

WS Directive

4.205 10/29/2008

REPORTING

1. PURPOSE

To ensure adequate documentation of Wildlife Services (WS) program activities.

2. REPLACEMENT HIGHLIGHTS

This directive revises WS Directive 4.205 dated 1/8/04.

3. POLICY

WS personnel are responsible for documenting all work activities conducted within their assigned areas in accordance with these policy guidelines.

a. Quarterly Narratives. At the discretion of the appropriate Regional Director, State Directors will provide to their Regional Office a quarterly narrative reporting the preceding quarter's notable WS activities within their area of responsibility. The narrative report will conform to WS Reporting Format guidelines established in memos from the Eastern and Western Regional WS Offices (ERO 1997, WRO 1997). Narrative reports are due by close of business on the normal workday closest to the 15th of each month following the end of the quarter.

b. Weekly Activity Reports. State Directors are directed to provide the Deputy Administrator with timely narratives about any activity having national significance or interest which has occurred in their area of responsibility. Narratives should contain information less than 7 days old and should be constructed to discuss, at a minimum, when, what, where, and why, as well as any wildlife damage or agency impacting implications posed by the event. State Directors submitting narratives should submit these reports to the Operational Support Staff (OSS) and provide a copy to their respective Regional Office. The Director of the National Wildlife Research Center (NWRC) shall provide OSS a similar weekly report highlighting research related activities of national significance or interest. "Activities of national significance or interest" may be defined as any meeting, event, incident, or wildlife damage management activity which would be of interest to sub-cabinet level USDA appointees, could potentially impact the USDA or WS program nationally, involve "hot issues" such as endangered or invasive species, or nationally impacting wildlife disease outbreaks or projects.

c. National Highlights Report. OSS will develop a biennial report on program activities and research which includes an overview of State level programs and NWRC research projects, and summarizes WS accomplishments and major activities. This report will be published in March of every other year in cooperation with APHIS' Legislative and Public Affairs unit.

d. General Reporting. All WS personnel are accountable for work activities they conduct while on official duty. The Management Information System (MIS) is the national reporting system for WS operational field activities. Employees are expected to accurately report what, where, when, how, and why field activities were conducted, using prescribed forms or formats, and to accurately and completely report all control activities, wild animals taken (target and nontarget), and prescribed information about resources protected and lost. Resource values should be determined as accurately as possible through consultation with the resource owner and the employee's supervisor. State Directors may substitute State-derived values for national automated values at their discretion. To provide for optimal accuracy of MIS data, State Directors are responsible for assuring that data entered into MIS is reviewed for discrepancies quarterly and discrepancies are corrected by the end of the month following the end of each quarter. Final review of fiscal year Program Data Reports (PDR) will be completed no later than November 30. WS Regional Directors will provide the WS Chief Information Officer with written statements quarterly indicating that all States have completed their verification of the accuracy of the data.

e. Controlled Materials Use, Incident, and Inventory Reporting. State Directors, NWRC, and Pocatello Supply Depot shall keep a record of all controlled materials, including U.S. Environmental Protection Agency (EPA) registered pesticides, Food and Drug Administration registered or approved drugs, and explosives associated with wildlife damage management within their areas of responsibility. This record shall consist of a current inventory, transaction records related to field use, transfers, sales, material loss or destruction, and distributions, as appropriate. Records shall be kept in a nationally authorized format. A reasonably current national summary record constituted of a combined record of all State programs, NWRC, and Pocatello Supply Depot records shall be kept at the OSS, 4700 River Road, Unit 87, Riverdale, MD, 20737-1234. Frequency of reporting shall be set by the OSS Director, through official notification of reporting entities.

Any toxic or adverse human effect which occurs to personnel, cooperators, or the public involving the use, storage, or disposal of any pesticide registered by USDA, APHIS is to be immediately reported to the State Director, or Field Station Project Leader, as appropriate, and the appropriate Regional Director or NWRC Director who will report to the OSS Director. The OSS Director will determine whether the incident requires reporting to the EPA and will formally submit specifics to the Director of Environmental Services, APHIS. For additional guidance on reporting adverse incidents related to M-44 or Livestock Protection Collars, refer to WS Directives 2.415 and 2.420, respectively.

Refer to WS Directive 2.401, Pesticide Use, for definition of an adverse human effect. WS employees will refer to Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) (7 U.S.C.) and 40 CFR (153.75) for guidance in reporting requirements.

In those States where explosives use is authorized, any employee who has knowledge of the loss or theft of any explosive materials will report the theft or loss within 24 hours according to guidelines provided in the WS Explosives Safety Manual and WS Directive 2.435, Explosives Use and Safety.

Critical issues or potential problems identified by WS personnel will be reported immediately to their supervisor for further action as appropriate. This would include situations, occurrences, and media events which may:

1. Cause embarrassment to the Government, Department, APHIS, or WS,
2. Significantly affect WS (positively or negatively),
3. Result in unfavorable publicity or a Congressional inquiry, or
4. Affect WS' relationship with other agencies, States, or cooperators.

4. REFERENCES

WS Directive 2.401, Pesticide Use (01/02/08).

WS Explosives Safety Manual (9/97).

WS Directive 2.415, M-44 Use and Restrictions (02/18/04).

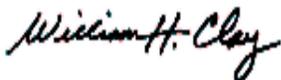
WS Directive 2.420 Livestock Protection Collars (02/17/04).

WS Directive 2.435, Explosives Use and Safety (01/06/06).

WS Information and Data Management Handbook

FIFRA. 7 U.S.C. 136 et seq., as amended.

40 CFR Part 153.75. Toxic or Adverse Effect Incident Reports (a)(1)(i)through (iii).



Deputy Administrator