

Standard Operating Procedure Z

Revising the Invasive Species Management Plan

Version 1.1, 2/11/2016, Fritz Klasner

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1. Purpose and Scope

The 2009 Maunakea 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 Maunakea Invasive Species Management Plan (MKISMP) is adaptive and will be regularly updated. This main plan is primarily a policy document and as such is more ‘stable’, while detailed Standard Operating Procedures (SOP) and appendices provide guidance on specific resources, activities, and requirements that are more dynamic. The purpose of this document is to describe the review and approval requirements for revisions or additions to the ‘main’ Maunakea Invasive Species Management Plan along with its Standard Operating Procedures , Appendices, and Reports.

Nothing in this document modifies or amends [Hawaii Administrative Rules for Conservation Districts](#) (Title 13, Chapter 5) or other legal requirements. The sections below do not identify formal State (or other regulatory entity) approval or permitting processes. This document outlines processes which precede these requirements. The State of Hawai‘i has indicated that it only wishes to formally approve or permit elements of this plan where there is an explicit legal requirement to do so. (In other words, the State will not formally ‘approve’ a species identification guide as an appendix to this plan but will

review an appendix and issue a permit for an activity as required under Hawaii Administrative Rules 13-5). Research and collecting permits may also be required.

2. Revisions to Standard Operating Procedures & Appendices

Standard Operating Procedures and Appendix revisions fall into two broad categories 1) first editions, new documents, or major revisions that affect policy, users on Maunakea other than OMKM staff, etc. and 2) minor revisions that correct, clarify, or add new information that does not affect policy nor have broader implications.

Examples of the first category of new or major revisions include: any new document, inspection policy requirements that affect mountain users, revisions that will require external permitting (i.e. formal State approval), or potentially controversial or significant changes. Examples of minor revisions include: additions of a new species in the identification guide SOPs, grammatical or spelling corrections, or edits or additions that clarify meaning or provide alternative communication formats to existing, approved practices. The Director of the Office of Maunakea Management, Chair of the Maunakea Management Board, or their designee will decide if a revision falls into the major or minor category of revision.

2.1. Review

Major revisions & new documents

Major revisions will be provided to:

- The Maunakea Environment Committee for review and comment as well as discussed at an Environment Committee meeting. Representatives from the State of Hawai'i, Department of Land and Natural Resources are included in all review submissions. Comments will be retained by OMKM, but commenters will not necessarily receive replies acknowledging the comment or explaining how the feedback will be incorporated. At least one technical review by a subject matter expert will be sought to ensure scientific rigor. This may include individuals from outside of usual Environment Committee participants.
- Kahu Kū Mauna Council for consultation in accordance with the Council's policies and practices.
- Maunakea Management Board for review and comment in accordance with the Board's policies and practices.

Minor revisions

Minor revisions will be made available to a subject matter expert for a technical review when appropriate (for example, when a species description is added to an identification guide, or an invertebrate trapping method is modified). Review by the Maunakea Environment Committee, consultation with Kahu Kū Mauna Council, and review by the Maunakea Management Board will *not* be sought.

2.2. Approval

Major revisions & new documents

Major revisions will be submitted to the Maunakea Management Board for approval. Submissions for approval to the Board may include a summary of revisions made based on

previous review comments and consultations. Board approval may occur concurrently with or sequentially to their review and approval.

Minor revisions

Minor revisions will be approved by the Director of the Office of Maunakea Management or the Chair of the Maunakea Management Board, or their designee.

3. Revisions to the ‘main’ Maunakea Invasive Species Management Plan

Periodic review and ‘refreshing’ of the Maunakea Invasive Species Management Plan is necessary to fulfill its adaptive mandate. Annual updates to the plan, at a minimum to reflect the addition of new SOPs and Appendices, are anticipated. Additional feedback and discussion on the scope and policies will be encouraged.

3.1. Review

Review of revisions to the main plan will follow the same procedures as *major* revisions to Standard Operating Procedures & Appendices.

3.2. Approval

Approval of revisions to the main plan will follow the same procedures as *major* revisions to Standard Operating Procedures & Appendices.

3.3. Status Updates

Status updates, such as appendices progress or grammatical or spelling corrections, will follow the same procedures as *minor* revisions to Standard Operating Procedures & Appendices.

4. Reports associated with the Maunakea Invasive Species Management Plan

The primary report associated with the Maunakea Invasive Species Management Plan is an annual report summarizing results from the previous year in the context of long-term data collection. Summaries of rapid response and risk analysis efforts are also included in reports for this purpose. Less frequent reviews and trend analyses may also be produced.

4.1. Review

Reports will be distributed to at least one subject matter expert for technical and scientific review. Annual reports should also be distributed to the Maunakea Environment Committee for comment.

4.2. Approval

Approval of reports associated with the plan will follow the same procedures as *minor* revisions to Standard Operating Procedures & Appendices.

5. Notification

All revisions and reports, regardless of scope or scale, will be communicated to the Maunakea Management Board, Kahu Kū Mauna, the Maunakea Environment Committee, State of Hawai‘i Department of Land & Natural Resources, and other interested parties. Exceptions may be approved by the Director of the Office of Maunakea Management or the Chair of the Maunakea Management Board, typically to limit release of information related to historic properties or for the protection of property.

All documents will be made available on the Office of Maunakea Management website. Exceptions to the processes outlined above, while allowed, will also be communicated to these same parties.

Excerpts and summaries of approved plans and reports may be communicated at any time, without further review or approval. Excerpts and summaries from draft material may also be communicated to emphasize timeliness of information sharing.

6. Revision History Log

New Version #	Version Date	Author	Changes Made	Reason for Change
1.0	Aug 2015	FLK	Original Procedures	
1.1	Feb 2016	JK	Minor edits	
Add rows as needed for each change or set of changes associated with each version.				

7. Recommended Citation

Klasner, F. 2015. *Standard Operating Procedure Z, Revising the Invasive Species Management Plan*. 4 pp. In: Vanderwoude, C., F. Klasner, J. Kirkpatrick and S. Kaye. 2015. Maunakea Invasive Species Management Plan. Technical Report No. 191. Pacific Cooperative Studies Unit, University of Hawai'i, Honolulu, Hawai'i.