



National CAPS Committee (NCC) Conference Call

September 5, 2013

Minutes

Participants

John Bowers	Sherry Aultman	Talitha Molet
Brian Kopper	Carol Motloch	Melinda Sullivan
Terry Bourgoin	Laurinda Ramonda	John Crowe
Joe Collins	Helmuth Rogg	Susan Schechter
Julie Van Meter	Kathy Handy	Eileen Luke
Brad Lewis	Lisa Jackson	Kristian Rondeau

CAPS Deadlines

There are issues with certain states not getting their completed work plans (including the CAPS Survey Summary Form) submitted by the announced deadline of COB August 16, 2013. This has been the program deadline for receiving work plans for the last 5-plus years. Below is an excerpt from the minutes to the August 1 NCC conference call:

2014 Work Plans

Work plans are due COB August 16, 2013. Brian will be handling all submissions this year, so the sooner work plans are submitted, the sooner they can be processed.

Also, the Survey Summary Form on the CAPS site is now up and running. Make sure that your constituency fills this out. Remind your constituency that they should have the Survey Summary Forms filled out as soon as possible. **Brian will not look at the work plan until this form has been completed and submitted.**

This is becoming an ongoing issue each year. Some states seem to think the date given is a soft deadline. This is not the case. When states do not get their completed work plans submitted by the deadline, it causes further backups in the system and puts the process on hold until the required material is received.

John and Brian understand that there are legitimate reasons why some states end up submitting their agreements late. States should let Brian know if this is the case. For states that do not have a legitimate reason, CAPS Management is considering imposing penalties or other processes to prevent it from reoccurring.

The NCC should bring this issue up to their constituency and inform them of possible actions the program is considering for FY2015 to help improve the process. Some suggestions discussed are:

Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.



- A reduction in the state budget (perhaps 5%) if material is not submitted by the deadline. The extra program funds generated as a result would be divided out to states that meet the deadline and have a justifiable need for extra funding. Also, if a state submits their material after the deadline, they would not be eligible for additional funds if they become available through a general budget increase for Pest Detection (if it ever happens).
- Increased education for the SCCs, PSSs, SPROs, and SPHDs so they understand the importance and need of the deadlines.
- An open period for material submission. After the end date for the open period, work plans would no longer be received, the Survey Summary Form would not be available, and the state will not be considered for program funding. This would be similar to the open period for accepting Farm Bill suggestions.
- Suggestions after the call included prominently displaying the due dates on the home page of the CAPS R&C site and adding a countdown clock.

Make sure your constituency understands the importance of the submission deadlines. When material is not received by the deadlines, it becomes a burden for the program managers and also impacts the agreements and budget staff further delaying obligating the money out to the states.

CAPS Budget

We likely will be under a Continuing Resolution to start FY14 based on the 2013 sequestration amounts. If and when a budget passes, there may be some extra money put back into CAPS as both the Senate and House versions include Pest Detection funding at FY12 levels. However, anything can happen, and it is best not to count on any increases over the final FY13 sequestration amount.

Amending Cooperative Agreements / Updating the Survey Summary Form

If updates need to be made to the Survey Summary Forms due to budget changes or other amendments to an agreement, what is the best way to do this? Updates will need to occur if there are changes to either the individual surveys and/or the target pests because the information in these forms is used for planning (diagnostic help, survey supplies), accountability, and other reports. For FY13, most states that made changes just decreased the number of sites being surveyed; they did not increase/decrease the surveys or the target pests being surveyed for, so this may not be a big deal (if they also decreased their survey supply order). If it's only a few changes, it may be easier for PPQ to make the changes versus the individual states.

The NCC should talk to their constituents to get a feel for what their states would do if there was an increase or decrease of 5% in the survey budget, and whether that would change if the increase or decrease was over 10%. Would state cut/add surveys, pests, sites? Make sure your constituency knows that this is just pre- and what if-planning. There are no immediate plans to increase or cut agreements further.



