



U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

Subject: Notices to Airmen (NOTAMs) for
Airport Operators

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Initiated By: AAS-300

1 **Purpose.**

This advisory circular (AC) provides guidance on using the NOTAM system for reporting airport facilities changes or outages, and airport condition reporting. This AC prescribes procedures used to describe, format, and disseminate information on unanticipated or temporary changes to components of, or hazards in, the National Airspace System (NAS). The Notice to Airmen (NOTAM) system is not intended to be used to advertise data already published or charted.

2 **Cancellation.**

This AC cancels AC 150/5200-28D, *Notices to Airmen (NOTAMs) for Airport Operators*, dated January 28, 2008.

3 **Applicability.**

The information contained in this AC is intended primarily for airport operators, or their agents, who monitor and manage the day-to-day operation of the airport and who may also have operational responsibility for certain airport-related facilities. The primary audience for this AC is any office responsible for originating NOTAMs. Authorized personnel assigned to facilities that collect, originate, and/or disseminate NOTAMs must be familiar with the provisions of this AC that pertain to their operational responsibilities. The use of this information is one method of compliance for NOTAM disposition for airports certificated under Title 14 Code of Federal Regulations Part 139, *Certification of Airports (Part 139)*, or federally obligated airports.

4 **Principal Changes.**

This AC incorporates new information on NOTAM terminology and technology, extensive text and format changes, and added new tables, as described below:

1. Expands the list of related reference material. (para 7)

2. Arranges text and narrative information into chapters. (self-explanatory)
3. Adds a discussion of and advocates that airport operators use NOTAM Manager as the preferred means of issuing NOTAMs, keeping records and controlling NOTAM actions, and notifying air carriers of NOTAM information. (para 1.5)
4. Adds a required NOTAM element list and examples. (para 2.3)
5. Adds NOTAM keywords and definitions in a table format. (Table 2-1)
6. Adds selective keyword NOTAM examples and translations. (Table 2-2)
7. Adds friction measuring equipment abbreviations. (Table 3-1)
8. Introduces the acronym field condition (FICON) NOTAM and explains its usage. (para 3.2)
9. Explains the term “Patchy” and its usage. (para 3.4.2)
10. Adds reportable contaminant depth, reportable depth measurement table, and reportable contaminant list. (para 3.5, Table 3-2, and para 3.4.1)
11. Adds information on using the term “Condition-Not-Monitored”. (para 3.6)
12. Adds a new table on reportable contaminants definitions. (Table 3-3)
13. Adds information on Mu value and explains why the FAA does not support the correlations to pilot reported braking actions of good, fair (medium), poor, and nil. (para 3.7.2)
14. Adds example FICON NOTAMs and translations based on impacted surfaces. (self-explanatory throughout the AC)
15. Adds NOTAM examples and translations for airport lighting and signs. (para 3.14 and 3.16)
16. Adds runway threshold and declared distances information, NOTAM examples, and translations. (para 3.18)
17. Adds NOTAM examples and translations on obstruction and obstruction lighting. (para 3.19)
18. Adds information, examples, and translations on select NOTAM requirements criteria for “Work-In-Progress” (WIP) and aircraft rescue and firefighting (ARFF). (para 4.1 and 4.2)

5 **Background.**

The Federal Aviation Administration (FAA) is modernizing the United States Notices to Airmen (NOTAM) System by transitioning from an analog system to a digital system for originating and tracking NOTAMs. The new system comprises a suite of digital software products designed by the FAA. As part of the suite, the FAA developed a web-based software application called Digital NOTAM Manager (NOTAM Manager). This advancement in NOTAM delivery capabilities will make NOTAM submission faster; create content that is easier to read, filter, and search; and allow users to receive NOTAMs on multiple data devices except FAA Terminal NAS Informational Display

System (NIDS) systems which are precluded from receiving timely, digital data except via manual input. This shift will enable the FAA to organize the different elements of aeronautical information into separate data fields. This AC attempts to provide some basic concepts and example of how NOTAMs will be standardized in NOTAM Manager, thus giving airport operators more control in the submission process.

6 **Related Code of Federal Regulations (CFRs).**

The related CFRs are 14 CFR Part 139, *Certification of Airports*, Part 152, *Airport Aid Program*, and Part 157, *Notice of Construction, Alteration, Activation, and Deactivation of Airports*.

7 **Related Reference Materials.**

The following are FAA regulations and publications (see current versions) from which material has been extracted for the preparation of this AC. They will continue to be the authoritative source of revisions to this AC. These references also contain additional resource material that may be useful in special situations, but their immediate availability to airport operators is not considered necessary to accomplish the basic operational purpose of this AC. Electronic versions of these documents are available online.

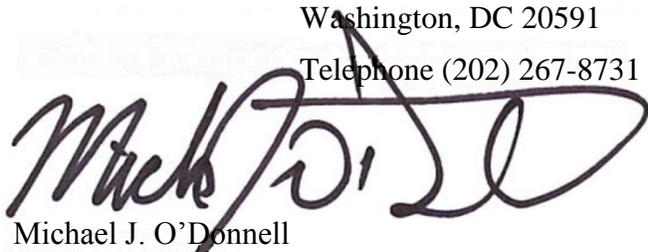
1. Electronic CFRs are available at www.ecfr.gov.
 - a. 14 CFR Part 139, *Certification of Airports*.
 - b. 14 CFR Part 152, *Airport Aid Program*
 - c. 14 CFR Part 157, *Notice of Construction, Alteration, Activation, and Deactivation of Airports*.
 - d. 47 CFR Part 17, *Construction, Marking, and Lighting of Antenna Structures*.
 - e. 49 CFR Part 1542, *Airport Security*.
 - f. 49 CFR Part 1544, *Aircraft Operator Security: Air Carriers and Commercial Operators*.
 - g. 14 CFR Part 161, *Notice and Approval of Airport Noise and Access Restrictions*.
2. Air Traffic publications are available at www.faa.gov/air_traffic/publications/.
 - a. FAA Order JO 7110.10, *Flight Services*.
 - b. FAA Order JO 7110.65, *Air Traffic Control*.
 - c. FAA Order JO 7210.3, *Facility Operation and Administration*.
 - d. FAA Order JO 7340.2, *Contractions*.
 - e. FAA Order JO 7350.9, *Location Identifiers*.
 - f. FAA Order JO 7930.2, *Notices to Airmen (NOTAMs)*.
 - g. Aeronautical Information Manual (AIM).

- h. Pilot/Controller Glossary (P/CG).
- 3. Airport ACs (150 series) are available at www.faa.gov/airports/resources/advisory_circulars/.
 - a. AC 150/5200-30, *Airport Winter Safety and Operations*.
 - b. AC 150/5200-13, *Airport Design*.
 - c. AC 150/5370-2, *Operational Safety on Airports during Construction*.
- 4. Other FAA ACs are available at www.faa.gov/regulations_policies/advisory_circulars/.
 - a. AC 70/7460-1, *Obstruction Lighting and Marking*.
 - b. AC 91-79, *Runway Overrun Prevention*.
 - c. AC 120-57, *Surface Movement Guidance and Control System*.
 - d. AC 121.195-1, *Operational Landing Distances for Wet Runways; Transport Category Airplanes*.
- 5. Other FAA Orders and Notices are available at http://www.faa.gov/regulations_policies/orders_notices/.
 - a. FAA Order JO 7930.2, *Notice to Airmen (NOTAMs)*.
 - b. FAA Order 8900.1, *Flight Standards Information Management System*.
 - c. FAA Order 5190.6, *Airport Compliance Manual*
- 6. The Airport/Facility Directory (A/FD) is available at http://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/dafd/.
- 7. Notice to Airmen Publication (NTAP) is available at http://www.faa.gov/air_traffic/publications/notices/.
- 8. Notice to Airmen Search is available at <http://notams.aim.faa.gov/notamSearch/>.
- 9. Airport Improvement Program, Grant Assurances available at http://www.faa.gov/airports/aip/grant_assurances/.

8 **Questions and Comments.**

Use the Advisory Circular Feedback form at this end of this AC to send comments or suggestions for improving this AC. If you have questions about this AC, contact:

Federal Aviation Administration
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CHAPTER 1. BACKGROUND AND RESPONSIBILITIES

1.1 Use of this AC.

The NOTAM system discussed in this AC is tailored to airport condition and facilities reporting needs. A variety of new information and NOTAM illustrations and formats have been added. Additionally, information on the preferred NOTAM system airport operators should use is introduced and described. Moreover, this AC advocates the continual update of NOTAM technology and for airport operators to make and accept updates as NOTAM technology continues to evolve.

1.2 Function of the NOTAM System.

The NOTAM system provides essential information to airport users concerned with flight and airport operations. The essential information functions associated with NOTAMs are:

1. Providing timely information on unanticipated or temporary changes to components of or hazards in the National Airspace System (NAS). Component changes may pertain to infrastructure, facilities, services, procedures, or hazards in the NAS.
2. Providing information that becomes available too late to publicize in the associated aeronautical charts and related publications.

1.3 NOTAM Disclaimer.

Not intended to be used to impose restrictions on airport access for the purpose of controlling or managing noise, or to advertise data already published or charted.¹

1.4 Extended Period NOTAMs.

The airport operator should work toward getting extended period NOTAMs published instead of permitting them to remain in the NOTAM system.

1.5 Airport Records and Controls.

Airports certificated under 14 CFR Part 139 and federally obligated airports have requirements for maintaining records. Airport operators are required to keep and maintain a log of NOTAMs they originate, modify, or cancel, so that they are aware of how the airport is represented to the aviation public at all times. Airports using

¹ After October 1, 1990, noise restrictions for airports are typically cleared through the FAA's notice and review process, as required by the Airport Noise and Capacity Act of 1990. The process for compliance with this law is set forth in 14 CFR Part 161, *Notice and Approval of Airport Noise and Access Restrictions*. Contact the local Airports District Office for guidance on complying with 14 CFR Part 161.

