

# What's in your Toolbox?

Practical Products and Resources for Implementing  
Recreational Boating Incident Reporting Policy

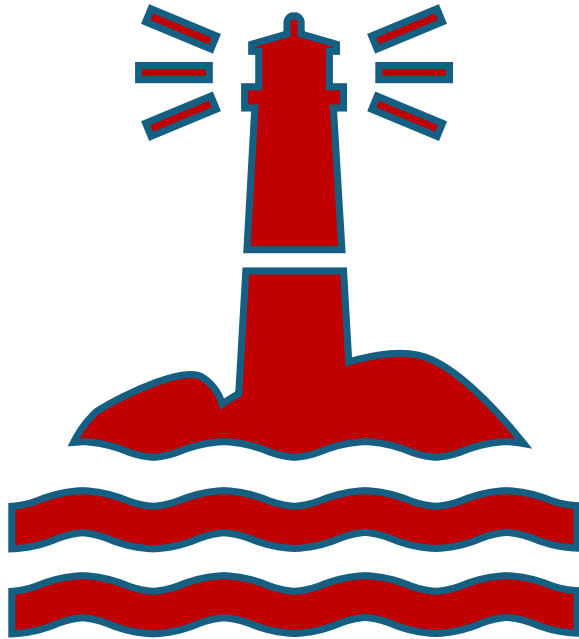


NASBLA State RBS Workshop  
March 13, 2024  
Tammy Terry, ERAC Chair



In the beginning...

# WHY ERAC?



- Looks for patterns and trends in boating incidents to try to mitigate risk factors
- Partners with the States and U.S. Coast Guard to improve incident reporting and other recreational boating safety data
- Actively promotes uniformity and best practices
- Stays informed about other organizations' activities of mutual interest (e.g., NBSAC, ABYC, NMMA)
- Serves as participants on or resources to other NASBLA committees, panels, and grant projects

# Recent ERAC Work on Incident Reporting



August 2020

NASBLA member-accepted recommendations emerging from the Recreational Boating Incident Reporting Policy Project delivered to USCG



2021–2022  
Cycle

Reinstatement of work on incident reporting policy with receipt of Coast Guard policy responses to recommendations



2022–2023  
Cycle

Review of CG-BSX Policy Letter 23-01; begin work on clarifications, tools, resources for implementation



2023–2024  
Cycle

Rolling out (3) initial tools and associated resources; exploring anything else that might be needed



# ERAC's New Tools for Your Toolbox

- Checklist of Implementation Tasks for the States
- Frequently Asked Questions (FAQs)
- Reporting Decision Graphic (quick reference tool) and Decision Detail
- Other complementary resources on NASBLA-ERAC maintained web pages









# Checklist of Implementation Tasks for the States



- Released and originally intended for use before CG-BSX 23-01, CH-1 became effective January 2024
  - Still useful as a confirmation check on actions to take before the start of boating season
  - Includes details related to training, forms, digital systems, and other considerations
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### 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.

- ✓ 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.

# Let's Take a Look: Checklist of Implementation Tasks for the States

- Where do I find it?
  - Linked at Resources – Incident Reporting page (<https://www.nasbla.org/nasblamain/lighthouse/incident-reporting-resources>)
- How do I use it?
  - Review checklist to identify the reporting systems, forms, training and related matters that your state still needs to bring into alignment with CG-BSX Policy Letter 23-01, CH1
  - Use the sample "to do" chart, also available in an editable Word format, to create your own "to do" list

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

CHANGE NEEDED	TO DO	MANUALS	FORMS	DATABASE	NOTES	ADDITIONAL NOTES
INCIDENT VS ACCIDENT	CHANGE ALL LANGUAGE FROM ACCIDENT TO INCIDENT	Y	Y	Y		
BEYOND FIRST AID	CLARIFY DEFINITION	Y	Y	N	ADD INFO BOX TO DATABASE	
DAMAGES WITH PERSONAL PROPERTY	EXCLUDE PERSONAL PROPERTY	Y	N	Y	ADD NOTE ON DATABASE TO EXPLAIN NO LONGER CAPTURING PERSONAL PROPERTY AND GIVE EXAMPLES	
COST OF REPAIR	INCLUDE LABOR					
COMPLETE LOSS OF VESSEL	CLARIFY DEFINITION	Y	N	N		
WATERCRAFT EXCEPTIONS	FURTHER DEFINE IF EXCLUDED	Y	N	N		
COLLISION WITH FIXED	CHANGE IN POLICY ON	Y	N	N		



