

ERRATA SHEET

SUBJECT: FAA Order JO 7210.3X, Facility Operation and Administration, effective February 9, 2012.

This errata sheet transmits revised pages to the subject order.

REMOVE PAGES	DATED	INSERT PAGES	DATED
4-6-1 and 4-6-2	2/9/12	4-6-1 and 4-6-2	2/9/12
17-5-7 and 17-5-8	2/9/12	17-5-7 and 17-5-8	2/9/12
19-7-3 and 19-7-4	2/9/12	19-7-3 and 19-7-4	2/9/12
BG-11 and BG-12	2/9/12	BG-11 and BG-12	2/9/12

Attachment

Section 6. Records

4-6-1. FACILITY RECORDS MANAGEMENT

Manage facility records in accordance with FAAO 1350.15, Records Organization, Transfer, and Destruction Standards.

4-6-2. COLLECTION OF OPERATIONAL DATA

a. Air traffic managers are responsible only for the routine collection and reporting of basic operational information as authorized in this order or by the appropriate service unit. Collection of any data must be considered a secondary function and must not interfere with the accomplishment of operational duties.

b. Air traffic managers must not permit their facilities to participate in special studies and surveys nor agree to the use of facility personnel to tabulate, prepare, or forward to outside organizations or parties any special summaries, abstracts, reports, or aeronautical data unless approved in advance by the Service Area office.

4-6-3. FORMS PREPARATION

a. Exercise care when preparing forms to ensure neatness and accuracy. The forms are a part of the facility's permanent records and subject to review by authorized personnel or agencies.

b. Except as in subpara c, do not erase, strikeover, or make superfluous marks or notations. When it is necessary to correct an entry, type or draw a single horizontal line through the incorrect data, initial that part of the entry, and then enter the correct data.

c. When using an automated Form 7230-4, grammatical and spelling errors may be corrected by use of delete or type-over functions. Substantive changes in contents of remarks should be accomplished by a subsequent or delayed entry. If the computer software used contains a strikeout feature, this feature may be used.

d. Authorized FAA abbreviations and phrase contractions should be used.

e. New daily forms must be put into use at the start of each day's business.

4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

a. Completion of FAA Form 7230-4, Daily Record of Operation. Using agency-approved automation methods to complete FAA Form 7230-4 is preferred to using manual methods.

1. Each air traffic facility must use the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program to complete an automated version of FAA Form 7230-4.

2. Where currently in use, facilities and/or TMUs may continue to use the NTML to complete an automated version of the FAA Form 7230-4.

NOTE-

A National Workgroup has been established to develop methods to exchange pertinent data between CEDAR and NTML that is needed to complete FAA Form 7230-4. This method will enable a single method of completing an automated version of the FAA Form 7230-4 while maintaining the unique program functionality capability of both CEDAR/NTML programs.

3. If an automated method is not available to complete FAA form 7230-4, the facility and or traffic management unit must manually complete the form. An example of the Daily Record of Facility Operation follows this section. (See FIG 4-6-1.)

b. The use of FAA Form 7230-4 for individual position assignments is authorized only for the STMCIC, FLMIC, OMIC, TMC, TMCIC, and CIC positions, and positions at the ATCSCC.

4-6-5. PREPARATION OF FAA FORM 7230-4

Personnel responsible for preparation of the Daily Record of Facility Operation, FAA Form 7230-4, must ensure that entries are concise, yet adequately describe the operation of the facility, including any abnormal occurrences. Prepare FAA Form 7230-4 as follows:

a. Use of a typewriter, computer printout, or ink is mandatory. Signatures or handwritten initials must be in either blue or black ink. Handwritten entries

must be printed, rather than in script. REMARKS section entries must be single-spaced.

b. Make all time entries in UTC, except that in the section titled “Personnel Log,” local time must be used for time and attendance purposes.

c. Complete the information required at the top of each form.

d. Make an appropriate notation under “Operating Position” to indicate the extent of the operation described on each form; e.g., “AM,” “All,” “Sector D3,” etc.

e. The first entry in the REMARKS section of each day’s form must indicate the employee responsible for the watch and must be used to show carry-over items. Items to be carried over from the preceding “Daily Record of Facility Operation” are those which will affect the current day’s Daily Record (e.g., equipment outages, runway or airspace status, or coordinated routes/procedures). The last entry on each day’s form must indicate the close of business (COB), consider midnight local time or facility closing time, if earlier, as the close of the day’s business.

f. Employees must sign on/off as follows:

1. When a typed or handwritten FAA Form 7230–4 is used, the employee assuming responsibility for the watch must sign on using their operating initials and must sign the certification statement at the bottom of the form.

