



United States Coast Guard Auxiliary Navigation System (NS)

WEB-BASED PRIVATE AID TO NAVIGATION SYSTEM

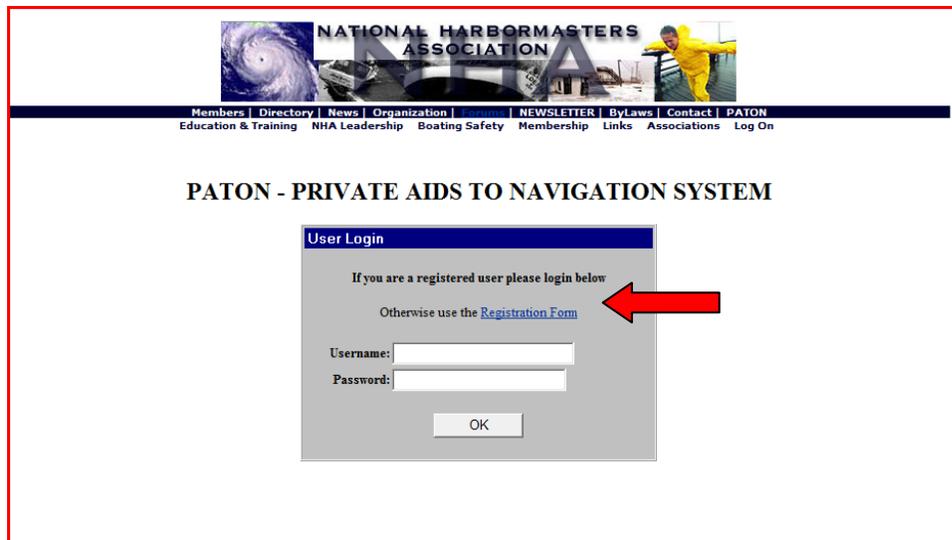
Section 1 – USER ACCESS

All system users are required to log on to the Web-Based PATON System. This logon is just the first step. Access to this system is authorized by the Department Prevention Waterways (DPW), Private Aid to Navigation Manager in Boston, MA through your DSO-NS or designate.

1. HOW TO LOG ON

Using the Internet, log on to **WWW.USCG-D1-PATON.ORG**.

- a. This User Logon Screen will appear.



- b. **If this screen does not appear**, click on the word “PATON” at the top right-hand end of the tool bar at the top of the screen.
- c. **When you are pre-registered and approved**, enter your “Username” and “Password.” Then, click on “OK.” This system will provide a list of Private Aids to Navigation as follows:
 - *PATON Owners* are able to view only the PATONs that they own.
 - *Harbormasters* are able to view only those PATONs under their jurisdiction.
 - *CG ANTs* and *Auxiliarists* are able to view only those aids assigned to the CG ANT, where they are attached.

2. HOW TO REGISTER

- a. **If you are not pre-registered**, click on the words, “Registration Form” (Arrow) on the “User Logon Screen” to initiate the PATON Registration process.

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- This "PATON User Registration Screen (Form)" will appear.

PATON SYSTEM USER REGISTRATION

* Indicates required fields

Name* _____

Type of User* ___ Harbormaster ___ Private Citizen ___ USCG Auxiliary

Organization _____

Address* _____

City* _____

State* _____

Zip* _____

E-mail Address* _____

Text Messaging Email **Data entry to this field is not required. Enter "n/a"**

Work Phone* _____

Cell Phone _____

Cell Phone Service Provider **Data entry to this field is not required. Enter "n/a."**

Fax Number* If not available, enter "n/a."

What USCG station you are affiliated with? _____

Username* _____

Password* _____

USCG AUXILIARY ADDITIONAL FIELDS:

~~ID Number~~ **Data entry to this field is not required. Enter "n/a."**

Division _____

Flotilla _____

Email Address **Data entry to this field is not required. Enter "n/a."**

SUBMIT REGISTRATION

*Indicates required fields.

b. Enter data in the fields on this screen as follows:

- **NAME** – These are required fields – **Note that there are two fields here.** Enter your first name and your last name in the two separate fields provided.
- **TYPE OF USER** – This is a required field - Select one of the options from the menu:
 - **Harbormaster** – You are the waterway administrator for a municipality.
 - **Private** – You are a PATON Owner. Or, you are not a Harbormaster or a member of the USCG Auxiliary,
 - **USCG Auxiliary** – You are a member of the USCG Auxiliary.
- **ORGANIZATION** – This is an optional field. If someone else in your organization has registered and submitted a CG 2554, your organization has already been established. Check with the other person.
 - **Harbormasters** – Enter the name of the municipality to which you are attached.

