

## TIPS FOR INCREASING YOUR CO-OP CHARTING CREDITS

Revised April 2007

### **General Information**

- Order the Local Notice to Mariners (LNM) for your boating area and keep your charts up to date, and use new editions when they are published. New editions are announced in the LNM. This practice avoids reporting items that the National Ocean Service (NOS) has already received or published. If you find errors in LNM, report them to the Coast Guard (CG) and send in a report to NOS through CCWEB stating the error, the LNM number, and that you reported the error to the CG.
- Organize cooperative charting cruises.
- Provide additional information (upload these to CCWEB) to verify your corrections, *i.e.* photographs, engineering drawings, newspaper articles, names and addresses of your information source, brochures, business cards, sextant angles and a chart section showing those angles plotted, DGPS positions with HDOP number, etc.
- Do not intentionally duplicate reports, including information published in LNM. This results in no credits being awarded.
- **Submit your reports in a timely fashion – do not hold them until the end of the year.** See the Procedures for Awarding Credits for penalties.
- All nautical reports must have a chart section uploaded showing the location of the feature that they reported on.
- Know and communicate with your Squadron and District Cooperative charting Chair and your Area Representative—they can answer many of your questions or they can get you an answer.

### **Nautical Reports**

Notify the nearest CG unit if you detect problems with aids to navigation. Indicate in CCWEB that this has been done. (Date and time).

- Form a conclusion for your report. Example: “The area of this survey has generally shoaled,” or “The charted landmarks are no longer visible and THIS tank should be charted.”
- If you report a critical correction requiring publication in the LNM, you are automatically placed on the Honor Roll.
- Use 8½ x 11 chart sections or photocopies of charts to clarify location of the item(s) you are reporting. You may also use Maptech copies of Nautical charts. All chart sections must be annotated to show the item (s) they are reporting on. Also, **provide explanation as to of how the position was determined.**

- If you are conducting a depth survey see the NOS handout 'DepthWiz Survey Instructions from NOS'. A chart section showing the soundings lines must be uploaded. Compare the survey results with charted soundings and indicate on the chart where shoals, if any, were found. If you do find a shoal area, be sure to criss-cross the shoal and develop the soundings around the shoal so it can be accurately depicted by the cartographer on the chart.
- After conducting a depth survey, be sure to mention in CCWEB if you found, "the soundings in the area appear to be as charted," "the area appears to have shoaled," "the area appears to be deeper than charted," etc.

### **Coast Pilot Reports**

- Give the page, paragraph, and sentence number of the item being corrected.
- Upload photos, if appropriate.

### **Small Craft Facility report**

- Indicate on the form whether the facility is "New," "discontinued," or you are supplying "updated" information.
- A small craft facility **MUST** be public (not private) and have at the minimum following services:

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 does not meet the above criteria you may submit the information as a Coast Pilot addition or revision.

**PLEASE ONLY REPORT ON A FACILITY ONCE A YEAR.**

- For a new facility, submit a chart section with the location clearly shown. State on form if owner wants facility charted. For a new facility indicated Lat. and Long and how you determined the information.
- Upload a business card and brochure, if available.
- Give the owner's full name, address, and telephone number.
- If towing is available, indicate the hours of operation and the radio frequency they monitor, if any.