

Department of the Interior
Privacy Impact Assessment Template

Name of Project: Endangered and Threatened Wildlife, Experimental Populations
Bureau: U.S. Fish and Wildlife Service

A. CONTACT INFORMATION:

1) Who is the person completing this document?

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2) Who is the system owner?

See Section E.

3) Who is the system manager for this system or application?

The administration and management of data collected for experimental populations is not accomplished by a single office or individual. FWS biologists in different field offices around the country will be responsible for ensuring proper use of the data relating to a particular experimental population.

4) Who is the IT Security Manager who reviewed this document?

Not applicable.

5) Who is the Bureau/Office Privacy Act Officer who reviewed this document?

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6) Who is the Reviewing Official?

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B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Experimental populations established under section 10(j) of the Endangered Species Act (ESA), as amended, require information collection and reporting to the U.S. Fish and Wildlife Service (Service, we). We collect information on the experimental populations listed in 50 CFR 17.84 to help further the recovery of the species and to assess the success of the reintroduced populations. The respondents notify us when an incident occurs, so there is no set frequency for collecting the information. We use the information to:

- Document the locations of reintroduced animals.
- Improve management techniques for reintroduction.
- Determine causes of mortality and conflict with human activities so that Service managers can minimize conflicts with people.

Reporting parties include, but are not limited to, individuals or households, businesses, farms, nonprofit organizations, and State/local/Tribal governments. We collect the information by means of telephone calls or facsimiles from the public to Service offices specified in the species-specific regulations. Standard information collected includes:

- Name, address, and phone number of reporting party.
- Species involved.
- Type of incident.
- Take (quantity).
- Location and time of reported incident.
- Description of the circumstances related to the incident.

Records of reported incidents will be maintained in paper copies. Due to limitations in funding and staff time, we do not have any plans to create a system for electronic submission of reported incidents, or to make the information available to the public over the Internet.

a. Is this information identifiable to the individual¹¹?

The collected names, addresses, and phone numbers of reporting parties are identifiable to individuals.

b. Is the information about individual members of the public?

Yes, some of the identifiable information may be about individual members of the public.

c. Is the information about employees?

Yes, some of the identifiable information may be about employees.

2) What is the purpose of the system/application?

This information collection collects information about the status and health of individual animals of experimental populations of ESA-listed endangered or threatened species. Service species recovery specialists use the information to determine the success of reintroductions in relation to established recovery plan goals for the threatened and endangered species involved.

The information collected also helps us assess the effectiveness of control activities and develop means to reduce problems with livestock for those species where depredation is a problem.

3) What legal authority authorizes the purchase or development of this system/application?

The legal authorities for establishing experimental populations are the ESA (16 U.S.C. 1531 et seq.) and its implementing regulations at 50 CFR Part 17, Subpart H. The authorities for collecting information regarding the status and health of individual animals of experimental populations of ESA-listed endangered or threatened species are further elaborated in the regulations establishing each specific experimental population and OMB information collection control number ICR 1018-0095.

C. DATA in the SYSTEM:

1) What categories of individuals are covered in the system?

Paper records include information collected from reporting parties. These reporting parties include, but are not limited to, individuals or households, businesses, farms, nonprofit organizations, and State/local/Tribal governments.

¹¹ “Identifiable Form” - According to the OMB Memo M-03-22, this means information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

2) What are the sources of the information in the system?

a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?

Each reported incident is unique. Individuals may report incidents.

b. What Federal agencies are providing data for use in the system?

Other Federal agencies provide us with the vast majority of the information on experimental populations. Apart from National Wildlife Refuges, FWS Division of Law Enforcement, Migratory Bird Management, Fisheries, etc., other Federal agencies that might supply information about the species include Wildlife Services in the Animal and Plant Health Inspection Service (APHIS), Bureau of Land Management, U.S. Forest Service, and National Park Service, etc.

c. What Tribal, State and local agencies are providing data for use in the system?

Individuals from any State/local/Tribal governments that might encounter an individual plant or animal of an experimental population may provide data to the species lead biologist.

d. From what other third party sources will data be collected?

