

**USPS-NOS COOPERATIVE CHARTING PROGRAM
REPORT DATA ENTRY WORKSHEET**

(This worksheet and other appropriate worksheets should
be filled out before entering data into CCWEB)

*Principal Observer Name: _____
**Certificate Number: _____
District: _____ Squadron: _____
Last Name: _____ First Name: _____ Middle Initial: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number:
Home: _____ Business: _____
E-mail address: _____

* If the Principal Observer is already registered in CCWEB all that is needed is the Certificate Number, User Type, and their password. If the Principal Observer is not registered in CCWEB, then he/she needs to contact their District Cooperative Charting Chairman or their Cooperative Charting Committee Chairman to have their Certificate Number entered into the database along with any other required information.

**The Certificate Number is needed for entering the website and report.

REPORT -SPECIFIC INFORMATION

*Investigation Date: _____
*Chart Number: _____ *Edition Date: _____
*Total Time Expended: _____
*Total Miles Traveled: _____
Additional Observers: (See back page)
 Yes **
 No

Other Information:

*This information will need to be added when the user is ready to enter a report. It is also supplied on the worksheets.

** Additional Observers not already in CCWEB, can be added by going to the "Add a New Observer" page.

INDIVIDUAL ITEM REPORTS

Worksheets have been provided for the following Report Categories in CCWEB. These worksheets should be filled out by the user to make the reporting of items on the website easier. One worksheet should be used for each item being reported on. Also, remember that the [largest scale chart](#) must be used at all times. If information falls on another chart a separate report will need to be entered into CCWEB. [A marked up chart section is required for every report.](#)

Small Craft Facility Worksheet–This worksheet mirrors the Small Craft Facility Category in CCWEB. Once the worksheet is filled out, transfer the data to this Category. A small craft facility **MUST** be public (not private) and have at the minimum following requirements: Fuel-Gasoline and or Diesel, Pumpout Facility (or has access to a municipality or community facility), Transient Berths and or Moorings. It also must have an Approach Depth and Alongside Depth. **If the facility is new or an update and it falls on a Small Craft Facility chart submit it to the SCF page. This information will get to the Coast Pilot people. If it doesn't fall on a small craft facility chart then it should be reported in the Coast Pilot category only. If the facility has been discontinued it should be reported in the SCF category only. The Coast Pilot Section will get this report and remove the facility if it is in the Coast Pilot. The Coast Pilot branch is following the definition of a small craft facility. So, do not report SCF information that is discontinued in the Coast Pilot Category.**

[Small craft facilities will only be reported on once a year.](#) To see which facilities that have been reported on go to the Main Menu page and click on the link 'Small Craft Reports Previously Submitted'.

Coast Pilot-This worksheet also mirrors the Coast Pilot Category in CCWEB. Information can be handwritten on this worksheet and then transferred to the Coast Pilot Category. Electronic Coast Pilot information can be copied from the following website and inputted into CCWEB. The website address is <http://chartmaker.ncd.noaa.gov/nsd/coastpilot.htm>. To upload a support document see Reports, Items and Support Files.

Nautical—Use this worksheet before entering the data into CCWEB. For instructions on how to submit chart sections with multiple items and or other supporting documentation see Reports, Items and Support Files. A latitude and longitude must be entered into these fields for chart sections with multiple items. If there is only one item on the chart section then there must be an accurate latitude and longitude given. The following information has been added to the worksheet for your convenience: Chart Number, Edition Number, and Edition Date. This data should be entered at the Enter/Edit a Report Page. If it is not entered at this page then you will not be able to submit your report. The Investigation Date, Total Time Expended, and Total Miles Traveled has also been added to the worksheet for your convenience. This data also has to be entered at the Enter/Edit a Report Page. If the Special Investigation (SPI) field is marked YES, put the SPI number in the description field. Items already reported in a nautical report are automatically sent to the Coast Pilot Branch. A separate Coast Pilot report is not necessary.

