

DEPARTMENT OF AGRICULTURE ANNUAL REPORT
PURSUANT TO ACT 100, SLH 1999

Submitted to the 2007 Legislature

December 2006

ACT 100, SLH 1999
Department Overview
2006 Update

Mission Statement

To develop and promote agriculture as a significant and respected driver of Hawaii's economy.

Department Goals

To conserve and develop essential agricultural resources and infrastructure; to gain access and develop local, domestic, and international markets for Hawaii's agricultural products; to conserve and protect suitable agricultural lands; to raise awareness of the importance of agriculture to the State's economy, environment, and as a profession; to implement programs to safeguard Hawaii's farmers, consumers, and natural resources; to prevent the introduction and establishment of plants, animals and diseases that are detrimental to Hawaii's agriculture and environment.

Significant Measures of Effectiveness

- Value of diversified agriculture (farm cash receipts for everything except sugarcane and pineapple in millions of dollars)

<u>FY 2006</u>	<u>FY 2007</u>
407,000	414,000

Major Functions

- Carries out programs to conserve, develop, and utilize the agricultural resources and infrastructure of the State and facilitates the transition of plantation agriculture to diversified farming
- Enforces laws, and formulates and enforces rules and regulations to manage these resources
- Promotes agriculture and provides opportunities to access new markets
- Reviews, develops, and implements agricultural goals and objectives to expand and diversify Hawaii's agriculture
- Prevents the introduction of plant pests and diseases, provides certification services to facilitate the export of certain plant materials, and controls and eradicates insects and noxious weeds and controls the distribution and usage of pesticides

- Administers the aquaculture development, state animal health, and agricultural and aquacultural loan programs
- Maintains official State primary measurement standards; ensures accuracy of commercial measuring devices
- Establishes and enforces grade standards for agricultural commodities producers in the State in cooperation with the industry, and achieves stability within the State milk industry by ensuring the availability of an adequate supply of wholesome milk for the consuming public
- Collects and disseminates statistical data on agricultural production and markets, and supports funding for research on various agricultural commodities.

ACTION PLANS 2006 Update

Division/Branch: Agricultural Loan Division

Purpose: The objective of the State Agricultural Loan Division is to foster economic development by stimulating, facilitating, and granting loans to farmers and aquaculturists.

Goal 1: To increase the overall number of loans and dollar amount loaned over time and to increase private lenders' involvement in joint loans. The Division's long-term target/goal is to increase its overall portfolio to \$30,000,000 by 2015.

Objective: Approve 25-30 loans annually with a dollar amount of \$2,500,000-\$3,000,000 in State funds. The number of loans and dollar amounts remain fairly steady as they are based on the Division's projection of available funds. The Division also plans to increase the number of loans done in cooperation with other lenders. The target for fiscal year 2006 is 9 cooperative loans with the private lenders contributing \$900,000. By fiscal year 2008, the number of cooperative loans is targeted at 15 with the private lenders contributing \$1,500,000.

1. Continue outreach and marketing efforts to stimulate loan activities by meeting with a minimum of 20 Bank representatives. The outreach will educate lenders about the State program and agricultural and aquacultural lending opportunities. The loans made in cooperation with other lenders will leverage the State's funding and allow the program to stretch its limited funding to assist more borrowers.
2. Meet with farmers to keep them aware of existing programs and new programs offered by the Division.
3. Conduct outreach and attend a minimum of 3 commodity group or industry association meetings.
4. Develop a training program and provide a minimum of one in-house training session per fiscal year. Seek additional training opportunities as they become available.
5. Develop and monitor a plan to efficiently utilize existing Division personnel to effectively service accounts and complete loans on a timely basis.

Objective: Measurably contribute to the expansion of the agriculture and aquaculture industries. The targets include the creation or preservation of 100 agricultural/aquacultural jobs and to expand or preserve 250 acres of agricultural lands annually. Generate \$3,000,000 in annual farm income from new borrowers. While these measures may not have a one to one

direct correlation to the State's loan, it will give an indication of the effect the loan has on the farm/aquaculture operation. It will also help to demonstrate the effect the Division has in developing the agriculture and aquaculture industries and their contributions to the economy. Although the Division has creation or retention of jobs, agricultural acreage and annual income as targets these will not be factors in deciding which loan will be funded or approved.

1. Retain/create agricultural jobs through loans directly or in cooperation with private lenders.
2. Preserve or expand use of agricultural lands through loans directly or in cooperation with private lenders.
3. Generate farm income through loans directly or in cooperation with private lenders.
4. Conduct field visits to determine if there was actual growth in acreage or increase in the number of farm employees after the loan was disbursed.
5. Tabulate and monitor acreage and employment data collected.

Goal 2. To maintain the self-sufficiency of the program and to maintain a quality portfolio with a reasonable level of delinquencies.

Objective: Step up collection efforts and monitor the revolving funds to determine adequate financing needs. Collection efforts are important, as funds collected will fund future loans. The Division's goal is to keep delinquencies under 10% of the total loan volume as noted in the Division's Measures of Effectiveness. However, as the lender of last resort, the Division's primary mission is to assist agriculture/aquaculture enterprises and collection efforts must be balanced with the need to support the industries. To monitor accounts the Division has set a target of 600 servicing contacts with the program's borrowers.

1. Work closely with borrowers.
2. Monitor delinquency rates.
3. Complete development of accounting system with focus on delinquent reports.
4. Develop reports to track collections and expenditures for better monitoring of cash flow.
5. Develop a comprehensive system for workouts and loan modifications for delinquent accounts.

In order to reach its goal to increase the overall portfolio to \$30,000,000 and by \$5,000,000 in 5 years the Division will need to focus on improving service to clients, working as a team to overcome staffing vacancies and developing a comprehensive strategy to control delinquencies and maintain the quality of the loan portfolio.

ACTION PLANS 2006 Update

Division/Branch: Plant Industry Division

Purpose: To protect Hawaii's agricultural industries, environment, and general public by preventing the introduction and establishment of harmful insects, diseases, illegal non-domestic animals, and other pests; to conduct effective plant pest control activities; to enhance agricultural productivity and agribusiness development by facilitating export shipments of agricultural and horticultural materials and products; to ensure the effective, efficient, and safe use of pesticides and to minimize their possible adverse effects to man or the environment while considering the benefits of their use.

Goal 1: To protect Hawaii's agricultural industries, natural resources, and the public from the entry and establishment of detrimental animals, insects, and plants.

