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Baltimore ATCT SOP

Version F – Effective July 5, 2024

July 1, 2024

vZDC BWI ATCT 7110.65F

RECORD OF CHANGES

Initial Publication – January 19, 2017

- Initial publication of vZDC BWI ATCT SOP

February 19, 2017 (1.10 Revision)

- Updated climb via procedures
- Added wind calm configuration
- Added scratchpad entries

March 10, 2017 (1.20 Revision)

- Updated missed approach instructions
- Updated departure headings
- Added VFR altitude for turbojets/turboprops

April 2. 2017 (1.30 Revision)

- Updated to new formatting
- Updated departure gate guide

January 23, 2020 (1.40 Revision)

- Removed runway 4/22

July 1, 2024 (F Revision)

- Entire Publication:
  - Formatting changes
- Chapter 1 General:
  - Added standardized sections and subsections
- Chapter 2 Operations:
  - Moved the positions table to this chapter
  - Added 2-2-1 with more information on using standardized runway configurations
  - Added 2-2-4 with information on change in runway configuration
  - Added Section 3 regarding ASDE
  - Added Section 4 regarding SFRA operations
- Chapter 3 Clearance Delivery:
  - Added 3-1-1 establishing responsibilities
  - Re-worded instructions for aircraft unable to fly a SID
  - Added 3-1-3 referencing vTDLS
  - Added more information for VFR flight following requirements
  - Simplified departure gates with table and removed associated narratives
- Chapter 4 Ground Control:

    - Re-worded runway crossings
    - Added 4-1-3 Runway Assignment
    - Added 4-2-1 Ground East
    - Added 4-2-2 Ground West
    - Re-worded pushback procedures for clarity
- Chapter 5: Local Control
    - Added 5-2-3 Departure Releases
- Appendix:
    - Added Ground Control Split Diagram
    - Updated video maps and diagrams

Table of Contents

Chapter 1. General

Section 1. Introduction

1–1–1. PURPOSE OF THIS ORDER

This order describes the airspace structure, procedures, and relevant control-related policy for all controllers working an operational BWI ATCT position on the VATSIM network.

1–1–2. AUDIENCE

This order applies to all vZDC controllers and any non-assigned (i.e., visiting) controller receiving training from the vZDC Training Department to work any facility or airspace delegated to vZDC.

1–1–3. WHERE TO FIND THIS ORDER

This order is available on the vZDC web site at https://www.vzdc.org/publications/downloads under the Publications tab.

1–1–4. WHAT THIS ORDER CANCELS

This order cancels the Baltimore Washington ATCT SOP Version 1.40 document, dated as effective on January 23, 2020. This document is now the sole document outlining standard policy and procedure for BWI ATCT.

1–1–5. EXPLANATION OF CHANGES

This change introduces the new SOP formatting across the ARTCC along with updated information, diagrams, and providing clarity in certain areas not covered in the previous version.

1–1–6. DENOTATION OF CHANGES

Changes are indicated via the use of the shading tool. The changed text is highlighted in grey to indicate a change. No indication is made where text was removed from the document. Grammatical revisions and other changes to improve readability without changes in policy will not be marked.

EXAMPLE –
Changed or added text is highlighted in grey.

Chapter 2. Operations

Section 1. Operational Positions

2–1–1. ALL POSITIONS AND FREQUENCIES

TBL 2-1-1
BWI ATCT Positions & Frequencies

Identifier	Position	Frequency
Clearance	Clearance Delivery	118.050
Ground West	**Ground Control**	**121.900**
Ground East	Ground Control	120.200
Local West	**Local Control**	**119.400**
Local East	Local Control	123.750

NOTE –
Bold text is the primary frequency.

Section 2. Runway Configurations

2–2–1. USEAGE OF ESTABLISHED RUNWAY CONFIGURATIONS

It is preferred to utilize the established runway configurations as listed in 2-2-2 and 2-2-3. However, the local controller may utilize non-standard runway configurations as weather and traffic conditions permit so long as:

a. The configuration does not negatively affect traffic flow.

b. The configuration is deemed necessary due to weather and traffic conditions.

c. Potomac Consolidated TRACON (PCT) is aware of the non-standard runway configuration.

