

Hawaii Department of Agriculture
Plant Quarantine Branch

**Instructions for Permit Application
to Import Restricted Commodities into Hawaii**

These instructions pertain to the form "Application for Permit to Import Restricted Commodities into Hawaii".

A risk/benefit analysis is conducted before a permit is issued to allow an organism (plant, animal, microorganism) into the State for a particular use for the first time. Please answer all applicable questions as completely as possible. Attach extra sheets as necessary and provide 40 copies of your response.

A subcommittee of consultants reviews the technical merits, a Plants and Animals Advisory Committee makes recommendations on environmental issues, then the Board of Agriculture (after weighing environmental risks against economic benefits) may approve the request with specific conditions for import, or may disapprove it.

FRONT PAGE OF APPLICATION FORM

Quantity: What is the number and sex (if determinable) of the requested organisms? How many plants, animals, or cultures of microorganisms will be in each shipment? What is the total number to be kept at the site?

Commodity: What are the common names of the plant, animal or microorganism being requested?

Scientific Name: What is the scientific name and commonly used synonyms of the plant, animal or microorganism being requested? How was the name ascertained (include specialist names or literature citations)?

Shipper: Who is the shipper? Provide name, address, phone and fax number of shipper. **If different**, provide same information for source of organism.

Applicant's Name: Who is the person responsible for the organism? A letter of authorization is needed if the importer is not the person responsible for the organism. Provide name, address, phone and fax number, business registration, and general excise license of both applicant and importer, if different.

BACK PAGE OF APPLICATION FORM

1. **State in detail the reasons for introduction.** What is the purpose of this introduction? If for research, what is the long-term purpose of this request (e.g., for eventual live sales, for commercial production)?
2. **Person responsible for conducting the experimental work with the organism.** Who will be responsible and accountable for the safeguarding and use of this organism? Provide name, address, phone and fax number, business registration, general excise license, and curriculum vitae of the responsible person.
3. **Safeguard facilities for study and location:**
 - a) Where is facility located? Give exact address. Describe in detail if in rural areas. If providing a map, map should be on 8½ " x 11" paper.
 - b) How will the organism be contained to prevent escape, accidental release or theft? Describe in detail the cage, pond, tank, effluent treatment/system, etc. as well as the containment facility (e.g., fencing, security alarm system, 24-hour guard).
 - c) What additional precautions will be taken to prevent escape, accidental release or theft of the organism? Describe in detail other internal procedures (e.g., limited access, etc.) and safeguards (e.g., away from waterways and flood zone, etc.).
 - d) What will be done to assure compliance of the facility and its operational procedures with animal welfare

provisions, if applicable?

4. Method of disposition (if necessary) upon completion of study:

- a) How will the organism be disposed of after completion of the study/use?
- b) What methods or treatments are available that can be used to capture or eradicate this organism should it try to escape into the wild?
- c) What methods or treatments are available that can be used to control this organism should it become established in the wild?

5. Give an abstract of the organism with particular reference to plant, animal and human health:

- a) Does this organism have any close relatives (genera or species) in Hawaii? Provide names.
- b) What is the biology of this organism? What are its reproductive habits (sexual or asexual), growth rate, biotic potential, size at maturity, longevity, etc.?
- c) What does this organism feed on? Are there any related foods or hosts in Hawaii? Address both primary and secondary foods/hosts.
- d) What is the native range of this organism? Where else is it established? Where else is it used live, cultured, or farmed?
- e) What are the temperature requirements of this organism? Address both optimal temperature range and maximum/minimum temperatures at which the organism can survive.
- f) What are the habitat (e.g., wet forest, ocean reef, etc.) and niche (e.g., bark of a particular tree species, algae feeder on reef, etc.) requirements of this organism?
- g) What precautions (e.g., health certificate, quarantine, etc.) will be taken to prevent the introduction of pathogens, parasites or attached organisms with, in, or on the introduced organism?
- h) What other pre- and post-entry requirements will be taken to prevent the introduction of contaminants?

6. Any other documented information that supports and justifies request:

- a) Is this organism considered a pest, weed, vector or pathogen (nuisance or otherwise) in its native range or in other areas where it has become established? Describe the circumstances.
- b) What are the potential impacts -- both pro and con -- of this introduction? Address impacts on environment (e.g., to streams, landscape, agriculture, native flora/fauna), economy (e.g., to individual, others) and society (e.g., to human health, safety).
- c) What are the potential environmental, economic and societal impacts of pathogens, parasites or other contaminants that may accompany this introduction?
- d) What is the potential for this organism to become established in Hawaii should it escape confinement? How might it become established?
- e) What other permits have been received or applied for relative to this request (e.g., USDA, USFWS, State Health or Land Departments)?
- f) Is there any other pertinent literature or any other citations that support your request? Include copies.

PERMIT APPLICATION ADDENDUM for Microorganism Imports: In addition to completing the Application for Permit (Form PQ-7), the following information is required:

Except as otherwise provided for microbial products, **a request to import a microorganism species, regardless of whether listed for import or unlisted, shall be submitted to the chief with the following information. (Note: Nos. 3 and 4 below are stated on the application form.)**

- (1) Importer's reason for importing the specific microorganism into the State;
- (2) A request that the department inspect the microorganism upon arrival in the State;
- (3) An agreement to be responsible for all costs, charges, or expenses incident to the inspection or treatment of the imported microorganisms;
- (4) A waiver of all claims for damages incident to the inspection or the fumigation, disinfection, quarantine, or destruction of the microorganism, if any treatment is deemed necessary;
- (5) Name, complete address, telephone, and facsimile numbers of the shipper and importer;
- (6) Quantity, common and scientific names (genus and species names) of each microorganism;
- (7) Description of each species of microorganism including whether or not the microorganism is a recombinant DNA strain;
- (8) Mode of transportation; and
- (9) Approximate date of arrival.

(b) A request to import a microorganism species on the restricted list (List of Restricted Microorganisms Parts A or B) shall include the following information:

- (1) Description of the proposed use of the microorganism, including whether or not inoculation studies will be done, how inoculations will be done;
- (2) Description and location of the facility
Description of the facility, equipment and procedures used to contain the microorganism;
Provide a floor plan of the laboratory, and facility, if applicable;
Provide description of the laboratory's:
 - (a) Design and construction;
 - (b) Work and storage areas;
 - (c) Equipment such as biosafety cabinets, autoclaves, freezers, incubators, holding tanks, generators;
 - (d) Plumbing system such as sinks, drains, effluent discharge and treatment systems;
 - (e) Air-handling system such as air conditioning, supply and exhaust air system, and types and placement of filters; and
 - (f) Biosafety procedures.
- (3) Explanation of the method for destroying and disposing of the microorganism;
- (4) Statement as to whether or not the use of the microorganism is subject to federal, county or other state requirements;
- (5) The material safety data sheet, product label, and product information sheet, if applicable;
- (6) Importer's qualification and previous experience working with the requested microorganism, including documentation to confirm relevant education, employment, and previous experience; and
- (7) Any other pertinent documented information required by the chief.

(c) A request to import an unlisted microorganism or a microorganism that requires Board of Agriculture action (e.g., microorganism species on the List of Restricted Microorganisms (Part A) shall include the following information:

- (1) Description of the microorganism including information on its taxonomic classification, natural habitat, geographic range or niche requirements, temperature requirements, host range, and dispersal capabilities; and
- (2) Analysis of the microorganism's potential impact on Hawaii's environment, agricultural, horticultural and aquacultural industries, and animal and human health, in the event the microorganism escapes or is released into the environment.