Objective: To reduce entry of invasive species by increasing inspection activities at various ports-of-entry.

1. Establish an intern program using USDA grant and Airport Special Funds for training potential Plant Quarantine Inspectors, assisting specialists with permits, research, and site inspections and providing officers at ports-of-entry with non-technical assistance. This will increase the number of qualified applicants for positions as well as help handle the workload. Completion Date: June 30, 2007
2. Maintain current federal support for Plant Quarantine programs and seek additional federal sources to address these needs. Support the federal agency partners that work with and help fund HDOA and other complementary programs. Completion Date: Ongoing.
3. Fill new Plant Quarantine Inspector and Pest Control Technician Positions (56) allocated by the 2006 Legislature and have new staff trained and assigned to ports-of-entry by end of fiscal year. Completion Date: June 30, 2007.
4. Establish a joint use inspection facility at Honolulu International Airport for the inspection of agricultural products and other regulated commodities by State and Federal Quarantine Programs (State Quarantine, USDA, APHIS, Plant Protection and Quarantine, and Homeland Security, Customs and Border Protection). Completion Date: 2012.
5. Establish a system of transition inspection facilities for sea containers to assure the more efficient handling and inspection of cargo arriving in Hawaii from domestic ports. Completion Date: Pilot Transition Inspection Program: December 2007.
6. Design and construction two hot water treatment facilities for

disinfestation of nursery plants prior to movement of plants between islands. Install first unit on the Island of Oahu at State Plant Quarantine; the second in Hilo at a location to be determined. Completion date: First Unit, December 2006; Second Unit, December 2007

7. Create an interisland nursery certification program to reduce risk of pest movement between islands on nursery stock. Under this program, nurseries would be able to certify interisland shipments if they meet requirements set and verified by the PQ Branch. Completion Date: June 30, 2007
8. Develop a Restricted Plant List in cooperation with the University of Hawaii. The list will identify those plants that will be restricted for import into Hawaii based on scientific studies that suggest weediness under local conditions and potential for negative economic impact should these plants be allowed into the State. Completion Date: June 30, 2008

Goal 2: To conduct effective plant pest control activities.

Objective: To contain, control and/or eradicate plant pests that enter the state through chemical and mechanical means or through biocontrol strategies to mitigate risks to agriculture and the natural resources of the state.

1. Prevent distribution of noxious weed seeds by examining seed shipments originating from foreign and domestic seed sources for exotic seeds, such as fireweed, field bindweed, and quackgrass;. Completion date: Ongoing;
2. Conduct statewide surveys to delineate infestations of regulated pests for control or eradication. Determine statewide distribution of noxious weeds (e.g., fireweed and fountaingrass), plant diseases (e.g., banana bunchy top virus and papaya ringspot virus), insect pests (e.g., little fire ant) and coqui frogs. Utilize GIS technology to map survey results for use in planning and communication with decision makers. Completion date: Ongoing.
3. Revise Chapter 69A, Pests for Control and Eradication, for new pests found in Hawaii such as coqui frog, nettle caterpillar, and the little fire ant. Completion Date: June 30, 2007
4. Increase survey, detection and diagnostic activities to detect, identify, delineate, and eradicate incipient infestations of invasive alien species, such as the red imported fire ant, Africanized honey bee, coconut rhinoceros beetle, and many other serious pests not yet found in Hawaii. Seek extension of present federal funding support and new funding to increase personnel, equipment, and supplies necessary to implement this action. Completion Date: Ongoing.
5. Seek federal and private sector funding to supplement operating funds to conduct foreign explorations to search for and introduce potential biocontrol agents of targeted weeds and plant pests, such as fountain grass, fire weed and little fire ant. Completion Date: Ongoing.

6. Make maximum use of personnel temporarily assigned to the Branch from Federal and other State agencies to assist with survey and biocontrol projects, respectively. Completion Date: On-going
7. Develop an Insect Diagnostic Identification Network for Hawaii and the American Pacific with land grant universities and departments of agriculture in Hawaii, Guam, American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), and Federal States of Micronesia (FSM) with funding from USDA via the University of Hawaii, Cooperative Research, Education and Extension Service (UH-CREES). Completion Date: June 2007.
8. Upgrade biocontrol facilities and/or investigate the potential for building new modernized facilities to increase the biocontrol program's capabilities to respond to new emerging and established pests. The first year will involve the scoping of existing facilities in other states and countries, corresponding and working with program managers in those programs and investigate funding opportunities. The direction the program takes after the first year will depend on findings from the first year, the overall goal, however, is to double or triple the biocontrol capacity of the HDOA in five years. Completion Date: 2011
9. Revise Chapter 68, Noxious Weed Rules, by amending the list of noxious weeds designated for eradication or control purposes. The listed weeds will automatically become part of the Restricted Plant List and will have additional restrictions for their import. Completion Date: July 2007.
10. Develop a plan for a new expanded biocontrol facility. Form partnerships and alliances at the State, Federal and local levels and with private and non-profit entities where appropriate. Identify the funding sources through these partnerships to build and operate the facility.

Goal 3: To enhance agricultural productivity and agribusiness development by facilitating export shipments of agricultural and horticultural materials and products.

Objective: To provide opportunities for Hawaii's grown fresh fruits and vegetables and nursery products to reach new markets.

1. Negotiate export agreements for specific products and markets, three issues are on the agenda for bilateral discussions with Japan (Ministry of Agriculture, Forestry and Fisheries): 1) approval to move potted anthurium into the Japan market under a U.S. – Japan Certification Program; 2) approval to allow USDA, APHIS, PPQ inspectors to inspect and certify papayas for export to Japan employing vapor heat post-harvest quarantine treatment; 3) approval to allow Hawaii to ship cut flowers and potted foliage plants to Japan under a Master Certificate Program to avoid the need for an individual Federal Phytosanitary Certification at a cost of \$22 to \$36 per certification. Prepare nurseries for

the first test shipment of plants to Japan. Completion Date: June 30, 2007

2. Facilitate discussions for a private sector development of a second irradiator in Hawaii to be located on Oahu. Identify industry needs for export and import phytosanitary requirements. Facilitate discussion between the United States Department of Agriculture and the private sector for the use of a private treatment facility for the sterilization of fruit fly pupae. Assist in linking private investors in Hawaii with a mainland vendor of contract treatment services for a possible joint venture. Completion Date: December 2007
3. Establish a data management system ("Invicta") to more efficiently track the movement of pests from foreign, domestic and island sources to strengthen Export Certification Programs. Hawaii Invasive Species Funds will be used to develop the system. Completion Date: June 30, 2007.

