

Virtual Air Traffic Simulations Network
United States Division
Indianapolis ARTCC

ORDER
CVG ATCT
7110.1C

Effective Date:
10 March 2009

Cincinnati ATCT Standard Operating Procedures

This handbook supplements Order 7110.65, Air Traffic Control; Order 7210.3, Facility Operation and Administration; and various Letters of Agreement. It prescribes air traffic control services and defines the operational responsibilities for personnel providing air traffic control services in the vZID ARTCC assigned airspace. All vZID controllers are required to be familiar with the provisions of this directive and to exercise their best judgment when they encounter situations that are not covered.

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Tower Cab Positions and Responsibilities

1. General

A. Call Sign and Frequency Usage

1. All radio frequency, call sign and beacon code assignments should correspond with the vZID Position Table.

B. Position Combining and Decombining

1. During normal operating conditions positions are to be combined into 1 tower cab position and one TRACON position. The de-combining of local, ground and clearance delivery may be done anytime which staffing permits. The de-combining of approach and departure positions may be done anytime which staffing permits. The de-combining of all other positions may be done in accordance to the ZID Frequency and Beacon Code Assignment Policy by the Controller in Charge (CIC) of the event or the CIC at the current time. CIC will be defined as the controller responsible for the event currently taking place or the highest ranking/rated staff member or controller present. If two controllers with the same rank/rating are online at the same time, then the CIC is defined as the controller with the highest online time for that session.

C. Automated Terminal Information System

1. Local is responsible for the ATIS broadcast at all times, unless delegated to another position by local or then controller in charge.

B. Notices to Airmen

1. Any and all applicable real world NOTAMS to the CVG terminal area may be enforced and advertised in the ATIS broadcast.

2. All vZID issued NOTAMs will be enforced at all times and advertised in the ATIS broadcast whenever possible.
3. The following NOTAM shall be issued and placed in the CVG ATIS at all times

"New Scenery available for CVG the old runways
36L - 18R is the new 36 & 18 Center"

4. The following NOTAM will be issued and placed in the CVG ATIS broadcast during times of noise abatement as prescribed in this policy:

*"NOISE ABATEMENT PROCEDURES IN EFFECT.
REQUESTS FOR OTHER RUNWAYS MUST INCLUDE A
STATEMENT OF OPERATIONAL NECESSITY."*

5. Controllers shall take into consideration all factors before denying an operation to a pilot due to NOTAM enforcement.

C. Aircraft Parking

1. No tower cab position shall provide ramp control to aircraft on CVG. Only taxiways, runways and helipads shall be considered movement areas.
2. General aviation aircraft shall be encouraged not to park in the airline terminal areas. These aircraft should be to all extent practical directed to the general aviation parking areas on the south side of taxiway Mike between Sierra and Echo.

4. Clearance Delivery (CD)

A. General

1. Equipment Suffixes

- a. Controllers shall ensure that all VFR/IFR flight plans include an aircraft type and IFR aircraft include equipment suffix

2. Initial altitudes

- a. All aircraft shall be informed to expect their filed altitude in 10 minutes.
- b. Turbojet IFR aircraft filed for higher than 6,000 ft. shall be assigned 6,000 ft. Those filed for lower than 6,000 ft. shall be assigned their filed altitude.
- c. All other IFR aircraft filed for higher than 4,000 ft. shall be assigned 4,000 ft. Those filed for lower than 4,000 ft. shall be assigned their filed altitude.
- d. No aircraft shall be assigned an altitude below MVA for their route.
- e. VFR aircraft shall be instructed to Maintain VFR at or below 5,500

2. Departure Frequency

- a. All aircraft shall be issued the departure frequency for the appropriate overlying radar sector.
- b. Aircraft departing runway 27/9 shall be issued the departure frequency for the radar sector appropriate for their direction of flight. See Appendix D.

3. Automated Terminal Information System (ATIS)

- a. Delivery or Ground shall ensure that all aircraft have the current ATIS code prior to flight Departure and make the proper ATIS code strip marking.

2. Ramp Control

- a. No push back or engine start instructions are to be given, no ramp control services will be provided by CVG controllers.
- b. During times of high traffic flow aircraft may be assigned a ramp holding spot coordinated with ground control.
- c. When ground control is split between multiple controllers, Clearance Delivery shall assign the appropriate ground control frequency after the readback of the aircrafts clearance.

C. IFR Departures

1. Routing

- a. Delivery shall check all flight plans for validity ensuring at a minimum LOA compliance and correct altitude for direction of flight.
- b. No aircraft shall be forced to to comply with an LOA routing, however aircraft not in compliance require coordination.
- c. All aircraft shall be encouraged to file a Standard Instrument Departure (SID). Those unable to accept the SID shall be coordinated with the appropriate radar position.

2. Local Preferred Routes

- a. All departures arriving at airport within neighboring TRACONS shall be assigned the CVG2 departure with radar vectors to a VOR within the confines of the neighboring Airspace or TRACON
 - 1. CVG2.DQN DAY
 - 2. CVG2.APE CMH
 - 3. CVG2.HYK LEX
 - 4. CVG2.IIU SDF
 - 5. CVG2.VHP IND
- f. All aircraft shall be assigned an altitude at or below 11,000 ft MSL.

3. Departure Gates

- a. In order to assist the Departure Controller, Clearance Delivery shall Insure that the proper Departure gate is posted in an aircraft's scratch pad in accordance with the table located in appendix J.

B. IFR Local Traffic

1. Practice IFR Approaches

- a. Aircraft shall be cleared to the FAF of the procedure they wish to fly only. They may be instructed to expect further clearances from the appropriate radar position after each approach.
- b. They shall be filed for an altitude appropriate for the procedure they wish to fly.
- c. The approach and runway shall be placed in the scratch pad of local IFR aircraft
 - 1. The following format is to be used: **V36R**
 - 2. Where the first letter signifies the type of approach followed by the requested runway
 - 1. V=Visual I=ILS R=RNAV/GPS O=VOR N=NDB

2. Local IFR Departures

- a. Local IFR departures should be kept below 6,000 ft. whenever possible to avoid excessive handoffs.

C. VFR/SVFR Departures

1. SVFR Operations

- a. Fixed wing and rotor wing SVFR operations are not permitted within the confines of the Class Bravo airspace.

2. Flight Plans

- a. All VFR aircraft operating inside the CVG Class Bravo airspace shall be on an active flight plan.
- b. VFR aircraft without a flight plan shall have one made by Clearance Delivery.

