

Coconut Island Visitor Information Packet

The Hawaii Institute of Marine Biology

P.O. Box 1346 Kaneohe,

Hawaii 96744 Voice:

(808) 236-7401 Fax:

(808) 236-7443

Welcome to Coconut Island! This information packet was designed to let you know a bit about how the island works and help answer some common visitor questions.

This packet is available online under visitor information at
www.hawaii.edu/HIMB/welcome.html

For dorm reservations and questions, contact housing managers at
himbdorm@hawaii.edu (primary form of communication) or 808-
391-7158

All visitors to HIMB must have an HIMB sponsor. Please obtain approval from a sponsor before proceeding with housing arrangements.

For dorm reservations and questions, contact housing managers at himbdorm@hawaii.edu (primary form of communication) or 808-391-7158

Applying for research and dormitory space at HIMB:

- Contact housing managers to determine dates and duration of visit and insure availability (himbdorm@hawaii.edu).
- Fill out Application for HIMB Housing, Application for Research Facilities and Visitor Waiver/Release Forms (all are available online at <http://www.hawaii.edu/HIMB/visitor.html>).
- Your sponsor must submit a “Visitor Report Form” listing the duration of your visit to the HIMB office at least three days prior to your arrival.
- Address all questions regarding research facilities to sponsor.
- A collecting permit is required to collect aquatic life or use fishing gear, which is otherwise prohibited. Please see your sponsor for more information.
- When coordinating your visit, please consider the time difference: we can be up to 6 hours behind east coast US time.

Planning for your Arrival:

- There is no shuttle service or public transportation from the Honolulu Airport to Coconut Island’s pier on Lilipuna Road. Arrange with your sponsor for transportation, rent a car (see Parking on Coconut Island) or plan on utilizing a taxi (the airport is approximately 45 minutes away). Driving directions to HIMB are available online at <http://www.hawaii.edu/HIMB/directions.htm>.
- A gate access code is required to enter the parking lot at HIMB. Contact your sponsor or housing managers for gate access code. (04/02/08 – Currently, our parking lot is under construction and this does not apply.)
- If arriving during business hours, make arrangements with your sponsor to have him/her meet you and show you to your dorm, as well as orient you to the lab and island. If you arrive after hours, the student residents will show you to your dorm and provide a brief orientation to living on Coconut Island.
- Groups of 20 or more will be required to use the Honu Kai ferry during their initial arrival and final departure. There is a fee for this service (see Large Groups in Resources Available).
- Advanced notice is required (please call the office at 236-7401 to schedule).
- Trucks are available to assist you in transporting your luggage to your dorm. Your sponsor is responsible for arranging to use the resident truck if your arrival is during business hours. If your arrival falls on a weeknight or weekend, please verify your arrival time with housing managers (himbdorm@hawaii.edu) to insure truck availability.
- There are no food stores on Coconut Island, make sure to stop in Kaneohe for provisions before coming to the Island.

Checking Out:

Settle your bill with HIMB fiscal office. Place linens in pillowcase and leave on bed, have the trash taken out, ensure that the windows are closed, clean any dishes that used and remove all food (see Kitchens). Return wireless care if borrowed (see Computers). If you require use of a truck to transport luggage to the shuttle boat, please make prior arrangements with student residents.

General Disclaimer: Life on Coconut Island

The Hawaii Institute of Marine Biology is a world-renowned research institute situated on Coconut Island in Kaneohe Bay. Staying on the island is a fantastic opportunity for studying marine processes in the water with coral reefs just outside your door. This ideal location for research is both a blessing and an inconvenience.

When you arrive in Hawaii to study at HIMB, you not only have to navigate from the airport to Kaneohe; but also cross through a gate, down a steep hill, park in a small parking lot, walk along a long pier, which juts out, into the water, and wait for a boat. There is no public transportation to Lilipuna Pier, the gate requires a code for it to open, and the parking lot is often full to capacity during business hours. In order to cross the channel to Coconut Island, you have to abide by a boat schedule. Having to abide by a boat schedule means, you have a curfew of 10pm. These steps are second nature to the staff and researchers who work on the island, but can be daunting to the uninitiated. Although Coconut Island is small, its size will grow if you have to carry your luggage to your dorm (remember to arrange for assistance!). The roads are mostly unpaved dirt (or mud, depending on weather conditions) and there are no food stores (outside of a lone vending machine), so you have to carry in all your food.

