

---

**Oak Ridge National Laboratory  
Transportation and Packaging Management  
Internal Operating Procedure**

---

**Aviation Safety  
TPM-AV-01, Revision 0**

**Page 1 of 16**

---

A hard copy of this document is valid only until the document revision number has changed on the WEB. The hard copy should be dated and signed the day it is printed. If you continue working from the hard copy, you should verify its accuracy periodically on the WEB.

Date Printed:

Verifier:

---

**I. Purpose**

To provide instructions to TPM employees regarding requested charter services, overflights, and the use of helistops located within the ORNL site boundaries.

**II. Applies To**

This procedure applies to all ORNL personnel involved in charter aviation activities.

**III. Other Documents Needed**

- A. Aircraft Overflight Checklist (owned by the LSS) (Exhibit G)
- B. CAS Cost and Hours Flown (completed by Travel Services)(Exhibit D)
- C. Helicopter Landing Checklist [owned by the Laboratory Shift Superintendent (LSS) Department] (Exhibit F)
- D. ORNL-418, Passenger Charter Aviation Survey (Exhibit C)
- E. ORNL-558, ORNL Flight Advisory/Passenger Manifest (Exhibit B)
- F. ORNL-559, Semi-Annual Helistop Inspection Checklist (Exhibit H)
- G. Senior Federal Travel Report (completed quarterly by Travel Services) (Exhibit E)

**IV. Definitions**

- A. Charter Flight – An aircraft contracted, not to exceed 89 days, for point-to-point service to satisfy a one-time transportation need. Also included are commercial aircraft chartered with a pilot(s) to perform local or special mission flights, such as aerial surveys, photography, and special tours.
- B. Emergency Landing – Emergency events requiring the unscheduled landing of a helicopter on site.
- C. Flight Advisory/Passenger Manifest – A document that is completed by Travel Services to document aircraft and passenger information.

**FOR INTERNAL USE ONLY**

---

**Oak Ridge National Laboratory  
Transportation and Packaging Management  
Internal Operating Procedure**

---

**Aviation Safety  
TPM-AV-01, Revision 0**

**Page 2 of 16**

---

- D. Helistop – An area used or intended to be used for the takeoff and landing of helicopters engaged in dropping off or picking up passengers or cargo. (See Exhibit A-1 and A-2 for ORNL’s Primary and Alternate Helistops).
- E. Scheduled Overflight – A scheduled flight arranged by the Department of Energy (DOE) or a DOE contractor that enters the air space of the site boundaries.
- F. Site Description – The ORNL facility is located in the western end of Bethel Valley southwest of the city of Oak Ridge, Tennessee. ORNL occupies approximately 540 acres of fenced area in the southern portion of the DOE Oak Ridge Reservation. The eastern and southern boundaries of the Reservation are defined by the Melton Hill Reservoir and the Clinch River, the eastern boundary is formed by the Clinch River backwaters of the Watts Bar Reservoir on the Tennessee River. Black Oak Ridge and the city of Oak Ridge constitute the Reservation’s northern boundary. On site is DOE property that is south of Bear Creek Road, east of Hwy 95 and east of Scarboro Road, including Bethel Valley Road between the East and West Bethel Valley Road guard posts.

**VI. Responsibilities**

- A. General Aviation Safety Administration
  - 1. Transportation Safety Compliance Manager (TSCM)
    - a. Establishes and maintains procedures to provide for safe aviation operations.
    - b. Provides interpretation of applicable federal and state regulations, DOE Orders, and ORNL procedures.
    - c. Reviews copies of ORNL-558, Flight Advisory/Passenger Manifest (Exhibit B).
- B. Charter Flights
  - 1. Originator
    - a. Requests helicopter or aircraft charter flight services through Travel Services Department.
    - b. When Travel Request is completed, submits Purchase Requisition to Procurement Department for helicopter charters only.

