

IMPORTING LIVE ORGANISMS TO HAWAII

PROCEDURES AND PERMITTING

JANUARY 2006

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Fact Sheet

January 2006

Importing Live Organisms to Hawaii

Procedures and Permitting

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Introduction

Importing living organisms into Hawaii presents many opportunities to diversify the State's agricultural base, increase recreational activities, provide research opportunities, and more effectively manage our environment. It is important, however, that the importation of each species be carefully evaluated to minimize environmental risks and to ensure that the potential benefits warrant the minor risk associated with any introduction. The benefits derived from an imported species can be fully realized only if it is accomplished without compromising native species and ecosystems.

The importation of any non-domestic animal, which includes aquatic organisms, into Hawaii is regulated by the Plant Quarantine Branch (PQB) of the Hawaii Department of Agriculture (HDOA). Under authority of State law, the Board of Agriculture (Board) maintains lists of conditionally approved, restricted, or prohibited species. If a particular species is listed and has been allowed previously under

established permit conditions, and the request is for a similar purpose, then a two-page Permit Application (PA) may be completed and signed by the applicant. A copy the PA is included as an Appendix.

The application submittal requires information on the applicant, the specific purpose of the request, the quantity and species type, approximate date of shipment, supplier or shipper including addresses, and method of shipping. There are also user fees that are required and need to accompany the PA for the processing and issuance of the permit, which are typically processed by the PQB within two weeks of receipt of the request.

If the importation is for an unlisted (new) species, the organism must first be placed on a designated list, which is initiated when the completed PA and species profile are submitted to the PQB for a submission request to the Board. The submission request goes through a multi-tier review, which includes reviews by two advisory committees, and then recommendations by the PQB

are presented to the Board, which ultimately approves or denies each request. Based on this decision, and following public hearings, the PQB places the species on one of three lists designated as prohibited, restricted, or conditionally approved. There are separate lists for animals and microorganisms. If the species is placed on the conditionally approved or restricted lists, an import permit can be issued. This process of review and evaluation, listing, and public hearing may typically take three to twelve months.

The specific statutory authority (legal requirements) pertaining to importation of animals on specific lists are established in Chapter 150A, Hawaii Revised Statutes (HRS). Requirements in Chapter 150A, HRS, are implemented under Hawaii Administrative Rules (HAR), Title 4, Subtitle 6, Chapter 71.

Species Lists: Prohibited, Restricted, Conditionally Approved

Organisms on the prohibited list are not allowed for import into the State and are perceived to:

1. present a danger to native flora and fauna;
2. represent a risk for disease introduction; or
3. lack sufficient species information to render a responsible decision regarding potential impacts of the proposed introduction.

Species on the prohibited list are strictly not permitted into the State.

Organisms on the restricted list require a permit for both import and possession, and are subject to a site inspection approval by the PQB contingent upon the issuance of the permit. The restricted list is further separated into two parts. The restricted list Part A includes species used primarily for research or display by recognized government institutions or agencies. In addition to the purposes allowed in Part A, species on Part B of the restricted list may also be imported for private and commercial use including zoological parks and aquaculture production. All restricted organisms are monitored within the State after its arrival and require notification and authorization by the PQB prior to any transfers.

The conditionally approved list is reserved for organisms that seem to present the lowest risk in the event of escape or unauthorized release into the environment. Species require an import permit for entry, but are not necessarily monitored after arrival. Liberation of conditionally approved species is prohibited except as authorized by the Board of Agriculture.

Importation Procedures

In order to import a living organism into Hawaii, an individual must submit a PA (Form PQ-7, Permit Application for Restricted Commodities into Hawaii) to the PQB located at 1849 Auiki Street, Honolulu, HI 96819-3100. In addition, a user fee is assessed for permit request submitted. For a single shipment within a one-year period, a fee of \$5.00 per request is required; and for multiple shipments within a one-year period, a fee of \$50.00 is assessed. For certain organisms that require a site inspection

approval prior to and contingent upon the issuance of the permit, a fee of \$25.00 per site inspection and reimbursable mileage is required.

Upon receipt of the PA and applicable fees paid in advance, the request will be forwarded to the appropriate PQB subject matter specialist for processing, which includes:

1. Invertebrate and Aquatic Biota
2. Microorganism
3. Insect
4. Land Vertebrates
5. Plants

The application request will include the species' common and scientific names, number, import dates, shipper's name and address, and importer's name, address, and contact number. If the species requested has been previously imported and is listed on the restricted or conditionally approved list, then the PA is processed by the subject matter specialist and a permit is issued, usually within two weeks. This process is depicted in Figure 1. If the organism has not been imported previously for a similar purpose, it must be first placed on a list, and the request submitted to the Board for review and consideration. The Board request must include complete documentation on the species as well as a description of the holding site, facilities and safeguards, methods of disposition, and any other pertinent information.

The following section describes the information required for review by advisory committees to evaluate a PA for a new species.

New Species Importation: Required Information

An important and essential component of a PA for a new species or use, is an organism profile that must provide enough information to allow reviewers to make a responsible and informed decision on the potential risks versus the economic benefits of the introduction.

