

GENERAL INSTRUCTIONS
(Shallow Draft Only)

1. **ENG FORM 3925B** is an optional form, which may be used in lieu of ENG 3925 by inland waterway operators for reporting shallow draft barge and tow boat operations on a monthly basis. This form may also be used by operators of self-propelled vessels engaged in activities, such as fishing, rafted logs, etc., where periodic reports are sufficient for the Corps' needs; arrangements for periodic reporting should be made with the office shown in instruction 5 below. Information submitted on this form will be held in confidence. The data released to the public by the Corps of Engineers is in aggregated form and does not reveal the activity of any individual respondent.

2. **WHO SHALL FILE:** The lessee or charterer of any vessel engaged in transportation of goods or passengers (not including vessel crew) on waterways in the United States is responsible for ensuring the filing of this report. The owner (or his designated agent) of such vessels will be responsible for ensuring the filing of this report for all movement of commerce that take place when the vessel is neither leased or chartered to another party. Movements on an allignment basis are not considered as a lease or charter of a vessel. A vessel is to be considered leased or chartered if the owner relinquishes all control of the vessel through a contractual arrangement with a second party for a specified period of time or for a specified remuneration from the lessee.

3. **VESSEL MOVES TO REPORT:** Except for the six dates listed below, all domestic waterborne commercial vessel moves should be reported including all towboat moves, with or without barges in tow, movements of crew boats and supply boats to offshore locations, and movements of newly constructed vessels from the shipyard to the point of delivery. The only moves that do not need not be reported are the following:

- Movements of recreational vessels.
- Fine, police and patrol vessels.
- Movements of vessels exclusively engaged in construction (e.g., pile drivers and crane barges.) NOTE, however, that movements of supplies, materials and crews to or from a construction site must be reported.
- Movements of dredges to or from the dredging site. However movements of dredged material from the dredging site to the disposal site must be reported.
- Movements of tug boats shifting large ships in channels and harbors if moves are less than one mile.
- Movements of towboats engaged in fishing activities if the move is less than one mile.

4. **WHEN TO FILE:** Reports should be submitted within 15 days after the close of each calendar month and should include only those trips completed during the month covered by the report (Example: Trip started January 25 and completed February 10 should be included for month of February and filed before March 15).

5. **WHERE TO FILE:** Reports should be submitted to:

Department of the Army
Waterborne Commerce Statistics Center
CEWR-MDC-GE
US Army Corps of Engineers
Institute for Water Resources
PO Box 61280
New Orleans, LA 70161-0280

6. **NUMBER OF TRIPS:** All completed trips during a month by a vessel between the same two points, carrying the same commodity and using the same alternate waterways may be combined and included as one entry on this form. Report total TONS carried by the vessel between the same two points during the month and indicate the number of trips made by the vessel, if more than one; otherwise enter 1.

7. **VESSEL NAME AND NUMBER:** Enter vessel name and Coast Guard vessel number. If the vessel is not documented by the Coast Guard, leave the Coast Guard vessel number blank.

8. **VESSEL TYPE:** Indicate towboat (T); non-self-propelled dry cargo vessel (DC); non-self-propelled tank vessel (BL); self-propelled dry cargo or passenger vessel (C); self-propelled tanker (F); yacht, sail and other (O).

9. **VESSEL ORIGIN/LOADING INFORMATION:**

A. For movements of vessels carrying cargo, enter the port name and the dock name where the vessel was unloaded. (Do not give feeding area for loaded vessels.) Also enter the month, day and year that the vessel was loaded. If available, also enter the river name, mile point and bank (left, right or midstream as viewed when looking downstream) of the dock where the vessel was loaded. Giving a mile point without a specific dock name will not suffice for loaded moves unless the vessel was loaded in midstream.

B. For empty vessel moves and towboat moves give the port name and dock name or the river name and mile point of the point of origin. Also enter the month, day and year that the vessel departed the origin.

10. **VESSEL DESTINATION/UNLOADING INFORMATION:**

A. For movements of vessels carrying cargo, enter the port name and the dock name where the vessel was unloaded. (Do not give feeding area for loaded vessels.) Also enter the month, day and year that the vessel was unloaded. If available, also enter the river name, mile point and bank (left, right or midstream as viewed when looking downstream) of the dock where the vessel was unloaded. Giving a mile point without a specific dock name will not suffice for loaded or loaded moves unless the vessel was unloaded in midstream or the vessel was unloaded at a point where there was no facility, for example (river unloaded along a levee).