Goal 4: To minimize pesticides possible adverse effects on man or the environment.

Objective: To prevent injury from pesticides by reducing the number of highly toxic exposures requiring immediate medical care by 50% by the end of FY 2010.

1. Evaluate the effectiveness of child safety locks in reducing pesticide illnesses to children under 6 years old. Completion Date: July 30, 2006.
2. Conduct at least thirty (30) fumigation use inspections to assure the use of fumigants by commercial pest control operators in Hawaii meet all health and safety requirements and directions for use mandated by the U.S. Environmental Protection Agency. Completion Date: September 30, 2006.
3. Conduct 40 inspections of agricultural employers to assure employers are in compliance with the USDA Worker Protection Standard. Emphasis will be placed on farms using restricted-use pesticides, farms with a past enforcement action (either a warning notice or civil penalty), crops requiring worker entry soon after pesticides have been applied, such as cut flowers, pineapples, and seed corn. Completion Date: September 30, 2006.
4. Develop a pesticide case database to track compliance rate, repeat violators, and costs per enforcement action. Completion date: September 30, 2006
5. Test livestock feed for chemical contaminants. Start date: October 1, 2005.

Objective: To manage pesticides use to minimize environmental effects and maintain important pesticides uses. To have no increase in the number of drinking water sources having a pesticide residue level in excess of 10% of a regulatory limit.

1. Promulgate rules classifying pesticides with the potential to leach as restricted-use pesticides. This will ensure use records are kept and dealer reports of sales for these pesticides are submitted to the Department of Agriculture. Completion Date: May 2006.
2. Fund research to enable informed decision-making on pesticides potential to leach into the water supply. (Projects have been funded in FY-01 and 03. Continuing support for review of new pesticides is needed and may be funded through the Pesticides Use Revolving Fund). Completion Date: Ongoing.

Objective: To enhance the pesticide regulatory program through effective program management.

1. To achieve a 90% compliance rate with pesticide distribution and use requirements. Completion date: Ongoing.
2. To identify activity areas not achieving 90% compliance, identify reason for non-compliance and determine actions recommended to attain better compliance rates. Completion Date: September 30, 2006.

ACTION PLANS 2006 Update

Division/Branch: Animal Industry, Rabies Quarantine Branch

Purpose: To protect animal and public health by reducing the likelihood that rabies will be introduced into the State and monitoring animal entries for alien pests that may carry human or animal diseases.

Goal 1: Increase program efficiency by upgrading computer hardware and software and utilize advanced computer technology that is capable of integrating pet, owner, microchip and financial information.

Objective: Implement an enhanced quarantine computer system by early 2007.

1. Solicit bids and select vendor to design enhancements to the new application by late 2006.
2. Contract with vendor to install and validate enhancements to program by early 2007.

Objective: Provide web based capability for owners to register, pay fees and check pet qualification by 2008.

1. Solicit bids and select vendor to design application by late 2007.
2. Contract with vendor to install and validate system by early 2008.

Goal 2: Expedite and simplify procedures for the movement of dogs and cats to and from the State.

Objective: Provide Airport Release of qualified dogs and cats at neighbor island ports.

1. Implement program at Kona late 2006.
2. Implement program at Lihue late 2006
3. Formulate RFP to solicit proposals from private contractors to process airport releases at Kahului by late 2006.
 - a. Post and solicit proposals by early 2007.
 - b. Review proposals and award contract late spring 2007.

Goal 3: Apply new information on rabies virus and public policy to analyze the quarantine program and respond to needs of users and the general public.

Objective: Modify rules and regulations on an ongoing basis to be consistent with new rabies scientific research findings and other anticipated initiatives.

1. Review rules and identify areas to amend with respect to program science-based changes regarding vaccine requirements and clarify handling of pets at neighbor island ports by late 2006.
2. Amend rules, hold public hearings, and implement new rules regarding vaccine requirement by late 2007.

Goal 4: Provide additional program revenue to offset operational expenditures and lower user fees/collections.

Objective: Lease underutilized property at the Animal Quarantine Station.

1. Solicit and retain a Contractor to handle leasing the underutilized property by late 2006.
2. Subdivide property through DAGS by mid 2007.
3. Lease the underutilized property through auction by mid 2007.

Objective: Modify rules to minimize user fees based on income generated through property lease.

1. Review rules and identify areas to amend with respect to fees by late 2007.
2. Amend rules, hold public hearings, and implement new rules regarding fees in 2008 if sufficient funds derived through lease of underutilized property at the Animal Quarantine Station permit such action.

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Division/Branch: Animal Industry, Livestock Disease Control

Purpose: To protect livestock, poultry and public health by preventing the entry of animal diseases into the State, and diagnosing, monitoring, controlling and eradicating livestock and poultry disease of economic and public health concern.

Goal 1: Assign and advance dairy and beef herds in the Voluntary Johne's disease (VJD) control and status program.

Objective: Assign dairy and beef herds that have participated in Johne's disease surveillance and herd risk assessments into either the control or status components of the VJD program.

1. Apply for additional USDA funding to continue the Johne's program for CY 2007 and CY 2008.
2. Complete the entry of all dairies expected to remain in business in the next five years into the VJD program control or status portion of the program in CY 2007.
3. Enter ten beef herds that have participated in the VJD program into the control or status portion of the program in CY 2007.
4. Complete the training and certification of private accredited veterinarians in conducting risk assessments and developing herd plans for participating herds during CY 2007.
5. Contract with or hire a private veterinarian to supplement VJD program activities in districts not receiving adequate participation by private veterinarians.

Goal 2: Control and reduce the prevalence of bovine tuberculosis (BTB) in feral swine on Molokai by January 2010.

Objective: Update the Molokai bovine tuberculosis control plan to include a control and reduction plan of BTB prevalence in feral swine by July 2007.

1. Apply for USDA CY 2007 funding to develop a plan to reduce BTB in feral swine on the Eastern End of Molokai by January 2007.
2. Develop a BTB reduction plan for feral swine by July 2007.
3. Meet with Molokai stake holders to obtain consensus and support for the BTB reduction plan by September 2007.
4. Fully implement a multi-phase BTB reduction plan from January 2008 through December 2010, dependent on continued Federal funding.

