

1. PURPOSE

Defines standard procedures to be used regarding the 'scratch pad' field in vSTARS and CRC as well as basic coordination information for data blocks, strips, and interfacility information.

2. ROLES AND RESPONSIBILITIES

The Office of Primary Responsibility (OPR) for this SOP is the ZLA Senior Staff. This SOP shall be maintained, revised, updated or canceled by the ZLA Senior Staff or any organization that supersedes, replaces or assumes the staff responsibilities. Any suggestions for modification/amendment to this SOP should be sent to the staff for review.

3. DISTRIBUTION

This SOP is intended for use by controllers staffing positions at ZLA.

4. BACKGROUND

With CRC, controllers have the ability to communicate useful information to each other using the primary and secondary "Scratchpad" field of the data block. For this information to be meaningful, all controllers need to understand the meaning of the field and use consistent procedures. This document defines what those procedures should be. Additionally, this document covers the usage of other data block information to facilitate coordination as well as flight strip coordination information

5. VERSION

List of Changes

Version	Date	Explanation of Changes
1.00	10SEP23	New document to replace "Scratchpads and Temporary Altitudes," consolidation of information, and formatting changes

6. REQUIREMENTS FOR PRIMARY SCRATCHPAD

The primary scratchpad is entered by simply typing the desired scratchpad code and slewing (clicking on) the desired target or can be modified with the keyboard command MULTIFUNC Y <ACID> <SCRATCH>.. Primary scratchpads should be applied to arriving aircraft by TRACON controllers in the following manner

1. Aircraft going from TRACON to Tower
 - a. Aircraft should be scratched with the procedure the aircraft has been assigned
 - i. Approach procedure codes should be scratched as follows:
 - ii. X#Y
 - iii. "X" Shall be the procedure type:
 1. V = Visual
 2. I = ILS
 3. R= RNAV
 4. G = GPS
 5. O = VOR
 6. N = NDB
 7. L = LOC
 8. D = LDA
 9. T = TACAN
 - iv. "#" Shall be the shortened version of the runway number and the L/R designator, or the appropriate letter for a circling approach
 1. Runway 25L scratched as "5L"
 2. Runway 27 scratched as "27"
 3. Runway 09 scratched as "9"
 - v. "Y" Shall be the L/R designator of the runway if applicable. If there is no L/R, they the "Y" space shall be used for scratching the full runway number
 - vi. Examples
 1. LAX ILS 25L shall be scratched "**I5L**"
 2. BUR Visual 08 shall be scratched "**V8**"
 3. SAN Loc 27 shall be scratched "**L27**"
 4. AVX VOR A shall be scratched "**OA**"
 5. PSP RNAV Y 31L shall be scratched "**R1L**"
2. Aircraft going from Tower to TRACON
 - a. CRC will automatically provide the correct exit fix/scratchpad entry. Controllers shall ensure flight plan information is correct and that the pilot has readback their route clearance correctly.
 - b. It is the responsibility of all members of the tower cab to ensure correct route information is entered and understood by the pilot.

7. SECONDARY SCRATCH PAD

CRC includes the ability to use a secondary scratch pad. In CRC the secondary scratch pad is entered directly on the radar screen. While scratchpad 1 is entered by typing text and then slewing the target, scratchpad 2 requires a "+" in front of the text, for example, +VV . Controllers in the TRACON environment are expected to use the following secondary scratchpad entries:

1. Aircraft on Approach
 - a. Aircraft cleared for approach is maintaining visual separation from an aircraft on the same complex: **VV**

- b. Aircraft cleared for approach is maintain visual separation from an aircraft on an adjacent complex: **VS**
 - c. Aircraft cleared for an approach is sidestepping to the adjacent runway on the same complex: **SS**
 - d. Aircraft is on the ILS 25L Offload route at LAX: **OF**
- 2. LAX VFR Class B Routes
 - a. Coliseum Route: **COL**
 - b. Hollywood Park Route: **HOL**
 - c. Mini Route: **MNI**
 - d. Coastal Route: **SHO**
 - e. Los Angeles Special Flight Rules Area: **SFR**
- 3. Automated Point Outs - Acceptance of a tag in point out approves the point out request per the scratchpad for VFR aircraft only. IFR aircraft may only be non-verbally coordinated per prearranged point out procedures described in facility-specific SOPs.
 - a. Speed: **##K** (e.g. **17K** = 170 kts)
 - b. Heading: **H##** (e.g. **H36** = 360 deg, **H09** = 090 deg)
 - c. Altitude:
 - i. Descending: **D##** (e.g. **D45** = descending 4,500)
 - ii. Climbing or Cruise: **C##** (e.g. **C65** = climbing 6,500)
 - iii. **B##** (e.g. **B55** = restricted at or below 5,500)
 - iv. **A##** (e.g. **A45** = restricted at or above 4,500)
 - v. **R##** (e.g. **R75** = restricted to, may be climbing or descending to 7,500)
 - vi. For altitudes about 10,000, use a leading zero (e.g. 12,500 = **C02/A02/B02** etc.)
 - d. Fix: **XXX** (use the first three letters of a fix; e.g. **FIM** = Fillmore, **ALB** = ALBAS)

8. USE OF HARD ALTITUDES

Center controllers may optionally add a "1" to the altitude to indicate "descending via." For example, 120 = 12,000; 121 = descending via the arrival to 12,000.

