

**ORDER**

**ORDER**  
RIC ATCT  
7110.65V

**RICHMOND ATCT**  
**STANDARD OPERATING PROCEDURES**



**December 23, 2016**

## RECORD OF CHANGES

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RIC ATCT 7110.65V



**VIRTUAL AIR TRAFFIC SIMULATION NETWORK**  
VATUSA DIVISION – WASHINGTON ARTCC

**SUBJ:** RIC 7110.65V

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This order provides direction and guidance for the day-to-day operations of the Richmond Control Tower and prescribes air traffic control procedures and phraseology. Controllers are required to be familiar with the provisions of these procedures.

This document is only to be used in a simulated environment. This document shall not be referenced or utilized in live operations in the National Airspace System (NAS). The Washington ARTCC, VATUSA, and VATSIM do not take any responsibility for uses of this order outside of the simulation environment.

/Rick Rump/  
Air Traffic Manager  
Washington ARTCC

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## CHAPTER 1. POSITIONS

The following callsigns and frequencies shall be used when working positions at RIC ATCT.

Identifier	Position	Frequency	VOX Channel
RIC_DEL	Clearance Delivery	127.550	RIC_2C
RIC_GND	Ground Control	121.900	RIC_2G
RIC_TWR	Local Control	121.100	RIC_2T

## CHAPTER 2. CLEARANCE DELIVERY (CD)

### 2-1. DUTIES.

Clearance Delivery (CD) must:

- a. Formulate and issue IFR and VFR clearances to aircraft departing RIC. This does not include aircraft wishing to conduct pattern work.
- b. Review proposed flight plan information received and verify for accuracy and amend routings and altitudes, as necessary, in accordance with appropriate LOA's.

### 2-2. IFR DEPARTURE INSTRUCTIONS.

- a. Departure procedures:
  - 1) Westbound departures should be assigned the READE# SID (non RNAV) or the KALLI# SID (RNAV).
  - 2) Northbound departures may be routed via the COLIN# SID (non RNAV) or the LUCYL# SID (RNAV).
  - 3) All other departures should be assigned radar vectors to their first fix.
    - i They shall not be issued an initial heading in the IFR clearance.
  - 4) All SID's should be entered into the aircraft's flight strip.
- b. The initial altitude for all IFR departures ON A SID is 5000. Climb via SID phraseology should be used.
- c. The initial altitude for all IFR departures NOT on a SID is 3000.
- d. Issue the appropriate departure frequency. (See below)
- e. Do not amend flight plan routes unless the pilot can accept and fly the new routing.

### 2-3. DEPARTURE FREQUENCY ASSIGNMENT.

Assign aircraft the appropriate departure frequency for their appropriate departure gate.

- a. **001-185 degrees:** TAPPA (126.4)
- b. **186-360 degrees:** FLTRK (126.75)

### 2-4. VFR DEPARTURE INSTRUCTIONS.

- a. All VFR departures will receive a VFR clearance. They will not receive departure instructions from Clearance, and will get them from Local instead.
- b. Altitude Assignment: Maintain VFR at or below 2,500 until advised
- c. Departure frequency (see section 2-4) and a discreet squawk code
- d. Aircraft in the pattern do not need to be assigned a squawk code, however they may at the request of local control.

