Appendix D: Sample Launch Site Property Owner Permission Letter

DATE

Name of Property Owner
Address of Property Owner
Address of Property Owner

Dear **TITLE   (Mayor/Supervisor) LAST NAME)   of the City/Village/Town of_____**:

I am writing this letter to request permission to conduct educational activities, including voluntary watercraft inspections for boaters at the_____**(Name) boat launch at_____(Location)** and to provide you with the details of the **(YOUR ORGANIZATION'S NAME)**watercraft inspection steward program.

In an effort to slow and/or prevent the spread of aquatic invasive species (AIS), boat launch stewards would work with you as site manager to select an inspection location for conducting educational and voluntary watercraft inspections from_____**(PROGRAM ACTIVITY DATE)   to_____(DATE).** Days and times of duty at each site will change throughout the season but be limited to daylight hours. This effort is part of a statewide boat/launch steward program and one of the NYS Department of Environmental Conservation's Aquatic Nuisance Species priorities.

The inspection process would not impede launch access/exit. Boater participation in this initiative is 100% voluntary; these are not regulatory inspections. The goal of the program is for the stewards to teach boaters how to look for and remove aquatic invasive species from their boats and to empower boaters with information so they can inspect their watercraft in the absence of stewards. With boaters, the launch stewards will:

- walk through inspection checkpoints using a standardized protocol;
- engage boaters in dialogue about AIS, their impacts on the environment, and
  the importance of taking measures to prevent their spread;
- provide AIS educational materials; and
- collect boater usage and aquatic invasive species data.

Launch stewards will have field supplies with them at the launch. These supplies may include: sandwich board, folding table, chair, umbrella, preserved specimens for educational purposes, and distribution materials. Stewards will bring supplies to the launch each day and will remove them from the launch at the end of each shift.

Please contact me **by DATE** with your decision about allowing these inspections at your location, or if you would like additional information. I look forward to working with the **City/Village/Town of NAME** to minimize the spread of aquatic invasive species in New York's waters.

Respectfully Submitted,

Your Name and Title
Contact information: address, telephone, email

Refer to handbook page 8:20

Typical training components include:
- Organizational orientation (specific to managing organization)
- Introduction to the region(including natural resources, partners/local contacts, relationship with law enforcement, and issues of concern)
- AIS identification and data collection protocol
- Boater engagement and interpretation techniques, and
- Launch site visits.

In addition to initial orientation, watercraft inspection staff may require additional training throughout the season. For example, follow up AIS identification training in the field is recommended once aquatic plants are visible.

Step #7b: Develop Data Collection Protocol

Data collection is a vital part of watercraft inspection. Analyses of watercraft inspection data help natural resource managers in AIS management and help leverage funds to continue and grow steward programs.

It is important that you clearly define what, how, and when your stewards will collect data. The following guidelines are recommended by those administering watercraft inspection steward programs across NYS.

- **Use Standardized Data Protocol:** NYS watercraft inspection programs have adopted a standardized set of data attributes (Section 6:16-18).
- **Establish Data Collection Systems:** hard copy paper forms, paperless collection with a hand-held device (smartphone/tablet), or a combination.
- **Determine Collection Frequency and Entry:** Many programs require stewards to collect and enter data regularly (e.g., weekly).
- **Establish a Quality Review Process:** The data collected and entered is typically provided to program coordinators on a weekly basis for quality review. This helps to identify any shortcomings in the stewards' data collection and provide appropriate support/training before a problem escalates. In the absence of weekly data checks, data entry and quality, review can become difficult to manage, particularly at busy launches. It is not uncommon for hundreds of boaters to launch/retrieve at select launches daily.
- **Identify And Define Any Additional Desired Data Attributes:** Some programs collect additional database on needs, local issues and funding sources, for example:
  - Presence of the Lake George Park Commission Registration Decal
  - Have you encountered a steward at a boat launch before?
  - Prior AIS awareness: Please describe your awareness about aquatic invasive species before this inspection. Answer options: very aware, moderately aware, somewhat aware, not at all aware

Refer to handbook page 5:6

- To what extent did this inspection raise your awareness of AIS? Answer options: large amount, moderate amount, small amount, not at all
- Frequency of Preventative Methods: Before this inspection, how often did you take actions to prevent the spread of AIS? Answer options: I always took actions, very often, somewhat often, never
- Expected post-inspection actions: Based on this inspection, how often will you take extra precautions to prevent the spread of AIS? Answer options: I will always take action, very often, somewhat often, never.

Step #7c: Develop Training on Proper Identification of Aquatic Organisms

You will need to provide training on aquatic organism identification that should include common AIS and native look-alikes. Often your local PRISM or Cornell Cooperative Extension Association can provide or recommend a trainer.

To ensure accurate species identification, some programs require each steward to collect a specimen of each species they observe the first time they observe it.

Using the specimen collection protocol below, collected specimens are sent to an expert for confirmation or correction of the steward's species identification. In addition to the program coordinator, potential partners that can confirm, or correct, the steward's identification include the local PRISM coordinator, professors at nearby universities, and Cornell Cooperative Extension.

Step #7d: Develop and Define AIS Specimen Collection Protocol

Provide your stewards with a clearly defined specimen collection protocol to follow should they encounter an unfamiliar/unidentifiable species that should be sent for exact identification.

Identify the supplies needed to collect and properly mark the specimen with the date and time of collection; collector's name and contact information, name of waterbody, name of launch site or, if the specimen is found aboard a boat, the boat name; and any ID numbering or lettering system your program will use. A Ziploc bag and waterproof marker should be provided as part of your steward supplies.

Identify how the specimen should be delivered for identification. If the specimen will be held for any length of time at the steward location, identify a means for keeping the packaged specimen cool, e.g., in any on-site refrigerator or a cooler. For more details, see Section 6:14.

You will also need to develop a protocol for updating your data records and updating or modifying database entries accordingly once identification results are received.

Refer to handbook page 5:7

DOCUMENTATION: Data Collection & Reporting

Data collection and reporting are crucial tasks. Data analyses are only as good as the data collected. The information gained from data surveys, reports, and analyses is useful to natural resource managers for their AIS control activities. The information also supports requests for steward program funding.

Follow the reporting and data-related protocol provided by your coordinator. This includes meeting established deadlines for reporting and data entry, reviewing your data, and correcting errors.

If your program uses paper survey forms, write legibly; properly completed hard copies of the field survey forms are imperative for quality assurance checks. If your program collects data electronically, enter data carefully. Record the GPS coordinates of your launch in deci- mal degrees. If you need a GPS unit, notify your program coordinator.

Data Attributes and Data Collection Protocol

All watercraft inspection field survey form mandatory fields must be filled out completely. Lack of data entry is considered "no information was collected." (Some programs use additional optional data fields.)

> *All watercraft inspection field survey form mandatory fields must be filled out completely.*
>
> *Lack of data entry is considered "no information was collected."*

Standardized attributes and how entries should be recorded follow. Items with an *asterisk below may be collected without any contact with boat launch users.

