



# Hawaii Experimental Tropical Forest Research Permit Application Guidelines



## General Information

The Hawaii Experimental Tropical Forest (HETF) has been established to address critical natural resource and conservation questions that must be answered to effectively manage tropical forests and watersheds for a variety of objectives including restoration, preservation, and utilization. The HETF provides a land-base for conducting relevant natural resource related research – both biological and physical in nature. Studies related to management of forests, natural areas, wildlife, streams, watersheds, and fire as well as silviculture, soil ecology, invasive species, and global change are encouraged. Users of the site must adhere to the following guidelines:

1. To initiate a new research project, submit a Research Permit Application to the USDA, Forest Service - Institute of Pacific Islands Forestry (IPIF).
2. All research activities will need approval from the HETF Research Technical Committee (RTC) and may be reviewed by an authorized public Advisory Council. Requests for permits should be submitted well in advance of any proposed field work to allow sufficient time for review and processing. Permit applications received by the first of each month are reviewed by the HETF RTC and the public Advisory Council within three weeks and approval will be granted or denied, or further information will be requested by the end of the month. Additional time may be required for review if the application is incomplete or if the requested activities are complex or wide-ranging in scope. Please anticipate up to 120 days for permit processing, depending on the complexity of the project.
3. Site selection must be finalized for final approval of the permit. Applicants who need assistance in choosing appropriate sites should check the appropriate box in the permit application. If the research project will include plots of any kind, GPS points for the exact locations must be submitted within 30 days of starting the project in latitude/longitude format.
4. Due to the diversity of resources and management goals, certain types of research may not be allowed in the Experimental Forest, or may be restricted in certain areas.
5. Annual Reporting: All permit holders are required to submit an annual report on project progress no later than one year from the date of permit issue and/or prior to the renewal of an existing permit. Please complete the Research Annual Report Template (available on the website) and return to the HETF Resource Associate: [SM.FS.hetf@usda.gov](mailto:SM.FS.hetf@usda.gov). We welcome and encourage more detailed information relating to your research than is outlined in the annual report form. Additional information (including photos, graphs, tables, figures, PDFs of publications, etc.) may be attached separately and submitted with this form. **\*\*Please note that the information submitted in your report will be included in HETF related documents and available to the public.\*\***
6. All projects must comply with existing State and Federal laws and regulations. Thus, in addition to approval by the HETF RTC, additional permits may be required. These permits must be obtained PRIOR to submitting your HETF application and must be included with your

application. For your convenience, contact information for the most common activities requiring additional permits is listed below. Please note that these additional permits may take up to 90 days or more for processing. It is your responsibility to identify and secure all necessary permits in advance.

- a. Research/activities involving **native wildlife**: contact Hawaii Department of Land and Natural Resources (DLNR) – Division of Forestry and Wildlife, Wildlife Program. Contact: Jason Omick at (808) 587-4159, [Jason.D.Omick@hawaii.gov](mailto:Jason.D.Omick@hawaii.gov).
- b. Research/activities involving **threatened and endangered plants**: contact Hawaii DLNR–Division of Forestry and Wildlife. Charmian Dang at (808) 587-4155, [Charmian.C.Dang@hawaii.gov](mailto:Charmian.C.Dang@hawaii.gov).
- c. Research involving **native invertebrates** (including threatened & endangered invertebrate species): contact DLNR – Division of Forestry and Wildlife. Cynthia King at (808) 587-0019, [Cynthia.B.King@hawaii.gov](mailto:Cynthia.B.King@hawaii.gov).
- d. Research/activities involving **threatened & endangered animals including invertebrates and migratory birds**: contact United States Fish and Wildlife Service Pacific Islands office for Federal permit requirements at (808) 792-9400.
- e. Research/activities involving **freshwater or marine species**: contact Hawaii DLNR – Division of Aquatic Resources at (808) 587-0110.
- f. Research/activities involving **historical sites** (including lava tubes/caves, burial sites, rock walls and other historic cultural structures/areas): contact Hawaii DLNR – State Historic Preservation Division, Hawaii Island at (808) 933-7653.
- g. Research/activities involving **Kīholo State Park**: contact Division of State Parks, Hawaii Island District Office at (808) 974-6200.
- h. Research within the **Hawaii Permanent Plot Network (HIPNET)**: <http://www.hippnet.hawaii.edu/>.
- i. For a list of all Department of Land and Natural Resources, Division of Forestry And Wildlife permit guidelines, go to: <http://www.state.hi.us/dlnr/dofaw/Permit/index.htm>