NOTE: THIS DOCUMENT SUMMARIZES THE RESULTS OF TWO MEETINGS HELD IN DENVER, COLORADO IN 2013 AND 2014 WITH THE WESTSERN AIS COORDINATORS. RESULTS FROM THE 2013 MEETING ARE IN BLACK TEXT; RESULTS FROM THE 2014 MEETING ARE IN BLUE TEXT.

Building Consensus in the West

A MULTI-STATE VISION FOR WATERCRAFT INSPECTION PROGRAMS

SUMMARY OF MEETINGS HELD

August 13–15, 2013 and February 11-13, 2014
Denver, Colorado

TABLE OF CONTENTS

BACKGROUND

On August 22–23, 2012, a workshop was hosted by the Arizona Department of Game and Fish and convened in Phoenix, Arizona, by the US Fish and Wildlife Service, the National Association of Attorneys General, Oregon Sea Grant, the National Sea Grant Law Center, and the Western Regional Panel on Aquatic Nuisance Species (WRP). The purpose of the workshop was to engage Assistant Attorneys General, natural resource agency attorneys, law enforcement supervisors, policy makers, and the Aquatic Invasive Species (AIS) Coordinators from the 19 Western states, interstate organizations, and Federal partners to establish clear legal and regulatory approaches and opportunities for AIS abatement and reform. One deliverable from this workshop was the creation of an action plan[1] that articulates needed actions at the federal/national, regional, state, and local levels to minimize the expansion of invasive mussels through watercraft movements in the western United States.

To advance three specific action items in the plan related to developing standard definitions and criteria and model statutory/regulatory language to implement a comprehensive watercraft inspection and decontamination program, representatives from western states convened August 13–15, 2013, in Denver Colorado for a workshop titled, "Building Consensus in the West—A Multi-State Vision for Watercraft Inspection Programs."

One month later, on September 10, 2013, the AIS Coordinators met in Portland, Oregon. They gathered for the Annual Meeting of the WRP and the AIS Coordinators spent an afternoon during the Western Invasive Species Coordinating Effort (WISCE) meeting to review the definitions section of this report. This facilitated session provided the AIS Coordinators an opportunity to share feedback gained from supervisors, staff and partners after the Denver meeting, and further solidify the definitions. It also provided an opportunity for two states that were unable to attend the Denver workshop, to join in the collective conversation.

WISCE meets monthly, typically via conference call, to discuss issues specific to state programs. The team of State AIS Coordinators agreed to dedicate their monthly calls to Building Consensus topics over the winter months. The following is a list of dates and agenda topics for WISCE meetings between Denver I and Denver II. The continued discussion helped to provide a solid platform for advancing consensus.

- October 17, 2013 – Conference call on WID data sharing
- November 12, 2013 – Conference call on Invasive Species Councils and education

[1] An action plan to implement Legal and Regulatory Efforts to Minimize Expansion of Invasive Mussels through Watercraft Movements in the western United States.

- December 17, 2013 – Webinar with USFWS and Wildlife Forever on the Stop Aquatic Hitchhiker Campaign

January 7, 2014 – Webinar with USFWS and Field Sync Mobile on data sharing

AIS Coordinators and several law enforcement and legal representatives met again in Denver, Colorado February 11–13, 2014 to reach consensus on training and certification minimum standards as well as sampling and monitoring and other definitions and protocols, discuss elements of a Quality Control Toolkit and Training Standards Toolkit, provide input into the model law final process, discuss data sharing and electronic reporting, and discuss the components of an effective seal program and reciprocity for low risk conveyances.

The WISCE team has meetings scheduled for March, April and August 2014, to better prepare for meeting again in person in Houston, Texas the second week of September 2014 as part of the Western Regional Panel annual meeting. WISCE will not meet in May, June or July of 2014 due to workload associated with operating WIDS during the summer months.

THE DENVER WORKSHOPS

DENVER I – AUGUST 13–15, 2014

A total of 39 individuals representing western AIS Coordinators, Assistant Attorneys General, natural resource agency attorneys, law enforcement supervisors, and others convened August 13–15, 2013, to specifically address three action items from the 2012 Phoenix, AZ meeting action plan:

> **2.3:** Develop standard definitions for language used in efforts to prevent the transport of *Dreissena* mussels.
>
> **2.4:** Develop standard criteria for *Dreissena* mussel monitoring, testing, and the protocols for listing and de-listing of positive (infested) water bodies.
>
> **2.6:** Develop model statutory/regulatory language for a comprehensive watercraft inspection and decontamination program.

The format of the workshop (Appendix A) provided for concurrent sessions. The discussion in the workshop included topics related to other plan action items, in addition to the intended three actions listed above:

> **2.1:** Enhance and improve timely communication about movements and inspections of high risk boats in the West via the creation and use of a database that captures information about moored boats in infested waters.

2.2: Build on existing Uniform Minimum Protocols and Standards for Watercraft Interception Programs for *Dreissena* Mussels in the Western United States (UMPS) document with a goal of consistent decontamination protocols and reciprocity across the western states.

2.11: Standardize boat inspection documentation/seals and other similar types of materials across regions.

The work performed by the Attorneys General must be accomplished prior to initiating discussions or actions on the following three plan action items:

2.9: Explore the establishment of a compact among the western states to share AIS violation data and potentially revoke fishing and/or boating licenses for significant/repeated violations.

