Hawai‘i Experimental

Tropical Forest

Research Permit Application

**Instructions for completing this form:**

1. Read the permit guidelines available at <https://www.thehetf.us/conducting-research/>
2. Read the entire permit application before answering questions. Some questions are similar and care should be taken to provide the relevant information for each question.
3. Additional state or federal permits may be required and should be attached to this application. Applicants are responsible for identifying and securing all required approvals.
4. No spellcheck or text editing options are available in the form fields. We apologize and recommend you use word processing software for spell check features before pasting into this document.
5. Please complete this form and return electronically via email to SM.FS.hetf@usda.gov. Attach additional pages as necessary.

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| **Project Type:** | Select |  | **If Research is selected, please answer questions 1-11; if conducting research in the NAR and/or Forest Bird Sanctuary also complete questions 12-17.****If Other is selected, please describe here:** Enter description here |
| **Permit Type:** | Select |  |  |
|  |  |  |  |
| **Application Date:** | Select |  |  |
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| **Contact information:** |
| **Name:** | Click here to enter name | **Affiliation:** | Click here to enter |
| **Address:** | Click here to enter address |
| **City:** | Click here to enter city | **State:** | Enter here | **Zip Code:** | Enter here |
| **Email:** | Click here to enter email | **Phone:** | Click here to enter phone |
|  |  |  |  |  | **Fax:** | Click here to enter fax |
|  |  |  |
| **Are you a Student?** |  | **If yes, provide your Advisor’s contact information:** |
|[ ]  **Yes** |  | **Name:** | Click here to enter name |
|[ ]  **No** |  | **Affiliation:** | Click here to enter affiliation |
|  |  | **Phone:** | Click here to enter phone |
|  |  | **Email:** | Click here to enter email |
| *In the event a student project is abandoned the advisor will be considered the responsible party for ensuring study area cleanup.* *Advisor must also sign this permit.* |
| **Local Emergency Contact:** | Click here to enter local emergency contact name | **Phone:** | Enter phone |
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| **Project Title:** |  |
| Click here to enter project title |
|  |  |  |  |  |
| **Project Location(s) (*check all that apply*):** |  |  |  |  |
| **Laupāhoehoe Unit:** |[ ]  **Forest Reserve** |[ ]  **NAR**  |  |  |
| **Pu’u Wa’awa’a Unit:** |[ ]  **Forest Reserve** |[ ]  **Forest Bird Sanctuary** |[ ]  **State Parks** |
|  |  |  |  |  |  |  |  |
| **1.** | **Specific location(s) of project area:** |  |  |  |  |
|  | **Do you need assistance selecting a site?** |
|  |[ ]  **Yes** | I require assistance selecting research site(s) (application process may require additional processing time).Enter any comments here |
|  |[ ]  **No** | I have attached a map and GPS coordinates (enter here)(given in lat/long format). I have included approximate size of plots, etc. *Maps should be legible and reproducible in black and white, and should be at the appropriate scale for the type of activity proposed and of sufficient detail to allow the review committee to adequately review the proposal and to determine potential conflicts with existing research or management.*Enter any comments here |
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| **2.** | **Project Team Members (Name, Title, Affiliation):** |
|  | Enter Project Team Members here |
|  |  |  |  |  |  |  |  |
| **3.** | **Project Support:** |  |
|  | Enter source(s) and amount(s) here |
|  |  |
| **4.** | **Project duration:** |
|  | **Approximate start date:*****(first year, if project renewal)*** | Select | **Approximate end date:**[ ]  ***(check if permanent)*** | Select |
| ***Permits are valid for one year only and researchers must renew permits as needed before they expire.*** |
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| **5.** | **Mode of travel to and within project site *(4-wheel drive is required within most of the HETF)*:** |
|  | Please provide: 1) Vehicle Make, 2) Vehicle Model, 3) Color, & 4) License Plate #, for *each* vehicle. |
|  | Enter vehicle information here |
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| **6.** | **Project Summary:** |  |  |  |  |  |  |
|  | Provide a summary describing your proposed research in the HETF (500 word limit). **Summaries should be written so that reviewers without a science background can easily understand what is being proposed.** Include your research questions, why they are important to address, and the general methods you will use to address them. Also, include a detailed description of any markers and equipment that will be left in the field. This information will be available for public review.  |
|  | Enter project summary here |
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| **7.** | **Renewal intentions:** |  |  |  |  |  |  |
|  | What work is specifically planned for the next 12 months? |
|  | Enter renewal intentions here |
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| **8.** | **Detailed Project Description:** |  |  |  |  |
