



National CAPS Committee (NCC) Conference Call

November 14, 2013

Minutes

Participants

John Bowers	Joe Collins	Sherry Aultman	Dan Mackesy
Brian Kopper	Julie Van Meter	Laurinda Ramonda	John Crowe
Rick Zink	Brad Lewis	Helmuth Rogg	Susan Schechter
Terry Bourgoin	Avi Eitam	Kathy Handy	Eileen Luke
Joel Bard	Carol Motloch	Lisa Jackson	Valerie DeFeo
Piera Siergert	Saul Vaiciunas	Talitha Molet	

NCC Member Rotations

The NCC term for Joel Bard (PPQ SPHD representative) ends December 31. NCC Bylaws provide for a second term if the individual and their constituency are willing. Brian will brief the SPHDs and ask for nominations on the next SPHD call. Avi Eitam (PPQ PSS representative) has decided not to continue on the NCC after his term expires December 31 due to other commitments. The PSS nominations for his replacement were due to Brian by COB Friday, Nov. 15. Individuals that will occupy both of these PPQ positions will be expected to attend the upcoming NCC meeting in January.

On the state side, Julie Van Meter has been re-nominated for a second 3-year term as the SPRO representative for the Central Plant Board. Helmuth Rogg also has been re-nominated for a second 3-year term as the SSC representative for the Western Plant Board states. The Pest Detection Management Team has accepted both of these nominations.

Approved Methods and Negative Data Validation

Guidance on Approved Methods needed for negative data entry has been posted on the CAPS R&C site since 2011. Everyone should be aware that specific methodology is required to enter negative data for a pest. There is no reason to change this policy now. Requests contrary to this policy will not be entertained unless there is outstanding justification. As the saying goes, "Ignorance of the law is no excuse." The burden is on the states to know the approved methods for the pests they plan to target for survey, and plan in advance to make sure they have all the supplies needed to meet the requirements.

Also, CAPS does not make changes for pests that have their own programs (i.e. EAB). We follow program guidance in this regard. The individual pest program would have to approve any changes to their approved methodology.

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.



Survey Supplies

The Survey Supply Ordering Catalog is now open for 2014 CAPS and PPQ, as well as FY13 Farm Bill Goal 1 Survey. The catalog will be open until November 29. Shipping will not start until January 6. Lures produced by Otis will not start shipping until February 17. Let John Crowe know if you need your supplies, and a reason why, before the January 6 ship date (particularly if your state/territory does year round trapping, e.g., FL, HI, PR). If there is something missing from the catalog, let Brian, Kristian, or John C. know.

FY2013 CAPS Status Report

John and Brian are working on the FY13 Status of Program report for APHIS to include in the budget documents submitted to Congress. They are looking at new pest detections and comparing them to what is in the NAPIS database. Right now, 70% of the new U.S. records identified by NIS and reported to programs and states are not yet in NAPIS. As soon as states have a positive, this data needs to be entered in NAPIS.

Farm Bill

A stakeholder registry announcement recently went out announcing help session webinars for submitting FY14 Farm Bill suggestions. The form used for submitting suggestions this year is different from the previous year's version. If you are planning on submitting a suggestion this year, it is highly recommended that you attend at least one of these webinars. The webinar schedule can be found at by clicking [HERE](#).

The tentative first day of the open period for submitting Farm Bill suggestions is November 20. Suggestions will be accepted over a 6 week period, ending around the first week in January. If you have any issues with logging in to the Metastorm application, contact aphisremedy@aphis.usda.gov to have your password reset. Additional FY14 Farm Bill information can be found [HERE](#):

2014 Annual NCC Meeting

This year the Annual NCC Meeting will be held in Gainesville, Florida, and will be hosted by the Florida Department of Agriculture and Consumer Services, Division of Plant Industry. This will be the first time an NCC Meeting will be held in a cooperator's facility. The meeting will occur on January 28 – 29, 2014 (Tuesday and Wednesday). Monday and Thursday will be travel days. Hotel arrangements have not been made yet, but there are several hotels close by.