3.2: Review existing state legal and regulatory authorities related to the movement of AIS by trailered watercraft, and compare these state programs to a model law/regulation (see action 2.5) to identify areas where gaps in each state can be addressed.

3.3: Explore a tiered fine strategy for repeat offenders of AIS laws.

One purpose of the meeting was to convene AIS Coordinators to advance consensus on the following:

- Water body monitoring classifications and definitions
- Watercraft inspection definitions, protocols, and standards
- Watercraft decontamination definitions, protocols and standards
- Certification of inspection and decontamination programs

The AIS Coordinators (15 of 19 present) reached consensus on the following items:

- Definitions for what constitutes early 'detection' and the minimum required to validate the detection.
- Water body definitions based on detection
- Notification requirements based on detections and water body definitions.
- Triggers for states to implement management (resource dependant)
- De-listing timelines for suspect, positive and infested water bodies.
- Definitions for Self-Inspection, Inspection, Decontamination, Authorized Agent, Authorized Location, Quarantine, Impound, Exclusion and Seals/Receipts.

More discussion is need on the following, and a spring meeting is being planned.

1. Watercraft Inspection and Decontamination Training Standards

2. Quality Control Standards
3. Record keeping, reporting and data sharing
4. Communication and Notification
5. Sampling Standards

Concurrently, a **Model Language Workgroup** consisting of Assistant Attorneys General, state agency attorneys, and law enforcement personnel sought to:

- Achieve consensus on the essential legal authorities for an effective Watercraft Inspection/Decontamination Program.
- Select model approaches and draft model legislative language, based on existing state law and experience, for implementing these authorities.
- Review and discuss the waterbody monitoring and classification schemes, definitions, standards, and protocols emerging from the AIS Coordinator Workgroup consensus.

Throughout the three-day agenda, both groups reconvened on a regular basis to touch base, ask questions, obtain clarification, and, to the extent possible, advance agendas to achieve overall workshop goals. Issues outside the scope of the primary agenda, or those requiring further exploration/research/communication, were documented.

The three-day workshop concluded with a discussion of four place-based scenarios to reinforce consensus achieved during the workshop and identify gaps or issues requiring further clarification.

DENVER II – FEBRUARY 11–13, 2014

A total of 25 individuals representing western AIS Coordinators, Assistant Attorneys General, law enforcement supervisors, and others convened February 11–13, 2014 to address and further action items from the Denver I meeting. Specifically, the group sought to:

- Reach consensus on training and certification minimum standards and provide comments to produce a final WID Trainers Manual.
- Generate guidelines for AIS coordinators in approaching a QA/QC program as well as resources in implementation.
- Allow AIS coordinators to provide input into the model law final process.
- Reach consensus and adopt their use on the following definitions and protocols related to sampling and monitoring.

- Agree upon materials that would be provided to all trained inspectors.
- Agree upon minimum standards for seals and common components of receipts and their use.
- Further the ongoing effort to establish data sharing for WIDS.

The format of the workshop (Appendix B) provided for concurrent sessions, followed by group discussion for each of the concurrent session recommendations.

DENVER I & II RESULTS

Note: Additions from Denver II are noted in blue text.

AIS Coordinators achieved consensus on the following minimum definitions, protocols and standards:

I. Definitions

- **Verification** – the scientifically-based process to confirm the presence of Aquatic Invasive Species (AIS).
- **Detection, detect or detected** – the verified presence of AIS.
- **Minimum to verify detection:** 2 independent results from the same sample, using scientifically accepted techniques.

- **Waterbody definitions:**
  - **Status Unknown** – Waters that have not been monitored.
  - **Undetected/Negative** - sampling/testing is ongoing and nothing has been detected, or nothing has been detected within the time frames for de-listing.
  - **Inconclusive** (temporary status) - Water body has not met the minimum criteria for detection.

Management Trigger →

  - **Suspect** – Water body that has met the minimum criteria for detection.
  - **Positive** – Multiple (2 or more) subsequent sampling events that meet the minimum criteria for detection.
  - **Infested** – A water body that has an established (recruiting or reproducing) population of AIS.

- **De-listing a Water Body for ZQM:**
  - **Inconclusive** – 1 year of negative testing including at least one sample taken in the same month of subsequent year as the positive sample (accounting for seasonal environment variability) to get to undetected/negative.
  - **Suspect** – 3 years of negative testing to get to undetected/negative.
  - **Positive** – 5 years of negative testing to get to undetected/negative.
  - **Infested** – Following a successful eradication or extirpation event including a minimum of 5 years post-event testing/monitoring with negative results.
- **Prevention**- To stop or attempt to stop the introduction of AIS.
- **Containment**- To stop or attempt to stop AIS from spreading.
- **Watercraft Inspection and Decontamination Program (WID)**