|  | Detailed descriptions should include full account of experimental design, sampling methods and tools, equipment and/or markers that will be left in the field and any measures planned to mitigate any short and long-term damage from potentially destructive sampling to allow determination of project impact. Please submit photos or drawings if possible (as separate attachments) to further aid the understanding of your research equipment and/or plot design.You may attach additional information regarding project details but not as a substitute for addressing the specific questions within this application. |
|  | Enter project description here |
| **a.** | **Laupahoehoe access – Will you need weekend access to the forest? Yes** [ ]  **No** [ ] **Regular access** (Standard): Monday – Friday**Weekend access** (Approved as needed): Please provide justification for forest access during weekends. |
|  | Click here to enter justification |
| **b.** | **Will herbicides or pesticides be used in this project?** |
|  |  |[ ]  **Yes** |[ ]  **No** |
|  | **If yes**, list them here**:** List herbicides/pesticides here |
| **c.** | **Will the project take place in a conservation (fenced) unit?** Manipulative or experimental research in fenced areas may require additional discussion to ensure a research project fits with existing management goals. Projects in these areas are considered on a case by case basis. |
|  |  |[ ]  **Yes** |[ ]  **No** |[ ]  **Unknown** |
|  | **If yes**, list conservation unit(s):List conservation unit(s) here |
|  | **If yes**, why is working within a conservation unit necessary for your work?Enter reason here |
| **d.** | **Are you working with sensitive species or in areas with sensitive species?** |
|  |  |[ ]  **Yes** |[ ]  **No** |
| **e.** | **There are concerns about using markers in the HETF, particularly those that penetrate woody vegetation (such as using nails to individually mark trees). These penetrating markers are to be avoided as much as possible.  Does your proposed work include penetrating markers of any type?** |
|  |  |[ ]  **Yes** |[ ]  **No** |
|  | **If yes, please describe the type of marker; in what way it will be deployed; if/when/how it will be removed; and what alternatives you have investigated to the proposed penetrating marker.** Click here to enter text |
| **f.** | **Will you come into contact with ‘ōhi‘a during your work?** |
|  |  |[ ]  **Yes** |[ ]  **No** |
|  | **If yes,** please explain: Click here to enter text |
| **g.** | **Does the project require additional permits?** (i.e. Special Use Permit, State Collections Permit, Federal Fish and Wildlife Permit, etc.) |
|  |  |[ ]  **Yes** |[ ]  **No** |
|  | **If yes**, list permits here and include copies with this application:List additional permits here |
|  |  |
| **9.** | **Help us better understand your research:** |
| **a.** | Please select up to three categories from the following dropdown lists, in the order that best describes the type of research being done, use ‘other’ if necessary: |
| 1 | Select category here | 2 | Select category here | 3 | Select category here |
| [ ]  Other – Please explain in 5 words or less: Click here to enter text |
| **b.** | Please explain how your research will be utilized. (Who is using your research, what tools are being developed, what is the end product of you research intended to be?) |
| Enter answer here |
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| **10.** | **Research Close-out Plan:** |  |  |  |  |
|  | Close out plan must include a *close-out date* as well as details for removal of equipment, plot markers/labels, etc., and dissemination of data and results. All infrastructures must be removed from the forest by the date provided. Failure to remove all evidence of infrastructure can result in being banned from future research access to the HETF. |
|[ ]  **Permanent** |  |[ ]  **Non-permanent**  | **Close-out Date:** | Select date |
|  | Enter close out plan here |
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| **11.** | **Monitoring for long-term projects:**  |
|  | Regular monitoring and maintenance for multi-year projects is required to be conducted annually (minimally) for all research infrastructure and repairs and replacements made as necessary. Please provide details that outline your monitoring/maintenance intentions.  |
|  | Enter monitoring plans here |
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| **12.** | **Giving back to the community:** |
|  | The HETF requests that all research teams contribute to the local community as appropriate, including participation in community advisory meetings (by scheduling with the HETF Coordinator), participation in local school classroom programs (e.g., leading an activity), participating in a restoration project, or invasive species/trash removal, etc. Please describe how your research team plans to contribute to the community during the course of your proposed research. |
|  | Enter answer here |

**If you indicated your project location is within the Natural Area Reserve section of the Laupāhoehoe unit or the Pu‘u Wa‘awa‘a Forest Bird Sanctuary, answer questions 12 -17 for the relevant land designation. If you are not conducting research in these locations proceed to permit standard conditions:**