2–2–2. EAST OPERATION

Runway 15R is the primary departure runway for all turbojet aircraft. Runway 15L is the arrival and departure runway for general aviation aircraft. Runway 10 is the primary arrival runway for turbojet aircraft.

2–2–3. WEST OPERATION

Runway 28 is the primary departure runway for all turbojet aircraft. Runway 33R is the arrival and departure runway for general aviation aircraft. Runway 33L is the primary arrival runway for turbojet aircraft.

NOTE –
West Operation is the calm wind runway configuration.

2–2–4. CHANGE IN RUNWAY CONFIGURATION

The CIC must determine the need for making any active runway changes. A routine runway change occurs when traffic and/or weather conditions are such that the change can be made with little or no degradation in service. In this instance, departures are allowed to depart from the runway originally assigned. Use the following procedures to complete a routine runway change:

1) Provide PCT with the last departure's identification, its estimated time of departure, and the departure runway.

2) Once the last aircraft departures, ensure that no other aircraft departs BWI without a release from PCT.

3) Ensure that departures off the new runway have received the appropriate DP and departure control frequency, as needed.

4) PCT shall inform the CIC when the sector reconfiguration has been completed.

5) Ensure the ATIS has been updated and reflects the proper status.

Section 3. Airport Surface Detection Equipment (ASDE)

2–3–1. REQUIREMENTS

Ground Control and Local Control shall ensure all aircraft operating in a movement area have transponders on.

Section 4. DC SFRA Procedures

2–4–1. PROCEDURES

DC SFRA procedures are simulated on the VATSIM network using a modified procedure. VFR departures are expected to file a DC SFRA flight plan. However, the FRZ does not impose higher requirements for operations within. Therefore, normal VFR operations, including pattern work, shall be allowed if workload permits.

REFERENCE –
VATSIM DC SFRA Procedures – vzdc.org/publications/downloads

VATSIM DC SFRA Pilot Guide – vzdc.org/publications/downloads

Chapter 3. Clearance Delivery

Section 1. Duties

3–1–1. RESPONSABILITIES

Clearance Delivery must:

a. Formulate and issue IFR and VFR clearances to aircraft departing BWI.

b. Review proposed flight plan information received and verify for accuracy and amend routings and altitudes, as necessary, in accordance with appropriate LOA's.

3–1–2. IFR DEPARTURE INSTRUCTIONS

All IFR departures should be assigned a departure and transition consistent with their direction of flight. If an aircraft is unable to fly a SID, they shall be assigned radar vectors to their initial fix. Climb via SID shall be used for all aircraft on the CONLE4, FIXET3, and TERPZ7 SIDs. All other aircraft shall be issued an initial altitude of 4,000 feet, and to expect their filed cruise altitude ten minutes after departure.

3–1–3. TOWER DATA-LINK SERVICES (VTDLS)

BWI is equipped with vTDLS to issue Pre-Departure Clearances (PDCs) to IFR aircraft.

3–1–4. VFR DEPARTURE INSTRUCTIONS

VFR aircraft requesting flight following shall have the following in their VFR flight plan prior to departure:

a. Destination airport

b. Aircraft type

c. Requested VFR altitude

VFR aircraft remaining in the pattern require a squawk code assigned to them. All VFR departures shall receive a class B clearance with a restriction to maintain VFR at or below:

a. Turboprop and Turbojet Aircraft – 3,500

b. Propeller and Helicopter Aircraft – 2,000

NOTE –
VFR aircraft remaining in the pattern do not require an altitude restriction.

3–1–5. DEPARTURE FREQUENCY ASSIGNMENT

Assign departure frequencies in accordance with an aircraft's SID, departure gate, or direction of flight.

a. East/Southeast – GRACO (124.550)

b. Southwest/West/North – WOOLY (128.700)

Section 2. Restrictions

3–2–1. ALTITUDE RESTRICTIONS

TBL 3-2-1
BWI Altitude Restrictions

Destination	Turbojet	Turboprop/Propeller
DCA, IAD, HEF	4,000	4,000
EWR, TEB, LGA	FL210	N/A
JFK	17,000	N/A
MTN	3,000	3,000
ORF	14,000	N/A
PHL	11,000	7,000
RIC	14,000	10,000

Section 3. Departure Gates

3–3–1. GENERAL

To standardize departure flows and ensure proper and expeditious routing of traffic, PCT uses departure exit gates for IFR Departures to destinations outside of PCT airspace. Every IFR aircraft leaving BWI must leave PCT airspace bound for one of these gates, unless coordinated otherwise.