Businesses, farms, and nonprofit organization are potential third-party sources. Most of the contacts with these third parties deal primarily with the reporting of sightings of animals from specific experimental populations, or the inadvertent discovery of an injured or dead animal from an experimental population.

e. What information will be collected from the employee and the public?

Standard information collected from the employee and the public includes the following:

- Name, address, and phone number of reporting party.
- Species involved.
- Type of incident.
- Take (quantity).
- Location and time of reported incident.
- Description of the circumstances related to the incident.

3) Accuracy, Timeliness, and Reliability

a. How will data collected from sources other than DOI records be verified for accuracy?

Primarily, the FWS lead biologist for the experimental population in question would be verifying the information regarding the species' incident with the reporting party. Verification of contact information would be done by the biologist in case they need to verify the information about the species' incident or if the incident includes either a potential legal violation of the ESA or potential depredation of livestock by a member of the experimental population. In those cases, we would provide all of the information to FWS Law Enforcement officers or the U.S. Department of Agriculture/APHIS Division of Wildlife Damage Management.

b. How will data be checked for completeness?

Verification usually requires physical examination of the site and injured animal or carcass, which requires travel on the part of FWS personnel.

c. Are the data current?

We rely on prompt public reporting on the location of sick, injured, or orphaned animals in order to implement the necessary animal husbandry and specimen collection activities. Therefore, a time sensitive requirement for reporting problems (generally within 24 hours) to the appropriate Service office is necessary.

Each reported incident is unique. There is some potential for duplication if someone contacts both the Service and another agency regarding an experimental population animal, but generally there is sufficient information available to the public through interagency outreach efforts to make reporting protocols well known.

d. Are the data elements described in detail and documented? If yes, what is the name of the document?

Individual animals of designated experimental populations for species listed as threatened or endangered under the ESA (16 U.S.C. 1531 et seq.) are categorically protected. Documentation of dead, injured or sick animals, mortalities, human-related mortalities, recovery of dead specimens, and animal husbandry actions necessary to manage the populations and other types of take related to the status of experimental populations is important for monitoring the success of reintroduction efforts and recovery efforts in general. To minimize potential conflict with humans that could undermine recovery efforts, livestock depredations connected with experimental populations of listed species require prompt attention for purposes of determining the location, timing, and nature of the predatory behavior involved, accurate determination of the species responsible for a livestock kill, and the timely application of necessary control measures. We collect information in non-form format. The information collection requirements are in 50 CFR 17.84 and 50 CFR 17.85.

D. ATTRIBUTES OF THE DATA:

- 1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed?**

Yes. The consequence of not collecting the information or reduced information collection would result in our inability to address the species' needs and/or measure the implementation effectiveness of particular experimental population recovery goals. It would also prevent us from seeking ways to reduce livestock interactions by experimental populations such as the Mexican wolf.

- 2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?**

The paper records will neither derive new data nor create previously unavailable data about the reporting individual through aggregation from the information collected.

- 3) Will the new data be placed in the individual's record?**

Not applicable.

- 4) Can the system make determinations about employees/public that would not be possible without the new data?**

Not applicable.

- 5) How will the new data be verified for relevance and accuracy?**

FWS staff will do most of the verification. Where we cannot, we will work with the U.S. Department of Agriculture/APHIS Division of Wildlife Damage Management and other Federal agencies, as necessary, when investigating or confirming information received regarding any of the experimental populations.

- 6) If the data are being consolidated, what controls are in place to protect the data from unauthorized access or use?**

The data will be kept in the files of specific experimental populations of endangered and threatened species around the country, which are maintained by the lead biologist managing each experimental population. There is no reason, or system, for consolidating them further.

- 7) If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.**

There will be no consolidation. The records are for the purpose of evaluating the impacts of the incidents on the species' population.

- 8) How will the data be retrieved? Does a personal identifier retrieve the data? If yes, explain and list the identifiers that will be used to retrieve information on the individual.**

No, the data are not retrieved by a personal identifier. Data will be retrieved according to the experimental population to which the animal belongs.

