



# Office of Coast Survey

## NOAA's Nautical Discrepancy Report System Instructions for USCG Auxiliary

# General Guidance

- There are two different fillable PDF forms available for submitting reports through the Discrepancy Reporting System.
- Use the appropriate fillable PDF form to record discrepancies. Upload the fillable PDF form when you reach that step in the instructions. Do not change the file name of the PDF file.
- In addition to the fillable PDF form, upload documents to support discrepancies.

**Step 1:** Type the web address (URL) below into a web browser.  
The website for NOAA's Nautical Discrepancy Report System will open.

<http://ocsddata.ncd.noaa.gov/idrs/discrepancy.aspx>



Office of Coast Survey

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## Welcome to NOAA's Nautical Discrepancy Report System

Thank you for your interest in NOAA's nautical chart products. Your comments are very important. You will receive a response within 2 business days.

For a list of available nautical chart products and ordering information see [this page](#)

If you prefer to communicate by telephone please dial 1-888-990-6622

### CONTACT INFORMATION

Please enter an email address to allow us to contact you.

Email address:  re-enter email address to confirm:

Submitting voluntary information constitutes your consent to the use of the information for the stated purpose. For more information, please see the [NOAA privacy policy](#).

OMB Control No. 0648-0007. Expiration date 4/30/2017.



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**Step 2:** Enter your e-mail address into the two e-mail address fields in the webpage and then select the "Continue With Discrepancy" button.

After selecting the “Continue With Discrepancy” button, the following window will appear.

**PRODUCTS AFFECTED BY DISCREPANCY** (at least one product is required)

CHART number, with edition number:

ELECTRONIC NAVIGATIONAL CHART Cell name, with edition and update number:

COAST PILOT volume, edition, chapter and paragraph number (e.g., CP7, 36 ed, ch 8, par. 43):

PRINT ON DEMAND CHART number, with edition number:

BSB CHART number, with edition number:

OTHER PRODUCTS, please identify fully:

**Step 3:** If your report applies only to chart corrections, then enter chart number and edition number.

If your report pertains only to Coast Pilot corrections, then enter the Coast Pilot volume number, edition number, etc.

Upload one or more supporting files in one of the following formats:  
(.bmp, .dat, .doc, .docx, .dww, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .tif, .tiff, .txt, .xls, .xlsx, .xyz)

Select a file using the 'Browse...' button.  
Then press the 'Upload File' button.

After selecting the “Continue With Discrepancy” button, the following window will appear.

**PRODUCTS AFFECTED BY DISCREPANCY** (at least one product is required)

CHART number, with edition number:

ELECTRONIC NAVIGATIONAL CHART Cell name, with edition and update number:

OTHER PRODUCTS, please identify fully:

**Step 4:** In the bottom portion of the window, enter data into the fields for Date Observed, Time of Observation, Position of Discrepancy.

**DISCREPANCY INFORMATION**

DATE OBSERVED:

TIME OF OBSERVATION, including time zone (if applicable):

POSITION OF DISCREPANCY, latitude/longitude (if applicable, in Degrees, Minutes and Seconds if possible):

DESCRIPTION OF DISCREPANCY:

Upload one or more supporting files in one of the following formats:  
(.bmp, .dat, .doc, .docx, .dww, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .tif, .tiff, .txt, .xls, .xlsx, .xyz)

Browse...

Upload File

Select a file using the 'Browse...' button.  
Then press the 'Upload File' button.

Submit This Discrepancy

Abandon This Discrepancy

After selecting the “Continue With Discrepancy” button, the following window will appear.

**PRODUCTS AFFECTED BY DISCREPANCY** (at least one product is required)

CHART number, with edition number:

ELECTRONIC NAVIGATIONAL CHART Cell name, with edition and update number:

COAST PILOT volume, edition, chapter and paragraph number (e.g., CP7, 36 ed, ch 8, par. 43):

PRINT ON DEMAND CHART number, with edition number:

BSB CHART number, with edition number:

**Step 5:** In the bottom portion of the window, in the Description of Discrepancy field, enter the following text: **“USCG Auxiliary Report. See attached files for the report and associated files.”**

(if applicable):

POSITION OF DISCREPANCY, latitude/longitude (if applicable, in Degrees, Minutes and Seconds if possible):

**DESCRIPTION OF DISCREPANCY:**

Upload one or more supporting files in one of the following formats:  
(.bmp, .dat, .doc, .docx, .dww, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .tif, .tiff, .txt, .xls, .xlsx, .xyz)

Browse...

Upload File

Select a file using the 'Browse...' button.  
Then press the 'Upload File' button.

Submit This Discrepancy

Abandon This Discrepancy

After selecting the “Continue With Discrepancy” button, the following window will appear.

**PRODUCTS AFFECTED BY DISCREPANCY** (at least one product is required)

CHART number, with edition number:

ELECTRONIC NAVIGATIONAL CHART Cell name, with edition and update number:

COAST PILOT volume, edition, chapter and paragraph number (e.g., CP7, 36 ed, ch 8, par. 43):

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BSB CHART number, with edition number:

OTHER PRODUCTS, please identify fully:

**Step 6:** Select the “Browse” button and navigate to the folder in your computer directory where you have stored the fillable PDF form and associated files. Click the “Upload File” button to upload the PDF form and repeat this process for each associated file. You can upload only one file at a time.



