



# Security Identification Display Area (SIDA) Study Guide

Every year at airports like JFK, EWR, LGA, SWF, there are real and possible threats to civil aviation security. Groups and individuals worldwide target the aviation industry and other modes of transportation for acts of violence and terrorism. Unlawful acts against aviation include, but are not limited to, hijacking, aircraft sabotage, bombings, and terminal assaults. The events of September 11, 2001, changed airport security. The Transportation Security Administration (TSA) was formed to improve airport security procedures and consolidate air travel security under one federal agency. The TSA is the governing agency ensuring that regulated entities, such as the Port Authority of New York and New Jersey, adhere to all federal security requirements.

The rules and procedures that airport employees must follow are important in preventing unauthorized access to restricted areas and minimizing the potential for unlawful activities. The safety of passengers depends on multiple factors, one of them being airport employees. **Everyone in the airport community works together to keep the airport safe. Our passengers depend on every airport worker to keep them safe.** Therefore, airport employees are required to be trained of security rules and procedures. Be Aware, Be Alert, Speak up!

The Port Authority of New York & New Jersey, under guidance of the TSA, has developed this training guide to assist airport employees with obtaining an Airport Security ID card in order to work at the airport. After successful completion of the security training course, the employee will have access to restricted areas such as the **Security Identification Display Area (SIDA)**, as well as the Secured and Sterile Areas of the airport according to their company's business need.

This study guide is a summary of the requirements to obtain an Airport Security ID Card as required by federal regulations. The established rules and procedures in the training course are necessary to ensure the safety and security of all persons. Failure to comply with such rules and regulations may result in loss of Airport Security ID Card privileges, loss of employment, and penalties against the individual and the company they represent. Other trainings (such as an airfield driver or DR-1 endorsement) may be required for additional privileges. All personnel applying for an Airport Security ID Card must undergo a fingerprint-based criminal history records check (CHRC) and a Security Threat Assessment (STA) prior to being issued an Airport Security ID Card.



## DEFINITIONS

### Federal Agencies



**Transportation Security Administration (TSA)** – Provides federal security management, passenger and baggage screening, as well as employee screening and guidance for the airport's security program. **TSA is the Federal agency responsible for airport security.** TSA may also screen employees at access doors.

**Federal Aviation Administration (FAA)** - Regulates aviation in the United States.

### Port Authority Roles

**Airport Police** – The Port Authority Police Department (PAPD) is the first responder at the airports and should be your first contact for all on-airport police, fire, and emergency situations. You will see them throughout the airports providing police services to protect the public.

**Airport Security Manager** – The Airport's primary contact for security-related activities, communications, training, and compliance with TSA regulations.



### Airport Areas

The airport is divided into several areas depending on the level of security required. See below for the lowest security level required to the highest:

**Public Area** – Areas normally accessible to the general public, including the areas before the TSA Passenger Screening Checkpoint within the terminal, other cargo and hangar buildings, parking lots and roadways.

**Sterile Area** – An area of the airport which provides access for boarding onto and off aircraft (also referred to as the gate area). **The Sterile Area begins at the TSA screening checkpoint and extends through the terminal down to the gate doors with access restrictions to the jet bridge where passengers board aircraft.** This area is restricted to ticketed passengers and airport employees with SIDA/AOA/Secured area or Sterile Area access and a business reason to access the area. **All passengers and most airport employees must enter the Sterile Area after being screened at a TSA security checkpoint.**



Only TSA approved items may be accepted passed the screening checkpoint. An Airport Security ID Card is required for employees to access this area and the card is **BLUE**.

A list of prohibited items can be found on TSA's website or <https://www.tsa.gov/travel/security-screening/whatcanibring/all>. This list can be used for general knowledge but is not part of the SIDA exam.

The SIDA, AOA, and Secured Areas at Port Authority airports are not always separated; therefore, the AOA is usually considered a Secured Area.

