

Administrative Procedures

HMIS-PRO-SP-104

Aviation Safety Program

Revision 0, Change 1

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1.0 PURPOSE

This procedure establishes the requirements and process for implementing DOE O 440.2C, Change 1, *Aviation Management and Safety*, Attachment 2, *Contractor Requirements Document* (CRD); and Supplemented Contractor Requirements Document (SCRD) O 440.2C, CHG 1, Revision 0, *Aviation Management & Safety*.

This procedure helps implement Integrated Environment, Safety and Health Management System (ISMS) Core Function 4, Perform Work within Controls and Guiding Principle 2, Clear Roles and Responsibilities.

2.0 SCOPE

This Level 2 Management Control Procedure is applicable to the Hanford Mission Essential Services Contract (HMESC) employees and the obtainment of contracted aviation services. It does *not* apply to Unmanned Air Vehicle operations, operation and maintenance of fleet aircraft, regularly scheduled commercial airline travel, military flights, nor does it apply to non-Department of Energy (DOE) funded over flights of Hanford.

2.1 Site Emergency Provision

In the event the Hanford manager, Hanford aviation manager/Aviation Safety Officer (AM/ASO), Emergency Event Incident Commanders, director Security, Emergency Services and Information (SES), or their designees, determine there is a need for immediate use of aircraft to support site emergencies, fire suppression, or critical law enforcement activities, they may immediately authorize the flight(s), on their authority, without any CRD O 440.2C charter operations approval review. In emergency situations managed by the Hanford Fire Department (HFD), including wild-land fires and air ambulance service, the HFD Incident Commander may authorize aircraft support or HFD personnel being carried as passengers per HFD internal operating procedures. The requirements addressing these types of operations are addressed in the Department of Energy Hanford Site Aviation Implementation Plan.

2.2 Military Aviation Operations

The safety of military aviation operations is the sole responsibility of the military organization conducting the operation. However, military aviation organizations operating on the Hanford Site or with DOE/contractor personnel on board their aircraft shall coordinate the operation with the Department of Energy Richland Operations Office (RL) ASO.

3.0 IMPLEMENTATION

This document is effective upon publication.

4.0 REQUIREMENTS

NOTE: For the requirement "type" column, "V" means verbatim and "I" means interpreted.

#	REQUIREMENTS	TYPE V, I	SOURCE
1.	Contractors that use Commercial Aviation Services, in support of programmatic needs must have a program that complies with the field office Aviation Implementation Plan.	I	DOE O 440.2C, Chg 1, Revision 0, Attachment 2
2.	HMIS (including subcontractors) shall acquire aviation services utilizing established procedures.	I	Department of Energy Hanford Site Aviation Implementation Plan
3.	Each contractor must develop an internal procedure for procuring aviation services and have the procedure approved by the Aviation Safety Committee (ASC). If possible, each contractor shall assign a dedicated aviation services buyer.	V	Department of Energy Hanford Site Aviation Implementation Plan
4.	Utilize aviation support only as necessary to support program needs and conduct aviation operations only as such use is appropriate.	V	Department of Energy Hanford Site Aviation Implementation Plan
5.	Each Hanford contractor with this Order's Contractor Requirements Document in their contract shall have a designated Aviation Point of Contact (APOC). All requests for aviation support services from contractor organizations shall be communicated through the APOCs.	V	Department of Energy Hanford Site Aviation Implementation Plan
6.	Select APOCs (to include subcontractors where applicable) with aviation experience and provide their names to the Aviation Manager/Aviation Safety Manager (AM/ASO). APOCs are responsible for contractor development and implementation of aviation safety manuals, procedures, and protocols consistent with DOE O 440.2C. They are to be knowledgeable of all contractor aviation activities and make appropriate notifications or approval requests to the AM/ASO.	V	Department of Energy Hanford Site Aviation Implementation Plan