*Time
- Use military time format (midnight is 0000, noon is 1200; e.g., 1:30pm is 1330)
- This is the time when the boater approaches area (from road or boat launch) to launch or retrieve boat from the water and the steward begins collecting survey data.

*Launch/Retrieve
- "L" if vessel is preparing to go into the water.
- "R" if the vessel is coming out of the water.

*Boat Type
- "M" for a motorized vessel   • "C" for canoe   • "K" for kayak
- "PWC" for personal watercraft or jet ski   • "PB" for paddleboard
- "S" for sailboat   • "R" for rowboat
- For another boat type, record the best match for the vessel encountered, e.g., a barge is not listed, but is motorized and should be recorded as "M."

Refer to handbook page 6:16

*Group Size
- Record the total number (numeric form) of people in the vessel party.

*State of Registration:
- Record two capital letters for the U.S. state of vessel registration.
- Some non-motorized vessels do not have a state of registration for these vessels leave the field blank.
- For vessels registered in Canada, record two capital letters for the province, e.g., Quebec: QC, New Brunswick: NB, with exception of Prince Edward Island: PEI.
- Record other abbreviations (from the boat registration) for later decoding.

Inspected (Y/N):
- "Y" indicates yes, you conducted a courtesy boat inspection on your own or with the assistance of the vessel owner.
- "N" indicates you did not conduct the inspection either because you did not have time or because you did not have cooperation from the vessel owner.

Aquatic organism(s) (Y/N):
- "Y" represents yes, you found organisms (native non-native aquatic plants or animals) on the boat, trailer, or other recreational equipment during inspection.
- "N" indicates no organisms found.

Species Identification
- Record the abbreviation for the species found; if no abbreviation is provided on the field survey form, write in the species name
- If multiple species are found, record each one in this cell
- A blank cell indicates no species were found (record "N" in Aquatic Organism/s Found cell) or that a species was found but was not able to be identified in the field. In such a case, the steward is required to collect a sample to send to the program- designated expert for identification. The steward is responsible for filling in this data point once the species has been identified.

Spread Prevention Methods
- The appropriate question is "*Do you take any steps intentionally to prevent the spread of AIS?*"
- Do not list possible AIS spread prevention measures to elicit a response from the vessel owner. If the owner indicates that he/she does not take any measures, record "None," then provide examples of easy measures the vessel owner may take.
- Indicate whether or not the boat launch user/vessel owner has taken any spread prevention measures to reduce the spread of AIS. Abbreviations are provided for common spread prevention steps on the field survey form.
- If the vessel owner takes some action to prevent the spread of AIS that is not indicated on the sheet, write that method in.

Refer to handbook page 6:17

- If the vessel owner has not/does not take steps to prevent the spread of AIS, indicated on the field survey form as "None."
- Multiple spread prevention measures may be entered in the space provided.

Last Waterbody Visited in 2 Weeks
- Record the name of the last water body visited. You must record the name of the body of water and the state in which it is located. Record the town/county name when possible. Pay particular attention to spelling.
- If a vessel has not have been in any body of water in the past two weeks, record "None." Only record the name of the body of water, town/county, and state of the body of water if the vessel has visited it in the past two weeks.
- If a vessel has been in multiple bodies of water in the past two weeks, record only the most recent body of water that the vessel was in during the past two weeks.

Exiting the Inspection
Because boat launches can be hectic with the movement of people, vehicles, trailers, pets, children, etc., make certain you and the boater acknowledge when the inspection is over and when you are safely away from all moving parts of the vehicle and tow equipment. One method is to call out "*CLEAR*" at the end of each inspection.

Conducting Inspections: When Boaters Don't Want to Participate

When a boater does not want to participate in an inspection, respect the boater's wishes. Depending on the circumstance and receptivity of the boater, you might ask,

> "*May I share this information card with you with tips to limit the spread of unwanted aquatic hitchhikers? Aquatic invasive species grow quickly and have the ability to outcompete native species. Once established, the invasive species can disrupt the food web, change species composition, limit or prevent recreational activities such as swimming and boating, and lower property values.*"

Offer boaters a [Clean Boats, Clean Waters rack card](#) and thank them for helping to protect New York's waters.

Summary: Key Points
- How you represent yourself as a steward reflects on you, your program, the supervising organization and program partners, and all watercraft inspection programs, and impacts how well your message is received. Know the proper watercraft inspection protocol from approach to exit.

- Make personal and public safety a priority at inspections sites.

- Maintain professional conduct and composure at all times.

- Stress the boater education message of **Clean~Drain~Dry**.

Refer to handbook page 6:18

Sample Data Collection Sheet, page 1

Steward Number: _____

Date: _____

Site Name: _____

#	Inspect Time	Launch Direction	Days in Waterbody	Watercraft Type	Group Size	Reg State	Reg #	Prev Stew	Inspect Agree	Activity	Prior AIS Awareness	Extent AIS Raised	Prior Fq Methods

Refer to handbook page 6:19

Sample Data Collection Sheet, page 2

Steward Number: _____

Date: _____

Site Name: _____

#	Post fq Methods	Prevent Measures	Measures Taken	Prev Waterbody	Info Waterbody	Species Detection	Species ID	Comments

Refer to handbook page 6:20

- To what extent did this inspection raise your awareness of AIS? Answer options: large amount, moderate amount, small amount, not at all
- Frequency of Preventative Methods: Before this inspection, how often did you take actions to prevent the spread of AIS? Answer options: I always took actions, very often, somewhat often, never
- Expected post-inspection actions: Based on this inspection, how often will you take extra precautions to prevent the spread of AIS? Answer options: I will always take action, very often, somewhat often, never.

Step #7c: Develop Training on Proper Identification of Aquatic Organisms
You will need to provide training on aquatic organism identification that should include common AIS and native look-alikes. Often your local PRISM or Cornell Cooperative Extension Association can provide or recommend a trainer.

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Step #7d: Develop and Define AIS Specimen Collection Protocol
Provide your stewards with a clearly defined specimen collection protocol to follow should they encounter an unfamiliar/unidentifiable species that should be sent for exact identification.

Identify the supplies needed to collect and properly mark the specimen with the date and time of collection; collector's name and contact information, name of waterbody, name of launch site or, if the specimen is found aboard a boat, the boat name; and any ID numbering or lettering system your program will use. A ziplock bag and waterproof marker should be provided as part of your steward supplies.

Identify how the specimen should be delivered for identification. If the specimen will be held for any length of time at the steward location, identify a means for keeping the packaged specimen cool, e.g., in any on-site refrigerator or cooler. For more details, see Section 6:14.

You will also need to develop a protocol for updating your data records and updating or modifying database entries accordingly once identification results are received.

_____
Refer to handbook page 5:7

Conducting Inspections: Physically Inspecting a Boat

Although the duration of each inspection will vary depending on the size and type of the boat, conversation with the boater, the amount of hitchhiking debris present, and the level of launch traffic, most inspections generally take about three minutes.

- Do not board watercraft. To inspect interior compartments, ask the operator if they will assist you by boarding the boat and inspecting live wells and bilge compartments for standing water.

