



Norwood ATCT Standard Operating Procedures

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Version A
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Version Log & Changes from Previous Version

Changes from the previous three versions are listed at the top of every SOP. Changes within the document are emphasized with a vertical blackline beside changed text.

Version A – May 25, 2018

Initial Release

All

Using this Document

The information contained in Chapter 1 is knowledge material that all controllers should be familiar with. The other information in this SOP is designed as additional resource material for controllers who wish to apply extra realism within this airspace. It is not required knowledge for practical exams or on-network controlling, as the OTS Exam Evaluation Standards still act as the primary reference document for practical exams.

Controllers are encouraged to review the additional resource material in Chapter 2 onward at their leisure and apply it at their discretion.

Chapter 1: Overview

1.1 Quick Reference Sheets

a. OWD_GND (121.80)

- **Initial Altitude for IFR Aircraft:** 2,000'
- **Departure Procedures:** OWD#, radar vectors to (FIX)
- **Taxi Routes:** Due to the simple taxiway system, there are no pre-established preferred taxi routes.

b. OWD_TWR (126.00)

- **Airspace:** 5nm from KOWD from surface to 2,600' MSL.
 - BOS_APP has control for VFR aircraft passing through the OWD Class D airspace at 2,500' and above. BOS_APP will not coordinate these aircraft with TWR, but will provide radar-identified traffic information to the aircraft. OWD_TWR must provide traffic information to aircraft on frequency as applicable.
 - Norwood ATCT does have a radar, based off the feed from BOS.
- **Calm Wind Configuration:** Land/Depart Runway 35.
- **ATIS:** Voice.
- **Departure Headings:** To be assigned from BOS_APP in IFR release.

1.2 General

- This document outlines the air traffic control procedures and responsibilities for controllers working positions at OWD ATCT.
- The following callsigns and frequencies shall be used when working positions at OWD ATCT:

Identifier	Position	Frequency	VOX Channel
OWD_GND	Ground Control	121.80	OWD_121.800
OWD_TWR	Local Control	126.00	OWD_126.000
KOWD_ATIS	ATIS	119.95	OWD_119.950

- The A90 TRACON sector overlying Norwood is Lynch on 124.1. However, this sector is normally combined with Plymouth on 120.6.

Chapter 2: Clearance Delivery

a. Altitude Assignments:

1. Assign all IFR departures 2,000'. Aircraft shall expect requested altitude ten (10) minutes after departure.
2. VFR departures need not be assigned an altitude to maintain, nor should they be explicitly told to remain clear of the Boston Class B airspace.

b. VFR Aircraft:

1. VFR aircraft requesting flight following may be handled one of two ways:
 - (a) Request a squawk code from the overlying BOS_APP sector or radar controller. The aircraft shall be assigned the squawk code and appropriate radar departure frequency:

Departure frequency 133.00, squawk 5421.

- (b) Advise the aircraft to contact the appropriate overlying radar sector once airborne; this controller will assign a squawk code on initial contact:

Contact Boston Approach on 120.6 when airborne for flight following.

c. Special VFR (SVFR):

1. All SVFR departures shall be instructed to maintain SVFR at or below 2,000:

Cleared out of the Norwood Class Delta surface area, maintain Special VFR at or below 2,000, squawk 5421.

d. IFR Aircraft:

1. Clear IFR aircraft via the appropriate preferred routing.
2. The OWD# SID is the primary SID. This SID shall not be inserted into the flight plan.

Cleared to (destination) via the NORWOOD (#) Departure, radar vectors (first fix), then as filed.

3. Aircraft unable a SID shall be cleared via radar vectors to their initial fix. The OWD# shall not be included in the flight plan.

Cleared to (destination) via radar vectors (first fix), then as filed.