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|  | **Natural Area Reserve (NAR) and** **Forest Bird Sanctuary (FBS) Research** |
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| **NAR Objective:** The purpose and objective of the NAR System is to protect in perpetuity specific land and water areas which support communities, as relatively unmodified as possible, of the natural flora and fauna of Hawai‘i. |
| **FBS Objective:** The purpose and objectives of the Wildlife Sanctuary System is to conserve, manage, and protect Hawai‘i’s indigenous wildlife and their habitats. |
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| **13.** | **Can the proposed activity be conducted elsewhere in the HETF? If not, why not?** |
|  | Enter answer here |
|  |  |  |  |  |  |  |  |
| **14.** | **Is the proposed activity consistent with the purpose and objectives of the Natural Area Reserve****System or Wildlife Sanctuary System? *(See objectives above)*** |
|  | Enter answer here |
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| **15.** | **Is the proposed activity consistent with the management plan developed for Laupāhoehoe Natural Area Reserve or Pu’u Wa’awa’a Forest Bird Sanctuary? (Management plans are available for review at** [www.dofaw.net/nars](http://www.dofaw.net/nars) **and** <http://dlnr.hawaii.gov/forestry/files/2014/06/PuuWaaWaaplanv6.pdf>) |
|  | Enter answer here |
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| **16.** | **Does your proposed activity provide a benefit (direct or indirect) to the Natural Area Reserves System or to Laupāhoehoe Natural Area Reserve, or to the Wildlife Sanctuary System, or to Pu’u Wa’awa’a Forest Bird Sanctuary? Please explain.** |
|  | Enter answer here |
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| **17.** | **Will the proposed activity damage or threaten to damage the integrity or condition of the natural, geological, or cultural resources in the individual Natural Area Reserve(s) and adjacent area or region or in the Wildlife Sanctuary and adjacent area or region? If so, how? If not, why not?** |
|  | Enter answer here |
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| **18.** | **Have you (the applicant) previously received a special use permit for activities in the Natural Area Reserves System or Wildlife Sanctuary System (either in the Laupāhoehoe Natural Area Reserve, Pu’u Wa’awa’a Forest Bird Sanctuary) or elsewhere in the State?** |
|  |  |[ ]  **Yes** |[ ]  **No** |
| **a.** | **If yes, did you comply with the conditions of any previously approved permit (including providing a final report as requested)?** |
|  |  |[ ]  **Yes** |[ ]  **No** |
| **b.** | **If no, please explain:** |  |  |  |  |  |
|  | Enter explanation here |
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| **19.** | **Do you (the applicant) have any current special use permits for activities in the Natural Area Reserves System or Wildlife Sanctuary System (either in Laupāhoehoe Natural Area Reserve, Pu’u Wa’awa’a Forest Bird Sanctuary) or elsewhere in the State?** |
|  |  |[ ]  **Yes** |[ ]  **No** |
| **a.** | **If yes, please list all special use permits and state whether you are currently in compliance with the conditions of those permits.** |
|  | Enter special use permits here |

