



Animal and Plant
Health Inspection
Service

Plant Protection and
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Plant Health
Programs

Pest Detection &
Emergency
Programs

4700 River Road
Riverdale, MD
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To the CAPS Community:

The National CAPS Committee (NCC) and I would like to announce the publication of the Cooperative Agricultural Pest Survey (CAPS) 2014 National Survey Guidelines. The [2014 Guidelines](#) can be found on the CAPS Resource & Collaboration web site (<http://caps.ceris.purdue.edu/>) under the Guidelines link in the CAPS ribbon on the left-hand side of the page.

The 2014 Guidelines retain the focus, format, policy, and philosophy of the previous Guidelines. The Guidelines are centered on the ‘bundled survey’ concept for efficiency and economy of survey. The emphasis is on surveys based not only on commodities, but also environments, habitats, industries, businesses, and the continuum along pest introduction pathways. The State CAPS Committees are charged with creating bundled surveys that best fit the pest risk, agriculture, and environment of their state or region in their efforts of early detection of exotic pests. A pathway approach to planning and conducting surveys always is strongly encouraged.

The CAPS Program is continually evolving. Ideas, suggestions, and comments from the National CAPS Committee and their constituencies and stakeholders throughout the year have been discussed and incorporated into this year’s Guidelines. Some changes from the 2013 Guidelines consist of small clarifications, others may involve a cultural shift in the way we collect, manage, and report data.

These Guidelines pertain to surveys conducted by PPQ and state cooperators funded through the Pest Detection line item, as well as surveys funded through Section 10201 of the Farm Bill.

Some highlights to the 2014 National Survey Guidelines are:

- The Guidelines document and appendices were update to reflect the new PPQ organizational structure.
- States should plan on the reduced 2013 funding amount for planning 2014 surveys. Any additional cut will affect both the Infrastructure work plan and the Survey work plans (i.e., simply cutting out Survey in favor of keeping Infrastructure is not an option). States cannot exceed 2013 Infrastructure funding; however, states can reduce the amount allotted to Infrastructure and apply the difference to Survey(s).

- The intent of the Infrastructure is to support the State Survey Coordinator position and critical infrastructure needs to support the position. States are encouraged to leverage funding from other programs to cover and reduce Infrastructure costs.
- In an attempt to capture the various activities funded under the Infrastructure component, states are required to submit an Infrastructure report with metrics. The report template can be found as Appendix P-1 of the 2014 Guidelines.
- Out-of-state travel on CAPS business has been reduced from \$5,000 to \$3,000.
- New commodity and taxon surveys for 2014 CAPS and/or Farm Bill are Asian Defoliators, Mollusks, Palm, and Solanaceous Crops.
- As for 2013, surveys have been split between CAPS and Farm Bill. This was done to provide a clear distinction between the surveys focused on specialty crops and other commodity and taxonomic based surveys. The Farm Bill emphasizes specialty crops whereas CAPS is broader in scope. In the current economic climate we need to leverage other funding venues. Asian Defoliators, Grape, Palm, Solanaceous Crops, and Stone Fruit Commodity Surveys, and other surveys based on specialty crops, will not be offered through CAPS for 2014 funding. These surveys should be requested for Farm Bill funding.
- As for 2013, the Survey Summary Form (Appendix J-3) will be completed online on the [CAPS Resource & Collaboration site](#). The online Survey Summary Form must be completed when the work plans are submitted to the SPHD's office. No work plans will be reviewed or approved without a completed Survey Summary Form. Once the state submits the completed information, the state PPQ office will be required to acknowledge review before it will be reviewed by the National Operations Manager. Only Pest Detection-funded surveys should be entered.
- The present plan is for all CAPS survey data to be entered into NAPIS for the 2014 field season. The CAPS community will be kept informed, via the NCC and other venues, as to the progress of incorporating CAPS requirements into IPHIS.
- PPQ has made some changes to the submission of work plans and accomplishment reports via a new SharePoint site. See the Guidelines document for detailed information or contact the National Operations Manager.

- The CAPS Management Team and the NCC have instituted a formal CAPS Recognition program. See Appendix Q for more information and the nomination form.
- Appendix M-1 contains guidance for visual surveys in nurseries.
- Appendix M-2 contains a summary of pest list changes.
- In Appendix N, guidance for reporting negative data for Mollusks has been revised, and a section on Phytoplasmas included.

If you have any questions regarding the 2014 National Survey Guidelines, feel free to discuss the matter with your representative on the NCC. The CAPS Program Managers also are available to answer any questions.

If you have any concerns or suggestions on how to improve the CAPS program, please contact the National Survey Coordinator, Dr. John Bowers at (301) 851-2087, by email at John.Bowers@usda.gov, or the National Operations Manager for Pest Detection - Dr. Brian Kopper at (919) 855-7318, by email at Brian.J.Kopper@usda.gov.

Sincerely,

/s/John H. Bowers

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cc: Brian Kopper – Field Operations
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National CAPS Committee