9. USE OF TEMPORARY ALTITUDES

The temporary altitude field should not be used to coordinate altitudes at the time of handoff. If altitudes other than standard altitudes are required due to traffic circumstances, this should be communicated directly with the receiving controller via landline/chat box. This ensures that the unusual altitude is more likely to be noticed.

10. STRIP MARKING

Controllers utilizing flight progress strips within ZLA shall use the following markings:

- 1. Box 10: Clearance via PDC in the top left square with the symbol "**PDC**"
- 2. Box 10: Clearance via voice in the top left square with the symbol "**C**"
- 3. Box 12: If a Full Route Clearance was given, in the top right square, the symbol "**FRC**"
- 4. Box 16: Assigned runway in the bottom left square with the runway, e.g. "**25R**"
- 5. Box 17: Intersection departure with the taxiway in the middle bottom square, e.g. "**F**"

11. SCRATCHPAD REFERENCE TABLES

Below are tables of secondary scratchpads, coordination scratchpads, and three-letter scratchpad codes that are automatically assigned and their associated meaning for ZLA.

COORDINATION SECONDARY SCRATCH PAD ENTRIES

Facility	Meaning	Secondary Scratchpad Entry
Approaches		
ALL	Aircraft is cleared for Approach and... is maintaining visual separation from an aircraft on the same complex	VV
	...is maintaining visual separation from an aircraft on an adjacent complex	VS
	...is side stepping to the other runway on the same complex	SS
LAX	...is on the ILS 25L offload route (CLPUR)	OF
SoCal Class Bravo Transition Coordination		
SCT	Coliseum Route	COL
	Hollywood Park Route	HOL
	Mini Route	MNI
	Shoreline Route	SHO
	Special Flight Rules Area	SFR
VFR Coordination Scratchpads		
ALL <i>Note: for altitudes above 10,000, use a leading 0. For example, R02 = restricted at 12,500</i>	Speed	##K
	Heading	H##
	Descending	D##
	Climbing	C##
	Restricted At or Below	B##
	Restricted At or Above	A##
	Restricted to (may be climbing or descending to)	R##
	Fix	XXX (First three letters of fix)

SOCAL PRIMARY SCRATCHPAD ENTRIES

Facility	Meaning or Procedure	Scratchpad Entry
SoCal TRACON Area		
ALL	V23	Jet aircraft routed from LGB, TOA, HHR, and SMO over GMN
BUR	OROSZ# COREZ	ORB
	OROSZ# CSTRO	ORH
	OROSZ# OROSZ <150	ORG
	OROSZ# OROSZ >150	ORZ
	SLAPP#	SLP
	VNY# FIM	FIM
	VNY# GMN	GMN
	VNY# PMD	PMD
	VVERA#	VRA
LAX	DARRK#	DRK
	DOTSS#	DOT
	GARDY#	GRD
	GMN#	GMN
	LADYJ# COREZ	LDB
	LADYJ# CSTRO	LDH
	LAXX# IPL	IPL
	LAXX# IPL	PND
	LAXX# MZB	PND
	LAXX# OCN	OCN
	LAXX# ROSIN	SXC
	LAXX# TRM	DOT
	MOOOS#	MOS
	MUELR#	MLR

LAX	ORCKA#	CLP
	OSHNN#	OSH
	PNDAA#	PND
	SEBBY#	SEB
	SKWRL# GMN	SQO
	SKWRL# VALEY	SQV
	SUMMR#	SMR
	TRTON#	TRT
	V458 IPL	JLI
	VTU# DINTY	SMR
	VTU# RZS	VTU
	VTU8.VTU..KWANG	MLR
	WNNDY#	WDY
	ZILLI# FICKY	ZIL
	ZILLI# GROGU	ZIB
LGB	FICKY	FIC
	FRITR#	FRT
	HAWWC#	HWC
	TOPMM# COREZ	TPO
	TOPMM# CSTRO	TPO
	TOPMM# IKAYE	TPR
	TOPMM# OROSZ <130	TPG
	ANAHM# LHS	LHS
	PADDR	PAD
	VTU	VTU
	ZOOMM#	ZMM
PSP	CATH# PSP BLH	BLH