1. At a minimum the flight plan must include the following:

- A. Callsign or Tail Number
- B. Aircraft Type (Equipment suffix optional for VFR aircraft)
- C. Direction of flight
- D. All other known information which may include but not limited to, destination, altitude, temp altitude, cruise altitude, squawk code.

- c. All VFR departures shall be assigned a unique beacon code.

3. **Flight Following**

- a. All aircraft requesting flight following shall be coordinated with the appropriate radar position prior to receiving a Class Bravo clearance.

4. **Scratchpad**

1. VFR aircraft shall have **VFR** placed in the scratchpad
2. VFR aircraft requesting flight following shall have **FVFR** placed in the scratch pad

E. **VFR Local Traffic**

1. **Coordination**

- a. All aircraft requesting to operate VFR locally within the CVG Class Bravo airspace must be coordinated with the appropriate radar position for altitudes and routing restrictions.

2. **Flight Plans**

- a. All VFR aircraft operating inside the CVG Class Bravo airspace shall be on an active flight plan
- b. VFR aircraft without a flight plan shall have one made by Clearance Delivery.

3. **Traffic Pattern Operations**

- a. VFR Aircraft requesting closed traffic pattern operations shall be coordinated with tower, and not issued a unique beacon code.

1. **Ground Control (GC)**

A. **General**

1. Ground owns the movement areas depicted in Appendix A.
2. Due to the large number of Delta Airlines operations at CVG taxiways using the D (Delta) designation shall be referred to as "Dixie" when issuing taxi instructions.
3. Ground must receive approval local before instructing any aircraft to cross an active runway.

B. **Departures**

1. Ground will coordinate with Local and assign all departure runways and intersections.
2. Departures will use parallel taxiways farthest to the runway whenever practical.
3. At all times ground will coordinate a departure order with local.
 - a. It is suggested that ground pushes flight strips to local in the correct departure order as the aircraft is approaching the departure end of the runway.
4. At the request of local, ground will instruct aircraft to monitor local's frequency upon handoff.
 - a. This may only be done if proper coordination of departure order is accomplished.
5. Ground shall not issue back taxi instructions for active runways. Aircraft who will be back taxied down an active runway will be handed off to tower prior to entering the active runway and receiving back taxi instructions.

C. Arrivals

1. Arrivals shall be taxied to the terminal area, or toward their concourse, but not to specific gates. CVG will under no circumstance give ramp control services.
 - a. Air Carrier arrivals which do not have a gate assignment in the remarks section of their flight plan, or who have not specifically asked for a gate assignment will be taxied toward the terminal area.
 - b. General Aviation arrivals not asking for specific parking locations will be taxied to the general aviation parking area south of taxiway Mike.

2. Arriving aircraft will use the parallel taxiways closest from the runway when practical.

4. Local Control (LC)

A. Responsibility

1. Local is responsible for separation of all aircraft in the local traffic pattern, and all aircraft within their airspace as delegated in Appendix C.
2. Local is responsible for the safety of all aircraft on active runways as advertised in the ATIS, and all aircraft on the LC frequency.
3. Local shall determine the active arrival and departure runways in accordance with Appendix G, CVG Runway Use Plan.

B. Runway Configuration Changes

1. When Local determines that the runway configuration needs to be changed the following procedure shall be followed:
 - a. Local will coordinate with approach and request the final arrival on the old configuration as well as inform them of the new configuration.
 - b. Local will coordinate with ground and request the final departure on the old configuration and inform them of the new configuration.
 - c. Local will inform departure of the final departure on the old configuration as well as inform them of the new configuration.

C. Departures

1. Line Up and Wait (LUAW)

- a. No LUAW will occur between the hours of 2300 LCL and 0600 LCL.
- b. LUAW is only authorized at the intersections indicated in Appendix B of this document.

2. Intersection Departures

- a. All intersection departures not depicted as full length in Appendix I shall be given runway distance available with takeoff clearance.

3. Rolling Boundary

- a. All aircraft departing an advertised departure runway will be automatically released. Aircraft departing other runways require an explicit verbal departure release with the appropriate radar position.
- b. Local will notify the appropriate radar position when a rolling departure begins its takeoff roll.
 - 1. This may be accomplished by pushing a flight strip, text communication, or by voice.
- a. Rolling Boundary may be cancelled at anytime by the appropriate radar controller
 - 1. When Rolling Boundary is cancelled all departures must have an explicit verbal departure release.

2. Departure Headings

- a. Local shall not issue departure headings to departure aircraft without prior coordination with the appropriate radar position.
- b. Local shall only issue departure headings to aircraft for required separation by course divergence.
- c. Local shall not issue departure headings to aircraft filed for a SID unless absolutely necessary.

3. Communication Handoff

- a. Local shall transfer communication to the appropriate radar position as soon as the aircraft departs the runway but no later than 1/2 nm from the runway end.

- b. Local will ensure that all data blocks are error free prior to handoff to departure.
 - 1. Ensure aircraft are squawking normal.
 - 2. Ensure aircraft are squawking their assigned beacon code.

D. Arrivals

1. Missed Approach Procedures

- a. Missed Approaches shall be individually coordinated with the appropriate radar position
- b. Aircraft shall be instructed to fly the missed approach procedure as published.
- c. If authorized by the appropriate radar position aircraft may be instructed to climb and maintain 4,000 ft. and fly departure heading.
- d. All missed approaches should be handled as an arrival aircraft whenever possible.

2. Beacon Code Assignments

- a. Local shall not issue beacon codes to pop up arrivals when no approach control is online.

3. VFR Arrivals

- 1. Approach control shall sequence VFR arrivals.
- 2. Local shall issue pattern entry instructions for all VFR arrivals if no approach control is available.

E. VFR Local Pattern

1. Runway Usage

- a. Local shall utilize Runway 18L/36R for local traffic pattern operations whenever practical.
 - 1. When 18L/36R is not practical local shall utilize an arrival runway for local traffic pattern operations.
- b. Local will utilize a pattern which avoids the overflight of the main terminal area at all times.
- c. Local shall provide proper traffic advisories of the pattern aircraft to arriving aircraft.

2. Beacon Code Assignment

- a. Aircraft remaining in the local traffic pattern are not required to be issued a unique beacon code while operating in local's airspace.
- b. If at any time an aircraft requests to leave the local traffic pattern and depart local's airspace they must be issued a unique beacon code, and coordinated with the appropriate radar position prior to exiting local's airspace.

3. Overhead Traffic Pattern Operations

- a. Overhead Pattern Altitude - 3,000 ft. MSL
- b. Denial of Overhead Approach
 - 1. Overhead Approach Requests may be denied if it interferes with the arrival flow of aircraft.
- c. Break Direction
 - 1. No aircraft shall be issued an overhead break which requires them to overfly an active runway, or the terminal area.

