

Standard Operating Procedure #2:

Training and Safety

Version 1.0

In Monitoring Protocol for Wadeable Streams of the Great Lakes Network

Prepared by

David D. VanderMeulen^{1*}, Richard Damstra¹, Joan E. Elias¹, and Leah Kainulainen²

¹ National Park Service

Great Lakes Inventory and Monitoring Network

2800 Lake Shore Drive East

Ashland, Wisconsin 54806

**Contact author: david_vandermeulen@nps.gov*

² National Park Service

Pictured Rocks National Lakeshore

P.O. Box 40

N8391 Sand Point Road

Munising, Michigan 49862

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Contents

	Page
Tables.....	ii
Revision History Log.....	iii
Acknowledgements.....	iii
2.0 Introduction.....	1
2.1 Pre-Season Classroom Training.....	1
2.1.1 Hydrological Concepts	1
2.1.2 Understanding the Protocol and Standard Operating Procedures.....	1
2.1.3 First Aid and Cardio-Pulmonary Resuscitation (CPR).....	2
2.2 Hands-On Training	2
2.2.1 Use of a Multisensor Water Quality Instrument.....	2
2.2.2 Use of a Global Positioning System (GPS)	3
2.2.3 Use of Flow Measuring Equipment	3
2.2.4 Other Field Methods	3
2.2.5 Preserving Macroinvertebrate and Periphyton Samples.....	3
2.2.6 Cleaning Field and Laboratory Equipment.....	4
2.2.7 Boat Training	4
2.3 Safety Procedures.....	4
2.3.1 USGS Field Manual.....	4
2.3.2 Basic Fieldwork Safety Preparation	5
2.3.2.1 Crew Size	5
2.3.2.2 Safety Gear and Information.....	6
2.3.2.3 Trip Plans	6
2.3.2.4 Methods of Communication	7
2.3.3 Emergency Medical Forms and Information	8
2.3.4 Safety While Sampling	9
2.3.5 Job Hazard Analyses.....	9
2.3.4 Safety Equipment Checklists	10
2.4 Literature Cited	15
Appendix 1. Emergency Contact and Medical Form.....	17

Tables

	Page
Table 1. General safety equipment for field work.	10
Table 2. Personal protective equipment for laboratory and field work.....	11
Table 3. Checklists for vehicles and vehicular laboratories.	12
Table 4. Checklists for the use of watercraft.....	13

Revision History Log

The following table lists all edits and amendments to this document since the original publication date. Information entered in the log must be complete and concise. Users of this standard operating procedure will promptly notify the project leader and/or the Great Lakes Network (GLKN) data manager about recommended and required changes. The project leader must review and incorporate all changes, complete the revision history log, and change the date and version number on the title page and in the footer of the document file. For complete instructions, please refer to Procedure for Revising the Protocol, SOP #16.

Previous Version #	Revision Date	Author (with title and affiliation)	Location in Document and Concise Description of Revision	Reason for Change	New Version #
Add rows as needed for each change or set of changes tied to an updated version number					

Acknowledgements

Portions of this standard operating procedure (SOP) were adapted from the Great Lakes Network Health and Safety Plan, the Greater Yellowstone Network's SOP on safety (O'Ney 2005), and the U.S. Geological Survey's manual for collecting water quality data (Lane and Fay 1997). Thanks to Jay Glase for specific language on safety while sampling.

2.0 Introduction

Prior to collecting data and water samples in the field, the field crew members must be trained in the techniques and procedures that will be used throughout the season. Familiarity with the protocol and standard operating procedures (SOPs), as well as with vehicle operation, equipment, and basic safety standards, are critical to the success of the stream monitoring project. This SOP includes procedures for training in the specific skills and knowledge necessary for collecting good data and understanding those data. The crew must be also trained in specific safety procedures to ensure their safety and that of others.

The project manager will conduct or arrange for all training needed prior to the field season.

2.1 Pre-Season Classroom Training

Periodically read through the entire protocol, including all standard operating procedures (SOPs). Be sure to understand the purpose for which the various types of data will be collected and review the SOPs for the types of measurements and samples needed. Be alert for portions of the protocol or SOPs that may be in need of revision, and bring these sections to the attention of the appropriate supervisor.