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7.	APOC/ASPOC personnel involved in the analysis/approval of aviation flights shall receive appropriate aviation safety training within one calendar year after being assigned aviation duties.	I	Department of Energy Hanford Site Aviation Implementation Plan
8.	Support the ASC with staff assignments of personnel with aircraft operations and safety expertise.	V	Department of Energy Hanford Site Aviation Implementation Plan
9.	Notify the AM/ASO of all planned flight activities involving DOE projects or work for others. Include the nature and scope of the project as part of the notification.	I	Department of Energy Hanford Site Aviation Implementation Plan
10.	Following the evaluation of the proposed project: if the proposed project falls into the “above normal” risk category, the APOC/ASPOC will assist the project manager in addressing the risks in the Aviation Safety Plan. When there is a determination that the proposed project is a “normal risk” mission, the APOC/ASPOC can approve the project with notification to the AM/ASO.	I	Department of Energy Hanford Site Aviation Implementation Plan
11.	Ensure an Aviation Safety Plan is completed for above-normal risk operations for ASC review and approval. Conduct aircraft operations only after receiving prior approval from the AM/ASO or ASC.	V	Department of Energy Hanford Site Aviation Implementation Plan
12.	When HMIS schedules flights at the Hanford Site, both the U.S. Fish and Wildlife, located in Richland, Washington, and the Washington State Department of Fish and Wildlife, located in Yakima, Washington will be notified to eliminate potential flight conflicts.	I	Department of Energy Hanford Site Aviation Implementation Plan
13.	Notify RL’s SES of a Hanford Site over flight a minimum of two calendar days in advance of the planned over flight.	V	Department of Energy Hanford Site Aviation Implementation Plan
14.	DOE funded flights will require a passenger manifest to be created and retained. A copy of the manifest will be kept at applicable Hanford contractor organizations for two fiscal years following the year during which the flight occurred. As a minimum, the manifest will consist of the full name of each	V	Department of Energy Hanford Site Aviation Implementation Plan

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	passenger for each leg of the flight, a person to be contacted in the event of an emergency (who is not on the flight), and a telephone number for the emergency contact.		
15.	After the mission has been conducted, the APOC, when applicable, should ensure that a Customer/Sponsor Satisfaction Survey (A-6004-412) is completed and filed with the AM/ASO.	I	Department of Energy Hanford Site Aviation Implementation Plan
16.	Prepare and submit actual use and costs data to the RL/AM/ASO on a quarterly basis for reporting to Federal Aviation Interactive Reporting System (FAIRS) or successor system.	I	Department of Energy Hanford Site Aviation Implementation Plan

5.0 PROCESS

A detailed flow diagram with the required elements for executing the Aviation Safety Program is included as Appendix A. Appendix B provides a Point of Contact Information list for the Aviation Safety Program. Appendix C provides a list of notifications for Hanford Over Flights. Appendix D is an Aviation Emergency Notification Chart.

Throughout this procedure, use of the term APOC/ASPOC (HMIS Aviation Point of Contact/Aviation Safety Point of Contact) is intended to reflect that either position can perform the intended action. The position performing the task is expected to notify the other of actions taken. In the case of emails, this can be done by copying the other person. If the term is use by itself (e.g., "APOC" or "ASPOC") the intent is that function is to be performed by that position.

5.1 Establishing a Program

Actionee	Step #	Action
HMIS Safety & Health Manager	1.	Implement a comprehensive, integrated aviation safety program that complies with the DOE Hanford Aviation Implementation Plan for procuring aviation services. The procedure must be approved by the RL/Inter-contractor ASC.
	2.	Designate a HMIS APOC with aviation and/or aviation safety expertise, to serve on the RL/Inter-contractor Aviation Safety Committee. Provide their name(s) to the RL Aviation Manager/Aviation Safety Officer (AM/ASO).
	3.	Designate an ASPOC (if different from the APOC). If the ASPOC is a non-HMIS employee, establish and maintain

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	contractual paperwork to define and obtain the services of the ASPOC.
	4. The APOC/ASPOC shall receive appropriate aviation safety training within one calendar year after being assigned aviation duties. Annual refresher training is recommended. The annual DOE Office of Aviation Management workshop qualifies for this training.
	5. If possible, assign a dedicated aviation services buyer (Aviation Contract Point of Contact [ACPOC]).
APOC/ASPOC	6. Ensure notification processes are in place for near misses, pilot errors, unusual events, etc., per Section 5.10 and Appendix D of this procedure.
	7. Interface with other contractor APOCs, users of aviation services, etc., as necessary.
	8. Support the ASC as necessary.
ACPOC	9. Ensure the aviation vendor is provided a copy of HMIS-PRO-SP-104, <i>Aviation Safety Program</i> as part of the contract/work package.