**FOR INTERNAL USE ONLY**

---

**Oak Ridge National Laboratory  
Transportation and Packaging Management  
Internal Operating Procedure**

---

**Aviation Safety  
TPM-AV-01, Revision 0**

**Page 3 of 16**

---

2. Travel Services
    - a. Coordinates with TSCM to ensure vendors are reviewed per DOE Order 440.2A, Aviation.
    - b. Arranges charter flights and acts as contact for the vendor.
    - c. Completes ORNL 558, Flight Advisory/Passenger Manifest (Exhibit B), and forwards to TSCM and LSS 48 hours prior to scheduled flight departure.
    - d. Issues ORNL-418, Passenger Charter Aviation Survey (Exhibit C), for each passenger aboard flight.
    - e. Forwards CAS Cost and Hours Flown information (Exhibit D and Senior Federal Travel Report (Exhibit E) to DOE-Oak Ridge Operations (ORO) Aviation Manager quarterly.
  3. Passenger
    - a. Completes ORNL-418, Passenger Charter Aviation Survey, and forwards to TSCM within seven (7 ) days after flight.
- C. Scheduled Overflights, Aerial Surveys, and Landings
1. Originator
    - a. Submits overflight information to LSS for completion of Helicopter Landing Checklist (Exhibit F) or Aircraft Overflight Checklist (Exhibit G) as soon as possible prior to flight.
  2. LSS Department
    - a. Receives and approves/disapproves request for the use of the helistop and informs DOE-ORO Center of aircraft activity.
    - b. Coordinates ORNL chartered overflights, aerial surveys, and landings.
    - c. Prepares and distributes a completed Helicopter Landing Checklist or the Aircraft Overflight Checklist.
    - d. Informs TSCM of any usually hazards that may be present for the duration of the flight, such as other known aircraft expected to be in the area.

**FOR INTERNAL USE ONLY**

---

**Oak Ridge National Laboratory  
Transportation and Packaging Management  
Internal Operating Procedure**

---

**Aviation Safety  
TPM-AV-01, Revision 0**

**Page 4 of 16**

---

- e. Ensures Security and Fire Departments are informed of events. Security and Fire Departments will be deployed to the landing site.
  - f. Coordinates air ambulance requests in case of a medical emergency.
  - g. Maintains a file copy of ORNL-558, Flight Advisory/Passenger Manifest for two (2) years from the date of flight.
3. Security Department
- a. Coordinates night operations. All flights are anticipated to be made during daylight hours. When emergency night use occurs, artificial light should be made available or the pilot will be notified to land only at his/her discretion. Flares should only be used as a last resort. If emergency vehicles are on site, the vehicle's rotary lights should be on to help identify the general area.
4. Fire Department
- a. Arrives at the helicopter landing pad approximately 15 minutes before the expected helicopter arrival time.
  - b. Prepares to extinguish a fuel type fire.
  - c. Ensures all responding personnel are briefed on helicopter safety, including the dangers of approaching the aircraft while the rotors are in motion.
5. Originator
- a. Informs the helicopter commercial vendor to contact the ORO Center on the DOE Air to Ground Radio Network, 122.750 MHZ, when crossing the ORNL site boundary and at 30-minute intervals for the duration of the flight.
- D. Helistop Maintenance
1. TSCM
- a. Performs inspections of the primary helistop semi-annually. Inspections will be documented on the ORNL-559, Semi- Annually Helistop Inspection Checklist (Exhibit H).
  - b. Distributes ORNL-559 to LSS if deficiencies are noted and maintains file of all inspections.

**FOR INTERNAL USE ONLY**

---

**Oak Ridge National Laboratory  
Transportation and Packaging Management  
Internal Operating Procedure**

---

**Aviation Safety  
TPM-AV-01, Revision 0**

**Page 5 of 16**

---

2. Craft Resources/LSS
  - a. Provides scheduled maintenance of the primary helistop.
  - b. Keeps landing site free of debris, and the grass mowed including removal of the grass clippings.
  - c. Installs wind direction indicator and ensures it is operational.
  - d. Installs reflective spheres on low lying power lines.
  - e. Receives a copy of the ORNL-559 if deficiencies are noted and performs any maintenance required for safe operation of the helistop.
  
- E. Aviation Vendor Activities
  1. TSCM
    - a. Ensures inspections of prospective aviation vendors prior to contract award to ensure the vendors are approved to conduct passenger charters or aerial surveys as prescribed by DOE Order 440.2A, Aviation.
    - b. Ensures biennial inspection of approved vendors
    - c. Maintains qualification files on aircraft vendors.
    - d. Provides vendor with aviation hazard maps of the local area, including any updated maps and new hazard information.

**VI. Records**

All records are maintained in accordance with established ORNL records management practices and approved records inventory and disposition schedule and with federal law.

