



## Pacific Reefs National Wildlife Refuge Complex Research and Monitoring Special Use Permit Application Instructions

Contact information:  
Special Use Permit Coordinator  
Pacific Reefs National Wildlife Refuge Complex  
P.O. Box 50167  
300 Ala Moana Blvd, Rm 5-231  
Honolulu, HI 96850  
[Pacific\\_Reefs@fws.gov](mailto:Pacific_Reefs@fws.gov)  
808-792-9550

### **\*\*Special conditions or permit stipulations may be added to permit prior to approval\*\***

1. Identify if application is for a new permit or renewal or modification of an existing permit. Permit renewals may not need all information requested. Contact the specific refuge headquarters office where the project is going to be conducted to determine applicability of this requirement.
- 2-3. Provide principal investigator's or applicant's full name. Attaching principal investigator's or applicant's Curriculum Vitae or Resume is required.  
  
Permit renewals generally do not require a Curriculum Vitae or Resume if the project is a continuation of a previously issued permit being conducted by the same investigator. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
- 4-9. Provide the principal investigator's or applicant's address, phone, fax, e-mail, affiliation and/or organization, and relationship to affiliation or organization (title, professor, student, etc.)
10. Provide the names and addresses of volunteers, assistants, subcontractors, or subpermittees. Names and addresses are only required if the volunteers, assistants, subcontractors, or subpermittees will be operating on the refuge without the permittee being present. Volunteers, assistants, subcontractors, or subpermittees that are accompanied by the permittee need not be identified.
11. Provide title of the research or monitoring project.
- 12a-12b. A full research proposal is required. Please attach to the application. Permit renewals generally do not require a project proposal if the project is a continuation of a previously issued permit being conducted by the same investigator. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
13. Provide detailed information on the activity including dates actively inside the Refuge(s) or marine national monument(s), personnel schedule in the Refuge(s) or marine national monument(s) (describe who will be where and when), timing, frequency, how the project is expected to proceed, etc. Permit renewals may not need activity description if the activity is unchanged from the previous permit. Most repetitive research projects do not require an activity description for each visit to the refuge. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
14. Identify specific location(s); GPS locations preferred. Permit renewals may not require a location if the project is essentially unchanged from the previous permit. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
- 15a-15b. A map of the location is required. Please attach to the application. Permit renewals may not require a map if the project is essentially unchanged from the previous permit. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
16. Identify beginning and end dates, site occupation timeline, hours, clean-up, and other major events. Permit renewals may not need an activity-site occupancy timeline if the activity is unchanged from the previous permit. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
17. Identify species or habitats being studied.
18. Specifically identify the purpose or hypothesis of the research or monitoring project to be tested. Permit renewals may not need to identify the purpose or hypothesis if the project is a continuation of a previously issued permit conducted by the same investigator. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
19. Specifically identify the expected benefits of the research or monitoring project. Include how the proposed project will help provide information or resources to fulfill the National Wildlife Refuge Monument purposes, help reach the Refuge goals and objectives, help to

enhance the survival of refuge wildlife and habitats, and help to better manage Marine National Monuments, National Wildlife Refuges, or global communities. Permit renewals may not need to identify the expected benefits of the research or monitoring project if the project is a continuation of a previously issued permit conducted by the same investigator. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.

