

AERIAL COORDINATOR CHECKLIST FOR EEE ERP

- Check with the Division of Purchases and DEM Management Services to establish a procedure for payment of services, materials, and overtime incurred as a result of the application(s).
- Solicit appropriate quotes from application companies.
- Make follow-up contact with the contract application company to be sure that everyone understands and agrees to application procedures.
- Obtain copies of essential documents and certifications.
- Submit an application on behalf of the State of Rhode Island to conduct an aerial application of pesticide.
- Contact the Rhode Island Airport Corporation to make arrangements with the designated state airport to provide an appropriate base of operations.
- Contact the State Aviation Inspector's Office to provide information on the proposed operation.
- Set up a system to keep immediate superiors informed at all times.
- Get enough cellular phones and pagers to make it possible to send and receive reports on all aspects of the operation.
- Keep track of all incidents, good and bad, during the application.
- Meet with the pilots to determine the best flight plan for a particular day. These meetings should take place prior to each flight and as necessary during the actual application.
- Meet after each flight to go over the application and identify any problems encountered. The information garnered from these post-flight meetings should be reported to the DAG Division Chief, the DAG Associate Director and anyone else whom the DAG Chief designates.
- Assist the application crew with any additional arrangements and needs, while they are in the application area.
- Designate a safety officer whose job is to set up the safety perimeter and ensure that only authorized personnel cross it. **THERE ARE TO BE NO EXCEPTIONS WHEN AIRCRAFT ARE OPERATING.**
- Designate a spotter whose job is to oversee the application from a circling aircraft. Have the spotter report any problems or potential problems immediately so that corrective measures may be taken, as needed.

- Have one person designated as the Division Photographer to document the operation, from start to finish.
- Have one person responsible for keeping track of all flight times and amounts of material applied during the operation.
- Have the Ground Crew outfitted with portable radios to facilitate communication anywhere on the airport grounds.
- Make available weather balloons and helium, if the pilots need them to demarcate the area to be treated.
- Have adequate hearing and eye protection available for the Ground Crew, as needed.
- Provide yellow caution tape and other means to demarcate an area "off limits" to all but authorized personnel. "Authorized personnel" should be restricted to necessary Ground Crew personnel.
- Have aerial photos and topographical maps on hand for the pilots and for other reference concerning the treatment area.