

San Juan ATCT

STANDARD OPERATING PROCEDURES (SOP)



Approved for Release: 10.09.2023

FOREWORD

This document provides direction and guidance for day-to-day operations at the Luis Muñoz Marín International Airport (TJSJ). This document prescribes air traffic control procedures and limited phraseology examples.

ZSU Home and Visiting controllers are required to be familiar with the provisions contained in this document as well as FAAO 7110.65. Not all situations that can be encountered on the network are covered on this document and controllers are expected to exercise their best judgement when handling these instances.

The use of this document is explicitly restricted to flight simulation purposes on the VATSIM network. The San Juan CERAP and VATSIM Caribbean Division (VATCAR) do not take any responsibility for the use of this document outside of the simulated environment.

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Air Traffic Manager (ATM)
San Juan CERAP – ZSU

CHAPTER 1. INTRODUCTION
SECTION 1. GENERAL

1-1-1. PURPOSE

To define duties and responsibilities, depict areas of airspace allocated to each position and provide supplemental direction as necessary for each position of operation within the San Juan (SJU) ATCT.

1-1-2. DISTRIBUTION

This SOP is distributed to San Juan CERAP (ZSU) Home and Visiting Controllers.

1-1-3. CANCELLATION

The publication of this SOP cancels the use of preceding published SOPs for SJU ATCT.

1-1-4. BACKGROUND

This document includes the duties and boundaries for each operational position and the required procedures to maintain a safe and efficient operation.

1-1-5. POSITION BRIEFING

All controllers must conduct a position relief briefing when taking over control of a staffed position. The relieving controller and the relieved controller are both responsible for ensuring that applicable topics are covered prior to transfer of control.

- The controller being relieved must keep operational control of his position while the briefing is being conducted.
- Upon completion of the briefing, the relieving controller must make a statement acknowledging assumption of control.
- If deemed operationally necessary, the relieved controller must continue to listen on frequency for at least 2 minutes after completion of the brief.

1-1-6. GENERAL COORDINATION

Coordination among controllers should be done through the voice channels available on the San Juan CERAP Discord Server.

SECTION 2. AIRSPACE

1-2-1. SJU TOWER AIRSPACE

Extends from the surface up to and including 3,000' MSL and from the San Juan VOR (SJU) to the edge of the San Juan Class C Airspace (5 NM), except from 2 NM south of runway 10/28 until the edge of the Class C which is delegated to ZSU, and from the SJU VOR 280 radial at 4 DME through the 330 radial at 5 DME from surface up to but not including 1200' MSL which is delegated to Isla Grande Tower (SIG).

1-2-2. CLASS C AIRSPACE

That airspace extending upward from the surface to and including 4000' MSL within a 5-mile radius of the Luis Muñoz Marín International Airport (SJU); and that airspace extending from 2800' MSL to 4000' MSL within a 10-mile radius of the SJU airport from the 129° bearing from the airport clockwise to the 189° bearing from the airport and that airspace extending upwards from 1700' MSL to 4000' MSL within a 10-mile radius of the airport from the 189° bearing from the airport clockwise to the 229° bearing from the airport and that airspace extending upward from 1200' MSL to 4000' MSL withing a 10-mile radius of the airport from the 229° bearing from the airport clockwise to the 129° bearing from the airport. (See Appendix 1).

1-2-3. MINIMUM VECTORING ALTITUDE (MVA) CHART

Depicts minimum vectoring altitudes within 20 nm from the airport, which may affect SJU traffic. (See Appendix 2).

1-2-4. OPERATIONAL POSITIONS

Luis Muñoz Marín International Airport (TJSJ/SJU)		
Identifier	Position	Frequency
San Juan Tower	SJU_TWR	132.050
San Juan Ground	SJU_GND	121.900
San Juan Delivery	SJU_DEL	126.400

CHAPTER 2. OPERATIONS

SECTION 1. RUNWAY SELECTION

2-1-1. RUNWAY SELECTION

- a. Runway selection will be determined by the local controller, or corresponding radar controller if operating top-down, after taking into consideration the following criteria:
 1. Current and forecasted weather.
 2. Runway availability.
 3. Current and forecasted traffic volume.
- b. Runways 8 and 10 (East Ops) are the calm wind runways.
- c. S1-rated controllers working the Ground Position can post an ATIS broadcast for SJU if the following conditions are met:
 1. An overlying Local or Radar controller authorizes posting the ATIS.
 2. In the event of no overlying controller:
 - i. ATIS broadcast states the use of "Suggested Runways for Departure/Arrival".

2-1-2. USE OF ACTIVE RUNWAYS

- a. Local control has primary responsibility for operations conducted on active runways and must control the use of those runways. Authorization for aircraft to taxi on or along an active runway, for purposes other than crossing, shall be provided via direct communications on the local control frequency.
- b. Ground control must obtain verbal approval from local control before authorizing an aircraft to cross an active runway as described in Section 4-1-4 of this manual.

