

Runway Status & Field Conditions (FICON) Form Help

*U.S. stations: for help with **NOTAM** related procedures click [here](#).*

<u>FICON Form Topic Index</u>	<u>Page</u>
I. Form Overview	3
II. Features	4
A. Login/Logout Link	4
B. View/Edit Modes	4
C. Station Box and Get Details Button	4
D. Station Name – IATA/ICAO Code	5
E. Valid Until	5
F. FICON Report Button	5
G. Help Icons	5
H. Submit Button	6
I. Clear Button	6
J. Reset Button	6
III. Runway Status Area	7
A. Runway Column	7
B. Runway Length Column	8
C. Take Off Column	8
D. Land Column	8
E. Runway Surface Condition Column	8
i. Contaminant Type Options	9
ii. Enter Contaminants by Runway Thirds Option	9
F. Surface Condition Table	10
G. Coverage Column	11
H. Depth Column	11
I. Runway Condition Code Column	11
J. Runway Remarks Column	12
IV. Taxiway Status Areas	13
A. Taxiway Conditions	13
B. Taxiway Braking Action	13
C. Taxiway Exceptions	13
V. Ramp Status Areas	14
A. Ramp Conditions	14
B. Ramp Braking Action	14
C. Ramp Exceptions	14
VI. Remarks	15

FICON Reporting with NOTAMs Topic Index

	<u>Page(s)</u>
VII. Reading FICON NOTAMs	16
A. Runways	16
i. Uniform Evaluation (Full-Length)	16
ii. Non-Uniform Evaluation (Runway Thirds)	17
iii. Two Contaminant Types Present	17--18
B. Taxiways and Aprons/Ramps	18
VIII. NOTAM Manager Website	19-22
IX. Manual Entry: Taxiway and Apron NOTAMs	23
A. Taxiway NOTAMs	23
B. Ramp/Apron NOTAMs	23
X. Manual Entry: Runway NOTAM	24
A. Uniform Evaluation with Single Contaminant Type	24
B. Non-Uniform Evaluation and/or Two Contaminant Types	24-26
C. Completed Runway Condition Reporting Window Examples	27
XI. Automatic Ingestion: Runway NOTAM	28
A. New NOTAM Pop-up Box Alert	28
B. Runway ID FICON Notification Buttons	28
i. Red FN Button	29
ii. Yellow FN Button	29
iii. Green FN Button	29
C. Validating an Auto-Ingested NOTAM	30-31
D. Parsing Errors	32
E. Take-off and Land Reminders	32
F. Expired or Cancelled Runway NOTAMs	32
G. Station FICON Notifications (FN Icon in Runway Column Heading)	33
H. Best Practices	33

I. Form Overview

The Runway Status – Field Condition (FICON) Form is a web-based tool that allows users to enter required performance data for the status and conditions of a station's runways, taxiways and ramps.

Refer to the Ground Operations Manual (GOM) section 50.20.10 for information about FICON reporting policies.

IMPORTANT!

If you have any questions about how to fill out the form, contact the ACS Desk at 1 (404) 715-0006. DO NOT GUESS.

Last update by Bergin, Sean(889191) at 13:49Z

Welcome Hollar, Nicole(422190) Logout

Station: **SYR**
[Get Details](#)

Runway Status - Field Conditions

[FICON Report](#)

Hancock Field-SYR/KSYR
Valid Until **-1449Z 20Sep17**

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
10	9003	A	Y	Wet snow	70%	1/8IN (3mm)	4/4/4	No
10-G	6800	Y	N	Wet snow	70%	1/8IN (3mm)	4/4/4	No
15	7500	Y	Y	Wet snow	40%	1/8IN (3mm)	4/4/4	No
28	9003	Y	Y	Wet snow	70%	1/8IN (3mm)	4/4/4	No
28-M	7300	Y	N	Wet snow	70%	1/8IN (3mm)	4/4/4	No
33	7500	Y	Y	Wet snow	40%	1/8IN (3mm)	4/4/4	No

TAXIWAY CONDITIONS Wet Snow

TAXIWAY BRAKING ACTION Good-Med

TAXIWAY EXCEPTIONS
(200 characters max)
Remaining character: 167
TAXIWAY S CLOSED FOR SNOW REMOVAL

REMARKS
(200 characters max)
Remaining character: 62
WEST DEICE PAD OPEN. AIRPORT AUTHORITY IS ALTERNATING CLOSING RUNWAYS FOR SNOW AND SLUSH REMOVAL. RWY10/28 WILL BE CLOSED FROM 1100-1200.

RAMP CONDITIONS Wet Snow

RAMP BRAKING ACTION Good-Med

RAMP EXCEPTIONS
(200 characters max)
Remaining character: 163
GATE 24 SANDED AT 800L/20SEP BRA GOOD

[Submit](#)
[Clear](#)
[Reset](#)

Valid Until Legend

Site Owner: [Need Help?](#) | Last Modified: Sep 19, 2017 | Version: 1.5 | @2017 Delta Air Lines, Inc. | All rights reserved

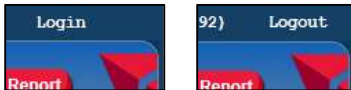
[Back to FICON Index](#)

II. Features

The FICON Form uses drop-down menus and free-form text boxes to enter runway, taxiway and ramp (apron) status and condition information. Color coded text is used to help identify the validity of the form. Buttons are available to change stations, view reports and submit the form.

A. Login/Logout Link

The Login link is found in the top right corner of the screen and prompts you for your passport login. Once successfully logged into the form, the Logout link replaces the Login link.



B. View/Edit Modes

If you are authorized to edit a station's information, the form displays in edit mode with drop-down menu arrows in fields you can modify. If you are not authorized to edit a station's information, the form displays in view only mode, allowing you to see information but not modify fields.

View Only Mode:

TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE
A	Y	Wet snow	70%
Y	N	Wet snow	70%
Y	Y	Wet snow	40%
Y	Y	Wet snow	70%
Y	N	Wet snow	70%
Y	Y	Wet snow	40%

Edit Mode:

TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE
A	Y	Wet snow	70%
Y	N	Wet snow	70%
Y	Y	Wet snow	40%
Y	Y	Wet snow	70%
Y	N	Wet snow	70%
Y	Y	Wet snow	40%

The top of the screen will identify the last person to update the form and the Zulu (or GMT) time the information was submitted.



C. Station Box and Get Details Button

Any station can be viewed by entering the 3-letter IATA or 4-letter ICAO code and then either selecting the Get Details button or pressing the Enter key.



[Back to FICON Index](#)

D. Station Name – IATA/ICAO Code

The station's name, IATA and ICAO codes are displayed in the middle of the white banner towards the top of the screen:

**E. Valid Until**

Next to the station name is the color-coded Valid Until time/date text:



Each time information is submitted, it is valid for a *maximum* of 60 minutes. The Valid Until area indicates the 60 minute expiration time/date of the most recent data submission.

Rolling over the **Valid Until Legend** towards the bottom left of the screen provides a key for the color coding of the Valid Until time/date.

Green = Good

The last submitted information is valid for 16-60 minutes.

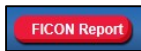
Orange = Warning

The last submitted information is valid for 1-15 minutes.

Red = Expired

The last submitted information is overdue. It has been more than 60 minutes since the last update.

F. FICON Report Button

Selecting the FICON Report button  displays a pop-up box that displays the FICON Report.

The FICON Report is a consolidated version of the information submitted last. It does not show fields that were left blank or unidentified in the previous submission – only fields that were filled out will be displayed.

G. Help Icons

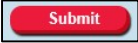
Hover over a Help Icon  to display a text box with a brief description of the information needed for that data field.

Click on a Help Icon  to display a pop-up box with a more detailed explanation of how to fill out the data field in question, often times with examples.

Clicking on the Runway Surface Condition Help Icon displays the [Surface Condition Table](#).

[Back to FICON Index](#)

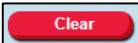
H. Submit Button

Click Submit  when you are ready to submit the information identified on the form.

Clicking Submit prompts an error check, returning the first (if any) errors or missing data that is found. When the box is closed, the cursor will automatically navigate to the cell in question for quick correction. If you have any questions about how to fill out the form, or do not understand the error message you receive, contact the ACS Desk at 1 (404) 715-0006. DO NOT GUESS.

If no errors are found, a pop-up box asks “Are you sure that you want to submit runway data for XYZ?” Select Confirm to submit, or Cancel to return to the form.

**I. Clear Button**

Click Clear  to clear the form of all values.

J. Reset Button

Click Reset  to reset the values of the form to the last submitted values.