# Frequently Asked Questions (FAQs)

- Answers some of the most common questions regarding the incident reporting guidance in CG-BSX 23-01, CH-1
- FAQs are grouped by topic
  - 🔧 Thresholds (damage and injury)
  - 🔧 “Reportable” vs “Non-Reportable” occurrences
  - 🔧 Documentation
- This is a living document and will be updated with additional FAQs as they arise





## OCCURRENCES THAT ARE “REPORTABLE” (5.A.) AND “NOT REPORTABLE” (5.B.) TO THE COAST GUARD

The policy letter explains which occurrences are or are not likely to meet federal reporting requirements and whether they will be included or excluded from the annual Recreational Boating Statistics.

+ What is a “properly” docked or moored vessel?

+ What is considered a “medical emergency”?

+ The policy letter, in 5.b.(6), says that a medical emergency unrelated to the vessel or its equipment and involving no other vessel is not required to be reported to the Coast Guard. What is an example of a medical emergency that does not need to be reported?

+ Could an incident involving a medical event ever require a report to the Coast Guard?

+ Are float tubes vessels and, if they are, does that mean incidents involving them require a report to the Coast Guard?

+ “Non-propelled residential platform” is mentioned in 5.b.(13) and 5.b.(14) of the policy letter. What is that?

+ The policy letter says self-inflicted injuries do not require a report to the Coast Guard. What is considered a “self-inflicted” injury?

+ Would an unintentional gunshot wound suffered by the vessel occupant who is hunting or the act of being impaled by a fish hook while fishing from a vessel be considered a “self-inflicted” injury?

+ Would an injury involving an occupant who falls while running or moving erratically on an underway vessel be considered “self-inflicted”?

+ If a built-in component of a vessel causes a fire, would the incident require a report to the Coast Guard?

+ In 4.k-L, the policy letter defines the fire and explosion events by their origins—fuel, gas, fuel, and unknown. But when it comes to what is “reportable” (5.a.(7)), as described in

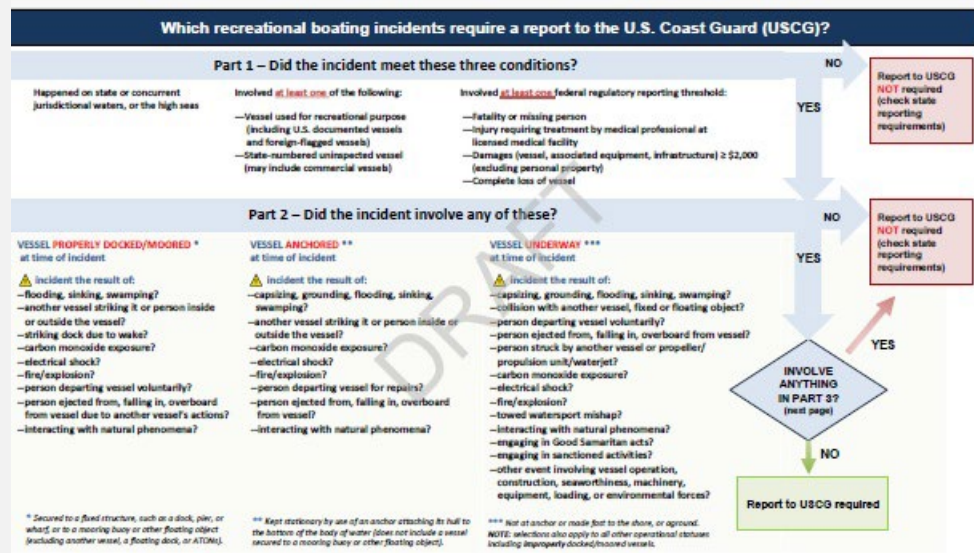
# Let’s Take a Look: Frequently Asked Questions (FAQs)

- Where do I find it?
  - <https://www.nasbla.org/nasblamain/lighthouse/faqs2024>
- How do I use it?
  - Take a stroll through the tool to see what it includes and/or refer to it when you think you have a question it might answer
  - If you find anything that you think we missed or should be added, let us know! See the top of the FAQ page for information on how to do that.



