Standard Operating Procedure 01
Cleaning of Vehicles and Personal Belongings

Version 1.0, 11/4/14, Jessica Kirkpatrick & Fritz Klasner

1. Purpose and Scope
The 2009 Mauna Kea Comprehensive Management Plan (CMP) provides the authority for and responsibility of protecting University of Hawaiʻi (UH) managed lands on Maunakea from resource threats such as invasive species. The purpose of this document is to describe the requirements for inspection and cleaning of vehicles, and identify the standards for personal belongings, and for those traveling to or above the Halepōhaku area.

This standard operating procedure (SOP) applies to the passengers, vehicle operators, immediate personal possessions, and any vehicle or; operating under a permit (CDUP, Special Use, or other; including those permits issued to the University of Hawaiʻi for observatory purposes) on University managed lands (Halepōhaku, the summit access road above Halepōhaku, and the Mauna Kea Science Reserve). Personal or private vehicles engaged in personal use (i.e. sightseeing or general tourists) are not subject to the requirements below and are presently exempt from these standards. Hawaiʻi Administrative Rules may be adopted that address personal vehicle requirements.

This SOP does not apply to the load or delivery that a vehicle carries. Inspection procedures for vehicles with three or more axles, and any other vehicle used to transport aggregate or biological material regardless of the number of axles (other than food for human consumption) must also use the Inspection of Construction, Scientific Equipment, & Supplies SOP. Inspection procedures for loads, deliveries, and equipment (including vehicles without license plates) are described in the Inspection of Construction, Scientific Equipment, & Supplies SOP.

2. Introduction
All vehicles entering University of Hawaiʻi (UH) managed lands on Maunakea must be inspected to ensure they are free of plant, animal, and earthen materials. These guidelines apply to all vehicle use (private or commercial, including vendors) related to a Conservation District Use Permit (CDUP) or other permitted activities on Maunakea, including: astronomical observatories, commercial tours, facility maintenance (MKSS, HELCO, water, etc.), filming, scientific research, etc. Guidelines within this SOP include separate requirements for routine or regular use vehicles (i.e. staff, regular deliveries), single or first use vehicles, and vehicles with three or more axles.

3. Personal Belongings
Personal belongings are to be cleaned and inspected by the operator prior to arrival at the Saddle Road / Maunakea Access Road junction. The operator must remove any plant, animal, or earthen material (i.e. weed seeds, ants, soil, mud, food scraps), that might harbor invasive animals or plant seeds. Personal belongings (clothes, shoes, bags, laptops, etc.) and vehicle safety equipment must also be cleaned. Be sure to check pockets, cuffs, sleeves, bottoms of bags, etc. and pay special attention to the soles of shoes and boots. Cleaning must be done prior to arrival at the Saddle Road / Maunakea Access Road junction.
4. Cleaning (including undercarriage wash)

All vehicles are to be cleaned and inspected by the operator, prior to arrival at the Saddle Road / Maunakea Access Road junction. Vehicles with three or more axles, and equipment (motor vehicles without a highway license plate), must be inspected by a DLNR-approved biologist. The objective is to remove any plant, animal, or earthen material (i.e. weed seeds, ants, soil, mud and food scraps), that might harbor invasive animals or plant seeds. The outside of the vehicle may be pressure washed, air cleaned (with compressed air), or cleaned in a standard car wash, with particular attention to the vehicle’s undercarriage, crevices, fender wells, axles, springs, bumpers, wheels, grill, and recessed areas. The inside of the vehicle may be swept, air cleaned, or vacuumed, beneath floor mats and seats, and in all storage and tool compartments. All trash, plastic wrappers, and old food containers must be removed from the vehicle. Cleaning must be done prior to arrival at the Saddle Road / Maunakea Access Road junction.

On Maunakea, the typical accumulation of road dust and other materials acquired on paved and maintained roads is adequately addressed by monthly cleaning as outlined below. Concerns are often identified with vehicles parked in lots (paved and unpaved) with arthropod infestations or overhanging vegetation, with off-road or dirt-road use, and vehicles left unattended or not cleaned for extended periods. For more cleaning guidance please visit NOAA Fisheries Service- Preventing Invasive Species: Cleaning Land Vehicles, Equipment, and Personal Gear at http://www.habitat.noaa.gov/pdf/best_management_practices/Cleaning%20of%20Land%20Vehicles%20and%20Equipment.pdf and The Bureau of Reclamation’s “Inspection and Cleaning Manual for Equipment and Vehicles to Prevent the Spread of Invasive Species” http://www.usbr.gov/mussels/prevention/docs/EquipmentInspectionandCleaningManual2010.pdf.

