NOTICE

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

N JO 7210.664

Effective Date:
July 22, 2007

Cancellation Date:
February 14, 2008

SUBJ: Facility Statistical Data, Reports, and Forms

1. Purpose of This Notice. This notice establishes the procedures and the methodology of using the Web-based application for reporting facility air traffic counts in the Operations Network (OPSNET).

2. Audience. This notice applies to the following Air Traffic Organization (ATO) service units: En Route and Oceanic, 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/ and on the air traffic publications Web site at http://www.faa.gov/airports_airtraffic/air_traffic/publications.

4. Procedures. Replace the entire existing Federal Aviation Administration Order 7210.3U, Facility Operation and Administration, Part 3, 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 per FAA Order (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 with regard, 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 actively working the aircraft, and the service provided must qualify using the guidelines established throughout the remainder of this chapter. Air traffic managers must ensure that the intent of the provisions in this chapter is fulfilled.

12-1-2. USE OF AUTOMATED COUNTS

Nationally deployed Automated Counting programs may be used for required operational counts, i.e., CountOps. The accuracy of automated counts shall be verified annually to be within plus/minus 3 percent of the actual traffic count.

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. 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 is offered as quick reference for reporting requirements in this chapter. The Web-based OPSNET system provides the ability to input the required data.

TBL 12-1-1
Reporting Requirements

Facility Type	Report
Type 1 tower without radar *Type 5 tower with display* *Type 7 tower with radar (not providing Class B, C, or terminal radar service area (TRSA))* *All non-FAA and FCT towers*	Airport Operations Count Instrument Operations as a Subset of Airport Operations Count
Type 3 combination radar approach control and tower with radar (tower portion) *Type 4 combination nonradar approach control and tower without radar (tower portion)* *Type 6 combined control facility (tower portion)*	Airport Operations Count
Type 2 terminal approach control *Type 3 combination radar approach control and tower with radar (TRACON portion)* *Type 4 combination nonradar approach control and tower without radar (TRACON portion)* *Type 6 combined control facility (TRACON portion)* *Type 9 combined terminal approach control*	Instrument Operations Count Class "B," "C," or TRSA Operations Instrument Approach Count

Section 2. Airport Operations Data

12-2-1. AIRPORT OPERATIONS COUNT

The airport operations count is a count maintained by a control tower. Basically, it is the number of operations at the airport at which the ATCT is located.

12-2-2. CATEGORIES OF OPERATIONS

Maintain airport operations count utilizing the following categories:

a. ITINERANT: Operations not classified as "local," including the following subcategories:

(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 "LN" (Lifeguard).

NOTE−
Air Taxi operators who do not have an FAA- issued designator have been authorized to use the prefix "T" or "LN."

(3) Military: All classes of military operations.

(4) General Aviation: Civil operations not classified as air carrier or air taxi.

b. LOCAL: Operations remaining in the local traffic pattern, simulated instrument approaches at the airport, and operations to or from the airport and a practice area within a 20−mile radius of the tower, utilizing the following subcategories.

(1) Civil: All civilian operations, including local flights by air carrier and air taxi aircraft.

(2) Military: All classes of military operations.

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.

12-2-3. CRITERIA FOR INSTRUMENT OPERATIONS COUNT AS A SUBSET OF AIRPORT OPERATIONS COUNT (STAND-ALONE TOWERS)

a. Nonapproach control terminal facilities (stand-alone towers) report the instrument flight rule (IFR) count that is a subset of the airport operations count. This is not an additional count, but the extraction of those operations reported in the airport operations count. Tabulate this count by air carrier, air taxi, general aviation, and military categories of aircraft.

12-2-4. TABULATION

a. Count airport operations as follows:

(1) One operation for each aircraft that:

(a) Takes off.

(b) Lands.

(2) Two operations (one landing and one taking off) for each low approach below traffic pattern altitude, stop and go, or touch-and-go operation.

b. Count instrument operations as a subset of airport operations as follows:

(1) One instrument operation for aircraft:

(a) On an IFR flight plan or a special visual flight rule (SVFR) clearance and departs or arrives at the airport.

(b) On an IFR flight plan and executes a missed approach procedure.

(c) On a SVFR clearance and transits the Class D and Class E surface area.

(d) On a SVFR clearance operating wholly within the Class D and Class E or and operates surface area, e.g., local SVFR making a series of landings and takeoffs.

(e) Practicing instrument procedures (either on an IFR flight plan or a VFR aircraft if approved standard separation is provided), count one instrument operation for each aircraft that:

(i) Takes off from a complete stop and practices an instrument departure.