**2-5. DEPARTURE ALTITUDE RESTRICTIONS**

<b>DESTINATIONS</b>	<b>TYPE AIRCRAFT</b>	<b>ROUTE</b>	<b>ASSIGNED ALTITUDES</b>	<b>SECTOR</b>
GVE, LKU, OMH, CHO, SHD, VBW, W13	PROPS	DIRECT	4,000 / 6,000 / 8,000	FLTRK
OPF, FCI, PTB, 0VA5, VA39, APH	ALL	DIRECT	2,000 / 3,000	FLTRK
W96, XSA	ALL	DIRECT	2,000 / 3,000	TAPPA
IAD	JETS	COATT / BARIN STAR	*8,000/ Requested altitude if 10,000 or above	FLTRK
	PROPS		6,000 / 8,000	
CJR, MRB, JYO, HEF, OKV, HWY, 2VA9, 2VG2	PROPS	CSN DIRECT	6,000 / 8,000	FLTRK
EZF, NYG, RMN, NDY	ALL	BRV	6,000	FLTRK
FDK, GAI, DMW	PROPS	CSN MRB V166 EMI	6,000 / 8,000	FLTRK
DCA	JETS	V376 IRONS ARRIVAL	Requested altitude if 10,000 or above	TAPPA
	PROPS		6,000 / 8,000	
ADW, NSF	JETS	V376 IRONS ARRIVAL	Requested altitude if 10,000 or above	TAPPA
	PROPS		8,000	
DAA, W32, VKX, CGS, W00, 2W5	JETS	V376 IRONS ARRIVAL	Requested altitude if 10,000 or above	TAPPA
	PROPS		6,000	
ORF, NGU, NTU, SFQ, PVG, CPK	ALL	HPW V189 WAIKS DIRECT	5,000 / 7,000 / 9,000	TAPPA
PHF, LFI, JGG, W94, FYJ, FAF	ALL	HCM DIRECT	5,000 / 6,000	TAPPA
NHK, 2W6	PROPS	V16	5,000 / 7,000	TAPPA
Routing via COLIN, South Operation	ALL	COLIN SID	Requested altitude if 9,000 or above	TAPPA
Routing via V16 COLIN, South Operation	ALL	V16 PXT	5,000 / 7,000	TAPPA
Routing via COLIN, North Operation	ALL	V16 PXT	5,000 / 7,000 / 9,000 or above	TAPPA
Routing via GVE	ALL	DIRECT GVE	Even Altitudes	FLTRK
Routing via SBV AOB 080	ALL	V20	Even Altitudes	FLTRK
Routing via FAK	ALL	V16	Even Altitudes	FLTRK

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## CHAPTER 3. GROUND CONTROL (GC)

### 3-1. GENERAL.

- a. To reduce delays at the runway, sequence aircraft that have the same first fix or direction departure with other aircraft.
- b. The ramp and alleys are non-movement areas. GC cannot approve push backs or startups in this area. GC may only approve push backs or startups when the aircraft is pushing into the movement area.
- c. Taxiways must be kept clear for landing traffic to exit. All taxiway exits must be protected.

### 3-2. STANDARDIZED TAXI ROUTINGS.

- a. **North Operation:** Taxi all departures to runway 02
- b. **South Operation:** Taxi departures going to TAPPA airspace to runway 16

Taxi departures going to FLTRK airspace to runway 20.

- c. Local Control retains communications and control of taxiing aircraft on taxiways Charlie and Echo east of runway 2/20, taxiway Lima, taxiway Hotel and taxiway Mike south of runway 7/25. With prior approval from the Local Controller, Ground Control may taxi aircraft to and from the Army Guard Ramp. Local Control shall advise Ground Control of any conflicting traffic.

### 3-3. RUNWAY CROSSINGS.

- a. All aircraft crossing an active runway must be handed off to LC or have a crossing requested.

### 3-4. TAXIWAY AND RUNWAY LIMITATIONS.

- a. The **north/south portion** of TWY Kilo is authorized for use by some aircraft weighing over 70,000 pounds, the largest being a CRJ 900 series.
- b. Aircraft clearing runway 02/20 to hold short of taxiway "U" on taxiways "E", "C", and "B" are not considered clear of Runway 02/20, because they are unable to clear the safety area.
- c. Aircraft landing RWY 34 may be held short at the hold position marking located at the departure end of RWY 34 for RWY 02 departures/arrivals provided the RWY 34 arrival has landed and accepted hold short instructions prior to the traffic on RWY 2 crossing landing threshold or beginning takeoff roll.

**PHRASEOLOGY: "(ACID) hold short of runway 02 on runway 34."**

- d. Due to the close proximity of taxiway "A" and taxiway "U", north of taxiway Charlie, these taxiways cannot be used simultaneously by group 5 aircraft.
- e. Due to the close proximity of taxiway "A" to the Air Carrier Ramp, group 5 aircraft are not authorized on taxiway "A" between taxiways "C" and "E."

