Best Practice

Many regulated entities maintain one or more TSA binders that include the following documentation to help your inspection go smoothly. Please note that this list may not be all inclusive.

- Current Program - electronic or hard copy with limited access.
- Letters of Responsibility to Authorized Representatives and proof of acknowledgement.
- Current list of direct employees, Authorized Representatives, and/or contractors, as well as their STA application and proof of status.
- TSA initial and recurrent training records, including dates and scores, for each of those listed above.
- Emergency Notification Numbers (local and national).
- Current copy of your renewed program certificate (if an IAC or CCSF).
- Logs/records associated with screening, alarms, equipment maintenance.
- Copy of written certification when tendering to carriers (if an IAC or CCSF).

Security Points

Post your Emergency Contact/Notification phone list by a telephone to expedite the contact of the appropriate authorities in the event of a security incident or suspicious activity.

Please use the sequence in which the numbers are listed. This will ensure a seamless, timely response.

When reporting suspicious activity, it is helpful to give the most accurate description possible, including:

- Brief description of the activity
- Date, time and location of the activity
- Physical identifiers of anyone you observed
- Descriptions of vehicles
- Information about where people involved in suspicious activities may have gone
  Your name and contact information (optional)
CALL
First Responders
in order

1) 9-1-1

2) 503-889-3088
TSA Operations Center will make all necessary local TSA notifications, including FSD

3) Your Corporate Security Coordinator

4) 1-886-655-7023
TSOC/Watch Contact Center, Washington, DC

OTHER NUMBERS
FBI Portland, Oregon
503-224-4181

FAA / Oregon HazMat
Donald Stiger
503-258-6955
Deborah Portin
503-258-6996

After Hours Hazmat
Contact 425-227-1999

Known Shipper Management System
https://tsaapps.tsa.dhs.gov/

PDX Air Cargo Inspectors work with you to continuously enhance the security of the air cargo supply chain while maintaining TSA’s commitment to ensure the flow of commerce.

Remember!

TSA will randomly audit AWBs to verify Known Shippers (KSMS), Authorized Representative information (proof of STA and Training) Consent to Search Documentation, CCSF cargo acceptance, and cargo screening records. Periodically, we test your compliance to IACSSP to include Access Control at your location and that of your authorized representatives.