



The Lake Host™ Program: **“Clean, Drain & Dry” to prevent the spread!**

2016 – Lake Host Training

Training Video



Can be viewed at: <http://nhlakes.org/education/lake-host/>

Video Highlights



How To Interact With Boaters

- 💧 **INTRODUCE** yourself and be polite!
- 💧 Convey your message in your own words.
- 💧 Offer decal and educational handout.
- 💧 **ASK** to conduct a courtesy boat inspection, ask boater to join you.
- 💧 When you are finished **THANK BOATER**, remind to always clean, drain and dry before and after boating.
- 💧 Walk away and leave ramp if you feel unsafe.



Decal



Brochure

How Not To Interact With Boaters

- 💧 Don't engage in conflict or lose your temper.
- 💧 Don't bombard boaters immediately when they arrive.
- 💧 Don't unnecessarily delay boaters or create excessive backups.

If your ramp is really busy, prioritize inspections:

- ❖ If your lake is uninfested, inspect incoming boats.
- ❖ If your lake is infested, inspect outgoing boats.
- 💧 Don't reach inside boat **without permission**.
- 💧 Don't drain or dry boat (just encourage boater to do so).
- 💧 Don't help launch boats.

Clean

- 💧 Clean off all plants, animals and mud off of boats, trailers and gear.
- 💧 Dispose of removed material in a trash container.

Drain

- 💧 Remind boaters to pull off the ramp incline and then remove all drain plugs before leaving ramp to drive home/to the next ramp (we don't want water draining into the lake).
- 💧 Explain to boaters that pulling drain plugs will be required by law next summer.

Dry

- 💧 Advise boaters to allow boat to dry for 5 days between waterbodies.
- 💧 If 5 days is not possible, they should rinse with clean water away from a waterbody and towel dry.

High pressure
Hot water

Ramp Sign

**LAKE
HOST
ON DUTY**



Hope you enjoyed your visit!

Before leaving the launch area:



CLEAN mud, plants, animals & debris off boat, trailer & gear.



DRAIN water from boat & equipment. **OPEN** drain plugs & keep open while transporting.

Thank you for helping stop the spread of invasive species.



How to inspect a boat

ASK PERMISSION to Visually Inspect Boat and Trailer

- ✓ Check 'snags' and debris.
- ✓ Check the hull.
- ✓ Remove all plants, animals and other debris.
- ✓ Ask if boat + trailer have been drained and dry (for 5 days).
- ✓ Encourage boater to "Drain and Dry"
- ✓ Fill out a form.

Run your hand along the hull - if it feels 'sandpapery' then there may be zebra mussel larvae attached!

No? Encourage boater to drain out boat (live well, ballast tank, motor, bilge) away from the ramp where water won't run into the lake. Ask the boater to towel dry the boat.

Drain and Dry"

Boater & Lake Host Vignettes



Lake Host & Kayaker

What went well?

- ✓ Lake Host was friendly!
- ✓ Lake Host was quick!

What could have been better?

- Try to explain WHY we are working to prevent the spread of aquatic invasive species.
- Ask ALL survey questions (last waterbody? drained? dried?)
- Speak carefully. Be careful not to make the boater feel defensive.

Lake Host and Uncooperative Pontoon Boat Owner

What went well?

- ✓ Lake Host backed

What could have been

- Always provide a short explanation of the Lake Host Program is!

“Good Morning! I work for NH LAKES and the local lake association to help protect this body of water from aquatic invasive species. May I check out your boat and trailer while you get ready to launch? It will only take a minute!”

Prepare a quick speech to have READY for those boaters who are clearly in a rush!

Lake Host & Personal Water Craft Owner

What went well?

- ✓ Very friendly interaction!
- ✓ Lake Hosts' request to turn on motor to drain out any water stuck between intake and outflow was accepted

What could have been better?

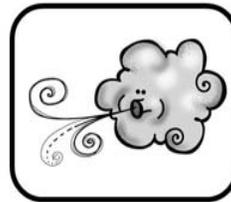
- 💧 ALWAYS do a complete 360 degree inspection of a vessel!

Making the most of your Lake Host Experience



✓ Be comfortable

hat/un
water



www.littlepuddins.ie



OTS of
bug



✓ Be Alert & Observant

Always be aware of your surroundings, the ramp and people passing by!

✓ Be Safe

Keep your car close and your
cellphone on hand.

**Leave the boat launch if you feel
uncomfortable or in inclement
weather.**

✓ Be Encouraging

Always remind boaters to check their boats, trailers and gear before entering or leaving a body of water.

The bottom right corner of the slide features a decorative graphic of several concentric circles, resembling ripples on water, rendered in a lighter shade of blue against the background.

