

Guide for Volunteer CBI- Toddy Pond

Revised July, 2025

1. Inspectors should **bring** a chair, sun and bug protection. Identifying yellow t-shirts are available and should be worn while on duty. **CBI forms** can be downloaded from the website toddypond.org. Forms should also be available in the black box behind the kiosk at the landing.
2. Inspectors usually **park** on the grassy knoll closest to the launching ramp. Please do not park in spots reserved for boaters or where you might impede a boater's line of launch.
3. **Introduce** yourself by first name and as a Courtesy Boat Inspector and why you are there.
4. **Always get permission** to inspect a boat. We are now asked to also count and inspect the boat trailers already in the lot when you arrive. If a trailer in the lot has noticeable plants on it and the owner is available, ask to remove the plants. If the plants are fragments or obviously non-invasive, discard them away from the water. If the owner is NOT available, take photos of the plants. If there is a concern that they are invasive, call the CBI coordinator, take pictures of the plants and remove them and place them in a baggy with some lake water.
5. If a boater refuses to give permission, thank him/her and walk away in a courteous manner. **Inspectors have no authority to prevent a boater from launching**, even if plants are evident. (You might ask the boater to please remove the plants first).
6. **Inspect all boats**, including small craft such as paddle boards, kayaks, and canoes. "How-to inspect" videos can be viewed on the website, toddypond.org. If there is any standing water in the boat, boaters are now

asked to pull the drain plug, away from the lake, before entering and also after leaving.

7. The inspector gathers data on each boat **entering and leaving** including registration number and presence of a “milfoil sticker” for the current year (on motorized boats) and the last lake visited. If a motorized boat has no registration number or sticker, you may warn him that he could be fined but you cannot prevent the boat from launching.

8. In the kiosk there is a current map of Lakes/Water bodies which have invasive plants. There are also pamphlets in the mailbox with the same information which you should feel free to offer to boaters. If you are familiar with these lakes, you will be cued to do a very thorough inspection of a boat which was last on one of these lakes, also asking the boater if he was able to wash the boat prior to entering Toddy. Please add this info in “notes”.

9. Inspectors are not expected to “manage” the launch site. **You should not assist a boater** in the launching process, due to potential liability.

10. **The Maine Milfoil Law** makes it illegal to transport ANY aquatic plant, native or non-native, on the outside of a vehicle, boat, trailer, or equipment. If any plants are noted, ask permission to remove the plants. Most can be tossed in the woods away from the lake. Mark “Yes” for “Any Plants Found”. Any suspicious looking plant should be saved in a plastic bag with a small amount of water, labeled to match the data on the CBI form and given to the CBI coordinator. If the discarded plants are not submitted as suspicious, mark “No” in the column “Was the Plant Identified as Invasive?”

11. If plant(s) are found on a boat/trailer, courteously ask the owner to power wash the boat and trailer (for example at a car wash) before putting the boat into the pond. This is a request and not a requirement. If the owner refuses, make a note on the inspection form and call the CBI coordinator. In general, this will result in a call to the on-call warden who will come to the launch and investigate the matter.

12. **Completed forms** can be left in the black box behind the kiosk.

13. If the **weather** is inclement, inspectors do not need to remain at the site. Please contact the CBI coordinator if you leave a shift due to the weather.

14. If you are unable to cover a scheduled shift, contact the other CBI inspectors to see if they can cover the shift for you as soon as you are aware of needing coverage. Only if they are unable to do so should you contact the CBI coordinator.

15. Some Key Numbers for you to have:

- Marc Restuccia, CBI Coordinator (508) 769-6809
- Maine Warden Dispatch Center (207) 973-3700
- Hancock County Sheriff (207) 667-7575
- Maine State Police (Bangor) 911, (800) 432-7381
- Combination Lock for signs on kiosk: 24-6-24

16. If you have any concerns or problems, please feel free to call/text the CBI coordinator.

THANK-YOU FOR HELPING TO PRESERVE TODDY POND!