

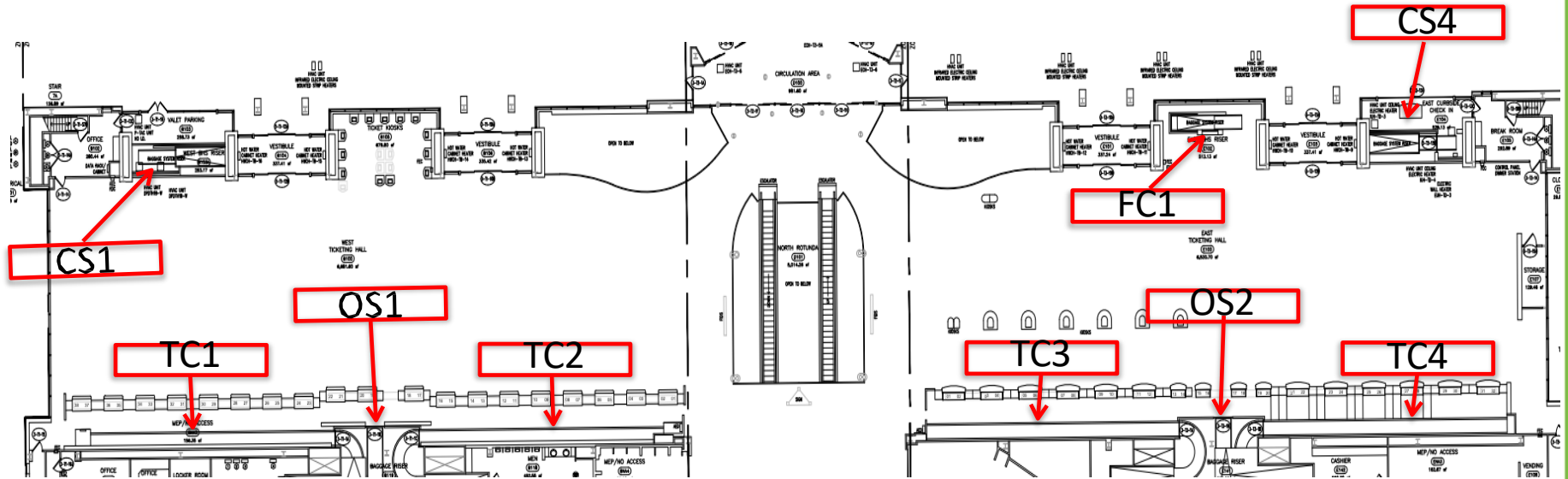


# Baggage Handling System Overview

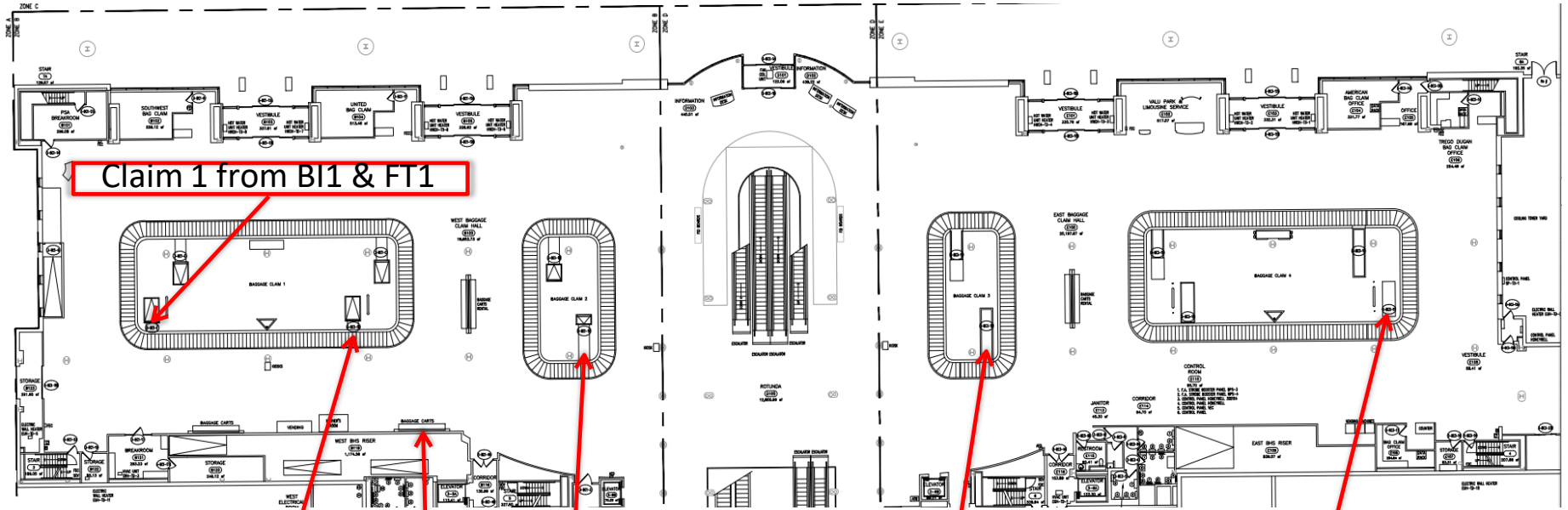
# Safety

- Climbing onto a conveyor belt is a MAJOR safety risk and must only be done by a BHS technician. We want everyone to go home at the end of the day the way they showed up to work.
- Every induction line has a height sensor that will stop the belt if it is too tall.
- Placing items on its wheels can pose a safety risk or jams/delays
- All bags need to be zipped up to prevent passenger items from falling out, being lost, or catching on the parts of the system.