2. When an automated FAA Form 7230–4 is used, in lieu of actually signing the form, the employee assuming responsibility for the watch must sign on using their name, e.g., “1430 J. SMITH ON.” Entering the name of the employee assuming responsibility for the watch, in lieu of entering operating initials, serves the same purpose as signing the certification statement at the bottom of the actual form. Additionally, the employee responsible for the watch at the time that the form is printed out must sign the certification statement at the bottom of the form, as when the actual FAA Form 7230–4 is used.

3. When FAA Form 7230–4 is used to indicate position responsibility, record employees initials and exact minute on/off the position.

g. Establish and post a list of equipment checks required during each watch; e.g., recorder checks, siren check, DF net check, etc. Make an entry

(“WCLC”) on FAA Form 7230–4 when the watch checklist has been completed. Notify the organization responsible for corrective action on equipment malfunctions. Record equipment malfunctions, equipment released for service, notification information and/or course of action taken to correct problem, and return of equipment to service. Facilities may establish local forms and procedures for recording and disseminating equipment malfunction and restoration information. Local forms used for recording this information are considered to be supplements to FAA Form 7230–4 and must be filed with it.

NOTE–

At facilities which are closed prior to the beginning of the new business day, changes in status can occur during nonoperational hours. If the status of equipment or other facility operations has changed from status reported on previous days’ FAA Form 7230–4, changes must be noted in Watch Checklist entry, as well as time of status change, if known (e.g., WCLC – ABC VOR RTS 0700). If necessary, place an “E” in the left margin as prescribed in para 4–6–5, Preparation of FAA Form 7230–4.

h. FAA Order 7210.56, Air Traffic Quality Assurance, defines situations requiring a Quality Assurance Review (QAR) and the procedures to be followed to accomplish the review. Promptly notify personnel responsible for conducting the review upon identifying the need for a QAR. Record QARs with the minimum detail necessary in order to identify the initiating incident (for example, unusual go-around, three/four-hour tarmac delay) and how it was identified (for example, in-flight evaluation).

1. En Route and Oceanic facilities must use the CEDAR tool to record and disseminate QARs. En Route and Oceanic facilities must also use CEDAR to document the resolutions of QARs.

2. Terminal facilities may establish local forms and procedures for recording, disseminating, and documenting the resolution of QARs. Local forms used for recording this information are considered supplements to FAA Form 7230–4 and must be filed with it.

i. Place a large letter “E” in the left hand margin beside entries on equipment malfunctions. The “E” must also be used when equipment is restored to service. The “E” is not required for facilities using local forms if procedures are established in accordance with subpara g.

c. The electronic SIR must contain the following information:

1. Airport/facility identifier.
2. Overlying ARTCC.
3. Scheduled dates/times.
4. Description of outage/project/event.
5. Operational impact.
6. Facility recall.
7. Flight check requirements.
8. Anticipated delays.
9. Anticipated TMIs.
10. Customer coordination.
11. General information.
12. Contact information.
13. Date/time of scheduled telecons.

NOTE–

SIRs cannot be viewed on the OIS by facilities or our customers until the ATCSCC has approved the content. Instructions for entering items in detail are provided on the Web site at <http://sec.faa.gov>.

d. The ATCSCC will access the SIRs on the SEC page, make modifications as necessary, and submit the SIR for dissemination. Once the ATCSCC has submitted the SIR, the information can be viewed on the intranet at <http://www.atcsc.faa.gov/ois/> on the OIS page under “System Impact Reports.”

e. Field facilities, TMUs, TMOs, MTOs, the service center OSG, and the ATCSCC must ensure that SIRs:

1. Are coordinated, developed, and submitted with as much advance notice as possible before the planned event/outage.

NOTE–

Providing the SIR in a timely manner allows our customers to more effectively plan their operation and reduce the impact to the extent practicable.

2. Do not contain sensitive security information.

17–5–14. TARMAC DELAY OPERATIONS

a. Facility Procedures. The ATCSCC, en route facilities, and affected terminal facilities must

develop procedures for handling of requests related to tarmac delays. ATMs must ensure that those procedures are in a facility directive and briefed annually. Issues to consider when developing local procedures should include:

1. What constitutes a “significant disruption” of service at that location in order to accommodate a tarmac delay aircraft. These issues vary by location and may include but are not limited to:

- (a) Accommodating a tarmac delay aircraft would require airborne holding that would result in delays of 15 minutes or more.

