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RIC ATCT SOP

Version B – Effective July 5, 2024

RECORD OF CHANGES

Initial Publication – December 23, 2016

- Initial publication of vZDC RIC ATCT SOP

July 1, 2024 (B Revision)

- Entire Publication:
 - o Formatting changes
 - o Removed references of runway 07/25
- Chapter 1 General:
 - o Added standardized sections and subsections
- Chapter 2 Operations:
 - o Moved the positions table to this chapter
 - o Added 2-2-1 with more information on using standardized runway configurations
 - o Added 2-2-2 with information on North operations
 - o Added 2-2-3 with information on South operations
 - o Added 2-2-4 with information on change in runway configuration
- Chapter 3 Clearance Delivery:
 - o Added more information for VFR flight following requirements
 - o Removed void routing requirements and simplified altitude restrictions
- Chapter 4 Ground Control:
 - o Reworded 4-1-2 runway crossing procedures
 - o Added 4-2-1 with hold short requirements for runway 16 departures
 - o Added 4-2-2 with information on aircraft required to taxi between runways
- Chapter 5 Local Control:
 - o Reformatted departure headings table
 - o Added 5-2-3 with information on departure releases
 - o Reworded 5-3-2 runway exiting procedures
- Appendix:
 - o Updated video maps and diagrams

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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 RIC 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 RIC ATCT SOP Version V, dated as effective on December 23, 2016. This document is now the sole document outlining standard policy and procedure for RIC 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
RIC ATCT Positions & Frequencies

<u>Identifier</u>	<u>Position</u>	<u>Frequency</u>
Clearance	Clearance Delivery	127.550
Ground	Ground Control	121.900
Local	Local Control	121.100

Section 2. Runway Configurations

2-2-1. USAGE 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. NORTH OPERATION

Runways 02 and 34 should be utilized for arrivals and departures.

2-2-3. SOUTH OPERATION

Runways 16 and 20 should be utilized for arrivals and departures.

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 departs, ensure that no other aircraft departs RIC 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.

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 RIC.
- 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 route of flight. If an aircraft is unable to fly a departure procedure, they shall be assigned radar vectors to their initial fix. Climb via SID phraseology shall be used for all aircraft on a SID. All other aircraft shall be issued an initial altitude of 3,000 feet, and to expect their filed cruise altitude ten minutes after departure.

3-1-3. 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. VFR aircraft requesting flight following shall be told to maintain VFR at or below 2,500 feet.

3-1-4. DEPARTURE FREQUERNCY ASSIGNMENT

Assign departure frequencies in accordance with an aircraft's route of flight.

Section 2. Restrictions

3-2-1. ALTITUDE RESTRICTIONS

TBL 3-2-1

RIC Altitude Restrictions

Destination	Turbojet	Turboprop/Propeller
BWI	11,000	7,000 or 9,000
DCA, IAD	10,000	6,000 or 8,000
ORF	9,000 or 7,000	

Chapter 4. Ground Control

Section 1. Duties

4-1-1. RESPONSABILITIES

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 RIC. Ground control must verbally coordinate with local control for any aircraft that require a runway crossing. Ground control may transfer communications of an aircraft to local control for a runway crossing.

4-1-3. RUNWAY ASSIGNMENT

Assign departure aircraft an active runway for departure.

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. RUNWAY 16 DEPARTURES

Departures assigned to runway 16 shall be instructed to hold short of runway 20 if originating on the West side of the airport. Departures assigned to runway 16 originating on the East side of the airport should not be issued this instruction. Local control will cross aircraft on runway 20 when clearing them for takeoff.

4-2-2. AIRCRAFT TAXING BETWEEN RUNWAYS

If an aircraft needs to be taxied across one or more runways, they should be transferred to local control once holding short of the runway to reduce coordination requirements and increase operational efficiency.

4-2-3. PUSHBACK PROCEDURES

- a. Ground will approve pushbacks onto taxiway A. 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.

Chapter 5. Local Control

Section 1. Airspace Utilization

5-1-1. AIRSPACE

Local Control assumes responsibility for the airspace within 5 NM of KRIC at and below 2,000 feet and 3,000 feet as depicted in Appendix A and B.

