

# DOC150, DOC200: Standard Operating Procedure

## For trap servicing

### Before heading out:

- ☑ Check Site Specific Hazard ID form, taking note of anything significant for safety (e.g. location of slips, bluffs etc.) that is relevant to the area you are trapping in.
- ☑ Take note of any unique risks or hazards on the day (e.g. rain, high winds, new slips) and decide whether these should stop you going out.
- ☑ Tell your safety contact person that you are going out, when you should be finished, and WHERE you are going.
- ☑ Check you have everything you need, including bait!

### Trapping checklist.

- Bait
- 8mm Spanner
- Tongs for removing dead animals
- Gloves
- Hand sanitizer
- Data record sheets + pencil (if recording offline)
- Hi-vis vest
- First aid kit
- Cellphone/PLB
- Appropriate clothing for the weather (e.g. jacket, warm layers)
- Sun protection
- Water (and food)



### 1. Open the box

With a spanner, unscrew the 8mm hex screw fastening the lid, pivot the lid so that it is still partially supported by both trap box walls.

**Before you rebait, ensure the traps are unset.**

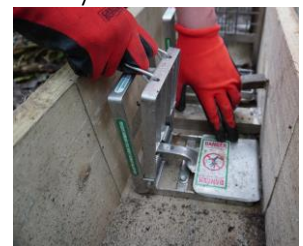
### 2. Un-set the trap:

#### Either a):

Use something substantial that will properly absorb shock to set off the trap (e.g. pair of balled up gloves or a thick wad of dead flax leaves) by dropping it onto the trap plate (or the two plates simultaneously, if it is a double-set trap).

#### Or b):

If you are confident that you have the strength and control to release the trap by hand, slowly lower the kill bar using the wire hoop (handle) whilst triggering the trap plate from the side with your other hand.



Once the trap is set off, you can change the bait. Throw mouldy bait away from the trap (and tracks), where it will break down.

**Never** set off the traps “dry” by knocking the trap box without having something suitable on the trap plate to absorb the shock – setting traps off this way damages the traps.

## If an animal has been caught:

Wearing gloves, carefully pull up the kill bar using one hand on the wire hoop, until the bar is high enough to release the dead animal. Using hands or tongs in your other hand, remove the animal and then slowly let the kill bar back down. Clean the trap using a paint scrapper (if required) and dispose of the animal appropriately. Throwing carcasses into nearby bushes is great, they become compost and recycle the nutrients.

### 3. Re-set the trap:

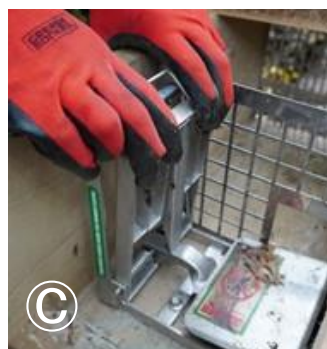
(a) Firmly bracing the box with one hand, use other hand to lift the wire loop, pulling the kill bar upwards. At this point, transfer the pressure of the kill bar to your other hand to allow you to remove your fingers from the wire loop.



(b) Continue pulling the kill bar over the top of the trigger arm until it drops into place onto the plate. Both hands should be on the kill bar, and no fingers in the wire loop.



(c) Slowly release pressure towards the top of the trigger arm, allowing the bottom of the arm to slide up against the plate and catch on the sear. The trap is now set.



Trap box should be stable, positioned on flat ground to enable safe setting.

### 4. Close the box

Ensuring the wire loop is sitting flat, close the lid of the trap and securely screw in the lid screw.

### 5. Record data

Enter your trap catch data into trap.nz (refer to trap.nz user guide for more details).



When removing gloves, avoid touching the contaminated glove palms by using the first-removed glove to take the second glove off.

### At end of trap check:

- ☑ Tell your safety contact person you are home safe
- ☑ Finish entering data into the trap catch database (trap.nz), using the notes and menus to alert us to issues with the traps
- ☑ Let a Coordinator know if there are any new hazards or other observations

**REMEMBER: EVERYONE IS RESPONSIBLE FOR HEALTH & SAFETY**