NOTAM manager to create an electronic archive of the system confirmation emails they receive when issuing, modifying, or cancelling a NOTAM may use this tool to meet compliance requirements. NOTAM manager may serve as the primary or backup means to a log book type NOTAM form (electronic or paper) used by the airport operator. A sample NOTAM log form is located at Appendix A which can be used as a template to ensure basic NOTAM information is captured, distributed, and archived. The form can be modified to meet unique requirements for the airport operator. The use of NOTAM manager or the sample NOTAM form are ways the airport operator can illustrate the capability to show a list of each NOTAM transmitted, to include air carrier notification, for a given time period to demonstrate regulatory compliance. The NOTAM status of an airport should be checked daily. Advancements in NOTAM technology will require the airport operators to maintain adaptability and familiarity with new systems and capabilities as they continue to evolve.

1.6 **Responsibilities.**

1.6.1 Airport Operators.

- 1.6.1.1 Ensure the management of a public use airport is making known, as soon as practical, any condition , within 5SM of the airport, existing or anticipated, that will prevent, restrict, or present a hazard during the arrival or departure of aircraft.² The Airport operator is responsible for observing and reporting the condition of airport services, facilities, and movement areas. Specific airport operator management responsibilities are outlined in 14 CFR Part 139, Certification of Airports, 14 CFR Part 152, Airport Aid Program, and 14 CFR Part 157, Notice of Construction, Alteration, Activation, and Deactivation of Airports.
- 1.6.1.2 Ensure notifications are made no less than 3 days before the expected condition is to occur. Public notification is usually accomplished by the NOTAM system. This same notification system should be used when the condition has been corrected or otherwise changed. Airport operators are also responsible for ensuring NOTAMS are current and cancelled when the conditions that prompted the NOTAMS are no longer a factor.
- 1.6.1.3 Acknowledge that facilities components such as pavements, runway lights, and airport guidance sign systems, are always the responsibility of the airport operator. Others, such as navigation facilities and approach lights, are usually the responsibility of the FAA. To avoid confusion, airport operators should initiate a NOTAM on a facility when its operation and maintenance are clearly within their area of responsibility. However, airport operators should make every effort to alert the responsible party

² Local coordination with airport users such as air carriers and other commercial operations should be conducted as far in advance as possible to minimize the impact of construction projects, planned surface closures, or other conditions affecting operations on the airport.

when outages/discrepancies are observed in facilities that fall outside their area of responsibility.

- 1.6.1.4 Be aware, along with pilots, of Temporary Flight Restrictions (TFR) that may affect airport operations. TFR information is available at <http://www.faa.gov/pilots/> or by calling any flight service station for a pilot briefing.
- 1.6.1.5 Keep informed of NOTAM technology as advancements in NOTAM delivery capabilities that periodically require updates due to ongoing FAA modernizing efforts. Currently, the FAA web-based software application called Digital NOTAM Manager (NOTAM Manager) is the preferred system for initiating NOTAMs. For information on obtaining NOTAM Manager or to access the FAA's NOTAM Manager Self-Cert program, please access the website at <https://notams.aim.faa.gov/> and click on Applications. Whenever NOTAM modernization occurs, the FAA usually establishes a grace period during which the previous legacy system is phased out.
- 1.6.1.6 Use or be familiar with FAA Order JO 7930.2 as supplemental guidance where it relates to specific NOTAM information application.
- 1.6.1.7 Use the optional NOTAM Log (electronic or paper) at Appendix A or the NOTAM manager system as your primary or backup method to originate, modify, cancel, and track and receive acknowledgement of air carrier notification of NOTAM activity.

1.6.2 Air Traffic Organization.

- 1.6.2.1 Air Traffic personnel, consistent with FAA Order JO 7930.2, § 1-3-1.b., are required to accept all airmen information regardless of the source or subject matter, provided the occurrence is no more than 3 days in the future.
Note: Report situations that present an immediate hazard to the ATC facility most concerned. Other situations should be reported on a first priority basis to the Flight Service Station (FSS) or appropriate accountable organization.
- 1.6.2.2 Air Traffic then obtains the name, title (if appropriate), address, and telephone number of the person furnishing the information. The data is then forwarded to the appropriate FSS. FSS specialists are responsible for the classification, accuracy, format, dissemination, and cancellation of NOTAM information. Flight Data Center (FDC) NOTAMs are issued by Mission Support Services Aeronautical Navigation Products and pertain to changes such as navigational facilities, instrument approaches, and flight restrictions. FDC NOTAMs refer to information that is regulatory in nature. Reference FAA JO 7930.2 para 3-1-3.b-g.
Note: FSSs are no longer responsible for TFR notifications to ATC facilities, except in Alaska. The System Operations Support Center (SOSC) through the respective service centers is now performing these duties.

1.7 **Compliance.**

1.7.1 Certificated Airports.

The Office of Airport Safety and Standards is responsible for enforcing the airport operator responsibilities as outlined in 14 CFR Part 139.

1.7.2 Federally Obligated Airports.

The Office of Airport Compliance and Management Analysis is responsible for enforcing those responsibilities at all airports with federal obligations, which includes federal property transfer requirements and grant assurances. For the general requirements for compliance at federally-obligated airports that are not certificated under 14 CFR Part 139, see 14 CFR Part 152, Appendix D and the current FAA Order 5190.6 Airport Compliance Manual. A fundamental obligation on the sponsor is to keep the airport open for public use. Grant Assurance 19, Operation and Maintenance, requires the sponsor to protect the public using the airport by adopting and enforcing rules, regulations, and ordinances as necessary to ensure safe and efficient flight operations. This responsibility includes the following:

1.7.2.1 **Field Lighting.**

If field lighting is installed, the sponsor requirements are to ensure that the field lighting and associated airport beacon and lighted wind and landing direction indicators are operated every night of the year or when needed. (See FAA Order 5190.6, paragraph 7.12, Part-time Operation of Airport Lighting.) Properly maintaining marking, lighting, and signs can reduce the potential for pilot confusion and prevent a pilot deviation or runway incursion.

1.7.2.2 **Warnings.**

If any part of the airport is closed or if the use of any part of the airport is hazardous, the sponsor is required to provide warnings to users, such as adequate marking and issuing a Notice to Airmen (NOTAM).

1.7.2.3 **Safe Operations.**

The sponsor should adopt and enforce adequate rules, regulations, or ordinances as necessary to ensure safety and efficiency of aircraft operations and to protect the public using the airport. When a proposed action directly impacts the flight of an aircraft, that action should be coordinated with FAA Flight Standards and/or Air Traffic Control.

CHAPTER 2. NOTAM PROCESS

2.1 Authority to Initiate NOTAM.

- 2.1.1 Airport operators or owning agencies are responsible for observing and reporting the condition of airport facilities when temporary changes or outages could impact the NAS. Airport operators are also responsible for initiating NOTAMs to report runway condition assessments and Field Condition (FICON) reports.
- 2.1.2 For airports not utilizing NOTAM Manager, airport operators are responsible for providing an up-to-date list of airport employees who are authorized to issue NOTAMs to the FSS air traffic manager. At public airports without an airport manager, the FSS air traffic manager will coordinate with the appropriate airport operating authority/owner to obtain a list of persons delegated to provide NOTAM information. Using authorized airport personnel will help to expedite the NOTAM processing because information obtained from unauthorized personnel will have to be confirmed and authenticated by the FSS before a NOTAM will be issued.
- 2.1.3 Authorized airport personnel, who do not have access to NOTAM Manager or applicable NOTAM system technology, can submit information for NOTAMs to FSS.
- 2.1.4 Execute Letter of Agreements (LOA), which are required before using NOTAM Manager, between the airport operator and the FAA outlining procedures used for originating NOTAMs. The Aeronautical Information Management Systems Group, AJV-26 will provide the LOA template to the parties involved.

2.2 Composing the NOTAM.

Use the official ICAO contractions and abbreviations located in FAA Order 7340.2 and the allowed exceptions found in FAA Order JO 7930.2, *Notices to Airmen (NOTAM)*³ when composing NOTAMs. Plain language text is required when there is not an approved ICAO contraction.

2.2.1 Criteria for Publishing Airport NOTAMs.

The following conditions or categories of information are the basis for NOTAMs:

1. Surface areas. Changes in hours of operations, hazards such as pavement issues, wildlife conditions, surface conditions, airport construction, airport infrastructure deficiencies, airspace obstruction etc.
2. Public airports. Commissioning, decommissioning, openings, closings, and abandonments.

³ FAA Order JO 7930.2 is the authority for contractions used in this AC. Any contraction changes in FAA Order JO 7930.2 supersede the contractions used in this AC.

3. Aircraft rescue and firefighting (ARFF) capability. Restrictions to air carrier operations.
4. Changes to runway identifiers, dimensions, declared distances, threshold placements, and surface compositions.
5. NAS lighting systems. Commissioning, decommissioning, outages, change in classification or operation as defined in Advisory Circular 150/5340-30, Design and Installation Details for Visual Aids.

References: Aeronautical Information Manual (AIM)

FAA Order JO 7930.2, *Notices to Airmen (NOTAMs)*

Advisory Circular 120-57, *Surface Movement Guidance and Control System*

2.3 **Required NOTAM Elements.**

2.3.1 The following elements, as read from left to right, are contained in each NOTAM:

2.3.1.1 **Exclamation Point (!).**

Example: !

2.3.1.2 **Accountability.**

This is the identifier of the accountability location; for example, JFK, FDC, CARF.

Example: ! JFK

2.3.1.3 **Location Designator.**

This is the identifier of the affected facility or location – located after the NOTAM number. The three character FAA identification is the acceptable entry for this element.

Example: ! JFK JFK

2.3.1.4 **Keyword.**

See Table 2-1 for keywords and definitions.

Example: ! JFK JFK RWY

2.3.1.5 **Attribute, Activity, or Surface Designator(s) (when needed).**

A surface designator is required with keywords RWY, TWY, and APRON. Enter surface identification for runway related NOTAMs, the taxiway identification for taxiway related NOTAMs or the apron identification for apron related NOTAMs.