## Reporting Decision Graphic and Decision Detail

- Complementary tools to address *'Which Recreational Boating Incidents Require a Report to the USCG'?*
- Decision Graphic is intended as one page/double-sided; for use in field by Officers/Investigators
- Decision Detail includes additional details for more intensive desk review



# Let's Take a Look: Decision Graphic (quick reference)

- Where do I find it?
  - Will be linked from the Resources – Incident Reporting page at <https://www.nasbla.org/nasblamain/lighthouse/incident-reporting-resources>
- How do I use it?
  - Keep it handy in the field or at your desk to determine federal reportability for incoming incident reports
  - Share it with others so they know this resource is available!

**Part 3 – NOT REPORTABLE TO COAST GUARD (see Parts 1 & 2 before applying)**

<p>■ <b>Private waters occurrences.</b> Injuries, deaths, damages occurring on privately-held waters not subject to the jurisdiction of the U.S. or a state.</p> <p>■ <b>Assaults.</b> Person suffered injury, death, or is missing as a result of an assault by another person(s) while aboard a vessel.</p> <p>■ <b>Self-inflicted injuries, fatalities.</b> Includes wounds, alcohol/drug overdose, or poisoning that occurs when unrelated to the vessel or its equipment and involving no other vessel.</p> <p>■ <b>Voluntary departure injuries, fatalities:</b></p> <ul style="list-style-type: none"> <li>—From shore/other non-vessel place of inherent safety. Person(s) voluntarily entered the water to swim to a vessel, swim for pleasure, or retrieve another object.</li> <li>—From anchored or properly docked/moored vessels. Person(s) voluntarily jumped, dived, or swam for pleasure from the vessel.</li> </ul> <p>■ <b>Medical events.</b> Person experienced a medical emergency unrelated to the vessel or its equipment and involved no other vessel. Medical emergency does not refer to physical impairments such as poor eyesight, poor hearing, or mobility difficulties.</p> <p>■ <b>Falls, ejections, impacts on docked/moored vessels:</b> Person(s) suffered injury or death as result of impacting or falling or being ejected from a properly docked or moored vessel when no other recreational vessel was involved.</p> <p>■ <b>Boarding / departing vessel injuries, fatalities.</b> Person(s) suffered injury or death while boarding or departing a docked, moored or anchored vessel, when no other event occurred and when no other federal regulatory reporting threshold was met.</p> <p>■ <b>Launching / recovery injuries, fatalities, damages.</b> A launching or recovery occurrence, including when the vessel was not on the water and capable of use or not free from the launching apparatus.</p>	<p>■ <b>Vessel use exceptions.</b> The only vessel(s) involved were: used solely for governmental or criminal activities (in the course of a criminal offense, with exception of impairment and boating safety-related offenses); engaged in sanctioned-activity events and exempted from being state-numbered since they are used exclusively for racing; or were non-propelled residential platforms.</p> <p>■ <b>Other watercraft exceptions:</b> Occurrences that solely involved a pool float toy, innertube, float tube propelled by feet or fins, surfboard, submersible, diving propulsion aid, stock tank, air mattress, fish tote, floating dock, unmodified log, non-propelled residential platform, snowmobile, seaplane and/or watercraft or other artificial contrivances already determined not to be a vessel. ["Vessel" is defined in 1 U.S.C. § 3.]</p> <p>■ <b>Natural phenomena injuries, fatalities, damages.</b> When natural phenomena was involved, vessel was not underway, no other event occurred and no other federal regulatory reporting threshold was met. Examples include interaction with marine life (e.g., carp causes injury to person) or interaction with nature (e.g., mountain side falls onto vessel causing damage).</p> <p>■ <b>Fire/explosion exceptions:</b> Injuries, deaths, damages associated with a vessel(s) not involved in fueling or not attributed to vessel(s)' equipment or electrical components (e.g., cigarette disposal, fireworks, portable equipment brought on board such as grills, heaters, etc.)</p> <p>■ <b>Vehicle trailering failure.</b> Involved failure of the vehicle used for trailering the vessel.</p> <p>■ <b>Lack of / improper vessel maintenance.</b> Damage or loss of a properly docked or moored vessel attributed to a lack of or improper vessel maintenance.</p> <p>■ <b>Storms/unusual tidal or sea conditions—exceptions for recreational vessels:</b></p> <ul style="list-style-type: none"> <li>— Properly docked/moored vessel met a federal regulatory threshold and an underway or anchored vessel participating in recreational activity was not involved.</li> <li>— Vessel got underway, including for rescue, met a federal regulatory threshold, and an underway or anchored vessel participating in recreational activity was not involved.</li> </ul>
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For more guidance, see Resources – Incident Reporting (<https://www.nasbla.org/nasblamain/lighthouse/incident-reporting>) and Frequently Asked Questions (<https://www.nasbla.org/nasblamain/lighthouse/faq2024>). Other questions? Contact [RBSinfo@uscg.mil](mailto:RBSinfo@uscg.mil).