> **Stewards do not board watercraft. Ask the boat operator to check areas that require being onboard the vessel.**

- If any aquatic materials or water are found, ask the operator to drain the water and remove and properly dispose of the materials. Offer to use your bucket to catch water draining from internal compartments. Ask that the operator move motors to vertical position. Place your bucket underneath to catch water draining from the lower unit of inboard/outboard motors.

- While moving through the inspection, refer to the Inspection Checkpoint List (Section 6:15).

Conducting Inspections:
What to Do When Observing Water and Hitchhiking Organisms/Debris

- If in the course of an inspection, you encounter water and non-AIS debris, dispose of water and aquatic debris as instructed.

- If you discover an aquatic species that you cannot identify or you suspect may be an invasive species, follow AIS identification and specimen collection protocols as designated by your program (see below) and refer the boater to additional **Clean~Drain~Dry** details on the StopAquaticHitchhikers.org and NYSDEC websites.

  In general, a "bag and tag" specimen collection approach is followed:
  - Using the provided waterproof permanent marker, write the date; time; collector's name and contact information, name of waterbody, name of launch site or, if the specimen is found aboard a boat, the boat name; and any ID numbering/lettering system your program uses on a Ziploc bag provided as part of your steward supplies.
  - Follow your program instructions for placing and sealing specimen in bag for delivery for identification. Keep it cool per your program instructions.
  - Follow your program's specimen delivery and reporting protocol developed for:
    - where the specimen goes
    - how the specimen gets there
    - who (contact information) will receive the specimen, and
    - how the expert notifies the program (steward, coordinator, both, etc.) of specimen identification results.
  - Update data records and *i*MapInvasives.org database when results are received.

Refer to handbook page 6:14

Step #8: Develop Your Quality Assurance Quality Control (QAQC) Plan

New York's existing steward programs have some type of quality assurance quality control (QAQC) protocol for the purpose of defining roles and responsibilities of partners administering the program and paid/volunteer stewards. A QAQC Plan ensures that the work being completed by stewards is consistent each year and between years; and helps maintain the highest level of credibility and consistency in the data collection protocol.

It is recommended that you build QAQC criteria for your watercraft inspection activities, particularly if multiple organizations are overseeing the program. Consider the following information to include in a QAQC Plan:
- Responsibilities of program coordinators and partners
- Responsibilities and required expectations of watercraft inspection stewards
- Reporting requirements of stewards
- Data collection and entry protocol including:
  - data nomenclature
  - procedures and expectations for entering, reviewing, and submitting data
  - definitions of attributes
  - quality control measures and how they are met
- Control measures to consider include:
  - how often data is to be collected and submitted by stewards
  - who is responsible for reviewing the data submitted by stewards
  - how often data will be reviewed
  - what percentage of the data collected and submitted by stewards is reviewed
  - how errors are to be corrected and how excessive errors are to be addressed to avoid mistakes in the future.

Some programs have a separate QAQC Plan document; others include QAQC information in the various sections of their training materials.

If your program includes activities in addition to watercraft inspection, consider developing a QAQC Plan for the comprehensive program.

Step #9a: Recruit Steward Program Personnel

To recruit stewards, learn and apply the advertisement, recruitment, hiring, and human resource (HR) policies of your organization in collaboration with program partners and funders. Potential recruitment pools include lake association newsletters and websites, local schools and universities, and clubs, e.g., gardening clubs, scouts, 4-H, Rotary, etc. Steward programs may qualify as community service programs for some schools and groups interested in placing students/members in such programs.

Refer to handbook page 5:8

SAMPLE NY Sea Grant Launch Steward Program *Quality Assurance and Quality Control*

Program name: New York Sea Grant (NYSG) Launch Steward Program

Organization name: Cornell University Extension's NYSG Program

Program Coordinator and QAQC Officer: Mary Penney, Coastal Community Development Specialist/Launch Steward Program Coordinator
NY Sea Grant, SUNY Oswego, Penfield 4, Oswego, NY 13126
Email: mp357@cornell.edu   **phone:** 315-312-3042

Chief Steward and QA Officer: Brittney Rogers (Chief Steward)
NY Sea Grant, SUNY Oswego, Penfield 4, Oswego, NY 13126
Email: brogers@oswego.edu   **phone:** 315-312-3042

Steward Program start date: June 5, 2014
Steward Program end date: September 5, 2014
Steward Program location(s): Select launch sites along Lake Ontario and associated tributaries/embayments and Oneida Lake (see division 4 of the Launch Steward Training Manual for launch site clusters and assignments)

Number of stewards: 1 chief steward, 8 launch stewards
Number of hours each week stewards are eligible to work: up to 35 hours/week

Problem Definition/Background:
Using a standardized protocol, the student-stewards demonstrate and teach boaters the nationally recognized Clean, Drain, Dry principles of the Stop Aquatic Hitchhikers campaign as a part of a simple watercraft inspection that helps minimize and prevent the spread of aquatic invasive species (AIS). Specific duties and responsibilities are outlined in the following pages.

SAMPLE NY Sea Grant Launch Steward Program *Quality Assurance and Quality Control*

APPROVALS
This Quality Assurance and Quality Control (QAQC) Plan was prepared by NYSG in 2014 for use by the NYSG Launch Steward Program that is funded in partnership with the Finger Lakes Watershed Protection Alliance with US Fish and Wildlife Service Great Lakes Restoration Funding Initiative funds. By signing this page, the Launch Steward Program Coordinator, Chief Steward and Launch Stewards agree that they have read and will adhere to the guidelines of this QAQC.

Mary Penney, Program Coordinator & QA Officer, NYSG	Date

Brittney Rogers, Chief Steward & QA Officer, NYSG	Date

Jacob Barnes, Launch Steward, NYSG	Date

Jordan Bodway, Launch Steward, NYSG	Date

Robert Bucci, Launch Steward, NYSG	Date

Jeremy Galvin, Launch Steward, NYSG	Date

Ashleigh Grosso, Launch Steward, NYSG	Date

Margaret Markham, Launch Steward, NYSG	Date

David Newell, Launch Steward, NYSG	Date

Anthony Tornatore, Launch Steward, NYSG	Date

SAMPLE NY Sea Grant Launch Steward Program *Quality Assurance and Quality Control*

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Problem Definition/Background

Many lake, river, and pond associations around the Great Lakes basin, specifically Lakes Ontario and Oneida, are engaged in aquatic invasive species (AIS) spread prevention efforts. AIS are non-native plants, animals or pathogens that once introduced have the potential to cause harm to the environment, economy or human health. One pathway by which invasive species spread is overland transport on boats and recreational equipment. In 2011, NYSG began a boat launch steward program along the eastern shore of Lake Ontario that was modeled after the Paul Smith's College Adirondack Watershed Institute's Watershed Stewardship Program and the Lake Champlain's and Lake George Association's Boat Steward Programs. Boat launch steward and greeters programs are growing in the Great Lakes region and are supported as an effective method to prevent the overland transport, introduction, and spread of AIS that can hitchhike from one body of water to another on boats, trailers, and other recreational equipment.