4.1 Single or first visit

Any vehicle traveling onto UH managed lands for the first time, or on a single-visit basis, must be thoroughly cleaned prior to arrival at the Saddle Road / Maunakea Access Road junction in accordance with the specifications above. Rental cars are generally cleaned and inspected with each use and can typically be assumed to have been cleaned for the purposes of this requirement.

4.2 Regular visitor

Vehicles that travel onto UH managed lands on a regular basis must be externally cleaned at least monthly as described above and the interior maintained in a clean condition at all times, prior to arrival at the Saddle Road / Maunakea Access Road junction. If a vehicle leaves the island of Hawai‘i and returns to UH managed lands, it will be treated as a first-visit (see above).

4.3 Vehicles with three or more axles & Equipment

All vehicles with three or more axles, and all equipment must be thoroughly cleaned prior to arrival at the Saddle Road / Maunakea Access Road junction in accordance to the specifications above and inspected by a DLNR-approved biologist as defined in the Inspection of Construction, Scientific Equipment, & Supplies SOP. Once cleaned and inspected, if diverted to another job outside of UH managed lands, the vehicle must be re-cleaned and re-inspected prior to returning.

4.4 Vehicles & Equipment that do not leave UH managed lands for a contiguous 30-day period

- Equipment (i.e. road grader, trailers, etc.) and vehicles that do not leave UH managed lands in a contiguous 30-day period shall still be washed monthly. Washing may occur...
at Halepōhaku. Routine road dust from the Summit Access Road need not be washed off more frequently than monthly.

- All vehicles and equipment that leave UH managed lands and travel below Halepōhaku (staff vehicles, delivery trucks or trailers, etc.) in the course of a contiguous 30-day period must be washed monthly below the Saddle Road / Maunakea Access Road Junction.
- Vehicles that do not leave the Maunakea Science Reserve (EEV, SMA transporter, etc.) do not need to be washed unless transported to Halepōhaku or below.
- For storing or staging of equipment at Halepōhaku destined for the summit, see Inspection of Construction, Scientific Equipment, & Supplies SOP.

5. Inspections
Prior to commencement of each journey, the vehicle operator is to visually inspect the vehicle exterior and interior to ensure it is free of contaminants and other debris that might harbor plant, animal, or earthen materials. If the operator observes a build-up of these contaminants, (not including typical dust and other materials accumulated along paved, maintained, public roads), he/she must clean or arrange for the vehicle to be cleaned prior to arrival at the Saddle Road / Maunakea Access Road junction.

Inspections by a DLNR-approved biologist are not required for vehicles with 2 axles. All vehicles and equipment on UH managed lands may however, be inspected by Maunakea Rangers or other OMKM staff at any time. If plant, animal, or earthen materials are observed, including mud, plant seeds or live animals, the operator and vehicle may be liable for penalties as described in the following sections. Equipment stored at Halepōhaku or deposited there for staging purposes prior to transport to other locations on UH managed lands, vehicles with three or more axles, equipment, construction, scientific equipment, supplies and deliveries must be inspected by a DLNR-approved biologist. Inspections by a DLNR-approved biologist may be requested on-line at http://www.malamamaunakea.org/inspections or by calling 808-933-0734. See the Inspection of Construction, Scientific Equipment, & Supplies SOP for details.

6. Reporting, Verification, & Penalties Associated with Non-Compliance
Should invasive species be found on vehicles or equipment within UH managed lands, the operator is to stop, confine the invasive species, and immediately leave UH managed lands and return to a location below the Saddle Road junction where remedial action can be taken.

6.1 No Concerns Identified
No reporting, record keeping, or verification documentation (of cleaning or operator inspections) is required.

