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**Ballast Water Committee Work Plan**  
October 1, 2005 through September 30, 2006

**Action 1**

Refine, finalize, print, and mail draft outreach materials for shipping agents

**Timeline**

Refine and revise February 2006  
Mail: March 2006

**Funding or other support needed:** \$2,500 for printing and mailing.

**Lead contact:** Andrea Locke and Kevin R. Cute

**Action 2**

Refine, finalize, print, and mail the draft educational and outreach products for entities other than shipping agents

**Timeline**

Refine and revise February 2006  
Mail: March 2006

**Funding or other support needed:** \$2,500 for printing and mailing.

**Lead contact:** Andrea Locke and Kevin R. Cute

**Action 3**

Develop website for NEANS to provide information to various public segments about ballast water regulations, management practices, and risk of propagating invasive species

**Timeline**

Begin January 2006, complete August 2006

**Funding or other support needed:** \*In-house (NEANS) web page construction or contract with a consultant.

**Lead contact:** Andrea Locke and Kevin R. Cute

**Action 4**

Develop a cover letter to accompany the fact sheets referenced above

**Timeline**

February 2006  
Mail: March 2006

**Funding or other support needed:** In-house development and mailing to be coordinated w/in Ballast Water Committee. No direct cost funding request.

**Lead contact:** Andrea Locke and Kevin R. Cute

**Action 5**

Continue an internal dialogue on alternative ballast water exchange zones (potential locations, how to best utilize, etc) and develop talking points for public stakeholders

**Timeline**

Internal discussions: January-May 2006  
Draft talking points: July 2006

**Funding or other support needed:** In-house communications via Ballast Water Committee email group. No direct cost funding request.

**Lead contact:** Andrea Locke and Kevin R. Cute

\* Ballast Water Committee was uncertain at submission of this work plan whether NEANS in-house webpage construction capacity is available for Action 3. If not, Action 3 may have to be moved into the next work plan funding cycle, unless a portion of the funds for Actions 1 and 2 can be transferred to Action 3. At this time, it is preferred to keep Actions 1 and 2 funded at the current request level.

DRAFT