

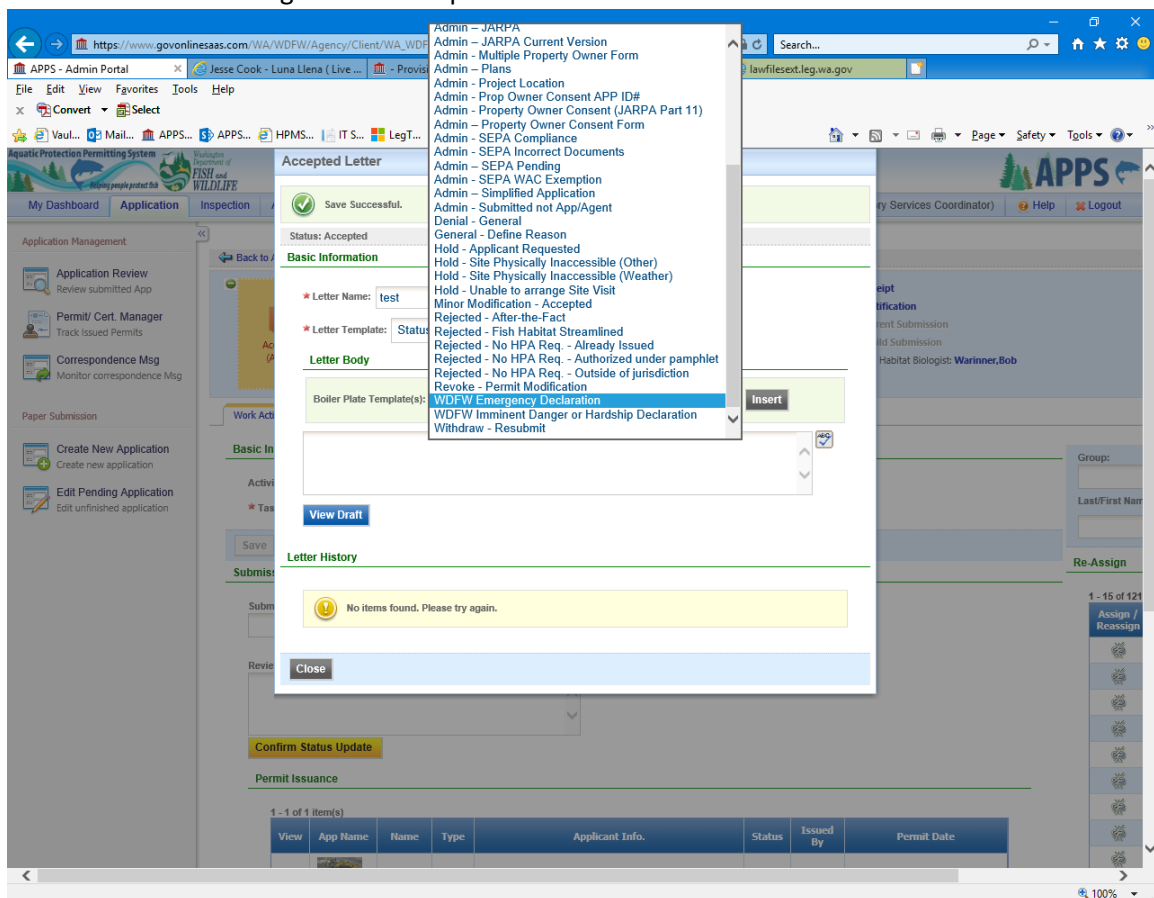
## Documenting Emergency, Imminent Danger, and Applicant Hardship Declarations by WDFW June 22, 2018

Under WAC 220-669-050 (11) (c), *“If the department declares an imminent danger, applicant hardship, or immediate threat regarding an application for expedited or emergency HPA, the department must place written documentation of that declaration and justification for it in the application record within three days of issuing the written HPA.”*

To facilitate creating the written record in APPS, two letter templates have been created for your use. Whenever you make one of these declarations, you should complete the appropriate letter template. You do not need to send it to the applicant/agent, although you may if you wish.

### Steps to document imminent danger, applicant hardship, or immediate threat:

- Navigate to the Letter creation function in a scheduled work activity or in the Issued Letters/Permits tab
- Input the name of the letter being created
- From the Boiler Plate Template dropdown list, select “WDFW Emergency Declaration” or “WDFW Imminent Danger or Hardship Declaration”



- Click “Insert” to populate draft text
- Insert the date the declaration is made and the justification for the declaration
- View the draft letter and edit as necessary
- Click “OK” in the Letter History table, then close the window