(ii) Practices an instrument approach procedure.

(iii) Practices missed approach after a practice instrument approach.

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

12-2-5. REPORTING

a. Airport operations count: Daily through OPSNET or OTTER.

b. Instrument operations as a subset of airport operations count: Daily through OPSNET or OTTER.

Section 3. Instrument Operations Data

12-3-1. INSTRUMENT OPERATIONS COUNT

a. The instrument operations count is the statistic maintained by the terminal approach control facility. Basically, it is an arrival or a departure of an aircraft operating in accordance with an IFR flight plan or an operation where IFR separation between aircraft is provided. Specific guidelines are provided in the following paragraphs.

b. The count is reported separately for: the activity at the primary airport, which is normally the airport at which the approach control is located; activities at all the secondary airports are combined; and activities classified as overflights, which are aircraft that transits the area without intent to land. The

instrument operations count also includes Class B or C service and TRSA operations which are reported separately.

12-3-2. CATEGORIES OF OPERATIONS

Maintain instrument operations counts utilizing the following categories:

a. Air Carrier: Operations by aircraft identified in Appendix 3, Air Carrier Aircraft for Air Traffic Activity Operations Count, which use three-letter company designators.

b. Air Taxi: Operations by aircraft other than those identified in appendix 3 which use three-letter company designators or the prefix “T" or “LN”.

NOTE−
Air Taxi operators who do not have an FAA- issued designator have been authorized to use the prefix “T” or “LN.”

c. Military: All classes of military operations.

d. General Aviation: Civil operations which are not classified under air carrier or air taxi.

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.

12-3-3. CRITERIA

a. Instrument operations count, approach control facilities.

(1) Terminal approach control facilities must maintain a count of instrument operations which meet both the following criteria:

(a) The aircraft must be:

(i) On an IFR flight plan or SVFR clearance; or

(ii) Provided approved standard separation while conducting practice instrument approaches; and

(2) The facility must have control jurisdiction over the aircraft. (An instrument operations count is not taken by approach control for aircraft conducting local operations while remaining wholly within the traffic pattern under control of the local controller in the tower. Radio communications is not a requirement for an allowable instrument operations count).

b. Criteria for Class B or C service and TRSA operations count.

Terminal radar facilities providing Class B or C service in Class B or C airspace and outer areas of TRSA service shall maintain a count of Class B or C services or TRSA operations which meet both the following criteria:

a. The aircraft must be provided approved standard separation by the radar controller.

b. The facility must have control jurisdiction over the aircraft.

NOTE−
Aircraft which remain under the tower’s control shall not be counted as Class B or C services or TRSA operations even though the tower controller uses BRITE/DBRITE to supplement his/her visual observations.

12-3-4. TABULATION

a. Count instrument operations as follows:

(1) For aircraft operating on an IFR flight plan, count one instrument operation for each aircraft that:

(a) Takes off.

(b) Lands.

(c) Executes an unplanned missed approach.

(d) Transits the facility's area. (The flight originates outside approach control airspace and passes through approach control airspace without landing or without making an instrument approach with the intent to land.)

(2) For aircraft practicing instrument procedures (either on an IFR flight plan or a VFR aircraft if approved standard separation is provided), count one instrument operation for each aircraft that:

(a) Takes off from a complete stop and practices an instrument departure.

(b) Practices an instrument approach procedure.

(c) Executes a missed approach or departure after a low approach, touch and go, or planned missed approach for a destination other than the airport at which the practice approach was made.

(3) For aircraft operating on a SVFR clearance, count one instrument operation for each aircraft that:

(a) Takes off.

(b) Lands. (Exception - for an aircraft that takes off from one airport and lands at another airport within the same surface area, only one instrument operation shall be counted.)

NOTE−
When an aircraft operates on a SVFR clearance for the purpose of practicing instrument approaches; it is counted as in subpara b above.

(c) Transits the facility's surface area. (The flight originates outside the surface area and passes through the surface area without intent to land.)

(4) Only one count is counted, reported, and tabulated for each instrument operation occurring within a combined facility. The TRACON will report the IFR count for the tower. The tower does not report IFR operations as a subset of the airport traffic count; e.g., RAPCON/tower, RATCF/tower, or tower/VFR tower. Separate strips may be prepared in the two facilities to record the same aircraft, but only one instrument count shall be taken.

b. Count Class B or C service and TRSA operations using the same criteria used for tabulating instrument operations for aircraft on an IFR flight plan.

