



DIRECTIVE NUMBER: FAP 01-00-004 **EFFECTIVE DATE:** January 3, 2008
SUBJECT: FAA Air Traffic Control Tower Monitoring Program (AIRTRAF)

ABSTRACT

- Purpose:** This Instruction establishes a program and the procedures to be used to conduct monitoring inspections of Federal Aviation Administration (FAA) owned and operated Air Traffic Control Towers (ATCTs). The inspections will be conducted to determine FAA's compliance with one of the following: *29 CFR 1910 Subpart E* or *The Alternate Standard for Fire Safety in Airport Traffic Control Towers* established in 1998 per *29 CFR 1960.17 - Alternate Standards*.
- Scope:** OSHA-wide.
- References:** *Occupational Safety and Health Act of 1970, Section 19; Executive Order 12196*, February 26, 1980, Occupational Safety and Health Programs for Federal Employees; *29 CFR 1960*, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters; OSHA Instruction FAP *01-00-003*, Federal Agency Safety and Health Programs, May 17, 1996; OSHA Instruction *CPL 02-00-103*, Field Inspection Reference Manual (FIRM), September 26, 1994; OSHA Instruction *CPL 02-00-135*, Recordkeeping Policies and Procedures Manual, December 30, 2004; NFPA Life Safety Code – 1970, 1997 and 2000 editions.
- Cancellations:** None.
- State Plan Impact:** This Instruction applies solely to federal agency worksites and does not impact State Plan programs.
- Action Offices:** National, Regional, and Area Offices.
- Originating Office:** Directorate of Enforcement Programs.

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By and under the authority of

Edwin G. Foulke, Jr.
Assistant Secretary

Executive Summary

In May 1998, the U.S. Department of Transportation's (DOT's) Federal Aviation Administration (FAA) signed an agreement with OSHA for an *Alternate Standard for Fire Safety in Airport Traffic Control Towers* along with a schedule for compliance progress. FAA control towers were thereby permitted to comply with the Alternate Standard rather than the General Industry standard for means of egress requirements established in *29 CFR 1910 Subpart E*. The Alternate Standard allows for a single means of egress with qualifying conditions.

Following the signing of the agreement on the Alternate Standard, the FAA submitted requests for additional accommodations, referred to as variances. There are six variances each of which applies to numerous towers, and another twelve that are more restricted in their application. The FAA has requested timeline extensions for completing tower upgrades or replacement.

According to FAA's 2007 annual report to OSHA, there were 386 towers covered by the alternate standard. Since 1998, the Office of Federal Agency Programs has received reports from the FAA certifying that 190 towers have been brought into compliance with the Alternate Standard. Of these 190 towers, 88 have variances which apply to them. This directive sets out monitoring procedures to determine whether these towers are fully compliant with both the Alternate Standard and their designated variances, or with Subpart E. The monitoring program will also verify that towers still awaiting corrective action are meeting the interim procedures developed to achieve equivalent protection until compliance can be accomplished.

Significant Changes

There are no significant changes. This is a new directive developed to monitor progress on a multi-year compliance program.

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FAA Air Traffic Control Tower Monitoring Program (AIRTRAF)

- I. Purpose. This Instruction establishes a program to monitor FAA ATCTs' compliance with the Alternate Standard for Fire Safety in Airport Traffic Control Towers.
- II. Scope. This Instruction applies OSHA-wide.
- III. References.
 - A. [Occupational Safety and Health Act of 1970, Section 19](#).
 - B. [Executive Order 12196](#), February 26, 1980, Occupational Safety and Health Programs for Federal Employees.
 - C. [29 CFR 1960](#), Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, October 21, 1980 and as amended.
 - D. [OSHA Instruction FAP 01-00-003](#), Federal Agency Safety and Health Programs, May 17, 1996.
 - E. [OSHA Instruction CPL 02-00-103](#), Field Inspection Reference Manual (FIRM), September 26, 1994.
 - F. [OSHA Instruction CPL 02-00-025](#), Scheduling System for Programmed Inspections Directive, January 4, 1995.
 - G. [OSHA Instruction CPL 02-00-135](#), Recordkeeping Policies and Procedures Manual, December 30, 2004.
 - H. NFPA Life Safety Code – 1970, 1997 and 2000 editions.
- IV. Cancellations. None.
- V. Federal Program Change. This Instruction applies solely to federal agency worksites and does not impact State Plan programs.
- VI. Background.

On May 6, 1998, following negotiations with the Department of Transportation, the Federal Aviation Administration, and two Unions, OSHA signed an agreement entitled "*The Alternate Standard for Fire Safety in Airport Traffic Control Towers*." The effective date of the standard was July 1, 1998. The agreement allows for a single means of egress under qualifying conditions. It also contains abatement reporting requirements. A copy of the alternate standard is available on OSHA's intranet and is included as [Appendix A](#) to this directive.

OSHA's Office of Federal Agency Programs (OFAP) conducted several site reviews of ATCTs between 1998 and 2001 to evaluate the need for, and the protective value of, a number of permanent variances FAA had requested for certain towers. Out of the initial inventory of 386 towers, the FAA submitted requests for permanent variances for 241 of them. The reviews found the variances to be both needed and adequately protective. Over time, four towers were dropped from the initial list since those towers are not presently operated or owned by the FAA. Another tower was added in 2006. As of August 2007, there were 190 towers which FAA had certified as conforming to the alternate standard, with variances applying to 88 of the 190.

This inspection program is designed to verify compliance with the Alternate Standard through inspection of selected towers. It will include towers that are certified as having been brought into compliance as well as towers still awaiting replacement or rehabilitation and, therefore, subject to interim protective measures as indicated in the Alternate Standard. Also, this program is designed to determine whether the FAA is adequately protecting its employees from hazards associated with fire and egress, and provides guidance to the field for conducting monitoring inspections of both certified and uncertified ATCTs.

Appendices [B](#) and [C](#) provide a listing of all FAA certified and non-certified towers, annotating those towers which have variances from the Alternate Standard and those which have special provisions as [Alternative B](#) towers.

VII. Significant Changes. The FAA Air Traffic Control Tower (ATCT) Monitoring Program is a new program developed to monitor compliance with FAA's [Alternate Standard for Fire Safety in Airport Traffic Control Towers](#).

VIII. Action Required.

A. Responsible Office. The Directorate of Enforcement Programs (DEP), Office of Federal Agency Programs (OFAP), coordinates the FAA Air Traffic Control Tower (ATCT) monitoring program.

B. Action Offices. All National Office Directorates and Offices, Regional Offices, and Area Offices involved in the implementation of this monitoring program must comply with these instructions.

C. Information Offices. The OSHA Training Institute, Compliance Assistance Coordinators, Compliance Assistance Specialists, Federal Agency Program Officers, and Regional EEP Coordinators must be aware of this monitoring program.

IX. Definitions.

A. Air Traffic Control Tower (ATCT). An ATCT is a tower used for aircraft control and related activities. It is an enclosed, independent structure or portion of a building with elevated portions for support of equipment, or occupied for

observation, control, operation, signaling, or similar limited use, and is not open to the general public. **Although the Alternate Standard addresses towers that are “federally owned or operated,” the scope of this monitoring program will be limited to towers that are both owned *and* operated by the FAA.**¹

- B. *The Alternate Standard.* This is an abbreviated reference to the “Alternate Standard for Fire Safety in Airport Traffic Control Towers” signed by OSHA, DOT and the FAA on May 6, 1998 as an alternative to the requirements of [29 CFR 1910.36\(b\)\(8\)](#) in effect at that time. In 2002, Subpart E was updated and now allows for a single exit route under qualifying conditions as per [29 CFR 1910.36\(b\)\(3\)](#).
 - C. *Alternative A Tower.* An ATCT having a single exit route and a total occupant load of fewer than twenty-five (25) occupants. (For additional requirements, see Appendix A, *The Alternate Standard for Fire Safety in Airport Traffic Control Towers*, [paragraph \(c\)\(3\), Alternatives](#)).
 - D. *Alternative B Tower.* An ATCT constructed before the Year 2001, having a single exit route and a total occupant load of twenty-five (25) or more occupants. (For additional requirements, see Appendix A, *The Alternate Standard for Fire Safety in Airport Traffic Control Towers*, [paragraph \(c\)\(3\), Alternatives](#)).
 - E. *Certified.* An FAA-certified ATCT is a tower for which the FAA has submitted signed documentation indicating that the ATCT is in compliance with the Alternate Standard.
 - F. *Uncertified.* An FAA uncertified ATCT is a tower for which the FAA has not indicated compliance with the Alternate Standard and for which a petition for modification of abatement has been submitted.
 - G. *Variance.* A variance, as used in this Directive, means a previously approved variation from the requirements of the *Alternate Standard for Fire Safety in Airport Traffic Control Towers*.
- X. Description of the FAA Air Traffic Control Tower (ATCT) Monitoring Program.
- A. *Scope.* OSHA inspection personnel will conduct monitoring inspections of randomly selected FAA ATCTs to determine their compliance status. A minimum of three towers per fiscal year will be inspected in each region. Regions with adequate resources may conduct additional inspections. Only towers that are both owned and operated by FAA will be inspected.
 - B. *Primary Inspection List.* A primary inspection list will be developed each fiscal year consisting of three randomly selected towers for each region. A package of

1. Prior to initiating an inspection under this targeting program, the CSHO must verify that the ATCT is operated and owned by the FAA. The randomly generated towers on the list may inadvertently meet only one of the two criteria.

information for each listed tower will be sent to the Regional Offices. The packages will include the applicable variances. The primary inspection list will include at least one certified ATCT and one which has not been certified by the FAA as being in compliance with the Alternate Standard.