- **Watercraft Interdiction Program (WIP)**—Any program which seeks to prevent the spread of AIS on a conveyance by requiring that the conveyance be clean, and to the extent practical, drained and dried prior to launching or upon exit.
- **Authorized Inspector** - Has a valid certification for aquatic invasive species inspections and decontaminations that meets the minimum standards established by the most current *Uniform Minimum Protocols and Standards for Watercraft Inspection and Decontamination for Dreissenid Mussels in the United States* (UMPS).
- **Authorized WID or WIP Location** - A location or an address where an authorized inspector may be available to conduct an inspection and/or decontamination.
- **Self-inspection (voluntary or mandatory)** – An inspection conducted by a conveyance owner, operator, transporter, or any other untrained or unauthorized person.
    - Note: Self-inspection is not decontamination.
- **Inspection** – Process to determine whether a conveyance presents an AIS risk.
- **Inspection Screening Interview** – Asking the conveyance operator a series of questions prior to launching or entry that are designed to determine the level of risk based on the recent history of use. This should be an element of every inspection program.
- **Drying Time** - The amount of time out of the water required to assure that all AIS are killed through desiccation.
    - This time requirement varies widely depending on temperature, humidity conditions for the specific geographic area the boat is being held out of the water in. (100th Meridian quarantine time calculator – ZQM only).
- **Quarantine** – The act of securing a watercraft for the required dry time. This can be voluntary or mandatory on the boater's recognizance.
- **Impound** – A law enforcement action to seize a watercraft and hold it to ensure the drying time is met.
- **Exclusion** - High risk conveyance that has not been or cannot be decontaminated or meet the quarantined /drying time standard, or except for those returning to the same infested water body may be excluded from launching.
- **Low Risk Conveyance**:
    - Coming from undetected or negative water body, or
    - Coming from state with no positive or infested waters, or
    - Conveyance with a valid seal and receipt from an undetected or negative water, or

- Cleaned and drained, or
- Has been out of water more than 30 days, or
- Conveyance is a simple type (e.g., conveyance with an open hull AND no compartments or easily accessible containers AND a single outboard motor).
    - Communication to boater- seal and receipt MAY make inspection quicker.

- **High Risk Conveyance:**
    - Any conveyance or piece of equipment that has operated on or in any suspect, positive, or infested water body known, or suspected of having AIS, or originates from outside the state, or
    - Any watercraft or equipment that is not clean, drained and dry, and to the extent practical or
    - Conveyance is a complex type (e.g., boat with a closed hull, inaccessible containers or compartments, ballast boats, inboard/outboard, inboard, etc.)
    - Conveyance is undocumented (e.g. conveyance history is unknown) and has no seal and no receipt.
        - Communication to boater – boat will likely be inspected.
    - The hauler is non-compliant, non-cooperative, and deceptive
- **Fouled Conveyance:** A conveyance known to be contaminated or previously decontaminated for infestation of AIS. Notification of any fouled conveyance will occur among destinations or travel states.
    - Communication to boater – boat will be inspected and potentially decontaminated (prior decontamination for fouled conveyances doesn't exempt boat from being re-inspected).
    - If the boat is destined for another state, the boater should be notified that the state will do a notification.
- **Decontamination** - A treatment with the intent to kill, destroy, and remove aquatic invasive species, to the extent technically and measurably possible**.**
- **Certification:** A process whereby conveyances are determined to present minimal risk based on inspection, decontamination or drying time and receive some visible form of certification of that fact (e.g., trailer tag/seal, band, paper certificate, etc.).
    - **NOTE:** It is important to note that is not possible to certify watercraft are "free of mussels or ANS free", only that the most currently available and effective protocols and standards have been applied to inspect for, and/or kill and remove all visible mussels.

- **Seal**: A tamper-proof device that locks the boat to the trailer when affixed to a conveyance to indicate that the boat has not been launched since it was inspected and/or decontaminated, and is accompanied by a valid seal receipt.
- **Valid Seal Receipt:** A document issued by an authorized inspector in conjunction with a seal that contains a number matching the serial number on the seal and information regarding the status of the conveyance relative to absence of aquatic invasive species (e.g. date, location and type of last inspection or decontamination).
- **Reciprocity** – The acceptance of conveyance inspection and/or decontamination by several or all jurisdictions when similar protocols and standards are employed by similarly trained professionals for the purpose of increasing the efficacy of WID Programs, enhancing resource protection, and improving boater experience and communication among the states.
- **Control**- To mitigate against the effects of AIS through reductions in the species population size.

II. Protocols

- **Inspections:**
  - **Self-inspection:** A process in which an individual cleans, drains and dries their own conveyance. In some cases, **i**nformation may be collected about the conveyance and may be accompanied by a state issued document.
  - **Self-certification:** Boater conducts Clean, Drain, and Dry pre-launch
  - **Screening Interview Information for Risk Assessment:**
    - Record the trailer license plate and boat registration (boat ID) number.
      - The home location of the owner/operator and license of conveyance.
    - The specific location (waterbody) and date where the watercraft or equipment was last launched.
    - Has the watercraft been launched out of state in the last 30 days?
    - Where has the boat been launched in the last 30 days?
    - If the watercraft/equipment has been cleaned, drained and dried. Through the inspection process, verify the boat is clean, drain and dry before allowing launch.

