

AN INVITATION TO BID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PARKS AND RECREATION DIVISION
Michigan State Park Concession

P.J. Hoffmaster State Park

Drink & Snack Vending Concession

Bid Package Enclosures

- Section 1. Standard Bid Requirements
- Section 2. Specific Bid Information
- Section 3. Bid Forms
 - Bid Proposal Form
 - Concession Bidder Qualification Statement
- Section 4. Sample Contract

SECTION 1, STANDARD BID REQUIREMENTS:

Act 451, P.A. of 1994 authorizes the Director of the Department of Natural Resources to contract public service privileges in state parks. Through this authority, the Department desires to invoke the widest possible interest to obtain the most qualified and capable concession operator available.

The Department is seeking a partner to operate the Drink and Snack vending concession at P.J. Hoffmaster State Park. The selected partner will offer drink and snack vending machines at the park headquarters, Gillette Visitor Center, beach day use building, and the three (3) bathroom buildings located in the park campground. Space will be provided on a covered concrete pad with electric.

Bids must be enclosed in sealed envelopes. **Bid envelopes must be plainly marked** on the outside, **"Bid for Concession at P.J. Hoffmaster State Park."** Other larger documents such as development plans must be enclosed and appropriately labeled. Only Sealed Bids properly addressed and identified can be accepted.

This bid will be opened on **Wednesday, January 22, 2025**, at **4:00 p.m.** Bid documents received after this date and time will not be accepted. Incomplete bids will not be accepted. Bids will be opened at P.J. Hoffmaster State Park. You may either hand deliver your bid or mail it to:

DNR, Parks and Recreation Division
P.J. Hoffmaster State Park
6585 Lake Harbor Road
Muskegon, MI 49441

To bid on this concession, you must complete the following:

1. Read the sample contract
2. Submit bid prior to **4:00 p.m.** on **January 22, 2025**
3. Bid Proposal Form
4. Concession Bidder Qualification Statement
5. Financial Statement in the amount of **\$500**
6. Sealed envelope and marked as "Bid for Concession at P.J. Hoffmaster State Park"

Bidder Selection:

The bids will be primarily evaluated on business experience, financial stability and monetary compensation to be paid to the State; and, secondarily evaluated on other areas relating to the business and business operation and will include a review of the reference letters. Personal interviews may be required to assist in evaluating each bidder's proposal and qualifications. If such interviews are required, bidders will be contacted to make arrangements. Each bidder may select one (1) additional representative to monitor the interview.

General Bid Information:

1. Act 451, Public Acts of 1994, requires that the Director of the Department of Natural Resources shall provide that each concession is awarded at least every seven (7) years based upon extension, renegotiation or competitive bidding.
2. The bids will be primarily evaluated on business experience, financial ability and monetary payment to be paid to the State; and, secondarily evaluated on other areas relating to the business and business operation and identified as "secondary" in the "Bidder Qualifications Statement".
3. The successful bidder will be required to sign a contract. The terms and conditions stated in the enclosed sample contract are to be considered as requirements for this Invitation to Bid. Contractors must pay the Department a fee for the privilege of operating concessions.
4. It is recommended that applicants make a personal visit to the park and the concession facilities to determine the conditions to be encountered, plus any factors affecting the operation. In so doing, it is best to contact the Unit Supervisor or representative.
5. Bidders must accept all concession facilities in their present condition. Do not expect that the Department will perform any repairs or remodeling unless specifically stated in this Invitation to Bid.
6. The submission of a bid shall be deemed evidence that the bidder has carefully examined these instructions, the proposal form, and the sample contract terms and is fully aware of the responsibilities of the contractor. In addition, the bidder agrees to abide by all applicable laws relating to the operation of the concession if granted this concession contract.
7. Bids are to be made only on the basis of the Invitation to Bid. A bidder shall not be relieved of their bid because of mistakes.

8. Deviations from the specific terms, qualifications and requirements, as set forth in the Invitation to Bid are not permissible as a part of the bid. But, alternate or additional bids or suggested revisions, if any, may be submitted separately and apart from, but enclosed with, the proposal. Such alternate proposals will be reviewed only as to their merit and potential benefits to the public and the Department and may or may not have a bearing in the selection of a bidder.
9. The Department of Natural Resources reserves the right to reject any or all bids.
10. Financial Statement: The Financial Statement is used to report financial information about a business. The amount required reflects a conservative estimate of what it will cost to set up and begin operations. The minimum Financial Statement amount required for this contract shall be **\$500**. To meet this requirement, the bidder must provide a certified document prepared by a licensed financial institution. The Financial Statement requirement must include a statement of total financial availability available for opening and operating the concession and may include the following:
 - a) Bank statement of checking and/or savings account
 - b) Credit card statement showing available credit
 - c) Certified inventory list which includes financial values of each item
 - d) A letter from a financial institution reflecting funds available to the bidder for operation of a business

Current concessionaires with at least 10 years of business experience in Michigan State Parks and Recreation Areas are exempt from this requirement.

11. Selection Process: Prior to awarding a concession contract, the Department takes the following steps:
 - a) Competitive bid letting
 - b) Bid Opening
 - c) Department internal review of submissions (including at a minimum, Concession and Lease Manager, Park Manager, and District Supervisor)
 - d) Department may request a presentation from all bidders to gain clarification where questions arise
 - e) Notification of selection (approximately two weeks between bid and notification)
 - f) Bidders 10-day appeal period (add information on this and specify that it is based on incorrect scoring of bids)
 - g) Contract execution

SECTION 2, SPECIFIC BID INFORMATION:

Contract Requirements:

1. A minimum Contract Fee of **10% of Gross Annual Sales or Flat Fee of \$1,500.**

General Information:

P.J. Hoffmaster State Park, located in Muskegon, is situated on 3 miles of stunning Lake Michigan shoreline and features a modern campground, group youth campground, towering dunes, 10 miles of scenic trails and the Gillette Sand Dune Visitor Center.

<u>Year</u>	<u>Annual Gross Vending Sales</u>	<u>Annual Day Use Visitors</u>
2018	NA	421,990
2019	NA	638,842
2020	\$7,999	992,199
2021	\$6,242	955,144
2022	\$5,576	808,870
2023	\$3,229 (closed due to construction)	283,603
2024	\$6,259	506,249

Concession Facilities:

The park is requesting a total of (6) drink and (5) snack machines:

- (1) Drink, (1) snack at the Park Headquarters building
- (1) Drink at the lower entrance to the Gillette Visitor Center
- (1) Drink and (1) snack at the Lake Michigan Day Use Beach
- (2) Drink and (1) snack at the East bathroom (1st loop)
- (1) Drink and (1) snack at the middle bathroom (2nd loop)
- (1) Drink and (1) snack at the West bathroom (last loop)

A pace for each machine will be provided on a covered, concrete pad with electric.

Products and Services:

The Department retains the right to approve the sale of all products and services. The Contractor shall not sell any product or service of which the Department does not approve. Products and services, which are permitted, are identified in the sample contract.

Visa and MasterCard credit cards should be accepted by the Contractor for all products and services.

Minimum Season:

The minimum season for this contract is identified in Sample Contract, Section II.F.

Equipment:

The necessary and required equipment for this contract is identified in Sample Contract, Section IX.

Utilities and Telephone:

The successful Contractor will be required to pay for certain utilities, which are identified in Sample Contract, Section VI.E.

Maintenance Responsibilities:

The required maintenance responsibilities, which will be required of the successful contractor, are identified in Sample Contract, Section VIII.

Inspection of Facilities:

To arrange for a personal inspection of the facilities, contact the Park Manager at (231) 798-3711.

SECTION 3, BID FORMS:

BID PROPOSAL FORM

Parks and Recreation Division
Michigan Department of Natural Resources
P.J. Hoffmaster State Park
6585 Lake Harbor Road
Muskegon, MI 49441

I offer to operate and maintain the Drink and Snack vending concession at **P.J. Hoffmaster State Park**, for the convenience of the public, in accordance with the terms set forth in the Invitation to Bid and sample Concession Contract with a contract fee as follows:

(Choose one of the following)

A Percentage of Gross Sales Fee, in the amount of _____%

A flat annual fee in the amount of _____

If selected, I agree, that within thirty (30) days of notification of acceptance of my offer, I will enter into negotiations with the Department of Natural Resources for a contract to furnish concession services as required, for the period specified within the sample Concession Contract, the provisions of which will be based on the Concession Contract template prescribed by the Department of Natural Resources and approved by the Michigan Attorney General.

Attached are the following documents and reference letters to support my offer:

- ☐ Bid Proposal Form
- ☐ Concession Bidder Qualification Statement
- ☐ Financial Statement in the amount of **\$500**
- ☐ Other: _____

Date: _____

Printed Name: _____

Signature: _____
(failure to sign will result in disqualification of bid)

Business Name: _____

Address: _____

Telephone: _____ Cell: _____

Email: _____

CONCESSION BIDDER QUALIFICATION STATEMENT

You must prepare a response for all questions listed below, numbered and in the order in which presented – not responding to a question or following the above directions SHALL result in disqualification of your submitted bid.