Note: If a facility component has not been given a specific identifying designation, such as an unnumbered or unlettered parking apron, associate it with a component that does have a positive identification.

Example: !JFK JFK RWY 22R/04L

Example: !JFK JFK TWY A, A1

Example: !JFK JFK APRON PARKING APRON ADJ TWY A

2.3.1.6 **Surface Segment (when needed).**

Example: !JFK JFK TWY B BTN TWY C AND TWY D

2.3.1.7 **Lower limit then Upper limit, or height (when needed).**

Specify the limits as follows:

2.3.1.7.1 For Surface (SFC), or 1 to 17,999 with the unit of measurement (AGL or MSL). For example, 1275FT AGL, 10,500FT MSL.

2.3.1.7.2 For 18,000FT and above, express in flight levels (FL). For example, FL180, FL550, or UNL (altitudes greater than 60,000FT).

2.3.1.7.3 Heights AGL may be added when required or when MSL is not known. For example, SFC-450FT AGL.

2.3.1.8 **Condition.**

The changed condition or status being reported, when needed. When the condition includes a limitation or an exception, follow the condition with “TO” or “EXC”. For example, “CLSD EXC SKI” or “CLSD TO TRANSIENT” OR “CLSD EXC TAXI BTN APCH END RWY10 AND TWY C”.

Example: !JFK JFK RWY 12/30 CLSD

Example: !JFK JFK TWY A, A1 EDGE LGT OTS

2.3.1.9 **Reason (when needed).**

2.3.1.10 **Remarks (optional).**

Other information considered important to the pilot.

2.3.1.11 **Schedule (when needed).**

A single NOTAM may be originated for a scheduled condition/activity that will recur during the effective period. Specify the schedule between the condition/activity and the effective time string. Specify the days of the week before the scheduled time. The term “DAILY” (DLY) indicates the event will occur at the same time during the stated time period. Ensure the

NOTAM effective time and expiration time are compatible with the scheduled time.

Example: !JFK JFK RWY 12/30 CLSD DLY 1400-0100

Example: !JFK JFK RWY 12/30 CLSD MON WED FRI1730-2130

Example: !JFK JFK RWY 12/30 CLSD MON-FRI 0900-2359

2.3.1.12 **Start of Activity/End of Validity**

To indicate the effective time and expiration time of a NOTAM, a 10-digit date-time group (YYMMDDHHMM) expressed in Universal Time Coordinated (UTC) is used. Separate with a hyphen “-”, the effective time and expiration time. The effective time indicates the date/time a condition will exist or begin. The expiration time is the expected return to service, return to normal status time, or the time the activity will end.

Example: !JFK JFK RWY 12/30 CLSD 1510122330 – 1510131300

- 2.3.1.13 When the NOTAM duration is certain, it should be reflected with a self-cancelling expiration time.

Example: !JFK JFK RWY 12/30 CLSD 1510122330 – 1510131300

- 2.3.1.14 When the NOTAM duration is citing a condition that is expected to return to service at an estimated period of time, it should be reflected with the suffix “EST”.

Example: !JFK JFK RWY 12/30 CLSD 1510122330-1510131300EST

- 2.3.1.15 When a NOTAM advertises a permanent condition that will be published in text, chart or database, insert “PERM” as the expiration date in lieu of a 10-digit date-time group. The NOTAM originator is responsible for canceling the NOTAM and ensuring the NOTAM data gets published in the appropriate publication.

- 2.3.1.16 NOTAMs will auto-expire at the end of validity unless PERM is indicated.

- 2.3.2 Issue as separate NOTAMs when the condition of a number of facilities, NAVAIDs, services, or landing areas/runways are related to the same event (for example, date/time, facility closing, part-timing, runway closures, etc.).

- 2.3.3 A complete report that includes all changes or alterations, unless reference is made to other restrictions already published, is required for each NOTAM concerning a specific aid, service, or hazard.

- 2.3.4 If information is published elsewhere and is still valid, references are to be made to that publication with the statement, “PLUS SEE (publication).” A NOTAM issued not stating “PLUS SEE (publication)” indicates the NOTAM replaces previously published similar data.
- 2.3.5 Table 2-2 provides examples of acceptable NOTAM formats for several common keywords, together with a plain text translation. Although not a keyword, formats on FICON NOTAMs are illustrated in Chapter 3.

Table 2-1. NOTAM Keywords and Definitions

Keyword	Definition
AD (Aerodrome)	Used to describe a temporary change or hazard or potential hazard on or within 5 statute miles of an airport, heliport, or maneuvering area that is not associated with a specific movement area surface. Such hazards may include aerodrome closures, lighting not associated with a specific movement area surface, aerodrome services (fuel, customs, ARFF), helicopter platforms, wildlife hazards, and meteorological equipment (wind indicators) or services. Note: When using AD, ensure it is accompanied by the acronym for Airport (AP) if a complete aerodrome closure is implied.
APRON	Used to describe a temporary change or hazard associated with an apron, ramp or taxi lane, lighting, markings, helipad, signage and other attributes associated with a specific apron.
COM (Communications)	Used to describe a temporary change or hazard caused by communication outlet commissioning, decommissioning, outage, unavailability, and air-to-ground frequencies. Note: Airport operators may not have rights to submit NOTAMs using this keyword.
NAV (Navigation Aids)	Used to describe a temporary change or hazard caused by the changes in the status of ground-based radio navigational aids and Global Navigation Satellite Systems (GNSS) (except for area navigation (RNAV) approach anomalies). Note: Airport operators may not have rights to submit NOTAMs using this keyword.
OBST (Obstructions, including obstruction lighting outages)	Used to describe a temporary change or hazard caused by a moored balloon, kite, tower, crane, stack, obstruction, obstruction lighting outage, obstruction status, or telecommunication tower light outage.
RWY (Runway)	Used to describe a temporary change or hazard associated with landing and takeoff surfaces to include runway lighting, signage, and other airport services or attributes associated with a specific runway. Identify runways with the prefix RWY followed by the magnetic bearing indicator, e.g., RWY 12/30, RWY 12, or RWY 30.
TWY (Taxiway)	Used to describe a temporary change or hazard associated with a taxiway, taxiway lighting, markings, helipads, signage and other attributes associated with a specific taxiway. Applies to single or multiple taxiways. Identify taxiways with the prefix TWY followed by the taxiway identifier letter or letter/number as assigned. Some examples are: TWY C, B3 CLSD, TWY PARL TWY ADJ RWY 09/27 CLSD.
SVC (Services)	Used to describe a temporary change or hazard associated with change in service levels, such as operating hours, air traffic management services, or airport services.

Keyword	Definition
(O) (Other)	<p>Other Aeronautical Information. Aeronautical information received from any authorized source that may be beneficial to aircraft operations and does not meet defined NOTAM criteria. Any such NOTAM will be prefaced with “(O)” as the keyword following the location identifier. Aeronautical information received from any authorized source that may be beneficial to aircraft operations and does not meet defined NOTAM criteria. Any such NOTAM will be prefaced with ‘(O)’ as the keyword following the Location Identifier.</p> <p>Note: Airport operators may not have rights to submit NOTAMs for this keyword.</p>
FICON	NOTAMs used to report surface conditions, braking action, and friction values on runways, taxiways, and aprons.

Table 2-2. Selective Keyword NOTAM Examples

Keyword	Examples
RWY	<ul style="list-style-type: none"> • !BIG BIG RWY 09/27 CLSD TO ACFT MORE THAN 13500LB 1509131300-1509132000 Translation: Runways 09 and 27 are closed to all aircraft weighing more than 13,500 pounds. • !PRC SJN RWY 13/31 CHANGED TO RWY 14/32 1508151200 – PERM Translation: Saint John airport designation 13/31 now permanently changed to 14/32 • !CLE CLE RWY 16/34 CLSD TO ACFT WINGSPAN MORE THAN 70FT AND TO ACFT TAIL HEIGHT MORE THAN 49FT 1309131300-1309132000 Translation: Runways 16 and 34 are closed to aircraft with a wingspan more than 70 feet and is also closed to aircraft with tail height more than 49 feet.
TWY	<ul style="list-style-type: none"> • !TYS TYS TWY A3, A4, A5 EDGE LGT OTS 1509041800 -1509062200 Translation: McGhee Tyson airport taxiway(s) A3, A4, and A5 taxiway edge lights are out of service. • !DFW DFW TWY ALL CLSD 1509041800-1509062200 Translation: All taxiway(s) at Dallas/Fort Worth airport are closed. • !IAD IAD TWY A WIP ELECTRICAL LINE TRENCHING 1509070800-1509101400 Translation: Dulles airport has work in progress electrical line trenching for a specific time period.
APRON	<ul style="list-style-type: none"> • !ATL ATL APRON NORTH APRON E 50FT CLSD 1511122150-1512220700 Translation: Atlanta airport north apron on the east side is closed. • !BNA BNA APRON SOUTH CARGO APRON CLSD 1509131300-1509141300EST Translation: Nashville south cargo apron is closed with an estimated return to service time.
AD (Aerodrome)	<ul style="list-style-type: none"> • !DAY DAY AD AP CLSD 1510122330 PERM Translation: Dayton airport is now permanently closed. • !ABQ ABQ AD AP CLSD EXC 2 HR PPR MON-FRI 1510131000-1510311200 Translation: Albuquerque airport closed except for two hour prior permission required for days of week and timeframe given.
OBST	<ul style="list-style-type: none"> • !MSP MSP OBST CRANE (ASN 2015-ASO-3581-OE) 345140N0804506W (1.44NM SW) 580FT (195FT AGL) NOT LGTD 1511292300- 1511302300