It is desirable to begin training well before the field season begins to allow adequate time for thorough understanding of field and laboratory procedures and to obtain certification (e.g., first aid) when necessary. Field personnel should undergo training in first aid, as well as training in other areas applicable to monitoring wadeable streams.

2.1.1 Hydrological Concepts

An understanding of basic hydrological and limnological concepts is useful for recognizing bad or illogical data in the field. For example, a dissolved oxygen reading of 30 mg/L may indicate a malfunction of the multisensor instrument, or something as simple as fouling of the probe. Recognition of the problem at the time it occurs allows for immediate adjustment in the field, for example cleaning the membrane on the probe or changing the batteries, so that good data can still be collected.

The field crew leader, and if possible, other crew members, will study select modules of the Water on the Web (2004) curricula (<http://waterontheweb.org/curricula>). The modules will be selected by the project manager and will include those on wadeable streams (e.g., flow measurements, sample collection, laboratory methods). Individual study may be followed with group discussion and/or individual discussion with the project manager or a hydrologist.

2.1.2 Understanding the Protocol and Standard Operating Procedures

Reading and understanding the entire protocol and all SOPs are crucial prior to initiating field work. The project manager will allow adequate time for all field crew members to complete this step to

ensure success of the project. Field and laboratory related SOPs will also be covered as part of the hands-on training, described below.

2.1.3 First Aid and Cardio-Pulmonary Resuscitation (CPR)

Training in the basic medic/first aid and Heartsaver AED, which includes CPR and use of an automated external defibrillator (AED), is required (Route et al. 2013) for all crew members and will be paid for by the National Park Service (NPS). Certification is valid for two years. Training and certification should be acquired prior to the field season.

2.2 Hands-On Training

In addition to the classroom training described above, a variety of hands-on training and practice prior to the first sampling period will help ensure collection of high quality data. Familiarity with the use and maintenance of equipment, procedures for collecting and processing macroinvertebrate and periphyton samples, techniques for cleaning field and laboratory equipment, techniques for assessing instream and riparian habitat conditions, and techniques for measuring flow are essential to the success of the wadeable streams monitoring project. Field crew leaders are required to complete all of the following training; other field crew members should also complete the training, if possible, although it is not required.

2.2.1 Use of a Multisensor Water Quality Instrument

Each type of multisensor instrument comes with specific instructions on use and care. Guidelines for calibration and use of multisensor instruments are included in SOP #6, however it is important to use the instruction manual specific to each instrument. Check the manufacturers' websites for updates or changes to instructions.

Training in the use of a multisensor instrument will include the following:

- Calibration procedures and acceptance criteria
- Keeping a calibration log
- Maintenance, including replacing fluids and membranes
- Creating files on the data logger
- Storing data on the data logger
- Downloading data to a laptop computer
- Use of the instrument in a field setting, including depth profiles and equilibration
- Troubleshooting

Crew members will have the opportunity to practice the skills learned prior to the actual sampling until they are comfortable with the use of the instrument.

2.2.2 Use of a Global Positioning System (GPS)

Location information must be gathered via GPS for each site during each visit. Training in the use of a GPS will include navigation to a known location, acquiring location information, storing data, and downloading data. Details on the use of a GPS can be found in SOP #3.

2.2.3 Use of Flow Measuring Equipment

Accurate measurement of flow requires equipment and methods appropriate for the site. There are several types of flow meters available for purchase. Field crews will be trained in the use of flow meters, the proper location in the stream for measuring flow, and QA/QC procedures. If needed, the project manager will refer field crews to a hydrologist for training on the measurements of flow and discharge. Details on conducting flow measurements are in SOP #10.