**Security Identification Display Area (SIDA)** – A portion of the airport restricted to authorized airport employees with proper training and other local agencies. This area includes the Secured Area as well. **In some cargo buildings, a yellow line on the floor marks the beginning of the SIDA Area.** An Airport Security ID Card is required to enter these areas, which is colored **RED**.

**Secured Area** - Secured Areas are locations where aircraft operations occur and includes baggage sorting and loading areas. An Airport Security ID Card is required to enter these areas, which is colored **RED**.

**Air Operations Area** – Also known as the AOA, is part of the SIDA and includes **aircraft movement areas, runways**, aircraft parking areas, aircraft loading ramps, and aircraft safety areas, vehicle service roads, any adjacent areas (such as general aviation areas), and ramp areas outside terminals and parts of cargo buildings. Only employees with authorization to work in this area will have this access. An Airport Security ID Card is required to enter these areas, which is colored **RED**.



**Airfield** – A part of the Air Operations Area (AOA), that supports aircraft operations, such as runways (ground along which aircraft take off and land) and taxiways (paved strips parallel to the runways where aircraft move from the terminal to the end of the runway and vice versa). An Airport Security ID Card is required to enter these areas, which is colored **RED**.

### Airport Codes:

**EWR** – Newark Liberty International Airport

**SWF** – Stewart International Airport

**JFK** – John F. Kennedy International Airport

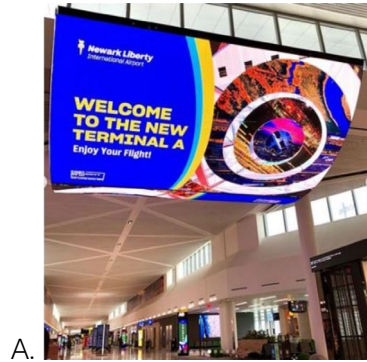
**TEB** – Teterboro Airport

**LGA** – LaGuardia Airport

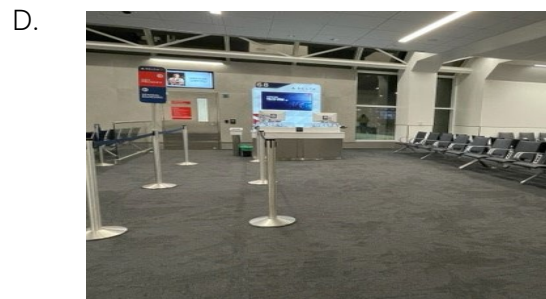
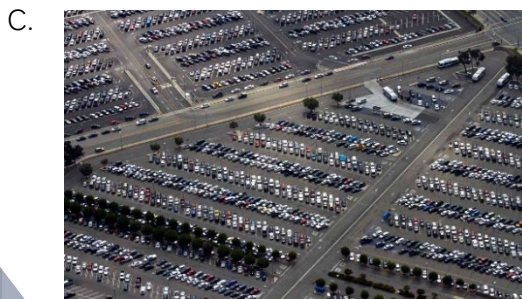
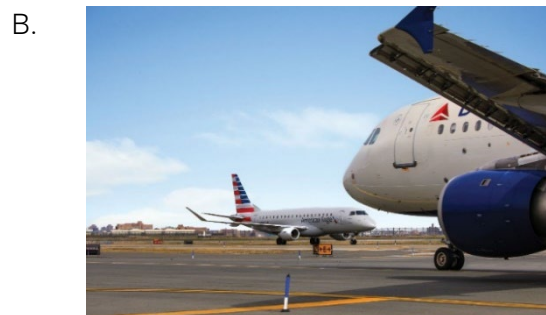


Knowledge Check (answers are provided at the end of this guide, page 12).