5.2 General Procedural Steps to Obtain Aviation Services

Actionee	Step #	Action
Requestor	1.	Determine if activity requires aviation services. <i>NOTE: Utilize aviation support only as necessary to support program needs and conduct aviation operations only when such use is appropriate.</i>
	2.	Contact the APOC/ASPOC as far in advance as possible (desired minimum notice is 30 days) before any contract aviation services for work on or above the Hanford Site (such as aerial photography, surveying, herbicide applications, etc.) are needed.
	3.	Complete the <i>Aviation Services Request and Safety Plan</i> (Site Form A-6006-314), and submit it to the APOC and ASPOC. <i>NOTE: The APOC/ASPOC can assist in form preparation and approval. The APOC/ASPOC will guide the requestor through any special reviews and approvals required, and explain other special procedures necessary.</i>

5.3 Evaluate/Approve Aviation Service Request

Actionee	Step #	Action
APOC/ASPOC	1.	Review the aviation service request and determine if the aviation services are normal or above-normal risk. Above normal risk is defined by the DOE Hanford Aviation Implementation Plan, and the criteria is also listed on Site Form A-6006-314.
	2.	Notify the AM/ASO of proposed aviation project. Include nature and scope of aviation activities, and if it is normal or above-normal risk. Provide copy of completed Site Form A-6006-314 if requested.
	3.	If flight support operations are evaluated as normal risk, approve the request and continue with Section 5.4.
	4.	If the aviation operation is unusual or is determined to be above normal risk, determine with the requestor if the flight parameters can be modified to meet normal risk criteria. If yes, modify the request, approve and continue with Section 5.4.
	5.	If the flight(s) cannot be modified to normal risk, contact the AM/ASO and ask that an ASC be convened to review the flight service request. Complete or have the requestor provide the additional information required for an Aviation Safety Plan (found on Site Form A-6006-314).
	6.	Work with the ASC to identify risks and ways to mitigate the risks presented by the operation.
	7.	Agree on any hazard mitigation requirements, and obtain approval of the operation from ASC prior to the flight. Continue with section 5.4.
	8.	If flight hazards cannot be mitigated to accepted levels agreed to by the ASC, the flight will be denied and not allowed to proceed.

5.4 Select a Vendor/Contract Aviation Services

Actionee	Step #	Action
ASPOC and ACPOC	1.	Evaluate the request and determine if a contract already exists that meets the desired services. If yes, continue with step 5.4.8.

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| | 2. | Determine if an existing vendor under contract with HMIS is qualified to perform the desired workscope. If yes, continue with step 5.4.8. |
| | 3. | If the aviation service cannot be performed under one of the existing contracts, determine if there is another CAS vendor who can provide the desired services. |
| ACPOC | 4. | If a qualified CAS vendor (vendor that is already on the DOE Accepted Aviation Operator Database [List]) is found, make contact and determine if the vendor is interested in a contract. Develop and issue a Request For Proposal (RFP) as applicable. |
| ASPOC | 5. | Verify that the CAS Operator is on the DOE list. If not on the list, conduct an on-site safety survey of the operator using Site Forms A-6006-315 and A-6006-316. If the survey is positive, submit the vendor for DOE approval and addition to the DOE Accepted Operator Database. If the contract is a continuation, the inspection will be updated at least every two years. |
| | 6. | Notify the ACPOC and requestor on the results of the survey and determine if the vendor meets the criteria for the desired services. |
| Requestor and ACPOC | 7. | Purchase the service based on the findings of the survey made by the ASPOC. |
| ACPOC | 8. | Issue a new or modify an existing contract for services. |