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- **Owners** – Enter the legal name of your Corporation.
 - **Military** – Enter the official name of your organization.
 - **USCG Auxiliarists** – Enter “*USCG Auxiliary.*”
 - **ADDRESS** – This is a required field. Enter the mailing address for your organization.
 - **CITY** – This is a required field. Enter the name of the City where your organization is located.
 - **STATE** – This is a required field. Select the two-letter abbreviation for the State where your organization is located. Use the drop-down menu
 - **ZIP** – This is a required field. Enter the Postal Zip Code where your organization is located.
 - **E-MAIL ADDRESS** – This is a required field. Enter your e-mail address. All communications on the PATON System are normally performed through the Internet.
 - ~~**TEXT MESSAGING E-MAIL ADDRESS**~~ – Enter “n/a.”
 - **WORK PHONE** – This is a required field. Enter your area code and full number for the phone where you can be reached during normal business hours.
 - **CELL PHONE** – This is an optional field. If available, enter your area code and cell phone number; otherwise enter “n/a.”
 - ~~**CELL PHONE SERVICE PROVIDER**~~ – Enter “n/a.”
 - **FAX NUMBER** – This is a required field. If available, enter your area code and fax number. If you do not have a FAX, enter “n/a.”
 - ~~**WHAT USCG STATION ARE YOU AFFILIATED WITH?**~~ – Enter “n/a.”
 - **USERNAME** – This is a required field. The data that you put in this field will be part of your access code. Keep it simple and write it down so that you will not forget it. When you are authorized as a system user, you will receive an e-mail referencing this code.
 - **PASSWORD** – This is a required field. The data that you put in this field will be part of your access code. Keep it simple and write it down so that you will not forget it. When you are authorized as a system user, you will receive an e-mail referencing this password.
 - **USCG AUXILIARY ADDITIONAL FIELDS** – When you select USCG Auxiliary as the “Type of User,” these additional fields will appear:
 - ~~**ID NUMBER**~~ – Entry is not required. Enter “n/a.” **Never enter your member number in the PATON System.**
 - DIVISION** – Enter your two-digit Division Number. Division 05 should appear as “05.”
 - FLOTILLA** – Enter your two-digit Flotilla number. Flotilla 03 should appear as “03.”
 - ~~**E-MAIL ADDRESS**~~ – Entry is not required. Enter “n/a.”
- b. Once you have completed and submitted your Registration Form, E-mail your ADSO-NS.
- Advise that you have registered on the PATON System.
 - Indicate your District-Division-Flotilla (i.e., 013-10-07 for First Northern, Division 10, Flotilla 07.
 - Also indicate the CG ANT for whom you will be working.
 - CG ANT S West Harbor

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- CG ANT South Portland
- CG ANT Woods Hole
- CG ANT Boston
- CG ANT Bristol
- CG ANT New York
- CG ANT Saugerties
- CG ANT Long Isl Sound
- CG ANT Moriches
- CG ANT Burlington.

c. You will be approved and given access to the PATONs for the CG ANT that you selected.

Section 2 - ACCESS TO PATONS

a. Once approved, when an AV-Aid Verifier logs on to the Web-Based PATON System, the Private Aids to Navigation for your affiliated CG ANT appear on the “Private Aids to Navigation Screen.”

PRIVATE AIDS TO NAVIGATION FOR ANT _____ (1)

STATUS	ALL
	AID NAME
SEARCH BY:	_____ (11)
<input type="button" value="SEARCH (12)"/>	

www You are logged on as “ _____ ” [Log Off] (2)

View all PATON records (6)

Entire inspection check out list. (5)

Checked out Aids: (4)

<input type="button" value="CHECK OUT"/>	<input type="button" value="RESET / CLEAR"/>
--	--

1 __ Duxbury Bay Beach Channel Buoy 7 06/27/07 (3)
Etc.

b. The bold numbers that appear on the “*Private Aids to Navigation Screen*” are not part of the actual screen and are explained as:

(1) Your assigned “CG ANT affiliation.” i.e., Boston, Bristol, Woods Hole, New York, etc.

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(2) Your “Username” appears after the phrase, “You are logged on as:”

(3) A list of the PATONs that are scheduled for verification per the District guidelines for your affiliated CG Unit are listed here. The District verification guidelines are:

- Class I PATONs – annually. (Usually verified by the Coast Guard Unit.)
- Class II PATONs – every three years, (Normally lateral aids.)
- Class III PATONs – every three years

(4) “Checked out Aids”

- Click on the title “Checked out Aids” (4) to view the aids that can be selected (checked out) for verification.
- Focus your verification efforts on the PATONs listed in this Check Out section (3).
- A typical “Checked out Aids” screen is shown below.
- Click on the box in front of each PATON to select the aid for verification.
- Click on the bullet, “CHECK OUT” (top-left of the list) to reserve your selection(s).

Checked out AIDs:

1	<input type="checkbox"/> Coveleigh Yacht Club Channel Lighted Buoy 1	10/23/06
2	<input type="checkbox"/> Coveleigh Yacht Club Channel Buoy 4	09/02/09
3	<input type="checkbox"/> Coveleigh Yacht Club Channel Lighted Buoy 3	09/02/09
4	<input type="checkbox"/> Coveleigh Yacht Club Channel Lighted Buoy 7	09/02/09
5	<input type="checkbox"/> Coveleigh Yacht Club Channel Buoy 5	11/06/06
6	<input type="checkbox"/> Coveleigh Yacht Club Channel Buoy 6	11/06/06
7	<input type="checkbox"/> Coveleigh Yacht Club Channel Buoy 8	10/23/06
8	<input type="checkbox"/> Ferry Terminal Slip 6 Fog Signal	06/27/07
9	<input type="checkbox"/> Ferry Terminal Slip 4 Fog Signal	06/27/07
10	<input type="checkbox"/> Ferry Terminal Slip 3 Fog Signal	06/27/07

- When you click on the “CHECK OUT” bullet, the following screen will appear.

