

**APPENDIX B RECOMMENDED INCIDENT REPORT DATA ELEMENTS - FIELDS - DEFINITIONS FOR NATIONAL COLLECTION (original, March 2019; January 2020 revisions in red)**

ELEMENTS	FIELDS/OPTIONS
<b>ENVIRONMENTAL/EXTERNAL CONDITIONS</b>	
<b>WEATHER</b>	
Overall Weather Conditions	clear, cloudy, <del>foggy, hazy</del> , <b>foggy/hazy</b> , raining, snowing, other (with other guidance to better distinguish the options foggy and hazy)
Visibility	good, fair, poor (with parameters/other guidance to better define the options)
Wind	no wind (0 mph), light (1-6 mph), moderate (7-14 mph), strong (15-25 mph), stormy (>25 mph), and an additional option of "unknown."
Air temperature	mandatory selection from range of air temperatures in °F: under 30, 30-39, 40-49, 50-59, 60-69, 70-79, 80-89, 90-99, 100 and above, and "unknown"; voluntary reporting of actual/estimated temperature in °F
Day/Night (as light conditions)	day, night (with improved definition; for e.g., sunrise/to sunset-inclusive of dawn and dusk-as "day" and adding a checkbox for "twilight")
<b>WATER</b>	
Overall Water Conditions	calm (waves 0 to 6"), choppy (waves >6" to 2'), rough (waves >2' to 6'), very rough (waves >6'), strong current, "other" and "unknown" (with option for multiple selections)
Water temperature	mandatory selection from range of water temperatures in °F: under 28, 28-39, 40-49, 50-59, 60-69, 70-79, 80-89, 90 and above, and "unknown"; voluntary reporting of actual/estimated temperature in °F
<b>WHERE and WHEN INCIDENT OCCURRED</b>	
Coordinates	mandatory collection if future reporting system can facilitate documentation based on existing geographical information when coordinates not otherwise available; determine standard format for entering coordinates data
Location on water	enter description as available (no standard format)
County, State, Body of water, Type of body of water	enter names/descriptions; preference for "hard coding" of type of body of water when information is entered into system.
Nearest City/Town	enter name (voluntary collection)
Date, Time	<del>resolve current issues with time capture; consider</del> <b>record in 24-hour time format</b> ; allow "unknown"
Notification date (state's recording of date when State Reporting Authority was notified of incident)	format of field to be determined
<b>VESSEL CHARACTERISTICS</b>	
Number of vessels involved in incident	enter number
<b>VESSEL IDENTIFICATION</b>	
Name of each vessel	enter name

ELEMENTS	FIELDS/OPTIONS
Make, model, model year	enter information
HIN, registration number, document number (if available)	enter / record as available
Vessel ownership status	owned, rented, borrowed, "other" (describe)
<b>ENGINE</b>	
Number of engines	enter number
Engine manufacturer	enter manufacturer name (mandatory, if engine a factor); document if "unknown"
Serial number	enter number (mandatory, if engine a factor); document if "unknown"
Engine drive type	All authorized drive types per CFR: inboard, outboard, pod drive, sterndrive, other, "unknown"; additional fields: Airboat engine in drop-down for Inboard. Shallow / Surface Drive in drop-down for Outboard.
Horsepower, CCs, pounds of thrust	enter total (not per engine)
Overpowering	check box if factor in incident; text field to document rated horsepower
Fuel type	All authorized fuel types per CFR: gas, diesel, electric, other: additional fields : "unknown," and no fuel
<b>HULL MATERIAL</b>	
Hull material type	All authorized hull material types per CFR: fiberglass, aluminum, plastic, rubber/vinyl/canvas, steel, wood, other, plus an "unknown." <del>force one selection</del> <b>Identify primary material for each vessel; for poly-construction, allow recording of secondary, tertiary material types</b>
Inflatable construction	check box to record inflatable construction (see Vessel Type below)
<b>VESSEL TYPE and SUBTYPES</b>	
Vessel type	All authorized vessel types per CFR: Cabin motorboat, Open motorboat, Auxiliary sail, Pontoon boat, Inflatable, Houseboat, Sail (only), Rowboat, Airboat, PWC, Other [Note: further recommendations to seek regulatory removal of Inflatable as a "type" and instead use checkoff to indicate "inflatable" regarding hull construction/material]
Vessel subtypes	See Appendix C Vessel Sub-Types for Use with Authorized Vessel Types
<b>SIZE ESTIMATES</b>	
Overall length	enter in feet
<b>SAFETY EQUIPMENT/GEAR for PADDLECRAFT (available? Used?)</b>	
Standup paddleboard	wet suit, drysuit, paddle (whether appropriate for vessel, whether in tact), leash, helmet, communications device (describe), "unknown"
Canoe	wet suit, drysuit, paddle (whether appropriate for vessel, whether in tact), helmet, communications device (describe), "unknown"
Kayak	wet suit, drysuit, paddle (whether appropriate for vessel, whether in tact), helmet, spray skirt, dewatering device (if applicable), communications device (describe), "unknown"