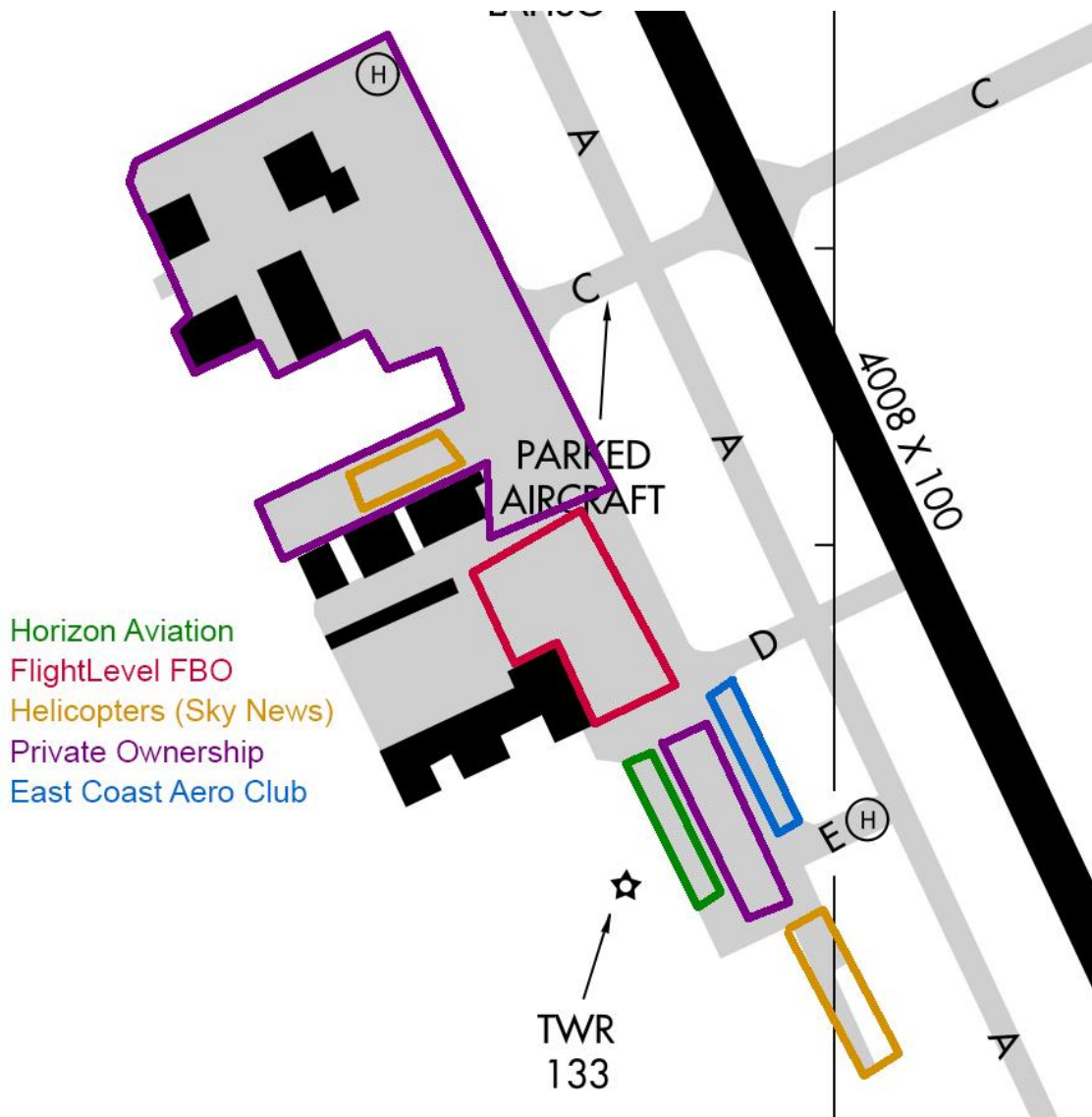
Chapter 3: Ground Control

a. Intersection Departures:

1. Coordinate all intersection departures with Local Control.

b. Parking:

1. There are many different ramp locations located on different parts of the airport. Below is a diagram of FBO and flight school parking spots at Norwood. However, aircraft may be directed to the ramp via any connecting taxiway (E, D, C, B), and can then taxi in the non-movement area to any location.



Chapter 4: Local Control

- a. Local Control is authorized to provide Class D services within the area extending 5nm from KOWD, upwards from the surface to 2,600 feet, and on all active runways. KOWD Tower has access to an A90 radar feed. This radar site is centered at BOS, so it won't pick up OWD aircraft until they're a couple hundred feet above ground level.
- b. BOS_APP may instruct aircraft to pass through the Class D surface area at 2,500' without coordination with OWD_TWR. Be alert to this potential, and if you see an aircraft at 2,500' that is being tracked by A90, pass required traffic information to aircraft you are in communication with.
- c. Runway selection:
 1. Runway 35 is the primary runway in a calm wind configuration. At all other times, use the runway most aligned with the wind.
 2. Runway 10/28 may not be used from sunset to sunrise as it is not lit.
- d. Departures:
 1. Releases:
 - (a) All IFR aircraft require a release from the overlying radar controller before issuance of takeoff clearance.
 - (b) Releases may be accomplished by verbal or textual coordination.
 - (c) Releases are valid for a period of three minutes.
 - (d) If a heading is not provided by the overlying radar controller, the release is valid for runway heading.
- e. Arrival procedures:
 1. All aircraft executing an unintentional missed approach shall be assigned to fly the runway heading and to climb and maintain 2,000 feet.
 2. Coordinate with the appropriate radar sector and handoff the aircraft as soon as possible.
 3. Arrivals may check in over various visual reporting points, including Gillette Stadium, the Walpole Prisons, and the Needham Antennas. Some of these are depicted on the OWD Radar Video Map.

f. Traffic patterns:

1. Aircraft remaining in the pattern should not be assigned a discrete squawk code.
2. Aircraft remaining in the pattern should be assigned the following directions unless traffic conditions dictate otherwise:
 - (a) Runway 10 – Left
 - (b) Runway 17 – Left
 - (c) Runway 28 – Right
 - (d) Runway 35 – Right