Runway Status & Field Conditions (FICON) Form Help

***U.S. stations**: for help with **NOTAM** related procedures click here.*

FICON Form Topic Index

FICON Reporting with NOTAMs Topic Index — Page(s)

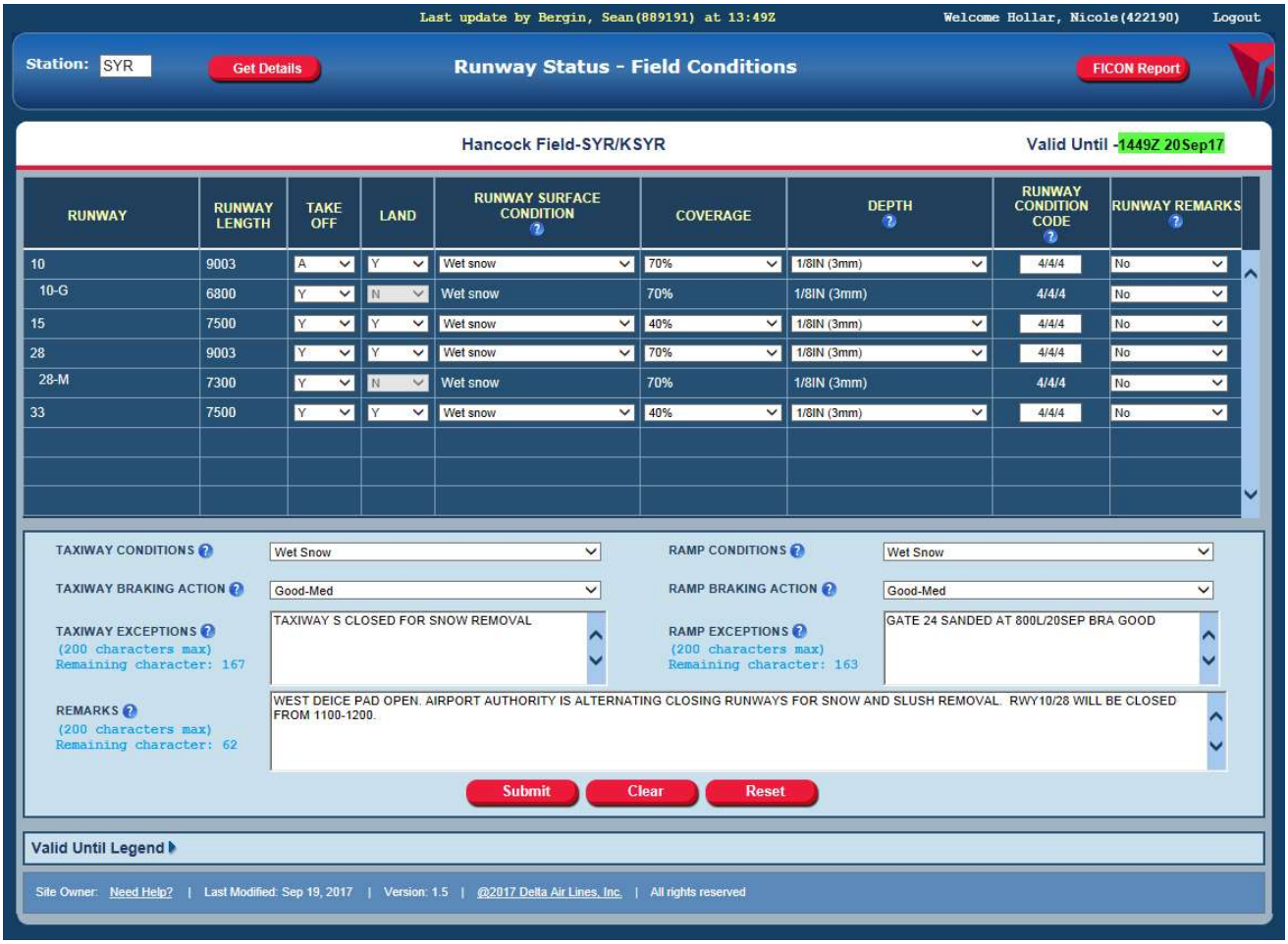
I. Form Overview

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.



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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.

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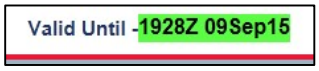
D. Station Name – IATA/ICAO Code

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 tex:



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 

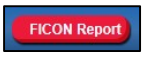
towards the bottom left of the screen provides a key for the color coding of the Valid Until time/date.

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.

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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.

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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.

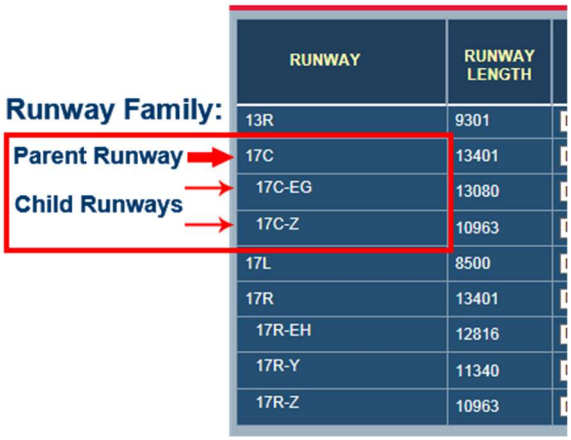
RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
04L	7864	A	N	Dry	N/A	N/A	_/_/_	No
04R	10006	N	Y	Compacted (compctd) snow	25%	N/A	_/_/_	No
04R-B	9765	Y	N	Compacted (compctd) snow	25%	N/A	N/A	No
04R-M1	8851	Y	N	Compacted (compctd) snow	25%	N/A	N/A	No
09	7001	Y	N	Sand	N/A	N/A	_/_/_	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	_/_/_	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:

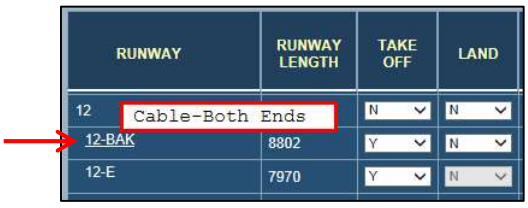
- Parent runway – the full-length runway; the runway ID text is aligned against the left side of the Runway column (ex: 17C)
- Child runway – shorter variation of the parent runway, usually due to a cutback or intersection; the runway ID text is indented slightly to the right (ex: 17C-EG)

Not all full-length runways will have child runways.



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”:



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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.