- C. Secondary Inspection List. A secondary inspection list will be developed by OFAP for regions or area offices, at their request, based on the same random selection used for the primary inspection list.

XI. Scheduling.

A. General.

OSHA's national office will provide each regional office with a list of three randomly selected FAA ATCTs within its coverage area. On request, the National Office will also provide each region with additional inspection cycles. The number of towers in the cycle will be determined by the requesting region.

Usually the region will complete inspection of the towers listed on the primary inspection list prior to initiating inspections from a secondary inspection list. A secondary inspection cycle may be opened before completion of the primary list if either of the following conditions applies:

- When needed to improve efficiency; or
- To continue federal agency inspection activity if inspections at some of the primary sites are deferred.

Once any inspection cycle is opened it must be completed.

XII. Inspection Priority.

- A. Normally, the first inspection priority for Area Offices is to conduct unprogrammed inspections. The inspection priorities as described in the FIRM (OSHA Instruction [CPL 02-00-103](#)) will be followed, with the following additional guidance:

1. All establishments on the Primary AIRTRAF list must be inspected during the fiscal year unless, in view of resource considerations, the Regional Administrator has received special approval (generally in advance) from the Deputy Assistant Secretary to conduct fewer inspections.
2. Offices that have started but not completed a cycle of FAA monitoring inspections must normally complete that cycle before beginning a new cycle. Carryovers will be handled in accordance with the Scheduling System for Programmed Inspections Directive, [CPL 02-00-025](#), paragraph B.1.b.(1)(e)1, or as outlined in [Paragraph XII](#) of this Instruction.

3. Secondary inspection cycles do not have to be completed before the expiration of this Instruction. However, if a cycle has been started, all sites within the cycle must be inspected. An open secondary inspection cycle should be completed prior to initiating additional cycles.
4. Area Offices will continue to conduct other programmed inspections under national emphasis programs or local emphasis programs/initiatives, as the Area Office and Regional goals dictate.

XIII. Deletions.

An establishment is to be deleted from the inspection list if both of the following criteria are satisfied:

- It has been inspected within 24 months prior to the start of current inspection cycle; and
- That inspection included an assessment of compliance for egress and fire protection.

The date when an establishment is considered to have received an inspection will be the opening conference date.

Area Offices will be responsible for making appropriate deletions from the inspection list.

XIV. Inspection Procedures.

- A. Scope. Inspections conducted under this plan will consist of a records review, (e.g. injury and illness recordkeeping; hazard communication program; the tower-specific emergency action plan, fire prevention program, training records, compliance plan, and compliance status and abatement certification, if appropriate, etc.), followed by a compliance review addressing the ATCT's compliance with the Alternate Standard. Where the CSHO observes contractors performing other work such as construction or maintenance activity that is not being supervised by the federal agency, and if hazards are observed associated with that work, the CSHO may open an inspection of the contractor.
- B. Compliance Safety and Health Officer (CSHO) Selection. CSHOs selected to conduct FAA ATCT inspections under this program will be trained in FAA's Alternate Standard and the National Fire Protection's Life Safety Code prior to initiating an inspection. Training on the alternate standard will be coordinated by the Office of Federal Agency Programs. NFPA Life Safety Code training must consist of OTI Course #2070, offered by the OSHA Office of Training and Education or a course of equivalent scope and depth, provided through another source.
- C. FAA Availability. At times it will be necessary to make advance arrangements with FAA personnel, either to avoid disturbing controllers while attending to air traffic, or to assure the availability of a safety or fire engineering professional to

participate in the inspection. It is left to local discretion to determine when such advance notification is deemed to be appropriate.

- D. Employee Participation. Particular attention should be paid to ensuring employee participation during all phases of the inspection.
- E. Notices of Unsafe or Unhealthful Working Conditions. After the towers are selected, inspections will be conducted and Notices of Unsafe or Unhealthful Working Conditions will be developed and issued in accordance with [CPL 02-00-103](#), the [FIRM](#), and [FAP 01-00-003](#) Federal Agency Safety and Health programs. **Prior to issuing notices, draft notices and supporting documentation must be forwarded through the Regional Federal Agency Program Officer (FAPO) to OSHA's Directorate of Enforcement Programs (DEP), Office of Federal Agency Programs (OFAP), for review and concurrence.**

Where violations of the Alternate Standard are identified, follow the guidance provided in CPL 02-00-103, the FIRM, page III-5, or [Chapter III](#), paragraph C.1.a.(2), for variance violations, with the following Federal Agency adjustments:

- For violations of the Alternate Standard where requirements are also addressed in an OSHA standard (29 CFR 1910), cite 29 CFR 1960.8b referencing both the 1910 provision and the paragraph of the Alternate Standard.
- For violations of a provision of the Alternate Standard that is not a requirement in 29 CFR 1910, cite 29 CFR 1960.8a, referencing the paragraph of the Alternate Standard.
- For violations of a requirement in 29 CFR 1910 that is not addressed in the Alternate Standard, cite 29 CFR 1960.8b and reference the 1910 paragraph.

NOTE: This directive does not cover issues arising from complaint inspections relating to ATCTs. Further information and instruction from OFAP may be required to adequately prepare for complaint inspections.

- F. Site Selection. OFAP will provide each region with a listing of three randomly selected towers to be inspected. OFAP may provide this listing by e-mail.

In the event a region desires an additional (secondary) inspection list, the regional FAPO, upon consultation with the Regional Administrator or designee, will notify OFAP and a listing of additional towers will be developed according to the random order number previously assigned to each tower. The applicable variances will be communicated by e-mail or fax.

- G. Recordkeeping Violations. Whenever OSHA recordkeeping violations are identified, appropriate notices will be proposed and supporting documentation

will be provided, in accordance with guidance in the FIRM (OSHA Instruction [CPL 02-00-103](#)).

1. Recordkeeping violations found on the [OSHA-300 Log](#). If the CSHO identifies recordkeeping violations on the OSHA-300 logs for calendar year (CY) 2006 to the present, the Area Director will issue notices in accordance with [CPL 02-00-135](#), Chapter 2, paragraph II.B., or the [FIRM](#), as appropriate.
2. Records for CY 2005. Where there is evidence that the employer has made a good faith effort to comply, notices will not be issued for recordkeeping deficiencies in CY 2005.
3. Failing to retain records for the prior five-year period. If an employer is unable to produce copies of the OSHA Federal Agency Log or an OSHA-200/Injury and Illness Log used under the recordkeeping system in effect prior to January 1, 2005, the employer may be cited under [29 CFR 1960.69](#) for failure to retain required records.
4. When citing a recordkeeping violation, the appropriate paragraph of [29 CFR 1960, Subpart I](#), is to be cited, with a reference to the paragraph in [29 CFR 1904](#) that has been violated.

XV. Training. CSHOs who are selected to conduct FAA ATCT inspections under this program will receive program-specific training sponsored by the Directorate of Enforcement Programs, Office of Federal Agency Programs and the Directorate of Training and Education, OSHA Training Institute. No CSHO will be permitted to conduct an inspection under this program until both courses have been completed.

There is a two-part training requirement for CSHOs selected for this program. It is highly recommended that personnel who have previously completed OTI Course #2070 – Fire Protection and Life Safety Code, and are experienced in its application be considered for this assignment. The two mandatory courses include:

1. OTI course #2070 – Fire Protection and Life Safety Code or equivalent. This training should be completed prior to attending the program-specific training, and can have been received through any reputable source as long as the content and scope are equivalent to OTI #2070.
2. ATCT Monitoring Program Training Course. This course will cover the following topics:
 - OSHA inspection procedures for federal agencies - a review.
 - Alternate Standards – general background
 - The FAA Alternate Standard

- Overview and background
 - Alternative A Towers
 - Alternative B Towers
 - Variances within this alternate standard
 - Non-certified Towers - interim controls
- The ATCT Monitoring Program
 - Site selection, supplemental lists
 - Advance notice
 - Scope of inspection
 - How to cite violations
 - The FAA will provide an overview of the following:
 - Design concepts of ATCTs
 - FAA Operations and protocol

XVI. Relationship to Other Programs.

- A. Unprogrammed Inspections. Unprogrammed inspections will be conducted according to the FIRM (OSHA Instruction [CPL 02-00-103](#)) or other guidance documents. If the occasion for an unprogrammed (e.g., complaint, fatality) inspection arises with respect to an establishment that is also in the current inspection cycle under the AIRTRAF plan, the two inspections may be conducted either concurrently or separately. See also paragraph [XVII.B.](#)
- B. Special Emphasis Programs. Some establishments may be selected for inspection under the AIRTRAF plan and also one or more other OSHA initiatives (National Emphasis or Local Emphasis Programs). Programs based on particular hazards or on particular industries can be run concurrently with the AIRTRAF monitoring program. CSHOs will apply all applicable IMIS codes to the inspection. See also paragraph [XVII.C.](#)

XVII. Recording and Tracking.

- A. FAA ATCT Monitoring-Only Inspections. The OSHA-1 forms must be marked as “programmed planned” in Item 24. In addition, the “NEP” box is to be checked and the value “AIRTRAF” recorded in Item 25d.
- B. FAA ATCT Monitoring combined with Unprogrammed Inspections. For all unprogrammed inspections conducted in conjunction with an “AIRTRAF” inspection, the OSHA-1 Forms must be marked as “unprogrammed” in Item 24 with the appropriate unprogrammed activity identified. In addition, the “NEP” box is to be checked and the value “AIRTRAF” recorded in Item 25d.
- C. FAA ATCT Monitoring combined with NEP or LEP Inspections. For all programmed inspections such as NEPs and LEPs conducted in conjunction with

an “AIRTRAF” inspection, the OSHA-1 Forms must be marked as “programmed planned” in Item 24. In addition, the “NEP” box is to be checked and the value “AIRTRAF” recorded in Item 25d along with all NEP and LEP IMIS codes applicable to the inspection.

