

Wild Horse and Burro Gather Planning Checklist				
Development of the Gather Plan Environmental Assessment (GP EA) (Follow the timelines outlined in H-1790-1 for preparation of an EIS).				
Item	Action Needed	Staff Responsibility	Target Due Date	Actual Completion Date
Approximately 12 Months Prior to Target Gather Date				
1.	Approx. 12 months prior to the target gather start conduct a thorough aerial population inventory to obtain a current estimate of WH&B population size.	Specialist		
2.	Coordinate with the National Program Office to place the proposed gather on the National Gather Schedule.	State Program Lead		
Approximately 5-8 months Prior to Target Gather Date				
3.	If applicable, obtain approval to form an IDT and initiate development of the Gather Plan EA. Begin internal scoping of the affected resources.	Specialist		
4.	Analyze the current available resource monitoring, climate (weather), population inventory, and animal condition and distribution data and document the BLM's determination that excess WH&B exist and require removal in the Introduction and/or Background Information section of the GP EA.	Specialist		
5.	Analyze alternatives in the Gather Plan EA/EIS to slow population growth (including application of PZP-22) for all wild horse herds meeting the criteria outlined in IM 2009-090 (Population-Level Fertility Control Trials).	Specialist		
6.	Finalize the GP EA and initiate 30-day internal review of the document (FO, SO and NPO). Then incorporate internal comments to GP EA.	FO/SO/NPO staff		
Approximately 4-5 Months Prior to Target Gather Date				
7.	Notify the interested public the GP EA is available for a 30-day review and comment period. Post GP EA on the office's external web page. Consider issuing a press release notifying the general public about the document's availability on the office's external web page.	Specialist w/ DO &/or FO Public Affairs Staff		
8.	If the use of fertility control is proposed with the gather, provide NPO with a copy of the GP EA and supporting documents (NPO requires a mandatory 60-day review of EA and supporting documents).	FO/SO/NPO staff		
Approximately 3-4 Months Prior to Target Gather Date				
9.	<ul style="list-style-type: none"> Summarize substantive comments received following EA review and describe how those comments were used to finalize the EA. 	Specialist		

	<ul style="list-style-type: none"> Finalize the GP EA. Draft the FONSI and Decision Record. 			
10.	Coordinate with the livestock grazing permittees within the HMA on proposed gather operations, target removal numbers and gather dates.	Specialist		
11.	Coordinate with local Game and Fish Office on potential impacts with wildlife winter range, hunting seasons, and critical habitat closure periods, etc. that may exist within the HMA proposed for gathering.	Specialist		
Approximately 2-3 Months Prior to Target Gather Date				
12.	Finalize/sign and date the DR and FONSI.	DM and/or FM		
13.	Notify the affected interests of the BLM's decision. Post the BLM's DR and FONSI and the Final GP EA on the office's external web page. Consider issuing a press release about the BLM's decision and why a gather is needed. <i>(Consider posting the press release or a brief summary of the BLM's decision and FAQs on the office's external web page).</i>	Specialist w/ DO &/or FO Public Affairs Staff		
Approximately 1-2 Months Prior to Target Gather Date				
14.	Work closely with the Solicitor's Office to prepare the administrative record, the BLM's response, declarations, etc., as necessary in the event of an appeal and petition for stay, or request for a temporary or permanent restraining order. (In the event of a petition for stay, the appeal record must be compiled with 10 days of receipt).	Field Manager/ Specialist/ State WH&B Lead		
15.	<ul style="list-style-type: none"> Develop Internal Communications Plan. If necessary, also develop an early alert and FAQ's for State Office/Headquarters Office, 1-866-4Mustangs. Coordinate with the local congressional delegation, if necessary. Develop a law enforcement plan, if necessary. 	Specialist/ State WH&B Lead/ Field Manager/ Public Affairs Staff/ Law Enforcement		
Approximately 1 - 30 Days Prior to Target Gather Date				
16.	Document date that Annual Helicopter and Motorized Vehicles Hearing was held within the State (not less than 30 days prior to the start of the current years gather season).	State Program Lead		
17.	<ul style="list-style-type: none"> Determine if there is media or public interest in observing the gather. Based on the degree of interest, identify one or more media/public observation days. Identify/designate BLM personnel with the responsibility to escort and assist media and public. Issue media advisory (viewing opportunities). 	Field Manager/ Public Affairs Staff/ Specialist/ State WH&B Lead		