2-1-3. RUNWAY USE PROGRAM

- a. The following operational and safety criteria need to be considered when executing the runway use program.
 1. There should be no significant wind shear/microburst reports or thunderstorms on the initial departure path or final approach path (within 5 NM) of the selected runways or Pilot Reports (PIREPS) that affect the use of the selected runway.
 2. The reported visibility shall not be less than one statute mile.
 3. SJU designates the runway(s) in use and ZSU selects the approach in use.
- b. East operations (EAST OPS):
 1. Runway 8 is designated as the preferred departure runway for all aircraft.
 2. Runway 10 may be used for departures if operationally advantageous.
 3. Westbound departures requesting runway 10: The ground controller shall coordinate with the local controller.
 4. Runway 10 is designated as the preferred arrival runway for all aircraft.
 5. Runway 8 may be used for arrivals if deemed operationally advantageous.

- c. West Operations (WEST OPS):
 - 1. Runway 28 is designated as the preferred departure runway.
 - 2. Runway 26 is designated as the preferred arrival runway.
- d. Runway change
 - 1. All runway changes must be coordinated with ZSU and the following information needs to be provided:
 - i. SJU to ZSU: Last departure on the current configuration.
 - ii. ZSU to SJU: Last arrival on current configuration and new approaches to be used.

SECTION 2. LINE UP AND WAIT (LUAW) OPERATIONS

2-2-1. LUAW PROCEDURES

Conduct LUAW procedures in accordance with FAAO 7110.65 and the following:

- a. LUAW procedures are only authorized at SJU between 7:00 am and 11:00 pm local time and when weather is VFR.
- b. LUAW from any intersection is not authorized between sunset and sunrise.
- c. Only one aircraft at a time can be authorized to LUAW on the same runway.
- d. Local Control responsibilities during LUAW operations:
 1. Do not issue a clearance to aircraft requesting full stop, touch and go, stop and go, option or unrestricted low approach on the same runway with an aircraft that has been instructed to LUAW until the aircraft in position has started its takeoff roll.
 2. Do not clear an aircraft to LUAW if another aircraft has been cleared for full stop, touch and go, stop and go, option or unrestricted low approach to the same runway.

SECTION 3. GATE HOLD AND DELAY REPORTING

2-3-1. GATE HOLD PROCEDURES

Gate hold procedures are designed to improve the flow of traffic on the ground when departure delays reach 15 minutes after engine start and taxi time (i.e. “an aircraft has not departed within 15 minutes from push/start due to ATC flow issues / weather”).

The most common application of gate hold procedures at SJU occurs when high-traffic events are occurring at Princess Juliana International Airport (TNCM). Whenever gate hold procedures are needed to regulate traffic flow into TNCM, plan for 10-15 min push/start clearances in between IFR departures to TNCM.

- a. Position of operation: San Juan Ground
- b. Frequency: 121.900 MHz
- c. Procedures:
 1. Ground Controller:
 - i. Shall exhaust all measures prior to initiating gate hold procedures to avoid delays.
 - ii. May implement gate hold procedures whenever departure delays exceed or are expected to exceed 15 minutes after engine start and taxi time.
 - iii. Must contact any overlying ZSU controller (APP/DEP or CTR) that is online to inform them of the start of Gate Hold Procedures.
 - iv. May assign an absorbing area for aircraft that decide to absorb the delay on an area other than the gate and/or for aircraft that have landed and are waiting for gates. This area may be a taxiway or a ramp. The pilot has the final authority to decide whether to absorb the delay on the gate or at a designated area.
 - v. Use the DELAY/GATE HOLD Worksheet (See Appendix 5) to record and assign pushback/engine start time sequence.
 - vi. Unless required for the purposes of flow control, assign pushback/start time sequence according to initial contact time.
 - vii. Re-sequence any aircraft not ready for pushback/engine start at assigned time.
 2. D-ATIS:
 - i. When GATE HOLD in effect, ATIS remarks must include: “GATE HOLD PROCEDURES IN EFFECT, CONTACT GROUND FOR ENGINE START TIME”.

SECTION 4. COORDINATION

2-4-1. GENERAL COORDINATION

- a. Verbal coordination with another facility or operating position shall be carried out on the Discord voice channels unless it is advantageous to use controller client text coordination.
- b. Any changes to flight information that are not indicated on the aircraft flight strip (i.e. non-standard departure headings, route alterations, etc.) must be coordinated to ensure that affected positions have the current information.

2-4-2. GENERAL COORDINATION BETWEEN LOCAL AND GROUND CONTROL

- a. Initiate coordination calls only when the aircraft is in a position to execute the action (i.e. Holding short ready to cross a runway).
- b. Scan and determine if the operation is feasible.
- c. If the operation is not feasible, delay the coordination request until the operation is feasible.
- d. Request approval for the intended operation by giving the location and identity of the aircraft.
 - Example: "Local, Ground, requesting ABX250 Heavy to cross runway 10 at Juliet 7"
- e. For approval, restate the request in complete or abbreviated terms followed, by the word "APPROVED", or state any restriction followed by the word "APPROVED".
 - Example:
Ground: "Local, Ground"
Local: "Local"
Ground: "Local, Ground, requesting ABX250 Heavy to cross runway 10 at Juliet 7"
Local: "Approved" or "Cross runway 10 at Juliet 7. Traffic holds in position" or "Cross runway 10 at Juliet 7 behind the departing Boeing 737"
Ground: "AB (controller initials)"
- f. If coordination request is not possible at the present moment, state "HOLD SHORT" and state the reason. The ground should reply with "HOLD SHORT" to verify that aircraft will continue to hold short the runway.
 - Example:
Ground: "Local, Ground."
Local: "Local."
Ground: "Local, Ground, requesting ABX250 Heavy to cross runway 10 at Juliet 7"
Local: "Hold short. Traffic short final runway 10."
Ground: "Hold short, AB (controller initials)"
- g. For runway crossings, the Ground controller requesting the cross must notify the Local controller as soon as the runway crossing is complete. An aircraft is considered "clear of the runway" as soon as the aircraft tail is beyond the runway edge markings.
 - Example:
Ground: "Runway 10 crossing complete."