5.5 Vendor Flight Briefings/Pre-Flight Activities

Actionee	Step #	Action
Requestor	1.	Coordinate with the ASPOC to schedule an all-hands safety meeting (See Step 5.6.2) before the first flight under the contract and discuss all aspects of the mission.
		NOTE: <i>To be effective, this meeting will include everyone involved in the operation such as facility management, contractor flight and ground personnel, fire department personnel, security personnel, industrial safety, radiation control personnel, APOC, ASPOC, ASO, etc. It should also include a technical expert for the kind of work to be performed (usually the requestor).</i>

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2. Conduct the Hanford Over Flight and Ground Hazards Briefing (Site Form A-6006-317). Ensure that all appropriate personnel are present. Provide a copy of the Hanford Aviation Safety Map.
 3. Ensure the aviation contractor's personnel are fully informed and understand the hazards of all ground and flight hazards located on the Hanford Site or the designated work area. Document briefing on Site Form [A-6006-317](#). Provide a copy of the completed form to those designated on the bottom of the form.
 4. Provide a copy of Site Form A-6006-317 to the ACPOC for record keeping.
- APOC
5. Update and maintain the Hanford Aviation Safety Map as necessary. Provide copies of the map as requested.

5.6 Flight Approval/Notifications

Actionee	Step #	Action
Requestor	1.	<p><u>PRIOR TO EACH FLIGHT</u>, notify the APOC and ASPOC by email two business days before intended date of desire to conduct flight. This allows time to confirm maintenance and pilot history is current. Notification email shall include the following information:</p> <ol style="list-style-type: none"> a. Verification that there have been no changes in the original Aviation Services Request and Safety Plan (Site Form A-6006-314) b. If there are changes in the original Aviation Services Request and Safety Plan (Site Form A-6006-314), provided a revised request. c. Contact the Commercial Air Services vendor and obtain updated Contractor Aviation Services Data (Site Form A-6006-316) information. d. Verify contract is still in place and sufficient hours remain on the contract to conduct the flight. e. Date/time/Expected duration of flight f. Name of Commercial Air Services vendor g. Type aircraft (e.g., 182 Cessna)

- h. Tail number (e.g., N1090M)
- i. Color or distinguishing markings of aircraft
- j. Name of the pilot
- k. Brief synopsis of the flight plan (e.g., Flight plan will be Pasco to the 100 area reactors starting with D/DR then N, K, and B/C. Next will be ERDF, then on to 200 East and the Waste Treatment Plant. From the Waste Treatment Plant to the Bechtel lay down yard and back to Pasco.)
- l. Flight Altitude (include if AGL or MSL)
- m. Contact information of Requestor/User.

NOTE: *If the pilot and maintenance information provided on previous flights still meets requirements, provision of this information may be modified with approval of the ASPOC/APOC.*

APOC/ASPOC

- 2. Complete review of information from step 1 above and verify that requirements are met, the operation is considered to be normal risk, and the scope of the activity is within the existing contract. Verify required Hanford Over Flight and Ground Hazards Briefing has been given (step 5.5.2).
- 3. Approve normal flight activity and notify:
 - The Requestor
 - The AM/ASO
- 4. If the flight is above normal risk, contact the AM/ASO and verify that the flight is approved following the conditions imposed by the ASC.

Requestor

- 5. Upon receipt of email flight approval, forward to those listed on Appendix C for Hanford Over Flights as appropriate. Add additional notifications as required for the project.

NOTE: *If flight approval is provided via phone or verbal means send out notification email stating the flight has been approved (include how approval was received) and provide information from steps 1e through 1m above.*

- 6. Contact your safety support organization to assure any concerns/issues relating to the flight (e.g., nuclear safety, radcon,

fire protection, worker safety and health, etc.) are addressed in a thorough and timely manner. Depending on the flight patterns, aircraft used, and/or mission, nuclear safety documentation and worker safety issues may need to be reviewed.

