

## 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 provide guidance on sanitation of vehicles and belongings for those traveling to or above the Halepōhaku (HP) area. This standard operating procedure (SOP) applies to the passengers, vehicle operators, immediate personal possessions, and any vehicle operating under a permit (CDUP, Special Use, or other; including observatory permits) on University managed lands on Maunakea (HP, the road corridor, and the Mauna Kea Science Reserve (MKSR)). 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 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/regular use vehicles (i.e. staff, routine vendors), single/first use vehicles, vehicles with three or more axles, and vehicles from baseyards/parking lots without regular grounds keeping. The load or delivery that a vehicle carries is also subject to inspection requirements (see *SOP 02: Inspection of Construction, Scientific Equipment, & Supplies* for inspection criteria). An inspection by a DLNR-approved biologist is required for: vehicles with **three or more** axles, vehicles kept in lots with irregular grounds keeping, and any vehicles used to transport aggregate/biological material regardless of the number of axles (other than food for human consumption).

## 2. Personal Belonging Sanitation

Personal belongings are to be cleaned and inspected by the vehicle 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. Vehicle Sanitation

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, vehicles kept in lots with irregular grounds keeping, 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 with a focus beneath floor mats, seats, and in all storage 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/unpaved) with arthropod/invasive plant infestations, vehicles with off-road/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)" <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 be washed monthly**. Washing may occur at HP. 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 HP** (staff vehicles, delivery trucks/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 MKSR (EEV, SMA transporter, etc.) do not need to be cleaned unless transported to HP or below.
- For storing or staging of equipment at HP destined for the summit, see *SOP 02: Inspection of Construction, Scientific Equipment, & Supplies*.

### 3.5 Vehicles parked in lots with irregular grounds keeping

All vehicles and equipment kept in baseyards or parking lots that do not have regular grounds keeping services **must be cleaned at least weekly and inspected by a DLNR-approved biologist before each use on Maunakea**. Regular is defined as at least every 30 days, while grounds keeping includes keeping grass in a clearly maintained condition, removing overhanging vegetation (trees, shrubs, etc.), and removing pest species through mechanical or chemical means. Inspection requirements are defined in *SOP 02: Inspection of Construction, Scientific Equipment, & Supplies*. Maunakea users keeping vehicles in baseyards and parking areas where lawns are continuously up-kept must still follow cleanliness guidelines above (sections 3.1- 3.4).

## 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 that are kept in lots or base yards with regular grounds keeping. 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, the operator and vehicle may be liable for penalties as described in the following sections. Equipment stored at HP or deposited there for staging purposes prior to transport to other locations on UH managed lands, vehicles kept in lots or base yards with irregular grounds keeping, vehicles with three or more axles, and certain cargo must be inspected by a DLNR-approved biologist. See the *SOP 02: Inspection of Construction, Scientific Equipment, & Supplies* for details. Inspections by a DLNR-approved biologist may be requested on-line at <http://www.malamamaunakea.org/inspections> or by calling 808-933-0734.

## 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 container and providing to 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 HP), promptly 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/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

New Version #	Version Date	Author	Changes Made	Reason for Change
1.0	May 2012	FLK	Original Procedures	
1.1	Feb. 2015	JK	Formatting	Consistent with comprehensive plan
1.2		JK & DY	Address unmaintained parking lots.	Increased risk associated with unmaintained grounds.
1.3	February 2016	DY	Miscellaneous edits	Clarity
Add rows as needed for each change or set of changes associated with each version.				

## 8. Recommended Citation

Kirkpatrick, J.; Yogi, D; and F.Klasner. 2015. *Standard Operating Procedure 01, Cleaning of Vehicles and Personal Belongings, v1.3*. 6 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.