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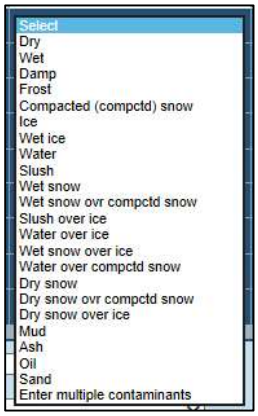
i. Contaminant Type Options

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

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**	



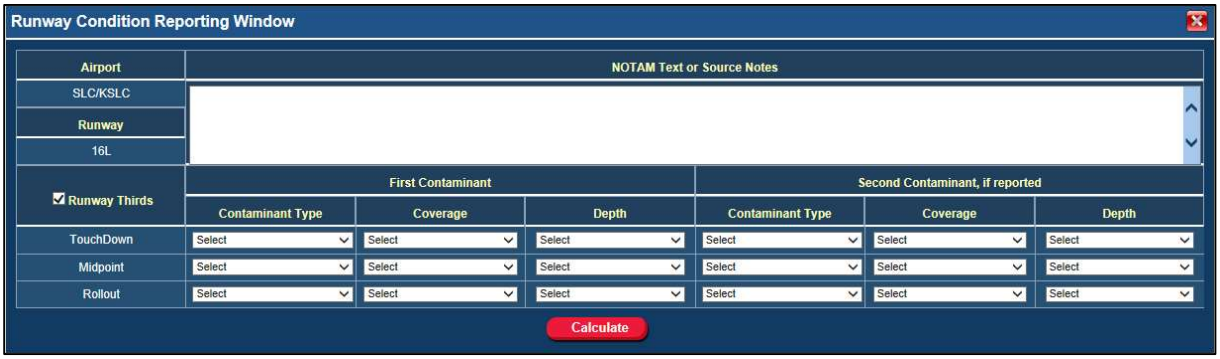
If the condition reported to you is not found in the drop-down menu, click on the Runway Surface Condition Help Icon to display the Surface Condition Table for assistance.

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.



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

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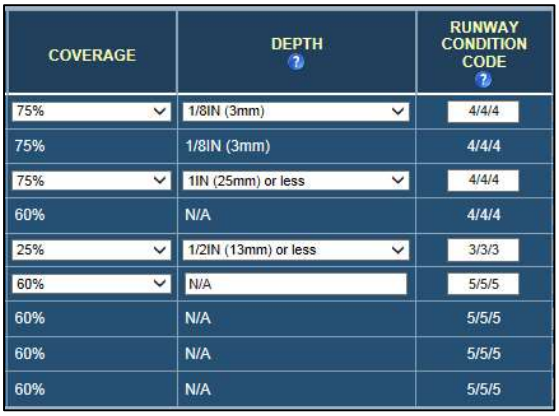
G. Coverage Column



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.

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.

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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.

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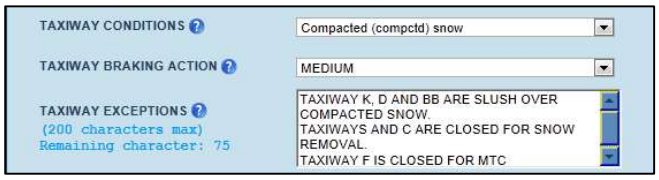
IV. Taxiway Status Areas

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.



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.

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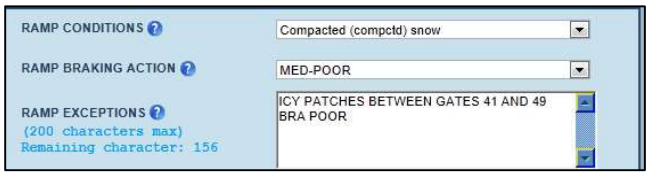
V. Ramp Status Areas

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.



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

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.

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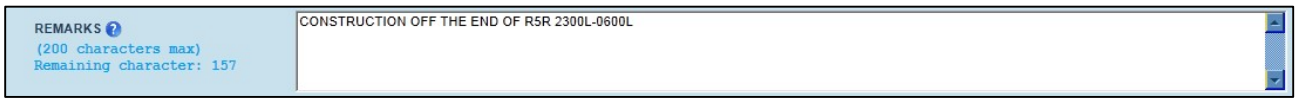
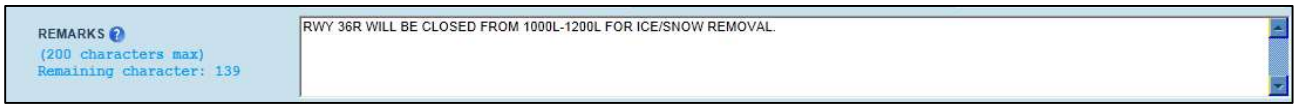
VI. Remarks

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.



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



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

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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 (*usually your station's IATA code*)
10/076	**NOTAM number**
ORD	Chicago's O'Hare International Airport is the **affected location** (*usually the same as the accountable area*)
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 *(Only used in runway reporting)*
50 PRCT	Surface **coverage** – 50% of the runway is covered
1/8IN	The **depth** of the contaminants is 1/8th of an inch *(not required for all contaminant types)*
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 (25th) 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.

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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 1/8th 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 *(no depth is required for wet conditions)*
`,`	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 1/8th 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 1/8th 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 *(no depth is required for wet conditions)*
	`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 1/8th 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 1/4th 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 1/4th 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 *(no depth is required for wet conditions)*
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 1/8th of an inch of wet snow over compacted snow, covering 50% of the runway

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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.

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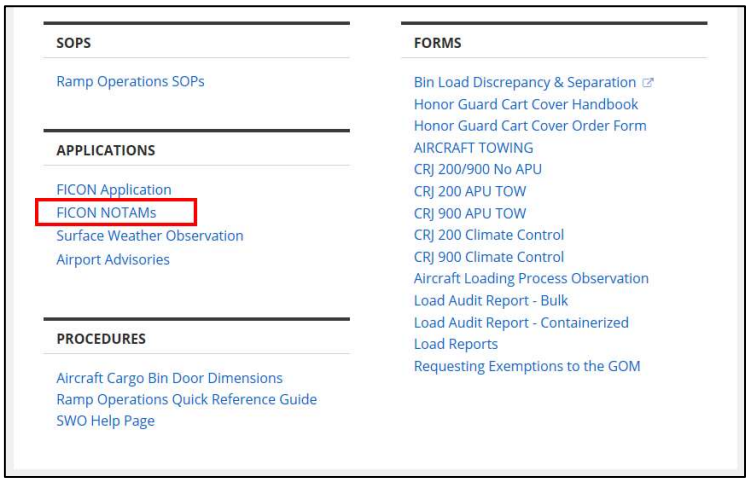
VIII. NOTAM Manager Website

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.

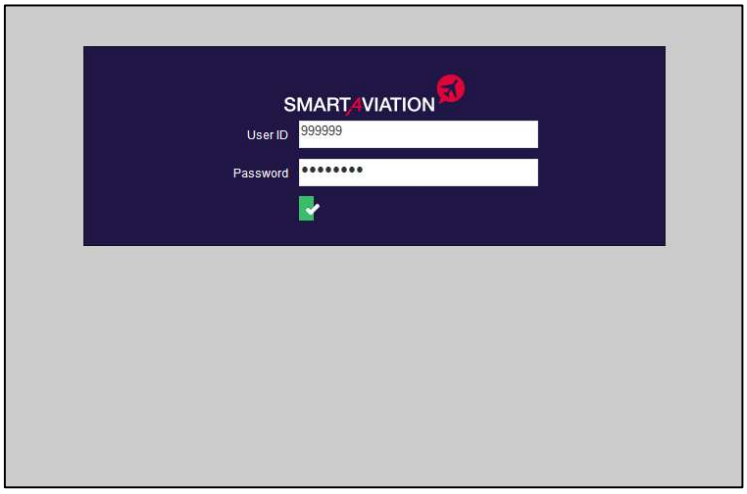
A link to the NOTAM Manager site is found on the Ramp Operations page of Deltanet.