TRACON Positions and Responsibilities

A. General

1. All radio frequency, call sign and beacon code assignments should correspond with the vZID Position Table.

B. Departure Control (DC)

1. General

- a. Departure shall ensure that departures are vectored to remain in their delegated airspace as depicted in Appendix D and through a departure gate intersection as depicted in Appendix J
- b. Departure Control may be split into many different configurations depending on runways configuration, staffing, and traffic management
- c. Departure is split into two primary areas as depicted in Appendix D.
- d. Departure Control is responsible for all satellite and uncontrolled field operations that occur within the CVG TRACON.

2. Responsibilities

- a. Departure shall ensure that all aircraft are direct the first fix in their flight plan, or vectored to join an assigned departure procedure, or airway prior to handoff to center.
- b. Departure shall ensure that for those aircraft filed for a final cruise altitude higher than 13,000 ft., are instructed to climb and maintain 13,000 ft. prior to handoff to center.
- c. Departure shall ensure that there are no errors with the data block prior to handoff (such as a "CODE" flash, or an aircraft squawking improper squawk code)
- d. Departure shall ensure, when traffic permits, that the aircraft is handed off in a manner that frequency change will occur prior to the aircraft reaching 13,000 feet when applicable.

C. Approach Control (AC)

1. General

- a. Approach Control may be split into many different configurations depending on runways configuration, staffing, and traffic management
- b. Approach is split into three primary areas as depicted in Appendix D.
- c. Approach is required to ensure all arrivals are vectored to remain within the positions delegated airspace as depicted in Appendix D.
- d. Approach shall sequence VFR arrivals to CVG.
- e. Approach control is required to ensure that all IFR arrivals that enter the Class Bravo Airspace remain within the confines of the Class Bravo Airspace to the greatest extent possible.

2. Runway Assignment

- a. CVG bound aircraft that are arriving over any of the arrival gates to the west should be assigned runway 36C/18C, with runway 36L/36R being the overflow runway.
- b. CVG bound aircraft that are arriving over any of the arrival gates to the east with the exception of JAKIE should be assigned runway 36R/18L, with runway 36C/18C being the overflow runway.
- c. CVG bound arrivals that are arriving over the JAKIE gate may be assigned 18C or 18L in the south configuration.
 1. VFR aircraft that fall under the "small" category shall be sequenced for arrival onto runway 18R/36L whenever possible. If unable, utilize appropriate runway as mentioned in section a and b above.
- d. When a runway configuration change is in effect, approach should coordinate with Center for aircraft holding, if holding will be required to complete the configuration change.

3. Instrument Approaches

- a. Instrument Approaches shall be utilized any time the METAR is reporting a visibility less than 6 SM or is reporting a ceiling that is less than 5000ft.
- b. CVG arrivals shall be vectored to the final approach course whenever practical to ensure an expeditious flow of traffic.

4. Visual Approaches

- a. Visual Approaches shall be utilized any time the METAR is reporting a visibility greater than 6 SM and the METAR is reporting a ceiling that is greater than 5000ft.
- b. All Visual Approaches shall be vectored to join the localizer whenever practical to ensure an expeditious flow of traffic..

5. VFR Arrivals/Transitions

- a. All VFR arrivals into KLUK shall be given the instruction, "Radar Services Terminated, Contact Lunken Tower on <frequency>, Squawk VFR"
- b. Approach shall sequence VFR aircraft as needed prior to handing them off to Local.
- c. Approach shall handoff VFR aircraft to Local in such a way that gives adequate time for the aircraft to switch frequencies prior to entering Local's airspace.

6. Scratchpad Entries

- a. Whenever possible utilize the following scratchpad entries
 1. "V<runway>" - All CVG bound aircraft on a Visual Approach
 2. "I<runway>" - All CVG bound aircraft on a ILS Approach
 3. "R<runway>" - All CVG bound aircraft on a RNAV/GPS approach
 4. "O<runway>" - All CVG bound aircraft on a VOR approach (if available)
 5. "N<runway>" - All CVG bound aircraft on a NDB approach (if available)
 6. "S" shall be placed at the beginning of the above entries for satellite arrivals

