How to Use the Watercraft Inspection Report

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 line with the who, what, when, and where information.

- 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. Indicate whether you are volunteering your time or being paid to do inspections by checking either the "Volunteer" or "Paid" box.

- 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.

- 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.

- Under "Inspection Time", record the time of day when you begin inspecting each boat.

- 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 all of the items that you should talk about with the boater. Questions include:

• **Was the boat used during the past five days on a different water body?** Answers to this question help us learn more about the travel habits of boaters. If the answer is yes, record the name (and county and state if applicable) of the last waterbody. This allows us and local groups to compile information on boater traveling patterns.

• **After the last use of your boat, did you take the following prevention steps: Inspect and remove plants, dispose of unwanted bait, drain all water from your boat and equipment, and drain all water from any fish you caught and your livewell)?** By stating each question, boaters are able to hear and understand the steps. The answers to these questions are very useful in understanding which steps boaters are aware of and consistently taking.

• **Are you aware of the AIS laws?** The prevention steps mentioned in the previous question (inspecting and removing plants, draining all water, and not transporting bait used in one lake to another) are all supported by Wisconsin's AIS laws and regulations. With this question, you can let folks know that there are laws that enforce these preventative measures, and that you just want to help them learn about them so that they won't be issued citations for not complying. The intent of this question is not to bully the boater, but simply to see if word has gotten around about the existence of the laws.

• **Would you use a boat wash station if there was one available?** Answers to this question provides information on the level of interest citizens have in boat wash stations and whether or not the wash stations would be utilized. With the passing of the new AIS laws, Wisconsin is going to be working to make it easier for boaters to comply with these laws, and this question will help the state decide if investing in boat wash stations is a good idea.

• **What are some good ways to reach you with AIS information?** This question will help direct outreach efforts and determine media outlets for AIS in the state. Simply ask boaters how they can best be reached with AIS information.

♦ The "Observations" section can be completed after you've fininshed talking with the boater. It includes questions that you can answer based on your observations.

• **Were plants present?** Answers to this question gives us data on how many boaters have plants on their boat or equipment when you talk to them. We can see how many people are actually abiding by the AIS laws and following the first prevention step of inspecting and removing plants.

- **Did an AIS violation occur?** This question indicates whether or not the boater or angler that is spoken to follows the inspector's recommendations to clean plants off boats and equipment, drain all water, and dispose of used bait if traveling to another waterbody.

- **If yes, what AIS law was violated?** As a follow up to the previous question, this allows you to indicate what law(s) were violated, if any of the laws were not followed.

- 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.

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.

- In the **"Total Hours Spent at this Location"** box located in the lower left hand corner, record how many hours you have been at the landing.

- 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!**

Sharing Information

Everyone who attends a "Clean Boats, Clean Waters" training workshop is entered into the watercraft inspector database. Each participant's name, address, and contact information is collected during the workshop and reported in the inspector database. This helps us keep track of the inspection efforts that are going on around the state.

Obtain a SWIMS User ID & Password

Ready to enter your inspection data? Watercraft inspectors must obtain a user ID and password before they can enter any information into the SWIMS online database. Here's how:

1. Go to: https://www.wisconsin.gov.

2. Click on the blue icon labeled **"Get Your...Wisconsin User ID"** located in the upper right hand corner of the screen.

3. Click on the link labeled **"Self-Registration"**.

4. Scroll all the way down to the bottom of the page and click **"Accept"**.

5. Fill in your name and e-mail address. (Note: Only fields with a red asterik* next to them need to be filled out. Leave the postal address field blank. Addresses for inspectors are kept in a separate database.)

6. Choose a User ID, password, and a secret question (used in case you forget your account information.)

7. Click **"Submit"**. Now check your e-mail account. You should have an e-mail from "wisconsin.gov". Open the e-mail and **click on the link in the e-mail**. Log in with your new User ID and password.

