

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Organization Policy

N JO 7210.695

**Effective Date:**  
July 1, 2008

**Cancellation Date:**  
March 12, 2009

**SUBJ:** Facility Statistical Data, Reports, and Forms

---

- 1. Purpose of This Notice.** This notice establishes the procedures and the methodology of tabulating and reporting facility air traffic counts in the Operations Network (OPSNET).
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Terminal and System Operations Services; service center offices; the William J. Hughes Technical Center (ACT); the Mike Monroney Aeronautical Center (AMC); and all air traffic control (ATC) field facilities, except for flight service stations (FSS).
- 3. Where Can I Find This Notice?** This notice is available on the MYFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/airports\\_airtraffic/air\\_traffic/publications](http://www.faa.gov/airports_airtraffic/air_traffic/publications).
- 4. Cancellation.** This notice cancels N JO 7210.679, Facility Statistical Data, Reports, and Forms, effective February 14, 2008.
- 5. Procedures.** Replace the entire existing Federal Aviation Administration Order (FAAO) 7210.3V, Facility Operation and Administration, Chapter 12, Facility Statistical Data, Reports, and Forms, with the following:

## Chapter 12. Facility Statistical Data, Reports, and Forms

### Section 1. General Information

#### 12-1-1. GENERAL

Since the inception of ATC, there has been some method of recording the volume of air traffic activity. OPSNET is the official data reporting system as stated in FAAO 7210.55, Operational Data Reporting Requirements. All air traffic facilities, except FSSs, must report traffic count information daily through OPSNET or OPSNET touch-tone interface (OTTER).

The FAA collects and analyzes these data to make decisions on, but not limited to, budgeting, forecasting, planning, programming new equipment, public dissemination, and historical analysis. Because of its broad application and national use, it is imperative the gathering of data be both standardized and accurate. Two basic requirements must be met for an operational count: the facility must be responsible for providing service to the aircraft, and the service provided must qualify using the guidelines established throughout the remainder of this chapter. Air traffic managers must ensure the intent of the provisions in this chapter is fulfilled.

**12-1-2. COUNTING METHODS**

Traffic counts may be counted either manually or through the use of nationally deployed automated counting programs (i.e., CountOps). The accuracy of automated counts must be validated annually to be within plus/minus 3 percent of the actual traffic count. Annual validation of traffic counts for other purposes such as “classification” meets this requirement.

**12-1-3. QUESTIONS OR CHANGES**

Any questions as to how an operation should be counted or recommendations for changes to procedures should be forwarded to the appropriate service area for resolution. Service areas will forward their questions or recommendations to the appropriate service unit.

**12-1-4. SUMMARY OF STATISTICAL REPORTS AND FORMS**

The table below provides a quick reference for reporting requirements in this chapter. The OPSNET reporting system provides the ability to input the required data as described below.

*TBL 12-1-1*  
Reporting Requirements

Facility Type	Report
<p><i>Type 1 tower without radar</i></p> <p><i>Type 3 combination radar approach control and tower with radar (tower portion)</i></p> <p><i>Type 4 combination nonradar approach control and tower without radar (tower portion)</i></p> <p><i>Type 5 nonapproach control tower</i></p> <p><i>Type 6 combined control facility (tower portion)</i></p> <p><i>Type 7 tower with radar</i></p> <p><i>Type 11 Federal Contract Tower</i></p>	<p><i>Itinerant IFR arrivals and departures</i></p> <p><i>Itinerant VFR arrivals and departures</i></p> <p><i>Local operations</i></p> <p><i>IFR overflights</i></p> <p><i>VFR overflights</i></p>
<p><i>Type 2 terminal radar approach control (TRACON)</i></p> <p><i>Type 3 combination radar approach control and tower with radar (TRACON portion)</i></p> <p><i>Type 4 combination nonradar approach control and tower without radar (TRACON portion)</i></p> <p><i>Type 6 combined control facility (TRACON portion)</i></p> <p><i>Type 9 combined TRACON</i></p>	<p><i>Itinerant IFR arrivals and departures to all airports</i></p> <p><i>Itinerant VFR arrivals and departures to all airports</i></p> <p><i>IFR overflights</i></p> <p><i>VFR overflights</i></p>

**12-1-5. CATEGORIES OF OPERATIONS**

a. All itinerant and overflight operations are reported in the following categories:

1. Air Carrier: Operations by aircraft identified in Appendix 3, Air Carrier for Air Traffic Activity Operations Count, which use three-letter company designators.
2. Air Taxi: Operations by aircraft other than those identified in appendix 3 which uses three-letter company designators or the prefix “T” (TANGO) or “L” (Lifeguard).

