

# GATEWAY AIRPORT OPERATIONS SERVICE BULLETIN

SER-26-03-001

**Issue Date:** 3/9/2026

**Subject:** Baggage Hygiene & Best Practices

**Staff Affected:** Ground Handlers, Air Carriers, Transportation Security Administration Officers and Supervisors

The outbound and inbound baggage systems are critical components of airport infrastructure and air carrier operations, and are a Common Use piece of equipment used by various groups. By following the below baggage hygiene procedures, you will help keep these important pieces of equipment running smoothly and efficiently:

## Orientation

- Bags must be carefully placed on the center of the belt.
- Items should be placed lengthwise.
- Bags with handles must be placed with handles forward.
- Bags with one set of wheels must be placed with wheels up.

## System Health

- Belt must be running prior to loading items or baggage.
- Items must be spaced a minimum of 2 feet (24") apart.
- In the event of a jam or malfunction, press the nearest Emergency Stop button.
  - If unable to safely resolve the issue, notify Airport Operations.
- Never step on or over the belts.

## What Goes in a Tub?

- Any bag with loose straps or hooks.
- Car seats and other odd-shaped items.

- Soft bags such as duffle bags.
- Over-packed bags as they may become unstable during transit.

#### Additional Notes

- Verify that all pockets and zippers are closed.
- If you identify an issue with a bag in transit, correct the issue when safe to do so.
- Oversized items cannot be placed on the belt and must be brought to the designated area for inspection.
- Checked bags may never be brought into the Sterile Area for any reason.
- Bags may not be left unattended on the carousels.

#### Bag Delivery

- Belts and carousels are designed to allow delivery of two flights simultaneously per side (up to 4 flights total).
- Bags may not return to the Secured Area unless under constant surveillance during delivery.

**Questions? Contact Airport Operations: (480) 988-7600**