8. You're almost done! **The final step is to e-mail your User ID to:** jennifer.filbert@wisconsin.gov. In the e-mail, **state that you are a part of Clean Boats, Clean Waters and say where you are going to be inspecting** (i.e. Big Lake in Shawano County). Within a couple of business days, your User ID will be entered into the SWIMS database, and you will be sent an e-mail letting you know that you're all set up to enter data.

Common Questions/Issues & Tips:

⇨ *When I open the e-mail to click the link, the link doesn't work.* If the link in the e-mail wraps to the second line and if you click and don't get a log in page, try copying and pasting the part that wrapped around onto the end of the URL.

⇨ *I don't know what to put for the Secret Question.* The secret question should be something you can easily remember that doesn't change. You want to pick something where there aren't too many ways to type the answer. For example, name of first pet, color of first car you owned. The secret question has nothing to do with your password, but if you forget your password, it's a way for the computer to tell that it's really you.

⇨ *I don't have an e-mail address.* If you don't have an email address, there are many places on the Web where you can get a free email account from Google, Hotmail (MSN), Yahoo!, etc.

⇨ *When I try to fill in my information (name, address, etc.), it doesn't accept it.* There is a bug with entering postal addresses. I suggest leaving the address blank. Also note: even if you don't fill in the address, addresses for inspectors are kept in a separate database system, so we will still have your address if you have already given it to us.

⇨ *I got a user id and password, but when I try to log into SWIMS, but it won't recognize me.* Be sure to e-mail your user ID to Jennifer (see step 8).

Entering Your Data Into SWIMS

After you receive your user ID and password, you will be able to enter the information you have collected during the watercraft inspections. Online data entry involves entering the numbers in the "Totals" row located at the bottom of your report form. Here are step-by-step instructions on how to enter your inspection data into SWIMS:

1. Go to: **http://dnr.wi.gov/lakes/cbcw-data** (this web address is also listed on the Watercraft Inspection Report form).

2. **Log in with your user ID and password.** If you forget your password, just click on "Forgot Your Password?"

3. Click on the **"Submit Data"** tab and click **"Add New"**.

4. **Select the project** from the dropdown menu. Projects are usually broken down by county and year. (For example, if you inspected a landing in Bayfield County, choose Clean Boats, Clean Waters - Bayfield County - 2008 on.)

5. Then, **select the monitoring station (landing) and data collectors**. If there are additional data collectors that you'd like to add but they're not listed in the dropdown menu, you can click the binoculars symbol next to the Data Collectors field. This will open another window, allowing you to search for and add other watercraft inspectors.

6. **Enter the Start date and time** (when you started working at the landing that day). End date and time are optional.

7. Down below, enter your written observations in the **comments** box (i.e. weather, wildlife).

8. **Click "Next" and fill in your results**. The data you enter will be in the "Totals" row found at the bottom of your report form.

9. When you've filled in your results, **click "Save and Add Another Date" to continue entering data**, or **if you're finished with data entry, click "Save and Return to List"**. If you click "Save and Return to List" (or if you click "View List" from the "Submit Data" tab), you will see the data you recently entered.

Editing Existing Data

You can edit data you've entered during the current inspection season. Here's how:

1. Log into SWIMS at: <u>http://dnr.wi.gov/lakes/cbcw-data</u>.

2. Click the **"Submit Data"** tab. Click **"View List"**. Click the **pencil icon** for the date you want to edit.

3. You can edit comments, etc. on the first page if necessary, and then click **"Next"**. You can now edit your results. If you hit **"Save and Return to List"**, your changes will save.

Common Question:

⇨ *What if the landing I need isn't listed? What if I'm not sure?* You can select a landing and click "Show Map" to see where it is located. Otherwise, contact Jennifer at <u>jennifer.filbert@wisconsin.gov</u> to have a landing added or to suggest a better description for the landing.

If you need assistance with anything related to reporting your data, feel free to contact Jennifer at <u>jennifer.filbert@wisconsin.gov</u> **or Erin at** <u>erin.mcfarlane@uwsp.edu</u>.