

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.205 1/08/04

REPORTING

1. PURPOSE

To ensure adequate documentation of WS program activities.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.205 dated 5/3/95.

3. POLICY

State Directors (SD) and District Supervisors are responsible for documenting all work activities conducted within their assigned areas in accordance with to these policy guidelines.

a. Monthly Narratives. At the discretion of the appropriate Regional Director, State Directors will provide to their Regional Office a monthly narrative reporting the preceding month'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.

b. Weekly Activity Reports. State Directors are directed to provide the Operational Support Staff (OSS) with timely narratives about any activity with 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 must provide a copy to their respective Regional Office. The Director of the National Wildlife Research Center 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 cabinet level USDA appointees, could potentially impact the USDA or WS program nationally, or involve "hot issues" such as endangered or invasive species, or nationally impacting wildlife disease outbreaks or projects.

c. National Highlights Report. Biennially, OSS will develop a

program activities and research report containing an overview of State level programs and NWRC research projects, and a summary of 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 will accurately report what, where, when, how, and why field activities were conducted, using prescribed forms or formats. Each employee will 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.

e. Controlled Materials Use, Incident, and Inventory Reporting. State Directors, NWRC, and Pocatello Supply Depot shall keep a record of all controlled materials, including EPA registered pesticides, FDA 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 Operational Support Staff Headquarters, 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 U.S. Environmental Protection Agency 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 FIFRA (7 U.S.C.) and 40 CFR (153.75) for guidance in reporting requirements.

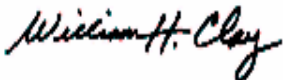
In those States where explosives use is authorized, any employee who has knowledge of the loss or theft of any explosive materials will report the theft or loss within 24 hours according to guidelines provided in the WS Explosives Safety Manual.

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

ERO (WS Eastern Regional Office). 1997. New monthly activity report format. February 21 memorandum. Gary E. Larson.
WRO (WS Western Regional Office). 1997. An e-mail to all WR State Directors defining new monthly reporting format. Michael Worthen.
WS Directive 2.401, Pesticide Use (02/17/04).
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).
FIFRA (Federal Insecticide, Fungicide, and Rodenticide Act). 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