2.2.4 Other Field Methods

In addition to collecting data with the multisensor instrument, a field data sheet must be completed, and macroinvertebrate and periphyton samples must be collected, habitat condition assessment must be conducted, and the water level and flow must be determined at each site. Prior to the field season, the field crew will receive training in and have the opportunity to practice the following:

- completing the field data sheets
- conducting a stream habitat assessment
- using macroinvertebrate and periphyton collection equipment
- reading a staff gage
- Making proper flow measurements
- decontaminating equipment between stream sections to avoid transfer of species from one area to another, and determining when decontamination is necessary
- following QA/QC procedures

2.2.5 Preserving Macroinvertebrate and Periphyton Samples

Macroinvertebrate and periphyton samples must be preserved either in the field or back at the office or lab (SOPs #7 and #8). Crew members will be trained in, and will have the opportunity to practice, the following techniques:

- Adding appropriate preservative to macroinvertebrate and periphyton samples
- Packing samples for shipment to labs
- Filling out chain of custody forms

- Following QA/QC procedures

2.2.6 Cleaning Field and Laboratory Equipment

Field and laboratory equipment must be cleaned between sites and site visits to avoid contamination with water or organisms from the previous sampling site details on decontamination is found in SOP #5. Training in proper techniques will include the following techniques:

- cleaning equipment with phosphorus-free detergent
- setting up an acid bath
- cleaning equipment with an acid bath
- rinsing with distilled or de-ionized water

2.2.7 Boat Training

Prior to operating a NPS boat or canoe, training and certification are required (Route et al. 2013). If a boat will be used to access stream monitoring sites, the crew leader must receive the training and obtain certification; it is highly desirable for the remaining crew members to do so as well. The project manager will arrange for training prior to the field season through one of the several GLKN parks that offer it. Arrangements should be made well in advance of the field season.

2.3 Safety Procedures

Safety of field personnel should always be the first concern in conducting a monitoring program and in the selection of sampling sites. General safety considerations for work in the office, field, and laboratory, as well as a discussion of other issues such as prevention of accidents and injuries and communication procedures are discussed in the Great Lakes Network Health and Safety Plan (Route et al. 2013) and GLKN's Laboratory Safety Plan.

Numerous safety issues and concerns are associated with implementing a project that includes extensive field work and sampling. Field personnel routinely come into direct and indirect contact with waterborne pathogens, chemicals, and potentially hazardous plants and animals. Field work requires an awareness of potential hazards (i.e., situational awareness) and knowledge of basic safety procedures. Advanced planning can reduce or eliminate many safety hazards.

2.3.1 USGS Field Manual

This SOP is meant to be used in conjunction with Chapter A9 of the USGS National Field Manual (Lane and Fay 1997), which contains more complete information about potential hazards that water quality monitoring field personnel may encounter during field work and the procedures that, when implemented properly, will help ensure the safety and health of field crew members. A copy of this manual is provided to the field crew and may be downloaded from

<http://water.usgs.gov/owq/FieldManual/Chap9/content.html>. Topics addressed in the USGS document include:

- General references for federal policies and Department of Interior (DOI) safety guidelines
- Safety policies you are required to know and follow pursuant to the Occupational Safety and Health Act (OSHA), Environmental Protection Agency (EPA), and Department of Transportation (DOT)
- Understanding and implementing a job hazard analysis (JHA)
- Requirements related to use of personal protective equipment (PPE) on the job; Safety training and certification requirements; Safety issues associated with transportation and operation of vehicles (road vehicles and trailers, watercraft, aircraft, etc.) used to reach sampling sites
- Surface water activities (e.g., wading, working from bridges, boats and cableways, etc.)
- Working around machinery, pumps, and other equipment
- Proper use, handling, transport, storage, and disposal of chemicals
- Handling of contaminated water and limiting exposure to yourself and others

Environmental conditions caused by extremes in temperature; sun exposure; threats posed by storms, floods, fire, snow, ice, and various animals and plants

In addition to consulting the USGS manual, the field crew should contact individual park's safety officers or resource managers for information on park radio safety procedures and local problems and issues, such as dangerous or nuisance animals (e.g., black bears at VOYA, red fox at ISRO), insect- and tick-borne diseases (e.g., Lyme disease, encephalitis, West Nile disease), and other issues specific to each park.