[Back to FICON Index](#)

III. Runway Status Area

The Runway Status area has 9 columns used to identify the status and conditions of runways at a station. Each runway identifier (ID) is listed in the first column, with data cells for that specific runway length along the corresponding row. A maximum of 8 runway IDs are displayed at time. If there are more than 8 runway lengths at a station, use the scrollbar on the right side of the screen to navigate the list.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
04L	7864	A	N	Dry	N/A	N/A	111	No
04R	10006	N	Y	Compacted (compctd) snow	25%	N/A	111	No
04R-B	9765	Y	N	Compacted (compctd) snow	25%	N/A	N/A	No
04R-M1	8851	Y	N	Compacted (compctd) snow	25%	N/A	N/A	No
09	7001	Y	N	Sand	N/A	N/A	111	No
15R	10083	N	Y	Dry snow	90%	1/8IN (3mm)	5/5/5	Yes
15R-SHP	10083	N	N	Dry snow	90%	1/8IN (3mm)	5/5/5	No
15R-N	7600	N	N	Dry snow	90%	1/8IN (3mm)	5/5/5	No
22L	10006	N	N	N/A	N/A	N/A	111	No

A. Runway Column

The Runway column identifies all runway lengths usable for take-off and/or landing at an airport. Two types of runways are displayed:

- Parent runway – the full-length runway; the runway ID text is aligned against the left side of the Runway column (ex: 17C)
- Child runway – shorter variation of the parent runway, usually due to a cutback or intersection; the runway ID text is indented slightly to the right (ex: 17C-EG)

Not all full-length runways will have child runways.

Runway Family:

Parent Runway →
Child Runways →

RUNWAY	RUNWAY LENGTH
13R	9301
17C	13401
17C-EG	13080
17C-Z	10963
17L	8500
17R	13401
17R-EH	12816
17R-Y	11340
17R-Z	10963

An underlined runway indicates there is a note about the runway. Hover over the underlined text to view the note.

Ex: Hovering over 12-BAK produces the note "Cable-Both Ends":

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND
12	Cable-Both Ends	N	N
<u>12-BAK</u>	8802	Y	N
12-E	7970	Y	N

[Back to FICON Index](#)

B. Runway Length Column

The Runway Length column identifies the distance, in feet, of each usable runway length.

C. Take Off Column

The Take Off column is used to identify if a runway length is being used for take-off. Drop-down items to choose from include:

- **N:** the runway is not being used for take-off
- **Y:** the runway is open for take-off
- **A:** the runway is open for take-off and should always be included on the ACARS WDR
 - ✓ At least one runway must be identified with an A
 - ✓ Preferably two runways *most likely to be used* for take-off should be identified with an A
 - ✓ Up to three runways can be identified with an A

A grayed out C or N indicates the runway is not available for use and cannot be changed.

No more than 14 runway lengths can be open (either Y or A) at a time.

If the local Air Traffic Control (ATC) tower reverses or changes the direction being used for take-off or landing, the form must be re-submitted to reflect the active runways as soon as possible.

D. Land Column

The Land column is used to identify if a runway length is being used for landing. Drop-down items to choose from include:

- **N:** the runway is not in use for landing
- **Y:** the runway is in use for landing
 - ✓ At least one runway must be identified with an Y

A grayed out C or N indicates the runway is not available for use and cannot be changed.

If the local Air Traffic Control (ATC) tower reverses or changes the direction being used for take-off or landing, the form must be re-submitted to reflect the active runways as soon as possible.

E. Runway Surface Condition Column

The Runway Surface Condition column is used to identify any contaminants (wet, ash, snow, etc.) that exist on the surface of a runway and should be updated as conditions change. This field is only selectable for parent runway lengths, with child runway lengths inheriting the information identified in the parent runway cell. When a runway length (parent or child) is open for take-off or landing a condition must be identified in the parent cell.

If FICON NOTAMS are used to communicate field conditions in your station, or you see a red, yellow or green FN button next to the parent runway ID, see the [Reporting with NOTAM](#) topics to identify the procedures for populating the Runway Surface Condition field.

RUNWAY LENGTH	TAKE OFF	LAND
10139	N	Y
8814	A	N
9883	A	Y
9300	N	N
10152	N	N
9750	N	N
7900	N	N
10134	N	C
9784	N	C

RUNWAY SURFACE CONDITION	
Dry snow	
Dry snow	
Dry snow over ice	
Frost	
Wet snow ovr compcd snow	
Wet	
Wet	
Wet	
Wet	

i. Contaminant Type Options

There are 22 contaminant types to choose from in the drop-down menu:

SURFACE CONDITION - Click here to see the details		
Contamination Phrases	Runway Surface Condition	Coverage
PATCHY contam1 OVER contam2	contam1 over contam2	25%
PATCHY contam1 OVER PATCHY contam2	contam2	25%
contam1 OVER PATCHY contam2	contam1	100%
contam SANDED	contam	100%
SANDED contam	contam	100%
SANDED PATCHY contam	contam	25%
contam1 PLOWED REMAINDER contam2	contam1	100%
contam1 SWEEPED REMAINDER contam2	contam1	100%
BLOWING SNOW	Dry snow	25%
CLEAR AND DRY	Dry	NA
COMPACTED OR ROLLED SNOW	Compacted snow	100%
DRY PACKED SNOW	Dry snow	100%
FIVE PERCENT COMPACTED SNOW	Compacted snow	25%

Dry	Dry Snow	Ice	Ash
Wet	Wet Snow	Wet Ice	Mud
Water	Compacted Snow	Water over Ice	Oil
Damp	Water over Compacted Snow	Slush over Ice	Sand
Frost	Wet Snow over Compacted Snow	Wet Snow over Ice	
Slush	Dry Snow over Compacted Snow	Dry Snow over Ice	

If the condition reported to you is not found in the drop-down menu, click on the Runway Surface Condition Help Icon  to display the [Surface Condition Table](#) for assistance.

Select

- Dry
- Wet
- Damp
- Frost
- Compacted (compctd) snow
- Ice
- Wet ice
- Water
- Slush
- Wet snow
- Wet snow ovr compctd snow
- Slush over ice
- Water over ice
- Wet snow over ice
- Water over compctd snow
- Dry snow
- Dry snow ovr compctd snow
- Dry snow over ice
- Mud
- Ash
- Oil
- Sand
- Enter multiple contaminants

ii. Enter Multiple Contaminants Option

In addition to the contaminant types listed above, **the Enter Multiple Contaminants** option is available to select should one of the following occur:

- A FICON NOTAM for a runway reports a [non-uniform evaluation](#) (conditions vary across runway thirds)
- A FICON NOTAM for a runway reports [two contaminant types](#) covering one or more third of the runway

Selecting the Enter Multiple Contaminants option displays the Runway Condition Reporting Window. For more information about NOTAMs and filling out the Runway Condition Reporting window see the [Reporting with NOTAM](#) topics.

Runway Condition Reporting Window

Airport
SLC/KSLC
Runway
10L

NOTAM Text or Source Notes

☒ Runway Thirds

First Contaminant

Second Contaminant, if reported

Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
TouchDown	Select	Select	Select	Select	Select
Midpoint	Select	Select	Select	Select	Select
Rollout	Select	Select	Select	Select	Select

Calculate

[Back to FICON Index](#)

F. Surface Condition Table

Clicking on the Runway Surface Condition Help Icon  displays the Surface Condition Table. The Surface Condition Table is a list of contamination phrases that may be reported to you, the appropriate surface condition to select, and the appropriate coverage to select for each phrase.

The first few lines of the table are guidelines for reports that may have sanded, plowed or swept conditions; or patchy conditions with overlapping contaminants. These few lines are designed to help you determine which contaminant in the Runway Surface Condition drop-down menu to select, along with the appropriate Coverage selection. See the examples below for specifics.

Contamination Phrases	Runway Surface Condition	Coverage	DEPTH Selection Notes:
PATCHY <i>contam1</i> OVER <i>contam2</i> Ex: patchy thin dry snow over compacted snow	<i>contam1</i> over <i>contam2</i> Dry snow ovr compctd snow	25% 25%	thin = 1/8IN (3mm)
PATCHY <i>contam1</i> OVER PATCHY <i>contam2</i> Ex: patchy thin wet snow over patchy ice	<i>contam2</i> Ice	25% 25%	Not Applicable - Ice does not require a depth
<i>contam1</i> OVER PATCHY <i>contam2</i> Ex: thin dry snow over patchy ice	<i>contam1</i> Dry Snow	100% 100%	thin dry snow = 1/8IN (3mm)
<i>contam</i> SANDED Ex: frost sanded	<i>contam</i> Frost	100% 100%	Not Applicable - Frost does not require a depth
SANDED <i>contam</i> Ex: sanded compacted snow 1/2 inch	<i>contam</i> Compacted (compctd) snow	100% 100%	compacted snow 1/2in = 1IN (25mm) or less
SANDED PATCHY <i>contam</i> Ex: sanded patchy thin wet ice	<i>contam</i> Wet ice	25% 25%	thin wet ice = 1/8IN (3mm)
<i>contam1</i> PLOWED REMAINDER <i>contam2</i> <i>contam1</i> SWEPT REMAINDER <i>contam2</i> Ex: thin dry snow plowed & swept 140ft wide remainder compacted snow	<i>contam1</i> <i>contam1</i> Dry Snow	100% 100% 100%	thin dry snow = 1/8IN (3mm)

IMPORTANT: If you are reported a condition or contaminant that does not appear on the drop-down menu and it is not identified in the Surface Condition Table, call the ACS Desk (404) 715-0006 at the OCC for guidance. DO NOT GUESS.