        - If not, proceed to high risk inspection and/or decontamination.
    - **Boater and Inspector Safety**
        - Turn off vehicle, set parking brake.
    - **Educate the Boater**
        - Provide informational materials and tell them what you are doing and why you are doing it.
        - Teach the boater to inspect and drain their own boat in between each and every use.
    - **Inspection Checklist** – minimum questions asked:
        - Has the boat been launched in the last 30 days? If so, when and where (water body and state and date)?
        - Observations
            - The vessel ID number
            - What is the boat type?
            - Is the boat cleaned, drained, and dried?
                - Is standing water present on watercraft?
            - Does the boat have a seal and/or receipt? Separate protocol if it does.
        - **For undocumented boats (no seal and receipt), inspect:**
            - Exterior Surfaces - Hull and Trailer
            - Propulsion System - Verify propulsion systems are fully drained and inspected
            - Equipment (e.g. Anchor and Anchor rope or chain)
            - Interior Area - Interior compartments that could hold water must be drained
        - **For a high risk inspection:**
            - Inspect all interior compartments and equipment (pull everything out)
            - Thoroughly check the exterior (hull, trailer and transom)
            - Spend more time and scrutiny on the conveyance
            - Spend more time on the engine or motor, including gimbal
            -
            - Remove standing water
            - Remove plants, mud and all other aquatic invasive species.

III. Standards (mandatory or voluntary)

- Boaters must confirm that the following conditions have been met:

- Watercraft, equipment, trailer are cleaned, and to the extent practical, drained and dried.

- **Full Decontamination:**
  - Purpose is for boats with mussels attached, or other ANS present
  - Outlined in UMPS
  - Hot water rinse of the hull
  - High pressure to remove attached mussels or other ANS
  - Flush engine and all internal compartments and equipment that may have come in contact with water
- **Specific Techniques/Targeted Decontamination:**
  - **Standing Water** (compartments, motor, bilge)—only flush compartments with standing water
  - **Plants and other suspected aquatic invasive species**—attempt to remove and kill aquatic invasive species
  - **Hot water wash (rinse a conveyance with hot water)**
    - When flushing exterior areas (with indirect contact, e.g., trailer bunks, gimbal), maintain a contact time of 60 seconds with 140 degree water. . .
    - First drain and then use a flushing attachment and 120 degree water at exit to maintain contact time of 60 seconds to flush the live well, bait well, wet storage compartments, bilge areas, to kill any mussels and veligers that might be present. [Note: alternatively, live/bait well, bilge areas can be filled with 120 degree water and held for 30 seconds, and then drained. . .
    - . . . start the engine and run (140 degrees exit temperature for 5 seconds) to kill mussels in the engine cooling system.
    - . . . some plastic pumps and/or other electrical system components are designed for temperatures of no more than 120 degrees.
      - For that reason WID locations without the ability to adjust the temperature of their decontamination units are recommended to use a 3-4 foot hose extension from the end of the flushing attachment to introduce hot water from the source to the ballast or raw water storage tank. The extension allows the water temperature to cool by an additional 15 to 20 degrees in order to reduce effective water temperatures in the bladder or tank to below 120 degrees. To maintain lethal temperatures long enough to achieve 100% mortality it is important to

pump water into the area until the exiting water reaches a temperature of 120 °F.
- The exiting water temperature can be monitored with a handheld temperature gauge or thermometer. Leaving the water in that area for a minimum of 2 minutes, will assure 100% mortality. . .

- **Watercraft and Equipment Trailers:** All accessible surfaces should be sprayed with 140 degrees. . . . When carpeted bunks are present, flush with low pressure for at least 1 minute with 140 degree water.
- **Quarantine (for those states with quarantine authority)/Drying time:**
  - Where practical, the 100th Meridian Initiative "Drying time estimator" should be used to determine the length of quarantine/drying time required for the specific geographic area the boat is being held or moved in. (The estimator website provides the greatest precision but limited availability and predictability for boaters.)
  - When the use of the "Drying time estimator" is not applicable, use UMPS standards to determine the length of the quarantine/drying time required.

IV. Communications (when states communicate with others based on the determination of a water body):

- **Status unknown**- As necessary, communications about which water bodies are not monitored.
- **Undetected**- As necessary, communications about which water bodies are monitored
- **Inconclusive**- AIS coordinator notifies key individuals within region (needs to know basis, AIS coordinators)
- **Suspect**- Informal or Formal notification within region (western AIS coordinators, public)
- **Positive**- Formal notification system (AIS coordinators, USGS, public)
- **Infested**- Formal notification system (AIS coordinators, USGS, public)

V. Other Information Needed and Next Steps:

- **Development of a Quality Control Toolkit**
  - Examples - secret shoppers, on the job (OTJ) evaluations, customer service surveys, angler education
- **Development of a Training Standards Toolkit**

    - Examples - WIDT, WIT, Train the WID Trainer, QA/QC for training (surveys, evaluations, monthly quizzes for inspection)
- **Data Sharing**
    - WID Examples - West 911, Check in/Check out database, information sharing general, PNW passport, Mobile device technology (e.g. FieldSync or www.ansutility.com)
    - Monitoring Example - database/sharing yearly monitoring reports on monitoring water bodies for presence of AIS to enhance confidence that undetected waters are truly undetected (i.e., is it being sampled, how often…).

DENVER II RESULTS

I. Reach consensus on training and certification minimum standards and provide comments to produce a final WID Trainers Manual.

The group reviewed the new Colorado WID Trainer's Manual that was taught by Elizabeth Brown (CO), Dee Davis (PSMFC) and Kami Silverwood (AZ) for the first time on January 29-30, 2014 at Chatfield State Park in Colorado. The content was changed based on group consensus. A draft was produced following Denver II with comments included. The Trainer's Manual will be tested again by Elizabeth Brown (CO) and Beth Bear (WY) March 13-14, 2014. Following the second test training, the document will be distributed for review, and then a final will be produced in May 2014.

