

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES**

**WORK INITIATION DOCUMENT FOR
WILDLIFE DAMAGE MANAGEMENT
(Multiple Resource Owners)**

SECTION 1	1. WORK INITIATION DOCUMENT NUMBER			2. DATE PREPARED (MM DD YYYY)			
	3. TYPE OF WORK INITIATION DOCUMENT (mark all that apply):						
<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 (see Item 15 below)	
SECTION 2	4. WS EMPLOYEE AND WORK LOCATION INFORMATION		5. LAND CLASS INFORMATION		6. ADJOINING PROPERTY WID NO.'S	7. TARGETED SPECIES	
	A. WS EMPLOYEE NAME		LAND CLASS	ACRES	A.	A.	F.
	B. OTHER WS EMPLOYEE		A.		B.	B.	G.
	C. COUNTY		B.		C.	C.	H.
			C.		D.	D.	I.
	D. STATE		D.		E.	E.	J.
		E. TOTAL ACRES				<input type="checkbox"/> There are additional targeted species (complete and attach WS Form 12 Addendum)	
SECTION 3	8A. COMMON NAME OF PROPERTY ALLOTMENT			8B. ALLOTMENT NUMBER			
SECTION 4	9. COMPONENTS ALLOWABLE ON THIS PROJECT						
	A.		B.		C.		
	D.		E.		F.		
	<input type="checkbox"/> There are additional methods or devices (complete and attach WS Form 12 Addendum)						
SECTION 5	10. A. LANDOWNER, LESSEE, OR ADMINISTRATOR NAME AND TITLE		B. TELEPHONE NUMBER		E. SIGNATURE		
			D. DATE SIGNED				
	C. ADDRESS (including ZIP code)		D. DATE SIGNED		E. SIGNATURE		
			D. DATE SIGNED				
	11. A. LANDOWNER, LESSEE, OR ADMINISTRATOR NAME AND TITLE		B. TELEPHONE NUMBER		E. SIGNATURE		
			D. DATE SIGNED				
	C. ADDRESS (including ZIP code)		D. DATE SIGNED		E. SIGNATURE		
			D. DATE SIGNED				
	12. A. LANDOWNER, LESSEE, OR ADMINISTRATOR NAME AND TITLE		B. TELEPHONE NUMBER		E. SIGNATURE		
			D. DATE SIGNED				
	C. ADDRESS (including ZIP code)		D. DATE SIGNED		E. SIGNATURE		
			D. DATE SIGNED				
13. A. LANDOWNER, LESSEE, OR ADMINISTRATOR NAME AND TITLE		B. TELEPHONE NUMBER		E. SIGNATURE			
		D. DATE SIGNED					
C. ADDRESS (including ZIP code)		D. DATE SIGNED		E. SIGNATURE			
		D. DATE SIGNED					
14. A. WILDLIFE SERVICES REPRESENTATIVE NAME AND TITLE		B. TELEPHONE NUMBER		E. SIGNATURE			
		D. DATE SIGNED					
C. ADDRESS (including ZIP code)		D. DATE SIGNED		E. SIGNATURE			
		D. DATE SIGNED					
SECTION 6	15. SPECIAL CONSIDERATIONS						

PRIVACY ACT NOTICE

5 U.S.C. 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

7 U.S.C. Sections 8351 to 8353, and 16 U.S.C. 667, authorizes officers, agents, and employees of the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS) 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, 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

- (1) To cooperative Federal, State, Tribal, and local government officials, employees, or contractors and other parties 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;
- (2) To the appropriate agency, whether Federal, State, local, Tribal, 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;
- (3) 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;
- (4) 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;
- (5) 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 of 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;
- (6) To USDA contractors, partner agency employee or contractors, or private industry employed to identify patterns, trends, or anomalies indicative of fraud, waste, or abuse;
- (7) To land management agencies, such as the Bureau of Land Management and the U.S. Fish and Wildlife Service, relating to wildlife damage on grazing allotments;
- (8) To consumer reporting agencies in accordance with 31 U.S.C. 3711(e);
- (9) To Federal, State, Tribal, and local regulatory agencies and their employees and contractors who collaborate with Wildlife Services in implementation of, or agencies that regulate, wildlife management projects or programs, or who have an interest in, or regulate, animal or public health, or national security;
- (10) To Federal or State Government-level representatives of the U.S. Environmental Protection Agency, in compliance with the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) mandate in 7 U.S.C. 136(f, and i thru l), of the location on a cooperator's property where certain regulated pesticide devices are deployed or regulated pesticides are applied; and
- (11) To the National Archives and Records Administration (NARA) 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.

**Instructions for Completing WS Form 12B,
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 (WID) number assigned.
2. Enter the current month, day, and year for which the WID is prepared.
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 the land class names for each land class and acreages associated with this WID. Enter the sum of all acreages in Item 5E.
6. If this WID includes doing work on adjoining or adjacent properties to address the damage problem on the primary property, list the WID numbers for the additional properties.
7. Enter species names for all species to be addressed on this project. If more than 10 species are targeted, mark the addendum box and list the additional species on WS Form 12 Addendum. Attach the addendum to the WS Form 12B.

SECTION 3 – Property Name and Allotment Number

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

SECTION 4 – Components Allowed

9. List all components to be used. If more than six components are used, mark the addendum box and list the additional methods or devices on WS Form 12 Addendum. Attach the addendum to the WS Form 12B.

SECTION 5 – Landowner, Lessee, or Administrator, and Wildlife Services Representative Information

10-14. Annotate the names, titles, addresses, telephone numbers, and signatures of all resource owners for which this agreement applies, and the same information for the Wildlife Services Representative.

SECTION 6 – Special Considerations and Cooperator Information

15. Record any special considerations agreed upon for this project. Distribute copies in accordance with instructions from your supervisor.

The WS employee is responsible for ensuring the Cooperator or authorized representative receives a copy of the WS Privacy Act Notice.