1. Look at the following airport images. Which area shown is the AOA? Choose the correct answer.



2. Look at the following airport images. Which area shown is the Sterile Area?



3. Which area of the airport does this image represent?



- A. SIDA/AOA/Secure Area
- B. Sterile Area
- C. Public Area/Landside

### Components of the Airport Security ID Card

**Airport Identifying Information:** The name of the airport will appear on the top of the Airport Security ID Card. Followed by the three-letter code of the airport. You are only allowed access at that airport. The Port Authority of NY and NJ employees who have access to all three airports (LGA, JFK, EWR) will display all three airport codes in their Airport Security ID Card with a red background.

**Expiration Date:** When the Airport Security ID Card will expire, it must be renewed annually prior to their expiration date if access is still required.

**Access Color:** Airport Security ID Cards have specific colors for specific areas of the Airport. The color coding is for easy identification from a distance. The color of the card will tell whether a person has "Secured" (RED), "Sterile Area" (BLUE), or "Snow" (GREEN at JFK and LGA only) access.

#### Cardholder Personal Descriptive Information:

Front: Name

Back: gender, height, eye color.

**Employee Photo:** Will appear in the middle of the badge, as well as a ghosted photo as an additional security feature.

**Company Names:** The company the employee works for, in some instances, you may see more than one company listed on the Airport Security ID Card for someone who works for multiple companies at the airport.



**Specialized Seals:** If a company requires an individual to have access to US Customs and Border Protection (CBP) areas, the Customs seal identifier will be on their Airport Security ID Card.



**Escort and Driving Privileges:** Indicate the cardholder's ability to escort and/or drive in SIDA/AOA/Secured areas. Only employees with one or more of these privileges are authorized to conduct escorts or drive at the airport. **EP** allows the employee to escort people only. **EV allows the employee to escort vehicles and people. Airport Security ID Cards with EV privilege will also have one of the driver codes: DR1, DR2, or DR3.**

**Security Guard Functions:** Employees who perform security guard functions will have the **SG** identifier on their Airport Security ID Card.

### Airport Security ID Cardholder Responsibilities

No Smoking in the terminals or on the main ramps and airfield. The proximity of aircraft, fuel trucks, equipment, and terminal heating fuel storage make it extremely dangerous to smoke or leave cigarette butts smoldering.

Report suspicious persons or activities. It is important to report unusual or suspicious persons or activities immediately to the Port Authority Police Department (PAPD) for investigation. It is for the safety and security of everyone at the Airport. Be Alert. Be Aware. Speak up.

**Any person issued an Airport Security ID Card MUST display the card at ALL times when in SIDA or Sterile Area, above the waist and on the outermost garment.** ID card holders or pouches must use clear plastic and the ID must not be obscured in any way. When putting on or removing a jacket, remember to move your Airport Security ID Card to the outermost layer of your clothing.

It is unlawful to MISUSE, LOAN, DUPLICATE, ALTER or SHARE ON SOCIAL MEDIA your Airport Security ID Card or PIN. It may be a violation of federal regulations and result in criminal prosecution and permanent revocation of your Airport Security ID Card privileges.

The Airport Security ID Card is to be used for business purposes only. Fraudulent or improper use of an Airport Security ID Card may result in arrest or administration fees up to and including permanent revocation of your Airport Security ID Card. If you are travelling as a passenger, you must:

- a. access the Sterile Area only through a TSA passenger screening checkpoint with any accessible property you intend to carry on board the aircraft.
- b. also remain in the Sterile Area after entering.

**If your Airport Security ID Card is lost or stolen, immediately report this situation to your company Authorized Signatory.** Your Authorized Signatory is the person who completed your Airport Security ID Card application. You are not permitted to be escorted into the Sterile Area and/or SIDA. If you find your Airport Security ID Card after it was reported lost or stolen, **DO NOT USE IT.** Immediately return the Airport Security ID Card to your company Authorized Signatory or bring your card back to the airport credentialing office.

**You cannot escort any individuals who already are in possession of an Airport Security ID Card for that airport.**



If an Airport Security ID Card has been mutilated or damaged, faded, peeled off, expired or altered, it is considered invalid.