Depth Surveys--Use this worksheet before entering the data into CCWEB. This worksheet mirrors the Depth Surveys Category in CCWEB. Once the worksheet is filled out, transfer the data to this Category. If using the DepthWiz program, upload the data file in this category. NOS has created specific instructions for DepthWiz. 'The 'DepthWiz Survey Instructions from NOS' dated February 1, 2006 is a document created to guide people on how to use DepthWiz. Submission of DepthWiz Data requires few keyed entries because the data file is self-documenting. **Please check the .dww file to make sure that the Tide information, transducer correction, and the Performance Measure fields have been filled before submitting the report. All DepthWiz surveys must have a chart section uploaded to CCWEB showing the plotted depth soundings. If this file is not uploaded with the report it will be sent back to the primary observer. This plotted chart section file must be readable.** Manual Depth Surveys can also be added.

Range Line Surveys---Use this worksheet before entering the data into CCWEB. This worksheet mirrors the Range Line Survey Category in CCWEB. Once the worksheet is filled out, transfer the data to this Category. **Range Line Surveys should only be submitted once every three years.** To check to see which Range Lines have been surveyed, click on the 'Range Line Reports Previously Submitted' link on the Main Menu page of CCWEB. The Range Line Data File should be uploaded to CCWEB in the following format. Latitude|Longitude|Name of Range. This file has to be in the .txt format.
Example: 46.34293|-070.12433|Port Smith Range A

Position Data Worksheet---Use this worksheet before entering the data into CCWEB. This worksheet mirrors the Position Data Page in CCWEB. This page is required for the Nautical, Small Craft, Range Line, Depth Surveys, and Coast Pilot Categories.

Inspection Reports—Use this worksheet before entering the data into CCWEB. This worksheet handles two special cases:

1) The U.S. Army Corps of Engineers (USACE) requires reporting the condition of USACE Aids to Navigation (ATON)'s including those found with no problems. This is done by entering the time and miles along with a chartlet identifying the area inspected. In the 'Description' box identify the USACE ATON's found to be correct.

2) A Cooperative Charting cruise that finds no items to be reported may enter the Time and Miles expended along with a chartlet identifying the area inspected. The 'Description' box identifies the charting features that were inspected and found correct as charted.

If you report on a Nautical item and have inspection items only put the time and mileage in one category. CCWEB will not allow you to input time and mileage in both.

Reports, Items and Support Files

An individual cooperative charting report in CCWEB may include an unlimited number of items. For example, one report may include a small craft facility report, a new visible wreck, a deleted landmark, and a depth survey. In addition, up to 26 support files (A-Z) may be uploaded electronically in any one report. A support file, such as a scanned chartlet, photo, or newspaper article may be uploaded as documentation to support the report. In addition, text or .html files such as those obtained from a web site can also be uploaded as a support file. A support file such as a scanned chartlet, can pertain to more than one item in a report. For example, a chartlet might have 7 items circled on it and labeled 1 through 7. In the web data entry system, each of those seven items would reference the attached support file.