Local: “*CD (controller initials).*”

- h. Aircraft assigned Runway 10 for departure by Ground Control may be taxied to runway 8 by Local Control without coordination by the use of Taxiways H, A, and S with reference to Ground Control traffic operating on taxiways B and C.

CHAPTER 3. CLEARANCE DELIVERY

3-1-1. GENERAL

- a. Clearance Delivery is responsible for issuing of departure clearances through voice communication or via PDC to participating users.
 - SJU delivers PDCs via the Tower DataLink Service (TDLS). You can access this software via the: tdls.virtualnas.net website. Connect to the Live network and access the SJU facility profile when running an active session on CRC.
 - i. PDCs are only available for jet aircraft filed to depart SJU via SID.
 - Issue voice clearances for all non-PDC aircraft by referring to their flight strip.
 - i. Flight strips are accessed via the: strips.virtualnas.net website. Connect to the Live network and access the SJU facility profile when running an active session on CRC.
 - ii. Verify the printer on the top right corner of the strips.virtualnas.net website to access recently filed IFR/VFR flight plans. You can add them to the flight strip bay. *NOTE: a new, updated, flight strip will be printed when an amendment is made to the original flight plan. Ensure you have the most up to date flight strip.
 - iii. For VFR flights without a filed flight plan:
 1. Create a VFR flight plan using the following command:
<F6> <Aircraft Callsign>.
 2. The flight plan dialog/editor will show up and you can input the following information:
 - a. Aircraft type and equipment code
 - b. Remarks (e.g. VFR flight following, traffic pattern, eastbound departure, etc.)
 - c. Assigned squawk code. You can assign a squawk code using the following command: <F9> <Callsign> or by pressing the refresh button on the Beacon segment of the flight plan editor.
 3. Print the newly created flight plan on the vStrips page.
- b. Frequency:
 1. VHF: 126.400 MHz

3-1-2. POSITION DUTIES AND RESPONSIBILITIES

- a. Review flight progress strips for complete and correct information. Make any necessary amendments and coordination with appropriate position or facility.
- b. During runway 26/28 operations (WEST OPS), coordinate with ZSU controllers (APP/DEP or CTR) for re-routes to aircraft filed via RTE2. Aircraft filed via RTE2 must be re-routed via RTE6 by ZSU. ZSU may authorize SJU to make route changes to a specific flight plan.
- c. Issue clearance to aircraft departing SJU in accordance with FAO 7110.65 and ZSU/SJU ATCT LOA. (See Appendix 6).

- d. Issue clearance to participating aircraft departing SJU via the appropriate stereo route as follows:
 - Shopper's Dash (to TIST): Radar vectors to join RTE2. Thence RTE2 STT, maintain 5000 ft. Expect requested altitude (if higher) ten minutes after departure.
 - Beef Reef (to TUPJ): Radar vectors to join RTE2. Thence SJU RTE2 MALIE JANER BFI, maintain 5000 ft. Expect requested altitude (if higher) ten minutes after departure.
 - Cruzan Cruise (to TISX): Radar vectors to join RTE2. Thence RTE2 STX, maintain 5000 ft. Expect requested altitude (if higher) ten minutes after departure.
 - Go West (to TJMZ): Radar vectors to join DDP. Thence DDP G633 MAZ, maintain 5000 ft. Expect requested altitude (if higher) ten minutes after departure.
- e. Issue participating VFR aircraft the appropriate Standard East or Standard West departure. If the pilot is unfamiliar with the procedure, issue complete instructions.
 - "N12345, cleared out of San Juan via Standard East/West departure, maintain VFR at or below 5000', departure frequency: (applicable freq.), squawk #####"
- f. Issue full route clearance (FRC) to:
 - Aircraft departing SJU airport that are filed on Trans-Atlantic flight plans (East of 060 degrees of West Longitude).
 - Aircraft with route changes.
 - Aircraft with duplicate flight plans.
- g. Instruct all IFR aircraft departing via Standard Instrument Departure (SID) to "Climb via SID, expect FL### 10 minutes after departure".
- h. To IFR aircraft not on a SID instruct to maintain 5,000 feet or requested altitude if lower and to expect further clearance to FL280 or requested altitude if lower, ten minutes after departure.
- i. Advise VFR and IFR traffic to contact ground once clearance has been read back.
 - a. Forward/Push flight strip to the Ground or Local (if working top/down) Controller once clearance has been read back.