You are encouraged to be very detailed in your responses. Your signature is required in order to verify the accuracy and truthfulness of your submission. All responses will be evaluated and scored by Department staff.

The completion and submission of all questions and the required attachments reflect accurate and truthful statements of the bidder's submission. The evaluation of the bid (primary and secondary information) is based solely on the bid and information submitted.

1. Please provide a comprehensive narrative overview of your prior experience providing, operating, programming and managing this type of concession. (Primary: Score 1-5)
2. Please identify the person who will assume management responsibilities for the concession, and describe the manager's experience and qualifications, and attach their resume. (Secondary: Score 1-2)
3. Do you plan to sublet or assign any portion or the entire contract to another party? If yes, explain. (Secondary: Score 1-2)
4. Provide the number of vending machines, types of products sold, and prices customers will be charged for each product. (Secondary: Score 1-5)
5. List all major equipment you will supply to provide services required in this bid document. (Secondary: Score 1-2)
6. Describe your plans for, stocking, and maintaining the equipment. (Secondary: Score 1-5)
7. What are your seasonal winterization plans for the vending machines (unplug and empty, etc.)?
8. Describe your methods for daily bookkeeping, monthly and yearly accounting, and monthly and yearly recording of revenues. (Primary: Score 1-5)
9. Provide financial statements, which could include but are not limited to a financial statement, tax return, profit and loss statement, balance sheet, cash flow statement, or owner equity statement, for your organization's last fiscal year demonstrating the firm's ability to operate. If providing information

prepared by a Certified Public Accountant, it must be in accordance with generally accepted accounting principles. (Primary: Score 1-3)

10. Have you ever closed or ceased operation of a business as a result of becoming compromised with creditors? If yes, please provide details. (Primary: Score 1-3)
11. Have you or your company ever failed to fulfill the requirements of a contract? If yes, please provide details. (Primary: Score 1-3)
12. Describe all infractions or notices of violation your business(es) has received in the past seven years and explain how each infraction or violation was addressed within your business practice. Also describe how you would avoid or address, to the Department's satisfaction, any future infraction or notices of violation. Failure to accurately report violations and/or how they were addressed will result in an award of 0 (zero) points. (Primary: Score 1-10)
13. Have any liens ever been filed against your business(es)? (Primary: Score 1 and 5)
14. Are there any judgments, suits, or claims pending against you and/or your business(es)? (Primary: Score 1 and 5)
15. Provide a minimum of two (2) personal reference letters with addresses and telephone numbers of reference. Inaccurate contact information will result in a score of 0 (zero). (Secondary: Score 1-3)
16. Provide a minimum of two (2) business reference letters with addresses and telephone numbers of reference. Inaccurate contact information will result in a score of 0 (zero). (Secondary: Score 1-3)
17. In a narrative format, please provide, any additional information you feel would assist the Department in evaluating your previous experience. (Primary: Score 1-5)
18. Submitter must sign, print name, and date the bid response submittal. The submitter must have full authority to enter into a contract on behalf of the business. (Secondary: Score 1-2)
19. This question only pertains to bids that include sale of firewood. If awarded a contract, the Department's firewood standards must be met. Please review the standards outlined in Attachments B and C of the sample contract. Can you meet these requirements? (Secondary: Score 1-2)
20. Did you include a percentage of gross sales on page 8? (Primary: Score 1-2)



CONTRACT AND CONCESSION – VENDING MACHINES

*Required under authority of Act 451, P.A. 1994, as amended.
Non-compliance with conditions may be cause for cancellation.*

THIS CONTRACT made and entered into this _____ day of _____ between the State of Michigan, acting by and through the Department of Natural Resources, hereinafter called Department, and _____, hereinafter called Contractor and whose address is _____.

WITNESSETH: That the Department, for and in consideration of the covenants and agreements hereinafter contained and made on the part of the Contractor, does hereby contract with the Contractor for use only by the Contractor, the premises know and described as follows, to wit: locations at **P.J. Hoffmaster State Park** as designated by the Unit Supervisor at **P.J. Hoffmaster State Park**, County of Muskegon, State of Michigan.

To be used for: Vending drink and snack products for Park visitors.

- The public health and wellbeing of our visitors is important to the Department. Contractor is required to make available a minimum of 1/3 of the products available for sale that meets National Alliance for Nutrition & Activity (NANA) Standards. Foods that provide healthy options, including items with lower sodium, sugar, and fat content (see **Attachment A**).
- Contractor is also encouraged to market vending products in a way that may help customers make healthier food choices when making a purchase. Examples include, lower prices for healthier options, listing calorie counts, or putting healthy options in prime sale areas.

Vending Specifications are as follows:

1. The type of service to be provided by Contractor will be full service.
2. Vending Machines are in new or like new condition and meet or exceed ENERGY STAR federal efficiency standards. Individually operated machine occupancy sensors are preferred.
3. Drinks shall be in 12-ounce containers.
4. All soft drink containers must be can or bottle.
5. At least three (3) different types of soft drink and two (2) types of juice and/or water shall be provided in each drink vending machine.
6. The type of product sold must be approved by the Department. If Department does not approve of a certain product, it shall not be sold.
7. The product price, including deposit, shall be pre-approved by the Department.
8. Vending front designs shall incorporate images of natural areas and/or environments or habitats unique to Michigan or outdoor recreation themes such as camping, fishing, boating, etc. Subtle, natural colors that are compatible with a park setting must be used.
9. Sequential, non-resettable item counters. The Department shall have the right to inspect the item counter to verify sales.
10. Machines to be provided at the following locations:
 - a. One (1) drink and one (1) snack machine at the **Park Headquarters Building**
 - b. One (1) drink machine at the **Lower entrance to the Gillette Visitor Center**
 - c. One (1) drink and one (1) snack machine at the **Lake Michigan Day Use Beach**
 - d. One (1) drink and one (1) snack machine at the **East Campground Toilet Building (1st loop)**
 - e. One (1) drink and one (1) snack machine at the **Middle Campground Toilet Building (2nd loop)**
 - f. One (1) drink and one (1) snack machine at the **West Campground Toilet Building (last loop)**
11. All machines must be in place, stocked, and fully functioning between **May 1** and **October 15**.
12. Machines may be left at the facility during the off-season. The machines must be unplugged and emptied between **October 16** and **April 30**.

Contract Fee:

The fee payable ("Contract Fee") by the Contractor to the Department for the rights and privileges conveyed in the Contract shall be as follows:

1. A **percentage of gross sales fee/ flat fee** in the amount of _____ shall be paid to the Department.
2. Contract Fee must be paid no later than the **15th of the month following sales**.

3. Check/Money Order made payable to the State of Michigan and should be mailed to: **P.J. Hoffmaster State Park, 6585 Lake Harbor Road, Muskegon, MI 49441.**
4. A \$10 per day Late Fee must be paid to the Department by the Contractor for every day beyond the designated day that the Contract Fee is paid late. Failure to pay the Contract Fee on time will be grounds for the Department to terminate the Contract.

Contract Terms: To have and to hold the same for and during the term commencing on the _____ day of **20** and expiring on the **30** day of **November 2031** inclusive subject to the right of the Department to terminate this contract whenever the contracted property shall be necessary or useful to the Department in the performance of public duties, or public interest or convenience shall require such termination.

In consideration of said contract and of the covenants and agreements hereafter expressed, it is covenanted and agreed to as follows:

1. The Contractor hereby contracts from the Department the above-described premises for the above specified term and agrees to pay the Department Contract Fees in the amounts, and manner, and at the times as provided above.
2. The Contractor shall provide all personnel, equipment and product required for this service.
3. The Contractor must obtain Department approval for prices charged. Any increase must have prior approval from the Department.
4. **REPORTING:** Contractor agrees to report the number of items for each product sold for each month no later than the 15th of the following month.
5. **EQUIPMENT:** Contractor agrees to keep the equipment and premises immediately around it in a neat, clean condition, and in good repair.
6. **VIOLATION NOTICE:** In the event that a requirement of the Contract has been violated, the Contractor will be provided with a written "Violation Notice" stating which provision of this Contract has been violated and a date by which the stated violation must be corrected.
 1. The Contractor shall pay a violation fee of \$50 per violation.
 2. The Contractor shall pay a \$10 per day late fee for all unpaid violation fees.
 3. The Department reserves the right to waive a violation fee.
 4. The Department will determine whether each violation is a minor or major violation. Two (2) minor violations shall be equal to one (1) major violation. After the third (3) violation, the Department may terminate the Contract immediately.
 5. This provision does not waive or modify any rights the Department has to terminate this Contract.
7. **LIABILITY:** Contractor hereby releases, waives, discharges and covenants not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to Contractor, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in death of Contractor, its officers, employees or agents, in reference to the activities authorized by this permit.