This disclaimer was not written to dissuade you from staying on Coconut Island, but rather to make you an informed visitor. The rewards that come from living on Coconut Island are plentiful. The scenery is beautiful and you cannot beat the convenience for coral reef research.

Contact / Emergency Numbers

Fire/Ambulance: 911 (9-911 from Coconut Island phones)
Coconut Island security: 391-7170 Resident Boat Driver
(during boat hours): 391-7158

Street address:

46-007 Lilipuna Road
Kaneohe, HI 96744

Mailing address:

P.O. Box 1346
Kaneohe, HI 96744

First Aid/CPR: Look for a graduate student; all University of Hawaii scientific divers have these skills.

Rules for Coconut Island

- This is a world-class marine lab with lots of important research and visitors passing through every day. Act with the corresponding decorum.
- Recreational activities should be restricted to the “residential” side of the island (see Coconut Island Map).
- Do not go into any research building unless escorted.
- When touring the facilities, look but do not touch. Sensitive experiments are being conducted. This includes snorkeling around the island. Do not pick up things on the reef (i.e. stakes, settlement plates, etc.), what may appear to be “junk” may actually be part of an important long-term experiment.
- When using the computer room for email and web browsing, please yield to HIMB researchers trying to do work. The university maintains strict guidelines for acceptable computer usage (see Computers). File sharing is strictly prohibited.
- Resource conservation is a priority. Please conserve water and electricity whenever possible.
- Please be considerate of others sharing the same facilities and always promptly “tidy up” after yourself.
- A collecting permit is required to collect aquatic life or use fishing gear, which is otherwise prohibited (see Collecting Permit).
- If you are bringing infants or children to the island, they are required by law to wear a life jacket if under the age of 13 (see Life Jackets).
- All visitors to the island must fill out a Waiver/Release form (see Visitors).

Resources Available at HIMB Requiring Reservations and/or Fees

(Alphabetized)

Beach House

The Beach House is an open-air pavilion with a kitchen, grill, and bathrooms, located next to a saltwater pond, an ideal setting for socializing. The beach house is generally available on a first-come, first-serve basis. To insure availability for a special function, please contact Jane Ball (jball@hawaii.edu, 808-236-7411). Bring your own grill supplies. The beach house is not cleaned by our cleaning staff, so please take care to be extra tidy and take out the trash yourself.

Bench Fees

Bench Fees are charged if water tables or laboratories are utilized during your stay.

Student Rate	\$10/day
	\$150/month
Researcher Rate	\$20/day
	\$300/month

Boats

Coconut Island maintains a number of fleet boats available to researchers. To use the fleet boats for research, you must schedule a boat checkout, please e-mail the Marine Safety Office @ himbh20@hawaii.edu.

Boat Fees (\$/hr)	Boat Description
10	17' Whaler
30	21' Outrage

Boat Fees (minimum charge = 1hr)

Classroom

The Pauley Classrooms are available for use. Two classrooms, each with a capacity of approximately 40 (expandable to one large classroom), have common audiovisual equipment including computers, PowerPoint projectors, and overhead projectors for lectures. Classroom fees are \$60/day, \$20 for each additional day. Reservations are required (please contact Jane Ball to schedule, jball@hawaii.edu, 808-236-7411).

Large Groups

Groups of 20 or more will be required to use the Honu Kai ferry during their initial arrival and final departure.

Honu Kai

Weekday Rates

Round trip from Lilipuna Pier \$60.00

Roundtrip from Heeia Pier \$75.00

Additional hour \$60.00

Other Rates

\$70.00 per hour for evenings and weekends

Honu Kai Fees (minimum charge = 1 hr) Advanced notice is required (please call the office at 236-7401).

Tours

We encourage all groups staying on island to schedule a tour to learn about HIMB's history and current research projects. Please contact the Community Education Program for more information at himbcep@hawaii.edu.

Scuba

Visiting researchers needing to incorporate SCUBA into their research programs should contact the HIMB Marine Safety Office (Phone: (808) 440-8608 Fax: (808) 236-7443 E-Mail: himbh2o@hawaii.edu) for certification procedures. Scientific SCUBA requirements are substantial, so it is strongly suggested you contact us well in advance of your intended stay. The University of Hawaii is an organizational member of the American Academy of Underwater Sciences and accepts reciprocity from other AAUS OMs.