3-1-3. HELICOPTER OPERATIONS

- a. Helicopters requesting radar services:
 - Create a VFR flight strip.
 - Issue Standard East/West departure.
- b. Helicopters requesting departure from a non-movement area:
 - Advise pilot to contact "Tower" on 132.050.
- c. Helicopters requesting to depart from a movement area:
 - Advise pilot to contact "Ground" on 121.900.

3-1-4. DEPARTURE TO ISLA GRANDE (SIG)

- a. Create a VFR flight strip.
- b. Beacon code shall be 1200 (VFR).
- c. Advise pilot to expect departure instructions from the "Tower".

CHAPTER 4. GROUND CONTROL

4-1-1. GENERAL

- a. The ground controller is responsible for the movement of aircraft on taxiways and ramp areas designated as movement areas excluding active runways. (See Appendix 7).
- b. Frequencies:
 1. VHF: 121.900 MHz

4-1-2. POSITION DUTIES AND RESPONSIBILITIES

- a. The first duty priority is to separate aircraft as required in FAA Order 7110.65.
- b. Formulate and issue instructions, and information in accordance with FAA Order 7110.65.
- c. Demonstrate a high degree of judgment, planning, and continuous surveillance.
- d. Ensure that all runway exits are available for aircraft exiting active runways. Advise the Local Controller whenever a runway exit becomes blocked/unavailable/closed.
- e. Ground Control is responsible for forwarding departure information on all IFR and all VFR aircraft requesting radar services to ZSU.
- f. Assume the role of Clearance Delivery when no underlying controller online.
- g. Forward/Push flight strip to the Local or Approach (if working top/down) Controller when issuing a frequency change to the pilot.
 - *Do not push flight strips to Center controllers.

4-1-3. AREA OF JURISDICTION

- a. Ground Control is responsible for all areas of the airport designated as movement areas excluding active runways. (See Appendix 8).
- b. Ground Control is responsible for the initial departure sequence. Local Control has the option to adjust the sequence if deemed operationally advantageous.

4-1-4. TAXI AND GROUND MOVEMENT PROCEDURES.

- a. On initial contact, obtain the aircraft identification, location, and intentions.
- b. Provide current departure information as per FAA Order 7110.65.
- c. When issuing taxi instructions that will require an aircraft to hold short of a specified point:
 1. Issue only the taxi instructions necessary for the aircraft to reach the hold short location. For example:
 - “ABX445, runway 8, taxi via J11, hold short of runway 10”*
 - “BEZ320, runway 8, taxi via J, J7, hold short of runway 10”*
 2. Issue the remaining route/instructions during crossing instructions. For example:
 - “ABX445, cross runway 10, taxi via H, A, S”*
- d. Protect runway 8/10 ILS Critical Areas whenever weather conditions are less than 800 ft ceiling or less than 2 SM visibility and the arriving aircraft is inside the Final Approach Fix (FAF) unless aircraft has reported the runway in sight or circling to land on another runway. For example:

“BEZ320, runway 10, taxi via J, hold short of runway 10 ILS critical area”

4-1-5. AIRCRAFT PUSHBACK PROCEDURES

The ground controller shall manage push operations as follows:

- a. Aircraft requesting pushback into **Movement Areas**, state “pushback approved”.
“AAL1180, San Juan Ground, pushback approved onto taxiway H”
“DAL349, San Juan Ground, pushback approved onto taxiway N, tail south”
Provide other information as necessary
- b. Movement of aircraft or vehicles on **Non Movement Areas** is the responsibility of the pilot, state “pilot discretion”
“AAL1180, San Juan Ground, pushback at pilot discretion”
“UPS2140, San Juan Ground, apron 7, pushback at pilot discretion”
“SWA4132, San Juan Ground, pushback at pilot discretion tail into the alley”

4-1-6. POTENTIAL PROBLEM AREAS

The following is a list of potential problem areas where extreme caution should be maintained.

- a. Aircraft exiting runway 8 at intersection S5 could conflict with aircraft taxiing northbound on taxiway N.
- b. Aircraft to/from Apron 9.
- c. Aircraft instructed to taxi on N to join taxiway N1; who may get confused and join taxiway S instead. Thus, causing conflicts with aircraft on taxiway S or traffic vacating runway 8 at S5.
- d. When relocating aircraft into/out of Apron 9 ensure the traffic will not conflict with aircraft exiting runway 10 after landing.
- e. Ensure taxiway S is clear of traffic prior to issuing pushback instructions to aircraft occupying gates D7-D9 when it appears that aircraft may be required to pushback onto taxiway S.
- f. Taxiway J between J1 and J3 is restricted to aircraft with wingspans less than 118ft (i.e. at most A320 family / B737 family aircraft).

4-1-7. HELICOPTER OPERATIONS

- a. Helicopters requesting “present position” (i.e. non-movement area) departure shall be instructed to contact “Tower” for departure.
- b. Helicopters requesting departure from a taxiway (i.e movement area)
 1. Issue applicable taxi instructions
 2. Relinquish control of the area to be used for departure to Local Control via coordination procedures.
 3. Advise helicopter to contact “Tower”.
 4. After departure of the aircraft, ensure control of the area is returned to Ground Control by controller coordination.

CHAPTER 5. LOCAL CONTROL (LC)

5-1-1. GENERAL

- a. LC is responsible for the arrival and departure of aircraft on assigned runways and aircraft operating within assigned airspace.