Steward/greeter programs support trained stewards to greet users to a water body, conduct a courtesy inspection of the boat and trailer before it launches and after it is retrieved to remove any visible aquatic plant or animal life, share information about spread prevention measures, collect survey data, and inform users of AIS impacts. This interaction provides an opportunity to gather information about the user, the last body of water the vessel was in, the state of vessel registration, and whether or not the operator of the vessel has taken any AIS spread prevention measures.

In order to ensure that the NYSG Launch Steward Program functions at the same high standards as others in the basin and other NYSG outreach efforts, this QAQC has been developed to outline the responsibilities and duties for launch steward program activities and promotes consistency within this program and among established programs.

A summary of results from the boat launch steward program surveys to be included in the final report will contain but will not be limited to; the number of steward to boat-launch user

interactions, the number of users contacted, the number of aquatic invasive species intercepted, and summary information on the vessel state of origin, last body of water visited, and possible AIS spread prevention measures taken by users.

NY Sea Grant Launch Steward Program Roles & Expectations

Chain of Command:
NYSG Coastal Community Development Specialist/Launch Steward Program Coordinator (PC)
NYSG Chief Steward
NYSG Launch Stewards (LS)

Launch Steward Program Coordinator:
- Mary Penney is direct supervisor of all facets of the NYSG Launch Steward Program including the chief steward, launch stewards and program associated activities
- Main contact for work-related emergencies and all unanswered questions
- Has final approval on all steward program decisions, products and publications
- Unless otherwise noted, the program coordinator must be notified of ALL emergencies at the time of the emergency

NY Sea Grant Chief Launch Steward Expectations:
Responsibilities & expectations of Chief Steward include, but are not limited to all listed for LS as well as though below:
- Assist the Coordinator with program activities
- Meet all deadlines and expectations set by the Coordinator
- Be a role model for LS
  - Maintain professional role of leadership at all times
  - Set a positive example by demonstrating the appropriate behaviors, meeting deadlines, and leading the stewards as necessary
- Be responsive to all communications (i.e., Coordinator and LS)
- Answer steward and public questions
  - Relay questions to Coordinator if response unknown
- Provide weekly log of communications with stewards and others (format below)
  - Date/Time
  - Name (who you communicated with)
  - Question/issue raised to you from the person listed above
  - Your response/suggestion
- Select responsibilities are further described below
  - Pre-season:
    - Organize resource totes, manuals and all other supplies
    - Review and update PowerPoint for orientation
    - If available assist during LS candidate interviews

- o Training and Orientation: The Chief Steward will assist the Coordinator
- o Be prepared share experiences from previous LS season(s)
- o Present information and ideas on media project
- o Lead role playing demonstrations to prepare stewards for site duty
- During the season:
    - o Review, compile and email pertinent information from all LS weekly reports to the Coordinator
    - o Collect and compile metrics from all LS weekly reports and compile into the program milestone report format on a weekly basis
    - o Collect and monitor data from all the stewards
    - o Prepare the program milestone report as requested by Coordinator
    - o Respond to LS questions
    - o Facilitate team meetings in the absence of Coordinator
    - o Make program-related decisions in the absence of Coordinator
    - o Regular maintenance of manuals/resource totes
    - o Maintain program calendar with LS requested days off; programming activities; special events; etc.
    - o Maintain professional role of leadership at all times
    - o Keep phone and email communication open at all times
- Site Duty:
    - o Answer Boater and LS questions
    - o Oversee LS at duty sites when necessary
- Outreach Events & Educational Programs:
    - o Speak about NYSG and provide information about launch steward program
    - o Work alongside other stewards
    - o Set up and break down displays
    - o Speak with visitors about AIS
    - o Hand out AIS resources
    - o Answer all questions possible, others directed to Coordinator
- Weekly Reports: Weekly reports are another form of communication between stewards and their supervisor that will focus on specific areas (see template in manual), and will be due (e-mail) each Monday night.
    - o Collect weekly reports at weekly reports from all launch stewards
    - o Answer all questions from LS on reports
    - o Compile information from reports to distribute to Coordinator
    - o Follow up on reports at weekly meetings
- Milestone Metric Reporting
    - o Collect milestone reporting information from Launch Stewards weekly reports
        - ▪ Keep track of all documents and report missing information to launch steward first, then PC if not received in a timely manner

- ▪ Notify launch stewards of mistakes or possible corrections as early in the season as possible to keep document uniform and correct
  - o Make sure to meet all deadlines
- Special Activities:
  - o May be responsible to lead/coordinate activities such as but not limited to; team meetings, outreach events, educational events, plant identification, plant collection, plant pressing, update activities, update manual, update resource topics, update expectations and protocols, and assist LS with media project.
- Final Report:
  - o Develop final report following protocol and previous years report
    - ▪ New York Sea Grant & AIS introduction
    - ▪ Launch Steward Program Introduction
    - ▪ Staff Introduction
    - ▪ Program Highlights
    - ▪ Background Training
    - ▪ Increasing Aquatic Invasive Species Awareness
    - ▪ Habitat Monitoring & AIS Control
    - ▪ Launch Steward Publications
    - ▪ Watercraft Inspection Results
    - ▪ Summary & Recommendations
- End of Season Tasks:
  - o Finish all reports
  - o Restock Resource Totes
  - o Analyze Data
  - o Complete all tasks provided by MP
  - o Record returned supplies and complete check lists

NY Sea Grant Launch Steward Expectations:

NYSG Launch Steward: Help keep NY's waters clean of aquatic invasive species (AIS) by teaching boaters how to look for, remove and dispose of unwanted aquatic hitchhikers. Stewards will provide public outreach (education) about local natural resources, threats of AIS to waterways, and ways to minimize/prevent the spread of AIS. They will help prevent the introduction and transport of unwanted aquatic hitchhikers by teaching boaters, by demonstration, how to visually inspect boats and trailers for debris. Using standard protocol, stewards will collect, enter and analyze boat inspection data. Stewards will submit weekly report and time cards and attend weekly meetings. Work days will be spent outdoors, in all weather, and will include weekends and holidays. While on duty, successful candidates will wear a provided uniform.

Stewards are supervised by NYSG's Coastal Community Development Specialist with assistance from the Chief Steward. Launch Steward's supervise no other employees; however, supervision of volunteers may be required.