INDEMNIFICATION: Contractor hereby covenants and agrees to indemnify and save harmless, the State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) issuance of this permit; (2) the activities authorized by this permit; and (3) the use or occupancy of the premises which are the subject of this permit by the Contractor, its employees, contractors, or its authorized representatives.
8. **SUBCONTRACT:** The Contractor shall not assign this contract or sublet the premises or any part thereof, without the written consent of the Department.
9. **DISCRIMINATION:** The Contractor, pursuant to the requirements of Elliott-Larsen Civil Rights Act 453 of 1976, agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin or ancestry.
10. **EMPLOYMENT:** The Contractor shall employ and maintain such help and labor as may be necessary to carry on said business in a manner acceptable to the Department and shall keep the vending machines stocked to the fullest extent required to properly serve the public.
11. **WASTE:** The Contractor agrees not to commit or suffer to be committed any waste or nuisance on the contracted property and will not use or permit to be used the said property for any unlawful purpose, and further that the

Contractor will bear and discharge all costs and expense that may be payable or incurred in the use of said premises in compliance with the terms hereof.

12. ACT OF GOD: Whenever, as a result of any cause beyond the Department or Contractor's control (such as fire, flood, windstorm, or other act of God: law order or regulation of any governmental agencies; or inability to secure people, material or transportation as a result of any war). Contractor shall not be liable for any damages of forfeiture of this contract: and in that event, at the option of the Department this contract shall terminate and each party hereto shall be released from further obligation hereunder.
13. RESPONSIBILITIES: The responsibility for seeing that all of the rules, regulations, conditions and stipulations are carried out vests in the Unit Supervisor. The Unit Supervisor has the authority to approve or disapprove the sale of any item or service and the prices/charges therefore.
14. CANCELLATION: The contract may be canceled by the Contractor only on approval of the Department and by the Department upon proper notification to the Contractor. The Department reserves the right to cancel the contract if cancellation is in the best interest of the State of Michigan, and/or if the Contractor has failed to meet any of the requirements of the Contract.
15. RENEGOTIATION: **This Contract is subject to an annual review**, which, at this time the Department has the option to renegotiate a new contract. The Contractor may apply for renegotiations if application is made PRIOR to the expiration date of the Contract. Regardless of renegotiations, this Contract must be subject to open, competitive public bidding every seven (7) years. This contract must be re-bid prior to the **2032** season.
16. DECONTAMINATION: In an effort to minimize the impact and transmission of invasive species, the Contractor shall implement methods outlined within the "*Invasive Species Decontamination Guidelines*" **Attachment B** where applicable.

Draft

DEPARTMENT:
STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES

Ronald A. Olson, Chief
DNR, Parks and Recreation Division

Date

CONTRACTOR:

The signatory below herein represents and warrants that the execution, delivery, and performance of this Contract has been duly authorized and signed by a person who has legal authority to sign on behalf of its business or organization as named in this Contract. By signing this Contract, the Contractor certifies that it has read the Contract in its entirety.

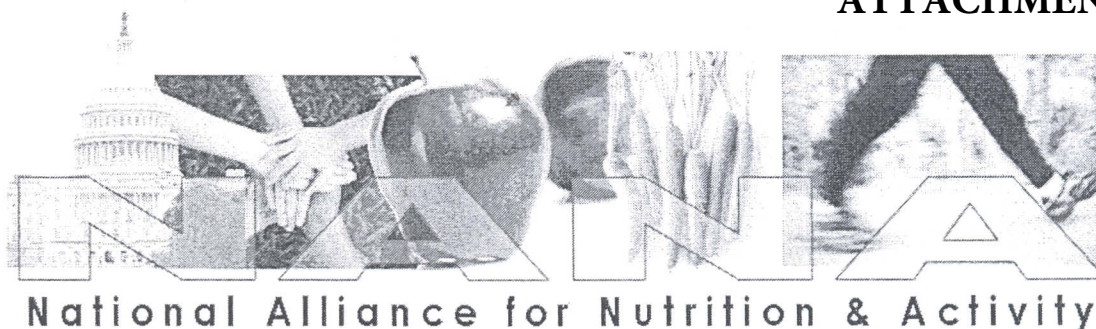
Printed Name

Title

Name of Business

Contractor Signature

Date



Model Beverage and Food Vending Machine Standards

A key strategy for obesity prevention is improving access to healthy foods and beverages. Often, there is a lack of healthy options when eating away from home, particularly among selections in vending machines. Applying nutrition standards for foods and beverages in vending machines can improve access to healthier selections.

These vending standards were developed to provide a model for municipal, state, and federal government leased or operated vending machines or vending machines on public property. The standards also could be used by hospitals, private workplaces, and others to support the health of their employees or visitors.

Nutrition Standards

Beverage Standards:

- **100% of beverages must be one or a combination of the following:**
 - Water, including carbonated water (no added caloric sweeteners);
 - Coffee or tea with no added caloric sweeteners (if condiments are provided, sugars and sugar substitutes may be provided and milk/creamer products, such as whole or 2% milk, that have less fat than cream);
 - Fat-free or 1% low-fat dairy milk or calcium- and vitamin-D-fortified soymilk with less than 200 calories per container;
 - 100% fruit juice or fruit juice combined with water or carbonated water (limited to a maximum of 12-ounce container; no added caloric sweeteners);
 - 100% vegetable juice (limited to a maximum of 12-ounce container, no added caloric sweeteners, and ≤ 200 milligrams of sodium per container); and
 - Low-calorie beverages that are ≤ 40 calories per container.

Food Standards:

Provide an assortment of healthier food choices with more fruits, vegetables, whole grains, and fat-free/low-fat dairy products, and lower amounts of saturated and *trans* fats, added sugars, and sodium.

- **100% of snack foods (and side dishes) must meet all of the following criteria:**
 - No more than 200 calories per item as offered (per package).
 - No more than 35% calories from fat (which would be no more than 7 grams of fat for a 200 calorie snack, for example) with the exception of packages that

- contain 100% nuts or seeds; snack mixes that contain components other than nuts and seeds must have no more than 35% of calories from fat;
 - No more than 10% calories from saturated fat (which would be no more than 2 grams of saturated fat for a 200 calorie snack, for example) with the exception of packages that contain 100% nuts or seeds; snack mixes that contain components other than nuts and seeds must have no more than 10% of calories from saturated fat;
 - 0 grams *trans* fat;
 - No more than 35% of calories from total sugars and a maximum of no more than 10 grams of total sugars in the product, with the exception of fruits and vegetables that do not contain added sweeteners or fats; and with the exception of yogurt that contains no more than 30 grams of total sugars per 8-ounce container (and adjust proportionally for smaller containers);
 - No more than 200 mg of sodium per item as offered (per package/container); and
 - Each snack food item must contain at least one of the following: 1) a quarter cup of fruit, non-fried vegetable, or fat-free/low-fat dairy, or 2) 1 oz. of nuts or seeds or 1 Tbsp. of nut butter, or 3) at least 50% of the grain ingredients are whole grain (determined by the product having whole grain as the first ingredient, from the manufacturer, or if the product has a whole grain claim), or 4) at least 10% of the Daily Value of a naturally occurring nutrient of public health concern (calcium, potassium, vitamin D, or fiber).
 - Sugarless chewing gum can be sold without having to meet the above nutrition standards.
- **100% of entrée-type foods (e.g., sandwich, pizza, burger) must meet all of the following criteria:**
 - No more than 400 calories per item as offered (per package);
 - No more than 35% calories from fat (which would be no more than 15 grams of fat for a 400 calorie item, for example);
 - No more than 10% calories from saturated fat (which would be no more than 4 grams saturated fat for a 400 calorie entrée-type item, for example);
 - 0 grams *trans* fat;
 - No more than 35% of calories from total sugars and a maximum of no more than 15 grams of total sugars in the item;
 - No more than 480 mg of sodium per item as offered; and
 - Each food item must contain at least two of the following: 1) a quarter cup of fruit, non-fried vegetable, fat-free/low-fat dairy, or 2) 1 oz. of nuts or seeds or 1 Tbsp. of nut butter, or 3) at least 50% of the grain ingredients are whole grain (determined by the product having whole grain as the first ingredient, from the manufacturer, or if the product has a whole grain claim), or 4) at least 10% of the Daily Value of a naturally occurring nutrient of public health concern (calcium, potassium, vitamin D, or fiber).

Point of Purchase (POP) Calorie Labeling

- Each vending machine must display the total calorie content for each item as sold, clearly and conspicuously, adjacent or in close proximity to each individual item or its selection button, using a font and format that is at least as prominent, in size, appearance and contrast, as that used to post either the name or price of the item and where it can be seen before the consumer selects items (labeling should be consistent with federal law for calorie labeling of vending machines once in effect).