But wait...  
There's More!  
(MUCH More!)

- Boating Incident Reporting Policy Resources Page
- The NASBLA Lighthouse
  - Undergoing renovation







# Boating Incident Reporting Policy Resources Page



➤ Your one-stop shop for  
all things related to  
Boating Incident  
Reporting Policy:

- 🔧 Policy Letter
- 🔧 (3) Tools we discussed  
today
- 🔧 Incident (event) type  
terms and definitions
- 🔧 National webinar  
recordings
- 🔧 Full set of consensus  
recommendations
- 🔧 Policy guidance and best  
practices for reporting



## RESOURCES - INCIDENT REPORTING

### BOATING INCIDENT REPORTING POLICY RESOURCES

**CG-BSX Policy Letter 23-01, CH-1 (26 Sep 2023) - Change 1 to Recreational Boating Incident Reporting**

Updates CG-BSX Policy Letter 23-01 (27 Jan 2023). Effective for incidents occurring on or after 1 Jan 2024, [the policy](#) provides guidance on the reporting requirements in 33 CFR Parts 173 and 174 to avoid unnecessary reporting of occurrences to the Coast Guard.

**Frequently Asked Questions about the policy letter and related issues**

[FAQs](#) related to [CG-BSX Policy Letter 23-01, CH-1](#). Questions are grouped by topics: thresholds (damage and injury), "reportable" vs "not reportable" occurrences, and documentation. Page will be updated as new questions of general interest arise.

**Checklist of policy implementation tasks for states (and sample "to do" chart)**

The [checklist and chart](#) present basic tasks or actions a state may need to undertake or consider undertaking to align its reporting systems, forms, training and related matters with the requirements in CG-BSX Policy Letter 23-01, CH-1. The sample "to do" chart--[also available as an editable Microsoft® Word document](#)--is an adaptation of one state's tracking efforts.

**Incident reporting decision tools -- based on CG-BSX PL 23-01, CH-1, which recreational boating incidents require a report to the U.S. Coast Guard?**


Anticipated release March 2024.

**Incident (event) type terms and definitions -- tracking the "old" to "new"**

For purposes of recording incident-related data, revised term labels effective Jan. 1, 2024. [Table](#) presents the old (recently-used) term labels against the term labels and definitions presented in CG-BSX 23-01, CH-1, section 4. Terms Used in This Document.

**National webinars highlighting policy changes**

[March 15 and 20, 2023](#) webinars on initial CG-BSX Policy Letter 23-01 (27 Jan 2023): covered major policy changes contained in the January issuance and outlined expected impacts on report data collection in 2024.