Checked out AIDs:

- [Coveleigh Yacht Club Channel Lighted Buoy 1](#) [check back in]
- [Coveleigh Yacht Club Channel Buoy 4](#) [check back in]
- [Coveleigh Yacht Club Channel Lighted Buoy 3](#) [check back in]
- [Coveleigh Yacht Club Channel Lighted Buoy 7](#) [check back in]
- [Coveleigh Yacht Club Channel Buoy 5](#) [check back in]
- [Coveleigh Yacht Club Channel Buoy 6](#) [check back in]
- [Coveleigh Yacht Club Channel Buoy 8](#) [check back in]

- This screen lists that PATONs that you just reserved.

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- Click on the bracketed phrase, “[[check back in](#)], to remove a selection from your list.

(5) “[Entire Inspection check out list.](#)”

- You may also preview all of the PATONs that are currently reserved.
- Click on the “[Entire Inspection check out list](#)” phrase to view a list of all of the PATONs that have been previously checked out to AVs.
- The “[Checked Out By](#)” column shows the “[USERNAME](#)” for the Auxiliarist who has reserved the PATON for verification.

You are logged on as LARKIN.

PRIVATE AIDS TO NAVIGATION FOR - CG ANT NEW YORK

CHECKOUT DATE	AID ID	AID NAME	CHECKED OUT BY
02/15/2010	23604	Coveleigh Yacht Club Channel Lighted Buoy 1	[LARKIN]
02/15/2010	23605	Coveleigh Yacht Club Channel Buoy 4	[LARKIN]
02/15/2010	23606	Coveleigh Yacht Club Channel Lighted Buoy 3	[LARKIN]
02/15/2010	23607	Coveleigh Yacht Club Channel Lighted Buoy 7	[LARKIN]
02/15/2010	23608	Coveleigh Yacht Club Channel Buoy 5	[LARKIN]
02/15/2010	23609	Coveleigh Yacht Club Channel Buoy 6	[LARKIN]
02/15/2010	23610	Coveleigh Yacht Club Channel Buoy 8	[LARKIN]

- You are allowed two weeks to report your verification for each selected PATON. All other AVs are locked out from reserving the PATON during that two-week period.
- Failure of the AV to verify a reserved PATON within the two-week time interval will cause the system to remove the reservation and return the PATON to a condition as available for verification.
- **Note** that your reservation will not stop another AV from submitting a verification report for a PATON that is already reserved.

(6) “[View all PATON records.](#)”

- Click on this phrase to view the complete list of PATONs that are attached to the CG ANT with whom you are affiliated.
- The PATONS should be listed in alphabetical order.

STATUS	INSPECTED (10)	LLNR	AID #	AID_NAME (7)	LAT	LON	TYPE	CLASS	UNIT	ANT	OWNER NAME	PHONE	LOCAL AUTH.	DISCREPANCY REPORT
Established	6/14/2008 Frank Larkin	12154.00	2001006 75887	ALLERTON HARBOR BUOY 10 (8)	42-18-18.300 N	070-53-26.220 W	FL	II	01-41949		KURT BORNHEIM	781-925-0316	Hull, MA	Submit Discrepancy report (9)
Aid Established	6/14/2008 Frank Larkin	12135.00	126	ALLERTON HARBOR BUOY 3	42-18-06.900 N	070-53-15.480 W	FL	II	01-41949		KURT BORNHEIM	781-925-0316	Hull, MA	Submit Discrepancy report

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Aid Established	6/14/2008 Frank Larkin	12140.00	127	ALLERTON HARBOR BUOY 4	42-18- 07.140 N	070-53- 14.780 W	FL	II	01-41949	KURT BORNHEI M	781-925- 0316	Hull, MA	Submit Discrepancy report
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- (7) To sort the PATON records alphabetically, click on the heading title labeled, “*Aid Name*,” to sort the records alphabetically.
- (8) To view a one-page Edit Report, click on a PATONs “*Aid Name*.”
 - This is a good report to print out each aid in advance for use on-scene as a reference while on scene. A sample report is provided on page 9 of this Training Guide.
- (9) Click on “Submit Discrepancy Report” to print a multi-page listing for a PATON or to enter your observations on-line for the aid. See page 10 of the training guide for the sample of this report.
- (10) The column entitles “Inspected” shows the name of the AV-Aid Verifier and the date when the PATON was last verified.

Section 3 - SORTING AND SEARCH CAPABILITIES

a. Sorting Capabilities:

- Click on, “View all PATON records,” (6) The PATON records for your affiliated CG ANT should appear, listed in alphabetical order.
- Click on the heading labeled, “Aid Name,” (7) to sort the file alphabetically.

b. Searching Capabilities:

- Once you have downloaded the PATON list by clicking on, “View all PATON records,” (6) you may search the file by entering a part or the whole name of the aid or waterway in the “Search By:” (11) field and, then, click on the , “SEARCH.” bullet (12). The system will find and list the PATONs containing your input data.

NOTE WELL:



Use the “return arrow” usually found at the top left-hand side of the screen to return to the full PATON file listing. This will avoid excessive waiting time while the system regenerates the complete file. Sometimes, you may get logged off the system.

You are logged on as LARKIN.

PRIVATE AIDS TO NAVIGATION FOR - CG ANT NEW YORK

STATUS: ALL

SEARCH BY: AID NAME

Gulfport

SEARCH

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- The whole name of the waterway (i.e., “Gulfport”) was entered and the “Search” bullet was clicked. The system found and shows all of the PATONs with “Gulfport” in its description as is shown below.
- This is a very handy tool for selecting all of the PATONs on a waterway or in an area. As you know, the name of the local body of water or area is normally the first section of the standard aid name.