**A. TSCM**

The following records are maintained for two years:

1. Aviation Vendor Qualification Files
2. Flight Advisory/Passenger Manifest (ORNL-558)
3. Passenger Charter Aviation Survey (ORNL-418)
4. Semi-Annual Helistop Inspection Checklist (ORNL-559)

**FOR INTERNAL USE ONLY**

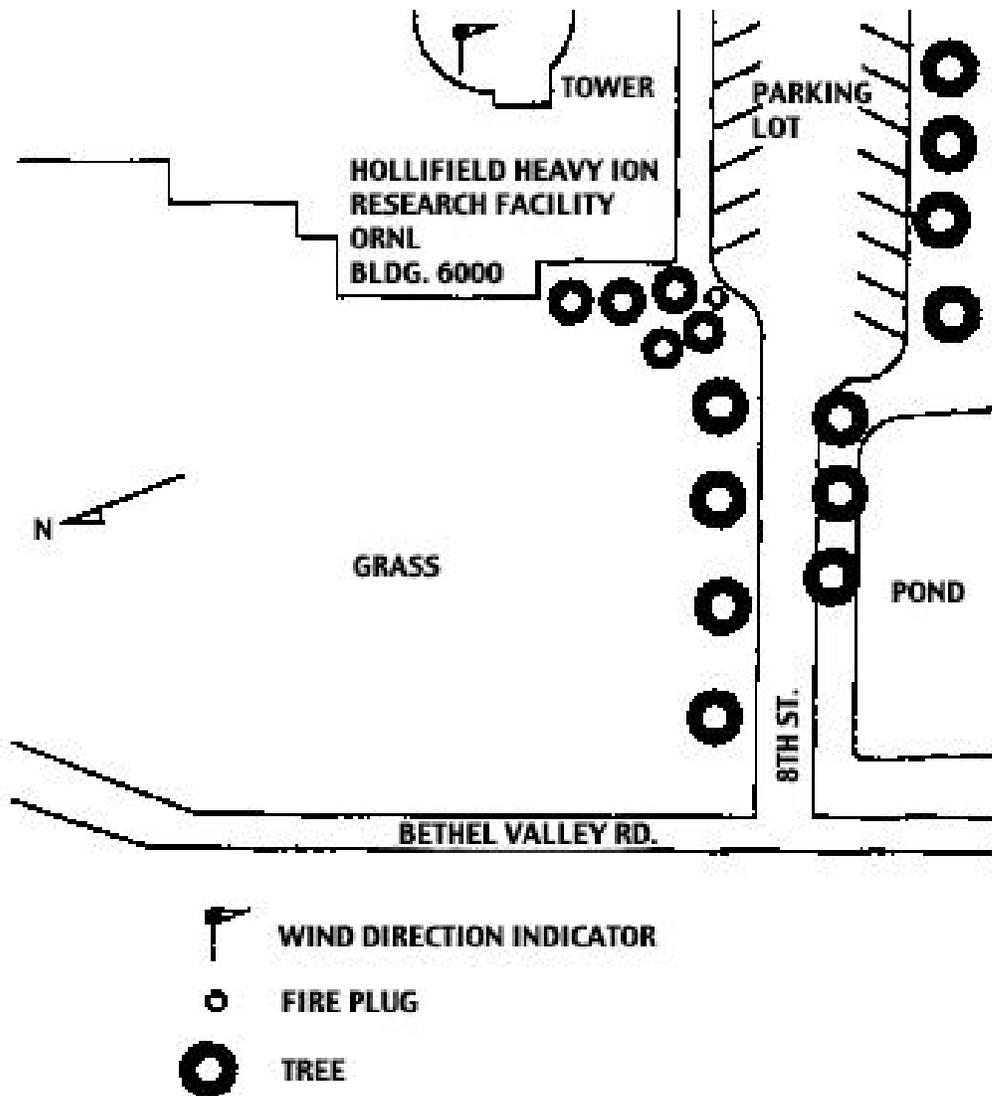


# **EXHIBITS**

**FOR INTERNAL USE ONLY**

**Exhibit A-1**  
**6000 Area Helistop (Primary)**  
**(Page 1 of 2)**

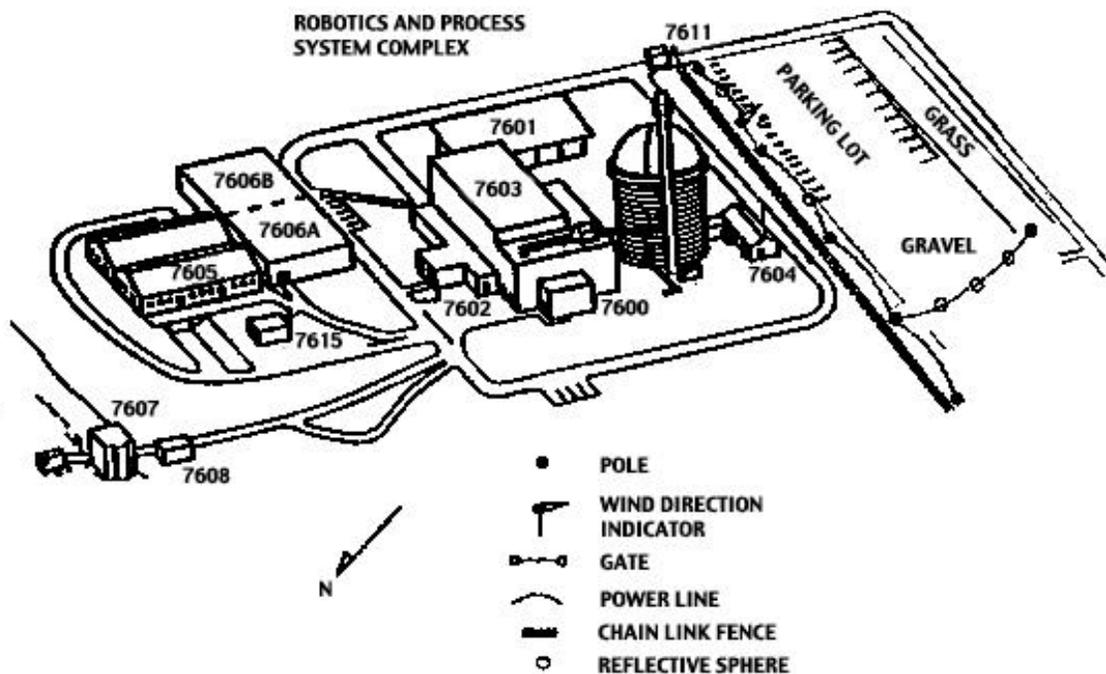
Represents the primary helistop located in the grassy area between Bethel Valley Road and the front entrance of the Hollifield Heavy Ion Research Facility (Building 6000) at ORNL.



**FOR INTERNAL USE ONLY**

**Exhibit A-2**  
**7600 Parking Area (Alternate Helistop)**  
**(Page 2 of 2)**

Represents the alternate helistop located in the parking lot west of Building 7600.



**Exhibit B**

**Oak Ridge National Laboratory  
Flight Advisory / Passenger Manifest**

Date		
Originator	Phone	Pager
Date Of Mission	Aviation Company	Aircraft Type
Aircraft Tail Number	Aircraft Color	Fuel Capacity / Type
ORNL Contact		
Flight Plan		
Pilots		
Mission		

**Passenger Information**

Full Name	Emergency Contact	Emergency Contact Phone

ORNL-558 (7-2002)

**FOR INTERNAL USE ONLY**

Exhibit C