Upload one or more supporting files in one of the following formats:  
(.bmp, .dat, .doc, .docx, .dww, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .tif, .tiff, .txt, .xls, .xlsx, .xyz)

Browse...

Upload File

**NOTE:** If your supporting file is not in one of the formats listed above, then the file will not upload.

After selecting the “Continue With Discrepancy” button, the following window will appear.

**PRODUCTS AFFECTED BY DISCREPANCY** (at least one product is required)

CHART number, with edition number:

ELECTRONIC NAVIGATIONAL CHART Cell name, with edition and update number:

COAST PILOT volume, edition, chapter and paragraph number (e.g., CP7, 36 ed, ch 8, par. 43):

PRINT ON DEMAND CHART number, with edition number:

BSB CHART number, with edition number:

OTHER PRODUCTS, please identify fully:

**Step 7:** Select the button, “Submit This Discrepancy” if you are ready to submit. If you want to cancel the discrepancy, then select “Abandon this Discrepancy”.

POSITION OF DISCREPANCY, latitude/longitude (if applicable, in Degrees, Minutes and Seconds if possible):

DESCRIPTION OF DISCREPANCY:

Upload one or more supporting files in one of the following formats:  
(.bmp, .dat, .doc, .docx, .dww, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .tif, .tiff, .txt, .xls, .xlsx, .xyz)

Browse...

Upload File

Select a file using the 'Browse...' button. Then press the 'Upload File' button.

Submit This Discrepancy

Abandon This Discrepancy



After selecting the "Submit This Discrepancy" option, the following window will appear which confirms and summarizes your submission.

Subject: Coast Survey Discrepancy  
Date: 5/6/2016  
From: [redacted]@noaa.gov

Shown below is a tabulated listing of the information you provided. You will receive a confirmation email message within one business day. The email message will list this information, along with a sequentially assigned Report Number uniquely identifying this discrepancy report. Any further correspondence concerning this specific report should reference that Report Number.

Email responses sent to you may come from [nautical.charting@noaa.gov](mailto:nautical.charting@noaa.gov). Please make sure your spam filtering allows you to receive email from this address.

<b>Date Submitted</b>	5/6/2016
<b>Email</b>	[redacted]@noaa.gov
<b>Discrepancy</b>	This is a test [redacted]
<b>Product</b>	Chart: 11340, Ed. 79
<b>Date Observed:</b>	5/6/2016
<b>Time Observed:</b>	3:16 pm EDT
<b>Position:</b>	29 00 04.3 N, 092 30 01.7 W
<b>Support Files</b>	Message_from [redacted].Fwd_IDMS 28157.pdf

We will be contacting you with information on your inquiry.  
Thank you for your interest in Coast Survey.

Done

Submitting voluntary information constitutes your consent to the use of the information for the stated purpose. For more information, please see the [NOAA privacy policy](#).

OMB Control No. 0648-0007. Expiration date 4/30/2017.



Subject: Coast Survey Discrepancy

Date: 5/6/2016

From: [REDACTED]@noaa.gov

Shown below is a tabulated listing of the information you provided. You will receive a confirmation email message within one business day. The email message will list this information, along with a sequentially assigned Report Number uniquely identifying this discrepancy report. Any further correspondence concerning this specific report should reference that Report Number.

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<b>Date Submitted</b>	5/6/2016
<b>Email</b>	[REDACTED]@noaa.gov
<b>Discrepancy</b>	This is a test [REDACTED]
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Thank you for your interest in Coast Survey.

Done

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**Step 8:** Select the “Done” button at the bottom of the page.

Example of the automated e-mail message which confirms that you submitted a Discrepancy Report. **Step 9:** Record the Report Number for your records. Send a copy of this email to your DOS-NS.

## Confirmation Of Discrepancy Number 28181

Inbox x

 nautical.charting@noaa.gov

3:43 PM (0 minutes ago) ☆

to me ▾

This message is confirmation of a Discrepancy Report you recently submitted via NOAA's Nautical Discrepancy Report System. A listing of the information you provided is shown below, beginning with a sequentially assigned Report Number. Any further correspondence concerning this report should reference the Report Number. You should expect to receive a response to your Discrepancy within several days of the date of this email message.

**Report Number: 28181**

Date Submitted: 5/6/2016

Email: [REDACTED]@noaa.gov

Discrepancy: This is a test by [REDACTED]

Product:

Chart: 11340, Ed. 79

Date Observed: 5/6/2016

Time Observed: 3:16 pm EDT

Position: 29 00 04.3 N, 092 30 01.7 W

Support Files:

Message\_from\_[REDACTED].DMS 28157.pdf

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As part of the Paperwork Reduction Act, the Office of Management and Budget (OMB) would like us to ask for information from people who use the Nautical Inquiry and Discrepancy Reporting System. Please let us know what you think about the availability of data; frequency of collection; and the clarity of instructions and recordkeeping, disclosure, and reporting format. Also, please feel free to provide specific comments on whether we are asking for the appropriate information, and whether this is a burden on system users. You may submit comments to [nautical.charting@noaa.gov](mailto:nautical.charting@noaa.gov).