How to Use the Watercraft Inspection Report Form

Each day that you conduct watercraft inspections, you will be collecting data about boater behaviors and awareness on the Watercraft Inspection Report form. The forms are designed to be used at one boat landing for one day. Each day you inspect boats, you will use a new report form, and you may use multiple report forms if you visit more than one boat landing in a day. If you run out of room on the report form during your time at the landing that day, it's no problem - just start a new form and staple it to the other forms that you complete at that boat landing for that date. Below are a few guidelines to assist you in effectively collecting and recording the correct information on your form.

Preparing the Form for Inspections

To get your inspection form ready to enter data, fill in the top section with the who, what, when, and where information. This information can be typed into the form and printed out ahead of time or written on the form by hand.

- Inspector Name(s): Enter your name here. You may include the names of any other inspectors who are working with you at the boat landing on that day.

- Date: Enter the date you are conducting inspections. Remember, data forms can only be used for one day on one waterbody at one boat landing. If you go to another boat landing the same day, start using a new form.

- Start Time & End Time: Enter what time you are starting inspections and what time you will wrap-up inspections for the day.

- Total Hours Spent: Indicate whether you are volunteering your time or being paid to do inspections by entering the total number of hours you spend at the boat landings on either the "Volunteer" or "Paid" lines.

- Waterbody Name: Enter the name of the lake where you are conducting inspections.

- County: Enter the name of the county in which you are conducting inspections. Since many lakes have similar names, this helps us know the exact location.

- Landing Location Description: Enter the name of the boat landing where you are inspecting. If the landing has no name, describe your location on the lake as thoroughly as possible. Later when you're ready to enter your data into the online database, we can make sure the correct landing names are available for your waterbody.

Collecting Data During Inspections

Now you're ready to begin inspections. When you encounter a boater, you will introduce yourself and begin your conversation with them about AIS. The questions to ask them are outlined on the form as follows, and you will record their responses, in most cases by marking the appropriate boxes on the data form.

- In the "Boat Was..." section, note if the boat or trailer was entering the water or leaving the water. On waters that have aquatic invasive species already present, inspections should take place as boaters and anglers are leaving the landing. Sharing information with them as they leave the water helps ensure the AIS are being contained in that waterbody and not being spread elsewhere. On waters free of AIS, inspectors have a choice of educating boaters when they're entering or leaving the water. Either time offers a good opportunity to share information.

- The "Questions to Ask Boater" section includes three questions that you should talk about with the boater.

  - **Have you been contacted by an inspector this season?** Answers to this question help prevent you from sharing the same AIS prevention message with the same boaters over and over. We don't want to over-saturate the same boaters with the same message - this could frustrate them. This question also helps us to learn more about how many boaters and anglers we are reaching with inspections. It also tells you about the boater's potential awareness of AIS and boat inspections. Boaters who have never talked to an inspector before will often need more information than someone who has been inspected previously.

  - **Are you willing to answer a few questions?** If the answer is yes, continue on to the next question. If the answer is no, thank the boater for their time and tell them to have a nice day. Your conversation with them is complete.

  - **Was the boat used during the past five days on a different waterbody?** If the answer if yes, record the name (and county and state, if possible) of the last waterbody. This allows state and local groups to compile information on boater traveling patterns. If the answer is no or I don't know, please indicate that my marking the corresponding box.

- You're now ready to <u>engage the boater in an educational conversation</u>, using the questions and prompts listed under the "Discuss Following Prevention Steps with Boater" section.

  - Following the steps listed on the form, share the prevention message step by step and ask the follow-up questions listed after each step with the boater. Use the prompts provided on the "AIS Prevention Steps Prompts" handout to assist you with localizing your message and answering any questions you receive.

- For all anglers, share the additional step and follow-up question regarding draining livewells. If the angler uses live bait, please share the bait message and follow-up question included on the form. This information can also be shared with boaters who have questions about bait laws.

◆ The last two questions on the form are observations and opinions to be recorded by the inspector. These are not questions that should be asked of the boater.

- The "Number of People Contacted" question refers to the number of people who heard your message. This can include any children who were listening while their parents prepared to launch their boats or individuals who were simply visiting the landing.

- The "I feel confident that boater understands the steps necessary to prevent the spread of AIS" question asks for your **opinion**. After talking with the boater about the prevention steps, indicate your level of confidence that the boater **understands** the prevention steps. This is not the same as whether of not you feel the boater will take the steps - just how confident you are that they received the AIS message.

Wrapping Up After Inspections

Once you've completed your inspections at that boat landing for the day, you may have one form or many forms full of the data that you've collected. Before you put the forms aside to enter later, be sure to do just a few quick things to make sure your data form is complete.

◆ Fill in any additional thoughts or comments you'd like to record in the "Comments" section at the bottom of the form, such as the weather conditions, if there were any unusual occurrences that day, or anything else you'd like to share.

◆ Data is collected and entered for each landing each day. If you have multiple data sheets, use the "Sheet___of___" spot to indicate how many total sheets you have for that day and number each sheet accordingly.

◆ Lastly, total each column on the datasheet and enter the total number in the last row titled **"Totals"**. To do this, count the number of checks or marks you have made in each column and record that number in the "Totals" row (the exception being the waterbody and county/state names as they cannot be totaled). Don't forget, data is collected and entered for each landing each day. So, if you have multiple datasheets, you'll count the column marks on all of the datasheets and have a grand total for each column that includes the data from all sheets.

Now you're ready to enter your data into the online database known as SWIMS (Surface Water Integrated Monitoring System). More information and instructions on how to enter data can be found in the following pages. **Best of luck in your watercraft inspection program, and remember to let boaters know that they're making a difference by following the prevention steps!**