ORDER

RST ATCT
7110.9A

ROCHESTER ATCT
STANDARD OPERATING PROCEDURES

December 27, 2023

VATUSA MINNEAPOLIS ARTCC

VIRTUAL AIR TRAFFIC SIMULATION NETWORK

VIRTUAL AIR TRAFFIC SIMULATION NETWORK

UNITED STATES DIVISION

Rochester ATCT

Northeast Region

RST ATCT 7110.9A

Effective date:
December 27, 2023

SUBJ: Rochester Air Traffic Control Tower Standard Operating Procedures

This order establishes standard operating procedures (SOP) for the tower cab positions at Rochester Air Traffic Control Tower on the VATSIM network. Where national orders specify *what* is to be done, this order details *how* the job is done at *this* facility. Care has been taken to avoid duplication of other directives, but they are referenced, where necessary for clarity. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations not covered by it.

This order also serves as a reference for information unique to the facility, unique to this airport, and unique to the control environment.

It is emphasized that information contained herein is designed, and specifically for use, in a virtual controlling environment. It is not applicable, nor should be referenced for live operations in the National Airspace System (NAS). The procedures contained within this order document how the positions are to be operated and, in conjunction with FAA Orders JO 7110.10, JO 7110.65, and JO 7210.3, will be the basis for performance evaluations and training.

Dhruv Kalra
Air Traffic Manager
VATSIM Minneapolis ARTCC

Order Record of Changes

Change	Description	Effective Date	Issued By
	Original Publication	Dec 27, 2023	DE

Table of Contents

CHAPTER 1. GENERAL

1-1. PURPOSE OF THIS ORDER.

This handbook contains the body of local knowledge with which an air traffic controller at Rochester ATCT must be familiar. It contains descriptions of local procedures and of the area environment.

1-2. AUDIENCE.

This order is distributed to all VATSIM Minneapolis ARTCC controllers.

1-3. WHERE CAN I FIND THIS ORDER.

You can find this order on the Repository website: Documents & Procedures

1-4. WHAT THIS ORDER CANCELS.

vZMP ZMP-Minor ATCT/TRACON LOA, Rochester (RST) ATCT/TRACAB, dated 1/1/2015.

1-5. TERMS OF REFERENCE.

This order conforms to the style conventions specified in FAAH 7110.65, Air Traffic Control, Terms of Reference, in its word usage, notes, definitions, references, and abbreviations. Interpretation of this order is subject to the same Terms of Reference.

1-6. ACRONYMS.

Ground Control	GC
Local Control	LC
Approach Control	AP or ARDR
Controller-In-Charge	CIC
Status Information Area	SIA

1-7. DEFINITIONS.

Advertised:

The approach and runway(s) indicated on the Automation, SIA, and broadcast on the ATIS.

Mileage:

Mileage referred to in this Order is nautical unless otherwise specified.

Automation:

The controller client being used by the controller.

CHAPTER 2. GENERAL CONTROL

2-1. POSITION RESPONSIBILITY.

a. Controllers opening the facility shall utilize the Opening Watch Checklist. Controllers closing the facility shall utilize the Close Of Business Checklist. (Located in Appendix B).

b. Controllers shall use the pre-relief checklist prior to relieving a position.

c. Controllers shall use the relief checklist when being relieved of a position.

d. GC and LC are regularly combined to LC.

2-2. CALLSIGN USAGE AND FREQUENCY DELEGATION.

a. The following callsigns and frequencies shall be used when working positions at RST ATCT. **Bold** table entries denote the primary position.

Position	***Frequency***	***STARS ID***	***Callsign***
Ground Control	121.900	T	RST_GND
Local Control	118.300	T	RST_TWR
ATIS	120.500		KRST_ATIS
RST Approach (RA)	**119.800**	**A**	**RST_A_APP**
RST West (RW)	119.200	W	RST_W_APP

CHAPTER 3. GROUND CONTROL

3-1. SUMMARY OF DUTIES AND RESPONSIBILITIES.

a. GC has primary responsibility for the following duties:

b. Controlling aircraft on the airport movement areas, except active runways.

c. Issuing IFR, SVFR, and VFR-On-Top clearances to departing aircraft. See paragraph 3-4, *Clearance Phraseology*

d. Coordinating outbound traffic's intentions with LC using flight progress strips, half strips, or verbally, as appropriate.

3-2. AIRPORT SURFACES AND THEIR USAGE.

a. **Runway data.** Runways are concrete.

1. RY 13/31 9034' x 150' (center 130' grooved). Precision markings.
2. RY 3/21 7301' x 150' (wire combed). Non-precision markings.

b. **Taxiway data.**

1. All high-speed (angled) taxiways exiting runway 13/31 are 75 feet wide. Others are at least 60 feet wide. Hold lines are painted 200 feet from runway centerlines. Unlike runways, taxiways are not level. Opposite direction aircraft may not be visible to one another.
2. Taxiways leading to the thresholds of runway 21 (F, and G) are too narrow to allow aircraft to pass. To expedite the departure of turboprop or jet aircraft, consider directing smaller aircraft to other areas for run-up. For example, with coordination, an aircraft can be taxied across the approach end of runway 21 for run-up on the opposite taxiway, thereby allowing a subsequent aircraft to depart ahead.

c. **Ramp data.** Ramps are *non-movement* areas, thus ATC control jurisdiction does not include them. Instructions to aircraft operating on ramps are advisory in nature.

d. **Helicopter operations.** There are no helipads, designated helicopter landing areas, or designated helicopter parking areas at RST. Takeoffs and landings from the ramp are discouraged, though not forbidden. Unless the pilot specifically requests a takeoff from the ramp, air taxi helicopters to any taxiway or runway for departure.

3-3. GC/LC COORDINATION.

Before coordinating or authorizing any activity on a runway, scan the runway surface and both final approach areas for traffic.

a. Coordinate a specific activity at a specific point.

EXAMPLE-
"Cross Runway 31 at Alpha 6 behind FLG3168."
"Cross the approach end of runway 21."

NOTE 1 – *Approval for a specific crossing does not constitute approval for other activities or crossings elsewhere on the same runway. Each crossing must be coordinated individually.*

NOTE 2 *– If GC requests and LC approves "Request clearance on runway ##..." Or "Request clearance on the Airport…" GC can now utilize the runway or field at their discretion without further coordination.*

b. Either GC or LC may make a runway "hot." A runway becomes hot when either of the following happens:

1. GC advises LC that the runway is "hot" because an aircraft has been taxied to it for departure. After this coordination, GC may not cross the runway without new coordination.

2. LC advises GC that the runway is "hot" due to inbound traffic.

3-4. CLEARANCE PHRASEOLOGY.

a. Itinerant VFR departures. When a departing VFR aircraft has requested flight following to a destination outside RST approach control airspace, issue 119.8 as departure frequency and vNAS-assigned transponder code.

