



Jacksonville ARTCC

CHS ATCT/TRACON

Standard Operating Procedures

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DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Charleston Air Traffic Control Tower (CHS ATCT) and TRACON. The procedures described herein are supplemental to the Jacksonville ARTCC Facility Operating Guidelines and FAA Order JO 7110.65, as well as any published FAA guidelines or procedures.

Distribution

This order is distributed to all Jacksonville ARTCC personnel.

Responsibility

The Air Traffic Manager or their designee shall be responsible for the maintenance of this document and any policies that deviate from it.

Procedural Deviations

Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. A situation may arise that is not adequately covered herein; in such an event use good judgment to effectively resolve the problem.

Updates and Changes

The Air Traffic Manager or their designee may post interim changes to this document in the form of notices via the ZJX website. Controllers are requested to check for any notices prior to controlling for changes in procedures.

Cancellation

This document cancels any relevant procedures or agreements previous to this one, beginning on the date of effectiveness of this document.

TABLE OF REVISIONS

DATE	REVISION	EDITOR/VERSION
09/01/2015	Initial Release	N/A
01/15/2020	Template Revision, ER frequency updated, standard runway configuration changed, inbound pointouts added	Brin Brody/ ZJX-6.A
01/20/2020	Additional VFR pattern altitudes	Peter Shivery/ ZJX-6.B

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CHAPTER 1. OPERATIONAL POSITIONS

Table 1. CHS ATCT Operational Positions

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Delivery	Charleston Clearance Delivery	CHS_DEL	1	6D	127.325
Ground	Charleston Ground	CHS_GND	1	6G	121.900
Tower	Charleston Tower	CHS_TWR	1	6T	126.000

Table 2. CHS TRACON Operational Positions

Sector	Sector Name	Callsign	Relief	Symbol	Frequency
*WR	West Radar	CHS_W_APP	1W	6W	120.700
ER	East Radar	CHS_E_APP	1E	6E	119.300

Bold/asterisk* designates a primary position.

CHAPTER 2. CLEARANCE DELIVERY (CD)

2.1 Responsibilities

1. Issue ATC Clearances to all departing VFR and IFR aircraft.

2.2 IFR Departure Instructions

2.2.1 IFR Altitudes

1. If aircraft is IFR and not conducting practice approaches, instruct pilot to maintain 4,000 feet and to expect filed cruise altitude (if higher) ten minutes after departure.
2. If aircraft is conducting IFR practice approaches, instruct pilot to maintain 2,000 feet.
3. All filed cruise altitudes must be checked for validity in accordance with our neighboring ARTCC LOAs and direction of travel.

2.2.2 IFR Routing

1. All aircraft shall be "*Cleared as filed*" unless a route amendment is necessary.
2. If aircraft will transition to the southwest, aircraft shall be assigned the LGRHD# SID (pronounced "Loggerhead").
3. If aircraft will transition to the northwest, aircraft shall be assigned the MLTRE# SID (pronounced "Moultrie [Mull Tree]").
4. If aircraft will transition to the west, aircraft shall be assigned the PLFMD# SID (pronounced "Pluff Mud").
5. If aircraft will transition to the northeast, aircraft shall be assigned the PLMTO# SID (pronounced "Palmetto").
6. If aircraft will transition to the north, aircraft shall be assigned the SWPFX# SID (pronounced "Swamp Fox").
7. All routes must comply with LOA-approved standards between facilities.
8. Aircraft unable to accept LOA-approved routes or the aforementioned SIDs must not be cleared until coordination has occurred between all affected facilities to the maximum extent possible.

2.2.3 Departure Frequency

1. Table 3 describes the appropriate departure frequency for direction of travel.

Table 3. Departure Frequency Assignment

Departure Direction	SID	Departure Position (Frequency)
155-335	LGRHD#, PLFMD#	W (120.700)
336-154	MLTRE#, PLMTO#, SWPFX#	E (119.300)

2.2.4 Facility Beacon Codes

1. All departing aircraft shall be assigned a unique beacon code in compliance with Table 4.

Table 4. CHS ATCT Beacon Codes

Departure Flight Rules	Beacon Range (Low-High)
IFR	7301-7337
VFR	7301-7337

2.4 VFR Departure Instructions

1. VFR Altitudes
 - a. If aircraft are remaining in the pattern, issue the instruction *“Maintain VFR at or below”* with the altitude based on their aircraft type.
 - i. Jets/Turboprops: 2,000 feet
 - ii. Overhead: 1,700 feet
 - iii. Props: 1,200 feet
 - b. If aircraft are not remaining in the pattern, issue the instruction *“Maintain VFR at or below 3,500”*.
 - c. VFR aircraft not remaining within the pattern shall be given a departure frequency. Departure frequencies shall be determined by Table 3.
2. Assign all VFR aircraft a unique VFR beacon code in compliance with Table 4.