Tips for Successfully Implementing Vending Standards

- **Price** – beverages and foods that meet nutrition standards should be priced competitively (e.g., at or below) to similar items that do not meet the nutrition standards (if you chose a phased in approach).
- **Placement** – beverages and foods that meet nutrition standards should be as or more visible than similar items that do not meet the nutrition standards (for example, they should be closer to eye level).
- **Promotion** – promotional space on vending machines (e.g., sides and front panel), including but not limited to language and graphics, should promote only products that meet the nutrition standards.
- **Hold taste tests** – partner with vendors to offer taste testing of a variety of snack and beverage options that meet the nutrition standards. Have survey cards handy and tally up votes. Share results of taste testing and keep vending machines stocked with favorite items. Note: preferences may be location specific.
- **Administer online surveys** – provide online surveys in addition to or in lieu of in-person taste testing. Use online surveys as opportunities to promote healthy options in vending machines.
- **Provide education and promote program** – work with nutrition committee or health team to provide education to leadership and employees about the benefits of offering and choosing healthy foods and beverages. Use available methods to promote healthy options, cultivate support for the program, and promote educational events, taste testing, etc. Promotional methods might include posters, flyers, e-cards, emails to staff, newsletter articles, postings on bulletin boards, or signage near vending machines. Work with leadership from outset for strong buy-in and have leadership's message and signature on promotional materials and messages.
- **Announce to community** – share information with the public to increase acceptance of the program and make healthier snacking the norm. Share information with the public through press releases, social media, etc.

A Phased in Approach

Implementation Timeline:

- 100% of items in vending machines should meet the nutrition standards for beverages and foods. If this is not feasible to implement initially, then it is reasonable to use a phased-in approach as follows:

- 50% of all items in vending machines will meet nutrition standards for beverages and foods within 1 year;
- 75% of all items in vending machines will meet nutrition standards for beverages and foods within 2 years; and
- 100% of all items in vending machines will meet nutrition standards for beverages and foods within 3 years.

Rationale for Healthier Foods and Beverages in Public Vending Machines

- Nutrition standards for foods and beverages found in vending machines can positively impact the eating habits of people working for and visiting government agencies, help shape social norms, and influence the practices and formulations of food companies.
- Through healthy vending policies, public agencies can provide healthy food and beverage options to many individuals, including employees and visitors to government parks and service agencies. For example, state and local governments employ 17 million people.
- Government agencies can be a model for healthy eating, reinforce other agency-sponsored obesity-prevention efforts, and show that healthy food tastes good and can generate revenue.
- Snack foods and sugary drinks are problems in Americans' diets. The top selling snacks include cookies, snack crackers, nuts, potato chips, tortilla chips, chocolate candy, and other candy. Sugary drinks are the number one source of calories in Americans' diets and contribute to obesity.
- More and more people are interested in healthier snack options. According to a 2010 study by the Snack Food Association, about 74% of consumers are trying to eat healthier, with about 65% eating specific foods to lose weight. Sales of healthier snacks are outpacing traditional snack foods by 4 to 1.
- Increasing healthier snack and beverage offerings is good for business. A study by the Hudson Institute found that companies that increased their healthier snack and beverage portfolios between 2006 and 2011 enjoyed superior sales growth, operating profits, and operating profit growth.
- Nutrition standards ensure that foods and beverages sold in vending machines in government locations align with the Dietary Guidelines for Americans, the U.S. government's nutrition guidance for the nation.
- Offering foods and beverages that meet nutrition standards in vending machines located on government property is a promising, low-cost approach for supporting healthy eating and as part of a strategy to address obesity. It also could decrease the economic burden of obesity, which costs \$150 billion a year – half of which is paid by taxpayers through Medicaid and Medicare.

Beverage and Snack Options that Meet NANA Vending Standards

Items listed below meet the National Alliance for Nutrition and Activity (NANA) vending machine standards. This list does not contain every product that meets the standards, but it offers a sense of what types of products could be placed in healthier vending machines. In addition to the products listed below, look for local and regional companies that offer products that meet these standards. The NANA standards and additional resources on healthier food choices for public places are at <http://www.cspinet.org/nutritionpolicy/foodstandards.html>.

Once you have identified qualifying products, hold taste tests and have employees vote for their favorite options. This will assist in determining the best options for your site. In addition, educate employees about why nutrition standards are being implemented to help ease the transition to healthier products.

Beverages

Bottled Water

Any bottled water with no added caloric sweeteners

Smart Water
Evian
Poland Springs
Fiji
Perrier
Volvic
Deer Park
Arrowhead Water
Vittel
Ayala's Herbal Water

Seltzer and Flavored Water

Seagrams' Seltzer (all flavors)
Amelia Sparkling Water (all flavors)
Polar Seltzer (all flavors)
Dasani Flavored Waters (all flavors)
Aquafina FlavorSplash (all flavors)
Vitamin Water Zero (all flavors)

100% Fruit Juice

Any 12 ounce 100% juice (look at % juice on food label)
Tropicana (all 100% juice)

Ocean Spray (all 100% juice)

Minute Maid (all 100% juice)

Veryfine (all 100% juice)

Welch's (all 100% juice)

Juicy Juice (all 100% juice)

Motts Apple Juice

100% Vegetable Juice

V-8 Low-Sodium 100% Vegetable Juice (11.5 oz.)

Campbell's Low-Sodium Tomato Juice (11.5 oz.)

Fat-Free & 1% Low-Fat Milk & Soy Milks

Any unflavored or flavored fat-free or 1% low-fat milk with less than 200 calories per container

Garelick Farms TruMoo Fat-free, up to 12 oz.
(Chocolate, Coffee, Strawberry, and Vanilla)

Nesquik No Sugar Added Chocolate Low-fat and Low-fat Chocolate (8 oz.)

Silk Soymilk Very Vanilla and Chocolate (8 oz.)

Soy Dream Soymilk Enriched, Chocolate Enriched, Vanilla Enriched (8 oz.)

Smoothies

Lifeway Low-fat Kefir (8 oz.)

Stonyfield Farm Organic Super Smoothie (6 oz.)

DanActive Smoothies (3.1 oz.)

Juice Drinks

Drinks that contain 40 calorie or less per container

Country Time Light Lemonade

Sunkist Diet Sparkling Lemonade

Tropicana (Light Lemonade, Light Fruit Punch, and Light Berry Blend)

Hawaiian Punch Fruit Juicy Red Light

V8 Splash (Diet Berry Blend and Diet Tropical Blend)

Minute Maid Light Lemonade

Snapple (Diet Noni Berry and Diet Cranberry Raspberry)

SoBe (B-Energy Strawberry Apricot, Lean Fuji Apple Cranberry, Lean Raspberry Lemonade, and B-Energy Black Cherry Dragonfruit)

Ocean Spray (Diet Sparkling Cranberry, Diet Blueberry, and Diet Cran-Pomegranate)

Teas

Drinks that contain 40 calorie or less per container

Snapple (Diet Peach Tea, Diet Plum-a-Granate Tea, and Trop-A-Rocka Tea)

Nestea (Diet Sweetened Lemon Ice Tea and Diet Green Tea)

Brisk No Calorie Lemon Iced Tea

Lipton (White Tea with Raspberry, Diet Green Tea with Watermelon, and Green Tea with Mixed Berry)

Hot Coffee and Tea, Vending

Unsweetened coffee and tea, if condiments are provided milk/creamer must contain less fat than cream, like whole or 2% milk

Sports Drinks

Drinks that contain 40 calorie or less per container

Propel Zero (all flavors)

Gatorade G2 (all flavors)

Powerade Zero (all flavors)

Low-Calorie Soda

Drinks that contain 40 calorie or less per container

Diet Coke (also Lime and Vanilla)

Coke Zero

Sprite Zero

Fresca

Diet Mellow Yellow

Diet Dr. Pepper (also Cherry Vanilla)

Dr. Pepper 10

Diet Sunkist

Diet Sun Drop

Diet 7-Up

Diet Pepsi (also Lime, Vanilla, and Wild Cherry)

Pepsi Max

Diet Sierra Mist (also Cranberry Splash and Ruby Splash)

Diet Mug Root Beer

Diet Mug Cream Soda

Diet Mountain Dew (also Code Red)

Diet A&W Rootbeer

Diet Stewarts Rootbeer

Diet Stewarts Orange and Cream

Schweppes Diet Ginger Ale

Snacks

FRESH FRUIT AND VEGETABLES

Many varieties of fresh fruit and vegetables work well in refrigerated vending machines.