2.3.2 Basic Fieldwork Safety Preparation

2.3.2.1 Crew Size

Basic preparations for fieldwork should become routine before every sampling activity. The minimum recommended crew size for field projects is two people. Working alone in the field may be allowed if authorized in advance by your supervisor. If it is absolutely necessary for a person to work in the field alone, this person must:

- Have verbal authorization from your supervisor
- Carry two forms of reliable communication (e.g. radio and cell phone)
- Communicate periodically with co-workers or radio dispatch about planned travel routes, and times of departure and return to key locations.

2.3.2.2 Safety Gear and Information

Carry basic safety equipment, including first aid kit, flashlight, boots, rain gear, antibacterial soap or hand cleaner, matches or lighter, etc. Be aware of changing weather conditions and the potential for storms. Be aware of potential hazards at a monitoring site. Carry general safety information in each vehicle or boat, including:

- safety data sheets (formerly referred to as material safety data sheets) for preservatives
- basic first aid protocols
- emergency phone numbers
- locations of emergency facilities (hospitals, police and fire departments, U.S. Coast Guard)
- maps of the park, surrounding area, and nearest city

Job hazard analyses (JHAs), prepared by the aquatic ecologist, will be discussed with field personnel prior to the field season. The JHAs will cover such topics as hiking and portaging, boating and sampling from a boat/canoe, lab safety, driving vehicles, and stinging insects and poisonous plants.

The next two topics, Trip Plans and Methods of Communication, cover many aspects of fieldwork preparation, and are nearly verbatim from the Great Lakes Network Health and Safety Plan (Route et al. 2013).

2.3.2.3 Trip Plans

For safety purposes, it is critical that certain park staff be aware of fieldwork being conducted in their park by the network. Network employees are required to set up a chain of communication and provide the park with essential information regarding network activities—herein referred to as a “Trip Plan.” For front-country fieldwork this can be as simple as an informal email to the host park’s primary contact and cc’d to your supervisor. All trip plans must include **who** will be involved in the fieldwork, **when** the fieldwork will take place, **what** mode of transportation you have, **where** the work will be performed, and how you can be communicated with. For example an informal email:

To: Park Contact

cc: Joe Supervisor.

I and Jane Doe will be in your park tomorrow, 6/15/2013, to conduct water quality monitoring at Pristine Lake from approximately 10:00 AM until 2:00 PM. We will park our NPS vehicle at the boat ramp for Big Lake, boat to the dock at Grassy Campground, and portage a canoe to Pristine Lake using Rocky Portage Trail. I will have a cell phone (###-###-####) and a park radio, but the radio will be off unless I have an emergency.

Such an email is not only a good way of providing essential safety information; it is good policy for keeping the park informed of our activities.

For all backcountry trips, or for fieldwork spread over several days, a more formal trip plan should be filed. The network program manager is responsible for ensuring the trip plan meets the host park's need for detail and flow of communication. Refer to Appendix H of the Great Lakes Network Health and Safety Plan (Route et al. 2013) or the network SharePoint site under the Safety folder for an example template of a trip plan.

All trip plans should consider the following guidelines and standards:

- A trip leader must be identified when more than one person is involved.
- The trip leader must file a trip plan with the host park and his/her supervisor or delegate.
- The supervisor is responsible for the flow of communication internally within the network.
- A primary contact will be established with the host park through the park's chief ranger or superintendent. This is the responsibility of the project supervisor, but may be coordinated more broadly by the network program manager. The chief ranger or superintendent may delegate a primary contact.
- The park's primary contact is responsible for establishing the park's internal communications, ensuring network trip plans are available to park staff, and if necessary, initiating an emergency response according to park policy. In parks where there is a dispatcher, it is the responsibility of the park's primary contact to see that all dispatchers are aware of network activities.
- The park resource manager/biologist will be informed of network activities and is often delegated as the primary contact.
- For backcountry trips, the trip leader will post the trip plan on the network SharePoint site under the Safety folder (<http://imnetsharepoint/glkn/safety/default.aspx>). Depending on the complexity and inherent dangers of the fieldwork, supplemental information like GPS coordinates for sites or maps of survey areas will also be posted to the SharePoint.
- Check-ins may be required by the park. If required, the timing and frequency should be documented in the trip plan.
- One trip plan can cover an entire field season, but the plan should clearly outline the inclusive dates of discrete field efforts.
- If plans change to such a degree that someone would be unable to easily locate the crew, the trip leader should inform the park as soon as practicable.

