



## Minnesota Department of Natural Resources

### OPERATIONAL ORDER # 113

**SUBJECT:** Invasive Species

**CONTACT:** Division of Ecological Services, 651-259-5100

**DATE:** May 31, 2007

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Purpose  
General Responsibilities  
Definitions  
Policies, Responsibilities and Procedures  
    Discipline Guidelines  
    Invasive Species Prevention  
    Site Planning and Management  
    Invasive Species Information Management  
    Evaluation and Monitoring

## PURPOSE

Minnesota Department of Natural Resources (DNR) protects and manages the diverse natural resources of Minnesota. Because invasive species have the potential to adversely affect these natural resources, it is the DNR's policy to limit the introduction of invasive species onto DNR managed lands and waters, limit their rate of geographical spread, and reduce their impact on high value resources. This operational order sets forth DNR policy and procedures to:

- Prevent or limit the introduction, establishment and spread of invasive species.  
Most of the Department's field-based inventory, management, and regulatory activities are potential pathways for the introduction or spread of invasive species. Movement of equipment, organisms, and organic and inorganic material, are potential pathways. Each of these pathways must to be considered and addressed where appropriate to reduce risk associated with invasive species movement.
- Implement site-level management to limit the spread and impact of invasive species.  
Invasive species are present in all types of habitats in the state. Many of the Department's field-based activities can potentially cause increases in invasive species abundance and thereby negatively impacting a site. Site-level management should include planning, implementation and evaluation procedures that reduce impacts of invasive species and the risk of their spread.

This operational order addresses these two primary goals by:

- Requiring Divisions and Bureaus to develop discipline guidelines to implement this operational order
- Providing policy and procedures for prevention and management of invasive species including:
  - Intentional movement of equipment
  - Intentional movement of organisms, organic and inorganic materials
  - Identifying invasive species and implement management strategies to reduce impact at the site level
  - Monitoring and reporting new invasive species infestations.

This operational order applies to all DNR resource management activities by employees and non-DNR individuals or organizations on DNR-administered lands and public waters; and activities DNR regulates, permits, or funds (grants). It is designed to ensure that DNR resource management activities protect our environment from invasive species impacts, comply with existing statutes and rules governing invasive species and meet requirements for dual forest certification by Forest Stewardship Council and Sustainable Forestry Initiative.

Information on how to develop and implement Divisions and Bureaus discipline guidelines can be found in the Invasive Species Operational Handbook (Handbook). The Handbook provides a sample outline for developing discipline guidelines, tables outlining cleaning, site planning and site management recommendations, methods to inventory and report invasive species, and lists

the invasive species of concern. The Handbook is meant to be a timely resource will be updated regularly to include the latest information.

## GENERAL RESPONSIBILITIES

**Assistant Commissioner for Operations** with input from regional directors will review and monitor the DNR's overall compliance with this operational order.

**Division Director/Bureau Administrator** directs implementation of appropriate policies and procedures, and directs the development and implementation of the discipline guidelines.

**Discipline Manager or Supervisor** ensures that all personnel that he or she supervises implement management activities consistent with this operational order and discipline guidelines.

Discipline Manager or Supervisor includes regional managers or supervisors for Ecological Services, Forestry, Wildlife and Fisheries, Parks, Trails, and FOS; and to State Program Supervisors for Ecological Services.

**Project Managers** are responsible for implementation of the operational order and discipline guidelines as it pertains to specific work activities.

**Invasive Species Operational Order Committee** is responsible for review of the invasive species discipline guidelines, coordinating the review and monitoring of the invasive species operational order, and be responsible for updating the Handbook.

## DEFINITIONS

Below are selected definitions that pertain to this operational order. A more complete list of definitions can be found in the Handbook.

**Clean** - The removal of plants, invertebrates and pathogens by physical, chemical or biological methods. Recommended cleaning practices for each invasive species, groups of species or pathogens can be found in the Handbook.

**Infested sites** – A site or area that has a known population of a listed invasive species.

**Infested waters** – Waters designated by the Commissioner of Natural Resources that contain a population of an aquatic invasive species that could spread to other waters if use of the water and related activities are not regulated to prevent this movement.

**Inspect** - The visual examination of equipment for the presence or absence of invasive

organisms, plants, and viable plant pieces.

**Invasive species** - A nonnative species that causes or may cause economic or environmental harm or harm to human health; or threatens or may threaten natural resources or the use of natural resources in the state.

## POLICIES, RESPONSIBILITIES, and PROCEDURES

Invasive species that may cause economic or environmental harm, pose human health risks, or threaten natural resources and their use in the state are subject to this operational order. This includes species that the DNR has identified as prohibited invasive species or regulated invasive species through rulemaking, species that the Minnesota Department of Agriculture has identified as state prohibited and restricted noxious weeds, and species that deemed to be a severe threat by the Minnesota Invasive Species Advisory Council. This operational order does not include all species that may be introduced in Minnesota. Species that the DNR has formally listed as unregulated nonnative species of wild animals and aquatic plants are not included. Nor are Minnesota native species being moved outside their natural ranges for management purposes. For a list of all invasive species to which this operational order applies, see the Invasive Species Operational Handbook.

