

## Checklist of policy implementation tasks for states

Following are basic tasks or actions a state may need to undertake or consider undertaking to align reporting systems, forms, training, and related matters with the incident reporting requirements in [CG-BSX Policy Letter 23-01, CH-1](#) (26 Sep 2023), Change 1 to Recreational Boating Incident Reporting. **Note!** Not all tasks listed below will apply to every state.

**Caution!** The Coast Guard issued an initial version of the policy letter in January 2023. If you began taking steps to align your state's systems, forms, and related matters with that version, make sure any updates you have already made were not affected by Change 1 to the policy letter. Revisions are outlined in Section 1 (Purpose) of [CG-BSX Policy Letter 23-01, CH-1](#). Additional detail on the changes and the impacts on BARD are described in two national webinars that were conducted Nov. 7 and 13, 2023. Those recordings are available in the [NASBLA eLearning Center](#), along with copies of the presentation slides and presenter notes.

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- ✓ Update references in your state resources (reporting manuals, training, databases, etc.) to accommodate changes in terminology and definitions. See the sample "to do" list based on a state's tracking chart.
  - ✓ Update your investigators' form(s) and the public's boating incident report form, if needed.
  - ✓ Update state-specific reporting software as needed to accommodate changes (if applicable, involve the state's vendor that works with the BARD interface).
  - ✓ Check out your state's revised forms in BARD's test site, December 2023 (more information forthcoming from CG-BSX).
  - ✓ Consider providing in-person or "canned" training to review changes and offer opportunities for questions and clarifications.
  - ✓ Ensure local jurisdictions and other state agencies that fall under the reporting umbrella have updated resources and trainings provided to law enforcement.
  - ✓ See <https://www.nasbla.org/nasblamain/lighthouse/incident-reporting-resources> for reporting resources, including a decision tool and supplemental detail to help determine the reportability of recreational boating incidents.
  - ✓ Check your state code / regulations on boat incidents. Determine whether any changes will be needed due to [CG-BSX Policy Letter 23-01, CH-1](#). Pursue details as needed.
  - ✓ If your state provides any public reporting on incidents, fatalities, etc., consider / initiate implementing anything that might need to be addressed or amended in that reporting.
  - ✓ Have questions about the policy letter or related issues? Check out <https://www.nasbla.org/nasblamain/lighthouse/faqs2024>. Still need help? Contact Susan Weber ([Susan.M.Weber@uscg.mil](mailto:Susan.M.Weber@uscg.mil)), U.S. Coast Guard's Boating Safety Division, 571.607.4220.

USCG POLICY UPDATE –INCIDENT REPORTING 2024—**SAMPLE** TO DO LIST

CHANGE NEEDED	TO DO	MANUALS	FORMS	DATABASE	NOTES	ADDITIONAL NOTES
<b>INCIDENT VS ACCIDENT</b>	CHANGE ALL LANGUAGE FROM ACCIDENT TO INCIDENT	Y	Y	Y		
<b>BEYOND FIRST AID</b>	CLARIFY DEFINITION	Y	Y	N	ADD INFO BOX TO DATABASE	
<b>DAMAGES WITH PERSONAL PROPERTY</b>	EXCLUDE PERSONAL PROPERTY	Y	N	Y	ADD NOTE ON DATABASE TO EXPLAIN NO LONGER CAPTURING PERSONAL PROPERTY AND GIVE EXAMPLES	
<b>COST OF REPAIR</b>	INCLUDE LABOR					
<b>COMPLETE LOSS OF VESSEL</b>	CLARIFY DEFINITION	Y	N	N		
<b>WATERCRAFT EXCEPTIONS</b>	FURTHER DEFINE IF EXCLUDED	Y	N	N		
<b>COLLISION WITH FIXED OBJECT</b>	CHANGE IN POLICY ON STRIKING A VESSEL MOORED TO A DOCK OR PIER OR SIMILAR STRUCTURE	Y	N	N		
<b>FIRE/EXPLOSION OPTIONS EXPANDED</b>	ADD GENERATOR AND NON-GENERATOR RELATED	Y	Y	Y	ADD EXAMPLES IN THE MANUALS	TERMS ADDED TO IDENTIFY WHETHER SOURCE RELATED TO GENERATION
<b>FLOODING AND SWAMPING</b>	SEPARATE THESE INTO TWO TERMS AND DEFINE	Y	Y	Y		

**FOR ILLUSTRATION PURPOSES – ADAPTED FROM A STATE’S TRACKING CHART**

CHANGE NEEDED	TO DO	MANUALS	FORMS	DATABASE	NOTES	ADDITIONAL NOTES
NATURAL PHENOMENA	CHANGE IN POLICY REPORTABLE REQUIREMENT	Y	Y	Y	ADD TERM TO DATABASE AND FORMS	
CRIMINAL ACTIVITY – JOYRIDING	STOLEN VESSELS USED FOR RECREATIONAL PURPOSES, NOT REPORTABLE	Y	N	N		
FOREIGN-FLAGGED AND STATE-NUMBERED UNINSPECTED COMMERCIAL VESSELS	INCIDENTS REQUIRED TO BE REPORTED	Y	Y	Y		
MEDICAL EMERGENCIES / EVENTS	NOT REPORTABLE UNDER CERTAIN CONDITIONS	Y	?	?	DO FORMS AND DATABASE NEED TO BE UPDATED?	DETERMINE IF UNRELATED TO VESSEL OR EQUIPMENT & NOT INVOLVING ANOTHER VESSEL
PRIVATE WATERS	NOT REPORTABLE TO COAST GUARD	N	N	N	LEGAL COUNSEL CONFIRMED STATE/ COUNTY STILL HAS AUTHORITY ON ALL WATERWAYS AND CAN CITE CODE	MAINTAIN AS STATE REPORTING REQUIREMENT
SOLE STATE WATERS	INCLUDED IN USCG REPORTING	N	N	N		
ELECTRICAL SHOCK	CHANGE TO TERMINOLOGY	Y	Y	Y	WILL ADD	
PERSON DEPARTS VOLUNTARILY	CHANGE TO TERMINOLOGY	Y	Y	Y	DIVISION USES PERSON LEAVES OR EJECTED FROM A VESSEL	
PERSON EJECTED FROM A VESSEL	CHANGE TO TERMINOLOGY	Y	Y	Y	DIVISION USES PERSON LEAVES OR EJECTED FROM A VESSEL	

**FOR ILLUSTRATION PURPOSES – ADAPTED FROM A STATE’S TRACKING CHART**

CHANGE NEEDED	TO DO	MANUALS	FORMS	DATABASE	NOTES	ADDITIONAL NOTES
PERSON FALLS OVERBOARD	CHANGE TO TERMINOLOGY	Y	Y	Y	DIVISION USES FALLS OVERBOARD	
PERSON IMPACTS VESSEL	CHANGE TO TERMINOLOGY	Y	Y	Y	DIVISION USES FALLS IN BOAT	
PERSON STRUCK BY PROPELLER/PROPULSION UNIT/WATER JET	CHANGE TO TERMINOLOGY	Y	Y	Y	DIVISION USES PERSON STRUCK BY MOTOR/PROPELLER	
PERSON STRUCK BY VESSEL	CHANGE TO TERMINOLOGY	Y	Y	Y	DIVISION USES PERSON STRUCK BY BOAT	
TOWED WATERSPORT MISHAP	CHANGE TO TERMINOLOGY	Y	Y	Y	DIVISION USES SKIER MISHAP	