PHRASEOLOGY-
DEPARTURE FREQUENCY (frequency). SQUAWK (code).

b. Itinerant IFR departures. Clear departing itinerant IFR aircraft to an initial altitude of 5000, unless the pilot requested a lower final altitude. When appropriate, advise pilot to expect requested final altitude ten minutes after departure.

PHRASEOLOGY-
MAINTAIN (initial altitude).
EXPECT (requested final altitude) ONE ZERO MINUTES AFTER DEPARTURE.
DEPARTURE FREQUENCY (frequency). SQUAWK (code).

c. Local-area clearances. When aircraft requesting radar services will remain within RST approach control airspace, issue one of the following clearances.

1. VFR departures requesting Basic Radar Service, or requesting practice instrument approaches:

PHRASEOLOGY-

DEPARTURE FREQUENCY (frequency). SQUAWK (code).

2. Departures requesting practice instrument approaches under IFR:

PHRASEOLOGY-
CLEARED TO (destination) AIRPORT VIA RADAR VECTORS. MAINTAIN 4000 DEPARTURE FREQUENCY (frequency). SQUAWK (code).

3. SVFR departures:

PHRASEOLOGY-
CLEARED OUT OF CLASS DELTA SURFACE AREA (direction) OF THE ROCHESTER AIRPORT. MAINTAIN SPECIAL V-F-R CONDITIONS (and if required, AT OR BELOW 2500). DEPARTURE FREQUENCY (frequency). SQUAWK (code).

4. IFR departures requesting clearance to VFR conditions on top (VFR OTP):

PHRASEOLOGY-
CLEARED TO ROCHESTER VOR VIA RADAR VECTORS. CLIMB TO AND REPORT REACHING V-F-R ON TOP. TOPS REPORTED (altitude) or NO TOPS REPORTS. IF NOT ON TOP AT 5000, MAINTAIN 5000 AND ADVISE. DEPARTURE FREQUENCY (frequency). SQUAWK (code).

CHAPTER 4. LOCAL CONTROL

4-1. SUMMARY OF DUTIES AND RESPONSIBILITIES.

a. LC has primary responsibility for the following duties:

1. Runway separation and advisory control of VFR traffic operating within RST Class D airspace.
2. Assigning runway heading to IFR departures.

PHRASEOLOGY-
FLY RUNWAY HEADING.

3. Separation between arriving and departing IFR aircraft.
4. Initial separation between two or more IFR departures. IFR aircraft that execute a go-around or missed approach must be issued control instructions, as necessary, to establish separation.
5. Resolving traffic conflicts between departures and local traffic before telling a pilot to change frequencies.

NOTE 1 - *RST Approach may vector, climb, or restrict any aircraft upon contact. RST Approach is responsible for issuing any necessary restriction to subsequent IFR departures except when the preceding aircraft is released on runway heading and turned by less than 15 degrees. See Paragraph*

NOTE 2 – *The LC/RST Approach transfer of control point is 1800 MSL.*

6. Assigning landing runways.
7. Issuing landing sequence.
8. Specifying approach interval.

4-2. AREA INFORMATION.

LC must be familiar with the following area facilities, features, and information:

a. RST Class D Airspace is defined as "[t]hat airspace extending upward from the surface to and including 3800 feet MSL within a 4.3-mile radius of the Rochester International Airport." FAR 91.129(c) states that no person may operate an aircraft within this area except for the purpose of landing or taking off from an airport within that area, unless otherwise authorized. Therefore, any aircraft operating in this area for any purpose must obtain prior authorization from RST ATCT either via radio or telephone.

b. RST Class E Airspace is defined as "[t]hat airspace extending upward from 700 feet above the surface within a 6.8-mile radius of the Rochester International Airport and within 3.2 miles each side of the RST VOR/DME 028 radial extending from the 6.8-mile radius to 7.9 miles southwest of the airport, within 5.3 miles southwest and 4 miles northeast of the Rochester northwest localizer course extending from the 6.8-mile radius to 20 miles northwest of the airport, within 5.3 miles northeast and 4 miles southwest of the Rochester southeast localizer course extending from the 6.8-

mile radius to 17.3 miles southeast of the airport and within a 6.4-mile radius of St. Marys Helipad."

c. **The Departure Corridor** is airspace three miles either side of the extended centerline of the advertised runway from the departure end to ten miles from the radar antenna, from the surface to 5000' MSL. LC may release IFR aircraft on runway heading, climbing to 5000 feet or below without coordination with ARDR. If traffic warrants, ARDR may require LC to issue a lower altitude to departures.

d. **Published instrument approach procedures for RST.**

e. **Obstructions.** The highest obstruction on the airport is the control tower (1361 MSL). The highest obstruction within RST Class D airspace is a cable TV tower four statute miles south (1528 MSL).

f. **Satellite airports.**

Satellite Airports

LOCATION	AIRPORT NAME	LOCATION IDENTIFIER
Albert Lea	Albert Lea Municipal	AEL
Austin	Austin Municipal	AUM
Cresco, IA	Ellen Church Field	CJJ
Preston	Fillmore County	FKA
Dodge Center	Dodge Center	TOB
Chatfield	Flying A ("Anderson's")	2C4
Rushford	Rushford Muni	55Y
Osage, IA	Osage Muni	D02
Northwood, IA	Northwood Muni	5D2
Owatonna	Owatonna Degner Regional	OWA
Rochester (downtown)	St. Marys Helipad	99MN
Rochester (downtown)	Methodist Helipad	MN56
Rochester (N of city)	MN DOT Helipad	86MN
Rochester (2 W of airport)	Deans – Westfield	None

g. **VFR checkpoint video map (#1).** All markings as listed in Appendix 2.

h. **Towns not depictured on video maps** and their positions:

1. Chester: 10 NE
2. Dover: 18 NE
3. Simpson: 4 ENE
4. Marion: 8 ENE
5. Fillmore: 17 SE
6. Ostrander: 21 SSE
7. Stewartville: 4 S

i. Prominent local landmarks.

1. Listed on sectional charts
   (a) Ostrander Tower
   (b) Interstate 90
2. In common usage
   (a) IBM (northwest edge of Rochester)
   (b) Silver Lake (downtown Rochester)
   (c) Lake Zumbro

j. Noise-sensitive areas.

1. City of Stewartville.

4-3. RESTRICTED LOW APPROACHES.

Use an altitude no lower than 1900 MSL when authorizing an altitude restricted low approach over any runway.

4-4. LC/GC COORDINATION.

a. Before authorizing any activity on a "hot" runway, scan the runway surface, both final approach areas, the traffic board, and the TDW for traffic. Respond to GC requests using specific phraseology. Generally, LC will repeat the information in GC's request, or issue other instructions when the request cannot be approved.