[Back to FICON Index](#)

G. Coverage Column

The Coverage column is used to identify the percentage of a runway that is covered in a contaminant. This field is only selectable for parent runway lengths, with child runway lengths inheriting the information identified in the parent runway cell. Percentage options to choose from are **increments of 10%** (10%, 20%, 30%, etc.) and **25%** (25%, 75%).

Select the 25% option for a coverage report of “patchy.”

NOTE: Not all contaminants require a Coverage percentage to be selected.

If FICON NOTAMS are used to communicate field conditions in your station, or you see a red, yellow or green FN button next to the parent runway ID, see the [Reporting with NOTAM](#) topics to identify the procedures for populating the Coverage field.

COVERAGE	DEPTH	RUNWAY CONDITION CODE
75%	1/8IN (3mm)	4/4/4
75%	1/8IN (3mm)	4/4/4
75%	1IN (25mm) or less	4/4/4
60%	N/A	4/4/4
25%	1/2IN (13mm) or less	3/3/3
60%	N/A	5/5/5
60%	N/A	5/5/5
60%	N/A	5/5/5
60%	N/A	5/5/5

H. Depth Column

The Depth column is used to identify the depth of a contaminant covering a runway. This field is only selectable for parent runway lengths, with child runway lengths inheriting the information identified in the parent runway cell. The drop-down menu options are measurements which are determined by the contaminant on the runway. Based on the information provided, always select the appropriate depth from the options available.

If you get a “thin” report for contaminants that require a depth, select the 1/8 IN (3mm) value.

NOTE: Not all contaminants require a Depth range to be selected. Additionally, runway surface conditions of DRY, WET, DAMP, FROST, COMPACTED SNOW, ICE, WET ICE, ASH, OIL or SAND do not require a depth to be reported even if a depth is provided.

If FICON NOTAMS are used to communicate field conditions in your station, or you see a red, yellow or green FN button next to the parent runway ID, see the [Reporting with NOTAM](#) topics to identify the procedures for populating the Depth field.

I. Runway Condition Code Column

The Runway Condition Code column is used to identify the Runway Condition Code (RCC) of a runway. This field is only selectable for parent runway lengths, with child runway lengths inheriting the information identified in the parent runway cell. An RCC should be three (3) numbers, each between 0 and 6 (ex: 3/3/5). Always enter the RCC numbers in the form in the same order they are reported to you.

If at any time your airport reports an RCC, it must be included in the form. RCCs are not used at all airports or at all times, so if your airport does not report an RCC, leave the column blank.

If FICON NOTAMS are used to communicate field conditions in your station, or you see a red, yellow or green FN button next to the parent runway ID, see the [Reporting with NOTAM](#) topics to identify the procedures for populating the RCC field.

[Back to FICON Index](#)

J. Runway Remarks Column

The Runway Remarks column is used to convey any additional information reported about an open runway length (parent or child) that is not covered in the previous columns of the form.

- **No:** Remarks are not present
- **Yes:** Remarks are present
 - ✓ Hovering over Yes displays the remark
 - ✓ Select Yes to add information

Select Yes from the Runway Remarks drop-down menu to display a text entry box that is used to enter free form remarks. Once the remarks are typed, select the Add Remarks button to add them to the form.

If a landing friction measurement is provided for a runway, in the form of either a mu (μ) reading or a Canadian Runway Friction Index (CRFI) value in Canadian stations, use this option to add the value and date/time the value was reported to the applicable runway.

Examples:

- Mowing adjacent to left side of runway
- Ruts at 500 ft.
- Mu 37 reported at 2200L/21
- Sanded at 0200Z/13

Remarks for runways that are not open should be included in the [Remarks](#) area towards the bottom of the form.

[Back to FICON Index](#)

IV. Taxiway Status Areas

The Taxiway Status Area has three fields: Taxiway Conditions, Taxiway Braking Action and Taxiway Exceptions. The first two fields are used to identify what is reported for the majority of the airport taxiways. Any taxiways that vary from the main report are identified in the Taxiway Exceptions field.

The screenshot shows a form with three sections. The first section, 'TAXIWAY CONDITIONS', has a dropdown menu with 'Compacted (compctd) snow' selected. The second section, 'TAXIWAY BRAKING ACTION', has a dropdown menu with 'MEDIUM' selected. The third section, 'TAXIWAY EXCEPTIONS', has a text area with the following text: 'TAXIWAY K, D AND BB ARE SLUSH OVER COMPACTED SNOW. TAXIWAYS AND C ARE CLOSED FOR SNOW REMOVAL. TAXIWAY F IS CLOSED FOR MTC'. There is a character count below the text area: '(200 characters max) Remaining character: 75'.

A. Taxiway Conditions

The Taxiway Conditions drop-down menu is used to report the condition of all, or the majority, of the taxiways at an airport. Any FICON NOTAMs for all or the majority of your station's taxiways should be entered here.

The options available are the same 22 conditions (or contaminants) seen in the Runway Surface Condition column. If the condition reported to you is not on the list of 22 conditions, refer to the [Surface Condition Table](#) by clicking on the Runway Surface Condition's Help Icon .

B. Taxiway Braking Action

The Taxiway Braking Action drop-down menu is used to report the braking action of all, or the majority, of the taxiways at an airport. Select the braking action identified on the report from the available choices; select Not Reported if no braking action is identified.

- Good
- Good-Medium
- Medium
- Medium-Poor
- Poor
- Nil
- Not Reported

C. Taxiway Exceptions

The Taxiway Exceptions is used to report the condition and/or braking action of any taxiways that differ from the majority identified in the Taxiway Conditions and Braking Action drop-downs. Any FICON NOTAMs issued for a specific taxiway that has differing conditions from the conditions of the majority of your station's taxiways should be entered here.

Any taxiways that are closed should be noted here.

[Back to FICON Index](#)

V. Ramp Status Areas

The Ramp (Apron) Status Area is set up the same as the Taxiway Status Area with three fields: Ramp Conditions, Ramp Braking Action and Ramp Exceptions. The first two fields are used to identify what is reported for the majority of the airport ramp areas. Any ramp areas that vary from the main report are identified in the Ramp Exceptions field.

The screenshot shows a web form for reporting Ramp Status. It contains three main sections:

- RAMP CONDITIONS**: A dropdown menu currently showing "Compacted (compctd) snow".
- RAMP BRAKING ACTION**: A dropdown menu currently showing "MED-POOR".
- RAMP EXCEPTIONS**: A text area with a character limit of 200. The current text is "ICY PATCHES BETWEEN GATES 41 AND 49 BRA POOR". Below the text area, it says "Remaining character: 156".

A. Ramp Conditions

The Ramp Conditions drop-down menu is used to report the condition of all, or the majority, of the ramp areas at an airport. Any FICON NOTAMs for all or the majority of your station's ramp areas/aprons should be entered here.

The options available are the same 22 conditions (or contaminants) seen in the Runway Surface Condition column. If the condition reported to you is not on the list of 22 conditions, refer to the [Surface Condition Table](#) by clicking on the Runway Surface Condition's Help Icon .

B. Ramp Braking Action

The Ramp Braking Action drop-down menu is used to report the braking action of all, or the majority, of the ramp areas at an airport. Select the braking action identified on the report from the available choices; select Not Reported if no braking action is identified.

- | | |
|----------------------|-----------------------|
| • Good | • Poor |
| • Good-Medium | • Nil |
| • Medium | • Not Reported |
| • Medium-Poor | |

C. Ramp Exceptions

The Ramp Exceptions is used to report the condition and/or braking action of any ramp areas that differ from the majority identified in the Ramp Conditions and Braking Action drop-downs. Any FICON NOTAMs issued for a specific apron/ramp area that has differing conditions from the conditions of the majority of your station's ramp areas/aprons should be entered here.

[Back to FICON Index](#)

VI. Remarks

The Remarks text box is used to communicate any additional information reported to you that is not covered in the other fields of the form.

REMARKS ? (200 characters max) Remaining character: 157	CONSTRUCTION OFF THE END OF R5R 2300L-0600L
---	---

Closed runways should be noted in the Remarks box, along with the expected re-open date/time. Example:

REMARKS ? (200 characters max) Remaining character: 139	RWY 36R WILL BE CLOSED FROM 1000L-1200L FOR ICE/SNOW REMOVAL.
---	---

Examples:

- Runway 05L/23R closed until 30 Jun
- Runway 18R/36L closed for plowing from 0500L till 0600L/25
- (Deicing locations): Deicing pad is active between taxiway K and KK at 2300L/01
- (Presence of animals): Migratory birds in the area – deer spotted on field at 1600L/30
- (Airspace conditions): Smoke reported SW of airfield at 0400Z/07
- Ops freq 129.8

Do not:

- Include inaccurate or speculative information
- Report local weather conditions or forecasts like “cloudy”, “sunny”, or “snow expected”
- Report temperature or wind speed/direction
- Include GSE information/status
- Copy and paste NOTAM data into the field
- Use humor, sarcasm or unofficial communication

[Back to FICON Index](#)

VII. Reading FICON NOTAMs

The Federal Aviation Administration (FAA) has oversight over all U.S. and U.S. territory airports. The FAA requires airports communicate various field condition information using the Notice to Airmen (NOTAM) reporting system. Field condition type NOTAMs are used to report the surface contaminants on taxiways, aprons/ramps and individual runways.