If your employment status on record with the Port Authority Security Credentialing Office changes for any reason, you are required to immediately return your Airport Security ID Card to your company Authorized Signatory.

The Airport Security ID Card is an important access tool, which must be handled with care. A fee will be assessed for lost, stolen or non-returned Airport Security ID Cards pursuant to Airport Security policy. A lost or stolen Airport Security ID Card may also result in your Airport Security ID Card privileges being revoked/removed.

### Screening Notice:

Any employee holding an Airport Security ID card granting access to a SIDA/AOA/Secured or Sterile Areas may be screened at any time while gaining access to, working in, or leaving such areas.

As an aviation worker, you are subject to screening for unauthorized weapons, explosives, and incendiaries, and other prohibited items. **Any personal property brought into restricted areas is subject to search.**

Not following the TSA/Port Authority's aviation worker screening policy may result in penalties, which may include removal of the Airport Security ID Card and/or suspension/revocation of unescorted access privileges.

### Sensitive Security Information (SSI)

You have numerous Airport Security ID cardholder responsibilities. By working at the airport, you may be exposed to Sensitive Security Information (SSI) that is critical in protecting this airport.

**SSI is information that, if publicly released, would be detrimental to transportation security**, as defined by Federal regulation 49 C.F.R. part 1520. Although SSI is not classified information, there are specific procedures for recognizing, marking, protecting, safely sharing, and destroying SSI.

The information present in the SIDA training and exam fall under SSI, and therefore should not be shared with others who do not have a need to know.

**Sharing SSI is not allowed: Sharing this information is in direct violation of TSA regulations and is subject to civil penalties and further enforcement action from the TSA.** If you suspect someone has shared any SSI, immediately contact your Authorized Signatory and your Supervisor.



### Knowledge Check

4. Can you share Sensitive Security Information with your family members who do not have a need to know?
  - A. Yes
  - B. No
  
5. What do you do if your Airport Security ID Card is lost or stolen?
  - A. Notify your Authorized Signatory Authority and the Security Credentialing Office immediately.
  - B. Immediately apply for an escort to your work area.
  - C. Ask a work associate to let you in the door for your shift.
  - D. Follow someone going through a door to get to work.
  
6. Who can you share Sensitive Security Information with?
  - A. Family, ex-coworker, friends.
  - B. Only those authorized with a need to know.
  
7. What element on the Airport Security ID Card indicates it belongs to the person holding it?
  - A. Airport Security ID Card has not expired.
  - B. Airport Security ID Card has a red bar on the right.
  - C. Airport indicated on the card is correct and agrees in three locations.
  - D. Photo on Airport Security ID Card matches the individual.

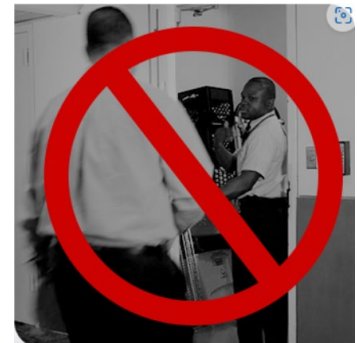
### Additional SIDA Badge Privilege Responsibilities

#### Challenge Responsibility

**Challenge Responsibility**– A challenge is a request to see a valid Airport Security ID Card or other approved credential or IDs that allows that person to be in a restricted area of the airport. **If a person does not have a valid Airport Security ID Card, or the ID Card is expired, you must notify PAPD immediately.**

YOU ARE REQUIRED TO CHALLENGE any individuals in the SIDA area not displaying an Airport Security ID Card pursuant to TSA Regulations and Port Authority Airport Rules and Regulations. DO NOT be afraid to go up to a person and ask for their Airport Security ID card in a restricted area. As a cardholder, it is your responsibility to challenge according to TSA regulations. Contact the local Port Authority Police, Operations, or your supervisor if you encounter any individual who refuses to cooperate with a challenge.