A draft agenda for review follows these minutes. Discuss with your constituency, or forward to your representative, and additional topics that you feel the NCC should discuss.

The next NCC call will be on Thursday, December 5, 2013, at 11:00 am eastern time.



DRAFT AGENDA

Tuesday, January 28, 2014 (8:00 am – 5:00 pm)

- Welcome, Introductions, and Overview – John Bowers
- State Welcome and Overview – SPHD/SPRO
- NCC Bylaws Changes – John Bowers and Brian Kopper
Representation and Terms
- Review of the 2013 NCC Meeting – John Bowers
2013 Action Items – Lisa Jackson

Break

- CAPS Performance in 2013 – John Bowers
Accomplishments and Measures
- The Pest Detection Line Item – FY14 – John Bowers
Budget Considerations
- Farm Bill – Kristian Rondeau
Process Review
Funding Status – FY14/15

Lunch

- CAPS Future Discussion – NCC
Strategic Planning
 - Long-term Goals and Objectives
 - Program Changes: What Needs to Happen?Alignment of Processes and Surveys: CAPS, PPQ, Farm Bill
 - Aligning Processes
 - Submitting Work Plans vs. Suggestions vs. Alternatives?
 - Budget Issues
 - Coordinating Timelines and Deadlines
 - Planning and Reporting
 - Survey Supply Coordination
 - Role of the CPHST CAPS Support Team for FB Survey needs



Break

- CAPS 2015 Survey Guidelines – John Bowers
 - New Additions and Possible Changes
 - Appendix J-3 / Survey Summary Form – Updates
 - Approved Methods
 - Visual Surveys?
 - Naming Conventions:
 - Need to match pest lists, NAPIS dictionary, Accountability Report, etc. with NAPIS data entry
 - Work Plan Deadlines
 - Reporting
- CAPS Funding – John Bowers & Brian Kopper
 - Infrastructure support and state survey efforts
 - Infrastructure analysis report – CPHST
- Agreement timelines, processes, policies, etc.
 - Best Management Practices for Agreements
 - Written Guidance for Guidelines
 - Templates, Extensions, etc.

Wednesday, January 29, 2014 (8:00 am – 5:00 pm)

- Pest Lists
 - Pre- and post- assessments
 - Changes to the Pest Lists
 - New Pests: AHP vs. Commodity Manuals
 - Duplication in Commodity and Taxon/ Pathway Manuals
 - Tropical Pest List
- Pest Prioritization: Which Pests to Analyze?
 - Which pests will be run for the 2016 list?
 - Backlog of pests from others sources/ older lists
- Weeds and Other Plants

Break

- Pest Prioritization Model Revision Project – Alison, Melinda, Lisa
 - Alternate Model for 2016
 - Overview: Alison / Trang Vo



Project Timeline: Alison

Plant Pathogens/ Arthropod questions: Melinda / Lisa

- Risk Modeling – Lisa Kennaway
NAPFFAST survey results and next steps for pest risk mapping
- Manuals Update – Melinda/ Lisa
New manuals (2014/ 2015) – Continue?
Reformat / Update old manuals: Alternate presentations?
Changes to pest lists (addition/ removal of pests from manuals)
Pre- and post- assessments for pests

Lunch

- High-Risk Pest Survey Gap Analysis
- Other CPHST Activities/ Work Priorities for 2014 – Melinda / Lisa
PestLens: new tracking system
 - Additional workload.
 - More pests for AHP
- CPHST Tracker updates (any high profile projects)
- NAPIS / CAPS R&C / Pest Tracker – Susan Schechter – 1:15 pm
NAPIS 3.0 Implementation
 - Data Entry and Other FeaturesConsensus Data Update
New projects and developments
[Webinar/conference call by Susan Schechter \(Purdue University\)](#)
- Volunteer Working Group
Status Report – Piera Siergert

Break

- CAPS Recognition roll out
- National CAPS Meeting Update & Planning
- Additional Topics and Discussion – John Bowers
- Review of Action Items and Responsibility



➤ Summary, Closing and Last Thoughts