5-1-2. POSITION DUTIES AND RESPONSIBILITIES

The following is a general description of the primary duties and responsibilities associated with the local control position.

- a. The first duty priority is to separate aircraft as required in FAA Order 7110.65, Air Traffic Control.
- b. Issue traffic advisories in a timely manner and provide suggested vectors when necessary.
- c. LC shall issue any departure restrictions (i.e. heading or altitude) coordinated by ZSU to departing aircraft (e.g. for flow or weather)
- d. LC may reassign departure runway previously assigned by GC.
- e. LC may change the sequence of departing aircraft. In doing so, LC assumes responsibility of separation of said aircraft on the taxiways/ramps.
- f. Forward/Push flight strip to the Approach Controller prior to issuing a takeoff clearance.
 - *Do not push flight strips to Center controllers.

5-1-3. POTENTIAL PROBLEM AREAS

The following potential problem areas are intended as examples of information necessary for the safe and efficient operation of air traffic services and should be considered by the controller at all times.

- a. VFR aircraft on the Sunny transition off Isla Grande Airport (SIG) and departure off runway 10.
- b. "Go Arounds" from runway 10 and Overhead Class C VFR Transitions.
- c. West-bound departures off runway 10 and departures off runway 8.
- d. Low-offshore operations, east or west with departure traffic.
- e. Aircraft crossing runway 10 to/from Apron 9.
- f. Ensure "hold short" instruction are read back in accordance with FAAO 7110.65.
- g. During west operations, traffic on the Eccho and Kemmo transitions.
- h. "Go arounds" from runway 26 with departing traffic from runway 28 under west operations.
- i. Aircraft back-taxiing on runway 26 and aircraft on approach to runway 26.
- j. Aircraft exiting runway 26 and runway 28 conflicting with aircraft taxiing to/from connecting bridges.

5-1-4. CLASS C TRANSITIONS

- a. For Class C transitions, respond to the transition request by:
 1. Issuing altimeter setting.

2. Based on traffic: approve the request, approve the request with restrictions, or disapprove the request and state the reason(s).
3. For Special VFR aircraft requesting transition through the Class C airspace:
 - i. Ensure the pilot has the current weather. This may be accomplished by the pilot having stated or verifying the current ATIS code.
 - ii. Upon receipt of a special VFR request, take the following actions:
 - 1) After coordination with the appropriate ZSU sector(s), issue a special VFR clearance with the prescribed separation standards and phraseology. Refer to FAAO 7110.65 7-5-1 for more information.
 - 2) If traffic precludes the issuance of a clearance, instruct the pilot to remain clear of the San Juan Class C airspace and inform the aircraft of the anticipated delay.
 - 3) If not authorized to issue the special VFR clearance, instruct the aircraft to remain clear of San Juan Class C airspace and contact the appropriate ZSU sector.

5-1-5. HELICOPTER OPERATIONS

- a. For helicopters departing from a "Movement Area", ensure that you have control of the area to be used for departure prior to issuing instructions.
- b. Issue departure instructions as necessary:
 1. Issue current winds and altimeter to pilot.
 2. If needed, return control of the movement area to Ground Control via coordination procedures.
 3. If needed, point out aircraft to ZSU (via controller coordination, verbal or text)

5-1-6. WEST OPERATIONS

In accordance with FAAO 7110.65 3-9-9 e. Cut-off Points.

- a. Do not issue a departure clearance for aircraft on runway 28 when aircraft inbound to runway 26 is inside a 2 mile final until the aircraft is on landing roll and past intersection S7 or is exiting S7 or S9 intersections.
- b. Do not issue departure clearance for aircraft on runway 26 when aircraft arriving runway 28 is inside of a 2 mile final until that aircraft is past the H5 intersection or is exiting at J6, J5, or H5.
- c. Runway 26 is the preferred arrival runway and runway 28 is the preferred departure runway. The runway must not be used for simultaneous IFR arrivals.
- d. Inform ZSU controllers of a minimum 4nm inbound flow for arrivals into runway 26.

5-1-7. GO AROUNDS

- a. East Ops:
 - i. Instruct go-around aircraft to fly runway heading and climb to 3000 ft.
 - ii. Stop departures until receiving approval from ZSU to resume departures.
 - iii. Advise ZSU of a go-around with the following information: *Callsign* and *Runway*.