# Terminal Ticketing: Outbound



# Terminal Bag Claim: Inbound



Claim 1 from BI1 & FT1

Claim 1 from BI2

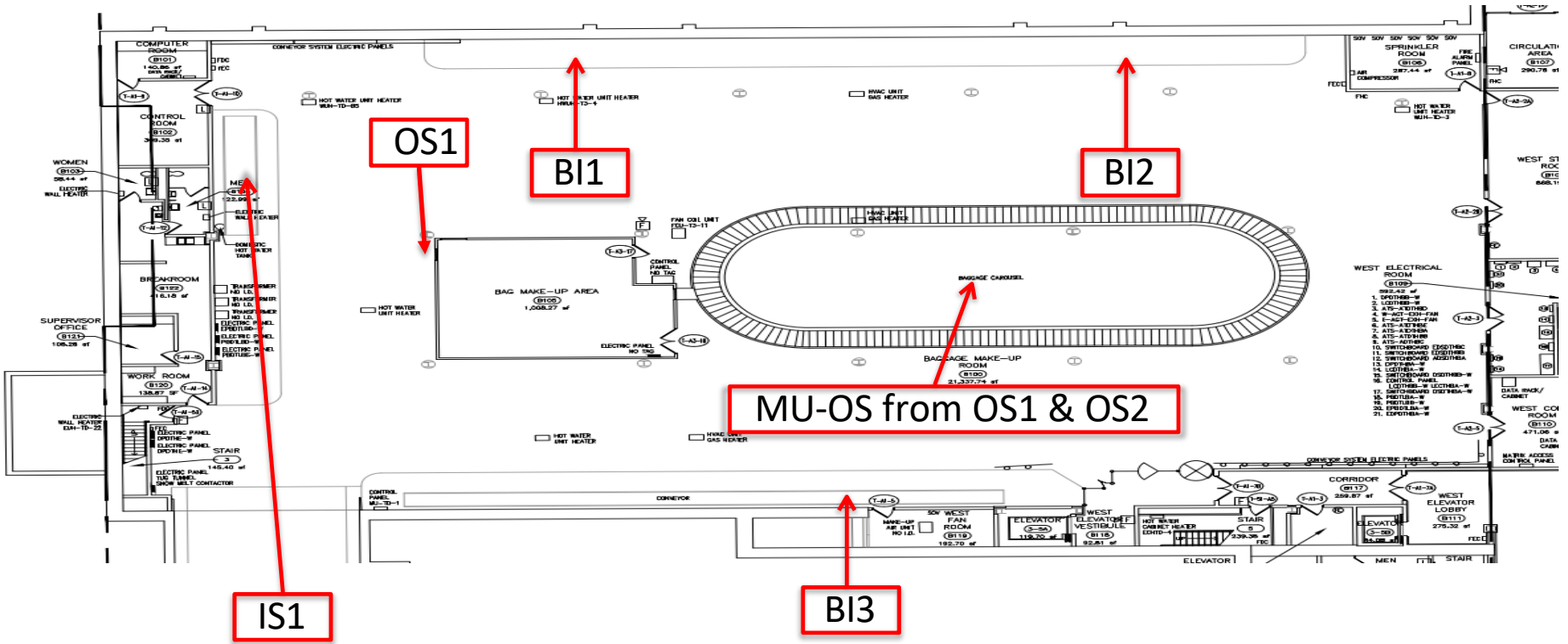
Inbound Oversize from IS1

Claim 2 from BI3

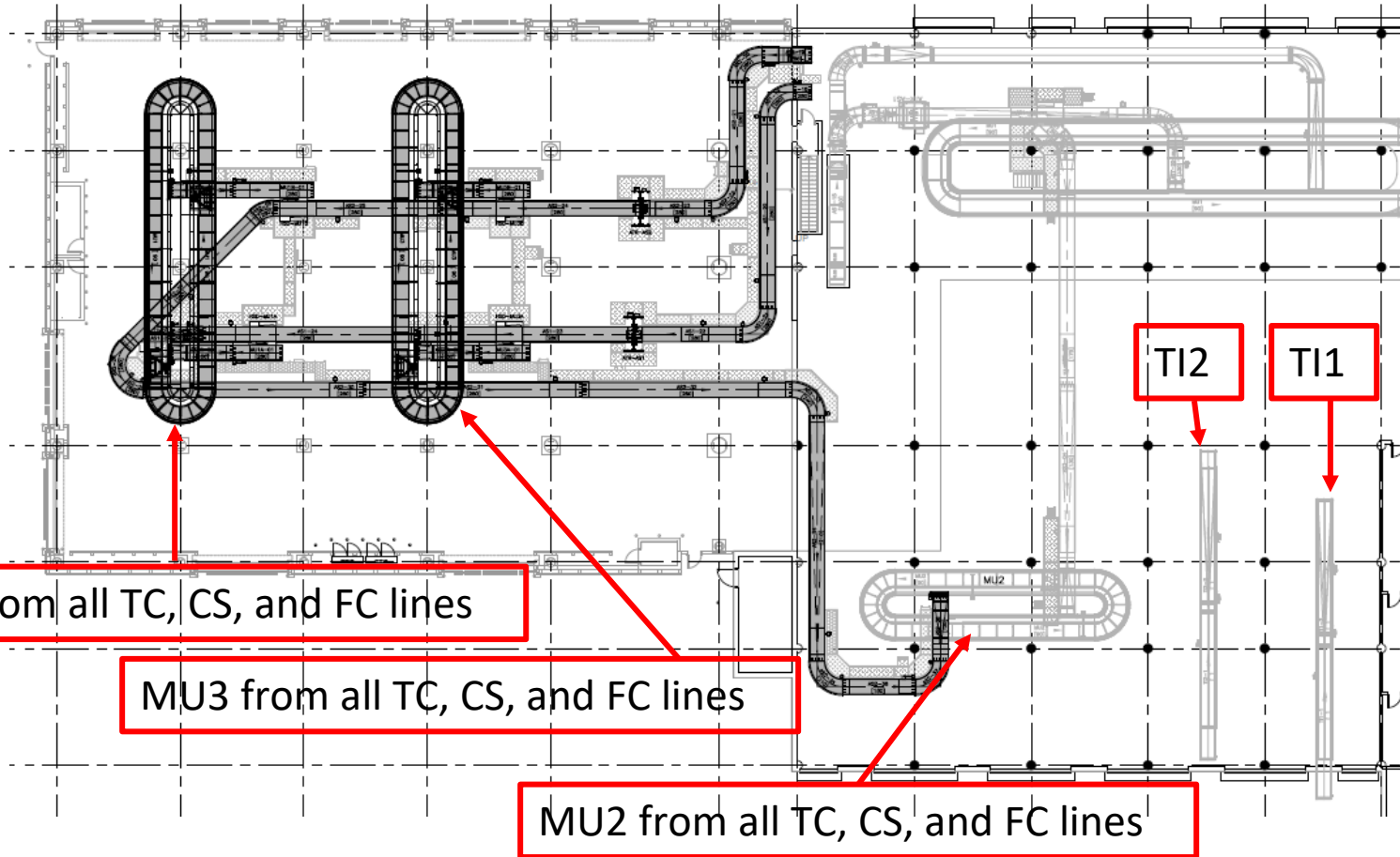
Claim 3 from TE9

Claim 4 from TI1 & TI2

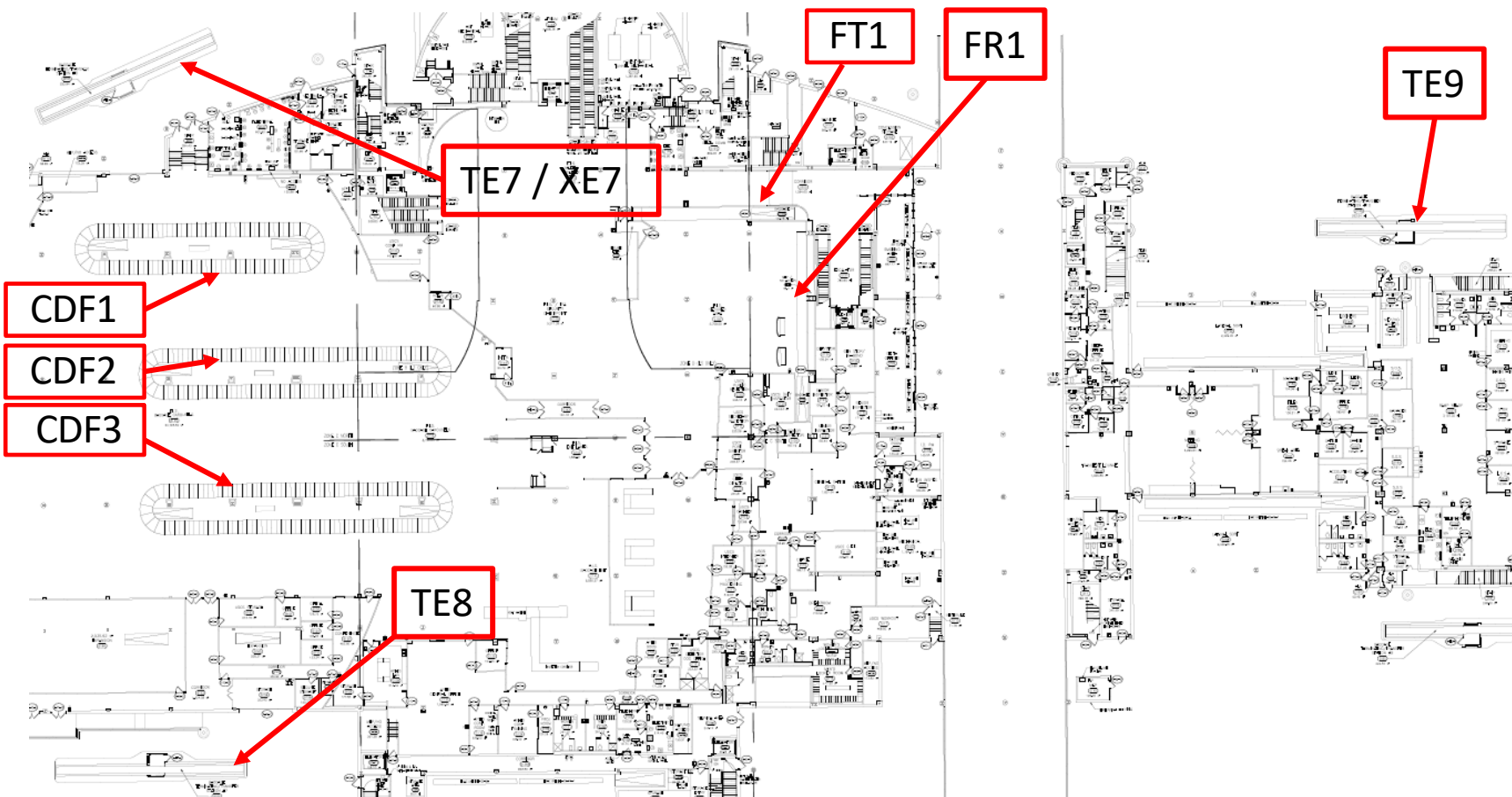
# T-Drive: Inbound / Outbound



# Concourse A: Inbound / Outbound



# B-Concourse: Inbound / Outbound



# Baggage Hygiene



- *...baggage hygiene is the