

1. PURPOSE:

This Standard Operating Procedure (SOP) outlines the procedures to be used by controllers working positions to ensure that IFR releases are performed in a safe and orderly fashion.

2. ROLES AND RESPONSIBILITIES:

This SOP was originally signed by Jeff Clark, ZLA Facility Chief on June 18, 2001, and amended on November 25, 2002, and August 08, 2008. It was further amended per section 4, and last signed on July 31st, 2025 by Matthew Kramer (DATM).

3. DISTRIBUTION:

This SOP is intended for use by tower, departure, and center controllers.

4. EXPLANATION OF CHANGES

Version	Date	Explanation of Changes
2.20	17SEP23	Formatting change to PDF. Adjusted anticipating future rundown list.
2.31	31JUL25	Major overhaul of every section for rundown lists, use of rolling/boundary
2.4	14MAY26	Added Sector IDs to Rundown Lists

5. REQUIREMENTS:

1. At all towered airports, the primary method of release coordination is the Coordination/Rundown list. However, some situations, such as a top-down Center controller or VFR tower, may require other methods. Controllers shall coordinate releases in the following priority:
 - a. Rundown list
 - b. Verbally on a landline
 - c. With a PM on the network
2. When using the rundown list:
 - a. Controllers shall add aircraft to the list in the correct departure sequence.
 - b. Aircraft are not considered released until the departure controller acknowledges the aircraft and the list line is displayed in a solid yellow with the + symbol.
 - c. A release window is 3 minutes. An aircraft must *not* be cleared for takeoff if a release expires before they are rolling.
 - d. At airports with automatic releases enabled, entering any coordination text into a rundown list will require manual release. Verbal coordination may be required.
 - e. Local controllers may only issue takeoff clearances to released aircraft.
3. At Class B and Class C towers in vZLA, a primary method of radar identification is the rolling/boundary notification. This notification is considered given when the coordination message is acknowledged in a rundown list or,
 - a. If both the local and radar controller agree, a pushed flight progress strip may be used as a rolling/boundary notification.
 - i. The local controller shall not push the strip until the aircraft has received a takeoff clearance.
 - b. Coordinated over voice or PM.
 - i. The message must contain the aircraft ID, departure airport, and; the exit fix, DP, or departure instruction.
 - ii. May be combined with an IFR release.
 - c. Omitted at the departure controller's discretion.
4. When obtaining a verbal release:
 - a. An IFR release must be obtained from the appropriate departure or center controller.
Example phraseology:
 - i. "SOCAL, Montgomery Tower, request release N123AB, Mission Bay/Heading 270/CWARD2." (In other words, provide the name of the plane, and the first fix, DP, or departure instruction).
 - ii. Departure should respond with: "N123AB released," "N123AB, maintain 3000 released" or "N123AB hold, expect 10 minutes," or other information as required.
 - b. A release window is 3 minutes. An aircraft must *not* be cleared for takeoff if a release expires before they are rolling.
 - c. Local controllers may only issue takeoff clearances to released aircraft.
5. All towers are required to provide adequate initial spacing between IFR departures in accordance with the 7110.65.
6. The procedures above shall also apply to VFR aircraft requesting flight following.
7. IFR Releases from Uncontrolled/Non-Towered Airports:
 - a. Procedures and phraseology examples regarding IFR releases from non-towered airports may be found in the 7110.65 4-3-4 or in the [ZLA STM](#).
8. Transfer of Communications (Tower to Approach/Departure/Center):
 - a. Transfer of communications to departure should occur as soon as the aircraft starts climbing unless there's a potential traffic conflict that the tower needs to resolve.

APPENDIX A. LIST OF RUNDOWN LISTS AND IDS

The following TRACONS and Airports are configured for the use of rundown lists.:

SOCAL		
List ID	Airport	Sector
P11	BUR	1F 1V 1X
P33	CNO	3N 3P
P52	CRQ	5D 5M 5N
P34	EMT	3P
P44	FUL	4B 4T
P65	HHR	6L 6S
P61	LAX	6S
P62	LAX	6N
P58	LDR (SAN)	5Z (USCG)
P42	LGB	4B 4R 4Y
P66	LGB	6L 6S
P67	LGB	6S (VFR)
P55	MYF	5N 5W
P56	NKX	5M 5W
P31	ONT	3I 3P
P35	POC	3P
P32	PSP	3D 3S
P36	RAL	3R
P57	RNM	5D
P51	SAN	5E 5W 5Z
P54	SDM	5Z
P53	SEE	5E 5M
P64	SMO	6N
P41	SNA	4A 4B 4Y
P43	TOA	4R 4Y
P63	TOA	6L 6S
P12	VNY	1F 1V 1W

L30		
List ID	Airport	Sector
PQ	LAS	1D 1M
PZ	LAS	1D 1M
PP	LAS	1D 1M
PV	VGT	1D 1M
PO	VGT	1D 1M
PH	HND	1F 1Y

SBA		
List ID	Airport	Sector
PA	SBA	1E 1H
PP	SBP	1R
PX	SMX	1R
PB	VBG	1I