

## 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)



Transportation  
Security  
Administration

## Air Cargo Team Oregon Reference Guide



*We're all about  
increasing Air  
Cargo Security*

PDX TSA Operations Center:  
1-503-889-3088

**OREGON**  
**CARGO INSPECTORS**



**Lu Schwochert,**  
Supervisory Inspector  
office: 503-889-3079  
cell: 503-407-7557  
lu.schwochert@tsa.dhs.gov

**Ed Viens**  
office: 503-889-3058  
cell: 512-213-7269  
edward.viens@tsa.dhs.gov

**Ralph Bekahi**  
office: 503-889-3075  
cell: 202-570-1684  
ralph.bekahi@tsa.dhs.gov

**Ted Okazaki**  
office: 503-889-3062  
cell: 503-915-9663  
theodore.okazaki@tsa.dhs.gov

**Michael Simon**  
office: 503-889-2226  
cell: 503-200-9132  
michael.simon@tsa.dhs.gov

**Renee Wegener**  
office: 503-889-2293  
cell: 503-969-2891  
renee.wegener@tsa.dhs.gov

**EMERGENCY  
NOTIFICATION  
REQUIREMENTS**

**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 Rep-  
resentative information (proof of STA and  
Training) Consent to Search Documenta-  
tion, CCSF cargo acceptance, and cargo  
screening records. Periodically, we test  
your compliance to IACSSP to include Ac-  
cess Control at your location and that of  
your authorized representatives.



**Transportation  
Security  
Administration**