A. Runways

Runways are assessed in thirds: first third (touchdown); second third (midpoint); last third (rollout). Each third is evaluated, identifying contaminants present, the depth of the contaminant(s), and the percentage of the surface that is covered by the contaminant(s). Runway NOTAMs are only distributed for full-length (parent) runways.

i. Uniform Evaluation (Full-Length)

When the evaluation of all thirds of the runway returns the same conditions, i.e. contaminant type, coverage and depth (if applicable), the uniform evaluation is reported for the entire length of the runway.

```
ORD 10/076 ORD RWY 04L FICON 5/5/5 50 PRCT 1/8IN DRY SN OBSERVED AT 1604251822.
1604251825-1604261825
```

NOTAM Text	Text Translation
ORD	Chicago's O'Hare International Airport is the accountable area for the report (<i>usually your station's IATA code</i>)
10/076	NOTAM number
ORD	Chicago's O'Hare International Airport is the affected location (<i>usually the same as the accountable area</i>)
RWY 04L	Runway (keyword) 04L (surface identifier) is the location that the NOTAM is reporting
FICON	FICON is the type of NOTAM – for FICON reporting purposes the “FICON” identifier will always be present
5/5/5	The Runway Condition Code (RCC) for runway 04L is 5/5/5 (<i>Only used in runway reporting</i>)
50 PRCT	Surface coverage – 50% of the runway is covered
1/8IN	The depth of the contaminants is 1/8 th of an inch (<i>not required for all contaminant types</i>)
DRY SN	The contaminant (or condition) type is dry snow
OBSERVED AT 1604251822	The observation date/time stamp indicates the observation was taken at 18:22Z April 25, 2016 16 YY the year (2016) 04 MM the month (April) 25 DD the day (25 th) 18 HH the hour (18:xx Z) 22 MM the minute (xx:22 Z)
1604251825	The start of activity date/time stamp indicates the condition starts to exist at 18:25Z April 25, 2016
–	“through”
1604261825	The end of validity date/time stamp indicates the condition is expires at 18:25Z April 26, 2016

Do you see commas or the word AND in your NOTAM? See the [Non-Uniform Evaluation](#) (commas) and/or [Two Contaminant Types Present](#) (“AND”) topics.

[Back to NOTAM Index](#)

ii. Non-Uniform Evaluation (Runway Thirds)

When the evaluation returns a different condition type, coverage and/or depth across *at least one of the thirds*, the evaluation of each third is reported. In the NOTAM text, a **comma** separates each third's evaluation.

ORD 10/085 ORD RWY 04L FICON 5/3/5 30 PRCT 1/8IN SLUSH, 100 PRCT WET, 40 PRCT 1/8IN SLUSH
OBSERVED AT 1603190525. 1603190530-1603200530

NOTAM Text	Text Translation
30 PRCT 1/8IN SLUSH	The first third of the runway is 30% covered in 1/8 th of an inch of slush
,	The comma separates the first third's evaluation from the second third
100 PRCT WET	The second third of the runway is 100% wet (<i>no depth is required for wet conditions</i>)
,	The comma separates the second third's evaluation from the last third
40 PRCT 1/8IN SLUSH	The last third of the runway is 40% covered in 1/8 th of an inch of slush

Do you also see the word AND in your NOTAM? See the [Two Contaminant Types Present](#) ("AND") topic.

iii. Two Contaminant Types Present

Each third of the runway can have up to two contaminant types reported, and will include each contaminant type's depth and coverage (if applicable). In the NOTAM text, the word **AND** separates the conditions *within* each third.

ORD 10/082 ORD RWY 04L FICON 3/5/2 50 PRCT WET AND 50 PRCT 1/8IN WET SN OVER COMPACTED SN,
50 PRCT WET AND 25 PRCT 1/8IN WET SN OVER COMPACTED SN, 10 PRCT 1/4IN SLUSH OVER ICE AND 75
PRCT 1/4IN SLUSH OBSERVED AT 1603021250. 1603021255-1603031255

It may help to break the text down into sections:

1st Third: 50 PRCT WET AND 50 PRCT 1/8IN WET SN OVER COMPACTED SN,
2nd Third: 50 PRCT WET AND 25 PRCT 1/8IN WET SN OVER COMPACTED SN,
3rd Third: 10 PRCT 1/4IN SLUSH OVER ICE AND 75 PRCT 1/4IN SLUSH

Third	NOTAM Text	Text Translation
First Third "Touchdown"	50 PRCT WET	The first contaminant is wet, covering 50% of the third
	AND	The AND separates the types within the third
	50 PRCT 1/8IN WET SN OVER COMPACTED SN	The second contaminant is wet snow over compacted snow, with 1/8 th of an inch covering 50% of the third
	,	The comma separates the first third from the second third
Second Third "Midpoint"	50 PRCT WET	The first contaminant is wet, covering 50% of the third (<i>no depth is required for wet conditions</i>)
	AND	The AND separates the types within the third
	25 PRCT 1/8IN WET SN OVER COMPACTED SN	The second contaminant is wet snow over compacted snow, with 1/8 th of an inch covering 25% of the third
	,	The comma separates the second third from the last third
Last Third "Rollout"	10 PRCT 1/4IN SLUSH OVER ICE	The first contaminant is slush over ice, with 1/4 th of an inch covering 10% of the third
	AND	The AND separates the types within the third
	75 PRCT 1/4IN SLUSH	The second contaminant is slush, with 1/4 th of an inch covering 75% of the third

Continued on next page...

If the two contaminant types, depths and coverages (if applicable) of each third are all the same/uniform, the report will only list them once, consolidating the report from thirds to full-length. In the NOTAM text, the word **AND** is still used to separate the conditions.

ORD 10/079 ORD RWY 04L FICON 3/3/3 50 PRCT WET AND 50 PRCT 1/8IN WET SN OVER COMPACTED SN
OBSERVED AT 1603111250. 1603112355-1603122355

NOTAM Text	Text Translation
30 PRCT WET	The first contaminant is wet, covering 30% of the full-length of the runway (<i>no depth is required for wet conditions</i>)
AND	The AND separates the types within the area (in this case, the full-length)
50 PRCT 1/8IN WET SN OVER COMPACTED SN	The second contaminant is 1/8 th of an inch of wet snow over compacted snow, covering 50% of the runway

[Back to NOTAM Index](#)

B. Taxiways and Aprons/Ramps

Taxiway and apron (ramp) FICON NOTAM information is relayed similar to previous communication standards, with the surface area(s), contaminant, depth and coverage (if applicable) identified. They are formatted in the same manner as a FICON NOTAM for a runway with a single, uniform contaminant present.

The keyword **APRON** is used for apron/ramp areas and the keyword **TWY** is used for taxiway areas, followed by any specific surface identifiers. The surface identifier **ALL** is used to indicate that the report is either for the entire area type when conditions are the same airport-wide, or for the majority of the areas when the conditions vary.

Individual area surface identifiers, such as specific ramp areas or individual taxiways, are used in separately issued NOTAMS, as needed, to report on areas where conditions vary from the predominant conditions listed in the "ALL" area NOTAM.

Apron example:

JAC 10/045 JAC APRON ALL FICON 1/8IN DRY SN OBSERVED AT 1602142140.
1602142145-1602152145

There is 1/8th of an inch of dry snow on all apron/ramp areas in Jackson Hole, WY.

Taxiway examples:

BOI 10/046 BOI TWY ALL FICON FROST OBSERVED AT 1601040251. 1601040255-1601050255

BOI 10/046 BOI TWY K, S FICON WET OBSERVED AT 1601040252. 1601040255-1601050255

In Boise, ID there is frost on all the taxiways except Kilo and Sierra which are wet.

[Back to NOTAM Index](#)

VIII. NOTAM Manager Website

The NOTAM Manager website can be used to obtain NOTAM information. If your station uses a different tool to obtain real-time FICON NOTAM reports, such as Passur or Aerobahn, continue to follow your station's procedures for using those tools.

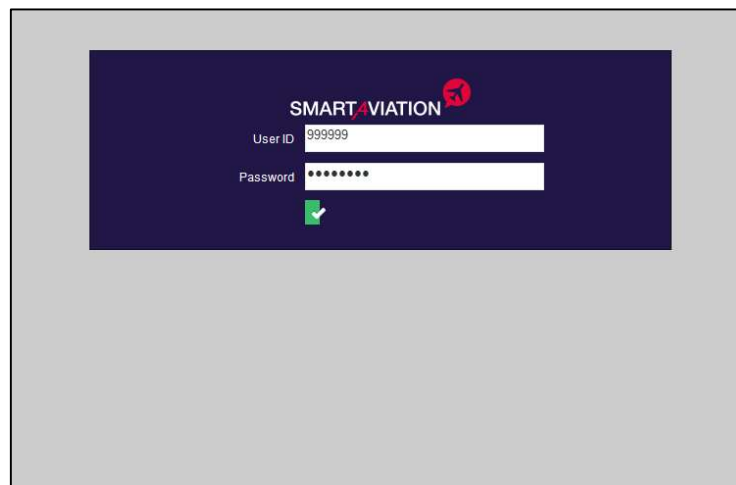
A link to the NOTAM Manager site is found on the Ramp Operations page of Deltanet.