6.2 Concerns Identified
Once on UH managed lands, users must report and identify when soil, plant material, or insects are found on equipment, vehicles, or deliveries; and report any remedial actions taken to OMKM within 12 hours. (This requirement does not extend to typical road dust, etc. that accumulate while on UH managed lands). Reporting may be done by email or telephone. If unsure of remedial actions to take, and or immediate attention is needed (i.e. found a spider nest on vehicle while at Halepōhaku), report to a Maunakea Ranger. If possible, contain the insect, soil, or plant material by placing it in a sealable plastic, glass, or similar container and share with OMKM for identification. Do not brush it off onto the ground, roadside, or into the trash.
6.3 Verification
OMKM Rangers and staff may conduct vehicle inspections on UH managed lands at any time to verify cleanliness; this includes unattended vehicles. These will be summarized in daily “Ranger Reports” and vehicle owners will be notified if any concerns are identified.

6.4 Penalties
Operators who fail to comply with cleaning and inspection guidelines will be subject to a penalty. Such penalty may be imposed immediately by the Ranger, or after the report has been reviewed by OMKM staff. For example a vehicle discovered with potted plants on the summit on a Tuesday may be directed to leave immediately or directed to leave the following day after the Ranger report is reviewed by OMKM staff. The following penalties are in addition to any applicable State of Hawaii and other statute, rule, permit, or other requirement.

1st Incidence
Vehicle, operator, and cargo immediately leave UH managed lands. If the driver cannot be located, the vehicle may be towed, at owners expense. Inspection by DLNR-approved biologist required prior to returning to UH managed lands.

2nd Incidence
Same as first incidence. In addition, vehicle, operator, and cargo will not be permitted to return to UH managed lands for 5 calendar days.

3rd Incidence
Same as first incidence. In addition, vehicle, operator, and cargo will be excluded from UH managed lands pending the outcome of a meeting between the entity operating under a permit and OMKM to determine if any additional actions applicable to the permit are warranted. Meetings will be between directors (i.e. Telescope director and OMKM director, substitutions permitted only at OMKM discretion).

6.5 Reporting
Reporting of vehicle cleaning or operator inspections is not required. A brief summary of DLNR-approved inspections and Ranger reports will be included in an Invasive Species Annual Report, prepared by OMKM staff. Users are encouraged to provide suggestions to OMKM, at any time, for potential improvement of invasive species protocols and means of enhancing resource protection and compliance.

If uncertain about the need for cleaning or inspecting vehicles, or about potential avenues for invasive species to ‘hitchhike’, please ask OMKM.

7. Contact Information
To contact OMKM with questions or concerns regarding this SOP:
Web: http://www.omkm.org/inspections/
Phone: 808-933-0734
Email: omkm@hawaii.edu
8. Revision History Log

<table>
<thead>
<tr>
<th>Previous Version #</th>
<th>Revision Date</th>
<th>Author</th>
<th>Changes Made</th>
<th>Reason for Change</th>
<th>New Version #</th>
</tr>
</thead>
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<tr>
<td>1.0</td>
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Add rows as needed for each change or set of changes associated with each version.
Standard Operating Procedure 02
Inspection of Construction, Scientific Equipment, & Supplies

Version 1.0, 11/4/14, Jessica Kirkpatrick & Fritz Klasner

1. Purpose and Scope
This standard operating procedure (SOP) is designed to reduce the risks from the introduction of invasive species to University of Hawai‘i (UH) managed lands. As outlined in the 2009 Maunakea Comprehensive Management Plan (CMP), inspection and cleaning of construction and scientific equipment is required prior to traveling beyond the Saddle Road / Maunakea Access Road junction. This SOP refers to loads, deliveries, packages, construction materials, scientific tools and equipment that will be used on Maunakea. This SOP only applies to UH Managed lands, regardless of destination (i.e. it applies to users accessing the Natural Area Reserve through UH Managed lands). Cleaning of vehicles with 2 axles or less are described in the Cleaning of Vehicles and Personal Belongings SOP 01. Guidelines within this SOP include separate requirements for small containers and packages, packages or containers stored outdoors or indoors on an unpaved surface including construction materials, aggregate, equipment, supplies, equipment stored or staged at Halepōhaku, and containers or packages stored indoors. These guidelines do not apply to private vehicles that are not engaged in an activity covered by a permit (CDUP, Special Use, etc.).

2. Preparation
Those shipping or traveling to University managed lands are encouraged to:

- Self-inspect deliveries at point of origin. This does not alter inspection requirements below.
- Maintain clean storage, workshop, and shipping locations that are free of invasive plants, insects and other animals.
- Plan accordingly as an inspection by a DLNR-approved biologist may be required. Maintain a location for inspections that is free of plant, animal, or earthen material; regularly treated for invasive species; with suitable cleaning supplies (vacuums, running water, etc.) available to take remedial action when concerns are identified during inspections.