EXAMPLE-
"Cross the approach end of runway 21."
"Hold short of runway 21. Traffic landing."

b. While either GC or LC can declare an unadvertised runway "hot," only LC can approve coordination of it being "cold." Tell GC that a runway is "cold" (i.e. activity on that runway may be approved by GC without further coordination) when aircraft are no longer using the runway, or when the next operation is not imminent.

PHRASEOLOGY-
RUNWAY (number) IS COLD.

4-5. LC/ARDR COORDINATION.

Silent (data block) and verbal (RDVS) coordination are used.

a. Silent coordination. Determine the intentions of all aircraft displayed on the LC TDW by analyzing their data blocks as referenced in Appendix 4. Any itinerant IFR or vNAS VFR aircraft without a special designator will be making a full stop landing on the advertised runway. Unless verbally coordinated otherwise.

b. Expect ARDR to coordinate the following verbally:

1. SVFR inbounds.
2. Non-STARS inbounds.
3. Any arrival to an unadvertised runway.
4. Restrictions to departing IFR aircraft as follows:
   (a) "CALL FOR RELEASE": LC must coordinate any IFR departures, including those departing the advertised runway.
   (b) "RELEASE REFERENCE (aircraft call sign)": LC must provide visual separation between this aircraft and any IFR departures unless another means of separation is coordinated with ARDR> Approval by LC of an IFR arrival to other than the active runway does not apply an automatic release reference departure restriction.
   (c) "RESTRICT DEPARTURES TO (altitude)": LC may release IFR aircraft on runway heading, climbing no higher than the altitude specified in the restriction.
5. Transfer of control for aircraft maintaining visual separation.
   (a) Local control may transfer control of aircraft maintaining visual separation to Approach control.
   (b) Approach control may transfer control of aircraft maintaining visual separation to Local control.
   (c) The transferring controller must notify the receiving controller that the aircraft are maintaining visual separation prior to issuing a frequency change to the participating aircraft via the following approved methods:
      1. Verbal coordination via landline.

         Ex. N350MC has N912TL in sight and will maintain visual separation.
      2. Enter "VA" into secondary scratchpad of aircraft maintaining visual separation.

c. Coordinate verbally with ARDR the following:

1. SVFR departures.

PHRASEOLOGY-
REQUEST RELEASE ON RUNWAY (number).

2. IFR departures from any runway other than the advertised runway, except when the aircraft is climbing out after a practice approach.
3. Any pattern aircraft operating beyond 5 NM from the radar site.
4. Unplanned missed approaches of IFR inbounds.

4-6. LINE UP AND WAIT (LUAW).

a. Do not issue a clearance to an aircraft requesting a full stop, touch-and-go, stop-and-go, option or unrestricted low approach on the same runway with an aircraft that is holding in position, taxiing into position or that has been cleared to line up and wait until the aircraft in position starts takeoff roll.

b. Do not clear an aircraft to line up and wait if an aircraft has been cleared to land, touch-and-go, stop-and-go, option or unrestricted low approach on the same runway.

c. LUAW may be issued on any runway IAW FAAO 7110.65, 7210.3, and other associated facility or agency directives, unless otherwise prohibited, if the departure point is visible from the tower.

d. LUAW is prohibited for aircraft to hold simultaneously on the same runway.

e. LUAW is prohibited at any intersection from sunset to sunrise.

f. LUAW is prohibited for aircraft to hold simultaneously on intersecting runways.

4-7. RUNWAY SELECTION.

a. Controllers are encouraged to maximize the use of runway 13 and/or runway 3 for departures, consistent with safety and operational considerations.

b. Controllers are encouraged to maximize the use of runway 31 and/or runway 21 for arrivals, consistent with safety and operational considerations.

c. This runway use program should be utilized with crosswinds of up to 15 knots and tailwinds of up to 5 knots for clear and dry runways. No tailwind component should exist if runways are other than clear and dry.

d. This runway use program is primarily intended for aircraft over 12,500 pounds and pilot participation is voluntary.

CHAPTER 5. APPROACH CONTROL

5-1. SUMMARY OF DUTIES AND RESPONSIBILITIES.

RST Approach has primary responsibility for the following duties:

a. Ensuring separation between IFR and SVFR aircraft operating within RST approach control airspace, except where separation responsibility is delegated to LC. ARDR must monitor the interval of all radar arrivals and initiate action to correct any deterioration of separation, regardless of cause.

b. Providing Basic Radar Service to participating VFR aircraft.

1. Issue a downwind pattern entry to all VFR RST arrivals receiving flight following when practicable prior to transfer of control to LC.
2. When not practicable, issue the most appropriate pattern entry to the aircraft when the sequence will be obvious.
3. In all other situations, manually coordinate the sequence with LC.

c. Establishing a reasonable approach sequence using standard separation.

d. Choosing which approach to advertise on the ATIS.

5-2. EQUIPMENT.

ARDR equipment includes, but is not limited to:

a. **TDW.** Each controller may set his/her TDW according to personal preference, in accordance with Paragraph 5-5, *Displaying Data Blocks*, and subject to the following restrictions:

1. Display enough adjacent airspace to ensure timely acceptance of handoffs.
2. Display Video map 3. Refer to other maps as necessary. Available video maps are:
   (a) Video map 1: ASR approaches/VFR checkpoints
   (b) Video map 2: Satellite
   (c) Video map 3: Rochester Approach
   (d) Video map 4: 3NM MVA Chart
   (e) Video map 5: Geographical features.
   (f) Video map 6: 5NM MVA Chart
   (g) Video map 7: Stadiums

5-3. NOISE ABATEMENT.

While no formal noise abatement program is in effect at RST, consider the possible impact of repetitive or unusual activity in any area. Avoid populated areas as circumstances permit by the following methods:

a. Vector large or noisy aircraft at or above 4000 MSL until base leg.

b. Alternate left and right traffic patterns for aircraft flying practice approaches.

c. Adjust traffic patterns.

d. Avoid vectoring runway 13 jet departures toward the west or northwest below 3000 MSL.

5-4. OBSTRUCTIONS AND MVA's.

The minimum vectoring altitude (MVA) within 40 miles of RST is 2900 MSL, except as listed in Figure 6-2. An MVA chart is shown in Appendix 4.

Obstructions and MVA's

MVA[1]	AZIMUTH/RANGE	OBSTRUCTION	ELEVATION (MSL)
3200	039/011	KLSE/KNXR antenna	2239
3400[2]	074/52	WKBT antenna	2449
3500	182/16	KXLT antenna	2549
3600	168/21	KTTC antenna	2642
3800	201/35	KIMT antenna	2799
3800	190/19	Antenna	2828
3300	236/33	KAAL antenna	2321
2600/2900[3]	110/009 Clockwise through 310/09	Antenna	1719

[1]All MVA's apply within 3 NM of the obstruction, except as noted.
[2]This MVA applies within 5 NM of the obstruction.
[3]MVA in this area is 2600, except within 3 NM of an antenna at 310/10, where a 2900 MVA applies.