- D. FAA ATCT Monitoring combined with Unprogrammed and other Programmed Inspections. If an “AIRTRAF” inspection is combined with an unprogrammed inspection (e.g., complaint inspection) and a programmed inspection, such as an NEP or LEP, Item 24 must be marked “unprogrammed.”
- E. Strategic Management Plan. Enter any applicable Strategic Management Plan hazard/industry codes in Item 25f that were addressed during the inspection.

Appendix A: The Alternate Standard for Fire Safety in Airport Traffic Control Towers

Whereas, the agreement contained herein will provide a level of protection for occupants of airport traffic control towers equivalent to that of egress standards under [29 CFR Part 1910](#); and

Whereas, this agreement was reached in cooperation with employee and management representatives of the Federal Aviation Administration, the Office of the Secretary of Transportation, and the Occupational Safety and Health Administration;

Therefore, in keeping with this agreement, we the undersigned have affixed our signatures to this Alternate Standard for Fire Safety in Airport Traffic Control Towers, in Washington, D.C., on this the 6th day of May, 1998.

Mortimer L. Downey
Deputy Secretary of
Transportation

Jane F. Garvey
FAA Administrator

Gregory R. Watchman
Deputy Assistant Secretary of
Labor for Occupational Safety
and Health

I. The Alternate Standard.

A. Scope and Application. This standard applies to all federally owned or operated ATCTs. It sets forth minimum requirements essential to providing a safe means of exit in case of fire and other emergencies.

B. Definitions.

"Authorized Person" means an employee who has been specifically assigned by the employer to assure compliance with this standard.

"Base Building" means a structure including links and vestibules which connects with the ATCT and which may house administrative personnel, Terminal Radar Approach Control (TRACON), or passenger-related functions.

"Cab" means the primary operating space in the ATCT situated at a desired elevation above ground level and physically oriented relative to the primary runways, so as to obtain the best unobstructed view of the airport aircraft primary movement areas (taxiways, runways, and flight approaches and departures).

"Class A Finish" means any material classified at twenty-five (25) or less on the flame spread test scale and 450 or less on the smoke test scale described in 6-5.3.1 of NFPA-101.

"Class B Finish" means any material classified at more than twenty-five (25) but not more than seventy-five (75) on the flame spread test scale and 450 or less on the smoke test scale described in 6-5.3.1 of the NFPA-101.

"Emergency Action Plan" means a plan for a workplace, or parts thereof, describing what procedures the employer and employees must take to ensure employee safety from fire or other emergencies.

"Emergency Exit Route" means the route that employees are directed to follow in the event they are required to evacuate the workplace or seek a designated refuge area.

"Exit" means a portion of a means of egress which is separated from all other spaces of the structure by construction or equipment to provide a protected way of travel to the exit discharge.

"Exit Access" means a portion of a means of egress which leads to an entrance to an exit.

"Exit Discharge" means a portion of a means of egress between the termination of an exit and a public way.

"Fire Resistive" means the ability of materials or assemblies of construction to withstand exposure under standard fire test conditions for a prescribed temperature and period of time without structural failure. Fire resistive construction is that type of construction in which the walls, partitions, and structural members are of noncombustible materials which will withstand exposure to fire for a specified period of time without structural failure.

"Hazardous Areas" means rooms or areas that pose a degree of hazard greater than that normal to the general occupancy of the structure, such as those areas used for storage or use of combustibles or flammable, toxic, noxious, or corrosive materials, or use of heat-producing appliances.

"High Hazard Areas" means areas in structures used for purposes that involve highly combustible, highly flammable, or explosive products or materials that are likely to burn with extreme rapidity, or that may produce flame, poisonous fumes or gases, explosive or irritant hazards, including highly toxic or noxious alkalis and acids and liquids or chemicals; also those uses that cause division of material into fine particles or dust subject to explosion or spontaneous combustion, and uses that otherwise constitute a high fire hazard because of the form, character, or volume of the material used.

"Link" means a connecting passageway between an ATCT and a base building. Links are typically one occupied level in height with direct access to the exterior of the structure.

"Means of Egress (Exit Routes)" means a continuous and unobstructed way of exit travel from any point in a building or structure to a public way and consists of three (3) separate and distinct parts: the way of exit access, the exit, and the way of exit discharge. A means of egress comprises the vertical and horizontal ways of travel and shall include intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts, and yards.

"Noncombustible" means the materials or assemblies that can not burn. Noncombustible construction is that type of construction in which the walls, partitions, and structural members are of material which inherently can not burn but does not qualify as fire resistive construction (i.e., the construction does not qualify as fire resistive because unprotected structural members may be damaged by heat generated by a fire).

"NFPA-101" means the 1997 code for safety to life from fire in buildings and structures.

"Protected Noncombustible Construction" means a construction in which all bearing walls or bearing portions of walls, exterior or interior are of noncombustible materials having a fire resistance of at least one hour and are stable under fire conditions; roof and floor construction and their supports have one hour fire resistance; and stairways and other openings through floors are enclosed with partitions having one hour fire resistance.

"Smokeproof Enclosure" means a stair enclosure designed so that the movement into the Smokeproof Enclosure of products of combustion produced by a fire occurring in any part of the structure is limited.

"Tower" means an enclosed, independent structure or portion of a building with elevated portions for support of equipment or occupied for observation, control, operation, signaling, or similar limited use and not open to the general public. An ATCT is a tower used for aircraft control and related activities.

"Tower Occupant Load" means the total number of persons permitted to occupy a tower or portion thereof at any one time.

"Type I Construction" means a construction whose structural members, including walls, columns, beams, floors, and roofs, are all of approved noncombustible or limited-combustible materials and have fire resistance ratings in accordance with NFPA 220, Table 2, 443 or 332.

"Type II Construction" means a construction not qualifying as Type I Construction in which the structural members, including walls, columns, beams, floors, and roofs, are of approved noncombustible or limited-combustible materials and have fire resistance rating in accordance with NFPA 220, Table 2, 222, 111, or 000.

"Type IV Construction" means a construction in which exterior and interior walls and structural members that are portions of such walls are of approved noncombustible or limited-combustible materials. Other interior structural members, including columns, beams, arches, floors, and roofs, are of solid or laminated wood without concealed spaces and comply with the provisions of NFPA 220 Sections 3-4.2 through 3-4.6. In addition, structural members shall have fire resistance ratings not less than one hour.

C. Exit Route Compliance Alternatives.

1. General. Every ATCT facility shall be so constructed, arranged, equipped, maintained, and operated as to protect its occupants from fire, smoke, fumes, toxic emissions during the period of time reasonably necessary for escape from the building or structure in case of fire or other emergency. The FAA shall ensure that each ATCT where construction begins after January 2001, with a total occupant load of twenty-five (25) or more occupants, has two (2) separate exit routes which begin at the base of the cab and extend to ground level.
2. (i) Within one hundred and eighty days (180) from the effective date of this standard, the FAA shall submit in writing a list of all ATCTs indicating the alternative selected from paragraph C.3. or whether a request for a variance will be made. (ii) For each ATCT for which a variance has been requested, written details, and rationale for the request must be submitted within one year from the effective date of this standard.
3. Alternatives. The FAA shall ensure that compliance with the exit route requirements of this standard are achieved by using one of the following alternatives:
 - i. Alternative A. For each ATCT having a single exit route and a total occupant load of less than twenty-five (25) occupants, the following requirements must be met (within one year from the effective date of this standard):
 - A. The tower is not used for living or sleeping purposes;
 - B. The tower is of Type I, Type II, or Type IV construction;
 - C. The interior finish of the tower is Class A or Class B;
 - D. There are no combustible materials in, or under the immediate vicinity of the tower, except for necessary furniture and office supplies; and
 - E. There are no high hazard areas in, or under the immediate vicinity of the tower.

- ii. Alternative B. For each ATCT constructed before the Year 2001, having a single exit route and a total occupant load of twenty-five (25) or more must meet the following requirements (within one year from the effective date of this standard):
 - A. The tower shall be of protected noncombustible construction except as follows:
 - 1. All high hazard areas are constructed in accordance with paragraph J of this standard.
 - 2. All vertical shafts shall be constructed in accordance with paragraph D.3. of this standard.
 - 3. Fully sprinklered towers are permitted to be constructed of noncombustible materials.
 - 4. Protected noncombustible construction is not required for steel beams in the upper cab areas.
 - B. The single exit shall be protected by a smokeproof enclosure constructed in accordance with NFPA-101, and must have a two (2) hour fire resistance rating throughout the enclosure. Exception: Exterior walls where the horizontal distance to the nearest structure is more than ten (10) feet. Additionally, the exterior walls of a tower must have at least a one hour fire resistance rating extending a vertical distance of fifteen (15) feet from the roof of an adjoining base building (or terminal), unless such a roof has at least a one hour fire resistance rating.
 - C. The smokeproof enclosure shall extend from the tower cab to the point where at least two (2) exits are available. Exception (1). A single exit is permitted for smokeproof enclosures which discharge directly outside the structure or to a public way. Exception (2). A single exit is permitted for those base buildings consisting of a single story above ground and having less than 350 square feet.

