

Appendix B

Roles and Responsibilities of Federal and State Employees Engaged in the Cooperative Agricultural Pest Survey Program

Introduction

A National Plant Board CAPS Advisory Subgroup recommended several changes to the roles and responsibilities of key personnel involved in the CAPS program, as outlined in the CAPS Program Guidebook dated August 11, 2003. The CAPS program has grown in scope in the past several years and new positions and responsibilities have been added to the program.

Roles and Responsibilities of the State Plant Health Director (SPHD)

1. Provides input and guidance into the selection and prioritization of pest targets
2. Ensure the role of CAPS meets the needs of APHIS
3. Oversees (supervises) PSS; provides guidance and support as needed – at least 1 per State
4. Promotes close working relationship and communications between PSS and SSC
5. Directs Federal resources of office and personnel assigned for pest detection activities in support of CAPS
6. Assists, SPRO, SSC and PSS in the establishment of a State Survey Committee to assist in the identification and selection of plant pest targets and represents APHIS-PPQ on the committee.
7. Works with SPRO, SSC, PSS and CAPS State Pest Survey Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis
8. Assists in determining the frequency and timing of State Survey Committee Meetings
9. Reviews and evaluates CAPS work and financial plan submitted through the SPRO prior to submitting it to the Region
10. Together with the SPRO, SSC and PSS meets as needed to review and evaluate progress and to trouble shoot unforeseen situations
11. Evaluates accomplishment and financial reports submitted through the Office of the SPRO prior to submitting them to the Region

12. Evaluates final report as submitted through the Office of the SPRO for concurrence on completion of the plan of work under the cooperative agreement
13. Aids PSS and SSC in coordination and outreach activities associated with government representatives, military installations, Tribal Leaders, Port Risk Committees, public and private sector organizations, etc.
14. Serves as the cooperative agreements officer for CAPS
15. Communicates with SPRO as necessary to insure plan of work is implemented and expenditures conform with financial plan
16. Communicates information from State to PSS
17. Interacts with the Region as needed to promote the State's effort in CAPS
18. Coordinates the PPQ initial emergency response if an exotic pest is detected in the State (ICS)

Roles and Responsibilities of the State Plant Regulatory Official (SPRO)

1. Provides input and guidance into the selection and prioritization of pest targets
2. Ensures the CAPS program meets the needs of the State
3. Oversees (supervises) SSC; provides guidance and support as needed
4. Promotes close working relationship and communications between SSC and PSS
5. Directs resources of Office and personnel assigned for pest detection activities in support of CAPS
6. Assists SPHD, PSS and SSC in the establishment of a State Survey Committee to assist in the identification and selection of plant pest targets and represents State Department of Agriculture on the Committee.
7. Works with SPHD, PSS, SSC and CAPS State Pest Survey Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis
8. Assists in determining the frequency and timing of State Survey Committee Meeting
9. Reviews and forwards draft CAPS work and financial plan to SPHD for review, evaluation and submission to Region
10. Together with the SPHD, PSS and SSC meets as needed to review and evaluate progress and to trouble shoot unforeseen situations

11. Reviews accomplishment and financial reports from SSC prior to their submission to the Office of the SPHD for review, evaluation and approval for submission to the Region
12. Reviews final program report from SSC prior to its submission to the Office of the SPHD for review, evaluation and approval for submission to the Region
13. Aides in coordination and outreach with other government agencies and Departments and public and private sector organizations
14. Approves and monitors expenditures pursuant to Cooperative Agreement, in some States (SPRO) may serve as ROAR
15. Communicates with SPHD as necessary to insure work and financial plans are conducted in accordance with cooperative agreement
16. Communicates information from PPQ to the SSC
17. Participates as warranted through the Plant Board System to support the CAPS program and to work towards improving its efficiency and effectiveness
18. Coordinates the State's initial emergency response if an exotic pest is detected in the State (ICS)

Roles and Responsibilities of the State Survey Coordinator (SSC)

1. Serves as the primary contact for the CAPS program within the State
2. Is responsible for the establishment and coordination of a State CAPS Committee that reflects stakeholders and is capable of providing guidance and assistance to the program
3. In collaboration with the PSS, the RSC will prepare a draft work and financial plan in accordance with the National CAPS guidelines and the input of SPHDs and SPROs
4. Working with the PSS and CAPS cooperators identify personnel, their coordination, necessary supplies, training, database requirements, compilation/reporting requirements, and time commitments necessary to implement work plan
5. Meets with SPHD, SPRO and PSS to discuss draft plan and amends as needed
6. Submits amended draft to State CAPS Committee for review and comment (recommend convening committee for this purpose)