SOPS	FORMS
Ramp Operations SOPs	Bin Load Discrepancy & Separation
	Honor Guard Cart Cover Handbook
	Honor Guard Cart Cover Order Form
	AIRCRAFT TOWING
	CRJ 200/900 No APU
	CRJ 200 APU TOW
	CRJ 900 APU TOW
	CRJ 200 Climate Control
	CRJ 900 Climate Control
	Aircraft Loading Process Observation
	Load Audit Report - Bulk
	Load Audit Report - Containerized
	Load Reports
	Requesting Exemptions to the GOM
APPLICATIONS	
FICON Application	
FICON NOTAMs	
Surface Weather Observation	
Airport Advisories	
PROCEDURES	
Aircraft Cargo Bin Door Dimensions	
Ramp Operations Quick Reference Guide	
SWO Help Page	

To identify station-specific FICON NOTAMs:

Step 1: Login

Log in to the NOTAM Manager website using your current Delta login credentials.



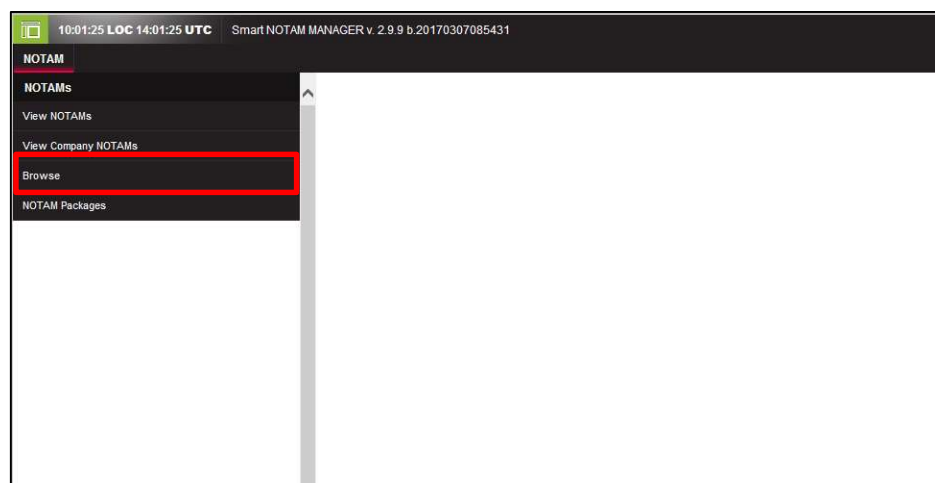
The login screen for Smart Aviation features a dark blue background with the company logo at the top. Below the logo, there are two input fields: 'User ID' with the value '999999' and 'Password' with masked characters. A green checkmark icon is visible below the password field, indicating a successful login.

Step 2: Browse

Click the Browse tab.



A dark grey rectangular button with the word 'Browse' in white text.



The NOTAM Manager interface shows a sidebar menu on the left with the following items: 'NOTAM' (highlighted), 'NOTAMs', 'View NOTAMs', 'View Company NOTAMs', 'Browse' (highlighted with a red box), and 'NOTAM Packages'. The main content area on the right is currently empty.

Continued on next page...

Step 3: Filter

The page will populate a list of all active NOTAMS.

Click the search magnifying glass towards the top right to go to the filter page.



Step 4: Select FICON

Select A FICON NOTAM from the Group Filter list.

Continued on next page...

Step 5: Type Station

Type your station code into the Airports text box.

Airports

DEN

NOTAM MANAGER v. 2.9.9 b.20170307085431

WOMA-User

NOTAMS (62598)

FILTER

Region: B342 Stations, B55 Cities, C70 Domestic, C70 International, C70 Stations

Group: A FICON NOTAM, AIP Bulletins, AIP SUP, Delta Company NOTAMS, DOD Procedural

Subject: Airport, SID, STAR, Runway, Approach Procedures

Queue: AIP Bulletins, Airspace/Airport Not Parsed, EST NOTAMS, F8 Ops Company NOTAMS Report, Force Auto Processing

NOTAM Text

Airports: [Red Box]

Airspaces: [Red Box]

Link: ☐ Yes, ☐ No, ☐ Link

Processed: ☐ Processed, ☐ Not Processed

BP Status: ☐ Excluded, ☐ Included

Insertion Time: [Red Box] From: [Red Box] Till: [Red Box]

Find Clear

Step 6: Find

Click the green FIND button towards the bottom of the page.



NOTAM MANAGER v. 2.9.9 b.20170307085431

WOMA-User

NOTAMS (62598)

FILTER

Region: B342 Stations, B55 Cities, C70 Domestic, C70 International, C70 Stations

Group: A FICON NOTAM, AIP Bulletins, AIP SUP, Delta Company NOTAMS, DOD Procedural

Subject: Airport, SID, STAR, Runway, Approach Procedures

Queue: AIP Bulletins, Airspace/Airport Not Parsed, EST NOTAMS, F8 Ops Company NOTAMS Report, Force Auto Processing

NOTAM Text

Airports: DEN

Airspaces: [Red Box]

Link: ☐ Yes, ☐ No, ☐ Link

Processed: ☐ Processed, ☐ Not Processed

BP Status: ☐ Excluded, ☐ Included

Insertion Time: [Red Box] From: [Red Box] Till: [Red Box]

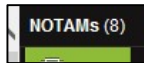
Find Clear

Continued on next page...

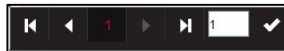
Step 7: Results

The results will be a filtered list of FICON NOTAMs for the station identified. NOTAMS are displayed on the page, alternating between white and light gray for easy identification.

The total number of NOTAM results is displayed above the Print button.



Up to 20 results are returned on the first page. If more than 20 NOTAMs are active, use the page navigation buttons at the bottom of the screen.



To refresh the information on the page click the search magnifying glass...



...and then click the green find button at the bottom of the filter page again.



NOTAM MANAGER v. 2.9.9 b 20170307085431

NOTAMs (8)

Print

Airports	Airspaces	Pub	C	S	Nr	Y	L	Insertion Time	Source	From/Till	U	E	BP	Subject
DEN	-empty-	KDEN	D	A	5518	17	No	19May17 12:38	AXM	19May17 12:13 20May17 12:13	No			Runway
DEN 05/518 DEN RWY 34L FICON 5/5/5 100 PCT WET OBS AT 1705191213. 1705191213-1705201213														
Attention reason: Auto-Updated														
Editor remarks														
DEN	-empty-	KDEN	D	A	5521	17	No	19May17 12:43	AXM	19May17 12:19 20May17 12:19	No			Runway
DEN 05/521 DEN RWY 35L FICON 5/5/5 100 PCT WET OBS AT 1705191219. 1705191219-1705201219														
Attention reason: Auto-Updated														
Editor remarks														
DEN	-empty-	KDEN	D	A	5517	17	No	19May17 12:38	AXM	19May17 12:10 20May17 12:10	No			Runway
DEN 05/517 DEN RWY 35 FICON 5/5/5 100 PRCT WET OBSERVED AT 1705191210. 1705191210-1705201210														
Attention reason: Auto-Updated														
Editor remarks														
DEN	-empty-	KDEN	D	A	5519	17	No	19May17 12:38	AXM	19May17 12:17 20May17 12:17	No			Runway
DEN 05/519 DEN RWY 34L FICON 5/5/5 100 PCT WET OBS AT 1705191217. 1705191217-1705201217														
Attention reason: Auto-Updated														
Editor remarks														
DEN	-empty-	KDEN	D	A	5525	17	No	19May17 12:43	AXM	19May17 12:24 20May17 12:24	No			Airport
DEN 05/525 DEN APRON ALL FICON 2IN WATER OBS AT 1705191224. 1705191224-1705201224														
Attention reason: Auto-Updated														
Editor remarks														
DEN	-empty-	KDEN	D	A	5523	17	No	19May17 12:43	AXM	19May17 12:21 20May17 12:21	No			Airport
DEN 05/523 DEN TWY ALL FICON WET OBS AT 1705191221. 1705191221-1705201221														
Attention reason: Auto-Updated														
Editor remarks														
DEN	-empty-	KDEN	D	A	5522	17	No	19May17 12:43	AXM	19May17 12:21 20May17 12:21	No			Runway
DEN 05/522 DEN RWY 35R FICON 5/5/5 100 PCT 1/8IN WET SN OBS AT 1705191221. 1705191221-1705201221														
Attention reason: Auto-Updated														
Editor remarks														
DEN	-empty-	KDEN	D	A	5527	17	No	19May17 13:11	AXM	19May17 12:50 20May17 12:50	No			Runway
DEN 05/527 DEN RWY 08 FICON 5/5/5 100 PCT WET OBS AT 1705191250. 1705191250-1705201250														
Attention reason: Auto-Updated														
Editor remarks														

Page navigation buttons: Previous, First, 1, Next, Last, Refresh, Confirm

[Back to NOTAM Index](#)

IX. Manual Entry: Taxiway and Apron NOTAMs

Taxiway & Apron NOTAM information is entered in the Field Conditions area of the FICON form.