SAMPLE NY Sea Grant Launch Steward Program *Quality Assurance and Quality Control*

Responsibilities & expectations of Launch Stewards include, but are not limited to:
- Conduct one-on-one on site public education, outreach programs, monitor watercraft launch sites & assist boat owners with watercraft inspection (removal of AIS); develop educational materials, press releases and other materials as requested.
- Educate the public about relevant topics.
- Conduct informal and formal outreach programs for various audiences including boaters, students, and landowners associations.
- Participate in special projects as identified by NYSG & partners (i.e. clean & safe boat, AIS hand-pulls, event fairs, etc.).
- Monitor human/wildlife usage patterns, ecosystem conditions/threats and progress of restoration projects. Report these data in a timely fashion according to prescribed protocols.
- Attend and participate in weekly meetings
- Site Duty:
  - Assignment areas will include one or more of the following: Lake Ontario and associated tributaries from Sodus Bay (Wayne County) to Henderson Harbor (Jefferson County), Oneida Lake, and the Salmon River Reservoir (Redfield NY).
    - Conduct surveys and inspections
    - Record Data
    - Hand out AIS resources
    - Answer Boater Questions
- Data:
  - Follow Data Protocol Document precisely
  - Each section should be completely and properly filled out
  - Not following directions results in issues with data analysis
  - Follow Electronic Device Policy on Page 9 of this document
  - Data is one of the most important components of the NYSG Launch Steward Program. Therefore, all data collection must be accurate and all attributes must have responses.
  - Paper copies of data sheet must be carried at all times in case there is an unforeseen issue with the tablet you are issued
  - However, electronic data is collected keeping personal notes for daily activities and species found is highly recommended.
- Media Projects:
  - Everyone will work on media project, see attached Media Project Guideline*
  - Project should be related to boat inspections or aquatic invasive species.
  - You must submit a project concept for approval to the PC. Your project concept should minimally include: title, materials needed, and a well thought out plan for your project.
  - When developing media projects, the integrity of NYSG and Cornell University must be upheld many editorial correction will be

implemented. Be sure to address all feedback/edits provided from PC and other reviewers.

- Outreach Events & Educational programs:
  - Speak about NYSG and provide information about launch steward program
  - Work alongside other stewards
  - Set up and break down displays
  - Speak with visitors about AIS
  - Hand out AIS resources
  - Answer all questions possible, others directed to Chief Steward
  - All information must also be reported in your weekly report
- Weekly Reports:
  - Follow Weekly Report Template
  - Keep concise records of weekly information to compile and email to Chief Steward. Include all questions and comments in weekly reports. Weekly Report questions will be addressed at weekly meetings.
  - If responsible for multiple sites, list each site and summarize the weekly experience for each site
  - Break down observations and summarize by date if it is important
  - Metrics Reporting Information:
    - Metrics Milestone Report must be included in your weekly report.
    - Strictly follow template
    - Consistency is crucial
    - Report event name, location, date and time
      - When it is in partnership with other organizations be sure to include the names and contact information of partners.
    - Count and record all visitors at display booth that were spoken with
    - Estimate the total number of people at the event
    - Count documents that are handed out or collected from table
    - Important events and facts throughout the event should also be logged (ex. Oswego County Legislator spoke with and collected information from Launch Steward at events…Launch Stewards pulled 300lbs of Water Chestnuts during the pull event)
    - See weekly report template for more details
- Special Activities
  - May be responsible to attend activities such as but not limited to:
  - Team Meetings
  - Outreach Events
  - Educational Events
  - Update/Improve Edu. Activities
  - Design display kiosks
  - Pictures: Require completed and signed photo release forms when adults are recognizable and for children recognizable or not. For more information on whether situations require photo release forms contact the information on whether situations require photo release forms contact the PC or GL Activities Publicist.

- o Plant Identification
- o Plant collection
- o Plant Pressing
- Weekly Submission Tasks:
  - o Keeping up with all weekly submission tasks is vital.
  - o Email to Chief Steward (cc: Mary Penney) unless noted otherwise
    - Scheduled and Worked Hours
      - Excel Time Card
        - o Submitted Monday's by 5:00PM emailed to Sharon (cc: Mary Penney)
      - KRONOS saved daily, approved bi-weekly
    - Weekly Report including Metric Reporting Information
      - Submitted Monday's by 5:00PM
    - Data Collected
      - Uploaded Monday's by 5:00PM
  - o Signed Photo Release Forms: At each weekly meeting turn in photo release forms (completed and signed) for pictures you have taken with children (recognizable or not) and recognizable adults.

Electronic Device Policy:

Cornell University Extension's NYSG Launch Steward Program

Through continued technological development, Cornell University is dedicated to reducing its use of material resources while improving on the delivery of its mission. The use of electronic devices will provide the Launch Stewards and directors with convenience, speed and cost-effectiveness as well as providing environmental benefits.

Each Launch Steward issued an electronic device (Samsung Tablet, Cellphone, Laptop, etc.) is responsible for the security and care of that device, regardless of where the device is used.

One Samsung Tablet will be issued to each Launch Steward, at orientation, or at the start of the season, for paperless data collection of the NYSG Boater Survey (electronic database: Open Data Kit). Electronic devices issued to Launch Stewards are the property of Cornell University. Launch Stewards have no ownership, interest or right to title of the devices.

Acceptable Use
1. Cornell University only authorizes use of its electronic devices in a manner that supports its mission.
2. Launch Stewards are prohibited from using company provided devices for use that are not directly related to company business without the permission of Launch Stewards Program Coordinator, Mary Penney.
3. Launch Stewards are prohibited from using University-provided electronic devices to play online game, visit chat rooms or engage in illegal activity, including but not limited to gambling and drug dealing.

4. Program Coordinator, Chief Steward and permanent NYSG staff have the authority to access the devices at any given time, as these devices are not intended for personal use.
5. Installation of applications is limited to applications that are consistent with the terms listed in this policy and are available through the application store.
6. Any passwords created to manipulate the device must be shared with Program Coordinator and Chief Steward. When possible use the following password: NYSGstew2014
7. Modification of the electronic devices operating system is prohibited.

Loss and Damage
1. Theft, Loss of or damage to employee provided devices must be reported immediately to the Chief Steward for troubleshooting. If resolution cannot be made and the unit is damaged or lost you must also notify the Program Coordinator immediately following the trouble shooting session.
    a. In the event the device is stolen, contact law enforcement immediately to report the device stolen. Provide a copy of the theft report to the Program Coordinator.
2. Launch Stewards shall contact the Chief Steward with any technical, warranty or repair issues; the Launch Steward Program Coordinator shall be notified of the issue concurrently. Contact Chief Steward when the Program Coordinator is not available.

Data acceptance criteria:

All boat launch steward field (boater surveys) survey forms must be filled out completely. Lack of data entry in the field survey form will be considered as "no information was collected". Questions need to be asked directly as follows to ensure accuracy and consistency. Legible and organized field survey forms are imperative for quality assurance when the electronic data is not working properly. Descriptions of each column of the NYSF Launch Steward field survey form and how entries should be recorded are below (note that not all of these parameters are mandatory).

- **Time:** Use military time formation (midnight is 0000, noon is 1200; e.g., 1:30pm is 1330). This is the time when the boater approaches area (from road or boat launch) to launch or retrieve boat from the water and the steward begins collecting survey data. This data may be collected without any contact with the boat launch user. This is a mandatory data point.
- **Launch/Retrieve** "L" if vessel is preparing to go into the water. "R" if the vessel is coming out of the water. This data may be collected without any contact with the boat launch user. This is a mandatory data point.
- **Boat type** is recorded as "M" if it is a motorized vessel, "PWC" if it is a personal watercraft or Jet Ski, "S" is it is a sailboat, "C" if it is a canoe, "K" if it is a kayak, and "R" if it is a rowboat. If there is another boat type, the steward should record the best match for the vessel encountered. For example, a barge is not represented in the survey key, but is motorized and should be recorded as "M". This data may be collected without any contact with the boat launch user. This is a mandatory data point.

