

SECTION 1	1. _____ Work Initiation Document #	UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE WILDLIFE SERVICES <b>WORK INITIATION DOCUMENT FOR WILDLIFE DAMAGE MANAGEMENT</b> (Multiple Resource Owners)	2. ____/____/____ M M    D D    Y Y	
	3. TYPE OF WORK INITIATION DOCUMENT (mark all that apply): <input checked="" type="checkbox"/> Private Property <input checked="" type="checkbox"/> Temporary <input checked="" type="checkbox"/> Continuation Form <input checked="" type="checkbox"/> Amendment to Existing Work Initiation Document <input checked="" type="checkbox"/> Non-Private Property <input checked="" type="checkbox"/> Urban <input checked="" type="checkbox"/> Addendum on File <input checked="" type="checkbox"/> Special Considerations (see Section 6 below)			
SECTION 2	5. WS Employee and Work Location Information  _____ WS Employee Name  _____ Other WS Employee  _____ County  _____ State	6. Land Class Information Land Class      Acres  1. _____ 2. _____ 3. _____ 4. _____ Total Acres      _____	7. Adjoining Property Information Document #  1. _____ 2. _____ 3. _____ 4. _____	8. Species Information  1. _____ 2. _____ 3. _____ 4. _____ 5. _____  <input checked="" type="checkbox"/> Addendum attached for other species
	4a. Common Name of Property Allotment _____ b. _____ <span style="float:right;">Allotment #</span>			
SECTION 4	9. Components allowable on this project: COMPONENTS: a. _____ b. _____ c. _____ d. _____ e. _____ f. _____ <input type="checkbox"/> If box is marked, an attached WS Form 12B Addendum lists additional components			
SECTION 5	10. a. Resource Owner's Name _____  Resource Owner's Address _____ <span style="display: block; text-align: center;">             _____ Street _____ City              _____ State      _____ Zip Code      _____ Area Code      _____ Telephone Number           </span>			
	b. Resource Owner's Name _____  Resource Owner's Address _____ <span style="display: block; text-align: center;">             _____ Street _____ City              _____ State      _____ Zip Code      _____ Area Code      _____ Telephone Number           </span>			
	c. Resource Owner's Name _____  Resource Owner's Address _____ <span style="display: block; text-align: center;">             _____ Street _____ City              _____ State      _____ Zip Code      _____ Area Code      _____ Telephone Number           </span>			
	d. Resource Owner's Name _____  Resource Owner's Address _____ <span style="display: block; text-align: center;">             _____ Street _____ City              _____ State      _____ Zip Code      _____ Area Code      _____ Telephone Number           </span>			
SECTION 6	11. SPECIAL CONSIDERATIONS:			

## **Instructions For Completing WS Form 12 B – Work Initiation Document for Wildlife Damage Management (Multiple Resource Owners)**

This form is used to obtain information about an agreement in which multiple resource owners are involved.

### **SECTION 1 – Document Initiation Information**

- 1 Enter the Work Initiation Document number assigned
- 2 Enter the current month, day, and year as mm/dd/yy
- 3 Identify the type(s) of agreements that apply to the control of wildlife damage on non-private property. Mark all boxes that apply

### **SECTION 2 – Property Name and Allotment Number**

- 4 a. Enter the common name of the property or allotment. b. Enter the allotment number if this is an allotment project.

### **SECTION 3 – WS Employee, Property, and Species Information**

- 5 Enter only employee's name. If another employee will be assisting, that name may also be entered in this section. Enter the state and county for this work initiation.
- 6 a. Enter all land classes which apply to this agreement with the associated acreage for each. b. Calculate a total for all acreages in "a" and enter that amount in these blocks.
- 7 If this Work Initiation Document includes doing work on adjoining properties to address the damage problem on the primary property, list each document number for each additional property in this subsection.
- 8 List the names of the species to be targeted on this agreement. If additional species need listing, attach a WS Form 12B Addendum and mark the box at the bottom of this block.

### **SECTION 4 – Components Allowed**

- 9 List all components to be used. If additional components need listing, attach a WS Form 12B Addendum and mark the box at the bottom left of this block.

### **SECTION 5 – Resource Owner Information**

- 10 a-d - List all resource owners for which this agreement applies with addresses and telephone numbers for each.

**SECTION 6 - Special considerations and cooperator information**

11 Record any special considerations agreed upon for this project.

Distribute copies in accordance with instructions from your supervisor.

Work Initiation  
Document #

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY

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 \_\_\_\_\_

WS Employee 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.