3–3–2. HIGH ALTITUDE DEPARTURE GATES

High altitude departure gates should be utilized for aircraft filed above 10,000 feet.

NOTE –
Prop and turboprop aircraft may be routed via a low altitude gate regardless of altitude.

TBL 3-3-2

BWI High Altitude Departure Gates

Gate	Routing/Direction
BUFFR	NW
CLTCH	SW
DAILY/COLIN	S/SE
JERES	N/NW
JDUBB	SW
OTTTO	W
PALEO	NE
RAMAY	W
SCRAM	SW
SWANN	NE
WOOLY	NE

3–3–3. LOW ALTITUDE DEPARTURE GATES

Low altitude departure gates should be utilized for aircraft filed at or below 10,000 feet.

NOTE –
Low altitude aircraft may receive vectors to join any low altitude airway.

TBL 3-3-3

BWI Low Altitude Departure Gates

Gate	Routing/Direction
CSN	W/SW
EMI	N/NE
GVE	S/SW
MRB	N/NW
PXT	SE

Chapter 4. Ground Control

Section 1. Duties

4–1–1. RESPONSIBILITIES

Ground Control must:

a. Sequence aircraft that have the same first fix or direction of departure with other aircraft.

b. Keep runway exits clear for landing aircraft.

4–1–2. RUNWAY CROSSINGS

Blanket crossings are not approved at BWI. Ground control must verbally coordinate with local control for any aircraft that require a runway crossing.

4–1–3. RUNWAY ASSIGNMENT

In East operation, assign runways to departure aircraft as follows:

a. Turbojets – Runway 15R

b. Props – Runway 15L

In West operation, assign runways to departure aircraft as follows:

a. Turbojets – Runway 28

b. Props – Runway 33R

NOTE –
Assigning an aircraft a non-standard runway requires coordination with local control via verbal or nonverbal methods.

Section 2. Taxiway Utilization

4–2–1. GROUND EAST

Ground East is responsible for movement areas East of pier C as depicted in Appendix A.

a. When in West operation, Ground East shall utilize taxiways Bravo and Charlie for runway 28 departures.

b. When in East operation, Ground East shall instruct aircraft to hold short of taxiway Uniform on taxiway Tango or hold short of taxiway Tango on taxiway Alpha for runway 15R departures. Once holding short, Ground East shall transfer aircraft to Ground West.

4–2–2. GROUND WEST

Ground West is responsible for movement areas West of pier C as depicted in Appendix A.

a. When in West operation, Ground West shall utilize taxiway Uniform for runway 28 departures. For aircraft requesting runway 33R, Ground West shall instruct aircraft to hold short of taxiway Uniform on taxiway Tango. Once holding short, Ground West shall transfer aircraft to Ground East.

b. When in East operation, Ground West will receive aircraft from Ground East on taxiways Tango and Alpha assigned to runway 15R. Ground West shall continue taxing these aircraft to runway 15R. For aircraft requesting runway 15L, Ground West shall instruct aircraft to hold short of taxiway Uniform on taxiway Papa. Once holding short, Ground West shall transfer aircraft to Ground East.

4–2–3. PUSHBACK PROCEDURES

a. Ground will approve pushbacks onto taxiways A and T. Tail direction shall be specified.

b. During periods of high volume, such as events, Ground Control may approve pushbacks for aircraft that would pushback into a non-movement area. If Traffic Management Initiatives (TMI) are in effect, Ground Control shall instruct aircraft affected by the TMI to advise ready for pushback.

c. Ground West shall assume responsibility for approving pushbacks into the non-movement area between pier B and C.

Chapter 5. Local Control

Section 1. Airspace Utilization

5–1–1. AIRSPACE

Local Control assumes responsibility for the airspace within 5 NM of BAL at and below 3,000 feet and between 5 NM – 7NM of BAL below 1,500 feet.

5–1–2. LOCAL EAST

Local East is responsible for the airspace depicted in Appendix B and C and runway 15L/33R.

5–1–3. LOCAL WEST

Local West is responsible for the airspace depicted in Appendix B and C and runways 15R/33L and 10/28.

