

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

## Herd Management (program element MC)

**Step 1:** Field Office adds census/inventory event no later than 7 business days prior to initiation of the event.

**Naming convention for data input:** fiscal year\_administrative state\_HA/HMA/ WHBT or complex name\_start date.

**Example:** 2013\_NV\_Bullfrog\_10/01/2012 or 2013\_NV\_Calico\_Complex\_10/01/2012

**Step 2:** Field office inputs results from event within 45 days from completion of the event.

**Step 3:** State Lead finalizes census/inventory event within 30 days of field office input of the appropriate state of the event.

## Gather/removals (program elements JJ, KF)

**Step 1:** Field office adds gather event no later than 7 business days prior to initiation of the event.

**Naming convention for data input:** fiscal year\_administrative state\_HA/HMA/WHBT or complex name\_start date.

**Example:** 2013\_NV\_Bullfrog\_10/01/2012 or 2013\_NV\_Calico\_Complex\_10/01/2012

**Step 2:** Field office inputs results from event (gathered, removed, released, deaths, population growth suppression methods, including stallion/mares sex ratio adjustments, release of sterile stallions or geldings, release of sterile mares, fertility control, etc.) within 21 business days of completion of the event.

**Step 3:** State lead finalizes gather event within 7 business days of field office input for the appropriate state of the event.

## Animal Management (program elements HI, HH)

**Step 1:** Designated facility enters received unmarked animals from gather event or individual animals within 7 business days of receipt.

**Step 2:** Appropriate facility prepares adult animals (group or individual) within 30 business days of creating an additional time).

**Step 3:** Appropriate facility records live births (born in facilities) as an unmarked record within 5 business days after the live birth. Records foals already recorded as an unmarked record (received from a gather event or born in facility) within 7 business days after being freeze-marked. Foals will be paired with females for tracking HA/HMA/ in long-term holding facilities.

**Step 4:** Appropriate facility records released animals within 7 business days of the completion of the gather event.

**Step 5:** Appropriate facility records deaths within 7 business days of the death, including unmarked animals (adults and foals) with a record in the WHBPS.

Field office records deaths that occur at gathers within 21 business days of the completion of the gather event.

**Step 6:** Appropriate facility or office records stillborn fetuses and foals that are dead at birth on Attachment 2: Tracking Log for Stillborn Fetuses and Foals That Are Dead at Birth. A foal is assumed to have been dead at birth if it is dead when it is first found in or near a pen. Submit this log by the second Wednesday of each month to the WO260 Reno office for compilation. The WHBPS will not track these records.

## Animal Transport

**Step 1:** Appropriate field office or facility inputs a shipping record within 7 business days of the ship date.

**Step 2:** Appropriate field office or facility receives a shipment/finalizes within 7 business days of the receive date.

## Adoption (program element HG)

**Step 1:** Field office creates an adoption event no later than 7 days prior to start date of the event.

**Naming convention:** fiscal year\_administrative state\_adoption location state (if different than administrative state)

**Example:** 2013\_CA\_Napa\_10/01/2012 or 2013\_ES\_MS\_Jackson\_10/01/2012

**Step 2:** Field office inputs results from the event, including adoption information, within 30 days of completion of the event.

**Step 3:** State lead finalizes Adoption Event within 30 days of Field Office input.

## Sales (facility and nonfacility)

**Step 1:** Appropriate field office or facility enters sales within 7 business days of completion.

## Compliance (program element NK)

**Step 1:** Appropriate field office or facility records a phone interview within 7 business days of completion of the call.

**Step 2:** Appropriate field office or facility enters compliance inspection within 7 business days of completion of the inspection.

**Step 3:** Appropriate field office or facility enters interviews and inspections done by volunteers, U.S. Department of Agriculture veterinarians, and others within 7 days of the results being reported in writing to the BLM.

## Titling:

**Step 1:** Enter title information within 7 business days of receipt of signed title eligibility letter by the appropriate field office or facility.