- **State of registration** is recorded in two capital letters that represent the U.S. state of vessel registration. Some non-motorized vessels do not have a state of registration and the field should be left blank. If the vessel is registered in a Canadian province that should be represented similarly with two capital letters representing the province, with the exception of Prince Edward Island (PEI). Quebec would be represented as "QC". New Brunswick is represented as "NB", etc. This data may be collected by observation without any contact with the boat launch user. This is a mandatory data point.
- **Registration number** may be recorded (last three numbers only). This is not a mandatory data point. Collect this number as much as possible.
- **Group size** is recorded as the total number of people that are part of the vessel party. It is recorded as a numeric number. This data may be collected without any contact with the boat launch user. This is a mandatory data point.
- **Inspected (Y/N)** indicates whether the steward conducted a courtesy boat inspection on their own or with the assistance of the vessel owner. A "Y" indicates that the steward conducted the inspection on their own or with the assistance of the vessel owner. "N" indicates that the steward did not conduct the inspection either because they did not have time or because they did not have cooperation from the vessel owner. This field should never be left blank. This is a mandatory data point.
- **Prior BLS contact (Y/N)** is a simple question that the steward asks the boat launch user. The appropriate question to ask is "Have you ever encountered a boat launch steward before"? This is recorded with a "Y" if the boat launch user has encountered a boat launch steward; contact with any boat launch steward (not just regional stewards) receives a yes answer. The answer to this question will help the steward form their interpretative message to the boat launch user. This is a mandatory data point.
- **Prior AIS Awareness** is a question to which the vessel owner rates how aware they feel they are to current AIS information. The responses must follow a scale of, *Very aware, Moderately aware, Somewhat aware,* and *Not at all aware.* This is a mandatory data point.
- **Extent Awareness Raised** is a question to which the vessel owner rates how aware they feel the inspection raised their awareness of AIS. The responses must follow a scale of *Large amount, Moderate amount, Small amount, Not at all.* This is a mandatory data point.
- **Prevention Measures and Measures taken** is the place where the steward indicates whether or not the boat launch user/vessel owner has taken any spread prevention measures to reduce the spread of AIS. This portion of the question should follow a simple Y/N response. If the vessel owner indicated yes (Y) abbreviations are provided for common spread prevention steps on the field survey form. The answers should be categorized as, I (inspected), WB (washed boat), DB (Drained Bilge), BB (drained bait buckets), LW (drained live well), Dis (disposed of bait), DRY (Dried boat). If the vessel owner takes some action to prevent the spread of AIS that is not indicated on the sheet then the steward should write that method in. A blank indicates that the steward did not have time

to ask the question or the vessel owner did not answer the question. If the vessel owner has not/does not take steps to prevent the spread of AIS that should be indicated on the field survey form as "none". Multiple spread prevention measures may be entered in the space provided. The appropriate question that the steward should ask is "Do you take any steps to prevent the spread of AIS?" The steward should not list possible spread prevention measures in order to elicit a response from the vessel owner, but if the owner indicates that they do not take any measures the steward should record that and then provide examples of easy measures the vessel owner may take. This is a mandatory data point.

- **FQ Prior prevention methods** is how often the vessel owner indicated they follow spread prevention measures to reduce the spread of AIS. The responses must follow a scale of *Always, Very often, Somewhat often, Never.* This is a mandatory data point.

- **FQ Post prevention** is the place where the steward indicates whether vessel owner agrees to take preventative steps in the future, how often the vessel owner indicated they will follow spread prevention measures to reduce the spread of AIS following the voluntary inspection and survey. The responses must follow a scale of *Always, Very often, Somewhat often, Never.* This is a mandatory data point.

- **Last waterbody visited in 2 weeks** (name, town, state) is recorded as the name of the body of water, the town/county, and the state. The name of the body of water and the state in which it is located must be recorded. The town name should be collected when possible. In the case of Lake Champlain no town or state is necessary. Stewards must pay particular attention to spelling. Many vessels will not have been in any body of water in the past two weeks and in that case the steward will record "none". Stewards should only record the name of the body of water, the town, and the state of the body of water if the vessel has visited it in the past two weeks. If a vessel has been in multiple bodies of water in the past two weeks then the steward must only record the most recent body of water that the vessel was in during the past two weeks. A blank indicates that no data was collected because the steward did not have time to ask the question or the vessel owner refused to answer. This is a mandatory data point.

- **Aquatic organism(s) found** (Y/N) represents whether the steward found any aquatic plants or animals on the boat, trailer, or other recreational equipment during their inspection. "Y" indicates that organisms, native or non-native, were found. "N" indicates that no organisms were found. A blank cell indicates that the steward did not inspect the boat or have time to look for organisms. This is a mandatory data point.

- **Species identification** is where the steward fills in the abbreviation for the species found or writes in the species if no abbreviation is provided on the field survey form. If multiple species are found, they must all be recorded in this cell. A blank cell indicates that no species were found (which should be indicated in Aquatic organism(s) found cell as "N") or that a species was found but was not able to be identified in the field. In such a case the steward is required to take a sample to send to the program-designated expert for identification. The steward is responsible for filling in this data point once the species has been identified. This is a mandatory data point.

- **Comments** are for any professional comments related to specific inspection. This is not a mandatory data point.

Data Validation and Usability
- Data Review, Validation, and Verification Requirements
  - The data quality will be reviewed for logical consistency and coding errors as identified in appropriate standards. The Program QA Officer will be responsible for overall validation and final approval of the data in accordance with project purpose and use of the data.
- Validation and Verification Methods
  - The Program QA Officer will provide review and approval of the data on a weekly basis throughout the season to prevent any on-going issues and before closure of the project. The Program Manager will review QC reports as applicable to ensure they are acceptable. The Program QA Officer will also compare final datasets with original source information for consistency.
- Reconciliation with User Requirements
  - Once the data results are compiled, the Boat Launch Steward Program Manager and QA Officer will review the data quality to determine if it fall within acceptable limits per user requirements. Applicability of the data will be evaluated on a project-by-project basis when necessary. Limitations of the data will be discussed with the end user and documented with the project final report.
  - If the quality of the data does not meet the project's requirements, the data may be reevaluated to determine why the data quality did not meet the goals. Efforts will be made to determine why the data quality did not meet the correct errors in the attribute data. If inconsistencies are found in the quality of the base data, an effort will be made to identify and obtain more accurate base data.