NAPIS 3.0 – New Data Entry Fields

NAPIS 3.0 data entry will be in Excel format, and will have new required data entry fields. There will be additional columns for Funding Year (FY), Funding Source (CAPS/Pest Detection, FB), and Survey Name as it is listed in the Summary Survey Form for that agreement. This will allow CAPS management to pull accountability reports based on specific agreements instead of Observation Date. This will improve the overall function of the CAPS Accountability Reports. For example, a state has an agreement for a Grape Commodity Survey with FY13 CAPS/Pest Detection funding. If the agreement is not finalized and funding is not realized until late in FY13 (summer 2013 start date), actual survey may not occur until spring 2014. The state would enter the data into NAPIS with the observation date in 2014. The 2013 Accountability Report will pull the information based on observation date, so it will appear that the state did not enter data for their FY13 Grape Commodity Survey although we know they did. To accurately match data entry with fulfilling the requirements of an agreement, the state will enter data in 2014 that specifies that the data is from the FY13 CAPS/Pest Detection Grape Commodity Survey. Matching the data to the survey in this manner alleviates some of the confusion with agreement start dates that presently do not yet follow the calendar year, and will allow the state, ADODR, and CAPS management to better track and report on survey accomplishments.

The folks at Purdue are just about finished with the coding of NAPIS 3.0. They currently are testing the system, and will work on getting the training materials ready. The NAPIS 3.0 rollout likely will begin around the end of September. The group is trying to keep what the states are familiar with, but at the same time, give the site more functionality. When completed, it will look more like the CAPS R&C site to reflect the integration within the CAPS program.

Data entry – what is the minimum?

With the advent of NAPIS 3.0, now is a good time for the NCC to provide clarification on what is the minimum data entry requirement. The CAPS program would like to install some minimum requirements to facilitate the development of reports. Approaches now entail the ultimate summary of one record per county per pest to more IPHIS-like data entry of multiple records per individual trap. Somewhere in the middle is a happy medium. The overall goal is to bring some consistency across the country to data entry. Is a summary record with the number of traps/samples recorded in the Quantification field sufficient, or should a record be entered for each trap, sample or visual observation? Or is there another approach? It was noted that if there are a lot of traps per county, many states would prefer to put them in on one line versus putting them in line by line. However, with the upload of an Excel spreadsheet and the ability of moving columns around (did anyone mention that this little feature may be available), adding more than just one record per county per pest may not be the hardship on the person doing data entry that one imagines. The NCC needs to discuss this with their constituency so that CAPS management can get an idea of what level of data entry the states may be comfortable with.



Survey supplies

John Crowe is getting the survey supply catalogue ready for FY14 surveys. For FY13 the system had 485 orders for \$1.9 million. John anticipates similar numbers for FY14. There will be an uptick with EAB. As far as CAPS goes, the states will see about 7-8 new products (mostly for palm pests including *Metamasius hemipterus*, *Oryctes rhinoceros*, and *Rhabdoscelus obscurus*). There will be a cross vane panel trap for certain palm pests. There also will be new septa lures from Otis.

John is currently working on the *Metaplatypus mutates* supplies. This pest will use a new clear cross vane trap and new lure. This is a large shift from other EWB/BBs. Currently, these are pending and we are working to identify a supplier.

All others should now be listed in the IPHIS Survey Supplies Ordering System, and it should open up in early October – November. As last year, EAB will be handled outside of this cycle. When the system opens, you should be able to put in orders for immediate shipping. Some of the Otis lures may be delayed until January, however.

In general, most of the NCC believes that the delivery and order time period has worked over the last two years. Some members did report issues with the delivery times.

Trichoferus campestris – Common Name Change

Vic Mastro proposed a new common name for *Trichoferus campestris* (velvet longhorned beetle). The previous name was Chinese longhorned beetle. As there are thousands of these we decided to make the common name more specific. The common name change has been made in the 2014 Guidelines, CAPS page, EWB/BB reference, and NAPIS database. It has not yet been changed in the flip book or zip file.

