

5.0 Coordination and Reporting Plans

5.1 COORDINATION PLAN

Caltech will ensure that regular communications with CMS and other parties is conducted throughout implementation of the CSO Decommissioning Project. This will be accomplished using a variety of means, including construction meetings, notices, and, when necessary and appropriate, personal contacts. Caltech believes that doing so will increase the likelihood that the project is successfully completed in a safe, efficient, and environmentally sensitive manner while maintaining normal public access to the mountain. The lines of communication will include: (i) the general contractor; (ii) the independent decommissioning manager, described in Section 2.1; (iii) third-party archaeological, cultural, and invasive species monitors that are described in Sections 2.2, 2.3, and 2.4, respectively; (iv) CMS; (v) Maunakea Rangers; and (vi) representatives of the other MKOs.

To keep CMS, the MKOs, and other parties abreast of the CSO Decommissioning Project's operations, Caltech will conduct weekly meetings (e.g., every Monday morning) at Halepōhaku for observatory staff, CMS personnel, and other interested parties. In addition to these regular briefings, Caltech will:

- Provide weekly summary updates via email (that coincide with the weekly meeting on Mondays) that describe ongoing and upcoming activities and schedules, with emphasis placed on the potential for impacts to other facilities and operations (e.g., timing of truck traffic on Mauna Kea Access Road).
- Attend monthly MKO meetings to provide updates and address questions that may arise over the course of the CSO Decommissioning Project.
- Coordinate with MKOs and CMS at least two weeks prior to field activities which require the use of Global Positioning System (GPS), radio communications, cell phones (Section 6.10), and any other activity that substantially departs from the tasks and methodologies outlined in the SDP, EA, or CDUA.
- Finally, the invasive species monitor will conduct regular coordination with CMS to ensure that protocols continue to comply with the Maunakea CMP and ISMP.

5.2 REPORTING PLAN

This Reporting Plan is designed to comply with CMP management action C-4 and provide timely information to CMS. Caltech will provide reports to CMS during decommissioning, according to the time intervals listed below. The format of the monthly reports will typically consist of a letter containing all the monthly summaries described below, plus copies of logs and other relevant information as attachments. The format of the monthly report may be adjusted from time to time.

Archaeological, cultural, and invasive species monitoring reports will be prepared by the third-party firms performing that perform the monitoring and be in a format

consistent with the AMP (Appendix A) and the ISMP (Section 2.4). These reports are submitted directly to CMS with copies to Caltech.

Ongoing record keeping and reporting will include keeping:

- A daily log of weather conditions recorded on the CSO Site.
- A log of all notifications from and to State agencies.
- A log of any data required by a permit.
- A log and any data related to the Materials Storage and Waste Management Plan inspections or issues.
- A log (and copies of manifests) of all materials removed from the UH Management Areas from the CSO Site for recycling and/or disposal.
- A log of all vehicles (contractor, subcontractor, vendor, etc.) with each ingress and egress from the UH Management Area logged (vehicles equipped with radio-frequency identification (RFID) tags, if any, need not be logged).
- A log of work conducted by and incidents and observations made by the invasive species monitor (Section 2.4), including vehicle inspections and site inspections.
- A log of incidents and observations occurring within the CSO Site and staging areas. This would include items such as any stop work orders from monitors, observing ants or other potentially invasive species, spills, etc.
 - Any stop work orders issued by any of the monitors will be reported to CMS directly by the monitor at the time of occurrence.
 - All incidents occurring will be reported to CMS at the time of occurrence.
- A log of incidents and observations occurring outside the CSO Site and staging areas. This would include items such as observing wekiu bugs or other wildlife in the area, observing cultural activities in the area, and observing non-project personnel engaged in inappropriate activities.
 - All such incidents will be reported to CMS within 24 hours.
- A log of emergency situations (i.e., health emergencies, accidents, and fire) and maintain records summarizing response actions, timeliness, and lessons learned.
 - Any emergency situations will be reported to CMS as soon as possible after the situation has been addressed.
 - Reports of investigations of any emergency situations will be provided to CMS upon completion. Caltech will keep CMS apprised of the status while an investigation is underway.
- Documentation of the CSO Site weekly with photographs taken from roughly the four ordinates (e.g., north, south, east, and west).
- Cooperation with CMS in any inspections of the CSO Site and staging areas for compliance with the CDUP.
- Cooperation with CMS on any reports they prepare.

Providing monthly:

- Copies, in electronic format, for the past month of the logs and photographs listed above.
- A short summary of the progress in the past month.
- A short summary of the expected work for the upcoming month.

At completion of the project, providing:

- Copies, in electronic format, of the logs listed above.
- A short summary of the lessons learned.

Report(s) related to monitoring plans, for instance the AMP (Appendix A), will also be produced.

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