D. Final Control (FC)

1. Responsibilities

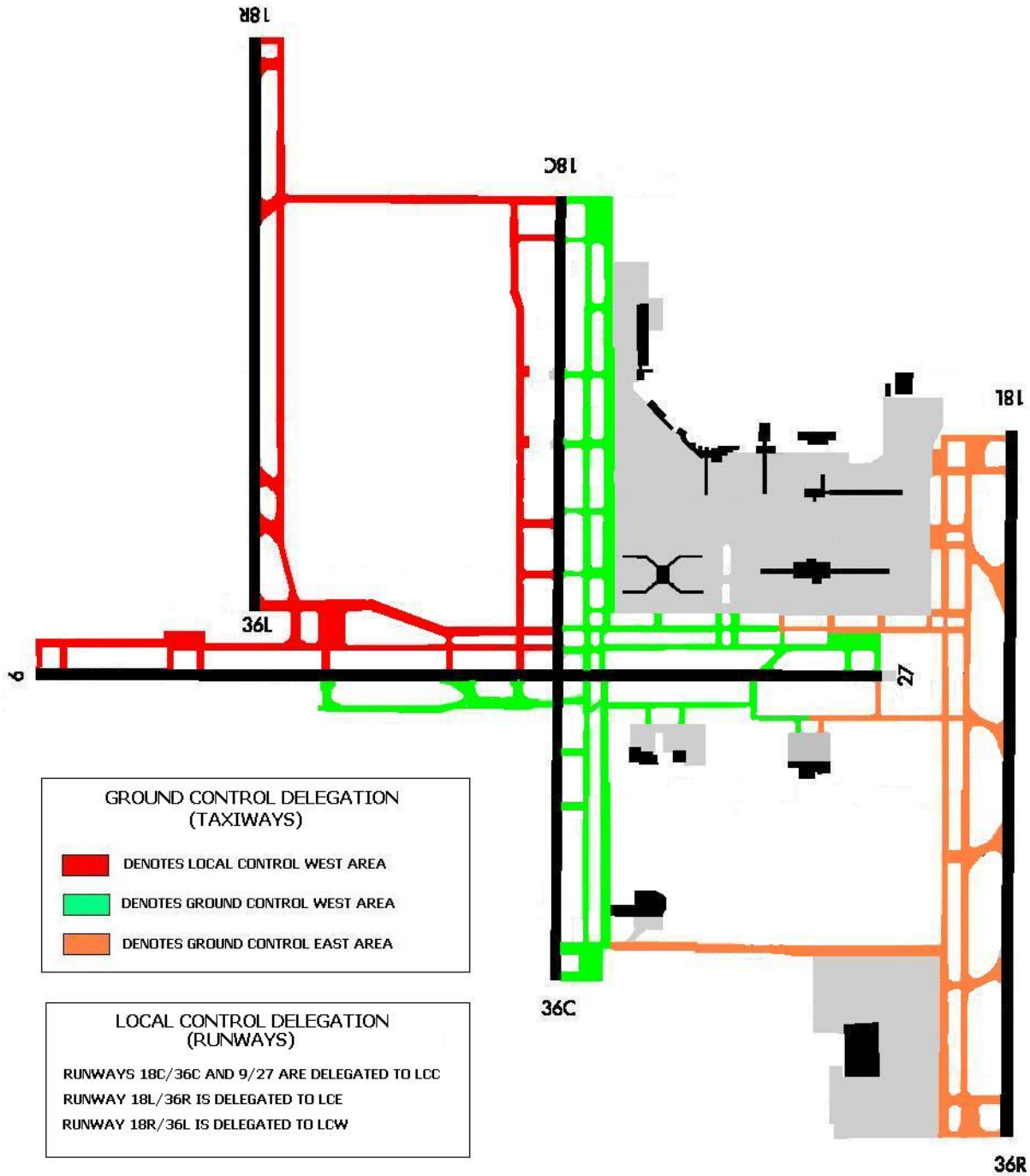
- a. Final owns the airspace as depicted in Appendix D
 1. Final Controller (F) handles all final operations on runway 18C/36C
 2. East Final Controller (V) handles all final operations on runway 18L/36R
 3. West Final Controller (Z) handles all final operations on runway 36L/18R
- b. Final Control is responsible for the downwind to base turn, as well as the turn to join the localizer/final approach course.
- c. Final Control will handoff aircraft to the appropriate Local frequency either by instructing the aircraft to contact tower at the FAF, or by handing off the aircraft in a manner which will allow the aircraft to switch frequencies prior to entering Local's airspace.
- d. When multiple Final Control control positions are active they shall operate with Quicklook to provide proper spacing, sequencing and traffic advisories.

2. Sequencing

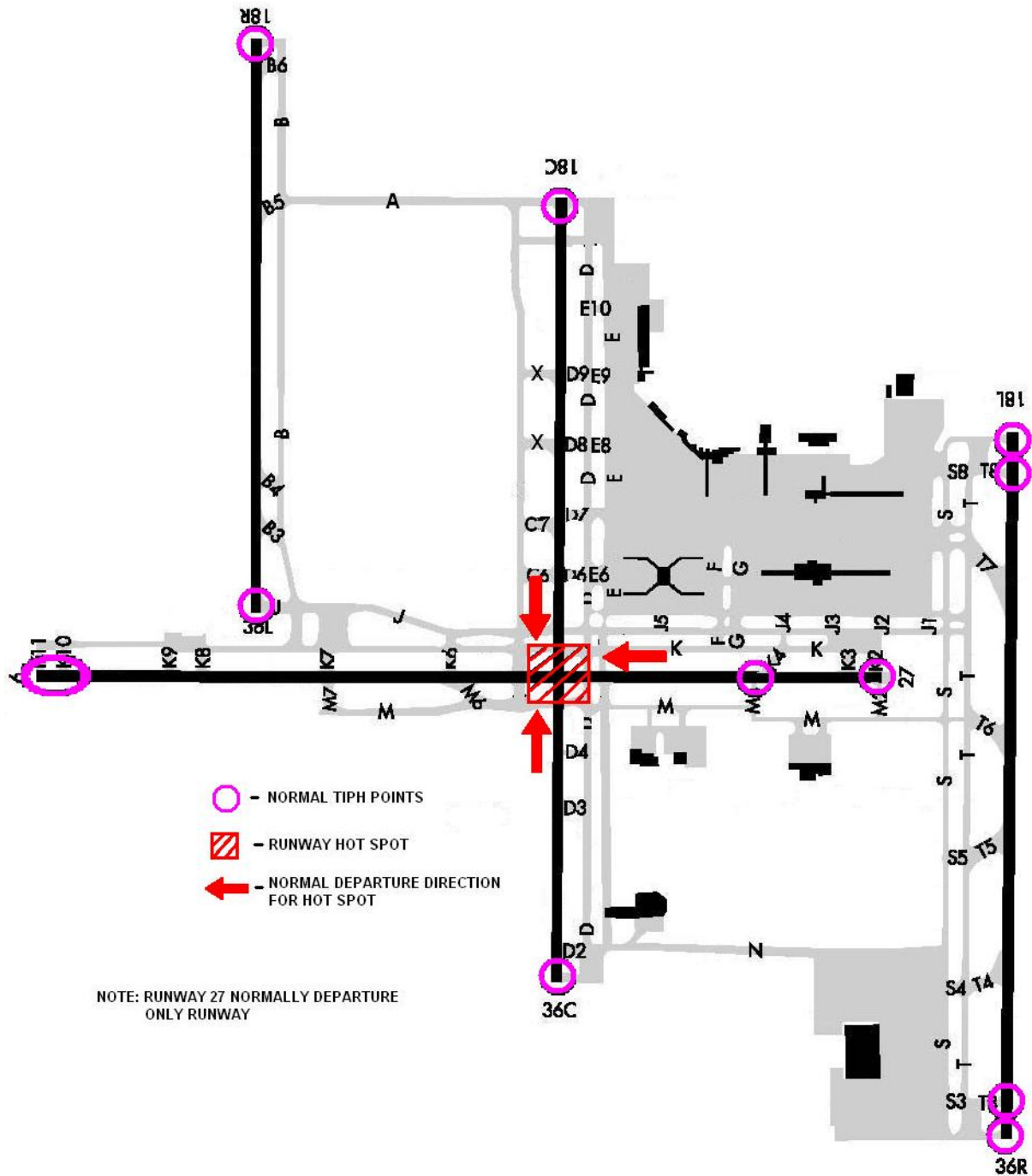
1. Final Control is responsible for the sequencing of aircraft to CVG.
2. Final East is considered the "Low Side" and shall join aircraft on the final approach course at odd numbered altitudes no higher than 7,000 feet
3. Final West shall join aircraft on the final approach course at even numbered altitudes no higher than 6,000 feet
4. Final is considered the "High Side" and shall join aircraft on the final approach course above 8,000 feet.
 1. When Final and Final West are combined, Final may join aircraft on the final approach course for any runway under their control at even numbered altitudes to 8,000 feet and any altitude above 8,000 feet.