Goal 3: Establish Veterinary Laboratory Branch (VLB) capabilities for rapid avian influenza (AI) testing.

Objective: Prepare for, or update, avian influenza testing capabilities by training laboratory personnel to perform Reverse Transcriptase Polymerase Chain Reaction (PCR) methodology at the Hawaii Department of Health (HDOH) laboratory and by introducing serologic testing in the VLB.

1. Train, in collaboration with HDOH, selected laboratory personnel to perform diagnostic procedures for detecting AI infected birds by June 2007.
2. Acquire Federal support for the purchase of in-house AI serologic testing equipment and supplies for commercial poultry applications.
3. Assist the Hawaii/Pacific region wild bird AI surveillance by certifying a part of the veterinary laboratory as a BSL-2 unit.

Goal 4: Reduce the risk of *Brucella suis* infections in domestic swine herds and maintain Hawaii's Swine Brucellosis Free status in domestic swine.

Objective: Amend Chapter 4-17, "Swine," to further protect Hawaii's domestic swine herds from infection with *Brucella suis*.

1. Develop rules that require on-farm safeguards for domestic swine herds to preclude infection by *Brucella suis* through feral swine exposure.
2. Designate captive swine herds in the State as either domestic or transitional, according to national guidelines.
3. Develop rules that control the movement of feral and transitional swine into domestic swine herds.
4. Simplify rules by homogenizing swine brucellosis and pseudorabies requirements by the end of 2007.

Goal 5: Register livestock premises according to requirements of the National Animal Identification System (NAIS) to facilitate trace back of animals.

Objective: Continue statewide livestock premise registration to be consistent with State and national goals.

1. Continue premise registration at no cost to eligible producers through 2007.
2. Register, according to national goals, at least 20% of eligible livestock premises by January 2007.
3. Apply for USDA cooperative agreement funds to advance premise and individual animal identification goals.

4. Continue NAIS outreach activities through 2007 by participating in agriculture exhibits and out-sourcing educational activities to the University of Hawaii, Extension Services.
5. Purchase equipment and necessary hardware to trace and record electronic ear tags for livestock by January 2008, depending on available Federal funds.

Goal 6: Sustain and strengthen the livestock industries in Hawaii.

Objective: Assist livestock industries with the development of added value locally grown products.

1. Coordinate with the Agricultural Resource Management Division to develop irrigation water required to finish beef cattle in Hawaii.
2. Coordinate with Agriculture planners to insure that State lands being used by the livestock industries come under the advocacy and control of HDOA.
3. Coordinate with the Agricultural Development Division to develop and promote Hawaii grown livestock products, such as locally produced finished beef.
4. Coordinate with the Agricultural Loan Division to develop lines of credit for livestock producers secured with the value of livestock to facilitate finishing and marketing locally produced finished beef.
5. Determine baseline levels to set targets to measure objectives: a) acres irrigated for finishing beef (objective 1); percent of pastoral leases transferred (objective 2); number of grass finished steers and heifers slaughtered in-State (objective 3); and number of line-of-credit loans issued to livestock producers at competitive or better rates (objective 4).

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Division/Branch: Agricultural Resource Management Division

Purpose: To assist in developing and managing the State's agricultural resources by ensuring adequate and reliable supplies of irrigation water, farmland, infrastructure, produce processing, livestock slaughter and agricultural research and processing facilities.

Goal 1: Implement the Non-Agricultural Parks Program.

Objective: Transfer and begin active management of lands transferred from DLNR to DOA under the Non-Agricultural Parks program.

1. Execute the MOA with DLNR. Build a base of funds to begin hiring of program personnel. Expected completion by the end of 2006.
2. Staff this program with a property manager, located in Hilo, and an account clerk located in Honolulu. Expected completion by mid 2007.
3. Complete the administrative rules governing the Non-Agricultural Parks program. Expected completion by late summer 2007.

Goal 2: To provide water resources for the division's irrigation systems.

Objective: Evaluate existing state operated irrigation systems to improve their reliability. Complete repairs to the systems damaged by natural disasters. Explore the development of new or additional water sources for activation during emergencies or drought. Potential water resources which may need to be evaluated are brackish water wells, abandoned or unused surface diversions, exchange of storage facilities for well field development, etc.

1. Complete breach efforts for the Kailua Reservoir by the end of January 2007.
2. Restore Lower Hamakua Ditch and Waimea Ditch to their pre-earthquake conditions. Completion is expected by the end of fiscal year 2008.
3. Continue to research "outside" sources. Contact counties, private sector, and the federal government to discuss alternative water sources. Identify possible alternative funding sources to assist in the development cost of the options.

Goal 3: To improve utilization and occupancy of the agricultural parks by 5%.

Objective: Increase the efficiency of the agricultural parks program. There are eleven agricultural parks totaling 235 lots on 4,917 acres. Presently, approximately 5% of the lots are not utilized and approximately 5% of the leased lots are under-utilized. In addition, approximately 10% to 15% of the leased lots are not in compliance with all lease terms and conditions. Those lots which are non-utilized will be allowed a limited time for compliance before the leases are cancelled and re-awarded.

1. The program will inventory the existing status of agricultural park lots, identify the under-utilized lots, cite lessees in non-compliance, conduct appraisals, conduct field inspections, counsel lessees, enforce lease terms and conditions. This survey is ongoing and we expect substantial completion in 2009.
2. Progress in meeting this goal will be tracked on a computer generated database which will be developed to show what lots are leased and utilized, and when each separate lease term and condition is either met or in compliance.
4. Research and prepare statutory amendments to Chapter 166, HRS, and to lease terms and conditions which will provide greater flexibility, broader authority, and reduction of cumbersome documentation. This action is ongoing. The division expects to have the compilation of changes done in 2008.

ACTION PLANS 2006 Update

Division/Branch: Quality Assurance Division

Purpose: The Quality Assurance Division consists of two branches, the Commodities Branch and the Measurement Standards Branch. These branches provide services that help to ensure food safety and quality in agricultural products, measurement accuracy and fairness in the marketplace.

Goal 1: Reduce agricultural supply chain quality and safety costs

Objective: Division teams will identify hazards, analyze and solve critical control point agricultural problems (Specific team targets established on a project basis and reported quarterly based on the action sequence below).

