

Operational Plan for the eradication of *insert target species* from *insert site name, location*

Title page can include referenced photos of study site and/or species involved

Insert author(s) name, institution, contact details

If applicable, include notification of funding organisation / contractor

Reviewer(s): *Insert reviewer(s) name, institution, contact details, date*

Version History:

VERSION	DATE	AUTHOR	REASON FOR CHANGE

Citation:

This report should be cited as: *Insert citation including all authors and date*

NOTE: Detailed guidance on how to complete a Operational Plan can be found in Section 5.1 of the Overview document of the UK Rodent Eradication Best Practice Toolkit.

Template guidance is all provided in **Green** and should be deleted prior to completing the report.

This template has been adapted from the Pacific Invasives Initiative toolkit (PII, 2011).

Executive Summary

Provide an overview of the main points of the report. The audience of the Operational Plan is the eradication team. Provide enough information for the reader to get a summary of what is discussed in the full report.

NOTE: *as the project progresses new objectives and outputs may arise depending if new stakeholders are engaged – any changes from earlier documents should be highlighted as the project develops (i.e. new objectives covered in later versions of project plans and operational plans etc. should be noted as new – as these may affect the techniques or have risks associated with them).*

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1 INTRODUCTION

Explain the purpose of this document. The audience of the Operational Plan is the eradication team. Include:

- *The agency responsible for delivering the eradication*
- *Who has funded the project*
- *The purpose of the document, provide details of how to eradicate target species from the site.*
- *Refer to key documents for background information, i.e. Project Plan, Feasibility Study.*
- *Acknowledge any people or organisations that have provided support/ help/ advice to the preparation.*

1.1 The Site *Insert site name*

Brief summary only - Refer to Feasibility Study & Project Plan.

1.2 Target Species *Insert target species name (including scientific name)*

Brief summary only - Refer to Feasibility Study & Project Plan.

2 GOAL, OBJECTIVES and OUTCOMES

Refer to Feasibility Study & Project Plan.

The goal, objectives and outcomes should define what the project will achieve, and how the project success will be monitored. Using a log frame, Table A, will help to structure the project development. All objectives should be SMART (Specific, Measurable, Attainable, Relevant and Timely). Outline the:

GOAL: A long-term desired result.

OBJECTIVES: Specific achievements that will help reach the goal.

OUTCOMES: A change resulting from the achievement of an objective.

The Goal, Objectives and Outcomes defined in the Project Plan will only change if there is a major change to the project – any changes will need to be consistent with the process defined in the 'Project Governance' Section of the Project Plan.

Any changes need to consider whether the project is still feasible and sustainable in light of the changes.

3 OPERATION DETAILS

Describe the technical details of the eradication operation. Provide a step-by-step guide of how the eradication will be delivered. Include the methods that will be used providing details and sequences/timing of these. Break down into implementation stages, and provide sufficient detail of each stage.

3.1 Implementation Stage 1: Establish field accommodation and team on *insert site*

Outline:

- *Accommodation for field staff*
- *Food and water supplies for field staff*
- *Transportation of field staff and equipment to the site*
- *Etc.*

3.2 Implementation Stage 2: Establishment of rodenticide grid

Refer to Annex 1 of the Best Practice Toolkit. Consider:

- *The density of bait stations/ traps, and how this varies over the island*
- *Track cutting (if needed)*
- *GPS mapping, marking and labelling bait station points*
- *Production and deployment of bait stations*
- *Etc.*

3.3 Implementation Stage 3: Rodenticide baiting phase

Refer to Annex 1 of the Best Practice Toolkit. Consider:

- *Training of project staff*
- *Describe deployment methods for rodenticide in the bait stations*
- *Describe data recording methods and daily data entry requirements*
- *Disposal of carcasses on the surface, taking samples for genetic analysis (if needed)*
- *Etc.*