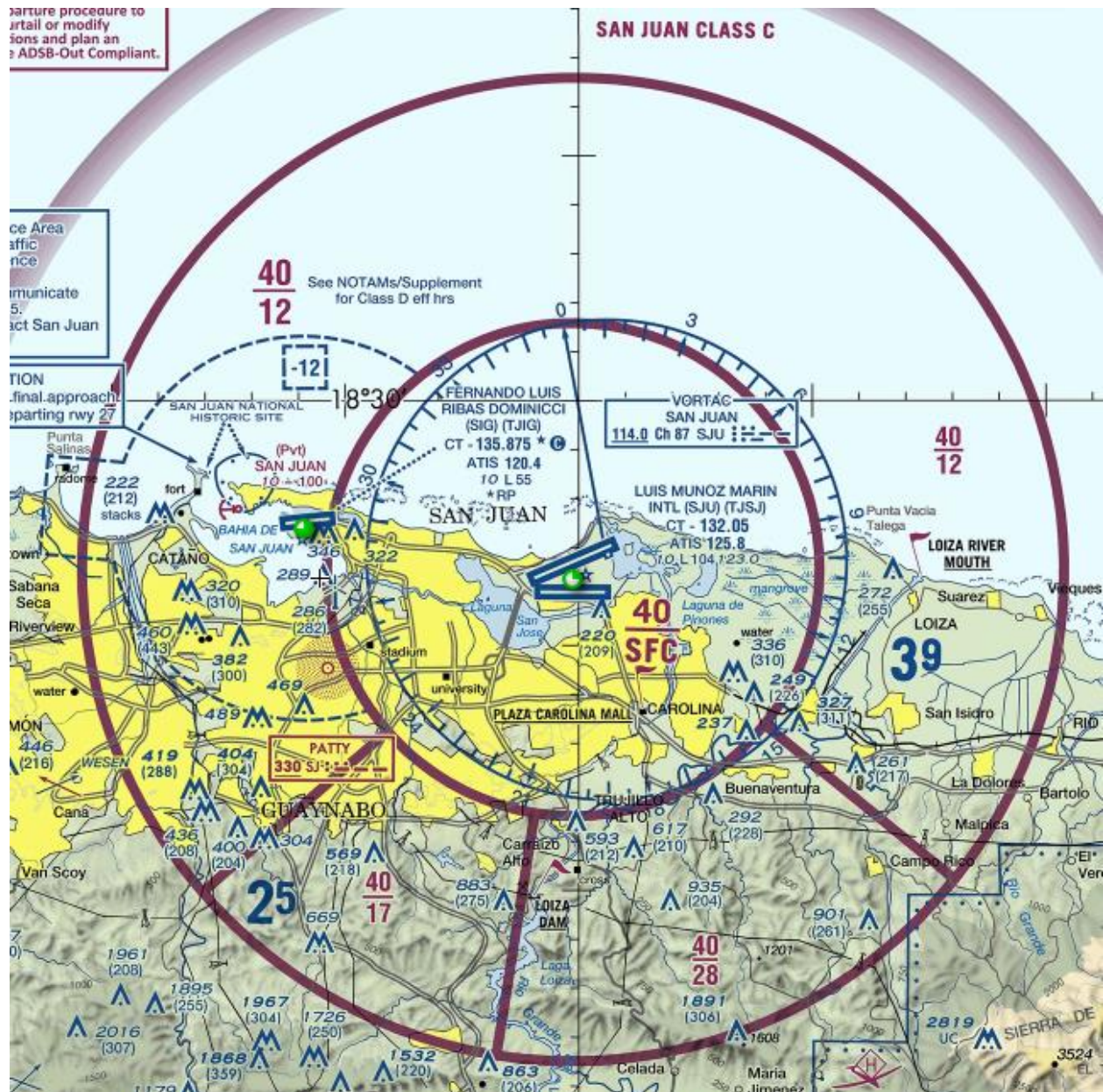
- iv. Handoff go around aircraft to ZSU.
- v. Resume departures upon approval from ZSU.

b. West Ops:

- i. Instruct go-around aircraft to fly runway heading and climb to 3000 ft.
- ii. Stop departures until receiving approval from ZSU to resume departures.
- iii. Advise ZSU of a go-around with the following information: *Callsign* and *Runway*.
- iv. Handoff go around aircraft to ZSU.
- v. Resume departures upon approval from ZSU.

Runway Change Checklist
1. Winds greater than 10 kts favoring a new runway configuration <ul style="list-style-type: none"> a. Obtain PIREPS from landing aircraft b. Check weather forecasts for expected winds (TAFs)
2. Coordinate with ZSU in a timely manner <ul style="list-style-type: none"> a. Last aircraft to depart in current configuration b. Last aircraft to arrive in current configuration c. First aircraft to arrive in new configuration d. First aircraft to depart in new configuration
3. Verify departing aircraft routings are in accordance with LOAs
4. If online, notify SIG ATCT of change
5. Eccho transition shall be used in lieu of Sunny transition

