

## Instructions for AIS sign installation

**Thank you for posting Wisconsin's new AIS signs!** AIS signs are an effective tool for reminding and educating boaters about AIS prevention steps and Wisconsin's AIS Law. It is our goal to place AIS signs at all public boat landings in the state.

### ***Before installation...***

#### **Required:**

**Contact Diggers Hotline before you install** any post at a boat landing. Although new posts may not be required, it is helpful to contact Diggers Hotline to avoid surprises in the field. The request to Diggers Hotline can be submitted electronically. For more information, visit <http://www.diggershotline.com/> and click on "Email-A-Locate". Always call before you dig or put a post in the ground!

**Diggers Hotline: Wisconsin's One-Call Center**

**CALL 811 or (800) 242-8511 | (877) 500-9592 (emergency only)**

#### **Recommended steps:**

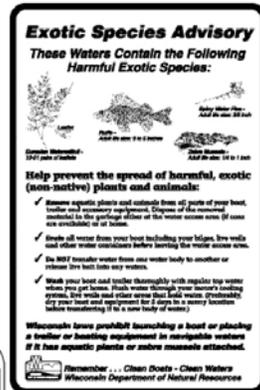
Taking the time to put together a map, obtain permission, and plan a route to save time and miles in the field. Plan ahead and follow these recommended steps:

1. Delineate township lines on map copied from Wisconsin Gazetteer and County plat books.
2. Identify lake and river landings on maps.
3. Obtain permission from landing owners by contacting Federal agencies, DNR (Forestry/Fisheries) department, county (Land and Water Conservation, Forestry or Parks), cities, towns, villages, and private owners. Boat landing operators and managers can also be searched online within the "more information" section at <http://www.dnr.wi.gov/org/land/facilities/boataccess/listboat.asp?> County clerks offices also frequently have this information available. Please see attached **sample permission letter and form** for details.
4. Gather additional needed materials, such as printing off **Boat landing survey forms** for each boat landing that will receive a new sign (see attached). This may also be a good opportunity to replenish publications at kiosks. To place AIS publication orders please email orders to [DNRAISinfo@wisconsin.gov](mailto:DNRAISinfo@wisconsin.gov).
5. Contact local officials for directions to landings and for locations of commonly used private landings not on the map. They often can provide names or phone numbers of private landing owners and other helpful information.

### Current signs at boat landings:

There are three AIS signs that the DNR has provided in the past and you will likely encounter at boat landings. The intent of the new sign is to *replace* these old signs. Therefore, we recommend you take down these signs during your visit and **returned to us**. These signs will be recycled for the new signs, which would greatly reduce our costs. These signs are:

1. “Exotic Species Advisory”



2. “HELP prevent the spread of Aquatic Exotic Plants and Animals”



3. “Please stop and remove all aquatic plants and animals and drain water from boat and trailer”



### **Equipment you will need:**

- 7-8 foot metal U-posts (U channel posts).
- Post pounder/sledge hammer
- Step Stool
- Hammer
- Cordless drill and drill bits
- 5/16" socket **and** wrench
- 5/16" x 2 1/2" Hex bolts for securing yellow signs to post.
- 5/16" x 2 1/2" Carriage bolts for securing metal signs (no washer needed).
- 5/16" Lock nuts (with plastic threads so no lock washer needed)
- 5/16" Tufnut (anti-theft) security nuts, bolts, and washers for posting areas where signs tend to disappear.
- **Maps:**
  - Wisconsin Gazetteer
  - Lake Maps
  - Plat Books
- **Other:**
  - **Boat landing survey form (1 form/sign)**, see attached
  - Permission slips, see attached
  - Directions to landings
  - Boat Landing Inventory Form (water resistant paper suggested)
  - Ear plugs/muffs
  - Gloves
  - Hard Hat
  - Cell Phone
  - Digital Camera
  - Regional DNR Telephone Directory
  - Warden Contact Numbers
  - Sun block
  - Sunglasses
  - Pencils
  - Permanent marker
  - Clip Board
  - Watercraft Inspection Report (to record any watercraft inspection efforts)
  - Brochures, Wild Cards to distribute to the public at the landings