STATUS:	ALL
SEARCH BY:	AID NAME
<input type="button" value="SEARCH"/>	

STATUS	INSPECTED	LLNR	AID #	AID_NAME	LAT	LON	TYPE	CLASS	UNIT	ANT	OWNER NAME	PHONE	LOCAL AUTH.	DISCREPANCY REPORT
Aid Established	4/16/2009 Reznik, James A	36850.00	1479	Gulfport Pile Light A	40-37-38.82N	074-12-15.66W	FX	III	01-41920			732-474-6318	EXXON COMPANY USA	Submit Discrepancy report
Aid Established	4/16/2009 Reznik, James A	36855.00	1480	Gulfport Pile Light B	40-37-39.18N	074-12-15.30W	FX	III	01-41920			732-474-6318	EXXON COMPANY USA	Submit Discrepancy report
Aid Established	4/16/2009 Reznik, James A	36860.00	1481	Gulfport Pile Light C	40-37-40.80N	074-12-14.58W	FX	III	01-41920			732-474-6318	EXXON COMPANY USA	Submit Discrepancy report
Aid Established	4/16/2009 Reznik, James A	36865.00	1482	Gulfport Pile Light D	40-37-41.34N	074-12-14.58W	FX	III	01-41920			732-474-6318	EXXON COMPANY USA	Submit Discrepancy report

Section 4 - Printing out forms and reports.

Alternative formats are available.

Alternative 1 – Copy and Paste Reports:

- Highlight a special search listing (similar to the “Gulfport” listing above) and copy and paste it. It will appear as an EXCEL spreadsheet as shown below.
- Once pasted, you can manipulate and sort the selected data in any way as you would any standard EXCEL spreadsheet.

STATUS	INSPECTED	LLNR	AID #	AID_NAME	LAT	LO N	TYP E	CLAS S	UNI T	AN T	OWNE R NAME	PHON E	LOCA L AUTH.	DISCREPAN CY REPORT
Aid Established	4/16/2009 Reznik, James A	36850.00	1479	Gulfport Pile Light A (7)	40-37-38.82N	074-12-15.66W	FX	III	01-41920			732-474-6318	EXXON COMPANY USA	Submit Discrepancy report (9)
Aid Established	4/16/2009 Reznik, James A	36855.00	1480	Gulfport Pile Light B	40-37-39.18N	074-12-15.30W	FX	III	01-41920			732-474-6318	EXXON COMPANY USA	Submit Discrepancy report
Aid Established	4/16/2009 Reznik, James A	36860.00	1481	Gulfport Pile Light C	40-37-40.80N	074-12-14.58W	FX	III	01-41920			732-474-6318	EXXON COMPANY USA	Submit Discrepancy report
Aid Established	4/16/2009 Reznik, James A	36865.00	1482	Gulfport Pile Light D	40-37-41.34N	074-12-14.58W	FX	III	01-41920			732-474-6318	EXXON COMPANY USA	Submit Discrepancy report (9)

Alternative 2 - “Submit Discrepancy Report.” (9)

- Click on the “Submit Discrepancy Report” (9) (located at the far right side of each PATON entry) and print out the multi-page format – “*USCG AUXILIARY AV PATON REPORT 7054.*”

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- This practice is not recommended because you can't print two sides of a page using this method and it uses a lot of paper. It may be practical for use by AVCs when performing their first three verification reports..
- A copy of this report is available on page **10** of this training guide.

Alternative 3 - "One Page Edit Report."

- Click on the "Aid Name." **(7)**
- Print out as each PATON record as they are selected. This form is limited to a single sheet of paper.

One-Page Edit Report

Discrepancy report	
LLNR:	36850.00
AID:	1479
AID_NAME:	Gulfport Pile Light A
TYPE:	<input type="radio"/> Floating <input checked="" type="radio"/> Fixed
OPFAC:	41920
UNIT_RESPONSIBILITY:	Ant New York
FIRST_NAME:	
LAST_NAME:	
Your Organization:	EXXON COMPANY USA
PHONE:	732-474-6318
CLASS:	III
LATITUDE:	40-37-38.82N
LONGITUDE:	074-12-15.66W
Chain Length:	N/A
Depth of water:	N/A
Mooring Size:	N/A
Suggested Aid Name:	Gulfport Pile Light A
Aid Purpose:	MARK END OF DOCK
Flash Length:	F W
Aid Color:	WHITE
Aid Candle Power:	UNK
Aid Height:	5FEET
Aid Structure:	PILE
Action Requested:	ANNUAL
Aid Duration:	MAINTAIN THROUGHOUT THE YEAR

Section 5 - Preparing your Verification Report for submission to the Coast Guard Unit.

- a. When you select "Submit Discrepancy Report" **(9)**, the screen appears as is shown below on page **10**.
- b. The Coast Guard Unit reference is pre-programmed into the system.