II. Sampling

A. Frequency, quantity, and quality of sampling

- AIS Coordinators discussed why it is important to determine the difference between negative/undetected and not sampled:
    - Management of state waters
    - Triggers for inspection/decontamination containment—Inspection triggers for decontamination for standing water coming from negative versus positive/infested waters may, or may not, differ from state to state.
    - Cooperation—Accepting seals and following flow charts from prevention/containment waters (ZQ mussel or all aquatic invasive species?)
    - Communication—both internal to the agency as well as external
    - Frequency—the number of sampling events per year dependent on resources
        - Some states do one sampling event per water body per year

- Some base frequency on water body risk of introduction and/or establishment—High risk every 2 weeks, medium risk every 6 weeks, low risk once per year
- Some states sample monthly
- Important to include total amounts of sampling within a state, and not just one agency or the state agency samples

- Quantity—# of samples per water body (influenced by size)
  - OR – 10 sites within each water body
  - UT - Minimum of 15 sites within each water body – expand for bigger water bodies – focused on highest risk areas (locations people can launch boats, marinas, outlets, dam structures, etc.)
  - CO – 2-6 sites per water body depending on size, 5 tows per site – at least 15 samples per water
- Quality
  - Trained sampler
  - Trained lab
  - QA/QC

B. Water Body Sampling Classifications

The AIS Coordinators achieved consensus on concentrating monitoring on sites with the highest risk of introduction potential from watercraft and risk of establishment based on habitat suitability.

- **Not sampled**
  - No sampling events
  - No sampling events within 1 year of negative/undetected listing
  - negative waters that are not sampled for one spawning season based on temp with a maximum of one calendar year from last sampling event
  - **Reasons for Not Sampling**
    - No fiscal resources
    - Risk of introduction potential from watercraft and the risk of establishment based on habitat suitability factors (pH, Calcium, etc.) low
- **Negative**

- Frequency of sampling should be based on a risk assessment that includes risk of introduction from watercraft and risk of establishment based on habitat suitability values.
- Scale – could be basin-wide, statewide, lake or reservoir-specific

- **Minimum for Negative/Undetected**
  - Frequency = One sampling event per year that includes plankton tows, within the spawning temp range
  - Look for veligers and attached mussels (artificial substrate, natural substrate and shoreline surveys)
  - Can't skip years—must sample annually. If not sampled, then goes into the not sampled category.
  - Quantity should be based on water body size – need metric to standardize
  - Shoreline surveys required once per year.
  - Setting artificial substrates is not required.

- **Inconclusive**
  - How does sampling increase for the "interim" year?
    - Frequency = Plankton tows **monthly** based on spawning temp range
    - Quantity = Number of sampling sites should be based on the water body's size
    - Substrates deployed and checked monthly
    - Shorelines surveys performed monthly

- **Suspect or Positive**

  Frequency = Monthly plankton tows based on spawning temp range
  - Substrates deployed and checked monthly
  - Shoreline surveys performed monthly

- **Infested**
  - One sampling event with multiple age classes = infested listing
  - UT – Frequency = Monthly – based on adult detection to confirm infested listing

- Is there a time when the infestation is so robust you would stop sampling? The group agreed to keep sampling at least once per year to avoid wrongful de-listing
- Substrates and Shorelines required
- Plankton tows are optional once reproducing population has been confirmed

III. Generate guidelines for AIS coordinators in approaching a QA/QC program as well as resources in implementation.

The group first developed the elements of an overall program goal for a QA/QC program:

- Protect aquatic natural resources
- Further legitimize aquatic invasive species inspection programs
- Incentivize model inspector behaviors
- Implement best management practices
- Implement consistent watercraft inspection standards and protocols
- Treat the public with professionalism
- Ensure the public is aware of Clean, Drain, Dry

The group then discussed two key ways a QA/QC program could be used:

1. Individual inspectors—To attain desired improvements and to correct deficiencies as program leaders work with individual inspectors. Specifically, QA/QC could be used to:
    - Foster communication
    - Provide information to enhance understanding (revisit protocols, e.g.)
    - Potential disciplinary action
2. Program—To identify a gap or deficiency in the program.

The group then identified the minimum components of a standard entrance, undocumented conveyance inspection station evaluation:

- Check station location details (visibility, safety, signage, volume at time of visit)
- Initial contact (establishes authority, customer service elements, safety, program introduction)
- Interview (message consistency, history/use of conveyance, boater practices)

- Outreach (knowledge of Clean, Drain, Dry)
- Inspection elements (physical inspection)
- Seal applied correctly and receipt filled out properly (on exit only)
- Closeout (reinforce Clean, Drain Dry) – on entrance, remind boater to put plug in before launch and to get an exit inspection on the way out for a seal and receipt. On exit, remind boater to CDD and to leave plug out during transport for maximum drainage.