5-5. DISPLAYING DATA BLOCKS.

Display a full data block (aircraft type optional) on all transponder-equipped aircraft under ARDR responsibility, and on all pointouts. Retain the full data block until the aircraft has left RST approach control airspace.

NOTE 1 - *RST Approach may inhibit LC's data blocks, provided control position symbols are enabled on RST Approach's TDW.*

5-6. TURNS TO FINAL FROM OPPOSING BASES.

Aircraft being vectored for an instrument approach shall not be turned to base with the same assigned altitude as an aircraft on the opposite downwind or base leg unless weather factors such as ice or turbulence would render this procedure unsafe. If weather necessitates that the aircraft must use the same altitude, aircraft shall not be turned on converging bases.

5-7. VISUAL APPROACH MINIMA.

RST Approach may vector aircraft for visual approaches at RST when the measured ceiling is 2100 (AGL) or greater, or if no ceiling exists, when lower cloud layers do not interfere with the pilot's ability to fly visually to the airport.

5-8. CHANGING RST ARRIVALS TO TOWER FREQUENCY.

Advise arriving aircraft to contact the tower within ten miles of the airport and prior to entering RST Class D airspace, or prior to the Final Approach Fix.

5-9. CLIMBOUT/MISSED APPROACH INSTRUCTIONS.

Whenever an IFR aircraft is cleared for a practice approach, whether straight-in or circling, RST Approach is responsible for ensuring that the aircraft will not conflict with other IFR traffic during its climbout. LC need not coordinate with RST Approach for release of the aircraft if the aircraft will depart from the same runway to which the approach was made, or from the runway to which RST Approach approved a circling maneuver. Issue any necessary restrictions to the aircraft through LC if different than the following routine climbout instructions:

a. IFR aircraft: Assign runway heading and an altitude of 4000 MSL.

b. Aircraft that will climb out VFR: Assign runway heading. Altitude assignment as above may simplify coordination, but is not mandatory.

5-10. VECTORING RST DEPARTURES.

RST Approach may vector, climb, or restrict any aircraft upon initial contact, but assumes responsibility for separation between vectored IFR departures and subsequent IFR departures. RST Approach is responsible for issuing any necessary restriction to subsequent IFR departures except when the preceding aircraft is released on runway heading and turned by less than 15 degrees. LC advises departures to contact RST Approach after all conflicts with pattern traffic have been resolved, but unless otherwise coordinated, LC provides only initial separation to IFR departures.

5-11. COORDINATION BETWEEN LC/ARDR FOR VISUAL SEPARATION BY AIRCRAFT.

When aircraft are assigned to maintain visual separation with another aircraft, LC or ARDR must notify the receiving controller by one of the following approved methods:

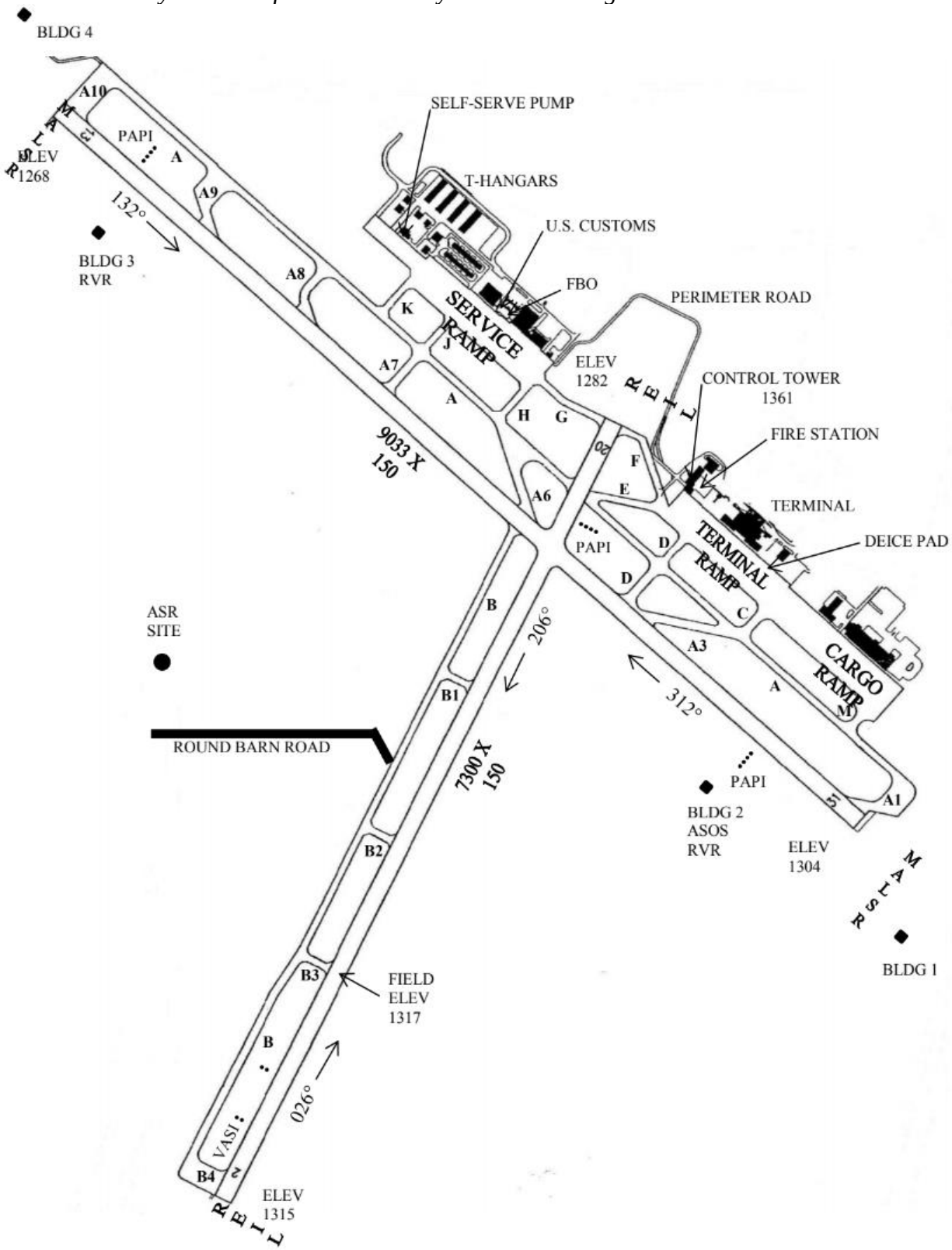
a. Local or Radar may transfer control of aircraft after verbal coordination (via landline) is accomplished.

Ex: N350MC has N912TL in sight and will maintain visual separation.

b. Enter "VA" into secondary scratchpad of aircraft maintaining visual separation.