PASSENGER CHARTER AVIATION SURVEY

PLEASE ANSWER THE FOLLOWING QUESTIONS WITH RATINGS FROM 1-5 (1 BEING BELOW AVERAGE AND 5 BEING ABOVE AVERAGE) AND YES OR NO.

- |  | PLEASE SELECT ONE.                                       |   |   |   |         |
|--|--|---|---|---|---------|
|  | LOWEST   |   |   |   | HIGHEST |
| 1. HOW ACCEPTABLE DID YOU FIND THE PRIVATE TERMINAL FACILITIES?  | 1  | 2 | 3 | 4 | 5       |
| 2. HOW ACCEPTABLE WAS THE AIR CHARTER COMPANY?                   | 1  | 2 | 3 | 4 | 5       |
| 3. HOW COURTEOUS AND PROFESSIONAL WERE THE PILOTS?               | 1  | 2 | 3 | 4 | 5       |
| 4. HOW TIMELY DID YOU FIND CHECK-IN?                             | 1  | 2 | 3 | 4 | 5       |
| 5. WAS THE AIRCRAFT CLEAN AND ON TIME?<br>IF NO, PLEASE EXPLAIN. | <input type="checkbox"/> YES <input type="checkbox"/> NO |   |   |   |         |

- |  |  |  |
|--|--|--|
| 6. WAS YOUR FLIGHT WITHOUT INCIDENT?<br>IF NO, PLEASE EXPLAIN. | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
|--|--|--|

- |   |  |  |
|---|--|--|
| 7. WERE ALL PASSENGERS BRIEFED BEFORE TAKEOFF ON SMOKING, LOCATION OF EMERGENCY EXITS, USE OF SAFETY BELTS, FLOTATION MEANS, ETC. (14 CFR 135.117)?<br>IF NO, PLEASE EXPLAIN. | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
|---|--|--|