1. Standardize and improve inspection/test/certification procedures
2. Match procedures to job descriptions
3. Manage consistency/reliability for implementation of procedures (assure measurement reliability and accuracy).
4. Set quantifiable and achievable improvement targets (internally and externally)
5. Manage Process Improvement Teams – realign expectations with “quality improvement” rather than “assurance” or “enforcement”.
6. Rewrite job descriptions, classes, etc. and provide training in quality improvement training for division personnel.

Objective: Achieve division cost reduction and improvement targets for division branches (Specific quality improvement cost reduction targets will be selected from the following list, measured, quantified, causes identified, improvement plans developed and implemented with status reporting on a quarterly basis).

1. Agricultural Failure Rates
2. Re-inspection/retest
3. Rework
4. Sorting
5. Returns
6. Recalls
7. Cycle Times

Objective: Identify and implement preventive and more efficient technologies (e.g. Food Traceability System) designed to provide closed-loop tracking among farmers, distributors, shippers and retailers; establish recall procedures in the event of bioterrorism, bacterial or other hazardous occurrences.

1. Define Supply Chains and establish the first state level traceability system in cooperation with the Seal of Quality program on a pilot basis.
2. Coordinate implementation with supply chain members using current and standardized approaches to data collection, tagging and tracking.
3. Provide, access, analyses and improvement feedback to farms, distributors and retailers.

Goal 2: Increase Income to the division and to farmers and retailers

Objective: To the Division (by 50% over CY 2007 – From \$193.6K to \$290.4K).

1. Match measurement capabilities/capacities with state-wide service demands.
2. Expand inspection capabilities to more fully assure Neighbor Island coverage.
3. Establish fair pricing for state level inspection and test services
4. Market/Sell calibration, inspection and test services

Objective: To farmers, producers and retailers (8 new organizations safety certified).

1. Develop or adopt world-class quality certification procedures and standards to help expand agricultural markets
2. Use data to help supply chain members achieve quality improvement and safety certification
3. Provide training for quality improvement (HACCP and traceability)

Goal 3: Begin to plan and implement divisional inspection and test support systems for emerging agricultural markets focused on helping Hawaii to become less dependent on outside food and fuel resources.

Objective: Develop 5 year plans for divisional support of organics farmers and the needs of Hawaii's ethanol industry.

1. Determine Needs
2. Set Priorities
3. Establish Plans
4. Implement creative approaches

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Division/Branch: Aquaculture Development Program

Purpose: To develop a sustainable and profitable commercial aquaculture industry by encouraging a diversity of products, improving management practices and technologies, and providing direct assistance with regulations, disease, marketing and new business development.

Overall Industry Goal: Increase Hawaii aquabusiness, as measured by farm gate value of production, from the 2003 value of \$27.7M to \$42M by December 2008.

Goal 1: Develop commercial open ocean aquaculture farming.

Objective: Develop open ocean aquaculture, estimated 2003 value of \$1M (farm gate value) into a \$5M industry by December 2008.

1. Facilitate permit and lease approvals for two additional commercial open ocean aquaculture projects (i.e., new projects or expansions of existing projects) by December 2006.
2. Facilitate continuation and expansion of Federal/State sponsored offshore aquaculture research on species, systems, environmental impacts and economic benefits, e.g., establishment of the Pacific Marine Aquaculture Center, support of National Sea Grant initiatives, on an on-going basis.
3. Promote greater interest and carry out education activities in open ocean aquaculture, e.g., using the ADP website, conferences, trade magazine articles, presentations, etc., on an on-going basis.
4. Assist the offshore industry in identifying prime, environmentally acceptable sites for open ocean aquaculture in State marine waters around the main Hawaiian Islands, on an on-going basis.
5. Hire a consultant to build on past ADP research and to work with ADP staff to set up and demonstrate a prototype GIS ocean mapping information system that will be accessible to the public by January 2007.
6. Request an additional Program position to manage and improve GIS-based siting assistance capabilities for land and ocean based farming by November 2007.

Goal 2: Develop the freshwater and marine aquarium products segment of the aquaculture industry.

Objective: Develop the freshwater and marine aquarium products segment to a \$4M industry (\$2M freshwater, 2003 estimated value \$350,000 and \$2M saltwater, 2003 estimated value \$500,000) by December 2008.

1. Develop, in cooperation with industry and UH Sea Grant Extension, a consensus/action agenda for expansion of aquarium species production by December 2006.
2. Conduct an aquarium species aquaculture park feasibility and site determination study, in cooperation with ARM, UH Sea Grant Extension, aquarium industry members and interested private landholders by July 2007.
3. Update the Aquarium Industry Directory by December 2007.
4. Develop one aquaculture park for aquarium species producers, in cooperation with ARM and/or a private sector landowner, by December 2008.

Goal 3: Expand the aquatic animal broodstock and seedstock products segment of the aquaculture industry.

Objective: Develop the aquatic animal broodstock and seedstock products segment (2003 estimated value \$1M) to a \$6M industry by December 2008.

1. Institute documented and trackable Chain of Custody (COC) diagnostic sample collections for all SPF shrimp operations involved in the State voluntary program and those moving towards SPF status by August 2006.
2. In cooperation with Plant Quarantine Branch (PQ), review and update health status requirements and permit applications for imported aquatic species by December 2006.
3. In cooperation with PQ and the industry, review standardized permit conditions and health status document requirements that allow intrastate movement of live shrimp, to and from, Hawaii's food shrimp producers by December 2006.
4. Fill the vacant Microbiologist III position to be utilized as a more generalized laboratory and field support position and hire qualified candidate by December 2006.
5. Expand the animal health surveillance and certification program beyond shrimp to selected commercial aquarium species, offshore cage cultured species, and other products by July 2007.
6. Continue to modify and upgrade the AFRC/ADP-DP aquatic species quarantine area to allow greater and more effective use for secondary quarantine of aquatic species, growout research and demonstration, and education and training workshops by July 2007.

7. Expand Chain of Custody diagnostic sample collection protocols to new shrimp broodstock operations and/or commercial species requesting third party State health certification services by July 2007.
8. Administratively implement the fee-for-services approach to offering disease diagnostics to the aquaculture industry and build the caseload, assuming initial resistance, to 300 cases by December 2007.

Goal 4: Assist farmers in selling their products to specific segments of both local and export seafood markets.

Objective: Increase local awareness and demand for aquacultured seafood products.