	<ul style="list-style-type: none"> Issue press release (gather information). 			
18.	Coordinate with the private landowners within the HMA, or Complex, if access across their lands, use of private lands for holding corrals/traps, and access to water sources are necessary for completion of the gather.	Specialist		
Gather Operations				
NOTE: All timeframes listed below are in regards to regular scheduled gather operations. In case of emergency operations, all scheduling will be a case by case basis depending on severity of emergency.				
Gather Conducted by a National Gather Contractor				
Approximately 2-3 Months Prior to Target Gather Date				
19.	Coordinate with the Facility Manager, (Fill in name) Corral, and the National Shipping Coordinator (as needed) to determine where WH&B will be shipped for preparation.	Specialist/State Program Lead/NPO Shipping Coor		
20.	Coordinate with USDA-APHIS Area Veterinarian in Charge (AVIC) if veterinarian assistance through APHIS is needed to support the gather operation. Notify the APHIS-BLM liaison that a request has been made to the AVIC or to request assistance with contacting the AVIC.	State Program Lead		
21.	Coordinate with the State Veterinarian: <ul style="list-style-type: none"> When fertility control (PZP) will be applied to mares to be released post-gather. When potential equine health issues exist (e.g., the herd is known to be infected with EIA or other similar health-related issue). <i>(Testing may be required for the captured animals either at BLM facility (local contract veterinarian), or on-the-range at the temporary holding facility (APHIS veterinarian, or local contract veterinarian, depending on circumstances).</i> 	State Program Lead		
22.	Coordinate with NPO to verify gather dates and removal numbers.	State Program Lead		
Approximately One Month Prior to Target Gather Date				
23.	Complete final coordination with NPO for implementation of fertility control vaccine if identified as part of gather protocol.	Specialist/State Program Lead		
24.	Send Statement of Work and Task Order to the Contracting Officer at the National Business Center in Denver.	Specialist/State Program Lead		
10 Days Prior to Target Gather Date				
25.	Where applicable, coordinate with the State Brand Inspector for	Specialist		

	movement of horses across county or state borders.			
1 Day Prior to Target Gather Date				
26.	<ul style="list-style-type: none"> Conduct the gather contract pre-work meeting one day (minimum) prior to the start of the gather operation. Work with the contractor to identify safe observation/viewing points if media or public observation is expected. 	Specialist/Contract COR		
27.	Ensure all necessary personnel and equipment for the gather operation are onsite.	Contract COR		
During Gather Operations				
28.	Provide a daily report of gather activities to the State Program Lead (for reporting to the State Director, Field Manager, and NPO).	Contract COR		
29.	Report any unusual or unanticipated situation to the Field Manager and/or Public Affairs Staff to determine if an early should be prepared.	Contract COR/ Field Manager/ Public Affairs Staff		
After Completion of the Gather Operation				
30.	Consider issuing a press release summarizing the gather operation, as appropriate. Press release could be designed to share information such as: the gather operation has ended, total number captured/removed and treated with fertility control, and the availability of the animals for adoption at (Name) Facility(s).	Field Manager/ Public Affairs Staff		
31.	Complete the SES in FBMS when notified.	Authorized BLM Official		
32.	Prepare/finalize the Gather Summary Report and send to NPO within 10 days of gather completion. This report will summarize the actual number gathered and removed, any capture-related mortality or numbers. Number of animals treated with fertility vaccine if applicable.	Specialist/State Program Lead		
Gathers Conducted by In-House Gather Crew				
Approximately 1-3 Months Prior to Target Gather Date				
33.	Ensure an approved Project-specific Special Use Aviation Plan is in place.	Specialist/Zone Aviation		
34.	Coordinate with the Facility Manager, (Fill in name) Corral, and the National Shipping Coordinator (as needed) to determine where WH&B will be shipped for preparation.	Specialist/State Program Lead/NPO Shipping Coor		
35.	Coordinate with USDA-APHIS Area Veterinarian in Charge (AVIC) if veterinarian assistance through APHIS is needed to support the gather operation. Notify the APHIS-BLM liaison that a request has been made to	State Program Lead		

