

## **Information to consider before applying for a Private Aid TO Navigation (PATON):**

The First Coast Guard District uses a web-based (internet) database system to manage the District's Private Aids to Navigation program. It is accessible at [www.usharbormaster.com](http://www.usharbormaster.com) ("PATON website"). Should you wish to apply for a PATON permit, please refer to the "User Registration Procedures" provided below. This guidance is also available on the PATON website and the First District website.

**Note:** Although Coast Guard Form CG-2554 is still accepted, the preferred and more expeditious method of submission is via the website.

### **General information and stipulations on PATON:**

Federal regulations governing PATON are found within 33 CFR Part 66 and address the basic requirements and responsibilities.

The three classifications of PATON assigned by the Coast Guard are:

CLASS I – On marine structures or other works which the owners are required to maintain and operate, as prescribed by the Coast Guard. Inspected annually by the local Aids to Navigation Team (ANT).

CLASS II – In waters used by general navigation; usually charted. Inspected every three years by qualified Coast Guard Auxiliary members.

CLASS III - In waters not used by general navigation; not charted. Inspected every three years by qualified Coast Guard Auxiliary members.

### *PATON Owner Responsibilities*

As owner of a private aid to navigation permit, you are legally obligated to establish, operate and maintain the aid(s) in the manner specified on your permit.

The permit is non-transferable. A new owner must submit a new private aid application.

You are required to notify the First Coast Guard District, Waterways Management (DPW-1) within 30 days should your contact phone number, address or e-mail address change. Failure to timely notify this office of any change in contact information may result in termination of your permit.

You will be required to notify DPW-1 via the PATON website when the aid is established (by clicking on the link either on the website or through the periodic e-mail you will receive).

If you wish to modify an aid in any way (i.e.; change position, characteristics, color, etc.), you must first submit a request for a change to your permit application, via the PATON website, for approval from DPW-1. No modification may be made without prior Coast Guard approval.

If you wish to discontinue an aid you must notify DPW-1 in writing (via the website) prior to doing so.

The characteristics of any aid to navigation must conform to the United States Aids to Navigation System described in Subpart B of 33 CFR Part 62 and must be of sufficient size for the area and use.

Should the Coast Guard receive a report of a discrepancy in the operation of the aid (aid inoperable, wrong characteristic, etc.), we will notify you.

You will be required to affix some means of identification to the buoy in case the aid goes adrift.

Lateral marks define the port and starboard sides of a route to be followed (Class II). They may be either beacons or buoys, and they must be numbered or lettered accordingly (You can find an example in the front of the Coast Guard Light List Vol I or at <http://www.navcen.uscg.gov/pubs/LightLists/V1COMPLETE.PDF>).

The aid must have a minimum daytime visibility range of one (1) nautical mile (NM) and be radar reflective for night time and low visibility conditions.

An approved permit does not relieve you from complying with all other applicable federal, state or local regulations that may or may not conflict with this permit.

Failure to correct a reported discrepancy in a “timely manner” may result in termination of your permit. Please notify us upon correcting any discrepancy.

If you discontinue an aid or your permit is terminated, you must remove the aid, moorings, and any other gear from the waterway within 30 days. If the aid is not removed after 30 days, it may be removed by the Coast Guard at your expense.

### **Useful Links:**

First District PATON information can be found at:

<http://www.uscg.mil/d1/prevention/NavInfo/navinfo/paton.htm>

Additional information concerning Private Aids to Navigation can be found at the following link:

[http://www.boatingbasicsonline.com/course/boating/6\\_3print.php](http://www.boatingbasicsonline.com/course/boating/6_3print.php)

For definitions and the full text of the applicable federal regulations, please refer to the following link:

[http://www.access.gpo.gov/nara/cfr/waisidx\\_01/33cfr66\\_01.html](http://www.access.gpo.gov/nara/cfr/waisidx_01/33cfr66_01.html)

### **33 CFR Part 66.01-45 Penalties**

Any person, public body or instrumentality, excluding the armed forces, who shall establish, erect or maintain any aid to maritime navigation without first obtaining authority to do so from the Coast Guard, with the exception of those established in accordance with Sec. 64.10 of this chapter, or who shall violate the regulations relative thereto issued in this part, is subject to the provisions of 14 U.S.C. 83.

### **14 USC 83**

No person, or public body, or instrumentality, excluding the armed services, shall establish, erect, or maintain any aid to maritime navigation in or adjacent to the waters subject to the jurisdiction of the United States, its territories or possessions, or the Trust Territory of the Pacific Islands, or on the high seas if that person, or public body, or instrumentality is subject to the jurisdiction of the United States, without first obtaining authority to do so from the Coast Guard in accordance with applicable regulations.

***Whoever violates the provisions of this section or any of the regulations issued by the Secretary in accordance herewith shall be guilty of a misdemeanor and shall be fined not more than \$100 for each offense.***

NOTE - Each day during which such violation continues shall be considered as a new offense.