3.4 Implementation Stage 4: Intensive monitoring of rodents

Refer to Annex 3 of the Best Practice Toolkit. Describe the different monitoring methods that will be used (e.g. flavoured wax; tracking tunnels etc.). Include:

- *GPS mapping, labelling monitoring points*
- *Steps to follow if rodent sign is found (i.e. continue baiting)*
- *Etc.*

3.5 Implementation Stage 5: Install long-term biosecurity equipment

Refer to Annex 4 of the Best Practice Toolkit. Describe the different biosecurity methods that will be used (e.g. permanent stations, rodent motels etc.). Include:

- *GPS mapping, labelling monitoring points*
- *Steps to follow if rodent sign is found (i.e. incursion response)*
- *Etc.*

4 NON-TARGET SPECIES

Provide the information required to manage the risks to non-target species. Provide a sub-heading for each non-target species or species group (including all other non-native species), e.g. 4.1. Birds. For each non target species/group, describe:

- How the species might be affected. Use examples from existing literature.
- How the potential impacts will be mitigated during the eradication.
- How to respond to carcasses found during operation.
- Any permits required in relation to species.
- Etc.

Provide a risk assessment for the impacts on non-target species, Table A. Update as necessary from Feasibility Study.

Table A: Risk assessment for non-target species during the eradication of *insert target species* on *insert site*

Species	Potential impact	Preventative action	Risk
<i>E.g. Domestic dogs</i>	<i>E.g. Direct poisoning Secondary poisoning</i>	<i>E.g. Use of bait stations Antidote for rodenticide available</i>	<i>E.g. Low</i>
<i>Etc.</i>	<i>Etc.</i>	<i>Etc.</i>	<i>Etc.</i>

5 ENVIRONMENTAL EFFECTS

The information required to manage and minimise any impacts to the environment. Refer to 'Environmentally Acceptable' Section of the Feasibility Study for issues that need to be addressed concerning environmental effects. Include:

- *Risk of rodenticides to humans*
- *Disposal of rubbish and used rodenticide*
- *Potential impacts from population increases of other non-native species (e.g. house mouse)*

6 HEALTH AND SAFETY

Provide the information required to ensure everybody (Operational Team, community, visitors) are not endangered by the methods, materials and transport used in the eradication. Refer to Section 5.2 of the UK Rodent Eradication Best Practice Toolkit Overview guidance document.

Produce a Health and Safety Plan.

7 LOGISTICS

Include any useful practical information that the Operational Team will need to know to undertake the eradication. Include:

- *Transport of field staff*
- *Accommodation and waste management*
- *Field staff provisions: protective clothing etc.*
- *Communications*
- *Equipment storage and transport, including rodenticide storage*
- *Food and water*

8 EQUIPMENT LIST

Provide a checklist of all the equipment you need to take to the eradication site, to use for baiting, monitoring and the biosecurity activities, Table B.

Depending on the size of the project and the details of the monitoring and biosecurity activities it may help to have separate lists for: eradication operation; the monitoring and the biosecurity activities.

Table B: The essential equipment list for the eradication of *insert target species* from *insert site*

Item	Source	Ready? (Y/N)
Field team equipment and accommodation		
<i>E.g. Waterproof clothing</i>	<i>E.g. Outdoor clothing supplier</i>	<i>tbc</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
Establishing rodenticide grid		
<i>E.g. GPS (x2)</i>	<i>E.g. Online store</i>	<i>tbc</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
Rodenticide baiting and monitoring		
<i>E.g. Brand, type and amount of rodenticide</i>	<i>E.g. Supplier</i>	<i>tbc</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
Biosecurity		
<i>E.g. Permanent bait stations, including number required</i>	<i>E.g. Supplier</i>	<i>tbc</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
Other		
<i>E.g. Digital camera</i>	<i>E.g. Online store</i>	<i>tbc</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>

9 OPERATIONAL TEAM

Provide details of the operational team, i.e. those who will be involved directly with the eradication aspect of the project, Table C. Refer to Section 5, Project Governance, of the Project Plan. Include Terms of Reference for staff employed as part of the project.

