

Step-By-Step Procedures for Inspections: Entrance Inspection Procedure: Prevention & Containment Waters or Off-Water Stations

This is the complete inspection that is performed at WID stations on watercraft entering the lake or reservoir regardless of status (infested, positive, suspect, or negative), in addition to WID stations that are not located on a lake or reservoir (e.g. offices, businesses, or roadsides). This procedure includes both a screening interview and a visual and tactile inspection of all portions of the watercraft and trailer that could come into contact with water.

Step 1 – Greeting, Safety and Educate the Boater

- Introduce yourself
- Inspectors should ask the driver to turn off the engine, put on the parking brake and step out of the vehicle
- Provide the boater with a brochure or educational item
- Provide a brief verbal explanation of the purpose of the inspection
- Provide an explanation of what you are looking for (e.g. mud, water, plants, & animals)
- Provide guidance on Clean, Drain, Dry practices

Note: Consider putting chocks under the wheels of the vehicle and the trailer. The inspectors may have to get under the trailer and climb on the watercraft, so it is important to prevent boats or the trailer from rolling.

Step 2 – Initial Assessment

- Record on the Activity Log or in the Mobile Application (Data Collector) the following information
 - Incoming or Off-water
 - Boat Registration or HIN Number
 - Boat Trailer License Plate
 - Boat Type
- Check for Seal and Receipt
 - If present, determine if the boat is a low risk or **high-risk** conveyance
 - Low-risk boats are defined as those with:
 - Seal + matching receipt from the same location
 - Seal + matching receipt from a known negative location

Perform Seal Removal for Low-risk Boats:

- Verify seal and receipt match
 - Ask about live aquatic bait and follow bait protocol, if applicable
 - Thank the boater and allow launch.
 - High-risk boats are defined as those that:
 - do NOT have a seal with matching receipt
 - have a seal from a suspect, positive, or infested location
- **Continue onto steps 3-6 for high risk boats.*

Step 3 – Ask about Live Aquatic Bait

- Ask the boater if they have live aquatic bait.
 - If yes, follow bait procedure in the decontamination chapter
 - If no, continue with the inspection

**Note: Some jurisdictions may not have the authority to inspect for live aquatic bait.*

Step 4 – Determining Risk Factors

This is like airport security – you are screening for rare events. Inspectors will need to look at a lot of boats quickly to determine if there is a high risk. There are two very important questions that must be asked first. Record in the Mobile Application (Data Collector) the answers provided to the following questions:

- Has the boat launched out of state in the last 30 days?
 - If yes, where?
- Where has the boat launched in the last 30 days?
 - Listen carefully and pay attention to notice if any of the locations listed are suspect, positive, or infested.

Step 5 – Perform the visual and tactile entrance inspection of the watercraft, using the acronym H.E.A.D. to ensure that the watercraft is properly inspected.

Hull and Trailer- Rapid Exterior Inspection

- Look over (visual) and feel (tactile) the entire watercraft on both sides of hull and trailer.
 - Physically inspect the through hull fittings
 - Check trailer bunks or rollers, tire wells, lights and electrical.
 - Remove any plants or plant fragments that are present.
 - Check to see if the bilge plug(s) are installed. If it is installed, check for water in bilge prior to removing the plug.
 - If it is installed, ask the boater to remove the bilge plug away from the water to allow draining.
- * Many states require drain plugs out while transporting vessel.*

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- Physically and visually inspect the bilge area and use a flashlight to visually see if any AIS or standing water are present.
- If applicable, have the boater activate the bilge pump.
- If the watercraft has an inboard engine, be certain to carefully inspect the prop, prop shaft and rudder.
- Inspect intakes for ballasts, engines, and other interior systems and compartments.
- Note: Through hull intakes and discharge ports will be a good indicator that more complicated systems may be on board.

NOTE: It is important to explain what you are looking for and educate boaters so that they can inspect their own boats. It is important to start and end inspection at the same place on watercraft. Look the boat over and feel the hull with the boater. The young mussels may feel like bumps or sandpaper on the watercraft. Trailers can pose as high of a risk as boats, so carefully check trailer rails, lights and electrical wires, as well as the license plate and trailer pads. This is a good opportunity to use your inspection mirrors and flashlights to look at difficult nooks and crannies on the underside of the boat.

Engine or Motor

- Visually and physically inspect the drive unit with a flashlight when it is in trailer mode (up).
- Ask for the outboard or I/O to be lowered.
- Visually and physically inspect the gimbal area of the outboard or I/O with a flashlight.
- Visually and physically inspect the transom or rear of the boat and any attached instruments including but not limited to:
 - Pitot tubes, trim tabs, transducers, etc.
- Ask the boater to raise the drive unit to avoid damage during transport

Anchor and Equipment Check

- Ask to see the anchor and anchor line or chain.
- Visually and physically inspect the anchor and line or chain for mud, plants, and or AIS.
- Ensure all water related equipment is clean and dry including but not limited to:
 - Bait buckets, water toys, fenders, auxiliary pumps, etc.

Drain and Check Interior Compartments

For larger craft, you will need to get into the watercraft to inspect interior compartments that could hold standing water (e.g. live wells). For smaller craft, you may be able to see without entering the watercraft. Ensure that the watercraft is drained to the best of your ability.

- Ask for permission to board the watercraft and ask the boater to climb in first. Follow the boater into the watercraft the same way they entered. Be careful to prevent either the boater or inspection staff from falling or getting hurt. Always maintain three points of contact with the watercraft and never jump off. Ask the boater if they would like you to remove your shoes if allowable.
- Ask the boater to open compartments so you can see all bait wells, live wells, equipment lockers and verifiable ballast tanks.

- If the watercraft has standing water in the bait well or in any container, the inspector should work with the boater to remove standing water from the watercraft using a pump, sponge, or towel. If the watercraft can't be drained, it should be decontaminated.
- If the watercraft has a ballast system, inspect for standing water.
 - Request that the boater activate all discharge pumps and open any water restricting gates for the ballast system
 - Inspect any accessible ballast tanks/bags through ballast ports
 - Refer to decontamination protocol for reference on how to address standing water in ballast systems.
- If the watercraft has an inboard or I/O engine, inspect the engine compartment and its bilge. Have the operator run the bilge pump, if applicable. These engines do not drain fully and may require a standing water decontamination prior to launching.
- If the watercraft has any sea strainers or water filtration devices, request that they be removed by the boat owner. Inspect all sea strainers once removed from the watercraft. Have the boat operator re-install the strainers following inspection.

Step 6 - Closeout

- Remind the boater to replace bilge plug prior to launch. The boater is responsible to ensure the watercraft is watertight before launching.
- Ensure the drive unit has been raised to avoid damages during transport.
- Seal and Receipt
 - If working at a lake or reservoir, encourage the boater to get an exit inspection with a seal and receipt upon exit to make the inspection process much quicker next time around.
 - If working at an Off-water location, apply a seal and provide the boater a seal receipt.
- Ensure all inspectors have completed inspection and that nothing was found.
- Provide the boater with any additional educational materials.
- Thank the boater for their efforts to Clean, Drain, and Dry.
- Yell "Stand Clear" to ensure the safety of staff and the public.
- Complete the WID Activity Log or submit the mobile application record.