- (b) Use of an active runway to taxi a tarmac delay aircraft that would preclude the use of that runway for arrivals or departures and result in arrival/departure delays of 15 minutes or more.

- (c) Taxi of tarmac delay aircraft would result in placing other aircraft in jeopardy of violating the “Three/Four-Hour Tarmac Rule.”

- (d) Taxi of tarmac delay aircraft would displace departure aircraft already in a reportable delay status and result in delays in excess of an additional 15 minutes.

- (e) The taxi of a tarmac delay aircraft to the ramp, gate, or alternate deplaning area would result in a diversion or the airborne holding of more than three aircraft.

2. Operational complexity, surface operations, other arrival/departure runways, taxi routes, ramp areas, and low visibility operations.

3. Security and/or Customs concerns.

4. Local safety considerations, such as multiple runway crossings.

5. Location of alternate deplanement areas, if applicable.

6. Taxiway/runway closures and/or airport construction.

7. Notification, coordination, and investigation requirements.

- b. Requirements.

1. When a tarmac delay taxi request/deplane-ment request is received, primarily from the pilot in command:

- (a) An aircraft requesting taxi clearance for tarmac delay reasons should be issued clearance as

soon as operationally practical, unless a significant disruption of airport operations or a compromise of safety or security would result.

(b) Tower-only and tower/TRACON facilities must verbally notify the overlying facility when informed of a tarmac delay request. Requests to taxi for deplanement related to the “Three/Four-Hour Tarmac Rule” must be documented on FAA Form 7230-4 as a QAR, indicating the time the request was made. Additionally, at those facilities equipped with NTML, utilize the program to forward the information to the TRACON/ARTCC/ATCSCC.

(c) TRACONs must verbally notify the overlying ARTCC TMU when an airport within their geographic jurisdiction has received a tarmac delay request. “Three/Four-Hour Tarmac Rule” must be documented on FAA Form 7230-4 as a QAR, indicating the time the request was made. At facilities equipped with NTML, utilize the program to forward the information to the ARTCC/ATCSCC.

(d) ARTCCs must verbally notify the ATCSCC when an airport within their geographic jurisdiction has received a tarmac delay request. “Three/Four-Hour Tarmac Rule” must be documented on FAA Form 7230-4 as a QAR, indicating

the time the request was made. At facilities equipped with NTML, utilize the program to forward the information to the ATCSCC.

NOTE–

The QAR should be comprehensive and include, but is not limited to, ASDE data, flight progress strips, voice replay, etc.

2. When an ARTCC is notified that an aircraft has exceeded the “Three/Four-Hour Tarmac Rule,” they must notify the ROC as soon as possible; the ROC must then notify the WOC as soon as possible. Notification should include the date, time, and location of the occurrence, as well as the identification of the aircraft involved.

3. When a facility is notified that an aircraft has exceeded the “Three/Four-Hour Tarmac Rule,” all available records pertinent to that event will be retained in accordance with FAA Order JO 8020.16, paragraph 119g.

4. Consumer complaints are to be handled as follows:

(a) Refer the complainant to the appropriate airline.

(b) Do not engage in discussion with the consumer.

basis for the disapproval. The regional ATO Service Area Managers must inform the requestor of the disapproval and any available alternatives.

c. Aerial Demonstrations. Any request for a TFR, waiver, or authorization for an aviation event requires coordination with the appropriate ATC facility and the regional ATO Service Area Managers at least 90 days prior to the event.

1. The NOTAM request and sample NOTAM must be submitted by the FSDO to the responsible ATC facility at least 90 days in advance of the aviation event. The NOTAM must reflect the dates, times, lateral and vertical limits of the airspace specified on the Certificate of Waiver or Authorization Application (FAA Form 7711-1).

2. The ATC facility coordinates the request with the regional ATO Service Area Managers.

3. The regional ATO Service Area Managers will review the request, and if it meets the criteria in accordance with 14 CFR Section 91.145, forward their recommendation and all applicable information (including the signed, written request from the originator) to the Airspace and Rules Manager at least 30-days prior to the event.

4. If approved by the Airspace and Rules Manager, the NOTAM will be forwarded to the U.S. NOTAM Office for publication. If at all possible, other means will be utilized to disseminate the information. (Class II publication, Airport/Facility Directory, AOPA website, etc.)

5. If the TFR is not approved as requested, the Airspace and Rules Manager must inform the regional ATO Service Area Managers, indicating the basis for the disapproval. The Regional ATO Service Area Managers must inform the requestor of the disapproval and any available alternatives.

