

Sterile Area (Concourse)

The Badge Agreement

- ❖ You must always display your badge within the Sterile area.
- ❖ You must present your badge anytime it is requested.
- ❖ You may be asked to present the badge for audit purposes. Failure to do so will result in deactivation of your badge.
- ❖ In the event the badge is **LOST**, you must notify Airport Operations at 719.550.1919
- ❖ You may not allow anyone to use your badge for any reason.

General Security

- Understand that COS airport operates under a TSA required complete security program.
- Access to the airport is monitored at all times by Airport Operations.
- Badge holders are subject to search of their person and property, and seizure of illegal and/or prohibited items upon entrance of the Sterile Area at the Colorado Springs Airport.
- Nobody that has been given a badge may be escorted for any reason, unless authorized by airport management.

Sterile Area

The Sterile Area at the Colorado Springs Airport consists of the concourse, located past the TSA checkpoint on the 2nd floor of the airport terminal.

Your badge will only allow you to enter doors as assigned to your company.

The Sterile Area Agreement you signed upon applying for your badge:

1. I will only access the Sterile Area through the TSA Security Checkpoint.
2. I realize that this badge is COS Airport property and part of the COS Airport Security program. If I am no longer going to work for the employer/company listed below, then I must turn in my badge or be subject to a lost/unreturned badge fee.
3. I cannot pass into the Sterile Area or receive into the Sterile area any item that has not been inspected by a Law Enforcement Officer or Airport Operations staff. These items must be in their original sealed packaging. Any items that are opened must either go through the Security Checkpoint or not be taken into the sterile area.
4. If my badge is lost, I must report it to Airport Operations immediately. The phone number is 550-1918.
5. In order to receive a replacement badge (after paying the lost badge fee) I must bring with me to my scheduled appointment; a new badge application signed by an appropriate signature authority, and acceptable ID's per the Airport's Acceptable ID/Documents List.
6. I have been given a copy of this list of rules that I will abide by in addition to the rules on the back of the badge application.

Returned, lost, and damaged badge procedures:

Lost Badge procedures

- Lost badges must be reported immediately to airport operations 719.550.1919.
- Lost badge fees will NOT be assessed until there is a declaration in writing that the badge cannot be found, or 30 days has passed.
- Lost badge fees are as follows:

Lost Badge	Procedure
1 st lost badge	\$100 badge fee must be paid before issuance of new badge
2 nd lost badge	\$200 badge fee must be paid before issuance of a new badge
3 rd and subsequent lost badge	\$300 badge fee must be paid, and review with an Airport Security Coordinator must be completed to receive a new badge. The airport reserves the right to deny badging at or after the 3 rd lost badge.

Returning a Badge

- All badges must be returned.
- Badges can be returned to any airport official, or your signatory authority.
- Badges must be returned within 30 days of deactivation/expiration or the appropriate lost badge fee will apply.
- Badges returned after 30 days but within 180 days will receive a 50% credit/refund to their fee.
- Badges outstanding for more that 180 days, but that are not expired may receive a 25% credit/refund to their fee.

Badge returned 0-30 days after deactivation/expiration	No fee
Badge returned 30-180 days after deactivation/expiration	50% fee of appropriate lost badge fee.
Unexpired but deactivated badges returned 180-365 days	75% fee of appropriate lost badge fee.

Replacing a damaged or misprinted badge

- Damaged badges are replaced at no cost – no paperwork required.
 - Repeated replacement of damaged badges may incur a fee if deemed abuse.
- Misprinted badges follow the procedures below:
 - Misprinted by airport staff – no action required simply ask for the correct badge
 - Misprinted due to incorrect information provided to the badging office will require a new application.