USCG AUXILIARY AV PATON REPORT 7054

SECTION I - PATON SPECIFICATION and OBSERVER'S INFORMATION

ALLERTON HARBOR LIGHTED BUOY 2 (1)

	PERMITTED	OBSERVED
PATON NUMBER (2)	125	
PATON TYPE (3)	FL	- - Select one - [Menu] *[This is a required field]
LIGHT LIST NUMBER (4)	12130.00	[Do not enter any data in this field]
DEPTH (AT DATUM) (5)	20 FT.	_____ FT. [Enter numeric only]
HEIGHT OF TIDE (6)		_____ FT. [Enter numeric only]
LATITUDE (7)	42-27-56.400 N	DD - MM - SS.SS Latitude __ N __ S*
LONGITUDE (8)	070-53-17.160 W	DDD - MM - SS.SS Longitude __ N __ S*
AID LOCATION (9)	HULL MA	_____ *[This is a required field]
LOCATION VERIFIED BY (10)		_____ [Menu]
LIGHT CHARACTERISTIC (11)	(Flash Length Fl R 4s)	_____ [Menu]
	(12) COLOR Red Light	Light Color _____ [Menu]
AID CLASS (13)	II	
SOUND SIGNAL TYPE (14)		_____ [Menu]
BUOY MATERIAL (15)	LB __ Wood __ Metal __ Plastic __ Foam - Other _____	
STRUCTURE MATERIAL (16)	LB __ Wood __ Metal Other _____	
OPCON (17)	01-41949 CG ANT BOSTON	
PATON USE (18)	Mark channel	
PATON WILL BE OPERATED: (19)	5/15 to 9/30	
DATE LAST REPORTED: (20)	14-AUG-2006	
TIME WHEN VERIFIED "hh:mm" (21)	HH:MM	*[This is a required field]
DATE OBSERVED: (22)	_____	*[This is a required field]
DATE REPORTED: (23)	_____	*[This is a required field]
THE OBSERVATIONS ON THIS PATON (24)	MATCH THE ENTRY IN THE LIGHT LIST, THE PATON'S PERMITTED RECORD, AND THE ENTRY FOR THIS PATON ON ITS NAUTICAL CHART.	
	_____ YES	_____ NO *[This is a required field]
PATON COMPLIES WITH THE IALA-B ATON SYSTEM (25)	_____ YES	_____ NO *[This is a required field]
AID IS WATCHING PROPERLY (26)	_____ YES	_____ NO *[This is a required field]

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(27) SECTION II – DESCRIPTION OF DEFICIENCY

Check off the discrepancies that you observe on the aid.

- PATON is off station.
- PATON is not marking the best water.
- PATON is adrift, missing or capsized.
- PATON is sinking, stranded or submerged. (Photo)
- PATON is damaged by vessel collision. (Photo)
- PATON has been vandalized. (Photo)
- Extensive bird fouling is compromising the color of a lateral PATON. (Photo)
- Peeling is compromising the color of a lateral PATON. (Photo)
- Retro material is missing, peeling or inadequate. (Photo)
- All numbers are missing on a lateral PATON. (Photo)
- Numbers missing, damaged or the wrong color. (Explain in Remarks)
- Improper light characteristics on a lighted PATON.
- Light is obscured or extinguished on a lateral PATON.
- Lantern is damaged. (Photo)
- Solar panel is damaged or oriented incorrectly. (Photo)
- Battery pack is damaged or missing. (Photo)
- Light is burning dim or showing reduced intensity.
- Missing vent valve on lighted PATON. (Photo)
- Light is obscured by dayboard. (Photo)
- Dayboard is missing or damaged. (Photo)
- Dayboards are faded so that they compromise the color of a lateral PATON. (Photo)
- Delaminated dayboards. (Photo)
- Dayboards are obscured by foliage or other objects. (Photo)
- Improper dayboards per data shown on PATON report or Light List. (Photo)
- Sound signal failure. Show details in Comments.
- Tappers on sounding PATON are missing. (Photo)
- Radio beacon off the air or emitting the wrong signal.
- RACON is off the air.
- Structure is leaning more than 15 degrees. (Photo)
- Extensive deterioration and/or rotting members on a structure. (Photo)
- Other, show comments section for details.

(28) SECTION III – COMMENTS

SECTION IV – AV SECTION

~~Time Started~~

DO NOT USE

~~Time Ended~~

DO NOT USE

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Was PATON activity part of Authorized PATROL	DO NOT USE
Verified by: (29)	_____ (Last Name, Initials)
Member ID Number	DO NOT USE
Phone: (30)	_____ (Available during business hours)
Email Address: (31)	_____
Division (32)	_____
Flotilla— (33)	_____

(34)

SUBMIT PATON REPORT

b. **CAUTION:** Hit the “SUBMIT PATON REPORT” only once and be patient. Each time that you hit this button, you are sending a report to the CG ANT.

The principal activity for the AV PATON Report is for notating any observed changes to the permitted specifications for the PATON and to list all observed discrepancies. Below is a list of the fields on the report with instructions for entering your observations. Note that the permitted specifications are referenced on this report.

c. SECTION I - PATON SPECIFICATION and OBSERVER’S INFORMATION

- (1) **PATON NAME** – The name of the PATON appears at the top of this report screen. No action is allowed. Note any problems in the Comments Section. Always check this name against the PATON name printed in the Light List.
- (2) **PATON NUMBER** – The PATON Number from the Coast Guard I-ATONIS System is referenced.
- (3) **PATON TYPE** – This is a required field. The abbreviations **ULB, DBN, LB** and **LT** are the most commonly referenced selections for private aids. Select an entry from the drop-down menu:

ULB	Unlighted Buoy
BB	Bell Buoy
DBN	Daybeacon
GB	Gong Buoy
ICW	Intracoastal Waterway
LB	Lighted Buoy
LBB	Lighted Bell Buoy
LHB	Lighted Horn Buoy
LGB	Light Gong Buoy
LT	Light
LWB	Lighted Wreck Buoy
RBN	Radio Beacon
RRL	Rear Range Light
RFL	Rear Front Light
WB	Wreck Buoy
Other	

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(4) LIGHT LIST NUMBER – The Light List Number for the PATON is referenced. Always check this number against the LLNR--Light List Number---appearing in the light list.