Examples include:

Apples (whole or sliced in packages)

Oranges (whole or sliced in packages)

Cut up fruit (melon, pineapple)

Berries

Grapes
Baby Carrots
Celery Sticks
Grape or Cherry Tomatoes

FRUIT CUPS

Fruit cups in single-serve cups with less than 200 calories

Del Monte

Diced Peaches, no sugar added
Diced Pears, no sugar added
Mixed Fruit, no sugar added
Mandarin Oranges, no sugar added
Pineapple Tidbits in 100% Juice

Dole

Cherry Mixed Fruit in 100% Juice
Diced Peaches in 100% Juice
Mixed Fruit in Sugar Free Cherry Gel
Mandarin Oranges in 100% Juice
Mixed Fruit in 100% Juice
Peaches in 100% Juice
Tropical Fruit in 100% Juice
Red Grapefruit Sunrise
Frozen Fruit Cups (Blueberry, Pineapple, and Sliced Strawberry)

Schwann's

Fruit to Go Cup

APPLESAUCE

Applesauce in single-serve pack with less than 200 calories

Matern

Go-Go Squeeze Applesauce on the Go (Apple Banana, Apple Cinnamon, Apple Peach, Apple Strawberry, Apple)

Musselman's

Natural
Totally Fruit Applesauce (Peach and Strawberry)

Motts

Natural

FRUIT SNACKS

Fruit snacks in single-serve packs with less than 200 calories and made from 100% fruit

Stretch Island

Fruit Leather (Orchard Cherry, Abundant Apricot, Harvest Grape, Autumn Apple, Ripened Raspberry, Mango Sunrise, and Summer Strawberry)

DRIED FRUIT

Dried fruit in single-serve packs with less than 200 calories and no added sugars

Brothers-All-Natural

Fruit Crisps (Strawberry Banana, Fuji Apple, Asian Pear, Strawberry, Banana, Peach, Pineapple, Apple Cinnamon, Mixed Berry, and Mandarin Orange)

Sun-Maid

Raisins
Apricots
Pitted Plums
Fruit Bits
Apples
Mixed Fruit
Tropical Trio
Goldens (raisins) and Cherries

Azar Nut Co.

Raisins

Crispy Green

Crispy Fruit (Apple, Asian Pear, Banana, Mango, and Pineapple)

Crunchies Food Company

Freeze Dried Fruit (Cinnamon Apple, Mango, Mixed Fruit, Pear, and Pineapple)

Funky Monkey Fruit That Crunches

Freeze Dried Fruit (Applemon, Bananamon, Carnival Mix, Jivealime, MangoJ, Pink Pineapple, and Purple Funk)

Bare Fruit

Apple Chips (Cinnamon Apple, Fuji Red, and Granny Smith)

FROZEN FRUIT OR DAIRY BARS

Dole

Banana Dippers (Dark Chocolate with and without almonds)

Edy's/Dreyer's

100% Fruit Bars (Strawberry, Tangerine, and Raspberry)

Schwann's

Crème Bars

YOGURT

Yogurts listed are 6 oz. servings or less

Dannon

Light N' Fit (all flavors)

Oikos 0% Greek (all flavors)

Light & Fit 60 Calorie Packs (all flavors)

Activia Light (all flavors)

Yoplait

Light (all flavors)

Light with Fiber (all flavors)

Light Thick & Creamy (all flavors)

Greek 100 (all flavors)

Breyers

Light (all flavors)

Stonyfield

0% Fat, Smooth and Creamy (all flavors)

0% Fat, Fruit on the Bottom (all flavors)

Oikos 0% Greek (all flavors)

Low-fat, Smooth and Creamy (except Peach)

Low-fat, Smooth and Creamy (except Mango Honey)

Wallaby

Non-fat (all flavors)

Low-fat (only Key Lime and Vanilla Bean)

Low-fat Down Under (only Passion Peach)

Fage

Total 0% (except Honey)

Siggi's

Non-fat (all flavors)

Chobani

0% (all flavors)

NUTS/SEEDS

Nuts and seeds are 1 oz., unless otherwise noted

Blue Diamond

Almonds 100 Calorie Pack (Lightly Salted, Whole Natural, Cinnamon Brown Sugar, Dark

Chocolate, Sea Salt, and Wasabi and Soy Sauce)

Emerald Nuts

Almond 100 Calorie Packs (Dry Roasted, Cocoa Roasted, and Natural)

Planters Peanuts

Dry Roasted

Honey Roasted

Salted

David

David in Shell Original Sunflower Seeds (Original, Bar-B-Q, and Ranch, 1.75 oz.)

Azar Nut Co.

Peanuts (Roasted, Salted)

Pumpkin Seeds (Ranch)

Sunflower Kernels (Honey Roasted or Roasted and Salted)

Sunrich Natural

Chili Limon Pepitas Pumpkin Seeds

Blaze-In' Hot Sunflower Kernels

Lightly Salted Pepitas Pumpkin Seeds

Lightly Salted Sunflower Kernels

Kar's Nuts

Roasted, Salted Cashews

Salted Almonds

Salted Peanuts

Sunflower Kernels

Mr. Nature

Salted Almonds

Salted Cashews

Salted Peanuts

GRANOLA BARS**Quaker Chewy**

Chocolate Chip

Chocolate Swirl

Peanut Butter Chocolate Chip

TLC Chewy Granola Bars

Honey Almond Flax

Chewy Trail Mix

Cherry Dark Chocolate

Dark Mocha Almond

Peanut Butter

TLC Crunchy Granola Bars

Honey Toasted 7-Grain
Pumpkin Spice Flax
Roasted Almond Crunch

CEREAL BARS

General Mills Cereal Pouches

Cinnamon Toast Crunch On-The-Go Pouch
Cinnamon Toast Crunch Crisps
Cocoa Puffs Cereal On-The-Go Pouch - Reduced Sugar

Corazonas Foods

Corazonas All Natural Oatmeal Squares (Banana Walnut, Blueberry, Chocolate Brownie Almonds, Chocolate Chip, Cranberry Flax, and Peanut Butter)

GUM

Any sugar-free gum
Trident (sugar-free)
Stride (sugar-free)
Orbit (sugar-free)
Eclipse (sugar-free)
Extra (sugar-free)

COOKIES

Otis Spunkmeyer

Delicious Essential Reduced Fat 51% Whole Grain Cookies, 1.5 oz. or less (Carnival, Chocolate Brownie, Chocolate Chip, Oatmeal Raisin, and Sugar)

Readi-Bake

1.2 oz. or less
51% Whole Grain ABC Graham Crackers
51% Whole Grain Dots Graham Crackers
51% Whole Grain Sports Graham Crackers

CHIPS

1 oz., unless otherwise noted

Baked! Lays Potato Crisps (Original, BBQ, Sour Cream and Onion, and Southwestern Ranch)
Baked! Doritos Nacho Cheese
Baked! Tostitos Scoops!
Doritos Reduced Fat (Cool Ranch, Spicy Sweet Chili, and Nacho Cheese)
Soy Crisps Apple Cinnamon Crunch
Michael Season's Baked Potato Crisps (Sweet Barbeque)
Popchips 0.8 oz bags (Barbeque, Cheddar, Jalapeno, Original, Parmesan Garlic, Salt & Pepper, Sea Salt & Vinegar, and Sour Cream & Onion)
Baked Wise Original
Dr Sears Whole Grain Popumz (BBQ, Ranch, and Cheddar)
Glenny's Whole Wheat Popped Crispy Chips (Sea Salt)

CRACKERS

1 oz. unless otherwise noted

Wheat Thins Multigrain
Wheat Thins Hint of Salt
Wheat Thins 100-Calorie Pack

POPCORN

1 oz. or less

Jonny Rapp's (Lite White Cheddar Popcorn and Lite White Popcorn)
Mini Pops Air Popped Sorghum Grain (Baby White Cheddar, Itty Bitty Butter, Subatomic Sea Salt)
Herr's Light Popcorn
Wise Reduced Fat Butter

For more information, contact Katie Bishop, M.S., M.P.H. at 1220 L Street, NW, Suite 300, Washington, D.C. 20005, Phone: 202-777-8351, E-mail: kbishop@cspinet.org

INVASIVE SPECIES DECONTAMINATION GUIDELINES

Invasive species are harmful to the environment, the economy and to human health. Preventing new introductions and limiting the dispersal of existing invasive species is the most effective approach to management. Decontamination is the process of cleaning and disinfecting gear and equipment with the intent of removing any attached aquatic invasive species (AIS) or terrestrial invasive species (TIS).

DECONTAMINATION: All persons conducting commercial business on state land are required to follow the decontamination guidelines outlined within this document. At a minimum, Permittee, Permittee employees and volunteers should do the following:

Inspect and remove debris: Visually examine the equipment and remove any attached plant fragments, dirt/mud, seeds, or invertebrates. This could be done by simply picking the items off or using a brush or broom. If this is being done prior to leaving a site, the materials could be left on-site; however, if this step is at different location (e.g., a field office), the materials should be bagged and disposed of in the trash.

Drain, rinse with potable water, and dry: When using boats and other aquatic equipment, drain all water from the motor, live well, bilge, and transom wells, rinse with potable water, and dry the equipment (either air dry or use a towel). See *Fisheries Order 245.16 - Fish Disease Control* for more information [Fisheries Order 245.16 April 18 2016.docx \(michigan.gov\)](#).

If the gear, equipment, or clothing were unable to be cleaned well using the basic steps above, Permittee should consider doing the following additional decontamination steps, particularly if one of the following applies:

- ❖ They are in contact with multiple waterbodies or field sites in a week and invasive species are either known to be present or are observed in at least one of those locations, or
- ❖ They are in contact with pristine/isolated locations which may contain rare, threatened, or endangered species.

