

DOCUMENT CHANGE PROPOSAL/BRIEFING SHEET

FINAL DISPOSITION

ORDER/PUBLICATION: 7210.3V

CHANGE: 2

EFFECTIVE DATE: March 12, 2009

TRACKING #: 32- 12-3-9

SPECIALIST/ROUTING: Gail Carter AJR-53 x58601

1. PARAGRAPH NUMBER AND TITLE:

12-3-9, INSTRUCTIONS FOR COMPLETING FAA FORM 7230-26

2. BACKGROUND: The web-based OPSNET system was implemented October 1, 2004. GENOT 4/58, Notice 7210.586, Facility Statistical Data, Report, and Forms addressed the procedures associated with this implementation; however, the respective procedures were never incorporated into FAA Order 7210.3, Facility Operations and Administration.

3. EXPLANATION OF CHANGE: This will incorporate procedures for the web-based OPSNET change to reporting requirements and traffic counting methods. This change cancels and incorporates N JO 7210.695, Facility Statistical Data, Report, and Forms, effective July 1, 2008

4. CHANGE:

OLD

NEW

12-3-9. INSTRUCTIONS FOR COMPLETING
FAA FORM 7230-26

Delete

a. FRONT SIDE or SIDE 1: The facility's name and the location will be spelled out; two digits each will be used for the month and the year (March 2004 would be 03, 04); and the three-character location identifier will be filled in. The appropriate facility type box should be "x"ed. If a facility changes its type, such as changing from a Tower/TRACON operation to a common IFR room concept, the "Facility Type Changed" box should be marked on the 1st month the change occurs. Finally, if a facility changes its hours of operation, the new hours should be filed in the month the change takes place. As both the latter two items affect classification, it is important for the facility to properly reflect such changes.

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1. *Instrument Operations Count:* Each day, record by category the instrument operations count for the primary airport, all the secondary airports combined, and the over flights. The categories shall be added across to get a total for the Primary, Secondary, and Overs. These three subtotals shall, in turn, be added across to get the "DAILY

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TOTAL." Near the bottom of Side 1, a row marked "TOTAL" is for the monthly total of each column. This provision allows facilities to double check their addition. Adding across the "TOTAL" row for AC, AT, GA, and MI should equal the number achieved by adding down the "TOTAL" column in each of the three breakouts of Primary, Secondary, and Overs. Similarly, adding across the "TOTAL" row for Primary, Secondary, and Overs should equal the number achieved by adding down the "DAILY TOTAL" column. This check should be performed, and any discrepancies corrected prior to mailing the form. At the very bottom of the form is a row marked "1," which may be used any way the facility desires to use it.

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2. Grand Total: The "GRAND TOTAL" column should only be used by facilities which provide Class B or C service or TRSA service. It allows for adding together the "DAILY TOTALS" of Side 1 and Side 2 to get the grand total of instrument operations and Class B or C services or TRSA operations combined. This column is provided for the convenience of the facility and the region since it will not be used in Washington, rather the computer program will add the two daily total columns.

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b. SIDE 2: Facilities which use Side 2 must repeat their entries for the month, the year, and the location identifier. Additionally, if you are reporting Class B or C service for the first time, the "yes" box should be checked.

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NOTE-

Class B or C airspace facilities are to line out the TRSA service references at the top of the form and insert Class B or C service. A change from TRSA airspace to Class B or C airspace requires a checkmark in the "yes" box.

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1. Side 2 is set up the same way as Side 1. Each day, record by category the Class B or C service or the TRSA operations count for the Primary and Secondary airports and the Over flights. Subtotals for these three breakouts and the "DAILY TOTAL" column are the same as Side 1. Also, the "TOTAL" row and "1" row at the bottom are the same as Side 1.

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2. Folding: Fold marks are provided at the top and bottom margins of Side 2. Folding the form on these marks positions the "DAILY TOTAL" of Class B or C service or TRSA operations side-by-side with the "DAILY TOTAL" of instrument

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operations. These two columns may now be easily added across to get the "GRAND TOTAL." This is a required entry for facilities using both sides of the form.

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No further changes to paragraph.

5. **INDEX CHANGES:** None

6. **GRAPHICS:** None

7. **GENOT/NOTICE:** N JO 7210.695, Facility, Statistical Data, Reports, and Forms, effective July 1, 2008

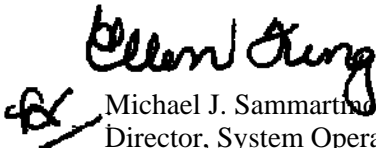
8. **SAFETY RISK MANAGEMENT:** (Check appropriate box).

Proposed change meets full SMS requirements for safety risk assessment.

(For organizations that have not fully implemented SMS), the proposed change is in accordance with FAAO 1100.161, Air Traffic Safety Oversight, Chapter 5, Paragraph 2 requirements.

Proposed change is not safety related.

Comments:


Michael J. Sammartino
Director, System Operations

Date: 6/5/08