CHAPTER 3. GROUND CONTROL (GC)

3.1 Area of Responsibilities

1. GC has control of all movement areas excluding the designated active runway(s).

3.2 Pushback and Startups

1. GC does not authorize pushbacks or startups unless the aircraft pushing back will enter a controlled area during pushback.
 - a. In these instances, aircraft should be instructed "*Push and start approved, push tail facing (direction).*" The direction should keep the aircraft pointed in the direction the aircraft will taxi.
 - b. If the pilot calls to push, and no controlled area will be penetrated, simply advise the pilot "*Push and start at pilot's discretion.*"

3.3 Departures

1. GC must notify and receive approval from LC of all intersection departures verbally or through the chatbox.
2. GC shall ensure pilots have the current ATIS prior to the aircraft being handed off to LC.

3.4 Active Runway Operations

1. Except for runway crossings, GC must transfer communications to LC if an aircraft is to operate on an active runway.

3.5 Runway Crossings

1. All active runway crossings must be approved verbally or through the chat box by LC.

3.6 ATIS

1. GC shall ensure pilots have the current ATIS prior to the aircraft being handed off to LC.

3.7 Handoffs

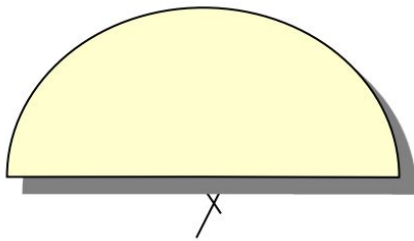
1. GC shall instruct aircraft to "*Contact Charleston Tower 126.000*" unless otherwise agreed upon by LC.

CHAPTER 4. TOWER/LOCAL CONTROL (LC)

4.1 Area of Responsibility

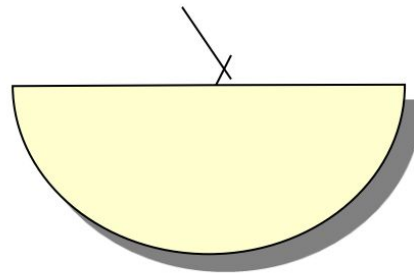
1. LC is responsible for providing air traffic control services on all active runways. LC is also responsible for the CHS Local Control Departure Area (see Figure 1).

Figure 1. CHS LC Departure Area



NORTH OPERATION

RWY 33/3 (NORTH) - from the 270 radial to the 090 radial clockwise out to 5 Miles. Surface to 4000'.



SOUTH OPERATION

RWY 15/21 (SOUTH) - from the 270 radial to the 090 radial counter-clockwise out to 5 Miles Surface to 4000'

4.2 Active Runway Selection

1. The standard runway configurations at CHS are:
 - a. North Operations
 - i. Arriving: Runway 33
 - ii. Departing: Runway 3
 - b. South Operations
 - i. Arriving: Runway 15
 - ii. Departing: Runway 21
2. North operations shall be the calm wind and preferred configuration when the tailwind component is less than five knots.
3. Occasionally, operational factors may require a shift to Runway 15 and 3 or Runway 33 and 21. These are non-standard configurations and must be coordinated with the TRACON.

4.3 Runway Change Checklist

1. When changing runways, LC must verbally coordinate with the appropriate TRACON position(s) for the last departure/arrival off the previously used runway and the first departure/arrival off the newly selected active runway(s).
2. Notify TRACON of the new runway configuration and last departure and arrivals.
3. When notified by TRACON, stop all departures on the present configuration.
4. Notify GC of the new runway configurations and divert all departures to the new runways.
5. When TRACON is ready for the new configuration, TRACON will notify LC. Upon completion of notification, departures may resume with the new configuration.
6. Ensure ATIS has been updated to reflect the new configuration.

4.4 Departure Procedures

1. LC will provide separation for aircraft in the LC airspace.
2. LC shall provide initial separation between successive departures.
3. When automatic departures are in effect, departures shall be released on a fanned heading that will conform to the applicable departure corridor, climbing to an appropriate altitude, as assigned in Section 2.2.1.