(5) DEPTH (AT DATUM) – Report the Depth at DATUM as part of your observation, as follows:

	Observed Depth – reading from your echo sounder.
PLUS	Correction for the transducer [The distance from the transducer to the waterline.]
MINUS	Height of Tide [Take from the Almanac Screen on your GPS as you read the echo sounder]
EQUALS	DEPTH (at Datum)

Compare the depth at datum to the charted depth. A large depth discrepancy may be indication that the aid has been moved or that shoaling is encroaching in the area. Show the model number and manufacturer's name of the echo sounder in the comments on your "**Credibility Statement**". (See page 17 for details) Also indicate in the comments how you calibrated the echo sounder to ensure that it was operating correctly. This is an important part of your credibility.

(6) HEIGHT OF TIDE – Enter the Height of Tide in feet for the time when the depth was observed. Height of Tide is available from the Almanac Screen on your GPS.

(7) LATITUDE – This is a **required** field. Format your entry as DD-MM-SS.SS **W**.

(8) LONGITUDE – This is a **required** field. Format your entry as DDD-MM-SS.SS **N**.

(9) AID LOCATION – This is a **required** field. When the Aid Location is erroneous, enter a corrected Aid Location in this field. Otherwise, just reenter the location. Don't be picky!

(10) LOCATION VERIFIED BY – Select an option from the drop down menu:

GPS – You are using a regular GPS set that doesn't have WAAS or DGPS enabled.

WAAS – WAAS is available and enabled on the GPS set in use.

DGPS – You are using a DGPS system.

OTHER – Explain the method used in the "Comments" section.

Always show the Manufacturer's name and model number of your GPS in your "**Credibility Statement**" in the Comments Section along with the EPE-Estimated Position Error or HDOP-Horizontal Dilution of Position reading from your set when you took the fix. Also indicate how you pre-calibrated your GPS and whether it was operating in 3D or 3D Differential when the fix was taken. This information adds great credibility to your report and shows that you are a professional. (See page 17 for more details.)

(11) LIGHT CHARACTERISTIC – When the PATON is lighted and the light characteristic is missing or erroneous, select the correct light characteristic from this list:

F	Fixed
Fl	Flashing
Q	Quick Flashing
VQ	Very Quick Flashing
IQ	Interrupted Quick Flashing
ISO	Isophase
Grp Fl (X+X)	Group Flashing
AL	Alternating
Mo	Morse Code

(11) FLASH LENGTH – When the PATON is lighted, the *Flash Length* or Light Period will appear in the Permitted column. The menu beside Flash Length can be used to report the observed light color from a drop-down menu – Red, Green, White or Yellow. Enter the complete observed light characteristic in the field labeled, *Light Color*. **(12)** i.e., a light flashing red every four seconds would be entered as "**FL R 4s.**" Use the light period abbreviations listed above where possible.

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Note: This color field (12) should reference the color of the light and not the color of the PATON itself. If the aid is not lighted, there should be no entry in this field.

(13) AID CLASS – This is a reference field. Aid Class is assigned by DPW1.

(14) SOUND SIGNAL TYPE – When the aid is permitted with a sound signal and the sound signal is missing or erroneous, select the observed sound signal from the drop down menu. Include a photo as evidence of your observation.

Bell, Gong, Horn, Whistle or Electronic.

(15) BUOY MATERIAL – When the aid is permitted as floating and the buoy material reference is missing or erroneous, enter the observed material by checking the appropriate box:

Wood, Metal, Plastic, Foam or Other _____

(16) STRUCTURE MATERIAL – This is a required field. When an aid is permitted as fixed and the structure material reference is missing or erroneous, select the observed material by checking the appropriate box:

Wood, Metal or Other _____

(17) OPCON – The CG ANT that manages the PATON is referenced.

(18) PATON USE – The permitted use of the PATON is referenced. Indicate any observed issues in the Comments section.

(19) PATON WILL BE OPERATED - The “duration” is the period when the PATON is permitted and authorized to be deployed. It is referenced in this field. Duration is required for seasonal and temporary PATONs.

(20) DATE LAST REPORTED – The date when the PATON was last verified is referenced.

(21) TIME WHEN VERIFIED – This is a **required** field. Enter the time using the 24-hour clock when you verified the PATON. Use “*hh:mm*” as the entry format.

(22) DATE OBSERVED – This is a **required** field. Enter the date when the PATON was verified.

(23) DATE REPORTED – This is a **required** field. Enter the date when the PATON Verification Report is submitted.

(24) THE OBSERVATIONS OF THIS PATON MATCH THE ENTRY IN THE LIGHT LIST, THE PATON’S PERMITTED RECORD, AND THE ENTRY FOR THIS PATON ON ITS NAUTICAL CHART. – This is a **required** field. Respond with either a YES or a NO answer. When the PATON is neither listed in the Light List nor charted on a NOAA chart, answer NO. Always explain your choice in the Comments section. **CAUTION:** This field may be pre-populated. Be sure it reflects your intended response to this question.