A. Taxiway NOTAMs

Taxiway NOTAM information is entered in the [Taxiway Conditions](#) and, if necessary, [Taxiway Exceptions](#) fields.

The conditions from the “ALL” area NOTAM are entered in the Taxiway Conditions field. If reported, additional NOTAMs with area-specific conditions are entered in the Taxiway Exceptions field.

Example with exceptions:

In Boise, ID there is frost on all the taxiways except Kilo and Sierra which are wet.

```
BOI 10/046 BOI TWY ALL FICON FROST OBSERVED AT 1601040251. 1601040255-1601050255
```

```
BOI 10/047 BOI TWY K, S FICON WET OBSERVED AT 1601040252. 1601040255-1601050255
```

Frost is the predominant condition; wet Kilo and Sierra are the exceptions:

The screenshot shows a form with three main sections: 'TAXIWAY CONDITIONS' with a dropdown menu set to 'Frost', 'TAXIWAY BRAKING ACTION' with a dropdown menu set to 'Not Reported', and 'TAXIWAY EXCEPTIONS' with a text area containing 'TWY K AND S WET'. The 'TAXIWAY EXCEPTIONS' section also displays '(200 characters max)' and 'Remaining character: 185'.

**If no exceptions were reported, the Taxiway Exceptions field would be left blank.

B. Ramp/Apron NOTAMs

Ramp/Apron NOTAM information is entered in the [Ramp Conditions](#) and, if necessary, [Ramp Exceptions](#) fields.

The conditions from the “ALL” area NOTAM are entered in the Ramp Conditions field. If reported, additional NOTAMs with area-specific conditions are entered in the Ramp Exceptions field.

Example with no exceptions:

There is 1/8th of an inch of dry snow on all apron/ramp areas in Jackson Hole, WY.

```
JAC 10/045 JAC APRON ALL FICON 1/8IN DRY SN OBSERVED AT 1602142140. 1602142145-1602152145
```

The screenshot shows a form with three main sections: 'RAMP CONDITIONS' with a dropdown menu set to 'Dry Snow', 'RAMP BRAKING ACTION' with a dropdown menu set to 'Not Reported', and 'RAMP EXCEPTIONS' with an empty text area. The 'RAMP EXCEPTIONS' section also displays '(200 characters max)' and 'Remaining character: 200'.

**If exceptions had been reported, they would be added in the Ramp Exceptions field.

[Back to NOTAM Index](#)

X. Manual Entry: Runway NOTAM

Runway NOTAM reports include information that is used to identify the Runway Surface Condition, Coverage, Depth and RCC columns of a parent runway.

RUNWAY SURFACE CONDITION ?	COVERAGE	DEPTH ?	RUNWAY CONDITION CODE ?
Wet snow	70%	1/4IN (6mm) or less	3/3/3
Wet snow	60%	1/4IN (6mm) or less	3/3/3
Wet snow	60%	1/4IN (6mm) or less	3/3/3
Wet snow	75%	1/4IN (6mm) or less	3/3/3
Wet snow	75%	1/4IN (6mm) or less	3/3/3
Wet snow	75%	1/4IN (6mm) or less	3/3/3
Wet snow	70%	1/4IN (6mm) or less	3/3/3
N/A	N/A	N/A	---
N/A	N/A	N/A	N/A

A. Uniform Evaluation with Single Contaminant Type

When a runway NOTAM identifies the *full-length* of the runway covered by *only one* contaminant type, having a uniform depth and coverage (if applicable), the Runway Surface Condition, Coverage, Depth and RCC columns on the main page are used to manually identify the conditions. These fields are only selectable for parent runway lengths, with child runway lengths inheriting the information identified in the parent runway cell.

- Use the [Runway Surface Condition](#) column to identify the contaminant type from the NOTAM.
- Use the [Coverage](#) column to identify the coverage from the NOTAM (if applicable).
- Use the [Depth](#) column to identify the depth from the NOTAM (if applicable).
- Use the [Runway Condition Code](#) column to enter the RCC from the NOTAM (if provided)

Click on the Runway Surface Condition Help Icon to display the Surface Condition Table for assistance if the condition reported to you is not found in the Runway Surface Condition drop-down menu. See [Non-Uniform Evaluation and/or Two Contaminant Types](#) if the NOTAM that contains two contaminant types or conditions vary by thirds.

B. Non-Uniform Evaluation and/or Two Contaminant Types

When a runway NOTAM identifies either a *non-uniform evaluation* (conditions vary across runway thirds) or *two contaminant types* present on at least one of the runway thirds, select the **Enter Multiple Contaminants** option from the Runway Surface Condition drop-down menu to display the **Runway Condition Reporting Window**.

Runway Condition Reporting Window						
Airport	NOTAM Text or Source Notes					
SLC/KSLC						
Runway						
16L						
☒ Runway Thirds	First Contaminant			Second Contaminant, if reported		
	Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
TouchDown	Select	Select	Select	Select	Select	Select
Midpoint	Select	Select	Select	Select	Select	Select
Rollout	Select	Select	Select	Select	Select	Select
Calculate						

Continued on next page...

To fill out the Runway Condition Reporting Window with a Non-Uniform Evaluation and/or Two Contaminant Types:

Step 1: Copy and paste NOTAM text

Use the **NOTAM Text or Source Notes** area to paste the NOTAM text for easy reference.

NOTAM Text or Source Notes
SLC 10/087 SLC RWY 16L FICON 3/5/2 50 PRCT WET AND 50 PRCT 1/8IN WET SN OVER COMPACTED SN, 50 PRCT WET AND 25 PRCT 1/8IN WET SN OVER COMPACTED SN, 10 PRCT 1/4IN SLUSH OVER ICE AND 75 PRCT 1/4IN SLUSH. 1603251900-1603261900

Space the text out if you prefer:

NOTAM Text or Source Notes
SLC 10/087 SLC RWY 16L FICON 3/5/2 50 PRCT WET AND 50 PRCT 1/8IN WET SN OVER COMPACTED SN, 50 PRCT WET AND 25 PRCT 1/8IN WET SN OVER COMPACTED SN, 10 PRCT 1/4IN SLUSH OVER ICE AND 75 PRCT 1/4IN SLUSH. 1603251900-1603261900

Step 2: Runway Thirds check box application

Full-Length report:

Ensure the **Runway Thirds** check box is unchecked, and the Full Length line is displayed in the window.

☐ Runway Thirds	First Contaminant		
	Contaminant Type	Coverage	Depth
Full Length	Select	Select	Select

Runway Thirds report:

Ensure the **Runway Thirds** check box is checked, and the TouchDown, Midpoint and Rollout lines are displayed in the window.

☒ Runway Thirds	First Contaminant		
	Contaminant Type	Coverage	Depth
TouchDown	Select	Select	Select
Midpoint	Select	Select	Select
Rollout	Select	Select	Select

Step 3: Enter first contaminant information

Full-Length report:

Identify the *first* contaminant, coverage and depth (if applicable) listed on the runway. Use the information to fill out the **First Contaminant** fields (Contaminant Type, Coverage and Depth) in the full-length row.

☐ Runway Thirds	First Contaminant		
	Contaminant Type	Coverage	Depth
Full Length	Slush	25%	1/8IN (3mm)

Runway Thirds report:

Identify the *first* contaminant, coverage and depth (if applicable) listed for the first third of the runway. Use the information to fill out the **First Contaminant** fields (Contaminant Type, Coverage and Depth) in the TouchDown row.

☒ Runway Thirds	First Contaminant		
	Contaminant Type	Coverage	Depth
TouchDown	Wet	50%	N/A
Midpoint	Select	Select	Select
Rollout	Select	Select	Select

Continued on next page...

Step 4: Enter Second contaminant information (if necessary)Full-Length report:

Identify the second contaminant, coverage and depth (if applicable) listed on the runway. Use the information to fill out the **Second Contaminant** fields (Contaminant Type, Coverage and Depth) in the full-length row.

Second Contaminant, if reported		
Contaminant Type	Coverage	Depth
Wet ice	10%	N/A

Runway Thirds report:

If two contaminants are identified in the first third, fill out the **Second Contaminant** fields with the corresponding contaminant type and coverage and depth (if applicable) in the TouchDown row. The Second Contaminant fields should only be filled out if a second contaminant is reported for the runway third.

Second Contaminant, if reported		
Contaminant Type	Coverage	Depth
Wet snow ovr compctd snow	50%	1/8IN (3mm)
Select	Select	Select
Select	Select	Select

Step 5: Repeat for remaining rows (Runway Thirds only)

If the report is for runway thirds, repeat [Step 3](#) and, when necessary, [Step 4](#), entering the second third and last third runway condition information in the midpoint (second) and rollout (last) rows.

