PLEASE READ CAREFULLY
Important Information for your upcoming field trip to HIMB

Mahalo for scheduling your field trip with the HIMB Science Inquiry Education Program. We look forward to your visit! You will soon be receiving invoice(s) for your lab and boat transportation fees via email. Payments for these fees are appreciated before or on the day of your visit. Overdue payments may be assessed a late fee. Specific information about payments procedures will be included in your invoice(s).

PREPARATION FOR YOUR FIELDTRIP:
Your visit to HIMB will require walking approximately ½ mile over uneven, partially paved or gravel road, up and down hills, and the ability to enter and exit rocking boats unassisted. Tours take place outdoors where participants may be exposed to direct sunlight, wind, and rain. Breaks for lunch need to be arranged outside of field trip time. Please plan accordingly.

Important information can be downloaded from our website. From the homepage, click on the INQUIRY FIELDTRIPS tab on the left and download the following documents:

1. the liability waiver
2. brochure for pricing information

ARRIVAL/DEPARTURE INFORMATION:
Your location for bus drop-off and pick up is HE’EIA KEA SMALL BOAT HARBOR, located at 46-499 Kamehameha Highway, in Kāne‘ohe. IMPORTANT - please be sure to clearly state this location for drop-off and pick-up to your bus driver. Often times bus drivers assume they know where to go and will incorrectly drop groups off at Lilipuna Pier off Lilipuna Road. HIMB is not able to transport large groups from this site, and if you arrive here you will likely be turned away. As a precaution, it is a good idea to request a cell phone number from your driver as soon as you board the bus so that he/she can come back and take you to the correct location. For a map from Windward Mall HE’EIA KEA see: https://goo.gl/maps/evFGtjwLNk7Z.

BATHROOM:
There are limited restrooms available on Coconut Island, and once the lab starts the nearest restroom is several hundred feet away and will require a chaperone to accompany a student. Please encourage your students to use the restroom before boarding the boat. There is a restroom adjacent to the boat ramp at HE’EIA KEA SMALL BOAT HARBOR. You may want to arrive 10-15 minutes before your boat pick up time to accommodate for this.

BOAT TRANSPORTATION
Your pick up time at HE’EIA KEA SMALL BOAT HARBOR will be 9AM and you will be back at the same location at approximately 1PM (unless you have made other time arrangements). Once you arrive, proceed to the boat ramp and our vessel Ka Noelo Kai will be awaiting your group. An instructor from HIMB will greet you at the boat ramp. The ride to HIMB is approximately 20 minutes. Please see image below for the pick-up location once at the harbor.
BUSES AND OTHER PUC VEHICLES:
Per the Harbor Master, no buses or other PUC vehicles are permitted past these signs. Please keep an eye out and drop off passengers ahead of these signs and have passengers walk toward the boat ramp on foot.

LIABILITY WAIVERS AND ONBOARD SAFETY BRIEFING:
Before boarding the boat, the instructor will collect the liability waivers. IMPORTANT: all visitors, teachers, chaperones, including parents/court-appointed legal guardians of minors, MUST sign the liability waivers. University of Hawai‘i policy stipulates that lack of properly signed liability waivers will result in your group being turned away for your visit. It is particularly important that parents/court-appointed legal guardians sign on behalf of any minors (below 18 years old). Hawai‘i DOE employees should NOT sign the waiver per Hawai‘i
**DOE policy.** Once the waivers are provided to the instructor you will be able to board the boat, following a short safety briefing.

**SPECIAL NOTE FOR THE MARINE BIOACOUSTICS LAB:**
This lab requires collecting marine invertebrates in the field where students will need to wade in up to knee-high water. Collecting marine organisms will require covered footwear (tabi, reef walkers, old tennis shoes, etc, **not** slippers). Covered footwear while in the water is mandatory; only students with proper footwear will be allowed in the water.