1. Develop proposals for characterization of Hawaii seafood market supply and demand and market segmentation and disseminate results to the industry of successful proposals by July 2007.
2. Participate with industry in local food and seafood promotional events, e.g., Farm Fair, Sam Choy Poke Contest, Hawaii Lodging, Hospitality and Foodservice Expo) and various media opportunities to raise awareness of locally farmed products by July 2007.

Objective: Increase awareness and demand of aquaculture products in export markets.

1. Incorporate interested aquaculture companies into the Department's "Seal of Quality" program on an on-going basis.
2. Collect and disseminate information on state/federal product export assistance programs (e.g., WUSADA) and marketing grants to selected farms with exportable products on an on-going basis.
3. Work with selected industry segments (e.g., abalone, kahala, shrimp, moi) producing export products to develop generic promotional materials (e.g., food photography and brochures) to support out-of-state marketing by December 2006.
4. Explore, in cooperation with the industry, development of a generic marketing program for Hawaii's certified Specific Pathogen Free aquatic animal broodstock and seedstock sales, beginning with shrimp, by December 2006.
5. Participate, with industry, in an out-of-state seafood tradeshow with industry (e.g., Boston Seafood Show) by July 2007.
6. Assist in developing and implementing an industry-wide, generic marketing plan for aquarium species by July 2007.

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Division/Branch: Agribusiness Development Corporation

Purpose: To facilitate and coordinate the development and expansion of Hawaii's agricultural industry by directly participating in the shift from plantation-based production and infrastructure to a multi-farm/multi-crop industry.

Goal 1: Ensure the continued operation and maintenance (O&M) of selected irrigation systems and related infrastructure vital to the development of diversified agriculture throughout the State.

Objective: Improve operational efficiency of the Waiahole Water System (WWS).

1. Continue to provide accurate and reliable monthly flow data to the Commission on Water Resource Management (CWRM); provide project updates to the CWRM upon request.
2. On-going efforts to work with landowners on reservoir and dam safety issues to include inspections and a maintenance program
3. Initiate and complete the Reservoir 225 pump-back system and storm water diversion work by October 2007.
4. Coordinate with the Department of Agriculture, Agriculture Resource Management Division and the U.S. Army Corp. of Engineers on the award of construction contracts for the reservoirs lining project by December 2007.
5. Meet and discuss with the Kunia Water Users Coop on possible actions to further reduce total system loss by December 2007.

Objective: Improve the operational efficiency of the Kekaha irrigation system, drainage system and power system.

1. Continue to coordinate with users for the operation and maintenance of the irrigation, drainage, and electrical systems.
2. As a contractor of the U.S. Navy, continue to direct all work pertaining to the operation and maintenance of the pump stations, drainage canals, and the National Pollutants Discharge Elimination System (NPDES) permit, at the Pacific Missile Range Facility. The work includes sub-contracting of work and coordinating activities among contractors, the Kekaha Agriculture Association (Coop), and the U.S. Navy. Current contract ends in September 2008.

3. Submit CIP funding request to bring the various dams and reservoirs up to proper safety standards and initiate work pending approval of the budget by September 2007.

Objective: Improve the operational efficiency of the East Kauai irrigation system.

1. Continue to coordinate with users for the operation and maintenance of the irrigation system.
2. The East Kauai Water Users Coop was awarded a \$100,000 grant for the repair and maintenance of the irrigation system. ADC will monitor progress of the work to be completed by December 2007.

Objective: Coordinate and facilitate the transfer of the various irrigation systems in the Kau district (Hawaii) from DLNR to ADC.

1. Continue to work with farmers and ranchers in the Kau district to form a water users' cooperative with the objective to operate and manage the irrigation systems.
2. Submit project to the ADC Board for approval by May 2007.
3. Initiate a request for the transfer of the various tunnels from DLNR by September 2007.

Objective: Evaluate whether the state (ADC) should take over the privately owned Wahiawa Irrigation System, including Lake Wilson.

1. Select and contract a consultant to initiate a study on the Wahiawa Irrigation System by March 2007.
2. Present findings to the ADC Board and initiate discussion of further actions upon completion of study by March 2008.

Goal 2: Initiate and support cost-effective public-private partnerships that can provide farmers with affordable leased land.

Objective: Effectively manage and maintain the Kekaha agricultural lands, transferred to ADC via Executive Order 4007, for successful agricultural activities.

1. Finish negotiating a Memorandum of Agreement (MOA) with the Kekaha Agriculture Association (Coop) on the operation and maintenance of the common infrastructure by December 2006.
2. Issue land licenses to existing tenants by June 2007.
3. Continue to evaluate and issue land licenses or revocable permits to qualified applicants on vacant lands on a case-by-case basis.
4. Contract with CTAHR by June 2007 to prepare a plan to isolate and contain piggery operation waste.

Objective: Coordinate and facilitate the transfer of the East Kauai irrigation system and approximately 6,700 acres of agricultural lands in the Hanamaulu and Wailua areas from DLNR to ADC.

1. Continue to work with water users, farmers, ranchers, and DLNR staff on the concept and various submittals to the ADC, DLNR and DOA boards for approval upon resolution of certain environmental related issues.

Goal 3: Provide statewide coordination and assistance in areas important to agricultural development.

Objective: Support the protection of agricultural lands by purchasing an agricultural conservation easement in Kunia, Oahu, to be funded by the United States Department of Agriculture's (USDA) Farm and Ranch Land Protection Program (FRPP) and the state Department of Land and Natural Resources' Legacy Land Conservation Program (LLCP).

1. Continue to coordinate various activities relating to the closing of the agricultural easement purchase by June 2008.
2. Conduct annual inspection of the agricultural easement.

Objective: Assist Kauai papaya farmers to reopen the Kauai Tropical Fruit Disinfestation Facility.

1. Assist and coordinate certification of the facility by July 2007.
2. Issue a sub-lease to the Kauai Farm Bureau Development Corporation for use of the facility upon obtaining approval from the landowner (University of Hawaii).
3. As the expending agency of a legislative appropriation, contract with the Kauai Economic Opportunity, Inc. to train low-income and disadvantaged individuals to become papaya farmers on Kauai upon release of the funding.

Objective: Conduct an inter-island transportation study relating to Young Brothers' proposed discontinuation of the less-than-container load cargo.

1. Select and contract a consultant to conduct the inter-island transportation study by February 2007.
2. Provide input, monitor progress, and report findings to the ADC Board by September 2007.