NOTE−
The terminal facilities instrument operations, as published in the Air Traffic Activity Publication, will include the instrument operations, plus the Class B or C service and the TRSA operations.

12-3-5. REPORTING

a. Instrument Operations Count: Daily through OPSNET or OTTER.

b. Class B or C service and TRSA operations: Daily, through OPSNET or OTTER.

Section 4. Instrument Approach Data

12-4-1. INSTRUMENT APPROACH COUNT

Terminal approach control facilities are responsible for the tabulation and reporting of instrument approach data for those airports under their jurisdiction to which instrument approaches are conducted. Instrument approach counts are used primarily to determine the need and the priority order of approach aids, such as ILS, MLS, and VOR. Therefore, it is not necessary to report instrument approaches made to purely military airports unless the FAA is responsible for providing the aids for that airport.

12-4-2. CRITERIA AND RESPONSIBILITY

a. Airports Reported.

Instrument approaches shall be reported for all airports to which instrument approaches are conducted when the FAA is responsible for the approach aids.

b. Responsibility.

(1) Reporting is the responsibility of the facility which has the authority for clearing the approach. Therefore, the terminal approach control is responsible for reporting instrument approaches for the nontowered airports and the nonapproach control (VFR) towered airports in its area, as well as for the airport at which it is located.

(2) At airports where there is an FAA VFR tower, the approach control and the VFR tower shall determine which facility shall maintain the count. If the tower counts the approaches, it shall forward the appropriate totals to the approach control for inclusion in the approach control's monthly or daily report.

(3) If an approach control facility has reduced hours of operation, it retains the responsibility for reporting all instrument approaches. Therefore, it must make arrangements to obtain the number of instrument approaches conducted during its nonoperational hours from the facility, either another approach control or the ARTCC, which assumes the approach control jurisdiction during those nonoperational hours. In no case shall two facilities report instrument approaches for the same location.

(4) The military services are not required to tabulate or report traffic activity in accordance with this order. Where military approach controls clear instrument approaches into airports where the FAA is responsible for the approach aids, it shall be the responsibility of the service area offices to ensure the instrument approaches are correctly reported. They may be reported either by the ATREP or by including the instrument approaches count on an adjacent facility's (terminal or ARTCC) FAA Form 7230-12.

12-4-3. TABULATION

One count shall be recorded for each approach meeting the criteria listed below:

a. An instrument approach is an approach made to an airport by an aircraft on an IFR flight plan when the visibility is less than 3 miles or the ceiling is at or below the minimum initial approach altitude.

b. Where no weather reporting service is available at nontowered satellite airports, the following criteria in descending order shall be used to determine valid instrument approaches:

(1) A pilot report.

(2) If the flight has not canceled its IFR flight plan prior to reaching the initial approach fix.

(3) The official weather as reported for any airport located within 30 miles of the airport to which the approach is made.

NOTE-
Do not consider aircraft requesting clearance to enter the surface area or the traffic pattern for VFR flight in weather below basic VFR minima as being on an IFR flight plan nor as executing an "instrument approach." (Do not confuse an "instrument approach" for an "instrument operation.")

c. Terminal facilities may establish an intrafacility system for tabulating, maintaining, and reporting operations to the servicing approach control.

12-4-4. REPORTING

All ARTCCs and terminal approach control facilities report instrument approaches daily or monthly through OPSNET.

Section 5. Amending and Reviewing Data

12-5-1. AMENDED OPSNET DATA

Corrections must be entered into OPSNET no later than the 15 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.

Data are available from calendar year 1990 through the last reported day. Data are usually available by 7 a.m. (eastern time). 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: En Route and Oceanic, Terminal, Safety, and System Operations Services; service center offices; Air Traffic Safety Oversight; the ACT; the AMC and all ATC field facilities, except for FSSs.

6. Background. The Web-based OPSNET system was implemented October 1, 2004. GENOT 4/58, Notice 7210.586, Facility Statistical Data, Report, and Forms addressed the procedures associated with this implementation; however, the respective procedures were never incorporated into FAAO 7210.3U, Facility Operation and Administration. This notice will incorporate procedures for the Web-based OPSNET into FAAO 7210.3U, and will replace FAAO 7210.3U, Chapter 12, Facility Statistical Data, Reports, and Forms, in its entirety.

7. Implementation. This notice shall be implemented on the effective date and content of this notice will be incorporated into FAAO 7120.3V, effective February 14, 2008.

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for Michael A. Cirillo
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7/06/07
Date Signed