**Piggybacking** – DO NOT let anyone else into restricted areas using your Airport Security ID card. This is an illegal and unauthorized act. **The employee swiping the card for access is responsible for that access door from the moment it unlocks until it is locked behind them without another person entering.**





Each person must swipe for their own access and door holding for another person is NOT allowed. An Airport Security ID cardholder can be fined or arrested, if their swipe is used to let a co-worker enter a restricted area.

When entering through access doors, make sure the door closes and locks behind you. A security violation can be issued to an Airport Security ID cardholder who piggybacks. **A cardholder may not escort another cardholder.**

Never Leave Alarming Doors Unattended – When an access door alarm is triggered, the person must stay at the access door until an authorized security representative or PAPD arrives to investigate this triggered alarm.

### Knowledge Check

8. When challenging someone, you will need to inspect and verify the Airport Security ID card to ensure it is valid and authentic. What are some of the elements you should check when challenging? (Select all that apply)
- A. Correct access color.
  - B. Picture matches the individual being challenged.
  - C. ID is not expired.

### Escort

An escort is when an employee that has airport approval to escort people, accompanies or monitors the activities of other individuals who do not possess an Airport Security ID Card.

**An individual who has been denied an Airport Security ID Card is not eligible for escort.**

An airport employee conducting the escort MUST:

- Have escort privileges indicated on the ID Card – EP or EV.
- EP indicates privilege to escort people. 1 employee can escort up to 5 individuals.
- EV plus DR1, DR2, and/or DR3 indicates privilege to escort vehicles and people. 1 employee can escort up to 2 vehicles.
- Conduct the escort for business purposes only.
- Fill out proper documentation and receive approval to conduct escort by your Authorized Signatory.
- The employee must carry the approved escort form with them during escort.
- Escorts into the Sterile Area should enter through the TSA screening checkpoint only and carry their government issued photo ID with them at all times.
- During an escort people must stay in the escort's line of sight and be close enough to verbally communicate at all times.
- Vehicles under escort must stay in line of sight and under the control of the escort at all times.
- DO NOT walk away from escorted people or vehicles at any time.



### Knowledge Check

9. Jeff, an employee with an EP escort privilege on his Airport Security ID card, is very excited about his new job in Aircraft Maintenance at the airport. He has invited his brother to come see him at work to try and convince him to also work there. When his brother arrives, Jeff meets him at the Employee Access door and lets him in to show him around. Does this follow proper procedures?
- A. Yes
  - B. No

### Violations

#### PENALTIES AND SUSPENSION OF AIRPORT SECURITY ID CARD PRIVILEGES

Failure to follow any of the TSA rules, regulations or procedures may result in fees or fines to an individual or a company in violation. Federal enforcement action or prosecution may also accompany fines (up to \$14,950 per infraction).

Other security violations may require that an individual's Airport Security ID Card be suspended or revoked. A revocation may result in an individual's inclusion in the TSA's Centralized Revocation Database for five years from the date the violation occurred.

*The Airport may revoke an individual's ID Card privileges at any time (regardless of any previous offenses) if the violation is severe, or if the Airport, or the TSA, believes that the person may be a threat to the Airport's safety and security.*



### Breach of Rules Program of The Port Authority

**Breach of Rules (BOR)** – The Port Authority has the right to revoke or remove an Airport Security ID card if you fail at any time to comply with the TSA and/or Port Authority rules and regulations. A security BOR is a violation notice that can be issued to you or any Airport Security ID cardholder for several violations discussed throughout the SIDA course, including but not limited to:

- Not challenging an individual in the SIDA/AOA/Secured Area.
- Piggybacking.
- Improperly displaying your Airport Security ID Card.
- Improperly accessing SIDA/AOA/Secured or Sterile Areas.
- Misuse of escort privileges.
- **Mutilated or damaged Airport Security ID Card.**



The Port Authority has a “three-strike policy” for BORs. Each BOR can have a negative impact on your standing as an Airport Security ID cardholder and remains on your profile.