D. Structural Requirements.

- 1. Stairways. All stairways shall comply with 29 CFR 1910.36, except that, stairways located in smokeproof enclosures may be not less than twenty-eight (28) inches wide when measured from handrail to handrail. Circular stairs are exempt from the requirements for stairs.

2. Interior Finishes. All interior finishes of ATCTs must comply with NFPA-101, 6- 5 for Class A or Class B flame spread ratings. Carpeting shall not be mounted on walls or ceilings.
 3. Vertical Shafts Including Smokeproof Enclosures.
 - i. All shafts in towers shall be enclosed with protected noncombustible materials in accordance with NFPA-101 requirements and with at least a two (2) hour fire resistive rating. All related material and construction shall have an equivalent fire resistive rating.
 - ii. Shafts for elevators shall conform to the requirements of the American Standard Safety Code for Elevators, Escalators, and Dumbwaiters (ANSI A17.1).¹
 - iii. Shaft openings must be constructed in accordance with NFPA-101, 6-2.4.
 4. Fire Walls, Partitions, and Fire Stops. Must be constructed and used in accordance with NFPA-101, 6-2.
- E. Fire Detection and Alarm Systems. Each ATCT must be provided with a fire detection and alarm system in accordance with [29 CFR 1910.164](#) and [1910.165](#).
- F. Fire Suppression Equipment. Suitable fire suppression equipment must be available in accordance with [29 CFR 1910.157](#). Extinguishers shall not be considered to be equivalent to an automatic sprinkler system for purposes of omitting the requirement for protected noncombustible construction required by this standard.
- G. Compliance Program.
1. The FAA shall establish, within one hundred and eighty (180) days of the effective date of this standard, a written program describing the alternative selected from paragraph C above to be used to comply with this standard.
 2. The written program shall include the following:
 - i. The alternative provisions selected for exit routes;
 - ii. A description of the worksite and the modifications to be made to comply with this provision;
 - iii. Engineering plans and studies used to determine methods selected for achieving compliance with this provision;

1. For the purposes of this directive, the ANSI standard used will be the one in effect on 10/3/96 as amended in 1997, 1998, 1999 and 2000.

- iv. A detailed schedule for implementation of the provisions; and
 - v. Other relevant information.
3. If the FAA has not achieved compliance with the selected exit route provision (one year from the effective date of this standard), the FAA shall then assess the effectiveness of the modifications already in place, and establish any additional measures to ensure that employees are provided equivalent protection until compliance can be achieved.
 4. The written program shall be submitted upon request to the Assistant Secretary, and shall be available at the worksite for examination and copying by the Assistant Secretary, and affected employees or authorized employee representatives.
 5. The plans required by paragraph G.2. shall be revised and updated at least annually to reflect the current status of the program.

H. Emergency Action Plan.

1. Application. The FAA shall ensure that a written emergency action plan is developed within ninety (90) days of the effective date of this standard for every ATCT. This plan must cover those designated actions the FAA and its employees must take to ensure safety from fire and other emergencies. The plan shall be made available in each facility in a location which is readily available for review and use by facility personnel.
2. Elements of the Plan. The plan shall include, at a minimum:
 - i. Emergency escape procedures and emergency exit route assignments;
 - ii. Procedures to be followed by employees who remain to operate critical facility operations before they evacuate;
 - iii. Procedures to account for all employees after emergency evacuation have been completed;
 - iv. Rescue and medical duties for those employees who are assigned to perform them;
 - v. The preferred means of reporting fires and other emergencies; and
 - vi. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.
 - vii. A plan or diagram of designated emergency egress routes shall be posted in a place readily available to employees.

3. Training.

- i. Before implementing the emergency action plan, the FAA shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- ii. The FAA shall provide emergency action plan training for each employee within one hundred and eighty (180) days of the effective date of this standard and annually thereafter. Training must also be provided:
 - A. Whenever the employee's responsibilities or designated actions under the plan change, and
 - B. Whenever the plan is changed.

4. Written Plan Availability.

- i. The written plan shall be kept at an easily accessible location at the workplace and made available for employee review.
- ii. The written plan shall be submitted upon request to the Assistant Secretary, and shall be available at the worksite for examination and copying by the Assistant Secretary, and ATCT employees or authorized employee representatives.

I. Fire Prevention Plan.

- 1. Application. The FAA shall develop and implement within ninety (90) days of the effective date of this standard a written fire prevention plan for every ATCT.
- 2. Minimum Requirements. The fire prevention plan, at a minimum, shall include the following elements:
 - i. A list of the major workplace fire hazards, and their proper handling and storage procedures, potential sources of ignition and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
 - ii. Job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and
 - iii. Job titles of personnel responsible for control of fuel source hazards.
 - iv. The written plan shall be kept in an easily accessible workplace location and available for employee review.

3. Housekeeping. The FAA shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.
 4. Training. The FAA shall provide fire prevention training within one hundred and eighty (180) days of the effective date of this standard and at least annually thereafter for all ATCT employees. At a minimum, the training must cover the fire hazards of the materials and processes to which employees are exposed.
- J. High Hazard Areas. High hazard areas must be separated by enclosure or sectioning from the rest of the tower by fire resistive walls or partitions, ceilings, and floors. Openings in the separating construction shall be protected with fire doors and fire dampers having a fire resistance rating equivalent to the separation.
- K. Fire Drills. The FAA shall establish a fire drill program for each ATCT and ensure that each ATCT employee participates, at least annually, in a fire drill.
1. Training Program.
 - i. The FAA shall provide each employee with training within one hundred and eighty days from the effective date of this standard, at the time of the employee's initial assignment to the ATCT, and at least annually thereafter.
 - ii. The FAA shall assure that each employee is trained in the following:
 - A. The content of this standard and its appendices;
 - B. The types of situations which could result in emergency evacuation;
 - C. The components of the emergency action plan as required by paragraph H of this standard.
 - D. The components of the fire prevention plan as required by paragraph I of this standard.
 - iii. The FAA shall make readily available to all ATCT employees a copy of this standard and its appendices.
 - iv. The FAA shall provide, upon request, all materials relating to the employee information and training program to the Assistant Secretary.

L. Recordkeeping. The FAA shall establish and maintain an accurate record at each facility of the following:

1. Training Program. The FAA shall maintain for each employee a written record of all training provided in response to this standard.
2. Emergency Action Plan. The FAA shall maintain a written record of the emergency action plan and any modifications to the plan.
3. Fire Prevention Program. The FAA shall maintain a written record of the fire prevention plan and any modifications made to the plan.
4. Compliance plans. The FAA shall maintain a written record of all compliance plans relevant to abatement of emergency egress hazards.

M. Compliance Status and Abatement Certification.

1. Existing ATCT Construction. The FAA shall provide for each facility, and make available at the facility, a biannual update for all existing ATCTs including at least the following information:
 - i. The location of the ATCT, including mailing address;
 - ii. The name of the authorized person;
 - iii. Status of the abatement;
 - iv. Completion date; and
 - v. Request for a Petition for Modification of Abatement, if the required abatement date can not be achieved.
 - vi. Certification by the authorized person that abatement has been completed and that the ATCT is in compliance with this standard.
2. ATCT Towers Scheduled for Replacement. The FAA shall provide for each facility and make available to the Secretary a semiannual update for all ATCTs scheduled for replacement with at least the following information:
 - i. The location and mailing address of the ATCT being replaced and the location of the replacement facility;
 - ii. The name of the authorized person;
 - iii. Any written interim procedures which will be followed during the replacement period;
 - iv. The date that the replacement facility will be operational;

- v. The disposition of the facility replaced; and
- vi. Certification by the authorized person that the replacement ATCT meets the requirements of this standard.
- vii. Certification by the authorized person that the interim protective measures are in place for the ATCT being replaced.

N. Effective Dates. This standard shall become effective on July 1, 1998.

- 1. All towers where construction begins after January 2001 and with twenty-five (25) or more occupants, must be constructed with two (2) separate means of egress;
- 2. Paragraph C.2(i) compliance is required by January 1, 1999. Paragraph C.2(ii) compliance is required by July 1, 1999;
- 3. Alternative A. Compliance is required (by July 1, 1999); and
- 4. Alternative B. Compliance is required (by July 1, 1999);
- 5. Written Compliance Program. Compliance with this paragraph is required by January 1, 1999.
- 6. Emergency Action Plan.
 - i. Written Plan. Compliance with this paragraph is required by October 1, 1998 for every ATCT.
 - ii. Training. Compliance with this paragraph is required by January 1, 1999 for every ATCT employee.
- 7. Fire Prevention Plan.
 - i. Written Plan. Compliance with this paragraph is required by October 1, 1998 for every ATCT.
 - ii. Training. Compliance with this section is required by January 1, 1999 for every ATCT employee.
- 8. Training Program. Compliance with this paragraph is required by January 1, 1999.