	the AVIC or to request assistance with contacting the AVIC.			
36.	<p>Coordinate with the State Veterinarian:</p> <ul style="list-style-type: none"> When fertility control (PZP) will be applied to mares to be released post-gather. When potential equine health issues exist (e.g., the herd is known to be infected with EIA or other similar health-related issue). <i>(Testing may be required for the captured animals either at BLM facility (local contract veterinarian), or on-the-range at the temporary holding facility (APHIS veterinarian, or local contract veterinarian, depending on circumstances).</i> 	State Program Lead		
37.	Coordinate gather dates with BLM Dispatch and Zone Aviation to allow adequate time to schedule dispatch services, flight following, and helicopter manager.	Specialist		
38.	Project Lead (Field Office Horse Specialist) will initiate the completion of Aircraft Flight Request/Schedule (Form 9400-1a). Aviation will complete and approve the Aircraft Flight Request/Schedule prior to aircraft being scheduled.	Specialist/Zone Aviation		
39.	Aviation will finalize scheduling of appropriate aircraft through National BLM On-call WH&B Contractor list.	Zone Aviation		
40.	(Fill in name) Facility manager (and/or gather crew leader, if identified) will coordinate and schedule any additional personnel and equipment necessary for the gather operations.	Rock Springs Facility manager		
41.	Complete final coordination with NPO for implementation of fertility control vaccine if identified as part of gather protocol.	Specialist/State Program Lead		
42.	<ul style="list-style-type: none"> Develop Internal Communications Plan. If necessary, also develop an early alert and FAQ's for State Office/Headquarters Office, 1-866-4Mustangs. Coordinate with the local congressional delegation, if necessary. Develop a law enforcement plan, if necessary. 	Specialist/ State WH&B Lead/ Field Manager/ Public Affairs Staff/ Law Enforcement		
43.	<ul style="list-style-type: none"> Determine if there is media or public interest in observing the gather. Based on the degree of interest, identify one or more media/public observation days. Identify/designate BLM personnel with the responsibility to escort and assist media and public. Issue media advisory (viewing opportunities). Issue press release (gather information). 	Field Manager/ Public Affairs Staff/ Specialist/ State WH&B Lead		

44.	Aviation-approved Helicopter Manager will be assigned to the project and involved in the helicopter operations, to ensure the operations are being carried out safely and comply with BLM requirements.	Zone Aviation		
Approximately 10 Days Prior to Target Gather Date				
45.	Where applicable, coordinate with the State Brand Inspector if movement of horses across state borders is necessary.	Specialist		
Approximately 1 day Prior to Target Gather Date				
46.	Aviation meeting between (Fill in name) Facility Manager (and gather crew leader, if identified), Helicopter Manager, Specialist, and Contract pilot to discuss gathering plan, identification of critical animal locations and removal numbers.	Facility Manager / Dispatch/Helicopter Mgr/Specialist		
47.	Ensure all necessary personnel and equipment are available for project.	Crew Leader		
Approximately 1 hour Prior to Target Gather Date				
48.	Ensure all necessary personnel and equipment for gather operations on site.	Facility Mgr/Crew Leader		
49.	Helicopter Manager and crew leader make determination that conditions are favorable for start of gather operations. Helicopter manager must make a mandatory phone or radio call to Dispatch with determination. Dispatch then formally contacts Field Manager with decision.	Helicopter Mgr/ Crew Leader		
50.	The helicopter manager will complete the load calculation, test the radios with dispatch, AND call together a preflight mission (safety/operational) briefing between him/herself, the pilot, and the entire gather crew before firing up the aircraft and going to work, at least on the first day of the project, and preferably daily since trap locations and conditions may vary.	Helicopter Mgr		
During Gather Operations				
51.	Provide a daily report of gather activities to the State Program Lead (for reporting to the State Director, Field Manager, and NPO).	Contract COR		
52.	<ul style="list-style-type: none"> Report any unusual or unanticipated situation to the Field Manager and/or Public Affairs Staff to determine if an early should be prepared. 	Contract COR/ Field Manager/ Public Affairs Staff		
After Completion of Gather				
53.	Aviation operations debriefing, complete payment document.	Pilot, Helicopter Mgr., Gather crew		
54.	Prepare/finalize the Gather Summary Report and send to NPO within 10 days of gather completion. This report will summarize the actual number gathered and removed, any capture-related mortality or numbers. Number of animals treated with fertility vaccine if applicable.	Specialist/State Program Lead		

55.	Consider issuing a press release summarizing the gather operation, as appropriate. Press release could be designed to share information such as: the gather operation has ended, total number captured/removed and treated with fertility control, and the availability of the animals for adoption at (Name) Facility(s).	Field Manager/ Public Affairs Staff		
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