

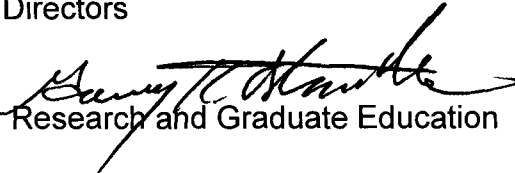


UNIVERSITY  
of HAWAII®  
MĀNOA

September 3, 2008

**MEMORANDUM**

**TO:** Mānoa Deans and Directors

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

**SUBJECT:** **Status Report on Importation Permits from the Hawai'i Department of Agriculture (HDOA)**

The following is a status report regarding the importation of organisms and other biological materials into the State by University of Hawai'i (UH) employees in which Hawai'i Department of Agriculture (HDOA) permits are required. Currently, the HDOA is accepting applications for permits for importation of invertebrates, vertebrates, and plants. However, delays are occurring in issuing permits for importation of species of microorganisms. Plant and animal cell cultures do not require a permit.

Discussions are being held with HDOA and Office of Environmental Quality Control officials to obtain exemptions, where appropriate for UH activities, from the requirement for an environmental assessment to accompany a given permit application. The exemption request is based on a preexisting exemption in the Administrative Rules (Exemption Class 5; basic data collection and research). In addition, discussions are being held to encourage the HDOA to issue permits for importation of microorganisms, particularly where the species is on a non-restricted list.

My office has reviewed and revised the procedures for submitting applications for importations to the HDOA and is ensuring that documents are adequately scrutinized before being advanced to the HDOA, thus minimizing delays that could arise from incomplete or incorrect applications. All requests for importation permits are to be submitted to Ms. Eleanor Low in Biomed T110. Requests are to be accompanied by a completed HDOA PQ-7 form submitted to [uhpermit@hawaii.edu](mailto:uhpermit@hawaii.edu). The HDOA PQ7 application form and instructions can be obtained at [http://www.hawaii.edu/ehso/bio/PQ7\\_HDOA\\_for\\_UH.pdf](http://www.hawaii.edu/ehso/bio/PQ7_HDOA_for_UH.pdf), or by e-mailing Ms. Low at [lowelean@hawaii.edu](mailto:lowelean@hawaii.edu). Renewals of permits should be submitted no less than three months prior to the expiration date.

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Questions regarding the matter of environmental assessments that may have to accompany an importation application are to be directed to Ms. Trisha Kehaulani Watson at (808) 956-9899 or [watsont@hawaii.edu](mailto:watsont@hawaii.edu).

In summary, the administration of the permitting process that allows for importations of organisms into Hawai'i is in a state of transition. My office is refining and improving the review process and submission of applications to the HDOA. We will know later concerning the expectations of the HDOA. Your patience is appreciated during this time.

c: James R. Gaines  
Vice President for Research

Frank O. Perkins  
Assistant Vice Chancellor for Research and Graduate Education