Appendix

Appendix A: Runway/Taxiway Delegation

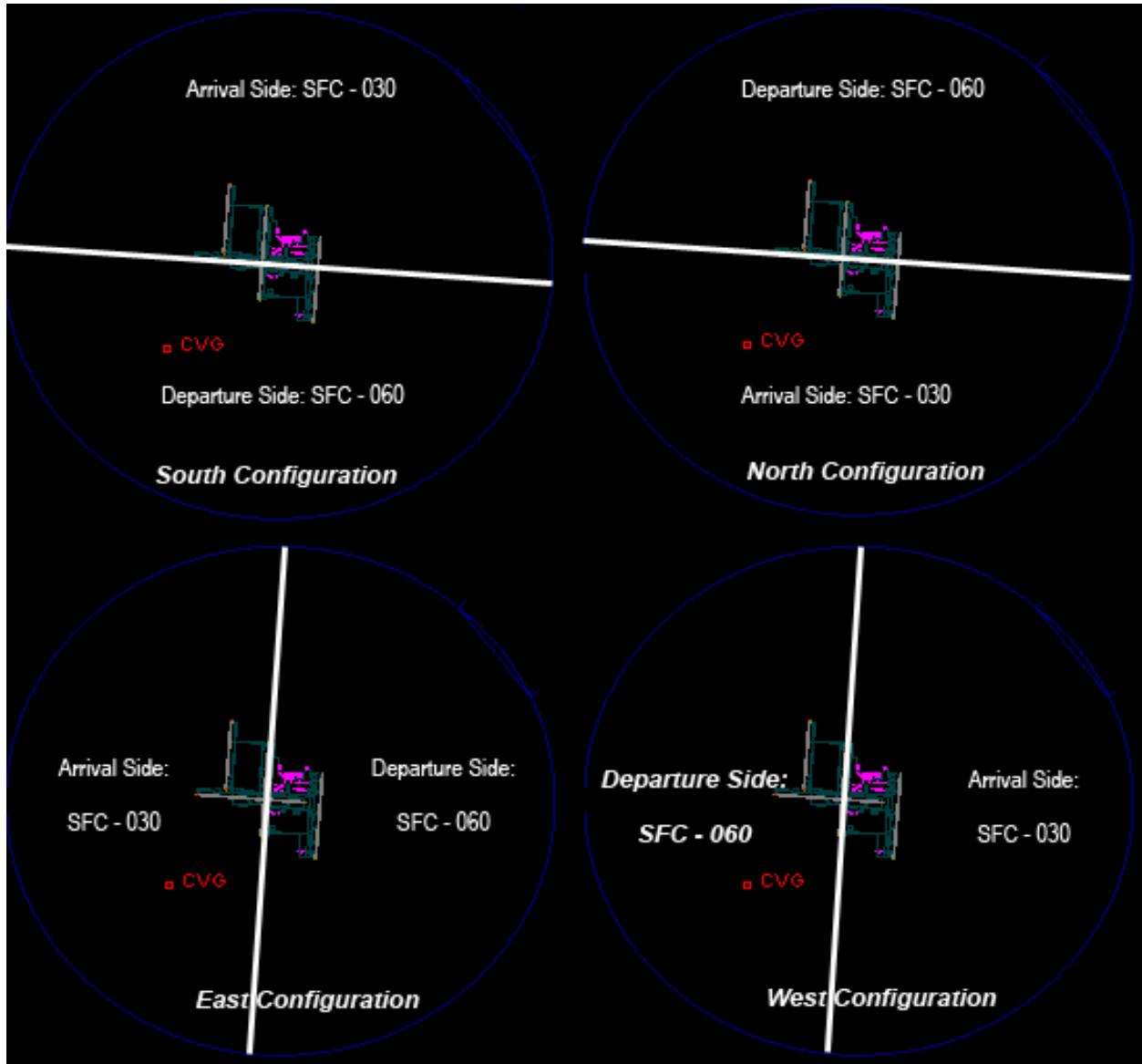


Appendix B: LUAW Points



Note: A "Hot Spot" is defined as a spot on the airport that has a high risk of runway incursions.

Appendix C: Local Airspace Delegation Map



Appendix D: TRACON Delegation Map

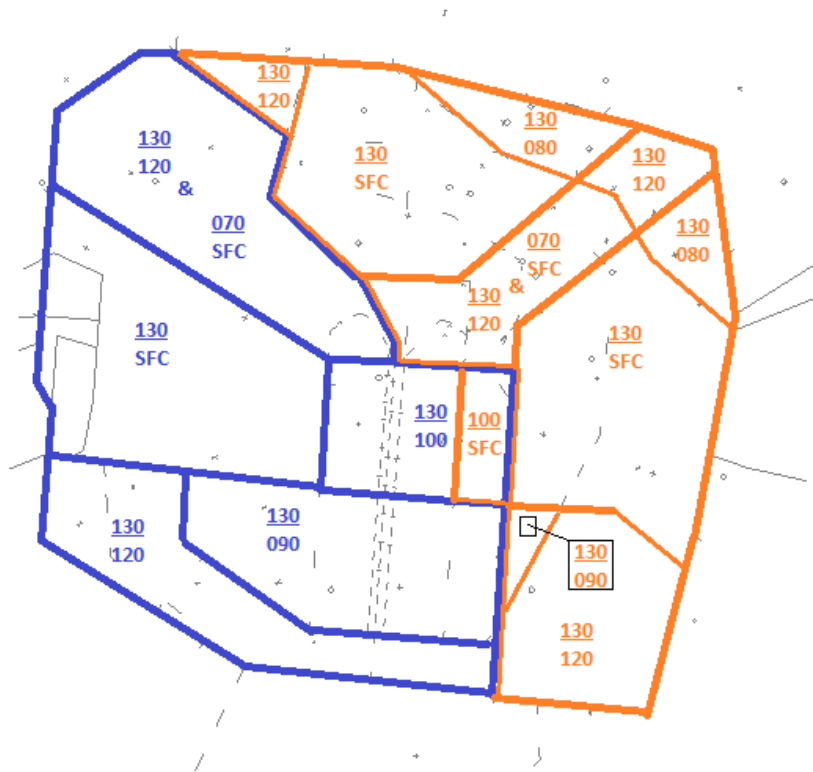
Key: Area Airspace Delegation

1. Arrival North.....Black
2. Arrival South.....Red
3. Final Radar.....Green
4. Bearcat Departure.....Orange
5. Wildcat Departure.....Blue