Additional Decontamination options:

Pressure wash: See page 7 of this document for a location map of heated pressure washing facilities in Michigan.

Treat with chemical solutions: Spray or soak the equipment in a chemical solution (Table 4) to disinfect the gear. When using chemicals, the safety protocols listed on the label must be followed. Staff should avoid inhaling the fumes or coming into physical contact with the chemicals, and appropriate personal protective equipment should be worn (e.g., goggles, gloves, aprons, etc.).

Flush the motor of an aquatic vessel: Use either Virkon Aquatic or bleach, using the guidance presented in Table 4.

DECONTAMINATION GEAR SUGGESTED: The Permittee may find it helpful to create decontamination kits. Kits would provide basic decontamination supplies in one place and could include the following:

- Boot brushes
- 5-gallon buckets
- Sponges
- Spray bottles
- Thermometer
- Adhesive rollers
- Brooms and brushes
- Shovels
- Vacuum
- Pressure washer (hot or cold water)
- Air compressor
- Chemicals
- Leaf blowers
- Personal protective equipment (e.g., goggles, gloves, and apron)

THINGS TO KEEP IN MIND: There are simple steps that can be taken to reduce the risk of spreading invasive species, including:

1. Knowing where invasive species are located and your level of risk in transporting or spreading them. Visit areas without invasive species first, gradually moving to areas that are infested (i.e., work from the lowest risk sites to the highest risk sites; work upstream first then downstream).
2. Using the simplest gear as possible when working in an infested area. For example, if staff are working in an aquatic environment, they should consider using waders or boots that are one-piece, rubber, and non-felt soled.
3. Inspecting gear and equipment between work sites. When possible, perform the decontamination step on-site.
4. Performing work duties when the invasive species are at the lowest risk of being spread. For example, avoid working in areas when invasive plants are at seed.
5. Using well-traveled paths or roadways when moving between locations and avoiding infested areas.
6. Considering alternatives to moving equipment between field sites, such as having dedicated equipment that will remain on-site in important natural areas or those with rare or endangered species.
7. Monitoring the invasive species community over time, including differences in distribution.
8. Drying aquatic equipment for five days before moving to a new site.

Table 1: Summary of decontamination options to help minimize the transfer of invasive species. Perform all steps in the lower risk categories first, then perform the decontamination steps in the higher risk categories (e.g., High Risk: Perform steps in the Low and Medium Risk Categories first).

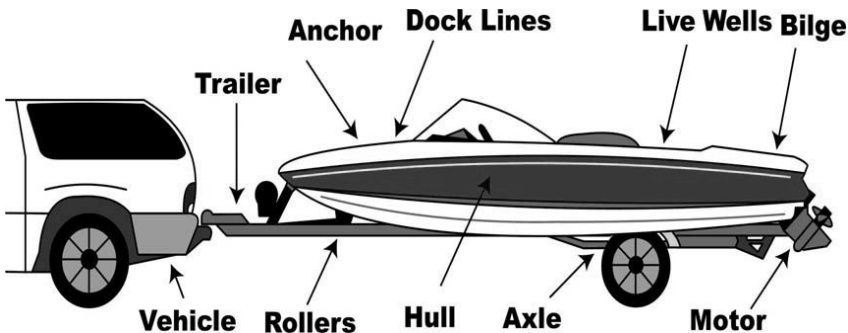
Equipment	Low	Medium Options (pick one). Rinse after all.	High
Boats, trailers, and motors	Inspect, clean, drain, rinse, and dry	<ul style="list-style-type: none"> Bleach: ½ cup [4 oz] bleach to 5 gallons of water or 120 mL bleach to 19 liters of water Virkon Aquatic for 20 minutes (20 g/L) Hot water pressure: 140°F/60°C for 10 second contact time 	Motor flush: 140°F for 5 minutes and an exiting temperature 120°F/49°C OR ambient temperature for 10 minutes
Sampling gear (e.g., nets and other equipment that have direct contact with water)	Inspect, clean, rinse, and dry	<ul style="list-style-type: none"> Bleach: ½ cup [4 oz] bleach to 5 gallons of water or 120 mL bleach to 19 liters of water Then use 100% vinegar for 20 minutes to dissolve any veliger shells Virkon Aquatic for 20 minutes (20 g/L) Hot water pressure: 140°F/60°C for 10 second contact time; dry ≥5 days in sun 	Use alternative gear that has not been deployed in infested water within the past 5 days
Waders, boots, and other field equipment	Inspect, clean, rinse, and dry	<ul style="list-style-type: none"> Laundry clothing and footwear Disinfect other equipment Bleach: ½ cup [4 oz] bleach to 5 gallons of water or 120 mL bleach to 19 liters of water Virkon Aquatic for 20 minutes (20 g/L) Formula 409 for 10 minutes for New Zealand mudsnails 	Heat and dry: household steamer or pressure wash; dry ≥5 days
Sensitive equipment (e.g., sondes, hydrolabs, and dataloggers)	Inspect, clean, and sanitize every time it has been exposed to water; follow manufacturer's directions		
Vehicles	Inspect and clean interior and exterior	<ul style="list-style-type: none"> Clean with water using pressure washer Take vehicle through carwash with undercarriage flush 	
Heavy equipment (e.g., mowers, dozers, loaders, and dump trucks)	Inspect and clean interior and exterior	<ul style="list-style-type: none"> Compressed air, then high pressure washer, rinse, and dry; run fans in reverse if possible to clean air intakes 	
Portable pumps (any equipment that draws water from a water body)	Inspect and clean exterior surfaces	<ul style="list-style-type: none"> Flush, clean, rinse, and dry For small portable pumps, flush with either Virkon Aquatic (20 g/L) for 20 minutes or with a bleach solution (½ cup [4 oz] bleach to 5 gallons of water or 120 mL bleach to 19 liters of water for 20 minutes 	
Diving equipment (e.g., wet suit, snorkel, fins, and buoyancy compensator)	Inspect, clean, drain, rinse, and dry	<ul style="list-style-type: none"> Salt solution: ½ cup salt per gallon of water for 30 minutes Hot water: >120°F/49°C for 30 minutes <p>After treatment, completely dry if possible</p>	

Table 2: The basic steps should be followed whenever gear or equipment is moved between field sites. Follow the extra steps when the gear or equipment is not adequately cleaned by the basic steps, when working in invasive species-infested areas, or when working in areas with rare/threatened/endangered species.

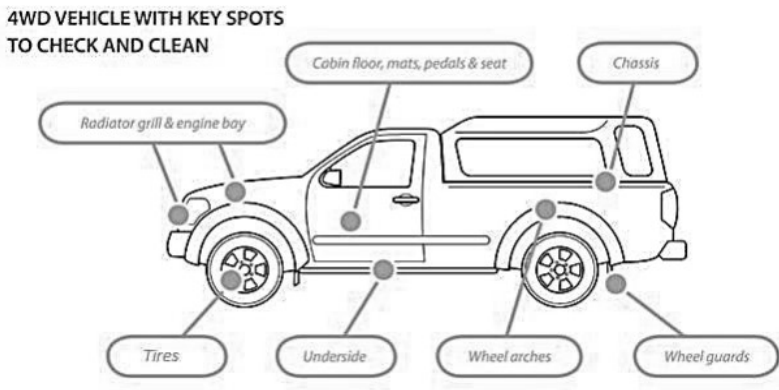
Equipment	Decontamination Method
Clothing	Basic step: Inspect and remove debris with an adhesive roller or brush Extra step: Wash, rinse, and dry between uses, if necessary
Waders and boots	Basic step: Inspect and remove debris with a brush Basic step: Rinse with potable water and let dry Extra step: Treat with Virkon Aquatic (SEE TABLE 4)
Vehicles	Basic step: Inspect and remove debris from interior and exterior with a broom, brush, or vacuum Extra step: Use a car wash or pressure wash, if needed
Heavy equipment	Basic step: Inspect and remove debris with a broom or brush Basic step: Run fans in reverse, if possible, to clean air intakes Extra step: Use an air compressor / leaf blower / pressure washer to remove debris, if needed
Mowers	Basic step: Inspect and remove debris with a broom or brush Extra step: Use an air compressor / leaf blower / pressure washer to remove debris, if needed
Handheld tools (i.e. chainsaw, weed whip, etc.)	Basic step: Inspect and remove debris with a broom or brush Extra step: Use an air compressor / leaf blower to remove debris, if needed
Non-motorized watercraft	Basic step: Inspect and remove debris from interior and exterior with a broom or brush Basic step: Rinse with potable water and air or towel dry Extra step: Treat with chemical solutions (SEE TABLE 4) or hot pressure washer
Boats, motors, and trailers	Basic step: Inspect and remove debris with a broom or brush Basic step: Drain, rinse with potable water, and dry Extra step: Flush the motor, if necessary Extra step: Pressure wash with hot water, if available
Aquatic gear (i.e. pumps, nets, etc.)	Basic step: Inspect and remove debris with a brush Basic step: Drain, rinse with potable water, and dry Extra step: Pressure wash with hot water or treat with chemical solution (SEE TABLE 4), if necessary
*Always follow manufacturer's directions when disinfecting equipment.	