### **How to install a sign:**

1. **Contact Diggers Hotline before you install** and request permission to install a new sign
2. Find ideal sign location facing water, that is easily visible to boat landing users
3. Make sure sign is out of way of vehicle traffic. In order to maintain public safety, **NO** signs should ever be installed on traffic regulatory sign posts. If there are any questions about appropriate sign location at public access sites, please consult the property manager.
4. Use post pounder or sledge hammer and secure U-post 2-3 feet in ground making sure the open end of "U" faces the water.
5. Align top of sign with top of U-post and insert bolts from front of sign through predrilled hole in the top and bottom of the sign and post. (Make sure both holes line up with holes in post before securing with nut or tufnut).
6. Use socket and/or wrench to secure nut or tufnut to bolt.
7. Make sure sign is secure.
8. **FILL OUT** boat landing survey form and upload information into SWIMS or return by mail.
9. Repeat at next landing.

### **What to do after new signs have been installed**

1. Recycle metal and plastic signs, posts, and hardware to a local recycling facility. You may also keep them if you think you may be able to use them in the future.
2. Remember to enter your boat landing survey form into SWIMS or to mail it back to:

AIS Education Specialist  
Wisconsin DNR- WT/4  
101 S. Webster St.  
Madison, WI 53703

*If you have additional questions/comments please contact Bob Wakeman at [Robert.Wakeman@wisconsin.gov](mailto:Robert.Wakeman@wisconsin.gov). Thank you again for your efforts in protecting Wisconsin's waters!*



## Sample Permission Letter



**State of Wisconsin / DEPARTMENT OF NATURAL RESOURCES**

Jim Doyle, Governor  
Scott Hassett, Secretary  
William H. Smith, Regional Director

Northern Region Headquarters  
107 Sutliff Ave.  
Rhinelander, Wisconsin 54501-3349  
TELEPHONE 715-365-8900  
FAX 715-365-8932  
TTY 715-365-8957

Date:

Subject: Permission to post signs at boat landings

Dear Town Board of Supervisors,

One of the ways the Wisconsin Department of Natural Resources (WDNR) is addressing the challenge of combating invasive species in Wisconsin's waters is by posting signs at boat landings. These signs alert boaters to invasive species present in the waterbody and provide tips to prevent their spread to other lakes and streams. Other strategies to combat this problem include monitoring lakes for invasive species, training volunteers to monitor their own boat landings through the Clean Boats/ Clean Waters workshops, watercraft inspection efforts by agency staff and dissemination of education/outreach materials.

Your assistance is requested to help us post the signs. *Please forward to us a list of boat landings under your ownership.* We will then inform you which lakes contain invasive species and thus should be posted with the warning signs. *Your written permission granting authority to the WDNR to place signs at your boat landings is also necessary before sign placement can occur.*

Enclosed are copies of three metal signs. The plastic "yellow exotics advisory" sign is placed at boat landings on infested waters and the "Help Prevent..." sign is placed on uninfested waters. Both these signs are placed near the launch site. The "Stop" sign is posted as they leave the launch site as a reminder to boaters to clean their boats and equipment.

Feel free to contact me with any questions or concerns. **Please return the authorization form and the list of landings to me at the address above.**

Thank you for your interest and cooperation.

Sincerely,

Contact information



# Sample Permission Form



State of Wisconsin / DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor  
Scott Hassett, Secretary  
William H. Smith, Regional Director

Northern Region Headquarters  
107 Sutliff Ave.  
Rhinelander, Wisconsin 54501-3349  
TELEPHONE 715-365-8900  
FAX 715-365-8932  
TTY 715-365-8957

## Authorization to Post Signs at Boat Landings

The County Board of \_\_\_\_\_ hereby grants permission to the Wisconsin Department of Natural Resources to place signs at boat landings under our ownership and/or control. The signs are to alert and educate boaters to the problem of invasive species in our waters.

Granted this day of \_\_\_\_\_

\_\_\_\_\_ Signature

Authorized Representative

### BOAT LANDINGS UNDER OUR OWNERSHIP

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