### 3-5. PUSHBACK PROCEDURES

- a. Movement Areas.
  - a. Approve pushbacks onto taxiways.
  - b. Specify tail direction, if nonstandard.

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**b. Non-Movement Areas.**

- a.** The following should only be used during events. Normally, aircraft pushing into the alleys or other non-movement areas should be told “pushback at your discretion.”
- b.** If ground metering is in effect, tell aircraft to advise ready to push. Ground may then provide pushback into the alleys.
- c.** Provide traffic advisories into or out of non-movement areas.

*NOTE: Information related to aircraft movement in non-movement areas is advisory in nature and does not imply control responsibility.*

## CHAPTER 4. LOCAL CONTROL (LC)

### 4-1. AIRSPACE

- a. Richmond Tower is responsible for the surface area of the Richmond Class C airspace within 5 NM of the RIC Airport at and below 2000 feet MSL, except in the designated departure areas where it is at and below 3,000 feet MSL, as depicted in Appendix 1.

### 4-2. INTERSECTION DEPARTURES

- a. Intersection departures are not authorized for runway 02 at B and runway 34 at N.
- b. See appendix 2: Intersection departure distances for specific lengths for each intersection departure.

### 4-3. DEPARTURE HEADINGS.

- a. CD shall NOT assign initial headings to aircraft not on a SID. All departures on a SID should be left on the departure unless something else has been coordinated.

**NOTE:** Same-size aircraft going to the same departure fix must have five miles in trail or greater.

- b. Ensure larger turbojet aircraft have started takeoff roll on runway 16 or 20 before smaller traffic landing the other runway gets within 1 mile final. A cautionary jet-blast advisory should be issued. Like-type aircraft, smaller departing traffic, and prop-driven departing traffic need only be clear of the safety area prior the landing aircraft on the other runway crossing landing threshold.

**NOTE:** This 1 mile requirement **shall** be used for all B757/Heavy departures, regardless of the landing aircraft's size on the other runway.

Config	Departure Frequency	Departure Corridor
North	TAPPA	360-060
	FLTRK	320-260
South	TAPPA	140-180
	FLTRK	180-220
Runway 25	Any	230-360

- c. Issue VFR departures on course headings.

### 4-4. MISSED APPROACHES / GO AROUNDS.

The tower shall verbally inform the appropriate departure controller of a missed approach/go-around. Unless otherwise coordinated, issue the following instructions to missed approach/go-around aircraft for the corresponding runways:

