



Procedures and Guidelines (PG)

DIRECTIVE NO. 200-PG-8500.1.3E

EFFECTIVE DATE: 11/13/2017

EXPIRATION DATE: 10/17/2021

APPROVED BY Signature: Original Signed By

NAME: Raymond J. Rubilotta

TITLE: Director, Management Operations Directorate

COMPLIANCE IS MANDATORY

Responsible Office: 250/Medical and Environmental Management Division

Title: Animal Management

PREFACE

P.1 PURPOSE

The purpose of this Procedures and Guidelines (PG) is to provide instructions for animal management.

P.2 APPLICABILITY

- a. This PG is applicable to the Management Operations Directorate and their authorized contract employees at Greenbelt only.
- b. In this document citations are assumed to be the latest version unless otherwise noted.
- c. In this document, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

P.3 AUTHORITY

None.

P.4 APPLICABLE DOCUMENTS AND FORMS

50 Code of Federal Regulations (CFR) 21.41, Depredation Permits.

50 CFR 13.46, Maintenance of Records.

U.S Federal Fish and Wildlife Service Depredation Permit.

Environmental Assessment for Wildlife Management at GSFC, Greenbelt Campus, July 2000.

250-WI-8500.1.1, Goose Egg Addling.

250-WI-8500.1.6, Tick Control.

P.5 CANCELLATION

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200-PG-8500.1.3D Animal Management

P.6 SAFETY

Directly dealing with animals may pose a threat to human safety due to possible aggressive nature of the animals. Be cautious of animals that potentially carry fleas and ticks and beware of the possibility of animals being rabid. Wear proper protective equipment (i.e., gloves) and use proper safety precautions when handling any animals.

P.7 TRAINING

None.

P.8 RECORDS

Record Title	Record Custodian	Retention
U.S. Fish and Wildlife Service: Depredation Permit Required Reports and Records	MEMD	<u>*NRRS 8/23.5A3a</u> DESTROY 5 YEARS FROM DATE OF EXPIRATION OF PERMIT, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER
Animal Incident Reports	PSD	<u>*NRRS 1/121B</u> RETIRE TO FRC WHEN 4 YEARS OLD. DESTROY WHEN 20 YEARS OLD.
Pest Treatment Records	FMD	<u>*NRRS 8/48C</u> RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE. DESTROY WHEN 20 YEARS OLD. [HISTORY OFFICE MAY RETAIN INDEFINITELY FOR REFERENCE.]

* *NRRS 1441.1 – NASA Records Retention Schedule*

P.9 MEASUREMENT/VERIFICATION

None.

PROCEDURES

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1.0 Method Summary

Animal management is necessary at GSFC in order to keep employees safe and to handle animal related problems. Personnel at GSFC may encounter dangerous, annoying, dead, or dying animals. This PG outlines who is responsible for handling each area of animal management.

2.0 Procedures

The following procedures shall be followed:

2.1 Medical and Environmental Management Division (MEMD) Responsibilities

MEMD shall be responsible for establishing long term ecological goals; including: controlling overpopulation of wildlife, tick control (in accordance with 250-WI-8500.1.6), performing environmental assessments, and writing center wide announcements regarding animal topics. Geese are managed in accordance with GSFC's Depredation Permit and 250-WI-8500.1.1, Goose Egg Addling.

2.2 Protective Services Division (PSD) Responsibilities

1. PSD shall respond to all calls regarding stray, dangerous, annoying, dead, or dying domestic, large, and small animals and birds at GSFC.
2. Upon receiving animal related calls, PSD assesses the situation and decides if they are capable of handling it. If not, PSD contacts the appropriate department to obtain necessary support. Typically, FMD is contacted in regards to small animals and the burial of dead animals of all sizes, and PSD handles large animals and birds. For birds trapped indoors, PSD coordinates the opening of windows and doors as appropriate.
3. No matter what size, animals that pose a direct danger are immediately taken care of by PSD.
4. PSD is responsible for enforcing policies regarding animal management (i.e., no feeding policy).
5. For help with removal or for advice, PSD contacts Prince George's County Animal Management for domestic animals or other licensed wildlife rehabilitators [list can be found on http://dnr.maryland.gov/Wildlife/Pages/plants_wildlife/wildlifeproblems.aspx] for other animals.
6. PSD copies all incident reports regarding wildlife to MEMD for program assessment.

2.3 Facilities Management Division (FMD) Responsibilities

1. FMD shall be responsible for burial of animals when requested by PSD.
2. FMD is responsible for trapping, removal, disposal and any other requirements of small animals.
3. FMD retains and have available records involving pest (small animal) treatments performed by a licensed pest control operator.

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Appendix A – Definitions

- A.1** Bird – in this PG, a bird is a feathered vertebrate of any size.
- A.2** Domestic animals – in this PG, a domestic animal is defined as a dog or a cat.
- A.3** Small animals – in this PG, a small animal is defined as a mammal including, but no larger than, a rat.
- A.4** Large animals – in this PG, a large animal is defined as a mammal larger than a rat.

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Appendix B – Acronyms

CFR – Code of Federal Regulations
FMD – Facility Management Division
GSFC – Goddard Space Flight Center
MEMD – Medical and Environmental Management Division
PG – Procedures and Guidelines
PSD – Protective Services Division

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	08/18/2006	Initial Release
A	1/21/2010	Changed all references from Safety and Environmental Division (S&E) to Medical and Environmental Management Division (MEMD) due to division reorganization. Updated signature block.
B	6/15/2011	Added Protective Services Division (PSD) to Appendix B-Acronyms, and changed all references to Security to PSD. Changed any references to specific branches of FMD to read FMD. Added animal definitions to 2.2 para. 1 to match Appendix A. Added references to wildlife rehabilitators in 2.2 para. 5 since "Chesapeake Wildlife" is no longer open. There are no changes to organizational responsibilities.
C	3/15/2015	Section P8 Records: Updated records retention references. Added "Animal" to Incident Reports and changed ownership of the records to PSD. Changed section P9 training requirements to "none." Changed headings of sections 2.1, 2.2 and 2.3 to spell out the names of the appropriate divisions. Section 2.2, updated the hyperlink to the DNR website for wildlife rehabilitators. Section 2.3 Item 3, added (small animal) to describe the type of pest treatment records to keep.
D	10/17/2016	Updated entire PG to most recent GDMS template version 03/16. Updated P.4, referenced. Updated P 8, removed reference to Canada Goose Egg Treatment Log. Section 2.1, added reference to Tick Control WI. Section 2.2, updated hyperlink to the DNR website for wildlife rehabilitators and added birds to the list of animals requiring PSD response. Updated template.
E	11/13/2017	Administrative change to reflect updated website and associated hyperlink in 2.2.5.

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