PSP	TRM# TRM BLH	BLH
	TRM V137 IPL	IPL
	TRM V514 MZB	JLI
	CATH# PSP V386 PMD	SOG
	V386 PMD	SOG
	PSP V370 TNP	TNP
ONT	POM# GMN	GMN
	RAJEE# AVRRY	MTB
	RAJEE# DINTY	SHL
	RAJEE# MALIT	SHL
	RAJEE# MTBAL	MTB
	RAJEE# OTAYY	OTY
	SNSHN# COREZ	LND
	SNSHN# EHF	LND
	SNSHN# LAS	NVY
	SNSHN# MISEN	NVY
SAN	BRDR# IPL	BDI
	BRDR# JLI	BDJ
	ECHHO#	ECO
	FALCC#	ECO
	MMOTO#	MTO
	PADRZ#	PAD
	SAYOW# IPL	SAI
	SAYOW# MTBAL	SAJ
	ZZOOO# CENZA	ZOM
	ZZOOO# IPL	ZOI
	ZZOOO# MTBAL	ZOP

SMO	CHOII# BLH	SMS
	CHOII# COREZ	YMI
	CHOII# CSTRO	YMI
	CHOII# FIM	FIM
	CHOII# HAILO	SMS
	CHOII# HEC	SMS
	CHOII# LAS	SMS
	CHOII# MISEN	SMS
	CTRUS# COREZ	CTO
	CTRUS# CASTRO	CTO
	CTRUS# HAILO	CTS
	CTRUS# HEC	CTS
	CTRUS# IKAYE	CTK
	CTRUS# LAS	CTS
	CTRUS# MISEN	CTS
	CTRUS# SCTRR	CTD
	CTRUS# STOKD	CTD
	PEVEE# CLEEE	PDT
	PEVEE# CNERY	PDT
	PEVEE# OTAYY	PTN
	PEVEE# TCATE	PTN
	SMO#	SMS
SNA	ANAHM# HEC	APL
	ANAHM# LHS	LHS
	CHANL# EHF	HRC
	CHANL# GMN	HRC
	FINZZ# BEALE	FIN

SNA	FINZZ# MISEN	FIN
	HAWWC#	HWC
	HHERO# EHF	HRC
	HHERO# IKAYE	HRV
	HHERO# OROSZ	HRC
	HOBOW#	FIN
	MIKAA#	MIK
	PIGGN#	PIG
	STAYY#	STY
TOA	HAWWC#	HWC
VNY	CANOG# FIM	FIM
	CANOG# GMN	GMN
	HARYS#	HRS
	HAYEZ# BLH	HZS
	HAYEZ# COREZ	HZB
	HAYEZ# CSTRO	HZH
	HAYEZ# FIM	HZF
	HAYEZ# HAILO	HZS
	HAYEZ# HEC	HZS
	HAYEZ# LAS	HZS
	HAYEZ# MISEN	HZS
	NUAL# DAG	PMD
	NUAL# PMD	PMD
	RSCO#	RSC
	WLKKR# COREZ	WKB
	WLKKR# CSTRO	WKH

SANTA BARBARA PRIMARY SCRATCHPAD ENTRIES

Facility	Meaning or Procedure	Scratchpad Entry
SBA	CMA	CMA
	FIM	FIM
	GAUCH#	GAU
	KWANG# GINNA	CMA
	KWANG# HENNR	FIM
	MISHN#	MIS
	VTU	VTU

LAS VEGAS SCRATCHPAD ENTRIES

Facility	Meaning or Procedure	Scratchpad Entry
Departures		
LAS	GIDGT#	GID
	HOOVR#	HOV
	JOHKR#	JKR
	LOHLA#	LOH
	MCCRN#	MCN
	NIITZ#	NIT
	RADYR#	RYR
	RASLR#	RSL
	RATPK#	RAT
HND	OYODA#	OYO
	SCAMR#	SMR
Arrivals		
LAS	BLAID#	BLA
	CHOWW#	CHO

LAS	CRESO# ¹	CRE
	COKTL#	CTL
	ISHEE#	ISH
	JAYSN#	JSN
	LARKK#	LRK
	RKSTR#	RKS
	RNDRZ#	RDZ
HND	BOEGY# ¹	BOG
	GAMES#	GAM
	PUMLE# ¹	PUM
HND, VGT	NTNDO# ¹	NTN
VGT	WYLND#	WYL
ALL	RADYR Coordination Fix	RAD
	CRESO Coordination Fix	CRE
	JOHKR Coordination Fix	JOK
¹ Note: BOEGY, CRESO, NTNDO, and PUMLE STARs appear in the secondary scratch		