. INDIVIDUAL IDENTIFICATION DOCUMENT REQUIREMENTS .....4-2

        4.2.2. CHECKPOINT SIGN-IN LOGBOOK .....4-3

    4.3. SPECIALIZED CHECKPOINT SCREENING PROCEDURES .....4-3

        4.3.1. ARMED OR UNARMED LEOs ENTERING THE STERILE AREA .....4-4

        4.3.2. UNARMED CANINE HANDLER ACCOMPANIED BY A WORKING CANINE .....4-4

        4.3.3. ARMED U.S. GOVERNMENT EMPLOYEES .....4-4

        4.3.4. PRISONERS UNDER ESCORT .....4-5

        4.3.5. INDIVIDUALS UNDER PROTECTIVE ESCORT .....4-5

        4.3.6. FEDERAL FLIGHT DECK OFFICERS .....4-6

        4.3.7. FEDERAL AIR MARSHALS .....4-6

        4.3.8. EMERGENCY PERSONNEL .....4-6

        4.3.9. ARMED SECURITY GUARDS (NON-LEO) ENTERING THE STERILE AREA .....4-7

        4.3.10. SCREENING U.S. GOVERNMENT CLASSIFIED MATERIAL.....4-7

        4.3.11. SCREENING COURTESIES FOR FOREIGN DIGNITARIES .....4-8

        4.3.12. AIRCRAFT OPERATOR FLIGHT CREW.....4-10

Revision: 3, Change 3  
Date: July 1, 2008  
Implementation Date: July 1, 2008

4.3.13. TSA PERSONNEL .....4-11

4.3.14. OPPOSITE GENDER SCREENING .....4-12

4.3.15. SELECTEE SCREENING .....4-12

4.3.16. INDIVIDUALS SEEKING EXEMPTION FROM SELECTEE STATUS .....4-13

4.3.17. GATE SCREENING OF SELECTEES .....4-14

4.3.18. SCIENTIFIC AND OTHER SPECIALIZED EQUIPMENT .....4-14

4.3.19. EXERCISE OF FSD DISCRETION.....4-15

4.4. UNPREDICTABLE SCREENING PROCESS (USP) .....4-15

4.4.1. SCHEDULING USP .....4-15

4.4.2. TYPES OF USP SEARCHES.....4-17

4.5. ALTERNATIVE SCREENING PROCEDURES FOR CHECKED BAGGAGE.....4-17

4.5.1. CIRCUMSTANCES FOR CHECKED BAGGAGE ALTERNATIVE SCREENING.....4-17

4.6. DECLARATION AND TRANSPORT OF FIREARMS IN CHECKED BAGGAGE .....4-18

ATTACHMENT 4-1: SPECIALIZED SCREENING PROCEDURES (LEO) .....4-20

ATTACHMENT 4-2: SPECIALIZED SCREENING PROCEDURES (NON-LEO) .....4-21

ATTACHMENT 4-3: APPROVAL FOR ESCORT SCREENING COURTESIES.....4-22

ATTACHMENT 4-4: FEDERAL AIR MARSHALL SAMPLE BADGE AND CREDENTIAL .....4-23

ATTACHMENT 4-5: [REDACTED] SAMPLE CREDENTIAL .....4-24

ATTACHMENT 4-6: [REDACTED] SAMPLE BADGE AND CREDENTIAL .....4-25

ATTACHMENT 4-7: [REDACTED] IDENTIFICATION .....4-26

**5. SAFETY REQUIREMENTS.....5-1**

5.1. GENERAL REQUIREMENTS .....5-1

5.2. BAGGAGE AND ACCESSIBLE PROPERTY HANDLING AND LIFTING .....5-2

5.3. EDS AND X-RAY SAFETY.....5-3

5.4. SAFE HANDLING OF LIQUID CONTAINER SCREENING (LCS) DEVICE .....5-3

5.5. SAFE HANDLING OF EQUIPMENT AND TOOLS .....5-4

5.6. PERSONAL PROTECTIVE EQUIPMENT AND GLOVES .....5-4

**6. HAZARDOUS MATERIALS (HAZMAT) .....6-1**

6.1. GENERAL PROCEDURES FOR HAZMAT .....6-1

6.2. DISCOVERY OF HAZMAT AT THE SCREENING CHECKPOINT .....6-1

6.3. NOTIFICATION OF HAZMAT AT THE SCREENING CHECKPOINT.....6-2

6.4. DISCOVERY OF HAZMAT IN CHECKED BAGGAGE .....6-3

6.5. SCREENING OF HAZMAT IN CHECKED BAGGAGE.....6-3

6.6. HAZMAT REGULATIONS (HMR) EXCEPTIONS.....6-4

ATTACHMENT 6-1: HAZARDOUS MATERIALS REFERENCE DOCUMENT .....6-5

b2

Revision: 3, Change 3

Date: July 1, 2008

Implementation Date: July 1, 2008

Screening Management SOP

ATTACHMENT 6-2: HAZARDOUS MATERIALS DISCOVERY RECORD.....6-7

