

## Standard Operating Procedure 01

# Cleaning of Vehicles and Personal Belongings

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## 1. Purpose and Scope

The 2009 Mauna Kea Comprehensive Management Plan (CMP) provides authority for and responsibility of protecting University of Hawai'i (UH) managed lands on Maunakea from resource threats such as invasive species. The purpose of this document is to describe the requirements for inspection and cleaning of vehicles, and identify the standards for personal belongings, for those traveling to or above the Halepōhaku area.

This standard operating procedure (SOP) applies to the passengers, vehicle operators, immediate personal possessions, and any vehicle or; operating under a permit (CDUP, Special Use, or other; including those permits issued to the University of Hawai'i for observatory purposes) on University managed lands on Maunakea (Halepōhaku, the summit access road above Halepōhaku, and the Mauna Kea Science Reserve). Examples include: astronomical observatories, commercial tours, facility maintenance (MKSS, HELCO, water, etc.), filming, scientific research, etc. Personal or private vehicles engaged in personal use (i.e.

sightseeing or general tourists) are not subject to the requirements below and are presently **exempt** from these standards. Hawai'i Administrative Rules may be adopted that address personal vehicle requirements.

All vehicles entering University of Hawai'i (UH) managed lands on Maunakea must be cleaned to ensure they are free of plant, animal, and earthen materials. Guidelines within this SOP include separate requirements for routine or regular use vehicles (i.e. staff, regular deliveries), single or first use vehicles, and vehicles with three or more axles. The load or delivery that a vehicle carries is also subject to inspection requirements. Vehicles with **three** or more axles and any other vehicle used to transport aggregate or biological material regardless of the number of axles (other than food for human consumption) must also use *SOP 02: Inspection of Construction, Scientific Equipment, & Supplies*. Inspection procedures for loads, deliveries, and equipment (including vehicles without license plates) are described in *SOP 02: Inspection of Construction, Scientific Equipment, & Supplies*.

## 2. Personal Belongings

Personal belongings are to be cleaned and inspected by the operator **prior to arrival at the Saddle Road / Maunakea Access Road junction**. The operator must remove any plant, animal, or earthen material (i.e. weed seeds, ants, soil, mud, food scraps), that might harbor invasive animals or plant seeds. Personal belongings (clothes, shoes, bags, laptops, etc.) and vehicle safety equipment must also be cleaned. Be sure to check pockets, cuffs, sleeves, bottoms of bags, etc. and pay special attention to the soles of shoes and boots. Cleaning **must** be done **prior** to arrival at the Saddle Road / Maunakea Access Road junction.

## 3. Cleaning (includes undercarriage wash)

All vehicles are to be cleaned and inspected by the operator, **prior to arrival at the Saddle Road / Maunakea Access Road junction**. Vehicles with three or more axles, and equipment (motor vehicles without a highway license plate), must be inspected by a DLNR-approved biologist. The objective is to remove any plant, animal, or earthen material (i.e. weed seeds, ants, soil, mud and food scraps), that might harbor invasive animals or plant seeds. The outside of the vehicle may be pressure washed, air cleaned (with compressed air), or cleaned in a standard car wash, with particular attention to the vehicle's undercarriage, crevices, fender wells, axles, springs, bumpers, wheels, grill, and recessed areas. The inside of the vehicle may be swept, air cleaned, or vacuumed, beneath floor mats and seats, and in all storage and tool compartments. All trash, plastic wrappers, and old food containers must be removed from the vehicle. Cleaning **must** be done **prior** to arrival at the Saddle Road / Maunakea Access Road junction.

