



## Instructions for Completing WS Form 12 A – Work Initiation Document for Wildlife Damage Management

### Section 1: Basic Work Initiation Information

#### Item

- 1 **Work Initiation Document #** - Record the assigned number for this document
- 2 **Date** - Enter the date the form is filled out.
- 3 **Type of Document** - Record the type of Work Initiation Document by marking the appropriate box(es). Hint: A Work Initiation Document may have more than one characteristic. Example: A Work Initiation Document can be a Temporary and Urban Document. If special group(s) assigned enter name of group(s) in lines provided.

### Section 2: Items in this section capture data about the Cooperator

- 4 Enter name of cooperator as it appears on the cooperative service agreement, cooperative service field agreement, Memorandum of Agreement or Understanding, or as it appears in cooperator's business references
- 5 Enter the cooperator's address, and alternate address or location if the primary address is different from the site where work will be done.
- 6 Enter the name of the cooperator's business, farm or ranch, if applicable
- 7 Enter the state abbreviation and the zip code
- 8 Enter the name of the owner or cooperator's representative if it is different from the cooperator name, the area code and telephone number of the owner
- 9 Enter the Cooperator's telephone number, including the area code
- 10 Enter the property owner's address (or property owner's representative's work address if this is a non-private agreement), including the zip code even if it is the same as item 6.

### Section 3: Information about the WS employee conducting activities, the property being worked on, and the species being addressed is captured in this section.

- 11 **Employee Name, County and State** - In this subsection, record the name of the WS employee, and the state and county for the site where the work is being performed.
- 12 **Land Class** - Record the land class being worked on, and enter the number of acres for that land class. Record the total acres by summing all entries in the "Acres" column.
- 13 **Adjoining property** - If the Work Initiation Document allows you to work on adjoining property as part of the project, you must have additional Work Initiation Documents signed by those adjoining land owners / managers. The Work Initiation Document numbers for those properties go in this subsection.
- 14 **Species/Codes** - List the names of the species that will be targeted during the damage management activities. Official MIS abbreviations for the names of the species may be used
- 15 **Additional Species** - If more species are targeted than can be entered in this block, mark this box and

attach the WS Form 12A Addendum listing them.

**Section 4 – Component Use Information**

- 16 **Components** - List the type of components that will be used in the wildlife damage management activity.
- 17 If more components are to be used than can be entered in the available space, mark this box and attach the WS Form 12A Addendum listing them.

**Section 5 – Work Initiation Considerations – WS Responsibilities**

- 18 Allow the cooperator to read this section, or alternately, read it to the cooperator before signatures are affixed.

**Section 6 – Work Initiation Considerations – Cooperator Responsibilities**

- 19 Allow cooperator to read this section, or alternately, read it to the cooperator before signatures are affixed.

**Section 7 – Special Considerations**

- 20 **Special Considerations** - If any special considerations are agreed to for this project, enter them in this section.

**Section 8 - Signatures / Dates**

- 21 Obtain the signature and address of the landowner, lessee, administrator, or representative of the project land(s). Enter a date when the document was signed.
- 22 The WS Employee filling out the form signs and enters official title, telephone number, address, and date.

Provide a copy to the cooperator after signature; keep one copy for your files, provide copy to the State Office, provide copies to other WS personnel/offices as appropriate. Provide the cooperator a copy of the WS Privacy Statement with this document.

Work Initiation  
Document #

UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
WILDLIFE SERVICES  
**ADDENDUM TO A WORK INITIATION DOCUMENT**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
M M D D Y Y

1. In the document # boxes provided above, enter the number of the Work Initiation Document for which this addendum is completed.
2. Enter the date the addendum is completed in the date boxes above. Enter as MM-DD-YY.
3. Enter additional species that will be addressed and additional components to be used in the spaces provided below.
4. Obtain signature of Cooperator with date signed
5. Provide copies for each copy of the Work Initiation Document

**Additional Species**

- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 9. _____  | 17. _____ |
| 2. _____ | 10. _____ | 18. _____ |
| 3. _____ | 11. _____ | 19. _____ |
| 4. _____ | 12. _____ | 20. _____ |
| 5. _____ | 13. _____ | 21. _____ |
| 6. _____ | 14. _____ | 22. _____ |
| 7. _____ | 15. _____ | 23. _____ |
| 8. _____ | 16. _____ | 24. _____ |

**Additional Components to Be Used**

- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 9. _____  | 17. _____ |
| 2. _____ | 10. _____ | 18. _____ |
| 3. _____ | 11. _____ | 19. _____ |
| 4. _____ | 12. _____ | 20. _____ |
| 5. _____ | 13. _____ | 21. _____ |
| 6. _____ | 14. _____ | 22. _____ |
| 7. _____ | 15. _____ | 23. _____ |
| 8. _____ | 16. _____ | 24. _____ |

Cooperator Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Privacy Act Notice**

Title 5, United States Code, Section 552a(e)(3) requires that each agency that maintains a system of records provide each individual from whom the agency solicits information with the following information.

### **Authority for Requesting Information**

Title 7, United States Code (USC), Section 426-426c, and Title 16 USC, Section 667, authorizes officers, agents, and employees of the USDA, APHIS, Wildlife Services to conduct a program of wildlife services and to enter into agreements with States, local jurisdictions, individuals, and public and private agencies, organizations, and institutions for the purpose of conducting such services. Further, 5 USC 552a authorizes USDA, APHIS, Wildlife Services to collect information about private individuals for its system of records pursuant to the conduct of program activities with those private individuals.

### **Nature of Your Disclosure of Information**

Disclosure of information solicited by USDA, APHIS, Wildlife Services is voluntary.

### **Principle Purpose for Which the Information is Solicited**

Information is solicited from you for the purpose of executing and implementing agreements for control of wildlife damage.

### **Routine Uses Which May be Made of the Information**

The routine uses which may be made of the information are:

Routine use 1 provides for disclosure to the cooperative State government officials, employees, or contractors, as necessary to carry out the program.

Routine use 2 provides for the referral to the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility of investigating or prosecuting a violation of law or of enforcing, implementing, or complying with a statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and either arising by general statute or particular program statute, or by rule, regulation, or court order issued pursuant thereto;

Routine use 3 permits disclosure to the Department of Justice when the Agency, or any component thereof, or any employee of the Agency in his or her official capacity, or any employee of the Agency in his or her individual capacity where the Department of Justice has agreed to represent the employee, or the United States, in litigation, where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the Agency to be relevant and necessary to the litigation; provided, however, that in each case, the Agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

Routine use 4 permits disclosure for use in a proceeding before a court or adjudicative body before which the Agency is authorized to appear, when the Agency, or any component thereof, or any employee of the Agency in his or her official capacity, or any employee of the Agency in his or her individual capacity where the Agency has agreed to represent the employee, or the United States, where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the Agency determines that use of such records is relevant and necessary to the litigation; provided, however, that in each case, the Agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

Routine use 5 permits disclosure to a congressional office in response to a request from that office for the record of an individual made at the request of that individual;

Routine use 6 permits disclosure to the Comptroller General or any of his authorized representatives in the course of their duties at the Government Accountability Office; and

Routine use 7 permits disclosure to a consumer reporting agency in accordance with section 31 U.S.C. 3711(e).

Routine use 8 permits disclosure to appropriate agencies, entities, and persons when the Agency suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; the Agency has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, a risk of identity theft or fraud, or a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by the Agency or another agency or entity) that rely upon the compromised information; and the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Agency's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

### **Effects of Failure to Furnish Information**

Failure to provide the solicited information will not subject you to penalties or adverse consequences.