Keyword	Examples
	<p>Translation: A crane is described as an obstruction with established coordinates and height above ground level is not lighted for a specific period.</p> <p>Note: Insert latitude/longitude (if known) immediately after cardinal direction per format shown above.</p> <ul style="list-style-type: none"> • !CPR 49U OBST WIND TURBINE (ASN UNKNOWN) 425524N1072236W (38.15NM ESE 49U) 6921FT (270FT AGL) NOT LGTD 1506220904-1507070904 <p>Translation: Casper airport is reporting and obstruction for Shoshoni Muni with an unknown ASN as being a wind turbine at a specific long/lat with a specific AGL height as not lighted for a specific time period.</p>
SVC	<ul style="list-style-type: none"> • !CLE CLE SVC ATIS NOT AVBL 1511041600-1511041800 <p>Translation: Cleveland airport ATIS is not available for an established time period.</p> <ul style="list-style-type: none"> • !FTW FTW SVC TWR CLSD 1509092100-1509092300 <p>Translation: Fort Worth airport control tower is closed for an established time period.</p>
WIP (Work In Progress)	<ul style="list-style-type: none"> • !ICT ICT AD ALL SFC WIP SN REMOVAL 1512070700-1512101500 <p>Translation: Wichita airport all aerodrome surfaces have snow removal work in progress for time given.</p> <ul style="list-style-type: none"> • !IAD IAD RWY 01L/19R WIP RESURFACING 1509070700-1509101500 <p>Translation: Dulles airport Runway 01L/19R has resurfacing work in progress for the time given.</p> <ul style="list-style-type: none"> • !IAD IAD TWY ALPHA WIP ELECTRICAL LINE TRENCHING 1509070800-1509101400 <p>Translation: Dulles airport Taxiway Alpha has electrical lines trenching work in progress for the time given.</p> <p>Note: Any NOTAM associated with snow/ice removal are to be described as “Work in Progress (reason),” for example Snow Removal, Ice Removal. Airport operators ensures this NOTAM remains active when actual snow and ice removal operations are taking place.</p>

2.4 Submitting the NOTAM.

Airport operators should use NOTAM Manager as the preferred and most effective method for entering NOTAMs into the system. NOTAMs Manager uses dropdown menus which standardizes entry. It also reduces or eliminates the time consuming free form NOTAMs that need human intervention and interpretation before issuing.

2.4.1 Connecting to NOTAM Manager.

2.4.1.1 Contact the Aeronautical Information Management Systems Group, AJV-26 at (816) 329-2550 or Contract Support (NISC III) – Task Order Manager, AJV-26 AIM Systems Group, Lockheed Martin Corporation at (816) 329-2518.

2.4.1.2 Register online for NOTAM Manager at <https://notams.aim.faa.gov/scert/> and a representative from the NOTAM Manager National Airspace System Integration Support Contract deployment team will contact you once your application is received.

2.4.2 Other NOTAMs Connection Procedures.

2.4.2.1 Contact the appropriate Air Traffic facility for your airport if you encounter difficulty in contacting the FSS identified in the Airport Facility Directory (AF/D).

2.4.2.2 FSS facility managers are required to ensure that lists of airport employees authorized to issue NOTAMs are available and kept current. To avoid delays in NOTAM dissemination, you should assist the FSS in keeping your airport's list of authorized personnel up to date as changes occur, but not less than once annually.

2.5 **Verification Information.**

2.5.1 Other than NOTAM Manager, when using the above filing method, be sure you provide the name, position, title (if appropriate), address, and telephone number of a responsible airport official who the FSS should contact if confirmation of the NOTAM information is required. If you phone in your message, you should ask for the operating initials of the FSS specialist who receives your call and the number assigned to the NOTAM. Allow sufficient time for the FSS specialist to format and input the NOTAM into the NOTAM system. Call the FSS back to get the current NOTAM and NOTAM number. Each specialist is officially identified in the facility by operating initials. Knowing the initials and NOTAM number will make follow-up or other reference easier. Airport personnel can review their NOTAMs on the FAA website at <http://www.notams.aim.faa.gov/notamSearch/>.

2.6 **Managing NOTAMs.**

Airport operators are responsible for updating or canceling NOTAMs that are no longer applicable to airport facilities or field conditions.

CHAPTER 3. FIELD CONDITION REPORTING PROCESS

Use the following methods, tools, and procedures to ensure airport operators are providing timely and accurate information on airport friction measurement, field conditions reporting, reportable contaminants, and other information related to airport field condition assessment. Consult AC 150/5200-30C, *Airport Winter Safety and Operations*, for current guidance on determining airport surface conditions.

3.1 Friction Measurement.⁴

3.1.1 When using friction-measuring equipment, issue friction value (Mu) readings for each third for all active runways. Do not combine runways into a single NOTAM. During periods of inclement weather (before, during, and after an event) a NOTAM may be issued to advise of runway conditions by the airport operator which indicates friction readings for each runway third are all 40 or above (represented as 40/40/40). If a NOTAM was issued and the airport manager advises that all readings are above 40, the Mu value NOTAM may remain as 40/40/40 or canceled by the issuing authority. This friction report may or may not correspond with reported contaminants (e.g., active winter precipitation with no accumulations). Include the abbreviation of the name of the FAA approved friction measuring device and the effective time. (See Table 3-1 for Friction Measurement Equipment.) When friction measurement equipment is used, the airport operator should issue a FICON NOTAM to report Mu values.

1. Runway friction measuring values are reported in thirds of a runway for a specific landing runway(s) . A Mu value for the thirds of a runway should be reported when contaminant(s) are present or there is precipitation occurring.
2. NOTAMs for Mu values may be issued as value 40 if readings are 40 or above.

Examples:

!DCA DCA RWY 18 FICON RFT Mu 40/30/40 OBSERVED AT 1512211100
1512111105-1512111500

Translation: Washington Reagan airport FICON with specific equipment is reporting Mu values with an observed at and expiration time.

!RIC RIC RWY 36 FICON TAP Mu 20/20/20 OBSERVED AT 1509011200
1509011213-1509011400

Translation: Richmond airport FICON with specific equipment is reporting Mu values with an observed at and expiration time.

⁴ Either Mu Value and/or braking action reports are acceptable for reporting pavement conditions to the NOTAM system. However, there is no correlation between the two. **THEY ARE NOT INTERCHANGEABLE.**

- 3.1.2 If the equipment used to obtain these readings becomes unserviceable, issue a NOTAM until the equipment is restored to service.

Example:

!DCA DCA AD FRICTION MEASURING DEVICE OUT OF SERVICE
1509141000- 1509211000

Translation: Washington Reagan airport friction measuring device is out of service for an established time period.

Table 3-1. Friction Measuring Equipment Abbreviations

Abbreviation	Definition
BOW	Bowmonk Decelerometer (Bowmonk Sales)
BRD	Brakemeter–Dynamometer
ERD	Electronic Recording Decelerometer (Bowmonk)
GRT	Griptester (Findlay, Irvine, LTD)
MUM	Mark 6 Mu Meter (Douglas Equipment LTD)
RFT	Runway friction tester (Dynatest)
SFH	Surface friction tester (high pressure tire) (SAAB, Airport Surface Friction Tester AB)
SFL	Surface friction tester (low pressure tire) (SAAB, Airport Surface Friction Tester AB)
SKH	Skiddometer (high pressure tire) (AEC, Airport Equipment Co.)
SKL	Skiddometer (low pressure tire) (AEC, Airport Equipment Co.)
TAP	Tapley Decelerometer (Tapley Sales)
VER	Vericom (VC3000)
RT3	Haliday Technologies
NAC	Neubert Aero Corp

3.2 **Reporting Field Conditions.**

Use field condition (FICON) NOTAMs to report surface contaminant, conditions, braking action, and friction values on runways, taxiways, and aprons. The keyword AD is not used with the FICON descriptor.

3.2.1 FICON.

Insert “FICON” after the surface designator(s) and surface segments, and before the field condition.

Example:

!FOE FOE RWY 13/31 FICON WET ICE

Translation: Forbes Field Runway 13/31 FICON indicates wet ice

3.2.2 Pilot-reported Field Conditions.

During periods when field conditions are not being monitored, a FICON NOTAM may be originated for a pilot-reported condition. The words “PILOT REPORTED” is appended to the NOTAM and precede the word “FICON” and the duration is not to exceed 12 hours.

Example:

!FOE FOE RWY 13/31 PILOT REPORTED FICON 1/2IN WET SN OVER ICE

Translation: Forbes Field Runway 13/31 Pilot Reported FICON indicates 1/2IN Wet Snow Over Ice

3.3 **Reporting Surface Conditions.**

3.3.1 Coverage.

Do not express the condition in terms of percentage of coverage.

3.3.1.1 Use the word “PATCHY” to describe a contaminant that covers 25 percent or less of the reported portion of the surface. (See AC 150/5200-30C for contaminant description guidance.)

3.3.1.2 Use the term “DRY” to describe a surface that is neither wet nor contaminated. Do not originate a FICON NOTAM for the sole purpose of reporting a dry runway. A dry surface is reported when there is need to report conditions on the remainder of the surface.

3.3.1.3 Use the term “WET” to describe a surface that is neither dry nor contaminated but has visible dampness, moisture, and/or water 1/8 inch (3mm) depth or less. Wet can also be reported as a stand-alone contaminant and in conjunction with other contaminants.

3.3.1.4 Use the word “REMAINDER” to provide additional information about the surface condition. For example, the runway surface conditions vary significantly on one end of the runway or a runway has been treated, resulting in differing field conditions on the untreated parts of the surface.

3.3.2 Report a surface condition in each FICON NOTAM when reporting the condition on any part of the surface; for example, edges, remaining length.

3.4 **Reporting the Contaminants.**

3.4.1 Reportable Contaminants.

The listed contaminants are the ones recognized and used for reporting purposes. When reporting a runway condition, a depth is mandatory with those contaminants marked by an asterisk (*).