4.5 Arrival Procedures

1. LC shall be responsible for separation of all arrival aircraft that are established on final and have been transitioned from TRACON from all departing aircraft still under LC jurisdiction.
2. Communication transfer must be completed prior to five nautical miles from the runway.
3. Practice Instrument Approach instructions will be given by approach control and coordinated with LC.
4. LC shall NOT change the approach sequence without coordination.

4.6 Go Around/Missed Approach Procedure

1. LC shall assign IFR aircraft runway heading and 2,000 feet.
2. LC must verbally coordinate with departure prior to frequency change.

4.7 Automatic Releases

1. LC is authorized automatic releases from the TRACON controller so long as the aircraft departs on the pre-coordinated active departing runway(s) following standard departure procedures.
2. In order for automatic releases to be authorized, procedures in Section 4.4 and 4.5 of this document shall be followed.
3. Departure releases must be obtained if automatic releases are suspended by TRACON.

4.8 Visual Tower

1. Charleston ATCT is a visual/VFR tower and shall not initiate or accept any radar handoffs and shall not initiate control/start track on any target.

4.9 ATIS

1. LC shall manage the ATIS for KCHS.

4.10 Line Up and Wait (LUAW) Procedures

1. Do not authorize a landing clearance to an aircraft requesting a full stop, touch and go, stop and go, option, or low approach on the same runway with an aircraft that is holding in position or taxiing to line up and wait until the aircraft in position starts the takeoff roll.
2. Do not authorize an aircraft to LUAW if an aircraft has been cleared to land, touch and go, stop and go, option, or low approach on the same runway.
3. Do not authorize multiple aircraft to LUAW on the same runway.
4. LUAW is not authorized between sunset and sunrise.

4.11 Land and Hold Short (LAHSO) Procedures

1. LAHSO operations are authorized at CHS.
2. During LAHSO operations, if requested by the pilot, issue the following available distances for CHS.
 - a. "Runway 15 available landing distance 5,700 feet."
 - b. "Runway 21 available landing distance 900 feet."
 - c. "Runway 33 available landing distance 2,900 feet."
 - d. "Runway 03 available landing distance 5,500 feet."

CHAPTER 5. TRACON

5.1 Sector Table

1. Below is the sector table for the CHS TRACON.
2. **Bold/asterisk** indicates the sectors used when CHS TRACON is in the “combined” configuration.

Table 7. CHS TRACON Sectors

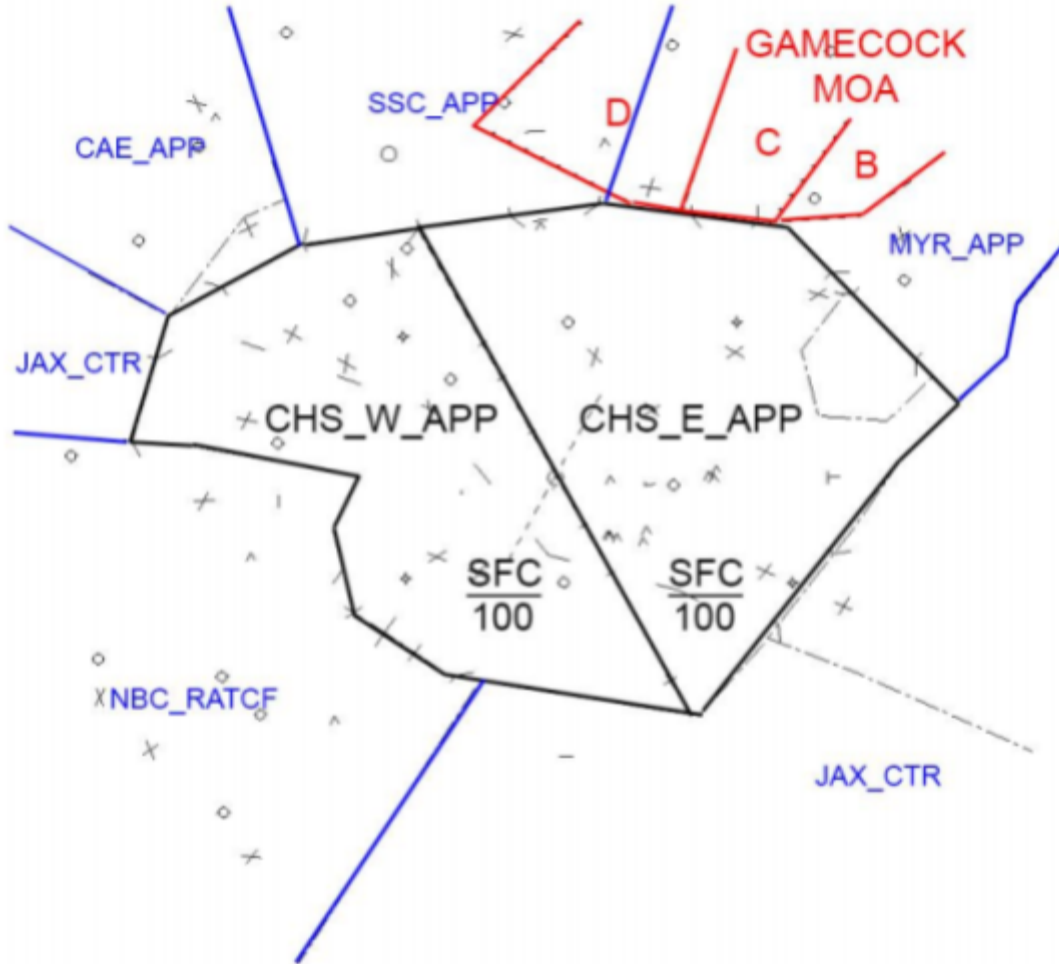
Sector	Sector Name	Callsign	Relief	Symbol	Frequency
*WR	West Radar	CHS_W_APP	1W	W	120.700
ER	East Radar	CHS_E_APP	1E	E	119.300