Managers making invasive species prevention and management decisions will base all decisions on the safety of employees and the public, statutes, rules and regulations, ecological impacts, impacts to natural resources, economics and DNR management goals. Some situations, such as emergencies, may preclude compliance with these provisions. Discipline guidelines will highlight appropriate mitigation activities to address these situations.

### I. DISCIPLINE GUIDELINES

#### POLICIES

1. Divisions of Ecological Services, Enforcement, Fish and Wildlife, Forestry, Lands and Minerals, Parks and Recreation, Trails and Waterways, Waters, and the Bureau of Management Resources are required to develop and maintain discipline guidelines to accompany this operational order. The guidelines will contain procedures specific to each discipline that are necessary to implement this operational order. Activities likely to cause the introduction or spread of invasive species include management activities (field work, moving equipment, construction, site management, etc.) and actions DNR regulates, permits, or funds (grants). This includes activities carried out by contractors, volunteers, and cooperators working on the agency's behalf. An outline of the required content for the discipline guidelines can be found in the Handbook.
2. Discipline guidelines must articulate procedures for dealing with emergency situations that

arise within discipline activities.

3. Discipline guidelines must articulate alternative procedures for activities that cannot practicably adhere to the standard operational order procedures.
4. Discipline guidelines must be completed, reviewed by the Invasive Species Operational Order Committee, and approved by Division or Bureau Directors within one year of Commissioner's signature on the operational order.
5. Discipline guidelines must be reviewed every three years by each discipline or when changes in discipline work responsibilities generate new work activities that are not adequately covered by existing guidelines.

## II. INVASIVE SPECIES PREVENTION

### POLICY

1. Each Division or Bureau whose actions may contribute to the introduction, establishment or spread of invasive species shall identify their activities that pose risk, identify the potential risks, and outline mitigating actions to reduce the risks. Activities likely to cause the introduction or spread of invasive species include:
  - a. Management activities (field work, moving equipment, construction, site management)
  - b. Actions DNR regulates, permits, or funds (grants).

### RESPONSIBILITIES

1. Project Manager  
The project manager is responsible for implementing procedures set forth under this policy.

### PROCEDURES FOR INTENTIONAL MOVEMENT OF EQUIPMENT

Equipment includes trucks, tractors, boats, off highway vehicles, nets, anchors, heavy equipment, tools, personal gear etc.

1. Before arriving at a work site, inspect for and remove all visible plants, seeds, mud, soil, and animals from your equipment.
2. Before leaving a work site, inspect for and remove all visible plants, seeds, mud, soil and animals from your equipment.
3. Before leaving an aquatic work site, drain water from any equipment, tanks, or water-retaining components of boats such as motors, live well, bilge, or transom wells onto dry land.
4. After working on infested waters or waters known to harbor pathogens of concern, clean and dry equipment prior to using in locations not known to be infested with species or pathogens

present at the last location visited. (See Handbook for recommended methods for each species or group of organisms).

**Applicable Regulations:**

- It is illegal to transport aquatic plants on public roads except as allowed in the statute (Minnesota Statutes, section 84D.09).
- It is illegal to launch or attempt to launch a boat or trailer with aquatic plants or prohibited species attached (Minnesota Statutes, section 84D.10).
- It is illegal to transport materials or equipment containing the propagating parts of noxious weeds, except by permit (Minnesota Statutes, sections 18.82, 18.86).
- It is illegal to transport water from infested waters (Minnesota Rules, part 6216.0500).

PROCEDURES FOR INTENTIONAL MOVEMENT OF ORGANISMS, ORGANIC and INORGANIC MATERIAL

Organism, organic and inorganic materials including water, fish, plants, mulch, soil, gravel, rock etc.

1. Do not plant or introduce prohibited or regulated invasive species or other listed invasive species (see listed species in Handbook).
2. Do not transport water from infested waters, except by permit. When you must use water from an infested waters for a management activity, do not drain this water or water that has come in contact with organisms from the infested waters, where it can run into another basin, river, or drain system that does not go to a treatment facility.
3. Use only mulch, soil, gravel, etc. that is invasive species-free\_or has a very low likelihood of having invasive species.
4. Inspect transplanted vegetation for signs of invasive species that may be attached to the vegetation and remove (i.e. other plant material and animals etc).
5. Do not transplant organisms or plant material from any waters with known populations of invasive aquatic invertebrates listed in Handbook.
6. Do not move soil, dredge material, or raw wood products that may harbor invasive species from infested sites.