Appendix B: List of FAA Certified ATCTs by Region

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Region 1						
Eastern	ANE	BDL	Bradley International Airport	Windsor Locks	CT	
Eastern	ANE	DXR	Danbury Municipal Airport	Danbury	CT	Yes
Eastern	ANE	GON	Groton-New London Airport	Groton	CT	Yes
Eastern	ANE	HFD	Hartford-Brainard Airport	Hartford	CT	Yes
Eastern	ANE	OWD	Norwood Municipal Airport	Norwood	MA	Yes
Eastern	ANE	ACK	Nantucket Airport	Nantucket	MA	Yes
Eastern	ANE	HYA	Barnstable Municipal Airport	Hyannis	MA	Yes
Eastern	ANE	LWM	Lawrence Municipal Airport	North Andover	MA	Yes
Eastern	ANE	BED	Hanscom Field	Bedford	MA	
Eastern	ANE	BVY	Beverly Municipal Airport	Beverly	MA	Yes
Eastern	ANE	BAF	Barnes Municipal Airport	Westfield	MA	Yes
Eastern	ANE	MVY	Vineyard Haven Airport	Vineyard Hvn	MA	Yes
Eastern	ANE	ORH	Worcester Municipal Airport	Worcester	MA	
Eastern	ANE	BGR	Bangor International Airport	Bangor	ME	
Eastern	ANE	PWM	Portland International Jetport	Portland	ME	
Eastern	ANE	MHT	Manchester Municipal Airport	Manchester	NH	
Eastern	ANE	LEB	Lebanon Regional Airport	West Lebanon	NH	Yes
Eastern	ANE	PVD	T.F. Green State Airport	Warwick	RI	
Eastern	ANE	BTV	Burlington International Airport	S. Burlington	VT	
Region 2						
Eastern	AEA	ACY	Atlantic City International Airport	Atlantic City	NJ	
Eastern	AEA	EWR	Newark International Airport	Newark	NJ	
Eastern	AEA	JFK	J.F. Kennedy International	Jamaica	NY	
Eastern	AEA	SYR	Syracuse Hancock International Airport (New)	N. Syracuse	NY	
Eastern	AEA	FRG	Republic Airport	Farmingdale	NY	
Eastern	AEA	ISP	Long Island MacArthur Airport	Ronkonkoma	NY	
Eastern	AEA	SWF	Stewart Airport	Newburgh	NY	
Eastern	ASO	SIG	Isla Grande/Dominicci Intl Airport	San Juan	PR	Yes
Eastern	ASO	STT	Cyril E. King Airport	St. Thomas	VI	Yes
Region 3						
Eastern	AEA	ILG	Greater Wilmington Airport	New Castle	DE	
Eastern	AEA	LNS	Lancaster Airport	Lititz	PA	
Eastern	AEA	RDG	Reading Municipal Airport	Reading	PA	
Eastern	AEA	PIT	Greater Pittsburgh International	Pittsburgh	PA	
Eastern	AEA	DCA	Reagan National Airport	Arlington	VA	
Eastern	AEA	RIC	Byrd International Airport	Richmond	VA	
Eastern	AEA	ROA	Roanoke Regional Airport	Roanoke	VA	

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Eastern	AEA	IAD	Washington-Dulles International	Chantilly	VA	
Eastern	AEA	PHF	Patrick Henry International Airport	Newport News	VA	
Region 4						
Eastern	ASO	BFM	Mobile Downtown Airport	Mobile	AL	
Eastern	ASO	BHM	Birmingham International Airport	Birmingham	AL	
Eastern	ASO	MGM	Dannelly Field	Hope Hull	AL	
Eastern	ASO	DHN	Dothan Airport/Napier Field	Dothan	AL	Yes
Eastern	ASO	SFB	Orlando Sanford Airport	Sanford	FL	
Eastern	ASO	TPA	Tampa International Airport	Tampa	FL	
Eastern	ASO	EYW	Key West International Airport	Key West	FL	Yes
Eastern	ASO	DAB	Daytona Beach Regional Airport	Daytona Beach	FL	
Eastern	ASO	FLL	Fort Lauderdale International	Ft. Lauderdale	FL	Yes
Eastern	ASO	GNV	Gainesville Municipal Airport	Gainesville	FL	Yes
Eastern	ASO	PBI	Palm Beach International Airport	W. Palm Bch	FL	Yes
Eastern	ASO	JAX	Jacksonville International Airport	Jacksonville	FL	
Eastern	ASO	MCO	Orlando International Airport	Orlando	FL	
Eastern	ASO	MIA	Miami International Airport	Miami	FL	
Eastern	ASO	PNS	Pensacola Regional Airport	Pensacola	FL	Yes
Eastern	ASO	ORL	Orlando Executive Airport	Orlando	FL	Yes
Eastern	ASO	SRQ	Sarasota-Bradenton Airport	Sarasota	FL	Yes
Eastern	ASO	VRB	Vero Beach Municipal Airport	Vero Beach	FL	
Eastern	ASO	FMY	Page Field	Fort Myers	FL	Yes
Eastern	ASO	FXE	Fort Lauderdale Executive Airport	Ft. Lauderdale	FL	
Eastern	ASO	MLB	Melbourne Regional Airport	Melbourne	FL	
Eastern	ASO	AGS	Bush Field Municipal Airport	Augusta	GA	Yes
Eastern	ASO	CSG	Columbus Metro Airport	Columbus	GA	
Eastern	ASO	FTY	Fulton County Airport/Brown Field	Atlanta	GA	Yes
Eastern	ASO	SAV	Savannah International Airport	Savannah	GA	
Eastern	ASO	ATL	Atlanta Hartsfield Airport	Hapeville	GA	Yes
Eastern	ASO	PDK	Dekalb-Peachtree Airport	Chamblee	GA	Yes
Eastern	ASO	MCN	Middle Georgia Regional Airport	Macon	GA	Yes
Eastern	ASO	CVG	Cincinnati Northern Int'l Airport	Erlanger	KY	
Eastern	ASO	SDF	Standiford Field	Louisville	KY	
Eastern	ASO	LEX	Blue Grass Airport	Lexington	KY	Yes
Eastern	ASO	LOU	Bowman Field	Louisville	KY	Yes
Eastern	ASO	PAH	Barkley Regional Airport	West Paducah	KY	Yes
Eastern	ASO	MEI	Meridian Airport	Meridian	MS	Yes
Eastern	ASO	RDU	Raleigh-Durham Intl. Airport	Raleigh	NC	Yes
Eastern	ASO	FAY	Fayetteville Reg./Grannis Field	Fayetteville	NC	Yes
Eastern	ASO	GSO	Piedmont Triad Intl. Airport	Greensboro	NC	Yes
Eastern	ASO	CLT	Charlotte-Douglas Intl. Airport	Charlotte	NC	Yes
Eastern	ASO	MYR	Myrtle Beach Jetport	Myrtle Beach	SC	Yes
Eastern	ASO	CAE	Columbia Metro Airport	W. Columbia	SC	Yes

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Eastern	ASO	CHS	Charleston International Airport	Charleston	SC	Yes
Eastern	ASO	CRE	Grand Strand Airport	N. Myrtle Bch	SC	Yes
Eastern	ASO	TRI	Tri-City Airport	Blountville	TN	Yes
Eastern	ASO	MEM	Memphis International Airport	Memphis	TN	Yes
Eastern	ASO	BNA	Nashville International Airport	Nashville	TN	Yes
Region 5						
Central	AGL	ALN	St. Louis Regional Airport	East Alton	IL	
Central	AGL	BMI	Bloomington-Normal Airport	Bloomington	IL	Yes
Central	AGL	CMI	University of Illinois - Willard Airport	Savoy	IL	
Central	AGL	DEC	Decatur Airport	Decatur	IL	
Central	AGL	ORD	O'Hare International Airport	Chicago	IL	
Central	AGL	PWK	Palwaukee Airport	Wheeling	IL	
Central	AGL	EVV	Dress Regional Airport	Evansville	IN	
Central	AGL	ARB	Ann Arbor Municipal Airport	Ann Arbor	MI	Yes
Central	AGL	AZO	Kalamazoo/Battle Creek Intl. Airport	Kalamazoo	MI	
Central	AGL	DET	Detroit City Airport	Detroit	MI	
Central	AGL	FNT	Bishop International Airport	Flint	MI	
Central	AGL	LAN	Capital City Airport	Lansing	MI	
Central	AGL	MKG	Muskegon County Airport	Muskegon	MI	
Central	AGL	PTK	Oakland/Pontiac Airport	Waterford	MI	
Central	AGL	DLH	Duluth International Airport	Duluth	MN	
Central	AGL	STP	St. Paul Downtown Airport	Saint Paul	MN	
Central	AGL	MFD	Mansfield-Lahm Airport	Mansfield	OH	Yes
Central	AGL	YNG	Youngstown-Warren Reg. Airport	Youngstown	OH	
Central	AGL	GRB	Austin Straubel Intl. Airport	Green Bay	WI	
Central	AGL	JVL	Rock County Airport	Janesville	WI	
Central	AGL	MKE	General Mitchell Intl. Airport	Milwaukee	WI	
Central	AGL	MSN	Dane County Regional Airport	Madison	WI	
Region 6						
Central	ASW	FSM	Ft. Smith Municipal Airport	Fort Smith	AR	
Central	ASW	FYV	Drake Field	Fayetteville	AR	Yes
Central	ASW	LIT	Adams Field	Little Rock	AR	Yes
Central	ASW	BTR	Baton Rouge Metro/Ryan Field	Baton Rouge	LA	Yes
Central	ASW	LFT	Lafayette Regional Airport	Lafayette	LA	Yes
Central	ASW	NEW	Lakefront Airport	New Orleans	LA	Yes
Central	ASW	FMN	Four Corners Regional Airport	Farmington	NM	Yes
Central	ASW	OKC	Will Rogers World Airport	Oklahoma City	OK	Yes
Central	ASW	ADS	Addison Airport	Addison	TX	
Central	ASW	BPT	Jefferson County Airport	Beaumont	TX	
Central	ASW	BRO	Brownsville International	Brownsville	TX	Yes
Central	ASW	BSM	Austin Bergstrom International	Austin	TX	
Central	ASW	CLL	Easterwood Airport	College Stn.	TX	Yes