proper handling and positioning of checked baggage onto a conveyor to minimize the probability of a baggage jam and system outage.*



# Importance of Baggage Hygiene

- Prevents unnecessary baggage jams and delays
- Expedites processing of checked baggage
- Reduces number of manual handling and bio-diverting
- Establishes baggage handling protocol
- Defines Baggage Handling System (BHS) limitations
- Promotes working relationships with all parties

# Baggage Straps and Tags

- Loose straps or hooks could hang between belts or conveyor sidewalls causing jams and delays. They could also tear the belt or the luggage causing a system outage or customer complaint.
- Bar codes must be visible to properly scan bags. Improper placement can render the bar code unreadable. Printers should be checked on each shift with print heads being cleaned or replaced if there are visible lines through the barcode.
- If there is another handle on the bag without “decoration” (e.g., yarn, ribbon, etc.), affix the tag to it to help give it a better chance of being read.
- Be sure to remove all old tags, including “bingo” tags. Multiple reads will cause bags to go to the default make up.



# Baggage Placement

- Place bags on the conveyor with wheels up and to the back.
- Bags placed wheels down will slide and cause jams.



Wheels  
Up!

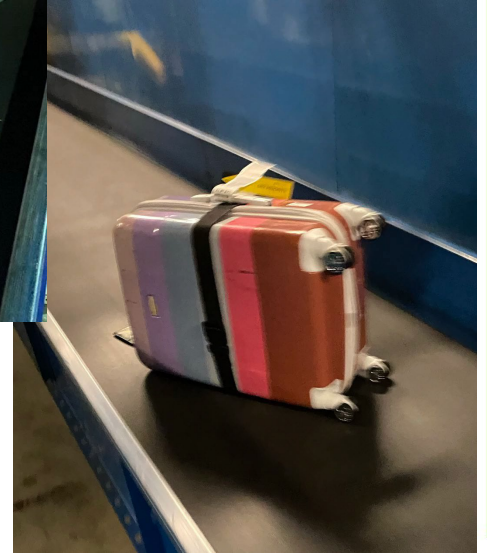
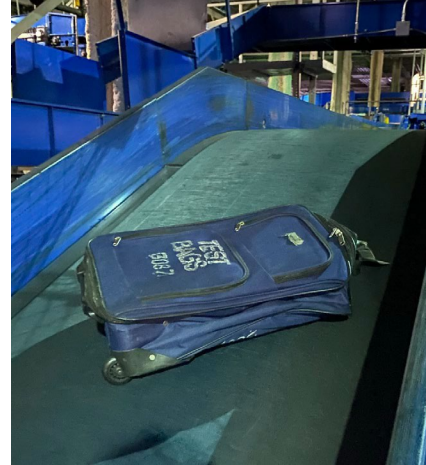