- a. Fly runway heading, climb and maintain 3000
- b. Handoff to FLTRK

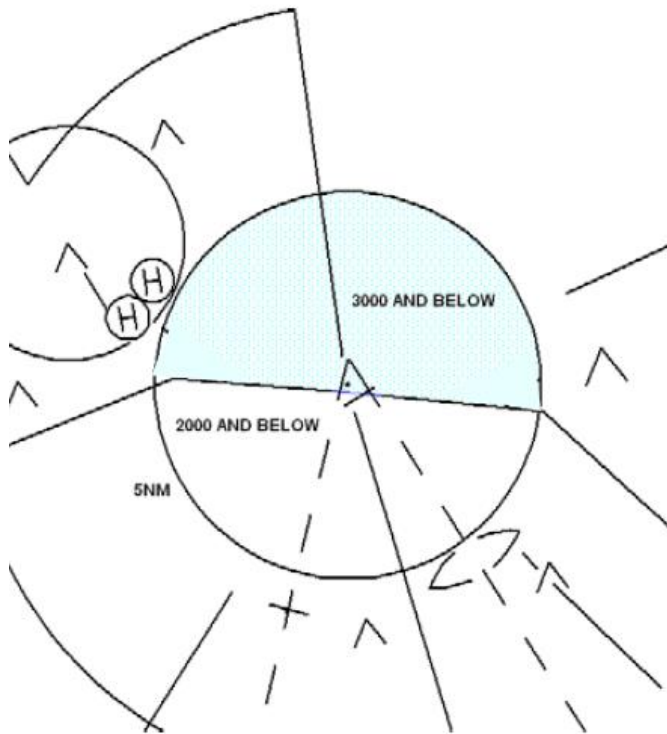
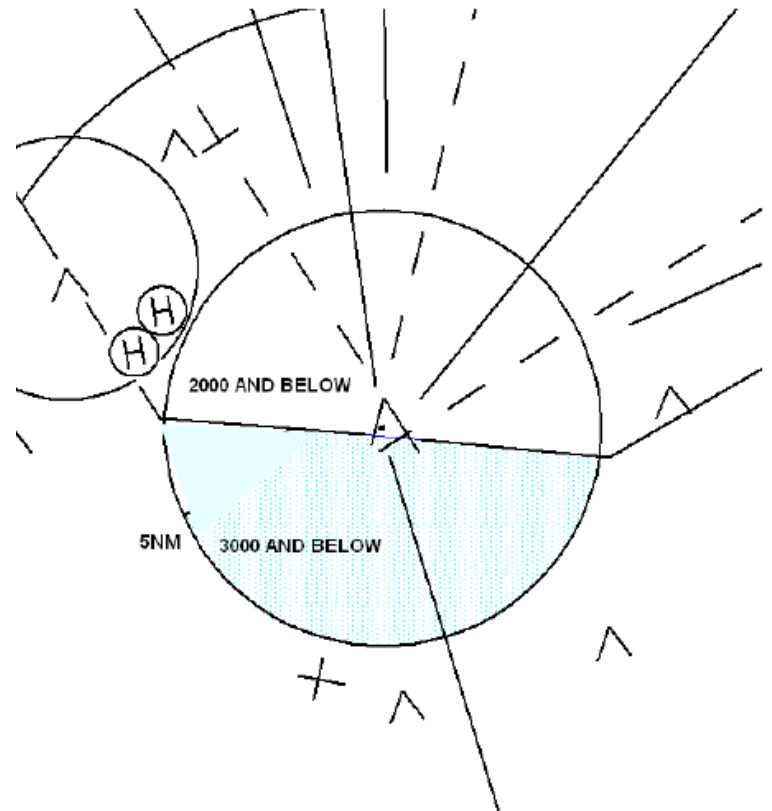
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- c. After a missed approach or go around, all departure releases are suspended until released by PCT.
- d. Tower may re-sequence props providing the Tower ensures separation between the go around and all other pertinent traffic and does not affect the sequence of other IFR arrivals sequenced by the TRACON.

#### **4-5. RUNWAY EXITING PROCEDURES.**

Once aircraft are clear of the runway, they shall taxi across all other active runways prior to being handed off to GC. If the aircraft does not need to cross an active runway, they shall be handed off to GC as soon as they are clear of the runway.

Local Control retains communications and control of taxiing aircraft on taxiways Charlie and Echo east of runway 2/20, taxiway Lima, taxiway Hotel and taxiway Mike south of runway 7/25. With prior approval from the Local Controller, Ground Control may taxi aircraft to and from the Army Guard Ramp. Local Control shall advise Ground Control of any conflicting traffic.