(25) PATON complies with the IALA-B ATON System – This is a **required** field. Respond with either a YES or a NO answer. The PATON may comply with the permitted specification but still not comply with IALA-B specifications in which case you would answer NO. I.e. A red barrel would not comply with IALA-B specifications. **NOTE: IALA-B specifications relate to lateral aids to navigation only.** Light houses, special purpose aids and regulatory buoys are not part of the I-ALA-B Aid to Navigation System. **CAUTION:** This field may be pre-populated. Be sure it reflects your intended response to this question.

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(26) AID IS WATCHING PROPERLY – This is a **required** field. An Aid is watching properly only when you have not observed any permitted specification errors, nor observed any discrepancies in Section II above nor not found any documentation errors in the Light List or on the NOAA Chart. Read the following criteria carefully.

Criteria for reporting an aid as “Watching Properly.” **Please read before indicating an aid is watching properly.**

Answering YES or NO to the question, “**AID IS WATCHING PROPERLY**,” on a PATON Report has very important ramifications to the person reviewing your report. You are, in effect, certifying that everything about this Private Aid is absolutely perfect.

Here are some important criteria that are assumed when you report an aid as watching properly:

- 1. You observe no physical discrepancies on the aid.** The color is right, it has all of its numbers or letters, the shape is right and if lighted, the light color is correct, the light is operating to its specified characteristic and light period. That’s a lot of checks but it is only the beginning.
- 2. You are certifying that the aid conforms to the IALA-B Aid to Navigation System,** if it used as a lateral aid. Or, if a regulatory buoy, it conforms to the standard marking specified for a Regulatory Buoy. Or, if it is used on the Intracoastal Waterway as a lateral aid, it complies both with the I-ALA B system for aids as well as the marking specifications for the Intracoastal Waterway. If the aid is used in inland waters, you are certifying the aid either complies with I-ALA B system or the Inland Waterways System. This is reported even when the PATON record’s specification differ. (Such as a barrel being used for a starboard side mark.)
- 3. Furthermore, you are certifying that the data in the Light List for this aid describes this aid perfectly.**
- 4. And, finally, you are certifying that the symbols and abbreviations used to identify this aid on a NOAA chart match your observations of the aid, the data shown in the Light List and the symbols and abbreviations shown in Chart No. 1.**

Use the [NOAA on-line Chart Viewer](#) that has a link on the Navigation Systems web site. Also use the LNM viewing feature that can be accessed at the top right-hand corner of this chart screen. NOAA updates Aid to Navigation corrections received from the Coast Guards LNM-Local Notice to Mariners as they are received to these on-line charts. The latest LNM reference appears on the chart screen for your information. The LNM feature shows all of the changes to the particular chart since its publication—Chart date. Using this feature saves you a lot of time making corrections to your paper charts..

- 5. Also, do not report a PATON as watching properly when the PATON’s permit data doesn’t match,** even when the Light List and your observation of the aid are in sync. Indicate the problem in the “Comments.” This data shows on both the *Edit* and *AV Verification Report 7054*. The PATON’s permitted data is shown on this screen and report.
- 6. When you are not sure whether an aid is in compliance, take a photo and send it to your Auxiliary coordinator assigned to the CG ANT for whom you are working.** Identify the photo with the LLNR or Aid Number and a short description.

7. When the aid is charted, you need to plot your observed fix and check whether the aid is positioned on or off station on a NOAA chart.

- This is an important part of a lateral aid check but is not required for a regulatory aid check. Regulatory aids are only problematic when they are deployed within a navigable channel. Most regulatory aids will not be charted.
- When the charted position differs from the Light List, the observed fix and/or the PATON record, report as a Chart Update report to NOAA.

If you have any questions, don't guess. You can contact:

1. **Your CG ANT.** Contact your ADSO-NS for the telephone number or E-Mail Address...
2. **The ADSO-NS assigned to your CG ANT.**
3. **The SO-NS in your Division.**
4. **The DSO-NS or designate in the District.**

d. SECTION II – DESCRIPTION OF DEFICIENCY (27)

- Check off each discrepancy that you observe on the aid.
- Each discrepancy that you check will appear on the AV/ANT report that is sent to the CG Unit when you click on the “*Submit*” button.

NOTE that currently some discrepancies may be confusing or contain multiple meanings. In these cases, always explain your exact meaning in the “Comments.”

e. SECTION III – COMMENTS (28)

- *Always show the following data for fixes:*
 - The *Manufacturer's name* and *model number* of the GPS used to take the fix.
 - *EPE*-Estimated Position Error or *HDOP*-Horizontal Dilution of Position reading on your GPS when the fix was taken.
 - Indicate how you pre-calibrated your GPS before getting underway.
 - Indicate whether your GPS was operating in *3D or 3D Differential* when the fix was taken.
- *Always show the following data for depths:*
 - The model number and manufacturer's name of the echo sounder.
 - Indicate how you calibrated the echo sounder to ensure that it was operating correctly.
 - Indicate the date and time when the depth was taken. The “*Time When Reported*” (21) is assumed to be the time when the depth was taken unless you show a different date in your “*Credibility Statement*” in the “*Comments*.”
- *Always include any explanations in the “Comments” that will improve the clarity and credibility of your observations.*
- *If you have previously reported discrepancies on a PATON and it appears that action have not been taken to correct the situation, indicate the details of the problem.* Also indicate how long this problem has existed and when you previously reported it. This is very important when reporting missing aids. PATON permits may be cancelled for aids missing over two years.

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f. SECTION IV – AV SECTION

~~Time Started:~~ Do not use this field.

~~Time Completed:~~ Do not use this field.

~~Was PATON activity part of an authorized patrol?~~ Do not use this field.

