

Purpose	This directive covers data block entry standards for ZOB and all ATCTs and TRACONS within ZOB jurisdiction and is supplementary to the procedures in FAA Order 7110.65.
Scope	This agreement outlines procedures for use of the data block during radar operations at the facility and is supplemental to applicable FAA Orders.
Altitude Information	<p>The data block shall always reflect the current status of the aircraft except as specified below in this directive. Whenever an aircraft is cleared to maintain an altitude different from that in the flight plan database, enter into the computer one of the following:</p> <ul style="list-style-type: none">○ The new assigned altitude if the aircraft will (climb or descend to and) maintain the new altitude, or○ An interim altitude if the aircraft will (climb or descend to and) maintain the new altitude for a short period of time and subsequently be recleared to the altitude in the flight plan database or a new altitude or a new interim altitude. <p>An interim altitude may be omitted under the following circumstances:</p> <ul style="list-style-type: none">○ When a departing aircraft is assigned a standard initial altitude as established in the standard operating procedures.○ When a departing aircraft is assigned the highest available ATCT or TRACON altitude (e.g. 12,000 at CLE).○ When an aircraft requesting FL240 or higher is assigned FL230 in preparation for a handoff to a high altitude sector.
Scratchpad Information	<p>Radar controllers may at their discretion require tower controllers to enter the first three letters of the aircraft's departure fix in the scratchpad (i.e. A C O = "A C O" and FA ILS = "FA I"). The radar controller shall reset the scratchpad when the information is no longer needed.</p> <p>Controllers shall enter approach information in the scratchpad for aircraft landing at a class B or C airport as the pilot is told what approach to expect as per the following guidelines:</p> <ul style="list-style-type: none">○ "I" followed by a runway designation for ILS approaches.○ "V" followed by a runway designation for visual approaches.

- “IP” for ILS/PRM approach 6L at KCLE
- “LP” for LDA/PRM approach 6R at KCLE
- “0” for any approach not covered above [additional coordination is required when this entry is used]

The runway designation shall be the runway number except in cases of parallel runways. If the airport is served by a single pair or triplet of parallel runways, then only a “L” “C” or “R” is necessary for the parallel runways. For those airports served by airports multiple sets of parallel runways, the last digit of the runway and “L” “C” or “R” is necessary for the parallel runways.

- Examples:

CLE

L = 24L or 6L	R = 24R or 6R
10 = 10	28 = 28

DTW

1L = 21L	1R = 21R
2L = 22L	2R = 22R
7L = 27L	7R = 27R
3L = 03L	3R = 03R
4L = 04L	04R = 04R

PIT

L = 28L or 10L	R = 28R or 10R
C = 28C or 10C	14 = 14
32 = 32	

Scratchpads for aircraft landing at class D, E, or G airports shall show the destination airport code.