When shipping supplies and equipment to UH managed lands, operators are required to:


Example mark (above) found on wood meeting the treated and bark-free requirement of ISPM #15. This mark is not required, but is encouraged (treatment to ISPM #15 standards is not available in the State of Hawaii).
• **Minimize materials** and dunnage included to the minimum required for safe and secure delivery. If minimizing materials is not possible, then be prepared to remove packing materials for any inspection.

• **Clean vehicles and deliveries**: Cleaning includes removal of all plant, animal, and earthen materials on supplies and equipment prior to arrival on UH managed lands. See the *Cleaning of Vehicles and Personal Belongings SOP* for cleaning details.

• **Maintain vehicles and equipment**: ensure that equipment and vehicles are in good working condition and are free of leaks (hydraulic, transmission, radiator, fuel, motor oil, etc.).

• Once cleaned and inspected, if diverted to another job outside of UH managed lands, vehicle and cargo must be re-cleaned and re-inspected prior to returning to Maunakea. Schedule a re-inspection if **equipment is stored at Halepōhaku**: Those that plan on staging or storing equipment or supplies at Halepōhaku, destined for the summit, for 4 days or more are required to **schedule a re-inspection** of the staged item(s) before proceeding above Halepōhaku. Please plan accordingly.

### 3. Equipment, Materials, Supplies, & Load Guidelines

1) **Aggregate materials**:
   
a) Aggregate and fill materials **must** be inspected by a DLNR-approved biologist for plant, animal, and earthen materials. The load itself and the site where aggregate and fill materials were extracted or stored both must be inspected. The vehicle carrying the aggregate or fill material must follow vehicle procedures stated in the *Cleaning of Vehicles and Personal Belongings SOP*, as well as this SOP. If plant, animal, or earthen materials are found in aggregate and fill materials, the vehicle and entire delivery must not enter UH managed lands until materials are re-inspected and approved for use on Maunakea. Aggregate and fill materials must be inspected within 4 days (96 hours) prior to arrival on University lands.

2) **Items Stored Outdoors or Indoors on an Unpaved Surface (not including shipping and port holdings)**

   Items stored outdoors, or indoors on unpaved surfaces, have a greater chance of hosting invasive species. Therefore, containers and their contents that have been stored outdoors or indoors on an unpaved surface for at least 4 days **must** be first cleaned and then inspected by a DLNR-approved biologist. See the *Cleaning of Vehicles and Personal Belongings SOP* for cleaning details. An approved inspection certificate is required to proceed onto UH managed lands.

   a) **Construction Supplies and Materials** (i.e. equipment, vehicles with three (3) or more axles, lumber, steel, wiring or cables, earth moving equipment, etc.):

      i) **Cleaning**: All construction supplies and materials **must** be cleaned before arrival onto UH managed lands.

      ii) **Inspection**: All construction supplies and materials stored outdoors or on unpaved surfaces **must** be inspected by a DLNR-approved biologist after cleaning. If plant, animal, or earthen materials are observed, then the cleaning and inspection process must be repeated. All construction supplies and materials **must** be free of plant, animal, and earthen materials before arrival on UH managed lands. Inspections must occur within 4 days (96 hours) prior to arrival on University lands.

   b) **All Other Containers or Packages stored outside or on an unpaved surface, regardless of size**:

      i) **Cleaning**: All items stored outside or indoors on an unpaved surface for at least 4 days **must** be cleaned before arrival on UH managed lands.

      ii) **Inspection**: All items, regardless of size, stored outside or indoors on an unpaved surface **must** be inspected by a DLNR-approved biologist for plant, animal, and earthen materials.
Large and small items must be inspected within 4 days (96 hours) prior to arrival on UH managed lands.

