

WS Directive

3.115
July 3, 2014

POCATELLO SUPPLY DEPOT

1. PURPOSE

To establish guidelines for operation of the Wildlife Services (WS) Pocatello Supply Depot (PSD).

2. REPLACEMENT HIGHLIGHTS

This directive replaces WS Directive 3.115 dated October 18, 2012.

3. AUTHORITY

Authority to conduct and administer a wildlife services program is pursuant to U.S. Code, Title 7, Sections 426, 426b and 426c.

4. POLICY

The PSD shall manufacture and provide specialized wildlife damage management materials and services that are not readily available from commercial sources, for use by Wildlife Services, other Federal and non-Federal government entities, and the public.

5. BACKGROUND

a. The PSD was formally established through a congressional resolution signed by the President. It originally functioned as a cooperative enterprise between local, County, State, and Federal organizations. However, by the 1980s, only the Greater Pocatello Chamber of Commerce (GPCC) and the Federal Government were involved with PSD. By the 1990s, GPCC's role had diminished to one of primarily arranging annual financial audits.

b. In 2009, USDA's Office of the General Counsel provided a legal determination indicating that PSD was a Federal entity and must comply with Federal administrative requirements. As a result, the last cooperative service agreement between APHIS and GPCC expired in 2010, and was not renewed because APHIS had announced its intent to Federalize PSD.

c. On July 1, 2014, the PSD transitioned its operations and became a fully Federalized facility operated exclusively by Wildlife Services.

6. DEFINITIONS

a. Agency: Animal and Plant Health Inspection Service (APHIS).

b. Department: U.S. Department of Agriculture (USDA).

c. FIFRA: Federal Insecticide, Fungicide and Rodenticide Act. Under FIFRA, the Environment Protection Agency (EPA) regulates the use of pesticides, and requires registration of all pesticide products for all specific uses prior to distribution for sale.

d. Full Cost Recovery: Methodology used to ascertain actual costs, or a reasonable approximation of actual costs, of providing goods and services. Actual costs include direct and indirect (“overhead”) costs proportionally allocable to the transaction.

e. Funded Program: Program or project with a defined operational purpose and timeframe for which services or products will be provided.

f. Fund Type: Category of funds that determines the applicable external accounting and reporting requirements. Fund types may include appropriated and reimbursable.

g. Over the Counter: Advance payments collected from a customer for its purchases from the PSD prior to delivery of the product, and regardless of the cost of the product(s) or total amount involved in the transaction.

h. WBS: Work breakdown structure that represents a project that supports, directs and charges allocation for financial, procurement and reimbursable processes. A one-to-one relationship exists between a WBS and a funded program.

7. IMPLEMENTATION

a. Sales. The PSD operates on an over-the-counter (OTC) entity whereby all customer orders are paid in full prior to shipment of the order to the customer. There is no dollar limit for OTC orders from the PSD.

(1) Full Cost Recovery: The PSD also attains ‘full cost recovery’ by ensuring costs associated with filling customer orders, such as indirect costs and shipping charges, are imbedded in the price for products.

(2) Wildlife Services Customers: WS State offices may order products from the PSD, with authorization from the appropriate WS official. WS State offices may order product for: their State program use; for use by cooperators pursuant to cooperative service agreements; and, for cooperators in order to meet regulatory and licensing requirements.

(3) **Non-WS Customers:** Customers may order directly from the PSD. However, where state or Federal regulations require the customer to place an order through a WS State office, the customer may do so.

(4) **Foreign Customers:** All orders from customers located outside the United States must be approved by the WS Pesticide and Drug Coordination Committee and the WS Deputy Administrator or his/her designee.

(5) **Discontinuation of Products:** The PSD shall, in conjunction with the agency Financial Management Division, assess the commercial-market availability of products or components assembled/manufactured.

A. Where products are found to be readily available from commercial markets, the PSD shall cease assembling/manufacturing the product.

B. The PSD shall provide its customer base with at least thirty (30) days' prior notice for items that will no longer be sold or stocked. However, the PSD may continue to sell items that will be discontinued until stocks for the discontinued item are depleted.

b. **Billing and Invoicing.** The PSD shall not bill customers for orders. The PSD shall verify the full payment from customers – including applicable shipping charges – has been received prior to shipping the order.

(1) **Wildlife Services Customers** shall provide the appropriate accounting information on the Pocatello Supply Depot Order Form, WS Form 17.

A. WS State offices shall complete a WS Form 17 for each variation in accounting data. Variations in accounting data may include the fund type, funded program, or WBS element.

B. The PSD shall not ship orders placed by WS State offices until the accounting data has been provided and is verified.

(2) **Non-WS Customers** must mail a check to the PSD or use Pay.gov (<https://pay.gov/paygov>) to pay for their purchases.

A. Customers may submit payment when placing an order. However, the order will not be shipped until PSD contacts the customer and provides a final payment amount that will include applicable shipping charges.

B. Once PSD verifies the customer has paid the entire balance for the order, PSD will ship the customer's order.

c. **Drug and Pesticide Registration.** The primary drug and pesticide products produced and distributed by PSD are those registered by the Department with the Food and Drug Administration or the Environmental Protection Agency (EPA).

(1) WS pesticide product registrations shall be developed and maintained at the national level by the agency Environmental and Risk Analysis Service. Research supporting the registrations shall be developed and maintained by the WS National Wildlife Research Center.

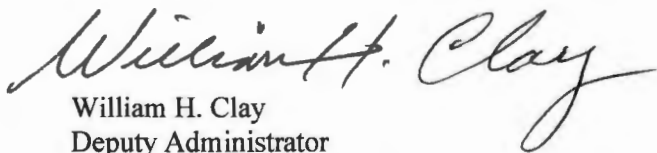
(2) WS State Directors shall determine the need for PSD-sold products in their respective states, and shall maintain State registrations for USDA products and other products as local conditions may warrant.

(3) The PSD shall provide payment of annual maintenance fees assessed by EPA pursuant to FIFRA Section 3 registrations for the products it sells and distributes. The PSD shall also provide payment for re-registration fees assessed by EPA on active ingredients of products manufactured, as appropriate.

d. **Pricing:** The PSD shall, in coordination with the agency Financial Management Division, review its pricing at least annually to ensure attainment of full cost recovery. Publication of updated price lists will ordinarily coincide with the first day of the fiscal year.

8. REFERENCES

- a. Economy Act, 31 U.S.C. § 1535
- b. Fees and charges for Government services and things of value, 31 USC § 9701
- c. Administrator, Animal and Plant Health Inspection Service (APHIS) Delegations, 7 CFR § 2.80(a)(31)
- d. APHIS Agreements Manual
- e. WS Directive 2.215, Financial Control and Risk Management
- f. WS Directive 2.405, Pesticide Registrations and Permits



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