(29) VERIFIED BY - Enter your Last Name and Initials.

(30) PHONE – Enter the phone number where you can be reached during normal business hours.

(31) E-MAIL ADDRESS – Enter your E-mail address.

(32) DIVISION – Enter your two-digit DIVISION number

(33) FLOTILLA– Enter your two-digit FLOTILLA number.

(34) SUBMIT PATON REPORT

- When you click on “Submit PATON Report” bullet, your report will be transmitted immediately to the CG ANT Chief, the DPW Private Aid to Navigation Manager and the DSO-NS or designate. There is no way to get it back. Also, your report becomes part of the official record and history for the PATON that you reported. Be sure to review your report, before you hit the button. Your credibility with the Coast Guard is at stake.
- If you detect an error, simply resubmit your report noting in the “*Comments*” that this is a corrected report and the nature of the correction.

CAUTION: Hit the “SUBMIT PATON REPORT” only once and be patient. Each time that you hit this button, you are sending a report to the CG ANT.

Section 6 - Using a “CREDIBILITY STATEMENT.”

- A statement similar to the example provided below enhances the professionalism and credibility of your verification report. You will be recognized as a professional by the Coast Guard. It is quick and easy to prepare this statement when you follow the example shown below.
- Prepare a “copy and paste” entry on your desktop similar to the following:

“The fix was taken by a GPS 76 by Garmin with WAAS enabled and was pre-calibrated to a known location at the dock. GPS was operating in 3D Differential. EPE was 8.5 ft. The echo sounder was a Wide 100 by Hummingbird that was checked for accuracy at the dock by calculation against a known depth. Depths are adjusted to charted DATUM using a 0.8 ft. transducer correction and a 7.5 ft. Height of Tide at Substation NEPONSET RIVER.”

- The fields highlighted in blue have to be set only once or when ever to use a different OPFAC on a patrol..
- Only the fields highlighted in yellow need to be changed for each verification.

Section 7 - Reporting your activity to AUXDATA

- The “7054 AV Verification Report” only transmits your observations to the affiliated CG Unit.

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- You must also submit a “7030 – Activity Report – Mission – Individual” to your SO-IS in order to report your PATON activity to AUXDATA.
- Use Mission Code 31 when reporting PATON activity.
- When your PATON activity is performed as part of an authorized patrol aboard an OPFAC:
 - Only show 15 minutes as your time on your 7030 Activity Report.
 - Report your time outside the time-window that was used to report the underway patrol time to AuxData on POMS. Entries for the same date and time window will reject in AuxData. Note that everyone aboard the OPFAC is reported to POMS.
- When a group of AVs perform a number of PATON verifications as a team, each member of the team may only report a portion of the total PATONs verified. The total number of PATONs verified by the team must always equal the total number of PATONs reported to AuxData.

Important: You and your Navigation Systems Programs get their recognition and support from your activity reports to AUXDATA. Help us by submitting these reports after each PATON Patrol.

Section 8 - Sample of report received by the CG ANT.

CG ANT/SECTOR/AV PATON REPORT - 7054

SECTION I - PATON SPECIFICATION and OBSERVER'S INFORMATION

- 1. (4) ALLERTON HARBOR LIGHTED BUOY 2
 - 2. (42) GENERAL LOCALITY Allerton Harbor, Hull MA _____
 - 3. (1) OPFAC NUMBER 01-41949 CG ANT BOSTON
 - 4. (2) LLNR 27133.00
 - 5. (3) AID NUMBER 125
 - 6. (5) CLASS II
 - 7. (45) PATON TYPE FLOATING FIXED LIGHTED FL FX Lighted
 - 8. (46) PATON PURPOSE MARK CHANNEL _____ [Menu]
 - 9. (47) PATON CATEGORY LB – Lighted Buoy _____ [Menu]
 - 10. (40) LATITUDE 42-27-56.40 N _____ - _____ - _____ . _____ N
 - 11. (41) LONGITUDE 070-53-17.160 W _____ - _____ - _____ . _____ W
 - 12. (76) FIX VERIFIED BY: GPS GPS with WAAS DGPS Not Req'd Other
 - 13. (43) DEPTH AT DATUM 20 Feet _____ Feet at DATUM.
 - 14. (72) HEIGHT OF TIDE _____ Feet
 - 15. (50) BUOY MATERIAL FOAM Foam Plastic Wood Metal Other
 - 16. (51) AID STRUCTURE _____ Single Pile Multi-Pile Dolphin
_____ Tower Other.
 - 17. (52) STRUCTURE MATERIAL _____ Wood Metal Other
 - 18. (54) LIGHT CHARACTERISTIC Fl Flashing _____ [Menu]
 - 19. (55) LIGHT PERIOD 4 Seconds _____ Seconds
 - 20. (56) LIGHT COLOR Red Red Green White Yellow/Amber Other
 - 21. (57) HEIGHT OF LIGHT _____ Feet
 - 22. (60) SOUND SIGNAL _____ [Menu]
-
- 23. (61) ACTION REQUESTED Seasonal
 - 24. (62) AID DURATION 5/15/ to 9/30
 - 25. (74) DATE LAST VERIFIED 16-JUL-2006
 - 26. (75) TIME WHEN VERIFIED 0910

SECTION II – DESCRIPTION OF DEFICIENCY

29. System lists the discrepancies selected in the Discrepancy Menu in this expandable section.

SECTION III – COMMENTS

30. System shows all comments here.