On Maunakea, the typical accumulation of road dust and other materials acquired on *paved and maintained* roads is adequately addressed by monthly cleaning as outlined below. Concerns are often identified with vehicles parked in lots (paved and unpaved) with arthropod infestations or vegetation, with off-road or dirt-road use, and vehicles left unattended or not cleaned for extended periods. For more cleaning guidance please visit NOAA Fisheries Service-Preventing Invasive Species: Cleaning Land Vehicles, Equipment, and Personal Gear at

[http://www.habitat.noaa.gov/pdf/best\\_management\\_practices/Cleaning%20of%20Land%20Vehicles%20and%20Equipment.pdf](http://www.habitat.noaa.gov/pdf/best_management_practices/Cleaning%20of%20Land%20Vehicles%20and%20Equipment.pdf) and The Bureau of Reclamation's "Inspection and Cleaning Manual for Equipment and Vehicles to Prevent the Spread of Invasive Species"  
<http://www.usbr.gov/mussels/prevention/docs/EquipmentInspectionandCleaningManual2010.pdf>.

### 3.1 Single or first visit

Any vehicle traveling onto UH managed lands for the first time, or on a single-visit basis, **must be thoroughly cleaned prior to arrival at the Saddle Road / Maunakea Access Road junction** in accordance with the specifications above. If a vehicle leaves the island of Hawai'i and returns to UH managed lands, it will be treated as a first-visit. Rental cars are generally cleaned and inspected with each use and can typically be assumed to have been cleaned for the purposes of this requirement.

### 3.2 Regular visitor

Vehicles that travel onto UH managed lands on a regular basis **must be externally cleaned at least monthly** as described above **and the interior maintained in a clean condition at all times, prior to arrival at the Saddle Road / Maunakea Access Road junction**. If a vehicle leaves the island of Hawai'i and returns to UH managed lands, it will be treated as a first-visit (see above).

### 3.3 Vehicles with three or more axles & Equipment

All vehicles with three or more axles and associated equipment **must be thoroughly cleaned prior to arrival at the Saddle Road / Maunakea Access Road junction** in accordance to the specifications above and **inspected by a DLNR-approved biologist** as defined in *SOP 02: Inspection of Construction, Scientific Equipment, & Supplies*. Once cleaned and inspected, if diverted to another job outside of UH managed lands, the vehicle must be re-cleaned and re-inspected prior to returning.

### 3.4 Vehicles & Equipment that do not leave UH managed lands for a contiguous 30-day period

- Equipment (i.e. road grader, trailers, etc.) and vehicles that **do not leave UH managed lands in a contiguous 30-day period shall still be washed monthly**. Washing may occur at Halepōhaku. Routine road dust from the Summit Access Road need not be washed off more frequently than monthly.
- All vehicles and equipment that leave UH managed lands and **travel below Halepōhaku** (staff vehicles, delivery trucks or trailers, etc.) in the course of a contiguous 30-day period **must be washed below the Saddle Road / Maunakea Access Road Junction**.
- Vehicles that do not leave the Maunakea Science Reserve (EEV, SMA transporter, etc.) do not need to be cleaned unless transported to Halepōhaku or below.
- For storing or staging of equipment at Halepōhaku destined for the summit, see *SOP 02: Inspection of Construction, Scientific Equipment, & Supplies*.

## 4. Inspections

Prior to commencement of *each* journey, the vehicle operator is to visually inspect the vehicle exterior and interior to ensure it is free of contaminants and other debris that might harbor plant, animal, or earthen materials. If the operator observes a build-up of these contaminants, (not including typical dust and other materials accumulated along paved, maintained, public roads), he/she must clean or arrange for the vehicle to be cleaned **prior to arrival at the Saddle Road / Maunakea Access Road junction**.

Inspections by a DLNR-approved biologist are not required for vehicles with 2 axles or less. All vehicles and equipment on UH managed lands may however, be inspected by Maunakea Rangers or other OMKM staff at any time. If plant, animal, or earthen materials are observed, including mud, plant seeds or live

animals (insects), the operator and vehicle may be liable for penalties as described in the following sections. Equipment stored at Halepōhaku or deposited there for staging purposes prior to transport to other locations on UH managed lands, vehicles with three or more axles, equipment, construction, scientific equipment, supplies and deliveries must be inspected by a DLNR-approved biologist. Inspections by a DLNR-approved biologist may be requested on-line at <http://www.malamamaunakea.org/inspections> or by calling 808-933-0734. See the *SOP 02: Inspection of Construction, Scientific Equipment, & Supplies* for details.