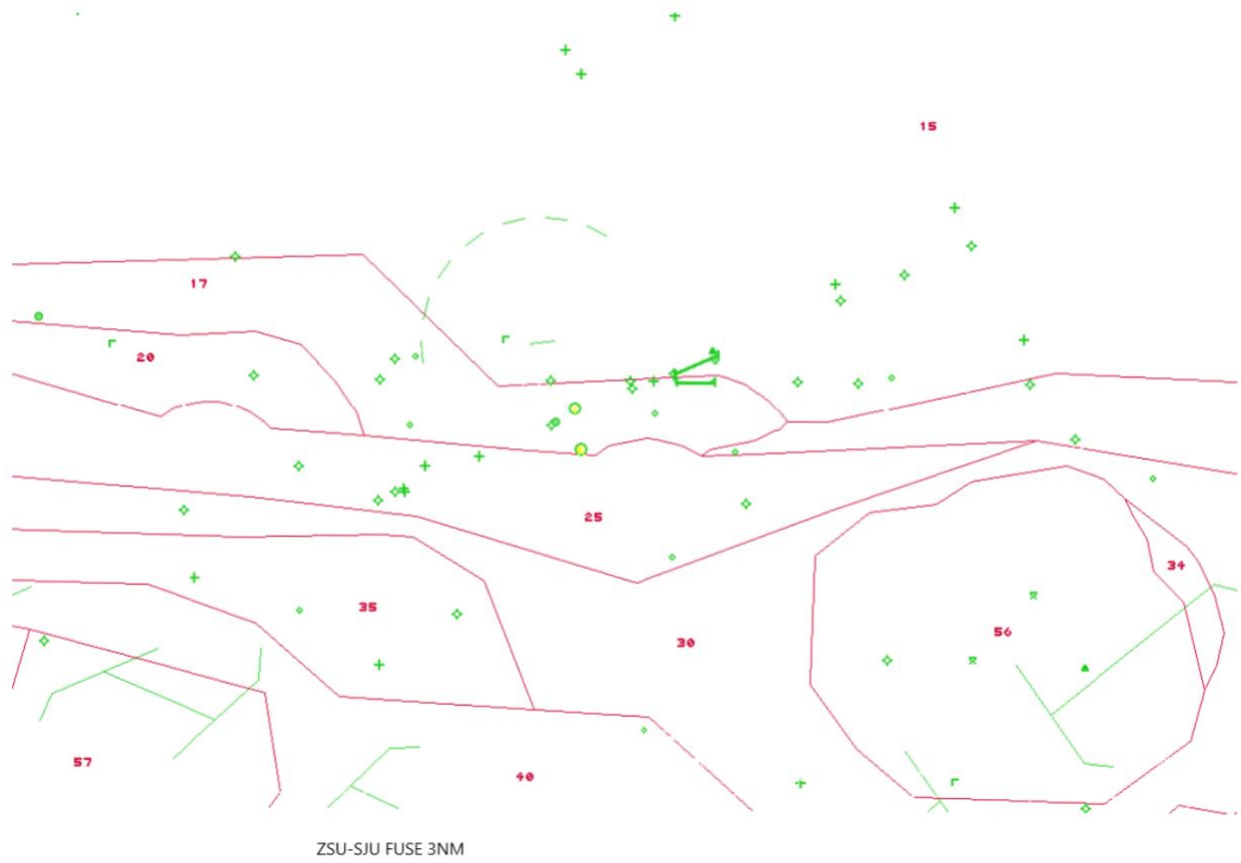
APPENDIX 1: SJU CLASS C VFR MAP



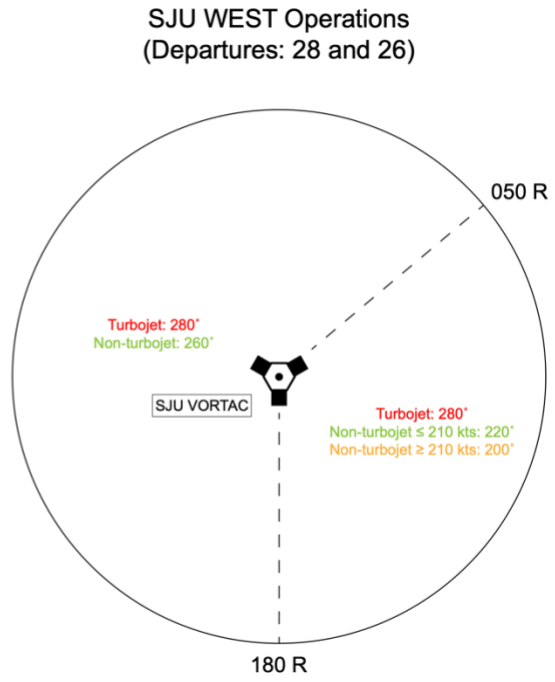
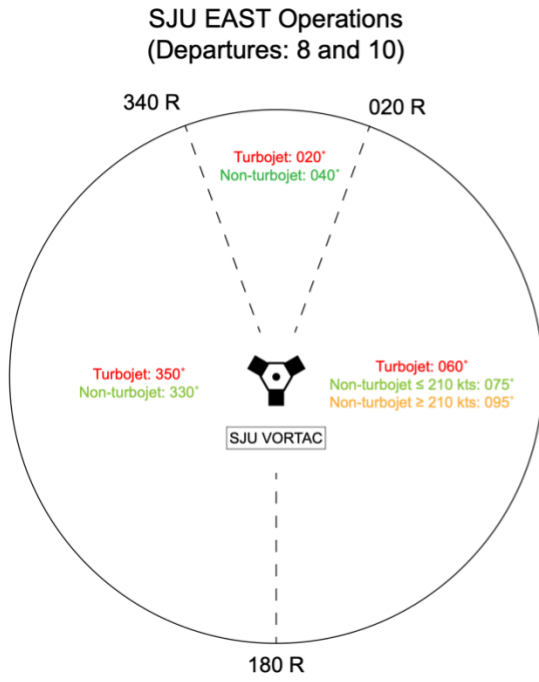
Source: FAA – Puerto Rico – Virgin Islands VFR Terminal Area Chart