- Wet (water 1/8 inch depth or less)
- Water* (greater than 1/8 inch depth)
- Frost
- Slush*
- Ice
- Wet ice
- Water* over ice
- Wet snow*
- Wet snow* over ice
- Dry snow*
- Dry snow* over ice
- Compacted snow
- Water* over compacted snow
- Wet snow* over compacted snow
- Dry snow* over compacted snow
- Slush* over Ice
- Slippery When Wet (Note: This term will not become effective for use until October 2016.)
- Ash
- Mud*
- Oil
- Sand

3.4.2 Reporting Patchy.

The term “Patchy” can be used to describe either a layered or non-layered contaminant, neither, or both. When referring to the Reportable Contaminants table the identified

“layered contaminants” are the recognized allowable layers of contaminants used for reporting purposes. For example:

- Patchy “wet snow”
- Patchy “wet snow over ice”

3.5 Reporting Contaminant Depths.

3.5.1 Other than “WET”, use the word “THIN” for reporting contaminant depths of 1/8 inch or less.

3.5.2 Specify the contaminant depth in inches and feet.

Table 3-2. Reportable Depth Measurements

Use Value	To Report
Thin	1/8 inch or less
1/4IN	> 1/8 inch to and including 1/4 inch
1/2IN	> 1/4 inch to and including 1/2 inch
3/4IN	> 1/2 inch to and including 3/4 inch
1IN	> 3/4 inch to and including 1 inch

3.5.2.1 When 1 inch is reached, report values in multiples of 1 inch and discontinue the use of fractions. When a snow depth of 35 inches is reached, report values in multiples of feet. Round depths greater than 1 inch to the next higher reportable depth.

3.5.2.2 Report the highest depth of the contaminant along the reported portion of the surface.

3.5.2.3 The runway contaminants for which depth is mandatory when reporting runway surface conditions are specified in paragraph 3.4.1. The contaminant depth may also be reported for taxiway and apron/ramp conditions using the same reference paragraph.

3.6 Using “Conditions Not Monitored” NOTAMs.

3.6.1 Airport operators should use “conditions not monitored” NOTAMs as a way to provide information to pilots related to the conditions not being monitored at the airport, perhaps due to operations hours or staffing.

3.6.2 This standard has existed for airport operators to use over the years and is illustrated in AC 150/5200-30C, Airport Winter Safety and Operations, para. 5-2:

“For airports, particularly smaller airports, that do not monitor weather conditions between certain hours due to staffing limitations, the issued NOTAM should contain text indicating that ‘airfield surface conditions are not monitored between the hours of ‘X – ‘Y. ’” This additional text helps to avoid erroneous condition assessments by users of the information.”

- 3.6.3 Airport operators should avoid using “airport unattended” NOTAMs as a substitute for “conditions not monitored” because this type of NOTAM sends the incorrect message that other services provided by the airport, e.g. ATC, ARFF, fuel, are not available or accessible when the conditions are not being monitored.
- 3.6.4 “Conditions not monitored” NOTAM is the preferred airport condition reporting for airport operators to use to address all aerodrome or any individual surface as required. The period of applicability should be for both short and long term use. Condition not monitored NOTAMs can exceed the 24 hours estimated expiration when appended to a FICON NOTAM.
- 3.6.5 When airport operators use “conditions not monitored,” there may be times when the NOTAM will be issued when no recent observation will exist or it will not be tied to any recent Pilot Reported NOTAM.
- 3.6.6 Airport operators should issue the “conditions not monitored” NOTAM accompanied with the most recent observation or without any recent observation or Pilot Report. Either issuance will be acceptable as a NOTAM.

Examples:

!FOE FOE RWY 13/31 FICON WET ICE OBSERVED AT 1501040230
 CONDITIONS NOT MONITORED 1501040300-1501041045. 1501040253-
 1501041115

Translation: Forbes Field FICON of Wet Ice was observed at 0230UTC but the field conditions are not monitored from 0300UTC-1045UTC. The airport operator expects to have a new NOTAM submitted by 1115UTC.

!TVC TVC AD FICON SFC CONDITIONS NOT REPORTED 1501050300-
 1501051500

Translation: Traverse City airport aerodrome has surface conditions that are not being reported from 0300UTC-1500UTC. The airport operator expects to have a new NOTAM submitted by 1500UTC.

Table 3-3. Reportable Contaminant Definitions

Term	Definition
Contaminant	A deposit (such as frost, any snow, slush, ice, or water,) on an aerodrome pavement where the effects could be detrimental to the friction characteristics of the pavement surface.
Contaminated runway	For purposes of condition reporting and airplane performance, a runway is considered contaminated when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by frost, ice, and any depth of snow, slush, or water. Note: While ash, sand, oil, and rubber (see “Slippery When Wet” definition) are reportable contaminants, there is no associated airplane performance data available and a depth would not be reported.
Ash	A grayish-white to black soft solid residue of combustion normally originating from pulverized particulate matter ejected by volcanic eruption.
Compacted snow	Snow that has been compressed and consolidated into a solid form that resists further compression such that an airplane will remain on its surface without displacing any of it. If a chunk of compressed snow can be picked up by hand, it will hold together or can be broken into smaller chunks rather than falling away as individual snow particles.
Dry runway	A runway is dry when it is neither wet, nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered dry when no more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by: visible moisture or dampness, frost, slush, snow (any type), or ice.
Dry snow	Snow that has insufficient free water to cause it to stick together. This generally occurs at temperatures well below 32 degrees F (0 degrees C). If when making a snowball, it falls apart, the snow is considered dry.
Frost	Frost consists of ice crystals formed from airborne moisture that condenses on a surface whose temperature is below freezing. Frost differs from ice in that the frost crystals grow independently and therefore have a more granular texture.
Ice	The solid form of frozen water.
Layered contaminant	A combination of the definitions for each of the contaminants. For example, the definition of “Wet Snow over Ice” is “Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore space” over “the solid form of frozen water.”
Mud	Wet, sticky, soft earth material.
Oil	A viscous liquid derived from petroleum or synthetic material, especially for use as a fuel or lubricant.
Rubber	A tough elastic polymeric substance made from the latex of a tropical plant or from synthetic material.
Sand	A sedimentary material, finer than a granule and coarser than silt.

Term	Definition
*Slippery when wet	A wet runway where the surface friction characteristics would indicate diminished braking action as compared to a normal wet runway. Note: See AC 150/5200-30 for detail definition and use application. This term will not become effective for use until October 2016
Slush	Snow that has water content exceeding a freely drained condition such that it takes on fluid properties (e.g., flowing and splashing). Water will drain from slush when a handful is picked up. This type of water-saturated snow will be displaced with a splatter by a heel and toe slap-down motion against the ground.
Slush Over Ice	Snow that has water content exceeding a freely drained condition such that it takes on fluid properties (e.g., flowing and splashing) over the solid form of frozen water.
Water	Water in a liquid state. For purposes of condition reporting and airplane performance, water is greater than 1/8 inch (3 mm) in depth.
Wet ice	Ice that is melting or ice with any depth of water on top.
Wet runway	A runway is wet when it is neither dry, nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered wet when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by any visible dampness or water that is 1/8 inch (3 mm) or less in depth.
Wet snow	Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore space. A well-compacted, solid snowball can be made, but water will not squeeze out.

Note: Term(s) identified with an asterisk will not become effective until October 2016.

3.7 **Braking Action.**⁵

3.7.1 Braking action, when reported by the airport operator, refers to vehicle braking, and can be applied as a report for all airport surfaces. When reporting braking action on taxiways or aprons, use the terms good, fair (medium), poor, or nil. Braking action “Fair” will eventually be changed to “Medium” to harmonize its use with ICAO standards. Consult the Aeronautical Information Manual (AIM) for the definition of these braking action terms. Report the worst braking action encountered on a given taxiway or apron/ramp. When reporting braking actions, do not give the type of vehicle making the report to avoid any bias in reporting. A braking action report from a landing aircraft should be processed as a PIREP. However, when receiving a PIREP the recipient should consider that PIREPs rarely apply to the full length of the runway and are limited to the specific sections of the runway surface in which wheel braking was applied. There is no correlation between PIREPs from different aircraft types. Combining airport

⁵ Either Mu Value and/or braking action reports are acceptable for reporting pavement conditions to the NOTAM system. However, there is no correlation between the two. **THEY ARE NOT INTERCHANGEABLE.** Braking action “Fair” is being changed to “Medium” to harmonize with ICAO standards.

management and PIREP information is appropriate with airport management authorization. Additionally, for the airport operator, it is not acceptable to report a NIL braking action condition on any surfaces. Reporting of a NIL braking condition is not permissible by airport operators at Federally Obligated airports or those airports certificated under 14 CFR Part 139. A NIL braking condition at these airports are to be mitigated by closure of the affected surface. These surfaces may not be opened until the airport operator is satisfied that the NIL condition no longer exists. Include the observed time of the braking action in the NOTAM.

- 3.7.2 Airport operators are advised not to correlate friction readings (Mu numbers) to Good/Fair (Medium), Fair (Medium)/Poor or Nil runway surface conditions, as no consistent, usable correlation between Mu values and these terms has been shown to exist to the FAA's satisfaction. It is important to note that while manufactures of the approved friction measuring equipment may provide a table that correlates braking action to Mu values, these correlations are not supported by the FAA.

Example:

!ANE ANE TWY B FICON BA POOR OBSERVED AT 1508051400
1508051400- 1508051600

Translation: Minneapolis airport taxiway bravo is reported as Poor with an observed at and duration time.

3.8 **Surface Conditions.**

When reporting surface conditions, use the following sequence to assist the FSS in formatting the NOTAM: surface affected, FICON, coverage, depth, condition, observed at time and duration. Reportable Contaminant Definitions are in Table 3-3

Examples:

!CLP CLP RWY 08/26 FICON THIN WET SN OBSERVED AT 1512132300.
1512132310-1512142300.

Translation: Clarks Point's runway 08/26 is covered by 1/8 inch or less of wet snow with an observed at and duration time.

!BNA BNA APRON AIR CARGO APRON E 500FT FICON 1IN WET SN
OBSERVED AT 1512202000. 1512202003-1512210400.

Translation: The east 500 feet of Nashville Airport's Air Cargo apron has been plowed full length and width. One (1) inch of wet snow has accumulated or remains since being plowed. An observation and duration time has been established.