20. Briefly describe the project history and context. Describe the context of this research including the history of the science for these questions and background of the research. Also include funding sources (attach copies of all funding documentation including proposals submitted to funding sources). Permit renewals should describe previous research activities as part of a previously issued permit being conducted by the same investigator.
21. Briefly describe the project's relationship to other research/monitoring projects either known of, or conducted, by the applicant, if applicable. Include a brief statement of how the research or monitoring permit being applied for will add to, or supplement, other ongoing research or monitoring on the same, or related, species or habitats. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
22. Identify samples to be taken or types of data to be collected. Describe the effects of any collections of specimens on populations of that species. Describe any impacts to other species that may occur in the course of this work. For collecting or destructive sampling, describe methods for determining minimum sample size required to adequately address the above questions. Permit renewals may not need to identify samples taken if the project is a continuation of a previously issued permit conducted by the same investigator. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
23. List other cooperators and institutions involved in the project, if applicable. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
24. Generally, identify the anticipated time line for analysis, write-up and publication of project results. Include whether the project is a single or multiple year project. Identification of an actual publication where the results are printed is not necessary. However, applicants should include the anticipated dissemination of project results.
25. If applicable, check the box acknowledging a completed Assurance of Animal Care Form or an Institutional Animal Care and Use Committee (or equivalent) has been granted. If checked "Yes," please attach the form to the application. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
- 26a. Rat free certification is required for all vessels and aircraft. Please attach the certification to the application.
- 26b. Hull inspection certification is required for all vessels accessing a refuge or marine national monument. Please attach the certification to the application.
- 26c. Identify if EMT/first aid certification is required. If checked "Yes," please attach a copy of the certification to the application. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
- 26d. Identify if other certifications are required. If checked "Yes," please attach a copy of the certification to the application. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
- 27a. State permits are not required.
- 27b. Specifically identify if other Federal permits are required. If checked "Yes," please attach a copy of the certification to the application. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
- 27c. Tribal permits are not required.
- 27d. Identify if other permits are required. If checked "Yes," please attach a copy of the certification to the application. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
- 28a-28b Provide the name(s) of any personnel required to stay overnight onsite, if applicable.
29. Identification all equipment and materials to be used is required. Permit renewals may not require a list of equipment if the project is essentially unchanged from a previously issued permit. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
- 30a. If applicable, identify types and dates of instrumentation installation (mm/dd/yyyy).  
**If no instruments will be used, proceed to Question # 31.**
- 30b. Identify types and dates of instrumentation removal (mm/dd/yyyy).
- 30c. If the instrumentation is permanent, describe the type of instrument and the necessity of a permanent instrument. Permit renewals may not require the justification of a permanent instrument if the project is essentially unchanged from a previously issued permit. Contact the PRNWRC special use permit coordinator to determine applicability of this requirement.
- 30d. Identify the type and dates of the instrumentation maintenance schedule.

- 30e. Identify the dates of the data collection schedule.
31. If applicable, identify logistical arrangements for offsite transportation of samples taken.
- 32a. Describe and provide specific vehicle descriptions and license plate or identification numbers of all vehicles, including boats and airplanes, that will be used to transport personnel and gear/materials to and from the National Wildlife Refuge(s).
- 32b. If applicable, specifically describe ship-to-shore transportation including identification numbers.
- 32c. If applicable, specifically describe intersite transportation (i.e. between islands within any one atoll) including identification numbers.
- 32d. If applicable, specifically describe onsite transportation. Motor vehicle descriptions are only required for permittee vehicle, and/or if the vehicle will be operated on the refuge without the permittee being present. Motor vehicles that are accompanied by the permittee as part of a group (convoy) activity need not be identified if cleared in advance by the refuge supervisor. Also describe how personnel will access species and habitat onsite (walking, climbing, wading, swimming, snorkeling, diving, etc.).
- 33a-33b. If applicable, identify specific location(s) of fuel cache(s) (GPS coordinates preferred).
- 34a-34b. A safety plan is required. Please attach the safety plan to the application.
35. If applicable, specifically describe onsite work and/or living accommodations. Include descriptions and locations (GPS coordinates preferred) of spike camps or other remote work and/or living accommodations that are not part of the base of operations.
36. If applicable, specifically describe onsite and offsite hazardous material storage, or other onsite material storage space (including on and offsite fuel caches).
37. Sign, date (mm/dd/yyyy), print, and submit the application. Click on the "Print" button to print the application (if using the fillable version). The refuge official will review and, if approved, fill out the remaining information, sign, and return a copy to you for signature and acceptance.

\*\* Contact the Special Use Permit Coordinator for any additional special conditions or permit stipulations that may exist for the refuge(s) or monument(s) \*\*