Section 2. Departure Procedures

5-2-1. DEPARTURE HEADINGS

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

North Operation	
Departure Sector	
TAPPA	FLTRK
360 – 060	260 – 320
South Operation	
Departure Sector	
TAPPA	FLTRK
140 – 180	180 – 220

5-2-2. LINE UP AND WAIT (LUAW)

LUAW procedures are authorized at RIC. 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. Do not clear an aircraft to land, touch-and-go, option, or low approach on the same runway with an aircraft that has been cleared to line up and wait until the aircraft starts takeoff roll.

5-2-3. DEPARTURE RELEASES

RIC 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. MISSED APPROACH/GO AROUND PROCEDURES

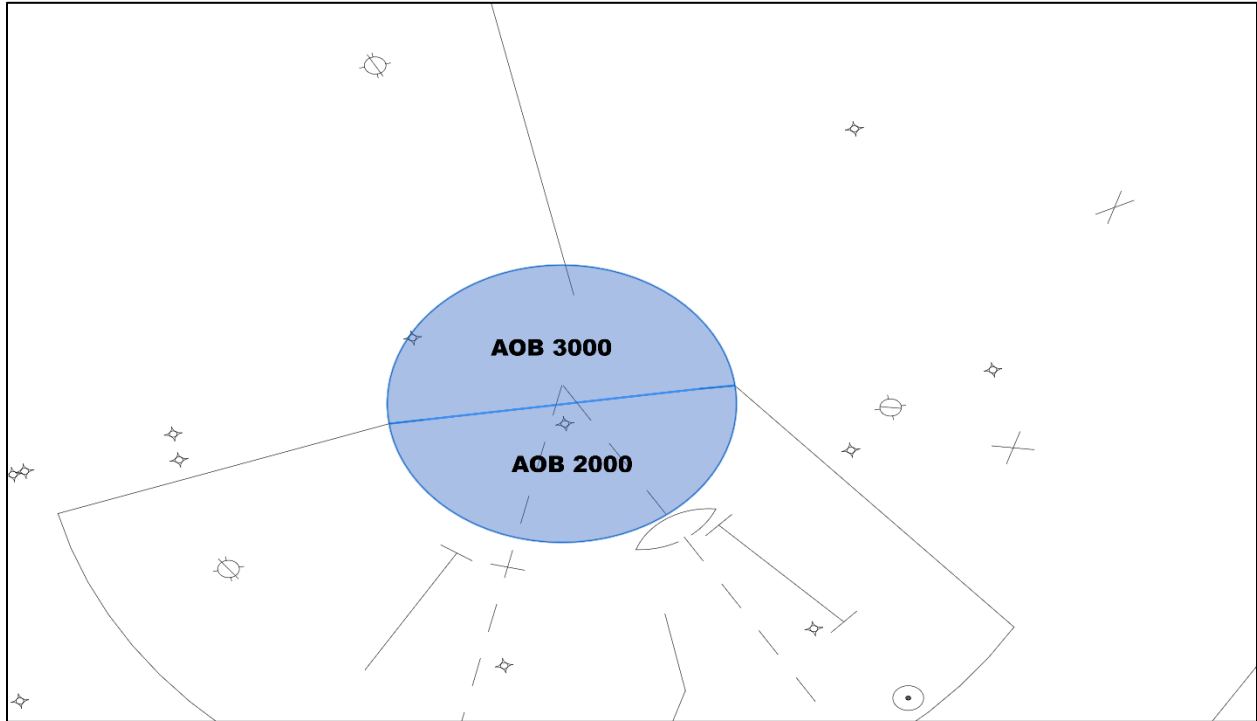
Missed approaches or go around instructions are climb and maintain 3,000 and fly runway heading. Local Control shall immediately coordinate with PCT TRACON about the aircraft.

- 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 the TRACON.

5-3-2. RUNWAY EXITING PROCEDURES

Once aircraft are clear of the runway, they should be transferred to ground control. If the aircraft must cross one or more runways, local control may opt to retain communications with the aircraft until taxied across all runways. Controllers should utilize best judgement in determining the course of action to take.

APPENDIX A. LOCAL CONTROL AIRSPACE – NORTH OPERATIONS



APPENDIX B. LOCAL CONTROL AIRSPACE – SOUTH OPERATIONS