3) Stored Indoors (items stored outdoors or indoors on an unpaved surface must refer to #2 above):
   a) Small containers/packages (maximum 156" girth and not to exceed 200 lbs):
      i) Cleaning: All small containers or packages (less than or equal to 156" girth, 200 lbs.) stored indoors should be cleaned before arrival on UH managed lands.
      ii) Inspection: all small containers must be inspected for plant, animal, and earthen materials by the carrier prior to going above the Saddle Road junction. Packages must be inspected by the carrier no more than 4 days (96 hours) prior to arrival on University lands. Unless plant, animal, and earthen materials are encountered, no reporting is necessary. If plant, animal, and earthen materials are not observed, then the delivery may proceed.

   b) Large containers / packages (shipping containers, open freight, and large packages (greater than 156" girth and/or weighing more than 200 lbs):
      i) Cleaning: All large containers stored inside must be clean before proceeding above the Saddle Road junction and arrival on UH managed lands.
      ii) Inspection: All large containers, packages, and materials must be inspected by a DLNR-approved biologist for plant, animal, and earthen materials. Items must be inspected within 4 days (96 hours) prior to arrival on UH managed lands.

4) Staged or stored outdoors at Halepōhaku for 4 days or more, and destined for the summit
   The Halepōhaku area has multiple ant (Cardiocondyla koagutsuchi) populations, and staging or storing equipment outdoors at Halepōhaku for 4 days or more increases the threat of contaminating stored item(s). Therefore, items stored outdoors for 4 days or more must be re-inspected prior to proceeding above Halepōhaku, including storage on a vehicle.
   a) Inspection: Items destined for the summit that is staged or stored outdoors or on a vehicle at Halepōhaku for 4 days or more must be inspected by a DLNR-approved biologist for animal plant, and earthen materials. These items must be inspected within 4 days (96 hours) prior to proceeding above Halepōhaku.

5) Routine Deliveries and Equipment Use
   Many deliveries (such as water, portable toilets, compressed gasses, Keck mirror segments, etc.) and equipment use (such as MKSS utilities snow removal, road grading, etc.) occur regularly. OMKM will work with these routine entities to certify that equipment is stored in invasive species free sites and appropriately maintained. This invasive species maintenance at their storage site, including Halepōhaku, is the responsibility of the partner entity, not OMKM.
   a) Cleaning: All applicable cleaning criteria still apply. See Standard Operating Procedure 01, Cleaning of Vehicles and Personal Belongings for details. Portable toilet contents may only include: hand cleaning solution that does not necessitate wiping dry (i.e. waterless hand sanitizer), toilet paper, and non-formaldehyde based deodorizing solution; and must be clean and unused with a secondary door retainer.
   b) Inspections with routine entities include 3 phases:
      1) Site Inspections: After an initial meeting and program review with OMKM, all company-owned staging or storage sites used by the company will be inspected by a DLNR-approved biologist at least annually and without advance notice. Sites must be free of invasive plant species (plant and animal), and if species are present a treatment plan devised and implemented by the partner entity, approved by OMKM, and treatment records shared according to the treatment plan.
(2) **Vehicle Inspections:** Highway licensed vehicles will be inspected during the site inspection(s) and again at random times on UH managed lands, as opposed to concurrent with each entry onto UH managed lands. Those failing inspections on UH managed lands will be subject to penalties outlined in SOP 1.

(3) **Equipment & Cargo Inspections:** At present, the only potential cargo suited for routine delivery is water, compressed gasses, and Keck mirror segments. The only equipment (unlicensed vehicles) suitable for routine delivery processes is MKSS road maintenance equipment permanently stored at Halepōhaku.

iii) Anyone wishing to approve other vehicles, cargo, or equipment for routine delivery should contact OMKM.

### 4. Corrective Action

If plant, animals, or earthen materials are observed on UH managed lands at any time, contain and securely seal the package or delivery (using garbage bag, plastic wrap, etc.), and contact OMKM staff immediately. The contaminated package or delivery is not permitted to proceed to University lands, until re-inspected and approved by a DLNR-approved biologist.

### 5. Inspectors

As stipulated in the 2009 Maunakea CMP, inspectors must be a biologist, recommended by OMKM, and approved by the Department of Land & Natural Resources (DLNR). To be recommended by OMKM, a biologist must:

1. Attend Maunakea resource orientation,
2. Review the Maunakea Invasive Species Plan and all associated materials, including IPPC information.
3. Participate in one or more inspections with OMKM invasive species program staff for training purposes.
4. Demonstrate knowledge, training, and understanding of invasive species.
5. Be able to identify common invasive species threats.