IV. QA/QC Program Components

The AIS Coordinators then discussed the suite of methods and purposes for implementing a QA/QC program:

- **Secret shopper**
  - Follow-up for complaints in the field
  - Improve efficacy of inspections/understand how the agency can help the inspectors
  - Test attitude and competence
  - Identify deficiencies
- **Phone calls (visitor centers/state park offices, certified inspectors)**
  - Assess customer service being provided
  - Assess comfort level of inspectors (only applies if person being called is an inspector – in most cases this is to assess competency of those in visitors centers or offices that are not part of the ANS program but answer a variety of questions on numerous topics as a customer service rep)
  - Assess message uniformity
  - Assess competence of hotline managers in answering questions
- **Announced site visits/Visitor center drop-ins**
  - Answer questions; assess crew needs; follow up on deficiencies
  - Assess if people are following protocols (uniform compliance)
- **On the Job Training**
  - Instruct individuals on how to do the job correctly and safely

    - Convey acceptable standards while on the job
- **Unannounced site visits/spot checks**
    - When you don't have secret shopper program (or in conjunction with a secret shopper program)
    - Improves inspector morale by acknowledging the importance of the program through quality checks
- **Actual Testing/Routine Quizzes** – must pass the test to be an inspector
- **Direct Mailing Boater Survey (return mailer or pass out card with link to survey)** – for someone that received an inspection in the past.

V. Training Standards Toolkit

AIS Coordinators discussed the elements that should be included in a student or inspector training standards toolkit:

- Species
    - Ensure a Zebra/Quagga mussel focus
    - Provide supplemental categorical aspects (e.g., bait) of different species that could be involved
    - Species associated with particular habitats
    - Species listed in regulation as AIS
- Outreach materials
    - *Don't Move a Mussel* (2011 version)
- Background on other western programs
    - Western States Rack Card
- Minimum standards for inspection/decontamination
    - Step by Step Procedures for inspection and decontamination
        - UMPS – 140 degrees
        - Time
        - Nozzle length, etc.

- Glossary of terms (UMPS document)
- Photo glossary of boat parts and types (combine Tahoe and Colorado)
- FAQ (one per state and one overall FAQ)
- Trainer's Manual (incorporate learning outcomes expected)
- Student Manual

“THE AQUATIC INVASIVE SPECIES PREVENTION ACT”: A MODEL LAW TO PREVENT THE MOVEMENT AND SPREAD OF AIS

DENVER I PARKING LOT ISSUES

The following action items were documented as needing further work/information/clarification to advance:

Research

Monitoring

- Minimum to verify detection (2 PCR ok?)
- Statistical significance of samples/sampling
- Qualify/quantify for detection (PCR, microscopy)
- Bare minimum:
    - 1 sample with 2 independent results
    - Multiple sample can each be independently positive without additional verification
- When does the clock start for time frame for de-listing? (sample date, lab result date, agency action?)

    Inconclusive follow-up sampling must occur during spawning season to meet de-listing criteria.

Inspection and Decontamination

- Fact check: decon times and temps
- Porous vs. non-porous decon times and temps
- Economics of Passport system for States
    - Potential to merge the passport (receipt) with seal system

Communication

- Standard messaging to notify public regarding inspection
- Standard messaging to notify public regarding water body classification

Language

- "undetected/negative" which one?
- "hot water decon" vs. "hot water wash" vs. "hot water spray"
- Consistent terminology (watercraft = conveyance = boat and trailer)

Data sharing

- Shared regional WID Database
    - Webinar with D. Britton
    - Update 100th meridian map (with cities) – D.Britton
    - Live document with up to date seal systems
- Database on monitoring water bodies for presence of AIS

Documentation/reciprocity

- Exclusion documentation/hanging tag to designate boat returning to positive/infested waters (in and out boats)
- Consistency of seal colors and meaning with states
- Consistency of seal receipt or documentation paperwork
- Sealing low risk boats (kayaks)
- Focus on low risk conveyance reciprocity and develop seal program

AGs

- Quarantine & Impound Definitions Guidance

Tools or Standards Needing Development

- Quality control toolkit
- Training standards toolkit
- Information or Media toolkit

DENVER II PARKING LOT ISSUES

- **Drying Time** - Can drying time be "in transit" or must it be at the place of infestation prior to transport? Consider origin locations; must be cleaned and drained when removed from water. Dry time should be based on destination. Consider Lacey Act implications. Needs more discussion.

- **Define temperature range for spawning time sampling**

- **Literature sharing on mussel spawning/water temperature**

- **Quantity of sampling based on waterbody** (RA working group)

- **Sampling matrix based on risk assessment** (identify RA working group)

- **Who has legal jurisdiction when there is disagreement** (PCR, state water law) Sea Grant

- **Coordinate with other eastern states re: sharing monitoring/sampling data**

- **Database** (PSMFC)

- Find relevant research for how well **asian carp can be transported in watercraft** (e.g. standing water)

MODEL LAW SESSION

The following states provided responses to the draft model law: California, Colorado, Illinois, Indiana, Kansas, Minnesota, South Carolina, and Tennessee. In addition, the US Fish and Wildlife Service, the Theodore Roosevelt Conservation Partnership, and the Congressional Sportsmen's Foundation provided responses. All responses received to date have been positive.