Objective: Support the development of a tea industry on the Big Island.

1. Monitor progress of the continuous work at the UH Mealani Experimental Station relating to the development of the tea industry and obtain final report and review by December 2007.

Objective: Outreach to disadvantaged farmers.

1. Continue to collaborate with Pacific Gateway Center on the implementation of a USDA grant to assist disadvantaged farmers with information about food safety, pesticides application, ag theft, and ag land issues through 2007.

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Division/Branch: Agricultural Development Division

Purpose: The Agricultural Development Division promotes the economic viability of commercial agriculture in Hawaii by supporting agricultural research, sponsoring joint-marketing programs for agricultural products with high-revenue growth potential, facilitating the development and expansion of marketing opportunities for targeted agricultural and processed products, and providing timely, accurate and useful statistics.

Agricultural Development Division

Goal: Provide equitable, efficient, effective and accountable administration of contracted programs, including the agriculture research program, the matching marketing grants program and others (such as the grant-in-aid program to HFBF).

Objective: Establish a systematic and fair procedure to provide notice, selection, disbursement and monitoring of various grant programs.

1. Initiate a work plan for each program with project duration, identified tasks, timeline and a Gantt chart to illustrate the process.
2. Grant notices should be completed by the first quarter, and the selection process, with awards should be completed by the second quarter.
3. Maintain a database system to monitor the various grant programs to ensure that reporting and invoicing requirements are submitted in a timely manner.
4. Assign two staff members to administer the contracted programs. Both members will serve as liaisons to the AG's Office, the State Procurement Office, and the Department's Fiscal Office.

Objective: Provide relevant reports, analyses and other pertinent information at specific time intervals to document progress and proper execution of the various programs.

1. Provide summarized progress reports by the end of the second quarter to support legislative inquiries.
2. Update reports by the end of the fiscal year to support departmental inquiries.
3. Final reports due upon completion of the programs' established requirements.

Objective: Launch the Hawaii Export Readiness Training (ERT) Program and have 7-10 agricultural producers and processors trained in the first year.

1. Select appropriate contractor in partnership with WUSATA to administer the training program.
2. Assist contractor to initiate outreach sessions to create awareness on the availability of the ERT program statewide.
3. Assist contractor to select and recruit 7-10 quality participants with an emphasis on minority and women businesses from different counties.
4. Track progress and monitor to ensure periodic update reports are available.

Market Development Branch

Goal: Promote, develop and expand market opportunities for Hawaii agricultural and value-added producers in local, domestic and international markets with targeted sales of \$3.0 million in fiscal year 2007.

Objective: Identify agricultural products (or groups) with high revenue growth potential and related target or niche markets.

1. Design a strategic product selection matrix to guide selection of agricultural products (or groups) with high revenue growth potential. This analysis includes a review of competitive markets and other agricultural trade issues. The process will be conducted in consultation with industry groups.
2. Recommend five to seven agricultural products (or groups, including processed products) for priority joint marketing initiatives.
3. The procedure will be repeated annually for the next five years.

Objective: Conduct sales generating activities in selected target or niche markets with the highest demand for selected agricultural products and value-added processed products in local, domestic and international markets.

1. Coordinate or participate with producers in at least three local trade shows, consumer fairs, sales promotions with retailers or other events. These may include the Lodging, Hospitality, and Food Service Expo; the Made in Hawaii Festival, Pacific Rim Incentive and Meeting Exchange (PRIME); etc.
2. Coordinate or participate with producers in at least three Mainland trade shows and retail store promotions. These may include the Society of American Florists Expo; the Tropical Plant Industry Expo; the Super Floral Expo; the Produce Marketing Association Expo; the Specialty Coffee Association of America Trade Show; the Winter Fancy Food Show; and the Natural Products Expo West.

3. Coordinate or participate with producers in two foreign trade activities (including trade missions and reverse trade missions) to and from selected markets. These may include the Japan International Floral Expo (IFEX); and the Shanghai Nursery Tradeshow (Hortiflor Expo).
4. Promote upgraded Hawaii agricultural producers' database on MDB's website to facilitate sales arising from trade leads and inquiries.
5. Performance measures for activities stated above will include the number of trade leads generated per event, expected annual sales generated after the event, floor sales executed at the event, sales generated six months after the event, return-on-investment (ROI) on the event, and number of website hits over time.
6. Reporting requirements for each event are a preliminary report after 60 days of the event and a final report after 240 days of the event.

Objective: Explore and identify various consolidation and distribution venues to deliver products to identified target or niche markets in the most efficient manner.

1. Initiate dialogue and seek out partners to develop a functional model and organizational structure that would enable producers to consolidate their production and/or distribution within the state, within the country and to international markets.
2. Seek funding sources and develop grant proposals to facilitate the development of these consolidation and distribution processes in different markets. Program to submit at least one proposal each biennium.

Objective: Continue the reformulated matching fund program request for proposal (RFP) process to attract a larger pool of applicants and to ensure greater effectiveness, transparency and accountability. A sum of up to \$185,000 is budgeted annually for this program with a 50-50% matching requirement.

1. Give priority to proposals from targeted agriculture trade associations with clear goals, feasible objectives, well-defined deliverables and measurable performances. For example, the expected return on investment (ROI) for tradeshow is on average, 15 to 1.
2. Evaluate the reformulated program initiated in fiscal year 2006 by the end of May 2007. A report with recommendations to improve the program will be prepared before the start of the following fiscal year.
3. Meet with potential participants to keep them updated on program changes and to conduct outreach activities on an on-going basis. The outreach target for fiscal year 2007 is four trade associations.

Goal: Facilitate development and expansion of marketing opportunities for select agricultural and processed products as a "tie-in" with the tourism industry.

Objective: Facilitate development of ag-tourism as a complementary activity to farming.

1. Collect, compile, analyze and publish statistics on ag-tourism activities within the state. HAS to prepare for annual statistical survey and disseminate the information to the industry beginning in fiscal year 2008.
2. Promote new investment in ag-tourism and encourage the continuing participation of Hawaii's culinary chefs as liaisons between the agricultural and tourism industries via our website, conferences, food and trade shows and media initiatives.
3. Seek new funding sources and partners to establish a statewide database, website, signage protocol and promotion of ag-tourism in the next five years.

Objective: Facilitate development of higher-end farmers' markets to showcase the high quality of Hawaii's agricultural and value-added products.