5.2 Sectorization Description

1. The primary “combined” radar position shall be **WR**. No other sectors shall be staffed until the “combined” position is already in use.
2. Once **WR** is in use, **WR** may delegate a portion of its airspace to **ER**.
3. Unless otherwise coordinated, **WR** and **ER** are responsible for areas depicted in Section 5.3.
4. **WR** and **ER** provide overflight services and approach sequence to aircraft landing in the Charleston ATCT airspace.
5. **WR** area of jurisdiction is the CHS approach control airspace west of the Runway 15/33 extended centerline, surface up to 10,000’ MSL (see Section 5.3). **WR** is responsible for departure control for westbound traffic.
6. **ER** area of jurisdiction is the CHS approach control airspace east of the Runway 15/33 extended centerline, surface up to 10,000’ MSL (see Section 5.3). **ER** is responsible for departure control for eastbound traffic.

5.3 Airspace Diagrams

Figure 1. CHS TRACON and Adjoining Airspaces



5.4 Procedures

5.4.1 VFR Aircraft

1. VFR aircraft entering the Class Charlie airspace will be given a discrete beacon code.
2. If an aircraft departs from CHS and does not request a flight following, the aircraft will be handed off from LC to TRACON and released to the advisory frequency once clear of the Class C.

5.4.2 Handoffs and Radar Tracking

1. Charleston ATCT is a VFR tower. No radar handoffs shall be initiated to LC. Inbound notification of aircraft shall be delivered via a pointout.
2. TRACON controllers shall not drop track on any arriving aircraft. This allows a controller to maintain radar identification during missed approach.

5.4.3 Releases and Rolling Calls

1. TRACON sectors give automatic releases to all departures from Charleston ATCT when departures follow the standard departure procedures as specified in this document.
2. All other airports within TRACON's boundaries shall request a departure release. Upon approval of the release, the release shall be good for five minutes.
3. Upon issuance of the takeoff clearance, a departure message shall be sent to the appropriate departure sector. This can be accomplished non-verbally by the LC ensuring the aircraft is squawking the appropriate squawk code and mode C is enabled when airborne.

5.4.4 Departure Procedures

1. Forward departure instructions to LC for aircraft executing practice missed approaches.
2. Ensure all departures are on course as soon as practical.
3. All departures should be on course before handoff to Enroute Control unless otherwise coordinated. Aircraft shall be climbed to 10,000 or less if filed.
4. Provide airspace for automatic departures and radar final.
5. Provide airspace for missed approach on all runways.

5.4.5 Arrival Procedures

1. The sector coordinated to be responsible for the primary runway shall establish the approach sequence for all arrivals.
2. Communications transfer of arriving aircraft to LC must be accomplished prior to five nautical miles from the end of the arrival runway.
3. When simultaneous approaches are being conducted on converging runways, LC is responsible for ensuring runway separation. However, TRACON must provide enough spacing to minimize the possibility of a go-around.
4. When vectoring to final from parallel downwinds, aircraft on opposing base legs shall be assigned altitudes to ensure vertical separation unless other approved separation has been applied. This ensures separation in the event of an overshoot on final.
5. Coordinate with LC for any aircraft conducting approaches to other runways than the active arrival runway(s) in use.