APPENDIX 1. ROCHESTER AIRPORT DIAGRAM

***NOTE** – Runway 3/21 is depicted as Runway 2/20 in this diagram.*



APPENDIX 2. CTRD VIDEO MAPS

FIGURE 1. VIDEO MAP 1: ASR APPROACHES/VFR CHECKPOINTS

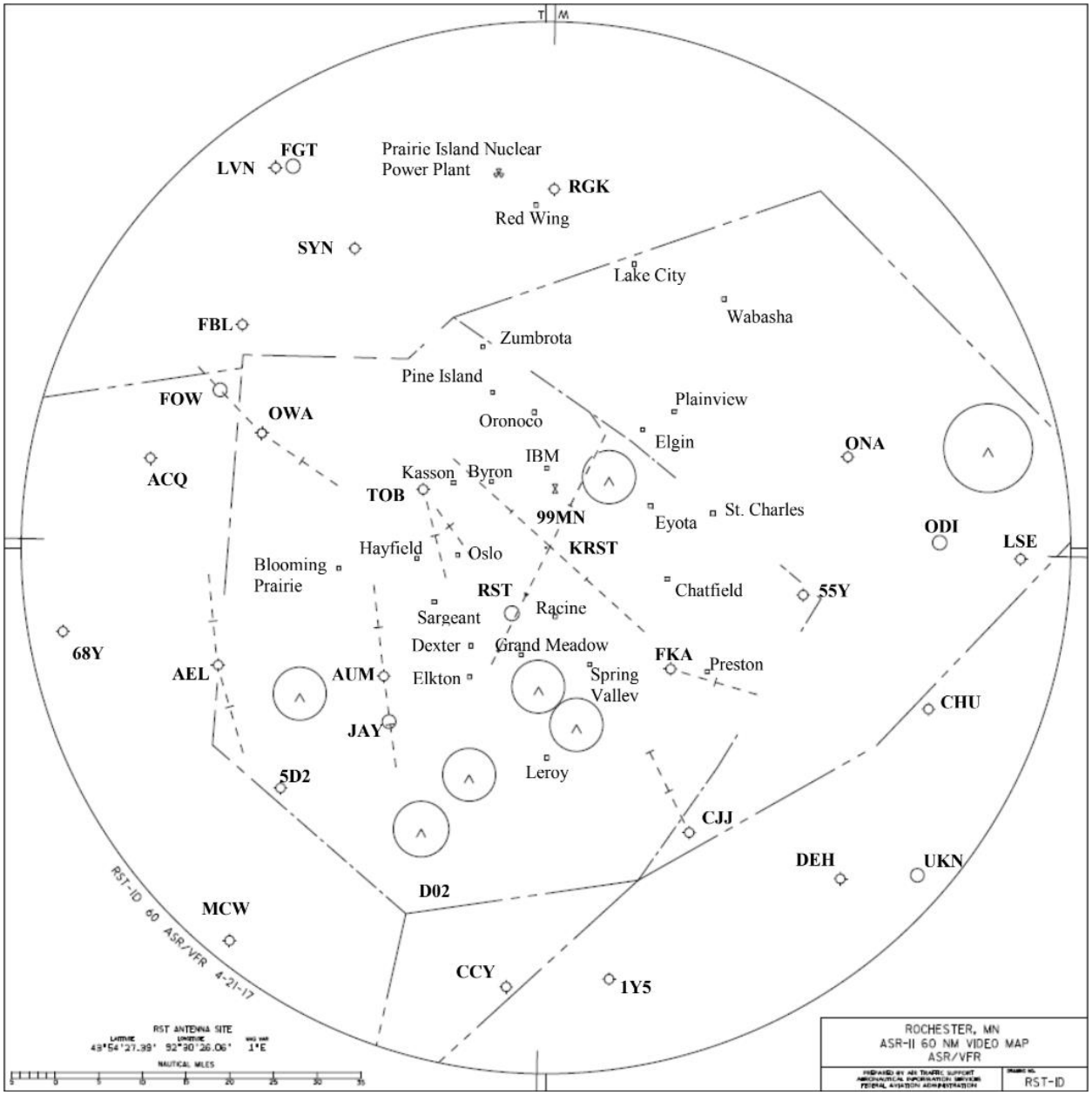


FIGURE 2. VIDEO MAP 2: SATELLITE

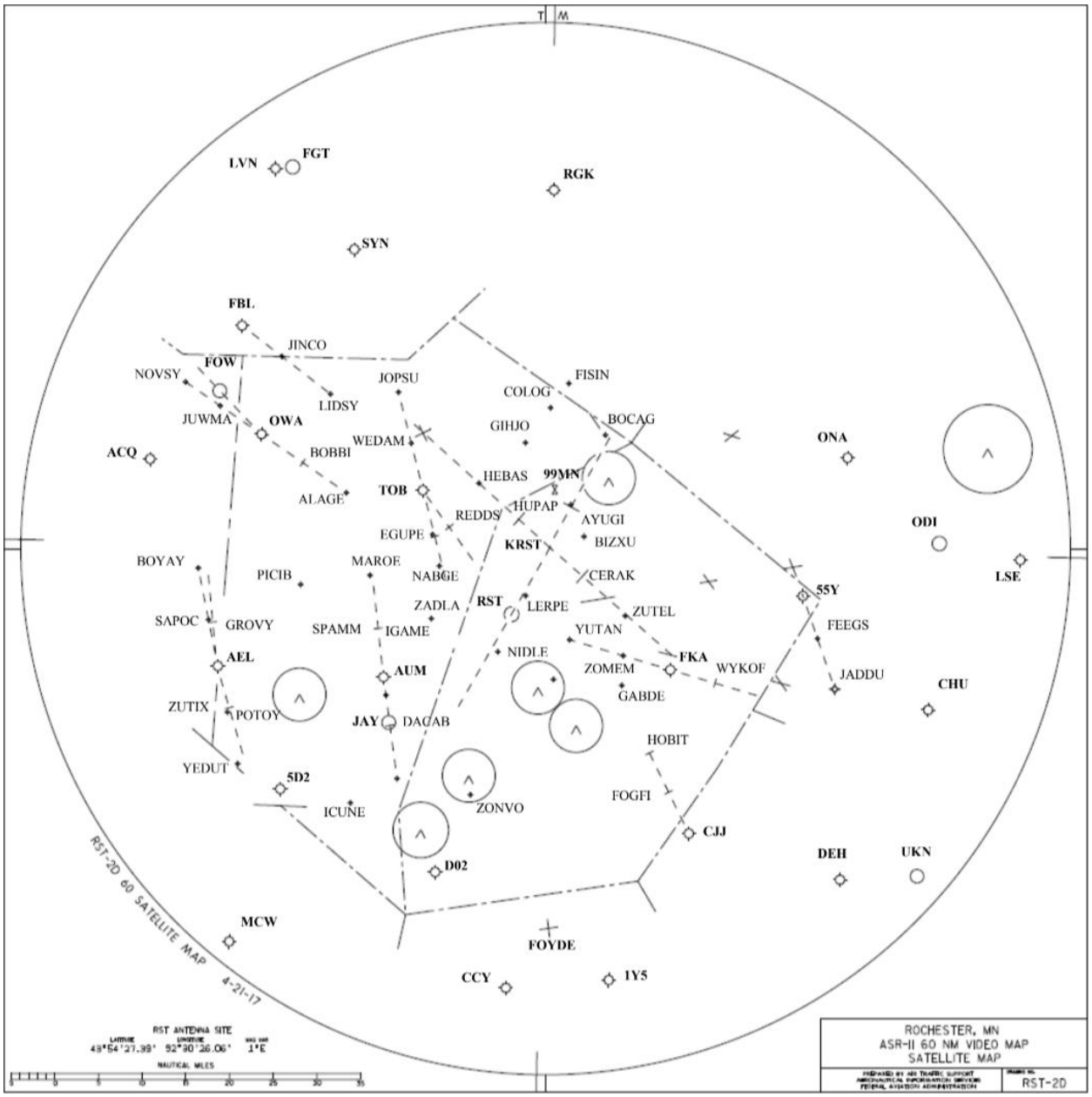


FIGURE 3. VIDEO MAP 3: ROCHESTER APPROACH

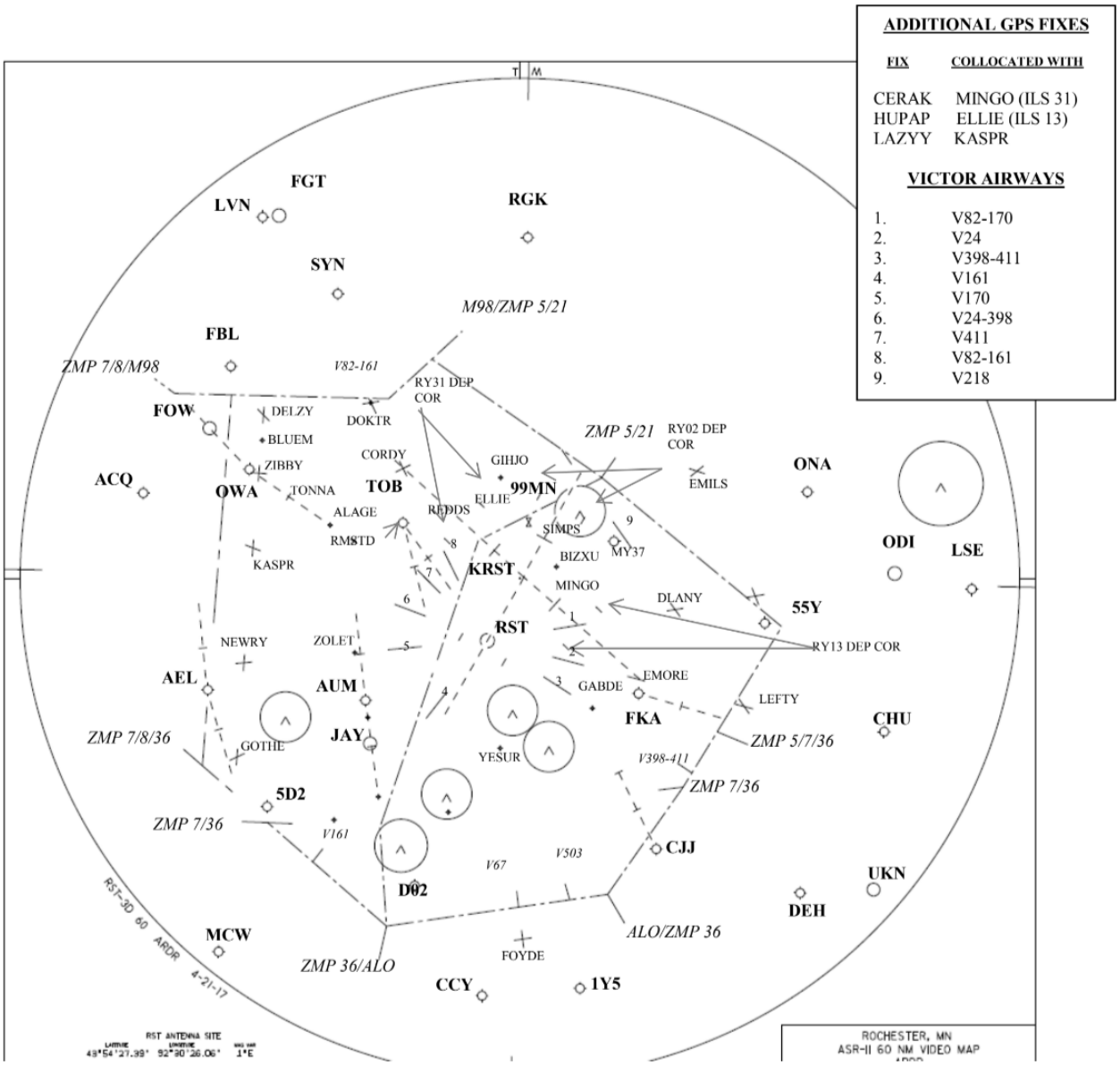