**7. OPENING AND CLOSING THE SCREENING LOCATION .....7-1**

ATTACHMENT 7-1: OPENING THE SCREENING CHECKPOINT .....7-2

ATTACHMENT 7-2: CLOSING THE SCREENING CHECKPOINT .....7-3

ATTACHMENT 7-3: OPENING THE CHECKED BAGGAGE SCREENING LOCATION .....7-4

ATTACHMENT 7-4: CLOSING THE CHECKED BAGGAGE SCREENING LOCATION .....7-5

**APPENDIX 1: EMERGENCY EVACUATION SCREENING..... 1**

**APPENDIX 2: TRAVEL DOCUMENT AND ID CHECKS..... 1**

**APPENDIX 3: AMBER ALERT RESPONSE ..... 1**

**APPENDIX 4: PROHIBITED/PERMITTED ITEMS LIST ..... 1**

**INDEX..... 1**



# AVIATION SECURITY

---

## CHECKED BAGGAGE SCREENING STANDARD OPERATING PROCEDURES



Transportation  
Security  
Administration

The Transportation Security Administration (TSA) intends that TSA management, Transportation Security Officers, and contractors use and implement these standard operating procedures in carrying out their functions related to security screening of passenger checked baggage. Nothing in these procedures is intended to create any substantive or procedural rights, privileges, or benefits enforceable in any administrative, civil, or criminal matter by prospective or actual witnesses or parties. See *United States v. Caceres*, 440 U.S. 741 (1979).

~~SENSITIVE SECURITY INFORMATION~~

**WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.**

## TABLE OF CONTENTS

- 1. PURPOSE, DEFINITIONS, AND ABBREVIATIONS..... 1-1**
  - 1.1. PURPOSE..... 1-1
  - 1.2. DEFINITIONS ..... 1-1
  - 1.3. ABBREVIATIONS ..... 1-4
  - 1.4. DOCUMENT CONTROL AND AVAILABILITY ..... 1-5
  - 1.5. APPROVED SCREENING METHODS..... 1-5
  - 1.6. TRANSPORTATION SECURITY OFFICER SCREENING DUTIES..... 1-5
  - 1.7. LEAD TRANSPORTATION SECURITY OFFICER DUTIES ..... 1-6
    - 1.7.1. TRANSPORTATION SECURITY OFFICER SAFETY RESPONSIBILITIES..... 1-6
    - 1.7.2. GENERAL SAFETY REQUIREMENTS ..... 1-6
    - 1.7.3. PROPERTY HANDLING AND LIFTING ..... 1-7
    - 1.7.4. EDS SAFETY ..... 1-8
    - 1.7.5. CONVEYOR SAFETY..... 1-8
    - 1.7.6. SAFE HANDLING OF EQUIPMENT AND TOOLS..... 1-9
    - 1.7.7. PERSONAL PROTECTIVE EQUIPMENT AND GLOVES..... 1-9
  - 1.8. PROHIBITED ITEMS..... 1-9
  - 1.9. PERMITTED ITEMS..... 1-10
- 2. GENERAL SCREENING PROCEDURES..... 2-1**
  - 2.1. REQUIREMENTS ..... 2-1
    - 2.1.1. INDIVIDUALS WHO REFUSE A SEARCH DURING SCREENING..... 2-1
    - 2.1.2. LEO AND BAO NOTIFICATION ..... 2-1
    - 2.1.3. INSPECTION OF LOCKED BAGGAGE ..... 2-2
    - 2.1.4. SELECTEE PASSENGER CHECK-IN PROCESS ..... 2-2
    - 2.1.5. DROP-AND-GO SCREENING PROCEDURES ..... 2-2
    - 2.1.6. DECLARATION OF FIREARMS ..... 2-3
    - 2.1.7. SCREENING OF FIREARMS ..... 2-3
    - 2.1.8. DIPLOMATIC POUCHES ..... 2-5
    - 2.1.9. SPECIAL CONSIDERATION SCREENING ..... 2-5
    - 2.1.10. EVIDENTIARY/GRAND JURY AND FRAGILE MEDICAL MATERIALS..... 2-5
    - 2.1.11. U.S. MILITARY CHEMICAL SUITS ..... 2-6
    - 2.1.12. SCREENING OF ANIMALS ..... 2-6
    - 2.1.13. SCREENING OF PARACHUTES ..... 2-8
    - 2.1.14. SCREENING OF LARGE MUSICAL INSTRUMENTS ..... 2-9
    - 2.1.15. SCREENING OF GOLF BAGS ..... 2-10