2.3.2.4 Methods of Communication

Field crews must have at least two methods of communication and should determine the most effective methods in consultation with their supervisor and the park prior to the trip. The methods will vary by park and situation, but the most common will be a portable two-way park radio (for

parks using radio systems) and either a cell phone or a satellite phone. For urban parks, this can be two cell phones (best if they have different carriers to increase the chance of reception), or a cell phone and a satellite phone. Park staff should be consulted regarding 'dead zones' in radio and cell coverage. All GLKN vessels on the Great Lakes will have a park radio and a marine-band radio mounted in the cabin.

For remote situations on land, crew leaders will also carry a Spot Locator or equivalent device. In the event a radio is not working properly it can be used to send an email to select individuals and/or request immediate emergency response. For boating on the Great Lakes, all GLKN vessels over 18 feet will be equipped with an emergency position-indicating radio beacon (EPIRB). The EPIRB is preprogrammed to send an emergency message to the U.S. Coast Guard.

SOPs for contacts, using portable radios, Spot locator devices, and satellite phones are available within the Great Lakes Network Health and Safety Plan (Route et al. 2013). Supervisors are required to provide hands-on training with crew members on use of devices that will be used during their field work.

2.3.3 Emergency Medical Forms and Information

In a true emergency, get the patient to medical care immediately and worry about forms, payments, and other procedures after the situation has been stabilized. For all non-emergency medical treatments, you must have your supervisor authorize medical treatment and complete a CA-16 form (Authorization for Exam/Treatment) and submit this form to the medical provider. If your supervisor is unavailable and you cannot wait for the treatment, call the network office or the park and someone should be able to authorize treatment.

Accidents and/or injuries that occur on the job must be reported on either a CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation) filled out on the Safety Management Information System (SMIS) website: <https://www.smis.doi.gov>. The injured employee fills out the form online and the supervisor is notified by email that his/her portion of the claim is ready to be filled out. Once completed by the supervisor, the claim is forwarded to the Midwest Region claims coordinator who reviews and forwards the claim to the Office of Worker's Compensation Program (OWCP).

The following paper forms can aid in gathering information for reporting an accident and/or injury that occurred on the job and can be obtained from the U.S. Office of Personnel Management (OPM) website (<http://www.opm.gov/>).

- You may need to provide OWCP1500 "Health Insurance Claim Form" to your provider.
- If you require time off work you must complete form CA-17. Your supervisor must fill out the first portion describing your work duties. The treating physician should then complete the second portion of the CA-17, stating what tasks you cannot perform.
- For reference see CA-10 "What a Federal Employee Should Do When Injured at Work."

Employees have a reasonable expectation of privacy; however, the NPS is responsible for assisting employees in the event of a medical emergency. To do so, we must be aware of allergies, prescription medications, or other medical conditions that would help emergency medical technicians and physicians perform their duties. All network employees have the option to complete a Medical Information Form (Appendix 1) that informs their supervisor of medical conditions that could affect their health and well-being. Employees who prefer not to share this information must still sign and submit a Medical Information Form to their supervisor, indicating their preference. The original copy will be placed in a sealed blue envelope by the employee and kept in a locked drawer in the network administrative office. For employees who are in the field, a copy of this form will be kept by the supervisor or crew leader in a sealed blue envelope. These sealed envelopes will be opened only in an emergency. They will be shredded by the employee at the end of employment.

2.3.4 Safety While Sampling

Small streams can increase in size dramatically following a rain event and may become unsafe in a matter of minutes during a localized storm event. If a stream appears too deep or swift to walk in safely, do not conduct the sampling. If working in the downstream reach of a stream appears marginally unsafe, proceed to the upstream reach to see if stream conditions are safer and work can be conducted there. When working in an unfamiliar area, especially if working alone, it may be advisable to wear a PFD while wading in a stream.

