

Attachment 1: Timelines and Naming Conventions for Entering Data in the WHBPS by Module

Animal Management (program elements HI, HH)

Shipping:

Field Office or facility enters shipping record prior to date of shipment.

Receiving:

From a gather event, facility enters received unmarked animals or individual animals within 10 business days of receive date. For all other shipments, field office or facility receives/finalizes shipment within 10 business days of the receive date.

Preparation:

Facility enters animal preparation records within 10 business days of preparation date.

Births:

Facility enters live birth records (born in facilities) as an unmarked record within 6 months of animal birth.

Facility Releases:

Facility enters release record within 10 business days of the animal release date.

Facility Deaths:

Facility enters death records within 10 business days of the death, including unmarked animals with a record in the WHBPS.

Census Events (program element MC)

Step 1: Field Office adds census/inventory event no later than 10 business days prior to initiation of the event.

Naming convention: fiscal_year_administrative state_HA/HMA/WHBT or complex name_month of event_year of event

Example: 2020_NV_Bullfrog_09_20 or 2021_NV_Calico_Complex_10_20

Step 2: Field Office enters preliminary results from event within 10 business days from completion of the event. Final results entered within 10 business days of receipt.

Step 3: State Lead finalizes census/inventory event within 10 business days of field office input of the final event results.

Compliance (program element NK)

Phone Interview:

Field office or facility enters phone interview within 10 business days of completion of the call.

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Internal Inspection:

Field office or facility enters compliance inspection within 10 business days of completion of the inspection.

External Inspection:

Field office or facility enters interviews and inspections completed by volunteers, veterinarians, and others within 10 business days of receiving written compliance report.

Gather Events (program elements JJ, KF)

Step 1: Field Office creates gather event prior to initiation of the event.

Naming convention: fiscal_year_administrative_state_HA/HMA/WHBT or complex name_month of event_year of event

Example: 2020_NV_Bullfrog_09_20 or 2021_NV_Calico_Complex_10_20

Step 2: Field Office enters results from event within 10 business days of completion of the event.

Step 3: State Lead finalizes gather event within 10 business days of field office input of event results.

Population Growth Suppression (program element KF)

Gather Event:

Field office or facility enters population growth suppression (PGS) treatments in the gather event record within 10 business day of completion of the event. For PGS methods with multiple doses where the option does not exist to create separate entries identifying primary and booster dose, the date of the booster dose is identified as the treatment date and the date of the primary dose is noted in the PGS Treatment Comment field.

Non-Event:

Field office or facility enters BLM administered population growth suppression treatments within 10 business days of treatment date. Field office or facility enters volunteer administered population growth suppression treatments within 10 business days of receiving written treatment report.

Private Care Placement (program element HG)

Adoption Events:

Step 1: Field office creates adoption events utilized as Online Corral pickup locations no later than 20 business days prior to event start date and all other adoption events no later than 10 business days prior to event start date.

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Naming convention: fiscal year_administrative state_adoption location state (if different than administrative state)_name of adoption event_month of event_year of event

Example: 2021_CA_Napa_09_21 or 2021_ES_MS_Jackson_10_20

Step 2: Field office enters results from the event, including adoption summaries, marketing, expenses, and attendance information, within 15 business days of completion of the event.

Step 3: State Lead finalizes adoption event within 10 business days of field office input of event results.

Non-Event Placements:

Field Office or facility enters adoptions/sales/transfers within 10 business days of placement.

Titling:

Field Office enters title information within 10 business days of receipt of completed Title Eligibility Letter.

Electronic Document (eDoc) Naming Convention

Fiscal Year_Administrative State_Record Type_Unique Identifier (adopter name, freezemark, etc)_Document Date

Example: 2022_ES_PMACA_21123456_08_31_2022,
2022_NM_Compliance_Johnson_10_12_2021