Work Hours
The nature of the steward job involves work when recreational use is high at each of the monitoring sites. For that reason weekend and holiday work is required.
- There is no overtime or holiday pay.
- During your workday you are required to take 30 minutes for lunch, and a morning and an afternoon break (each of 15 minutes).
  - Lunch and breaks are your responsibility.
    - Do not combine lunch and break time.
    - Lunch and/or break time cannot be used towards early dismissal or late arrival.
  - No set lunch or break time.
    - It is typically more convenient to bring lunch with you. With the fluidity of this job you may not be near a store/restaurant when it's convenient for you to break for lunch. If you do choose to travel to get lunch, the travel time is part of your 30 minute meal break.

- Events and launch traffic may necessitate adjustments to the work schedule. Your supervisor is responsible for making scheduling changes. You are NOT permitted to make ANY adjustments to the work schedule unless discussed with and approved by the supervisor,
    1. Smoking is permitted during lunch and break times (one morning and one afternoon) only.
    2. If you are not able to be at work on a particular day, *call* the PC. If PC not available *call* the Chief Steward.

Paycheck Schedule

You will be paid bi-weekly. Unless otherwise noted, you are required to submit the provided time sheet to Sharon each Wednesday and to report your time on Kronos (Cornell's Timecard management system). Please see the Kronos section in your manual for more information.

Work Schedule (unless otherwise noted)

1. 35 hours/week
2. Thursday-Monday (off Tues & Wed)
3. 9:30 am-5:00 pm

Team Meetings

Unless otherwise noted, there will be a team meeting every Thursday morning. Team meetings will provide opportunities for everyone to review experiences from the previous week, turn in paperwork (time sheets, weekly reports, etc.), review data collected and methods for upcoming data collection, and assign work duties for the upcoming week. Everyone will be participating in educational programs throughout your employment with NYSG. Team meetings will be a great forum for brainstorming and guidance for upcoming educational programs.

Since the steward program covers such a large area team meeting will be held at various locations. This will allow everyone to visit less familiar areas and to provide networking opportunities with other stewards and program partners. E-Meetings are being considered.

Unacceptable work activities

1. Family members, friends and significant others are not permitted to be with stewards while on duty.
2. Uniforms are to be worn while on duty only. If you are going anywhere other than home at the end of your shift, please change out of your uniform.
3. Starting/leaving early and switching your site assignment are not acceptable unless you have special permission from your supervisor.

Launch Steward Positions

Aquatic Invasive Species Resource Education/Launch Steward Positions
Multiple positions available

Coverage Area (7 County Area): *Oneida Lake & South/East Lake Ontario*
Employment Dates: Seasonal June 5 – September 10, 2014
Application Deadline: Ongoing until Positions are Filled
Pay & Hours: $12.25/hour; up to 35 hours/week

Position Summary: Spend your summer outdoors on some of NY's beautiful waters. Help keep NY's water free of aquatic invasive species (AIS) by teaching boaters how to look for, remove and dispose of unwanted aquatic hitchhikers. Stewards will provide public outreach (education) about local natural resources, how AIS threaten our waterways, and ways to minimize/prevent the spread of AIS. They will help prevent the introduction and transport of unwanted aquatic hitchhikers by teaching boaters, by demonstration, how to visually inspect boats and trailers for debris including AIS. Using provided protocol, stewards collect, enter and analyze boat inspection data. Stewards will submit weekly reports and time cards and attend weekly meetings. Most work days will be spent outdoors, in all weather, and will include weekends and holidays. While on duty, successful candidates will wear the provided uniform.

Primary Duties: Boater interaction including watercraft inspection and related data collection, development of educational materials including the media project, and outreach events targeting boaters and the general public.

Media Project: Media projects are educational materials that relate to boat inspection/AIS. Examples of media project concepts include: contribution to the NYSG Launch Steward blog; creation of "digital shorts," collecting and packaging of program-related resources for a public resource repository; creation and implementation of a "*where are they now*" tracking system for former stewards and summary of results; and the development and implementation of a survey for larger events (county fair, boat shows, NYS fair, etc.). Other topics will be considered. All media project concepts must be approved by the program coordinator. Stewards will follow and meet the media project protocol and deadlines.

Coverage Area: Stewards will be assigned to work at a cluster of select boat launch ramps along Lake Ontario (between Henerson Harbor and Sodus Bay) on Oneida Lake. Launches are located in Cayuga, Jefferson, Madison, Oneida, Onondaga, Oswego, and Wayne counties.

Stewards are supervised by NYSG's Coastal Community Development Specialist and supervise no other employees; however, supervision of volunteers may be required.

The AIS Resource Educator/Launch Steward Program is managed by New York Sea Grant

Duties Include but are Not Limited to:

1. **Education:** one-on-one at launch sites and watercraft inspection; organized outreach programs; development of educational materials as requested
2. **Monitoring & Data Collection:** using provided protocol monitor human/wildlife usage patterns, ecosystem condition/threats and progress of restoration projects as requested; watercraft inspection data collection
3. **Meetings & Reporting:** attend assigned meetings; prepare media project; submit reports; manage data collected.

Knowledge/Skills:

1. Mature personality with excellent communication (verbal and written skills.
2. Minimum 2 years combined education and experience in environmental education, natural resources management, biology, environmental studies or a related field preferred.
3. Demonstrate an interest in environmental work and understanding of program related issues through education, volunteer work and/or hobbies.
4. Ability to work independently and responsibly with minimal supervision.
5. Ability to accurately collect and summarize data according to established protocol.
6. Valid driver's license. Must provide own transportation to work sites and meeting locations.
7. Well organized and ability to coordinate multiple tasks.

Additional Notes:
Graduate students are encouraged to apply and use this opportunity to conduct their research. If you are interested in exploring the possibility of earning college credit (undergraduate/graduate) while gaining valuable employment experience, please apply.

Interviews are anticipated to begin March 31, 2014, or sooner.

How to Apply:
Cover letters, a list of five references, and resumes may be emailed to Mary Penney at mp357@cornell.edu. For each of your references include how you are affiliated with them and their contact information (email and phone number). Please be sure to include the following information in your cover letter:
* Available start date
* Date you can work until
* The locations you are interested in

For More Information:
Contact Mary Penney, New York Sea Grant Coastal Community Development Specialist and Launch Steward Program Coordinator, at mp357@cornell.edu or 315-312-3042.

PENDING FUNDING

The AIS Resource Educator/Launch Steward Program is managed by New York Sea Grant

NYSG seasonal interview questions
Interviewed by:＿＿＿＿＿＿＿Date:＿＿＿＿＿＿＿Office/Phone
Name:

School: Major: Year:

Review job descriptions with student.

1. How did you learn of this job position?
    Career fair/internet listing/professor-who/career office/newspaper/word of mouth/other-
    list

2. What interest or excites you about this position

3. What are your long-term career objectives?

4. Everyone has strengths and weaknesses as workers. Please list:
    a. Strength:
    b. Weakness:

5. How would you describe yourself or your personality type?

6. On a scale of 1-10 (1 being the least 10 being the most), how outgoing are you?
    1   2   3   4   5   6   7   8   9   10

7. Have you done any public or group speaking? If so please give examples.

8. Are you familiar with any launches in the coverage area? Please list.

9. Have you been responsible for interviewing people before? If so, what types of
    interviews did you conduct?

10. What kind of writing have you done in college and or high school (lab reports,
    situational, newspaper, etc)?

11. Do you have previous experience with data collection and entry? Please provide relevant
    examples.

12. Do you have previous employment experience(s) working independently (without direct supervision)? Please list.

13. Do you have previous experience working outdoors in variable weather conditions?
    a. Acceptable to you?

14. Do you have previous experience working in situations with variable activity level? For example boater activity will mandate work activity on a particular day?
    a. Acceptable to you?