The organism profile provides information on the natural history and environmental requirements for the species. The following is a list of topics that should be covered in the species profile. These topics were reviewed and evaluated by various technical Advisory Subcommittees, and each topic was considered to be very important by a vast majority of the members.

1. Complete species name
2. Potential local prey
3. Potential competitors
4. Hybridization potential
5. Potential local predators
6. Feeding strategy and diet
7. Reported diseases and treatments
8. Species origin
9. State specific goals and objectives
10. Quarantine procedure and facilities
11. Mode of reproduction
12. Is the species protected or endangered
13. Potential impact of introduction
14. Requirements for reproduction
15. Potential benefits of introduction
16. Control or eradication measures
17. Describe holding or culture facilities
18. Collection methods and permits
19. Requirements of adults / eggs / larvae
20. Migration and dispersal mechanisms

To assist the applicant with the necessary information required an instruction sheet outlining the above mentioned points have been developed by the PQB and is included as an Appendix.

Review Process: New Species Importation

Upon receipt of the completed PA as well as the accompanied information described in the previous section, the PQB subject matter specialist will review and compile the information received from the applicant and develop a submission request for review by the appropriate Advisory Subcommittee, the first-tier review. The subcommittees are comprised of government administrators, researchers and other experts, who as “technical consultants”, will review the request and provide a recommendation and comments on the submittal. The subcommittee’s recommendations and comments will then be compiled by the PQB subject matter specialist and forwarded to the second-tier of the review process, the Advisory Committee on Plants and Animals. This Advisory Committee is composed of individuals from various government departments, as well as representatives from the agricultural and business communities at large, who meet at a public meeting to review the request. A majority recommendation vote from the Advisory Committee must be reached before the request will be forwarded to the Board, the third-tier of the review process, for consideration at regularly scheduled monthly meetings. The Board will approve or deny a request by a majority vote, and based upon this decision, the species is then recommended for inclusion on a designated species list.

Throughout this review process, the request is subject to review by legal counsel from the Office of the Attorney General.

Following the Board’s past decisions, the species lists, which may include various new species proposed for listing, as well as any proposed administrative amendments to the HAR chapter 4-71 must go through public hearings for comment as mandated by the HRS chapter 91 rulemaking process requirements. These hearings are scheduled annually or semi-annually in each county where public testimonies on the proposed changes are received. Public input at these hearings is compiled by the PQB, and a final recommendation on the lists is forwarded to legal counsel to “approve as to form” and then sent to the Board for final adoption. After final adoption, the list amendments are sent to the Governor for signature. After Governor’s signature, ten days thereafter the list becomes part of the law. As such, the new species approved for importation are legally on a designated list and another request must be sent to the Board to establish specific permit conditions for these recently listed species. The import permit, with any conditions, can then be issued by the PQB. The entire procedure, depicted in Figure 2, may typically take six to twelve months, depending on how efficiently it flows through the process with regard to scheduled Board meetings and public hearings. The advisory subcommittee and committee reviews, along with the PQB compilations, normally require less than six months.

Figure 1

IMPORT PERMIT APPLICATION PROCEDURES

Previously Imported Species

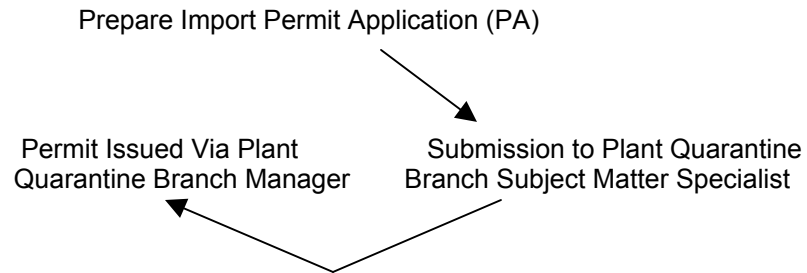
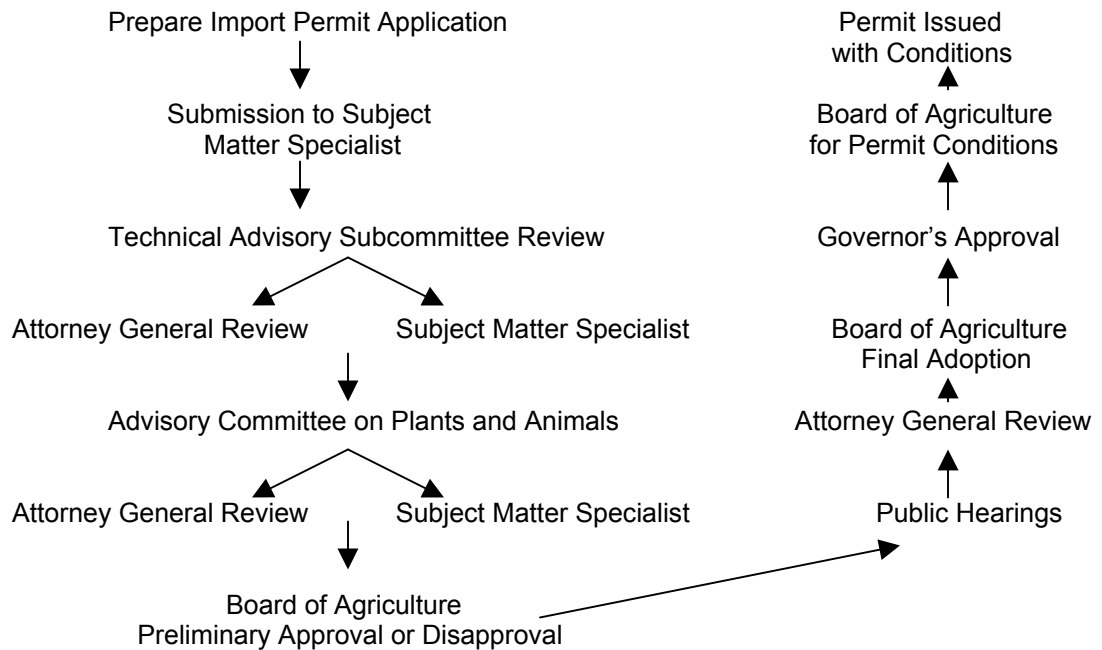