Internet Access

Wireless cards the Lanai Suites, library, and many of the dorms are equipped with wireless connections. The student residents have a limited number of wireless cards to loan out. A deposit of \$75 is required.

Housing Available

A number of housing options are available on Coconut Island for long-term visitors (see Coconut Island Map).

Housing	Brief Description	Maximum Capacity	Internet
Hale Hinalea	Six rooms (bunk bed in each) with communal kitchen and bathroom.	12	Ethernet jack in each room
Hale Kaku	Single room with 3 bunk beds and kitchen. Screened-in porch. *	6	Wireless
Hale Mano	One room with bunk bed in two bedroom dorm with communal kitchen and bathroom.	2	Ethernet jack
Hale Ulua	Single room with two bunk beds and kitchen. *	4	Wireless
Lanai Suites	Eight suites with 3 to 4 single beds in each. Each room has its own bathroom and small sitting area. **	28	Wireless

* Hale Kaku and Hale Ulua dorm facilities each have a bathroom but are not equipped with showers. Showers are in the adjacent building (NSF lab). ** Lanai suite guests must use Beach House or Pauley Classroom Kitchen.

Housing Fees

Hale Hinalea, Hale Kaku, Hale Mano, and Hale Ulua

Student Rate	\$15.00/night
Non-research Associate Rate	\$25.00/night

Lanai Suites

Singe Occupancy	\$40/night
Double Occupancy	\$60/night
Triple Occupancy	\$80/night
Quadruple Occupancy	\$100/night

One-time linen fee: \$5 per bed

Linen fee includes sheets, pillowcase and pillow, and a towel. A blanket is provided if requested (call housing managers at 391-7158 if you find the weather cold after your arrival).

Room deposit: A deposit of \$50 is due upon check-in. After departure and inspection of quarters, the deposit is refundable.

Housing comes equipped with pots and pans, dishes and utensils, and toilet tissue. The visitor must provide all other desired items.

Cancellation notice must be given at least a week in advance or you will be billed a cleaning fee (\$50 per room).

Billing

After your arrival and verification of your travel plans with the housing manager and/or sponsor, an invoice is generated, this must be cleared at the Fiscal office before your departure (invoices can be generated prior to your visit if requested). Please make out checks to “RCUH” (The Research Corporation of the University of Hawaii).

If you are staying for an extended period, you will be charged at the beginning of each month.

Recommended Items to Pack

- Flashlight
- Raingear
- Toiletries (shampoo, soap, etc.)
- Phone card
- Insect repellent
- Hawaii guidebook

HIMB Provided Items

- Pots and pans
- Dishes and utensils
- Toilet tissue
- Linens (sheets, pillow and pillowcase, towel, blanket- if requested)

Island Life

(Alphabetized)

Airplanes

Coconut Island is situated in the direct flight path of the Kaneohe Marine Corps Base. The noise from aircraft taking off and landing can be considerable, though plane traffic is sporadic and rare in the evenings.

Beach

The closest beach is Kailua Beach Park in Kailua, approximately 30 minutes away.

Collecting Permit

A scientific collecting permit is required for any researcher to collect aquatic life or use fishing gear, which is otherwise prohibited. The guidelines for application (<http://www.state.hi.us/dlnr/dar/pubs/SC%20Permit%20Guidelines.pdf>) and application form (<http://www.state.hi.us/dlnr/dar/pubs/SCP%20application.pdf>) are available as PDF files. Please contact your sponsor for more information.

Computers and Pauley-Pagan Library

In the Pauley Lab, there is a library with computers for use. These computers have a variety of software programs. Visitors will require a password, please e-mail the HIMB computer tech for assistance (himbcomp@hawaii.edu). Please yield computers to HIMB researchers trying to do work.

The university maintains strict guidelines for acceptable computer usage; please visit their website at <http://www.hawaii.edu/infotech/policies/itpolicy.html>. File sharing is strictly prohibited.

The Lanai Suites, library, and many of the dorms are equipped with wireless connections. The student residents have a limited number of wireless cards to loan out. A deposit of \$75 is required.