To identify station-specific FICON NOTAMs:

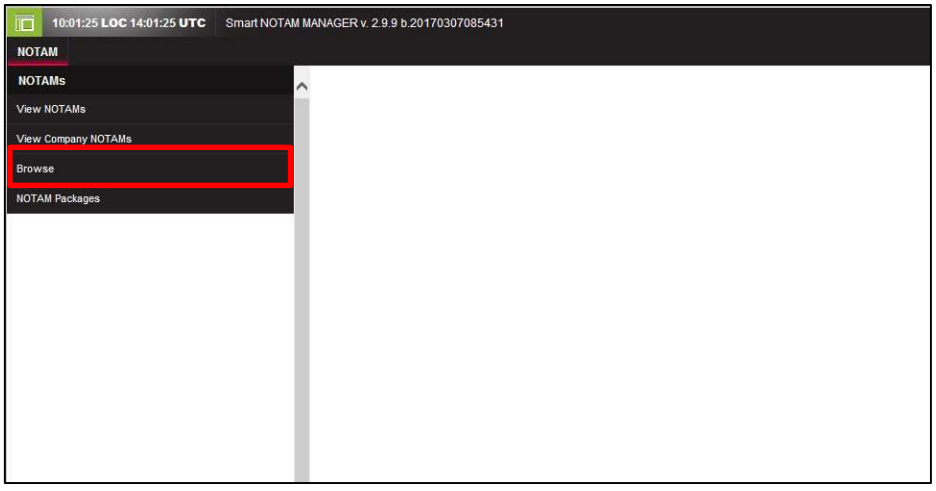
Step 1: Login

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



Step 2: Browse

Click the Browse tab.

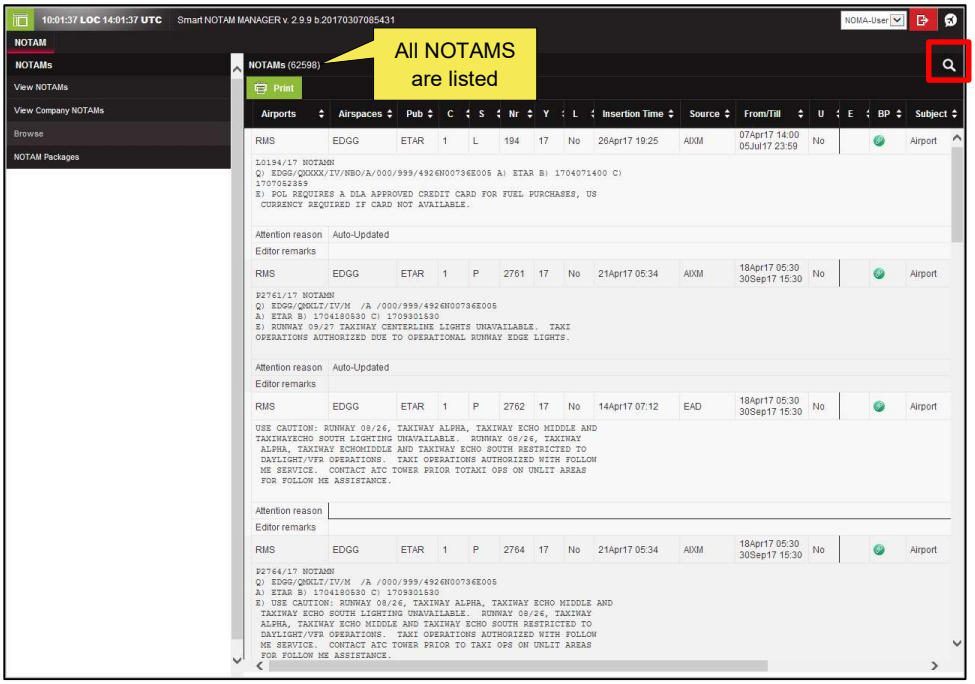


Continued on next page…

Step 3: Filter

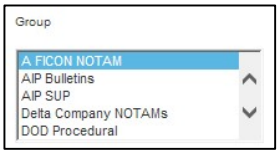
The page will populate a list of all active NOTAMS.

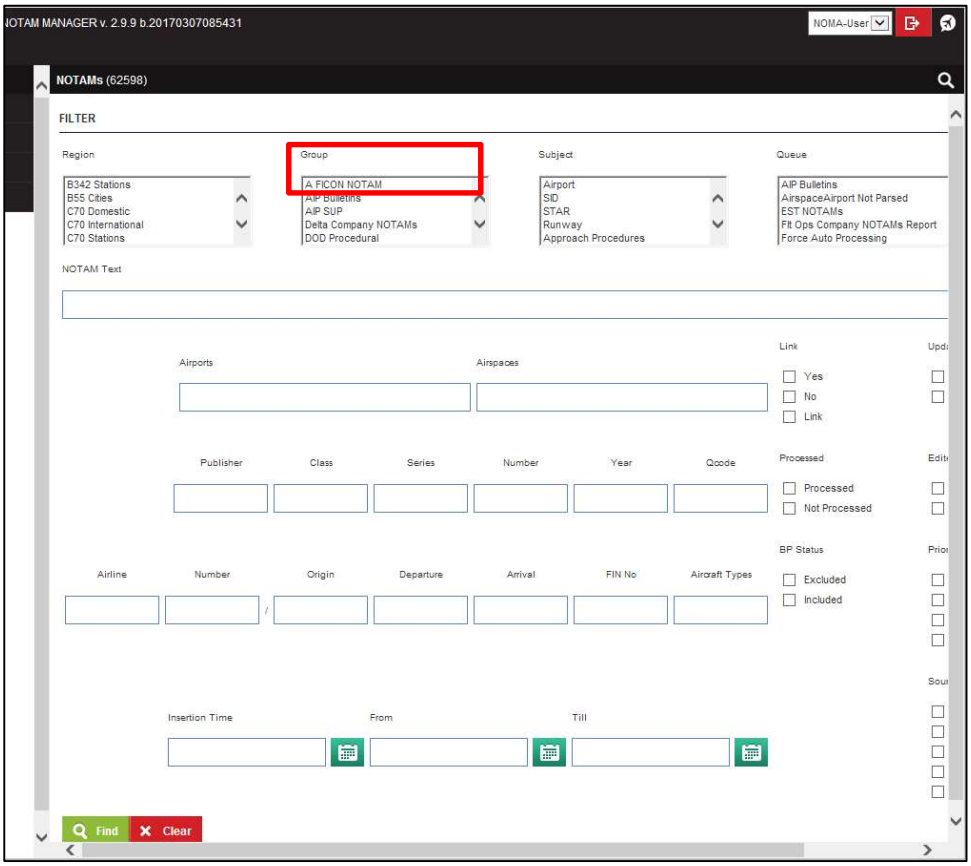
Click the search magnifying glass towards the top right to go to the filter page.



Step 4: Select FICON

Select A FICON NOTAM from the Group Filter list.