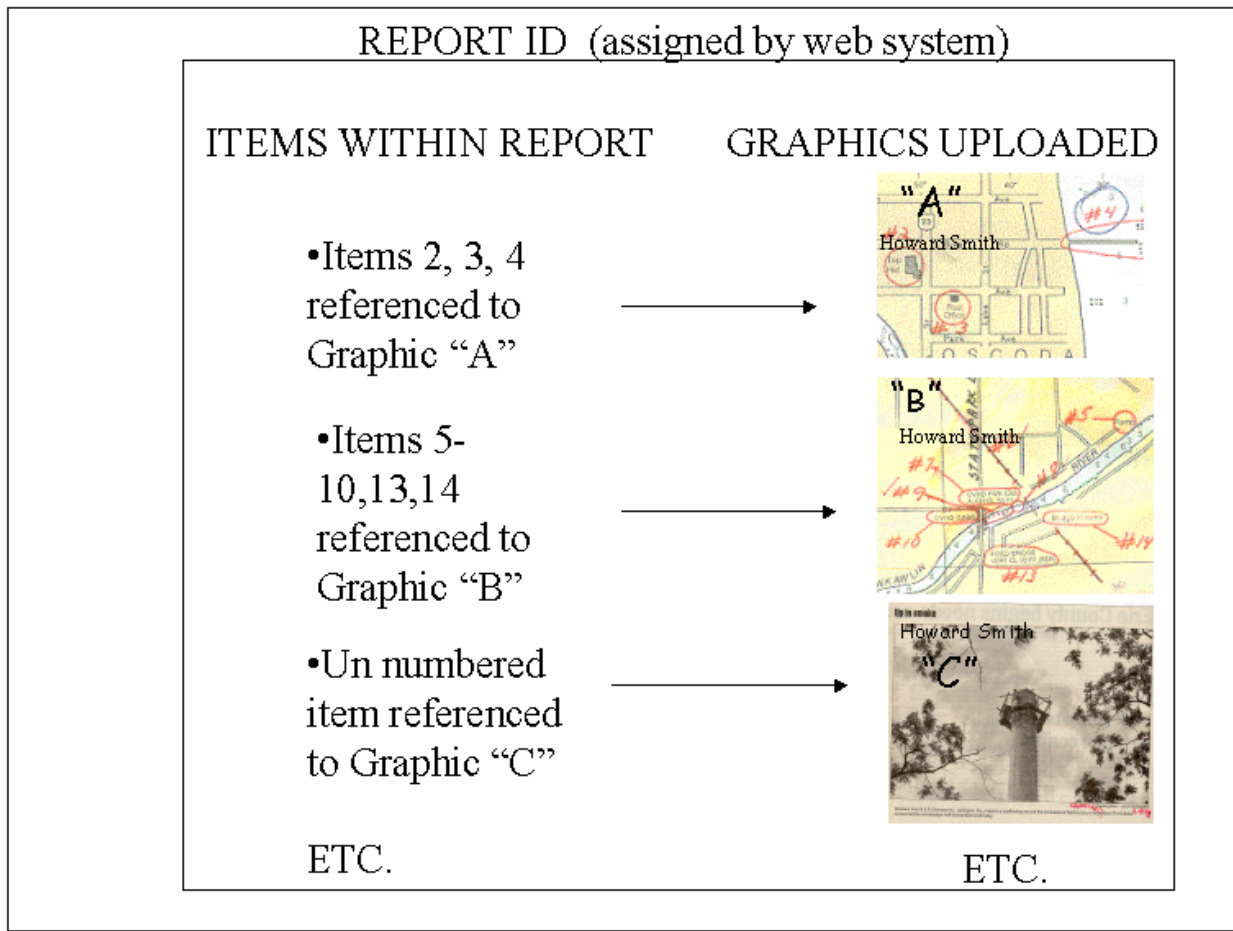
Convention for Using Support Files

If the observer has supporting documentation such as paper chartlets, photos, or newspaper articles, each of these documents should be hand labeled with a name, **before** they are scanned into an electronic format. The name should be hand labeled using the convention “A”, “B”, “C”, “D”, etc... In addition, the observers name should be written on the paper before it is scanned into an electronic format.

When created a support file by scanning, the file can be given any name by the user. However, it would probably be a good idea to have the name “A”, “B”, “C”, “D” etc...somewhere in the file name. This file name would be the same as what was hand written on the paper version of the support document.

Support files are uploaded into the system before information is entered for individual items. During this process, CCWEB requires the user to input the support file label; i.e., that letter which was hand written on the paper before it was scanned. When entering items, if an item number is hand labeled on the paper support documentation, the item number should also be entered in CCWEB.

The unique ID number will assigned by CCWEB.



ADDITIONAL OBSERVER WORKSHEET

(Information marked with a * will be required in CCWEB)

2nd OBSERVER'S DATA

*Certificate Number: _____
*First Name: _____ Middle: _____ *Last Name: _____
*Street Address: _____
*City: _____ *State: _____ *Zip Code _____
*Home Phone: _____ Business Phone: _____
Cellular Phone: _____
E-Mail Address: _____
Fax Number: _____
*District: _____ *Squadron: _____
Percent of Total Credits: _____

3rd OBSERVER'S DATA

*Certificate Number: _____
*First Name: _____ Middle: _____ *Last Name: _____
*Street Address: _____
*City: _____ *State: _____ *Zip Code _____
*Home Phone: _____ Business Phone: _____
Cellular Phone: _____
E-Mail Address: _____
Fax Number: _____
*District: _____ *Squadron: _____
Percent of Total Credits: _____

4th OBSERVER'S DATA

*Certificate Number: _____
*First Name: _____ Middle: _____ *Last Name: _____
*Street Address: _____
*City: _____ *State: _____ *Zip Code _____
*Home Phone: _____ Business Phone: _____
Cellular Phone: _____
E-Mail Address: _____
Fax Number: _____
*District: _____ *Squadron: _____
Percent of Total Credits: _____