## 5. Reporting, Verification, & Penalties Associated with Non-Compliance

Should invasive species be found on vehicles or equipment within UH managed lands, the operator is to stop, confine the invasive species, and immediately leave UH managed lands and return to a location below the Saddle Road junction where remedial action can be taken.

### 5.1 No Concerns Identified

No reporting, record keeping, or verification documentation (of cleaning or operator inspections) is required.

### 5.2 Concerns Identified

On UH managed lands, if users identify foreign (not from Maunakea) plant, insect, or soil material(s) on equipment, vehicles, or deliveries; the operator is to stop, confine the material(s), remove the contaminated item(s) from UH managed lands. If it cannot be contained report any remedial actions taken to OMKM within 12 hours. (This requirement does not extend to typical road dust, etc. that accumulate while on UH managed lands). Containment of insect, soil, or plant material may be completed by placing it in a sealable plastic, glass, or similar container and share with OMKM for identification. Do not brush it off onto the ground, roadside, or into the trash. Reporting may be done by email or telephone. If unsure of remedial actions to take, and or immediate attention is needed (i.e. found a spider nest on vehicle while at Halepōhaku), report to a Maunakea Ranger.

### 5.3 Verification

OMKM Rangers and staff may conduct vehicle inspections on UH managed lands at any time to verify cleanliness; this includes unattended vehicles. These will be summarized in daily “Ranger Reports” and vehicle owners will be notified if any concerns are identified.

### 5.4 Penalties

Operators who fail to comply with cleaning and inspection guidelines will be subject to a penalty. Such penalty may be imposed immediately by the Ranger, or after the report has been reviewed by OMKM staff. For example a vehicle discovered with potted plants on the summit on a Tuesday may be directed to leave immediately or directed to leave the following day after the Ranger report is reviewed by OMKM staff. The following penalties are in addition to any applicable State of Hawai'i and other statute, rule, permit, or other requirement.

#### 1<sup>st</sup> Incidence

Vehicle, operator, and cargo immediately leave UH managed lands. If the driver cannot be located, the vehicle may be towed, at owner's expense. Inspection by a DLNR-approved biologist is required prior to returning to UH managed lands.

**2<sup>nd</sup> Incidence**

Same as first incidence. In addition, vehicle, operator, and cargo will not be permitted to return to UH managed lands for 5 calendar days.

**3<sup>rd</sup> Incidence**

Same as first incidence. In addition, vehicle, operator, and cargo will be excluded from UH managed lands pending the outcome of a meeting between the entity operating under a permit and OMKM to determine if any additional actions applicable to the permit are warranted. Meetings will be between directors (i.e. Telescope director and OMKM director, substitutions permitted only at OMKM discretion).

**5.5 Reporting**

Reporting of vehicle cleaning or operator inspections is not required. A brief summary of DLNR-approved inspections and Ranger reports will be included in an Invasive Species Annual Report, prepared by OMKM staff. Users are encouraged to provide suggestions to OMKM, at any time, for potential improvement of invasive species protocols and means of enhancing resource protection and compliance.

If uncertain about the need for cleaning or inspecting vehicles, or about potential avenues for invasive species to ‘hitchhike’, please ask OMKM.

**6. Contact Information**

To contact OMKM with questions or concerns regarding this document:

Web: <http://www.omkm.org/inspections/>

Phone: 808-933-0734

Email: [inspections-grp@hawaii.edu](mailto:inspections-grp@hawaii.edu)

**7. Revision History Log**

Previous Version #	Version Date	Author	Changes Made	Reason for Change	New Version #
1.0	May 2012	FLK	Original Procedures	Consistent with comprehensive plan	1.1
Add rows as needed for each change or set of changes associated with each version.					

**8. Recommended Citation**

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