FIGURE 4. VIDEO MAP 4: 3NM MVA CHART

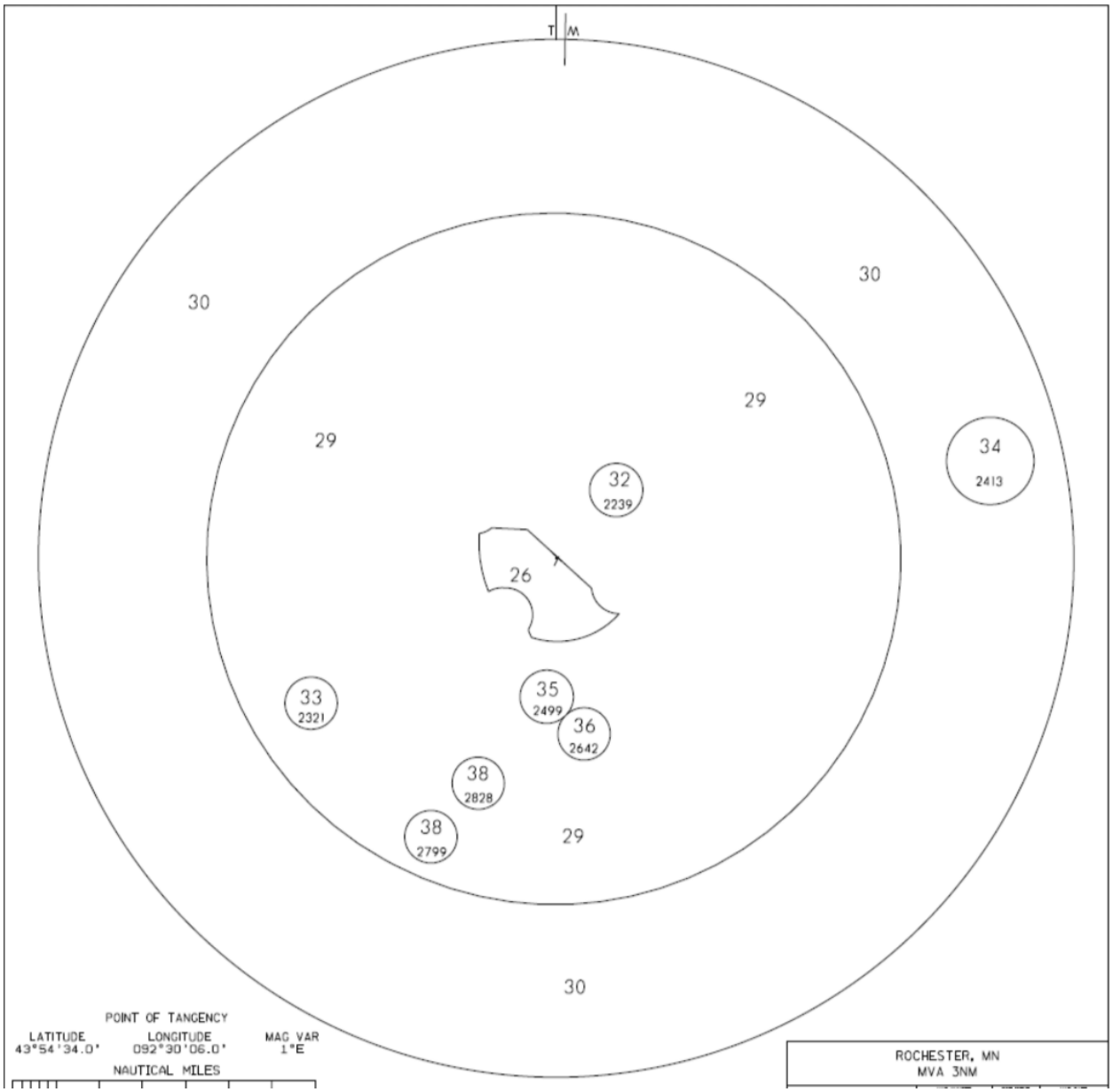


FIGURE 5. VIDEO MAP 5: GEOGRAPHIC FEATURES

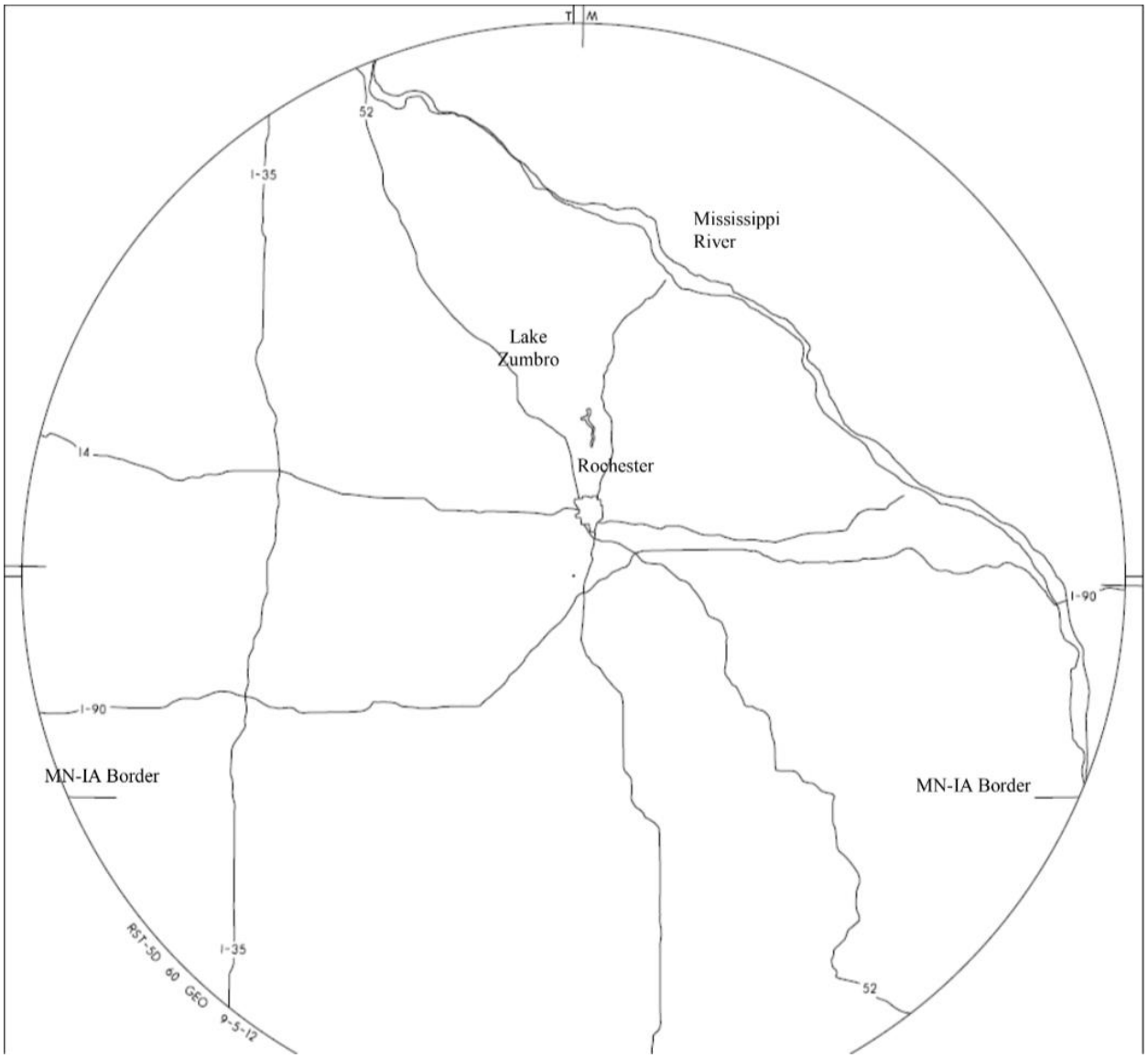
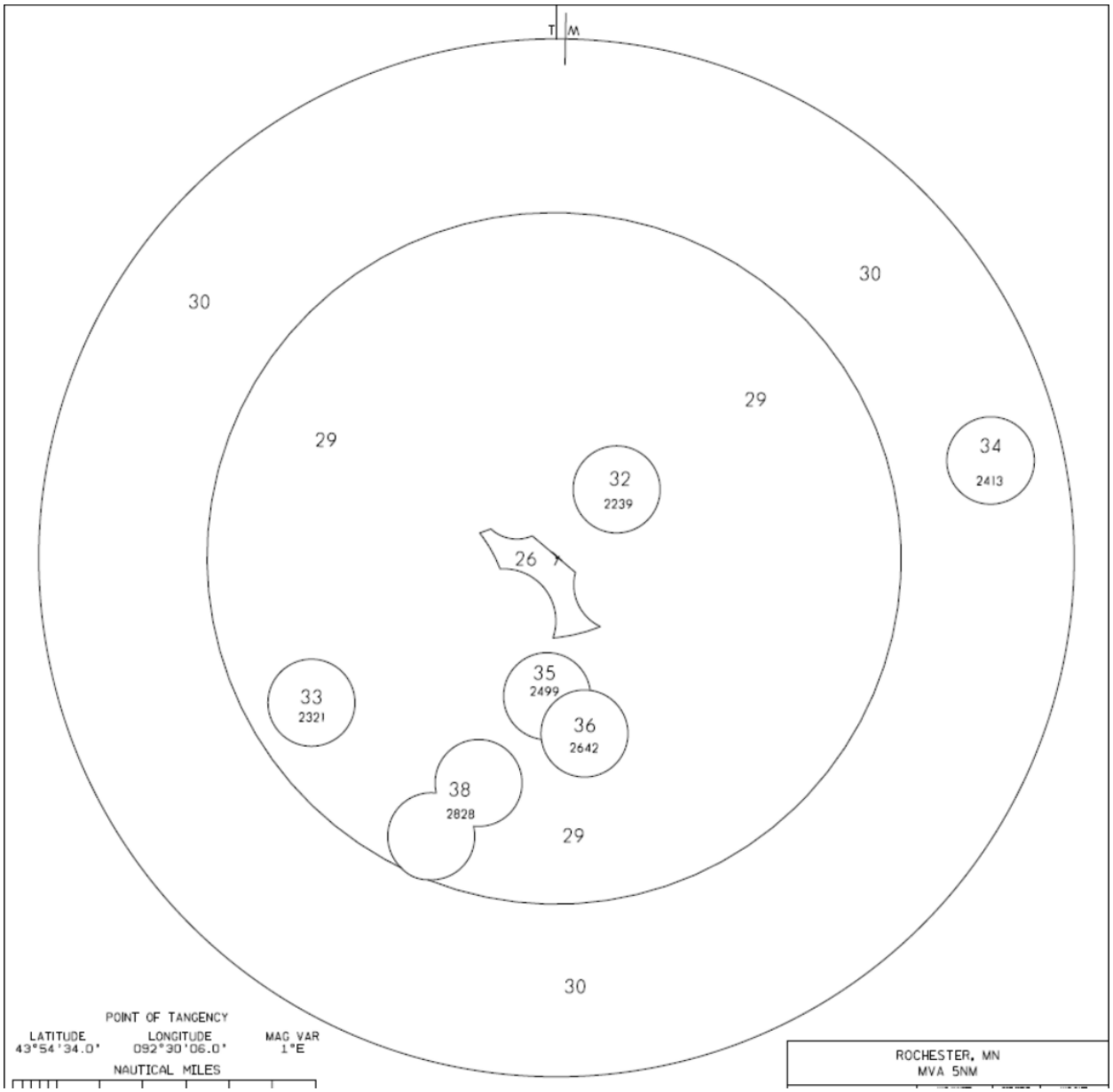