CAPS NPB presentation

The [CAPS update presentation](#) given by John at NPB is now on the [CAPS Program page](#) of the CAPS R&C site. Any feedback should be sent to John.

Volunteer survey documents

Also on the [CAPS Program page](#) are two volunteer survey documents; a white paper entitled “[The Use of Volunteers in Exotic Pest Surveys](#)” and a draft “[Volunteer Survey Guidelines](#)” that Avi’s working group has prepared using ALB as a model. The Guidelines are a work in progress and should not be considered complete at this point in time. There is still much to flesh out. Progress has been substantial on survey design, but other topics such as recruitment, training, retention, and reporting still need to be addressed. In 2013 the Working Group will focus on the people aspect of volunteers (getting the right people involved), the proper documentation and legal requirements (waiver forms, liability issues, data sharing, confidentiality, etc.), training and proficiency testing, and ensuring the validity of negative data, as well as other topics.



The CAPS Working Group on Volunteers is a wholly cooperative effort with an anticipated result of moving the volunteer effort forward with an anticipated result of formalizing the use of volunteers in pest survey programs. There are many issues, topics, and facets to consider. In order to provide sound national guidance, the Group needs the collective knowledge, experience, and wisdom of the CAPS and PPQ communities. Volunteers wishing to lend the Group their time and effort to this worthy goal should contact Avi Eitam at 614-322-4706 or by email at Avraham.Eitam@aphis.usda.gov.

2014 Farm Bill page

A [2014 Farm Bill page](#) has been put up on the CAPS R&C site. Posted documents include the 2014 Guidelines, an FAQ document, work plan and reporting templates, as well as other program information. The [APHIS Farm Bill web page](#) remains the primary Farm Bill website, and contains other information, such as communications from the PPQ Stakeholder Registry and links to register with the Stakeholder Registry, and coming soon, information on obtaining credentials and accessing the Metastorm suggestion program, as well as a schedule of help session webinars leading up to the open period in early October.

The Farm Bill Guidelines have been reformatted and are new for this year. Those interested in submitting a suggestion should read these carefully as the review and rating of suggestions will be aligned closely with this guidance. These will be published annually, and may contain important changes from year to year.

The Farm Bill group is working on making updates to the Metastorm suggestions process this year. There will not be a single form for all suggestions. Depending on the goal selected, the interface will ask you questions specific to the goal selected. Do not enter suggestions before the open period begins. Anything entered before this time will be deleted. For now, just get your credentials through Metastorm and wait for the next memo on when the open period will begin.

A Survey Summary Form will be required for Farm Bill surveys as in previous years when work plans of approved surveys are submitted.

CAPS National Meeting for December 2014

John and Brian are working on pulling together a CAPS National Meeting for December 2014. It looks like there may be a window of opportunity and that the Deputy Administrator's office may support it, but it may have to be in conjunction with a broader PPQ meeting. John is going to meet with the Deputy Administrator soon to talk about the proposed meeting, possible options, and determine if the DA will support it. The CAPS National Meeting currently is listed as a non-conference so it will go through a different approval process. This means the justification should be similar to a training and/or workshop. Our past national meetings have taken the approach of a working meeting. John has asked about PDC providing a facilitator.



Before the meeting can be approved, John needs to have a full agenda and cost analysis completed. The NCC should begin talking to their constituency about what the meeting should cover and what they need and get out of the meeting. Feedback to John and Brian is critical as planning needs to start now. The three sites that are currently being considered are Albuquerque, NM, Oklahoma City, OK, and Jacksonville, FL.

Annual NCC Meeting

The Annual NCC meeting will be held at the end of January. The NCC should start thinking about what items to include on the agenda and where to hold the meeting. Some items in these minutes will be discussed. The facility has to be at no cost to the group (i.e. SPHD office, PPQ or USDA property, State Department of Agriculture office, etc.). Send any ideas to John. The meeting is at the end of January, so going north may be problematic.

The next NCC call will be on Thursday, October 3, 2013, at 11:00 am eastern time.