

**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

## 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
P11	BUR
P33	CNO
P52	CRQ
P34	EMT
P44	FUL
P65	HHR
P61	LAX
P62	LAX
P58	LDR(SAN)
P42	LGB
P66	LGB
P67	LGB
P55	MYF
P56	NKX
P31	ONT
P35	POC
P32	PSP
P36	RAL
P57	RNM
P51	SAN
P54	SDM
P53	SEE
P64	SMO
P41	SNA
P43	TOA
P63	TOA
P12	VNY

L30	
List ID	Airport
PQ	LAS
PZ	LAS
PP	LAS
PV	VGT
PO	VGT
PH	HND

SBA	
List ID	Airport
PA	SBA
PP	SBP
PX	SMX
PB	VBG