19-7-6. SPECIAL TRAFFIC MANAGEMENT PROGRAM GUIDELINES

Each regional ATO Service Area Manager is responsible for the drafting of special traffic management plans for the management of aircraft operations in the vicinity of aerial demonstrations and major sporting events. Accordingly, the ATO Service Area Managers, in concert with the affected facility personnel, must:

a. Consider the following when developing procedures for managing aircraft operations in the vicinity of aerial demonstrations and open-air assembly major sporting events:

1. Refer to Chapter 17, Traffic Management National, Center, and Terminal, of this order for additional guidelines regarding special traffic management programs.

2. Consideration should be given to the number and types of aircraft involved in the operation (e.g., non-radio equipped aircraft).

3. Procedures should specify the minimum airspace/altitude requirements to manage aircraft operations in the vicinity of the event.

4. Determine whether the event warrants the use of a temporary control tower.

b. Coordinate the proposed procedures with the ATO Airspace and Rules Manager, as appropriate, and forward the information to the ATO Publications.

c. Airspace and Rules Manager will disseminate the procedures to affected airspace users via:

1. The Notices to Airmen publication. If this publication is used, the required information must be sent to ATO Publications for processing, at least 60-days in advance of the event.

2. The NOTAM will be forwarded to the U.S. NOTAM Office for publication no later than 5 days prior to the event.

19-7-7. PROCESS FOR TFRs

a. When recommending the use of Section 91.145 to manage aircraft operations in the vicinity of aerial demonstrations, the following guidelines should be used:

1. Aerial demonstrations and sporting events occurring within Class B airspace areas should be handled through existing procedures, without additional restrictions. However, each situation is unique and should be addressed as such.

2. At times it may be necessary to issue restrictions to protect airspace not contained within regulated airspace. For an aerial demonstration, if any segment of the requested airspace is outside of regulated airspace, a restriction may be issued if the following criteria are met:

(a) Military aircraft are conducting aerobatic demonstrations.

(b) Civilian aircraft that operate in excess of 200 knots are conducting aerobatic demonstrations.

(c) Parachute demonstration teams are performing.

NOTE-

A Class D NOTAM (advisory NOTAM) will be issued for any aerial demonstration that does not require a TFR.

b. Restrictions issued by the Airspace and Rules Manager are regulatory actions, and all restrictions issued must consider the impact on nonparticipating aircraft operations. Accordingly, restrictions for aerial demonstrations will normally be limited to a 5 nautical mile radius from the center of the demonstration, at an altitude equal to aircraft performance, but will be no greater than the minimum airspace necessary for the management of aircraft operations in the vicinity of the specified area. Flight management restrictions for major sporting events should be implemented 1 hour before until 1 hour after each event, limited to a 1 nautical mile radius from the center of the event and 2,500 feet above the surface. Traffic management plans are to include marshalling aircraft (e.g., blimps, banner towing aircraft, media) on the periphery of these events.

19-7-8. REVISIONS AND CANCELLATIONS

a. When restrictions are necessary beyond the

published termination date/time, the regional ATO Service Area Managers must advise the Airspace and Rules Manager to ensure that a revised NOTAM and an appropriate cancellation are issued.

b. When it is obvious that the restrictions are no longer required, but no information to that effect has been received, the regional ATO Service Area Managers must take action to ascertain the status of the restrictions from the agency/person that requested the restrictions.

c. For an Aerial Demonstration- The event organizer should submit two separate requests:

1. One to the ATO Service Area Managers, at least 45 days prior to the event.

2. An application for a certificate of waiver or authorization (FAA Form 7711-2) for the restriction to the appropriate Flight Standards District Office, 90 days before the event for a civilian aerial demonstration and 120 days before the event for a military aerial demonstration.

d. For a Major Sporting Event- Submit the TFR request to the ATO Service Area Managers at least 45 days in advance of the major sporting event. The ATO Service Area Managers will assess the need for a TFR and forward their recommendation to the Airspace and Rules Manager. The Airspace and Rules Manager will determine whether a TFR is necessary and issue the TFR accordingly.