7. Notify area facility/project management when they might be impacted by aviation activity and make appropriate communication with the site workforce (e.g., general employee information bulletins).
 8. Ensure the pilot completes the Pre-Flight Checklist and Safety Meeting Documentation form (Site Form [A-6006-318](#)) immediately before each flight.
 9. Ensure the RL Security and Emergency Services Division (373-9560), and HMIS Safeguards and Securities Division (SAS Over Flight Point of Contact [SASOPOC] 373-1933) are notified at least two days prior to the planned over flight of the Hanford site. Also notify Hanford Patrol (373-3800) of the aircraft type, registration number, color, and estimated flight times.
 10. If the aircraft is scheduled to land or have CAS vendor personnel on the Hanford Site, all personnel must meet Hanford Site badging requirements. The Hanford Fire Department must also be notified and briefed regarding any support required for events such as take-offs and landings, fueling, crash and rescue, or elevated fire danger level. Contact the SASOPOC for assistance.
- SASOPOC
11. The SASOPOC is responsible for providing any physical security support required for the completion of activities involving aircraft **on** the Hanford Site.
- ASPOC/APOC
12. Make sure AM/ASO is aware of scheduled flight.
 13. Conduct/complete the Aircraft Preflight Checklist and Safety Meeting Documentation form (Site Form A-6006-318) prior to each flight.

5.7 Documentation/Post-Flight Activities

Actionee	Step #	Action
Requestor	1.	Ensure the pilot submits the Aircraft Preflight Checklist and Safety Meeting Documentation form (Site Form A-6006-318).

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| ASPOC | 2. | Complete or request the lead passenger or project lead to complete an Aviation Customer/Sponsor Satisfaction Survey (Site Form A-6004-412) if any issues arose concerning the flight. |
| | 3. | Complete the satisfaction survey annually when the same Commercial Air Services provider is used. |
| Requestor/ASPOC | 4. | Submit quarterly reports of flight hours, costs, and other relevant information to the DOE Operations Office Aviation Program Manager or designee. |
| | 5. | Ensure all documentation and forms are sent to the ACPOC for filing and retention. |

5.8 Emergencies

It is expected that anyone on the Hanford Site observing an aircraft emergency would notify either 911 or 373-0911, the Patrol Operations Center (373-3800), or the Occurrence Notification Center (373-2800). These organizations would in turn initiate additional emergency notifications. These notifications would include the RL ASO, the APOC, and the ASPOC. Appendix D provides a list of aircraft events that require notifications. Initially, the Commercial Air Services operator has the responsibility to contact the National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA) as required.

6.0 FORMS

Aviation Services Request and Safety Plan, [A-6006-314](#)
Contractor Aviation Services Audit Checklist for Charter Aircraft, [A-6006-315](#)
Contractor Aviation Services Data, [A-6006-316](#)
Hanford Over Flight and Ground Hazards Briefing, [A-6006-317](#)
Aircraft Preflight Checklist and Safety Meeting Documentation, [A-6006-318](#)
Aviation Customer/Sponsor Satisfaction Survey, [A-6004-412](#)

NOTE: Although use of these forms is the desired method of documentation, other means are acceptable as long as the needed information is provided. Forms referenced above are available on Site Forms and at <http://www.hanford.gov/pmm/page.cfm/ContractorForms> .

7.0 RECORD IDENTIFICATION

All records are generated, received, processed, and maintained by HMESC in accordance with [HMIS-PRO-RM-10588](#), *Records Management Processes*.

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Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Aviation Services Request and Safety Plan (Site Form A-6006-314)	Requestor	ACPOC
Contractor Aviation Audit Checklist for Charter Aircraft (Site Form A-6006-315)	Contractor & ASPOC	ACPOC
Contractor Aviation Services (Site Form A-6006-316)	Contractor & ASPOC	ACPOC
Hanford Over Flight and Ground Hazards Briefing (Site Form A-6006-317)	Briefing	ACPOC
Aircraft Preflight Checklist and Safety Meeting Documentation (Site Form A-6006-318)	Contractor Pilot & Requestor	ACPOC
Aviation Customer/Sponsor Satisfaction Survey (Site Form A-6004-412)	Requestor	ACPOC & RL AOM
Aviation Safety Plan	Requestor	ACPOC
Individual Flight Notifications/Approvals (email)	Requestor/ASPOC	ACPOC
FAIRS	ASPOC	DOE-RL