Section 2. Departure Procedures

5–2–1. DEPARTURE INSTRUCTIONS

Aircraft on a SID shall not be issued departure headings. For aircraft non on a SID, assign departure headings in accordance with table 5-2-1 “Departure Headings.”

TBL 5-2-1
Departure Headings

West Operation		
Aircraft Type	Departure Sector	
	WOOLY	GRACO
Turbojets	270 – 290	150
Props	310 – 330	360 – 030
East Operation		
Aircraft Type	Departure Sector	
	WOOLY	GRACO
Turbojets	330	120 – 150
Props	040 – 120	100 – 120

5–2–2. LINE UP AND WAIT (LUAW)

LUAW Procedures are authorized at BWI. Such operations are generally viewed as necessary to maintain airport efficiency. Use LUAW when it is expected the aircraft will depart after conflicting traffic is clear of the runway/ intersection. Utilize good operating practices and memory aids as needed when using LUAW procedures.

a. Landing clearances need not be withheld for traffic holding in position.

5–2–3. DEPARTURE RELEASES

BWI has blanket IFR releases unless one of the following conditions is met:

a. There was a previous missed approach/go around and automatic departure releases have not been given back by PCT.

b. PCT cancels automatic releases and local control must call for release.

c. An aircraft is departing a non-standard departure runway.

When one or more of the above conditions are met, Local Control must call PCT for release stating the following information:

a. ACID

b. Runway and departure heading

c. SID and transition or Initial fix

Section 3. Arrival Procedures

5–3–1. REDUCED SEPARATION MINIMA

Separation of IFR arrivals may be reduced to 2.5 NM within 10 NM of the runway on the final approach course, regardless of operation or runways in use, providing that wake turbulence is not a factor.

5–3–2. MISSED APPROACH/GO AROUND PROCEDURES

Local Control shall immediately coordinate with PCT when a missed approach/go around occurs. Unless otherwise coordinated, issue the aircraft instructions per table 5-3-2 “Missed Approach/Go Around Instructions.”

a. After a missed approach/go around automatic releases are suspended until released by PCT.

b. 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 PCT.