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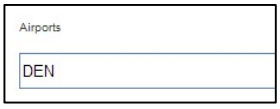
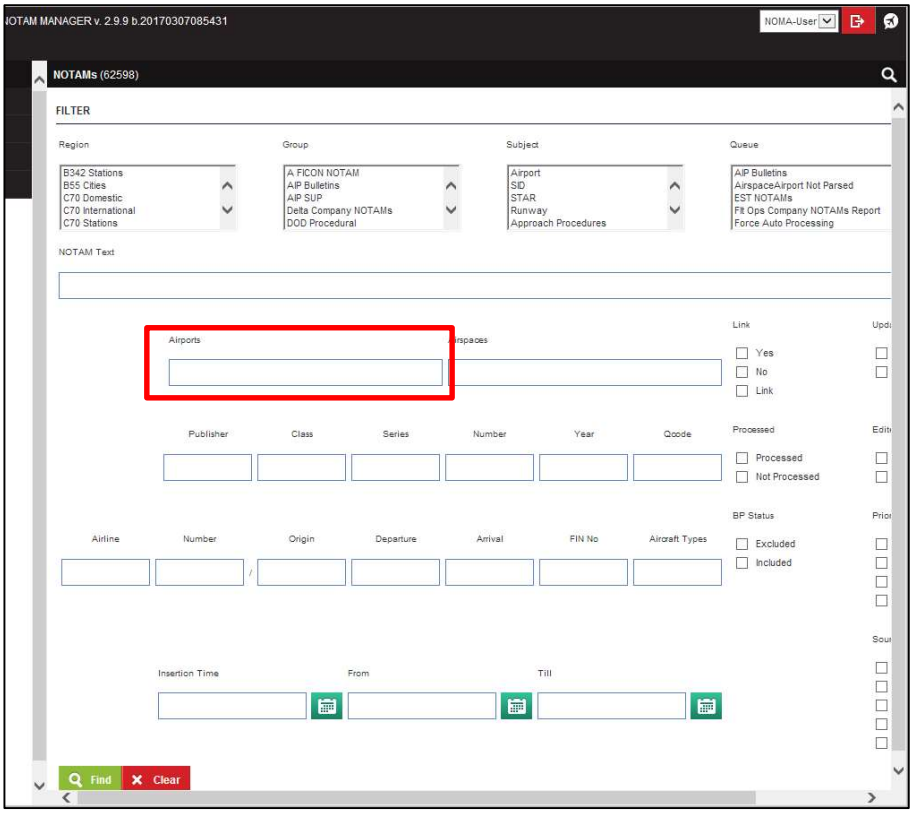
Step 5: Type Station

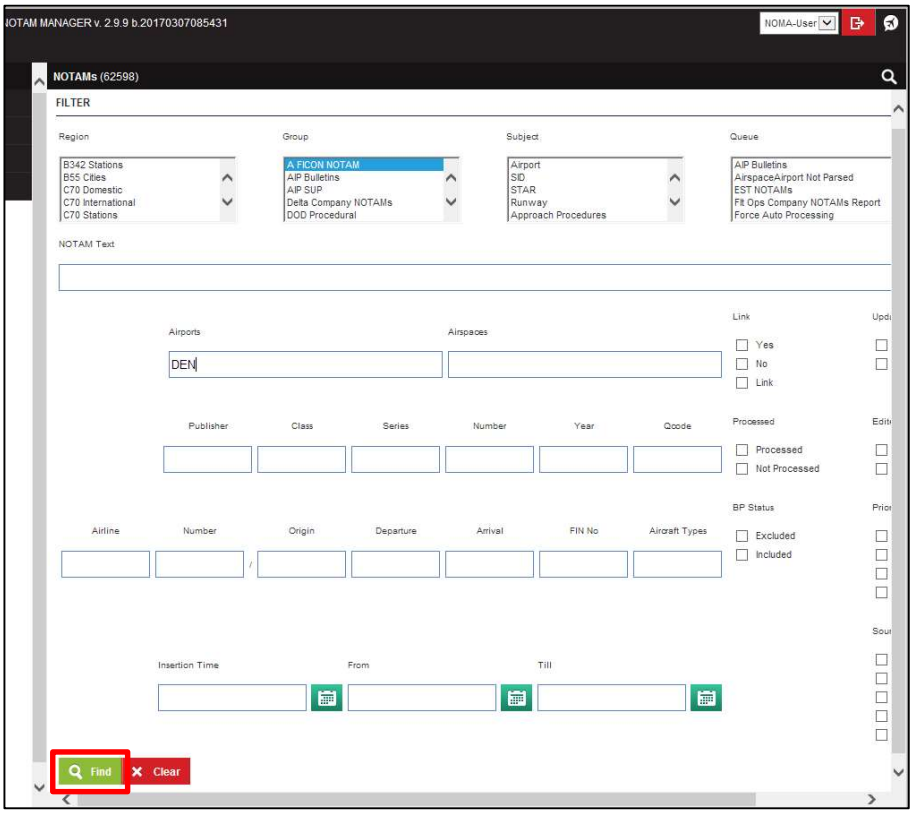
Type your station code into the Airports text box.





Step 6: Find

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



Continued on next page…

Step 7: Results

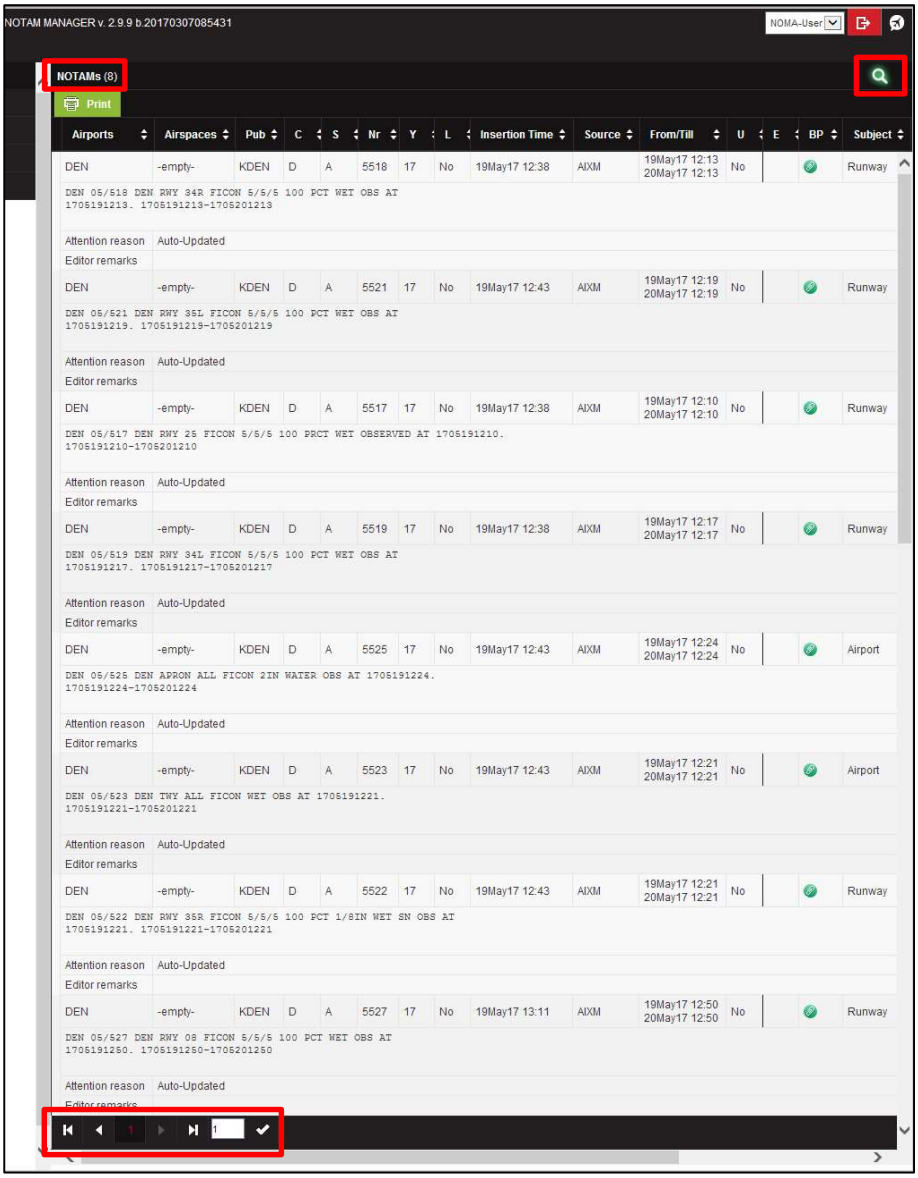
The results will be a filtered list of FICON NOTAMs for the station identified. NOTAMS are displayed on the page, alternating between white and light gray for easy identification.