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8.0 REFERENCES

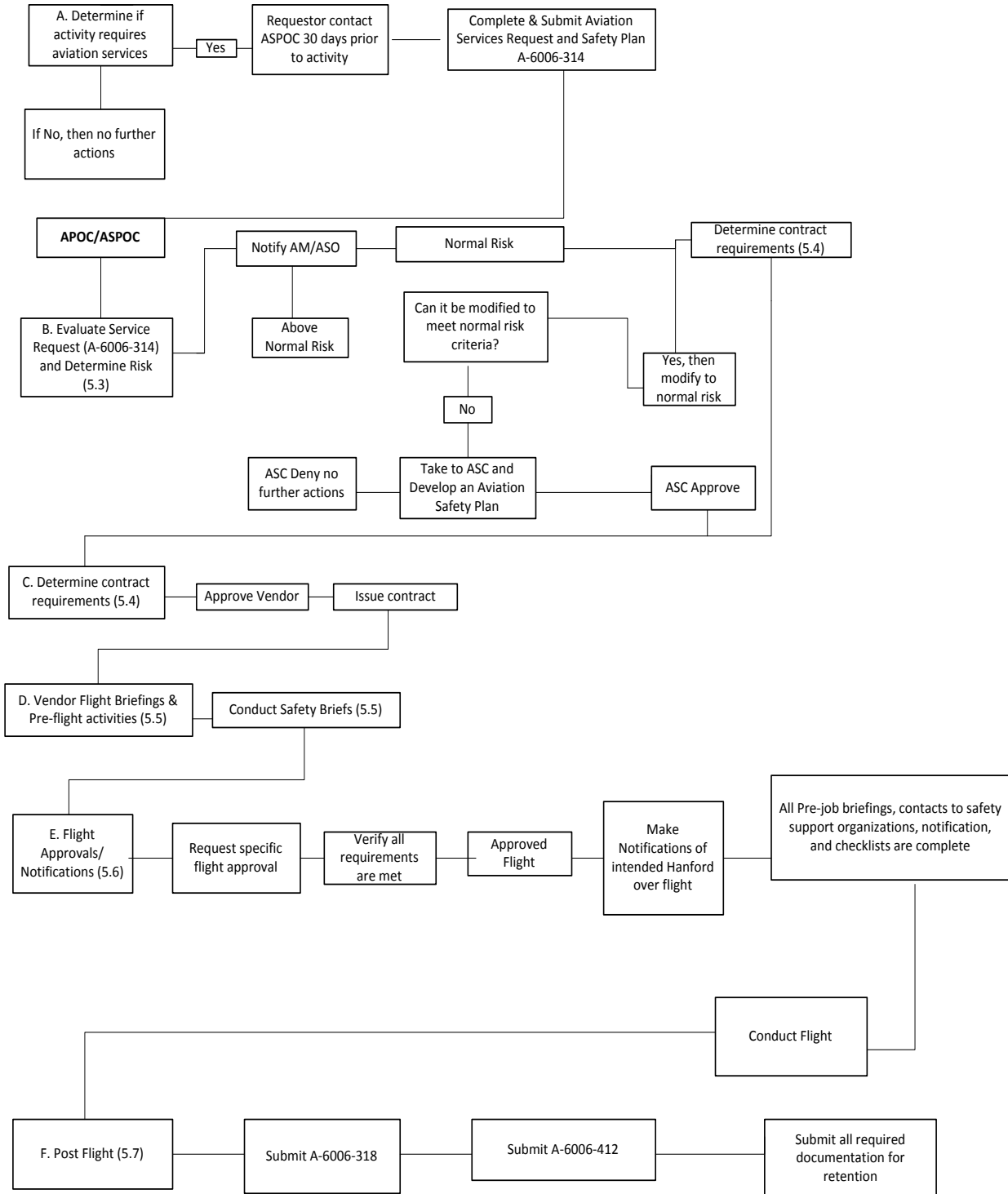
8.1 Source References

DOE 0 440.2C, Change 1, *Aviation Management and Safety, Attachment 2, Contractor Requirements Document (CRD)*
Supplemented Requirements Document (SCRD), 440.2C, CHG 1, Revision 0, *Aviation Management & Safety, Attachment, Hanford Site Aviation Implementation Plan*