☒ Runway Thirds	First Contaminant			Second Contaminant, if reported		
	Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
TouchDown	Wet	50%	N/A	Wet snow ovr compctd snow	50%	1/8IN (3mm)
Midpoint	Wet	50%	N/A	Wet snow ovr compctd snow	25%	1/8IN (3mm)
Rollout	Slush over ice	10%	1/4IN (6mm) or less	Slush	75%	1/4IN (6mm) or less

Step 6: Calculate the single values

Select the **Calculate** button to evaluate all the entered data and display the single Runway Surface Condition, Coverage and Depth calculation results.

Calculate				
Runway Surface Condition	Coverage	Depth	Runway Cndition Code	WDR Performance Level
Slush	90%	1/4IN (6mm) or less		QCTR
Ok Cancel				

Step 7: Send calculated values to main page

Click the **Ok** button to transfer the runway's calculated values for the Runway Surface Condition, Coverage and Depth into the respective fields on the main page.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH
16L	12002	N	Y	Slush	90%	1/4IN (6mm) or less

NOTE: To return to the main page without submitting the results, click the **Cancel** button.

[Back to NOTAM Index](#)

C. Completed Runway Condition Reporting Window Examples

Uniform thirds (Full-length), with two contaminants present:

Airport	NOTAM Text or Source Notes					
SLC/KSLC	SLC 10/087 SLC RWY 16L FICON 5/5/5					
Runway	20 PRCT 1/8IN WATER AND 20 PRCT 1/8IN SLUSH					
16L	1603251900-1603261900					
Runway Thirds	First Contaminant			Second Contaminant, if reported		
	Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
Full Length	Water	20%	1/8IN (3mm)	Slush	20%	1/8IN (3mm)

Varying thirds, with one contaminant on each third:

Airport	NOTAM Text or Source Notes					
SLC/KSLC	SLC 10/105 SLC RWY 16L FICON 3/5/2					
Runway	50 PRCT 1/8IN WATER,					
16L	90 PRCT 1/4IN SLUSH,					
	75 PRCT 1/4IN SLUSH					
	1603251900-1603261900					
Runway Thirds	First Contaminant			Second Contaminant, if reported		
	Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
TouchDown	Water	50%	1/8IN (3mm)	Select	Select	Select
Midpoint	Slush	90%	1/4IN (6mm) or less	Select	Select	Select
Rollout	Slush	75%	1/4IN (6mm) or less	Select	Select	Select

Varying thirds, with two contaminants on each third:

Airport	NOTAM Text or Source Notes					
SLC/KSLC	SLC 10/082 SLC RWY 16L FICON 3/5/2					
Runway	50 PRCT WET AND 50 PRCT 1/8IN WET SN OVER COMPACTED SN,					
	50 PRCT WET AND 25 PRCT 1/8IN WET SN OVER COMPACTED SN,					
16L	10 PRCT 1/4IN SLUSH OVER ICE AND 75 PRCT 1/4IN SLUSH					
	1603251900-1603261900					
Runway Thirds	First Contaminant			Second Contaminant, if reported		
	Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
TouchDown	Wet	50%	N/A	Wet snow ovr compactd snow	50%	1/8IN (3mm)
Midpoint	Wet	50%	N/A	Wet snow ovr compactd snow	25%	1/8IN (3mm)
Rollout	Slush over ice	10%	1/4IN (6mm) or less	Slush	75%	1/4IN (6mm) or less

[Back to NOTAM Index](#)

XI. Automatic Ingestion of Runway NOTAMs

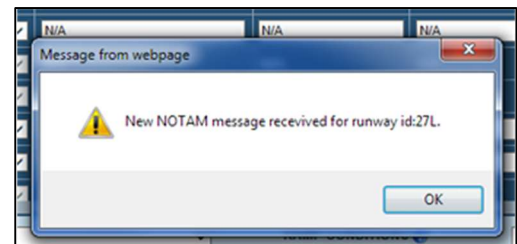
When the page automatically refreshes, it looks to the NOTAM Manager tool for new runway NOTAMs. If a new runway NOTAM is found, the form ingests the information, parses the data and enters it into the corresponding fields of the Runway Condition Reporting Window. The page displays notifications that a change to runway NOTAM information is available via [FN buttons](#); pop-up box alerts for [new](#) and [expired/cancelled](#) NOTAMS are secondary notification methods. The user identifies a runway to check and then [validates](#) that the data was filled into the Runway Condition Reporting Window fields correctly.

Note: Taxiway and apron NOTAMs are not included in the auto-ingestion process. Continue to follow current procedures for obtaining and entering these NOTAMS.

RUNWAY	FN	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
12L	FN	10139	N	Y	Wet	100%	N/A	5/5/5	No
12L-L		8814	A	N	Wet	100%	N/A	5/5/5	No
12R	FN	9883	A	Y	Dry	N/A	N/A	1/1/1	No
12R-L		9300	N	N	Dry	N/A	N/A	N/A	No
30L	FN	10152	N	N	Wet	100%	N/A	5/5/5	No
30L-B		9750	N	N	Wet	100%	N/A	5/5/5	No
30L-C		7900	N	N	Wet	100%	N/A	5/5/5	No
30R	FN	10134	N	N	N/A	N/A	N/A	1/1/1	No
30R-A		9784	N	N	N/A	N/A	N/A	N/A	No

A. New NOTAM Pop-up Box Alert

If the FICON page is the active page in your browser, a pop-up box will display when an automatic page refresh identifies a new NOTAM.



B. Runway ID FICON Notification (FN) Button

To advise you that a new NOTAM was ingested and is available for validation, the page uses a color-coded **Runway ID FN Button**. The FN button displays next to the parent runway ID and is used to display the filled-in Runway Condition Reporting Window. The window is used to either validate data for a new NOTAM or review data for a NOTAM that was previously validated.

The color ([red](#), [yellow](#) or [green](#)) of the FN button is determined by two factors:

- the validation status of the NOTAM
- the take-off and landing status of the runways in the family

RUNWAY	FN	RUNWAY LENGTH	TAKE OFF	LAND	
12L	FN	10139	N	Y	Wet
12L-L		8814	A	N	Wet
12R	FN	9883	A	Y	Dry
12R-L		9300	N	N	Dry
30L	FN	10152	N	N	N/A
30L-B		9750	N	N	N/A
30L-C		7900	N	N	N/A
30R	FN	10134	N	N	N/A
30R-A		9784	N	N	N/A

The FN button changes colors as you modify the take-off or landing status of runways, or as you validate NOTAMS.

[Back to NOTAM Index](#)

i. Red FN Button

A red FN button indicates a NOTAM for the parent runway is available to be validated AND at least one of the runways in the family is showing in use for take-off, landing or both.

The form cannot be submitted if there are outstanding red FN buttons. If any runway in the family is in use, you have to validate the NOTAM; if none of the runway in the family are in use, the Take Off and Land selections for all parent and child runway should have N selected.

Example:

12R-L is open for take-off; a NOTAM that has not been validated yet is available for the parent length 12R.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
12R	9883	N	N	Dry	N/A	N/A	...	No
12R-L	9300	A	N	Dry	N/A	N/A	N/A	No

ii. Yellow FN Button

A yellow FN button indicates a NOTAM for the parent runway is available to be validated BUT none of the runways in the family are showing in use for take-off and landing. These NOTAMs do not need to be validated as none of the runways in the family are showing in use.

Example:

None of the runways in the 30L family show in use for take-off or landing; a NOTAM that has not been validated yet is available for the parent length 30L.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
30L	10152	N	N	N/A	N/A	N/A	...	No
30L-B	9750	N	N	N/A	N/A	N/A	N/A	No
30L-C	7900	N	N	N/A	N/A	N/A	N/A	No

iii. Green FN Button

A green FN button indicates a valid NOTAM. There are two situations when a green FN is displayed:

- The NOTAM validated during a previous page submission is still the current, active NOTAM for the runway family and does not need to be validated again
- The user just completed a validation of the NOTAM information for a runway that had a red or a yellow FN

Example:

The 12L parent runway has a NOTAM that was validated, with the information passed to all lengths in the family.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
12L	10139	N	Y	Wet	100%	N/A	5/5/5	No
12L-L	8814	A	N	Wet	100%	N/A	5/5/5	No

[Back to NOTAM Index](#)

C. Validating an Auto-Ingested NOTAM

Step 1: Identify the runways in use

As a best practice, identify the runways in use first, changing the Take Off and Land columns to the appropriate values as needed. This will allow the FN icons to properly reflect the status of each runway's NOTAM based on what is currently in use at the station.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
12L	10139	N	Y	Dry	N/A	N/A	JJL	No
12L-L	8814	A	N	Dry	N/A	N/A	N/A	No

Step 2: Identify the runway NOTAM to be validated

Click the **FN button** () next to the parent runway ID or select the Enter Multiple Contaminants option from the Runway Surface Condition drop-down menu.

