



**Department of Land and Natural Resources
Division of Forestry and Wildlife**

1151 Punchbowl Street, Room 325
Honolulu, Hawaii 96813
(808) 587-0166/ (808) 587-0160 (Fax)

Permit for Rare, Threatened, and Endangered Hawaiian Plant Species

These are **general** guidelines for plant permits on lands under the jurisdiction of the Division of Forestry and Wildlife (DOFAW) and those involving rare, threatened, or endangered Hawaiian plant species. Activities which may fall under the permit include research, collection, possession, propagation, transfer, outplanting, and education.

Studies/ research with direct management or conservation aspects are greatly encouraged, especially with critically endangered species.

Plant permit applications are reviewed at multiple levels. These include review by staff from DOFAW Administration office, by staff from DOFAW Branch/ Island office, and/or by peer reviews. Requests for permits should be submitted at minimum, **90 days** before expected start of field work, to allow sufficient time for review and processing. Submitting incomplete applications (including applications without maps when requested) may necessitate additional processing time. All permits must have original signatures and should be submitted to DOFAW Administration office via U.S. mail or be hand delivered before they are considered valid.

A copy of the signed permit must be carried with the permit holder(s) at all times while in the field. The permit holder(s) must check-in with the appropriate DOFAW Branch office prior to the initiation of field work (in person if they need to pick up necessary gate keys or other logistics; or by phone so staff can confirm fieldwork). Access may be denied or rescheduled for any reason, including changes in field conditions (hurricanes, fires, etc). This is a safety issue and the primary reason why contact with the DOFAW District/ Island office *must* be made prior to beginning fieldwork. Field work in Hawaii can be hazardous and must be approached accordingly.

Additional permits may be required to conduct the activity and must be secured *prior* to initiation of fieldwork. This includes access permits from DOFAW District/ Island office or permits from other Divisions within DLNR or by Federal agencies (as in the case of research involving Threatened and Endangered species). **It is the individual's sole responsibility to ensure that all applicable permits are held prior to commencement of regulated activities.**

Required Information for applications varies depending on the permit requested. Additional information may be requested from staff and a permit is not considered completed until sufficient information is provided to allow for evaluation and processing of permits in a timely manner.

Required Information:

Validity — Projects must be thoroughly justified. **Studies/ research with direct management or conservation aspects are greatly encouraged, especially with critically endangered species.** Research proposals should include any affiliations with research groups, educational institutions, or non-profit organization and how the organization is supporting the project, a summary of how the research provides value to the State, how the results will benefit managing agencies or the public, a local cooperator for reference and safety purposes, and how participating personnel are essential and qualified to work with rare species (include CV/resumes).

Project Duration — Applicant must provide information stating the duration of the entire project/ activity, as well as the time covered by the request. Duration of a permit will not exceed one year. Permit extensions are dependent on receiving reports for work conducted the previous year which should be submitted along with request for renewal/ extension. **Failure to do so in advance will result in a denial of any further permitted research/ activities.** A final report is due within 30 days of the termination date of the permit if the permit is not renewed or extended.

Project Location — Be specific (include maps of the activity's location-Google earth is an excellent source to make a map of the project location), as this indicates our jurisdiction over the area in the permit request. DOFAW is responsible for issuing permits for Natural Area Reserves, Forest Reserves, Wilderness Preserves, and Game Management Areas. Because each of these areas may have their own administrative rules this may result in more than one permit. Permits may also be required by other Divisions within DLNR or by Federal agencies (as in the case of research involving Threatened and Endangered species). See Permit Guidelines homepage for addresses of offices in DOFAW, other Divisions within DLNR, and Federal agencies.

Collection & Possession — List by scientific names, quantity being proposed (for seeds, leaves, and cuttings), a statement whether vouchers will be taken and quantity, any propagation requests, any genetic studies or other type of laboratory work, or other requests. Also, indicate if species is rare, threatened, or endangered, a Candidate for listing, a Species of Concern, or Plant Extinction Prevention (PEP) program species. Bishop Museum, located in Honolulu, is the official state repository for all specimens/ vouchers and has first refusal rights for all specimens of native species. Upon accession, duplicate material may be deposited in the host institution of applicant, or other institute with the mutual consent of the permit holder, Bishop Museum, and DOFAW, as deemed necessary.

The State Endangered and Threatened plant species list mirrors the federal list that can be found at the U.S. Fish and Wildlife Service web site:

<http://www.fws.gov/pacificislands/wesa/endspindex.html>. Contact Charmian Dang, (Charmian.C.Dang@hawaii.gov), if any Plant Extinction Prevention (PEP) species are

involved in the proposed activity. PEP species are extremely rare wild populations with 50 individuals or less. The permit holder(s) is required to consult with Island Plant Extinction Prevention (PEP) Coordinators prior to any planned work with PEP species. If deemed necessary, PEP Coordinators may require to accompany the permit holder(s) to oversee field work in and around PEP plants.

Materials & Methods — Detail how field work or activity will be accomplished and include a discussion of any anticipated impacts (use of pesticides, clearing of vegetation, off-trail work, etc.). Be concise, but thorough, in describing the various study/ collecting techniques to be used in the field and the equipment/material to be used. If pesticides are to be used, indicate which ones and attach copies of the labels.

Flying and camping — Specify if the activity requires camping in non-designated campsites and/ or using helicopters for access, as these activities require separate permissions. The names of all participants and specific dates and locations are needed. The name of the helicopter vendor is needed in the case of a landing; landing permits are not normally given out for weekends or Mondays. Be aware that both camping and access permits may be rejected – particularly in sensitive locations.

Funding — Specify if the research/ project is being supported by grants. List all grants received for the research/ project/ activity.

Recommend Reading:

Link to Guidelines for Ethical Field Research on Rare Plant Species
www.newfs.org/consERVE/docs/resgud05-1.pdf

Hawaii Rare Plant Restoration Group website
<http://www.hear.org/hrprg/index.html>