ELEMENTS	FIELDS/OPTIONS
<b>INCIDENT DETAILS</b>	
Number of people onboard	enter number
Number of people towed	enter number
Total people	automatic calculation in future reporting system, with override allowing manual entry of number
<b>INCIDENT EVENTS</b>	
<b>OPERATION OF THE VESSEL</b>	
<b>ACTIVITY--USE OF THE VESSEL/IMMEDIATE ACTIVITY AT TIME OF INCIDENT</b>	
<b>INCIDENT CAUSES / CONTRIBUTING FACTORS</b>	
Possibility of vessel / hull design characteristics as contributors?	See Appendix D Accident Types/Events See Appendix E Operation of the Vessel See Appendix F Activity See Appendix G Causes / Contributing Factors check off response and follow-up narrative description for "Is there a possibility that any features or design characteristics of the vessel may have contributed to this accident? ____"
Incident Synopsis / Executive Summary	renamed to more clearly distinguish the incident description for submission to the Coast Guard from more detailed report narrative
<b>DAMAGES TO VESSELS and OTHER PROPERTY</b>	
Damage estimates (vessel)	Four "buckets" (ranges) to capture damage estimates, with a bucket captured for each vessel; <\$2,000, \$2,000-<\$5,000, \$5,000-<\$10,000, and ≥\$10,000; mandatory collection, but option for States to use either the buckets or actual/estimated dollar amounts
Damage estimates (non-vessel property)	Four "buckets" (ranges) to capture damage estimates, with a single bucket to capture non-vessel property damage associated with incident; <\$2,000, \$2,000-<\$5,000, \$5,000-<\$10,000, and ≥\$10,000; mandatory collection, but option for States to use either the buckets or actual/estimated dollar amounts
Description of damage	describe
<b>PEOPLE ASSOCIATED WITH THE VESSEL(S) INVOLVED IN THE INCIDENT - OWNER, OPERATOR, PASSENGERS</b>	
<b>VESSEL OWNER (identity)</b>	
Owner's name	enter information (add field to indicate if owner identity / contact information is unknown/cannot be obtained)
Owner address	enter information
<b>VESSEL OPERATOR (identity)</b>	
Operator's name (each operator involved)	enter information (add field to indicate if operator identity / contact information is unknown/cannot be obtained)
Operator's address, phone number	enter information
Operator's DOB	enter information; age may be automatically calculated based on DOB and date of incident, but add voluntary field for "approximate age" in case DOB not available
Operator's sex	male, female, unknown
<b>VICTIMS (identity)</b>	
Number of injured persons	enter number

ELEMENTS	FIELDS/OPTIONS
Injured person(s) - name, address	enter information (add field to indicate if operator identity / contact information is unknown/cannot be obtained)
Injured person(s) - DOB	enter information; age may be automatically calculated based on DOB and date of incident, but add voluntary field for "approximate age" in case DOB not available
Injured person(s) - sex	male, female, unknown
Number of deceased persons (or persons who disappeared)	enter number
Deceased person(s) - name, address	enter information (add field to indicate if operator identity / contact information is unknown/cannot be obtained)
Deceased person(s) - DOB	enter information; age may be automatically calculated based on DOB and date of incident, but add voluntary field for "approximate age" in case DOB not available
Deceased person(s) - sex	male, female, unknown
<b>VESSEL OPERATOR (instruction, experience, safety measures)</b>	
Boating safety education/instruction - required/met?	yes/no as to whether operator was required to have instruction in state of operation and met requirement
Boating safety education/instruction - any taken?	in event of no requirement, yes/no as to whether operator had instruction anyway
Operating experience	
Experience with type of vessel involved in incident	yes/no as to whether operator ever operated the type of vessel before (mandatory); follow-up fill-in estimate of hours (voluntary)
Experience at location	yes/no as to whether operator had experience at location (voluntary); follow-up fill-in estimate of number of times at location (voluntary)
Engine cut-off device used/ leash worn at time of incident	checkoff of engine cutoff device used or leash worn; proper use, attachment, proper condition
Alcohol use	yes, no, BAC optional
Drug use (legal and illegal)	yes, no / drop-down menu selection from categories: cannabis (marijuana), depressants, stimulants, hallucinogens, inhalants, narcotic analgesics, other drug(s)
BUI arrest (as applicable)	yes, no
<b>VICTIMS - injuries, deaths - causes, nature - safety measures)</b>	
Cause of each death; Fatality synopsis	Look to medical community to develop standardized terms that can be used as data fields; create field to accommodate a fatality synopsis
Cause, nature, extent/severity of each injury (primary injury)	Develop standard references to nature of injury, body parts, and areas of injury for fields
Life Jacket use	yes/no; if factor in the incident, mandatory collection of type of life jacket; whether inherently buoyant or inflatable, whether serviceable, properly used; whether proper size
Alcohol use	yes, no, BAC optional
Drug use (legal and illegal)	yes, no / drop-down menu selection from categories: cannabis (marijuana), depressants, stimulants, hallucinogens, inhalants, narcotic analgesics, other drug(s)

ELEMENTS	FIELDS/OPTIONS
BUI arrest (as applicable)	yes, no