✓ Be Professional

**You are the face of NH
LAKES and your local group!**

**Always wear your
shirt/sweatshirt and be
courteous.**

✓ Be Independent

Don't let friends, family or chatty boaters distract you from giving your job your full attention.



✓ Be Prepared

You WILL be asked questions about your lake, the local area and about AIS. Educate yourself so that you can answer these questions with confidence!

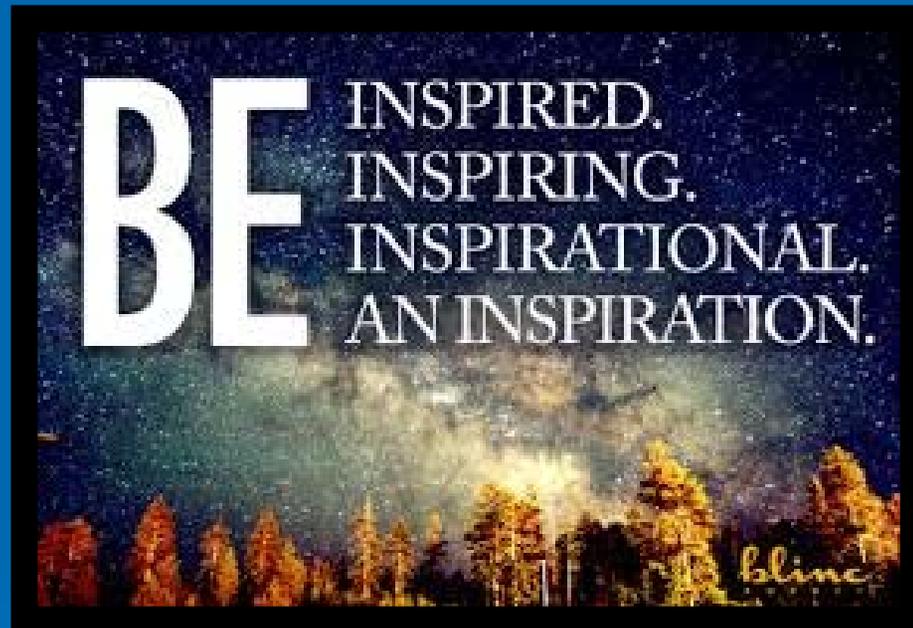
✓ Be Understood

**Be clear, concise and confident
when interacting with boaters.**

✓ Be in Touch

**You may need to contact
your Point Person with
questions, or call the
local police.**

✓ Be Inspired



Your job is so important.

Please Pull Out Your Manual

New Hampshire Lakes Association Lake Host™ Program 2016 Manual



Aquatic Invasive Species Education and Prevention Program

Brought to New Hampshire lakes and ponds by local groups and:

New Hampshire Lakes Association (NH LAKES)
14 Horseshoe Pond Lane
Concord, NH 03301
p: (603) 226-0299 f: (603) 224-9442
lakehost@nhlakes.org www.nhlakes.org



 NEW HAMPSHIRE
LAKES
Members dedicated to protecting lakes and their watersheds

INSTRUCTIONS: DO NOT EMAIL/FAX THIS TO NH LAKES.

Lake Hosts: Complete one row for each boat inspection. A boat that was inspected when launched and retrieved should take up two rows.
Point Persons: Indicate what specimens were sent to DES. Staple all Boater Survey sheets to the corresponding daily summary sheet and mail on "payroll Monday Afternoon" to NH LAKES.

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S U B T O T A L	# inspect	State of Boat Registration								Type of Boat					Met Host before?		Drain?		Rinse?		Dry?		Awareness of AIS			Specimen Found?		Specimen to DES?	
		NH	MA (MS)	ME	VT	CT	RI	NY	Other	I/O	PWC jet	Canoe kayak	Sail	Other	Y	N	Y	N	Y	N	Y	N	H	M	L	Y	N	Y	N

Outboard Engine



Inboard engine



Jet-propelled PWC



It's a jet boat!



Canoes and Kayaks



Rudder



Retractable Skeg



Sailing Vessels

Bunks or Rollers?



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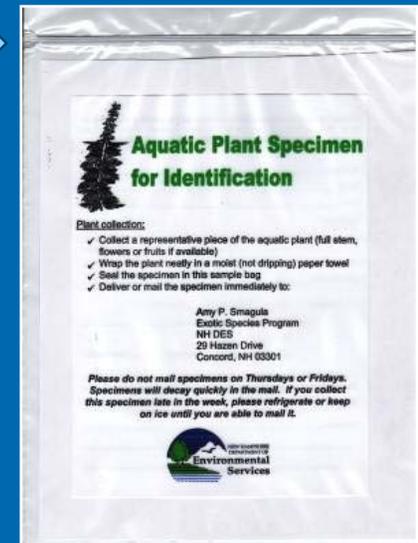
Specimens



If you are SURE it is native, dispose in an area where it won't wash into the lake.