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.



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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:

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

B. Ramp/Apron NOTAMs

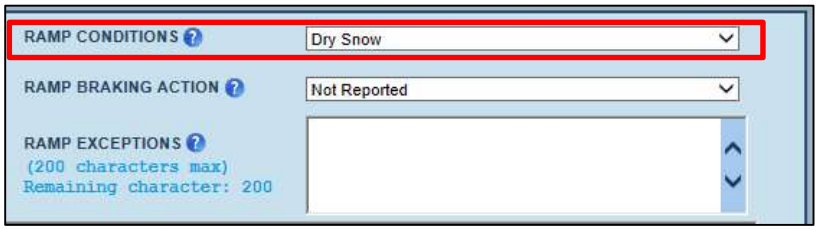
Ramp/Apron NOTAM information is entered in the Ramp Conditions and, if necessary, Ramp Exceptions fields.

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
```



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

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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

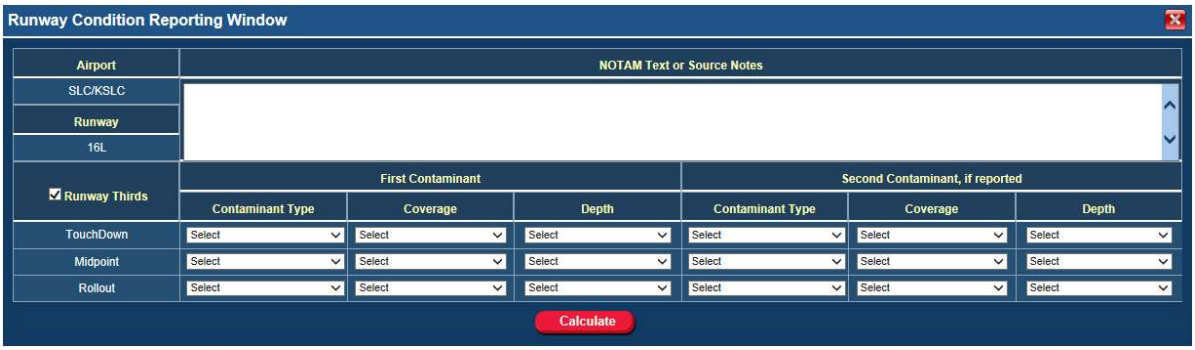
When a runway NOTAM identifies the *full-length* of the runway covered by *only one* contaminant type, having a uniform depth and coverage (if applicable), the Runway Surface Condition, Coverage, Depth and RCC columns on the main page are used to manually identify the conditions. These fields are only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

- Us 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**.

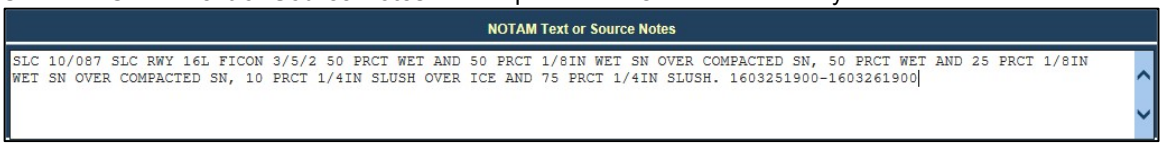


Continued on next page…

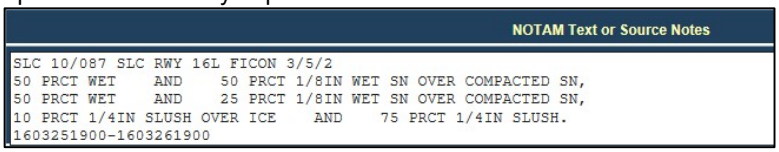
To fill out the Runway Condition Reporting Window with a Non-Uniform Evaluation and/or Two Contaminant Types:

Step 1: Copy and paste NOTAM text

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



Space the text out if you prefer:



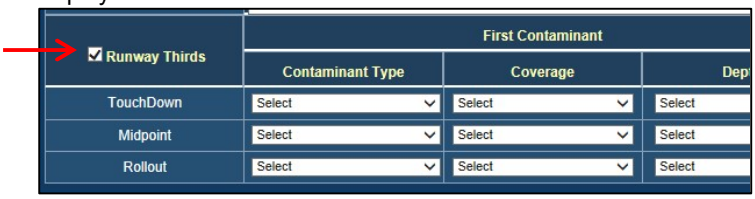
Step 2: Runway Thirds check box application

Full-Length report:

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

Runway Thirds report:

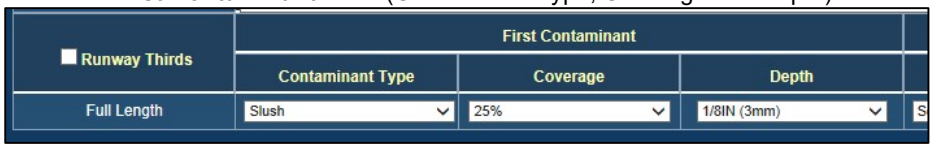
Ensure the **Runway Thirds** check box is checked, and the TouchDown, Midpoint and Rollout lines are displayed in the window.



Step 3: Enter first contaminant information

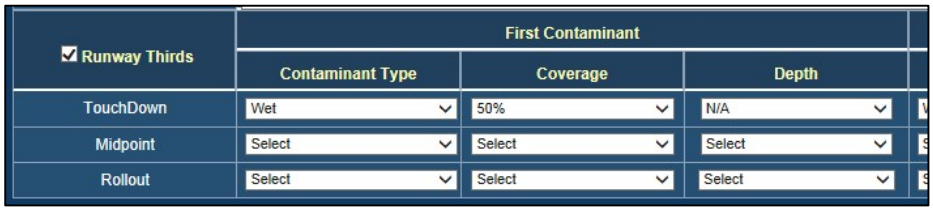
Full-Length report:

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 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.