TBL 5-3-2

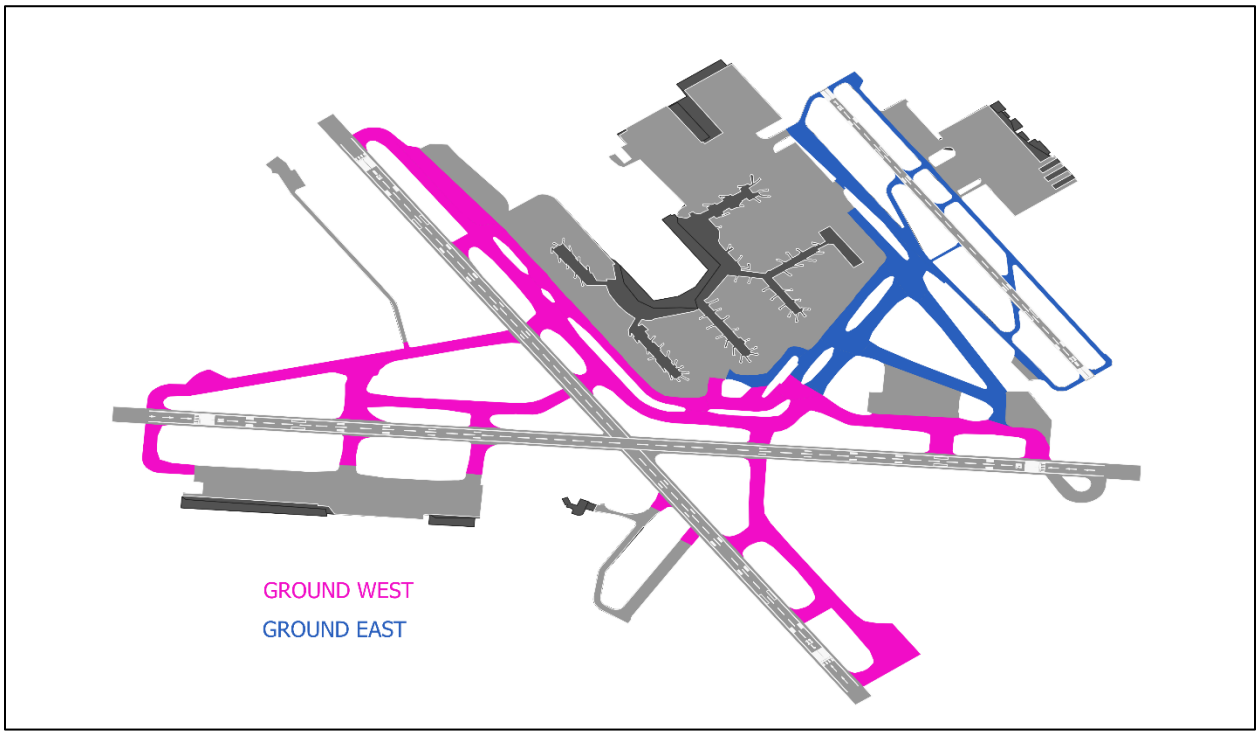
Missed Approach/Go Around Instructions

Runway	Altitude	Heading
10/33L	2,000	200
15L/33R		060
Other		RH

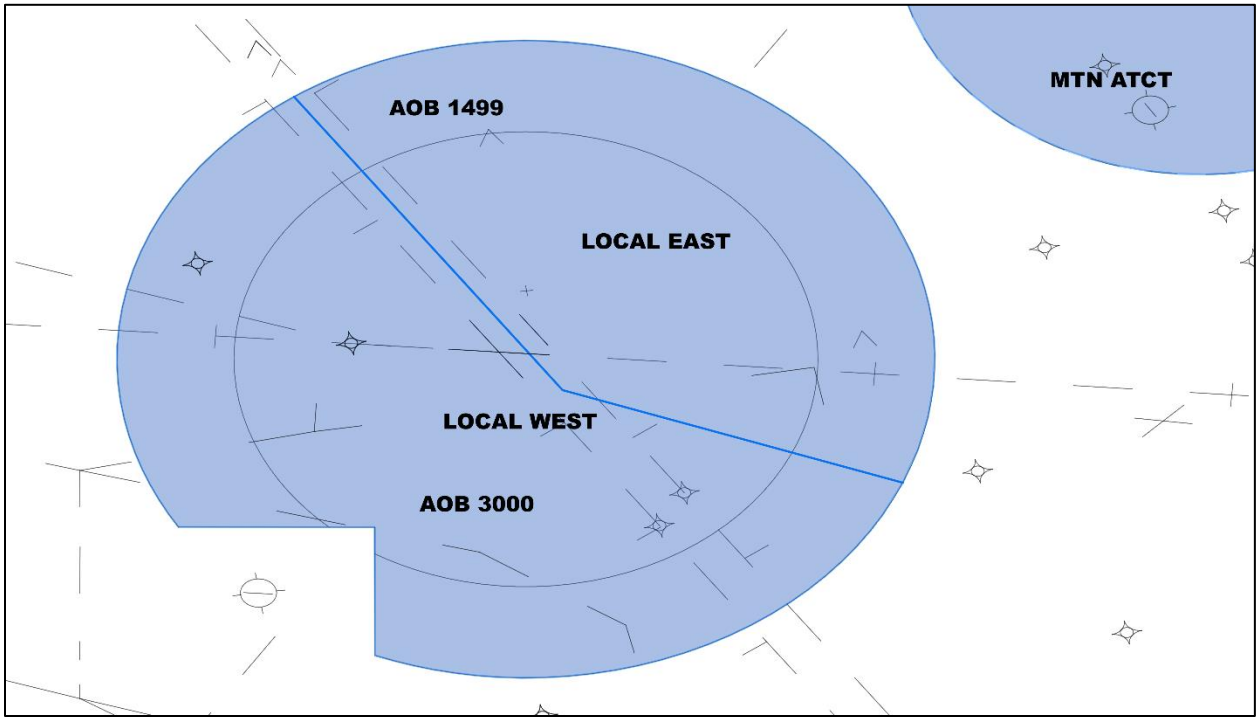
5–3–3. RUNWAY EXITING PROCEDURES

Once aircraft are clear of the runway, they shall be transferred to ground control unless otherwise coordinated.

APPENDIX A. GROUND CONTROL SPLIT



APPENDIX B. LOCAL CONTROL SPLIT – EAST OPERATION



APPENDIX C. LOCAL CONTROL SPLIT – WEST OPERATION