Table C: The Operational Team, the organisations involved, and their roles and responsibilities for the delivery of the eradication of *Insert target species* from *Insert site*.

Name	Organisation	Role	Responsibilities
<i>tbc</i>	<i>tbc</i>	<i>e.g. Project Executive</i>	<ul style="list-style-type: none"> • The accountable person on the project – overall (ultimate) accountability for the project. • Leadership role – setting and guiding the overall direction and management of the project • Involved from the start of the project and is ultimately accountable for the project. This includes defining the project in conjunction with the Project Manager • <i>Etc.</i>
<i>tbc</i>	<i>tbc</i>	<i>e.g. Project Manager</i>	<ul style="list-style-type: none"> • The responsible person on the project – overall responsibility for the project. • Leading the project effectively to deliver the agreed outputs and meet the agreed objectives (in order to achieve the agreed outcomes) • Leading on planning, relationship building, listening and communicating (including defining the project, setting objectives, planning the work etc.) • Creating and maintaining project documentation. • <i>Etc.</i>
<i>tbc</i>	<i>tbc</i>	<i>e.g. Operations Manager</i>	<ul style="list-style-type: none"> • Day to day project management of poisoning, intensive monitoring and final check phases. • Co-ordination of Operational Team leaders and staff • Producing technical reports

10 TASK SCHEDULE

Provide a list of actions that need be completed as part of the eradication, the monitoring and the biosecurity. Provide a checklist of actions showing who is responsible and when they should be completed by, Table D. Provide a task schedule showing clearly when activities should be started and completed by, Table E. In larger projects other, more complex, project management tools may be required.

Ensure that actions are included that address all of the issues identified in the Feasibility Study and the Project Plan and they match all the things identified elsewhere in this plan.

Depending on the size of the project and the details of the monitoring and biosecurity activities it may help to have separate schedules for: eradication operation; the monitoring and the biosecurity activities.

Table D: A checklist of key tasks for the delivery of the eradication of *insert target species* from *insert site*.

Key task	Completion date	Responsible	Completed? (Y/N)
Operational Planning Stage			
<i>e.g. Funding secured.</i>	<i>e.g. by 31/07/2017</i>	<i>e.g. Project Executive</i>	
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	
Pre-operation phase			
<i>e.g. all required permits in place</i>	<i>e.g. by 31/06/2018</i>	<i>e.g. Project Manager</i>	
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	
Operational phase			
<i>e.g. Rodenticide grid established across the site</i>	<i>e.g. by 31/09/2018</i>	<i>e.g. Project Manager</i>	
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	
Sustainability			
<i>e.g. Permanent biosecurity stations deployed</i>	<i>e.g. by 31/04/2019</i>	<i>e.g. Project Manager</i>	
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	

Table E: The task schedule for the delivery of the eradication of *insert target species* from *insert site*. *Block out time as appropriate.*

Activities	<i>Insert year</i>					<i>Insert year</i>						
	August	September	October	November	December	January	February	March	April	May	June/ Ongoing	
Operational Planning Stage												
<i>e.g. Funding secured.</i>												
<i>tbc</i>												
Pre-operation phase												
<i>e.g. all required permits in place</i>												
<i>tbc</i>												
Operational phase												
<i>e.g. Rodenticide grid established across the site</i>												
<i>tbc</i>												
Sustainability												
<i>e.g. Permanent biosecurity stations deployed</i>												
<i>tbc</i>												

11 REFERENCES

Use this section to record full citations of other documents that have been used and referred to in preparing the Operational Plan. Set a consistent format for referencing.

12 ANNEX 1: MATERIAL SAFETY DATA SHEET (MSDS)

Provide the Material Safety Data Sheet (MSDS) for the rodenticides being considered or chosen for the eradication operation.

This is a requirement for risk assessments and Control of Substances Hazardous to Health (COSHH), etc., and the information should be available to all stakeholders and team members.