Suspicious Specimens Submission Procedure

- ✓ Place in official specimen bag. →
- ✓ Fill out all info using a waterproof pen.
- ✓ Write down YOUR lake name (not the lake boat is arriving from)
- ✓ Under “Comments” write where the boat came from and any other info.
- ✓ Submit to your Point Person/MLH.



Paperwork

Boater Surveys and Daily Summary Sheets

Your Point Person/MLH will let you know the procedure for submitting these to him/her

Your PP/MLH will submit these to NH LAKES at the end of each pay period.

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Lake Host Employee Timesheet:

✓ Complete, sign, and give to PP/MLH by last Sunday of each pay period.

❖ Pay period is every two weeks ending on Sundays.

✓ PP/MLH will submit to NH LAKES by 4pm on Monday.

You can submit training and travel time for today's training session.

NH LAKES 2016 Lake Host Program Lake Host Employee Timesheet

INSTRUCTIONS for Lake Host Employees:
Use a separate line for each day worked and a separate sheet for each pay period. Sign timesheet and then give it to your Point Person or Managing Lake Host on the day specified.

Name of Local Group: _____
Lake Host Employee Name: _____
Pay Period #: _____ (see chart below)

INSTRUCTIONS for Point Person/Managing Lake Host:
1. Certify hours worked by Lake Host employees by signing below.
All Managing Lake Host employee timesheets must be signed by the local volunteer Point Person.
2. Scan in and email or take a photo and email (lakehost@nhlakes.org) or FAX (603/224-9442) each timesheet by "Payroll Monday Afternoon (4 PM)." (#1 = Mon. May 9; #2 = Mon. May 23; #3 Mon. June 6; #4 Mon. Jun. 20; #5 Tues. July 5 10am; #6 Mon. July 18; #7 Mon. Aug. 1; #8 Mon. Aug. 15; #9 Mon. Aug. 29; #10 Mon. Sept. 12; #11 Mon. Sept. 26; #12 Tues. Oct. 11 10am; #13 Mon. Oct. 24)
3. File your group's original Lake Host timesheets locally and keep timesheets until the end of the 2016 program.
NEW! ORIGINAL SIGNED TIMESHEETS DO NOT NEED TO BE SNAIL MAILED TO NH LAKES.

2016 Payroll Periods:	Day/Date	Start Time	End Time	Total Hours (round to nearest 0.25 of an hour)
#1 Apr. 25-May 8				
#2 May 9-May 22				
#3 May 23-Jun. 5				
#4 Jun. 6-Jun. 19				
#5 Jun. 20-July 3				
#6 July 4- July 17				
#7 July 18-July 31				
#8 Aug. 1-Aug. 14				
#9 Aug. 15-Aug. 28				
#10 Aug 29-Sept 11				
#11 Sept 12-Sept 25				
#12 Sept. 26-Oct.9				
#13 Oct. 10-Oct.23				

Total Number of Hours for the Pay Period: _____ hrs.
Hourly Rate \$ _____ Total Amount \$ _____

I hereby certify that I worked the time indicated _____
Lake Host Employee signature

I hereby certify that this employee worked the time indicated _____
Point Person/Managing Lake Host signature
Point Person must sign Managing Lake Host Employee timesheet

Didn't get your paycheck by the Saturday after the pay period end?

✓ Contact your Point Person/Managing Lake Host. If the problem isn't resolved, ask PP/MLH to contact NH LAKES.

Safety First!

If you witness an accident at the launch, a drunk boater, something else out of the ordinary let your Point Person/MLH know ASAP!

Bring a cell phone (if ramp has coverage) and call your Point Person/MLH or police if you have a problem.

If you feel unsafe, leave the ramp and tell your Point Person/MLH what happened.

If you become injured or think you have become injured:

- Seek medical attention immediately.
- Let your Point Person/MLH know ASAP even if you think injury is minor.
- If you can't get in touch with your Point Person, contact NH LAKES! (emergency contact information is provided in your manual)

Got Questions?

Contact your local PP or MLH first.

Running out of materials to distribute?

- 💧 Let your PP or MLH know well ahead of running out of materials.



Inclement weather?

- 💧 Your PP or MLH host will let you know what to do about your shift if it is raining/lightening.



Can't report for your shift?

- 💧 Let your PP or MLH know ASAP!

Have a great summer!



Thank you for helping NH LAKES and your local group protect New Hampshire lakes & ponds from the spread of aquatic invasive species!

Before You Leave Today:

- Sign out # shirts and hats picked up with NH LAKES staff