7. Finalize proposed work and financial plan and submits to SPRO. SPRO will forward to the Office of the SPHD for approval and submission to the respective PPQ regional office
8. Upon review and evaluation of State CAPS work and financial plan by the regional CAPS Committee SSC submits revised work and financial plan to SPRO with SF-424 and related forms for submission to the region through the SPHD
9. Schedule briefing meeting with SPHD and SPRO to secure allocation of federal and State personnel as well as to verify/confirm cooperator participation and assistance
10. With PSS agree upon tracking and monitoring protocols charting progress of individual surveys. Report problems to SPHD and SPRO for assistance and guidance in meeting work obligations
11. Maintain communication with diagnostic labs and taxonomists supporting CAPS surveys, coordinating with the PSS. Maintain oversight of sample load and notify SPHD and SPRO of problems
12. Prepares summaries to accompany billings as needed (required quarterly in New York)
13. Ensures State CAPS data is entered into NAPIS database in accordance with National guidelines (Data Management a-f)
14. SSC prepares annual accomplishment report to SPRO for submission to the SPHD
15. Develops and outreach plan for CAPS and works with PSS to identify key groups and determines what meetings and outreach activities will enhance CAPS goals and objectives
16. Communicates with other SSC's and PSS's from within the Region for information sharing and coordination of surveys (commodities)
17. Participates in National and Regional CAPS meetings
18. Works with PSS, federal and State personnel and cooperators in the identification of improved methods and procedures for CAPS goals and objectives. Interacts with CPHST personnel as warranted
19. Working with PSS, State CAPS Committee, and Cooperators develops a State priority pest list for review and evaluation by SPHD and SPRO
20. Assists in pest response activities and planning (ICS)

Roles and Responsibilities of the Pest Survey Specialist (PSS/DPC)

1. Assists SSC in the establishment of a State CAPS Committee. Provides assistance and guidance to SSC in all Committee interactions
2. Provides assistance and guidance to the SSC in the preparation of a draft work and financial plan
3. Meets with SPHD, SPRO and SSC to present and discuss draft plan
4. Working with the SSC and CAPS cooperators identify personnel, coordination, equipment/supplies, training, database requirements, compilation/reporting requirements and time commitments necessary to implement work plan
5. In conjunction with SSC presents draft plan to State CAPS Committee for review and comment
6. Assists SSC in the finalization of a work and financial plan
7. After plan is submitted to Region assists SSC in making revisions requested by Region and finalize work and financial plan
8. Meet with SSC, SPHD and SPRO to secure federal and State personnel required to implement surveys and to verify/confirm cooperator participation and assistance
9. With SSC agree upon tracking and monitoring protocols charting progress of individual surveys. Notifies SPHD and SPRO of problems and/or need for assistance in meeting plan of work
10. Assist SSC by reviewing summaries and accomplishment reports. Provides advice and guidance in reporting format and structure.
11. Assist SSC in preparation of annual accomplishment report
12. With SSC identifies outreach activities to enhance CAPS goals and objectives. identifies key groups and meetings to target
13. Communicates with other PSS, to assist in the promotion of multi-state surveys and to enhance uniformity in survey methodologies
14. Participates in National and Regional meetings
15. Interacts with CAPS Regional Coordinators and staff as needed. Briefs SPHD and SSC on these communications
16. Reviews the CAPS website for accuracy

17. Ensures quality of data entered into NAPIS and brings discrepancies to the attention of the SSC and/or SPRO and SPHD
18. Interacts with CPHST for information on pest risk, pathways, and improved survey methodologies
19. Aids SSC and State CAPS Committee in the procurement of plant pest information on proposed targets
20. Work with SCC, federal and State personnel and cooperators in the identification of improved methods and procedures for CAPS goals and objectives. Interacts with CPHST personnel as warranted
21. Working with SSC, State CAPS Committee and Cooperators develops a State priority pest list for review and evaluation by SPHD and SPRO
22. Assists in pest response activities and planning (ICS)

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