Revision: 4  
Date of Change: July 20, 2007  
Implementation Date: August 4, 2007

2.1.16. SCREENING OF MILITARY STYLE DUFFEL BAGS ..... 2-11

2.2. SCREENING OF HAZARDOUS MATERIALS..... 2-11

2.3. ALTERNATIVE SCREENING FOR 100% CHECKED BAGGAGE ..... 2-11

    2.3.1. ALTERNATIVE SCREENING PROCEDURES ..... 2-12

**3. PROCEDURES FOR CHECKED BAGGAGE SCREENING WITH EDS..... 3-1**

    3.1. GENERAL PROCEDURES..... 3-1

    3.2. SCREENING PROCEDURES FOR EDS STAND-ALONE CONFIGURATION ..... 3-1

    3.3. SCREENING PROCEDURES FOR IN-LINE EDS CONFIGURATION ..... 3-2

        3.3.1. GENERAL PROCEDURES ..... 3-2

        3.3.2. ALARM RESOLUTION FOR IN-LINE SYSTEMS ..... 3-2

    3.4. GENERAL EDS ALARM RESOLUTION PROCEDURES ..... 3-2

    3.5. EDS ALARM RESOLUTION WITH ETD ..... 3-3

    3.6. EDS ON-SCREEN ALARM RESOLUTION PROTOCOL WITH ETD ..... 3-4

**4. PROCEDURES FOR CHECKED BAGGAGE SCREENING WITH ETD..... 4-1**

    4.1. DETERMINATION OF THE SEARCH TYPE FOR NON-SELECTEES..... 4-1

    4.2. ETD CONTAMINATION CONTROL ..... 4-1

    4.3. ETD SAMPLING ..... 4-1

        4.3.1. GENERAL ETD SAMPLING PROCEDURES ..... 4-2

        4.3.2. CLOSED BAG SEARCH ..... 4-3

        4.3.3. LIMITED OPEN BAG SEARCH ..... 4-3

        4.3.4. FULL OPEN BAG SEARCH ..... 4-4

    4.4. ETD ALARM CLEARANCE AND BAGGAGE HANDLING ..... 4-5

    4.5. CURBSIDE CHECK-IN ..... 4-5

**5. PHYSICAL SEARCH OF PROPERTY ..... 5-1**

    5.1. OPENING BAGGAGE ..... 5-1

        5.1.1. PASSENGER PRESENT..... 5-2

        5.1.2. PASSENGER NOT PRESENT..... 5-2

    5.2. PHYSICAL SEARCH PROCEDURES ..... 5-4

    5.3. SECURING BAGGAGE..... 5-6

        5.3.1. BAGGAGE SECURING PROCEDURES..... 5-6

**APPENDIX 1: CHECKED BAGGAGE PROHIBITED ITEMS..... 1**

**APPENDIX 2: CHECKED BAGGAGE PERMITTED ITEMS..... 1**

**APPENDIX 3: HAZARDOUS MATERIALS REFERENCE DOCUMENT..... 1**

**APPENDIX 4: ALARM RESOLUTION FLOWCHARTS..... 1**

**INDEX..... 1**

Item #3

1. Checked Baggage Screening SOP
2. Screening Checkpoint SOP
3. Screening Of Passengers By Observation Techniques SOP
4. Screening Management SOP
5. Whole Body Imager SOP
6. Aviation Direct Access Screening Program SOP
7. Visible Intermodal Prevention and Response SOP
8. Various Advanced Technology Pilot SOP