FIGURE 6. VIDEO MAP 6: 5NM MVA CHART



APPENDIX 3. POSITION CHECKLISTS

GROUND CONTROL

1. STATUS INFORMATION AREA
2. EQUIPMENT
3. AIRPORT CONDITIONS/STATUS
4. AIRPORT ACTIVITIES
5. ALTIMTER/TRENDS
6. WEATHER TRENDS
7. FLOW CONTROL
8. SPECIAL ACTIVITIES
9. SPECIAL INSTRUCTIONS/RESTRICTIONS
10. VERBALLY STATE RUNWAY STATUS
11. PERTINENT OPERATIONAL NOTAMS
12. TRAFFIC

LOCAL CONTROL

1. STATUS INFORMATION AREA
2. EQUIPMENT
3. AIRPORT CONDITIONS/STATUS
4. AIRPORT ACTIVITIES
5. ALTIMETER/TRENDS
6. WEATHER TRENDS
7. FLOW CONTROL
8. SPECIAL ACTIVITIES
9. SPECIAL INSTRUCTIONS/RESTRICTIONS
10. VERBALLY STATE RUNWAY STATUS
11. PERTINENT OPERATIONAL NOTAMS
12. TRAFFIC

ROCHESTER APPROACH (RA)/RADAR WEST(RW)

1. STATUS INFORMATION AREA
2. EQUIPMENT
3. AIRPORT CONDITIONS/STATUS
4. AIRPORT ACTIVITIES
5. ALTIMETER TRENDS
6. WEATHER TRENDS
7. FLOW CONTROL
8. SPECIAL ACTIVITIES
9. SPECIAL INSTRUCTIONS/RESTRICTIONS
10. VERBALLY STATE RUNWAY STATUS
11. PERTINENT OPERATIONAL NOTAMS
12. TRAFFIC
    a. SPECIAL ACTIVITY AIRCRAFT
    b. POINT OUT AIRCRAFT
    c. HOLDING AIRCRAFT
    d. PRIMARY TARGETS
    e. AIRCRAFT RELEASED BUT NOT YET AIRBORNE
    f. NONRADAR OPERATIONS
    g. VFR ADVISORY AIRCRAFT
    h. AIRCRAFT STANDING BY FOR SERVICE
    i. COORDINATION AGREEMENTS WITH OTHER POSITIONS
    j. SPECIAL PROBLEM/REQUESTS/INSTRUCTIONS
    k. A/C COMMUNICATION STATUS

APPENDIX 4. SCRATCH PAD PROCEDURES

A4-1. GENERAL.

Silent coordination of pilot intentions between RA and LC may be accomplished through the use of the scratch pad available through STARS. This may be accomplished through either scratch pad leaving the other available for other non-standard coordination such as approach type.

A4-2. PROCEDURES.

RST Approach shall enter a scratchpad on the appropriate aircraft. Make entries as described below.

a. The following letter/number combinations in the following order should be used in the scratch pad of the data block in lieu of verbal coordination:

A = VOR-A
C = Contact approach
G = GPS or RNAV approach
I = ILS approach

L = Low approach
M = Missed approach
O = Option
S = Stop and go
T = Touch and go

Z = Closed Traffic

R = Runway
13 = Assigned runway 13
31 = Assigned runway 31
3 = Assigned runway 3
21 = Assigned runway 21

NOTE *- The letter "R" must precede a runway number if no other letter does.*