Reminder: Red FN's require validation if the Take Off and Land status of the runways in the family are accurate on the page.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION
12L	10139	N	Y	Dry
12L-L	8814	A	N	Dry
12R	9883	A	Y	Dry
12R-L	9300	N	N	Dry

Step 3: Page displays the Runway Condition Reporting Window

The ingested NOTAM text is displayed in the text box and the drop-down menus will have selections made based on the parsed data. The calculated values of the drop-down selections will be displayed below the Calculate button. The Runway Condition Code field holds the parsed RCC value if it is included in the NOTAM text.

IMPORTANT: If the NOTAM text is **red** there was a [parsing error](#) and the information must manually be selected.

Runway Condition Reporting Window

Airport	NOTAM Text or Source Notes					
SJC/KSJC	Received at 08/11/2017 15:05:28: SJC 08/218 SJC RWY 12L FICON S/S/S 100 PRCT WET OBSERVED AT 1708111459. 1708111459-1708121459					
Runway	12L					
Runway Thirds	First Contaminant			Second Contaminant, if reported		
	Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
Full Length	Wet	100%	N/A	Select	Select	Select
Calculate						
Runway Surface Condition	Coverage	Depth	Runway Condition Code	WDR Performance Level		
Wet	100%	N/A	S/S/S	WET		
Ok Cancel						

Note: The example above is for uniform conditions so only the Full Length row is displayed. If the auto-ingested NOTAM reports conditions that vary by runway thirds the Runway Thirds check box will be checked and the TouchDown, Midpoint and Rollout rows will display:

Airport	NOTAM Text or Source Notes					
DTW/KDTW	Received at 08/10/2017 09:33:30: DTW 08/176 DTW RWY 03R FICON 5/6/6 100 PCT WET, DRY, DRY OBS AT 1708100931. 1708100931-					
Runway	1708110931					
03R						
☒ Runway Thirds	First Contaminant			Second Contaminant, if reported		
	Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
TouchDown	Wet	100%	N/A	Select	Select	Select
Midpoint	Dry	N/A	N/A	Select	Select	Select
Rollout	Dry	N/A	N/A	Select	Select	Select
Calculate						
Runway Surface Condition		Coverage	Depth	Runway Condition Code	WDR Performance Level	
Wet		40%	N/A	5/6/6	WET	
Ok Cancel						

Continued on next page...

Step 4: Validate the selections

Validate that the information in the drop-down menus was correctly selected based on the NOTAM in the text box. If there are any errors or incorrect selections, correct the appropriate fields and re-calculate the values. Address any [parsing error](#) messages, if necessary.

Note: If the RCC value is incorrect it will need to be revised on the main page.

Runway Condition Reporting Window						
Airport	NOTAM Text or Source Notes					
SJCKSJC	Received at 08/11/2017 15:05:28: SJC 08/218 SJC RWY 12L FICON 5/5/5 100 PRCT WET OBSERVED AT 1708111459. 1708111459-					
Runway	1708121459					
12L						
☒ Runway Thirds	First Contaminant			Second Contaminant, if reported		
	Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
Full Length	Wet	100%	N/A	Select	Select	Select
Calculate						
Runway Surface Condition		Coverage	Depth	Runway Condition Code	WDR Performance Level	
Wet		100%	N/A	5/5/5	WET	
Ok Cancel						

Step 5: Send the values to the main page

Once all information has been validated as correct, click the **Ok** button to transfer the calculated values to the appropriate fields on the main page.

First Contaminant	Second Contaminant, if reported				
Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
Wet	100%	N/A	Select	Select	Select

Calculate

Runway Surface Condition	Coverage	Depth	Runway Condition Code	WDR Performance Level
Wet	100%	N/A	5/5/5	WET

Ok Cancel

Step 6: Verify Transfer of values

Verify the Runway Surface Condition, Coverage, Depth and RCC (if applicable) fields on the main page received the transferred values. If the RCC needs correcting, revise it here. The FN button for this runway will now be green, indicating the NOTAM was validated.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
12L	10139	N	Y	Wet	100%	N/A	5/5/5	No
12L-L	8814	A	N	Wet	100%	N/A	5/5/5	No
12R	9883	A	Y	Dry	N/A	N/A	5/5/5	No

It is suggested that the parent and child Take Off and Land columns are double checked again, prior to moving on to the next NOTAM.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
12L	10139	N	Y	Wet	100%	N/A	5/5/5	No
12L-L	8814	A	N	Wet	100%	N/A	5/5/5	No

[Back to NOTAM Index](#)

D. Parsing Errors

If there is a word or phrase used in the NOTAM text that is not recognized in the parsing process a **Parsing Error** message will display in the Runway Condition Reporting Window. The NOTAM text and error message will be red, with the message identifying the piece of the NOTAM that could not be interpreted.

Should a parsing error occur, manually fill out the window with the appropriate data from the NOTAM text.

NOTAM Text or Source Notes

Received at 09/08/2017 16:27:58: ATL 09/037 ATL RWY 27L FICON 5/5/5 100 PCT WTE OBS AT 1709081624. 1709081624-1709091624

** Parsing error: Parsing failed as CONTAMINANT TYPE NOT FOUND value:100 PCT WTE - Please fill out manually**

First Contaminant			Second Contaminant, if reported		
Contaminant Type	Coverage	Depth	Contaminant Type	Coverage	Depth
Select	Select	Select	Select	Select	Select

Calculate

E. Take-off and Land Reminders

The Take-Off and Land fields of a parent runway will turn yellow when a NOTAM for the parent runway has been validated but none of the runways in the family are in use for take-off and landing. These yellow highlights do not prevent submission of the form – they are only a reminder to double check the use of the runways in the family.

RUNWAY		RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
30L		10152	N	N	Wet	100%	N/A	5/5/5	No
30L-B		9750	N	N	Wet	100%	N/A	5/5/5	No
30L-C		7900	N	N	Wet	100%	N/A	5/5/5	No
30R		10134	N	N	Wet	100%	N/A	5/5/5	No
30R-A		9784	N	N	Wet	100%	N/A	5/5/5	No

F. Expired or Cancelled Runway NOTAMs

The Runway Surface Condition, Coverage, Depth and RCC fields of the parent runway turn yellow to notify users that a NOTAM has either been cancelled or expired, and that conditions have most likely returned to dry.

Verify the conditions on the runway are dry and then change the values in the fields accordingly. **If the conditions are not dry, obtain valid conditions and manually input the data.**

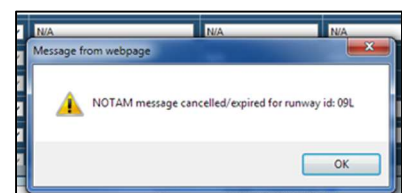
RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
08L	9000	A	Y	Wet	70%	N/A	1/2/1	Yes
08R	9999	A	C	Wet	30%	N/A	1/2/1	Yes
08R-E1	9400	N	C	Wet	30%	N/A	1/2/1	No

Note: If the FICON page is the active page in your browser, a pop-up box will display when an automatic page refresh identifies a cancelled or expired NOTAM.

[Back to NOTAM Index](#)

G. Station FICON Notifications (FN Icon in Runway Column Heading)

An color-coded FN icon displays next to the Runway column heading, when at least one runway NOTAM is active, to identify the overall status of runway NOTAMs for the station.



Red indicates there is at least one outstanding red FN button next to a runway ID. **The page cannot be submitted with any outstanding red FN buttons.**

Yellow indicates there are no outstanding red FNs, but there is *at least one* yellow FN button next to a runway ID.

Green indicates all runway specific FN buttons are green.

RUNWAY		RUNWAY LENGTH	TAKE OFF	LAND
12L		10139	N ▾	Y ▾
12L-L		8814	A ▾	N ▾
12R		9883	A ▾	Y ▾
12R-L		9300	N ▾	N ▾
30L		10152	N ▾	N ▾

RUNWAY		RUNWAY LENGTH	TAKE OFF	LAND
12L		10139	N ▾	Y ▾
12L-L		8814	A ▾	N ▾
12R		9883	A ▾	Y ▾
12R-L		9300	N ▾	N ▾
30L		10152	N ▾	N ▾

RUNWAY		RUNWAY LENGTH	TAKE OFF	LAND
12L		10139	N ▾	Y ▾
12L-L		8814	A ▾	N ▾
12R		9883	A ▾	Y ▾
12R-L		9300	N ▾	N ▾
30L		10152	N ▾	N ▾

H. Best Practices

- Identify runways in use first, changing the Take Off and Land columns to the appropriate values as needed; this will allow the FN buttons to properly reflect the status of each runway's NOTAM based on what is currently in use at the station
- It is suggested that NOTAM information for all runways with a green FN be double-checked prior to submitting the page
- Use the station FN icon at the top of the Runway column to help you identify if you have any outstanding red FNs that need to be validated
- Submitting the page with yellow FN buttons is acceptable
- Submitting the page with yellow highlighted Take Off and Land cells is acceptable
- Keep the FICON form open in your browser to take advantage of the auto-refresh and page alert capabilities

[Back to NOTAM Index](#)