NS CU03a-Chart Update Form – Field Explanations

Manual generation of Chart Update reports is discouraged since these reports are usually difficult to read and often need interpretation by NOAA. It is recommended that all reports be prepared on the computer. This document explains the use of the fields on this form. This is all part of the accuracy, credibility and professional goals of the Chart Update program. Use this document to understand the data requirements for each field. Also note that there are pop-up instructions available on most of the fields on the form itself.

Heading Data

This data tracks your report submissions and point awards for NOAA. Be accurate.

Field Title	User Information	
District	013-District 1NR is preset in this field.	
Division	Enter your two-digit Division Number.	
Flotilla	Enter your two-digit Flotilla Number.	
Type of Update	Enter an "X" beside the type of update that you are reporting: **CU-Chart Update** **CP-Coast Pilot**	

1. Observer Data

This is your personal data in case NOAA needs to contact you directly.

Field Title	User Information	
Member Number	Enter your Auxiliary ID Number.	
Trans Code	No entry is required.	
Last Name, First Name and Initial	Enter your last name, first name and initial.	
Phone Number	Enter your phone number where you can be reached during normal business hours. F	
Date of Investigation	Enter the date when you made the chart or coast pilot observations.	
Time observed	Enter the approximate time when you made the reported observations. Use the 24-hour clock and format as hhmm.	
Street Address, City, State and Zip Code.	Enter your street address, city, state and zip code.	
E-Mail Address	Enter your E-mail address.	

2. Chart / Coast Pilot Information

This is data referencing the specifics about the NOAA publication being reported.

Field Title	User Information	
Chart / CP (Coast Pilot) **Number**	Enter the Chart Number or the Coast Pilot Number being reporting.	
Chart or Coast Pilot Name	Enter the official name of the Chart or Coast Pilot being reported.	
Horizontal Datum	Select an option from the menu whenever you are reporting data about a nautical chart. (WGS84 or NAD83) These are the only horizontal datum allowed.	
Chart /CP (Coast Pilot) **Date**	Enter the chart date from the bottom left-hand corner of the chart. Or, enter the date from the cover of the Coast Pilot.	
Chart / CP (Coast Pilot) **Edition**	Enter the Edition from the bottom left-hand corner of the chart. Or, enter the Edition from the cover of the Coast Pilot.	
Updated to Local Notice Number.	Enter the Local Notice to Mariner Number for the last LNM used to update the chart or Coast Pilot.	
Distance traveled (Miles)	Enter the number of miles traveled in order to gather evidence and prepare this report. This information is used to formulate awarded credit points.	
Time Expended (hrs.)	Enter the time (in hours) spend traveling, gathering evidence and preparing the report. This information is used to formulate awarded credit points.	

3. Location Data

This is data referencing the specifics about the fixes taken in support of the reported observations.

Field Title	User Information	
Latitude (LAT)	Enter the latitude for the object being reported. When a CU Worksheet is part of your report, enter the LAT from the first entry on the worksheet. (Optional when worksheet is used.) Enter in degrees, minutes and seconds.	
Longitude (LONG)	Enter the longitude for the object being reported. When a CU Worksheet is part of your report, enter the LONG from the first entry on the worksheet. (Optional when worksheet is used.) Enter in degrees, minutes and seconds.	
Method Used	Select an option from the drop down menu-GPS, GPS with WAAS, DGPS, or Other. Explain other in the Comments section.	
EPE / HDOP	Select the quality option being reported from the drop-down menu-EPE, HDOP or Other. Explain other in the Comments section.	.
QC Reading	Enter the EPE-Estimated Position Error or HDOP-Horizontal Dilution of Position from your GPS set.	
GPS Mod. No.	Enter the Model Number for your GPS set.	
GPS Manufacturer's Name	Enter the name of the manufacturer of your GPS.	

4. Depth Data

This is data referencing the specifics about the depth taken in support of the reported observations.

Field Title	User Information	
Obsrvd Depth	Enter the observed depth reading from the echo sounder or other instrument used..	
Transducer Correction (FT)	Enter the correction in feet for the location of the transducer under the water to the waterline on the vessel. Otherwise, leave this field as "0" (Zero).	
Height of Tide	Enter the height of tide reading for the time when the depth was observed. Take this projected reading from the "Almanac Screen" on your GPS. If not in a tidal zone, enter zero.	
Corr. Depth	System computed, the depth is corrected for Datum. The formula is: "Observed Depth plus the Correction for the Transducer minus the Height of Tide equals the Corrected Depth."	
Time	Enter the time when the depth was recorded. Use the 24-hour clock and format as HHMM.	
Method used	Enter the method used to record the depth from the drop down menu- echo sounder, lead line, sounding pole or other. Explain other in the Comments section.	
Model Number	Enter the model number for the echo sounder, if used.	
Manufacturer	Enter the name of the manufacturer of the echo sounder, if used.	
Operating Frequency	Enter the operating frequency for the echo sounder. This is available from your echo sounder's operating manual. This is a required field when an echo sounder is used.	
Area of Coverage	Enter the area of coverage for the echo sounder. This is available from your echo sounder's operating manual. This is a required field when an echo sounder is used.	