**Applicable Regulations:**

- It is illegal to transport water from infested waters except under permit or for emergency use such as firefighting (Minnesota Rules, part 6216.0500).
- A person leaving infested waters designated as having populations of zebra mussel or spiny water flea must drain bait containers, other boating-related equipment holding water

excluding marine sanitary systems, and livewells and bilges by removing the drain plug before transporting the watercraft and associated equipment on public roads (Minnesota Rules, part 6216.0500)

- It is illegal to introduce prohibited or regulated invasive species into public waters (Minnesota Statutes, sections 84D.05 and 84D.07, and Minnesota Rule 6216)
- It is illegal to transport materials or equipment containing the propagating parts of noxious weeds, except by permit (Minnesota Statutes, sections 18.82 and 18.86)
- State and federal quarantines of areas with plant pests prohibit movement of such pests from quarantine areas (Minnesota Statutes, section 18G, Plant Pest Act 2000, 7CFR 301.51 - eradication programs, 7CFR 319.40 -solid wood packing material, and quarantines).

### III. SITE PLANNING AND MANAGEMENT

#### POLICIES

1. Each division or bureau shall exercise site-level management to minimize the introduction, spread, and impact of invasive species.
2. Site-level management shall include planning, implementation and evaluation procedures that reduce the risk of introduction, spread impact of invasive species. These procedures will be delineated in discipline guidelines.

#### RESPONSIBILITIES

1. Discipline Manager or Supervisor  
The discipline manager or supervisor is responsible for approving site level management plans
2. Project Manager  
The project manager is responsible for developing and implementing site level management plans.

#### PROCEDURES

1. Identify invasive species and determine the extent to which you plan to mitigate their spread and impact at the site level. Site level planning and management should include:
  - a. Monitoring for invasive species
  - b. Developing strategies and actions to minimize spread and impact
  - c. Implementing management actions
  - d. Evaluating success and planning future actions.

Examples of site level planning considerations:

- Check invasive species databases to determine if waters or lands at or near projects and activities are infested (i.e. GIS layers for terrestrial invasive plants, infested waters etc)
- Check each project site for invasive species infestations prior to management activity
- Segregate work activity in infested waters or areas from that in uninfested areas
- Change frequency and timing of maintenance activity

- Minimize the area of disturbance during projects (keep construction activity confined)
- Design and construct projects that minimize spread of invasive species by users of DNR lands
- Preserve existing native vegetation
- Monitor and manage invasive species in high exposure/risk areas (storage areas, gravel pits, trails)
- Educate hikers and users on OHVs, mountain bikes or horses to stay on the trails to minimize spread into natural areas
- Minimize impacts of invasive species in restoration efforts (e.g., changes to soil)
- Consider source of materials
- Treat new infestations where feasible.

## IV. INVASIVE SPECIES INFORMATION MANAGEMENT

### POLICY

1. Each Division or Bureau shall report suspected new infestations of invasive species to the DNR Division of Ecological Services' Invasive Species Program using the Invasive Species Reporting Form or electronically using standardized inventory protocols as outlined in the Handbook.
2. The Division of Ecological Services Invasive Species Program will maintain and distribute information regarding invasive species to support the implementation of the invasive species operational order.

### RESPONSIBILITIES

1. Operations managers
  - a. Oversee the collection of invasive species information in the field
  - b. Provide invasive species information to Ecological Services in standard format.
2. Ecological Services
  - a. Maintain and update invasive species location information.
  - b. Distribute information for use by managers in support of implementing the operational order and discipline guidelines.

## V. OPERATIONAL ORDER EVALUATION AND MONITORING

### POLICY

1. Divisions of Ecological Services, Enforcement, Fish and Wildlife, Forestry, Lands and Minerals, Parks and Recreation, Trails and Waterways, Waters, and the Bureau of Management Resources shall provide one representative to serve on the Invasive Species Operational Order Committee. The committee facilitator shall be the Ecological Services representative.

2. The Invasive Species Operational Order Committee will be responsible for review of the invasive species discipline guidelines, coordinating the review and monitoring of the invasive species operational order, and be responsible for updating the Handbook as needed.

### RESPONSIBILITIES

3. Invasive Species Operational Order Committee
  - a. Review and recommend changes to invasive species operational order
  - b. Oversee the implementation of this operational order
  - c. Review and recommend changes and approvals for Division and Bureau's discipline guidelines to Division and Bureau Directors
  - d. Review and revise the Handbook.

### PROCEDURES

1. Review statutory or regulatory changes related to invasive species management and prevention and recommend changes to the operational order and discipline guidelines.
  2. Review discipline guidelines to ensure conformity with department policy. (See Discipline Guidelines Policy.)
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Approved by:

/s/ Mark Holsten, Commissioner

Date: May 31, 2007