

## PART 244 – Tarmac Delays Transmittal

### REQUIREMENTS

#### RECORD DESCRIPTION/INSTRUCTIONS: **Tarmac Delays Transmittal Letter**

The transmittal letter must identify the carrier and month and year for which the **Tarmac Data** are being submitted, and contain the following information:

A certification statement identifying an appropriate official of the reporting carrier. The certification statement will read:

**I, (Name) and (Title), of the above-named air carrier, certify that the BTS Form 244 “Tarmac Delays Data Report” is to the best of my knowledge and belief, true, correct, and a complete report for the period stated.**

**Date:**

**Signature:**

**Name (Please Print or Type):**

The name(s) and telephone number(s) of the carrier’s staff who can be contacted to resolve problems regarding both carrier data and technical matters.

#### RECORD FORMAT:

Once signed, the **Tarmac Delays Data Transmittal Letter** must be published as an electronic “portable document format” file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe software downloaded on your computer in order to “save as/print” your document as a ‘pdf’ file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003-**244transmittal.pdf**