HAWAII DEPARTMENT OF AGRICULTURE – PESTICIDES BRANCH
ACTION PLAN: CASE DEVELOPMENT PROGRAM (Update)
August 25, 2016

ITEM:	PROBLEM AREAS IDENTIFIED:	SOLUTIONS:	Updates	TIMELINE:
CASE FILE REVIEW – BACKLOG Backlog of over 700 cases; some since 2008. (729 cases) • (Ideally 1 month to close cases without CPs.) • Ideally no cases open for 6 months.	Insufficient resources to review cases and process/issue enforcement actions; W/N, NOV, CP's	• Increase no. of case developer positions from current 2 to 4. • Request 2 additional positions In next legislative session. • Use of 89 day hires. • Hired dedicated deputy attorney general. (Delanie Prescott-Tate) • EPA contractor to provide assistance to HDOA with backlog of cases	• **232** cases open; **167** with c. developer; 61 complaints. 2011-2 (1 complaint) to be combines with more recent Warning Notices 2012- 44 (20 complaints, 11 are basil) 2013- 37 (6 complaints) 2014- 23 (7 complaints, 5 civilian) 2015- 42 (17 complaints) 2016- 19 (10 complaints) **~65** With Deputy AG office) AG (2011)- • Currently settling 5 CPs covering 8 of the 167 cases. • 519 cases closed in 2016	• In 2017 Legislature – submit request for additional 2 case developer positions. • Ongoing - monitor progress in reducing backlog • EPA Contractor to assist case development Sept or Oct 2016
	Case review process.	• Develop protocol to prioritize review of case jackets • Identify by inspection type and develop priority listing. • Develop tracking system	• Developed tracking system to log in when case comes in to Case Developer. Temp. until Infor system is operational. • Color code tabs to ID complaint cases. High priority • High level episodes always takes top priority. .	• Ongoing – monitor progress in reducing case review time. • Infor system in place by end of Dec 2016.
	Need additional "enforcement action tool".	• Consult with Nevada SLA for "enforcement ticket" (ET) template and protocol.	• HDOA Deputy Attorney General working on format. • Also propose a temp. one for now.	• Jul – Oct 2016; develop E.T. protocol by Deputy AG. • Need approval by State Judge to use. • Nov 2016; Training to staff.

				• Nov - Dec- Incorporate use.

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ITEM:	PROBLEM AREAS IDENTIFIED:	SOLUTIONS:	Updates	TIMELINE:
	Need clerical resources to process closed cases	• Use 89 day hire to assist with processing files	• One 89 day hire left Pesticides Branch on 8/5/2016.	• Ongoing - monitor progress
UIPA REQUEST	Numerous and sporadic requests for information via Uniform Information Practices Act (UIPA). Takes away time for Case Developer and others to perform routine work functions	• Hire 2 additional case developers • Use 89 day hire to assist with processing UIPA requests	• 89 day hire processing UIPA requests. • Request in with HR to hire Case Developer position	In 2017 Legislature – submit request for 2 additional case developer positions.
CONTENT OF INSPECTION JACKETS	Inspector's narratives • may be too short • narrative may be vague at times when describing investigation or inspection • have to send back to inspector for correction or additional documents	• Ask Deputy AG and case developer to provide training and guidance to enforcement personnel on how to improve narrative writing. • Refer inspectors to re-read FIFRA Manual – section on report writing and proper documentation.	• Deputy AG working on narrative report writing – Nov workshop. • Frequency of training every 6 months.	• Ongoing - monitor progress
INCREASE NO. OF INSPECTORS	• Insufficient no. of inspectors state wide. • Need approval from state legislature to create positions. • Hiring process slow.	• Request of 2014 state legislature for more inspector positions. • No. of positions increased from 6 to 11.	• 6/1/2016 Kauai Inspector hired (Derrick Albert) • 8/1/2016 Oahu Inspector hired (Rose Lunasco) • One 89 day hire in Hilo has State Inspector credentials.	• Ongoing recruitment for additional positions; 2 Oahu (#6,#7) 2 Hawaii Island #16, #18) 1 Maui (#95) • 1 indiv no show for Oahu Enf. Interview on 8/23/16. • New list received for Oahu Enf 8/24/2016

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VACANT CASE DEVELOPER POSITION (Backfill vacant case developer position)	• Tory, (2nd C.D.) is on T/A in this position. Have requested to fill Avis' position since Feb. and need to fill 1st, before Tory's position can be open for hire. • HDOA personnel department backlogged in hiring` 130 vacant positions. This position is currently not a high priority to fill.	• Upper management determines ranking to fill positions. • Encourage Plant Division Administrator to move up position in hiring list.	• Case Developer hiring is ranked #17 on priority list out of 116 positions.	• ~ September 2016 expect announcement to hire. • Monitor progress through personnel department

HAWAII DEPARTMENT OF AGRICULTURE – PESTICIDES BRANCH
ACTION PLAN: CHEMICAL ANALYSIS LABORATORY (CAL)
August 25, 2016

ITEM:	PROBLEM AREAS IDENTIFIED:	SOLUTIONS:	UPDATE	TIMELINE:
AWAITING ENVIRONMENTAL SAMPLES – BACKLOG • (Ideally 2 – 3 week turn around)	• Awaiting lab analysis of environmental samples. Experience backlog of 10 months to run samples due to failed equipment. • Replace old LC/MS equipment • Secure back up lab. • Staff shortage • Cross training of CAL staff	• Purchase new LC/MS. • Secure contract with CA Dept. of Food and Ag Lab for services. • Send out certain samples to CA Dept. of Food and Ag Laboratory until backlog has ended. • Provide monthly status update to Program Manager on samples pending analysis.	• Nearly caught up with sampling. • 2015 (1) Run for red nectar in bee honeycomb. Can only run for 2 of • 30 actives. Will run when has list.of 30 bee actives. • 2016 (12 samples to run. Will complete lab analysis by end of August 2016. • Have draft MOU with CA Dept. of Food and Ag Lab for chemistry analytical services. Need to finalize MOU perhaps in September. • To renew LC/MS warranty	• Since April 2016 - In discussion with CA Dept. of Food and Ag Laboratory on MOU. Finalize in Sept – Oct. 2016. • Wait until 2017 legislative session to submit lab technician or additional chemist position. • Ongoing – monitor progress..