The NASBLA Lighthouse  
*Spotlighting information, tools and resources for your reporting, data and research needs and challenges ...*

- LIGHTHOUSE
- RESOURCES - INCIDENT REPORTING
- ON THE HORIZON
- GET EQUIPPED
- LIGHTHOUSE DISCUSSION FORUM
- LIGHTHOUSE LIBRARY
- ABOUT ERAC

# Let's Take a Look: Boating Incident Reporting Policy Resources Page

- Where do I find it?
  - <https://www.nasbla.org/nasblamain/lighthouse/incident-reporting-resources>
- How do I use it?
  - Refer back here when you have a question or are looking for a refresher on boating incident reporting policy
  - Share it with others so they know this resource is available!





# NASBLA Lighthouse




## 🔧 Quick Poll:

- 🔧 How many know what The Lighthouse web page is?
- 🔧 How many know how to find the page?
- 🔧 How many have ever used the resources at The Lighthouse?
- 🔧 How many have visited The Lighthouse 5 times or more?

🔧 Renovations coming soon





ABOUT ▾ ADVOCACY ▾ CONNECT ▾ LIGHTHOUSE ▾ EDUCATION ▾ EVENTS ▾ ELEARNING TRAINING ▾

LIGHTHOUSE

### LIGHTHOUSE ALERTS


- [Boating Incident Reporting Resources](#) including [FAQs on CG-BSX Policy Letter 23-01, CH-1](#)
- March 2024 Events in Lexington: NASBLA [State RBS Workshop](#) (March 12-13); [Policy Committee Meetings](#) (March 14); [Education Symposium](#) (March 15-16).

On a tablet or smartphone? Try landscape orientation.

The Lighthouse was imagined and developed by [NASBLA's Engineering, Reporting and Analysis Committee \(ERAC\)](#). Committee members envisioned a place where an expanded community of producers and users of recreational boating incident report and other boating data could not only tap into needed resources, but also interact with each other to navigate the sometimes-rough waters of understanding and applying that data to critical boating safety questions.

Over the years, the Lighthouse evolved to include a range of guidance tools, resources, and policy products. If you have thoughts about how to improve it or would like to tell us how you use the content, please drop an email to [info@nasbla.org](mailto:info@nasbla.org) and use the subject line [Lighthouse Feedback](#).

page last updated Feb. 7, 2024



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LIGHTHOUSE

RESOURCES - INCIDENT REPORTING

ON THE HORIZON

GET EQUIPPED

LIGHTHOUSE DISCUSSION FORUM

LIGHTHOUSE LIBRARY

ABOUT ERAC

# Let's Take a Look: The Lighthouse

- Where do I find it?
  - <https://www.nasbla.org/nasblamain/lighthouse/nasbla-lighthouse>
- How do I use it?
  - Range of guidance tools, resources and policy products
  - Incident Reporting is included, but there is much more
  - Provide input as renovations begin
  - Participate in discussions if that feature can be developed

OK, Not Really... BUT... Recap....



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# Your Incident Reporting Toolbox: Starter Edition

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- ✕ Includes everything described today
  - ✕ Checklist of Implementation Tasks for the States
  - ✕ Frequently Asked Questions (FAQs)
  - ✕ Decision Graphic and Decision Detail
  - ✕ Boating Incident Reporting Policy Resources Page with Links
  - ✕ NASBLA Lighthouse



# Your Incident Reporting Toolbox: Deluxe Edition

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✂ Okay, we're intrigued.

How do we get THIS product?



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# Your Incident Reporting Toolbox: Deluxe Edition

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## ✕ What we need to know from you:

- ✕ Are there other products/resources/guidance you need in the near term regarding the incident reporting policy CG-BSX 23-01, CH-1 that you didn't hear mentioned today?
- ✕ What about resources for other aspects of incident reporting?
- ✕ What format(s) do you generally prefer for products? (e.g., written documentation; videos, interactive Apps; something else?)
- ✕ How much time would you spend using an individual product to accomplish your work?
- ✕ Best method for notifying you of new materials?

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# Questions?

## CONTACT

**TAMMY TERRY, ERAC Chair**  
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## THANK YOU!