3.9 **Plowed and Swept Runways.**

- 3.9.1 When reporting a portion of a runway as being plowed, give the width plowed in feet and its condition if not entirely cleared.
- 3.9.2 Use a PLOWED NOTAM if a portion of the surface is PLOWED. If the whole surface has been plowed, PLOWED is not used although the surface contaminant conditions might still be appropriate.
- 3.9.3 Use PLOWED/SWEPT when indicating that a portion of a surface is plowed or swept and have depth, coverage, and conditions different than the surrounding area.
- 3.9.4 When known, specify and list the surrounding area as “Reminder” after the plowed information.
- 3.9.5 Omit PLOWED /SWEPT when the entire runway, taxiway, ramp, or apron has been plowed.
- 3.9.6 When just portions are PLOWED/SWEPT, report the portions that are PLOWED/SWEPT in terms of the number of feet impacted and report the remainder for the depth and contaminants type. Some examples are as follows:

Examples:

**!OQU OQU RWY 16/34 FICON WET PLOWED 100FT WID REMAINDER
1/2IN WET SN OVER ICE OBSERVED AT 1511132112. 1511132115-
1511140500.**

Translation: Quonset State’s runway is wider than 100 feet and the area inside the center 100 feet is wet. The 1/2 inch of wet snow over ice is outside of the plowed area. Both observed at and duration times have been established.

**!MOT MOT TWY C, C1, C6, TWY D BTN RWY 13/31 AND TWY E FICON
1/2IN DRY SN OVER ICE OBSERVED AT 1512202200. 1512202203-
1512210000.**

Translation: Minot Airport has reported a number of taxiways to have 1/2 inch of dry snow over ice. The depth of the dry snow has been reported, however the depth of the contaminant is not required when reporting the conditions of taxiways or aprons. In this example, the depth of the dry snow is not required. Both observed at and duration times have been established.

**!MEM MEM APRON FEDEX FEEDER APRON W 700FT FICON ICE
OBSERVED AT 1511220815. 1511220818-1511221200.**

Translation: The west 700 feet of the FedEx Feeder apron at Memphis International Airport is covered with ice. The depth of ice is not reported. Both observed at and duration times have been established.

!BGQ BGQ RWY 07/25 FICON 1/2IN WET SN OVER ICE PLOWED 50FT WID REMAINDER 2IN WET SN OVER COMPACTED SN OBSERVED AT 1501311910. 1501310915-1502010400.

Translation: The full length of Big Lake airport runways 07/25 has been plowed 50 feet wide. The plowed portion has 1/2 inch of wet snow over ice while the remainder of the runway has 2 inches of wet snow over compacted snow. Contaminant depths are not reported for ice or compacted snow. Both observed at and duration times have been established.

3.10 Runway Sanding or Deicing.

3.10.1 When reporting a runway treated by sanding or deicing, the entire published dimensions of the surface are assumed to be treated unless qualifying length/width information is also given.

3.10.2 When reporting deicing, also report the material used as either solid or liquid, as this may have operational significance to the pilot. Examples are as follows:

Examples:

!MGW MGW RWY 18/36 FICON ICE SANDED OBSERVED AT 1511021254 1511021300 - 15111031300

Translation: Morgantown Municipal Airport's Runway 18/36 is covered by ice and has been treated with sand. The depth of ice is not reported. Both observed at and duration times are established.

!YAK YAK RWY 11/29 FICON THIN DRY SN OVER ICE SANDED 80FT WID OBSERVED AT 1512061524 1512061530 - 1512062000

Translation: Yakutat Airport's Runway 11/29 is covered with 1/8 inch or less of dry snow over ice and has been sanded 80 feet wide. The depth of dry snow is reported, however the depth of ice is not reportable. Both observed at and duration times are established.

3.10.3 An example of a full runway deicing is:

!IAD IAD RWY 12/30 FICON WET DEICED LIQUID OBSERVED AT 1512172057 1512172100 - 1512180800

Translation: Dulles International Airport's Runway 12/30 is wet and has been treated with a liquid deicing chemical. Both observed at and duration times are established.

!IAD IAD RWY 12/30 FICON DRY DEICED SOLID 100FT WID REMAINDER ICE OBSERVED AT 1512172058 1512172100-1512180800

Translation: Dulles International Airport's Runway 12/30 is dry 100ft wide as result of a solid deicing material being applied. The remainder of the runway is covered with ice. The depth of the ice is not reported. Both observed at and duration times are established.

!IAD IAD RWY 12/30 FICON ICE DEICED LIQUID AND SOLID SANDED OBSERVED AT 1512172057 1512172100 – 1512180800

Translation: Dulles International Airport's Runway 12/30 has ice and has been treated with a liquid deicing chemical, a solid deice product and has been sanded. Both observed at and end of validity times are established.

3.11 **Snowbanks and Drifts.**

3.11.1 Snowbanks.

When reporting snowbanks, indicate the depth and location of the snow bank. Use the terms "SNOWBANKS," "BERMS," or "WINDROWS" after the surface condition. Snowbanks are assumed to be at the edge of a movement surface or, when plow/sweeper is used, at the edge of the plowed/swept area.

Examples:

!BTW BTW RWY 15/33 FICON PLOWED 100FT WID COMPACTED SN 24IN BERM OBSERVED AT 1510091411 1510091415-1510092200

Translation: Burlington International Airport's Runway 15/33 has been plowed 100 feet wide leaving compacted snow on the runway. The depth of the compacted snow is not reported, however 24 inch berms are also observed along the edges of the surface. Both observed at and duration times are established.

!OQU OQU RWY 16/34 FICON COMPACTED SN 12IN SNOWBANKS OBSERVED AT 1511132112 1511132120-1511141000

Translation: Quonset State's runway 16/34 has been plowed and swept in its entirety; therefore, neither "PLOWED" nor "SWEPT" is used. The runway is covered with compacted snow and has 12 inch snowbanks. Both observed at and duration times are established.

!LIT LIT RWY 04L/22R FICON 10IN SNOWBANKS OBSERVED AT 1511132112. 1511132120-1511141000.

Translation: Little Rock airport is reporting 10 inch snowbanks on runway 04L/22R with an observed at time and established duration time.

3.11.2 Drifts.

Use the term “DRIFT” to describe one or more drifts. When the drifts are variable in depth, report the greater depth.

Examples:

!SFF SFF RWY 03R/21L FICON 4IN DRY SN 9IN DRIFT OBSERVED AT 1511071900. 1511071906-1511080001

Translation: Spokane’s Felt Field’s Runway 3R/21L is covered with 4 inches of dry snow and 9 inch snow drifts.

!AVP AVP RWY 04/22 FICON 5IN DRIFT OBSERVED AT 1512201600 1512201609-1512210400EST

Translation: The Wilkes Barre/Scranton International Airport’s Runway 04/22 is contaminant free with an observed at time, however there are 5 inch snow drifts on the surface with an estimated removal time.

3.12 **Snow Removal Operations on Multiple Runways.**

Any NOTAM associated with snow/ice removal operations on multiple runways are to be described as “WIP (reason);” for example, SNOW REMOVAL, ICE REMOVAL. (See paragraph 4.1.) Airport operators are to ensure this NOTAM remains active when actual snow and ice removal operations are taking place. An individual NOTAM for each runway impacted is accomplished as the work in progress moves from one runway to the next. In order to ensure the safety and efficiency of this snow removal operation, all of the following conditions should be met before proceeding:

1. The air traffic control tower is in operation during the valid period of each NOTAM.
2. Closure times for each runway have been agreed upon by the airport operator and ATCT.
3. Operations are based on the content as described in the Airport Certification Manual, Snow and Ice Control Plan, or other agreement between the airport operator, FSS and Air Traffic Control Tower as applicable.

3.13 **Runway Light Obscuration and Outages.**

3.13.1 When reporting runway light obscuration due to snow and ice, report just the lights that are completely obscured.

3.13.2 Do not report lights that are partially obscured.

3.13.3 Be specific about which lights are affected, such as Runway 09/27 W 2000 feet.

3.13.4 The reason for the obscuration should not be reported.

Example:

!BTV BTV RWY 15/33 EDGE LGT OBSC 1510131300–1510141300

Translation: Burlington airport runway 15/33 has edge lights obscured with a self-cancelling expiration time.

3.14 **Runway Lights.**

3.14.1 Runway Centerline Lights (RCLL).

Example:

!ATL ATL RWY 08R/26L RCLL OUT OF SERVICE 1505112300-1505131200

Translation: Atlanta runway 08R/26L center line lights are out of service with a self-cancelling expiration time.

3.14.2 Touchdown Zone Lights (TDZ LGT).

Example:

!ATL ATL RWY 08R TDZ LGT OUT OF SERVICE 1505112300-1505131200

Translation: Atlanta runway 08R touchdown zone lights are out of service with a self-cancelling expiration time.

3.14.3 Runway Edge Lights.

Example:

!ATL ATL RWY 08R/26L EDGE LGT OUT OF SERVICE 1505112300-1505120400

Translation: Atlanta runway 08R/26L edge lights are out of service with a self-cancelling expiration time.

Note: When commissioning runway edge light systems, indicate the exact type of system; for example, LIRL, MIRL, HIRL, etc. Once commissioned and published, runway edge lights are then shown as EDGE LGT.

3.14.4 Runway Lead-In Lighting System (RLLS) formerly LDIN.

Example:

!DCA DCA RWY 18 RLLS OUT OF SERVICE 1505112300-1505131200

Translation: Washington Reagan airport runway 18 runway lead-in lighting system is out of service with a self-cancelling expiration time.

3.14.5 Airport Total Runway Power Failure.

Example:

!SPA SPA AD LGT ALL OUT OF SERVICE 1505112300-1505131200

Translation: Spartanburg airport all aerodrome lights are out of service with a self-cancelling expiration time.

Note: See the use of the keyword “AD” for aerodrome closure considerations during any total aerodrome light outage situation.

3.14.6 Pilot Controlled Lighting (PCL).

When used for controlling runway or approach lights.

Examples:

!SBY SBY SVC PCL ALL OUT OF SERVICE 1505112300-1505131200

Translation: Salisbury airport pilot control lights are out of service a self-cancelling expiration time.