# Baggage Placement Examples

RIGHT



WRONG



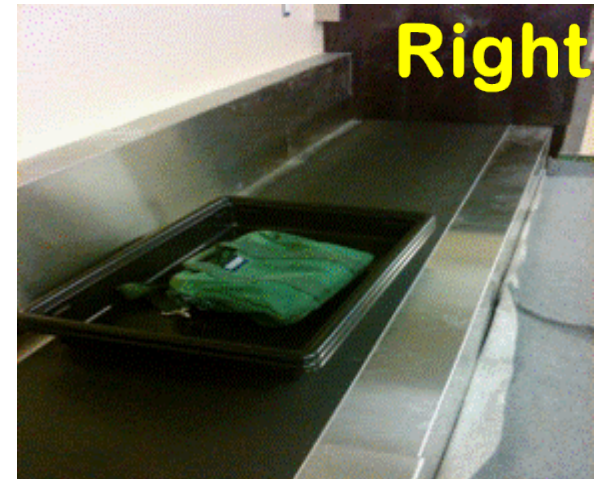
# Baggage Tub Usage

- Small items, backpacks, duffel bags, garment bags and bags with loose straps should be placed in a tub.
- Odd shaped items should be placed in a tub to prevent loose straps and buckles from catching.



# Baggage Tub Usage

- Place car seats face down and headfirst in tubs.
- Incorrect placement of car seats may result in jams and cause damage to baggage equipment.
- Use tubs for lightweight items (less than 5 lbs.) Additional tubs may be stacked (no more than 3) to add weight for lightweight items (tubs are approx. 5 lbs. each).
- Use tubs for short (less than 12 in.) or for odd shaped items.



# Baggage Tub Usage

- Overstuffed bags with rollers should be placed in tubs.
- Overstuffed bags not placed in tubs may roll or jam causing delays



**Wrong**



# Baggage Tub Usage Examples

RIGHT

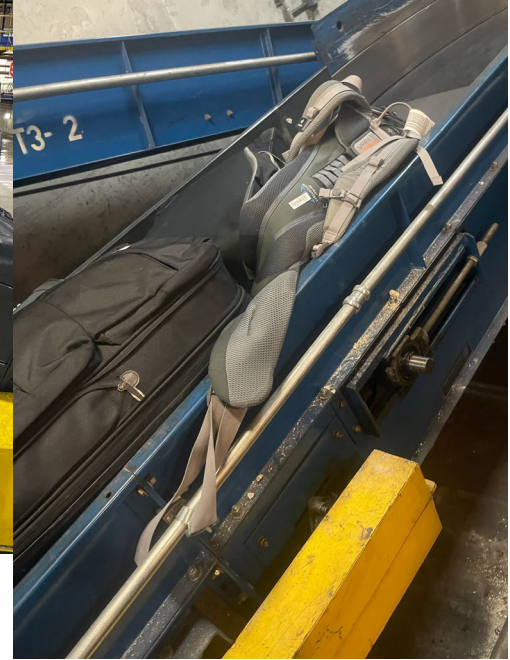


WRONG





# Bad Baggage Hygiene Examples



# Baggage Spacing

Center bags on conveyor belt with at least twelve (12) inches between



# Baggage Size Categories

- Checked baggage size limit:  
54" long x 24" wide x 30" high x 70 lbs.
- Oversize conveyor baggage size limit:  
70" long x 39" wide x 36" high x 100 lbs.

- Any oversize item exceeding these size or weight limits shall be hand carried to T-Drive for screening
- Firearms will not be handled by KCAB or their BHS contractor



# Recap

- All bags that are placed on the BHS shall be in a tub, if needed
- All bags with wheels shall be facing up and trailing with the tag facing forward
- All oversize items shall be placed on the oversize conveyor and or carried to T-Drive for screening
- All bags shall be placed 12 inches apart and in the center of the belt to prevent jams and other damage to the BHS
- **STAY SAFE!** To do so, please stay off the conveyor belt system and allow authorized personnel to repair system.

# Updates & Contact Info

- Baggage Hygiene and Handling may be revised and updated from time to time. In the event of a change or update all stakeholders will be notified.
- Questions concerning baggage hygiene, maintenance issues, or outages shall be directed to the KCAB Contract Manager.
  - Dave Ortwein – [dortwein@cvgairport.com](mailto:dortwein@cvgairport.com)