Figure 2

IMPORT PERMIT APPLICATION PROCEDURES

New Species



Unlisted Species for Research

While a new species is being considered for listing, there is a statutory provision, which allows for the import of an unlisted species for research. The PQB may issue a special permit on a case-by-case basis for the importation and possession of an unlisted species for scientific research in a manner that the organism will not be detrimental to agriculture, the environment, or humans, if the importer can meet permit requirements as determined by the Board. This procedure can be done simultaneously with the listing process that was mentioned in the preceding paragraphs.

Conclusion

The import permit procedure is designed to regulate the intentional introduction of living organisms into the State of Hawaii to protect native flora and fauna from unwanted competition and pathogens. The permit application review process accomplishes this task, which allows for the importation of species that have research, display, or commercial potential, and at the same time present minimal environmental risk.



State of Hawaii
 Department of Agriculture
 PLANT QUARANTINE BRANCH
 1849 Auiki Street, Honolulu, HI 96819-3100
 Phone: (808) 832-0566, FAX: (808) 832-0584

<i>For Office Use Only</i>	
Fee: \$ _____	Receipt No. _____
<input type="checkbox"/> Approve Permit No. _____	Date: _____
<input type="checkbox"/> Disapprove	<input type="checkbox"/> Other _____
Processed by: _____	Date: _____

PERMIT APPLICATION FOR RESTRICTED COMMODITIES INTO HAWAII

Date: _____

In accordance with the provision of Chapter _____, Hawaii Administrative Rules of the Division of Plant Industry, Department of Agriculture, a permit is requested for the following commodities:

Please type or print clearly.

Quantity	Commodity	Scientific Name

Name and address of shipper: _____

(Mainland or Foreign address)

Approximate date of arrival: _____

Mode of Shipment: Mail Air Freight Boat

Type of Permit:
 --- Import
 one time only multi-shipments
 --- Intrastate shipment
 one time only multi-shipments
 Possession

Object of importation:
 Kept caged at all time
 Used for propagation
 Imported for exhibition
 Imported for liberation
 Other purposes - specify _____

Please type or print clearly.

Applicant's Name _____

Company Name _____
(if applicable)

Hawaii Mailing Address _____

Telephone number _____

Facsimile number _____

Fee Amount Enclosed (cash, check or mail order) \$ _____

(complete reverse side)

PLEASE COMPLETE THE FOLLOWING INFORMATION (attach extra sheet if necessary)

1. State in detail the reasons for introduction (include use or purpose).

2. Person responsible for the organism (include name, address and phone number).

3. Location(s) where the organism will be kept and used (include address, contact and phone number).

4. Method of disposition.

5. Give an abstract of the organism with particular reference to potential impact on the environment of Hawaii (include impact to plants, animals and humans).

I request permission to import the articles as listed on the permit application and further, request that the articles be examined by an authorized agent of the Department of Agriculture upon arrival in Hawaii.

I agree that I, as the importer, will be responsible for all costs, charges or expenses incident to the inspection or treatment of the imported articles.

I further agree that damages or losses incident to the inspection or the fumigation, disinfection, quarantine, or destruction of the articles, by an authorized agent of the Department of Agriculture, shall not be the basis of a claim against the department or the inspectors for the damage or loss incurred.

Signature _____ Date _____
(Applicant)

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

These instructions pertain to the form "Permit Application for 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, and 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 organism.** Who will be responsible and accountable for the safeguarding and use of this organism? Provide name, address, phone and fax number, business registration, and general excise license.
3. **Safeguard facilities for study and location.**
 - a) Where will the containment facility be located? Give exact address. Describe in detail if in rural areas.
 - 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 organism be disposed of after completion of the study/use?
- b) What methods or treatments are available and could be used to capture or eradicate this organism should it try to escape into the wild?
- c) What methods or treatments are available and could 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 or animal 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 impact 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 and a bibliography of any other citations that support your request? Include copies.