!SBY SBY SVC PCL FREQ CHANGED TO 122.8 1505112300-PERM

Translation: Salisbury airport pilot control lights frequency has changed to 122.8 with an effective date that makes it a permanent change.

!ANB EUF SVC PCL RWY 18 VASI OUT OF SERVICE 1505112300-1505131200

Translation: Eufaula airport runway 18 pilot control VASI is out of service with a self-cancelling expiration time.

Note: See the use of keyword “SVC”.

3.15 **Other Reportable Conditions.**

- 3.15.1 The airport operator ensures that a NOTAM is submitted for conditions considered to be hazardous or potentially hazardous to the aircraft operator. Permanent changes in

surface conditions is coordinated for publication based on defined criteria in FAA Order JO 7930.2.

3.15.2 Some examples of other reportable conditions are as follows:

Examples:

!TSG TSG RWY 12/30 NUMEROUS 3IN CRACKS 1512050100-1504301700

Translation: Tanacross airport runway 12/30 has numerous 3 inch cracks with a reported discovery date and a self-cancelling expiration time.

!CAK CAK AD BIRD ACTIVITY NW SIDE 1509151335-1509301200

Translation: Akron airport is reporting bird activity on the northwest side of the airport according to a self-cancelling expiration time.

!FXE FXE AIRSPACE CONTROLLED BURN DENSE SMOKE WITHIN AN AREA DEFINED AS 1NM RADIUS OF FXE360001 SFC -1500FT 1507042300-1507050100

Translation: Fort Lauderdale Executive airport is executing a controlled burn on the airport causing dense smoke for a given time period.

Note: Airport operators may not have authorizations to submit airspace NOTAMs for controlled burns. Direct contact with FSS may be required to issue this type of NOTAM.

3.16 **Signage.**

Examples:

!IAD IAD TWY U7 HOLDING POSITION SIGN FOR RWY 01L/19R NOT LGTD 1505112300-1505131200

Translation: Dulles airport holding position sign on taxiway U7 for runway 01L/19R is not lighted for a date and period indicated and with a self-cancelling expiration time.

!MBS MBS TWY ALL SFC PAINTED HOLDING POSITION SIGNS NOT STD DUE TO REPAINTING 1509271200-1509302300

Translation: Saginaw airport surface painted holding position signs are not standard due to repainting to be started and completed on a specific date with a self-cancelling expiration time.

3.17 Taxiway Lights.

Examples:

!SHL SHL TWY K, L EDGE LGT OUT OF SERVICE 1505112300-1505131200

Translation: Sheldon airport taxiway(s) K & L edge lights are out of service beginning at a certain period with a self-cancelling expiration time.

!SEA SEA TWY C STOP BAR LGT FOR RWY 16R/34L AND FOR EAST SIDE RWY 16L/34R OUT OF SERVICE 1505112300-1505131200

Translation: Seattle airport taxiway C stop bar lights for runway 16R/34L and for the east side runway 16L/34R is out of service for a date and period indicated with a self-cancelling expiration time.

3.18 Runway Thresholds and Declared Distances.

- 3.18.1 A displaced threshold affects runway length available for aircraft landing over the displacement. Report threshold displacement as closure of a portion of the runway until the actual physical appearance is altered so the closed runway segment no longer looks like a landing area. Consult with the responsible FAA Flight Procedures office when displacing a threshold for the resulting displacement may result in instrument flight procedures to the runway being impacted.
- 3.18.2 When a runway condition restricts or precludes the use of any portion of a runway resulting in a change to the declared distances, include the published take-off run available (TORA), take-off distance available (TODA), accelerated stop distance available (ASDA), and landing distance available (LDA) in the NOTAM. Ensure that a second NOTAM is originated for the reciprocal runway with all declared distances if any value has changed. Coordinate with the appropriate FAA Airports Regional or District Office to have declared distances information published. See AC 150/5300-13, Airport Design, for guidance on the use of declared distances.

Examples:

!MKC MKC RWY 19 THR DISPLACED 300FT NOT STD MARKING.
DECLARED DISTANCES: TORA 6827FT TODA 6827FT ASDA 6827FT
LDA 6527FT 1506011500-1507141600

!MKC MKC RWY 01 DECLARED DISTANCES: TORA 6827FT TODA
6827FT ASDA 6527FT LDA 6527FT 1506011500 -1507141600

Translation: Runway 19 threshold is displaced 300 feet, therefore the Runway 19 landing LDA is reduced by 300 feet. The LDA and ASDA for Runway 01

are also reduced by 300 feet. An established self-cancelling expiration time has been established.

!ORD ORD RWY 28 THR DISPLACED 1500FT. DECLARED DISTANCES:
TORA 13001FT TODA 13001FT ASDA 13001FT LDA 11501FT
1506110300–1506130600

!ORD ORD RWY 10 DECLARED DISTANCES: TORA 13001FT TODA
13001FT ASDA 11501FT LDA 11501FT 1506110300–1506130600

Translation: A temporary structure becomes a controlling obstacle to the approach of Runway 28 and departure of Runway 10 resulting in the Runway 28 threshold being displaced 1500 feet resulting in changes to declared distances to Runways 10 and 28. An established self-cancelling expiration time has been established for each runway.

!CLT CLT RWY 05/23 NE 500FT CLSD. DECLARED DISTANCES: RWY
05 TORA 7002FT TODA 7002FT ASDA 7002 FT LDA 7002 FT RWY 23
TORA 7002FT TODA 7002FT ASDA 7002 FT LDA 7002FT 1506110300–
1506112100

Translation: Construction on Runway 05 requires 500 feet to be closed to protect a construction area thus changing declared distances to Runways 05 and 23. An established self-cancelling expiration time has been established.

!MEM MEM RWY 09/27 W 500FT CLSD FOR TKOF. DECLARED
DISTANCES: RWY 09 TORA 8446FT TODA 8446FT ASDA 8446 FT LDA
8446FT RWY 27 TORA 8946FT TODA 8946 FT ASDA 8246FT LDA
8246FT 1506110300–1506112100

Translation: The west 500 feet of Memphis' Runway 09 is closed. Aircraft will enter the runway and depart Runway 09 from an intersecting taxiway. Because the NOTAM uses both runways as the runway designator, if any declared distance has changed, all declared distances for both runways are to be included in the NOTAM. An established self-cancelling expiration time has been established.

- 3.18.3 In the event the published TORA, TODA, ASDA, and LDA need to be reported without reference to the runway condition that caused the change, report declared distances or changes to published declared distances. For example, when the published runway length is changed, report the declared distances, or correct any erroneous declared distances currently published.

Examples:

!CLT CLT RWY 05/23 DECLARED DISTANCES: RWY 05 TORA 7502 FT
TODA 7502FT ASDA 7202FT LDA 7202FT. RWY 23 TORA 7502FT
TODA 7502FT ASDA 7202FT LDA 7202FT. 1507140300–PERM

!JAX JAX RWY 08/26 DECLARED DISTANCES: RWY 08 TORA 10000FT
TODA 10500 FT ASDA 10000FT LDA 10000FT RWY 26 TORA 10000FT
TODA 10000FT ASDA 10400FT LDA 11000FT 1506110300–PERM

Translation: A temporary or permanent situation at an airport with nonstandard Runway Safety Areas or Object Free Area leads to defining declared distances.

!JAX JAX RWY 08/26 NOW 10000FT X 150FT DECLARED DISTANCES:
RWY 08 TORA 9000FT TODA 9500FT ASDA 9000FT LDA 9000FT.
RWY 26 TORA 9000FT TODA 9000 FT ASDA 9400FT LDA 10000FT
1506110300–PERM

Translation: A NOTAM is required to correct an error in the Airport Facility Directory (A/FD) until the next A/FD publication date.

3.19 On or Off Airport Obstructions and Obstruction Lights.

- 3.19.1 Types of obstructions are towers, cranes, stacks, wind turbines, non-FCC towers, power-lines, etc. Any failure or malfunction which affects a top light or flashing obstruction light regardless of its position is a condition for a NOTAM.
- 3.19.2 Height is identified as MSL (when known) and may be accompanied with an AGL height listed in parenthesis.
- 3.19.3 “LGTS Out of Service” refers to a top light or flashing obstruction light regardless of its position.
- 3.19.4 Cranes that are marked by a flag or when the boom is lowered during night hours, periods of low visibility, do not exceed any obstruction standards contained in 14 CFR Part 77, and removed beyond the runway or taxiway safety areas may not require a NOTAM. At Part 139 airports, cranes not in use and located beyond the Runway Object Free Area may not be NOTAMed; provided it meets all the same criteria as cited above.
- 3.19.5 Obstruction lights on terrain (hills) are identified as MSL.
- 3.19.6 When reporting an obstruction or obstruction light(s) failure located within the airport boundaries, identify the outage per the following:
 1. Height.
 2. Distance from the Airport Reference Point (ARP) (nautical miles).
 3. Direction from the Airport Reference Point (ARP) (16 point compass: N; NNE; NE; ENE; E; ESE; SE; SSE; S; SSW; SW; WSW; W; WNW; NW; NNW).
 4. Tower registration number or Antenna Structure Registration (ASR) number (if applicable). The tower registration number can be found at wireless2.fcc.gov/UlsApp/AsrSearch/asrRegistrationSearch.jsp.

3.19.7 Obstruction light outages that meet one or more of the following criteria are to include a return-to-service time.

3.19.7.1 All obstruction light outages within a 5SM (4.3 nautical miles) radius of an airport, or obstruction light outages outside a 5SM radius that exceed 200 feet above ground level (AGL).

Examples:

!GSP GSP OBST TOWER LGT (ASR 1234567)
345313.12N0815744.34W (3NM SSW SPA) 1528FT (564FT
AGL) OUT OF SERVICE 1510291200-1511131200

Translation: Greer airport is reporting a tower obstruction light at a specific lat/long and 3NM SSW of Spartanburg is out of service with a specific date and time for return to service.