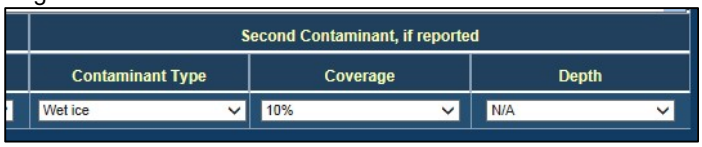


Continued on next page…

Step 4: Enter Second contaminant information (if necessary)

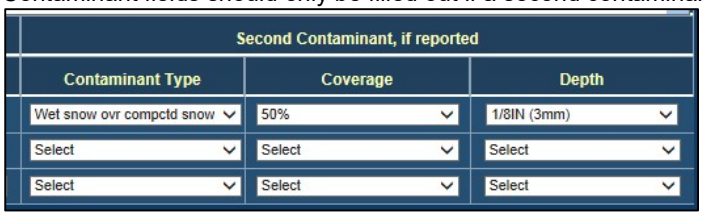
Full-Length report:

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.



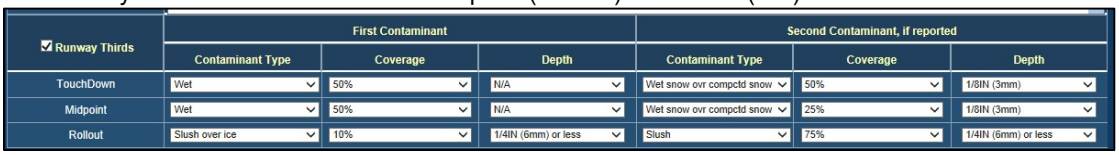
Runway Thirds report:

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.



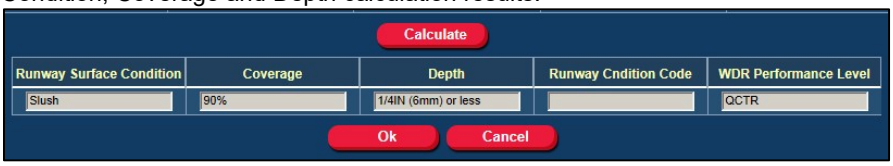
Step 5: Repeat for remaining rows (Runway Thirds only)

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.



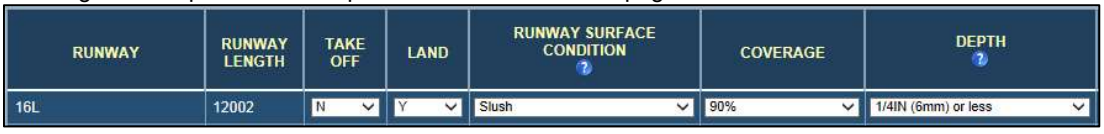
Step 6: Calculate the single values

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



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.



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

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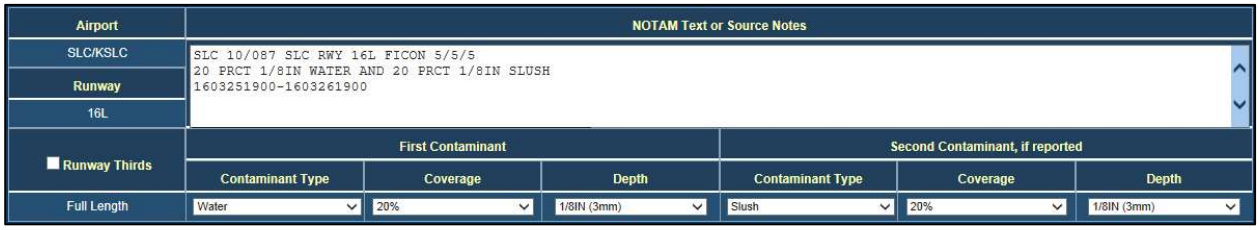
C. Completed Runway Condition Reporting Window Examples

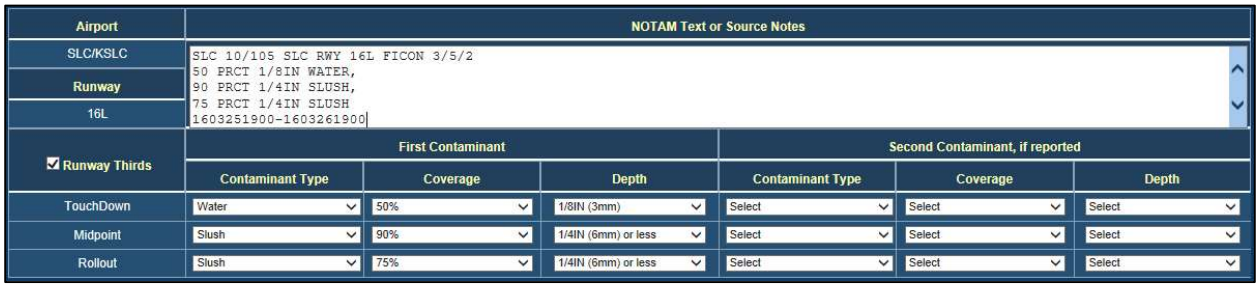
Uniform thirds (Full-length), with two contaminants present:



Airport	NOTAM Text or Source Notes
SLC/KSLC	SLC 10/087 SLC RWY 16L FICON 5/5/5 20 PRCT 1/8IN WATER AND 20 PRCT 1/8IN SLUSH 1603251900-1603261900
Runway 16L	

☐ 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)

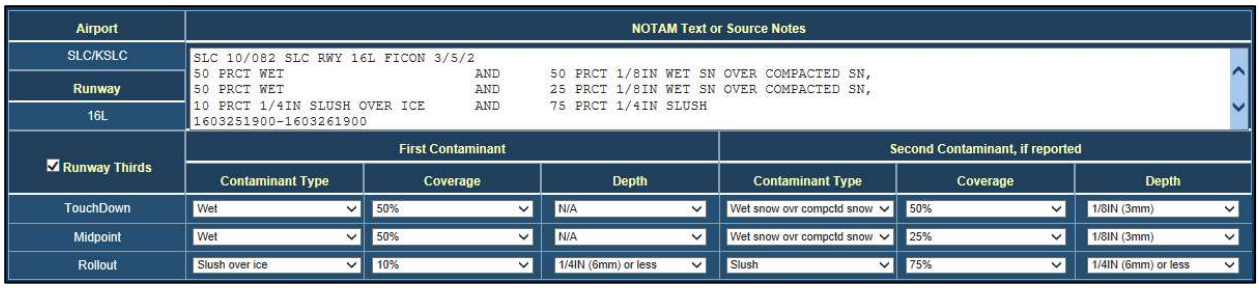
Varying thirds, with one contaminant on each third:



Airport	NOTAM Text or Source Notes
SLC/KSLC	SLC 10/105 SLC RWY 16L FICON 3/5/2 50 PRCT 1/8IN WATER, 90 PRCT 1/4IN SLUSH, 75 PRCT 1/4IN SLUSH 1603251900-1603261900
Runway 16L	

☑ 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 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
Runway 16L	

☑ 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

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XI. Automatic Ingestion of Runway NOTAMs

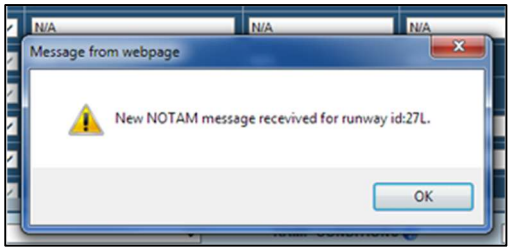