<u>Hartford, Connecticut</u> <u>Bradley International Airport– BDL</u>	X	
<u>Honolulu, Hawaii</u> <u>Honolulu International Airport– HNL</u>		X
<u>Houston, Texas</u> <u>George Bush Intercontinental/Houston Airport– IAH</u> <u>William P. Hobby Airport– HOU</u>	X	X
<u>Indianapolis, Indiana</u> <u>Indianapolis International Airport– IND</u>	X	
<u>Jacksonville, Florida</u> <u>Jacksonville International Airport– JAX</u>	X	
<u>Kahului, Hawaii</u> <u>Kahului Airport– OGG</u>	X	
<u>Kansas City, Missouri</u> <u>Kansas City International Airport– MCI</u>	X	
<u>Las Vegas, Nevada</u> <u>McCarran International Airport– LAS</u>		X
<u>Los Angeles, California</u> <u>Los Angeles International Airport– LAX</u>		X
<u>Louisville, Kentucky</u> <u>Louisville International/Standiford Field Airport– SDF</u>	X	
<u>Manchester, New Hampshire</u> <u>Manchester Airport– MHT</u>	X	
<u>Memphis, Tennessee</u> <u>Memphis International Airport– MEM</u>	X	
<u>Miami, Florida</u> <u>Miami International Airport– MIA</u>		X
<u>Milwaukee, Wisconsin</u> <u>General Mitchell International Airport– MKE</u>	X	
<u>Minneapolis, Minnesota</u> <u>Minneapolis–St. Paul International</u> <u>Wold–Chamberlain Airport– MSP</u>		X
<u>Nashville, Tennessee</u> <u>Nashville International Airport– BNA</u>	X	
<u>New Orleans, Louisiana</u> <u>Louis Armstrong New Orleans International Airport– MSY</u>	X	
<u>New York, New York</u> <u>John F. Kennedy International Airport– JFK</u> <u>La Guardia Airport – LGA</u> <u>Newark Liberty International Airport– EWR</u>		X X X
<u>Norfolk, Virginia</u> <u>Norfolk International Airport– ORF</u>	X	
<u>Oakland, California</u> <u>Metropolitan Oakland International Airport– OAK</u>	X	
<u>Oklahoma City, Oklahoma</u> <u>Will Rogers World Airport– OKC</u>	X	
<u>Omaha, Nebraska</u> <u>Eppley Airfield Airport– OMA</u>	X	
<u>Ontario, California</u> <u>Ontario International Airport– ONT</u>	X	
<u>Orlando, Florida</u> <u>Orlando International Airport– MCO</u>	X	
<u>Philadelphia, Pennsylvania</u> <u>Philadelphia International Airport– PHL</u>		X

<u>Phoenix, Arizona</u> <u>Phoenix Sky Harbor International Airport– PHX</u>		X
<u>Pittsburgh, Pennsylvania</u> <u>Pittsburgh International Airport– PIT</u>	X	
<u>Portland, Oregon</u> <u>Portland International Airport– PDX</u>		X
<u>Providence, Rhode Island</u> <u>Theodore Francis Green State Airport– PVD</u>	X	
<u>Raleigh/Durham, North Carolina</u> <u>Raleigh–Durham International Airport– RDU</u>	X	
<u>Reno, Nevada</u> <u>Reno/Tahoe International Airport– RNO</u>	X	
<u>Sacramento, California</u> <u>Sacramento International Airport– SMF</u>	X	
<u>Salt Lake City, Utah</u> <u>Salt Lake City International Airport– SLC</u>		X
<u>San Antonio, Texas</u> <u>San Antonio International Airport– SAT</u>	X	
<u>San Diego, California</u> <u>San Diego International Airport– SAN</u>		X
<u>San Francisco, California</u> <u>San Francisco International Airport– SFO</u>		X
<u>San Jose, California</u> <u>Norman Y. Mineta San Jose International Airport– SJC</u>	X	
<u>San Juan, Puerto Rico</u> <u>Luis Munoz Marin International Airport– SJU</u>	X	
<u>Santa Ana, California</u> <u>John Wayne Airport – Orange County Airport– SNA</u>	X	
<u>Seattle, Washington</u> <u>Seattle–Tacoma International Airport– SEA</u>		X
<u>St. Louis, Missouri</u> <u>Lambert–St. Louis International Airport– STL</u>	X	
<u>Tampa, Florida</u> <u>Tampa International Airport– TPA</u>		X
<u>Tucson, Arizona</u> <u>Tucson International Airport– TUS</u>	X	
<u>Washington, D.C.</u> <u>Washington Dulles International Airport– IAD</u> <u>Ronald Reagan Washington National Airport– DCA</u>		X X
<u>West Palm Beach/Palm Beach, Florida</u> <u>Palm Beach International Airport– PBI</u>	X	

NEW

Delete

1. PARAGRAPH NUMBER AND TITLE: 3–9–4. EMERGENCY OBSTRUCTION VIDEO MAP (EOVM)

2. BACKGROUND: The process for handling the EOVM chart requires revision due to agency reorganizations and changes in responsibilities.