!PWG PWG OBST TOWER LGT (ASR 1234567)
420651.07N087546.27W (12NM N PWK) 1049FT (330FT AGL)
OUT OF SERVICE 1509151600-1509301600

Translation: Waco airport reports an obstruction tower light at a specific lat/long and within 12NM of Waco with identified above ground level is out of service for an established date and time.

3.19.7.2 When the obstruction is within 500 feet either side of the centerline of a charted helicopter route, or 5SM or more from an airport and more than 200 feet AGL, describe the plain language location by using the bearing, distance, and aerodrome designator of the nearest public-use airport. For example:

Examples:

!RDU RDU OBST CRANE 345140N0804506W (1.44NM SW
RDU) 580FT (195FT AGL) NOT LGTD 1511292300-
1511302300

Translation: Raleigh/Durham airport reports a crane at identified lat/long with cardinal direction from the lat/long that delineates the height and the crane being unlighted for a given time period.

!BGR BGR OBST WIND TURBINE 452315N0701346W
(18.4NM SW BGR) 2820FT (410FT AGL) NOT LGTD
1511302330- 1512172359

Translation: Bangor airport reports a wind turbine within a defined radius of identified lat/long with a given height above ground level and not lighted for a set time period. A self-cancelling expiration time has been established.

- 3.19.8 ASR number should be obtained from the tower owner when the outage is called in, and will be put in the text of the NOTAM. The ASR number may also be obtained from the FCC website at wireless2.fcc.gov/UlsApp/AsrSearch/asrRegistrationSearch.jsp.

Note: See AC 70/7460-1, *Obstruction Lighting and Marking*, for additional guidance about obstruction light failure notification requirements.

- 3.19.9 Persons or organizations that operate an obstruction are to report the improper functioning of any obstruction light or lights immediately by telephone to the nearest local FSS. Callers should be prepared to provide the tower registration number (ASR number) and the name of the nearest airport.
- 3.19.9.1 Reporting the operating status of obstruction lights on communication towers is the responsibility of the communication tower operator (47 CFR § 17.48).
- 3.19.9.2 If there is a report of an obstruction light outage on a tower outside the airport, airport operators with the responsibility of initiating NOTAMs should first check for any existing Flight Safety NOTAMs via the FSS or at <http://notams.aim.faa.gov/notamSearch/>.
- 3.19.9.3 If NOTAMs are not found, contact and advise the tower operator about the outage.
- 3.19.9.4 If the tower operator is not known, the information can be found on the FCC website at wireless2.fcc.gov/UlsApp/AsrSearch/asrRegistrationSearch.jsp.

CHAPTER 4. SELECT NOTAM REQUIREMENTS CRITERIA

4.1 WIP.

Use the work in progress criteria for routine maintenance events such as mowing, snow removal operations, various types of short term infrastructure maintenance and repairs, etc. A particular surface should be closed as defined in the Airport Certification Manual for work that goes beyond routine maintenance.

4.1.1 Content of NOTAMs for WIP.

4.1.1.1 Any NOTAM associated with WIP on or adjacent to a runway, taxiway, or apron are to begin with one of the following keywords: RWY, TWY, APRON, or AD. Additionally, if the work is proceeding in a particular direction, that should be specified.

4.1.1.2 The NOTAM text would include the surface name/designator, the specified name/designator of the surface on which the work is being conducted, and the surface segment description specified in feet or from a specific point to point.

Examples:

!IAD IAD RWY 01L/19R NE 500FT WIP MOWING ADJ
1509070700-150910150

Translation: Dulles airport runway 01L/19R has mowing on 500 feet of the northeast end underway for the specific time provided.

!SBY SBY TWY E BTN RWY 05/23 AND TWY A WIP
TRENCHING SOUTH SIDE 1509070700-1509101500

Translation: Salisbury airport has work in progress trenching on taxiways near runway 05/23 for an identified time period.

!DSM DSM TWY D4, D5, D6, TWY B BTN RWY 13/31 AND
TWY D, TWY D WEST OF RWY 05/23 WIP SN REMOVAL
1512070700-1512101500

Translation: Des Moines airport has work in progress snow removal involving several taxiways in proximity to runway 13/31 and runway 05/23 for an identified time period.

!MEM MEM APRON FEDEX APRON WEST HALF WIP
RESURFACING 1509070700-1509101500

Translation: Memphis airport apron has apron work in progress resurfacing on the west half for an identified time period.

!IAD IAD RWY 01L/19R WIP MAINT VEHICLES ADJ EAST
SIDE OF RWY 1509070700-1509101500

Translation: Dulles airport has work in progress on runway
01L/19R involving maintenance vehicles on the east side for an
identified time period.

!ICT ICT AD ALL SFC WIP SN REMOVAL 1512070700-
1512101500

Translation: Wichita airport aerodrome all surfaces work in
progress involving snow removal for an identified self-cancelling
expiration time established.

!MCI MCI RWY 01L/19R WIP SN REMOVAL 1512070700-
1512101500

Translation: Kansas City airport runway 01L/19R has work in
progress snow removal for an identified start and completion time.

!DSM DSM TWY D4, D5, D6, TWY B BTN RWY 13/31 AND
TWY D, TWY D WEST OF RWY 5/23 WIP SN REMOVAL
1512070700-1512101500

Translation: Des Moines airport has several taxiways adjacent to
two separate runways work in progress involving snow removal
for a specific time period.

4.2 **Certificated Airport Aircraft Rescue and Fire Fighting (ARFF).**

Title 14 CFR Part 139 requires NOTAM (D) for airports (not runways) when ARFF equipment is inoperative or unavailable and replacement equipment is not available. Except as indicated in Part 139.319(c), the airport operator has 48 hours to replace or substitute equipment before the index changes. Air carriers and others are to be notified that ARFF equipment is out of service. The airport operator is responsible for providing an ending time for each NOTAM. If the airport operator does not provide an ending time, FSS will add 48 hours to the time of receipt and publish the appropriate NOTAM.

4.2.1 ARFF Index.

4.2.1.1 The ARFF Index for each certificated airport is published in the AF/D. In the AF/D legend is a list that indicates Index and corresponding ARFF equipment requirements. At certificated airports listed in the AF/D, the certificate holder (airport operator) is required to notify air carriers by NOTAM when required ARFF equipment is inoperative or unavailable and replacement equipment is not readily available. If the required Index level of capability is not restored within 48 hours, the airport operator is required

to limit air carrier operations to those compatible with the index corresponding to the remaining operative rescue and firefighting equipment.

- 4.2.1.2 Permanent changes to the ARFF Index occurring during publication cycles are issued as FDC NOTAMs.
- 4.2.1.3 If the ARFF vehicle is still out of service after 48 hours, the airport operator is to submit a NOTAM or notify the FSS of a temporary index change and approximate duration time. CFR Part 139.319 (g) (3)

Examples:

!FTW FTW AD ARFF NOW INDEX A 1509072300-1509092300

Translation: The ARFF Index is now A, with an established self-cancelling expiration time.

!STS STS AD AIRPORT CLSD TO INDEX B AIRCRAFT OR LARGER 1510021200-1510121200

Translation: Santa Rosa airport is closed to air carrier aircraft with dimensions that are 90 feet but less than 126 feet in length.

!STS STS AD ARFF NOT AVBL 1510021200-1510121200

Translation: Santa Rosa airport ARFF is not available for an identified self-cancelling expiration time.

4.3 **Engineered Materials Arresting Systems (EMAS).**

The airport operator ensures that a NOTAM is submitted for conditions considered to be hazardous or potentially hazardous to the aircraft operator. Such as the case when reporting damage or inoperability of the EMAS installed at the airports. EMAS NOTAMs would be issued based on the following examples:

Examples:

!MDW MDW RWY 31C ENGINEERED MATERIALS ARRESTING SYSTEMS (EMAS) NOT STD 1505141320-1505202200

Translation: Midway airport Rwy 31C EMAS system is currently installed but is not standard for a particular time period.

!MDW MDW RWY 31C ENGINEERED MATERIALS ARRESTING SYSTEMS (EMAS) OUT OF SERVICE 1509151335-1509301200

Translation: Midway airport Rwy 31C EMAS system is out of service for a standard time period.

CHAPTER 5. DISSEMINATION OF NOTAMS

5.1 **Determining NOTAM Distribution.**

While airport operators are not responsible for determining how a NOTAM is disseminated, they should be aware of the criteria that the FSS typically applies in making that determination. As a general rule, the actual circulation that an airport condition report receives results from the nature of the reported item and the NOTAM service qualification of the airport.

5.2 **Domestic NOTAMs.**

NOTAM (D) information is distributed for all public use airports, seaplane bases, and heliports listed in the A/FD and all navigational facilities that are part of the NAS. The NOTAM (D) criteria of FAA Order JO 7930.2 requires wide dissemination of NOTAM (D) information via telecommunication and pertains to en route navigational aids, facilities, services, and procedures as listed in the A/FD.

APPENDIX A. SAMPLE NOTAM LOG

NOTAM ISSUED		
NOTAM# _____	FSS NOTAM# _____	
DATE ISSUED _____	TIME ISSUED _____ UTC	
ISSUED BY: _____		
NOTAM TEXT:		

AGENCIES NOTIFIED		
ATCT _____	AIR CARRIER(S) _____	FSS _____
FBOs _____	TENANT(S) _____	DoD _____

NOTAM CANCELLED		
DATE _____	TIME: _____ UTC	
CANCELLED BY: _____		
AGENCIES NOTIFIED		
ATCT _____	AIR CARRIER(S) _____	FSS _____
FBOs _____	TENANT(S) _____	DoD _____

If you find an error in this AC, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by (1) mailing this form to Manager, Airport Safety and Operations Division, Federal Aviation Administration ATTN: AAS-300, 800 Independence Avenue SW, Washington DC 20591 or (2) faxing it to the attention of the Office of Airport Safety and Standards at (202) 267-5383.

Subject: AC 150/5200-28E

Date: _____

Please check all appropriate line items:

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:

In a future change to this AC, please cover the following subject:
(Briefly describe what you want added.)

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____

Date: _____