- For the **first BOR**, you will be required to go through SIDA training again and may have to pay an administrative fee.
- For the **second BOR** within a 24-month period of your first offense, you will be required to go through SIDA training with your supervisor and may have to pay an administrative fee.
- For a **third BOR within a 24-month period of your first offense, your Airport Security ID Card privileges will be revoked/suspended, and you will not be allowed in any SIDA/AOA/Secured or Sterile area.** Your loss of privilege remains up to two years from the date the Port Authority takes away your privilege.

The PANYNJ may revoke/suspend an Airport Security ID card for any security violation, regardless of the number of BORs issued to a cardholder.

**The Port Authority Airport Community Watch Program** – Rewards employees for reporting crime, and suspicious activities at the airport, and irregularities with Airport Security ID Cards. Rewards could include special recognition mentions as well as possible cash rewards in some circumstances.

### Knowledge Check

10. How many Breaches of Rules, within 24 months, will cause the removal of your Airport Security ID Card?
  - A. 1
  - B. 2
  - C. 3
  - D. 4
11. While returning to the SIDA area after lunch, you notice Jeff is holding the door open for a group of people he sat with for lunch. Should you report this to your supervisor?
  - A. Yes
  - B. No
12. You are going through an employee access door, and it will not secure properly. On a closer look, you can see it is damaged. What action would you take?
  - A. Leave
  - B. Report it and wait at the door for security to respond



Reminders

**Never Lend Out an ID Card** – Not even to a co-worker. An Airport Security ID Card is only to be used by the individual to whom it has been issued.

**Airport Security ID Cards Are the Property of the Port Authority.** They may be confiscated, deactivated, revoked, or suspended at any time. Airport Security ID Cards must be returned to the Authorized Signatory or at a Port Authority Airport Credentialing Office once an individual is no longer employed at the airport or no longer requires an Airport Security ID Card.

Knowledge Check Answer Key

- |      |                |       |
|------|----------------|-------|
| 1. B | 5. A           | 9. B  |
| 2. D | 6. B           | 10. C |
| 3. C | 7. D           | 11. A |
| 4. B | 8. A, B, and C | 12. B |

Important Contacts

<b>EWR</b>	
EWR EMERGENCY (Police/Ambulance/Fire)	973-961-6666
EWR POLICE (Non-Emergency)	973-961-6230
EWR OPERATIONS	973-961-6054
EWR CREDENTIALING OFFICE	973 961-6050
PA POLICE TIPS LINE	1-800-828-PAPD(7273)

<b>JFK</b>	
JFK EMERGENCY (Police/Ambulance/Fire)	718-244-4333
JFK POLICE (Non-Emergency)	718-244-4335
JFK OPERATIONS	718-244-4111
JFK CREDENTIALING OFFICE	718-244-4240
PA POLICE TIPS LINE	1-800-828-PAPD(7273)

<b>LGA</b>	
LGA EMERGENCY (Police/Ambulance/Fire)	718-533-3911
LGA POLICE (Non-Emergency)	718-533-3900
LGA OPERATIONS	718-533-3700
LGA CREDENTIALING OFFICE	718-533-3935
PA POLICE TIPS LINE	1-800-828-PAPD(7273)

<b>SWF</b>	
SWF EMERGENCY (Police/Ambulance/Fire)	911
SWF POLICE (Non-Emergency)	845-567-9257
SWF OPERATIONS	845-567-8237
SWF CREDENTIALING OFFICE	845-838-8238
PA POLICE TIPS LINE	1-800-828-PAPD(7273)

<b>TEB</b>	
TEB EMERGENCY (Police/Ambulance/Fire)	911
TEB POLICE (Non-Emergency)	973-961-6230
TEB OPERATIONS	201-393-4081
TEB OPERATIONS CELL	201-393-5359
SWF CREDENTIALING OFFICE	201-393-4081
PA POLICE TIPS LINE	1-800-828-PAPD(7273)