15. How have your education and previous job experiences helped prepare you for this/these positions? (projects, work, course, etc.)

16. Why is it important for boaters to implement clean boating practices?

17. Will you be comfortable approaching boaters at designated launches and running through a list of checkpoints for watercraft inspection?

18. If you were hired, would you be applying for school credits or utilizing this employment opportunity as part of your Masters research?

19. Do you have a valid driver's license? Vehicle?

20. Will you have access to a laptop? Internet?

21. Do you have a smartphone?

    a. What kind?

22. Where will you be living during the summer?

23. If funding allows, would you be able to work after August?

Questions:

Sample Reference Checking Statement and Questionnaire

Position Background:

The Aquatic Invasive Species Educator/Watercraft Inspector positions will be responsible for educating the public on Aquatic Invasive Species (ID, methods to prevent or slow their spread, etc.); conducting watercraft inspections in Oswego and Jefferson Counties following standard protocol; and completing a media project (newspaper article, public education program and summary sheet).

I am looking for employees that have the ability to:

- Work independently without direct supervision;
- Communicate with a broad range of stakeholder groups;
- Work outside in varying weather conditions (normal, hot, rain, windy, etc.) and with changing activity levels (times of high recreation visitor use/times of low use); and
- Be responsible in all work settings.

References Questionnaire: Please complete all question and use "n/a" if necessary.

1. How are you affiliated with _____ ?

    a. If professionally, what was the nature of her/his employment with your organization?

2. Related to this position, please describe some of his/her:
    a. Strengths

    b. Weaknesses

3. When given a difficult/urgent task/assignment, was (s)he able to meet deadlines? Please provide example(s) and comment whether the tasks completed to your expectations.

4. How does (s)he get along with other:
    a. Peers
    b. Supervisor/authoritative figure
5. Will he/she be able to work well independently (without direct supervision)?

6. Please comment to _____ 's ability level in public/group speaking situations.

7. Do you see any reason I should NOT hire _____ ?

8. If given the opportunity, would you re-hire _____ ?

Sample Position Offer Language:

Congratulations   , I am pleased to offer you an AIS Educator/Watercraft Inspector Position. I anticipate that the program will start   . I will notify you within the next couple of weeks with the official start date and orientation/training logistics. The position pays $ /hr and is a grant funded position.

Should you choose to verbally accept this offer, I will mail a formal offer letter outlining the details we have discussed. To finalize your acceptance of this offer, please return a signed copy of the letter. As we move closer to the start date, I will provide you with more details. In the meantime, please begin thinking about your media project topic. If you have questions or concerns contact me.

Again, congratulations!

Sample Notification that Positions are Filled Language:

Thank you for your interest in the   Program. All   positions have been filled for this year. You are encouraged to consider applying for a position next year.

Sincerely,

# CLEAN BOATS
CLEAN WATERS

Watch for unwanted aquatic hitchhikers when you move from one waterway to another!

Aquatic invasive species (AIS) are non-native plants and animals that threaten native plants, wildlife, and their habitat. AIS degrade boating and fishing areas, and can reduce lakeshore property values and tourism. Once AIS are established, containment is difficult. By practicing watercraft inspection, you can help *SLOW* the *SPREAD* of AIS.

WATERCRAFT CHECK POINTS

Hitch Live Well Transom Well

Rollers Axle Lower Unit / Propeller
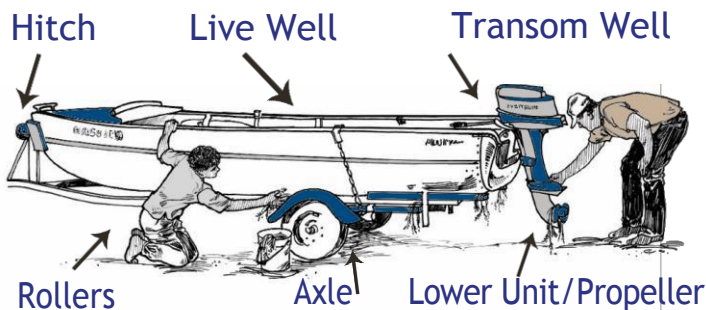
Before you leave a waterway:

CLEAN & INSPECT: Inspect, remove, and properly dispose of any visible mud, plants, fish or organisms from boats, trailers, equipment, clothing, dogs, etc.

DRAIN: Before leaving the launch, empty all water from spaces (i.e., bilges, buckets, live wells, etc.) that can hold water. Dump live bait at bait disposal sites or in the trash. Never move live baitfish between bodies of water.

DRY: Dry anything that comes into contact with water.

Never release plants, fish, or other animals into a waterway unless they came from that waterway.

STOP AQUATIC HITCHHIKERS!™

Prevent the transport of nuisance species.
Clean <u>all</u> recreational equipment.
www.ProtectYourWaters.net

Aquatic Invaders to Watch For:

H. Smith, APIPP

Water Chestnut
• Triangular leaves & toothed edges
• Forms dense floating mats
• Seeds & plants attach to trailers

J.E. Marsden, UVM & D. Jude
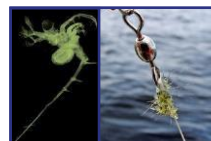
Zebra & Quagga Mussels
• Tiny, "D" or oval shaped striped shells
• Cover hard surfaces; sharp shells cut feet
• Shells attach to plants & boat bottoms

L. Fox, Bugwood.org & Michigan DNR

Eurasian Watermilfoil
• Feathery leaves in whorls of 4
• Forms dense beds
• Plant fragments attach to boats & trailers

DFWI & J. Gunderson, MN Sea Grant

Spiny Waterflea
• Tiny, ½ " crustacean with long, barbed tail
• Competes with fish for food
• Masses collect on fishing line

D . Moorhead & R.Videki, Bugwood.org

Hydrilla
• Blade-like leaves in whorls of 4-8
• Forms dense beds
• Plant fragments attach to boats & trailers

J. Gunderson & D. Jude, Bugwood.org

Live Bait
• Non-native crayfish and minnows
• Alters aquatic habitats & may carry pathogens
• Often released or illegally stocked

The Launch Steward Program is a collaborative education program offered at water access sites in New York's Lake Ontario and Oneida Lake regions to help slow the spread of aquatic invasive species and help preserve the integrity of water resources, recreational opportunities, and local economies.
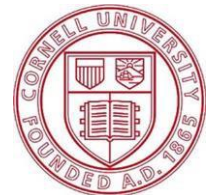
Design courtesy of Adirondack PRISM. For more information go to: www.sleloinvasives.org or www.nyis.info