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|  | **Permit standard conditions,** **general procedures and regulations** |
|  | **Please read and initial each permit condition.** |
| **Initials:** |
|  Initial here | **1.** | Permits will be distributed in person from the Division of Forestry and Wildlife in Hilo, 19 E. Kawili Street, Hilo HI 96720, (808) 974-4221. Office hours are M − F, 7:45 am to 4:30 pm. A $60.00 (CASH ONLY) key deposit will be required at the time of permit pick-up if a key is required for research access. For approved research performed solely at Pu’u Wa’awa’a (PWW), you may request to pick up the permit directly from the PWW Coordinator. |
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| Initial here  | **2.** | The permit holder has 30 days from the start date of the project to supply GPS coordinates (in latitude/longitude format) of the study area (including site and plots) to the HETF Resource Assistant. |
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| Initial here | **3.** | **A copy of the permit must accompany participants at all times in the field. The permit holder is responsible for explaining permit terms to all crew members and ensuring their compliance at all times.** |
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| Initial here | **4.** | Permittees shall use due care for public safety and agrees to indemnify, defend and hold the State of Hawai‘i, Department of Land and Natural Resources, Division of Forestry and Wildlife, and the USDA Forest Service harmless from and against all claims or demands for damage, including claims for property damage, personal injury, or death, arising on or about the area, or by any fire or explosion thereon, or growing out of, or caused by any failure on the part of the Permittees, to maintain the area in accordance with the terms and conditions of this permit. |
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| Initial here | **5.** | Permittees shall comply with all applicable statutes, ordinances, rules and regulations of the Federal, State and County of Hawai‘i governments relative to the rights herein. Access may be denied, limited, or rescheduled for any reason, including changes in field conditions (hurricanes, fire, earthquakes, or other reasons) or conflicts with other research or land management activities. |
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| Initial here | **6.** | In the event any unanticipated sites or remains of archaeological or historical interest such as shells, bones, or charcoal deposits, human burials, rock or coral alignments, paving’s or walls are encountered, Permittees shall stop all activities and contact immediately the State Historic Preservation Division in Honolulu at (808) 692-8015. |
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| Initial here | **7.** | Permittees shall use appropriate precautions and measures to minimize inconveniences to surrounding residents and the public in general. Any incidents which result in damage to domestic animals, private property or vehicles must be reported immediately to the Hilo DOFAW office (808-974-4221) and IPIF (808-933-8121). |
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| Initial here | **8.** | Permittees shall not disturb cattle or cattle ranching operations, and will re-lock any closed gates encountered to and from the study site. |
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| Initial here | **9.** | Permittees shall remove all refuse produced within the area, including removal of all research tags, flagging, and equipment, when the project is complete. For long term project annual maintenance checks will be performed on existing infrastructure and replaced as needed. Permit holders found to be in violation of this condition may be banned from future research access to the HETF. |
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| Initial here | **10.** | Open fires of any size are strictly prohibited within the area and/or the surrounding State lands**. Permittees shall possess a fire extinguisher** at all times that displays proof of service within the last 12 months. Please note that periodic closures of areas of PWW may be necessary due to dry conditions causing high risk of fire. |
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| Initial here | **11.** | **Laupāhoehoe Unit Access: Blair Road and Private Leased Roads** – These are NOT public access roads, all property makai (on the ocean side) of the Forest Reserve/NAR is considered PRIVATE, which includes Kamehameha Schools and State Ag Lands parcels. **DO NOT LEAVE THE ROADWAY IN THESE AREAS.** At no time, other than opening/closing gates should you be outside of your vehicle(s). Once you are through the yellow gate you are in the HETF. |
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| Initial here | **12.** | **Social media/Sensitive information** - DOFAW must be contacted before Permittee shares any sensitive information on social media relating to location or contents of caves and lava tubes, archaeological/historical sites, as well as location and identification information of any Threatened & Endangered wildlife or plants to anyone not listed on this permit. This includes sharing of photos taken by Principal Investigator and/or project team members. If approved, and photos of sensitive information are shared on social media then posts should not include location information except in the broadest of terms (i.e. island and mountain range). An example of an acceptable location tag for a site on Hawai`i Island would be “Northern Slope of Hualālai, Hawai`i Island.”  If Principal Investigator and/or project team members encounter rare and endangered wildlife and plants while conducting research activities outlined in this permit, said Principal Investigator and/or project team members will not visit the given threatened or endangered wildlife or plants again except if absolutely necessary for conducting the research outlined in this permit. Permittees must notify the HETF and DOFAW of the location of any threatened or endangered plants, birds, bats, or insects encountered in the research site.**Failure to comply will result in the revocation of this permit and the denial of further permits.** |
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| Initial here | **13.** | **Rapid ‘Ōhi‘a Death (ROD**) - To reduce the spread of the fungal disease Rapid ʻŌhiʻa Death (i.e. ROD or *Ceratocystis fimbriata*), Permittee shall take the following precautions every time the HETF is entered. * Vehicles used to access the HETF shall be thoroughly power-washed with car-washing detergent (including the undercarriage and tires) before entering so as not to carry contaminated soil, plant matter, or fungal spores to healthy forests.
* Soles of footwear shall be brushed and sprayed with 70% isopropyl alcohol; tools, and clothing must be cleaned thoroughly before entering the HETF to prevent contaminated soil, plant matter, or fungal spores from being transported into the HETF per the guidance at the Internet site: [www.rapidohiadeath.org](http://www.rapidohiadeath.org).