Kaneohe / Shopping

Several grocery stores, restaurants, a mall, Movie Theater, drugstores, and other shops are located on the corner of Lilipuna Road and Kamehameha Hwy, approximately a 30min walk from Lilipuna Pier. There is no shuttle service between Lilipuna Pier and shopping (see Transportation). For a map of the area and suggested restaurants, see Kaneohe Map.

Kitchens

Each dorm building is equipped with its own kitchen. Guests in the Lanai Suites can use the Pauley Classroom Kitchen or Beach House. Please wash your dishes regularly and cover your food, it is amazing how quickly ants and other insects can find your leftovers in Hawaii.

If using a communal fridge, please label your items with name and date. **At the end of your stay, please either give your food to another person or throw it out.** Do not leave food items in the fridge or cabinets.

Laundry

Clean sheets and a towel are provided at the beginning of your stay (if not provided, please call 391-7158). At the end of your visit, please place your linens in the pillowcase and leave on the bed.

Laundry facilities

Two washers and a dryer are located across from the Lanai Suites. Bring your own detergent. Please do not cut in line. If someone's laundry load is finished from the washing machine, please move it to the dryer. If the laundry load was in the dryer, please fold these clothes before starting your own.

A washer (no dryer) is also available in the main lab where the life jackets are kept.

Leave Boat Option

The leave boat is a boat reserved for people staying on the island for an extended period and may be signed out and left on the Lilipuna Pier side for returns outside of normal boat operation hours (i.e. after 10pm). The requesting person must be checked out for HIMB boat operations and boat towing (see Boats), as well as by the resident boat drivers for leave boat use. If more than one person requests the boat on the same night, the first person returning must shuffle the boat back to Lilipuna for use by later persons (via towing the boat back to Lilipuna behind another boat, returning to Coconut Island in the second boat). This can be a bit tricky, especially in windy conditions, and should be practiced before having to do it at night.

Life Jackets

If you are bringing children to the island, they are required by law to wear a life jacket if under the age of 13. This applies to children who are going to be staying on the island as well as those just visiting for a few hours. The HIMB shuttle boat carries a limited number of juvenile life jackets, but if possible please provide your own. **HIMB does not have any infant life jackets, please supply your own.** Compliance with this law is mandatory.

Mail / Copy Machine

Stamped mail may be sent from the mailroom in the back of the main office of the main lab. Depending on the duration of your visit, please have your faculty sponsor introduce you to the office staff to arrange for a personal mailbox. Mail can also be sent to you in the care of (c/o) your sponsor.

Mailing address:
P.O. Box 1346
Kaneohe, HI 96744

There are photocopy and fax machines in the office. Please see the office staff if interested.

Parking

Parking is limited in the Lilipuna Pier parking lot. Visitors are only allowed to park in visitor and student parking. These are the double-parked stalls at the base of the hillside and parallel parking stalls on the hill. If you are the second (blocking) car in the double-parked stalls, note the stall number and **HANG UP** your keys in the appropriate slot in the key box at the end of the pier. You will need to obtain a parking hang tag for your vehicle and a gate access code (applications available in the office) or get a temporary pass from security.

Driving directions to Coconut Island are available online at <http://www.hawaii.edu/HIMB/directions.htm>.

Research / Residential sides of Coconut Island

On the Coconut Island Map, you will find the research and residential sides of the island labeled. The research side of the island is where the main labs are located and where most of the staff, researchers, and visitors are located during the day. The residential side of the island has mostly dorms and residences. Please restrict recreational activities to the residential side of the island. Also, please keep noise levels to a minimum around dorms and residences at night (10pm to 8am).

Phones

There are no phones in any of the dorms or the Lanai Suites. The Pauley Classroom building and Pauley-Pagan Library have phones. Phone cards for long distance are sold at a drugstore within walking distance (see Kaneohe). Dial "9" first.

SCUBA

Visiting researchers hoping to incorporate SCUBA into their research programs should contact the University of Hawaii's Diving Safety Program's home page at <http://www.hawaii.edu/ehso/diving> and Dave Pence, the University of Hawaii diving safety officer (Phone: (808) 956-6420 Fax: (808) 956-6952 E-Mail: dpence@hawaii.edu) for certification procedures. Scientific SCUBA requirements are substantial so it is suggested you contact the diving safety program well in advance of your intended stay. The University of Hawaii is an AAUS-certified institution.

