



CBI Newsletter

April 2017

If you do not want to receive information for CBI coordinators and project managers please contact Mary Jewett (mary@leamaine.org) to unsubscribe from this list. If you click unsubscribe at the bottom of this email you will no longer receive any information about milfoil and other invasive aquatic species in Maine.

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Training Videos

This video shows the standard for conducting a boat inspection. Even if you have already seen the video several times is it always worth watching and sharing with your inspectors again!



Training Documents and Links

[DEP Videos](#)
[Training Schedule](#)
[Training Slideshow](#)
(Powerpoint)
[Training Slideshow](#)
(PDF)

Thank you to everyone who attended the Courtesy Boat Inspector training at the Milfoil Summit! I know there was a lot of information to absorb but I hope you left the training feeling prepared and looking forward to a great summer inspection program. There are several documents and links I would like to share with you to help get you started with your program.

Sincerely,
Mary Jewett - Milfoil Coordinator

2017 Inspection Form

You must use this new form. Any leftover forms from previous years should be recycled!

This years' inspection form has been slightly modified to match the new electronic data entry form (see section about this new process below). In an effort to make electronic data entry easier the top line of the form has been switched around so that the ramp name is first. This year it is more important than ever to have the correct ramp name on each form. Contact Karen at the DEP for the ramp names for your lake/lakes.

Included in this section are two options for the form. Both are in the PDF format so you shouldn't have any problems downloading the files. The fillable PDF makes it easy to just type in a few pieces of information before printing. If you only have one launch you can pre-fill the