1. The next steps in the process are to incorporate comments from AFWA Committee Review:
    - Invasive Species
    - LE and Legal
    - Angler/Boating Participation
    - Fisheries/Aquatic
    - Wildlife Resource Policy
2. Circulate to Directors for Final Review
3. Approval at Business Meeting at the North American (March 14, 2014)

APPENDIX A. BUILDING CONSENSUS IN THE WEST–A MULTI-STATE VISION FOR WATERCRAFT INSPECTION PROGRAMS – DENVER I

Monday, Aug. 12 (Travel Day & Welcome)		
3:30 – 5:00 pm	Registration/Check-in	
5:30 – 6:30 pm	Welcome Reception hosted by National Sea Grant Law Center and National Association of Attorney Generals	
Tuesday, Aug. 13		
8:00 – 9:00 am	Welcome and Setting the Stage • Review of Phoenix 2012 Workshop, Action Plan Outcomes • Review of PNWER/NDAM Meeting and Action Plan • Other key advancements since Phoenix 2012 workshop • Overview of Goals, Objectives, and Format • Introductions	
9:00 – 11:00 am	Waterbody Monitoring Classification & Definitions (AIS Managers)	General Authorities – Stop, Inspect (Model Language Workgroup)
11:00 am – 12:00 pm	Report Out & Group Discussion	
12:00 – 1:30 pm	Lunch	
1:30 – 3:30 pm	Waterbody Monitoring Classification & Definitions continued (AIS Managers)	General Authorities – Decontaminate, Hold/Quarantine (Model Language Workgroup)
3:30 – 4:30 pm	Report Out, Group Discussion, Confirm Decisions and Action Items	
Evening	Group Dinner	
Wednesday, Aug. 14		
8:30 – 9:00 am	Day 1 Review and Day 2 Charge	
9:00 – 11:00 am	Watercraft Inspection Protocols & Definitions (AIS Managers)	Waterbody Classification (Model Language Workgroup)
11:00 am – 12:00 pm	Report Out, Group Discussion	
12:00 – 1:30 pm	Lunch	
1:30 – 3:30 pm	Watercraft Decontamination Protocols & Definitions (AIS Managers)	Watercraft Inspection and Decontamination Protocols (Model Language Workgroup)
3:30 – 4:30 pm	Report Out, Group Discussion, Confirm Decisions and Action Items	
Evening	Dinner on Own	
Thursday, Aug. 15		
8:30 – 9:00 am	Day 2 Review and Morning Charge	
9:00 – 11:00 am	A multi-state reciprocal approach to WID certification and seal program (AIS Managers)	Enforcement – Civil, Criminal, Penalties (Model Language Workgroup)
11:00 am – 12:00 pm	Report Out, Group Discussion	
12:00 – 1:00 pm	Lunch	
1:00 – 3:30 pm	Management Response to Classification (JOINT SESSION with AIS Coordinators and AGs)	
3:30 – 4:00 pm	Report Out, Group Discussion, Confirm Decisions and Action Items	
4:00 – 4:30 pm	Wrap Up & Next Steps	

APPENDIX B. BUILDING CONSENSUS IN THE WEST–A MULTI-STATE VISION FOR WATERCRAFT INSPECTION PROGRAMS – DENVER II AGENDA

February 11–13, 2014

Tuesday, February 11, 2014

Noon – 1:00pm Registration and check-in (*L. Elwell*)

1:00pm – 1:10pm Introductions (*Everyone*)

1:10pm – 1:30pm **Where we've been and where we're going** – a recap of Denver I, progress made, and a review of the agenda (*L. DeBruyckere*)

1:30pm – 3:00pm **Concurrent work sessions**

Goal A: Reach consensus on training and certification minimum standards and provide comments to produce a final WID Trainers Manual.

A. **Watercraft Inspection and Decontamination (WID) Training and Certification** (*Stephen Phillips, facilitator*)
    1. Review the components that should be contained in a WID Training Manual and provide comments.
    2. State as Certification Entity (requirements and hurdles).
    3. Other elements in Training and Certifications.

Goal B: Generate guidelines for AIS coordinators in approaching a QA/QC program as well as resources in implementation.

B. **Quality Control Toolkit** (*Leah Elwell and Lisa DeBruyckere, facilitators*)
    1. Identify the goal(s) of a QC program.
    2. Identify acceptable methods for QA/QC Inspectors (secret shopper, phone calls, visitor center drop-ins, announced site visits, OTJ training – are there other ways?).
    3. Review current WID QC forms being used by MT, WY and CO (others?) and provide comments/edits for a final draft to be produced following this meeting based on step-by-step inspection procedure.

4. Discussion of QA/QC requirements of states participating in reciprocal seal program in 2014 and beyond.
5. Guidance on actions taken for failed QA/QC.
6. Other elements in a Quality Control Toolkit?

3:00pm – 3:15pm **BREAK**

3:15pm – 4:00pm **Continue concurrent work sessions**

4:00pm – 4:55pm **Review and discuss outcomes of work sessions; incorporate input from workshop attendees**

4:55pm – 5:00pm **Wrap-up and review of tomorrow's agenda**

Wednesday, February 12, 2014

8:00am – 8:25am **Gather for coffee/networking**

8:25am – 8:30am **Brief overview of today's agenda and activities**

8:30am – 9:30am **Goal: Allow AIS coordinators to provide input into the model law final process.**

Model Law - Update about the status of the model law and key next steps (release of model law, working on regulations). Presenters will solicit feedback on the process and address any issues. Opportunity for AIS coordinators to ask questions (*Lead, Stephanie Showalter Otts*).

9:30am – 9:45am **BREAK**

9:45am – 11:30am **Concurrent work sessions**

Goal C: Reach consensus and adopt their use on the following definitions and protocols related to sampling and monitoring.

