



UNIVERSITY
of HAWAII®
MĀNOA

July 22, 2008

MEMORANDUM

TO: Mānoa Deans and Directors

VIA: James R. Gaines *J. Gaines*
Vice President for Research

FROM: Gary K. Ostrander *Gary K. Ostrander*
Vice Chancellor for Research and Graduate Education

SUBJECT: Hawai'i Department of Agriculture Importation Permits

As most of you are aware, the Hawai'i Department of Agriculture (HDOA) recently issued a memorandum regarding its policies on importation permits. This memo is to clarify and update researchers on the University's response.

1. The University is working diligently on the issue, along with the Governor's Office and the Hawai'i Department of Agriculture, to establish both short-term and long-term responses to the policy change.
2. HDOA has issued a second memorandum on this policy, which both clarifies and narrows the decision. It is attached for your review.
3. Currently, valid permits are not impacted by this policy change. If you have a valid permit, it is still good. The new policy will impact your renewal application, but not your current, valid permit.
4. Only activities involving the intrastate movement or importation of non-domestic animals, microorganisms (Restricted Part A and Part B, Unlisted Moderate and High Risk), or regulated plants, or importation of Other Microorganisms (Non-Restricted or Unlisted Low Risk Microorganisms, or Microbial Products) requiring a HDOA PQ-7 Form are immediately impacted by these changes. We do not know what, if any, impact this will have on other research activities. We have not received notice that other research will be affected.
5. We are asking the researchers/principal investigators help in collecting the information needed to respond to the new policy. Please email us an electronic copy of your HDOA Advisory Committee or Board of Agriculture Submission. You should have received this from HDOA if your permit was scheduled to be heard by the Advisory Committee and/or the Board. If you have received both, we would prefer a copy of the Board Submission.

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We are making this request to ensure that we do not miss affected permits as we quickly try to resolve the problem. These files should be emailed to Eleanor Low at lowelean@hawaii.edu. If you do not have them in electronic format, you may send hard copies to Eleanor Low in Biomed T110.

6. Permit applications pending before the Board and permit applications that have been approved by the Board but were not issued due to these policy changes will be given first priority. If you are unsure as to the status of your permit, please contact Eleanor Low at (808) 956-8420
7. Each permit (new or renewal) will have to be individually evaluated to determine whether or not an environmental assessment is required. We believe that many of our research activities may be exempt under existing law, but each permit must nonetheless be individually evaluated. We are helping HDOA and the Office of Environmental Quality and Control conduct these reviews. If a permit application is determined to be exempt, a Declaration of Exemption must be prepared and approved. Therefore, in order to expedite this assessment process, we may be asking PIs to provide additional information regarding any potential environmental impact of their project.
8. In the event it is determined that your activity requires an environmental assessment (EA), the University is committed to helping researchers move through this process as quickly and efficiently as possible. If you believe your project may require an EA, you should contact Trisha Watson at watsont@hawaii.edu or (808) 956-9899, who can assist you in anticipating whether or not your activity may require an environmental assessment and how to prepare for such a determination.

The situation is still evolving, so we are not yet sure as to what long-term policy and procedural changes may be instituted by other State agencies. Communication has been on-going between the University and other agencies, and we will alert researchers as to any decisions made by other State agencies as soon as the University is notified of them.

In light of the situation, the University is working to establish a new system to manage affected permits and activities. In the interim, permitting will be handled by the Office of the Vice President for Research and the Office of the Vice Chancellor for Research and Graduate Education, UH-Mānoa. We greatly appreciate your patience as we attempt to resolve this matter as quickly as possible.

Please distribute this information to all researchers, principal investigators, and those who should be aware of these matters immediately. Should you have any further questions, please contact Eleanor Low at (808) 956-8420.

c: Virginia S. Hinshaw, Chancellor
Office of the Vice Chancellor for Academic Affairs
Kathy Cutshaw, Vice Chancellor for Administration, Finance & Operation
Francisco Hernandez, Vice Chancellor for Students
Frank Perkins, Assistant Vice Chancellor, OVCRGE
Eleanor Low, Compliance Officer, OVCRGE
Trisha Watson, Office of the VC for Research & Graduate Education