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**OMB Approved**  
0579-0335  
EXP. XX/XXXX

<b>UNITED STATES DEPARTMENT OF AGRICULTURE</b> <b>ANIMAL AND PLANT HEALTH INSPECTION SERVICE</b> <b>WILDLIFE SERVICES</b> <b>WORK INITIATION DOCUMENT FOR WILDLIFE DAMAGE MANAGEMENT</b> <i>(Multiple Resource Owners)</i>	1. _____ Work Initiation Document Number	2. ____ / ____ / ____ MM DD YY YY
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<b>SECTION 1</b>	3. TYPE OF WORK INITIATION DOCUMENT <i>(mark all that apply)</i> : <input type="checkbox"/> Private Property <input type="checkbox"/> Temporary <input type="checkbox"/> Continuation Form <input type="checkbox"/> Amendment to Existing Work Initiation Document <input type="checkbox"/> Non-Private Property <input type="checkbox"/> Urban <input type="checkbox"/> Addendum on File <input type="checkbox"/> Special Considerations <i>(see Section 6 below)</i>
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<b>SECTION 2</b>	4. WS Employee and Work Location Information: _____ WS Employee Name _____ Other WS Employee _____ County _____ State	5. Land Class Information: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Land Class</th> <th style="width:50%;">Acres</th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>_____</td></tr> <tr><td>2. _____</td><td>_____</td></tr> <tr><td>3. _____</td><td>_____</td></tr> <tr><td>4. _____</td><td>_____</td></tr> <tr><td colspan="2">Total Acres _____</td></tr> </tbody> </table>	Land Class	Acres	1. _____	_____	2. _____	_____	3. _____	_____	4. _____	_____	Total Acres _____		6. Adjoining Property Work Initiation Document Number(s): 1. _____ 2. _____ 3. _____ 4. _____	7. Species Information: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ <input type="checkbox"/> Addendum attached for other species.
Land Class	Acres															
1. _____	_____															
2. _____	_____															
3. _____	_____															
4. _____	_____															
Total Acres _____																

<b>SECTION 3</b>	8a. Common Name of Property Allotment _____ b. _____ <span style="float: right;">Allotment Number</span>
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<b>SECTION 4</b>	9. Components allowable on this project: COMPONENTS: a. _____ b. _____ c. _____ d. _____ e. _____ f. _____ <input type="checkbox"/> If box is marked, an attachment lists additional methods or devices.
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<b>SECTION 5</b>	10. a. Resource Owner's Name: _____ Resource Owner's Address <i>(including ZIP Code)</i> : _____	Telephone Number <i>(including Area Code)</i> : _____
	b. Resource Owner's Name: _____ Resource Owner's Address <i>(including ZIP Code)</i> : _____	Telephone Number <i>(including Area Code)</i> : _____
	c. Resource Owner's Name: _____ Resource Owner's Address <i>(including ZIP Code)</i> : _____	Telephone Number <i>(including Area Code)</i> : _____
	d. Resource Owner's Name: _____ Resource Owner's Address <i>(including ZIP Code)</i> : _____	Telephone Number <i>(including Area Code)</i> : _____

<b>SECTION 6</b>	SPECIAL CONSIDERATIONS:
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**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/YYYY.
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 – WS Employee, Property, and Species Information**

4. Enter the name of the primary WS employee working on this project, the name of any additional employee(s) assisting, the county name, and State where the project is worked.
5. Enter land class names for each land class and acreages associated with this Work Initiation Document. Add acreages for "Total Acres."
6. If this Work Initiation Document includes doing work on adjoining or adjacent properties to address the damage problem on the primary property, list each Work Initiation Document number for each additional property in this subsection.
7. Enter species names for all species to be addressed on this project. If additional species need to be listed, attach a WS Form 12B Addendum and mark the box at the bottom left of this block.

**SECTION 3 – Property Name and Allotment Number**

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

**SECTION 4 – Components Allowed**

9. List all components to be used.

**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. The Privacy Act Notice required to be given to the cooperator is on the back of the Cooperator Copy of this form.

## **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, Section 426-426c, and Title 16 United States Code, Section 667, authorizes officers, agents, and employees of 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.

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

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

### **Principal 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** permits disclosure to cooperative State government officials, employees, or contractors, as necessary to carry out the program; and other parties engaged to assist in administering the program. Such contractors and other parties will be bound by the nondisclosure provisions of the Privacy Act. This routine use assists the agency in carrying out the program, and thus is compatible with the purpose for which the records are created and maintained;

**Routine use 2** permits disclosure 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/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/her official capacity, or any employee of the agency in his/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 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.

**Routine use 6** permits disclosure to USDA employees or contractors, partner agency employees or contractors, or private industry employees to identify patterns, trends, or anomalies indicative of fraud, waste, or abuse.

**Routine use 7** permits disclosure to the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. §§ 2904 and 2906.

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

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