2017 Maine Courtesy Boat Inspection Form

Launch Name	Shift Time From	To	Lake Name	Inspector Name	Form	Check if electronic signature
1	8:00 AM	10:00 AM	2	3	4	5
6	7:00 AM	9:00 AM	7	8	9	10
11	6:00 AM	8:00 AM	12	13	14	15
16	5:00 AM	7:00 AM	17	18	19	20
21	4:00 AM	6:00 AM	22	23	24	25
26	3:00 AM	5:00 AM	27	28	29	30
31	2:00 AM	4:00 AM	32	33	34	35
36	1:00 AM	3:00 AM	37	38	39	40
41	12:00 AM	2:00 AM	42	43	44	45
46	11:00 PM	1:00 AM	47	48	49	50
51	10:00 PM	12:00 AM	52	53	54	55
56	9:00 PM	11:00 PM	57	58	59	60
61	8:00 PM	10:00 PM	62	63	64	65
66	7:00 PM	9:00 PM	67	68	69	70
71	6:00 PM	8:00 PM	72	73	74	75
76	5:00 PM	7:00 PM	77	78	79	80
81	4:00 PM	6:00 PM	82	83	84	85
86	3:00 PM	5:00 PM	87	88	89	90
91	2:00 PM	4:00 PM	92	93	94	95
96	1:00 PM	3:00 PM	97	98	99	100
101	12:00 PM	2:00 PM	102	103	104	105
106	11:00 AM	1:00 PM	107	108	109	110
111	10:00 AM	12:00 PM	112	113	114	115
116	9:00 AM	11:00 AM	117	118	119	120
121	8:00 AM	10:00 AM	122	123	124	125
126	7:00 AM	9:00 AM	127	128	129	130
131	6:00 AM	8:00 AM	132	133	134	135
136	5:00 AM	7:00 AM	137	138	139	140
141	4:00 AM	6:00 AM	142	143	144	145
146	3:00 AM	5:00 AM	147	148	149	150
151	2:00 AM	4:00 AM	152	153	154	155
156	1:00 AM	3:00 AM	157	158	159	160
161	12:00 AM	2:00 AM	162	163	164	165
166	11:00 PM	1:00 AM	167	168	169	170
171	10:00 PM	12:00 AM	172	173	174	175
176	9:00 PM	11:00 PM	177	178	179	180
181	8:00 PM	10:00 PM	182	183	184	185
186	7:00 PM	9:00 PM	187	188	189	190
191	6:00 PM	8:00 PM	192	193	194	195
196	5:00 PM	7:00 PM	197	198	199	200
201	4:00 PM	6:00 PM	202	203	204	205
206	3:00 PM	5:00 PM	207	208	209	210
211	2:00 PM	4:00 PM	212	213	214	215
216	1:00 PM	3:00 PM	217	218	219	220
221	12:00 PM	2:00 PM	222	223	224	225
226	11:00 AM	1:00 PM	227	228	229	230
231	10:00 AM	12:00 PM	232	233	234	235
236	9:00 AM	11:00 AM	237	238	239	240
241	8:00 AM	10:00 AM	242	243	244	245
246	7:00 AM	9:00 AM	247	248	249	250
251	6:00 AM	8:00 AM	252	253	254	255
256	5:00 AM	7:00 AM	257	258	259	260
261	4:00 AM	6:00 AM	262	263	264	265
266	3:00 AM	5:00 AM	267	268	269	270
271	2:00 AM	4:00 AM	272	273	274	275
276	1:00 AM	3:00 AM	277	278	279	280
281	12:00 AM	2:00 AM	282	283	284	285
286	11:00 PM	1:00 AM	287	288	289	290
291	10:00 PM	12:00 AM	292	293	294	295
296	9:00 PM	11:00 PM	297	298	299	300
301	8:00 PM	10:00 PM	302	303	304	305
306	7:00 PM	9:00 PM	307	308	309	310
311	6:00 PM	8:00 PM	312	313	314	315
316	5:00 PM	7:00 PM	317	318	319	320
321	4:00 PM	6:00 PM	322	323	324	325
326	3:00 PM	5:00 PM	327	328	329	330
331	2:00 PM	4:00 PM	332	333	334	335
336	1:00 PM	3:00 PM	337	338	339	340
341	12:00 PM	2:00 PM	342	343	344	345
346	11:00 AM	1:00 PM	347	348	349	350
351	10:00 AM	12:00 PM	352	353	354	355
356	9:00 AM	11:00 AM	357	358	359	360
361	8:00 AM	10:00 AM	362	363	364	365
366	7:00 AM	9:00 AM	367	368	369	370
371	6:00 AM	8:00 AM	372	373	374	375
376	5:00 AM	7:00 AM	377	378	379	380
381	4:00 AM	6:00 AM	382	383	384	385
386	3:00 AM	5:00 AM	387	388	389	390
391	2:00 AM	4:00 AM	392	393	394	395
396	1:00 AM	3:00 AM	397	398	399	400
401	12:00 AM	2:00 AM	402	403	404	405
406	11:00 PM	1:00 AM	407	408	409	410
411	10:00 PM	12:00 AM	412	413	414	415
416	9:00 PM	11:00 PM	417	418	419	420
421	8:00 PM	10:00 PM	422	423	424	425
426	7:00 PM	9:00 PM	427	428	429	430
431	6:00 PM	8:00 PM	432	433	434	435
436	5:00 PM	7:00 PM	437	438	439	440
441	4:00 PM	6:00 PM	442	443	444	445
446	3:00 PM	5:00 PM	447	448	449	450
451	2:00 PM	4:00 PM	452	453	454	455
456	1:00 PM	3:00 PM	457	458	459	460
461	12:00 PM	2:00 PM	462	463	464	465
466	11:00 AM	1:00 PM	467	468	469	470
471	10:00 AM	12:00 PM	472	473	474	475
476	9:00 AM	11:00 AM	477	478	479	480
481	8:00 AM	10:00 AM	482	483	484	485
486	7:00 AM	9:00 AM	487	488	489	490
491	6:00 AM	8:00 AM	492	493	494	495
496	5:00 AM	7:00 AM	497	498	499	500
501	4:00 AM	6:00 AM	502	503	504	505
506	3:00 AM	5:00 AM	507	508	509	510
511	2:00 AM	4:00 AM	512	513	514	515
516	1:00 AM	3:00 AM	517	518	519	520
521	12:00 AM	2:00 AM	522	523	524	525
526	11:00 PM	1:00 AM	527	528	529	530
531	10:00 PM	12:00 AM	532	533	534	535
536	9:00 PM	11:00 PM	537	538	539	540
541	8:00 PM	10:00 PM	542	543	544	545
546	7:00 PM	9:00 PM	547	548	549	550
551	6:00 PM	8:00 PM	552	553	554	555
556	5:00 PM	7:00 PM	557	558	559	560
561	4:00 PM	6:00 PM	562	563	564	565
566	3:00 PM	5:00 PM	567	568	569	570
571	2:00 PM	4:00 PM	572	573	574	575
576	1:00 PM	3:00 PM	577	578	579	580
581	12:00 PM	2:00 PM	582	583	584	585
586	11:00 AM	1:00 PM	587	588	589	590
591	10:00 AM	12:00 PM	592	593	594	595
596	9:00 AM	11:00 AM	597	598	599	600
601	8:00 AM	10:00 AM	602	603	604	605
606	7:00 AM	9:00 AM	607	608	609	610
611	6:00 AM	8:00 AM	612	613	614	615
616	5:00 AM	7:00 AM	617	618	619	620
621	4:00 AM	6:00 AM	622	623	624	625
626	3:00 AM	5:00 AM	627	628	629	630
631	2:00 AM	4:00 AM	632	633	634	635
636	1:00 AM	3:00 AM	637	638	639	640
641	12:00 AM	2:00 AM	642	643	644	645
646	11:00 PM	1:00 AM	647	648	649	650
651	10:00 PM	12:00 AM	652	653	654	655
656	9:00 PM	11:00 PM	657	658	659	660
661	8:00 PM	10:00 PM	662	663	664	665
666	7:00 PM	9:00 PM	667	668	669	670
671	6:00 PM	8:00 PM	672	673	674	675
676	5:00 PM	7:00 PM	677	678	679	680
681	4:00 PM	6:00 PM	682	683	684	685
686	3:00 PM	5:00 PM	687	688	689	690
691	2:00 PM	4:00 PM	692	693	694	695
696	1:00 PM	3:00 PM	697	698	699	700
701	12:00 PM	2:00 PM	702	703	704	705
706	11:00 AM	1:00 PM	707	708	709	710
711	10:00 AM	12:00 PM	712	713	714	715
716	9:00 AM	11:00 AM	717	718	719	720
721	8:00 AM	10:00 AM	722	723	724	725
726	7:00 AM	9:00 AM	727	728	729	730
731	6:00 AM	8:00 AM	732	733	734	735
736	5:00 AM	7:00 AM	737	738	739	740
741	4:00 AM	6:00 AM	742	743	744	745
746	3:00 AM	5:00 AM	747	748	749	750
751	2:00 AM	4:00 AM	752	753	754	755
756	1:00 AM	3:00 AM	757	758	759	760
761	12:00 AM	2:00 AM	762	763	764	765
766	11:00 PM	1:00 AM	767	768	769	770
771	10:00 PM	12:00 AM	772	773	774	775
776	9:00 PM	11:00 PM	777	778	779	780
781	8:00 PM	10:00 PM	782	783	784	785
786	7:00 PM	9:00 PM	787	788	789	790</td