**APPENDIX 1. RIC ATCT AIRSPACE****North Operation****South Operation**

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**APPENDIX 2. INTERSECTION DEPARTURE LENGTHS****RUNWAY 16**

N - 7950  
M2 - 6950  
C - 5300  
M3 - 4400  
7/25 - 3050  
M4 - 1900

**RUNWAY 34**

M4 - 6950  
7/25 - 5850  
M3 - 4450  
C - 3600  
M2 - 1950  
N - N/A

**RUNWAY 02**

E - 4450  
C - 2450  
B - N/A

**RUNWAY 20**

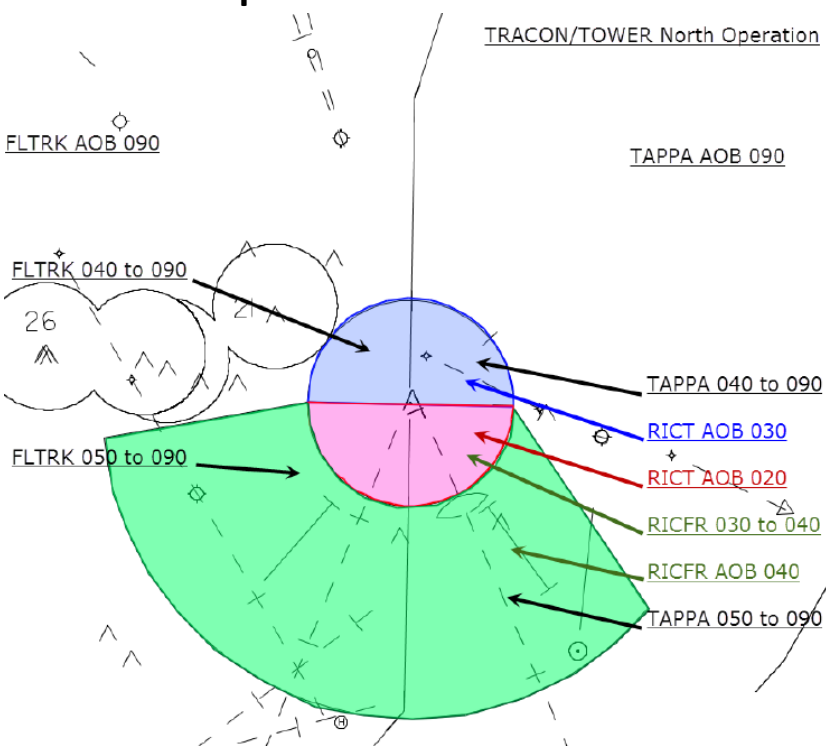
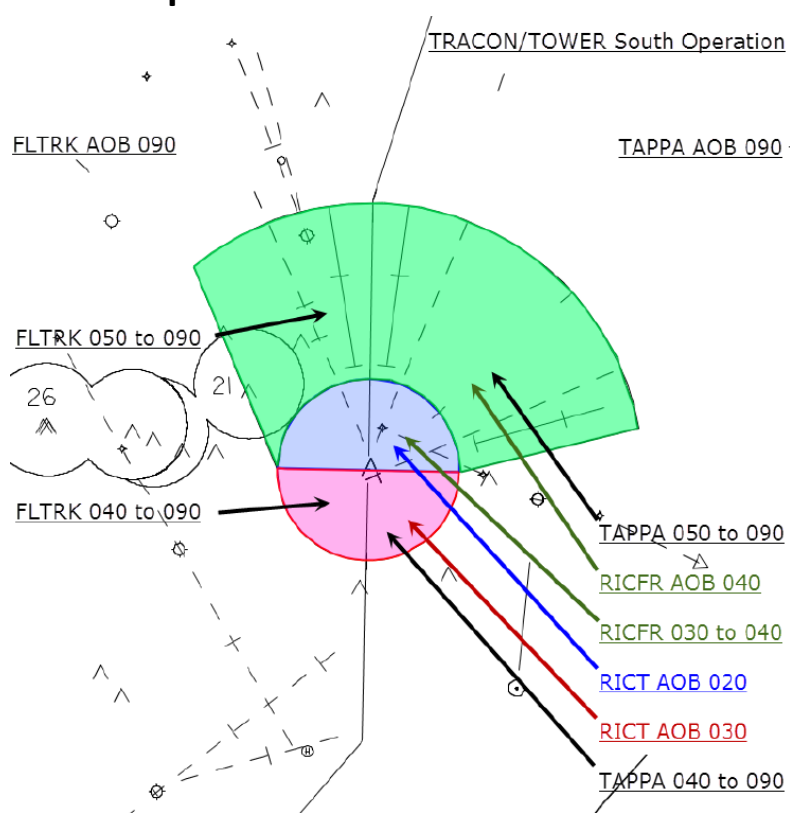
C - 4050  
E - 2050  
B - 4500

**RUNWAY 07**

L - 1450  
16/34 - 700

**RUNWAY 25**

16/34 - 4400  
L - 3600

**APPENDIX 3. POTOMAC TRACON SECTORIZATION****North Operation****South Operation**

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