**WISCONSIN DEPARTMENT OF NATURAL RESOURCES**

**AQUATIC INVASIVE SPECIES EARLY DETECTION MONITORING**

**General Safety Guidelines**

**DRAFT April 2015**

***General Guidelines***

The following applies to DNR staff:

* No employees shall work alone in the field to complete AIS surveys.
* Crews should carry an operational communications device (cell phone or portable radio) recognizing that these devices may lack coverage in some areas.
* Crews should inform a designated third party where they will be working (directly or indirectly via voice-mail, email, or calendaring). They should include as much detail as possible on location(s) of the work to be conducted, estimated time required to complete the task, and procedures to follow in case of emergencies.
* **DO** need to wear appropriate personal flotation gear at all times while boating.
* **DO** need to have completed the boat operation safety course.
* **DO** need a one-time CPR/first aid training to do field work (DO NOT need CPR/first aide certification every 2 years).
* **DO** need current CPR/first aid certification to snorkel.
* **DO** need to wear a PFD while snorkeling (see “Diving Guidelines” below).
* **DO** need to review the SOP 1, 2, 3, 4, and 6: <http://intranet.dnr.state.wi.us/int/water/safety/index.html>.

The following applies to both paid staff and Citizen Volunteers:

* May ride in DNR vehicle/boat with permission – DNR staff will send email to DNR Risk Management ([Karen.Kreger@Wisconsin.gov](mailto:Karen.Kreger@Wisconsin.gov)) with the names of non-State staff with business purpose, date, and location
* Do not need boater safety to ride in a boat
* Do not need CPR/first aid to ride in a boat
* **DO** need to wear a PFD in the boat
* **DO** need a short overview of boating safety / water safety / first aid kit basics / hazards communication for chemicals used/emergency action plan overview at the start of the work activity.  Thank you so much for offering to draft this overview Tom.  I will share the short overview once it is complete.

The following applies to Citizen Volunteers in DNR boats:

* Citizen Volunteers or anyone not being paid **MUST** complete the DOA 3009 Volunteer Agreement.  When completing the form, the monitoring lead (i.e. DNR boat captain) is the Volunteer Supervisor and the Authorized State Agency Representative Signatory is the classified DNR Supervisor
* A mini-position description must be discussed with Citizen Volunteers (attached in Field Preparation section).
* Supervisors will need to decide whether Citizen Volunteers should snorkel

***Snorkeling Guidelines***

* All staff will review Manual Code 9187.7 Diving and Snorkeling Instruction.
* Per Manual Code 9187.7 Diving and Snorkeling Instruction, monitoring leads will complete the attached Template Snorkel Schedule and submit to [Patrick.Neal@Wisconsin.gov](mailto:Patrick.Neal@Wisconsin.gov).
* Diving flags (per definition in State Statute 30.70 shall be used to mark each field crew member that is snorkeling (<http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=30.70>).
* A surface observer will accompany the field crew to keep the diving area free of motor boats and assist the divers, as necessary.
* No snorkeling shall take place in unsafe locations including:
  + Near boat landings (without a safety lookout) or sites with flowing water directly upstream of a dam.
  + In water with poor visibility where underwater logs, roots or rocks will not be visible to divers.
  + In water with visible concentrations of cyanobacteria.



***Ethanol Guidelines***

* Non-denatured ethanol is used for AIS samples as it is safer for staff and education and better for samples.
* See the Material Safety Data Sheets for ethanol.
  + <http://www.pharmcoaaper.com/pages/MSDS/MSDS_E/ethanol_pure_kosher_200.pdf>
  + <http://www.pharmcoaaper.com/pages/MSDS/MSDS_D/ps_3_190.pdf>
* Review SOP #12 Hazardous Communications: <http://www.pharmcoaaper.com/pages/MSDS/MSDS_S/sda_3a_200.pdf>.