Table 3. Below are three schematics, showing examples of locations to check when decontaminating.

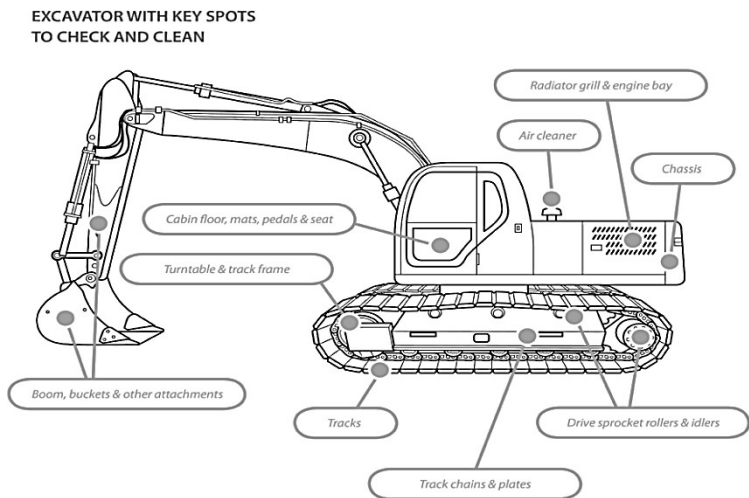
A: Key areas on boats and trailers to inspect for plants, animals, mud, and water.
Diagram from the California Department of Fish and Wildlife.



B: Key areas to inspect and clean on vehicles.
Diagram from the Ontario Invasive Plant Council.



C: Key areas to check and clean on large equipment.
Diagram from the Ontario Invasive Plant Council.



OTHER RESOURCES:

For information about invasive species in Michigan, visit www.michigan.gov/invasives.

For information about where invasive species have been found in Michigan, visit the Midwest Invasive Species Information Network (MISIN) at www.misin.msu.edu. MISIN also has training modules under the “Explore” tab about how to distinguish invasive species from native species.

Table 4: Please reference this table when chemical use is critical to help stop the spread of invasive species. Chemical treatments are only recommended when working in aquatic environments. Always refer to the manufacturer's directions for additional guidance.

The primary chemical recommended to decontaminate equipment is chlorine bleach (5.25% solution; ½ cup [4 fluid ounces] of bleach to 5 gallons of water).

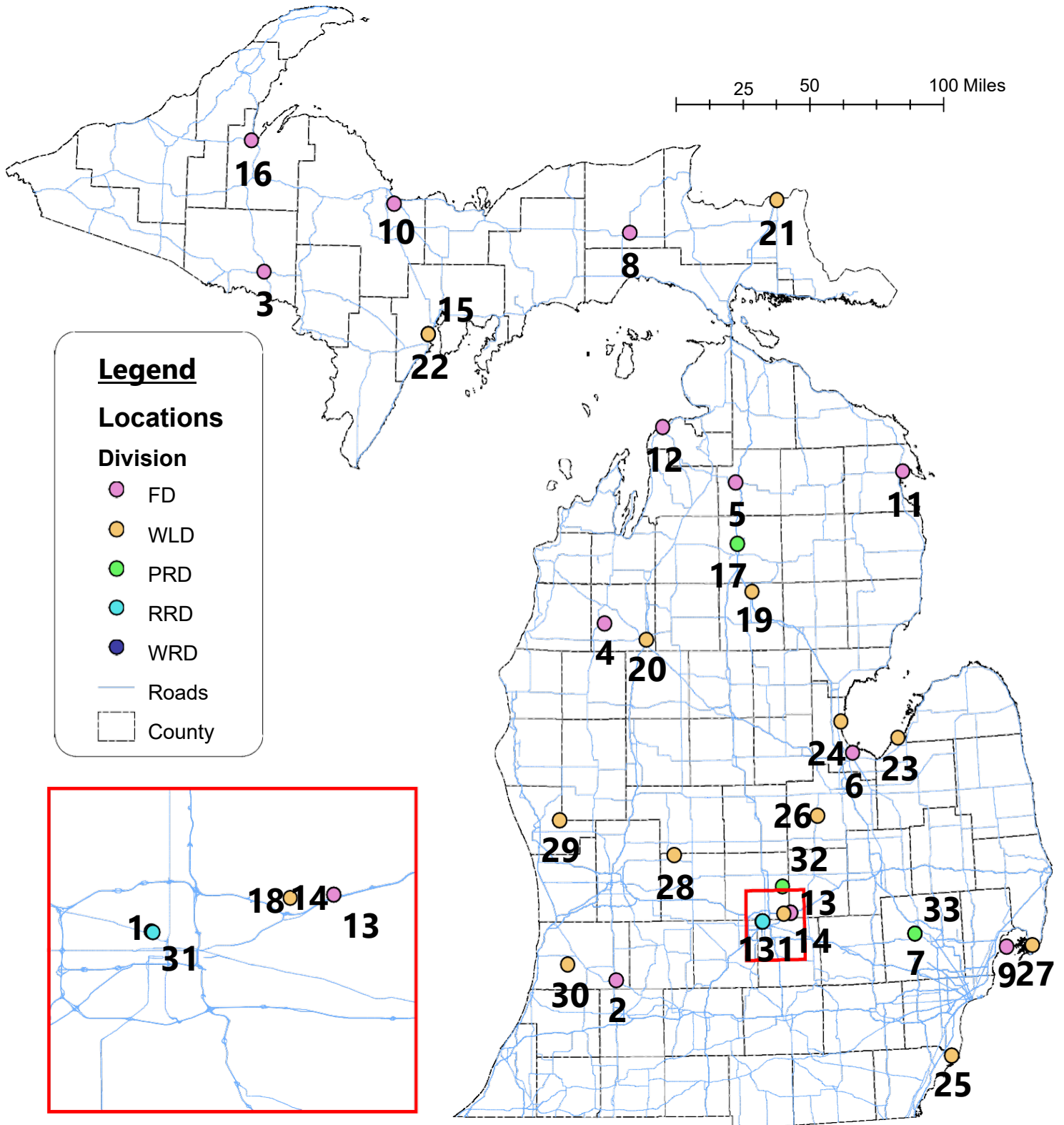
- Apply by spraying or using a sponge to thoroughly expose the surface to the bleach solution. Contact time should be at least 10 minutes. **Rinse well with tap water afterwards.**
 - Chlorine bleach degrades over time and its effectiveness as a disinfecting agent diminishes. A bottle should only be used for two months after opening. Diluted bleach should be used within 24 hours.
 - Dispose of unused bleach and diluted bleach solutions in the sanitary sewer.
- ❖ If staff are concerned about bleach residue on equipment, it is recommended to do a follow-up rinse using sodium thiosulfate (CAS Reg. No. 10102-17-7), which can be purchased by most chemical supply companies, such as Fisher Scientific (www.fishersci.com). This will neutralize the chlorine in the bleach and reduce both damage to the equipment and effects to fish or invertebrates. **Caution should be taken to not mix chlorine bleach with other chemicals. After using bleach, rinse well with water and then apply additional chemicals.** The recommended thiosulfate solution is 3 grams of sodium thiosulfate per gallon of water.
- Apply by spraying or using a sponge to thoroughly expose the surface to the solution. Contact time should be at least 10 minutes. **Rinse with tap water afterwards.**
 - Store crystals in a tightly sealed container in a cool, dry area. The degradability of the solution is not established.
 - Dispose of small amounts of unused sodium thiosulfate solution in the sanitary sewer in a safe manner and in accordance with local/national regulations.
- ❖ If staff are working in aquatic environments that are known to have bacterial or viral pathogens in them, it is highly recommended to do a follow-up treatment using Virkon Aquatic®. This is a contact disinfectant in the hydrogen peroxide family and can be purchased online from multiple vendors, such as Fisher Scientific (www.fishersci.com). It is 99.9% biodegradable and is not corrosive at the working dilution. It is labeled for use as a bactericide/viricide, so do not depend on its use for other invasive species. Prepare Virkon Aquatic by mixing 20 grams with one liter of water.
- Expose equipment to the solution for at least 20 minutes.
 - Use Virkon Aquatic within 7 days postmixing because the product degrades.
 - Dispose of unused solutions in the sanitary sewer.

Special Notes

Note 1: New Zealand mudsnails have recently been detected in inland waters of Michigan. If field work is being done in infested waters, use the Virkon Aquatic protocol above.

Note 2: To dissolve the shells of zebra and quagga mussels, expose the equipment to 100% white distilled vinegar for 20 minutes *or* a salt solution (1/2 cup salt per gallon of water) for 30 minutes.