When conducting instream monitoring, always wear footwear that provides good traction and protection against slips and falls. Felt soled waders or shoes usually provide good traction when working in a stream. However, because felt soled gear can harbor and spread exotic species and diseases, be sure to follow the decontamination procedures in SOP #5 if you use felt soled waders. For most wadeable streams, hip boots may suffice for many habitat units, but chest waders may be necessary. If working in a warm environment, some surveyors choose to wear wading shoes with quick dry pants or shorts. Be sure to be aware of the terrestrial environment and potential hazards such as poison ivy or blackberry/raspberry plants that you may be walking through to get to the survey site. If carrying a backpack with gear, remember that your balance in a stream is already compromised and a heavy pack can quickly cause you to lose your balance and fall. Some people prefer to use a walking stick while walking in a stream. It is also usually easier to maintain balance when walking upstream (against the current) than it is to walk downstream. Additionally, polarized sunglasses may help identify and avoid underwater tripping hazards. When finished with a survey, if a trail is available, it's usually easier, and safer to walk the trail to leave the survey area, even if it's longer than walking directly down the stream.

2.3.5 Job Hazard Analyses

The project manager will prepare Job Hazard Analyses (JHAs) and make them available to parks for their use. The JHAs should be discussed with field personnel prior to the field season. The JHAs will cover such topics as hiking and portaging, boating and sampling from a boat/canoe, wading, lab safety, driving vehicles, and stinging insects and poisonous plants.

2.3.4 Safety Equipment Checklists

Checklists are helpful for ensuring that personnel have the appropriate safety equipment available during field trips. Items shown in Tables 1 through 4 are the basic necessities for field work. Field crew members should consider their specific needs and should customize the checklists as necessary. The field crew and project manager will discuss the checklists and determine which items are necessary.

Personal Protective Equipment (PPE) (Table 2) must be selected based on the hazards likely to be encountered. The Great Lakes Network is required to supply appropriate PPE, and field personnel are required to use it.

Table 1. General safety equipment for field work.

√	Basic Safety Equipment Checklist
_____	Waders, hip boots, rubber knee boots
_____	Personal floatation device (PFD)
_____	First aid kit
_____	Fire extinguisher
_____	Flashlight and spare batteries
_____	Communication devices (Park radio, cellular or satellite phone, SPOT locator)
_____	Rain gear
_____	Hat, sun screen, and sunglasses
_____	Drinking water or sports drinks
_____	Safety cones, orange safety vest (working on bridges)
_____	Tool box with basic tools
_____	Antibacterial soap or hand cleaner
_____	Spill kits (for preservatives)
_____	Material safety data sheets (MSDS) for preservatives
_____	Hand-held eye wash
_____	Protective safety glasses or goggles
_____	Container to carry preservatives
_____	List of emergency phone numbers and office contacts

Table 2. Personal protective equipment for laboratory and field work.

√	Chemical and disease protection
_____	Aprons
_____	Eye/Face splash guards
_____	Gloves (vinyl and/or latex or nitrile)
_____	Protective suits
_____	Respirators (certification required for use)
√	Weather and UV protection
_____	Boots
_____	Fluids (e.g., water, sports drinks)
_____	Hat with a brim
_____	Insect repellent
_____	Rain gear
_____	Sunglasses
_____	Sunscreen
_____	Temperature-modifying clothing
_____	Work gloves
√	Flotation and reflective protection
_____	Orange flotation vests and jackets
_____	Safety harness
√	Protection for working around boat motors
_____	Hearing protection

Table 3. Checklists for vehicles and vehicular laboratories.