B. For empty vessel moves and towboat moves give the port name and dock name or the river name and mile point of the point of destination. Also enter the month, day and year that the vessel arrived at the destination.

11. **CONTAINERS AND CONTAINERIZED CARGO:** If the cargo being reported is containerized (check the containerized column (CONTN) on ENG Form 3925B. Complete ENG Form 3925B including the COMMODITY and TONS. Then complete ENG Form 3925C indicating the number and size (20 ft units, 40 ft units or write in the size) of loaded and light containers for the same vessel moves reported on ENG Form 3925B.

12. **COMMODITY:** Enter commodity name. Be as specific as possible. Do not use general terms, such as grain, fertilizer, chemicals, steel, etc. If passengers are carried, enter "PASSENGERS" in the commodity field.

13. **TONS:** Enter actual tonnage on vessel. Report only in short tons (2000 lbs.) and do not estimate tonnage based on vessel size. If "PASSENGERS" was entered in the commodity field, enter the number of passengers in the tons field.

14. **ALTERNATE WATERWAY:** When a choice of routing exists, the exact channel or waterway used must be reported. See inside front cover (Project Channel Used) for a specific listing of alternate routes. If a vessel traverses any of these routes, it must be noted in this column.

15. **TOWBOAT REPORTING:** A towboat operated between fixed points may be reported in terms of the total number of round trips completed during the month. For a towboat not operated between fixed points, report its movements in each direction during the month. Note especially, however, that only those movements which have been completed in each direction during the calendar month are to be reported for that month. To avoid creating a waterway with double the number of trips actually made, a towboat moving in a given direction which has not reached its final or planned destination at the end of the month should not be reported until the following month. For example, if a towboat traversed half the distance of a waterway stretch by the end of January and was reported for January and then again picked up in the February report for the remainder of the stretch, two trips would be reported for this waterway when actually only one trip occurred.

16. **REMARKS:** Enter any information that may be necessary for clarifying any data record.

17. **EXAMPLES:** Company A is the barge owner, and the barge transports corn from Minneapolis, MN, to New Orleans, LA, with feeding at Cairo, E.

A. **LEASE/CHARTER:** If Company A leases or charters the barge to Company B, then Company B is responsible for reporting the movements and will continue to report all movements of this barge until the lease/charter expires.

B. **INTER-LINE MOVEMENT:** Barge is towed from Minneapolis to Cairo by Company A and from Cairo to New Orleans by Company B. Since Company A is the barge owner, and the barge is not leased, Company A reports the entire movement (origin is Minneapolis; destination is New Orleans) of the barge.

C. **VESSEL SWAP/TRADE:** Company A swaps barge with Company B, to allow Company B to meet delivery commitment in New Orleans. Since Company A has not leased/chartered the barge, Company A is responsible for filing the report. Company B is responsible for filing the report on the barge which is traded to Company A. A swap or trade will not affect the primary responsibility for reporting the vessel movement.

D. **RE-CONSIGNMENT:** Barge is re-consigned to Mobile, AL. Company A reports the movements as originating in Minneapolis and terminating in Mobile. The point from which barge is re-consigned is not reported, only points of loading and unloading.

E. **FLEETING:** Barge is deposited at New Orleans feeding area by Company A and towed by Company B from feeding area to New Orleans area dock for unloading. Company A, as barge owner, reports entire movements from Minneapolis to the unloading dock in New Orleans. Company B does not report barge movements.

18. **CONTRACT TO TRANSPORT TONNAGE:** Vessel Company A contracts with XXXX Utility Company to move 1,000,000 tons of coal from Point X to the utility plant at Point Y. Vessel Company A is responsible for reporting movement between Points X and Y.

19. For further detailed instructions and explanations, contact the office cited in paragraph 5 above.

Feeding areas should not be reported unless a vessel is loaded or unloaded at a feeding area. If a loaded barge is left at a feeding area for future moving to unload at a terminal, give the terminal as the destination. If a barge is loaded at a terminal and then moved to a feeding area for future pick up, give the loading terminal as the origin.