- 9) What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**

There will be no reports produced on human individuals. Any reports that might be produced would be on the animals and their status and condition.

- 10) What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent)?**

Individuals are required to report an incident according to the regulations under CFR 17.84 and 17.85 and OMB information collection control number 1018-0095, but providing any additional information is voluntary.

E. MAINTENANCE AND ADMINISTRATIVE CONTROLS:

- 1) If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?**

The records will be maintained in the paper files for each separate experimental population.

- 2) What are the retention periods of data in this system?**

The data on human individuals are retained within the data on the listed animal species until (1) the species is taken off the threatened or endangered list and (2) the data can be disposed according to the NARA-approved FWS Records Disposition Schedule (LIST-900 Species Reference Files (N1-022-05-01/57)).

- 3) What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?**

The procedures outlined in the FWS Regional/Program Records Disposition Certification (http://www.fws.gov/irm/bpim/docs/FWS_RECORDS_CERTIFICATION_TEMPLATE.doc) will be used for disposition of the PII data.

- 4) Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**

Not applicable, as the records are maintained in paper files.

5) How does the use of this technology affect public/employee privacy?

Not applicable, as the records are maintained in paper files that are stored in accordance with physical safeguard requirements.

6) Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.

Not applicable.

7) What kinds of information are collected as a function of the monitoring of individuals?

Not applicable.

8) What controls will be used to prevent unauthorized monitoring?

Not applicable.

9) Under which Privacy Act systems of records notice does the system operate? Provide number and name.

Not applicable.

10) If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain.

Not applicable.

F. ACCESS TO DATA:

1) Who will have access to the data in the system?

The biologists who manage the species.

2) How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?

FWS Law Enforcement or APHIS agents may become involved when documenting a livestock depredation.

3) Will users have access to all data on the system or will the user's access be restricted? Explain.

Except as needed for investigating a livestock depredation or legal incident, only the biologist who manages the species would have access to any PII and that would be only to verify the information provided.

4) What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?

The species files in which the data reside are managed only by the species' biologist in paper files in FWS offices. Access such as electronic browsing would not be physically possible and physical safeguards will be in place to prevent unauthorized access.

5) Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?

Contractors have not been involved in the design and development of the system and are not anticipated to be involved with the maintenance of the system. However, should the assistance of a contractor be necessary in the future, standard government contracts would be issued that include provisions of the Privacy Act and other applicable regulations.

6) Do other systems share data or have access to the data in the system? If yes, explain.

Only if FWS Law Enforcement or APHIS becomes involved in documenting a livestock depredation or a violation of the ESA.

7) Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?

FWS biologists in different field offices around the country will be keeping the individual records in paper files. Each record will be kept in the files relating to the particular experimental population (animal) involved.

8) Will other agencies share data or have access to the data in this system (Federal, State, Local, Other (e.g., Tribal))?

We work with the U.S. Department of Agriculture/APHIS Division of Wildlife Damage Management and other Federal agencies, as necessary, when investigating or confirming information received regarding any of the experimental populations.

9) How will the data be used by the other agency?

Other Federal agencies and State wildlife agencies will use the data for the conservation and management of endangered and threatened species under the ESA, including the conservation and management of experimental populations.

10) Who is responsible for assuring proper use of the data?

FWS biologists in different field offices around the country will be responsible for ensuring proper use of the data relating to the particular experimental population (animal) involved.

See Attached Approval Page

The Following Officials Have Approved this Document

- 1) **System Manager** There is no singular System Manager (see A. (3)).

_____ (Signature) _____ (Date)

Name

Title

- 2) **IT Security Manager** PAPER RECORDS - NO IT SECURITY MANAGER APPROVAL
NEEDED

_____ (Signature) _____ (Date)

Name

Title

- 3) **Privacy Act Officer**

_____ (Signature) 8/27/2014 (Date)

Name: Melissa Allen

Title: FWS Freedom of Information Act/Privacy Act Officer

- 4) **Reviewing Official**

_____ (Signature) 10/1/2014 (Date)

Name

Title