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entire first line as well as the host agency spot. With the plain PDF you can still pre-fill but you have to print it and hand write those sections.

The DEP highly suggests pre-filling as much information as you can. This cuts down on omissions by inspectors and reduces the irritation that occurs when there is information missing. Click on the link below to download the form you'd like to use:

[2017 Inspection form - Fillable PDF](#)

[2017 Inspection form - Plain old non-fillable PDF](#)

New Data Entry Procedure

At the Milfoil Summit this year, you were informed about some data entry changes for the 2017 season. DEP is urging all boat inspection programs to enter their own data this season using an Excel form created by DEP. This form looks very similar to the paper inspection form making it easy to understand and use.

Here's how it will work: boat inspections will still be collected on paper forms at the ramp. At the end of shift, or soon after, someone from your organization will enter the information from the paper form into the electronic Excel form. The Excel form can be opened in Microsoft Excel and Google Docs. Once the inspection data are entered for a shift, you save the form on your computer and email it to DEP (Karen.A.Hahnel@maine.gov). We still need to receive the paper inspection forms. They should be mailed to Karen Hahnel, Maine DEP, SHS 17, Augusta, ME 04333. Please note that if you are *not* entering the data yourself forms should be sent to Mary Jewett at LEA: 230 Main Street, Bridgton, ME 04009.

To save time, much of the Site information at the top of the form is already filled in by DEP such as the Agency Name, Lake Name, and Town Name. The Ramp Name is in a dropdown list that you choose from as will be the Inspector Name. So the remaining information that must be entered is the date, shift time and whether the inspector is paid (P) or a volunteer (V), and then all the inspection information.

By entering your own data you will be able to see and correct errors quickly assuring that all your data are entered accurately. By the time LEA or DEP sees an error it is long after the inspection and if mistakes aren't easily corrected then those inspection forms aren't entered. Also, by entering your own data, the inspection forms will be on your computer, readily available making it unnecessary to copy the forms before sending them to DEP.

DEP strongly urges that groups enter their own data in 2017 as this will be a requirement in the future. The combination of increasing inspections (the number of 2016 inspections reached an all-time high of 88,165) and loss of

staff means DEP can't enter the inspection data in a timely fashion. DEP will email the electronic data form with instructions once the CBI grants are awarded in May.

If you have questions please contact DEP's Karen Hahnel at 207-215-9270 or email Karen.A.Hahnel@maine.gov.

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