



## National CAPS Committee (NCC) Conference Call

May 1, 2014

### Minutes

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#### Participants

John Bowers	Carol Motloch	Dan Mackesy
Rick Zink	Lisa Ishibashi	Joel Floyd
Terry Bourgoin	Saul Vaiciunas	Susan Schechter
Piera Siergert	Sherry Aultman	Eileen Luke
Julie Van Meter	Laurinda Ramonda	Lora Katz
Brad Lewis	Melinda Sullivan	

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#### 2015 Survey Guidelines

The 2015 National Survey Guidelines were published on the CAPS R&C site on April 22, 2014 (Earth Day). Click [here](#) to link to the 2015 Guidelines. In addition to individual files, a pdf portfolio file and a pdf all-in-one file are posted for convenience.

New for 2015 (and 2014 if you wish to start using them right away) are two spreadsheets that can be used as an alternative to the PPQ 391 form when submitting multiple samples to identifiers. They are Appendices E-3 Insects and E-3 Pathogens. The use of the spreadsheets reduces the need to fill out multiple 391 forms, and is intended to save on paperwork and time. These spreadsheets are referenced in Appendix E-2. A PPQ 391 is still required for samples destined for national confirmation.

The due date for work and financial plans is still August 15. The PDMT discussed moving the date back as discussed at the NCC meeting in Gainesville. However, regardless of when we finally get a budget, The PPQ MT requests that we have a budget prepared by October 1. In order for Brian to review the work and financial plans from all 50 states, and the PDMT put together a budget by October 1, the August 15 due date is as far back as we can push it right now.

#### CAPS Recognition

On April 28, 2014, the individuals selected for CAPS Recognition were announced. The PDMT and the NCC wished to recognize outstanding activities and achievements by members of the CAPS community for work done in support of Pest Detection activities accomplished in the previous calendar year. These individuals were nominated by their peers and supervisors, and are recognized for their exemplary activities and achievements above and beyond their normal duties in support of the CAPS Program. Selected by a sub-committee of the NCC, those recognized are: Jennifer Forman-Orth, State Survey Coordinator, Massachusetts Department of Agricultural Resources; Brett Laird, State Survey Coordinator, Louisiana Department of

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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.



Agriculture & Forestry, and Leroy Whilby, State Survey Coordinator, Florida Department of Agriculture and Consumer Services. The CAPS Recognition Award consists of a certificate and a Pest Detection silver coin (highly prized and somewhat rare). In lieu of a National CAPS Meeting, the awardees will be publically recognized and the awards presented during the Awards Ceremony following the banquet at the National Plant Board meeting in St. Louis, MO, July 27-31, 2014.

Those participating in the selection process thought that all went well and that the process worked. The top three just happened to be all SSCs this year, but may not be in following years. All members of the CAPS community are eligible. Next year at this time we will be announcing CAPS Recognition awardees for activities and achievements accomplished during 2014. Be aware of the work and distinctions that set your SPHD, SPRO, PSS, SSC, or other individuals and groups apart from the rest, and nominate them for CAPS Recognition next year. More detail appears in Appendix Q of the CAPS 2015 National Survey Guidelines. The next call for nominations will go out in January 2015.

### **Strategic Planning Update**

A core group meeting was planned for May to begin the process. The meeting is now delayed until August or September. Those facilitating the process are working on the PPQ strategic plan, and this will consume much of their time. As such, there is no rush right now, but we do need to move forward with smaller discussions. Let John know if you have been through this process before and have some ideas on how best to proceed to accomplish the plan, or at least give the process a boost to get started.

### **Regional Plant Board Meetings**

Sherry and Saul related discussion from the CAPS sessions at the Southern and Eastern Plant Board Meetings, respectively. Many of the same topics were discussed at both meetings.

- Generally, states would like it if CAPS and Farm Bill surveys were more aligned.
- States have concerns about Farm Bill funding and regard it as a competition.
- States would prefer a guarantee or reliable amount of funding so that they can plan better.
- States would like the Farm Bill MT to tell the states what to survey for and what will be funded.
- Splitting of surveys between CAPS and Farm Bill is problematic for some as the priorities in their states are more aligned with Farm Bill surveys (specialty crops) than CAPS surveys. States are concerned that they will submit low state priority surveys so they do not lose out on CAPS funding.
- States would like CAPS and Farm Bill timelines to match up. However, a large state with many agreements commented that all agreements coming in at the same time would be too much, and suggested a more staggered approach.
- States felt that it is important for CAPS and Farm Bill representatives attend these meetings as there were a lot of unanswered questions, especially about Farm Bill.



- A 'new look' standardized Accomplishment Report was presented at the EPB session. The SSCs will follow up with the PDMT.
- Questions arose regarding travel funds in lieu of a National CAPS Meeting. Using these funds to travel to the National Plant Board Meeting or for training/workshops related to the CAPS mission is appropriate. The SSCs will converse and determine if a training workshop is feasible and come up with a plan for the PDMT.

Brad reported on CAPS activities at the Western Plant Board Meeting (no CAPS breakout session scheduled). The Central Plant Board Meets the week of May 4. A report on the CAPS breakout session will be heard on the June NCC call.

### **NAPIS 3.0**

The roll out and implementation of NAPIS 3.0 is going smoothly. Kathy and Susan are updating the data entry/file format document for NAPIS 3.0. A message will go out when the new version is available.

### **NAPIS Data Entry**

New host records for a pest should not be labeled as a 'new in...' record. Records for pests that are new in the U.S., state, or county are the only ones that should be labeled as 'new in...' A pest that is already present, but found on a new host, can still be entered. AN option is to enter that the host is new in the Notes field.

### **Farm Bill Data Requirements**

There is a document entitled [Work Plan and Data Requirements](#) that is posted on the 2014 Farm Bill page of CAPS R&C site. This document contains guidance for work plans and data entry requirements for surveys.

### **Phytoplasma surveys – use current posted document for protocol in 2014**

A question arose regarding screening and diagnosis of phytoplasma samples from surveys. The guidance for 2014 is to use the protocol that is posted in the CAPS Approved Methods on the page of each phytoplasma. Do not attempt your own diagnosis this year as there are contamination issues and the potential for error. We would like the experts at the designated labs to do the work.

The plan is to offer phytoplasma-specific training to those labs that are interested next February. This will enable more labs to perform screening tests in 2015. Positive samples still will have to be sent to a national identifier.

### **Farm Bill Update**

Work plans are coming in and changes and questions are being addressed. The Change Request Tool for ADODRs (as used in previous years) is nearing operation. Questions can be addressed to the Farm Bill mailbox at [farmbillsection10007@aphis.usda.gov](mailto:farmbillsection10007@aphis.usda.gov).



### **CPHST Datasheets**

Going forward, new commodity manuals and the updates of existing commodity manuals will no longer be published in the traditional manual format, but will be more web-savvy, with a shorter main document and links to the appropriate datasheet. In essence, CPHST datasheets are being updated to a new, free-standing format. A pest that appears in more than one commodity survey will have only one datasheet, and be linked to from several commodity surveys. This will make updating datasheets with new information much easier and faster. The update will only have to be done once, instead of multiple times in each commodity manual that the pest appears in. Pest datasheets can also be found through the Approved Methods on individual pest pages. The link will appear near the top of the pest page under resources.

**The next NCC call will be held on Thursday, June 5, 2014, at 1:00 pm eastern time.**