1. Promote economic contributions of higher-end farmers' market statewide by providing relevant information on the internet, trade shows and media articles.
2. Support continuing growth of higher-end farmers' markets on Oahu and the neighbor islands with marketing funds.
3. Update statewide directory of farmer's markets by June 30, 2007 for submission to USDA-AMS and placement on their agency website.

Objective: Establish the Seals of Quality program to protect Hawaii's brand cachet in local, domestic and international markets.

1. Implement the functional marketing plan with defined marketing activities to promote awareness and increase sales of program products in local, domestic and international markets. Appropriate performance measures will also be established.
2. Improve coordination with the Quality Assurance Division (QAD) and the Department of the Attorney General (AG) in implementing the licensing agreement for participants in the program.
3. Recruit at least 25 participants statewide by April 30, 2007.
4. Collaborate with the HTA, DBEDT and the Governor's tourism liaison, and other government agencies in developing and executing joint marketing activities for the seals of quality products in established tourism markets.

Hawaii Agriculture Statistics and Market News Section

Goal: Provide timely, accurate and useful statistics of Hawaii's agriculture to support production, marketing, policy, planning and research functions.

Objective: Provide relevant agricultural statistics reports and other pertinent data to support overall agricultural activities in the state.

1. Collect, compile and publish 125 crop and livestock reports in fiscal year 2007.
2. Release published crop and livestock reports to 50,000 users annually in the next five years.
3. Meet scheduled release time and date of statistical reports pre-specified to data users 99 percent of the time.
4. Fulfill the number of requests for information, 99 percent of the time.
5. Publish the Statistics of Hawaii Agriculture 2005 by January 2007, and introduce a new report called Hawaii Agricultural Exports.
6. Conduct and complete a survey on the economic impact of dam closures statewide by the end of fiscal year 2007.

Objective: Maintain relevancy and defensibility of generally accepted procedures in providing official estimates on agricultural statistics.

1. Conduct on-going, systematic open reviews of survey methodology and estimation procedures.
2. Train statisticians in commodity and industry analysis. One staff statistician will be participating in this exercise in fiscal year 2007.
3. Capture and evaluate data from alternate sources to verify or support survey results.
4. Develop models using alternative sources of data in conjunction with survey data to produce official estimates. For fiscal year 2007, the target is completion of two to three models.
5. Systematically review each step of data collection, processing, and estimating to improve quality and timeliness.

Objective: Close gap between services provided to customers and their shifting expectations.

1. Explore new ways to provide dialogue with data users. Staff to attend at least five commodity group or industry association meetings.
2. Train staff in assisting customers to find the products or information they seek. Continuous staff training in fiscal year 2007.
3. Develop alternate data release procedures on an on-going basis: – e.g. e-mail, e-facsimile, websites, and compact discs.
4. Enhance publications by adding more information and be responsive to new data needs for specific components of the agricultural industry such as ag exports.

Objective: Provide relevant market reports, analyses and other pertinent information to support understanding of agricultural commodity markets.

1. Collect, compile and publish eight market news reports in fiscal year 2007.

2. Meet scheduled release time and date of reports pre-specified to data users, 95 percent of the time.
3. Fulfill the number of requests for information, 99 percent of the time.
4. Identify changing market information needs, change data collection methodology and modify reporting formats whenever necessary.
5. Continue with efforts to cross-train staff on data collection and production of various market reports and to maintain a dynamic market information system with wholesale prices and in-shipments, trends, market outlook reports and analyses to support the proper functioning of markets in fiscal 2007

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Division/Branch: Administrative Services Office

Purpose: To enhance the effectiveness and efficiency of the department by providing staff support services, and other administrative services, and responding to the needs of the public.

Goal 1: To meet the staff support services needs of the department's program and personnel by providing guidance, training, information, efficient equipment and vehicles, and adequate facilities, and facilitating the processing of their requests in order to enhance managers decision-making capabilities and employee productivity. Timeframe: On-going

Objective: To improve the support services provided by the neighbor island clerical staff. Timeframe: June 30, 2007

1. Consult with District Liaisons and neighbor island secretaries on a convenient date to bring neighbor island clerical staff to Oahu for a meeting with the various division secretaries.
2. Have division secretaries and neighbor island secretaries identify areas/topics to discuss at the Oahu meeting.
3. discuss consistency of support services provided to the program personnel by the neighbor island clericals.

Goal 2: To improve the procurement and purchasing practices of the department's employees. Timeframe: June 30, 2007

Objective: To provide updated and new written guidelines and procedures for various procurement and purchasing processes. Timeframe: On-going

1. Review and update procurement requirements, including encumbrance, payment process, petty cash and pCard.
2. Review and update contract management procedures, including revision of contract checklist.
3. Develop guidebook on processing travel documents.

Goal 3: To minimize energy, fuel and water consumption and implement resource-efficient operations and management measures. Timeframe: June 30, 2006

Objective: To develop and implement the department's Energy Action Plan. Timeframe: June 30, 2006

1. Develop and implement a Departmental Energy and Water Conservation and Resource Efficiency Program that incorporates energy and water conservation practices contained in Administrative Directive No. 05-01, Energy and Resource Efficiency and Renewable Energy and Resource Development (dated January 20, 2006).
2. Establish baseline for energy and water consumption by building/facility if possible.
3. Institute energy and water conservation measures and projects.
4. Monitor energy and water consumption to determine impact of energy conservation measures and projects.
5. Establish baseline for miles per gallon per motor vehicle.
6. Institute fuel conservation measures and motor vehicle fuel efficient procurement practices.
7. Monitor miles per gallon to determine impact of fuel conservation, vehicle maintenance, and procurement practices.
8. Develop and implement a Departmental Recycling Program which promotes the 4 Rs – reduce, recycle, reuse and rebuy.
9. Monitor amount of recycling, recycled products purchased, etc., to determine impact of recycling program.

Goal 4: To ensure the department's facilities are in compliance with local, state and federal requirements.

Objective: To meet the requirements of the Department of Health's National Pollutant Discharge Elimination System (NPDES) Permit. Timeframe: December 31, 2007

1. Request to DAGS Public Works to initiate a joint DOA-DAGS project to complete the necessary NPDES permit requirements with DOA covering its prorated share of the cost.
2. Provide DOH on a periodic basis the status of DOA's efforts to comply with the NPDES permit requirements.
3. Implement storm management plan to reduce and monitor the discharge of pollutants from any storm system located at DOA facilities.