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Central	ASW	CRP	Corpus Christi International	Corpus Christi	TX	
Central	ASW	DWH	David Wayne Hooks Mem. Airport	Spring	TX	
Central	ASW	ELP	El Paso International Airport	El Paso	TX	Yes
Central	ASW	LBB	Lubbock International Airport	Lubbock	TX	Yes
Central	ASW	MAF	Midland International Airport	Midland	TX	Yes
Central	ASW	MFE	Miller International Airport	McAllen	TX	Yes
Central	ASW	SAT	San Antonio International Airport	San Antonio	TX	Yes
Region 7						
Central	ACE	ALO	Waterloo Municipal Airport	Waterloo	IA	Yes
Central	ACE	CID	Cedar Rapids Municipal Airport	Cedar Rapids	IA	Yes
Central	ACE	DBQ	Dubuque Municipal Airport	Dubuque	IA	Yes
Central	ACE	DSM	Des Moines Municipal Airport	Des Moines	IA	Yes
Central	ACE	FOE	Forbes Field	Topeka	KS	
Central	ACE	ICT	Wichita Mid Continent Airport	Wichita	KS	Yes
Central	ACE	OJC	Johnson County Executive Airport	Olathe	KS	Yes
Central	ACE	SLN	Salina Municipal Airport	Salina	KS	
Central	ACE	TOP	Phillip Billard Municipal Airport	Topeka	KS	Yes
Central	ACE	MCI	Kansas City International Airport	Kansas City	MO	Yes
Central	ACE	MKC	Kansas City Downtown	Kansas City	MO	Yes
Central	ACE	STL	Lambert International Airport (NEW)	Bridgeton	MO	Yes
Central	ACE	SUS	Spirit of St Louis Airport	Chesterfield	MO	Yes
Central	ACE	GRI	Central Nebraska Regional Airport	Grand Island	NE	Yes
Region 8						
Western	ANM	ASE	Aspen-Pitken County Airport	Aspen	CO	
Western	ANM	COS	Colorado Springs Municipal	Col. Springs	CO	
Western	ANM	PUB	Pueblo Memorial Airport	Pueblo	CO	
Western	ANM	BIL	Logan International Airport	Billings	MT	
Western	ANM	GTF	Great Falls International Airport	Great Falls	MT	
Western	ANM	HLN	Helena Regional Airport	Helena	MT	
Central	AGL	BIS	Bismark Municipal Airport	Bismark	ND	
Central	AGL	GFK	Grand Forks International Airport	Grand Forks	ND	
Central	AGL	FSD	Joe Foss Field	Sioux Falls	SD	
Central	AGL	RAP	Rapid City Regional Airport	Rapid City	SD	
Western	ANM	OGD	Ogden Municipal Airport	Ogden	UT	Yes
Western	ANM	CPR	Natrona County Intl. Airport	Casper	WY	
Region 9						
Western	AWP	PHX	Sky Harbor International Airport (Old)	Phoenix	AZ	
Western	AWP	PHX	* Sky Harbor International Airport (New)	Phoenix	AZ	
Western	AWP	GCN	Grand Canyon Nat'l Park Airport	Grand Canyon	AZ	
Western	AWP	DVT	Deer Valley Airport	Phoenix	AZ	Yes
Western	AWP	LAX	Los Angeles International Airport	Los Angeles	CA	

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Western	AWP	APC	Napa County Airport	Napa	CA	
Western	AWP	BFL	Meadows Field	Bakersfield	CA	
Western	AWP	CCR	Buchanan Field	Concord	CA	
Western	AWP	CRQ	McClellan-Palomar Airport	Carlsbad	CA	Yes
Western	AWP	LGB	Long Beach Airport	Long Beach	CA	
Western	AWP	LVK	Livermore Municipal Airport	Livermore	CA	
Western	AWP	MRY	Monterey Peninsula Airport	Monterey	CA	
Western	AWP	RHV	Reid-Hillview Apt./Santa Clara Co.	San Jose	CA	
Western	AWP	SBA	Santa Barbara Municipal Airport	Goleta	CA	Yes
Western	AWP	SBP	San Luis Obispo	San Luis Obis.	CA	
Western	AWP	SJC	San Jose International Airport	Santa Clara	CA	
Western	AWP	SNS	Salinas Municipal Airport	Salinas	CA	
Western	AWP	VNY	Van Nuys Airport	Van Nuys	CA	
Western	AWP	WJF	General Fox Airport	Lancaster	CA	Yes
Western	AWP	HNL	Honolulu International Airport	Honolulu	HI	
Western	AWP	KOA	Keahole-Kona Intl. Airport	Kailua Kona	HI	Yes
Western	AWP	LAS	McCarren International	Las Vegas	NV	
Western	AWP	VGT	North Las Vegas Air Terminal	Las Vegas	NV	
Region 10						
Western	AAL	AKN	King Salmon Airport	King Salmon	AK	Yes
Western	AAL	ANC	Ted Stevens International Airport	Anchorage	AK	
Western	AAL	BET	Bethel Airport	Bethel	AK	Yes
Western	AAL	ENA	Kenai Municipal Airport	Kenai	AK	Yes
Western	AAL	FAI	Fairbanks International Airport	Fairbanks	AK	Yes
Western	AAL	MRI	Merrill Field Municipal Airport (NEW)	Anchorage	AK	
Western	ANM	LWS	Lewiston-Nez Perce Airport	Lewiston	ID	Yes
Western	ANM	PIH	Pocatello Municipal Airport	Pocatello	ID	Yes
Western	ANM	TWF	Twin Falls-Sun Valley Airport	Twin Falls	ID	Yes
Western	ANM	HIO	Portland-Hillsboro Airport	Hillsboro	OR	
Western	ANM	SLE	Salem-McNary Field	Salem	OR	Yes
Western	ANM	ALW	Walla Walla City-County Airport	Walla Walla	WA	Yes
Western	ANM	BFI	Boeing Fld./King Co. Intl. Apt.	Seattle	WA	
Western	ANM	PAE	Paine Field	Everett	WA	
Western	ANM	SEA	Seattle-Tacoma Intl. Airport	Seattle	WA	
Western	ANM	TIW	Tacoma Narrows Airport	Gig Harbor	WA	Yes
Western	ANM	YKM	Yakima Municipal Airport	Yakima	WA	Yes

Appendix C: List of FAA Non-Certified ACTCs by Region

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Region 1						
Eastern	ANE	HVN	Tweed-New Haven Airport	New Haven	CT	Yes
Eastern	ANE	BOS	Logan International Airport	E. Boston	MA	
Region 2						
Eastern	AEA	CDW	Essex County Airport	Fairfield	NJ	Yes
Eastern	AEA	MMU	Morristown Municipal Airport	Morristown	NJ	
Eastern	AEA	TEB	Teterboro Airport	Teterboro	NJ	Yes
Eastern	AEA	ALB	Albany County Airport (NEW)	Albany	NY	
Eastern	AEA	BGM	Binghamton Regional /Link Field	Johnson City	NY	
Eastern	ASO	SJU	Puerto Rico International Airport	Carolina	PR	
Eastern	AEA	BUF	Greater Buffalo International	Cheektowaga	NY	
Eastern	AEA	ELM	Elmira-Corning Regional Airport	Horseheads	NY	
Eastern	AEA	HPN	Westchester County Airport	White Plains	NY	
Eastern	AEA	ITH	Tompkins County Airport	Ithaca	NY	Yes
Eastern	AEA	LGA	La Guardia Airport	Flushing	NY	
Eastern	AEA	POU	Dutchess County Airport	Wappingers Falls	NY	Yes
Eastern	AEA	ROC	Rochester-Monroe County Airport	Rochester	NY	
Eastern	ASO	STX	Henry Rohlsen Airport	St. Croix	VI	Yes
Region 3						
Eastern	AEA	ADW	Andrews AFB	Camp Springs	MD	
Eastern	AEA	BWI	Baltimore-Washington International	Baltimore	MD	
Eastern	AEA	HGR	Hagerstown-Washington Co Reg	Hagerstown	MD	Yes
Eastern	AEA	ABE	Lehigh Valley Airport	Allentown	PA	
Eastern	AEA	AGC	Allegheny County Airport	West Mifflin	PA	
Eastern	AEA	AVP	Wilkes Barre/Scranton Airport	Avoca	PA	
Eastern	AEA	CXY	Capital City Airport	Middletown	PA	
Eastern	AEA	ERI	Erie International Airport	Erie	PA	
Eastern	AEA	MDT	Harrisburg International Airport	Middletown	PA	
Eastern	AEA	PHL	Philadelphia International	Philadelphia	PA	
Eastern	AEA	PNE	Northeast Philadelphia Airport	Philadelphia	PA	Yes
Eastern	AEA	CHO	Charlottesville-Albemarle Airport	Charlottesville	VA	Yes
Eastern	AEA	HEF	Manassas Municipal Airport	Manassas	VA	
Eastern	AEA	ORF	Norfolk International Airport	Virginia Beach	VA	
Eastern	AEA	CKB	Benedum Airport	Clarksburg	WV	Yes
Eastern	AEA	CRW	Yeager Airport	Charleston	WV	
Eastern	AEA	HTS	Tri-State Airport	Ceredo	WV	
Eastern	AEA	LWB	Greenbrier Valley Airport	Lewisburg	WV	Yes
Eastern	AEA	MGW	Morgantown Municipal Airport	Morgantown	WV	Yes
Eastern	AEA	PKB	Wood County Airport	Williamstown	WV	