State Owned Heated Pressure Washer Locations



See next page for details.

ID	Department	Division	Facility	Address	Contact	Phone	Latitude	Longitude	Hours
1	DEQ	WRD	Filley Street Equipment/support Facility	815 Filley Street Lansing, MI 48906	Mike Baldock	517-327-2630	42.761764	-84.56373	8:30 am - 4:00 pm
2	DNR	FD	Plainwell	621 N. 10th Street Plainwell, MI 49080	Ed Pearce	269-685-6851 ext 107	42.465562	-85.642034	6:00 am - 5:00 pm
3	DNR	FD	Crystal Falls	1420 US 2 West Crystal Falls, MI 49920	Mark Mylchreest	906-875-6622 Cell 906-458-2112	46.098373	-88.360564	6:00 am - 4:30 pm CST M,T,W,TH
4	DNR	FD	Harrietta	6801 W. 30 Road Harrietta, MI 49638	Bob Kerry	231-389-2551	44.308848	-85.717001	8:00 am - 4:30 pm
5	DNR	FD	Gaylord	1732 West M-32	Patrick Van Daele	989-732-3541 x5470	45.028909	-84.710526	7:00 am - 5:00 pm
6	DNR	FD	Bay City	Gaylord, MI 49735 1700 Marquette Street MI 48706	Bay City, Chris Schelb	989-684-7892	43.618856	-83.868128	7:30 am - 4:00pm
7	DNR	FD	Waterford	7806 Gale Road Waterford, MI 48327	Todd Somers	248-666-8463	42.676156	-83.439637	8:00 am - 4:30 pm
8	DNR	FD	Newberry	5100 M123 Newberry, MI	Shawn Sapp or Carl Christiansen	906-293-5131	46.323319	-85.509683	7:00 - 3:30 pm
9	DNR	FD	Mt. Clemens	33135 S River Road Harrison Twp, 48045	Brad Utrup	586-465-4771 ext 25	42.592727	-82.772184	8:00 am - 4:30pm M-F
10	DNR	FD	Marquette	488 Cherry Creek Marquette, MI 49855	Road Ed Baker	906-249-1611 ext 309	46.468393	-87.357942	7:30 am - 4:00 pm may vary
11	DNR	FD	Alpena	160 E. Fletcher Alpena, MI 49707	Bill Wellenkamp	989-356-3232	45.063856	-83.428899	8:00 am - 5:00 pm M-F
12	DNR	FD	Charlevoix	96 Grant Street Charlevoix, MI 49720	Dave Clapp	231-547-2914 ext 237	45.319261	-85.26397	7:00 am - 5:00 pm
13	DNR	FD	IFR	9870 Stoll Road Haslett, MI 48840	Kevin Wehrly	734-663-3554 ext 12055	42.8028861	-84.350272	Variable. Not accessible
14	DNR	FD	Rose Lake	9870 Stoll Road Haslett, MI 48840	Seth Herbst	517-284-5841	42.8028861	-84.350272	Variable
15	DNR	FD	Escanaba	6833 Hwy 2, 41 &M-35 Gladstone, MI 49837	Darren Kramer	906-786-2351	45.797526	-87.076063	8:00 am - 4:00 pm EST M-F
16	DNR	FD	Baraga	427 US 41 North Baraga, MI 49908	George Madison	906-353-6651	46.773795	-88.489695	8:00 am - 4:00 pm EST M-F
17	DNR	PRD	Grayling Field Office	1955 Hartwick Pines Grayling, MI 49738	Rd. Josh Pellow	989-348-6371 ext 7491	44.713536	-84.702475	7:00 am - 5:30 pm M-TH, call ahead
18	DNR	WLD	Rose Lake Field Office (equipment garages)	8237 Stoll Rd East Lansing, MI 48823	Chad Krumnauer	517-641-4092	42.798909	-84.39471	8:00 am - 4:00 pm, call ahead
19	DNR	WLD	Roscommon Customer Service Center	8717 N. Roscommon Roscommon, MI 48653	Road Jeff Autenrieth	989-275-5151 ext 2722032	44.462597	-84.601372	8:00 am - 4:00 pm, call ahead
20	DNR	WLD	Cadillac Customer Service Center	8015 Mackinaw Trail Cadillac, MI 49601	Vernon Richardson	231-775-9727 ext 6031	44.222519	-85.40244	8:00 am - 4:00 pm, call ahead
21	DNR	WLD	Sault Ste. Marie Field Office	2001 Ashmun Street Sault Ste. Marie, MI 49783 6833	David Jentoft	906-635-5281 ext 4	46.481544	-84.353294	8:00 am - 4:30 pm, call ahead
22	DNR	WLD	Escanaba Field Office	Hwy. 2, 41 and M-35 Gladstone, MI 49837	Colter Lubben	906-786-2351	45.79728	-87.076039	8:00 am - 4:30 pm, call ahead
23	DNR	WLD	Fish Point Wildlife Area	7750 Ringle Rd Unionville, MI 48767	Pat Brickel	231-394-0633	43.689616	-83.526175	7:00 am - 3:30 pm M-F, call ahead
24	DNR	WLD	Nayanquing Point Wildlife Area	1570 Tower Beach Pinconning, MI 48650	Road Brandy Dybas-Berger	989-697-5101	43.783784	-83.946576	8:00 am - 4:30 pm M-F, call ahead
25	DNR	WLD	Pointe Mouillee State Game Area	37205 Mouillee Road Rockwood, MI 48173	Zach Cooley	734-379-9692	43.039309	-83.199722	8:00 am - 4:30 pm M-F, call ahead
26	DNR	WLD	Shiawassee River State Game Area	225 E. Spruce Street St. Charles, MI 48655	Vic Weigold	989-865-6211	43.300291	-84.140819	7:00 am - 5:00 pm M-TH
27	DNR	WLD	St. Clair Flats Wildlife Area Field Office	1803 Krispin Rd Harsens Islasnd, MI 48028	John Darling	810-748-9504	42.587612	-82.588702	7:00 am - 11:00 am F, call ahead 7:00 am - 3:30 pm M-F, call ahead
		WLD	Paris Office	22250 Northland Drive Paris, MI 49338		231-465-4188	43.789818	-85.501255	8:00 am - 3:30 pm, call ahead

28	DNR				James Miller				
29	DNR	WLD	Muskegon State Game Area	7600 E. Messinger Road Twin Lake, MI 49475	Greg Hochstetler	231-788-5055	43.292722	-86.05706	8:00 am - 4:00 pm, call ahead
		WLD	Allegan State Game Area Field Office	4590 118th Ave., Route 3 Allegan, MI 49010		269-673-2430	42.549349	-85.994587	8:00 am - 4:00 pm, call ahead
30	DNR				Keith Kluting				
31	DEQ	RRD	Filley Street Equipment/support Facility	635 Filley Street Lansing, MI 48906	Pete Shirey	517-335-6415	42.760995	-84.561395	
32	DNR	PRD	Sleepy Hollow State Park	7835 E. Price Road Laingsburg, MI 48848	Tim Machowicz	517-651-6217	43.942185	-84.404093	8:00 am - 4:00 pm, call ahead
33	DNR	PRD	Pontiac Lake Recreation Area	7800 Gale Rd Waterford, MI 48327	Tom Bissett	248-666-1020	42.679238	-83.441271	8:00 am - 4:00 pm, call ahead

INVASIVE SPECIES ADDITIONAL INFORMATION

Where can I find out more about invasive species in Michigan?

Visit www.michigan.gov/invasives.

- Click on the “Species Profiles and Reporting Information” tab on the left to find out more about the state’s priority species.
- Identification guides are available under the “Education and Outreach” tab.

Visit www.misin.msu.edu.

- Click on the “Explore” tab on the top, then browse through the “Species Information” and “Training Modules” sections.

How should I report any invasive species I find?

Visit www.misin.msu.edu.

- Click on the “Report” tab on the top. Select the species you have found and complete the reporting information (you will need an account to do this).

What are some simple steps I can take that will have an impact?

1. Know where invasive species are located and your risk in spreading them. Visit areas without invasive species first, gradually moving to areas that are infested.
2. Use the simplest gear as possible when working in an infested area. For example, if you are working in an aquatic environment, use waders or boots that are one-piece.
3. Inspect equipment, vehicles, and footwear between work sites. When possible, do decontamination on-site. Clean your gear, drain water from boats and motors, and let equipment dry for five days.
4. Perform work duties when invasive species are at the lowest risk of being spread. For example, avoid working in areas when invasive plants are at seed.
5. Use well-traveled paths or roadways when moving between locations and avoid infested areas.

How can I get updates from the Michigan Invasive Species Program?

Sign up for emails! Visit www.michigan.gov/invasives and click on the red envelope on the homepage to subscribe to the program’s listserv.

How can I find out more about Cooperative Invasive Species Management Areas (CISMAs)?

Visit www.michiganinvasives.org to find the contact information for your local CISMA.