**NOTE-**

*Air taxi operators who do not have an FAA-issued designator have been authorized to use the prefix "T" or "L."*

3. Military: All classes of military operations.
4. General Aviation: Civil operations not classified as air carrier or air taxi.
- b. All local operations are reported in the following categories:
  1. Civil: All civilian operations, including local flights by air carrier and air taxi aircraft.
  2. Military: All classes of military operations.

## **Section 2. Itinerant Operations**

### **12-2-1. TABULATION**

- a. Count IFR itinerant operations as follows:
  1. One count for an aircraft on an IFR flight plan or an SVFR clearance that:
    - (a) Takes off.
    - (b) Lands.
  2. One count for an aircraft on an IFR flight plan that executes a missed approach procedure.
  3. One count for a VFR aircraft that requests to practice the published missed approach procedure when approved standard separation is provided by the tower and TRACON.
  4. One count for an aircraft on an SVFR clearance operating wholly within the Class D or Class E surface area, e.g., local SVFR making a series of landings and takeoffs (towers).

**NOTE-**

*When an aircraft operates on an SVFR clearance for a series of VFR patterns and landings, only one instrument count must be taken for the SVFR clearance, while each takeoff and landing is tabulated as a local operation.*

5. One count for each aircraft practicing instrument procedures either on an IFR flight plan or flying VFR (if approved standard separation is provided) that:
  - (a) Takes off from a complete stop and practices an instrument departure.
  - (b) Practices an instrument approach procedure.
- b. Count VFR itinerant operations as follows:
  1. One count for an aircraft operating VFR that:
    - (a) Takes off.
    - (b) Lands.
  2. Two counts for each low approach below traffic pattern altitude (one landing and one taking off), a stop-and-go operation, or a touch-and-go operation.

**NOTE-**

*Consider operations of more than one aircraft operating in a formation as a single aircraft. If the formation breaks up into smaller formations, consider each additional formation as a separate aircraft.*

### Section 3. Local Operations

#### 12-3-1. TABULATION

Count local operations as follows:

- a. One count for an aircraft departing the airport area for a designated practice area and one count for the aircraft returning from the designated practice area.
- b. Two counts for each low approach below traffic pattern altitude that is a stop-and-go or touch-and-go operation.

### Section 4. Overflight Operations

#### 12-4-1. TABULATION

- a. Count IFR overflight operations as follows:

One count for each segment of flight when an aircraft on an IFR flight plan or SVFR clearance transits the airspace. A TRACON that hands an aircraft off to the tower and the aircraft returns to the TRACON, count the additional portion as a separate segment.

- b. Count VFR overflight operations as follows:

One count for each segment when an aircraft operating VFR transits the airspace. A TRACON that hands an aircraft off to the tower and the aircraft returns to the TRACON, count the additional portion as a separate segment.

**NOTE-**

*Consider operations of more than one aircraft operating in a formation as a single aircraft. If the formation breaks up into smaller formations, consider each additional formation as a separate aircraft.*

### Section 5. Amending and Reviewing Data

#### 12-5-1. AMENDED OPSNET DATA

Corrections must be entered into OPSNET no later than the 15th day of the following reporting month. Exceptions to this rule must be requested and approved through the ATCSCC, Quality Assurance Branch.

#### 12-5-2. ANALYSIS AND REVIEW

Data are available for analysis and review through the following Web site: <http://www.apo.data.faa.gov>. Select the OPSNET link from this page for logon. Forward all requests for changes and enhancements to the person listed on the home page of the Web site.

**5. Distribution.** This notice is distributed to the following ATO service units: Terminal, Safety, and System Operations Services; service center offices; the Air Traffic Safety Oversight Service; the ACT; the AMC; and all ATC field facilities, except for FSSs.

**6. Background.** Notice 7210.679, Facility Statistical Data, Reports, and Forms, incorporated procedures for the Web-based OPSNET. Automation changes for the OPSNET reporting system required new procedures.


**7. Definitions.**

a. Itinerant Operation - An itinerant operation is an operation performed by an aircraft, either IFR, SVFR, or VFR, that lands at an airport, arriving from outside the airport area, or departs an airport and leaves the airport area.

b. Local Operation - Local operations are those operations performed by aircraft that remain in the local traffic pattern, execute simulated instrument approaches or low passes at the airport, and the operations to or from the airport and a designated practice area within a 20-mile radius of the tower.

c. Overflight Operation - An overflight operation is an operation performed by aircraft, IFR, SVFR, or VFR, that transit the facility's area and that did not originate or do not terminate within the designated airspace.

**8. Implementation.** This notice shall be implemented on the effective date and the content of this notice will be incorporated in FAAO 7210.3V, change 2, effective March 12, 2009.

  
Nancy B. Kalinowski  
Vice President, System Operations Services  
Air Traffic Organization

6/30/09  
Date Signed