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Region 4						
Eastern	ASO	HSV	Huntsville Intl./Jones Field	Huntsville	AL	Yes
Eastern	ASO	MOB	Bates Field	Mobile	AL	Yes
Eastern	ASO	TCL	Tuscaloosa Regional Airport	Tuscaloosa	AL	Yes
Eastern	ASO	CRG	Craig Municipal Airport	Jacksonville	FL	Yes
Eastern	ASO	FPR	St. Lucie County Intl. Airport	Fort Pierce	FL	Yes
Eastern	ASO	HWO	North Perry Airport	Hollywood	FL	Yes
Eastern	ASO	OPF	Opa -Locka Airport	Opa-Locka	FL	Yes
Eastern	ASO	PFN	Bay County Airport	Panama City	FL	Yes
Eastern	ASO	PIE	St. Petersburg-Clearwater Airport	St. Petersburg	FL	Yes
Eastern	ASO	RSW	Southwest Florida Intl. Airport	Fort Myers	FL	
Eastern	ASO	SPG	Albert Whitted Airport	St. Petersburg	FL	Yes
Eastern	ASO	TLH	Tallahassee Regional Airport	Tallahassee	FL	
Eastern	ASO	TMB	Kendall-Tamiami Airport	Miami	FL	Yes
Eastern	ASO	ABY	Southwest Georgia Regional Airport	Albany	GA	Yes
Eastern	ASO	AHN	Athens/Ben Epps Airport	Athens	GA	Yes
Eastern	ASO	OWB	Owensboro-Daviess Co. Airport	Owensboro	KY	
Eastern	ASO	GLH	Mid Delta Regional Airport	Greenville	MS	Yes
Eastern	ASO	GPT	Gulfport-Biloxi Regional Airport	Gulfport	MS	Yes
Eastern	ASO	HKS	Hawkins Field	Jackson	MS	Yes
Eastern	ASO	JAN	Jackson Intl./Thompson Field	Jackson	MS	Yes
Eastern	ASO	AVL	Asheville Regional Airport	Asheville	NC	
Eastern	ASO	ILM	New Hanover County Airport	Wilmington	NC	Yes
Eastern	ASO	ISO	Kinston Regional/Stallings Field	Kinston	NC	Yes
Eastern	ASO	FLO	Florence Regional Airport	Florence	SC	Yes
Eastern	ASO	GSP	Greenville-Spartanburg Airport	Greer	SC	Yes
Eastern	ASO	CHA	Lovell Field	Chattanooga	TN	Yes
Eastern	ASO	TYS	McGhee Tyson Airport	Knoxville	TN	Yes
Region 5						
Central	AGL	ARR	Aurora Municipal Airport	Sugar Grove	IL	Yes
Central	AGL	CPS	St. Louis Downtown/Parks Airport	Cahokia	IL	
Central	AGL	DPA	DuPage Airport	West Chicago	IL	
Central	AGL	MDH	Southern Illinois Airport	Carbondale	IL	Yes
Central	AGL	MDW	Midway Airport	Chicago	IL	
Central	AGL	MLI	Quad-City Airport	Moline	IL	
Central	AGL	MWA	Williamson County Airport	Marion	IL	Yes
Central	AGL	PIA	Greater Peoria Airport	Peoria	IL	
Central	AGL	RFD	Greater Rockford Airport	Rockford	IL	
Central	AGL	SPI	Capital Airport	Springfield	IL	
Central	AGL	UGN	Waukegan Airport	Waukegan	IL	
Central	AGL	FWA	Fort Wayne Municipal Airport	Fort Wayne	IN	
Central	AGL	HUF	Hulman Regional Airport	Terre Haute	IN	
Central	AGL	IND	Indianapolis International Airport	Indianapolis	IN	

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Central	AGL	LAF	Purdue University Airport	Lafayette	IN	Yes
Central	AGL	SBN	Michiana Regional Airport	South Bend	IN	
Central	AGL	DTW	Detroit Metro Airport	Detroit	MI	
Central	AGL	GRR	Kent County International Airport	Grand Rapids	MI	
Central	AGL	MBS	Tri-City Airport	Freeland	MI	
Central	AGL	TVC	Cherry Capital Airport	Traverse City	MI	Yes
Central	AGL	YIP	Willow Run Airport	Belleville	MI	Yes
Central	AGL	FCM	Flying Cloud Airport	Eden Prairie	MN	
Central	AGL	MIC	Crystal Airport	Minneapolis	MN	
Central	AGL	MSP	Minneapolis-St. Paul Intl. Airport	Minneapolis	MN	
Central	AGL	RST	Rochester Municipal Airport	Rochester	MN	
Central	AGL	CAK	Akron-Canton Regional Airport	North Akron	OH	
Central	AGL	CGF	Cuyahoga County Airport	Richmond Hgts	OH	Yes
Central	AGL	CLE	Cleveland-Hopkins Intl. Airport	Cleveland	OH	
Central	AGL	CMH	Port Columbus Intl. Airport	Columbus	OH	
Central	AGL	DAY	Dayton Cox International Airport	Dayton	OH	
Central	AGL	OSU	Ohio State University Airport	Columbus	OH	
Central	AGL	TOL	Toledo Express Airport	Swanton	OH	
Central	AGL	ATW	Outagamie County Airport	Appleton	WI	Yes
Central	AGL	OSH	Wittman Regional Airport	Oshkosh	WI	
Region 6						
Central	ASW	TXK	Texarkana Regional/Webb Field	Texarkana	AR	Yes
Central	ASW	ESF	Esler Regional Airport	Alexandria	LA	Yes
Central	ASW	HUM	Houma-Terrebonne Airport	Houma	LA	
Central	ASW	LCH	Lake Charles Regional Airport	Lake Charles	LA	Yes
Central	ASW	MLU	Monroe Regional Airport	Monroe	LA	
Central	ASW	MSY	New Orleans Intl./ Moisant Field	New Orleans	LA	Yes
Central	ASW	SHV	Shreveport Regional Airport	Shreveport	LA	Yes
Central	ASW	ABQ	Albuquerque International Airport	Albuquerque	NM	Yes
Central	ASW	ROW	Roswell Industrial Air Center	Roswell	NM	
Central	ASW	WDG	Enid-Woodring Municipal Airport	Enid	OK	Yes
Central	ASW	LAW	Lawton Municipal Airport	Lawton	OK	Yes
Central	ASW	RVS	Riverside/R. L. Jones, Jr. Airport	Tulsa	OK	Yes
Central	ASW	TUL	Tulsa International Airport	Tulsa	OK	
Central	ASW	ABI	Abilene Regional Airport	Abilene	TX	
Central	ASW	AMA	Amarillo International Airport	Amarillo	TX	Yes
Central	ASW	DAL	Love Field	Dallas	TX	Yes
Central	ASW	DFW	Dallas-Ft. Worth (Center)	Dallas/Ft. Worth	TX	Yes
Central	ASW	MA2	Dallas-Ft. Worth (East)	Dallas/Ft. Worth	TX	Yes
Central	ASW	MB2	Dallas-Ft. Worth (West)	Dallas/Ft. Worth	TX	Yes
Central	ASW	FTW	Meacham Field	Fort Worth	TX	
Central	ASW	AFW	Alliance Airport	Ft. Worth	TX	Yes
Central	ASW	HRL	Valley International Airport	Harlingen	TX	Yes
Central	ASW	HOU	William P. Hobby Airport	Houston	TX	