As of 9/22/14, DLNR-approved biologists for Maunakea invasive species inspections are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
<th>Date Approved</th>
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</thead>
<tbody>
<tr>
<td>All Inspectors</td>
<td>Hawaii Dept. of Agriculture, Plant Quarantine Branch</td>
<td>OMKM</td>
<td>Nov. 5, 2013</td>
</tr>
<tr>
<td>Frederick Klasner</td>
<td>Natural Resource Manager</td>
<td>OMKM</td>
<td>Nov. 5, 2013</td>
</tr>
<tr>
<td>Jessica Kirkpatrick</td>
<td>Resource Management Assistant</td>
<td>OMKM</td>
<td>Nov. 5, 2013</td>
</tr>
<tr>
<td>Amber Stillman</td>
<td>Natural Resource &amp; GIS Technician</td>
<td>OMKM</td>
<td>Nov. 5, 2013</td>
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<tr>
<td>Springer Kaye</td>
<td>Manager</td>
<td>BIISC</td>
<td>Nov. 5, 2013</td>
</tr>
<tr>
<td>James Parker</td>
<td>Early Detection Specialist</td>
<td>BIISC</td>
<td>Nov. 5, 2013</td>
</tr>
<tr>
<td>Robert Parsons</td>
<td>Early Detection Specialist</td>
<td>BIISC</td>
<td>Nov. 5, 2013</td>
</tr>
<tr>
<td>Martha Kawasaki</td>
<td>Biologist</td>
<td>BIISC</td>
<td>Nov. 5, 2013</td>
</tr>
<tr>
<td>Casper Vanderwoude</td>
<td>Manager</td>
<td>Hawaii Ant Lab</td>
<td>Nov. 5, 2013</td>
</tr>
<tr>
<td>Michelle Montgomery</td>
<td>Research Technician</td>
<td>Hawaii Ant Lab</td>
<td>Nov. 5, 2013</td>
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<tr>
<td>Rachel Malani</td>
<td>Research Technician</td>
<td>Hawaii Ant Lab</td>
<td>Nov. 5, 2013</td>
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<tr>
<td>Brent Sheehan</td>
<td>Research Technician</td>
<td>Hawaii Ant Lab</td>
<td>Nov. 5, 2013</td>
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For more information on who may inspect or to schedule an inspection, visit [http://www.malamamaunakea.org/inspections](http://www.malamamaunakea.org/inspections) or call 808-933-0734.
6. Inspection Process
Inspectors look for plant, animal, and earthen materials, as well as hydraulic, transmission, radiator, fuel, and oil leaks on the equipment or vehicle. Inspecting for these items help to ensure the protection of both natural and cultural resources on Maunakea. If the entire delivery can be visually observed and physically accessed by the inspector, then a visual inspection will typically be conducted. Inspectors may however, choose to use bait techniques with such a delivery. The entity requesting the inspection is responsible for identifying an inspection location that is free of plant, animal, or earthen material; regularly treated for invasive species; and has cleaning supplies (vacuums, running water, etc.) available to take remedial action when concerns are identified.

If the entire delivery cannot be visually observed or physically accessed by the inspector, or if the delivery was stored in a contaminated location, or stored for more than 3 months outside, baits will be used as an attractant. Users should expect a typical inspection duration with baits of at least 1 hour. Baits will combine attractants (jam, spam, and peanut butter [carbohydrate, protein, lipid]) using vials or cards, with at least 5 samples/traps (each with all 3 baits) per delivery.

Inspections are a commercial activity and are not permitted on road shoulders or private property without landowner permission. Inspectors may deny delivery of loads, cargo, or vehicles when the inspection location is known to be contaminated (for example, Argentine Ants are known to be present at the Saddle/Access Road junction). Except for equipment and materials stored at Halepohaku, inspections must occur below the Saddle Road Junction. Inspections will not occur on State or County road shoulders, State or County Parks, Department of Hawaiian Home Lands, etc. as permission has not been granted.

Items must be inspected within 4 days (96 hours) prior to arrival on UH managed lands.