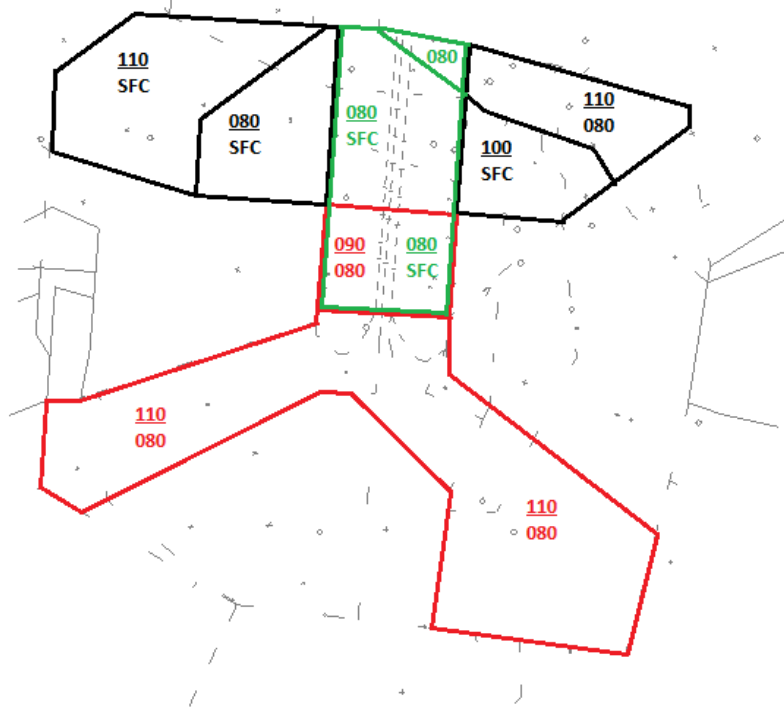
Approach North Configuration



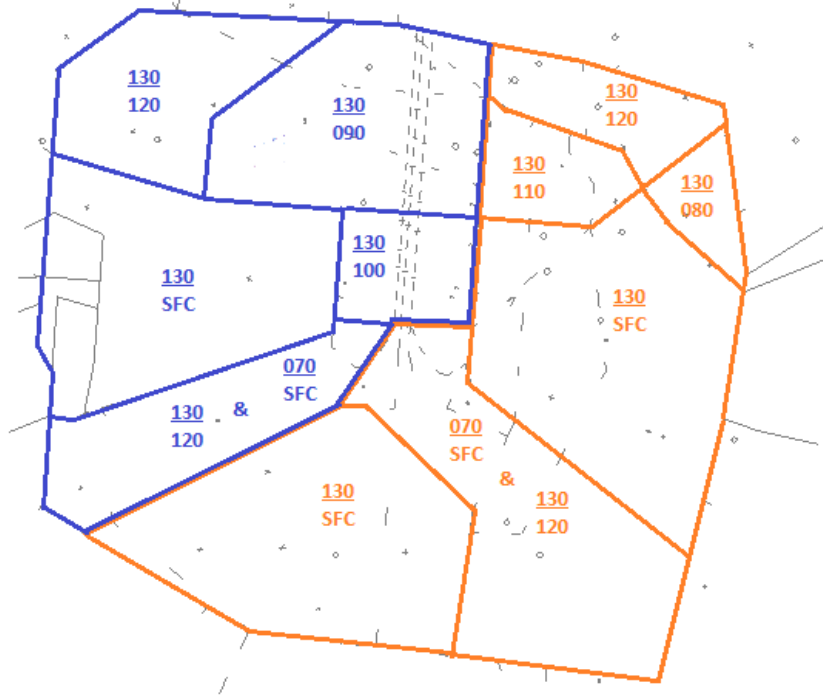
Departure North Configuration



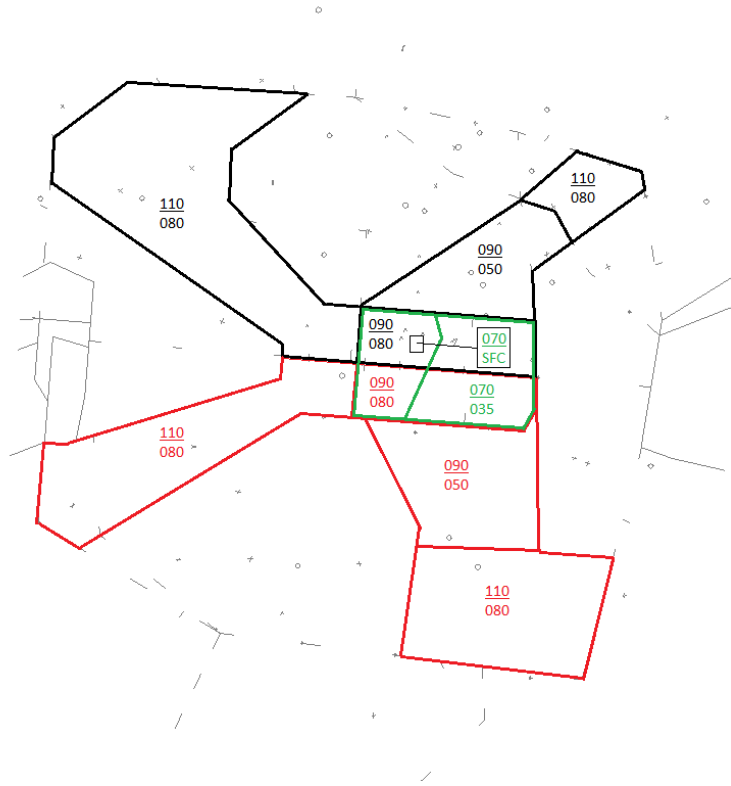
Approach South Configuration



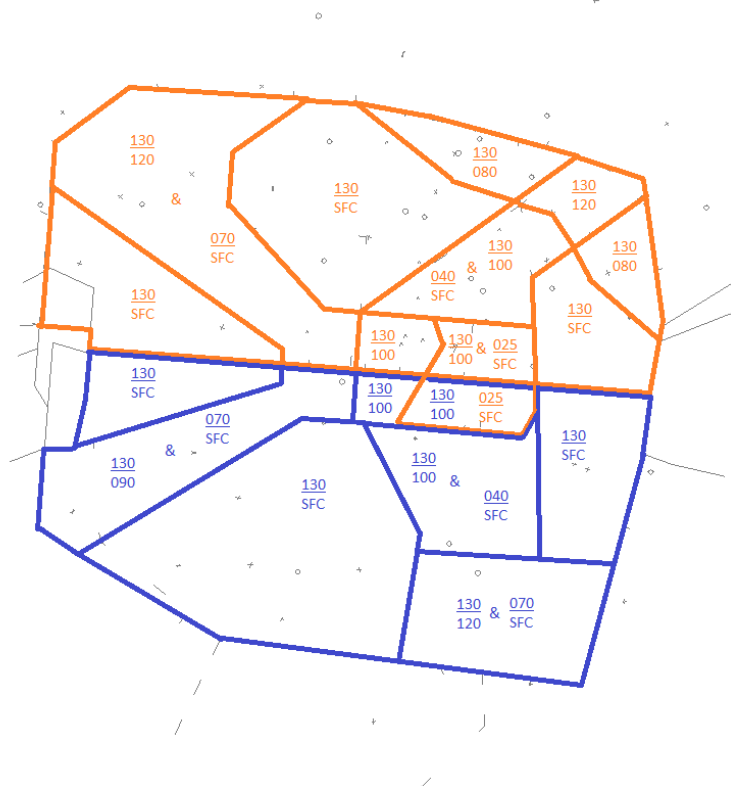
Departure South Configuration



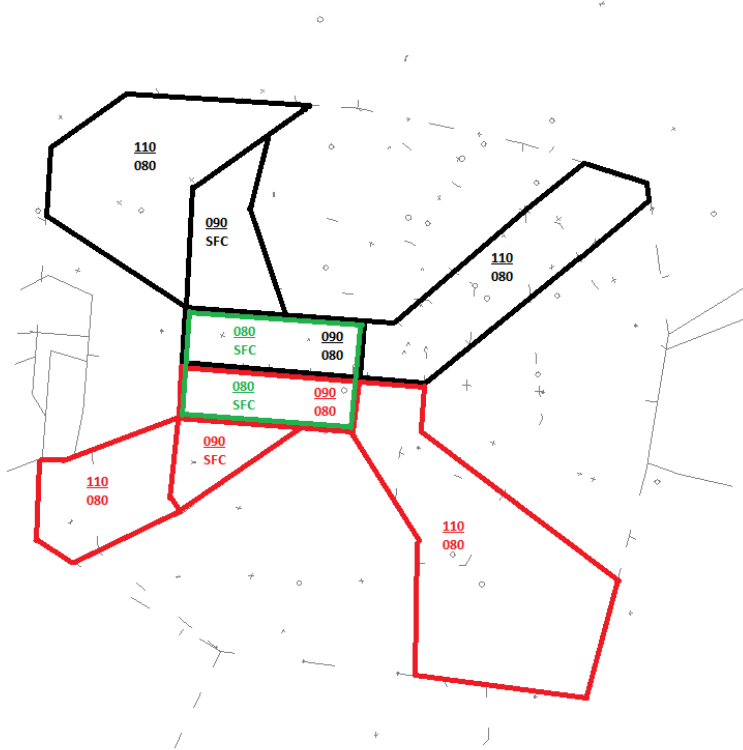
Approach West Configuration



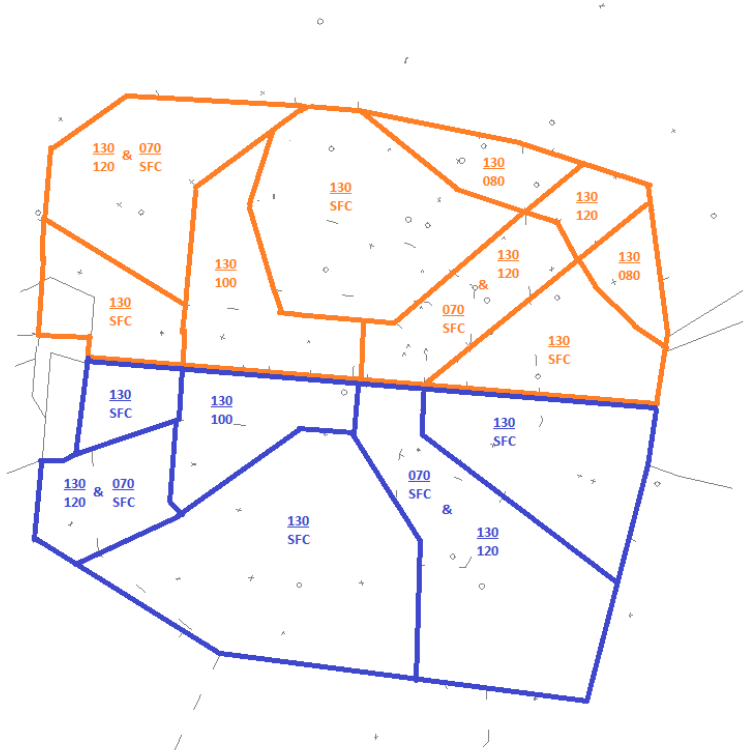
Departure West Configuration



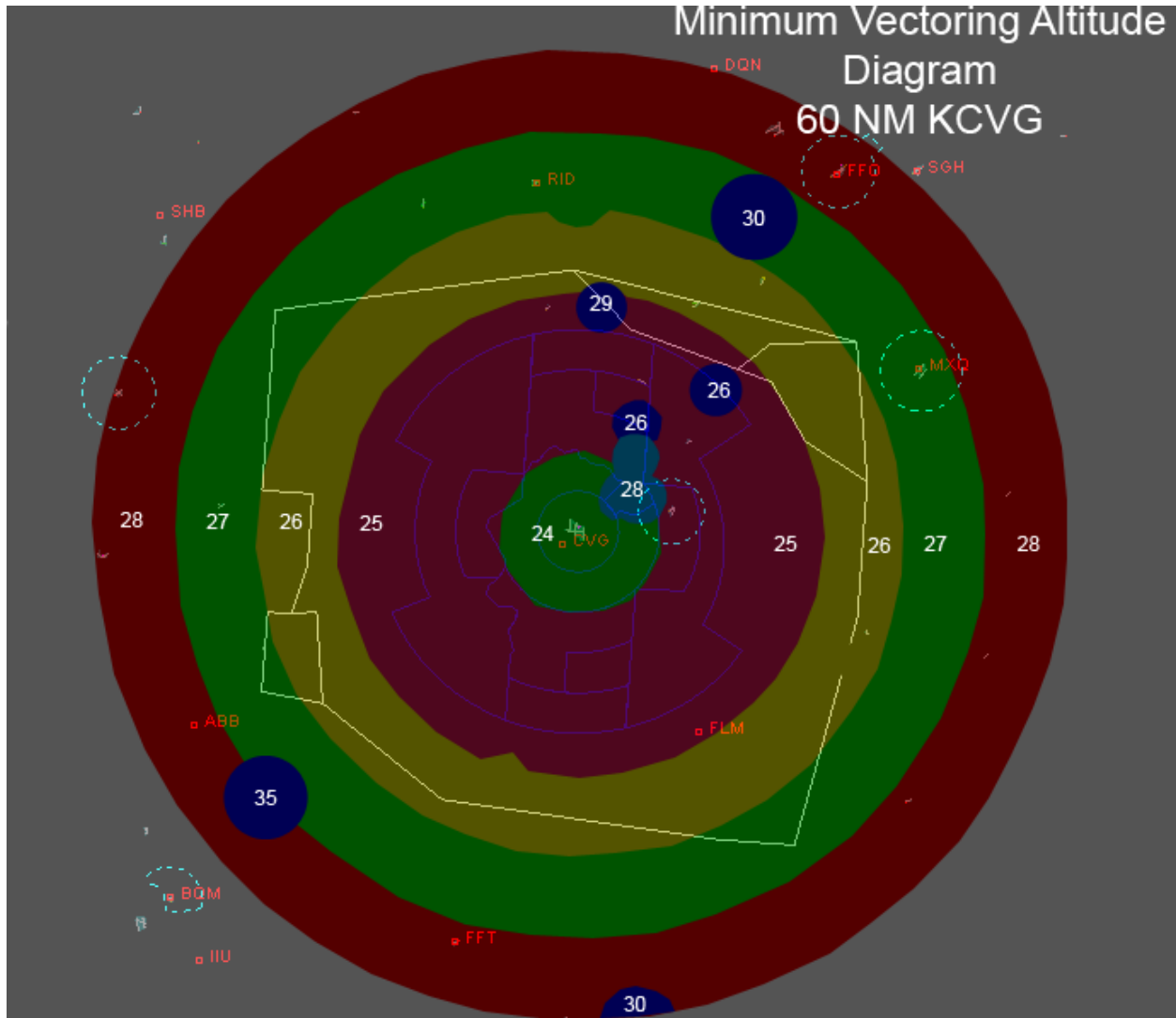
Approach East Configuration



Departure East Configuration



Appendix E: Minimum Vectoring Altitude Diagram



Appendix F: CVG Class Bravo Airspace Diagram



Appendix G: Runway Use Plan

Runway selection at CVG shall be accomplished using the following guidelines whenever practical.

- Runway 27/9 shall be used as the primary departure runway for all flows.
- During times of emergency this document holds no primary value and pilots and controllers should make a runway selection which allows for the safest outcome.
- Runway 36L/18R does not appear in many pilots' scenery. Controllers should be aware that to pilots using default scenery runway 36C/18C may appear to be 36L/18R. Controllers should assign this runway only to pilots stating they have updated scenery.

North Flow

- Runways 36L, 36C, and 36R shall be used for all arrivals. Runway 27 shall be used for departures.