OTHER COMMENTS

NAME (OPTIONAL)
DATE OF YOUR TRIP
DESTINATION
CHARTER COMPANY

SEND COMPLETED SURVEY TO:

Transportation Safety Compliance Manager  
TRANSPORTATION SAFETY COMPLIANCE  
BUILDING 7001, MS-6288

ORNL-418(7-2002)

FOR INTERNAL USE ONLY

## Exhibit D

Reports submitted quarterly by Travel Services to DOE-ORO

### CAS Cost and Hours Flown

<b>Reporting Period Begin Date</b> (Start date of the quarter you are reporting data)	
<b>Reporting Period End Date</b> (End date for the quarter you are reporting data)	
<b>Agreement Type</b> (Charter, Rental, Full-Service Contract, Inter-Service Support Agreement or Lease)	
<b>Agreement Begin Date</b> (Beginning date of your agreement)	
<b>Manufacturer</b> (Manufacturer listed on data plate of aircraft hired)	
<b>Model</b> (Model listed on data plate of aircraft hired)	
<b>Mission</b> (Mission of the aircraft)	
<b>Hours Flown</b> (Numbers of hours flown for the aircraft hired)	
<b>In-House Cost</b> (Operating expenses provided by the using Government agency that benefits from the commercial service, such as pilot and fuel expenses)	
<b>Paid Out Cost</b> (Operating expenses paid out to commercial or other Government agency providers of the service)	

**FOR INTERNAL USE ONLY**



**Exhibit F**

**LABORATORY SHIFT SUPERINTENDENT DEPARTMENT**

**HELICOPTER LANDING CHECKLIST**

**I. NON-EMERGENCY**

**A. DATE** \_\_\_\_\_ **B. TAIL NUMBER** \_\_\_\_\_

**C. DESCRIPTION** \_\_\_\_\_

**D. TIME LANDING** \_\_\_\_\_ **E. LANDING SITE** \_\_\_\_\_

**F. TIME RETURNING** \_\_\_\_\_ **G. COURSE OF FLIGHT** \_\_\_\_\_

**H. PURPOSE** \_\_\_\_\_

**II. EMERGENCY** (Requester needs to provide the LSS office with the following information)

**A. LIFESTAR REQUEST (544-9111/1-800-792-1033)** \_\_\_\_\_

This request will only come from the LSS Office.

**B. RADIO FREQUENCY (ANDERSON COUNTY SOUTH/NORTH)** \_\_\_\_\_

Anderson County South is used most often, North is another option, but the requester will specify which is to be used.

**C. LANDING SITE REQUESTED** \_\_\_\_\_

**D. DETAILS OF REQUEST** \_\_\_\_\_

**III. NOTIFICATIONS**

**1. ORNL FIRE (574-5678)** \_\_\_\_\_

**2. ORNL SECURITY PATROL (574-6646)** \_\_\_\_\_

**3. BUILDING 6000/7600 (574-4772/574-7065)** \_\_\_\_\_

**4. ORNL MANAGEMENT** \_\_\_\_\_

**5. DOE-OROC (574-1005)** \_\_\_\_\_

**6. ORNL TRANSPORTATION (FAX: 574-1223)** \_\_\_\_\_

**LSS/SCCA** \_\_\_\_\_

**Exhibit G**

**LABORATORY SHIFT SUPERINTENDENT DEPARTMENT**

**AIRCRAFT OVERFLIGHT CHECKLIST**

**I. NOTIFICATION RECEIVED BY LSS**

**A. DATE** \_\_\_\_\_

**B. TAIL NUMBER** \_\_\_\_\_

**C. DESCRIPTION OF AIRCRAFT** \_\_\_\_\_

**D. TIME OF FLYOVER** \_\_\_\_\_

**E. COURSE OF FLIGHT** \_\_\_\_\_

**F. PURPOSE OF FLIGHT** \_\_\_\_\_

**II. NOTIFICATIONS MADE BY LSS OFFICE**

**1. DOE-OROC (Duty Officer: 574-1005; Fax 574-9772)** \_\_\_\_\_

**2. ORNL SECURITY PATRIL (Lieutenant: 574-6646; FAX 576-4859)** \_\_\_\_\_

**3. ORNL FIRE DEPARTMENT (Dispatch 574-5678; FAX 241-5169)** \_\_\_\_\_

**4. ORNL TRANSPORTATION (Dave Foster: 574-4049; Fax : 574-1223; Home: 482-7596)**

**LSS/SCCA** \_\_\_\_\_