C1. Sampling (continued from Denver I) (*Stephen Phillips, facilitator*)

1. The frequency and quantity of sampling required to classify a water body as "negative" versus "not sampled."

2. Time periods in relation to the frequency and quantity of sampling required during the "de-listing timeframes" to accept de-listing classifications.

C2. Containment (*Leah Elwell, facilitator*)

1. Exit requirements or minimum standards for containment (infested) reservoirs/water bodies (data sharing, CDD, inspections, decontaminations, seals/receipts, etc.).
2. Finalize the step-by-step inspection procedure for an un-sealed boat entering / exiting a boat ramp; versus passing through a roadside check station. How are these inspections different?
3. Ballast water filtration treatment system – endorsement, protocols and standards.

Goal D: Reach consensus and adopt their use on the following definitions and protocols and make available for AIS coordinator use.

D. Definitions and Protocols (*Lisa DeBruyckere, facilitator*)

1. Definition of a *high risk boat* - what factors combined would trigger an inspector to advance from the basic to a high risk inspection (and what more is done in a high risk inspection?)
2. Decontamination - 'One size fits all' vs. states with various types of decontamination (full, standing water flushes, plants, bait) – and the corresponding step-by-step protocols.
3. Drying time - Can it be in transit or must it be at the place of infestation prior to transport?
4. How does intrastate vs. interstate transport laws apply?

11:30am – 12:30pm **<u>Review and discuss outcomes of work sessions; incorporate input from workshop attendees</u>**

12:30pm – 1:45pm LUNCH

1:45pm – 3:00pm **<u>Concurrent work sessions</u>**

Goal E: Agree upon materials that would be provided to all trained inspectors.

E. Training Standards Toolkit (*Stephen Phillips and Leah Elwell, facilitators*)

A. Elements we ensure we cover:
   1. Background of AIS issue with individual species information and maps – consensus on sources or species or both.
   2. Background of western state programs – identify the most pertinent information to include.
   3. Minimum standards for inspection/decontamination – compare and contrast.
   4. Glossary of common terminology.
   5. Photo glossary of boat parts/types.
   6. PSMFC's WIT II training/Colorado WID Procedures.
   7. Other elements in Training Standards Toolkit?

Goal F: Agree upon standardized materials/strategy and methods to share with the public.

F. Standard Messaging and Communication (*Lisa DeBruyckere, facilitator*)

1. Messaging to notify the public regarding inspection
   - Signage?
   - "Protect the West"/Rack Card one-pager distributed to all states' registered boaters and directs people to find out the rules before they travel.
   - Standard message for repeat inspections?
   - Other elements needed.
2. Messaging to notify the public regarding water body classification
   - A standard press release for rapid response purposes.
   - Contact chain for rapid response information release.
   - Other elements needed.
3. What exists that we can already use? Radio, TV, FB? CDs with media logos, posters or images that can be used by states in invasive species outreach campaigns.
4. Website – a one-stop shop information repository.
5. Discussion on multiple slogans and their use (Clean, Drain, Dry; Stop Aquatic Hitchhikers; Clean Play Go; Don't Let it Loose; other slogans – in the future, use one, use all?).

6. A process to share new ideas and information so that states can work together on new concepts (versus one-offs).

3:00pm – 3:15pm **BREAK**

3:15pm – 4:00pm **Continue concurrent work sessions**

4:00pm – 4:55pm **Review and discuss outcomes of work sessions; incorporate input from workshop attendees**

4:55pm – 5:00pm **Wrap-up and review of tomorrow's agenda**

Thursday, February 13, 2014

7:45am – 8:00am **Gather for coffee/networking**

8:00am – 8:05am **Brief overview of today's agenda and activities**

8:05am – 10:00am **Concurrent work sessions**

Goal G: Agree upon minimum standards for seals and common components of receipts and their use.

G. Reciprocity for low risk conveyances and the components of an effective seal program (*Lisa DeBruyckere and Stephen Phillips, facilitator*)

1. Review seal acceptance protocol intended to be used for 2014 reciprocity pilot program. Discuss any concerns or thoughts states have with the procedure and any changes that might need to be made for reciprocity to be broadened.
2. The western seal library – maintaining current information online.
3. Review current receipts and provide edits/comments so that a final template can be produced following this meeting.
4. Is drying time going to be required for mussel boat decontaminations with reciprocity?
5. Do states define what their inspections must entail?

Goal H: Further the ongoing effort to establish data sharing for WIDS.

H. Data sharing/electronic reporting (*Leah Elwell, facilitator*)

1. Review the current data sharing WISCE draft and status of tasks.
2. Discussion of who is responsible and who will coordinate?
3. Confirm entities that will participate in 2014 pilot and steps to implement pilot data sharing.
4. Discuss positive waters list.
5. Discuss inclusion of specific species (particularly for containment reservoirs or waters).

10:00am – 10:15am **BREAK**

10:15am – 11:00am **Review and discuss outcomes of work sessions; incorporate input from workshop attendees**

11:00am – 11:45am **Parking lot issues and other topics of discussion** – this space on the agenda is held for additional discussion needed to complete any topics over the past two days.

11:45am – noon **Recap outcomes from meeting and describe key next steps**

NOON **ADJOURN**