Dive Flags

Whenever snorkeling or diving in the bay and around the island, it is important to carry a dive flag with you for safety reasons. Dive flags are located with the life jackets in a room with double green doors located to the left of the stairs (looking towards to bay) on the ground floor of the main lab.

Security

Coconut Island has 24hr security. Security can be reached at 391-7170, security supervisor at 398-9003.

Tours

We encourage all groups staying on island to schedule a tour to learn about HIMB's history and current research projects. Please contact the Community Education Program for more information at himbcep@hawaii.edu.

Transportation

There is no public transportation from Lilipuna Pier. Oahu's bus system (The Bus) stops at the intersections of Kamehameha Hwy and Lilipuna Road. Please visit their website (www.thebus.org) for current schedules and route information.

Vending Machine

There is a vending machine in the second story of the main lab (first door to the left of the stairs across from the office). Proceeds fund a graduate student travel account.

Visitors

If you plan to bring visitors to the island, you must fill out a Visitor Report Form at least three days prior to the visit date. All visitors must fill out a Waiver/Release form. These forms are available in the office. If some of the visitors will be children, please read the section on life jackets.

Shuttle Boat Service

Weekdays

7:00am to 5:00pm a shuttle boat runs to and from the island on demand from Lilipuna Pier to Coconut Island's lighthouse.

5:00pm to 5:45pm if a security officer is on duty, boats are available on demand by calling 391-7170.

6:00pm to 10:00pm **Boats run by appointment only** and run between Lilipuna Pier and Coconut Island's cove. Boats are available on the hour and half-hour by signing up by 5:00pm in the mailroom boat folder, or by calling the resident on duty with as much advance notice as possible but at least 15 minutes ahead of time (**ph. 391-7158**).

Weekends

8:00am to 5:00pm Boats are run every hour on the hour run between Lilipuna Pier and Coconut Island's cove by the student residents.

6:00 to 10:00pm **Boats run by appointment only** and run between Lilipuna Pier and Coconut Island's cove. Boats are available on the hour and half-hour by signing up by 5:00pm in the mailroom boat folder, or by calling the resident on duty with as much advance notice as possible but at least 15 minutes ahead of time (**ph. 391-7158**).

Holidays Thanksgiving, Christmas, and New Years Days, boats will run only at 8:00am, 10:00am, 12:00pm, 3:00pm, and 5:00pm.

All other holidays will be run as per the Weekend Schedule.

Life Jackets

If you are bringing children to the island, they are required by law to wear a life jacket if under the age of 13. This applies to children who are going to be staying on the island as well as those just visiting for a few hours. The HIMB shuttle boat carries a limited number of juvenile life jackets, but if possible please provides your own. **HIMB does not have any infant life jackets, please supply your own.** Compliance with this law is mandatory.

Tips for after-hour boat use:

Please let the boat driver know your name when you call. Due to security measures, you may be asked which lab you are affiliated with during your stay on Coconut Island.

The above is the official shuttle boat schedule. These are not the only boats running to and from the island, security personnel and residents may be shuffling themselves on and off at various times. However, the schedule above lists the **only** times you are **guaranteed** a boat. Please do not rely on other sources for a boat! Security may be otherwise occupied and the residents may be out for the night! Alternatively, if you do get a ride to the island from someone other than the designated boat driver, please call the resident boat driver so he/she are aware. In case of an emergency, please call security (391-7170) for shuttle assistance.

After hours, the boats depart promptly at requested time; please try to make it on time for your boat (www.time.gov).

Contact / Emergency Numbers

Fire/Ambulance: 911 (9-911 from Coconut Island phones)
Coconut Island security: 391-7170 Resident Boat Driver
(during boat hours): 391-7158

Street address:

46-007 Lilipuna Road
Kaneohe, HI 96744

Mailing address:

P.O. Box 1346
Kaneohe, HI 96744

First Aid/CPR: Look for a graduate student; all University of Hawaii scientific divers have these skills.

Checking Out

- Settle bill with HIMB fiscal office
- Place linens in pillow case and leave on bed
- Take out trash
- Close windows
- Clean dishes
- Remove all food (see Kitchens)
- Return wireless care if borrowed (see Computers)

If you require use of a truck to transport luggage to the shuttle boat, please make prior arrangements with student residents.