- Runway 36R shall be used for overflow departures.
- This flow is preferred and should be used whenever possible.

South Flow

- Runways 18L, 18C, and 18R shall be used for all arrivals. Runway 27 shall be used for departures.
- Runway 18L shall be used for overflow departures.
- This flow should be used whenever South Flow is not suitable due to winds.

Strong Flow

- The runways most closely aligned with the wind shall be utilized for departures and arrivals. This flow shall only be used in times of extremely high winds.

Appendix H: Noise Abatement Procedures

Periods of Noise Abatement shall be defined as daily 2200 LCL to 0700 LCL. During these periods the following amendments shall be made to the runway use plan.

Departures

Runway 27/9 shall be used for departures at all times.

Runway 27 should be used for departures unless there is a tailwind component of greater than 10 knots at which time runway 9 may be used for departures.

During periods of noise abatement no aircraft shall depart a north/south runway unless remaining in the pattern.

Arrivals

North flow shall be used for arrivals unless there is a tailwind component of greater than 10 knots at which time operations may switch to south flow.

Appendix I: Runway Distance Remaining

Runway distance remaining given in feet for all intersections of taxiways and runways.

INTERSECTIONS IN BLUE ARE TO BE CONSIDERED FULL LENGTH INTERSECTIONS IN WHICH
DISTANCE REMAINING IS NOT REQUIRED TO BE GIVEN

	K2/M2	K3	K4/M4	E	D	C	M6/K6	M7/K7	K8	K9	K10	K11
27	12000'	11500'	10200'	8150'	7900'	6900'	6000'	4250'	2550'	2000'	500'	0'
09	0'	550'	1800'	3900'	4100'	5100'	6000'	7750'	9450'	10000'	11500'	12000'

	J	B3	B4	B5	B6	B
36L	8000'	6200'	6700'	1950'	500'	0'
18R	0'	1800'	2300'	6050'	7500'	8000'

	D	D2	D3	D4	M	K	J	D6/ C6	C7	D7	D8	D9	D/A
36C	11000'	10500'	8550'	7750'	7150'	6350'	6050'	4050'	3800'	3500'	2500'	550'	0'
18C	0'	500'	2450'	3300'	3900'	4650'	4950'	6400'	7000'	7500'	8500'	10450'	11000'

	T	T3	T4	T5	T6	T7	T8	T
36R	10000'	9450'	7650'	5750'	4300'	2250'	600'	0'
18L	0'	550'	2350'	4250'	5750'	7750'	9400'	10000'

Appendix J: Departure Scratchpad Entries

<u>Intersection</u>	<u>Scratchpad</u>	<u>Departure</u>
CHCLL	CHCL	BLGRS.IIU or BWG CHCLL. IIU or BWG
SILKS	SILK	BLGRS.TRFWA SILK.TRFWA
KENLN	KENL	BLGRS.HYK KENLN.HYK
GIPLE	GIPL	RHOMM. ALL GIPLE. ALL
WADAL	WADL	ROCKT. ALL
BNGLE	BNGL	BNGLE. ALL
HAGOL	HAGL	HAGOL. ALL
JBNCH	JBNC	JBNCH.MIE
LOVEY	LOVE	LOVEY. ALL WHWTR. ALL
MIE	vMIE	CVG.MIE
DQN	vDQN	CVG.DQN
ROD	vROD	CVG.ROD
RIKLE	vRIK	CVG.RIKLE
APE	vAPE	CVG.APE
DJB	vDJB	CVG.DJB
HYK	vHYK	CVG.HYK
IIU	vIIU	CVG.IIU