7. Requesting Inspections and Reporting
Inspections are requested by users and results of inspections by DLNR-approved biologists are recorded at http://www.malamamaunakea.org/inspections. Each observatory has management access to generate reports of inspection requests and results of inspections conducted by DLNR-approved biologists. OMKM will prepare annual summaries to be included in the Invasive Species Annual Report. Users may review status of requested inspections and results for past inspections at this same location. Reporting of inspections conducted by anyone other than DLNR-approved biologists is not required.
Office of Mauna Kea Management - Invasive Species Inspection Certificate

Date Inspected:__________________________  Inspected By:__________________________

Delivery Must Occur by:__________________________  Destination:__________________________

Vehicle License (or description):________________________________________________________

Cargo Description:____________________________________________________________________

Delivery is  **Approved**  -----  **Rejected**  (circle one)

**Inspections valid only for stated vehicle, cargo, destination, & time frame (96 hours/4 days). Please provide this certificate to facility manager (Construction Site Manager).**

Office of Mauna Kea Management - Invasive Species Inspection Certificate

Date Inspected:__________________________  Inspected By:__________________________

Delivery Must Occur by:__________________________  Destination:__________________________

Vehicle License (or description):________________________________________________________

Cargo Description:____________________________________________________________________

Delivery is  **Approved**  -----  **Rejected**  (circle one)

**Inspections valid only for stated vehicle, cargo, destination, & time frame (96 hours/4 days). Please provide this certificate to facility manager (Construction Site Manager).**
# OMKM Invasive Species Inspection Data Sheet

<table>
<thead>
<tr>
<th>Inspector: OMKM approved inspection biologist</th>
<th>Inspection Location: Where was the inspection conducted?</th>
<th>Date/Time of Inspection: When was inspection conducted?</th>
<th>Expiration Date/Time of Inspection: Inspections are valid for 4 days (96 hours).</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td><strong>Destination</strong></td>
<td><strong>Facility Affiliation</strong></td>
<td><strong>Facility Representative</strong></td>
<td><strong>Vehicle Owner</strong></td>
</tr>
<tr>
<td>Inspections are for a specific destination.</td>
<td>Who is this inspection for (for example: TMT, even if the cargo is destined for Keck)?</td>
<td>Who was present from the facility, contractor, etc.?</td>
<td>Identify owner: examples: private, Subaru, Isemoto, Oahu AirConditioning, etc.</td>
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</tr>
<tr>
<td><strong>Vehicle Lic.</strong></td>
<td><strong>Cargo Description</strong></td>
<td><strong>Inspection @ Origin?</strong></td>
<td><strong>Bait (Attractant) used?</strong></td>
</tr>
<tr>
<td>If applicable, identify License #. If unlicensed, describe.</td>
<td>Briefly describe cargo, if any, applicable to inspection.</td>
<td>Was the cargo inspected prior to shipping to Hawaii?</td>
<td>Identify baits used (i.e. Spam, Peanut Butter, Jam, Cat food, etc.), duration, &amp; quantity</td>
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</tr>
<tr>
<td><strong>Concerns Identified</strong></td>
<td><strong>Remediation Taken</strong></td>
<td><strong>Re-inspection</strong></td>
<td><strong>Approved for delivery</strong></td>
</tr>
<tr>
<td>Identify if any concerns were identified in the inspection (vehicle, cargo, operator, inspection site, etc.).</td>
<td>Were any remedial efforts made during inspection to pass? If so, describe in detail. As opposed to a delivery rejected for treatment and subsequent re-inspection.</td>
<td>Was this a re-inspection following up from a previously rejected delivery? Yes or No</td>
<td>Was the delivery approved or rejected? Approved or Rejected</td>
</tr>
<tr>
<td><strong>Certificate #</strong></td>
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Data Entered:__________
8. Emergencies

In the event of an emergency, such as telescope instrument failure with delivery of replacement parts the same day/night, the entity operating under a permit must still *first* submit the inspection request in the online system: [www.malamamaunakea.org/inspections](http://www.malamamaunakea.org/inspections) and clearly state in the comment field the nature of the emergency, vehicle used in delivery, and describe the cargo delivered. OMKM may follow up with on-site inspections of the delivery or vehicle, and will summarize emergency deliveries in annual reporting.

Health and safety emergencies are exempt from all requirements and no reporting is necessary.

9. Revision History Log

<table>
<thead>
<tr>
<th>Previous Version #</th>
<th>Revision Date</th>
<th>Author</th>
<th>Changes Made</th>
<th>Reason for Change</th>
<th>New Version #</th>
</tr>
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Add rows as needed for each change or set of changes associated with each version.