*THIS DOCUMENT IS NOT INTENDED FOR REAL WORLD PURPOSES

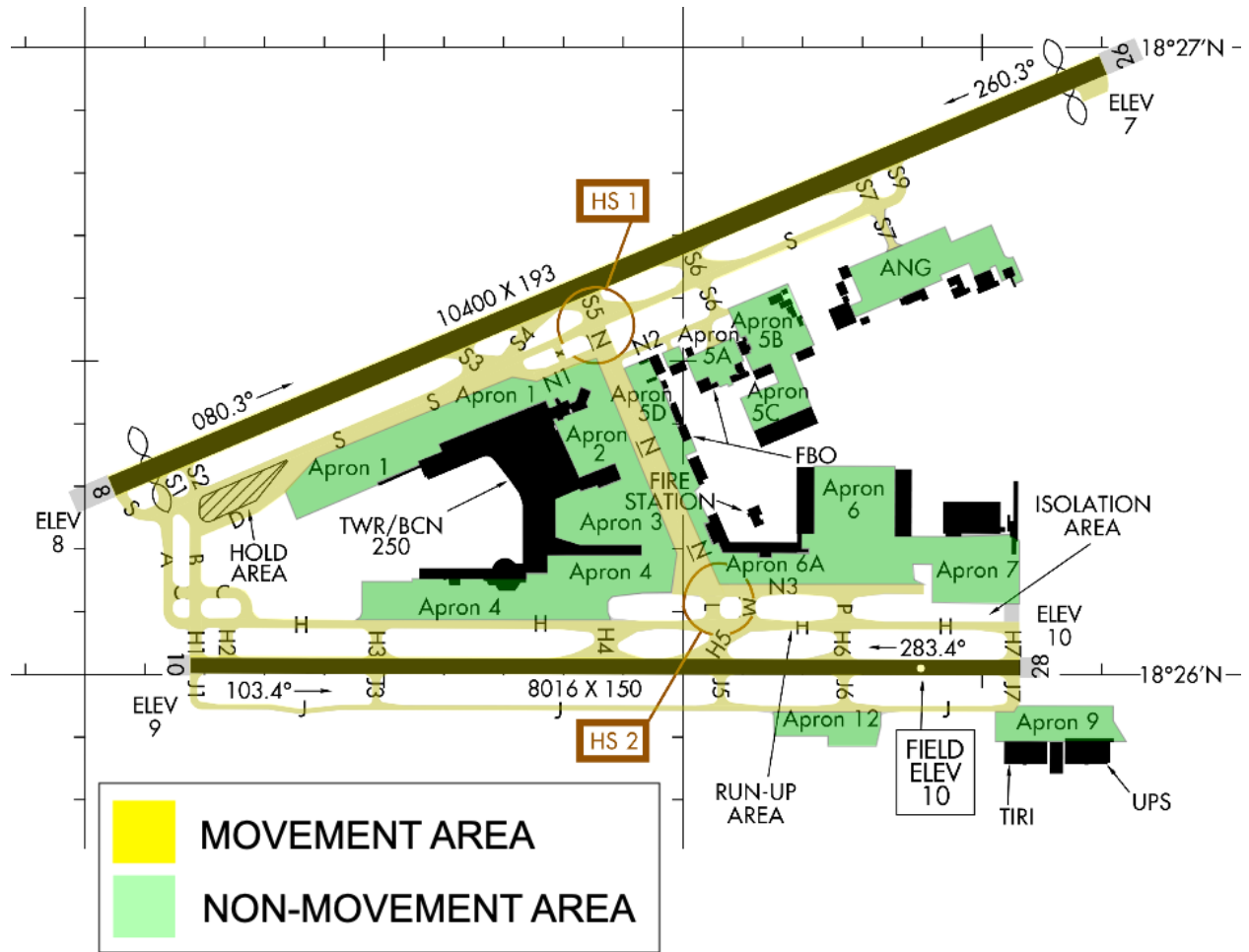
APPENDIX 2: MVA CHART



APPENDIX 3: RUNWAY CONFIGURATION DEPARTURE HEADINGS



APPENDIX 4: MOVEMENT AREA BOUNDARIES



*THIS DOCUMENT IS NOT INTENDED FOR REAL WORLD PURPOSES

APPENDIX 5: FLIGHT STRIP MARKING PROCEDURES

vStrips allows you to make notes/comments on flight strips.

1. Aircraft ID
2. Flight Plan Revision Number
3. Aircraft Type and Equipment Code
4. CID
5. Squawk/Beacon Code
6. Proposed Departure Time (Zulu)
7. Requested Cruise Altitude
8. Departure Airport
9. Destination Airport
10. Filed Route
11. Flight Plan Remarks
12. Assigned Departure Runway
13. HFR = Hold for Release, if applicable
14. Release Time, if received from ZSU
15. Assigned Departure Heading (if not on a SID)
16. Not used
17. ATIS code
18. "P" (when strip pushed to SJU Approach)
19. Parking/Gate Location
20. Departure Frequency

Representative Flight Strip

1 TTT9999	5 5122	TJSJ	TNCM	TJSJ JETSS1 SLUGO A638 PJM	12	13	14
2 ⁵		8	9	10			
3 H/B748/L	6 P2028				15	16	17
4 092	7 210			/V/ ... 11	18	19	20