√	Chemical protection and storage
_____	Chemical spill kit
_____	Eye wash kit (replace old or expired wash solution)
_____	Safety Data Sheets (SDS)
_____	Chemical reagents (stored in appropriate area)
_____	Flammable solvents (stored in appropriate dedicated area)
_____	Pressurized gases (stored in appropriate area)
√	Communications and instructions
_____	Field folder (including maps, emergency phone numbers for medical facilities, office contacts, family contacts)
_____	Cellular phone/communication equipment (check that the service is operational for the area to be traveled)
√	First aid and protective equipment
_____	Complete change of clothes (stored in dry area)
_____	Fire extinguisher (safely secured)
_____	First aid kit and manual (check for missing or old, expired items and replace if necessary)
_____	Orange reflective vest
√	Miscellaneous equipment
_____	Bungie cords (to secure loose articles)
_____	District flood plan (most current version)
_____	Flagging
_____	Duct tape
_____	Knife or multi-tool
_____	Flares
_____	Flashlight (including fresh batteries)
_____	Flexible hose (to vent exhaust away from vehicle)
_____	Safety cones
_____	Tool kit
_____	U.S. Geological Survey TWRI Book 9 Chapter A9.

Table 4. Checklists for the use of watercraft.

√	Instructions and navigation
_____	Field folder, with sampling plans
_____	Charts and maps
_____	Compass
_____	Depth finder
_____	Dead-man's switch
_____	Navigation lights
_____	Ring buoy with line
√	Distress and external communication
_____	Radio (VHF, AM, FM, and WEATHER)
_____	Special lighting/flagging (if boat activities might pose a hazard to the public, such as tag line measurements)
_____	Visual distress signals (Coast Guard approved)
_____	Whistles or horns
_____	Type IV throwable rescue device
_____	Personal flotation devices for each passenger (Coast Guard approved)
_____	Anchor and lines (spare)
_____	Bucket for use as a bailer (sponge for use in canoes)
_____	Paddle (extra paddle for each canoe or rowboat)
_____	First aid kit (Coast Guard approved)
_____	Flashlights and batteries
_____	Fire extinguishers
_____	Spare parts (anchor, fuel, propeller, extra lines, cotter pin)
_____	Tool and repair kits
_____	Extra clothes (hat, foul-weather gear)
_____	Food and water
_____	Sunscreen
_____	Conversion factors and abbreviations

2.4 Literature Cited

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Appendix 1. Emergency Contact and Medical Form.

Employee Name

Emergency Contacts

#1 Name: _____ Relationship: _____
Phone: (home) _____ (work): _____

#2 Name: _____ Relationship: _____
Phone: (home) _____ (work): _____

Great Lakes Network Contacts

Network Office	715-682-0631 x224	Mississippi NRRA	_____
Apostle Islands NL	_____	Pictured Rocks NL	_____
Grand Portage NM	_____	St. Croix NSR	_____
Indiana Dunes NL	_____	Sleeping Bear Dunes NL	_____
Isle Royale NP	_____	Voyageurs NP	_____

Local Emergency Contacts (or call 911)

Nearest Hospital:

Address: _____
Phone: _____

Other medical facility (24-hour care)

Address: _____
Phone: _____

Police: 911 or _____

Fire: 911 or _____

Utility: _____

Health Information Centers

Poison Control: 1-800-222-1222 _____

Centers for Disease Control: _____

Information Hotline: _____

Other: _____

Medical Information Form (*retain in office*)

Name

Date of birth

Local mailing address

Local phone number

Cell phone number

Emergency contact
information #1

Relationship:

Emergency contact
information #2

Relationship:

Allergies and medical
issues of concernMedications currently
being taken

☐ Check here and provide additional information on the back or on attached sheets if there are other issues you feel emergency personnel need to know to properly care for you in an emergency.

☐ By checking this box and signing below, the employee indicates their preference to not share personal medical information with the National Park Service, Great Lakes Network Office. The employee understands that his/her refusal may delay or hinder necessary care if he/she has an undisclosed underlying medical condition or drug allergy. The employee is free to change their mind at any time and submit a completed form.

Employee

Date

Completion of this form is voluntary and does not influence any hiring decision or performance evaluation. It is strictly to be used in case of an emergency when the person named above is unable to provide such information to emergency personnel. This form will be kept in a locked file at the network office and will be destroyed by the employee at the end of their term of employment.