8.2 Working References

HMIS-PRO-RM-10588, *Records Management Processes*

Appendix A



Appendix B. Point of Contact Information

Name	Company	Organization	Phone Number
Procedure Function Area Manager			
Manager Safety and Health Technical Support Andrew L. Foster	HMIS	Safety & Health	(509) 376-4313
Procedure Subject Matter Expert (SME)			
Rene R. Larocque	HMIS	Safety & Health	(509) 373-2343
Other Points of Contact			
Activity/Name	Company	Organization	Phone Number
HMESC Procedure Author, Rene R. Larocque	HMIS	Safety & Health	373-2343
HMESC APOC Rene R. Larocque	HMIS	Safety & Health	373-2343
HMESC ASPOC Andrew L Foster	HMIS	Safety & Health	376-4313
HMESC ACPOC Ashley M Ward	HMIS	Contract Support	376-0279
Aviation Safety Office/Chairman Aviation Safety Committee Anders J Wiborg	DOE/RL	AMSE	376-9238
RL SES Timothy Haddick	DOE/RL	Security and Emergency Services	376-8850
HFD POC Mark A. Cope	HMIS	Hanford Fire Department	373-1475

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Appendix C. Notification List for Hanford Over Flights

NAME	EMAIL	ORGANIZATION	FLIGHTS REQUIRING NOTIFICATION
Kelley, Debra A	Debra_A_Debbie_kelley@rl.gov	Chief of Staff	Photos
Conrad, Patrick J	Patrick_J_Conrad@rl.gov	Communications & Ext Affairs	Photos
Cope, Mark A	mark_a_Cope@rl.gov	HFD Battalion Chief	All
Ferns, Thomas	Thomas.fern@rl.doe.gov	DOE EMD	Wildlife flights
Wiborg, Anders J	anders.wiborg@rl.doe.gov	DOE-RL AM/ASO	All
Bedlington, So Yon	So.bedlington@rl.doe.gov	DOE-RL	
Larocque, Rene R	Rene_R_Larocque@rl.gov	HMIS APOC	All
Foster, Andy L	andrew_foster@rl.gov	HMIS ASPOC	All
Johnson, April L	April_L_Johnson@rl.gov	HMIS PSRP	PSRP flights
Patrol Operations Center	Onsite send to: ^Patrol Operations Center Offsite send to: Patrol_Operations_Center@rl.gov	Hanford Patrol	All
Haddick, Timothy J	timothy.haddick@rl.doe.gov	SES	All
Ward, Ashley M	ashley_m_ward@rl.gov	HMIS ACPOC	All
Tank Farms	If onsite send to: ^Tank Farms Shift Operations 1. If offsite send to: Tank_Farms_Shift_Operations@rl.gov	WRPS	All
US Fish & Wildlife	trina_staloch@fws.gov	US Fish & Wildlife	Flight over ALE
US Fish & Wildlife	Jason_Fidorra@fws.gov	US Fish & Wildlife	Flight over ALE
Phelphs, Trevor W	twwphelphs@energy-northwest.com	Energy Northwest	All

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Appendix D.
Aviation Emergency Notification Chart

	ONC	DOE-MGRS	AM/ASO	FAA	NTSB	BCSO/Police
Aircraft Accident	X	X	X	X	X	X
Aircraft Overdue or believed involved in an accident	X	X	X	X	X	X
Fatality Injury	X	X	X	X	X	X
Serious Injury	X	X	X	X	X	X
Flight Crew member injury or illness on Duty	N	X	X	O	O	N
Substantial damage	X	X	X	X	X	N
In-flight fire	X	X	X	X	X	N
Engine or flight control failure	N	N	X	X	X	N
Bomb threat or hijacking	X	X	X	X	X	X
Aircraft ground damage	N	X	X	X	N	N
Engine shutdown	N	N	X	O	N	N
Substantial system malfunction	N	N	X	N	N	N
Diversions	N	N	N	N	N	N

X - Notify immediately

O - Notify within 24 hours

N - Notification not required

Important Phone numbers:

AM/ASO Andy Wiborg Office: 509-376-9238 Cell: 509-316-8696	Agencies: FAA: 614-237-1039 NTSB: 614-237-1039 Police: 911 or 509-943-7340 ONC: 509-373-2800
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