

1. Week prior

- Confirm launch site
- Confirm FAA coordination
- Order helium if necessary
- Order rental cars for helium transport
- If multiple flights, confirm frequency separation and timing schedule
- View launch site if able (site survey)

(https://www.wmo.int/pages/prog/www/IMOP/SitingClassif/Siting-Classif_2008Ed_Up2010.pdf)

2. 48 hours prior

- Pack all necessary materials and confirm radiosonde launch checklist is complete
- Charge computers overnight the night before launch
- Record balloon size
- Record payload weight
- Forecast flight path trajectory. Run WRF simulation and Reed prediction code (or Allen Jordan prediction <http://www.allenjordan.info/balloonprediction.html>)
- File a NOTAM if necessary
- Inform ATCT in accordance with agency procedure before release time
- If no ATCT, attempt to notify local Flight Service Station or airport's tower
- Charge all batteries (laptops, GS-U, Lufft, etc.)

- Tie all parachutes, dereelers, and loops for balloon attachments.
 - 2 feet between top of parachute and the balloon
 - 1 foot between parachute to dereeler

3. Before leaving (Day of launch)

- Confirm batteries are charged
- Confirm packing checklists are complete, field checklists and SOP are available to be at launch site

4. Flight

General tips:

- ❖ Set up the weather station (Lufft or Kestrel) as you arrive at the launch site and let it record data until termination of the final balloon is confirmed.
- ❖ Make sure none of the boxes in the balloon burst/termination section of the options page are checked.
- ❖ If unsure the radiosonde is receiving GPS, check the bottom board. There is a green LED that will flash if GPS is being received by the sonde.

- ❖ Initial location conditions (latitude, longitude and altitude) are **EXTREMELY** important for the radiosonde to receive GPS. Make sure they are as accurate as possible. Consider using the Etrex to determine position.
- ❖ If using the automatic termination method, use the following instructions
 - On the initialization screen click on the advanced option, go down and click on Switch off radiosonde.
 - Click on the box in the upper right-hand corner.
 - Choose your option of automatic termination and set the parameters at which you would like the launch to be terminated.
- ❖ DO NOT launch without confirmation of data.
- ❖ Have the radiosonde acclimating to the environment for at least 10 minutes prior to flight.
- ❖ Before release, confirm radiosonde is within 2 °C, 10% RH, and 5 mbar of the surface reference values (Lufft, Kestrel, etc.)