When the page automatically refreshes, it looks to the NOTAM Manager tool for new runway NOTAMs. If a new runway NOTAM is found, the form ingests the information, parses the data and enters it into the corresponding fields of the Runway Condition Reporting Window. The page displays notifications that 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	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	_/_/_	No
12R-L	9300	N	N	Dry	N/A	N/A	N/A	No
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	N/A	N/A	N/A	_/_/_	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.

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
30L-B	9750	N	N
30L-C	7900	N	N
30R	10134	N	N
30R-A	9784	N	N

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

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

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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.

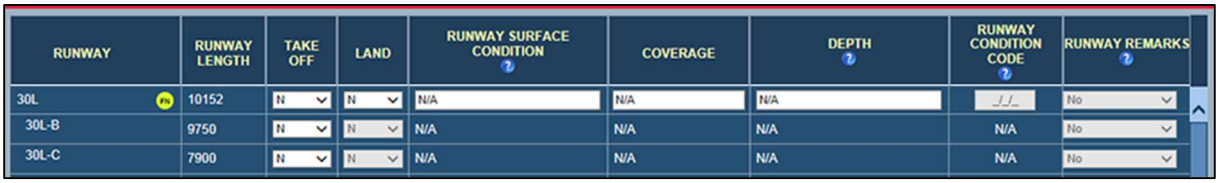
Example:
12R-L is open for take-off; a NOTAM that has not been validated yet is available for the parent length 12R.

RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
12R FN	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 to 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.



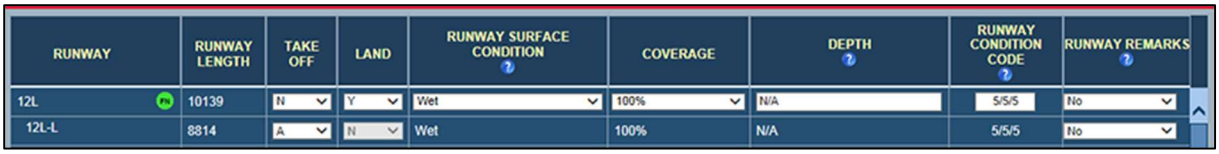
RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
30L FN	10152	N	N	N/A	N/A	N/A	_/_/_	No
30L-B	9750	N	N	N/A	N/A	N/A	N/A	No
30L-C	7900	N	N	N/A	N/A	N/A	N/A	No

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 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

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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.

Step 2: Identify the runway NOTAM to be validated

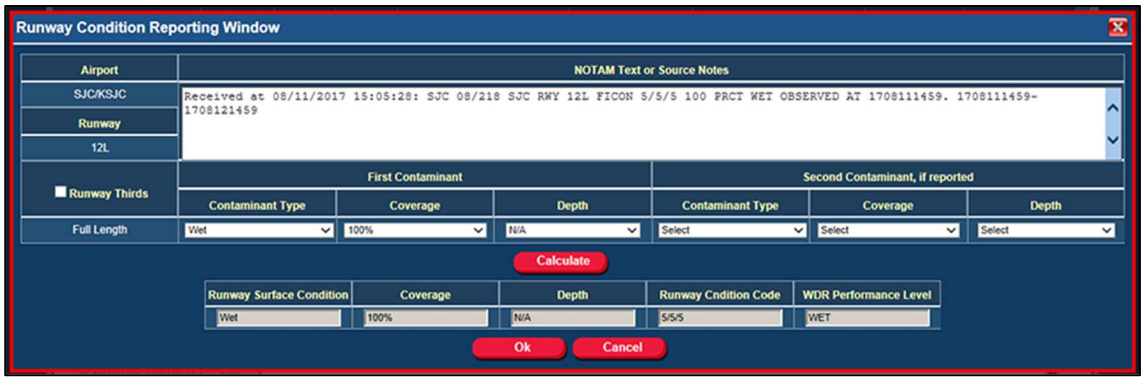
Click the **FN button** (FN) next to the parent runway ID or select the Enter Multiple Contaminants option from the Runway Surface Condition drop-down menu.

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

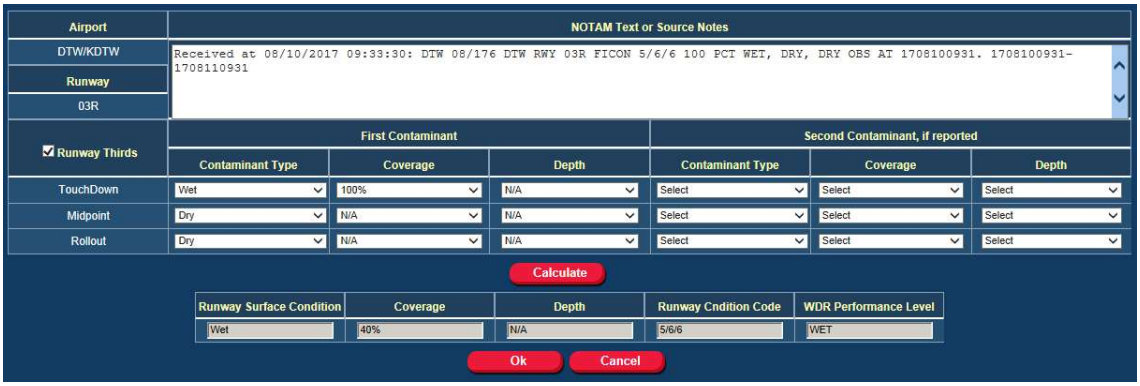
Step 3: Page displays the Runway Condition Reporting Window

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.



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:

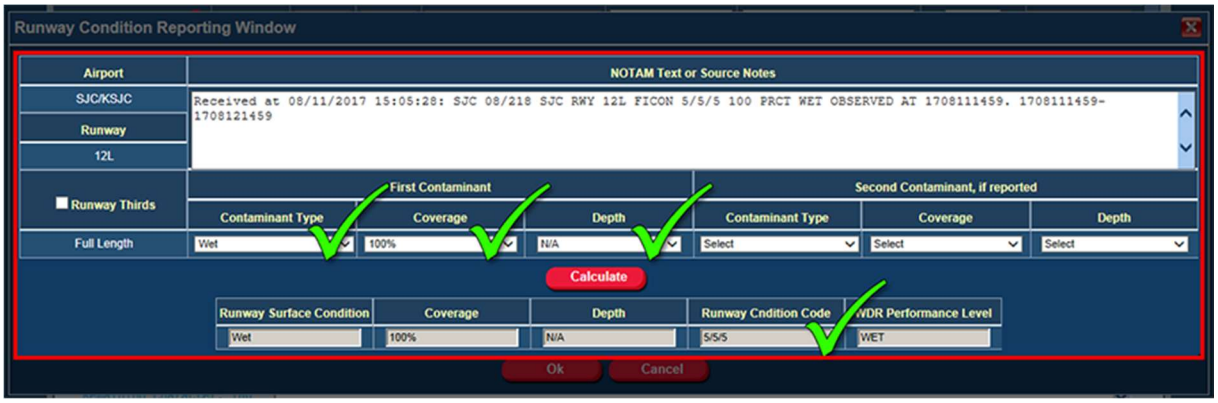


Continued on next page…

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.

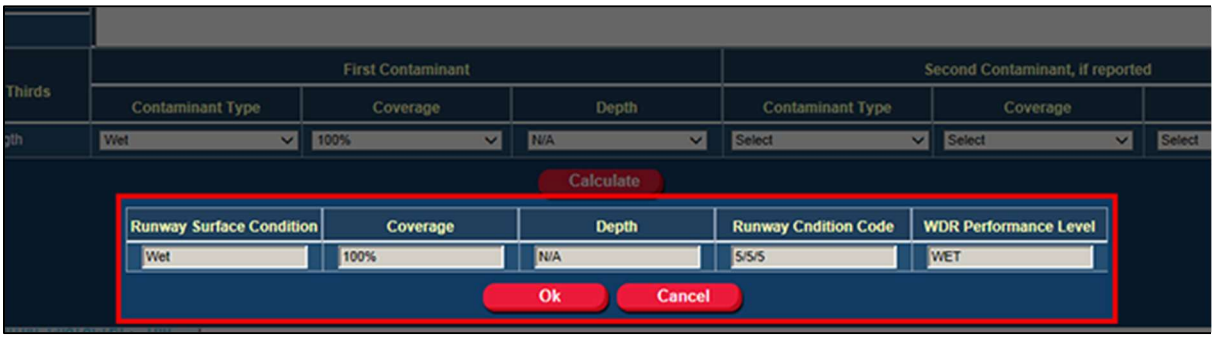
Note: If the RCC value is incorrect it will need to be revised on the main page.



Step 5: Send the values to the main page

Once all information has been validated as correct, click the 

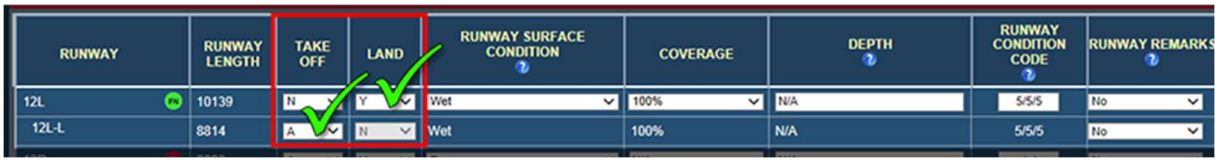
button to transfer the calculated values to the appropriate fields on the main page.



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.

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.



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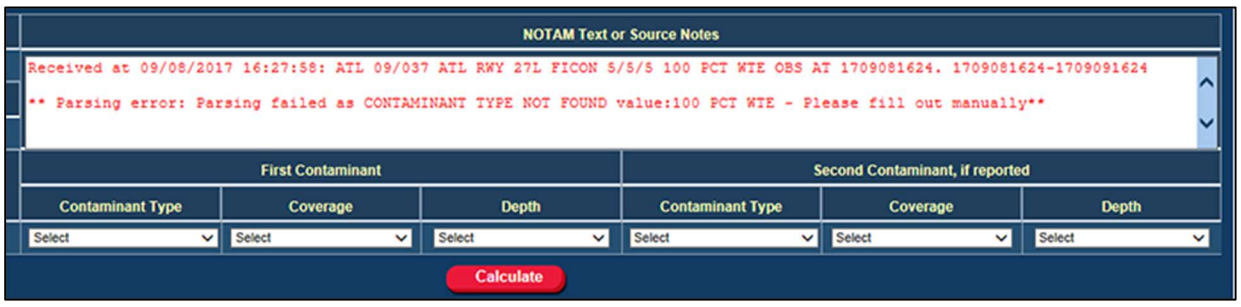
D. Parsing Errors

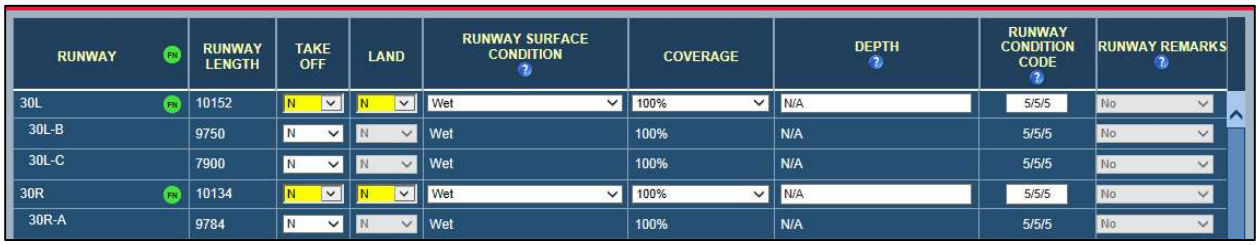
If there is a word or phrase used in the NOTAM text that is not recognized in the parsing process a **Parsing Error** message will display in the Runway Condition Reporting Window. The NOTAM text and error message will be red, with the message identifying the piece of the NOTAM that could not be interpreted.

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



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.

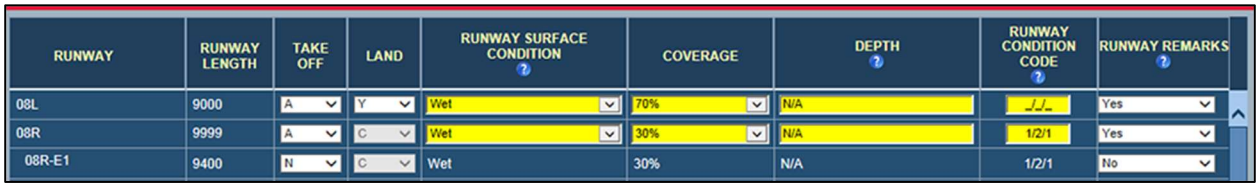


RUNWAY	RUNWAY LENGTH	TAKE OFF	LAND	RUNWAY SURFACE CONDITION	COVERAGE	DEPTH	RUNWAY CONDITION CODE	RUNWAY REMARKS
30L	10152	N	N	Wet	100%	N/A	5/5/5	No
30L-B	9750	N	N	Wet	100%	N/A	5/5/5	No
30L-C	7900	N	N	Wet	100%	N/A	5/5/5	No
30R	10134	N	N	Wet	100%	N/A	5/5/5	No
30R-A	9784	N	N	Wet	100%	N/A	5/5/5	No

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	_/_/_	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.

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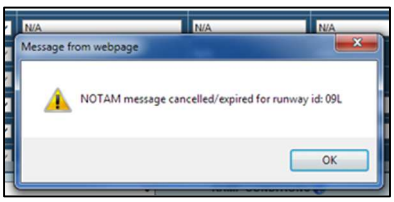
G. Station FICON Notifications (FN Icon in Runway Column Heading)

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.	

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
- Us 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

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