

How to Create a Cooperative Charting Event/Report

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Report Requirements

- An E Cert number that is authorized to use the system. To get certified you will have to request access by taking the following steps:
 - Logon to the USPS.org website using your Ecert and password
 - Select Committees tab, committees A-J, and select Cooperative Charting



- Select Link to Registration Form as shown below:

For Data Security Reasons

1st Time Users need Authorization to Complete a Report

Click - [Link to Registration Form](#) to Receive Authorization

- Enter requested information

Please note: YOU MUST BE AUTHORIZED BEFORE YOU CAN FILE A REPORT

- A smartphone with GPS capability is required (Location feature turned **ON**)
- Current chart of area being reviewed
- Current copy of the USCG Light List found at <https://www.navcen.uscg.gov/?pageName=lightLists>
- Select District 7 – our zone area (if charting in another district, then select the appropriate one from the map provided) – a PDF document will open
- Find the location in this document where you will be working as you will need the official AID No and Description for entry later
- The Light List provides all the details for the ANTONs (Timing, Flashing, Color, Latitude/Longitude, etc)
- A boat - with a partner if desired (can be done alone but better with 2)

Objects that will be reviewed are ATONs and Bridges

Look for:

- Condition of ATON or Bridge
- Number of the ATON (Eg R4)
- Is ATON straight in the water or slanted
- Are there any missing numbers
- Does number correspond to chart
- Is the ATON missing
- if the ATON is not on a pole, make sure the ATONs latitude/longitude has not drifted significantly from light list coordinates
- Is Bridge damaged
- Are bridge lights present
- Any other condition or status that might seem out of place

Take Pictures

- More is better. Pictures must reflect the conditions that you will report. All pictures must be geo tagged with their location (**GPS ON** on phone)
- Pictures must show any numbering if available
- EMAIL pictures to yourself and make sure they are saved as JPG type files
- Store pictures in recognizable directory so a not to be confused later if you have to go back and resend
- Generally, directories with the Location and Date in their names make this easy

COMPLETING THE FORM

Access the form for reporting the results

- Go to the main page for the CoOperative Charting Committee
<https://www.usps.org/index.php/departments/12000/12200>
(Departments/Executive Committee/CoOperative Charting)
- Click on the following Icon on the left side of the page:


Nautical
Program &
Marina Survey
Report Program

- Click on the following link (Nautical Reporting – Reporting Form)

Nautical Program
Nautical - Standard Operating Procedures
[Nautical Reporting - Reporting Form](#)

- This will open the reporting form
- Date of Observation

Date of Observation *

- - 
Year Month Day

- Use calendar icon to select date of entry. If a picture was taken more than 30 days from the current date, it **CANNOT** be used.
- Resubmittal or Original Entry

If this is a resubmittal, enter the original report number.

- For first time entries, leave this field blank. If you are filing a resubmittal of the same report, then you will have a report number to enter into this field.

- Principal Observer

Principal Observer

Certificate No. * % Credit

Email Initials

Name Squadron District

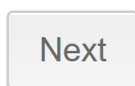
- If you are the **PRINCIPAL** observer, meaning that you and you alone will be filing the report, then enter your information as requested here taking 100% of the credit. If you are sharing the find with someone else, then depending on the number of people, use the correct percentage which when totaled must equal 100% for everyone. Eg. 3 people sharing, each will have 33% with one having 34.

- Additional Observers

Additional Observers (Total % Credit must equal 100)

	Certificate No.	Name	Squadron	District (Dnn)	% Credit
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- If there are additional observers, then enter the requested information for each observer.



- Click when done to go to the next page

- This is the page that will be used to record EACH occurrence of a report. There are only a maximum of 5 items per submission.

Type of Report

- ATON Discrepancy
- ATON Verification
- ATON Inspection
- Bridge Discrepancy
- Bridge Verification

- Select the type of submittal that is being made. Depending on which item is selected, different screens will appear. Each selection creates requirements that are self explanatory. Follow the instructions and provide the requested information. Any field requesting “LIGHT LIST” information must be completed using the information from the light list. See Light List information (Current copy of the USCG Light List for South Carolina can be found at <https://www.navcen.uscg.gov/?pageName=lightLists>.)
- LL Volume, Aid No, and Aid Description are all found in the light list PDF document for the area that you are inspecting.

LL Volume

Aid No.

Aid Description

- In the comments section enter the relevant information related to the status that you selected. If ANTON is good, state “Good”, etc.

Comments

- Upload your photos or forms

Upload Forms / Photos

Upload a File

- If you are finished creating your reports, select/check

Jump to last page when clicking on Next

- You will then be asked to submit your report.
- If you are NOT finished and wish to submit another report (MAX 5 reports in one submissions), then do not check

Jump to last page when clicking on Next

Next

. Just click to continue to file the next report.

Please note: **You can only report on an ATON once per year.**

RECOMMENDATIONS

- *When report is completed, before you submit, print a copy for your records or save as a PDF file. You may need to refer to the report if you ever have to resubmit or it's lost.*
- *Save your pictures*