

U.S. Fish and Wildlife Service
Marquette Biological Station
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U.S.A.

and

U.S. Fish and Wildlife Service
Ludington Biological Station
5050 Commerce Drive
Ludington, Michigan 49431
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and

Department of Fisheries and Oceans
Sea Lamprey Control Centre
1219 Queen Street East
Sault Ste. Marie, Ontario
Canada P6A 2E5

ADMINISTRATIVE OPERATING PROCEDURE

PROCEDURE TITLE:

Training Procedures and Records

APPLICABILITY:

Procedures apply to all personnel performing lampricide treatments.

PURPOSE:

To ensure a basic core of training for all personnel.

PROCEDURE:

I. Training Prior to Field Season (where applicable)

- A. Ensure employee is familiar with facilities and Station Safety Plan.
- B. Ensure employee is trained in use of shop power tools and shop safety.
 1. Employee is not permitted to operate power shop tools without training.
 2. Employees must know the location of safety equipment including ear plugs, face shields/goggles, and leather gloves.
 3. Safety-toed boots are required to work in the shop and in the trailer bay areas.

4. No work can be conducted without proper safety equipment.
 5. Power tools are not operated during break times.
- C. Ensure employee is trained in lamprey and fish identification.
- D. Ensure employee completes cardiopulmonary resuscitation (CPR) and first aid training.
- E. Personnel are instructed in driving safety and regulations.
1. Ensure employee completes defensive driving course.
 2. Federal vehicles are for authorized use only.
 3. Vehicle inspection is conducted every 3000 miles and daily prior to use.
 4. Ensure employee is familiar with and practices driving assigned truck and trailers. Vehicle check lists are reviewed.
- F. Ensure employee completes hazard communication training.
- G. Ensure employee completes respirator training.
- H. Ensure employee views videos on water safety.
- I. Ensure employee completes automotive winch use and safety.
- J. Ensure employee completes electrofishing certification and/or safety training.
- K. Ensure employee views videos on Lyme Disease.
- L. Employees are familiarized with the hazards of poisonous plants (e.g. poison ivy) and poisonous snakes. Employees with allergies to plants, foods, or bee stings identify that condition.
- M. Ensure employee completes All-Terrain Vehicle/Off Road Utility Vehicle (ATV/ORUV) training.
- N. Ensure employee completes boat training and safety course.
- O. Ensure employee studies state pesticide training manuals and passes exams.
- P. Employees are familiarized with the Station Fire Evacuation Plan and escape route for each location of the building. During an evacuation control personnel meet at the west corner of the building.
- Q. Employees are familiarized with laboratory safety procedures.
1. Formaldehyde can be used only by persons who are properly trained.
 2. Chemicals are stored only in the laboratory chemical room.
 3. Chemical splash goggles are required to enter the chemical storage room.
- R. Employees are instructed to clean work areas and put away equipment at the end of each

work day. Exit doors are to be locked at the end of the work day, and anyone exiting the building is required to check the door to insure that it is locked.

- II. Training the first Month of Field Season (where applicable)
 - A. Ensure employee is familiar with the use of lampricides.
 - 1. Employee is trained in use of personal protective equipment.
 - 2. Employee is trained in pesticide spill procedures.
 - B. Ensure employee is familiar with and practices using lampricide application pumps and equipment and with preparing application sites.
 - C. Ensure employee is trained in stream gauging procedures. After initial familiarization with equipment and procedure, the training proceeds to the field for hands-on experience.
 - D. Ensure employee is trained in water chemistry procedures and procedures for operation of pH meters and automatic pipettes.
 - E. Ensure employee is trained in procedures for TFM analysis, and in procedures for operation of spectrophotometers.
 - F. Ensure employee is trained in fluorescent dye studies, and procedures for operation of the fluorometer.
 - G. Ensure employee is trained in procedures for operation of ISCO and Sigma water samplers.
 - H. Ensure employee is informed of proper procedures in working with the public and landowners.
- III. Training Records and Implications
 - A. Pre-field season training is documented by signing attendance records at the time of training and time of viewing of videos or films. The signed attendance records are maintained for Hazardous Materials Communication, water safety, respirator training, and other training videos. Certificates of course completion are issued for Defensive Driving, CPR/First Aid, Boat Training, and ATV/ORUV training. Other training is documented in the database. Supervisors initial for required training on a form, employees initial and date upon completion of training, and instructors initial and date when the training is successfully completed.

Supervisors ensure that employees have completed all required training. If training has not been completed, efforts are made to reschedule the training at a later date. If training on motor vehicles, towing of trailers, boat training, or ATV/ORUV training is not completed, the employee is not permitted to operate these vehicles in the field until training is completed.
 - B. Field training for stream gauging, lampricide application, water chemistry, instrument operation, and other procedures are documented on the Procedural Documentation Form (attachment). Supervisors initial required procedures, employees initial and date completed training, and instructors initial and date after successful completion of training.

- C. Establish training records for each employee. Training records are stored in a data base.

This procedure has been reviewed and approved by the undersigned representative of the U.S. Fish and Wildlife Service.

REVIEWED/APPROVED _____ DATE _____
Field Supervisor (U.S.)