* Unless permitted, no wood or plant material of ʻōhiʻa trees shall be transported to or from the HETF (or within these areas); *Ceratocystis fimbriata* may remain viable for over a year in dead wood. Cutting leaves, branches, bark or other material off of ʻōhiʻa trees for scientific purposes can create a wound site making trees more susceptible to ROD. For current information on known ROD-infected areas, please go to at the Internet site: [www.rapidohiadeath.org](http://www.rapidohiadeath.org).
* If dead or dying ʻōhiʻa trees are observed in the HETF (especially if trees retain dead or dying leaves), Permittee shall notify the HETF coordinator immediately at hetf@fs.fed.us of the number of trees affected, locations (latitude and longitude or UTM coordinates taken on a GPS are best), and the status of the trees (dead, dying, partially dead, etc.).
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| Initial here | **14.** | Disturbance of vegetation and wildlife shall be avoided as much as possible. All plots must be a minimum of 10 meters from any existing roads or trails if they contain infrastructure. Permittees should use a minimum of flagging and identification materials. Permanent markers such as nails in trees are to be avoided if possible. **The use of rebar is not permitted in the HETF.** A list of acceptable rebar alternatives is available at <https://www.thehetf.us/conducting-research/> |
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| Initial here | **15.** | Precautions shall be taken to prevent introductions of alien plants and animals, including plants and animals from the island but not naturally found in the activity area. The Permittee is responsible for making sure that clothing, equipment, and vehicles are free of seeds, dirt, or pests (e.g., ants) to lessen the chance of introducing any non-native plants or animals. Should an infestation develop attributable to Permittee, the Permittee may be held responsible for eradication by methods specified by the Department of Land and Natural Resources, as recommended by the HETF Research Technical Committee. |
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| Initial here | **16.** | Much of the HETF is in remote, difficult to access areas. The Permittee is responsible for developing an appropriate safety plan in advance and for identifying and using appropriate communication equipment. All researchers are required to ensure that all field-based personnel have first aid training, use appropriate personal protective (safety) equipment, and carry a first aid kit. **IMPORTANT:** Hunting is permitted in areas within the HETF units. For safety, all personnel should wear blaze orange while working in the HETF. |
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| Initial here | **17.** | NO DOGS are permitted to travel with you while conducting research within the HETF with the exception of leashed service animals. |
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| Initial here | **18.** | An HETF representative may accompany you during plot setup and removal to ensure safety protocols and other permit guidelines are being met. |
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| Initial here | **19.** | The Department of Land and Natural Resources reserves the right to impose additional terms and conditions at any time it deems necessary, while this research permit is in force, to protect the interest of the State**.** |
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| Initial here | **20.** | Once approved, this permit is nontransferable. Any changes in personnel from those listed on the original application must be submitted to HETF staff at least 10 days before such change is made. |
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| Initial here | **21.** | Researchers shall submit reprints or electronic PDF’s of any publications resulting from their work within the HETF to the HETF Resource Assistant. If no publications are produced within one year after project completion, researchers shall instead submit a report of results and findings. |
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| Initial here | **22.** | Acknowledgement of the Hawai‘i Experimental Tropical Forest, the USDA - Forest Service and the Hawai‘i Department of Land and Natural Resources - Division of Forestry and Wildlife and/or State Parks should be included in all papers and presentations related to research covered under this permit. An example can be found at <https://www.thehetf.us/conducting-research/>.  |
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| Initial here | **23.** | All permittees are encouraged to submit copies of data generated from research at the HETF for long-term archiving in the HETF database.  |
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| Initial here | **24.** | Permittees are also encouraged to report any incidental observations that might be useful to land managers (e.g., observed a new invasive species, saw the remains of a campfire in a particular area, came across unattended or unsightly equipment, etc.) as they occur. |
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| Initial here | **25.** | For student projects, the student’s advisor will act as the responsible party for project cleanup as needed.  |
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| Initial here | **26.** | **Annual Reporting - All projects are required to submit an annual report on project progress no later than one year from the date of permit issue. Any outstanding annual reports must be submitted before a new or renewal permit application will be reviewed. It is the Permittee’s responsibility to ensure these reports are submitted in a timely manner. Annual report guidelines are available on the HETF website.** <https://www.thehetf.us/conducting-research/> |
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| Initial here | **27.** | All fieldwork at PWW will require prior contact and/or check-in with the PWW coordinator. |
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| **Important contact information** |
| **HETF Resource Associate:** |
| Phone: (808) 854-2604, Email: SM.FS.hetf@usda.gov  |
|  |  |  |  |  |  |  |  |
| **PWW Coordinator:** |
| Kaleohone Roback, Phone: (808) 825-8600, kaleohone.k.roback@hawaii.gov  |
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| **I certify that the information contained in this application is both true and correct and that I have read and will comply with all permit conditions. I understand that this permit application in its entirety may be reviewed by an authorized public Advisory Council as part of the application review process.** |
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|  | Applicants Signature |  | Date |
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|  | Applicants Printed Name (please print legibly)  |  |  |
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|  | Advisors Signature (if student project) |  | Date |

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| **Additional Permit Conditions:** |
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**For Internal Use:**

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|  |  |[ ]  Approved |[ ]  Not Approved |  |  |
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|  |  |  |  |  |
|  | Approving Authority, DLNR |  | Date |  |
|  |  |  |  |  |  |  |  |
| **This permit is** **valid from** |  | **to** |  |  |
|  |  |  | (Signature Date) |  | (One year from signature date) |  |