## USER REGISTRATION PROCEDURES



### *United States Coast Guard*

## **WEB-BASED PRIVATE AID TO NAVIGATION SYSTEM**

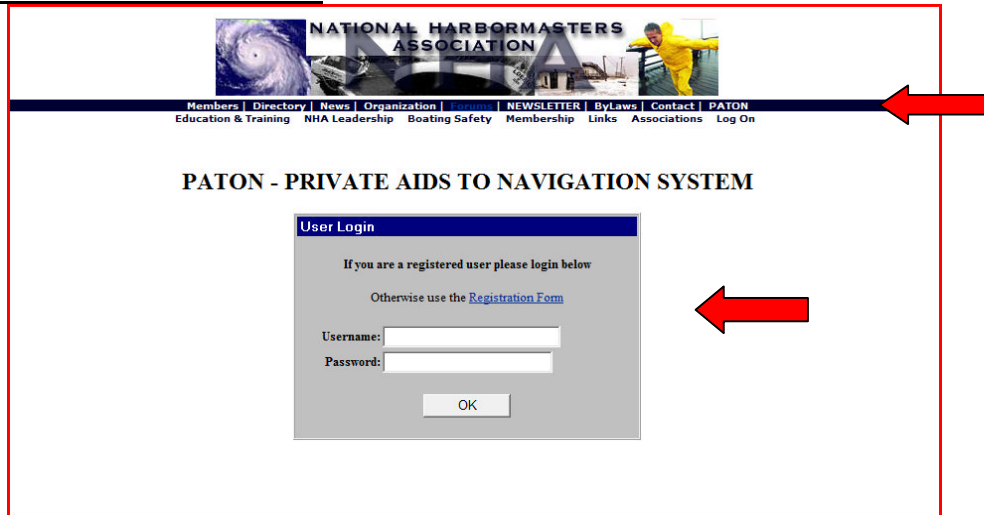
### **USER ACCESS GUIDANCE**

All system users are required to log onto and register with the Web-Based PATON (Harbormaster) System. Access to this system is authorized by the First Coast Guard District, Private Aid to Navigation Manager in Boston, MA. Once you receive a confirmation email containing your self-generated User Name and Password, you can then log on and click the button labeled “**Application**.” Please submit one Application for each aid you require.

**HOW TO LOG ON** – Using the Internet, log on to [www.usharbormaster.com](http://www.usharbormaster.com). The User Logon Screen will appear. See **Figure 1-“USER LOG ON SCREEN”** shown below.

- If it does not appear, click on the word “**PATON**” at the right-hand end of the tool bar at the top of the screen.
- When you are a pre-registered and approved user, enter your **Username** and **Password**. Then, click “**OK**.” You will be able to view 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 Sectors, Aids to Navigation Teams and Auxiliarists are able to view only those aids assigned to the CG ANT in which they are located.

**Figure 1 – USER LOG ON SCREEN**



- **SYSTEM REGISTRATION** – If you are not a pre-registered and approved user, click on “Registration Form” on the *USER LOG ON SCREEN* (Figure 1) to initiate the PATON System registration process. The *PATON USER REGISTRATION SCREEN* (Figure 2) will appear. Enter data in the fields on this form as follows:
  - NAME** – These are required fields - Enter your first name and your last name in the two 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 (including other State, Federal or Academic organizations),
    - USCG Auxiliary** – You are a member of the USCG Auxiliary.

**Figure 2 – PATON SYSTEM USER REGISTRATION SCREEN**

**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~~      **Entry to this field is not required.**

Work Phone\* \_\_\_\_\_

Cell Phone \_\_\_\_\_

~~Cell Phone Service Provider~~      **Entry to this field is not required.**

Fax Number\*      If not available, enter "NA."

What USCG station you are affiliated with? \_\_\_\_\_

Username\* \_\_\_\_\_

Password\* \_\_\_\_\_

**USCG AUXILIARY ADDITIONAL FIELDS:**

~~ID Number~~      **Entry to this field is not required**

Division \_\_\_\_\_

Flotilla \_\_\_\_\_

Email Address      **Entry to this field is not required**

\*Indicates required fields.

**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 that person.

Harbormaster – Enter the name of the municipality to which you are attached.

Owner – Enter the legal name of your corporation.

Military – Enter the official name of your organization.

USCG Auxiliary – 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 of 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 you e-mail address. All communications on the PATON System are normally performed through the Internet.

**TEXT MESSAGING E-MAIL ADDRESS** – **Entry is not required.**

**WORK PHONE** – This is a *required* field. Enter the 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 cell phone number.

**CELL PHONE SERVICE PROVIDER** – **Entry is not required.**

**FAX NUMBER** – This is a *required* field. If available, enter your fax number. If you do not have a FAX, enter “NA.”

**WHAT USCG STATION ARE YOU AFFILIATED WITH?** - Choose the closest Coast Guard Aids to Navigation Team (ANT) located near you.

**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.**

**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.**