

# vZBW Tower Reference Sheet

**Checklist:**

- (1) Sign on/off Policy
- (2) Facility or General SOP
- (3) VFR chart for your facility from Skyvector.com
- (4) IAP chart for the preferred approach to the active runway
- (5) DP charts (if available) for your facility
- (6) Airport Diagram
- (7) Visibility Center set (.vis XXXX)
- (8) Primary frequency selected and voice room activated
- (9) ATIS recorded and servicing controllers briefed
- (10) Releases from servicing radar controller (SOP or verbal)
- (11) Alias file available for reference

## TOWER SEPARATION MINIMUMS

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<i>Category Separation</i>	<a href="#">7110.65 3-9-6(a)</a> <a href="#">7110.65 3-10-3(a)</a>	<i>Wake Turbulence Separation</i>	<a href="#">7110.65 3-9-6(f)(i)(j)</a> <a href="#">7110.65 3-9-7(a)</a>
<i>To be used only when wake turbulence is not a factor.</i>		<i>For arrivals, issue wake turbulence advisories to any aircraft landing after a 757/Heavy or to a V.Small/Small aircraft landing after a Large aircraft</i>	
<b><u>Departures and Arrivals</u></b>		<b><u>Departures only</u></b>	
<b><u>Succeeding (After)</u></b>	<b><u>Preceding (Before)</u></b>	<b><u>Separation</u></b>	
I	I or II	3000ft	
II	I or II	4500ft	
Any	III	6000ft	
III	Any	6000ft	
Helicopters can use visual separation.			
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For arrivals, all above is daytime only otherwise:			
<b><i>Aircraft must be airborne and past the runway boundary or turned enough to avoid conflict</i></b>			
<i>Note:</i>	I = Single Engine Prop <=12,500 lbs	<b><i>*Runways separated by less than 2,500ft are treated as one runway only for the purposes of wake separation. (ie. KBOS Rwy22L/R 04L/R)</i></b>	
	II = Multi Engine Prop <=12,500 lbs		
	III = Everything Else		
	<i>Helicopters are classed as Category I aircraft</i>		
<b><u>Same Runway* (Take Off Position)</u></b>			
ALL BEHIND 757/HEAVY		2MINS	NOT WAIVABLE
<b><u>Intersection After Full Length Departure or Opposite Direction Departure to Arrival</u></b>			
ALL BEHIND 757/HEAVY		3MINS	NOT WAIVABLE
SMALL BEHIND LARGE		3MINS	WAIVABLE
V.SMALL BEHIND LARGE		3MINS	WAIVABLE
<b><u>Intersection After Full Length Departure Only</u></b>			
V.SMALL BEHIND SMALL or LARGE		3MINS	WAIVABLE
<i>Note:</i>			
V.Small <=12,500 lbs	Small <=41,000 lbs	Large <=300,000 lbs	Heavy > 300,000 lbs

### **Weather and ATIS:**

#### ***VFR Airport Minimums = 3SM or 1000ft Ceiling (lowest BKN or OVC layer)***

If no ATIS code or "numbers" received and the weather is below minimums, the following must be relayed at least once to the pilot:

- (a) Visibility (incl. RVR)  
and/or Ceiling
- (b) Altimeter
- (c) Runway in use
- (d) Winds

*NOTE: Arriving aircraft handed off by a servicing approach controller should be already issued (a), (b) and (c). However, RVR values should always be given in a landing clearance.*

If no ATIS code or "numbers" received and the weather is above minimums, the following must be relayed at least once to the pilot:

- (a) Altimeter
- (b) Runway in use
- (c) Winds

*NOTE: Arriving aircraft handed off by a servicing approach controller should be already issued with (a) and (b).*

### **Departures:**

- (a) Ensure that all aircraft are squawking normal (Mode C) and the correct code.
- (b) Ensure that all aircraft being handed off to departures are sent wheels up.
- (c) Ensure that all tags (v/r/t) are set and the scratchpad is clear.
- (d) Ensure that IFR aircraft not on a preferred route are coordinated with the servicing radar controller.
- (e) Point out all relevant traffic.

### **Taxi into Position and Hold:**

- (a) Do not clear an aircraft to TIPH onto a runway if another aircraft has been cleared to land on the same runway.
- (b) Do not clear an aircraft to land on a runway when another aircraft has been cleared to TIPH on the same runway.
- (c) Point out relevant traffic to the TIPH aircraft.

### **Land and Hold Short Operations (LAHSO):**

- (a) Under normal circumstances, clear the land and hold short aircraft to land first. Ensure the pilot reads back the hold short clearance.
- (b) Clear the full length aircraft to land.
- (c) Ensure both aircraft have been pointed out to each other.

### **Arrivals/Pattern Traffic:**

- (a) For pattern traffic, pattern entry instructions given
- (b) Point out all relevant pattern traffic
- (c) Point out all relevant arrival and departure traffic