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Central	ASW	IAH	Houston Intercontinental Airport	Houston	TX	Yes
Central	ASW	LRD	Laredo International Airport	Laredo	TX	
Central	ASW	GGG	Gregg Count Airport	Longview	TX	Yes
Central	ASW	ACT	Waco Regional Airport	Waco	TX	Yes
Region 7						
Central	ACE	SUX	Sioux Gateway Municipal Airport	Sioux City	IA	Yes
Central	ACE	COU	Columbia Regional Airport	Ashland	MO	Yes
Central	ACE	JLN	Joplin Municipal Airport	Joplin	MO	Yes
Central	ACE	SGF	Springfield-Branson Reg. Airport	Springfield	MO	Yes
Central	ACE	LNK	Lincoln Municipal Airport	Lincoln	NE	Yes
Central	ASO	OMA	Eppley Airfield	Omaha	NE	Yes
Region 8						
Western	ANM	APA	Centennial Airport (Arapahoe)	Englewood	CO	
Western	ANM	BJC	Jefferson County Airport	Broomfield	CO	
Western	ANM	DEN	Denver International Airport	Denver	CO	
Western	ANM	GJT	Walker Field	Grand Junction	CO	
Central	AGL	FAR	Hector Airport	Fargo	ND	
Central	AGL	MOT	Minot International Airport	Minot	ND	Yes
Western	ANM	SLC	Salt Lake City International Airport	Salt Lake City	UT	
Region 9						
Western	AWP	TUT	Pago Pago International Airport	Tafuna	AS	
Western	AWP	FLG	Pulliam Airport	Flagstaff	AZ	Yes
Western	AWP	GYR	Phoenix-Goodyear Municipal	Goodyear	AZ	
Western	AWP	FFZ	Falcon Field	Mesa	AZ	Yes
Western	AWP	PRC	Love Field	Prescott	AZ	Yes
Western	AWP	SDL	Scottsdale Municipal Airport	Scottsdale	AZ	Yes
Western	AWP	TUS	Tuscon International Airport	Tuscon	AZ	Yes
Western	AWP	BUR	Burbank-Glendale Pasadena Apt.	Burbank	CA	Yes
Western	AWP	CMA	Camarillo Municipal Airport	Camarillo	CA	Yes
Western	AWP	CIC	Chico Municipal Airport	Chico	CA	Yes
Western	AWP	CNO	Chino Airport	Chino	CA	Yes
Western	AWP	SNA	John Wayne Airport	Costa Mesa	CA	
Western	AWP	SEE	Gillespie Field	El Cajon	CA	
Western	AWP	EMT	El Monte Airport	El Monte	CA	
Western	AWP	FAT	Fresno Yosemite International	Fresno	CA	
Western	AWP	HWD	Hayward Air Terminal	Hayward	CA	
Western	AWP	MYF	Montgomery Field	Kearny Mesa	CA	
Western	AWP	POC	Brackett Airport	La Verne	CA	
Western	AWP	MOD	Modesto City-Co./Sham Field	Modesto	CA	
Western	AWP	OAK	Oakland International Airport	Oakland	CA	
Western	AWP	OAKA	Oakland International Airport (A)	Oakland	CA	
Western	AWP	ONT	Ontario International Airport	Ontario	CA	

FAA Service Area by Region	FAA Region	LOC ID	Facility Name	Location	State	Variance Submitted
Western	AWP	SDM	Brown Field	Otay Mesa	CA	
Western	AWP	OXR	Oxnard Airport	Oxnard	CA	Yes
Western	AWP	PSP	Palm Springs Regional Airport	Palm Springs	CA	
Western	AWP	PAO	Palo Alto-Santa Clara Co. Airport	Palo Alto	CA	
Western	AWP	RDD	Redding Municipal Airport	Redding	CA	Yes
Western	AWP	RAL	Riverside Municipal	Riverside	CA	
Western	AWP	SMF	Sacramento International Airport	Sacramento	CA	
Western	AWP	SQL	San Carlos Airport	San Carlos	CA	
Western	AWP	SAN	Lindbergh Field	San Diego	CA	Yes
Western	AWP	SFO	San Francisco Intl. Airport	San Francisco	CA	
Western	AWP	SMX	Santa Maria Public Airport	Santa Maria	CA	Yes
Western	AWP	SMO	Santa Monica Municipal Airport	Santa Monica	CA	
Western	AWP	STS	Sonoma County Airport	Santa Rosa	CA	
Western	AWP	TVL	Lake Tahoe Airport	South Lake Tahoe	CA	
Western	AWP	SCK	Stockton Metro Airport	Stockton	CA	
Western	AWP	TOA	Torrance Municipal Airport	Torrance	CA	
Western	AWP	GUM	Guam International Airport	Maite	GU	
Western	AWP	ITO	Hilo International/Lyman Field	Hilo	HI	Yes
Western	AWP	LIH	Lihue Airport	Kauai	HI	
Western	AWP	OGG	Kahului Airport (Maui)	Maui	HI	
Western	AWP	MKK	Molokai Airport	Molokai	HI	Yes
Western	AWP	RNO	Reno Cannon International Airport	Reno	NV	
Western	AWP	KWA	Bucholz AFB	Kwajalein Island	PC	Removed
Region 10						
Western	AAL	ADQ	Kodiak State Airport	Kodiak	AK	Yes
Western	ANM	BOI	Boise Air Terminal/Gowen Field	Boise	ID	
Western	AAL	JNU	Juneau International Airport	Juneau	AK	
Western	ANM	EUG	Mahlon-Sweet Airport	Eugene	OR	
Western	ANM	LMT	Klamath Falls Intl./Kingsley Field	Klamath Falls	OR	
Western	ANM	PDX	Portland International Airport	Portland	OR	
Western	ANM	RDM	Roberts Field	Redmond	OR	
Western	ANM	BLI	Bellingham International Airport	Bellingham	WA	
Western	ANM	GEG	Spokane International Airport	Spokane	WA	
Western	ANM	MWH	Grant County Airport	Moses Lake	WA	
Western	ANM	OLM	Olympia Municipal Airport	Olympia	WA	Yes
Western	ANM	PSC	Tri-Cities Airport	Pasco	WA	Yes
Western	ANM	SFF	Felts Field	Spokane	WA	

Appendix D: List of Alternative B Towers

Region 1

Bradley International Airport – Windsor Locks, CT

Region 2

Newark International Airport – Newark, NJ
J.F. Kennedy International – Jamaica, NY

Region 4

Birmingham International Airport – Birmingham, AL
Sarasota-Bradenton Airport – Sarasota, FL
Bush Field Municipal Airport – Augusta, GA
Savannah International Airport – Savannah, GA
Fayetteville Regional/Grannis Field – Fayetteville, NC
Piedmont Triad Intl. Airport – Greensboro, NC
Tri-City Airport – Blountville, TN

Region 5

O'Hare International Airport – Chicago, IL

Region 6

Will Rogers World Airport – Oklahoma City, OK
San Antonio International Airport – San Antonio, TX

Region 10

Fairbanks International Airport – Fairbanks, AK
Seattle-Tacoma Intl. Airport – Seattle, WA

Appendix E: FAA Points of Contact

FAA Eastern Service Area (ESA) – Includes 21 Eastern States and Puerto Rico

Alabama	Maine	New York	Tennessee
Connecticut	Maryland	North Carolina	Vermont
Delaware	Massachusetts	Pennsylvania	Virginia
Florida	Mississippi	Puerto Rico	West Virginia
Georgia	New Hampshire	Rhode Island	
Kentucky	New Jersey	South Carolina	

FAA ESA Fire/Life Safety Contacts

1. Patti Tilson 404-305-6598, 404-216-2275
2. Reggie Ruller 404-305-6566, 404-216-2277
3. Charles Bragdon 202-267-8692, 202-355-3740
4. Bill Cooper 404-305-6569, 404-276-0068
5. Jeff Curtis 202-646-2281, 202-431-2307

FAA Central Service Area (CSA) – Includes 16 Central States

Arkansas	Kansas	Missouri	Oklahoma
Illinois	Louisiana	Nebraska	South Dakota
Indiana	Michigan	North Dakota	Texas
Iowa	Minnesota	Ohio	Wisconsin

FAA CSA Fire/Life Safety Contacts

1. David Williams 817-222-4741, 913-220-9351
2. Tom Allan 817-222-4729, 817-909-6766
3. Charles Bragdon 202-267-8692, 202-355-3740
4. Bill Cooper 404-305-6569, 404-276-0068
5. Jeff Curtis 202-646-2281, 202-431-2307

FAA Western Service Area (WSA) Includes 13 Western States

Alaska	Hawaii	New Mexico	Wyoming
Arizona	Idaho	Oregon	
California	Montana	Utah	
Colorado	Nevada	Washington	

FAA WSA Fire/Life Safety Contacts

1. David J. Powers 425-227-1552, 253-208-7337
2. Vincent Collins 425-227-1633, 425-466-1096
3. Charles Bragdon 202-267-8692, 202-355-3740
4. Bill Cooper 404-305-6569, 404-276-0068
5. Jeff Curtis 202-646-2281, 202-431-2307

Appendix F: Hazard Alert Letter Template

{Letterhead/Area Office Information}

Note: This letter must be adapted to the specific circumstances noted in each inspection. The letter below is an example of the type of letter that will be appropriate in some circumstances. If the agency has implemented, or is in the process of implementing efforts to address problem conditions, those efforts should be recognized and encouraged, if appropriate.

{Date}

{Address:

Federal Aviation Administration

Site Manager

Location site}

*{Attention: FAA Regional Safety and Health Manager
Location}*

Dear Mr/Mrs/Ms {Name}:

An inspection of your workplace at *{Location}* on *{Date}* revealed that employees are exposed to hazards associated with *{Description of hazards}*.

Our inspection found that you have not developed or implemented measures to protect employees from *{name hazard}*. The employees *{at the location}* are exposed to *{Describe the defect}*.

At this time, we do not consider it appropriate to invoke the General Duty Clause or Basic Program 29 CFR 1960.8(a), Elements for Federal Employees Occupational Safety and Health Administration. However, in the interest of workplace safety and health, I recommend that you voluntarily take the necessary steps to eliminate or materially reduce your employees' exposure to *{name hazard}*. Feasible methods to protect employees from *{name of injury or illness}* may include, but are not limited to, the following:

e.g.: {Describe feasible abatement}

For general guidance and recommended control measures, please refer to OSHA's website at <http://www.osha.gov/SLTC/firesafety/index.html>

If you have any questions, please feel free to call **{Area Director}** at **{Phone Number}**

Sincerely,

{Name}, Area Director
{Area Office}

Attachments: *{List Resources}*