5. Statement about the scope of the task(s) being reported

This statement should summarize the premise that you are trying to prove and report on.

Field Title	User Information	
Statement about the scope of the tasks being reported,	Enter a brief statement that defines the premise of the chart updating task have investigated and are reporting to NOAA.	

6. Observations and Comments

This is your personal data in case NOAA needs to contact you directly.

Field Title	User Information	
Observations and comments.	Enter any procedures used to collect the evidence and any observations that help prove the premise that you have identified in Section 5 above.	

7. Second Observer Notification List

Use to report additional observers to NOAA in order to provide them with annual reporting credits. While these fields are optional, in order to provide the capability for NOAA credit, each field on the secondary user reference line must be fully completed. When any data is omitted, NOAA will ignore the secondary observer and NOAA points will not be awarded.

Field Title	User Information	
Member Number	Enter the Auxiliary Member ID Number of the additional observer(s).	
Last Name	Enter the last name of a secondary observer(s).	
First Name and Initial.	Enter the first name and middle initial.	
Phone Number	Enter the phone number of the secondary observer(s).	
E-Mail Address	Enter the E-Mail address of the secondary observer(s).	
District	Enter the secondary observer's three-digit District Number.	
Division	Enter the secondary observer's two- digit Division Number	
Flotilla	Enter the secondary observer's two-digit Flotilla Number.	

8. Recommendation

For every report that you submit, you must submit a logical recommendation or conclusion based on the evidence that you observed and reported above.

	User Information	
Recommendation	Enter your recommendation or conclusion based on the evidence that you have reported above. Be logical. Your evidence must support your recommendation.	
Date report submitted	Show the date when you mailed your report to NOAA through your DSO-NS. Use the 24-hour clock and format as HHMM.	
Sign the report	After you complete entering data and print out your report, sign the report in this area. This is the only manual input allowed on your report.	

9. NOAA Chart Order

Note: While the fields are listed as optional, in order for NOAA to process your chart order, the chart number and the chart name fields must be filled in and represent an official NOAA chart.

Field Title	User Information	
Quantity	You are limited to a quantity of one.	
Chart Number	Enter the official chart number for the chart that you are ordering.	
Chart Name	Enter the official name for the chart that you are ordering.	

Report attachments

The most important part of your chart updating report will often be the evidence supported by the attachments to your report. Attach these subsidiary documents to this form in the exact order that they are listed in this section. While these fields are listed as optional, they are a very important part of the evidence that you need to submit to prove your premise. However, each chart updating report is different and it is impossible to pre-determine what attachments will be necessary.

Field Title	User Information	
a. Chart Updating Worksheet(s)	Indicate the number of Chart Updating Worksheets that you have prepared in support of your report.	
b. Chartlet(s)	Indicate the number of chartlets that you have prepared in support of your report. Be sure to reference the Chart Number, Chart Name, the date and the edition on each chartlet.	
c. Drawing(s)	Indicate the number of drawings that you have prepared in support of your report.	

d.	**Other**	Define the "Other." There is room after the word "Other" to enter data. Indicate the number of "other" documents that you have prepared in support of your report. Typical other documents are additional print outs from the Internet in support of your premise.	
e.	**Photograph(s)**	Indicate the number of photographs that you are submitting in support of your premise. It is always important that you document where you took the photo per the CU Guidelines. Use the CU Worksheet to document each photograph that you take and assign a PLN-Position Locator Number to each photo. Be sure that the photo is labeled with the appropriate PLN (on the back).	
f.	**Other evidence**	List the number of pieces of other evidence that you attach in support of the premise of your report.	

Copies:

The most important copy is the one that is sent to NOAA. Because of all the necessary evidence that has to be submitted, it is impossible to transmit this report electronically. And, remember that time is of the essence in order not to lose awarded credits.

Every observer will want to retain a copy for their records, either as a hard copy report (Most likely) or as a computer copy. The observer would also retain copies of their attachments.

Some districts may want to send copies to other NS Staff Office functions. Follow your District guidelines.

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